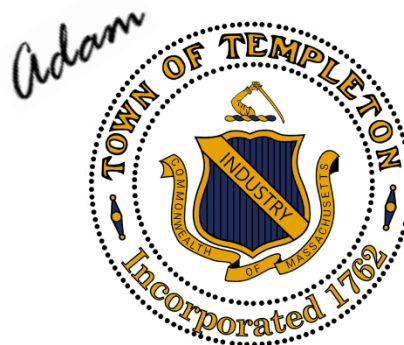


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: March 14, 2024
CC: All Departments



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

Weekly: Attended the Select Board Meeting. Released the Fiscal Year 2025 Budget Book which is available on the Town website and at the Boynton Public Library.



Administration & Finance

Town Accountant: Studied for MMAAA exam. Warrant and Payroll completed.

Treasurer/Collector's Office: One tax title account paid off. Demands for motor vehicle excise have been issued and are due Tuesday, March 19th. Participated in a DLS and WRRS zoom. Warrant and payroll processed.

Town Clerk: The Presidential Primary has been certified and sent to the State. I will be attending the budget meeting on Saturday. The office is busy with dog license renewals and vital records requests.

Reminder: The last day to take out nomination papers, for available seats, for the Annual Town Election is Thursday, March 28th. All dogs 6 months or older need to be licensed by Monday, April 1st

Notice: On Thursday, March 21st the Town Clerk's office hours will be 9:00am-3:00pm.

Assessor: The Board of Assessors held a meeting on Tuesday. Processed work from the meeting. Continued working on changes from last year's property visits and cyclical review, answering questions on motor vehicle abatements, notarizations, etc. Attended the Select Board meeting to introduce our new assistant on Wednesday and prepared for the budget presentation

this upcoming Saturday. 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: Pothole repairs Hamel Mill Bridge, Main Street bridge, Baptist Common Road, Liberty Street, Beech Street, Winchester Street, Barre Road, Baldwinville Road, and Upper Otter River. Clean catch basins and culvert pipes Baldwinville Road, Otter River Road, and Turner Street. Cut and chip trees on Brooks Road, and Baldwinville Road. Cleared a section of the ditch on Baptist Common. Spot treated roads where needed. Fixed ditch on Maple Street. Clear grates on Royalston Road and Henshaw Road due to beaver activity. Cut tree down at Greenlawn Cemetery with Buildings and Grounds.

Buildings and Grounds: Made, painted, and installed brackets for toolbox and a grabber for the mower. Serviced leaf blowers and weed whackers. Cutting and trimming trees with Highway department at Greenlawn Cemetery. Hung net for batting cage. Serviced hedge trimmers.

Public Safety

Templeton Police Department: 2/22 – 2/28 PD 301 Calls for Service, 40 motor vehicle stops, arrest 1. Station – Received delivery of some of the parts for the HVAC upgrade, waiting on others. F150 Interceptor electrical issue started again; vehicle taken to Matthew Ford. Dispatch – 449 Calls. (Does not include miscellaneous calls).

2/29 – 3/6 PD 282 Calls for Service, 25 motor vehicle stops, arrest 1. Station – Guardian was onsite to move some of the equipment, which needs to go into the attic. Matthew Ford was able to diagnose the issue with the F150 Interceptor and have ordered the parts, best part all work and parts are under warranty. Dispatch – 430 Calls. (Does not include miscellaneous calls).

3/7 – 3/13 PD 310 Calls for Service, 13 motor vehicle stops, arrest 1. Station – HVAC upgrade project in waiting mode as of right now for the project carpenter to be on site for attic prep. F150 Interceptor is back in service after the AC compressor and fuse were replaced. Dispatch – 431 Calls. (Does not include miscellaneous calls).

Templeton Fire Department/EMS: *Emergency calls:* 24: 20 EMS, 4 fire alarm.

Training: Officers meeting,

Apparatus/equipment: Engine 2 remains out of service for repairs.

Activities: 1 residential inspection,

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 – Filed ZBA decision on 10 Pleasant Street with Worcester Registry of Deeds; attended Planning Board and EDIC meetings; met with DPS Director at 31 Central, cease and desist issued for work around railroad abutment; preparation for budget hearings on March 16; worked with Building Admin. and Grant Writer to provide updated information to the state for the Green Communities annual report.

Communicable Diseases – During the last two weeks, there have been 39 recorded COVID tests with 7 of those resulting in positive cases, currently we have fewer than 5 positive cases. 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 – An order for corrections was issued to the owner and occupant of 130 Barre Road after the inspection conducted last Thursday. Completed septic inspections at Lots 1 & 3, Hubbardston Road; provided food truck names and contact Pat at Cultural Council.

Conservation Commission – Agent performed site visits to Crotty Ave Dam [*pictured below*] and Car Works and she attended a webinar for Cultural Landscape Training Framework hosted by American Trails. Next Conservation meeting is Monday 3/18/24 @ 6:30 PM for a Minor Modifications Request.



Community Preservation Committee – CPC meeting is tonight 3/14/24 @ 7:00 PM.

Planning Board – At the meeting of March 12, members heard and approve ANR's for Cottage Lane and Baldwinville Road; proposed zoning changes were reviewed and voted on, only changes

updating language in commercial industrial to include more restrictive site plan review for advanced plastics recycling was approved.

ZBA – Nothing to report at this time.

