



OFFICE OF THE TOWN MANAGER
TOWN OF TEWKSBURY
TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876

STEVEN J. SADWICK, AICP
ASSISTANT TOWN MANAGER

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To: Richard Montuori, Town Manager
From: Steve Sadwick, Assistant Town Manager
Date: November 14, 2019
Re: FY21—Community Development, Building and Health Department Budgets

The Tewksbury Department of Community Development includes the Planning and Conservation Office, the Building Department and the Health Department. Enclosed are the budgets for all three departments. Administratively, the Assistant Town Manager provides general supervision over all 3 departments. Where possible, the 3 departments share resources and collaborate on customer service. The Planning and Conservation Office is staffed by the Administrative Assistant and two Planner/Conservation Agents. These three individuals provide support to the Planning Board, Zoning Board of Appeals, Conservation Commission, Community Preservation Committee, Local Housing Partnership, Green Committee, Open Space and Recreation Committee and Historic Commission.

On behalf of the Planning Board, the Office has processed 21 special permits in 2019 and 7 non-substantial changes of previously approved special permits. On behalf of the Zoning Board of Appeals, the Office has processed 14 variance and 6 special permit requests. Through the variances and special permits granted, value is added to the Town's tax base.

The Conservation Commission support includes processing notices of intent, wetland delineations and certificates of compliance under the State Wetland Act, River Protection Act and the Tewksbury Wetland Protection Bylaw. In 2019, the Office processed 23 Order of Conditions, 2 Order of Resource Area Delineations and 19 Determinations.

Support for the Community Preservation Committee includes assisting and preparing applications for Community Preservation funding and general administrative support of the Committee.

Staff is implementing the Green Community Program on behalf of the Green Committee. This includes energy conservation measures that are being implemented in municipal and school buildings. Since 2011, staff has been instrumental in securing grant funding for 36 energy efficiency projects totaling \$1,283,337.

Priorities across the 3 departments include the following:

- 1- Community Development- Public access for on-line hearing documents
- 2- Building-
 - a. Addressing Permit Technicians stalled at Step 10
 - b. Cubicle walls would be helpful for the Local Building Inspector.
 - c. Additional lighting in the hallway and/or a safety glass at the counter.
- 3- Health
 - a. PeopleGIS Permit Program- \$1,000 for overtime
 - b. Animal Inspector Car Allowance- 2018 update to Animal Regulations has increased inspection sites-- \$2,000
 - c. Increase Staff Development for Sanitarian training, Soil Evaluator and Sanitarian Test- \$1,200
 - d. People GIS – pay online Task- Setup and Maintenance-- \$5,000

Narratives from Building Department and Health Department are enclosed.

I look forward to discussing the FY21 Community Development, Building and Health Department budgets.

Enc.

Department of Community Development
Report to Finance Committee
2020

****as of 1/7/2020****

Activities	2016	2017	2018	2019
Planning Board				
Special Permits	25	29	33	21
Non-Substantial Determinations	15	12	9	8
Subdivision Approvals	2- 13 lots	1- 4 lots	0	2
Conceptual Discussions	7	7	2	7
Zoning Board of Appeals				
Variances	8	19	11	17
Special Permits	2	9	7	6
Parties Aggrieved	3	2	0	0
Conservation Commission				
Order of Conditions	19	24	22	23
Certificates of Compliance	21	13	12	21
Negative Determinations	17	14	19	19
Order of Resource Area Delineation	1	1	3	7
Emergency Certification	1	21	16	11
Enforcement Order	9	11	11	5
Local Housing Partnership				
Preserved Affordable Housing	77 units	1 unit	0	0
Created affordable housing unit(s)	0	2 units	1 unit	0
Green Community Initiatives				
Grant Funded projects	\$187,201	\$141,341	\$132,772	\$151,036
2 electric vehicles provided through grant		\$ 68,449		

