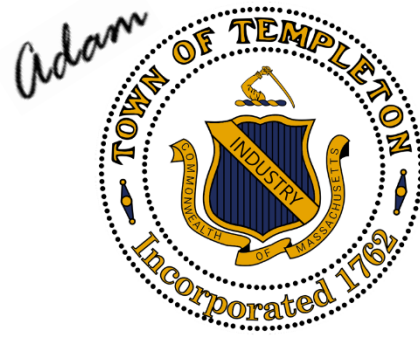


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Adam Lamontagne, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** November 19, 2020  
**CC:** All Departments



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**Important Notice to All Departments:** Invitations for The All Boards Meeting being held on December 7 were emailed to all department heads and to committees that are not supported by a department. Please be sure to get those emailed to all of the committees you support. Thank you.

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

**5. d.** The CPC and the Conservation Commission have voted to recommend the name change of 4 Elm to River's Edge Conservation Area. This will be the formal action necessary to make it final.

**Weekly:** The CPC voted at their last meeting to allow an Architect to work on the study/plan for 4 Elm/River's Edge Conservation Area for a cost of \$1k which will allow us to move forward with this project. I have since spoken with the Architect on the plans. He proposed to produce two 11 x 17 inch sketches with a Site Improvements Plan indicating walkways and terraces at the two picnic tables and bench. He will also include a Planting Plan which will simply show locations of new trees, shrubbery, flower beds and bark mulch groundcover.

We have received our rough Final Draft of Templeton's ADA Plan. The Website/IT and Reasonable Accommodation sections of the self-evaluation are still in process. Hopefully we will have the final version by mid-December. Holly has scheduled with TCTV the All Boards meeting of Dec. 7 and encouraged attendees to arrive early to be settled as this will be a virtual zoom meeting. The All Boards meeting will be live on Cable Channel 8 at 5:30 pm and the Chair will have to be strict about mic muting with a larger virtual gathering.

Holly continues working on the Capital Planning Committee. The Committee has received and had presentations by department heads and committees and will be reviewing all documents received to come up with a final recommended Capital Plan. Holly has been receiving renewals from licensees and working to draft the new licenses for 2021. There are still some that haven't sent theirs in yet and those will need to be on the Dec. 9 Select Board meeting. All Liquor and associated licenses, Class II and III Auto, and Common Victualler licenses must be in to her by noon on Dec. 2 in order to be renewed in time for January 1.

### **Administration & Finance**

**Town Accountant:** Nothing reported.

**Treasurer/Collector:** Renewal of the yearly permits are coming up, so Jessica provided a list for Holly of any delinquent taxes on the current permits holders.

Per Town bylaw all taxes must be paid in full for approval of a permit renewal.

I participated in the Capital Planning zoom meeting and 2 Vadar training sessions.e.

**Assessor:** Nothing reported.

**Town Clerk:** Nothing reported.

### **Public Works**

**Highway Department:** Crews rebuilt and repaired catch basins on Turner St., April Circle, and Ragged Hill Rd. Crews continue to try and keep the catch basins clean and free of leaves. Cleaned storm drains on South Rd. Hot top pot holes Ragged Hill Rd., South Main St., Turner St., April Circle, and South Rd. Crews had to chip trees from a strong wind storm on Barre Rd., Dennison Ave., Greenlawn Cemetery, and Upper Otter River Rd. Removed items for disposal at Town Hall.

**Buildings & Grounds:** Crews continue to clean up leaves, and pine needles in Greenlawn and Pine Grove cemeteries, and around DPW. Dug graves for both full and cremains in both cemeteries, as well as burial duties at both cemeteries. Checked the Holiday lights for the commons.

### **Public Safety**

**Templeton Police Department:** 11/12 – 11/18 PD – 285 Calls for Service, 71 motor vehicle stops, 2 arrest. Station Project – Patch work has been completed to the Sally Port parking area, crew will be in on Friday 11/20 to pressure wash the pavement. Dispatch - 464 Calls (does not include miscellaneous calls). Nothing new to report

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

### **Development Services**

**COVID-19:** As of 11/19/2020 Templeton has twenty-three positive cases of COVID-19, this puts Templeton in a yellow 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, NRSD has two positive cases; so far transmission has not been within the schools and due to the number of close contacts the school will operate remotely until 11/30/2020. 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. Working with many residents and businesses on what quarantining and isolation entail; many referrals to Sandra Knipe, MPH Public Health Nurse.

