

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

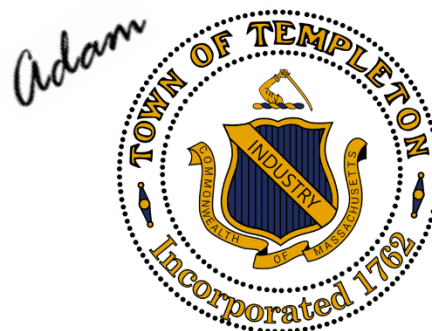
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: September 21, 2023

CC: All Departments



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

Weekly: Attended the Grand Opening of the McElwain School Apartments in Bridgewater with Terry Griffis from the Select Board. Matt Zahler and Jason Korb (the developers) of the Baldwinville School Apartment project did an excellent job with their apartment project in Bridgewater. We are very fortunate to have such skilled developers interested in Templeton. Work continues on the draft Fall Town Meeting warrant. Responded to public record requests. Prepared the packet for the Select Board meeting on September 27th.

Administration & Finance

Town Accountant: Completed the warrant and worked on getting the August Budget VS Actual ready to send out by the end of the week.

Treasurer/Collector's Office:

Commitment 5 for motor vehicle/excise bills were mailed Monday. Cheryl had a Capital Improvements Committee meeting. **Please note, 2nd quarter property taxes are due November 1st.**



Assessor: Handled requests for motor vehicle abatements, property cards, etc. Deputy Assessor went on site visits Tuesday and Wednesday. Reviewed and logged cyclical review visits that were performed last week. Annual Chapterland paperwork was finished being prepared for mailing. A reminder that the period to apply/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 exemptions granted can be applied to 3rd and 4th Quarter tax bills.

Town Clerk: The office has been busy with dog licenses and vital records requests. We are preparing for the October 10th Special State Primary. I'm attending the Mass Town Clerk's Conference.

Public Services - Public Works Division- Highway: Over the rail mowing Laurel View Road, Hubbardston Road, and Partridgeville. Cleanup was done on Shore Drive for reclaim. Crews worked with Reclaim crews. Cleaned equipment at shop. Driveway cuts were done on Highland Avenue. Multiple vendor pickups. Assisted Water Department over weekend with a water break. Removed deceased animal from Baldwinville Road.

Buildings and Grounds: Burial duties. Mowing/weed whacking cemeteries, Town buildings and Public areas. Cleaned and maintained equipment. Emptied trash at Gilman Waite. Repaired grass multiple areas and worked on trimming the hedges.

Public Safety

Templeton Police Department: PD 338 Calls for Service, 50 motor vehicle stops, 1 arrest. Dispatch – 479 Calls. (Does not include miscellaneous calls).

Templeton Fire Department/EMS: 09/11/2023 – 09/17/2023

Emergency calls: 24: 17 EMS, 1 fire alarm, 1 motor vehicle accident, 2 public service, 1 smoke investigation, 2 water evacuations.

Training: monthly meeting

Apparatus/equipment: 4 gas meters from engine 3 repaired and back in service. 4 gas meters from ladder 1 still OOS for repairs

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

Announcements: None.

Development Services: **Director** – Prepared for and attended Planning Board public discussion on updates/changes to current zoning bylaws. Recorded Laurel View Rd town road acceptance with Worcester Registry of Deeds; continued work with Peter at Cloud Permit for quote and provided to Grant Writer for submittal; completed capital planning application for same as backup if grant is not approved. Provided Town Counsel with documentation for final cease and desist letter for 292 Baldwinville (unpermitted construction of a garage and unpermitted automotive business). Working with department heads and MRPC on public information meeting to be held 10/5/23 @ 6:30 pm at town hall on updating the town's hazard mitigation plan.

Communicable Diseases – From 8/27/23 through 9/9/23 there were six 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>.

Board of Health – Worked with NRSD on permitting for Warrior Fest 10/21/23; complaint of business operation at 14 Prospect Street, no violations noted; follow up to complaint on 177 North Main, keeping of pigs, junk and debris; perc scheduled for South Road, SFH; provided Title 5 information and requirements to new owner of 390 Patriots; counseled resident on sexually transmitted disease and provided MDPH Epidemiology number for contact tracing; lifted 130 Old Winchendon condemnation, all inspections completed; reviewed/processed septic pumping records; mold complaint at 38 Baldwin, follow up next week; worked as ServSafe supervisor at Senior Center cookout.

