

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: July 21, 2022
CC: All Departments



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

Weekly: Worked on personnel and legal matters.

Administration & Finance

Town Accountant: Worked with Nancy on getting the payroll and warrant done this week. Doing both in the same week is very challenging, but hopefully going forward it will get easier. My focus has been working on year end.

Treasurer/Collector: Very busy week. Phone and walk-in traffic have been high. Quarter 1 taxes are due August 1. Had one Tax Title account paid off. Processed payroll and warrant.

Assessor: Residents continue to stop in for exemption applications. Continue to place residents in the senior work off program. Committed motor vehicle excise bills that will be going out the end of the month. Zoom meeting Thursday with Finance team members and Town Administrator. Worked on Town Owned Land request for board member.

Town Clerk: Nothing to report.

Public Works

Highway: Catch basins cleaned and/or repaired on Barre Road, Pine Drive, Henshaw Road, and Brooks Village Road. Potholes repaired on Highland Avenue. Over the rail mowing was done on South Main Street, Partridgeville Road, Shore Drive, Pail Factory Road, and Shady Lane. Remove tree on South Road. Put up construction signs for South Road. Installed new table at Town Hall. Issued 10 Driveway Permits.

Building and Grounds: Trash was emptied at Gilman Waite, Pine Grove Cemetery, Greenlawn Cemetery, and emptied cardboard at Senior Center. Finished monument foundations at Greenlawn Cemetery. Repaired broken faucet at Pine Grove Cemetery. Mowed and/or Weed whacked Old Baldwinville School, Pine Grove Cemetery, Otter River, Baldwinville Center, Greenlawn Cemetery, Baptist Common Cemetery, and DPW. Multiple burial and flag duties.

Cleaned and maintained equipment.

Public Safety

Templeton Police Department: 7/14 – 7/20 PD 310 Calls for Service, 41 motor vehicle stops, 0 arrest. Station – Hwy Dept. was out and marked site of new flag pole for Dog Safe. New HVAC report and upgrades is being prepared for bid at Town Hall. Dispatch - 469 Calls (does not include miscellaneous calls).

Templeton Fire/EMS: 07/11/2022 – 07/17/2022 Fire Department weekly report.

Emergency calls: 31

23 EMS, 4 Fire alarm, 1 MVA with no injuries, 2 MVA with injuries, 1 smoke investigation

Training: Monthly meeting and classroom portion of Motor pump operator nozzles and appliances.

Apparatus/equipment: all apparatus curtly in service.

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: On vacation this week. Will Report next week.

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](#). 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: The Board of Health meeting is scheduled for Monday, July 25th, 2022, at 7:00 pm at Town Hall. 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: Commission members have been busy! Site walks occurred this past week at 136 Patriots Road for the construction of multiple single-family homes, Baptist Common Road Lot 1 for the construction of a single family home, 63 Patriots Road for an addition and expansion of a garage, 72 Carruth Road for a pavilion, 69 Gray Road for the replacement of a porch, 198 Patriots

Road (Huhtala Oil) for NOI 304-0377 for the redevelopment of an existing motor fuel outlet and 24 Shore Drive for a request to close out three COC's 304-0222, 304-0292 and 304-0298. The Commission met Monday evening; they voted to issue seven COC's and approve one NOI. Gardner Landfill NOI received. Administrative Assistant attended SuAsCo Watershed Group meeting. The Conservation Commission still has two vacancies; if any resident would like to join, please go to [committee interest form fillable 0.pdf \(templetonma.gov\)](#) fill out the form and email to hyoung@templetonma.gov. Next Conservation Commission meeting is scheduled for 8/15/22.

Planning Board: Planning Board meeting scheduled for Tuesday 7/26/22 is pending an Agenda.

ZBA: The ZBA meeting is scheduled for Wednesday, July 27th, 2022, at 6:30 pm at Town Hall. 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: Six Building Permit applications were processed, including: 1 new single-family home, 1 in-law addition, 1 roof, 1 outdoor pavilion, 1 exterior stair and 1 chimney liner. Three Certificates of Completion were issued: 1 for screen house, 1 for swimming pool and 1 for detached garage. Four Electrical Permits were issued, including: 2 swimming pools, 1 pool house and 1 basement fixtures. Four Plumbing Permits were issued, including: 2 new homes, 1 home renovation, and 1 commercial upgrade service. Two Gas Permits were issued, including: 1 boiler and 1 new home fixtures.

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 \(Flu\) \(cdc.gov\)](#).*

Community Services

Director/Library: A large backorder of Children's materials was processed and made available. The August materials order was compiled and placed. I am working with a volunteer to schedule children's activities in August- in addition to our summer reading incentives, which have been popular among our young visitors. The Swim program is going well and has adapted well to unpredictable weather. I prepared and submitted 1 warrant, several turnovers and 1 timesheet. I organized FY 22 warrants, turnovers and timesheets for archiving for: Library, Senior Services, Recreation. I reached out to Community Services department heads regarding FY 22 fourth quarter reports.

Senior Services: 32 rides were provided, 137 visitors attended activities, 27 senior service interventions, almost 70 guests were served Barbecue Chicken prepared by Tim Toth and George Lamore. Newsletter and MART report were both submitted. Other happenings included: Walking group, pitch, mahjong, Christmas in July craft class. Meals on Wheels continued. The Center began to offer space as a cooling center.

Templeton Community TV: Week ending July 22, 2022 – We finalized business listing forms and other web development issues with the Montachusett.TV website. It should be good to go live next week, but we still must add an electronic revenue account and are working with the Town Treasurer on that.

I composed a draft Memorandum of Understanding with Wachusett Business Incubator (WBi), to be TCTV's partner in Montachusett.TV and the development of an area Digital Lab as a non-profit educational foundation. Among other benefits, working with in partnership with WBi should provide the solution to creating a usable electronic payment system for our website. Until we have a solution to this issue, we may have to hide a shopping cart, not take subscribers, and load business listing submissions manually, which could cripple our efforts. More info is to come on this.

Regular productions are proceeding as usual. We got out timely information on the Cooling Center, the swim program and other local issues.

We notified Development Services of potential problems if an extension of the remote meeting allowances was not approved in time for Monday's Conservation Commission meeting, and we made sure they had timely information on it. The emergency remote meeting provisions, allowing meeting quorums to be comprised of both in-room and remote participants, are now extended through March 31, 2023.

We tested Zoom audio filters to combat noise and interference cause by the heat pump AC in the Town Hall Conference Room. More tests will be conducted to learn the best solutions.

Stay cool this weekend!

Important Dates to Remember

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