

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: March 21, 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 budget hearings. Worked to complete the Select Board packet for their business meeting on March 27th. Drafted up Invitation to Bid package to complete the work for the Town Hall Cupola. Responded to public records requests. Attended Houghton Park – Plan Review discussion. Work continues on the draft Annual Town Meeting warrant.

CITIZEN OF THE YEAR - Please consider nominating an individual, a pair of individuals, a group of individuals, a community group or a non-profit corporation which has made a significant contribution to enhancing the quality of life of a subset of the community or the community at large for Citizen of the Year. The nominating form is available on the Town webpage or by simply stopping by the Select Board office.

Administration & Finance

Town Accountant: Attended the MMAAA conference, warrant.

Treasurer/Collector's Office: One tax title account paid off. Motor Vehicle/Excise demands were due Tuesday, March 19th. Warrant was processed.

Town Clerk: Nothing to report.

Assessor: Our office is busy with motor vehicle abatements, property card and information requests, notarizations, etc. Went on a site inspection on Wednesday with assessing consultant. Preparing for starting up regular property inspections. A reminder that the FY'2024 period for personal exemptions on real estate taxes is coming to a close. The deadline to apply is Monday, April 1st, 2024. Call our office at (978) 894-2760 if you have any questions about eligibility, or if you are unsure if you have already applied for this fiscal year.

Public Services

Highway: Catch basin cleaning and repairs were done on Fern Street, Ridgewood Lane, and Ware Drive. Pothole repairs on Otter River Road, Deport Road, Musket Drive, Minuteman Drive, French Road, Farnsworth Road, Laurel View Road, Gray Road, and Barre Road. Check multiple areas of beaver activity, and address as needed. Check and start all trucks before pending storm.

Buildings and Grounds: Repaired and put back upright several stones in Greenlawn Cemetery. Moved refrigerators at Gilman Waite Concession Stand. Filled gas cans for Gilman Waite and put in Conex box. Hung AED box. Took mower to Fairbanks for warranty work. Burial duties. Assisted resident with grave location and monument size. Dug out in front of Conex box at Gilman Waite to make it easier to access.

Public Safety

Templeton Police Department: Nothing to report.

Templeton Fire Department/EMS: 03/11/2024 – 03/17/2024

Emergency calls: 34

1 carbon monoxide alarm, 3 dispatched and cancelled, 26 EMS, 1 hazmat, 2 motor vehicle accidents, 1 smoke/odor removal.

Training: Brush fire classroom

Apparatus/equipment: Engine 2 remains out of service for repairs. Rescue 1 out of service for front end repairs

Activities: 6 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

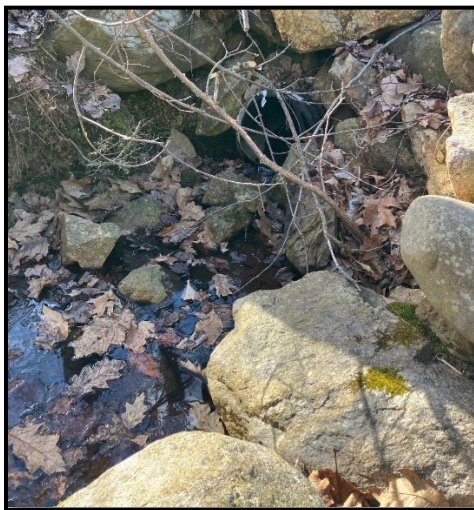
Director – Worked with Town Administrator to place a legal ad in the Gardner News for the “Maple/School Street Neighborhood Infrastructure Project”. Prepared for and attended budget hearings on Saturday. Processing weights and measures payments from inspected businesses. Went to a call with DPS Director for work being done around the railroad tracks at Lee’s. Working with NRSD for the proper disposal of no longer useful copying supplies.

Communicable Diseases – During the last two weeks, there have been 32 recorded COVID tests with 6 of those resulting in positive cases, currently we have fewer than 5 positive cases at this time. 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 – Completed final septic inspection at Hubbardston, Lot 3; met with owner of 130 Barre, owner was granted eviction of occupant in Housing Court – cleanup will begin once occupant is out of unit; completed research and evaluated private well test for 23 Henshaw and reviewed and approved Title 5 inspection report; working on washout issue from railroad tracks behind 205 Dudley; reviewed and approved a Title 5 inspection report for 120 Farnsworth; reviewed and issued well permit to South, Lot 2; food inspection at Lee's for pre-opening;

Conservation Commission – Agent and members performed site visit at 23 Henshaw Road for a COC request [*pictured below*]. At the last Conservation meeting a Minor Modifications Request for Queen Lake Road was approved. The next Conservation Commission meeting is scheduled for Monday April 8th, 2024 @ 6:30 PM where (2) COC requests, (1) RDA and (1) NOI continuance will be heard.



