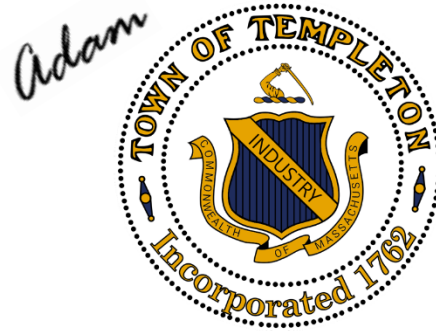


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Select Board  
**FROM:** Adam Lamontagne, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** June 15, 2023  
**CC:** All Departments



**REMINDER:** Templeton Town  
Offices will be closed Monday, June  
19<sup>th</sup> to honor Juneteenth.

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

**Weekly:** Attended a webinar with U.S. Senator Markey. Authorized the change orders for the Senior Community Center roof. Interviews were conducted for the VSO. Attended a Select Board Meeting.

### **Administration & Finance**

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

**Treasurer/Collector's Office:** Cheryl attended the Annual MCTA Conference. Warrant was processed.

**Assessor:** The Board of Assessors held a meeting on Tuesday. Fred Henshaw was appointed Chair, Shawn Case as Clerk, and George Barnes as Member for the upcoming year. Prepared for and processed follow up work from Tuesday's Board meeting. Held interview for the Assistant Assessor position on Wednesday. Submitted additional forms to the State.

Postcards have been mailed to a portion of residents in the Templeton "precinct" for upcoming cyclical visits that will be done by our office. Sue O'Coin, Field Inspector, will be visiting properties. She will have a Town Photo ID and business cards. If you have any concerns, please do not hesitate to contact our office.

**Residents:** Please be aware, the Assessor's office will be closing early @ 2:30pm on Tuesday, June 27<sup>th</sup>. The rest of that week will be regular office hours.



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

**Public Services - Public Works Division**

**Highway:** Berm repairs and pothole patching were done at the end of Drury Lane. Pothole patching was done on Pleasant Street, Summer Street, Pail Factory Road, and Royalston Road. Beaver active areas are checked regularly to make sure and clear debris before it causes an issue. Catch basin cleaning on Michaels Lane. Remove deceased animal from Main Street. Worked with Saybrooke removing debris at 10 Pleasant Street. Worked to try and remove debris blocking pipes on Whitney Street, and a huge thank you to Dave Richard Excavating for assisting the highway department with this task. There was a large amount of illegal dumping on Cross Street that needed to be removed by crew.

**Buildings and Grounds:** Crews had multiple burial duties. Mowing/weed whacking was done at Gilman Waite, Town Hall, Scouts Hall, East Templeton, Pine Grove Cemetery, Templeton Center, and Baldwinville Center.

Dug multiple foundations and poured the concrete for the stones. Installed 2 flat markers. Handled several resident inquiries pertaining to the cemetery. We currently have a participant in the Senior tax work off program assisting with some of the data cleanup with the new cemetery software which is a great help.

**Public Safety**

**Templeton Police Department: 6/1 – 6/7 PD** 265 Calls for Service, 11 motor vehicle stops, 0 arrests. Dispatch – 383 Calls. (Does not include miscellaneous calls).

**Station** – Royal Steam is still waiting for the compressor manufacturer to honor the warranty work in progress. BWC training will be completed this week for all officers.

**Dispatch** – Belltronics was into program new portable radios.

**6/8 – 6/14 PD** 313 Calls for Service, 16 motor vehicle stops, 0 arrest. Dispatch – 431 Calls. (Does not include miscellaneous calls).

**Station** – Royal Steam was in and finally replaced the compressor for the AC unit, a huge difference was almost instantly noticed. BWC went into service. Templeton Bldg. & Grounds assisted officers with redesigning the front lawn area.

**Dispatch** – We were notified by Homeland Security that our new LPS7 radio was in, but we need to arrange installation of the unit after it is delivered.

## **Templeton Fire Department/EMS: 06/05/2023 – 06/11/2023**

Emergency calls: 24

19 EMS, 3 fire alarms, 1 motor vehicle accident, 1 oil spill.

Training: none

Apparatus/equipment: car 3 back from repair. It had front end work and new tires.

Activities: 4 residential and commercial inspections.

Announcements: Residential open burning has ended for 2023.

### **Development Services**

**Director** – Continued work with ConCom and DPW on dumpster issue at Pinewood Shores, placement has been reviewed and approved (will require a cement pad).

**Communicable Diseases** – From 5/21/23 through 6/8/23 there were less than 5 confirmed COVID cases (state reported numbers), there was increased testing reported throughout the State. 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>. The Board of Health continues to have a supply of COVID test kits available to the public. *No other communicable disease information to report.*

**Board of Health** – *The public beaches were all below the limits for swimming*; final inspection completed at 29 Sawyer for the Abandoned Housing Initiative and a letter of completion was issued releasing the property. Final septic inspection at 100 Stone Bridge (repair) and 131 French (new SF) completed and both well done; reviewed T5 inspection reports for 162 Lord and 367 Royalston, no issues noted; witnessed correction to stabilization covering (loam and seed) to septic system at 149 Hubbardston; completed housing inspection at 13 Liberty, results to follow in next week's report. Working with Irene Congdon, Central Mass Municipal Assistance Coordinator, for possible grant funds for recycling; working with Sara Darlagiannis, Coordinator for MDPH Region 2 EDS, updating Templeton's emergency dispensing site plan. Next meeting scheduled for June 26, 2023 @ 7:00 pm.



