

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: January 25, 2024

CC: All Departments



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

Weekly: Attended the grant award announcement with Governor Healey, Lt. Governor Driscoll, and Secretary Augustus on Monday (1/22) along with Select Board Member Matt Rivard, Developers Matt Zahler and Jason Korb for the Baldwinville School Apartments project. The Baldwinville School Apartments project took a massive step forward with a tentative scheduling in the summer for the groundbreaking event! Finalized pre-hiring procedure for two new part-time Public Safety Dispatchers at the Police Department. They will be at an upcoming meeting to meet the Select Board. Working on hiring the softball coordinators and umpires for Parks & Recreation.



Assisted the Treasurer/Collector with some of the debt paperwork for the replacement of the Crotty Ave Sewer pumping station. Attended the Select Board meeting on January 24th.

Administration & Finance

Town Accountant: Gave my quarterly report to the selectboard on Wednesday. Worked with Paychex on a payroll issue and finished up the 1099's. The warrant was processed and Nancy

worked on the unemployment filing for the first quarter and the other monthly reports we need to do.

Treasurer/Collector's Office: Motor Vehicle/Excise commitment 7 and commitment 1 bills have been mailed. There were over 8,000 bills released. Property tax for third quarter is due February 1st. Danielle attended Staff School for Collector's training virtually on Wednesday. Warrant was processed.

Town Clerk: Our office has been busy with St. List returns, dog license renewals and we have processed over 400 vote by mail requests. We had a representative from the State's Election division come to Town Hall and give an elections training for our poll workers on Thursday. Reminder: Please mail in your St.List/Census forms, if you haven't already done so. All dogs six months or older need to be licensed by March 31st.

Assessor: Work was done to prepare for personal property revaluation inspections to begin in February; postcards were mailed this week to all our businesses to inform them of the upcoming visits. Assisting residents with questions on their 3rd and 4th quarter tax bills and on statutory exemptions. Continuing to receive Forms of List, I & E's, and Forms 3ABC. Presented our office's 2nd Quarter Report at the Select Board meeting. Began work on mapping changes and plans in 2023 to send out to Cartographics. Began work on updating property cards that received occupancy permits in the fall. Spoke with BLA Field Advisor on upcoming Revaluation Program for this year. A reminder that exemption applications can still be submitted to our office. Any applications, if approved, would be applied to 4th Quarter Tax Bills.

Public Services

Highway: Crews plowed and treated roads throughout town. They continued to work on the sidewalks. Pothole repairs Old Winchendon Road, South Main Street, and Main Street Bridge. Checked and addressed beaver areas. Cleared catch basins on Barre Road. Spoke with resident at 93 Patriots to advise how to redirect water discharge. Scraped and treated Mechanic Street and Gardner Road. Spoke to contractor regarding 75 Lord Road to advise they would need to redo paving for road cut as soon as weather permits. Issued emergency trench permit.

Buildings and Grounds: Painted Town Hall kitchen. Picked up parts for stock for repairs and maintenance on equipment. Removed surplus items from Town Hall basement to Senior Center. Worked on removing US Flags from graves for proper disposal. Serviced equipment. Plowed and treated lots of town buildings, cleared sidewalks at town buildings and plowed cemetery roads.

Public Safety

Templeton Police Department: Nothing this week.

Templeton Fire Department/EMS: 01/15/2024 – 01/21/2024

Emergency calls: 21: EMS 18, fire alarm 2, good intent 1.

Training: Fire-practical training on self-extrication from a window with our self-rescue belts.

EMS- Classroom training on our new software called HandTevy. This new program is designed to help both Pediatrics and adult patients with rapid access to lifesaving medication dosing, equipment, and drip information.

Apparatus/equipment: Engine 2 remains out of service for repairs. Car 3 is out of service for evaluation. It has an exhaust leak and may need a new exhaust system. This car has over 250,000 miles.

Activities: 6 residential and commercial inspections.

Development Services

Director – Prepared for and presented 2nd quarter report at Select Board meeting; working with Police Department, attended a wellness check of individuals living in a camper on Main Street. Prepared for BOH, Planning, and EDIC meetings. Grant funding was received, and first payment being processed for permitting software.

