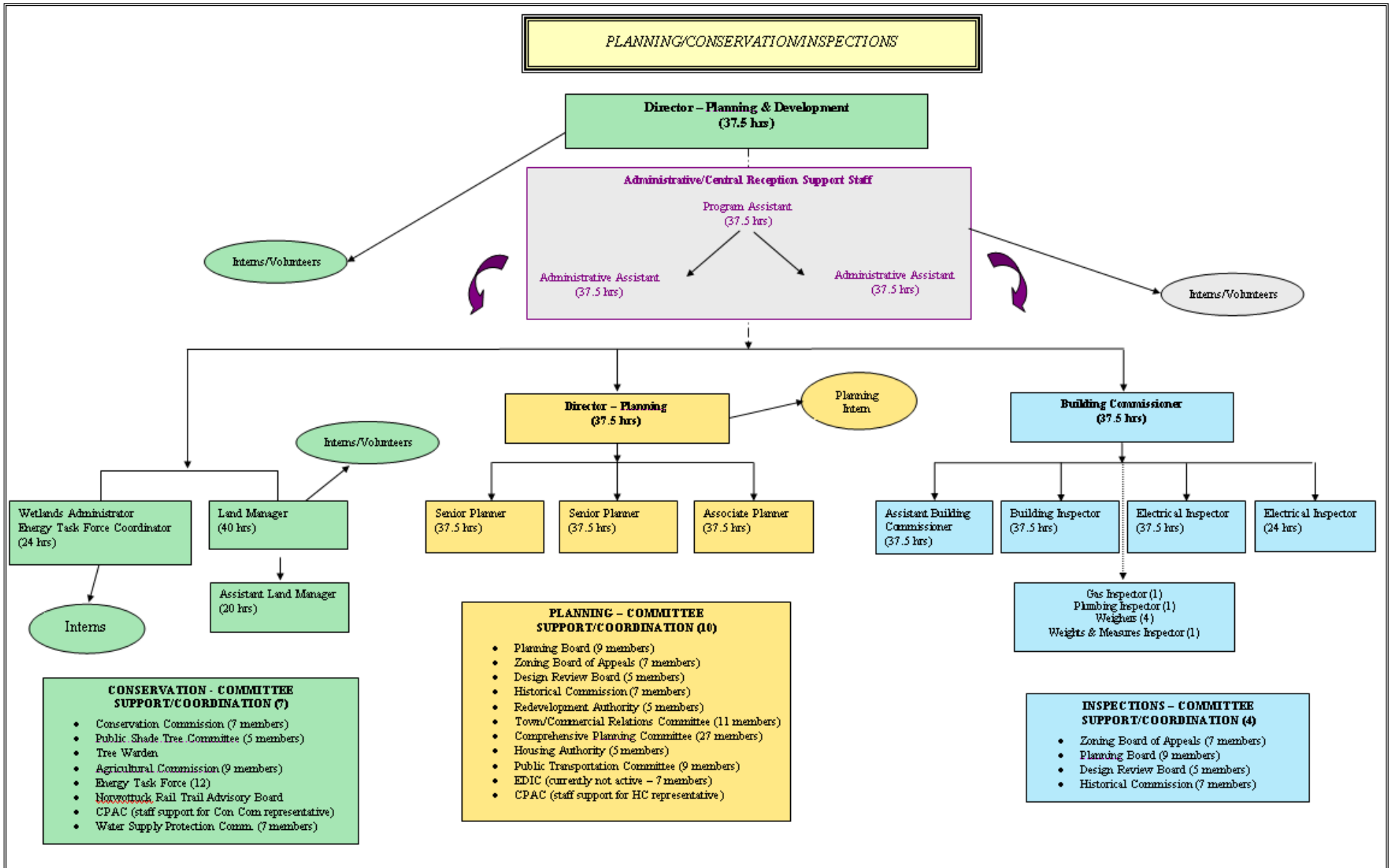


PLANNING/CONSERVATION/INSPECTIONS SUMMARY



PLANNING/CONSERVATION/INSPECTIONS SUMMARY

	FY 06 Actual	FY 07 Budget	FY 07 Actual	FY 08 Budget	FY 09 Manager	Change FY 08 - 09	Percent Change
Conservation	\$ 192,006	213,897	209,996	209,452	219,863	10,411	5.0%
Planning	\$ 252,952	298,988	275,678	291,382	292,265	883	0.3%
Inspection Services	\$ 325,397	385,163	351,732	371,047	339,725	(31,322)	-8.4%
TOTAL APPROPRIATION	\$ 770,355	898,047	837,407	871,881	851,853	(20,028)	-2.3%

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

While there are no significant changes to budgeted amounts, the proposed budget represents an ambitious plan to reorganize the delivery of Planning/Conservation/Inspection services by co-locating the Inspections Department on the second floor of Town Hall with Planning and Conservation, re-engineering administrative support functions, implementing a new MUNIS permit tracking software module to share information more readily and increase productivity, and improving web-based services.

