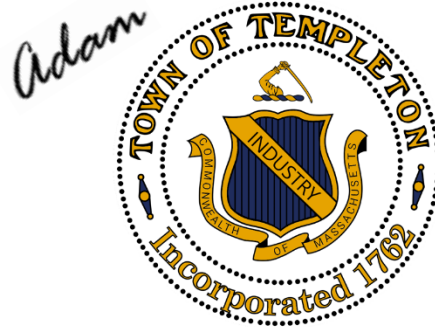


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Select Board  
**FROM:** Adam Lamontagne, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** January 5, 2023  
**CC:** All Departments



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



**Weekly:** This week was short. We had a meeting of the Insurance Advisory Committee (IAC) to discuss health insurance options for Fiscal Year 2024. There is also interest in other organizations becoming a part of the North Central Joint Purchasing Agreement (JPA). Working on putting together the draft budget with all the department budget requests and narratives. We had the bid opening for the Gilman-Waite bathroom floors, walls, and ceiling construction.

We got out the bid package for 10 Pleasant Street asbestos abatement/removal then demolition. The bid site visit will take place at 10 Pleasant Street on Tuesday, January 17 from 7.30am to 8.30am. Questions are due to the Town by 2pm that day as well. The addendum will be posted on January 19. Sealed bids are due on January 25, 2023 by 2pm.

### **Administration & Finance**

**Town Accountant:** This week we processed payroll and the warrant and worked on a project for Worcester Regional and posted deposits

**Treasurer/Collector:** The office has been extremely busy with questions and payments for Real Estate taxes. Third quarter for real estate is due February 1st. Warrant and payroll processed Over the last couple weeks; we have collected four tax title payoffs.

**Assessor:** The office has been busy with regular day to day activities. Assisted residents with questions on their actual tax bills. Worked on revised and supplemental tax bills for FY'23. Logged building permits received from the Building Commissioner onto property cards.

**Town Clerk:** All the Town Census/Street List forms have been mailed out. Dog license renewal forms were also sent with the Census. All dogs need to be licensed by March 31<sup>st</sup>. The Attorney General approved Article 6 & 11 of the Fall Town Meeting. For more information you can go to the Town's website [www.templetonma.gov](http://www.templetonma.gov)

### **Public Works**

**Highway:** Crews worked to divert water on Barre Road. Patched potholes on Barre Road. Sidewalks were cleared in East Templeton, Otter River, and Victoria Lane. Crews spot treated the roads as needed. Crew installed some berm for water problem on Phillipston Road. Chip downed branches on Baptist Common, Wellington Road, Farnsworth Road, and Ragged Hill Road. Worked with Buildings and Grounds taking down holiday lights. Repaired downed stop sign on Brooks Village Road.

**Buildings & Grounds:** Burial duties. Treated parking lots and walkways on public buildings. Working on refreshing picnic tables for spring. Moved items from DPW to Town Hall for storage. Moved file cabinets from Police Department to Senior Center basement. Took down holiday lights. Took truck to dealership for warranty work.

### **Public Safety**

**Templeton Police Department:** 12/8 – 12/14 PD 250 Calls for Service, 23 motor vehicle stops, 0 arrest. Station – NA. Dispatch – 406 Calls (does not include miscellaneous calls).

12/15 – 12/21 PD 249 Calls for Service, 10 motor vehicle stops, 0 arrest. Station – NA.

Dispatch – 400 Calls (does not include miscellaneous calls).

12/22 – 12/28 PD 247 Calls for Service, 16 motor vehicle stops, 0 arrest. Station – Merry Christmas. Dispatch – 399 Calls (does not include miscellaneous calls).

12/29 – 1/4 PD 224 Calls for Service, 34 motor vehicle stops, 1 arrest. Station – Happy New Year's. Dispatch – 392 Calls (does not include miscellaneous calls).

### **Templeton Fire/EMS:**

**Emergency calls:** 30 - 24 EMS, 1 fire alarm, 1 assist other agency, 1 carbon monoxide, 1 unauthorized outside fire, 1 motor vehicle accident, 1 public service.

**Apparatus/equipment:** Forestry 3 permanently out of service

**Activities:** 1 residential and commercial inspections.

**Training:** None

### **Development Services**

**Director** – Getting quotes for a pest survey at 10 Pleasant; work on budget and annual report.

**Communicable Diseases** – COVID, at last count Templeton had 10 positive cases and an incident rate of 7.3% for the past two weeks, 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 test kits available at town hall during regular business hours.

