

CONSERVATION AND DEVELOPMENT SUMMARY

		FY 12 Actual	FY 13 Actual	FY 14 Actual	FY 15 Budget	FY 16 Manager	Change FY 15-16	% Change
Conservation	\$	251,398	261,897	282,319	309,498	323,610	14,112	4.6%
Planning	\$	265,645	268,560	250,432	327,729	320,673	(7,056)	-2.2%
Inspection Services	\$	361,743	397,822	440,799	524,156	666,914	142,758	27.2%
TOTAL APPROPRIATION	\$	878,785	928,279	973,550	1,161,383	1,311,197	149,814	12.9%
SOURCES OF FUNDS								
Departmental Receipts	\$	72,514	84,418	41,726	68,400	68,400	0	0.0%
Licenses & Permits	\$	483,042	640,696	564,104	534,637	528,760	(5,877)	-1.1%
Rental of Land	\$	1,090	1,050	1,100	1,000	1,000	0	0.0%
Grants	\$	0	0	0	0	0	0	0.0%
Water Fund	\$	16,258	18,768	19,380	20,577	22,820	2,243	10.9%
Golf Course Fund	\$	0	0	0	0	0	0	0.0%
Transportation Fund	\$	0	0	0	0	0	0	0.0%
Taxation	\$	478,676	490,466	575,925	603,550	608,363	4,813	0.8%
Total	\$	1,051,580	1,235,398	1,202,235	1,228,164	1,229,343	1,179	0.1%

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.

The large increases (\$149,814, 13%) in the Conservation and Development budgets are the result mainly of the reorganization of the Inspections Department. As part of a customer service improvement initiative in FY 15, the Health Inspector moved from the Health Department in the Bangs Center to the Inspections Department in Town Hall. Both departments felt that having a single point of contact, as well as better communication among the Health and Inspections staff, would allow permits to be issued more quickly and efficiently. This initiative was a success, so in FY 16, the Health Inspector and an Assistant Sanitarian will move from the Health Department to the Inspections Department.

The increases in the Inspections Department budget are partially offset by reductions in the Planning Department budget made possible by the restoration of the Town of Amherst as a Mini-Entitlement Community under the Community Development Block Grant (CDBG) program. In FY 16, half the salary of one of the planners will be charged to the CDBG grant.

There are 18.9 FTE employees providing services in this functional area, an increase of 1.6 FTE, because of the transfer of two staff from the Health Department and a reallocation of staff to the CDBG budget.

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. The Assistant Town Manager works to coordinate projects between multiple departments and carries out special initiatives as determined by the Town Manager.

RECENT ACCOMPLISHMENTS & CURRENT CHALLENGES

Accomplishments

- Coordinated 12-month Town-Gown Steering Committee focused on housing and economic development.
- Completed land acquisition to establish the 20-acre Fort River Farm Conservation Area.
- Secured \$235,000 Local Acquisition for Natural Diversity (LAND) Grant to purchase parcels to expand the Wentworth Farm Conservation Area.
- Organized many community events and workshops including the 5th Annual Amherst Sustainability Festival and regional Climate Change Forum.
- Received Green Energy Resiliency Technical Assistance Grant and \$165,000 Green Communities Competitive Grant.
- Received \$17,500 grant to purchase electric vehicle and dual head electric vehicle charging station.
- Continued to develop a comprehensive Land Use Policy and Management document for use by the Commission and Department.
- Worked collaboratively with Applewood residents to design and build an extension to the Orchard Arboretum Conservation Area accessible pathway.
- Designed, permitted and constructed new parking areas at Amethyst Brook and Wentworth Farm Conservation Areas.
- Engaged hundreds of volunteers in trail improvement projects throughout Town.

Challenges

- The greatest challenge to the Department is to maintain the level of service that Amherst residents demand relative to the maintenance of 80 miles of trails, the use of Puffer's Pond by thousands of visitors annually, and the management of more than 2,000 acres of Conservation Land. Aging vehicles are the greatest threat to continued efficiency in the field.

