

## CONSERVATION AND DEVELOPMENT SUMMARY

	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Manager	FY 17 Manager	Change FY 16-17	% Change
Conservation	\$ 261,897	282,319	330,880	323,610	327,643	4,033	1.2%
Planning	\$ 268,560	250,432	337,293	320,673	332,328	11,655	3.6%
Inspection Services	\$ 397,822	440,799	455,864	641,294	614,593	(26,701)	-4.2%
<b>TOTAL APPROPRIATION</b>	<b>\$ 928,279</b>	<b>973,550</b>	<b>1,124,037</b>	<b>1,285,577</b>	<b>1,274,564</b>	<b>(11,013)</b>	<b>-0.9%</b>
<b>SOURCES OF FUNDS</b>							
Departmental Receipts	\$ 84,418	41,726	66,817	68,400	68,400	0	0.0%
Licenses & Permits	\$ 640,696	682,782	773,460	574,351	574,351	0	0.0%
Rental of Land	\$ 1,050	1,100	1,330	1,000	1,000	0	0.0%
Water Fund	\$ 18,768	19,380	20,577	22,820	20,266	(2,554)	-11.2%
Taxation	\$ 490,466	575,925	609,392	603,363	610,547	7,184	1.2%
Total	\$ 1,235,398	1,320,913	1,471,576	1,269,934	1,274,564	4,630	0.4%

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 overall decrease (-\$11,013, -0.9%) is the result of staff reorganizations and the elimination of one position in the Inspections Department.

The Conservation and Planning Department budgets increase to fund step increases and the increase for the Interim Planning Director. Half the salary of one of the planners will be charged to the Community Development Block Grant (CDBG).

The decrease in the Inspections Department budget is the result of staff reconfiguration and the elimination of one position.

There are 17.9 FTE employees providing services in this functional area, a decrease of 1 FTE.

## 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 while providing staff support to the Conservation Commission and Agricultural Commission on issues related to wetlands, open space, and farmland preservation. 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

- Worked closely with the Town Manager to launch University/Town of Amherst Collaborative (UTAC) and organize kick-off events for Steering Committee and three Sub-committees.
- Coordinated submittal of multiple creative proposals for funding through the Community Preservation Act Committee (CPAC) to support Town-wide goals in open space, recreation, historic preservation, and affordable housing.
- Received \$235,655 Local Acquisition for Natural Diversity (LAND) grant for purchase of land to expand the Wentworth Farm Conservation Area.
- Continued to develop a comprehensive Land Use Policy and Management document for use by the Conservation Commission and Department.
- Organized first community meeting focused on creating of a dog park in Amherst, attended by more than fifty people.
- Completed major restoration of north beach and parking area at Puffer's Pond using Land and Water Conservation Fund grant and local funds.
- Installed new kiosks at Puffer's Ponds and Amethyst Brook Conservation Areas.
- Installed new bridge over the Cushman Brook using locally sourced and milled wood.
- Organized many community events and workshops including the 6<sup>th</sup> Annual Amherst Sustainability Festival and Solarize Amherst Celebration.
- Co-organized a Climate Forum attended by more than 100 local residents.
- Received Green Communities funding totaling more than \$100,000 for energy efficiency work at Town Hall and North Fire Station.
- Organized and coordinated workshops/events in collaboration with Grow Food Amherst and UMass focused on sustainability.
- Facilitated community forums and many related meetings focused on exploring installing solar at two closed landfills in 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.

### 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 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 link Amherst trails with those in neighboring towns.
- To support the DPW in managing our watershed forests utilizing sustainable forestry practices.

**CONSERVATION AND DEVELOPMENT****5171: CONSERVATION****FY 17 OBJECTIVES:**

- To work closely with the Economic Development Director to facilitate next steps with the University/Town of Amherst Collaborative, which supports appropriate economic development and housing projects as per the Master Plan.
- To coordinate efforts of the Amherst Center Recreation Working Group with the goal of creating a plan for athletic field/facility improvements at Community Field, Amherst Regional High School, and Amherst Regional Middle School.
- To secure additional funding through the Green Communities Competitive process for sustainability efforts Town-wide.
- To have the Town's Sustainability Coordinator participate in the Amherst Elementary School Building Project.
- To support Town efforts to install PV solar on the new and old landfills.
- To secure grant funding for an additional electric vehicle to replace an old inefficient vehicle and bring the Town in line with the Energy Efficient Vehicle Policy.
- To work with the Conservation Commission to revise the Amherst Wetlands Protection Bylaw and Regulations to reflect recent changes in state law.
- 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.

