



## OFFICE OF THE TOWN MANAGER

TOWN OF TEWKSBURY

TOWN HALL

1009 MAIN ST

TEWKSBURY, MASSACHUSETTS 01876

STEVEN J. SADWICK, FAICP  
ASSISTANT TOWN MANAGER

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To: Richard Montuori, Town Manager

From: Steve Sadwick, Assistant Town Manager

Date: November 18, 2022

Re: FY24—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 provides general supervision over all three departments. Where possible, the three departments share resources and collaborate on customer service. The Planning and Conservation Office is staffed by the Administrative Assistant, the Planner/Conservation Agent, and the Town Planner. These individuals provide support to the Planning Board, Zoning Board of Appeals, Conservation Commission, Community Preservation Committee, Green Committee, Open Space and Recreation Committee, and Historic Commission.

On behalf of the Planning Board, the Office has processed 20 special permits, four site plan reviews, three land disturbance permits, and so far in 2022. There have also been four non-substantial changes and three minor site plan reviews of previously approved site plans. Of note, with the recodification of the Zoning Bylaw, the office will largely transition from processing non-substantial changes in favor of the newly-codified minor site plan review. This provides an efficient process for review of minor changes.

On behalf of the Zoning Board of Appeals, the Office has processed 14 variances and nine special permit requests in 2022. Further, the office processed two party-aggrieved application. Through the variances and special permits granted, value is added to the Town's tax base. There was an overall increase in ZBA applications between 2021 and 2022.

Conservation Commission support includes processing notices of intent, wetland delineations, and certificates of compliance under the State Wetlands Protection Act, River Protection Act and the Tewksbury Wetland Protection Bylaw. In 2022, the Office processed eight Orders of Conditions, two Order of Resource Area Delineations, and 42 Determinations.

Support for the Community Preservation Committee includes assisting and preparing applications for Community Preservation funding and general administrative support of the Committee.

Staff implements the Green Community Program on behalf of the Green Committee. This includes energy conservation measures that are being implemented in municipal and school buildings. Since 2011, staff has been instrumental in securing grant funding for 37 energy efficiency projects totaling \$1,351,719. It should be noted that the LED Streetlight Project has resulted in a 42% reduction in electric use for streetlights.

Staff successfully executed a \$193,935 Municipal Vulnerability Program Action Grant which was used to investigate Town-owned parcels for nature-based stormwater solutions. Also awarded in 2021, the Housing Choice Grant totaling \$230,000 for sidewalks on Rt. 38 from Colonial Drive to Victor Drive was another great success coordinated with the Town Engineering Division.

Finally, this office has made significant efforts towards undertaking new economic development initiatives to improve business relations, streamline permitting processes, and promote economic growth for the Town. This is being accomplished through increased networking with businesses and other municipalities as well as optimized coordination between different departments to ensure timely responses to business inquiries. Additionally, staff is working closely with regional planning organizations on pooled grant funding to increase retail business opportunities.

Priorities across the three departments include the following:

- 1- Community Development- Nothing specific of note.
- 2- Building-
  - a. Local Building Inspector moved from grade 7 to grade 8 (Assistant Building Commissioner) to be competitive with area towns and acknowledge completion of Certified Building Official for Building Commissioner: Additional Cost \$7,185.00
  - b. Town vehicles to conduct inspections for the Building Commissioner and Building Inspector. The use of personal vehicles for the enforcement of bylaws and codes is a safety issue for inspectors, we should also have a visible presence in town as part of the Public Safety Department.
  - c. Request to increase car allowance to \$500.00 if town vehicles are not provided.
  - d. Office Upgrades – Computers for customer use w/new permitting software. Additional desktop monitors for staff and (2) Large Screen Monitors.
- 3- Health
  - a. Increase in medical supplies for vaccine purchases--\$5,000
  - b. Car allowance increases for Health agents and nurse-- \$3,000
  - c. Animal Inspector Salary increase-- 2018 update to Animal Regulations has increased inspection significantly increased workload-- \$1,200

Narratives and budgets from Building Department and Health Department will be provided under separate cover.

Enc.



