

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

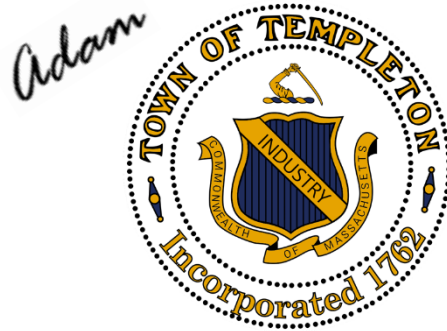
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

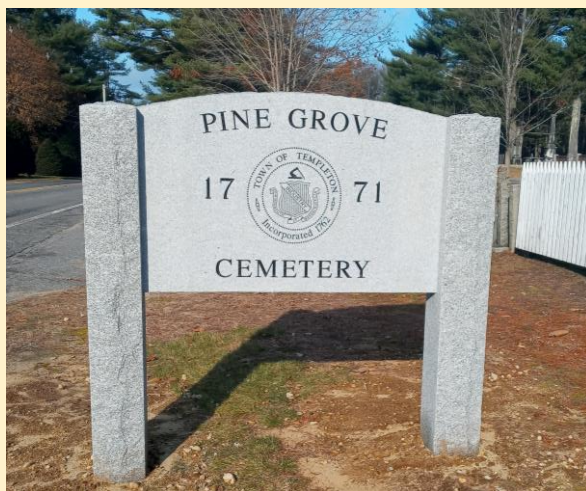
RE: Administrator's Weekly Report

DATE: November 18, 2021

CC: All Departments



Notice: The Trackless Multi-Purpose Maintenance Vehicle – appropriated at 2021 Annual Town Meeting – came in on 11/10/2021 (not pictured: Jeff Bennett and Terry Griffis; photo by Terry Griffis)!



Pine Grove Cemetery has a new sign! Thank you to Bob Szocik, the Cemetery Commissioners, and the DPW (photo by Justice Graves).

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

Weekly: We held our project kick-off meeting to discuss the Main Street – Phase 1 Bridge Rehabilitation and Water Main Replacement with Representatives from Tighe & Bond on November 8th which included the approach to the fieldwork as well as the development of the alternatives analysis for the project. The Phase 1 project schedule can be found below.

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|----|---------------------------------------------------------------|------------------------|
| a. | Field Investigation / Survey / Subsurface Exploration Program | November–December 2021 |
| b. | Submit Draft Alternatives Report | Mid-February 2022 |
| c. | Review Meeting with the Town | Late February 2022 |
| d. | Submit Final Report to the Town | Early March 2022 |

Site visits were held for our various projects that we have out to bid. The invitation for bids can be found at <https://www.templetonma.gov/bids-requests-for-proposals-bid-results-0>. We had a meeting with a representative from the state with our DPW Director, Sewer Superintendent and Water Superintendent on November 16th to discuss which project to move forward with the Municipal Vulnerability Preparedness (MVP) program that the town is eligible to apply for under the Action Grant.

With the delivery of the trackless multi-purpose maintenance vehicle, I spoke with our DPW Director Bob Szocik and we anticipate having leftover funds from the purchase. We will proceed to have an article ready for the Annual Town Meeting to deposit those funds back into the CAPEX (Capital) Stabilization reserve. We have sent out the invitation from the Select Board Chair Michael Currie to the department heads to get to their Boards and Committees. The All Boards Meeting will take place on Monday, December 6th at the Senior Community Center.

Administration & Finance

Town Accountant: Worked on paying all the Medical bills and posting deposits. Worked on finalizing the reconciliation of the CARES funds.

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

The RMV released the next motor vehicle commitment. Bills will be out next week.

Properties with past due taxes for fiscal year 2021 were advertised in the Gardner News on Wednesday. The advertisement can also be seen on the Town website. If your name is on the list please, call the Collectors office to make payment arrangements.

Liens will be placed on all properties remaining unpaid on 11/24.

We received full payment on an account that has been in tax title since 2013. Although slow, we are making progress on these old accounts.

Attended a Vadar zoom.

Assessor: Notified by DOR DLS that the Tax Rate has been approved at \$15.24, this is down 87 cents from last year rate of \$16.11. Attended webinars with Vision on Wednesday and Vadar on Thursday. Went out on Thursday to measure new house construction on 8 properties. Typed up several liens to be placed on properties going into chapter land. Finishing up documents to mail out for upcoming ATB case. Commitment #5 from the RMV has been downloaded and motor vehicle bills will be going out next week. Working on entering pending exemptions, betterments and utility liens that will be going on 3rd & 4th quarter real estate tax bills. Notarized several documents. Wishing everyone a Happy Thanksgiving.

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. Busy certifying 100's of State Petitions for the November 2022 State Election.

Public Works

Highway: (Reporting for two weeks due to Veteran's Day) Pothole repairs Royalston Road, Rice Road, Queen Lake Road, Sandy Pine Road, Old Winchendon Road, Highland Avenue, Mill Street, South Main Street, Ragged Hill Road, and Stone Bridge Road. Signs straightened on Dudley Road and Barre Road. There have been several new street signs installed in the back bay and part of East Templeton. Beavers are still an issue on Royalston Road and Henshaw Road, this is still being addressed. Crews have been trying to keep drains clear and needed to take additional steps for cleaning basins during the heavy rains. Preparations are being made to get sanders and plows ready. Pipe was unplugged at corner of Cook Road and Harley Hill Road. Gilligan's Island needed to be pumped down. Tree work was done on Baldwinville Road. Trench needed to be dug at Maple Street and School Street. Catch basin needed to be rebuilt on Brooks Village Road. Congratulations Templeton! The new Trackless machine was delivered last Wednesday with training, just in time for the winter season. There were 2 road cut inspections for escrow return and 1 road cut and trench permit inspection.

