

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: April 25, 2024
CC: All Departments



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



Scout Hall Project (Above)



Tennis / Pickleball Court Project at Gilman Waite (Above)

Weekly: Work continues on transitioning our health & dental insurance from MIIA to Mass Strategic Health Group. Posted the annual report to the town webpage and sent to the printer. Printed annual reports will be available at the town election and at the Select Board office on and after election day. Scout Hall project nearing completion. Gilman Waite Tennis/Pickleball courts moving forward. We are looking forward to getting these projects done so the community

can utilize these new additions. A big thanks to all the departments, staff and volunteers participating in the Earth Day cleanup in Town!

Administration & Finance

Town Accountant: Nothing to add this week.

Treasurer/Collector's Office: One tax title account paid in full. Worked on getting a list of past due tax title accounts to the attorney. Cheryl attended the Select Board meeting to present her quarterly report. Danielle helped clean up 25 Central Street for Earth Day. Payroll and warrant processed.

Reminder: Fourth quarter property tax is due May 1st.

Town Clerk: Nothing to add this week.

Assessor: Our office is busy with our typical day-to-day activities with questions on motor vehicle abatements, requests for property card information, etc. Justice attended a Worcester County meeting on Monday. Deputy Assessor went on several site visits this week for full measures and listings due to occupancy permits that were issued over the winter on new single-family homes. Presented the third quarter report at the Select Board Meeting on Wednesday. Attended the Department Head meeting on Thursday.

Residents, PLEASE NOTICE: A representative from Vision, Matthew Fontaine, will be visiting our commercial & industrial properties throughout Town over the next few weeks for field review purposes due to the Town being in a Revaluation of its' assessed values for FY'2025.

Matthew will be driving in a black 2013 Honda Accord, MA Registration # 2ZX725. He will have a photo ID, and letter from our office. If you have any questions regarding this, please do not hesitate to contact the Assessors' Office at (978) 894-2760 or Templeton Police at (978) 939-5638.

Public Services

Highway: Crew was out cutting and chipping trees and brush in multiple areas including South Road, Hubbardston Road, and Old Winchendon Road. Beaver activity on Royalston Road, and Gavin Road is monitored and addressed as needed. Sidewalks were swept on Baldwinville Road, Dudley Road, South Road, White Circle, Lafayette Road, Victoria Lane, Laurel View Road, Muskett Drive, Minuteman Drive, Brandin Drive, and Ridgewood Lane. Pothole repairs were done on Gray Road, Old Winchendon Road, Dudley Road, South Road, Baptist Common Road, Haskell Road, French Road, and Kyle Road. All Crew members attended OSHA 10 training 1st session. Crew members participated in Earth Day cleanup at 25 Central Street.

Buildings and Grounds: Burial duties. Picked up plumbing supplies for Gilman Waite. Met with contractor that is doing the paving at the Pickleball court. Worked on spring cleanup at Greenlawn Cemetery and Pine Grove Cemetery. All Crew members attended OSHA 10 training 1st session. The crew are removing all the artificial flowers and greens along with older holiday

decorations. They will continue to remove any holiday decorations starting 2 weeks after each holiday.

Public Safety

Templeton Police Department: 4/11 – 4/17 PD 375 Calls for Service, 11 motor vehicle stops, arrest 0. Station – HVAC upgrade project, tech was in fine tuning the systems' programming and then gave the administrative assistant training on how to operate the new system. Dispatch – 496 Calls. (Does not include miscellaneous calls).

4/18 – 4/24 PD 360 Calls for Service, 19 motor vehicle stops, arrest 2. Station – HVAC upgrade project, new access door installed downstairs in the hallway for the system upgrades. Waiting on a plumber to make some final connections and the system upgrade should be complete. Dispatch – 513 Calls. (Does not include miscellaneous calls).

Animal Control: Animal Complaints: 5 Animal Inspector: 2 Dog Bite: 1 Animal Cruelty: 1 Stray Cat: 1 Wildlife Concern: 1 Loose Dog: 3 Wellness Concern: 1 Loose livestock: 1. Animal Control will be at the Narragansett school play this Friday through Sunday selling our plush dogs that benefit the animals at the shelter. Animal control will also be holding a rabies clinic from 9AM-12PM on Saturday May 11th. More information is posted on the animal control's website at <https://www.templetonma.gov/animal-control>.

Templeton Fire Department/EMS: 04/15/2024 – 04/21/2024 Fire Department weekly report.

Emergency calls: 25; 18 EMS, 1 fire alarm, 1 motor vehicle accident, 1 public service, 1 search for missing person, 3 unauthorized fires.

