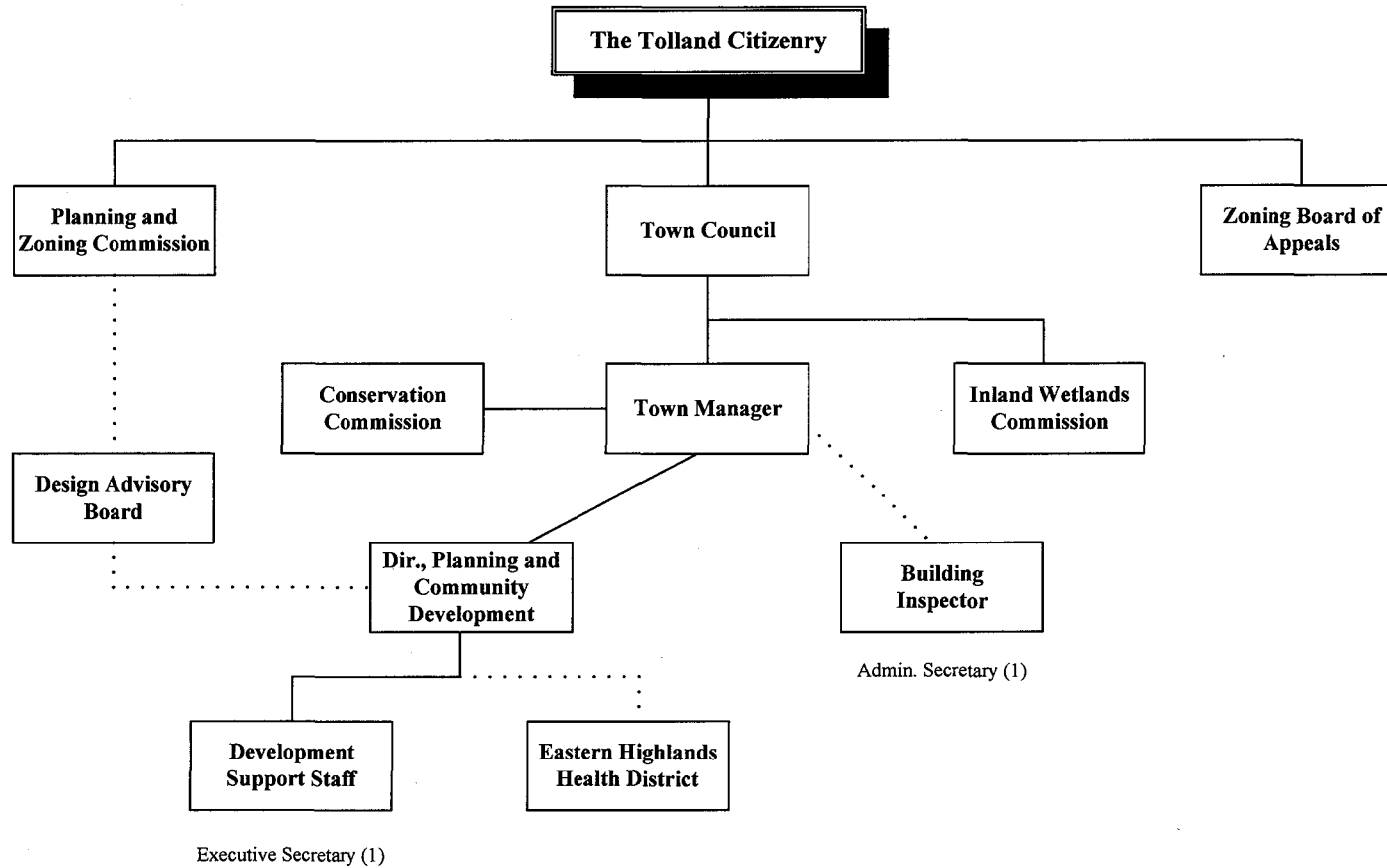


PLANNING AND COMMUNITY DEVELOPMENT

The Division of Planning and Community Development provides planning, zoning, health, inland wetlands and building inspection services to residents and businesses of the Town. The Division employs a Director of Planning and Community Development and a Building Inspector. Effective May 1, 2000, the Town joined the Eastern Highlands Health District to share sanitarian services with the Towns of Mansfield, Coventry and Bolton. Since that time, the Towns of Andover, Ashford, Chaplin, Columbia, Scotland and Willington have also joined the District. Through economies of scale, the District is able to provide high quality services to Tolland residents and businesses while realizing some financial benefits.

