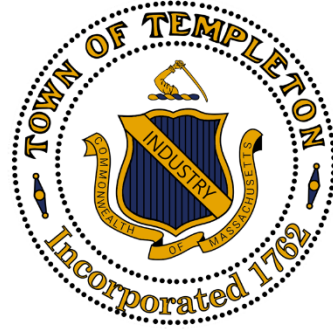


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** August 6, 2020  
**CC:** All Departments

*Carter*



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**Important Notice to All Departments:** none.

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

**Weekly:** I chaired the COVID Team meeting to reinforce the memorandum of last week. All were in sync however, supplemental concerns were raised about an opening of Town buildings coinciding with the opening of the schools in that - unlike the schools – they have a depth of staff and substitute teachers to call upon whereas we do not have the same depth of staff should someone (or quite possibly more than one someone) need to quarantine putting possibly an entire office or the entire building out of operational status for a time. We did not obtain any bids on the ACO vehicle so we will have to try and do a search of various vendors and then find a workaround once we find one or more potential vehicles. We approved the placement of an advert for two community meetings for Cannabis operators for a hearing on 09/01. We struggled against a very tight deadline, but Holly got them in. A request to commence negotiations for one or more HCAs will be on your 09/09 agenda. We also placed the adverts for the sale of tax deed lands and surplus. We did discover an issue with the 10 Pleasant Street parcel. The former Collector did not properly take Parcel 131 on 6/24/16 (an 8.5' strip of land adjacent to the Parcel we are selling). We are now going thru the process of properly taking it so we can offer it as a tax lien sale or foreclose the right of redemption ourselves and offer the buyer of Lot 132 the right of first refusal. In any event, we felt we needed to add a disclosure to the sale offering just so folks know up front.

### **Administration & Finance**

**Town Accountant:** The accounting department wrapped up the End of Year and are working on the free cash filing. The warrants are being completed weekly and as I missed last week's report, the first bi-weekly payroll went very well.

**Treasurer/Collector:** Now that the 1st quarter due date has for properties taxes has passed, we were able to work on getting notices sent to all those with any remaining balances on their FY20 property taxes. The notices will be going out within the next week or so. Our quarterly report was presented to the Board this week with the rest of the finance team.

**Assessor:** Exemption paperwork continues to flow into the office. Chapter Land paperwork will be mailed out next week to all property owners who have their land in it. Several building permits were entered into the system for applications that were pulled during the month of July. Attended the BOS meeting Wednesday evening to present my part of the financial team 4th quarter report. I will be out of the office the next two weeks for personal reasons and Sue will be working fulltime on Monday, Tuesday & Wednesdays. Unfortunately, the office will be closed on Thursdays due to a prior commitment. As always, feel free to call and leave a message, email us, mail or leave any paperwork in the blue drop box at town hall. No weekly report will be submitted for the next two weeks.

**Town Clerk:** We have been extremely busy in our office. We have processed and mailed out over 750 “early vote by mail” ballots. If you would like to vote early by mail, for the September 1st State Primary, please return your application <http://www.sec.state.ma.us/ele/eleev/early-voting-by-mail.htm> to the Town Clerk’s office, no later than 5:00pm on August 26th . If you would like to early vote in person, for the September 1st State Primary, you may do so at Town Hall, 160 Patriots Rd., E. Templeton during the following hours:

- Saturday, August 22<sup>nd</sup> and Sunday, August 23<sup>rd</sup>, 8:00am – 12:00pm
- Monday, August 24<sup>th</sup>, 8:00am – 6:00pm
- Tuesday, August 25<sup>th</sup>, Wednesday, August 26<sup>th</sup> and Thursday, August 27<sup>th</sup>, 8:00am -- 4:00pm

**\*Please note that only 2 voters will be allowed in the Town Hall at a time during early voting in person; and masks are required to be worn.**

We also had a training for the new voting tabulators.

### **Public Works**

**Highway Department:** Preparations are still underway in organizing the FY2021 auction of surplus items. This year’s auction will have two viewing locations. Remnants from the storm kept the DPW crew busy well into the next week. There was a total of 27 trees down and multiple branches and other debris. Catch basin cleaning continued Barre Road. There was roadside mowing done on Harley Hill, Cook and Haskell, South Rd, Wellington, Gray, and Henshaw. The over the rail mower had some minor break downs. Rip Rap was added to Norcross Hill to help control water flow. Paving was done on South Street. Grading was done on Haskel Rd and Cook Rd.

