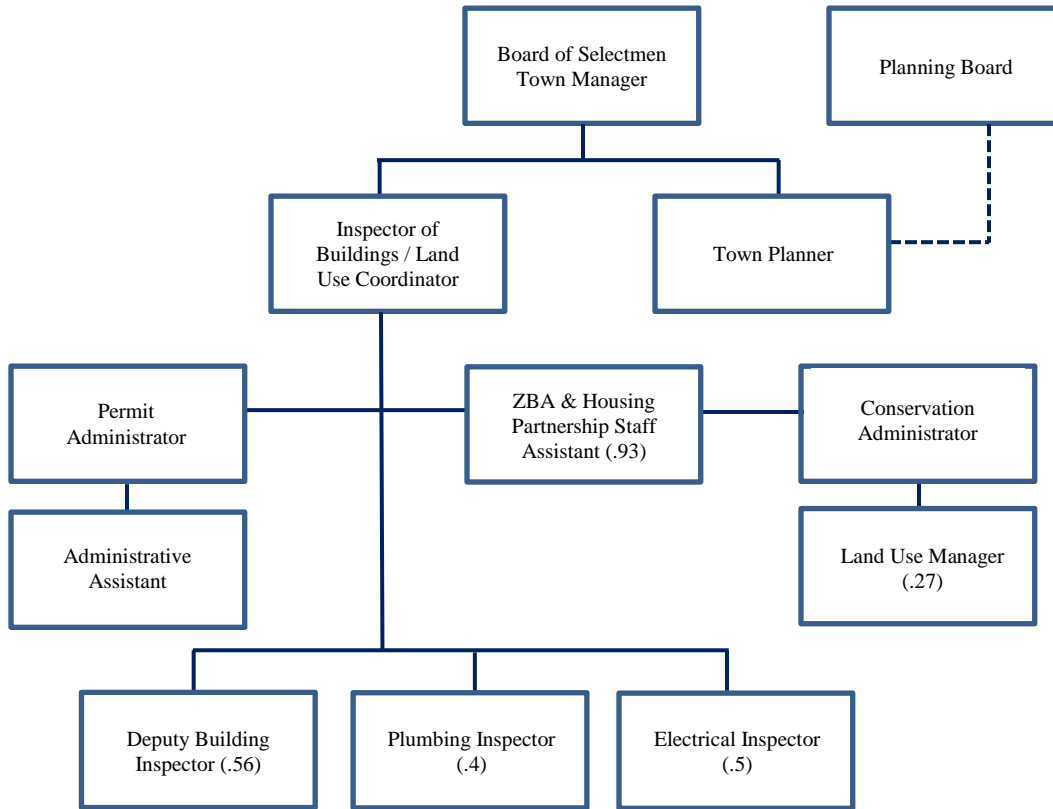


**TOWN OF WESTON  
FY16 TOWN MANAGER'S PROPOSED BUDGET AND FINANCING PLAN  
LAND USE, INSPECTIONAL SERVICES & PLANNING**



LAND USE, INSPECTIONAL SERVICES & PLANNING	Actual FY13	Actual FY14	Budget FY15	Town Manager Recommended FY16 Budget	\$ Change	% Change
<b>Revenues</b>						
Tax Levy and General Fund Revenues	(224,987)	(578,830)	(72,921)	(146,613)	<b>(73,692)</b>	101.1%
Permits & Licenses, Departmental Revenue	832,230	1,242,440	745,925	845,925	<b>100,000</b>	13.4%
Board of Appeals - Fees	11,000	8,300	11,000	8,000	<b>(3,000)</b>	-27.3%
Planning Board - Fees	17,100	21,960	17,100	18,500	<b>1,400</b>	8.2%
Conservation Commission - Rentals & Fees	1,600	2,884	1,600	1,700	<b>100</b>	6.3%
Historical Commission - Fees	2,000	2,850	2,000	2,000	-	0.0%
<b>Total</b>	<b>638,943</b>	<b>699,605</b>	<b>704,704</b>	<b>729,512</b>	<b>24,808</b>	<b>3.5%</b>
<b>Expenditures</b>						
Salaries	496,906	511,482	541,229	545,772	<b>4,543</b>	0.8%
Expenses	142,037	188,123	163,475	183,740	<b>20,265</b>	12.4%
<b>Total</b>	<b>638,943</b>	<b>699,605</b>	<b>704,704</b>	<b>729,512</b>	<b>24,808</b>	<b>3.5%</b>