LONG RANGE OBJECTIVES:

- To provide support for the Town-wide Master Planning process.
- To work more closely with the Friends of Puffers Pond and other local groups to increase funding for trails and the maintenance and enhancement of Puffer's Pond.
- 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 new conservation data into the Geographic Information System and seek ways to utilize it to help us better manage our Conservation Areas.
- To develop and implement a plan to create and fund a dog park, possibly from a combination of grants, private fundraising, and land donations.
- 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 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.
- To support the DPW in managing our watershed forests utilizing sustainable forestry practices.

FY 16 OBJECTIVES:

- To facilitate next steps in the Town-Gown process.
- To coordinate efforts of the Amherst Center Recreation Working Group.
- To secure additional funding through the Green Communities Competitive process for sustainability efforts town-wide.
- To design and deliver 5-7 new workshops for the community focused on energy and sustainability.
- To work with the Conservation Commission to revise the Amherst Wetlands Protection Bylaw and Regulations to reflect recent changes in state law.

Continued on next page.

CONSERVATION AND DEVELOPMENT

5171: CONSERVATION

FY 16 OBJECTIVES (continued):

- To work closely with the Conservation Commission to complete chapters of the Conservation Land Use and Management Plan including those focused on farming, hunting, and camping.
- To begin the planning and permitting processes to dredge Puffer's Pond as a precursor to future capital requests.
- To work with the Town Manager, DPW, and the Puffer's Pond 2020 Group to address traffic flow, parking issues, and pedestrian/cyclist safety around Puffer's Pond.
- To complete new land conservation projects with the support of the Conservation Commission and CPAC, including, but not limited to 2-3 farmland preservation and 1 open space project.
- To continue to seek creative approaches to making the functional area more efficient while serving citizens, contractors, boards, and committees.

SERVICE LEVELS:

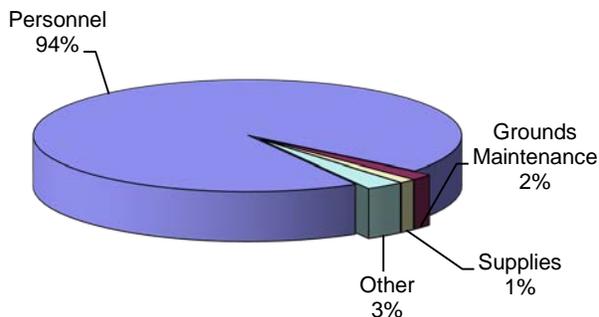
	<u>FY 10</u> <u>Actual</u>	<u>FY 11</u> <u>Actual</u>	<u>FY 12</u> <u>Actual</u>	<u>FY 13</u> <u>Actual</u>	<u>FY 14</u> <u>Actual</u>
Conservation land acreage managed	2,070	2,070	2,100	2,100	2,140
Watershed forest acreage managed	3,380	3,380	3,380	3,380	3,380
Trail miles maintained	80	80	80	80	80
Accessible trails maintained	4	4	4	4	4
Acres Monitored – Agric. Pres. Restrictions	2,102	2,102	2,102	2,102	2,102
Acres under Conservation Restrictions	202	202	202	202	202
Acres of farmland rented out	200	200	100	100	100
Wetlands Act Notice of Intent and Determinations	28	52	36	27	12
Wetlands Act Major Cases handled	2	3	2	5	7
Emergency Certifications		9	5	3	3
Public requests for information & help	2,624	2,723	2,650	2,700	2,775
Bridges built or replaced	18	9	4	5	7
Volunteers				200	325

