



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

STEVEN J. SADWICK, AICP  
ASSISTANT TOWN MANAGER

(978) 640-4300  
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To: Richard Montuori, Town Manager  
From: Steve Sadwick, Assistant Town Manager  
Date: November 22, 2017  
Re: FY19—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 oversees all 3 departments and provides general supervision among 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, Economic Development Committee, Green Committee, and Historic Commission.

On behalf of the Planning Board, the Office has processed 27 special permits in 2017. On behalf of the Zoning Board of Appeals, the Office has processed 25 variance and 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.

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.

Please note that in the Building and Health Departments, \$6,000 has been added to each department to cover the cost of permitting software maintenance in the Computer Equipment budget line.

Priorities across the 3 departments include the following:

- 1) Community Development— Copier has extended life of original and is currently on a month to month lease. In FY19, may need to upgrade.
- 2) Health-- Senior Secretary position upgrade due to GIS permit responsibilities. Cost TBD

Narratives from Building Department and Health Department are enclosed.

I look forward to discussing the FY19 Community Development, Building and Health Department budgets.

Enc.

<b>COMMUNITY DEVELOPMENT</b>	<b>FY2015 BUDGETED</b>	<b>FY2015 EXPENDED</b>	<b>FY2016 BUDGETED</b>	<b>FY2016 EXPENDED</b>	<b>FY2017 BUDGETED</b>	<b>FY2017 EXPENDED</b>	<b>FY2018 BUDGETED</b>	<b>FY2019 DEPT REQ</b>	<b>FY2019 TM REC</b>	<b>FY2019 FIN COM REC</b>
<i>Salaries</i>										
5103 Elected Salaries	4,140	4,140	4,140	4,140	4,140	4,140	4,140	4,140	4,140	4,140
5111 Regular	214,655	214,655	224,645	221,389	278,309	276,459	172,265	181,026	181,026	181,026
5120 Temporary Part-Time	9,305	9,246	9,403	8,823	8,079	5,791	10,126	10,126	10,126	10,126
5150 Car Allowance	6,600	6,600	6,600	6,600	8,400	8,400	7,200	7,200	7,200	7,200
5160 Sick Leave Buy-Back	2,050	2,049	2,050	2,094	10,480	10,480	-	-	-	-
<b>Total Salaries</b>	<b>236,750</b>	<b>236,690</b>	<b>246,838</b>	<b>243,046</b>	<b>309,408</b>	<b>305,270</b>	<b>193,731</b>	<b>202,492</b>	<b>202,492</b>	<b>202,492</b>
<i>Operating</i>										
5270 Leases/Contracts	5,113	5,037	5,244	5,243	5,290	5,140	5,000	5,000	5,000	5,000
5310 Professional Services	12,988	12,988	89,843	85,941	93,963	93,963	15,000	15,000	15,000	15,000
5320 Advertising	1,258	1,236	1,802	1,802	400	351	1,800	1,800	1,800	1,800
5340 Communications	4,237	4,219	4,347	4,055	7,232	7,045	1,020	1,020	1,020	1,020
5420 Office Supplies	2,165	2,164	1,230	1,218	3,280	3,125	3,060	4,340	4,340	4,340
5429 Computer Equipment	-	-	-	-	-	-	400	-	-	-
5730 Dues and Memberships	645	645	1,120	1,110	1,140	999	525	920	920	920
5790 Staff Development	1,909	1,909	853	853	1,250	1,188	750	750	750	750
<b>Total Operating</b>	<b>28,315</b>	<b>28,198</b>	<b>104,439</b>	<b>100,223</b>	<b>112,554</b>	<b>111,811</b>	<b>27,555</b>	<b>28,830</b>	<b>28,830</b>	<b>28,830</b>
<i>Capital Outlay</i>										
5833 Capital Outlay	-	-	-	-	59,600	59,600	-	-	-	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>59,600</b>	<b>59,600</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Budget</b>	<b>265,065</b>	<b>264,888</b>	<b>351,277</b>	<b>343,269</b>	<b>481,562</b>	<b>476,681</b>	<b>221,286</b>	<b>231,322</b>	<b>231,322</b>	<b>-</b>

	<b>FY2015 BUDGETED</b>	<b>FY2016 BUDGETED</b>	<b>FY2017 BUDGETED</b>	<b>FY2018 BUDGETED</b>	<b>FY2019 DEPT REQ</b>	<b>FY2019 TM REC</b>	<b>FY2019 FIN COM REC</b>
Position	FTE	FTE	FTE	FTE	FTE	FTE	FTE
Elected Board Members	5	5	5	5	5	5	5
Community Dev. Director	1	1	1	-	-	-	-
Planner/Conservation Agent	1	1	1	2	2	2	2
Administrative Secretary	1	1	1	1	1	1	1
Recording Secretary	2	2	2	2	2	2	2
<b>Total Staffing</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>-</b>

