

CONSERVATION AND DEVELOPMENT SUMMARY

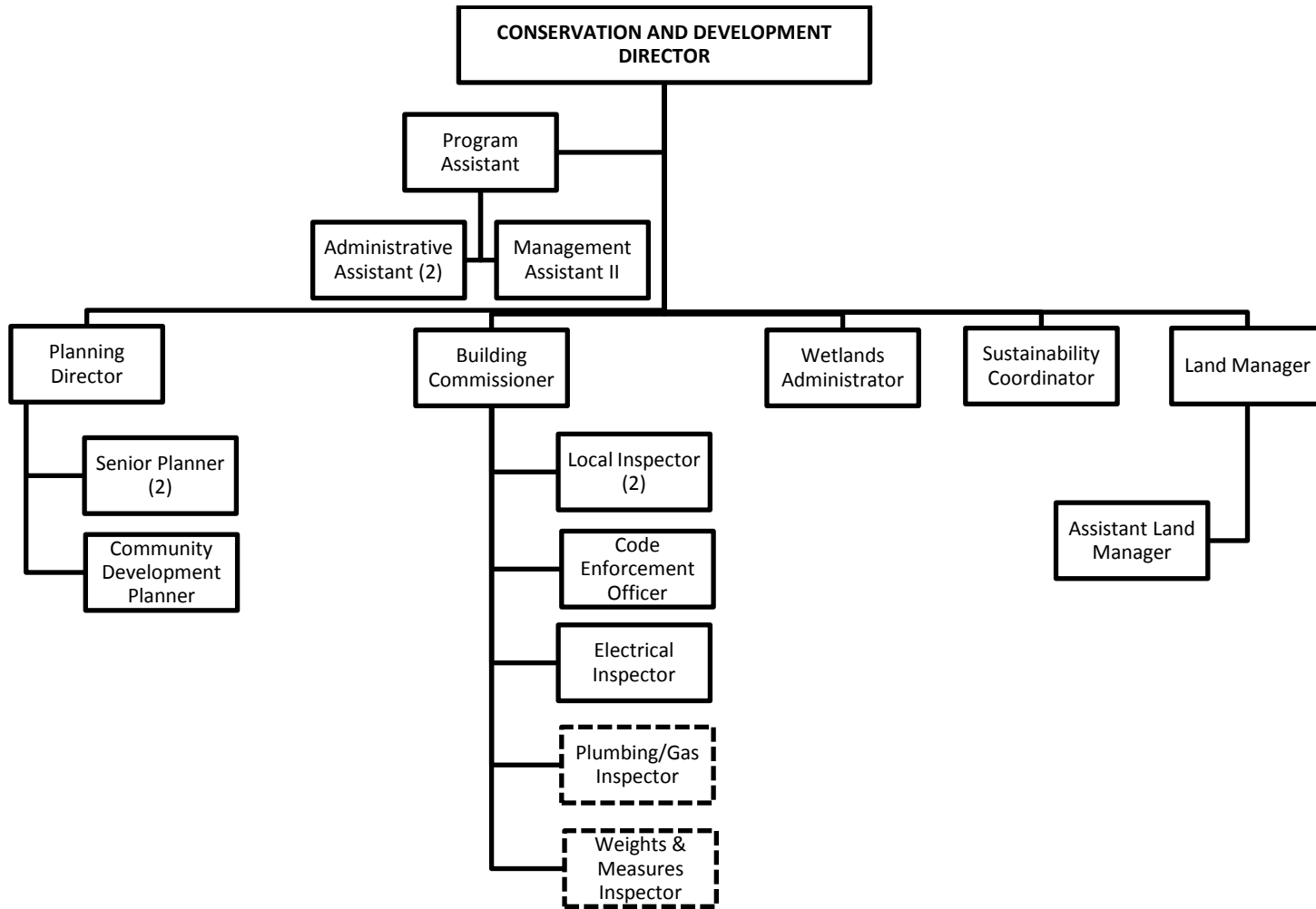
		FY 10 Actual	FY 11 Actual	FY 12 Actual	FY 13 Budget	FY 14 Manager	Change FY 13-14	% Change
Conservation	\$	221,729	215,219	251,398	262,420	272,432	10,012	3.8%
Planning	\$	264,239	232,038	265,645	280,151	283,098	2,947	1.1%
Inspection Services	\$	313,821	315,227	361,743	384,989	400,397	15,408	4.0%
TOTAL APPROPRIATION	\$	799,789	762,484	878,785	927,560	955,927	28,367	3.1%
SOURCES OF FUNDS								
Departmental Receipts	\$	68,820	60,560	72,514	62,400	62,400	0	0.0%
Licenses & Permits	\$	472,696	371,607	483,042	436,500	446,963	10,463	2.4%
Rental of Land	\$	1,065	1,085	1,090	1,000	1,000	0	0.0%
Grants	\$	8,000	8,000	0	8,000	0	(8,000)	-100.0%
Water Fund	\$	16,433	16,865	16,258	18,768	19,380	612	3.3%
Golf Course Fund	\$	0	0	0	0	0	0	0.0%
Transportation Fund	\$	4,903	0	0	0	0	0	0.0%
Taxation	\$	437,467	409,147	478,676	503,703	524,050	20,347	4.0%