Building Department – Four Building Permits were processed this week, including: 2 for HVAC sheet metal, 1 for roofing and 1 for a deck. Two Electrical Permits were issued, 1 for a new home and 1 for bathroom renovations. Three Gas Fitting Permits were issued, 2 for new home connection and 1 for a stove and fireplace. There were no Plumbing Permits issued. Final Inspections were conducted, and Certificates of Completion issued for a roof replacement on Pleasant Street, and a wall opening on Main Street. An Occupancy Certificate was issued for a new home on Branch Street, and a Temp Occupancy for an apartment addition on Patriots Road. Admin submitted 4 turnovers and 1 warrant to Accounting.

Agricultural Commission – Next meeting April 1, 2024 @ 6:00 pm.

EDIC – Prepared for and attended meeting of March 11, members heard public comment on Brownfield grant properties; members voted to request an opinion from town counsel on whether EDIC is already a corporation based on the 2017 Selectboard order, or is annual town meeting vote required – as part of a separate vote, the proposed warrant article for annual town meeting will be moved forward based on the opinion.

All public meetings can be viewed on TCTV YouTube.

Community Services

Director/Library: Circulation and visitation were brisk this week. The Stitching Group met and finished up their projects from last week, as well as working on the Easter goody bags for Story Hour on 3/27. A small group of new Children's books was processed and made available. Story Hour had a St. Patrick's Day celebration, complete with chocolate coins. I completed the Director's portion of the February MART report and submitted it. I completed and submitted the MART drug and alcohol report. I participated in a meeting to review Covid micro-grant applications. I participated in 2 meetings about the MRPC digital equity grant. I completed 2 vendor warrants and 1 turnover. I reached out to Community Services directors to confirm participation in FY 25 budget reviews on Saturday, March 16.

Senior Services: In addition to the regular weekly programs, several participants learned the basics of ukelele playing, and 12 folks participated in a watercolor painting workshop. Elaine completed the majority of the February MART report. As always, Linda helped applicants with SNAP and fuel assistance paperwork. The newsletters arrived and were prepared for mailing. Transportation and meals on wheels continued throughout the week.

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|-----------------------------|-----|
| Attendance | 127 |
| Social Service appointments | 8 |
| Volunteers | 8 |
| Rides | 24 |



TCTV/Cable Television: Happy Pi Day (3.14)!

TOWN MEETING ARTICLE REQUEST

The Cable TV Advisory Committee approved an Annual Town Meeting article request for additional funding of \$125,000 for the Cable TV department in Fiscal Year 2025, as also requested by the Advisory Committee. Documents were addressed to the Select Board.

BUSY WEEK OF MEETINGS

TCTV has hosted live-streams of meetings every night this week and planned for “Super Budget Saturday” of all-day budget reviews. Meetings can be viewed after the live-streams on Cable Channel 8 and TCTV’s YouTube Channel at [YouTube.com/TCTVweb](https://www.youtube.com/TCTVweb). Please subscribe, like and share!

ALL-DAY LIVE-STREAM OF BUDGET PRESENTATIONS

The TV server has required a couple re-boots in the past week, so fingers are crossed for Saturday, March 16’s all-day live-stream of budget reviews on Cable Channel 8 and TCTV’s YouTube Channel at [YouTube.com/TCTVweb](https://www.youtube.com/TCTVweb).

DIGITAL SIGNAGE FOR TEMPLETON

We showed a TCTV Community Calendar reel at the Select Board meeting as a sample of digital signage and information services for our town. TCTV is developing a plan for digital outdoor and indoor displays that can inform residents of vital information and boost our local businesses. Hannah, Dottie and Alex were all instrumental in producing and planning our Digital Signage Sample reel. Kaitlyn produced some nice graphics for our digital signage at Town Hall. We plan to show these in the Town Hall Meeting room before our live-streamed meetings.

DIGITAL PLANNING GRANT

Steve met with Jackie Prime and grant writer Gracelyn Currie to plan an application for Mass Broadband Institute’s Municipal Digital Equity Implementation grants, as part of our Digital Equity Planning process. Scout Hall and the Boynton Library’s broadband and networking needs are identified as targets, as well as coordinating some initiatives that emerge from the plans.

SCOUT HALL FURNISHINGS

We are looking at furnishings for Scout Hall through The Great Exchange at Devens, which helps stock businesses with re-used furnishings at low prices. We may be able to get Scout Hall

furnishing costs way down. Working with the Great Exchange may also help us network Montachusett.TV with regional businesses.

PHOTO INTERN

We worked with a Monty Tech student interested in photography internship with us. We are excited to work with him and to see him grow and contribute.

HERE COME THE INTERNS?

MassHire is conducting its STEM internship program again this year and is offering us as many as 6 paid interns through the spring and summer. We worked with 3 interns last year. We plan to share interns with other Community Services departments and produce media assets for them, help with Farmers' Market and its promotion, and more.

REGIONAL NETWORKING

Steve and Magnus Carlberg from WBI toured meeting room facilities in Leominster at Enterprise Bank, MassHire and MWCC Leominster campus, for possible locations for WBI/Digital Lab business classes and recorded videos. We had four very productive meetings in a short time and talked up Montachusett.TV to interested parties.

CLAPS BACK AT YA

Many thanks for the compliments and support we are receiving in our community for our efforts and funding request.

We do our work for you, Templeton.

Important dates to remember:

Select Board Business Meeting: March 27, 2024

