

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

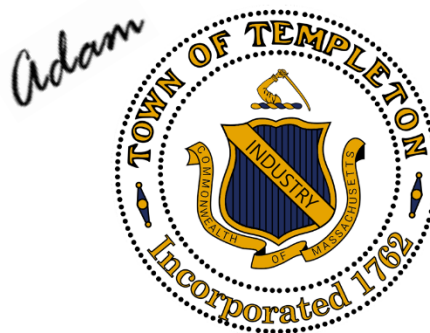
**TO:** Select Board

**FROM:** Adam Lamontagne, Town Administrator

**RE:** Administrator's Weekly Report

**DATE:** May 18, 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:** We welcome our newest elected Select Board Member Matt Rivard! We would like to thank all the folks that attended the Annual Town Meeting which was a success as all articles passed. This week went into preparation and putting together the Select Board packet for the May 24<sup>th</sup> meeting. The May 24<sup>th</sup> meeting will be the organizational meeting of the Board. Had a meeting with Community Preservation Committee (CPC) Chair John Henshaw, Emergency Management Director Rich Curtis, and CPC admin Jessica Case to discuss a study funded by CPC for the Templeton Emergency Management Building at 3 Elm St conducted by Mark McKevitz, Project Manager from ICON Architecture. Great job by our Emergency Management team painting the main doors at the Emergency Management Building! Responded to public record requests. Had a meeting with Town Counsel. We also recognized Luanne Royer for her years of service to the Town.



### **Administration & Finance**

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

**Treasurer/Collector's Office:** Heavy foot traffic this week due to demands being sent. Warrant was processed.

**Assessor:** At the Annual Town Elections, George Barnes and Shawn Case were elected to the Board of Assessors. Welcome to our new Assessors! Our office thanks former Assessors John Brooks and Steve LaPrise for their years of service to the Town. Updated online maps with latest owners. The office continues to have requests for property cards, motor vehicle abatements, notarizations, etc. Attended the Worcester County Assessors Association (W.C.A.A.) Clerk's

Meeting on Wednesday in Grafton. Filed completed permits from the Building Commissioner onto property cards. Deputy Assessor went on a site visit of 54 Kyle Drive.

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

### **Public Services - Public Works Division**

**Highway:** Tree and brush cleanup on Albert Drive, Kyle Drive, Mechanic Street, Crotty Lane, Forest Street, and Stone Bridge. Checked on and took care of, if needed the beaver issues. Worked on Brooks Road prepping for paving, and assisting while paving was being done. Pothole patching South Main Street, Otter River Road, Conti Avenue, Wellington Road, South Road, Victoria Lane, French Road, Farnsworth Road, Main street Bridge, and Shore Drive. Hauled loam to Greenlawn Cemetery, Pine Grove Cemetery, and DPW. Sidewalk/lot sweeping Baldwinville road, at Fire Department, Emergency management building, and Senior Center. 1 driveway inspection.

**Buildings and Grounds:** Mowed and continued to clean up at Pine Grove Cemetery, Baldwinville Center, Greenlawn Cemetery, Templeton Center, and Cottage Lane. Burial duties. Turned water on at the Pine Grove and Greenlawn cemeteries. Flag duties. Installed plaque on granite for Gilman Waite.

### **Public Safety**

**Templeton Police Department:** 5/11 – 5/17 PD 253 Calls for Service, 30 motor vehicle stops, 0 arrest. Dispatch – 413 Calls. (Does not include miscellaneous calls).

**Station** – Royal Steam was in on 5/12 to repair the HVAC system (AC), after installing new parts it was discovered that the compressor needs to be replaced. Luckily, the compressor unit is under warranty and should be replaced in short order. Chartier Construction was in to repair the damage done to the booking room wall where prisoners are handcuffed for booking and to install protective plexi glass over the exterior window in the booking room. Minor painting is left to complete the project. The department training has been scheduled for the BWCs and steps are being taken to work out any issues before putting them into service. All officers should be finishing up their FY23 in-service training this week as mandated by the MPTC.

**Dispatch** – The third-party vendor for our new 911 recording system was in this week and installed the new system.

**Templeton Fire/EMS:** 05/01/2023 – 05/07/2023

**Emergency calls:** 30

1 assist other government agency, 19 EMS, 2 fire alarm, 1 good intent, 1 grass fire, 2 motor vehicle accident, 1 no incident found, 2 unauthorized burning, 1 police matter.

