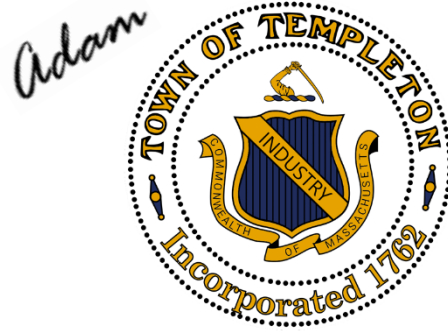


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: February 18, 2021
CC: All Departments



Important Notice to All Employees: None.

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

5.c. Presentation RE: FY'22 Budget and Legislative Package~ documents for this will be sent to the Board on Wednesday, 2/24 and posted on our Website.

Weekly: Work continues on the FY '22 budget and warrant. It was sent to the Department Heads to review for a last call as the budget books will be getting printed next week. We have the budget books ready to start inserting all the pages once it is final. I alerted the Select Board and Advisory Committee last week about the miscalculation of levy limit which comes to be good news as we will not need to use one-time monies for the FY '22 budget. I received the proposed assessments from NRSD and Monty Tech so we will not need to use the 2 ½ escalator so I commend them on getting that information to us before our budget is released on the 24th.

We finished the Invitation to Bid for weatherization work for the Highway Garage and the Templeton Center Fire Station which will be the first phase of the upgrades under the Green Communities. This has been posted to the website since we received the prevailing wage rates with a bid due date of Wednesday, March 31, 2021. It will be advertised in the Gardner News, placed on Central Register and CommBuys. There will be a showing of the two buildings from 9am to noon on Monday, March 15th. We have authorized Szoc Surveyors out of Gardner to locate existing lot corners and control points, instrument survey to locate these points, office calculations and determination of lot lines/corners, set/verify 4 lot corners and 2 easement corners and survey sketch showing points found or set for River's Edge Conservation Area (4 Elm). They would not be able to begin work until the end of March when the snow/ice cover settles a bit; however, this is the latest on that project front.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: Participated in informational zoom with Vadar. Met with Bartholomew's for yearly review.

Assessor: Worked with Cartographics to finish mapping changes, updates should be going online within the next week. Attended webinars Tuesday and Wednesday. Reviewed and gathered information for pending abatement applications. Completed requests for abutter lists.

Town Clerk: Busy updating the state computer with the census/St. list forms that we have received. If you haven't already, please return your census/St. list forms as soon as possible. We have been updating voter registrations, fulfilling vital records request and licensing dogs.

Reminders: Dogs need to be licensed by March 31st to avoid late fees. Nomination papers for the Annual Town Election will be available February 22nd thru March 25th.

Public Works

Highway: Crews continued to clear intersections, sidewalks, treating roads as needed. Debris from trees was cleaned up and ice was scraped up in some locations. A dead tree was taken down on Carruth Road. Cleaning and repairs were done on equipment to get ready for another long duration storm that is due to start today.

Building and Grounds: Treated walkways, lots and roads at town buildings and cemeteries. Cleaned equipment and tools, making sure they are ready for next storm. Cleared catch basins at the Senior Center. Serviced equipment getting it ready for spring. New furnace was installed at Scouts Hall this week.

Public Safety

Templeton Police Department: 2/11 – 2/12 PD – 334 Calls for Service, 34 motor vehicle stops, 0 arrest. Station – We reached out to the HVAC vendor, who was able to walk us through adjusting the temperature in the building. So far so good! We are experiencing some minor issues with our old units at this time. Dispatch - 473 Calls (does not include miscellaneous calls). Nothing new to report

Templeton Fire/EMS: Nothing reported.

Development Services

COVID-19: As of 02/18/2021 Templeton has sixteen 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.

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. The Governor announced that the Local Boards of Health will not be receiving vaccine and that only mass vaccination sites and large regional sites will continue to have clinics.

Director/Board of Health: Agent has begun reviewing nine new septic plans for Turner Lane; reviewed and approved septic repair plans for 163 Hubbardston; reviewed and approved Title 5 reports for 143 Pail Factory and 24 Claire; prepared for and participated in BOH meeting; assisted many residents with questions with regard vaccine clinics; provided notary services for four residents.

Conservation: Received a request for a NOI certificate of completion for Brooks, Lot 9

Planning Board: Preparation for February 23 meeting.

ZBA: Prepared for February 22 meeting.

Building Department: Building Commissioner issued six permits, one new single family, one wood stove, one roof, two for windows and one interior remodel; two expired permits closed; violation notice sent to current owners of 519 South for work completed without permitting. Two electrical permits were issued, one for change of electrician and one for wiring a garage. There was one gas and no plumbing permits issued this week.

Agricultural Commission: Nothing to report at this time.

Community Services

Director/Library: Curbside service continues to be well-received. We're assisting patrons navigate 'borrowing' e-materials. I'm working with TCTV staff to develop a 'Craft Time with Mrs. Prime' program. I continued to work on the seed-library and e-newsletter.

Senior Services: Transportation requests continue to increase. Our staff is working hard to stay informed and assist seniors with covid-19 vaccine information. The March newsletter became available online. Sign-ups for the National Chili Day event continued. Other activities this week included: Terrific Tuesdays grab & go stress ball kit.

Templeton Community TV: Hannah and Kaitlyn streamed their first meeting themselves this week. Kudos for their work and smooth handling. We are catching up on some video and slide production work. Hannah has completed an excellent Zoom tutorial for the Senior Center, and we will split it into parts as a series. I met with several web designers and have started to receive quotes for regional web site development. Technical research on the Town Hall system needs and a mobile production system incorporating Zoom are taking place. Tropical steel drum music provides a warm winter break each night on TCTV's Cable Channel 8. Pick out your favorite tunes!

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**