Inspections Services Personnel Services reductions due to staff turnover and the elimination of a part-time (15 hours/week) clerical support position (\$15,000).

There are 14.36 FTE employees providing services in this functional area.

PLANNING/CONSERVATION/ INSPECTIONS

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.

CONTINUING OBJECTIVES:

- To evaluate and improve the Town's open space acquisition program.
- To work in conjunction with other Town departments on approaches to conservation that may include multiple land uses.
- To implement strategies for protecting the remaining priority blocks of farmland.
- To manage Town conservation land and watershed forest land for wildlife, outdoor recreation, and related uses.
- To develop partnerships with the colleges, state and federal agencies and land trusts to protect, manage and improve conservation and adjacent lands.
- To enforce Town and State wetland laws and regulations.
- To assist landowners and developers in complying with wetland regulations.
- To develop volunteer programs to assist with program implementation.
- To develop and encourage environmental education programs for the Town.
- To manage Town owned land in a way that prioritizes natural resources first and other uses only after careful consideration and evaluation.
- To manage the resources in/around Puffer's Pond for the enjoyment of the residents of Amherst.
- To develop supplementary non-tax funding for land acquisition and conservation programs.
- To work with the Massachusetts Department of Conservation and Recreation to manage and improve the Norwottuck Rail Trail and associated trails.
- To maintain and enhance relationships with local, state, and regional land protection organizations.
- To continue to work actively with Amherst College, Hampshire College, and the University of Massachusetts on energy conservation plans outlined in the Climate Action Plan completed in 2005 (grant for 8-10 hours/week expires in FY 08).
- To provide continuing staff support to the following committees:
 Primary Support - 1) Conservation Commission; 2) Farm Committee; 3) Public Shade Tree Committee; 3) Amherst Energy Task Force
 Ongoing Support- 1) Public Transportation Committee/Bicycling Committee; 2) Planning Board; 3) Zoning Board of Appeals; 4) Norwottuck Rail Trail Advisory Committee; 5) Board of Health; 6) Leisure Services & Supplemental Education Committee.

LONG RANGE OBJECTIVES:

- To provide support for the Town-wide master planning process.
- To complete the purchase of Agricultural Preservation Restrictions over remaining unprotected farms.
- To improve the mapping and inventorying of Town conservation and environmental land and resources for public distribution and for planning purposes.
- To integrate conservation data into the Geographic Information System.
- To collect and compile historical information on Town farms and natural resources.
- To complete the purchase or other protection of blocks of open space for conservation purposes.
- To maximize non-tax funding sources to assist with future land acquisition and land management.
- To work collaboratively with LSSE and other Town departments to implement the new Open Space and Recreation Plan.
- To support efforts to plan for an integrated system of walking and riding trails throughout the Town.
- To work creatively to link Amherst trails with those in neighboring towns.

FY 09 OBJECTIVES:

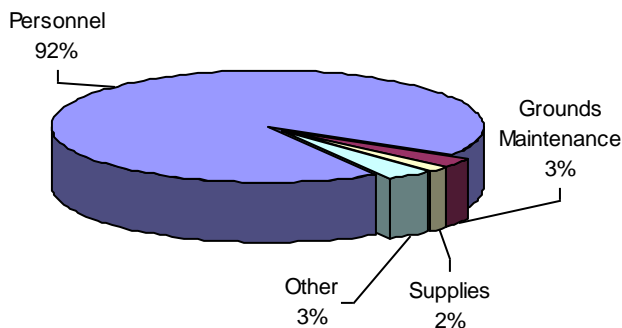
- To work with the Planning and Inspection Services Departments to develop new and more efficient systems of delivering services including the following: 1) implementation of MUNIS permit tracking software, 2) improved web-based services, and 3) central services and reception for the office.
- To implement the 5-Year Action Strategies of the Town's updated Open Space and Recreation Plan.
- To develop volunteer groups for each conservation area and complex in Town.
- To develop and implement a new web-based trail evaluation and land management system.
- To complete 5-10 land management plans.
- To design and serve new web sites for the Conservation Department, Farm Committee, Public Shade Tree Committee and Energy Task Force.
- To develop and propose to Town Meeting a green building policy for future municipal and residential building construction
- To initiate and develop a program with the Amherst Middle School investigating the amount of energy required for food transport to the school.

