

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: September 1, 2022

CC: All Departments



**Notice from the Town Clerk's Office: The State Primary will be held at the Narragansett Middle School Gymnasium on Tuesday, September 6, 2022. The polls will be open from 7:00am to 8:00pm.**



**Thank you to our Buildings & Grounds crew for the placement of the new sign at the Templeton Common Burial Ground!**

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

**Weekly:** Emailed out proposal for the use of Fiscal Year 2022 Certified Free Cash in accordance with policy to the Select Board and Advisory. Held the bid opening for #2 Heating Oil and this will be going to the Select Board for action on September 14<sup>th</sup>. We were pleasantly surprised when our office was notified the Town is being awarded roughly \$503k in an MVP Action Grant from

the Commonwealth program for the purpose of replacing the Old Royalston Road culvert in Baldwinville. This is certainly one of the largest grants that was awarded to the Town in recent years. Thank you to the Water Department working in coordination with the Town for their work on this grant! We are and will be working with Hilltop Securities since receiving notification of this award regarding next steps for the authorized Water Debt from the 2022 Annual Town Meeting.

Worked on the Fall Town Meeting draft warrant. Talking with Division of Capital Asset Management & Maintenance (DCAMM) relative to Special Legislation recently approved and signed by Governor Baker about the former Templeton Developmental Center. Continued to process background checks for the upcoming Recreation Soccer season. Signed the contract with Laroche Construction, Inc for the re-roofing and roof sheathing replacement for the Templeton Senior Community Center with work to be completed by June 30, 2023. We were hopeful to get this project done before winter set in; however, due to supply chain issues and certain materials being delayed 4-6 months have caused the delay. The contractor is optimistic that the work will be completed well before June 30, 2023.

### **Administration & Finance**

**Town Accountant:** Worked on deposits, cleaning up any final year end issues, working on reconciling the AR and finished the quarterly report for the Select Board meeting in September.

**Treasurer/Collector:** Payroll and warrant processed. Demands were mailed for the last excise commitment. Quarterly sewer bills will be due Tuesday, Sept 6<sup>th</sup>.

**Assessor:** Traffic in the office steady with Chapter Landowners, Veterans and Exemption applicants coming in with paperwork. Worked on agenda for this month's meeting on the 13<sup>th</sup>. Worked on deeds from property sales. Houses continue to sell substantially higher than their assessed FY23 values. Started reviewing plans for lot splits to be done after January.

**Town Clerk:** The State Primary will be held on Tuesday, September 6, 2022, at the Narragansett Middle School Gymnasium. The polls will be open from 7:00am-8:00pm.

### **Public Works**

**Highway:** Crews are still working on South Road drainage project. Pothole repairs Starfire Avenue, Lake Avenue, Farnsworth Road, and Barre Road. Tree cutting South Road. Over the rail mowing on Baldwinville Road. Catch basins cleaned on April Circle. A couch was removed from the side of road on Crotty Avenue. Streets sweeping was done in Baldwinville Center and Baldwinville Road.

**Building and Grounds:** Mowing/weed whacking was done at Pine Grove Cemetery, Templeton Center, Cottage Lane, Otter River, Greenlawn Cemetery, Gilman Waite, Senior Center, Old Baldwinville Elementary School, Common Burial Grounds, and Baldwinville Center. Moved boxes from basement to 1<sup>st</sup> floor at Town Hall. Groomed softball diamond and started baseball diamond at Gilman Waite. Met with patron regarding sale of lot. Installed new sign at the Templeton Center Common Burial Ground.

## **Public Safety**

**Templeton Police Department:** Not reporting this week; will submit two reports next week.

**Templeton Fire/EMS:** 08/22/2022 – 08/29/2022 Fire Department weekly report.

Emergency calls: 36

27 EMS, 1 good intent, 1 dispatched and cancelled, 5 fire alarm activations, 1 illegal fire, 1 brush fire (mutual aid strike team)

Training: Foam operations

Apparatus/equipment: Forestry 3 out of service engine problems, Rescue 2 went for repair with DEF issues. It has been repaired and back 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:** Completed Cybersecurity assignment #4. Assisted TA with information for Rayna Rubin, Division of Capital Asset Management and Maintenance for the state. 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 14 positive cases and an incident rate of 12.3 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:** Final septic inspection at Baptist Common, Lot 1; complaint on Cottage Lane for excessive speed by a rubbish hauler, hauler not permitted – violation letter sent and referred to PD; noted 19 Pine Point reported that things had been good for 3 mos. (+/-) but is now experiencing 2 or three new roosters; continued issues at 207 N Main new violation letter sent, housing court is next step; trash complaint at 65 Victoria, information on trash pickup and Winchendon Transfer

