

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

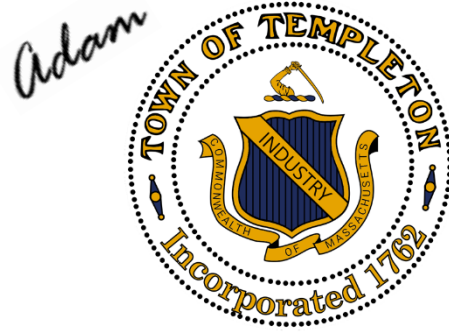
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: October 6, 2022

CC: All Departments



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

Weekly: Attended the Select Board's Annual Goal Setting Retreat on Tuesday; began post-retreat work. Worked on finalizing the draft Fall Town Meeting Warrant for next week. The third and final training in our series from our EAP provider, "Expert Communication: Skills for Working Effectively with Others," was held on Wednesday. Submitted materials and received confirmation from the State that we have completed the necessary Best Practices from our Wage & Compensation study. Sent off draft Dispatch IMA to Phillipston. Adam and Justice visited Vernon, Cottage, and School Streets as follow up on the neighborhood survey about a potential CDBG application.

Administration & Finance

Town Accountant: Paid all the benefit bills, got caught up on posting deposits, Quarterly billing for L/W/S for benefits and Nancy did the warrant and other tasks.

Treasurer/Collector: Warrant processed. Office is starting to get busy with quarter 2, Real Estate taxes due November 1.

Assessor: All Chapter Land paperwork has been received in the office. Worked on verifying the information for the board to approve at their October meeting. Will be out of the office next Tuesday and Wednesday for MAAO Fall Conference.

Town Clerk: Nothing to report.

Public Works

Highway: Crews worked on South Road. Tree trimming was done on Shore Drive, and Shady Lane. Over the Rail mowing was done in the Back Bay, Graves Development, Hospital Road, Brenda Lane, Norcross Street, and Davis Street. Pothole repairs were done on Mill Street, French Road, South Road, Turner Lane, Pail Factory Road, and Musket Drive. Working with Templeton Light, and Buildings and Grounds at Gilman Waite installing scoreboard and batting cage. Issued 1 driveway permit.

Building and Grounds: Worked for highway department on Brooks Road, and South Road. Mowing and weed whacking was done at Templeton Center, Cottage Lane, Otter River, Town Hall, Scouts Hall, East Templeton, DPW, Pine Grove Cemetery, and Baldwinville Center. Emptied Cardboard at the Senior Center. Sprayed weeds at River's Edge Conservation Area. Re-loamed a section of Greenlawn Cemetery and Scouts Hall. Emptied trash from Gilman Waite, Pine Grove Cemetery, Greenlawn Cemetery. Put leaf box on truck. Working with Templeton Light and Highway Department at Gilman Waite installing scoreboard and batting cage. Sold 1 cemetery lot.

Public Safety

Templeton Police Department: 9/29 – 10/5 PD 295 Calls for Service, 17 motor vehicle stops, 1 arrest. Station – In a holding pattern right now with regards to the HVAC issue. Annual department meeting was held Saturday. We have an update to our new recruit, instead of having to drive to Lynnfield for an academy starting in November, the MPTC and Boylston Academy were able to work with us and now he will be attending the Boylston Academy which start in October. Dispatch – 406 Calls (does not include miscellaneous calls).

Templeton Fire/EMS: 09/26/2022 – 10/02/2022 Fire Department weekly report.

Emergency calls: 40

34 EMS, 3 fire alarm, 1 illegal outside fire, 1 hazmat, 1 MVA.

Training: firefighter save yourself wall breach practical.

Apparatus/equipment: Forestry 3 permanently out of service. Both ambulances went for repair work, Rescue 1 is back in service and Rescue 2 is still out of service for brake repairs.

Activities: 8 residential and commercial inspections.

