

LAM EcoLogical

238 Wareham Road
PO Box 486
Marion, MA 02738
508-858-8678

October 16, 2020

Whitney McClees
Conservation Agent and Sustainability Coordinator
Town of Fairhaven
40 Center Street
Fairhaven, MA 02719

RE: *18 Bass Creek Road, Fairhaven, MA*
Wetland Delineation and ANRAD Filing Peer Review
Preliminary Findings

Dear Ms. McClees,

On October 10, 2020, LAM EcoLogical reviewed the ANRAD dated August 24, 2020 for 18 Bass Creek Road, Fairhaven, MA, associated July 27, 2020 plans entitled "Wetland Delineation Plan - Bass Creek Road, Fairhaven, MA for John Kalise", DEP Bordering Vegetated Wetland data sheets and the Wetland Narrative and visited the site to verify the location of the wetland flags as shown on the plans.

The wetland delineation review is being completed in accordance with the Massachusetts Wetlands Protection Act (MGL c. 31, § 40), its associated regulations (310 CMR 10.00) and DEP's "Delineating Bordering Vegetated Wetlands Under the Massachusetts Wetlands Protection Act Handbook" (March 1995), and the Fairhaven Wetlands Bylaw (Chapter 192 of the Code of the Town of Fairhaven) and its associated regulations.

Upon arriving at the site, the wetland flags were identified in the field and an initial transect was set in the field, starting at approximately WF BC 18 and continuing northeast into the property. The transect was set parallel to Bass Creek Road. During LAM EcoLogical's site review, the wetland flags established by Mr. Kalise's consulting team were removed from the site and as a result we were unable to complete our review. LAM EcoLogical notified Ms. McClees immediately of the situation and is submitting this preliminary findings report as requested.

PRELIMINARY FINDINGS

SITE MAPPING

The property at 18 Bass Creek Road in Fairhaven, MA is a 76,800 square foot (1.76 acre) wooded property located on West Island within the Sciticut Neck USGS 7.5 Minute Series Quadrangle (Figure 1: USGS Locus Map). The site borders on an unnamed tidal creek/marsh.

The majority of the site is within a FEMA mapped flood velocity zone and is listed as a high risk area for coastal flooding (Figure 2: FEMA National Flood Hazards and Figure 3: National Flood Hazard Layer FIRMETTE) . The site is also partly within the 100 year flood plain. The site is generally flat set at approximately elevation 17 to 20 feet NAVD 88. Evidence of coastal overwash and sand deposition was observed when investigating soils within the limits of the site.

According to MA GIS DEP Wetland Datalayer, the site is mapped as a wooded deciduous swamp bordering on a small area of shallow marsh (Figure 4: MA DEP Wetlands and ORWs).

Soils mapped on site include Ridgebury, with is classified as a hydric soil, and Woodbridge which has hydric soil inclusions (NRCS Custom Soil Resource Report for Bristol County, Massachusetts, Southern Part).

According to MA GIS, there are no Areas of Critical Environmental Concern, Outstanding Resource Waters (Figure 4: MA DEP Wetlands and ORWs) or MA Natural Heritage Endangered Species Program Priority or Estimated Habitat or Certified Vernal Pools (Figure 5: MNHESP Priority and Estimated Habitat and Vernal Pools). Mapping is attached to this report to support these findings.

EXISTING CONDITIONS

Vegetation

Dominant vegetation on site consist of facultative wetland species including red maple (*Acer rubrum*), tupelo (*Nyssa sylvatica*), pink azalea (*Rhododendron periclymenoides*) and sweet pepper bush (*Clethra alnifolia*). Other species found on the property include red chokeberry (*Aronia abruptifolia*), high bush blueberry (*Vaccinium corymbosum*), cinnamon fern (*Osmunda cinnamomea*), swamp dewberry (*Rubus hispidus*) and common greenbrier (*Smilax rotundifolia*). Red oak (*Quercus rubra*) and American holly (*Ilex opaca*) and ash (*Fraxinus sp.*) are also found intermittently throughout the property.

Soils

The dominant soil on site is Ridgebury fine sandy loam, 3 to 8 percent slopes extremely stony. This soil is a very deep, somewhat poorly and poorly drained soil formed in lodgment till. This soil is classified as a hydric soil according to the Natural Resource Conservation Service. Woodbridge fine sandy loam, 0 to 8 percent slopes, extremely stony soils are mapped at the back of the property. This soil is moderately well drained loamy soils formed in lodgment till with hydric soil inclusions such as Ridgebury soils.

During recent historic storm events, sands have washed over onto the site accumulated on top of the mapped soils in the area. Overtime these accumulated sands have developed hydric indicators including redoximorphic features, oxidized rhizospheres, gleying, and / or a stripped matrix with oxidized iron in the underlying horizon.

Hydrology

Evidence of hydrology is located throughout the site including pit and mound topography, drainage patterns and water stained leaves.

EVALUATION METHOD / TRANSECTS

LAM EcoLogical started to validate the accuracy of the applicant's wetland line by establishing a transect upslope from specific wetland flags. The first transect (Transect A) was established in the field, starting approximately 10 feet north of Wetland Flag BC 18 and running eastward and roughly parallel to Bass Creek Road. Soils and vegetation were analyzed at two points along the transect. Point 1 is located approximately 50 feet from the wetland line and Point 2 is located approximately 150 feet from the wetland line. Vegetation, soils and hydrology were analyzed at each point in accordance with the "Delineating Bordering Vegetated Wetlands Under the MA Wetlands Protection Act" Handbook. Wetland datasheets are attached for each point.

In general, facultative wetland vegetation is dominant at each point along the transect and soils meet the definition of hydric soils. Although, soils at Point 2 appeared to be higher in the landscape and less hydric than soils at Point 1. Hydrology was also present at each point.

Auger soil samples were analyzed at random locations on site south of Transect A (from Transect A to Bass Creek Road) in order to ascertain the limits of hydric soils within the property. Auger soil samples south of the Transect A had hydric soil indicators within approximately 12" to 18". A limited number of auger samples were taken north of Transect A.

CONCLUSION

LAM's initial interpretation of the site is that the majority of the site meets the definition of Bordering Vegetated Wetland under 310 CMR 10.55 of the Massachusetts State Wetlands Protection Act (WPA) Regulations. The north / north east part of the site meets the definition of Bordering Land Subject to Flooding under 310 CMR 10.57 of the MA WPA Regulations. The majority of the site also meets the definition of Land Subject to Coastal Storm Flowage.

The site is dominated by facultative wetland species and as a result soils and evidence of hydrology is being relied upon to identify the limits of wetlands on site. Additional investigation of soils to the north / north east of the LAM EcoLogical Transect A is needed. Point 2 along Transect A is in the general area where Ridgebury soils (hydric soils) transition into Woodbridge soils (potentially upland soils), as shown on the NRCS soils map. LAM EcoLogical recommends the Conservation Commission have the applicant reinstall their wetland flags in the field so we can complete our site investigation.

Again, LAM EcoLogical appreciates the opportunity to submit this preliminary site investigation and would like permission to reenter the site once flags are reinstalled to complete our review.