CONSERVATION AND DEVELOPMENT

5171: CONSERVATION

	FY 12 Actual	FY 13 Actual	FY 14 Actual	FY 15 Budget	FY 16 Manager	Change FY 15 - 16	Percent Change
Personnel Services	\$ 227,590	243,566	258,176	292,196	304,808	12,612	4.3%
Operating Expenses	\$ 23,807	18,331	24,144	17,302	18,802	1,500	8.7%
Capital Outlay	\$	0	0	0	0	0	0.0%
TOTAL APPROPRIATION	\$ 251,397	261,897	282,320	309,498	323,610	14,112	4.6%
SUPPLEMENTAL INFORMATION							
Employee Benefits	\$ 99,772	99,772	120,565	123,402	132,780	9,378	7.6%
Capital Appropriations	\$ 33,000	35,000	10,000	10,000	40,000	30,000	300.0%
TOTAL DEPARTMENT COST	\$ 384,169	396,669	412,885	442,900	496,390	53,490	12.1%
SOURCES OF FUNDS							
Wetland Filing Fee	\$ 7,940	3,930	5,145	4,000	4,000	0	0.0%
Rental of Land	\$ 1,090	1,050	1,100	1,000	1,000	0	0.0%
Sale of Booklets/Maps/Wood	\$ 423	1,580	399	0	0	0	0.0%
Water Fund	\$ 16,258	18,768	19,380	20,577	22,820	2,243	10.9%
Taxation	\$ 225,686	236,569	256,296	283,921	295,790	11,869	4.2%
POSITIONS							
Full Time	2.75	2.55	2.55	2.75	2.75	0.00	
Part Time With Benefits	2.00	3.00	3.00	3.00	3.00	0.00	
Full Time Equivalents	3.83	4.30	4.30	4.50	4.50	0.00	

MAJOR COMPONENTS:



Personnel Services include salaries for the Director of Conservation and Development/Assistant Town Manager and an Administrative Assistant, a Land Manager shared with the Water Fund, a part-time Wetlands Specialist, 24 hours of a Sustainability Coordinator, 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 costs increase by the amount of COLAs and steps. The number of positions is unchanged. Operating expenses increase by \$1,500 to provide for additional staff training.

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.

RECENT ACCOMPLISHMENTS & CURRENT CHALLENGES:

Accomplishments

- **Zoning** – At Fall 2013, Spring 2014 and Fall 2014 Town Meetings, eight zoning amendments were adopted and four were referred. One received a majority vote but failed to achieve the required 2/3s super-majority. In implementation of Amherst Master Plan goals, village center amendments included the rezoning of Atkins Corner and an improved definition for mixed-use buildings. Housing amendments included the creation of an affordable duplex use category and new regulations governing small supplemental dwellings. Others amendments revised the dimensional rules for the Fraternity Residence (R-F) District, and created new regulations governing medical marijuana uses. Zoning Bylaw ‘repair’ amendments included updated terminology for permit granting bodies, adjusting sign regulations, and updating the section on dimensional interpretation.
- **Grants** - Successful application since 2012 for grants totaling more than \$4.5 million for projects in the areas of water quality, energy efficiency, historic preservation, economic development, and community development. Recent grants included \$1.6 million in affordable housing tax credits preserving affordable units at the Rolling Green Apartments and a \$1.5 million MassWorks grant to bury overhead utility lines in the north end of the downtown.
- **Reinstating Mini-Entitlement CDBG Funding** – Successful interactions with the Mass. Dept. of Housing and Community Development (DHCD) to reinstate Amherst’s status as a Mini-Entitlement CDBG Community. Application for CDBG funding will be made in February 2015.
- **Public Participation** – Support for public participation processes for Hawthorne Meadow Affordable Housing & Recreation project, rehabilitation of the north end of the historic Town Common, inclusionary zoning development, other housing regulatory reform, downtown parking forums, and many others.
- **Project Support** - Support for numerous pre-development, site assessment, or program development efforts, including but not limited to North Amherst and Atkins Corner village center planning and rezoning, Transportation Plan development, UMass and Amherst College project planning, and the Central Corridor passenger rail access effort.
- **Permit Process Coordination** - Increased refinement of the shared MUNIS permit-tracking system included: 1) uploading final land use permit decisions to MUNIS and linking those permits to the affected properties in the Town’s GIS system; 2) access to permit progress and decisions by other Town departments; 3) use of MUNIS to flag properties in Local Historic Districts, so that other permit activity on a property automatically triggers Local Historic District Commission permit review; 4) use of MUNIS as a central repository for scanned permit documents, and 5) use of MUNIS to monitor grant progress and expenditures.

