

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

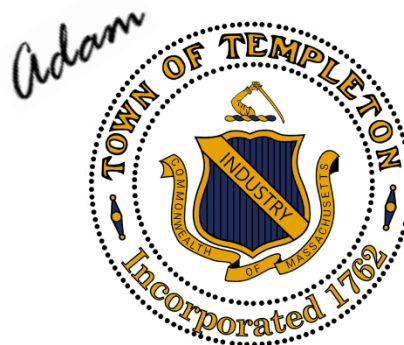
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: March 07, 2024

CC: All Departments



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

Weekly: Completing budget books to be released at the March 13, 2024 Select Board meeting. Processing new hires for Parks and Recreation and on-call Firefighters. Finalizing the details for implementing the new phone system for the end of the month.

Administration & Finance



Town Accountant: Warrant, Finalized the BVA, Billing to Light Water and Sewer for Feb Insurance, caught up on Turnover postings.

Treasurer/Collector's Office: Three tax titles paid off. Demands were mailed on all unpaid excise bill from the most recent RMV release. Participated in a VADAR informational zoom. Warrant was processed.

Town Clerk: Nothing to report this week.

Assessor: Continued to train our new assistant, logged all Building Permits issued from the Building Commissioner onto property cards, issued February 2024 Sales Report, began working on changes from last year's property visits and cyclical review, answered questions on motor vehicle abatements, notarizations, etc. A reminder 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: Saws were maintained. Debris was cleared off several roads. Worked with the light department to assist with a tree on the wires. Spot treated where needed. Tree/branch cleanup and chipping was done on Hospital Road, Depot Road, Brooks Road, Phillipston Road, Pine Grove Cemetery, Baldwinville Road, Henshaw Road, Gray Road, Cook Road, Harley Hill Road, Haskell Road, Brooks Village Road, Ridgewood Lane, Old North Road, Carruth Road, Queen Lake Road, Drury Lane, South Road, Farnsworth Road, Royalston Road, and Shady Lane. Pothole repairs were done Davis Street, North Main Street, Barre Road, Gray Road and under bridge by Lee's Hot Dog. Cleaned out brine tanks. Cleared drains on Shady Lane, South Road, Ridgewood Lane, and Brooks Road. Picked up trash on Gray Road and Dudley Road. Worked with Buildings and Grounds at Houghton Park.

Buildings and Grounds: Checked sump pumps at Library and the old elementary school. Cut up downed trees at Pine Grove Cemetery. Finished insulation at Scouts Hall. Changed hydraulic fluid in tractor. Removed sander from BG1. Finished removing old playground equipment, removed old deck, and jack hammered concrete at Houghton Park. Moved boxes at Town Hall. Disposed of metal from Houghton Park.

Public Safety

Templeton Police Department: Nothing to report this week.

Templeton Fire Department/EMS: Emergency calls: 24

21 EMS, 1 fuel burner/boiler malfunction, 1 good intent, 1 unauthorized outside fire.

Training: self-contained breathing apparatus (SCBA) overview.

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

Activities: The Chief and Deputy Chief both attended the Fire Chiefs Association of Massachusetts (FCAM) educational conference in Worcester.

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 – Worked on MPZ, LLC Baldwinville School project with Town Administrator and Deputy Assessor. Working with Treasurer/Collector and Deputy Assessor on abandoned housing project. Continued work on articles for annual town meeting.

Communicable Diseases – During the last two weeks, there have been 56 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 – Reviewed and approved septic plans for a new single family on Shady Lane; processed an application for a new residential kitchen; investigating a housing issue at 130 Barre, in process; received information on 140 South housing issues, in process; updated information with Region 2 Emergency preparedness rep. Jamie Terry; issued a well permit to Jay Foster at South Road for a new single family; working with Detective Smith (and other agencies) on the abandoned trailer on Rt. 202); sewer backup at Cumberland Farms was contained, corrected, and cleaned up; BOH Chair and member registered for annual training with MAHB; worked with representatives of TF&G on seasonal vs. year round living issues.

Conservation Commission – No site walks this week. Agent attended multiple webinar trainings: Dam Busters 101 by Mass Rivers, Forestry Regulations by CERO/NERO ConCom Network, and Giving Back to the Trail and Building Community by American Trails. Next Conservation meeting is Monday 3/18/24 @ 6:30 PM.

Community Preservation Committee – Chair and Admin met with the Grant Writer Administrator for information on the PARC grant. Next CPC meeting is Thursday 3/14/24 @ 7:00 PM.

Planning Board – Prepared for meeting of March 12, 2024.

ZBA – Nothing to report at this time.

Building Department – Very busy week with 14 Building Permits processed, including: 5 for replacement windows, 2 for roofing, 3 for bathroom renovations, 1 for in-ground pool, 1 for rooftop solar installation, 1 for structural supports, and 1 for a deck replacement. Four Electrical Permits were issued, including: 1 for rooftop solar installation, 1 for a finished basement, and 2 for service replacement. Two Plumbing Permits were issued for a bathroom renovation and a new home. Four Gas Permits were issued for 2 new homes, 1 outside generator and 1 kitchen appliance. Admin submitted 4 turnovers and Inspector Payroll to Accounting and continues to supply information for Cloudpermit implementation. More callers and visitors are seeking information and guidance from us now that spring seems to be right around the corner, and building season ramps up.

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

EDIC – Due to illness, the March 4 meeting has been rescheduled to March 11, 2024 @ 6:00 pm.