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 \$28,367 (+3.1%) to a total of \$955,927. Conservation, Planning, and Inspections Services staff are in their third full year operating as a consolidated functional area on the second floor at Town Hall. During the coming year these departments will continue the deployment of the Safe and Healthy Neighborhoods Initiative, 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 and throughout the Town of Amherst.

There are 14.12 FTE employees providing services in this functional area, an increase of one (1) FTE, changing the electrical inspector function from one paid on a per inspection basis to a full time position.

CONSERVATION AND DEVELOPMENT SUMMARY



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.

RECENT ACCOMPLISHMENTS & CURRENT CHALLENGES

Accomplishments

- Worked with other Town departments to secure "Green Community" status for Amherst including award of \$302,000 for energy saving projects. Currently moving forward to implement Action Plan including installation of LED streetlights throughout Town.
- Successfully secured \$80,000 from WMECO to make significant improvements to the Wentworth Farm Conservation area including two new bridges and numerous wildlife habitat improvements.
- Partnered with local, state and federal agencies to secure close to \$500,000 for a dam removal project to improve water quality and habitat in the Amethyst Brook and Fort River. Dam removed and restoration complete 12/31/12.
- Replaced three major bridges on conservation land at Wentworth Farm and Houston-Gage Conservation Areas.
- Continued to develop a comprehensive Land Use Policy and Management document for use by the Commission and Department.
- Completed multiple conservation land management projects using funding secured through the federal Wildlife Habitat Improvement Program (WHIP) including prescribed burns and invasive species control.

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 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 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 14 OBJECTIVES:

- To work closely with the Conservation Commission to complete a Land Use and Management Policy, with particular emphasis on rental of land, dog regulations, and wildlife habitat enhancement.
- To expand and enhance the new web page focused on sustainability.
- To continue to expand the Town's efforts around the Sustainability Festival, local agricultural initiatives, green energy projects, and other local sustainability initiatives.
- To apply for state grants to fund the initiatives outlined in the Puffer's Pond Management Plan including design, permitting, and construction related to dredging, trail, and beach improvements.
- To complete two to three new land conservation projects.
- To continue to seek creative approaches to making the Functional Area more efficient while serving citizens, contractors, boards, and committees.

CONSERVATION AND DEVELOPMENT**5171: CONSERVATION**

SERVICE LEVELS:	FY 08 <u>Actual</u>	FY 09 <u>Actual</u>	FY 10 <u>Actual</u>	FY 11 <u>Actual</u>	FY 12 <u>Actual</u>
Conservation land acreage managed	2,045	2,062	2,070	2,070	2,100
Watershed forest acreage managed	3,380	3,380	3,380	3,380	3,380
Trail miles maintained	80	80	80	80	80
Acres Monitored – Agric. Pres. Restrictions	2,072	2,102	2,102	2,102	2,102
Acres under Conservation Restrictions	174	174	202	202	202
Acres of farmland rented out	200	200	200	200	100
Wetlands Act Notice of Intent and Determinations	45	46	28	52	36
Wetlands Act Major Cases handled	7	6	2	3	2
Emergency Certifications				9	5
Public requests for information & help	2,475	2,590	2,624	2,723	2,650
Footbridges built or replaced	18	26	18	9	4

SIGNIFICANT BUDGET CHANGES:

Budget increase results from implementation of collective bargaining contract settlements reached in 2011 and of promotion of the Conservation and Development Director to the additional position of Assistant Town Manager.

