

Templeton Select Board
Town Hall, 160 Patriots Road, East Templeton
(also streamed live on Youtube & TCTV)
Wednesday, December 14, 2022, 6:30 p.m.

Agenda

1. **Call the Meeting to Order & Reading of Statutory Recording Notice**
2. **Pledge of Allegiance**
3. **Approval of Minutes of Prior Meetings:**
 - a) **Meeting Minutes ~ 11.30.22**
 - b) **Executive Session Minutes ~ 11.30.22**
4. **Citizen Input**
5. **New Business:**
 - a) **Introductions of New Employees:** Charlene VanCott, Peter Noel
 - b) **Appointments ~ Economic Development Industrial Corporation;** Mike Currie, Elizabeth Toth
 - c) **Action RE: Designate one of the members of the Economic Development Industrial Corporation as Chair and another as Vice-Chair**
 - d) **Action RE: Ambulance Receipts~Write-off**
 - e) **Action RE: Annual Licenses/Permits~ Liquor, Common Victualler, Automatic Amusement, Live entertainment, Sunday Live Entertainment, and Class II & III licenses, and Recreation Track Permit as named below:**

<u>Liquor Licenses</u>
American Legion
Baldwinville Station
Candelight Inc.
J.K. Crossroads
Kro's on the Common
Long Long Noodles
Otter River Hotel dba Red Onion
Otter River Sportsmans Club
Patriots Package
Reno's Pizzeria
Royalston Fish & Game
Templeton Fish & Game
Templeton Spirit
Templewood Golf
Thirsty Turtle
Village Liquor & Mini Mart
<u>Common Victualler Licenses</u>
American Legion
Baldwinville Station
Candelight Inc.
Crow Hill Motorsports
Cumberland Farms (E. Templeton)
Dunkin Donuts (Baldwinville)
Dunkin Donuts (E. Templeton)
Great Wall Chinese Take-out

<u>Automatic Amusement Licenses</u>
American Legion
Candelight Inc.
Otter River Hotel dba Red Onion
Otter River Sportsmans
Peaceful Pines
Royalston Fish & Game
Templeton Fish & Game
Thirsty Turtle
<u>Live Entertainment Licenses</u>
American Legion
Candelight Inc.
J.K. Crossroads
Kro's on the Common
Long Long Noodles
Otter River Hotel dba Red Onion
Otter River Sportsmans
Royalston Fish & Game
Templeton Fish & Game
Thirsty Turtle
<u>Sunday Live Entertainment Licenses</u>
Templeton Fish & Game
<u>Class II Auto Licenses</u>
Bill's Used Cars, Inc.
Car Works
Chesterfield Motors

J.K. Crossroads	C.O.S. Garage
Kitchen Garden	Fletcher Equipment Company
Kro's on the Common	Franklin Park Enterprises
Long Long Noodles	Insurance Auto Auctions
Lee's Hotdog Stand	Langs Vintage Automobiles
Otter River Hotel dba Red Onion	Randy's Automotive Sales
Otter River Sportsman's Club	Scratch & Dent Auto Body&Sales
Patriots Roast Beef & Grill	Scott's Garage
Reno's Pizzeria Inc.	Wilson Bus Sales
Royalston Fish & Game	Class III Auto Licenses
Templeton Fish & Game	Cosentino Salvage
Templewood Golf	Franklin Park Enterprises
Templeton Spirit	USA Auto Recycling Inc.
The Hen House	Templeton Auto Parts, Inc.
Thirsty Turtle	Recreation Track Permit
Village Pizza	Crow Hill Motorsports

- f) **Action RE: Accept donation to the Senior Center**
- g) **Action RE: Baldwinville School Project Support Letter**
- h) **Discussion RE: Providing letter as part of the public comment process for Gardner Conservation RE: Sludge Landfill (T. Griffis)**
- 6. **Action RE: Old Business:**
 - a) **Action RE: Updates to Personnel Policies and Procedures**
- 7. **Board Member and Administrator Comments & Reports**
- 8. **Adjournment**

The listing of Agenda items is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent it is permitted by law.

THIS AGENDA IS SUBJECT TO CHANGE

Draft Motions – 12/14/22

3. Approval of Minutes of Prior Meetings:

- a. **Meeting Minutes ~ 11.30.22** ~ I move to approve the minutes of 11.30.22 as presented.
- b. **Executive Minutes ~ 11.30.22** ~ I move approve the Executive Session minutes of 11.30.22 as presented and for them **not** to be released to the public at this time.
- a) **Meeting Minutes ~ 11.30.22**
- b) **Executive Session Minutes ~ 11.30.22**

1. Citizen Input

2. New Business:

- a) **Introductions of New Employees:** Charlene VanCott, Peter Noel
- b) **Appointments ~ Economic Development Industrial Corporation; Mike Currie, Elizabeth Toth**~ I move to re-appoint Mike Currie to the Economic Development Industrial Corporation as the Financial Matters Experience member; and to appoint Elizabeth Toth to the Economic Development Industrial Corporation as an At-large member; both to a term expiring on 6/30/2025.
- c) **Action RE: Designate one of the members of the Economic Development Industrial Corporation as Chair and another as Vice-Chair**~ I move to designate _____ as Chair of the Economic Development Industrial Corporation and _____ as Vice-Chair of the Economic Development Industrial Corporation
- d) **Action RE: Ambulance Receipts~Write-off**~ I move to write-off the ambulance receipts in the amount of \$2,237.71.
- e) **Action RE: Annual Licenses/Permits~ Liquor, Common Victualler, Automatic Amusement, Live entertainment, Sunday Live Entertainment, and Class II & III licenses, and Recreation Track Permit as named below:** ~ I move to approve the licenses and permits as listed pending all taxes are paid current and all other requirements have been met:

<u>Liquor Licenses</u>
American Legion
Baldwinville Station
Candelight Inc.
J.K. Crossroads
Kro's on the Common
Long Long Noodles
Otter River Hotel dba Red Onion
Otter River Sportsmans Club
Patriots Package
Reno's Pizzeria
Royalston Fish & Game
Templeton Fish & Game
Templeton Spirit
Templewood Golf
Thirsty Turtle
Village Liquor & Mini Mart
<u>Common Victualler Licenses</u>
American Legion
Baldwinville Station
Candelight Inc.
Crow Hill Motorsports
Cumberland Farms (E. Templeton)

<u>Automatic Amusement Licenses</u>
American Legion
Candelight Inc.
Otter River Hotel dba Red Onion
Otter River Sportsmans
Peaceful Pines
Royalston Fish & Game
Templeton Fish & Game
Thirsty Turtle
<u>Live Entertainment Licenses</u>
American Legion
Candelight Inc.
J.K. Crossroads
Kro's on the Common
Long Long Noodles
Otter River Hotel dba Red Onion
Otter River Sportsmans
Royalston Fish & Game
Templeton Fish & Game
Thirsty Turtle
<u>Sunday Live Entertainment Licenses</u>
Templeton Fish & Game
<u>Class II Auto Licenses</u>

