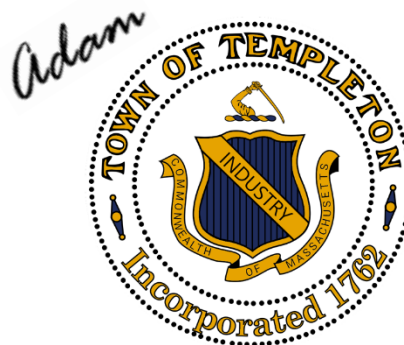


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: February 15, 2024
CC: All Departments



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

Weekly: Attended the Select Board meeting. Congratulations to Assistant Town Administrator Holly Young for obtaining her Massachusetts Certified Public Purchasing Official (MCPPO) designation! We are very proud of her accomplishment.



Administration & Finance

Town Accountant: No updates this week.

Treasurer/Collector's Office: One tax title account paid off. Warrant and payroll processed. Reminder: Motor Vehicle/Excise bills have been mailed and are due Monday, February 26th. Sewer bills have been mailed and are due Monday, March 4th.

Town Clerk: - We are still very busy mailing out early ballots and receiving them in as well. Our office has mailed out 770 vote by mail ballots. We are also busy with dog licensing.

Reminder: The last day to register to vote in the Presidential Primary is Saturday, February 24th. You can register to vote on the 24th @ the Town Clerk's Office, 160 Patriots Rd. from 9:00am-2:00pm and @ the Police Station, 33 South Rd. from 2:00pm-5:00pm.

Early In-Person voting hours will be • Saturday, February 24th 8:00am – 2:00pm • Monday, February 26th 7:30am – 6:00pm • Tuesday, February 27th 7:30am -- 4:00pm • Wednesday, February 28th 7:30am -- 4:00pm • Thursday, February 29th 7:30am -- 4:00pm.

All dogs six months or older need to be licensed by March 31st.

Assessor: The office has contractors from Real Estate Research Consultants (RRC) out performing Personal Property 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. Still receiving many questions and foot traffic on motor vehicle excise abatements. Processed an Omitted Personal Property Commitment. Attended a MAAO Online Webinar on the Municipal Empowerment Act presented by the DOR/DLS on Wednesday.

Public Services

Highway/Buildings and Grounds: No updates this week.

Public Safety

Templeton Police Department: 2/8 – 2/14 PD 314 Calls for Service, 41 motor vehicle stops, 0 arrest. Station – Positive news we were contacted by Domenic Armano from Guardian Energy Management Solutions this week and they plan a site visit next Wednesday 2/21 with an expected started date for the HVAC Upgrade to begin the following week. We are having a minor electrical issue with the Ford 150 Interceptor and are attempting to trouble shoot the issue before having to send it out for service. We will also be looking into a recently release IT Security grant from the State to evaluate our potential for applying for the grant. Dispatch – 413 Calls (Does not include miscellaneous calls).

Templeton Fire Department/EMS: 02/05/2024 – 02/11/2024

Emergency calls: 29

1 assist police or other government agency, 1 dispatched and cancelled enroute, 1 electrical problem, 18 EMS, 3 fire alarm, 1 good intent, 1 motor vehicle accident, 2 mutual aid cover assignment, 1 structure fire.

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: 3 residential and commercial inspections, 2 car seat 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. 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 from 8 am to 2 pm and we will assist you.

Development Services

Director – Assisted Police and Fire with wellness check; attended department head meeting; worked on mapping with Jason Stanton at MRPC for proposed zoning changes; assisted EMS with land information; met with town counsel on issue on Brooks.

Communicable Diseases – During the weeks from 01/21/24 – 2/03/24 there were 55 recorded COVID tests with 7 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 – Continued work at 140 South; inspected loam and seed at 47 Old Winchendon for septic; continued work on 72 Main housing issues.

Conservation Commission – The Conservation Commission met on Monday 2/12/23 where (a) a COC for 58 Old North Rd [304-0240] was issued, (b) a RDA for 31 Patriots Rd for a 17' x 20' addition was provided a positive determination, (c) a Minor Modifications request for Queen Lake Road [304-0368] was continued to the March 14th meeting, (d) a NOI for a resident proposing to install a force main sewer line on Town of Templeton property at 381 Baldwinville Rd was continued to the April 8th meeting, and (e) a Forest Cutting plan for “Martin Road” was provided a state permit. Next Conservation meeting is Monday 3/18/24 @ 6:30 PM.