Challenges

- **Updating Regulations** - Continuing and increasing need for revision of outdated components of the Zoning Bylaw, the Official Zoning Map, and subdivision regulations, as the community continues to grow and change.
- **Staff Capacity** - Maintaining sufficient staffing levels to respond to the demands of an increasing volume of permit applications, as the economy recovers. The need to perform triage on staff support for Amherst’s numerous citizen boards and committees. The need to respond to increased citizen requests for online access to permit process plans, documents, and information.
- **Town Project Coordination** - Ongoing need for a coordinated procedure for municipal project development involving all departments and review boards/committees with jurisdiction, to ensure full consideration of public interests and Master Plan objectives.
- **Increasingly Complex Development** - The increasing complexity of private development applications and the public permit review process, as more and more new development projects involve infill and redevelopment in existing developed areas.

LONG RANGE OBJECTIVES:

- **Master Plan** - Assist the Planning Board and Town boards/committees with continued implementation of the Amherst Master Plan.
- **Grants** – Apply for and administering federal and state grants for economic development, conservation, sustainability, historic preservation, and community development purposes.
- **Town-Gown** – Work with Town Gown Steering Committee and representatives of the University of Massachusetts, Amherst College, and Hampshire College on planning and land use issues involving housing and economic development.
- **Housing** – Work with the Housing and Sheltering Committee, Planning Board, and others to develop amendments to the General By-Laws and Zoning Bylaw that encourage affordable housing and new market rate housing development. Assist with development of the Affordable Housing Trust and other actions that preserve existing low and moderate income units, foster development of appropriate market rate housing, maintain a diverse housing stock, and increase the supply to ensure adequate housing for a diverse and growing population.
- **Town & Village Centers** - Assist with the process of planning, rezoning, design, and economic development for the Town Center and outlying village centers, including North Amherst village, Atkins Corner, East Village, Pomeroy Village, Cushman Village, and Gatehouse Village.
- **Regional Coordination & Transportation** - Work with regional and state agencies on Amherst's behalf to address regional issues such as affordable housing, economic development, sustainability, environmental protection, and regional transportation, including Route 9 and Route 116 corridor plans, road improvements, regional trails, and rail passenger access on the Central Corridor. Collaborate with DPW, Public Transportation & Bicycle Committee, Public Works Committee, and the Transportation Plan Task Force to develop an Amherst Transportation Plan addressing community transportation, traffic, and parking issues.
- **Historic Preservation** - Assist the Historical Commission with ongoing CPA-funded historic preservation projects and other historic preservation initiatives in implementation of the Amherst Preservation Plan.
- **Website/GIS** - Continue to integrate and expand the use of the Town's website and GIS mapping system in support of planning and land use decision making, including building additional data bases for the GIS system, expanding public accessible web-based GIS for community planning purposes, and expanding use of the Town, board/committee, and department web pages to provide web-based information to the public.

FY 16 OBJECTIVES:

- **Planning Studies & Rezoning**
 - *North Amherst village center* – Conduct a new public planning process associated with transportation, infrastructure improvements, and land use. Work with DPW and others on design for an improved main intersection in North Amherst village, including related village center development issues; apply for associated state grants.
 - *Housing Production Plan and Housing Market Study* – Develop and implement housing policies and zoning regulations recommended by these studies of the community's affordable and market rate housing needs.
 - *Downtown Parking* – Complete a community parking forum process leading to re-examination of current parking regulations, policies, management, and ways to meet future parking needs.
 - *Floodplain Re-mapping* – Complete the remapping of flood prone areas and create new FEMA-approved Flood Insurance Rate Maps (FIRM); use the re-mapped flood prone boundaries to assist the Planning Board in conducting a public process to establish a new flood protection zoning district to replace the outdated and inaccurate Flood-Prone Conservancy (FPC) District.
- **Town Projects**
 - *Inclusionary Zoning* – Implement inclusionary zoning regulations adopted by the 2105 Annual Town Meeting, including appropriate cost offsets and non-zoning incentives.
 - *Town Gown Study* – Begin implementation of action steps recommended by the Town Gown Steering Committee, including development of master plans for specific areas of development interest.
 - *North Downtown/ Kendrick Park* – Participate in a collaborative effort with DPW and others to plan for infrastructure, streetscape improvements, and adjacent intersection improvements associated with the burying of overhead utilities under the \$1.5 million MassWorks grant, including improvements affecting the future Kendrick Park.
 - *North Common* – Develop a CPA funding request for matching funds for rehabilitation and improvement of the north end of the historic Town Common.
 - *Puffer's Pond* – Assist with implementation of specific actions under the Puffer's Pond 2020 Plan, including pre-planning for improvements to traffic flow, parking, dredging, and others.

