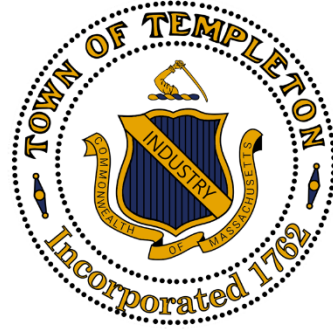


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Select Board  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** August 20, 2020  
**CC:** All Departments

*Carter*



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### **Important Notice to All Departments:**

**The Attorney General's Office has approved all of the By-law changes from the ATM!**

**The Board of Selectmen is now the Select Board! Members are now just that; Member!**

**Please commence using these new titles immediately!**

**The Town is offering seven (7) parcels of land for sale upon which the right of redemption has been foreclosed. This includes the 10 Pleasant Street building. Bids are due by 09/30.**

**The Town is offering for sale a substantial number of surplus vehicles and equipment. Bids are due 09/15 and the viewing date is 09/10!**

**PLEASE tell anyone you think might be interested it is on the web!**

**We need any FTM Articles ASAP!**

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

**Weekly:** We have been working with Town Counsel to exchange drafts of a developer designation agreement (DDA) with MPZ Development regarding the sale of the old Baldwinville Elementary School and discussions have been going well. We believe that we are on track to bring a final version of the DDA to the Select Board by September. Adam sent out the new template to be used by the Select Board for the Retreat so the Board will have the opportunity to prioritize and gather their thoughts for the town goals moving forward.

Our Intern has been working on creating a single handbook to better guide our various boards and committees on the town resources available to them, the statutes they must follow, and best practice. Adam has been continuing his updates working with the DPW to the Current Planning & Construction Projects which can be found at <https://www.templetonma.gov/town-administrator/pages/current-planning-construction-projects>. We have been busy the last

couple weeks working on getting bid packages out which include the Crack Sealing IFB, Sale of Tax Deeded Lands, Surplus Auction Bid Package and the Library Roof & Associated Work for Boynton Public Library which all can be found at <https://www.templetonma.gov/bids-requests-for-proposals-bid-results-0>

Holly began the long process of preparation for the drafting of the Town's Annual Report for FY'20 by sending out to departments & boards/committees the Memo with deadline for submittal of their portion of the annual report due by February 17, 2021. She has also been updating the website with the Select Board's new title where needed and has created an [Employee Recognition page on our website](#) to showcase our employees hard work and dedication and to add the Annual Merit Award recipients to.

Finally, a cannabis proposer is interested in locating to Templeton. Please see the important dates on the last page for information on the public hearing for this.

### **Administration & Finance**

**Town Accountant:** The Balance Sheet for FY20 was finalized this week along with the Recon for July FY21. The Budget vs Actual for July FY21 will be coming out the first of next week. Worked with Rich Curtis on the CARES application. The Bi-weekly payroll was completed on time with little questions. Rick was over in Hubbardston on Tuesday completing their warrant. The FY20 Warrants for the Payroll and Vendors have been boxed and sorted, additionally the room has been changed into the early voting area for the week of Saturday 8-22 through Thursday August 27th at 4 PM. Please use the two baskets outside of the Accountants office for all correspondence. If you have an urgent matter or If you need to see either Kelli or Rick You will have to access the Accountants office through the Development Services room while the early voting is taking place. Have a great weekend.

**Treasurer/Collector:** Notices were mailed this week for all remaining delinquent FY20 real estate and personal property taxes. We had 3 tax title properties paid off this week and the tax liens have been released. One had been liened since FY15. Research continued on other tax title related issues.

**Assessor:** Out of the office.

**Town Clerk:** Nothing reported.

### **Public Works**

**Highway Department:** Grading was done on Churchill Road to smooth the driving surface. Roadside mowing was done on Baldwinville Road and catch basins were cleaned on Barre Road, Harley Hill, Cook Road, as well as Cottage and School street. The Highway division gave some assistance in grading some roads in green lawn cemetery. A drainpipe in the road on Fessenden Street was repaired. Areas in Graves development were prepped for road work. Potholes on Clair Ave and Beech Streets were repaired. Continued repairs in the Graves development area throughout the week. The bucket truck was brought to Somerville for some maintenance.

**Buildings & Grounds:** Road repairs with the Highway staff was done in Greenlawn cemetery. All common areas and cemeteries were mowed, and trash receptacles emptied. Since all town

meeting are to be televised and with the need for zoom meetings due to the Covid-19 outbreak the cemetery and parks department meetings will now be scheduled for the last Thursday of the month. Crews have been working on trimming bushes at town buildings and cemeteries.

