

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: February 1, 2024

CC: All Departments



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

Weekly: This was a busy week! Responded to a couple public records requests. Appointed the Microgrant Selection Panel on Monday which will consist of Grant Writer Administrator Gracelyn Currie, Director of Community Services Jackie Prime and Select Board Member Terry Griffis. The COVID-19 Recovery Micro Grant Program went on the town webpage today and can be found here: <https://www.templetonma.gov/home/select-board/pages/covid-19-recovery-micro-grant-program>.

Attended the Hazard Mitigation Plan Update Working Group discussion. Work continues on the Fiscal Year 2025 budget. Held a meeting with our CDBG Administrator and the developers of the Baldwinville School project relative to the School, Vernon, and Cottage St improvement project.

I would like to thank TCTV on producing the 2024 State of the Town this week featuring Chair Michael Currie and I deliver the 2024 State of the Town address. Link can be found here: <https://www.youtube.com/watch?v=O2q9keMel-E>. Finally, did a walkthrough of Scout Hall and came up with a construction punch list to go over with Diversified Construction.

Administration & Finance

Town Accountant: Payroll and Warrant, worked on OPEB report to Actuarial, finalized all the mailing of the 1099's, worked with Paychex on a W2 issue.

Treasurer/Collector's Office: Extremely heavy walk-in traffic this week. One tax title account paid off. Property tax was due February 1st. Motor Vehicle/Excise is due February 26th. The Sewer Department has mailed bills, and they are due March 4th. Warrant and Payroll processed.

Town Clerk: The Early Voting Ballots have arrived. We have currently processed over 550 mail in ballots. They will all be mailed out by the end of the week. Our office is still busy with

St. List returns and dog license renewals. I attended the Mass City & Town Clerk's conference this week.

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: Received questions on real and personal property taxes this week; many questions on motor vehicle excise abatements as well. Mailed out second reminders for Forms of List and I&Es. Attended a Worcester County meeting on Tuesday.

Reviewed various matters on our Revaluation for FY'25 and legal matters with our consultant. Thursday, February 1st, was the last day to file for abatement on Real Estate and Personal Property taxes for FY2024. The Board of Assessors has 3 months to act on any applications received. A reminder that exemption applications can still be submitted to our office. Any applications, if approved, would be applied to 4th Quarter Tax Bills. The deadline to receive exemption applications for FY2024 taxes is April 1st.



Public Services

Highway: Crews plowed and treated roads for multiple storms and days. Worked on clearing sidewalks. The beaver activity is checked and addressed as needed regularly, the trapper was able to catch one at Gavin Road. Cleaned and serviced equipment to get ready for next storm.

Buildings and Grounds: Crews plowed, shoveled, and treated the lots and sidewalks at town owned buildings, as well as cemetery roads. Cleaned and serviced equipment in between storms.

Public Safety

Templeton Police Department: 1/18 – 1/24 PD 305 Calls for Service, 15 motor vehicle stops, 1 arrest. Station – Had a minor issue with water in the IT room, discovered it was caused by a shovel that was used to clean the stairs and walkway outside left in the entrance way. Numerous officers have started their mandatory yearly in-service. Dispatch – 413 Calls. Successor agreement in place with the Town of Phillipston to provide dispatch services. All dispatchers attended annual CPR training. (Does not include miscellaneous calls).

1/25– 1/31 PD 327 Calls for Service, 16 motor vehicle stops, 0 arrest. Station – Working with contractor concerning the HVAC upgrade project. On 1/26 attended the CMCOP Executive Board meeting in Worcester. On 1/31 attended the Templeton Hazard Mitigation Plan Working Group meeting at Town Hall. Dispatch – 453 Calls. Experienced a minor issue with the Phillipston virtual server, situation was handled by the Clerical Dispatcher. (Does not include miscellaneous calls).

Templeton Fire Department/EMS: 01/22/2024 – 01/28/2024

Emergency calls: 28: 1 Assist police or other government agency, 2 dispatched and cancelled, 21 EMS, 2 motor vehicle accidents, 1 passenger vehicle fire, 1 water problem.

Training: 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.

Announcements: Open burning season begins January 15th. To apply for a residential or agricultural open burning permit please go to the fire department page on the Town of Templeton website to apply. This is a two-step process. Step one is to go on the Unipay site and pay for your permit, you will get a confirmation number that you will need for step two. The second step is to go back to the fire department page on the Town's website and apply for your permit, you will need the confirmation number you received in step one. If you have any questions or difficulty applying for your permit, please call the office at 978-939-2222. Also, if needed you can make an appointment to come in on Monday, Wednesday or Fridays and we will assist you.

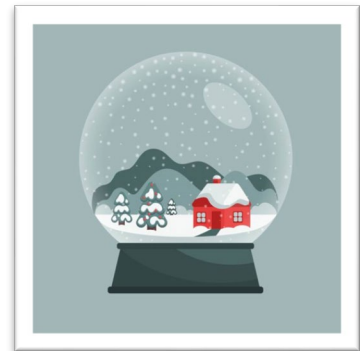
We are still in the process of updating the website to make it a much easier process to apply online, we hope to roll that out in a few weeks.

Development Services

Director – Attended and presented a request by the town to the ZBA to extend the period of time in which a structure can be built on 10 Pleasant. Letter of inquiry sent to 473 Baldwinville requesting information on the business operating at the location.

