

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

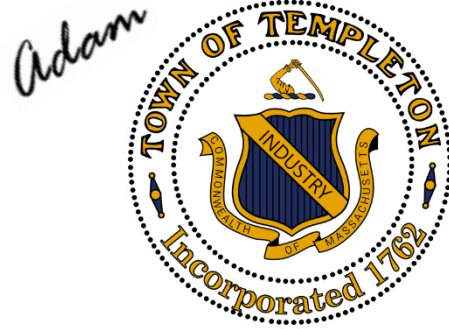
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: May 26, 2022

CC: All Departments



Notice: The Town of Templeton, with the assistance of the American Legion Post #373 and Friends of Templeton Veterans, will be hosting a Memorial Day Parade at 10am. It starts at Narragansett Regional High School and ends at the Baldwinville Commons. A ceremony will follow.



TOWN HALL IS CLOSED ON MONDAY, MAY 30, 2022, in observance of Memorial Day.

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

Weekly: Collective bargaining continues. Completed the Massachusetts Certified Public Purchasing Official (MCPPO) “Public Sector Ethics” course on the 23rd and the MCPPO “Promoting Procurement Diversity Using Chapter 30B” course on the 24th. Our office has been working on draft Resolutions for the Select Board on some restructuring so we can include the Disability Commission as well as once the Special Legislation passes the General Court for what would be our Parks & Recreation Commission.

Had a meeting with Dr. Casavant and the Police Chief on the 25th. Sent out notifications to employees with title changes as a result of the FY '23 town budget being passed at Annual Town Meeting. Sent out a request for feedback to Department Heads related to an Administrative order that I intend to file in relation to gas prices continually rising. Working with Development Services Director and Community Preservation Committee Chair on creating a part-time administrative position. Attended the barbeque at the Senior Community Center.

Administration & Finance

Town Accountant: Posted all deposits, processed the payroll, finalized the open enrollment, attended the select board meeting, got bills ready to process next week.

Treasurer/Collector: Payroll processed. We've made more progress on reducing our liened property list. We collected two tax title accounts paid in full. Worked on getting the next excise commitment ready to be mailed.

Assessor: Not reporting this week; Deputy Assessor is out of the office.

Town Clerk: The office is busy with the usual day to day activities. Business certificate renewals. dog licensing, vital records request and meeting postings. Attended the Select Boards meeting for the ceremonial Swearing-In of the newly elected board members. Submitted by-law amendments to the Attorney General's office.

Public Works

Highway: Tree/brush trimming Templeton Center, and Barre Road. Deal with Beavers on Royalston Road. Put in cross walk signs Baldwinville Center. Worked to smooth out Cook Road and Haskell Road. Pothole repairs Baldwinville Road, Prospect Street, Baldwinville Fire, Baptist Common. Street sweeping French Road, White Circle, Sandy Pine Road, Brooks Village Road, and Ridgewood Lane. Delivered grounds material to Gilman Waite Field. Watering at River's Edge Conservation Area. Assist Building and Grounds with Memorial Day cleanup.

Building and Grounds: Took care of multiple burial duties. Raised a flat maker that had sunk in the ground. Repaired broken water line at Pine Grove Cemetery. Flag Duties. Emptied trash at Pine Grove Cemetery and Greenlawn Cemetery. Mowed and weed whacked at Pine Grove Cemetery and Greenlawn Cemetery.

Public Safety

Templeton Police Department: 5/12 – 5/18 PD 247 Calls for Service, 18 motor vehicle stops, 2 arrest. Station – Still waiting on HVAC Plan. New ACO truck is almost ready to be put in service, waiting on radio installation and lettering. Dispatch - 401 Calls (does not include miscellaneous calls).

5/19 – 5/24 PD 218 Calls for Service, 22 motor vehicle stops, 2 arrest. Station – New HVAC Engineer will be out with Royal Steam for a walk through next week. New Body Worn Camera

(Axon Body 3) arrived this week, waiting on training before they can be put into service. Dispatch - 348 Calls (does not include miscellaneous calls) Multi-port tunnels for the four broadband sites at the various stations have been installed Templeton/East Templeton are online and improved radio transmission are obvious. Baldwinville/Otter River and Phillipston still need some tweaking before they will be online.

Templeton Fire/EMS: 05/16/2022 – 05/22/2022 Fire Department weekly report.

Emergency calls: 25

16 EMS, 1 Citizen complaint, 1 good intent, 3 Fire alarms, 1 dispatched and cancelled enroute, 2 public assist, 1 steam thought to be smoke.

Training: EMS training, Protocol update and CPAP

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

Activities: 7 residential and commercial inspections,

Announcements: Crews repaired and painted the flag pole, and replaced the flags at Headquarters.

