

PLANNING/CONSERVATION/INSPECTIONS SUMMARY

	FY 07 Actual	FY 08 Budget	FY 08 Actual	FY 09 Budget	FY 10 Manager	Change FY 09 - 10	Percent Change
Conservation	\$ 209,996	209,452	217,021	228,464	239,634	11,170	4.9%
Planning	\$ 275,678	291,382	286,381	286,094	299,928	13,834	4.8%
Inspection Services	\$ 351,732	371,047	299,021	345,098	347,000	1,902	0.6%
TOTAL APPROPRIATION	\$ 837,407	871,881	802,423	859,656	886,562	26,906	3.1%
SOURCES OF FUNDS							
Departmental Receipts	\$ 80,373	63,700	74,416	62,800	68,400	5,600	8.9%
Licenses & Permits	\$ 440,100	325,347	508,110	299,398	295,700	(3,698)	-1.2%
Rental of Land	\$ 2,016	0	4,165	0	0	0	0.0%
Grants	\$ 8,000	8,000	8,000	8,000	8,000	0	0.0%
Water Fund	\$ 13,911	14,370	14,370	15,028	16,433	1,405	9.3%
Golf Course Fund	\$ 0	0	0	0	0	0	0.0%
Transportation Fund	\$ 5,701	5,723	5,723	5,532	4,903	(629)	-11.4%
Taxation	\$ 423,250	454,741	449,189	468,898	493,126	24,228	5.2%

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 proposed budget increases by 3.1% and fully implements an ambitious plan launched in 2008 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. Please refer to the detailed organizational and functional duties charts included with this budget.

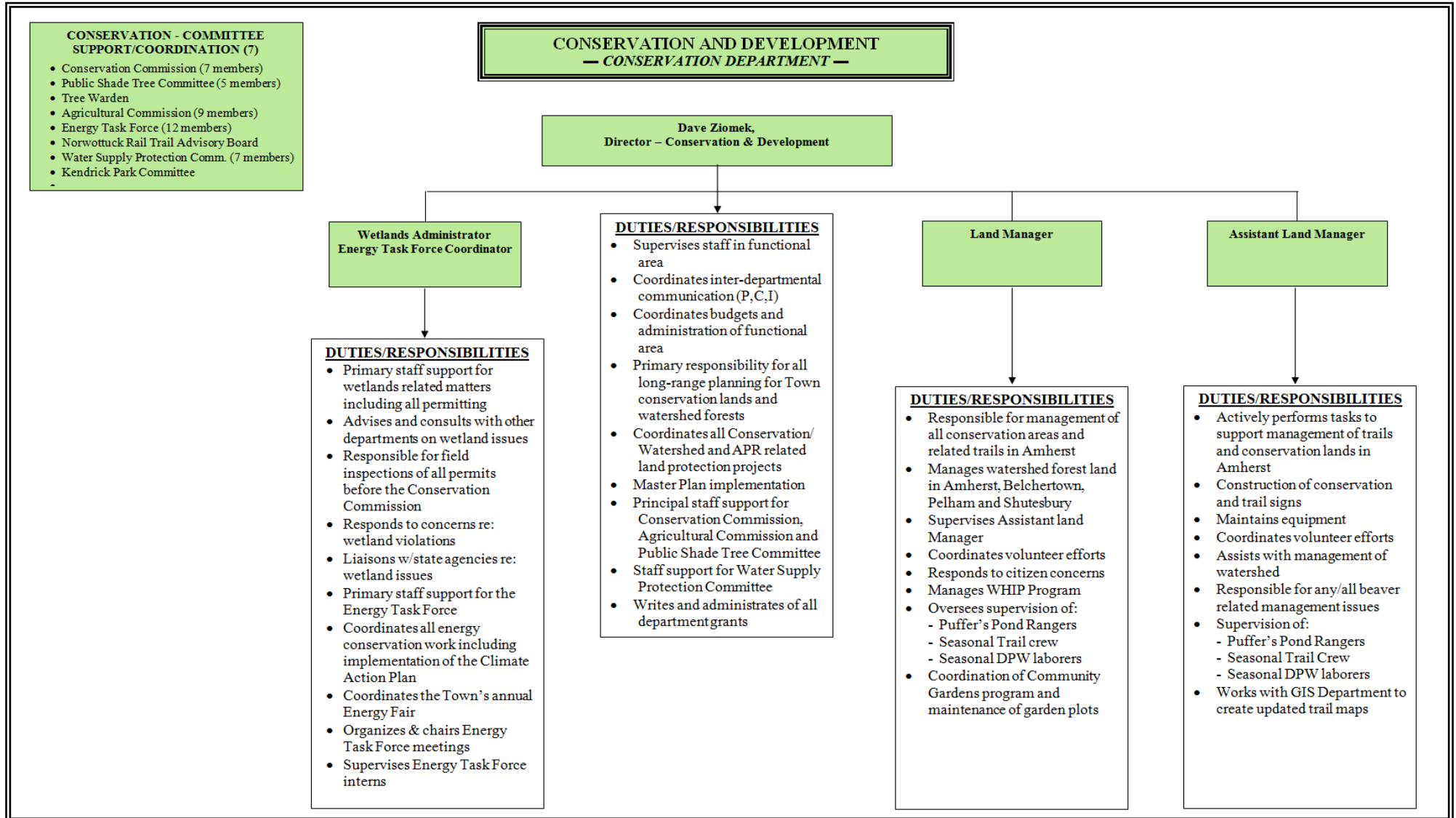
Inspection Services Personnel Services budget reduced due to reclassifying the vacant Assistant Building Commissioner position to a Building Inspector and the elimination of a part-time clerical support position (\$11,217). An increase in electrical permit fees is estimated to generate \$10,000 in increased revenues to support this budget.