# Community Development Department

## 2022 Statistical Snapshot

### Conservation Commission

Order of Conditions	15
Permit Extension	1
Amended Orders	4
Determinations	46
Order of Resource Area Delineation	2
Emergency Certification	19
Enforcement Order	5
Certificate of Compliance	20

### Planning Board

Site Plan Review	5
Special Permit	8
Land Disturbance	4
Family Suite	4
Minor Site Plan	4
Sign Special Permit	5
Modification	3

### Zoning Board of Appeals

Variance	14
Special Permit	9
Party Aggrieved	2

# 40

**Business Inquiry Responses  
and Follow-ups**

### New Businesses Opening in 2022-2023 after following up on leads:

- Eco Auto (623 Main Street)
- Pera Grill (1060 Main Street)
- Brelundi (836 Main Street)
- Tree House (1880 Main Street)
- Art Gourmet (1110 Main Street)

**90+ local vendors at the newly relocated  
Farmer's Market on Livingston Street!**

<b>COMMUNITY DEVELOPMENT</b>	<b>FY2020 BUDGETED</b>	<b>FY2020 EXPENDED</b>	<b>FY2021 BUDGETED</b>	<b>FY2021 EXPENDED</b>	<b>FY2022 BUDGETED</b>	<b>FY2022 EXPENDED</b>	<b>FY2023 BUDGETED</b>	<b>FY2024 DEPT REQ</b>	<b>FY2024 TM REC</b>	<b>FY2024 FIN COM REC</b>
<i>Salaries</i>										
5103 Elected Salaries	4,140	4,140	4,140	4,140	4,140	4,140	14,735	13,000	13,000	
5111 Regular	179,461	173,855	183,547	181,855	193,013	163,067	197,435	206,388	206,388	
5120 Temporary Part-Time	7,851	7,851	8,631	6,162	7,974	3,742	4,167	4,261	4,261	
5150 Car Allowance	7,200	7,200	7,200	7,200	7,200	6,900	7,200	7,800	7,800	
5160 Sick Leave Buy-Back	-	-	-	-	-	-	-	-	-	
<b>Total Salaries</b>	<b>198,652</b>	<b>193,046</b>	<b>203,518</b>	<b>199,357</b>	<b>212,327</b>	<b>177,849</b>	<b>223,537</b>	<b>231,449</b>	<b>231,449</b>	
<i>Operating</i>										
5270 Leases/Contracts	7,324	6,559	4,798	4,472	4,611	4,472	5,272	4,872	4,872.00	
5310 Professional Services	20,000	11,620	24,024	11,249	27,775	25,000	15,000	15,000	15,000.00	
5320 Advertising	2,395	2,291	1,800	1,528	2,533	2,501	1,800	1,800	1,800.00	
5340 Communications	1,020	977	2,020	2,020	2,320	2,320	1,820	2,720	2,720.00	
5420 Office Supplies	2,366	889	3,743	3,553	2,030	1,817	2,500	2,000	2,000.00	
5429 Computer Equipment	-	-	-	-	-	-	-	-	-	
5730 Dues and Memberships	550	215	250	215	550	-	550	550	550.00	
5790 Staff Development	155	25	825	608	865	200	750	750	750.00	
<b>Total Operating</b>	<b>33,810</b>	<b>22,576</b>	<b>37,460</b>	<b>23,644</b>	<b>40,685</b>	<b>36,310</b>	<b>27,692</b>	<b>27,692</b>	<b>27,692</b>	
<i>Capital Outlay</i>										
5833 Capital Outlay	17,121	3,775	13,346	-	13,346	-	-	-	-	
<b>Total Capital Outlay</b>	<b>17,121</b>	<b>3,775</b>	<b>13,346</b>	<b>-</b>	<b>13,346</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Budget</b>	<b>249,582.92</b>	<b>219,397.08</b>	<b>254,324.25</b>	<b>223,001.23</b>	<b>266,358.24</b>	<b>214,158.46</b>	<b>251,229</b>	<b>259,141</b>	<b>259,141</b>	<b>-</b>

