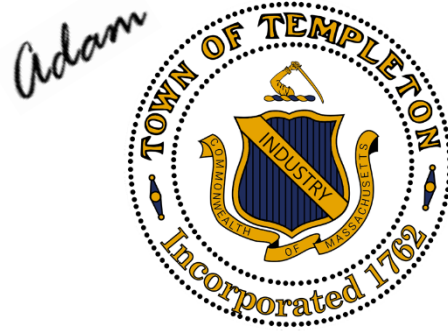


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: April 15, 2021
CC: All Departments



Important Notice to All Employees: None.

Business Meeting: (This is where we provide basic information or expand upon memorandum enclosed in your packet).

Weekly: This week has been pretty much committed to personnel and union matters. Adam followed up with the surveyors that have completed the field location work at the Rivers Edge Conservation Area, and they will be doing our office calculations this week as well as setting the corners and easement corners next week. Adam attended the Regional Economic Development Plan which has not been done since the 1990's. The vision is One North Central. Holly has been working with softball coaches to get them all in to complete their CORI check and sign their liability waiver, so they are ready to go when the season starts. The position for Softball Coordinator had been re-posted and I am reviewing candidates for that position. We hope to have someone hired by next week. Holly has notified non-union employees of the Board's decision to reduce their representative for the Insurance Advisory Committee from 2 to 1; and has notified the IAC that the Firefighters Union Representative now has an official spot on the IAC. As Holly and I discussed, she has requested that anyone wanting to be a candidate for Non-Union Group IAC Rep let her know in writing by Monday, April 26. Voting will be held via an electronic form from April 27-May 5, after which we will have our representative designated.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: Excise commitment 1 was sent to warrant this week. Attended weekly Vadar zoom meeting.

Quarter 4 property tax and sewer payments are coming in steady.

Assessor: Prepared for Board meeting on Tuesday and did follow up work. Data Entry to DLS Gateway for Omitted & Revised Billing, Chapter 61B Rollback taxes and MDM-1 Exemption Reimbursements for FY2021. Worked on pending ATB case.

Town Clerk: Nothing reported.

Public Works

Highway: Catch Basins were cleaned on Victoria Lane. Pothole repairs Barre Road, Dudley Road, Hubbardston Road. Brush clean up on South Road. Street sweeping Hospital Road, Norcross Hill Road, and working towards Otter River Road.

Building and Grounds: Spring cleanup continues at Pine Grove Cemetery. Trash removal at Greenlawn cemetery. Burial Duties. Serviced Tractor and Groomer for Gilman Waite. Repaired lawns behind library and various spots around Templeton Center.

Public Safety

Templeton Police Department: 4/8 – 4/14 PD 344 Calls for Service, 44 motor vehicle stops, 1 arrest. Station – Nothing new to report this week. Dispatch - 525 Calls (does not include miscellaneous calls). Nothing new to report

Templeton Fire/EMS: Emergency calls: 29 break down as follows: 20 EMS, 1 other agency assist, 2 brush fires, 3 illegal fire complaints, 1 mutual aid cover engine, 1 commercial fire alarm, 1 dispatched and cancelled.

Training: Monthly Officer meeting

Apparatus/equipment: 2 S.C.B.A. out for repair

Activities: 07 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: COVID-19 – As of 04/15/2021 Templeton has sixteen 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. **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.** Director and Admin. Asst. continue to work at PACC Vaccine Clinic (we were able to cover Tuesday, Wednesday and Thursday); met with Candlelight Café to go over requirements of being open during COVID pandemic; continue to follow up on issues/complaints; forwarded concerns about King Phillip to Phillipston BOH.

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: All water issues corrected 733 Baldwinville Rd, file closed; bed bottom inspection at Turner, Lot 2; witnessed perc for a septic repair at 10 Harley Hill; reviewed septic plans for Michaels, Lots 5 & 21, both new SFH; final inspection of interior and exterior at 21 South Main with AG's Office, all trash removed – issued release from violation order, auction taking place 4/12/2021; final component inspection at 163 Farnsworth.

Conservation: Nothing to Report at this time.

Planning Board: Director worked with Zoning Enforcement Officer and Planning Chair on issue on Patriots Rd; zoning map shows 204 Patriots as RA1 but should be coded as Highway Business, as found by researching ATM records from 2006. Will continue to work with Deputy Assessor to make corrections and contact MRPC to produce new zoning maps when complete.

ZBA: Received new plan for 881 Patriots Rd request; preparing for meeting of April 20 @ 6:30 p.m.

Building Department: Processed and issued 13 Building Permits: 2 for New Residential Homes, 6 Replacement Roofs, and 5 Sheet Metal for HVAC. 4 Electrical Permits were issued for Residential Improvements. 5 Plumbing Permits issued: 4 for New Residential Homes, 1 for Residential Remodel. 7 Gas Permits issued: 4 for New Residential homes, 1 Underground line, 2 Fixture replacement.

Agricultural Commission: Nothing to report at this time.

Community Services

Director/Library: I continued to work on the 'Welcome to Templeton' packet and Farmers' Market preparation. I am compiling the CS quarterly reports. Curbside is picking up. Prepared for new Story Times and Craft Times for TCTV channel 8.

We have started to review and discard items in anticipation of our book-sale in August.

Senior Services: Terrific Tuesday grab & go project was a small plant pot to decorate in celebration of Earth Day. Sign-ups are underway for the lasagna 'to go' lunch sponsored by the Baldwinville Nursing Home. The Worcester County Sheriff's office donated individual bags of Personal Protective Equipment to be given to Seniors. Ask-a-Nurse, Meals on Wheels and transportation continued throughout the week.

Templeton Community TV: Post-production work continued on Collector Time and Food Pantry videos. Collector Time shares on Facebook are helping to produce many engagements and a far reach. Numerous event and other slides were produced for Cable Channel 8 and TCTV's Facebook page. We made the Templeton 250th Anniversary Parade video viewable on YouTube.com/TCTVweb. Revamped TCTVweb YouTube Channel home page to show "Best of the Fests" playlist, in addition to Collector Time and other playlists. Tested Meeting Owl hybrid in-person/Zoom meeting system successfully again. Reviewed a web site development proposal with a web developer.

Important Dates to Remember

**Select Board Business Meeting, Wednesday, 4/28/21, 6:30 p.m. Zoom-Streamed Live
Staff Meeting, Thursday, 4/29/21, 8:30 a.m. on Zoom**