

## CONSERVATION AND DEVELOPMENT SUMMARY

		FY 09 Actual	FY 10 Budget	FY 10 Actual	FY 11 Budget	FY 12 Manager	Change FY 11 - 12	Percent Change
Conservation	\$	216,596	238,369	224,045	227,991	224,366	(3,625)	-1.6%
Planning	\$	295,471	258,255	266,851	211,876	236,936	25,060	11.8%
Inspection Services	\$	346,937	321,954	314,876	305,206	319,715	14,509	4.8%
<b>TOTAL APPROPRIATION</b>	<b>\$</b>	<b>859,004</b>	<b>818,578</b>	<b>805,773</b>	<b>745,073</b>	<b>781,017</b>	<b>35,944</b>	<b>4.8%</b>
<b>SOURCES OF FUNDS</b>								
Departmental Receipts	\$	71,968	68,400	68,820	68,400	65,400	(3,000)	-4.4%
Licenses & Permits	\$	478,054	443,500	472,696	443,500	453,500	10,000	2.3%
Rental of Land	\$	4,640	2,500	1,065	2,500	2,500	0	0.0%
Grants	\$	8,000	8,000	8,000	8,000	8,000	0	0.0%
Water Fund	\$	15,028	16,433	16,433	16,865	16,258	(607)	-3.6%
Golf Course Fund	\$	0	0	0	0	0	0	0.0%
Transportation Fund	\$	5,532	4,903	4,903	0	0	0	0.0%
Taxation	\$	478,765	447,688	442,396	395,402	420,444	25,042	6.3%

This functional area provides funds to plan and manage conservation programs that protect the environment and natural resources for current and future generations of Amherst residents, to create and implement appropriate planning initiatives and regulatory mechanisms for the preservation and responsible development of the Town, and to ensure the public health, safety, and welfare of citizens by administering the General Laws and Regulations of the Commonwealth of Massachusetts and Town of Amherst Bylaws as they relate to land use and to the construction and occupancy of building and structures.

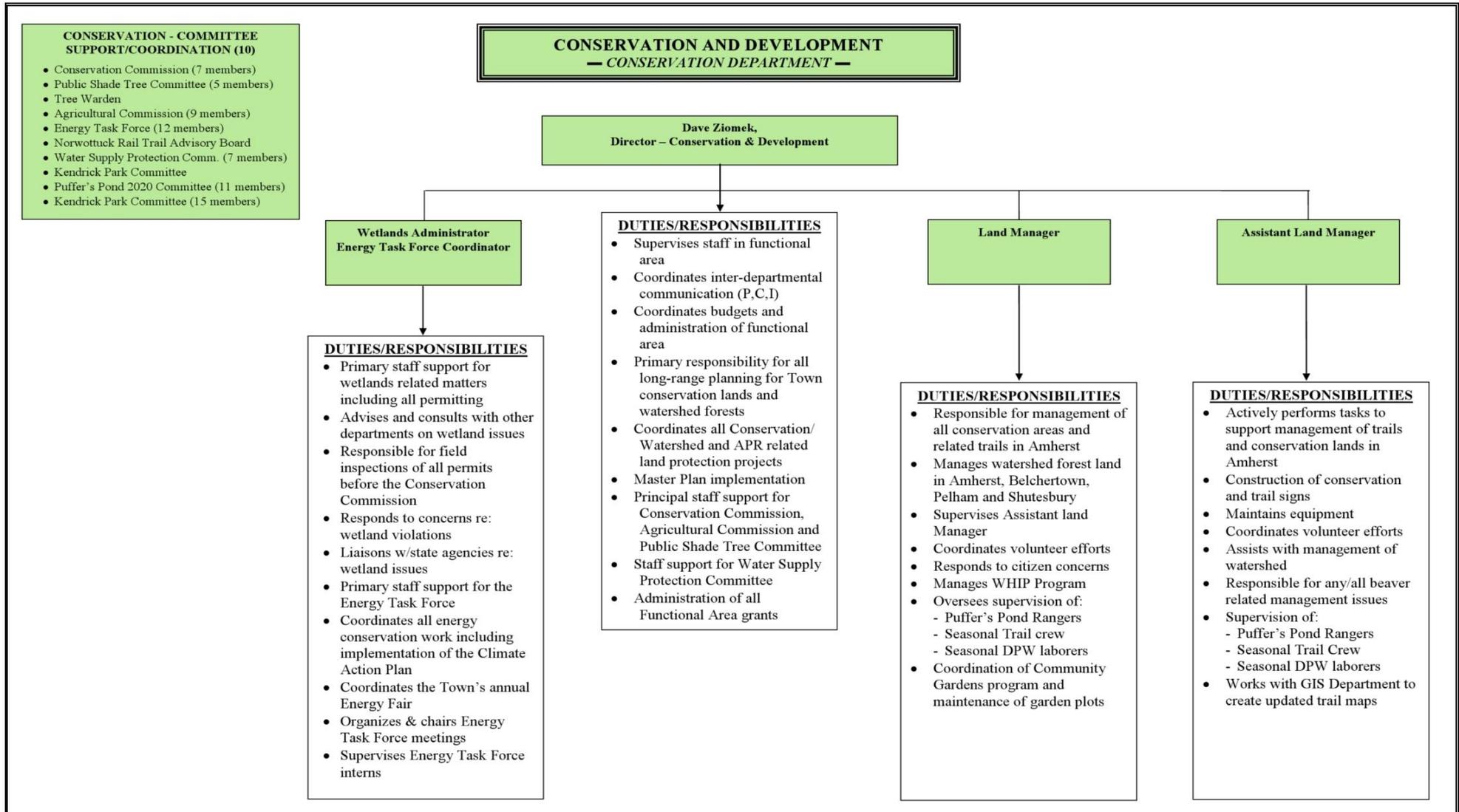
Conservation and Development budgets are recommended to increase by a modest \$35,944 (+4.8%) to a total of \$781,017 to replace one-time grant funds used in FY 11 to support staffing and to fund an increase from part-time to full-time for an administrative assistant. Conservation, planning, and inspections services staff are in their second full year operating as a consolidated functional area on the second floor at Town Hall. The department's ability to timely and effectively support the many regulatory boards it staffs, complete MUNIS and other streamlined permitting initiatives, administer the Community Development Block Grant, and support inspectional services is compromised without adequate and basic administrative support. A major initiative in the coming year will be a multi-department coordinated effort, in collaboration with the university, to improve neighborhood quality of life focused on the neighborhoods closest to the university campus. I have included as my top priority on my prioritized list of budget restorations or additions, if additional funds become available later in the budget process, a new position of Housing/Code Enforcement Inspector that would focus on sanitary, housing, and zoning code compliance on rental properties. A more detailed proposal will be forthcoming later this spring

