

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

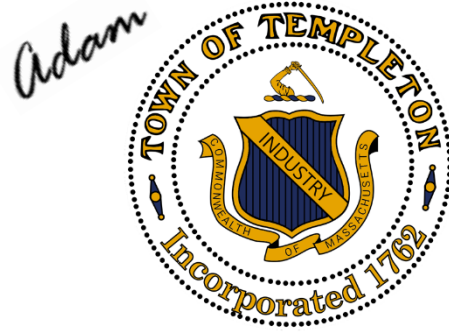
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: July 7, 2022

CC: All Departments



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

Weekly: With the 4th of July, this work week was short. We still have some ongoing collective bargaining. Since we received notification from the Commonwealth of our second disbursement of Green Communities monies, we got out the weatherization work bid package for Town Hall, Boynton Public Library, Baldwinville Fire Station, and the Cemetery Garage. Continuing the work getting our lands of low value package out with input from the Treasurer/Collector.

Administration & Finance

Town Accountant: Worked with Nancy on the final payroll of the year, addressed issues with balance issues with accounts, processed all deposits up to last week, started preparing the BVA for FY 23.

Treasurer/Collector: Short week this week. Accepted real estate payments. Processed payroll and warrant.

Real estate bills were mailed out and residents should have received them.

Assessor: Busy catching up from being out 2 weeks. Board of Assessors have canceled their July and August meetings, and our next scheduled meeting is September 13th. Working with legal on an Appeals Court case. Thursday, met with legal via zoom regarding property in town. Residents have been busy coming into the office to pick up or sign exemption applications for FY23. Processed Lien releases and new liens for Chapter 61A properties. Placed 9 residents in positions for the senior work off program. To date, over 20 applications have been taken out. Any additional ones received will be on “standby” as we have a cap of 20 workers for the year. Thank you to all who have applied for this program.

Town Clerk: Nothing to report.

Public Works

Highway: Tree trimming Hamlet Mill Road. Over the rail mowing Hamlet Mill Road, River Street, Liberty Street, Cardinal Lane, Turner Lan, Depo Road, Willow Street, Hubbardston Road, Gardner Road, Mechanic Street, Orchard Lane, Lower Sawyer Street, Cook Road, North Main

Street, Plant Road, and Riverside Road. Pot hole patching Hamlet Mill Road. Work on catch basins on Dudley Road, and Barre Road.

Stop Line and Crosswalk painting Baldwinville Center, Graves Development, Brooks Village Road, Ladder Hill Terrace, Farnsworth Road, Gray Road, Cook Road, Barre Road. Parking lines Templeton Center, Baldwinville Center Fire Station, Town Hall, Library, and Senior Center. Deal with Beavers on Royalston Road, Henshaw and Stone Bridge Road.

Building and Grounds: Mowing and weed whacking Greenlawn Cemetery, Town Hall, Scouts Hall, East Templeton, Pine Grove Cemetery, Baldwinville Center, Templeton Center, Cottage Lane, Otter River Road, Baseball field at Gilman Waite, and Senior Center. Maintained Equipment. Located empty lots in older section of Greenlawn Cemetery to make available for sale. Weeded at River's Edge Conservation Area.

Burial Duties. Flag duties. Assisted with lot location and lot purchase. Poured foundations at Greenlawn Cemetery.

Public Safety

Templeton Police Department: 6/30 – 7/6 PD 273 Calls for Service, 24 motor vehicle stops, 1 arrest. Station – Finally got the new HVAC report. Hope to send it out to bid soon. Dispatch - 417 Calls (does not include miscellaneous calls).

Templeton Fire/EMS: 06/27/2022 – 07/03/2022 Fire Department weekly report.

Emergency calls: 32

27 EMS, 2 Fire alarm, 1 Mutual aid cover engine, 1 medical assist to another agency, 1 outside fire

Training: Practical portion of car fire safety

Apparatus/equipment: The old SUV from the Director of Public Works was given to the Fire Department. This new to us vehicle will be designated car 3 and used for inspections and trainings.

Activities: 6 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 an update for the Dept. of Housing and Community Development CH40B Subsidized Housing Inventory and submitted.

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 8 positive cases and an incident rate of 6.3 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 Old Mill Lane, rodent issue; processed an additional permit for trapping at the Royalston Rd culvert; processed beach testing reports; housing court for 29 Sawyer has been rescheduled to August 10; rev/appr T5 for 147 South Main and 552 Barre, both passing; rev/appr repair septic plan for 54 Short; processed septic pumping records; issue on Ware pertaining to pool water being backwashed on property line, violation letter sent; continue work on issue at State Road with illegal build on a non-buildable lot, working with Zoning Enforcement Officer. For more information on monkeypox, please go to [2022 U.S. Map & Case Count | Monkeypox | Poxvirus | CDC](#), for information on monkeypox vaccine, please go to www.mass.gov/monkeypoxvaccine.

Conservation: No site walks this week. Next meeting is Monday, July 18th @ 6:00 pm. 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: Received ANR application for French for nine proposed lots, to be heard at the July 12 meeting at 6:30 p.m.

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. Prepared and mailed abutters notices for July 27 special permit hearing for CC MPZ School Street LLC, Baldwinville School Project and placed legal ads in Gardner News for July 13 and 20.

Building Department: Week of 6/22 through 6/29: Seven Building Permit Applications were processed including, 1 for garage foundation, 1 for residential addition, 2 decks, 1 vinyl siding, 1 roof, 1 for barn demolition. Six Electrical Permit Applications were issued, including 2 swimming pools, 1 well pump, 1 service upgrade, 1 camper pedestal and 1 new home. Three Plumbing Permits were issued, including 1 sewer tie-in, 1 residential renovation, and 1 new home. Four Gas Permits were issued including, 1 new boiler, 1 fireplace, 1 residential renovation and 1 new home.

Week of 6/30 through 7/6: Four Building Permit Applications were processed including, 1 finished basement, 2 replacement doors, and 1 cell tower upgrades. One Occupancy Certificate was issued for commercial kitchen/restaurant at 9 Central Street, and three Certificates of Completion were

issued for a roof, front entry stairs and a seasonal camper set-up. One Electrical Permit was issued for a swimming pool. Two Plumbing Permits were issued, 1 for new boiler and 1 for new home. One Gas permit was issued for a new boiler.

Admin completed final year end Turnovers, Warrants and Inspector Payroll for Development Services Office, submitted monthly building permit reporting to US Census Bureau, and completed 3rd phase of Cyber Security Training. Seeking quotes for Online Permitting services.

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 \(Flu\) \(cdc.gov\)](https://www.cdc.gov/avianflu/).* Chicken/Rooster issues at 191 Hubbardston, 207 North Main and 23 Pine Point continue with complaints being filed.

Community Services

Director/Library: A shortened but busy week at the library. I began working on the 1st of three reports to the Board of Library Commissioners due this year. A collection of Children's books was processed and made available.

Swim registration began. Hoping for a busy Farmers' Market.

Senior Services: Happenings at the Center included: Card Bingo, Great Courses, creative stitchers chair yoga, cribbage and an ice cream truck visit. Transportation and Meals on Wheels continued.

Templeton Community TV: Week ending July 8, 2022 – We started the process of hiring a full-time TCTV Program Coordinator. The Montachusett.TV web site is undergoing form checks and debugging before going public. Production continued on event notices and Farmers' Market and Cabin Fever Collector Show videos. Happy FY23!

Important Dates to Remember

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