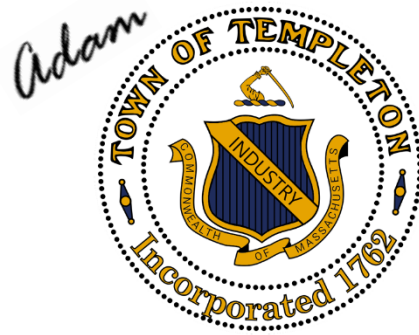


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Adam Lamontagne, Asst Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** March 12, 2020  
**CC:** All Departments



---

### Important Notice to All Departments

**The latest information on COVID-19 may be viewed at [Mass.gov's website](https://www.mass.gov). This is the website where the Town's Board of Health Agent gets the most updated information regarding Coronavirus 2019. This information was posted on our website and Facebook page today and shared with other Town department Facebook pages as well as emailed to Department Heads to disburse to employees.**

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

**Weekly:** The Orchard Lane Infrastructure Improvements Project Bid opening was held this morning at 10am. Eleven bids were received, nine of which were prequalified. Bid results were posted on the [website](#). The municipal finance presentation and link to the Advisory Committee meeting where it was presented were also posted on the [website](#). Technology updates are expected to be installed next week and the new phone system is scheduled for the week of March 30<sup>th</sup>. Budget hearings for town departments will take place this Saturday at Town Hall starting at 8.30am.

### Administration & Finance

**Town Accountant:** My first week back after medical leave has been very busy. Nichole did payroll and the warrants, she also continued to work on the ethics compliance for the town. I completed the February Monthly reconciliation. Nichole, Cheryl and I interviewed for the assistant town accountant position and chose a candidate. Carter met with our choice and offered him the job and he accepted. His projected start date will be April 1st, pending the pre employment screening. Attended the staff meeting on Thursday before heading to Hubbardston. I heard this week that our School for the MMAAA has been canceled due to the Corona Virus. The only time to take the Accountant Certification test was at this School, so I will have to wait one more year to test, wanted to make this clear for the citizens that are interested and concerned about this.

**Treasurer/Collector:** Motor vehicle bills were due last week. We were extremely busy with the late payments coming in. Please note, interest is calculated automatically and added to all bills not paid by the due date. Any bill remaining unpaid will incur additional fees as well. I sat in on

interviews for the assistant accountant position and attended a Worcester County Collectors and Treasurers meeting in Boylston.

**Assessor:** Motor vehicle abatements continue to come in. A reminder to residents, in order to receive an abatement, documentation of what was done with the vehicle and documentation of what was done with the plates is required, these are state guidelines. I prepared for the Board's monthly meeting on Tuesday with much follow-up work after it. Attended the department head meeting on Thursday. The Assessor office will be closed Thursday March 19th and 26th. Please plan accordingly. No weekly reports will be submitted the next two weeks.

**Town Clerk:** The Presidential Primary has been certified. Our office is busy issuing dog licenses, certifying nomination papers, vital records request and business certificates. Gather information, from the Secretary of State's office, on the current procedures for postponing Annual Town Elections and/or Meetings, if need be. REMINDERS: Dog licenses are due by March 31<sup>st</sup>. Nomination papers are currently available. The last day to obtain nomination papers is March 26<sup>th</sup>.

### **Public Works**

**Highway Department:** Brush chipping continues Wellington, Dudley, Barre Roads and area in Baldwinville, as well as Otter River area, and Templeton center from downed branches from ice storms. Cold and hot Patching was done on Turner Lane, Circle Street, North Main St, Gardner Road, Depot, Royalston Road, Highland Ave and Barre Road. and Baldwin Drive. Catch basins on Otter River Rd, Meadow Brook Lane, N. Main St. and Gardner Road were cleaned of debris. Grading was done on Churchill Road and Lamb City Road to improve road surface. On the administrative side we continue to work with getting the 23 plus town approved roads, approved by Mass DOT. This involves a detailed work sheet for each road. We will be looking into bringing in an intern for a short period of time to assist in filling in the work sheets for Mass DOT. This has not been done for years and will increase our roads miles, therefore increasing our Chapter 90 funds on a yearly basis. Also working on a count of catch basins and DI's for MS4reporting. And if time allows, they will be working on recording the actual length of sidewalks in town and working on a tree inventory. All of this is much needed and well overdue.

**Buildings & Grounds:** Clean up in the commons has begun with the warm weather. The Montachusett Regional Planning Commission is working with the cemetery department to map the cemeteries. A burial was prepared for the Templeton Developmental Center @ Pine Grove cemetery.

### **Public Safety**

**Templeton Police Department:** Nothing reported.

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

### **Development Services**

**Director:** Admin Asst working with Assessor and Director, put together a booklet on available properties suitable for a retail establishment to aid the EDIC in "selling" Templeton; provided services to show BES building to possible interested party.

**Board of Health:** Continued participation in COVID-19 conference calls and prep, Title 5 training in Taunton cancelled; working with Nurse Director for NRSD to schedule a meeting with Superintendent, Town Adm, Maintenance Super to discuss protocols.

**Conservation:** Scheduled and prepared for meeting of Monday, March 16.

**Planning Board:** Cancelled meeting; open hearing from June 2019 had to be re-advertised in order to continue.

**ZBA:** No action to report at this time.

**Building Department:** Received one permit application for a deck and one renovation; electrical processed one permit; plumbing processed one permit and gas processed two.

**Agricultural Commission:** No action to report at this time.

### **Community Services**

**Community Services Director:** I continue to reach out to Farmers' Market vendors from last year, and also to potential new vendors. We are hoping to have a Farmers' Market banner made up in the next few weeks. I have done final reviews of CS budgets with Carter and Adam. I will present library, Senior Services, Veterans Services, and Cultural Council. FY 21 budgets to the Board of Selectmen and Advisory Committee on Saturday. I attended the Board of Selectmen meeting and the staff meeting. I updated the Community Calendar.

**Community TV:** This week TCTV recorded the Board of Selectmen's meeting of March 12. All meetings and programs are available on TCTV Cable Channel 8 and the TCTV YouTube page. Production continued on other projects such as Story Time and new Collector Time videos. We have been sharing information about coronavirus precautions and event cancellations on TCTV's Facebook page and Channel 8. Final research on purchasing a broadcast server has been conducted, and we are ready to recommend a solution to the Board of Selectmen. Research on the live streaming capability at Town Hall and fiber-optic Internet use was conducted. The Community TV pages on the town web site have been updated, along with Sponsorships for Scholarships information for Craft Fair vendors. TCTV also recently aired the Gardner Rotary Auction by cablecasting the live stream on Channel 8 from our broadcast location, as Comcast was unable to switch the feed from MWCC as it has done for us in the past.

**Library Director:** Several classes have walked over from TES for library visits. Two sessions of Story Hour were held and well-attended.

**Senior Center:** Nothing reported.

### **Important Dates to Remember**

**Town Administrator's Office Days next week: Monday & Tuesday**

**Selectmen's Budget Workshop, Saturday, March 14, 8:30 a.m.**

**Selectmen's Budget Workshop, Monday, March 23, 2020, 6:30 p.m.**

**Selectmen's Business Meeting, Wednesday, March 25, 2020, 6:30 p.m.**

**Staff Meeting Thursday, March 26, 2020, 8:30 a.m.**