Communicable Diseases – During the weeks from 12/31/23 – 1/13/24 there were 73 recorded COVID tests with 20 of those resulting in positive cases, 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 – Received and investigated a report of grease being dumped at 5/7 Elm Street, there did not appear to be evidence of grease being dumped and the tenant(s) provided documentation from the oil rendering company of all clean outs and pickups, no violations noted. Continued work on complaint of smoke from an unpermitted outdoor wood boiler on 142 Queen Lake.

Conservation Commission – Agent attended MassDEP's Virtual Lunch & Learn on Proposed Wetlands Resilience in relation to climate change. The agent and Chair performed a site walk at 58 Old North Road for a COC request [pictured] and an observation on Queen Lake Road for an OOC minor modifications request. The February meeting is scheduled for Monday, 2/12/24 @ 6:30 PM.



Community Preservation Committee – 1 warrant was submitted. The bronze plaque for the Town Hall was ordered. The Baldwinville Elementary School project received funding from the state. This is great news and will be used in conjunction with the

allocated \$1,924,000.00 CPA funds. The February meeting is scheduled for Thursday, 2/8/24 @ 7:00 PM.

Planning Board – Members met on 1/23/24 and heard from McCarty Engineering with a request to continue the hearing on Serenity to 03/12/24; heard a request for a special permit to operate a martial arts studio on 39 Gray, approved; and were updated on proposed zoning bylaw changes.

ZBA – Nothing to report at this time, next meeting is January 30, 2024.

Building Department – Due to vacation, there will be no report this week, but items from this week will be included in next week's report, I apologize for the delay.

Agricultural Commission – Nothing to report at this time, next meeting is February 5, 2024.

EDIC – Nothing to report at this time, next meeting is January 29, 2024, the meeting of January 22 was cancelled due to lack of a quorum with the agenda moved to the next meeting.

All public meetings can be viewed on TCTV YouTube.

Community Services

Director/Library- A collection of Valentines Day picture books was processed and made available. The stitching group reconvened after a 4-week break and began a fleece blanket project. I submitted the Community Services FY 23 annual reports. I worked on the Senior Center's EOEA annual report. I spoke with Gardner Senior Center Director, Mike Ellis about a grant that Gardner and Templeton recently collaborated on. The proposal, which requested funding for certain technology improvements at each Center, was approved by the EOEA. These improvements include the purchase and installation of NEAT/Owl Boards to provide greater access to hybrid or online programs, and resource sharing between our two centers. The grant will also provide 10 chromebooks each to start a lending library for technology, provide funding to support internet access for these chrome books for 2 years, offer funding for training for our staffs on how to use the NEAT Boards in the most effective ways, funding to attract students to provide training to our staffs and our community, and to purchase and install needed hardware to support our programs including Wireless Access Points and controller. We also have some funding for PC cameras and related tech. I presented the Community Services FY 24 second quarter reports to the Select Board. I completed 2 vendor warrants and 2 turnovers.

Senior Services - In addition to the regular weekly happenings, a wonderful musical performance by Forest Johnson was held in conjunction with a tasty luncheon. We also had dessert with Bonnie and celebrated the January Birthdays, including a Happy Birthday sing-a-long for 96 year old Wilma! Seven people attended the monthly Book Club.

Office hours for Representative Zlotnik will be held at the Senior Center, this Saturday, January 27 from 12:30- 2:00.

108 people attended events

9 volunteers

4 services

30 rides

Templeton Cable TV:

PRODUCTIVE PRODUCTIONS: We have had a busy week with 5 meetings to live-stream, *State of the Town* recording, and a photo shoot. Graphics were produced for our [Montachusett.TV](#) website, TCTV Cable Channel 8, TCTV's Facebook page. and Economic Development (EDIC). Digital signage research is being conducted.

REPORT CARD: The Cable TV department's FY24 Second Quarter Report was delivered at the Jan. 24 Select Board meeting. See it at [TCTV's YouTube Channel](#).

RAPID GROWTH: Calendar Year 2023 analytics show more than 750,000 [YouTube](#) impressions (reach) and more than 44,000 views. [TCTV's Facebook Page](#) saw a 133% growth in reach in 2023. These are good numbers to attract more sponsorships and grow revenue streams.

THE OUTLOOK: The Montachusett.TV regional arts and culture Calendar continues to grow with a lot of fun events in our area. Please support TCTV and [Montachusett.TV](#) by liking, subscribing, and sharing our work to keep our community informed. Thank you!

Have a nice weekend, Templeton!

Important dates to remember:

Select Board Business Meeting: February 14, 2024