**SERVICE LEVELS:**

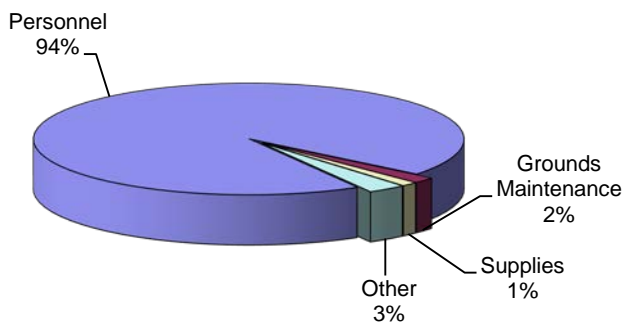
	<b>FY 11</b> <b><u>Actual</u></b>	<b>FY 12</b> <b><u>Actual</u></b>	<b>FY 13</b> <b><u>Actual</u></b>	<b>FY 14</b> <b><u>Actual</u></b>	<b>FY 15</b> <b><u>Actual</u></b>
Conservation land acreage managed	2,070	2,100	2,100	2,140	2,140
Watershed forest acreage managed	3,380	3,380	3,380	3,380	3,380
Trail 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	100	100	100	100
Wetlands Act Notice of Intent and Determinations	52	36	27	12	51
Wetlands Act Major Cases handled	3	2	5	7	5
Emergency Certifications	9	5	3	3	5
Public requests for information & help	2,723	2,650	2,700	2,775	2,500
Bridges built or replaced	9	4	5	7	3
Volunteers			200	325	250

## CONSERVATION AND DEVELOPMENT

## 5171: CONSERVATION

	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 17 Manager	Change FY 16 - 17	Percent Change
Personnel Services	\$ 243,566	258,176	301,061	304,808	308,841	4,033	1.3%
Operating Expenses	\$ 18,331	24,144	29,818	18,802	18,802	0	0.0%
Capital Outlay	\$ 0	0	0	0	0	0	0.0%
<b>TOTAL APPROPRIATION</b>	<b>\$ 261,897</b>	<b>282,320</b>	<b>330,880</b>	<b>323,610</b>	<b>327,643</b>	<b>4,033</b>	<b>1.2%</b>
<b>SUPPLEMENTAL INFORMATION</b>							
Employee Benefits	\$ 99,772	120,565	123,402	132,780	141,072	8,292	6.2%
Capital Appropriations	\$ 35,000	10,000	10,000	17,334	22,334	5,000	28.8%
<b>TOTAL DEPARTMENT COST</b>	<b>\$ 396,669</b>	<b>412,885</b>	<b>464,282</b>	<b>473,724</b>	<b>491,049</b>	<b>17,325</b>	<b>3.7%</b>
<b>SOURCES OF FUNDS</b>							
Wetland Filing Fee	\$ 3,930	5,145	6,748	4,000	4,000	0	0.0%
Rental of Land	\$ 1,050	1,100	1,330	1,000	1,000	0	0.0%
Sale of Booklets/Maps/Wood	\$ 1,580	399	406	0	0	0	0.0%
Water Fund	\$ 18,768	19,380	20,577	22,820	20,266	(2,554)	-11.2%
Taxation	\$ 236,569	256,296	301,819	295,790	302,377	6,587	2.2%
<b>TOTAL RESOURCES</b>	<b>\$ 261,897</b>	<b>282,320</b>	<b>330,880</b>	<b>323,610</b>	<b>327,643</b>	<b>4,033</b>	<b>1.2%</b>
<b>POSITIONS</b>							
Full Time	2.55	2.55	2.75	2.75	2.75	0.00	
Part Time With Benefits	3.00	3.00	3.00	3.00	3.00	0.00	
Full Time Equivalents	4.30	4.30	4.50	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 steps. The number of positions is unchanged.

