

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

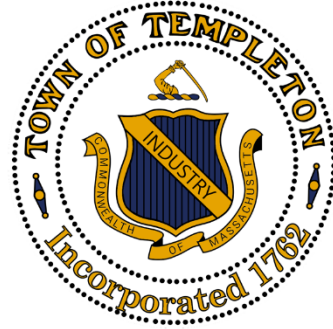
**TO:** Select Board

**FROM:** Carter Terenzini, Town Administrator *Carter*

**RE:** Administrator's Weekly Report

**DATE:** October 15, 2020

**CC:** All Departments



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### **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.**

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

**Weekly:** For a bit of good news on the FY '21 budget, our Medicare supplement plans dropped approximately 3.5%. We had budgeted for an increase as high as 6%. It is not big money, but it will save us roughly \$4k+/- on the general fund side of the house. Expenditures for the enterprise funds will also reduce the budget outflow but do remember the revenue inflow will be reduced as well for no net gain on that front. We have had an inquiry on one of the American Tissue properties. While a total foreclosure of the right of redemption is not in the cards for us due to environmental concerns.

Progress is being made on the ADA front as seen below:

1. Initial meeting and follow-up meeting held.
2. Self-evaluation survey form distributed.
3. Self-evaluation in process.
4. Assessments and write-ups completed for Library, Highway, Town Hall, Cemeteries, Memorial Square, Town Common and Conservation Areas.
5. Assessments completed and write-ups in process and to be completed by 10/15 for Gilman Waite Field, Kermit Coleman Field, Houghton Park, Narragansett HS Fields, Center ES Playgrounds, former Baldwinville ES Playground, Streets/Curb Ramps (partial).
6. Remaining assessments for Light and Water, Center School, WWTF, Emergency Management, Police, Fire, Scout Hall and Senior Center/Food Pantry.

Adam participated in the kickoff grant meeting on Thursday morning for Green Communities with Laurie W and it turns out that the town was awarded \$153k which will have to follow procurement.

## **Administration & Finance**

**Town Accountant: Nothing reported.**

**Treasurer/Collector:** Payments for the 2nd quarter property taxes that are due November 2 have been coming in steadily. As a reminder, payments can be made online or left in the drop box located at Town Hall.

The tax taking advertisement hasn't generated the response I had hoped. We still have 60 properties remaining on our list. Liens will be placed on any remaining unpaid properties on Tuesday the 20th.

**Assessor: Nothing reported.**

**Town Clerk:** Town Clerk- Our office is still very busy with mail in ballot requests and ballot returns. "In person" early voting begins Saturday, October 17th and continues through Thursday, October 29th. In person, early voting will be held at Town Hall which is located at 160 Patriots Rd. in East Templeton. Please note that only 2 people will be allowed in Town Hall at one time. For a list of days and times please visit our website at [www.templetonma.gov](http://www.templetonma.gov). The last day to register to vote in the October 26th Fall Town Meeting is Friday, October 16th. You may register to vote online at <https://www.sec.state.ma.us/OVR/> or in person at the Templeton Police Station, 33 South Rd., Templeton on Friday from 9:00am-8:00pm.

## **Public Works**

**Highway Department:** Crews continued chipping and cleaning up storm debris throughout town. Including cleaning catch basins. Picked up signs that were placed after storm. Picked up tires for disposal on Royalston Road. Mowing on the side on John Road and Partridgeville Road were done. Partridgeville Road larger trees and stumps were removed. The new asphalt on Partridgeville Road did get damage, repairs are planned to repair damaged areas. Mechanic has been busy putting sanders in and going through equipment for winter.

Would like to welcome Mary-Beth Lovewell to the team, she is the new DPW Administrative Assistant.

**Building & Grounds:** Checked cemeteries and town buildings for downed trees. Cleaned up branches, leaves, and acorns at Greenlawn and Pinegrove cemeteries. Assisted HWY department with chipping debris from storm. Built leaf box. Removed a/c units from town hall and built wooden covers for others. Winterized some equipment. Started to dispose of non-selling items from auction. Cleaned up around grave site for burial.