Conservation Commission – Meeting was held 9/18/23 where an NOI for 81 Turner Lane was approved and provided an OOC, an RDA for Dwelly Farm was provided a negative determination, and an NOI for 198 Patriots Rd was continued to the next meeting since a file # had not been assigned yet. Agent performed one site walk at the fire department and attended a ZOOM training on Stormwater Reporting. A COC request for 304-0366 was submitted, along with 3 NOI's (Hubbardston Rd Lot 4, Mass Division of Fisheries and Wildlife and 381 Baldwinville Rd). Any complete submissions will go on next month's agenda. Next ConCom meeting is 10/16/23. The ConCom is still accepting applications for 2 open seats. 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.

Community Preservation Committee – Meeting was held 9/14/23 where six potential warrant articles were discussed. Three of them were provided CPC support and will eventually go to Town floor for final approval (Baldwinville Elementary School project and two for Houghton Park). Articles were drafted. Next CPC meeting will be 10/12/23.

Planning Board – Processed escrow check for Earth Land Development, LLC for proposed 55+ mobile home park; prepared for 9/26/23 meeting; processed ANR land division for 359 Otter River Rd. Provided electronic copies of proposed 55+ mobile home park to department heads for comment. Completed decision documents for Candlelight Café for amendment to original site plan.

ZBA – Processed variance application for 46 Shore Drive, hearing to be held on 10/17/23 @ 6:30 p.m.

Building Department – Four Building Permit Applications were processed this week, including 2 for roofing, 1 for kitchen renovation and 1 for a residential addition. Two Electrical Permits were processed, including 1 for commercial telecom system upgrade and 1 for exterior wiring repairs. Two Plumbing Permits were issued, both for residential remodeling. Final inspections were performed by Commissioner Hanks, which resulted in: 5 Certificates of Completion issued for 2 roofs, 1 pool, and 2 residential renovations, and 2 Occupancy Certificates for a new home on French Road and a finished basement on Victoria Lane. Admin Submitted 5 Turnovers, 1 Warrant and 2 Payroll Requests to Accounting.

Agricultural Commission – Next meeting October 2 @ 6:00 p.m.

EDIC – Preparation for meeting of 9/25/2023.

All public meetings can be viewed on TCTV YouTube.

Community Services: Director/Library: Visitation was steady this week. A small group of back-ordered materials was processed and made available. The October materials order was compiled and placed. I did 2 vendor warrants and 1 turnover. We are preparing for Story Hour to begin next Wednesday, September 27. This is the final week of the Farmers' Market, thank you to all of the vendors and shoppers!

Senior Services: Dr. Chandra returned to present a talk on osteoporosis, this program included a healthy breakfast for the 14 guests who attended. A vaccine clinic was held with 52 people receiving their flu vaccine and 40 pre-registered for a covid vaccine at the next clinic on 10/18. An end of Summer BBQ was held with Town Administrator, Adam as grill master. The October newsletters arrived and are being prepared for mailing. The newly formed Men's group met for the first time with 5 participants. Six people completed a bird collage craft. The following regular activities took place: walking group, shopping trip to Market Basket, chair yoga, pitch, card bingo, mahjong, creative stitchers and cribbag

attendance 125

social service interactions 10

volunteers 14

rides provided 25



Templeton Community TV: TCTV live-streamed 3 meetings this week and prepared the script and shoot for the next *TCTV News* Show. We are starting to get ahead on Montachusett.TV Calendar posts. Our photos from the Concert on the Common with Strictly Overtime and Gardner's Centennial Parade were shared on TCTV and Montachusett.TV Facebook pages for all to check out. We did a video shoot and interview at the Johnny Appleseed Visitor's Center on Route 2 and met with the director. Requests of Proposals (RFPs) were issued for Digital Lab and Montachusett.TV partnerships. Meetings with potential stakeholders are being scheduled. Stay dry this weekend, Templeton!

Important Dates to Remember

Select Board Meeting, Wednesday, 09/27/2023, 6:30 p.m.

