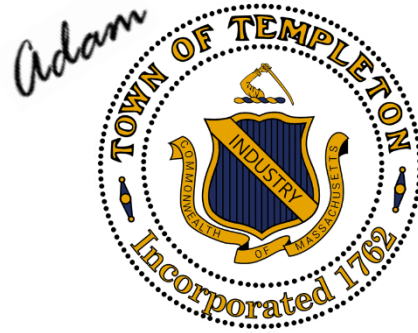


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Select Board  
**FROM:** Adam Lamontagne, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** February 4, 2021  
**CC:** All Departments



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**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:** As I mentioned last week, I was informed by the DPW Director of H-20 2017 Volvo Loader needing a transmission replacement which would cost roughly \$52+/-k. I listed 2017 in error and it is a 2014 Loader... My apologies. I have since provided a memorandum on this matter with options that will going in front of the Select Board for February 10<sup>th</sup> for action.

Also, we were approved and awarded \$20k from Community Compact for a compensation and wage study and I signed the contract and related paperwork to move forward. The contract gives us two (2) years from signing date of the contract to complete. As many know, the town applied for a grant of \$25k for planning related to Stone Bridge. I became aware of all the requirements, deliverables and investment required for this Culvert Replacement Municipal Assistance grant and quite frankly we would need a Planner on staff or an experienced firm (which costs \$) to perform the long list with all the deliverable requirements that come with fast approaching deadlines for the state. I felt by signing the contract (which had Carter's name on it) and not being able to fulfill the requirements can put the town in a bad predicament therefore I decided to pass on it. Finally, attended a Webex meeting with the Department of Developmental Services (DDS), Representative Whipps and Senator Gobi regarding an ongoing project in Templeton and DDS will be working on putting together a virtual meeting with neighbors.

### **Administration & Finance**

**Town Accountant:** Nothing reported.

**Treasurer/Collector:** Nothing reported.

**Assessor:** Report for last week and this week (missed cut off time). Presented Quarterly Report to BOS, attended Department Head Meeting. Processed Commitment 1 for 2021 Motor Vehicle Excise. Also, did an additional 2020 Excise Commitment along with a rebill for 2020. Files were sent to Tax Collector to send to the billing company to be mailed. This past Monday was the last day to file for abatements on your FY2021 Real Estate and Personal Property Tax bills. The Board now has 3 months to act on any applications received. Mapping changes have been finished for 2020 and were sent out Wednesday to Cartographics to update our online mapping. Continued to sketch new construction. Created 19 Supplemental bills for new construction in town. Bills were mailed to the new homeowners on Thursday. Completed requests for abutter lists for ZBA and

Town Administrator. With over 8000 excise bills going out, this brings many calls coming into the office.

**Town Clerk: Nothing reported.**

### **Public Works**

**Highway:** Crews readied equipment for storm. Crews treated roads where applicable prior to pending storm. Crews worked plowing and treating both roads and sidewalks for long duration storm. They came back and cleaned equipment, made repairs as needed. Crew cleared drain on Dudley Road. Crews are working on intersections for the line of sight. On the bright side MASS DOT approved the roads that were submitted to them, so we might see an increase in the Chapter 90 monies.

**Building and Grounds:** Cleared and treated lots, sidewalks and roads at town buildings and cemeteries. Spent some time going through spring equipment making repairs and servicing as needed, continued to refurbish trailer. Worked long duration storm plowing and treating lots, sidewalks, and roads at town buildings and cemeteries.

### **Public Safety**

**Templeton Police Department:** 1/21– 1/27 PD – 292 Calls for Service, 29 motor vehicle stops, 0 arrest, Police Station Project – had a response from the third-party vendor on the HVAC/Humidity issue Town Counsel is responding. Dispatch – 441 Calls (does not include miscellaneous calls). Nothing new to report.

1/28– 2/3 PD – 275 Calls for Service, 18 motor vehicle stops, 1 arrest, Police Station Project – had the bottom kick heater replaced in the back stairwell waiting for the new relay for the upstairs kick heating to come in so it can be replaced. Dispatch – 409 Calls (does not include miscellaneous calls). Nothing new to report.

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

### **Development Services**

**COVID-19:** As of 02/04/2021 Templeton has twenty-four 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. It has been a very long week trying to answer our senior populations questions, Rhonda has been fielding 99% of these inquiries with the utmost patience and grace!

Heywood Hospital, in conjunction with the area Local Boards of Health will be offering multiple clinics at the PACC located in Gardner. 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>. There will be more information coming with regard to a dedicated phone line for persons who do not have the resources to schedule online. Thank you for your patience!

**Director/Board of Health:** COVID continues to be the main focus of the BOH, the shortage of vaccine has created a situation of urgency for our residents, which in turn keep our phones ringing.

We have ordered and received a refrigerator solely designated for vaccine, we have completed the necessary corrections to the MIIS account for the management of vaccine. Reviewed and approved as-built plans for 248 Otter River septic repair; reviewed Title 5 inspection report for 196 Brooks and provided documentation for community septic repair loan.

**Conservation:** Received and referred a request from 226 South for information on wetlands on the property; received site walk request from 881 Patriots in conjunction with ZBA request; prepared for February 8 meeting and provided documents to members via email.

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

**ZBA:** Prepared for and attended meeting of February 2, 2021; 131 Dudley variance request was approved with conditions; 881 Patriots appeal was continued due to need of further clarification, Conservation site walk and engineered plan from applicant; scheduled hearing for the appeal from the Brooks Village Community Coalition pertaining to 15 Carruth for February 22 @ 6:30 pm, abutters notices, positing, and legal ads have all been placed.

**Building Department:** Building Commissioner issued six permits, four foundation permits for new SFH's on Turner Lane, one roof top solar installation, and one repair; four COC's issued, one for an addition, two for roofing/windows and one interior reno; one occupancy issued for 136 Patriots (Patriots Roast Beef); five expired permits closed and COC's issued; the multifamily inspections completed last week resulted in two violation letters going to the property owners. The Wiring Inspector had five permits, one new commercial and three residential upgrades. The Gas Inspector had one new permit for an underground line, plumbing was quiet.

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

### **Community Services**

**Director/Library:** Our February materials order was processed and made available. I worked on the library's e-newsletter, and 'seed-library'. The library was closed on Monday due to a malfunctioning furnace. I compiled and submitted January food pantry statistics for our participation in the Worcester County Food Bank. I followed the Cultural Council meeting. Curbside service at the library remains steady.

**Senior Services:** The Center continues to receive many inquiries about vaccine availability. A second informational robo-call will go out this week. The staff will continue to receive training and guidance from the EOEA and our Board of Health as to how to assist seniors access the vaccine. The Center closed early on Monday and was not staffed on Tuesday. Tuesday's transportation and programs were rescheduled. The February newsletters arrived and were prepared for mailing.

**Templeton Community TV:** Staff training on streaming progressed successfully this week, along with video production and graphics work. Our young staff is making significant strides and shows a lot of promise. Four meetings were live-broadcast and live-streamed this week. February is booked out for evening meetings on Monday through Thursdays, excepting the Presidents' Day holiday.

### **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**