

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: March 6, 2025
CC: All Departments



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

Weekly: Put together Select Board packet. I appreciate all the kind words and support I received from town employees, residents and the community as a whole since I submitted my resignation. My last day will be March 17th. Thank you Templeton for giving me this opportunity and I only wish the best moving forward!

Administration & Finance

Accountant: AP2536; completed enterprise benefits billing for February; posted fiscal year BVA's to accountant's page on website; updated ARPA funds reporting; emailed new time sheets to department heads that need them, with adjustments as needed; attended BLA Data Dashboard virtual training; attended school district work study group; attended virtual training with Harpers Payroll; benefits administration; forwarded Advisory Committee questions to appropriate departments and answered the questions pertaining to this office; met with Select Board member to go over BVA.

Assessor: Attended BLA Dashboard Overview Webinar on Tuesday. Went on a property visit on Wednesday. More questions and research on various properties throughout Town. Our Administrative Assistant, Anne, spent time working on more deed training and started DOR/DLS Course 101. Continued working on various property updates in VISION. Our office continues to receive 3ABC Forms, Forms of List, and Income & Expense forms. These forms were due by Monday, March 3rd.

Treasurer/Collector's Office: Warrant was processed. Three tax title account paid in full this week in the amount of \$3,700. Motor vehicle/excise demands were mailed and due March 20th.

Town Clerk: We are very busy with Dog Licensing. Reminders: All dogs 6 months old or older need to be licensed by March 31st. You can pay in person, by mail to



Town Clerk, P.O. box 620, E. Templeton, MA 01438, you can use the blue drop box or you can pay online @ www.templetonma.gov
Nomination papers are now available until Thursday, March 27th for the [various seats available](#), for the May 19th Annual Town Election.

Public Services

Highway: Pothole patching continued throughout the week on South Rd, Main St, Bridge St, Fern, S. Main, Otter River, Depot, N. Main, Old Winchendon, Baptist Common, Gardner Rd, Dudley, Barre. Water management efforts in anticipation of more snow melt include opening catch basins and clearing drains and ice dams. Snow was pushed back for better visibility on main streets. Spot salting was done before overnight freezes occurred. Sidewalks were cleared. Limbs were trimmed on Kyle Rd and downed trees were removed. Received one of two F750s and waiting on training. Will be put into service within a few weeks.

Buildings and Grounds: Salted parking lots at town buildings. Checked sump pumps with anticipation of snow melt. Repaired library toilet. Opened Baldwinville Fire Station for plumber. Repaired sander chain. Painted inside one bay and reorganizing. Cleaned up branches at Pine Grove. Servicing blowers. Raised flags that had been lowered. Attended cemetery meeting.

Parks and Recreation: Sunday and Monday: worked on Payroll , Turn overs, Vendor warrants

Tuesday -Thursday: Answering Emails and phone calls. Worked more on the delivers of the Basketball Sponsor plaques and the Softball, T-Ball and NPOD-Templeton Arts & Craft fair advertising and reaching out to possible sponsors. Responding to FMX Spring bookings for the Town Parks from the community and the school district. Answered inquiring question about the Parks and Recreation Commission, currently we have 3 spots vacant. Work with Coordinator Catie on various Playgroup events including the upcoming St. Patrick Leprechaun traps on March 15 4pm - 6pm at Senior Community Center. Sent out an update email reminder to Families with info on the Towns Girls Babe Ruth Softball League and Rec T-Ball Program.

Saturday Clinics 3/8 for Girls Softball NRMS GYM:

10U @ 2:30pm

12U and 16U @ 3:30pm

The Templeton Parks and Recreation Department Online Registration for CO-ED Rec T-Ball and Girls Softball is open



UNIPAY

<https://unipaygold.unibank.com/transactioninfo.aspx>

Public Safety

Templeton Police Department:

Templeton Fire Department/EMS: 02/24/2025-03/02/2025 Fire Department weekly report.

Emergency calls: 31

1 arcing, shorted electrical equipment, 24 EMS, 3 fire alarm, 1 high angle rescue, 1 passenger vehicle fire, 1 public assist.

Apparatus/equipment: Engine 2 remains out of service for repairs, Repairs were completed, and the truck was return. We are now having pump issues that have to be looked at. engine 3 out of service being repaired from damage that occurred at the horse barn fire. We have received an update on engine 3. Repairs are finished. We are working with the insurance company on getting it returned as soon as possible. Rescue 1 put for repair, transmission issues.

Activities: 4 residential and commercial inspections. The Chief and Deputy Chief attended the Fire Chiefs of Massachusetts (FCAM) 2025 Professional Development Conference in Worcester Adapting to and Inspiring Change.

Announcements:

Open burning permits may be applied for the 2025 open burning season. Please see the link on our fire dept page on the Town website. Open burning is now open and runs through May 1st. If you have trouble signing up online, please call the office at 978-939-2222 and set up an appointment for help.



