

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: December 7, 2023
CC: All Departments



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

Weekly: Sent out the Fiscal Year 2025 Budget Guidance documents to the departments. We have officially kicked off budget season! We have processed payroll paperwork for pay raises for eligible non-union employees. Attended the meeting of the MART Advisory Board on December 5th. The inside construction work started at Scout Hall.



Administration & Finance

Town Accountant: Posted Deposits, Warrant, Payroll, Billed Light/Water Sewer Benefits, Journal Entries & reconciled Cash.

Treasurer/Collector's Office: Five tax title accounts paid off. Excise/Motor Vehicle commitment 6 is due Wednesday, December 20th. Warrant and payroll processed.

Town Clerk: Nothing to report this week.

Assessor's Office: Answered requests for property cards and notarizations. Reviewed November 2023 Building Permits from the Building Department. Attended the Worcester County Assessors' Association meeting on Wednesday. Prepared for and Processed the Actual Billing for Real Estate and Personal Property on Thursday. Attended the Request for Proposals bid opening for the FY2025 Revaluation on Thursday.

Public Services

Highway: Street signs were replaced on Laurel View Road, Farnsworth Road, Henshaw Road South Road, French Road, Dolbier Hill Road Gray Road, Stone Bridge Road, Harley Hill Road, Old North Road, Brooks Village Road, Queen Lake Road, Phillipston Road, Ridgewood Lane, Lamb City Road, Rice Road, Bradin Drive, Partridgeville Road, South Main Street, Turner Lane,



Pail Factory Road, Shady Lane, and Cross Road. Spot treat on several roads. Made brine. Removed deceased animals from roads. Over the rail mowing Gardner Road, Sawyer Street, Orchard Lane, Cottage Lane, Mechanic Street, and South Main Street.

Buildings and Grounds: Worked on Pine Grove clean up. Treated sidewalks that needed to be treated for black ice. Department shorthanded this week.

Public Safety

Templeton Police Department: 11/23 – 11/29 PD 273 Calls for Service, 17 motor vehicle stops, 1 arrest. Dispatch – 391 Calls. Nothing further to report.

11/30 – 12/6 PD 312 Calls for Service, 26 motor vehicle stops, 1 arrest. Dispatch – 438 Calls. Nothing further to report.

Templeton Fire Department/EMS: *Emergency calls:* 60

1 building fire, 2 carbon monoxide alarms, 1 dispatched and cancelled enroute, 42 EMS, 4 fire alarm, 1 fire/other, 1 good intent, 1 electrical issue, 1 lockout, 1 motor vehicle accident, 1 passenger vehicle fire, 2 smoke scare, 1 smoke/odor removal, 1 unauthorized burning.

Training: Chimney fire practical with Phillipston fire. Ems training was mentoring excellence.

Apparatus/equipment: 4 gas meter from ladder 1 back from repair and in service, Engine 2 remains out of service for repairs.

Activities: 12 residential and commercial inspections.

Announcements: Open burning season begins January 15th. We are currently working on the permit site to make it easier to use. We hope for the site to be up and running for the beginning of January.

Development Services

Director – Met with representatives of Fuss & O'Neill w/DPW Director to work on plans for MS4 directives for retrofitting five culverts in Templeton; met with Glenn Eaton of EDIC to go over agenda items for next meeting and provided zoning map for future planning; provided basic information for an inquiry as to whether a parcel on Fessenden could be considered a buildable lot and referred for further information to Zoning Enforcement Officer; appeared in Superior Court on Friday as a witness for Templeton with the Building Commissioner against 25 Central Street.

Communicable Diseases – Through November 25th, Templeton currently has 40 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 – Provided a copy of the 2022 Landfill Monitoring report to Mary Cushner at MassDEP; met with owner of 1076 King Phillip Trail, builder Matt Olson and his staff plumber with regard to issues with the well, parties involved agreed to come to a decision without BOH intervention; processed pumping records; issued sixteen septic hauler permits; issued two rubbish hauler permits; email to Deer Creek Bakery with regard to missing information for new location and provided direction for what is required.

Conservation Commission – Agent attended 3 Zoom webinar trainings: Fundamentals of Dam Removal by Nashua River Watershed, New MAPC Tool for Siting Green Infrastructure Projects by MACC, and Trail Planning and Design: Foundations of Success by American Trails and Mass DCR. Agent attended Conservation Restriction site visit at 138 Farnsworth Road with the landowner/resident and the Stewardship Manager from North County Land Trust. The RDA for 712 Patriots Road has been added to the Conservation Commission Agenda for Monday, 12/18/23 @ 6:30 PM.

Community Preservation Committee – 1 warrant submitted. Admin prepped for the next CPC Meeting, which is scheduled for Thursday, 12/14/23 @ 7:00 PM

Planning Board – Due to lack of agenda items, the meeting of December 12 has been cancelled; at the last Planning Board meeting, members voted to cancel the meeting of December 26 due to members being away for the holiday.

ZBA – Next meeting scheduled for Tuesday, December 19, 2023, to hear a special permit request for the sale of used cars at 184 Brooks Road. An agenda item was added for review of a request to modify the comprehensive permit for CC MPZ School Street project.

Building Department – One Building Permit was issued this week for a pellet stove. Four Electrical Permits were issued, including: 1 for replacing wiring and fixtures in a commercial building, 1 for a mini split, 1 for an EV charger and 1 for receptacles and lighting in the kitchen at Town Hall. One Plumbing Permit was issued for a water heater, and one Gas Permit for a new in-law unit heater. Commissioner Hanks has been busy with inspections and has issued 6 Certificates of Completion for 2 decks, 2 roof replacements, 1 finished basement and 1 gazebo. Admin submitted 4 turnovers, 1 warrant, and 1 inspector payroll request to Accounting, attended a meeting between resident and home builder along with Board of Health Agent and assisted a former resident with a housing issue and a realtor with concerns about a restriction relating to a historic home.

Agricultural Commission – Next meeting scheduled for Monday December 11, 2023 @ 6:00 PM.

EDIC – Next meeting scheduled for Monday, January 8, 2024 @ 6:00 PM.

All public meetings can be viewed on TCTV YouTube.



Community Services

Director/Library/Senior Services: Nothing to report this week.

Templeton Community TV: This week TCTV live-streamed the Capital Improvements Committee meeting with its final recommendations for the Select Board. We prepared and recorded *TCTV News* for the week of Dec. 11. (Due out Tuesday). We finished production with Two Grannies on the Country Roads Holiday Shopping Tour. The funny Grannies are getting rave reviews. Please like and share the videos from our YouTube channel ([YouTube.com/TCTVweb](https://www.youtube.com/TCTVweb)) and Facebook pages to help support local businesses!

We planned for the annual Tree Lighting and parade coverage. We attended the Greater Gardner Chamber of Commerce Holiday Celebration and made new friends for Montachusett.TV. Website tweaks are being considered with the web developer. TCTV's YouTube Channel is approaching 1,000 subscribers.

Hear those sleighbells ring, Templeton!

Important dates to remember:

Select Board Business Meeting: December 13, 2023

