

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: October 20, 2022

CC: All Departments



Notice: The Fall Town Meeting will take place on November 2nd at 6:00pm at the Narragansett Regional Middle School auditorium.

Reminder from the Treasurer/Collector's Office: Quarter 2 taxes are due on November 1st.

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

Weekly: The warrant for the Fall Town Meeting was posted on October 17th and placed on the town webpage as well. Advisory had their Pre-Town Meeting on the 19th so we were able to get their recommendations on each of the articles into the Voter's Guide. Weatherization work continues at Town Hall. The fine of now \$186,000 was mailed to Mehdi Gabazyadeh for the continued failure to comply with the Templeton Select Board Dam Safety Order.

Administration & Finance

Town Accountant: Finalized Budget VS actual for Sept, compiled quarterly report, posted deposits and Nancy processed the warrant and filed the unemployment for the 3rd quarter.

Treasurer/Collector: Worcester Regional Retirement came on Monday and had a meeting about the retirement process, about 30 town employees attended. We had one tax title payoff this week. Warrant was processed.

Cheryl attended the Collector/Treasurer Worcester County meeting. Deb Wagner was scheduled to give a presentation on updates and new processes. Also attended the advisory meeting to answer any questions on a warrant for the fall town meeting.

Reminder: Quarter 2 taxes are due November 1st.

Assessor: Interviewed candidate for Deputy Assessor position. Attended Worcester County Retirement informational meeting. Completed follow-up work from the Board of Assessor

meeting on Tuesday. Two new Chapter Lands were approved, one previous Chapter Land was brought back in and One was denied. Liens will be filed at Worcester Registry of Deeds for these new chapter lands. An offer was made to and accepted by Justice Graves for the Deputy Assessor position. Welcome aboard Justice, looking forward to working with you! Paperwork sent to Selectmen office for next weeks Classification Hearing. Worked on Budget vs. Actuals from Kelli.

Town Clerk: The office has been very busy with the upcoming State Election. Early voting in-person begins Saturday, October 22nd. The days and hours are:

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

Public Works

Highway: Over the rail mowing was done on Henshaw Road, Stone Bridge, Brooks Village Road, and Sandy Pine Road. Still working on cleaning out culverts. Removed hanging branch on Pail Factory Road. Dealt with Beavers on Brooks Village Road. Crews have been working on South Road on driveway aprons and back filling berms. Delivered stone dust to Gilman Waite. There were 3 road cut final inspections.

South Road will have paving work being done on Saturday, October 22, 2022, from approximately 7am until 5pm. There will be detours, and road closure. Police details will be out as well. The paving is being done from 225 South Road to the intersection of Farnsworth Road, and French Road. Victoria Lane will have to go out to Hubbardston Road. Thank you for your patience!! DPW Director.

Building and Grounds: Worked up at Gilman Waite cleaning up trench for electrical. Burial duties. Started to clean up leaves in Templeton Center and will continue to cleanup around town. Emptied trash at Gilman Waite. Removed air conditioners from windows at Town Hall.

Public Safety

Templeton Police Department: 10/13 – 10/19 PD 245 Calls for Service, 20 motor vehicle stops, 0 arrest. Station – Some progress has been made related to the equipment for our two ordered vehicles, but there is still no definite delivery date. Dispatch – 383 Calls (does not include miscellaneous calls) – Upgrades to the Ladderhill radio generator are underway.

Templeton Fire/EMS: 10/10/2022 – 10/16/2022 Fire Department weekly report.

Emergency calls: 28

19 EMS, 5 fire alarm, 1 carbon monoxide alarm, 1 good intent, 1 smoke investigation, 1 MVA

Training: monthly meeting

Apparatus/equipment: Forestry 3 permanently out of service.

Activities: 9 residential and commercial inspections.

Announcements: We are currently conducting 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](https://www.mass.gov/info-details/drought-status). Work group meeting with TA; MDPH monthly webinar. Attended Environmental Justice and Water Safety Summit and Roles & Responsibilities of Planning Boards & ZBA's. Attended Advisory Board meeting to represent BOH amendment article to Animal Bylaws. Accepted an invitation by the Lions Club Women's Auxiliary to speak at their annual meeting.