Regards,



Lori A. Macdonald, MS, PWS, CWB
Principal Environmental Scientist

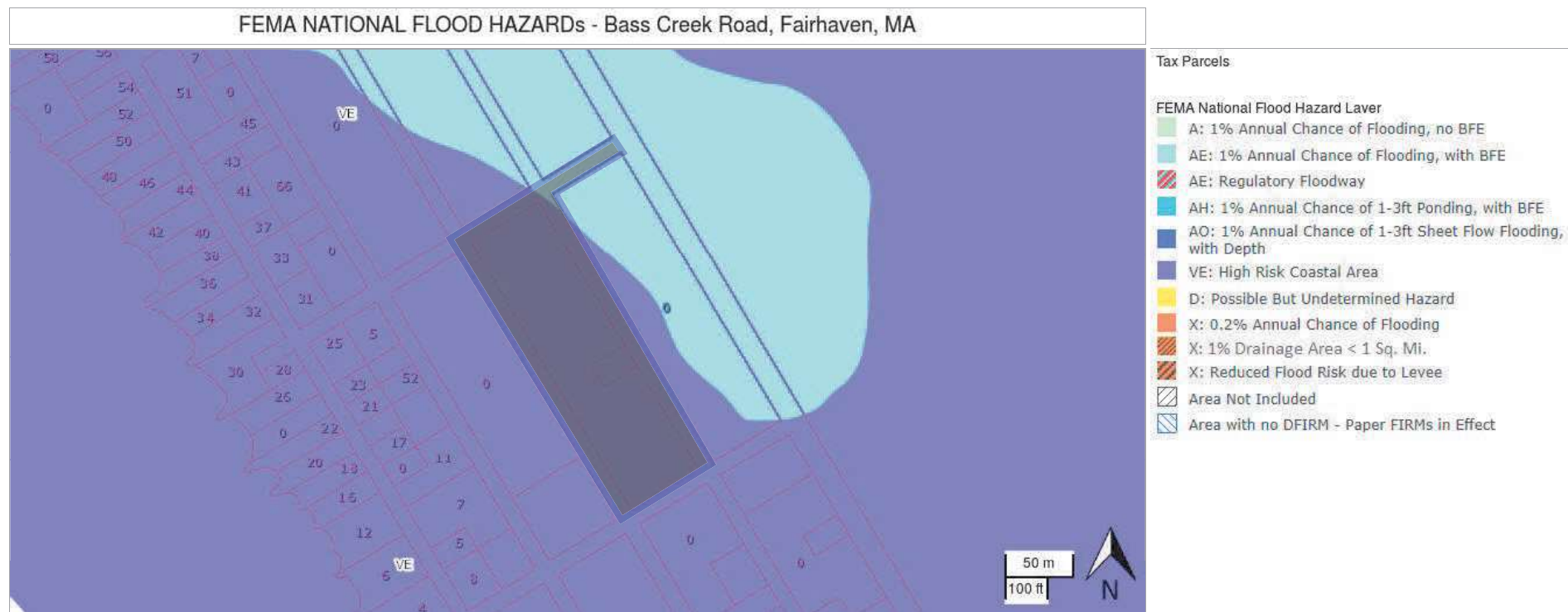


FIGURE 2: FEMA National Flood Hazard MA GIS Datalayer
18 Bass Creek Road, Fairhaven, MA

National Flood Hazard Layer FIRMette



Legend

SFF FIS REPORT FOR DETAIL FDI FGND AND INDEX MAP FOR FIRM PANFI LAYOUT

SPECIAL FLOOD HAZARD AREAS

- Without Base Flood Elevation (BFE)
Zone A, V, A99
- With BFE or Depth Zone AE, AD, AH, VE, AR
- Regulatory Floodway

OTHER AREAS OF FLOOD HAZARD

- 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
- Future Conditions 1% Annual Chance Flood Hazard Zone X
- Area with Reduced Flood Risk due to Levee. See Notes, Zone X
- Area with Flood Risk due to Levee Zone D

OTHER AREAS

- NO SCREEN Area of Minimal Flood Hazard Zone X
- Effective LOMRs
- Area of Undetermined Flood Hazard Zone D

GFNFRAI STRUCTURES

- Channel, Culvert, or Storm Sewer
- Levee, Dike, or Floodwall

OTHER FEATURES

- Cross Sections with 1% Annual Chance Water Surface Elevation
- Coastal Transect
- Base Flood Elevation Line (BFE)
- Limit of Study
- Jurisdiction Boundary
- Coastal Transect Baseline
- Profile Baseline
- Hydrographic Feature

MAP PANELS

- Digital Data Available
- No Digital Data Available
- Unmapped

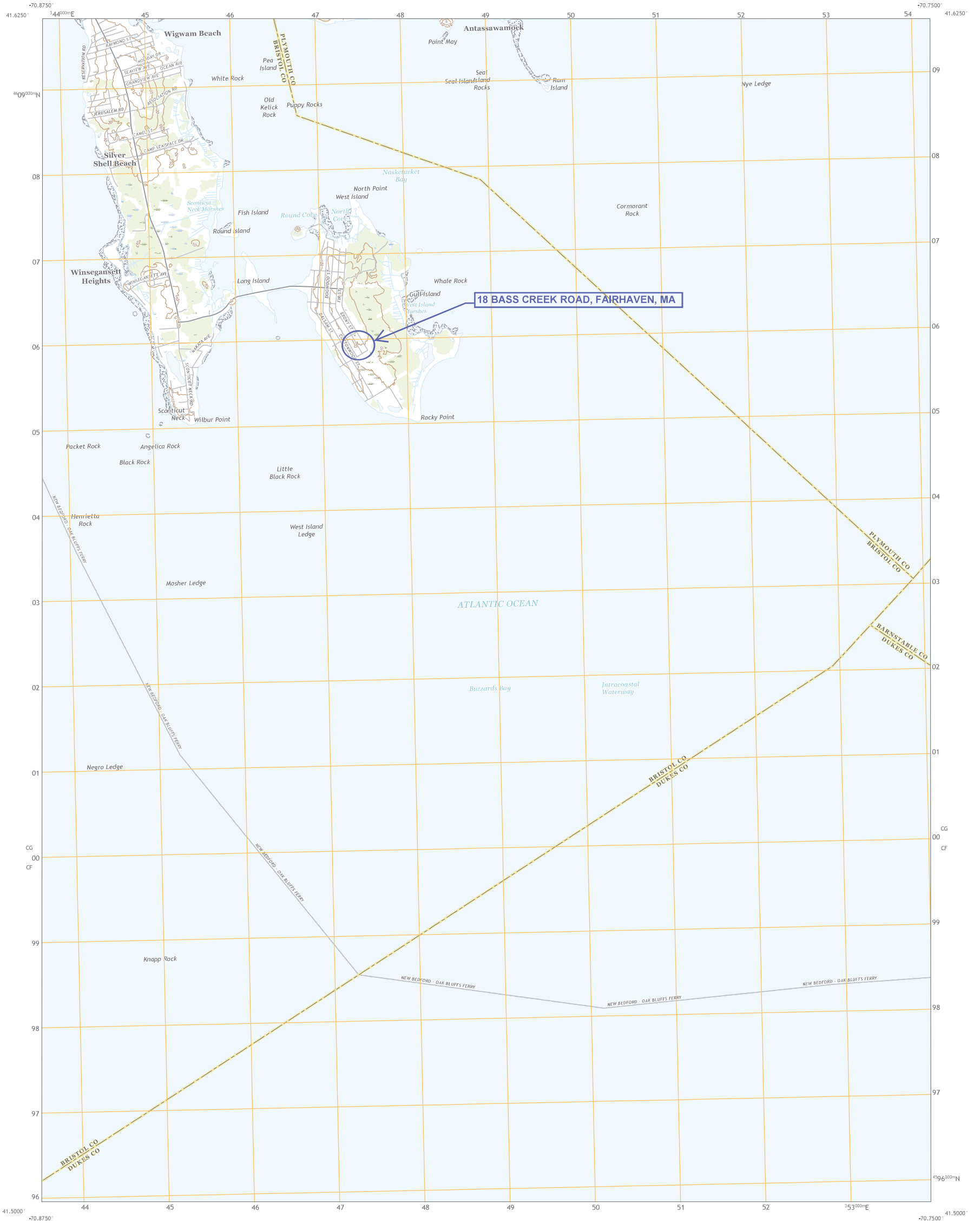
The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards.

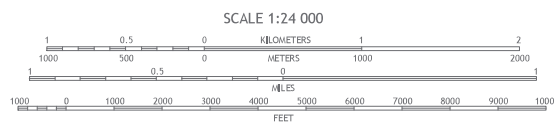
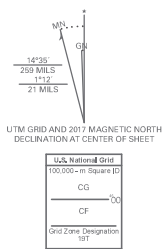
The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 10/15/2020 at 8:34 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

FIGURE 3: FEMA National Flood Hazard Layer FIRMette
18 Bass Creek Road, Fairhaven, MA



Produced by the United States Geological Survey North American Datum of 1983 (NAD83) World Geodetic System of 1984 (WGS84) Projection and 1000-meter grid Universal Transverse Mercator, Zone 19T This map is not a legal document. Boundaries may be generalized for this map scale. Private lands within government reservations may not be shown. Obtain permission before entering private lands.