**Sewer Department: Nothing reported.**

### **Public Safety**

**Templeton Police Department:** 8/13 – 8/19 PD – 267 Calls for Service, 50 motor vehicle stops, 1 arrest, Police Station Project – Last Thursday the department took delivery of our new Livescan fingerprint machine and over the next two weeks or so we will be working with the manufacturer and the State to get it up and running. Also, I am pleased to announce that the Templeton Police Department was awarded 5 printers with installation and related hardware for MACCS (Motor Vehicle Citation and Crash System) by the Massachusetts Department of Criminal Justice Information Services for electronic submission of data. Dispatch – 438 Calls (does not include miscellaneous calls). Nothing new to report.

**Templeton Fire/EMS:** We responded to 30 emergency calls, (21 ems, 1 residential lockout, 2 residential fire alarms, 2 commercial fire alarms, 1 lightning strike, 1 overturned boat with a person in the water, and 2 motor vehicle accidents). 10 residential fire inspections.

Forestry 1 went out of service with a possible electrical short circuit, parts have been ordered for its repair. Rescue 1 came back from repair and is now back in service. Covid health safety kits were put together and distributed to all front-line public safety units. Department training was held Tuesday evening. Members trained on safe use of power equipment. This included chain saws, demotion saws and our new battery vehicle extrication equipment.

**Emergency Management: Nothing reported.**

### **Development Services**

**Director: COVID-19 –** On August 13, the town received notice that there is one positive COVID case; if anyone has any interest in being tested, please go to <https://www.mass.gov/covid-19-testing>. Health Agent continues to participate in twice weekly calls with MDPH. Agent responded to complaints (two) pertaining to races at Crow Hill Motor Sports Park; after working closely with the MDPH, they are allowed to have races at the park while following the associated protocols. Continued work with food establishments and entities wishing to hold events open to the public; provided supplies to Senior Center; working on a complaint for improper use of Gilman Waite pertaining to COVID protocols.

**Board of Health:** Referred an elder issue to COA; coordinated a meeting for Aug. 31 with Region 2 representative to receive grant purchased supplies for the pandemic supply room; completed paperwork to add 21 South Main to the Abandoned Housing Initiative, exterior inspection tentatively scheduled for August 25; final inspection of septic replacement at 22 Rice and 947 Patriots; reviewed and approved as-built plans for Brooks, Lot 15.15 and Lot 5, issued COC's; reviewed Title 5 for 8 Lafayette (sent questions to owner and inspector); reviewed and approved T5 for 129 Turner Ln; reviewed and approved septic plans for a new SFH on South Main; prepared for and scheduled BOH meeting for August 24.

**Conservation:** All members present for the meeting of August 11th, site walks performed at 32 Club, 14 Brandin, 8 Cedar, 712 Patriots, 30 Starfire and 88 Rainbow; cease and desist for Carruth, Lot 8 until letter received from DCR; provided information to DPW pertaining to issues with a culvert on Old North/Carruth; provided documentation to residents in the Carruth/Old North for the appeal process on a ConCom decision.

**Planning Board:** Working with new Admin. Asst. drafted order of conditions for Templeton, LLC for August 25th meeting, prepared draft minutes and agenda.

**ZBA:** Nothing to report at this time.

**Building Department:** Building Commissioner issued 15 permits, including 2 new SFH, 3 roofing, 1 siding, 1 addition to SFH, 2 sheet metal, 2 pools, 3 exterior upgrades and 1 commercial for an outdoor pavilion; issued two letters to residents for construction without a permit; Electrical issued a total of 11 permits (including storm damage corrections); Plumbing issued 2 permits for new SFH; Gas issued 1 commercial permit for the installation of a commercial generator and 3 for new SFH.

**Agricultural Commission:** Issue involving free roaming poultry referred to AgCom for education of owners.

### **Community Services**

**Library:** Curbside service continues to grow in usage. Our MLS deliveries remain sporadic. I am continuing to work on the State reports.

**Senior Services:** Cindy & I attended a zoom webinar re: Liability in the time of Covid (for Senior Centers). GAAMHA took over the transportation for Meals on Wheels on 8/17/2020 with only minor 'glitches'. We are preparing to offer limited medical transportation services through the Center, beginning in September. Cindy is putting the finishing touches on her new 'weekly support group' - via Zoom. Gail continues to conduct SHINE appointments over the phone.

**Food Pantry:** The food pantry remains very busy. An average of 3 deliveries per week are still taking place. Many thanks to all who have donated: time, money and food.

**Community TV:** Nothing reported.

**Veterans Services:** Nothing reported.

### **Important Dates to Remember**

**Town Administrator's Office Days next week: Monday**  
**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](#)