

Narrative

Town of Natick **Board of Health**

I. Main Purpose of the Department

The Board of Health is charged by State statute with protecting the public health in Natick, both for residents and visitors. This is accomplished on the environmental side by licensing facilities, by reviewing plans for facilities and developments, by performing inspections as required and as needed, by investigating complaints from the public and by enforcing State and local regulations and statutes. On the clinical side, the Department provides for communicable disease investigation and follow-up, provides immunization to children and adults, and distributes vaccines to Natick physicians.

II. Recent Developments

There has been a significant increase in site plan review, on-site soil testing, and meetings with builders and engineers, all associated with the Board of Health signoff on building permit applications. Also on the environmental side, the number of regulated and licensed facilities has continued to increase, along with the number and complexity of applicable regulations. Meetings and consultations relative to Title 5 issues, which became a significant, time-consuming function in the late 1990's, have continued to increase in number.

III. Current Challenges

The additional work associated with building permits and nearly all of the Title 5 work has been performed by the Director, even while the time demands of administering the Department have increased. The inspectional staff is already carrying a heavy and increasing workload. All of this has placed additional burdens on the clerical staff. The primary challenge we face in the coming fiscal year involves keeping up with the bulk of the work while planning for future personnel adjustments to solve the problems. For example, from 1994 to 2003 the number of food establishments permits has increased by 45 percent, from 239 to 347. The number of plan reviews of all types has increased from 111 to 419 over the same time span, an increase of 277 percent. Also, since the adoption of Title 5 in 1995 a major time consumer has developed in meetings and consultations on Title 5 issues with home buyers, sellers, banks and attorneys. These have gone from 38 in 1996 to 526 in 2003, and are approaching 700 for 2004, which is an increase of 1,700 percent.

IV. Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact

No significant changes are proposed for the upcoming fiscal year.

V. On the Horizon

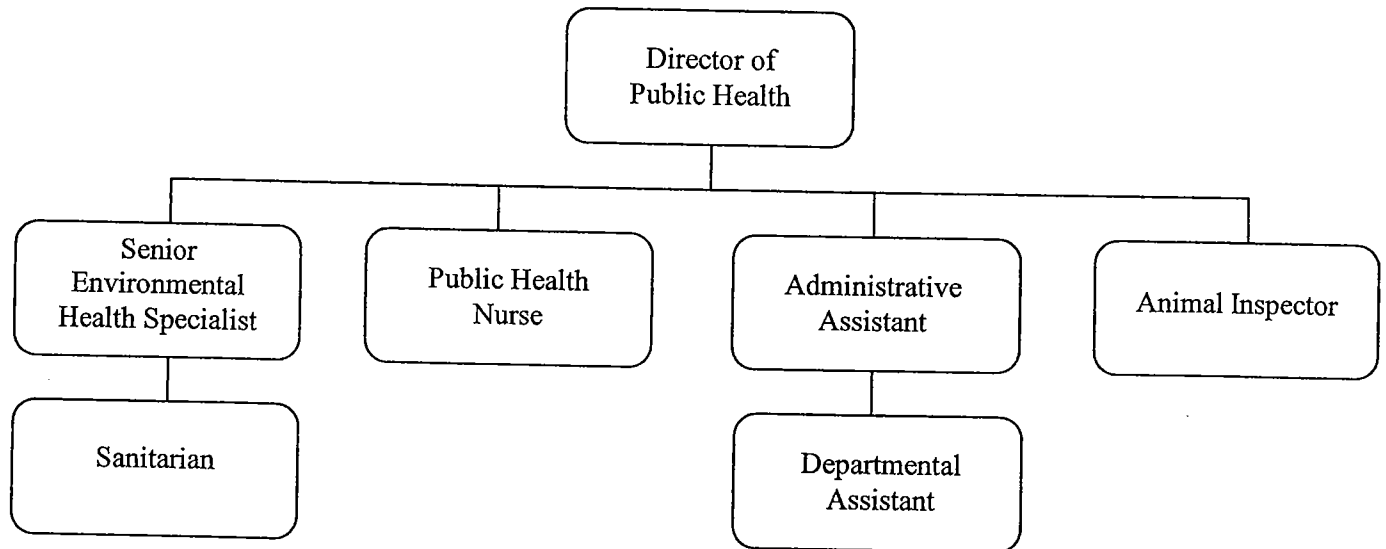
The continued trend toward an increased departmental workload will require an additional full-time position on the environmental side, and also an additional full-time clerical position. Planning will be required in order to determine the exact job descriptions for these positions, and for the departmental reorganization necessary for their successful implementation.

FY2006 Budget Presentation

Trends in Major Departmental Activities by Calendar Year						
Activities	2001	2002	2003	2004	Proposed 2005	Proposed 2006
1 Food Establishment Permits	339	358	347	366	357 (three year average)	
2 Plan Review – All Types	286	339	419	363	374 (three year average)	
3 Title 5 Consultations	362	583	526	683	597 (three year average)	

Note: Activities for this department are provided by calendar year.
2004 information is as of December 10, 2004.

