

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: September 8, 2022

CC: All Departments



9/11: There will be a brief 9/11 remembrance ceremony at the Templeton Center Fire Station this upcoming Sunday. It will start promptly at 9:55am. The public is welcome to attend.



Thank you to State Senator Anne Gobi for your continued support of the Town on helping to obtain the funding for our new Fire Truck!

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

Weekly: Signed the weatherization work contract for Town Hall, Boynton Public Library, Baldwinville Fire Station and the Cemetery Garage with Diversified Construction Services, LLC. The contract has that they will commence work on or before the 3rd day of October 2022 and to carry out the work thereafter diligently and continuously in such manner as to fully complete all the different elements of the work by October 28, 2022. Sent out a draft memorandum, countdown

and the forms to the Capital Improvements Committee which will be in front of them for action at their first meeting to kick off the FY '24 Capital process!

We are in the process of working on a potential Community Development Block Grant (CDBG) grant and have since sent out a letter and survey to the residents living on School, Cottage and Vernon Streets. This potential grant would **not** be for work on the water main replacement on School Street, as that is being done through the debt authorization at the 2022 Annual Town Meeting. Sent out a press release to the Gardner News and Athol Daily News on Templeton being awarded \$503,225 from a Municipal Vulnerability Preparedness (MVP) Action Grant for the Replacement of the Old Royalston Road culvert. Attended the Templeton Annual MS4 Report with DPW Director, Sewer Superintendent, DPW Director and administrative assistant with consultants to complete survey. Issued Addendum #1 for the Police Station - HVAC System Invitation for Bids. Had a meeting with our NFP consultants to discuss health insurance, status of marketplace as it evolved over the past year, the current plan design in effect now for active employees and retirees and finally options they see for Fiscal Year 2024.

Administration & Finance

Town Accountant: Nothing to report.

Treasurer/Collector: Busy for a short week. Danielle was out. Quarterly sewer bills were due on Tuesday and a warrant processed.

Assessor: Worked on deeds for sales of property in town. Homes continue to sell way above the newly assessed values set in town. Paperwork continues to come in from our Veterans, Homeowners with their Statutory Exemption Applications and Chapter Landowners yearly paperwork. Preparing for board meeting next Tuesday. Sue went out on Thursday to Patriot Road homes for cyclical inspections. Reviewed information for the new 55+ development that is coming, located off Baldwinville Road.

Town Clerk: Nothing to report.

Public Works

Highway: Crews are working on South Street drainage. Reclaiming will start on South Road on 9/12/2022, residents are asked to please use caution. Repaired part of Pail Factory Road. Road sweeping was done on South Road, Depot Road, and Gardner Road. Over the rail mowing was done on Baldwinville Road and Wellington Road. Mechanic is installing new computers on spreaders to save on material. 2 driveway inspections were done.

Building and Grounds: Crew moved new voting booths from Town Hall to the school and brought the old ones back to Town Hall. Trash was emptied at Greenlawn Cemetery, Pine Grove Cemetery, Gilman Waite, River's Edge, and Otter River. Crew is working on trimming the shrubs at Pine Grove Cemetery. Installed a military marker at Greenlawn Cemetery. Started to cut brush around walking path at Gilman. Mowed Town Hall, Scouts Hall, East Templeton, DPW, Baptist Common Cemetery and Pine Grove Cemetery. Maintained equipment. Checked on sump pumps at old school and Senior Center. Greenlawn Cemetery water is temporarily shut off due to a water break in the cemetery. The water will be restored next week.

Public Safety

Templeton Police Department: 8/25 – 8/31 PD 219 Calls for Service, 20 motor vehicle stops, 0 arrest. Station – Finalist was selected for our new position and the hiring & academy process has been started. All officers were recert with tasers and training on our new taser 7s. Dispatch – 381 Calls (does not include miscellaneous calls).

9/1 – 9/7 PD 245 Calls for Service, 50 motor vehicle stops, 1 arrest. Station -All of our outside lighting has been switched to new bright white bulbs. The academy process continues for our new hire, if all goes well she will be starting the academy on 10/17 with a est. graduation date of 3/24. Dispatch – 436 Calls (does not include miscellaneous calls).