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CONSERVATION AND DEVELOPMENT

5177: PLANNING

FY 16 OBJECTIVES (continued):

- **Community Development**
 - Work with the Planning Board and CDBG Advisory Committee to develop an approved program activities in anticipation of CDBG Mini-Entitlement funds.
 - Support the efforts of the Housing and Sheltering Committee and others to establish coordinated housing and shelter policies consistent with the Amherst Master Plan.
 - Continued support for Town human social services efforts.
- **Sustainability Projects**
 - Develop a specific permit review process for solar installations and other alternative energy projects.
 - Staff support and research for development of a Transportation Plan as a component of the Amherst Master Plan.
 - Participate in the MassDOT New England Central Railroad Central Corridor Feasibility Study and the Northern New England High Speed Rail Initiative, working to ensure future passenger rail for Amherst.
- **Continued Staff Support and Coordination for:**
 - *Permitting boards & committees* – Planning Board, Zoning Board of Appeals, Design Review Board, Historical Commission, Dickinson Local Historic District Commission, and Amherst Redevelopment Authority.
 - *Advisory/policy boards & committees* – Housing and Sheltering Committee, Town-Gown Committee, Affordable Housing Trust, Disability Access Advisory Committee, Town/Commercial Relations Committee, Community Development Committee, others.
 - *Local/Regional bodies* – Amherst Chamber of Commerce, UMass Campus Facilities Planning, Pioneer Valley Planning Commission: Valley Development Council, Joint Transportation Committee, Sustainable Transportation Task Force, Central Corridor Coalition (passenger rail), Franklin County Comprehensive Economic Development, Economic Development Partners, Western Massachusetts Coalition of Historic Commissions.
 - *Interdepartmental Coordination* – Continued improvements in shared use of MUNIS permit-tracking system.

SERVICE LEVELS:

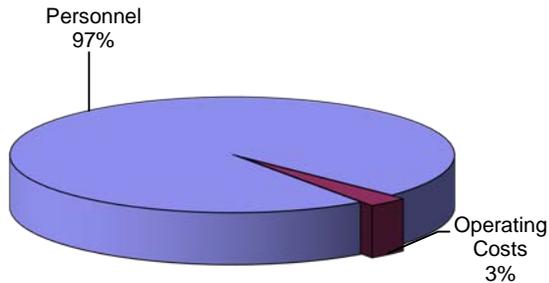
	<u>FY 10</u> <u>Actual</u>	<u>FY 11</u> <u>Actual</u>	<u>FY 12</u> <u>Actual</u>	<u>FY 13</u> <u>Actual</u>	<u>FY 14</u> <u>Actual</u>
Planning					
Zoning/Subdivision/Regulation					
Amendments Worked On	13	15	5	17	15
ANR/Subdivision Plans Reviewed & Processed	10	6	12	15	18
Other Planning Board Special Permits	2	0	2	1	4
ZBA Special Permits Reviewed	16	25	31	28	41
Design Review Board Reviews	15	24	24	19	14
Demolition Delay Applications	9	14	12	5	6
Other Development Applications Processed (Local Historic District)	8	8	6	6	6
Planning Board Site Plan Reviews	12	10	7	13	20
Strategic Plans	12	16	1	2	3
Grant or Other Non-Town Funding Project Applications Processed/Administered	9	8	6	7	8
Contracts Administered	5	7	3	4	5
Special Planning Studies/Projects	25	21	23	14	2
Review of Other Projects	13	5	4	1	4
Committees/Boards Assisted	25	26	35	35	5
Committee & Board Meetings	245	205	92	163	190
Community Development					
Committees/Boards Assisted	3	3	3	3	3
Collaborations/Partnerships	0	1	2	1	3
Clients served by Human Service Agencies	270	320	1,138	1,487	1,658
Contracts administered	20	23	6	8	3
Grants Applied for	1	1	1	1	1
Grants Obtained	1	1	1	1	1
Emergency Assistance requests	45	29	42	42	62

