CONSERVATION AND DEVELOPMENT

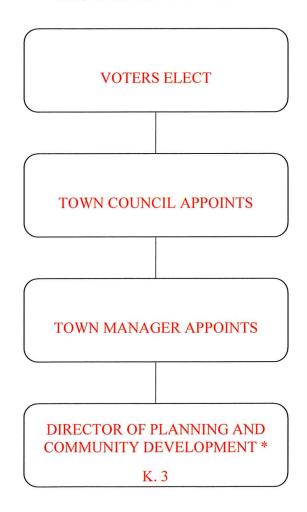
PROGRAM DESCRIPTION

Activities related to the regulation of community growth and development, including Planning, Zoning, and Inland Wetlands are included in this Department.

PERSONNEL AND EXPENDITURES

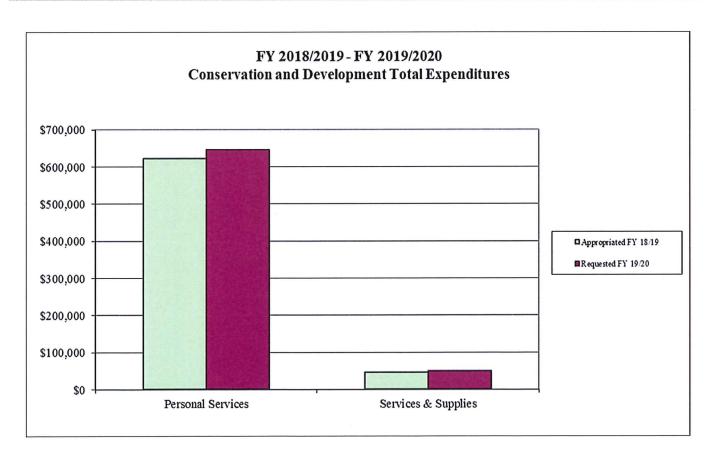
	2015/	2016/	2017/	2018/	2019/	\$	%
×	2016	2017	2018	2019	2020	Inc/(Dec)	Inc/-Dec
Full-Time Positions	3	3	3	3	3	0	0.00%
Expenditures	\$636,900	\$633,142	\$654,862	\$669,335	\$694,854	\$25,519	3.81%

CONSERVATION AND DEVELOPMENT ORGANIZATIONAL CHART



* Acts as Inland Wetlands Enforcement Officer and Zoning Enforcement Officer

RE	QUESTED BUDG	ET SUMMAR	Y		
CONS	ERVATION AND	DEVELOPM	ENT		
	Appropriated FY 2018/2019	Requested FY 2019/2020	Adopted FY 2019/2020	Inc/(Dec) \$	Inc/-Dec %
Planning					
Total Personal Services	\$442,725	\$456,762		\$14,037	3.17%
Total Services & Supplies	\$30,960	\$33,960		\$3,000	9.69%
Total Planning	\$473,685	\$490,722		\$17,037	3.60%
Zoning Board of Appeals					
Total Personal Services	\$7,301	\$7,424		\$123	1.68%
Total Services & Supplies	\$3,105	\$3,105		\$0	0.00%
Total Zoning Board of Appeals	\$10,406	\$10,529		\$123	1.18%
Inland Wetlands					
Total Personal Services	\$173,159	\$181,518		\$8,359	4.83%
Total Services & Supplies	\$12,085	\$12,085		\$0	0.00%
Total Inland Wetlands	\$185,244	\$193,603		\$8,359	4.51%
Total Personal Services	\$623,185	\$645,704		\$22,519	3.61%
Total Services and Supplies	\$46,150	\$49,150		\$3,000	6.50%
Total Conservation and Development	\$669,335	\$694,854		\$25,519	3.81%





471.01 PLANNING

PROGRAM DESCRIPTION

The Division of Planning prepares plans, reports and recommendations in order to guide the future development of the community. The Department serves various Town agencies, civic groups, developers, and the general public by offering advice, interpreting and clarifying Town regulations, and explaining Town polices. The Planning and Zoning Commission helps to assure the orderly physical growth and development of the Town by establishing a Plan of Conservation and Development, as well as Zoning, Subdivision, and Aquifer Protection Regulations. The Director of Planning and Community Development serves as Staff to the Planning and Zoning Commission.

PROGRAM COMMENTARY

No new programs or significant line-item changes are reflected in the budget for fiscal year 2019/2020.