	<b>FY2020 BUDGETED</b>	<b>FY2021 BUDGETED</b>	<b>FY2022 BUDGETED</b>	<b>FY2023 BUDGETED</b>	<b>FY2024 DEPT REQ</b>	<b>FY2024 TM REC</b>	<b>FY2024 FIN COM REC</b>
Position	FTE	FTE	FTE	FTE	FTE	FTE	FTE
Elected Board Members	5	5	5	5	5	5	
Community Dev. Director	1	1	-	-	-	-	
Planner/Conservation Agent	1	1	2	2	2	2	
Administrative Secretary	1	1	1	1	1	1	
Recording Secretary	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 2024**  
**COMMUNITY DEVELOPMENT DEPARTMENT SALARY INFORMATION TOWN MANAGER RECOMMENDED**

***Elected Officials***

Name	Position				Base Salary				Total Salary
Steve Johnson	Planning Bd. Chair				3,000				3,000
Vinny Fratalia	Pl. Bd. Member				2,500				2,500
Bob Fowler	Pl. Bd. Member				2,500				2,500
James Duffy	Pl. Bd. Member				2,500				2,500
Jonathan Ciampa	Pl. Bd. Member				2,500				2,500
<b><i>Total Elected Officials</i></b>					13,000				13,000

***Regular Salaries***

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Alexandra Lowder	Town Planner	09/03/19	A-8	3	74,867				74,867
Joe Fontaine	Planner/Conservation Agent	07/26/21	A-7	3	68,684				68,684
Jacqueline Powers	Admin. Assistant	01/31/22	B-5	9	62,837				62,837
									-
									-
<b><i>Total Regular Salaries</i></b>					206,388	-	-	-	206,388

***Temporary Part Time Salaries***

Name	Position	Ann. Date	Grade	Step	Rate	Meeting	Hours/Mtg	Total Salary
Melissa Johnson	Rec. Sec. (ZBA, CC)	10/15/2009	C	6	23.67	36	5	4,261
								-
<b><i>Total Temporary Part Time Salaries</i></b>								4,261

***Car Allowance***

Name	Position				Per/Month	# Months	Total Benefit
Alexandra Lowder	Town Planner				300	12	3,600
Joe Fontaine	Planner/Conservation Agent				350	12	4,200
<b><i>Total Car Allowance</i></b>							7,800

***Sick Leave Buy Back***

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

<b>Department Total</b>								231,449
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**FISCAL YEAR 2024**  
**COMMUNITY DEVELOPMENT DEPARTMENT SALARY INFORMATION DEPARTMENT REQUEST**

*Elected Officials*

Name	Position				Base Salary				Total Salary
Steve Johnson	Planning Bd. Chair				3,000				3,000
Vinny Fratalia	Pl. Bd. Member				2,500				2,500
Bob Fowler	Pl. Bd. Member				2,500				2,500
James Duffy	Pl. Bd. Member				2,500				2,500
Jonathan Ciampa	Pl. Bd. Member				2,500				2,500
<b>Total Elected Officials</b>					13,000				13,000

*Regular Salaries*

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Alexandra Lowder	Town Planner	09/03/19	A-8	3	74,867				74,867
Joe Fontaine	Planner/Conservation Agent	07/26/21	A-7	3	68,684				68,684
Jacqueline Powers	Admin. Assistant	01/31/22	B-5	9	62,837				62,837
									-
									-
<b>Total Regular Salaries</b>					206,388	-	-	-	206,388

*Temporary Part Time Salaries*

Name	Position	Ann. Date	Grade	Step	Rate	Meeting	Hours/Mtg	Total Salary
Melissa Johnson	Rec. Sec. (ZBA, CC)	10/15/2009	C	6	23.67	36	5	4,261
								-
<b>Total Temporary Part Time Salaries</b>								4,261

*Car Allowance*

Name	Position				Per/Month	# Months	Total Benefit
Alexandra Lowder	Town Planner				300	12	3,600
Joe Fontaine	Planner/Conservation Agent				350	12	4,200
<b>Total Car Allowance</b>							7,800

*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>								231,449
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**FISCAL YEAR 2023  
COMMUNITY DEVELOPMENT DEPARTMENT SALARY INFORMATION**