**Town of Weston  
FY16 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 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 department issued permit/special permit/ site plan approval conditions.
- Enforcement activities for the Planning Board, Historical Commission.
- Technical assistance to the various Boards and other Town departments
- Works in close contact with the 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.

In the calendar year 2014, 603 building permits, 626 electrical permits, 679 plumbing and gas permits, 94 sheet metal permits and 60 Chapter 106 (common area inspections) were issued, a decrease of 1% from 2013; the total estimated cost of the projects stayed approximately the same at \$117 million in 2014, meaning they continue to be bigger and more complicated projects.

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 and ZBA & Housing Partnership Staff Assistant.

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

**FY16 Departmental Goals**

1. Decrease ‘turn-around’ time for all approvals by encouraging collaboration across those individuals/boards which issue approval.
2. 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.
3. Increase utility of field inspections tools.
4. Work with the Planning Board, Zoning Board of Appeals, Historical Commission, Conservation Commission and other stakeholders 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.
5. Develop an Electronic Document Storage system plan that will give utility to users and help deliver accurate, up-to-date material to decision makers.
6. Continue to develop an on-line application for permit tracking.
7. Continue to fully integrate permit tracking across all permit issuing authorities, Fire Department, Board of Health, Conservation Commission, DPW Storm Water.

<b>Staffing Levels</b>	<b>FY13 Funded</b>	<b>FY14 Funded</b>	<b>FY15 Funded</b>	<b>FY16 Requested</b>
Inspector of Buildings/Land Use Coord.	1	1	1	1
Deputy Building Inspector	0.8	0.56	0.37	0.37
Plumbing Inspector	0.4	0.4	0.4	0.4
Electrical Inspector	0.4	0.4	0.4	0.5
<b>Total FTE</b>	<b>2.6</b>	<b>2.36</b>	<b>2.17</b>	<b>2.27</b>

**Budget Recommendations**

Level Services: This budget is essentially level funded.

New Requests Recommended by Town Manager: An additional \$6,300 is recommended to increase the hours for the Electrical Inspector from 15 to 19 per week. Due to the complexity of current electrical systems, new code requirements, increases in the number of permits and inspections required, 3 hours per day is not enough to cover the demand for this service.

New Requests Not Recommended by Town Manager: None

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**Town of Weston  
FY16 Town Manager's Proposed Budget**

