



Town of Templeton

160 Patriots Road
Templeton, MA 01438



MEMORANDUM

TO: Select Board
FROM: Department Heads
RE: Operational Weekly Report
DATE: November 27, 2025

ADMINISTRATION & FINANCE

TOWN ADMINISTRATOR:

- Select Board 11/24/25 Meeting
- Wrote Town Administrator report for Select Board meeting
- Updated Select Board operating procedures to include Board changes
- Sent official notification to Town Clerk for school roof debt exclusion ballot question
- Updated employee new hire form
- Developed contract for Scout Hall project
- Wrote executive session minutes from 11/24 meeting

ACCOUNTANT:

- Vendor Warrants Completed
- Posted Revenue
- Handled various employee/retiree benefit and payroll questions/tasks
- Ad hoc reports and information for TA, BOS, department heads, vendors, etc.
- Researched Balance Sheet questions from DOR
- Researched Tax Rate RECAP questions from DOR

ASSESSOR: Began updating & preparing 3ABCs, I&Es, and Forms of List (FOLs) for annual mailing at the end of December. Working with the Accountant on the Tax Rate Recap. The Board of Assessors held a meeting on Tuesday where they reviewed the Tax Rate Recap; the Board signed and submitted it in DLS Gateway Tuesday afternoon. The State now has to review and approve it before a FY'2026 tax rate is set. Additional follow up work was done after the meeting. A reminder that annual Chapterland applications for 61A and 61B properties are due 12/01/2025. Update from last week: Commitment #6 for 2025 from the RMV was released and processed by our office.

TREASURER/COLLECTOR:

November 17th – November 23rd

- Collected \$1,900 in tax title payments.
- Completed warrant and payroll.
- Received turnovers from various departments and deposited the funds.



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- The RMV released another commitment. The bills were mailed on Monday November 17th and are due 12/18/2025. Please note, not everyone will be receiving a bill with this commitment. Only those residents who registered a vehicle in the last couple of months will be getting a bill.
- Danielle attended the Capital Improvements Committee meeting.

Have a happy and safe holiday season!

TOWN CLERK:

- Certified and returned all of petitions for the 2026 State Election.
- Had Public Records Requests.
- Vital records request.

PUBLIC SERVICES

HIGHWAY:

- Repaired drainage and backfilled on Cottage Ln
- Patched Barre Rd, Henshaw, Harley Hill, Hubbardston, Cross, Brooks, Lake Ave, School St, and Sawyer
- Blew off swales and DIs throughout town
- The 2 F-750 trucks returned after floors were repaired, ready to go

BUILDINGS & GROUNDS:

- Finished fall clean-up at Greenlawn Cemetery and DPW
- BG-2 went back to dealer to adjust hydraulic pressure

PARKS & RECREATION: none provided

PUBLIC SAFETY

POLICE CHIEF: <https://www.templetonma.gov/DocumentCenter/View/2669/Weekly-Report-November-19-2025-through-November-24-2025>

FIRE CHIEF:

Emergency calls: 29

1 carbon monoxide alarm, 1 dispatched and cancelled, 18 EMS, 3 fire alarm, 1 good intent, 1 motor vehicle accident, 1 no incident found at dispatch address, 1 unauthorized outside fire.

Training:

Activities: 6 residential and/or 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. test



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DEVELOPMENT SERVICES

DIRECTOR: I'd like to take a moment to thank everyone for their patience with my medical leave and the continuing follow up appointments and physical therapy.

COMMUNICABLE DISEASES: MDPH has brought to our attention an increase in Mpox cases reported in 2025; since October there have been 34 cases, 20 of which occurred between August 1 and October 1. To date none have been reported in the immediate area.

BOARD OF HEALTH: The next Board of Health meeting is scheduled for Tuesday, 12/2/25 @ 7:00 PM.

CONSERVATION COMMISSION: Templeton remains in a Level 2 Significant Drought/Level 1 Mild Drought. Next Conservation meeting is scheduled for Monday 12/15/25 @ 6:30 PM where the following will be heard... NOI (file # pending) Patriots Road 2-07-20.8 Many thanks to our DPW for breaching the beaver dam over near Pete's Way (the old Templeton landfill).

COMMUNITY PRESERVATION COMMITTEE: Grant Award Agreements are continuing to be signed by the appropriate parties. The next CPC meeting is scheduled for 12/11/25 @ 7:00 PM with a Needs Analysis meeting to be held on 1/8/26 @ 6:00 PM.

PLANNING BOARD: Due to lack of agenda items, the Planning Board meeting scheduled for November 26, 2025, has been cancelled; the next meeting is scheduled for December 9, 2025, at 6:30 pm.

ZONING BOARD OF APPEALS: Nothing to report.

AGRICULTURAL COMMISSION: The next AgCom meeting is scheduled for Monday, 12/1/25 @ 6:00 PM.

BUILDING DEPARTMENT: Five building permits, five electrical permits, two plumbing permits and two gas fitting permits were processed this week. Fourteen inspections have been completed for liquor serving establishments; certificates will be distributed in time for 2026 license renewals. Commissioner Hanks performed multiple inspections this week and three permits were closed with certificates of completion issued. Admin submitted four turnovers, one warrant and inspector payroll to Accounting and responded to inquiries regarding zoning, permitting, ADU rules; and Board of Health concerns including, chickens trespassing, excessive trash and debris, annual food permits and sewerage haulers licensing.



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COMMUNITY SERVICES

LIBRARY DIRECTOR:

SENIOR SERVICES DIRECTOR:

TCTV/CABLE TELEVISION:

- We live-streamed the Nov. 24 Select Board meeting.
- A new TCTV NEWS was released on YouTube.com/TCTV web and Cable Channel 8.
- Coming Soon: Motorpalooza and Kite Festival videos are in final edits.
- Events, public service announcements and event reels were produced.
- Sponsorship and membership programs were prepped for final review.