WORKLOAD MEASURES	2015/ 2016	2016/ 2017	2017/ 2018	Est. 2018/ 2019	Proj. 2019/ 2020
Meetings					
Public Hearings	43	26	39	39	39
Meetings	17	11	16	15	15
Applications	29	31	28	28	28
Subdivisions	1	0	1	2	2
Special Exceptions	16	11	11	11	11
Site Development Plans	5	5	6	6	6
Regulation Changes	1	8	3	3	3
Zone Changes	1	0	1	1	1
Staff Approvals	5	5	6	6	6
POCD Amendments	0	2	0	0	0
Miscellaneous					
Commercial/Industrial Site Plan					
Approvals – Sq. Footage	17,350	12,500	37,500	50,000	50,000
Subdivision Lots Approved	5	0	8	10	10
Total Residential Units Approved	5	0	8	10	10
Acres of Open Space Acquired	0	0	0	0	0
Fees in Lieu of Open Space	\$26,500	\$135,000	\$0	\$15,450	\$10,000
Zoning Permits Issued	396	420	325	325	325
Sign/Zoning Violations Investigated	151	112	111	111	111
Temporary Sign Permits Issued	105	80	94	94	94
PERSONNEL					
Full-time / Part-time	3 / 2	3 / 1	3 / 1	3 / 1	3 / 1

PROGRAM OBJECTIVES

- Provide professional and technical expertise to land use regulatory boards, the general public, and design professionals
- Ensure compliance with Zoning, Subdivision and Aquifer Protection Regulations and the Plan of Conservation and Development
- Meet with applicants and consultants
- Organize and conduct regular staff meetings and coordinate the interdepartmental review of all land use applications
- Prepare staff reports/recommendations for land use boards
- Attend meetings and prepare meeting agendas, minutes and public legal notices

PERFORMANCE MEASURES

The Planning Division's work is linked to two of the Town's long-term programmatic goals:

- To provide continuity in planning and development by using an approach toward guiding growth as it naturally occurs, rather than artificially blocking or stimulating development
- To ensure long-term fiscal stability and programmatic effectiveness by providing professional management of the Town's programs and finances

In support of these goals, the Division seeks to:

• Process 100% of all applications such that there are no appeals on grounds related to procedural defects.

Administer Town land use regulations in a manner that balances the need for housing, transportation, and economic growth

with private property rights, resulting in an overall quality of life ranked good/excellent by 95% of residents.

Town of Avon Town Manager's Budget Summary Fiscal Year 2019/2020

Account and Description	2018 <u>Actual</u>	2019 Base Budget	2019 <u>Actual YTD</u>	Department <u>Head</u>	Town <u>Manager</u>	Town <u>Council</u>	Board of Finance	Inc/Dec	<u>%</u>
7101 PLANNING									
PERSONAL SERVICES									
WAGES & SALARIES	227,494	231,322	142,686	237,995	236,003	0	0	4,681	2.02
EMPLOYEE BENEFITS	58,198	68,357	41,941	58,634	68,626	0	0	269	0.39
_Total_PERSONAL SERVICES	285,692	299,679	184,627	296,629	304,629	0	0	4,950	2
SERVICES & SUPPLIES EMPLOYEE BENEFITS	160,074	143,046	116,849	152,205	152,133	0	0	9,087	6.35
AUTO ALLOWANCE	1,000	1,000	. 0	1,000	1,000	0	0	0	0.00
TRAVEL & MEETING EXP	1,150	1,150	10	1,150	1,150	0	0	0	0.00
ADVERTISING	2,338	3,000	1,380	3,000	3,000	0	0	0	0.00
MEMBERSHIP FEES	230	610	0	610	610	0	0	0	0.00
BOOKS & PERIODICALS	260	950	390	950	950	0	0	0	0.00
RECRUITMENT & TRAINING	3,900	3,900	1,627	3,900	3,900	0	0	0	0.00
UTILITIES	543	700	470	700	700	0	0	0	0.00
CONTRACTUCTUAL SERV & PRINTING	51,733	14,000	30,000	17,000	17,000	0	0	3,000	21.43
RENTALS	1,828	2,800	1,882	2,800	2,800	0	0	0	0.00
EQUIPMENT OPER & MAINT	750	750	0	750	750	0	0	0	0.00
POSTAGE	203	1,100	91	1,100	1,100	0	0	0	0.00
MATERIALS AND SUPPLIES	697	1,000	228	1,000	1,000	0	0	0	0.00
_Total_SERVICES & SUPPLIES	224,706	174,006	152,927	186,165	186,093	0	0	12,087	7
_Total_7101 PLANNING	510,398	473,685	337,554	482,794	490,722	0	0	17,037	4

