

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: March 28, 2024

CC: All Departments



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

Weekly: Attended Select Board meeting. Participated in the Hazard Mitigation Working Group discussion. Responded to public records requests. Drafted up Scout Hall Operating Procedures to present to the Select Board for action at their next business meeting. Working on getting the final draft Annual Town Meeting warrant complete for the next Select Board meeting as well. We held a Town Hall plaque dedication ceremony with the Ritter Family.



Administration & Finance

Town Accountant: Payroll, Warrant – getting caught up on posting deposits and working on accounts receivable.

Treasurer/Collector's Office: One tax title account paid in full. The RMV released commitment 2 and they were mailed on March 25th. These motor vehicle/excise bills are due

Wednesday April 24th. Participated in a training for our new phone system. Warrant and payroll were processed.

Town Clerk: The office has been busy with dog license renewals and with nomination paper returns. I attended the department head meeting.

Reminder: The last day to take out nomination papers, for available seats, for the Annual Town Election is Thursday, March 28th. All dogs 6 months or older need to be licensed by Monday, April 1st.

Assessor: Our office is busy with motor vehicle abatement questions, property card and information requests, notarizations, etc. Attended the Department Head Meeting on Thursday. A final reminder that Monday, April 1st, 2024, is the last day to apply for an exemption on real estate taxes for FY'2024. Please call our office at (978) 894-2760 if you have any questions about eligibility, or if you are unsure if you have already applied for this fiscal year.

Senior Work Off Applications open on Monday, April 1st, 2024. Please come to the Assessors' Office at Town Hall, Room #4, to pick up an application. There are limited jobs available this year, and placements are made on a first to apply, first to be placed basis.

Public Services

Highway: Catch basin / culvert cleaning Ware Drive, Baldwinville Road, Baldwinville Center, Shady Lane, South Road, Starfire Avenue, and Ledge Drive. Checked and responded to beaver activity as needed. Pothole repairs South Main Street, Shady Lane, Conti Avenue, and Barre Road. Tree/brush clean up on Hamlet Mill Road and Hubbardston Road. Treating, plowing and spot treating throughout town for storm and icing. Sidewalk plow cleared on Baldwinville Road, Dudley Road, Templeton Center, White Circle, Lafayette Road, Victoria Lane, Gray Road, Michelle Road, and East Templeton. Director took Conservation for a ride to show the possible paving plan for FY2025.

Buildings and Grounds: Moved items to Scout Hall basement. Took down 2 doors at Scout Hall to paint and primed and painted them. Built enclosure around pipe in bathroom at Scout Hall. Picked up sign for Scout Hall and installed it. Worked on weed whacker. Pulled stumps in dumping area at Greenlawn. Put hatch cover back on at old elementary school. Washed equipment. Picked up supplies, and parts multiple locations.

Public Safety

Templeton Police Department: 3/14 – 3/20 PD 290 Calls for Service, 21 motor vehicle stops, arrest 0. Station – HVAC upgrade project, subcontractor from Guardian has been working in the attic for the last few weeks working on installing a new air handler and duct work. First group of officers completed their CPR recert. Dispatch – 433 Calls. (Does not include miscellaneous calls).

3/21 – 3/27 PD 303 Calls for Service, 27 motor vehicle stops, arrest 1. Station – HVAC upgrade project, subcontractor finished install of new air handler and duct work, Guardian electrician now on site working on control units. Second group of officers to complete their CPR recert this

week. Dispatch – 433 Calls. Clerical Dispatcher Baker attended the MPI two-day conference for executive administrators. (Does not include miscellaneous calls).

Templeton Fire Department/EMS: *Emergency calls:* 32

25 EMS, 2 fire alarm, 3 motor vehicle accidents, 1 unauthorized fire, 1 smoke scare.

Training: EMS protocol update

Apparatus/equipment: Engine 2 remains out of service for repairs. Rescue 1 out of service for front end repairs

Activities: 5 residential inspections, 2 car seat inspections

Announcements: Open burning season begins January 15th. To apply for a residential or agricultural open burning permit please go to the fire department page on the Town of Templeton website to apply. If you have any questions or difficulty applying for your permit, please call the office at 978-939-2222. Also, if needed, you can make an appointment to come in on Monday, Wednesday or Fridays from 8 am to 2 pm and we will assist you

Development Services

Director – Working with the Town Administrator, DPS Director, and Community Services Director to have a working Earth Day clean-up event.

Communicable Diseases – During the last two weeks, there have been 29 recorded COVID tests with 4 of those resulting in positive cases, currently we have fewer than 5 positive cases at this time. For more info on city/town COVID numbers please go to <https://www.mass.gov/info-details/covid-19-response-reporting#covid-19-interactive-data-dashboard->. If you take an at home test and test positive, please call 978-602-2356. For information on isolation and quarantine, please go to <https://www.mass.gov/info-details/covid-19-isolation-and-quarantine-guidance-for-the-general-public>. Development Services continues to have a supply of test kits that are within the expiration period.

