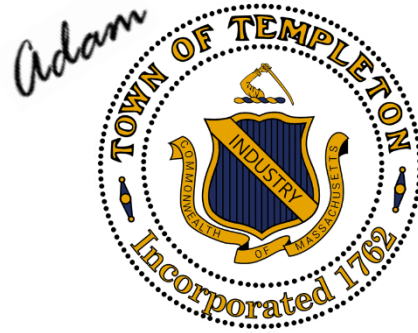


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: January 28, 2021
CC: All Departments



Important Notice to All Employees: none.

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

Weekly: Budget work continues. Working on the HVAC issues at the Templeton Police Station with Town Counsel. Spoke with Mr. Zahler about the progress they are making on the Baldwinville Elementary School front as he provided me with an update. I was informed by the DPW Director of H-20 2017 Volvo Loader needing a transmission replacement which would cost roughly \$52+/-k and would need to go to Town Meeting as it exceeds what was appropriated to the Advisory emergency reserve for FY 21. This is a pricey repair bill, but it comes with a 3 year / 5000-hour warranty. Bob S is working on getting further information and I should be issuing a memorandum once we have everything together.

Issued a memorandum for our sidewalk machine and how the town should proceed with a plan and this will be in front of the Select Board for their business meeting on February 10th. We were able to apply for the Community Compact for a compensation and wage study for \$20k after the Select Board approved us applying for the grant. I was able to spend some time on the draft ATM warrant which will include adding a disability commission as was one of the recommendations in our ADA plan that the Select Board accepted not too long ago and some amendments to our Capital in FY 21 and FY 18.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: The RMV has released the first excise commitment for 2021. We processed the file and have submitted it to the billing company. Approximately 8000 bills will be mailed out this week. Presented our quarterly report to the Select Board via zoom with the rest of the finance team. A reminder to all residents. Property taxes for quarter 3 are due this coming Monday.

Assessor: Nothing reported.

Town Clerk: We are still busy with dog licenses, census and vital records. I attended the department head meeting.

Public Works

Highway: Crews cut and chipped trees on South Road and Wellington Road. Hot topped for Water Department on Sawyer Street and Royalston Road. Pothole repairs French Road, South Road, and Barre Road. Cleaned up screws that someone spilled on Prospect Street. Worked on plows and chainsaws. Plowed, and treated roads. Mechanic has been busy with working on Scion and H-1 with helper. In the office we are finally getting the final documentation for getting the 22 roads we proposed to get approved from Mass DOT. Crews worked at Town Hall in basement removing old furnace and piping. A big thank you to Mark Danielson for making additional shelving for future files.

Building and Grounds: Took apart batting cage at Gilman. Worked on repairing and freshening up picnic tables. Transferred old paperwork from Conex box to Town Hall storage. Burial duties. Readied trailer for deck board replacement. Plowed, shoveled and treated lots and walkways at town buildings and cemeteries. Helped Highway department with plowing. Assisted crews working at Town Hall basement cleaning and putting up more shelving for files.

Public Safety

Templeton Police Department: Nothing reported.

Templeton Fire/EMS: Nothing reported.

Development Services

COVID-19: As of 01/27/2021 Templeton has forty positive cases of COVID-19; if anyone has any interest in being tested, please go to <https://www.mass.gov/covid-19-testing>. For information on where clinics are scheduled, please go to COVID-19 Vaccine | Mass.gov. For information on where you fit into the vaccine phases, please go to COVID-19 Vaccine Distribution Timeline: Phase Overview | Mass.gov. 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 Monday, February 1, 2021. Health Agent continues to participate in twice weekly webinar with the State (MDPH), weekly MPHN/Heywood Hospital meeting and weekly ICS meeting. Director had the opportunity to connect with TDC with regard to their COVID unit, this unit is no longer operational and only had two patients back in May

Director/Board of Health: Prepared for and attended 1/25/21 meeting; contacted all the congregate living homes to get counts for vaccination, most have already made arrangements and received their first round; final septic inspection at Brooks, Lot 9; well drilling permit issued for Hubbardston, Lot 1.

Conservation: Complaint from week of 1/21/21 on Patriots referred to Water Department.

Planning Board: Prepared for and attended 1/26/21 meeting; research work on Michaels, Lot 18.

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

Building Department: Building Commissioner issued two permits, one for a pool and one for siding; occupancy permits were issued to 64 King Phillip Trail and 127 Brooks, both new SFH, one temporary occupancy permit issued to 133 Lord a new SFH; seven more letters went out to open permits that need to be closed; Chief Dickie and Commissioner Hanks began multi-unit housing inspections (2). The Wiring Inspector had nine permits, four for renovations, repairs and upgrades and five for new SFH temporary service. The Plumbing Inspector and Gas Inspector had no new permits, however completed several inspections. As a side note, the Administrative Assistant, Rhonda, has been fielding an abundance (is bazillion a real number) of calls from our 75+ and 65+ population, this has taken a significant amount of time and is very much appreciated!

Agricultural Commission: Nothing to report at this time.

Community Services

Director/Library: The February materials order was compiled and placed. I reached out to several nurseries to inquire about possible donations for the new 'seed library'. I joined TCTV's Director, Steve Castle in interviewing a candidate for Production Coordinator. I presented the Community Services FY 21 second quarter report to the Select Board. I attended the Department Head meeting.

Senior Services: The Center is receiving many calls from seniors inquiring about getting the covid -19 vaccine. With guidance from our Board of Health and the MCOA, the staff is doing their best to assist seniors with this, and keep updated information posted. The February newsletter was made available on the website and will be mailed out next week. A cross stitch craft project was distributed to those who had signed up. A blood pressure clinic was held. Meals on Wheels and weekly transportation continued.

Templeton Community TV: Production work continued the new "Collector Time" series and a Zoom tutorial for the Senior Center. Three meetings were live streamed to Cable Channel 8 and YouTube. TCTV logos and animations for Channel 8 graphics are being created. Several new Community Notices were uploaded by the Senior Center. Streaming and server training for staff continue. The FY21 second-quarter report was presented to the Select Board at its meeting.

Important Dates to Remember

**Select Board Business Meeting, Wednesday, 2/10/21, 6:30 p.m. Zoom-Streamed Live
Staff Meeting, Thursday, 2/11/21, 8:30 a.m. on Zoom**

**All acknowledgement forms should be received by the Town Clerk's Office no later than
Thursday, February 18, 2021, at 4:15 p.m.**

**All employees including board and committee members must complete the online conflict
of interest training program and drop-off in the drop box or email that certificate to the
Town Clerk no later than April 9, 2021.**