Town of Avon Town Manager's Budget Detail Fiscal Year 2019/2020

Account#	<u>Description</u>	2018 Actual	2019 Base Budget	2019 Actual YTD	Department <u>Head</u>	Town Manager	Town Council	Board of Finance	<u>Inc/Dec</u>	<u>%</u>
01-7101-51011	REG FULL TIME	227,494	231,322	142,686	237,995	236,003	0	0	4,681	2.02
01-7101-51031	FICA	18,145	18,447	10,670	18,936	18,568	0	0	121	0.66
01-7101-51032	RETIREMENT	106,745	105,834	111,964	111,407	111,407	0	0	5.573	5.27
01-7101-51033	HOSPITALIZATION	46,191	29,257	. 0	30,603	30,603	0	0	1,346	4.60
01-7101-51034	DENTAL INS	2,347	2,606	1,121	2,606	2,606	0	0	. 0	0.00
01-7101-51036	WORK COMP	4,122		3,360	6,916	6,844	0	0	2,153	45.90
01-7101-51038	DEFINED CONTRIBUTION	15,361	15,599	8,869	15,967	15,697	0	0	98	0.63
01-7101-51039	RETIREE HEALTH	23,392	18,527	21,602	21,391	21,391	0	0	2,864	15.46
01-7101-51040	LIFE/LTD INSURANCE	669	658	404	673	673	0	0	15	2.28
01-7101-51043	PMTS IN LIEU OF COVERAGE	0	13,444	0	0	10,630	0	0	-2,814	-20.93
01-7101-52101	ANNUAL ALLOTMENT	1,300	2,340	800	2,340	2,340	0	0	0	0.00
01-7101-52111	MILEAGE & TOLLS	1,000	1,000	0	1,000	1,000	0	0	0	0.00
01-7101-52112	LODGING	800	800	0	800	800	0	0	0	0.00
01-7101-52113	MEALS	350	350	10	350	350	0	0	0	0.00
01-7101-52122	ADVERTISING-LEGAL	2,338	3,000	1,380	3,000	3,000	0	0	0	0.00
01-7101-52131	FEES-PROFESSIONAL	120	500	0	500	500	0	0	0	0.00
01-7101-52132	FEES-STATE OR REGION	110			110	110		0	0	0.00
01-7101-52141	BOOKS & PERIODICALS	260	950		950	950	0	0	0	0.00
01-7101-52155	PROFESSIONAL DEVELOPMENT	3,900			3,900	3,900	0	0	0	0.00
01-7101-52176	TELEPHONE	543	700		700	700	0	0	0	0.00
01-7101-52181	PRINTING	250	4,000		4,000	4,000	0	0	0	0.00
01-7101-52184	SERVICE & CONSULTANT	51,483	10,000	30,000	13,000	13,000	0	0	3,000	30.00
Requesting \$3,000 for consultant assistance with parking study to help address recalibration of parking standards and improved walkablity.										
01-7101-52193	COPIER	1,828	2,800	1,882	2,800	2,800	0	0	0	0.00
01-7101-52205	OFFICE MACHINERY MAI	750	750	0	750	750	0	0	0	0.00
01-7101-52221	POSTAGE	203	1,100	91	1,100	1,100	0	0	0	0.00
01-7101-52231	OFFICE SUPPLIES	697	1,000	228	1,000	1,000	0	0	0	0.00
	_Total_PLANNING & ZONING	510,398	473,685	337,554	482,794	490,722	0	0	17,037	4
	Total 7101 PLANNING	510,398	473,685	337,554	482,794	490,722	0	0	17,037	4
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Town of Avon

Personnel Wage Analysis

01-7101-51011	Clerk Planning & Zoning						1,500	1,500
01-7101-51011	Hiram Peck III	1793	80%	UP	1,560	64.149	125,091	100,073
01-7101-51011	John McCahill	701	50%	UP	975	48.071	93,738	46,869
01-7101-51011	Linda Sadlon	407	100%	8E	1,950	33.7045	65,724	65,724
01-7101-51011	Sangee Wallace	705	25%	11E	488	44.7940	87,348	21,837
01-7101-51011								236,003
01-7101-52101	Hiram Peck III							1,040
01-7101-52101	John McCahill							1,300
01-7101-52101								2,340
<u>Total 7101</u>								238,343