**Sewer Department: Nothing reported.**

## **Public Safety**

**Templeton Police Department:** 10/8 – 10/14 PD – 301 Calls for Service, 74 motor vehicle stops, 0 arrest. Station Project – A zoom meeting with all involved parties pertaining to the HVAC/humidity/flooring issues took place on 10/14 and it was determined that a site visit was necessary to all involved a visual of the actual problems. The sally port was delivered on 10/15 and the frame was erected the same day, the roof and final completion to take place the following

week. The ABCC conducted a surprise visit to the Thirsty Turtle on Friday the 9th with numerous violations being discovered related to COVID-19 restrictions. At this time, we have no further information related to the incident. Dispatch - 513 Calls (does not include miscellaneous calls). Nothing new to report

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

**Emergency Management: Nothing reported.**

### **Development Services**

**COVID-19:** As of 10/11/2020 Templeton has one positive cases of COVID-19; 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; “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>; follow-up on complaints continues on a case by case basis. Consulted with Dr. Casavant on an inquiry with regard to a baseball game, no violations noted.

**Director:** Asst. Atty. General reports that the funding for demolition in the Abandoned Housing Initiative closed on June 30, 2020, believes that there will be a new round of funding; suggested that the town look into CDBG funds; research into asbestos survey for 10 Pleasant (obtaining three estimates); collected \$863.52 in outstanding liens for 33 Boynton and \$1,151 outstanding sewer lien for 6 Cottage. Participated in the kickoff meeting for Green Communities, during the meeting we were able to look at reallocating funds and use of remaining funds to possibly fund and updated heating system for the Library, more to come...

**Board of Health:** Reviewed and approved septic plan for new single family at Brooks, Lot 9, and repair at 194 N Main and 387 South; reviewed Title 5 report for 45 Winchendon, system failing perc already completed; witness perc for new single family on Brooks.

**Conservation:** Site walks completed at 23 Club and 186 Partridgeville; prepared for meeting of 10/19/2020; prepared and distributed meeting packets to members.

**Planning Board:** Prepared for and attended meeting of 10/13/2020; approved change to ANR for Brooks

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

**Building Department:** Building Commissioner received for review 10 permit applications (7 exterior upgrades, 1 kitchen reno, 1 sheet metal and 1 woodstove), Commissioner completed 5 inspection ending with certificated of completion, conducted on safety inspect at Little People Nursery and issued one issued a COC for a wood stove; 7 electrical permits issued (4 for repairs due to storm damage, 2 interior updates and 1 new garage); 1 plumbing permit issued for water damage repairs; 1 gas permit issued, for new generator. Three more outstanding files have been completed and closed. **Please note that the Town’s website for obtaining permit applications and documentation is [www.templetonma.gov](http://www.templetonma.gov).**

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

## **Community Services**

**Community Services:** We are in the 1st week of filling our beautiful Common with Scarecrows! See [www.templetonma.gov](http://www.templetonma.gov) for more information.

**Library:** Curbside service continues to go well. A small order of Children's materials was processed and made available to our patrons. The library furnace is malfunctioning, causing us to brainstorm about how to provide services to our Patrons, should the furnace need to be replaced. I attended the Dept. Head meeting.

**Senior Services:** \*addendum from last week: Over 30 flu shots were administered during the Center's clinic last week.

This week's activities included: Zoom support group, Yoga in the Yard, A Harvest of Stories and Songs with Davis Bates (12 attending- outdoors). Many thanks to the Red Apple Farm for providing refreshments.

A 2nd special 'covid' training was held for our drivers to explain new protocols. Final touches are being put on the next issue of 'The Senior Buzz', our Center's newsletter. Cindy is investigating options for grab & go Thanksgiving dinners for Seniors.

[templetonma.gov](http://templetonma.gov) for more information.

**Food Pantry:** The pantry remains busy. The Select Board voted at their 10/14 meeting to transfer operations to the New Hope Bible Chapel. Many of the Chapel's congregation members have been volunteering for several months.

**Community TV:** This week TCTV completed several short video productions and is making them available to the public. The new Cable Channel 8 broadcast server is set to go online on Oct. 21. This has taken a lot of preparation and testing. Zoom streams to the server and on to TCTV's YouTube channel have repeatedly tested successfully. Test meetings with key meeting organizers and chairs will be scheduled, as the livestreaming workflow will change the way meetings are streamed and when they should be called to order. TCTV cannot presently keep up with demands, or with our community-based programming productions. Preparations and advertisements for additional staff positions are being made. An ongoing public education campaign urging community participation in utilizing our media services and helping to grow TCTV will be implemented.

**Veterans Services:** Nothing reported.

## **Important Dates to Remember**

**Selectmen's Business Meeting, Wednesday, October 28, 2020, 6:30 p.m.  
(Zoom-Streamed Live),  
Staff Meeting, Thursday, October 29, 2020, 8:30 a.m. on Zoom**