There are 11.43 FTE employees providing services in this functional area, an increase of 1.45 FTEs from FY 11.

# CONSERVATION AND DEVELOPMENT

# 5171: CONSERVATION

**MISSION STATEMENT:** To plan and manage programs and initiatives to protect the environment and natural resources of Amherst for current and future generations.



**CONSERVATION AND DEVELOPMENT****5171: CONSERVATION****RECENT ACCOMPLISHMENTS & CURRENT CHALLENGES****Accomplishments:**

- Completed multiple open space and watershed projects including the acquisition of 65 acres of land in Pelham critical to drinking water protection for Amherst reservoirs.
- Completed Puffer's Pond 2020 study and made management recommendations to Conservation Commission and Select Board.
- Secured numerous grants for open space, watershed protection and energy conservation.
- Completely updated the Conservation Department web pages.
- Received two significant grants to support trail and conservation land management.
- Organized many events to promote energy efficiency in Amherst including the first annual Amherst Sustainability Festival.
- Assisted Amherst Fire Department with completion of the town's Hazzard Mitigation Plan.
- Completed update to the Town of Amherst Climate Action Plan.
- Initiated a comprehensive review of Conservation Land Use Policy and Management.
- Worked with state and federal agencies to secure more than \$250,000 for a dam removal project on the Amethyst Brook.
- Collaborated with LSSE to secure the Hawthorne property for recreation, affordable housing and open space purposes.

**Challenges:**

With budget reductions each of the last four fiscal years, the greatest challenge to the Department is to maintain the level of service that Amherst residents demand relative to the management of trails, Puffer's Pond and all Amherst Conservation lands.

**LONG RANGE OBJECTIVES:**

To provide support for the Town-wide master planning process.

To complete the purchase of Agricultural Preservation Restrictions over remaining unprotected farmland.

To improve the mapping and inventorying of Town conservation and environmental land and resources for public distribution and for planning purposes.

To integrate conservation data into the Geographic Information System.

To collect and compile historical information on Town farms and natural resources.

To complete the purchase or other protection of blocks of open space for conservation purposes.

To maximize non-tax funding sources to assist with future land acquisition and land management.

To work collaboratively with LSSE and other Town departments to implement the new Open Space and Recreation Plan.

To support efforts to plan for an integrated system of walking and riding trails throughout the Town.

To work creatively to link Amherst trails with those in neighboring towns.

**FY 12 OBJECTIVES:**

To complete a new Land Use and Management Policy for all Amherst Conservation Areas.

To work closely with the Town Manager on a plan for a Sustainability Coordinator position to be created in the FY13 budget.

To apply for state grants to fund the initiatives outlined in the Puffer's Pond Management Plan.

To implement the 5-Year Action Strategies of the Town's updated Open Space and Recreation Plan.

To complete 2-3 new land conservation projects.

To work with the Public Shade Tree Committee to develop a 5-Year Strategic Plan for tree planting, care and maintenance.

To design new web pages for the Agricultural Commission and Public Shade Tree Committee.

**SERVICE LEVELS:**

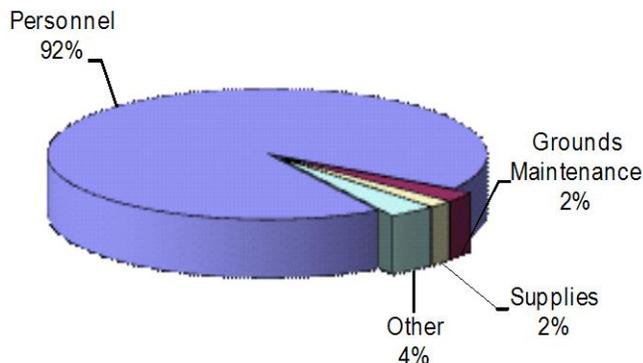
	<b>FY 06</b>	<b>FY 07</b>	<b>FY 08</b>	<b>FY 09</b>	<b>FY 10</b>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
Conservation land acreage managed	2,014	2,019	2,045	2,062	2,070
Watershed forest acreage managed	3,354	3,380	3,380	3,380	3,380
Trail miles maintained	80	80	80	80	80
Acres Monitored – Agric. Pres. Restrictions	2,072	2,072	2,072	2,102	2,102
Acres under Conservation Restrictions	174	174	174	174	202
Acres of farmland rented out	200	200	200	200	200
Wetlands Act Notice of Intent and Determinations	92	49	45	46	28
Wetlands Act Major Cases handled	14	10	7	6	2
Public requests for information & help	2,125	2,300	2,475	2,590	2,624
Footbridges built or replaced	21	25	18	26	18

