

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

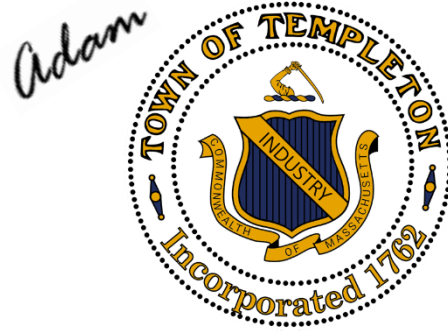
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: August 26, 2021

CC: All Departments



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

Weekly: We worked to finish the procurement on the Rivers Edge Conservation Area which is posted online. The Town has roughly \$32,500 in an article set aside for the completion of this project. Bids will be due on Monday, September 27, 2021, at 2:00PM. We posted the advert for the Administrative Intern position within our office with reviews starting on September 8, 2021. This Part-Time position (15+/- hrs/wk over four days) performs administrative and clerical functions for the office of the Town Administrator. The position will also provide secondary support for any Board, Committee or Commission assigned by Town Administrator which will include attending evening meetings. We also received word that the Attorney General's office has approved Article 14 which is the Council on Aging Bylaw from the Annual Town Meeting. Continued work on the collective bargaining front with Labor Counsel. Continuing work on the MS4 permit front and setting a date in early September with the appropriate department heads to complete the MS4 Annual Report Questionnaire for the Town's Year 3 MS4 Annual Report which is due on September 30th. Submitted the final MSBA reimbursement for the Templeton Elementary School Project. Once the signed forms are submitted, the MSBA will schedule the project to be on their Board's agenda, hopefully in December for final approval to receive final reimbursement from them and close out the project.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: Payments for the last excise commitment released were due this week. Getting statements ready to go out to the remaining FY21 past due property tax accounts before advertising. MLC requests are still coming in steady; several were processed this week. Got warrant checks ready for processing.

Assessor: Chapter land paperwork was mailed out to homeowners. This paperwork is due back in the office no later than October 1st. Continue to work on Sales Analysis for FY2022.

Town Clerk: The office is busy with the usual day to day activities. Issuing marriage certificates, notarizing documents, business certificate renewals. dog licensing, vital records request, and meeting postings.

Public Works

Highway: Over the rail mowing was done on Ladder Hill Road, Partridgeville Road, Happy Hollow Road, Red Fox Crossing, and Old Winchendon Road. Still dealing with beaver issues on Royalston Road. Painting has been done at Houghton Park to clean up graffiti. Trimmed trees and brush on North Main Street, Pail Factory Road, Gray Road, and South Main Street. Pothole patching South Road, and Royalston Road. Catch basins cleaned Otter River Road, Lord Road, Pleasant Lane, and Kyle Drive.

Building and Grounds: We are very pleased that the mini excavator arrived, this will make work much easier digging the graves in tight areas. Cleaned out basement at Scouts Hall. Weed whacked and mowed at Pine Grove Cemetery. Maintained and serviced equipment. Cemetery duties.

Public Safety

Templeton Police Department: 8/12 – 8/18 PD 257 Calls for Service, 33 motor vehicle stops, 0 arrest. Station – A tentative agree has been made in a resolution with the HVAC designer & architect. Dispatch - 412 Calls (does not include miscellaneous calls). Nothing new to report

8/19 – 8/25 PD 272 Calls for Service, 27 motor vehicle stops, 0 arrest. Station – Had an HVAC company into the station to view the current system and devise a plan on how to address the issues/recommendation proposed by the third-party consultant. Dispatch - 426 Calls (does not include miscellaneous calls). Nothing new to report.

Templeton Fire/EMS: State ambulance inspection today.

Emergency Management: Nothing reported.

Development Services

COVID-19: As of 8/25/2021 Templeton has sixteen positive cases of COVID. Agent still participating in weekly web meetings with MDPH, during this week's meeting we were informed that Commissioner Riley was given authority to make a decision pertaining to mandatory mask wearing in the schools. 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, daily reporting of positive cases to both Chiefs. Baldwinville Nursing Home has had two exposures to COVID positive persons, to date no reports of transmission.

Board of Health: Prepared for and attended the BOH meeting of 8/23/2021; members agreed that they will not at this time recommend mandates for mask wearing or vaccination and will continue to follow the recommendations of the CDC/MDPH. Approved and issued installers license to TMG Tractor Service; reviewed and approved septic repair plans for 196 Brooks; community septic loan request approved for 196 Brooks.

Conservation: Site walks completed for 361 Royalston and 64 Shore, no further filings required; all minutes from ConCom meetings have completed and uploaded, currently up to date.

Planning Board: Provided documentation to CO&S Garage for a special permit application; meeting of 8/24/2021 cancelled due to lack of agenda items.

ZBA: Zoning questions pertaining to Fisher Street property referred to Chair; provided documentation for potential appeal.

Building Department: Six permits processed for Building, including two for roofing, one for a commercial deck, one wood stove and two for porch repairs; one certificate of completion issued for the replacement of doors; one certificate of compliance issued for the installation of a wood stove; no wiring permits this week; no gas permits this week; two plumbing permits issued, both for bathroom renovations; Building Commissioner and Fire Chief have made joint inspections of the schools, NMS/NRHS and Templeton Elementary, findings will be issued next week.

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

Community Services

Director/Library: Visitation to the library remains steady, with our indoor book sale drawing many different visitors. The Summer Bingo challenge winners were drawn. I finished and submitted the first of 3 annual reports to the MA Board of Library Commissioners. DPW finished re-building our ramp, which looks amazing- thank you to Mark Danielson. Sign-ups for soccer were held, and will continue at the TES open house, hosted by our new Soccer Coordinator, Susie. The weather looks great for the Farmers' Market on Thursday night! I will be attending the Recreation Commission meeting on Thursday evening.

Senior Services: Plans are underway for some landscaping in the front area of the building. We have advertised for a driver, as one of our long-serving drivers is retiring... thank you, Joe Arsenault, for your many years of dedication! Happenings this week included: seashell craft with Elaine, Healthy Muscles group, Pitch, Cribbage, Card Bingo, Yoga and Creative Stitchers.

Templeton Community TV: TCTV worked to refine the use of the microphone system in the Town Hall Conference Room. Audio quality of recorded meetings has significantly improved, despite numerous challenges. Training and production of multiple shows continued. We are trying to catch up from the time spent on the audio system.

Important Dates to Remember

Select Board Meeting, Wednesday, 9/8/21, 6:30 p.m. at Town Hall
Staff Meeting, Thursday, 9/9/21