

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

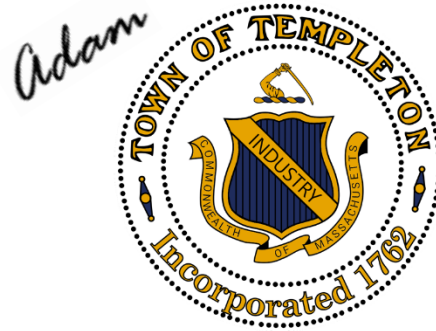
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: May 25, 2023

CC: All Departments



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

Weekly: Attended a meeting related to the Main Street Bridge project with the engineers working on it and were joined by representatives from Seamon Paper Company and other department heads. Shortly thereafter went to the kickoff meeting for the study by ICON Architecture of the Emergency Management building. Responded to a public record request. Attended the Select Board meeting on the 24th. Held department head meeting.

Administration & Finance

Town Accountant: Attended department head meeting.

Treasurer/Collector's Office: Warrant and payroll processed. Motor vehicle, excise, Commitment 2 demands were due Tuesday, May 23rd. Commitment 3 for motor vehicle, excise was released, and bills will be mailed next week.

Assessor: Worked on one Supplemental Commitment. Downloaded and Processed Motor Vehicle Excise Commitment #3 sent from the RMV. Worked on and reviewed property card for the 55+ Community on Baldwinville Road. Deputy Assessor went on a site visit of 307 Otter River Rd. Attended the Department Head meeting on Thursday. Our office handled requests for several motor vehicle abatements, property cards, and performed many notarizations this week.

Town Clerk: Nothing to report this week.

Public Services - Public Works Division

Highway: Street sweeping was done on Baldwinville Road, Baldwinville Center, Otter River Center, Vernon Street, Williams Street, Templeton Center, East Templeton Center, Ware Drive,



Select Board with newest member, Matthew Rivard. At last night's meeting the board re-organized for FY 24'

Ledge Drive, Sunrise Drive, Mountain View Street, Lamont Street, Prospect Street Ext., Grove Street, Cottage Street, School Street, Memorial Street, Summer Street, Prospect Street, Fisher Street, Forest Street, Mason Street, Oak Street, and Myrtle Street. Pothole patching French Road, Baldwinville Road, Graves Avenue, South Road, Dudley Road, Brooks Village Road, Carruth Road, and Sandy Pine Road. Roadside tree and brush cleanup/chipping continues. Assisted Cemetery department with Memorial Day preparations. Road Cut inspection for escrow return was completed.

Buildings and Grounds: Mowed Templeton Center, Cottage Lane, Houghton Park, DPW, Pine Grove Cemetery, and Greenlawn Cemetery. Burial Duties. Spring cleanup continues at Houghton Park, Pine Grove and Greenlawn Cemeteries. Picked up larger limbs at Baptist Common Cemetery.

Public Safety

Templeton Police Department: Nothing to report this week.

Templeton Fire/EMS: 05/08/2023 – 05/21/2023

Emergency calls: 24

1 dispatched and cancelled, 14 Ems, 6 fire alarm, 1 motor vehicle accident, 1 public service, 1 unauthorized outside fire.

Training: Tanker shuttle practical, hazmat operational level classroom and practical evolutions.



Apparatus/equipment: car 3 out of service for front end suspension repairs

Activities: 6 residential and commercial inspections.

Announcements: **Residential open burning has ended for 2023.**

Development Services

Director – Prepared for and attended Select Board meeting to present quarterly report; answered multiple inquiries pertaining to 24 Holman Street; participated in zoom presentation for proposed online permitting software.

Communicable Diseases – From 4/30/23 through 5/13/23 there were no confirmed COVID cases (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. No other communicable disease information to report.

Board of Health – Perc testing completed for four new lots on Hubbardston Road; inspected Izzie’s Ice Cream for food permit issuance; bed bottom and final inspection for septic repairs at 634 Patriots and 32 Depot; pool and commissary inspection at Peaceful Pines; continued work on Pinewood Shores dispute; review and approve T5 for 370 Hubbardston; housing complaint for 13 Liberty, inspection scheduled for 5/31; continued work on well issue at 1076 King Phillip Trail, working with MassDOT, builder and owner. Next meeting scheduled for 6/26/23 @ 7:00 p.m.

Conservation Commission – Site visits occurred at Shore Drive for wetland concerns, Whitney Street for culvert concerns and 50 Brooks Village Road for a pre-construction visit for OOC 304-0379. Agent attended FEMA Webinar on Mapping 101 and online permitting platform presentations from Permit Eyes and GOGov. One COC request received for 307 Otter River Road. The next Conservation Commission meeting is scheduled for Monday 6/12/23 @ 6:30 PM. The Commission is accepting applications for 2 open seats; if interested, please see Jessica Case in Room 3 of Town Hall for how to apply.



Community Preservation Committee – Meeting minutes were compiled. The Chair and Admin attended the site visit for assessment of the Baldwinville Emergency Management Building. Admin submitted vendor warrant for the Dwelly Farm original restoration project. Worked on coordinating current and potential projects. The next CPC meeting is scheduled for 6/8/23.

Planning Board – Meeting of May 23 cancelled due to lack of agenda items. Next Planning Board meeting is Tuesday 6/13/23 @ 6:30 PM *pending an agenda*.

ZBA – No new information to report at this time.

Building Department – Four Building Permits were processed this week, including: 1 for roofing, 2 for door and window replacement, and 1 commercial application for adding equipment on to a communications tower. Five Electrical Permits were issued, including: 1 for a security system, 1 to reattach SEC, 1 for heat pumps, 1 for a residential remodel and 1 for a new manufactured home. Seven Plumbing Permits were issued, including: 2 new connections for manufactured home, 1 new single-family home. 1 new in-law apartment, 1 new bathroom, 1 for bathroom renovations, and 1 for new public bathrooms at Gilman-Waite Field. One Gas Permit was issued for a new single-family home. Two new Occupancy Certificates were issued for 307 Otter River Road and 29 South Main Street. Research into online permitting platforms continued this week with Demonstrations from Permit Eyes, and GOGov.

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

EDIC – Next meeting scheduled for June 26, 2023 @ 5:00 p.m.

Community Services

Director/Library: Story Hour was attended by 17 children. Templeton Elementary class visits are scheduled through June 13. The Farmers' Market opens this afternoon. I completed 2 warrants and several turnovers. Library Assistant Karen Johnson and I will be planting flowers in the library garden this Saturday. Wishing everyone a safe Memorial Day weekend!

Senior Services: A concert by Bob Jordan was well-attended and included an ARPA funded meal. Final edits were made to the July/August issue of the 'Senior Buzz'. Our new Activity Coordinator will begin next week. Happenings this week included: yoga, pitch, gentle exercise, card bingo, mahjong, creative stitchers, and cribbage.

Rides provided – 42

Attendance at events – 109

Services – 25

Volunteer Hours – 25



Templeton Community TV: This week we prepared to shoot the Memorial Day parade and ceremony. We completed and finished our third bi-weekly *TCTV News* show, which is generating some nice views and feedback. Please share *TCTV News* Show online if you like it! We recorded the Select Board meeting. Network issues at the broadcast rack with Comcast and the TV server were resolved for now. More work on this may be needed.

Important Dates to Remember

Select Board Meeting, Wednesday, 06/14/2023, 6:30 p.m.