## CONSERVATION AND DEVELOPMENT

## 5171: CONSERVATION

	FY 09 Actual	FY 10 Budget	FY 10 Actual	FY 11 Budget	FY 12 Manager	Change FY 10 - 11	Percent Change
Personnel Services	\$ 196,255	221,419	203,019	210,689	207,064	(3,625)	-1.7%
Operating Expenses	\$ 18,841	16,950	21,026	17,302	17,302	0	0.0%
Capital Outlay	\$ 20,709	0	0	0	0	0	0.0%
<b>TOTAL APPROPRIATION</b>	<b>\$ 235,805</b>	<b>238,369</b>	<b>224,045</b>	<b>227,991</b>	<b>224,366</b>	<b>(3,625)</b>	<b>-1.6%</b>
<b>SUPPLEMENTAL INFORMATION</b>							
Employee Benefits	\$ 80,695	88,122	88,122	99,772	96,492	(3,280)	-3.3%
Capital Appropriations	\$ 190,000	253,500	253,500	33,000	0	(33,000)	-100.0%
<b>TOTAL DEPARTMENT COST</b>	<b>\$ 506,500</b>	<b>579,991</b>	<b>565,667</b>	<b>360,763</b>	<b>320,858</b>	<b>(39,905)</b>	<b>-11.1%</b>
<b>SOURCES OF FUNDS</b>							
Wetland Filing Fee	\$ 5,493	4,000	4,150	4,000	4,000	0	0.0%
Rental of Land	\$ 4,640	2,500	1,065	2,500	2,500	0	0.0%
Sale of Booklets/Maps/Wood	\$ 390	0	635	0	0	0	0.0%
Water Fund	\$ 15,028	16,433	16,433	16,865	16,258	(607)	-3.6%
Grants	\$ 8,000	8,000	8,000	8,000	8,000	0	0.0%
Taxation	\$ 202,254	207,436	193,762	196,626	193,608	(3,018)	-1.5%
<b>POSITIONS</b>							
Full Time	1.75	2.75	2.75	2.55	2.75	0.20	
Part Time With Benefits	3.00	2.00	2.00	2.00	2.00	0.00	
Full Time Equivalents	3.72	3.83	3.83	3.63	3.83	0.20	

### MAJOR COMPONENTS:



Personnel Services include salaries for the Director of Conservation and Development (20% of salary funded by CDBG Grant) and an Administrative Assistant, a Land Manager shared with the Water Fund, a part-time Wetlands Specialist, 8 hours of energy conservation coordination, and a part time maintenance assistant shared with the Water Fund.

Grounds maintenance provides funds for materials and supplies such as lumber, gravel and mulch for more than 2,000 acres of Conservation Land including Puffer's Pond, Larch Hill, Amethyst Brook and Mt. Pollux and approximately 80 miles of conservation trails throughout town.

Supplies include tools and small equipment, gasoline, office and vehicle supplies.

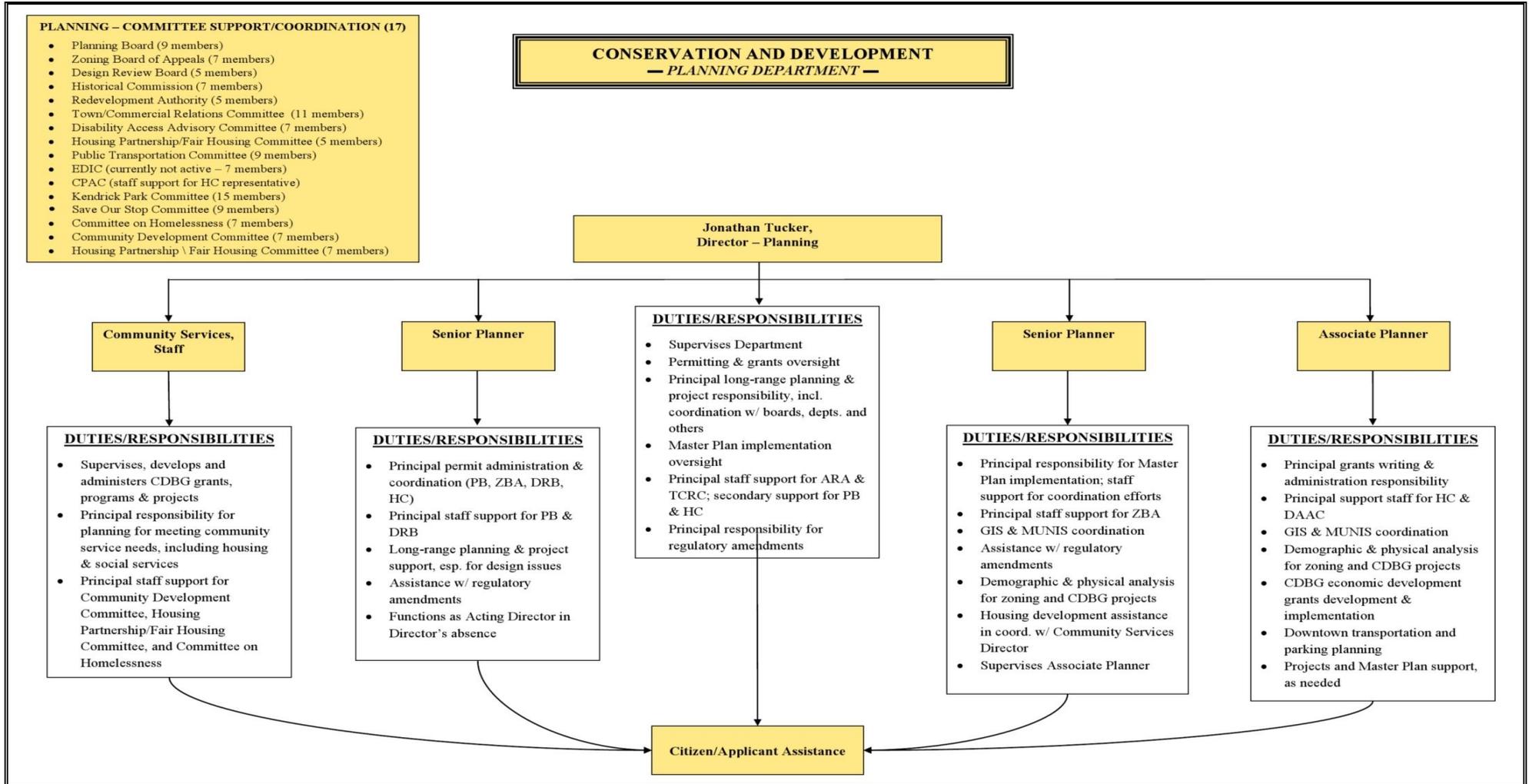
### SIGNIFICANT BUDGET CHANGES:

