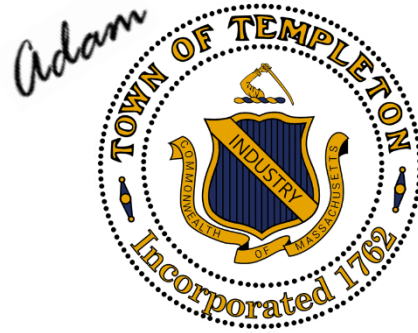


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Select Board  
**FROM:** Adam Lamontagne, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** January 21, 2021  
**CC:** All Departments



---

**Important Notice to All Employees:** All employees (including Board & Committee members) should have received an email or print-out from their Department Head/Committee Chair with notification of Annual Open Meeting Law training and Conflict of Interest Training. *Elected or appointed officials will need to complete both receipt forms* and return to the Town Clerk, along with their certificate of completion for Conflict of Interest training. *Employees that are not elected or appointed need to complete only the Conflict of Interest receipt and return that to the Town Clerk along with their certificate of completion for the Conflict of Interest Training.* If you did not receive the information from your department head or committee chair, please contact Holly and she will get that to you. SEE DEADLINE DATES AT THE BOTTOM OF REPORT.

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

**5. k.** As part of the Select Board Goals was to have a wage & compensation study done. I'm seeking your approval to allow us to go for this Community Compact grant as it exceeds the threshold of over \$5k.

**Weekly:** First reviews for budget basically complete. Continue working on the FY '22 budget while handling various other administrative matters. Attended the Chamber Economic Development Committee with surrounding communities led by Carol Jacobson of the Greater Gardner Chamber of Commerce on Zoom and was able to get her a list of commercial/retail use properties in Templeton which was provided to me by the Development Services office. Still working with other departments to provide the Division of Local Services with information/materials as they are going through their analysis from the Financial Management Review of October 2009. We sent out the notification to all employees that they need to acknowledge receipt of the information for the Open Meeting Law & Conflict of Interest Training; and complete the online Conflict of Interest training. *Receipts & certificates of completion need to be returned to the Town Clerk.* We sent out a request for quotes to providers on the State Bid List for copier and printer lease and maintenance. We are hoping to bring a contract to the Board at their first February meeting for approval.

### **Administration & Finance**

**Town Accountant:** Nothing reported.

**Treasurer/Collector:** Short week with Monday holiday. Spent the better part of the week opening mail and posting payments.

**Assessor:** Continue to work on parcels splits and changes to be sent out to our mapping company by month's end. Started sketching new houses onto parcels from occupancy permits and site visits. Had a conference call with DOR regarding the 2009 Management Review Letter and the progress that has been done in the Assessor's office. Did research for Highway regarding River Street in Otter River. Worked on three new Chapter Landowners updating their property record cards effective July 1, 2021. Removed two property owners from Chapter 61 Forestry for FY2022.

**Town Clerk:** Busy with census, dog licenses & vital records request. Please remember to return your St. List/census form, if you haven't already. You can mail the form or drop it off in the blue drop box @ Town Hall.

### **Public Works**

**Highway:** Potholes patched on Brooks Road, Highland Avenue, Royalston Road, Ladder Hill Road, Johnson Avenue, Hospital Road, South Main Street, Minute Man Drive, Muskett Drive, Shady Lane and hot topped for water department on Prospect Street. Crews spot salted / sanded as needed. Crews assisted Building and Grounds with a couple projects. Replaced some of the cutting edges on plows.

**Building and Grounds:** Replumbed sump pump at Library. Completed flag duties. Refreshed picnic tables for the spring. Worked on storage area in Town hall.

