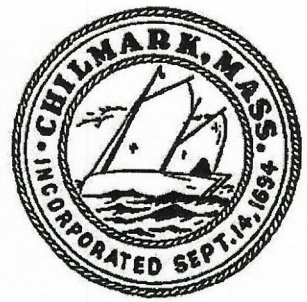


Town of Chilmark

The Commonwealth of Massachusetts



BUILDING/ZONING DEPARTMENT

As the end of my first 6 months draws nearer I have been asked to take a look back and discuss what I have accomplished so far. When I take a breath and look back, it hardly feels like such a short amount of time. So much has happened and there is still so much to do.

First I had to re-examine out permits and applications. It was very evident that the applications we had been using were severely out of date and antiquated. I took it as one of my first tasks to re-design all of the town's applications and design of the building permits. The new format was in line with the other towns on the island. It was clear to me that when looking for an old permit or a property's permit history I would be attempting a herculean task. I had to cull through a pyramid of old boxes, in no particular order, making a public records request almost impossible to complete. Noticing other departments records were in a similar state, I ordered dozens of storage racks, and with the help of the facilities manager, I set them all up and displayed all of the old boxes neatly in the basement of the Library. This allowed floor space in the Town Hall to be cleared and clutter to be organized. Next, Tim Alison and I spent time vetting a new potential online permitting software partner, OpenGov.com. I think we're all very excited about the future and the prospect of working with them to streamline work flow, not only for the building department but for all departments within the Town Hall. In addition, I worked extremely hard to formulate a new building permit fee schedule, comparing and contrasting similar municipalities within the commonwealth and taking data from the last 8 years to build a good case for the increase, which was ultimately adopted. All the while, working for two very different towns, with very different needs and community, zoning and permitting process. I've passed my last certification exams and am waiting to be confirmed by the BOCC next month.

What I take the most pride in accomplishing during my first 6 months is changing the face of the Department. The community is aware that for the first time, someone is available to call, email or just walk in and ask a question. Zoning issues are getting dealt with promptly, permits are being issued faster and with more thorough review than any other town on the island. The communication between my department and all other departments has never been better.

With all of this behind me, I look to the future with excitement. However, I do want to make clear what MY expectations are. When I was hired it was promised to me that at the end of my 6 month probationary period, once I complete permit fee restructure, online permitting source, and passing my last exam the select board would re-visit my hiring agreement, bring my salary up to \$120,000 and grant me a lateral movement in my vacation time of 3 weeks.

I want to make it very clear that I am very proud of the work we've accomplished and I am extremely grateful to have this position. I look forward to continuing my time as the Building and Zoning official for Chilmark and Aquinnah. Thank you.

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