

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

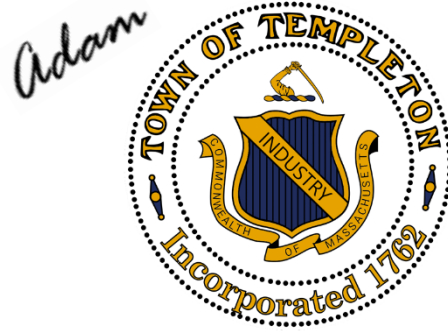
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: September 23, 2021

CC: All Departments



**Notice:** Bids for the Rivers Edge Conservation Area site work will be due on Monday, September 27<sup>th</sup> at 2PM at which time, they will be opened publicly outside of Town Hall near the Bulletin Board. The IFB for this project can be found at <https://www.templetonma.gov/bids-requests-for-proposals-bid-results-0>

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

**Weekly:** Additional preparation for the meeting of 9/22. We issued the Addendum for the Rivers Edge Conservation Area on our webpage for the questions received before the deadline. Followed up with CivicPlus regarding our issues with our website. They have cleaned up broken links and we are working on a few links that have old documents on them to get those fixed. Attended an MMHR (Human Resources Association) Fall Conference Webinar. Working to get referees hired for the Recreation Commission Soccer season as they apply.

It turns out our surplus auction was a success! I would like to thank DPW Director Bob Szocik for working with our office in moving to an online platform. We didn't have the choices of items like we had last year but we were able to get rid of (lots received a bid) quite a bit of electronics. Total of surplus auction for received bids was \$5,611 leaving us only 3 lots of Styrofoam coolers, light fixtures and desks that did not receive a bid.

We put in for the IT grant application signed off by the Select Board was submitted to Community Compact for \$33,560 for our cemetery software. Spoke with our B & G Foreman Jake Babcock and Cemetery Commissioner Joe Celata on September 23<sup>rd</sup> on the software needs they were looking for in the cemeteries. This grant will cover the initial one-time costs associated this initiative, if approved by the state. Unfortunately, the grant does not cover subscription costs which comes to roughly \$1,400 a year. This program will significantly save staff time, allow them to get back to residents on the spot as opposed to searching through old paper documents, updating cemetery locations/documents and perhaps get this info such as open lots out to residents (pending approval of the Cemetery Commissioners) moving forward.

We have completed the MVP Planning process! We received our MVP designation letter. We are now eligible to go for our MVP Action Grant application for the upcoming Spring 2022 round.

## **Administration & Finance**

**Town Accountant:** Free Cash was certified at 1,447,997. Attended the MMAAA Fall conference on the Cape by Zoom. Got the deposits caught up, having Danielle in the Treasurer's office has allowed them to get them to me much quicker. Lisa did the warrant.

**Treasurer/Collector:** Accepted and processed, property, motor vehicle and sewer payments. Processed the warrant. Bills for excise commitment 4 were mailed.

Participated in the weekly Vadar zoom meeting. Attended department head meeting and the select board meeting to introduce Danielle, our new deputy assistant treasurer/collector.

**Assessor:** Working with Appellate Tax Board on a pending case. Applied approved exemption applications into the Vadar Real Estate program for 3rd & 4th quarter tax bills. Chapter paperwork continues to come in. Deadline for filing this is October 1st. Attended Department Head meeting Thursday morning. Worked with Cheryl on delinquent property owners and Land of Low Values.

**Town Clerk:** The failure to license citations have been mailed out. Attending the Mass. Town Clerk's conference in Springfield.

## **Public Works**

**Highway:** (reporting 2 weeks) Potholes patched Davis Street, Shore Drive, North Main Street, Main Street, Bridge Street, Happy Hollow Road, Old Winchendon Road, Highland Avenue, and South Road. Tree was removed on South Road. Roadside work was done after the paving on Hubbardston Road. Berm and Apron installed on Hubbardston Road. Sign was installed on Vernon Street. Roadwork on Hospital Road for paving. Mowing on Shady Lane, Turner Lane, Queen Lake Road, Old North Road, Ridgewood Lane, and Church Hill Road. Hospital Road is complete on paving. Still dealing with the beavers on Royalston Road.

