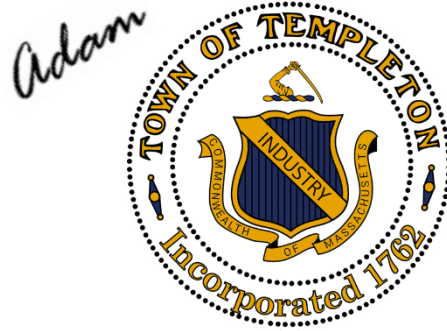


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Select Board  
**FROM:** Adam Lamontagne, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** April 1, 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 continues work on the Town's website, updating broken links and editing and uploading documents to keep information current. We worked with Andrew Cannata to get the bid package ready for the Town Hall Accessible Transaction Counters with Cough-Protection Screens prepared and it has been advertised. Bids are due on Wednesday, May 5, 2021 at 2:00 p.m. Holly has been working with Templeton LLC to get their Gravel Permit hearing set up. That will be on the agenda for your meeting of April 28. Holly was contacted by Travis Condon of North Central MA Chamber of Commerce for the Town to participate in the third edition of the COVID-19 Business Impact Survey. The survey will go live this Friday, April 2nd. It will be posted on our website by Monday, April 5. The survey will be active for about three weeks, and the Chamber plans to publish the results in May. This information is vital so we can determine the severity of the ongoing impact of COVID-19 in our community and the entire North Central Massachusetts region. It will also serve as a crucial tool for the Chamber, our office, and for organizations across the region that can be used when advocating for resources. Respondents to the survey may rest assured that the responses are all confidential. Templeton will be listed as a collaborator on the Chambers landing page on their website.

### **Administration & Finance**

**Town Accountant:** Nothing reported.

**Treasurer/Collector:** This week was fairly quiet as we are in between billings right now. Excise demands were due last week. We are getting the remaining unpaid excise bills ready to send off to the Deputy Collector.

Within the next week or so we should start to see payments coming in for the 4th quarter property taxes. The 4th quarter payments are due by May 3rd.

We also had another tax title account paid off.

**Assessor:** Nothing reported.

**Town Clerk:** Nothing reported.

### **Public Works**

**Highway:** Catch basins were cleaned on Minuteman Drive, Ridgewood Lane, Sandy Pine Road, Lafayette Road, Gray Road, Harley Hill Road, Cook Road, South Road, & Hubbardston Road. Berms were repaired on Depo Road & Ridgewood Lane. Crew patched potholes on Minuteman

Drive, Muskett Drive, Old Winchendon Road. Street sweeping was done on Baldwinville Road, Alexandria Avenue, Fern Street, Ledge Drive and Ware Drive.

**Building and Grounds:** Fixed lawn at Pine Grove Cemetery. Patched roads in Pine Grove Cemetery and Greenlawn Cemetery. Worked on spring clean-up at Templeton Center and the Fire Station. Sold grave lot. Burial duties. Finished painting trailer.

### **Public Safety**

**Templeton Police Department:** 3/25 – 3/31 PD 366 Calls for Service, 38 motor vehicle stops, 1 arrest. Station – One of the footings for the Sally Port had minor repairs done by the contractor. Town Counsel was advised to make counteroffer related to the HVAC issue. The Live Scan Fingerprint machine was brought on online and utilized for the first time. Dispatch - 518 Calls (does not include miscellaneous calls). Nothing new to report

**Templeton Fire/EMS:** 03/22/2021 – 03/28/2021 Fire Department weekly report.

Emergency calls: 24 EMS, 1 MVA, 1 chimney fire

Training: Ice/cold water rescue practical training was held at Templeton Fish.

Apparatus/equipment: 4 SCBA were sent out for repair.

Activities: 12 residential inspections

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:** Continued work with the Templeton Housing Authority on a water issue at 733 Baldwinville Rd; nuisance complaint for rubbish and debris at 39 Orchard Ln; housing complaint for illegal apartments at 81 Highland Ave; paperwork sent to new owner of Baldwinville Pizza; investigating complaints received pertaining to the Candlelight Café not following COVID restrictions; Rhonda and Laurie worked at Wednesday's vaccine clinic at the PACC; scheduled perc tests for Harley Hill and South for next week.

**Conservation:** Scheduled ConCom meeting for April 12 due to the holiday on April 19; continued communication for issues at Brooks, Lot 9.

**Planning Board:** Nothing to report at this time.

**ZBA:** Preparation and paperwork for members for April 5 hearing continuance for 881 Patriots.

**Building Department:** Ten building permits issued, four for replacement windows, three for replacement roofs, two for roof mounted solar projects and one for HVAC sheet metal; wiring issued six permits, two for roof mounted solar projects and four for interior upgrades and renovations; plumbing issued four permits, three for new single family houses and one for replacement appliances; gas issued six permits, three for new single family houses, two for underground gas lines and one replacement appliance.

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

### **Community Services**

**Director/Library:** A small order of Children's books was processed and made available. Karen updated the staff about changes and updates which are coming to the Evergreen (CWMars) software later this month. I continued to prepare for the Farmers Market (updated the Vendor guidelines and contract, designed and obtained quotes for a large banner for the Common, ordered signs, responded to inquiries from 3 potential vendors). I began work on the March food pantry statistics for our Heywood Hospital contact, and for the CDBG block grant (2nd quarter).

\*Amended from 3/25 report: The Recreation Committee meeting was cancelled after I had submitted my weekly report.

**Senior Services:** The MCOA donated hundreds of masks to the Center. These were shared with other departments. Cindy worked with several applicants for fuel assistance and SNAP.

Templeton Fire Department provided lock boxes and house number plates for seniors which the Center identified. Over 40 seniors picked up a 'to go' pizza lunch, generously sponsored by volunteer, Christine Sargeant. Four caregivers were identified for the MCOA respite grant. Transportation and Meals on Wheels continued throughout the week.

**Templeton Community TV:** Production work on TCTV's Collector Time series and Channel 8 Community Notices proceeded. Tests of hybrid in-person/Zoom meeting systems continued. Promotional creatives were drafted. Scam, online and financial crime prevention PSAs from District Attorney Joseph Early's office were downloaded and scheduled. A discussion with Templeton's Monty Tech School Committee representative identified opportunities for educational and video production collaboration.

### **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**