Account Code	Descriptions	2015-2016 Department Request	2015-2016 Manager Proposed	2015-2016 Adopted Budget
200-00	Building Inspection Services	122,340	117,340	117,340
210-00	Zoning Board of Appeals	3,660	3,160	3,160
230-00	Public Health Services	74,720	74,725	74,725
240-00	Planning and Zoning Services	140,632	140,632	140,632
250-00	Inland Wetlands Commission	4,065	4,065	4,065
260-00	Planning and Zoning Commission	9,405	9,905	9,905
270-00	Conservation Commission	4,290	4,290	4,290
	Subtotal -- Planning and Community Development	359,112	354,117	354,117

Division of Planning and Community Development *Organization Chart*



PROGRAM	BUILDING INSPECTION SERVICES	200-00
----------------	-------------------------------------	---------------

Program Explanation:

The Department of Building Inspection is part of the Division of Planning and Community Development. The Department is responsible for reviewing plans, specifications and inspecting all building construction in the Town of Tolland. The Building Official is a certified Building Official in the State of Connecticut and maintains qualifications through 90 hours of continuing education every three years. The Building Official is qualified to review and inspect all structural and life safety aspects of the building code as well as: plumbing, heating, electrical, HVAC systems, sprinkler systems, energy efficiency and the work of all other related trades. The Building Department staff interacts with other staff of the Planning and Community Development Department and provides advice to Town staff and boards and commissions on an as needed basis. The Building Official is also responsible for investigating and resolving complaints pertaining to unregistered vehicles.

Budget Change Commentary:

The Temporary Help budget has been decreased by \$11,000. The program budget has a slight decrease of \$357 in various accounts.

Program Objectives and Goals FY 2016:

- Continue to work with, consult and assist other departments to better serve the Town, as a whole
- Assist in the design of the proposed library expansion and new lower-level elevator
- Work with BOE and Public Safety on school safety upgrades
- Continue public outreach – benefits of getting a permit
- Continuation of closing out open permits
- Continue to update and post more educational materials and code information on the Town web-site
- Scan commercial floor plans to make data available in digital format, allowing the Building and Fire Departments to access information more efficiently in emergency situations
- Implement the new Building and Electrical Codes (which are applicable to both residential and commercial projects) – anticipated state-wide adoption is October, 2015
- Continue to update the internal procedures to better serve the customers

Program Accomplishments FY 2015:

- Implemented the “express permit” system for permit applications that do not require major review
- The Building Department accepts all Special Event Permits and coordinates with other departments to process, review and approve in an expedient manner
- Reduced the permit review and approval wait time to generally less than 10 days, if application is complete
- Email as many permits as possible, saving on time, postage and paper usage, which reduces the turnaround time and saves money
- Inspect and close out “old” open permits with great success

Assigned Positions:

2013-2014		2014-2015		Position Title	2015-2016	
Positions	FTE	Positions	FTE		Positions	FTE
1	1.0	1	1.0	Building Inspector	1	1.0
1	.66*	1	1.0	Administrative Secretary	1	1.0

* 33% of the Administrative Secretary was paid out of the Water Commission budget

Performance Data	Actual 2011-2012	Actual 2012-2013	Actual 2013-1014	Estimated 2014-2015	Anticipated 2015-2016
PERMITS:					
Housing units	10	8	13	26	30
Commercial (includes additions & modifications)	22	34	21	32	36
Industrial	4	0	0	0	0
Municipal	12	6	3	4	4
Total Permits	1,100	997	914	1,341	1,475
Certificates of Occupancy (New Construction & Commercial)	250	108	19	30	33
Inspections	1,500	1,177	1,113	1,642	1,806
Total Revenue (Permit Fees)		\$159,341	\$169,173	\$273,292	\$299,521