**Board of Health** – Housing inspection at C5, 38 Baldwin Drive – violation letter sent; reviewed/approved septic repair as-builts for 65 Church Hill and 50 Lord, issued COCs; issued various permit renewals for 2023 (septic hauler/installer, food establishments, tobacco and nicotine); working on multiple housing cases and reviewing abandoned houses for action in 2023.

**Conservation Commission** – Meeting was held 12/19/22. One NOI approved, one OOC extended and one forest cutting plan updated. Agent provided MassDEP information regarding Enforcement Order on State Road and requested assistance. MassDEP will not be providing immediate assistance. Next meeting scheduled for 1/9/23 @ 6:30 pm. One NOI received and processed; awaiting DEP file # from MassDEP. Agent participated in conservation training: Ecology of the riverfront area. The Commission is accepting applications for 2 open positions; if interested, please fill out a committee interest form and email it to [hyoung@templetonma.gov](mailto:hyoung@templetonma.gov)

**Community Preservation Committee** - Administrative Assistant participated in CPC trainings and phone calls with Town Council and Templeton Housing Authority. Worked on Vendor Warrant and subsidized housing inventory research. Next meeting is Thursday 1/12/23 @ 7:00 pm

**Planning Board** – Process paperwork and scheduling for meetings of 1/10/23 and 1/24/2023.

**ZBA** – Process paperwork and scheduling for meeting of 1/17/23.

**Building Department** – 12/15/2022 – 12/31/2022: Twelve Building Permits were processed, including 8 new single-family homes, 1 roof, 1 wood stove, 1 sheet metal for HVAC and 1 to remove cell tower antenna. Five Electrical Permits were issued, including 3 for residential remodel, 1 for new garage and in-law suite, and 1 for EV charger. One Plumbing Permit was issued for residential fixture upgrades. Two Certificates of Completion were issued for cell tower antenna and residential deck, and two Certificates of approval were issued for wood stoves.

1/1/2023 – 1/5/2023: Four Building Permits were processed, including 2 roofs and 2 window replacement. Two Electrical Permits were issued, 1 for EV charger and 1 for replacing breaker panel. One Gas Permit was issued for a generator line. Two Certificates of Completion were issued for an attached garage and roof replacement, one Certificate of Approval was issued for a wood stove and one Occupancy Certificate was issued for a new single- family home at 99 Carruth Road.

Commissioner Hanks conducted Safety Inspections at Alliance Health of Baldwinville and Little Explorers Child Care, all passed and received their annual certificates. Admin completed 2 warrants, 6 turnovers and submitted monthly US Census report for New Housing.

**PERMIT FEE SCHEDULES HAVE CHANGED EFFECTIVE JANUARY 1, 2023.** Please see website: [www.templetonma.gov](http://www.templetonma.gov) or contact Development Services office at 978-894-2770 for more details.

**Agricultural Commission** – Nothing to report at this time.

**EDIC** – Members in place from appointment at last Select Board meeting; meeting scheduled with Chair, Glenn Eaton, for the week of 1/9/23 to discuss Development Services support and potential agenda items referred by Planning Board.

### **Community Services**

**Director/Library:** Story Hour resumed this week after a break. Class visits sign-up sheet went out to Templeton Center. The Board of Library Commissioners voted to certify our library once again this year, as we have met their criteria. This allows Templeton residents to utilize other libraries in the state, as well as approving our library for a state grant. I completed and submitted the library FY 24 budget request and narrative. I met with Cindy Shea and completed the Senior Services FY 24 budget request and narrative and submitted both. I am working on 3 job descriptions that will more clearly identify the roles of certain Senior Services staff. I completed and submitted the FY 24 budget request and narrative for the Recreation Commission (voted on at a previous meeting). Basketball will resume on 1/7 after a 2-week break. Planning is underway to begin advertising for the softball season. I met with the Historical Commission chair and submitted the FY 24 budget request their group had discussed. I worked on the library and senior services FY 22 annual report.

**Senior Services:** The staff and volunteers prepared several areas for the ADA construction. Staff attended a fuel assistance workshop. Some of the activities offered at the center: spa day facials, holiday luncheon, a trip to see holiday light displays, chair yoga, creative stitchers, blood pressure clinic, book club, card bingo and mahjong.

Social Service interactions    18

Activity attendance                149

Volunteer hours                    49.5

Transportation                    34 rides provided

**Templeton Community TV:** Director is not in the office this week. Production continues on a number of programs. Calendar and Facebook posts for TCTV and Montachusett.TV website continue to be created and distributed.

### **Important Dates to Remember**

**Select Board Business Meeting, Wednesday, 01/11/2023, 6:30 p.m.**