Dunkin Donuts (Baldwinville)	Bill's Used Cars, Inc.
Dunkin Donuts (E. Templeton)	Car Works
Great Wall Chinese Take-out	Chesterfield Motors
J.K. Crossroads	C.O.S. Garage
Kitchen Garden	Fletcher Equipment Company
Kro's on the Common	Franklin Park Enterprises
Long Long Noodles	Insurance Auto Auctions
Lee's Hotdog Stand	Langs Vintage Automobiles
Otter River Hotel dba Red Onion	Randy's Automotive Sales
Otter River Sportsman's Club	Scratch & Dent Auto Body&Sales
Patriots Roast Beef & Grill	Scott's Garage
Reno's Pizzeria Inc.	Wilson Bus Sales
Royalston Fish & Game	Class III Auto Licenses
Templeton Fish & Game	Cosentino Salvage
Templewood Golf	Franklin Park Enterprises
Templeton Spirit	USA Auto Recycling Inc.
The Hen House	Templeton Auto Parts, Inc.
Thirsty Turtle	Recreation Track Permit
Village Pizza	Crow Hill Motorsports

- f) **Action RE: Accept donation to the Senior Center**~ I move to accept the donation to the Senior Center from Judith Smart and Joy Taintor in the amount of \$25.
- g) **Action RE: Baldwinville School Project Support Letter**~ I move to approve sending the letter in support of the Baldwinville School Project and for the Board to sign.
- h) **Discussion RE: Providing letter as part of the public comment process for Gardner Conservation RE: Sludge Landfill (T. Griffis)**
- 3. **Action RE: Old Business:**
 - a) **Action RE: Updates to Personnel Policies and Procedures**~ I move to approve the Updates to the Personnel Policies and Procedures as presented.
- 4. **Board Member and Administrator Comments & Reports**
- 5. **Adjournment**

Approved 12/14/22

**Templeton Select Board
In-Person Meeting also Streamed Live through YouTube
Wednesday, November 30, 2022, 6:30 p.m.**

Minutes of Meeting

Present: Select Board: Tim Toth, Mike Currie, Terry Griffis, Julie Richard, Jeff Bennett and Town Administrator, Adam Lamontagne. Absent: None.

1. Call the Meeting to Order & Reading of Statutory Recording Notice

Toth called the meeting to order at 6:30 p.m. The meeting was streamed on YouTube at: [Templeton Select Board Meeting of Nov 30, 2022](#) and was also available on local Channel 8.

2. Pledge of Allegiance

3. Approval of Minutes of Prior Meetings:

a) Meeting Minutes ~ 11.09.22 ~ Currie moved to approve the minutes of 10.26.22 as presented as seconded by Richard. **Motion carried 5-0.**

b) Executive Session Minutes none.

4. Citizen Input ~ (See video)

5. New Business:

a) Introductions of New Employees: Jacky Nally~ Town Administrator Adam Lamontagne introduced Jacky as the new Administrative Assistant in the Town Administrator’s office and let the Board know she will be starting on December 12. The Board welcomed Jacky.

b) Appointments ~ Cemetery Commissioner Vacancy~ Cemetery Commissioners Joe Celata and Mike Capps were present and called their meeting to order. There is a vacant elected position that needs to be filled. There are two applicants, and the Commission needs to recommend one for appointment. Candidate Elizabeth Toth spoke about why she wanted to volunteer for this commission. Candidate Shannon Nugent then spoke about why she would like to join the commission. Mike Capps stated that the Commissioners recommend Shannon Nugent to be appointed. Currie moved to appoint Shannon Nugent to the Cemetery Commission to a term expiring at the conclusion of the Annual Town Election as seconded by Richard. **Motion carried 5-0.**

c) Public Hearing: RE: Laurel View Road Acceptance Article for Annual Town Meeting~ Currie moved to open the Public Hearing at 7:10 p.m., as seconded by Richard. **Motion carries 5-0.** Residents from Laurel View were present. Colleen Faye spoke for the residents. After discussion, Currie moved to close the public hearing as seconded by Richard. **Motion carries 5-0.** Currie moved to adopt the layout of the road known as Laurel View within the Laurel View Subdivision off Hubbardston Road as laid out on the as-built plan dated July 10, 2004, and revised on August 30, 2004, and as recommended by the Planning Board; to file the layout plan with the Town Clerk; and to place the question of whether to accept Laurel View as a public way on the next Town Meeting warrant, as seconded by Richard. **Motion carries 5-0. Note:** All residents of Laurel View Road were notified via certified mail, return receipt two weeks in advance of the hearing.

d) Action RE: Extension for Developer Designation Agreement~ Matt Zahler, Jason Korb, and Harrison Piper of MPZ Development were present. They gave the Board the good news that they moved to the next application step with MA DHCD for state funding for this project. Currie moved to extend the development designation agreement to December 18, 2023, as seconded by Richard. **Motion carries 5-0.**

e) Discussion & Action RE: FY'24 Budget Guidance Documents:

- a) General Budget Guidance**
- b) Countdown to Annual Town Meeting**
- c) Goals & Workplan**
- d) Revenue Estimates**

Adam went through the budget documents with the Board. Currie moved to accept the Countdown, Goals, Workplan (as Amended), and Revenue Estimates as presented and for the Chair to sign the Workplan, as seconded by Toth. **Motion carries 5-0.**

f) Action RE: Weights & Measures Contract with Commonwealth of Massachusetts~

Adam presented this agreement for services. Currie moved to approve the Agreement for Weight and Measures Services with the Commonwealth of Massachusetts as presented and for the Town Administrator to sign, as seconded by Griffis. **Motion carries 5-0.**

g) Action RE: Designate NRSD High School Gymnasium new polling location for Precinct A, B and C. ~

Adam explained that the Town Clerk had emailed regarding having this new poll location designated. Richard moved to Designate the NRSD High School Gymnasium located @ 462 Baldwinville Road as the new polling location for Precinct A, B and C, as presented, and to direct the Town Clerk to post said notice in the same places that the Town Meeting Warrants are posted in accordance with Massachusetts General Laws, as seconded by Griffis. **Motion carries 5-0.**

h) Action RE: CPC Grange Hall Grant Agreement~ Brian Tanguay of Narragansett Historical Society was present to speak for this agreement. Note: Currie and Toth stated for the record that they are paid lifetime members of the Narragansett Historical society. Griffis moved to accept the Community Preservation Act Grant Agreement as presented and for the Board to sign, as seconded by Richard. **Motion carries 5-0.**

i) Action RE: Updates to Personnel Policies and Procedures~ Currie moved to table this to a future meeting, as seconded by Griffis. **Motion carries 5-0.**

6. Action RE: Old Business: none

7. Board Member and Administrator Comments & Reports~ Bennett drafted a Board and Committee handbook for the Select Board to review and work on adopting at a future meeting. See video for further comments.

