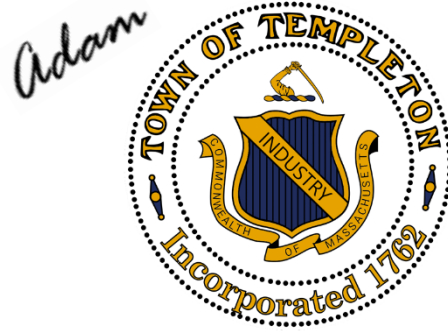


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: April 29, 2021
CC: All Departments



Important Notice to All Employees: None.

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

Weekly: Additional Meeting preparation for 4/28 and for the Gravel Permit Public Hearing. We ordered the plaques for the Citizen of the Year Award. One large plaque will be hung in the Town Hall with the name(s) of the Citizen chosen each year on it, and the other is to award at Town Meeting to the chosen Citizen(s) of the Year for 2020. The Voter's Guide was completed and sent off to be printed. It will be available by May 5th. Holly posted the Annual Report for FY'2020 on the website on 4/27. The Town Clerk will have those books available at the Annual Town Election for those that want a printed version. Holly is working with two new hires for the Fire Department to get them started as call employees. We just welcomed Dennis Whitcomb as the Softball Director for the 2021 season to work with the Recreation Commission and the girl's teams and coaches.

Adam held the bid opening on April 26th at 2pm for the weatherization work which would take place at the Highway Garage and Templeton Center Fire Station. Energy Conservation, Inc came in the lowest at \$35,132. This work would be covered by the first disbursement of our Green Communities dollars that we were awarded by the state and once complete, we would be able to move forward to the next round of disbursement. We also received three quotes by the deadline of April 28th for our wage and compensation study. The study and work would be covered by our state community compact grant funds of \$20k that were awarded to us.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: With property taxes and the quarterly sewer bill being due on May 3rd the office is busy. Presented quarterly report to Select Board and attended weekly Vadar zoom meeting.

Assessor: Nothing reported.

Town Clerk: We have been busy getting things ready for the Annual Town Election. For information on the Annual Town Election you can visit <https://www.templetonma.gov/home/news/the-annual-town-election-will-be-held-on-monday-may-17th-from-1100am-700pm> Early/Absentee ballots are now available. For an application to receive an early/absentee ballot go to <https://www.sec.state.ma.us/ele/elepdf/2021-Vote-by-Mail-Application.pdf>

Public Works

Highway: Trees needed to be cut on Hamlet Mill Road, Norcross Hill Road, Otter River Road, Wellington Road, and Hubbardston Road. Street sweeping was done on Liberty Street, River Road, Hamlet Mill Road, Pine Drive, Morse Avenue, Crotty Avenue, Pheasant Lane, Brooks Road, Albert Drive, Kyle Drive, April Circle, Lord Road, Baptist Common Road, and lower Otter River Road. Sweeping is planned in East Templeton next week. Pothole repairs took place on South Main Street, School House Road, Pail Factory Road, French Road, Farnsworth Road, Beech Street, North Main Street, Albert Drive, Elm Street, Central Street, Prospect Street, Brooks Village Road, Queen Lake Road, Phillipston Road, Old North Road, Royalston Road, and Ridgewood Lane.

Building and Grounds: Crew continued to work on spring cleanup at Greenlawn Cemetery. Installed snow fence around bleachers at Gilman Waite. Emptied trash at Gilman Waite. Emptied cardboard for the Senior Center. Burial duties.

Public Safety

Templeton Police Department: 4/15 – 4/21 PD 260 Calls for Service, 26 motor vehicle stops, 2 arrest. Station – No new information on counteroffer to HVAC. Dispatch - 412 Calls (does not include miscellaneous calls). Nothing new to report

4/22 – 4/28 PD 291 Calls for Service, 52 motor vehicle stops, 2 arrest. Station – No new updates. Officers completed Taser and policy review training. - 461 Calls (does not include miscellaneous calls). On Wednesday we experienced an issue with one of our radio frequencies, it was later realized that the earlier storm had affected a Verizon circuit at the tower which had to be replaced.

Templeton Fire/EMS: 04/019/2021 – 04/25/2021 Emergency calls: 31 break down as follows: 17 EMS, 1 building fire, 2 brush fires, 5 false alarms, 3 motor vehicle accidents, 1 carbon monoxide alarm, 1 service call, 1 assist other agency.

Training: Online EMS training

Apparatus/equipment: Forestry 2 out of service for brake repairs, Engine 3 oil change and chassis service.

Activities: 9 residential inspections

Announcements: Open burning season is upon us. Permits are available online or by calling the station at 978-939-2222 to set up an appointment. Appointments are available Monday, Wednesday, or Fridays from 9 to 1. Permits are \$10.00 and good until the end of the open burn season, which is May 1st.

Development Services

COVID-19: As of 4/28/2021 there were 9 positive cases; anyone 16 years and older can be vaccinated at this time; work with lead nurse at NRSD on DESE protocols for quarantine; attended MDPH twice weekly meeting, attended TEMA weekly meeting; Adm. Asst. and Director both worked one day at PACC clinic; provided pertinent information to Fire and Police for positive cases; provided information for public on case counts and information pertaining to the Governor's statements and timeline.

Conservation: Complaint follow up on 20 Minuteman and 11 Minuteman, a cease work order issued to 20 Minuteman until a formal site walk can be completed, no order issued to 11

Minuteman. Completed 3 site visits in conjunction with Building Permit Applications. Chair advised a resident on how to obtain a mandatory inspection of a private dam.

Planning Board: Prepared for and attended meeting of the 27th, easement documentation for Dudley Rd will be signed as “approval not required” and filed with the Worcester Registry of Deeds; Deer Ridge 55+ project will be continued to May 11th.

ZBA: Decision paperwork for 131 Dudley Rd verified by Town Clerk 20 appeal period elapsed and signed; decision paperwork for 881 Patriots Rd recorded with Town Clerk for 20-day appeal period.

Building Department: Issued 5 Building Permits; 1 for New Single-Family Home, 1 for Sheet Metal, and 3 for Residential Improvements. Completed 10 inspections and issued 3 Occupancy Certificates, and 6 Certificates of Completion, and 1 Annual Safety Certificate.

Agricultural Commission: Nothing to report at this time.

Community Services

Director/Library: I presented FY 21 third quarter reports (Library, Senior Services, Veteran's Services, Cultural Council) to the Select Board. I attended the public hearing for the library parking signs. I attended the Department Head meeting. I worked with Hannah (TCTV) to record 6 story time and craft time videos. I compiled craft kits for distribution. We continued to weed the collection. Work on Farmers' Market and e-newsletter continued.

Senior Services: A group of volunteers prepared the May newsletters for mailing. The Baldwinville Nursing Home sponsored a take-out lasagna lunch for those who signed up. Ask-a-nurse and blood pressure clinic took place. Cindy and Elaine attended the MCOA small & rural conference. Transportation and Meals on Wheels continued throughout the week.

Templeton Community TV: Nothing reported.

Important Dates to Remember

Annual Town Meeting, Wednesday, 5/12/21, 6 p.m. at NRSD

**Select Board Business Meeting, Wednesday, 5/26/21, 6:30 p.m. Zoom-Streamed Live
Staff Meeting, Thursday, 5/27/21, 8:30 a.m. on Zoom**