Personnel services net savings are achieved by transferring 20% (current year = 10%) of the salary of the Conservation and Development Director to the administrative expense portion of the Community Development Block Grant (CDBG) and, conversely, eliminating CDBG support for the Management Assistant position and transferring those costs back to the General Fund portion of the budget (as was the case until FY 11). Due to budget cuts in previous years, Puffers Pond maintenance and trail improvements will again rely largely on private funds and not tax support.

# CONSERVATION AND DEVELOPMENT

# 5177: PLANNING

**MISSION STATEMENT:** To protect and enhance the environmental, economic, and social quality of life in Amherst for residents and visitors, by creating and implementing appropriate planning initiatives and regulatory mechanisms for the preservation of critical community resources and the orderly, rational, and responsibly sustainable development of the Town.



## CONSERVATION AND DEVELOPMENT

## 5177: PLANNING

### RECENT ACCOMPLISHMENTS & CURRENT CHALLENGES:

#### ***Accomplishments:***

- Preparation of thirteen (13) zoning amendments, nine (9) of which were adopted by Town Meeting. Most were designed to implement Amherst Master Plan goals, including village center development, expanded opportunity for business activity, or increased mixed use and residential density in appropriate areas.
- Successful application since September 2008 for grants totaling more than \$2,028,000 for projects in the areas of water quality, energy efficiency, historic preservation, and community development.
- Support for the public participation process for the Gateway Corridor project, Kendrick Park program development, and the Puffer's Pond 2020 effort.
- Support for numerous pre-development, site assessment, or program development efforts, including but not limited to the North Amherst and Atkins Corner village center planning and rezoning, Hawthorne Recreation Area, recreation fields inventory/ assessment, UMass/North Amherst Bike Connector extension, and the Central Corridor rail access effort.
- Continuing refinement and implementation of the MUNIS permit-tracking system.

#### ***Challenges:***

- The need for ongoing revision of the outdated Zoning Bylaw and Map, as called for under the Amherst Master Plan.
- Increasing public demands for service and support in the face of steadily diminishing resources, and the need to begin performing triage on support for Amherst's citizen boards and committees.
- The need to develop a coordinated land use review procedure for Town boards, committees and departments proposing and reviewing proposed new land use and development projects throughout Amherst.
- The steadily-increasing legal complexity and social contention associated with development applications.
- Continuing challenges in the implementation of the MUNIS system.

### FY 12 OBJECTIVES:

#### ***Principal Planning Objectives:***

- **Amherst Master Plan Implementation**
- **Sustainability** – Ongoing efforts to promote and implement sustainable practices and projects
- **Gateway Corridor project** – Completion of visioning process; studies and development of urban renewal plan
- **North Amherst Village Center** – Completion of community design, planning and rezoning process
- **Atkins Corner Village Center** - Completion of community design, planning and rezoning process
- **New Zoning Amendments:**
  - Development Modification zoning & other zoning amendments
  - Remapping of flood prone areas and establishing new flood prone zoning boundaries
  - Obtaining Town Meeting approval of the digital GIS version of the zoning map as the Official Zoning Map
- **Kendrick Park** – Design, pre-construction planning, application for PARC grant
- **Hawthorne Recreation Area** – Facilitation of public process, historical/affordable housing analyses, preliminary design
- **Housing Initiatives** – Conducting a new housing needs assessment for the community, improved coordination of enforcement, development of new regulations
- **Continued staff support and coordination for:**
  - *Permitting boards & committees*—Planning Board, Zoning Board of Appeals, Design Review Board, Historical Commission, and Amherst Redevelopment Authority.
  - *Advisory/policy boards & committees*—Housing Partnership/Fair Housing Committee, Disability Access Advisory Committee, Town/Commercial Relations Committee, Committee on Homelessness, others

#### ***Principal Community Development Objectives:***

- **Olympia Drive** - Assisting the HP/FHC with completion of a plan for developing the Olympia Drive housing project
- **Administering Amherst's \$1 million Mini-Entitlement CDBG grant program**, including advocating for continued Mini-Entitlement status and planning for the federal FY13 grant application.
- **Assisting Amherst's social service agencies with consolidation of their services.**
- **Developing a method for assessing the effectiveness of social service provision.**
- **Continued support for the Community Development Committee** in establishing a responsible process for setting priorities in human social service agency funding, including ways to evaluate the impact of Town funding support on service provision.