8. Executive Session per MGL Ch. 30A; §21(a)-2, to conduct a strategy session in preparation for contract negotiations with nonunion personnel – DPW Director & Accountant. Currie moved to go into Executive Session per MGL Ch. 30A; §21(a)-2, to conduct a strategy session in preparation for contract negotiations with nonunion personnel – DPW Director & Accountant, and to come back in open session only to close the meeting, as seconded by Griffis. **Motion carries 5-0.**

9. Adjournment ~ Currie moved to adjourn the open meeting as seconded by Bennett. (Richard had left the meeting). **Motion carried 4-0.**

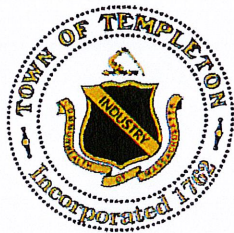
9:10 p.m. meeting adjourned.

Respectfully Submitted,
Holly Young
Recording Clerk

Terry Griffis, Clerk

List of documents & other exhibits used at this meeting: Exhibits from public agenda packet labeled 3.a., 5.b., 5.c., 5.d., 5.e.i, 5.e.ii, 5.e.iii, 5.e.iv, 5.f., 5.h., 5.i. Items presented at meeting: Board & Committee Handbook Draft, Baldwinville School Apartments Presentation, and maps of Laurel View Road.

COMMITTEE INTEREST FORM



Please refer to the Volunteer Positions available on the Town Website www.templetonma.gov scroll to the bottom and click on Paid, Volunteer & Contract opportunities, then click on Board & Committee Openings

If you are interested in serving on a Town Board or Committee, complete this sheet and forward it to the Select Board Office, 160 Patriots Road, P.O. Box 620, East Templeton, MA 01438. Occasionally appointments are made to fill vacancies on elected boards.

NAME: Elizabeth Toth DATE: 2-Nov-2022

HOME ADDRESS: MA 01468

MAILING ADDRESS(if different):

E-MAIL ADDRESS:

HOME PHONE: CELL PHONE:

EXPERIENCE/VOLUNTEER: Process & Procedure, Sarbanes Oxley & FDA Audits, 35+ years in IT Technology & Business Owner, 9+ years BSA Leader at both the council & unit level

EDUCATION OR SPECIAL SKILLS: Bachelor of Science in Management Information Technology with a minor in Accounting

Please indicate below, in order of preference, the Board or Committee that you are interested in:

- 1. Cemetery Commission
2. Scholarship Committee
3. EDIC - At Large Member

COMMENTS:

TOWN OF TEMPLETON

An Order Creating an Economic Development and Industrial Corporation (EDIC)
Charge & Composition

1.) Purpose and Intent

In accordance with MGL Ch. 121C, Section 2, Legislative Declarations, the Town of Templeton hereby creates the EDIC for the:

- Development and redevelopment of appropriate areas shall be accomplished in accordance with Templeton’s Master Plan and Economic Development Plan for this community
- Retention of existing industries, attraction of new industries and promotion of the sound economic growth of this municipality and region
- Reduction in persistent unemployment and underemployment which causes hardship to many individuals and families and wastes vital human resources
- Elimination of the impediments limiting the economic and physical development of this community and adversely affecting the welfare and prosperity of the people
- Encouragement of the manufacturing and industrial sector of the economy as it provides one of the best immediate opportunities for better jobs at higher wages for inhabitants of the municipality. New industrial and manufacturing sites are required to attract and house new industries and to retain existing industries in need of expansion space
- Provision of aid to fellow local officials and the private sector with the facilitation of appropriate, eligible, zoned manufacturing and industrial uses to revitalize the community and region’s industrial job base. This community is at a competitive disadvantage with other areas in the Commonwealth of Massachusetts in the process of assembling and developing industrial land resources.

All other contents of MGL Ch. 121C, Section 2, Legislative Declarations are also incorporated by reference.

Mission Statement

Creating and retaining jobs and increasing property tax revenue in Templeton

Resolution to Create the Templeton Economic Development and Industrial Corporation

The Board of Selectmen of the Town of Templeton hereby resolve that:

- A need has been identified to plan for the orderly administration of appropriate economic development initiatives
- The initiatives shall be undertaken by the Templeton Economic Development and Industrial Corporation (hereafter the “EDIC”) to meet local and state economic development objectives listed below

2.) Authority

This Order is adopted pursuant to MGL Ch. 121C, Section _ authorizing the Board of Selectmen (hereafter the "Select Board") to appoint such an entity.

This Order of the Select Board shall be in adherence to MGL Chapter 121C, Economic Development and Industrial Corporations.

3.) Definitions

Words used in this Order are hereby defined by MGL Ch. 121C, Section 1, Definitions, unless otherwise defined herein. Wherever the masculine gender is used it shall include the feminine and vice-versa. Shall is mandatory; may is permissive or discretionary.

In this chapter, unless a different meaning clearly appears from the context, the following words and phrases shall have the following meanings:

- (1) "Corporation", the Economic Development and Industrial Corporation created by section three.
- (2) "Cost of a project", all costs, whether incurred prior to or after the issue of bonds or notes hereunder, of acquisition, site development, construction, improvement, enlargement, reconstruction, alteration, machinery, equipment, furnishings, demolition or removal of existing buildings or structures, including the cost of acquiring any lands to which such buildings or structures may be moved, financing charges, interest prior to and during the carrying out of any project, interest for up to two years after completion or estimate completion date of any project, planning, engineering and legal service, administrative expense, the funding of notes issued for capital purposes, such reserve for debt service or other capital or current expenses as may be required by a trust agreement or resolution securing notes or bonds, and all other expenses incidental to the determination of the feasibility of any project or to carrying out the project or to placing the project in operation.
- (2A) "Director", the director of housing and community development.
- (3) "MOBD", the Massachusetts office of business development.
- (4) "Economic development area", any blighted open area or any decadent area, as respectively defined in section one of chapter one hundred twenty-one B, which is located in the municipality and is zoned for general or restricted manufacturing uses or for general or waterfront industrial uses whether restricted or not, and within which there are not more than forty-five dwelling units.
- (5) "Economic development plan", a detailed plan, as it may be approved from time to time by the municipality as herein provided, for one or more economic development

projects within an economic development area, which plan shall be consistent with local objectives respecting appropriate land uses, and shall be sufficiently complete to indicate the boundaries of the area, such land acquisition, such demolition, removal, and rehabilitation of structures, and such development, redevelopment and general public improvements as may be proposed to be carried out within such area, zoning and planning changes, if any, and proposed land uses, maximum densities and building requirements; provided, however, that no economic development plan shall propose zoning changes, to or from business or residential uses, or provide for any office building other than one wholly incidental to a manufacturing or industrial use within the area without the specific approval of the city or town within which the project lies.

