

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: February 8, 2024
CC: All Departments



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

Weekly: Responded by letter to the 11-question letter from Advisory Chair Caplis. Work continues on Fiscal Year 2025 budget. Prepared the Select Board packet. Put out the electrical work bid package for Scout Hall.

Administration & Finance

Town Accountant: Warrant was processed, did the benefit billings for Light, Water, Sewer and Cable for Dec and Jan, Budget Narrative, continued working on reconciling the W2 issue.

Treasurer/Collector's Office: Extremely heavy walk-in traffic this week. Cheryl attended the Worcester Regional Retirement annual meeting on Tuesday. Cheryl and Danielle attended Staff School Advanced Treasurer/Collector training virtually on Wednesday. Motor Vehicle/Excise bills have been mailed and are due February 26th. Sewer bills have been released and are due March 4th. Warrant was processed.

Town Clerk: We are still very busy mailing out early ballots and receiving them in as well. Our office is still busy with St. List returns and dog license renewals.

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: This week started our Personal Property inspections for our Fiscal Year 2025 Revaluation. The office has contractors from Real Estate Research Consultants (RRC) out performing the inspections throughout the Town. They have a signed letter of explanation and have photo IDs. Please call our office if you have any questions or concerns at (978) 894-2760,



and if no one is in the Assessors' office please contact Templeton Police at (978) 939-5638. Thank you for your cooperation. Continuing to receive many questions on motor vehicle excise abatements. Monthly sales report was issued for January 2024, and reviewed issued building permits from the Building Inspector for possible site visits in the Spring. Processed a Supplemental Commitment for new construction. Reviewed various matters on our FY'25 Revaluation.

Public Services

Highway: Beaver areas checked and addressed as needed. Sidewalks in town for snow clearing have been completed. Pothole repairs Upper Otter River Road, Old Winchendon Road, Minuteman Drive, Muskett Drive, Dudley Road, Barre Road, Laurel View Road, Baldwinville Road, Royalton Road, Clair Avenue, Rice Road, Brandin Drive, Carruth Road, Brooks Village Road, Ridgewood Lane, Queen Lake Road, Henshaw Road, Stone Bridge Road, North Main Street, Pail Factory Road, Lower Otter River Road, and Main Street Bridge. Serviced and maintained equipment for storms and road treatment. H-35 (the truck that caught on fire) was returned to us after being repaired.

Buildings and Grounds: Burial and flag duties. Cleared debris on the walking path at Baptist Common Cemetery. Serviced and maintained equipment for storms, lot and walkway treatments. Dug out sump pump hole at library and plumbed in new sump pump.

Public Safety

Templeton Police Department: 2/1 – 2/7 PD

337 Calls for Service, 24 motor vehicle stops, 1 arrest. Station – Nothing new to report. Numerous officers out sick causing staffing issues. Dispatch – 413 Calls. Both newly hired dispatchers have started their training. (Does not include miscellaneous calls).

Templeton Fire Department/EMS: 01/29/2024 – 02/04/2024

Emergency calls: 22

1 dispatched and cancelled, 19 EMS, 1 motor vehicle accident, 1 public assist.

Training: None

Apparatus/equipment: Engine 2 remains out of service for repairs. Car 3 is out of service waiting on exhaust repairs. Ladder 1 had normal service and the oil change completed.

Activities: 5 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 Towns 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 meeting with TA and DPW Director on moving forward with 25 Central clean up; worked with Municipal Water on an issue at 140 South Road.

Communicable Diseases – During the weeks from 01/14/24 – 1/27/24 there were 54 recorded COVID tests with 9 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 – Conducted septic bottom and final inspection at 47 Old Winchendon Rd; second interior inspection of 28 Albert with receiver (roof completed, rubbish fully removed); called out to 72 Main by PD for illegal apartments, occupant(s) in two trailers and one boat, illegal wiring; follow up inspection 104 Main for permanent closure of trailer that was previously occupied, no further violations; worked with Community Services Director on issue at 140 South Road – elder services contacted; drive by State Rd, Raffaele property – doesn't appear that there has been anyone on the property; visited 23 Shore Dr and 51 Turner St, will be moving these forward in abandoned housing initiative.