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.



PLANNING/CONSERVATION/ INSPECTIONS

5171: CONSERVATION

RECENT ACCOMPLISHMENTS & CURRENT CHALLENGES

Accomplishments:

- Assumed a lead role in the comprehensive (administrative) reorganization of the Planning, Conservation and Inspection Services departments.
- Worked collaboratively with many departments to initiate the use of new MUNIS permitting software.
- Coordinated efforts to bring all three departments together on the 2nd floor of Town Hall (ongoing).
- Completion of multiple open space projects as supported by the Conservation Commission including but not limited to the following: Smith, Cows, Tietjen (12/31/08) and East Leverett Road.
- Worked closely with the (former) Amherst Farm Committee to assist in the creation of an Agricultural Commission.
- Supported the Agricultural Commission in their effort to pass a Right-to-Farm bylaw in Amherst.
- Increased outreach to Amherst farming community with creation of spring and fall Farmers' Forums.
- Created Farming in Amherst Website.
- Worked collaboratively with the Hitchcock Center to expand and improve the ADA nature trail at Larch Hill.
- Organized numerous events to promote energy efficiency in Amherst including the annual Renewable Energy Fair in October.

Challenges:

The greatest challenge to the Conservation Department is to maintain and enhance trails and Puffer's Pond without the necessary funding (\$12,500) for seasonal staff that was eliminated in FY 08.

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 10 OBJECTIVES:

- To work collaboratively with the Hitchcock Center for the Environment to design and develop plans for their Green Building Project at the Larch Hill Conservation Area.
- To work with the Conservation Commission, Town Manager and Select Board to develop a Land Management Plan for Puffer's Pond and the Mill River Conservation Area.
- 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

SERVICE LEVELS:	FY 04	FY 05	FY 06	FY 07	FY 08
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
Conservation land acreage managed	1,967	1,994	2,014	2,019	2,045
Watershed forest acreage managed	3,354	3,354	3,354	3,380	3,380
Trail miles maintained	80	80	80	80	80
Acres Monitored – Agric. Pres. Restrictions	2,000	2,042	2,072	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	56	65	92	49	45
Wetlands Act Major Cases handled	9	9	14	10	7
Public requests for information & help	2,025	2,060	2,125	2,300	2,475
Footbridges built or replaced	31	12	21	25	18

SIGNIFICANT BUDGET CHANGES:

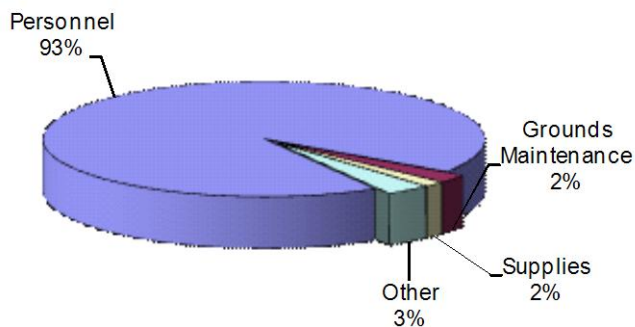
While there are no significant personnel changes, the proposed budget implement an ambitious plan to reorganize the delivery of Planning/Conservation/Inspection services by co-locating the Inspections Department on the second floor of Town Hall with Planning and Conservation, re-engineering administrative support functions, implementing a new MUNIS permit tracking software module to share information more readily and increase productivity, and improving web-based services. Because of seasonal help budget cuts implemented in FY 08, Puffers Pond maintenance will again rely on private fundraising for maintenance and site management.

