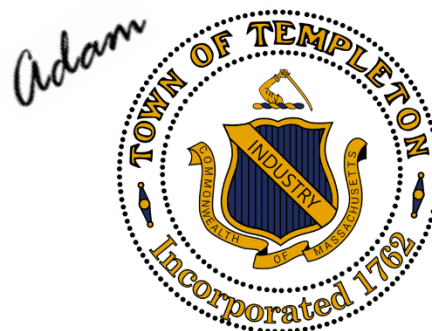


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

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



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

WELCOME BACK!

Weekly: Hope everyone enjoyed their summer break! This week (even though it was short) happened to be productive. Held our kickoff of the Hazard Mitigation Working Group that will be assisting Montachusett Regional Planning Commission (MRPC) on updating the Town Hazard Mitigation Plan. Our new grant writer started this week as well. Worked on completing the packet for the Select Board meeting on September 13th.

Administration & Finance

Town Accountant: Out of the office.

Treasurer/Collector's Office: Worked on getting the tax taking ad ready for advertisement. Completed MLC requests. Motor vehicle/excise demands for commitment 4 are due September 13th.

Assessor: - Answered requests for motor vehicle abatements, property cards, etc. Prepared and distributed Monthly Sales Report. Worked on various reports for the State. Our office continues to receive questions about statutory exemptions. A reminder that the period to apply/sign a veteran exemption card is currently open for Fiscal Year 2024. Getting applications in/signing a veteran exemption card early ensures that any exemption granted can be applied to both your 3rd and 4th Quarter Tax Bills.

Town Clerk: The office has been busy with dog licenses and marriage certificates. The monthly business certificate renewals have been mailed out.

Public Services - Public Works Division

Highway: Crews have continued to deal with ongoing beaver issues. The crews have been repairing/replacing cross culvert on Highland Avenue. Over the rail mowing was done on Laurel View Road. The crew have been prepping the blocks for the Town Resident Sand shed. We continue to be short staffed at this time and appreciate all of your continued patience.

There was 1 Road cut permit, 1 Trench Permit, 1 Driveway Permit, 1 Road cut reimbursement issued along with driveway inspections for final sign off.

Buildings and Grounds: Crews have been mowing, weed whacking, hedge trimming at multiple locations throughout town. Installed new white board at Senior Center. Moved filing cabinets at Town Hall. Installed new sign at the Department of Public Service, (DPW). Took care of burial duties. Worked with Highway department on Highland Avenue drainage project. Moved soccer nets at Gilman Waite. Emptied trash at Gilman Waite, Houghton Park, and Rivers Edge.

There was 1 Interment, 1 Lot was re-deeded with proper documentation.

Public Safety

Templeton Police Department: Next week the Police Department will submit 2 weeks of updates.

Templeton Fire Department/EMS: 08/28/2023 – 09/03/2023

Emergency calls: 25: 20 EMS, 2 fire alarms, 2 motor vehicle accidents, 1 no incident found.

Training: None

Apparatus/equipment: Rescue 1 rear end air suspension repaired, front diamond plate door steps replaced. Rescue 2 oil change and normal service work, front end repairs. Both are back in service. 4 gas meter from ladder 1 OOS for repair. 4 gas meter from engine 3 OOS waiting on a new O2 sensor

Activities: 6 residential and commercial inspections. Interviews held for the open fulltime firefighter/paramedic position.

Announcements: None

Development Services

Director – Appeared in Housing Court as representative for Templeton for the abandoned housing referral for receivership, the request was granted. Preparation for Planning Board meeting on 9/12/2023 and EDIC meeting of 9/11/2023; participated in hazard mitigation planning meeting on 9/7/2023.

Communicable Diseases – From 8/13/23 through 8/26/23 there were six 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>.