**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

- **Planning Department Leadership** – In the fall of 2015 Senior Planner Christine Brestrup assumed the role of Interim Planning Director following the announcement that former Planning Director Jonathan Tucker would be transitioning into retirement. The new Director has been staff liaison to the Planning Board for the past decade and has now taken a leadership role in the Department. She plans to make outreach to other Town departments, collaboration with other boards and committees and outreach to residents one of the primary focuses of the Planning Department's work. This ongoing effort includes working with DPW staff on various infrastructure projects, attending Public Works Committee meetings and collaborating with the Select Board, the Public Works Committee and the Transportation Task Force on public forums related to transportation, parking and infrastructure projects.
- **Affordable Housing** – During 2015 the Planning Department collaborated with the Town Manager and Finance Director to draft a home rule petition on affordable housing tax incentives that passed the State Legislature in the fall and was signed by the governor in November 2015. It allows the Town to offer tax incentives to developers who agree to include at least 10% affordable housing units in new developments and will make the voluntary inclusion of affordable housing units more attractive to developers as they pursue new residential projects.
- **Munis** – The Planning Department continues to improve and refine its use of the Munis permit tracking software. Munis allows the department to transmit information on land use permit applications to other Town departments, such as DPW, Fire, Police, and Health and to receive feedback from them on these applications before the Planning Board or when the ZBA holds a public hearing. This results in improved communication among departments and improved application management. Since March of 2015, all land use permit applications and submittals are being scanned and entered into Munis, providing a single location where Town staff can access information about the status of current land use permit applications.
- **Grants** – The Planning Department plays a major role in applying for and administering grant money for the Town. The Planning Department collaborates with the DPW, LSSE, and other Town departments to prepare and submit grant applications and administers many of these grants after they are received. Since 2012 the Department has been successful in obtaining more than \$5 million for projects related to water quality, energy efficiency, historic preservation, economic development, infrastructure improvements, and community development. Recent grants include \$1.6 million in affordable housing tax credits for 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** – The Planning Department participated in successful interactions with the Massachusetts Department of Housing and Community Development (DHCD) to reinstate Amherst's status as a Mini-Entitlement CDBG Community. Application for CDBG funding was successfully made in February 2015 and a grant was awarded in the amount of \$825,000. Amherst is now eligible to receive CDBG funding for housing, community development projects, and social service activities in the upcoming year.
- **Public Participation** – Collaborating with the Select Board, the Public Works Committee, LSSE and the Transportation Task Force, the Planning Department has organized and led public forums on the redesign of the North Common, Downtown Parking and the redesign of the North Amherst Village Center intersection. These public forums were attended by many Town residents who participated in lively discussions. The result of these efforts will be more public understanding and support for Town projects and initiatives. The public forums held on the topic of Downtown Parking have resulted in a written Downtown Parking Report, listing strategies to improve parking that was presented to and accepted by the Select Board in the fall of 2015.
- **Project Support** – The Planning Department has provided analysis and support to the Planning Board during the review of recent development projects including the Trolley Barn and Atkins Market in the North Amherst Village Center, Kendrick Place and One East Pleasant Street in Downtown Amherst, and the new mixed-use building at Amherst Office Park in Pomeroy Village Center. These are tangible improvements being developed along Amherst's central corridor. The Planning Department also provided support for the Amherst Transportation Plan, developed in collaboration with the Public Works Department, the Transportation Task Force, and consultants Nelson\Nygaard. The Transportation Plan was completed and accepted by the Select Board in the spring of 2015.

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**RECENT ACCOMPLISHMENTS & CURRENT CHALLENGES: (continued)**

- **The Retreat** – The Planning Department provided analysis and support to the Planning Board as well as to citizens during the review of a 136 lot cluster subdivision proposed by Landmark Properties for the purpose of housing 640 student tenants. The Planning Department coordinated an open and thorough public process that informed the Planning Board and the public about the details of the Zoning Bylaw, Planning Board Rules and Regulations, Subdivision Regulations, and state law as they relate to the development of Cluster Subdivisions. The outcome was that Landmark Properties withdrew its proposal. One of the core roles of the Planning Department is to ensure that projects that have a potential for significant impact to the Town have a thorough public vetting. The Planning Department devoted a large amount of time to supporting a thoroughly transparent process and to helping citizens understand the review process being conducted by the Planning Board.

