

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

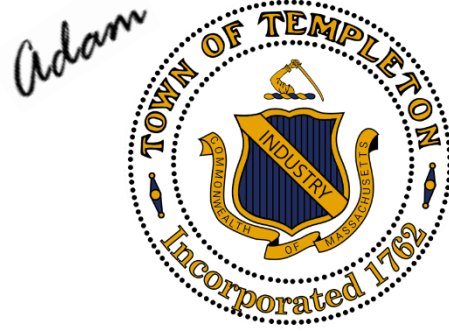
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: June 10, 2021

CC: All Departments



IMPORTANT NOTICES:

We have many openings on our Boards, Committees and Commissions! If you are interested, please complete a [Committee Interest Form](#). Feel free to call the Select Board office at 978-894-2755 or [email Holly](#) with questions.

**VOLUNTEERS
NEEDED!**

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

Weekly: Town Hall opening has been going smoothly with folks coming into the building. Unfortunately, we did not receive any bids for our Town Hall reconfiguration project for the second time. We truly did a lot of work to send out the short form advertisement to 55 +/- contractors as well as having it advertised and posted on the Central Register and CommBuys. At this point, we must reconsider our options as the project would need to go back out to bid for a third time with the project fully completed by the end of December. On a positive note, we have successfully moved to in person meetings with a hybrid model for our Select Board meeting. We still have many openings which include two openings on the Cemetery Commission that will be filled by the Select Board at their June 23rd meeting and those have been posted on the website. Please encourage anyone you know that is interested in serving the community to complete a [Committee Interest Form on the website](#). We have contracted with DI Jacobs Consulting for a Wage and Compensation Study. We have a kick-off meeting next week to begin the process and Town employee unions have been notified. Holly is working with Toshiba to get the new copiers and printers delivered and installed at several of the Town buildings for the lease and service management contract with them that begins on July 1.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: Out of the Office.

Assessor: Nothing reported.

Town Clerk: Nothing reported.

Public Works

Highway: Street sweeping was done on Harley Hill Road, Cook Road, Farnsworth Road, South Road, Lafayette Court, and French Road. Potholes patched, Barre Road, Royalston Road, and Baldwin Drive. We are still dealing with the beavers daily and working to resolve this situation. A new tree was planted in Templeton Center which we are caring for help it establish its root system. Started to install some of the new street signs we were able to obtain this year. We started hauling material from Pine Grove Cemetery to aid with expansion.

Building and Grounds: Crews mowed and weed whacked at Pine Grove Cemetery, Templeton Center, mowed island on Bridge Street, and Gilman Waite. Moved boxes from Town Hall conference room to Town Hall basement. Put stone dust at the library garden. We have been short-handed (2 guys), should be back on track in a week or so.

Public Safety

Templeton Police Department: Nothing reported.

Templeton Fire/EMS: Nothing reported.

Development Services

COVID-19: As we are winding down, the Heywood Hospital/LBOH clinics will be coming to a close on June 24, 2021. As of today, Templeton has one positive case that will clear isolation on June 12, 2021. The town will follow the recommendations issued by the CDC and if you have any questions, please do not hesitate to contact this office. We will continue to issue a weekly report, but you will begin to see more seasonal information, starting this week. At this time, the agent still attends twice weekly MDPH meetings, once weekly LBOH/Heywood meetings, and once weekly ICS team meetings.

Board of Health: Reviewed and approved septic as-built plan for 213 South Main and issued certificate of compliance; perc scheduled for a septic repair at 33 Sandy Pine; noise nuisance letter issued to 23 Pine Point; housing issue at 457 Patriots, violation notice sent; outdoor smoking issue at Bridge St within proximity to COA, letter sent to SK Management.

Conservation: Due to scheduling conflicts, the ConCom meeting has been cancelled for June 21, 2021, and moved to July 6, 2021. Legal ads for 20 Club Rd and Brooks, Lot D were submitted to the Gardner News for hearings; multiple site walks completed (will include in next week's report).

Planning Board: Prepared for and attended Planning Board meeting; ANR for 7 North Main approved; Deer Ridge site permit was tabled until June 22nd meeting with the peer engineer invited to attend.

ZBA: Completed processing of 881 Patriots ZBA request, filed with Town Clerk; no appeal filed.

Building Department: Admin. Asst., Rhonda, was on a well-deserved vacation this week; unfortunately, that means that we will be reporting for two weeks next week, as I am not nearly as organized as she is, my sincere apologies.

Agricultural Commission: ConCom member met with 19 Pine Point, ongoing issue with roosters and peacocks at 23 Pine Point.

Community Services

Director/Library: Last week's Farmers' Market debut was small but enthusiastic. We had 5 vendors set up, and had many, many visitors. New vendors will arrive as the weeks go on. We have set up a small book sale in the library and will be promoting this.

Our Patrons have been steadily returning to browse the bookshelves and seem to be thrilled that the library is open again. Curbside service is available for anyone who wishes to continue receiving materials without coming into the building.

Thanks to the DPW for the fresh stone dust on the walkway of our memorial garden. Library Assistant Karen Johnson and I planted the flowers we donated in the garden. Craft kits are available to children who want to make a craft along with an upcoming TCTV craft-time program.

Senior Services: The COA board met and elected new officers, as well as 3 new associate members. The grab & go lunch from Gardner Rehab was well-received. Other activities this week included: Kaley's walking club, Terrific Tuesday's craft project, ask-a-nurse and blood pressure clinic, creative stitchers, pitch (25 participants!) and yoga in the yard. The re-opening task force met to refine plans for the 3-day re-opening celebration : July 20,21, 22. Cindy assisted an individual apply for SNAP benefits. Transportation continues to increase, and meals on wheels is running smoothly.

Templeton Community TV: This week TCTV prepared the Town Hall Conference Room and tested systems for the first live hybrid in-person/Zoom meeting on June 9. Additional improvements will take place as we move forward. Productions of Story Time and Farmers' Market videos were created and released. The NRHS Graduation was recorded. We planned the video shoot for the Lucy Stone Tea at the Historical Society on June 12 and worked with sponsors.

Important Dates to Remember

Select Board Meeting, Wednesday, 6/23/21, 6:30 p.m. at Town Hall
Staff Meeting, Thursday, 6/24/21