

# MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Select Board  
**FROM:** Adam Lamontagne, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** February 22, 2024  
**CC:** All Departments



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

**Weekly:** This week I continued to work on the Fiscal Year 2025 budget. Prepared packet for the Select Board meeting next week. We received the delivery of the plaque for the Town Hall and will be scheduling a small dedication ceremony. Should folks be interested in attending, please reach out to the Town Administrator at [alamontagne@templetonma.gov](mailto:alamontagne@templetonma.gov) or by calling (978) 894-2778.



## **Administration & Finance**

**Town Accountant:** Worked on Water reconciliation with the town... Warrant was processed... finalized the W2 correction and uploaded them to the employees Paychex portal... did a surprise visit to the town on Thursday.

**Treasurer/Collector's Office:** Motor Vehicle/Excise bills are due Monday, February 26<sup>th</sup>. Sewer bills are due Monday, March 4<sup>th</sup>. Warrant processed.

**Town Clerk:** -

**Assessor:** The Board of Assessors held rescheduled meetings on Tuesday. Processed follow up work from the meetings. Our office had our Revaluation FY'2025 Start-Up meeting on Wednesday between the Assessors' Office, our BLA Field Rep, and Vision Project Manager.

Justice and Luanne attended the Advisory Committee meeting on Wednesday night. Still receiving many questions regarding motor vehicle excise abatements.

### **Public Services**

**Highway:** Tree cleanup was done on Michaels Lane, Graves Avenue, and Highland Avenue. Treated roads as needed. Checked the areas with beaver activity and addressed any issues. Made brine solution. Pothole repairs on Barre Road, Henshaw Lane, Stone Bridge Road, Bridge Street, Gray Road, Royalston Road, and Old North Road. Cleaned and maintained equipment. Trimmed and chipped trees at Pine Grove Cemetery with the Buildings and Grounds division.

**Buildings and Grounds:** Checked and treated as needed, all walkways and lots at all town old buildings. Installed new soap dispenser at Town Hall. Installed insulation in Scout Hall basement. Moved boxes at Town Hall for an audit. Attended meeting at Houghton Park. Tree trimming at Pine Grove Cemetery with the Highway division.

### **Public Safety**

**Templeton Police Department:** 2/15 – 2/21 PD 318 Calls for Service, 31 motor vehicle stops, 0 arrest. Station – Guardian was out for the site visit on Wednesday as planned and will be contacting the Town with their plan to move forward. It appears that we have solved the minor electrical issue with the Ford 150 Interceptor, the problem, the parking brake needed to be reset. Dispatch – 463 Calls. Our least experienced new per diem dispatcher has completed the academy training and has started in-house training. (Does not include miscellaneous calls).

**Templeton Fire Department/EMS:** 02/12/2024 – 02/18/2024

**Emergency calls:** 35

30 EMS, 2 fire alarm, 1 high angle rescue, 1 lock-out, 1 motor vehicle accident.

**Training:** None

**Apparatus/equipment:** Engine 2 remains out of service for repairs. Car 3 back in service

**Activities:** 1 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. 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** – Attended a seminar for continuing education credits for Soil Evaluator and System Inspector licensing. Provided documentation to town counsel for the 195 Brooks case; provided documentation to town counsel on Patriots case.

**Communicable Diseases** – During the weeks from 01/27/24 – 2/10/24 there were 40 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 with multiple departments on 140 South; working on well issues on Gardner Rd; provided information on 136 French to multiple individuals; reviewed TF&G letter to camp owners; reviewed/approved T5 report for 28 Albert Drive; continued work on 58 & 72 Main Street housing issues; provided septic documents to 282 Royalston. Drive by inspection of 20 Minuteman, due to complaint received in office.

**Conservation Commission** – Site Walks occurred this week at Houghton Park for a master plan [*pictured below*], 11 Oak Street for a detached garage, Minuteman Drive for concerns, and 35 Ridgewood Lane for a detached garage. Meeting minutes were compiled. Next Conservation meeting is Monday 3/18/24 @ 6:30 PM.



**Community Preservation Committee** – The Admin and Chair submitted warrant articles for CPC and attended a site walk at Houghton Park for a master plan [*pictured above*]. 1 warrant submitted for payment. Next CPC meeting is Thursday 3/14/24 @ 7:00 PM.

**Planning Board** – Meeting of 2/27/24 cancelled due to lack of agenda items, next meeting is March 12, 2024 @ 6:30 p.m.

**ZBA** – Nothing to report at this time.

**Building Department** – Two Building Permits were processed this week, for a wood stove and a restaurant vent hood. Two Electrical Permits were issued for an EV charger and for bathroom

fixtures. One Plumbing Permit was issued for a shower stall. Four Certificates of completion were issued for minor home repairs. Admin submitted 1 Warrant to Accounting and responded to resident's question about building lot requirements.

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

**EDIC** – Nothing to report at this time, next meeting March 4, 2024 @ 6:00 pm

All public meetings can be viewed on TCTV YouTube.

### **Community Services**

**Director/Library**-It was a short week with the Presidents' Day holiday. No stitching group or Story Hour was held. I participated in the panel to review the Arpa funded micro-grants. The March materials order was compiled and placed. I submitted 2 vendor warrants and 2 turnovers.

**Senior Services** - In addition to the regular weekly offerings, a program featuring classic Indian dances and explanation was accompanied by a luncheon. Preparation was underway for next week's trip to the Isabella Stewart Gardner Museum in Boston.

Attendance        95

Social Services 15

Volunteers       13

Rides               26

**TCTV/Cable Television**- TCTV and Cable TV Department staff worked remotely due to Conference Room availability this week. The Director was out most of the week and discussed TCTV funding with the Advisory Committee. Advisory recommends an article on the Town meeting warrant for \$125,000 in additional funding for TCTV and the Cable Department.

VIDEO PRODUCTIONS finished on a Cabin Fever Collectors' Show preview for the event this Sunday, Feb. 25. Coming next week: an *Inside Templeton* show with a tour of the Grange Hall and the work being completed there! A sizzle reel playlist was added to our YouTube Channel, and work on videos proceed at our satellite location at Wachusett Business Incubator (WBI) in Gardner.

TCTV crew planned a *TCTV NEWS* show shoot at WBI on Thursday. Look for the latest *TCTV News* show next week as well!

Numerous TCTV and Montachusett.TV CALENDAR items were produced. We have a steady stream of local notices, and we are busy filling up the regional Calendar on the Montachusett.TV website.

Some cosmetic and performance changes are being made to the Montachusett.TV web site. Check it out at [www.Montachusett.TV](http://www.Montachusett.TV) and let us know what you think. Businesses and organizations can sign up for free listings!

FUN FACT: Meeting views on TCTV's YouTube Channel have grown about 40 percent in the last 90 days, across the board. More and more people in Templeton and our area are finding us and viewing municipal meetings!

Happy George Washington's Birthday, Templeton!

**Important dates to remember:**

**Select Board Business Meeting: February 28, 2024**