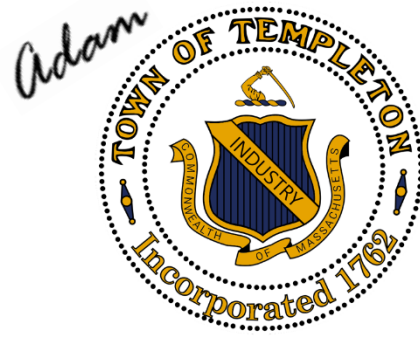


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Adam Lamontagne, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** November 12, 2020  
**CC:** All Departments



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**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).

**Weekly:** This was a shorter work week with Veterans Day; however, Adam signed the suspension letter on 11/10/20 which was delivered to the Thirty Turtle and emailed as well suspending the license for the period of midnight November 11, 2020 to midnight November 18, 2020. Adam signed off on the outstanding Purchase Change Orders for the Library Roof and Associated Work after the Select Board approved the increase to the 20% contingency for the project; however, this might be coming back to the Board on the 23<sup>rd</sup> for another increase to contingency as we learn more under the roof.

Adam also issued the additional guidance for FEMA/Cares that was sent out to the Department Heads. Holly continued work with Tom on the finishing up of the tax deeded sale which included having the deeds prepared and final payments from the high bidders due next week. Hoping to get these completed by November 23<sup>rd</sup> to get the deeds recorded and get these properties back on the tax roll. Holly is working on the license renewals that will be on the agenda of November 23's meeting. Licensees have been steadily bringing in their renewals.

### **Administration & Finance**

**Town Accountant:** Nothing reported.

**Treasurer/Collector:** Out of Office.

**Assessor:** Busy the past couple weeks working on applications coming into the office, liens to be placed for 3rd quarter billing and the Tax Rate Recap. Hoping to submit Recap paperwork to DOR early next week. Board of Assessors met on Tuesday for Executive Session to review applications for statutory exemptions and various chapter land paperwork. Many inquiries from chapter landowners regarding rolling out parcels and the impact of doing it would have. Plans for parcel splits continue to come into the office. Any parcels splits in calendar year 2020 do not get changed into the system until after January 1. Attended a webinar with Vadar Thursday morning regarding the billing data bridge.

**Town Clerk:** We have entered the voters, who voted in the November 3rd election, into the State computer. I have entered all the votes into the State computer system. Raffle permit

renewal and business certificate renewals have been sent out. Busy with marriage licenses and vital records request.

### **Public Works**

**Highway Department:** Crews have been trying to keep catch basins clear of leaves, continue to repair pot holes on Gardner Rd., Minuteman Dr., Carruth Rd., Rice Rd., Farnsworth Rd., Hubbardston Rd., Queen Lake Rd, Turner Ln., Barre Rd., South Main St., and paved road section and sidewalk section of Fern St.. Crews painted stop lines and crosswalk at Main St., and Bridge St. Removed hanging branches from Turner Ln. and Barre Rd. Built up road edge on Cook Rd. Removed mattress on side of Ragged Hill Rd. Calibrate trucks.

**Buildings & Grounds:** Crews continued to work on fall clean up at the Baldwinville Fire Station, Town Hall and cemeteries. Moved furniture between multiple town buildings. Cleaned up equipment and shop. Poured foundation for stone at Pine Grove cemetery. There are 2 funerals scheduled for Friday, one at Pine Grove Cemetery and one at Greenlawn Cemetery.

### **Public Safety**

**Templeton Police Department:** 10/29 – 11/4 PD – 254 Calls for Service, 74 motor vehicle stops, 3 arrest. Station Project - in holding partner waiting for final pavement patching. Dispatch - 459 Calls (does not include miscellaneous calls). Nothing new to report

11/5 – 11/11 PD – 307 Calls for Service, 80 motor vehicle stops, 2 arrest. Station Project – in holding partner waiting for final pavement patching. The Thirsty Turtle was served in-hand the seven (7) day liquor license suspension handed down by the BOS and their license was turned over to the police department on 11/12 as requested. Dispatch - 505 Calls (does not include miscellaneous calls). Nothing new to report

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

### **Development Services**

**COVID-19:** As of 11/12/2020 Templeton has fourteen positive cases of COVID-19, this puts Templeton in a green category (based on the new methodology by the state); if anyone has any interest in being tested, please go to <https://www.mass.gov/covid-19-testing>. Continue to work with Dr. Casavant and Nurse Director, Myriah Zwicker, no further positive cases to report from the original at NMS/NRHS. 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; received clarification from MDPH on wearing face covering within office, if closed to the public and proper protection is in place, a face covering at your desk (must wear everywhere else).

**Director:** Provided information to Sen. Gobi and Rep. Whipps on project on 15 Carruth; assisted Select Board with research on a CDBG.

**Board of Health:** Follow up on nuisance complaints at 63 Elm and 34 Albert, notices sent; completed final septic inspections at 130 Old Winchendon, 248 Otter River and Brooks, Lot 11 and issued certificates of compliance; witnessed perc test at Shady Lane; working with MDPH beach program on TFG water quality reporting; sent out renewal documentation to food establishments, septic haulers and septic installers; assisted on a records request.

**Conservation:** Site walk performed at 55 Carruth; meeting of 11/16/2020 has been cancelled due to lack of agenda items.

**Planning Board:** Prepared for and attended meeting of 11/10/2020; approved ANR for Rice Road and held public hearing for out building at Templeton Municipal Light and Water.

**ZBA:** No action to report at this time.

**Building Department:** Building Commissioner reviewed three building permit applications, including one roof, one siding and one bed/bath reno; five certificates of compliance issued and two occupancy (all require inspections for issuance); one electrical permit issued for wiring of a garage; plumbing/gas issued two permits for one new single family and one water heater; the Building Commissioner and Fire Chief are in the process of issuing the safety inspection certificates. Administrative Asst. sent out five more request to close out pending building permits, last week's issuances have resulted in one permit being completed.

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

### **Community Services**

**Community Services Director:** Out of Office.

**Community TV:** Nothing reported.

**Library Director:** Out of Office.

**Senior Center:** Nothing reported.

### **Important Dates to Remember**

**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**

**Select Board Workshop, December 2, 2020, 6:30 p.m. on Zoom**

**Select Board Business Meeting, Wednesday, 12/9/20, 6:30 p.m. Zoom-Streamed Live  
Staff Meeting, Thursday, 12/10/20, 8:30 a.m. on Zoom**