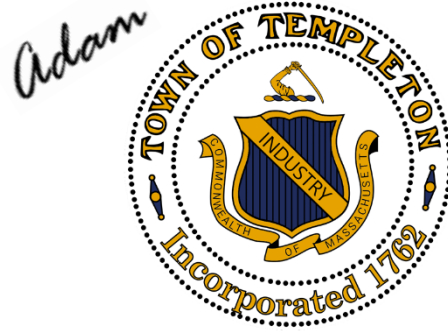


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Select Board  
**FROM:** Adam Lamontagne, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** March 18, 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:** Followed up from the budget workshops with updates to the Warrant and Budget package. Adam finished up negotiating and working on the Animal Control Officer agreement with Steve Delaney from Winchendon in time to have on the Select Board agenda of March 24<sup>th</sup>. Holly worked with several new volunteers for the Senior Center to get them cleared through CORI and sign the Volunteer Waiver. She worked with the new Bar Manager at Templeton Fish & Game Club to get together the information for their Change of Manager application, which is on your agenda for next weeks' meeting. She also processed the forms for a new hire who will be a Van Driver for the Senior Center. He will be at your meeting to meet you.

### **Administration & Finance**

**Town Accountant:** Nothing reported.

**Treasurer/Collector:** We had two tax title accounts paid off this week. Presented budget to the Board on Saturday and attended weekly Vadar informational zoom.

**Assessor:** Reviewed pending building permits and waiting for good weather to go out and look at properties. These are in addition to new construction permits that I continue to inspect and supplemental bill. Many questions still coming in on demands sent out for excise bills. These bills had an original due date of March 1st. Numerous phone calls coming in from attorney offices regarding new construction. Looks like 2021 is going to be another busy year!

**Town Clerk:**

### **Public Works**

**Highway:** Crew worked on Musket Drive rebuilding catch basin. Crews patched potholes on Depot Road, Hamlet Mill Road, South Road, Highland Street, Davis Street, Ledge Drive, Fern Street, Ware Drive, Cottage Lane, Minuteman Drive, Musket Drive, and Circle Street. Crews cut and chipped trees on Barre Road, South Road and Stone Bridge Road.

**Building and Grounds:** Measured and drew out mapping for new sections in Greenlawn and Pine Grove Cemeteries. Repaired water supply in Greenlawn cemetery. Took BG46 (zero turn) for warrantee work. Cleaned and serviced equipment. Cleaned up Senior Center basement and threw away trash. Transferred building materials inside of building.

## **Public Safety**

**Templeton Police Department:** 3/11 – 3/17 PD 280 Calls for Service, 43 motor vehicle stops, 1 arrest. Station – Resident from town was in the station recently and provided some expert advice on the flooring issue which was passed along to town counsel. Also, the OPM suggested that we move forward with the third-party consultants' recommendations and warranty covered work related to the HVAC system, currently working a cost for same. Dispatch - 475 Calls (does not include miscellaneous calls). Nothing new to report

**Templeton Fire/EMS:** 03/08/2021 – 03/14/2021; We had 28 calls for service during the week. 6 residential inspections, 17 EMS, 2 brush fires, 1 building fire, 1 illegal burn, 1 automatic fire alarm.

Fire Dept members held the first night of Ice and cold water training. The second night will be held later this month. Members trained on operation of the ladder truck during day shifts. Forestry 2 had its radiator replaced due to a hole in the old one, Rescue 1 (ambulance) had front end work done and a normal service. 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. 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. Worked with state to fill out a survey pertaining to in home vaccinations for shut ins. The State is preparing to offer vaccinations for person(s) unable to leave their home; there will be strict guidelines in conjunction with this effort and eligible residents will have a call center available to them by the end of the month, please stay tuned for more information as it becomes available. The Governor has announced that on March 22 the next phase of eligible individuals will begin to receive vaccinations, for more information please go to <https://www.mass.gov/info-details/massachusetts-covid-19-vaccination-phases#phase-2->

**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.

**Director/Board of Health:** Agent witnessed a perc at 64 Shore; began process for a community septic loan for 1 Walnut; follow-up on complaint of a residential bakery operating in town – no violation, actually is out of Gardner; working with two other residents interested in operating residential kitchens for selling of baked good; received and reviewed well drilling and water quality reports for the nine lots on Turner Ln (all good); reviewed well water quality results for 22 Fifth (good); provided septic research for 230 Royalston.

**Conservation:** Prepared for and attended March 15 meeting; issued a denial for the request for a partial certificate of completion for Brooks, Lot 9 – letter requesting a meeting for site walk with

contractor sent; order of condition prepared for Old Royalston Road Culvert project, awaiting approval and signatures; received a request for determination of applicability from Pan Am Railways, in process; Chair responded to MassDEP on complaint of working in wetlands on Fourth St, site walk scheduled for 3/17; two site walk applications received for 30 Claire and 21 Main, to be scheduled.

**Planning Board:** Preparation for March 23 meeting.

**ZBA:** Working on a continuance date for 881 Patriots request, scheduled for April 5 @ 6:30 p.m.

**Building Department:** Adm. Asst. prepared eighteen building permit applications for processing, includes seven for new SFH, four roofing, four interior renovations, one stove installation, one for windows and siding, and one for a roof mounted building sign; five certificates of completion were prepared and issued for foundations on Turner Ln; occupancy permit prepared and issued to 133 Lord; three wiring permits issued, two for commercial renovations and one for a residential remodel; three plumbing permits issued, one new SFH and two residential remodels; three gas permits issued all for new SFH's.

**Agricultural Commission:** Members working with ACO and resident to re-home a rooster that is currently at the animal shelter and re-homing chickens that a resident can no longer keep, if anyone is interested in either please contact Laurie at [lwiita@templetonma.gov](mailto:lwiita@templetonma.gov)

### **Community Services**

**Director/Library:** Curbside distribution of requested materials has remained steady. The supplies and donations for the 'seed library' were turned over to our amazing volunteer, Kelly, and other members of her girl scout troop for organizing and finishing touches. We hope to have this available sometime in April. I continued to work on the 'welcome to Templeton packet' and e-newsletter. I attended a webinar about identifying 'fake news'. I participated in the March 13- FY 22 budget meeting, and plan to follow the Recreation Committee meeting later this week.

**Senior Services:** The February MART report was completed and submitted for reimbursement. Volunteers continue to reach out to Templeton's seniors re: covid vaccine availability and general check-in. Terrific Tuesday craft project pick-up was busy with a St. Patrick's Day themed project. The April newsletter went out to LPI for printing. Transportation and Meals on Wheels continued, as did 'Ask-a-Nurse and Blood Pressure clinic.

**Templeton Community TV:** TCTV live-streamed, recorded and scheduled the 12 hours of budget workshops of March 13 and 15, in addition to other meetings. We tested a hybrid meeting device for in-person meetings successfully. More tests will be conducted in the coming weeks. Collector Time and Learn to Zoom series are on Cable Channel 8 and YouTube. Templeton's 250th Anniversary Parade is airing most nights on Channel 8. TCTV is not scheduling meetings for March 29-31 so we can have time off.

### **Important Dates to Remember**

**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**