FUNCTION	ACTIVITY			PROGRAM			CODE	
Planning and Community Development	Building Inspection			Building Inspection			200-00	
Line Item Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted	2014-2015 Amended	2015-2016 Manager Proposed	2015-2016 Adopted Budget	% Increase Over Adopted
REGULAR PAYROLL	78,516	76,989	88,808	98,727	97,781	104,053	104,053	
Building Official								
Administrative Secretary (.66)								
TEMPORARY HELP	3,000	5,000	4,983	12,000	9,752	1,000	1,000	
COMMUNICATIONS	1,148	1,309	1,209	1,200	1,200	720	720	
SERVICE CONTRACTS	6,515	6,730	7,370	8,104	8,104	8,492	8,492	
PRINTING	0	65	95	100	640	600	600	
DUES AND MEMBERSHIPS	250	170	170	275	275	275	275	
TRAINING AND DEVELOPMENT	170	500	348	550	100	150	150	
OFFICE SUPPLIES	261	143	350	875	745	250	250	
MINOR TOOLS	107	399	87	940	100	800	800	
BOOKS AND SUBSCRIPTIONS	34	884	941	600	1,180	1,000	1,000	
OTHER EQUIPMENT	0	0	0	0	2,548	0	0	
PAYROLL EXPENDITURES	81,516	81,989	93,791	110,727	107,533	105,053	105,053	
OPERATING EXPENDITURES	8,485	10,200	10,569	12,644	14,892	12,287	12,287	
TOTAL BUILDING INSPECTION	90,001	92,189	104,360	123,371	122,425	117,340	117,340	-4.89%

PROGRAM	ZONING BOARD OF APPEALS	210-00
----------------	--------------------------------	---------------

Program Explanation:

The Zoning Board of Appeals consists of five members and two alternates. Four of these members are elected to four-year terms and one member is elected to a two-year term, the alternates are appointed. The powers and duties of the Zoning Board of Appeals are defined in the Connecticut State Statutes under Section 8-5. These duties include hearing petitions from residents seeking relief from a strict interpretation of the zoning regulations or errors in any order, requirement or decision made by the Zoning Enforcement Officer. The Director of Planning and Community Development is designated as Zoning Enforcement Officer and Technical Staff Advisor to the Zoning Board of Appeals. The Planning and Community Development Executive Secretary provides administrative service to the Zoning Board of Appeals.

Budget Change Commentary:

The program budget has a decrease of \$500 in Advertising.

Program Objectives FY 2016:

- Continue to process applications in an efficient and legal manner

Program Accomplishments FY 2015:

- Worked with the public to explain the process and legal guidelines of applying for and receiving variances
- Processed applications in a timely and courteous manner
- Added applications, maps and processed information to town web-site

Assigned Positions:

2013-2014		2014-2015		Position Title	2015-2016	
Positions	FTE	Positions	FTE		Positions	FTE
1	1	1	1	Recording Clerk	1	1

Performance Data	Actual 2011-2012	Actual 2012-2013	Actual 2013-2014	To date 2014-2015	Anticipated 2015-2016
Meetings held	9	10	6	5	6
Applications received	15	14	7	9	10
Applications heard	15	14	7	9	9
Variances granted	13	14	7	9	9
Variances denied	2	0	0	0	0
Applications withdrawn	0	0	0	0	1

FUNCTION	ACTIVITY			PROGRAM				CODE
Planning and Community Development	Zoning Board of Appeals			Zoning Board of Appeals				210-00
Line Item Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted	2014-2015 Amended	2015-2016 Manager Proposed	2015-2016 Adopted Budget	% Increase Over Adopted
TEMPORARY HELP Recording Clerk	720	720	452	910	910	910	910	
ADVERTISING	2,254	2,967	1,944	2,500	1,750	2,000	2,000	
DUES AND MEMBERSHIPS	0	100	50	100	50	50	50	
TRAINING AND DEVELOPMENT	105	0	50	50	50	100	100	
OFFICE SUPPLIES	149	149	100	100	100	100	100	
BOOKS AND SUBSCRIPTIONS	0	77	0	0	0	0	0	
PAYROLL EXPENDITURES	720	720	452	910	910	910	910	
OPERATING EXPENDITURES	2,508	3,293	2,144	2,750	1,950	2,250	2,250	
TOTAL ZONING BOARD OF APPEALS	3,228	4,013	2,596	3,660	2,860	3,160	3,160	-13.66%