Board of Health



Leadership Profile:

Roger J. Wade, Director of Public Health

1980-Present: Director of Public Health
1972-1980: Sanitarian

Bachelor of Arts Degree, Biology
Master of Science Degree; Public Health

Certified Soil Evaluator
Certified Title 5 System Inspector

Board of Health

	No of Staff	Tn Admin Recommendations	2006 Dept Requests	2005 Expended 12/31/04	2005 Appropriated	2004 Actual	2003 Actual	2002 Actual	2001 Actual
Salaries Management	1.0	73,460.64	73,460.64	34,900.79	73,460.72	71,943.10	71,668.51	69,314.96	67,195.80
Salaries Operational Staff	1.6	62,593.67	62,593.67	27,856.89	63,047.94	50,438.50	61,279.37	56,290.09	54,910.76
Salaries Technical & Professional	3.0	152,310.83	152,310.83	72,362.19	153,962.52	147,372.96	151,132.81	134,659.40	133,111.58
Salaries Add'l Comp Operational		392.13	392.13	0.00	0.00	0.00	0.00	0.00	0.00
Salaries Part Time Operational		3,000.00	3,000.00	436.66	852.00	852.00	852.00	877.76	969.13
Salaries Temp Tech/Prof Staff		3,000.00	3,000.00	1,264.66	1,873.30	1,535.10	1,555.30	2,942.67	1,787.11
PERSONAL SERVICES	5.6	294,757.27	294,757.27	136,821.19	293,196.48	272,141.66	286,487.99	264,084.88	257,974.38
Repairs & Maint. Equipment		700.00	700.00	0.00	700.00	252.97	0.00	0.00	1,017.77
In State Travel/Meetings		2,250.00	2,250.00	861.12	2,000.00	1,773.47	2,372.13	2,197.42	2,107.36
Communication Telephone		1,500.00	1,500.00	385.40	1,500.00	1,440.09	1,514.94	1,621.69	1,729.17
Dues & Subscriptions		950.00	950.00	824.97	950.00	1,039.95	707.95	965.89	889.95
Copy/Mail Center Fees		1,500.00	1,500.00	447.93	1,500.00	1,229.14	3,119.48	1,782.94	1,717.88
Other Services Misc.		500.00	500.00	0.00	500.00	398.48	44.90	326.89	158.85
PURCHASE OF SERVICES		7,400.00	7,400.00	2,519.42	7,150.00	6,134.10	7,759.40	6,894.83	7,620.98
Printing/Advertising		750.00	750.00	0.00	750.00	807.81	291.14	1,042.85	377.74
TECHNICAL/PROFESSIONAL SVS		750.00	750.00	0.00	750.00	807.81	291.14	1,042.85	377.74
Office Supplies Stationary		2,600.00	2,600.00	1,175.79	2,600.00	2,312.09	3,433.62	2,860.71	3,503.24
SUPPLIES		2,600.00	2,600.00	1,175.79	2,600.00	2,312.09	3,433.62	2,860.71	3,503.24
Professional Services: Clinics		4,500.00	4,500.00	917.59	4,500.00	3,055.66	2,687.20	4,142.18	3,255.54
Communicable Disease Program		1,250.00	1,250.00	94.95	1,250.00	460.35	404.85	1,388.16	1,384.45
Environmental Program Supplies		6,000.00	6,000.00	1,902.68	6,000.00	4,290.77	5,406.52	5,034.51	7,288.88
Pesticide Supplies		0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
Laboratory Supplies		900.00	900.00	500.00	750.00	550.00	726.98	540.00	520.00
OTHER SUPPLIES		12,650.00	12,650.00	3,415.22	12,500.00	8,356.78	9,225.55	11,104.85	12,948.87
Household Hazardous Waste Program		15,000.00	15,000.00	0.00	15,000.00	12,868.00	11,043.00	15,760.30	10,733.00
OTHER CHARGES/EXPENDITURES		15,000.00	15,000.00	0.00	15,000.00	12,868.00	11,043.00	15,760.30	10,733.00
BUDGET TOTAL		\$333,157.27	\$333,157.27	\$143,931.62	\$331,196.48	\$302,620.44	\$318,240.70	\$301,748.42	\$293,158.21

TOWN OF NATICK
EMPLOYEE JOB/PAY

Emp #	Employee Name	Actual	Budgetary	Pay Type	Level- Step	Wks	Rate	Hours	Amount	Funding	Total Appropriation	Additional Compensation			Total Add'l Comp
		FY'04 Earnings	FY'05 Scheduled Earnings							(52.2 Wks) FY2005		Longevity	Education	Other	
Board of Health Management															
532	ROGER WADE	\$71,943.10	<u>\$73,460.64</u>	BASE	M3-4		35.1823	40.0	\$1,407.29	<u>73,460.64</u>					
			\$73,460.64								\$73,460.64				
Operational Staff															
3843	PAMELA MORGAN	\$39,248.19	\$38,556.40	BASE	5-Max		20.0320	37.5	\$751.20	39,212.64			\$392.13		
42317	JEAN COTTER	\$3,428.82	\$10,237.27	HRLY	4-1		16.7540	12.5	\$209.43	10,931.99					
3556	MAUREEN QUINN-COMPOSTO	\$9,543.68	<u>\$12,145.70</u>	HRLY	4-Max		19.0790	12.5	\$238.49	<u>12,449.05</u>					
			\$50,702.10								\$62,593.67	\$392.13	\$0.00	\$0.00	\$392.13
Technical/Professional															
41681	MICHAEL BOUDREAU	\$46,217.84	\$47,192.44	BASE	P4-4		22.6018	40.0	\$904.07	47,192.56					
42442	LEILA MERCER	New Hire	\$48,887.31	BASE	P4-Perf		23.4135	40.0	\$936.54	48,887.39					
946	JAMES WHITE	\$55,069.26	<u>\$56,230.67</u>	BASE	P5-Perf		26.9305	40.0	\$1,077.22	<u>56,230.88</u>					
			\$152,310.42								\$152,310.83				
Temporary Technical/Professional															
541	EDWARD ZULLO	\$852.00	<u>\$873.30</u>	BASE	A2-2		Quarterly	4.0	\$218.33	<u>873.30</u>					
											<u>\$873.30</u>				
		<u>\$226,302.89</u>	<u>\$277,346.46</u>							Total	\$289,238.45	\$784.25	\$0.00	\$0.00	\$392.13