

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

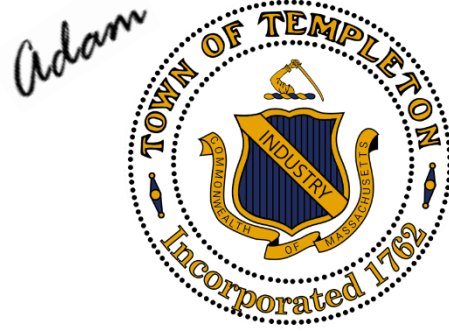
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: August 19, 2021

CC: All Departments



Baldwinville School Update: Developers anticipate going in front of the Zoning Board of Appeals for approval of their comprehensive permit within the next couple months!

Mr. Zahler and the folks from his team attended a meeting here at Town Hall with department heads on August 16th to discuss their plans. I would say it was a productive meeting and resulted in some amendments from the feedback received. At some point, I anticipate after the traffic study is completed that there will be a discussion and action pertaining to School Street becoming a two-way street which would require Select Board approval. Keep in mind that it was years ago before it went to a one-way street.

Photo below courtesy of the developers.



BALDWINVILLE SCHOOL APARTMENTS

SITE PLAN

TEMPLETON, MA



A-101

02/11/2021

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

5. L) Action RE: Town Property Use Policy~ Holly drafted a **Town Property Use Policy** and updated the Town Property Use permit application that she has been using. That will be in the packet for the meeting of August 25 for your review and approval along with a form that Board member Bennett submitted.

Weekly: We had an MS4 training with employees on August 16th to meet the obligations of our permit. Adam continues work on collective bargaining and personnel matters. He also attended a meeting related to our North Central Joint Purchasing Agreement RE: Health insurance at Dunstable Town Hall. The Notice of Intent for the Rivers Edge Conservation Area was approved by the Conservation Commission and now Adam can proceed forward and procure the project. Adam and Holly worked with Bob to get the surplus auction posted and advertised. The auction will start on Monday, September 6, 2021, and end on Monday, September 20, 2021. Interested parties must participate in an on-line auction. No offers can be made directly to the Town of Templeton. All bids must be completed through Auctions International, 11167 Bid Tree Road, EWest Aurora, NY 14052. For surplus description, photos and bidding instructions go to <https://www.auctionsinternational.com/auction/town-of-templeton-ma-25565-25565>.

Holly worked on getting a few new employees processed to start with the town and a few more volunteers ready to help at the Senior Center. She worked with Toshiba to get the last of the printers delivered. She was able to get a free upgrade on the last 6 printers. Toshiba has agreed that they will not begin billing until all copiers and desktop printers were delivered, installed and functional. She is working on getting Xerox to pick up the leased machines from several of our buildings. Holly has also made the time to update several areas on the website brought to her attention by a Board member. She is trying her best to make time for updating the website whenever possible in between her other duties. Holly drafted motions and prepared the agenda and packet for the meeting

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: Playing catch up this week as I was out last week to attend the annual MCTA school. I want to thank the Assessor and Clerks offices for their help in covering the office. Participated in the weekly Vadar zoom. The most recent quarterly sewer bills were due this week.

Assessor: Returning to office after being out a week. Much “catch up” work got done. MLS listings have been very busy this week. Working on sales analysis for DOR. Finishing the last of new growth to submit for this year as work on the Tax Rate Recap begins. Reviewed 6 plans coming in from Worcester Registry of Deeds. Sue worked on paperwork to send out to Chapter Landowners and on plans filed with no Plan number references on them. Some of this plan work was also done by a senior work off resident.

Town Clerk: Nothing reported.

Public Works

Highway: Over the rail mowing was done on Old Winchendon Road, Happy Hollow Road, Cottage Lane, Gardner Road, Hospital Road, Rice Road, Prospect Street Extension, and Grove Street. Tree trimming was done on Red Fox Crossing. Beavers are still an issue and being addressed. Pothole patching on Highland Avenue, Hospital Road, and Royalston Road. Painting was done at Houghton Park. Trash was picked up on Hubbardston Road, and Highland Avenue. Stairs needed to be removed at Baldwinville Fire Department. Several department employees attended an MS4 class that was held at Town Hall. Chapter 90 work has started on Hospital Road and Hubbardston Road. Town of Phillipston plans on closing bridge on Dudley Road on 8/23/2021.

Building and Grounds: Mowing was done at Pine Grove and Greenlawn Cemeteries, Town Hall, Scouts Hall, East Templeton, DPW, Templeton Center, Cottage Lane, Senior Center, Gilman Waite, Baldwinville Center, and Otter River.

