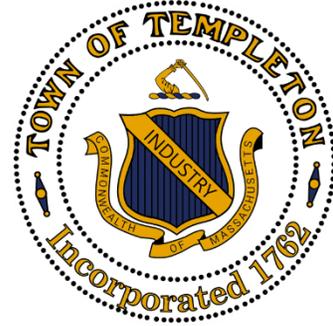


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator’s Weekly Report
DATE: July 30, 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: Graves has paid the entirety of the Tailings bid (\$21,440) and may commence the removal thereof at any time. We received a request from the TESBC to see if they can use remaining bond proceeds (non-MSBA reimbursable) to build a storage facility for school equipment at the Common Fire Station. That has gone off to Town and Bond Counsel. Based upon my review of the meeting is highly unlikely you will have your MSBA reimbursement by 01/01/21 so you need to plan for one more BAN before a final close-out General Obligation Bond; if such a GOB is actually needed. I attended the BoH meeting of 07/27. After consultation with Laurie we have extended the closure of all Town facilities “Until Further Notice”.

Members of the Ag Committee were also present to discuss our proposal that they and the BoH conduct a public informational session on fertilizers; what is open, how it is done, the state approval process and the like. The Ag Committee prefers to deal with it as a series of one-off questions, but has offered to take the lead on responding to inquiries. We will shortly prepare a public notice on this and appreciate the Ag Commission’s assistance in responding to the questions we get. We continue to work on finding a way to hold the Community Outreach Meeting for our cannabis entrepreneurs given the difficulty in meeting the CCC’s requirement for closed captioning. I hope we can resolve it within the next week. My original hope had been we would have a state budget by 09/15 in order to make any changes for the FTM warrant. That is rapidly slipping away with a state plan to adopt a 3 month budget thru 10/31. We will see what happens, but I have tasked Adam with crafting a letter of concern to the delegation for sending next week.

Adam worked on the sidewalk maintenance options report this week and has reached out to our comparison communities to see what they do pertaining to snow removal and treatment of sidewalks in their respective towns. Fuss & O’Neill will be in Templeton this Friday, 7/31, to start the IDDE investigations for our MS4 permit obligations. The Roof Replacement and Associated Work for Boynton Public Library Invitation to Bid package is almost complete as we are just awaiting the prevailing wage sheets. Adam worked with Architect Andrew Cannata on the specifications and Holly to include in PDF version of 11 x 17 maps without changing the layout of the entire bid package.

Administration & Finance

Town Accountant: Out of the Office.

Treasurer/Collector: Out of the Office.

Assessor: This week many veterans are coming to town hall with their exemption paperwork. The call ahead service works well, as we mask up and go out to meet them. Tuesday, I met with COA to review guidelines for the Senior Work Off Program. We also discussed additional exemptions that we have to offer and working on a brochure to hand out. Wednesday, I worked training our Field Reviewer, Emma Hughes. Next week, Emma will be conducting Cyclical visits in Otter River. A reminder to residents that postcards were sent out. Please call the office if you have any concerns. I will be out of the office next week; however, Sue will be here full days Monday thru Wednesday, the office will be closed on Thursday. No weekly report will be submitted.

Town Clerk: Nothing reported.

Public Works

Highway Department: Continued efforts in listing items for the FY2021 Auction. Trees were addressed on Brooksvillage road. A catch basin on Main St was installed. A driveway apron on Partridgeville road was repaired after the road work was completed. Continued roadside work on Gray road, and Turner Lane. Continued catch basins cleaning. Roadside mowing was done on Cook, Haskel and Otter River Road.

Buildings & Grounds: A swale was created in Green Lawn to help with water runoff. All cemeteries were mowed and maintained. Mowed all common buildings. Assisted in the fire extinguisher inspection. Added new playground wood chips to Gilman Waite play area. Assisted in moving the office of the new senior center director for improved visibility of the entrance.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: 7/16 – 7/22 PD – 309 Calls for Service, 40 motor vehicle stops, 0 arrest, Police Station Project – New generator was delivered and set on the new pad. Carport project was delayed as the contractor waited for the building inspector to approve the building permit. Dispatch – 474 Calls (does not include miscellaneous calls). Nothing new to report.

