

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

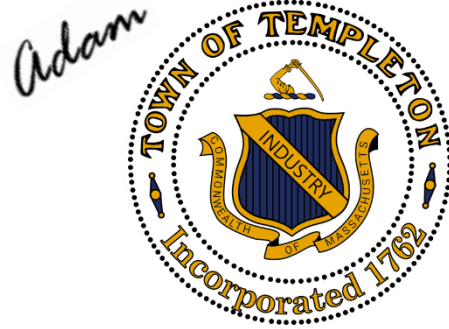
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: August 18, 2022

CC: All Departments



Notice from the Emergency Management Director: “STOP THE BLEED” Training will be on Monday, September 19, 2022, from 6:30pm to 9:30pm at the Templeton Center Fire Station.

Notice from the Town Clerk's Office: Early voting for the September 6, 2022, State Primary will be held:

- **Saturday, Aug. 27th 9:00am-3:00pm**
- **Monday, Aug. 29th 7:30am-6:30pm**
- **Tuesday, August 30th 7:30am-4:30pm**
- **Wednesday, August 31st 7:30am-4:30pm**
- **Thursday, September 1st 7:30am-4:30pm.**

The last day to register to vote in the September 6th State Primary is Saturday, August 27th @ Town Hall, 160 Patriots Rd. from 9:00am – 5:00pm.



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

Weekly: Followed up with our MIIA EAP representative and are setting up events for our employees; will be sending out a flyer to all our employees soon. Met with our new MIIA Insurance representative. Assisting new hires to process hiring paperwork for various Recreation,

Building & Grounds, and MART Driver positions. Working to catch up on Human Resources paperwork. Assisted two Veteran walk-ins, a phone call, and one via a social media inquiry.

Administration & Finance

Town Accountant: Nothing to report.

Treasurer/Collector: Warrant and payroll processed. Worked on tax taking advertisement. Catching up after getting back from school.

Assessor: Busy catching up on work after being out. Apportioned 4 Title V loans into the billing system and added an additional unapportion Title V loan. Sales analysis for FY23 was approved by the state. Sales from 2021 were used in this analysis. Properties and Land sales continue to sell way above property assessed values, therefore, increasing values substantially for all property owners in town. Additional paperwork has been submitted to the DOR for approval, all part of moving forward in the tax rate setting process. Reminder to residents to apply for their statutory exemptions. These need to be submitted yearly. If you are not sure if you are eligible, please stop by the office to inquire about the guidelines and requirements.

Town Clerk: The Attorney General has approved Articles 3, 4 & 5 (General by-laws) from the May 11, 2022 Annual Town Meeting. For further information please go to the town's website @ www.templetonma.gov

The office is still busy mailing out State Primary absentee/early ballots, along with the usual day to day activities.

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Public Works

Highway: Over the rail mowing on South Road. Drainage work on South Road. Brush clearing South Road, & Greenlawn Cemetery. Pothole repairs Norcross Hill Road, Barre Road, and Royalston Road. Sweeping Templeton Center. Cleared beaver material and rocks at Stone Bridge. Catch basin cleaning Victoria Lane, and Minuteman Drive.

Building and Grounds: Mowed and/or weed whacked Templeton Center, Cottage Lane, Greenlawn Cemetery, Senior Center, and Baldwinville Center. Multiple burial duties. Cleaned up behind First Church. Trimmed shrubs Otter River, Baldwinville Center, and Emergency Management.

Public Safety

Templeton Police Department: 8/11 – 8/24 PD 296 Calls for Service, 30 motor vehicle stops, 2 arrest. Station – Chief Bennett has been appointed the Central Ma Chiefs of Police Assoc. representative to the Massachusetts Chiefs of Police Association Executive Board. Dispatch - 470 Calls (does not include miscellaneous calls).

Templeton Fire/EMS: Not reporting; staffing shortage; Chief is a part of the working crew.