PLANNING/CONSERVATION/ INSPECTIONS

5171: CONSERVATION

	FY 06 Actual	FY 07 Budget	FY 07 Actual	FY 08 Budget	FY 09 Manager	Change FY 08 - 09	Percent Change
Personnel Services	\$ 170,219	196,347	180,273	192,583	202,994	10,411	5.4%
Operating Expenses	\$ 17,787	17,550	21,538	16,869	16,869	0	0.0%
Capital Outlay	\$ 4,000	0	8,185	0	0	0	0.0%
TOTAL APPROPRIATION	\$ 192,006	213,897	209,996	209,452	219,863	10,411	5.0%
SUPPLEMENTAL INFORMATION							
Employee Benefits	\$ 51,336	64,400	64,400	78,435	80,695	2,260	2.9%
Capital Appropriations	\$ 100,800	157,500	157,500	238,000	20,000	(218,000)	-91.6%
TOTAL DEPARTMENT COST	\$ 344,142	435,797	431,896	525,887	320,558	(205,329)	-39.0%
SOURCES OF FUNDS							
Welland Filing Fee	\$ 18,263	4,000	12,695	4,000	4,000	0	0.0%
Rental of Land	\$ 3,068	0	2,016	0	0	0	0.0%
Sale of Booklets/Maps/Wood	\$ 690	0	974	0	0	0	0.0%
Golf Course Fund	\$ 2,232	0	0	0	0	0	0.0%
Water Fund	\$ 11,159	13,911	13,911	14,370	15,028	658	4.6%
Grants	\$ 8,000	8,000	8,000	8,000	8,000	0	0.0%
Taxation	\$ 148,594	187,986	172,400	183,082	192,835	9,753	5.3%
POSITIONS							
Full Time	1.75	1.75	1.75	1.75	1.75	0.00	
Part Time With Benefits	3.00	3.00	3.00	3.00	3.00	0.00	
Full Time Equivalents	3.72	3.72	3.72	3.72	3.72	0.00	

MAJOR COMPONENTS:



Personnel Services include salaries for the Director of Conservation and Planning, a land manager shared with the Water Fund, an administrative assistant, a part time wetlands specialist, 8 hours of energy conservation coordination, and a part time maintenance assistant shared with the Water Fund.

Grounds Maintenance provides funds for materials and supplies such as lumber, gravel and mulch for Puffer's Pond and approximately 80 miles of conservation trails.

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

SIGNIFICANT BUDGET CHANGES:

While there are no significant changes to budgeted amounts, the proposed budget represents an ambitious plan to reorganize the delivery of Planning/Conservation/Inspection services by co-locating the Inspections Department on the second floor of Town Hall with Planning and Conservation, re-engineering administrative support functions, implementing a new MUNIS permit tracking software module to share information more readily and increase productivity, and improving web-based services.

PLANNING/CONSERVATION/ INSPECTIONS

5171: CONSERVATION

SERVICE LEVELS:	FY 03 <u>Actual</u>	FY 04 <u>Actual</u>	FY 05 <u>Actual</u>	FY 06 <u>Actual</u>	FY 07 <u>Actual</u>
Conservation land acreage managed	1,967	1,967	1,994	2,014	2,019
Watershed forest acreage managed	2,502	3,354	3,354	3,354	3,380
Trail miles maintained	76	80	80	80	80
Acres Monitored – Agric. Pres. Restrictions	1,841	2,000	2,042	2,072	2,072
Acres under Conservation Restrictions	174	174	174	174	174
Acres of farmland rented out	200	200	200	200	200
Wetlands Act Notice of Intent and Determinations	47	56	65	92	49
Wetlands Act Major Cases handled	7	9	9	14	10
Public requests for information & help	1,900	2,025	2,060	2,125	2,300
Footbridges built or replaced	5	31	12	21	25

PLANNING/CONSERVATION/ INSPECTIONS

5177: PLANNING

MISSION STATEMENT: To protect and enhance the environmental, economic, and social quality of life in Amherst, for its residents and visitors, by creating and implementing appropriate planning initiatives and regulatory mechanisms for the preservation and responsible sustainable development of the Town.