PROGRAM	PUBLIC HEALTH SERVICES	230-00
----------------	-------------------------------	---------------

Program Explanation:

The Eastern Highlands Health District assumed the responsibility for providing public health services effective May 1, 2000. The program of services provided by the Eastern Highlands Health District consists of investigating, reviewing, supervising, and inspecting all aspects of environmental health in the community by using the Public Health Code of the State of Connecticut and applicable local ordinances as the basic enforcement tools. Areas of concern addressed by this department include sub-surface sewage disposal, private water supply systems, food service inspections, sanitation of day care centers, schools and public bathing areas. The Department also provides other community health services such as complaint investigation, communicable disease control, health education, chronic disease control, public health emergency preparedness and other essential public health functions.

Budget Change Commentary:

The health district membership per capita contribution increased 3.5%. This represents an additional cost of \$2,250 for FY 15/16. The increase is primarily due to increases in health insurance premiums and improvements in IT infrastructure.

Program Objectives and Goals FY 2016:

- Implement agency Information Technology improvements to improve efficiencies and service quality
- Pursue other agency strategic plan objectives
- Maintain current scope of quality environmental health services

Program Accomplishments FY 2015:

- Completed Community Health Needs Assessment of Tolland County
- Recruited and established Medical Reserve Corps Unit
- Implemented public health pilot projects: Tobacco Free Open Spaces and self-monitoring blood pressure programs

Performance Data	Actual 2011-2012	Actual 2012-2013	Actual 2013-2014	Estimated 2014-2015	Anticipated 2015-2016
Subdivision lots reviewed	5	1	0	1	1
Soil tests conducted (test holes plus perc tests)	97	105	112	100	100
New permits issued	16	6	12	10	10
Repair permits issued	16	61	44	40	40
Site inspections conducted	203	154	254	200	200
Well permits issued	21	25	15	20	20
Food service inspections	64	105	113	85	105
Planning & Zoning plan reviews	3	0	0	1	1
Zoning/Building permits reviewed	99	199	132	160	160

[illegible]

PROGRAM	PLANNING & ZONING SERVICES	240-00
----------------	---------------------------------------	---------------

Program Explanation:

The Director of Planning and Community Development is the technical agent of the Planning and Zoning Commission. The Director of Planning and Community Development, who is also the Town Planner, is responsible for the review of all development proposals and makes recommendations regarding the environmental impact of proposed land uses. The Director of this division is responsible for disseminating information regarding land use statistics, maintaining the Planning and Zoning files and handling most of the correspondence of the agency. The Director of Planning and Community Development is also appointed as a Zoning Enforcement Officer, and serves as staff advisor to the Conservation Commission, Zoning Board of Appeals and Agriculture Commission and coordinates the Open Space program. Additionally, Planning staff operates and maintain the Geographic Information System computer mapping and create a wide variety of maps for boards, commissions and the general public. Secretarial assistance is provided by the department to the above noted boards and commissions as well as the Inland Wetlands Commission, Water Pollution Control Authority, as well as Building, Health and Engineering Departments.

Budget Change Commentary:

The program budget decreased by \$250 overall. There was a \$1,600 increase in Professional Services for GIS consulting services and a \$2,350 decrease in Service Contracts due to the elimination of the GIS web-site hosting. There were also increases and decreases in other various line items.

Program Objectives and Goals FY 2016:

- Continue to review department processes and information on web-site to promote a business friendly environment
- Continue to develop a Sustainable Land Use Code
- Continue to provide technical and secretarial assistance to the Planning & Zoning Commission, Inland Wetlands & Watercourse Commission, Zoning Board of Appeals, Design Advisory Board, Conservation Commission, Land Acquisition Advisory Committee, Water Pollution Control Authority, and Health Department to achieve their stated goals
- Continue to improve on-line permitting with View Permit system and utilize additional modules
- Educate staff and boards and commissions on Low Impact Development practices
- Improve website information and forms for all departments and commissions
- Work with PZC, Town Council, EDC and Design Advisory Board to develop an action plan and explore grant funding for the Tolland Village Area, Technology Zone and the Gateway Design District
- Continue to move forward on using Parker School for the location of Elderly Housing
- Facilitate the implementation of Solar Arrays on Town property
- Evaluate the Gateway Design District to maximize commercially zone area
- Continue to promote new processes and ease of application
- GIS
 - Work with GIS consultant to archive data layers
 - Coordinate GIS training

