

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

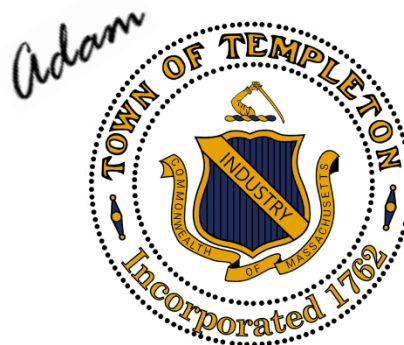
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: April 11, 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. Select Board approved the Annual Town Meeting warrant which was transmitted to the Moderator and Advisory Committee as well as distributed to the Town Clerk's office. We held a Pre-Bid Conference for the Maple and School Street Neighborhood Infrastructure project. Responded to public records requests. Templeton's first Town Administrator Robert Markel stopped by Town Hall for a visit.

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector's Office: Two tax title accounts paid in full. The second commitment that was released by the RMV is due Wednesday, April 24th. Warrant and payroll processed.

Reminder: 4th quarter property taxes are due May 1st.

Town Clerk: The office has been busy with dog license renewals, processing census forms and vital records requests. I attended the Worcester County Town Clerk's meeting.

Assessor: Our office is busy with property card requests, notarizations, etc. The Board of Assessors held a meeting on Tuesday. Processed follow up work from the meeting. Attended the Department Head meeting on Thursday. Justice is again attending an assessing class on Friday and Saturday.



Senior Work Off Applications have opened. 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: Crews worked to finish storm cleanup. They cleared multiple downed branches and some trees throughout the town. Sidewalks were plowed on Baldwinville Road, Dudley, South Road, also multiple areas in East Templeton, and in Otter River. Removed fencing and posts at the tennis court at Gilman Waite. Pothole repairs Barre Road, Henshaw Road, Old Winchendon Road, Crotty Avenue, Hamlet Mill Road, North Main Street, Depot Road, Baldwin Drive, Johnson Avenue, Maple Street, and Baldwinville Road. Repairs were made to DI covers on Circle Street and Hubbardston Road.

Buildings and Grounds: Finished storm cleanup at all town buildings and cemeteries. Funeral and flag duties. Took down fence at Gilman Waite tennis court. Filled in sink hole at 10 Pleasant Street. Started sprig cleanup at Greenlawn Cemetery.

Public Safety

Templeton Police Department: 4/4 – 4/10 PD 329 Calls for Service, 18 motor vehicle stops, arrest 0. Station – HVAC upgrade project, most work in the attic has been completed except for fine tuning. Workers are onsite installing new duct work on the air handler on the main floor and in the lower level of the station. Received an update yesterday on our new police vehicle, we have a tentative delivery date of late June, early July. Spoke with Director Szocik concerning drainage in the station parking lot, and he indicated that his crew would be able to address the issue in the near future. Dispatch – 458 Calls. (Does not include miscellaneous calls).

Animal Control: Animal Inspector – 1 Nuisance Dogs – 1 Loose Dogs – 5. This does not include general and follow-up calls.

Animal control has had great success with the fundraiser selling plush dogs to better serve the animals we care for. It has been an excellent opportunity to connect with the community. Only a few more plush babies are left in this litter, but we hope to get another litter in the spring. Thanks to everyone who has purchased and donated!

Templeton Fire Department/EMS: 04/01/2024 – 04/07/2024 *Fire Department weekly report.*

Emergency calls: 27-2 dispatched and cancelled, 18 EMS, 4 fire alarm, 1 fuel burner/boiler malfunction, 1 motor vehicle accident, 1 unauthorized burning.

Training: None

Apparatus/equipment: Engine 2 remains out of service for repairs. All brush fire equipment has been checked and ready for the brush fire season.

Activities: 0 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 – Prepared and submitted 3rd quarter report; attended department head meeting.

Communicable Diseases – During the weeks of 3/17/24 – 3/30/24, there have been 20 recorded COVID tests with 0 of those resulting in positive cases, currently we have 0 positive cases.

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 – Preparing to send out a batch of used cellphones to Cellphones for Soldiers; prepared a batch of batteries collected at town hall for proper disposal; well permit issued to Queen Lake, Lot 0; violation letter sent to 457 Patriots for housing issues, currently bank owned; issue at 7 Elm requiring further investigation; provided documents for a residential kitchen; provided research and documentation to Clean Harbors for a property on King Phillip Trail; continued work for Earth Day event 4/22.

