

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: December 14, 2023
CC: All Departments



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



Weekly: The agreement between the Town of Templeton and Tighe & Bond, Inc for the School Street Neighborhood Improvement project obtained all necessary signatures to bring design from 75% to 100% completion, bidding and then construction phase services. Meeting has been set to attend next week in Phillipston with state 911 department. Attended Select Board meeting on the 13th.

Administration & Finance

Town Accountant: Nothing this week.

Treasurer/Collector's Office: Three tax title properties foreclosed on through land court and turnover over to the town. Motor vehicle/excise commitment 6 is due Wednesday, December 20th. Third and fourth quarter property tax bills were sent to the printing company and should be in the mail the last week of December. Warrant processed.

Town Clerk: We are working on getting the Annual Street List/Census forms ready. We have been busy with vital records requests.

Assessor's Office: The Board of Assessors held a meeting on Tuesday. Processed work from the meeting. Worked with Assessing Consultant to review various matters. Worked with Vision to have our History and Static Database done this week. Attended the Select Board meeting on Wednesday. Updating online maps this afternoon to reflect new owners and values.

Public Services

Highway: Beavers areas are checked and addressed as needed. Multiple pipes and drains required cleaning. Assisted many individuals with auction items pickup. Replaced street signs on Cedar Drive, Branch Street, Johnson Avenue, Lafayette Road, South Main Street (multiple),

High Street, and School House Road. Spot treated roads as needed. Over the rail mowing Otter River Road, Baptist Common Road, Henshaw Road, Stone Bridge Road, Gray Road, Cook Road, Haskell Road, Dolbier Hill Road, South Road, and Farnsworth Road. Filled holes in several dirt roads. Pothole repairs on Henshaw Road, Barre Road, and Cross Road.

Buildings and Grounds: Fall cleanup Pine Grove Cemetery, and Greenlawn Cemetery. Started picking up the flags at Pine Grove Cemetery. Burial Duties. 1 lot sale.

Public Safety

Templeton Police Department: 12/7 – 12/13 PD 354 Calls for Service, 13 motor vehicle stops, 0 arrest. Station – I had the unique opportunity of being part of a delegation of chiefs and Commonwealth officials on a trip to the Holocaust Memorial Museum in Washington, DC. This was a moving, important trip that emphasized the role of law enforcement in the holocaust and the persecution of Jews. Dispatch – 449 Calls, we are currently in the process of conducting interviews for part-time/per deim dispatchers. (Does not include miscellaneous calls).

Templeton Fire Department/EMS: Nothing this week.

Development Services

Director – Provided support to Fuss & O'Neill for MS4 inspections at Bridge Street and Baldwinville Road; worked on 25 Central Street issue with Town Counsel and Worcester Superior Court – judgement was awarded in Templeton's favor; worked on State Road/Raffaele issue with Town Counsel and Worcester Superior Court – judgement was awarded in Templeton's favor.

Communicable Diseases – Through December 7th, Templeton currently has 43 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. Several cases of RSV have been reported by the State Epidemiology Department.

Board of Health – Accompanied DPW Director on Brooks Village to look for any beaver activity that may be raising the water level, none found – water levels were high, but the culvert/drainage appeared to be doing what it was constructed for. Reviewed septic as-built for 84 Henshaw, no issues; reviewed septic plan for an additional line for construction of an addition with a bedroom, no issues; processed septic pumping records; reviewed Title 5 report for 24 Farnsworth, no issues.

Conservation Commission – Agent performed three site visits this week: Old Royalston Road, 492 South Road and 712 Patriots Road. The Conservation Commission will meet Monday evening 12/18/23 @ 6:30 PM.

Community Preservation Committee – The CPC meeting is tonight, 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; next meeting is scheduled for January 9, 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. An agenda item was added for review of a request to modify the comprehensive permit for CC MPZ School Street project. Administrative staff working on processing application for a special permit for 10 Pleasant, tentatively scheduled for January 30th @ 6:30 pm.