**Director:** At the request of residents, MassDEP and Fire Chief investigated a complaint of fuel oil spill from 2012; no finding. Contractor was well aware that if any hazardous materials are found during excavation, proper authorities will be notified.

**Board of Health:** Appeared before Judge Horan at Worcester Housing Court for 21 South Main, property will be assigned and hearing continued to December 16, 2020; food establishment inspections completed at Kamaloht, Reno's, Baldwinville Pizza, Kitchen Garden and Village Mini

Mart – no violations noted; violation notice sent to 140 South for improper disposal of trash (junk & debris) and 917 Patriots due to complaint of illegal salvage and business (junk & debris); septic bed bottom inspection at 387 South and final septic inspection at Brooks, Lot A; phone conference with Andrea Briggs of MassDEP on 15 Carruth oil spill complaint, no violations noted.

**Conservation:** letter to Alan Drouin for site walk on Baldwinville Rd, NOI not complete, site walk scheduled for Candlelight Café.

**Planning Board:** Provided documentation to Elena Eames for future ANR; due to lack of agenda items Chair cancelled meeting for November 24, 2020. Researching request from individual to “re-zone” property at/near Gardner Airport.

**ZBA:** Application submitted to request variance at 131 Dudley to reduce front offset, in process.

**Building Department:** Building Commissioner issued occupancy permits for 104 N Main and 105 Brooks (both new SFH); seven permits issued certificates of completion (roofs, doors, chimney); six new permits reviewed and issued (1 demo and 5 misc. roof, doors, windows); five more stale permits closed out with certificates of completion issued and five additional letters went out; eight electrical permits were processed (1 new SFH, 1 basement addition, 6 service change/upgrades); plumbing and gas each had one permit (home addition and heater/cook stove).

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

### **Community Services**

**Community Services Director:** The Food Pantry has been busy. Thanks to the generosity of our community, the pantry will be distributing dozens of Thanksgiving baskets to families in need.

**Community TV:** Several productions such as Take-Out Templeton: Fall Edition, a peek at the Senior Center, and another drone video were completed. The community notices on Cable Channel 8 are being revamped. Kaley at the Senior Center is selecting shows for a Senior Hour on Channel 8, and will curate the shows. She is also submitting the Senior Center notices to TCTV. Movie nights and Sci-Fi Saturdays are planned with old B-movies on Channel 8. Sunday Mass is now streamed live from the Worcester Catholic Diocese, Sundays at 10-11 am on Channel 8. Met with Jackie Prime on TCTV plans and needs moving forward. Had a phone conference with a potential maker space/multimedia lab partner pursuing Mass Tech grant funding.

**Library:** Our curbside delivery of materials continues to be appreciated by many of our Patrons. We are offering craft kits for our youngest Patrons to pick up. Plans are underway for StoryTime on Zoom, TCTV and YouTube. The roof/ construction project is moving along.

**Senior Center:** The staff is busy generating ideas to stay connected to our Seniors. The 'Cheer Squad' is a group of volunteers who are placing weekly /bi-weekly phone calls to seniors who live alone or may be isolated. These calls provide a friendly 'check-in' and are much appreciated. 'Marvelous Mondays'- a different craft kit is available each Monday for pick-up. "Conquering Covid" is a weekly Zoom group which provides encouragement and tools to face challenges ahead. This is a program developed by our Services Coordinator, Cindy Shea, and has recently been recognized and applauded by the Massachusetts Councils on Aging; several other centers are planning to duplicate it. Requests for transportation to medical appointments remain steady. The Center will distribute individual Thanksgiving meals next week. THANK YOU to Tom and Luann Royer (Kamaloht) for their extremely generous donation of these meals.

**Important Dates to Remember**

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

**All Boards Meeting, Monday, December 7, at 5:30 p.m. on Zoom-Streamed Live**

**Select Board Business Meeting, Wednesday, 12/9/20, 6:30 p.m. Zoom-Streamed Live**

Please note, this is the ONLY December business meeting

**Staff Meeting, Thursday, 12/10/20, 8:30 a.m. on Zoom**