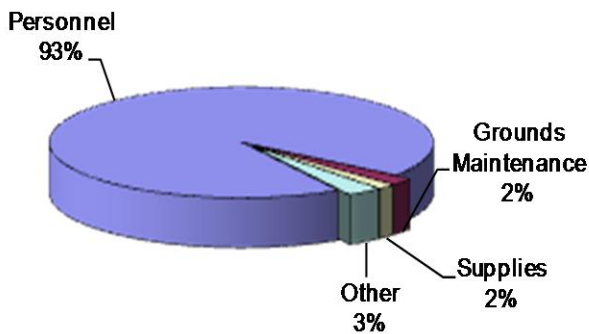
Operating expenses are level funded.

CONSERVATION AND DEVELOPMENT

5171: CONSERVATION

	FY 10 Actual	FY 11 Actual	FY 12 Actual	FY 13 Budget	FY 14 Manager	Change FY 13 - 14	Percent Change
Personnel Services	\$ 202,969	186,789	227,590	245,118	255,130	10,012	4.1%
Operating Expenses	\$ 18,760	28,430	23,807	17,302	17,302	0	0.0%
Capital Outlay	\$ 0	0		0	0	0	0.0%
TOTAL APPROPRIATION	\$ 221,729	215,219	251,397	262,420	272,432	10,012	3.8%
SUPPLEMENTAL INFORMATION							
Employee Benefits	\$ 88,122	99,772	99,772	112,947	120,565	7,618	6.7%
Capital Appropriations	\$ 253,500	33,000	33,000	25,000	10,000	(15,000)	-60.0%
TOTAL DEPARTMENT COST	\$ 563,351	347,991	384,169	400,367	402,997	2,630	0.7%
SOURCES OF FUNDS							
Wetland Filing Fee	\$ 4,150	2,828	7,940	4,000	4,000	0	0.0%
Rental of Land	\$ 1,065	1,085	1,090	1,000	1,000	0	0.0%
Sale of Booklets/Maps/Wood	\$ 635	935	423	0	0	0	0.0%
Water Fund	\$ 16,433	16,865	16,258	18,768	19,380	612	3.3%
Grants	\$ 8,000	8,000	0	0	0	0	0.0%
Taxation	\$ 191,446	185,506	225,686	238,652	248,052	9,400	3.9%
POSITIONS							
Full Time	2.75	2.75	2.75	2.75	2.75	0.00	
Part Time With Benefits	2.00	2.00	2.00	3.00	3.00	0.00	
Full Time Equivalents	3.83	3.83	3.83	4.30	4.30	0.00	

MAJOR COMPONENTS:



Personnel Services include salaries for the Director of Conservation and Development/Assistant Town Manager (20% of salary funded by CDBG Grant) 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.

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

- Preparation of six (6) zoning amendments, three (3) of which were adopted by Town Meeting, and three (3) of which received strong majority votes but failed by narrow margins. Most were designed to implement Amherst Master Plan goals, including village center rezoning and development, expanded opportunity for business activity, and increased mixed use and residential density in appropriate areas. Included adoption of digital GIS layer for Official Zoning Map.
- Successful application since September 2008 for grants totaling more than \$4,000,000 for projects in the areas of water quality, energy efficiency, historic preservation, and community development.
- Support for the public participation process for the Village Center form-based rezoning projects, Hawthorne Meadow Recreation Area project, housing regulatory reform, and many others.
- 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, Transportation Plan development, UMass and Amherst College project planning, and the Central Corridor passenger rail access effort.
- Increased refinement of the shared MUNIS permit-tracking system, including additional storage and use of digital plan submissions and improvements in the system's capacity for sharing information.