***Elected Officials***

<b>Name</b>	<b>Position</b>				<b>Base Salary</b>				<b>Total Salary</b>
Steve Johnson	Planning Bd. Chair				3,000				3,000
Vinny Fratalia	Pl. Bd. Member				2,500				2,500
Bob Fowler	Pl. Bd. Member				2,500				2,500
Eric Ryder	Pl. Bd. Member				2,500				2,500
Jay Delaney	Pl. Bd. Member				2,500				2,500
	over budget				1,735				1,735
<b>Total Elected Officials</b>					14,735				14,735

***Regular Salaries***

<b>Name</b>	<b>Position</b>	<b>Ann. Date</b>	<b>Grade</b>	<b>Step</b>	<b>Base Salary</b>	<b>Longevity %</b>	<b>Longevity \$</b>	<b>Wage Def.</b>	<b>Total Salary</b>
Alexandra Lowder	Town Planner	10/23/18	8	2	71,423				71,423
Joe Fontaine	Planner/Conservation Agent	07/26/21	A-7	1	4,286				4,286
Joe Fontaine	Planner/Conservation Agent	07/26/21	A-7	2	61,133				61,133
Jacqueline Powers	Admin. Assistant	01/31/22	B-5	8	34,458				34,458
Jacqueline Powers	Admin. Assistant	01/31/22	B-5	9	26,136				26,136
<b>Total Regular Salaries</b>					197,435	-	-	-	197,435

***Temporary Part Time Salaries***

<b>Name</b>	<b>Position</b>	<b>Ann. Date</b>	<b>Grade</b>	<b>Step</b>	<b>Rate</b>	<b>Meeting</b>	<b>Hours/Mtg</b>		<b>Total Salary</b>
Melissa Johnson	Rec. Sec. (ZBA, CC)	10/15/2009	C	6	23.15	36	5		4,167
									-
<b>Total Temporary Part Time Salaries</b>									4,167

***Car Allowance***

<b>Name</b>	<b>Position</b>				<b>Per/Month</b>	<b># Months</b>			<b>Total Benefit</b>
Alexandra Lowder	Town Planner				300	12			3,600
Joe Fontaine	Planner/Conservation Agent				300	12			3,600
<b>Total Car Allowance</b>									7,200

***Sick Leave Buy Back***

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

<b>Department Total</b>									223,537
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**FISCAL YEAR 2022  
COMMUNITY DEVELOPMENT DEPARTMENT SALARY INFORMATION**

***Elected Officials***

<b>Name</b>	<b>Position</b>				<b>Base Salary</b>				<b>Total Salary</b>
Bob Fowler	Planning Bd. Chair				1,080				1,080
Vinny Fratalia	Pl. Bd. Member				765				765
Steve Johnson	Pl. Bd. Member				765				765
Eric Ryder	Pl. Bd. Member				765				765
Jay Delaney	Pl. Bd. Member				765				765
<b><i>Total Elected Officials</i></b>					4,140				4,140

***Regular Salaries***

<b>Name</b>	<b>Position</b>	<b>Ann. Date</b>	<b>Grade</b>	<b>Step</b>	<b>Base Salary</b>	<b>Longevity %</b>	<b>Longevity \$</b>	<b>Wage Def.</b>	<b>Total Salary</b>
Anna McGinty	Town Planner	10/23/18	A-7	3	20,640				20,640
Anna McGinty	Town Planner	10/23/18	A-7	4	46,176				46,176
Stefania Gallo	Planner/Conservation Agent	12/12/16	A-7	5	31,069				31,069
Stefania Gallo	Planner/Conservation Agent	12/12/16	A-7	6	38,895		650		39,545
Alexandra Lowder	Admin. Assistant	09/03/19	B-5	5	9,600				9,600
Alexandra Lowder	Admin. Assistant	09/03/19	B-5	6	45,983				45,983
<b><i>Total Regular Salaries</i></b>					192,363	-	650	-	193,013.00

