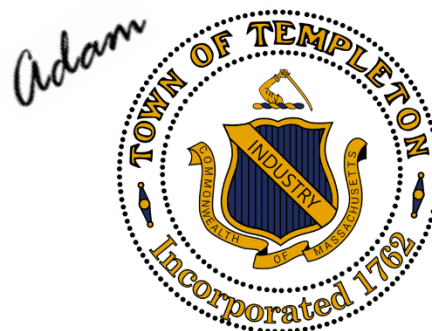


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: June 29, 2023
CC: All Departments



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



Weekly: This will be the last weekly report before we break for the summer. We wish everyone a happy, healthy, and safe summer!! See you in September.

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector's Office: Warrant was processed. Property tax bills have been mailed for 1st and 2nd quarter preliminaries.

Assessor: - With Motor Vehicle Commitment #3 being due this week this brought many questions and requests for motor vehicle abatements. Reviewed and logged cyclical review visits that were performed last week. Many residents have come in asking questions on how to apply for statutory exemptions or to sign their veteran exemption cards for FY24. The period to file an application or sign an exemption card begins next week. Deputy Assessor was out of the office on Wednesday & Thursday.

Town Clerk: The office has been busy with the usual day-to-day work. I attended the "Clerk on the Hill Day". There were over 150 Clerks from Massachusetts who attended the event at the State House in Boston.

Public Services - Public Works Division

Highway: Crew repaired berm, sidewalk and patched potholes Ridgewood Lane, Old North Road, Brooks Village Road, Town Hall Parking Lot, Baldwinville Fire Department, Red Fox Crossing, Lord Road, Highland Avenue, Gray Road, Mill Street, and Davis Street. Crew continues to deal with beaver issues in multiple locations throughout town.

Buildings and Grounds: Mowed/ Weed Whacked at Templeton Center, First Church Cemetery, Gilman Waite, Baldwinville Center, and Greenlawn Cemetery. Trimmed shrubs at the corner of Mechanic Street. Moved boxes at Town Hall. Cut brush on the edge of Cottage Lane Park for sign installation. Raised a couple flat markers that had settled over the winter. The chimney at

Town Hall was repaired and repointed due to fallen and broken bricks. 10 Pleasant Street was loamed and reseeded.

Public Safety

Templeton Police Department: Nothing to report this week.

Templeton Fire Department/EMS: *06/19/2023 – 06/25/2023 Fire Department weekly report.*

Emergency calls: 29

1 assist police or other government agency, 1 citizen's complaint, 22 ems, 2 fire alarm, 2 motor vehicle accidents, 1 unauthorized burn.

Training: Monthly online annual required ems training, fire ground pumps and hydraulics.

Apparatus/equipment: car 3 service and tires, car1 tires, rescue 1 rear door lock repair and replacement.

Activities: 8 residential and commercial inspections.

Development Services

Director – Prepared for and attended EDIC and Planning Board meetings; provided notary services at Alliance Health (Baldwinville Nursing Home); provided research for a CDBG lien release for 51 Walnut; scheduled meeting with Baker Lane/Stephens Way neighbors for 7/5 onsite with Town Administrator and Conservation Agent. Attended emergency management training with Rich Curtis at Gardner Police Station.

Communicable Diseases – From 6/4/23 through 6/17/23 there were less than 5 confirmed COVID cases (state reported numbers). 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>. *Starting with the new fiscal year, due to the very decreased reporting of COVID, this report will only contain information pertaining to actual cases of communicable disease outbreaks. Currently, there are no cases to report.*

Board of Health – Completed final inspection of septic and issued certificates of compliance for French, Lots 7 & 9; reviewed and signed off on building permits for 10 April Circle, 106 Haskell, 217 S Main, and 240 South; completed bed bottom inspection at French, Lot 4; fielded call from 22 Rice regarding neighbor's chickens causing damage, referred to ACO; witnessed perc at 84 Henshaw for septic replacement; reviewed T5 report for 6 French, passing; well permit research for Templeton Fish & Game; continued work on 13 Liberty and 39 Forest housing issues. Bank auction of 29 Sawyer happening on Friday, June 30 – file completed. The Board of Health met on 6/26/23 and meeting minutes were compiled.

