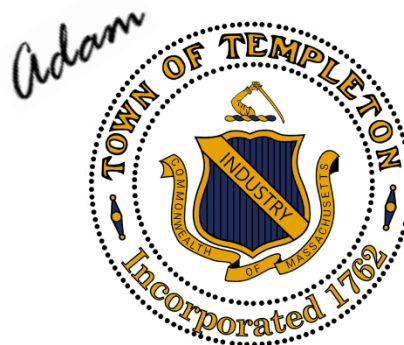


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Select Board  
**FROM:** Adam Lamontagne, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** April 4, 2024  
**CC:** All Departments



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

**Weekly:** The work for the Town Hall Cupola is out to bid. Notified MIIA of the 3-2 decision of the Board to not continue health & dental coverage for FY '25. The Chair signed the letter requesting acceptance to move into the Mass Strategic Health Group for health & dental coverage beginning July 1. Final work was completed on draft Annual Town Meeting warrant with Town Counsel. Prepared the Select Board packet. Participated in an interview with Gardner Magazine. Worked on the new phone system and made sure all were up and running.

### **Administration & Finance**

**Town Accountant:** Warrant, paid bills, posted deposits, worked on reconciliation of AR, started Q3 report.

**Treasurer/Collector's Office:** We had 2 tax title accounts paid off this week and the warrant was completed. Motor vehicle excise commitment 2 is out and due by 4/24/24. 4<sup>th</sup> quarter real estate and personal property taxes are due by 5/1/24.

**Town Clerk:** Nothing to report this week.

**Assessor:** Our office is busy with motor vehicle abatements, property cards, notarizations, etc. The last day to apply for a Personal Exemption on taxes for FY'2024 was this past Monday, April 1<sup>st</sup>. Had a meeting with our BLA Field Advisor on Tuesday for data quality review; work to be done following the review. Attended a MAAO webinar on the updated MDM-1 Reimbursement form in DLS Gateway. Justice is attending a class toward earning his MAA designation on Friday and Saturday.

Senior Work Off Applications opened on Monday, April 1<sup>st</sup>, 2024. Please come to the Assessors' Office at Town Hall, Room #4, to pick up an application. There are limited jobs available this year, and placements are made on a first to apply, first to be placed basis.

## **Public Services**

**Highway:** Cleaned catch basins, culverts, and DIs on Farnsworth Road, Baldwinville Road, Otter River Road and Circle Street. Pothole repairs Barre Road. Checking and addressing any issues in active beaver areas. Checked all equipment and prepared for pending late season storm. Crews have been treating and plowing throughout storm. They are also addressing a large number of downed trees and branches from the storm. We are currently 2 employees short but getting through.

**Buildings and Grounds:** Burial and Flag duties. Picked up and hung sign for Scout Hall. Painted and hung doors at Scout Hall. Graded area for cement pad in Baldwinville Center. Put up signs for Town hall. Worked to assist families with lot purchases. Started to work on sign inventory in the cemeteries. Prepared all equipment for the pending late season storm. Crew have been treating and clearing lots and sidewalks at all town buildings.

## **Public Safety**

**Templeton Police Department:** 3/28 – 4/3 PD 311 Calls for Service, 34 motor vehicle stops, arrest 0. Station – HVAC upgrade project, Guardian technicians now on site working on reprogramming the system. Light Department was onsite to replace lightbulbs around the exterior of the building. Dispatch – 413 Calls. (Does not include miscellaneous calls).

**Animal Control calls:** Stray Cat(s)- 1 Wildlife Concerns- 1 Stray Dog(s)-1 This does not include general and follow up calls performed.

**Templeton Fire Department/EMS:** 03/25/2024 – 03/31/2024

*Emergency calls:* 36

1 assist police, 1 dispatched and cancelled, 29 EMS, 1 passenger vehicle fire, 1 public assist, 3 unauthorized burning.

*Training:* EMS protocol update

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

*Activities:* 5 residential 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** – Continued work with the TA on warrant articles for May Town Meeting; finalizing plans for Earth Day '24 (see the end of Development Services weekly report for details).

**Communicable Diseases** – During the weeks of 3/10 – 3/23, there have been 25 recorded COVID tests with 1 of those resulting in positive cases, currently we have 0 positive cases at this time.

*MDPH, following CDC, has updated their recommendations on respiratory illnesses and how to quarantine and/or isolate. For more information on this, please go to <https://www.cdc.gov/respiratory-viruses/guidance/faq.html> for more information.*

**Board of Health** – Completed reviews of Title 5 inspection reports for 8 Graves (failed), 146 Gray (passed), and 160 Pail Factory (passed) – all three received letters with outlines on corrections needed to maintain their systems. 26 Turner cancelled their housing inspection and do not wish to reschedule; Patriots Road sewer pump station had a break, was immediately rectified and no BOH intervention necessary; processed pumping records.

