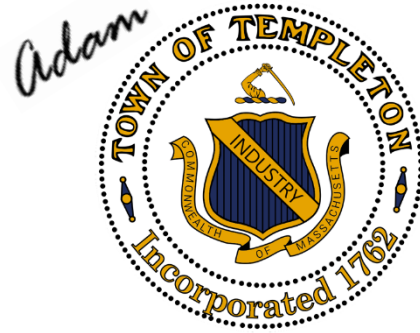


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Select Board  
**FROM:** Adam Lamontagne, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** December 3, 2020  
**CC:** All Departments



---

### **Important Notice to All Departments:**

**REMINDER:** Annual Reports for FY'20 are due. Please do not wait until the last minute. get those sent to Holly as soon as possible.

**Business Meeting or Workshop:** (This is where we provide basic information or expand upon memorandum enclosed in your packet). None.

**Weekly:** I have issued a total of 10 Purchase Change Orders for the Library Roof and Associated Work project at the Boynton Library for a total of \$15,714.02 which is \$4,041 lower than the contingency of \$19,755 approved by the Select Board. The project is covered by the gift funds. Changes came about from a discovery of a second roofing system and other issues as they opened the roof. Also, I sent out the FY '22 Budget and Legislative package to all the Department Heads with a due date back of January 4<sup>th</sup> at 10am.

Holly drafted a flyer for the Annual Survey and two other announcements that will go on the back side of a flyer from Development Services and be included with the Town Clerk's census being mailed out later in December; and copied a couple thousand of the two-sided flyers for the mailings that the Town Clerk's office will be working on.

The Deeds for the tax deeded property auction were mailed to the Registry for recording. The final amount deposited for the sale of these properties (including the processing fees) was \$33,251.25. Those 5 properties will be back on the tax rolls by January.

### **Administration & Finance**

**Town Accountant:** Nothing reported.

**Treasurer/Collector:** Jessica worked on a newsletter that will be included with the property tax bills. Notices were mailed to the property owners that were lienied with the latest tax taking.

I've had a good response to them, and 3 properties were paid off this week. Participated in a zoom seminar for MCTA (MA Collector Treasurer Assoc).

**Assessor:** Worked on In Lieu of Tax bills. Had final webinar with Vadar for 3rd & 4th Quarter Billing. Participated in a Zoom meeting Wednesday evening with the Board of Selectmen. Working with Tax Collector on Land of Low Values.

**Town Clerk:** Nothing reported.

## **Public Works**

**Highway Department:** Crews repaired hot top, potholes and catch basins on lower Otter River Rd., Depo Rd., Lake Ave., Minuteman Dr., North Main St., Main St. Barre Rd. and Hamlet Mill Rd. Crew cleaned drains. Pumped water down at Gilligan's Island. Moved furniture between Town Hall and Senior Center.

**Buildings & Grounds:** Worked on final fall cleanup Templeton Center, First Church Cemetery, Greenlawn Cemetery, Senior Center, and Cottage Lane. Washed mowers. Helped individual with lot purchase at cemetery. Dug grave for burial at Pine Grove Cemetery.

## **Public Safety**

**Templeton Police Department:** 11/19 – 11/25 PD – 331 Calls for Service, 55 motor vehicle stops, 1 arrest. Station Project – Extension was granted to the third-party contractors will regards to the humidity/HVAC/floor issues at the station. Dispatch - 498 Calls (does not include miscellaneous calls). Nothing new to report.

11/26 – 12/2 PD – 274 Calls for Service, 67 motor vehicle stops, 0 arrest. Station Project – In a holding pattern. Dispatch - 433 Calls (does not include miscellaneous calls). Nothing new to report.