**FISCAL YEAR 2019  
COMMUNITY DEVELOPMENT DEPARTMENT SALARY INFORMATION TOWN MANAGER RECOMMENDED**

***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
<b>Total Elected Officials</b>					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	65,350		1,000		66,350
Stephania Gallo	Planner/Conservation Agent	12/12/16	A-7	3	27,095				27,095
Stepania Gallo	Planner/Conservation Agent	12/12/16	A-7	4	33,677				33,677
Caitlin Morris	Admin. Assistant	08/01/16	B-5	4	4,196				4,196
Caitlin Morris	Admin. Assistant	08/01/16	B-5	5	49,708				49,708
<b>Total Regular Salaries</b>					180,026	-	1,000	-	181,026

***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
									-
									-
<b>Total Temporary Part Time Salaries</b>									10,126

***Car Allowance***

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

***Sick Leave Buy Back***

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
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**FISCAL YEAR 2019  
COMMUNITY DEVELOPMENT DEPARTMENT SALARY INFORMATION DEPARTMENT REQUEST**

***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
<b>Total Elected Officials</b>					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	65,350		1,000		66,350
Stephania Gallo	Planner/Conservation Agent	12/12/16	A-7	3	27,095				27,095
Stepania Gallo	Planner/Conservation Agent	12/12/16	A-7	4	33,677				33,677
Caitlin Morris	Admin. Assistant	08/01/16	B-5	4	4,196				4,196
Caitlin Morris	Admin. Assistant	08/01/16	B-5	5	49,708				49,708
<b>Total Regular Salaries</b>					180,026	-	1,000	-	181,026

***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
									-
									-
<b>Total Temporary Part Time Salaries</b>									10,126

***Car Allowance***

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

***Sick Leave Buy Back***

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

<b>Department Total</b>									202,492
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**FISCAL YEAR 2018  
COMMUNITY DEVELOPMENT DEPARTMENT SALARY INFORMATION**

***Elected Officials***

Name	Position				Base Salary				Total Salary
Stephen Johnson	Planning Bd. Chair				1,080				1,080
Keith Anderson	Pl. Bd. Member				765				765
Vincent Fratalia	Pl. Bd. Member				765				765
Robert Fowler	Pl. Bd. Member				765				765
Nancy Reed	Pl. Bd. Member				765				765
<b>Total Elected Officials</b>					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	2	65,350		67		65,417
Stephania Gallo	Planner/Conservation Agent	12/12/16	A-7	2	29,731				29,731
Stepania Gallo	Planner/Conservation Agent	12/12/16	A-7	3	28,713				28,713
Caitlin Morris	Admin. Assistant	08/01/16	B-5	3	3,625				3,625
Caitlin Morris	Admin. Assistant	08/01/16	B-5	4	44,779				44,779
<b>Total Regular Salaries</b>					172,198	-	67	-	172,265

***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
								-
								-
<b>Total Temporary Part Time Salaries</b>								10,126

***Car Allowance***

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

***Sick Leave Buy Back***

Name	Position	Retirement Date	# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
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**FISCAL YEAR 2017  
COMMUNITY DEVELOPMENT DEPARTMENT SALARY INFORMATION**

***Elected Officials***

Name	Position				Base Salary				Total Salary
Stephen Johnson	Planning Bd. Chair				1,080				1,080
Keith Anderson	Pl. Bd. Member				765				765
Vincent Fratalia	Pl. Bd. Member				765				765
Robert Fowler	Pl. Bd. Member				765				765
Nancy Reed	Pl. Bd. Member				765				765
<b>Total Elected Officials</b>					4,140				4,140

***Regular Salaries***

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Steve Sadwick	Assist. Town Manager	7/2/2001	A-13	9	113,709	2,000			115,709
Kyle Boyd	Planner/Conservation Agent	05/21/12	B-7	2	60,675				60,675
Linda DiPrimio	Executive Secretary	07/01/99	6-B	10	9,969	334		349	10,652
Replacement	Executive Secretary	08/01/16	6.B	4	47,268				47,268
Vacant	Planner/Conservation Agent		B-7	1	44,006				44,006
<b>Total Regular Salaries</b>					275,626	2,334	-	349	278,309

