

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

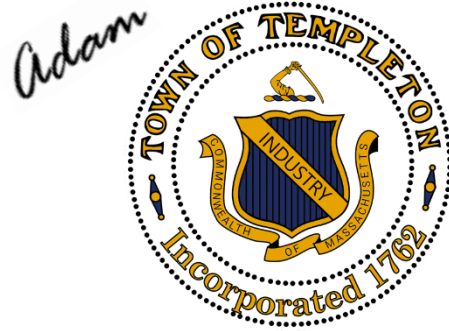
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: September 29, 2022

CC: All Departments



**Templeton's Legislative team presenting the MVP Grant Award for the Old Royalston Road culvert to the Select Board.**

**Thank you to the State for giving us the opportunity and ability to move forward on this incredibly vital project!**

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

**Weekly:** Prepared for the Select Board meeting 09/28/22. Final work continues on the draft Fall Town Meeting warrant to have ready for the Select Board to act on at their meeting of October 12<sup>th</sup>. Attended the meeting of the MART Advisory Board on September 27<sup>th</sup>. Sent out the education escalators to the Select Board.

Signed the contract for the heating oil. We held another employee training with MIIA about dealing with difficult people. We held the bid opening for the HVAC system at the Police Department, we received one bid of \$277,500. At this point, we do not have the funds available to award. Holly attended the MMMA Bootcamp held by the Massachusetts Municipal Association (MMA).

## **Administration & Finance**

**Town Accountant:** Not reporting; sheltering due to Hurricane Ian.

**Treasurer/Collector:** Warrant and payroll processed. The 66 unpaid FY22 taxes were advertised two weeks ago and the 59 remaining that were left unpaid, a tax lien was placed on Thursday. Still no action on the three Holman Street properties that have been sold.

**Assessor:** Worked on posting upcoming meetings and agendas for the Board. Chapter Land paperwork is keeping the office busy. Reminder, it is due by October 3<sup>rd</sup>. Sketched 3 new constructions that were given occupancy permits this week. Much research work done for residents and departments regarding mapping and plot plan issues.

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

## **Public Works**

**Highway:** Crews continue to work on South Road, including hauling millings. Over the rail mowing was done on Cook Road, Haskell Road, Farnsworth Road, and at Sewer Department. Pothole repairs were done on Highland Avenue, Winchendon Road, Willow Street, Otter River Road, and Royalston Road. Hot top apron on Forest Street. Tree trimming on Shore Drive and Shady Lane. One driveway inspection.

**Building and Grounds:** Took care of multiple burials. Assisted Highway department with South Road work. Trimmed trees in Pine Grove Cemetery. Brought picnic tables and barrels to Templeton Center for function. Groomed infields at Gilman Waite Field. Aerated on Cottage Lane, Templeton Center, Otter River Road, Baldwinville Center, and Senior Center. Picnic tables brought back to shop for winter. Emptied trash at Gilman Waite, Greenlawn Cemetery, Pine Grove Cemetery, and Senior Center. Moved boxes at Town Hall. Researched graves at Greenlawn Cemetery.

## **Public Safety**

**Templeton Police Department:** 9/22 – 9/28 PD 267 Calls for Service, 23 motor vehicle stops, 1 arrest. Station – The HVAC Project has gone out to bid and the Town did receive a bid now a discussion needs to take place how to fund it. The process of qualifying all officers in our new duty weapons has started. Unfortunately I must announce that our recruit officer did not qualify for the Boylston Academy, we are moving on to plan B and have a new candidate in the works for the Lynnfield Academy. Dispatch – 434 Calls (does not include miscellaneous calls).

**Templeton Fire/EMS:** 09/12/2022 – 09/25/2022 Fire Department weekly report. (2 weeks)

Emergency calls: 58

44 EMS, 5 fire alarm, 1 carbon monoxide alarm, 1 hazmat, 1 illegal outside fire, 1 tree on wires on fire, 2 public assistance, 2 dispatched and cancelled enroute, 1 lawn tractor fire.

