

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

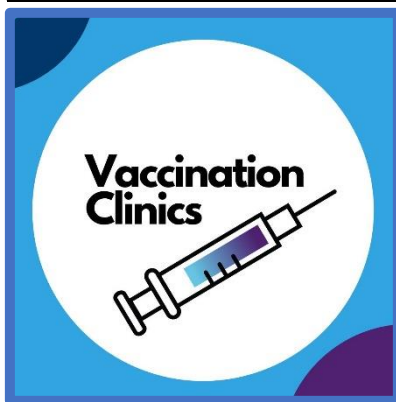
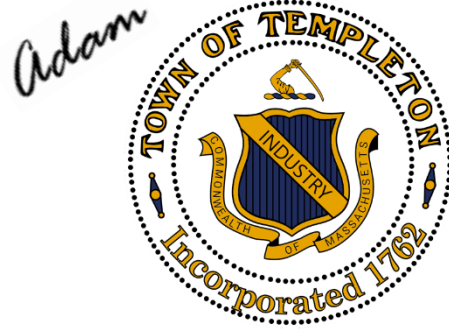
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: May 19, 2022

CC: All Departments



Vaccine Clinic: The Templeton Senior Community Center will be hosting a vaccine clinic on Wednesday, June 22, from 12pm – 3pm. COVID, COVID boosters, Shingles, and Pneumonia vaccines will be available. Please pre-register for Shingles and Pneumonia shots by calling Linda Erali at (978)-894-2784.

River's Edge Conservation Area: The Dog Waste Station and Trash Receptacle have been installed, finishing the project!



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

Weekly: We have received complaints of illegal dumping and we urge our citizens to report it directly to the Town Administrator at alamontagne@templetonma.gov or by calling directly at 978-894-2778 who will work with the Board of Health, Department of Public Works and Police Department. Our office has been working with these respective departments to address illegal

dumping. The Police Department will be watching out for individuals engaged in illegal dumping; however, if any individuals have evidence that clearly shows the party responsible are urged to contact the Police Department for enforcement. Illegal dumping costs the Town money for pickup and disposal. **ILLEGAL DUMPING will not be tolerated.**

Posted positions for the Town. Completed the second portion of the Massachusetts Certified Public Purchasing Official (MCPPO) Designation Renewal class on Wednesday and completed the course through MCPPO “How to Navigate an Investigation by an Oversight Agency” on Thursday. Issued an administrative order. Continued collective bargaining. Assisted the developers of the Baldwinville Elementary School project with a letter to their application for the Federal Rehabilitation Investment Tax Credit. Worked with the Accountant to get three transfers ready for the Select Board and Advisory Committee to act on for the end of the year. Final budget template with the revisions from Annual Town Meeting have been emailed to the Department Heads.

Administration & Finance

Town Accountant: Completed the Warrant, posted all deposits, worked on open enrollment, worked on retirees new deductions reports.

Treasurer/Collector: Warrant processed. Demands were mailed for excise commitment 2 and for all FY22 past due property taxes.

We’ve made more progress on reducing our lien property list. We had a property that has been in tax title since 2008 with a balance of over \$46K paid off in full, and a second property from 2018 also paid in full.

Assessor: The Assessors welcomed newly elected member, Justice Graves to the board. Justice was appointed as Chair, John Brooks, Clerk and Fred Henshaw, Member for the upcoming year. Prepared for and processed follow up work from Tuesday’s board meeting.

Postcards have been mailed to a portion of residents in the Templeton “precinct” for upcoming cyclical visits that will be done by our office. Sue O’Coin will be visiting properties. She will have a town picture ID and business cards. If you have any concerns, please do not hesitate to contact our office.

The Deputy Assessor position has been posted.

Town Clerk: Not in the office today; nothing to report.

Public Works

Highway: Pothole repairs Old Winchendon Road, Red Fox Xing, Barre Road, and South Road. Street Sweeping on Wellington Road, Lower South Road, Starfire Avenue, Grandview Terrace, Barre Road, Victoria Lane, Mitchell Road, Gary Road, Lafayette Road, Cook Road, Harley Hill Road, Henshaw Road, Stone Bridge Road, Gray Road, and Farnsworth Road. Deal with the Beavers on Royalston Road and Stone Bridge Road. Pick up trash Norcross Hill Road. Install

guardrail in Templeton Center. Inspected for 1 Roadcut permit, 1 Trench Permit, and 1 Driveway Permit.

