

FY 2022 Budget Review - Planning and Community Development

Prepared By: **Melissa M. SantucciRozzi**

Ways and Means: **May 12, 2021**

The FY2022 budget as submitted represents an -11.71% decrease over the Department's FY2021 Budget, as instructed by Ed and Nicole in the budget preparation instruction Memo.

FY 2021 = \$630,674
Minus 11.71% = \$ 73,865
Proposed FY 2022 = \$556,809

PCD ADMIN 0117501	2022 Notes	2022 Proposed
DEPARTMENT HEAD	MMSR D/E Step	\$123,226.63
ASSISTANT DIRECTOR	NEW M16 A/B Step	\$83,439.97
ADMINISTRATIVE/ CLERICAL	LQ M11 D/E Step	\$76,930.63
INTERNSHIPS	Lump Stipend	\$2,000.00
LONGEVITY	KP BPMA	\$600.00
TELEPHONE	MMSR Phone	\$650.00
PLANNING ADMIN EXPENSES	Master Plan and Other Recording Secretary	\$10,000.00

The above Program covers Department Administration, the Salary of 3 full time employees, 1 part time as well as some department employee and BPMA/Teamsters contractual expenses. Goals for 2022 include the Master Plan, Small Business Assistance, Affordable Housing Initiatives and Interdepartmental/Public Review and Collaboration.

PLANNING 0117504	2022 Notes	2022 Proposed
COMPREHENSIVE ZONING ADMIN	Master Plan Expenses	\$2,500.00
POSTAGE	Cut	\$200.00
STAFF PLANNER	Eliminated/Not Funded	\$0.00
MITIGATION	Eliminated/Not Funded	\$0.00
PRINTING/FORMS	Level	\$100.00
OFFICE SUPPLIES	Level	\$2,050.00
PRESCRIPTION EYEGLASSES ALLOWANCE	Off Year	\$0.00
CLOTHING ALLOWANCE	LQ BPMA	\$200.00
NEWSPAPER/PERIODICAL	Covers 3 Legal Ads	\$3,000.00
MEETINGS/SEMINARS- IN STATE	Level	\$800.00
MILEAGE	Cut	\$1,500.00
DUES/MEMBERSHIPS/SUB	Level	\$1,500.00

The above Program covers the Planning Division. Both the Principal Planner and Staff Planner Positions have been unfunded for several years. The Department continues to function understaffed and hopes that those positions can be combined or modified to create a position to help with the goals of the Administration as it relates to the Department (Marketing/GIS/Development Inspector/Economic Development). Other employee BPMA/Teamsters contractual expenses and Planning related department expenses are also in this Program and all expenses have been level funded or cut, as noted above. Goals for 2022 include file management and digital conversion and Application and Process Improvements.

CONSERVATION 0117505	2022 Notes	2022 Proposed
PRIOR YEAR ENCUMBRANCE	Not Available	\$0.00
CONSERVATION PLANNER	KP M13 Step E	\$86,784.65
RANGER - PART TIME	Eatons Pond Ranger	\$3,000.00
POSTAGE	Level	\$100.00
CLIMATE CHANGE ASSESSMENT	No Current Expenses	\$0.00
PRINTING/FORMS	Increase to Cover Actual Cost	\$950.00
OFFICE SUPPLIES	Cut	\$1,500.00
PRESCRIPTION EYEGLASSES ALLOWANCE	Off Year	\$0.00
CLOTHING ALLOWANCE	KP BPMA	\$200.00
NEWSPAPER/PERIODICAL	2 Legal Ads	\$2,000.00
MEETINGS/SEMINARS- IN STATE	Level	\$300.00
MILEAGE	Cut = KP and Rangers	\$1,300.00
DUES/MEMBERSHIPS/SUB	Level	\$800.00
VEGETATIVE TRTMENT POND MEADOW	Eliminated past few Fiscals.	\$0.00
	SHOULD FUND IF POSSIBLE	
VEGETATIVE TREATMENT LAKE/POND	Ongoing Treatments (Kelly)	\$20,000.00
TREES FERTILIZING/PEST MGMT.	Town Owned Trees (Kelly)	\$3,000.00
MONATIQUOT DAM REMOVAL	Admin Expenses (Kelly)	\$2,500.00

The above Program covers the Conservation Division, the salary of 1 full time employee and 2 Rangers (6 Hours a Week Each). This program oversees several grants and has administrative costs associated with them. Other employee and BPMA/Teamsters contractual expenses and Conservation related department expenses as also in this Program and all expenses have been level funded or cut, as noted above. Goals for 2022 include Middle Street Trail, Monatiquot Dam Armstrong Project and Watson Park, as well as having a full membership on the Commission.