***Temporary Part Time Salaries***

<b>Name</b>	<b>Position</b>	<b>Ann. Date</b>	<b>Grade</b>	<b>Step</b>	<b>Rate</b>	<b>Meeting</b>	<b>Hours/Mtg</b>	<b>Total Salary</b>
Dawn Cathcart	Rec. Sec. (PB, ZBL)	10/7/2002	C	6	22.15	36	5	3,987
Melissa Johnson	Rec. Sec. (ZBA, CC)	10/15/2009	C	6	22.15	36	5	3,987
								-
<b><i>Total Temporary Part Time Salaries</i></b>								7,974

***Car Allowance***

<b>Name</b>	<b>Position</b>				<b>Per/Month</b>	<b># Months</b>	<b>Total Benefit</b>
Anna McGinty	Town Planner				300	12	3,600
Stefania Gallo	Planner/Conservation Agent				300	12	3,600
<b><i>Total Car Allowance</i></b>							7,200

***Sick Leave Buy Back***

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

<b>Department Total</b>									212,327
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**DESCRIPTION/DETAIL**

**COMMUNITY DEVELOPMENT OPERATING**

*5270 Leases and Contracts*

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC
7,324	6,559	4,798	4,472	4,611	4,472	5,272	4,872	4,872

Leases include:

Postage Machine for Com Dev., Building Dept., Health Dept. (232.92/qtr)	932	932
Copier for Comm. Dev. Building Dept., and Health Dept. (295/mon)	3,540	3,540
Copier overages	400	400
<i>Total 5270 Leases and Contracts:</i>	4,872	4,872

**DESCRIPTION/DETAIL**

**COMMUNITY DEVELOPMENT OPERATING**

*5310 Professional Services*

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	<b>FY2024 DEPT REQ</b>	<b>FY2024 TM REC</b>
20,000	11,620	24,024	11,249	27,775	25,000	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 2,500 2,500  
 Sealer of Weights and Measures 12,500 12,500

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

**DESCRIPTION/DETAIL**

**COMMUNITY DEVELOPMENT OPERATING**

*5320 Advertising*

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC
2,395	2,291	1,800	1,528	2,533	2,501	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

**DESCRIPTION/DETAIL**

**COMMUNITY DEVELOPMENT OPERATING**

*5340 Communications*

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC
1,020	977	2,020	2,020	2,320	2,320	1,820	2,720	2,720
Postage and certified mailings		(\$2600 +120)					2,720	2,720
<i>Total 5340 Communications:</i>							2,720	2,720

**DESCRIPTION/DETAIL**

**COMMUNITY DEVELOPMENT OPERATING**

*5420 Office Supplies*

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC
2,366	889	3,743	3,553	2,030	1,817	2,500	2,000	2,000

All associated office supplies including copier paper and printer cartridges

2,000 2,000

Plotter supplies

*Total 5420 Office Supplies:* 2,000 2,000

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**DESCRIPTION/DETAIL**

**COMMUNITY DEVELOPMENT OPERATING**

*5703 Dues and Memberships*

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC
550	215	250	215	550	-	550	550	550
National and MA Chapter of American Planning Association (Planner/CA)							300	300
Mass. Association of Planning Directors							250	250
<i>Total 5703 Dues and Memberships:</i>							550	550

**DESCRIPTION/DETAIL**

**COMMUNITY DEVELOPMENT OPERATING**

*5790 Staff Development*

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	<b>FY2024 DEPT REQ</b>	<b>FY2024 TM REC</b>
155	25	825	608	865	200	750	<b>750</b>	<b>750</b>
Mass. Association of Planning Directors Conference (1)							100	100
Citizen Planner Training Collaborative Conference (1)							100	100
Southern NE APA Planning Conference (1)							300	300
Staff Development for Comm. Dev. Dept. covers land use, zoning, green technology, and other workshops.							250	250
Board training allows for Planning, Zoning, and other boards to attend training.								
<i>Total 5790 Staff Development:</i>							750	750

**DESCRIPTION/DETAIL**

**COMMUNITY DEVELOPMENT**

*5833 Capital Outlay*

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC
17,121	3,775	13,346	-	13,346	-	-	-	-

*Total 5833 Capital Outlay:*