PLANNING/CONSERVATION/ INSPECTIONS

5171: CONSERVATION

	FY 07 Actual	FY 08 Budget	FY 08 Actual	FY 09 Budget	FY 10 Manager	Change FY 08 - 09	Percent Change
Personnel Services	\$ 180,273	192,583	196,721	211,595	222,684	11,089	5.2%
Operating Expenses	\$ 21,538	16,869	20,300	16,869	16,950	81	0.5%
Capital Outlay	\$ 8,185	0	0	0	0	0	0.0%
TOTAL APPROPRIATION	\$ 209,996	209,452	217,021	228,464	239,634	11,170	4.9%
SUPPLEMENTAL INFORMATION							
Employee Benefits	\$ 64,400	78,435	78,435	80,695	88,122	7,427	9.2%
Capital Appropriations	\$ 157,500	238,000	238,000	20,000	5,000	(15,000)	-75.0%
TOTAL DEPARTMENT COST	\$ 431,896	525,887	533,456	329,159	332,756	3,597	1.1%
SOURCES OF FUNDS							
Wetland Filing Fee	\$ 12,695	4,000	5,651	4,000	4,000	0	0.0%
Rental of Land	\$ 2,016	0	4,165	0	0	0	0.0%
Sale of Booklets/Maps/Wood	\$ 974	0	631	0	0	0	0.0%
Water Fund	\$ 13,911	14,370	14,370	15,028	16,433	1,405	9.3%
Grants	\$ 8,000	8,000	8,000	8,000	8,000	0	0.0%
Taxation	\$ 172,400	183,082	184,204	201,436	211,201	9,765	4.8%
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 Development, 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.

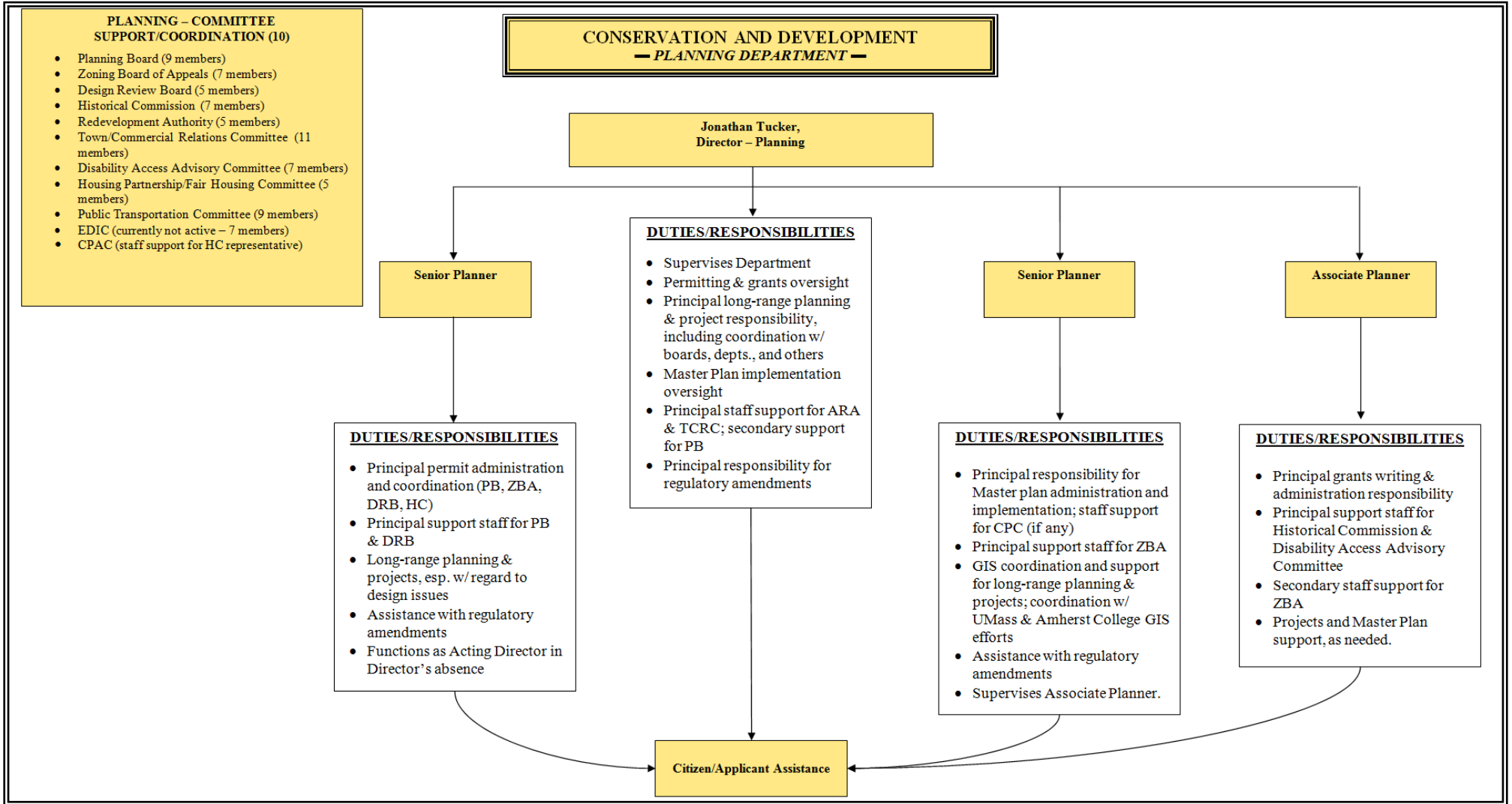
Grounds maintenance provides funds for materials and supplies such as lumber, gravel and mulch for more than 2,000 acres of Conservation Land including Puffer's Pond, Larch Hill, Amethyst Brook and Mt. Pollux and approximately 80 miles of conservation trails throughout town.

