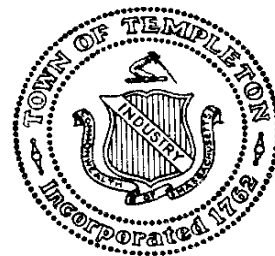


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR



**TO:** Select Board  
**FROM:** Adam Lamontagne, Town Administrator  
**RE:** FY 21 Third Quarter Development Services  
**DATE:** April 20, 2021  
**CC:** L Wiita

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**DIRECTOR:**

### **COVID-19**

Through Heywood Hospital and MPHn the area First Responders were able to receive their first dose of vaccine; Baldwinville Nursing Home had their first vaccine clinic, vaccinating a total of 166 residents and staff, 2<sup>nd</sup> doses were completed on January 29; during this time, contact with NRSD Superintendent and Nurse Lead remained close, no transmission of COVID in the schools; after receiving a request for information, Agent contacted TDC and learned that the COVID unit is no longer in operation and only had two patients in May '20; a great amount of time was spent fielding calls from our senior population on how to obtain an appointment to receive the vaccine; provided investigation and follow up to complaints on face covering issues; worked with PD to have wellness check on two individuals that were not returning call to the contact tracers; prepared survey for State for housebound person(s) needing vaccine; prepared address information on positive cases for PD and FD daily; attended twice weekly MDPH meetings, weekly MPHn/Heywood meetings and weekly ICS meetings; provided positive case numbers and other pertinent information for the public on an almost daily basis. Agent participated in Prep-Mod training; facilitated a WebEOC drill and Region 2 EDS drill for the State.

### **Director –**

Prepared and submitted budget for Development Services; continued work on issue surrounding 15 Carruth, providing all documentation for a public record request; completed 2<sup>nd</sup> quarter budget report; met with TA for budget meeting.

The **Building Commissioner and Administrative Assistant** have been extremely busy with eighty-seven permits issued (including ten new single family homes, various renos and upgrades) with collected fees totaling \$29,144 and estimated construction value of \$3,709,402; ten occupancy permits and forty-four certificates of completion were issued; **Wiring** issued 58 permits with collected fees totaling \$8,161 and includes four commercial and ten new single family homes; **Plumbing/Gas** issued thirty-eight permits with collected fees totaling \$4,610.

The **Agricultural Commission** working with the ACO and a resident to rehome a rooster that was at the animal shelter and helped to rehome chickens that a resident could no longer care for.

**ZBA** heard appeals for 131 Dudley, approved and 881 Patriots, continued; heard appeal against 15 Carruth, members voted to uphold determination by Zoning Enforcement Officer; meeting of March 2 cancelled due to lack of quorum; appeal for 881 scheduled to April 5.

**Planning** meeting of January 12, February 9 and March 9 cancelled due to lack of agenda items; research on Michael's Ln – construction easements were never properly released, worked with Attorney Glenn to properly correct the issue, members approved a covenant release; Deer Ridge 55+ project continued; approved an ANR for a one acre lot on Otter River Rd;

**Conservation** meeting of January 18 cancelled due to lack of agenda items; follow up on a Patriots Rd complaint, subsequently referred to the Water Department; provided information on wetlands to 226 South; site walks at 30 Claire, 75 Pail Factory, Fourth Lots 105 & 106, 126 Brooks and 881 Patriots; processed a request for NOI certificate of completion for Brooks, Lot 9, owner has yet to provide requested documentation, subsequently denied, request for site walk with contractor; order of condition prepared for the Old Royalston Road Culvert project; request for an RDA for Pan Am Railways; Chair responded to complaint of work being done in wetlands on Fourth Street, no violations found – MassDEP notified;

**Board of Health** (see COVID-19)

Agent reviewed and approved thirteen new septic plan applications and two repair septic plan applications and completed thirteen septic inspections; four Title 5 reports were reviewed and approved; eleven well permits issued; three perc tests witnessed; processed permit renewals for septic installers and haulers, rubbish haulers, food establishments, tobacco and nicotine; completed four food establishment inspections. Inspected four food establishments; worked with DPW on Brooks Rd culvert with beaver issue. Sent out thirty copies of the "homeowner's guide to septic systems" to new homeowner's; contacted the congregate living homes for vaccine information.