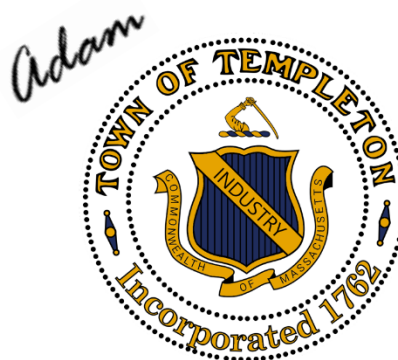


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: September 28, 2023
CC: All Departments



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



Weekly: Attended the Select Board meeting on September 27th. This week our office was busy with procurement. The Chair of the Community Preservation Committee (CPC) requested this week that our office go out to bid again for the Tennis/Pickleball Courts which we have since completed and posted. Sealed bids will be due on October 25, 2023 at 2pm. Additionally, we posted the 2022/23 Community Development Block Grant (CDBG) Grant Administrator Request for Proposals (RFP) for the School, Cottage and Vernon Street project which can be found at https://www.templetonma.gov/sites/g/files/vyhli3911/f/uploads/templeton_grant_administrator_rfp_2022-23.pdf. This is the \$1.35 Million dollar infrastructure project that the Town was awarded over the summer which can be found at <https://www.templetonma.gov/home/news/the-town-of-templeton-awarded-135-million-of-cdbg-funds>

The Town also posted contract opportunities for snow plowing which can be found at <https://www.templetonma.gov/bids-requests-for-proposals-bid-results-0>.



Administration & Finance

Town Accountant: Payroll and warrant completed. Posted deposits and work on several other issues for the town.

Treasurer/Collector's Office: Commitment 5 for motor vehicle/excise bills are due October 19th. Second quarter property taxes are due November 1st. Complete Municipal Lien Certificate (MLCs) requests. Payroll and warrant processed.



Assessor: Apportioned 1 Title V Loan. Reviewed and logged cyclical review visits that were performed last week and this week. Deputy Assessor attended the Worcester County Assessors Association Fall Symposium on Wednesday. Attended Department Head meeting on Thursday. Handled requests for motor vehicle abatements, property cards, notarizations, etc. Annual Chapterland paperwork was mailed this week and owners are coming in to submit their paperwork. 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 granted exemptions can be applied to 3rd and 4th Quarter tax bills.



Town Clerk: Nothing to report this week.

Public Services - Public Works Division- Due to short staffing the Department of Public Works will not submit an update this week.

Public Safety

Templeton Police Department: 9/21 – 9/27



PD 312 Calls for Service, 34 motor vehicle stops, 1 arrest.

Station – We may finalize a solution to our HVAC issues with the awarding of the contract to perform the work to upgrade the system.

General – Approximately half of the department conducted annual firearms training this week.
Dispatch – 446 Calls.

Radio Network – The door to the utility building on Ladder Hill was replaced and repairs made. New generator was installed at the Ladder Hill Tower. (Does not include miscellaneous calls).



Templeton Fire Department/EMS: 09/18/2023 – 09/24/2023

Emergency calls: 22, 1 citizen complaint, 15 EMS, 4 fire alarms, 2 motor vehicle accidents.

Training: BLS medication update, Drug abuse in EMS providers

Apparatus/equipment: 4 gas meter from ladder 1 still OOS for repairs

Activities: 5 residential and commercial inspections. Interviews held for the open fulltime firefighter/paramedic position.

Announcements: None

Development Services: **Director** – Prepared for and attended MS4 report meeting; prepared for and attended EDIC, BOH, and Planning Board meetings; attended department head meeting; violation letter to property owner for depositing yard waste in roadway; contacted individual with large vehicles parked on town property with for sale signs, removed immediately; reviewed cease and desist letter from Town Counsel for 292 Baldwinville.



