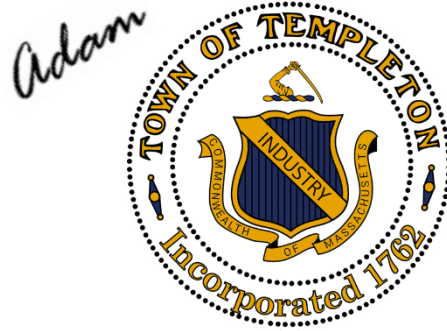


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Select Board  
**FROM:** Adam Lamontagne, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** March 25, 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:** Worked on meeting preparation. Holly worked with more new volunteers for the Senior Center to get them cleared through CORI and sign the Volunteer Waiver. We are certainly lucky with all of the volunteers we have in Templeton. We received another repayment in full in the amount of \$42,500.00, for a Community Development Block Grant loan when the property was sold, and Holly drafted a Discharge of Lien to be sent for recording. We are expecting another one soon and with the Real Estate market as busy as it is, we expect more to come. Holly continues work on the Town's website, updating broken links and editing and uploading documents to keep information current. Adam put together the Invitation to Bid for the Accessible Transaction Counters with Cough-Protection Screens for Templeton Town Hall which will be reviewed by the Building Commissioner before we release it. We are still awaiting the prevailing wage rates for the Town Hall Reconfiguration as well.

### **Administration & Finance**

**Town Accountant:** Nothing reported.

**Treasurer/Collector:** We had 2 more tax title accounts paid off this week. Of the 70 that were advertised for FY20, 42 have paid their accounts in full.

The excise demands that were mailed a couple weeks ago were due Tuesday. We have just under 1000 remaining unpaid that will be going out for warrant.

We were extremely busy with phone calls this week, many with requests for copies of bills. I attended the weekly zoom for Vadar and the department head meeting.

**Assessor:** On Monday and Wednesday attended online workshops sponsored by MAAO & WCAA. Tuesday was a great spring day to go out for property visits from building permits pulled in the past year. Over 35 properties were visited. Much of these building permits add to new growth in town. New construction and additional building permits being pulled by homeowners continue to keep my office and inspectional services very busy. Thursday morning attended the department head meeting.

**Town Clerk:** Nothing reported.

### **Public Works**

**Highway:** Crews patched potholes on Pheasant Lane, Shady Lane, Turner Lane, Brooks Road, Lord Road, Baptist Common Road, Depot Road, Main Street, South Road, Hubbardston Road,

Red Fox Crossing, South Road, Cook Road, and Haskell Road. A berm was repaired on Depot Road, and a catch basin on Muskett Drive was also repaired. Crews cleaned up broken asphalt on Pheasant Lane, Shady Lane, Turner Lane, Hamlet Mill Road, Old Winchendon Road, Highland Avenue, and Davis Street. Catch basins were cleaned on Rice Road and Brandin Drive.

**Building and Grounds:** Crew started cleaning up cemetery streets. They put out picnic tables for Senior Center and Town Hall. Put out trash cans for Greenlawn Cemetery and Gilman Waite. Conducted flag duties. Assisted family with lot purchase at cemetery. Started spring cleanup in Templeton Center.

### **Public Safety**

**Templeton Police Department: Nothing reported.**

**Templeton Fire/EMS:** 03/15/2021 – 03/21/2021 Fire Department weekly report.

Emergency calls: 15 EMS, 1 fire alarm, 1 building fire, 1 chimney fire, 1 hazmat

Training: EMS training for the month of March is online training, as in person training is still not allowed by OEMS.

Apparatus: Ladder 1 broke down on call and was out of service for the night. A bad o ring was found and repaired the next day.

Activities: 8 residential inspections, 1 commercial inspection. Fire drills were conducted at both schools. Drills had to be conducted 2 times per building on separate days as the students are not yet in class every day.

**Announcements:** 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 03/25/2021 Templeton has twenty-two 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. For information on vaccine phases, please go to <https://www.mass.gov/info-details/massachusetts-covid-19-vaccination-phases#phase-2->. **For anyone who is homebound and unable to get to a vaccination site with assistance, please contact the Homebound Vaccination Program at 833-983-0485 Monday through Friday 9:00 a.m. – 5 p.m.**

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:** Working with the Templeton Housing Authority, a complaint of water to an apartment full of sediment and iron was investigated and all violations were rectified; issued septic haulers permit to Bill's Sewer Service, issued septic haulers permit to Haley Construction, issued food permit to Lee's Hot Dog Stand, completed last ACO/Barn Inspector form for state; completed inspection of food pantry and issued permit; completed an insurance lien for past due sewer liens on Circle St; reviewed and approved septic plans for two new SFH's on Fourth and Michaels; met with Bob Szocik at 1 Ross for issue, referred to Town Admin and Select Board Chair; assisted Recreation with information for attendance at sporting events, will follow up with concession information.

**Conservation:** Processed three applications for site walks; members completed walks at 75 Pail Factory, Fourth, Lots 105 & 106 and 126 Brooks; members responded to a complaint of trees being cut in wetland areas on Shore and Fourth, no violations noted, Kimberly Roth and Denise Childs of MassDEP received documentation of no finding.

**Planning Board:** Prepared for and attended meeting of 3/23/2021; approved an ANR for a 1-acre lot on Otter River Rd.

**ZBA:** Continuance date for 881 Patriots request, scheduled for April 5 @ 6:30 p.m.

**Building Department:** Seven permits processed and approved, three exterior upgrades, two HVAC/sheet metal, one demo and one energy improvement upgrade; eight final inspections resulting in certificates of completion, two for replacement windows, one roof, two HVAC systems and three home repairs; one occupancy permit issued to 19 Oak. One wiring permit for an addition, one plumbing permit for a kitchen and bath remodel and one gas permit for an appliance upgrade.

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

**Director/Library:** The April materials order was compiled and placed. Curbside services continue to be brisk. I am reaching out to vendors and the public in anticipation of the beginning of our Farmers' Market - June 3 - and continuing every Thursday (weather permitting) 4-7pm. I continued to work on the 'Welcome to Templeton' packet and e-newsletter. I am planning 2 story-time and craft-time programs with TCTV. I attended the Department Head meeting and followed the Recreation Committee meeting.

**Senior Services:** Volunteers prepared the April newsletters for mailing. Terrific Tuesdays involved a dragonfly pipe-cleaner craft. Task force members met with Cindy to brainstorm plans for the Center's (eventual) re-opening. Transportation and Meals on Wheels services continued to be in demand.

**Templeton Community TV:** Portable hybrid-meeting streaming systems Streaming Pix and Meeting Owl tested successfully this week. More tests will be conducted in the coming weeks to be ready for hybrid in-person/Zoom meetings when it is COVID-safe. TCTV's "Collector Time" series, "Learn to Zoom" and "Senior Hour" programming is being updated with fresh content weekly. A new video on the Food Pantry is in production. Plans for new Story Time, Craft Time and other programming is being planned.

### **Important Dates to Remember**

**Select Board Business Meeting, Wednesday, 4/7/21, 6:30 p.m. Zoom-Streamed Live**  
**Staff Meeting, Thursday, 4/8/21, 8:30 a.m. on Zoom**