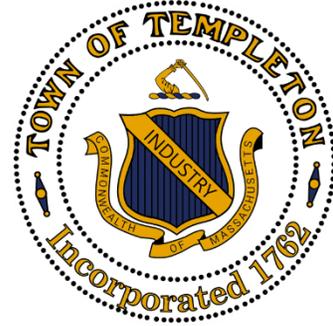


**MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR**

**TO:** Select Board  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator’s Weekly Report  
**DATE:** August 27, 2020  
**CC:** All Departments

*Carter*



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**Important Notice to All Departments:**

**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.**

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

**Viewing Date: Wednesday, September 9, 2020 from 3 p.m. – 7 p.m**

**Town of Templeton Highway Department 381 Baldwinville Road Templeton, MA 01468**  
**AND the Templeton Senior Center 16 Senior Drive Baldwinville, MA 01436**

**[PLEASE tell anyone you think might be interested it is on the web!](#)**

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**We need any FTM Articles ASAP!**  
**The warrant closes to citizen petitions on Tuesday, September 15, 2020, at 4:30 p.m.**

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**REMINDER: Annual Reports for FY’20 should be submitted as soon as possible.**

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

**Weekly:** We received notice from the Attorney General’s Office that the applications pertaining to heating energy assistance fund and the arts and culture fund for administrative deviation appear to be in good order and the proposed modifications were approved which will allow us to take the next steps for the Templeton Trusts. Adam has been working with Bob S from DPW and Laurie W from Development Services to submit a 2020 Grant Application to the MassWorks Infrastructure Program for Barre Road. He also finished the addendum for the Library Roof and

Associated Work IFB. Holly and Emma worked on the Jake Brake hearing that will be held at the September 9 meeting, getting out the Notice to Abutters and published in the Gardner News. Holly also got the notice published for the Public Hearing: Community Outreach Meeting for a proposed Marijuana Establishment being held on Tuesday, September 1, 2020, at 6:30 p.m. on YouTube.

### **Administration & Finance**

**Town Accountant:** The Accountant has finalized and submitted the Free Cash, created new funds for the Trust that the Attorney allowed us to combine, and sent out the budget v actual numbers. We have completed the warrant and payroll. With the help of the DPW the room was changed over for early voting which will be ending on 8-27-2020 at 4PM at which time the room will be re-arranged back to normal on 8-31-2020.

**Treasurer/Collector:** It was a quiet week. Continued work on the FY20 delinquent property taxes. We are getting a good response to the reminder notices that were sent out. We are hoping to get as many as possible paid up before we advertise them for tax taking.

**Assessor:** Out of the Office part of the week and catching up on work.

**Town Clerk:** Busy last week preparing for a safe early voting experience for town residents. Early voting was held Saturday and Monday-Thursday this week. Many residents took advantage of the early voting.

### **Public Works**

**Highway Department:** A water line between Ahimsa Haven animal rescue and the DPW barn was leaking and was repaired. One crew member assisted in the installation of drainage pipes and documented placement on Orchard lane. On Fessenden Street a joint on a metal drainpipe that failed was replaced, back filled compacted and paved. Roadside mowing was done on Prospect St, Michaels Lane, Hospital Road, and Ledge Drive. Structures were rebuilt and paved on Kyle Drive. The new hot box arrived and will be in service next week.

**Buildings & Grounds:** One of the older hedge trimmers was repaired. The walking paths at Gilman were graded to improve the walking surface. All cemeteries and common areas were mowed and trimmed. Bushes at both Greenlawn and Pine Grove cemetery have been trimmed. Trash was emptied in all areas. Parts were ordered for the 710 and the deck on the 920 was cleaned. The new landscape trailer was received and put in service. This will help tremendously in moving mowers around.

**Sewer Department: Nothing reported.**

### **Public Safety**

**Templeton Police Department:** 8/20 – 8/26 PD – 249 Calls for Service, 64 motor vehicle stops, 1 arrest. Dispatch – 424 Calls (does not include miscellaneous calls). Nothing new to report

**Templeton Fire/EMS: Nothing reported.**

**Emergency Management: Nothing reported.**

## **Development Services**

**Director:** COVID-19 – The August 13 positive COVID case has been cleared, however we have received notice of another positive case and Templeton remains at a count of one; 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. At the Board of Health meeting of August 24, the town recreation fields were discussed; conclusion is that the fields will open with the schools following the MIAA protocols and all other teams and leagues following the state mandated protocols, all others using the fields for personal recreation need to know that it's "use at your own risk". Provided letter to MAVEN for the continued access for the Nurse Director at NRSD for COVID cases.

**Board of Health:** Reviewed and approved component replacement permits for 967 Patriots and 522 Barre; septic bed bottom inspection at Gray, Lot 25 and final septic inspection at 64 King Phillip Trail; continued work on the Town Wide Yard Sale; prepared for and attended Board of Health meeting on August 24; worked with TMW on question on wells.

**Conservation:** Prepared and mailed out all "order of conditions" approved at last ConCom meeting (Baptist Common 2, Otter River 1, 15 Carruth 1, and 19 Oak 1); completed site walk for South Main, Lot E; responded to a complaint/concern regarding paving of Candlelight Café parking lot (request for information); inspection at Fourth St due to concern/complaint of trees being taken down in wetlands, unfounded no wetlands. Continued work with residents and their concerns pertaining to the proposed residential living home on 15 Carruth Road.

**Planning Board:** Prepared for meeting of August 25, 2020; meeting cancelled due to a lack of quorum.

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

**Building Department:** Building Commissioner issued 1 permit for a new SFH (WHAT?); letter issued to Templeton Fish & Game requesting information on construction permits; issued four certificates of completion and one occupancy permit. Electrical issued a total of 2 permits (including one pool and one septic tank pump); Plumbing and Gas were quiet this week.

**Agricultural Commission:** Nothing to report at this time.

## **Community Services**

**Library:** Curbside service continues. I continue to work on the reports to the Board of Library Commissioners. We are developing a 'grab & go' craft project for our young patrons- we hope to offer this on a weekly basis.

**Senior Services:** Our new Administrative Assistant, Kaley began working this week. We held a small, outdoor program sponsored by TMLP. Fourteen seniors attended. All safety measures were taken. Cindy has connected with many seniors this week for: housing issues, SNAP, fuel assistance as well as other concerns. The Farmers Market coupons are available to qualifying seniors, call the Senior Center (978) 894-2781 to make arrangements. We are doing the preparations to resume limited transportation (essential medical appointments). Gail (SHINE) continues to do phone appointments.

**Food Pantry:** The food pantry remains busy. Thank you to all of the volunteers. Donations of fresh produce are much appreciated! The Select board voted to gather RFI from non-profit and faith-based organizations, to ultimately take over Food Pantry Operations (more information on [www.templetonma.gov](http://www.templetonma.gov))

**Community TV:** The past weeks TCTV has live-streamed meetings most weeknights. Production on community videos, including the recent Kite Festival, continues. Research on meeting and event coverage technologies is ongoing, and upgrades are being coordinated with the new TV server coming online.

**Veterans Services:** Nothing reported.

### **Important Dates to Remember**

**Selectmen's Retreat, Wednesday, September 2, 2020, 6:30 p.m.**

**Selectmen's Business Meeting, Wednesday, September 9, 2020, 6:30 p.m.**

**Department Head Meeting, Thursday, September 10, 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**