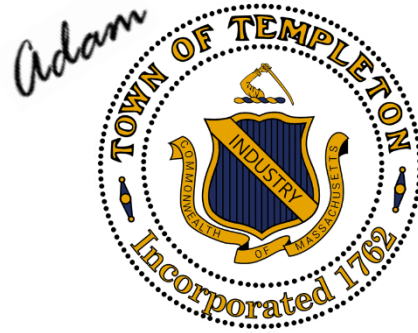


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: January 14, 2021
CC: All Departments



Important Notice: none.

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

Weekly: Most of this week has been consumed by meeting with the department heads to go over their budgets. We have been making sufficient progress on the budget front with some of the department heads coming back to provide me with more information for the budget book. These first reviews will continue into early next week. I have sent KROs a letter pertaining to the parking issue as we proceed forward with a public hearing in April for the three dedicated parking spots in front of the library. Had a Zoom meeting with a couple folks from the Division of Local Services on Thursday for a little over an hour to go over the recommendations from the Financial Management Review in October of 2009. I can say that as a town we have made sufficient progress from when that report came out and we will be working closely with the state on providing them with the necessary materials moving forward.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: Property tax payments are already starting to come in. We also had another 2 tax title accounts paid off this week. I met with Adam to go over my FY22 budget and attended a zoom meeting for Worcester County Retirement.

Assessor: The New Year brings much additional work into the office. All Plans that were filed in calendar year 2020 are now required to be changed and created after 1-1-21 into our Real Estate Program. Much time for the past two weeks has been spent doing this in hopes to have everything ready to send out to our mapping company by month's end to implement the changes. Additional In Lieu of Tax bills were created and mailed out to the new owners of town owned land that was sold after tax title. Board of Assessors met on Tuesday and signed paperwork. Site visits to measure and list was done last week for 8 new constructions receiving Occupancy Permits. Met with Town Administrator Thursday to go over requests for the FY2022 Budgets. Attended a zoom department head meeting on Thursday. Worked on quarterly report to present at the 1/27 BOS meeting. Received notification from DLS Local Services of approval for Excise Exemption Reimbursement, bringing \$2,342.85 back to the town revenue receipts.

Town Clerk: The Annual Census/St. Listing has been mailed out to all of the households in Templeton. Dog licenses are now available. We have licensed over 350 dogs so far. Still busy with vital records request. Attended a budget review meeting with the Town Administrator.

Public Works

Highway: Crews patched potholes on Gardner Road, Main Street, Bridge Street, Harris Street, Holman Street, Barre Road, Redd Fox Crossing, School Street, Winter Street, Brooks Village Road, Ridgewood Lane, Carruth Road, Old North Road, Queen Lake Road, Phillipston Road, Drury Lane, Otter River Road, Depo Road, Shore Drive, Turner Lane, Highland Avenue, Brooks Road, and Royalston Road. Crews did some tree work at Green Lawn, and Pinegrove cemeteries, also on Partridgeville Road, Pail Factory Road, Barre Road, Gardner Road, and Baldwin Drive. Gilligan's Island was pumped down. Some vehicles were readied and taken for their annual safety inspections.

Building and Grounds: Took down holiday lights from E. Templeton Center, Baldwinville Center, & Scouts Hall and stored them. Assisted patron in lot purchase at Pinegrove Cemetery. Cleaned up trees that were taken down in Pinegrove Cemetery. Did spot sanding and salting as necessary. Organized storage and Conex box. Cleaned equipment. Checked heating oil levels at town buildings. Cleaned basement at Town Hall.

Public Safety

Templeton Police Department: Nothing reported.

Templeton Fire/EMS: Nothing reported.

