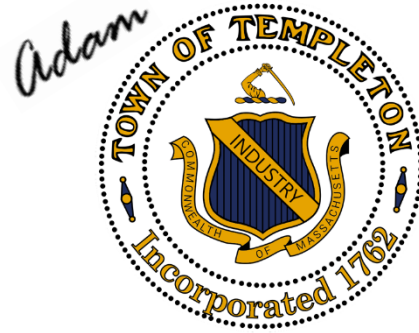


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: December 10, 2020
CC: All Departments



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). None.

Weekly: I attended the All Boards meeting on 12/7/20 which the Chair of the Board was able to present a PowerPoint to share with the community. Was able to spend some time working on the budget materials. A considerable amount of time was spent working on the CARES in order for the town to get the reporting requirement in.

Holly has been posting the COVID updates from Health Agent Laurie Wiita on the Website and Facebook to keep the information current for the public. All updates may be found on the [website from the announcement on the home page](#). Holly attended the Capital Planning meeting where department requests were discussed. The next meeting will be on December 17 at 4:30 pm and will include final recommendations. The majority of the licenses approved at the November 23rd meeting have been mailed out. The on-premise liquor licenses are awaiting safety certificates from Development Services. Once the Building Inspector & Fire Chief complete those inspections and Rhonda has the certificates to us, those will be mailed out in plenty of time for their start date of January 1. COVID as well as some licensees getting in their applications for inspections has slowed down that process.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: It's been a busy week. We had sent out letters to all the accounts that were liened for tax title for FY20 a couple weeks ago. This week we received payment in full for 7 accounts and I am expecting to clear up a couple more in the next week or so.

Jessica has been keeping Holly updated with information on the businesses with delinquent accounts who are trying to renew their permits.

Luanne was able to get the files for the Q3/Q4 billing over to me this week. The files have now been sent out for the printing process and will be mailed out the end of December. The newsletter that will be included with the bills was completed and sent to the printer as well.

Worked with Luanne on getting 6 parcels ready and submitted to the DOR for foreclosure processing as Land of Low Value. Meet with Peter Sanborn from CDBG to go over paperwork on the latest grant. Participated in Capital Planning, dept head and an MCTA zoom meeting.

Assessor: Met with my board on Tuesday in Executive Session to finish reviewing Exemption Applications. Any applications received after Tuesday will still be processed but will not appear on the Actual Tax bills in January as billing was completed on Wednesday and sent to the billing company to process. Exemption application deadline is March 31, 2021. Sue worked on getting the Income & Expense forms and Forms of List for Personal Property ready to mail by month's end.

Town Clerk: We have been working on printing and folding the census. We have had several vital records inquiries and requests. Busy with updating voting registrations through RMV.

Public Works

Highway Department: Crews again continued to try and keep catch basins clear. Crews worked on rebuilding catch basins and filling potholes where applicable on North Main Street, Main Street, Barre Road, & Hamlet Mill Road. Crews cleaned up April Circle, Pete's Way, Hamlet Mill Bridge, and around DPW. Pumped water down at Gilligan's Island. Cleared culvert pipe on Pete's Way. Crews readied the equipment for the pending storm. Sanding and plowing took place over the weekend for a long duration storm. Crews continue to clear intersections, snowplow sidewalks, spot sand around town as needed. Crews were also needed to chip trees and brush taken down by the storm. Crews assisted other departments with their storm control as necessary.

Building and Grounds: Finished fall cleanup at Otter River, in front of stone walls near Kros and First Church Cemetery. Cleaned up island on Bridge Street. Removed all trash and barrels for Gilman Field for the winter. Completed cemetery duties. Flag duties. Plowed and sanded all town buildings, and cemeteries. Cleaned out Senior center Vans. Cleaned up equipment and shop.

Public Safety

Templeton Police Department: 12/3 – 12/9 PD – 398 Calls for Service, 57 motor vehicle stops, 0 arrest. Station Project – HVAC Designer requested private inspection of system by consultant, request was given in good faith in hopes of a resolution in the near future. Dispatch - 577 Calls (does not include miscellaneous calls). Nothing new to report

Templeton Fire/EMS: Out of the Office.