Challenges

- The need for ongoing revision of the outdated Zoning Bylaw and Map, as called for under the Amherst Master Plan.
- Maintaining sustainable levels of support for increasing public demands for service, information, and access to public decision-making, and the need to perform triage on staff support for Amherst's many citizen boards and committees.
- The ongoing need for a consistent, coordinated procedure for the development of Town projects, involving departments, and review boards/committees, to ensure consideration of all public interests and Master Plan objectives.
- Developing appropriate housing policies, including rental housing regulations and ways to maintain a diverse housing stock and increase the supply of housing to meet community needs.
- The steadily-increasing complexity associated with private development applications and the public permit review process, as increasing numbers of development projects involve infill and redevelopment .
- Addressing the community's social and capital needs in the face of loss of Mini-Entitlement CDBG funding.

LONG RANGE OBJECTIVES:

To assist the Planning Board and other boards/committees with implementation of the Amherst Master Plan.

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 Safe and Healthy Neighborhoods Working Group, the University of Massachusetts, Amherst College, and Hampshire College on planning and land use issues, especially those related to student housing.

To work with the Housing and Sheltering Committee and others to examine the Town's housing stock and regulations and, under the Master Plan, to develop general bylaw and zoning amendments encouraging production of affordable housing and the preservation of existing low and moderate income units to ensure adequate housing for a diverse population.

To continue working with regional and state agencies on Amherst's behalf, including updating of state-mandated plans and applications, and to address regional issues including 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.

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 administer and improve land use and subdivision permit review and to support, orient, and train permit-granting and advisory boards/committees.

To assist the Town/Commercial Relations Committee in reviewing the Town's current economic development status and its current land use and code permitting process as they apply to commerce in Amherst.

To work with the Tree Warden, Public Shade Tree Committee, and others to improve existing Town administrative practices, guidelines, and regulations to better promote and protect public shade and street trees.

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LONG RANGE OBJECTIVES: (continued)

- To assist the Historical Commission with ongoing CPA funded historic preservation projects and other historic preservation initiatives in implementation of the Amherst Preservation Plan.
- To assist Town boards and departments with planning and implementation of improvements for the Town Center and outlying village centers, including East Village, Pomeroy Village, Cushman Village, Gatehouse Village, and others.
- 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.

FY 14 OBJECTIVES:***Principal Planning Objectives:***

Amherst Master Plan Implementation – Includes working with new Master Plan Implementation Committee (MPIC):

- ***Planning Studies & Rezoning***

- North Amherst & Atkins Corners village center rezoning – Completing the rezoning process.
- Town Center/Gateway Corridor – Completion of traffic and prospective housing market studies; developing a consistent vision and rezoning.
- Permit Performance Standards – Reorganizing permit findings/criteria as a consistent set of performance standards.
- General Residence (R-G) District design & density study – Study of design character of Town center residential neighborhoods and visioning process.
- Remapping of flood prone areas and establishing new flood prone zoning boundaries.

- ***Safe & Healthy Neighborhoods Initiative*** – Increased enforcement and coordination between regulatory authorities, affordable and market rate housing studies, and creation of new regulations, including:

General By-Laws:

- *Residential Rental Regulations* – Require registration and a renewable, revocable license/permit, inspection of rental units prior to occupancy, a management plan (incl. exterior maintenance and a parking plan).

Zoning Bylaw:

- *Village Center & Town Center/Gateway rezoning.*
- *Family Definition* – Exploring alternatives to the current four unrelated limit, while allowing households to prove they are the functional equivalent of a family.
- *Transfer of Development Rights* – Regulations authorizing the transfer of development rights from critical resource areas to mixed use centers.
- *Sustainable Design Requirements* – Building/site design standards requiring energy efficiency and other indices of sustainability.
- *Historic Preservation & Demolition Delay* – Historic preservation requirements and extending demolition delay period.

- ***Town Projects***

- Hawthorne Meadows – Coordinating demolition of existing farmhouse, pursuing CPA funding for 1-2 units of new affordable housing.
- Puffer's Pond – Selective implementation of aspects of the Puffer's Pond 2020 Plan, including pre-planning for dredging and other improvements.
- Kendrick Park – Pre-planning for infrastructure and adjacent intersection improvements.
- North Common – Helping to conduct a public process to develop a program of future uses for the north section of the Town Common, to help guide preliminary conceptual design; a CPA funding request for matching funds for a FY 14 application for a Mass. PARC grant.

