

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

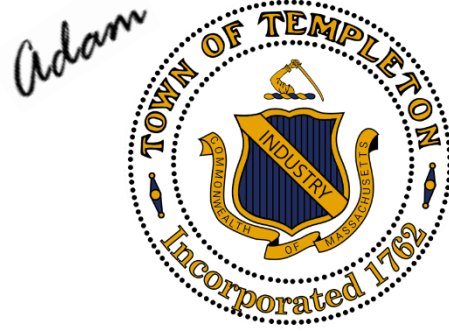
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: June 17, 2021

CC: All Departments



IMPORTANT NOTICES:

We have many openings on our Boards, Committees and Commissions! If you are interested, please complete a [Committee Interest Form](#). Feel free to call the Select Board office at 978-894-2755 or [email Holly](#) with questions.

**VOLUNTEERS
NEEDED!**

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

Weekly: We hired a temporary custodian to help the Buildings and Grounds crew so they can have their regular crew out doing lawn upkeep at the Town buildings, cemeteries, and parks. Holly has been working with Luanne Royer to get several Senior Tax Work Off program applicants set up to complete their hours needed. If any senior resident is interested, there are still 5 slots left. You can call the Assessor's Office at 978-894-2760 with questions or stop in to get an application. [We have some information on the website as well.](#)

We held the kick-off meeting for the Wage and Compensation Study with the Town's unions that possibly could be affected (upon negotiations) invited to attend. Most of them sent a representative and Holly is getting the information out to all. This Wage and Compensation Study is being paid for from a grant that Holly applied for with the state. Department Heads will be working with their staff in the next few weeks to complete the first step of completing Position Analysis Questionnaires. We have had a few people respond to the ads for volunteers needed for our committees and those are on the agenda for you to appoint at next weeks meeting.

Adam had a meeting with Bob Szocik and Christopher Collins as well as his team from Energy Conservation, Inc. since the contract has been awarded to kick-off the work for the weatherization at the Highway Garage and the Templeton Center Fire Station. This effort will be covered by the

dollars we received with our Green Communities grant award. Once this job is completed, we should be saving dollars operationally on energy as the buildings will be tightened up. The application has been submitted for the Town of Templeton for ARPA funds which we expect two disbursements of approximately \$1.2 Million totaling roughly \$2.4 Million.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: Out of the Office.

Assessor: Worked with the Collector/Treasurer on the FY2022 Preliminary Real Estate & Personal Property Tax Bills. They have been sent to the printers and will be going out the week of June 28th. Prepared for and did follow up work from Board of Assessor meeting on Tuesday. Submitted LA13A and worksheet to DOR DLS for amended new growth. Received confirmation that it has been approved by the state. This is the first step in the tax rate recap work. Entered cyclical new growth work that Sue has been doing. Continue to help out the Collector/Treasurer office. Will be out of the office the next two weeks and Sue will be covering the office fulltime.

Town Clerk: Nothing reported.

Public Works

Highway: Nothing reported.

Building and Grounds: Nothing reported.

Public Safety

Templeton Police Department: Out of the Office.

Templeton Fire/EMS: 06/01/2021 – 06/13/2021 Fire Department weekly report.

Emergency calls: 32

25 EMS, 1 fire alarm, 1 MVA no injuries, 1 MVA with injuries, 1 mutual aid station coverage, 1 Smoke investigation, 2 hazmat.

Training: motor vehicle extrication, inline pumping with large diameter supply hose, Surgical airways, annual EMS protocol update

Activities: 14 residential inspections

Development Services

COVID-19: As we are winding down, the Heywood Hospital/LBOH clinics will be coming to a close on June 24, 2021. As of today, Templeton has two positive case that will clear isolation on June 21, 2021. The town will follow the recommendations issued by the CDC and if you have any questions, please do not hesitate to contact this office. We will continue to issue a weekly report, but you will begin to see more seasonal information. At this time, the agent still attends twice weekly MDPH meetings and once weekly LBOH/Heywood meetings; followed up on a complaint with regard to the writing table in the hall at town offices, corrected by supplying antiseptic wipes on the table (note: the table is cleaned several times throughout the day and there are two stations in the hall with antibacterial gel available).

Board of Health: Reviewed and approved septic as-built plan for Turner Ln, Lot 5 and issued certificate of compliance; reviewed and approved T5 reports for 355 Dudley, 81 Turner Ln and

277 Baldwinville; working with MassDOT issuing permits to trap at several locations; working with DPW issuing permits to trap at two locations.

Conservation: Due to scheduling conflicts, the ConCom meeting has been cancelled for June 21, 2021, and moved to July 6, 2021. During the last 2 weeks, Conservation Commission members conducted 12 site visits at: N Main St, Ledge Dr, Minuteman Dr, Willow St, Barre Rd, Victoria Lane, First St, Royalston Rd, Baptist Common Rd, Pail Factory Rd, Gray Rd and April Circle

Planning Board: Processed two ANR applications for 190 Dudley Rd, to be on the agenda for the June 22nd meeting.

ZBA: Researching a request for an application to go from a Class III license to a Class II license at 94 Cross, previously denied in 2019.

Building Department: In collaboration with the Town Administrator, submitted two requests to the Select Board and Advisory Committee to increase the cap on both the Electrical and Plumbing/Gas Inspectors revolving accounts to address the building boom we have experienced in FY'21. 24 Building Permit Applications were processed during the last 2 weeks, including: 1 New Single-Family Home, 3 Garages, 4 Decks, 5 Swimming Pools, 1 Shed, 5 Window/Door Replacements, 4 Roof/Siding Replacements, 1 Interior Reno. Building Commissioner issued 2 Occupancy Certificates for New Single-Family Homes at 50 Lord Road, and 132 Turner Lane and 5 Certificates of Completion; 1 for Renovation, 1 Foundation Repair, 1 New Deck, 2 Roof Replacements. 7 Electrical Permits were processed; 4 for Residential Renovations, 1 for Rooftop Solar Panels, 1 Swimming Pool, and 1 for a Commercial Sign at 136 Patriots Road. 2 Plumbing Permits were issued for Residential Renovations.

Agricultural Commission: Continued follow up at Pine Point, nuisance noise issues (roosters/peacocks).

Community Services

Director/Library: We are thrilled to see our Patrons steadily returning to browse and borrow materials. A small collection of Children's books was processed. We continued to weed the collection for the book sale in August. Farmers' Market preparation.

Senior Services: Preparation for the reopening events. To-go lunch from KRO's on the Common was well-received. Terrific Tuesday craft project kit, walking club, ask-a-nurse and blood pressure clinic, MART reporting. Transportation and Meals on Wheels continued. Thank you to our driver, Rene, for covering the MOW Friday route as GAAMHA is closed in observance of Juneteenth.

Templeton Community TV: This week TCTV interviewed and prepared to hire a candidate for our Program Coordinator position, to help manage our programming traffic and scheduling on TCTV media platforms, among other responsibilities. We recorded the Lucy Stone Tea observing women's right to vote. I met with web developers and reviewed proposals for our regional web site plans. The hybrid-capable StreamingPix live production switcher is being tested for remote use.

Important Dates to Remember

Select Board Meeting, Wednesday, 7/14/21, 6:30 p.m. at Town Hall
Staff Meeting, Thursday, 7/15/21