Emergency Management: Sent out notices of a ‘STOP THE BLEED’ training on September 19th from 6:30PM to 9:30PM at the Templeton Center Fire Station. Rich Curtis and Don Morin attended a ‘MASSACHUSETTS EMERGENCY MANAGEMENT DIRECTOR ORIENTATION PROGRAM’ on Wednesday the 17th. This program was a required course for a new EMD certification. Met with TA Thursday AM to have Peter Laitinen appointed to a vacant Deputy EMD position. Met with MEMA Area Coordinator concerning LEPC vs. REPC for Templeton.

Development Services

Director: Prepared fourth quarter report and presented 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](#).

Communicable Diseases: COVID, at last count Templeton had 9 positive cases and an incident rate of 7.9 for the past two weeks. 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.* Monkeypox – no reportable cases in this area at this time. Frequent handwashing is still your best defense on all levels.

Board of Health: Review and approve Title 5 for 187 North Main – passing; witnessed perc at 686 South Rd; final septic repair inspection at 359 South; reviewed and approved septic as-built plans for 1090 King Phillip Trail, Lot 2; reviewed and approved plans for French, Lot 10 and issued permit; review and approved septic as-built for 76 Main, full upgrades to system; review and approve septic repair plans for 686 South; kitchen inspections at NRHS/Middle School Café and Templeton Elementary, no violations.

Conservation: Site Walks were received this past week for 50 Victoria Lane for an in-ground pool, 8 Minuteman Drive for an above ground pool, 31 Red Fox Crossing for a deck and Depot Road for the construction of a concrete office building. Massachusetts Central Region is still in a

Level 3 Critical Drought. Residents are asked to please try to conserve water. The Conservation Commission meeting scheduled for Monday evening 8/15/22 was cancelled as the agenda was not sufficient to hold a meeting. The ConCom is currently accepting applications for TWO open positions; if interested, please go to [committee_interest_form_fillable_0.pdf \(templetonma.gov\)](#) fill out the form and email hyoung@templetonma.gov.

Planning Board: The August 23, 2022, meeting has been cancelled.

ZBA: Members met on August 16 to continue the CC MPZ School Street LLC hearing, after a brief discussion the members voted four yes to one no to approve the comprehensive permit with the requested changes; council for both parties will finish the decision and will present at the August 30 meeting. 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, 8 and 15, 2022 will be included in the weekly report of August 22, 2022.

Agricultural Commission: Meeting scheduled for Monday, August 29, 2022 @ 6:00 p.m.

Community Services

Director/Library: Our 'Wonderful Wednesdays' program concluded- THANK YOU to Ameliah Lawrence for running these great programs! I completed the ARIS report to the Board of Library Commissioners. A large backorder of books was processed and made available. I attended the Recreation Commission meeting. I participated in an interview for a Senior Center van driver. I completed and submitted several turnovers and 3 warrants.

Senior Services: Happenings this week included: Walking Group, Pitch (40 participants!), mahjong, card bingo, chair yoga, creative stitchers, cribbage, quilting group, dessert with Health Alliance, summer sandwich gathering and 'a cultural and historical reflection of the 1960's through the music of the Beatles' program. The September newsletter went to print. The center provided 29 rides this week. Meals on Wheels continued. Farmers' market coupons were available for pick-up.

137 visitors attended activities.

14 social service contacts.

13 volunteers worked a total of 57 hours.

Templeton Community TV: Week ending Aug. 19, 2020 – We have been busy compiling calendar and event notices for Cable Channel 8, TCTV's Facebook page and the Montachusett.TV web site. Production continues on Farmers' Market, Kite Festival, and Collector Time videos. Montachusett.TV is getting nice early reviews. The Montachusett.TV Facebook page has a fair amount of likes and a good audience reach to start. We released the first episode of "Start Me Up," a series of business training short videos for small businesses in

the area and sponsored by Wachusett Business Incubator (WBI). Attended a Greater Gardner Chamber of Commerce event and made friends. Prepared for a meeting with the WBI board to discuss a partnership to operate an area Digital Lab and Montachusett.TV. We are planning for a Candidates event in October, featuring state, county and Congressional candidates vying to represent Templeton.

There's a lot going on in our area this weekend. Check out www.Montachusett.TV for a host of fun things to do!

Important Dates to Remember

Select Board Annual Retreat, Wednesday, August 31, 2022, 5:00pm at Town Hall

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