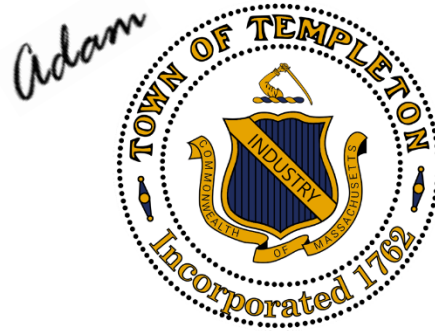


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: May 4, 2023
CC: All Departments



REMINDER:

ANNUAL TOWN MEETING
NARRAGANSETT MIDDLE
SCHOOL AUDITORIUM
WEDNESDAY, MAY 10, 2023
@ 6PM

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

Weekly: We received two bids for the Scout Hall Finish Construction project. That will be on the agenda of the May 24th meeting for the Board to approve. We processed re-hires for the Senior Tax Work Off Program sponsored by the Board of Assessors. For anyone interested in applying, applications are available in the Assessor's Office. Processed hiring forms for a new on-call

Firefighter/EMT. He will be attending an upcoming meeting to meet the Board. Adam worked with the Accountant on getting the transfer(s) together for action by the Select Board and Advisory Committee which can be done the last 2 months of the fiscal year up to first 15 days of new fiscal year. The above action will allow us to close the fiscal year snow & ice deficit with Article 2 at the Annual Town Meeting and pass over Article 3. Adam approved the Memorial Day Parade and associated activities which can be found on the Town communities event calendar. Reminder that 10 Pleasant Street demolition will be taking place starting on Monday, May 8th so please take the proper precautions. We also look forward to your attendance at the Annual Town Meeting on May 10th at the Narragansett Regional Middle School!

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector's Office: Property taxes and commitment 2 excise were due Monday, May 1st. Warrant was processed.

Assessor: The office continues to be busy with questions on motor vehicle abatements, requests for property cards, etc. Coordinated with Holly regarding Senior Work Off applicants to clear them for work. Reviewed Budget v. Actual from the Town Accountant. Reached out to schedule interviews for the Assistant Assessor position.

A reminder: Senior Work-Off Applications are being accepted in our office. **There are limited positions for Senior Work-Off available this year, and completed applications are accepted on a first-come, first-served basis. Stop by the office to pick up an application.**

Town Clerk: The office has been busy licensing dogs and getting ready for the Annual Town Meeting & Election.

Reminders: Thursday, May 11th by 3:30 pm is the deadline to license your dog(s) before the \$25.00 late fees are applied.

The Annual Town Meeting will be held @ that Narragansett Middle School Auditorium on Wednesday, May 10th @ 6:00 pm

The Annual Town Election will be held @ the Narragansett High School Gymnasium on Monday, May 15th from 11:00 am -7:00 pm.

Public Services - Public Works Division

Highway: Beavers are an ongoing issue at Henshaw and Stone Bridge. Chipping was done on Bare Road, Henshaw Road, South Road, Wellington Road, Cook Road, Harley Hill Road, and Haskell Road. Pothole patching was done on Royalston Road. Crews worked on scoreboard with Light and Water and Buildings and Grounds. Painted poles for new scoreboard at Gilman Waite. Employees completed their ethics training for Conflict of Interest. Prepared roads for paving on Hamlet Mill Road and Brooks Road. Paving work continues on Hamlet Mill Road, and Brooks Road. Please use caution in these areas and we thank you for your patience.

Buildings and Grounds: Helped work on the scoreboard for Gilman Waite. Spring clean up at Pine Grove Cemetery and Greenlawn Cemetery. Fixed fence at Otter River. Removed metal at Otter River, and Police Department. Employees completed their ethics training for Conflict of Interest. Moved Soccer nets off field at Gilman Waite.

The Cemetery Commissioners are trying to locate a contact regarding items that have been stored in the shed at Pine Grove Cemetery. If anyone knows who is in charge of this property. Please have them contact the DPW at 978-939-8666.

Public Safety

Templeton Police Department: 4/27 – 5/3

318 Calls for Service, 28 motor vehicle stops, 3 arrests.

Dispatch – 457 Calls. (Does not include miscellaneous calls).

Station – Royal Steam is still waiting on parts to repair the HVAC system. Chartier Construction will be in next week to repair the damage to the booking room wall and to install a screen over



the window in the booking room. Cruisers 18 & 27 had to have some maintenance work done this week. The Body Worn Camera policy has been finalized, a department training must be schedule then the BWCs will be put into service.

Dispatch – State 911 and the new third-party vendor for our 911 recording are coordinating when both can be at the station to install the new equipment.

Templeton Fire/EMS: 04/17/2023 – 04/23/2023

Emergency calls: 28

Brush fire 1, Chimney fire 1, EMS 16, fire alarm 2, motor vehicle accident 4, powerline down 1, smoke scare 2, unauthorized burning 1

04/24/2023 – 04/30/2023

Emergency calls: 28

20 EMS, 3 fire alarm, 1 motor vehicle accident, 1 outside trash fire, 2 smoke scare, 1 structure fire.

Training: member meeting 4/18, brush fire equipment review make up 4/25

Apparatus/equipment: Rescue 1 front end suspension repairs completed, Rescue 2 oil change and lube completed.

Activities: 10 residential and/or commercial inspections.

Announcements: Residential open burning has ended for 2023.

