

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

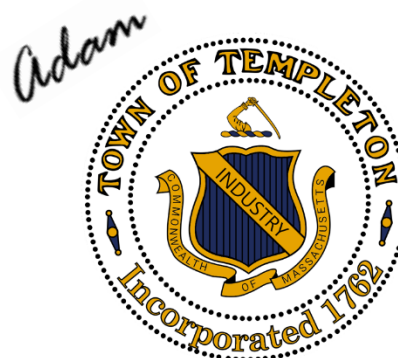
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: October 5, 2023

CC: All Departments



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

Weekly: Final adjustments to the draft warrant that will be going in front of the Select Board for approval at the October 11th meeting. Met with the Winchendon Interim Town Manager, Animal Control Officers, representatives from the Templeton & Winchendon Police Department to tour the former Ahimsa Haven location to discuss future use. The Town is working to finalize the Intermunicipal Agreement (IMA) with Winchendon for animal control services and I will be attending a meeting next week with the Winchendon Interim Town Manager. Conducted evaluations for non-union personnel. Holly attended a procurement training through the MA Inspector General's office. Prepared the Select Board packet for the October 11th meeting.

Administration & Finance

Town Accountant: Warrant and working on various issues with payroll and the recreation department and starting the Q1 unemployment filing.

Treasurer/Collector's Office: Office is starting to get busy with questions about second quarter property tax payments. Second quarter property taxes are due November 1st. Commitment 5 for motor vehicle/excise bills are due October 19th. Warrant was processed.

Assessor: Fielded many requests for property cards, as well as helped residents with motor vehicle abatements, notarizations, etc. Finished reviewing and logging all cyclical review visits that were performed last week. Prepared Tax Classification materials to review at Board meeting next week. Reviewed building permits issued and logged them onto property cards. A reminder that the period to apply for an exemption/sign a veteran exemption card is currently open for Fiscal Year 2024. Please call our office if you have any questions about the guidelines or eligibility. Submitting an application in October ensures any granted exemptions can be applied to 3rd and 4th Quarter tax bills.



Town Clerk: We are getting ready for the Special State Primary which will be held in the Narragansett High School Gymnasium on Tuesday, October 10th from 7:00am – 8:00 pm. I also took an online vitals training.



Public Services - Highway: Over the rail mowing was done on Hubbardston Road and working on Dudley Road. The beaver areas still need to be tended to regularly. Hauled loam to the cemeteries and a load of rip rap to Shady Lane. Moved the pool table at the senior center. Cleared some catch basins from storm debris. Repaired potholes on Shady Lane, Turner Lane, Pail Factory Road, Farnsworth Road, and Barre Road. Worked on the driveway ends on Highland and Shore Drive.

Several crew members had to work at the former Baldwinville Elementary boarding windows, etc. due to vandals.

Buildings and Grounds: Aerating was done at Greenlawn Cemetery, Gilman Waite, and Baldwinville Center. Finished the shrubs at Pine Grove Cemetery. Overseeded Greenlawn Cemetery. Emptied the trash at Gilman Waite.

Worked with Highway securing the former Baldwinville Elementary and pumped out basement.

The former Baldwinville Elementary School was broken into the end of last week. Significant damage was done, this is currently under investigation with the Templeton Department of Public Services and Templeton Police Department.

Public Safety

Templeton Police Department: No report this week. Next week will contain 2 weeks of updates.

Templeton Fire Department/EMS: 09/25/2023 – 10/01/2023

Emergency calls: 39: 1 building fire, 1 cover, stand by assignment, 29 EMS, 1 fire alarm, 1 dispatched and cancelled, 1 hazmat, 4 motor vehicle accidents, 1 smoke scare.

Training: None.

Apparatus/equipment: 4 gas meters from ladder 1 still out of service for repairs, Engine 2 out of service for normal oil change and service work.

Activities: 6 residential and commercial inspections. Interviews held for the open fulltime firefighter/paramedic position.

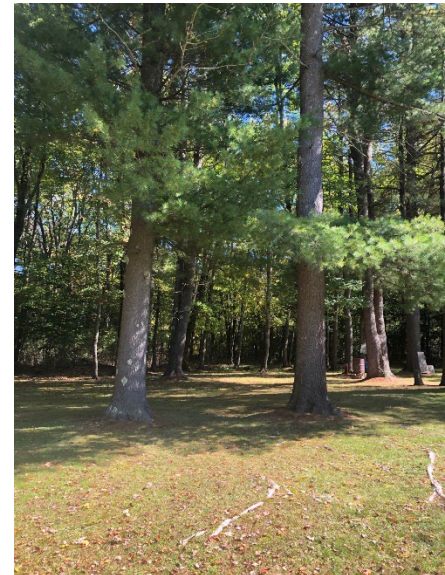
Announcements: None.

