



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR



TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: January 11, 2024

CC: All Departments



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



Weekly: This week focused on the FY 2025 Budget. Attended the Select Board meeting. The Grant Writer Administrator and I also attended a meeting with rural communities in the Commonwealth conducted by Director Gobi. Holly worked on processing the hiring of two part-time dispatchers. Progress continues with problem properties in Town. I would like to thank Development Services Director Wiita for coordinating and all the town departments that worked to address 25 Central Street. (see photos below)





Administration & Finance

Town Accountant: No updates this week.

Treasurer/Collector's Office: Our office had two tax tile payoffs this week. Third quarter taxes are due February 1st. If you have not received your bill, please call the office so we can assist you. Motor vehicle/Excise

commitment 6 demands were due Wednesday, January 10th. Warrant processed.

Town Clerk: If you have not returned your St.List/Census forms, please do so as soon as possible. Dog license are now available. All dogs six months or older need to be licensed by March 31st. Our office has been busy with residents returning their forms and with dog licensing.

The State will be sending "Vote by Mail" application to all registered voters in Massachusetts. If you would like to vote by mail, please fill out the form, sign your name and return it to our office. If you do not wish to vote by mail, simply disregard the application.

Assessor's Office: The Board of Assessors held a meeting on Tuesday. Follow up work after the meeting. Interviews were held with more candidates for the Administrative Assistant position on Wednesday. Worked with assessing consultant on various matters. Answering questions from residents on their 3rd and 4th quarter tax bills. Attended the Department Head meeting on Thursday. A reminder that exemption applications can still be submitted to our office. Any applications, if approved, would be applied to 4th Quarter Tax Bills.

Public Services

Highway: Crew members needed to unclog pipe on Dudley Road due to beaver activity. They continue to keep an eye on all areas and take actions, as necessary. All crew members were out in full force for the long duration storm along with plowing/sanding sub-contractors. Post storm cleanup included additional plowing, opening catch basins, treating roads, and opening up sidewalks along with several additional storm duties.

Buildings and Grounds: Finished fall cleanup at Gilman Waite Field. Prepped equipment for the pending storm. Plowed and treated all parking lots and walkways at all municipal buildings, Greenlawn Cemetery and Pinegrove Cemetery. Checked sump pumps at the former elementary school.

Public Safety

Templeton Police Department: 1/4 – 1/10 PD 296 Calls for Service, 37 motor vehicle stops, 1 arrest. Station – With our recent snowstorm and then heavy rain we experienced some water issues in the lower level of the station that we were able to handle. On Thursday (1/11) numerous officers assisted the BOH with securing and removing vehicles from 25 Central Street following the court decision which the Town had recently received. Dispatch – 430 Calls. After a joint meeting between Representatives from the State 911 Department, Town of Phillipston, and the

Town of Templeton both communities have a tentative agree in place to continue our regional dispatch. (Does not include miscellaneous calls).

Templeton Fire Department/EMS: 01/01/2024 – 01/07/2024 Fire Department weekly report.

Emergency calls: 34

Animal rescue 1, chimney fire contained to chimney 1, EMS 24, fire alarm 1, good intent 1, lock-out 2, motor vehicle accident 1, smoke scare 1, unauthorized outside fire 2.

Training: Officers' meeting.

Apparatus/equipment: Engine 2 remains out of service for repairs. Rescue 2 back in-service.

Activities: 9 residential and commercial inspections.

Announcements: Open burning season begins January 15th. To apply for a residential or agricultural open burning permit please go to the fire department page on the Town of Templeton website to apply. This is a two-step process. Step one is to go on the Unipay site and pay for your permit, you will get a confirmation number that you will need for step two. The second step is to go back to the fire department page on the Town's website and apply for your permit, you will need the confirmation number you received in step one. If you have any questions or difficulty applying for your permit, please call the office at 978-939-2222. Also, if needed you can make an appointment to come in on Monday, Wednesday or Fridays and we will assist you.

We are still in the process of updating the website to make it a much easier process to apply online, we hope to roll that out in a few weeks.

Development Services

Director – At the time of this report, a team comprised of Chief Bennett, Chief Dickie, Bob Szocik, Richard Hanks, and me, are scheduled to be on the 25 Central Street property to assess the building and begin the removal of vehicles; an update will follow in next week's report. Prepared for and participated in the EDIC and Planning Board meetings.