Continued on next page.

**LONG RANGE OBJECTIVES:**

- To assist the Planning Board and other boards/committees with implementation of the Amherst Master Plan.
- To continue to work with regional and state agencies on Amherst's behalf, including through the updating of state-mandated plans and applications—the Commonwealth Capital application and others, and on Route 9 and Route 116 corridor plans, road improvements, regional trails, and rail passenger access.
- To administer and continually improve the land use and subdivision permit review process, and to support, orient, and train permit-granting and advisory boards/committees.
- To apply for and administer a wide range of federal and state grants for economic development, conservation, sustainability, historic preservation, and community development purposes.
- To work with the University of Massachusetts, Amherst College, and Hampshire College on planning and land use issues, especially those related to student housing.
- To work with DPW, Public Transportation & Bicycle Committee, Public Works Committee, and others to address ongoing transportation, traffic and parking issues in the community.
- To assist the Town/Commercial Relations Committee in reviewing the Town's current economic development situation and its current land use & code permitting process.
- To work with the Tree Warden, Public Shade Tree Committee, and others to implement revisions to existing Town administrative practices, guidelines, and regulations in order to better promote and protect public shade and street trees.
- To work with the Housing Partnership/Fair Housing Committee (HP/FHC) to examine the Town's housing stock and regulations, and, under the Master Plan, to develop zoning amendments encouraging production of affordable housing and preserving existing low and moderate income units, to ensure housing for a diverse population.
- To assist the Historical Commission with ongoing CPA-funded historic preservation projects and other activities in implementation of the Amherst Preservation Plan.
- To assist Town boards and departments with planning and implementation of improvements for outlying village centers, including East Village, Cushman Village, Gatehouse/Old Farms Village, University Drive and other areas.
- To participate in regional efforts with other communities to address affordable housing, economic development, transportation and other issues.
- To continue to support efforts to increase handicapped accessibility in private and public projects town-wide.
- To continue to integrate and expand the use of GIS technology as an integral tool in support of planning and land use decision-making.
- To work with the IT Dept. to build additional data bases for the GIS system, including a layer tying information from the Amherst Historic Resources Inventory to individual properties.
- To expand the use of public accessible web-based GIS for community planning purposes, including expanding the use of the Town, board/committee, and department web pages to provide internet-based information to the public.

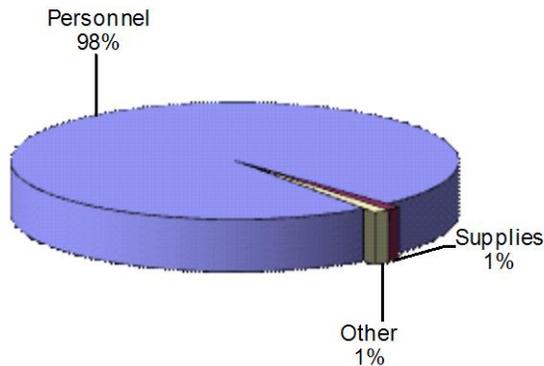
**SERVICE LEVELS: On Page 88**Actual

## CONSERVATION AND DEVELOPMENT

## 5177: PLANNING

	FY 09 Actual	FY 10 Budget	FY 10 Actual	FY 11 Budget	FY 12 Manager	Change FY 10 - 11	Percent Change
Personnel Services	\$ 283,798	249,480	254,885	203,101	232,436	29,335	14.4%
Operating Expenses	\$ 8,174	8,775	11,966	8,775	4,500	(4,275)	-48.7%
Capital Outlay	\$ 3,500	0	0	0	0	0	0.0%
<b>TOTAL APPROPRIATION</b>	<b>\$ 295,471</b>	<b>258,255</b>	<b>266,851</b>	<b>211,876</b>	<b>236,936</b>	<b>25,060</b>	<b>11.8%</b>
<b>SUPPLEMENTAL INFORMATION</b>							
Employee Benefits	\$ 93,879	96,598	96,598	122,461	109,136	(13,325)	-10.9%
Capital Appropriations	\$ 227,500	245,300	245,300	983,100	112,500	(870,600)	-88.6%
<b>TOTAL DEPARTMENT COST</b>	<b>\$ 616,850</b>	<b>600,153</b>	<b>608,749</b>	<b>1,317,437</b>	<b>458,572</b>	<b>(858,865)</b>	<b>-65.2%</b>
<b>SOURCES OF FUNDS</b>							
Dept. Receipts	\$ 13,429	13,100	13,315	13,100	10,100	(3,000)	-22.9%
Taxation	\$ 276,510	240,252	248,633	198,776	226,836	28,060	14.1%
Transportation Fund	\$ 5,532	4,903	4,903	0	0	0	0.0%
<b>POSITIONS</b>							
Full Time	5.00	4.24	4.24	3.35	3.80	0.45	
Part Time With Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
Full Time Equivalents	5.00	4.24	4.24	3.35	3.80	0.45	

## MAJOR COMPONENTS:



Personnel Services include salaries for a Planning Director, two senior planners, one associate planner, and a management assistant. The associate planner is wholly funded through grants. Other positions in the department are funded partially through grants, with that support varying from 5 to 20 percent of individual salaries, depending on relative responsibilities vis-à-vis the grant(s) in question.