	ACTUAL FY13	BUDGET		ACTUAL FY14	BUDGET FY15	DEP REQ FY16	TOWN MANAGER'S RECOMMENDATION			\$ Change	% Change
		BUDGET FY14					LEVEL SERVICE	NEW REQ	TOTAL		
<b><u>Inspectional Services</u></b>											
Salaries	158,002	176,390	161,076	169,503	176,277	169,977	6,300	176,277	6,774	4.0%	
<b>Sub-total Personal Services</b>	<b>158,002</b>	<b>176,390</b>	<b>161,076</b>	<b>169,503</b>	<b>176,277</b>	<b>169,977</b>	<b>6,300</b>	<b>176,277</b>	<b>6,774</b>	<b>4.0%</b>	
Education & Training	564	1,300	619	1,300	1,000	1,000	-	1,000	(300)	-23.1%	
Communication	1,400	1,440	977	1,440	1,440	1,440	-	1,440	-	0.0%	
Gasoline	-	360	190	360	360	360	-	360	-	0.0%	
Office Supplies	1,208	625	941	700	700	700	-	700	-	0.0%	
In-State Travel	7,068	5,280	6,798	5,000	5,000	5,000	-	5,000	-	0.0%	
Subscriptions & Publications	160	300	737	300	300	300	-	300	-	0.0%	
Conference	-	350	-	350	350	350	-	350	-	0.0%	
Equipment	149	16,400	15,723	400	400	400	-	400	-	0.0%	
<b>Sub-total Expenses</b>	<b>10,549</b>	<b>26,055</b>	<b>25,984</b>	<b>9,850</b>	<b>9,550</b>	<b>9,550</b>	<b>-</b>	<b>9,550</b>	<b>(300)</b>	<b>-3.0%</b>	
<b><u>Sealer of Weights &amp; Measures</u></b>											
Maintenance of Equipment	-	200	-	200	200	200	-	200	-	0.0%	
Education & Training	-	185	-	185	185	185	-	185	-	0.0%	
Office Supplies	-	90	-	90	90	90	-	90	-	0.0%	
Postage	-	25	-	25	25	25	-	25	-	0.0%	
Publications	-	60	-	60	60	60	-	60	-	0.0%	
In-State Travel	-	40	-	40	40	40	-	40	-	0.0%	
<b>Sub-total Sealer Weights/Meas.</b>	<b>-</b>	<b>600</b>	<b>-</b>	<b>600</b>	<b>600</b>	<b>600</b>	<b>-</b>	<b>600</b>	<b>-</b>	<b>0.0%</b>	
<b>Total</b>	<b>168,551</b>	<b>203,045</b>	<b>187,060</b>	<b>179,953</b>	<b>186,427</b>	<b>180,127</b>	<b>6,300</b>	<b>186,427</b>	<b>6,474</b>	<b>3.6%</b>	

**Town of Weston  
FY16 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 Conservation Administrator provides technical and administrative support to the Conservation Commission. The Staff Assistant, whose salary is partially funded through the CPA, provides technical and administrative support to the Zoning Board of Appeals and the Housing Partnership. The Permit Administrator and Administrative Assistant provide administrative support to the Land Use Coordinator/Building Inspector, Planning Board, Zoning Board of Appeals, Conservation Commission, and Historical Commission. The salary budget for the Land Use Coordinator and Inspectors is budgeted in Inspectional Services.

Staffing Levels	FY13 Funded	FY14 Funded	FY15 Funded	FY16 Requested
Town Planner	1	1	1	1
Conservation Administrator	1	1	1	1
Land Manager	0	0	0.27	0.27
Staff Asst./ZBA & Housing Partnership	0.93	0.93	0.93	0.93
Permit Administrator	1	1	1	1
Administrative Assistant	1	1	1	1
Recording Secretary	0	0	0	0.15
<b>Total FTE</b>	<b>4.93</b>	<b>4.93</b>	<b>5.2</b>	<b>5.35</b>

**Budget Recommendations**

Level Services: Community Preservation funds are used to fund 2.5 hours per week of housing related work done by the Staff Assistant – ZBA & Housing Partnership.

New Requests Recommended by Town Manager: An additional \$7,500 is included to fund a Recording Secretary to take meeting minutes for the Planning Board and Historical Commission. In addition, the Conservation Commission is requesting a 2 hour per week increase for the part-time Land Manager (currently 10 hours/week), to be paid from the Wetlands Protection Act Fund, to assist in Wetland Protection Act administration as needed, due to the increase in demand for staffing in this area.

New Requests Not Recommended by Town Manager: An Assistant Town Planner position was proposed, but after consultation, is not recommended at this time. In addition, a dedicated staff person for the Historical Commission was requested, but is not recommended at this time.