***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	20.16	34	5	3,427	
Melissa Johnson	Rec. Sec. (ZBA, LHP, EDC, CC, Green)	10/15/2009	C	6	20.16	46	5	4,652	
								-	
								-	
<b>Total Temporary Part Time Salaries</b>									8,079

***Car Allowance***

Name	Position				Per/Month	# Months	Total
Steve Sadwick	Com. Dev. Director				250	12	3,000
Kyle Boyd	Planner/Conservation Agent				300	12	3,600
Stephania Gallo	Planner/Conservation Agent				300	6	1,800
<b>Total Car Allowance</b>							8,400

***Sick Leave Buy Back***

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
Steve Sadwick	Com. Dev. Director			5			429	2,146
Linda DiPrimio	Executive Secretary	9/3/2016	Vac	24			279	6,575
Linda DiPrimio	Executive Secretary	9/3/2016	Sick	6			279	1,759

**DESCRIPTION/DETAIL**

**COMMUNITY DEVELOPMENT OPERATING**

*5270 Leases and Contracts*

FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2019 DEPT REQ	FY2019 TM REC
5,113	5,037	5,244	5,243	5,290	5,140	5,000	5,000	5,000

Leases include:

Postage Machine for Com Dev., Building Dept., Health Dept. (96/mon) 5,000 5,000  
 Copier for Comm. Dev. Building Dept., and Health Dept. (300/mon)  
 Copier overages

*Total 5270 Leases and Contracts:* 5,000 5,000

**DESCRIPTION/DETAIL**

**COMMUNITY DEVELOPMENT OPERATING**

*5310 Professional Services*

FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2019 DEPT REQ	FY2019 TM REC
12,988	12,988	89,843	85,941	93,963	93,963	15,000	<b>15,000</b>	<b>15,000</b>

Professional Services to include planning, legal, engineering or other services on case by case basis 1,500 1,500  
 Sealer of Weights and Measures 12,000 12,000  
 Misc. planning services, and economic development services 1,500 1,500

*Total 5310 Professional Services:* 15,000 15,000

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**DESCRIPTION/DETAIL**

**COMMUNITY DEVELOPMENT OPERATING**

*5320 Advertising*

FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2019 DEPT REQ	FY2019 TM REC
1,258	1,236	1,802	1,802	400	351	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

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**DESCRIPTION/DETAIL**

**COMMUNITY DEVELOPMENT OPERATING**

*5340 Communications*

FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2019 DEPT REQ	FY2019 TM REC
4,237	4,219	4,347	4,055	7,232	7,045	1,020	<b>1,020</b>	<b>1,020</b>

Postage and certified mailings (\$900 +120) 1,020 1,020

*Total 5340 Communications:* 1,020 1,020

**DESCRIPTION/DETAIL**

**COMMUNITY DEVELOPMENT OPERATING**

*5420 Office Supplies*

FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2019 DEPT REQ	FY2019 TM REC
2,165	2,164	1,230	1,218	3,280	3,125	3,060	4,340	4,340

All associated office supplies including copier paper and printer cartridges

3,060

3,060

Plotter supplies

1,280

1,280

*Total 5420 Office Supplies:*

4,340

4,340

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**DESCRIPTION/DETAIL**

**COMMUNITY DEVELOPMENT OPERATING**

*5703 Dues and Memberships*

FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2019 DEPT REQ	FY2019 TM REC
645	645	1,120	1,110	1,140	999	525	<b>920</b>	<b>920</b>

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

720

720

Mass. Association of Planning Directors (\$100/ mbr)

200

200

*Total 5703 Dues and Memberships:*

920

920

**DESCRIPTION/DETAIL**

**COMMUNITY DEVELOPMENT OPERATING**

*5790 Staff Development*

FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2019 DEPT REQ	FY2019 TM REC
1,909	1,909	853	853	1,250	1,188	750	<b>750</b>	<b>750</b>
Mass. Association of Planning Directors Conference (1)							120	120
Citizen Planner Training Collaborative Conference (1)							50	50
Southern NE APA Planning Conference (1)							200	200
Staff Development for Comm. Dev. Dept. covers land use, zoning, green technology, and other workshops.							380	380
Board training allows for Planning, Zoning, Housing Partnership, and other boards to attend training.								
<i>Total 5790 Staff Development:</i>							750	750

**DESCRIPTION/DETAIL**

**COMMUNITY DEVELOPMENT**

*5833 Capital Outlay*

FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2019 DEPT REQ	FY2019 TM REC
-		-	-	59,600	59,600	-	-	-

*Total 5833 Capital Outlay:*