

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: January 18, 2024
CC: All Departments



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

Weekly: Continued department budget reviews this week.

Administration & Finance

Town Accountant: Nothing to contribute this week.

Treasurer/Collector's Office: We had two tax title payoffs this week. Cheryl and Danielle attended Staff School virtually on Wednesday. Payroll and warrant processed.

Town Clerk: Nothing to contribute this week.

Assessor: Continuing to answer questions from residents on their 3rd and 4th quarter tax bills and on statutory exemptions. Receiving Forms of List, I & E's, and Forms 3ABC that were sent out back at the end of December. Downloaded and processed two motor vehicle commitments, which included the first commitment for 2024 with over 8,000 bills. 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 worked on clearing catch basins and cross pipes. Beaver areas addressed as needed including Gavin Road. Assisted Buildings and Grounds with taking down Holiday lights. Crew made brine liquid for pretreating roads. Crews pretreated, cleared, and treated roads



throughout the storms and finished cleaning up after. Sidewalks are being cleared as time permitted. Crews cleaned and maintained equipment.

Buildings and Grounds: Checked sump pumps at the former elementary school. Took down Holiday lights with Highway Department. Worked on inventory lists for parts needed for mower services, etc. and ordered parts. Checked walkways and removed grave flags and holiday décor from Greenlawn Cemetery. Moved several items from Town Hall to Senior Center. Crew worked the storm clearing and treated all lots and sidewalks at all town owned buildings and opening cemeteries main roads.

Public Safety

Templeton Police Department: 01/11-01/17- PD 311 Calls for Service, 28 motor vehicle stops, 0 arrest. Dispatch – 439 Calls. Nothing further to report.

Templeton Fire Department/EMS: 01/08/2024 – 01/14/2024

Emergency calls: 26. Assist police or other government agency 1, dispatched and cancelled 1, EMS 19, Fire alarm 1, good intent 2, smoke scare 1, unauthorized burning 1.

Training: Department meeting, classroom portion of training on self-rescue belts.

Apparatus/equipment: Engine 2 remains out of service for repairs.

Activities: 6 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 Towns 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 – Working with the Police Department, Fire Department, Building Commissioner, and DPW Director with an order from Worcester Superior Court, closed the unpermitted automotive business located at 25 Central Street, C O & S Garage was employed to remove all vehicles (including trailers, mobile homes, trucks, and cars); the Fire Chief and Building Commissioner have deemed the building unsafe due to the roof and other structural issues, work will continue to clean up the area. Finished budget for Development Services and met with Town Administrator; prepared and submitted 2nd quarter report for Select Board meeting.

Communicable Diseases – For the last two weeks, Templeton has five confirmed 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 – Working on an ongoing issue at Queen Lake Rd with an unpermitted outdoor wood burner, receiving complaints from neighbors pertaining to excessive smoke. Perc test on 299 South rescheduled due to snow; reviewed a T5 inspection report, which was passing but septic tank needs to be pumped, owner notified; junk and debris complaint on 69 Brooks, drive by inspection, letter sent to owners; fulfilled two records requests for information on 197 Patriots and 119 Patriots; many other information requests.

Conservation Commission – Agent attended CERO/NERO ConCom Network meeting with the Massachusetts Office of Appeals and Dispute Resolution. The 2nd Quarterly Report for FY24 for Conservation was submitted. The Conservation Commission meeting of 1/16/24 was cancelled due to lack of agenda. The February meeting is scheduled for Monday, 2/12/24 @ 6:30 PM. Our heartfelt condolences are sent to our Conservation Chair, George Andrews, who lost his beloved wife Terry this week.

Community Preservation Committee – The CPC's Needs Analysis meeting and the regular monthly meeting was held on 1/11/24; minutes were compiled and uploaded. 1 warrant was submitted. The FY25 CPA Estimates were received. The 2nd Quarterly Report for FY24 for CPC was submitted. The February meeting is scheduled for Thursday, 2/8/24 @ 7:00 PM.

Planning Board – Nothing to report at this time, next meeting is January 23, 2024.

ZBA – Nothing to report at this time, next meeting is January 30, 2024.

Building Department – Six Building Permits were processed this week, including 2 commercial permits for signage and an accessible ramp, 2 for roofing, 1 for a woodstove and 1 for bath renovation. Two Electrical Permits were issued for minor residential improvements. One Plumbing Permit was issued for a new manufactured home. Commissioner Hanks performed final inspection and issued an Occupancy Certificate for a new manufactured home at 15 Lily Lane as well as a safety/occupancy inspection at the Otter River Hotel. Admin submitted 4 turnovers and 1 warrant to accounting, worked on 2 record requests, quarterly and annual building department reports, and compiled forms and documents for integration into our new software system.

Agricultural Commission – Nothing to report at this time, next meeting is February 5, 2024.

EDIC – Nothing to report at this time, next meeting is January 22, 2024.

All public meetings can be viewed on TCTV YouTube.

Community Services

Director/Library- I met with the Town Administrator to review Community Service FY 25 budget requests. I compiled and submitted the FY 24 Second Quarter reports to the Select Board's office for inclusion in the next meeting's packet. I completed a vendor warrant. Story Hour was well attended. Work began on the February materials order. I worked on the Senior Center's annual report to the EOE. I am finishing up the Library and Senior Services FY 23 annual reports.

Senior Services - In addition to regular weekly activities, a small group attended an afternoon board game program, and the February newsletter was prepared for mailing.

Attendance at activities	78
Social Service appointments	5
Volunteers	5
Rides Provided	20



Templeton Cable TV: We worked on the edit of *TCTV News*, to be released this week. Please like and share at [YouTube.com/TCTVweb](https://www.youtube.com/TCTVweb)! Event notices for TCTV and Calendar items for the Montachusett.TV website were produced. With meeting cancellations, a focus this week has been on staff development and training. Our crew members are learning new skills. We discussed adding a mascot to the TCTV logo (or wordmark). Stay tuned!

Be warm, Templeton!

Important dates to remember:

Select Board Business Meeting: January 24, 2024