

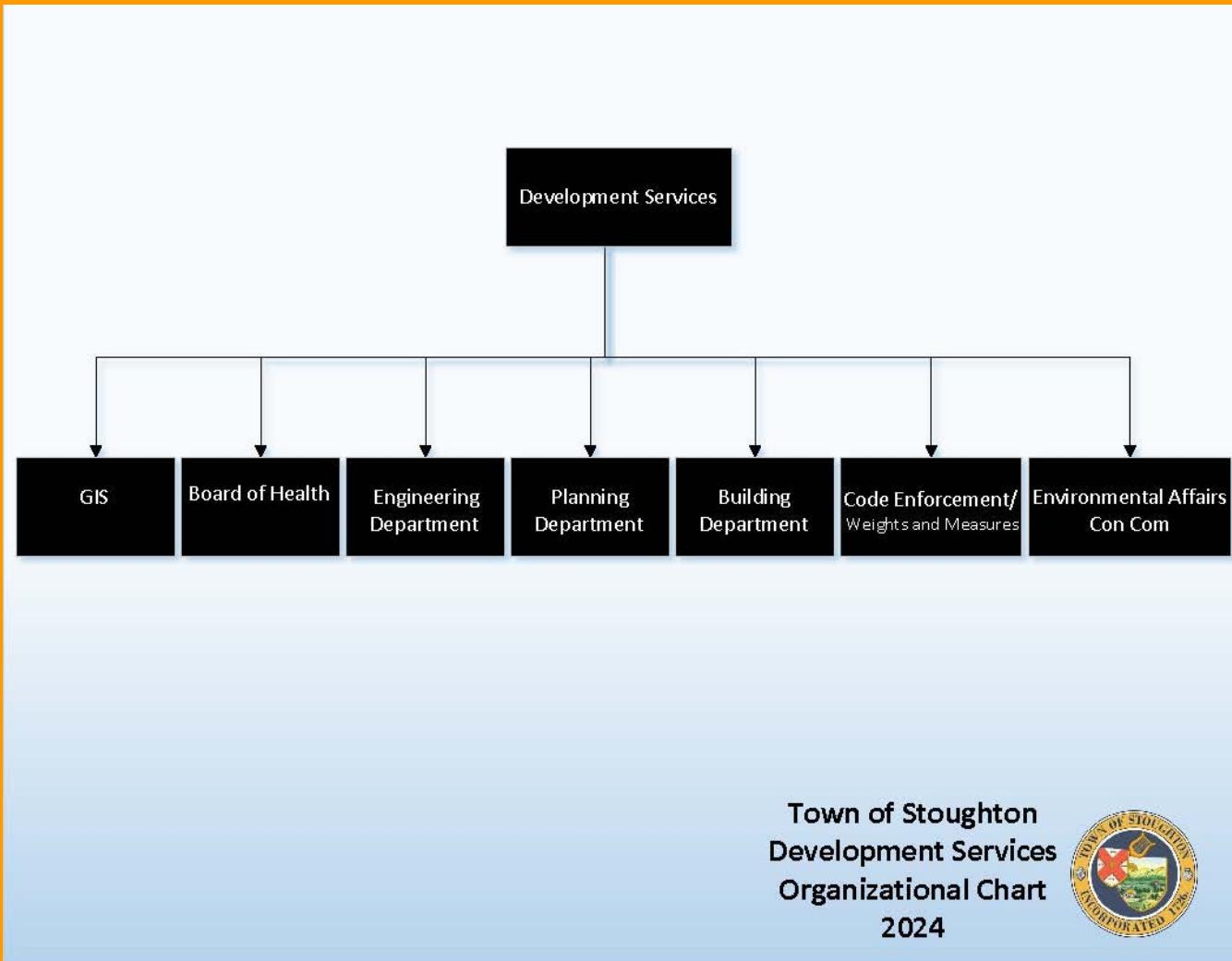


# **FY24 MID-YEAR REPORT DEVELOPMENT SERVICES**

# DEVELOPMENT SERVICES MISSION STATEMENT

The Mission of Development Services is to build and maintain a strong and effective group of departments that remain focused on providing superior customer service to the Town of Stoughton, its residents, the general public, the development community, and all Town departments while maintaining a positive relationship in all our interactions as well as a professional work environment. Our group will partner with the development community to encourage and ensure a development process that is proficient, reasonable and predictable while promoting the economic growth, safety, usability and sustainability of our Town.