**Town of Weston  
FY16 Town Manager's Proposed Budget**

	ACTUAL FY13	BUDGET		ACTUAL FY14	BUDGET FY15	DEP REQ FY16	TOWN MANAGER'S RECOMMENDATION			\$ Change	% Change
		FY14	FY14				LEVEL SERVICE	NEW REQ	TOTAL		
Salaries	338,904	351,364	350,406	371,726	361,995	361,995	7,500	369,495	(2,231)	-0.6%	

**Town of Weston  
FY16 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).

**FY16 Departmental Goals**

1. Continue to locate older decisions which are missing from department files, copy and scan. Accomplish in conjunction with student and senior service volunteer hours.
2. Continue to update the department's on-line information to assist petitioners; continue to stay up-to-date, and in compliance with Massachusetts General Laws, and best management practices.

<b>Staffing Levels</b>	<b>FY13 Funded</b>	<b>FY14 Funded</b>	<b>FY15 Funded</b>	<b>FY16 Requested</b>
Staff Asst./ZBA & Housing Partnership	0.93	0.93	0.93	0.93
Administrative Staff	Shared	Shared	Shared	Shared
<b>Total FTE</b>	<b>0.93</b>	<b>0.93</b>	<b>0.93</b>	<b>0.93</b>

**Budget Recommendations**

Level Services: This budget is slightly reduced. The salary for the Staff Assistant is in the Land Use salaries budget.

New Requests Recommended by Town Manager: None requested

New Requests Not Recommended by Town Manager: None



**Town of Weston  
FY16 Town Manager's Proposed Budget**

	ACTUAL FY13	BUDGET FY14	ACTUAL FY14	BUDGET FY15	DEP REQ FY16	TOWN MANAGER'S RECOMMENDATION			\$ Change	% Change
						LEVEL SERVICE	NEW REQ	TOTAL		
<b>Board of Appeals</b>										
Printing & Advertising	1,328	2,725	1,031	2,300	2,000	2,000	-	2,000	(300)	-13.0%
Stationery	-	200	-	200	200	200	-	200	-	0.0%
Office Supplies	425	-	902	200	400	400	-	400	200	100.0%
Dues	-	220	566	-	-	-	-	-	-	-
Conference	413	-	-	400	500	500	-	500	100	25.0%
All Other	51	60	29	105	-	-	-	-	(105)	-100.0%
<b>Total</b>	<b>2,217</b>	<b>3,205</b>	<b>2,528</b>	<b>3,205</b>	<b>3,100</b>	<b>3,100</b>	<b>-</b>	<b>3,100</b>	<b>(105)</b>	<b>-3.3%</b>

**Town of Weston  
FY16 Town Manager’s Proposed Budget**

**LAND USE AND DEVELOPMENT:      Planning Board**

**Description of Services**

In accordance with the 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 subdivisions and site plans
- 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.

**FY16 Departmental Goals**

1. Significantly analyze and work with the Planning Board to revise and update Site Plan Regulations and Subdivision regulations, as well as application procedures.
2. Continue to work with the Planning Board and consultants to document best practices in residential development, landscaping, and general site design in order to strengthen the scenic character of Weston.
3. Expand the efforts of the Planning Board and its staff to work with adjacent communities to address regional issues, such as traffic generation, water conservation and protection and other similar concerns, as well as work within Town government on coordination and resolution of town-wide issues such as need to generate affordable housing units, town center planning, traffic and pedestrian safety, etc.

<b>Staffing Levels</b>	<b>FY13 Funded</b>	<b>FY14 Funded</b>	<b>FY15 Funded</b>	<b>FY16 Requested</b>
Town Planner	1	1	1	1
Administrative Staff	Shared	Shared	Shared	Shared
<b>Total FTE</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

**Budget Recommendations**

Level Services: Minor changes are made in line items to better reflect actual need. The salary for the Town Planner is in the Land Use salaries budget.

New Requests Recommended by Town Manager: An additional \$10,000 is included for consulting support for writing decisions. In addition, funds are provided in the Land Use salaries budget for a Recording Secretary.