### **Public Safety**

**Templeton Police Department:** 12/31 – 1/6 PD – 278 Calls for Service, 31 motor vehicle stops, 1 arrest. Dispatch - 432 Calls (does not include miscellaneous calls). Nothing new to report

1/7 – 1/13 PD – 271 Calls for Service, 34 motor vehicle stops, 0 arrest. Dispatch - 399 Calls (does not include miscellaneous calls). Nothing new to report

1/14 – 1/20 PD – 288 Calls for Service, 30 motor vehicle stops, 2 arrest. Dispatch - 444 Calls (does not include miscellaneous calls). Nothing new to report

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

### **Development Services**

**COVID-19:** As of 01/21/2021 Templeton has fifty-four positive cases of COVID-19; if anyone has any interest in being tested, please go to <https://www.mass.gov/covid-19-testing>. Contact with the Superintendent and Nurse Director at NRSD continues, there has been no transmission of COVID within the schools to date, back to hybrid learning model. Health Agent continues to participate in twice weekly webinar with the State (MDPH). 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 COVID update report for posting as information becomes available. For those who have questions on when they can return to work/school please go to [https://www.mass.gov/doc/return-to-work-guidance/download?\\_ga=2.107087810.1145383129.1609879679-1769924747.1596027336](https://www.mass.gov/doc/return-to-work-guidance/download?_ga=2.107087810.1145383129.1609879679-1769924747.1596027336).

**Director/Board of Health:** Final inspection at Brooks, Lot 8 and reviewed/approved as-built plans and issued certificate of compliance; bed bottom inspection at Brooks, Lot 9; food establishment inspection at Patriots Roast Beef, no violations noted at this time; completed Emergency Dispensing Site drill at NMS with Region 2 Emergency Preparedness coordinator, Jamie Terry (attended by Phillipston BOH); completed WebEOC drill (online emergency preparedness site) with Region 2. Development Services

**Conservation:** Processing a complaint from Patriots Rd.

**Planning Board:** Prepared packets for January 26th meeting for members to pick up.

**ZBA:** Meeting scheduled for 2/2/2021 to hear appeals for 131 Dudley Rd and 881 Patriots Rd.

**Building Department:** Building Commissioner issued five permits, one for a wood stove, two sheet metal and two for windows/roofing. The Wiring Inspector had two permits, one for an addition and one for an upgrade. The Plumbing Inspector had two permits, one for a renovation and one for a new single-family home; had four gas permits, three for renovation upgrades and one new single-family home.

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

### **Community Services**

**Director/Library:** The remainder of the January materials order was processed and made available to patrons. New book lists were posted to the library's Facebook page, web page, TCTV and on signage on the front door. There have been some 'glitches' in our inter-library loan deliveries in the past few weeks, but those seem to have been resolved. Curbside requests remain steady. I compiled and submitted FY 21 second quarter reports for most of the Community Service units. I attended the Cultural Council meeting.

**Senior Services:** Requests for medical and shopping transportation, Monday through Friday, remain steady. The February newsletter went out for printing. The craft-project pick-up known as 'Marvelous Mondays' will now be moved to 'Terrific Tuesdays' to allow for additional preparation time for staff. The staff are collaborating with TCTV to create a 'Senior Hour' at 11am each day on our own Channel 8. This ever-changing program will include learning about the traditions of Hawaii and taking a stroll through the Western US National Parks. The Center is offering 15 movies this month, free to borrow. Other weekly activities included: 'Ask a Nurse' and blood pressure clinic, 'Conquering Covid' zoom group and Kaley's walking club.

**Templeton Community TV:** In addition to live-streaming meetings, this week TCTV continued post-production work on the sponsored Collector Time series, due for release in February. Community Notices on Channel 8 continue to be revamped. A Historical Hour show was added to the Channel 8 schedule, featuring the new Civil War Lunch program and other historical shorts and programs from our archive. Sleepy Time Story Time was added at 7 pm on evenings without live meeting coverage. Live-streaming and server training continues for staff. Background music for Community Notices on Cable Channel 8 now features local musical performances from shows we have recorded.

### **Important Dates to Remember**

**Select Board Business Meeting, Wednesday, 1/27/21, 6:30 p.m. Zoom-Streamed Live  
Staff Meeting, Thursday, 1/28/21, 8:30 a.m. on Zoom**

**Select Board Business Meeting, Wednesday, 2/10/21, 6:30 p.m. Zoom-Streamed Live  
Staff Meeting, Thursday, 2/11/21, 8:30 a.m. on Zoom**

**All acknowledgement forms should be received by the Town Clerk's Office no later than  
Thursday, February 18, 2021, at 4:15 p.m.**

**All employees including board and committee members must complete the online conflict  
of interest training program and drop-off in the drop box or email that certificate to the  
Town Clerk no later than April 9, 2021.**