

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: December 20, 2023
CC: All Departments



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



Weekly: This is the last Weekly Report of the year. We wish you all Happy Holidays! Weekly Reports will resume in the new year.

The seventy-five Alcohol, Common Victualler, Automatic Amusement, Live Entertainment, Racetrack, Class II and Class III Automobile licenses were processed, approved, signed and (if all conditions were met) sent out to the businesses for 2024. The contract for the Gilman-Waite Tennis and Pickleball Courts project has been sent out for a springtime start. The Town Hall will be closed on Thursday, December 21, and Monday, December 25, 2023, in observance of Christmas Eve and

Christmas. We will also be closed the following week on Thursday, December 28, 2023, and Monday, January 1, 2024, in observance of New Years Eve and New Years Day.

The Town of Templeton through Development Services is pleased to announce a new service for proper disposal of household batteries. Only household batteries will be accepted for collection at the Templeton Town Hall outside of the Development Services Office. Development Services Director Laurie Wiita stated "We are trying to remove batteries from the waste stream" and Town Administrator Adam Lamontagne concluded "We are pleased to offer another program for our residents".

Administration & Finance

Town Accountant: Nothing this week.

Treasurer/Collector's Office: Short week this week. Four tax title accounts paid off. Motor vehicle/excise commitment 6 was due Wednesday December 20th. Demands will be mailed for any that remain unpaid. Property tax for third and fourth quarter should be mailed some time the last week of December



by our billing company. The third quarter is due February 1st. Warrant and payroll processed. Happy Holidays!

Town Clerk: We are still working on the Annual Street List/Census forms and dog license renewal forms. Along with the usual day to day work.

Assessor's Office: Updated property cards with completed permits. Regular day to day activities, property card requests, notarizations, etc. Deputy Assessor went on two site visits on Tuesday. Exemption applications can still be submitted to our office. Any applications, if approved, would be applied to 4th Quarter Tax Bills.

Public Services

Highway: Worked on mixing brine. Tree work on Ragged Hill Road. Serviced the saws. Due to heavy rains and winds our crews were very busy with flooding, clearing catch basins and DI's, also with trees and branches in multiple roadways. Repaired road wash outs on Cook Road, Haskell Road, and Churchhill Road. Checked active beaver areas and addressed, as necessary. Over the rail mowing South Road, and White Circle. Pothole repairs French Road, and Farnsworth Road. Calibrated all spreaders.

Building and Grounds: Worked on leaf cleanup at Greenlawn Cemetery, Houghton Park, completed final fall cleanup at Town Hall, and Cottage Lane. Set up sump pumps due to basement flooding at the former Baldwinville School and Scouts Hall. Used loader to clear debris off roads. Spot treated, as necessary. Flag duties.

1 burial plot sold.

Public Safety

Templeton Police Department: Nothing this week.



Templeton Fire Department/EMS: 12/04/2023 – 12/17/2023 Fire Department weekly report. (two weeks)

Emergency calls: 59

Carbon monoxide 1, cooking fire contained 2, dispatched and cancelled 3, EMS 41, fire alarm 3, good intent 2, motor vehicle accident 2, lock out 1, unauthorized burning 1, water problem 3.

Training: none

Apparatus/equipment: Engine 2 remains out of service for repairs.

Activities: 12 residential and commercial inspections.

Announcements: Open burning season begins January 15th. We are currently working on the permit site to make it easier to use. We hope for the site to be up and running for the beginning of January.

Development Services Director – Working with the Building Commissioner/Zoning Enforcement Officer, it appears that the inhabitants on State Rd have been making an effort to move off the property. Provided information to town counsel on 25 Central, Patriots, and State Road.

Communicable Diseases – Through December 14th, Templeton has 47 confirmed 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 – A battery collection unit has been placed outside the door of Development Services for residents to use; continued processing of permits; Barre Rd perc cancelled due to the amount of rain received on Monday.

Conservation Commission – Short and busy week. Lots of rain! The Conservation Commission met Monday night 12/18/23 where an NOI for a limited restoration project at the Elm Street Army Corp of Engineer property was provided and OOC and an RDA for 712 Patriots Road was provided a positive determination as proposed work is subject to WPA. Agent compiled minutes and performed preconstruction visit at Lot 4 Hubbardston Road. Next meeting will be **Tuesday** 1/16/24 @ 6:30 PM.