CONTINUING OBJECTIVES: ●To respond to and guide the decision-makers of the Town by providing information, analysis, and expertise to inform and promote sound land use and community development plans, policies and programs. ●To assist the public in understanding and participating in the activities related to comprehensive planning, growth management, zoning, housing, and economic development. ●To assist property owners, developers, attorneys, engineers, architects etc. in understanding & using the development review process. ●To provide continuing staff support to the following:

A. Primary Assistance – 1) Planning Board; 2) Zoning Subcommittee; 3) Zoning Board of Appeals; 4) Design Review Board; 5) Comprehensive Planning Committee; 6) Historical Commission; 7) Amherst Redevelopment Authority; 8) Town/ Commercial Relations Committee; 9) Atkins Corner Working Group.

B. Ongoing Assistance – 1) Community Preservation Act Committee; 2) Housing Partnership/Fair Housing Committee; 3) Public Transportation & Bicycle Committee; 4) Disabilities Access Advisory Committee; 5) Public Shade Tree Committee; 6) Parking Commission; 7) Amherst Housing Authority; 8) Conservation Commission; 9) Amherst Agricultural Commission; 10) Amherst Energy Task Force; 11) Leisure Services & Supplemental Education Commission; 12) Public Art Commission; 13) Town Meeting Coordinating Committee.

C. Town Representative/Liaison to State/Regional Committees – 1) Pioneer Valley Planning Commission; 2) University of Massachusetts Campus Planning Committee; 3) UMass Bike Connector Committee; 4) Greater Franklin County Comprehensive Economic Development Strategy (CEDS) Committee; 5) Massachusetts Economic Development Council; 6) Summit Land Use Task Force; 7) Amherst Tree Initiative

LONG RANGE OBJECTIVES:

Current Planning: ●To support completion, approval, and implementation of a Town-wide master plan. ●To incorporate information developed through GIS (Geographic Information System) into Town departments' and boards' work programs. ●To substantively update the Town's Zoning Bylaw and Subdivision Regulations. ●To support efforts to make Amherst a balanced community vis-à-vis transportation and energy use. ●To refine and update the Phased Growth Bylaw to keep it current with development trends and issues. ●To re-examine and make improvements to the development review and permitting processes of the Town. ●To serve as the Town's liaison to state, regional, local governments and institutions on land use and planning issues. ●To develop informational material that assists the public with matters related to planning, land use, and zoning.

Comprehensive Planning: ●To support implementation of the Town's completed master plan. ●To begin implementation the Atkins Corner Village Center plan and complete similar planning and implementation for Amherst's other outlying village centers. ●To work with the University, Amherst College, and Hampshire College on planning and land use issues. ●To analyze and make recommendations on future land use trends, development density, environmental protection, energy use, design, historic preservation and other critical public policy issues, and to develop criteria for appropriate regulatory and policy changes. ●To examine methods of incorporating sustainable development principles into Town-wide plans, programs and projects. ●To implement and update the recommendations of the Downtown Action Plan and the Amherst Preservation Plan, as adjusted by the master planning process. ●To assist with updating, coordination, and implementation of the Amherst Affordable Housing Plan and Open Space & Recreation Plan. ●To implement the overall design plan for the streetscape of the Town Center and support projects that improve the appearance & use of the Town Center and Amherst's other village centers.

Community Development: ●To work with state, regional, and local agencies on Route 9 and Route 116 Corridor plans and road improvements. ●To oversee the regulatory process for development of appropriate businesses in Amherst, including in the research and business parks. ●To apply for and implement available federal and state grants for community and economic development and historic preservation purposes. ●To provide technical assistance to existing and new residential and business uses in Amherst. ●To examine the Town's housing stock and regulations to seek methods to protect existing low and moderate income units to ensure housing for a diverse population. ●To work with the University of Massachusetts to encourage the production of additional on-campus housing and develop mutually-supportive policies mitigating the impact of off-campus student housing. ●To develop and implement innovative zoning techniques which would encourage the creation of additional affordable housing and sustainable growth and development. ●To oversee the regulatory process for the development of appropriately scaled and sustainable economic development for the creation of jobs and the diversification and expansion of the tax base. ●To participate in regional efforts to address affordable housing, economic development, and transportation issues. ●To work with other Town staff to seek CDBG funds for a variety of community purposes.

PLANNING/CONSERVATION/ INSPECTIONS

5177: PLANNING

LONG RANGE OBJECTIVES: (continued)

Geographic Information Systems (GIS): ●To continue to integrate and expand the use of GIS technology as an integral tool within the Planning Department and Town government in order to: assist in day-to-day operations, improve the decision-making of boards and committees by providing accurate and detailed information, to provide better information, mapping, and services to citizens.

Administration: ●To maintain a working relationship with the UMass Department of Landscape Architecture & Regional Planning (LARP) and other relevant university and college departments for obtaining planning assistance at minimal cost.

