

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

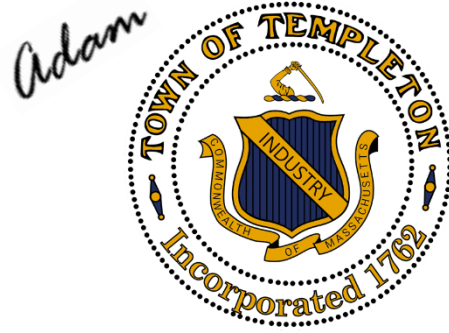
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: August 5, 2021

CC: All Departments



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

**Weekly:** Don Jacobs came into the office and we reviewed the draft classification plan proposed grade levels for positions included in the Wage and Compensation Study from DI Jacobs Consulting. Adam worked on employee matters and continues collective bargaining. Adam signed off with the DPW Director and the Accountant for roughly \$350,000 of funds of Chapter 90 to be used for road work on Hubbardston Road; however, this is still subject to approval by Massachusetts Department of Transportation. Hospital Road was approved by the state and the Highway department have begun drainage work.

The weatherization work at the Templeton Center Fire Station and the Highway Garage has been completed and will be paid subject to the contract as this funding was made possible by the Green Communities grant. Working with Development Services Director Laurie Wiita on getting the second disbursement of funds since the first disbursement of work has been completed. Once the second disbursement hits, we can proceed to another round of procurement. The Annual Employee Training which will take place on Monday, August 16<sup>th</sup> at 1.00PM in the Conference Room at Town Hall will help us with our obligations for our MS4 permit and provide necessary training for our employees.

### **Administration & Finance**

**Town Accountant:** Working on closing out the year. Helped Lisa with the payroll as she is still training. Also catching up on Deposits from the treasurer.

**Treasurer/Collector:** This was another busy week with the FY22 first quarter property taxes being due this past Monday. I had the help of a senior work off opening and sorting the extra mail that comes during the couple weeks prior to taxes being due.

It was extremely helpful to have her and she did a great job. Thank you Virginia.

I will be out of the office next week to attend the yearly MCTA Treasurer/Collector School. There will be no weekly report next week.

**Assessor:** Worked on research for a town resident. Data entered building permits for July onto property record cards. Went out on Tuesday to do field work for building permits pulled January thru April and follow up visits from older permits taken out. Participated in a webinar from DLS regarding the Tax Rate Recap Process on Wednesday. Worked on Community Preservation reports due 9/15 for DOR DLS. Sent to Accountant to confirm figures. There will be no monthly

meeting for the Board of Assessors for August. Board members were notified to come in to sign some pending paperwork. I will be out on vacation the week of August 9th. Sue will be covering the office fulltime. However, due to a prior commitment, the Assessor Office will be closed on Wednesday August 11th. Please adjust your visits accordingly.

**Town Clerk:** Out of the office. Assistant Covering.

### **Public Works**

**Highway:** Potholes patched on French Road and South Road. Stop lines and crosswalks painted off Baldwinville Road and at Town Hall. Cross culvert pipes installed on Hospital Road. We are pleased to say that Chapter 90 funds for FY2022 have been released and we have been able to get approved for 2 projects that will be starting soon. The week of 8/9/2021 Hospital Road and Hubbardston Road will be reclaimed. Hospital Road will be followed by 2 phases of repaving, and Hubbardston Road will have milling to follow, then some structures readjusted, followed by paving as well, which will include some leveling, base coat, and top coat. Please use caution in these areas.

**Building and Grounds:** Mowed at Pine Grove Cemetery, Gilman Waite, Cottage Lane, Town Hall, Scouts Hall, East Templeton, Baldwinville Center, Greenlawn Cemetery, Templeton Center, Senior Center, and also mowed and weed whacked Otter River. Cut down trees at Pine Grove Cemetery in the expansion area, also cut up a downed tree in Pine Grove Cemetery. Emptied cardboard at the Senior Center. The cemetery Foreman has met with the new cemetery commissioners and went through Pine Grove Cemetery and Greenlawn Cemetery with lots of new ideas to be discussed.

### **Public Safety**

**Templeton Police Department:** 7/22 – 7/28 PD 299 Calls for Service, 24 motor vehicle stops, 3 arrest. Station – No new information at this time. Dispatch - 447 Calls (does not include miscellaneous calls). Nothing new to report

7/29 – 8/4 PD 274 Calls for Service, 38 motor vehicle stops, 2 arrest. Station – No new updates. Dispatch - 461 Calls (does not include miscellaneous calls). Nothing new to report.

**Templeton Fire/EMS:** 07/19/2021 – 08/01/2021 Fire Department weekly report.

Emergency calls: 60

38 EMS, 1 MVA no injuries, 1 MVA with injuries, 3 Smoke investigation, 11 Fire alarm, 3 public assist, 1 motor vehicle fire, 1 illegal burn, 1 trash fire.

