

**MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR**

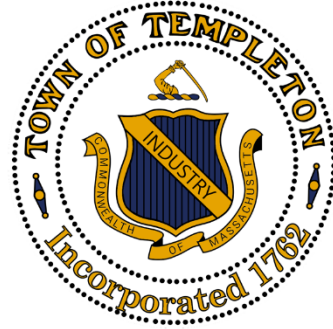
**TO:** Select Board

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

**RE:** Administrator's Weekly Report

**DATE:** October 1, 2020

**CC:** All Departments



**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:** We had our Pre-Construction Conference with LaRochelle Construction for the Library Roof Replacement and Associated Work with the Architect, Roofing Project Manager, General Construction Manager, Bob S and Jackie P to work out the vehicles on site and overall plan. Library contract has a provision that all work for project should be completed by December 1, 2020. Adam, Bob S and the Architect reviewed Town Hall to review improvements such as service windows to the Office of Development Services, Assessor, and Town Clerk while mirroring Treasurer/Collector setup in the Select Board office. Worked on the final draft warrant which was approved by the Select Board on 10/07 which Carol H now has for the Constable. We received one proposal from New Hope Bible Chapel from our Food Pantry Request for Interest and the license will be going in front of the Select Board for 10/14 for consideration.

## **Administration & Finance**

**Town Accountant: Nothing reported.**

**Treasurer/Collector:** The FY20 notice of taking was advertised in this week's Gardner News. It can also be seen it on the templetonma.gov website. We have already received many calls and hope to have a good portion cleared from the list.

**Assessor:** Busy working on Chapter Land Returns. Went out on Wednesday and Thursday to measure new construction and to follow up on building permits pulled.

**Town Clerk:** The Town Clerk's office has been extremely busy!!!! We received the early voting ballots, from the State, this week. We have received over 1,400 voting by mail application. We are happy to say that we have processed all the ballot applications and the ballots will all be mailed out by the end of this week. If you have requested a vote by mail ballot you will notice that the envelope has been taped, this is to ensure that the envelope stays sealed, as the glue on the envelopes do not always stay sealed. As a reminder, we do have a drop box, located @ Town Hall, 160 Patriots Rd., E. Templeton that you can return your ballot to, if you choose not to mail your ballot back. Early voting "in person" will begin on Saturday, October 17th from 8:00am-12:00pm. It will continue until October 29th. For the list of dates and times please go to [www.templetonma.gov](http://www.templetonma.gov)

## **Public Works**

**Highway Department:** Potholes filled Stony Bridge Rd., Henshaw Rd., Grandview Terr., Edger St., Bridge St., & Hubbardston Rd. Roadside mowing was done on lower Sawyer St., Maple St., & at Sewer Dept. for assist with drainage. Drain flushing was done at Cook Rd., Highland Ave., and Gray Rd. Had a good windstorm on Wednesday night, several trees and branches down. Crews also worked with light department in clearing of the roads. All departments worked well together, Dispatch, Police, Fire along with Templeton Light Department and Emergency Management. DPW will have a few days to finish cleaning up debris.

**Building & Grounds:** Mowing and clean up town buildings and cemeteries. Aerated Gilman Waite field. Prepared for 2 monuments & fixed a lot at Pinegrove cemetery. Cleaned and marked burial site in Greenlawn cemetery. Checked heating oil levels in all town building. DPW grounds maintenance was done. Greenlawn Cemetery crew loamed & seeded, put in new access road. Building and Grounds received a new zero turn mower and are excited to add this to their equipment inventory. Equipment & tools checked for pending storm.

