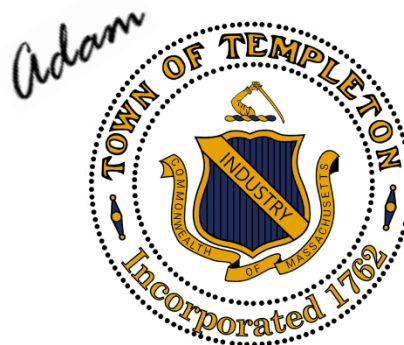


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: February 29, 2024
CC: All Departments



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

Weekly: Attended Select Board meeting. Fiscal Year 2025 budget work continues. Posted the sale of 10 Pleasant Street Lot with bids due at 2pm on April 17th. Minimum acceptable bid set at \$60,000. Please find link below to review the Sale Documents of 10 Pleasant Street Lot @ https://www.templetonma.gov/sites/g/files/vyhli3911/f/uploads/saledocument_2024_10_pleasant.pdf

Administration & Finance

Town Accountant: Annual Report, Warrant, Payroll, Public Records Request, Insurance warrant.



Treasurer/Collector's Office:

Four tax title accounts paid in full. Motor vehicle bills were due Monday. Sewer is due Monday, March 4th. Warrant and payroll processed.

Town Clerk: We were very busy this week getting ready for the March 5th Presidential Primary. We had in-person early voting this week. We are still receiving early vote by mail ballots. We are also busy with dog licensing.

Reminder: The Presidential Primary will be held on Tuesday, March 5th at the Narragansett Regional High School gym from 7:00 am – 8:00pm.

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

Assessor: This week our new administrative assistant, Karen Rosazza, started in the office. Welcome aboard, Karen! Went on one site visit for an abatement and one for an occupancy permit on Monday. Busy training our new assistant. Our office received many questions and

documents for motor vehicle abatements this week, as the due date for Commitment #1 was on Monday. Worked on all 2023 mapping changes, splits, and adjustments in Vision. A reminder to our disabled veterans, blind, and seniors that the FY'2024 period for personal exemptions on real estate taxes is coming to a close. The deadline to apply is Monday, April 1st, 2024. Call our office at (978) 894-2760 if you have any questions about eligibility, or if you are unsure if you have already applied for this fiscal year.

Public Services

Highway: Pruning and chipping branches on Vernon St., Sunrise, Summer, Alexandria, Memorial, Forest, and Pheasant. Cut a few dead trees on Carruth Rd. Did some pruning in that area. Patching potholes on Depot, Otter River, Hamlet Mill Bridge, Main St., Lord Rd., Cook and Gray Rd. Crews attended a Dig Safe seminar for refresher. Dealing with down trees and branches from Wednesday night's windstorm throughout the town.

Buildings and Grounds: Mounted plaque at Town Hall. Worked on pruning and chipping branches at Pine Grove Cemetery. Worked on removing the old playground at Houghton Park. Put dog license reminder message boards out. Checked sump pumps in the town buildings. Attended a Dig Safe seminar for refresher. Working on a couple of down trees from Wednesday night's windstorm in both cemeteries.

Public Safety

Templeton Police Department: Nothing to report this week.

Templeton Fire Department/EMS: 02/19/2024 – 02/25/2024

Emergency calls: 28

24 EMS, 2 fire alarm, 1 heavy equipment fire, 1 hazmat

Training: case study of a pediatric cardiac arrest gone bad.

Apparatus/equipment: Engine 2 remains out of service for repairs. Ladder 1 out of service for electrical repairs

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 – Met with resident of Baldwinville Rd to provide information on how to apply for an ANR with the Planning Board; participated in introductory meeting with CloudPermit for the start of online permitting in Development Services, more to come.

Communicable Diseases – During the weeks from 02/15/24 – 2/17/24 there were 57 recorded COVID tests with 10 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 – Prepared for and attended BOH meeting; minutes compiled. Reviewed and approved septic plans for 337 Dudley Road, includes expansion of the system for an addition; working on issue with nomination of Animal Inspectors; second complaint follow up for 7 Elm Street; research on several properties for Title 5 inspections.

