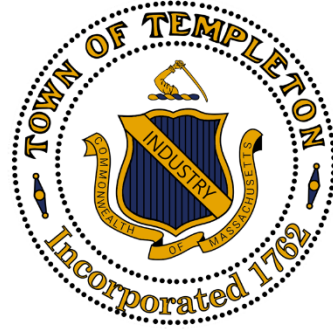


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: September 10, 2020
CC: All Departments

Carter



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.

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

**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!

We need any FTM Articles ASAP!

Department Heads must have any appropriations to me by Monday morning (9/14)
The warrant closes to citizen petitions on Tuesday, September 15, 2020, at 4:30 p.m.

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

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

We spent time on the final touches to the Developer Designation Agreement for the old Baldwinville Elementary School with MPZ Development, LLC that was approved by the Select Board on 09/10. This is roughly an overall project plan for the old school and associated parcels of roughly \$20 million; however, the project will still need a commitment of a little over \$1.1 million from CPC. We issued the addendum for the surplus of vehicles & equipment auction with bids being due at 2PM on 09/15 as mentioned above. Finally, completed all the paperwork and necessary attachments for the USDA loan servicing requirements and sent those over and scheduled for a compliance review call on 09/22.

Administration & Finance

Town Accountant: Finalized the first submission for the CARES ACT to FEMA with Rich Curtis.

Treasurer/Collector: We received a high volume of MLC request this week. We had another property in tax title paid off this week. It had been in tax title since 2008. Worked on verifying our list of properties to be advertised for tax taking.

Assessor: Nothing reported.

Town Clerk: Nothing reported.

Public Works

Highway Department: 2 Drop Inlets were repaired on Shore Drive. Hot Topping was done on Gray Road, Henshaw Road, Royalston Road. All large equipment for the auction viewing was placed in the DPW parking lot. Stop lines are being refreshed throughout town. The trackless over the rail mower is still down waiting for parts. Some mowing was done on Lord and Otter River Roads. The mechanic has been busy and gearing up equipment for the winter.

Buildings & Grounds: Loaming and seeding in Gilman Waite park on fields # 1 & #3. Weekly mowing and trimming have been done throughout town. One weed trimmer was repaired. Crews have been at Gilman Waite baseball fields removing grass from playing areas. The outside of the DPW office has been sided, new windows and a rain gutter were installed. The job is about 95% complete.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: 9/3 – 9/9 PD – 295 Calls for Service, 38 motor vehicle stops, 0 arrest. Station Project – Architect and Contractor sent Notice to Remedy Contractor Default and Design Defects related to HVAC system. Dispatch – 461 Calls (does not include miscellaneous calls). Nothing new to report.

Templeton Fire/EMS: 20 residential inspections and 57 emergency calls. 3 commercial fire alarm activations, 8 residential fire alarm activations, 39 EMS calls, 2 motor vehicle accidents, 1 assist to other agency, 3 illegal burns, 1 public assist with a lock out. Forestry 1 is still out of service, Annual pump testing of fire trucks was completed, all trucks passed with just a few minor issues to repair. Station 2 back bays vehicle exhaust removal system has been installed. Monthly training on safe use of ground ladders and the ladder truck was conducted by members at our training site at TDC.

Emergency Management: Nothing reported.

Development Services

Director: COVID-19 – Templeton has one active positive cases of COVID-19; if anyone has any interest in being tested, please go to <https://www.mass.gov/covid-19-testing>. Parents and families of children going back to school can find state information at the following MA page <http://www.doe.mass.edu/backtoschool/>. Health Agent continues to participate in twice weekly calls with the State (MDPH); attended team meeting; received question pertaining to

fields/recreation at town owned sites, playgrounds and fields can be used at own risk; worked with a resident on procedures for out of state travel and return; working with Sue Larabee of the Lions Club on Halloween event and Christmas tree sales to stay within the state issued protocols and orders.

Board of Health: Reviewed and approved septic repair plans for 25 Laurel View; responded to a housing complaint at Pineview Apartments, workers smoking on property – SK Management contacted and will address issue; performed septic bed bottom inspections at 25 Laurel View and Brooks, Lot 4.

Conservation: Site walks completed at Whitney, 58 Baldwin; work with MassDEP and DCR on Gray, Lot 17.25 issue with wetland filing; prepared draft minutes for meeting of August 17, 2020.

Planning Board: Attended meeting of 9/8/2020; order of conditions approved for Templeton, LLC; approved ANR for creation of French, Lot 21; denied ANR for creation of Phillipston, Lot 3 & Carruth, Lot 6 (based on one lot being non-conforming at 1.9 +/- acres) to be re-engineered and on the meeting agenda of 09/22/2020; Mr. Rich will continue to be representative to the Community Preservation Commission.

ZBA: Nothing to report at this time.

Building Department: Complaint forwarded to Building Commissioner, abutter to Carruth, Lot 8 questioning the distance of the foundation to the property line; permits issued for five renovation projects; five electrical permits issued and two gas permits.

Agricultural Commission: Nothing to report at this time.

Community Services

Library: A patron has generously put together some craft kits for us to give out to families when they pick up their requested materials... thank you, Kelly T. & kids! Curbside service is steady. I continued working on the State reports. I attended the department head meeting.

Senior Services: The Council on Aging board met. Cindy's virtual support group began & was well- received. Transportation services resumed for essential medical appointments. Meals on Wheels deliveries continued. A flu shot clinic and blood pressure clinic were scheduled, and 'yoga in the yard' is in the works.

Food Pantry: The food pantry remains busy. I compiled the August statistics for our partner at Heywood Hospital. A towns wide food drive (Templeton & Phillipston) is scheduled for Saturday, September 19- more information can be found on the town's website.

Community TV: Nothing reported.

Veterans Services: Nothing reported.

Important Dates to Remember

**Town Administrator's Office Days Next Week: Tuesday & Thursday
Selectmen's Business Meeting, Wednesday, September 23, 2020, 6:30 p.m.
(Zoom-Streamed Live),**