

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: April 28, 2022
CC: All Departments



Notice: Rivers Edge Conservation Area Opening will take place on Monday, May 9th at 10am at 4 Elm Street in Baldwinville.

We will have some speakers including State Senator Gobi, Chair Currie of the Select Board, Chair Henshaw of the Community Preservation Committee, Chair Andrews from the Conservation Commission, Architect Cannata, State Rep. Whipps and State Rep. Zlotnik for the Opening and then we will move with volunteers into the setting and placing of plants as well as materials to finish it up.

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

Weekly: Ongoing training for my MCPPO renewal. We met with Monty Tech on the Scout Hall project. Monty Tech has to review a couple matters and if they receive approval would be able to start as early as this September. We opened sealed bids on April 27th at 2.00pm for the road resurfacing/bituminous concrete Invitation for Bids and Mass Broken Stone was the apparent lowest bidder. Held the Department Head meeting on April 28th and then had a meeting over at the Light & Water department. We have been working with the Water department on their proposal to be submitted for the MVP Action grant.

Administration & Finance

Town Accountant: Payroll, Reconciled Cash, Filed the ARPA reports, Filed the 1st quarter Unemployment report, worked on open enrollment and attended the select board meeting to present the 3rd quarter report.

Treasurer/Collector: With property taxes being due Monday the office was extremely busy. Payroll was processed.

Cheryl participated in a DLS Zoom training. Presented quarterly report at the Selectboard Meeting.

Assessor: Nothing to report.

Town Clerk: Nothing to report.

Public Works

Highway: Rebuild catch basins on Pleasant Street, Sunrise Drive, and started on Conti Avenue. Street sweeping Bridge Street, Hospital Road, Senior Center, School Street, Mill Street, Highland Avenue, Davis Street, Norcross Street, Brenda Lane, Baldwin Drive, Old Winchendon Road, Red Fox Xing, and Morse Avenue. The Director and Foreman attended Spring meeting for WCHA.

Building and Grounds: Measured square footage of utilized areas of Greenlawn Cemetery and Pine Grove Cemetery to obtain fertilizer quotes. Spring cleanup continued at Pine Grove Cemetery. Thatched front field at Gilman Waite. Picked up replacement plywood and treated it for open grave protection. Assisted resident with lot purchase.

Public Safety

Templeton Police Department: Nothing to report.

Templeton Fire/EMS: 04/11/2022 – 04/24/2022 Fire Department weekly report.

Emergency calls: 43

28 Ems, 4 fire alarm, 1 carbon monoxide alarm, 1 brush fire, 3 building fires, 2 citizen complaints, 1 MVA no injuries, 1 sprinkler alarm, 1 public assist, 1 unauthorized burning

Training: misc. EMS annual online training, EMS in person training Albuterol for basic EMTs, Fire in person brush fire equipment review.

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

Activities: 11 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. Open burning ends Sunday May 1st, this is the last day residential open burning may take place.

Emergency Management: Nothing to report.

Development Services

Director: Participated in Montachusett Public Health Network and MDPH meetings; completed after action survey for Region 2. For information on Avian Influenza, please go to [Avian Influenza in Birds | Avian Influenza \(Flu\) \(cdc.gov\)](#), [USDA APHIS | USDA Confirms Highly Pathogenic Avian Influenza in Massachusetts, Wyoming, North Carolina, Ohio and North Dakota](#), [Avian flu | Mass.gov](#), and [Avian Influenza | Mass.gov](#).

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 18 reported positive cases. 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 all offices at Town Hall during normal business hours.

Board of Health: Referred complaints of unregistered cars on Cottage Ln and Prospect St to Police Dept; working on trash issues at Orchard Ln, N. Main, and Albert (letters went out on all three); review/approve T5 for 36 Gray and 360 South, passes; 191 Hubbardston has re-homed two roosters and looking for home for final; inspected snack shack at Maple St ballfield, no violations noted; review/approve septic upgrade plan to add a BR at 111 Cook; review/approve septic repair plans for 452 Otter River; issued condemnation order to Patriots Map 3-08, Parcel 32 for all trailers, mobile homes, and boats; witnessed perc at 26 Brooks Village; septic bed bottom inspect at King Phillip Trail, Lot 4.

Conservation: Site Walks occurred this past week at 18 Queen Lake Road for a proposed shed/shop, 123 Rainbow Drive for a proposed addition, 483 Baldwinville Road for a proposed shed and pool deck and 25 Minuteman Drive for tree removal. Continued working on River's Edge Conservation Area content and prepping for next Conservation Commission meeting set for Monday May 16th.

Planning Board: Next meeting scheduled for Tuesday May 10th.

ZBA: Nothing to report at this time.

Building Department: Seven Building Permits were received and processed this week including: 1 new single-family home, 4 exterior improvements, 1 interior renovation, and 1 for camper on Rainbow Drive. 2 Occupancy Certificates issued for new home on French Road and addition on Farnsworth Road. 4 Certificates of Completion issued for: deck, siding, roof and sill repair. One Electrical Permit was processed for minor residential change. Two plumbing permits were processed, 1 for new water heater and 1 for new home. Two Gas Permits were processed, 1 for new boiler and 1 for new home.

Agricultural Commission: Nothing to report at this time.

Community Services

Director/Library: Library circulation and visitation remain steady. I've begun scheduling class visits from Templeton Elementary School. I presented the Community Services FY22 third quarter report to the Select Board, as well as introducing the Senior Services' new Activity Coordinator. I attended the department head meeting. I shopped for the snack shack, as the softball season is underway. I prepared warrants for 3 departments and numerous turnovers.

Senior Services: In the past week (Wednesday-Wednesday) the center had 212 activity visits and 27 social service visits. A total of 23 volunteers provided 62 hours of volunteer service. The staff served 86 people Chinese food. In addition to our regular programming other offerings included: Tai Chi, blood pressure clinic, and 2 college level courses, *The Aging Brain* and a *tour of England, Scotland, and Wales* through Great Courses. These were attended by up to 10 people weekly.

New activities coordinator, Denise Nankivell, began Monday. Transportation: 21 rides were provided. Meals on Wheels: delivered to 15 individuals.

Templeton Community TV: Week ending April 29, 2022 – Production continued on numerous programs. Met with Montachusett.TV web developers on final design and training schedule. Excellent progress has been made on sponsored business program production. Research and plans on social media revamps are taking place.

Important Dates to Remember

Select Board Meeting, Wednesday, May 25, 2022, 6:30pm at Town Hall