**Conservation Commission** – Agent, Chair and member attended a site walk on Route 68 (near Pond Road) with MassDOT for an RDA [pictured below]. The Next Conservation Commission meeting is this Monday night, April 8<sup>th</sup>, 2024 @ 6:30 PM where (2) COC requests, (1) RDA, (1) Minor Modifications Request and (1) NOI Continuance are on the agenda.



**Community Preservation Committee** – The next CPC meeting will be Thursday, April 11<sup>th</sup>, 2024 @ 7:00 PM

**Planning Board** – Meeting of 4/9/24 cancelled due to lack of agenda items.

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

**Building Department** – Three Building Permits were processed this week, including 2 for roofing and 1 for window and door replacement. One Electrical Permit was issued for a bathroom renovation. One Plumbing Permit was issued for a bathroom renovation, and 1 Gas Fitting Permit was issued for a new stove, fireplace, and grill. Two Certificates were issued for projects completed: a new roof on Liberty Street and a new garage on Dudley Road. Admin submitted 4 Turnovers, 1 Warrant and 2 Payroll items to accounting. Worked on planning for Earth Day event, and prep for online permitting.

**Agricultural Commission** – Members met on 4/1/24 and discussed 177 N Main, all swine removed with the exception of one that will be rehomed in May; the meeting for the Farmer's Market will be moved from April 11<sup>th</sup> to April 18<sup>th</sup> @ 6:00 pm; discussion about a potential

community garden somewhere in Templeton, looking for ideas; Chair Novack provided information on the Montachusett Agricultural Alliance (MAA), and members discussed issues on Gray Road.

**EDIC** – The next meeting will be May 6, 2024, @ 6:00 p.m.

#### EARTH DAY – MONDAY, APRIL 22, 2024

*The town of Templeton will be sponsoring an Earth Day event on Monday, April 22, 2024, from 7:30 a.m. until 6:30 p.m. – there will be a 30 yard roll off dumpster placed at 25 Central Street in Baldwinville, and residents are invited to “Take a Walk and Clean a Block” within Templeton. Employees will be on hand at the 25 Central Street location to take recycling, trash, and other debris, while working on cleaning up the location. There will be a drawing to win an outdoor composter or rain barrel for anyone who brings picked up trash to the event. This is not for personal household trash.*



All public meetings can be viewed on TCTV YouTube.

#### **Community Services**

**Director/Library:** Story Hour was a small group this week. I participated in a meeting to review Covid-19 microgrant applications. I completed and submitted 2 vendor warrants. The library was closed on Thursday due to inclement weather.

**Senior Services:** Regular weekly programs included: Yoga for strength, pitch, card bingo and mah jong. The Templeton Light program has been postponed until April 9 at 11am. Finishing touches are being added to the May newsletter. The Senior Center was closed on Thursday due to inclement weather- and all rides were rescheduled.

Statistics will be included in next week's report.

## **TCTV/Cable Television:**

### **STAFF WORK**

Hannah and Dottie are taking charge of production planning, staff scheduling and execution. It is important that we plan well and execute on whatever we are doing and find ways of doing it well and efficiently.

Erin has been working on video production. Collector Time productions will be one per month. Also once per month: house sizzle reel or promo, and other shows. Alex, Erin and Dottie are working on Montachusett.TV, as Hannah handles TCTV needs. Alex continues to produce numerous slide notices for our Calendars.

Kaitlyn has created on some nice graphics for TCTV and Montachusett.TV promos. We'll be showing more of these. Logan has been video editing and troubleshooting our Streaming Pix mobile switcher at Wachusett Business Incubator (WBi).

### **DIGITAL SIGNS**

Examples of the public service announcements, senior and other community event notices that we produce for organizations and town department are being shown before meetings that we live-stream at Town Hall. We will be showing these regularly, as well as digital sign promos with QR codes. (These Calendar items already appear regularly on TCTV's Facebook Page and Cable Channel 8.)

Alex and I have been visiting digital and other exterior signs throughout the area to compile a report and proposal for town-wide digital signage with advertising for local businesses. This could provide a recurring revenue base for TCTV.

### **SPRING AND SUMMER INTERNS**

MassHire is interested in getting us as many as 3 paid STEM interns for spring and 3 more in the summer. Our plan to share them with Community Services like Boynton Library, Senior Center and Veterans Services has been enthusiastically received. We are attending a MassHire workshop on this on April 11.

### **GRANTS**

We are investigating grants through the Digital Equity Planning we are involved with. Through our grant writer we have applied for \$70,000 to fund projects, and that could turn into \$100,000. Any award should not be considered funding for TCTV's operational budget.

Projects being considered are Scout Hall and Boynton Library for network and broadband upgrades, and administration of grants and equipment with a possible staff person. Have a nice weekend, Templeton!

**Important dates to remember:**

**Select Board Business Meeting: April 10, 2024**