

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

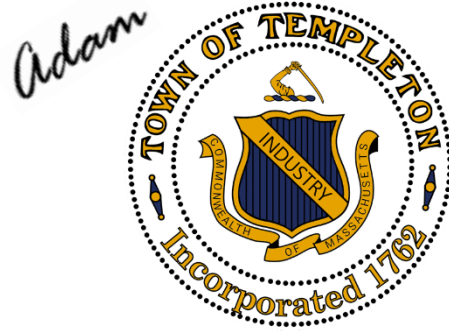
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: September 22, 2022

CC: All Departments



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

Weekly: We have been working with our consultant on a potential CDBG project as we are in the process of collecting results from the abutters in that particular area from our letters, we sent out roughly a couple weeks ago. Signed the MOU with Massachusetts Department of Transportation for our participation in the Rural Streets Program. Addendum #2 for the HVAC system at the Police Station was completed and posted. A pre-bid conference was held at the Police Department for potential bidders to review the system. The bid opening will be held next week.

We held a workplace training here at Town Hall for employees with assistance of MIIA. We had a meeting on September 20th regarding the Templeton Developmental Center with our state partners and we discussed many items including water service transfer, road transfer to town, zoning and access compliance, etc. We will continue working with them and appreciate all of the town departments that participated as it certainly made the meeting with our state partners to be productive and provided an outline for us moving forward.

The snow plowing contractor's ad which includes the application for snow plowing in the FY '23 season was completed working with our DPW and was posted. Interviews were held this week for our Veterans position. Scheduled a meeting next week with the developers of the Baldwinville Elementary School.

Administration & Finance

Town Accountant: Nothing to report; Town Accountant is on vacation this week.

Treasurer/Collector: The tax taking advertisement was in the Gardner News on September 15th with 66 properties that were delinquent for FY22. A few payments have already been made. These property owners have until the 29th to pay before a lien will be placed. Excise commitment 5 was mailed with 330 bills. Meeting with Batholomew for annual review on the trust fund accounts. Warrant was processed.

Assessor: Worked on exemption applications. A reminder to all residents that paperwork needs to be picked up, filled out and returned yearly for your exemption for real estate taxes. Time is running down for those seniors working in the tax work off program. Please make sure your hours worked completion sheets are being sent to the Assessors Office in time to be applied to the 3rd & 4th quarter tax bills. Apportioned 2 new Title V loans to be applied to the tax bills.

Motor vehicle commitment #5 was processed and sent to Cheryl for mailing. Working on mapping questions for CPC. Also did research for a town resident.

Town Clerk: Nothing to report.

Public Works

Highway: Crews doing some pot hole patching on Otter River Rd., River St., Fern, Ledge and Ware. Mowing being done on Hubbardston Rd. Crews been working on South Rd. on swales and with reclaimer crew. Mechanic installing the new spreader valves getting ready for winter. Had 2 final open road inspections. Director attended several meetings. South Rd. schedule Friday milling and paving from the area of 225 south rd. to Farnsworth. Monday structures will be adjusted throughout south rd. Please use caution when traveling South Rd.

Building and Grounds: Greenlawn Cemetery had a few water leaks crews found leaks and repaired with help from the water Dept. Thank You. B&G assisted with swales on South Rd. Mowing and trimming were done at Gilman, Baldwinville Common and Pine Grove cemetery. Crews at Gilman Waite working picking up trash, aerated, cleaning up old infield mix from concession stand and moving score board. Working with funeral homes with 4 burials this week.

Public Safety

Templeton Police Department: 9/15 – 9/21 PD 253 Calls for Service, 16 motor vehicle stops, 2 arrest. Station – HVAC Contractors in building for inspection of site. First grouping of officers qualified on our new duty weapons. Dispatch – 397 Calls (does not include miscellaneous calls).

Templeton Fire/EMS: Nothing to report; Fire Chief out of the office this week.

Emergency Management: Nothing to report.

Development Services

Director: Continued work with TA and MRPC to provide a quote for work to update the Master Plan; working on employee evaluations and annual town report. 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 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. 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.