(6) "Economic development project", (1) a project to be undertaken in accordance with an economic development plan for acquisition by the corporation of land and the improvements thereon, if any, within an economic development area covered by an economic development plan and for clearance and development of the land so acquired; or (2) a project for the rehabilitation or conservation of an economic development area, or for the demolition, removal, or rehabilitation of improvements on land within an economic development area whenever necessary to eliminate unhealthful, unsanitary or unsafe conditions, lessen density, mitigate or eliminate traffic congestion, reduce traffic hazards, or eliminate obsolete or other uses detrimental to the public welfare; or (3) a project involving any combination of the foregoing types of project. An economic development project may include improvements necessary for carrying out the objectives of the economic development project, together with such site improvements as are necessary for the preparation of any site for uses in accordance with the economic development plan, and making any land or improvements acquired in the area of the project available for redevelopment or rehabilitation by private enterprise, including sale, initial leasing or retention by the corporation for industrial or manufacturing uses in accordance with the economic development plan. An economic development project may also include the construction by the corporation of any of the buildings, structures or other facilities for industrial or manufacturing uses contemplated by the economic development plan and the repair, removal or rehabilitation by the corporation of any of the buildings, structures or other facilities located in the area covered by the economic development plan which, under such plan, are to be repaired, moved or rehabilitated.

(7) "Municipality", any city or town in the commonwealth which is designated by the executive office of labor and workforce development as being in an area of 'substantial unemployment'. The director may certify a municipality located in a labor area not meeting the criteria of 'substantial unemployment' as eligible under this chapter if it is determined that the municipality would by itself meet the criteria of 'substantial unemployment' were the appropriate statistics available. In order for a town to be eligible under this chapter it must also be certified by the director as satisfying the following requirements:

a. That the corporation is to become an integral part of a comprehensive development program;

- b. That the town has a demonstrable and significant demand for industrial land;
 - c. That the assembly of local industrial land by private developers or realtors is non-competitive with similar land assemblies in surrounding cities and towns due either to absolute shortage of land or to existing zoning restrictions; and
 - d. That the local redevelopment authority, if one exists, is unable to provide such assemblies of land as are necessary for economic development.
- (8) "Pollution control facilities", facilities for the prevention, avoidance, reduction, control, abatement or elimination of pollution of air or waters by industrial establishments by any means.

4.) Composition & Term

This composition of the board of directors of the EIDC, respective terms, officers, responsibilities and related duties and powers shall be as follows in accordance with MGL Ch. 121C, Section 3, Economic development and industrial corporation; authority to organize; consolidations; members of board of directors; surety bonds; compensation and reimbursements.

There is hereby authorized in each municipality in the commonwealth the organization of an economic development and industrial corporation, a public body politic and corporate, hereinafter referred to as the corporation. No such corporation, however, shall be organized, transact any business, employ any personnel or exercise any powers until the Select Board shall by vote declare a need for such a corporation because unemployment or the threat thereof exists in the city or town or that security against future unemployment and lack of business opportunity is required and that attracting new industry into the municipality and substantially expanding existing industry through an economic development project or projects financed under this chapter and implemented by such a corporation would alleviate the unemployment and lack of business opportunity problems.

There shall be seven members of the board of directors of the corporation who shall be appointed by the Select Board, as follows:

- One member shall be experienced in industrial development
- One in financial matters
- One in real estate matters
- One in municipal government
- At least one member representative of low income people who shall be chosen from a list of three submitted by the regional or local community action agency or, where there is no such agency, from a list of three submitted by the department of housing and community development.

Appointments of Chairman and Vice Chairman

The Select Board shall designate one of the seven members as chairman and another as vice-chairman.

Oath

Each of the seven members shall be sworn to the faithful performance of his official duties as a director of the corporation.

Quorum

A majority of the seven directors shall constitute a quorum for the transaction of any business, but the action of a majority of the entire board shall be necessary for any transaction.

MGL Chapter 30A, Section 11A

For the purposes of section eleven A of chapter thirty A of the General Laws, the corporation shall be deemed to be an authority established by the general court to serve a public purpose in the commonwealth.

Terms of Members of the Board of Directors of the EDIC

Of the members of the corporation first appointed, two shall be appointed to serve for one year from the first day of July in the current year, two for two years from said date, and three for three years from said date. Upon the expiration of the term of office of any such member, or of any subsequent member, his successor shall be appointed in like manner for a term of three years. In the event of a vacancy in the office of a member, his successor shall be appointed in like manner to serve for the unexpired term. Unless reappointed, no member of the corporation shall hold office after the expiration of his term; and the appointment of a successor to any person whose term has expired shall be for the remainder of the term which would have begun at such expiration if the successor had then been appointed.

Removal of a Board Member

Any member may be removed by the Select Board for malfeasance, misfeasance, or wilful neglect of duty, but only after reasonable notice and a public hearing, unless the same are in writing expressly waived, and after approval by MOBD. For purposes of chapter two hundred sixty-eight A of the General Laws, the members of the corporation shall be deemed to be special municipal employees.

Surety

Before the issuance of any bonds under the provisions of this act, each member of the corporation shall execute a surety bond with a surety company authorized to transact business in this commonwealth as surety, in the penal sum of fifty thousand dollars conditioned upon the faithful performance of the duties of his office, each such surety bond to be approved by the legal counsel of the municipality and filed in the office of the state secretary. The members of the corporation shall receive no compensation for the performance of their duties hereunder, but each member shall be reimbursed for expenses actually incurred in the performance of his duties. Every such reimbursement shall be open to public inspection from and after the requisition therefor.

5.) Powers and Duties

Powers of the EDIC shall be as follows in accordance with MGL Ch. 121C, Section 3, Powers of corporation; payment of relocation costs.

The corporation is hereby authorized:

- (a) To sue and be sued in its own name, and plead and be impleaded.
- (b) To adopt by-laws for the regulation of its affairs and the conduct of its business, and to alter the same at its pleasure.
- (c) To make and enter into all contracts and agreements necessary or incidental to the performance of its duties and the execution of its powers under this act, and to employ consulting engineers, superintendents, managers, and such other engineers, construction and accounting experts and attorneys and such other employees, agents and consultants as may be necessary in its judgment, and to fix their compensation.
- (d) To receive and accept from any federal agency, the commonwealth or the municipality grants, loans or advances for or in aid of an economic development project or projects and to receive and accept contributions from any source of either money, property, labor or other things of value, to be held, used and applied for the purposes for which such grants, loans, advances and contributions may be made. A municipality may borrow outside its debt limits to obtain money for loan to a corporation, or within its debt limits to obtain money for grants to a corporation, with the approval of MOBD and secretary.
- (e) To borrow money, and, from time to time, to make, accept, endorse, execute, and issue bonds, debentures, promissory notes, bills of exchange, and other obligations of the corporation, for moneys borrowed or in payment for property acquired or for any of the other purposes of the corporation, and to secure the payment of such obligations by mortgage, pledge, deed, indenture, agreement, or other instrument of trust, or by other lien upon, assignment of, or agreement in regard to all or any part of the property, rights, or privileges of the corporation.