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

PLANNING/CONSERVATION/ INSPECTIONS

5177: PLANNING

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



PLANNING/CONSERVATION/ INSPECTIONS

5177: PLANNING

RECENT ACCOMPLISHMENTS & CURRENT CHALLENGES:

Accomplishments:

- As of September 2008, full staffing for the first time in over 5 years.
- Successful adoption by the Fall 2008 Special Town Meeting of three out of four proposed zoning amendments allowing for increased residential density in village center business and residence districts, and extending technical and professional offices to the Light Industrial (LI) District.
- Application since September of three grant applications in the areas of water quality, historic preservation, and economic development. Another is in progress and several others are being examined.
- Department support for the public participation process for Kendrick Park program development and Pomeroy Village Streetscape design.
- Development, launching, and continuing refinement of the MUNIS permit-tracking system.

Challenges:

- Amherst's growth control regulations are out-dated and increasingly difficult to apply in a fair and efficient manner. A comprehensive rewrite of these regulations (zoning, subdivision control, wetlands, health, etc.) is needed, and is called for under the draft Master Plan.
- The steadily-increasing legal complexity and contentiousness associated with development applications.
- Continuing challenges in the implementation of the MUNIS system.

FY 10 OBJECTIVES:

FY 10 Principal Objectives:

To complete and begin initial implementation of the Master Plan.

Master Plan projects:

- No. Amherst PRP predevelopment
- Town Center and village center infill and redevelopment projects—business, residential, etc.
- Kendrick Park program development, design, and implementation
- Pomeroy Village streetscape design
- Continuing Village Center & sustainable development/performance zoning amendments
- Historic preservation projects (supportive of historical/cultural tourism)
- Others.

To begin the public process for a comprehensive coordinated envision to Amherst's development regulations: Zoning Bylaw and Map, subdivision regulations, local wetlands bylaws, health regulations, etc.

To continued primary staff support for Town boards/committees (9), secondary support for other committees (13), and representation/liaison to local/regional non-Town bodies (10)

To improve coordination of the permit process & public outreach.

To increase grant activity in the areas of economic development, conservation, historic preservation and community development.

Continued on next page.

FY 10 OBJECTIVES (cont.)

Comprehensive Planning:

To assist the Planning Board and other boards/committees with completion and adoption of the Master Plan.

To assist with implementation of Master Plan activities, including:

- Comprehensively updating the Zoning Bylaw, Official Zoning Map, and Subdivision Regulations, and coordinating them with all other applicable development control regulations.
- Updating and implementing ongoing strategic plans under the Master Plan, including but not limited to:
 - ~ Amherst Preservation Plan
 - ~ Open Space & Recreation Plan
 - ~ Affordable Housing Plan
 - ~ University Drive Corridor Plan.
- Developing new strategic plans, including but not limited to:
 - ~ Economic Development Plan (Town/Commercial Relations Committee and others)
 - ~ Transportation Plan (Public Transportation & Bicycle Committee and others)
 - ~ Green Infrastructure Plan (Energy Task Force, Public Works Committee, others).

To replace the Phased Growth Bylaw with development performance standards in keeping with Master Plan objectives.

To update plans and applications required by the state, including the Commonwealth Capital application and others.

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 and the examination of alternative futures for land use and development throughout Amherst.

To incorporate sustainable development principles into Town-wide plans, programs and projects.

To begin implementation of 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 work with DPW, Public Transportation & Bicycle Committee, and others to conduct ongoing traffic and transportation studies of downtown, the village centers and neighborhoods, including the implementation of bike path/lanes and facilities projects.

