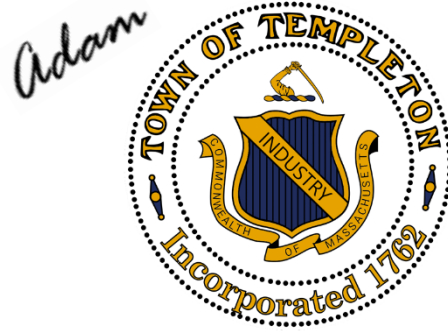


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Select Board  
**FROM:** Adam Lamontagne, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** May 13, 2021  
**CC:** All Departments



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**Important Notice to All Employees:** None.

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

**Weekly:** Preparation for and Attended my first Annual Town Meeting as Town Administrator. As you know the budget passed along with the majority of the other articles. It was a very successful Town Meeting being completed in just under four hours. I want to thank all of my staff and department heads for their assistance & support with the budget. I presented the signed certificate by the Board along with a plaque to the CERT Team for the 2020 Citizen of the Year Award. The team has been helping on numerous events throughout the year for many years, and especially this past year with COVID safety protocols. A well-deserved award!

We put the second bid out for the Town Hall Accessible Counters work with bids due on June 9. Holly sent out short form bids to 55 area contractors along with the required advertising in The Gardner News, COMMBuys, and the Central Register. We are very hopeful that we will get several bids for this project. Holly has reached out the those that have terms expiring on June 30 and need to be re-appointed to boards or committees. Those reappointments will be on the agenda of June 9. We have openings and those have been posted on the website. Please encourage anyone you know that is interested in serving the community to complete a Committee Interest Form on the website.

### **Administration & Finance**

**Town Accountant:** Nothing reported.

**Treasurer/Collector:** We had a little more progress with our tax title accounts. 4 accounts were paid off this week, one was from 2017.

The due date for FY21 property taxes has now come and gone. We will be working on getting out notices shortly to any remaining unpaid accounts.

I attended the ATM and the weekly Vadar zoom meeting.

**Assessor:** This report covers the last three weeks as I missed the deadline to submit them...

Week ending 4/30/21: Interviewed candidates for the Assistant Accountant position. Attended the Board of Selectmen meeting Wednesday evening for Financial Quarterly Report Presentation. Attended zoom department head meeting on Thursday morning. Attended a zoom hearing with the Appellate Tax Board on Thursday. Case was dismissed.

Week ending 5/7/2021: Busy working with Chapter Land issues. Entered information to business personal property record cards from Forms of Lists returned. Informational postcards

went out to East Templeton residents regarding upcoming cyclical inspections. Sue (Assessors Administrative Assistant) will be performing these inspections during the next couple months as part of required work for DOR DLS. Residents having any questions or concerns are asked to contact our office.

Week ending 5/14/2021: This week participated in 2 zoom meetings sponsored by the WCAA. These meetings covered the Tax Rate setting process from Town Meeting to Tax bills, the Tax Rate Recap schedules, forms, and pages. Attended the Annual Town Meeting Wednesday evening.

**Town Clerk:** Attended and took minutes of the Annual Town Meeting. Preparing for the Annual Town Election. Set up for the Annual Town Election.

### **Public Works**

**Highway:** Street sweeping was done on Gardner Road, Sawyer Street, Mechanic Street, Orchard Lane, Town Hall, South Main Street to Rte. 2, Winter Street, High Street, School House Road, Minuteman Drive, Muskett Drive, Cottage Lane, Partridgeville Road, Shore Drive, Pail Factory Road, & Turner Lane. Truck will be heading to Templeton Center area next. Pothole repairs on Brooks Village Road, & Hubbardston Road. Sinkhole was repaired on Lord Road. Apron repair was done on South Road. Gilligan's Island was pumped down. Trees removed on Wellington Road, Hubbardston Road, & Brooks Village Road. Catch basins cleaned on Victoria Lane, Cross Road, Royalston Road, Partridgeville Road.

**Building and Grounds:** Flat markers installed at Pine Grove cemetery. Continued to dig for upright monument foundations at both Greenlawn Cemetery and Pine Grove Cemetery. Spring cleanup and mowing Town Hall, Scouts Hall, East Templeton, First Church Cemetery, Greenlawn cemetery, Pine Grove cemetery, Gilman Waite, DPW & Senior Center. Turned water on at Greenlawn and Pine Grove Cemeteries. Poured all upright monument foundations that had been pending from the winter. Brought out the trash barrels to Gilman Waite. Filled horseshoe pits at the Senior Center with fresh sand. Filled the raised beds with fresh loam at the Senior Center. Emptied the cardboard at the Senior Center. Placed the A-frame signs out for reminding residents of annual town meeting.

