

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

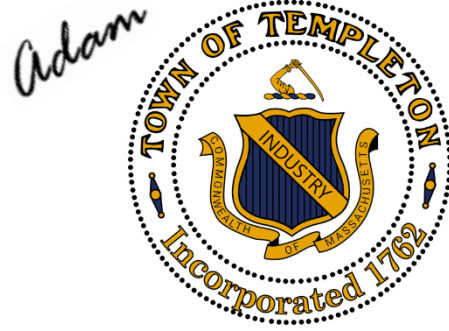
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: April 07, 2022

CC: All Departments



Work began on the River's Edge Conservation Area this week.



The DPW Crew finished the Town Hall gazebo & patio. They did an excellent job!

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

Weekly: Prepared for the Select Board meeting on 04/06/2022. Worked on finalizing the Voter's Guide for Annual Town Meeting. Began work on various Invitation for Bid packages and completed and posted the Bituminous Concrete Bid Package. Notified all appointed officials whose terms expire in June to notify this office if they wish to be reappointed. Attended Injury on Duty seminar. Completed follow-up from the meeting of 04/06/2022. Transmitted the final Annual Town Meeting Warrant to the Advisory Committee for their review and comments. Responded to Open Meeting Law Complaints. Worked on several human resource matters this week. Assisted resident with cat issue.

Administration & Finance

Town Accountant: Out of the Office.

Treasurer/Collector: Nothing reported.

Assessor: Nothing reported.

Town Clerk: Nothing reported.

Public Works

Highway: Patched potholes South Road, and French Road. Tree trimming Drury Lane, and Brooks Road. Chipped brush Baptist Common Road, Lord Road, Willow Street, and Carruth Road. Spread wood chips at Gilman Waite and Town Hall. Repair lawn on Red Fox Crossing. Clean drains and culverts.

Building and Grounds: Patio was built at Town Hall for Pergola. Graded and loamed landscape around patio. Fixed broken water pipe at Gilman Waite. Brought out trashcans at Gilman Waite and cleaned up trash. Emptied cardboard at Senior Center. Picked up dog license signs around town. Started removing leftover Christmas decorations at Greenlawn Cemetery.

Public Safety

Templeton Police Department: Will report on the week of 4/12/2022.

Templeton Fire/EMS: 03/28/2022 – 04/03/2022 Fire Department weekly report.

Emergency calls: 23; 15 EMS, 1 building fire, smoke investigation 2, weather related incident 1, electrical problem 1, fire alarm 2, good intent call 1

Training: misc. online training

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

Activities: 7 residential and commercial inspections

Announcements: Our 2 ½” supply hose order has arrived and will be put into service shortly. The utility truck being purchased with State ARPA funds has been ordered. 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: Prepared for and attended ZBA meeting; completed second phase of cyber security training sponsored by the state; reviewed draft comprehensive emergency management plan and provided comment to Select Board Chair. The Director will be 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. Distributed in home test kits to offices at town hall, library, COA and offered to TML&W. In the process of scheduling a clinic for boosters at the COA with MPH N Epidemiologist.

Board of Health: *Big thank you to our partners at the DPW and NRSD, using the schools “bulb crusher” Mark at DPW was able to crush and recycle 48 8’ fluorescent bulbs and 380 4’ fluorescent bulbs for recycling!!!* Agent witnessed a repair perc at 452 Otter River; drive by 39 Orchard, letter sent; conducted drive by inspection at 171 N Main (30 yard roll off at site); further work with 19 Pine Point, proposed bylaw passed at last BOH meeting, did not make the deadline for May town meeting, looking for an interim solution until Fall town meeting (conversation with TA and ACO). Spoke with owner of 422 Otter River, no in home businesses in operation at this time, file closed; working with Graves to visit rock crusher while in operation; reviewed and approved four well drilling permits for King Phillip Trail. Assisted residents with information on “home burials” and “service dogs.” Agent will be on vacation the week of April 11th.

Conservation: Site walks occurred at 746 Patriots Road for a detached garage and 203 Patriots Road for updated communication tower equipment. Prepped for next ConCom meeting on Monday, April 11th.

Planning Board: Meeting of April 12 cancelled due to lack of agenda items; next meeting scheduled for May 9 to hear zoning change request by Richard Tolman and for questions from Danny Gardner pertaining to Stephens Way.

ZBA: At meeting on 4/5/22, members heard variance request from 569 Baldwinville Road for a reduction of required frontage from 150’ to 75’; after deliberation, members unanimously voted to deny the request; property owner requested information on appealing the decision, referred to Town Clerk. No other hearings scheduled at this time. Filed decision sheet with Town Clerk office.

Building Department: Twelve Building Permit applications were received and processed: 1 for Commercial Communications Tower upgrades, 1 for renovations of Commercial building, 2 for demolition of structures, 2 for new accessory buildings (garage and barn), 5 for Residential improvements, 1 wood stove. Five Electrical Permit applications were received and processed: 2 for New Homes, 3 for residential upgrades. One Plumbing Permit received and processed for Residential upgrade. Research of on-line permitting solutions is ongoing.

Agricultural Commission: Nothing to report currently.

Community Services

Director/Library: Happy National Library Week! Visitation is gradually increasing. We received the second payment for our State Aid award. The total award to our library is \$17,316. I have updated the Farmers' Market informational packet, and several vendors have already signed up to participate. The Market opens Thursday, May 5 (4pm-7pm). I worked with our Softball Coordinator on final details/actions as the season gets underway. I attended the COA meeting, and introduced our new Assistant, Linda to the Select Board. I attended the Dept. Head meeting.

Senior Services: The Council on Aging Board met. Happenings this week included: Walking Group, Pitch, Mahjong, Card Bingo, Chair Yoga, Creative Stitchers, Cribbage and 2 special programs: National Parks tour and 'Creating a Caring Community'. Transportation and outreach remained busy.

Templeton Community TV: Prepared responses to proposed social media policy. Staff production work and ongoing training. Preparing for new program coordinator to start April 11. Corresponded with potential clients and sponsors.

Important Dates to Remember

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