

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: October 7, 2021
CC: All Departments



Notice: Royalston Road will be closed to through traffic around 261 Gavin Rd for culvert work.

Road closure will begin on October 12th through October 15th

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

Weekly: This week we held our exploratory meeting for our North Central Joint Purchasing Agreement we have for health insurance and we had a good outcome of folks that may be interested in joining it on the health insurance front. We are currently in a JPA with Dunstable and Townsend. This meeting brought folks in from Narragansett Regional School District as well as Winchendon and others. Our NFP representative, Kevin Paicos attended the Royalston Board of Selectmen meeting and we are optimistic that they may also be joining our JPA as well. Also, we put together an emergency reserve request to the Advisory Committee for \$4,000 to address the repairs on Royalston Road with the DPW Director and the Accountant, this request will go to the October 7th Advisory meeting for action. I will be in attendance at the Advisory meeting to discuss this request as it is clearly an emergency repair that needs to get completed.

Continued work on the budget guidance documents for Fiscal Year 2023 and my intent would be to have it in front of the Select Board for November 10th. Attended a meeting with Dr. Casavant regarding the Recreation basketball program with Community Services Dir. Jackie Prime as well as others. Update on our Wage and Compensation study which I followed up with Don Jacobs on the salary survey data which is almost complete.

Administration & Finance

Town Accountant: Entered most of the warrant as Lisa was out on vacation. Worked on Revenue projections for Adam. Got the deposit all posted and worked with Lisa on other misc items when she returned for Thursday.

Treasurer/Collector: Accepted and processed, property, motor vehicle and sewer payments. Processed the warrant.

Property taxes for the second quarter are due November 1 and can be paid online, in the office or left in the drop box 24 hours a day.

Assessor: With the nice weather, Sue continues to do cyclical work in East Templeton. Preparing for next weeks board meeting. Notarized much paperwork for residents. Working on ongoing ATB case.

Town Clerk: Nothing to report.

Public Works

Highway: Pothole patching Ash Street, Brooks Road, South Road, Baptist Common Road, and Queen Lake Road. Road side work was done on North Main Street, Hubbardston Road, Cross Road

Beavers continue to be an issue causing damage and the water to back up on Royalston Road, a new trapper was hired to try and resolve this issue. Cleaning of drains and catch basins is ongoing. Fresh loam was put down in various areas on Hubbardston Road. Gilligan's Island was pumped down. A deceased animal was removed from Baldwinville Road. Started setting up on Royalston Road to repair and replace drainage next week. Royalston Road will be closed to through traffic starting 10/12/2021 to 10/15/2021. Work area is just past Gavin Road area of #261 Royalston Road.

Building and Grounds: Moved and leveled furniture at Town Hall. Mowed and weed whacked Templeton Center, Greenlawn Cemetery, Gilman Waite, Cottage Lane, Baldwinville Center, Town Hall, Scouts Hall, East Templeton, DPW, Baptist Common Cemetery, Pine Grove Cemetery, and Senior Center. Cleaned and maintained equipment. Poured monument foundations. Moved dehumidifiers at Town Hall and cleaned filters. Emptied cardboard at the Senior Center. Checked the sump pumps at Scouts Hall and the Library.

Public Safety

Templeton Police Department: 9/30 – 10/6 PD 280 Calls for Service, 25 motor vehicle stops, 0 arrest. Station – all projects in a stagnate holding pattern at this time. Dispatch - 425 Calls (does not include miscellaneous calls). Nothing new to report

Templeton Fire/EMS: 09/27/21-10/03/21 Fire Department weekly report.

Emergency calls: 20

13 EMS, 1 MVA no injuries, 4 illegal outside fires, 1 sprinkler alarm, 1 fire alarm,

Training: Hose line operation practical drill

Apparatus/equipment: Engine 3 DEF sensor issues, the dealer has been notified this will be a warranty issue we are waiting on parts, Engine 2 generator out of service waiting on repair company.

Activities: 6 inspections.

Announcements: None

Emergency Management: Nothing to report.

Development Services

Director: Paperwork clean-up in Development Services!

COVID-19: As of 10/7/2021 Templeton has thirty-one positive cases of COVID. Agent providing daily updates to Fire, Police and NRSD Nurse Director. **NRSD will be holding a vaccine clinic on Tuesday, October 19 from 2:30 pm – 6:00 pm, this clinic is able to provide Pfizer boosters and first doses of Pfizer, Moderna, or Johnson & Johnson; in order to sign up for this clinic, please go to <https://forms.gle/xEXMLYa4UKgLpPzU7>.** Back to providing information and guidance pertaining to quarantine and isolation due to COVID.

Board of Health: Agent working with MPH Nurse on salmonella case; review Title 5 report for 116 Partridgeville; processed septic pumping records; provided permitting for trapping at Royalston Road due to road flooding.

Conservation: Preparing for meeting of 10/18; added Otter River Rd/North Main St/Lord Road median flooding issue, neighbors have concerns pertaining to where the water will be routed; prepared and filed legal notices with Gardner News for NOI for School Street and two RDAs for 530 Barre Rd and Baptist Common, Lot 4. Preliminary site walk completed at 11 Patriots Road for Barkley Enterprises for proposed single family dwellings; site walk completed at 511 South Rd for a proposed above ground pool. Members and staff enrolled in Wetland Protection Act classes for fundamental review.

Planning Board: Preparing for meeting of 10/12

ZBA: Processing and scheduling hearing for 195 Brooks Road, seeking an appeal.

Building Department: (includes week of 9/27) Twelve permit requests processed: two residential additions, two new single family dwellings, two roofing projects, one above ground pools, one sheet metal, one woodstove, one deck, one for replacement windows and one interior renovation. Four certificates of completion were issued for decking, doors, roofing, and repairs to a barn. One occupancy permit issued to 132 Michaels Lane, a new single family dwelling. Eight electrical permits were issued: one commercial kitchen, three pools, one new meter, one upgraded service, one for new kitchen fixtures and one new single family dwelling. Four gas permits issued: two underground lines and two new residential furnaces. Three plumbing permits issued: one new water heater and two new single family dwellings.

Agricultural Commission: Continued assistance to BOH with nuisance complaints at North Main and Pine Point, site visits completed on 10/6/2021, both locations still in violation.

Community Services

Director/Library: The October materials order was processed and made available to patrons. Inter-library loan requests are steady. I attended the COA meeting, as well as being the Center's

guest for their monthly 'Talk with the Town'. I met with the Town Administrator, NRSD Superintendent, Athletic Director and Recreation Commission Treasurer to discuss the upcoming Recreation Basketball season. The Farmers' Market concluded its season- many thanks to all of the vendors, visitors and to Gina Agnelli and TCTV for promoting the Market so faithfully!

Senior Services: The Council on Aging Board met, and discussed, among other things, a Code of Conduct for the Center. The Flu shot clinic was very well attended. Transportation requests continue to increase. Other happenings included: card bingo, pitch, yoga, cribbage and creative stitchers.

Templeton Community TV: We live-streamed and broadcast the Community Outreach meeting for Royal Sun Farm's planned cannabis enterprise at 1 North Main St. We continue to work in post-production on several shows. The first episode of the series "Stay Fit with Liz" was completed pending the sponsor's approval. Two more shoots are planned for additional shows. The Facebook outage on Monday affected some information dissemination that day. I am taking a hard look into how we use Facebook and the unique challenges it presents us as an impartial news service.

Important Dates to Remember

Select Board Meeting, Wednesday, 10/13/21, 6:30 p.m. at Town Hall