Program Accomplishments FY 2015:

- Linda Farmer serves as staff advisors to Planning & Zoning Commission, Zoning Board of Appeals, Design Advisory Board, Conservation Commission, Agriculture Commission and Land Acquisition Advisory Committee
- Staff continues to work with the other communities in CRCOG to make modifications to the View Permit tracking system.
- The Planning Director attended the National Planning and Southern New England conferences and several classes and seminars to acquire the required credits to maintain Certified Planner status

- **Tolland Village Area**
 - Worked with landowner and engineers to provide quotes for grading in the TVA
 - Worked with consulting engineer on Concept Plan for commuter lot relocation
 - Worked with developers on proposed project

- **Growth and Development Initiative**
 - Continue to explore grant and state funding

- **Transportation**
 - Met with DOT and engineers on Route 195 widening project and ROW takings
 - Participated in CRCOG Transportation Committee to represent Tolland interests
 - Worked with CRCOG, UCONN and the towns of Mansfield, Coventry and others to submit a Rt. 195/44 Corridor Study and interviewed consultants
 - Worked with CRCOG and DOT on Tolland Green improvements

- **GIS**
 - Upgraded system to Arc Map 10.2
 - Contracted with GIS Consultant to archive GIS layers to create Town map template and provide training and services
 - Utilized CRCOG Map GEO System, saving website hosting costs

- **Grants**
 - Worked with CRCOG on the development of a Sustainable Land Use Code, which is a component of a \$4.2 million grant they received
 - The Planning Director, with the former Town Engineer, wrote and received funding for a \$2.5 million STP-Urban Grant to design and construct traffic calming and intersection improvements on the Tolland Green
 - Planning Director began coordinating the \$2.5 million STP-Urban Grant with DOT & CRCOG to design and construct traffic calming and intersection improvements on the Tolland Green
 - Worked with consultants and other staff on potential grant funding for elderly housing
 - Continue exploring possible grant funding for the Growth and Development Initiative in the commercial/technology corridor
 - Submitted a Main Street Investment Fund Grant for \$480,000
 - Received a grant for \$395,200 for the purchase of the Knofla Pond Property off Bakos Road

- **Conservation**
 - Worked with Conservation Commission on Management Plans, budget and other items
 - Had additional Conservation Area signs made and posted on open space properties, including a directional sign in Coventry on Route 195 for the King Riverside Conservation Area
 - Worked with Joshua's Trust to modify Sage Meadow Conservation Easement to allow haying
- **Agriculture Commission**
 - Submitted an Agriculture Viability Grant for promotion of the Farmer's Market
 - Worked lessees to finalize Agricultural leases of Town property
- **Economic Development and TECDC**
 - Worked with the EDC and TECDC
- **Other**
 - Covered many engineering related issues and the WPCA until an in-house Town Engineer was hired

Assigned Positions:

2013-2014		2014-2015		Position Title	2015-2016	
Positions	FTE	Positions	FTE		Positions	FTE
1	1.0	1	1.0	Director of Planning and Community Development	1	1.0
0	0.0			Inland Wetlands Agent/Zoning Officer		
1	1.0	1	1.0	Executive Secretary	1	1.0

Performance Data	Actual 2011-2012	Actual 2012-2013	Actual 2013-2014	Estimated 2014-2015	Anticipated 2015-2016
Planning & Zoning meetings and workshops	22	20	18	20	20
Subdivisions reviewed	6	0	0	3	3
Zoning permits issued	200	179	192	225	225
Certificates of Occupancy issued	250	28	59	30	33
Site Plan/Special Permit Reviews	5	7	7	7	10
DEP Open Space and Watershed Land Acquisition Grant:					
Knofla Pond Property				\$395,200	
Anticipated Open Space Grants					\$300,000
STP-Urban Grant – Tolland Green Improvements					
	\$2.5 million				
Transit Oriented Development Grant					
					\$500,000

