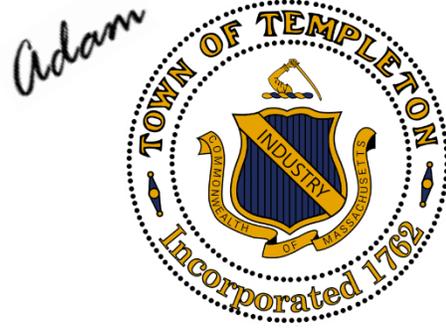


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Select Board  
**FROM:** Adam Lamontagne, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** May 6, 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:** After it was brought to our attention that there were some copy/paste override errors on the Annual Report for FY'2020, Holly put together a Supplemental report with the corrections. Those will be available along with the Annual Report at Annual Town Meeting. The electronic version has been corrected and is on the Town's website. The position of Assistant Town Accountant has been filled and Holly is working with the new hire to get them started. Meeting follow-up from the 4/28 meeting. Printed Voter's Guide were received Tuesday and the electronic version was posted to the website on Wednesday, along with the Sanitation and Safety Protocols for the Annual Town Meeting. We have completed the process of gathering nominations for the non-union representative for the Insurance Advisory Committee and voting was completed on May 5. The non-union representative elected was Dave Dickie.

Adam held the bid opening on May 5<sup>th</sup> at 2pm for the Town Hall Accessible Counters work but the unfortunate part of it all is that the town did not receive any bids. This project was advertised, posted to COMMBuys, the Central Register and we sent this out to contractors as well. We will be going back out to bid for this project. Adam continued work on the collective bargaining front. Also, Adam has been working with the Accountant and Treasurer/Collector to provide needed materials over to the USDA for our annual servicing requirements.

**Administration & Finance**

**Town Accountant:** Nothing reported.

**Treasurer/Collector:** Busy with property taxes and the quarterly sewer bills payments which were due Monday the 3rd.

**Assessor:** Nothing reported.

**Town Clerk:** Reminder the Annual Town Meeting will be held on Wednesday, May 12<sup>th</sup> @ 6:00pm in the Narragansett Middle School Auditorium. For more information you can go to the Town's website at <https://www.templetonma.gov/> Our office is busy getting ready for the Annual Town Meeting and Election. Busy with vital records request and business certificate renewals.

**Public Works**

**Highway:** Potholes patched on Brookside Village Road, Queen Lake Road, Phillipston Road, Carruth Road, Old North Road, Royalston Road, Ridgewood Lane, Depot Road, Hubbardston

Road, Barre Road, Stone Bridge Road, Old Winchendon Road, River Road. Street sweeping was done on Kyle Drive, April Circle, Lord Road, Baptist Common Road, Lower Otter River Road, N. Main Street, Gardner Road, Upper Otter River Road, Meadowbrook Lane, Brooks Road, Depot Road, Lake Avenue, Conti Avenue. Sweeping should continue in East Templeton. Gilligan's Island needed to be pumped down a couple times.

**Building and Grounds:** Crew finished spring cleanup at Greenlawn Cemetery, and Baptist Common Cemetery. Started spring cleanup a First Church Cemetery. Mowed Templeton Center, Gilman Waite, Baldwinville Center, Otter River, Cottage Lane, and Pine Grove Cemetery. Installed flat markers at Greenlawn Cemetery. Started digging for monument foundations at Greenlawn Cemetery. Burial duties.

### **Public Safety**

**Templeton Police Department: Nothing reported.**

**Templeton Fire/EMS: 04/26/2021 – 05/02/2021**

Emergency calls: 30; 20 EMS, 2 EMS assist another agency, 1 mutual aid building fire, 1 mutual aid station coverage, 1 good intent public assist, 2 MVA with injuries, 1 building fire, 1 public assist water evacuation, 1 smoke investigation.

Training: The last night of practical brush fire training was held with the help of the State Forestry District 8 team.

Apparatus/equipment: Forestry 2 brake repairs complete, put back in service.

Activities: 11 residential inspections

Announcements: Residential open burning season has ended. 239 permits were issued with a total of 528 permitted fires recorded with a total of only 5 brush fires. Thank you to all that followed the rules while burning to help make a successful and safe burning season.

### **Development Services**

**COVID-19:** As of 5/7/2021 there were four positive cases; anyone 16 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; contact with Baldwinville Nursing with regard to one positive case (not a resident and no transmission).

**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.

**Conservation:** Provided documentation for certificate of completion for 17 Lafayette; investigated complaint at 20 Minuteman and issued cease order; prepared legal ads for 55 Stone Bridge and Pan Am for May 17 meeting.

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

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

**Building Department:** Issued 7 Building Permits: 1 for Commercial Renovation, 1 New Single-Family Home, 1 Pool, 4 Upgrades/Improvements. 1 Occupancy Certificate issued for 149 Hubbardston Road. Electrical Department issued 5 Permits including 1 New Single-Family Home, 1 Commercial Addition, and 3 for Upgrades. 4 Plumbing Permits were issued; 2 for New Homes and 2 for Residential Renovations, and 5 Gas Permits were issued; 3 for New Underground Lines, and 2 for New Homes.

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

### **Community Services**

**Director/Library:** The May materials order was processed and made available. We continued to 'weed' the collection. Curbside circulation is picking up. I worked on the e-newsletter and Farmers' Market.

**Senior Services:** Programs and happenings this week included: Terrific Tuesday grab n go craft project, Ask-a-Nurse, and blood pressure clinic, walking club and 'yoga in the yard'

**Templeton Community TV:** This week we prepared for the upcoming Annual Town Meeting production and tested systems. I interviewed a promising job candidate and sat in a business roundtable on Zoom with MWCC and WBI. We signed up to a local college job board to post positions and internships. We worked with sponsors and created a "Proud Sponsor" poster and cards they can display for co-branding.

### **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**