ADJOINING QUADRANGLES table with 8 cells: 1 New Bedford North, 2 Marion, 3 Onset, 4 New Bedford South, 5 Woods Hole, 6 Cuttyhunk, 7 Neabsco Island, 8 Vineyard Haven



SCONTICUT NECK, MA 2018

FIGURE 1: USGS Locus Map 18 Bass Creek Road, Fairhaven, MA

MA DEP Wetlands and ORWs - Bass Creek Road, Fairhaven, MA



- Tax Parcels**
- DEP Wetlands Detailed With Outlines
 - Barrier Beach System
 - Barrier Beach-Deep Marsh
 - Barrier Beach-Wooded Swamp Mixed Trees
 - Barrier Beach-Coastal Beach
 - Barrier Beach-Coastal Dune
 - Barrier Beach-Marsh
 - Barrier Beach-Salt Marsh
 - Barrier Beach-Shrub Swamp
 - Barrier Beach-Wooded Swamp Coniferous
 - Barrier Beach-Wooded Swamp Deciduous
 - Bog
 - Coastal Bank Bluff or Sea Cliff
 - Coastal Beach
 - Coastal Dune
 - Cranberry Bog
 - Deep Marsh
 - Barrier Beach-Open Water
 - Open Water
 - Rocky Intertidal Shore
 - Salt Marsh
 - Shallow Marsh Meadow or Fen
 - Shrub Swamp
 - Tidal Flat
 - Wooded Swamp Coniferous
 - Wooded Swamp Deciduous
 - Wooded Swamp Mixed Trees
- Outstanding Resource Waters**
- ACEC
 - Cape Cod National Seashore
 - Protected Shoreline
 - Public Water Supply Watershed
 - Retired Public Water Supply
 - Scenic/Protected River
 - Wildlife Refuge

FIGURE 4: MA DEP Wetlands and Outstanding Resource Waters
18 Bass Creek Road, Fairhaven, MA

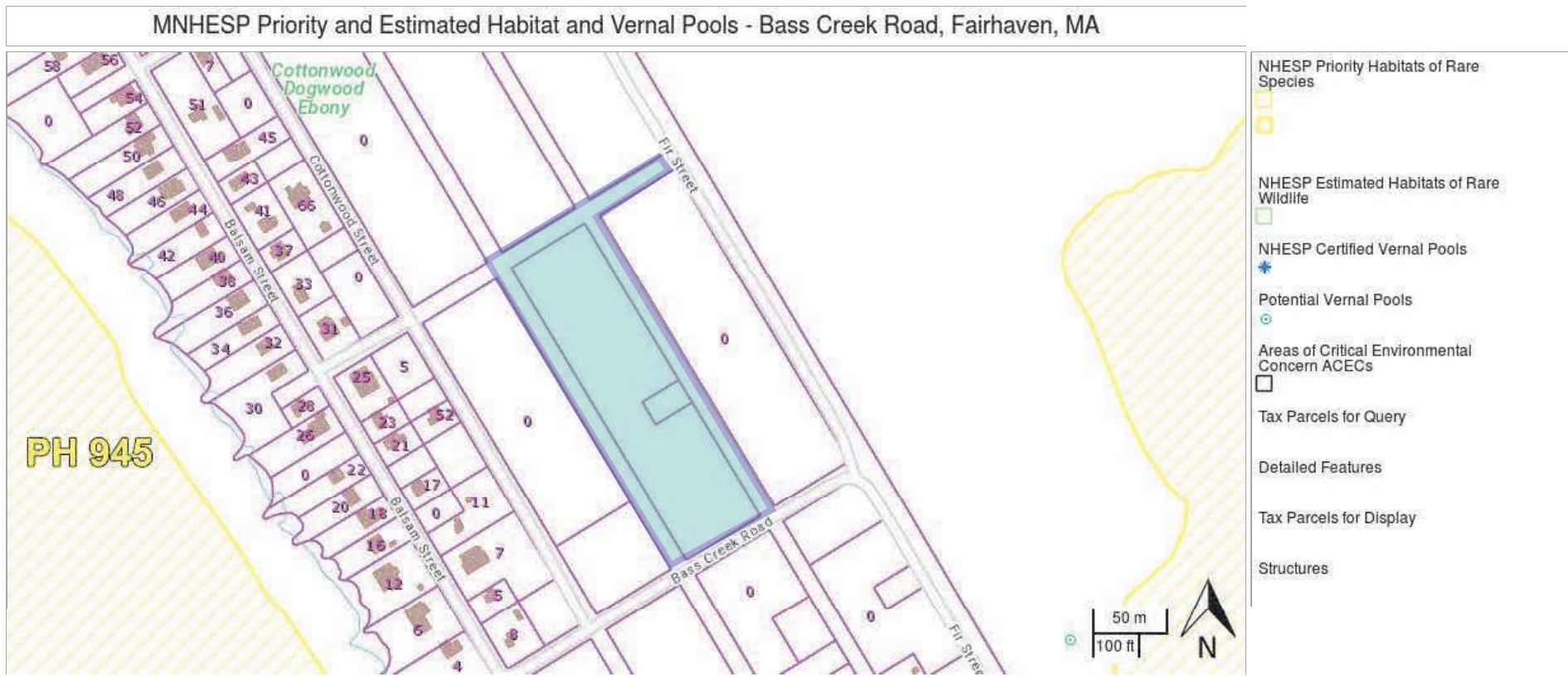


FIGURE 5: MA Natural Heritage Endangered Species Program Priority and Estimated Habitat and Certified and Potential Vernal Pools
18 Bass Creek Road, Fairhaven, MA

MassDEP Bordering Vegetated Wetland (310 CMR 10.55) Delineation Field Data Form

Fairhaven Cons. Commission

Applicant: (KALISA ANRAD) Prepared by: L Macdonald Project location: 8 Bass Creek DEP File #: _____

Check all that apply: Review

- Vegetation alone presumed adequate to delineate BVW boundary: fill out Section I only
- Vegetation and other indicators of hydrology used to delineate BVW boundary: fill out Sections I and II
- Method other than dominance test used (attach additional information)

Section I.

Vegetation <u>WETLAND</u>	Observation Plot Number: <u>2</u>	Transect Number: <u>A-PL 2</u>	Date of Delineation: <u>10/10/2020</u>
A. Sample Layer & Plant Species (by common/scientific name)	B. Percent Cover (or basal Area)	C. Percent Dominance	D. Dominant Plant (yes or no)
E. Wetland Indicator Category*			

<u>TREES</u>				
RED MAPLE (<i>ACER RUBRUM</i>)	63%	100%	Y	FAC+
<u>Saplings</u>				
Red maple (<i>ACER RUBRUM</i>)	10.5%	100%	Y	FAC+
<u>SHRUBS</u>				
Sweet Pepperbush (<i>CLETHRA ALNIFOLIA</i>)	63%	79%	Y	FAC+
Rose AZALEA (<i>RHODODENDRON PERICLYMENOIDES</i>)	10.5%	13%	2	FAC
Hydrangea (<i>VACCINIUM SPECIOSUM</i>)	3%	4%	2	FACW
Red Chokeberry (<i>ARONIA ROTUNDFOLIA</i>)	3%	4%	2	FACW
<u>GROUND COVER</u>				
Cinnamon Fern (<i>OSMUNDA CINNAMOMEA</i>)	10.5%	77%	Y	FACW+
Wild Sarsaparilla (<i>ARISA RUDICULIS</i>)	3%	22%	N	FACU

* Use an asterisk to mark wetland indicator plants: plant species listed in the Wetlands Protection Act (MGL c.131, s.40); plants in the genus Sphagnum; plants listed as FAC, FAC+, FACW-, FACW, FACW+, or OBL; or plants with physiological or morphological adaptations. If any plants are identified as wetland indicator plants due to physiological or morphological adaptations, describe the adaptation next to the asterisk.

