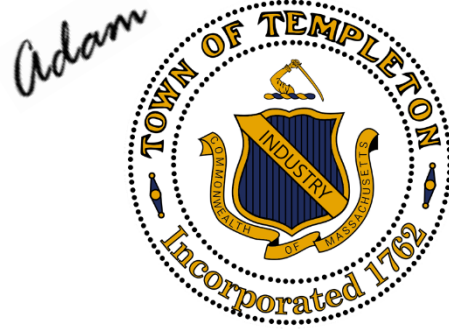


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board  
FROM: Adam Lamontagne, Town Administrator  
RE: Administrator's Weekly Report  
DATE: July 15, 2021  
CC: All Departments



### IMPORTANT NOTICES:

**The Town is accepting nominations for the FY'2021 Special Merit Awards until September 7, 2021. [Click here to go nominate an employee!](#)**

**Templeton Farmer's Market is every Thursday for the season from 4-7 p.m. Tonight they have John Porcino for entertainment at 5:30 p.m. [Click here to see their Facebook page with more information.](#)**

*It is with great pleasure the  
Templeton Historical Society and  
The Templeton Selectboard  
Bestow the Boston Post Cane  
Award on Templeton resident  
Mrs. Rita Tkaczyk  
At the Grand Re-Opening of the  
Senior Center on  
July 20, 2021 at 1 PM  
The oldest citizen in our town,  
Rita was born on May 8, 1921*

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

**Weekly:** Meeting preparation for 7/14 meeting. Holly worked on reviewing the accounts payable for the office to be sure all invoices for FY'21 have been submitted for payment or encumbered before the due date of 7/15. We received a resignation from two employees and Holly drafted and posted an advertisement for a DPW Driver/LEO and for a Deputy Treasurer/Collector. If you know of anyone qualified and interested, they may apply [on the website](#). Holly created a form for the Senior Center to submit when they have approved the application of a volunteer; along with a hand-out for the staff to give to the volunteers with information on volunteering and completing their CORI check and waiver. Holly is overseeing the delivery of the new Toshiba copiers and printers for the contract that began with the new fiscal year. Some are not in stock yet due to lack of supply. We are hoping those are in soon. We are operating month to month with Xerox/CBS until all new copiers and printers are installed.

### **Administration & Finance**

**Town Accountant:** Nothing reported.

**Treasurer/Collector:** Out of the Office.

**Assessor:** Office has been busy the last couple weeks with residents coming in for their FY2022 Exemption Applications. Also, Veterans were notified that they need to come in with their VA letters and sign their yearly exemption paperwork. Turned in Wage Compensation surveys. Worked on and submitted 4th Quarter Report for 7/28/21 BOS Meeting with the Financial team. Steady flow of residents with MV paperwork and the demands going out. Was notified by RMV the next MV Commitment is ready to process. Notarized several documents for town residents. Received approval from the state on FY2021 Exemption Reimbursements. Sue updated our Vacant home list, she also continues property inspections in East Templeton for the Cyclical, weather pending!! The Board of Assessors will not have meetings for July or August but will stop in to process any paperwork. Calculated Rollback Taxes for two properties that will be taken out of Chapter Land. Imputed a new Title V Loan issued by the Board of Health for FY2022. Attended Department Head meeting on Thursday.

**Town Clerk:** Busy with licensing dogs, vital records request, registering vital records, turnovers, business certificates and registering voter through the RMV.

### **Public Works**

**Highway:** Drains were cleaned around town. Over the rail mowing was done on Barre Road, Wellington Road, & Otter River Road. Catch basins were cleaned on North Main Street, and Otter River Road. Berm was installed on Carruth Road. Chipping was done on Red Fox Crossing.

**Building and Grounds:** Poured foundation at Greenlawn Cemetery. Installed vault for burial at Pine Grove Cemetery. Mowed and weed whacked Pine Grove Cemetery. Several burial Duties. Performed maintenance on equipment. Worked at Scouts Hall with the sump pump due to basement flooding. Mowed and weed whacked DPW and Baptist Common Cemetery.

