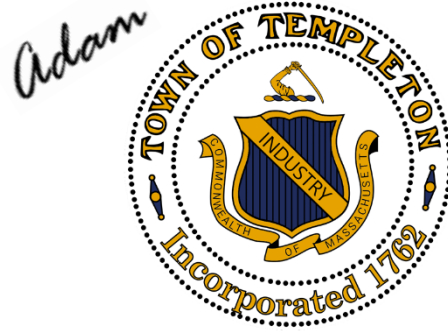


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Select Board  
**FROM:** Adam Lamontagne, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** April 22, 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:** Meeting preparation for 4/28. Adam met with Select Board member Griffis and Bob Szocik at the Gavin Road site that is on the agenda for a Gravel Permit Public Hearing on 4/28. Holly continues working with softball coaches to get CORI checks and liability waivers for the end of the month's season beginning. Adam met with Recreation Chair Scott Dill to review applicants for the position of Softball Coordinator. A job offer for that seasonal position has been accepted and the candidate is working with Holly to get the pre-hiring documents completed. Two Respite Workers have accepted a temporary position to provide Templeton caregivers with a 1-4 hour, well-deserved break through a grant from the MA Council on Aging that Cindy Shea had applied for. Holly is working with both to get their pre-hire forms completed and both with be starting within the next week. Holly created a *Re-Appointment Form* to streamline the process of appointees confirming their commitment to be reappointed and active on the Towns committees. The link was emailed to the appointees that will need to be reappointed in June for FY21.

### **Administration & Finance**

**Town Accountant:** Nothing reported.

**Treasurer/Collector:** Attended the weekly Vadar zoom meeting. Processed and posted property tax and sewer payments. We had a tax title account from 2019 paid off this week.

Reminder – Property taxes and the recent sewer billing are due May 3rd.

**Assessor:** Worked on updating Zoning Maps for corrections and amendments approved on town meeting floor. Notarized documents for town residents. Sue sent out final notices to businesses for Forms of Lists and other residents for Income & Expense Reports, she also worked on notices to mail to residents in East Templeton for upcoming cyclical inspections that she will be going out on during the next couple of months.

**Town Clerk:** Nothing reported.

### **Public Works**

**Highway:** Potholes filled on Main Street, North Main Street, Otter River Road, Depot Road, South Road, Royalston Road Sunrise Drive, and Michaels Way. Gilligan's Island was pumped down. Street sweeping Liberty Street, Lower Otter River Road & Hamlet Mill Road. Catch basins cleaned on Victoria Lane and Mitchell Road. There was a snowstorm Friday, crews treated the roads and plowed using the smaller trucks.

**Building and Grounds:** Spring cleaning at Pine Grove Cemetery. Took care of trash disposal Gilman Waite, and cardboard at Senior Center. Burial duties. Met with family for lot sale at cemetery. Put out signs for Town Hall. Started spring cleanup at Greenlawn Cemetery. Treated and plowed walkways & lots on town property.

### **Public Safety**

**Templeton Police Department:** Nothing reported.

**Templeton Fire/EMS:** 04/012/2021 – 04/19/2021 Fire Department weekly report.

Emergency calls: 29 break down as follows: 19 EMS, 1 building fire, 2 brush fires, 1 illegal fire complaints, 1 mutual aid cover engine, 3 accidental fire alarm, 2 service calls.

Training: Brush equipment practical use evolutions.

Apparatus/equipment: 1 scba back from repair, 1 scba taken out of service.

Activities: 0 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 04/22/2021 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; follow up on complaint forwarded by the Dept. of Labor Standards on lack of face coverings in use at Crow Hill Motor Sports.

**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:** Issued food permit to Narragansett Area Youth Baseball for concessions; final septic inspection at Turner, Lot 1 & 2; bed bottom inspection at Turner, Lot 3; processing three requests for Community Septic Loan Program.

**Conservation:** Nothing to Report at this time.

**Planning Board:** Preparation for 4/27 meeting.

**ZBA:** Prepared for and participated in meeting of 4/20; after a lengthy deliberation, the members voted unanimously to approve the special permit request by D & A Holdings to demo existing pole barn and construct additional storage units.

**Building Department:** Issued 6 Building Permits; 2 for swimming pools, 2 for replacement windows, 1 for rooftop solar, and 1 for residential renovation. 1 Certificate of Completion was issued for a door replacement on Meadowbrook Lane. 6 Electrical permits were issued for miscellaneous residential upgrades. 1 Gas permit was issued for replacement appliance.

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

### **Community Services**

**Director/Library:** I compiled the Community Services FY 21 third quarter report. I met with TA Adam and Services Coordinator, Cindy. The May materials order was placed. We continued to weed the collection. Preparation for the Farmers' Market continued.

**Senior Services:** Cindy helped another household receive SNAP benefits. The Center received flowers from Valley View florist for the week's grab & go project kit. Staff continued re-organizing and readying the building for eventual re-opening. 5 families approved for caregiver respite grant. Set up art gallery at the center with paintings by Paul Bisbee. Transportation and Meals on Wheels continued.

**Templeton Community TV:** We have received a \$5,000 grant award from the Mass. Office of Business Development (MOBD) to develop an online marketplace for area businesses to help with COVID economic recovery. This will be a part of the regional web site that is planned. Discussions with a potential web development/marketing and educational partner took place. The local Wachusett Business Incubator (WBI) will assist with business planning offered through another grant. Production on Collector Time and other programs continued.

### **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**