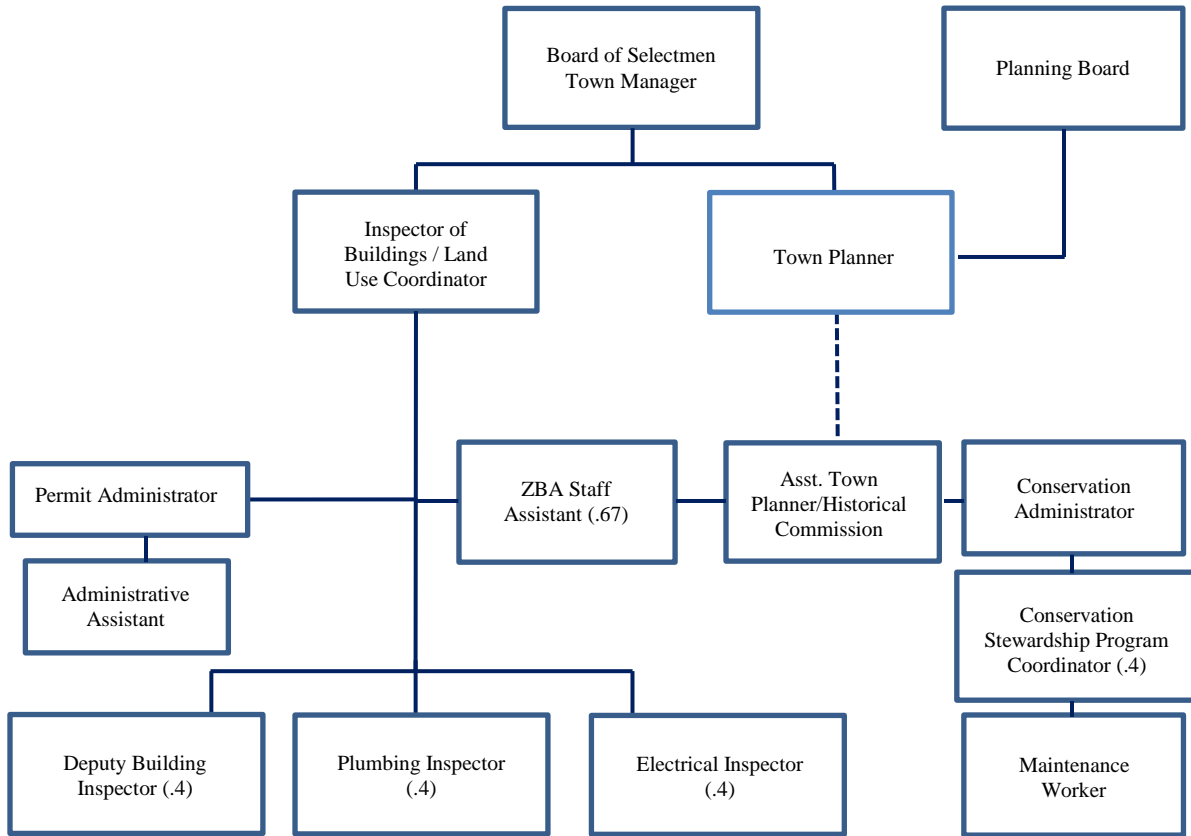


**TOWN OF WESTON
FY20 TOWN MANAGER'S PROPOSED BUDGET AND FINANCING PLAN
LAND USE, INSPECTIONAL SERVICES & PLANNING**



LAND USE, INSPECTIONAL SERVICES & PLANNING	Actual FY17	Actual FY18	Budget FY19	Town Manager Recommended Budget	FY19 to FY20 \$ Change	% Change
Revenues						
Tax Levy and General Fund Revenues	(233,793)	(226,050)	(151,806)	(118,516)	33,290	-21.9%
Permits & Licenses, Departmental Revenue	863,905	986,425	920,350	920,350	-	0.0%
Board of Appeals - Fees	58,700	6,675	15,000	15,000	-	0.0%
Planning Board - Fees	19,450	12,455	12,000	12,000	-	0.0%
Conservation Commission - Rentals & Fees	2,458	2,454	1,500	1,500	-	0.0%
Historical Commission - Fees	2,850	2,255	2,000	2,000	-	0.0%
Total	713,570	784,214	799,044	832,334	33,290	4.2%
Expenditures						
Salaries	540,367	579,408	600,484	643,044	42,560	7.1%
Expenses	173,203	204,806	198,560	189,290	(9,270)	-4.7%
Total	713,570	784,214	799,044	832,334	33,290	4.2%