**Buildings & Grounds:** A grave that had settled was repaired @ Green Lawn cemetery. The sump pumps were inspected @ the Library and scout hall to assure they were working. A burial was prepared for mid-week. Branches and debris were cleaned up in all cemeteries. All common areas were picked up after the storm. Shrubs were trimmed @ Green Lawn cemetery, Templeton common and at the library. A flat marker was placed in Green Lawn cemetery.

**Sewer Department: Nothing reported.**

### **Public Safety**

**Templeton Police Department:** 7/30 – 8/5 PD – 273 Calls for Service, 33 motor vehicle stops, 1 arrest, Police Station Project – Conducted zoom meeting with third party consult who conducted the HVAC/humidity issues investigation at the station and it was decided that the

Town Administrator would need to get involved. Dispatch – 437 Calls (does not include miscellaneous calls). Nothing new to report.

8/6 – 8/12 PD – 261 Calls for Service, 39 motor vehicle stops, 1 arrest, Police Station Project – On Wednesday the new generator was officially installed and test. Dispatch – 455 Calls (does not include miscellaneous calls). Nothing new to report.

**Templeton Fire/EMS:** For the week of 07/20 – 07/26: We responded to 15 emergency calls, (12 ems, 1 car fire, 1 mulch fire, 1 residential fire alarm). 7 residential fire inspections. The following improvements were completed at our Templeton Center Fire Station. Vehicle exhaust system was completed and put into service. A split A/C system was installed for the training room. Electrical upgrades in the training room. A patch of the driveway in front of the ambulance bay was installed.

For the week of 07/27 – 08/02: We responded on 17 emergency calls, (9 ems, 3 residential fire alarms, 1 commercial fire alarm, 2 motor vehicle accidents and 1 fire service.) 5 residential inspections. An inspection and cleaning of our new training facility at the TDC was conducted in preparation of using the old buildings as a training site. Recue 1 our old ambulance was taken for needed repairs and service work.

We responded to 25 emergency calls, (16 ems, 2 odor/smoke investigations, 1 residential fire alarm activation, 1 motor vehicle accident, 5 misc. fire service calls). 4 residential inspections. We took delivery of new auto extrication tools (jaws of life) these new tools are battery powered and use the same batteries we currently have for other tools on the department. Rescue 1 returned from repair and in good working order.

**Emergency Management: Nothing reported.**

### **Development Services**

**Director: Out of the Office.**

### **Community Services**

**Library:** There have been a few 'glitches' in the MLS deliveries- in the second week that this service has resumed. This has resulted in us only getting 1 delivery/pick-up per week. This is happening across the region, and is likely due to the change in couriers, and the heavy backlog of materials which need to be 'moved'. We are hoping that things settle and become more reliable. A small book order was placed and promoted among our patrons. A new 'Story Time' video will be made available this week. I presented the library's FY 20 Q4 report to the BOS.

**Senior Services:** The Meals on Wheels deliveries will transition to GAAMHA on Monday, Aug. 17. All recipients have been notified. Our driver will be assisting with the transition by providing recommendations for routes, and a basic overview of the various meals which are provided. Our Services Coordinator, Cindy has been diving into many tasks at the Center. Among them: creating the August newsletter, working with MART on the plan to resume transportation, developing a virtual 'support group', assisting WHALLEY with computer network changes, well-being checks, and tracking MCOA updates and guidelines. The Highway Dept. is evaluating our 2 Center-owned wheelchair vans to determine any mechanical/ structural needs, and if is beneficial to invest this \$ into those. We hope our newly hired Administrative Assistant will be starting soon. I presented the Senior Services FY 20 Q4 report to the BOS

**Food Pantry:** We were the recipient of a USDA food donation of over 200 lbs. of frozen meat. Volunteers staffed the pantry for its 11 open hours this week. Deliveries were made to 3 residents who could not get to the pantry. A report of the pantry's July statistics was compiled and submitted. A summary of the FY 20 fourth quarter 'food pantry' operations report was made to the BOS.

**Community TV:** Nothing reported.

**Important Dates to Remember**

**Town Administrator's Office Days next week: Tuesday & Wednesday**

**Selectmen's Business Meeting, Wednesday, August 26, 2020, 6:30 p.m.**

**Department Head Meeting, Thursday, August 27, 2020, 8:30 a.m.**

**Public Hearing: Community Outreach Meeting for a proposed  
Marijuana Establishment, Tuesday, September 1, 2020, at 6:30 p.m. on YouTube**