COMMUNITY DEVELOPMENT	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC	FY2021 FIN COM REC
<i>Salaries</i>										
5103 Elected Salaries	4,140	4,140	4,140	3,949	4,140	4,140	4,140	4,140	4,140	4,140
5111 Regular	224,645	221,389	172,265	171,008	175,527	171,167	179,514	183,547	183,547	
5120 Temporary Part-Time	9,403	8,823	10,126	6,277	10,126	8,245	7,798	10,631	10,631	
5150 Car Allowance	6,600	6,600	7,200	7,200	7,200	6,900	7,200	7,200	7,200	
5160 Sick Leave Buy-Back	2,050	2,094	-	-	-	-	-	-	-	
Total Salaries	246,838	243,046	193,731	188,434	196,993	190,452	198,652	205,518	205,518	
<i>Operating</i>										
5270 Leases/Contracts	5,290	5,140	5,000	4,888	5,000	4,945	5,324	5,272	5,272	
5310 Professional Services	93,963	93,963	86,049	86,049	51,726	51,039	15,000	15,000	15,000	
5320 Advertising	400	351	1,038	1,038	1,800	1,745	1,800	1,800	1,800	
5340 Communications	7,232	7,045	1,606	1,606	2,257	2,235	1,020	1,020	1,020	
5420 Office Supplies	3,280	3,125	3,326	3,326	3,315	2,676	4,340	3,315	3,315	
5429 Computer Equipment	-	-	-	-	-	-	-	-	-	
5730 Dues and Memberships	1,140	999	1,125	530	920	626	550	550	550	
5790 Staff Development	1,250	1,188	104	104	1,803	1,738	750	750	750	
Total Operating	112,554	111,811	98,249	97,542	66,821	65,004	28,784	27,707	27,707	
<i>Capital Outlay</i>										
5833 Capital Outlay	59,600	59,600	-	-	28,975	28,975	-	-	-	-
Total Capital Outlay	59,600	59,600	-	-	28,975	28,975	-	-	-	-
Total Budget	418,992	414,457	291,980	285,976	292,789	284,431	227,436	233,225	233,225	-

	FY2017 BUDGETED	FY2018 BUDGETED	FY2019 BUDGETED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC	FY2021 FIN COM REC
Position	FTE	FTE	FTE	FTE	FTE	FTE	FTE
Elected Board Members	5	5	5	5	5	5	
Community Dev. Director	1	1	-	-	-	-	
Planner/Conservation Agent	1	1	2	2	2	2	
Administrative Secretary	1	1	1	1	1	1	
Recording Secretary	2	2	2	2	2	2	
Total Staffing	10	10	10	10	10	10	-

**FISCAL YEAR 2021
COMMUNITY DEVELOPMENT DEPARTMENT SALARY INFORMATION TOWN MANAGER RECOMMENDED**

Elected Officials

Name	Position				Base Salary				Total Salary
Steve Johnson	Planning Bd. Chair				1,080				1,080
Vinny Fratalia	Pl. Bd. Member				765				765
Bob Fowler	Pl. Bd. Member				765				765
Eric Ryder	Pl. Bd. Member				765				765
Jay Delaney	Pl. Bd. Member				765				765
Total Elected Officials					4,140				4,140

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Anna McGinty	Town Planner	10/23/18	A-7	2	19,691				19,691
Anna McGinty	Town Planner	10/23/18	A-7	3	44,064				44,064
Stefania Gallo	Planner/Conservation Agent	12/12/16	A-7	4	29,644				29,644
Stefania Gallo	Planner/Conservation Agent	12/12/16	A-7	5	37,109				37,109
Alexandra Lowder	Admin. Assistant	09/03/19	B-5	4	9,159				9,159
Alexandra Lowder	Admin. Assistant	09/03/19	B-5	5	43,881				43,881
Total Regular Salaries					183,547	-	-	-	183,547

Temporary Part Time Salaries

Name	Position	Ann. Date	Grade	Step	Rate	Meeting	Hours/Mtg		Total Salary
Dawn Cathcart	Rec. Sec. (PB, ZBL)	10/7/2002	C	6	22.15	36	5		3,986
Melissa Johnson	Rec. Sec. (ZBA, CC)	10/15/2009	C	6	22.15	36	5		3,986
Caitlin Morris	Rec. Sec. (LHP, OSRC)	8/1/2016	C	6	22.15	24	5		2,658
Total Temporary Part Time Salaries									10,631

Car Allowance

Name	Position				Per/Month	# Months			Total Benefit
Anna McGinty	Town Planner				300	12			3,600
Stefania Gallo	Planner/Conservation Agent				300	12			3,600
Total Car Allowance									7,200

Sick Leave Buy Back

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit	
								-	
Total Sick Leave Buy-Back									-

