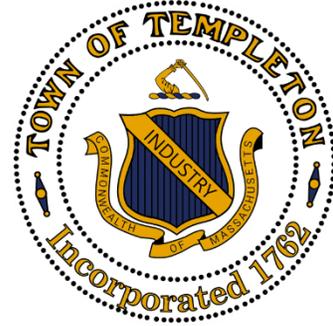


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Carter Terenzini, Town Administrator
RE: Administrator’s Weekly Report
DATE: October 1, 2020
CC: All Departments

Carter



Important Notice to All Departments:

**REMINDER: Annual Reports for FY'20 should be submitted as soon as possible.
To date, only a couple have been received.**

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

Weekly: Good news/bad news. We received six bids on the seven parcels of tax deeded lands. Unfortunately, we did not receive any bids on the damaged structure at 10 Pleasant Street. I have asked Laurie to pursue several other avenues of disposal and hope to be able to report upon them at your meeting of 10/14. Results will be posted on the website.

Adam spent a lot of time reviewing the paperwork for MS4 with Bob S and Laurie W on Monday. Information on our MS4 compliance can be found at <https://www.templetonma.gov/town-administrator/pages/ms4-permit>. Carter delegated Bob S as the “authorized representative” for the Massachusetts Small Municipal Separate Storm Sewer System (MS4) General Permit which allowed Bob S to submit the Year 2 Annual Report before the deadline. Library Roof and Associated Work Contract has been finalized with a completion date of December 1, 2020 and we will be having a pre-construction conference next week with LaRoche Construction, Architect, our DPW Director, and Library Director. Adam participated in the Capital Planning meeting on Tuesday, September 29th and will be sending out the department head memorandum and materials next week for capital request.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: Property taxes for the second quarter will be due November 2. The files have been downloaded and can now be paid online at templetonma.gov. The sewer department has released the next quarters bills. Your sewer bill can also be paid on the templetonma.gov site as well. Payments for property tax, excise and sewer can also be left in the drop box located outside of Town Hall. Please note light and water payments are being left in the Town Hall drop box. All light and water payments should be sent directly to light and water or left in their drop

box. Light and water payments left at Town Hall delays the posting of your payment. There were 3 properties cleared from tax title this week.

Assessor: Most of the time the past couple of weeks has been devoted to working on the sales analysis. Submitted the LA3 (Sales analysis) this week and it was certified by the DOR DLS. Also, submitted the Assessment Classification Report (LA4) and LA13 (Tax Base Levy Growth/New Growth) and received notification of approval from DOR DLA on Wednesday. Much paperwork for Chapter Land is coming in with a due date of October 1st. Also, Statutory Exemption applications continue to be accepted in the office. Please try to get the applications in by November to guarantee them getting on the 3rd & 4th quarter tax bills, otherwise, the credit will not go on until the 4th quarter bill. Working with COA getting eligible resident's hours for the Senior Tax Work Off Exemption program. This year we have received 4 applications for this program. Deadline for hours worked is October 31st to be credited for this year's taxes. All paperwork for any town office can be dropped in the "blue drop box" at the entrance to town hall. This box is not just for ballots but all town correspondence. Any questions or needs, please call Town Hall.

Town Clerk: Our office has been receiving had a steady flow of early voting by mail applications. The State has said that our office should receive early ballots by the beginning of October. As soon as we receive the ballots, we will be mailing them out. Attending the Special Joint District Wide meeting.

Public Works

Highway Department: Nothing reported.

Buildings & Grounds: Nothing reported.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: Nothing reported.

Templeton Fire/EMS: Nothing reported.

Emergency Management: Nothing reported.

Development Services

COVID-19: On 9/22/2020 Templeton had a positive COVID-19 case reported, currently only one; if anyone has any interest in being tested, please go to <https://www.mass.gov/covid-19-testing>. Parents and families of children going back to school can find state information at the following MA page <http://www.doe.mass.edu/backtoschool/>. Health Agent continues to participate in twice weekly calls with the State (MDPH); If you wish to receive a flu vaccine, please make an appointment with your physician or visit your local pharmacy; at the 9/28 BOH meeting members and Chief Bennett agreed that "trick or treat" will take place on October 31 from 5 – 7 p.m.; for more information on the recommendations from the CDC and MDPH on "trick or treating" go to <https://www.mass.gov/news/halloween-during-covid-19>

Director: Worked with the ATM and DPW Super to submit the MS4 annual report to EPA/MassDEP; research for TM for funds for demo of town owned property; worked with TM and Karen Chapman of MRPC to finalize contract documentation for the initial transfer of \$153,179.00.