Development Services: **Director**–Planned for and participated in the Hazard Mitigation informational session on 10/5; completed employee reviews and processed with Town Administrator; provided updated information for Raffaele court case; prepared for and participated in Agricultural Commission meeting; provided a letter to 6 Winter pertaining to Homeowner's Warranty for a complaint against the contractor.

Communicable Diseases – At the writing of this report, the state information website for Boards of Health was unavailable, 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>.

Board of Health – Provided updated information to the AG's office on 28 Albert Drive for receivership; final septic inspection at French, Lot 8 all in good order; annual water testing at closed landfill, some flooding noted from this summer's rain – will continue to monitor; housing inspection at 38 Baldwin, Unit C5 for mold complaint – no violations noted, issues with condensation.

Conservation Commission – Site walks occurred this week at Birch Hill Dam for an NOI Limited Restoration Project, King Phillip Trail for wetland questions and Baptist Common Cemetery for a CPC trail access project. Agent attended meetings and compiled minutes. Next ConCom meeting is Monday, 10/16/23 @ 6:30 PM with a full agenda. One file number was assigned to an NOI. Called MassDEP regarding incomplete applications. The ConCom is still accepting applications for 1 open seat. If anyone is interested, please fill out a committee interest form and submit it to the Select Board office, or email Jessica Case (Conservation Agent) for more information.



Site walk at Birch Hill Dam for NOI and Site walk at Baptist Common Cemetery for trail access.

Community Preservation Committee – Site walk occurred this week at Baptist Common Cemetery with the surveyor regarding CPC project within boundary lines. Submitted warrant for payment. Next CPC meeting is scheduled for Thursday, 10/12/23 @ 7:00 PM.



Planning Board – Due to lack of agenda items, the meeting scheduled for 10/10/23 has been cancelled. Continued work on proposed updates and changes to the zoning bylaws in process.

ZBA – Variance hearing scheduled for 10/17/23 @ 6:30 pm for request to reduce property line offsets at 46 Shore Drive.

Building Department – Three Building Permits were processed this week, for new manufactured homes. Five Electrical Permits were issued, including: 2 for minor commercial upgrades, 1 for new service and runway lights at the Gardner Airport, one for residential addition, and 1 for new smoke and CO detectors. Five Plumbing Permits were issued, including: 3 for new manufactured houses, 1 for water heater, and 1 for kitchen appliances. One Gas permit was issued for new manufactures house. Commissioner Hanks conducted multiple inspections, resulting in 4 Certificates of Completion issued, 1 for a pellet stove, 1 for roofing, 1 for garage demolition and 1 for mobile home demolition, as well as an emergency inspection relating to fire damage at the Otter River Hotel. Admin completed monthly US Census Reporting on new housing and submitted warrant and 3 turnovers.

Agricultural Commission – Members met on 10/2/23 and discussed the Right to Farm Bylaw and MA hunting regulations; both subjects will be continued to the December meeting – date to be determined. The keeping of pigs issue on North Main Street is under review and this office will be asking the owner to meet with AgCom members on-site.

EDIC – Nothing to report at this time.

All public meetings can be viewed on TCTV YouTube.

Community Services: Director/ Library- Story Hour was well attended (13 children). I submitted the final 2 reports to the Board of Library Commissioners. Circulation remains steady, as does visitation. A collection of Children's Halloween books was processed and made available. I completed 2 turnovers and 2 warrants.

Senior Services- Activities this week included: Walking group, chair yoga, pitch, card bingo, mah jong, creative stitchers and cribbage. A trip to Newburyport was attended by 11 Seniors. Preparation for the November newsletter as well as the September MART report was underway. Transportation requests have increased. Meals on Wheels continued, and the Senior Center is now the meal distribution location 2 days per week. Our partners at GAAMHA will now pick up the meals in Templeton and begin their route from the Center.

Statistics from 9/28 weekly

Attendance	248
Social Service interactions	18
Volunteers	11
Transportation	29

This week's statistics

Attendance	102
Social Service Interactions	4
Volunteers	8
Transportation	37

Templeton Community TV: This week TCTV live-streamed the Agricultural Commission meeting of Oct. 2 and prepared to stream the Hazard Mitigation Planning Information and input meeting on Oct. 5 at 6:30 pm. We attended the Fabulous Fall Festival and Oktoberfest on Sept. 30 in Gardner, posted photos and have a Chair Luge video in production. Numerous other productions also are in the works. Content development continues with Montachusett.TV posts. The Cable TV Advisory Committee had a productive meeting on Oct. 3. We are coordinating with Wachusett Business Incubator to record their Fall Online Classes starting Oc. 12. TCTV has been experiencing a lot of buffering and minutes of video loss in YouTube live-streams and have had to upload the backup Zoom meeting recordings. We are investigating this issue as well as intermittent interference. Fall for fall this weekend, Templeton!

Important dates to remember:

Select Board Business Meeting: October 11, 2023