

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: June 30, 2022

CC: All Departments



Work has finished on the section of Depot Road with the materials donated by Graves Construction.

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

Weekly: Handled questions regarding the recent Executive/Administrative Order on the use of Town Property. Drafted an Invitation for Bid package for Land of Low Value Auction; will be working closely with the Treasurer/Collector on this. Work continues on collective bargaining. Signed contract with Vadar Systems for another year of service for FY'23. Signed engagement letter with NFP for FY'23. Communicated with MassDOT regarding illicit signage. Met with representatives from MPZ School Street LLC and the Director of Development Services regarding the Comprehensive Permit Application submitted to the Zoning Board of Appeals. Began drafting Invitation for Bid documents for Weatherization Work for various Town buildings.

Administration & Finance

Town Accountant: Working on year end, Nancy processed the two warrants and getting ready for the split payroll this upcoming week.

Treasurer/Collector: Office was busy this week with phone calls and residents coming in with questions regarding their property tax bills. Warrant was processed.

Property tax bills have been mailed and residents should be receiving them this week. The first quarter is due August 1st.

Assessor: Nothing to report; Deputy Assessor is out of the office and returning July 6th.

Town Clerk: Nothing to report; Town Clerk is out of the office.

Public Works

Highway: Not reporting this week; Director and Administrative Assistant are out of the office.

Building and Grounds: Not reporting this week; Director and Administrative Assistant are out of the office.

Public Safety

Templeton Police Department: TBA

Templeton Fire/EMS: Nothing to report; Fire Chief is out of the office.

Emergency Management: Nothing to report.

Development Services

Director: Prepared for and attended Planning Board meeting; attended MDPH meeting; worked with Building Commissioner on issue on Shore Drive pertaining to offsets for a shed. Research into the building of the gazebo on Templeton Center Common and the master plan. Met with Town Administrator and CC MPZ School Street representatives, Matthieu Zahler and Jason Korb pertaining to the ZBA filing for a comprehensive permit.

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 10 positive cases and an incident rate of 7.9 for the past two weeks. 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>. **We have received our supply of COVID-19 home test kits, they are currently available in the Treasurer/Collector, Development Service, Assessor, Town Clerk, and Select Board offices. We will be supplying other offices next week.**

Board of Health: Housing inspection at 19 Circle, Units A & B – violation notice sent; completed community septic loan processing for 967 Patriots, Units 1-4 and submitted for vendor payments; processed report from trapping at Royalston Road; processed beach testing reports; repair perc at 76 Main; scheduled nine percs at French for July 11 & 12. Cases of monkeypox in the U.S. continue to rise, there are currently 306 confirmed cases with 13 of those in MA; for more information on monkeypox, please go to [2022 U.S. Map & Case Count | Monkeypox | Poxvirus | CDC](#).

Conservation: Site Walk occurred at 27 Club Road for the replacement of a deck. The Conservation Commission met on Monday, June 27th. The public hearing for the NOI on 198 Patriots Road was opened and continued to the next meeting July 18th. Four requests for COC's received; currently being processed. 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 > Our Town > Current Board Vacancies.

Planning Board: Planning Board members met on June 28; members approved a request for a special permit for light manufacturing at 403 Baldwinville Road; Charles Carroll, II was nominated and confirmed as representative to the Montachusett Joint Transportation Committee; minutes for 5/24/22 were reviewed, approved, and posted to website.

ZBA: The ZBA is currently accepting applications for an open seat on the board; if interested, please go to [committee interest form fillable 0.pdf \(templetonma.gov\)](#) fill out the form and email to hyoung@templetonma.gov.

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°, for more information on the Avian Flu, please go to [Information on Bird Flu | Avian Influenza \(Flu\) \(cdc.gov\)](#).* Chicken/Rooster issues at 191 Hubbardston, 207 North Main and 23 Pine Point continue with complaints being filed.

Community Services

Director/Library: A small group of back-ordered materials was processed and made available to patrons. Participation in the Summer Reading incentive is growing. Circulation remains steady.

More preparation for the swim program. I submitted turnovers and warrants for the Community Service groups and prepared any 'end of the fiscal year' paperwork.

Hoping for a busy Farmers' Market this afternoon.

Senior Services: Happenings this week included: chair yoga, pitch, card bingo, cribbage, walking group, book club and craft group. The Senior Center gardens are growing nicely, thanks to the many volunteers who are tending to them.

Transportation and Meals on Wheels continued.

Templeton Community TV: Week ending July 1, 2022 – The Montachusett.TV website launch is delayed to address form submission issues and other details. The web site should be available online in the next couple of weeks. Production continues on Farmers' Market shorts. We created "Tales from the Revolution" shorts from archived interviews with the Hubbardston Militia at past Declaration of Independence Readings, and will be showing them on cable Channel 8 and our YouTube Channel. We have learned that despite some efforts to revive the July 4th Declaration reading, it is not happening again this year.

Important Dates to Remember

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