New Requests Not Recommended by Town Manager: None

**Town of Weston  
FY16 Town Manager's Proposed Budget**

	ACTUAL FY13	BUDGET FY14	ACTUAL FY14	BUDGET FY15	DEP REQ FY16	TOWN MANAGER'S RECOMMENDATION			\$ Change	% Change
						LEVEL SERVICE	NEW REQ	TOTAL		
<b>Planning Board</b>										
Professional & Consulting Services	17,029	31,500	26,339	31,500	31,500	31,500	10,000	41,500	10,000	31.7%
Printing & Advertising	2,246	1,400	2,091	1,400	2,000	2,000	-	2,000	600	42.9%
Copy Plans	-	40	-	40	40	40	-	40	-	0.0%
Stationery	328	880	1,246	880	500	500	-	500	(380)	-43.2%
Photocopying	143	-	-	-	-	-	-	-	-	-
In-State Travel	500	500	98	500	600	600	-	600	100	20.0%
Dues	-	500	-	500	500	500	-	500	-	0.0%
Subscriptions & Publications	875	800	1,247	800	500	500	-	500	(300)	-37.5%
Conference	307	500	190	500	500	500	-	500	-	0.0%
<b>Total</b>	<b>21,428</b>	<b>36,120</b>	<b>31,212</b>	<b>36,120</b>	<b>36,140</b>	<b>36,140</b>	<b>10,000</b>	<b>46,140</b>	<b>10,020</b>	<b>27.7%</b>

**Town of Weston  
FY16 Town Manager's Proposed Budget**

**LAND USE AND DEVELOPMENT:      Conservation Commission**

**Description of Services**

The Conservation Commission is responsible for administering the Massachusetts Wetlands Protection Act (WPA). Specifically, 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 Conservation Commissioners 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 duties include: managing the day-to-day activities of the Conservation Office; enforcing and implementing Conservation Commission decisions and policies, assisting landowners with filing wetland permits, addressing wetland violations, scheduling, administering and participating in public hearings; and providing environmental education and outreach to residents.

In addition to their regulatory responsibilities, the Commission actively manages approximately 2,000 acres of conservation land. The Commission oversees four annual land management contracts: (1) sustainable forestry, (2) maple sugaring, (3) community farming and environmental education, and (4) field mowing. In addition, CPA funds have been used on occasion for field edge preservation and hemlock treatment to combat infestation of the invasive woolly adelgid. Routine trail clearing and maintenance is generously funded by the Weston Forest and Trail Association. The Commission is nearly completed with its comprehensive boundary survey project. With the addition of the Land Manager position in FY15, the Commission has established a Conservation Land Monitoring Program where each property boundary will be monitored closely to minimize the potential of future land encroachments. The Commission continues to assess new encroachments discovered and address them expeditiously.

Conservation Commission Revenue Sources

The Conservation Commission is authorized by the Massachusetts Wetlands Protection Act to collect and retain filing fees for permit applications to offset the costs of administering the WPA. \$6,945 was collected in FY14 and deposited into the WPA Fund. Money may only be expended from this fund to offset a portion of the Commission's costs associated with administering the Wetlands Protection Act. Unused funds are carried over from the previous year. In FY14, \$3,318 was withdrawn from the WPA fund to pay for outside consultant review, mileage reimbursements, costs to attend professional conferences and training, and field equipment. In FY15, the Commission proposes to use \$3,000 of the WPA Fund to increase the CSPC position by 2 hours/week. The WPA Fund had a balance of \$9,947 at the end of FY14.

In addition, the Commission oversees the upkeep and rental use of a residence at 27 Crescent Street (Melone Homestead). This historic home is used as a housing unit for conservation-related employees and as facility space for conservation organizations responsible for the management of the surrounding property. Rent collected is deposited into the General Fund.

