

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: July 16, 2020
CC: All Departments

Carter



Important Notice to All Departments None this week.

Business Meeting or Workshop: (This is where we provide basic information or expand upon memorandum enclosed in your packet). None this week.

Weekly: As you may recall, Athol graciously allowed us (and Phillipston) to enter into the supplemental CDBG program application they were developing with Winchendon. It has been fully funded. If all goes according to plan, the Templeton Food Pantry will receive approximately \$8k while there will be roughly \$52.5k available for microloans (\$7,500) for our small businesses. Redistributions amongst the four communities may result in some changes if the monies are not initially fully subscribed. Details will follow and we will get the information out to all eligible parties as quickly as possible. The total four community package - inclusive of administration costs – has a value of roughly \$455k.

We have had our second set of supplemental questions from DER relative to our request for a grant to assist in the funding of the renovations to the Stone Bridge. This is far closer than we got last year and we are optimistic. The First Draft of the DDA on Baldwinville Elementary is off to the Developer. Also, we have completed a draft contract for the sale of surplus tailings to the highest bidder in accordance with the vote of the BoS. Adam will research and produce a report/study on how the town should move forward with sidewalk maintenance moving forward as our sidewalk machine is on the verge of imminent failure. Our intern has also completed another couple boxes to submit to the Secretary of State for authorization.

The NRSD recertified the original budget and it has been sent off to Phillipston for a revote. Their 1/12th would total out at roughly \$185k below the total certified budget. No vote has yet been taken on a closure of PMES and we await a vote from the TESBC on trying to close out the bond monies. We have had an initial conversation on what – if anything – the community might need to do to ensure there is an extended day (day care) – if needed – to allow our working parents to re-engage with their employment as the economy, hopefully, re-opens. The NRSD has engaged the Mass Association of Regional Schools (MARS) to assist in the reworking of the District Agreement. I would expect them to reach out in the next six weeks or so for Committee members. Adam has passed the state required course for Municipal Hearings Officer so we now get to check that box off as we are required to have at least one such person as we enforce our municipal by-laws. Finally, more information has been put on our town projects page which can be found at <https://www.templetonma.gov/town-administrator/pages/current-planning-construction-projects>.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: Property tax payments are coming in steadily. The quarter 1 preliminaries are due August 3rd. Training continues for Jessica. She has been a welcomed addition to the team.

Assessor: Much time was spent this week out doing property visits for building permits pulled and follow-up from previous visits. Pictures were updated, sketches changed and visit history noted. These inspections continue to add to our new growth. Tuesday the Board met only to Reorganize, appoint the Deputy Assessor for another year and to move funds from the Overlay Account to Excess Overlay. Draft minutes of the meeting have been posted. Commitment 4 is in for Motor Vehicles. A new batch of bills will be ready to mail on the 24th. Verifying information from the Accountant for FY2020 year end figures.

Town Clerk: Nothing reported.

Public Works

Highway Department: Highway: Turner lane and Gray road were reclaimed, and paved, final touches is being completed by the highway crew. Partridgeville road was prepped for an overlay. The new 6 wheeled Ford 550 was registered and added to the fleet. Roadside mowing was done in Otter River and on Barre Road and Dudley Road. Paperwork is being prepared for future chapter 90 work. Catch basin work continues on Dudley and Barre Road.

Buildings & Grounds: All the items for the auction that were at the town hall were brought to the highway department. All items will be put into lots and listed accordingly. Two funerals were prepared for. Two flat markers were placed in Pine Grove cemetery. A headstone was repaired in Green Lawn. Areas of the cemetery garage were cleaned up to provide access and use for cemetery tools and equipment. The tree line in Pine Grove was cut back in preparation of extending the grave site area. New playground chips were ordered for Gilman Waite field. Met with a family concerning the purchase of a lot in Pine Grove cemetery. Clearing of brush and debris at the Cottage street ballfield area was started. Mowing and weed removal in all cemeteries and common areas was done.

Public Safety

Templeton Police Department: 7/9 – 7/15 PD – 283 Calls for Service, 42 motor vehicle stops, 0 arrest, Police Station Project – Data pods were collected from the third-party consultant regarding the HVAC system and humidity issues at the station, we await the report and recommendations. Dispatch – 463 Calls (does not include miscellaneous calls). The center has started to receive Phase I cell calls again at request of State 911. We will see how this goes and address it accordingly should we find issues.

Templeton Fire/EMS: Nothing reported.

Development Services

COVID-19: There are currently no active cases of COVID-19 in Templeton; the one case reported last week was retested, proved to be negative and removed from our list. Please be sure to check your hand sanitizer to be sure it DOES NOT contain methanol, for more information please go to

<https://www.fda.gov/drugs/drug-safety-and-availability/fda-updates-hand-sanitizers-methanol>.

The Board of Health is working with CVS to plan two flu clinics, we are working to schedule one the end of September and then one the second week of October. Continued participation in the twice weekly calls with MDPH and once weekly meeting with the COVID team; met with the Fire Chief and the Emergency Director to order supplies to stock our pandemic supply and create a rolling stock so there will be no expired supplies or equipment.

Director: Continued work with Eden RE, LLC on a property on Patriots.

Board of Health: Agent conducted septic bottom inspections at Cook and Brooks; final septic inspection at Brooks, Lot 15; followed up on a complaint regarding Casella Organics on Norcross Hill; provided guidance for the annual Historical Commission tea and the Babe Ruth League.

Conservation: Meeting scheduled and prepared for July 20 @ 6:00 p.m. by Zoom through TCTV; many site walks completed (Hubbardston Rd, Gray Rd, Oak St, Carruth Rd (2)).

Planning Board: Nothing to report at this time.

ZBA: Meeting scheduled and prepared for July 21 @ 6:30 p.m. by Zoom through TCTV; variance request by 58 Baldwin Drive.

Building Department: Building, Electrical and Plumbing/Gas very busy; Administrative Assistant on a well deserved break and will report both weeks on report of July 23, 2020.

Agricultural Commission: No action to report at this time.

Community Services

Library: Our delivery service resumed this week. We are now able to send out our materials which have been requested by patrons of other libraries, as well as receive items which our patron have placed on hold. This is likely to increase our 'curbside' deliveries, which have remained steady. I continue working on the Annual Report Information Survey, which is the 1st of 3 reports to the Board of Library Commissioners.

Senior/ Community Services: Meals on Wheels deliveries continue 3 days a week. Our SHINE volunteer, Gail has continued to counsel seniors (over the phone) about their Medicare questions. I worked with Pam (THD) on the items for the surplus auction. Despite the ongoing computer and phone problems at the Center, our new Services Coordinator, Cindy, has reached out to volunteers colleagues in developing a plan for the eventual re-opening of the Center.

The food pantry remains busy. More produce donations from the Community Garden, as well as residents.

Community TV: Nothing reported.

Important Dates to Remember

Town Administrator's Office Days next week: Wednesday & Thursday
Selectmen's Business Meeting, Wednesday, August 12, 2020, 6:30 p.m.
Department Head Meeting, Thursday, August 13, 2020, 8:30 a.m.