



Town of Pepperell
Planning Board
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Memorandum

To: Andrew MacLean, Town Administrator
From: Lisa Davis, Planning Consultant
Date: January 21, 2021
Re: Planning (#17500) - FY2022 Budget Narrative

The Planning Department currently consists of one part-time planner and one part-time Administrative Assistant. The part-time Planner is responsible for providing support to the Planning Board as well as to oversee all planning initiatives in the Town. The Administrative Assistant is responsible for providing all of the administrative and clerical support to the Planning Board and to the Town Planner.

For FY2022, the Planning Board recommended approval of a budget which included several changes from the prior year including the hiring of a full-time planner and funds allocated for the implementation of the Master Plan.

Salaries/Appointed Positions:

- The 2022 Budget requests includes \$74,000.00 for a full-time planner. This request is based upon the average starting salary of a planner in Massachusetts. The \$74,000.00 is only for salary and does not include the cost of benefits. The Planning Board feels strongly that a full-time planner is needed to oversee the implementation of the Master Plan, to promote economic development activities and to pursue grant opportunities.

Wages/Hourly:

- The FY2022 Wages/Hourly request is \$24,000.00 which is based upon a part-time Administrative Assistant to the Board. Although FY2021 has been a “lighter” year than usual, this is primarily due to the pandemic, and it should be anticipated that the activity for the Board will increase in FY2022 as the pandemic eases.

Advertising/ Public Notices

- The FY2022 request is \$500.00 which is the same as FY2021. The line item pays for legal notices not paid for by applicants such as notices for public hearings related to grant applications or bylaw amendments.

Professional/Technical:

- The FY 2022 request is for \$3000.00. These funds will be used to pay for the current Planning Consultant for one month. It is assumed that the Planning Consultant would remain for one month after the hiring of a full-time Planner to provide guidance to the planner and to provide for a smooth transition.

Office Supplies/Expense:

- The FY2022 Office Supplies and Expense request is \$400.00 which is a decrease of \$100.00 from FY2021.

NMCOG Membership Dues:

- The FY 2022 request is for \$4,843.00 which was determined by the NMCOG Board of Directors. This represents an increase of \$118 or 2.4%.

Conferences/Training:

- The FY 2022 request is for \$400.00 which represents a decrease of \$200.00 from FY 2021. Due to the pandemic, all conferences and seminars have been virtual at little or no cost. At some point this will transition back to in person events.

Master Plan Implementation

- The FY 2021 Budget allocated \$7500.00 for this line item. These funds have not been expended largely because the Master Plan Implementation Process is just getting started. The Planning Board has requested that any unused portion of these funds be carried over to the FY 2022 Budget.

Master Plan Implementation – Zoning Bylaw Rewrite

- The Planning Board is seeking \$25,000.00 in FY 2022 and \$25,000.00 in FY 2023 to retain a consultant to rewrite the Town's zoning bylaw. This is a critical item in the implementation of the Master Plan.

Master Plan Implementation – Peter Fitzpatrick School Market Study and Zoning Amendment

- The Planning Board is seeking \$20,000.00 in FY 2022 to hire a consultant that can perform a market study and address the need to revise the site's zoning to successfully reoccupy the building and /or redevelop the site. This Planning Board considers this a priority item.

Master Plan Implementation -Design Standards

- The Planning Board is seeking \$20,000.00 in FY 2022 to hire a consultant that would develop a series of design guidelines for commercial and multi-family residential.

Master Plan Implementation – Permitting Guide

- The Planning Board is seeking \$10,000.00 in FY 2022 to develop an online permitting guide that will assist developers and residents in the intricacies of the permitting process.

Cc: Casey Campetti, Planning Board Chair