

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: October 27, 2022

CC: All Departments



**Notice: Town Hall offices will be closing at 4:30 p.m. on Monday, October 31, 2022, due to Halloween, and will remain open past that time only for Early Voting.**

**Reminder from the Treasurer/Collector's Office: Quarter 2 taxes are due Tuesday, November 1<sup>st</sup>.**

**The Fall Town Meeting will take place on November 2<sup>nd</sup> at 6:00pm at the Narragansett Regional Middle School auditorium.**

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

**Weekly:** Worked on getting the final Voter's Guide to the printer to have ready for the Fall Town Meeting on November 2<sup>nd</sup>. Worked on revenue estimates for Fiscal Year 2024. Followed up with the state safety engineer relative to rural streets materials and our DPW Director requested pole mounted speed back board(s) pertaining to the Memorandum of Understanding that we entered with the Massachusetts Department of Transportation. The Baldwinville School Apartments project is moving forward with an approved comprehensive permit with no appeal.

Good work by the DPW relative to the South Road paving project working with Mass Broken Stone company. Had an opportunity to review the work since the final top coat and it is a significant improvement compared to what the residents dealt with prior to the work. DPW Director Szocik informed the Select Board that Hamlet Mill and Brooks Road will be worked on prior to the end of the fiscal year. Held a bid opening on Wednesday for the Deleading Work for Scout Hall, and received one bid; it will be presented for action by the Select Board at the next meeting.

## **Administration & Finance**

**Town Accountant:** Nothing to report.

**Treasurer/Collector:** Warrant and payroll processed. Demands for commitment 5 were sent out. 2 Tax Title were paid off. Cheryl presented the quarterly report at the Selectmen meeting.

**Quarter two taxes are due Tuesday, November 1<sup>st</sup>.**

**Assessor:** Deputy Assessor out of the office.

**Town Clerk:** Nothing to report.

## **Public Works**

**Highway:** Crews continued to work on South Road. Over the rail mowing Baldwinville Road, Church Hill Road, Drury Lane, Lamb City Road, Rice Road, and Royalston Road. Crews worked to inspect and get equipment ready for winter. Two inspections for road cut escrow returns were done.

**Building and Grounds:** Worked with highway department on South Road. Leaf removal at First Church Cemetery. Mapped out new section at Greenlawn Cemetery. Fixed 2 broken picnic tables and painted the new boards. Cleaned shop.

## **Public Safety**

**Templeton Police Department:** Will not report this week; will be submitting two weeks of reports next week.

**Templeton Fire/EMS:** 10/17/2022 – 10/23/2022 Fire Department weekly report.

Emergency calls: 21 EMS, 1 Hazmat, 2 Fire alarm, 1 Carbon monoxide alarm, 1 mutual aid cover truck, 1 dispatched and cancelled.

Training: EMT basic annual skills refresher

Apparatus/equipment: Forestry 3 permanently out of service.

Activities: 10 residential and commercial inspections.

**Emergency Management:** Nothing to report.

## **Development Services**

**Director:** Prepared and presented Development Services FY '23 first quarter report; worked with Albert Averill of American Farmland Trust and provided info to TA, AgCom Chair and Open Space Chair; completed data for MRPC to complete annual report to Green Communities.

**Communicable Diseases:** COVID, at last count Templeton had 13 positive cases and an incident rate of 11.4 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. Senior Center temporarily closed due to an outbreak of COVID and exposure, to be followed by ten days of mask wearing.

**Board of Health:** Prepared and attended meeting; completed temporary food permits for mobile units attending Warrior Fest at NRHS 10/29; multiple inspections at 38 Baldwin, Units C7 and C8 for water and mold violations; complaint of illegal dumping between South Main and Shady Lane, will require a hike for an inspection; provided info to vendors for sales of jams/jellies and candy for NRSD Craft Fair; Third Street trash issue resolved, inspected, dumpster to be removed; kitchen inspection completed at Great Wall, minor issue corrected at time of inspection; completed random tight tank alarm testing and inspection of clubhouse wellhead/septic area at TF&G, no issues noted; completed inspection of 29 Sawyer, all interior trash/rubbish have been removed.

**Conservation:** Multiple site walks received this week. Site Walks occurred at 282 South Road for an accessory building, 65 Church Hill Road for an RDA and 280 State Road for an NOI. Processed 2 RDA's: one for the Gardner Airport for vegetation clearing and one for 65 Church Hill Road for the replacement of a septic system. Processed 1 NOI: 280 State Road for the removal of existing building and construction of new building and paved parking area. Emailed the Habitat Biologist for the Massachusetts Division of Fisheries & Wildlife, the ConCom's concerns regarding the Forest Cutting Plan for the Birch Hill Dam property in Templeton. Site visit to be scheduled with the State. Enforcement Order issued to a property on State Road for resident disturbing the wetlands by building on and living on the wetlands. Agenda posted for next Conservation meeting 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](mailto:hyoung@templetonma.gov)

**Planning Board:** Meeting of October 25, 2022, cancelled due to lack of agenda items; meeting of November 8, 2022, cancelled due to elections; meeting of November 22, 2022, scheduled for 6:30 pm and will be reviewing a site plan and stormwater application for 280 State Road.

**ZBA:** Hearing date for 522 Barre Rd variance request will be held on November 29, 2022 @ 6:30 p.m.

**Building Department:** Three Building Permits were processed this week, including 1 roof and 2 pellet stove installations. One electrical Permit was issued for residential service upgrade. Four Plumbing Permits were issued, including 1 for new in-law apartment, 1 for water heater, and 2 for new single-family homes. Two Gas Permits were issued, including 1 for an underground line and 1 for a new single-family home. Four final inspections were performed, and 2 Certificates of Completion were issued roofing replacement and 2 Occupancy Certificates for additions on

Farnsworth Road and Otter River Road. Four more Safety Inspections were conducted by Commissioner Hanks and Chief Dickie for liquor serving establishments. Admin working on fee schedule change proposal for Select Board.

**Agricultural Commission:** Contact from Albert Averill of American Farmland Trust, Certified Professional Soil Scientist/Soil Classifier; provided information on “Farmland of Local Importance Designation”, hoping to work with Templeton. Provided information to the TA, AgCom Chair, Assessor and CPC.

### **Community Services**

**Director/Library:** Community Services Director was out of the office this week and will report next week.

**Senior Services:** Will be reporting next week.

**Templeton Community TV:** Post-production continues on multiple programs. We planned for Halloween coverage and Fall Town Meeting on Nov. 2. Cable Channel 8 Calendar is coordinating with TCTV Facebook page and Montachusett.TV and its Facebook page. Check out these Calendars for area events and information about your community. Have a pumpkiny weekend!

### **Important Dates to Remember**

Select Board Meeting, Wednesday, November 9, 2022, 6:30pm at Town Hall