(f) To issue revenue bonds of the corporation, payable solely from revenues, for the purpose of paying all or any part of the cost of a project or projects, except that a municipality may, upon request by a corporation, may pledge its full faith and credit to the solvency of a corporation.

(g) To invest any funds not required for immediate use or disbursement in certificates of deposit or in obligations of the government of the United States or in obligations the payment of the principal of, and interest on, which is guaranteed by the government of the United States.

(h) To provide such advisory services and technical assistance as may be necessary or desirable to carry out the purposes of this act.

(i) To prepare or cause to be prepared plans, designs, drawings, specifications and estimates of cost for the construction, reconstruction, development, redevelopment, rehabilitation, remodeling, alteration or repair of economic development projects and from time to time modify such plans, designs, drawings, specifications and estimates.

(j) To finance pollution control facilities in the same manner provided by this chapter for economic development projects, in which event all provisions of this chapter which are applicable to economic development projects apply to the pollution control facilities, insofar as such provisions are apt, except as otherwise provided.

(k) Subject to the approval of the municipality to designate areas of the city as economic development areas.

(l) To acquire and hold by bequest, devise, grant, gift, purchase, exchange, lease, judicial order or decree, or otherwise, for any of its objects and purposes, any property, either real or personal, or any interest therein; and without limiting the generality of the foregoing, to acquire by purchase or otherwise, on such terms and conditions and in such manner as it may deem proper, or by the exercise of the power of eminent domain following a public hearing and an affirmative two thirds vote of the city council with the approval of the mayor or city manager, as the case may be in a city, or by an affirmative two thirds vote at an annual town meeting or a special town meeting called for the purpose, in a town, with the advice of MOBD and the director, with the provisions of chapter seventy-nine or chapter eighty A in so far as such provisions may be applicable, such private lands, or any interests therein, as it may deem necessary for carrying out the provisions of this act or for providing for the relocation of persons and businesses displaced as a result of carrying out an economic development plan. The provisions of section forty of said chapter seventy-nine shall apply to any taking by the corporation, except that the security therein required shall be deposited with the treasurer of the municipality and shall be in an amount at least twenty-five per cent higher than the aggregate average assessed valuations in the three previous calendar years of all real estate to be taken by eminent domain. Prior to approval of an economic development plan by the municipality after such a public hearing and in the manner described in this subsection, with the advice of

MOBD and director, the date as of which the value of such lands shall be determined for eminent domain purposes shall be the date on which the said economic development plan was first submitted to the municipality.

(m) To make relocation payments to persons and businesses displaced as a result of carrying out an economic development plan, including such payments on a pro tanto basis.

(n) To procure insurance against any loss in connection with its property and other assets and operations in such amounts and from such insurers as it deems desirable.

(o) To clear and improve property acquired by it, and to engage in or contract for the construction, reconstruction, development, redevelopment, rehabilitation, remodeling, alteration or repair thereof.

(p) To arrange or contract with the municipality for the planning, replanning, opening, grading or closing of streets, roads, alleys or other places or for the furnishing of facilities or for the acquisition by the municipality of property or property rights or for the furnishing of property or services in connection with a project or projects.

(q) To sell, convey, mortgage, lease, transfer option, exchange or otherwise dispose of, any property, either real or personal, or any interest therein, as the objects and purposes of the corporation may require, subject to such limitations as may be prescribed by law.

(r) To loan on mortgages, including purchase money mortgages, on real estate and personal property within economic development areas, to foreclose the same when in default, and to bid for and purchase property at any foreclosure or other sale; and in such event, to deal with such property in such manner as may be necessary or desirable to protect the interests of the corporation therein.

(s) To manage any project whether owned or leased by the corporation and to enter into agreements with the commonwealth or the municipality or any agency or instrumentality thereof or with any person, firm, partnership or corporation either public or private for the purpose of causing any project to be managed.

(t) To act with respect to one or more projects as a corporation organized under section three or section eighteen B of chapter one hundred twenty-one A of the General Laws; provided that the accounts for each project shall be kept separately, and the income of one project shall not be expended upon or for the benefit of another project.

(u) To borrow money for the purposes of aiding in the construction of equipment required by the commonwealth or United States to abate air or water pollution.

(v) To do all acts and things necessary or convenient to carry out the powers expressly granted in this act.

The corporation is hereby directed to pay the reasonable relocation costs of persons and businesses displaced as a result of carrying out an economic development plan as authorized by clause (1) of this section; provided, that the corporation shall not be required hereby to pay or contribute to the payment of such costs of any relocatee in excess of twenty-five thousand dollars.

6.) Predecessors and Successors

Upon the effective date of this Order, the Economic Development Committee is hereby dissolved. All records, property, equipment, and facilities owned by the town and under the control of the offices, boards, or commissions which are abolished or superseded by this Order shall be transferred to and be under the control of the EDIC.

7.) Severability

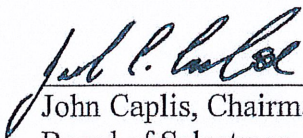
The provisions of this Order shall be severable. If any portion of this Order is determined by any court of competent jurisdiction to be unenforceable or illegal, then all other portions of this Order to create the EDIC not expressly found to be unenforceable or illegal shall remain fully in effect.

8.) Effective Date

This Order is effective on October 10, 2017, and supersedes all previous orders or policies relative to or in conflict with this matter and the procedures described herein.

Approved and adopted this 10th day of October, 2017 by a vote of 3 in favor, 0 opposed and 2 in abstention (absent).

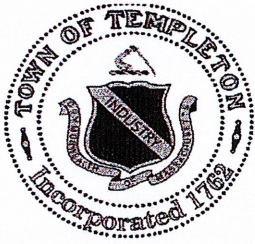
Certified as to a True and Accurate Vote



John Caplis, Chairman
Board of Selectmen
Town of Templeton

5.D.

