

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

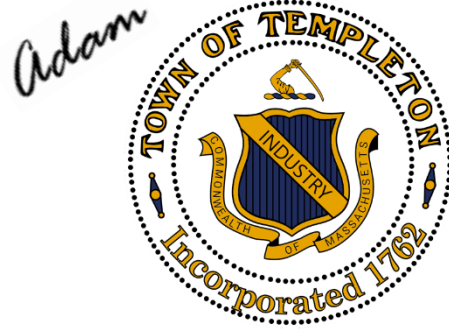
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: March 31, 2022

CC: All Departments



Notice: The Town of Templeton Annual Report for Fiscal Year 2021 is now available. [Click here to view.](#)

Hard copies are available at the Select Board Office and Town Clerk's Office, and will be available at the Annual Town Election on May 16, 2022, at the Narragansett Gym.

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

Weekly: Sent off the MIIA renewal for our health and dental insurance for FY '23. Signed off Chapter 90 paperwork that the DPW Director has been working on with the Accountant. Worked on some public records request. Put some time into the "Spend Plan" for the American Rescue Plan Act (ARPA) funds. Monty Tech had to reschedule the Scout Hall Tour which we are hoping we can get a date set in the month of April. Collective bargaining continues. Posted positions for Swim Instructor/Coordinator and Soccer Coordinator. Worked with Templeton Fish and Game and Community Services/Recreation to get the swim program approved.

Attended the Templeton Developmental Center Conversation with state officials as well as local officials as the state plans to put in legislation and have a request for proposals on disposition of certain properties in the future. Attended the MCPPO Procurement Best Practices for Sewer Systems. Will be attending the Phillipston Finance meeting to discuss the dispatch budget and the breakdown the costs associated for Phillipston. Submitted our Massachusetts Opioid Settlement Agreement. Received the printed FY'21 Annual Reports and posted the electronic version on the Town website.

Administration & Finance

Town Accountant: Nothing to report.

Treasurer/Collector: Processed payroll. Demands were due Thursday for the first excise commitment. Several tax title accounts paid in full.

Assessor: Nothing to report.

Town Clerk: Nothing to report.

Public Works

Highway: Crews cleared drains in multiple areas. Potholes were patched on Gardner Road, Brooks Road, Lord Road, Otter River Road, Depo Road, Victoria Lane, Farnsworth Road, Gray Road, French Road. Treated Roads for ice. Repaired areas that washed out on Royalston Road, Brookside Road, and Carruth Road.

Building and Grounds: Flag duties. Burial duties. Cleared and treated walkways at town buildings Worked at Town Hall with Highway Department getting pergola installed.

Public Safety

Templeton Police Department: Will report on the week of 4/12/2022.

Templeton Fire/EMS: 03/21/2022 – 03/27/2022 Fire Department weekly report.

Emergency calls: 31

24 EMS, 1 building fire, 1 mutual cover assignment, 1 dispatched and cancelled, 1 fire alarm, 1 hazmat, 1 motor vehicle accident, 1 EMS standby.

Training: misc. online training

Apparatus/equipment: Engine 3 DEF sensor issues, the dealer has been notified this will be a warranty issue we are waiting on parts.

Activities: 5 residential and commercial inspections

Announcements: Our 4" supply hose order has arrived and will be put into service shortly. We are still waiting on our 2 ½" fire hose which is still back ordered. 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, BOH meeting and ZBA meeting; completed and submitted third quarter report to Select Board office.

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). To view and keep your vaccine records at your fingertips, please go to 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: Reviewed Title 5 for 452 Otter River, failing – scheduled perc for repair; completed food establishment inspections at Templeton Spirits (minor violations, letter sent, and re-inspection date scheduled) and Lee’s Hot Dog Stand (no violations noted); issued septic hauler permit to Bill’s Sewer Service, issued septic installer permit to Cochran’s Trucking; working with Sewer Commissioner on broken pipe issue at 5 Elm; completed Region 2 drill; with spring upon us, responding and researching multiple requests for information for septic projects. Follow up on outstanding complaints for 177 North Main (junk & debris) and 207 North Main (chickens) – ongoing; violation letter sent to property owner on State Rd, outbuildings without a permitting.

Conservation: Site walks occurred at 9 Pine Street for an above ground pool, 35 French Road for an above ground pool and 111 Cook Road for an addition. Next ConCom meeting scheduled for Monday April 11th.

Planning Board: Nothing to report.

ZBA: Prepared for and attended ZBA meeting of 3/29/2022; uploaded approved minutes for November and January. Next ZBA meeting scheduled for Tuesday April 5th.

Building Department: Eight Building permits were processed this week, including: 4 for exterior improvements, 1 swimming pool, 1 interior renovation and 2 minor commercial upgrades. Seven Certificates of Completion were issued for: 3 residential renovations, 2 decks, 1 pool and 1 storage unit at TML&W. Four Electrical permits were issued: 2 for residential upgrades, 1 to re-connect service, and 1 for a new home at Carruth Road. Two Plumbing permits were issued for residential renovations, and one Gas permit for a generator. Activity in the Building Department is increasing. We do our very best to provide quick response to Residents and Contractors, and as always, we welcome any questions and comments. Please remember to wait for permit approval before beginning work.

Agricultural Commission: Nothing to report.

Community Services

Director/Library: The April materials order was processed and made available. I reviewed a collection of children's books. A Farmers' Market planning meeting was held with vendors. Softball registration was extended, with additional sign-ups and turnovers. I prepared vendor warrants for Library, Recreation and Senior Services. I posted the COA Board meeting and agenda as well as the Recreation Commission meeting. I worked with the Templeton Lions on their previous donation for equipment at Gilman Waite.

Senior Services: 27 appointments for assistance mostly for SNAP, fuel assistance and circuit breaker tax. Over 70 people in attendance for programs (card bingo, book club, pitch, jewelry making, mah jong, exercise and educational programming) Monday-Thursday morning. 60.5

volunteer hours (Monday-Thursday morning). Transportation requests continue to increase. The Center is currently advertising for: van drivers and Activities Coordinator.

Templeton Community TV: Week ending April 1, 2022 – Crew training and post-production work took place. Planning for Montachusett.TV videos, April events and related graphics. Worked on sponsor videos. Met with a potential client on graphics and marketing assistance. Cools Cars shorts from Motorpalooza event are being prepared for release.

Important Dates to Remember

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