- ***Community Development***

- Olympia Oaks - Assisting the HSC with completion of a plan for developing the Olympia Drive housing project.
- Administering the remaining FY14 Amherst's Mini-Entitlement CDBG grant program (which includes grants from multiple federal fiscal years totaling over \$1 million) and advocating for transition funding and continued Mini-Entitlement status.
- Continued support for the CDBG Advisory 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.
- Support for the Housing and Sheltering Committee and the Safe & Healthy Neighborhoods Working Group to establish coordinated housing and shelter policies and rental housing regulations consistent with the Amherst Master Plan.

Continued on next page.

CONSERVATION AND DEVELOPMENT

5177: PLANNING

FY 14 OBJECTIVES: (Continued)• **Sustainability Projects**

- Permit review process for North Amherst solar project and other alternative energy projects as they arise.
- Staff support and research for development of the Transportation Plan as a component of the Amherst Master Plan.
- Continued advocacy for the Central Corridor Rail Project, to ensure future passenger rail service for Amherst.
- Other ongoing efforts to promote and implement sustainable practices and projects.

• **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*—Safe & Healthy Neighborhoods Working Group, Housing and Sheltering Committee, 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, Franklin County Comprehensive Economic Development, Economic Development Partners.
- Interdepartmental Coordination—Continued improvements in shared use of MUNIS permit-tracking system.

SERVICE LEVELS:

	FY 08	FY 09	FY 10	FY 11	FY 12
	Actual	Actual	Actual	Actual	Actual
Planning					
Zoning/Subdivision/Regulation					
Amendments Worked On	17	10	13	15	5*
ANR/Subdivision Plans Reviewed & Processed	12	10	10	6	12
Cluster Developments Worked On	1	0	0	0	0
Open Space Community Development					
Special Permits (Planning Board)	0	0	0	0	0
Other Planning Board Special Permits	0	0	2	0	2
ZBA Special Permits Reviewed	37	42	16	25	31
Design Review Board Reviews	15	20	15	24	24**
Demolition Delay Applications	14	7	9	14	12
Other Development Applications					
Processed	12	7	8	8	6
Planning Board Site Plan Reviews	7	6	12	10	7
Strategic Plans	13	15	12	16	1
Grant or Other Non-Town Funding Project					
Applications Processed/Administered	1	14	9	8	6
Contracts Administered	3	6	5	7	3
Special Planning Studies/Projects	25	28	25	21	23
Review of Other Projects	18	11	13	5	4
Committees/Boards Assisted	29	25	25	26	35
Committee & Board Meetings	235	222	245	205	92
Community Development					
Committees/Boards Assisted	3	3	3	3	3
Collaborations/Partnerships	1	0	0	1	2
Clients served by Human Service Agencies	7,000	7,200	270#	320	1,138
Contracts administered	37	25	20	23	6
Grants Applied for	1	1	1	1	1
Grants Obtained	1	1	1	1	1
Emergency Assistance requests	10	12	45	29	42
Tuition Assistance requests	0	52	10	49	35

STILL IN PROCESS

* Three of the five were very large village center rezoning efforts involving form-based design.

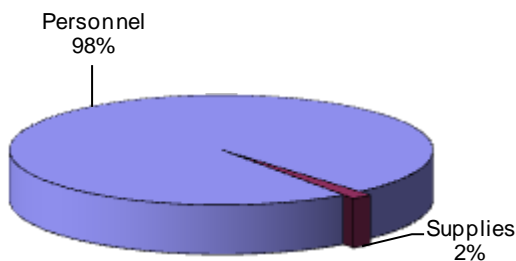
** The 24 DRB applications for FY 12 does not include several Town design projects, including the Town flag, advisory reviews for the ZBA, and reviews of revisions to previously approved projects.