Communicable Diseases – The report from 9/21/23 shows there were less than five 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 – Work with receiver appointed to 28 Albert, work to begin after budget presented to Worcester Housing Court by receiver; worked with Senior Center Coordinator on food permitting issues and future kitchen; reviewed/approved plans for NSF septic plan for Hubbardston Lot 4; witnessed perc for NSF at South Rd; continued work on State Rd. Update on 25 Central is the contempt case is moving forward.

Conservation Commission – No site walks this week as Agent attended multiple other Board meetings and compiled minutes. Next ConCom meeting is 10/16/23. Agent reached out to State Forester and Engineer associated with the proposed 55+ development at the top of Stevens Way. Called MassDEP to inform them of the Red Onion fire. 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.

Community Preservation Committee – 3 CPC Articles were submitted to the Select Board for support. Next CPC meeting will be 10/12/23.

Planning Board – Members met on 9/26/23 to conclude the overview and suggestions for zoning bylaw changes; 55+ application submitted and is slated for peer review by Whitman & Bingham, including traffic study, stormwater permit, and site plan – next date for this property currently scheduled for November 14. An ANR request was approved for 359 Otter River Rd to create a new building lot.

ZBA – Nothing to report at this time.

Building Department – Eleven Building Permits were processed this week, including: 1 roof, 2 exteriors doors, 1 roof top solar, 1 open shed, 1 new deck, 1 pellet stove, 4 residential renovations. Thirteen Electrical Permits were issued, including: 1 temp service, 5 new single-family homes, 2 new out-buildings, 3 residential repair/upgrade, 1 EV charger and 1 roof top solar. Two Plumbing Permits were issued, 1 for replacement appliance and 1 for new SFH. One Gas Permit was issued for a new SFH. Two Certificates of Completion were issued for a residential renovation and a new deck. Admin Submitted 7 turnovers to accounting.

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

EDIC – Members met on 9/25/23 and reviewed the proposed and state approved budget and executed contract, continued work on request for proposals for marketing and advertising.

All public meetings can be viewed on TCTV YouTube.

Community Services: Director/Library: Story Hour began this week with a large and enthusiastic group of children. The October materials order was processed and made available to patrons. The stitching group continued to be extremely popular (16 participants). I continued to work on the final 2 reports to the Board of Library Commissioners. I completed the employee performance reviews. I submitted one warrant and 1 turnover. I attended a zoom meeting with MCOA to learn about several upcoming grant opportunities for Senior Centers. I attended the Department Head meeting.

Senior Services: Happenings at the Senior Center this week included: Walking group, chair yoga, pitch, book club, card bingo, mahjong, creative stitchers and cribbage. A trip to the Red Apple Farm was enjoyed by all. The staff attended CPR training.



Statistics were not available by the weekly report deadline of 12:00 but will be reported in next week's report.



Templeton Community TV: TCTV live-streamed 4 public meetings this week. The latest "TCTV News" show was completed and made public, as were video shorts for "What's Up, Montachusett" previewing upcoming events on the Montachusett.TV website, "What's New @WBi" and the Digital Lab, and "Hazard Mitigating in Templeton" for the Oct. 5 Hazard Mitigation Planning Public Information and Input Meeting. We are getting good reviews for our delivery of community information with good-natured humor. Check out the videos on YouTube.com/TCTVweb and Facebook.com/TempletonTV, and please share if you like them. TCTV will live-stream the Oct.5 Hazard Mitigation Information meeting.

Dottie prepared the meeting packet for the Oct. 3 Cable Committee meeting and emailed it to members. Several other video and multimedia productions are coming soon. Assignments for Montachusett.TV Calendar posts have been made. This weekend we plan to shoot video and photos at the Oktoberfest/sidewalk sale/Chair Luge in Gardner and the Garlic Festival in Orange. Don't be afraid to stop and smell the garlic, Templeton!



Important Dates to Remember

Select Board Meeting, Wednesday, October 11, 2023, 6:30 p.m.

