

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: March 24, 2022

CC: All Departments



**Notice from the Town Clerk's Office:**  
**Thursday, March 31<sup>st</sup> is the last day to license dogs 6 months of age or older before late fees are issued.**

**Notice from the Board of Assessors:** Residents are reminded that the deadline for exemption applications for FY2022 Real Estate tax bills must be filed no later than March 31<sup>st</sup>.

**Notice from the Treasurer/Collector's Office:** Demands for the latest commitment are due no later than March 31<sup>st</sup>. The best way for payments to reach us in a timely manner are to pay online on the [templetonma.gov](http://templetonma.gov) website, or, save a stamp and leave your payment in our drop box which is available 24 hours a day.

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

**Weekly:** Prepared for the Select Board meeting on 03/23/2022. Preliminary work on the Voter's Guide for Annual Town Meeting 2022 began. Processed background checks for Recreation's Softball program. Since the Select Board have authorized the Town Administrator to negotiate with all three collective bargaining units, a significant amount of time has been spent on this front. All three of these collective bargaining agreements are set to end at the close of this current fiscal year.

Spent some additional time on Monday with our engineers on the Main Street bridge project to go over the three alternatives they ended up recommending to the Town at the Select Board meeting of March 23<sup>rd</sup>. We went over the pros and cons of each alternative. Had a meeting with our DPW

Director and Mr. Guenther at Fuss & O'Neill on our MS4 obligations and to begin preparing our next Annual Report. We have a date set next week to tour the Scout Hall project with Monty Tech so we are hopeful to continue that undertaking. Finally, we had a meeting at Town Hall with State Representative Zlotnik.

### **Administration & Finance**

**Town Accountant:** Finalized the Budget VS Actual, worked with Nancy on the warrant, posted deposits and paid several bills.

**Treasurer/Collector:** Accepted and processed excise, sewer, and property tax payments.

Demands for the latest commitment have been mailed and are due no later than March 31st. The best way for payments to reach us in a timely manner are to pay online on the templetonma.gov website, or save a stamp and leave your payment in our drop box which is available 24 hours a day.

**Assessor:** Nothing to report.

**Town Clerk:** Nothing to report.

### **Public Works**

**Highway:** Patch potholes Branch Street, Gardner Road, North Main Street, Otter River Road, Old Winchendon Road, Highland Avenue, Michaels Lane, Royalston Road, South Main Street, Dudley Road, Brooks Village Road, & Queen Lake Road. Clean out drainage around town. Clean and maintain equipment.

**Building and Grounds:** Moved Pergola from Town Hall to the Library. Picked up tarp from ice rink. Cleaned up logs at Greenlawn Cemetery. Dug out patio area for Town Hall. Burial duties.

### **Public Safety**

**Templeton Police Department:** Will report on a future weekly.

**Templeton Fire/EMS:** 03/14/2022 – 03/20/2022 Fire Department weekly report.

Emergency calls: 29

23 EMS, 1 motor vehicle accident, 1 fire alarm, 1 service call, 1 carbon monoxide incident, 1 cooking fire contained to oven, 1 public assist.

Training: Firefighter rapid intervention

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 in service, Forestry 3 back in service repaired.

Activities: 8 residential and commercial inspections

Announcements: Our newest Fulltime Firefighter/Paramedic has started. He is currently working days training. He will begin his new shift Monday the 28<sup>th</sup>. 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; working with DPW Director to schedule brush clearing from landfill swale and replace broken vent; assisted Brooks Road resident with questions pertaining to re-paving, referred to DPW Director; provided information to resident of 3 Pond pertaining property line issue, letter sent.

**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](https://www.mass.gov/info-details/covid-19-response-reporting), at last count Templeton had 14 reported positive cases. To view and keep your vaccine records at your fingertips, please go to [www.myvaxrecords.mass.gov](https://www.myvaxrecords.mass.gov). If you take an at home test and test positive, please call 978-602-2356. Test kits are available in the Development Services office, Room 3 at town hall and can be picked up during normal business hours.

**Board of Health:** Preliminary look at proposed bakery on North Main, further referred to Building Commissioner and Fire Chief; witness perc on Haskell for proposed new single family construction; witness perc for failing system at 693 Patriots; review and approve T5 reports for 43 Baptist Common and 640 Patriots, both passing; continued issue at 207 North Main with chickens, ticket issued; processed community septic loan payoff for 58 Michael's and filed with registry of deeds for release; processed three community septic loan betterments and filed with registry of deeds; provided a resident information for a proposed BBQ catering business; provided documentation and assisted 740 Patriots with community septic application.

**Conservation:** Prepped for and attended ConCom meeting on Monday the 21<sup>st</sup>. Next meeting scheduled for April 11 (since April 18 is a holiday); request to Crow Hill for site walk; Requests for site walks are increasing due to the seasonal demand for new pools.

**Planning Board:** Meeting of March 22 cancelled due to lack of quorum. Next Planning Board meeting is Tuesday April 12<sup>th</sup> @ 6:30 pm.

**ZBA:** Prepared and mailed abutters notices for 569 Baldwinville hearing on April 5th; received call regarding 195 Brooks and continued operation of commercial business, made site visit to confirm.

**Building Department:** Six Building Permits were issued including: 1 roof, 1 replacement windows, 1 swimming pool, 1 commercial kitchen, 1 in-law addition and 1 for water damage repairs. Four Occupancy Certificates were issued for 3 Patriots, 126 Baptist Common, 7 Patriots

and 15 Patriots. 2 Certificates of completion issued for interior renovations, and 1 for siding. Three Electrical Permits were issued: 2 for service upgrades and 1 for a swimming pool. 2 Plumbing permits were issued for residential renovations, and 4 Gas Permit: 1 for a garage heater, and 3 for exterior gas piping for new homes on Patriots Road. We would like to remind Permit Applicants to contact Inspectors upon job completion to obtain a final inspection and close out the application.

**Agricultural Commission:** Nothing to report currently.

### **Community Services**

**Director/Library:** The April materials order was compiled and placed. Circulation remains steady. We are hoping to close out our Booksale and restore the Children's room in preparation for programs and class visits.

Softball registration closed. I attended the Recreation Commission meeting and followed up with tasks discussed.

**Senior Services:** The Center had a busy week including: walking group, spring craft (decorative hat pins), Pitch, Mahjong, Card Bingo, chair yoga, creative stitchers, blood pressure clinic, cribbage, a course on 'aging brains', and a grab & go meal from Valley View Farm.

**Templeton Community TV:** Week ending March 25, 2022 – Worked with staff on production issues. Tested new Meeting Owl devices. Interviewed candidate for part-time program coordinator's job. Had a productive meeting and presentation with a potential partner for our Media Lab and Montachusett.TV regional web site efforts. Discussed deliverables with a program sponsor. Planned staff work and training.

### **Important Dates to Remember**

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