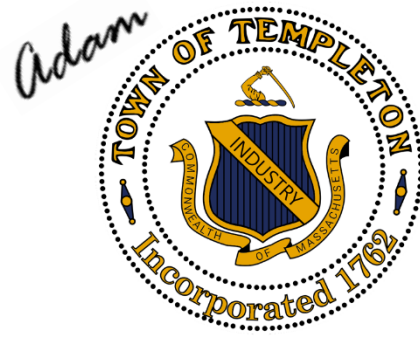


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

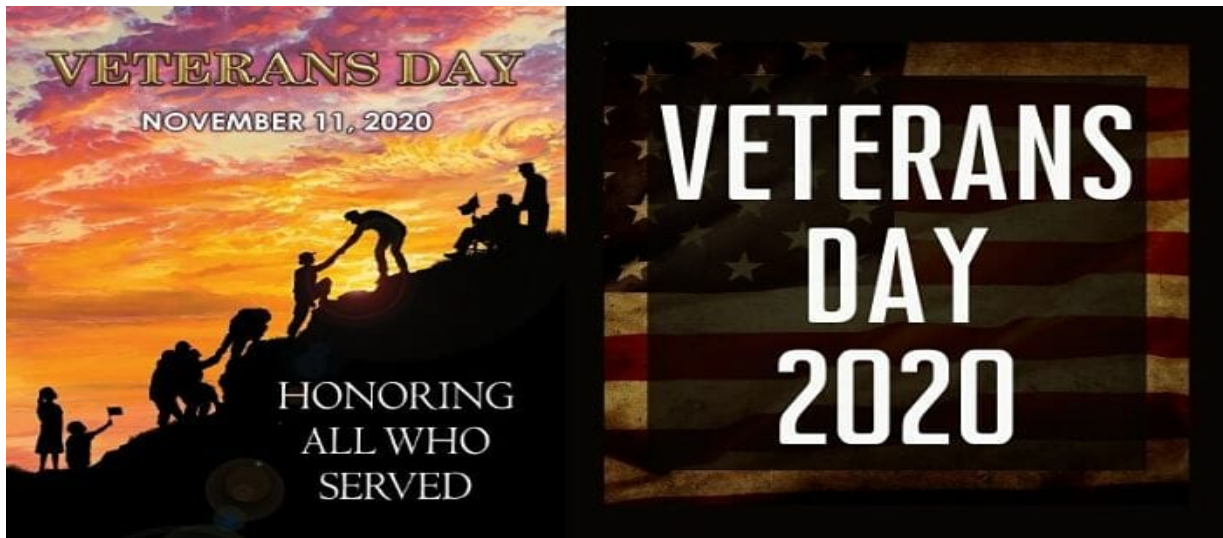
**TO:** Board of Selectmen  
**FROM:** Adam Lamontagne, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** November 5, 2020  
**CC:** All Departments



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### Important Notice to All Departments

Town offices are closed and off for the day on Wednesday, November 11, in observance of Veteran's Day. We want to thank all who have served!



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

**Weekly:** This has been a busy week with the moving of items such as books, frames and the like into the Town Administrator's office. I have appointed Holly Young as the Town Administrator designee on the Capital Planning Committee which I'm sure she will do a great job! I give credit to Kelli for successfully submitting and getting approval for the Cares funds in the amount of \$229,481. The high bidders for the Tax Deeded Property sale were notified and Town Counsel is beginning the preparation of the Deed's for those. New Hope Bible Chapel received their fully executed license and officially took over the management of the Food Pantry on November 1.

### Administration & Finance

**Town Accountant:** Nothing reported.

**Treasurer/Collector:** Very busy week. Property taxes were due Monday, so we had lots of mail to open and post. Participated in zoom meetings for Capital Planning and interviews for the accounting position. Demands were mailed for the latest excise commitment.

