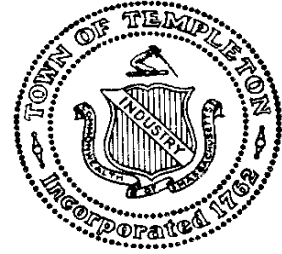


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR



TO: Select Board
FROM: Laurie Wiita
RE: FY 22 Second Quarter Development Services
DATE: January 4, 2022

DIRECTOR: Completed FY '23 proposed budget; participated in MACC fundamentals program; completed annual reports for Planning, ConCom, ZBA and Building; completed uploading minutes for all boards in Development Services to MyTownGovernment. Assisting ConCom with proposed bylaws; prepared for and attended Fall Town Meeting; worked on cease and desist with town counsel for 25 central, hand delivered with PD assist. Attended online course for zoning/planning for “special permits/variances.”

COVID-19 – NRSD nurses sponsored vaccine clinics with CVS in October, November, and December; FDA approved Pfizer vaccine for COVID-19 for children 5 – 11; in December we were no longer receiving positive case numbers daily and began using the state information due to the overwhelming number of positive cases. Continued participation in weekly MDPH meeting; participated in meeting with Surgeon General pertaining to our senior population; cities/towns at or below the poverty level were given a supply of test kits for their residents.

The **Building Commissioner and Administrative Assistant** - Building had 68 permits processed in the second quarter, including new single family dwellings, roofing, windows, sheds, additions, sheet metal and renovations: total fees of \$22,567 and total estimated value of \$3,280,309. There were five occupancy permits issued and thirty-four certificates of completion issued. Wiring processed 43 permits: total fees of \$5,340.00. Plumbing/Gas processed 54, total fees of \$6,085.00. Admin. Asst. processed applications for safety inspections, Building Commissioner and Fire Chief completed twelve safety inspections and no violations noted, permits issued; nine certificates of completion were issued, and three occupancy permits were completed.

The **Agricultural Commission** – continued assistance to Board of Health with 207 North Main and 23 Pine Point, no resolution to date.

ZBA – 195 Brooks hearing scheduled for November 30, 2021, attended by owner, and abutting neighbors; members voted to uphold Zoning Enforcement Officer decision – no change to current use.

Planning – ANR’s approved for new lots on Patriots and Phillipston; Chair and Director met with representative of Tesla to discuss snow removal at Cumberland Farms prior to installation of charging stations; Bruce Marien attended training provided by MRPC for local Planning Board members.

Conservation – members completed two site walks for new single family homes and eleven site walks for existing properties; three NOI's were processed for Patriots Rd and School St; negative findings for RDA's at Barre Rd and Baptist, Lot 4; one COC issued to Brooks, Lot D; Chair attended MACC conference and participated in three online courses; issue reported by Agent Downey, state forester, pertaining to Patriots Rd, issue rectified; assisted resident with NOI appeal pertaining to Patriots Rd; members heard residents pertaining to the issue of pumping the water out of the island at North Main, Otter River and Lord, not resolved.

Board of Health agent completed review of seven T5 reports, all passing; reviewed and approved plans for two septic repairs and three new septic systems; witnessed three perc tests – one cancelled during due to boundary dispute, two for new single family dwellings; completed twelve inspections including bottom and final; issued permit to trap for beaver at Royalston Road; cease and desist prepared by town counsel issued to 25 Central for operating an unpermitted business, delivered with PD; exterior inspections with AG's office to updated 29 Sawyer, 23 Shore, 28 Albert, 96 Hubbardston and 16 Liberty; pre-rental housing inspections at 38 Baldwin at units B1 and A3; housing inspections at 38 Baldwin, Unit B7 for mold and 164 Main for mold; testing at Templeton Fish and Game for tight tank alarms completed and wellhead inspection – results sent to MassDEP with findings, no violations of order at this time; continued rooster/chicken issues, recommended a bylaw; site visit for nuisance vibrations at 446 Otter River due to equipment at Graves.