Announcements: We are currently reviewing applications and getting prepared to start interviews on our 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 next installment of state cyber security training; registered for the “roles & responsibilities of Planning Boards and ZBAs” on 10/20/22; conducted interviews for CPC administrative position.

Communicable Diseases: COVID, at last count Templeton had 21 positive cases and an incident rate of 18.4 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, the state supply of 4,000 test kits have been received.* Monkeypox – no reportable cases in this area currently. Frequent handwashing is still your best defense on all levels.

Board of Health: Septic bed bottom inspection at French, Lot 5 and King Phillip Trail, Lot 1; provided ground water information to 215 South; witnessed perc at Patriots; provided isolation/quarantine info to Senior Center; provided COVID test kits to Emergency Management/CERT; reviewed/approved septic as-built for 1086 King Phillip; food permit renewal have been sent for 2023; completed housing inspection at 38 Baldwin, no violations noted; contact from 33 South Main, violations will be remedied within 30 days.

Conservation: Site walk applications were received this week from 9 Ledge Drive for a deck, 522 Barre Road for a shed, Lot 73 Hogan Road for an addition, and 96 Rainbow for a single-family residence. One COC application was received for 20 Baptist Common Road that has been added to the next Conservation meeting Agenda on 10/17/22. Received Superseding COC from the state for Lot-7; 109 Gardner Road. Received Forest Cutting Plan from the Army Corp of Engineers for the Birch Hill Dam Property, which has been added to the next meeting Agenda. Admin completed Cyber Strength Assessment. 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; we will provide an update on this as soon as one becomes available. 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: The meeting of 10/11/22 has been cancelled due to lack of agenda items; members have been offered a training through the Citizen Planner Training Collaborative and MRPC.

ZBA: Members have been offered a training through the Citizen Planner Training Collaborative and MRPC.

Building Department: Ten Building Permits were processed, including: 2 for windows, 4 for stove/chimney, 1 for roofing, 1 for residential renovations, 1 deck and 1 to demo and rebuild camp at Templeton Fish and Game. Eight Electrical Permits were issued, including: 1 new underground line, 3 residential renovations, 1 commercial equipment upgrades, 1 new garage, and 2 new single-family homes. One Plumbing and one Gas Permit were issued for new a single-family home. One Occupancy Certificate was issued for a temporary mobile home on Baldwinville Road, one Certificate of Approval was issued for a wood stove on Fessenden Street, and two Certificates of Completion were issued for residential renovations on Hubbardston Road and Gray Road. Admin completed Cyber Strength Assessment and attended MIIA training on Communication Skills at Town Hall. Annual inspections by Commissioner Hanks and Chief Dickie, for businesses serving liquor, will begin next Wednesday, in preparation for liquor license renewals.

Agricultural Commission: At the meeting of October 3 members approved a beekeeping seminar to be held in late February, early March; minutes were approved and posted, and further work/research being done on signage.

Community Services

Director/Library: A group of Children's books was processed and made available. I submitted the final 2 reports to the Board of Library Commissioners. I prepared for the beginning of Story Hour next Tuesday. I compiled 2 warrants, 1 timesheet and 2 turnovers. I participated in a meeting with the Town Administrator, Recreation Chair and Town Counsel. I met with our new VSO, Tim, to check-in and talk about Veteran's Day. I attended a training about 'effective communication'.

Senior Services: Cindy met with the Friends group to identify funds available for completing the kitchen. Cindy worked with Terry Griffis for 'Coffee with the Candidates' event. The Student intern is developing a Resource Manual and working with 2 seniors in need. Our Activities Coordinator, Denise, is resigning, with her last day being 10/31. We are looking for a new yoga instructor on Thursdays.

Happenings this week included: Walking Group, Pitch, Card Bingo, Mahjong, 'Great Courses: Italy', Creative Stitchers and Cribbage.

110 attended programs
14 received social services
44 volunteer hours were donated
30 rides provided

Templeton Community TV: Nothing to report; Station Manager is out of the office this week.

Important Dates to Remember

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