

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: October 26, 2023

CC: All Departments



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

Weekly: This has been a busy week. Please note that Halloween falls on Tuesday, October 31st and trick or treating will fall from 5 to 7pm. We posted that information on the town webpage at <https://www.templetonma.gov/home/news/trick-or-treat>. Attended the Select Board meeting on the 25th. We held the bid opening at 2pm on the 25th for the two bituminous all-weather Tennis & Pickleball Courts at Gilman Waite with the apparent lowest bidder, VT Recreational Surfacing, coming in at \$103,423. Stay tuned to see this project completed! The project will be on the next Select Board agenda to award. The Voter's Guide is being worked on for the Fall Town Meeting which will take place at the Narragansett Regional Middle School on November 15th at 6pm. The approved warrant is posted on our town webpage here: <https://www.templetonma.gov/home/news/fall-town-meeting-2023>. We hope that you will attend!



Happy Halloween! Be safe!

Administration & Finance

Town Accountant: No updates this week.

Treasurer/Collector's Office: Motor vehicle commitment 5 demands were mailed Tuesday. We had another tax title account paid off this week (22K). The yearly tax lien notice was advertised this week. There are 61 accounts that remain unpaid for FY23.

Warrant and payroll processed. Presented quarterly report to the Select Board.

Reminder: Property taxes for the second quarter are due next Wednesday, November 1.



Assessor: Deputy Assessor presented the 1st Quarter FY'24 Report at Wednesday's Select Board meeting. Handled requests for property cards, motor vehicle abatements, notarizations, and an abutter's list request. Reviewed and logged cyclical inspection visits from last week. Finalized the request for proposals package for the Town's 2025 Revaluation. The period to apply for a statutory exemption is still open. Please contact our office if you have any questions about eligibility or need an application.

Town Clerk: The warrants for the Special State Election and the Fall Town Meeting have been posted. The last day to register to vote in the Special State Election is Saturday, October 28th. You may register to vote on Saturday at the Templeton Police Station, 33 South Rd. from 9:00 am to 5:00pm.

Public Services:

Highway: Crew replaced drainage pipe on Shore Drive. Crew did the road cuts for the driveways on Ragged Hill Road. Beavers are an ongoing issue, the areas of activity are regularly checked and any concerns are addressed if necessary. A deceased animal was removed from N.Main Street. There was a major blockage on Gavin Road that needed to be addressed. A big thank you to Templeton Light that worked with the Highway department to come up with a game plan on the best way to address the issue. This was once again a great example of different departments working together to take care of Templeton as a team. Road patching was done on Main Street, and Depot Road. Crews checked out sanders and plows to make sure everything will be ready to go. Driveway inspection was done on French Road.

Buildings and Grounds: Assisted Highway Department with the Gavin Road blockage. Crew mowed and weed whacked Greenlawn Cemetery, Baldwinville Center, Houghton Park, and DPW. Moved picnic tables. Installed hay waddles at the Baptist Common Project. Installed a new sign at the Boynton Public Library. Did leaf blowing at Baptist Common Cemetery and started the fall clean up at Templeton Center.

Public Safety

Templeton Police Department: 10/19 – 10/25 PD 271 Calls for Service, 38 motor vehicle stops, 0 arrest. Station – WE are currently experiencing some issues with our CAD system; our IT individual is working with the software provide to hopefully resolve the issue. Dispatch – 416 Calls. (Does not include miscellaneous calls).

Templeton Fire Department/EMS: 10/16/2023 – 10/22/2023

Emergency calls: 26

21 EMS, 3 fire alarms, 1 hazmat, 1 motor vehicle accident.

Apparatus/equipment: 4 gas meter from ladder 1 still out of service for repairs, Engine 2 out of service for normal oil change and service work. While returning from service work Engine 2 developed fuel and oil leaks. It remains out of service for repairs. Engine 3 light tower is out of service for repairs. The truck itself is in service.

Activities: 4 residential and commercial inspections. Interviews held for the open fulltime firefighter/paramedic position.

Development Services

Director – Met with Town Administrator and Grant Writer to discuss Green Communities and funding; also discussed MassDEP RETRAC funding for recycling/rubbish. Attended MPHN meeting pertaining to funding for purchase of COVID vaccine for public clinics. Attended Select Board meeting and presented an overview of FY 24 1st quarter report.

