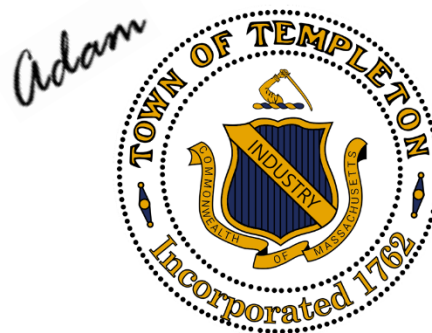


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: April 13, 2023
CC: All Departments



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

Weekly: This week we were consumed with public record requests and completing the Annual Town Report to go to the printer. The Select Board approved and signed the Annual Town Meeting warrant on the 12th. That has been sent to the Advisory Committee. I will attend their pre-town meeting next week. Sent off the Select Board earmark requests to our legislative delegation. Held a department head meeting.



Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector's Office: Nothing to report this week.

Assessor: The Board of Assessors held a meeting on Tuesday. Follow up work was done after the meeting.

Luanne continued to make many property visits this week, including visiting the camps at the Templeton Fish & Game, to follow up on finished and unfinished permits pulled last year. Continued working on updating property cards from property visits and logging New Growth. Worked on data entry of personal property from returned Forms of List from businesses earlier this year. Attended Department Head meeting. Submitted 3rd Quarter Report.

Senior Work-Off Applications are now 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: I attended the Worcester County City & Town Clerk's meeting. I also attending the department head meeting. We will be sending out reminders to those who have not licensed their dogs yet. We have extended the deadline to license your dog(s), before late fees are applied, to Thursday, May 11th. A \$25.00 late fee per dog will be applied to the regular licensing fee after May 11th.



Public Works

Highway: Beavers continue to be an issue on Henshaw Road, requiring almost daily maintenance to prevent flooding. Pothole patching on Barre Road, Gray Road, under bridge by Lee's, Highland Avenue, South Main Street, Old Winchendon Road, North Main Street, Shady Lane, Otter River Road, Winter Street, Conti Avenue, Pail Factory Road, Schoolhouse Road, and Turner Lane. Change the Trackless attachment from snowblower to sweeper. Roadside brush cleanup and chipping continues, the Highway department appreciates your patience, as this is a lengthy process with the volume of trees and branches that came down in the storms this year. Put away the plows for the summer. Picked up supplies for shop.

Buildings and Grounds: Burial duties for several funerals. Finished up chipping brush at both cemeteries. Finished removing Christmas décor from graves. Built ramp to get in and out of Conex box. Returned recreation department tractor to Gilman Waite. Brought the groomer up to Gilman Waite. Continued to cleanup damages from winter. Worked on spring cleanup at Baldwinville Center, and River's Edge. Went to pick up supplies for water pits and the fence at Pine Grove Cemetery. Maintained equipment.

Public Safety

Templeton Police Department: 4/6 – 4/12 PD 292 Calls for Service, 41 motor vehicle stops, 2 arrests. Dispatch – 442 Calls. (Does not include miscellaneous calls).

Station – With the warmer weather we are starting to experience climate discomfort in the station and at times there is a need to shut the air exchangers off and open the window to address the issue. Also, we have had to replace several floor tiles in the back staircase because they were no longer secure due to the humidity issues. Over the weekend we had an unruly individual under arrest in our booking room who caused damage to the booking room walls. The individual was charged with destruction of property, and we will be seeking restitution for the damage caused.

Dispatch – Being that this week is National Telecommunicators' Week the Command Staff bought our dispatchers gift bags to show our appreciation for the great job they do!

Templeton Fire/EMS: 04/03/2023 – 04/09/2023 Fire Department weekly report.

Emergency calls: 23

1 building fire, 1 chimney fire contained to the flue, 1 dispatched and cancelled, 18 EMS, 1 fire alarm, 1 motor vehicle accident.

Training: officers meeting

Apparatus/equipment: Forestry saws and floating pumps all serviced and tested.

Activities: 4 residential and/or commercial inspections.

Announcements: Open burning permits are now on sale for 2023. To purchase please go online to the Town of Templeton website and follow the link on the Fire Department page. If you have trouble online please call the fire station at 978-939-8122 for assistance. Residential open burning runs from January 15th until May 1st.