Board of Health: Working with NRSD to place two textile boxes; new distribution box installed at 271 South, now a passing T5 report; issue with Waste Management not picking up last week, no response to date from BOH inquiry; completed a baseline capacity assessment for MDPH; received positive rabies test results for a feline that came into the shelter, AHISMA has taken all the proper steps and continues to monitor; prepared and submitted affidavit, including a site visit and updated photos, to Housing Court to assign a receiver to 28 Albert Drive, court date TBD.

Conservation: Meeting of 9/20/2022 cancelled due to lack of agenda items. Admin went on site walk with Chair at 8 Club Road. Admin provided a confirmation letter not requiring an amendment to the OOC for CC MPZ School Street project. Next Conservation meeting is scheduled for 10/17/22. Massachusetts Central Region's Drought status of Critical will remain in effect till the next declaration in Mid-September. The Conservation Commission is accepting applications for 2 open positions; if interested, please fill out a committee interest form and email it to hyoung@templetonma.gov

Planning Board: Prepared for meeting of 9/27/2022; met with 359 Baldwinville to discuss alternatives for land use.

ZBA: The following ZBA decisions were finalized after verifying with the Town Clerk that no appeals were filed; CC MPZ School Street LLC, 280 State Road, 66 Baptist Common, and 14 Main Street. Complete files were provided to the applicants for filing with the Worcester Registry of Deeds.

Building Department: Building Commissioner working with owners of 11 Patriots and 24 Cottage Lane for work without proper permitting; Seven Building Permit applications were processed, including 1 for interior residential renovations, 4 for exterior residential renovations, 1 for pellet stove and 1 for wood burning furnace. Four Electrical Permits were issued, including 2 mini-splits, 1 residential addition and 1 residential rewiring. One Gas Permit was issued for commercial 2 roof-top units. No Plumbing Permits were received. Four Certificates of Completion were issued for a swimming pool on Mitchell, a deck and stairs on Winchester, a replacement roof on Kyle and replacement door and windows on Patriots. Notices were mailed to liquor serving establishments regarding annual inspection requirements.

Agricultural Commission: New members Tim Rotti and Matthew LeClerc sworn in by Town Clerk. Working with members to schedule a bee keeping seminar for the beginning of 2023 for interested residents.

Community Services

Director/Library: 9/11/2022 - 9/23/2022 – Circulation is steady. I completed and submitted the 1st of three reports to the Board of Library Commissioners and began working on the final 2 reports. I worked on the Community Services staff yearly reviews. Soccer began with over 170

children registered. I attended 2 Recreation Commission meetings, and scheduled interviews for Basketball Coordinator. I participated in the interviews for the Director of Veteran's Services. I completed and submitted 2 vendor warrants and several timesheets and turnovers. I continued to plan for Story Hour and class visits. Farmers' Market concluded for the season- many thanks to our wonderful vendors, visitors and friends who placed signs on their property.

Senior Services: 9/11/2022 - 9/23/2022 – The Center hosted 2 lunches during this period, one of which was funded with ARPA monies. Both were well-received, with an average of 75 diners for each meal.

The Center held a vaccine clinic, which was well-attended, and are planning for a flu shot clinic in mid-November. Cindy met with the Friends of the Templeton Elders about future collaboration. Talk with the Town will feature Emergency Management Director, Rich Curtis. Senior Center Manager made 2 referrals to Elder Services and assisted with SNAP and 2 housing applications.

35 social service visits provided for 21 people
347 attended activities among 131 different people
141 volunteer hours among 35 people
60 rides provided

Templeton Community TV: Week ending Sept. 23, 2022 – We planned to record Motorpalooza on Sunday and Gardner's Chair Luge on Saturday. The crew worked on their pop-up studio in the Wachusett Business Incubator space in Gardner. Our Digital Lab effort with WBi is looking into applying for a Mass Tech Collaborative/Mass Broadband Initiative program to be a regional Digital Equity Partner administering digital connectivity grants to local organizations and communities. We worked on the rules and regulations for the Coffee with the Candidates event scheduled for Oct. 15 at the Senior Center. Montachusett.TV Calendar content and outreach continues. Please check out the Calendar on the Montachusett.TV web site (www.Montachusett.TV) to see a slew of fun local and regional events, arts and culture. Have a somewhat sunny weekend!

Important Dates to Remember

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