

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: July 14, 2022

CC: All Departments



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 07/13/2022. Processed background checks for volunteers for Recreation's Swimming program and for the Senior Center. Reviewed, approved, and processed intra-department transfer requests for FY'22. Processed FY'22 Year End invoices and encumbrances. Worked with Emergency Management Director, Rich Curtis, on 21 EMPG Competitive Subgrant under MEMA. Received ABCC approval for Royalston Fish & Game Club Change of Manager and issued updated liquor & associated licenses. Worked with the Treasurer/Collector on Lands of Low Value (LOLV) sales without foreclosures bid package. Select Board Clerk Griffis and Rich Curtis met with Beth Lambert, Director of the Division of Ecological Restoration within MA Department of Fish & Game, regarding dams in Town. Prepared for a meeting with the Advisory Committee regarding a FY'22 Emergency Reserve Request.

Administration & Finance

Town Accountant: Year End Issues, final warrant, final deposits...etc.

Treasurer/Collector: Demands were mailed out for the last motor vehicle commitment. A final reminder notice was mailed to accounts with past due balances on their FY22 property taxes. We will begin the tax taking process on any remaining unpaid FY22 property taxes soon.

Multiple warrants were processed to clear up the end of FY22 along with the weekly warrant.

Assessor: Out viewing properties this week to measure and list building permits pulled in 2021. Reviewing sales reports for 2021 for interim adjustments for FY23 Sales Analysis for the state. Traffic in the office continues to be steady with residents taking out and returning exemption applications for FY23 and veterans bringing in their yearly letters. Residents having questions about eligibility or obtaining an application please call or stop by the office. Committed and apportioned 4 new Title V loans for the Board of Health.

Town Clerk: The office is busy with the usual day to day activities. Business certificate renewals, dog licensing, vital records requests and meeting postings.

Public Works

Highway: Over the Rail Mowing was done on Baker Lane, Cottage Lane, School House Road, Lake Avenue, Conti Avenue, South Main Street, and Turner Lane. Stop lines/crosswalks were painted on Baldwinville Road, Templeton Center, and Wellington Road. Catch basins were cleaned on Barre Road. Pothole patching was done on South Main Street, Michaels Lane, Royalston Road, Norcross Hill Road, and Pine Street. Crews removed a deceased Moose from Barre Road.

Building and Grounds: Mowing and weed whacking was done at Gilman Waite, Greenlawn Cemetery, Pine Grove Cemetery, Town Hall, East Templeton, Scouts Hall, and DPW. Poured several marker foundations at the cemeteries. Burial Duties.

Public Safety

Templeton Police Department: 7/7 – 7/13 PD 312 Calls for Service, 40 motor vehicle stops, 2 arrest. Station – New sign was installed on 7/14, new flagpole should be installed next week. Dispatch - 506 Calls (does not include miscellaneous calls).

Templeton Fire/EMS: Will report next week; technical issues at the Station.

Emergency Management: Nothing to report.

Development Services

Director: Second round of Green Communities grant was received last week in the amount of \$76,590, Town Administrator will begin procurement for services. Met with TA and town counsel pertaining to 24 Holman; prepared for and attended Planning Board meeting; provided information on landfill expansion in Gardner to Select Board member. Provided information on a CDBG grant for 8 Cherry from 2010 and guidance on deed transfer; attended MDPH meeting, our area is in a level two drought situation, for more info please go to <https://www.mass.gov/info-details/drought-status>.

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: Property management company has hired an exterminator to take care of issue at 19 Old Mill Lane; Rev/Apprv T5 reports for 85 Baptist Common, 126 Old Winchendon (required a d-box replacement), 225 Gray (required a d-box replacement) and 46 Gray; completed

nine perc tests for 136 Gray; follow up inspection at Lee's from Friday grease fire; septic bed bottom and final inspection at King Phillip Trail, Lot 2; met with PD and ACO at 570 Patriots, no violations noted; received/rev well test results for 107 Rainbow; completed and filed a 2 BR deed restriction for 54 Shore; completed Community Septic loan betterment agreement and lien filing for 359 South; processed water results for Pinewood Shores and TFG both good, Otter River Camp & day use posted no swim; provided T5 info to 15 Carruth for setbacks. On-site inspect for complaint at 25 Ware, nothing to report at this time. 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: On July 12th, the Office of Energy and Environmental Affairs (EEA) declared a Level 2 –Significant Drought in the Central MA. We are amongst 90 percent of Massachusetts currently experiencing drought conditions. Site Walks occurred at 24 Shore Drive for COC requests and Huhtala Oil for an NOI. The Conservation Commission will meet Monday, July 18th @ 6:00 pm to discuss 7 COC requests and a NOI continuance. 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: Meeting minutes of June 28 approved and posted; ANR approved for the division of land at 136 French.

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. We have received applications for variance requests on 14 Main Street and 280 State Road (also requesting a special permit), both in process with hearing date to be determined.

Building Department: Three Building Permits were processed this week, including 1 roof, 1 solar panel, and 1 pellet stove. Seven Electrical Permits were issued: 2 new homes, 3 residential remodel, 1 solar installation, 1 3-season room. One Plumbing Permit for residential remodel and Two Gas Permits for new underground gas lines.

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: Circulation and foot traffic have been a bit slow this week. Two collections of Children's books were processed and made available. I'm working with a volunteer to offer some special children's programs in August to supplement our Summer Reading Incentives. The

Swim program began this week. I prepared 2 warrants and several turnovers (library, senior services, recreation). Farmers' Market is canceled due to the forecast for thunderstorms.

Senior Services: Happenings this week included: walking group, pitch, mahjong, ask-a-nurse & blood pressure clinic, card bingo, quilting group, the monthly Birthday celebration, 'make your own fascinator' workshop and 'laughter is the best medicine' program. Transportation provided 15 rides (Wednesday-Wednesday) Work on the August newsletter wrapped up. Meals on Wheels continued.

Templeton Community TV: Week ending July 15, 2022 – The web design developers for Montachusett.TV have been implementing and testing improvements in the business listing intake process and page presentations, plus adding social media links and share buttons. We are close to public launch, likely in the next couple of weeks. It is worth spending the extra time now to minimize technical and user experience problems at launch. Upon launch we will be testing and troubleshooting all aspects of the site again.

In addition, we have been watching for developments in the state's expected extension of the quorum allowances for hybrid meetings, which is set to expire July 15. I commented to the Select Board chair and Town Administrator about a Mass. House amendment regarding remote access for municipal meetings.

Production and staff training continue as usual. Have a pleasant weekend!

Important Dates to Remember

Select Board Meeting, Wednesday, August 10, 2022, 6:30pm at Town Hall