Community Preservation Committee – The CPC met last week, and minutes were compiled. Warrants were submitted. The CPC's Needs Analysis meeting will be Thursday, 1/11/24 @ 6:30 PM, followed by the regular meeting at 7:00 PM. This is an opportunity for Templeton residents and officials to share their perspectives related to Open Space, Recreation, Community Housing and Historic Preservation needs within the Town and to learn how the Community Preservation Act can provide resources to meet these needs.

Planning Board – At the last Planning Board meeting, members voted to cancel the meeting of December 26 due to members being away for the holiday; the next meeting is scheduled for January 9, 2024. Application received and processed from 39 Gray for a special permit request, scheduled for January 23, 2024 @ 6:30 pm.

ZBA – ZBA met Tuesday night 12/19/23 where a special permit was issued, and an insubstantial comprehensive permit change was approved. An application received and processed for 10 Pleasant for a special permit request has been scheduled for January 30, 2024 @ 6:30 pm.

Building Department – Two Building Permits were processed this week, 1 for repairs of the exterior wall at the Thirsty Turtle, and 1 for air sealing and insulation at a residence. Three Electrical Permits were issued, including: 1 for minor repairs to a commercial building, 1 for a finished basement, and 1 for new lighting fixtures. Two Plumbing Permits were issued for upgrades at Scout Hall and Gilman Waite field. One Gas permit was issued for a garage heater. Commissioner Hanks performed multiple inspections and issued the following certificates: one Temporary Occupancy Certificate for a residential addition, one Occupancy Certificate for a new manufactured home, two Certificates of Approval for wood/pellet stoves, one Certificate of Completion for new equipment at a communications tower and one for a replacement patio door. Admin submitted 2 warrants and 1 voucher to Accounting.

Agricultural Commission – Nothing to report at this time.

EDIC – Next meeting scheduled for January 8, 2024.



All public meetings can be viewed on TCTV YouTube.

Community Services

Director/Library- The Stitching group held it's holiday brunch. The schedule of projects is set through next December! Thank you to library team member, LouAnn Bankowski for this wonderful group! I worked with VSO Michelle on her FY 25 budget request. I lent support to the Senior Center staff. The Story Hour Christmas party was a great success. The library held a holiday open house for our library patrons, friends and town staff. I completed and submitted 2 turnovers and one vendor warrant.

Senior Services- The January newsletters were mailed out. The Center held a lovely catered Holiday luncheon with a Christmas sing-along. Weekly activities included: pitch, card bingo, creative stitchers, cribbage and mah jong.

Statistics to follow in the next weekly report.

Merry Christmas!!!

Templeton Community TV: We made adjustments in the Town Hall Conference Room to improve the meeting audio, which now sounds much better. Summer intern Sarah Hall has rejoined us for a few weeks during her college break. We streamed two meetings this week and planned Christmas programming on Cable Channel 8, including the timeless classic "Santa Claus Conquers the Martians." Holiday music and the (mostly friendly) ghosts of tree lightings of Templeton's past can be seen on Cable Channel 8 and on our Holiday Ho-Ho-Hos! Playlist on [YouTube.com/TCTVweb](https://www.youtube.com/TCTVweb). Please subscribe and share!

TCTV is running a Templeton Lights Photo Contest through Friday, and the winner receives a \$50 gift card to KRO's on the Common. Email entries to tctv@TempletonMA.gov with the subject line "Templeton Lights Photo Contest" to enter.

Also released this week: The Haunted Gazebo welcomes Santa's helper in a seasonal smash-up of charitable goodness. TCTV's 2023 in Review and a hilarious recap of TCTV News: Best of 2023 are in the final stages of production and will be made public before ... well ... the year ends. TCTV and especially our wonderful Hannah Bennett have earned a Christmas week off from meetings coverage, and for that we rejoice.

Thank you for a delightful 2023, Templeton. Much more is to come in 2024.

Important dates to remember:

All Boards Meeting: January 3, 2024

Select Board Business Meeting: January 10, 2024