Communicable Diseases: COVID, at last count Templeton had 23 positive cases and an incident rate of 20.2 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>. We continue to be able to supply at home test kits for anyone who needs them, available in the town offices.

Board of Health: Reviewed and approved Title 5 reports for 3 Turner Street and 400 Dudley; issue with person(s) living at the former Otter River pool area, working with PD, and referred to TA. 51 Turner Street exterior inspected, photos taken, and report written, provided to USDA and AG's office; 28 Albert has been inspected by USDA and process for bringing property to code is under way; trash violation to 16 Third Street; worked with American Legion on chili/chowder cook off for local legions; completed housing inspection at 38 Baldwin, Unit C7 – no minor violations noted.

Conservation: Site walks occurred at 20 Baptist Common Road for a COC request, 230 Royalston Road for an addition, Whitney Street for a new SFH, 65 Church Hill Road for the replacement of a septic system, 31 Kyle Drive for a shed, 335 Dudley Road for a detached

garage, and 50 Brooks Village Road for the expansion of a gravel pit. One RDA received. Renewed MACC membership. Admin attended online seminar hosted by SuAsCo on Aquatic Plant Management. Conservation meeting was held Monday 10/17/22 where 1 COC was issued. Next Conservation meeting is scheduled for Monday 11/21/22. Energy and Environmental Affairs has Central Mass at a Level 1 – Mild Drought status. 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: Nothing to report at this time.

ZBA: Zoning Enforcement Officer issued final violation notice to Anthony Rafaele for building an unpermitted “tiny house” on an unbuildable parcel off State Rd. Received and processed a variance request for 522 Barre for front offset, hearing date to be determined.

Building Department: Seven Building Permit applications were processed including, 2 for roofing, 3 for new outbuildings, 1 for pellet stove and 1 to convert garage to living space. Two Electrical Permits were issued including 1 for residential service upgrade, and 1 for improvement at Gilman Waite field. One Plumbing Permit was issued for a new single-family home, and one Gas Permit was issued for a new septic tie-in. Inspections were conducted and three Certificates of Approval were issued for Pellet Stoves, and five Certificates of Completion were issued for a pole barn, kitchen remodel, basement office, screen porch and replacement roof. Commissioner Hanks and Chief Dickie performed annual safety inspections for three more liquor serving establishments this week and certificates will be issued before liquor licenses can be renewed.

Agricultural Commission: Nothing to report at this time.

Community Services

Director/Library: We had a good turnout for Story Hour, and the first class visit from TES was successful. Foot traffic in the library was steady all week, with Saturday being the slowest day. The November materials order was compiled and placed. The Library Board of Trustees met to draft a 'code of conduct' for library visitors and discuss building issues. I attended a very informative presentation by Worcester County Retirement. I followed up with Cindy regarding the COA Board meeting that I was unable to attend. I attended the Recreation meeting and participated in 2 interviews for Basketball assistant coordinators. I prepared and submitted 3 warrants and Recreation timesheets. Soccer is winding down with 2 game days remaining.

Senior Services: The COA board met. Activities this week included: walking group, pitch, card bingo, mahjong, creative stitchers and cribbage. A lunch provided by KRO's on the Common was well-attended as was a 'songs of yesteryear' program. Meals on Wheels deliveries and transportation continued: I will try to provide statistics next week.

Templeton Community TV: Week ending Oct. 21, 2022 – We have been busy with post-production of the Oct. 15 Coffee with Candidates event and the Greater Gardner Chamber of Commerce's Oct. 13 Chili & Chowder Taste-off. Other productions await as well. The Channel 8

Calendar is rocking it and worth a look for this valuable resource. We planned Montachusett.TV outreach efforts and photo contest. Many interesting and fun local events are featured on Montachusett.TV web site and its Facebook page. Please check it out, subscribe to the site and share with friends! Have a festive weekend!

Important Dates to Remember

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