ZONING 0117506	2022 Notes	2022 Proposed
ZONING ADMINISTRATOR	M13 CRM Step C and D	\$79,326.19
POSTAGE	Level	\$150.00
PRINTING/FORMS	Level	\$100.00
OFFICE SUPPLIES	Level	\$1,000.00
PRESCRIPTION EYEGLASSES ALLOWANCE	CRM NO GLASSES	\$0.00
CLOTHING ALLOWANCE	CRM BPMA	\$200.00
NEWSPAPER/PERIODICAL	1 Legal Ad	\$1,000.00
MEETINGS/SEMINARS- IN STATE	Increase to Increase Training	\$300.00
MILEAGE	Cut	\$750.00
DUES/MEMBERSHIPS/SUB	Level	\$350.00

The above Program covers the Zoning Division, the salary of 1 full time employee. Other employee BPMA/Teamsters contractual expenses and Zoning related department expenses as also in this Program, all expenses have been level funded or cut, as noted above. Goals for 2022 include file management and digital conversion, Application and Process Improvements.

	2022 Notes	2022 Proposed
HOUSING 0117508		
AWARDS & CEREMONIES	ELIMINATED	\$0.00
CONSULTANTS	UNFUNDED	\$0.00
TELEPHONE	No Phone Needed	\$0.00
POSTAGE	Cut	\$50.00
PRINTING/FORMS	Level	\$100.00
COMMITTEE EXPENSES	Increased (Consortium Housing Events)	\$800.00

The above Program covers the Housing Activities undertaken by the Department. Line item expenses have been eliminated and adjusted/cut to reflect the actual spending levels. Goals for 2022 include, leveraging HOME Funding for Affordable Housing Units, Exploring regulatory, public private partnerships and financial tools to increase affordable housing and re-igniting the SSHC Fair Housing Committee.

	2022 Notes	2022 Proposed
ECONOMIC DEVELOPMENT 0117507		
CONSULTANTS & MARKETING	Rod Hayward 22,000 GIS a YEAR Life Science (Remaining Funds \$15,000+/-) West Law Fee <u>Need to Use FY 20 and FY21 \$ to Cover FY21 and FY22 Expenses</u>	\$5,000.00
REIMBURSE HISTORICAL SOCIETY	Annual Help to Private Group Public Benefit	\$22,500.00
LIFE SCIENCE DEVELOPMENT	See 530004	\$0.00
POSTAGE	Increase	\$100.00
REGIONAL ECO. COMMUNITY COMPACT	NO LONGER A MEMBER	\$0.00
OFFICE SUPPLIES	Level	\$100.00
LEGAL ADVERTISEMENT	1 Legal Ad	\$1,000.00
DUES/MEMBERSHIPS/SUB	MEDC/Mass Bio/+ Branch Out and Join More Organizations	\$2,000.00
PARKING PLAN	UNFUNDED	\$0.00
DATA PROCESSING EQUIPMENT	2 New Computers (Use Encumbered 2021 \$) 2 New Monitors	\$4,000.00

The above Program covers the Economic Development Activities that occur from year to year. We need to cover the GIS cost, the WestLaw fees, a potential Economic Development Consultant (Life Science) and outreach and marketing Fees. The Director suggests branching out our membership to more groups that provide technical support and educational opportunities. Additional equipment upgrades and improvements for the department continue. Goals for 2022 include working with property owners to understand the challenges of redevelopment of vacant commercial and retail sites in Braintree and how the Town can assist with Life Science Business Development.