**Building and Grounds:** (reporting 2 weeks) Mapped out front of First Church Cemetery for shrubs. Worked with Town Administrator on grant for cemetery software. Mowing and weed whacking Greenlawn, Baldwinville Center, Cottage Lane, Otter River, Pine Grove Cemetery, Town Hall, East Templeton, DPW, Senior Center, and First Church Cemetery. Assisted with lot purchases in new section at Pine Grove Cemetery. Emptied trash at Gilman, and Greenlawn Cemetery. Repaired and up righted stones and flat markers where possible in Pine Grove Cemetery and Greenlawn Cemetery. Worked on some road repairs at Greenlawn Cemetery.

## **Public Safety**

**Templeton Police Department:** 9/9 – 9/15 PD 339 Calls for Service, 24 motor vehicle stops, 0 arrest. Station – waiting on plan to move forward from new HVAC company. Dispatch - 504 Calls (does not include miscellaneous calls). Nothing new to report.

9/16 – 9/22 PD 309 Calls for Service, 39 motor vehicle stops, 0 arrest. Station – still in same holding pattern. Dispatch - 470 Calls (does not include miscellaneous calls). Nothing new to report.

**Templeton Fire/EMS:** 09/13/21-09/19/21 Fire Department weekly report.

Emergency calls: 29

21 Ems, 5 fire alarm, 1 mva no injury, 1 wellbeing check, 1 public assist

Training: Handline operations, Monthly meeting

Apparatus/equipment: Engine 3 DEF sensor issues, the dealer has been notified this will be a warranty issue we are waiting on parts, Engine 2 generator out of service.

Activities: 9 inspections.

**Emergency Management: Nothing reported.**

### **Development Services**

**Director:** Worked in conjunction with Treasurer/Collector's office to aid in collection of monies due, targeting contractors, businesses, and residents who we do permitting for.

**COVID-19:** As of 9/23/2021 Templeton has twenty-five positive cases of COVID. Agent providing daily updates to Fire, Police and NRSD Nurse Director. Pfizer has made it through the first approval stage for an approved booster for those 18 and older and/or has compromised health.

**Board of Health:** Will report this week along with next week's report.

**Conservation:** Meeting of 9/20 cancelled. Completed site walk at 214 North Main St. for greenhouse and 4 Albert Dr. for a detached metal garage. Next meeting scheduled for 10/18, provided we have an agenda.

**Planning Board:** Prepared documents for a special permit hearing scheduled for 9/28 meeting.

**ZBA:** Provide bordering city/town notices of hearing.

**Building Department:** Issued 8 Building Permits including: 1 greenhouse, 1 metal garage, 1 garage conversion to office, 2 roofing, 1 door replacement, 1 pellet stove and 1 interior demo; 6 Certificates of Completion were issued: 3 for residential exterior improvements, 1 swimming pool, 2 for commercial kitchen improvements; 1 Occupancy Certificate issued for new garage; 4 Electrical Permits were issued: 1 for commercial lighting upgrades, 1 pool, 1 underground line and 1 service upgrade; 3 Gas Permits including 1 underground line, 1 exterior piping, 1 commercial kitchen upgrades and 2 plumbing permits for residential water heater and restaurant fixtures.

Beginning to gather data from expired building permits to remind residents to obtain final inspections and close out permits.

**Agricultural Commission:** To date, there have been no further complaints pertaining to chickens at 207 N Main, follow-up next week; received call from Pine Point that there may be a new/young rooster on site, follow-up next week; investigating the possibility of having a speaker from UMass Extension or Department of Agriculture for residents who wish to raise fowl.

### **Community Services**

**Director/Library:** I continued working on the remaining reports to the Board of Library Commissioners. I attended the Select Board meeting regarding the Scarecrows on the Common event. I attended the Recreation Commission meeting and department head meeting. Templeton's Recreational Soccer season began last Saturday and went very smoothly thanks to the hard work of the Commission members and many volunteers .

**Senior Services:** Over 25 rides were scheduled this week. Other offerings this week included: Pitch, Card Bingo, Cribbage, Yoga, Creative Stitchers, September Birthday Party and Blood Pressure Clinic. Sherriff Lew Evangelidis' staff stopped by with fall decorations and cupcakes for the Center.

**Templeton Community TV:** We are working with several program sponsors to develop shows. A sponsored fitness program will debut soon, and we are planning numerous shows with the local Wachusett Business Incubator (WBI), which could tie us in with the area's business community, colleges are more. Post-production continued on numerous projects. Staff streaming and TV server training is ongoing.

### **Important Dates to Remember**

Select Board Meeting, Wednesday, 10/13/21, 6:30 p.m. at Town Hall  
Staff Meeting, Thursday, 10/14/21