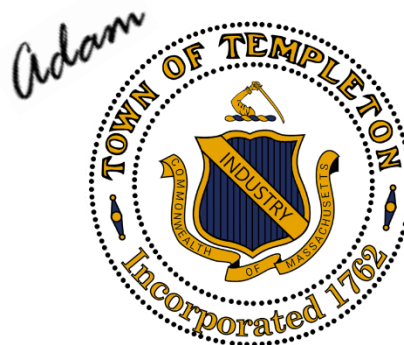


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Select Board  
**FROM:** Adam Lamontagne, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** May 2, 2024  
**CC:** All Departments



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

**Weekly:** Worked on the Voter's Guide. Continuing work on the transition for our health & dental coverage from MIA to Mass Strategic. We have an orientation for the active employees on Tuesday, May 7 @ 9am in the Town Hall conference room.

### **Administration & Finance**

**Town Accountant:** The Town Accountant is out on vacation this week.

**Treasurer/Collector's Office:** Busy week this week with property taxes due May 1<sup>st</sup>. Sewer department mailed out bills and they are due May 30<sup>th</sup>. Warrant processed.

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

**Assessor:** Our office is busy with our typical day-to-day activities with questions on motor vehicle abatements, requests for property information, notarizations, etc. Updated annual Chapterland Values in our real estate system. Submitted the annual Veteran's Motor Vehicle Excise Reimbursement form to the State this week, which was approved. Submitted the Omitted & Revised and LA-13A (Amended New Growth for FY'2024) forms to the State, of which the LA-13A was approved. Deputy Assessor finished visits this week on homes that received occupancy during the winter months for full measures & listings. The April 2024 Sales Report was completed and distributed to Town departments. Logged various certificates of completion

from the Building Commissioner. Deputy Assessor was out of the office on Monday and Thursday.

### **Public Services**

**Highway:** Crew regraded Cook Road and Haskell Road. Trash removal on Hubbardston Road and Barre Road. Beaver areas were checked and addressed as needed. Pothole repairs Farnworth Road, Gray Road, and Royalston Road. Sidewalk sweeping was done in East Templeton. Picked up and covered signs at Gilligan's Island. Removed sawhorses and signs at Gilman Waite tennis court. Cleaned up asphalt debris on North Main Street, Minuteman Drive, and South Road. All Crew members attended OSHA 10 training 2nd session.

**Buildings and Grounds:** Spring cleanup was done at Pine Grove Cemetery. All Crew members attended OSHA 10 training 2nd session.

### **Public Safety**

**Templeton Police Department:** Nothing to contribute this week.

**Animal Control:** Nothing to contribute this week.

**Templeton Fire Department/EMS:** Nothing to contribute this week.

### **Development Services**

**Director** – Attended pre-town meeting with Advisory Board; prepared for EDIC meeting on May 6 @ 6:00 PM. Director will be on vacation the week of May 6 and will be back in office Monday, May 13 @ 7:30 AM.

**Communicable Diseases** – In the two weeks preceding 4/20/24, there were 33 recorded COVID tests with 1 of those resulting in positive cases, Templeton is currently reported to have less than 5 positive cases of COVID.

*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** – Agent witnessed perc at 8 Graves Ave; completed housing inspections at 69 Elm, Unit 1 and 82 Turner Lane with orders to correct going to respective owners; anonymous complaint at 206 Barre, letter to owners; complaint from St. Vincent DePaul, water being pumped into parking area by abutting property, offending party contacted and corrected; continued investigation of complaint at 7 Elm for improper disposal of waste; referred a complaint of missing smoke and CO detectors at 38 Baldwin, referred to Fire Chief; reviewed passing T5 for 156 Brooks Village; remitted 29 cellphones to Cellphones for Soldiers (*receptacle for cellphones on the table outside the Development Services office*); reviewed septic plans for Turner St., Lot A – letter sent with outline of needed updates to plan; processed pumping records; issued well permit to 136 French.

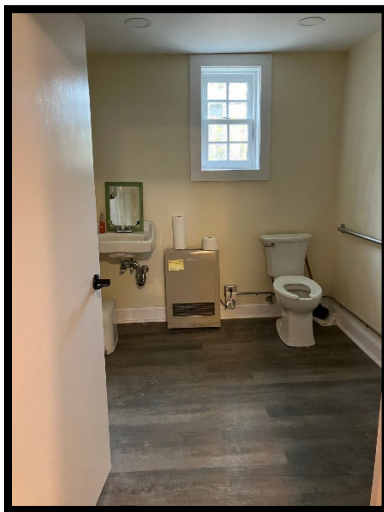
*It's beginning to look a lot like summer! Now's the time to make sure your sunscreen is not expired and to use it! Grab a hat, protect exposed skin, and get outside!!!*