Building and Grounds: Showed fertilizer company where to treat. Turned water on at Pine Grove Cemetery and Greenlawn Cemetery. Burial duties. Watered plants at River's Edge Conservation Area. Finished clean up at First Church Cemetery. Worked on digging monument foundations. Poured cement for foundations at Pine Grove Cemetery. Mowed Senior Center, Baldwinville Center, Otter River, Cottage Lane, Baptist Common, and DPW. Cleaned up lots from winter burials at Greenlawn Cemetery.

Public Safety

Templeton Police Department: Will not be submitting a report this week; will submit multiple reports the last week of May.

Templeton Fire/EMS: 05/09/2022 – 05/15/2022 Fire Department weekly report.

Emergency calls: 27

15 EMS, 2 Brush fire, 1 Building fire, 1 Citizen complaint, 2 mutual cover assignment, 2 good intent, 1 MVA with injuries, 1 Smoke investigation, 2 illegal fires.

Training: Forestry fire Pump 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: 8 residential and commercial inspections,

Announcements: Residential open burning season has ended. For an agricultural permit please contact the Fire Chief at 978-939-2222.

Emergency Management: Nothing to report.

Development Services

Director: 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 33 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: Final septic inspection at 148 Rice Rd; provided Community Septic Loan application to 25 Rice Rd and scheduled perc; smoke complaint on an outdoor wood boiler on Lord Rd, no smoke at time of inspection; complaint on walk in cooler at Patriots Package, no food items kept in cooler only beverages, follow up appointment to be made; hearing at Worcester Housing Court scheduled for July 6 for 29 Sawyer; review/approve as-built for septic repair at 196 Brooks, COC issued; issued beach permit to Pinewood Shores; reviewed T5 report for 392 Otter River, passing. Anyone can view the air status at <https://map.purpleair.com/1/mAQI/a10/p604800/cC0?key=UOTJFVQ7IK92QEWN#11/42.6067/-72.0751>.

Conservation: Attended meeting of 5/16/22. Two COC's issued – 9 Minuteman and 277 Gardner Rd, RDA for 20 Crotty Ave. received a negative determination, and NOI 304-0368 continuance on Queen Lake Road will be issued an Order of Conditions. Site walk and more COC requests received in office. Started planning next ConCom meeting for 6/20/22.

Planning Board: Received and processed ANR application for 473 Baldwinville Rd, placed on May 24 agenda.

ZBA: Two residents requested special permit applications. Still waiting for them to be filed.

Building Department: Building will report this week on the report of June 2, 2022.

Agricultural Commission: Nothing to report at this time.

Community Services

Director/Library: A small group of back-ordered books was processed and made available. I reviewed and selected a collection of Children's materials. I sent a schedule of available 'class visit' times to TES. I prepared and submitted 3 vendor warrants. I began to prepare Summer Reading incentives. We're compiling the June materials order.

Farmers' Market has been growing steadily for the past 2 weeks. Softball is in it's final few weeks.

Senior Services: (Wednesday 5/12/22- Wednesday 5/19/2022)

28 social service interventions, 101 activities visits, 26 rides provided, 7 volunteers provided 20.72 hours of help this week.

Staff attended MCOA conference last week. There was a concert with Davis Bates (provided through Templeton Cultural Concert) and dinner provided by Heywood Commons Tues. The June newsletter was sent to publisher. Plans for a volunteer appreciation event are underway to be held 5/25.

After 134 contacts, the Center **helped 32 older adults in Templeton get heat this winter! Thank you to town meeting voters for the vote to replace the Center's roof!** Congratulations to Gail Noel, who was named Citizen of the Year in recognition of her tireless dedication to the Senior Center and town!

Templeton Community TV: Week ending May 20, 2022 – The River's Edge Conservation Area Grand Opening program was completed and made available on TCTV's Cable 8 and YouTube channels. Work on the Montachusett.TV website forms, promotional plans and video intro continue. Training on the content management system (CMS) of the website took place. We have been covering the Farmers' Market and will start producing videos of the vendors.

Important Dates to Remember

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