



Town of Templeton
160 Patriots Road
Templeton, MA 01438



MEMORANDUM

TO: Select Board
FROM: Department Heads
RE: Operational Weekly Report
DATE: October 23, 2025

ADMINISTRATION & FINANCE

TOWN ADMINISTRATOR:

- Looked into Barre Road reporting requirements per grant
- Most recurring charges to the credit card have been changed to invoicing; some still remain and problems persist in the area of gaining access to certain accounts
- Met with two more members of Advisory to discuss their vision for the Town
- Updated the website several times to reflect various work and applications
- Prepared the agenda and packets, along with a memo, for the 10/27/25 SB meeting
- Attended a Legislative Update breakfast provided by the Mass. Municipal Association
- Met with KP Law, counsel assigned by our insurance company, to review an outstanding case
- Closed out the Maple/School Street water main/road improvements CDBG project
- Spent time gathering information relating to the status of the Senior Center kitchen project; spoke at length with the Architect
- Met with the Town Accountant and the Treasurer to discuss cash control procedures
- Wrote, advertised, and solicited responses for an IFB relating to Scout Hall
- Spent time on-boarding and directing the new Executive Assistant; granting her access to different drives and systems
- Attended a Labor Law updated hosted by the Mass. Municipal Human Resources Association

ACCOUNTANT:

- Reviewed and Posted Revenue
- Vendor Warrants Completed
- Payroll Warrant Completed
- Handled various employee/retiree benefit and payroll questions/tasks
- Finished Enterprise Benefit Billing through September
- Ad hoc reports and information for TA, BOS, department heads, vendors, etc.
- Researched various topics and issues that have come up
- Attended What's New in Municipal Law

ASSESSOR: Deputy Assessor was out of the office this week taking online IAAO Course 112: Income Approach to Valuation II, for credits toward maintaining current designation. The office received



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questions regarding motor vehicle excise abatements, property record card requests, questions about exemptions, etc.

TREASURER/COLLECTOR:

October 13th - 19th

- Collected \$700 in tax title payments.
- Completed warrant.
- Posted online and walk-in payments.
- Received turnovers from various departments and deposited the funds.
- Cheryl and Danielle attended various online training courses with VADAR and DLS.
- Second quarter property taxes are due November 3rd.
- Sewer has released the next quarterly billing. Please note the bills have gone out a month earlier than expected and are due October 30th.

TOWN CLERK: N/A

PUBLIC SERVICES

HIGHWAY:

- Cleaned up illegally dumped mattress on Gardner Rd by Orchard Ln
- Cleaned leaves from catch basins throughout town from rain
- Mowed Highland, Hospital, Brenda, Norcross, Highland, Mill, Central, Exchange, Circle, and Edgar streets
- Starting install of sanders and cutting edges
- Loamed new berm on Wellington Rd and seeded
- Prepped driveways on South Rd for aprons
- Tighe & Bond assessing drainage on Barre Rd

BUILDINGS & GROUNDS:

- Fall clean-up at First Church Cemetery and Senior Center
- Brought picnic tables to high school for Warrior Fest
- Winterized water wheel from Gilman-Waite
- Started install of sanders on BG trucks
- Remaining auction items were cleaned up at Senior Center
- Started fall clean-up of Greenlawn Cemetery

PARKS & RECREATION:

1. Houghton Park vandalized gazebo roof update: The roof repair was completed by Douglas Wright Construction on October 11, 2025. The town building inspector notified the contractor on October 22 that the work passed inspection, and Bob Szocik also reviewed the work for us on October 20 and approved the workmanship. Ken McClure, Parks & Recreation Commissioner, has set up an opening day ceremony at this park for Monday, October 27.



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2. The Winter Basketball registration is now officially open with UNIPAY. Registration forms were also delivered to the local schools for distribution to students who would like to register via mail.