Station sent – referred unregistered car to PD; interior inspection of abandoned 29 Sawyer Street, report to follow to AG's office; complaint at Fourth St, Lot 93, piling wood chips, worried about fire, referred to FD no violations noted; attended RCAP Solutions Coalition for Safe Drinking Water seminar. Reviewed beach testing data for TF&G and Pinewood Shores, both remained consistently below the state limit throughout swim season.

**Conservation:** Risk of Wildland Fires Increases as Drought Persists because Massachusetts Central Region is still in a Level 3 Critical Drought. Site Walks were received these past TWO weeks for Haskell Road for a new house and shop, 54 Phillipston Road for a 12x18 porch, and 342 South Road for an inground swimming pool. The Conservation Commission 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](mailto:hyoung@templetonma.gov) . Admin completed Phase 4 of Cyber Security Training.

**Planning Board:** Nothing to report at this time.

**ZBA:** At the meeting of 8/30/22 members signed the comprehensive permit for the CC MPZ School Street project and approved a special permit/variance for 280 State Road, variance for 66 Baptist Common and a variance for 14 Main; minutes were approved (with the exception of 4/5/22) and posted to [www.mytowngovernment.org](http://www.mytowngovernment.org). 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:** Thirteen Building Permits were processed this week, including: 6 roofing upgrades, 1 siding, 1 bathroom renovation, 1 new deck, 1 wood stove, 1 exterior door, 1 in-law addition and 1 new single-family home. Seven new Electrical Permits were issued, including: 1 residential renovation, 1 swimming pool, 1 panel upgrade, 1 water heater, 1 condenser, 1 commercial addition, and 1 new garage. Three new Plumbing Permits were issued, including 1 bathroom addition, 1 water heater replacement, and 1 shower stall. Admin completed Phase 4 of Cyber Security Training and US Dept. of Commerce Census reporting for August. Working on file management for permitting hard copies.

**Agricultural Commission:** Members met on 8/29/22, meetings will be scheduled for the first Monday of every other month beginning on October 3, 2022. The draft chicken/rooster bylaw will be moved forward to Fall town meeting; Tim Rotti and Matt LeClerc have been recommended to the Select Board for appointment to the open seats on the commission.

### **Community Services**

**Director/Library:** The summer reading incentive program concluded with the raffle drawings. I attended the Recreation Commission meeting. I did a short interview with TCTV regarding the Citizen of the year award. I submitted several turnovers. I placed an order for Soccer supplies. I accompanied a group of seniors on a trip to Salisbury Beach.

**Senior Services:** Happenings this week included: September newsletter preparation and mailing, mahjong, pitch, walking group, card bingo, make your own sundaes, and a trip to Salisbury Beach.

Transportation provided 26 rides.

**Templeton Community TV:** Week ending Sept. 2, 2022 – Production continued on "Citizen of the Year" and the "Go Fly A Kite Festival" programs. Our "Local Fresh" program on area food producers has started shooting, with a series sponsorship. TCTV logo variations are being created. We worked in the Wachusett Business Incubator Digital Lab space on Wednesday. We planned a video shoot and interview at the "haunted" mansion in South Gardner on Thursday. We planned for a video production job to record a rescheduled regional Food Security Forum with the U.S. Secretary of Food & Health Services at Montachusett Regional Planning Commission (MRPC) on Friday. We planned Appleseed Country Fair coverage for the weekend. We also continued to work on Candidates' forum event invitations.

Montachusett.TV's Calendar listings are growing with activities and things to do in our region. It is exciting to see the site grow with so many fun local events for varied interests. Feedback of the website has been positive. Please check out Montachusett.TV and share what you like!

TCTV is offering annual Toastmasters memberships for up to 10 town employees, including volunteer committee members, to help hone your communications and leadership skills in a positive and encouraging environment. Memberships are available on a first-come, first-serve basis. Please email [tctv@templetonma.gov](mailto:tctv@templetonma.gov) if you are interested.

Have a great Labor Day weekend!

### **Important Dates to Remember**

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