**Town of Weston
FY20 Town Manager's Proposed Budget**

LAND USE AND DEVELOPMENT: Inspectional Services

Description of Services

Inspectional Services is responsible for the safe construction of our built environment and the orderly, appropriate and beneficial use of buildings and property in the Town. This work is carried out across the building trades by reviewing proposed plans, issuing permits, performing site inspections and issuing enforcement orders.

This office provides:

- Review of proposed site plans and uses for conformance with Zoning Bylaw.
- Review of construction plans for conformance with the State Building Code and all appurtenant codes, the Plumbing and Gas Code, the National Fire Protection Association Regulations and the National Electric Code, the Zoning Act and the Weston Zoning Bylaw.
- Oversight of the Land Use permitting process, including Building, Plumbing, Electric and Zoning permits.
- The timely investigation and enforcement-abatement of zoning violations.
- Field inspections to ensure compliance with above listed codes and other Authority issued permit/special permit/ site plan approval conditions.
- Enforcement activities for the Planning Board, Historic Commission.
- Technical assistance to the various Boards and other town departments
- Works in close contact with the Weston Fire Department to provide code required inspections and certifications of both public and private structures.
- Review of proposed land use regulations and zoning proposals.
- Proposals for ways to streamline the permitting process, including simplifying the Zoning Bylaw, developing checklists and encouraging departmental collaboration.
- Planning for and implementation of technical and other work flow and process improvements such as; on-line permitting, digitalization of office documents, the move to electronic storage of office documents, field inspections tools and software.
- Successful delivery of various Board objectives.
- Safe occupancy of all structures designed for same.

The Inspector of Buildings serves as the Land Use Coordinator, working closely with the Town Planner and Planning Board, Board of Health, Conservation Commission, Historical Commission, Zoning Board of Appeals, Fire Department and the Town Engineer. In addition, he oversees the work of the Conservation Administrator, ZBA Staff Assistant, and the Asst. Town Planner.

Receipts from permit fees cover the full cost of this department's operations.

FY20 Departmental Goals

1. Continue to develop and improve on-line permitting.
2. Decrease 'turn-around' time for all approvals by encouraging collaboration across those individuals/boards which issue approval.
3. Reduce cost/effort for compliance and increase level of compliance achieved by constant review of process and review of success/failure for each activity/initiative.
4. Continue outreach and contractor education on changes to the State Building Code (9th Edition).

5. Work with the Planning Board, Zoning Board of Appeals, Historical Commission, Conservation Commission and other stake-holders and consultants to deliver best practices in residential development, landscaping, and general site design in order to strengthen the various aesthetics that makes Weston the town it is.
6. Develop an Electronic Document Storage system plan that will give utility to users and help deliver accurate, up-to-date material to decision makers.
7. Continue to fully integrate permit tracking across all permit issuing authorities, Weston Fire Department, Board of Health, Conservation Commission, DPW, Storm Water.

Staffing Levels	FY17 Funded	FY18 Funded	FY19 Funded	FY20 Recommended
Inspector of Buildings/Land Use Coord.	1	1	1	1
Deputy Building Inspector	0.4	0.4	0.4	0.4
Plumbing Inspector	0.4	0.4	0.4	0.4
Electrical Inspector	0.5	0.5	0.4	0.4
Total FTE	2.3	2.3	2.2	2.2

Budget Recommendations

Level Services: This is a level service budget.