Conservation Commission – Site Walks occurred this week at Queen Lake Road for a minor modifications request [*pictured below*], 286 State Road for a deck replacement, and 712 Patriots Road for wetlands concerns. Next Conservation meeting is Monday 3/18/24 @ 6:30 PM.



Community Preservation Committee – Chair and Admin attended a meeting with the DPW Director, Librarian and Historic Commission regarding the uses for CPC Library fund [*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. Registered Chair for training on 3/16/24 for Planning and Zoning at CPTC Annual Conference, Holy Cross, Worcester. Received ANR request from Earth Land Development LLC for two lots on Cottage Lane, will be part of the 3/12/24 agenda.

ZBA – Nothing to report at this time.

Building Department – Very busy week with nine Building Permit processed, including: 3 for decks, 1 pellet stove, 1 roofing, 1 new garage, 1 new home, 1 new duplex, and 1 for kitchen repairs. Three Electrical Permits were processed, including: 1 for Commercial sign lighting, 1 for annual facility maintenance, and 1 for new service at a camp. One Plumbing and one Gas Permit were issued for a new home. Commissioner Hanks performed multiple inspections and issued 3 Certificates for: 2-bathroom renovations, 1 roof replacement, an Occupancy Certificate for a new apartment addition on Patriots Road, a new single-family home on Baptist Common Road, and an

annual Safety & Occupancy Certificate for a new daycare on Maple Street. Admin submitted 5 Turnovers and 1 Warrant to Accounting, submitted monthly US Census Reporting, and participated in introductory zoom meeting with CloudPermit representatives.

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: The stitching group met and finished their lighted painted bottle project. Story Hour was a large and lively group. Visitation and circulation were brisk. I completed 2 vendor warrants and 2 turnovers. I participated in a meeting regarding the library's CPA request and planned repairs/ renovations with all interested parties.

Senior Services: In addition to our regular programs, a group of 18 travelled to the Isabella Steward Gardner Museum in Boston- thanks to a grant that Program Director, Ann-Marie received. A large group enjoyed a concert by the Westminster Strummers along with a tasty pizza lunch. We also had a wonderful talk about Samplers, an afternoon of board games and a sweet dessert with Bonnie. One of our hardest working and dedicated volunteers made 28 'Happy Birthday phone calls' in February to those friends who are 75 years and older!

Attendance 160

Social Service appts 10

Volunteers 10

Rides 35

TCTV/Cable Television: Happy Leap Day!

NEW *TCTV NEWS* SHOW

A new *TCTV News* show can be viewed at [YouTube.com/TCTVweb](https://www.youtube.com/TCTVweb) and Cable Channel 8 in Templeton and Phillipston. TCTV's Kaitlyn Scott edited the show on a tight deadline this week.

INSIDE THE GRANGE HALL

A new *Inside Templeton* show on the Grange Hall restorations and a peek inside amassed more than a hundred views in its first day.

Please check out these videos, share and subscribe!



DIGITAL LAB PARTNERSHIP

The Digital Lab partnership bid from Wachusett Business Incubator (WBI) was accepted at the Feb. 28 Select Board meeting. A Memorandum of Agreement will follow.

WHAT TO DO

We have had a steady stream of Calendar items to produce slides for TCTV and Montachusett.TV. Many TCTV notices are important reminders and alerts for residents from numerous Town departments and organizations. A number of notices now display QR codes to scan and link directly to important information, registrations, and more. Event and community notices can be seen on both TCTV's Facebook Page at [Facebook.com/TempletonTV](https://www.facebook.com/TempletonTV) and Cable Channel 8 in Templeton and Phillipston.

CABIN FEVER SHOW

TCTV filmed interviews at the Historical Society's Cabin Fever Collectors' Show on Sunday, and production on *Collector Time* short videos has begun. We saw some very cool collections and recorded their fascinating stories. If you are a business and would like to sponsor *Collector Time*, email tctv@TempletonMA.gov for information!

Let's Spring into March, Templeton!

Important dates to remember:

Select Board Business Meeting: March 13, 2024

