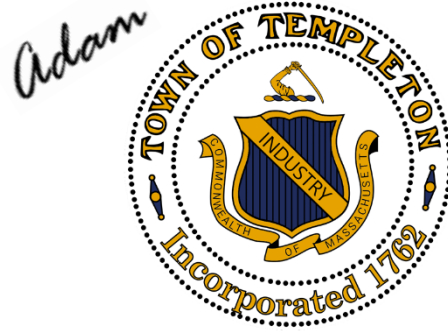


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

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



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**Important Notice to All Employees:** None.

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

**Weekly:** Architect Andrew Cannata supplied us with the project manual and specifications for accessible transaction counters with cough-protection screens for the preliminary review. Handled a variety of administrative matters. Worked with Mr. Zahler since his TCTV Zoom neighborhood meeting which many folks in town participated in and asked questions as well as brought up some concerns as well. The Police Chief and I continue to work on some HVAC issues that need to be addressed at the Police Station. We come to learn that we received the \$20k award from Community Compact for the wage and compensation study/plan and we plan to go out for Invitation of Quotes. Holly completed the Annual Report for FY'20 and sent it to the printer. The books will be in the office and the electronic version posted on our website by April 27. We received a repayment in full in the amount of \$17,935.09, for a Community Development Block Grant loan upon the sale of the property, and Holly drafted a Discharge of Lien to be sent to the closing attorney for recording.

### **Administration & Finance**

**Town Accountant:** Nothing reported.

**Treasurer/Collector:** Good news, we welcomed our new clerk Teresa this week. She was introduced at the select board meeting Wednesday night. Excise demands were mailed out Monday, there were over 2200 of the original 8000 that remained unpaid. Attended a zoom for Vadar and the select board meeting.

**Assessor:** Prepared for and completed follow up work from Tuesday's Board of Assessor Meeting. Worked with CAIGIS updating photos. The website is now current with owner names, values as of 3/1/2021 and plans filed last year for lot splits and changes. Notarized several documents for residents. Attended Department Head meeting Thursday morning. Prepared for Budget meeting coming up on Saturday. Sent letters out to residents for onsite inspections to be done regarding abatement applications received. Processed three Abutter Requests. Sue is working on a project regarding "owner unknown" properties. Building permits are not slowing down and inspections for these permits continue.

**Town Clerk:** I attended the department head meeting. Still busy with dog licenses, vital records request, and business certificate renewals. **Reminders:** Dog's 6 month's or older need to be licensed by March 31<sup>st</sup>. Nomination Papers for the Annual Town Election are available until Thursday, March 25th. 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 spot treated the roads, as necessary. Crews patched potholes on Otter River Road, Hubbardston Road, Old Winchendon Road, Cook Road, Haskell Road, Churchill Road, Dudley Road, Barre Road, South Road, Hospital Road, and Ridgewood Lane. Crews cut a dead tree and chipped brush on Fessenden Street, Old Winchendon Road, Cedar Drive, Henshaw Road, Carruth Road, Norcross Hill, and Greenlawn Cemetery.

**Building and Grounds:** Crews cleaned up downed trees and brush from storm at Greenlawn Cemetery with Highway Department. Burial duties. Cleaned up water in Senior Center basement. Set up barricades for some areas in Greenlawn Cemetery for areas that are not currently passable. Set out dog license signs in various locations for Town Hall. Prepared signs for Recreation department. Did an inventory of the military grave markers. Serviced and cleaned hedge trimmers.

## **Public Safety**

**Templeton Police Department:** 2/25 – 3/3 PD 265 Calls for Service, 55 motor vehicle stops, 1 arrest. Station – Sally Port contractor was out on Friday to inspect the building and an issue was found with one of the footings which will be addressed when the weather gets warmer. Dispatch - 451 Calls (does not include miscellaneous calls). Nothing new to report.

3/4 – 3/10 PD 275 Calls for Service, 29 motor vehicle stops, 2 arrest. Station – Town Counsel has advised to move forward with repairs and recommendations from the third-party consultant for the HVAC issues. Dispatch - 427 Calls (does not include miscellaneous calls). Nothing new to report.

**Templeton Fire/EMS:** 03/01/2021 – 03/07/2021 Fire Department weekly report. We had 17 calls for service during the week. 2 residential inspections, 8 EMS, 2 Motor vehicle accidents, 1 mutual aid for a chimney fire, 1 illegal burn, 2 automatic fire alarms and 1 carbon monoxide alarm.

Fire officers met to discuss upcoming training and how best to begin in person training again. Paramedics continued with their remote Paramedic refresher training. Open burning season is upon us. Permits are available online or by calling the station at 978-939-2222 to set up an appointment. Appointments are available Monday, Wednesday, or Fridays from 9 to 1. Permits are \$10.00 and good until the end of the open burn season, which is May 1st.