Training: Autism Awareness for first responders

Apparatus/equipment: Rescue 1 put into back up service waiting on front tires and an alignment

Activities: 17 residential inspections

**Emergency Management:** We have been making daily visits to the Depot Pond Dam in Baldwinville since July 11th, to remove beaver debris from the spillway, meet with the trapper, and to monitor the trapper's progress. Two beavers were successfully trapped as of August 4th and the trapper has removed his traps. There appears to be no further beaver activity. This morning (8/5) I checked the dam and again, no beaver activity. I will continue to monitor and advise. I was asked by MEMA to give a presentation on a Webinar put on by FEMA Region 2, concerning best practices we use to keep our CERT program active and engaged in the community. I gave my presentation on Wednesday, July 28th and received several questions from those attending, (there

were over 400 attendees from across the US). Don Morin and I have been working with the Re-Hab truck (old ambulance), making sure all necessary re-hab equipment is on it and ready for deployment. Also, we recently held a training exercise for CERT on the set-up of a military style tent, (that we acquired through one of our last grants), for firefighter re-hab. This training was held in the NRHS front parking lot.

### **Development Services**

**COVID-19:** This week there are ten positive cases of COVID. Agent still participating in weekly web meetings with MDPH. CDC and MDPH are recommending that even if you are a fully vaccinated individual, wearing a mask indoors in public places will reduce increased risk for persons with weakened immune systems.

**Board of Health:** Agent back from two weeks' vacation, catching up on paperwork and phone messages. Provided FD & PD with COVID updates; prepared and distributed weekly COVID report; processed payouts for septic loans at 1 and 7 Walnut and provided notification to Assessor's – processing new septic loan for 196 Brooks; 457 Patriots in compliance with order for front entrance; worked with Emergency Manager on beaver issue at Depot Pond Dam; review/approve septic as-built for 245 Royalston and issued COC; review/approve passing Title 5 report for 95 Hubbardston; witnessed perc for septic repair at 22 Brooks Village;

**Conservation:** Prepared two legal ads for NOI's (Brooks, Lot D & Queen Lake Rd) for meeting of 8/16; researching request by Chair for follow up on 712 Patriots; prepared documentation for request for extension of NOI for Rivers Edge Conservation Area; site walks completed at 8 Ledge, 881 Patriots and 39 Gray.

**Planning Board:** Meeting of 8/10 cancelled due to lack of agenda items.

**ZBA:** Provided application and information to resident for a variance request.

**Building Department:** Week of 7/19 – Building issued four commercial permits consisting of one demo, two storage buildings and one restaurant renovation; two residential for windows/siding and interior renovation; two occupancy permits were issued for 128 and 148 Turner Lane; five certificates of completion for two foundations, two sheet metal work and one new in-law; electrical permits were one swimming pool and one addition; no gas/plumbing permits issued.

Week of 7/26 – Building issued five residential permits consisting of one residential workshop, one roof, one door, one stove insert and one entry door/steps; two certificates of completion for siding and decking; four electrical permits were issued for one pool, one hot tub, relocation of service and a new 50-amp breaker; no gas/plumbing permits issued.

Week of 8/2 – Building issued two permits for a chimney liner and a four-season addition; two certificates of completion issued for windows and an interior renovation; one electrical permit issued for a new service for a shed; no gas/plumbing permits issued.

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

### **Community Services**

**Director/Library:** July 26-30-The library remained busy, primarily with in-person visitors- we continue to offer curbside pickup to any patrons who request it. Interlibrary loan exchanges are

back to pre-Covid levels. I continued working on the first of three annual reports due to the Board of Library Commissioners. I presented some of the Community Service unit's FY 21 fourth quarter reports to the Selectboard. I attended the Recreation Commission meeting, where a vote on the 2021 swim program took place, and a plan to move forward with Fall soccer was discussed. I attended the department head meeting. The Farmers' Market was canceled due to heavy rain. Many thanks to the DPW, and Mark Danielson for the beautiful work in re-building the outdoor ramp

Aug. 2-6-I continue to provide information in response to new vendors interested in joining our Farmers' Market. I advised an individual who is hoping to create a town skating rink. Many young patrons are participating in our Summer Reading incentive Bingo challenge. I completed the final revisions to the CDBG food pantry third quarter report and submitted it. The remainder of the funds from this grant were expended in this quarter. The August materials order was compiled and placed.

**Senior Services:** July 26-30-The MART report was submitted, with over \$ 3, 600. in reimbursements coming back to the Town. The staff compiled statistics from the re-opening celebration, the Center had over 100 visitors over the 3-day long event, some of whom had not been to the Center in several years. The week's activities included: creative stitchers, bingo, card games, yoga, transportation and Meals on Wheels.

Aug. 2-6-The MCOA caregiver respite grant report was submitted. 11 families in town benefitted in some way from this grant. The staff and I worked to create a schedule for the Center that will allow for the many programs and offerings that our Seniors expect, while maintaining adequate staffing levels. This is a challenge, given the drastic reduction in staff hours compared to past years.

**Templeton Community TV:** Our staff enjoyed some much-needed time off this week to take advantage of a break in the meeting schedule. Production continued on the Boston Post Cane show, Farmers' Market videos and other productions. Logo creation for the regional web site neared completion. The first web spec from the web developer was reviewed and revised.

### **Important Dates to Remember**

Select Board Meeting, Wednesday, 8/11/21, 6:30 p.m. at Town Hall  
Staff Meeting, Thursday, 8/12/21