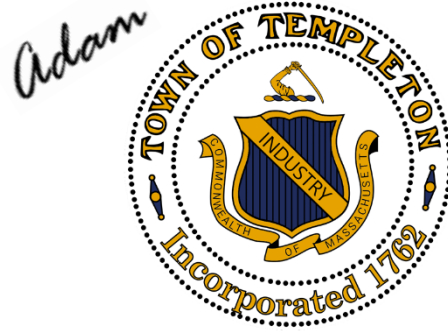


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Select Board  
**FROM:** Adam Lamontagne, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** March 4, 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).

**5.i. Action RE: Updated Copier & Managed Print Services Contract~** The Toshiba rep had made an error (see contract in packet) on the bottom of page 1, for the Lexmark XM3250 printer, we need 2 and he had accidentally put 1, so the calculation total was incorrect. In my memo, their quote was \$1,438.62, but with the correct calculations and the printers we need, it will be \$1,464.76. The vote made at the meeting of February 24 was 'as presented' so we wanted to be sure for transparency and to correctly award the contract that the Board votes knowing the correct amount.

**Weekly:** Holly followed up with tech support to ensure that the spam many employees and board members received through the website didn't do any damage. Holly attended the IAC meeting regarding final Health and Dental Insurance decisions for FY'22; and the MMHR Meeting where there were some interesting human resource and labor law updates. Worked on getting a new employees workstation set up in the Treasurer/Collector's Office. She is starting on Monday and will be at your meeting Wednesday to meet you all. Processed the CORI and liability waiver for a new volunteer for the senior center. Cindy has been recruiting a lot of volunteers to help with their programs. Adam met with Architect Andrew Cannata. Mr. Cannata did a final walk through of the Library project so it can be signed off for payment. Andrew also took some final measurements for the specs for the Town Hall work which will be going out to bid soon.

### **Administration & Finance**

**Town Accountant:** Nothing reported.

**Treasurer/Collector:** The first excise commitment of the year was due on Monday. I am very grateful for Luanne's help just opening the majority of the mail that came in on Monday. We processed over 1000 payments on one day. I attended a Vadar and capital planning zoom meeting. We had another tax lien property paid off this week. This one goes back to 2019.

**Assessor:** Nothing reported.

**Town Clerk:** Nothing reported.

### **Public Works**

**Highway:** Crews continued to clear sidewalks, push back intersections, spot treat roads as necessary. Potholes patched on Norcross Hill, Cottage St., Sunrise Dr., Mountainview St., South

Rd., French Rd., Farnsworth Rd., and Hubbardston Rd. Cleaned up and chipped downed tree branches on the roads and in cemetery. Crews cleaned and worked on equipment after storms.

**Building and Grounds:** Spot treated lots and walkways around town buildings and cemeteries. Burial duties were completed in both cemeteries. Cleaned up 2 large down trees in Greenlawn and piled brush for the highway department to chip. Prepared and set up dog license signs. Continued getting trailer back together after refurbishment. Cleaned and serviced hedge clippers in preparation for spring.

### **Public Safety**

**Templeton Police Department: Nothing reported.**

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

### **Development Services**

**COVID-19:** As of 03/04/2021 Templeton has three 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 MPHN/Heywood Hospital meeting and weekly ICS meeting; prepared daily numbers report for posting and provided address information to Fire and Police. Wellness check performed by Police Department, requested by BOH – with good outcome; investigated a complaint improper handling of a positive case on Riverside; working with local restaurants on the requirements with Phase III, Step 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 (new number).**

**Director/Board of Health:** Agent completed septic repair bottom inspection at 143 Hubbardston; complaint of rats on Red Fox Crossing, found that there was an issue with animal feed; pre-opening inspection for Candlelight Café, new kitchen in good order, ok to open as a restaurant following all guidelines from State.

**Conservation:** Received request for partial release of order of conditions for Brooks, Lot 9 scheduled to be on 3/15/2021 meeting.

**Planning Board:** Received second peer review for Deer Ridge, in the process of scheduling continued hearing to March 23, 2021.

**ZBA:** March 2nd meeting cancelled due to lack of an available quorum of members; rescheduling to take place asap, office continues to forward public comment on the non-conforming issue at 881 Patriots to the members.

**Building Department:** Three building permits issued, two for replacement windows and one for interior renovations; four certificates of completion issued, one new garage, one replacement windows, one roof and one for solar panels; two occupancy permits issued, Gardner Airport Hangar and new single family home on Queen Lake Rd; eight wiring permits issued, one new

garage/addition, one generator and six upgrades; two plumbing permits issued, one single family home and one commercial upgrade; two gas permits issued, one water heater replacement and one new boiler.

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

### **Community Services**

**Director/Library:** I continued to work on the 'Welcome to Templeton' packet, seed library and e-newsletter. I am exploring the feasibility of offering our Farmers' Market this spring/summer. Project inspection was done on the library roof and related construction. The March materials order was processed and made available to our Patrons.

**Senior Services:** **Correction:** I incorrectly attributed the donation of chili in last week's report. The 50 chili servings were donated by KRO's on the Common. Many thanks to KRO's for this tasty and generous donation! The Center continued to assist residents with information re: Covid-19 vaccines. Other programs this week included: Lucky Penny project kit, Blood Pressure Clinic and Ask-a-Nurse, weekly movie borrowing, walking club with Kaley, and sign-ups for book club and to-go pizza slices on March 30.

**Templeton Community TV:** The Baldwinville School Apartments informational meeting is set for Monday, March 8 at 6:30 pm. Numerous meeting issues have recently arisen and are being addressed. TCTV scheduled and broadcast two meetings on short notice, in addition to our full schedule. Plans are being made to stream the all-day budget hearings on March 13. The sponsored "Collector Time" series is being completed for release. Research on hybrid meeting systems and Town Hall Conference Room upgrades continues.

### **Important Dates to Remember**

**Select Board Business Meeting, Wednesday, 3/10/21, 6:30 p.m. Zoom-Streamed Live**  
**Staff Meeting, Thursday, 3/11/21, 8:30 a.m. on Zoom**  
**Budget Workshop, Saturday, March 13, 2021, 8:30 a.m. Zoom-Streamed Live**  
**Budget Workshop, Monday, March 15, 2021, 6:30 p.m. Zoom-Streamed Live**