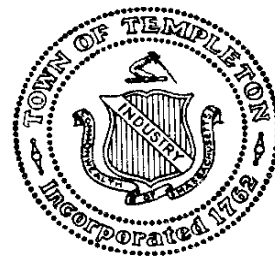


MEMORANDUM – OFFICE OF DEVELOPMENT SERVICES

TO: Select Board
FROM: Laurie Wiita
RE: FY 23 Third Quarter Report
DATE: April 19, 2023



Director – Participated in seminars for “equitable” solutions for populations that are at risk and racial equity training. Provided TA with documentation for multiple public record requests; working with Building Commissioner on multiple property violations including 292 Baldwinville Road, State Road and 25 Central Street (received/delivered a permanent injunction); researched and hired Montachusett Pest Control to do the rodent survey at 10 Pleasant; appeared in Housing Court for 29 Sawyer (Abandoned Housing Initiative); continued preparation for FY '24 Budget and MS4; participated in meeting for warming shelter and facilitated a drill for Region 2 Emergency Management; processed an insurance lien; met with USDA representative on local food safety; provided research and documentation for School Street project; processed renewals for the ACO's/Barn Inspectors through the Dept. of Agriculture. Received weights and measures report and processed invoices for all businesses who were inspected. Participated in the vaccine clinic held at the Senior Center, attended by the National Association of County & City Health Officials and operated by the Montachusett Public Health Network.

Communicable Disease – During the 3rd quarter, Templeton had an average of 7 positive COVID cases per month. Test kits and personal protection (gloves, masks, and sanitizer) continue to be available to residents, received for no cost through the State grant. A successful vaccine clinic was held at the Senior Center on May 29, this clinic was attended by the National Association of County & city Health Officials and operated by the Montachusett Public Health Network. One communicable disease report for listeria, attributed to a food establishment in another town.

Board of Health – Agent investigated and followed up on nine housing issues, five of those were resolved; inspection at 1 Valley for proposed food establishment, worked with Otter River Hotel for food permitting, inspected Lee's and Food Pantry; witnessed percs at Baptist Common, Lord, Patriots, 632 Patriots and 32 Depot; prepared loan documentation (approved at BOH meeting) for 410 Patriots sewer; processed five Title 5 inspection reports; reviewed/approved septic plans for new single family homes for Baptist Common and Haskell, and one for repair at 32 Depot; processed certificates of compliance for 65 Church Hill and 50 Lord; processed pumping records; processed permit renewals for food, rubbish hauler, septic hauler, septic installer, tobacco and nicotine; processed trailer park renewals including “in lieu of taxes” payments for Willow and Patriots Parks; continued monitoring and reporting for COVID; multiple appearances in Housing Court for 29 Sawyer (abandoned housing initiative); private well issues followed up on at Baptist Common and Valley Drive; follow up on complaints for a excessive smoke outdoor wood burner, dilapidated building, noise/vibrations at a housing unit, and a dumpster placed to close to another property; new septic installers passing the test, Christof Chartier and Michael Kryowski.

Building – In the third quarter, the Building Department issued 44 permits that include 4 minor commercial upgrades, 4 new single family homes, 1 new in-law addition, 4 new garage/out building (generating \$37,500 in fees), and 28 certificates of completion issued for completed and inspected projects; 47 electrical permits processed and issued (generating \$6,500 in fees); 13 plumbing and 7 gas permits issued (generating \$3,025 in fees). The new approved building fee schedule instituted 1/1/2023, most applicants were appreciative of the simplicity and one contractor expressed displeasure with the increase in plumbing permits from \$60 to \$100. Multiple requests for Zoning Enforcement Officer determinations. Administrative Assistant completed 2022 Annual Building Permit and submitted to the Treasurer's Office; completed multiple public record requests; completed monthly US Census reporting for new single family construction; zoning determinations provided to TA for School Street project; continued maintenance of incomplete and expired permits.

The Agricultural Commission – Michael Fontaine of Wild Brook Apiary presented a seminar on Bee Keeping at the meeting of 2/6/23; members of the AgCom attended the first meeting of Farmer's Market on 3/30/23.

ZBA – Meeting held on 1/17/23, 522 Barre request approved for a reduction in front offset; meeting held on 3/7/23, 195 Brooks remand appeal heard and denied and request for special permit heard and denied, 335 Dudley request approved for a reduction of front offset. All decisions processed and filed with the Town Clerk for 20 day appeal period.

Planning – ANR approved for 66 Baptist Common to create a two acre lot; inquiry for an apartment at 136 Patriots; ANR approved to move lot lines at 114 South; ANR approved for Patriots, Map 2-07, Parcel 20 for creation of a new lot; site plan approval for cannabis retail operation at 1 North Main and stormwater permit approval for earth removal operation at Brooks Village, permits with conditions will be reviewed at 4/11/23 meeting; assisted resident with information on 75 Main;

Conservation – Conservation Commission/Agent were busy with the issuance of two RDA requests, five NOI hearings, five site walks, issuance of three orders of condition and one extension; MassDEP reviewed the State Road enforcement order and suggests that it be turned over to the Board of Health (already involved); Agent participated in seminars for the Ecology of River Front Areas and Better Beaver Management for Climate Resilience; Agent attended SuSaCo meeting for updates on board walks, view platforms, and rail trails; an "open dawn to dusk" sign was approved, ordered, and placed at the Rivers Edge park in Baldwinville; the Conservation Commission continues to have two open member seats.

Community Preservation Committee – Administrative Asst. participated in CPC training and phone calls with Town Counsel and Housing Authority; research into subsidized housing inventory; meeting held 1/12/23 – coalition dues approved, updates on Gilman Waite, Baptist Common Cemetery, and Grange Hall; conversation with Housing Authority Director on open housing seat on CPC; Chair and Admin. met with North County Land Trust at Dwelly Farm regarding new sign; four applications reviewed for Baptist Common Cemetery, Dwelly Farm; Gilman Waite, and Grange Hall (admin. worked on estimates and account reporting); six articles approved for presentation to the Select Board at the 2/9/23 meeting, including annual appropriations, Baptist Common Cemetery, Dwelly Conservation Area, Gilman Waite, Grange Hall, and Town Hall Cupola; John Brooks was welcomed as the Board of Assessor's

representative. Chair, Admin., and some members of CPC attend training in Phillipston; articles for town meeting prepared and submitted to Select Board; Chair, Admin., and some committee members attended a tour of Scout Hall.

Economic Development & Industrial Committee – Members appointed by the Select Board include Glenn Eaton, Chair, Elizabeth Toth, Vice Chair, Steven Castle, and Michael Currie. Development Services Director and Chair met on 1/9/23 to discuss administrative support; meeting of 1/30/23 cancelled due to lack of quorum; members met on 3/6/23 and discussed many issues such as operating, mission, statutes, and moving the committee forward. A permanent schedule was created for every other month, first Monday @ 6:00 p.m. beginning on May 1.