

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Select Board  
**FROM:** Adam Lamontagne, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** November 16, 2023  
**CC:** All Departments



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



**Weekly:** Finalized the revenue estimates, Countdown Calendar to Annual Town Meeting and the Goals which will be in front of the Select Board at their November 29<sup>th</sup> meeting. Responded to public records requests. Work involved with preparation for the Fall Town Meeting occurred then attended the meeting. Thankful to all that showed up!

### **Administration & Finance**

**Town Accountant:** Last few weeks have been very busy...traveled to MA for town meetings. Nancy has been busy getting back in the swing of things from being out. Worked on a few payroll issues and met with retirees on the new insurance plan the town is offering. Usual work of posting deposits, warrants, and payroll.

**Treasurer/Collector's Office:** Short but busy week. Two tax title payoffs. Commitment 5, motor vehicle/excise was sent to warrant. The registry of motor vehicles released commitment 6 and they will be mailed next week. Attended town meeting. Warrant processed.

**Town Clerk:** Town Clerk-Our office received several hundred initiative petitions for the November 2024 election this week. We will be busy certifying them. Attended the Fall Town Meeting and posted the minutes. Attended the department head meeting today.

**Assessor's Office:** Various requests for property cards and motor vehicle abatements were worked on this week. Received and processed Motor Vehicle Excise Commitment #6 from the RMV. Attended the fall Special Town Meeting on Wednesday and Department Head meeting on

Thursday. Attended Vadar's webinar on Transferring Liens and Betterments over to Real Estate on Thursday to prepare for the upcoming actual billing. Prepared for a meeting of the Board of Assessors of Thursday to review and sign various Tax Rate Recap paperwork to submit the Recap to the State.

### **Public Services**

**Highway:** Over the rail mowing was done on Crotty Avenue, Morse Avenue, Baldwin Drive, River Road, Liberty Street, Brooks Road, Old Royalston Road, Royalston Road, Norcross Street, and Gavin Road. Pothole patching was done on South Main Street, Fern Street, Ledge Drive, Ware Drive, Sunrise Drive, Mountain View Street, Royalston Road, Graves Avenue, Conti Avenue, and Hubbardston Road. Repaired a sinkhole on Depot Road.

**Buildings and Grounds:** Worked on updating cemetery maps. Replaced lightbulbs at Senior Center. Fall cleanup Templeton Center. Worked on Depot Road sinkhole with Highway Department.

### **Public Safety**

**Templeton Police Department:** 11/9 – 11/15 PD 340 Calls for Service, 8 motor vehicle stops, 1 arrest. Station – We experienced our first snow fall of the season last week, thankfully it didn't last long or cause any major traffic issues. Dispatch – 452 Calls. The fireworks last night at the high school caused a little stir in the town, the center received numerous calls even though the event was posted in numerous locations and on the message board at the high school for the past two weeks. (Does not include miscellaneous calls).

**Templeton Fire Department/EMS:** 11/06/2023 – 11/12/2023 Fire Department weekly report. Emergency calls: 25. 1 Assist police or other government agency, 1 dispatched and cancelled, 17 EMS, 2 fire alarm, 1 hazmat, 1 motor vehicle accident, 1 smoke removal, 1 smoke scare.

Training: none

Apparatus/equipment: 4 gas meters from ladder 1 still out of service for repairs, Engine 2 out of service for normal oil change and service work. While returning from service work Engine 2 developed fuel and oil leaks. It remains out of service for repairs. Engine 3 light tower is out of service for repairs. The truck itself is in service.

Activities: 10 residential and commercial inspections.

Announcements: none

### **Development Services**

**Director:** Attended special town meeting (had to leave early due to personal commitment), attended department head meeting; complaint investigation at 22 Carruth for unpermitted construction (photos taken and violation notice mailed, Building Commissioner notified).

**Communicable Diseases:** Through November 4th, Templeton currently has 32 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.

**Board of Health:** Conducted food inspections at the NRSD Craft Fair (cafeteria, Farm at Baptist Common, and Country Barn Products); 101 ECigs will no longer sell nicotine vaping products; processed food, tobacco, septic hauler, septic installer, and rubbish hauler permits for 2024; processed pumping records; received completed landfill health report for review and approval; complaint investigation into culvert cleaning on 123 Brooks – culverts are privately owned and will refer information to property owners; reviewed/approved T5 for 75 Main and 511 South; final septic inspection at French, Lot 6 – some changes to the original plan, engineer approved; meeting scheduled for December 4th for 1076 King Phillip Trail with property owner, builder, and well driller to resolve issues; drive by 11 Patriots for complaint investigation, no violations noted.

