

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: January 04, 2024
CC: All Departments



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

Weekly: Attended the All-Boards meeting. After meeting with MassDOT and discussing Main Street bridge, exploring the option of a debt exclusion to complete this project. The budget review schedule has been sent out to the departments for Fiscal Year 2025. Completed and posted the packet for the Select Board business meeting. Wishing all a Happy and Prosperous New Year!



Administration & Finance

Town Accountant: Schedule A, payroll & Warrant.

Treasurer/Collector's Office: Three tax title accounts paid in full. Third quarter property tax is due February 1st. Warrant and payroll were processed.

Property tax bills for third and fourth quarter were mailed the last week of December. If you do not receive one within the next week, please call the office so we can assist you. 978-894-2763.

Happy New Year!

Town Clerk: The St. List/Census forms have been mailed to all households. If you have not received one, please call our office and we will mail you another one. Dog licenses are now available. All dogs six months or older need to be licensed by March 31st. Our office has been busy with residents returning their forms and with dog licensing.

The State will be sending "Vote by Mail" application to all registered voters in Massachusetts. If you would like to vote by mail, please fill out the form, sign your name and return to our office. If you do not wish to vote by mail, simply disregard the application.

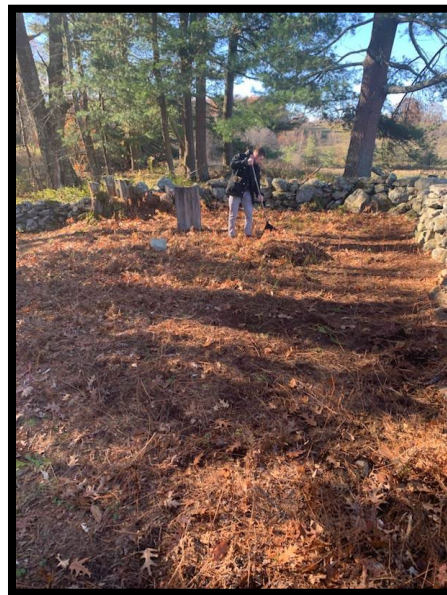
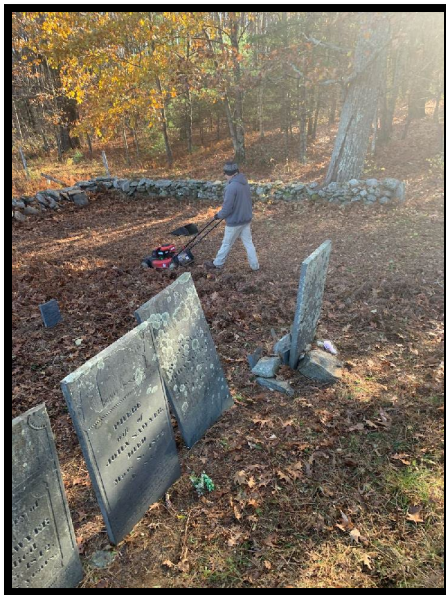
Assessor's Office: Our office has been busy answering questions related to the 3rd and 4th Quarter tax bills. Worked on the December 2023 Sales report, and reviewed December 2023 building permits. Interviews were held with candidates for the Administrative Assistant position on Wednesday. Worked with Cartographics on online neighborhood maps. A reminder that exemption applications can still be submitted to our office. Any applications, if approved, would be applied to 4th Quarter Tax Bills.

Public Services

Highway: Beavers are an ongoing issue that are being addressed multiple areas in town including, but not limited to Royalston Road, and Gavin Road. Catch basin clearing was done on Dudley Road, Ladder Hill Road, Baker Lane, Sawyer Street, Mechanic Street, Branch Street, Orchard Lane, Minuteman Drive, Musket Drive, Conti Avenue, Winter Street, High Street, School Street, Pail Factory Road, North Main Street, Lord Road, and Laurel View Road. Preparations are being made for the pending storm including making sure all equipment is ready to go.

Buildings and Grounds: Took down old shed at Pine Grove and put in roll off for disposal. Leveled area where the shed was. Removed trash barrels from Greenlawn and Pine Grove Cemeteries for the winter. Started leaf blowing and cleanup at Gilman Waite

Norcross Hill Cemetery cleanup, which has become an annual volunteer event was held on November 11, 2023. There will be another volunteer event sometime in 2024 for Pine Grove Cemetery fence. (See photos below)



Public Safety

Templeton Police Department: 12/21 – 12/27 PD 338 Calls for Service, 11 motor vehicle stops, 0 arrest. Dispatch – 424 Calls. Nothing further to report.

12/28– 01/03/2024 PD 338 Calls for Service, 24 motor vehicle stops, 0 arrest. Dispatch – 441 Calls. Nothing further to report.

Templeton Fire Department/EMS: 12/25/2023 – 12/31/2023

Emergency calls: 30 Total - Carbon monoxide 1, dispatched and cancelled 2, EMS 23, fire alarm 2, good intent 1, public service 1.

Training: None

Apparatus/equipment: Engine 2 remains out of service for repairs. Rescue 2 out of service for a recall repair.

Activities: 5 residential and commercial inspections.

Announcements: Open burning season begins January 15th. We are currently working on the permit site to make it easier to use. We hope for the site to be up and running very soon.

Development Services

Director – Worcester Superior Court has issued an order for 25 Central to be cleared and closed; working with the Police Chief, DPW Director, Fire Chief, and Building Commissioner on January 11, the building will be inspected, and all vehicles will be removed. Working with the same departments, the property on State Road is in the process of breaking down the “tiny” house and vacating the property. Work has continued on other issues and will be escalating to court in 2024. The abandoned property at 28 Albert has received a new roof and will be moving forward with other repairs (including the septic system) to bring the home into compliance. Continued budget work.