471.03 ZONING BOARD OF APPEALS

PROGRAM DESCRIPTION

The Zoning Board of Appeals consists of five (5) regularly-elected members, and three (3) appointed alternate members. The powers and duties of the Zoning Board of Appeals are:

- 1. To hear and decide appeals on decisions of the Zoning Enforcement Officer.
- 2. To determine and vary the application of the Zoning Regulations in harmony with their general purpose and intent.
- 3. Serve as Agent for the State Motor Vehicle Department in conducting hearings and act on applications for limited and general repairers' licenses and locations thereof.

The Planning and Community Development Specialist serves as Staff to the Zoning Board of Appeals.

PROGRAM COMMENTARY

No major changes are reflected in the budget for fiscal year 2019/2020.

PERFORMANCE MEASURES

WORKLOAD MEASURES	2015/ 2016	2016/ 2017	2017/ 2018	Est. 2018/ 2019	Proj. 2019/ 2020
Meetings	6	9	6	6	6
Public Hearings	6	9	6	6	6
Applications Processed	12	14	11	11	11
Pages of Minutes	28	30	22	22	22

Town of Avon Town Manager's Budget Summary Fiscal Year 2019/2020

Account and Description	2018 <u>Actual</u>	2019 Base Budget	2019 <u>Actual YTD</u>	Department <u>Head</u>	Town <u>Manager</u>	Town Council	Board of Finance	<u>Inc/Dec</u>	<u>%</u>
7103 ZONING BD OF APPE									
PERSONAL SERVICES									
WAGES & SALARIES	250	6,773	0	6,888	6,888	0	0	115	1.70
EMPLOYEE BENEFITS	0	519	0	527	527	0	0	8	1.54
_Total_PERSONAL SERVICES	250	7,292	0	7,415	7,415	0	0	123	2
SERVICES & SUPPLIES EMPLOYEE BENEFITS AUTO ALLOWANCE TRAVEL & MEETING EXP ADVERTISING MEMBERSHIP FEES BOOKS & PERIODICALS RECRUITMENT & TRAINING RENTALS POSTAGE MATERIALS AND SUPPLIES	55 0 100 1,092 100 10 0 200 267 20	•	6 0 0 538 0 0 0 0 69	100 70 275 200	9 70 190 1,800 100 70 275 200 300	0 0 0 0	0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0
Total SERVICES & SUPPLIES	1,844		613	3,114	3,114	0	0	0	0
_Total_7103 ZONING BD OF APPEALS	2,094		613		10,529	0	0	123	1

Town of Avon Town Manager's Budget Detail Fiscal Year 2019/2020

Account#	<u>Description</u>	2018 <u>Actual</u>	2019 Base Budget	2019 Actual YTD	Department <u>Head</u>	Town <u>Manager</u>	Town Council	Board of Finance	Inc/Dec	<u>%</u>
01-7103-51012	REG PART TIME	250	6,773	0	6,888	6,888	0	0	115	1.70
01-7103-51031	FICA	0	519	0	527	527	0	0	8	1.54
01-7103-51036	WORK COMP	11	9	6	9	9	0	0	0	0.00
01-7103-51040	LIFE/LTD INSURANCE	44	0	0	0	0	0	0	0	0.00
01-7103-52111	MILEAGE & TOLLS	0	70	0	70	70	0	0	0	0.00
01-7103-52112	LODGING	100	100	0	100	100	0	0	0	0.00
01-7103-52113	MEALS	0	90	0	90	90	0	0	0	0.00
01-7103-52122	ADVERTISING-LEGAL	1,092	1,800	538	1,800	1,800	0	0	0	0.00
01-7103-52132	FEES-STATE OR REGION	100	100	0	100	100	0	0	0	0.00
01-7103-52141	BOOKS & PERIODICALS	10	70	0	70	70	0	0	0	0.00
01-7103-52155	PROFESSIONAL DEVELOPMENT	0	275	0	275	275	0	0	0	0.00
01-7103-52193	COPIER	200	200	0	200	200	0	0	0	0.00
01-7103-52221	POSTAGE	267	300	69	300	300	0	0	0	0.00
01-7103-52231	OFFICE SUPPLIES	20	100	0	100	100	0	0	0	0.00
	_Total_PLANNING & ZONING	2,094	10,406	613	10,529	10,529	0	0	123	1
	_Total_7103 ZONING BD OF APPEALS	2,094	10,406	613	10,529	10,529	0	0	123	1