CONSERVATION AND DEVELOPMENT

5177: PLANNING

	FY 12 Actual	FY 13 Actual	FY 14 Actual	FY 15 Budget	FY 16 Manager	Change FY 15 - 16	Percent Change
Personnel Services	\$ 259,109	257,711	239,905	323,229	311,248	(11,981)	-3.7%
Operating Expenses	\$ 6,536	10,849	10,526	4,500	9,425	4,925	109.4%
Capital Outlay	\$ 0	0	0	0	0	0	0.0%
TOTAL APPROPRIATION	\$ 265,645	268,560	250,431	327,729	320,673	(7,056)	-2.2%
SUPPLEMENTAL INFORMATION							
Employee Benefits	\$ 109,136	118,817	124,272	133,986	166,956	32,970	24.6%
Capital Appropriations	\$ 358,100	432,000	241,995	0	0	0	0.0%
TOTAL DEPARTMENT COST	\$ 732,881	819,377	616,698	461,715	487,629	25,914	5.6%
SOURCES OF FUNDS							
Dept. Receipts	\$ 12,655	14,663	7,100	8,100	8,100	0	0.0%
Taxation	\$ 252,990	253,897	243,331	319,629	312,573	(7,056)	-2.2%
POSITIONS							
Full Time	3.82	3.82	3.82	4.80	4.80	0.00	
Part Time With Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
Full Time Equivalents	3.82	3.82	3.82	4.80	4.80	0.00	

MAJOR COMPONENTS:



Personnel Services include salaries for a Planning Director, two senior planners, a planner (50% funded with CDBG), a permit administrator, and an administrative assistant.

Operating costs include public hearing legal ads, professional development and travel, materials associated with mapping, computers, printers/copiers, and other departmental supplies.

SIGNIFICANT BUDGET CHANGES:

During FY 16, the Department can again make use of CDBG funds to offset its administrative costs. Half of one of the planner positions will be funded by CDBG, thereby reducing the overall personnel services budget.

The expense budget increases to increase the budget for printing and advertising costs, which have gone up due to an increase in the number of project proposals' public hearings that require notice in local papers.

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 By-laws as they relate to land use and to the construction and occupancy of buildings and structures.

RECENT ACCOMPLISHMENTS & CURRENT CHALLENGES:

Accomplishments

BUILDING

- Received positive feedback about newly created Permit Administrator role as a single point of contact geared towards providing guidance to permit applicants as they navigate through land use permitting and track their project status.
- Facilitated regular communication with all Conservation and Development staff to provide clear and concise permitting path to all applicants. Many recent project applicants benefitted from the coordination and communication between town staff, which ensured that their proposals were well prepared for the land use permitting process, including understanding the potential effect of any pending or proposed zoning bylaw amendment.
- Continued improvement to collaboration between departments for increased efficiency with project approvals, including utilizing the Health Inspector now located in Inspection Services to handle housing, well, septic, and new restaurants.
- Continued increase in field use of technology to increase efficiency, data collection, and immediate notification.
- Transitioned contract based electrical and plumbing inspector to regular staffed positions with daily office and inspection hours.

RESIDENTIAL RENTAL PERMITTING PROGRAM

- Innovative approach and a successful implementation of the Residential Rental Property Program resulted in 1,265 permits issued and 100% compliance.
- Improvements to Rental Permitting website to include code, zoning, and noise complaints and violations with much information, including rental owner name and contact, viewable by the public.
- Positive change to rental property zoning compliance with over 60 properties brought into compliance either by implementing corrections to on-site parking conditions and/or seeking necessary approval from the Zoning Board of Appeals.
- Greatly improved code and zoning compliance in residential rental properties due to consistent and effective enforcement and tracking procedures.
- Identified 34 properties found in violation of current special permits and processed them to ZBA for improvements and approvals.
- Positive use of non-criminal disposition and District Court to resolve code and zoning violations.