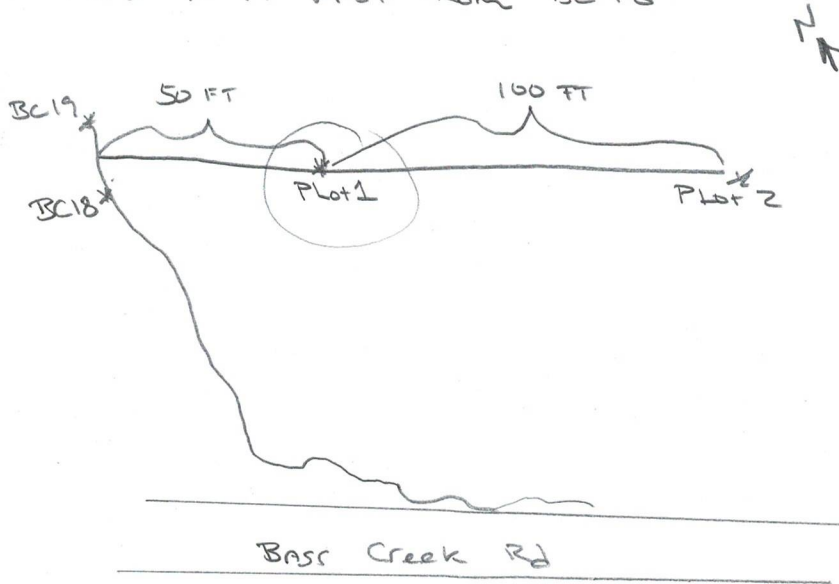
Vegetation conclusion:

Number of dominant wetland indicator plants: 4 Number of dominant non-wetland indicator plants: 0

Is the number of dominant wetland plants equal to or greater than the number of dominant non-wetland plants? yes / no

If vegetation alone is presumed adequate to delineate the BVW boundary, submit this form with the Request for Determination of Applicability or Notice of Intent

TRANSECT A (APPROX PARALLEL TO BASS CREEK RD)
STARTED 10 FT WEST FROM BC 18



Section II. Indicators of Hydrology

Hydric Soil Interpretation

1. Soil Survey

Is there a published soil survey for this site? yes no
title/date: Bristol County MA South
map number:
soil type mapped: Ridgebury
hydric soil inclusions: yes

Are field observations consistent with soil survey? yes (no)

Remarks:
Sandy Deposits From Historical Tidal
Action On top of Mapped Soil

2. Soil Description

Horizon	Depth	Matrix Color	Mottles Color
<u>O:</u>	<u>6"-0"</u>	<u>GL1 3/4 or 2.5N</u>	
<u>E (sand)</u>	<u>0-6"</u>	<u>↑ 10% 2.0 stripped matrix</u>	
<u>B (loamy sand)</u>	<u>6"-12"</u>	<u>Partly cemented @ 2/6"</u>	
Remarks:		<u>10yr 3/4</u>	<u>10yr 2/6</u> <u>10yr 2/1 (org streaking)</u>

3. Other:

Conclusion: Is soil hydric? yes no

Other Indicators of Hydrology: (check all that apply & describe)

- Site Inundated: _____
- Depth to free water in observation hole: _____
- Depth to soil saturation in observation hole: _____
- Water marks: _____
- Drift lines: _____
- Sediment Deposits: _____
- Drainage patterns in BVW: Pit & mound top
- Oxidized rhizospheres: _____
- Water-stained leaves: _____
- Recorded Data (streams, lake, or tidal gauge; aerial photo; other): _____
- Other: _____

Vegetation and Hydrology Conclusion

	Yes	No
Number of wetland indicator plants ≥ # of non-wetland indicator plants	<u>X</u>	—
Wetland hydrology present:		
Hydric soil present	<u>X</u>	—
Other indicators of hydrology present	<u>X</u>	—
Sample location is in a BVW	<u>X</u>	—

Submit this form with the Request for Determination of Applicability or Notice of Intent.

Fairhaven Colon MassDEP Bordering Vegetated Wetland (310 CMR 10.55) Delineation Field Data Form

(ANTRAD REVIEW)

Applicant: John Kalise Prepared by: L. MacDonald Project location: 18 Bass Creek Rd, Fairhaven DEP File #: _____

- Check all that apply:
- Vegetation alone presumed adequate to delineate BVW boundary: fill out Section I only
 - Vegetation and other indicators of hydrology used to delineate BVW boundary: fill out Sections I and II
 - Method other than dominance test used (attach additional information)

Section I.

Vegetation <u>WETLAND</u>	Observation Plot Number: <u>Z</u>	Transect Number: <u>A</u>	Date of Delineation: <u>10/10/2020</u>
A. Sample Layer & Plant Species (by common/scientific name)	B. Percent Cover (or basal Area)	C. Percent Dominance	D. Dominant Plant (yes or no)
			E. Wetland Indicator Category*

TREES

RED MAPLE (Acer Rubrum)	10.5%	12.5%	N	FAC*
Tupelo (Nyssa sylvatica)	63%	75%	X	FAC+
RED OAK (Quercus Rubra)	10.5%	12.5%	X	FACW
Sapling				
RED MAPLE (Acer Rubrum)	38%	100%	X	FAC+

SHRUBS

Tupelo (Nyssa sylvatica)	10.5%	13%	X	FAC+
RED MAPLE (Acer Rubrum)	10.5%	13%	X	FAC+
Sweet pepper bush (Clethra alnifolia)	38%	47.5%	X	FAC+
Highbush Blueberry (Vaccinium corymbosum)	10.5%	13%	X	FACW+
Pink Azalea (Rhododendron)	10.5%	13%	X	FACW+
PERICLYMENOIDES	10.5%	13%	X	FAC+
Cinnamon Fern (Asplenium cinnamomea)	10.5%	18%	X	FACW
SWEET PEPPER BUSH (Clethra alnifolia)	38%	64%	X	FAC+

* Use an asterisk to mark wetland indicator plants: plant species listed in the Wetlands Protection Act (MGL c.131, s.40); plants in the genus Sphagnum; plants listed as FAC, FAC+, FACW-, FACW, FACW+, or OBL; or plants with physiological or morphological adaptations. If any plants are identified as wetland indicator plants due to physiological or morphological adaptations, describe the adaptation next to the asterisk.

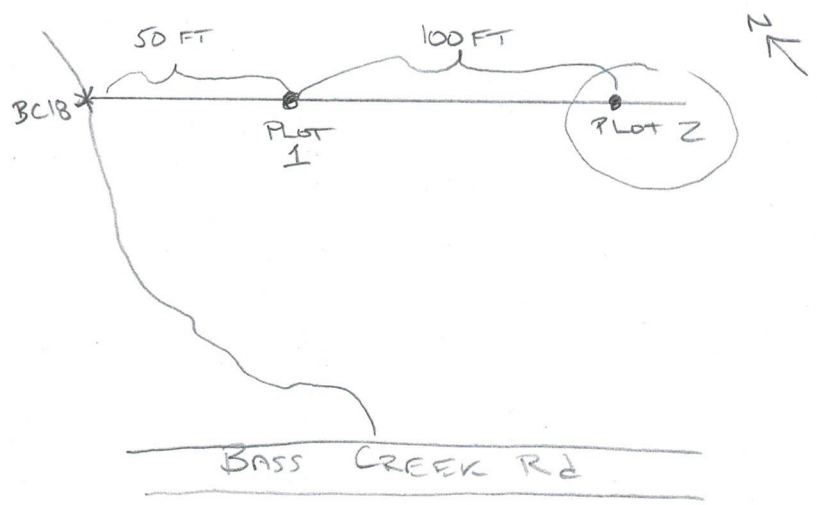
Swamp Dewberry (Rubus hispida) 10.5% 18% FACW

Vegetation conclusion:
 Number of dominant wetland indicator plants: 8 Number of dominant non-wetland indicator plants: 0

Is the number of dominant wetland plants equal to or greater than the number of dominant non-wetland plants? yes no

If vegetation alone is presumed adequate to delineate the BVW boundary, submit this form with the Request for Determination of Applicability or Notice of Intent

TRANSECT A ~ PARALLEL TO BASS CREEK RD
 STARTED 10 FT WEST FROM BC18



Section II. Indicators of Hydrology

Hydric Soil Interpretation

1. Soil Survey

Is there a published soil survey for this site? yes no
 title/date: Bristol County MA, South
 map number:
 soil type mapped: Ridgebury Fine Sandy loam
 hydric soil inclusions: yes