Conservation Commission – No site walks occurred this week. Agent attended a meeting for the Maple Street Neighborhood Infrastructure Project. The Conservation Commission met for a public meeting Monday night, 4/8/24 where (1) COC request for 23 Henshaw Road 304-0270 was granted (1) COC request for 11 Patriots Road 304-0370 & 304-0371 was denied, (1) RDA for Route 68 catch basin repair was provided a Negative Determination, (1) Minor Modifications Request for 198 Patriots Road 304-0386 was approved, (1) NOI continuance hearing for a proposed sewer line at 381 Baldwinville Road was assigned file # 304-0389 and continued to the next ConCom meeting and (1) additional repaving of Route 202 was approved under valid Negative RDA for MassDOT from February 2022. The Next Conservation Commission Meeting is scheduled for Monday, May 20th, 2024, at 6:30 PM where (1) NOI 304-0389 continuance is on the agenda.

Community Preservation Committee – 2 warrants were submitted. The CPC will be meeting tonight, Thursday, April 11th, 2024, at 7:00 PM.

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

ZBA – Nothing to report at this time, no applications.

Building Department – Four Building Permits were issued this week, including: 1 for replacement windows and doors, 1 for a deck and sunroom, 1 for a ramp replacement, and 1 for an addition to a commercial building. Three Electrical Permits were issued, Including: a new garage, rooftop solar project and emergency repair from storm damage at a residence. One Plumbing Permit was issued for a replacement water heater. Admin submitted 4 turnovers to Accounting and provided information for quarterly report.

Agricultural Commission – next meeting June 3, 2024, at 6:00 p.m.

EDIC – next meeting 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.

The poster features a stylized Earth on the left side, with green landmasses and blue oceans. The main text is centered and reads: "Earth Day Event" in a large, dark blue font, followed by "Monday April 22, 2024 @ 7:30 AM" and "25 Central Street, Baldwinville" in a slightly smaller dark blue font. Below this, the phrase "Take a Walk and Clean a Block" is written in a blue font. To the right of the text is a green recycling symbol. Below the recycling symbol, a small note states: "This is not for personal household trash." At the bottom of the poster, a paragraph of text invites residents to join Town employees to properly dispose of recycling, trash, and other debris, while cleaning up the location with a 30 yard roll off dumpster. It also mentions a drawing to win an outdoor composter or rain barrel for anyone who brings picked up trash to the event.

Earth Day Event

Monday April 22, 2024 @ 7:30 AM

25 Central Street, Baldwinville

“Take a Walk and Clean a Block”

Residents are invited to join Town employees to properly dispose of recycling, trash, and other debris, while cleaning up the location with a 30 yard roll off dumpster.. 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- A busy week at the library. Foot traffic and circulation were brisk. The stitching group finished up their fairy project. Story Hour turned the page to Spring with a caterpillar craft and a reading of Eric Carle's The Very Hungry Caterpillar. I worked on gathering the FY 24 third quarter reports. I completed a warrant and a turnover. I attended the department head meeting. Farmers' Market planning meeting is scheduled for Thursday, April 18 at 6pm at the library, for anyone interested in participating and helping to manage the market.



Senior Services- In addition to regular weekly programs, a group of 11 people carpooled to the Rooted in Clay shop in Rindge, NH where each of them made a lovely clay piece, and later went to lunch. A wonderful program from Templeton Municipal Light took place with 6 raffles and a tasty lunch. Two ladies crafted hats for next week's tea. Two men attended the drop-in coffee hour. The May newsletter went to print. The MART monthly report was completed and submitted, with a reimbursement of over \$3,000 coming to the Town.

last week's statistics

Attendance	105
Social Service appointments	1
Volunteers	5
Rides	30

this week's statistics

Attendance	145
Social Service appointments	7
Volunteers	6
Rides	23

TCTV/Cable Television: We attended the Select Board meeting of April 10. TCTV did not get an article for additional funding at the Annual Town Meeting.

Scout Hall Operating Guidelines were withdrawn for revisions after TCTV voiced objections and suggested helpful changes.

We did a lot of planning this week on production schedules and prepared for seasonal media assistants and interns. Dottie and Steve attended the MassHire workshop on STEM internships.

The Lions Club Easter Egg Hunt video is available for viewing on Cable Channel 8. The video is adorable, and Hannah did an excellent job producing it.

A new *TCTV News* show drops soon! Please support TCTV by liking, subscribing, and sharing if you like our work.

We work for you, Templeton!

Important dates to remember:

Select Board Business Meeting: April 24, 2024