Community Preservation Committee – The Community Preservation Committee met on Thursday 2/8/24 where (a) the Annual Appropriations Article was determined, (b) Grange Hall ADA lift access for \$50,000 was supported (c) First Church of Templeton Exterior Renovation for \$331,700 was supported and (d) Emergency Management Building Engineering plans for \$5,500 was supported. The Admin and Chair have been working on drafting the articles for the warrant. Next CPC meeting is Thursday 3/14/24 @ 7:00 PM.

Planning Board – Continued work on Baker/Cottage; meeting of February 13, 2024, cancelled due to predicted inclement weather; next meeting February 27, 2024 @ 6:30 pm.

ZBA – Nothing to report at this time.

Building Department – Five Building Permits have been processed this week, including: 1 for home renovation, 1 for a chimney liner, and 3 for siding, windows, and roofing. One Electrical Permit was issued for porch lights. Two Plumbing Permits were issued, 1 for a new home and 1 for home renovations. Two Gas Permits were issued for a commercial heater unit and a new home.

One Occupancy Permit was issued for repairs completed to a fire damaged home. Admin submitted 5 turnovers and 1 warrant to Accounting.

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

EDIC – Next meeting is March 4, 2024 @ 6:00 pm.

All public meetings can be viewed on TCTV YouTube.

Community Services

Director/Library- Circulation and visitation were steady this week. The stitching group did a bottle painting project. Story Hour was well attended and included a Valentine's Day party. I worked on and submitted the EOEA annual report. I met with Gardner Senior Center Director, Mike Ellis to discuss our collaboration on a technology grant. I helped to prepare for the Senior Center's Volunteer Appreciation luncheon. I submitted 2 warrants and 1 turnover.

Senior Services - In addition to the regular weekly programs, a volunteer appreciation luncheon was held to celebrate and thank our 30+ volunteers for all they do for the Center; we could not offer all that we do without their dedication! Three sessions of 'make your own valentine' were held. The men's group met. Dessert with Bonnie was well attended, as usual. The March newsletters were prepared for mailing and sent out. Linda and Jackie worked on applications for the fuel assistance funds.

Attendance	123
Social Services	13
Volunteers	11
Rides	24



TCTV/Cable Television-

TCTV FUNDING NEEDED

The need for funding for TCTV and Cable TV subscriber equity were debated at the Feb. 14 Select Board meeting. Please see the meeting and discussion on our [YouTube.com/TCTVweb](https://www.youtube.com/TCTVweb). A discussion at an Advisory Committee meeting is sought to help find funding solutions.

DIGITAL LAB PLANS

This week the TCTV Director met with State Senator Durant during his Templeton office hours and relayed our plans to establish local Digital Lab with vocational training to boost economic development. The Senator said his office would call Mass Broadband Institute (MBI) to check on the status of our Digital Lab proposal.

DIGITAL EQUITY PLANNING

We met with Montachusett Regional Planning Commission (MRPC) and Royalston and Phillipston representatives last Thursday to initiate Digital Equity Planning for each of our communities. Also attending were Director of Community Services Jackie Prime and Grant Writer Gracelyn Currie. We relayed concerns about equity issues in Templeton, plus the lack of grant opportunities for TCTV and the lack of response from Mass. Broadband on serious issues

concerning Templeton. A document listing barriers to digital equity in Templeton was prepared for submission to MRPC.

SIGNAGE SOLUTION?

Production on Montachusett.TV Calendar events and marketing graphics continue. Plans are being considered for TCTV to provide and manage digital signage in Templeton.

COMING SOON!

Production work continues on numerous shows including Wachusett Business Incubator's *Minute with Magnus*, our *local.fresh* food producers' show, our recent *Inside Templeton* look at the Grange Hall work, and a 2023 Cabin Fever Collectors' show program to help preview the event on Feb. 25, among other productions.

UPCOMING SHOOTS

Plans were made for the next *TCTV News* shoot on Feb. 22 and the Cabin Fever Collectors' Show coverage on Feb. 25.

SCHEDULING NOTE

TCTV will not be using the Town Hall Conference Room on afternoons on Feb. 20 to 22, due to the presence of financial auditors. TCTV and Cable Dept. work next week must be conducted remotely and from our homes.

Happy Presidents' Day weekend, Templeton.

Important dates to remember:

Select Board Business Meeting: February 28, 2024