New Requests Recommended by Town Manager: None requested

New Requests Not Recommended by Town Manager: None

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**Town of Weston
FY20 Town Manager's Proposed Budget**

	ACTUAL FY17	BUDGET FY18	ACTUAL FY18	BUDGET FY19	DEP REQ FY20	TOWN MANAGER'S RECOMMENDATION			Final FY20 Budget	FY19 to FY20	
						LEVEL SERVICE	NEW REQ	TOTAL		\$ Change	% Change
<u>Planning & Land Use</u>											
Salaries	358,356	387,426	396,876	404,601	456,559	428,935	15,000	443,935	443,935	39,334	9.7%

**Town of Weston
FY20 Town Manager's Proposed Budget**

LAND USE AND DEVELOPMENT: Salaries

Description of Services

This budget represents employees who staff various Land Use Departments and functions. The Town Planner staffs the Planning Board and provides general planning assistance to other functions of Town government. The Assistant Town Planner primarily provides support to the Town Planner. The Conservation Administrator provides technical and administrative support to the Conservation Commission. The Conservation Stewardship Program Coordinator was created to assist the Conservation Commission in overseeing a number of land management program needs, in particular, monitoring conservation land boundaries. The Staff Assistant to the ZBA provides technical and administrative support to the Zoning Board of Appeals. The Permit Administrator and Administrative Assistant provide administrative support all of the Land Use departments. The salary budget for the Land Use Coordinator and Inspectors is budgeted in Inspectional Services.

Staffing Levels	FY17 Funded	FY18 Funded	FY19 Funded	FY20 Recommended
Town Planner	1	1	1	1
Asst. Town Planner/Historical Comm	0.5	0.5	0.5	0.5
Conservation Administrator	1	1	1	1
Conservation Stewardship Program Coordinator	0.32	0.35	0.35	0.35
Conservation Maintenance Worker	0	0	0.05	0.05
Staff Asst./ZBA	0.67	0.67	0.67	0.67
Permit Administrator	1	1	1	1
Administrative Assistant	1	1	1	1
Recording Secretary	0	0.06	0.06	0.06
Total FTE	5.49	5.58	5.63	5.63

Budget Recommendations

Level Services:

New Requests Recommended by Town Manager:

New Requests Not Recommended by Town Manager: None

**Town of Weston
FY20 Town Manager's Proposed Budget**

	ACTUAL FY17	BUDGET FY18	ACTUAL FY18	BUDGET FY19	DEP REQ FY20	TOWN MANAGER'S RECOMMENDATION			FY19 to FY20	
						LEVEL SERVICE	NEW REQ	TOTAL	\$ Change	% Change
<u>Inspectional Services</u>										
Salaries	182,011	199,391	182,532	195,883	199,109	199,109	-	199,109	3,226	1.6%
Sub-total Personal Services	182,011	199,391	182,532	195,883	199,109	199,109	-	199,109	3,226	1.6%
Education & Training	1,290	1,000	700	1,400	1,600	1,600	-	1,600	200	14.3%
Communication	1,440	1,440	1,440	1,440	1,440	1,440	-	1,440	-	0.0%
Gasoline	80	360	179	200	600	600	-	600	400	200.0%
Office Supplies	1,746	750	1,692	750	750	750	-	750	-	0.0%
In-State Travel	6,030	6,500	5,496	6,500	6,500	6,500	-	6,500	-	0.0%
Subscriptions & Publications	-	300	609	300	300	300	-	300	-	0.0%
Conference	-	350	-	350	350	350	-	350	-	0.0%
Equipment	-	400	55	400	400	400	-	400	-	0.0%
Sub-total Expenses	10,586	11,100	10,171	11,340	11,940	11,940	-	11,940	600	5.3%
<u>Sealer of Weights & Measures</u>										
Maintenance of Equipment	-	200	-	200	200	200	-	200	-	0.0%
Education & Training	259	185	-	185	185	185	-	185	-	0.0%
Office Supplies	75	90	-	90	90	90	-	90	-	0.0%
Postage	-	25	348	25	25	25	-	25	-	0.0%
Publications	-	60	-	60	60	60	-	60	-	0.0%
In-State Travel	-	40	-	40	40	40	-	40	-	0.0%
Sub-total Sealer Weights/Meas.	334	600	348	600	600	600	-	600	-	0.0%
Total	192,931	211,091	193,051	207,823	211,649	211,649	-	211,649	3,826	1.8%

