

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

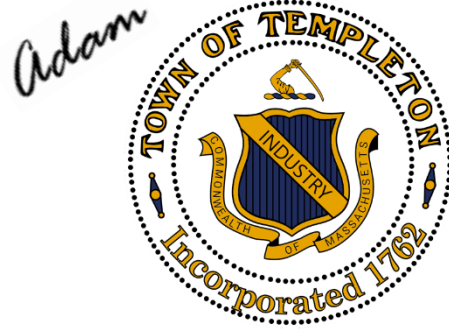
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: October 14, 2021

CC: All Departments



**Baldwinville Elementary School Project Update:** I have signed off on a Notice of Intent and authorization for a site walk inspection for our developers on the Baldwinville School project as they will be going to the Conservation Commission for their Notice of Intent on Monday, October 18, 2021. As you may know as well, they are also working on their comprehensive permit to go in front of the Zoning Board of Appeals for approval. We have come a long way with this project and it is certainly nice to see that we are moving forward with it as we are looking at roughly a \$20 million investment in our community while the town doesn't have to worry about maintaining a former school building. Bob S has been doing a great job maintaining that building and the grounds until the town can "officially close".

I can remember all the work with the Request for Proposals (RFP) process at the beginning and the first developer pulling out and I was feeling really bummed but we went back out with the second RFP which was successful. Shortly after the RFP process and us receiving two proposals, the Select Board awarded the project to the current developers we are working with now. This is something we should all be very proud of and the results for the community will be excellent!

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

**Weekly:** This week we worked on preparing for the Select Board meeting on Wednesday, October 13, 2021. We drafted an Invitation to Bid for the Interior Renovations to Scout Hall and Visitors Center project. The Select Board voted this week to authorize the Town Administrator to go to bid for the project, and my intent would be for final bids to come in by Monday, November 29, 2021 by 2:00 p.m. We should be hearing soon on whether or not we will be awarded the air sensors from MassDEP which we have applied for a while back with the assistance of the Development Services Director Laurie Wiita. We worked on researching uses for a MIIA Wellness Grant to help update Gilman Waite and Houghton Park, which the Select Board approved for the Town Administrator to apply for. Working to get town volunteers CORI checked. Worked on finalizing for approval the 2021 Fall Town Meeting Warrant which has been sent over to the Advisory Committee. Work went into the Voter's Guide for the Fall Town Meeting to be held on November 3, 2021. The Planning Board was notified of the vote by the Select Board to recommend waiving the conditions of acceptance so Laurel View Road can be considered a public roadway.

I attended a meeting about the Restoration of Houghton Park with Tom Berry and Dana Blais from Light & Water, John Henshaw from CPC, Jackie Prime from Community Services, Sheila Pelletier from Veteran's Services, and Bob Szocik from DPW. There was discussion on utilizing CPC funds for rehabilitating recreation areas. I have been talking with Sheila about building a "Heroes Park," for which Sheila has ADA-compliant designs for. There was discussion to have an "as-built" drawing created of the Park and then incorporate Sheila's work. It appears that Community Preservation Committee will be taking action at their next meeting to fund a survey and if approved by them, I will reach out to Szoc Surveyors for their price and availability. The proposed skating rink at the Park was also discussed. The Insurance requirements for the rink have been met, and the hours of operation for the rink are still to be determined.

### **Administration & Finance**

**Town Accountant:** Worked on Budget VS Actual, bills for next week's warrants, completed deposits, packing documents to bring with me next week.

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

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.

The sewer department will be releasing bills for the last quarter. Bills should be mailed out Friday.

**Assessor:** Board meeting Tuesday with follow -up work after. Attended Zoom Webinar on Wednesday. Sue continues with cyclical work in East Templeton. Worked on additional information regarding an ATB case.

**Town Clerk:** The office is busy with the usual day to day activities. Issuing marriage certificates, notarizing documents, business certificate renewals. dog licensing, vital records request and meeting postings. The Fall Town Meeting warrant has been posted.

### **Public Works**

**Highway:** Pothole patching Hamlet Mill Road, Barre Road, South Road, Victoria Lane, French Road, Farnsworth Road, and Gray Road. Installed speed signs on Old Winchendon Road, repair signs around town. Installed dead end sign on Vernon Street. Move sign boards to Royalston Road in preparation for emergency road work. Work on culvert pipe and drain work on Royalston Road. Tree work Ridgewood Lane, Hospital Road, Highland Avenue, Baker Lane, Gardner Road.

**Building and Grounds:** Mowing and weed whacking at Pine Grove Cemetery. Otter River, and Greenlawn Cemetery. Started to leaf blow at the First Church Cemetery. Lot sale and burial duties. Flag duties. Checked equipment out and installed leaf box on CD5 is getting started. Completed more foundations for flat markers. Repaired sewer line to cemetery garage. Went around with insurance inspector to a few town buildings.

## **Public Safety**

**Templeton Police Department:** Will report next week.

**Templeton Fire/EMS:** Nothing to report.

**Emergency Management:** Nothing to report.

## **Development Services**

**Director:** – Both the Director and Administrative Asst. participated in the Massachusetts Association of Conservation Commission's fundamentals program Wednesday evening. Completed annual report entries for Planning, Conservation, ZBA and Building; continuing with BOH and Agriculture. All minutes for the boards and commissions under Development Services have been uploaded to My Town Government.

**COVID-19:** As of 10/14/2021 Templeton has twenty-two 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:** Perc scheduled for Thursday on Whitney was cancelled during the digging due to a land dispute by the neighboring property owner. Both the BOH and Agricultural Commission are still dealing with two issues with chickens/roosters at 207 North Main and 23 Pine Point, both parties will be requested to appear before the BOH on 10/25. Provided water testing information to a resident on Shore. Reviewed a Title 5 report for 190 South Main, passing. Working on an issue on Otter River with excessive vibrations coming from Graves.

**Conservation:** Members completed site walks at 5 and 7 Ledge drive, both for decks to pools. The members will be completing a site walk at the former Baldwinville Elementary School in preparation for the meeting of 10/18 for the NOI submitted for the proposed apartments.

**Planning Board:** Prepared for and attended 10/19 meeting, ANR approved for creation of two lots from one on Phillipston Road.

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

**Building Department:** Eight building permits were processed for three decks, two new single family dwellings, one roof, one door and one residential renovation with an addition. Two wiring permits were processed for hardwiring smoke detectors and an outdoor circuit. One gas permit was processed for a stove and plumbing was quiet this week. Properties with expiring permits that have not be closed can expect to receive correspondence and safety inspection applications for liquor licenses have be mailed.

**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:** I did some more preparation for the Scarecrows on the common event (October 23). I stocked the snack shack at Gilman for Saturday's soccer games. I met with the Town Administrator, DPW Director, CPC Chair, VSO, and TMLP Foreman to discuss plans for Houghton Park and the surrounding area. I attended the Select Board meeting re: several agenda items.

**Senior Services:** Transportation and Meals on Wheels continued throughout the week. Other programs this week included: Left, right, center, card bingo, craft-time with Elaine, yoga, cribbage and creative stitchers.

**Templeton Community TV:** This was a busy week for meeting productions. The second episode of "Stay Fit with Liz" was taped at the Senior Center. Fall photo contests were planned. Post-production continued on a number of programs. Streaming and production training continues.

## **Important Dates to Remember**

Department Head Meeting, Monday, 10/18/21