To work with state, regional, and local agencies on Route 9 and Route 116 Corridor plans and road improvements.

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.

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 coordinate, integrate and update the application processes used by town committees and departments.

To provide citizens, developers, businesses, and others with technical assistance in the permit review process and in preparing zoning amendments.

To develop informational materials that inform and assist the public with matters related to planning, land use, and zoning.

To provide orientation and ongoing training for the Planning Board, Zoning Board of Appeals, Design Review Board, and Historical Commission.

To oversee the regulatory process for sustainable economic development that creates jobs and diversifies and expands the tax base.

To assist the Town/Commercial Relations Committee in reviewing the Town's current economic development situation and its current land use & code permitting process.

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

To complete and publish guidelines on traffic calming principles and techniques for use by developers and to guide permit decisions affecting these issues.

Community Development:

To apply for, administer, and implement a range of federal and state grants for economic development, conservation, historic preservation, and community development purposes.

Continued on next page.

PLANNING/CONSERVATION/ INSPECTIONS

5177: PLANNING

FY 10 OBJECTIVES (cont.)

Community Development (cont.)

To assist the Historical Commission with ongoing historic preservation projects in implementation of the Amherst Preservation Plan, including:

- Completion of the first phase of West Cemetery headstone restoration and related projects
- Developing historic interpretive sign systems for Amherst's significant historic districts and sites
- Restoring the Civil War memorial tablets to Town Hall
- Completing the Town's Historic Resource Inventory
- Studying and surveying the Town's historic original commons and other village center green spaces
- Planning for sustainable cultural/historic tourism as one foundation for local economic development.

To work with the Kendrick Park Committee, Design Review Board, Historical Commission and others in a public outreach and design process for developing Kendrick Park.

To assist Town boards and departments with planning and implementation of improvements for outlying village centers including:

- A new traffic and pedestrian streetscape plan for Pomeroy Village Center
- Road system design and zoning aspects of the Atkins Corner Village Center Design Plan
- Planning for Improvements and zoning for the East Village, North Amherst Village, Cushman Village, and Gatehouse/Old Farms Village.

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/Fair Housing Committee to examine the Town's housing stock and regulations, and, under the Affordable Housing Plan, to develop zoning amendments encouraging production of affordable housing and preserving existing low and moderate income units, to ensure housing for a diverse population.

To work with the University of Massachusetts to encourage production of additional on-campus housing and to develop mutually-supportive policies mitigating the impact of off-campus student housing.

To participate in regional efforts to address affordable housing, economic development, transportation and other issues.

To continue implementation of Town Center sidewalk improvements in accordance with the ADA/AAB, Amherst Accessibility Plan, and the Town Center Streetscape Design Guidelines.

Geographic Information Systems (GIS):

To convert the Town's Official Zoning Map to a GIS base.

To continually update the new digital Official Zoning map to reflect zoning map amendments.

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:

- Improve coordination, information transfer, and facilitate day-to-day operations
- Provide accurate and detailed information to improve the decision-making of boards and committees
- Provide better information, mapping, and services to citizens.

To incorporate information developed using the GIS (Geographic Information System) into department and board work programs.

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 public maps on land use, conservation, zoning, utilities, infrastructure, and other issues related to planning.

To acquire and incorporate new aerial photos and digital orthophotos, including LIDAR.

To expand the use of public accessible web-based GIS for community planning purposes.

To enhance the security and performance of the GIS system.

Administration:

To better integrate and coordinate the operations of the Planning, Conservation and Inspections Services departments.

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.

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, board/committee, and department web pages to provide internet-based information to the public.

To continue to review, update and standardize the Town's permit application forms and process.

**PLANNING/CONSERVATION/
INSPECTIONS**

5177: PLANNING

SERVICE LEVELS:	FY 04 <u>Actual</u>	FY 05 <u>Actual</u>	FY 06 <u>Actual</u>	FY 07 <u>Actual</u>	FY 08 <u>Actual</u>
Zoning/Subdivision/Regulation Amendments Worked On	10	11	20	12	17
ANR/Subdivision Plans Reviewed & Processed	23	20	42	26	12
Cluster Developments Worked On	--	--	1	2	1
Open Space Community Development Special Permits (Planning Board)	1	1	0	0	0
Other Planning Board Special Permits	1	2	1	2	0
ZBA Special Permits Reviewed	65	54	52	43	37
Design Review Board Reviews	18	13	18	18	15
Demolition Delay Applications	5	14	15	17	14
Other Development Applications Processed	19	19	11	11	12
Planning Board Site Plan Reviews	6	7	8	8	7
Strategic Plans	8	11	9	6	13
Grant or Other Non-Town Funding Project Applications Processed/Administered	5	3	1	1	1
Contracts Administered	5	2	2	1	3
Special Planning Studies/Projects	25	25	23	24	25
Review of Other Projects	26	24	26	22	18
Affordable Housing Agreements	1	4	1	0	0
Committees/Boards Assisted	44	43	35	26	29
Committee & Board Meetings	315	220	327	243	235
Inquiries	16,020	13,730	10,504	10,422	*
Inquiries from other cities/towns	82	78	80	75	*
GIS Maps Produced	186	84	64	135	*