Communicable Diseases – With the new year/season, Templeton has five confirmed positive reports of COVID, 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 – Several permits were issued this week for food, septic installing and hauling, rubbish hauling, and 55+ park; complaint on Queen Lake Road for an outdoor wood boiler operating without a permit, in process; follow up letter to 177 N Main with regard to the pigs having to be removed; reviewed/approved a title 5 report for 35 Laurel View; continued work on 25 Central, 28 Albert, 292 Baldwinville and State; lots of paperwork!

Conservation Commission – Agent is continuing to work with CarWorks to stabilize and restore the limit of work boundary. Thank you to the Chair, George Andrews, for attending the All-Boards Meeting. The next Conservation Commission meeting will be Tuesday 1/16/24 @ 6:30 PM.

Community Preservation Committee – Thank you to George Andrews and Candace Graves for attending the All-Boards Meeting. 1 warrant submitted. The CPC’s Needs Analysis meeting will be Thursday, 1/11/24 @ 6:30 PM, followed by the regular meeting at 7:00 PM. This is an opportunity for Templeton residents and officials to share their perspectives related to Open Space,

Recreation, Community Housing and Historic Preservation needs within the Town and to learn how the Community Preservation Act can provide resources to meet these needs.

Planning Board – Next meeting 1/9/24 @ 6:30, including review presentation by Haley/Ward Engineering of proposed 55+ park on Baker/Cottage. Thank you to the Chair, Kirk Moschetti for attending the All-Boards Meeting.

ZBA – An application received and processed for 10 Pleasant for a special permit request has been scheduled for January 30, 2024 @ 6:30 pm. Thank you to Dennis O'Brien for attending the All-Boards Meeting.

Building Department – Three Building Permits were processed this week: 1 for refurbishing a porch, 1 for air sealing and insulation and 1 for a new metal roof. One Electrical Permit was issued for minor work at the Gardner Airport building. One Plumbing Permit was issued for a new kitchen sink. One Gas Permit was issued for heaters at Grange Hall. Two Certificates of Completion were issued by Commissioner Hanks for a new pellet stove and for a chimney liner replacement. Admin submitted 5 turnovers to accounting and worked on a records request for 119 Patriots Road.

Agricultural Commission – Thank you to Dave Pease for attending the All-Boards Meeting.

EDIC – Next meeting scheduled for January 8, 2024 @ 6:00 PM. Thank you to EDIC members Mike Currie and Liz Toth for attending the All-Boards Meeting.

All public meetings can be viewed on TCTV YouTube.

Community Services

Director/Library- The library held a Holiday Open House on Dec. 21, which was a warm gathering of our staff and many patrons. Thank you to Karen and LouAnn for helping to make this a wonderful yearly event! Story Hour was not held on Dec. 27, but returned on Jan. 3rd with the largest group this year. I worked on the Library and Senior Services FY 25 budgets and FY 23 annual reports. I am working with TCTV production assistant, Sarah, to complete the library's winter newsletter. I submitted 3 warrants and several turnovers.

Senior Services- The Senior Center had a busy period over the holiday weeks. In addition to the regular weekly activities, Bonnie from the Baldwinville Nursing Home stopped by with a lovely dessert tray. Work began on the February newsletter and December MART report. A group of our wonderful volunteers took down the Christmas decorations.

Statistics- 12/18-12/21

28 Rides

143 people attended events

5 services

12 volunteers

Statistics- 12/25 - 12/28

20 rides

31 people attended events

3 services

2 volunteers

Templeton Community TV: The Cable TV Advisory Committee approved a bid for a Digital Lab partnership with TCTV. Upon further approval, a Memorandum of Understanding will be negotiated and created. A bid submitted for Montachusett.TV partnership was passed over, and that RFP will be re-issued.

TCTV's Business Plan presentation scheduled for the Jan. 10 Select Board meeting was prepared. A letter from the Cable TV Advisory Committee to the Select Board with TCTV funding recommendations was submitted for the Jan. 10 Select Board meeting.

The Cable TV department's Fiscal Year 2025 budget request and supporting documents were submitted to the Town Administrator. The FY23 Annual Report from the Cable TV department was submitted. The FY24 2nd Quarter report was prepared.

Several crew members have been helping to produce Montachusett.TV Calendar items. Several of us took a look inside Scout Hall recently and were impressed. We look forward to working shifts there and being able to operate more efficiently.

Senior Center notices and numerous other slides were created for Cable Channel 8 and TCTV's Facebook Page. The notice for the Jan. 11 COVID shot clinic included a QR code for easy sign ups and was provided to Development Services to print and display.

TCTV News highlights were prepped for the Senior Buzz and Library newsletters. Sarah Hall is working with Jackie Prime to produce another library newsletter. Staff schedules and the next *TCTV News* show shoot were planned. The next *TCTV News* show will be out on or about Jan. 17.

Staff development and training continues. Audio wiring in the Town Hall Conference Room was tidied up, and another surge-suppression power strip was installed for the conference table. Also provided by TCTV: The Town Hall Conference Room now has 30+ surge-protected power outlets and 10 surge-protected USB charging ports conveniently available to committee members, staff and guests.

Audience figures for 2023 on TCTV's YouTube Channel ([YouTube.com/TCTVweb](https://www.youtube.com/TCTVweb)) and TCTV Facebook page ([Facebook.com/TempletonTV](https://www.facebook.com/TempletonTV)) are way up. More info will be made available at the Quarterly Report presentation later this month.

Have a chill weekend, Templeton!

Important dates to remember:

Select Board Business Meeting: January 10, 2024