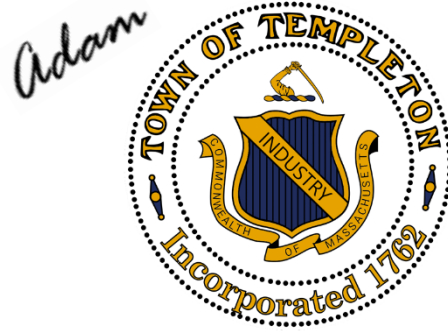


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: February 25, 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). none

Weekly: The final work continues on the FY '22 budget and warrant. Finished up the last touches to the presentation for the Select Board. Worked with Mr. Zahler as he is proceeding forward with a neighborhood meeting for the proposed project for the old Baldwinville Elementary School. I did some updates to the project page which can be found at <https://www.templetonma.gov/town-administrator/pages/current-planning-construction-projects>. We did some adjusting of the Select Board meetings where we moved the business meeting of the 14th to the 7th so we can take up the warrant and finalize before we send over to the Advisory Committee which is due to them by April 10th. Been working with Chris Klaskin from the Department of Developmental Services so they can set up a neighborhood meeting for the residents about the proposed project at 15 Carruth Road with Senator Gobi and Representative Whipps. It appears this will take place on March 17th at 5:30PM as it has not been finalized. There will also be a neighborhood meeting for the proposed redevelopment of 16 School St (Old Baldwinville Elementary School) which will take place on Monday, March 8th at 6:30pm which will be broadcast through TCTV YouTube Channel. This will allow folks in town to see the proposed rehabilitation and addition to the site.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: Busy posting excise payments. Bills are due next Monday. Processed the warrant. Luanne helped me out with a couple interviews for the clerks position. We should have someone starting with in the next week or so.

Assessor: Still working with Cartographics to finish mapping changes, updates should be going online within the next week. Interviewed with Cheryl for the Collector/Treasurer Clerk position. Working on sketching 3 additional new constructions and supplemental billing. Will try to go out next week to verify measurements and construction details. Attended a department head meeting Thursday morning. Many phone inquiries and emails in regards to abatements for the excise tax bills that are due on March 1st.

Town Clerk: I attended the department head meeting. Still busy with census, dog licenses, vital records request and information requests. Reminders: Dog's 6 month's or older need to be licensed by March 31st and Nomination Papers are available for the Annual Town Election. For a list of available seats, please go to the town website @ <https://www.templetonma.gov/home/news/nomination-papers-for-the-annual-town-election-are-now-available-thru-thursday-march-25th>

Public Works

Highway: Crews worked on snowstorm clean up plowing, clearing, and treating roads and sidewalks. Crew worked on clearing drains and cleaning up road edges. Equipment was cleaned up and repairs made as needed. Some pothole patching was also done.

Building and Grounds: Snowstorm clean up plowing, shoveling, clearing, and treating sidewalks, and lots at town buildings, cemeteries, and Gilman Waite. Worked on trailer refurbishment. Met with family for lot sale at one of the cemeteries. Cleared off grave area in preparation for pending burial.

Public Safety

Templeton Police Department: 2/18 – 2/24 PD 262 Calls for Service, 32 motor vehicle stops, 0 arrest. Station – We have received the final bill for the carport and will be sending out payment next week. The eCitation equipment has been installed in all of the front-line units with training scheduled for 3/9/2021. Dispatch - 420 Calls (does not include miscellaneous calls). Nothing new to report.

Templeton Fire/EMS: The Department responded on 16 emergency calls, 1 of which required a mutual aid ambulance due to not enough personnel available to cover the call. The breakdown of calls was 11 EMS, 1 commercial fire alarm, 1 fire service, 1 hazmat (gas spill), 1 MVA and 1 standby for State police and Hazmat. We conducted 6 residential inspections.

Development Services

COVID-19: As of 02/24/2021 Templeton has seven positive cases of COVID-19; 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 MPHN/Heywood Hospital meeting and weekly ICS meeting; prepared daily numbers report for posting and provided address information to Fire and Police. Completed follow up investigation into complaints regarding Cumberland Farms to the Department of Labor Standards, multiple visits by Agent showed that employees were wearing face coverings and the majority of customers were also. Wellness check for two positive cases that could not be contacted by phone or email.

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 978-958-9057 (new number).

Director/Board of Health: Agent completed review of septic plans and well permit applications for Turner Lane, all were permits approved and permits were issued (nine new single-family homes). Reviewed and approved as-built for Brooks, Lot 9; septic tank and bed bottom inspection at Hubbardston, Lot 10; septic bed bottom inspection at 15 Carruth; provided documentation research to 519 South, 20 Crotty and 206 N Main for T5 inspection; provided Community Septic Loan application and instruction to 740 Patriots; completed final pre-opening inspection of new Patriots Roast Beef

Conservation: Members working on wetland/water issues reported by 226 South, DPW assisting with issues.

Planning Board: Prepared for and attended Planning Board meeting 2/23/2021; members approved covenant release for Michael's Lane; continued Deer Ridge project to next available meeting when all documentation received.

ZBA: Prepared for and attended February 22 meeting; ZBA members voted to uphold determination made by Zoning Enforcement Officer pertaining to 15 Carruth Road. Continued preparation for March 2 meeting pertaining to 881 Patriots request to build more storage units on grandfathered non-conforming parcel.

Building Department: Building Commissioner approved and issued permits for two foundations for new single-family homes and two for interior upgrades; issued certificates of completion for a second story addition and a replacement door; inspection for an expired permit completed and closed. No permits issued for gas, plumbing or wiring; office staff and Building Commissioner researching permitting software for Development Services, beginning stages.

Agricultural Commission: Nothing to report at this time.

Community Services

Director/Library: Services to our patrons continued. I continued working on the e-newsletter. A very civic-minded young resident has stepped up to help with our new 'seed library'! I am developing a 'Welcome to Templeton' packet for new residents, an idea which was discussed at a recent Advisory Committee meeting. I hope it will give new residents a brief overview of our Town government, the basic role of departments and committees, the website, and hopefully, some discount coupons for local businesses. The March materials order was compiled and placed. I attended the department head meeting and followed the Recreation Commission meeting.

Senior Services: The March newsletters arrived and were prepared for mailing. National Chili Day was a great success. Thank you to sponsor, Christine Sargent for the donation of 3 dozen servings of Kro's on the Common's chili. The Center continued to provide updated information re: Covid-19 and vaccine availability as it evolved. Meals on Wheels and Transportation were briefly interrupted by last Friday's weather, but continued this week.

Templeton Community TV: Staff worked live meeting broadcasts and streams every night this week. Production on the "Collector Time" series is being completed in partnership with the show sponsors. Hannah Bennett has completed a "Learn Zoom" tutorial that will run in Senior Hour on Channel 8 at 11 am daily. Kaitlyn Scott has produced numerous new event notices and slides and is training on streaming. Plans were finalized with MPZ Development for an online informational meeting about the Baldwinville School Apartments project on March 8 at 6:30 pm on TCTV Cable Channel 8 and YouTube. I have been researching and testing encoders that stream video for use at remote locations. I worked with Adam on a job position change to our FY22 budget request and met with Jackie Prime. Select Board Chair Mike Currie received a high-quality USB mic on member equipment loan from TCTV, for improved meeting audio. Submitted by Steve Castle.

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**