Department Total									205,518
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**FISCAL YEAR 2021
COMMUNITY DEVELOPMENT DEPARTMENT SALARY INFORMATION DEPARTMENT REQUEST**

Elected Officials

Name	Position				Base Salary				Total Salary
Steve Johnson	Planning Bd. Chair				1,080				1,080
Vinny Fratalia	Pl. Bd. Member				765				765
Bob Fowler	Pl. Bd. Member				765				765
Eric Ryder	Pl. Bd. Member				765				765
Jay Delaney	Pl. Bd. Member				765				765
Total Elected Officials					4,140				4,140

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Anna McGinty	Town Planner	10/23/18	A-7	2	19,691				19,691
Anna McGinty	Town Planner	10/23/18	A-7	3	44,064				44,064
Stefania Gallo	Planner/Conservation Agent	12/12/16	A-7	4	29,644				29,644
Stefania Gallo	Planner/Conservation Agent	12/12/16	A-7	5	37,109				37,109
Alexandra Lowder	Admin. Assistant	09/03/19	B-5	4	9,159				9,159
Alexandra Lowder	Admin. Assistant	09/03/19	B-5	5	43,881				43,881
Total Regular Salaries					183,547	-	-	-	183,547

Temporary Part Time Salaries

Name	Position	Ann. Date	Grade	Step	Rate	Meeting	Hours/Mtg		Total Salary
Dawn Cathcart	Rec. Sec. (PB, ZBL)	10/7/2002	C	6	22.15	36	5		3,986
Melissa Johnson	Rec. Sec. (ZBA, CC)	10/15/2009	C	6	22.15	36	5		3,986
Caitlin Morris	Rec. Sec. (LHP, OSRC)	8/1/2016	C	6	22.15	24	5		2,658
Total Temporary Part Time Salaries									10,631

Car Allowance

Name	Position				Per/Month	# Months			Total Benefit
Anna McGinty	Town Planner				300	12			3,600
Stefania Gallo	Planner/Conservation Agent				300	12			3,600
Total Car Allowance									7,200

Sick Leave Buy Back

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit	
								-	
Total Sick Leave Buy-Back									-

Department Total									205,518
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**FISCAL YEAR 2020
COMMUNITY DEVELOPMENT DEPARTMENT SALARY INFORMATION**

Elected Officials

Name	Position				Base Salary				Total Salary
	Planning Bd. Chair				1,080				1,080
	Pl. Bd. Member				765				765
	Pl. Bd. Member				765				765
	Pl. Bd. Member				765				765
	Pl. Bd. Member				765				765
Total Elected Officials					4,140				4,140

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Anna McGinty	Town Planner	10/23/18	A-7	1	18,330				18,330
Anna McGinty	Town Planner	10/23/18	A-7	2	42,860				42,860
Stefania Gallo	Planner/Conservation Agent	12/12/16	A-7	3	28,890				28,890
Stefania Gallo	Planner/Conservation Agent	12/12/16	A-7	4	35,160				35,160
Caitlin Morris	Admin. Assistant	08/01/16	B-5	5	4,491				4,491
Caitlin Morris	Admin. Assistant	08/01/16	B-5	6	49,095				49,095
Additional Day pay					689				689
Total Regular Salaries					179,514	-	-	-	179,514

Temporary Part Time Salaries

Name	Position	Ann. Date	Grade	Step	Rate	Meeting	Hours/Mtg		Total Salary
Dawn Cathcart	Rec. Sec. (PB, ZBL)	10/7/2002	C	6	21.66	36	5		3,899
Melissa Johnson	Rec. Sec. (ZBA, CC)	10/15/2009	C	6	21.66	36	5		3,899
Total Temporary Part Time Salaries									7,798

Car Allowance

Name	Position				Per/Month	# Months			Total Benefit
Anna McGinty	Town Planner				300	12			3,600
Stefania Gallo	Planner/Conservation Agent				300	12			3,600
Total Car Allowance									7,200

Sick Leave Buy Back

Name	Position	Retirement Date			# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
									-
Total Sick Leave Buy-Back									-

Department Total									198,652
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**FISCAL YEAR 2019
COMMUNITY DEVELOPMENT DEPARTMENT SALARY INFORMATION**

