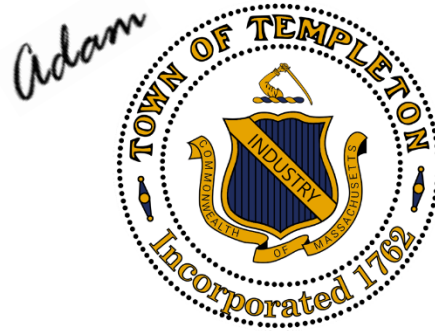


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Select Board  
**FROM:** Adam Lamontagne, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** March 23, 2023  
**CC:** All Departments



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



**Weekly:** Updated the budget book pages from the Select Board / Advisory from their Saturday budget review with town departments. The updated budget pages are also posted on the town website. The Select Board approved the town general fund budget of \$10,423,968 at their March 22<sup>nd</sup> meeting. The Insurance Advisory Committee (IAC) voted 4-3 to recommend the MIIA quote to the Select Board over Mass Strategic. The MIIA renewal will come with a 1.5% increase in health plans and 2% increase in the dental. The Select Board approved the renewal with MIIA, and I have since signed the MIIA renewal proposal that runs from 07/01/2023 – 06/30/2024.

### **Administration & Finance**

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

**Treasurer/Collector's Office:** Mailed out reminder notices to residents that went into Tax Title in the fiscal year 2018-2022. Motor Vehicle Excise demands were due March 21<sup>st</sup>. Remaining unpaid bills will be turned over to the Deputy Collector. Warrant processed.

**Assessor:** Most of the week was spent catching up from being out the past three weeks. Justice was out of the office this week taking his 3<sup>rd</sup> MAAO Course. Worked on getting paperwork ready for property visits due for building permits issued. Sue gathered information for a public record request. Second notices are going out to residents regarding paperwork not returned for I & E reports. Reminder to residents who did not file exemption applications for FY23 Real Estate taxes, deadline to file is March 31<sup>st</sup>. Held our BOA meeting this week on Tuesday and processed paperwork from it. Traffic in office has been steady with demands going out on excise bills. Worked with mapping company on finishing up changes for our online maps. Attended insurance meeting on Tuesday and department head meeting on Thursday.



**Town Clerk:** The office has been busy with people licensing their dogs. I attended the insurance meeting and the department head meeting this week. The underground storage permit renewals have been mailed out.

**REMINDERS:** \* The last day to register your dog(s) is Monday, April 3<sup>rd</sup>. \* All nomination papers need to be returned to the Town Clerk's office no later than 5:00pm on Monday, March 27<sup>th</sup>

### **Public Works**

**Highway:** Storm Cleanup continues throughout town, (pushing back snowbanks, removing snow, plowing sidewalks, cleaning up fallen trees and branches. Spot treating was also done as needed. Patched some potholes on Barre Road, Musket Drive and Minuteman Drive.

**Buildings & Grounds:** Crew continued storm cleanup at the cemeteries and town buildings, also assisted Highway Department pushing back snowbanks at the ends of roads. Marked location out for the Conex box delivery for Recreation Department. Cleared out area for pending burial. Flag duties. Moved boxes at Town Hall. Investigated area where resident wishes to install a bench in the cemetery and called resident back to go over. Installed new lights on the back of old trailer. Made sure roads leading to Saturday's burial are clear. Met with director to determine what he wanted done at 10 Pleasant St.. Cleaned up downed limbs in Greenlawn Cemetery.

### **Public Safety**

**Templeton Police Department:** 3/16 – 3/22 PD 243 Calls for Service, 18 motor vehicle stops, 1 arrest. Dispatch – 378 Calls. (Does not include miscellaneous calls).

Station – Cruiser A15 had the rear drivers side lower control arm let go, subsequently it had to be towed from Fitchburg for repairs. A15 is the oldest cruiser in our fleet (2015), which is scheduled to be decommissioned in FY25. Dispatch – Still working on some overheating issues in our IT room, which are not of a critical matter at this point.

**Templeton Fire/EMS:** 03/13/2023 – 03/19/2023

Emergency calls: 25

2 Dispatched and cancelled enroute, 19 EMS, 2 fire alarm, 2 motor vehicle accidents

Training: Cancelled due to weather

Apparatus/equipment: Rescue 2 out of service with fuel line issues repairs in progress.

Activities: 1 residential and/or 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** – Processed renewals of Animal Control Officers and Barn Inspectors with Dept. of Agriculture.