Are field observations consistent with soil survey? yes no
 Remarks:
 Sandy Deposits From Historic tidal
 Action on top of mapped soil

2. Soil Description

Horizon	Depth	Matrix Color	Mottles Color
D _i	2"-0"		
E (SAND)	0-10"		
B (Sandy loam)	10"-16"	10yr 7/1 (stripped matrix cemented @ 4")	10yr 4/4
Remarks:		10yr 5/1	10yr 6/1
stone Cobble starts @ 13"		10yr 2/1	

3. Other:

Conclusion: Is soil hydric? yes no

Other Indicators of Hydrology: (check all that apply & describe)

- Site Inundated: _____
- Depth to free water in observation hole: _____
- Depth to soil saturation in observation hole: _____
- Water marks: _____
- Drift lines: _____
- Sediment Deposits: _____
- Drainage patterns in BVW: Pit & mound tops
- Oxidized rhizospheres: _____
- Water-stained leaves: _____
- Recorded Data (streams, lake, or tidal gauge; aerial photo; other):

- Other: Oak and Hemlock

Vegetation and Hydrology Conclusion	Yes	No
Number of wetland indicator plants ≥ # of non-wetland indicator plants	<u>X</u>	_____
Wetland hydrology present:		
Hydric soil present	<u>X</u>	_____
Other indicators of hydrology present	<u>X</u>	_____
Sample location is in a BVW	<u>X</u>	_____

Submit this form with the Request for Determination of Applicability or Notice of Intent.



Transect A, Plot 1 Soils

Sandy soils with evidence of gleying, more than 10% stripped sand particles and what appears to be organic streaking above a B layer with high chroma (bright) soils where iron has accumulated below the sand layer and oxidized. Sandy soils partly cemented at 6".



Transect A – Plot 2 Soils

Sandy soils with three chroma matrix and some evidence of stripped sandy particles over a buried, sandy loam, A horizon. Oxidized rhizospheres and cemented soils within 4”.

SCHNEIDER, DAVIGNON & LEONE, INC.

PROFESSIONAL CIVIL ENGINEERS & LAND SURVEYORS

N. DOUGLAS SCHNEIDER, P.E., P.L.S.
MATTHEW C. LEONE, P.L.S.



DAVID M. DAVIGNON, P.E.
JAY MCKINNON, E.I.T.

December 4, 2020

Town of Fairhaven
Conservation Commission
40 Center Street
Fairhaven, MA 02719
Attn: Chairman Geoffrey Haworth

Re. Supplemental Information for DEP File No. SE 23-1297

Site Address: Hiller Avenue and Timothy Street
Lots #70 and #71A on Fairhaven Assessors Map #28C
Applicant/Developer: Robert Roderiques
Owners of Record: Jimmy A. Papas & Nickolas L. Papas

Dear Chairman Haworth & Commission Members,

On behalf of the Applicant, Schneider, Davignon & Leone, Inc. respectfully requests that the Fairhaven Conservation Commission vote to re-open the Public Hearing for the above described project on Monday, December 21, 2020.

Consequently, we hereby extend the 21-day requirement for the issuance of a Decision to Monday, December 21, 2020.

The purpose of re - opening said hearing would be to accept the attached "PE - Endorsed" Conservation Commission Exhibit Plans which have been discussed at the last three Public Hearings. Said Exhibit Plans have been revised since the last hearing to remove the superseded erosion control barrier which was originally shown on the Definitive Subdivision Plans.

Additionally, please find attached Definitive Subdivision Plans which have also been Revised to update the erosion control line to match the Exhibit Plans.

We respectfully request that the Public Hearing be re-opened ONLY to accept the aforementioned plans and then immediately closed – without Public Comment - for a vote to approve the project.

We thank you for your time and consideration in this matter.

Should you have any questions please do not hesitate to call me at (508) 758-7866 Ext. 203.

Sincerely,
Schneider, Davignon & Leone, Inc.

David M. Davignon, P.E.

cc: File 3072
Robert Roderiques
Attorney J.P. Mathieu



TOWN OF FAIRHAVEN, MASSACHUSETTS

CONSERVATION AND SUSTAINABILITY DEPARTMENT

Town Hall · 40 Center Street · Fairhaven, MA 02719

Telephone: (508) 979-4023, ext. 128 · Fax: (508) 979-4079

Mr. Mark Rees
Town Administrator

RE: Budget Transmittal Letter

I look forward to further developing the Conservation and Sustainability Department over the coming year, supported by the Conservation Commission, Sustainability Committee, Town Administration and other Departments.

I have provided a review by line item, explaining the recommendations I have requested.

Regular Pay: In this budget, I am proposing an increase of \$38,014.44 from FY21 due to a step increase and a stipend associated with the Massachusetts Association of Conservation Commissions Fundamentals Certificate for the Conservation Agent/Sustainability and the addition of a full-time Administrative Assistant. A full-time Administrative Assistant would improve public service in the following ways: facilitate the issuance of Conservation permits in a timely manner, introduce faster response time in verifying the completeness of Conservation permit applications, introduce more efficient response time to records requests, and provide the opportunity for better educational outreach to the public. Additionally, with the Conservation Agent/Sustainability Coordinator able to delegate administrative duties, the Department will better be able to apply for additional and manage current grants in alignment with the Board of Selectmen's FY21 Policy Goal #4A, supervise ongoing Conservation projects, research and implement FEMA's Community Rating System in alignment with Mitigation Action #2 of the Hazard Mitigation Plan, and pursue certifying the Town through the LEED for Cities and Communities Program (formerly STAR Community Rating System) in alignment with Master Plan Sustainability Goal #4-2. Additionally, initiatives spearheaded by the Department, such as the Green Communities Grant and the installation of solar at the schools, will save the town approximately \$90,000 annually, more than double the cost of an administrative assistant. The cost of a full-time assistant could also be offset by the wetlands fees brought in by Wetlands Protection Act filings. This revenue is specifically to support functions directly related to the Conservation Commission. Between January and December 2020, \$6,412.00 in wetlands fund filing fees were brought in.

Advertising: No changes.

Training (Education and Outreach): No changes

Postage: No changes.

Contracted Services: No changes

Online Permitting Software: This is a new item, proposed as a one-time cost. With the Building Department implementing PermitEyes for online permitting, it opens up the possibility for other departments to do the same. This would bring all of the Conservation Commission applications online. Providing online permitting would facilitate and streamline the permitting process for residents and allow other departments to more effectively communicate their comments/concerns regarding each project. Online conservation permitting will improve municipal services and allow for more seamless integration of online services for residents. It will also provide more information to residents regarding which properties fall within Conservation jurisdiction by affording the opportunity to implement online mapping for public use. This would be a one-time cost to bring all of the Conservation Commission applications online and then annual support and maintenance costs would be included in the IT budget each year thereafter.

Office Supplies: I am proposing an increase of \$500.00 to return to level funding with the FY20 budget. The FY21 budget was reduced due to the COVID19 pandemic.

Field Supplies: No changes.

Books/Subscriptions: No changes.

Uniforms: I am proposing an increase of \$180.00 to return to level funding with the FY20 budget. The FY21 budget was reduced due to the COVID19 pandemic.

Dues and Professional Gatherings: This budget proposes an increase of \$1,084.00 from FY21.

MACC Dues	\$293.00
MACC Agent Membership	\$60.00
MACC Non-Voting Consultant Membership (\$60*3 people)	\$180.00 (new)
MACC Annual Conference Registration (\$125*8 people)	\$1,000.00
MACC Courses (\$110*8 people – 2 courses per person)	\$880.00
(\$671.00 increase from FY21, \$440.00 increase from FY20)	
MSMCP Membership/Dues	\$20.00
Climate Resilience Conference	\$15.00 (new)
Society of Wetland Scientists Membership	\$133.00 (new)
Wetland Professional in Training Application	\$100.00 (new)

The increase in this category is the result of a return to level funding with the FY20 budget, the addition of MACC membership for the three non-voting consultant positions the Commission added in FY21, additional budgeting for MACC courses to encourage members of the Conservation Commission to seek certification through the MACC Fundamentals Certificate Program, and the addition of membership to the Society of Wetland Scientists (SWS) as well as their application fee for Wetland Professionals in Training. SWS membership will grant the Conservation Agent/Sustainability Coordinator access to monthly webinars on wetland-related science topics of interest, access to past webinars, discounted registration for events, and discussion forum sections of the website with other wetland professionals, all of which will

facilitate better knowledge with which to advise the Conservation Commission and oversee Conservation projects in Town. Certification through SWS as a Wetland Professional in Training (WPIT) signifies that one's academic and work experience meet the standards expected of a practicing wetland professional and provides acknowledgment to one's peers of one's adherence to the professional ethics of the Society of Wetland Scientists Professional Certification Program. Certification will aid in acceptance by other disciplines, especially in multi-disciplinary work environments. Wetland Professional in Training (WPIT) is considered a preliminary step for persons who have completed the educational requirements but do not meet experience requirements. Professional Wetland Scientist (PWS) certification is awarded for those meeting both educational and experience requirements.