**Challenges**

- **Updating Regulations** - Continuing and increasing need for revision of outdated sections 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 provide 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.

**LONG RANGE OBJECTIVES:**

- **Master Plan** – To assist the Planning Board and other Town boards/committees with ongoing implementation of the Amherst Master Plan, including proposing appropriate zoning amendments, preparing plans for village centers, supporting improvements to Town facilities such as schools, public works facilities, fire station, library, and other building projects, supporting economic development and housing for diverse populations, preserving open space, providing facilities for recreation and transportation as well as supporting other strategies listed in the Master Plan.
- **Grants** – To apply for and administer federal and state grants for economic development, conservation, sustainability, historic preservation, and community development purposes.
- **Town-Gown** – To work with University/Town of Amherst Collaborative (UTAC) and representatives of the University of Massachusetts, Amherst College, and Hampshire College on planning and land use issues involving housing, economic development, and culture and the arts.
- **Housing** – To 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. Provide support for the Affordable Housing Trust and other actions that preserve existing low and moderate income units, foster development of appropriate market rate housing, and increase the supply to ensure adequate housing for a diverse and growing population.
- **Town & Village Centers** – To 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, including providing ample opportunity for public participation and involvement.
- **Regional Coordination & Transportation** – To 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 and Pedestrian Committee, Public Works Committee, and the Transportation Task Force to implement the Amherst Transportation Plan.
- **Historic Preservation** – To assist the Historical Commission with ongoing CPA-funded historic preservation projects and other historic preservation initiatives to implement the Amherst Preservation Plan.
- **Website/GIS** – To 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, and expand use of the Town, board/committee, and department web pages to provide information to the public.

**FY 17 OBJECTIVES:**

- **Planning Studies & Rezoning**

- *North Amherst Village Center* – To continue the public planning process and coordinate public forums 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* – To develop and implement housing policies and zoning regulations recommended by these studies of the community's affordable and market rate housing needs.
- *Downtown Parking* – To implement the recommendations of the community parking forum process (contained in the Downtown Parking Report) leading to re-examination of current parking regulations, policies, management, and ways to meet future parking needs.
- *Floodplain Remapping* – To complete remapping of flood prone areas and create new FEMA-approved Flood Insurance Rate Maps (FIRM); and 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**

- *UTAC* – To continue implementation of action steps recommended by the Town Gown Steering Committee, including participation in a University/Town of Amherst Collaborative (UTAC).
- *North Downtown/ Kendrick Park* – To 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 and continue to involve the public in this process.
- *North Common* – To work with a consultant to develop plans for a CPA and grant-funded rehabilitation and improvement of the north end of the historic Town Common, including coordinating opportunities for public input in the design process.
- *Puffer's Pond* – To 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.

- **Community Development**

- To work with the Planning Board and CDBG Advisory Committee to develop an approved program of activities in anticipation of CDBG Mini-Entitlement funds.
- To support the efforts of the Housing and Sheltering Committee and others to establish coordinated housing and shelter policies consistent with the Amherst Master Plan.
- To continue support for Town human social services efforts.

- **Sustainability Projects**

- To develop a specific permit review process for solar installations and other alternative energy projects.
- Staff support and research for implementation of the recently completed Transportation Plan.
- To 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.
- To participate in the MassDOT Route 9 Corridor Study process, including a feasibility study for Bus Rapid Transit.

- **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, University/Town of Amherst Collaborative, Affordable Housing Trust, Disability Access Advisory Committee, Town/Commercial Relations Committee, Community Development Committee, and 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 and Healthy Hampshire/Mass-in-Motion.
- *Interdepartmental Coordination* – Continued improvements in shared use of Munis permit-tracking system and continued efforts to improve interdepartmental communication.