Community Preservation Committee – Admin attended site visit with the TA at Scout Hall identifying the handicap ramp still needs to be replaced [*pictured above*]. The Chair, Admin and Parks & Rec attended a meeting for the Houghton Park Master Plan. The next CPC meeting will be April 11th, 2024 @ 7:00 PM.

Planning Board – Prepared ANR packet for Barre Road – Haley for March 26 meeting.

ZBA – Nothing to report at this time.

Building Department – Six Building Permits were processed this week, including: 3 for new manufactured homes, 1 for an above ground pool, 1 for full house renovation and 1 for windows, siding, and deck. Two Electrical Permits were issued, 1 for an in-law addition and 1 for temporary service to a business. One Plumbing Permit was issued for a replacement shower stall. Admin submitted 1 warrant and 4 turnovers to accounting. Prep work continues for online permitting.

Agricultural Commission – Next meeting will be April 1, 2024 @ 6:00 PM.

EDIC – Provided a copy of the Deerfield EDIC market plan to members, researched, and provided by Liz Toth.

All public meetings can be viewed on TCTV YouTube.

Community Services

Director/Library: Library visitation and circulation were steady. Story Hour was well-attended. The Stitching Group worked on individual projects and prepped for future group projects. I participated in the FY 25 budget presentations during Saturday's workshop. I met with the other members of the Micro-Grant team to review applications. I completed a vendor warrant and a turnover.

Senior Services: In addition to regular weekly programs, 14 people went on a trip to Parker's Maple Barn for a tour and breakfast. A group of 8 made bunny ornaments. Bonnie stopped by with the monthly dessert.

Attendance	137
Social Services	8
Volunteers	14
Rides	37



TCTV/Cable Television:

BUDGET MEETINGS TCTV live-streamed Town Department Budget Presentations of March 16 and the School Budget presentations of March 20, in addition to the Conservation Commission meeting of March 18. The Cable Department/TCTV budget was discussed in some detail during the March 16 afternoon session (Part 2 on YouTube and Channel 8).

STREAMING KUDOS!

The all-day budget presentation live-streams on March 16 presented a long and complicated day for TCTV. A special thanks from everyone to Hannah and Dottie for their planning and teamwork that made the day a success.

PRODUCTIONS continued with work on Collector Time shows, notice and sizzle reels, Town notices and more. 13 senior Center notices were produced and uploaded to Channel 8 and TCTV's Facebook page.

HERE COMES THE EGG-ERIN BRESNACAM!

Plans were made for coverage of the Lions' Club Easter Egg Hunt on March 30 and a Dwelly Farm walk-and-talk on April 6. Our Digital Lab's GoPro camera will be involved.

NEW *TCTV NEWS* ON THE WAY

We recorded a new *TCTV NEWS* show on Thursday, and it will be available next week. In this installment we ask the all-important budget question: Can time travel fix TCTV's funding woes? Tune in, click or tap for local news and laughs!

[YouTube.com/TCTVweb](https://www.youtube.com/TCTVweb)

MONTACHUSETT.TV

Dottie, Erin, Alex and Kaitlyn continue to do unheralded work on developing the Montachusett.TV website Calendar of regional events. If you're looking for something to do, check out the mTV Calendar. Do you know you can use the Montachusett.TV website and calendar as an app on your phone? Just put a shortcut on your home screen!

PHENOMENAL!

The average time visitors spent on Montachusett.TV in February was 13 minutes, which is phenomenal for a website in this age of constant distractions. Visitors are staying on the site and browsing for local events from family fun to live music and the arts.

MASS HIRE EVENT

Dottie, Jackie Prime and Steve plan to attend the April 4 MassHire event in Leominster in preparation to host possible STEM internships this spring and summer. We may host as many as 6 local high school students, paid by MassHire. We plan to assign interns throughout Community Services departments—Library, Senior Center, Veterans, Cultural Council and more—to produce content and other digital assets as needed.

SIGNAGE TOURS

Alex and Steve continued to visit area municipal signage and exterior digital signage in preparation of a digital signage proposal to help boost local businesses, support TCTV, and forge economic development in Templeton. Our volunteer intern Jack Jaillet accompanied us on this week's trek to develop his photography skills.

PLEASED TO MEET YOU!

We are having many nice conversations with people being introduced to Montachusett.TV, TCTV and all that we do. Thank you for your positive feedback and support!

We work for you, Templeton!

Important dates to remember:

Select Board Business Meeting: March 27, 2024