Supplies include mapping, computer, and other departmental supplies.

**SIGNIFICANT BUDGET CHANGES:**

The use of Community Development Block Grant (CDBG) and other grant funding support nearly \$192,000 of the salaries of staff in the entire functional area. During FY12, \$30,000 in General Fund support for Planning Department operating costs will be restored.

## CONSERVATION AND DEVELOPMENT

## 5177: PLANNING

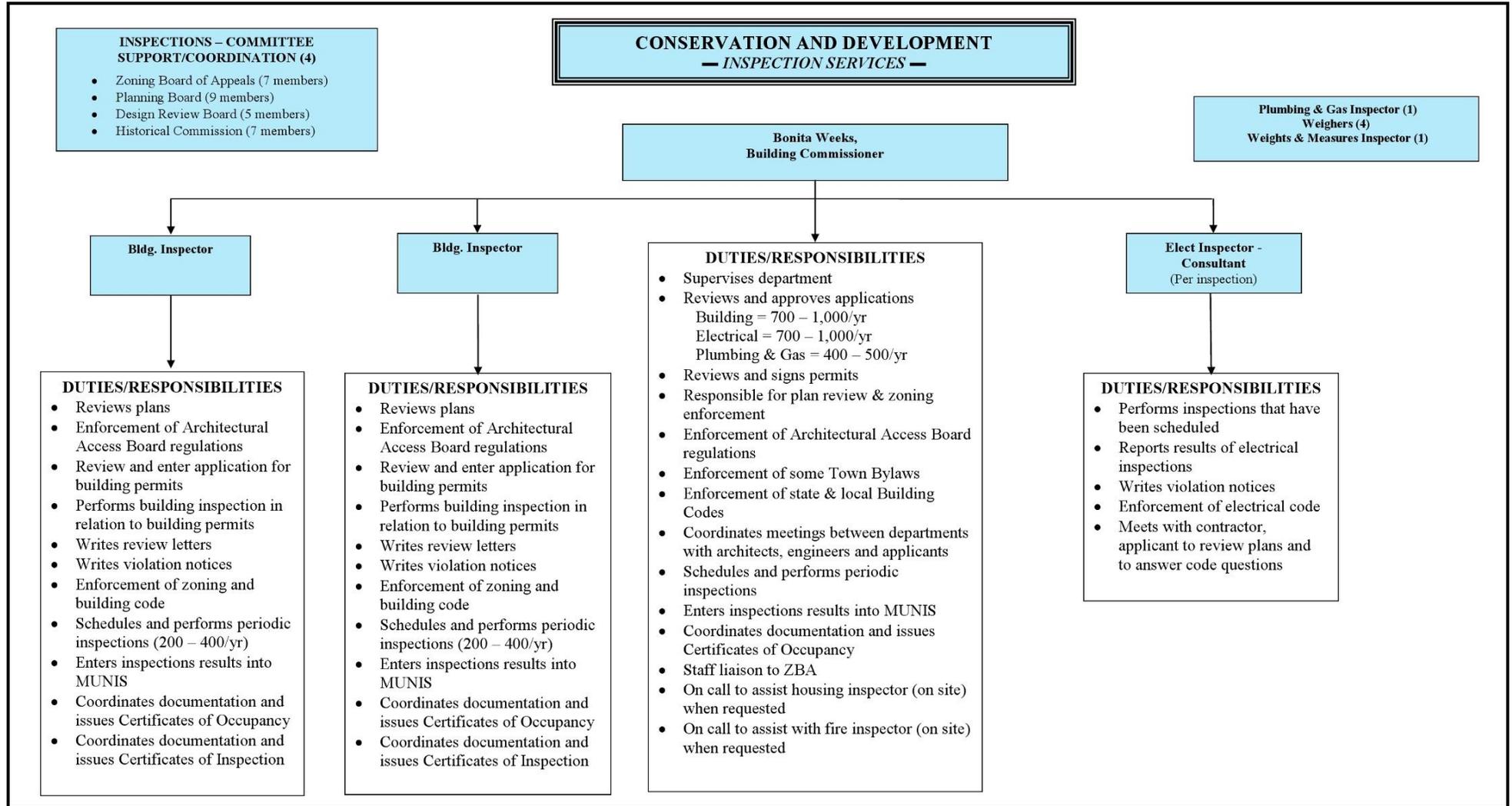
<b>SERVICE LEVELS:</b>	<b>FY 06</b>	<b>FY 07</b>	<b>FY 08</b>	<b>FY 09</b>	<b>FY 10</b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>
<b><i>Planning</i></b>					
Zoning/Subdivision/Regulation Amendments Worked On	20	12	17	10	13
ANR/Subdivision Plans Reviewed & Processed	42	26	12	10	10
Cluster Developments Worked On	1	2	1	0	0
Open Space Community Development Special Permits (Planning Board)	0	0	0	0	0
Other Planning Board Special Permits	0	2	0	0	2
ZBA Special Permits Reviewed	52	43	37	42	16
Design Review Board Reviews	18	18	15	20	15
Demolition Delay Applications	15	17	14	7	9
Other Development Applications Processed	11	11	12	7	8
Planning Board Site Plan Reviews	8	8	7	6	12
Strategic Plans	9	6	13	15	12
Grant or Other Non-Town Funding Project Applications Processed/Administered	1	1	1	14	9
Contracts Administered	2	1	3	6	5
Special Planning Studies/Projects	23	24	25	28	25
Review of Other Projects	26	22	18	11	13
Affordable Housing Agreements	1	0	0	*	*
Committees/Boards Assisted	35	26	29	25	25
Committee & Board Meetings	327	243	235	222	245
Inquiries	10,504	10,422	*	*	*
Inquiries from other cities/towns	78	80	75	*	*
GIS Maps Produced	64	135	*	*	*
<b><i>Community Development</i></b>					
Committees/Boards Assisted	4	3	3	3	3
Collaborations/Partnerships	3	1	1	0	0
Clients served by Human Service Agencies	7,300	7,300	7,000	7,200	270#
Contracts administered	21	35	37	25	20
Grants Applied for	1	2	1	1	1
Grants Obtained	1	2	1	1	1
Emergency Assistance requests	15	13	10	12	45
Tuition Assistance requests	9	9	0	52	10
* No longer tracked.					
# Reflects shift from Town to CDBG funding support.					