	2022 Notes	2022 Proposed
HISTORICAL 0117509		
LEGAL ADVERTISEMENT	1 Legal Ad	\$1,000.00
CONSULTANTS	Level (Assistant Commission)	\$5,000.00
POSTAGE	Cut	\$50.00
OFFICE SUPPLIES	Level	\$200.00
DUES/MEMBERSHIPS/SUB	Increased Look Into Memberships	\$600.00

The above Program covers the Historical Activities that occur related to the Commission and supporting them. The Director suggests branching out our membership to more groups that provide technical support and educational opportunities. Goals for 2022 include more work at Elm Street Cemetery, the Historic Inventory and Amending the District, as well as appointment of a full Commission.

Community Preservation (NOT General Fund Money)

Hire Community Preservation Manger to grow the program within the Town and evaluate the CPA Plan. Study and evaluate creative ways to preserve, increase and improve affordable housing and community assets governed by the Act.

FY 2022 Budget Review - Planning and Community Development

Prepared By: Melissa M. SantucciRozzi

Ways and Means: May 12, 2021

Division 175 (Planning & Community Development, pg. 28 – 34)

a. Assistant Director salary 0117501 511003 decreased 19%, or \$19K. FY21 actuals were \$44K, was there a change in position?

Response: From July to December MMSR was the Assistant Director. On December 2, 2020, MMSR was appointed to Interim Director and was paid out of the Director Line Item. The Assistant Director position has been vacant since December 2, 2020. The updated Assistant Director's job has been reclassified to an M16 at an A and B Step for FY22

b. Staff Planner 0117504 538007 position was reduced from \$27K to \$0, FY21 actuals were \$0. Is this a permanent position loss?

Response: This position was funded for 6 months of FY21; however, the Town put a hiring freeze in place and this position was not advertised. In order to meet the budget preparation guidelines and reduce the budget by 10%, this position was eliminated.

c. Comprehensive zoning admin 0117504 511004 had a budget for the first time since FY19, \$2,500, why? What is this for and why was it not necessary the past two years?

Response: The department will be undertaking the Master Plan and those activities have expenses (outside of the consultant) relative to the steering committee, event supplies, and outreach soft and hard costs.

d. Newspaper periodicals 0117504 increased from \$600 to \$3,000, why? FY21 actuals were \$0, what is this for?

Response: Legal Notices with the Covid Language average \$900.00 per ad. The Department is carrying enough for 3 notices. My understanding is that Ads were paid out of other similar line items in the Program during this year.

e. Conservation newspaper periodicals 0117505 558013 also increased, from \$400 to \$2,000. FY21 actuals were \$400, what is this for?

Response: Legal Notices with the Covid Language average \$900.00 per ad. The Department is carrying enough for 2 notices. FY21 had Legal Notices paid by a grant and paid out of other similar line items in the Program.

f. Economic development dues/memberships/sub 0117507 573001 increased from \$400 to \$2,000, FY21 actuals were \$0. Why was there an increase?

Response: This funding will be used to branch out our membership to more groups that provide additional resources including networking, support and educational opportunities.

g. Data processing equipment 0117507 585000 decreased \$6K, or 60%, why? Was there a one-time purchase in FY21 that is not applicable in FY22?

Response: A lot of computers were upgraded. In order to still provide upgrades to the office's technology, and based on the 10% cut, the unused funds plus the 4,000 requested in FY22 is sufficient to upgrade the remaining computers and monitors.

h. Historical Commission dues/memberships/sub increased from \$200 to \$600 while FY21 actuals were \$0, why?

Response: The Director suggests branching out our membership to more groups that provide additional resources including networking support and educational opportunities.

Additional Questions Received

1. Do we expect to have an Asst. Planning Dir. for the full year?

RESPONSE: *Yes, the job will be posted by the end of the Week.*

2. What is the status for Armstrong Dam Removal project? We have \$2,500 budgeted. What would that cover? What is the status of the remaining grant money (my recollection is that it is around \$3 million)?

