

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

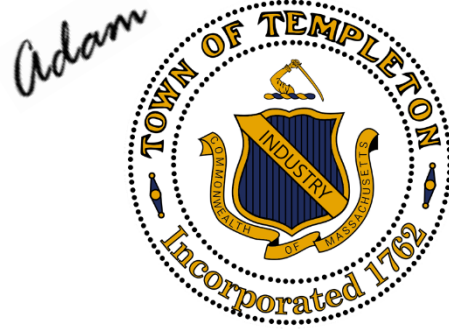
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: September 2, 2021

CC: All Departments



All Town Offices will be closed on Monday, September 6, 2021, in observance of the Labor Day holiday. Offices will reopen their regular hours on Tuesday, September 7, 2021.

We wish you all a safe and happy Labor Day Weekend!

Notice: Nominations for the Special Merit Awards are to be submitted to the Office of the Select Board, 160 Patriots Road, East Templeton, MA 01438 which can be found at <https://www.templetonma.gov/home/news/merit-awards-for-town-employees-2021> by email to Mr. Adam Lamontagne, the Templeton Town Administrator, at alamontagne@templetonma.gov **by the close of business on September 7, 2021.** All full and part time employees are eligible for nomination to receive an award.

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

Weekly: We have finished nearly ten banking interest letters to various banks/credit unions that may be interested in pursuing the closing Athol Savings Bank in Baldwinville. Once the whole Select Board signs each letter, these letters will be sent out and all we need is one that is interested in moving a branch to Templeton. We participated in a Zoom meeting with our company named CivicPlus that runs our website about addressing links that didn't carry over from the transition of our old webpage to templetonma.gov which should be addressed. CivicPlus will be addressing other matters as well that came from concerns brought up by our office, Select Board member Toth and Bennett. I participated in meetings concerning a couple private ways with the DPW Director and one was attended with Select Board member Bennett as well to address concerns from the neighbors. I worked on the MS4 Annual Report Questionnaire for the Town's Year 3 MS4 Annual Report with Development Services Director, Department of Public Works Director and Sewer Superintendent and Asst Chief Operator which was a several page document. We left that meeting with some materials that we need to follow up with on some of the questions. On track to submit for our deadline of September 30th.



SEE SOMETHING... SAY SOMETHING

Illegal dumping comes with a cost and will not be tolerated in Templeton. We are working on a plan with our DPW Director, Emergency Management Director and Police Chief to address; however, we need the community support. If you happen to see an illegal dumping, please photograph, or simply take down the plate and notify Dispatch at (978) 939-5638.



Sheriff Lew helping the community

Was fortunate to be invited by our Community Services Director Jackie Prime to attend the distribution of house number signs for our Templeton Seniors. The Sheriff personally came out to bring these to folks that requested them from the Worcester County Sheriff's Department. This is an excellent program that the Sheriff has instituted working with our community. At times in the past, the Sheriff's Department has helped us out and we look forward to working with the Sheriff on future projects. Pictured from left to right, Mary and Tom Ehnstrom, Gal Noel, Jackie Prime, Sheriff Lewis Evangelidis, and me.

Administration & Finance

Town Accountant: Worked on deposits and reconciling the accounts receivables

Treasurer/Collector: Accepted and processed, property, motor vehicle and sewer payments. Processed the payroll. Demands were mailed for excise commitment 3. We also had two tax titles paid off this week. Participated in the weekly Vadar zoom meeting. Attended department head meeting.

Assessor: Continue to work on FY2022 Sales Analysis. Notarizing much retirement paperwork for town residents. Sue continues working on Cyclical inspections in East Templeton.

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: Tree trimming was done on Gray Road. Over the rail mowing was done on Brooks village Road, Brooks Road, & Phillipston Road. Gilligan's Island was pumped down and mowed. Road work was done on Hubbardston Road and Hospital Road. Potholes repairs Queen Lake Road, and Victoria Lane. Apron repair Sandy Pine Road. Chapter 90 paving work is still going on at Hospital Road and Hubbardston Road, the contractor should finish up by next week or two. H-5 Just the over the rail mower is red lined, new machine is hopefully going to be in sometime in December if all goes as expected.

Building and Grounds: Mowing and weed whacking in Templeton Center, First Church Cemetery, Pine Grove Cemetery, Cottage Lane, Otter River, Town Hall, Scouts Hall, East Templeton, Baptist Common Cemetery, DPW, and Greenlawn Cemetery. Trimmed shrubs at Greenlawn Cemetery. Planted shrubs at the Senior Center. Laid weed barrier in the flower beds at the Senior Center.

