

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: September 15, 2022

CC: All Departments



**Ongoing work being done by our Highway crews on South Road.**

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

**Weekly:** Prepared for the Select Board meeting on 09/14/22. Had a meeting with Town Counsel and the Finance Team. Work continued on various legal issues. Held team meetings with Department Heads. Holly attended the Massachusetts Municipal Human Resources (MMHR) Conference.

### **Administration & Finance**

**Town Accountant:** Nothing to report.

**Treasurer/Collector:** Much discussion and moving forward on unpaid back taxes owed on three parcels recently purchased. Tax taking advertisement is scheduled to be in Thursday's

newspaper. Presented quarterly report at Selectboard meeting. Zoom for VADAR. Processed payroll and warrant.

**Assessor:** Board meeting Tuesday. Finished up work after meeting. Followed up on informational sheet that will be going out to town residents in the November electric bills. Worked on a couple abutter list requests. Met w/ Adam, Legal and other Financial team members regarding payment of back taxes. Met w/ Adam for “team meeting” on Thursday. Attended BOS meeting Wednesday night for Financial Quarterly Report.

**Town Clerk:** Nothing to report; Town Clerk is out of the office.

### **Public Works**

**Highway:** Crews continue to work on South Road drainage, and reclaiming has begun. Tree trimming was done on South Road, Fern Street, Ledge Drive, and Ware Drive. Pothole repairs in Graves Development. Over the rail mowing Fern Street, Ledge Drive, Ware Drive, Dudley Road, Barre Road, and Henshaw Road. 1 driveway permit was issued.

**Building and Grounds:** Worked with highway department on South Road. Groomed infields at Gilman Waite. Used tractor to straighten out walking path at Gilman Waite. Cleared brush along Gilman Waite walking path. Mowing was done at Greenlawn Cemetery.

### **Public Safety**

**Templeton Police Department:** 9/8 – 9/14 PD 284 Calls for Service, 25 motor vehicle stops, 1 arrest. Station – HVAC Project is out to bid. Flag pole has been upgraded, so that we can now lower the flags to half-mast. Dispatch – 437 Calls (does not include miscellaneous calls).

**Templeton Fire/EMS:** 09/05/2022 – 09/11/2022 Fire Department weekly report.

Emergency calls: 29

23 EMS, 3 fire alarm, 1 illegal outside fire, 1 large animal rescue, 1 public assist.

Training: Officers meeting

Apparatus/equipment: Forestry 3 permanently out of service with engine problems. Possible blown head gasket. Mechanic has repairs could cost almost \$20,000 to repair. This truck is a retired military truck converted into an off road water tender. We are currently working with the State to find another chassis to put the firefighting equipment on. New utility truck (car 2) received from the State. This new truck is currently being outfitted for our needs. We are waiting on radios and a few more pieces of equipment to arrive. The truck has been placed into service in a limited capacity until everything comes in.

Activities: 2 residential and commercial inspections.

Announcements: We are currently accepting applications for an open firefighter/EMT paramedic preferred full-time position. This position is open due to one of our employees resigning to

accept a new position at another fire department. **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:** Continued work with MRPC (Montachusett Regional Planning Commission) pertaining to the master plan and Green Communities, excellent for all departments in providing information for the Green Communities annual report to the state. Participated in the MDPH LBOH meeting, attended the Select Board meeting, and met with TA for workshop. Working on employee evaluations. 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 15 positive cases and an incident rate of 13.1 for the past two weeks. If you take an at home test and test positive, please call 978-602-2356. Fielding many calls from positive residents and the guidelines for quarantine and isolation, 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>. *Test kits continue to be available in town offices.* Monkeypox – no reportable cases in this area currently. Frequent handwashing is still your best defense on all levels. ***Congratulations to the Senior Center for hosting another successful vaccine clinic.***

**Board of Health:** Reviewed Title 5 reports for 117 Dudley, passing and 271 South, conditional pass (needs a new distribution box); reviewed and filed pumping records; investigating multiple complaints on Fourth Street pertaining to dumpster and pumping of tight tanks; septic bottom inspection at King Phillip Trail; continued work with 19 Circle for violations to housing code; court date rescheduled to November 4 for 29 Sawyer, owner continues to correct violations. New trash complaint received pertaining to 21 Bridge, in process.

**Conservation:** Site Walks occurred this past week at 85 Main Street for a detached garage, Whitney Street for damaged tree removal and 277 Gardner Road for a potential buyer. Massachusetts Central Region is still in a Critical Drought, for more information please go to <https://www.mass.gov/infodetails/drought-status>. The Conservation Commission is currently accepting applications for TWO open positions; if interested, please go to [https://www.templetonma.gov/sites/g/files/vyhlf3911/f/uploads/committee\\_interest\\_form\\_fillable\\_0.pdf](https://www.templetonma.gov/sites/g/files/vyhlf3911/f/uploads/committee_interest_form_fillable_0.pdf) fill out the form and email it to [hyoung@templetonma.gov](mailto:hyoung@templetonma.gov) The Conservation Commission meeting for Monday September 19<sup>th</sup> has been **cancelled** due to lack of agenda items.

**Planning Board:** Nothing to report currently.

**ZBA:** Attended the Select Board meeting for the appointment of Edwin Figueroa Torres to the ZBA, thank you for volunteering!

**Building Department:** Seven Building Permits were processed this week, including: 1 Residential Garage, 3 for replacement windows, 2 for roofs, 1 carport for camper. Five Certificates of Completion were issued: 3 for new pools on Brooks Road, Victoria Lane, and Ware Drive, 1 for new deck on Gardner Road, and 1 for communications tower on Johnson Ave. Nine Electrical Permits were issued, including: 3 service upgrades, 1 residential addition, 1 residential remodel, 1 septic pump, 1 boiler, 1 upgrade fixtures and 1 temp service. Three Plumbing Permits were issued, including: 2 residential additions, and 1 service to Temporary Residence. Annual Safety Inspections of the 3 Schools were performed and Certificates of Compliance issued. Complaint pertaining to 21 Bridge Street doing construction without a permit, Building Commissioner in contact with property owner.

**Agricultural Commission:** Contacted Lyman Signs for a quote for a “gone missing” Right to Farm sign (to be paid for by the contractor who misplaced it). Attended the Select Board meeting for the appointment of Matthew LeClerc and Timothy Rotti to AgCom, thank you for volunteering!

### **Community Services**

**Director/Library:** Nothing to report; Community Services Director is out of the office this week.

**Senior Services:** Nothing to report; Community Services Director is out of the office this week.

**Templeton Community TV:** Week ending Sept. 16, 2022 – Citizen of the Year Award and Sept. 11 commemoration videos were completed and released. They can be viewed on TCTV Cable Channel 8 in Templeton and YouTube.com/TCTVweb. Work continued on other productions, including Motorpalooza and Kite Festival promos. We plan to record Sunday's Concert on the Common featuring the band Mr. Strickland. The Coffee with the Candidates event planned for Oct. 15 has at least six candidates participating so far. We conducted a photo/video shoot at Wachusett Business Incubator (WBi) to show a Digital Lab space and pop-up studio. Kaitlyn is helping Tabitha enter Calendar listings for Montachusett.TV. Our region is blessed with many events for all interests. Check them out at the Montachusett.TV web site. Have a sunny weekend!

### **Important Dates to Remember**

Select Board Meeting, Wednesday, September 28, 2022, 6:30pm at Town Hall