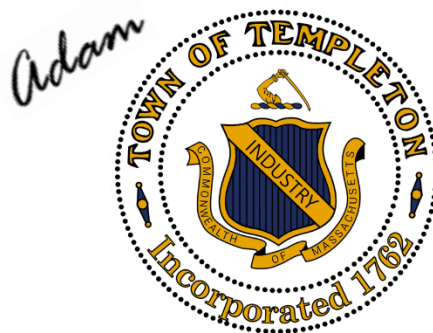


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Select Board  
**FROM:** Adam Lamontagne, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** September 14, 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:** With all the rain and flooding in the region, it turns out to be a suitable time for us updating the Town Hazard Mitigation Plan. Our thoughts go out to our neighboring city, Leominster and others that endured significant infrastructure damage due to the earlier storms in the week. Attended the Select Board meeting of September 13<sup>th</sup> and held our department head meeting on the 14<sup>th</sup>. Participated in a meeting with the Emergency Management Director (EMD), Community Preservation Committee (CPC) Chair and Admin going over the Templeton Emergency Operations Facility study funded by the CPC. Work continues on the draft Fall Town Meeting warrant.



### **Administration & Finance**

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

**Treasurer/Collector's Office:** Another tax title account paid off, another \$30,000 off our total! Two old invalid tax takings disclaimed and corrected. MLC requests completed. Motor vehicle/excise demands were due Wednesday. The next motor vehicle commitment was released and will mail next week.

**Assessor:** The Board of Assessors had a meeting on Tuesday. Processed follow up work from the meeting. Submitted New Growth and various forms to the State for review and approval. Processed Commitment #5 sent from the RMV. Started getting annual Chapterland paperwork ready. 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. Please call our office if you have any questions about the guidelines or eligibility.

**Town Clerk:** The office has been busy with dog licenses and vital records request. We are starting to prepare for the October 10<sup>th</sup> Special State Primary. I attended the department head meeting.

**Public Services - Public Works Division-** No report this week. Internet issues.

### **Public Safety**

**Templeton Police Department: 8/30 – 9/5** PD 336 Calls for Service, 13 motor vehicle stops, 0 arrest. Dispatch – 452 Calls. (Does not include miscellaneous calls).

**9/6 – 9/13** PD 354 Calls for Service, 30 motor vehicle stops, 3 arrests. Dispatch – 524 Calls. (Does not include miscellaneous calls).

### **Templeton Fire Department/EMS: 09/04/2023 – 09/10/2023**

*Emergency calls:* 46: 1 building fire, 1 carbon monoxide alarm, 1 dispatched and cancelled, 37 EMS, 2 fire alarm, 1 lockout, 1 motor vehicle accident, 1 mutual aid cover assignment, 1 smoke scare.

*Training:* None

*Apparatus/equipment:* 4 gas meters from engine 3 repaired and back in service. 4 gas meters from ladder 1 still OOS for repairs.

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

*Announcements:* None

**Development Services** **Director** – Out of the Office, will report next week.

**Communicable Diseases** –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** – Out of the Office, will report next week.

**Conservation Commission** – Site Walks occurred this week at: CarWorks on Crotty Ave/State Road for a pre-construction visit for the issued OOC, Dwelly Farm for a submitted RDA (*glossy buckthorns pictured below*), the DPW for a residential sand shed (*pictured below*), Hubbardston Road for four new construction homes, including 1 NOI, Fifth Street for a road concern and 3 Patriots Road for a prefab shed. Agent attended two Zoom training courses: MACC for planning wetland delineations and Mass Rivers Alliance for Stormwater Financing. At the Select Board meeting of 9/13/23, Christof Chartier was appointed to the Conservation Commission for a 3-year term. Welcome Christof Chartier! The ConCom is still accepting applications for 2 open seats. If

anyone is interested please fill out a committee interest form and submit it to the Select Board office, or email Jessica Case (Conservation Agent) for more information.



**Community Preservation Committee** – Admin and Chair attended ZOOM meeting for presentation of the final report for the Templeton Emergency Management Building. Admin prepped for CPC meeting of Thursday 9/14/23 where discussion of six potential warrant articles occurred. Chair submitted CP-3 Report for FY23 to the CP Coalition.

**Planning Board** – Met on 9/12/23 to receive input from residents regarding potential zoning changes and approved the addition of a bandstand at 712 Patriots Road.

**ZBA** – Nothing to report.

**Building Department** – Six Building Permits were processed this week, including: 2 for roofing replacement, 1 for window replacement, 1 for new garage, and 1 for an In-law addition. Five Electrical Permits were issued, including: a new single-family home, a new detached garage, 2 residential renovations, and 1 for commercial pre-construction temp service. One Plumbing and one Gas Permit were issued for a new single-family home. Commissioner Hanks conducted numerous inspections and issued 2 Certificates of Completion for a swimming pool and residential renovations. Admin submitted 3 Turnovers to Accounting, worked with new grant writer on application for online permitting software funding, and fielded many questions regarding the Planning Board meeting of 9/12/2023 to discuss potential changes to current zoning by-laws.

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

**EDIC** – Meeting of 9/11/23 was cancelled due to lack of quorum. Next meeting is scheduled for 9/25/23 @ 5:00 PM.

All public meetings can be viewed on TCTV YouTube.

**Community Services:**

**Director/Library:** Circulation and visitation were steady. A small collection of children's books was processed and made available. I worked on the final 2 reports to the Mass. Board of Library Commissioners. I processed 2 warrants. I presented the FY 23 fourth quarter report to the Select Board. Farmers' Market has 2 weeks remaining. Thank you to 9<sup>th</sup> grade Templeton resident, Kelly Taylor for the amazing 9/11 memorial which she created and set up on the library's front lawn.

**Senior Services:** Regular programs included: chair yoga/dance, pitch, card bingo, mahjong, creative stitchers and cribbage. Talk with the Town's guest was Emergency Management Director, Rich Curtis. A breakfast and informational presentation was held with an attorney from the Registry of Deeds. The Men's group debuted. The October newsletter was completed and sent to print.

rides	29 rides
attendance	145
Social Service	7
Volunteers	14

**Templeton Community TV:** TCTV live-streamed and recorded three meetings this week. The EDIC meeting was postponed. New Cable TV Advisory Committee member Shawn Lampert was approved by the Select Board. The Town Administrator prepared Requests for Proposals (RFPs) for Digital Lab and Montachusett.TV partnerships. Montachusett.TV content development is being ramped up. Digital Lab class recordings were planned with Wachusett Business Incubator. The next *TCTV News* show is scheduled for the week of Sept. 24. Have a pleasant weekend, Templeton!

**Important Dates to Remember**

**Select Board Meeting, Wednesday, 09/27/2023, 6:30 p.m.**