

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

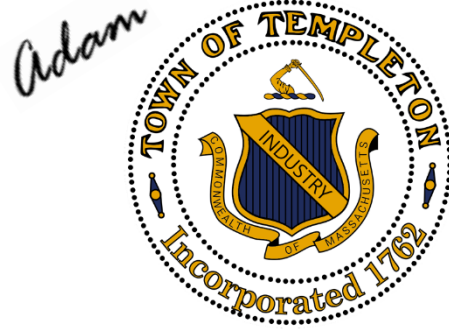
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: July 28, 2022

CC: All Departments



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

**Weekly:** Fielded questions for Weatherization and Senior Center Roof bids, drafted and posted Final Addendums for both. Bids are due next week for both projects. Responded to public records request. Completed hiring process & welcomed new full-time TCTV Program Coordinator, Hannah Bennett, who moved from part-time Media Producer to this full-time position. Ms. Bennett will be at the next Select Board meeting. Completed Advanced Purchasing training for COMMBUYS. Responded to several inquiries from Veterans needing assistance. Made the decision to remove the barriers on Valentine Road.

Received an update from Town Counsel on the Laurel View matter and provided an update to some of the neighbors that asked for an update. Town Counsel will be receiving the final subdivision plan for Laurel View to compare with the plan that they received from Mr. Boucher. It does appear based on their review of that plan that the road was built within the right of way and the Town can accept it (This would still require a vote of Town Meeting). Followed up with a Cemetery Commissioner relative to an article that they would like to see on the draft warrant for the Fall Town Meeting.

### **Administration & Finance**

**Town Accountant:** Nothing to report.

**Treasurer/Collector:** Office was very busy this week. Phone and walk-in traffic have been high. Quarter one taxes are due Monday, August 1. Processed warrant.

**The treasurer/collector's office will be closed 8/9 – 8/11 for the staff to attend the annual school for certification.**

**Assessor:** Nothing to report.

**Town Clerk:** The office is extremely busy mailing out State Primary absentee/early ballots, along with the usual day to day activities. Business certificate renewals, dog licensing, vital records requests, and meeting postings.

## **Public Works**

**Highway:** Cleaned/Repaired catch basins on Brooks Village Road, Henshaw Road, Harley Hill Road, Cook Road, and Victoria Lane. Helped cleanup downed trees in Greenlawn Cemetery and took down a tree on Brooks Village Road. Put Millings down at River's Edge Park. Over the rail mowing Shady Lane, Central Street, Forest Street, Bridge Street. Tree trimming Greenlawn Cemetery, Bridge Street, Forest Street, Circle Street, Brooks Village Road, and Central Street. Put down some rip rap on Pail Factory Road. Pothole repairs Brooks Village Road, Michaels Lane, and Shore Drive. Crew needed to remove barriers blocking Valentine Road.

**Building and Grounds:** Cleaned up Pine Grove Cemetery. Multiple burials. Weed spraying infield at Gilman Waite. Cleaned up downed trees in Greenlawn Cemetery. Required emergency Electrical repair due to wires and service being pulled off the cemetery garage by a large tree that came down. Mowed Town Hall, East Templeton, Scouts Hall, Templeton Center, Cottage Lane, and Pine Grove Cemetery.

## **Public Safety**

**Templeton Police Department:** 7/21 – 7/27 PD 283 Calls for Service, 36 motor vehicle stops, 2 arrest. Station – Waiting on installation of new flagpole. On Tuesday (7/26) the Axon Tuesday Rep was out and provided training on the new Axon BodyCam 3s to the staff. Dispatch - 473 Calls (does not include miscellaneous calls).

**Templeton Fire/EMS:** 07/18/2022 – 07/24/2022 Fire Department weekly report.

Emergency calls: 36

19 EMS, 8 fire alarm, 1 MVA no injury, 1 CO alarm, 2 storm related, 1 smoke investigation, 1 mutual aid cover ladder, 2 public assist, 1 assist another agency.

Training: Monthly EMS training, surgical airway and airway management.

Apparatus/equipment: all apparatus curtly in service.

Activities: 7 residential and commercial inspections. Cleaning Headquarters in the front of the building flower beds and glass in entrance area.

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:** Attended MDPH meeting, our area is in a level three drought situation, for more info please go to <https://www.mass.gov/info-details/drought-status>. Templeton Municipal Water has issued a notice for residents and businesses using municipal water, to limit outdoor use to the hours between 5 p.m. and 9:00 a.m., including the use of automated irrigation systems and sprinklers; flower and vegetable gardens with drip irrigation and watering cans are permitted. Added a notation to both the ZBA and Planning decision sheet that states recording at the Worcester Registry of Deeds is required.

