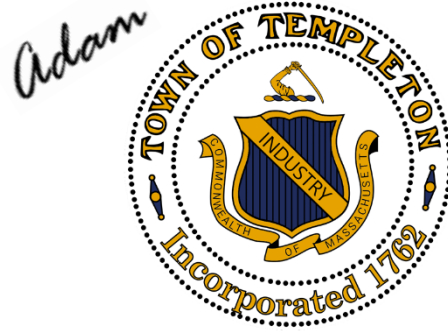


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Select Board  
**FROM:** Adam Lamontagne, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** April 8, 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:** The third edition of the COVID-19 Business Impact Survey is now live and Holly posted it on our [website](https://www.surveymonkey.com/r/H2K5T8H). The link to the survey is here: <https://www.surveymonkey.com/r/H2K5T8H>. Prepared for public hearings at our upcoming April 28 meeting; one for Gavin Road Gravel Permit, one for the Library Parking, and Holly worked with the owners of a new restaurant at the former Baldwinville Pizza Barn to complete their application for the transfer of Liquor License and assist them with preparing the Notice of Public Hearing to be published & mailed to abutters. Adam has been working on finalizing the Annual Town Meeting Warrant and has drafted the Voter's Guide. Adam is pondering the weekly reports moving to monthly based on the recommendation of the Financial Management Review Update.

### **Administration & Finance**

**Town Accountant:** Nothing reported.

**Treasurer/Collector:** Payments for 4th quarter property taxes have been coming in steadily. The taxes are due May 3rd. The sewer department has also released their next quarterly bill. The sewer bills are also due by May 3rd. Bills can be paid on the templetonma.gov website or dropped in the blue drop box located at Town Hall.

**Assessor:** Monday was out measuring new construction and a site visit for an abatement application. Finished up Exemption and Abatement applications for FY2021. Created 1 additional Supplemental Bill for a new home. Busy working with Collector/Treasurer cleaning up motor vehicle excise abatements to get ready to send out to the Deputy Collector. Attended Department Head meeting Thursday morning. Working on 3rd quarter report for upcoming Selectmen meeting. Reviewed Financial Management Report from DOR DLS.

**Town Clerk:** Nothing reported.

### **Public Works**

**Highway:** Catch basins were cleaned on Harley Hill Road, Cook Road, South Road, & Hubbardston Road. Street sweeping was done on Vernon Street, Sunrise Drive, Mountain View Street, Lemont Road, Prospect Street, Prospect Street Extension, Cedar Drive, Grove Street, Mill Street, Edgar Street, Bridge Street. Gilligan's Island was pumped down. Sign was removed on Orchard Lane. Pipes were flushed on Hospital Road. Rocks needed to be cleaned up at the end of Myrtle Street. Potholes repaired on Barre Road. A large rock needed to be removed on Ridgewood Lane.

Next week the Highway Department plans to do sweeping in Otter River and head to East Templeton.

**Building and Grounds:** Cleaned up in front of Town Hall. Removed plow markers at Green Lawn Cemetery. Spring cleaning at Otter River, Cottage Lane, and Island on Bridge Street. Repaired fence that was down at Otter River. Marked out lot for upcoming burial. Picked up zero turn that was out getting warrantee work done.

### **Public Safety**

**Templeton Police Department:** 4/1 – 4/7 PD 299 Calls for Service, 39 motor vehicle stops, 2 arrest. Station – Town council has made a counteroffer to the HVAC designer. Officers are completing training on the new LiveScan fingerprint equipment. Dispatch - 493 Calls (does not include miscellaneous calls). Nothing new to report.

**Templeton Fire/EMS:** 03/29/2021 – 04/04/2021 Fire Department weekly report.

Emergency calls: 24 break down as follows: 15 EMS, 5 MVA, Powerline down 1, technical rescue 1, Lock-out 1, Structure Fire 1

Apparatus/equipment: 3 S.C.B.A returned repaired.

Activities: 03 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 04/8/2021 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 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:** At Albert Dr for nuisance trash complaint; reviewed and approve septic plans for new SFH at Michaels, Lot 18; completed residential kitchen inspection at 343 Otter River; nuisance trash/animal complaint for 177 North Main; completed bed bottom

inspections at Turner Ln., Lot 1 and 163 Farnsworth; reviewed and approved T5 report for 62 Winchendon Rd; issued a certificate of compliance for a component replacement at 464 Otter River; witnessed a perc for a septic repair at 370 Dudley; Agent and Admin worked PACC vaccine clinic Wednesday as intake data entry, over 1,000 persons were vaccinated; water issue at 733 Baldwinville has been resolved.

**Conservation:** Due to lack of agenda items, the meeting of April 12 is cancelled; ConCom members completed seven site walks; 18 Club Rd (shed), 280 State (garage), 46 Shore (deck), Michaels Ln, Lots 3, 5, 18 & 21 (new single-family homes).

**Planning Board:** Meeting of April 13 has been cancelled, Deer Ridge over 55 project final plan is still in review by peer engineer and should be on the agenda for the April 27 meeting.

**ZBA:** Prepared for and attended meeting of April 5; continued to April 20.

**Building Department:** Four building permit applications were processed and include one deck, one roof, one shed and a foundation; one certificate of compliance was issued for a finished room in a basement; one electrical permit issued for an addition; two plumbing permits issued for a new single-family home and residential renovations. This department, Rhonda, has been fielding many inquiries pertaining to properties in Templeton being bought or sold.

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

### **Community Services**

**Director/Library:** I completed the Food Pantry Block Grant second quarter report. I continued to work on the Welcome to Templeton packet and Farmers' Market. A small backorder of books was processed and made available. I attended the department head meeting.

**Senior Services:** A grab & go lunch of delicious ham & pea soup was held. Terrific Tuesday project was distributed. Meals on Wheels and Transportation continued throughout the week. Cindy continued to work on the MCOA caregiver respite grant. Big thank you to Bob Szocik and the Highway crew for the 'makeover' of van 2367!

**Templeton Community TV:** Regional web site plan and strategy developed. Web contract proposals for regional web site are being reviewed. Production on Collector Time and Food Pantry videos proceeded. Four meetings were live-streamed and broadcast. TCTV is not booking meetings April 28-May 3 for staff time off. Have a great weekend!

### **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**