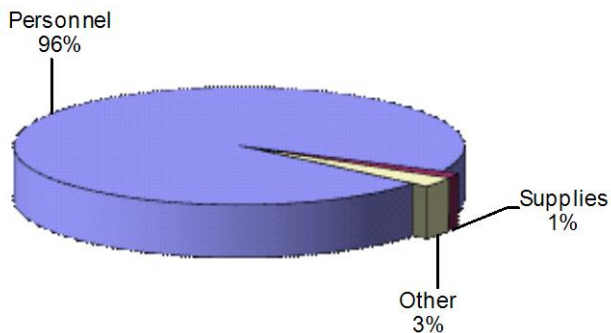
* No longer tracked.

PLANNING/CONSERVATION/ INSPECTIONS

5177: PLANNING

	FY 07 Actual	FY 08 Budget	FY 08 Actual	FY 09 Budget	FY 10 Manager	Change FY 08 - 09	Percent Change
Personnel Services	\$ 257,766	285,857	243,578	275,069	287,903	12,834	4.7%
Operating Expenses	\$ 17,913	5,525	2,803	11,025	12,025	1,000	9.1%
Capital Outlay	\$ 0	0	40,000	0	0	0	0.0%
TOTAL APPROPRIATION	\$ 275,678	291,382	286,381	286,094	299,928	13,834	4.8%
SUPPLEMENTAL INFORMATION							
Employee Benefits	\$ 75,812	85,178	85,178	93,879	96,598	2,719	2.9%
Capital Appropriations	\$ 304,000	241,100	241,100	47,500	87,000	39,500	83.2%
TOTAL DEPARTMENT COST	\$ 655,490	617,660	612,659	427,473	483,526	56,053	13.1%
SOURCES OF FUNDS							
Dept. Receipts	\$ 19,128	14,000	15,673	13,100	13,100	0	0.0%
Taxation	\$ 250,849	271,659	264,985	267,462	281,925	14,463	5.4%
Transportation Fund	\$ 5,701	5,723	5,723	5,532	4,903	(629)	-11.4%
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.