Templeton Fire/EMS: 08/29/2022 – 09/04/2022 Fire Department weekly report.

Emergency calls: 33

26 EMS, 3 fire alarm activations, 1 illegal outside fire, 2 public assist, 1 assist other agency,

Training: None

Apparatus/equipment: Forestry 3 out of service engine problems, New utility truck (car 2) received from the State. It is being equipped and will be in service shortly.

Activities: 3 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: Participated in MS4 meeting for annual report to EPA (Environmental Protection Agency) and MassDEP. Working on annual report with MRPC for Green Communities. Even with the past days of rain, 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 20 positive cases and an incident rate of 17.5 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, we have applied for a grant that will provide Templeton with approximately 4,000 more test kits and some PPE for our residents. Monkeypox – no reportable cases in

this area currently. Frequent handwashing is still your best defense on all levels. ***On Wednesday, September 14, 2022, from 9 a.m. – 12 p.m. at the Senior Center, there will be a vaccine clinic for COVID (both Pfizer and Moderna will be available), to pre-register, please call 978-602-2356.***

Board of Health: Reviewed and approved as-built for new SF septic at King Phillip, Lot 4; working with the Fire Chief, investigated a complaint of stockpiling wood chips on Fourth Street, no violations noted at this time; follow-up housing inspection at 19 Circle, 1st Floor, work not complete 2nd violation notice sent; contact with 207 N Main yielded an agreement for the trailer to be removed no later than September 30; provided inventory information to CMRPC for emergency preparedness, thank you Rich Curtis.

Conservation: Site Walks occurred this past week at 17 Vernon Street for a deck replacement, 21 Mill Street for a garage, 292 Baldwinville Road for a garage and 40 Carruth Road for a shed. Massachusetts Central Region is still in a Critical Drought, for more information please go to <https://www.mass.gov/info-details/drought-status>. 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 it to hyoung@templetonma.gov

Planning Board: Processed an application for a special permit to open a small laundromat at 136 Patriots Road; meeting of September 13, 2022, has been cancelled due to lack of agenda items.

ZBA: Nothing to report at this time; 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. Members have received an application for review for the open seat on the ZBA.

Building Department: Seven Building permits were processed including: 3 new detached garages, 2 decks, 1 replacement siding and windows, and 1 roof. Three Electrical Permits were issued including: 1 for home renovations, 1 for above ground pool, and 1 for replacement water heater. One Plumbing permit was issued for water heater connection and one Gas permit was issued for a new water heater. Letter sent to 24 Cottage Lane for working without a building permit; provided zoning determination letters for 7 Central Street and 277 Gardner Road.

Agricultural Commission: Nothing to report currently.

Community Services

Director/Library: The September materials order was processed and made available to patrons. I worked on the 1st of 3 reports to the Board of Library Commissioners. I compiled and submitted 3 vendor warrants. I began planning for our Pre-school story hour and class visits.

Senior Services: A Human Services intern from WCCC began volunteering on Tuesday, The Center began an 18-week virtual tour of Italy. The staff worked on an upcoming program discussing Estate Planning and emergency preparedness with a local attorney. A vaccine clinic is scheduled for next week in coordination with Fitchburg and Templeton BoH. Staff is searching for a replacement yoga instructor, as their current instructor will be leaving at the end of the month. Regular weekly activities were well attended.

Social Services 27 contacts providing help for 18 people---primarily housing and SNAP
Events had 237 participants
147 hours of volunteer service provided by 34 volunteers
Transportation provided 36 rides.

Templeton Community TV: Week ending Sept. 9, 2022 – The Kite Festival video recap was completed and released. Production continued on Citizen of the Year, Motorpalooza, Local Fresh, Cabin Fever Collectors' Show and Haunted House programs. The Food Security forum we recorded for MRPC with U.S. Health and Human Services Secretary Xavier Berrera and U.S. Rep. Jim McGovern is in post-production. Work continues on Montachusett.TV content and promotion. Microphone (sound) mixers were tested.

Invitations for a Coffee with the Candidates event scheduled for Oct. 15 were sent to candidates vying to represent Templeton as U.S. Representative (Congress), State Representative, State Senator, Governor's Council, District Attorney and County Sherrif. Have a lovely weekend!

Important Dates to Remember

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