

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Select Board

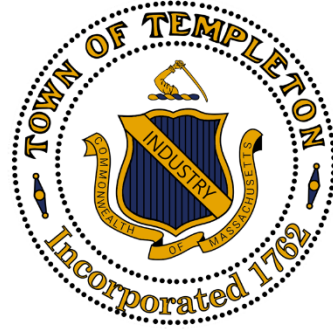
**FROM:** Carter Terenzini, Town Administrator

**RE:** Administrator's Weekly Report

**DATE:** September 24, 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.**

---

**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).

**Weekly:** Adam participated in the USDA Loan Compliance Review conference call and has sent out an attached sample demographic collection survey to Sewer and Light departments as part of the work to institute a procedure for demographic collection for the Water and Sewer Users, Employees and Governing Board moving forward. This work is essential as we want to strive to be a worthy borrower. Awaiting a report from that call.

Adam met with the ADA experts on a Zoom platform to discuss process while the town goes through the ADA examination/review. Adam worked to see if the town could apply for the shared streets grant program and unfortunately the site in question posed issues as it was a state road. We strive to be a business-friendly town; however, it is essential that we do things right at the same time. See correspondence from one of the state engineers below:

*We just spoke on the phone regarding potentially setting up an outdoor eating area along the sidewalk running on the south side of the restaurant. You mentioned placing jersey barrier along the sidewalk to create separation for the patrons of the restaurant and the vehicles on the roadway. You may apply for a permit for this, but it is against MassDOT policy to allow commerce within the state highway layout, and we would not permit an eating area within the state highway layout. Additionally, there would be issues with obstacles (barriers) placed within the state highway layout and blocking a public sidewalk for the sake of private business. But the request would be denied before we got to the review of those other issues because we do not allow business within the state highway layout.*

Upon receiving this information, we decided not to pursue the grant funds.

We have worked on finishing the contract for the library roof and associated work. Bob S and Jackie P will meet to discuss plans before work starts at site. Carter continued his work on performance reviews.

Adam has posted a Capital Planning Meeting for Tuesday, September 29<sup>th</sup> at 4.30PM on mytowngovernment and sent out the information to the members. Adam sent out the press release for the old Baldwinville School to the Gardner News and Athol Daily News and included the department heads and Select Board. Finally, Adam has sent out the draft goals to the department heads for feedback.

### **Administration & Finance**

**Town Accountant:** Work was performed on the monthly reconcilements during the entire week, warrant was prepared and submitted, a subpoena was received and work has been started in gathering all the required information. As of 10-1-2020 MEGA Ins will no longer be partnering with ESI for the Employee Assistance Program, going forward they have chosen to partner with Perspectives which will begin on 10-1-2020. We will be receiving additional information soon and we will forward it as soon as we receive it. Kelli will be out on vacation next week.

**Treasurer/Collector:** Completed the ADA survey for the department. Excise commitment 5 was released by the RMV. 357 new excise bills mailed with a value of just over \$36K. We had another payoff off this week of a property that has been in tax title since 2018. This clears another one from our list. Jessica worked on the advertisement for the tailings list. You should see it in the Gardner News within the next few days. It will also be on the Templeton website and posted on bulletin boards in Town buildings. If you see your name, or someone you know on the list, give us a call or send us an email and we will forward forms to be filled out to claim your funds. Worked with IT this week regarding ongoing computer issues.

**Assessor: Nothing Reported.**

**Town Clerk:** Our office has been receiving had a steady flow of early voting by mail applications. The State has said that our office should receive early ballots by the beginning of October. As soon as we receive the ballots, we will be mailing them out. Attending the Special Joint District Wide meeting.

### **Public Works**

**Highway Department:** Potholes on Barre Road, Ladderhill and Hubbardston road were attended to. A culvert pipe was placed on Hubbardston road to improve drainage there. Trees that were dead, dying and/or hazardous were removed in the areas of Mason Street and Templeton center. A drainage pipe on Crotty Lane was replaced due to continues failure and sink holes. A drainpipe that had failed on Highland Ave was replaced.