RESPONSE: *The \$2500 is for anything small that might come up, admin expenses and it could be used toward trail signage. Still fundraising for the overall project which is about 4.5 million in total cost.*

Current Funding:

CPC = Trail (\$300,000)

Messina = (\$300,000)

State Grant Municipal Vulnerability Preparedness Program = (\$750,000)

Another \$1 million grant will be announced soon and other pending funds from state agencies (Division of Marine Fisheries and Division of Ecological Restoration)

CPA Account

1. Do Commercial and Industrial tax payers contribute the 1% to the CPA fund?

RESPONSE: Yes

2. What is the process for increasing the community's percent contribution?

RESPONSE

There are two methods for accepting the Act. The first method requires approval of both the legislative body of the city or town **and** the electorate. G. L. c. 44B, § 3(a). The alternative method is through the use of a local ballot question petition. G. L. c. 44B, § 3(h).

Please note that any ballot questions regarding the Act may only appear on regularly scheduled municipal election ballots or the state election ballot. G. L. c. 44B, §§ 3(f) & (h). Proper notification is necessary for ballot question placement. G. L. c. 44B, § 3(g).

3. What is the formula for the state's portion of CPA funding?

RESPONSE

The formula used by the Massachusetts Department of Revenue (DOR) to distribute revenue from the statewide CPA Trust Fund contains up to three rounds of funding. After doing the calculations for all three rounds each fall, DOR then distributes the funding to communities by November 15th.

Round One

Eighty percent (80%) of the total revenue in the Trust Fund at the end of October each year will be paid out in round one, and each of the CPA communities will receive the same percentage match to funds raised locally with their CPA surcharges. If a community's CPA surcharge is less than 3%, it is not eligible to advance to the second and third round.

The funds remaining in the CPA Trust Fund after the first round distribution (20% of the total funds in the Trust Fund) are available for distribution in rounds two and three. Only communities that have adopted the maximum 3% surcharge are eligible to receive additional funding in rounds two and three. There are over 70 communities with a 3% surcharge level.

Rounds Two and Three

The second and third rounds are weighted so that smaller and less affluent communities receive higher funding. The state's Commissioner of Revenue is charged with ranking CPA communities based on population and property valuation per capita. Based on this ranking, communities are divided into deciles, which determine the degree of additional funds distributed.

Communities with the lowest equalized property valuations and smallest populations are placed in the most favorable deciles, which provide higher matches in the second and third rounds. Decile 1 provides the highest level of funding in rounds two and three (and decile 10 the lowest).

As a result of this weighting, it is possible that some smaller CPA communities will still end up receiving a 100% match by the end of the second round. The third round distribution is optional, at the discretion of the Commissioner of Revenue, but the Commissioner has chosen to issue third round funding every year since 2010.

The CPA Trust Fund formula was set up to accommodate CPA communities with a variety of surcharge levels and exemptions. Because of this, there will always be a sum of money remaining after each year's trust fund distribution. This balance remains in the trust fund and becomes a part of the following year's distribution. The CPA Trust Fund does earn interest each year which is paid back into the fund.

4. What is the current balance in the fund? I see \$7.7 million, but that is dated 3/31/2020.

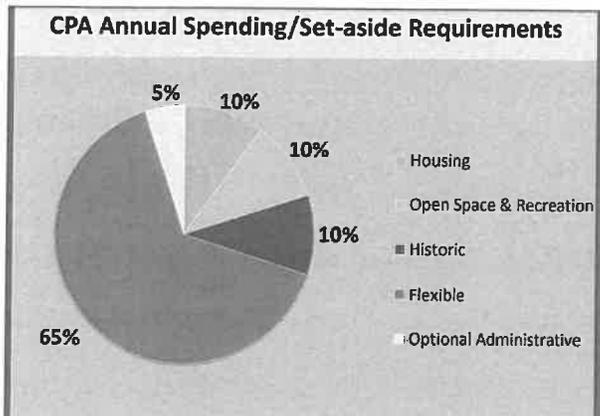
RESPONSE: as of March 31, 2021

Undesignated fund balance	\$4,116,937.70 (The \$923, is in here right now)
Historical Resources fund balance	\$497,434.68
Community Housing fund balance	\$945,944.10
Open Space fund balance	\$180,312.84
Budget Reserved	\$400,000.00

TOTAL: 6,140,629.32

5. What are the planned requests amounting to \$923K in FY 22?

RESPONSE: These are not planned requests, this is an action that takes the \$923K and disburses the funds into the categories required by the Act.



6. Is there a best practice for how much communities should spend of CPA funds annually?

No, different communities have different methods and individual priorities.