**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 13 positive cases and an incident rate of 11.4 for the past two weeks. To view and keep your vaccine records at your fingertips, please go to [www.myvaxrecords.mass.gov](http://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>.

**Board of Health:** Previously issued trapping permit yielded two beavers being removed from Royalston Road; reviewed T5 inspection reports for 136 French, 185 Brooks, 420 Otter River, and 22 White Circle; nuisance complaint pertaining to maltreatment of animals at 300 Royalston, contacted ACO – informed that the individual works with Animal Rescue League of Boston. Reviewed septic plans for 76 Main (repair), Lot 9 French (new), and Lot 5 French (new); members approved septic loan for 359 South; processed and issued well permits for Lots 1, 3, 4, 5, 6, 7, 8, 9, and 10 French; completed lien releases for paid septic loans for 967 Patriots, Units 1 – 4; bottom and final septic inspection at 17 Beech.

**Conservation:** Site walks occurred this past week at 49 Gardner Road for a deck and 148 Turner Lane for a pool. Received resident concern regarding tree cutting on Fern Street. The conservation admin and director visited the site and saw the road blocked to traffic but no trees being removed near the wetland's closest hydrological connection. On July 21, the Office of Energy and Environmental Affairs (EEA) declared a Level 3 – Critical Drought in Central MA. They recommend that residents and businesses: Minimize overall water use and stop all non-essential outdoor watering. The Conservation Commission still has two vacancies; if any resident would like to join, please go to <https://www.templetonma.gov/community/slides/volunteers-needed> fill out the form and email to [hyoung@templetonma.gov](mailto:hyoung@templetonma.gov). Next Conservation Commission meeting is scheduled for 8/15/22.

**Planning Board:** The meeting of July 26 was cancelled due to lack of agenda items.

**ZBA:** A meeting has been scheduled for August 30 @ 6:30 p.m. to hear a variance request for 66 Baptist Common for a reduction in frontage, a variance request from 14 Main for a side setback reduction and a request for a variance and special permit for a reduction in a side setback and non-conforming use from 280 State. ZBA members heard a request for a comprehensive permit

for CC MPZ School Street LLC for 12 & 16 School Street, the hearing has been continued to August 8 @ 6:30 p.m. 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](mailto:hyoung@templetonma.gov).

**Building Department:** Four Building Permits were processed this week, including: 1 residential addition, 1 new deck, and 2 swimming pools. Certificates of Completion were issued for 1 finished basement, 1 new garage, 1 door replacement, 2 decks and 1 in-ground pool. Six Electrical Permits were issued, including: 1 underground line to an outbuilding, 2 new garages, 1 well pump, 1 for electric vehicle charging stations, and 1 emergency repair at Green Lawn Cemetery. No Gas or Plumbing Permits were received. Admin worked on documents containing step by step instructions for some of the department processes. Submitted Turnovers to Treasurer/Collector.

**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:** Circulation and visitation remain steady. Lots of participation in our summer reading incentives. We are finalizing August children's programs. The Swim program is going well. Plans are underway for a 'play outside' event at Gilman Waite in August. The Recreation Commission will meet tonight. Farmers' market is tentative for tonight- once again, due to forecast of storms. I am compiling Community Services Quarterly reports. I scheduled the August COA and Historical Commission meetings.

**Senior Services:** The Center served as a cooling center over the weekend. Thank you to CERT members for staffing this.

There were 53 social service interactions- increased this week due to extra calls made for cooling station. Attendance at activities was 127. Transportation provided 21 rides. Center Manager is collaborating with MOC for a 'Bring your grandchild to the Senior Center Day'. as well as working with Select Board member, Terry Griffis on congressman visit to center. The staff is still waiting for Farmer's Market Coupons from MOC to distribute to low-income seniors. Plans are underway for a barbecue and beach day later this month. Volunteer of the Month was announced- many thanks to Evelyn Walker for all she does for the Center! The Downton Abbey Tea Party and discussion was well-attended. Other happenings included: walking group, pitch, mahjong, ask-a-nurse & blood pressure clinic, card bingo and quilting group.

**Templeton Community TV:** Week ending July 29, 2022 – Hannah Bennett started as full-time TCTV Program Coordinator this week. She will manage TCTV daily tasks, continue as live meeting manager, and work with organizations to share community information. We approved

the Montachusett.TV website for public release, likely on Monday or Tuesday, Aug. 1-2. We plan to add an electronic payment system in the coming months. We started conversations about recording a Candidates' Night for state offices, as well as recording and producing interviews with candidates. Have a cool weekend!

**Important Dates to Remember**

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