**Town of Weston
FY20 Town Manager’s Proposed Budget**

LAND USE AND DEVELOPMENT: Board of Appeals

Description of Services

The Zoning Board of Appeals is a quasi-judicial board with the following powers and duties:

1. To hear and decide appeals taken by any person aggrieved by reason of his/her inability to obtain a permit or an enforcement action given by an administrative officer, or by a decision of the Zoning Enforcement Officer (Inspector of Buildings);
2. To hear and decide applications for Special Permits and Variances upon which the Board is empowered to act under the Weston Zoning Bylaw and other rules;
3. To hear and decide petitions for Comprehensive Permits under MGL Chapter 40B (affordable housing).

FY20 Departmental Goals

Provide staff support to the Zoning Board of Appeals, including, but not limited to the following:

1. assist Petitioners with Zoning Board of Appeals process;
2. research property history;
3. continue to stay up-to-date with State case law, and in compliance with Massachusetts General Laws and best management practices.

Staffing Levels	FY17 Funded	FY18 Funded	FY19 Funded	FY20 Recommended
Staff Asst./ZBA	0.67	0.67	0.67	0.67
Administrative Staff	Shared	Shared	Shared	Shared
Total FTE	0.67	0.67	0.67	0.67

Budget Recommendations

Level Services: This budget is level funded.

New Requests Recommended by Town Manager: None requested

New Requests Not Recommended by Town Manager: None

**Town of Weston
FY20 Town Manager's Proposed Budget**

	ACTUAL FY17	BUDGET FY18	ACTUAL FY18	BUDGET FY19	DEP REQ FY20	TOWN MANAGER'S RECOMMENDATION			FY19 to FY20	
						LEVEL SERVICE	NEW REQ	TOTAL	\$ Change	% Change
Board of Appeals										
Printing & Advertising	552	1,800	933	1,800	1,800	1,800	-	1,800	-	0.0%
Stationery		-	171	-	-	-	-	-	-	-
Office Supplies	1,212	700	426	700	700	700	-	700	-	0.0%
Conference	125	200	360	200	200	200	-	200	-	0.0%
All Other	91	50	292	50	50	50	-	50	-	0.0%
Total	1,979	2,750	2,182	2,750	2,750	2,750	-	2,750	-	0.0%

**Town of Weston
FY20 Town Manager’s Proposed Budget**

LAND USE AND DEVELOPMENT: Planning Board

Description of Services

In accordance with Massachusetts General Laws, the Weston Planning Board is charged with three major responsibilities: review of subdivision of land, preparation of a master plan, and review and amendment of the Weston Zoning Bylaw (MGL Chapter 41, Section 81 and 40A) Based on this enabling legislation, the Planning Board’s duties are largely identified and include:

- Analyzing development proposals including Subdivisions, Site Plan Approvals and Special Permits
- Amending the Weston Zoning Bylaw and updating administrative regulations, site plan approval processes and various other permitting procedures
- Conducting field inspections to ensure compliance with Planning Board permits
- Carrying out the Scenic Road Bylaw
- Providing technical assistance to the Zoning Board of Appeals on Comprehensive Permits and other cases, as requested
- Working with other Town boards, departments and committees on long-range planning issues, such as affordable housing, town center planning, transportation planning, etc.
- Developing and/or evaluating land use regulations and zoning proposals.

FY20 Departmental Goals

1. Promote community engagement in planning issues by working cooperatively with other Town officials and residents on the following current projects: MGL 40B Comprehensive Permit Applications at 133 Boston Post Road and 751-761 Boston Post Road; Planning Board Rules and Regulations.
2. Continue to ensure consistent vision for growth and development through Site Plan Review, Flexible Subdivisions, Special Permits and Scenic Road Permits.
3. Engage in long range transportation planning to improve quality of life for Weston residents and manage impacts of anticipated growth.
4. Continue to revise and refine reporting, application and approval policies and propose bylaw amendments to protect the semi-rural character of Weston.

