

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: October 21, 2021

CC: All Departments



**Notice:** Templeton Halloween 2021 will take place according to the Police Chief to Trick or Treat on Halloween, Sunday, October 31st, from 5-7 p.m.



**We would also like to thank Mr. Choquette for his work on his Eagle Scout project on properly retiring American flags with Veterans Services!**



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

**Weekly:** Attended the Council on Aging meeting to discuss the formula grant in regard to process and implementation of plans through budget. We had our Municipal Vulnerability Preparedness planning for the town accepted by the state with our Community Resiliency Building matrix. We had a meeting with a representative from the Executive Office of Energy and Environmental Affairs to discuss the next steps as we have been certified as an MVP community. This means we are eligible for MVP Action Grant funding and other opportunities. Also, I signed the contract for

engineering services for the preliminary phase for the Main Street Bridge Rehabilitation and Water Main Replacement with Tighe & Bond. The work included will be a kick-off meeting/field investigation, subsurface exploration program, survey and mapping with a bridge rehabilitation and Water Main Replacement Alternatives Analysis. It is nice to see us moving forward with this essential project working with the water department. Attending the Advisory Committee Pre-Town meeting to discuss the warrant articles for Fall Town Meeting.

### **Administration & Finance**

**Town Accountant:** Accountant traveled to mass for audit and town meeting, worked on quarterly report and finalized the BvA for Sept.

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

Reminder: 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.

Attended the dept head meeting on Monday.

**Assessor:** Department Head meeting Monday. HHCAA seminar on Wednesday. Worked on reviewing chapter land yearly applications and new forestry plans for Board to approve. Worked on information packet for Classification Hearing next week with Board of Selectmen. Plenty of Notarizing done.

**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 last day to register to vote in the Fall Town Meeting is Monday, October 25<sup>th</sup>. The office will be open from 7:30am-8:00pm.

### **Public Works**

**Highway:** Roadwork was done on Royalston Road. Potholes repaired on Fern Street, Ledge Drive, Ware Road, Sunrise Drive, School Street, Cottage Street, Lamont Street, Royalston Road, North Main Street, Depo Road, Otter River Road, Cross Road, Royalston Road, Ladder Hill Terrace, Johnson Avenue, Gavin Road, and Norcross Hill Road. Drainage work was done on North Main Street, near Anderson Drive. Catch basin repair on Meadowbrook Lane. Berm was repaired on Fern Street.

**Building and Grounds:** Repaired sewer line going into garage with Sewer Department. Leaf blowing Town Common, Town Hall, Baldwinville Common, Pine Grove Cemetery, and Greenlawn Cemetery. Mowing at Greenlawn Cemetery, Gilman Waite, Scouts Hall, East Templeton, DPW, Baptist Common Cemetery, and Cottage Lane. Emptied trash at Gilman Waite. Burial duties. Flag duties. Lot sales.

## **Public Safety**

**Templeton Police Department:** At training this week. Will be reporting all previous reports next

**Templeton Fire/EMS:** 10/11/21 - 10/17/21 Fire Department weekly report.

Emergency calls: 23

15 EMS, 1 MVA with injuries, 1 public assist, 5 fire alarm, 1 carbon monoxide alarm

Training: Monthly department meeting

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. Engine 1 out of service for a possible computer issue.

Activities: 5 inspections.

Announcements: None

**Emergency Management:** Nothing to report.

## **Development Services**

**Director:** Director participated in the Massachusetts Association of Conservation Commission's fundamentals program Tuesday evening for plan review and site visit procedures. Working on annual reporting for BOH and AgCom.

**COVID-19:** As of 10/21/2021 Templeton has thirty-two positive cases of COVID. Agent providing daily updates to Fire, Police and NRSD Nurse Director. The vaccine clinic held by the NRSD nurses was a great success! One hundred thirty-eight people were served, including newly vaccinated and boosters, thank you for all you do for the community! **NRSD will be holding a second vaccine clinic on Thursday, November 18 from 2:30 pm – 6:00 pm, this clinic is able to provide boosters and first/second doses of Pfizer and Moderna, and Johnson & Johnson will also be available; we will provide the link for registration when it becomes available.**

**Board of Health:** Perc at 359 South for a septic repair completed; reviewed/approved septic repair plans for 22 Brooks Village; continued work on 207 North Main and 23 Pine Point chicken/rooster issues. Tight tank alarm testing scheduled with Templeton Fish & Game for Monday, 10/25.

**Conservation:** Prepared for and attended meeting of 10/18; NOI approved for 12 & 16 School Street proposed apartment complex; RDA negative finding for 530 Barre, copy forwarded to Building Commissioner; RDA negative finding for Baptist Common, Lot 4, copy forwarded to Building Commissioner; continued review of water issue at Otter River, Lord, and North Main; work to commence by DPW at Stone Bridge. ConCom has two open seats, if interested, please go to [www.templetonma.gov](http://www.templetonma.gov) and fill out the volunteer for and return to Holly Young in the Select Board office. Three site walks completed at 22 Brooks Village for reno/addition, 465 Patriots for a deck and 63 Patriots for an addition.

**Planning Board:** Meeting of 10/26 cancelled due to lack of agenda items. Director working with Chair on Laurel View issue; researching possibility of approved plans from 2005 in archived files for median at Otter River, Lord, and North Main.

**ZBA:** Appeal tentatively scheduled for Tuesday, November 16, for 195 Brooks Rd.

**Building Department:** The week of 10/21 will be reported with the weekly of 10/28, as Administrative Assistant is on vacation.

**Agricultural Commission:** Provided follow-up on issues at 207 North Main; a representative of the Commission will also be attending the BOH meeting of 10/25 to assist mediating the issue.

### **Community Services**

**Director/Library:** Back-ordered material were processed and made available. Interlibrary loan, circulation and book sale 'traffic' remained steady. I did the final preparations for the Scarecrows on the Common and apple pie contest (Saturday, Oct. 23). I attended the COA board meeting, Recreation Commission and Department Head meetings. The Soccer season will conclude on Saturday. It was a successful season, with over 100 children participating. Many thanks to Coordinator, Susie Green and our many referees and coaches! Rec. Basketball sign-ups are underway, with registrations being distributed to the schools. I compiled the Community Services FY 22 first quarter reports.

**Senior Services:** Volunteers provided 25.5 hours of service. 20 visitors to the Center were provided with social services, including assistance with Mass Health and fuel assistance applications. The November newsletter was sent to the printer and the Mart report was submitted. Cindy attended a MCOA (Massachusetts Councils on Aging) zoom meeting with colleagues from around the state. A new physical therapy program 'healthy necks' was well-attended. Other activities and transportation remained busy.

**Templeton Community TV:** Week ending Oct. 22 – Three meetings were live-streamed this week. Production continues on a number of programs. We have been dealing with some computer and software issues. Plans were made to shoot the Scarecrows on the Common & Pie Contest event on Oct. 23, the Lions' Club Haunted Halloween, and Fall Town Meeting. TCTV is running a Halloween-related photo contest sponsored by KRO's on the Common. The winner will be announced on Halloween.

### **Important Dates to Remember**

Select Board Meeting, Wednesday, 10/27/21, 6:30 p.m. at Town Hall