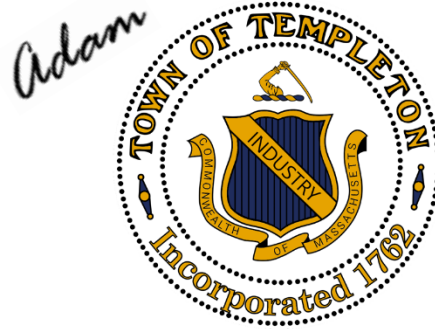


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Select Board  
**FROM:** Adam Lamontagne, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** February 02, 2023  
**CC:** All Departments



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



**Weekly:** We got the contract out to Associated Building Wreckers out of Springfield for the abatement then demolition of 10 Pleasant Street in Baldwinville. Associated Building Wreckers was awarded the work as they were the apparent lowest bidder at \$70,780. They should be sending us a schedule of work that will be shared with involved Department Heads and the Select Board.

We had a planning meeting on Wednesday with involved departments, town staff and Select Board leadership in preparation for the cold snap. We ask that you look out for your neighbor and if anyone needs help, please reach out to our Emergency Management Director at 978-580-6620. We want people to be safe through this very cold weather and if you see something, say something. The notice can be found here: <https://www.templetonma.gov/home/news/templeton-warming-center-available>. We would like to thank Vice-Chair Currie for drafting up the order as well as the Code Red message that went out to residents.

Work continues on the FY '24 Budget and the warrant.

### **Administration & Finance**

**Town Accountant:** – Busy week for us Payroll, Warrant, 1099's processed and mailed (450), posting deposits, various journal entries & annual report.

**Treasurer/Collector's Office:** One tax title paid off. Extremely busy this week with third quarter taxes due Wednesday. Payroll and warrant processed.

**Assessor:** Handled many questions regarding real and personal property taxes this week. Many questions and applications for motor vehicle excise abatements were received as well. Exemption applications are still being accepted for FY2023 Taxes; any approved will be applied to 4<sup>th</sup> Quarter tax bills. Wednesday was the last day to file for abatement on Real Estate and Personal Property taxes for FY2023. The Board now has 3 months to act on any applications received. Continued work on mapping changes and plans filed in 2022 to send out to Cartographics and implement changes in Vision (Town Real Estate Program). Reviewed and updated property cards from Cyclical visits that were done last fall.

**Town Clerk:** The office is busy with residence drop off their census/St. list form. We have also been busy with people licensing their dogs. All dogs 6 month or older need to be licensed by 3/31/2023. I attended the Mass Town Clerk's conference at Fort Devens. Please return your St. List/Census form to our office if you have not already done so.

### **Public Works**

**Highway:** Crews plowed/treated roads as needed multiple times. Started clean up in town with downed branches. Cleared several catch basins. Sidewalk clearing Baldwinville Road, Templeton Center, and East Templeton. Pothole patching Deport Road, South Main Street, Cross Road, Otter River Road, and Cottage Lane. Clean and maintenance equipment. The Highway Department Welcomes Brian Walsh as our latest LEO coming over from Buildings and Grounds.

**Buildings and Grounds:** Plowed/Shoveled/Treated lots and walkways at town buildings and cemeteries multiple times as needed. Pushed snow piles back at Senior Center, Baldwinville Fire Department. Conducted interviews with DPW Director for new hire. Flag duties. Cleaned and maintained equipment. Attended Cemetery Commission meeting.

### **Public Safety**

**Templeton Police Department:** 1/26 – 2/1 PD 254 Calls for Service, 15 motor vehicle stops, 1 arrest. Station – The second phase of Bridge Academy officers have started the process to certify. We have encountered an issue with the security gate at the station not being able to open and close it properly allowing cars to race through the shared lot. We hope to work out the issue with technical support soon. Since taking delivery of our new F150 Interceptor we have discovered that radio transmission in the new vehicle are vastly improved over our older vehicles as a result of the new radios installed in the unit. As a result, we will be upgrading all vehicle radios over the next year. Dispatch – 387 Calls. Radios – Had our radio service provider at the station and worked out an issue with our old frequency, which is now up and running again. Additionally, we had to go to Phillipston and workout an issue with the new equipment that was installed at their Town Hall, fortunately the equipment was still under warranty and replaced at no cost. (Does not include miscellaneous calls).

## **Templeton Fire/EMS:**

Emergency calls: 30

18 EMS, 2 fire alarm, 1 assist another agency, 1 dispatched and cancelled, 1 lockdown, 2 hazmat, 1 public service, 2 water leaks, 2 severe weather incidents.