FY 09 OBJECTIVES:

FY 09 Principal Objectives:

- Completion and initial implementation of the master plan
- Master Plan projects:
 - No. Amherst PRP predevelopment
 - Kendrick Park program and design process
 - Historic preservation projects
 - Others
- Improved coordination of the permit process & public outreach
- Beginning a comprehensive revision to Amherst's development regulations: zoning, subdivision regulations, local wetlands bylaws, health regulations, etc.
- Increased grants activity
- Reorganization with Conservation & Inspections

Comprehensive Planning: ●To assist the Comprehensive Planning Committee (CPC) and all other related boards/committees supported by the department with organizing and carrying out completion of the master plan, incorporating sustainable development principles into its development. ●To assist the Planning Board with its responsibilities in reviewing and approving the completed master plan and with master plan-related activities, including updating the Zoning Bylaw, Official Zoning Map, Subdivision Regulations, and other applicable regulations based on the Planning Board's work program and recommendations from staff, other Town committees, and master plan recommendations. ●To assist with updating and implementing ongoing strategic plans/master plan elements, including but not limited to the Amherst Preservation Plan, Affordable Housing Plan, Open Space & Recreation Plan, and University Drive Corridor Plan. ●To update plans and applications required by the state, including the Commonwealth Capital application and others. ●To examine alternative futures for land use and development throughout Amherst. ●To assist the CPC and Public Transportation & Bicycle Committee in organizing development of a transportation plan for the Town, as one element of the master plan. ●To assist the Town/Commercial Relations Committee with its role in developing the economic development component of the master plan. ●To work with DPW, Public Transportation & Bicycle Committee, and others to conduct traffic and transportation studies of downtown, the village centers and neighborhoods.

Current Planning/Permit Review: ●To administer the land use and subdivision permit review process and assist the Planning Board, Zoning Board of Appeals, Design Review Board, Historical Commission, and other permit-granting or advisory boards/committees in that process. ●To review development applications in a thorough and timely manner. ●To provide citizens with technical assistance in the development review process and in preparing zoning articles. ●To provide orientation and on-going training for members of the Planning Board and Zoning Board of Appeals. ●To coordinate, integrate and update the application processes used by the Planning Board, Zoning Board of Appeals, Design Review Board, Historical Commission, and other town committees and departments. ●To administer the Phased Growth Bylaw regulating the quality and quantity of growth in Amherst. ●To assist the Town/Commercial Relations Committee in reviewing the Town's current economic development position and its current land use & code permitting process. ●To work with the Tree Warden, Public Shade Tree Committee, and others to implement revisions to existing Town administrative practices, guidelines, and regulations in order to better promote and protect public shade and street trees. ●To complete and publish a public information report on traffic calming principles and techniques for use by developers and to guide permit decisions affecting this issues.

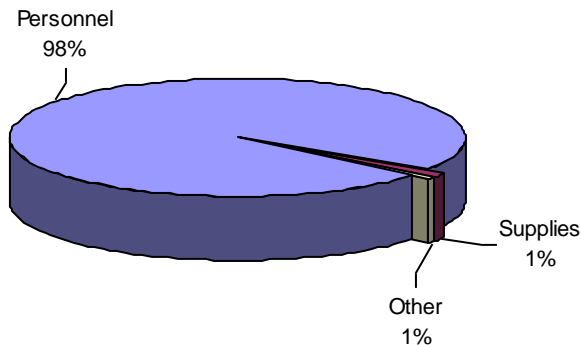
Continued on Page 80

PLANNING/CONSERVATION/ INSPECTIONS

5177: PLANNING

	FY 06 Actual	FY 07 Budget	FY 07 Actual	FY 08 Budget	FY 09 Manager	Change FY 08 - 09	Percent Change
Personnel Services	\$ 239,424	283,988	257,766	285,857	281,240	(4,617)	-1.6%
Operating Expenses	\$ 13,528	15,000	17,913	5,525	11,025	5,500	99.5%
Capital Outlay	\$ 0	0	0	0	0	0	0.0%
TOTAL APPROPRIATION	\$ 252,952	298,988	275,678	291,382	292,265	883	0.3%
SUPPLEMENTAL INFORMATION							
Employee Benefits	\$ 63,580	75,812	75,812	85,178	93,879	8,701	10.2%
Capital Appropriations	\$ 262,500	304,000	304,000	241,100	47,500	(193,600)	-80.3%
TOTAL DEPARTMENT COST	\$ 579,032	678,800	655,490	617,660	433,644	(184,016)	-29.8%
SOURCES OF FUNDS							
Dept. Receipts	\$ 30,851	14,000	19,128	14,000	14,000	0	0.0%
Taxation	\$ 216,786	279,287	250,849	271,659	272,733	1,074	0.4%
Transportation Fund	\$ 5,315	5,701	5,701	5,723	5,532	(191)	-3.3%
POSITIONS							
Full Time	5.00	5.00	5.00	5.00	5.00	0.00	
Part Time With Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
Full Time Equivalents	5.00	5.00	5.00	5.00	5.00	0.00	

MAJOR COMPONENTS:



Personnel Services include salaries for a Planning Director, two senior planners, one associate planner, a management assistant, and a student intern.