Town of Avon

Personnel Wage Analysis

01-7103-51012 01-7103-51012 01-7103-51012	Administrative Secretary I Clerk ZBA	100%	6A	233	25.2686	5,888 1,000	5,888 1,000 6,888
Total 7103							<u>6,888</u>

472.03 INLAND WETLANDS

PROGRAM DESCRIPTION

The Inland Wetlands Commission is responsible for developing and administering regulations adopted under the provisions of the State Inland Wetlands and Watercourses Act. The Commission, with assistance from the Department of Planning and Community Development, oversees regulated activities within wetland areas. The Commission is comprised of seven members appointed by the Town Council for four-year overlapping terms. The Inland Wetland Budget funds the operation of the Inland Wetlands Commission, a regulatory agency mandated by State Law and includes the staffing of the agency and related expenditures. The Planning and Community Development Specialist serves as Staff to the Inland Wetlands Commission.

PROGRAM COMMENTARY

Conservative projections were used in estimating revenues for fiscal year 2019/2020. No program changes were proposed.

PROGRAM PERFORMANCE MEASURES

WORKLOAD MEASURES	2015/ 2016	2016/ 2017	2017/ 2018	Est. 2018/ 2019	Proj. 2019/ 2020
Meetings	4	8	8	8	8
Public Hearings	1	3	1	1	1
Regular Meetings	3	7	6	7	7
Special Meetings	1	1	2	1	1
Enforcement Actions	1	1	1	1	1
Applications	2	5	5	5	5
Pages of Minutes	62	71	73	73	73
Active Sites Requiring Routine Inspections*	10	7	6	6	6
Conservation Restrictions # of Parcels/ # of Acres	0.51	0.55	1.1	1.1	1.1

^{* &}quot;Sites" include large projects/subdivisions such as Bridgewater, Weatherstone, Fairway Ridge, Stratford Crossing, West Hills, and Fisher Meadows, which have a number of lots and regulated activities.

PROGRAM OBJECTIVES

- Meet with applicants and consultants
- Prepare professional reports
- Attend meetings
- Conduct inspections to ensure compliance
- Prepare meeting agendas, minutes and public legal notices
- Enforce regulations and conduct investigations as needed

Town of Avon Town Manager's Budget Summary Fiscal Year 2019/2020

Account and Description	2018 Actual	2019 Base Budget	2019 Actual YTD	Department <u>Head</u>	Town <u>Manager</u>	Town <u>Council</u>	Board of Finance	Inc/Dec	<u>%</u>
7203 INLANDS WETLANDS									
PERSONAL SERVICES				i.					
WAGES & SALARIES	86,223	96,553	51,078	100,112	98,612	0	0	2,059	2.13
EMPLOYEE BENEFITS _	34,320	30,769	28,211	34,015	33,856	0	0	3,087	10.03
_Total_PERSONAL SERVICES	120,543	127,322	79,289	134,127	132,468	0	0	5,146	4
SERVICES & SUPPLIES									
EMPLOYEE BENEFITS	46,329	45,837	33,020	49,117	49,050	0	0	3,213	7.01
AUTO ALLOWANCE	250	250	15	250	250	0	0	0	0.00
TRAVEL & MEETING EXP	600	600	0	600	600	0	0	0	0.00
ADVERTISING	488	800	342	800	800	0	0	0	0.00
MEMBERSHIP FEES	3,070	3,070	3,070	3,070	3,070	0	0	0	0.00
BOOKS & PERIODICALS	0	100	0	100	100	0	0	0	0.00
RECRUITMENT & TRAINING	288	425	65	425	425	0	0	0	0.00
CONTRACTUCTUAL SERV & PRINTING	302	2,500	302	2,500	2,500		0	0	0.00
RENTALS	300	300	0	300	300	0	0	0	0.00
EQUIPMENT OPER & MAINT	0	1,500	0	1,500	1,500	0	0	0	0.00
POSTAGE	306	1,500	108	1,500	1,500		0	0	0.00
MATERIALS AND SUPPLIES	431	1,040		1,040	1,040		0	0	0.00
_Total_SERVICES & SUPPLIES	52,364	57,922	37,266	61,202	61,135	0	0	3,213	6
_Total_7203 INLANDS WETLANDS	172,907	185,244	116,555	195,329	193,603	0	0	8,359	5

