

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: August 11, 2022

CC: All Departments



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

Weekly: Completed Assignment 3 of Cybersecurity training which included mitigating compromised devices, email security on mobile devices, secure printing and an urgent request. These trainings are critical for the Town as we saw this week that Winchendon recently dealt with a ransomware attempt. Please take these trainings as these are critical to protect our IT infrastructure.

Prepared for the Select Board meeting on 08/10/2022. We worked with the Treasurer/Collector and finished up getting the materials necessary to satisfy legal requirements letter which was sent to Locke Lord. This is an important step completed for the water BAN. Worked with a Scholarship Committee member and hopeful to process soon to the list of recipients. We also posted the heating oil bid package. Had a meeting with our Employee Assistance Program representative about potential trainings.

Administration & Finance

Town Accountant: Finished up year and financials should be submitted in the next week for the certification of free cash. Getting the balances set up for FY 23. Nancy is working on Payroll and Warrants and getting into the swing of the warrants every week.

Treasurer/Collector: No report this week. The office was closed Tuesday – Thursday for the staff to attend the Treasurer/Collector Certification School.

Assessor: Deputy Assessor is out of the office; not reporting this week.

Town Clerk: Nothing to report.

Public Works

Highway: Over the rail mowing Barre Road. Catch basins cleaned Musket Drive and Minute Man Drive. Removed tree on Queen Lake Road. Worked on South Road drainage. Highway department assisted the Water Department with a water main break on North Main Street.

Building and Grounds: Gilman Waite was mowed, weed whacked, trash emptied, groomed walking path, and raked out playground. Mowed Town Hall, Scouts Hall, East Templeton, DPW,

Baptist Common Cemetery, Pine Grove Cemetery, and First Church Cemetery. Trimmed shrubs at Scouts Hall, East Templeton, Library, Templeton Center, and Senior Center. Trimmed trees in the common that had some low hanging branches.

Public Safety

Templeton Police Department: 8/4 – 8/10 PD 266 Calls for Service, 56 motor vehicle stops, 1 arrest. Station – Flagpole has been installed with the American and State flags fly high. Interviews for our new officer were conducted on Monday and the field was cut down to 4 finalist, which will now go thorough background checks. Dispatch – 462 Calls (does not include miscellaneous calls).

Templeton Fire/EMS: 08/01/2022 – 08/07/2022 Fire Department weekly report.

Emergency calls: 29

20 EMS, 3 fire alarm, 1 MVA with injury, 1 smoke investigation, 1 motor vehicle fire, 2 illegal outside fires, 1 public assist.

Training: None

Apparatus/equipment: all apparatus in service.

Activities: 10 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: Prepared fourth quarter report and presented it at the Select Board meeting of 8/10. Our area continues to be 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](#).

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 16 positive cases and an incident rate of 14 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: 29 Sawyer Street, part of the abandoned housing project, court appearance has been rescheduled to September 14; this is due to the cooperation we are receiving – the exterior junk, trash & debris has all been removed and interior will be commencing. Septic repair bottom inspections at 359 South, 76 Main and Baptist Common, Lot 2; final septic repair inspection at 359 South; extreme heat issue at 34 Elm, owner contacted and rectified issue; perc for repair at 686 South scheduled; kitchen inspections scheduled for the 18th; reviewed and approved repair plans for 25 Rice and processing community septic loan.

Conservation: Site Walks occurred the past two weeks at 502 Baldwinville Road for a temporary mobile home, 50 Victoria Lane for an in-law apartment, 1 bay garage and back deck, 11 Sawyer Street for an above ground pool, 45 Farnsworth Road for an 18x28 addition, and 360 Hubbardston Road for an above ground pool. On August 9, the Office of Energy and Environmental Affairs (EEA) confirmed drought conditions have worsened. The effects of the drought on wetland and riverfront areas are drastic. The public is asked to continue to practice water conservation methods. They recommend that residents and businesses: do not water their lawns, minimize overall outdoor water use, and conserve water indoors when brushing your teeth, taking showers, and washing dishes. The Conservation Commission still has two vacancies; if any resident would like to join, please go to <https://www.templetonma.gov/community/slides/volunteersneeded> fill out the form and email to hyoung@templetonma.gov

Planning Board: Preliminary research into “tiny houses” and zoning, working with MRPC (Montachusett Regional Planning Commission).

ZBA: Members met on August 8 to continue the CC MPZ School Street LLC hearing and went over the requests one by one, members voted to continue the hearing to August 16 @ 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.

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: Nothing to report currently.

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: 8/1 -8/6: A volunteer led a children's program 'A Friend Like Me'. A collection of children's materials was processed and made available. I continued work on the 1st of 3 reports to the Mass. Board of Library Commissioners. I helped the Recreation Commission Chair with preparation for the 'National Play Outside' event (8/6/22). I completed several departments warrants and turnovers. I compiled and submitted the Community Services FY 22 fourth quarter report.

I scheduled the Historical Commission meeting and posted their agenda. Templeton Recreation held a successful 'Play outside' Event- great teamwork and support from our wonderful town!

8/8- 8/11: A volunteer led a children's program 'The Giving Tree'. Many children continue to participate in our summer reading incentive raffle. I attended the COA meeting. I managed COA & Rec. meetings (scheduling, posting agendas, uploading minutes) I presented the Library, Senior Services, Recreation and Cultural Council FY 22 fourth quarter report to the Select Board. I joined the Recreation Chair in interviewing a candidate for Soccer Coordinator. I compiled and submitted several warrants and turnovers. The Swim program concludes this week- thank you to our Coordinator, Hunter, assistant Brianna, and the many volunteers who made this program a success! Thanks also to the Templeton Fish & Game for hosting.

Senior Services: 8/1 - 8/4: There were 17 social service contacts this week. Ten volunteers contributed 58.4 hours. Cindy was involved in discussions about the potential for a legislative debate to be hosted by the Senior Center. The Center served as a cooling center. Many thanks to our CERT team for staffing this. 22 rides were provided. Other happenings included: walking group, pitch, card bingo mahjong, chair yoga, creative stitchers, and cribbage.

8/8 - 8/11: The Center was open as a cooling center over the weekend and through Tuesday evening. Thank you, CERT for staffing this. The COA board met. The Center provided 29 rides. Other happenings this week included: walking group, pitch, card bingo, mahjong, chair yoga, creative stitchers, cribbage and exercise with Lucinda.

Templeton Community TV: Week ending Aug. 12, 2022 – We recorded and broadcast the ZBA Hearing on the Baldwinville School development and the Select Board meeting, and planned to record and broadcast the Community Preservation Committee for Thursday. Another continuance of the Baldwinville School project for a comprehensive permit is scheduled for Tuesday, Aug. 16 at 6:30 pm. We attended the Go Fly a Kite Festival and recorded video and photos. A video program of the Kite Fest is in production. We are building up the Community Notices on Cable Channel 8 and coordinating with our Facebook and Montachusett.TV pages. We continue to develop content for the Montachusett.TV web site, honing the site and promoting it. We are having good conversations with people about the site, and the feedback has been positive. We are coordinating efforts to plan a Candidate's Night for local, state and county candidates to represent Templeton in the Nov. election.

Have a cool weekend!

Important Dates to Remember

Select Board Meeting, Wednesday, September 14, 2022, 6:30pm at Town Hall