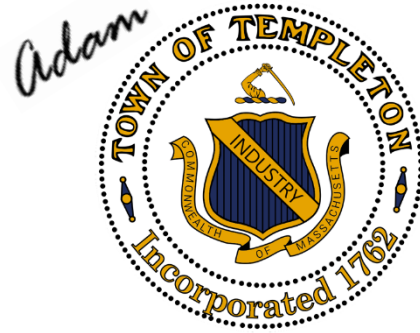


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Select Board  
**FROM:** Adam Lamontagne, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** January 7, 2021  
**CC:** All Departments



**Important Notice:**  
**FINAL NOTICE** to  
Department Heads and  
Committees. FY'20  
Annual Reports are due to  
me by **January 28, 2021.**



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

**5 h.** The Treasurer/Collector has been working without a contract for a substantial amount of time. I believe Cheryl Richardson has been doing a good job for us and would recommend her for a three-year contract. She works countless hours and completes the job.

**Weekly:** This week has been an eventful one starting with concerns / complaints related to the Ross Road issue. We are looking at all ways to resolve this unpleasant situation within our authority. The departments have been sending in their budget requests as well as their narrative so I have been compiling those and following up in some cases. I have since sent out the schedule where I will meet with each of the department heads as we put together the budget book. I informed Mary Carney from Hilltop Securities with my intention to use 2M on hand to satisfy the 3.675M BAN due on February 26<sup>th</sup>. We will need to issue a new BAN of 1.675M for a term of one year. Spoke with a representative from Division of Local Services and have a scheduled Zoom for Thursday, January 14<sup>th</sup> at 9am to 10.30am. This is part of the ten-year status update since they conducted the Financial Management Review in October of 2009.

### **Administration & Finance**

**Town Accountant:** Nothing reported.

**Treasurer/Collector:** Happy New Year!! Hope everyone had a great holiday. Property tax bills were mailed the last week of December. You should have received them this week. The bill includes payment coupons for both the 3rd and 4th quarter. Payments are due 2/1/21 and 5/3/21.

Demands were mailed for excise commitment 6. We also received payoff of 2 more tax title accounts this week.

**Assessor: Nothing reported.**

**Town Clerk: Nothing reported.**

### **Public Works**

**Highway:** Crews spot sanded, salted, cleared ice, and sidewalks where necessary. Potholes were patched on Hubbardston Road, Royalston Road, Elm Street, and Dudley Road. Millings installed Church Hill Road, Cook Road, and Haskell Road. Ice and frost signage placed on Dudley Road, Barre Road, South Main Street, and Cook Road. Hanging branch removed on Baptist Common Road. Cleaned and worked on equipment including installation of new cutting edges on a few plows and H20. Cleared drain on Pete's Way. Updated status on the new 6-wheel plow, sander, dump truck will hopefully be ready by the end of February.

**Building and Grounds:** Snow clearing, salting, & sanding all town buildings, Pinegrove Cemetery, and Green Lawn Cemetery. Chipped Ice at library. Cleaned equipment. Painted shelves. Pinegrove Cemetery worked with DPW cutting several trees. This is the 1st step in making some expansions at Pinegrove Cemetery. Working on cleaning and organizing Conex boxes at cemetery building.

### **Public Safety**

**Templeton Police Department: Nothing reported.**

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

### **Development Services**

**COVID-19:** 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. Health Agent continues to participate in twice weekly webinar with the State (MDPH). Continued contact with Alliance Health at Baldwinville Nursing Home, to date no further transmission within the facility and they are slated to receive vaccinations next week. First Responders are also slated to have access for vaccination next week through our affiliation with MPH (clinics at Gardner, Fitchburg, Leominster and Clinton). 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](https://www.mass.gov/doc/return-to-work-guidance/download?_ga=2.107087810.1145383129.1609879679-1769924747.1596027336).

**Director:** Submitted budget for Development Services; continued work on issue at 15 Carruth;

**Board of Health:** Continued issuance of annual permits for tobacco, food, septic hauling/installing, and rubbish hauling; septic final inspection at 194 North Main and 213 South Main; bed bottom and final septic inspection at 356 South Main (new SF); repair perc at 66 French; review/approve T5 for 84 Carruth; review/approve multiple pumping records; review/approve repair plans for 143 Hubbardston; issued well permit for 130 Partridgeville; attended safety (COVID) zoom meeting for NRSD; cleanout work continues at 21 South Main; working with DPW on flooding issue at Brooks Village caused by beaver damming; working with ACO on a

rabies issue; provided information and counselling to many residents and businesses with regard to COVID.

**Conservation:** Site walk request received for 30 Claire Ave; attended for meeting Monday, December 21.

**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 seven permits, one interior reno, one sheet metal, three window/door, two solar; two occupancy permits issued to 72 Carruth and 153 Brooks Village; one temporary occupancy to 64 King Phillip Trail; issued four certificates of completion, one roof, one window, one deck and one pool; ten more letters sent for expired permits; Electrical Inspector issued five permits, upgrade/repair; Plumbing Inspector issued two permits, one new SFH and one residential home addition. With the Fire Chief, the Building Commissioner inspected 72 Main for minor damages caused by fire.

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

### **Community Services**

**Director:** I completed and submitted the 1st quarter report for the CDBG Food Pantry grant.

**Library:** Curbside service has picked up now that the holidays are over. We continue to guide patrons in using the e-book platform, Libby. I attended the Select Board workshop to discuss dedicated parking spots for library use. New Children's books were processed. I began to develop an e-newsletter. The library's new furnace was installed.

**Senior Center:** Activities this week included: Marvelous Mondays grab & go craft project, Blood Pressure Clinic, 'Cheer Squad' phone-check-in, and Walking Club. Sign-ups are underway for a delicious free lunch pick-up on Monday, January 11.

**Templeton Community TV:** Several video productions have resumed after the holiday break. New Story Time and Civil War lunch shows were completed. Staff training on live streaming has progressed. We are working with sponsors to produce a Collector Time series.

### **Important Dates to Remember**

**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**