

**MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR**

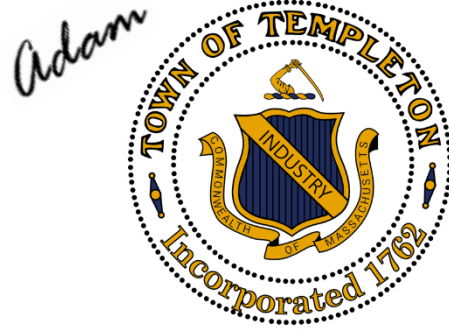
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: June 16, 2022

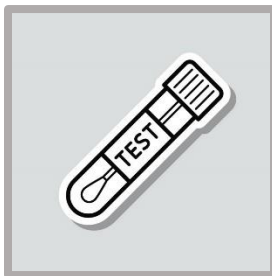
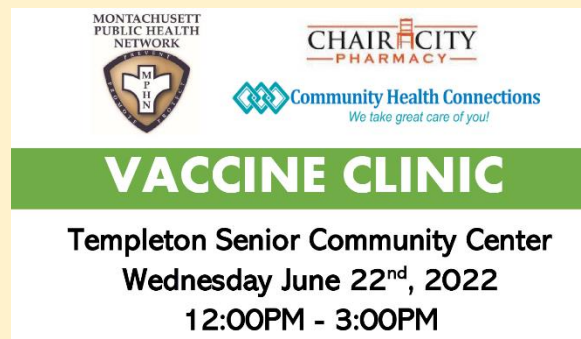
CC: All Departments



**Clinic: The Templeton Senior Community Center is hosting a vaccine clinic on Wednesday, June 22, 2022, from 12:00pm - 3:00pm.**

**Shingles vaccines will be available for ages 50 and up, and pneumonia vaccines for ages 65 and up. Both vaccines require registration by calling (978) 602-2356, Monday - Saturday 10:00am - 6:00pm.**

**Covid-19 vaccines (Pfizer, Moderna, and J&J) are available for ages 5 and up. Walk-ins welcomed, though registration is encouraged.**



**COVID-19 Test Kits: Director of Development Services, Laurie Wiita, has secured 2,880 test kits to be received before the end of June from the state.**

**Please see more information regarding this on our website at:**

**<https://www.templetonma.gov/home/news/templeton-will-be-receiving-2880-test-kits-before-the-end-of-the-month-from-the-state>**

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

**Weekly:** Town Administrator was on vacation this week. Ongoing work on the collective bargaining front continues. Followed up on tasks from the last Select Board meeting on 06/08/22. Many Senior Tax Work Off appointments occurred this week, and forms were submitted and processed continuously. Holly and the Police Chief worked on – and submitted – paperwork for a Federal grant for funding for a full-time SRO to support our regional school district; with us having gone through and understanding the process for this grant, we are better prepared and set-up for future submissions on all Federal grants. We would like to thank Dr. Cassavant and the NRSD Director of Technology, Jared Perrine, for their support and assistance with this grant. Collaboration at its' best! Justice attended iCORI virtual training from the MA Department of Criminal Justice Information Services (DCJIS). We hired a Swim Director and Assistant for the Recreation Swim program to be held at Templeton Fish & Game. The program is expected to begin in early July. We will have more news on that to come.

### **Administration & Finance**

**Town Accountant:** Nothing to report; out of the office until next week.

**Treasurer/Collector:** Files for the Q1/Q2 preliminary property tax bills were completed and have been sent to our bill printer. The bill printer will be mailing the bills out no later than June 27<sup>th</sup>.

Residents should be receiving them the last week of June. Warrant was processed.

**Assessor:** Committed the FY2023 Preliminary Real Estate & Personal Property Bills. Sent to Collector/Treasurer to export to the billing company. Bills should be mailed the last week of June. Board of Assessors meeting was held on Tuesday. Processed follow-up work from the meeting. Notarized paperwork at Baldwinville Nursing Home for a resident. Worked on Senior Work Off Applications. Good response this year, with 20 applications to date. We are allowed to place 20 people in this program if we have the work, and they are approved. This is a first come first serve basis, still taking applications in case any of the current applications are not approved. Work in the program will commence after July 1<sup>st</sup>. Finishing up work in the office as I will be out the last two weeks of June, returning July 6<sup>th</sup>. The administrative assistant, Sue, will be covering the office. No weekly reports will be submitted for the next two weeks.

**Town Clerk:** Nothing to report.

### **Public Works**

**Highway: (2 weeks reporting)** Continued to deal with beavers on Royalston Road and Stone Bridge Road. Watered at River's Edge Conservation Area. Cleaned catch basins on Dudley Road. Over the rail mowing was done on Old Winchendon Road, Happy Hollow Road, Red Fox Xing, Kyle Drive, Pheasant Lane, Albert Drive, Willow Street, Lord Road, Brooks Road, Baptist Common Road, Lower Otter River Road, Main Street, and Cardinal Lane. Tree trimming on

Highland Avenue, Hubbardston Road, and South Road. Street sweeping Queen Lake Road, Phillipston Road, Carruth Road, Brooks Village Road, Drury Lane, Rice Road, and Brandin Drive. Pot hole patching Harley Hill Road Barre Road, Farnsworth Road, Gray Road, South Main Street, Cross Road, Old Winchendon Road, Main Street, and Royalston Road. Cleaned up brush at landfill. Painted Stop lines and Crosswalks Back Bay, Baldwinville Road, and Lord Road. Filled pot holes on Lamb City Road and Churchill Road. Issued a Trench permit.

