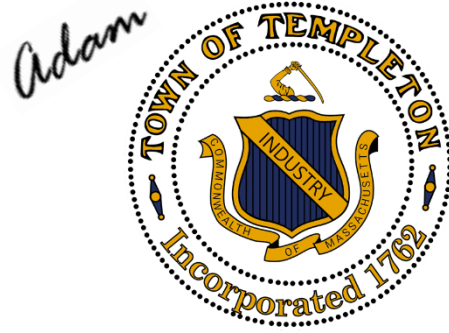


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: May 20, 2021
CC: All Departments



Important Notices:

There will be no weekly report next Week. We will resume the Weekly Report on June 3, 2021.

All Town Offices are closed for Business on Monday, May 31, 2021, in observance of Memorial Day.

After the Governor's announcements on May 17, 2021, the Town has made the decision that Town Hall and all of our building's offices will be opening to the public for regular business hours beginning June 1, 2021. Per the Governor's recommendation, we will be following the CDC's guidelines for COVID-19.



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

Weekly: Meeting preparation for the Special Meeting and Business Meeting, both on May 26th. Holly has reached out again to 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. We also have two openings for the Advisory Committee.

Holly has done some preparation to get me through the week while she is away.

We are working with the Sewer Commission and Planning Board to get a member appointed for each as there was a failure to elect at the Annual Town Election. We hope to get some candidates and get them voted in to office in June.

We have hired a new Assistant Accountant and she has begun training and will complete that the first week of June.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: The Registry of Motor Vehicles has finally released the next excise commitment. We will be sending the bills out this week. Participated in the weekly zoom with Vadar.

Assessor: Busy week with new construction. Went out to measure one new house on Turner Lane and ended up measuring 4 new constructions with 3 more pending and 2 more not far behind. Also, received information from Gardner Airport regarding Building #10 and the six new hangers they will be leasing out. Sketched the individual hangers into Vision and will be getting ready to bill lessee's for FY2022. Attended a MAAO zoom meeting Wednesday morning regarding Cyclical Inspections and the New Growth Template in Gateway. On Tuesday prepared for and did follow-up work from the monthly meeting with the Board of Assessors. Board reorganized and appointed me for another year as Deputy Assessor. Sue has been busy in the Pinewood Shore area with cyclical inspections this week.

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 Shady Lane, Turner Lane, South Main Street, Cross Road, Ragged Hill Road, and Hubbardston Road. Catch Basins cleaned on Minuteman Drive, Musket Drive. Ladder Hill Road, Johnson Avenue, Pail Factory Road, and Turner Lane. Potholes patched on Brooks Road, Turner Lane, South Road, and Stone Bridge Road. Stop sign repair Farnsworth Road and South Road. Tree cut on South Road. We have a few trouble spots in town with beavers which require daily attention.

Building and Grounds: Finished mowing Templeton Center, Gilman Waite, Town Hall, Scouts Hall, East Templeton, Cottage Lane, Baldwinville Center. Dug graves for 2 services. Installed stones, and flat markers. Put up election signs around town. Washed mowers. Sale of grave. Burial duties. Crew has been preparing for Memorial Day.

Public Safety

Templeton Police Department: Out of the office.

Templeton Fire/EMS: 05/10/2021 – 05/16/2021 Fire Department weekly report.

Emergency calls: 24

14 EMS, 2 fire alarm, 4 MVA no injuries, 1 mutual aid station coverage, 1 mutual aid building fire, 1 illegal burn, 1 public assist (water evacuation),

Training: motor vehicle stabilization practical training.