Development Services

Director: There have been more than a few inquiries pertaining to Accessory Dwelling Units (ADU's) this week, and although it took effect on February 27, 2025, the State is still working on providing information through agencies such as the MA Department of Environmental Protection, Executive Office of Housing and Livable Communities, and the Metropolitan Area Planning Council. Development Services will provide as much guidance as possible and recommends "The ABC's of ADU's" an overview provided by AARP, which can be found at www.AARP.org/ADUs. Provided updated documentation to 12 & 16 School Street project for closing.

Communicable Diseases: Through February 22, there were 33 molecular tests reported for COVID-19 and there were 3 positive results. For more information on isolation and quarantine, please go to https://archive.cdc.gov/www_cdc_gov/coronavirus/2019-ncov/your-health/isolation.html

Board of Health: Anonymous trash complaint regarding 44 School House Rd, requires follow up; follow up inspection at 58 Main, violations noted and correction order sent; researching the logistics of a pet cremation business in Templeton for an interested party; working on a public records request for 198 and 212 Patriots; received updated asbestos removal documentation for

the work being done at 457 Patriots; processed septic pumping records; completed HMCC Region 2 drill for emergency planning (includes the school and all emergency services in Templeton); responded to a no/low heat complaint at BNH, there was no issue – heat was turned down at the request of the occupant, wasn't turned back up, corrected immediately; follow up to 34 Albert, vehicle being taken apart in the driveway; working on April 22 Earth Day event, planning on cleaning up trash and debris at Crotty Dam f/k/a the Otter River Pool (more info to come); registered for Accessory Dwelling Unit training 3/11/25; provided proposed updated Flood Plain regulations as a warrant article for the upcoming ATM.

Conservation Commission: Massachusetts Central Region is still in a level 3 Critical Drought status. Agent attended a site visit at 58 Main Street for wetlands concerns. Commission received a request from Parks and Rec Playgroup who would like to schedule a planting and clean-up project with the local community in April or May at River's Edge Conservation Area (4 Elm Street) in Baldwinville. The next Conservation meeting is 3/17/25 @ 6:30 PM.

Community Preservation Committee: 1 warrant submitted for payment. Applicant who submitted a project to create a softball field at the school has since rescinded their application with the CPC. Progress is being made at multiple project sites with CPC funding. The Baldwinville Elementary school rehabilitation project is nearing commencement. The next CPC meeting is scheduled for 3/13/25 @ 7:00 PM.

Planning Board: Next meeting is scheduled for March 11, 2025, and will include review of a special permit application, Chair's update on Private Oversight, LLC project on the Gardner/Templeton line, and a possible new member.

ZBA: Nothing to report at this time.

Building Department: Building Department: Two Building Permits were processed this week, for replacement siding and windows. Three Electrical Permits were issued, two for emergency service repair from wind damage and one for annual maintenance at a commercial facility. Three Plumbing Permits were issued, two for new duplex homes and one for replacement water heater. There were no applications received for Gas Permits. An Occupancy Permit was issued for a new in-law apartment and a Certificate of Completion for replacement windows. Commissioner Hanks issued a Cease-and-Desist Order to a commercial property in Baldwinville for improper use, working without a permit and safety violations. A zoom meeting was held between Commissioner Hanks, Admin and Cloudpermit representative regarding deliverables and training requirements. Follow up is expected next week. Admin submitted three turnovers and Inspector payroll to accounting.

Agricultural Commission: Next meeting scheduled for April 7, 2025.

All Development Services board and commission meetings can be viewed on TCTV YouTube at https://www.youtube.com/channel/UCRZHdIP_DS1-6TV6BmzIL_A

Community Services



Director/Library: Story Hour had 10 participants. The Board of Trustees met. I worked on the February MART report, and submitted 2 vendor warrants.

Senior Services: In addition to our regularly scheduled activities, we had our Veterans breakfast, Shamrock craft and our 1st Wednesday lunch. The February MART report was completed and submitted.

Statistics: *Attendance: 125. Volunteers: 12. Rides: 19.*
Social Service Appointments: 10.

TCTV/Cable Television: A new *TCTV News* is being recorded on Friday and on the way to [YouTube.com/TCTVweb](https://www.youtube.com/TCTVweb) and Cable Channel 8! Catch up on the news and have a few laughs with us.

TCTV is now producing *TCTV News Bites*, with short clips of meetings in YouTube's Shorts format. We start this week with clips of a Norovirus alert, Police Force comparisons, the Advisory Committee's Legislative Priorities, and the local Growing Places food resource. Watch for *TCTV News Bites* on TCTV's YouTube Channel and TCTV's Facebook News Feed.

Video production continued on sponsored videos and the Cabin Fever Collectors' Show interviews.

We worked on determining benefit tiers for sponsorship levels with TCTV and Montachusett.TV.

Important dates to remember:

Select Board Meeting March 12, 2025 @ 6:30 p.m.