

OFFICE OF COMMUNITY DEVELOPMENT

FULL TIME PERSONNEL

Glenn R. Clancy, P.E., Director
Timothy J. Higgins, Senior Planner (through 6/6/2005)
Jay Szklut, Planning & Economic Development Manager (hired 12/5/05)
Jeffrey A. Wheeler, Planning Coordinator
George W. Mahnke, Inspection/Enforcement Officer
Ara Yogurtian, Inspection/Enforcement Officer
Valerie Doerrer, Inspection/Enforcement Officer (hired 12/21/05)

Pauline M. Daniels, Administrative Assistant III
Adriana D'Andrea, Administrative Assistant I (through 8/1/05)
Jeannine Rogan, Administrative Assistant I (hired 11/7/05)
Shirley Ioanna, Administrative Secretary

PART TIME PERSONNEL

John D. MacDonald, Plumbing and Gas Inspector
Geraldine Cummings, Permanent Volunteer

Atlas

One function of the Engineering Division is the maintenance of the Town Atlas. While this primarily is prepared for the Assessors, it also proves to be a valuable resource for other Town departments, real estate offices, banks, lawyers and others interested in the specific layout of Belmont.

The 74-page Atlas shows every parcel of land, its area, lot number, parcel number and any building thereon drawn to scale. During 2005, 45 houses, 17 demolitions, 79 additions, 13 decks, 6 garages and 15 dormers, as well as several lot line changes and subdivisions of property were added or corrected to keep the Atlas up to date.

Board of Assessors

Along with the preparation of the Atlas, other work was done at the request of the Assessors consisting mainly of computing areas of parcels of land, supplying Atlas prints for tax abatement cases and consultations with the Assessors' Department.

Conservation Commission

During 2005 the Engineering Division provided copies of various Wetland area maps as requested and assisted the Commission with various questions concerning proposed projects in the wetlands.

The Conservation Commission reviewed (12) Notices of Intent, (1) Extension of an Existing Order of Conditions, issued (3) Certificates of Compliance and (1) Request for Determination of Applicability.

Your Director is staff liaison to the Conservation Commission. The Commission meets regularly and addresses such concerns as management of Rock Meadow and the Transfer Site on Concord Avenue, as well as the area surrounding Clay Pit Pond.

Electric Light

As in previous years, various plans were prepared when requested showing all underground utilities to assist the Electric Light Department with the layout of utilities.

Pavement Management

In 2005 the pavement management program was re-evaluated in an effort to better coordinate utility repairs and roadway reconstruction. Several meetings were held with the Department of Public Works – Water Division as well as Keyspan, Comcast and Verizon. As a result, a new plan has been implemented that will allow for better coordination between utilities and road construction. In addition, April Town meeting appropriated funds to allow the Office of Community Development to evaluate and repair sanitary sewers and storms drain in roadways scheduled for reconstruction. This will minimize the need to excavate the roadway for future sewer and drain repairs.

Health Department

The Office of Community Development worked very closely with the Health Department in 2005. Many of the public safety issues that are addressed by the Building Inspector also involve the Health Department. Additionally, the Assistant Director of Community Development works very closely with the Health Department assisting with the review of proposed septic systems under the Title V Regulations.

Plan Work

The official town map, precinct maps and zoning map were all updated.

Numerous other plans, sketches and charts were made for various town departments, boards and commissions.

Police Department

We worked closely with the Traffic Division in 2005 on several projects such as traffic pattern realignments as requested by different neighborhoods in Town. We also worked with them during numerous reviews of proposed developments that would impact traffic in Town. In addition, we prepared maps of the Town and provide court testimony to assist in court hearings.

Sanitary Sewers

During 2005 private contractors made 8 connections to the sanitary sewer.

Storm Sewers

We made 2 studies of rear yard flooding/wet basement conditions during 2005. The Highway Department or private contractor made 6 connections to property and we took measurements and locations for permanent records.

Town Clerk

Restriction lines, 150 feet from election polling places, were marked out at each of the eight precincts at the request of the Town Clerk.

We also assist the Town Clerk in selecting the proper house number for new or converted dwellings by providing plot plans of the property and technical assistance.

Traffic Advisory Committee

In 2005 your Director of Community Development attended monthly meetings as staff liaison to the Traffic Advisory Committee. Truck traffic, intersection redesign, as well as many other concerns was discussed at these meetings. Information and support was given to the Committee by this department as needed.

Water Department

The Engineering Division performed various functions for the Water Department including locating sanitary sewers and storm drains for repair and/or replacement of domestic water lines and main lines.

Notifications of new sanitary sewer house connections are sent to the Water Department to update the sewer use master list for billing purposes. Additionally, all phases of the Water Department 30-Year Plan are closely coordinated with the Engineering Division in order to ensure coordination of utility replacements or upgrades as well as pavement restoration.

Building Division

During 2005, this division processed 793 building permits, received 47 possible zoning violation complaints, 9 possible building code complaints, and 14 general bylaw violation complaints. Estimated total building construction value was \$49,463,173. All alleged zoning and building code violation complaints received during the year were investigated and notifications were sent to the parties involved. Through the cooperation of the Fire Department, the Building Division is notified of every fire in which possible structural damage is evident. Immediate inspections are made and recommendations given to the owners or builders.

Income for the calendar year 2005 from Building Permits totaled \$647,766 and income from Plumbing, Gas, Board of Appeal, Certificate of Inspections, Home Occupation, Signs, etc. totaled \$57,299. Total income received by this division was \$705,065.

During 2005, 594 plumbing permits were issued to properly licensed persons. Inspections were made on all work for which permits had been issued and other inspections were made at the request of the property owner. Total income received \$28,620.

During 2005, 413 gas permits were issued for which all necessary inspection and re-inspections were made. Total income received \$11,571.

Zoning Board of Appeals

During 2005, the Zoning Board of Appeals/Planning Board, and Board of Selectmen conducted 43 petitions with the following results:

Special Permits	45	Residential applications:	24
Variances	11	Commercial applications:	18
Amended	0	Institutions:	0
Site Plan Reviews	8		
Zoning Relief	2		
Withdrawn	2		
Denied	13		
Granted	36		
Pending	5		
Appeal	0		

Total application fees: \$9,800.00

Your Planning Coordinator attended all of the hearings

State Building Code

During 2005, as part of the duties required by the Massachusetts State Building Code, this division inspected 91 public buildings and spaces, (schools, hospitals, restaurants, public halls, day care centers etc.) for compliance with safe egress, emergency lighting and maximum capacity. This program requires on-site inspections. Mandatory fees collected during 2005 totaled \$2,798. As a means of keeping informed with the State Building Code and its ongoing changes and amendments, representatives from this division attended several state sponsored programs during 2005.

Respectfully submitted,
Glenn R. Clancy, P.E., Director of Community Development