## CONSERVATION AND DEVELOPMENT

## 5177: PLANNING

<b>SERVICE LEVELS:</b>	<b>FY 11 Actual</b>	<b>FY 12 Actual</b>	<b>FY 13 Actual</b>	<b>FY 14 Actual</b>	<b>FY 15 Actual</b>
<b>Planning</b>					
Zoning/Subdivision/Regulation Amendments Worked On	15	5	17	15	8
ANR/Subdivision Plans Reviewed & Processed	6	12	15	18	11
Other Planning Board Special Permits	0	2	1	4	3
ZBA Special Permits Reviewed	25	31	28	41	41
Design Review Board Reviews	24	24	19	14	27
Demolition Delay Applications	14	12	5	6	15
Other Development Applications Processed (Local Historic District)	8	6	6	6	6
Planning Board Site Plan Reviews	10	7	13	20	17
Strategic Plans	16	1	2	3	3
Grant or Other Non-Town Funding Project Applications Processed/Administered	8	6	7	8	7
Contracts Administered	7	3	4	5	5
Special Planning Studies/Projects	21	23	14	2	2
Review of Other Projects	5	4	1	4	3
Committees/Boards Assisted	26	35	35	5	12
Committee & Board Meetings	205	92	163	190	178
<b>Community Development</b>					
Committees/Boards Assisted	3	3	3	3	3
Collaborations/Partnerships	1	2	1	3	3
Clients served by Human Service Agencies	320	1,138	1,487	1,658	1,653
Contracts administered	23	6	8	3	3
Grants Applied for	1	1	1	1	1
Grants Obtained	1	1	1	1	1
Emergency Assistance requests	29	42	42	62	53

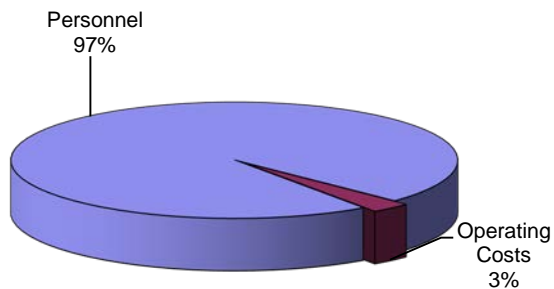


## CONSERVATION AND DEVELOPMENT

## 5177: PLANNING

	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 17 Manager	Change FY 16 - 17	Percent Change
Personnel Services	\$ 257,711	239,905	321,778	311,248	322,903	11,655	3.7%
Operating Expenses	\$ 10,849	10,526	15,515	9,425	9,425	0	0.0%
Capital Outlay	\$ 0	0	0	0	0	0	0.0%
<b>TOTAL APPROPRIATION</b>	<b>\$ 268,560</b>	<b>250,431</b>	<b>337,293</b>	<b>320,673</b>	<b>332,328</b>	<b>11,655</b>	<b>3.6%</b>
<b>SUPPLEMENTAL INFORMATION</b>							
Employee Benefits	\$ 118,817	124,272	133,986	166,956	153,404	(13,552)	-8.1%
Capital Appropriations	\$ 432,000	241,995	0	10,000	10,000	0	0.0%
<b>TOTAL DEPARTMENT COST</b>	<b>\$ 819,377</b>	<b>616,698</b>	<b>471,279</b>	<b>497,629</b>	<b>495,732</b>	<b>(1,897)</b>	<b>-0.4%</b>
<b>SOURCES OF FUNDS</b>							
Dept. Receipts	\$ 14,663	7,100	30,875	8,100	8,100	0	0.0%
Zoning By-Law Violations	\$ 6,900	6,200	5,100	5,000	5,000	0	0.0%
Taxation	\$ 246,997	237,131	301,318	307,573	319,228	11,655	3.8%
<b>TOTAL RESOURCES</b>	<b>\$ 268,560</b>	<b>250,431</b>	<b>337,293</b>	<b>320,673</b>	<b>332,328</b>	<b>11,655</b>	<b>3.6%</b>
<b>POSITIONS</b>							
Full Time	3.82	3.82	4.80	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	4.80	4.80	4.80	0.00	

## MAJOR COMPONENTS:



Personnel Services include salaries for a Planning Director, three senior planners (one of whom is 50% funded with CDBG and one shared 90%/10% with Transportation Fund), and a permit administrator.

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:**

Personnel Services increase is due to a staff promotion and steps. During FY 17, the Department will again make use of CDBG funds to offset its administrative costs. Half of one of the planner positions will be funded by CDBG.

