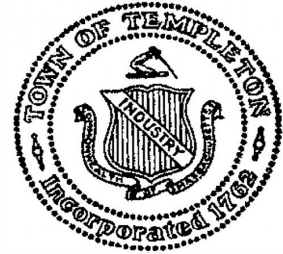


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Laurie Wiita
RE: FY 23 Fourth Quarter Development Services
DATE: July 27, 2023



DIRECTOR: All board members and committee members that fall under Development Services were provided with website information for open meeting/conflict of interest certification. Participated in grant writer interviews; met with Region 2 Planner to finalize updated EDS plan; worked interdepartmentally on issue at Pinewood Shores; participated in electronic permitting demonstration by Open/Gov; provided assistance to Gelinas & Ward for 12 Muskett (Lot 6); letter to 17 State pertaining to a dilapidated building, no response; working with MassDOT on dilapidated building at Patriots (old Huhtala building); completed and presented 3rd quarter report; continued work with town counsel on 25 Central, Patriots Rd (Drury), and State Rd (Raffaele). Attended annual town meeting and completed Region 2 Emergency Management drill. Provided support to MPZ, LLC/Capstone, LLC for the proposed project at 12/16 School Street. Support work to Town Administrator and DPW Director on 10 Pleasant Street project. Participated in emergency management training with Rich Curtis.

Communicable Disease – During the fourth quarter of '23 COVID was declining in positive cases, Board of Health continues to provide test kits for the public.

Building Commissioner and Administrative Assistant – Seventy building permits were issued from April 1 through June 30, 2023, including three new single family homes, two for residential demolition, eight for residential additions, seven swimming pools, three sheds, forty-one for miscellaneous residential repairs/improvements, and six for minor repairs/alterations to existing commercial buildings.

Total value of building permits was \$3,232,540.00 with associated permit fees totaling \$32,304.00.

Nine occupancy certificates were issued for new homes at: 54 Kyle Dr, 9 Lily Ln, 307 Otter River Rd, 29 south Main St, 27 Rainbow Dr, 131 French Rd, 160 North Main St, 17 Lily Ln, 13 Lily Ln, and two for additions at 206 Otter River Rd and 14 Main St.

Thirty certificates of completion were issued for various repair/upgrade projects and two wood/pellet stove certificates of approval.

Fifty-six electrical permits were issued from April 1 through June 30, 2023, including: ten for new single family homes, five for minor commercial projects, one for cell phone tower improvements, and thirty for miscellaneous residential repairs/alterations.

Twenty-four plumbing permits were issued including: seven for new single family homes, three for commercial modifications, and fourteen for miscellaneous repairs/upgrades.

Sixteen gas permits were issued including: eight for new single family homes, one for new commercial fixtures, and seven for miscellaneous residential repairs/upgrades.

Safety inspections were conducted at the Otter River Hotel and Little People's Nursery School, both had certificates issued.

Five business use permits were processed through the Zoning Enforcement Officer and Board of Health Agent.

Agricultural Commission – Prepared for and attended meeting of April 3, 2023; members participated in farmer's market preparation. Members met on June 5, 2023, the Chair updated members on the Farmer's Market and marketing of same. Discussion on uses of the open space off Dudley Rd and possible grant opportunities for a community garden area; next meeting is scheduled for August 7, 2023.

ZBA – Decisions for 335 Dudley and 195 Brooks filed with Town Clerk; processed application for a special permit for change of use at 148 South Rd, existing non-conforming parcel and scheduled to be heard on May 16, 2023, request was denied; appeal for 195 Brooks and 148 South filed with the Town Clerk. The ZBA has two alternate seats available for interested parties. Received and processed variance request for South Rd, Map 2-15, Parcel 5.2 (Lot 2); appeal for 148 South and South, Lot 2 hearings scheduled for July 26, 2023.

Planning – ANR documentation completed for 114 South for Worcester Registry of Deeds; site plan decision for 1 North Main retail cannabis and off Brooks (Radigan Earth Removal) drafted for April 11 meeting, both were approved at this meeting; met 20 day appeal period and filed with Worcester Registry of Deeds; members provided information on zoning bylaws to McCarty Engineering for proposed 55+ at Stephens/Baker. Processed ANR applications for Hubbardston (4 lots), Shady Lane (1 lot) and South Main (combining two lots into one). Special permit amended for Bunny's Ice Cream to transfer to Nicole Besse and renamed to Izzie's Ice Cream and approved. At the June 27 meeting, members reorganized with Kirk Moschetti as Chair, Charles Carroll as Vice Chair, and Bruce Marien as Clerk; Dennis Rich will continue as CPC Representative and Charles Carroll will continue as MJTC Representative. Members are working on notices to all households for zoning bylaw amendment discussions with the goal of participating in the Annual Town Meeting.