### **Public Safety**

**Templeton Police Department:** 4/29 – 5/5 PD 282 Calls for Service, 44 motor vehicle stops, 2 arrest. Station – No new information on counteroffer to HVAC. On 5/1 in the morning the department held our 2nd PT test of the year with all participating officers passing with flying colors. Later that afternoon all officers conducted firearms qualifications. Dispatch - 452 Calls (does not include miscellaneous calls). Nothing new to report

5/6 – 5/12 PD 285 Calls for Service, 45 motor vehicle stops, 0 arrest. Station – No new updates. 458 Calls (does not include miscellaneous calls). Nothing new to report.

**Templeton Fire/EMS:** 05/03/2021 – 05/09/2021 Fire Department weekly report.

Emergency calls: 24. 16 EMS, 2 fire alarm, 1 brush fire, 1 dispatched and cancelled, 1 MVA with no injuries, 1 MVA with injuries, 1 oil spill, 1 smoke investigation.

Training: Senior Officers meeting

Apparatus/equipment: Engine 3 taken out of service to have warranty work completed (DEF sensor and small engine oil leaks), 6 SCBA bottles sent out for hydrotesting a total 18 will be going out over the next few weeks.

Activities: 04 residential inspections

Announcements: None

### **Development Services**

**COVID-19:** As of 5/13/2021 there are two positive cases; anyone 12 years and older can be vaccinated at this time; 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; working with American Legion on preparation for Memorial Day parade; Baldwinville Nursing Home cleared, no further cases. Heywood is holding a Saturday morning clinic on May 15, please go to Heywood.org to register, there are currently multiple openings available.

**Board of Health:** Completed a lien releases for two septic loans that were paid in full, bed bottom inspection at Michael's, Lot 18, Turner, Lot 8 and Lot 7, approved as-built plans for 163 Farnsworth, 149 Hubbardston and 143 Hubbardston; reviewed T5 for 81 South Main and provided information on garbage disposal and laundry gray water; contacted trapper for issue at King Phillip Trail; follow up on nuisance trash complaint on Orchard – compliance in progress; reviewed change to septic plans for Michael's, Lot 21, approved; reviewed T5 for 206 N Main – no issues; inspected Gilman Waite concession, all in order.

**Conservation:** Further investigation at 20 Minuteman, findings reported to MassDEP for comment; Conducted site visits for Stone Bridge, Carruth and French Road.

**Planning Board:** Nothing to report at this time.

**ZBA:** Nothing to report at this time.

**Building Department:** Building Commissioner issued 10 Building Permits; including 1 Commercial for Exterior Lighting, 1 Residential Addition, 4 Replacement Roofs, 2 Windows, 2 Swimming Pools. 5 Certificates of Completion were issued for Residential Projects, 4 Occupancy Certificates for New Single-Family Homes at 25 Minuteman, 201 Cook, 142 Turner and New Accessory Building at 163 South Road.

**Agricultural Commission:** Nothing to report at this time.

### **Community Services**

**Director/Library:** A small collection of Children's books was processed and made available. We continued to 'weed' the collection. Staff discussed a process for allowing patrons to make an appointment to browse in-person. Many area libraries are sharing their suggestions for making this successful. Craft kits were distributed to children.

**Senior Services:** Seniors continued to sign up for the clam chowder 'to-go' event later this month. Programs this week included: yoga in the yard, terrific Tuesday project give away, walking club with Kaley, movie promotion and 'cheer squad' phone check-in. Transportation and Meals on Wheels continued.

**Templeton Community TV:** This week TCTV prepped for Annual Town Meeting and recorded and live streamed it to Channel 8 and YouTube. Thank you for everyone's help and support! We are always relieved when everything works well, and grateful for the help and understanding. Production is wrapping up on "Collector Time" with two more shows to debut this week and next.

I attended another business roundtable virtual session with MWCC, through Wachusett Business Incubator (WBI), which is using grant money to help us with long-term financial plans. Jackie Prime and I reviewed the regional website business model to discuss with potential web site development/marketing partners. A Mass. Office of Business Development (MOBD) grant will help offset web development costs to include an online platform to help area businesses recover from COVID losses.

**Important Dates to Remember**

**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**