**FY16 Departmental Goals**

1. Continue to expand the Land Management Program to include annual monitoring and enforcement of Weston Conservation Land and Conservation Restrictions.
2. Increase education and outreach to residents on wetland protection laws & land management initiatives
3. Update list of Lands of Conservation Interest for potential future acquisition

<b>Staffing Levels</b>	<b>FY13 Funded</b>	<b>FY14 Funded</b>	<b>FY15 Funded</b>	<b>FY16 Requested</b>
Conservation Administrator	1	1	1	1
Part-time Land Manager	0	0	0.27	0.27
Administrative Staff	Shared	Shared	Shared	Shared
<b>Total FTE</b>	<b>1</b>	<b>1</b>	<b>1.27</b>	<b>1.27</b>

**Budget Recommendations**

Level Funding: This budget is increased by \$2,150 to cover anticipated increases in contractual costs from Land's Sake.

New Requests Recommended by Town Manager: A 2 hour per week increase for the part-time Land Manager (currently 10 hours/week) is recommended, to be paid from the Wetlands Protection Act Fund, to assist in Wetland Protection Act administration as needed, due to the increase in demand for staffing in this area.

New Requests Not Recommended by Town Manager: None

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**Town of Weston  
FY16 Town Manager's Proposed Budget**

	ACTUAL FY13	BUDGET FY14	ACTUAL FY14	BUDGET FY15	DEP REQ FY16	TOWN MANAGER'S RECOMMENDATION			\$ Change	% Change
						LEVEL SERVICE	NEW REQ	TOTAL		
<b>Conservation Commission</b>										
<b>Administration</b>										
Education & Training	-	300	-	240	240	240	-	240	-	0.0%
Office Supplies	2,481	500	1,005	500	500	500	-	500	-	0.0%
In-State Travel	-	200	-	200	200	200	-	200	-	0.0%
Dues	673	700	760	760	785	785	-	785	25	3.3%
Conference	-	250	340	250	225	225	-	225	(25)	-10.0%
All Other	125	500	172	500	500	500	-	500	-	0.0%
<b>Sub-total Administration</b>	<b>3,279</b>	<b>2,450</b>	<b>2,276</b>	<b>2,450</b>	<b>2,450</b>	<b>2,450</b>	<b>-</b>	<b>2,450</b>	<b>-</b>	<b>0.0%</b>
<b>Land Management</b>										
Land Management	46,848	32,150	21,665	30,150	30,150	30,150	-	30,150	-	0.0%
Land Management/Dams	90	-	13,598	2,000	2,000	2,000	-	2,000	-	0.0%
<b>Sub-total Land Management</b>	<b>46,848</b>	<b>32,150</b>	<b>35,263</b>	<b>32,150</b>	<b>32,150</b>	<b>32,150</b>	<b>-</b>	<b>32,150</b>	<b>-</b>	<b>0.0%</b>
<b>Case Estates</b>										
Land Mgt./Maint. - 40 Acre Field	3,373	6,300	10,396	6,300	6,615	6,615	-	6,615	315	5.0%
Land Mgt./Maint. - Ash & Wellesley	97	15,000	15,000	-	-	-	-	-	-	-
<b>Sub-total Case Estates</b>	<b>3,469</b>	<b>21,300</b>	<b>25,396</b>	<b>6,300</b>	<b>6,615</b>	<b>6,615</b>	<b>-</b>	<b>6,615</b>	<b>315</b>	<b>5.0%</b>
<b>Farm</b>										
Education & Training	11,640	17,850	12,681	17,850	18,743	18,743	-	18,743	893	5.0%
Gardens	231	1,000	4,228	1,000	1,050	1,050	-	1,050	50	5.0%
Maple Project	4,000	4,000	3,050	4,000	4,000	4,000	-	4,000	-	0.0%
Mowing	8,828	16,800	16,005	16,800	17,640	17,640	-	17,640	840	5.0%
Orchard	-	1,050	-	1,050	1,102	1,102	-	1,102	52	5.0%
Hunger Relief	25,000	25,000	25,000	25,000	25,000	25,000	-	25,000	-	0.0%
All Other	49	2,500	-	2,500	2,500	2,500	-	2,500	-	0.0%
<b>Sub-total Farm</b>	<b>49,747</b>	<b>68,200</b>	<b>60,964</b>	<b>68,200</b>	<b>70,035</b>	<b>70,035</b>	<b>-</b>	<b>70,035</b>	<b>1,835</b>	<b>2.7%</b>
<b>Total Conservation Comm</b>	<b>103,343</b>	<b>124,100</b>	<b>123,901</b>	<b>109,100</b>	<b>111,250</b>	<b>111,250</b>	<b>-</b>	<b>111,250</b>	<b>2,150</b>	<b>2.0%</b>