Supplies include mapping, computer, and other departmental supplies.

SIGNIFICANT BUDGET CHANGES:

Personnel Services reductions due to staff turnover. Operating budget increases restore a portion of what proved to be some unworkable cuts from FY 08, including \$1,000 for shared committee expenses (Planning Board, Zoning Board of Appeals, Design Review Board, Historical Commission), and \$4,500 for printing and advertising.

PLANNING/CONSERVATION/ INSPECTIONS

5177: PLANNING

FY 09 OBJECTIVES: (continued)

Community Development: ●To obtain and administer federal and state grants for Town initiatives. ●To assist the Historical Commission with ongoing historic preservation/cultural tourism projects, including: 1) implementing the Amherst Preservation Plan, including the first phase of West Cemetery headstone restoration and related projects, 2) developing publications for the Town's historic districts and resources, 3) studying and surveying the Town's historic original commons and other village center green spaces, 4) studying and planning for sustainable cultural/historic tourism as one foundation for local economic development, and 5) restoring one of the Civil War memorial tablets to Town Hall. ●To assist in incorporating the Town's economic development projects and activities into the Regional Economic Development Plan. ●To assist the Community Services Department and other Town committees in applying for and administering Amherst's CDBG Program. ●To work with the Housing Partnership in developing and implementing strategies for the production of affordable housing under the Affordable Housing Plan. ●To continue implementation of the sidewalk improvements in the Town Center in accordance with the Americans for Disabilities Act Accessibility Plan and the Town's streetscape guidelines. ●To assist Town boards and departments with planning and implementation for improvements to outlying village centers including: 1) a new traffic and pedestrian streetscape plan for Pomeroy Village Center, 2) road system design and zoning aspects of the Atkins Corner Village Center Design Plan, 3) improvements and zoning for the East Village. ●To work with the Design Review Board, Historical Commission and others in a public outreach and design process for developing Kendrick Park. ●To continue to assist in the implementation of bike path/lanes and facilities projects.

Geographic Information Systems (GIS): ●To help guide development of GIS resources in support of master 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 use GIS to create new, updated maps on land use, conservation, zoning, utilities, infrastructure, and other issues related to planning. ●To acquire and incorporate new aerial photos and digital orthophotos. ●To expand the use of public accessible web-based GIS for community planning purposes. ●To enhance the security & performance of the GIS system. ●To convert the Town's Official Zoning Map to a GIS base. ●To continually update the Official Zoning map to reflect zoning map amendments.

Administration: ●To increase coordination between the Planning, Conservation, and Inspections Services departments. ●To create a new series of updated Town base maps, including but not limited to a digital version of the Official Zoning Map, maps of protected lands (APRs, etc.), and selected environmental conditions. ●To continue to expand the use of the Town's web page to provide internet-based information to the public. ●To review, update and standardize, as possible, the Town's permit application forms and process.

SERVICE LEVELS:

	FY 03 <u>Actual</u>	FY 04 <u>Actual</u>	FY 05 <u>Actual</u>	FY 06 <u>Actual</u>	FY 07 <u>Actual</u>
Zoning/Subdivision/Regulation					
Amendments Worked On	10	10	11	20	12
ANR/Subdivision Plans Reviewed & Processed	42	23	20	42	26
Cluster Developments Worked On	--	--	--	1	2
Open Space Community Development					
Special Permits (Planning Board)	--	1	1	0	0
Other Planning Board Special Permits	0	1	2	1	2
ZBA Special Permits Reviewed	54	65	54	52	43
Design Review Board Reviews	31	18	13	18	18
Demolition Delay Applications	3	5	14	15	17
Other Development Applications					
Processed	15	19	19	11	11
Planning Board Site Plan Reviews	11	6	7	8	8
Strategic Plans	8	8	11	9	6
Grant or Other Non-Town Funding Project					
Applications Processed/Administered	6	5	3	1	1
Contracts Administered	7	5	2	2	1
Special Planning Studies/Projects	26	25	25	23	24
Review of Other Projects	28	26	24	26	22
Affordable Housing Agreements	0	1	4	1	0
Committees/Boards Assisted	46	44	43	35	26
Committee & Board Meetings	302	315	220	327	243
Inquiries	15,200	16,020	13,730	10,504	10,422
Inquiries from other cities/towns	76	82	78	80	75
GIS Maps Produced	200	186	84	64	135