7/23 – 7/29 PD – 239 Calls for Service, 43 motor vehicle stops, 0 arrest, Police Station Project – Electrical wires were run into the building from the new generator, actual electrical hook-up to the building and plumping of propane line for generator to take place next week. Finally received building permit for the carport from the building inspector, foundation work to start next week. Dispatch – 392 Calls (does not include miscellaneous calls). Nothing new to report.

Templeton Fire/EMS: Nothing reported.

Development Services

COVID-19: On August 1, 2020 Governor Baker's COVID-19 Travel Order will take effect, for more information on this subject please go to <https://www.mass.gov/info-details/covid-19-travel-order>. Templeton has had no active cases of COVID-19 since July 2, 2020, please continue all your good work by using the protocols set forth by the State (i.e. handwashing/use of sanitizer, physical distancing/use of face coverings, frequent cleaning of high touch areas, and stay home if you're sick and contact your physician). Town buildings will remain closed to the public until further notice and will continue to utilize mail, drop box, email, telephone and more to serve the public need; face coverings are worn when physical distancing cannot be maintained.

Director: Timeline and associated documentation completed by designated Administrative Assistant for the property f/k/a 858 Patriots to be sent to town counsel; intern continues to work with multiple departments doing projects with Assessor's and Town Administrator. Director will be out of the office on Thursday, July 30, 2020.

Board of Health: Prepared for and attended the Board of Health meeting on July 27, 2020; completed final septic inspection at a new single family on Cook; completed a septic bed bottom inspection at a new single family on Brooks; well permit issued to new construction on Gray; reviewed and approved septic plans for a new single family on Phillipston, Lot 3.

Conservation: Site walks completed at 23 Conti, 21 Ware, 25 Club, and 17 Rainbow; with the DPW, investigated a flooding issue on Pine Road, further work to follow; with the DPW, investigated possible beaver activity behind Dudley and Wellington, no immediate issue located further work to be done.

Planning Board: Next meeting scheduled for August 11, 2020 @ 6:30 p.m. via Zoom

ZBA: Nothing to report at this time.

Building Department: The Building Commissioner issued one new permit to construct a single-family dwelling on Gray; one commercial permit for the carport at the Police station; nine misc. permits for pools, roofing, siding and decking. The Electrical Inspector issued two permits for single family dwellings and four for misc. changes. The Plumbing/Gas Inspector had one permit issued for a new single-family dwelling.

Agricultural Commission: Prepared for and attended the Board of Health meeting July 27, 2020 @ 7:00 p.m.; assisted with questions concerning the use of fertilizer and the potential of ground water contamination; questions with regard to this subject should be direct to lwiita@templetonma.gov to be forwarded to the Agricultural Commission. Further work on the possibility of having an informational session for residents.

Community Services

Library: The library continued to provide curbside service to our Patrons. Deliveries resumed twice a week with interlibrary loan requests, and out-going materials. I continued to work on the ARIS report, as well as the FY 20 4th quarter report for the library.

Senior/ Community Services: The Services Coordinator and I conducted interviews for the Admin. Assistant position. Meals on Wheels deliveries continued. Shine phone appointments

continued. A volunteer helped with organizing several areas at the Center. I worked on the Senior Services FY 20 4th quarter report. There was a snafu with the July online edition of the newsletter, I apologize, and expect the August edition to be on the town's website, as well as being electronically sent out to those who provided email addresses when enrolling in MySeniorCenter. We hope to have Farmers' Market coupons available to Seniors within the next week - there was a delay in distribution. The pantry remains busy. We are getting many wonderful produce donations from our Community Garden, as well as several individuals. We are partnering with the Worcester County Sheriff's Office to receive organic produce in the next week or so. Many thanks to all of our volunteers!

Community TV: Nothing Reported.

Important Dates to Remember

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