Mileage and Travel: No changes.

Other changes:

In December 2018, the Town of Fairhaven was designated as a Green Community and awarded a grant of \$174,535. As of December 2020, one energy-efficiency project has been completed and the remaining project should be completed by April 2021, in alignment with the Board of Selectmen's FY21 Policy Goal #8G.

In 2021, I hope to replace two older town vehicles with electric vehicles. The Town received a Massachusetts Electric Vehicle Incentive Program (EVIP) Fleets grant for \$12,500 in November 2019 to support the installation of electric vehicle (EV) charging station equipment and lease two electric vehicles and an EVIP Workplace Charging grant for \$1,746.06 in April 2020 to support the installation of public-facing EV charging station equipment. The 2020 Fall Special Town Meeting authorized matching funds to execute these grants.

During 2019, the Town was awarded a \$55,000 Municipal Vulnerability Preparedness Planning Grant to become a certified MVP community. The majority of that process has been completed. There is one item outstanding due to unforeseen pandemic-related delays. The grant should be fully finished within the first few months of 2021. I utilized the information that resulted from the Planning process to apply for one MVP Action Grant in 2020 (Board of Selectmen's Policy Goal #8B). The Action grant was not selected for funding and I will submit another application for an MVP Action grant in 2021.

I would like to collaborate with the Information Technology Department to implement Town-wide GIS web-mapping to provide residents with a resource to see Conservation, Assessors, Flood Zone, and Recreation information in one cohesive location, specific to the Town, in alignment with the Board of Selectmen's Policy Goals #3, #7, #8D, #8,F and 9L. This goal will be significantly supported by the integrating of Conservation permitting into the online permitting software. I also hope to improve educational outreach to increase the understanding of the Wetlands Protection Act, Fairhaven's Wetlands Bylaw, and other associated policies under the jurisdiction of the Conservation Commission.

Additionally, I would like to collaborate with the Sustainability Committee and the Media Department to garner town-wide participation in Northwest Earth Institute and Project

Drawdown's Drawdown EcoChallenge. This challenge is a 21-day engagement program focused on carbon reduction using solutions to global warming that already exist. These collaborations address the Board of Selectmen's Policy Goals #2, #3, and #7.

Finally, I aim to continue managing and applying for sustainability-focused grants and pursuing actions outlined in the Town's 2040 Master Plan, Open Space and Recreation Plan, Hazard Mitigation Plan, and Municipal Vulnerability Preparedness Planning report.

Sincerely,
Whitney McClees
Conservation Agent and Sustainability Coordinator

Category	Account Number	FY22 Request	FY21 Budget	Notes	Cost	Different from FY2021?	Reason
Personal Service							
Conservation Agent and Sustainability Coordinator		\$77,901.88	\$74,287.36	calculated from payroll sheet	\$3,614.52	Yes	Step increase, stipend for MACC Fundamentals Certificate
Recording Secretary		\$0.00	\$4,878.64				
Administrative Assistant		\$39,278.56	\$0.00	calculated from payroll sheet	\$39,278.56	Yes	A full-time Administrative Assistant would improve public service in the following ways: facilitate the issuance of Conservation permits in a timely manner, introduce faster response time in verifying the completeness of Conservation permit applications, introduce more efficient response time to records requests, and provide the opportunity for better educational outreach to the public. Additionally, with the Conservation Agent/Sustainability Coordinator able to delegate administrative duties, the Department will better be able to apply for additional and manage current grants in alignment with the Board of Selectmen's FY21 Policy Goal #4A, supervise ongoing Conservation projects, research and implement FEMA's Community Rating System in alignment with Mitigation Action #2 of the Hazard Mitigation Plan, and pursue certifying the Town through the LEED for Cities and Communities Program (formerly STAR Community Rating System) in alignment with Master Plan Sustainability Goal #4-2. Additionally, initiatives spearheaded by the Department, such as the Green Communities Grant and the installation of solar at the schools, will save the town approximately \$90,000 annually, more than double the cost of an administrative assistant.
Total Payroll	001-171-00-5111-00-0106	\$117,180.44	\$79,166.00		\$38,014.44	Yes	Step increase, stipend for MACC Fundamentals Certificate, addition of full-time administrative assistant
Purchase of Services							
Advertising	001-171-00-5303-00-0106	\$2,000.00	\$2,000.00		\$0.00	No	No changes
Training	001-171-00-5316-00-0106	\$1,000.00	\$1,000.00		\$0.00	No	No changes
Reserve Account (Postage)	001-171-00-5303-00-0106	\$1,000.00	\$1,000.00		\$0.00	No	No changes
Contracted Services	001-171-00-5390-00-0106	\$2,500.00	\$2,500.00		\$0.00	No	No changes
Online Permitting Software	New	\$10,430.00	\$0.00		\$10,430.00	Yes	With the Building Department implementing PermitEyes for online permitting, it opens up the possibility for other departments to do the same. This would be a one-time cost to bring all of the Conservation Commission applications online and then annual support and maintenance costs would be included in the IT budget each year thereafter. Providing online permitting would facilitate and streamline the permitting process for residents and allow other departments to more effectively communicate their comments/concerns regarding each project.
Total Purchase of Services		\$16,930.00	\$6,500.00				
Supplies							
Office Supplies	001-171-00-5420-00-0106	\$1,020.00	\$520.00		\$500.00	Yes	FY21 decreased previous budget due to the COVID19 pandemic, the increase is due to a proposed return to pre-pandemic appropriation.
Field Supplies	001-171-00-5432-00-0106	\$500.00	\$500.00		\$0.00	No	No changes
Books/Subscriptions	001-171-00-5520-00-0106	\$300.00	\$300.00		\$0.00	No	No changes
Uniforms	001-171-00-5582-00-0106	\$380.00	\$200.00		\$180.00	Yes	FY21 decreased previous budget due to the COVID19 pandemic, the increase is due to a proposed return to pre-pandemic appropriation.
Total Supplies		\$2,200.00	\$1,520.00		\$680.00	Yes	
Dues and Professional Gatherings							
MACC Dues		\$293.00	\$293.00		\$0.00	No	No changes
MACC Agent Membership		\$60.00	\$60.00		\$0.00	No	No changes
MACC Non-Voting Consultant Membership (\$60*3 people)		\$180.00	\$0.00		\$180.00	Yes	Conservation Commission added three non-voting consultant positions; this would garner them access to MACC courses, trainings, and materials to help prepare them to eventually serve on the Commission as voting members
MACC Annual Conference Registration (\$125*8 people)		\$1,000.00	\$1,000.00		\$0.00	No	No changes
MACC Courses (\$110*8 people - 2 courses per person)		\$880.00	\$209.00		\$671.00	Yes	encouraging the Commission to pursue the MACC Fundamentals Certificate
MSMCP Annual Dues		\$20.00	\$20.00		\$0.00	No	No changes

