

**MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR**

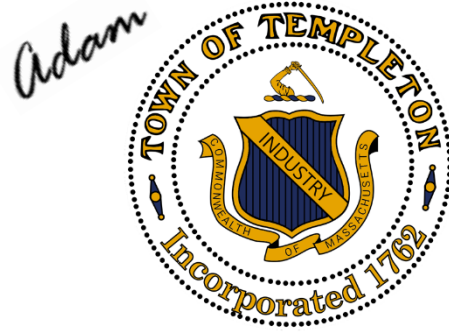
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: April 21, 2022

CC: All Departments



**Notice from the Town Clerk's Office: The Annual Town Meeting will be held Wednesday, May 11<sup>th</sup> at 6:00pm in The Narragansett Middle School Auditorium.**

**The Annual Town Election will be held Monday, May 16<sup>th</sup> from 11:00am to 7:00pm in The Narragansett Middle School Gym.**



**Adam talking with Congresswoman Lori Trahan about Infrastructure, with Select Board Clerk Grifis, Representative Zlotnik, Mayor Nicholson, and other local leaders.**

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

**Weekly:** Worked on bid package and addendum for Bituminous Concrete; bids are due by 2:00pm in the Select Board office on 04/27/2022. Work continues on the Insurance Proposals, with bids being due by 1:00pm in the Select Board office on 05/16/2022. Ongoing training for MCPPO Designation Renewal. Attended meeting with Weston & Sampson on Bus Shelters in Town. Work responding to Public Records Requests. Attended meeting local ARPA meeting with Congresswoman Trahan and Mayor Nicholson with Select Board Clerk Griffis.

### **Administration & Finance**

**Town Accountant:** Finalized the Q3 report, and caught up on deposits. Nancy processed the warrant and we worked together on the unemployment filing.

**Treasurer/Collector:** Accepted and processed excise and real estate payments. Fourth quarter real estate taxes are due March 2, 2022. Warrant was processed.

**Assessor:** Worked on Quarterly Report for BOS meeting. Office traffic steady with MV abatements and notarizing.  
Data entry of Personal Property Forms of Lists returned for businesses in town.

**Town Clerk:** The office is busy with the usual day to day activities. Business certificate renewals, dog licensing, vital records request and meeting postings.

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### **Public Works**

**Highway:** Crews continue to sweep sidewalks on Baldwinville Road, and East Templeton. Street Sweeping was done on Baldwinville Road, Baldwinville Center, Brooks Road, Fern Street, Ledge Drive, Ware Drive, Mountainview Street, Sunrise Drive, Lamont Street, Vernon Street, Cottage Street, Williams Street, Reservoir Street, Cedar Drive, Back Bay area, and Michaels Lane. Tree/brush trimming on Cook Road, Harley Hill Road, Gray Road, Farnsworth Road, South Road, and French Road. Crews needed to deal with the beavers on Royalston road, and clear drains as well. Catch basin repair was done on Pleasant Street.



**Thank you to MassDOT for responding and correcting various signage the Town had contacted them about.**

**Building and Grounds:** Crew worked on finishing up Spring clean up in Templeton Center, Baldwinville Center, at the Fire Department, Emergency Management Building, cleaned area around pending burial, also area in front of First Church Cemetery, DPW building, Otter River, Cottage Lane, Baptist Common Cemetery. Checked on sump pumps. Burial duties. Brought more trash barrels to Gilman Waite and emptied the ones that were already there. Put Barrels out at Pine Grove Cemetery and Greenlawn Cemetery.

### **Public Safety**

**Templeton Police Department:** 4/7/22 - 4/13/22 PD 300 calls for service, 18 MV stops, 1 arrest - New sign for station has been designed, new flagpole and sign hopefully will be installed before the end of the fiscal year. Dispatch 428 total calls for service. Waiting on new multi-port tunnels to be installed at station so the radio project can move forward.

4/14/22 - 4/21/22 PD 286 calls for service, 33 MV stops, and 2 arrest. Obtain letter of support from Central Mass Chiefs of Police Association, so the Drone Unit can submit their grant for a second drone to Homeland Security. Dispatch 400 total calls for service. Dispatchers are working on their certifications in compliance with State 911.