Communicable Diseases – Through October 14th, Templeton had 31 positive reports of COVID, 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>. Development Services continues to have a supply of test kits that are within the expiration period.

Board of Health – Completed a site inspection and took photos at Patriots, property is near completion of clean out, next court date 10/26 where Judge will make final decisions. Witnessed perc at 397 Dudley for new system to support large addition to home. Reviewed and approved septic plans for 47 Old Winchendon and South (Meunier), both NSF. Looking into complaint at Willow Trailer Park pertaining to septic odors; processed septic pumping records; provided septic info to 558 Baldwinville and Queen Lake Rd; bed bottom inspection for NSF on Patriots; housing inspection at 864 Patriots for pest issues.

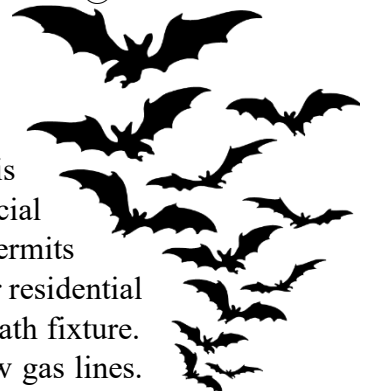
Conservation Commission – No Site walks this week. *Correcting a typo in last week's report:* Next Conservation meeting is scheduled for 11/20/23 @ 6:30 PM.

Community Preservation Committee – Warrant submitted. Re-Bid for Gilman Waite Tennis/Pickleball Courts closed on Wednesday. The Chair and Admin completed the FY23 Annual Report for CPC. The next meeting is scheduled for Thursday 11/9/23 @ 7:00 PM.

Planning Board – Next meeting scheduled for November 14, 2023.

ZBA – Nothing to report at this time.

Building Department – Eight Building Permits were processed this week, including: 1 for commercial roof replacement, 1 for commercial remodel, and 6 for minor residential repair/remodel. Nine Electrical Permits were issued, including: 1 for a new single-family home, and 8 for minor residential repairs/upgrades. One plumbing permit was issued for a replacement bath fixture. Four gas permits were issued, 1 for a boiler replacement and 3 for new gas lines.



Commissioner Hanks conducted many site inspections this week, resulting in 3 Occupancy Certificates for a new home on French Road, new office space on Patriots Road and a new commercial building on Depot Road, 2 Certificate of Completion for commercial signage, and annual Safety and Occupancy Certificates for Baldwinville Nursing Home and Little Explorer's Day Care. Admin submitted 5 turnovers to Accounting and sent notifications for liquor serving establishments to prepare for and schedule required annual inspections.

Agricultural Commission – Next meeting 13, 2023 will be rescheduled due to being in conflict with the celebration of Veteran's Day.

EDIC – Next meeting scheduled for November 6, 2023.

All public meetings can be viewed on TCTV YouTube.

Community Services: Director/Library- Library visitation was steady. The November materials order was compiled and placed. A collection of children's Christmas holiday books was ordered. Trick or Treating was held inside the library for Story Hour participants. I met with the Town Administrator to review Community Service performance reviews. I presented Senior Services capital requests to the Capital Improvements Committee. I presented the Community Services FY 24 first quarter report to the Select Board.

Senior Services -The 'Hubbardston Singin' Swingin' Seniors' entertained a group with a lively collection of familiar songs. Cider and cider donuts were enjoyed by all. The November newsletter was mailed out. Pumpkin carving was enjoyed by an enthusiastic group. Regular weekly happenings included: walking group, chair yoga dance, pitch, book club, card bingo, mah-jong, Great Tours - DC, creative stitchers, chair yoga and cribbage. Transportation continued throughout the week. A big thank you to driver Rene Melanson, who stepped up to deliver Monday's meals on wheels when GAAMHA was closed for the day.

Attendance: 172

Social Services: 10

Volunteers: 14

Transportation: 29



Templeton Community TV: This week TCTV live-streamed the Capital Improvements Committee meeting of Oct. 24 and the Select Board meeting of Oct. 25. The Select Board approved funding to complete Scout Hall work to "provide a place for TCTV as well as the Scouts."

We equipped the Town Hall Conference Room with new shielded cabling in an effort to thwart audio interference issues. We completed a video recap of the recent Chili Chowder Taste-off hosted by the Gardner Chamber of Commerce. A new fun Hazard Mitigation "fill out a survey"

Enjoy a '70s vibe this weekend, Templeton!