**Building and Grounds: (2 weeks reporting)** Seeded new area in Pine Grove Cemetery and around sign. Multiple burial duties. Mowed and weeded at River's Edge Conservation Area. Mowed and weed whacked Town Hall, East Templeton, Scouts Hall, Senior Center, Greenlawn Cemetery, First Church Cemetery, DPW, Baldwinville Center, and Pine Grove Cemetery. Watered new plantings. Emptied Trash Gilman Waite, Greenlawn Cemetery, Replaced belt on zero turn. Put down new infield mix and groomed at Field 1 and groomed field 2. Cleaned up after downed tree at Senior Center.

### **Public Safety**

**Templeton Police Department:** 6/9 – 6/15 PD 246 Calls for Service, 32 motor vehicle stops, 1 arrest. Station – New station sign should be installed soon w/new flagpole. Upgrades to repeater system completed. Radio installed in ACO truck waiting on lettering. Dispatch - 402 Calls (does not include miscellaneous calls).

**Templeton Fire/EMS:** 06/30/2022 – 06/12/2022 Fire Department weekly report.

Emergency calls: 25

21 EMS, 1 fire alarm, 1 illegal fire, 1 dispatched and cancelled enroute, 1 MVA with injury

Training: Officer meeting

Apparatus/equipment: Engine 3 DEF sensor repaired, Rescue 1 normal service and all tires replaced.

Activities: 8 residential and commercial inspections, Participated in the NRSD community day with Engine 3 and Rescue 2.

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 MA Dept of Public Health (MDPH) twice monthly meeting. There are now four confirmed cases of Monkey Pox in MA, for more information go to [Monkeypox | Mass.gov](https://www.mass.gov/info-details/monkey-pox); Templeton will be receiving 2,880 COVID test kits for no charge from the State, we should receive them by the last week of June and will post when we do.

**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 32 positive cases and an incident rate of 25 for the past two weeks. To view and keep your vaccine records at your fingertips, please go to [www.myvaxrecords.mass.gov](http://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 MPH COVID-19 Response Team at 978-602-2356, Mon – Sat from 10 am – 6 pm.*

**Board of Health:** Reviewed/approved T5 for 24 Pail Factory; COA has no issue with placement of textile bins at Sr. Ctr. will check in with Director when back from vacation; rev/appr septic repair as-built for 26 Brooks Village; rev/appr septic repair plan for 359 South; completed Re-Trac reports for State; Leominster Tobacco Control Alliance made inspections in Templeton this week, one violation of selling flavored products at Templeton Spirits, this is a first violation, penalties are a \$1,000 fine and three day suspension from selling tobacco products. TF&G, Pinewood Shores, and Lake Dennison beach samples within range, Otter River Camp & Day Use were posted for no swim.

**Conservation:** Site Walks occurred at 138 Farnsworth Road for the repaving and expansion of an existing driveway, 10 April Circle for an attached addition and 206 Otter River Road for an RDA request for the removal of an existing porch and installation of a new addition. Continued prepping for the next ConCom meeting scheduled for June 27<sup>th</sup> including legal ads and answering resident questions. The Conservation Commission still has two vacancies; if any resident would like to join, please fill out a “Committee Interest Form” located on our website [www.templetonma.gov](http://www.templetonma.gov) > Our Town > Current Board Vacancies.

**Planning Board:** Special permit hearing scheduled for June 28 @ 6:30 p.m. for 403 Baldwinville Road, request to operate a light manufacturing/research development/sales business for firearms.

**ZBA:** Processing comprehensive permit application for Baldwinville School Apartments.

**Building Department:** Four Building Permits were processed this week, including: 2 swimming pools, 1 replacement windows and 1 residential addition. Six Electrical permits were issued, 1 for Commercial service upgrades and 5 for new single-family homes. One Gas Permit was issued for a generator, and there were no Plumbing permits this week. We have been sorting through old, unfinished building permit files and would like to remind all applicants to call Commissioner Hanks for Final Inspection upon completion of the work. Uninspected work may cause a problem with Homeowner’s Insurance or if one intends to sell the property. Permits over 1 year old will be marked “INCOMPLETE” unless the applicant contacts the office for an extension.

**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 191 Hubbardston, 207 North Main and 23 Pine Point continue with complaints being filed.

### **Community Services**

**Director/Library:** A small order of July materials was processed and made available. Circulation remains steady. We're getting summer reading incentives set up- children receive 1 raffle ticket (towards some great prizes) for every visit to the library!

The Recreation Commission met on Monday. Softball will conclude this weekend with All Stars games. Many new vendors should be joining the Farmers' Market this week.

**Senior Services:** There were 149 activity visits to the center as well as 31 social service visits. Transportation provided 40 rides. The Senior Center van is in for repair. Twelve volunteers helped at the Center from Wednesday – Wednesday.

A robo call was prepared which will go out Thursday and another one on Tuesday 6/21 as a reminder of the vaccine clinic on June 22. The staff and volunteers were preparing for a concert this Thursday as well as a barbecue with Alliance Rehab. The Center continues to receive many inquiries about assistance applying for SNAP. Several new plants were installed in the front of the building. Garden planters are fully stocked to provide fresh produce for the food pantry and seniors. We are obtaining estimates for the front sign to replace or repair.

**Templeton Community TV:** Week ending June 17, 2022 – Production continued on Farmers' Market videos, logos, and re-cuts of archived shows. We have been busy loading content to the Montachusett.TV web site, troubleshooting it, and prepping it for public release. The target to go public with it is next week. Plans were made to cover the Cabin Fever Collector's Show, starting June 25 and following Saturdays. Show promotion has begun on TCTV's Facebook page and YouTube channel.

### **Important Dates to Remember**

Select Board Meeting, Wednesday, July 13, 2022, 6:30pm at Town Hall