## **Development Services**

**COVID-19:** As of 03/10/2021 Templeton has four 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; teachers and school staff along with childcare workers are slated to be vaccinated within the week. 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 report for posting and provided address information to Fire and Police. Any changes to the travel order for MA can be found at [www.mass.gov/info-details/covid-19-travel-order](http://www.mass.gov/info-details/covid-19-travel-order)

**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 65 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 septic repair final inspection at 143 Hubbardston and Hubbardston, Lot 10; multiple calls with regard to 22 Brooks Village septic; issued a corrected COC for repaired system at 130 Old Winchendon; worked with Mark Foss pertaining to 21 South Main (part of the abandoned housing initiative) – anyone interested in the auction should go to [www.zekosgroup.com/auctions/detail/bw60806](http://www.zekosgroup.com/auctions/detail/bw60806); Asst. AG Monica Passeno has taken a position with another company, new Asst. AG Janice Fahey will be taking her place and working with this office on the Abandoned Housing Initiative; repair perc completed at 196 Brooks.

**Conservation:** Three site walk applications in process, preparing for March 15 meeting.

**Planning Board:** Members signed the release for Michael's Lane and provided original document to Attorney Glenn's office; meeting of March 9 cancelled due to lack of agenda items.

**ZBA:** Working on a continuance date for 881 Patriots request.

**Building Department:** Between the Adm. Asst. and the Building Commissioner, sixteen building permits are currently in process, three new SFH (foundation only), two new SFH, two detached garages and nine misc. repair/upgrade; one occupancy issued for new SFH at 123 Brooks; two COC's for window and basement stairs and one expired permit inspected and issued a COC. Fourteen wiring permits were processed, ten new SFH, one rooftop solar installation and three residential upgrades. Two plumbing permits processed for residential improvements and one gas permit for residential improvement.

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

### **Community Services**

**Director/Library:** Back-ordered materials from the March list were processed and made available. We have received seed donations from two of the nurseries that we reached out to. All seeds, labels, and envelopes as well as the card catalog drawers will be turned over to our amazing junior volunteer, Kelly, who will be organizing it and putting the finishing touches on this great resource. We are moving forward with plans to hold the Farmers' Market beginning June 3, and running every Thursday, 4-7pm in the field beside the library. Packets for new 'vendors' are available at the library. I continued to work on the 'welcome to Templeton', and e-newsletter. I followed the Selectboard's meeting, and attended the department head meeting, and the COA Board meeting. I prepared for Saturday's FY 22 budget hearing.

**Senior Services:** We were notified that the MCOA grant which Cindy Shea wrote was approved for funding! This grant - approximately \$3,700, will provide much-needed respite for several individuals in Templeton, who serve as caregivers for a loved-one at home. Volunteers continue to reach out to 700 seniors by phone. The majority of those contacted report that they have already received at least the 1st covid-19 vaccine. Assistance is being offered to anyone who needs help scheduling an appointment. The COA board met to approve their bylaws, which will be on the Annual Town Meeting warrant, and create a Mission Statement. Transportation, Meals on Wheels, and Activities continued throughout the week.

**Templeton Community TV:** TCTV live-streamed and broadcast the Baldwinville School Apartments Community Information meeting, which attracted much interest and had a lot of interaction with the audience via the YouTube chat. "Senior Hour" at 11 am weekdays on TCTV Cable Channel 8 was set and promoted via Facebook and the Senior Buzz newsletter. Senior Hour

currently includes an easy "Learn to Zoom" tutorial, the Council on Aging meeting of March 9, and interesting videos on Templeton history. Shows for seniors will rotate in and out of this hour. We prepared this week for the all-day March 13 budget Zoom-a-thon. I submitted a report to the director of Community Services pertaining to problems TCTV recently has encountered with meeting planning that has cost us valuable personnel time. I submitted draft guidelines to the Town Administrator to address this. I prepared a report on the status and outlook of the Town Hall broadcast/recording system moving forward. Research continues to find suitable tools for TCTV to utilize for meetings moving forward.

#### **Important Dates to Remember**

**Budget Workshop, Saturday, March 13, 2021, 8:30 a.m. Zoom-Streamed Live**

**Budget Workshop, Monday, March 15, 2021, 7:00 p.m. Zoom-Streamed Live**

**Select Board Business Meeting, Wednesday, 3/24/21, 6:30 p.m. Zoom-Streamed Live**

**Staff Meeting, Thursday, 3/25/21, 8:30 a.m. on Zoom**