2023

# TEMPLETON

## CONSERVATION COMMISSION

THE COMMISSION IS ACCEPTING APPLICATIONS FOR 2 OPEN SEATS; RESIDENTS WHO ARE INTERESTED, PLEASE FILL OUT A COMMITTEE INTEREST FORM AND EMAIL IT TO [HYOUNG@TEMPLETONMA.GOV](mailto:HYOUNG@TEMPLETONMA.GOV)

CALL DEVELOPMENT SERVICES AT 978-894-2767 FOR INFORMATION.



**Conservation Commission** – Site walks occurred at 159 Gray Rd for an above ground pool, 1092 King Phillip Trail for trail/tree questions and 35 Victoria Lane for an above ground pool. Agent was present at Whitney Street while DPW crew worked to unclog the culvert pipes that had the road overflowing. *[Pictured]* An NOI will be submitted to address a solution by replacing the pipes. Agent worked with DPW Director and Health Agent on appropriate placement of Pinewood Shores dumpster taking into consideration distance from the open water. Agent continued to field resident and municipal questions regarding wetlands, conservation and the like. The next Conservation Commission meeting is scheduled for July 17<sup>th</sup>, 2023, at 6:30 PM. *Join the ConCom!* The Commission is accepting interest forms for 2 open seats; if interested, please see Jessica Case in Room 3 of Town Hall for how to apply, or please go to the town's website at [www.templetonma.gov](http://www.templetonma.gov) and fill out an interest form.



**Community Preservation Committee** – Admin compiled meeting minutes for last Thursday’s meeting. This week the Board of Assessors appointed member, George Barnes to the CPC seat, *Welcome Mr. Barnes!* Admin continued to gather contacts for a potential project at Houghton Park, prepped for next CPC meeting scheduled for July 13<sup>th</sup>, 2023 @ 7:00 pm, and gathered financial account information for CPC members.

**Planning Board** – Next meeting scheduled for June 27, 2023, at 6:30 pm.

**ZBA** – Due to a conflict with the July 10 date, the ZBA appeal hearing will be rescheduled. The Zoning Board of Appeals has two alternate seats available on the board, if interested please go to the town’s website at [www.templetonma.gov](http://www.templetonma.gov) and fill out an interest form.

**Building Department** – Seven Building Permits were processed this week, including: 2 for siding, 2 for swimming pools, 1 porch, 1 wood stove insert and 1 for HVAC sheet metal. Eight Electrical Permits were issued, including: 1 for a pool, 1 for a mini-split, 2 for residential fixtures, 1 for restaurant fixtures, 1 for a new single-family home, and 2 for residential additions. Two Plumbing Permits were issued, including: 1 for commercial kitchen and 1 for a new single-family home. 5 Gas Fitting Permits were issued, including: 3 for new underground lines for new homes, 1 for a garage heater and 1 for a furnace in a new single-family home. Two Certificates of Completion were issued for replacement windows and doors. Admin submitted Warrant, Inspector Payroll and 3 Turnovers.

**Agricultural Commission** – Next meeting scheduled for August 7<sup>th</sup>, 2023 @ 6:00 pm.

**EDIC** – Next meeting scheduled for June 26, 2023 @ 5:00 pm.

**Community Services:**

**Director/Library**-The library was busy this week. Story Hour concluded for the summer with its largest group- 21 children. The program will resume in September. We are preparing for an indoor summer-long book sale. I lent some support to the Senior Center staff. I participated in the screening committee in our interviews of VSO candidates. I submitted 2 vendor warrants and 2 turnovers. We are hoping for a good turnout at the Farmers' Market. New vendors always welcome.



**Senior Services**-In addition to the regular weekly events, there was an agricultural lecture by a member of the Historical Commission along with a breakfast. Walking club meets 3 days a week in this beautiful weather.

A meal provided by Valley View was enjoyed by over people. The July issue of the Senior Buzz was prepared for mailing. The MART report for May was completed and submitted.

Rides provided - 35

Attendance at activities 128

Social Service Interactions 10

Volunteers working this week: 14



35

**Templeton Community TV:** We are making progress on developing Montachusett.TV Calendar content. We live-streamed the Select Board meeting of June 14. We have been experimenting with 360-degree cameras and have been preparing classes on business uses at Wachusett Business Incubator in Gardner. TCTV is hosting three high school/college interns paid by MassHire in July through mid-August. They will be working out of Town Hall and other locations as needed. A new TCTV News show is being recorded for release next week.

**Important Dates to Remember**

**Select Board Meeting, Wednesday, 06/28/2023, 6:30 p.m.**