**Conservation Commission** – Agent and Chair performed site visits this week at 1 Carruth Road for nearby wetland questions in relation to restoring an older home and Partridgeville Road for wetland frontage questions [*Pictures above*]. Agent attended the Hazard Mitigation Work Group meeting and met with School district representatives for water questions regarding a recreational field. Two turnovers were submitted. The next Conservation Commission meeting is scheduled for Monday, May 20th, 2024, at 6:30 PM where (1) COC Request for 91 Walnut Street (304-0383) for dam maintenance, (1) NOI 304-0389 continuance for a proposed sewer line at 381 Baldwinville Road, (1) NOI for a single-family home at 379 Barre Road (*file # pending*) and (1) NOI for maintenance activities, minor repairs, cutting invasives, and stump grinding at 200 Club Road, Templeton Fish and Game Club (*file # pending*) are on the agenda.

**Community Preservation Committee** – Two warrants were submitted. The Chair and Admin met with school district representatives for CPC use questions regarding a recreational field. A tour of past, present and potential CPC projects occurred on Wednesday where Members, Chair and Admin visited 9 locations across Town. [*Pictures below*] It was wonderful to see CPA funds at use in Templeton to preserve and rehabilitate Templeton! The next meeting will be 5/9/24 @ 7:00 PM.





**Planning Board** – Next meeting is scheduled for May 14, 2024 @ 6:30 PM.

**ZBA** – Provided an application to 249 Gray for a variance request for a pool; no hearings scheduled at this time.

**Building Department** – Five Building Permits were processed this week, including: 1 for roofing, 1 for windows, 1 for a pool deck, 1 for siding and 1 for ductless heat pumps. One Pellet Stove permit was issued. Six Electrical Permits were issued, including: 2 for residential renovations, 1 for an EV charging station, 1 for a shed, 1 for restoring service, and 1 for service to an existing commercial outbuilding. There were no Gas or Plumbing Permits this week. Commissioner Hanks conducted many inspections this week, resulting in 9 Certificates of Completion for window replacement at: Winchendon Road, Forest Street, and Minuteman Drive; bathroom renovations at: Maple Street, Depot Road, and Forest Street; siding and door replacement at Minuteman Drive;

and a deck on Lord Road. Admin submitted 4 turnovers to Accounting, completed US Census New Housing report for April, and responded to telephone, email and walk-in requests regarding building permit requirements and suitability of building lots.

**Agricultural Commission** – Next meeting June 3, 2024 @ 6:00 PM.

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

All public meetings can be viewed on TCTV YouTube.

### **Community Services**

**Director/ Library-** Circulation was steady this week. The Stitching group finished up May Baskets for the Story Hour children. Story Hour was a lively group, and the children loved their May baskets. I completed 2 turnovers.

**Senior Services-** In addition to the regular activities 48 birthday calls were made to folks 75 and older who have April Birthdays. Attendance at the drop in coffee every week is increasing. The North Star Digital Literacy Platform came to assist our members with their phones and devices. Edits to the June newsletter continued.

Attendance                      117

Social Service visits      20

Volunteers                      8

Rides                              15

**TCTV/Cable Television:** A new *TCTV News* for You!

A new *TCTV News* show is available for viewing at [YouTube.com/TCTVweb](https://www.youtube.com/TCTVweb), [Facebook.com/TempletonTV](https://www.facebook.com/TempletonTV), Cable Channels 8 in Templeton and Phillipston, and other outlets! Please help TCTV survive with likes and shares, and don't forget to subscribe to our YouTube Channel. Your likes and subscriptions will help TCTV market itself to sponsors and partners that are needed to boost our revenues and help grow economic development in our Town!

### **Digital Signage Project**

We have been working on a Digital Signage plan we will present to the EDIC at its Monday, May 6 meeting. Exterior digital signage in Templeton can help boost local businesses that want to advertise with roadside signs, attract new business to our Town, and be a vital revenue source for TCTV. This is a crucially important project for TCTV's survival.

### **Scout Hall Update**

TCTV met with District Scout Director Bill Dunbar on partnership possibilities with the Scouts' Exploring program for worksite career education. There are a lot of good fits between TCTV and the Scouts for this, especially for our Digital Lab's intent to build a high-tech local workforce to help grow real economic development in our community.

### TCTV Internship Programs

We submitted job descriptions for high school STEM interns to be made available for 5 weeks this summer and paid by MassHire. We also are engaged in conversations with Murdock High School to support unpaid school-year internships that earn students course credits.

### Digital Equity Planning

We are coordinating efforts with grant writer Gracelyn Currie and Director of Community Services Jackie Prime on a Digital Equity grant to support various broadband and Internet access initiatives. Any award or personnel added through the grant should NOT be considered a remedy for TCTV's funding crisis, as the grant is to fund the implementation of new services.

Stay informed, Templeton. TCTV works for YOU!

### **Important dates to remember:**

**Annual Town Meeting: May 15, 2024**

**Select Board Business Meeting: May 29, 2024**