Apparatus/equipment: Engine 3 still 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: 05 residential inspections

Development Services

COVID-19: As of 5/20/2021 there are two positive cases, both are set to complete isolation this weekend; anyone 12 years and older can be vaccinated at this time; attended three MDPH COVID meetings, 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; Heywood continues to hold vaccine clinics at the PACC on

Tuesdays, Wednesdays and Thursdays, this week on May 20 they will be holding a clinic at the PACC from 3:00 – 7:00 p.m. during the classic car show; NRSD in conjunction with Heywood will be holding a vaccine clinic on May 28 from 12:30 – 4:30 p.m., if interested please go to <https://docs.google.com/forms/d/e/1FAIpQLSdrV8WpXz3gpTnRiqkkzj9gWemVMhxPj8EfspAutl-aHR5pbg/viewform?vc=0&c=0&w=1&flr=0> to fill out the interest form. Town offices are slated to open June 1 for regular hours based on the Governor's announcements that on May 29 all COVID orders will be rescinded with the exception modifications to the face covering order.

Board of Health: Agent continued work with Templeton Housing Authority on issue at 733 Baldwinville; trash complaint at 658 Baldwinville, violation notice issued; nuisance animal issue on Wellington, no violations at this time, referred to AgCom; reviewed/approved T5 for 10 April Circle; reviewed/failed T5 for 33 Sandy Pine, perc test to be scheduled; review/approve well permit application for Fourth, Lots 105/106; review/approve septic as-built plans for 114 Turner (Lot 3) and 124 Turner (Lot 4), issued certificates of compliance; review/approve septic repair plans for 1 Walnut and completed/mailed loan documents.

Conservation: Prepared for and attended ConCom meeting; negative findings on requests for determination of applicability for 55 Stone Bridge and Pan Am Railways; site walk, and certificate of compliance issued for 25 Minuteman; further contact with MassDEP for issue at 20 Minuteman; members reviewed forestry cutting plan for Meadow Ln; drive by at Albert Dr for complaint pertaining to gas cans, no violations noted. Site visits completed for 292, 483, 676 Baldwinville Road, 147 Highland, 55 Kyle and 23 Minuteman.

Planning Board: Nothing to report at this time.

ZBA: Nothing to report at this time.

Building Department: Issued 10 Permits: 1 new garage, 3 swimming pools, 2 Commercial sheet metal, 4 miscellaneous Residential improvements; 6 Certificates of Completion issued for various Residential improvements, 1 Certificate of Approval for pellet stove, and 4 Occupancy Certificates for New single-family homes located at 114, 124, 138 & 142 Turner Lane. 3 Permits for Electrical Work and 2 Permits for Plumbing Work were issued.

Agricultural Commission: Referral from BOH pertaining to chickens/coop being moved closer to property line.

Community Services

Director/Library: The June materials order was compiled and placed. Members of Girl Scout troop 64548 presented the completed 'seed catalog' to us - and it is stunning! This great resource will be made available to our patrons during our staffed hours. It offers 2 full drawers of a variety of vegetable, greens, and flower seeds for patrons to take.

Many thanks to the amazing young women (and their troop leaders) who took on this project! We continued to offer curbside pickup of materials. Weeding of the collection continued.

Senior Services: The Council on Aging Board met. The Re-opening Task Force met to plan for the lifting of restrictions on June 1. Many thanks to the DPW for prepping the raised beds for the 'Food Pantry Garden'. This week's happenings included: Terrific Tuesday project, blood pressure clinic, walking group and yoga in the yard, and sign-up for clam chowder take-out next week.

Templeton Community TV: This week TCTV prepared for building re-opening and tested hybrid meeting equipment. We ordered other necessary equipment. Production is concluding on the "Collector Time" series. The Templeton Elementary School Art Exhibit show was scheduled on TCTV Cable Channel 8. We are organizing production schedules for upcoming event coverage, shows, and prioritizing tasks.

Congratulations to TCTV staffers Hannah Bennett and Kaitlyn Scott for graduating from Mount Wachusett Community College and Monty Tech, respectively. Well done!

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.
Wednesday, 6/9/21, 6:30 p.m. – First meeting back at the Town Hall
Staff Meeting, Thursday, 6/9/21**