# OVERALL ORGANIZATIONAL CHART

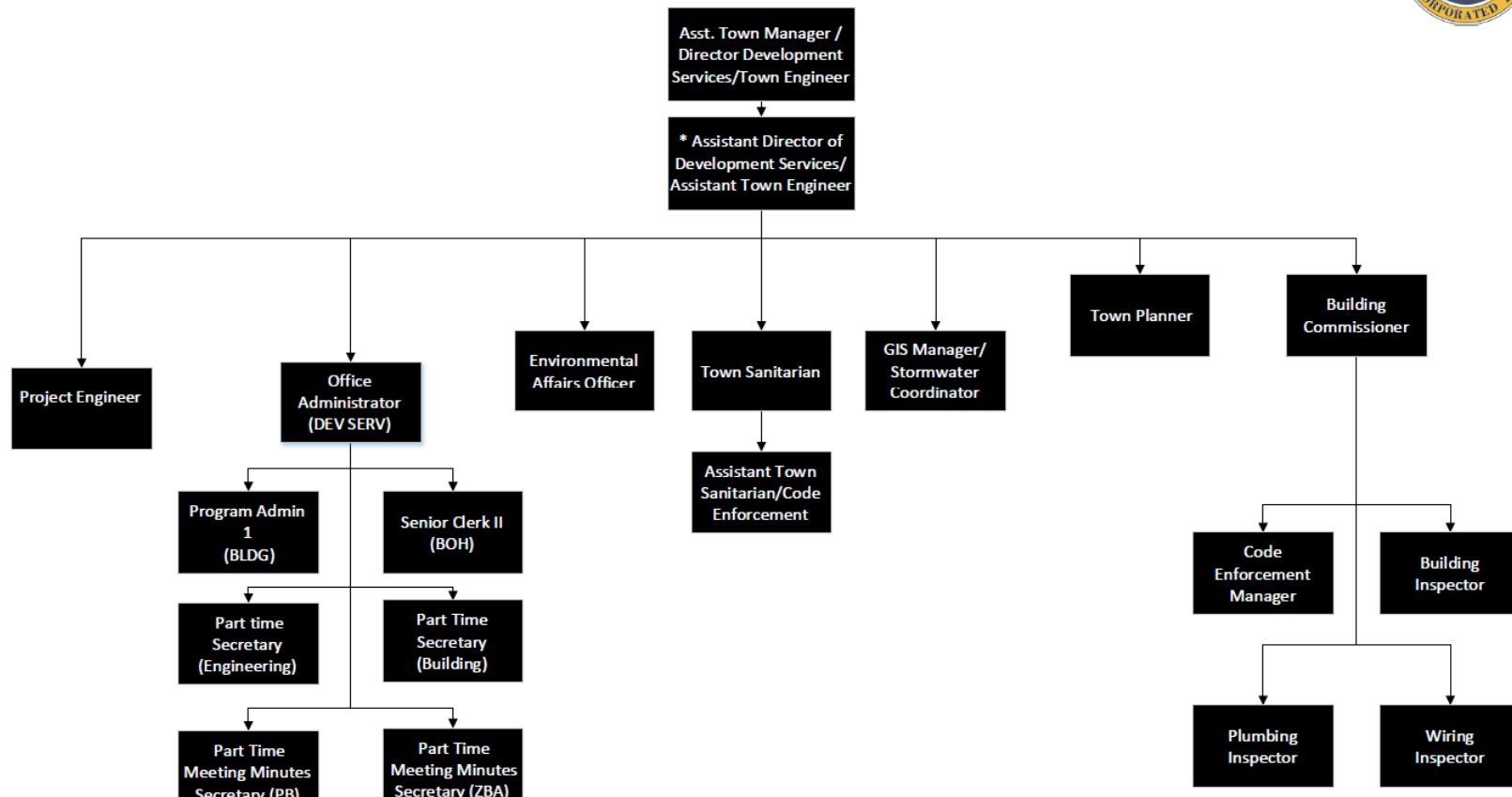


# ORGANIZATIONAL CHART

Development Services  
(Engineering, Building, Conservation, Board of Health, Planning, GIS)



Organizational Chart  
November 1, 2023



\* Note: Title reclassification to reflect actual duties.

