

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

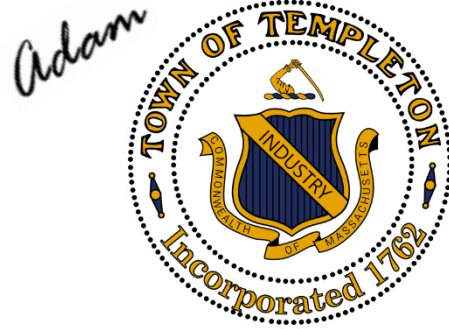
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: October 13, 2022

CC: All Departments



**Notice from the Town Clerk's Office:** Information on Early Voting options for the November 8, 2022, State Election is available. Please see here for more information and full bulletin: <https://www.templetonma.gov/home/news/early-voting-options-for-the-november-8-2022-state-election>



**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 10/12/2022. Processed CORI checks for CERT volunteers. Finished processing new full-time hire for the Police Department, he begins the academy next week; he will attend a future Select Board meeting after he graduates from the academy. Working on a future update to the Town Property Use Form to be presented at the October 26<sup>th</sup> Select Board meeting. Work continues toward a potential CDBG application. Department Head team meetings were held. Attended NRSD immediate response handbook meeting. Attended Congressional luncheon, where Congressman Jim McGovern and Congresswoman Lori Trahan held a Q&A with other nearby municipalities.

### **Administration & Finance**

**Town Accountant:** Nancy did the payroll and I did the warrant with it being a short week. Finished up the MEGA workers comp audit, posted deposits other various outstanding issues.

**Treasurer/Collector:** Warrant and payroll processed. Collected about \$12,000 towards Tax Title. Attended a VADAR zoom. Cheryl attended a municipal law seminar by DLS.

Office is becoming busy with foot traffic and phone calls with the 2<sup>nd</sup> quarter Real Estate Taxes being due **November 1<sup>st</sup>**.

**Assessor:** Out of the office on Tuesday and Wednesday for the MAAO Fall Conference. Attended BOS meeting Wednesday evening. Steven LaPrise was jointly appointed to the Board of Assessors by the Board of Assessors and Board of Selectmen. This appointment will expire in May. This position fills the vacated seat by Justice Graves, welcome aboard Steve! Thursday, caught up on work from the week, attended the team meeting with the Town Administrator.

**Town Clerk:** The office has been very busy preparing for the State Primary. The early voting ballots were delivered to us this week. We have mailed over 1,100 early voting ballots this week.

Early voting for the November 8, 2022 State Election will be held on:

- **Saturday, October 22<sup>nd</sup>** 8:00am – 2:00pm
- **Monday, October 24<sup>th</sup>** 8:00am – 6:00pm
- **Tuesday, October 25<sup>th</sup>** 8:00am -- 4:00pm
- **Wednesday, October 26<sup>th</sup>** 8:00am -- 4:00pm
- **Thursday, October 27<sup>th</sup>** 8:00am -- 4:00pm
- **Saturday, October 29<sup>th</sup>** 8:00am – 2:00pm
- **Monday, October 31<sup>st</sup>** 8:00am – 6:00pm
- **Tuesday, November 1<sup>st</sup>** 8:00am -- 4:00pm
- **Wednesday, November 2<sup>nd</sup>** 8:00am -- 4:00pm
- **Thursday, November 3<sup>rd</sup>** 8:00am -- 4:00pm

### **Public Works**

**Highway:** Over rail Mowing continued throughout the week. Crew member working with mechanic setting up spreader with new valving and computer in H-12.

Crews continue to cut driveway edges on South Rd. and pulling joints. Checking & cleaning troubled cross culverts before rain coming in.

Clearing catch basins before the storm. 2 driveway inspections. Highway working together with building & grounds and Templeton light at Gilman Waite on batting cage and score board project. Great Job by all.

**Building and Grounds:** Greenlawn Cemetery had a double burial. Mowed Greenlawn, Gilman Waite. Crews started leaf collection on Town Commons.

