

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

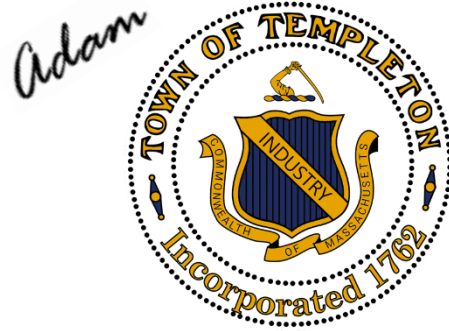
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: August 4, 2022

CC: All Departments



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

Weekly: Received my official designation as a Massachusetts Certified Public Purchasing Official (MCPPO) Designation from the Inspector General's office. Had a meeting with Don Jacobs to go over the Performance Management Program implementation. Holly and Jackie held interviews for the Veterans Service position. Held the bid opening on August 3rd for the Senior Center Roof project with Larochelle Construction, Inc. of South Hadley, MA, being the apparent lowest bidder. Held the bid opening on August 4th for the Weatherization work for Town Hall, Boynton Public Library, Baldwinville Fire Station, and Cemetery Garage with DCS, LLC of Amherst, MA, being the apparent lowest bidder. Both of these projects will be going to the Select Board for action.

Administration & Finance

Town Accountant: Nothing to report.

Treasurer/Collector: Property taxes were due Monday making the office extremely busy. Warrant and payroll processed.

Reminder: The Treasurer/Collectors office will be closed 8/9 – 8/11 for the staff to attend the annual school for certification.

Assessor: This week was spent working on the Sales Analysis to submit to the state. Sales from 2021 were used for the analysis. No report will be submitted next week as I will be out of the office.

Town Clerk: Out of the office; nothing to report.

Public Works

Highway: Cleaned catch basins Victoria Lane, Gary Road, Mitchell Road, Police Department, Narragansett School, White Circle, Lafayette Road, South Road, & Muskett Drive. Repaired catch basin on Victoria Lane.

Over the rail mowing on South Road, French Road, & Barre Road. Installed flagpole at the Templeton Police Department. Spread gravel on Cook Road and Haskell Road. Took rip rap to

Pail Factory Road, Shady Lane, & Wellington Road. Put up signs on South Road for pending work.

Building and Grounds: Repaired equipment. Mowing Pine Grove Cemetery, & Senior Center. Emptied trash Pine Grove Cemetery, Greenlawn Cemetery, Gilman Waite, River's Edge Conservation Area, & Otter River. Sprayed infields at Gilman Waite. Burial duties. Redid landscape in front of Baldwinville Fire Department. Trimmed shrubs at Greenlawn Cemetery.

Public Safety

Templeton Police Department: 7/22 – 8/3 PD 253 Calls for Service, 15 motor vehicle stops, 3 arrest. Station – Footing for flagpole has been installed. Dispatch - 409 Calls (does not include miscellaneous calls).

Templeton Fire/EMS: 07/25/2022 – 07/31/2022 Fire Department weekly report.

Emergency calls: 36

24 EMS, 4 fire alarm, 2 MVA with injury, 1 Technical rescue, 1 smoke investigation, 1 dispatched and cancelled enroute, 3 illegal outside fires

Training: Fire training, practical evolutions of pumping and large diameter hose appliances.

Apparatus/equipment: all apparatus 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, for tips on how to conserve water please go to [Indoor Water Conservation | Mass.gov](#), [Indoor Water Conservation | Mass.gov](#), and [Outdoor Water Conservation | Mass.gov](#).

Working with new owners of 11 Patriots to permit for work to be done prior to their move here from Georgia.

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](https://www.mass.gov/info-details/covid-19-response-reporting), at last count Templeton had 20 positive cases and an incident rate of 17.5 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 still have home COVID-19 test kits available in the town hall offices.*

Board of Health: Agent met with owner of 136 French and System Inspector, David Perry, to view location of septic system, determined that the system was fully on 136 French. Septic bottom inspection and final inspections at 359 South, 17 Beech and 54 Shore. Reviewed Title 5 report for 16 April Circle, passing; 29 Sawyer has a new owner is and is addressing violations, may not need to go before a judge for abandoned housing initiative; 28 Albert Drive is currently being prepared for housing court to assign a receiver; processed pumping records; Pinewood Shores and TFG beaches good for swimming, Otter River Day Camp has been posted for no swim. Senior work-off program worker revamping BOH septic files. Possible collaboration with AgCom for “manure management” bylaws.

Conservation: The week of August 1, 2022, will be included in the weekly for the week of August 8, 2022, due to vacation.

Planning Board: The meeting of August 9, 2022, has been cancelled due to no agenda items. The office of Development Services is beginning research into zoning for “tiny houses” and has reached out to MRPC to collaborate.

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 \(templetonma.gov\)](https://www.templetonma.gov/committees/zoning-board-of-adjustment/committee-interest-form-fillable-0.pdf) fill out the form and email to hyoung@templetonma.gov. Prepared for continued hearing for CC MPZ School Street, LLC comprehensive permit.

Building Department: The week of August 1 and 8, 2022 will be included in the weekly report of August 15, 2022, due to the Admin. Asst. being on a two-week vacation.

Agricultural Commission: The Board of Health has reached out to the AgCom members to look at the possibility of creating “manure management” regulations; no meeting scheduled at this time.

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/).

Community Services

Director/Library: Will report next week.

Senior Services: Will report next week.

Templeton Community TV: Week ending Aug. 5, 2022 – Our regional web site Montachusett.TV (www.Montachusett.TV) is now available for public viewing, sharing, and subscribing. Subscriptions are free and enable you to submit a business or organization listing for our Link Local directory. Business and organization pages can be expanded in the future. Please check out the site, subscribe, share it with friends and let us know what you think! An electronic payment system will be added later.

TCTV was hired for a last-minute video production job to record a food security forum featuring the U.S. Secretary of Health & Human Services Xavier Becerra, U.S. Representative Jim McGovern, and area stakeholders in local food, agriculture, and food security issues. The event is Friday at 9 am at the Montachusett Regional Planning Commission (MRPC) in Leominster. We have been testing and prepping our recording equipment and did a walk-through at the location on Thursday. We will produce a recording of the event for TCTV and Montachusett.TV soon.

We prepared to film the Kite Festival on Sunday and other upcoming events. Production continues on several shows. The Channel 8 Calendar of events is being shored up with more items of local interest.

Stay cool, Templeton!

Important Dates to Remember

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