Communicable Diseases – during the weeks of 12/3/23 – 1/4/24 there were five confirmed cases of COVID; during the season from 07/2/23 – 12/30/23 there were a total of 59 confirmed cases of COVID reported, 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 – Received a complaint from a resident at the SK Building on Bridge Street pertaining to the possibility of a COVID breakout and cleanliness of the common areas, SK Management was contacted, and some follow up will take place. Contact with the owner of the

swine at 177 North Main and provided clarification and copies of the Right to Farm bylaw. Provided information on 28 Albert to a T5 Inspector. Provided information on 447 Patriots pertaining to a decommissioned well and placement of a new fuel tank. Complaint received from Shore Drive about dog owners not picking up after their animals.

Conservation Commission – Agent and Member performed a preconstruction visit with the Habitat Biologist from Mass Fisheries and Wildlife for the Limited Restoration Project 304-0388 that was approved, at the Army Corp of Engineers land at the end of Elm Street and Dennison Ave. The Conservation Commission meeting of Tuesday 1/16/24 has been cancelled due to lack of agenda. The February meeting is scheduled for 2/12/24 @ 6:30 PM.



Community Preservation Committee – The CPC's Needs Analysis meeting will be held TONIGHT, 1/11/24 @ 6:30 PM, followed by the regular meeting at 7:00 PM. This is an opportunity for Templeton residents and officials to share their perspectives related to Open Space, Recreation, Community Housing and Historic Preservation needs within the Town and to learn how the Community Preservation Act can provide resources to meet these needs.

Planning Board – The members met on 1/9/2024 and approved an ANR for the Town of Templeton for the disposition of one of the land locked parcels behind the Baldwinville Elementary School; members continued to hear site plan review for the proposed 55+ off Baker and Cottage Lanes and further continued the hearing to 1/23/24. Members voted on proposed changes to the Zoning Bylaw to move to the next step of holding a public hearing; also completed draft annual report submission.

ZBA – Completed draft annual report submission.

Building Department – Three Building Permits were processed this week: 2 for roofing and 1 for kitchen remodel. One Electrical Permit was issued for a bathroom fixture replacement. One Plumbing Permit was issued for a minor piping repair. Commissioner Hanks performed multiple inspections and issued an Occupancy Certificate for a residential addition on Dudley Road, an

Occupancy Certificate for an attached garage on Farnsworth Road and a Certificate of Completion for a Deck on Ware Drive. Admin completed December US Census New Housing Report, submitted warrant and turnovers to Accounting and began the annual cleanout of inactive permit applications.

Agricultural Commission – Completed draft annual report for submission.

EDIC – Members met on 1/8/24 to discuss remaining agenda items; the next meeting has been scheduled for 1/22/24. A new contact email address has been created for the EDIC's correspondence at EDIC@TempletonMA.gov,

All public meetings can be viewed on TCTV YouTube.

Community Services

Director/Library- Circulation and visitation are picking up now that the holidays are over. A large and lively group at Story Hour. A collection of Children's valentines day books was ordered. I worked on the library and senior services annual reports. participated in the Cultural Council and TCTV/Cable TV Department initial FY 25 budget reviews.

I alerted Community Service departments to the next quarterly report deadline. I completed 2 vendor warrants and 2 turnovers. I began working on the Senior Center annual report to the EOEA (executive office of elder affairs)

Senior Services -In addition to the regular weekly activities, several participants painted rocks to create stone snake for the front garden. Meals on Wheels and Transportation continued.

Many thanks to the MA Cultural Council, and Rep. Zlotnik for the award of a 'festivals and programs' grant. The February newsletter went out to print.

Stats from 12/1- 12/4

17 rides

28 people attended events

4 services

5 volunteers

Stats from 1/8-1/11

17 rides

72 people attended events

10 services

5 volunteers



Templeton Cable TV: TCTV live-streamed 4 meetings this week. TCTV's Business Plan was presented at the Select Board meeting: Economic opportunities about, but a funding crisis looms. Funding to provide Cable TV subscriber equity is requested. More than 60 new Calendar items for Montachusett.TV website were produced. Slides for Senior activities and Town Hall announcements were produced. We recorded a TCTV News show due to be released Jan. 16 or Jan. 17. Please like and share!

Important dates to remember:

Select Board Business Meeting: January 24, 2024