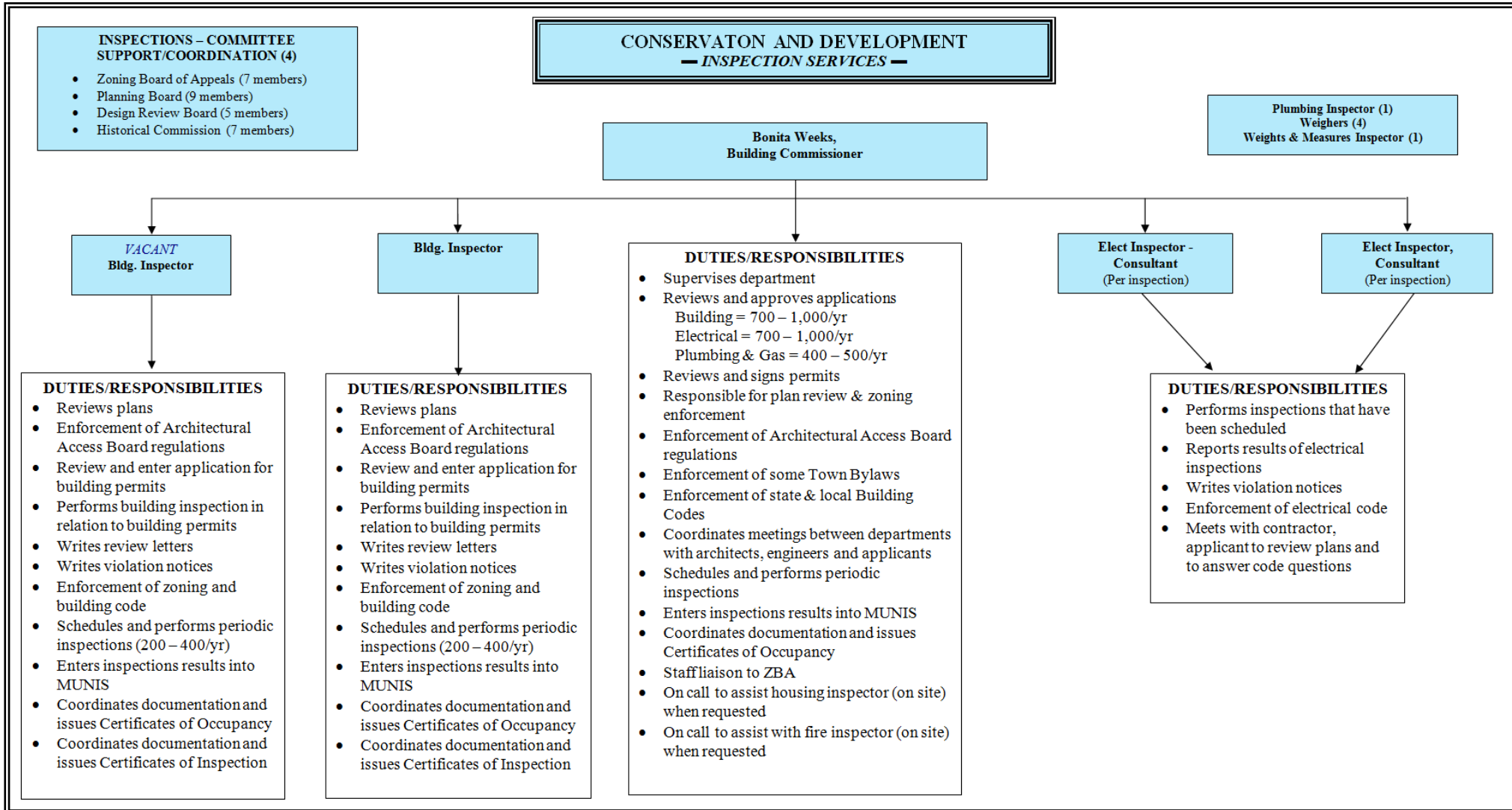
SIGNIFICANT BUDGET CHANGES:

Personnel Services savings were achieved by filling two planning positions at lower levels. Operating budget increases restore \$500 for Printing & Advertising and \$500 for shared committee expenses (Planning Board, Zoning Board of Appeals, Design Review Board, Historical Commission), both principally for master plan implementation.

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.



PLANNING/CONSERVATION/ INSPECTIONS

5241: INSPECTION SERVICES

RECENT ACCOMPLISHMENTS & CURRENT CHALLENGES:

- The new permit tracking system was initiated in the first weeks of October 2008.
- Challenges with respect to the new system include: completing the input of information that could not be transferred from the former permitting program or from other programs in the Town, learning how to navigate the system i.e. what are the best/quickest ways to get to or enter the information required, working with the system to locate areas of required improvements and to determine if there are better ways to set up a specific permitting/tracking or enforcement package, completing the setup for some of the permitting/tracking and inspection packages.
- Laptops have now been provided to the full time inspectors. This will allow inspectors to enter their inspections into the new system in the field. The lap tops also provide "real time" information in the permitting systems to the inspectors while they are in the field.
- Challenges: learning the systems.
- Regular meetings have also been established with other Town Departments that perform building inspections, primarily Fire, Health and Building.
- Challenges: scheduling during the busier months.
- Thursday closing of the Inspections Department to allow time for concentrated plan reviews, issuing permits and meeting with other Town Departments about on-going projects.
- Other Challenges: The new 7th Ed. Massachusetts State Building Code for One- and Two-Family Dwellings came into effect April 1, 2008 and ran concurrent with the 6th Edition One- and Two-Family Chapter 36 for 9 months. As of January 1, 2008 users are no longer allowed to use the 6th Edition Code as it controlled one and two family dwellings. The new 7th Edition Massachusetts Basic Building Code - (for other than one- and two-Family dwellings) came into effect in September of 2008 and runs concurrently with the 6th Edition Basic Building Code for six months. The new 7th Edition Codes also instituted new specialty licenses that have to be check and enforced. In addition to changes in the Building Codes there have been changes to the Architectural Access Board Regulations, Fire, Electrical, Plumbing and Gas Codes. As well as these changes to Massachusetts Regulations we also need to concurrent on Zoning and Town By-law changes.

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 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.)

FY 10 OBJECTIVES:

- To complete the transfer of information between the old and new permitting systems.
- To find and improve on the weaknesses within the new system and to learn more about the potential for the new system then expand on it.
- To work more with the Housing Court in both zoning and code enforcement.
- To implement the ticketing program for Zoning Violations and to implement the recently expanded program for ticketing of Building Code Violations.
- To continue 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 continue 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. This process has been started.