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## CONSERVATION AND DEVELOPMENT

## 5241: INSPECTION SERVICES

**MISSION STATEMENT:** To ensure the public health, safety, and welfare of the inhabitants of the Town of Amherst by administering the General Laws and Regulations of the Commonwealth of Massachusetts and Town of Amherst Bylaws as they relate to land use and to the construction and occupancy of buildings and structures.



**CONSERVATION AND DEVELOPMENT****5241: INSPECTION SERVICES****RECENT ACCOMPLISHMENTS & CURRENT CHALLENGES:****Accomplishments:**

- Significantly improved the turnaround time for all routine permits submitted to the department.
- Worked collaboratively with the IT Department to make the MUNIS permitting module more user friendly.
- Continued process of data transfer from old permitting system to MUNIS.
- Improved system for completing annual inspections of restaurants, camps and assembly spaces.
- Developed new operating systems to improve on turnover time and tracking of both applications and permit status.
- Re-instituted regular meetings with the Health and Fire Departments to jointly review cases that involve all three departments

**Challenges:**

The greatest challenges for Inspection Services is in dealing with the continuously changing, and expanding laws and regulations we have been charged with enforcing. The energy code requirements are now mandated by Mass General Law to be updated within one year of energy code changes on the Federal Level. The Building Code for all structures but One and Two Family Dwellings has been updated and the Eighth Edition of the Massachusetts State Building Code will be in full force and effect in February of 2011. The Eighth Edition of the State Building Code brings with it a new Existing Buildings Code and a revised Mechanical Code that will also be in full force and effect in February of 2011. All of the above codes come with "Front End" Massachusetts amendments. The Eighth Edition of the Massachusetts One and Two Family Dwelling Code is currently going through hearings and is expected to come out in the summer of 2011. There will be a six month overlap when either the 7<sup>th</sup> and 8<sup>th</sup> Editions of the One and Two Family Code can be utilized. The Electrical Code and the AAB requirements are also to be updated in 2011. Zoning changes often occur twice a year. It often falls to the inspectors to help the public and professionals they work with understand the new code requirements and zoning regulations.

**LONG RANGE OBJECTIVES:**

**The primary goal of Inspection Services is to protect the public through the enforcement of the Codes and Regulations under our jurisdiction, while helping the public with both the permitting process and in the understanding of the requirements of the Codes. Woven into this goal is the objective of streamlining the permitting process as a whole.**

**With this in mind the major long range objectives are:**

- To complete the transfer of information from the old permitting software system to the new permitting system. so that the information is readily available and easily retrievable.
- To continue to seek out and implement appropriate, cost effective, approaches to code enforcement.
- To expand the program of "pre-permit" meetings, on complicated or large scale projects to include other relevant Town Departments. The intent of these meetings is to help direct the applicants through the various permit processes and to determine and resolve regulatory issues at early design phases.
- To help provide public training in Codes, Regulations and permit application requirements for the purpose of streamlining the permitting process and to minimize problems in the field that may otherwise cause project delays.

**FY 12 OBJECTIVES:**

- Continue to improve inspection services to citizens, contractors and the colleges by utilizing technology and new administrative systems including on-line applications and payments.
- Work closely with other Departments (Health, Fire) within the Town to develop and implement a comprehensive team approach to address issues with the single and multi-family housing stock in Amherst – i.e. community and owner outreach, code enforcement, periodic inspections, and identifying at high risk properties and neighborhoods.
- Develop approaches to better address citizen inquiries and complaints relative to zoning enforcement.