MDPH, following CDC, has updated their recommendations on respiratory illnesses and how to quarantine and/or isolate. For more information on this, please go to <https://www.cdc.gov/respiratory-viruses/guidance/faq.html> for more information.

Board of Health – Members met on 3/25/24 and affirmed the nominations of Cassandra Tompkins, Kristen Salerno, and Sara Cadden as the Animal Control Officers/Barn Inspectors; nomination documents were completed, notarized, and sent to the Department of Agriculture/Animal Health. A community septic loan was approved for 215 Otter River, documentation was completed and sent to the Worcester Registry of Deeds for recording. Provided information to two potential residential kitchens; reviewed and approved a Title 5 report for 764 Barre Rd; processed checks and paperwork for metal salvaged by DPS (thank you Bob for contributing to the revolving recycling fund). Violation letters sent to 21 Bridge and 64 Bridge for “junk & debris” issues on both properties; scheduled a housing inspection for 26 Turner Street on Monday, follow-up will be in next weekly report; Director attended Title 5 seminar on innovative

and alternative septic systems (earned continuing education credits to renew Soil Evaluator and System Inspector licenses).

Conservation Commission – Chair and member attended site visit at 31 Patriots Road for an RDA appeal with MassDEP of Worcester. Pre-Construction visit occurred at Queen Lake Road for OOC 304-0368 as well as a site walk at 122 Brooks Road for a chicken coop. The Chair attended the Select Board meeting on Wednesday night. The Agent attended a training, a meeting for the Hazard Mitigation Plan and a road visit with the DPW director to identify areas for erosion controls during Spring repaving [French Rd, Turner St, Gray Rd, Lamb City]. The next Conservation Commission meeting is scheduled for Monday April 8th, 2024 @ 6:30 PM where (2) COC requests, (1) RDA and (1) NOI continuance are currently on the agenda.

Community Preservation Committee – The bronze plaque dedication ceremony occurred on Wednesday at the Town Hall and the Scout Hall sign was mounted to the front of the building. The next CPC meeting will be Thursday April 11th, 2024 @ 7:00 PM.

Planning Board – Members met on March 27 and approved an ANR for Barre Road, next meeting is scheduled for April 9, 2024 @ 6:30 p.m.

ZBA – Nothing to report at this time.

Building Department – Seven Building Permits were processed this week, including: 3 for replacement windows and doors, 1 for a kitchen remodel, 1 for exterior repairs to a commercial building, 1 for a pool and 1 for a garage. Eight Electrical Permits were issued, including: 1 pool, 1 EV charger, 1 wiring repairs to a commercial building, 3 new manufactured homes and 2 residential fixture upgrades. One Plumbing Permit was issued for a shower replacement. Commissioner Hanks performed multiple inspections, resulting in 3 Certificates of Completion issued for replacement windows on Gray Road, replacement roofing and siding on Sawyer Street, exterior door on Sawyer Street, and 1 Occupancy Certificate for an existing home on Henshaw Road. Admin submitted 4 Turnovers and 1 Warrant to Accounting.

Agricultural Commission – next meeting April 1, 2024 @ 6:00 pm

EDIC – next meeting May 6, 2024 6:00 p.m.

All public meetings can be viewed on TCTV YouTube.

Community Services

Director/Library: Foot traffic at the library was steady this week. The Monday morning stitching group assembled 'bunny treat bags' to be given out at Story Hour- which were a BIG hit among the Story Hour group! We had a guest librarian read to the children, and participate in the circle time, songs and craft project. The Stitching group also made 'egg-head gnome plant sticks'. I completed and submitted 2 vendor warrants and a turnover. I attended the department head meeting.

Senior Services: In addition to the regular weekly programs, a group of 31 folks enjoyed a few rounds of bowling, and a super-sized Jenga game. A lunch of subs and chips and cookies was

served. Two men attended the men's group coffee. The COA board met. With input from Elaine and Bob S., we are creating a checklist for our drivers to complete before and after the daily rides are finished. Heart of a Hero Foundation has committed to bringing breads and pastries (from Hannaford) every 2nd and 4th Wednesday to the Center, for seniors to bring home. Excess will be brought downstairs to the Food Pantry for distribution. Thank you to Elaine and Kevin Jones for keeping our Center in mind with this great endeavor! Meals on Wheels continued all week.

Attendance	175
Social Service Appointments	15
Volunteers	12
Rides	23

TCTV/Cable Television: Nothing to contribute this week.

Important dates to remember:

Select Board Business Meeting: April 10, 2024