Challenges

- The continuously changing and expanding laws and regulations.
- Many large upcoming projects expected to begin construction including Greenway Residence Hall, Amherst College Science Center, and One East Pleasant Street.
- Residential Rental Permit renewal July 1, 2015.
- Recent staff changes in key positions.

LONG RANGE OBJECTIVES:

- To expand and develop a comprehensive Periodic Inspection Program to include regular inspection of certain residential properties and fire escapes.
- To develop and implement electronic permit application system.
- To create an electronic document management system for all Conservation and Development records. This project has commenced with the scanning of all Zoning Board of Appeals historical documents, permits, and decisions. This will enable both Town staff and the public to electronically search and view records associated with a property. The project will continue this year with scanning building/electrical/plumbing permit records.
- To continue to provide public education of codes, regulations, and permitting procedures.

CONSERVATION AND DEVELOPMENT

5241: INSPECTION SERVICES

FY 16 OBJECTIVES:

- To successfully integrate Health Department staff and services into Inspection Services by offering a more central and simplified permitting process, collective inspection and enforcement procedures, and enhanced project coordination.
- To continue developing the Permit Administrator role in the land use permitting process.
- To effectively manage the first rental permit renewal process.
- To improve rental permit website to expand information and resources useful for tenants.
- To continue converting Inspection Services records to digital format for improved search and access complete.
- To continue to improve and advance in-field technology usage to allow staff to record inspection results in the field, document project status, and better communicate with owners, designers, and contractors.
- To continue to improve communication with various departments and strengthen joint inspection procedures and enforcement.

SERVICE LEVELS:

	FY 10	FY 11	FY 12	FY 13	FY 14
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
PERMITS ISSUED:					
Building Permits*	857	805	957	916	806
Electrical Permits	922	908	899	917	676
Gas Permits	221	260	268	282	157
Plumbing Permits	321	397	371	422	189
Mechanical					66
Demolition Permits	9	7	20	12	14
Certificates of Inspection	279	349	182	167	83
Certificates of Occupancy	91	109	197	78	35
Total Permits	2,700	2,835	2,894	2,794	2,026
INSPECTIONS					
Building	1,715	1,749	1,067	1,183	710
Electrical	1,818	1,962	1,361	2,283	905
Gas	227	262	293	422	307
Plumbing	541	496	499	701	568
Total Building Inspections	4,301	4,469	3,220	4,589	2,490
HEALTH					
Permits/Licenses					
Food Handling (includes Temp & Mobile)	158	200	195	204	185
Catering	12	6	12	15	14
Bakery	9	8	5	6	5
Body Arts Establishment	2	2	2	2	1
Frozen Food	3	4	4	5	2
Retail	20	18	19	17	20
Pools	14	17	17	15	13
Tanning	3	3	1	1	2
Motels/B&B's	11	14	12	11	10
Garbage/Offal	8	19	14	15	9
Septic Systems	16	19	18	14	15
Recreation Camp	26	22	25	38	21
Septic Installer	12	10	6	6	8
Tobacco Retailer	21	20	20	20	19
Wood Stove	12	9	11	5	18
Total Permits/Licenses	327	371	361	374	342