Development Services

Director – Working to catch up from vacation, provided documentation to Zoning Enforcement Officer to create a letter of determination for the violations at 131 South Main. Provided information/documentation to Town Counsel for Patriots Rd. status hearing, 25 Central permanent injunction and State Rd. illegal dwelling.

Communicable Diseases – From 4/9/23 – 4/22/23 there was 1 confirmed COVID case with a positive rate of 2.27% (state reported numbers). For more info on city/town COVID numbers please go to <https://www.mass.gov/info-details/covid-19-response-reporting#covid-19-interactive-data-dashboard>-. If you take an at home test and test positive, please call 978-602-2356. For information on isolation and quarantine, please go to <https://www.mass.gov/info-details/covid-19-isolation-and-quarantine-guidance-for-the-general-public>. The Board of Health continues to have a supply of COVID test kits available to the public. There have been no other communicable diseases reported at this time. On May 11, the state of MA will be ending the COVID state of emergency.

Board of Health – Reviewed and approved septic repair plans for 100 Stone Bridge and 634 Patriots; reviewed Title 5 inspection reports for 51 Walnut – passing, 525 Patriots – passing, and 215 South – passing; final septic inspection at Kyle, Lot 11 and bed bottom at French, Lot 10;

processed septic pumping records. Inspected the concession stand at Blouin Memorial Field and residential kitchen and wagons for the Farm at Baptist Common, all in good shape. Prepared for meeting of May 8; presentations by Madison Wellman of RCAP Solutions on private wells and by James Lavin of USDA on housing to be part of Monday's meeting. Complaint about junk & debris at 82 Turner Lane, drive by inspection and violation letter sent. Met with the owner of 149 Hubbardston for a complaint regarding the amount of soil coverage over the septic system.

Conservation Commission – Site walks occurred at 10 Harley Hill Road and 634 Patriots Road for septic replacements under RDAs, and Lord Road for a pre-construction visit. Agent assisted the State Forester on a Martin Road inquiry and contacted applicants of completed projects urging them to file for a COC. The next Conservation Commission meeting is scheduled for Monday 5/15/23 @ 6:30 PM. The Commission is accepting applications for 2 open seats; if interested, please see Jessica Case in Room 3 of Town Hall on how to apply.

Community Preservation Committee – Two bids were received for the Scout Hall Inside Finished Construction package. Admin submitted a warrant. Grange Hall is being restored with assistance from CPC funds. Admin toured Grange Hall and witnessed great progress occurring inside and outside! The next CPC meeting will be 5/18/23 @ 7:00 PM.



Planning Board – Preparation for meeting of May 9, including ANR documentation for Hubbardston, Shady Lane, and South Main. Completed site plan permits and filed with Town Clerk, after 20 day appeal period for 1 North Main, retail cannabis sales and earth removal site plan permit for off Brooks Village.

ZBA – Completed variance documentation for 335 Dudley, no appeals, and filed with Town Clerk; received appeal documentation from Town Clerk for 195 Brooks Road. Next hearing is on May 16, 2023 @ 6:30 p.m. for 148 South Road for a change of use. The Board is accepting applications for 2 open seats; if interested, please see fill out a committee interest form and email it to hyoung@templetonma.gov.

Building Department – Four Building Permits were processed this week, including: 1 new single-family home, 1 residential addition, 1 above ground pool and 1 for attic insulation and air sealing. Four Electrical Permits were issued, including: 1 in-law addition, 1 swimming pool, 1 generator and 1 service entrance cable replacement. Three Gas Permits were issued, including: 1 replacement boiler, furnaces in a commercial building, and 1 for an outdoor grill. Two Plumbing Permits were issued, 1 for residential kitchen and bathroom remodel and 1 for kitchen and bathrooms in a new commercial building. Admin submitted warrant for Development Services to Accounting and completed monthly US Census Bureau reporting on new residential units. Three use permits in process, change of ownership and name for Bunny's Dairy – will have to go before Planning, name change for the Hen House and 95 Patriots Road for a proposed roadside BBQ.

Agricultural Commission – Next meeting scheduled for June 5, 2023 @ 6:00 p.m.

EDIC – Prepared for and attended meeting of May 1; still in need of members for positions of expertise in low to moderate income, commercial.

Community Services

Library/Director: Circulation remains steady. The outdoor trim painting was paused due to the weather. Story hour and the Monday stitching group were well attended. The May materials order was processed and made available, as was a small collection of Children's non-fiction books. A collection box for food donations was placed at the library by 'United to Feed' of North Central Massachusetts and will remain here until June 6. Inquiries about this season's Farmers' Market have begun, and I have emailed out several informational packets.

Senior Services: Regular programs included: Yoga, pitch, gentle exercise, card bingo, mahjong, chair yoga, creative stitchers, cribbage and a 'tour of Ireland' program. A special chocolate tasting program was held. Staff is working to complete the OML and ethics trainings.

22 rides were provided this week.

Templeton Community TV: TCTV live-streamed and recorded the EDIC meeting on May 1 and planned for the upcoming Annual Town Meeting. Numerous video productions are in the works. Another TCTV News cast is being set to shoot, for release next week. Thank you for all the positive feedback for our first newscast! TCTV News will be shown on [YouTube.com/TCTVweb](https://www.youtube.com/TCTVweb) and Cable Channel 8 in Templeton and Phillipston.

Important Dates to Remember

Annual Town Meeting, Wednesday, 05/10/2023, 6:00 p.m.
Next Select Board Meeting, Wednesday, 5/24/2023, 6:30 p.m.