Building and Grounds: (Reporting for two weeks due to Veteran's Day) Leaf clean up at First Church Cemetery, Town Hall, East Templeton, Scouts Hall, Baptist Common Cemetery, DPW, Pine Grove Cemetery, Greenlawn Cemetery, Gilman Waite, Baldwinville Center, and Baldwinville Fire station. There was a lot sale at Pine Grove Cemetery. Dug holes for new signs that were installed at Greenlawn Cemetery and Pine Grove Cemetery. Burial Duties. Took care of flooding in the Scout's Hall basement. Checked sump pumps at Library and Scout's Hall. Moved cabinet/counter from Town Hall to Senior Center. Preparations are being made with equipment and tools for winter as well.

Public Safety

Templeton Police Department: Nothing to report. At a Chiefs meeting.

Templeton Fire/EMS: Emergency calls: 39

32 EMS, 1 Structure fire, 2 Fire alarm activations, 1 carbon monoxide alarm activation, 1 MVA with injury, 1 Grass fire, 1 cancelled enroute.

Training: Dept monthly meeting

Apparatus/equipment: Engine 3 DEF sensor issues, the dealer has been notified this will be a warranty issue we are waiting on parts.

Activities: 23 inspections.

Announcements: None

Emergency Management: Nothing to report.

Development Services

Director: Due to use of time off, a full report will be forthcoming the week of November 29, 2021.

COVID-19: As of 11/17/2021 Templeton has twenty-four positive cases of COVID. Agent providing updates to Fire, Police and NRSD Nurse Director. The next COVID clinic is being held on November 23, 2021, from 2:30 p.m. until 6:00 p.m. at the Narragansett Middle School. For more information and to sign up for this clinic go to <https://forms.gle/13Z3u9TZDP6JNCJ97>.

Board of Health: due to use of time off, a full report will be forthcoming the week of November 29, 2021.

Conservation: Prepared for and attended Conservation meeting of 11/15/2021; NOI's approved for Patriots, proposed Lots 1 & 8; order of condition to be written and issued. Forestry issue reported on the work being done on Patriots by Agent Downey, State Forester; contact with Conservation Commission, remediation to be discussed. Site Walks at 674 South Road for front steps, Patriots Road/Gardner Road for 2 houses and 37 Victoria Lane to complete old COC.

Planning Board: nothing to report at this time. Meeting of 11/23/2021 was cancelled due to lack of agenda items and conflict with Select Board meeting. Next meeting tentatively scheduled for December 14th.

ZBA: Hearing scheduled for November 30, 2021 @ 6:30 p.m. for request by M & L Corp for "major" use in an RA1 at 195 Brooks.

Building Department: During November 4th through the 17th, the Building Department has received and processed 13 building permits: 2 for finishing basements, 1 new addition, 1 new polebarn, 1 shed, 4 roofing, 2 rooftop solar projects, 1 front entry steps, and 1 wood stove; we have issued 2 Occupancy Certificates for full home renovations at State Road and North Main Street, 3 Certificates of Completion for exhaust ducting, new windows and new porch/siding, and 3 wood stove certificates; 7 Electrical permits were issued including 3 new homes, 1 residential addition, 2 rooftop solar projects and 1 for new thermostats at Ahimsa Haven; 6 Plumbing permits were issued for 2 new homes, 2 additions, 1 kitchen reno and 1 bath reno; 4 Gas permits were issued including 2 Fireplace/heaters, 1 new garage, and 1 new home. Building Commissioner has completed 10 Annual Safety inspections with Chief Dickie for the establishments who wish to renew their liquor licenses, 2 businesses have not yet responded to requests for inspection.

Agricultural Commission: Nothing to report at this time, commission continues to try and schedule a meeting with the 23 Pine Point owner and 19 Pine Point owner to mediate rooster issue.

Community Services



Thank you to Sheila Pelletier for her speech about the history of women in the armed forces on Veteran's Day at the American Legion in Baldwinville (photo by Jackie Prime).

Director/Library: The library remains steady, as does our indoor book sale. I viewed 3 presentations from the annual 'Small & Rural Libraries Conference'.

I attended the Department Head meeting, Recreation Commission meeting and Historical Commission meeting. Basketball registration concluded with over 170 children signed up.

Senior Services: Programs in the last 2 weeks included: 'Talk with the Town' with Templeton's Police Chief, Arm Chair Travel, and the World Tour - exploring Australia, WWII Letters Program (thank you Templeton Cultural Council), Memory Training, Craft time- 'bow making', Yoga, Walking Group, Card Bingo, Creative Stitchers and Cribbage. Our SHINE volunteer, Gail remains busy with appointments.

Templeton Community TV: Week ending Nov. 19, 2021: This week TCTV Cable Channel 8 is showing an excellent piano concert featuring flamenco and tango music and dance. The virtual concert is funded by the Templeton Cultural Council. We have hired another media assistant and plan to form a crew to perform remote video shoots in the area. The initial website design of Montachusett.TV has been reviewed and approved to take the next steps in building enhanced business platforms for the site. ARPA and other funding opportunities for broadband are being explored. Production work continued on a number of programs.

Important Dates to Remember

Select Board Meeting, Tuesday, November 23, 2021 at 6:30 p.m. in Town Hall
Convention of Committees (All Boards), Monday, December 6, 2021 at the Senior Community Center