

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Select Board  
**FROM:** Adam Lamontagne, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** November 30, 2023  
**CC:** All Departments



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

**Weekly:** Have appraisals underway for 10 Pleasant Street and the triangular parcel at the corner of Baldwinville Road and Vernon Street. Responded to public record request. Attended Rural Communities Check in with Director Gobi. Attended the Select Board meeting on November 29<sup>th</sup>. Held a department head meeting on November 30<sup>th</sup>. The final inside construction work will begin at the Scout Hall on Monday (December 4<sup>th</sup>). Another project that we are looking forward to getting complete!



### **Administration & Finance**

**Town Accountant:** Nothing to report this week.

**Treasurer/Collector's Office:** Four tax title accounts paid off. Mailed motor vehicle commitment 6 on Monday November 20<sup>th</sup> and they are due December 20<sup>th</sup>. Warrant processed.

**Town Clerk:** All the initiative petitions have been certified and returned. We are now working on getting on getting the Annual Street List/Census forms ready.

**Assessor's Office:** On Thursday 11/16 the Tax Rate was approved by the Department of Revenue, DLS, at \$12.60, this is down 32 cents from last year's rate of \$12.92. As in the past, as values go up the tax rate will usually come down. Our assistant resigned, and the position has been re-posted on the Town website. Attended the Department Head meeting on Thursday. Attended Vadar's webinar on Actual Billing this Thursday. Answered questions related to

Chapter Land applications, as well as processing motor vehicle abatements and notarizations this week.

### **Public Services**

**Highway:** Over the rail mowing was done on Royalston Road, Drury Lane, Church Hill Road, Brooks Village Road, Ridgewood Lane, Old North Road, Phillipston Road, and Queen Lake Road. Crew took care of a large tree branch overhanging on Cross Road. Pothole repairs were done on Gardner Road, Kyle Drive, Royalston Road, and Barre Road. New street signs were installed on Cook Road, Haskell Road, Victoria Lane, and Hubbardston Road. Most of the crew attended an all-day class at the UMASS Training Center in Chicopee on Liquid Deicers, it was an informative class. While the DPW was out treating during last weeks storm one of the trucks burst into flames and the driver extinguished it before firefighters arrived, however there was significant damage that is being gone over with insurance company. The driver was thankfully uninjured. Holiday lights were hung in various areas of town.

**Buildings and Grounds:** Crews plowed and shoveled snow at all the town buildings and lots. Fall cleanup was done at Pine Grove Cemetery. Worked on sander problems with mechanic. Flag duties.

### **Public Safety**

**Templeton Police Department:** Nothing to report this week.

**Templeton Fire Department/EMS:** Nothing to report this week.

### **Development Services**

**Director** – Attended the Worcester Regional Retirement seminar “Ready, Set, Retire” in Auburn; attended department head meeting; working with DPW on culvert issue on Brooks Road. Continued work with Town Administrator, DPW Director, and Grant Writer on Green Communities annual report. Met with Glenn Eaton with regard to EDIC objectives and support documentation.

**Communicable Diseases** – Through November 18th, Templeton currently has 38 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. Norovirus is making the rounds, try to have things on hand that will help rehydrate after the initial sickness is over.

**Board of Health** – Review/approve septic as-built for 162 French; processed T5 inspection reports for 58 Old North and 17 White Circle, no issues; processed permit applications for food, septic, rubbish, and trailer parks; interior inspection of 28 Albert, receiver to begin demo and repairs in the coming weeks; completed satellite phone testing with Region 2 Emergency Management; completed food establishment inspection at KRO's on the Common, no issues noted.

**Conservation Commission** – Agent attended CERO/NERO ConCom network meeting via ZOOM. Site walk occurred at 31 Patriots Road where unpermitted work was occurring in the buffer zone of a stream. The site has since been restabilized. The Conservation Commission held their meeting on 11/20/23 where 2 NOI's [304-0386 & 304-0387] were approved with Orders of Conditions, 1 NOI was continued to the next meeting, and 1 Extension Request was granted [304-0364]. The continued NOI finally received a file number from MassDEP this week after 2 months of waiting. Agent attended multiple meetings including the Selectboard meeting to answer questions regarding an NOI for a proposed forced sewer main through two wetlands crossings on DPW Town property. Received an incomplete RDA application for 712 Patriots Road. Next Conservation Meeting is scheduled for 12/18/23 @ 6:30 PM.