All public meetings can be viewed on TCTV YouTube.

Community Services

Director/Library: Circulation and visitation were steady. Story Hour was well attended. The March materials order was processed and made available. The stitching group completed their 'smashed can' pocket decoration. I participated in a meeting to review micro-grant applications. I participated in a meeting with the Town Administrator and TCTV Director, Steve Castle, to discuss TCTV funding challenges. I attended the MRPC digital equity working group meeting. I worked on the MART drug and alcohol report, I provided materials relative to the Senior Center kitchen project to the Architect. I reached out to Senior Tax work-off participants from last year to inquire about re-applying. I completed the April newsletter 'greeting' for Program Coordinator, Ann-Marie, and generally leant support at the Senior Center. I submitted 2 vendor warrants and 2 turnovers.

Senior Services: In addition to the weekly activities, we had breakfast followed by a talk about Medicare Advantage programs.

This week ends the art show by watercolor artist Joanne Boudreau. The April newsletter was completed and sent to print. Our long-term and dedicated driver, Ron Lewis, has decided to retire after many years of service to our seniors. We THANK Ron and wish him a happy and healthy retirement and hope to see his friendly face at the Center for years to come!!

Attendance	119
Social Service appointments	8
Volunteers	8
Rides	34

TCTV/Cable Television: We have been catching up on video productions and planning. We attended the Cable TV Advisory Committee and Digital Equity Planning meetings. The director met with the Town Administrator and Jackie Prime regarding TCTV's funding challenges.

GET YOUR BUZZ ON

The "What's on TCTV" section of the Senior Buzz newsletter was prepared. Check it out to see what's new on TCTV!

SUPER BUDGET BOWL

We prepared for a full week to meeting coverage starting March 11 and ending with the all-day "Super Budget Saturday" budget reviews on March 16. Hannah and Dottie reviewed rebooting the TV server.

VIDEO PRODUCTIONS

TCTV will be contracted for the production of videos for a local agency. Long-term series sponsorships are being discussed. This is a start to rebooting our video production service that was largely suspended due to COVID.

RELEASE THE EGGS!

We planned for coverage of the Lions Club Easter Egg Hunt on March 30. Get your *EYES* and ears on, Bunnies! We may bring the 360-degree GoPro camera.

SIZZLE REELS

Hannah created a TCTV Community Calendar reel to show as information signage in Town Hall. Also look for sizzle reels on Montachusett.TV and our area Digital Lab!

New *NEWS* logo!

Kaitlyn created a new *TCTV News* opening sequence and a *TCTV News* logo. We are excited to use it in the next broadcast.

I WANT MY m.TV

Dottie, Erin and Alex met to plan Montachusett.TV coverage. Website traffic is now about 2,000 visitors a month, with an average time of 13 minutes on the site, which is excellent. Montachusett.TV Facebook reach was 9,200 for the last quarter, up 41% from the previous quarter.

MAYOR SPOTLIGHTED AT WBI

Logan taped a Wachusett Business Incubator interview with Gardner Mayor Mike Nicholson and completed another “Minute with Magnus” video at our Gardner location.

SIGNS, SIGNS, WHERE ARE OUR SIGNS?

Alex and Steve have been taking to the road to photograph and videotape digital and other signage in the area. We will prepare a signage plan for EDIC and TCTV to help local businesses.

We also plan more digital signage at Town Hall.

MEETINGS ON UP

Meeting views continue to grow. The TCTV YouTube audience of meetings is up 40% over last year. Live-streamed meetings’ average view duration was 19:03.

Meetings accounted for 63% of total watch time.

These are excellent numbers.

We have a growing local audience interested in issues.

TCTV’s YOUTUBE Channel ([YouTube.com/TCTVweb](https://www.youtube.com/TCTVweb)) had 3,300 views in February. Views and watch times were up 10%.

POPULAR TCTV YOUTUBE VIDEOS in FEBRUARY

- Conservation Commission meeting on septic line proposal.
- Select Board meeting of Feb. 14 on TCTV funding and more.
- State of the Town video
- Inside Templeton: Grange Hall peek at the renovations and long-stored treasures!

TCTV FACEBOOK posts had 5,500 reach in February and were up 23% in interactions.

POPULAR TCTV FACEBOOK POSTS IN FEBRUARY

Grange Hall — 1.6K reach

Senior events — 300+ reach each
Coyote warning — 2.5K reach
Recreation Basketball Championships- 736 reach and many happy faces
Cabin Fever Collectors' Show previews also did well.

VERY INTERESTING ...

A 2019 Board of Health meeting on the Earthlife/Casella Organics proposal has seen a recent a spike in viewership.

UPCOMING MEETINGS ON TCTV

Economic Development & Industrial Corp. (EDIC) Committee, March 11, 6 pm

Planning Board, March 12, 6:30 pm

Select Board, March 13, 6:30 pm

Community Preservation Committee, March 14, 7 pm

All-Day Budget Reviews, March 16, 8:30 am

All meetings above are at Templeton Town Hall and LIVE on TCTV.

SPRING FORWARD, TEMPLETON!

Don't forget to set your clocks ahead 1 hour for Daylight Savings Time this weekend.

It is also time to *SPRING TEMPLETON FORWARD*. Thank you to all the residents who have sent us messages in support for our quest for fair and equitable funding so we can keep you informed and boost our local economy! We do this work for you.

Important dates to remember:

Select Board Business Meeting: March 13, 2024