Conservation – Site walks occurred at: Crow Hill on King Phillip Trail, 198 Patriots Road for sign replacement, 66 Baptist Common Road for an OOC 304-0380, 40 Baptist Common Rd for a new deck, 25 Baptist Common Rd for an above ground pool, 100 Stone Bridge Rd for the replacement of a septic system, 50 King Phillip Trail for a non-wetlands water issue, 10 Harley Hill Road for a septic replacement, 634 Patriots Road for a septic replacements, Lord Road for a pre-construction visit, Patriots Road for a new home, 254 Royalston Road for a farmer's porch, 29 Victoria Lane for a pool & shed, Shore Drive for wetland concerns, Whitney Street for culvert concerns, 50 Brooks Village Road for OOC 304- 0379, South Road for wetland concerns, 307 Otter River Road for OOC request, 159 Gray Rd for an above ground pool, 1092 King Phillip Trail for trail/tree questions, 35 Victoria Lane for an above ground pool, Shore Drive for dumpster location, Fourth and Fifth Street for wetlands assessment, 183 Elm Street for an addition & porch,

117 Dudley Road for a 2-car garage, 72 Cottage Lane for demolition of a home, and 91 Walnut Street for dam improvements. (27+ site walks total)

- Conservation Commission met on Monday 4/10/23 @ 6:30 PM - NOI for Lord Rd 5-08-29.1 was approved with conditions
- Conservation Commission met on Monday 5/15/23 @ 6:30 PM - 3 RDAs: 100 Stone Bridge Road, 634 Patriots Road, 10 Harley Hill Road for septic replacement provided Negative Determinations
- Conservation Commission met on Monday 6/12/23 @ 6:30 PM - cancelled

Agent compiled meeting minutes. 1 COC request received for 307 Otter River Road, 1 NOI received for improvements to Graves Pond Dam near 91 Walnut Street, 1 NOI received for demo and construction of Templeton Sewer pump house on Crotty Ave, 1 Forest Cutting Plan received for "Martin Road" off Otter River Road.

Notice received that Pan Am Railway will commence with their yearly a post emergent herbicide application program on or after May 1, 2023, and conclude on or about August 30, 2023, to control nuisance vegetation is the ballast portion of the railroad right-of-way and around switches and signals. Their railroad property goes from Otter River through Baldwinville. Conservation also received notice from MassDEP that hydraulic oil leaked from a solid waste truck owned/operated by Waste Management of Massachusetts, Inc. on Gray Road between #126-147 on March 21, 2023. An immediate cleanup response action was issued to the responsibly party. A new 4-ft fence was installed at River's Edge Conservation Area in Baldwinville. Agent was present at Whitney Street while DPW crew worked to unclog the culvert pipes that had the road overflowing. Agent worked with DPW Director and Health Agent on appropriate placement of Pinewood Shores dumpster taking into consideration distance from the open water. Agent attended MACC Webinar on Procuring Consultant Services, MassDEP Webinar on the new eDEP submittal platform for RDAs and DOAs, FEMA Webinar on Mapping 101 and attended online permitting platform presentations from Permit Eyes and GOGov (5 webinars/Zoom meetings).

The Commission is accepting applications for 2 open seats; if interested, please see Jessica Case in Room 3 of Town Hall for how to apply.

Board of Health – Follow up inspections for housing violations at 33 Prospect and 15 Pleasant, completed septic repair percs at 55 Laurel View and 100 Stone Bridge (reviewed plans and approved for replacement systems); reviewed and approved Title 5 inspection reports for 6 French, 162 Lord, 367 Royalston, 370 Hubbardston, 246 Otter River, 494 South, 45 Phillipston, 51 Walnut, 525 Patriots, 215 South, 18 Gray, 8 Ridgewood (failing perc scheduled) and 142 Turner Ln; continued abandoned housing work with 28 Albert; inspected and issued food permits to Izzie's Ice Cream, Farm at Baptist Common (including mobile wagons), Energy North and Narragansett Area Youth Baseball concession; closed out housing complaint file for Unit 8, 99 Bridge, no findings or violations; septic bottom inspection and final at 10 Harley Hill, French (Lots 4, 7 & 9), Kyle (Lot 11), 634 Patriots, and 32 Depot - COC's issued; met with owner of 149 Hubbardston pertaining to amount of soil cover on septic system (determined that it was insufficient, after

contacting the builder, the issue was corrected); follow up inspection at 142 Queen Lake with property owner, violations corrected and COC issued. Pool and commissary inspection at Peaceful Pines, permits issued; 1076 King Phillip Trail well issue being worked on in collaboration with MassDOT and builder; issued public beach permits to TF&G and Pinewood Shores (water testing being provided weekly); final inspection at 29 Sawyer for abandoned property initiative, release issued, and property auctioned on June 30. Violation notices sent to 411 Baldwinville and 39 Gardner for yard waste being pushed into roadways. Witnessed perc test at 84 Henshaw for septic repair; and last but not least, researched and provided information to TF&G on all permitted wells.

Community Preservation Committee – A proposal for a new study of the Baldwinville Emergency Management Building was received. Scout Hall Inside Construction Bid Package was released to the public. A new sign was installed at Dwelly Farm Conservation Area. The CPA Warrant Articles were reviewed at the Advisory Committee's Pre-Town Meeting on April 19th. Two bids were received for the Scout Hall Inside Finished Construction package. Admin and members toured Grange Hall. CPA Articles 11 – 16 were all approved at the Town Meeting 5/10/23. Grant agreements were drafted and signed. The Chair and Admin Assistant attended a webinar and site visit regarding the Baldwinville Emergency Management Building proposal.

- The CPC met on Thursday 4/13/23 @ 7:00 PM.
- The CPC met on Thursday 5/18/23 @ 7:00 PM.
- The CPC met on Thursday 6/8/23 @ 7:00 PM.

Admin compiled meeting minutes, submitted warrants and gathered financial account information for CPC members. The Board of Assessors appointed member, George Barnes to the CPC seat.