Public Safety

Templeton Police Department: 8/26 – 9/1 PD 307 Calls for Service, 37 motor vehicle stops, 1 arrest. Station – new HVAC company working with installers of current system to devise plan to move forward. Belltronics – making some progress on installing new repeater/voter system in Phillipston Ctr. Our Broad band provider has reached out and indicated that fiber lines probably won't be installed to ladder Hill or Phillipston Ctr until Oct or November. Dispatch - 481 Calls (does not include miscellaneous calls). Nothing new to report

Templeton Fire/EMS: 08/16/2021 – 08/29/2021 Fire Department weekly report.(2 weeks)Emergency calls: 57

44 EMS, 9 fire alarm, 1 smoke in a building, 1 gas grill fire, 1 MVA with no injuries, 1 MVA with injuries.

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. Forestry 2 chainsaw back in service, floating pump out for repair. Engine 2 generator out of service. Rescue 1 lucas out of service for repair.

Activities: 12 inspections, Yearly State Ambulance inspection on 8/26. We passed with no corrective actions required.

Emergency Management: Still making routine visits to the Depot Pond Dam in Baldwinville, to remove beaver debris from the spillway. It appears that another beaver has taken residency at the pond. Debris removal has been off and on. There was no debris to be removed this morning. Water level is up by about 10" due to the recent heavy rains.

We've been involved with email discussions with MEMA and the Town of Athol in restarting a Regional Emergency Planning Committee (REPC) in the Northern Worcester County area. A meeting will be held October 1st in Athol to discuss further. MEMA representative will be present at this meeting.

Work on Templeton's Comprehensive Emergency Management Plan (CEMP) is still underway.

Development Services

Director: Worked on employee reviews; participated in MS4 meeting.

COVID-19: As of 9/2/2021 Templeton has nine positive cases of COVID. Agent missed participating in weekly web meeting with MDPH but will receive the update by email. Commissioner Riley did mandate face covering in the schools, from age five and up, through October 1. Agent providing daily updates to Fire, Police and NRSD Nurse Director.

Board of Health: Completed and approved a plan for a septic repair at 64 Shore and 577 Patriots; provided a letter to 358 Hubbardston (in my opinion) the system was within its two-year grace period and does not require a T5 inspection; provided guidance to two residents pertaining to "nano breweries". Contact made with EPA pertaining to American Tissue properties that are for sale, awaiting a reply from said contact, many calls and in office inquiries for same. Agent completed kitchen inspections at Templeton Elementary and NMS/NRHS Café, no violations noted; witnessed perc tests at King Phillip Trail for six potential lots for new single-family homes; working with Millbury Credit Union on 232 South Main (abandoned property), MCU conducting inspection and lock change on 9/1; reviewed T5 for 157 South Main, passing. Contact with Attorney as to why Judge Hodge has yet to issue his decision pertaining to Patriots Road issue, contact made with Clerk, awaiting answer. Reviewed plans for Queen Lake, Lot 0, septic plans for new SF, requested further info and minor changes to plan; housing inspection at 2 North Main due to complaint – violation order to follow; follow up on issue at 25 Central, no response to cease & desist issued, issue forwarded to TA for input.

Conservation: Wetland determination site walks at Victoria Lane, 159 Cook, Lord Lots 5 & 6 and Baptist Common, Lot 4; processed a request for determination of applicability for 530 Barre; processed site walk request for Phillipston Lots A & B; received confirmation from MassDEP they are in receipt of the appeal for Baldwinville Road proposed 55+.

Planning Board: Preparing for meeting of September 14.

ZBA: Nothing to report at this time.

Building Department: Six building applications were processed (1 door, 1 window, 1 roof, 1 pool, 1 HVAC and 1 new SFH); Wiring processed four applications (1 commercial/new transformer, 2 upgraded service, and 1 pool heater); Plumbing had one application processed for a new SFH; Gas had one application processed for a new SFH.

Agricultural Commission: Working with BOH Members to mediate and correct issue at 23 Pine

Community Services

Director/Library: The September materials order has been compiled and placed. The library remains busy. Soccer teams have been formed, team shirts have been ordered, and other loose ends are being tied up to kick-off the season on September 11. We apologize for the abbreviated sign-up period. I attended the department head meeting. The weather looks good for Farmers' Market on Thursday afternoon.

Senior Services: The Center had 98 unduplicated visitors last week, with 22 individuals requiring special assistance. Sherriff Lew Evangelidis came by to deliver the custom house number signs which Templeton Seniors had requested. A group met to create a draft 'Code of Conduct' for the Center. Other happenings this week included: pitch, bingo, walking club, creative stitchers, bingo, and book club. Transportation and Meals on Wheels continued.

Templeton Community TV: Out of the Office.

Important Dates to Remember

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