Society of Wetland Scientists Membership		\$133.00	\$0.00		\$133.00	Yes	SWS membership will grant the Conservation Agent/Sustainability Coordinator access to monthly webinars on wetland-related science topics of interest, access to past webinars, discounted registration for events, and discussion forum sections of the website with other wetland professionals, all of which will facilitate better knowledge with which to advise the Conservation Commission and oversee Conservation projects in Town. Certification through SWS as a Wetland Professional in Training (WPIT) signifies that one's academic and work experience meet the standards expected of a practicing wetland professional and provides acknowledgment to one's peers of one's adherence to the professional ethics of the Society of Wetland Scientists Professional Certification Program. Certification will aid in acceptance by other disciplines, especially in multi-disciplinary work environments. Wetland Professional in Training (WPIT) is considered a preliminary step for persons who have completed the educational requirements but do not meet experience requirements. Professional Wetland Scientist (PWS) certification is awarded for those meeting both educational and experience requirements.
Wetland Professional in Training Application		\$100.00	\$0.00		\$100.00	Yes	
Total Dues and Professional Gatherings	001-171-00-5731-00-0106	\$2,666.00	\$1,582.00		\$1,084.00	Yes	Inclusion of more courses, memberships, seminars since many of them are going to be offered online in the coming year
Mileage and Travel							
Public Transit		\$0.00	\$0.00		\$0.00	No	No changes, anticipate that public transit will continue to be avoided due to the pandemic
Mileage		\$1,263.00	\$1,263.00		\$0.00	No	No changes
Total Mileage and Travel	001-171-00-5712-00-0106	\$1,263.00	\$1,263.00		\$0.00	No	No changes
		FY22 Request	FY21 Budget		Cost	Different from FY2021?	
TOTAL		\$140,239.44	\$90,031.00		\$50,208.44	Yes	

Department Name:																		
Last Name (1)	First Name	Job Title	Date of Hire	Years of Service(2)	Union (3)	Grade	Step (4)	Hourly Wage (5)	Hrs./ week	Annual Wages(6)	Annual Salary (7)	Date of Step (8)	Cost of Step Inc. (9)	Longevity(10)	Sick Leave Bonus (11)	Sick Leave Buy-Back (12)	Stipend/ Other (18)	Total Compensation
McClees	Whitney	Conservation Agent/Sustainability Coordinator	1/2/2019	2	NU	17	3	\$36.55	40.0		\$76,316	1/2/2022	\$935	\$0	\$400		\$250	\$77,901.88
Vacant		Administrative Assistant			C	C	1	\$21.28	35.0	\$38,878.56					\$400			\$39,278.56
																	\$0	
Totals										\$38,878.56	\$76,316		\$935	\$0	\$800	\$0	\$250	\$117,180.44
If Administrative Assistant position is not funded, Department will still need funds for a recording secretary, level service information below.																		
McClees	Whitney	Conservation Agent/Sustainability Coordinator	1/2/2019	2	NU	17	3	\$36.55	40.0		\$76,316	1/2/2022	\$935	\$0	\$400		\$250	\$77,901.88
Bid Out		Recording Secretary						\$34.47	4.0	\$7,197.34								\$7,197.34
Totals										\$7,197.34	\$76,316		\$935	\$0	\$400	\$0	\$250	\$85,099.22
<p>Notes: If a column does not apply to the employee leave blank</p> <p>(1) If the position is currently vacant, type "vacant" in this column</p> <p>(2) Years of Service as of July 1, 2021</p> <p>(3) Enter: NU for non-union, C for clerical, H for highway, S for Sewer, W for Water, P for Police, F for Fire or D for dispatcher.</p> <p>(4) As of July 1, 2021</p> <p>(5) For employees who are paid by the hour (not salary)</p> <p>(6) Hourly wages X Hours worked per week X 52.2 weeks (spreadsheet has this formula embedded)</p> <p>(7) Annual Salary for employees who are paid salary (not by the hour)</p> <p>(8) If employee is eligible for a step increase during FY21-22 put the date of eligibility in this column</p> <p>(9) Calculate the expense of step increase, prorate it for the period of the fiscal year it will be paid and put the lump dollar amount in this column.</p> <p>(10) As provided for in the Personnel By-law or applicable union contracts. Put the annual cost as a lump sum amount in this column prorated if necessary.</p> <p>(11) As provided for in the Personnel By-law or applicable union contracts. Assume the maximum Sick Leave Bonus allowed.</p> <p>(12) As provided for in the Personnel By-law or applicable union contracts. Assume the maximum Sick Leave Buy Back (Credit) allowed.</p> <p>(13) As provided for in Police and Fire Contracts</p> <p>(14) As provided for in Police, Dispatchers and Fire Contracts</p> <p>(15) As provided for in the Police and Dispatchers Contracts</p> <p>(16) As provided for in the Police and Fire Contracts</p> <p>(17) As provided for in the Fire, Dispatchers and Police Contracts</p> <p>(18) In the Comments Box, please explain the amount included in this box providing the basis or reason for the payment and how the amount was determined.</p>																		
											<p>Stipends</p> <p>Massachusetts Association of Conservation Commission Fundamentals Certificate</p>							

Town of Fairhaven

FY21-22 Budget

Request to Fund a New and/or Expanded Service or Program

Name of Department: Conservation/Sustainability

Name of Department Director: Whitney McClees

Is this request for a new service or program or an expanded service/program

Please describe the service/program:

The addition of an Administrative Assistant to the Department.

What need(s) are being addressed by this service or program:

With the Conservation Agent/Sustainability Coordinator able to delegate administrative duties, the Department will better be able to apply for additional and manage current grants in alignment with the Board of Selectmen's FY22 Policy Goal #4A, supervise ongoing Conservation projects, research and implement FEMA's Community Rating System in alignment with Mitigation Action #2 of the Hazard Mitigation Plan, and pursue certifying the Town through the LEED for Cities and Communities Program (formerly STAR Community Rating System) in alignment with Master Plan Sustainability Goal #4-2. Additionally, initiatives spearheaded by the Department, such as the Green Communities Grant and the installation of solar at the schools, will save the town approximately \$90,000 annually, more than double the cost of an administrative assistant.

Describe the benefits to the town of implementing the service/program:

A full-time Administrative Assistant would improve public service in the following ways: facilitate the issuance of Conservation permits in a timely manner, introduce faster response time in verifying the completeness of Conservation permit applications, introduce more efficient response time to records requests, and provide the opportunity for better educational outreach to the public.

Identify the Board of Selectmen Policy Goal or Department Objective this request is associated with:

Board of Selectmen FY22 Policy Goal #4A

Hazard Mitigation Plan Mitigation Action #2

Master Plan Sustainability Goal #4-2

Budget Request Detail: (if you are using a line item that is new or not previously used by your department enter "New" under line item number). *Double click on the chart below and it will turn into an excel spreadsheet, after entering your data double click again outside the spreadsheet and it will return to a chart.*

Line Item #	Line Item Name	FY21 Budget Amt	FY22 Level Ser. Budget Request	Add't Funding Request	Total Request
001-171-00-5111-00-0106	Personal Service - Payro	79,166.00	85,099.22	32,081.22	117,180.44

Provide a narrative description that explains/justifies the additional funding request by line item:

In this budget, I am proposing an increase of \$38,014.44 from FY21 due to a step increase and additional stipend associated with holding the MACC Fundamentals Certificate for the Conservation Agent/Sustainability Coordinator and the addition of a full-time Administrative Assistant. A full-time Administrative Assistant would improve public service in the following ways: facilitate the issuance of Conservation permits in a timely manner, introduce faster response time in verifying the completeness of Conservation permit applications, introduce more efficient response time to records requests, and provide the opportunity for better educational outreach to the public. Additionally, with the Conservation Agent/Sustainability Coordinator able to delegate administrative duties, the Department will better be able to apply for additional and manage current grants in alignment with the Board of Selectmen’s FY21 Policy Goal #4A, supervise ongoing Conservation projects, research and implement FEMA’s Community Rating System in alignment with Mitigation Action #2 of the Hazard Mitigation Plan, and pursue certifying the Town through the LEED for Cities and Communities Program (formerly STAR Community Rating System) in alignment with Master Plan Sustainability Goal #4-2. Additionally, initiatives spearheaded by the Department, such as the Green Communities Grant and the installation of solar at the schools, will save the town approximately \$90,000 annually, more than double the cost of an administrative assistant.