Staffing Levels	FY17 Funded	FY18 Funded	FY19 Funded	FY20 Recommended
Town Planner	1	1	1	1
Asst. Town Planner/Historical Comm	0.25	0.4	0.4	0.4
Administrative Staff	Shared	Shared	Shared	Shared
Recording Secretary	0	0.06	0.06	0.06
Total FTE	1.25	1.46	1.46	1.46

Budget Recommendations

Level Services: This is a level service budget.

New Requests Recommended by Town Manager: None requested

New Requests Not Recommended by Town Manager: None

**Town of Weston
FY20 Town Manager's Proposed Budget**

	ACTUAL FY17	BUDGET FY18	ACTUAL FY18	BUDGET FY19	DEP REQ FY20	TOWN MANAGER'S RECOMMENDATION			FY19 to FY20	
						LEVEL SERVICE	NEW REQ	TOTAL	\$ Change	% Change
Planning Board										
Professional & Consulting Services	29,181	31,500	32,096	31,500	31,500	31,500	-	31,500	-	0.0%
Printing & Advertising	1,051	2,000	1,589	2,480	2,480	2,480	-	2,480	-	0.0%
Copy Plans	-	40	-	-	-	-	-	-	-	-
Communication	-	480	-	-	-	-	-	-	-	-
Stationery & Supplies	501	500	931	740	520	520	-	520	(220)	-29.7%
In-State Travel	597	600	757	600	800	800	-	800	200	33.3%
Dues	365	500	400	400	420	420	-	420	20	5.0%
Subscriptions & Publications	266	500	273	300	300	300	-	300	-	0.0%
Conference	220	500	519	2,200	570	570	-	570	(1,630)	-74.1%
Total	32,181	36,620	36,564	38,220	36,590	36,590	-	36,590	(1,630)	-4.3%

Town of Weston
FY20 Town Manager's Proposed Budget

LAND USE AND DEVELOPMENT: Conservation Commission

Description of Services

The citizens of Weston have been strong advocates of conservation for many years, and the Conservation Commission was established at the relatively early date of 1961. The Weston Conservation Commission and Conservation Department (WCC) are responsible for the protection and management of Weston's natural resources and the administration of the Massachusetts Wetlands Protection Act.

Wetland Protection Act Administration - The Weston Conservation Commission is responsible for administering the Massachusetts Wetlands Protection Act (WPA). This includes reviewing all proposed municipal, private, and commercial projects to determine whether local and state wetland laws apply. The Conservation Administrator advises and provides technical expertise to the WCC in the areas of environmental laws and regulations, wetlands delineation, and erosion control measures to avoid legal action against the Town and protect the environment. Staff and Commissioners conduct pre-hearing site inspections and meetings. Other WPA responsibilities of the Conservation Administrator include: managing the day-to-day activities of the Conservation Dept., enforcing and implementing WCC decisions and policies, assisting landowners with filing wetland permits, addressing wetland violations, scheduling, administering and participating in public hearings; conducting numerous site visits during the construction phase of approved projects, and providing environmental education and outreach to residents.

The Wetlands Protection Act prohibits construction, earth-moving, or the alteration of soils or vegetation within 100 feet of the wetlands and/or 200 feet of a perennial stream without the authorization of the Commission. In Weston, wetlands include ponds, streams, vernal pools, banks, bordering vegetative wetlands, flood plains, and forested wetlands. The Conservation Commission is the only board that determines whether an area is or is not under their jurisdiction, no other board or department has the authority to do so. Therefore the Conservation department responds to numerous and frequent inquiries by residents, realtors, developers, and builders whether a particular property is under the Commission's jurisdiction.