FUNCTION	ACTIVITY			PROGRAM				CODE
Planning and Community Development	Planning & Zoning Services			Planning & Zoning Services				240-00
Line Item Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted	2014-2015 Amended	2015-2016 Manager Proposed	2015-2016 Adopted Budget	% Increase Over Adopted
REGULAR PAYROLL	170,122	173,551	129,435	129,097	131,884	132,482	132,482	
Director of Planning and Community Development								
Executive Secretary								
PROFESSIONAL SERVICES	800	800	2,625	400	400	2,000	2,000	
COMMUNICATIONS	0	0	557	800	800	800	800	
SERVICE CONTRACTS	2,850	3,450	3,450	3,450	3,450	1,100	1,100	
PRINTING	0	130	130	250	250	650	650	
DUES AND MEMBERSHIPS	641	440	565	600	673	700	700	
TRAINING AND DEVELOPMENT	1,996	2,316	2,244	2,000	2,800	2,000	2,000	
TRAVEL REIMBURSEMENT	0	69	0	500	500	500	500	
OFFICE SUPPLIES	1,223	292	179	150	150	150	150	
PROGRAM MATERIALS	50	100	0	100	100	100	100	
BOOKS AND SUBSCRIPTIONS	135	125	147	150	77	150	150	
PAYROLL EXPENDITURES	170,122	173,551	129,435	129,097	131,884	132,482	132,482	
OPERATING EXPENDITURES	7,695	7,722	9,898	8,400	9,200	8,150	8,150	
TOTAL PLANNING AND ZONING SERVICES	177,817	181,274	139,332	137,497	141,084	140,632	140,632	2.28%

PROGRAM	INLAND WETLANDS COMMISSION	250-00
----------------	-----------------------------------	---------------

Program Explanation:

The Inland Wetlands Commission is a five member board with two alternates; all members and alternates are appointed by the Town Council bi-annually. The Commission regulates activities within and around wetlands through the issuance of permits, enforcement of regulations and public education programs to reduce the impacts on the Town's wetlands and watercourses. Planning & Community Development staff provides service to the Commission. State Statute and the Inland Wetlands Commission have authorized the designated wetlands agent to issue permits for activities that are outside of the statutory wetlands and pose minimal risk to wetlands or watercourses.

Budget Change Commentary:

The budget remains unchanged.

Program Objectives and Goals FY 2016:

- Continue to work with landowners in the Tankerhoosen watershed and begin to work with property owners in the Industrial Park to improve the treatment of stormwater runoff from their properties
- Look at drainage problems on Town owned land within the Tankerhoosen watershed for repairs and redesigns
- Continue to work with the Tolland Public Works Department to improve the town roads stormwater discharge, wherever possible

Program Accomplishments FY 2015:

- Completed DEEP Online Comprehensive Training Course
- Violation enforcement and corrective action at:
 - Somerset Woods
 - 190 Cider Mill Road
 - 167 Mountain Spring Road
- Violation enforcement – Filed Complaint and obtained Stipulated Interim Order with Superior Court, in collaboration with Town's Attorney and Town Planner for 131 Mountain Spring Road.

Assigned Positions:

2013-2014		2014-2015		Position Title	2015-2016	
Positions	FTE	Positions	FTE		Positions	FTE
1		1		Recording Clerk	1	

Performance Data	Actual 2011-2012	Actual 2012-2013	Actual 2013-2014	Estimated 2014-2015	Anticipated 2015-2016
Wetlands applications reviewed	6	8	10	12	20
Wetlands meetings	16	18	13	13	18
Special meetings	1	0	1	0	0
Field Inspections	30	35	22	25	35
Public hearings conducted	0	0	1	2	2
Violation hearings conducted	1	2	1	4	0
Restoration plans approved	0	0	0	0	0

[illegible]

PROGRAM	PLANNING & ZONING COMMISSION	260-00
----------------	---	---------------

Program Explanation:

The Planning and Zoning Commission consists of five members. Four members of this commission are elected to four-year terms and one member is elected to a two-year term. The Planning and Zoning Commission is authorized by State Statutes (CGS 8-1, 8-2, 8-19, 8-23 and 8-25) and the Town Charter to establish land use policies consistent with the Town Plan of Development. The Director of Planning and Community Development provides administrative and technical support to this Commission. The Commission also advises the Town Council on zoning and short- and long-term planning matters. The Planning and Zoning Commission weighs and addresses the environmental impact of all proposals over which it has jurisdiction.