Training: Classroom portion of Vent, Enter, isolate and search

Apparatus/equipment: Forestry 3 permanently out of service,

Activities: 4 residential and commercial inspections.

Announcements: Open burning permits are now on sale for 2023. To purchase please go online to the Town of Templeton website and follow the link on the Fire Department page. If you have trouble online please call the fire station at 978-939-8122 for assistance. Residential open burning runs from January 15<sup>th</sup> until May 1<sup>st</sup>.

## **Development Services**

**Director** – Took part in an Emergency Management meeting for the discussion pertaining to a warming shelter during this cold snap at the Senior Center.

**Communicable Diseases** – COVID, at last count Templeton had 12 positive cases and an incident rate of 11.11% for the past two weeks, 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.

**Board of Health** – Perc scheduled for 2/16 Lord Rd; provide a letter to 9 Cottage as to no reportable violations of contamination at town or MassDEP; outdoor wood boiler complaint on Brooks; letter to 142 Queen Lake for work without proper permitting; Title 5 report reviewed/approved for 170 Farnsworth, letter sent for no pumping records and 4 BR's w/a 3BR system; working with attorney for 29 Sawyer for services to be transferred for electricity, sewer, and water; private well info to 40 Baptist Common; corrections letter to 1 Valley Dr. for the private well; NRSD will be hosting a ServSafe re-certification class on March 2, from 5:00 – 7:00 p.m., anyone is welcome – please contact Ed Podrazik at the school to sign up.

**Conservation Commission** – One Site Walk performed at 1 Carruth Rd for antique house restoration. NOI 304-0379 for Brooks Village Road, the extension of a gravel removal operation, has been posted in the Gardner News and will be heard at the next Conservation Commission meeting on 2/13/23 @ 6:30 pm. The Commission is accepting applications for 2 open seats; if interested, please fill out a committee interest form and email it to [hyoung@templetonma.gov](mailto:hyoung@templetonma.gov) Agent fielded conservation questions regarding (un)buildable lots and conservation restricted lands.

**Community Preservation Committee** – Admin submitted CPC warrant to Accounting Dept. for a Grange Hall invoice, worked on account balance reporting and attended a site visit at the Baptist Common Cemetery. Received 2 CPC applications: (1) Dwelly Conservation Area Invasive Plant

Removal (1) Grange Hall restoration ADA bathrooms. These will be reviewed by the Committee at the February meeting scheduled for 2/9/23 @ 7:00 pm.

**Planning Board** – Nothing to report at this time.

**ZBA** – Next meeting schedule for March 7 @ 6:30 p.m. to hear requests from 195 Brooks for a variance and special permit, and 335 Dudley for a variance.

**Building Department** – Four Building Permits were processed this week, including: 2 for rooftop solar panels, 1 for replacement windows and doors, and 1 for foundation and exterior wall repairs. Five Electrical Permits were issued, including 2 for rooftop solar panels, 1 to replace service riser, a for mini-splits, and 1 for finished space in a garage. One Plumbing Permit was issued for a residential renovation. Two Certificates of Completion were issued for Window and Door Replacements. Admin completed monthly US Census reporting, six department turnovers and one warrant.

**Agricultural Commission** – Please join the Agricultural Commission for a bee keeping talk with Mike Fontaine of Wild Brook Apiary on February 6 @ 6:30 p.m. in the conference room at Town Hall.

**EDIC** – Prepared for and attended meeting of January 30, due to a lack of a quorum the meeting had to be cancelled and rescheduled to March 6 @ 6:00 p.m.

### **Community Services:**

**Library:** 2 weeks

Circulation and visitation were steady. Story Hour was well-attended. I worked on the Library and Senior Center FY 22 annual reports. I presented FY 23 second quarter Library, Senior Center and Cultural Council reports to the Select board. VSO Peter and I visited the American Legion Post to meet officers and members. I submitted 2 warrants and several timesheets.

**Senior Services:** 2 weeks

Happenings at the Center included: pitch, card bingo, supportive exercise class, mahjong, chair yoga, creative stitchers, cribbage and active aging fitness.

Rides	23
Activities	99
Social Services	6
Volunteer Hours	5.5



Rides	36
Activities	146
Social Services	25
Volunteer Hours	34



**Templeton Community TV:** Nothing to report.

### **Important Dates to Remember**

**Select Board Business Meeting, Wednesday, 02/08/2023, 6:30 p.m.**