CONSERVATION AND DEVELOPMENT

5177: PLANNING

	FY 10 Actual	FY 11 Actual	FY 12 Actual	FY 13 Budget	FY 14 Manager	Change FY 13 - 14	Percent Change
Personnel Services	\$ 254,885	224,806	259,109	275,651	278,598	2,947	1.1%
Operating Expenses	\$ 9,354	7,233	6,536	4,500	4,500	0	0.0%
Capital Outlay	\$ 0	0	0	0	0	0	0.0%
TOTAL APPROPRIATION	\$ 264,239	232,038	265,645	280,151	283,098	2,947	1.1%
SUPPLEMENTAL INFORMATION							
Employee Benefits	\$ 96,598	122,461	109,136	118,817	124,272	5,455	4.6%
Capital Appropriations	\$ 245,300	998,100	358,100	432,000	0	(432,000)	-100.0%
TOTAL DEPARTMENT COST	\$ 606,137	1,352,599	732,881	830,968	407,370	(423,598)	-51.0%
SOURCES OF FUNDS							
Dept. Receipts	\$ 13,315	8,397	12,655	7,100	7,100	0	0.0%
Taxation	\$ 246,021	223,641	252,990	273,051	275,998	2,947	1.1%
Transportation Fund	\$ 4,903	0	0	0	0	0	0.0%
POSITIONS							
Full Time	4.24	3.35	3.80	3.80	3.80	0.00	
Part Time With Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
Full Time Equivalents	4.24	3.35	3.80	3.80	3.80	0.00	

MAJOR COMPONENTS:



Personnel Services include salaries for a Planning Director, three senior planners and an administrative assistant. The community development senior planner will be 75% funded through grants. Other positions in the department are funded partially through grants, with that support varying from 5 to 15 percent of individual salaries, depending on relative responsibilities vis-à-vis the grant(s) in question.

Supplies include materials associated with mapping, computers, printers/copiers, and other departmental supplies.

SIGNIFICANT BUDGET CHANGES:

The use of Community Development Block Grant (CDBG) and other grant funding will supports nearly \$141,000 of the salaries of staff in the entire functional area. During FY 14, as in FY 13, \$30,000 in General Fund support for Planning Department operating costs will be budgeted in the General Fund to protect against pending CDBG cuts.

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

- Improved joint inspection procedures with the Health and Fire Departments.
- Increased efficiency within Inspection Services resulting in staff availability and quick permit issuance.
- Regular communication with all Conservation and Development staff to provide clear and concise permitting path to all applicants.
- Positive results from efforts to conduct pre-construction meetings for larger projects.

Challenges

- The greatest challenges for Inspection Services are tightly intertwined, they involve: dealing with the continuously changing and expanding laws and regulations that we have been charged with enforcing, collecting the required information to perform a timely plan reviews, and working closely with other departments with overlapping jurisdictions and their own tight timelines. Keeping the lines of communication open between this department, the other departments we work closely with, and the applicants is also a challenge, complicated by short timelines, complex code questions, and busy schedules. In addition it often falls to the Town inspectors to help the public and professionals they work with understand the new code requirements and zoning regulations.
- 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 Stretch Energy Code came into full force and effect in 2012. Another new addition to the body of codes enforced by the Inspection Services Department is the Sheet-Metal Regulations. The Eighth Edition of the Massachusetts State Building Code, which applies to all structures other than One and Two Family Dwellings, has been in full force and effect since February of 2011. The Plumbing/Gas Code has recently been amended and the Electrical Code and Architectural Access Board are currently looking at revisions.

LONG RANGE OBJECTIVES:

To expand and develop a comprehensive Periodic Inspection Program to include regular inspection and review of residential rental properties. According to various housing studies, there may be as many as 3,300 residential rental units in the Town of Amherst. Inspection Services currently inspects fewer than 200 units, of which only 14 are located in residential neighborhoods and not part of a large apartment complex.

To improve the organization of review, inspection, permitting and enforcement operations to provide citizens and code users the benefit of increased collaboration among the land use decision makers. One major first step to this initiative is to create a position within Conservation and Development that would serve as the Permit Administrator. This individual would be the point of first contact for applicants and guide their project through the various departments and permitting steps to its completion. The long term goal is to create a new position for a Permit Administrator however, as an immediate step in that direction, the position can be developed with existing staff.

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 particular property. The project will continue this year with scanning of approximately 10% of building permit records and then be on hold until additional funding is secured for its completion.

To provide public education of codes, regulations, and permitting procedures.