# FY24 DEVELOPMENT SERVICES DEPARTMENT ACCOMPLISHMENTS TO DATE

## OVERALL DEVELOPMENT SERVICES IMPROVEMENTS

- **ON-LINE PERMITTING CONTRACT AWARDED TO FULL CIRCLE TECHNOLOGIES**
  - KICK-OFF MEETING HELD AND INITIAL DATA GATHERING ACTIVITIES HAVE STARTED
  - PROGRAM WILL MODERNIZE OPERATIONS AND IMPROVE PERMITTING AND LICENSING PROCESS
- **LICENSING SERVICES NOW PROVIDED WITHIN DEVELOPMENT SERVICES**
  - RELOCATED POSITION WILL WORK MORE CLOSELY WITH DEPARTMENTS DIRECTLY INVOLVED WITH LICENSING PROVIDING IMPROVED EFFICIENCY
- **ASSISTANT DIRECTOR OF DEVELOPMENT SERVICES/ ASSISTANT TOWN ENGINEER POSITION ESTABLISHED**
  - DUTIES ASSIGNED TO POSITION ALIGN WITH DEVELOPMENT SERVICES ORGANIZATIONAL CHART
  - PROMOTION ALIGNS WITH DUTIES PRESENTLY BEING PERFORMED AND WILL ENSURE CONTINUITY OF SERVICE TO RESIDENTS AND BUSINESSES
- **UPDATE DEPARTMENT FEES TO ALIGN WITH SURROUNDING TOWNS AND MEET TOWN NEEDS**

## **TRAFFIC PROJECTS**

### **CONSTRUCTION PROJECTS**

- **CANTON ST/SCHOOL ST/TOSCA DR INTERSECTION IMPROVEMENTS**
  - NOTICE TO PROCEED ISSUED TO CONTRACTOR, CONSTRUCTION TO BEGIN SPRING 2024, **BUDGET \$3.9M**
- **RT 138 CORRIDOR IMPROVEMENTS (LINCOLN ST TO CHARLES AVE) – PHASE 1**
  - NOTICE TO PROCEED ISSUED TO CONTRACTOR, CONSTRUCTION TO BEGIN SPRING 2024, **BUDGET \$8.7M**
- **SAFE ROUTES TO SCHOOL – WILKINS ELEMENTARY SCHOOL, CENTRAL STREET SHARED USE PATH**
  - PROJECT IN FINAL PHASE – FINAL PAVING/STRIPING – SPRING-SUMMER 2024, **BUDGET \$2.6M**

### **PROJECTS IN DESIGN/PLANNING PHASE**

- **RT 138 CORRIDOR IMPROVEMENTS (CHARLES AVE TO CANTON TOWN LINE) – PHASE 2, BUDGET \$9.2M**
- **PARK ST/TURNPIKE STREET INTERSECTION IMPROVEMENTS – BUDGET \$3.2M**
- **CANTON ST/SCHOOL ST/ SUMMER ST INTERSECTION IMPROVEMENTS – BUDGET \$4.2M**
- **TURNPIKE ST RE-ALIGNMENT – BUDGET \$43M**
- **GRANT SECURED FOR COMPLETE STREETS TIER TWO PRIORITIZATION PLAN - \$38K**
  - GRANT WILL PRIORITIZE NEEDED PROJECTS; PROJECTS ON LIST WILL BE ELIGIBLE FOR CONSTRUCTION GRANTS
- **PINE ST/PLEASANT STREET INTERSECTION IMPROVEMENTS – GEOMETRIC AND PEDESTRIAN IMPROVEMENTS**
- **TOWN HALL LANDSCAPING AND PARKING IMPROVEMENTS – ADA COMPLIANCE AND PARKING STANDARDIZED. LANSCAPING IMPROVEMENTS/BEAUTIFICATION**

## **SOUTH STOUGHTON SEWER EXPANSION (PARK STREET SEWER)**

- GRAVITY PORTION OF SEWER (NOT DEPENDENT UPON PUMP STATION) WITHIN PARK STREET ACTIVATED
  - 6 RESIDENTIAL PROPERTIES HAVE ALREADY CONNECTED
- PUMP STATION IN CAMPANELLI BUSINESS PARK WILL BE ACTIVATED IN THE NEXT MONTH OR TWO
  - SEVERAL BUSINESSES IN CAMPANELLI BUSINESS PARK ARE READY TO CONNECT AS SOON AS POSSIBLE

## **STORMWATER PROJECTS**

- TOWN-WIDE H&H STUDY UNDERWAY (YEAR 2) – MVP REIMBURSABLE ACTION GRANT - \$277K
  - EVALUATION OF FLOODING AND ANALYSIS OF IMPACTS ON VULNERABLE POPULATIONS AND INFRASTRUCTURE
- EPA TECHNICAL ASSISTANCE GRANT FOR STORMWATER BMP OPERATION AND MAINTENANCE
- ANNUAL EPA MS4 PERMIT PROGRAM COMPLIANCE
  - MAPPING UPDATES, CATCHMENT INVESTIGATION, IDDE, GOOD HOUSEKEEPING, RECORDS AND REPORTING
- WESTWOOD RD/WINFISKY RD STORMWATER IMPROVEMENTS
  - ADDITIONAL INFILTRATION STRUCTURES DESIGNED BY ENGINEERING DEPT. AND INSTALLED BY DPW