ACCT #	DOS		CHARGES	CREDITS	BALANCE
TM22119	1 A	1/29/2022 PATIENT / GUARANTOR	\$2,150.50	\$1,900.50	\$250.00
TM220162	1 A	6/10/2022 PATIENT / GUARANTOR	\$1,901.25	\$1,584.25	\$317.00
TM22639	1 A	6/15/2022 PATIENT / GUARANTOR	\$2,051.50	\$1,945.39	\$106.11
TM22752	1 A	7/11/2022 PATIENT / GUARANTOR	\$2,159.75	\$2,053.16	\$106.59
TM22850	1 A	7/31/2022 PATIENT / GUARANTOR	\$2,073.50	\$1,756.50	\$317.00
TM104000	1 A	5/14/2010 PATIENT / GUARANTOR	\$589.00	\$0.00	\$589.00
TM124000	1 A	8/10/2012 PATIENT / GUARANTOR	\$579.50	\$327.11	\$252.39
TMW1226	1 A	9/13/2012 PATIENT / GUARANTOR	\$987.50	\$687.88	\$299.62
			\$12,492.50	\$10,254.79	\$2,237.71



**TOWN OF TEMPLETON
COMMUNITY SERVICES**
27 Boynton Road
Templeton, MA 01468



5.f,

TEL: (978) 939-5582

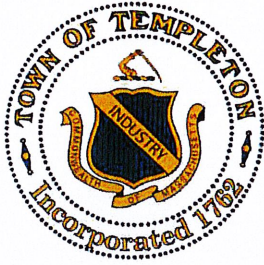
December 8, 2022

Please add this to the next Select Board agenda.

Please vote to accept this donation of \$25 from Judith Smart and Joy Taintor to the Senior Center

Thank you,

5.g.



**TOWN OF TEMPLETON
SELECT BOARD
160 Patriots Road, P.O. Box 620
EAST TEMPLETON, MASSACHUSETTS 01438
TEL: (978) 894-2755**

December 14, 2022

Ms. Catherine Racer, Associate Director
Department of Housing and Community Development
100 Cambridge Street, Suite 300
Boston, MA 02114

Re: Application for DHCD Funding
Baldwinville School Apartments, Templeton, MA

Dear Ms. Racer,

We are writing on behalf of the Templeton Select Board in support of Capstone Communities Development LLC and MPZ Development LLC's application for DHCD funding for the proposed redevelopment of the Baldwinville School site, a proposed 54 unit mixed-income housing community located at 12 and 16 School Street in Templeton, MA.

The Capstone/MPZ team has worked with the community and local municipal leaders to create a development program reflective of the goals of the town and its residents. The current application for DHCD funding will allow for the rehabilitation of the Baldwinville School Building, associated open space improvements and the creation of 54 units of mixed-income and affordable housing. In addition to the housing, there will also be community open space which will be available for public use, additional green space and resident/visitor parking.

The proposed MPZ/Capstone-development will create an opportunity to bring new residents into the town and/or give those already living in Templeton an opportunity to relocate or downsize. The development will revitalize a currently underutilized town asset. Its residents will be able to live, work and play all within walking distance of their homes. The development will help infuse the surrounding neighborhood with new life and help the town realize increased economic development and housing growth proximate to Baldwinville Center.

The Select Board firmly believes that this project will have a significant impact on Templeton's overall economy and reinvigorate what was once a vibrant location with a new use. It will be a driver for local business and be part of the economic push that Templeton so desperately needs.

Capstone/MPZ had originally been designated by this body in September of 2020 and signed a Developer Designation Agreement at that time. Subsequently CPA resources were awarded to the project at the May 12th 2021 Annual Town Meeting. We are excited about this project, and they have our full support. Please feel free to contact any of us.

SELECT BOARD,

Timothy Toth, Chair

Michael Currie, Vice Chair

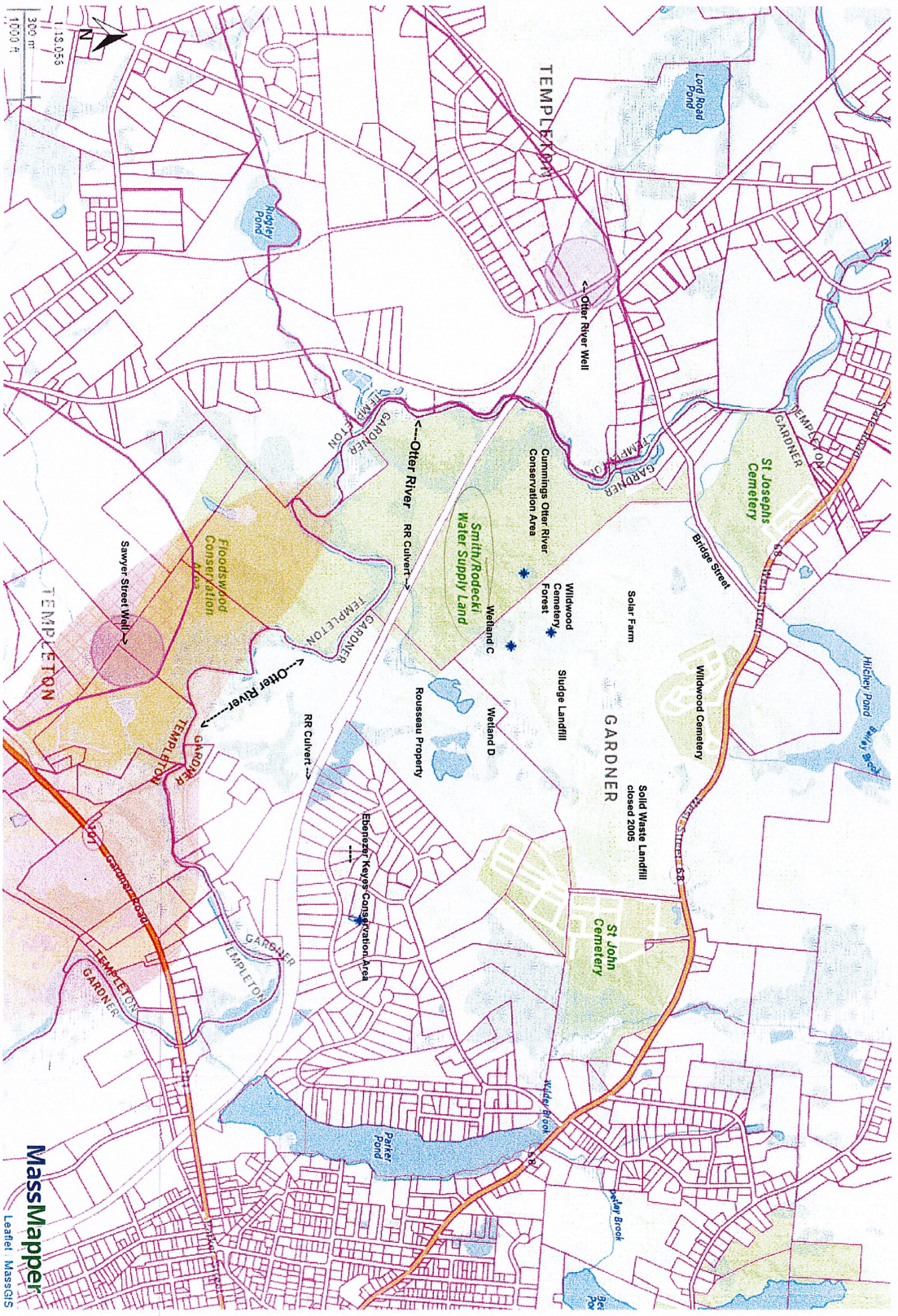
Theresa Griffis, Clerk

Julie Richard, Member

Jeffrey Bennett, Member

5.h.