**Templeton Fire/EMS:** Nothing to report.

**Emergency Management:** Nothing to report.

### **Development Services**

**Director:** Conversation with Edmond Boucher, engineer of as-built for Laurel View; information was in line with the information already on file, conveyed to Town Administrator and Town Counsel. Continued work on 25 Central Street, research on previous businesses at site and other information provided to Town Counsel; draft cease and desist letter created for Zoning Enforcement Officer to review. Provided minor edits to Holly for the CEMP draft. Prepared quarterly report for meeting of April 27.

**COVID-19:** For up to date information on mask/face covering guidance, please go to [COVID-19 Mask Requirements | Mass.gov](#). For numbers reported by the state of MA pertaining to positive cases in Templeton, please go to [COVID-19 Response Reporting | Mass.gov](#), at last count Templeton had 9 reported positive cases. To view and keep your vaccine records at your fingertips, please go to [www.myvaxrecords.mass.gov](http://www.myvaxrecords.mass.gov). If you take an at home test and test positive, please call 978-602-2356. Test kits are available in all offices at Town Hall during normal business hours.

**Board of Health:** Met with property owner at 213 N Main and advised to call ACO when roosters/chickens on her property; anonymous call pertaining to persons living in a mobile home at 1 Gary, letter sent to property owner; assisting prospective homeowner with alternative “green” waste disposal system questions; rooster issue at 191 Hubbardston, letter sent; witnessed perc at Otter River Rd for a proposed 3BR single family; reviewed and approved a repair septic plan for 20 Crotty Ave, reviewed T5 report for 26 Brooks Village, failing – perc scheduled for 4/26; reviewed T5 for 723 South, passes; completed residential kitchen inspection at the Farm at Baptist

Common and inspected both mobile food wagons, no violations noted; contacted TF&G pertaining to work on Lot 109 Rainbow – work clarified, no violations noted.

**Conservation:** Site Walks occurred at 62 Rainbow Drive for the parking of a camper, 29 Mountain View Street for the construction of a deck, 26 Bridge Street for sill replacement, 153 Brooks Village Road for the construction of an above ground pool and 361 Royalston Road for the demo of an old house and construction of new house. RDA Application received for Crotty Ave. Revised Site Plan received for Queen Lake Road; this is a continuation of NOI 304-0368. Continued prepping for next ConCom meeting May 16<sup>th</sup>, 2022.



### **River's Edge Conservation Area in Baldwinville is almost complete!**

**Planning Board:** Meeting of April 26 has been cancelled due to lack of agenda items. In the report of April 7, a meeting on May 9 was referred to for a request on Royalston Road, this date was incorrect and should have been reported as May 10.

**ZBA:** Nothing to report at this time.

**Building Department:** Ten Building Permits were received and processed this week including: 1 new home, 2 barn/sheds, 1 wood stove, 2 windows, 2 decks, and 2 roofs. Four Electrical Permits were received: 1 for service upgrade at Town Hall, 1 disconnect, 1 for new barn, and 1 for new pool. Two Plumbing Permits were received for minor residential upgrades, No Gas Permits were submitted this week.

**Agricultural Commission:** Nothing to report at this time.

## **Community Services**

**Director/Library:** Circulation continues to increase. The May materials order was compiled and placed. We hope to resume Templeton Center class visits in May. I worked on a draft job description for the Gilman-Waite Concessions Coordinator. I compiled the Community Services FY 22 third quarter report. I attended a meeting to coordinate use of the fields at Gilman Waite. I attended the Recreation Commission meeting.

**Senior Services:** (4/13/2022-4/20/22) – **The Center's weekly report will now cover the period of Wednesday-Wednesday to represent an entire week's statistics more accurately**

The Center had 8 requests for social services assistance. Attendance at events was 103. Seven volunteers helped at the Center during this time period. A total of 50 rides were provided. Happenings at the Center included: Walking group, Pitch, Mahjong, Card Bingo, Chair Yoga, Creative Stitchers, Cribbage, a spring wreath class, and a course on the aging brain.

**Templeton Community TV:** Week ending April 22, 2022 - TCTV recorded the Lions' Club Easter Egg Hunt and an interview on the new bandstand cupola. Post-production work continues on several productions. Staff training continues. TCTV logos are being refreshed. Montachusett.TV website launch, workflows and media management are being considered.

## **Important Dates to Remember**

Select Board Meeting, Wednesday, April 27, 2022, 6:30pm at Town Hall