PLANNING/CONSERVATION/ INSPECTIONS

5241: INSPECTION SERVICES

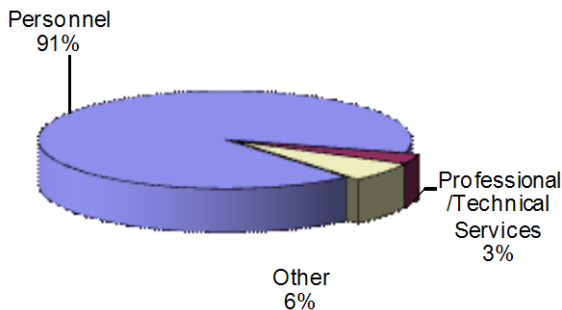
SERVICE LEVELS:	FY 04	FY 05	FY 06	FY 07	FY 08
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
PERMITS ISSUED:					
Building Permit Applications Received		833	998	864	787
Building Permits	827	868	1,054	846	779
Electrical Permits	884	1,275	948	940	1,053
Gas Permits	286	240	192	216	302
Plumbing Permits	396	342	371	379	209
Demolition Permits	8	13	15	22	17
Certification of Inspection	351	346	335	294	293
Weights & Measures	42	41	41	37	36
Occupancy	97	80	104	124	105
INSPECTIONS-TECHNICAL ASSISTANCE*					
Building	2,500	2,604	4,516	2,237	1,933
Electrical	1,570	2,000	2,800	2,000	1,396
Gas	339	358	183	221	244
Plumbing	775	715	474	470	582
Demolition	12	13	15	22	17
Certification of Inspection	527	531	812	516	503
Weights & Measures	353	350	350	350	351
Zoning – Inspections	50	50	75	50	43
Zoning – Cases (Special Permits/hearings)	48	41	104	130	93
Zoning-violations/complaints	20	23	40	80	42
Plan Reviews	620	623	800	676	684
Assistance to Other Towns	30	30	35	35	28
“Pre Permit” & Inter Department Plan Meetings	90	150	175	271	379
Assistance Calls (code or zoning questions)	4,800	5,300	5,700	5,760	4,788
Front Counter Assistance			2,000	1,980	2,120
E-Mail Received					2,498
E-Mail Sent					800
*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 07 Actual	FY 08 Budget	FY 08 Actual	FY 09 Budget	FY 10 Manager	Change FY 08 - 09	Percent Change
Personnel Services	\$ 306,637	355,107	250,287	329,158	331,015	1,857	0.6%
Operating Expenses	\$ 29,095	15,940	23,734	15,940	15,985	45	0.3%
Capital Outlay	\$ 16,000	0	25,000	0	0	0	0.0%
TOTAL APPROPRIATION	\$ 351,732	371,047	299,021	345,098	347,000	1,902	0.6%
SUPPLEMENTAL INFORMATION							
Employee Benefits	\$ 118,307	145,015	145,015	114,626	100,304	(14,322)	-12.5%
Capital Appropriations	\$ 0	0	0	0	0	0	0.0%
TOTAL DEPARTMENT COST	\$ 470,039	516,062	444,036	459,724	447,304	(12,420)	-2.7%
SOURCES OF FUNDS							
Building Permits	\$ 238,627	240,000	338,391	247,500	247,500	0	0.0%
Demolition Permits	\$ 1,545	0	840	0	0	0	0.0%
Other Permits	\$ 54,955	58,500	44,905	58,500	58,500	0	0.0%
Electrical Permits	\$ 144,973	140,000	123,974	140,000	150,000	10,000	7.1%
Certificates of Inspections	\$ 41,169	40,000	45,931	40,000	45,000	5,000	12.5%
Weights and Measures	\$ 6,407	5,700	6,530	5,700	6,300	600	10.5%
POSITIONS							
Full Time	6.00	5.00	5.00	4.00	4.00	0.00	
Part Time With Benefits	1.00	1.00	1.00	1.00	0.00	(1.00)	
Full Time Equivalents	6.64	5.64	5.64	5.64	4.00	(1.64)	

MAJOR COMPONENTS:



Personnel Services provide funds for the Building Commissioner, 2 building inspectors, and a management assistant. Also included is \$13,617 for auto allowance and \$87,000 for fees for gas, plumbing and additional electrical inspections.

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

SIGNIFICANT BUDGET CHANGES:

Personnel Services budget reduced due to reclassifying the vacant Assistant Building Commissioner position to a Building Inspector and the elimination of a part-time clerical support position (\$11,217). An increase in electrical permit fees is estimated to generate \$10,000 in increased revenues to support this budget.