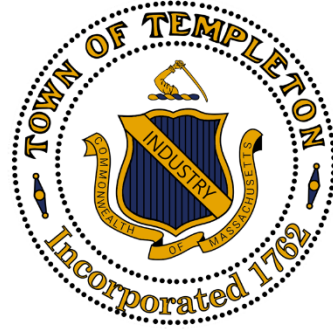


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: October 29, 2020
CC: All Departments

Carter



Carter, Thank you
for the hard work
and good luck in
your next venture!



Important Notice to All Departments: none.

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

3. As you may know, we have been working with CPC/Conservation on the 4 Elm project. Conservation recently made a recommendation on the name change to River's Edge Conservation Area. River's Edge Conservation Area was voted the favorite based on our survey we had on our town webpage for roughly a month. Town Meeting voted to designate 4 Elm as an Open Space/Conservation area and we plan to follow through with the intent of that decision.

5 f. Good news is that we learned that our total OPEB liability went from roughly \$7.7 M in June of 2019 to roughly \$4.8 M in June of 2020. We can attribute the improvement to the fact that we have made strides by a pledged stream of money to put towards the liability with improvements on our contribution rate and the insurance trend rate. This is something that we must pay attention to as we fund the retirement liability.

Weekly: Adam sent out the amended budget pages to the Select Board and Advisory Committee with the passage of Article 3: Amending the FY '21 Operating Budget at Fall Town Meeting. Also, he sent out Capital Planning materials to the Capital Planning Committee which included a report on the sidewalk machine which is on its last leg. Carter and Adam discussed special projects that Adam plans to have Carter work on moving forward such as the NRSD regional agreement and the affordable housing trust to name a couple.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: Very busy week. We had an excise commitment and the quarterly sewer payment due this week, and with property taxes due next Monday mail volume was high. We had 3 more of our older tax lien properties paid off. I attended the Town meeting and presented the quarterly report with the finance team to the Select Board. I would like to thank Carter for all his help and wish him well. He will be missed.

Assessor: Attended Town Meeting Monday evening. Watched the phone web ex on Tuesday. “Zoom” Board of Selectmen meeting Wednesday evening, RE: Chapter Land Right of First Refusal, Financial Team Quarterly Report and Tax Classification Hearing. “Zoom” Department Head Meeting Thursday morning. A heartfelt “Thank you” to my fellow town employees and townspeople for nominating me for the Pinnacle of Excellence Award presented to me at Town Meeting Monday evening. Good luck to Carter in your future endeavors and thank you for all your hard work over the past 4+ years. You will be missed!

Town Clerk: Nothing reported.

Public Works

Highway Department: Crews continued chipping and cleaning up storm debris throughout town. Including street sweeping and cleaning catch basins. Mowing on the side of road on Brookside Village. Hot top for driveway aprons and potholes on South Rd., Hubbardston Rd., Carruth Rd., near Seaman’s & Partridgeville. Mechanic continues to calibrate sanders going through equipment for winter. Crews getting ready for pending storm. Finalized typing up sanding and plow routes for this season. We would like to welcome new employee Gerald Herrmann.

Building & Grounds: Cleaned up Cottage Ln. Leaf blowing and removal First Church Cemetery, Town Hall, East Templeton, Baptist Common Cemetery, Greenlawn Cemetery. Emptied trash at cemeteries and Gilman Waite Field. Set flat marker at Greenlawn. Winterized water lines in cemeteries. Did research on older plot for stone placement. Worked on obtaining quotes for Capital Items.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: 10/22 – 10/28 PD – 287 Calls for Service, 64 motor vehicle stops, 1 arrest. Station Project – The sally port’s roof was installed and the pavement around the

footings is scheduled to be paved on 11/14. The ABCC conducted a virtual hearing with the Thirsty Turtle on Wednesday 11/28 related to the COVID-19 violation discovered on 11/9. We are awaiting the outcome of that meeting. Dispatch - 471 Calls (does not include miscellaneous calls). Nothing new to report

Templeton Fire/EMS: 10/19 - 10/25: We responded on 13 emergency calls (10 ems, 2 MVC, 1 illegal outside fire) and conducted 9 residential inspections.

Monthly EMS training was held, and we covered BLS skills review.

