

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: September 30, 2021

CC: All Departments



Notice: Progress continues at Houghton Park in Otter River. We would like to thank the Light and Water department for their help to get a new roof at the Gazebo.



Thank
you!

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

Weekly: Conducted the sealed bid opening for the Rivers Edge Conservation Area project on Monday at 2pm where we received two bids, but both were over the appropriation amount. Reached out to the bidders and they are willing to hold their price which will allow us to go to the Fall Town Meeting for an additional appropriation. Great work by the team getting in our Year 3 Annual Report for MS4 to the US Environmental Protection Agency as well as the Massachusetts Department of Environmental Protection!

Our office did get out the guidance documents for the ARPA funds to the Department Heads and we anticipate putting together in the future a date to have a Select Board meeting with Advisory Committee to review such project proposals. Completed the employee status change forms for the non-union raises with letters to Department Heads to notify employees. Sent out notification to not renew with ClearGov. Did some more work to finalize the Fall Town Meeting draft warrant to have ready for the Select Board to take action on October 13th and then to get over to the Advisory Committee.

Administration & Finance

Town Accountant: Attended a webinar on ARPA and What's new in Municipal Law. Continue to work with the State on the CARES funds. Worked on questions from Adam. Updated all deposits. Helped Lisa with any payroll questions which are getting fewer and fewer.

Treasurer/Collector: Accepted and processed, property, motor vehicle and sewer payments. Processed the payroll. Property taxes for the second quarter will be due November 1 and can be paid online as of October 1.

Assessor: Chapter Land paperwork continues to come in. Due October 1st. Attended Vadar meeting via zoom on Wednesday. Had a telephonic conference with the ATB on Thursday morning. Posted Veteran Exemptions into Vadar for 3rd & 4th quarter billing. Sue continues to work in East Templeton on cyclical inspections.

Town Clerk: Out of the office.

Public Works

Highway: Pothole repairs South Main Street. Tree pruning was done on Gray Road. Roadside cleanup with paving on Hubbardston Road and Hospital Road including cleaning drains. Road work on Ridgewood Lane, Carruth Road, and North Main Street. Have been hauling tree butts out of Pine Grove and Greenlawn Cemeteries. Installed catch basin and drainage on North Main Street.

Building and Grounds: Repaired lots that didn't have grass in Greenlawn Cemetery. Started working on roads in Greenlawn Cemetery. Did aerating at Gilman Waite. Mowing and mulching was done at Pine Grove Cemetery, Greenlawn Cemetery, and Gilman Waite. Repaired monuments in Pine Grove Cemetery. Emptied cardboard at Senior Center.

Public Safety

Templeton Police Department: 9/23 – 9/29 PD 281 Calls for Service, 19 motor vehicle stops, 0 arrest. Station – HVAC issue still in holding pattern. All radar units were re-calibrated this week. Dispatch - 461 Calls (does not include miscellaneous calls). Nothing new to report.

Templeton Fire/EMS: 09/20/21-09/26/21 Fire Department weekly report.

Emergency calls: 28

20 Ems, 4 fire alarm, 1 mva no injury, 1 smoke investigation, 1 mutual tech rescue, 1 cancelled enroute

Training: EMS training CPAP and Albuterol for the BLS responder. Chief Dickie, Lt. Dean and Lt. Hicks attended the 26th annual Public Fire and Life Safety Conference. This conference is geared towards public safety education and community risk reduction.

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 out of service.

Activities: 9 inspections.

Announcements: None

Emergency Management: Nothing to report.

Development Services

Director: In contact with James MacDonald, owner of two properties on Shady Lane, due to a complaint of activity on the property without permits, Mr. MacDonald is willing to meet on the property with the Building Commissioner and BOH Agent; Building Commissioner was satisfied with the information Mr. MacDonald provided, no inspection at this time. The vehicle transfer from TML&W has been completed, thank you!

COVID-19: As of 9/30/2021 Templeton has thirty-one positive cases of COVID. Agent providing daily updates to Fire, Police and NRSD Nurse Director. Pfizer has been approved by the CDC and FDA for boosters for persons 65 and older, 18 – 64 with health issue and 18 – 64 with occupations that put them at risk for exposure; NRSD Nurse Director reports first in school transmission; report found on the NRSD web page is a cumulative total.

Board of Health: Week of 9/20 – inspect bed bottom for repair at 64 Shore; preparing bedroom deed restriction for 197 Farnsworth; inspected kitchen at Valley View Farm, no violations at this time; review/approve plans for Phillipston Rd; review/approve T5 inspection report for 25 Kyle, passing. Week of 9/27 - Provided community septic loan applications to Beech and South residents; bottom inspection for new single family on French; completed a deed restriction for 197 Farnsworth and forwarded paperwork to owner(s); continued work on nuisance complaints on Pine Point and North Main, chickens/roosters.

Conservation: Members completed site walks at 14 Brandin for a new deck and Mill Street for a proposed new single family dwelling; members also met with MassDEP at Baldwinville Road for a site walk for the proposed 55+ park, no determination issued at this time. Working with DPW and MassDEP for resident questions pertaining to the proposed median drainage at the intersection of Otter River, North Main and Lord.

Planning Board: At the meeting of 9/28/2021, members approved and signed an ANR for lots on Patriots Road for Barkley Enterprises and approved a special permit request from C O & S Garage to move to 364 Patriots; minutes from previous meetings have been updated in My Town Government.

ZBA: Nothing to report at this time.

Building Department: Both the week of 9/27 and 10/4 will be reported on next week's report

Agricultural Commission: Continued assistance to BOH with nuisance complaints at North Main and Pine Point.

Community Services

Director/Library: Steady foot traffic at the library. The October materials order has been compiled and placed. Farmers' Market will conclude on October 7. Town Administrator and I interviewed for the Basketball Coordinator. I started publicizing the Scarecrows on the Common

event and apple pie contest, and began recruiting volunteers. Met with Town Administrator, Architect and Senior Center staff re: the roof and kitchen projects. Rec. Soccer is going well.

Senior Services: Activities this week included: jewelry making, walking club, pitch, book club, blood pressure clinic, card bingo, yoga, creative stitchers, and cribbage. There was a to-go brunch provided by the Hen House. Sign-ups for the flu shot clinic continued. Transportation and Meals on Wheels continued all week.

Templeton Community TV: In addition to meeting coverage, we worked on sponsored programs. "Stay Fit with Liz" is a light exercise program for all ages. We are planning 4 episodes to start. We are developing a partner sponsorship with a local business incubator. More design briefs were provided to the Montachusett.TV web site developer. We planned for the Oct. 4 Community Outreach meeting for a cannabis establishment at 1 North Main St. The meeting will be live-streamed from Templeton Town Hall. I am also researching ARPA broadband funding possibilities. Post-production work and crew training continues.

Important Dates to Remember

Select Board Meeting, Wednesday, 10/13/21, 6:30 p.m. at Town Hall