Development Services

Director – Participated in OpenGov/Viewpoint demonstration for online permitting; worked with Gelinas & Ward to provide documentation for 12 Muskett (Lot 6) for registry of deeds; letter to 17 State pertaining to dilapidated building on property; attended department head meeting; in contact with MassDOT pertaining to dilapidated building on Patriots.

Communicable Diseases – From 3/19 – 4/1 there were 5 confirmed COVID cases with a positive rate of 6.1% (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.

Board of Health – Provided documentation and permit application for 198 Patriots; provided documentation for Title 5 inspection at 45 Phillipston, 416 Otter River and 282 Royalston; provided documentation to town counsel for off State Road; follow-up visit to 28 Albert for complaint of tarp shredding, sent photos to USDA representative; provided documentation to Elbag Engineering for 215 Otter River; witnessed repair perc test at 55 Laurel View and 100 Stone Bridge; scheduled perc for 8 Ridgewood. Received a call pertaining to a dead bird, MDPH Epidemiology no longer tests birds for West Nile virus, but does mosquito trapping for testing.

Conservation Commission – Site walk occurred at 198 Patriots Road for sign replacement at the new Mobile gas site. A pre-construction visit occurred at 66 Baptist Common Road for an OOC issued to 304-0380. ConCom meeting was held Monday evening 4/10/23 where an NOI for Lord Rd 5-08-29.1 was approved with conditions. Agent compiled meeting minutes. 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 email jcase@templetonma.gov on how to apply.

Community Preservation Committee – Scout Hall Inside Construction Bid Package was released to the public this week. The CPC meeting is Thursday 4/13/23 @ 7:00 PM.

Planning Board – Members reviewed the draft stormwater permit for off Brooks Village for earth removal and voted to approve and issue the permit; filed with Town Clerk 4/12. Members reviewed the draft site plan for 1 North Main for a cannabis retail establishment and voted to approve and issue the permit; filed with Town Clerk 4/12. Due to vacations, members discussed and chose to cancel 4/15/23 meeting; next meeting May 9, 2023. Working with McCarty Engineering on proposed 55+ development off of Baker/Cottage.

ZBA – Filed ZBA decision for 195 Brooks with Town Clerk.

Building Department – Two Building Permits were processed this week, 1 for a shed and 1 for interior renovations to an existing home. Two Electrical Permits were issued, 1 for residential remodeling and 1 for updating residential wiring to code. No Gas or Plumbing permits were issued this week. Admin scheduled and participated in demonstration for online permitting, submitted turnover, warrant and inspector payroll to Accounting team. Assistance provided to callers and visitors regarding dimensional requirements, allowable use of various properties and determining what does and does not require a permit. Commissioner Hanks reviewed multiple applications and plans, performed inspections, and issued one Certificate of Completion for completed window replacement project.

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

EDIC – Next meeting scheduled for May 1 @ 6:00 p.m.

Community Services

Library/Director: Two classes walked over from Templeton Elementary school for visits. A new sign-up sheet was sent for the weeks following April vacation week. Story Hour saw a large group of 17 children. A collection of children's books was processed and made available. I reached out to CS colleagues about the FY 23 third quarter reports and worked on the library and senior services summaries. I distributed OML and conflict of interest materials to departments and employees and began that training. I met with American Legion officer about Memorial Day events and updated the town use applications. I met with Cindy to discuss the re-opening of the Center and staffing challenges. Karen worked on the May materials order. LouAnn's stitching group was enjoyed by 13 participants. I compiled 2 vendor warrants and 2 turnovers. I presented a report on Veteran's Services to the Select Board. I attended the department head meeting.

Senior Services: The center remained closed this week due to the roof replacement project, with the exception of Wednesday afternoon, when work was suspended in order for a previously scheduled dinner theater program to take place. We appreciate the cooperation of all involved! A construction meeting will take place on Monday, and a robo-call will go out to seniors updating them on the anticipated re-opening date. Transportation and meals on wheels have continued throughout the center's closure. **Rides provided:** 39

Templeton Community TV: TCTV recorded and live-streamed four meetings this week. Production continues on several shows and Community Calendar. We had a productive week producing Montachusett.TV website content. Meeting monitoring training continues. Started process to hire another program coordinator to help with video production and Digital Lab. Attended the North Central Mass. Economic Forecast breakfast sponsored by local Chambers of Commerce.

Important Dates to Remember

Select Board Business Meeting, Wednesday, 04/26/2023, 6:30 p.m.