Elected Officials

Name	Position				Base Salary				Total Salary
Robert Fowler	Planning Bd. Chair				1,080				1,080
Keith Anderson	Pl. Bd. Member				765				765
Vincent Fratalia	Pl. Bd. Member				765				765
Stephen Johnson	Pl. Bd. Member				765				765
Jay Delaney	Pl. Bd. Member				765				765
Total Elected Officials					4,140				4,140

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Kyle Boyd	Planner/Conservation Agent	05/21/12	A-8	3	56,984		1,000		57,984
Stephania Gallo	Planner/Conservation Agent	12/12/16	A-7	3	27,772				27,772
Stepania Gallo	Planner/Conservation Agent	12/12/16	A-7	4	34,519				34,519
Caitlin Morris	Admin. Assistant	08/01/16	B-5	4	4,301				4,301
Caitlin Morris	Admin. Assistant	08/01/16	B-5	5	50,951				50,951
Total Regular Salaries					174,527	-	1,000	-	175,527

Temporary Part Time Salaries

Name	Position	Ann. Date	Grade	Step	Rate	Meeting	Hours/Mtg		Total Salary
Dawn Cathcart	Rec. Sec. (PB, ZBL)	10/7/2002	C	6	20.67	34	5		3,513
Melissa Johnson	Rec. Sec. (ZBA, LHP, EDC, CC, Green)	10/15/2009	C	6	20.67	64	5		6,613
									-
									-
Total Temporary Part Time Salaries									10,126

Car Allowance

Name	Position				Per/Month	# Months			Total Benefit
Kyle Boyd	Planner/Conservation Agent				300	12			3,600
Stefania Gallo	Planner/Conservation Agent				300	12			3,600
Total Car Allowance									7,200

Sick Leave Buy Back

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit	
								-	
Total Sick Leave Buy-Back									-

Department Total									196,993
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DESCRIPTION/DETAIL

COMMUNITY DEVELOPMENT OPERATING

5270 Leases and Contracts

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
5,290	5,140	5,000	4,888	5,000	4,945	5,324	5,272	5,272

Leases include:

Postage Machine for Com Dev., Building Dept., Health Dept. (232.92/qtr)	932	932
Copier for Comm. Dev. Building Dept., and Health Dept. (295/mon)	3,540	3,540
Copier overages	800	800
<i>Total 5270 Leases and Contracts:</i>	5,272	5,272

DESCRIPTION/DETAIL

COMMUNITY DEVELOPMENT OPERATING

5310 Professional Services

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
93,963	93,963	86,049	86,049	51,726	51,039	15,000	15,000	15,000

Professional Services to include planning, legal, engineering or other services on case by case basis 2,469 2,469
 Sealer of Weights and Measures 12,531 12,531

Total 5310 Professional Services: 15,000 15,000

DESCRIPTION/DETAIL

COMMUNITY DEVELOPMENT OPERATING

5320 Advertising

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
400	351	1,038	1,038	1,800	1,745	1,800	1,800	1,800

Legal advertising costs associated with Zoning article public hearings, PB, ZBA, ConCom rules and regulation amendments, other misc. town projects and recordings

1,800 1,800

Total 5320 Advertising:

1,800 1,800

DESCRIPTION/DETAIL

COMMUNITY DEVELOPMENT OPERATING

5340 Communications

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
7,232	7,045	1,606	1,606	2,257	2,235	1,020	1,020	1,020
Postage and certified mailings		(\$900 +120)					1,020	1,020
<i>Total 5340 Communications:</i>							1,020	1,020

DESCRIPTION/DETAIL

COMMUNITY DEVELOPMENT OPERATING

5420 Office Supplies

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
3,280	3,125	3,326	3,326	3,315	2,676	4,340	3,315	3,315

All associated office supplies including copier paper and printer cartridges

3,315 3,315

Plotter supplies

Total 5420 Office Supplies:

3,315 3,315

DESCRIPTION/DETAIL

COMMUNITY DEVELOPMENT OPERATING

5703 Dues and Memberships

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
1,140	999	1,125	530	920	626	550	550	550

National and MA Chapter of American Planning Association (Planner/CA)
 Mass. Association of Planning Directors

350 350
 200 200

Total 5703 Dues and Memberships: 550 550

DESCRIPTION/DETAIL

COMMUNITY DEVELOPMENT

5833 Capital Outlay

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
59,600	59,600	-	-	28,975	28,975	-	-	-

Total 5833 Capital Outlay: