

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: November 2, 2023

CC: All Departments



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

Weekly: The Town of Templeton announced (on Halloween) another Intermunicipal Agreement (IMA) with the Town of Winchendon. This updated agreement will allow the Town of Templeton to continue with our current establishment of Animal Control with the addition that the facility will move to Templeton at the former Ahimsa location. The Animal Control Officers will be moving to 381 Baldwinville Road in the near future now that this agreement has been signed. This agreement was approved by the Select Board on October 25, 2023.



This IMA will continue in effect through June 30, 2026. Completed the packet for the Select Board meeting that will take place on November 8th.

Our office has been receiving daily public records requests this week which has triggered a queue. Each will be handled on a first come, first serve basis within the allowable time. We have a couple habitual records requestors in Town. I will be looking into the possibility of adding a part-time public records access officer/archivist position for the Town to respond to each accordingly. I will be examining with the Chair to see if we should post a log within the Weekly of the requestor's name and whether they were assessed a fee or not.

Finally, I'm pleased to announce that I have signed with the Town of Templeton for another three years since the Select Board approved my employment agreement. It has been posted on the Town webpage today.

Administration & Finance

Town Accountant: Nothing to add this week.

Treasurer/Collector's Office: Heavy walk-in traffic this week as property taxes for the second quarter were due on Wednesday November 1st.

One tax title account paid off and several of the past due FY23 property tax accounts were paid. Warrant processed.

Assessor: Deputy Assessor is out of the office and in a class this week, working toward his MAA designation.

Town Clerk: The office has been busy preparing for the Special State Election and the Fall Town meeting. Reminder: The Special State Election will be held on Tuesday, November 7th at the Narragansett High School Gymnasium. The Polls will be open from 7:00am-8:00pm.

Public Services

Highway: Crew cleaned Shore Drive to prep for paving. Pothole repairs were done on Gray Road, French Road, and Barre Road. The beaver areas on Galvin Road and Royalston Road needed to be addressed. Brine machine was worked on with Winchendon & Hubbardston plumbing the tanks to the Brine machine. Over the rail mowing was done on Barre Road, and Baldwinville Road. Worked on the driveway aprons on Shore drive.

Buildings and Grounds: Crews did leaf blowing / fall cleanup at Baptist Common Cemetery, Tempelton Center, DPW, Town Hall, Cottage Lane, around exterior of shop and Pine Grove Cemetery. Replaced lights at the Library. Replaced many bulbs in the Senior Center dining room. Flag duties. Emptied trashes at Gilman Waite, Greenlawn Cemetery, Pine Grove Cemetery, Houghton Park, and Rivers Edge. Water was shut off at both cemeteries. Worked on setting pavers around flagpole at Police Department.

Public Safety

Templeton Police Department: 10/26 – 11/1 PD 277 Calls for Service, 21 motor vehicle stops, 1 arrest. Station – With assistance from the Towns Buildings & Grounds crew we were able to finally finish the block work around the flagpole, it came out excellent! . Dispatch – 390 Calls. Staff members on and off duty helped to make Halloween a successful event this year, giving out candy to the trick or treaters that evening. Thank you, everyone!!(Does not include miscellaneous calls).

Templeton Fire Department/EMS: 10/23/2023 – 10/29/2023 Fire Department weekly report.

Emergency calls: 29 - 1 building fire, 1 dispatched and cancelled, 19 EMS, 1 EMS stand by, 2 fire alarm, 2 motor vehicle accidents, 1 passenger vehicle fire, 2 smoke scares/ investigations

Training: Joint training with Royalston Fire Department, Interior fire attack and hose advancement.

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: 7 residential and commercial inspections. Interviews held for the open full-time firefighter/paramedic positions.

Development Services:

Director – Working on dog issue with Animal Control at 10 School Street; worked with Grant Writer to provide information on Green Communities annual reporting and on recycling grants through MassDEP with the signed contract for use of the Winchendon Transfer Station. Continued work on the annual report. Worked with Town Counsel on 25 Central and provided some new information for the case.

Communicable Diseases – Through October 21st, Templeton continues to have 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 – Issued a well permit for 10 Harley Hill; bottom and final inspection at Patriots for a NSF; bottom inspection at Baptist Common for a NSF; reviewed and approved septic plans for NSF's at 47 Old Winchendon and South; issued a permit to trap at Royalston and Gavin due to flooding (endangering wells, septic systems, and road flooding); continued work at 1076 King Phillip well failure; permit renewals sent out to food establishments, septic haulers, septic installers, trailer parks, rubbish haulers, sellers of tobacco and nicotine products, and in lieu of taxes billing for trailer parks and 55+ parks; answered questions pertaining to when a landlord must provide access to heat (September 15); provided septic info to 49 Pheasant Ln; continued work on 177 N Main issues;

Conservation Commission – No site walks this week. Next Conservation meeting is scheduled for 11/20/23 @ 6:30 PM.

Community Preservation Committee – The Chair submitted the FY23 Annual Report for CPC. The Re-Bid for Gilman Waite Tennis/Pickleball Courts came in with the lowest bidder at \$103,423. The CPC meeting of 11/9/23 has been rescheduled to 12/14/23 @ 7:00 PM due to member attendance. Fall Town Meeting is 11/15/23 @ 6:00 PM where 3 CPA articles will be heard.

Planning Board – Next meeting scheduled for November 14, 2023. Contract for peer review signed by Chair and additional escrow received to support cost of review.

ZBA – Nothing to report at this time.

Building Department – Six Building Permits were processed this week, including: 2 for siding and windows, 1 for pellet stove, 1 for chimney liner, 1 for shed demolition and 1 for a gazebo. Seven Electrical Permits were issued, including: 1 new commercial auto shop, 1 commercial restoration, 1 new addition, and 4 minor residential upgrades. Two Plumbing Permits were issued, 1 for a new single-family home and 1 for renovations. One Gas Permit was issued for a new generator. Occupancy Certificates were issued for 3 new manufactured homes on Lily Lane and Whitney Street. Seven Certificates of Completion were issued for: a foundation, deck, siding, pellet stove, roof, bath renovation and new detached garage. Admin submitted 5 turnovers to Accounting.

Agricultural Commission – Next meeting scheduled for December 11, 2023

EDIC – Next meeting scheduled for November 6, 2023.

All public meetings can be viewed on TCTV YouTube.

Community Services

Director/Library -Circulation and visitation were steady this week. Story Hour was held. The November materials order was processed and made available to patrons. I completed 2 warrants. I helped with preparation for the Senior Center's Halloween party.

Senior Services - A Halloween party was very well attended; a lunch of chicken pot pie was served, fun trivia games were held, and prizes were awarded for the best costumes, and carved pumpkins. Gail is busy with Shine appointments. Meals on Wheels continued all week. Regular weekly activities included: pitch, walking group, chair yoga dance, mah jong, great tours DC, creative stitchers, chair yoga and cribbage. The staff is working to prepare the newsletters. A special Saturday story time will take place this Saturday, Nov. 4 at 10am. Jan Lefebvre and Jackie Prime will read fun stories, Dilly the therapy dog will be in the audience, cookies and milk will be served and there will be a raffle for a children's book.

- **Food Pantry change of hours: NEW Saturday hours: 10 am- 12pm**

Attendance:	132
Social Service visits:	13
Volunteers:	16
Transportation	28 rides



Templeton Community TV: This week TCTV live-streamed the Advisory Committee meeting on Oct. 30. Hannah filmed Halloween activities in Templeton Center. We tested new equipment in the Town Hall Conference Room. We recorded a business class at Wachusett Business Incubator (WBI). Graphics for logos and Digital Lab promos are in development. We discussed

possible changes to the Montachusett.TV website. We planned for Fall Town Meeting coverage and a busy two weeks ahead. We prepped for a TCTV News show shoot on Friday. Expect a new TCTV News to be public on Nov. 8.

Have a lovely weekend, Templeton!

Important dates to remember:

Select Board Business Meeting: November 8, 2023

Fall Town Meeting: November 15, 2023