Land Management - In addition to their regulatory responsibilities, the WCC actively manages approximately 1,800 acres of conservation land and over 90 miles of trails. This equates to 16% of the land mass in Weston. Conservation staff and WCC oversee six annual land management contracts: (1) sustainable forestry, (2) maple sugaring, (3) community farming, (4) environmental education, (5) field mowing, and (6) misc. land maintenance. Routine trail clearing and maintenance is generously funded by the Weston Forest and Trail Association. Additionally, the Conservation Department undertakes ecological restoration projects, manages invasive species (where practical), administers a deer hunting program, addresses trail and trail user issues, and interfaces with abutting residents on conservation land-related concerns. The Conservation Department also oversees the 40-Acre Field Contract and the Weston Community Gardens (both on municipal land) by request of the Board of Selectmen.

Monitoring Conservation Land Boundaries - The Conservation Department has established a Conservation Land Monitoring Program wherein conservation property boundaries are monitored for encroachments. Conservation Department staff continue to rectify and monitor over 45 known encroachments on Conservation Land as well as to address new encroachments as they arise.

Implementation of the Open Space Plan – In June 2017, the Open Space and Recreation Plan Committee completed the 2017 Weston Open Space and Recreation Plan (OSRP), which guides decisions regarding

the use, acquisition, and management of Weston's treasured open spaces, conservation areas, recreation facilities, and natural resources over the next 7 years. The OSRP serves as a tool to help Weston to maintain and improve its green infrastructure, such as conservation land, trails, working farms and forests, wildlife habitat, streams and ponds, parks, playing fields and courts, and swimming facilities. Many of the objectives in the OSRP are the responsibility of the WCC and the Conservation Department.

Education and Outreach – The Conservation Department provides education and outreach to the community regarding trails, natural resources, and other open-space related topics. Education and outreach efforts include: classes taught at Weston High School; a quarterly e-newsletter, Conservation Connections; fliers distributed at trailheads and on our website (ticks, etiquette while walking dogs, trail map use, etc.); the Weston Open Space and Recreation Forum; newspaper articles; working with volunteers (Scout, high school students, etc); and answering numerous resident calls.

Conservation Commission Revenue Sources

The Conservation Commission is authorized by the WPA to collect and retain filing fees for permit applications to offset the costs of administering the WPA. \$5,400 was collected in FY18 and deposited into the WPA Fund. Money may only be expended from this fund to offset a portion of the WCC's costs associated with administering the Wetlands Protection Act. Unused funds are carried over from the previous year. In FY18, \$9,500 was withdrawn from the WPA fund to pay for outside consultant review, mileage reimbursements, costs to attend professional conferences and training, and field and office equipment. In addition, 2 hours per week of the Conservation Stewardship Program Coordinator's position is funded through the WPA Fund. The WPA Fund had a balance of \$11,600 at the end of FY18.

In addition, the WCC oversees the upkeep and rental use of a residence at 27 Crescent Street (Melone Homestead). This historic home is used as facility space for Land's Sake Inc. and staff housing for Land's Sake employees. Rent collected is deposited into a Revolving Fund. Maintenance and upkeep of the Melone House is funded through this Revolving Fund.

FY20 Departmental Goals

1. Per the 2017 Open Space and Recreation Plan's 7-Year Action Plan, Goal 4D: Seek ways to distribute trail maps and other open space-related information to the public through kiosks, social media, apps, websites, local media outlets, and other means.
2. Create and Implement a new Case Estates Ecological Management Plan (EMP). The EMP will guide land management decisions at the Case Estates for the next 5-7 years, include a matrix showing priority, timing, and rough cost estimates for recommended maintenance and stewardship tasks.
3. Implement components of the Case Estates Master Plan – Continue to partner with other departments to identify and implement needed outcomes including: assist with the construction of the Legacy Trail and other connection pathways; work with Town Counsel to create Conservation Restrictions to be held by Weston Forest and Trail Association; and
4. Mass Central Rail Trail – Continue to work with the Rail Trail Advisory Committee and the soon-to-be-formed "Friends of Weston Rail Trail" group to identify goals and priorities to increase public enjoyment and respect for the adjoining Conservation Land.
5. Interface with WFTA - coordination, trail maps, trails management, easements, etc.