CONSERVATION AND DEVELOPMENT

5241: INSPECTION SERVICES

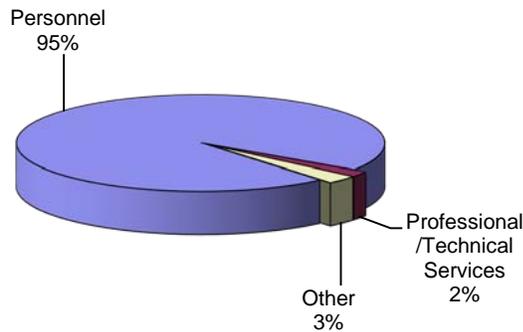
SERVICE LEVELS (cont.):	FY 10 Actual	FY 11 Actual	FY 12 Actual	FY 13 Actual	FY 14 Actual
Inspections					
Food Handling	393	303	284	300	285
Farmers Market		123	120	108	83
Temporary Food		93	121	102	94
Catering	16	9	8	10	20
Bakery	27	21	16	18	12
Body Arts	4	2	2	2	1
Frozen Food	10	10	10	9	4
Retail	45	40	19	18	22
Pools	22	14	31	28	19
Tanning	6	4	2	2	7
Motels/B&B's	16	12	13	12	10
Percolation Tests	23	32	12	13	10
Septic System Installation	16	19	12	15	15
Septic System – Title V	21	23	27	29	24
Recreation Camps	63	81	40	59	59
Well	5	2	1	2	3
Portable Toilets	6	14	10	2	0
Total Health Inspections	673	802	728	729	668
RESIDENTIAL RENTAL PERMITTING PROGRAM					
Rental Permits					1,265
COMPLAINTS AND VIOLATIONS					
Zoning				119	221
Code				72	76
Fines Collected by Non-Criminal Disposition				\$7,400	\$6,200
WEIGHTS AND MEASURES					
Inspections	44	41	42	53	40
OTHER					
Retail Compliance Checks	0	0	39	37	36
Livestock Registration	0	0	11	7	4
* Department has changed counting and tracking method following the transition from contract based inspection service to regularly staffed positions.					
** Recent changes to permitting procedures to reduce multiple permits issued for a single property					
CODES AND OTHER REGULATIONS ENFORCED: Massachusetts State Building Code 8th Ed; <i>Massachusetts State Building Code for 1 & 2 Family Dwellings 8th Edition</i> ; International Mechanical Code; International Energy Code 2009; <i>The Stretch Energy Cod</i> ., <i>International Existing Building Code with Massachusetts Amendments</i> ; Massachusetts State Architectural Access Board Regulations; <i>Commonwealth of Massachusetts Sheet Metal Regulations</i> ; Massachusetts State Electrical Code; Commonwealth of Massachusetts 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; and the Town of Amherst Junk Car Bylaw; Sign Bylaw; and 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 12 Actual	FY 13 Actual	FY 14 Actual	FY 15 Budget	FY 16 Manager	Change FY 15 - 16	Percent Change
Personnel Services	\$ 343,788	379,606	421,958	496,771	636,634	139,863	28.2%
Operating Expenses	\$ 17,955	18,216	18,842	27,385	28,780	1,395	5.1%
Capital Outlay	\$ 0	0	0	0	1,500	1,500	--
TOTAL APPROPRIATION	\$ 361,743	397,822	440,800	524,156	666,914	142,758	27.2%
SUPPLEMENTAL INFORMATION							
Employee Benefits	\$ 97,388	121,293	136,900	196,450	228,820	32,370	16.5%
Capital Appropriations	\$ 0	0	0	0	0	0	0.0%
TOTAL DEPARTMENT COST	\$ 459,131	519,115	577,700	720,606	895,734	175,128	24.3%
SOURCES OF FUNDS							
Building Permits	\$ 230,633	363,526	347,033	282,634	276,757	(5,877)	-2.1%
Other Permits	\$ 50,750	60,490	59,890	46,500	46,500	0	0.0%
Electrical Permits	\$ 201,659	216,680	157,181	205,503	205,503	0	0.0%
Certificates of Inspections	\$ 45,342	56,823	21,950	50,000	50,000	0	0.0%
Rental Registration	\$		118,678	128,526	128,526	0	0.0%
Weights and Measures	\$ 6,154	7,422	6,132	6,300	6,300	0	0.0%
POSITIONS							
Full Time	5.00	5.00	8.00	8.00	10.00	2.00	
Part Time With Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
Full Time Equivalents	5.00	5.00	8.00	8.00	10.00	2.00	

MAJOR COMPONENTS:



Personnel Services provide funds for the Building Commissioner, 2 building inspectors, an electrical inspector, 2 Code Enforcement Officers, a Health Inspector, an Assistant Sanitarian, a Permit Administrator, a management assistants and part-time plumbing and gas inspectors.

Professional/Technical Services provides the funds for the regional sealer of weights and measures program.

SIGNIFICANT BUDGET CHANGES:

The budget increases are due to the salaries and related expenses of the Health Inspector and Assistant Sanitarian who moved from the Health Department to the Inspections Department.