

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

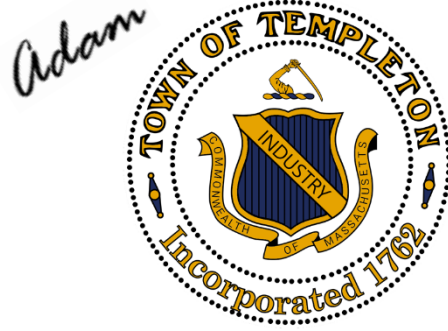
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: May 5, 2022

CC: All Departments



Notice: An opening ceremony will be hosted by the Town of Templeton on Monday May 9th, 2022, at 10:00 am at the River's Edge Conservation Area: **4 Elm Street in Baldwinville.**

Guest speakers will include:

Michael Currie, Select Board Chair
John Henshaw, Community Preservation Committee Chair
John Zlotnik, Massachusetts State Representative
Susannah Whipps, Massachusetts State Representative
Anne Gobi, Massachusetts State Senator



The Annual Town Meeting will be held Wednesday, May 11th @ 6:00pm in the Narragansett Regional Middle School Auditorium.

The Annual Town Election will be held on Monday, May 16th. The polls will be open from 11:00am-7:00pm.

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

Weekly: Processed background checks for Recreation and Senior Services. Worked with the Water Department on their Municipal Vulnerability Preparedness (MVP) Action Grant submission for the Royalston Road Culvert Improvement to the Massachusetts Executive Office of Energy and Environmental Affairs. Completed the first portion of the Massachusetts Certified Public Purchasing Official (MCPPO) Designation Renewal course and then attended the training for the MCPPO Vendor/Contractor Responsibility and Eligibility Determinations. Work on collective bargaining continues.

Attended the Annual Meeting of the Greater Gardner Chamber of Commerce. We started deploying air sensors and placed the link under town resources on the town website so residents can view the air sensor quality map which can be found here: <https://map.purpleair.com/1/mAQI/a10/p604800/cC0?key=C5UYG6VNVH6L7VO7&select=139226#11.15/42.5651/-72.0431>. Got the Voter's Guide printed up and ready for the Annual Town Meeting.

Administration & Finance

Town Accountant: – Processed warrant, posted deposits, reconciled AR, worked on open enrollment.

Treasurer/Collector: Accepted and processed excise, sewer, and real estate payments. Fourth quarter real estate taxes were due May 2, making the office very busy. Commitment 2 for excise is due Wednesday, May 11. Warrant was processed.

Assessor: Nothing to report.

Town Clerk: Nothing to report.

Public Works

Highway: Cleaned/Repaired catch basin Conti Avenue, Hubbardston Road, South Main Street, Cross Road, Pail Factory Road, and Shady Lane. Street sweeping Willow Street, Main Street, River Road, Liberty Street, Depot Road, Lord Road, Pheasant Lane, April Circle, Baptist Common Road, Kyle Drive, Albert Drive, Otter River Road, Meadowbrook Lane, North Main Street, Anderson Drive, Mechanic Street, Upper Sawyer Street, and Gardner Road. Needed to address beavers on Royalston Road. Cleaned up and chipped some tree brush on Winchester Street, and at Veterans Park. Pothole patching was done on Old North Road and Carruth Road.

Building and Grounds: Crews finished spring cleanup at Pine Grove Cemetery, started working on spring cleanup at Greenlawn Cemetery. Assisted patron with lot purchase. Emptied trash at Greenlawn Cemetery, Pine Grove Cemetery, and Gilman Waite. Emptied cardboard at the Senior Center. Moved and uncovered window AC units at Town Hall. Repaired some trash barrels that the handles had broken. Removed salt buckets from all building for storage. Put back up a one way sign that was down at the Senior Center.