**Conservation Commission:** The Conservation Agent attended Fall Town Meeting, researched Conservation Restrictions in Town and prepped for the next Conservation meeting which is scheduled for Monday 11/20/23 @ 6:30 PM.

**Community Preservation Committee:** Chair, Admin and 4 Members attended Fall Town Meeting this week. The three CPC Articles (15, 16 and 17) were all passed. Thank you to the Town voters for their support of these projects for the Rehabilitation of Baldwinville Elementary School and Houghton Park! The signs for the Baptist Common Cemetery trail access project were delivered to DPW. Admin submitted a warrant. Next CPC Meeting is scheduled for 12/14/23 @ 7:00 PM.

**Planning Board:** Members met on 11/14/23, minutes reviewed and approved, proposed 55+ site plan review hearing continued to 01/09/24 to accommodate for peer review of plans. Further comments from neighbors forward to peer review engineer. Minutes were compiled.

**ZBA:** Next hearing scheduled for December 19, 2023, to hear a special permit request for the sale of used cars at 184 Brooks Road. 46 Shore Dr. filed decision with registry of deeds and closed out file.

**Building Department:** Ten Building Permits were processed this week, including: 3 for roofing, 1 for repairing a screen porch, 1 for woodstove, 1 for windows, 1 for an addition, 1 for a new single-family home, and 2 for replacement of windows, siding and a door for commercial establishments. Eleven Electrical Permits were issued, including 4 for new manufactured homes, 2 for rewiring renovations, 1 for a generator, 2 for new heat pumps, 1 for service upgrade and 1 for exterior lighting. One Plumbing Permit was issued for a new single-family home. Three Gas Permits were issued, including: 1 for a new single-family home, 1 for a new underground gas line, and 1 for a furnace replacement. Richard Hanks and Chief Dickie performed safety inspections at 3 business establishments, with 4 more scheduled this afternoon. Admin submitted a warrant and 6 turnovers to Accounting and prepared Certificates of Compliance for liquor serving establishments.

**Agricultural Commission:** Next meeting scheduled for December 11, 2023

**EDIC:** Next meeting scheduled for January 8, 2024; met with Chair to discuss moving forward with warrant article for town meeting in 2024 for state accreditation to move from a committee to a corporation and receive certification.

**All public meetings can be viewed on TCTV YouTube.**

### **Community Services**

**Library:** Circulation and visitation were brisk. Story Hour was well attended. I worked on FY 23 Annual Reports for the library & senior services. I completed and submitted 1 vendor warrant, and 1 turnover. I attended Town Meeting and department head meeting. Congratulations to Library Assistant Karen Johnson for receiving the Employee Merit award for Efficiency!



**Senior Services:** A few special events took place this week: Make a gift pouch craft, plant-based cooking for the holidays, a trip to Stewart's Chocolates and lunch in Holden, Health Care Options, Dessert with Bonnie, and a holiday dinner sponsored by the Templeton Lions. Regular activities included: walking group, chair yoga dance, yoga for strength, pitch, card bingo, mah jong, creative stitchers, chair yoga and cribbage.

Attendance	128
Social Services	24
Volunteers	13
Transportation	42

**Templeton Community TV:** TCTV live-streamed the Planning Board meeting and Fall Town Meeting. We planned another TCTV News taping for release next week.

We are co-producing a show with “Two Grannies on the Road,” who visited all 19 Country Roads Christmas shopping tour businesses last weekend, including several in Templeton. The TCTV crew followed them with cameras, and we are editing a co-branded show with them and Plymouth Access TV. The Two Grannies travel through the state finding cool places to visit and share their experiences with their large following. The show will provide our Montachusett.TV website some exposure throughout the state. Our crew had fun with the Grannies, who speak highly of their TCTV helpers. We aim to produce a fun “Two Grannies on the Road” show and be able to follow up with other shows and the businesses involved.

### **Important dates to remember:**

**Select Board Business Meeting: November 29, 2023**

