

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: August 25, 2022
CC: All Departments



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.



Gail Noel was personally presented with the Citizen of the Year award, as announced at the Annual Town Meeting held earlier on May 11, 2022, for her work as the Senior Center's SHINE Volunteer. Presenting the award in the picture are Town Administrator, Adam Lamontagne, and Select Board Chair, Timothy Toth.

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

Weekly: Posted several job postings for Recreation: Basketball Coordinator, Basketball Assistant Coordinator, Basketball Referees, and Softball Coordinator. Posted the job advertisement for the CPC Administrative Assistant position. Assisted two Veteran walk-ins. Drafted and posted the Bid Packet for the Police Station HVAC project. Processed new hire forms for our new Full-time Fire Fighter/Paramedic and for our new full-time Police Officer. Began processing CORI checks for the upcoming Recreation Soccer season.

Administration & Finance

Town Accountant: Nothing to report.

Treasurer/Collector: Warrant processed. Participated in a DLS zoom webinar. Working on the tax lien advertisement for the past due FY22 property taxes.

Assessor: Sent draft annual report to board members to review and discuss at their September meeting. Finished working with the state to get the New Growth approved for the town. Paperwork for the Chapter Landowners was mailed out this week. Paperwork is due October 1st. Exemption paperwork for real estate and veterans continues to come into the office. A reminder to all residents to pick up applications early and return as soon as possible to be credited on your actual tax bills. Certificates of Completion and Occupancy Permits from the building department continue to keep our office very busy with site visits and imputing information into our property database program.

Town Clerk: The office is busy preparing for the State Primary.

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Public Works

Highway: Crews worked on the South Road drainage work. Over the rail mowing South Road, and French Road. Cleaned out ditch on Brooks Road. Clear beaver debris on Henshaw Road

Building and Grounds: Mowed at Gilman Waite Field. Hedge trimming shrubs was done at Greenlawn Cemetery, Mowing and weed whacking was done at Pine Grove Cemetery. Dug out area around sign at Senior Center and put in stone. Burial duties.

Public Safety

Templeton Police Department: 8/18 – 8/24 PD 244 Calls for Service, 34 motor vehicle stops, 1 arrest. Station – Interviewed the four finalist and made our final decision, working on getting the new recruit registered for the Boylston Academy scheduled to begin in October. Dispatch – 436 Calls (does not include miscellaneous calls).

Templeton Fire/EMS: 08/15/2022 – 08/21/2022 Fire Department weekly report.

Emergency calls: 34

26 EMS, 1 dispatched and cancelled, 2 fire alarm activation, 1 MVA no injury, 1 Hazmat, 2 structure fire, 1 brush fire

Training: None

Apparatus/equipment: Forestry 3 out of service engine problems

Activities: 5 residential and commercial inspections.

Announcements: Our annual OEMS (State) ambulance inspection was conducted, no deficiencies were noted and we were licensed for another year. **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: 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](#). Reviewed draft job description and advertisement for CPC Administrative Assistant, thank you Holly! Provided information to Fuss & O’Neill for MS4.

Communicable Diseases: COVID, at last count Templeton had 10 positive cases and an incident rate of 8.8 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 currently. Frequent handwashing is still your best defense on all levels.

Board of Health: Review/approve septic as-built plan for 359 South and provided notice to Assessor to add betterment; call from 19 Pine Point that the situation has been better, but believes

that there are two new adolescent roosters, will update. Prepared for and attended meeting of 8/22; contacted Planet Aid for the locations of all textile boxes in Templeton, will use to map out locations for resident's use. Completed food inspections at KROyer's Bakery and RK's BBQ mobile smoker, both new businesses and no violations noted. Agent witnessed perc at 1 Carruth for a repair; attended housing call with Templeton PD and MSPCA; reviewed well quality results for French, Lot 4; completed betterment agreement and registry notice for 686 South, waiting for estimates.

Conservation: Will report next week.

Planning Board: Nothing to report at this time.