PLANNING/CONSERVATION/ INSPECTIONS

5241: INSPECTION SERVICES

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

CONTINUING OBJECTIVES:

- To review building plans to ensure compliance with building, architectural access, electrical, wiring and plumbing codes.*
- To issue various permits and conduct site inspections to ensure compliance with all applicable codes.*
- To assist with housing inspections in response to complaints about building conditions.
- To enforce the Town of Amherst Zoning Bylaw and applicable Town By-laws.*
- To review and revise policies and procedures to ensure timely responses to customer needs.
- To conduct a testing and inspection program of weights and measures to assure consumer protection.*
- To conduct an annual program of inspections of public places to ensure code compliance for safe occupancy.*
- To provide training of staff to assure the timely upgrade of information and technologies.*
- To inspect and determine the structural integrity and life safety systems of buildings suffering damage from fire/water or from other natural or accidental causes.
- To work with the Fire Department to implement the new fire safety legislation signed into law by the Governor on August 17, 2004.

LONG RANGE OBJECTIVES:

- To look for appropriate, cost effective, approaches to code enforcement.
- To find ways to promote contractor education programs in the private sector.
- To expand the program of "pre-permit" meetings with Architects, Owners, the Fire Department and Inspection Services on large scale projects, to determine and resolve code issues at early design phases.
- To provide seminars for Contractors, Architects, Engineers and other interested parties on Code Requirements and Town of Amherst procedures and permitting process, in conjunction with the Fire Department.
- To provide seminars for Owners/Managers of Assembly Spaces to offer information on the Code and M.G.L. changes proposed by the Governor's Task Force and adopted in August of 2004.
- To continue meeting with the Fraternities and Sororities on an annual basis so that they understand the process, the requirements and their responsibilities with regards to the Certificate of Inspection program. (The Board of Health and Fire Department are also involved with this program.)
- To expand the use of the permit tracking system to include the Fire Department - to improve communications and tracking of projects between departments.

FY 09 OBJECTIVES:

- To improve the permit tracking within the department and between departments with the implementation of the new interdepartmental Permit Tracking system.
- To determine the appropriate role of the Housing Court in both zoning and code enforcement.
- To implement the ticketing program for Zoning Violations.
- To learn and implement the new ticketing procedures for code violations as approved by the Acts of 304, of 2004.
- To work with the Fire Department to implement the new fire safety legislation signed into law by the Governor on August 17, 2004.
- To work with other departments to create a standard for street numbering compatible with the various computer programs used by the departments.
- To integrate the portable sign permitting into the new permit tracking system.
- To integrate zoning violations and inspections into the new permit tracking system.
- To update the periodic inspections (COI) program to include locations that need to be in the program but are not.
- To update locations that are already a part of the COI program where alterations took place affecting either use or occupancy of the space, building or structure.
- To work with I.T. to get old records scanned and into a system accessible to the various departments to enable us to respond to the public in a more timely manner with respect to the building and zoning history request for a parcel.

