

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: March 3, 2022

CC: All Departments



Security Glass has been installed in the Select Board, Development Services, Town Clerk, and Assessors' offices.

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

Weekly: Attended MCPPO Training on ARPA with Select Board Vice Chair Toth. Attended to HR matters. Distributed FY'23 Budget Materials to all Departments ahead of the Budget Workshop on Saturday, 03/12/2022. Submitted response to Trident Public Risk Solutions routine recommendations as a part of a routine survey from the town's property insurance program. Extensive work on the Annual Report for FY'21 continued; almost completed and going to the printers in the next week or so. Attended MIIA Renewal Discussion. Attended Second CDBG Joint Town Hearing for Microenterprise Assistance.

Administration & Finance

Town Accountant: Processed payroll, caught up on deposits.

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

were due Wednesday, March 2nd and excise bills are due Thursday, March 10th. High volume of MLC request and prepared this week.

Assessor: Nothing to report. Regular office hours next week.

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: Potholes patched Lord Road, Depo Road, Old Winchendon Road, South Road, Plowing and treating roads for storms. Spot treated roads multiple times. Cleared sidewalks. Tree trimming in multiple areas. Director and Highway foreman attended meeting for WCHA.

Building and Grounds: Cleaned and serviced equipment to get ready for storm. Covered pipes at the Senior Center. Plowed, shoveled and treated lots and, walkways at public buildings. Plowed main roads at cemeteries and roads for upcoming burials.

Public Safety

Templeton Police Department: Will not report for the next two weeks; will submit three reports in the coming weeks.

Templeton Fire/EMS: 02/21/2022 – 02/27/2022 Fire Department weekly report.

Emergency calls: 19

16 EMS, 1 fire alarm, 2 MVA

Training: 1st responder (emergency medical responder) class, firefighter rapid intervention 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 back from repair and being readied for brush season, 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: 9 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 MDPH weekly meeting, continued budget talk with Town Administrator; contact with Karen Chapman pertaining to first round of the Green Communities funding distribution being complete.

COVID-19: For numbers reported by the state of MA pertaining to positive cases in Templeton, please go to [COVID-19 Response Reporting | Mass.gov](#). 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; on Saturday, February 26, volunteers Rhonda Parenteau, Jessica Case and Laurie Wiita of Development Services, with Select Board Member, Tim Toth provided at home test kits to residents; there are still kits available in the Development Services office, Room 3 at town hall that can be picked up during normal business hours.

A new mask advisory has been issued by MDPH, please use this link to read more [COVID-19 Mask Requirements | Mass.gov](#)

Board of Health: Prepared for and attended BOH meeting of 2/28/2022; lifted mask mandate and remote meetings; community septic loans approved for 17 Beech and 967 Patriots, rooster/chicken bylaw to have one paragraph re-worded and turned into Select Board office for town meeting (also sent draft to Chief Bennett for review); witnessed perc test on Depot Road for a proposed commercial building; reviewed/approved as-built plans for 253 Royalston and issued COC; telephone conference with Murielle Stone at MassDEP on request by TF&G to lift consent order; processed pumping records for filing.

Conservation: Site walks performed last week: 66 Victoria Lane for filling in the backyard, 37 Victoria Lane for a pool, 11 Patriots Road (Lot 5) for new home, and 185 Elm Street for a pool. Site walks performed this week: 693 Patriots Road to potentially close out an old COC. Spoke with MassDEP agent regarding appeal on Gardner Road – Lot 7. MassDEP SOC Site Visit for Gardner Road – Lot 7 scheduled for Tuesday March 8th at 11:00 am; Local ConCom is not required at meeting. Continued prepping for next ConCom meeting on March 21st.

Planning Board: Preparation for March 8 meeting pertaining to Laurel View.

ZBA: Received a variance request for 569 Baldwinville, logged with Town Clerk and in process, hearing date to be determined.

Building Department: Five Building Permits were issued this week: 2 for new single-family homes, 1 for detached garage, and 2 for interior renovation. Four Electrical Permits were issued: 2 for commercial upgrades and 2 for residential improvements. One Plumbing Permit for appliance replacement. There were no Gas permit applications received. Admin has begun researching online permitting options, as more cities and towns have moved to this method.

Agricultural Commission: Provided representation at the Board of Health meeting for discussion on the proposed rooster/chicken by-law. As part of the discussion, the Board of Health would like to work with the Agriculture Commission to provide informational programs to residents interested in keeping animals; contact to be made with the Department of Agriculture and UMass Extension.

Community Services

Director/Library: The library re-opened to the public this week. Many patrons returned to browse the shelves once again. I completed turnovers for Softball registrations, and Recreation sponsorships, in addition to memorial donations to the library. I helped our Recreation Chair to make registration forms available to NRSD students. I participated in the Public Hearing for the CDBG grant which involved our Food Pantry. I gave a brief report of the many ways this grant assisted Templeton in addressing food insecurity.

Senior Services: The Senior Center re-opened to the public this week. Seniors and groups were thrilled to be back together. Some activities this week included: Card Bingo, Creative Stitchers, Pitch and Chair Yoga. The March issue of the Senior Center newsletter was prepared for mailing and sent out to residents.

Templeton Community TV: Week ending March 5, 2022 – Plans to resume hybrid in-person/online meeting live-streams were made. The March 12 Budget Hearing live-stream processes and workflow were planned. The Meeting Owl system used for hybrid in-person/online meetings in the Town Hall Conference Room was tested. Crews are practicing multi-camera shoots, processes, and features to implement. Post-production work on several programs continues. I met with sponsor Wachusett Business Incubator (WBI) to discuss our video program plans. As part of that I conducted a video shoot of their new location and office suite.

Important Dates to Remember

Select Board Meeting, Wednesday, March 9, 2022, 6:30pm at Town Hall