**Community Preservation Committee** – The three CPA Articles (the Rehabilitation of Baldwinville Elementary School and (2) for Houghton Park) that were passed at Fall Town meeting received project accounts and can begin. The Baldwinville Elementary School project had its Designation Agreement extended by the Selectboard. Warrants were submitted for the Grange Hall project. The Town should have received its full state match around November 15th. However, they had some delays in their system for certain communities who receive the additional funding rounds enabled by the 3% surcharge rate. Next CPC Meeting is scheduled for 12/14/23 @ 7:00 PM.

**Planning Board** – Members met on 11/28/23 and reviewed and approved four ANR's for the division of land; next meeting tentatively scheduled for December 12, 2023, depending on need; no meeting on December 26, 2023.

**ZBA** – Next hearing scheduled for December 19, 2023, to hear a special permit request for the sale of used cars at 184 Brooks Road. 46 Shore Dr. filed decision with registry of deeds and closed out file; an agenda item was added for review of a request to modify the comprehensive permit for CC MPZ School Street project.

**Building Department** – In the past 2 weeks seven Building Permits were processed, including: 2 for siding, 1 for a patio door, 1 for demolition of a storage shed, 1 for finished basement and 2 for pellet stoves. Three Electrical Permits were issued, including: 1 for rewiring a home, 1 for a new garage, and 1 for upgrades at a communications tower. Eight Plumbing Permits were issued, including: 5 for minor residential upgrades, 2 for new manufactured homes, 1 for a new commercial garage building. Four Gas Permits were issued, including: 1 for a new single-family home, 1 for a new commercial garage, and 2 for minor residential upgrades. Five Certificates of Completion were issued for: a foundation for a new single-family home, a detached workshop/workout building, a bathroom remodel, a roof replacement, and a new front porch. One Certificate of Approval was issued for a new pellet stove. Safety and Occupancy Inspections have been completed at all liquor serving establishments and certificates issued. Admin submitted several turnovers and 2 warrants to Accounting.

**Agricultural Commission** – Next meeting scheduled for December 11, 2023

**EDIC** – Next meeting scheduled for January 8, 2024.

All public meetings can be viewed on TCTV YouTube.

## **Community Services**

**Director/Library-** Circulation and visitation were steady this week. I worked on the Library and Senior Services annual reports. Story Hour was well attended. The December book order was processed and made available for borrowing. The stitching group finished up a fabric yo-yo ornament project. Lou Ann has a waiting list of over 12 people who are interested in joining the group. I submitted 3 turnovers and 1 vendor warrant.

**Senior Services-** The Council on Aging meeting was held last week (happy that this Board has a quorum once again). Many Seniors enjoyed a turkey dinner prepared by the Templeton Lions and Tom Royer and held at the Otter River Sportsman Club- thank you! The December newsletter was prepared for mailing. Work began on the January newsletter. A group of volunteers decorated the Center for the Holidays. A workshop was held where participants made a customized foot soak. Regular weekly activities included: walking group, chair yoga dance, yoga for strength, pitch, book club, card bingo, mah jong, great tours DC, creative stitchers and cribbage. Meals on Wheels continued all week.

**Attendance            180**

**Social Services       7**

**Volunteers            15**

**Transportation       59**



**Templeton Community TV:** TCTV live-streamed three meetings this week. Work on a one-hour "Two Grannies on the Country Roads Tour" continued, though we are short-handed. We hope to release it by this weekend. We had a productive Cable TV Advisory Committee meeting and attended the Select Board meeting. We planned coverage of the annual Tree Lighting and parade on Dec. 3, with an exclusive interview with the Jack Frost stilt-walkers, and a not-so-exclusive interview with Santa. We look forward to the festivities.

Happy December, Templeton!

**Important dates to remember:**

**Select Board Business Meeting: December 13, 2023**