Public Safety

Templeton Police Department: 4/21 – 4/27 PD 283 Calls for Service, 28 motor vehicle stops, 0 arrest. Station – Still waiting on HVAC Plan. Advised by MHQ that the new ACO truck has arrived and will be available for pick up next week. Dispatch - 429 Calls (does not include miscellaneous calls).

4/28 – 5/4 PD 236 Calls for Service, 18 motor vehicle stops, 3 arrest. Station – Same status. All officers have completed their required in-service per MPTC standards. New ACO truck dropped

off at station by MHQ on Tuesday. No update on when the new F150 Interceptor will arrive. Sgts Hall, Flis and myself attend Firearms Legal Update on Wednesday. Dispatch - 385 Calls (does not include miscellaneous calls) Installation of multi-port tunnel for the four broadband sites at the various stations had to be postponed and rescheduled to 5/12.

Templeton Fire/EMS: Nothing to report.

Emergency Management: Nothing to report.

Development Services

Director: Participated in MPH N meeting, contact tracing services for all reportable diseases will continue due to regional grant funding. 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 19 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: Review/approved T5 for 32 Old Athol Rd, passing; at the request of owner at 149 Hubbardston, viewed system for ground cover and contacted the builder with my observations. Worked with Town Admin and Emergency Manager to begin the installation of air sensors on town buildings throughout the town, anyone can view the air status at <https://map.purpleair.com/1/mAQI/a10/p604800/cC0?key=UOTJFVQ7IK92QEWN#11/42.6067/-72.0751>. Inspected septic bed bottoms and final installs for repair at 196 Brooks and King Phillip, Lot 4; processed septic pumping records; updated Emergency Dispensing Site Plan for Region 2.

Conservation: Site Walks occurred at 113 State Road for a proposed landing at side entrance, 277 Gardner Road to close out NOI (Notice of Intent) 304-0349, 20 Crotty Ave for an RDA to replace existing substandard sewage disposal system, 122 Queen Lake Road for a proposed deck at back entrance, and 23 Victoria Lane for a proposed addition and pool. Continued prepping for the next Conservation Commission meeting set for Monday May 16th. The Grand Opening for Rivers Edge Conservation Area will take place on Monday, May 9th at 10am at 4 Elm Street in Baldwinville; all Templeton residents are welcome to attend.

Planning Board: Prepared documentation for the Tuesday May 10th meeting: placed legal ad for site plan review on the May 24 meeting and began preparation for that meeting.

ZBA: Processed final determination after 20-day appeal period for 569 Baldwinville and mailed original to applicant.

Building Department: Due to an illness, the building dept. will report for two weeks in the weekly of 5/12.

Agricultural Commission: Nothing to report at this time.

Community Services

Director/Library: The May materials order was processed and made available to patrons. Recreation Commission Chair, Treasurer, Softball Coordinator and myself met with Adam. The softball season continued. I shopped for the snack shack. Farmers' Market will begin this Thursday afternoon.

Senior Services: (Wednesday, April 27, 2022- Wednesday, May 4, 2022)

16 social service visits, 88 attended activities, 7 volunteers, 34 rides were provided for a total of 145 people served.

A workshop to make flower arrangements was held. Four people signed up to tend to the raised bed gardens. Two people have applied for senior tax work-off. Staff attended the MCOA Small and Rural Conference on Wednesday. We have been able to hire a new yoga instructor who appears to be well-liked by participants.

Templeton Community TV: Week ending May 6, 2022 – Met with the Montachusett.TV web design company to finalize design and functionality of the website business platform and subscriptions/forms. Staff training will likely take place in late May. We planned for covering the Farmers' Market starting May 5, River's Edge Grand Opening on May 9, Annual Town Meeting on May 11, and Memorial Day. We released the Farmer's Market promo video and the River Rat Race coverage on YouTube/TCTVweb. New Production Coordinator Tabitha Bresnahan is designing slides and graphics, as well as starting social media posts and engaging the public.

Important Dates to Remember

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