Training: prehospital statewide treatment protocols 2.15A and 2.15P adult and pediatric seizures

Apparatus/equipment: Engine 2 remains out of service for repairs. Rescue 1 front end repairs, rescue 2 warranty transmission replacement.

Activities: 9 residential inspections.

Announcements: Residential open burning season ends on Wednesday May 1st. 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. 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 from 8 am to 2 pm and we will assist you.

Development Services

Director – Prepared for and presented 3rd quarter report to Select Board; prepared for and presented at executive session with Select Board.

Big thank you to all the employees and departments that were able to help on Earth Day, we appreciate you all! And to all the residents that helped clean up many of our roads, streets, and lanes, thank you so much!



Communicable Diseases – In the two weeks preceding 4/14/24, there were 42 recorded COVID tests with 2 of those resulting in positive cases, Templeton is currently reported to have less than 5 positive cases of COVID.

MDPH, following CDC, has updated their recommendations on respiratory illnesses and how to quarantine and/or isolate. For more information on this, please go to <https://www.cdc.gov/respiratory-viruses/guidance/faq.html> for more information.

Board of Health – Agent witnessed perc tests at 8 Pheasant for a repair and Walnut for a proposed new single family. Working with Jonathan Coakley of Aura Mortgage Advisors on 457 Patriots; processed a request for a beaver trapping permit on Brooks Village; completed kitchen inspection for Let ‘Em Eat Cake on Patriots Rd; investigating a trash complaint on Brandin Dr; received a noise complaint on Lord pertaining to a wood cutting business. Participated in meeting with DCR pertaining to flood plain updates (included ConCom, Building Commissioner, DPS Director, Emergency Manager, Town Administrator, and Development Services Director).

Conservation Commission – Agent performed site visits this week at Patriots Road for tree cutting questions, 91 Walnut Street for an active OOC 304-0383 and participated in an Earth Day clean up event at 25 Central Street in Baldwinville. Agent met with other Town employees for a Community Assistance Contact Meeting with the Floodplain Management Specialist from the Flood Hazard Management Program under MA Dept. of Conservation & Recreation to discuss the Flood Hazard Management Program and Flood Zone maps. The next Conservation Commission meeting is scheduled for Monday, May 20th, 2024, at 6:30 PM where (1) NOI 304-0389 continuance for a proposed sewer line at 381 Baldwinville Road is on the agenda.

Community Preservation Committee – Two warrants were submitted. The next meeting will be 5/9/24 @ 7:00 PM

Planning Board – Next meeting is scheduled for May 14, 2024 @ 6:30 p.m.

ZBA – Nothing to report at this time, no applications.

Building Department – Five Building Permits were processed this week, including: 2 for above ground pools, 2 for rooftop solar, and 1 for a carport. One Electrical Permit was issued for a

replacement breaker panel. Three Plumbing permits were issued, including: 1 for a water heater, 1 for a replacement heating system and 1 for a residential renovation. Two Gas Fitting Permits were issued: 1 for a heating system and 1 for a water heater. Commissioner Hanks performed multiple inspections resulting in 3 Certificates of Completion issued for a deck, porch and patio door and 1 Temporary Occupancy Certificate for a Commercial Garage. Admin submitted 4 turnovers, 1 warrant and 1 Inspector's payroll to Accounting and participated in Earth Day Cleanup in Baldwinville on Monday.

Agricultural Commission – next meeting June 3, 2024 @ 6:00 p.m.

EDIC – next meeting May 6, 2024, 6:00 p.m.

All public meetings can be viewed on TCTV YouTube.

Community Services

Director/ Library- A group of 12 attended Story Hour. Foot traffic in the library was brisk. I worked on the Senior Center Manager job advertisement. I presented the library and senior services FY 24 third quarter reports to the Select Board. Together with driver Jonathan, I picked up the bread and pastry donations at Hannaford (thank you Ryan Patrick Jones Heart of a Hero Foundation) and brought them to the Senior Center and Food Pantry for distribution. The Stitching Group began making May baskets for next week's Story Hour group. I attended the department head meeting.

Senior Services- In addition to the regular weekly programs, the Book Club met, a peep spring diorama workshop took place and a group played Bananagrams for 2 hours. Ann-Marie is researching options for replacing the raised beds. Dessert with Bonnie was held and celebrated this month's birthdays. Meals on Wheels continued throughout the week.

Attendance	159
Social Service appointments	9
Volunteers	7
Rides	27

TCTV/Cable Television: Nothing to add this week.

Important dates to remember:

Annual Town Meeting: May 15, 2024

Select Board Business Meeting: May 29, 2024