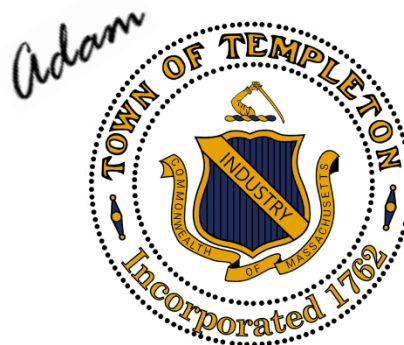


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: April 18, 2024
CC: All Departments



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

Weekly: Started work on the Annual Town Meeting Voter's Guide. Prepared the packet for the Select Board meeting on the 24th. Held the bid opening for 10 Pleasant St Lot Sale. Work has begun on the Tennis/Pickleball Courts at Gilman Waite. We decided on the Citizen of the Year.

Administration & Finance

Town Accountant: Q3 finance report, warrant and public records request.

Treasurer/Collector's Office: Short week. Warrant was processed. Reminder: 4th quarter property taxes are due Wednesday, May 1st.

Town Clerk: The office has been busy preparing for the Annual Town Election. The warrants have been posted for the Annual Town Meeting & Annual Town Election.

Assessor: Our office fielded questions on motor vehicle abatements, property cards, etc. Karen, our assistant, successfully completed DOR Course 101 this week. Preparing for starting up site visits and measures + listing. Deputy Assessor was out of the office on Thursday.

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: Crew continued clearing multiple downed branches and some trees throughout the town. Crew members continue to check all known areas of beaver activity, they are addressed, as necessary. Culverts were checked, cleared, and repaired as needed. Sidewalk sweeping was done in multiple areas. Pothole repairs Brooks Village Road, Carruth Road, Old North Road, and Queen Lake Road.

Buildings and Grounds: Took care of multiple burials in both cemeteries. Inquires for possible purchases and questions regarding new stones added to different lots regarding size and placement. Maintenance equipment. Put away winter equipment. Spring cleanup continues at Greenlawn Cemetery. Crew have started to remove all the artificial flowers and holiday decorations at the cemeteries.

Public Safety

Templeton Police Department: Nothing to report this week.

Animal Control: Animal Control calls: Wildlife concern – 2, Lost Animal --1, Loose Dogs– 2. This does not include general and follow-up calls. No new business.

Templeton Fire Department/EMS: Nothing to report this week.

Development Services

Development Services Director – Development Services Office in Room 3, Town Hall will be unmanned on Monday, April 22nd to allow personnel to participate in the Earth Day Event in Baldwinville. Paperwork can still be left in the drop box outside of the Town Hall.

Communicable Diseases – For more information on this, please go to <https://www.cdc.gov/respiratory-viruses/guidance/faq.html> for more information.

Board of Health – Next Meeting is April 22, 2024 @ 7:00 PM. Earth Day event is 4/22/24.

Conservation Commission – Site Walks occurred this week 286 State Road for an erosion control inspection, 381 Baldwinville Road for a proposed sewer line (file # 304-0389) [*pictured below*], 183 Elm Street for a proposed addition, 712 Patriots Road Candlelite Cafe for a proposed addition and 64 Rainbow Drive at the Templeton Fish and Game Club for a turf lawn. The Next Conservation Commission meeting is scheduled for Monday, May 20th, 2024, at 6:30 PM where (1) NOI 304-0389 continuance for a proposed sewer line at 381 Baldwinville Road is on the agenda.



Community Preservation Committee – The CPC met on 4/11/24, where 2 invoices were approved. The next meeting will be 5/9/24 @ 7:00 PM

Planning Board – Next Meeting is April 23, 2024 @ 6:30 PM.

ZBA – Nothing to report at this time.

Building Department – Four Building Permits were processed this week, including: 1 for a bathroom renovation, 1 for roofing, 1 for a pool and 1 for demolition of a commercial garage. Seven Electrical Permits were issued including: 1 for commercial HVAC, 1 for kitchen renovations, 1 for a new barn and 4 for emergency storm damage repairs. One Plumbing Permit was issued for a kitchen sink replacement. Multiple inspections were conducted, resulting in 2 Occupancy Certificate for a new in-law apartment and garage at 230 Royalston Road and a new Home at 162 French Road. Four Certificates of Completion for: a new deck, garage converted to living space, kitchen renovation, HVAC sheet-metal. Admin submitted 4 turnovers and 1 warrant to Accounting.

Agricultural Commission – Next meeting is June 3, 2024, at 6:00 PM.

EDIC – Next meeting is May 6, 2024, 6:00 PM.

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. at 25 Central Street, Baldwinville. A dumpster and compostable bags will be available on site, as well as employees to help 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 graphic on the left, composed of green and blue segments. The main text is in a dark blue, sans-serif font. To the right of the main text is a green recycling symbol. Below the symbol is a small text box with a white background and a thin black border.

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.

Community Services

Director/ Library- A short but busy week. No Story Hour was held. I compiled and submitted the Community Services FY24 third quarter reports. A Farmers' Market planning meeting was held.

Senior Services- In addition to the regular activities, a tea followed by a performance by Rita Parisi was well attended. Last week we neglected to mention that an eclipse watching gathering was attended by 28 people. A new weekly drop-in coffee time was held on Wednesday with donuts supplied by the Baldwinville Dunkin Donuts. Eight volunteers met on Tuesday morning to prepare the May newsletters for mailing.

Attendance 139

Social Service appointments 32

Volunteers 12

Rides provided 20

TCTV/Cable Television: New TCTV News!

A new *TCTV News* show with a Town Meeting preview is available on [YouTube.com/TCTVweb](https://www.youtube.com/TCTVweb) and Cable Channels 8 in Templeton and Phillipston. Please help TCTV grow by subscribing and sharing!

See a Stoneware Collection!

Another *Collector Time* short on some lovely stoneware from the Cabin Fever Collector's Show also was completed and uploaded. Please check it out and share!

360 Video for Real Estate

Our Monty tech photography intern Jack Jaillet has been utilizing one of our Digital Lab's 360 degree cameras. We used the 360 camera to photograph and video a new house for sale, and talked with the real estate agent of a large development in Winchendon about using 360-degree video to market real estate.

We have received positive reception from other commercial and real estate agents of the potential of this for video production services and Montachusett.TV. Got to get out there and use it to learn how to market it!

Scout Hall Needs

We compiled a letter to the Select Board regarding the Scout Hall Operating Procedures discussed at the April 10 meeting, detailing TCTV's needs and suggestions. We hope TCTV's needs are considered seriously by the Select Board, so we can continue to serve our community.

We work for you, Templeton! Have a lovely Spring weekend.

Important dates to remember:

Select Board Business Meeting: April 24, 2024