**Town of Weston  
FY16 Town Manager's Proposed Budget**

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

**Description of Services**

The Historical Commission is the authority charged with town-wide preservation responsibilities. The 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 Bylaw and preservation restrictions for several Town and private buildings. While this is a volunteer Commission, staff support is also provided by staff in the Land Use departments. Commission members serve on the Community Preservation Committee the Josiah Smith Tavern/Old Library Working Group, and as liaison to the Permanent Building Committee. The Commission may use 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.

**FY16 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 and structures which may be affected by the demolition delay by-law.
5. Complete preservation restrictions for the Josiah Smith Tavern in conjunction with Historic New England, the Old Library, Fiske Law Office, and Melone Homestead. Provide support/guidance for other CPA funded historic projects, like the cemetery restoration.
6. Support Town preservation goals through analysis and recommendation on any proposed CPA historic projects or proposed development plans affecting historic properties and historic neighborhoods.

<b>Staffing Levels</b>	<b>FY13 Funded</b>	<b>FY14 Funded</b>	<b>FY15 Funded</b>	<b>FY16 Requested</b>
Inspector of Buildings/Land Use Coord.	Shared	Shared	Shared	Shared
Town Planner	Shared	Shared	Shared	Shared
Permit Administrator	Shared	Shared	Shared	Shared
<b>Total FTE</b>	<b>Shared</b>	<b>Shared</b>	<b>Shared</b>	<b>Shared</b>

**Budget Recommendation**

Level Services: This budget is level funded for FY16.

New Requests Recommended by Town Manager: An additional \$2,500 is included in the Land Use salaries budget to fund a Recording Secretary to take meeting minutes for the Historical Commission. In addition, \$8,500 is included to purchase and install signs to identify historic districts in Weston.

New Requests Not Recommended by Town Manager: A request for a dedicated part-time staff person is not recommended at this time.



**Town of Weston  
FY16 Town Manager's Proposed Budget**

	ACTUAL FY13	BUDGET FY14	ACTUAL FY14	BUDGET FY15	DEP REQ FY16	TOWN MANAGER'S RECOMMENDATION			\$ Change	% Change
						LEVEL SERVICE	NEW REQ	TOTAL		
<b><u>Historical Commission</u></b>										
Professional & Consult	500	3,400	2,548	3,400	3,400	3,400	-	3,400	-	0%
Printing & Advertising	406	600	345	600	600	600	-	600	-	0%
Postage	8	-	-	-	-	-	-	-	-	-
Archive/Office Supplies	536	400	134	400	400	400	-	400	-	0%
All Other	3,050	100	1,472	100	100	100	8,500	8,600	8,500	8500%
<b>Sub-total Historical Comm</b>	<b>4,500</b>	<b>4,500</b>	<b>4,499</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>	<b>8,500</b>	<b>13,000</b>	<b>8,500</b>	<b>189%</b>
<b><u>Crescent Street Historic District Commission</u></b>										
All Other	-	100	-	100	100	100	-	100	-	0%
<b>Sub-total Crescent St Historic Dist Comm</b>	<b>-</b>	<b>100</b>	<b>-</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>-</b>	<b>100</b>	<b>-</b>	<b>0%</b>
<b>Total Historical</b>	<b>4,500</b>	<b>4,600</b>	<b>4,499</b>	<b>4,600</b>	<b>4,600</b>	<b>4,600</b>	<b>8,500</b>	<b>13,100</b>	<b>8,500</b>	<b>185%</b>