

**MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR**

**TO:** Select Board  
**FROM:** Adam Lamontagne, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** April 6, 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:** Progress continues at 10 Pleasant Street and on the Senior Center roof project. Held interviews for the grant writer position. Finalized the draft warrant for action by the Select Board on April 12<sup>th</sup>. Had meetings in Phillipston relative to the dispatch agreement. We put out the bid for Scout Hall finished construction.

**Administration & Finance**

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

**Treasurer/Collector's Office:** We had two Tax Title payoffs this week. Completed Conflict of Interest training. Warrant was processed. Reminder: 4<sup>th</sup> quarter property tax payments are due May 1<sup>st</sup>.

**Assessor:** Many questions, requests, and applications for motor vehicle abatements in the office this week. Luanne made many property visits this week to follow up on finished and unfinished permits pulled last year. Continued working on updating property cards from property visits and logging New Growth. Worked on and submitted posting for Assistant Assessor position, which has been posted on the Town website. Worked on new personal property accounts.

Our Assistant, Sue, had her last day in the office on Thursday. Again, we thank Sue for her time in the office and wish her the best.

**Senior Work-Off Applications are now being accepted in our office.** There are limited positions for Senior Work-Off available this year, and completed applications are accepted on a first-come, first-served basis. Stop by the office to pick up an application.

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

### **Public Works**

**Highway & Buildings and Grounds:** Nothing to report this week.

### **Public Safety**

**Templeton Police Department: 3/23 – 3/29** PD 252 Calls for Service, 40 motor vehicle stops, 2 arrests. Dispatch – 412 Calls. (Does not include miscellaneous calls).

**3/30 – 4/05** PD 249 Calls for Service, 45 motor vehicle stops, 1 arrest. Dispatch – 420 Calls. (Does not include miscellaneous calls).

**Station** – On 3/24 a contingent of officers from the department attended the graduation of our newest officer, Noah Welch, from the Boylston Recruit Academy. Officer Welch and our newest Part-time officer, John Muhr, have both started their field training. Ofc. Welch will be in the program until the end of June, then placed into the schedule on a regular shift. Whereas Officer Muhr who is an experienced officer from Nantucket will only have to be in the program for a few weeks and then allow to work shifts.

**Dispatch** – Nothing new to report currently.

**Templeton Fire/EMS: 03/27/2023 – 04/02/2023**



Emergency calls: 32

1 Arcing shorted electrical equipment, 2 dispatched and cancelled, 19 EMS, 3 fire alarm, 1 good intent, 3 motor vehicle accidents, 1 passenger vehicle fire, 2 smoke scares.

Training: None

Apparatus/equipment: Car 3 wiper motor and ignition module both replaced.



Activities: 3 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** – Provided all employees, committee, and board members under Development Services the documentation and website information for open meeting/conflict of interest certification. Provided notary services for a housebound resident; participated in grant writer interview; meeting scheduled with Region 2 Emergency Planner for May to review updated plan; received property survey from 46 Shore Drive for complaint pertaining to placement of dumpster at Pinewood Shores (Zoning Enforcement Officer to follow-up). Completed open meeting/ethics training.

**Communicable Diseases** – From 3/12 – 3/25 there were 14 confirmed COVID cases with a positive rate of 2.7% (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.

**Board of Health** – Housing follow-up at 33 Prospect, no further violations at this time; follow-up with 15 Pleasant, occupant(s) properly evicted, owners granted an extension for violation corrections as long as unit remains unoccupied; scheduled repair percs for 55 Laurel View and 100 Stone Bridge for next week; reviewed and approved Title 5 report for 142 Turner Lane; continued follow-up at 99 Bridge.

**Conservation Commission** – Site walk occurred at Crow Hill on King Phillip Trail. Agent prepped for the next Conservation Commission meeting on Monday 4/10/23 @ 6:30 PM - Lord Rd NOI continuance is on the agenda. Agent completed Conflict of Interest and Open Meeting Law Training. 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** – A proposal for a new study of the Baldwinville Emergency Management Building was received. Admin. Assistant continued prepping for next CPC meeting on Thursday 4/13/23 @ 7:00 PM.

**Planning Board** – Provided ANR documentation to 114 South for processing at registry of deeds; drafted site plan decision for 1 North Main permit; drafted site plan decision for off Brooks Village earth removal/stormwater permit. Preparation for April 11 meeting.

**ZBA** – Decisions for 335 Dudley and 195 Brooks filed with Town Clerk; no new hearing scheduled at this time.

**Building Department** – Five Building Permits were processed, including: 1 new single-family home, 1 deck, 1 roof, and 2 for commercial signage. Four Electrical Permits were issued, including: 3 for minor residential upgrades and 1 for commercial equipment replacement. One Plumbing Permit was issued for residential renovations. Two Gas Permits were issued, 1 for new fixtures to addition and pool and 1 for new underground line. One Certificate of Completion was issued for window replacement. Admin completed Annual Conflict of Interest Training, and US Census Reporting for March.

**Agricultural Commission** – Prepared for and attended April 3 meeting: members participating in farmer's market preparation.

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



### **Community Services**

**Director/Library**- The April materials order was processed and made available to patrons. 2 classes walked over from Templeton Elementary for library visits. An Easter egg hunt was held

for our Story Hour group. TCTV is assisting with promotion for this year's Farmers' Market. The Market will begin on Thursday, May 25 and be held every Thursday 4-7 in the field beside the library. Senior Center Manager, SHINE volunteer and I interviewed a candidate for Activities Coordinator. I reached out to The Friends of Templeton Veterans and American Legion post 373 for assistance with the Memorial Day parade preparations. I submitted 2 vendor warrants and 2 turnovers.

**Senior Services-** The Center was closed to the public this week due to the roof replacement project. Staff continued to answer calls for assistance. Transportation continued throughout the week, as did Meals on Wheels deliveries.

Rides provided 3/27/23-3/31/23 - 46 rides



Rides provided 3/3/2023-3/7/2023 - 52 rides

**Templeton Community TV:** No meetings to livestream this week, but it's a good week to work on current productions. Worked at Wachusett Business Incubator space in Gardner. Interviewed a likely new hire.

Public meeting allowances including online participants and hybrid meetings has been extended by the state through March 2025. Seeking legislative briefing on other bills that may mandate public remote meeting access; TCTV has serious concerns regarding a potentially ruinous workload and the necessary funding to implement such a mandate. TCTV will be submitting comment.



**Important Dates to Remember**



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