

Planning & Development

FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUALS	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
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PLANNING 01175

Personnel Services

Salaries Clerical	\$17,181	\$18,514	\$20,208	\$20,842	\$18,236	\$20,842	
Longevity	\$150	\$150	\$325	\$325	\$325	\$375	
Total	\$17,331	\$18,664	\$20,533	\$21,167	\$18,561	\$21,217	\$0

Expenses

Engineering Services	\$1,349	\$253		\$927	\$1,500	\$1,500	
Printing	\$492	\$385	\$474	\$440	\$1,100	\$1,100	
Supplies and Expenses	\$356		\$10	\$733	\$625	\$625	
Postage	\$333	\$278	\$437	\$627	\$500	\$500	
Advertising	\$1,556	\$1,915	\$2,206	\$2,003	\$5,000	\$5,000	
Dues & Subscriptions	\$0			\$0	\$100	\$100	
Administrative Expenses	\$600	\$600	\$578	\$600	\$600	\$600	
Total	\$4,686	\$3,431	\$3,704	\$5,330	\$9,425	\$9,425	\$0

TOTAL BUDGET

	\$22,017	\$22,095	\$24,237	\$26,497	\$27,986	\$30,642	\$0
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TOWN OF MILLIS

Robert Cantoreggi, *Chairman*
George Yered, *Clerk*
James McKay
Nicole Riley
Richard Nichols
Carlo Molinari, *Associate*

OFFICE OF THE PLANNING BOARD

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Camille Standley
Administrative Assistant
cstandley@millis.net

January 7, 2019

To: Michael Guzinski, Town Administrator
Board of Selectmen
Finance Committee

From: Camille Standley, Administrative Assistant
Planning Board & Conservation Commission

Re: FY20 Budgets for Planning Board & Conservation Commission – “Salaries Clerical”

Please find attached the FY20 Budgets for the Planning Board and Conservation Commission. In an effort to avoid the Planning Board and Conservation Commission Salaries Accounts from being depleted before the end of the fiscal year, the accurate hours worked for each Board are being submitted. The administrative hours worked for the Planning Board are 16 hours per week and the Conservation Commission hours worked are 12 hours per week. Please note that these have been the hours worked for over 3-4 years and there is no request to increase any hours – it is simply to adequately fund what is - and has been - the amount of hours worked.

The attached FY20 Budgets propose only that which is necessary to maintain efficient operations for the office of the Planning Board and Conservation Commission.

Thank you.

Respectfully,

Camille Standley
Administrative Assistant

cc: Carol Johnston, Finance Director
Karen Bouret, Operations Support Manager

BUDGET NARRATIVE

Description of Department Function

Describe the overall mission or purpose of the Department.

The Planning Board administers the division of land, subdivision control and zoning in an effort to accommodate long term growth.

Programs and Sub-Programs

Consider and list the actual Programs and Sub-Programs Executed by the Department

Accomplishments

Describe the major describable accomplishments or measurable activities in FY18 or CY19. Use statistics whenever possible.

The Planning Board meets one or two times a month to conduct statutorily required public hearings and continued public hearings on various applications on proposed projects; informal discussions with individuals, including attorneys, architects, and engineers, regarding land located in Millis; consistent review of existing zoning by-laws and subdivision rules and regulations for conformance with State statute and revisions as necessary; recommend to Town Meeting action on current or proposed zoning by-laws.

FY20 Departmental Goals

Describe the initiatives and accomplishments planned for FY20

The goal is to maintain the positive aspects of Millis and work to eliminate or mitigate the negative aspects.

Spending Highlights for FY20

Explain any significant budget changes from FY19

The Planning Board will continue to use its expenditures to maintain its statutory and other required functions.

Non-tax Funding

List any expected non-tax revenues that will be used to fund department activities, including an estimate to be received.

The application fees and other charges (consultant review fees) to applicants are used by the Planning Board to pay for professional review of an application's project and accompanying plans.

DEPARTMENT: Planning Board

NAME	POSITION-PAY ITEM	CURRENT TOTAL ANNUAL SALARY	HRS/WEEK	GRADE	STEP	ANNIV DATE	ANNUAL SALARY # WKS/HRS @ SAL	BASE SALARY	OTHER PAY	LON-GEVITY	TOTAL SALARY
Camille Standley	Dept. Asst. II	\$18,561.40	16	6	10	3/30	52wksX16hrsX25.05/hr	\$20,841.60		\$375.00	\$21,216.60
SUBTOTAL/TOTAL								\$20,841.60	\$0.00	\$375.00	\$21,216.60

[illegible]

FISCAL YEAR 2020 BUDGET
DEPARTMENT: Planning Board

Form #6

Budget Request Above Level Service

Title:

Description of Request:

Detailed Cost Impact:

Justification for Request

Attach copies of reports, master plans, or supporting documentation)