3. The Fall season girls' softball concluded on October 19, and the Fall soccer season will conclude on October 26. Both were very successful again this season due to the hard work of all our coordinators, chief umpire and chief referee.

PUBLIC SAFETY

POLICE CHIEF: <https://www.templetonma.gov/DocumentCenter/View/2596/weekly102325>

FIRE CHIEF:

10/13/2025-10/19/2025 Fire Department weekly report.

Emergency calls: 33

2 dispatched and cancelled, 27 EMS, 2 fire alarm, 1 motor vehicle accident, 1 public service

Training: fire pump/water supply classroom.

Activities: 4 residential and commercial inspections.

Announcements: We offer car seat installations. If you need help with inspecting and installing your child's car seat, please call the office to set up an appointment.

DEVELOPMENT SERVICES

DIRECTOR: As of October 13, 2025, the Director is back in the office with some reduced hours until physical therapy has been completed by the end of November. Reviewed draft Annual Report completed by Jessica Case, approved draft and submitted to Town Administrator's office. Special thanks to Rhonda and Jessica for holding down Development Services during my absence and while I work some limited hours.

COMMUNICABLE DISEASES: COVID-19 reporting through October 11, 2025 (from September 28, 2025) shows that there were 14 molecular tests with 0 positive outcomes. For more information, please go to [COVID-19 reporting | Mass.gov](#). There have been no other communicable disease reports for Templeton at this time. Templeton remains low risk for EEE and WNV with no cases of either reported, for more information, please go to [Massachusetts arbovirus update | Mass.gov](#).

BOARD OF HEALTH: The BOH meeting schedule for October 27, 2025, has been cancelled and is in the process of being rescheduled; four food truck permits were issued for Warrior Fest at NRSD; working on food permitting for the upcoming Narragansett Annual Craft fair; reviewed T5 reports for 22 Albert (conditional pass, replace d-box and clear leach area) and 162 Elm (passing, d-box replaced during inspection); processed septic pumping records;



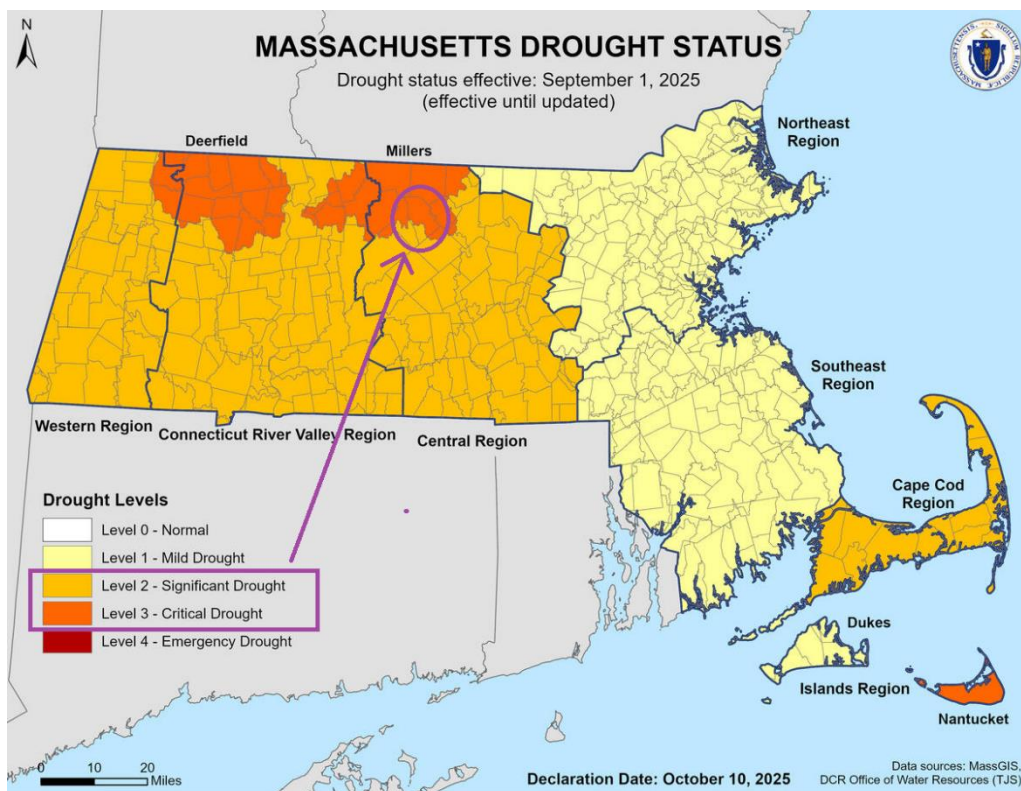
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denied a request to waive the T5 inspection requirement for 8 Fourth; reviewed/approved septic repair plans for 171 South; sent out permit renewals for food establishments, septic haulers, and septic installers. Thanks to all for their patience during my absence and now while I catch up from my absence.