## **OTHER TOWN PROJECTS**

- HALLORAN PARK MULTI-USE COURTS
  - Design and Bid documents for Recreation Department
- BIRD STREET TRAIL IMPROVEMENT PROJECT
  - Bid project and administrative services for Conservation Commission
- CAPEN-REYNOLDS COMMUNITY GARDENS AND DOG PARK
  - Assist with Design, Bidding and Grant Application through the Stanton Foundation

- HAZARDOUS WASTE DAY HELD ON SEPTEMBER 23, 2023 COORDINATED BY BOH AND ENVIRONMENTAL AFFAIRS OFFICER
- SEALER OF WEIGHTS AND MEASURES DUTIES UNDERTAKEN BY TOWN FROM STATE
  - COSTS INCORPORATED INTO BOH OPERATING BUDGET
- TRANSFER STATION SITE ASSIGNMENT POTENTIAL RELOCATION STUDY INITIATED

## **PLANNING AND BUILDING DEPARTMENTS**

### **PLANNING**

- CAMPANELLI BUSINESS PARK ZONING PROJECT COMPLETED
- ZONING MAP CHANGES/CLEANUP AS APPROVED BY 2023 SPECIAL TOWN MEETING
- PREPARED THREE MAP & BY-LAW AMENDMENTS FOR ANNUAL TOWN MEETING 2024
  - (SCD TABLE OF USE REGS, 471 WASHINGTON ST (I) DISTRICT TO (GB), ESTABLISH (I2) DISTRICT)
- CONTINUED WORK ON PLANNING BOARD PUBLIC HEARING PROCESS TO IMPROVE EFFICIENCY

### **BUILDING**

- CODE ENFORCEMENT MANAGER HIRED IN 2023
- ASSISTANT BUILDING INSPECTOR HIRED IN 2023
- PARKING ENFORCEMENT ADDED INTO FY25 BUDGET
- REALIGNMENT OF ADMINISTRATIVE STAFF TO MEET EXISTING NEEDS AND PROVIDE IMPROVED EFFICIENCY

# DEVELOPMENT SERVICES DEPARTMENT FY24 GOALS

- CONTINUOUSLY PROVIDE QUALITY, EFFICIENT, PROFESSIONAL SERVICES AND TECHNICAL SUPPORT FOR THE TOWN OF STOUGHTON, ITS RESIDENTS, THE GENERAL PUBLIC, AND ALL TOWN DEPARTMENTS WHILE MAINTAINING A POSITIVE RELATIONSHIP IN ALL OUR INTERACTIONS
- ADVANCE ON-LINE PERMITTING CONTRACT WITH FULL CIRCLE TECHNOLOGIES,
  - INFORMATION GATHERING FOR CORE CONFIGURATION OF DEPARTMENT FUNCTIONALITY
  - DEPLOYMENT OF BETA SITE FOR PHASE 1 DEPARTMENTAL TESTING
- BEGIN UPDATE OF SUBDIVISION REGULATIONS
- COMPLETE ROUTE 27 ZONING PROJECT WITH OLD COLONY PLANNING COUNCIL
- CONTINUE TO ADVANCE AND PROGRAM MASSDOT AND NON-MASSDOT TRAFFIC PROJECTS
- ADVANCE COMPLETE STREET PRIORITIZATION PLAN
- ADVANCE ZONING ARTICLES THROUGH TOWN MEETING
- CONTINUOUSLY UPDATE DEVELOPMENT SERVICES WEBSITE WITH CURRENT INFORMATION
- UPDATE DEPARTMENT FEES TO ALIGN WITH SURROUNDING TOWNS AND MEET TOWN NEEDS
- COMPLETE CONSTRUCTION OF PARK STREET SEWER PUMP STATION. TEST AND ACTIVATE ENTIRE SYSTEM. FINALIZE CONSTRUCTION COSTS, CALCULATE AND ISSUE BETTERMENTS FOR PROPERTY OWNERS
- INTEGRATE LICENSING PROCEDURES INTO DEVELOPMENT SERVICES AND PROVIDE EFFICIENT, RELIABLE PROCESS