**Training:** Tactical Emergency Casualty Care (TECC) A 16 hour class that teaches pre hospital responders how to respond and care for patients in a civilian tactical environment, Hazmat, Tanker shuttle operations class room

**Announcements:** Residential open burning has ended for 2023.

## **Development Services**

**Director** – Will report next week.

**Communicable Diseases** – On May 11, the state of MA ended the COVID state of emergency.

For 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** – Next meeting scheduled for 6/26/23 @ 7:00 p.m.

**Conservation Commission** – Site visits occurred at 254 Royalston Road for a farmer's porch and 29 Victoria Lane for a pool & shed. Agent attended MassDEP Webinar on the new eDEP submittal platform for RDAs and DOAs. The Conservation Commission met on Monday 5/15/23. Three RDAs for septic replacement were heard and provided Negative Determinations. Agent compiled meeting minutes. The Commission is accepting applications for 2 open seats; if interested, please see Jessica Case in Room 3 of Town Hall for how to apply.

**Community Preservation Committee** – Since the Town Meeting where the six CPA Articles were all approved, work has been focused on that: drafting grant agreements with non-profits, setting up new project account numbers and informing applicants. The Chair and Admin Assistant attended a webinar regarding the Baldwinville Emergency Management Building proposal. Admin submitted two invoices for warrant for the Gilman Waite bathrooms project. CPA Articles 11 – 16 were all approved at the Town Meeting Wednesday evening 5/10/23. The CPC meeting is TONIGHT 5/18/23 @ 7:00 PM.

**Planning Board** – Next Planning Board meeting is Tuesday 5/23/23 @ 6:30 PM *pending an agenda*.

**ZBA** – The ZBA met on Tuesday 5/16/23 to hear a Special Permit request for 148 South Road for a change of use. The ZBA was split 2-2 and thus the request did not pass. The ZBA would like to thank Rick Moulton and Ron Davan for their years of service to the ZBA as they have resigned.

**Building Department** – Two Building Permits were processed this week, 1 for residential re-roofing and 1 for commercial re-roofing. One Electrical Permit was issued this week for additional antenna on an existing communications tower. No Gas or Plumbing permits were issued. Commissioner Hanks performed multiple inspections and issued 5 Certificates of Completion for residential improvement projects, 1 Certificate of Approval for a Pellet Stove, and 2 Occupancy Certificates for new homes on Kyle Drive and Lily Lane. Admin Submitted 5 Turnovers to Accounting and fielded many questions regarding potential uses for various residential and commercial properties in Templeton.

**Agricultural Commission** – Next meeting scheduled for 6/5/23 @ 6:00 p.m.

**EDIC** – Next meeting scheduled for 6/26/23 @ 5:00 p.m.

### **Community Services**

**Director/Library** -Library visitation and circulation were steady this week. I completed and submitted 2 warrants. Story Hour was well-attended. A small collection of children's non-fiction materials was processed and made available. We are collecting annuals and perennials for the library garden- through the end of the month. We are getting ready for the Farmers' Market opening day on May 25, 4pm- 7pm in the library field.

**Senior Services**- All regular programs were held this week, with a special celebration of May birthdays.

Rides 65

Attendance 147

Social Services 29

Volunteer hours 10



**Templeton Community TV:** We worked on productions and streamed three live meetings for the Conservation Commission, ZBA and the Community Preservation Committee (CPC). The May 10 Emergency Select Board meeting can be viewed at [YouTube.com/TCTVweb](https://www.youtube.com/TCTVweb). We prepped for another *TCTV News* taping for a show to be released next week. Feedback on *TCTV News* remains positive, and we thank the community for your support! The Advisory Committee was sent a report on the state of TCTV and possible state legislation, for discussion at their May 25 meeting. Possible TCTV upgrades were discussed with TV server company Castus. A needed Comcast upgrade for our TV channel service has disrupted our network for remote operation of Cable Channel 8. We are addressing the situation.

### **Important Dates to Remember**

**Select Board Meeting, Wednesday, 5/24/2023, 6:30 p.m.**