Conservation Commission – Agent performed site visit at Car Works and Baptist Common Cemetery trail access project. Agent attended Dam Busters 101 via Zoom hosted by Mass Rivers Alliance. The next meeting is Monday, 2/12/24 @ 6:30 PM which includes (a) a COC request for 58 Old North Rd [304-0240], (b) a RDA for 31 Patriots Rd for a 17' x 20' addition, (c) a Minor Modifications request for Queen Lake Road [304-0368], (d) a NOI for a resident proposing to install a force main sewer line on Town of Templeton property at 381 Baldwinville Rd through 2 wetlands crossings, and (e) a Forest Cutting plan for Otter River Road, aka "Martin Road."

Community Preservation Committee – The next meeting is tonight/Thursday, 2/8/24 @ 7:00 PM which includes Warrant Discussions for (a) the Annual Appropriations Article, (b) Grange Hall ADA lift access for \$50,000 (c) First Church of Templeton Exterior Renovation for \$331,700 and (d) Emergency Management Building Engineering [Phase 1] for \$5,500.

Planning Board – This office received a request to withdraw the proposed application for a 55+ off Stephens/Baker/Cottage and to close the escrow account. Next meeting is 2/13/2024 @ 6:30 p.m.

ZBA – Nothing to report at this time.

Building Department – Five Building Permits were processed this week, including: 3 for roofing, 1 for ceiling repairs and 1 for a new single-family home. Five Electrical Permits were issued, including: 2 for new homes, 1 for a commercial sign, 1 for new fixtures at Grange Hall, and 1 for emergency service restoration. One Plumbing and 1 Gas permit were issued for replacement fixtures in a commercial business. One Occupancy Certificate was issued to a commercial building on Airport Road and 1 Certificate of Completion was issued for window replacement. Admin worked on filing expired building permits and submitted 4 turnovers and 2 warrants to Accounting.

Agricultural Commission – Next meeting April 1, 2024 @ 6:00 pm

EDIC – Prepared warrant article for Annual Town meeting to request that EDIC be approved to be a corporation vs. a committee in order to gain certification from the state. Next meeting scheduled for 03/04/24 @ 6:00 p.m.

All public meetings can be viewed on TCTV YouTube.

Community Services

Director/Library- The library stitching group finished their fleece blankets. Story Hour had 13 children. The February book order was processed and made available. I completed '6-month probationary' reviews for 2 Community Services employees. I created signage and packets to promote the Town's microgrants, at the Library and Senior Center. I did some preparations for the Senior Center's Volunteer Appreciation luncheon next week. I completed 2 vendor warrants and a turnover.

I met with the Director of the Gardner Senior Center to plan for our collaboration on a joint EOE grant.

Senior Services - Regular weekly programs included: chair yoga dance, yoga for strength, pitch, card bingo, meditation and chair yoga, mah jong, great tours, creative stitchers and cribbage. Special happenings included: a presentation on identifying scams and origami butterflies. The March newsletter was completed and sent to print.

Attendance	76
Social Service interactions	3
Volunteers	5
Transportation	34 rides provided
Durable equipment	5 items borrowed



TCTV/Cable Television- A new TCTV News Show was released. It can be viewed on Cable Channel 8 and [YouTube.com/TCTVweb](https://www.youtube.com/TCTVweb). Please share if you like it and help us grow our audience!

The Cable TV Advisory Committee met on Feb. 6. Discussions focused on TCTV's funding crisis and budget. The Committee has submitted a letter to the Select Board recommending action on TCTV funding.

We recorded an interview and tour of the Grange Hall with Brian Tanguay for an Inside Templeton show. You can take an in-depth view of the rehabilitation work that has been done and the impressive historic artifacts at the Grange when the program is released later this month.

We also recorded a business interview at Wachusett Business Incubator (WBi). An edit is in production. Numerous Senior Center events for TCTV Calendar notices are in production.

We met with our web developer's designer to make some cosmetic changes to the Home Page and mobile views of Montachusett.TV. Check out www.Montachusett.TV and subscribe! You can find events for everyone throughout our region, and the Calendar events appear as a useful app on your phone.

Montachusett.TV Calendar production on March events continue, as do several video productions that we are catching up on.

Happy weekend thaw, Templeton!

Important dates to remember:

Select Board Business Meeting: February 14, 2024

