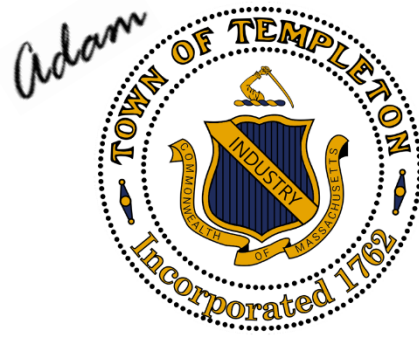


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Adam Lamontagne, Asst Town Administrator
RE: Administrator's Weekly Report
DATE: July 9, 2020
CC: All Departments



Important Notice to All Departments

From the time we implemented our new website 18 months ago and changed to a .gov web address, we had the former website www.templeton1.org forwarding to our new web address www.templetonma.gov for that time period in order to help residents find the new website.

We now have eliminated forwarding from templeton1.org, so please be sure that you only use the www.templetonma.gov to get to the correct current website. If anyone is having issues reaching the website and if you get calls from residents, it is likely they have the former site saved in their browser and they should update to the new web address and bookmark the page.

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

Weekly: Now that things have calmed down a bit with the pandemic, we wanted to bring back our Weekly Report's to keep the Board and the public informed. This week we have been working with Public Works (Bob S) on preparing the procurement for crack sealing IFB and surplus sale. Carter has been working on the Stone Bridge project sending out letters and working with consultant. Also, he was working with Emma (our Intern) on the town property use applications/policy and some other projects. Adam spent some time working with Emma on the state records schedule which she successfully organized two boxes to submit public records to the Secretary of State for authorization. Holly has been working with local businesses to get six of them licensed for temporary expanded premises to serve alcohol and assist them during this crisis. She has also been working on the end of the fiscal year bills and reclass items.

Adam has updated the current [Planning and Construction Projects page](#). The updates are to the Baldwinville Elementary School Project to include the latest, MS4 Permit as a new addition to include our Annual Report, and the Fire Study as a new addition so people in town can see the progress we are making on different fronts. Also, Adam spoke with Bob S about adding future road work and crack sealing that took place in town to add to our public works projects portion of the page so people can see before, during and after photos. Finally, Adam has been communicating with the state to follow up on the community compact.

Holly has posted the [Quarterly Reports for FY'20 Q4](#) that were presented last evening at your meeting. These can always be found by clicking on *Reports and Presentations* on the home page and then clicking *Reports*.

Administration & Finance

Town Accountant: Working on year end processes. Updating insurance for the employees. Transitioning to biweekly payroll.

Treasurer/Collector: Short week with the holiday Monday. Hope everyone had a safe and happy 4th. Although we are closed to the public the office is still very busy. I want to thank the residents for being very patient through all this. Payments have already begun to come in for the property taxes due August 3rd and the sewer bills that have gone out for the last quarter. Payments can be made by mail, left in the drop box located outside of Town Hall or online at Templetonma.gov.

Assessor: Business has been far from usual the past few months. Staff is in the office daily and work is being done by email, regular mail & telephone. Many calls this week from our Veteran's on when or how we will be handling their letters of disability and signing their paperwork for yearly exemptions. As always, we will be sending Veteran postcards the first week of August with information explaining this year's process. Applications for Real Estate Exemptions can be downloaded from the [Assessor page on the town website \(templetonma.gov\)](http://Assessor page on the town website (templetonma.gov)) or you can call us and one will be mailed out to you. Residents are encouraged to use the blue drop box at town hall. This box is checked several times throughout the day. Procedures are being put in place to secure all offices in town hall for reopening to the public. "Thank you" to all town residents during these difficult times and stay safe.

Town Clerk: We have mailed reminders to anyone who hasn't licensed their dog(s) yet for this year. Due to Covid-19 we are giving everyone until August 3rd to license their dog(s). Any dog not licensed by August 3rd will be assessed a \$25.00 late fee, per dog. You can mail payments to P.O. Box 620, E. Templeton, MA 01438, or on-line @ www.templetonma.gov or you can place your payment in the Blue Drop Box located @ Town Hall. If you need to get sworn into office you can call our office, 978-894-2758, to make an appointment.

Public Works

Highway Department: Catch basin cleaning continues through the town. Sweeping is complete for the year. Roadside mowing is beginning and will continue through the town, however the trackless has broken down daily and is in constant need of repair. Some new street signs have been put up. Orchard Lane, trimming of trees and brush was done in preparation for road construction. Turner Lane from South Road down has been reclaimed and will be paved. Gray Road brush was trimmed, and driveways cut for reclamation from Farnsworth to the end of Gray Rd. Fill was hauled to the sewer department for a project. Received the new F550 for addition to the fleet.