Gardner Sludge Landfill Vicinity Map

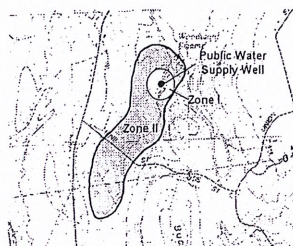


- ★ NHESP Certified Vernal Pools
- Aquifers by Yield
- Zone I's
- Zone II's
- Property Tax Parcels

Section 1: Description of the Water System

What is a Protection Area?

A well's water supply protection area is the land around the well where protection activities should be focused. Each well has a Zone I protective radius and a Zone II protection area.



Glossary

Aquifer: An underground water-bearing layer of permeable material that will yield water in a usable quantity to a well.

Hydrogeologic Barrier: An underground layer of impermeable material (i.e. clay) that resists penetration by water.

Recharge Area: The surface area that contributes water to a well.

Zone I: The area closest to a well; a 100 to 400 foot radius proportional to the well's pumping rate. This area should be owned or controlled by the water supplier and limited to water supply activities.

Zone II: The primary recharge area for the aquifer. This area is defined by hydrogeologic studies that must be approved by DEP. Refer to the attached map to determine the land within your Zone II.

Zone II #: 390

Susceptibility: High

Well Names	Source IDs
Otter River Well	2294000-01G
Birch Hill Well #1	2294000-04G
Birch Hill Well #2	2294000-05G
Sawyer Street Well	2294000-06G

The Town of Templeton receives its water supply from four wells in one Zone II. The wells are Well #01G (Otter River well); Well 04G (Birch Hill Well #1); Well 05G (Birch Hill Well #2) and Well 06G (Sawyer Street Well). The Otter River well is located approximately 1,600 feet west of the Otter River. The well was installed in 1950 and is 55 feet deep. The Birch Hill wells are located within the Army Corps of Engineers Birch Hill Flood control area. Birch Well #1 is a 50 foot deep gravel packed well installed in 1971. Birch Hill Well #2 is a 62.5 foot deep gravel packed well that was installed in 1974. Well #1 is located on the eastern bank of Trout Brook, while Well #2 is located on the western bank of Trout Brook. Each well is located approximately 100 feet from the Brook. The Sawyer Street well is a gravel packed well located in East Templeton at the northern end of Sawyer Street. The well was installed in 1985, and is 90 feet deep. Each well has a Zone I of 400 feet. The wells are located in an aquifer with a high vulnerability to contamination due to the absence of hydrogeologic barriers (i.e. clay) that can prevent contaminant migration. Please refer to the attached map to view the boundaries of the Zone II.

The wells are treated to remove chlorinated volatile organic compounds and for corrosion control. For current information on monitoring results and treatment, please contact the Public Water System contact person listed above in Table 1 for a copy of the most recent Consumer Confidence Report. Drinking water monitoring reporting data are also available on the web at <http://www.epa.gov/safewater/ccr1.html>.

Section 2: Land Uses in the Protection Areas

The Zone II for Templeton extends into Gardner and Winchendon. The Zone II is a mixture of forest, residential, light commercial, and light industrial land uses (refer to attached map for details). Land uses and activities that are potential sources of contamination are listed in Table 2, with further detail provided in the Table of Regulated Facilities and Table of Underground Storage Tanks in Appendix B.

Key Land Uses and Protection Issues include:

1. Inappropriate activities in Zone I
2. Residential land uses
3. Transportation corridors
4. Hazardous materials storage and use
5. Oil or hazardous material contamination sites
6. Comprehensive wellhead protection planning

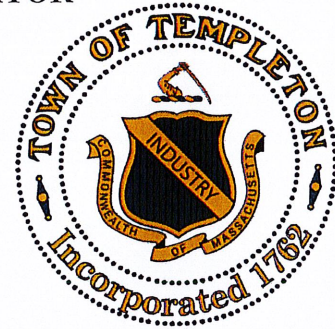
The overall ranking of susceptibility to contamination for the system is high, based on the presence of at least one high threat land use within the water supply protection areas, as seen in Table 2.

Starting on page 5

6.a.

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Updates to Personnel Policies and Procedures
DATE: November 16, 2022



Please find attached the proposed updates listed as Amendment #1 to the Personnel Policies and Procedures. From time to time, we will update these to include amendments based off the report and materials from the Wage & Compensation study as well as updating sub sections now that payroll is biweekly and reflecting the responsibilities of departments. The moment for these changes in policy come now based on the actions of the Select Board from the meeting in November of 2021 to the approval of the transfer of funds on November 9, 2022.

The following motion and vote by the Select Board on November 23, 2021.

Toth moved to adopt the proposed Classification and Compensation Plan: for the Town Administrator to administer the Plan within appropriation; for new employees to be hired within a hiring pay band with the understanding that the Town reserves the right to hire a new employee above the hiring pay band based on the qualifications of an applicant and/or market conditions; employees to receive annual salary adjustments based on a dollar amount not a %; employees that are at or below the 1st quadrant are to be paid competitively within three (3) years subject to appropriation; employees who are paid competitively are to receive an annual “market rate” adjustment; and employees are eligible for additional compensation based on accomplishment (merit) as seconded by Griffis. Motion carries 3-0.

The Select Board then voted to approve Budget Amendment #2023-3 on November 9, 2022.

Since the Wage & Compensation study was funded by the Commonwealth through the Community Compact, we did indicate through our office to the Division of Local Services that the proposed administrative policy changes are in the process of implementation. I seek your authorization of Amendment #1 to the Personnel Policies and Procedures and then I can follow up with the Commonwealth that updates have been made to the Town policies.

Amendment #1 to the Personnel Policies and Procedures

SECTION 8: COMPENSATION POLICY

A. **Compensation** - Whenever the Town Administrator reviews wages and salaries, he/she will take into account and give as much weight as they may deem desirable to the following:

1. The financial policy and economic considerations of the Town
2. Rates of pay for like positions in other local Massachusetts towns considered comparable to Templeton
3. Rates of pay for like jobs (if any) in commercial and business establishments in the ~~Templeton area~~ **surrounding area**
4. Other benefits received by Town employees

Classification Plan

It is the administrative policy of the Town to classify or group positions based on the application of a position rating system consisting of a set of objective rating criteria. A position rating evaluation method is used to classify positions. This process is intended to establish the "internal value" or relative importance of each position based upon what the Town requires an employee to do and what the Town establishes as the minimum qualifications of each position. Each position is assigned a numerical point value based upon the application of degree levels within each position evaluation criteria; the sum of the points represents the total points assigned to the position; the total points determine which salary grade a position falls within.