ZBA: Preparation of paperwork for 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 \(templetonma.gov\)](https://www.templetonma.gov/committee-interest-form-fillable-0.pdf) fill out the form and email to hyoung@templetonma.gov.

Building Department: Week of 7/28/22 – 8/3/22: Seven Building Permits were processed, including 1 pool, 1 roof, 1 foundation for addition, 1 replacement windows, 2 exterior repairs and 1 bath renovation. Five Electrical Permits were issued including 2 for residential renovations, 2 for service upgrades, and 1 commercial stove and water heater. One Gas Permit was issued for outdoor grill and fireplace. No Plumbing permits were received.

Week of 8/4/22 – 8/10/22: Nine Building Permits were processed including 3 roofs, 1 chimney liners, 1 temporary tent, 2 replacement doors and windows, 1 temporary mobile home, and 1 new single-family home. Eight Electrical Permits were issued including 2 pools, 1 fire alarm system, 1 service upgrade, 1 relocate service, 1 new garage, 1 new home and 1 feeder for cell phone antenna. No Plumbing or Gas permits were received.

Week of 8/11/22 – 8/17/22: Six Building Permits were processed including 1 new commercial building on Depot Road, 1 new screened porch, 2 pools, 1 exterior entry repairs, 1 replace windows, siding and doors. Three Electrical Permits were issued including 2 new single-family homes and 1 exterior fixture repairs. One Plumbing Permit for new single-family home. Two Gas Permits including 1 for new single-family home and 1 for new residential gas line.

Week of 8/18/22 – 8/24/22: Six Building Permits were processed including 1 pool, 1 garage demolition, 1 chimney, 2 replacement doors and windows and 1 replace entry porch. Five Electrical Permits were issued including 1 Commercial add sub-panel, 1 finished basement office, 1 wiring upgrades, 1 mini splits, 1 single-family home renovations. Four Plumbing Permits were issued including 1 residential remodel, 1 lavatory addition, 1 water pipping and 1 replacement water heater. Two Gas Permits were issued for cook stove and water heater.

Eleven Certificates of Completion were issued so far this month, for new garage and entry door on Baptist Common, replacement windows and door on Cottage Lane, repairs to walls and floors on Lord Road, new four-season room on Patriots Road, kitchen and bath remodel on Patriots Road,

chimney liner on Baldwinville Road, repair walls and flooring on Barre Road, full renovations on North Main, bakery production kitchen on North Main, and commercial antenna improvements on Graves Ave. One Occupancy Certificate was issued for new single-family home on King Phillip Trail.

Agricultural Commission: Meeting scheduled for Monday, August 29, 2022 @ 6:00 p.m. Updated agenda to include the final draft of the rooster bylaw from Town Council for review.

Community Services

Director/Library: The September materials order was compiled and placed. One week remains in our Summer Reading Incentive program, which has been very popular with our young patrons. A 'back to school' collection of children's books was processed and put on display. I attended a virtual training: 'bystander intervention and conflict de-escalation in the workplace'. I completed and submitted 2 vendor warrants and multiple turnovers. Soccer registration ended with over 175 children signed up!

Senior Services: Select Board Chair, Tim Toth and Town Administrator, Adam Lamontagne presented the 2021 Citizen of the Year award to Gail Noel for her many years of dedication as a SHINE volunteer, and key member of the Friends of the Templeton Elders. The Center had a summer celebration BBQ. The Center collaborated with MOC to celebrate grandparents' day. Other happenings: Pitch, chair yoga, cribbage, quilting group and mahjong.

33 Social Service contacts last week
132 attended activities
56.5 hours of volunteer time
25 rides were provided

Templeton Community TV: Week ending Aug. 26, 2022 – We looked at space for a pop-up studio and Digital Lab at Wachusett Incubator's Gardner office. We filmed the Citizen of the Year Award at the Senior Center BBQ. Production continued on Farmers' Market videos, Kite fest, and graphics. The Channel 8 Community Calendar is growing and looking great. We continue to add to, tweak, and promote the Montachusett.TV website. We worked on invitations for a Candidates' forum event in October -- with more info to come.

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