

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: November 3, 2022

CC: All Departments



Notice from the Town Clerk's Office: The Tuesday, November 8, 2022, State Election will be held in the Narragansett Middle School Auditorium. Polls will be open from 7:00am – 8:00pm.

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

Weekly: Most of our time this week was getting prepared and ready for the Fall Town Meeting. We held a virtual meeting and work continues on a potential CDBG application; however, the Town would need to meet a certain threshold of eligible responses from the survey that we sent out. Began processing paperwork for new basketball referees. Published job posting for a Light Equipment Operator (L.E.O.) open position. We participated in a virtual Municipal Vulnerability Preparedness (MVP) kickoff meeting. Handled public record requests. Following the Fall Town Meeting, sent out the Capital Budget # of \$300k to Capital members and Department Heads.

Administration & Finance

Town Accountant: Nothing to report.

Treasurer/Collector: Office was extremely busy because quarter two Real Estate taxes were due Tuesday November 1. Attended the Fall Town meeting. Three tax title accounts were paid off. Warrant processed.

Assessor: Last week went out and measured 24 properties for building permits and new construction. Supplemental bills will be sent out for the new construction permits after January 1st. Participated in a Vision Webinar. Attended the Fall Town Meeting Wednesday evening. Worked on putting in building permits for the month of October to property record cards. Posted agenda for the November meeting. Data entered pending exemptions, approved by the board, into the Vadar billing system for the actual tax bills. Worked on Sewer Liens that will also be applied to the Actual tax bills. No weekly report will be submitted next week as I will be out of the office.

Town Clerk: Nothing to report.

Public Works

Highway: Crews are still working on driveway adjustments on South Road. Over the rail mowing was done on Royalston Road, and Gavin Road. A trench was dug for a generator on Johnson Avenue for a communications tower. Checked on the beaver activity in trouble spots. Working on grading Haskell Road and Cook Road.

Building and Grounds: Water lines were blown out for the winter at Pine Grove and Greenlawn Cemeteries. Fall cleanup continued at Pine Grove Cemetery, Greenlawn Cemetery, Town Hall, East Templeton, and Scouts Hall. Picnic tables were picked up from the school and returned to Greenlawn Cemetery for winter storage. Town hall signs were picked up from around town.

Public Safety

Templeton Police Department: 10/20 – 10/26 PD 271 Calls for Service, 26 motor vehicle stops, 1 arrest. Station – Progress is being made with the F150 and we expect delivery in November. Chief Dickie, Lt. Dean and myself went to Onsite in Ashburnham for a site visit to learn what the facility has to offer as we move forward with the Per Support Unit we are jointly creating. Dispatch – 463 Calls (does not include miscellaneous calls).

10/27 – 11/2 PD 267 Calls for Service, 11 motor vehicle stops, 3 arrest. Station – Radios were removed from cruiser 15 for installation into the new SUV. We expect delivery in approximately 2 weeks. Dispatch – 409 Calls (does not include miscellaneous calls) – Generator upgrade project at Ladder Hill continues.

Templeton Fire/EMS: 10/24/2022 – 10/30/2022 Fire Department weekly report.

Emergency calls: 31

24 EMS, 3 fire alarm, 1 contained cooking fire, 1 motor vehicle accident, 1 CO alarm, 1 Tech rescue.

Training: Chimney Fire Practical evolutions.

Apparatus/equipment: Forestry 3 permanently out of service.

Activities: 11 residential and commercial inspections.

Emergency Management: Nothing to report.

Development Services

Director: Prepared and answered questions for Fall Town Meeting, thank you to all who came out to participate! Appearing as a speaker for the annual meeting of the Lion's Club.

Communicable Diseases: COVID, at last count Templeton had 13 positive cases and an incident rate of 11.4 for the past two weeks (same info from 10/27/22). If you take an at home test and test positive, please call 978-602-2356. For information on isolation and quarantine, please go to <https://www.mass.gov/info-details/covid-19-isolation-and-quarantine-guidance-for->

[the-general-public](#). There will be a COVID vaccine clinic held at the Middle School Cafeteria on Tuesday, November 15, 2022, from 2:30 pm – 6:00 pm; if interested, please go to <https://forms.gle/tEnyLDJyF45Bned59> to pre-register.

Board of Health: Reviewed/approved septic repair plans for 10 Harley Hill and 65 Church Hill; responded to a housing issue at 33 Prospect, ongoing; continued work on issues at 140 South, referred to TRIAD; trash issue at 100 N Main, letter sent; new trash issue at 65 Victoria, letter sent.

Conservation: Site Walks occurred at 282 South Rd for an accessory building and 499 Airport Road for an RDA. Received recorded COC for 20 Baptist Common Rd. Site Visit at Birch Hill Dam property scheduled for 11/7/22. Next meeting is Monday 11/21/22. Central Mass is in a Level 1 Mild Drought status. The ConCom is still 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: Met on Tuesday 11/1/22 for executive session regarding litigation.

Building Department: Nine Building Permits were processed this week, including 1 residential addition, 1 HVAC sheet metal, 2 Wood/pellet Stoves, 1 roofing, 3 windows/doors, 1 decks and siding. Four Electrical Permits were issued, including 1 for commercial repairs, 2 mini-splits and 1 upgrade service for residential garage. There were no Gas or Plumbing Permits received. Two Occupancy Certificates were issued for residential additions on Partridgeville Road and April Circle. Five Certificates of approval were issued for a swimming pool on Victoria Lane, roof replacement on South Main, windows and siding on South Main, Pellet stove on Winter Street, and bathroom improvements on Red Fox Crossing. Admin submitted department Warrant and 6 Turnovers and assisted numerous residents with completing permit application paperwork.

Agricultural Commission: Nothing to report at this time.

Community Services

Director/Library: Circulation and visitation was steady this week. A collection of children's holiday books was processed and made available. Story Hour was well-attended. A very successful soccer season concluded. Many thanks to all who made this a wonderful program for Templeton families. Basketball registration opened. I began working on the Recreation capital request. I compiled 2 warrants and recreation timesheets.

Senior Services: Although the Center was closed for a week due to a local Covid surge, staff continued to handle phone calls, transportation requests and social service needs. Paperwork was completed for the many Senior Tax-work-off program participants. Cindy attended a seminar on grant opportunities as well as an MCOA collaborative.

10/20/2022 Statistics

11 social service contacts

48 attended events (significantly lower than usual due to illness, and activities coordinator being out hence not updating attendance)
34 volunteer hours
31 rides

11/3/2022 statistics

Social services 35
Activities 102
Volunteer hours 99.5

Templeton Community TV: Week ending Nov. 4, 2022 – Planned, set-up and livestream/recorded Fall Town Meeting. Worked on workflows for regional web site Montachusett.TV. Crew plans to help record Veterans Suicide Prevention Symposium on Saturday, Nov. 5 at 9:30 am at Narragansett Middle School Auditorium.

Important Dates to Remember

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