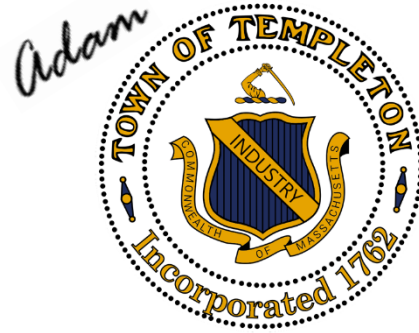


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Select Board  
**FROM:** Adam Lamontagne, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** December 17, 2020  
**CC:** All Departments



**Important Notice:** This will be the last Weekly Report of 2020! Due to the short holiday weeks, we will not have a Weekly Report until January 7, 2021.

**Business Meeting or Workshop:**

(This is where we provide basic information or expand upon memorandum enclosed in your packet). None.

**Weekly:** I attended the kick-off meeting of the Chamber Economic Development Committee Meeting via Zoom held by The Greater Gardner Chamber of Commerce which serves seven cities and towns in our region. The Committee goals and mission focuses on a collaborative effort in support of one another and to drive economic development.

The Insurance Advisory Committee unanimously voted at its meeting on 12/16/20 to move forward with forming a joint purchasing agreement with Townsend and Dunstable. Since the Board had voted at its last meeting to support this pending the IAC's vote, it will now move forward once the other two towns have approved it.

Holly has finalized and sent out the licenses approved at the December 9 meeting, with the exception of the Red Onion license that will stay in our office until they decide to re-open and provide their Insurance Certificate. The only licenses still being held are the on-premise liquor licenses. The Building Commissioner and Fire Chief will be finalizing the last few on Monday and those will be mailed out Tuesday, Dec. 22, so the licensees have them in plenty of time for their January 1 start date. Holly attended the MA Municipal Human Resource Association virtual Holiday Meeting today. This included tips on helping employees cope with the stress surrounding the pandemic and all the issues that come along with it; a presentation by All One Health, our Employee Assistance Program through MIIA reminding us that any employee regardless of whether they hold Town insurance may use their services for anything from quick mental health tips, to confidential counseling and financial resources. This service is confidential. Employees receive newsletters from Kelli with the contact info if they need to reach out. She will also attend the Capital Planning meeting today at 4:30 p.m.

## **Administration & Finance**

**Town Accountant: Nothing reported.**

**Treasurer/Collector: Nothing reported.**

**Assessor:** Working on sketching for new construction. Prepared billing for In Lieu of Tax Payments. Working on budgets for FY2021 and articles for Annual Town Meeting. Verified information with Accountant on Budgets vs Actuals.

**Town Clerk:** We are busy stuffing census envelopes with the census form, dog licensing form, information sheets from Board of Health and from Adam Lamontagne.

## **Public Works**

**Highway:** Crews cut and chipped trees and brush on Ash Street, Gardner Road, Partridgeville Road, Ragged Hill Road, Depot Road, North Main Street, Gilligan's Island, Brooks Village Road, Royalston Road, Barre Road, and Pail Factory Road. Potholes filled on Lower Otter River Road, Hospital Road, Conti Avenue, and Barre Road. Crews continued snow clearing and pre-treating as necessary. We then had the latest long duration storm that had crews out pre-treating, plowing, and sanding, which is currently ongoing.

**Building and Grounds:** Crew finished cleaning up snow from all town buildings and cemeteries. The crew also cleaned and put away fall equipment. Cleaned up downed limbs in Pine Grove Cemetery, Cleaned Town Hall. Burial duties. Pushed back snowbanks at Senior Center, Emergency Management Building, & Baldwinville Fire Station. Shoveled and salted all Town building walkways. Installed vault for burial. Met with citizen for lot purchase in cemetery. Went back to check all walkways before end of day. Crew started all snow clearing and sanding duties again with the latest storm that is currently ongoing.

## **Public Safety**

**Templeton Police Department:** 12/10 – 12/16 PD – 327 Calls for Service, 71 motor vehicle stops, 1 arrest. Station Project – HVAC Designer and third-party consultant were in to inspect the system on the 15th awaiting the report. Dispatch - 458 Calls (does not include miscellaneous calls). Nothing new to report.