Development Services

COVID-19: As of 12/10/2020 Templeton has eighteen positive cases of COVID-19, we continue to be in a yellow category and await reporting to catch up through the state; if anyone has any interest in being tested, please go to <https://www.mass.gov/covid-19-testing>. NRSD has gone back to a hybrid learning and we are in daily contact with the Nurse Director for the district, it appears that no further transmission has happened from the cases that were reported. Health Agent continues to participate in twice weekly webinar with the State (MDPH). Working with many residents and businesses on what quarantining and isolation entail; many referrals to Sandra Knipe, MPH Public Health Nurse. Governor Baker has rolled back the re-opening of MA to Phase 3, Step 1; this is effective Sunday, December 13, 2020. Continued contact with Alliance Health at Baldwinville Nursing Home, currently one positive admission that came in from Leominster Hospital, to date no further transmission within the facility. For information on vaccine availability and probable release dates, please go to <https://www.mass.gov/covid-19-vaccine-in-massachusetts>

Director: Continued work on public information request for 15 Carruth Road for Brooks Village Coalition, called to site on Monday for a strong odor of oil - accompanied by Fire Dept, no odor detected, no violations (walked site, no sheen of oil observed). Contact with 917 Patriots pertaining to violations on property.

Board of Health: Continued issuance of annual permits for tobacco, food, septic hauling/installing, and rubbish hauling; septic bottom inspection at 175 Hubbardston; final septic inspection at 387 South; reviewed and approved septic plans for 213 South Main (repair) and Pail Factory (new SFH); perc at 143 Hubbardston for septic repair/upgrade; processed perc applications for eight new lots on Turner Lane; prepare for meeting of 12/14/2020.

Conservation: Order of conditions completed and delivered to Brooks, Lot 9; site walk request for Turner Lane provided to Chair for review; in a previous report a cease and desist was noted for Carruth, for clarification it was Carruth, Lot 8.

Planning Board: Nothing to report at this time.

ZBA: In the process of scheduling a hearing for Dudley.

Building Department: Building Commissioner issued four permits, two residential renos, one pellet stove and one commercial; issued six certificates of completion, four minor renos, and two stove; two expired incomplete files finalized with inspections and closed out, five more letters sent; Electrical Inspector issued six permits, one commercial, two residential additions, three upgraded service; Plumbing Inspector issued two permits, one new SFH and one reno.

Agricultural Commission: Nothing to report at this time.

Community Services

Community Services Director: I am working on the Senior Services budget, as well as the reports for the CDBG food pantry grant. I was included in the interview for TCTV staff.

Library: The roofing and construction project is almost complete. Curbside service is going well, we are including Holiday craft kits with materials requested by patrons with young children. A Story Time was recorded by TCTV.

I am working on the library FY 22 budget request.

Senior Center: Sign-ups began for Christmas 'to go' dinners. The staff is partnering with NRSD and New Hope Bible Chapel in their efforts to provide Christmas gifts to local families in need. Transportation and limited programs continue to be much appreciated.

Templeton Community TV: The Cable Channel 8 program schedule has been revised to feature holiday programming, with more on the way. New Story Times were recorded. TCTV is working with The Senior Center on finding TV programming of senior interest for Channel 8. Streaming and server training for staff continues. Attended a virtual conference on digital signage, which could be implemented in the future. Interviewed and recruited part-time employment candidates. Our seasonal part-time media assistant is now helping out during college break. Attended All Boards meeting and live-streamed meetings.

Important Dates to Remember

Select Board Workshop, Wednesday, 1/6/21, 6:30 p.m. Zoom-Streamed Live

Select Board Business Meeting, Wednesday, 1/13/2021, 6:30 p.m. Zoom-Streamed Live

Staff Meeting, Thursday, 1/14/21, 8:30 a.m. on Zoom