

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: November 4, 2021

CC: All Departments



**Congratulations to this year's Merit Award winners (left to right): Steve Castle (Communications), Hannah Bennett (Communications), Rhonda Parenteau (Pinnacle of Excellence), and Paul McAuliffe (Efficiency)**



**Notice: Due to the Veterans Day Holiday on Thursday, November 11, 2021, all offices are closed that day and there will be no weekly report next week. Weekly reports will resume on Thursday, November 18.**

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

**Weekly:** We prepared for the Fall Town Meeting this week. We prepared for the next Select Board meeting. I inspected various locations in Town for a Tree Lighting event with a Select Board member. I inspected the crosswalk lights installed in the center of Town, where we found they are

operating properly. Liquor license renewal applications have been trickling in from the area businesses and a reminder has been sent to them to have everything in by November 30, per the ABCC requirements. Class II and III Auto renewal applications have also been coming in. The license renewals are on the first December meeting for you to approve. Budget Narratives went out to Department Heads and those are due back on December 15, so we can get a jump start on the FY23 budget process. We attended Fall Town Meeting and as you know, it went very well.

Upon passage of the special act for Article 7, I plan to make a deposit into the demolition revolving fund after our free cash is certified every Fall Town Meeting. This deposit, at a minimum, would include the interest the fund would accumulate over the course of the fiscal year. This will allow us to build up the account to address problem properties. This will stay consistent with what I said at the Town Meeting. The interest itself gets treated as general fund revenue in compliance with Mass General Law Ch 44 Sec. 53E1/2.

As both Article 5 – a petition for special legislation to establish an appointed Parks and Recreation Commission - and Article 7 – a petition for special legislation to establish a demolition revolving fund – passed unanimously at Town Meeting, I have sent those to our State Representative and State Senator for those petitions to be considered by the Massachusetts General Court.

### **Administration & Finance**

**Town Accountant:** Nothing to report this week.

**Treasurer/Collector:** Accepted and processed, property, motor vehicle and sewer payments. Processed the warrant. Property taxes for the second quarter were due Monday so the office was extremely busy.

Excise demands were mailed for the most recent commitment. A list of tax lien properties has been sent to the attorney to begin foreclosure proceedings.

Attended a Vadar zoom, and the Fall Town meeting.

**Assessor:** Working on Tax Rate Recap with Accountant and Department Heads, hope to submit early next week.. Office has been very busy with residents calling and coming in with inquiries. Reviewing plans filed with Worcester Registry of Deeds. Continue to work on information for ATB case. Set up the agenda for next weeks board meeting. Sue is working to finish up cyclical inspections in East Templeton. Attended STM Wednesday evening.

**Town Clerk:** Nothing to report this week.

### **Public Works**

**Highway:** Crews secured the edges of Stone Bridge where it collapsed so that the water flows properly. Potholes patched on Main Street, Cardinal Lane, Baldwin Drive, Claire Avenue , Beech Street, Chestnut Street, Ash Street, Barre Road, Gray Road, Henshaw Road, Cook Road, Mill Street, and Royalston Road. Pump down Gilligan's Island. Painted stop lines on Queen Lake Road, Old North Road and added stop signs. Clean drains. Inspections were done for 2 road cut permits and 1 trench permit.

**Building and Grounds:** Burial duties. Mowing and leaf clean up Templeton Center, and Pine Grove Cemetery. Winterized water lines out at Greenlawn Cemetery and Pine Grove Cemetery in preparation for winter. Picked up picnic tables at Senior Center and brought it back to Greenlawn for winter storage.

### **Public Safety**

**Templeton Police Department:** 10/7 – 10/13 PD 279 Calls for Service, 37 motor vehicle stops, 1 arrest. Station – all projects in a stagnate holding pattern at this time. Dispatch - 435 Calls (does not include miscellaneous calls). Nothing new to report

10/14 – 10/20 PD 303 Calls for Service, 24 motor vehicle stops, 0 arrest. Attended Massachusetts Chiefs of Police Fall Trainer. Dispatch - 475 Calls (does not include miscellaneous calls). Nothing new to report

10/21 – 10/27 PD 290 Calls for Service, 35 motor vehicle stops, 1 arrest. PT Test and Firearms Training. Dispatch - 461 Calls (does not include miscellaneous calls). Nothing new to report

10/28 – 11/3 PD 247 Calls for Service, 24 motor vehicle stops, 1 arrest. Station – all projects in a stagnate holding pattern at this time. Dispatch - 418 Calls (does not include miscellaneous calls). Nothing new to report

**Templeton Fire/EMS:** 10/25/21 - 10/31/21 Fire Department weekly report.

Emergency calls: 21

18 EMS, 1 cooking fire, 1 fire alarm, 1 mutual aid cover truck.

Training: We trained on our new scba breathing air compressor and did cleaning and maintenance on all our ground ladders.