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: Presented quarterly report at the Select Board meeting of May 25, participated in MDPH meeting; met with Town Administrator with regard to administrative duties for CPC/Open Space; mailed third and final notice from Zoning Enforcement Officer to 25 Central Street.

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 46 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. For more information on isolation and quarantine, please go to <https://www.mass.gov/info-details/covid-19-isolation-and-quarantine-guidance-for-the-general-public>.

Board of Health: Follow up to complaint on 34 Albert; witnessed repair perc at 25 Rice and provided community septic loan packet; prepared for and attended BOH meeting of 5/23; septic repair bed bottom inspection at 693 Patriots; septic documentation provided for 16 April Circle;

reviewed/approved as-built plan for new septic at 104 French; issued septic installer permit for TMG Tractor Service; issued beach permit to Templeton Fish & Game; 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](#). For information on **Monkey Pox**, please go to <https://www.mass.gov/news/massachusetts-public-health-officials-confirm-case-of-monkeypox>.

Conservation: Site Walks occurred at 33 Barre Road for a deck, siding, and door, 16 Victoria Lane for a pool, 44 Victoria Lane for a pool, 149 Brooks Road for a pool, 22 Minuteman Drive for a pool, 80 Shady Lane for a pole barn and 342 Royalston Road for a COC (Certificate of Compliance) request. Processed RDA request for 712 Patriots Road, consisting of tree removal, removal of undergrowth and installation of a prefabricated shed. Continued prepping for the next ConCom meeting scheduled for June 20th. The Conservation Commission has two vacancies; if any resident would like to join, please fill out a “Committee Interest Form” located on our website www.templetonma.gov > Our Town > Current Board Vacancies.

Planning Board: Prepared for and participated in the meeting of May 24; W J Graves project for a new office and scales on Depot Road approved; ANR filed for 473 Baldwinville Road approved; reorganization of members concluded with Kirk Moschetti, Chair – Charles Carroll II, Vice Chair and Bruce Marien, Clerk.

ZBA: Nothing to report at this time.

Building Department: Week of 5/12 – 5/18: Nine Building Permits were processed including 1 new single-family home, 1 pellet stove, 1 in-ground pool, 1 commercial insulation, and 5 residential exterior improvements. Week of 5/19 – 5/25: Eight Building Permits were processed including 1 commercial addition, 1 pole barn, 1 residential renovation, and 5 above-ground pools.

Eight Certificates of Completion were issued for: 1 house demo, 1 pellet stove, 3 roofs, 1 deck, 1 bath renovation, and 1 swimming pool. One Electrical Permit was issued for residential service upgrade. Two Plumbing Permits were issued, 1 for new single-family home, 1 for replacement water heater and one Gas Permit issued for replacement furnace. The Building Department would like to remind permit holders to contact inspectors upon completion of work to obtain a Certificate of Completion and close out the permit. There are MANY incomplete Building Permits on file in the Development Services Office, and we want to be sure all work has been completed properly and safely.

Agricultural Commission: The issue at Pine Point with roosters continues; 19 Pine Point reports that it was quiet for approximately three weeks and that it sounded as if the rooster(s) had been moved. On the 24th at 4:30 a.m. it began again and appears to the complainant that the pen area was moved closer to the boundary by 23 Pine Point; a call to 23 Pine Point has not been returned at this writing. *Please consider a hiatus from feeding wild birds due to the potential spread of Avian Flu. If you have any food birds (including eggs), please keep them away from wild birds and be sure to cook meat and eggs to an internal temperature of 165°*

Community Services

Director/Library: Circulation is steadily increasing at the library. The June materials order was placed. So far, no classes from Templeton Elementary have opted to visit. I began preparing Summer Reading incentives.

I participated in an interview for Swim Coordinator. I scheduled the Recreation meeting and posted the agenda. I worked on and submitted 3 vendor warrants. I helped with the Senior Center's BBQ.

Senior Services: Happenings at the Center this week included: walking group, pitch, mahjong, book club, blood pressure clinic, card bingo, tai chi, jewelry class, chair yoga, creative stitchers, cribbage, adult coloring & games, 'Great Courses: National Parks', TMLD presentation and pie giveaway, and the Memorial Day BBQ.

Transportation and Meals on Wheels continued throughout the week.

Templeton Community TV: Week ending May 27, 2022 – It's been a busy week of meetings, and we planned Memorial Day coverage. We are getting a first look inside the web site content management system (CMS) and testing it out. Video productions and staff training continues.

Important Dates to Remember

Select Board Meeting, Wednesday, June 8, 2022, 6:30pm at Town Hall