

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: June 9, 2022

CC: All Departments



Notice: Cindy Shea was recently recognized by the Massachusetts Councils on Aging as the “Director of the Year.” Congratulations to Cindy, and thank you to all the work of our staff at the Templeton Senior Community Center!

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

Weekly: Prepared for the Select Board meeting on Wednesday, June 8, 2022. Met Doug Cameron, the Director/Chief Engineer of the Office of Fishing and Boating Access, with Select Board Clerk Terry Griffis regarding access at or near at the newly opened River's Edge Conservation Area and Crotty Avenue to explore opportunities for fishing and/or canoeing access. Worked with the Town Accountant and DPW Director for an Advisory Reserve Request regarding unanticipated engineering work to be done on the Main Street Bridge Project to the Advisory Committee. Attended training by the Inspector General's (MCPPO) office on preventing and avoiding common frauds and scams.

Signed the contract with Tighe & Bond for the Main Street over Otter River Bridge Rehabilitation and Water Main Replacement for Engineering Services to Complete Permitting, Final Design, and Bidding Phase Services. A lot of coordinating went into this bridge project and we have committed enough local funds to pay for the engineering and permitting required to develop the alternatives analysis and construction documents, as well as design and engineering services through the bidding phase. Our plan is to use federal funds to cover costs associated with construction after the bidding phase is complete; however, we will have to update our ARPA “Spend Plan” before we can commit to going out to bid.

Since the developers have received the project eligibility letter dated May 5th of approval from the Department of Housing and Community Development (DHCD), we received an update that the developers of the Baldwinville Elementary School to convert into Baldwinville Apartments should be soon submitting their comprehensive permit to the Town. Collective bargaining continues. We got the Senior Center Re-Roofing project out to bid.

Administration & Finance

Town Accountant: Nothing to report.

Treasurer/Collector: Excise commitment 3 was release by the RMV, bills were prepared and mailed out Monday. Collector attended MCTA Conference for the week. Payroll processed.

Assessor: Reviewed office procedures and setting of agenda with new chairman of the Board, Justice, on Wednesday. Finished putting in Personal Property new growth. Worked on the data bridge in our real estate program to move over to our billing program. Preliminary bills for FY2023 should be ready for the Collector/Treasurer to send out to our billing company next week, in order to be mailed to property owners by month end. Submitted documents to DOR DLS. Preparing for next weeks board meeting.

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 Massachusetts Town Clerk's Conference.

Public Works

Highway: Nothing to report; will report next week.

Building and Grounds: Nothing to report; will report next week.

Public Safety

Templeton Police Department: 6/2 – 6/8 PD 292 Calls for Service, 48 motor vehicle stops, 1 arrest. Station – Final had the new HVAC Engineer in the station (6/9) to conduct a site visit, hopeful we will get something in writing from him within a few weeks. Majority of the department conducted active shooter training with the departments new paint ball weapons systems on 6/4. Belltronics was in the station and at the Phillipston Tower to hopefully complete the upgrades. Dispatch - 489 Calls (does not include miscellaneous calls).

Templeton Fire/EMS: 05/30/2022 – 06/05/2022 Fire Department weekly report.

Emergency calls: 40

33 EMS, 2 Fire alarm, 1 Building fire, 2 Cancelled enroute, 1 MVA with injuries, 1 Oil spill

Training: Ladder water way operations. Members practiced supplying the ladder truck with water and flowing from the water way on the truck.

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: Participated in Montachusett Public Health Network (MPHN) meeting and worked on the proposed \$300k grant budget (MPHN); various notary services for residents.

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 a 14-day incident rate of 35.6. 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>.

On June 22, 2022, from 12:00 pm – 3:00 pm, the Templeton Senior Center will be hosting a vaccine clinic for COVID, registration encouraged, but walk ins are welcome. They will also be providing shingles and pneumonia vaccines – registration is required for both. For more information or to register, call the MPHN COVID-19 Response Team at 978-602-2356, Mon – Sat from 10 am – 6 pm.

Board of Health: Processed beach testing data for Otter River State Forest, Templeton Fish & Game, and Pinewood Shores; Beaman’s beach and camping area have now been reopened, but the Dennison Camping area and day area have posted no swimming. Reviewed/approved T5 for 342 Royalston; follow up on complaint at 79 Bridge with SK Management; met with Amy at Planet Aid pertaining to placing two more receptacles on town property, contemplating at the Senior Center; issued a well permit for 23 Stone Bridge; coordinating with PD to accompany Agent to place condemnation placards at property on Patriots Rd. Processed beach testing results; TF&G, Pinewood Shores and Otter River State Forest Camping/Day Use are in good standing; Lake Dennison Day Use and North Camp have been posted no swimming and will be retested.

Conservation: The meeting scheduled for June 20 has been moved to June 27, same time, same location. Site Walks occurred at Otter River Road for a future house, 1 Ledge Drive for the installation of a pool, 127 Brooks Road for the construction of a detached garage, 12 Ware Drive for the installation of a pool, 72 Old North Road for the installation of a pool, 19 Meadow Brooks Lane for the construction of an enclosed porch, and 712 Patriots Road for an RDA request. Received NOI request for 198 Patriots Road, for the redevelopment of an existing motor fuel outlet in the Bordering Land Subject to Flooding and the 100-foot Buffer Zone to BVW. Continued prepping for the next ConCom meeting now scheduled for June 27th. 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: Received application for 403 Baldwinville Rd, special permit, in process.

ZBA: Working with Chair to schedule meeting for the comprehensive permit request for the Baldwinville School project.

Building Department: Nine Building Permits were processed including: 2 roofs, 2 replacement windows, 1 screen porch, 1 pool and 3 new single-family homes. Two Certificates of Completion were issued for replacement door and replacement windows and Occupancy Certificates were issued for New Homes at 999 West Broadway and 1007 West Broadway. Five Electrical Permits were issued, including: 1 in-law addition, 1 new outdoor service, 1 generator, 1 pool and 1 new home. Four Plumbing Permits were issued, including: 1 in-law addition, 3 appliance replacements.

Agricultural Commission: *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°.*
Chicken/Rooster issues at 207 North Main and 23 Pine Point continue with complaints being filed.

Community Services

Director/Library: The June materials order was processed and made available to patrons. I attended the COA meeting. The Recreation meeting was cancelled due to a lack of a quorum and is rescheduled for next week. I coordinated several issues as our softball program concludes. I completed 3 warrants.

Senior Services: The Center staff provided social service intervention for 25 people. 78 folks attended activity programs Our transportation provided 35 rides. Cindy is contacting local restaurants to provide meals to seniors, with ARPA approved funds. The Center began its new hours, 10am-4pm Monday through Thursday. Other happenings this week included: walking group, Talk with the Town with Steve Castle (TCTV), pitch, mahjong, card bingo and a lunch from Valley View Farm.
Congratulations to Cindy Shea for being selected as 'Director of the Year- 2020' by the Massachusetts Councils on Aging!! Templeton is fortunate to have such a wonderful person to lead our Senior Center!

Templeton Community TV: Week ending June 10, 2022 – Final touches on the Memorial Day video were completed and the program was made public. Other productions are in the works. We made progress this week learning the content management system (CMS) of the Montachusett.TV website and we have been loading and preparing content. We worked with the Town Administrator's Office to prepare the job description and ad for the full-time TCTV Program Coordinator position to start in FY23.

Important Dates to Remember

Select Board Meeting, Wednesday, June 22, 2022, 6:30pm at Town Hall