Buildings & Grounds: Repaired areas of the common buildings that had been damaged by the plows. Weekly maintenance of the grounds at all common buildings has begun. Assisted the PD in dig a trench for an electrical wire. Emptied the Conex box in the cemetery to utilize it for storage. Assisted in moving surplus items from the conex box and from EMD. Performed maintenance on mowers, blades have been sharpened and equipment thoroughly washed. Poured various foundations in both Green Lawn and Pine grove. Researched many grave locations for

residents interested in purchasing grave lots. Held an on-site meeting with the commissioners to discuss expansion in Pine Grove. Covid-19 signs were added to play areas to reinforce the protocol of sanitizing.

Public Safety

Templeton Police Department: 7/2 – 7/8 PD – 295 Calls for Service, 43 motor vehicle stops, 0 arrest, Police Station Project – New pad is in for the generator waiting on delivery and install. Test poring done for footings of carport, construction to start in August. Dispatch – 495 Calls (does not include miscellaneous calls). Nothing new to report.

Templeton Fire/EMS: Nothing reported.

Development Services

COVID-19: The Town has one active case of COVID-19, quarantine is due to expire on July 16, 2020. Franklin County has their first positive EEE mosquito; after doing a little research on transmission of COVID-19, I found that both WHO and CDC say no, mosquitoes cannot transmit coronavirus due to it being a respiratory virus, not a bloodborne pathogen. MDPH made the decision last week to include all convenience stores in the “no self-serve food or beverage” category. Cumberland Farms parent company was contacted by MDPH direct; however, the information did not quite trickle down to the store in E Templeton or Baldwinville. For the most up to date information, please go to <https://www.mass.gov/info-details/reopening-massachusetts>.

Director: Development Services welcomes Jessica Case who will be working for our Conservation Commission and Planning Board, currently I have her dedicated to the Drury project on Patriots Rd. Continued participation in the twice weekly (Tuesday/Friday) MDPH calls for BOH’s; continued weekly participation with COVID team; work with Select Board office on possible site for Eden RE (bidder not selected for BES).

Board of Health: Most of the in-office time has been dedicated to COVID-19 (i.e. providing guidance as requested to food establishments, camps, recreation, gatherings, and complaint follow up), in contact with BNH who are currently in good shape with no COVID patients and have a strong supply of PPE; working on flu clinics for the end of September and the beginning of October (more info to come); completed perc tests for Phillipston Rd (new single family), Otter River (new single family), Brooks, Lot 7 & 8 (both new single family); septic inspections at Brooks, Lot 15 (new single family), Brooks, Lot 5 (new single family) and Baptist Common, Lot 3 (new single family); processed Title 5 reports for 55 Shore and 26 Turner. Unfortunately, Franklin County has had their first EEE positive mosquito, for more information please go to <https://www.mass.gov/service-details/eee-eastern-equine-encephalitis>.

Conservation: Meeting planned for July 20, 2020 @ 6:00 p.m.; many site walks taking place for all the new construction, thank you to the members for no interruption in service! Members issued a cease and desist to the owner of Parcel 32 on Patriots Road, for work being done in the wetlands area.

Planning Board: Meeting held virtually on June 23, 2020, unfortunately with many technical difficulties. The members continued through and approved ANR’s for South Main and

Royalston. Members heard preliminary information on 55+ projects for Baldwinville Road and Stephen's Way. Next meeting July 14 if there are agenda items.

ZBA: Preparing for a meeting on July 21, 2020 @ 6:30 p.m. – one issue to hear for 58 Baldwin.

Building Department: From March 16 – July 8, 2020 a total of 88 permits have been issued by the Commissioner (10 new residential, 8 residential additions, 3 commercial structures, and 64 for decks, pools, sheds, roofs, etc...), the estimated construction value of these projects is \$4,012,107(+/-); the Electrical Inspector issued 43 permits and the Plumbing/Gas Inspector had 12 permits issued for plumbing and 11 for gas. I feel it should be noted that there was no interruption to any projects that required inspections, big thank you to our inspectors!

Agricultural Commission: Provided information to resident about keeping chickens, including roosters.

Community Services

Library: Our curbside system has gradually been increasing in usage. Patrons can place reserves online, via email or by calling the library during staffed hours. I have begun working on the first of 3 annual reports to the Board of Library Commissioners.

Senior/ Community Services: Our new Services Coordinator began last week, and is diving into organizing areas at the Center, as well as making plans for our eventual re-opening. Meals on Wheels deliveries continue to 2 dozen recipients. The food pantry remains busy during its 11 hours of operation each week. Many thanks to the volunteers who help to operate the pantry. ' The 'Senior Buzz' newsletter continues to be sent out electronically. Thank you to Holly for helping put it together.

The newly planted Community Garden has already helped to provide fresh zucchini and summer squash to the food pantry. A big thank you to all who have made this happen!

Our VSO continues to organize a food distribution for veterans at the American Legion every Saturday.

Community TV: This week the TCTV team planned productions of community-based video programs for the summer.

Important Dates to Remember

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