Staffing Levels	FY17 Funded	FY18 Funded	FY19 Funded	FY20 Recommended
Conservation Administrator	1	1	1	1
Conservation Stewardship Program Coordinator	0.32	0.35	0.35	0.35
Maintenance Worker	0	0	0.05	0.05
Conservation Assistant	0	0	0	0.4
Administrative Staff	Shared	Shared	Shared	Shared
Total FTE	1.32	1.35	1.4	1.8

Budget Recommendations

Level Services:

- The Land Maintenance Budget was increased by \$5,500 to allow for annual upkeep and maintenance of the Sugar Maple Allee on Conservation Land at the corner of Glen Road and Wellesley Street. This project was identified as a priority project by the Tree Advisory Group, which received a donation in 2017 and 2018 to restore the Allee. \$5,500 in annual maintenance is needed for proper upkeep of the Allee.
- Education/Training line item was increased slightly to properly reflect the amount of new training needed by the new Conservation Commission members
- The Mowing Budget was increased by \$5,000 to account for an increase in fields to be mowed (future Wellington Farm projected to be purchased at May 2019 town meeting) as well as an increase in the hourly rate charged by the mowing contractor.

In addition, the Conservation Department requests funding for a part-time Conservation Assistant and for additional hours for the current Conservation Stewardship Program Coordinator. Please see attached “Request for Additional Staff/Services – Conservation”

New Requests Recommended by Town Manager:

New Requests Not Recommended by Town Manager: None

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**Town of Weston
FY20 Town Manager's Proposed Budget**

	ACTUAL FY17	BUDGET FY18	ACTUAL FY18	BUDGET FY19	DEP REQ FY20	TOWN MANAGER'S RECOMMENDATION			FY19 to FY20	
						LEVEL SERVICE	NEW REQ	TOTAL	\$ Change	% Change
<u>Conservation Commission</u>										
<u>Administration</u>										
Education & Training	-	240	70	240	500	500	-	500	260	108.3%
Office Supplies	233	500	104	500	500	500	-	500	-	0.0%
In-State Travel	-	200	104	200	200	200	-	200	-	0.0%
Dues	935	900	655	900	900	900	-	900	-	0.0%
Conference	70	195	85	195	195	195	-	195	-	0.0%
All Other	1,177	500	2,542	500	500	500	-	500	-	0.0%
Sub-total Administration	2,415	2,535	3,560	2,535	2,795	2,795	-	2,795	260	10.3%
<u>Land Management</u>										
Land Management	22,073	30,150	35,676	30,150	30,150	30,150	-	30,150	-	0.0%
Land Management/Dams	-	2,000	-	2,000	2,000	2,000	-	2,000	-	0.0%
Charles River Invasives Removal	-	5,000	2,000	5,000	5,000	5,000	(3,000)	2,000	(3,000)	-60.0%
Open Space & Rec Plan	-	-	-	5,000	5,000	5,000	(3,000)	2,000	(3,000)	-60.0%
Sub-total Land Management	22,073	37,150	37,676	42,150	42,150	42,150	(6,000)	36,150	(6,000)	-14.2%
<u>Case Estates</u>										
Land Mgt./Maint. - 40 Acre Field	953	6,615	11,215	6,615	6,615	6,615	(4,000)	2,615	(4,000)	-60.5%
Land Mgt./Maint. - Ash & Wellesley	-	20,000	18,440	5,000	5,000	5,000	-	5,000	-	0.0%
Sub-total Case Estates	953	26,615	29,655	11,615	11,615	11,615	(4,000)	7,615	(4,000)	-34.4%
<u>Farm</u>										
Education & Training	23,850	19,000	25,825	19,000	19,000	19,000	-	19,000	-	0.0%
Gardens	5,250	2,750	3,984	2,750	2,750	2,750	-	2,750	-	0.0%
Maple Project	4,235	4,000	5,806	4,000	5,500	5,500	(2,000)	3,500	(500)	-12.5%
Mowing	39,088	30,000	30,120	30,000	35,000	35,000	(3,000)	32,000	2,000	6.7%
Orchard	400	1,500	1,912	1,500	1,500	1,500	-	1,500	-	0.0%
Hunger Relief	25,000	25,000	12,500	25,000	25,000	25,000	-	25,000	-	0.0%
All Other	-	2,500	-	2,500	2,500	2,500	-	2,500	-	0.0%
Sub-total Farm	97,823	84,750	80,147	84,750	91,250	91,250	(5,000)	86,250	1,500	1.8%
Total Conservation Comm	123,264	151,050	151,038	141,050	147,810	147,810	(15,000)	132,810	(8,240)	-5.8%