**Communicable Diseases** – From 2/26 – 3/11 there were 0 confirmed COVID cases with a positive rate of 5.49% (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>. The Board of Health continues to have a supply of COVID test kits available to the public. *The Senior Center in conjunction with MPHNN will be hosting a vaccine clinic on March 29<sup>th</sup> from 9:00 am – 12:00 pm, to register please call 978-602-2356.*

**Board of Health** – Processed food establishment permit application for Lee's; continued work on 142 Queen Lake violations, many corrected to date; complaint pertaining to 14 Fourth having a tight tank that should have been decommissioned, in process; reviewed and approve septic repair plans for 32 Depot and a septic upgrade for 230 Royalston adding a bedroom; processed community septic loan application for 410 Patriots, goes before the BOH 3/27; report from TML&W of occupants in 15 Depot w/out potable water, in process; continued work with USDA on 28 Albert; status update with Housing Court on 29 Sawyer, electricity turned back on, still in process. Assisted 75 Main Street with septic information for a proposed in-law in existing barn.

**Conservation Commission** – The Conservation Commission met on 3/20/23 - 1 NOI was approved with conditions and 1 NOI was continued to the April 10<sup>th</sup> meeting. MassDEP assigned file # 304-0381 to the Lord Rd NOI. Submitted 1 turnover and 2 conservation warrants. 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)

**Community Preservation Committee** – Some Committee members and the Admin Assistant were given a tour of Scout Hall by the DPW Director on Tuesday. CPC funds are supporting the renovation efforts. Admin Assistant submitted 1 CPC warrant.

**Planning Board** – Assisted 75 Main Street with variance information for proposed construction of an in-law apartment within existing barn structure.

**ZBA** – Working on decision documents for 335 Dudley and 195 Brooks; no other projects at this time.

**Building Department** – Four Building Permits were processed this week, including: a commercial fence, interior partition walls, finished attic space and a deck. Two Electrical Permits were issued, 1 for removing old wiring and 1 for a mini-split. One Plumbing Permit was issued for single-family home renovations and one Gas Permit was issued for a new single-family home. One Certificate



was issued for a finished basement office. Admin submitted department warrant to Accounting and turnovers to Treasurer Collector. Reminder that residents and/or contractors must contact Inspectors to obtain inspections and final approval on all permits within a reasonable amount of time. Most of the inspectors' time is spent outside of the office and contacting them directly is the best means of obtaining an appointment. Contact information is available on Templetonma.gov under Development Services Department.

**Agricultural Commission** – Next meeting scheduled for April 3 @ 6:00 p.m.

**EDIC** – Next meeting scheduled for May 1 @ 6:00 p.m.

### **Community Services**

**Director/Library:** Circulation and visitation were steady for this 2-week period, with the exception of Wednesday, March 15, when the library was closed due to snowstorm & clean-up. I presented the library and senior services FY 24 budget requests to the Select Board and Advisory Committee on March 18. Story Hour (March 22) was well-attended. A large back ordered collection of books was processed and made available. A seasonal/ holiday collection of children's books was processed and made available. I scheduled a Girl Scout informational meeting, and Farmers' Market planning meeting. I compiled and submitted 2 warrants and 1 turnover. A local NMS student created and placed a 'Cradles to Crayons' clothing donation box at the library - donations accepted through 3/31. I attended a pre-construction meeting regarding the Senior Center roof replacement. I attended a discussion of the Senior Center kitchen plans with Center Manager, Cindy and Architect Andrew Cannata. I attended the department head meeting.



**Senior Services:** Activities during this period included: Pitch, yoga, card bingo, mahjong, creative stitchers and cribbage. Volunteers from AARP continued to hold tax preparation assistance. Select Board Chair, Tim Toth was the guest at 'Talk with the Town'. A pre-construction meeting took place for the roof replacement project. Transportation and Meals on Wheels continued with the exception of Tuesday and Wednesday (3/14 & 3/15) when the center was closed due to the snowstorm and clean-up. SHINE volunteer, Gail, continued to hold appointments. Cindy completed and submitted the MART report. A St. Patrick's Day dinner and program was postponed until April 5.

Social Service interactions	23
Activity attendance	134
Volunteer hours	30.25
Transportation	46 rides provided

**Templeton Community TV:** Two meetings were live-streamed, in addition to the all-day budget presentations on March 18. Video post-production for future shows and calendar content curation continue. The director attended a Scout Hall walk-through with Community Preservation Committee (CPC) members. New part-time Program Coordinator Dottie Bresnahan started and is producing Montachusett.TV Calendar content. The director met with the Gardner Chamber of Commerce to discuss Montachusett.TV partnerships. A regional Digital Equity Planning effort with Phillipston and Royalston was researched, presented, and approved at the Select Board meeting.

**Important Dates to Remember**

**Select Board Business Meeting, Wednesday, 04/12/2023, 6:30 p.m.**