

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

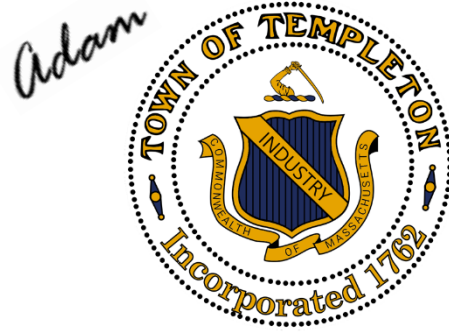
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: April 14, 2022

CC: All Departments



Work continues on the River's Edge Conservation Area.



Great work by our DPW on the Stairs at Scout Hall!

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

Weekly: Worked on CORI checks for Recreation's Softball season. Reviewing Select Board files. Stopped in and checked in on the progress at the River's Edge Conservation Area. Attending Massachusetts Certified Public Purchasing Official (MCPPO) designation renewal classes throughout this month. Sent off responses for the Advisory Committee concerns and questions they had at their last meeting. Had a meeting with the L & W General Manager, Water Superintendent and DPW Director at the Light & Water department regarding projects that we are or will be working together on moving forward. Rescheduled meeting with Monty Tech on Scout Hall Rehabilitation Project for 04/27/2022. Will be coordinating the placement of the Purple Air Sensors with our Director of Development Services and Emergency Management Director next week.

Administration & Finance

Town Accountant: Processed payroll and worked with Nancy on the unemployment filing. Got all the deposits up to date and began finalizing the Q3 report.

Treasurer/Collector: Nothing to report.

Assessor: Nothing to report.

Town Clerk: Nothing to report.

Public Works

Highway: Crews cleared brush and trees on Carruth Road, Dudley Road, Barre Road, Henshaw Road, Stone Bridge Road, School House Road, Hubbardston Road, Wellington Road, South Road, and Cook Road. Catch basin cleaning was done on South Road. Sidewalks swept on Dudley Road, Boynton Road, Baldwinville Road, Mountain View Street, Sunrise Drive, Fern Street, Ledge Drive, Ware Drive, White Circle, Lafayette Road, Victoria Lane, Gary Road, Mitchell Road, South Road, and Hubbardston Road. Street sweeping was done on Barre Road, Dudley Road, Hubbardston Road, and Baldwinville Road. Pothole repairs were done on Cook Road. Picked up trash on Barre Road. Delivered loam to Veteran's Park.

Building and Grounds: Worked on Spring clean up at Gilman Waite, Town Hall, East Templeton, Scouts Hall, Templeton Center. Finished picking up Christmas décor at Pine Grove Cemetery. Moved desks and emptied cardboard at the Senior Center.

Public Safety

Templeton Police Department: Nothing to report.

Templeton Fire/EMS: 04/04/2022 – 04/10/2022 Fire Department weekly report.

Emergency calls: 25

17 ems, 2 fire alarm, 1 carbon monoxide alarm, 1 chimney fire, 1 smoke investigation, 1 smoke removal, 1 water problem, 1 mutual aid cover assignment.

Training: misc. None

Apparatus/equipment: Engine 3 DEF sensor issues, the dealer has been notified this will be a warranty issue we are waiting on parts. Replaced 2 valves on forestry 1.

Activities: 2 residential and commercial inspections, 4" and 2 ½" hose loaded on to apparatus, 1 truck remaining to load (ladder 1)

Announcements: Open burning season has begun. If you want a permit please use the fire department page on the town website to apply. If you have trouble with the website please call the office (978-939-8122) on Monday, Wednesday or Fridays 8a to 2p for assistance or to make an appointment to come in and get one.

Emergency Management: Nothing to report.

Development Services

Director: Director on vacation the week of April 11th.

COVID-19: For numbers reported by the state of MA pertaining to positive cases in Templeton, please go to [COVID-19 Response Reporting | Mass.gov](https://www.mass.gov/info-details/covid-19-response-reporting), at last count Templeton had 14 reported positive cases. To view and keep your vaccine records at your fingertips, please go to www.myvaxrecords.mass.gov. If you take an at home test and test positive, please call 978-602-2356. Test kits are available in the Development Services office, Room 3 at town hall and can be picked up during normal business hours.

Board of Health: Agent on vacation week of April 11th.

Conservation: Attended Conservation Commission meeting on April 11th. Site walks occurred at 195 Shady Lane to close out a Certificate of Compliance, 29 Boynton Road for a barn, and 124 North Main Street for a front porch. Fielded many Conservation questions from residents. Began prepping for next ConCom meeting scheduled for May 16th. An RDA for 20 Crotty Ave was received.

Planning Board: Nothing to report.

ZBA: Nothing to report.

Building Department: Eight Building Permits were received and processed including: 1 new garage, and 7 minor residential improvements. Three Electrical Applications were approved: 1 for swimming pool, 1 residential renovation and 1 new generator. Three Plumbing applications; 1 for new home, and 2 for appliance upgrades. Three Gas Fitting applications: 1 for pool heater, 1 appliance upgrade and 1 for new home. Assisted callers with questions on various properties for sale and permit application process.

Agricultural Commission: Nothing to report.

Community Services

Director/Library: Circulation this week has been steady. I compiled and placed a large order of Children's books. I helped the Recreation Chairwoman to prepare and stock the snack-shack for the beginning of softball. I worked on and submitted 3 warrants and multiple turnovers for the Library, Senior Services and Recreation. I responded to dozens of inquiries from interested Farmers' Market vendors.

Senior Services: Social Service interactions in the past week 138 for 112 people.

Volunteer hours 60.42 among 12 volunteers

Activities: 150 attendees among 85 different people

The May newsletter was sent to the printer this week. Gardner Rehab presented a workshop on Stress Management.

A second interview for Activities Coordinator was held.

Transportation and Meals on Wheels continued.

Templeton Community TV: Week ending April 15, 2022 – Researched legal matters. Meeting with potential banking sponsor went well. Staff training and production work continues. New part-time production coordinator Tabitha Bresnahan started this week. She will coordinate calendar items for TCTV and the Montachusett.TV regional web site.

Important Dates to Remember

Select Board Meeting, Wednesday, April 27, 2022, 6:30pm at Town Hall