

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: October 28, 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.

**The Fall Town Meeting is being held on Wednesday, November 3, 2021, at 6 p.m. at the Narragansett Middle School Auditorium.**

On Wednesday, November 17, 2021, from 4:00 p.m. until 7:00 p.m., NRSD will be holding a second vaccine clinic for boosters and first or second doses in the Narragansett Middle School Gym! More information to come and a link to register for the clinic soon! To sign up, please go to <https://forms.gle/1wN6zEZ51xEQWLAY8>

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

**Weekly:** License renewals have gone out to businesses for Liquor, Common Victualler, Automatic Amusement, Live entertainment, Class II and Class III Auto. All renewals will be on the December 8<sup>th</sup> Select Board meeting for approval of renewal for the Calendar Year 2022. Licensees have been notified of the fee increase that is effective on July 1, 2022 and will affect their renewals for Calendar Year 2023. Had a meeting with the Winchendon Town Manager Justin Sultzbach which was productive and want to continue the positive relationship we have with that town.

We prepared and posted the bid packet for the Site Work for Interior Renovations to Scout Hall and Visitors Center and for the Fire Escape at the Baldwinville Fire Station. The Voter's Guide for Fall Town Meeting has been drafted and sent out to be printed. [The Warrant and Voter's Guide can be found on our Fall Town Meeting Page.](#) We are also seeking competitive proposals for our insurance coverage to be effective July 1, 2022. The quote will include the following coverages of property, boiler and machinery, public employees blanket bond/crime, cyber, automobile, police professional, ambulance/EMT and public official liability, umbrella, and workers' compensation, etc which we hope will turn out beneficial to the Town.

## **Administration & Finance**

**Town Accountant:** Nothing to report.

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

As a reminder: Property taxes for the second quarter are due this coming Monday, November 1.

Presented quarterly report at the Board of Select meeting. Attended a Vadar zoom meeting and the dept head meeting.

**Assessor:** Board meeting Tuesday to discuss and vote for Classification Hearing. Attended Board of Selectmen meeting Wednesday evening to furnish information for Classification Hearing. Also, presented quarterly report for the Assessors office for FY2022 1<sup>st</sup> quarter. Attended department head meeting on Thursday. Finishing up paperwork going to DCR for new Chapter 61 applications along with yearly paperwork submitted for Chapter 61A & 61B. FY2022 exemption applications continue to come in.

**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. Attended the department head meeting. Getting ready for the November 3<sup>rd</sup> Fall Town Meeting.

## **Public Works**

**Highway:** Potholes repaired on Dudley Road, Barre Road, Stone Bridge Road, and South Main Street. Drainage repair on Main Street, Road work was done on Baker Lane. Tree work Turner Lane, Brook Village Road. Beaver mess needed to be taken care of on Henshaw Road, Stone Bridge Road, and Royalston Road. Went around town making sure drain were clear. New stop signs were installed on Queen Lake Road, and Old North Road. Two road cut inspections on Brooks Road.

**Building and Grounds:** Removed air conditioners at Town Hall and enclosed the ones that stay in. Emptied trash at Pine Grove Cemetery, Greenlawn Cemetery, and Gilman Waite. Checked sump pumps at Scouts Hall, and Library. Office work was required to locate a grave for burial. Moved boxes at Town Hall. Fixed bagger on zero turn. Leaf blowing. Worked on leaf box. Burial duties.

## **Public Safety**

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

**Templeton Fire/EMS:** 10/18/21 - 10/24/21 Fire Department weekly report.

Emergency calls: 32

23 EMS, 6 fire alarm, 1 smoke investigation, 1 MVA with injury, 1 public assist

Training: EMT basic annual refresher of skills

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 back in service waiting on repair company. Engine 1 out of service for a possible computer issue. Ladder 1 and Tanker 1 oil change and general service.

Activities: 8 inspections.

Announcements: None

**Emergency Management:** Emergency Management was involved in the following activities in the last 2 weeks.

- Prepared for and attended Advisory Board's Pre-Town Meeting
- Attended MEMA training (virtually) on Event and Incident Action Plans
- Sent in application for 2021EMPG (\$2,900)
- Attended 2 conference calls with MEMA concerning severe weather conditions
- Had contact with Orange CERT. They wanted to donate CERT equipment to us as they were dis-banding their CERT program.  
Don Morin met with them and picked up equipment.
- Changed message on message boards to accommodate different departments.
- Discussions with Bob Szocik concerning fire extinguisher inspections and repair to Modine heaters at EOC.