Training: 9/13 Ems training on patient handoff at group homes, 9/20 fire training on firefighter rapid intervention

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: 12 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:** Completed employee evaluations; met with TA, select board member Currie, and DPW Director on 59 Brooks Village issue; 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 18 positive cases and an incident rate of 15.8 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:** 28 Albert Drive scheduled for Housing Court with AG's office on 10/5/2022; processed final documents for 25 Rice and 686 South community septic after approval at BOH meeting of 9/26; permitted Deer Ridge for a manufactured housing community; reviewed Title 5 for 215 Otter River – failed, provided application for community septic loan and perc testing; responded to a complaint of trash at 33 South Main, violation notice sent; attended call with

Templeton PD for junk/debris and sanitary code violations, notice being issued; food establishment inspection at Valley View Farm, no violations to report.

**Conservation:** Site walks occurred this week at 24 Cottage Lane for the replacement of a deck and 240 South Road for the construction of a detached garage. Admin attended MIIA training at Town Hall. Next Conservation meeting is scheduled for 10/17/22 but has no Agenda yet. Energy and Environmental Affairs still has Central Mass in a Level 3 – Critical Drought status, which means a ban on all nonessential outdoor water use. 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](mailto:hyoung@templetonma.gov)

**Planning Board:** Prepared for and attended Planning Board meeting of 9/27; Laurel View Road acceptance recommendation approved and moved to Select Board for approval and placement on the next available town meeting. Special permit application for 136 Patriots Road laundromat approved and filed with Town Clerk for appeal period; members heard resident input on reviewing village district zoning, will be considered with other zoning amendment review.

**ZBA:** Nothing to report at this time.

**Building Department:** Six Building Permits were processed this week, including 3 pellet stoves, 2 new decks, 1 garage foundation, and 1 new single-family home. Four Occupancy Permits were issued for 109 Gardner Road, 8 Fourth Street, 20 Baptist Common Road and 140 Old Winchendon Road. Four Electrical Permits were issued, including 1 for commercial equipment upgrade, 1 outbuilding, 1 meter relocate, and 1 residential addition. One Plumbing Permit was issued for residential addition, and two Gas Permits were issued for a new underground line and replacing boiler. Notices were sent out to liquor serving establishments regarding annual safety and occupancy inspections to be conducted by Commissioner Hanks and Chief Dickie. Admin attended MIIA Wellness training at Town Hall.

**Agricultural Commission:** Nothing to report at this time. Next meeting October 3 @ 6:00 pm.

### **Community Services**

**Director/Library:** Circulation remains steady. I am finishing up the final 2 state reports. I completed employee reviews with Library and Senior Center staff. I sent a sign-up sheet to the teachers at Templeton Elementary for class visits to the library.

I did some ordering for Soccer. I participated in interviews for the Basketball Coordinator. I attended the Select Board meeting to introduce the Director of Veterans' Services, Tim Bachelder as well as presenting the request for the installation of a memorial plaque at Gilman Waite. I had my performance review with the Town Administrator. I attended a workshop on 'dealing with difficult people'. I attended the 'working group' with the Town Administrator.

**Senior Services:** A staff member attended Boundaries workshop. Center staff met with reps from County Sheriff's office. Cindy met with Select woman, Terry Griffis, to discuss Coffee with Candidates. The Center served 80 older adults Chinese food luncheon. The usual physical,

educational, creative, and social programs were held and well-attended. The newsletter was prepared for mailing to 1,200 older adults in town.

**Templeton Community TV:** Week ending Sept. 29, 2022 – TCTV recorded events at Motorpalooza and Octoberfest Chair Luge last weekend, and is working on programs for them. We also worked on the recent Food Security forum at MRPC with US Rep. McGovern and US Sec. of Health and Human Services Xavier Becerra. The first episode in our series "Local Fresh: Foods Near You," featuring series sponsor Pease Orchard, was scheduled for release Thursday. Rules for the Coffee with the Candidates event scheduled for Oct. 15 at the Senior Center were finalized. We planned for coverage of the Greater Gardner Chamber of Commerce Chili and Chowder Cook-off event and Fall Town Meeting.

### **Important Dates to Remember**

Select Board Annual Goal Setting Retreat, Tuesday, October 4, 2022, 5:00pm at the Templeton Center Fire Station

Select Board Meeting, Wednesday, October 12, 2022, 6:30pm at Town Hall