## 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

- Successful integration of Health Department Inspectors and licensing programs into Inspection Services resulted in improved customer service and staff coordination.
- Continue to facilitate 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.
- Improved Certificate of Inspection Program to include periodic inspection of over 150 multi-family dwellings.
- Continued increase in field use of technology to increase efficiency, data collection, and immediate notification.

#### RESIDENTIAL RENTAL PERMITTING PROGRAM

- Successful first renewal of the Residential Rental Property Permits.
- Improvements to Rental Permitting website to include APD response to noise and nuisance complaints.
- Greatly improved code and zoning compliance in residential rental properties due to consistent and effective enforcement and tracking procedures.
- Continue to identify properties 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

- Upcoming adoption of the 9<sup>th</sup> Edition Building Code in summer 2016.
- Large upcoming projects expected to begin construction including Amherst College Science Center and One East Pleasant Street.

### LONG RANGE OBJECTIVES:

- 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.

### FY 17 OBJECTIVES:

- To improve efficiency and communication related to health licensing and permitting programs 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 improve Inspection Services website to expand information and resources.
- To continue converting Inspection Services records to digital format for improved search and access.
- To continue to improve and advance in-field technology usage to allow staff to record inspection results in real time, 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.

## CONSERVATION AND DEVELOPMENT

## 5241: INSPECTION SERVICES

<b>SERVICE LEVELS:</b>	<b>FY 11</b>	<b>FY 12</b>	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>
<b>PERMITS ISSUED:</b>					
Building Permits	805	957	916	931	1,209
Electrical Permits	908	899	917	930	1,136
Gas Permits	260	268	282	314	316
Plumbing Permits	397	371	422	422	427
Mechanical				104	30
Demolition Permits	7	20	12	14	25
Certificates of Inspection	349	182	167	119	140
Certificates of Occupancy	109	197	78	35	60
Total Permits	2,835	2,894	2,794	2,869	3,343
<b>INSPECTIONS</b>					
Building	1,749	1,067	1,183	710	1,047
Electrical	1,962	1,361	2,283	905	1,027
Gas	262	293	422	307	300
Plumbing	496	499	701	568	508
Total Building Inspections	4,469	3,220	4,589	2,490	2,882
<b>HEALTH</b>					
<b>Permits/Licenses</b>					
Food Handling (includes Temp & Mobile)	200	195	204	185	167
Catering	6	12	15	14	12
Bakery	8	5	6	5	6
Body Arts Establishment	2	2	2	1	1
Frozen Food	4	4	5	2	3
Retail	18	19	17	20	22
Pools	17	17	15	13	17
Tanning	3	1	1	2	2
Motels/B&B's	14	12	11	10	11
Garbage/Offal	19	14	15	9	18
Septic Systems	19	18	14	15	42
Recreation Camp	22	25	38	21	28
Septic Installer	10	6	6	8	10
Wood Stove	9	11	5	18	42
Total Permits/Licenses	371	361	374	342	381

