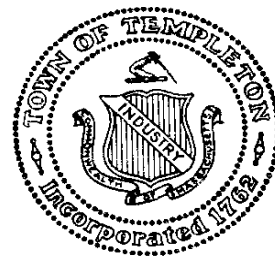


## MEMORANDUM – OFFICE OF DEVELOPMENT SERVICES

**TO:** Select Board  
**FROM:** Laurie Wiita  
**RE:** FY 23 Second Quarter Report  
**DATE:** January 17, 2023

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**DIRECTOR** – Completed cyber security training through the state; attended Roles and Responsibilities of ZBA and Planning Boards webinar; participated in interviewing candidates for the CPC Administrative Assistant position; provided up to date drought information to residents; attended MDPH monthly meetings and bi-weekly work group meetings with TA; attended Environmental Justice and Water Safety Summit; attended Advisory Board meeting to represent amendment to Animal Bylaw. Received and accepted a request by the Lions Club to speak at their annual meeting. Prepared and presented first quarter report to Select Board. Completed data for MRPC for annual report to Green Communities (with the help of the DPW). Attended Select Board meeting of 11/19/22 in support of proposed change to Building fee schedule. Participated in MRPC Regional Transportation Planning webinar and a public information session on nitrogen sensitive area/watershed permitting through MassDEP; assisted MassDOT with documentation for CC MPZ School Street project. Began work on FY 24 budget and FY 23 annual report.

**COVID-19** – During the second quarter, Templeton had an average of 15 positive cases per week (up from last quarter), numbers reported by the State of MA pertaining to positive cases in Templeton, can be found at [COVID-19 Response Reporting | Mass.gov](https://www.mass.gov/info-details/covid-19-response-reporting). Through a grant with the state, we received 2,000+ at home test kits, thermometers, gloves, and masks to be available throughout town offices for the residents. No cases of monkey pox reported in Templeton in the second quarter.

**The Building Commissioner and Administrative Assistant** – During the second quarter of FY '23 this office issued eighty-three building permits with fee income totaling \$28,813 and estimated construction value of \$4,674,021. Forty electrical permits were issued with fee income totaling \$6,945. Twenty-nine plumbing/gas permits were issued with fee income totaling \$3,295. On 10/26/2022, Rhonda presented a proposed fee schedule for the Building Department (including plumbing, gas, electrical, and building permit fees); after being discussed the Select Board voted to approve the fee schedule as presented. All safety inspections were completed by the Building Commissioner and Fire Chief for the issuance of liquor licenses, minor corrections completed, and all certificates issued.

**The Agricultural Commission** – The AgCom members voted to host a bee keeping seminar using Michael Fontaine; scheduled for February 6, 2023 @ 6:00 p.m. in the Conference Room. Development Services Director with the AgCom appeared on Town floor to present a by-law pertaining to roosters & chickens (fowl), this by-law received a resounding “no” vote. The American Farmland Trust contacted AgCom pertaining to “farmland of local importance designation”, continued review at this time. Provided information on fostering a horse on a residential property.

**ZBA** – The Zoning Enforcement Officer issued a final violation notice to Anthony Rafaele for unpermitted construction of a building off State Road. Received and processed a variance request for a reduction in front offset (continued from 11/29/2022 to 01/17/2023 due to a lack of quorum). Members met in executive session pertaining to litigation.

**Planning** – Meeting of 10/11/22, 10/25/22, and 12/13/22 were cancelled due to lack of agenda items; meeting of 11/08/22 cancelled due to Town Meeting; at the meeting of 11/22/2022 members reviewed a site plan/stormwater plan for 280 State Rd., Car Works and approved, also approved a use permit application for a gift shop at 12 Elm Street. Received and processed application for site plan/special permit for Templeton Green, LLC for a proposed cannabis retail facility at 1 North Main, scheduled for 1/10/2023. Received partial ANR application for 36 Brooks for research on an encroachment question pertaining to the existing building.

**Conservation** – Administrative Assistant, Jessica Case, has participated in several programs in preparation to serve as Conservation Agent: Watershed Stream Crossing Standards, MACC MassMapper Basics, and Aquatic Plant Management, along with completing the State's cyber security program. During the last quarter ConCom members completed twenty-two (22) site walks for various projects, issued five (5) certificates of completion and received one MassDEP superseding COC for Lot 7, 109 Gardner Rd., processed four (4) RDA's, one (1) NOI, and one (1) order of conditions extension. An enforcement order was prepared and delivered in person to a property owner off State Rd for building and living in a wetland without proper permitting; followed by a second notice. Members requested a site walk for the Birch Hill Dam area after receiving a forestry cutting plan from the Army Corp of Engineers. Administrative Assistant provided weekly updates on the drought.

**Board of Health** – Property walk-through on Patriots Road with Zoning Enforcement Officer and court appointed Receiver to provide plan to court for clearing of property. Attended overview of Sanitary Code changes hosted by MDPH. Completed tight tank alarm testing, clubhouse septic and well inspection for TF&G and filed report with MassDEP; sent out permit renewal documentation (septic hauler and installer, tobacco/nicotine, food establishments, rubbish haulers); followed up on report of homeless gentlemen living at the Otter River pool area; appeared in housing court for 33 Prospect, owner ordered to provide heat/hot water; appeared in housing court for 29 Sawyer, continued to January 18; housing inspection with Building Commissioner, Fire Chief and Police Dept. at 130 Old Winchendon, emergency condemnation issued; closed landfill monitoring completed (swale cleared and vent replaced) report voted on and signed by BOH Chair and mailed to MassDEP; housing inspections at 38 Baldwin, units C7 & C8 revealed a leaking pipe in the wall that caused mold growth – remediation in progress. Completed the following: eleven (11) septic inspections, five (5) perc tests, issuance of two (2) well permits, review of seven (7) Title 5 reports – two needed further work, one (1) septic decommission with a tie-into town sewer, five (5) septic plan reviews resulting in the issuance of permits, one (1) septic as-built review resulting in the issuance of a certificate of compliance, five (5) housing inspections, ten (10) food establishment inspection – two with minor issues corrected during the inspections and six (6) nuisance complaints in process.

**Community Preservation Committee** – Interviewed and hired Jessica Case as Administrative Assistant to the CPC, support from Development Services includes eight hours weekly paid by CPC budget.

**Economic Development & Industrial Committee** – EDIC members were voted to the committee by the Select Board; Glenn Eaton – Chair, Elizabeth Toth – Vice Chair, Michael Currie – Clerk and Steven Castle – member. Meeting scheduled in January 2023 with the Chair to discuss support from the office of Development Services.