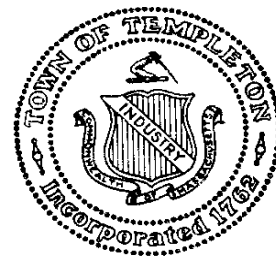


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR



**TO:** Select Board

**FROM:** Laurie Wiita

**RE:** FY 22 Third Quarter Development Services

**DATE:** March 30, 2022

---

**DIRECTOR:** Completed annual reports for Development Services; completed budget, met with Town Administrator and appeared before Select Board and Advisory. Met with the Town Administrator and Select Board member Tim Toth to plan and order 1,000 test kits in collaboration with the City of Gardner and distributed Saturday, 2/26/22; continued guidance for local daycare facilities; completed 2<sup>nd</sup> quarter report and presented to Select Board; met with potential purchasers of 24 Holman; attended weekly MDPH meetings; provided info to Karen Chapman for first round of Green Communities Grant being exhausted; arranged meeting with Linda Overing regarding planning/grant consulting; met with DPW Director pertaining to maintenance at landfill (vent repair and swale clearing of brush).

**COVID-19** – For numbers reported by the State of MA pertaining to positive cases in Templeton, please go to [COVID-19 Response Reporting | Mass.gov](https://www.mass.gov/info-details/covid-19-response-reporting). The government made four at home test kits available for each household, order at <https://special.usps.com/testkits>. To view and keep your vaccine records at your fingertips, go to [www.myvaxrecords.mass.gov](https://www.myvaxrecords.mass.gov). A joint decision with the BOH and the Town Administrator agreed to close the Senior Center and Library through the end of February, mask mandate and remote meetings mandate lifted 3/1/2022; NRSD hosted a vaccine clinic on 2/7/22; the MPH COVID-19 Response Team asked that anyone testing positive with an at home test kit contact them at 978-602-2356 for contact tracing and support; test kits were obtained for Templeton residents and distributed on 2/26/22 and continue to be available during regular business hours in Development Services office; a mask advisory update was issued by MDPH on 3/1/22, for more information go to [download \(mass.gov\)](https://www.mass.gov/info-details/covid-19-response-reporting).

The **Building Commissioner and Administrative Assistant** – During the third quarter of '22, the Building Department issued 42 permits (including 4 new single family homes, additions, exterior upgrades, home improvements, commercial upgrades, wood/pellet stoves, pools, garage, and an in-law). 29 certificates of completion and 12 occupancy permits were issued; all of these require multiple inspections; the value of the work is estimated at \$2,041,200, with \$11,500 collected in fees. 32 electrical permits were issued (including commercial improvements, new residential construction and residential upgrades; with collected fees of \$3,939. 19 plumbing permits were issued (including new residential construction, residential upgrades and one commercial upgrade), with collected fees of \$3,010. 19 gas permits issued (including new

residential construction, underground lines and residential upgrades) with collected fees of \$1,335.

**The Agricultural Commission** – Draft rooster/chicken by-law reviewed at 2/28/2022 BOH meeting, minor changes made after review by the Department of Agriculture and approved a BOH meeting of 3/28/2022. Looking into possible informational programs for residents interested/keeping animals.

**ZBA** – A notice of appeal was filed with the MA Superior Court by T & T Realty Trust for the decision rendered on 11/30/2021 by the ZBA. Variance request heard on 2/1/2022 for 44 Shady Lane to decrease the side offset from 15' to 12.5', approved; meeting of 3/29/2022 went into executive session to discuss litigation pertaining to 195 Brooks Road; received variance request from 569 Baldwinville Road to reduce road frontage from 150' to 75', scheduled for 4/5/2022

**Planning** – Met with Town Administrator and Town Counsel on 1/27/2022 pertaining to Laurel View; at the 3/8/2022 meeting the members approved 3 yes and 2 no to waive the requirements to accept Laurel View as a town road, additional work with Town Counsel and owner required.

**Conservation** – Complaint from Baker Lane resident pertaining to tree cutting (forestry cutting plan in place) and damage to roadway (referred to DPW Director), no violations noted; complaint of property owner working in wetlands on Crotty Ave, no violations noted; provided documentation to MassDEP Circuit Rider for proposed 55+ on Baldwinville Road (NOI approved and order of conditions issued); Gardner Municipal Airport filed an RDA, no further filing needed; request for a site walk at Crow Hill, to be scheduled; site walk application for Skunks Misery (no site walk will be completed with snow on the ground); four NOI's processed for King Phillip Trail with orders of condition issued; site walk and COC issued to 693 Patriots; multiple site walks at the median (Lord, Otter River & N Main), Adm. Asst., Jessica Case, trained with new MassDEP Circuit Rider, Mia McDonald.

**Board of Health** – During the third quarter of '22 the Agent reviewed three septic as-built plans and issued two certificates of compliance; reviewed and approved septic plans for both repair and new systems; witnessed five perc tests for new construction and repair; reviewed three title five reports; issued one well permit to drill; completed two septic inspections, one housing inspection and one kitchen inspection. The community septic loan program has had six new applications processed and one payoff. Agent has been working with the Templeton Fish and Game Club and MassDEP to work toward lifting the consent order. Agent arranged and hosted a re-certification class for ServSafe, for local food establishments, we were able to utilize a room at the Senior Center to conduct the training/testing – all participants passed. The members of the Board of Health voted unanimously to approve the condemnation process for all the trailers/buildings/mobile homes on the property at Patriots Road and also approved unanimously the proposed rooster/chicken bylaw (missed the May town meeting, going to the Annual Town Meeting). There have been many complaints over the winter months, such as persons not following COVID protocols while working, chickens/roosters crowing and roaming, junk and debris, and we unfortunately had one family without heat/hot water/electricity in a home that had been foreclosed on (they were receiving services and Fannie Mae was contacted and immediately responded).