

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: February 17, 2022
CC: All Departments



Notice: The Town of Templeton will be distributing COVID-19 home test kits to residents of Templeton on **Saturday, February 26, 2022 from 9 a.m. until 11 a.m. at Town Hall**; please use the door and parking at the back of the building. There will be town representatives in the hall to distribute the test kits. Due to the mask mandate still in effect at town offices, we request that you please wear a mask into the building.

Business Meeting: (This is where we provide basic information or expand upon memorandum enclosed in your packet).

Weekly: Final preparations for the FY'23 Budget & Legislative Package presentation to the Select Board/Advisory Committee. Packaging, compiling, and printing of the FY'23 Budget Book began. Work processing hiring paperwork for the Temporary Senior Center Assistant. Signed and sent Green Communities Grant contract with extension. The State House Issue Notes from Hilltop Securities were finalized and sent. Worked with Development Services on Brownfields Assessment Application Form for review with the Environmental Protection Agency (EPA) for the property on Holman Street. Began drafting FY'21 Annual Report. Finalizing purchase for order to be paid through the MIIA Health Wellness Grant.

Administration & Finance

Town Accountant: Nothing to report.

Treasurer/Collector: Accepted and processed excise and sewer payments. Office was extremely busy this week with foot traffic and phone calls regarding excise bills. Utility bills are due Wednesday, March 2nd and excise bills are due Thursday, March 10th.

Cheryl participated in a VADAR informational zoom meeting.

Assessor: Finished working with Cartographics and mapping changes should be going up online shortly. Worked on plan filed for a parcel split creating 4 new lots. Traffic in office busy with

excise bills going out. Notarized several documents. Finished up pending paperwork in the office as I will be out the next two weeks. Sue will be working limited hours. Hours are posted on our town webpage and in the office. No weekly reports will be submitted for the next two weeks.

Town Clerk: The office is busy with the usual day to day activities. Business certificate renewals. dog licensing, vital records request and meeting postings. **Notice: Nominations papers will be available starting Tuesday, February 22nd thru Thursday, March 24th for the May 16th Annual Town Election. All dogs 6 months of age or older need to be licensed by March 31st**

Public Works

Highway: Cleaned, and maintained snow/sanding equipment. Spot treated several different roads, and scraped ice in multiple areas, several times. Worked on continuing to clear sidewalks. Potholes patched on Baldwinville Road, Otter River Road, South Road, Main Street Bridge, Farnsworth Road, Barre Road, Turner Lane, North Main Street, and Baptist Common Road. Director would like to advise, use caution on secondary roads, frost heaves are bad this winter.

Building and Grounds: Picked up parts for multiple pieces of equipment for service and stock. Serviced multiple pieces of equipment. Assisted patrons with 2 lot sales. Checked Senior Center roof, patched a few more areas. Put spray foam around pipes in Senior Center basement. Emptied cardboard at Senior Center. Preparing for 2 funerals this week.

Public Safety

Templeton Police Department: Will be reporting next week.

Templeton Fire/EMS: 02/07/2022 – 02/13/2022 Fire Department weekly report.

Emergency calls: 27

20 EMS, 2 fire alarm, 2 MVA, 1 carbon monoxide alarm, 1 cancelled enroute, 1 motor vehicle fire

Training: 1st responder (emergency medical responder) class

Apparatus/equipment: Engine 3 DEF sensor issues, the dealer has been notified this will be a warranty issue we are waiting on parts. Forestry 2 is out of service for clutch and rear end work, at the repair shop being fixed. Rescue 1 is back in service with temporary repairs made to the air ride suspension. Parts back ordered for permanent repair Forestry 3 out of service for battery issues.

Activities: 1 residential and commercial inspections

Announcements: Open burning season has begun. If you want a permit please use the fire department page on the town website to apply. If you have trouble with the website please call the office (978-939-8122) on Monday, Wednesday or Fridays 8a to 2p for assistance or to make an appointment to come in and get one.

Emergency Management: Nothing to report.

Development Services

Director: Participated in MMA virtual seminar on waste recycling; provided research for two issues brought to Development Services attention for Shady Lane and School Street, follow up with owner at Shady Lane for Conservation.

COVID-19: On Saturday, February 26, 2022, from 9 am – 11 am, the Board of Health will be distributing free COVID-19 test kits to Templeton residents in the hallway of town hall.

For numbers reported by the state of MA pertaining to positive cases in Templeton, please go to [COVID-19 Response Reporting | Mass.gov](https://www.mass.gov/info-details/covid-19-response-reporting). A link for ordering test kits became available on 1/18/22, to order your four kits per household please go to <https://special.usps.com/testkits>. To view and keep your vaccine records at your fingertips, please go to www.myvaxrecords.mass.gov. Continued participation in the MDPH weekly call. If you take an at home test and test positive, please call 978-602-2356; this information has been posted on the Town website and TCTV.

Board of Health: Scheduled ServSafe/Allergen Awareness recertification training/testing on March 10 from 11:00 – 2:00 for any Templeton Food Establishment who wishes to participate; for more information contact Laurie at lwiiita@templetonma.gov. Prepared a community septic loan packet for presentation for 17 Beech; reviewed and approved T5 for 6 French, letter sent to occupants pertaining to keeping leaching area clear of woody growth; work with Millbury Credit Union on 232 South Main, abandoned house being prepared for auction; work with Devereux Foundation on complaint at 9B Old Winchendon Road. Reviewed and approved septic repair plans for 17 Beech; reviewed and approved plans for Lots 1, 2, 3, & 4 King Phillips Trail, new single-family homes.

Conservation: Prepared for and attended 2/14 ConCom meeting; scheduled a site walk with ConCom and DPW for temporary solution to issue at median (N Main, Otter River, Lord); Prepped for next ConCom meeting March 21 including NOI's for Lots 1, 2, 3, & 4 King Phillips Trail and COC for 693 Patriots Road.

Planning Board: Due to lack of agenda items, the meeting of 2/22/22 was cancelled after consulting with the Chair.

ZBA: Scheduled meeting for March 29, 2022 @ 6:30 p.m. to include executive session for strategy discussion pertaining to litigation.

Building Department: Processed six permit applications, one new single family, two in-ground swimming pools, one replacement windows, and two residential renovations. One occupancy certificate for 102 Lord issued: two certificates of completion, one for a bathroom renovation and an HVAC system. Seven electrical permits issued, one for a commercial security system, six for residential upgrades. Three plumbing permits processed, one for a commercial kitchen and two for water heaters. One gas permit processed for an unvented heater.

Agricultural Commission: Working with Board of Health on rooster by-law draft.

Community Services

Director/Library: Will be reporting next week.

Senior Services: Will be reporting next week.

Templeton Community TV: Week ending Feb. 18, 2022 – We did post-production work on the State of the Town program. The last episode of "Staying Fit with Liz" was completed. We have had good response from the program. We are preparing to be back in person for meetings with remote options (hybrid) for participants in March.

Important Dates to Remember

Select Board Meeting, Wednesday, February 23, 2022, 6:30pm via Zoom – Streamed Live