Crews working with Highway & Templeton Light at Gilman Waite on batting cage & score board project.

Another job well done by all involved.

### **Public Safety**

**Templeton Police Department:** 10/06 – 10/12 PD 258 Calls for Service, 44 motor vehicle stops, 1 arrest. Station – First round of officers A-H have all been Certified under the new POST

Commission. FY23 In-service and new 2<sup>nd</sup> round of officers for certification has started. Also, second grouping of officers are being training and certified in our new duty weapons this week. Dispatch – 433 Calls (does not include miscellaneous calls).

**Templeton Fire/EMS:** 10/03/2022 – 10/09/2022 Fire Department weekly report.

Emergency calls: 26

15 EMS, 2 fire alarm, 1 mutual cover assignment, 6 MVCA, 1 hazmat, 1 assist other agency.

Training: fire officer meeting

Apparatus/equipment: Forestry 3 permanently out of service. Rescue 2 brakes repaired and it is back in service.

Activities: 6 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:** Central MA has been downgraded to a mild draught status, for more information, please go to [Drought Status | Mass.gov](#). Work group meeting with TA; MDPH monthly online seminar.

**Communicable Diseases:** COVID, at last count Templeton had 26 positive cases and an incident rate of 22.8 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>.

**Board of Health:** Septic bed bottom inspection at 25 Rice and 686 South; percs witnessed at 215 Otter River and 65 Church Hill; well permits issued to 179 Barre and 282 South; review and approve Title 5 for 216 South; processed pumping records; worked with Principal Colby Young on vaping issue resolutions at NRSD; working on tobacco violation at Village Mini Mart, possible hearing; site walk at 25 Ware for neighbor property dispute.

**Conservation:** Site walk application was received this week from 58 Carruth Road for a deck addition. Next Conservation meeting will be Monday 10/17/22. Energy and Environmental Affairs has lowered Central Mass to a Level 1 – Mild Drought status, since much of the state has received above average rainfall. 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:** Nothing to report currently.

**ZBA:** Nothing to report currently.

**Building Department:** Five Building Permits were processed this week, including 1 for interior renovations, 1 for finishing a basement, 1 for exterior upgrades, 1 for a new deck, and 1 for a home foundation. Three Electrical Permits were issued, including 1 for an in-ground pool, 1 for smoke detectors, and 1 for an outdoor condenser. Two Plumbing Permits were issued, including 1 for residential renovations and 1 for a water heater replacement. One Gas Permit was issued for a new single-family home. Five annual safety inspections were performed in Baldwinville by Commissioner Hanks and Chief Dickie, more to come next week. Four Turnovers and Inspectors' Payroll were submitted to Accounting.

**Agricultural Commission:** Development Services Director requested a determination on the "right to farm" bylaw from Michael Cahill, Director of Animal Health for the MA Department of Agriculture.

### **Community Services**

**Director/Library:** Story Hour resumed at the library after a 2-year hiatus. We hope to have class visits beginning next week. I finished up and submitted Cultural Council grants. I compiled 2 vendor warrants and 2 turnovers. I participated in 2 meetings regarding Recreation matters.

**Senior Services:** The Center was open on Columbus Day to a full house. Talk with the Town included a member of the CERT Team who spoke about emergency preparedness. All the usual programs were held. We are looking for a new Activities Coordinator and yoga instructor.

17 social service contacts  
117 senior attended activities  
70 hours of volunteer service provided  
Transportation: 28 rides

**Templeton Community TV:** Week ending Oct. 14, 2022 – Short week with meetings two nights. Caught up on some production. Crew spent some time at the WBI popup studio in Gardner. We planned to shoot the Greater Gardner Chamber of Commerce Chili & Chowder Taste-Off on Thursday and Coffee with the Candidates on Saturday, Oct. 15, 9-11:30 at the Senior Center. Stop by to see who wants to represent you at federal and state governments. Have an informed weekend!

### **Important Dates to Remember**

Select Board Meeting, Wednesday, October 26, 2022, 6:30pm at Town Hall