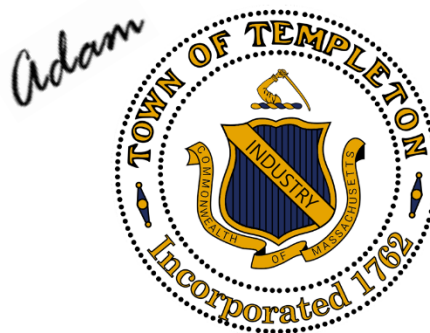


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: April 20, 2023
CC: All Departments



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

Weekly: The Annual Town Report got posted to the Town website. Continued work on the Annual Town Meeting Warrant Voter Information Guide. Attended the Advisory Pre-Town Meeting. The Advisory Committee recommendations will be included in the Voter Information Guide. Worked on getting the Select Board packet completed for the April 26th meeting. With all the agenda items, I expect this to be a long meeting.



10 Pleasant Street demolition is moving forward since the demolition permit has been approved. Once we receive a demolition schedule, we will post it on the Town website. A couple weeks back, we mailed notifications within 500 feet to abutters. Senior Community Center roof project is getting closer to completion and the Architect will be at site to review.

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector's Office: Short but busy week. Warrant processed. Foot traffic and the number of phone calls have increased. Reminder: 4th Quarter property tax payments are due May 1st.

Assessor: The office was busy this week with many applications for motor vehicle abatement, and for property cards and notarizations. Worked on updating property record cards from site visits of the Fish & Game last week, as well as continuing to log New Growth. Worked on and submitted the MDM-1 Form regarding Personal Exemptions to the State. Luanne attended the MAAO Spring Conference on Thursday.

Senior Work-Off Applications are still 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: Nothing to report this week.

Public Works

Highway: Beavers continue to require management. Cleanup tree debris/chipping on Barre Road. Pothole patching Royalston Road, Norcross Hill, Gavin Road, Baldwinville Road, Otter Rive Road, and Graves Avenue. Brought millings to Lamb City Road and Church Hill Road. Took stone dust to Gilman Waite. Sidewalk sweeping Baldwinville Road. Helped repair water leak at Pine Grove Cemetery. Put up signs for roadwork starting on April 26th on Brooks Road and Hamlet Mill Road. Please use caution while this is going on.

Buildings and Grounds: Finished area around water pit including seeding at Pine Grove Cemetery. Burial duties. Put stone dust in the batting cage at Gilman Waite. Emptied the trash at Gilman Waite. Put out the trash barrels at Pine Grove and Greenlawn Cemeteries. Made ramp to the bathrooms to be ADA compliant at the Gilman Waite bathrooms. Started spring cleanup at Templeton Center. Installed new sign on Barre Road. Fixed water leak at Pine Grove Cemetery. Removed vines from Library.

Public Safety

Templeton Police Department: 4/13 – 4/19 PD

253 Calls for Service, 18 motor vehicle stops, 0 arrest. Dispatch – 413 Calls. (Does not include miscellaneous calls).

Station – Royal Steam was out to investigate what was wrong with the HVAC concerning extreme heat in the building, it was discovered that a transformer for the air-cooling system within the HVAC had blown. Unfortunately, they did not have one in stock and had to order a new unit. Thankfully, the weather has cooled, and AC is not need at this time.

Dispatch – State 911 has informed us that they will no longer be supporting the recording of our 911 calls and that we must seek a third-party vendor to replace their equipment. We have reached out to the vendor and have started the process to switch over to the new system.

Templeton Fire/EMS: 04/10/2023 – 04/16/2023 Fire Department weekly report.

Emergency calls: 42

2 brush fire, 1 carbon monoxide alarm, 1 cooking fire contained to the container, 24 EMS, 4 fire alarm, 1 good intent, 1 public service, 4 smoke investigations, 4 unauthorized burning.

Training: Brush fire equipment review, Joint training with Royalston Fire department on fire attack.

Activities: 5 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. Even with the recent rain fire conditions continue to be elevated. Please use caution while having your permitted open burning fires.

Development Services

Director – completed and submitted 3rd quarter report for Development Services; Director will be out of the office from 4/20/23 and back in the office on 5/1/23.

Communicable Diseases – From 3/26 – 4/8 there were 0 confirmed COVID cases with a positive rate of 5.88% (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 a repair plan for 55 Laurel View; issued food permits to Energy North and Narragansett Area Youth Baseball; letter to 99 Bridge, Unit 8B closing out case; septic bottom inspection at Kyle, Lot 11; complaint from Baptist Common about construction work happening too early, no violations; working with owner and builder at 1076 King Phillip Trail, well filter issues; processed Title 5 reports for 18 Gray Road, passing and 8 Ridgewood, failing. Agent out of office from 4/20/23 and back on 5/1/23.

Conservation Commission – Site walks occurred at 40 Baptist Common Rd for a new deck, 25 Baptist Common Rd for an above ground pool and 100 Stone Bridge Rd for the replacement of a septic system. Notice received that Pan Am Railway will commence with their yearly a post emergent herbicide application program on or after May 1, 2023, and conclude on or about August 30, 2023, to control nuisance vegetation in the ballast portion of the railroad right-of-way and around switches and signals. Their railroad property goes from Otter River through Baldwinville. Conservation also received notice from MassDEP that hydraulic oil leaked from a solid waste truck owned/operated by Waste Management of Massachusetts, Inc. on Gray Road between #126-147 on March 21, 2023. An immediate cleanup response action was issued to the responsible party. 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 – The CPC met on Thursday 4/13/23. Admin compiled meeting minutes. A new sign has been installed at Dwelly Farm Conservation Area on Barre Road. Thanks to all those involved! The CPA Warrant Articles were reviewed at the Advisory

Committee's Pre-Town Meeting on April 19th. The next CPC meeting will be Thursday May 18th @ 7:00 PM.

Planning Board – Meeting scheduled for 4/25/23 cancelled, next meeting 5/9/23.

ZBA – Processed application for special permit for change of use at 148 South Road, meeting scheduled for May 16, 2023 @ 6:30 p.m.

Building Department – Short, but very busy week. Seven Building Permits were processed, including 3 for roofing, 2 for decks, 1 for house and garage demolition and 1 for equipment and antenna upgrades on an existing communications tower. Five Electrical Permits were issued, including: 1 for a new garage, 2 for residential service upgrades, 1 for emergency reattachment of service and 1 for commercial service upgrade. One Plumbing Permit was issued for a water heater/boiler replacement. Now that Real Estate sales are ramping up for the season, we are receiving many calls about un-permitted, un-inspected work and incomplete permits. Admin submitted 5 turnovers to Accounting, and participated in Zoom meeting with Town Administrator, Assistant Town Administrator, and representatives from OpenGov regarding on-line permitting system.

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

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



Community Services

Director/Library: Nothing to report this week.

Senior Services: Nothing to report this week.

Templeton Community TV: TCTV live-streamed the Advisory Committee Pre-Town Meeting. Video productions of the Lions Club Easter Egg hunt and Collector Time shows were completed. Digital Equity issues were researched. Work was conducted at the Digital Lab in Gardner. Attended North Central Mass, Chambers of Commerce Economic Forecast breakfast last week. The director planned to tour the new Fitchburg Access TV (FATV) studios in Fitchburg and met with Wachusett Business Incubator.

Important Dates to Remember

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