**Templeton Fire/EMS: Nothing reported.**

## **Development Services**

**COVID-19:** As of 12/16/2020 Templeton has twenty-eight positive cases of COVID-19; if anyone has any interest in being tested, please go to <https://www.mass.gov/covid-19-testing>. NRSD has gone remote learning through the 28th and we are in daily contact with the Nurse Director for the district, it appears that no further transmission has happened from the cases that were reported. Health Agent continues to participate in twice weekly webinar with the State (MDPH). Working with many residents and businesses on what quarantining and isolation entail; many referrals to Sandra Knipe, MPH Public Health Nurse. Governor Baker has rolled back the re-opening of MA to Phase 3, Step 1; this was effective Sunday, December 13, 2020. Continued contact with Alliance Health at Baldwinville Nursing Home, to date no further transmission within the facility. For information on vaccine please go to <https://www.mass.gov/info-details/massachusetts-covid-19-vaccine-information> and for frequently asked questions go to <https://www.mass.gov/info-details/covid-19-vaccine-frequently-asked-questions>. Provided daily COVID update report for posting.

**Director:** Began budget process for Development Services

**Board of Health:** Continued issuance of annual permits for tobacco, food, septic hauling/installing, and rubbish hauling; septic bottom inspection at 194 North Main and 213 South Main; perc testing completed at Turner Lane for eight SFH lots, brrrrrr; worked over the weekend on a no heat issue, completed pre-rental inspections at Heatherwood, Units A5, B1, and B5; prepared for and attended meeting on Monday, December 14th; review and approve as-built plans for 387 South and issued certificate of compliance; posted missing approved minutes after getting signatures.

**Conservation:** Site walk request received for Fourth Street; prepared for meeting Monday, December 21.

**Planning Board:** Meeting of December 22nd cancelled due to lack of agenda items; posted missing minutes approved minutes after getting signatures; admin. asst. working on manual for members.

**ZBA:** Nothing to report at this time.

**Building Department:** Building Commissioner issued three permits, one interior reno, one pellet stove and one single family home; issued four certificates of completion, one roof, one siding, one deck and one foundation; seven more letters sent for expired permits; Electrical Inspector issued four permits, one new SFH, one pool, two upgraded service; Plumbing Inspector issued two permits, one new SFH and one reno.

**Agricultural Commission:** Nothing to report at this time.

### **Community Services**

**Library:** I finished and submitted the library's FY 22 budget request. Curbside service and inter-library loan remain steady. We continue to provide free puzzles (in the bin on the porch) for anyone who is interested. The library will not be staffed on Thursday, Dec. 17, or Thursday, Dec. 24. Happy Holidays to all !

**Senior Center:** Registration for Christmas grab n' go meals continued all week. The January issue of the 'Senior Buzz' is available, with lots of good information. Activities this week included: Marvelous Monday craft kit pick-up, Conquering Covid zoom group, 'Cheer Squad' phone outreach, and Ask-a-Nurse visits. The decision was made to cancel transportation on Thursday, Dec. 17, and the Center will not be staffed that day, due to the snowstorm. Cindy and I will be meeting next week to complete the Senior Services FY 22 budget request.

**Templeton Community TV:** Work continues on TCTV's Cable Channel 8 makeover. Senior Hour programs were scheduled for 11 am daily on Channel 8. Several community-based productions are being completed. Holiday and other programs have been collected and scheduled on Cable Channel 8. Live-streaming training for staff continues. They will be able to man some meetings themselves beginning in January. Upgrade options for the camera switching/broadcast system for the Town Hall Conference system are being considered. Completed FY22 budget proposal and narrative. Worked on Annual Report. No meetings are scheduled for Dec. 23-Jan. 3 for a holiday break. Part-time media assistants will continue to work on their productions during this time, and Channel 8 and the TCTV YouTube Channel will remain fully operational. The next weekly report will be in January. Happy Holidays!

### **Important Dates to Remember**

**Select Board Workshop, Wednesday, 1/6/21, 6:30 p.m. Zoom-Streamed Live**

**Select Board Business Meeting, Wednesday, 1/13/2021, 6:30 p.m. Zoom-Streamed Live**

**Staff Meeting, Thursday, 1/14/21, 8:30 a.m. on Zoom**