Board of Health: Reviewed and approved Title 5 reports for 18 Beech, 226 South and 257 South Main (all passing); reviewed and provided letter to failing Title 5 report for 143 Hubbardston; septic bed bottom inspection at Phillipston, Lot 3; attended to a complaint of a new outdoor wood boiler being installed without proper permitting, documentation sent to property owner; issued certificates of compliance for a replacement septic system at 947 Patriots and for a new SF septic system at 119 French; met with Asst. Atty. General, Monica Passeno, added 21 South Main and 96 Hubbardston to Abandoned Housing Initiative

Conservation: Provided research for NOI documents for 4 Elm at the request of ATM; prepared for and attended ConCom meeting of 9/28 including negative finding for wetlands on RDA for Whitney; site walks completed at 86 Bridge and 190 Turner Lane; complaint attended to for 83 Rainbow, work without proper permitting – referred to Building Commissioner; approved lowering of Partridgeville Pond for TF&G Club; assisted 226 South with Conservation questions and scheduled a site walk.

Planning Board: Nothing to report at this time.

ZBA: Nothing to report at this time.

Building Department: This week, eight permits were issued, six for exterior repairs, one to finish a basement, and one for the addition of an in-law apartment; five certificates of completion were issued (pool, windows, roof, bath and a door); one wood stove permit was issued; one electrical permit was issued for an addition to an existing house; plumbing issued four permits (one commercial and three residential changes); Mr. Hank's is keeping up nicely with additional inspectional work generated from the letter sent on inactive permits (major office cleanup).

Agricultural Commission: Nothing to report at this time.

Community Services

Library: From last week: I had the remainder of my annual review. I continue to work on the State forms. A small order of new materials was received, processed and made available for borrowing. Curbside service is greatly appreciated by our patrons. I attended the Dept. Head meeting.

This week: I submitted the three 'State Aid' forms to the MBLC. Curbside is going well. New materials lists were made available on TCTV, www.templetonma.gov, on Facebook, as well as posted on the library's front door. We continue to replenish our box of 'puzzles on the porch' for our neighbors who would like to take one.

Senior Services: From last week: Transportation (essential medical) continues to increase. Meals on Wheels is going smoothly. SHINE appointments (via telephone) are now being scheduled (call the Center 978-894-2780). There is a flu shot clinic scheduled, as well as a blood pressure clinic. Story teller Davis Bates will be coming for an outside show on Wed. October 14

at 11am. Call the Center to reserve your spot. Farmer's Market Coupons are still available to those who qualify.

This week: The latest issue of the 'Senior Buzz', was mailed out! Only electronic monthly issues had been sent since February, so this is wonderful news for our Seniors who look forward to reading about their Center. Many thanks to the staff, and volunteers who helped make this happen. Cindy's Zoom support group continues to be very well-received. Transportation (essential medical only) is going well. Drivers received a training refresher with all of the new protocols.

Food Pantry: From last week: The food drive was a moderate success. Donations are welcome any time. The RFI for outside non-profit & faith-based organizations interested in taking over the Pantry operations can be found on www.templetonma.gov under 'paid, volunteer & contract opportunities'.

This week: The pantry remains busy. Donations are always welcome. Many thanks to our volunteers, and generous partners: Kitchen Garden, Valley View Farm, Growing Places and Heywood Hospital.

Community TV: Staff livestream training continued. Test streams to new server conducted. Computer maintenance performed. Testing and R&D plan adjusted. Weekend tech assistance planned. Report on needed TCTV roles submitted to Office of Community Services. Cable Channel 8 programming revisions implemented, with more in development. Upgrades and tests for Town Hall camera switching/broadcast system planned. Met with Monty Tech student and co-op director at Senior Center office. Senior Center office updated. Met with potential part-time program coordinator. Five meeting streams conducted this week.

Veterans Services: Nothing reported.

Important Dates to Remember

**Selectmen's Workshop, Wednesday, October 7, 2020, 6:30 p.m. (Zoom-Streamed Live),
Selectmen's Business Meeting, Wednesday, October 14, 2020, 6:30 p.m.
(Zoom-Streamed Live),
Staff Meeting, Thursday, October 15, 2020, 8:30 a.m. on Zoom**