PLANNING/CONSERVATION/ INSPECTIONS

5241: INSPECTION SERVICES

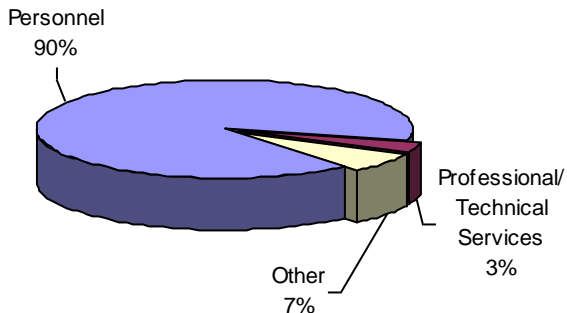
SERVICE LEVELS:	FY 03	FY 04	FY 05	FY 06	FY 07
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
PERMITS ISSUED:					
Building Permit Applications Received			833	998	864
Building Permits	798	827	868	1,054	846
Electrical Permits	704	884	1,275	948	940
Gas Permits	230	286	240	192	216
Plumbing Permits	475	396	342	371	379
Demolition Permits	23	8	13	15	22
Certification of Inspection	345	351	346	335	294
Weights & Measures	42	42	41	41	37
Occupancy	71	97	80	104	124
INSPECTIONS-TECHNICAL ASSISTANCE*					
Building	2,100	2,500	2,604	4,516	2,237
Electrical	1,015	1,570	2,000	2,800	2,000
Gas	137	339	358	183	221
Plumbing	554	775	715	474	470
Demolition	18	12	13	15	22
Certification of Inspection	460	527	531	812	516
Weights & Measures	357	353	350	350	350
Zoning – Inspections	34	50	50	75	50
Zoning – Cases (Special Permits/hearings)	49	48	41	104	130
Zoning-violations/complaints	17	20	23	40	80
Plan Reviews	410	620	623	800	676
Assistance to Other Towns	25	30	30	35	35
“Pre Permit” & Inter Department Plan Meetings	86	90	150	175	271
Assistance Calls (code or zoning questions)		4,800	5,300	5,700	5,760
Front Counter Assistance				2,000	1,980
*Some of these numbers are best estimates based on records kept by hand or in programs with no report writing capabilities. The new permit tracking program will help provide more detailed records and reports.					
Codes and other regulations enforced: Massachusetts State Building Code; Massachusetts State Building Code for 1 & 2 Family Dwellings (new in 2007);BOCA 1993 Mechanical Code; International Mechanical Code; Massachusetts State Architectural Access Board Regulations; Massachusetts State Electrical Code; Massachusetts State Plumbing & Gas Codes; Sealer of Weights and Measures Regulations; Town of Amherst Zoning Bylaws; Conditions of Special Permits and Variances issued by the Zoning Board of Appeals, Conditions of Site Plan Review; Conditions of Design Review Board and Historical Commission; Sign Bylaw; and the Town of Amherst Junk Car Bylaw. Town of Amherst Portable Sign Bylaw, We also work closely with the Fire Department in regards to Chapter 148 of the Massachusetts General Laws concerning requirements for the installation of alarms and sprinkler systems, and the annual inspections required under this new M.G.L . In addition portions of this new MGL for Nightclubs and similar spaces are also enforced by or come under the purview of Inspection Services.					

PLANNING/CONSERVATION/ INSPECTIONS

5241: INSPECTION SERVICES

	FY 06 Actual	FY 07 Budget	FY 07 Actual	FY 08 Budget	FY 09 Manager	Change FY 08 - 09	Percent Change
Personnel Services	\$ 306,718	369,223	306,637	355,107	323,785	(31,322)	-8.8%
Operating Expenses	\$ 11,786	15,940	29,095	15,940	15,940	0	0.0%
Capital Outlay	\$ 6,893	0	16,000	0	0	0	0.0%
TOTAL APPROPRIATION	\$ 325,397	385,163	351,732	371,047	339,725	(31,322)	-8.4%
SUPPLEMENTAL INFORMATION							
Employee Benefits	\$ 98,299	118,307	118,307	145,015	114,626	(30,389)	-21.0%
Capital Appropriations	\$ 0	0	0	0	0	0	0.0%
TOTAL DEPARTMENT COST	\$ 423,696	503,470	470,039	516,062	454,351	(61,711)	-12.0%
SOURCES OF FUNDS							
Building Permits	\$ 453,104	340,000	238,627	240,000	240,000	0	0.0%
Demolition Permits	\$ 1,290	0	1,545	0	0	0	0.0%
Other Permits	\$ 53,640	58,500	54,955	58,500	58,500	0	0.0%
Electrical Permits	\$ 168,779	105,000	144,973	140,000	140,000	0	0.0%
Certificates of Inspections	\$ 39,052	53,000	41,169	40,000	40,000	0	0.0%
Weights and Measures	\$ 7,549	5,700	6,407	5,700	5,700	0	0.0%
POSITIONS							
Full Time	6.00	6.00	6.00	5.00	5.00	0.00	
Part Time With Benefits	0.00	1.00	1.00	1.00	1.00	0.00	
Full Time Equivalents	6.00	6.64	6.64	5.64	5.64	0.00	

MAJOR COMPONENTS:



Personnel Services provide funds for the Building Commissioner, an Assistant Building Commissioner, a building inspector, a wire inspector, and a management assistant. Also included is \$13,617 for auto allowance and \$98,217 for fees for gas, plumbing and additional electrical inspections.

Professional/Technical Services, \$10,750, provides the funds for the regional sealer of weights and measures program.

SIGNIFICANT BUDGET CHANGES:

Personnel Services reductions due to staff turnover and the elimination of a part-time (15 hours/week) clerical support position (\$15,000).