### **Public Safety**

**Templeton Police Department:** Nothing reported.

**Templeton Fire/EMS:** Emergency calls: 28

18 EMS, 1 MVA no injuries, 2 tree limbs on fire on power lines, 1 Smoke investigation, 1 assist another agency, 5 fire alarm.

Training: Life flight land zone classroom and practical

Apparatus/equipment: Engine 2 front brakes fixed, Engine 3 DEF sensor issues, the dealer has been notified this will be a warranty issue.

Activities: 6 residential inspections

### **Development Services**

**COVID-19:** This week there are two new cases of COVID (no variants reported to date), all of which will have completed isolation by next week. Agent still participating in twice weekly web meetings with MDPH.

**Board of Health:** Provided FD & PD with COVID updates; prepared and distributed weekly COVID report; food inspection of residential kitchen and two mobile wagons for the Farm at Baptist Common, no violations noted; competed bed bottom and final septic repair inspection at 7 Walnut; nuisance trash follow-up on Baldwinville Rd; follow-up with Waste Management pertaining to rubbish pickup at 22 Oak; reviewed and approved septic plans for 206 Otter River –

repair, 245 Royalston – repair and Lord, Lot 3 – NSF; issued trapping permit for Pete’s Way; contact Housing Authority pertaining to a complaint of fumes from a renovation on the common room, ventilation was provided; no meeting in July, next meeting August 23; Agent on vacation July 19 – 30.

**Conservation:** Working with Dillis & Roy on Queen Lake Rd property; site walk completed at proposed Deer Ridge 55+ on Baldwinville Rd; next meeting August 16; provided copy of order of conditions to DPW.

**Planning Board:** Prepared for and attended meeting of July 13; ANR plans for east side of Lord Rd and west side of Lord Rd approved, a total of five new lots for proposed single family homes; no meeting for July 27 due to vacations, meetings to resume on August 10.

**ZBA:** Provided members with copies of letters from the Zoning Enforcement Officer for 2 Freight Shed and Fisher; no appeals have been filed to date.

**Building Department:** Cease and desist issued to 25 Central for unpermitted business operation; issued letter of determination for 2 Freight Shed; three building permits were issued – pool, siding and windows; three certificates of completion issued – residential solar, roof replacement and siding. Wiring issued six permits – two commercial service upgrades, two residential service upgrades and two new single-family homes. Plumbing/Gas had one each for new single-family homes.

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

### **Community Services**

**Director/Library:** The library has been extremely busy. We've started our Summer Bingo reading incentive. I'm working on several reports: a statistics report for the Board of Library Commissioners, the library's FY 21 fourth quarter report, and the CDBG food pantry 3rd quarter report. We have set up a booksale area in the Children’s Room and hope to find new homes for the many donations that were dropped off, as well as the library's discards from 2 years. After 2 consecutive weeks of weather-related cancellations, we expect to have our biggest Farmers' Market yet, with several new vendors, a kettle corn truck, and songs and stories with John Porcino (thank you, Templeton Cultural Council).

**Senior Services:** The Worcester County Sheriff's office has teamed up with the Senior Center and a local boy scout troop to make large, easy to see, house signs for Seniors in town. Plans and preparation for the Center's Re-Opening celebration (July 20,21, 22) are underway. Other happenings this week included: Pitch, Card Bingo, Blood pressure clinic, paint class, yoga, cribbage, and creative stitchers. Meals on Wheels continued. Transportation was very busy all week.

**Templeton Community TV:** Productions continued on numerous shows including Craft Time, Story Time, Farmers' Market Moments, and more. Web site logos were produced. Testing of connected meeting room devices continued. Plans for future productions are being discussed. Sample web site content was sent to the web developer for designs.

### **Important Dates to Remember**

Select Board Meeting, Wednesday, 7/28/21, 6:30 p.m. at Town Hall  
Staff Meeting, Thursday, 7/29/21