Town of Avon Town Manager's Budget Detail Fiscal Year 2019/2020

Account#	<u>Description</u>	2018 <u>Actual</u>	2019 Base Budget	2019 <u>Actual YTD</u>	Department <u>Head</u>	Town <u>Manager</u>	Town Council	Board of Finance	Inc/Dec	<u>%</u>
01-7203-51011	REG FULL TIME	69,218	70,306	43,692	73,387	71,887	0	0	1,581	2.25
01-7203-51012	REG PART TIME	17,005	26,247	7,386	26,725	26,725	0	0	478	1.82
01-7203-51031	FICA	6,424	7,290	3,798	7,552	7,438	0	0	148	2.03
01-7203-51032	RETIREMENT	29,307	29,057	30,739	30,587	30,587	0	0	1,530	5.27
01-7203-51033	HOSPITALIZATION	14,006	13,397	0	14,014	14,014	0	0	617	4.61
01-7203-51034	DENTAL INS	795	882	513	882	882	0	0	0	0.00
01-7203-51036	WORK COMP	1,990	2,275	1,629	3,403	3,336	0	0	1,061	46.64
01-7203-51038	DEFINED CONTRIBUTION	3,204	3,392	2,011	3,512	3,467	0	0	75	2.21
01-7203-51039	RETIREE HEALTH	23,392	18,527	21,602	21,391	21,391	0	0	2,864	15.46
01-7203-51040	LIFE/LTD INSURANCE	231	226	139	231	231	0	0	5	2.21
01-7203-52101	ANNUAL ALLOTMENT	1,300	1,560	800	1,560	1,560	0	0	0	0.00
01-7203-52111	MILEAGE & TOLLS	250	250	15	250	250	0	0	0	0.00
01-7203-52112	LODGING	350	350	0	350	350	0	0	0	0.00
01-7203-52113	MEALS	250	250	0	250	250	0	0	0	0.00
01-7203-52122	ADVERTISING-LEGAL	488	800	342	800	800	0	0	0	0.00
01-7203-52132	FEES-STATE OR REGION	3,070	3,070	3,070	3,070	3,070	0	0	0	0.00
01-7203-52141	BOOKS & PERIODICALS	0	100	0	100	100	0	0	0	0.00
01-7203-52155	PROFESSIONAL DEVELOPMENT	288	425	65	425	425	0	0	0	0.00
01-7203-52184	SERVICE & CONSULTANT	302	2,500	302	2,500	2,500	0	0	0	0.00
01-7203-52193	COPIER	300	300	0	300	300	0	0	0	0.00
01-7203-52205	OFFICE MACHINERY MAI	0	1,500	0	1,500	1,500	0	0	0	0.00
01-7203-52221	POSTAGE	306	1,500	108	1,500	1,500	0	0	0	0.00
01-7203-52231	OFFICE SUPPLIES	431	990	344	990	990	0	0	0	0.00
01-7203-52232	MATERIALS AND TOOLS	0	50	0	50	50	0	0	0	0.00
	_Total_CONSERVATION & NAT'L RESOURCES	172,907	185,244	116,555	195,329	193,603	0	0	8,359	5
	Total 7203 INLANDS WETLANDS	172,907	185,244	116,555	195,329	193,603	0	0	8.359	5
	TI OTGITI TOO HAT WAND ALE I THAND	172,301	100,244	110,000	190,029	199,009	<u> </u>	<u> </u>	0,335	<u>U</u>

Town of Avon

Personnel Wage Analysis

01-7203-51011	Hiram Peck III	1793	20%	UP	390	64.149	125,091	25,018
01-7203-51011	John McCahill	701	30%	UP	975	48.071	93,738	46,869
01-7203-51011								71,887
01-7203-51012	Susan Guimaraes	1979	76%	6B	1,300	25.9002	33,672	25,315
				6A		25.2686	32,851	
01-7203-51012	Clerk Inland Wetlands						1,410	1,410
01-7203-51012								26,725
01-7203-52101	Hiram Peck III							260
01-7203-52101	John McCahill							1,300
01-7203-52101								1,560
<u>Total 7203</u>								<u>100,172</u>