## CONSERVATION AND DEVELOPMENT

## 5241: INSPECTION SERVICES

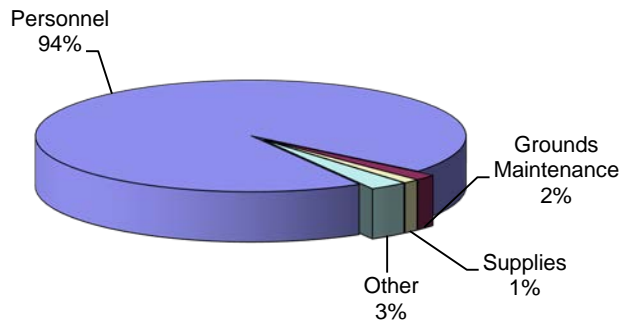
<b>SERVICE LEVELS (cont.):</b>	<b>FY 11 Actual</b>	<b>FY 12 Actual</b>	<b>FY 13 Actual</b>	<b>FY 14 Actual</b>	<b>FY 15 Actual</b>
<b>Inspections</b>					
Food Service Establishment	303	284	300	285	192
Farmers Market	123	120	108	83	68
Temporary Food	93	121	102	94	99
Catering	9	8	10	20	10
Bakery	21	16	18	12	14
Body Arts	2	2	2	1	2
Frozen Food	10	10	9	4	2
Retail	40	19	18	22	28
Pools	14	31	28	19	14
Tanning	4	2	2	7	4
Motels/B&B's	12	13	12	10	10
Percolation Tests	32	12	13	10	14
Septic System Installation	19	12	15	15	15
Septic System – Title V	23	27	29	24	32
Recreation Camps	81	40	59	59	40
Well	2	1	2	3	1
Portable Toilets	14	10	2	0	1
Ice Rink	1	1	1	1	1
Housing Inspections					133
Total Health Inspections	802	728	729	668	680
<b><u>RESIDENTIAL RENTAL PERMITTING PROGRAM</u></b>					
Rental Permits				1,265	1,065
<b><u>COMPLAINTS AND VIOLATIONS</u></b>					
Zoning			119	221	55
Code			72	76	193
Fines Collected by Non-Criminal Disposition			\$7,400	\$6,200	\$2,200
<b><u>WEIGHTS AND MEASURES</u></b>					
Inspections	41	42	53	40	47
<b>CODES AND OTHER REGULATIONS ENFORCED:</b> Massachusetts State Building Code 8th Ed; <i>Massachusetts State Building Code for 1 &amp; 2 Family Dwellings 8<sup>th</sup> 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 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 17 Manager	Change FY 16 - 17	Percent Change
Personnel Services	\$ 379,606	421,958	444,692	612,079	578,458	(33,621)	-5.5%
Operating Expenses	\$ 18,216	18,842	11,172	27,715	34,635	6,920	25.0%
Capital Outlay	\$ 0	0	0	1,500	1,500	0	0.0%
<b>TOTAL APPROPRIATION</b>	<b>\$ 397,822</b>	<b>440,800</b>	<b>455,864</b>	<b>641,294</b>	<b>614,593</b>	<b>(26,701)</b>	<b>-4.2%</b>
<b>SUPPLEMENTAL INFORMATION</b>							
Employee Benefits	\$ 121,293	136,900	196,450	228,820	234,891	6,071	2.7%
Capital Appropriations	\$ 0	0	0	0	0	0	0.0%
<b>TOTAL DEPARTMENT COST</b>	<b>\$ 519,115</b>	<b>577,700</b>	<b>652,314</b>	<b>870,114</b>	<b>849,484</b>	<b>(20,630)</b>	<b>-2.4%</b>
<b>SOURCES OF FUNDS</b>							
Building Permits	\$ 363,526	347,033	476,684	322,348	322,348	0	0.0%
Other Permits	\$ 60,490	59,890	87,435	46,500	46,500	0	0.0%
Electrical Permits	\$ 216,680	157,181	209,341	205,503	205,503	0	0.0%
Certificates of Inspections	\$ 56,823	21,950	41,498	50,000	50,000	0	0.0%
Health Licenses and Permits	\$ N/A	N/A	N/A	61,100	61,100	0	0.0%
Housing Inspections	\$ N/A	N/A	N/A	2,500	2,500	0	0.0%
Rental Registration	\$ N/A	118,678	101,318	128,526	128,526	0	0.0%
Other Department Revenue	\$ N/A	N/A	N/A	9,200	9,200	0	0.0%
Sanitarian Shared Services	\$ N/A	N/A	N/A	21,656	0	(21,656)	-100.0%
Weights and Measures	\$ 7,422	6,132	10,065	6,300	6,300	0	0.0%
Sewer Fund	\$ N/A	N/A	N/A	2,000	2,000	0	0.0%
<b>TOTAL RESOURCES</b>	<b>\$ 704,941</b>	<b>710,864</b>	<b>926,341</b>	<b>855,633</b>	<b>833,977</b>	<b>(21,656)</b>	<b>-2.5%</b>
<b>POSITIONS</b>							
Full Time	5.00	8.00	8.00	10.00	9.00	(1.00)	
Part Time With Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
Full Time Equivalents	5.00	8.00	8.00	10.00	9.00	(1.00)	

## MAJOR COMPONENTS:



Personnel Services provide funds for the Building Commissioner, 2 building inspectors, an electrical inspector, a Code Enforcement Officer, a Health/Safe and Healthy Neighborhood Inspector, an Assistant Sanitarian, 2 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 decrease is due departmental reorganization and the elimination of one position.