Compensation Plan

It is the administrative policy of the Town to develop and maintain a compensation plan, consisting of salary ranges for each grade level, in a consistent manner that is competitive with the market place and consistent with the fiscal constraints of the Town external salary data is collected on a regular basis to maintain competitive salary ranges for each position. The selection of comparable communities is determined on a position-by-position basis based on the geographic recruitment area for each position (local, state, national etc.) as well as operational and demographic criteria. Based upon the data collected, the Town may make changes to a salary range as it deems necessary to maintain the salary ranges so that they are competitive with the market place on a position- by-position basis.

Classification and Compensation Plan Appeal Process

Employee appeals regarding a position's classification or compensation level are to be administered through the Town Administrator's office. An employee is required to notify their respective department head of any concern regarding changes to their job duties or responsibilities that they feel should result in a possible change in the classification and/or compensation level of their position.

The Town has established an Employee Classification Appeal Form that must be completed and signed by both the employee and his/her Department Head or Board Chair before filing an appeal. Based on the application of the Town's Position Rating System's the Town will determine whether a change(s) is significant enough to warrant a change in classification or compensation level.

Upon receipt of the Classification Appeal Form, the Town Administrator will contact the Board Chair in order to schedule a hearing with the employee and his/her department head at a time and place that is convenient for all parties. The Select Board or designee will render a decision to approve or disapprove the appeal. The Town Administrator will notify the department head and employee of a final decision as to whether the change in duties or responsibilities should result in the reclassification of the position and if so what the monetary impact may be to the employee.

B. Employee Time Records - Each Department Head will submit to the ~~Town Treasurer~~ **Accountant**, with the biweekly pay warrant, a time sheet for each employee. This time sheet will specify the number of hours worked and any leave taken.

Each Department Head will be responsible for maintaining a permanent record of the time worked for each employee. Time sheets must be ~~signed~~ **approved** by the Department Head to ~~approve~~ **for** the hours worked. Department Heads are not permitted to use signature stamps to approve biweekly payroll.

Employees are strictly prohibited to punch-in or sign-out for any other employee. Violation of this rule will be subject to discipline up to and including discharge.

C. Payroll Period - Employees are paid on a biweekly basis. The Department Head will not give out paychecks or pay statements to anyone other than the person for whom they are written. Only when a request is made in writing, in advance, by the employee to whom the check is payable may the Department Head give out the check to the specified individual. Paychecks will not be distributed prior to the date and hour authorized by the Treasurer/Collector unless for extenuating circumstances and approved by the Town Administrator. Any payroll deductions other than legally required deductions will not be made from an employee's paycheck without the employee's written approval. Upon receipt, please review your paycheck for errors. If you believe there is a mistake, report it to the ~~Treasurer/Collector~~ **Accountant** immediately.

~~For all new hires after July 1, 2018, all payments will be made by an electronic transfer commonly known as "direct deposit" to financial institutions or accounts, not to exceed five in total, of the employee's choosing. Effective January 1, 2019,~~ Payments to all employees, unless provided for otherwise in a collective bargaining agreement, shall be made by such a "direct deposit". As an alternative to printed statements, the Town may provide access to the employees pay statement electronically provided it shall allow access ~~from~~ **from** a Town work station, on the employee's time, and the printing of one copy of the pay statement if the employee shall so desire.

D. Overtime - Payment for overtime will be in accordance with the terms of the Wages and Fair Labor Standards Act (FLSA) and state statutes. If an assignment requires in excess of (40) forty hours per week, such overtime must be authorized in advance by the Department Head and be within that department's budget constraints.

Non-exempt employees will be paid one and one-half (1.5) times their regular hourly rate for the hours actually worked beyond forty in the work week.

Supervisory, professional, and administrative personnel are classified as exempt. These positions have an obligation which goes beyond fixed work schedules and they shall not be paid for overtime work except under exceptional circumstances and with prior written approval of the Town Administrator.

Exceptional circumstances shall include extended snow removal operations, flooding, major fires, or other similar major public safety emergencies.

E. Pay For Temporary Assignments - When an employee is temporarily assigned to a position with a higher rate of pay for forty (40) or more consecutive work hours, the employee will be compensated at the same rate of pay as the current employee holding that position after the first forty (40) hours and for the remainder of the temporary assignment.

F. Emergency Closing - In the event that employees may not be able to work due to an emergency closing of a building, employees will not be required to make up the lost time.

G. Special Merit Awards - In addition to merit increases which may be awarded to an employee under Paragraph 3 Section G, the Town Administrator may annually make a one-time award of \$250.00 to up to three employees who have gone above and beyond in one of three areas. Those three areas are:

Communications: Displays a commitment to assisting the public and transparency in government including, but not limited to, improving and/or devising new ways to communicate information within the organization and to the public at large.

Efficiency: Displays a commitment to ensuring we operate proficiently and efficiently by “stepping up” and “stepping in” to undertake nominal cross training in mission critical functions, exhibits a willingness to “float” as needed, and/or suggests ideas that result in ease of processing, and savings of time, material, storage requirements and the like.

Pinnacle of Excellence: Displays a willingness to make extraordinary efforts in the ongoing improvement of the organization, assisting other staff members or departments to complete new or ongoing assignments and often requires the person to “stretch” to learn new computer programs, methodologies or processes. (One award only this category.)

All full and part time employees are eligible for nomination to receive an award. The Town Administrator may make such awards as a result of the annual performance review process or solicit nominations of employees, upon a form to be designed by him, from citizens at large, a member of a Board or Committee, a Department Head, or a fellow employee where someone’s service has impressed them during the past calendar year. The Town Administrator may withhold an award in one or more categories if he deems there are no worthy nominees. All recipients will be publicly recognized for their accomplishment and have a letter of commendation placed in their personnel file in addition to their one-time award of \$250.00.

SECTION 8A: Recruitment Incentives - The Town acknowledges that there may be times of extremely low unemployment, a discipline specific shortage of qualified applicants, or recruitment challenges posed by the community’s wage structure, that the recruitment of needed employees may prove so difficult as to make it problematic to deliver certain mission critical services. Upon the Town Administrator making such a finding, he may offer the prospective employee a recruitment incentive by depositing up to 10 days of leave time, which shall be charged against earned leave time over the coming year, with which to begin their employ.

Approved this _____ day of _____, 2022

By a vote of _____ yes, _____ no, and _____ recusals/abstentions