Budget Change Commentary:

The program budget increased \$1,250 in Program Materials for the purchase of welcome signs for new businesses in Town.

Program Objectives and Goals FY 2016:

- Work with consultants, CRCOG, UCONN, Mansfield and other towns to develop a multi-modal Rt. 195 Corridor Plan
- Continue to implement goals and recommendations in the Plan of Conservation and Development update
- Continue to work with the EDC, Town Council, TECDC, Design Advisory Board, Political Representatives and the business community on the Technology Zone
- Coordinate with representatives of the UCONN Research Park
 - Tolland Village Area
 - Work with the Economic Development Commission to market and implement the plan
 - Explore potential infrastructure funding sources
- Promote environmental and conservation efforts:
 - Evaluate additional tools to preserve agriculture land and uses with regulations or a specific zone
 - Promote connectivity of trails and pathway linkages for pedestrians and bicyclists
 - Review barriers to Green Technology in the regulations
 - Continue to explore sustainable and energy conservation regulations
 - Improve public relations and website

Program Accomplishments FY 2015:

- Tolland Village Area
 - Worked with traffic consultant and CT DOT to evaluate proposed and existing roads and potential relocation of the commuter lot
- Zoning Regulations
 - Adopted new Sign Regulations
 - Adopted Alternative Energy Regulations based on CRCOG Sustainability Grant draft.
 - Adopted Assisted Living Facility Regulations in anticipation of pending project
 - Adopted Major & Minor Home Occupation Regulations in response to a resident request
 - Revised the Neighborhood Commercial Zone-T to allow sale of rental of motor vehicles and trailers by Special Permit

- Set a Public Hearing to revise regulations to allow drive-through food service in the Gateway Design District
- Worked with planning staff to add maps and documents to the website
- Technology Campus Zone
 - Adopted comprehensive regulations for the Tolland Technology Campus Zone
- Worked with town staff to develop and endorse a Rt. 195 Corridor Study to UCONN
- Participated in discussions on the UCONN Research Park
- Approved an 87 unit multi-family development abutting the Technology Campus Zone

Assigned Positions:

2013-2014		2014-2015		Position Title	2015-2016	
Positions	FTE	Positions	FTE		Positions	FTE
1		1		PZC Recording Secretary	1	
1		1		Design Advisory Board (DAB) Recording Secretary	1	

Performance Data	Actual 2011-2012	Actual 2012-2013	Actual 2013-2014	Estimated 2014-2015	Anticipated 2015-2016
Meetings/Workshops	22-PZC 4-DAB	19-PZC 2-DAB	18-PZC 1-DAB	20-PZC 2-DAB	22-PZC 6-DAB
Public Hearings	10	10	5	15	15
Subdivisions Approved	6	0	0	3	3
Lots Approved	10	0	0	4	5
Site Plan/Special Permits Approved	5	7	7	8	12
Regulations and zone map revisions	10	3	1	12	6

FUNCTION	ACTIVITY			PROGRAM				CODE
Planning and Community Development	Planning & Zoning Commission			Planning & Zoning Commission				260-00
Line Item Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted	2014-2015 Amended	2015-2016 Manager Proposed	2015-2016 Adopted Budget	% Increase Over Adopted
TEMPORARY HELP	2,690	2,540	2,438	2,780	2,780	2,780	2,780	
Recording Clerk (P & Z Commission)								
Recording Clerk (Design Advisory Board)								
PROFESSIONAL SERVICES	2,000	3,000	2,000	2,000	2,000	2,000	2,000	
ADVERTISING	3,305	2,479	2,016	3,000	3,000	3,000	3,000	
DUES AND MEMBERSHIPS	500	500	500	500	500	500	500	
TRAINING AND DEVELOPMENT	125	125	125	125	125	125	125	
OFFICE SUPPLIES	149	149	150	150	150	150	150	
PROGRAM MATERIALS	0	0	0	0	0	1,250	1,250	
BOOKS AND SUBSCRIPTIONS	46	100	68	100	100	100	100	
PAYROLL EXPENDITURES	2,690	2,540	2,438	2,780	2,780	2,780	2,780	
OPERATING EXPENDITURES	6,126	6,353	4,859	5,875	5,875	7,125	7,125	
TOTAL PLANNING AND ZONING COMMISSION	8,816	8,893	7,297	8,655	8,655	9,905	9,905	14.44%