**ADMINISTRATIVE ASSISTANT TO THE
CONSERVATION AGENT/SUSTAINABILITY COORDINATOR**

FAIRHAVEN, MA

Position Purpose:

This position provides moderately complex administrative support and day-to-day office support for the Conservation Agent/Sustainability Coordinator. This position is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control; performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Conservation Role:

- Performs all customer service duties in relation to the daily operation of the office including but not limited to: answering phones, responding to voicemails and emails, general correspondence, face-to-face transactions, answering or directing questions and providing information.
- Provides public assistance on environmental matters and answers to inquiries within the scope of expertise and authority.
- Coordinates conservation permits to ensure customer is getting correct paperwork & paperwork is stamped; making sure all paperwork is completed, approved and signed.
- Provides staff support to the Conservation Office in the administration and enforcement of the Massachusetts Wetlands Protection Act, and Town's Wetland's Protection Bylaw, under the supervision of the Conservation Agent.
- Records and tracks all payments received in the office in an excel spreadsheet.
- Reconciles and makes all deposits to the Financial Assistant in a timely fashion.
- Records and tracks all permit numbers and pertinent information.
- Draft letters, memos and emails as required. Mails and tracks certified letters as necessary.
- Orders supplies for office.
- Maintains budget spreadsheet, recording all payables & payroll on a weekly basis-reconciling budget spreadsheets weekly. Tracks vacations, sick and leaves of absence.
- Completes various monthly reports.
- Attends nightly meetings of the Conservation Commission to record the minutes of the same; submits accurate minutes in a timely manner, prior to the next meeting, for the Conservation Agent to review and for the Commission to accept.
- Performs similar or related work as required, directed or as situation dictates.

Sustainability Role:

- Assists in research, grant writing, reporting of sustainability programs, etc., under the direction of the Sustainability Coordinator.
- Attends nightly meetings of the Sustainability Committee to record the minutes of the same; submits accurate minutes in a timely manner, prior to the next meeting, for the Sustainability

**ADMINISTRATIVE ASSISTANT TO THE
CONSERVATION AGENT/SUSTAINABILITY COORDINATOR**

FAIRHAVEN, MA

Coordinator to review and for the Committee to accept.

- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

High School Degree required, Associate's or Bachelor's Degree preferred; One to three (1-3) years of administrative experience or related field preferred; experience working with computers; experience working with the public and responding to customer service requests or any equivalent combination of education and experience. A valid Massachusetts motor vehicle license is required. Notary Public preferred.

Knowledge, Ability and Skill:

Knowledge: General office knowledge including office systems, business communications and basic record keeping, Working knowledge of MS Office Suite, drafting letters and memos. Basic knowledge of the municipal administration process, basic knowledge of the functions of municipal government, basic understanding of the interaction between local government, state government, and federal government, basic working knowledge of business administration, practices, general office procedures, and applicable local, state, and federal laws. Knowledge of Wetlands Protection Act Regulations and ability to read maps is helpful.

Ability: Ability to plan, organize and collaborate with others, ability to communicate effectively, ability to establish and maintain effective working relationships with all town employees, board/committee members, officials and the general public, ability to recognize town-wide priorities and work cooperatively to support their accomplishment, ability to handle and resolve a wide range of situations and complaints, with a high-level of independence and task management, ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure, ability to operate a computer and proficient in the use of MS Office applications and database applications.

Skills: Excellent customer service and organization skills, excellent written and verbal communication skills, excellent computer skills including MS Office applications.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is frequently required to sit, communicate, or hear; occasionally required to walk, must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 20 pounds. This position requires using a computer terminal for long periods of time. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed.

Supervision:

Supervision Scope: Performs routine duties that are clearly defined by protocol and standard operating procedures. This role requires basic knowledge of departmental operations.

**ADMINISTRATIVE ASSISTANT TO THE
CONSERVATION AGENT/SUSTAINABILITY COORDINATOR**

FAIRHAVEN, MA

Supervision Received: Works under the general supervision of the Conservation Agent/Sustainability Coordinator.

Supervision Given: None.

Job Environment:

- Work is performed under typical office conditions; work environment is moderately noisy.
- Operates an automobile, computer, calculator, telephone, copier, facsimile machine, and other standard office equipment.
- Interacts consistently with the public and with other town departments: commercial and residential general contractors, tradespeople, other town departments: treasury, police, fire etc.
- Has access to department-related confidential and/or sensitive information including financial records, the disclosure of which would cause a significant breach of trust and seriously damage the reputation of the department.
- Errors in judgment could result in hardship to the town's citizens, lower standards of service to the community, monetary loss or legal repercussions and possible negative public relations for both the department and the town.

(This job description does not constitute an employment agreement between the employers and is subject to change by the employer as the needs of the employer and requirements of the job change.)

DRAFT

Town of Fairhaven

FY21-22 Budget

Request to Fund a New and/or Expanded Service or Program

Name of Department: Conservation/Sustainability

Name of Department Director: Whitney McClees

Is this request for a new service or program or an expanded service/program

Please describe the service/program:

Adding the Conservation Commission module to the PermitEyes program being initiated by the Building Department.

What need(s) are being addressed by this service or program:

Online permitting will streamline record-keeping and reduce the space needed to house hard copy permits as well as facilitate more effective public service.

Describe the benefits to the town of implementing the service/program:

Providing online permitting would facilitate and streamline the permitting process for residents and allow other departments to more effectively communicate their comments/concerns regarding each project.

Identify the Board of Selectmen Policy Goal or Department Objective this request is associated with:

This aligns with Board of Selectmen Policy Goal 9H: Improve municipal services, begin the implementation of town-wide online land use permitting software.

Budget Request Detail: (if you are using a line item that is new or not previously used by your department enter "New" under line item number). *Double click on the chart below and it will turn into an excel spreadsheet, after entering your data double click again outside the spreadsheet and it will return to a chart.*

Line Item #	Line Item Name	FY21 Budget Amt	FY22 Level Ser. Budget Request	Add't Funding Request	Total Request	
New	Online Permitting Softw	0	0	\$10,430	\$10,430	

Provide a narrative description that explains/justifies the additional funding request by line item:

Online conservation permitting will improve municipal services and allow for more seamless integration of online services for residents. It will also provide more information to residents regarding which properties fall within Conservation jurisdiction by affording the opportunity to implement online mapping for public use. This would a one-time cost to bring all of the Conservation Commission applications online and then annual support and maintenance costs would be included in the IT budget each year thereafter.

	Support & Maintenance <ul style="list-style-type: none"> All hosting & storage; standard updates & upgrades under normal conditions, phone & email support 	Annual	\$2,740	
PermitEyes Program Dog Licensing Module	Online, cloud based permitting and licensing solution. Unlimited staff and applicant users. <ul style="list-style-type: none"> Accept online requests, route through workflows, manage approvals, collect payments, and issue approvals as configured for the Department and Community. 	One Time	\$6,390	<input type="checkbox"/> Select
	Support & Maintenance <ul style="list-style-type: none"> All hosting & storage; standard updates & upgrades under normal conditions, phone & email support 	Annual	\$2,500	
PermitEyes Program Select Board Module	Online, cloud based permitting and licensing solution. Unlimited staff and applicant users. <ul style="list-style-type: none"> Accept online requests, route through workflows, manage approvals, collect payments, and issue approvals as configured for the Department and Community. 	One Time	\$10,430	<input type="checkbox"/> Select
	Support & Maintenance <ul style="list-style-type: none"> All hosting & storage; standard updates & upgrades under normal conditions, phone & email support 	Annual	\$4,090	
PermitEyes Program ConCom Module	Online, cloud based permitting and licensing solution. Unlimited staff and applicant users. <ul style="list-style-type: none"> Accept online requests, route through workflows, manage approvals, collect payments, and issue approvals as configured for the Department and Community. 	One Time	\$10,430	<input type="checkbox"/> Select
	Support & Maintenance <ul style="list-style-type: none"> All hosting & storage; standard updates & upgrades under normal conditions, phone & email support 	Annual	\$4,090	
Remote (Webinar) Departmental Staff Training	Expert assistance from a project manager during which time you will gain an expert understanding of the Software as you tailor the system to suit your Community.	Included		
Assessor System Integration Option 1 : Manual	Integration solution with assessor system to import property information. This manual ad hoc import of the Assessors DB extract allows applicant to choose from bank of site addresses and the property owner details will flow in automatically into the application form as applicable.	Option 1	Included	

- Continued on Next Page -