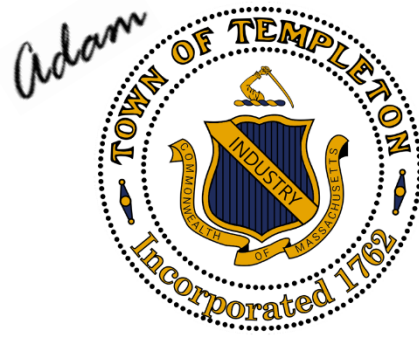


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Adam Lamontagne, Asst Town Administrator
RE: Administrator's Weekly Report
DATE: March 19, 2020
CC: All Departments



Important Notice to All Departments

The latest information on COVID-19 may be viewed at [Mass.gov's website](https://www.mass.gov). This is the website where the Town's Board of Health Agent gets the most updated information regarding Coronavirus 2019.

The Town's Incident Commander for COVID-19 is the Town Administrator. The Town's Public Information Officer is our Chair of the SelectBoard, Mike Currie. If anyone has questions, Mr. Currie may be emailed through the Town's website [by clicking here](#). We will be keeping the public updated of any new information regarding COVID-19 through Mr. Currie, our website and Facebook pages.

Business Meeting or Workshop: (This is where we provide basic information or expand upon memorandum enclosed in your packet). None this week.

Weekly: As you know, the Town offices are closed to the public until April 6, 2020. Staff is still working at least their regular hours and in some cases more in order to accommodate the additional work with more cleaning, purchasing supplies that are hard to find but much needed to keep everyone safe, getting information in and prepared to go out to officials and the public, and keeping up regular job duties. Most meetings have been cancelled and those that are still being held are keeping to the maximum of 25 people in the room and keeping a proper social distance.

The Budget Workshop on Saturday will be closed to the public and some Board members and Advisory Committee members and department heads may also participate remotely. For anyone wishing to, they may participate remotely via laptop, phone or other device by using the following instructions:

Saturday, March 21, 2020, Meeting at 8:30 am to 12:00 pm, to participate by phone, call +1-408-418-9388, Meeting number (access code): 624 749 934, Meeting password: FY21, or to participate in video conference, [click here](#).

8:30 – 12 Schedule: Public Works
Highway
Building & Grounds
Police & EMD
Fire & EMS

Development Services
Sewer

Saturday, March 21, 2020, Meeting at *12:30 pm to 4:30 pm*, to participate by phone, call +1-408-418-9388, Meeting number (access code): 622 134 818, Meeting password: FY21, or to participate in video conference, [click here](#).

12 – 4:30 Schedule: Administration & Finance
Treasurer/Collector [Debt]
Accountant
Assessor
Town Clerk
Community Services
Library
Veterans Service
Senior Services
Recreation & Culture
Cable
Executive
Selectmen
IT (technology)
Insurance & Benefits
Capital
Wrap-Up and Overview

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: Now that we are closed to the public you can reach our office by phone at 978-894-2763 or email at crichardson@templetonma.gov. Payments can be made by mail or dropped in the blue box located at the entrance to Town Hall. Excise payments can also be made online at templetonma.gov under “Pay Bills Online”

Assessor: Out of Office.

Town Clerk: Nothing reported.

Public Works

Highway Department: Many precautions were followed in the DPW to safeguard against COVID-19. Information provided by the health department continues to be relayed and posted. Constant communication with all aspects of health and safety for the employees and public. Pothole filling was done on Rice Rd, Old Winchendon Rd, Highland Ave, Otter River Road, Barre Rd, Farnworth Rd, Gray Rd and Henshaw. Patching with the hot box was done on Norcross Hill and Royalston Rd. Cleaned up loose hot top from E. Templeton. Churchill Rd and Lamb City road had milling added to create a smoother road surface. Roadside brush was chipped in E. Templeton, lower Otter River and Shore Drive. Catch basins were cleaned on Gardner Road. New fenders were fabricated for H13, the older loader.

Buildings & Grounds: The same precautions for COVID-19 were followed in the B & G department. The custodian has been working extra hours to clean and disinfect town buildings on a more regular basis. A special thank you to NRSD and Rick Moulton, Rick has been fogging our town buildings on a weekly basis. It's all about working together. The conex box in Green Lawn cemetery was cleaned out and items were added to the surplus auction for the FY2021 budget year. Items from the senior center basement were also added to the surplus auction inventory. All markers were counted, and info will be conveyed to the VSO to assure we have enough for Memorial Day. Flags were also inventoried and recorded. Spring clean-up continues in Templeton Commons and the library. Began getting picnic tables ready for the spring.

Public Safety

Templeton Police Department: Nothing reported.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Prepared for and attended emergency BoS/BoH meeting to discuss and institute a state of emergency declaration; working with TA/ATA, BoS Chair, and EMD on daily conference call for updated information for COVID-19; prepared for and participated in meeting with NRSD and Town of Phillipston; working with EMD to have town employees train in Incident Command System (ICS) through FEMA; working with Montachusett Public Health Network (MPHN) to submit for supply and personnel funding.

Board of Health: Nurse Director, Myriah Zwicker, provided supplies and hand sanitizer, which was very thankfully received by town departments! Reviewed and approved Title 5 reports for 51 Shore and 18 Carruth. Working with Chief Dickie, printed a protocol sheet for inspectors that will help them determine if an inspection should take place or be re-scheduled.

Conservation: Meetings cancelled until further notice; still accepting and preparing documentation for requests and residents.

Planning Board: Meetings cancelled until further notice; still accepting and preparing documentation for requests and residents.

ZBA: Meetings cancelled until further notice; still accepting and preparing documentation for request and residents.

Building Department: Received and processed three building permit applications for renovations; received and processed two permit applications for the Electrical Inspector; received and processed one permit application for Plumbing Inspector.

Agricultural Commission: No action to report at this time.

Community Services

Community Services Director: Nothing reported.

Community TV: The week has been all COVID-related tasks. We live-streamed the Emergency Meeting of March 16 and are preparing for the budget meetings on Saturday. We have been researching platform such as Zoom for video/tele-conferencing and streaming for remote meeting use. We started an emergency message on Channel 8, updated daily, with several emergency slides and notices as well. WGAW AM1340 radio in Gardner is now used for

background audio when the slides play between programs. WGAW does regular updates each day on the health crisis. We have been updating the TCTV web page with local news about COVID-19, closings, food and business help, and the like. Response has been very positive. Hannah is getting take-out menus from local restaurants and food producers for Facebook posts, and she is working on short videos about making masks, home activities. and the like.

Library Director: Nothing reported.

Senior Center: Nothing reported.

Important Dates to Remember

Town Administrator's Office Days next week: Monday & Tuesday

Selectmen's Budget Workshop, Saturday, March 14, 8:30 a.m.

Selectmen's Budget Workshop, Monday, March 23, 2020, 6:30 p.m.

Selectmen's Business Meeting, Wednesday, March 25, 2020, 6:30 p.m.

Staff Meeting Thursday, March 26, 2020, 8:30 a.m.