Started trimming shrubs at Greenlawn Cemetery. Washed and checked equipment. Worked on fixing walking paths at Gilman Waite. Emptied cardboard at Senior Center. Weed whacked at Senior Center and started at Pine Grove Cemetery. Cleaned out basement of Scouts Hall. Fire alarms are being tested at all town buildings.

Public Safety

Templeton Police Department: Nothing reported.

Templeton Fire/EMS: 08/09/2021 – 08/15/2021 Fire Department weekly report.

Emergency calls: 22

22 EMS

Training: Fire pump practical

Apparatus/equipment: Engine 3 DEF sensor issues, the dealer has been notified this will be a warranty issue we are waiting on parts. Engine 1 had a complete service completed, floating pump and chain saw from forestry 2 out of service, both need repairs. Generator on Engine 2 out of service needs repair. Rescue 1 (ambulance) 2 new front tires installed, and an alignment done.

Activities: 6 residential inspections

Emergency Management: Nothing reported.

Development Services

COVID-19: This week there are ten positive cases of COVID. Agent still participating in weekly web meetings with MDPH. If you're travelling, you may want to familiarize yourself with the recommendations of the CDC/MDPH, for more information go to COVID-19 Travel | Mass.gov. Templeton is continuing to follow the recommendation for face covering issued by the CDC/MDPH, for more information go to COVID-19 Mask Requirements | Mass.gov, back to daily reporting of positive cases to both Chiefs.

Board of Health: Percs completed at Lots A & B, Phillipston Rd for proposed SFH's; septic bottom inspection at 253 Royalston; prepared for BOH meeting of 8/23, invited AgCom, 23 Pine Point and 19 Pine Point to try and conclude the noise nuisance issue; provided travel information to the American Pool Assoc due to positive cases coming home from Las Vegas Tournament; bins placed by Planet Aid for textiles (we will be moving them to the side of Town Hall);

provided septic loan applications to 967 Patriots (four condos); reviewed and approved as-built plans for Michaels, Lot 18 and issued COC; accompanied Zoning Enforcement Officer during an investigation into a complaint at 9 Columbus for a structure being built on the property line, violation notice to be sent; reviewing septic plans for 577 Patriots repair and 196 Brooks repair.

Conservation: Attended meeting of 8/16; processed site walks requests for 64 Shore and 361 Royalston; site walk at Lord, Lot 3 for new single-family home.

Planning Board: Meeting of 8/24 cancelled due to lack of agenda items.

ZBA: Nothing to report at this time.

Building Department: Building Commissioner conducted complaint investigation at 9 Columbus for structure being built without permitting; seven permits processed – four roofing, one residential addition, one deck and one sill repair; four certificates of completion issued – three for residential interior renovations and one pool; one occupancy issued for 52 Michael's Lane; six electrical permits issued – two pool, one hot tub, one new residential, one garage and one service upgrade; two plumbing permits – one for kitchen/bath renovation and one new water heater; three gas permits – one stove, one boiler and one generator.

Agricultural Commission: continued work with the BOH on Pine Point noise nuisance.

Community Services

Director/Library: The library remains busy. A new collection of 'back to school' books was put on display. The Bingo reading challenge is winding down, prizes will be drawn on 8/25. The Farmers' Market closed up early last week, due to thunderstorms, and will be cancelled this Thursday, 8/19/21 for the same reason. The Song & Storytelling program with Davis Bates has been rescheduled to Thursday, September 16. We have made a decision to extend the Farmers' Market to Thursday, October 7. I attended a training with 3 Recreation Commission members and our town Treasurer, to better understand the Unipay system for fee collections. I participated in the interview for a Soccer Coordinator. We will be holding in-person sign-ups within the next few weeks.

Senior Services: The September newsletter was prepared for mailing. Activities this week included: Walking Group, Bingo, Pitch, Cribbage, craft-time, hip hop dance chair exercise and a blood pressure clinic. Many thanks to our volunteer, Chloe, for tending to the food pantry gardens. Transportation and Meals on Wheels continued throughout the week.

Templeton Community TV: We have equipped the Town Hall Conference Room with microphones to provide better audio quality for meeting streams and recordings. The system has tested well with the Meeting Owl and was used for the Aug. 16 Conservation Commission meeting. A big thanks to our new Program Coordinator Dan Walker for his audio expertise in helping us set that up. Streaming and TV server training continues, as does the usual video and graphics production. We have received good reviews from the Boston Post Cane Presentation/Senior Center Reopening program that Hannah Bennett and Sarah DeJoy recorded.

Important Dates to Remember

Select Board Meeting, Wednesday, 8/25/21, 6:30 p.m. at Town Hall
Staff Meeting, Thursday, 8/26/21