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 repaired and back in service

Activities: 9 inspections.

Announcements: None

**Emergency Management:** Nothing to report this week.

### **Development Services**

**Director:** Prepared for and attended Special Town Meeting.

**COVID-19:** As of 11/4/2021 Templeton has twenty 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>. NRSD will be holding a COVID**

**vaccine clinic on Tuesday, November 23, 2021, from 2:30 pm – 6:00 pm, this is for first, second or boosters for ages 12 and up; please register at <https://forms.gle/13Z3u9TZDP6JNCJ97>.** Templeton remains at approximately 52% of residents fully vaccinated. Provided COVID updates to FD, PD and NRSD. Provided weekly COVID info report for residents. Pfizer's pediatric COVID formula has been approved for children 5 – 11 and is now being distributed to practices here in MA.

**Board of Health:** Site visit to 446 Otter River, vibrations from rock crusher at Graves; letter to resident to release from isolation in order to go back to work; scheduled appointment with Asst. AG for 11/15 for tour of abandoned houses; referred issue at 300 Royalston to COA; inspected units A3 & B1 for pre-rental purposes, and A1 for complaint, no violations noted in any of the units; inspected 164 Main for complaint of “mold”, moisture issues noted and owner notified; conducted tight tank alarm testing and inspection of wellhead and septic system at Templeton Fish & Game, letter sent to MassDEP. Provided letter to 189 Dudley pertaining to exclusions from having a Title 5 inspection for transfers of property to family members.

**Conservation:** Provided corrected order of conditions for 12 & 16 School Street; two site walks completed at 22 Pheasant Ln for a garage and 96 South Rd for an addition. Next meeting scheduled for November 15, 2021, processed two NOI requests for Barkley Enterprises, LLC for proposed lots 1 & 8 on Patriots Rd.

**Planning Board:** Processed ANR request for Patriots Rd, Barkley Enterprises, LLC – scheduled for the November 9, 2021, meeting. Forwarded MRPC training opportunity to members.

**ZBA:** Hearing scheduled for November 30, 2021, for 195B Brooks Rd appeal for a change in substantial use in an R-A-1 zone.

**Building Department:** Eight permits were processed for building: one new SFH, one new garage, four for roofing/siding, one garage demolition and one foundation repair. There were two wiring permits processed for repair/upgrade to SFH. There were two plumbing permits processed for a new bathroom and a new water heater.

**Agricultural Commission:** Meeting being prepared/scheduled for rooster issue at 23 Pine Point.

### **Community Services**

**Director/Library:** The library remained busy. New Children's holiday books were ordered. Recreation basketball signups are steady. Skating rink construction should begin soon.

**Senior Services:** Happenings at the Center included: Pitch, Walking Group, 'Left Right Center', Card Bingo, Cribbage and Creative Stitchers. A "Power of Positive Thinking" program was held. Shine volunteer, Gail Noel continued to be busy with appointments.

**Templeton Community TV:** Week ending Nov. 4, 2021

We prepared and recorded/live-streamed Fall Town Meeting. Hannah Bennett produced a show on Halloween activities. The Templeton Pie Contest video was completed and made public. Our

Spooky Photo Contest had numerous entrants and a lot of wonderful photos! The Montachusett.TV website design is being reviewed. It looks attractive and functional. The Suffragist Lucy Stone: and Jazz Concert programs are near completion. Starting Nov. 16 TCTV will soon show an excellent program funded by the Cultural Council, featuring Duo Pianists with Flamenco and Tango dancers.

**Important Dates to Remember**

Select Board Meeting, Wednesday, November 10, 2022 at 6:30 p.m. in Town Hall