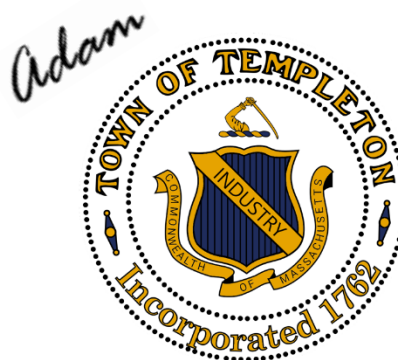


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Select Board  
**FROM:** Adam Lamontagne, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** October 12, 2023  
**CC:** All Departments



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

**Weekly:** Attended a Rural Affairs check in meeting with Director Gobi with many Town Administrators/Managers across the Commonwealth. Held a department head meeting. Had a meeting with Interim Winchendon Town Manager. Also attended the Select Board meeting where the Board approved the Fall Town Meeting (FTM) warrant containing 22 articles. The warrant has been signed by the Select Board and turned over to the Town Clerk. The Fall Town Meeting will take place on November 15<sup>th</sup> at 6:00pm at Narragansett Regional located at 460 Baldwinville Road. Hope to see a great turnout for the Town Meeting!

### **Administration & Finance**

**Town Accountant:** No updates this week.



**Treasurer/Collector's Office:** Second quarter property taxes are due November 1<sup>st</sup>. Motor vehicle/Excise, commitment 5 are due October 19<sup>th</sup>. Warrant and payroll processed.

**Assessor:** The Board of Assessors held a meeting on Tuesday. Followed up on work from the meeting. Attended the Department Head meeting. Worked with assessing consultant on various matters. Worked on requests for property cards, motor vehicle abatements, notarizations, etc. Reviewed and logged all cyclical review visits that were performed this week. The period to apply for a statutory exemption is still open. Submitting an application in October ensures any granted exemptions can be applied to 3<sup>rd</sup> and 4<sup>th</sup> Quarter tax bills.

**Town Clerk:** No updates this week.

**Public Services - Highway:** Crews worked on Shore Drive marking raised structures, took regrinds for the side of the road. Took material to Cook Road to repair, took roller to Cook Road to smooth out rough spots. Over the rail mowing was done on Dudley Road. Repaired wash out

and sink hole on Dudley Road. Beavers continue to be an issue and the areas of activity are checked and managed if necessary. Pothole repairs were done on Barre Road. Started getting equipment ready for winter season.

**Buildings and Grounds:** Worked at the Old Baldwinville Elementary School securing window and pumped out basement. Finished shrubs at Pine Grove Cemetery. Mowed Pine Grove Cemetery, Town Hall, Scouts Hall, Cottage Lane, and Senior Center. Aerated Templeton Center. Burial duties. Flag Duties. Maintained equipment.

### **Public Safety**

**Templeton Police Department:** *09/28-10/04*

Total 445

PD 344

motor vehicle stops 22

Arrests 0

*10/05-10/11*

Total 451

PD 349

Motor vehicle stops 33

Arrests 1

**Templeton Fire Department/EMS:** No updates this week.

**Development Services: Director** – Provided information to Town Counsel pertaining to the case off State Road, which is moving forward to Worcester Superior Court for processing; processed complaint regarding Hook's Autobody, no violations noted – pre zoning business still operated by same owner's; verified with Zoning Enforcement Officer.

**Communicable Diseases** – Through September 30<sup>th</sup>, Templeton had 26 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** – Receivership has been approved for 28 Albert, preliminary inspection took place this week and past permitting information provided to receiver; working with Creative Charcuterie and Edible Gifts on permitting for a business out of 120 Patriots; provided information on allowed uses for tight tanks; Reviewed T5 reports for 130 Old Winchendon, passing and 92 Baptist Common which needed a new d-box to be passing; continued processing of food permits

for Warrior Fest; provided septic information on 75 Main for T5 inspection; further inspection of Off State Road issue, now using a wood burning device without permitting, forwarded information to Town Counsel. Answered questions pertaining to possible plastics recycling plant at former American Tissue site – at this time there are no plans before any of the boards or commissions for any work.

**Conservation Commission** – Site walks occurred this week at 81 Turner Lane for a pre-construction visit, Stevens Way for a 55+ development, and Old Royalston Road for a COC request for the culvert replacement (*pictured below*). 2 FCP received. Agent attended MACC ZOOM meeting on effective municipal stormwater management. Next ConCom meeting is Monday, 10/16/23 @ 6:30 PM with a full agenda. One more file number was assigned to an NOI. Jaime Brewer was appointed by the Select Board to the Conservation Commission, *Welcome Jaime!*



**Community Preservation Committee** – The Houghton Park project (*the grant and master plan*) was submitted to Capital for review. The CPC meeting is Thursday, 10/12/23 @ 7:00 PM.

**Planning Board** – Meeting of 10/10/23 cancelled due to lack of Agenda items. Next meeting scheduled for 10/24/2023.

**ZBA** – Variance hearing scheduled for 10/17/23 @ 6:30 pm for request to reduce property line offsets at 46 Shore Drive.

**Building Department** – Six Building Permits were processed this week, including: 1 for a deck, 1 for a porch, 2 for roofing, 1 for a new manufactured home and 1 for commercial sign. Two Electrical Permits were issued: 1 for an EV charger and subpanel, and 1 for a septic pump. One Plumbing Permit was issued for a replacement water heater. Admin submitted 4 Turnovers and 2 Inspector Payroll requests to Accounting.

**Agricultural Commission** – Next meeting date to be determined.

**EDIC** – Next meeting 11/6/23.

All public meetings can be viewed on TCTV YouTube.

**Community Services:** *Director/Library-* The library was busy during this short week. Story Hour was well-attended.

We set up an area for the Hazard Mitigation surveys and collection box. I reviewed the community services performance evaluations with the Town Administrator. I worked on cultural council grants. I attended the department head meeting.

*Senior Services-* Weekly happenings included: meditation and chair yoga, card bingo, Mah-jong, great tours (Washington DC), creative stitchers, men's group, chair yoga and cribbage.

Linda and Elaine attended the MCOA conference in Danvers on Wednesday. They participated in the demonstration of the new ride MSC program since we are part of the pilot program.

Finishing touches were made to the November newsletter. The MART report was completed and submitted.

Attendance	71
Social Service Interactions	16
Volunteers	9
Transportation	38 rides



**Templeton Community TV:** This week TCTV live-streamed the Capital Improvements Committee and Select Board meetings, and planned to live-stream the Community Preservation Committee (CPC) meeting on Thursday. We also planned coverage of the Greater Gardner Chamber of Commerce Chili Chowder Taste-Off on Thursday, and prepared for a *TCTV News* show shoot on Friday. We completed videos for the Hazard Mitigation Planning Survey or TCTV and the Johnny Appleseed Visitor Center for Montachusett.TV. We have been experiencing audio difficulties in the Town Hall Conference Room and are working to remedy it. Have a partly sunny weekend, Templeton!

**Important dates to remember:**

**Select Board Business Meeting: October 25, 2023**