Forestry 1 is still out of service waiting on parts. Engine 1 came back from repair and was put back into service. Multiple things were found and repaired. Multiple spots on the wiring harness were bad and needed to be rewired. The turbo was also found to be defective and was replaced.

Emergency Management: Nothing reported.

Development Services

COVID-19: As of 10/29/2020 Templeton has seven 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/>; met with Ed Podrazik, Rick Moulton and Ann Marie Geyster of NRSD to view the proposed layout for student lunches, all in order and ready to go. Health Agent continues to participate in twice weekly webinar 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>; continued follow up on COVID related complaints.

Director: Attended fall town meeting, presented quarterly report at 10/28 Select Board meeting; participated in department head meeting 10/29.

Board of Health: Perc at 642 Patriots for proposed cultivation facility; final septic inspections at Carruth, Lot 8 and Carruth, Lot 6 (both new SFH); reviewed and approved septic repair at 130 Old Winchendon; reviewed and approved well permit at Fifth; scheduled percs for next week at Claire Ave and South Rd; reviewed and approved T5 reports for 68 Winchendon, 144 Partridgeville and 254 Gardner; provided a 3BR septic deed restriction to 129 Baptist Common.

Conservation: Received legal document for the Farnsworth Road Conservation Restriction, ready for signatures of ConCom members and Select Board, in process.

Planning Board: Prepared for and attended 10/27 meeting; ANR’s approved for Brooks, Lot D and Phillipston, Lot 3.

ZBA: Nothing to report at this time.

Building Department: Building Commissioner reviewed and issued eight permit applications including two demo, one stove, one new single family, one sheet metal and three exterior upgrades, issued two certificates of completion; Electrical Inspector reviewed and issued five permit applications including three for new single families, one repair and one garage addition; Plumbing and Gas Inspector reviewed and issued two permit applications for gas including one for a commercial building and one for removal from a residence.

Please note that the Town's website for obtaining permit applications and documentation is www.templetonma.gov.

Agricultural Commission: Continued re-education on two rooster complaints (noise nuisance)

Community Services

Library: Curbside service and Inter-library loan deliveries are continuing to increase. The November materials order was placed, and lists made available on the library door, webpage and social media. Painting began on the gables, and plans are in place for further work on the exterior. I am continuing to work on a grant application for 'small and rural libraries'. I presented the library's FY 21 - First Quarter report to the Select Board and attended the department head meeting.

Senior Services: The November newsletters arrived from the printer and were prepared for mailing. Activities this week included: Zoom Support Group. Plans for single-serve Thanksgiving take-home meals were finalized, as well as grab & go craft kits and the mini-candy jar giveaway to celebrate national candy day on Nov. 2. Transportation (essential medical) and Meals on Wheels deliveries are going well. The MART bill was completed and submitted. I presented the Senior Services FY 21- First Quarter Report to the Select Board.

Food Pantry: The Pantry remains busy. On Nov. 1, the New Hope Bible Chapel will take over operations of the food pantry. Very little of the actual process for visitors will change. Open hours remain the same. The volunteers are soliciting donations for Thanksgiving baskets to provide to families in need. The Friends of the Templeton Elders have voted to no longer fund the monthly donation of meat from Valley View Farm. Thank you to the Friends for their support of the Food Pantry over the years.

Community TV: This week TCTV live-streamed meeting broadcasts, including the Fall Town Meeting, to Cable Channel 8 as well as TCTV's YouTube channel. The new broadcast server is being monitored closely to iron out wrinkles, as we also revise Channel 8 programming. More advanced programming features will follow. Kaley at the Senior Center learned how to produce event notices. She will later upload these and senior programming to the new server. We concluded a Fall Photo Contest with several worthy entries. Numerous video productions are in the works or nearing completion. Some much-needed archiving and computer maintenance has begun.

Veterans Services: Nothing reported.

Important Dates to Remember

Select Board Workshop, Wednesday, 11/4/20, at 6:30 p.m. on Zoom-Streamed Live,

**Select Board Business Meeting, Monday, 11/9/20, 6:30 p.m. Zoom-Streamed Live
Staff Meeting, Tuesday, 11/10/20, 8:30 a.m. on Zoom**

**Select Board Business Meeting, Monday, 11/23/20, 6:30 p.m. Zoom-Streamed Live
Staff Meeting, Tuesday, 11/24/20, 8:30 a.m. on Zoom**