FY 14 OBJECTIVES:

To improve Inspection Services accountability and availability by formalizing the Electrical Inspector position and establish a part-time Plumbing and Gas Inspector Position. This move will provide staff and the public access to all Inspection Services representatives by establishing routine office hours and field inspection hours.

To develop and implement a comprehensive Periodic Inspection Program.

To improve complaint response and tracking by developing online compliant filing capability and electronic tracking system.

To continue to improve communication with various departments and strengthen joint inspection procedures and enforcement.

To improve department procedures to ensure that the MA Sheet Metal Regulations are applied.

CONSERVATION AND DEVELOPMENT

5241: INSPECTION SERVICES

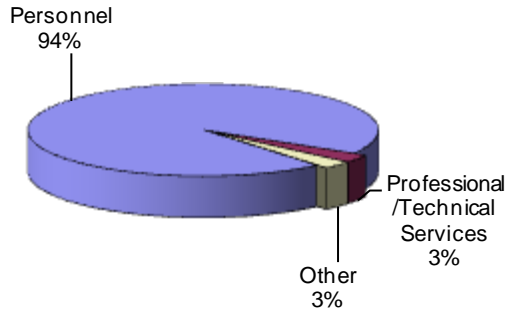
SERVICE LEVELS:	FY 08 Actual	FY 09 Actual	FY 10 Actual	FY 11 Actual	FY 12 Actual
PERMITS ISSUED:					
Building Permits	779	782	857	805	957
Electrical Permits	1,053	769	922	908	899
Gas Permits	302	220	221	260	268
Plumbing Permits	209	319	321	397	371
Demolition Permits	17	3	9	7	20
Certification of Inspection	293	249	279	349	182
Weights & Measures	36	35	44	41	42
Occupancy	105	130	91	109	197
INSPECTIONS					
Building	1,933	1,334	1,715	1,749	1,067
Electrical	1,396	1,694	1,818	1,962	1,361
Gas	244	261	227	262	293
Plumbing	582	754	541	496	499
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 10 Actual	FY 11 Actual	FY 12 Actual	FY 13 Budget	FY 14 Manager	Change FY 13 - 14	Percent Change
Personnel Services	\$ 285,145	290,043	343,788	354,874	378,662	23,788	6.7%
Operating Expenses	\$ 28,677	25,184	17,955	30,115	21,735	(8,380)	-27.8%
Capital Outlay	\$ 0	0	0	0	0	0	0.0%
TOTAL APPROPRIATION	\$ 313,821	315,227	361,743	384,989	400,397	15,408	4.0%
SUPPLEMENTAL INFORMATION							
Employee Benefits	\$ 100,304	96,620	97,388	121,293	136,900	15,607	12.9%
Capital Appropriations	\$ 0	0	0	0	0	0	0.0%
TOTAL DEPARTMENT COST	\$ 414,125	411,847	459,131	506,282	537,297	31,015	6.1%
SOURCES OF FUNDS							
Building Permits	\$ 263,745	177,506	230,633	220,000	220,000	0	0.0%
Demolition Permits	\$ 0	(75)	0	0	0	0	0.0%
Other Permits	\$ 43,275	50,179	50,750	46,500	46,500	0	0.0%
Electrical Permits	\$ 165,676	143,997	201,659	170,000	180,463	10,463	6.2%
Certificates of Inspections	\$ 44,579	42,259	45,342	45,000	45,000	0	0.0%
Weights and Measures	\$ 6,141	6,141	6,154	6,300	6,300	0	0.0%
POSITIONS							
Full Time	3.00	3.00	5.00	5.00	6.00	1.00	
Part Time With Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
Full Time Equivalents	3.00	3.00	5.00	5.00	6.00	1.00	

MAJOR COMPONENTS:



Personnel Services provide funds for the Building Commissioner, 2 building inspectors, an electrical inspector, a Code Enforcement Officer, a management assistant and part-time plumbing and gas inspectors.

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

Other includes \$19,080 for auto allowance.

SIGNIFICANT BUDGET CHANGES:

This recommended budget changes the electrical inspector function from one paid on a per inspection basis to a full time position. Operating expenses are otherwise level funded.