Conservation Commission – Site walk occurred at 91 Walnut Street for submitted NOI for dam improvements. One NOI received for demo and construction of Templeton Sewer pump house on Crotty Ave. Agent worked with residents on wetland/conservation inquiries. The next

Conservation Commission meeting is scheduled for July 17th, 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 and fill out an interest form.

Community Preservation Committee – Grant agreements were signed. Warrant was submitted. Next CPC meeting scheduled for July 13th, 2023 @ 7:00 pm.

Planning Board – Members met on June 27, re-organization of board included a vote for Kirk Moschetti to be Chair, Charles Carroll as Vice Chair, and Bruce Marien as Clerk; Dennis Rich will continue as representative to CPC and Charles Carroll will continue as representative to MJTC. Members began the process of looking at zoning and will be inviting the public to be part of the process. Members are working on sending notices to all households by working interdepartmentally (i.e., sending w/the electric bills or with tax bills). The goal is to be ready for the annual town meeting in May '24. Meeting minutes were compiled.

ZBA – Due to a conflict with the July 10 date, the ZBA appeal hearing will be rescheduled to July 26 @ 6:30 p.m. At this time, there will be a hearing for a variance request for South Road, Map 2-15, Parcel 5.2, and an appeal for the special permit request for 148 South Road. 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 and fill out an interest form.

Building Department – Five Building Permits were processed this week, including: 3 for roofing, 1 for window replacement and 1 for a pool deck. Six Electrical Permits were issued, including: 3 for new single-family homes, 1 for meter relocation, 1 for boiler replacement, and 1 for temp service. One Plumbing Permit was issued for a residential remodel and one Gas Permit was issued for a new underground line. Commissioner Hanks performed many inspections and issued 3 Certificates of Completion for a porch on South Road, residential remodel on Baldwinville Road, and a kitchen renovation and roof on Maple Street, and 1 Occupancy Certificate for a new manufactured home on Lily Lane. Admin worked on 4th quarter and year end reporting and submitted 4 turnovers to accounting. Fielded a number of calls regarding “temporary pools” which all require permitting if more than 24 inches deep.

Any inquiries about whether a project requires a permit or not, should be directed to this office BEFORE any work commences at 978-894-2770.

Agricultural Commission – Next meeting scheduled for August 7, 2023 @ 6:00 p.m.

EDIC – Members met on June 26, 2023, and had follow up discussions on marketing, logos, and possible new member. Meeting minutes were compiled.

All public meetings can be viewed on TCTV YouTube.

Community Services:

Director/Library -The library - particularly the Childrens' room were very busy this week. The July materials order was processed and made available to patrons. The remaining books from the class visits were retrieved. Our DCR and Davis Farmland passes are being utilized. Our Summer Reading incentives begin next week, with fun raffle prizes! I worked on 2 warrants and submitted a turnover. I introduced Ann-Marie, the new Senior Center Activities Coordinator to the Select Board at their meeting. We are hoping for clear weather for Thursday's Farmers' Market.

Senior Services- In addition to the regular weekly activities, the Center had a First Day of Summer BBQ provided by Health Alliance of Baldwinville along with outdoor games. Many people called this week to sign up for July events after receiving their newsletters.

Attendance at events 162 people

Social Service Interactions 15

Volunteers 15

Transportation 57 rides provided

Templeton Community TV: TCTV live-streamed four meetings in three days this week, with two on Monday. We planned the next TCTV News show shoot this week and the summer STEM intern program starting July 10. New media assistant Erin Bresnahan started this week. We are making nice progress on Montachusett.TV website content and coordination. Have a happy and safe holiday, Templeton!



Important Dates to Remember

Select Board Meeting, Wednesday, 07/14/2023, 6:30 p.m.