**Town of Weston
FY20 Town Manager’s Proposed Budget**

**LAND USE AND DEVELOPMENT: Historical Commission
 Crescent Street Historic District Commission**

Description of Services

The Historical Commission identifies and documents town buildings, domestic architecture, and other local features of historical significance and educates the public as to their importance. The Commission also administers the Town’s Demolition Delay By-law and preservation restrictions for several Town buildings. While this is a volunteer Commission, staff support is also provided by the Land Use Coordinator and shared staff in the Land Use departments. Commission members serve on the Community Preservation Committee, the Melone Homestead Task Force and the Case Estates Building Advisory Committee. The Commission uses local consultants to provide expertise, advice and services in support of its goals.

The Crescent Street Historic District Commission is charged with reviewing proposed exterior modifications of structures and other features located in the district, in accordance with Article XXVIII for the Town’s general by-law, which was enacted in 1993.

FY20 Departmental Goals

1. As needed, manage subcommittee activity to accomplish use and preservation recommendations for the Josiah Smith Tavern, Old Library and the Fiske Law Office.
2. Continue to monitor and provide oversight for historic information added to the Weston GIS system.
3. Continue the preliminary archival assessment of Weston town artifacts and documents.
4. Complete the identification and documentation of all Weston homes and other important buildings which may be affected by the demolition delay by-law.
5. Complete preservation restrictions for selected structures.
6. Support Town preservation goals through analysis and recommendation on any proposed development plans affecting historic properties and historic neighborhoods.

Staffing Levels	FY17 Funded	FY18 Funded	FY19 Funded	FY20 Recommended
Inspector of Buildings/Land Use Coord.	Shared	Shared	Shared	Shared
Asst. Town Planner/Historical Comm	0.25	0.1	0.1	0.1
Permit Administrator	Shared	Shared	Shared	Shared
Total FTE	0.25	0.25	0.25	0.25

Budget Recommendation

Level Services: This budget is level funded.

New Requests Recommended by Town Manager: None requested

New Requests Not Recommended by Town Manager: None

**Town of Weston
FY20 Town Manager's Proposed Budget**

	ACTUAL FY17	BUDGET FY18	ACTUAL FY18	BUDGET FY19	DEP REQ FY19	TOWN MANAGER'S RECOMMENDATION			FY19 to FY20	
						LEVEL SERVICE	NEW REQ	TOTAL	\$ Change	% Change
<u>Historical Commission</u>										
Professional & Consult	1,850	3,400	3,780	3,400	3,400	3,400	-	3,400	-	0%
Printing & Advertising	2,788	600	313	600	600	600	-	600	-	0%
Archive/Office Supplies	10	500	42	500	500	500	-	500	-	0%
All Other	-	-	368	-	-	-	-	-	-	-
Sub-total Historical Comm	4,648	4,500	4,502	4,500	4,500	4,500	-	4,500	-	0%
<u>Crescent Street Historic District Commission</u>										
All Other	212	100	-	100	100	100	-	100	-	0%
Sub-total Crescent St Historic Dist Comm	212	100	-	100	100	100	-	100	-	0%
Total Historical	4,860	4,600	4,502	4,600	4,600	4,600	-	4,600	-	0%