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

## **Development Services**

**This weekly report contains data from the week of November 23 and November 30, 2020.**

**COVID-19:** As of 12/02/2020 Templeton has eighteen positive cases of COVID-19, we continue to be in a red state 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>. On December 7 the City of Gardner will be conducting a free testing site; go to the City of Gardner website for more info. NRSD has gone back to a hybrid and we are in daily contact with the Nurse Director for the district, it appears that no further transmission happened from the single cases that were reported. 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. Participated in an ICS meeting on 11/24/2020. On 11/23/2020 investigated a claim of a positive case not properly quarantining, issued resolved. This office has received no information to date that there has been an increase in transmission due to the Thanksgiving holiday. Participated in the MAPC Wastewater Testing webinar, at this time due to most of our residents having on-site septic systems I see no useful application for testing for COVID in the wastewater at this time; I will provide the link to our Sewer Department for review once it has been released.

**Director:** Referred a public information request to the Town Administrator pertaining to 15 Carruth Road; Zoning Enforcement Officer issued a determination on the same. The first installment of the Green Communities Grant has been received, \$38K (+); will be working closely with Town Administrator to begin the spending process. With the help of Holly, purchased a printer to be used at home of Director (worked during vacation) using funding that will come from CARES Act. Collection letter issued for a returned check for electrical work done in Templeton.

**Board of Health:** Violations noted at 34 Albert have been addressed; violations noted at 140 South are being addressed with the aid of COA Director; renewals for tobacco permits and rubbish

haulers have been prepared and mailed; reviewed/approved T5 report for 15 Pine; SAS inspection at 387 South; participated in MEHA Fall webinar; reviewed settlement agreement for 21 South Main as issued by the AG's office for the Abandoned Housing Initiative; clean up to begin within 60 days; reviewed and approved septic plan for new SFH on Whitney. Continued processing of annual permits for food, rubbish haulers, septic haulers, septic installers, and tobacco.

**Conservation:** Certificate of completion request from Asher Construction for Brooks, Lot A; site walk with George Andrews, Chair and Bob Szocik, DPW on Brooks due to complaint of silt washing into pond from construction site; violations noted.

**Planning Board:** Planning meeting of December 8, 2020 cancelled due to lack of agenda items.

**ZBA:** Application provide to the Brooks Village Road Coalition pertaining to 15 Carruth Road proposed group home.

**Building Department:** Building Commissioner issued a total of eight permits (1 commercial, 2 new SFH, 5 exterior upgrades and 1 interior reno), three occupancy permits issued (45 Phillipston, 40 Carruth, 122 Brooks, all new SFH), ten certificates of completion (1 woodstove, 3 sheet metal, 5 exterior repair, 1 outbuilding demo), two incomplete files completed with five more notices sent out. File room closet renovated by Mark Danielson @ DPW to hold large plans and organized and filed by Rhonda, nicely done! Ten electrical permits were processed (1 new SFH, 1 commercial reno, 1 residential addition and 7 residential repair/upgrades); two plumbing permits issued, both for new SFH; five gas permits issued (3 for new SFH and 2 for exterior upgrades). Templeton Fish and Game and Otter River Hotel in process of completing safety inspection to renew liquor licenses; awaiting other updated for other businesses in order to issue final certificates.

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

### **Community Services**

**Community Services Director:** I reached out to the other units with information for the FY 22 budget process. I addressed the subject of potential uses for Scout Hall at the Select Board's workshop. We are partnering with staff at NRSD and American Legion to provide Christmas gifts for Templeton's families in need.

**Community TV:** Nothing reported.

**Library:** I began working on the library's FY 22 budget request. The library construction project is coming to a conclusion. Curbside requests as well as interlibrary loan circulation remains steady. The December materials order has been processed and made available.

**Senior Center:** The Center's first of their weekly blood pressure clinics was a success, with 5 people making appointments to see our volunteer nurse. We expect the response to this to increase, as folks become aware of the service. The Center celebrated 'National Cookie Day' and handed out boxes of cookies to all who signed up. Other offerings this week included: 'Conquering Covid' zoom group, 'cheer squad' telephone outreach, and 'Kaley's walking club'. Requests for transportation remain steady. Meals on Wheels deliveries continue with help from our partners at GAAMHA.

### **Important Dates to Remember**

**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**