Communicable Diseases – Templeton has seventeen confirmed positive reports of COVID for the period of January 7 through January 20, 2024, for more info on city/town COVID numbers please go to [COVID-19 Reporting | Mass.gov](#). If you take an at home test and test positive, please call 978-602-2356. For information on isolation and quarantine, please go to [Isolation and Precautions for People with COVID-19 | CDC](#). Development Services continues to have a supply of test kits that are within the expiration period.

Please remember the basics, wash your hands frequently, stay home if you're ill, if you're worried about contracting COVID wear a mask when in close public settings, clean/disinfect high touch areas, and be courteous to others who may have chronic health issues.



Board of Health – Investigated a complaint at a South Road property being prepared for construction of a single-family dwelling unit, a proper driveway permit was obtained and at this time there are no violations to report. Received a complaint that the water at the intersection of North Main, Lord, and Otter River is beginning to smell, during my site visit I was unable to detect any odor. Assisting a local daycare with licensing through the state to serve food. Repair perc for 299 South, witnessed unpermitted siding, windows, and front entry – referred to Building Commissioner.

Conservation Commission – Site walk occurred at 12 Drury Lane for determination of trees near pond. Agent attended the Hazard Mitigation working group meeting. (1) RDA was processed for 31 Patriots Rd for a resident who would like to construct a 17' x 20' addition. (1) NOI was processed for a resident proposing to install a force main sewer line on Town of Templeton property at 381 Baldwinville Rd through 2 wetlands crossings – file number still pending. The next meeting is scheduled for Monday, 2/12/24 @ 6:30 PM which also includes a COC request for 58 Old North Rd (304-0240) and a Minor Modifications request for Queen Lake Road (304-0368).

Community Preservation Committee – The next meeting is scheduled for Thursday, 2/8/24 @ 7:00 PM.

Planning Board – Next meeting is scheduled for Tuesday, February 13, 2024 @ 6:30 PM.

ZBA – Members met on 1/30/24 to hear a request for a special permit from the Town for 10 Pleasant to extend the time period for construction of a dwelling unit, due to the amount of work to precede the sale, the ZBA approved a 24-month extension. No further meetings scheduled at this time.

Building Department – January 18th – 31st reporting. Ten Building Permits were processed, including: 1 new single-family home, 3 for energy saving improvements, 2 for bathroom remodel, 1 woodstove, 1 roofing, 1 barn demolition and 1 for commercial kitchen and elevator installation. Nine Electrical Permits were issued, including: 1 for commercial kitchen improvements, 2 for commercial alarm systems, 4 for minor residential improvements, 1 for garage addition, and 1 for a new home. Three Plumbing Permits were issued, for minor residential improvements. Commissioner Hanks issued Certificates of Completion for a new woodstove, and a residential renovation and 4 Occupancy Certificates for new homes on Patriots Road, Haskell Road and 2 on Lily Lane. Admin submitted January inspector's payroll and 5 turnovers to Accounting and completed US Census New Housing Report.

Agricultural Commission – Due to lack of agenda items, the meeting of February 5, 2024, has been cancelled. Members were updated that five of the seven pigs have been removed from the property on North Main.

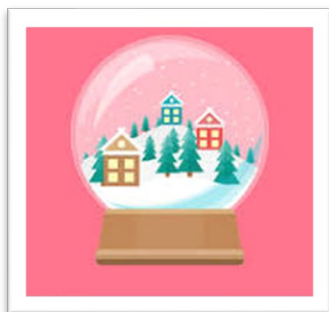
EDIC – Members met on 1/30/24 to finalize the submission of the FY 23 annual report, several changes were made, and the final draft was submitted to the Select Board Office. Members also welcomed Vikki Chase to the board and look forward to working with her. A discussion about creating a map that has all the utilities shown was discussed and will be further reviewed. Next meeting is March 4, 2024 @ 6:00 p.m.

All public meetings can be viewed on TCTV YouTube.

Community Services

Director/Library- The library was closed on Monday. Visitation during the remainder of the week was steady. Story Hour had 14 participants. An order of children's books was placed. I completed a vendor warrant and a turnover. I continued to work on the EOEa annual report. I attended the Digital Equity planning meeting.

Senior Services - The Senior Center was closed on Monday, Wednesday and Thursday due to illness. Transportation and Meals on Wheels continued uninterrupted. Finishing edits were done on the March newsletter. The Tuesday regular activities were well attended.



Attendance	76
Social Service appts	0
Volunteers	4
Rides	27

TCTV/Cable Television- We completed the design of the Annual Report cover this week, released the *2024 State of the Town* video, and recorded a new *TCTV News* show to be made public next week. Please enjoy at [YouTube.com/TCTVweb](https://www.youtube.com/TCTVweb) and share!

We attended the Hazard Mitigation Plan Working Group meeting with other participating departments, and a Digital Equity Planning meeting with MRPC, Royalston, and Phillipston representatives.

We produced a Cabin Fever Collectors' Show promo for the Historical Society's annual event on Feb. 25, and we planned a video shoot at the rehabilitated Grange Hall on Saturday.

Other productions on our "local.fresh" show with area food producers and calendar items for TCTV and Montachusett.TV continue.

Have a chill weekend, Templeton!

Important dates to remember:

Select Board Business Meeting: February 14, 2024