Board of Health – Bottom inspection at 84 Henshaw and reviewed a plan change request for same; continued work on abandoned property program with Attorney General's office, 28 Albert Dr. moving forward with receivership being granted by Housing Court; complaint regarding business construction on Cedar Drive without permitting; met with TF&G representative pertaining to seasonal status and tight tank alarm inspections; complaint regarding dog walkers on Shore Drive; received and reviewed beach reports for TF&G and Pinewood Shores for submittal to MassDEP; issued a food permit to Tony's for a hot dog/sausage cart potentially operating at Templewood Golf Course; continued work on complaint at 177 North Main Street.

Conservation Commission – Abbreviated NOI for 81 Turner Lane and NOI for 198 Patriots Road received and are on the next Agenda. Awaiting file numbers from MassDEP. RDA for Dwelly Farm received. Agent received multiple incomplete submissions and worked on getting those together. Prepped for the next ConCom meeting Monday September 18th, 2023. A huge THANK YOU and BEST WISHES to Amanda Suzzi-Simmons, Conservation Commission member for her time served on the board. The Commission is now 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 – Next CPC meeting is Thursday September 14th @ 7:00

Planning Board – Preparation for meeting of 9/12/2023; received application for proposed 55+ development on Baker/Cottage, hearing date to be determined.

ZBA – Received application for a variance request for 46 Shore Drive, hearing date to be determined.

Building Department – No Building Permits were issued in this short work week. One pellet stove permit was issued. One Certificate of Occupancy was issued for a new manufactured single-family home on Lily Lane, and 2 Certificates of Completion for an above-ground pool and a shed. Two Electrical Permits were issued, including a new meter, and bathroom renovation. Two Plumbing Permits were issued, both for bathroom renovations. No Gas Permit applications were received this week. Admin Completed monthly US Census Reporting and submitted 6 Department Turnovers to Accounting. Research of online permitting has continuing over the summer, with several providers demonstrating their services and cost proposals.

Agricultural Commission – Next meeting October 2 @ 6:00 p.m.

EDIC – Preparation for meeting of 9/11/2023.

All public meetings can be viewed on TCTV YouTube.

Community Services: This was a short but busy week. The winners of our Children's reading challenge were notified of their prizes. We had great participation as we encouraged children to keep reading all summer! The September materials order was processed and made available to patrons. LouAnn prepared for the beginning of the weekly stitching group. Story Hour will begin

on Wednesday, September 27 at 10am. Class visit sign-ups will begin in early October. I lent support to the Senior Center. I completed and submitted the Community Services FY 23 fourth quarter reports. I attended the Hazard Plan Mitigation workgroup.

Senior Services

Seniors were treated to a violin concert by deaf musician Cynthia LaBarret and a delicious lunch of spaghetti and meatballs. 14 volunteers worked to organize items for the auction.

Transportation and meals on wheels continued throughout the week. Other happenings included: card bingo, mahjong, cribbage, creative stitchers, great tours of Washington DC and chair yoga.

attendance at activities 124

social service interactions 10

rides provided 15

Templeton Community TV: We had an informational Cable TV Advisory Committee meeting on Sept. 5. The next meeting to organize and discuss committee functions and roles is scheduled for Oct. 3. The director attended the Hazardous Mitigation Plan meeting on Sept. 6. TCTV will live-stream the Hazardous Mitigation Plan Public Information Meeting scheduled for Oct. 5.

A fun highlight video of the Greater Gardner Chamber of Commerce Golf Tournament was made public. TCTV attended, photographed and recorded video and interviews at the Appleseed Country Fair and is preparing sponsored videos for Red Apple Farm.

A grant application is being submitted to the Community Foundation of North Central Mass. to help fund the development of a regular “Montachusett Scene” video program covering regional arts, culture and events for Montachusett.TV. Montachusett.TV website and Facebook views are on the rise from recent marketing and content activities. A revamped concept paper to apply for a Digital Equity Partnership grant along with Wachusett Business Incubator and MWCC is due Sept. 11. Our group has not heard from MassTech Collaborative and MBI about our previous concept paper and have not been invited to submit an application.

Important Dates to Remember

Select Board Meeting, Wednesday, 09/13/2023, 6:30 p.m.