Development Services

COVID-19: As of 01/07/2021 Templeton has fifty-four positive cases of COVID-19; if anyone has any interest in being tested, please go to <https://www.mass.gov/covid-19-testing>. Contact with the Superintendent and Nurse Director at NRSD continues, there has been no transmission of COVID within the schools to date; back to hybrid learning model. Health Agent continues to participate in twice weekly webinar with the State (MDPH). Baldwinville Nursing Home had a very successful clinic on January 8, vaccinating a total of 166 staff and residents; the follow-up for the second booster is already scheduled for January 29; there also NO positive cases within BNH at this time. Our First Responders had the opportunity to be vaccinated this week by appointment at clinics held in Leominster, Fitchburg, Clinton, or Gardner. For information on vaccine please go to <https://www.mass.gov/info-details/massachusetts-covid-19-vaccine-information> and for frequently asked questions go to <https://www.mass.gov/info-details/covid-19-vaccine-frequently-asked-questions>. Provided COVID update report for posting as information becomes available. For those who have questions on when they can return to work/school please go to:

https://www.mass.gov/doc/return-to-work-guidance/download?_ga=2.107087810.1145383129.1609879679-1769924747.1596027336.

Director: Provided all requested documentation for public information request for 15 Carruth Road; completed and submitted 2nd quarter report; met with TA for budget meeting.

Board of Health: Bed bottom inspection at Brooks, Lot 8; sent out "Homeowner's Guide to Septic Systems" to 30 new homeowners; conference call with Laura Mueller of BNH; conference call with NRSD Safety Team.

Conservation: Due to lack of agenda items the January 18th meeting has been cancelled.

Planning Board: Nothing to report at this time. Meeting of January 12th cancelled due to lack of agenda items.

ZBA: Meeting scheduled for 2/2/2021 to hear appeals for 131 Dudley Rd and 881 Patriots Rd.

Building Department: Building Commissioner issued one permit for a pellet stove and completed that installation inspection, issued two commercial certificates of completion and four others for various improvements (roof, doors, windows, siding); five more letters sent for expired permits, three certificates of completion were issued on the previous ten; Electrical Inspector issued four permits, two upgrade/repair and two commercial; Plumbing Inspector issued three permits, all residential renos; Gas Inspector issued two permits, one residential upgrade and one commercial upgrade.

Agricultural Commission: Nothing to report at this time.

Community Services

Director/Library: The newest Story Time video was made available on channel 8, as well as TCTV's Youtube platform. Thank you to Steve and Hannah for helping us to stay connected to our youngest patrons! The January materials order was processed and made available. I met with the TA for the first review of the library's FY 22 request. Thank you to THD for the finish work on the Children's room skylights and ceiling. I began working on the library's FY 21 second quarter report and continued exploring e-newsletter formats.

Senior Services: Heart to Home meals donated 35 dinners to the Center, which were distributed to seniors who had signed up. I met with the TA for the first review of the Senior Services' FY 22 request. The MART report/bill for December was submitted. Finishing touches are being put on the February newsletter. Activities this week included: Blood Pressure Clinic (by appointment), Conquering Covid zoom group, and Walking Group. Requests for transportation, (medical and shopping) continue to increase. Our SHINE volunteer, Gail is busy with appointments for Medicare Advantage plan subscribers, during the open enrollment period. I attended the Select Board's meeting to introduce the 3 newest candidates for the Council on Aging Board. I began working on the FY 21 second quarter report.

Templeton Community TV: This week TCTV live-streamed and recorded meetings, and continued production on community-based programming. "Sleepy Time Story Time with Mrs. Prime" debuted on Cable Channel 8 (7 pm on non-meeting nights) and TCTV's YouTube Channel. The Historical Society's "Civil War Lunch" appears on TCTV 8 and will soon be on TCTV YouTube. A "Historical Hour" of programming has been scheduled on TCTV 8 at various times. Production continued on "Collector Time," which will have two sponsors. Met with Adam and Jackie Prime for FY22 budget review. Met with Cindy and Kaley at the Senior Center regarding joint efforts and Senior Hour programming (11 am most days on TCTV 8). Staff training on live-streaming continues. Community notices and Channel 8 revamp continues.

Important Dates to Remember

**Select Board Business Meeting, Wednesday, 1/27/21, 6:30 p.m. Zoom-Streamed Live
Staff Meeting, Thursday, 1/28/21, 8:30 a.m. on Zoom**