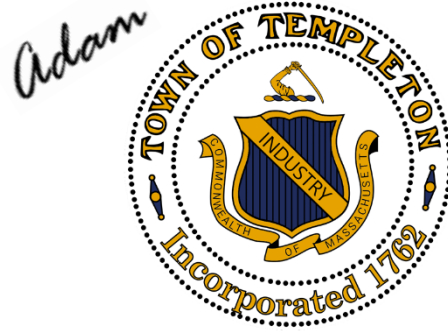


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Select Board  
**FROM:** Adam Lamontagne, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** February 11, 2021  
**CC:** All Departments



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**Important Notice to All Employees:** Offices closed Monday, February 15, for President's Day Holiday.

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

**Weekly:** Working on quotes for Copier and printer supply and service. Our current contract for copiers ends in June and we are currently month to month for the printer maintenance as that contract has expired. Our current provider for each has given us a quote for both the copiers and desktop printers in one contract. Holly reached out to several companies that provide comparative services on the state contract and we are expecting 3 quotes from those providers on February 15. We expect to have this on the agenda on February 24 for a decision and inclusion of the contract in then FY'22 budget. Outside of Adam working on the budget and warrant, he spent a lot of time on the green communities' aspect.

The town received our initial disbursement of the Green Communities' funds of \$38,295 and Adam put together the IFB for weatherization work for the Highway Garage and the Templeton Center Fire Station which would be the first phase of the upgrades. Then we would move to the second disbursement which would be 50% of the award in the amount of \$76,590.00 which would be disbursed upon verification by the Department of Energy Resources that twenty-five percent (25%) of the grant funds have been expended. The final disbursement would be \$38, 295.

Adam worked with Steve Castle to apply for the FY 21 Regional Pilot grant program through the Massachusetts Office of Business Development for \$5k to help fund the TCTV regional website. Received an update from the Alcoholic Beverages Control Commission on February 8 and emailed to all liquor licensees. The update stated that On February 4, 2021, Governor Charlie Baker increased certain retailers' capacity limits from 25% to 40%. As of Monday, February 8, 2021, all retail alcohol licensees may increase their customer occupancy to 40% capacity limit. This applies to indoor and outdoor seating separately. For on-premises licensees, the 40% capacity limit is based on a licensee's seating capacity. For off-premises licensees, the 40% capacity limit is calculated by the occupancy load as stated on a licensee's certificate of inspection issued under the State Building Code. Workers/staff are excluded from the occupancy count. Copies sent to Health Agent and Police Chief.

### **Administration & Finance**

**Town Accountant:** Nothing reported.

**Treasurer/Collector:** The first motor vehicle commitment was released. Payments are coming in steady. Participated in zoom meetings for Vadar and the department head meeting.

**Assessor:** Prepared for and did follow-up work for Board meeting on Tuesday. Phone calls continue to come in regarding Commitment 1 for Motor Vehicle Excise. Worked with Collector/Treasurer on Land of Low Value. Attended Zoom meeting for Department Heads on Thursday morning.

**Town Clerk: Nothing reported.**

### **Public Works**

**Highway:** Crews continue to clean up after multiple storms, plowing, treating roads, pushing snow back from intersections and areas that drifted, also clearing sidewalks. Crews also continue to maintain, and repair equipment as needed. Several employees participated in training for use and maintenance of new mobile road signs. Crew is working on ice problem on Dudley Road.

**Building and Grounds:** Crew continued to clean up after multiple storms, plowing, treating town building and cemetery lots, roads, and sidewalks. Crew assisted highway department with storm clean up. Crew continued to refurbish trailer and service and maintain equipment for spring. Changed multiple lightbulbs at cemetery garage.

### **Public Safety**

**Templeton Police Department:** 2/3 – 2/10 PD – 325 Calls for Service, 19 motor vehicle stops, 0 arrest. Station – We've been experiencing a minor issue with the temperature in the building, another HVAC issue and had to reach out to the vendor for guidance on how to make adjustments. Unit 27 is out of service due to a crack windshield. We were advised by the State that the eCitation install will be starting next week. Dispatch - 491 Calls (does not include miscellaneous calls). Nothing new to report.