CONSERVATION COMMISSION: A large portion of Templeton is in a Level 3 Critical Drought, while the remainder is in a Level 2 Significant Drought [See *picture*]. No site visits occurred this week, but a new RDA was received and pending complete paperwork. Also, many OOC's are wrapping up, and COC information is being requested. The Conservation meeting for 10/20/25 was cancelled, but November's meeting is scheduled for the 17th.



COMMUNITY PRESERVATION COMMITTEE: Town Meeting is 11/12/25 where there are 4 CPC articles on the warrant. The next CPC meeting is scheduled for 12/11/25 @ 7:00 PM. Progress is being made at multiple project sites around Town with CPA funding. Parks & Recreation is planning an opening date for the Houghton Park playground. Grange Hall is having its first open house on November 1st from 4-8pm - renovations partially supported by CPA will be on display. Dwelly Farm is continuing with their invasive plant restoration.



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PLANNING BOARD: The Planning Board meeting scheduled for October 28th has been cancelled due to lack of agenda items.

ZONING BOARD OF APPEALS: This office has received an application for a request for a variance to reduce a front setback from the required 30' to 15' for the construction of a shed at 1 Carruth; this hearing has been scheduled for Tuesday, November 18th @ 6:30 p.m.

AGRICULTURAL COMMISSION: At this time, there are no items to report, but for all our farming friends the state mandated barn inspections have begun, and we thank Cassandra, Sarah, and Jessica for their hard work.

BUILDING DEPARTMENT: Nine building permits, two electrical permits, one plumbing permit and two gas fitting permits were processed this week. Commissioner Hanks and Chief Dickie Inspected four churches for safety and occupancy (this is now required annually). Admin submitted five turnovers to accounting, coordinated electrical inspections and responded to inquiries regarding permitting, zoning and inspection requirements.

COMMUNITY SERVICES

LIBRARY DIRECTOR:

The Stitching group made 2 different snowman ornaments. Story Hour had 14 children. The November materials order was compiled and placed. Trustee John Thomas and I met with Architect Luis from SSV and Monty Tech instructor, Nick Bailey and his students to discuss the library project.

SENIOR SERVICES DIRECTOR:

In addition to our regularly scheduled programming, we had our ASL Coffee chat and Purse Auction.
26 Rides
145 Attended Events
7 Volunteers
10 Services

TCTV/CABLE TELEVISION:

- Recorded and live-streamed Capital Improvements and Advisory Committee meetings (Wed. and Thurs.)
- A new TCTV NEWS can be viewed at [YouTube.com/TCTVweb](https://www.youtube.com/TCTVweb)!
- Working in post-production on Motorpalooza, Kite Fest videos
- Directed aerial drone footage of peak foliage in Templeton. Video is coming soon!
- Prepared capital plan for Capital Improvements Committee
- Worked with intern on Senior Center event notices
- Attended meetings on Digital Lab and potential app development, at WBI



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- Tested our video encoder at NSRD Middle School auditorium