

Standard Department Narrative Form

Department Name: **Planning & Conservation**

Department Number 175

Purpose of Department/Mission

The Planning and Conservation Department staffs the Planning Board, Conservation Commission and Agricultural Commission, works with the Board of Selectmen on special projects as well as various ad hoc committees.

Department Staffing

- One full-time appointed Town Planner and Conservation Agent (35 hours)
- One half-time Planning & Conservation Clerk (17.5 hours per week)

Mandated Services

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Other Programs/Services Provided

- Responsible for land use, economic development and natural resource planning and working on implementation projects.
- Works with the Board of Selectmen and the Selectman's office to promote economic development.
- Involved in regional planning efforts affecting Montague, currently including the Comprehensive Economic Development Strategy (CEDS), Connecticut River Streambank Erosion Committee, Franklin County Technical School Building Committee, Regional Brownfields Redevelopment Committee, regional Industrial Park Feasibility Study and restoration of the Sawmill River Watershed.
- Actively involved in seeking and administering grants to fund various community development programs.
- Advocates for the Town's interests with the executive and legislative branches of state government. Current advocacy efforts involve the Agricultural Preservation Restriction (APR) Program and the Massachusetts Endangered Special Act (MESA) regulations.

Revenues Generated

- Copies
- Wetlands Protection - Request for Determination of Applicability (RDA) Fees
Wetland Protection – Notice of Intent (NOI) Fees (Receipt Reserved for Appropriation)
- ANR Fees
- Planning Board Special Permit Fees
- Planning Board Site Plan Review Fees
- Subdivision Fees
- Riverculture Grant