**Assessor:** Nothing reported.

**Town Clerk:** Nothing reported.

### **Public Works**

**Highway Department:** Crews have been trying to keep catch basins clear of leaves. Rebuild a catch basin on Gardner Rd., continued to repair potholes on Pail Factory Rd. & Henshaw Rd. We received the new pavement roller and backhoe. Crews had training from Milton CAT on Wednesday. They got equipment ready for pending snowstorm. Salted roads, plowed roads and additional salting. Cleaned equipment after storm.

**Buildings & Grounds:** Crews continued to work on fall clean up at the town commons and cemeteries. Shop was cleaned up and organized. First snowstorm, crews shoveled, and treated town buildings walkways, along with plowing all town buildings. Worked up at Town hall to put things back in order from the modifications that needed to be made for voting.

### **Public Safety**

**Templeton Police Department:** Nothing reported.

**Templeton Fire/EMS:** 10/26/20 – 11/01/20: We responded on 29 emergency calls (22 ems, 1 carbon monoxide alarm, 1 kitchen stove fire, 5 MVA) and conducted 7 residential inspections.

In person training has been suspended for the moment due to covid-19. Online and remote training will be taking its place.

Forestry 1 remains out of service as inhouse repairs begin. Ladder 1 is out of service having annual service work and repairs completed. Engine 2 is out of service due to an accident and is waiting on the insurance company adjuster to come out so we may get repairs started.

### **Development Services**

**COVID-19:** As of 11/5/2020 Templeton has twelve positive cases of COVID-19, this puts Templeton in a red category; 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. Baldwinville Nursing is currently in good health due to the dedication and hard work of that staff. 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. The Lions Club has a very successful event on the Common, thank you for your dedication to the youth of Templeton, we look forward to the sale of Christmas Trees! Follow up on two COVID related complaints.

*The Governor has issued three new/updated orders that take effect on Friday, 11/6/2020; restaurants and establishments that sell cannabis and alcohol will be required to be closed at 9:30 p.m. (restaurants may still provide takeout and delivery after 9:30 p.m. – no alcohol); private indoor/twenty-five outdoor gatherings restricted to ten, commercial indoor gatherings restricted to twenty-five and outdoor commercial gatherings restricted to fifty; use of face coverings both inside and outside at all times in public, whether or not you can maintain a six foot distance.*

**Director:** contacted Environmental Sampling and Testing to go ahead with the asbestos survey at 10 Pleasant, DPW Director will work out the details for the date and time of access to the property, also working on application for variance on site for ZBA; met with Capital Planning Committee to request funding for a four wheel drive vehicle for inspectional services and assessing.

**Board of Health:** Perc completed at 213 South Main (repair); bed bottom inspections at 130 Old Winchendon and 248 Otter River; working with DPW/Cemetery for proper procedures for disinterment.

**Conservation:** Collected member signatures for Farnsworth Road conservation paperwork, will forward to Select Board office on Monday.

**Planning Board:** Prepared for 11/10/2020 meeting.

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

**Building Department:** Building Commissioner reviewed thirteen building permit applications, including nine exterior improvements, three stove and one interior reno; two certificates of compliance issued; two electrical permits issued, one for an addition and one for a security system; plumbing/gas issued one permit for bathroom reno; the Building Commissioner and Fire Chief completed ten safety inspections at establishments that serve alcohol. Administrative Asst. sent out five more request to close out pending building permits.

**Agricultural Commission:** Continued re-education on two rooster complaints (noise nuisance) at Pine Point.

### **Community Services**

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

**Community TV:** A Veterans' Day show was recorded this week. New employee Kaitlyn Scott from Monty Tech started working in the Senior Center's Community Services offices. She is creating Community Notices that run between shows on Cable Channel 8. Kaitlyn will also be helping us with graphics and video production work. Efforts continued to bring more of the new broadcast server's features and functions online.

**Library Director:** Out of Office.

**Senior Center:** Nothing reported.

### **Important Dates to Remember**

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