

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: November 9, 2023
CC: All Departments



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



Weekly: Attended the Advisory Pre-Town Meeting. Attended the Select Board meeting. We also posted the Invitation for Bids for the two six wheelers. Meeting is set next week with Town of Templeton retirees to discuss the Medex 2 plan as well as our new Medicare Advantage option plan since the Select Board approved the two plans through MIIA. Completed the Voter's Guide for the Fall Town Meeting. The Voter's Guide can be found at

www.templetonma.gov/town-administrator/pages/fall-town-meeting-2023

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector's Office: Transferred 49 parcels to tax title. One tax title account paid off. Commitment 5 demands were due and will be sent to warrant. Cheryl attended Capital Improvement and Advisory Committee meeting. Warrant and payroll processed.

Assessor: Worked on requests for property cards, motor vehicle abatements, and many notarizations. Talked with our mapping company, Cartographics, regarding updates to our online maps and other changes. Presented at the Tax Classification Hearing on Wednesday. Attended

Vadar's webinar on the Data Bridge from our Real Estate program into Vadar on Thursday to prepare for upcoming billing.

Due to the change in the weather, Cyclical Visits will not be conducted at this time. They will continue next spring, in 2024. We will notify the public at that time.

Town Clerk: The Special State Election has been certified. Friday, November 10th is the last day to submit town committee nomination papers for certification. The office will be open from 9:00am-5:00pm on Friday the 10th. The Fall Town meeting will be held on Wednesday, November 15th @ 6:00 pm in the Narragansett Auditorium.

Public Services

Highway: The Beavers continue to be an issue. They are addressed as needed. The town paid a trapper to come in for some of the areas with more troublesome activity. Crew worked on Shore Drive driveway aprons. Over the rail mowing was done on Otter River Road, Lord Road, Willow Street, Depot Road, Main Street, Old Winchendon Road, Red Fox Xing, Happy Hollow Road, Hamlet Mill Road, and Turner Lane. Pothole repairs were done on Barre Road, Whitney Road, Happy Hollow Road, Hamlet Mill Road, & Turner Lane. Crew worked to continue making sure equipment is ready for treating the roads when we start getting inclement weather. Community Sand Shed Construction has started. Liquid Deicer tank has been set up in one of the trucks.

Buildings & Grounds: Fall cleanup continued at Pine Grove Cemetery, Town Hall, Greenlawn Cemetery, & DPW. Installed military flat marker. Picked up Jersey Barriers at Winchendon Landfill for Brine area. Took down batting net at Gilman Waite for the winter. Repaired roads at Greenlawn Cemetery with grindings. Burial duties

Public Safety

Templeton Police Department: 11/2-11/8 PD 277 Calls for service, 31 motor vehicle stops, 1 arrest. Dispatch - 436 calls (does not include miscellaneous calls). Nothing further to report.

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

Emergency calls: 25-20 EMS, 2 fire alarms, 3 motor vehicle accidents.

Training: None

Apparatus/equipment: 4 gas meters 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 is in service.

Activities: 5 residential and commercial inspections.

Development Services

Director – Continued to field and resolve resident questions and concerns.

Communicable Diseases – For more info on city/town COVID numbers please go to <https://www.mass.gov/infodetails/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 – Next Board of Health meeting is scheduled for 11/27/23 @ 7:00 PM.

Conservation Commission – The Chair and Agent visited Baptist Common Cemetery with the DPW Director regarding the CPC project for trail access. Next Conservation meeting is scheduled for 11/20/23 @ 6:30 PM.

Community Preservation Committee – The CPC meeting of 11/9/23 was rescheduled to 12/14/23 @ 7:00 PM. The Advisory Committee reviewed the 3 CPC articles this past week and recommends a YES vote on Articles 15, 16 and 17 with a vote of 3-0. Fall Town Meeting is 11/15/23 @ 6:00 PM where these 3 CPA articles will be heard.

Planning Board – Next meeting is scheduled for 11/14/23 @ 6:30 PM.

ZBA – Nothing to report at this time.

Building Department – Four Building Permits applications were processed this week, including: 2 for roofing, 1 for door replacement and 1 for a residential addition. One Electrical Permit was issued for an emergency service repair. Two Plumbing Permits were issued for residential renovations. Two Gas Permits were issued for furnace replacements. Commissioner Hanks performed many job site inspections and issued 5 Certificates of Completion for residential siding, windows, patio door and insulation and 1 Occupancy Certificate for a single-family home on Royalston Road. Five annual safety inspections were performed along with Chief Dickie for liquor serving establishments, more to occur next week. Admin submitted 4 Turnovers, a Warrant and Inspector Payroll to Accounting.

Agricultural Commission – Next meeting scheduled for 12/11/23 @ 6:00 PM.

EDIC – EDIC met this past Monday, 11/3/23. Minutes were compiled.

All public meetings can be viewed on TCTV YouTube.

Community Services

Director/Library- A small collection of back-ordered books was processed and made available. Story Hour was held. Circulation and visitation were steady. The stitching group made candy wreaths. I attended the Select Board meeting I completed and submitted 1 vendor warrant and 1 turnover.

Senior Services- Special happenings this week included: Yoga for strength, a magic show with Steve Charette with a luncheon, an embroidery floss bracelet workshop and a leaf garland craft. The October MART report was completed and submitted. Many thanks to the Highway Dept. for the beautiful job of converting a former police vehicle for use in our transportation program. Thank you, also to Templeton Police for recommending that the vehicle be given to the Senior Center. This vehicle has replaced the Scion and is a huge improvement! Regular weekly

activities included: walking group, chair yoga, pitch, card bingo, mah jong, great tours, creative stitchers and cribbage.

A big THANK YOU to the Select Board for their vote to commit \$150,000 in ARPA funds towards the completion of the Senior Center kitchen!!

Attendance: 164

Social Service interactions: 9

Volunteers: 11

Rides: 38

Templeton Community TV: In a very busy week, TCTV live-streamed four public meetings: EDIC on Nov. 6, Capital Improvements and Advisory Pre-Town on Nov. 7, and Select Board on Nov. 8. We also recorded a Persuasive Marketing class at Wachusett Business Incubator

A new “TCTV News” show was produced and edited. Please share if you like it!

The Cable TV Advisory Committee meeting of Nov. 7 lacked a quorum, so no votes took place. Members present were updated on Cable Department status and activities.

We showed our work with 360-degree cameras and more at Wachusett Business Incubator’s Open House in Gardner. Several "sizzle reels" to promote Montachusett.TV, the Digital Lab and WBi were produced to loop on video monitors during the Open House.

We planned for Fall Town Meeting coverage and a weekend joint production with “Two Grannies on the Road,” show that will visit about 20 local businesses participating in the annual Country Roads holiday shopping tour.

Have a chill weekend, Templeton!

Important dates to remember:

Fall Town Meeting: November 15, 2023

Select Board Business Meeting: November 29, 2023