**Buildings & Grounds:** A section of Green Lawn cemetery had turf repair as the drought has killed off some grass. Attention to specific area will be addressed now that the cooler weather I

here. In Pine Grove cemetery a portion of the wood line was trimmed back. In the future, removal of several trees will be done to create more burials spaces. A bed of wood chips was placed on the hillside in Pine Grove. Maps were created of the newer area of Green Lawn; these maps will enable the foreman to better identify who owns a lot as well as show perspective buyers what is available easily. BG21 was brought to Padula Bros for a repair. Other mowers were cleaned and had blades replaced.

**Sewer Department: Nothing reported.**

### **Public Safety**

**Templeton Police Department: Nothing reported.**

**Templeton Fire/EMS:** 09/14-09/20; We responded on 27 emergency calls, 16 EMS, 2 motor vehicle accidents, 1 fire mutual aid, 2 residential fire alarm, 2 ems mutual aid, 2 hazmat, 1 commercial fire alarm and 1 smoke investigation and did 6 residential fire inspections. Forestry 1 remains out of service

**Emergency Management: Nothing reported.**

### **Development Services**

**COVID-19:** Templeton COVID-19 count is currently at zero; 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); worked with Jennifer Hamel, Chair for the Town Wide Yard Sale; changes effective Monday, September 28, 2020 – Retail self-serve areas can re-open to the public, group sizes eating at restaurants going from 6 to 10, seating for eating at bars tops can begin (persons together can sit side by side, otherwise must be 6' between persons), laminated menus now approved with sanitizing between each use, tents for outdoor dining will be able to have four sides (must follow all protocols of indoor dining) must have 50% of sides up for live entertainment. If you wish to receive a flu vaccine, please make an appointment with your physician or visit your local pharmacy.

**Director:** Worked on MS4 info for annual reporting to EPA/MassDEP

**Board of Health:** COC issued to 967 Patriots for a replacement septic system; performed kitchen inspections at NMS/NRHS and Templeton Elementary, no violations noted; investigated a complaint of odor at 96 Hubbardston, found no odor but an issue with trash and debris at what appears to be an abandoned house (have sent the info to the AG's office to be considered for the Abandoned Housing Initiative); completed COC for new SFH septic at Brooks, Lot 4.

**Conservation:** Completed site walk at 35 Ridgewood; reviewing documentation for site walk at TML&W. Admin. Asst. II signed up to participate in MACC Annual Conference via Zoom.

**Planning Board:** Processing documents for next meeting on October 13 – ANR correction for Brooks Rd and a stormwater permit application for TML&W.

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

**Building Department:** Under the direction of Admin. Asst. I, Admin. Asst. II has begun sending out letters to residences who have incomplete building permits on file. To date twenty have gone out with several responses that triggered follow up from the Building Commissioner. The Building Dept. processed five permits (3 minor reno, 1 pool/deck and 1 wood stove); Electrical Inspector was busy with eleven permits processed (3 new SFH, 3 additions and 3 upgrades); Plumbing and Gas each had five permits processed (3 each new SFH and other minor changes).

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

### **Community Services**

**Library:** Nothing reported.

**Senior Services:** Nothing reported.

**Food Pantry:** Nothing reported.

**Community TV:** This week TCTV met with Adam and NRSD Superintendent Dr. Casavant to provide help for TCTV/NRSD broadcasts, and improve communications. A report on recent TCTV challenges and solutions was submitted to the Assistant Town Administrator. Updated Zoom guidelines for meeting scheduling has been developed and will be issued. A report on TCTV technical progress and related issues has been developed. A report on TCTV job needs has been developed. We are proceeding with plans with Monty Tech to hire a co-op student for up to 19.5 hours a week. Additional hires are required. TCTV's Policy guidelines for dealing with YouTube trolls will be re-issued.

**Veterans Services:** Nothing reported.

### **Important Dates to Remember**

**Town Administrator's Office Days Next Week:** Wednesday  
**Selectmen's Workshop, Wednesday, October 7, 2020, 6:30 p.m. (Zoom-Streamed Live),**  
**Selectmen's Business Meeting, Wednesday, October 14, 2020, 6:30 p.m.**  
**(Zoom-Streamed Live),**  
**Staff Meeting, Thursday, October 15, 2020, 8:30 a.m. on Zoom**