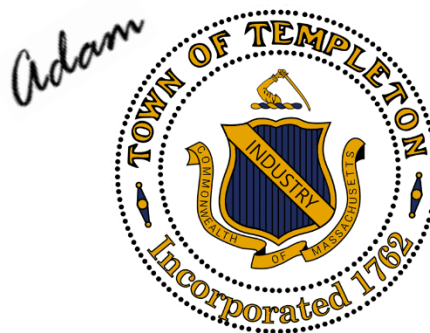


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Select Board  
**FROM:** Adam Lamontagne, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** June 8, 2023  
**CC:** All Departments



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

**Weekly:** We prepared the packet for the June 14 Select Board meeting. Attended a Mart Meeting. Met with our insurance company over the FY' 24 renewals. We're working on setting up interviews for the Veteran Services position next week.

### **Administration & Finance**

**Town Accountant:** Nothing to report this week.

**Treasurer/Collector's Office:** Payroll and warrant processed. Cheryl participated in a Tax Re-Cap Zoom given by DLS.

**Assessor:** Reviewed building permits issued and logged them onto property cards. Attended via Zoom a DLS Webinar on the Tax Rate Recapitulation Sheet on Tuesday, and also attended via Zoom on Thursday a Preliminary Billing Webinar by Vadar. Worked on Preliminary Billing for FY'2024 on Thursday. Fielded many requests for motor vehicle abatements, property cards, notarizations, etc.

**Town Clerk:** The office has been busy with the usual day-to-day work. I attended the Massachusetts City & Town Conference.

### **Public Services - Public Works Division**

**Highway:** Beaver active areas are checked regularly to make sure and clear debris before it causes an issue. Crews continue to cut up and chip tree branches and brush left from this winter's storms. Pothole patching Old North Road, Skunks Misery Road, Main Street, Graves Avenue, Beech Street, Pleasant Street, and Dudley Road. Crews are also working on berm repairs, damage from winter plowing. 2 Driveway permits were issued.

**Buildings and Grounds:** Mowing/Weed whacking was done at Pine Grove Cemetery, DPW, Baptist Common Cemetery, First Church Cemetery Library, Town Hall, East Templeton, Scouts Hall, Cottage Lane, Otter River Road, and Greenlawn Cemetery. Picked up a broken chair from Library. Emptied trash at Gilman Waite, moved items out of concession stand for electricians to

work. Loamed and seeded several areas at Pine Grove Cemetery. Started putting in foundations for stones. Installed flat marker at Pine Grove Cemetery. Started edging the flower beds in Templeton Center.

### **Public Safety**

**Templeton Police Department:** Nothing to report this week.

**Templeton Fire Department/EMS:** Nothing to report this week.

### **Development Services**

**Director** – Working with Town Administrator and DPW Director on 10 Pleasant; violation letter sent to 20 Branch for construction of pool without permits; violation letter to Eastern Propane for gas installation at Lily Lane without permitting or inspection by Gas/Plumbing Inspector.

**Communicable Diseases** – From 5/14/23 through 5/27/23 there were no confirmed COVID cases (state reported numbers). 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>. The Board of Health continues to have a supply of COVID test kits available to the public. No other communicable disease information to report.

**Board of Health** – The public beaches were all below the limits for swimming; septic inspections for bed bottoms at 10 Harley Hill, French Lot 9 and French Lot 7; final septic inspection at 10 Harley Hill. Drive by 25 Central on 6/5/23 and 6/7/23 with no activity noted, but lot still full of cars; violation notices to 411 Baldwinville and 39 Gardner for yard debris being placed in roadways; housing inspection scheduled for 6/14 at 13 Liberty; final interior inspection at 29 Sawyer for plumbing, electric, and heat with Attorney General's office for the Abandoned Housing Initiative, findings will be in next week's report.

**Conservation Commission** – Agent fielded resident and municipal questions regarding wetlands, conservation and the like. The Conservation Commission meeting of Monday 6/12/23 has been cancelled, the next meeting is scheduled for 7/17/23. The Commission is accepting interest forms for 2 open seats; if interested, please see Jessica Case in Room 3 of Town Hall for how to apply.

**Community Preservation Committee** – Admin worked on compiling information and contacts for a potential project at Houghton Park as well as a new request regarding the Baldwinville Elementary School renovation Project. Admin and Chair worked on Grant award documents. The next CPC meeting is scheduled for tonight, Thursday 6/8/23 @ 7:00 PM

**Planning Board** – Meeting of June 13, 2023, cancelled due to lack of agenda items, next meeting scheduled for June 27 @ 6:30 p.m.

**ZBA** – Appeal for 148 South Road tentatively scheduled for July 10 @ 6:30 p.m. The Zoning Board of Appeals has two alternate seats available on the board, if interested please go to the town's website at [www.templetonma.gov](http://www.templetonma.gov) and fill out an interest form.

**Building Department** – Nine Building Permits were processed in the past 2 weeks, including: 2 swimming pools, 2 roofing replacements, 2 residential additions, 2 decks, and 1 prefab shed. Eight Electrical Permits were issued, including: 3 for new single-family homes, 2 for service/meter replacement, 1 for minor exterior lighting, 1 for commercial annual maintenance, and 1 for commercial low voltage system. Two Plumbing Permits were issued: 1 for new bathrooms in a public building, and 1 for residential renovations. Two new Occupancy Certificates were issued this week for a new single-family home on South Main and an addition to a camp on Rainbow Drive.

**Agricultural Commission** – Members met on June 5, 2023, the chair updated members on the Farmer's Market and marketing of same. For more information, scan the QR code below! Members also discussed possible uses for the open space off Dudley Road and possibly applying for grants for a community garden area. Meeting minutes were compiled. Next meeting is scheduled for August 7, 2023 @ 6:00 pm – all are welcome.



**EDIC** – Next meeting scheduled for June 26, 2023 @ 5:00 p.m.

### **Community Services:**

**Director/Library:** Story Hour was well attended- next week, June 14 is the final story hour until September. Two classes walked over from TES for visits (& 2 last week that I omitted from that report). The June materials order was processed and made available. The Monday stitching group had a celebratory brunch to end this very successful group/program until September. Thank you to library assistant, LouAnn for working to turn her great idea into a wonderful library program! I submitted 2 vendor warrants. I supported the Senior Center staff throughout the week. Hoping for good weather for today's Farmers' Market! New vendors are welcome to join.

**Senior Services:** In addition to the regular weekly programs, the following took place: Heart Healthy lecture with breakfast, and the completion of the July issue of the Senior Buzz newsletter.

Attendance	92
Social Service visits	2
Transportation	34 rides
Volunteer hours	30.58

**Templeton Community TV:** TCTV produced another TCTV News Show for the week of June 5. Please watch on YouTube.com/TCTVweb and share! We are receiving a lot of nice feedback. Also, send us your pet photos to share! A fun Farmers' Market promo was produced as well and is on our YouTube Channel and Community Calendar on Channel 8. We have started releasing the 3-part "Be the One" suicide prevention videos. We are making progress on producing Montachusett.TV Calendar content. Please check out [www.Montachusett.TV](http://www.Montachusett.TV) to find a slew of events throughout our region, including plenty of weekend family fun.

### **Important Dates to Remember**

**Select Board Meeting, Wednesday, 06/14/2023, 6:30 p.m.**