**Sewer Department: Nothing reported.**

## **Public Safety**

**Templeton Police Department:** 9/10 – 9/16 PD – 252 Calls for Service, 44 motor vehicle stops, 1 arrest. Dispatch - 433 Calls (does not include miscellaneous calls). Nothing new to report

9/17 – 9/23 PD – 255 Calls for Service, 41 motor vehicle stops, 1 arrest. Dispatch – 422 Calls (does not include miscellaneous calls). Nothing new to report

9/24 – 9/30 PD – 252 Calls for Service, 55 motor vehicle stops, 0 arrest. Station Project: Had a minor setback with the Sally Port after heavy rains washed out the footings and sono tube, contractor adjusting schedule in order to make repairs. Dispatch – 435 Calls (does not include miscellaneous calls). Nothing new to report

10/1 – 10/7 PD – 281 Calls for Service, 95 motor vehicle stops, 1 arrest. Station Project: Sally Port had a good week of progress with new footings and sono in place and concrete poured. Building to be delivered on 10/14. Also, switch for old generator was removed and will be delivered to the Fire Department for future use. Dispatch – 503 Calls (does not include miscellaneous calls). Radio repair found two lighting protectors had been tripped on our radio system, which once replaced improved the radio static we had been experiencing greatly.

**Templeton Fire/EMS:** 09-21 – 09/27: We responded on 25 emergency calls 13 EMS, 5 MVA, 2 Hazmat, 2 illegal outside fires, 1 mutual aid ambulance, 1 commercial fire alarm and 1 contain campfire. 15 residential inspections.

9/28 – 10/4: We responded on 13 emergency calls 9 EMS, 2 commercial fire alarms, 1 residential fire alarm and 1 illegal outside fire. Monthly training was held at Otter River Sportsman's club. We used the pond to draft water out of and maintain a fire flow of 1000 GPM. A joint training with CERT was started Fireground Rehab. We held the classroom portion via zoom. The practical portion of this training will be held in November when the dept has live fire training. Forestry 1 remains out of service waiting on parts. Engine 1 is out of service due to wiring harness/computer issues.

**Emergency Management:** Nothing reported.

### **Development Services**

**COVID-19:** As of 10/06/2020 Templeton is back to zero 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.

**Director:** Currently working on grant research for demolition, scheduled meeting with AG's office to discuss options week of 10/12; contacted local contractors for information on why no bids on 10 Pleasant; working on scheduling Green Communities kick off meeting with MRPC;

**Board of Health:** Reviewed and approved septic plan for new single family at Brooks, Lot 8 and repair at 967 Patriots; completed septic bed bottom inspections at Queen Lake and Carruth (both new SF); perfected an insurance lien on 33 Boynton; worked with Clinton Savings Bank on abandoned property on 21 South Main; follow up on complaint of installation of an outdoor wood boiler without a permit on Lord, no violations, was a new woodbin; final septic inspection at Phillipston, Lot 3 and perc tests completed on Fourth (new SF) and 45 Winchendon (repair).

**Conservation:** Provided letter to TF&G for lowering of Partridgeville Pond in November; two site walks were completed at 728 South and 175 Farnsworth.

**Planning Board:** Prepared packets for members for meeting of 10/13/20.

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

**Building Department:** Building Commissioner approved eight permits (1 wood stove, 2 sheet metal, 3 roofing and 2 decks), issued eleven certificates of completion and one occupancy for 119 French a new single family; one electrical permit issued; four plumbing permits were issued (2 for new single family, 1 addition and 1 water heater); 2 gas permits issued, both for new singly family; two more outstanding files were completed as part of the clean-up in ODS.

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

### **Community Services**

**Community Services:** 'Scarecrows on the Common'.... Individuals and Families are invited to create & display Scarecrows on the Templeton Common- by the Gazebo. October 12 through November 15 ....more information can be found at

<https://www.templetonma.gov/home/news/scarecrows-on-the-common>

**Library:** Curbside service is going well. I attended a meeting with the Architect, Construction Team, Buildings & Grounds Director, and Assistant TA regarding the Library roof project and associated work. We are hoping to continue to staff the building and offer curbside services to our patrons throughout the construction and are thrilled to see the results.

**Senior Services:** Programs offered this week included: Zoom Support Group, Meet & Greet with the Center's new staff, Yoga in the Yard and a Flu Shot clinic. Transportation (essential medical) and Meals on Wheels deliveries continue to be appreciated.

**Community TV:** Nothing reported.

**Veterans Services:** Nothing reported.

### **Important Dates to Remember**

**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**