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

### **Development Services**

**COVID-19:** As of 02/10/2021 Templeton has twelve 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. Health Agent continues to participate in twice weekly webinar with the State (MDPH), weekly MPH/Heywood Hospital meeting and weekly ICS meeting; prepared daily numbers reports for posting and provided address information to Fire and Police (have been doing this daily for quite some time).

Heywood Hospital, in conjunction with the area Local Boards of Health will be offering multiple clinics at the PACC located in Gardner; it is estimated that they will be able to sustain 1,000 doses at each clinic. The following link will be where you find more information and where you schedule an appointment as the clinics come available: <https://www.heywood.org/covid-19/covid19-vaccine>. The Heywood call center is now available Monday, Wednesday, and Friday from 10 am – 2 pm for persons 75 and older who need assistance scheduling a vaccine appointment, they can be reached at 978-630-8304.

**Director/Board of Health:** Agent has begun Prep-Mod training with the state to support the possibility of having vaccine clinics within the town, Prep-Mod is an electronic processing app; reviewed and approved septic plans for French, Lot 21 and Hubbardston, 56.10/11; reviewed and approved as-built plans for Queen Lake Rd and issued certificate of compliance; conference call with Phillipston and NRSD regarding possible future vaccine clinic at NMS; assisted potential

residential kitchen applicant; provided support for meeting with Thirsty Turtle; scheduled meeting for next Tuesday with a potential new food establishment; working on nuisance complaint on Otter River Rd;

**Conservation:** Prepared for and attended February 8 meeting; waiting for better weather and less snow to resume site walks.

**Planning Board:** Meeting of February 9 cancelled due to lack of agenda items.

**ZBA:** Continued work on continued hearing for 881 Patriots Road; hearing scheduled for February 22 for 15 Carruth appeal by Brooks Village Community Coalition.

**Building Department:** Building Commissioner issued seven permits, four foundation permits for one new SFH, Hubbardston, one foundation, four interior renos/upgrades and one wood stove; three certificates of completion issued (2 roof and 1 chimney); three expired permits closed with certificates of completion issued; the open file clean-up has yielded a 50% completion of permits more than a year old, the remaining files have been marked incomplete and filed with the appropriate address. Two electrical permits were issued, both for residential upgrades. There were no gas and no plumbing permits issued this week. Mr. Hanks met with a resident who had questions pertaining to the quality of work taking place in their home; site visit took place and resident was assured that contractor's work would continue to have the appropriate inspections.

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

### **Community Services**

**Director/Library:** Curbside services continue to be steady. The Board of Library Commissioners voted to certify the Boynton Public Library at their February meeting. We did some re-arranging in the Children's room, creating a dedicated area for all AV materials. I spent time working on the seed library and e-newsletter. I attended the Department Head meeting.

**Senior Services:** Terrific Tuesdays continued with a Valentine's craft kit. Several seniors who picked up their kit have shared photos of the finished project to the TSCC Facebook page. Sign-ups are underway for a to-go serving of KRO's on the Common's chili, to be picked up on National Chili Day, February 25. Transportation and Meals on Wheels continued throughout the week. The February newsletters were mailed out. Other activities included: Kaley's walking club, ask-a-nurse blood pressure clinic, random acts of kindness campaign, and movie-borrowing- popcorn included! Inquiries from seniors regarding the Covid-19 vaccine continue to come into the Center, and a new, informational robo-call is planned.

**Templeton Community TV:** Streaming and server training continues. Hannah and Kaitlyn are now capable of streaming meetings, with Hannah as the TCTV host. They will work the Board of Health meeting on Tuesday, Feb. 16. I will still be on almost all meetings to help with any issues, or I will view remotely. I worked with Adam this week to submit a \$5K grant proposal to the Mass. Office of Business Development (MOBD), which seeks innovative ways to help small business recover from the pandemic and foster long-term economic growth. The grant requested will help fund our regional website to include an online marketplace for area businesses.

### **Important Dates to Remember**

**Select Board Business Meeting, Wednesday, 2/24/21, 6:30 p.m. Zoom-Streamed Live  
Staff Meeting, Thursday, 2/25/21, 8:30 a.m. on Zoom**