PROGRAM	CONSERVATION COMMISSION	270-00
----------------	--------------------------------	---------------

Program Explanation:

The Conservation Commission is a seven member commission with two alternates; all members and alternates are appointed by the Town Manager bi-annually. The Commission, which was created by the Town Council in 1998, is charged with maintaining an index of all open areas, developing conservation education programs, promoting the protection and preservation of natural land areas, recommending management/land use plans and stewardship to the Town Council and reviewing and making recommendations on all Open Space acquired with subdivisions. The Planning Director serves as technical advisor to the Conservation Commission.

Budget Change Commentary:

The program budget has an overall increase of \$200.

Program Objectives and Goals FY 2016:

- Complete Management Plans for all newly acquired open space properties
- Continue to evaluate undeveloped land as open space and seek grant funding
- Continue to create trail maps and brochures for open space properties, ultimately assembled into a booklet
- Continue to work with Tolland Conservation Corps on the development of trails, implementation of approved Management Plans and stewarding of open space (ongoing)
- Continue to work with area Boy Scouts and Venture Crew on betterment projects for open space properties
- Submit a DEEP Open Space Grant when announced by the State
- Work with the Willimantic River Alliance on Greenway Plan and integrating the King Property into the Mid-River trail
- Provide signage for all Conservation Areas
- Continue to refine the website to include information for the public
- Work with Garden Paths, UCONN and DEEP to develop programs of interest
- Continue with education activities, outreach programs and invasive species issues
- Continue the purchase and placement of signs on various conservation areas
- Work on getting open fields mowed
- Revise management plans according to 5-year cycle
- Continue to coordinate with the Bolton Lakes Watershed Alliance
- Assist with the mowing of Sage Meadow and revision to Joshua Trust Conservation Easement
- Purchase signs for the Crystal Peat and Luce Wildlife Management Area properties
- Attend the CACIWC annual conference
- Participate in the 300 Celebration parade with the TCC
- Organize a Walktober hike on Conservation Areas
- Develop a Facebook page

Program Accomplishments FY 2015:

- Conducted site walks to evaluate property to develop Management Plans
- Developed Management Plans for several newly acquired passive open space properties (ongoing)
- Conducted a townwide review of properties to potentially preserve as Open Space
- Maintained a list of Conservation Projects
- Worked closely with the Tolland Conservation Corps on the development of trails, implementation of approved Management Plans and stewarding of open space (ongoing)
- With the Commission's guidance, the Boy Scouts and Venture Crew continued to implement Conservation Projects including a bridge across Newcomb Brook on the King Conservation Area
- Worked with Joshua's Trust on development and implementation of a Management Plan for Sage Meadow (ongoing)
- Continue to update and revise the website
- Held education and outreach activities (Celebrate Tolland, Bird Listening Seminar, hiking series, organic lawn care and agricultural lease)
- Acquired signs for additional Conservation Areas
- Held a formal dedication ceremony on the Becker Conservation Area
- Completed the Management Plan for the Becker property
- Completed modifications to the management planning process
- Completed the cleanup of the Sage Meadow pond and Crystal Peat & Humus property
- Updated the Organized Group & Night Use forms
- Stated talks on expanding the Willimantic River Trail
- Created "Tolland Conservation Areas" brochure that maps and summarizes the areas
- Developed a management plan for the Crystal Peat property
- Worked with Linda Farmer on a DEEP Open Space Grant for the Knofla Pond property on Bakos Road
- Installed all signs that have been purchased
- Continue to install/replace wooden trail signs

Assigned Positions:

2013-2014		2014-2015		Position Title	2015-2016	
Positions	FTE	Positions	FTE		Positions	FTE
1		1		Recording Clerk	1	

Performance Data	Actual 2011-2012	Actual 2012-2013	Actual 2013-2014	Estimated 2014-2015	Anticipated 2015-2016
Conservation Commission meetings	12	11	13	22	22
Conservation Commission workshops	10	4	4	5	0
Site visits	10	11	25	74	74
Subdivision Applications reviewed	4	0	0	0	0
Other Meetings	0	0	0	35	35

[illegible]