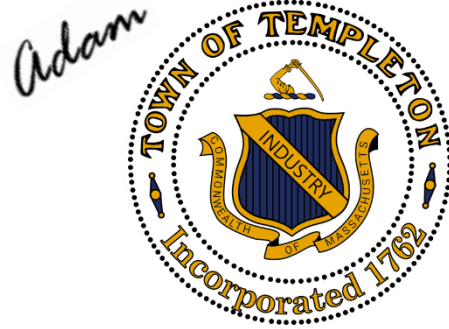


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board  
FROM: Adam Lamontagne, Town Administrator  
RE: Administrator's Weekly Report  
DATE: June 23, 2022  
CC: All Departments



**Notice: The Select Board voted at a meeting on June 22, 2022, to ban all private signs from the Templeton Common. The Town Administrator has issued an order. If you have a sign down on the Common, please remove it before 7:00 a.m. on Monday, June 27, 2022. If they are not removed by then, they will be removed and stored at the Templeton Highway Garage, located at 381 Baldwinville Road, for collection. Thank you to the public for your anticipated cooperation on this matter.**

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

**Weekly:** Signed the contract with Berry Insurance for FY'23 Insurance. Completed the collective bargaining agreement with Dispatch Union Local 155A which was approved by the Board at their meeting last night. Once it is fully executed, it will be available on the Town's website. Other collective bargaining continues. Signed the contract for the cemetery software. Drafted a memorandum notifying Town residents that the Select Board has banned all private signs from the Town Common. Worked on personnel matters.

### **Administration & Finance**

**Town Accountant:** Payroll, finalized the TASC enrollments for FY 23, Budget VS Actual, billing to enterprise funds for any remaining amounts due.

**Treasurer/Collector:** Worked on items that need to be closed out for the end of the fiscal year. Payroll processed.

Residents should be receiving their preliminary property tax bills next week. Collector will be out of the office next week.

**Assessor:** Nothing to report; Deputy Assessor is out of the office and returning July 6<sup>th</sup>.

**Town Clerk:** Nothing to report.

### **Public Works**

**Highway:** Started painting cross walks & stop lines throughout the town. Patching potholes on Hamlet Mill, and side roads off of Baldwinville Rd. Mowing done on Hamlet Mill Rd. & Main St., River St., Liberty & Cardinal Ln. Mechanic been busy keeping up with several repairs. Tree Warden looked at a tree on Hamlet Mill Rd, which crews removed as it was a hazard.

**Building and Grounds:** Mowing and Trimming at GreenLawn Cemetery. Placing markers in the ground marking out lots. Trash at Gilman Waite. Had one burial on Saturday. Repaired a couple of mowers.

### **Public Safety**

**Templeton Police Department:** 6/16 – 6/22 PD 218 Calls for Service, 24 motor vehicle stops, 0 arrest. Station – Due to the lack of Academy trained candidates Sgt. Hall, Sgt. Flis and myself went to visit the Fitchburg State University 4-1 Program to see if we could get some interest from recruits within the academy graduating in September for our new position. Dispatch - 370 Calls (does not include miscellaneous calls).

**Templeton Fire/EMS:** 06/13/2022 – 06/20/2022 Fire Department weekly report.

Emergency calls: 30

22 EMS, 1 building fire, 3 fire alarm, 1 dispatched and cancelled enroute, 1 MVA with injury, 1 MVA no injury, 1 no incident found.

Training: Classroom portion of car fire safety

Apparatus/equipment: Rescue 2 tires replaced

Activities: 7 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:** Completed State cyber security training, assignment three.

**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](https://www.mass.gov/info-details/covid-19-isolation-and-quarantine-guidance-for-the-general-public), at last count Templeton had 14 positive cases and an incident rate of 11 for the past two weeks. To view and keep your vaccine records at your fingertips, please go to [www.myvaxrecords.mass.gov](https://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>.

Participated in the COVID-19 clinic at the Senior Center, big thank you to Cindy Shea and the Senior Center group, Victoria Selser and the MPH COVID Response Unit, Chair City Pharmacy and Community Health Connections! 65 people received COVID vaccine, 28 received shingles vaccine and 4 people receive pneumonia vaccine.

**Board of Health:** Reviewed/approved T5's for 24 Shore, 642 Patriots, 8 Anderson, and 107 French – all passing; reviewed weekly water test results for beaches, Otter River Camp & Day Use continued to be posted no swim, TFG and Pinewood Shores good; multiple inspections at 79 Bridge for rodent issue, pest control hired to alleviate issue by management company; pre-operation food inspection at Long Long Noodle, all new equipment, no violations noted; severe vibration issues on Otter River Road from crusher at Graves (two separate complaints); participated in vaccine clinic; met with Planet Aid for boxes at senior center; processed nine applications for perc testing on French.

**Conservation:** Site Walks occurred at 38 Victoria Lane for an above ground pool and 44 Shady Lane for the construction of a garage. Continued prepping for the next ConCom meeting scheduled for June 27<sup>th</sup>. 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. If you thought it has been dry outside lately, the Department of Energy and Environmental Affairs has declared a Level 1 – Mild Drought in the Central MA.

**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:** Hearing for the comprehensive permit application for CC MPZ School Street LLC set for July 27 @ 6:30 pm. Received resignation from Chair, John Fletcher – currently accepting applications to temporarily fill the open seat to present to the Select Board. If any resident would like to join the ZBA, please fill out a "Committee Interest Form" located on our website [www.templetonma.gov](http://www.templetonma.gov) > Our Town > Current Board Vacancies.

**Building Department:** Due to the Administrative Assistant being out on a well-deserved vacation, the building/electric/plumbing & gas portion will be reported the week of July 4.

**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. Provided information and links to MDAR to a resident looking into purchasing cows at a residential property.

### **Community Services**

**Director/Library:** Visitation and circulation remain steady. Summer Reading incentives are set up in the Children's area. Softball concluded its season, thank you to all who donated their time to this program. Preparation & training are underway for the learn to swim program. I submitted CS department turnovers and 3 vendor warrants.

**Senior Services:** The Center vaccine clinic administered 89 shots. Happenings this week included:

Walking group, pitch, mahjong, card bingo, chair yoga, cribbage, creative stitchers as well as a summer strawberry festival. Transportation and meals on wheels continued.

**Templeton Community TV:** Week ending June 24, 2022 – Production continues on Farmers' Market segments, logos, and Revolutionary militia shorts from the archives. Montachusett.TV website work is in the final stages before going public, likely before or after the July 4 weekend. We completed a "What is Montachusett?" trailer for Montachusett.TV as well. The website was previewed to the Select Board at its Wednesday meeting, which can be seen at [YouTube.com/TCTVweb](https://www.youtube.com/TCTVweb). Have a great weekend!

### **Important Dates to Remember**

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