Building Department – Three Building Permits were processed this week, including: 2 for roofing and 1 for ADA compliant bathrooms in a public building. Five Electrical Permits were issued, including 1 for a new addition, 1 for a new garage, 2 for minor residential upgrades and 1 for outlets and lighting in a public building. One Plumbing Permit was issued for a new home. Commissioner Hanks has issued six Certificates of Completion this week: 2 for garages, 1 for a porch, 2 for siding/windows and 1 for a new roof. Admin submitted 4 turnovers and 1 warrant to Accounting.

We received word from the Governor's office this week that we have been awarded a grant through the Community Compact Cabinet's Information Technology Program, to help implement and support the use of new online permitting software. Very excited to begin this new process, which should make permitting, and recording more user friendly and transparent.

Agricultural Commission – Due to lack of a quorum, the Agricultural Commission had an informational meeting only; Jessica Hansen, Marketing/Outreach Manager of Growing Places, provided a presentation on services available for both residents and local farmers, this information can be found on the town's website and the AgCom Facebook page.

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

All public meetings can be viewed on TCTV YouTube.

Community Services

Director/Library- 12/11 - 12/14

Circulation and visitation typically slows down a bit during the weeks around the holidays. However, both Story Hour and the weekly stitching group are going strong!

I continued to work on the library and senior services annual reports, and FY 25 budget requests. I completed 2 warrants and several turnovers. I attended the department head meeting.

Senior Services- 2/4- 12/8

Eleven SHINE appointments were held by regional SHINE volunteer, Ann Sullivan. Linda helped 20 people with their fuel assistance or SNAP applications. A group created window stars with Ann-Marie. Regular activities included: walking group, chair yoga dance, yoga for strength, pitch meditation and chair yoga, card bingo, mah jong, creative stitchers and cribbage.

Attendance 118
Volunteers 10
Social Service 11
Transportation 31



12/11-12/14

An earring making workshop was held with 6 participants. A music performance with Sean Fullerton included as a tasty brunch for an audience of 23. The Center hosted 2 wonderful holiday events: Christmas caroling and sing-a-long with Templeton's Girl Scouts, and a hot cocoa 'bar', popcorn and holiday movie sponsored by Templeton Recreation. Work on the November MART report continued. The January newsletter was sent out to print. Regular weekly activities continued.

Attendance 120
Volunteers 8
Social Services 20
Transportation 31



Templeton Community TV: TCTV covered Templeton's Annual Holiday Tree Lighting and Parade on Sunday. Despite the rain, we were able to cobble together enough shots from 6 different video and phone cameras and 5 working and volunteer videographers/photographers. We were able to capture the event without getting our video cameras (too) wet. As part of the production, we interviewed stilt walkers Brendon Thompson and Sarah Contreras. Many thanks to Brendon and Sarah and the Cote family for walking the parade and letting us in on their preparations. Please see and share the Holiday Tree Lighting show that was released on Wednesday, along with a holiday version of *TCTV News*.

Photos of the tree lighting event on TCTV's Facebook page and TCTV's Templeton Lights photo contest are reaching wide audiences and driving engagement.

TCTV live-streamed the Agricultural Commission and Select Board meetings this week. Alex Harrison started as a media assistant to replace a crew member who departed in October. Alex is being trained to help with a variety of TCTV and Montachusett.TV tasks and appears to be a nice fit. FY25 Cable Dept. budget is being prepared. Sponsorship rates are being explored. Alternative funding sources are sought. Grant research continues. TCTV's YouTube Channel has eclipsed 1,000 subscribers, and the TCTV Facebook Page now has 1,000 followers with more people finding and liking us every day.

May the lights of the season shine bright, Templeton!

Important dates to remember:

All Boards Meeting: January 3, 2024

Select Board Business Meeting: January 10, 2024