### **Development Services**

**Director:** Prepared and presented Development Services 1<sup>st</sup> quarterly report for FY '22 to Select Board; continued preparation of FY '21 annual report. Working with ConCom to develop conservation bylaws for presentation at the May town meeting.

**COVID-19:** As of 10/27/2021 Templeton has twenty-one positive cases of COVID. Agent providing updates to Fire, Police and NRSD Nurse Director. **NRSD will be holding a vaccine clinic on Tuesday, November 17, 2021, from 4:00 pm – 7:00 pm, this is for the seasonal flu vaccine; please register at <https://forms.gle/1wN6zEZ51xEQWLAY8>.**

**Board of Health:** Perc completed on Shady Lane for two proposed new single family dwellings; working with residents and owner of Graves on a nuisance complaint of vibrations, site visit is being scheduled to witness operation of equipment. Rescheduled tight tank alarm testing at Templeton Fish & Game to 11/1/2021 due to weather. Follow-up to housing complaint of "black mold" at 38 Baldwin, Unit B7 and pre-rental inspection at Unit B1. Prepared for and attended BOH meeting, November meeting rescheduled to the 29th. Reviewed passing T5 for 59 Hamlett Mill, reviewed and approved septic plans for a proposed new single family at Phillipston, Lot B. Completed final inspection for septic repair at 64 Shore. Referred roaming chicken/rooster issue at 207 North Main to the Animal Control Officer.

**Conservation:** Chair attended MACC Fall Conference workshops for Invasive Plant Control and Utility Maintenance Primer & WPA Exemption.

**Planning Board:** nothing to report at this time. Meeting of 10/26/2021 was cancelled due to lack of agenda items.

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

**Building Department:** Five building permits were submitted for processing, 1 new single family home, 1 residential addition, 1 foundation SFH, and 2 roof replacements. Two occupancy certificates issued for 27 Fessenden in law and 132 Michaels SFH; five certificates of completion for 2 interior renovations, 1 roof, 1 pool and 1 basement; one woodstove certificate of completion; 1 demo certificate for 23 School House. Five wiring permits processed for emergency lighting in an apartment building, vehicle charging station, two service upgrades and a residential renovation. Five gas permits processed for a commercial furnace, relocation of an underground line, cookstove, boiler and a new underground line installation. Two plumbing permits processed for a water heater and upgraded home appliances.

**Agricultural Commission:** Continued assistance to BOH with nuisance complaints at North Main and Pine Point. AgCom will be convening a meeting specifically to discuss 23 Pine Point.

### **Community Services**

**Director/Library:** The November materials order was processed and made available. The Scarecrows on the Common event and apple pie contest had a very small turnout. The Community Services quarterly report was presented to the Select Board. I attended the department head meeting.

Our community suffered a great loss this week. Former librarian, Irene Young passed away. Irene worked at the library for 30 loving years before retiring. She loved our patrons and made our library a wonderful place to visit.

**Senior Services:** 155 people attended programs and events. Transportation remained busy. 32 people received social services. 9 volunteers worked shifts. Staff attended a meeting with MART as well as trainings. The COA board met. The November newsletters were addressed and mailed out.

**Templeton Community TV:** Week ending Oct. 29, 2021:

This week TCTV live-streamed three meetings. Numerous event notices for Channel 8 have been coming in. Production continues on a number of shows. We filmed the Pie Contest on the Common, and two more exercise classes at the Senior Center for our Stay Fit with Liz program. Plans were made for recording and streaming Fall Town Meeting on Nov. 3. I was able to view some live-streamed discussions on AV technology, hybrid meetings, digital displays and more from the InfoComm show that took place in Orlando. I attended the Select Board meeting and discussed Community Service activities and the community media funding bill in the State

Legislature. We are wrapping up the Spooky Photo Contest--deadline Friday, Oct. 29 at noon. The winner will be announced on Halloween.

**Important Dates to Remember**

2021 Fall Town Meeting, Wednesday, 11/3/21, 6:00 p.m. at Narragansett Middle School  
Auditorium