## CONSERVATION AND DEVELOPMENT

## 5241: INSPECTION SERVICES

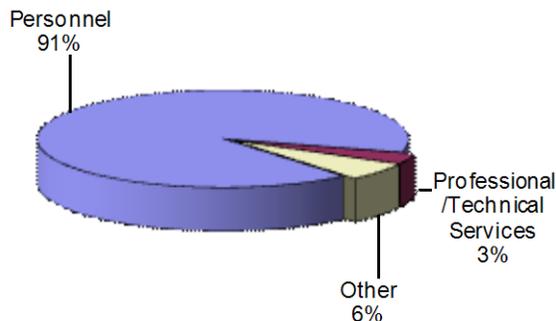
<b>SERVICE LEVELS:</b>	<b>FY 06</b>	<b>FY 07</b>	<b>FY 08</b>	<b>FY 09</b>	<b>FY 10</b>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
<b>PERMITS ISSUED:</b>					
Building Permit Applications Received	998	864	787	808	822
Building Permits	1,054	846	779	782	857
Electrical Permits	948	940	1,053	769	922
Gas Permits	192	216	302	220	221
Plumbing Permits	371	379	209	319	321
Demolition Permits	15	22	17	3	9
Certification of Inspection	335	294	293	249	279
Weights & Measures	41	37	36	35	44
Occupancy	104	124	105	130	91
<b>INSPECTIONS + TECHNICAL ASSISTANCE*</b>					
Building	4,516	2,237	1,933	1,334	1,715
Electrical	2,800	2,000	1,396	1,694	1,818
Gas	183	221	244	261	227
Plumbing	474	470	582	754	541
Demolition	15	22	17	3	12
Certification of Inspection	812	516	503	509	524
Weights & Measures	350	350	351	350	322
Zoning – Inspections	75	50	43	57	58
Zoning – Cases (Special Permits/hearings)	104	130	93	58	32
Zoning-violations/complaints	40	80	42	48	44
Plan Reviews	800	676	684	536	554
Assistance to Other Towns	35	35	28	27	29
“Pre Permit” & Inter Department Plan Meetings	175	271	379	402	419
Assistance Calls (code or zoning questions)	5,700	5,760	4,788	4,500	3,900
Front Counter Assistance	2,000	1,980	2,120	1,700	1,440
E-Mail Received			2,498	2,700	3,156
E-Mail Sent			800	900	1,338
*Some of these numbers are best estimates based on records kept by hand or in programs with no report writing capabilities. The new permit tracking program will help provide more detailed records and reports.					
<b>Codes and other regulations enforced:</b> Massachusetts State Building Code 7 <sup>th</sup> Ed (effective date 3/1/09); Massachusetts State Building Code for 1 & 2 Family Dwellings 7 <sup>th</sup> (effective date 1/1/08); The Massachusetts State Building Code 8 <sup>th</sup> Ed. (enforced jointly with the 7 <sup>th</sup> Ed until Feb. 3, 2011 when the 8 <sup>th</sup> Edition is in full force and effect and the 7 <sup>th</sup> Edition can no longer be used); International Mechanical Code; International Energy Code 2009, Massachusetts State Architectural Access Board Regulations; Massachusetts State Electrical Code; Massachusetts State Plumbing & Gas Codes; Sealer of Weights and Measures Regulations; Town of Amherst Zoning Bylaws; Conditions of Special Permits and Variances issued by the Zoning Board of Appeals, Conditions of Site Plan Review; Conditions of Design Review Board and Historical Commission; Sign Bylaw; and the Town of Amherst Junk Car Bylaw. Town of Amherst Portable Sign Bylaw, We also work closely with the Fire Department in regards to Chapter 148 of the Massachusetts General Laws concerning requirements for the installation of alarms and sprinkler systems, and the annual inspections required under the amendments to MGL 148 for nightclubs and similar uses.					

## CONSERVATION AND DEVELOPMENT

## 5241: INSPECTION SERVICES

	FY 09 Actual	FY 10 Budget	FY 10 Actual	FY 11 Budget	FY 12 Manager	Change FY 10 - 11	Percent Change
Personnel Services	\$ 310,202	305,969	298,321	289,221	303,730	14,509	5.0%
Operating Expenses	\$ 16,026	15,985	16,555	15,985	15,985	0	0.0%
Capital Outlay	\$ 20,709	0	0	0	0	0	0.0%
<b>TOTAL APPROPRIATION</b>	<b>\$ 346,937</b>	<b>321,954</b>	<b>314,876</b>	<b>305,206</b>	<b>319,715</b>	<b>14,509</b>	<b>4.8%</b>
<b>SUPPLEMENTAL INFORMATION</b>							
Employee Benefits	\$ 114,626	100,304	100,304	96,620	97,388	768	0.8%
Capital Appropriations	\$ 0	0	0	0	0	0	0.0%
<b>TOTAL DEPARTMENT COST</b>	<b>\$ 461,563</b>	<b>422,258</b>	<b>415,180</b>	<b>401,826</b>	<b>417,103</b>	<b>15,277</b>	<b>3.8%</b>
<b>SOURCES OF FUNDS</b>							
Building Permits	\$ 322,530	275,000	263,745	275,000	275,000	0	0.0%
Demolition Permits	\$ 450	0	0	0	0	0	0.0%
Other Permits	\$ 46,310	43,500	43,275	43,500	43,500	0	0.0%
Electrical Permits	\$ 108,764	125,000	165,676	125,000	135,000	10,000	8.0%
Certificates of Inspections	\$ 46,572	45,000	44,579	45,000	45,000	0	0.0%
Weights and Measures	\$ 6,084	6,300	6,141	6,300	6,300	0	0.0%
<b>POSITIONS</b>							
Full Time	4.00	3.00	3.00	3.00	4.00	1.00	
Part Time With Benefits	1.00	0.00	0.00	0.00	0.00	0.00	
Full Time Equivalents	5.64	3.00	3.00	3.00	4.00	1.00	

## MAJOR COMPONENTS:



Personnel Services provide funds for the Building Commissioner, and 2 building inspectors. Also included is \$10,680 for auto allowance and \$87,000 for fees for gas, plumbing and additional electrical inspections.

Professional/Technical Services, \$10,965, provides the funds for the regional sealer of weights and measures program.

## SIGNIFICANT BUDGET CHANGES:

Inspection Services budget one full time administrative position (formerly temporary part-time) focused specifically on the MUNIS permitting module and new code enforcement initiatives within the town. Based on early success and feedback from implementation of MUNIS, this individual would provide support for Inspections, Planning, Zoning, Health and Fire to store and manage data among many departments. The proposed shared "platform" offered by MUNIS is central to town efforts to address broad housing issues throughout Amherst.