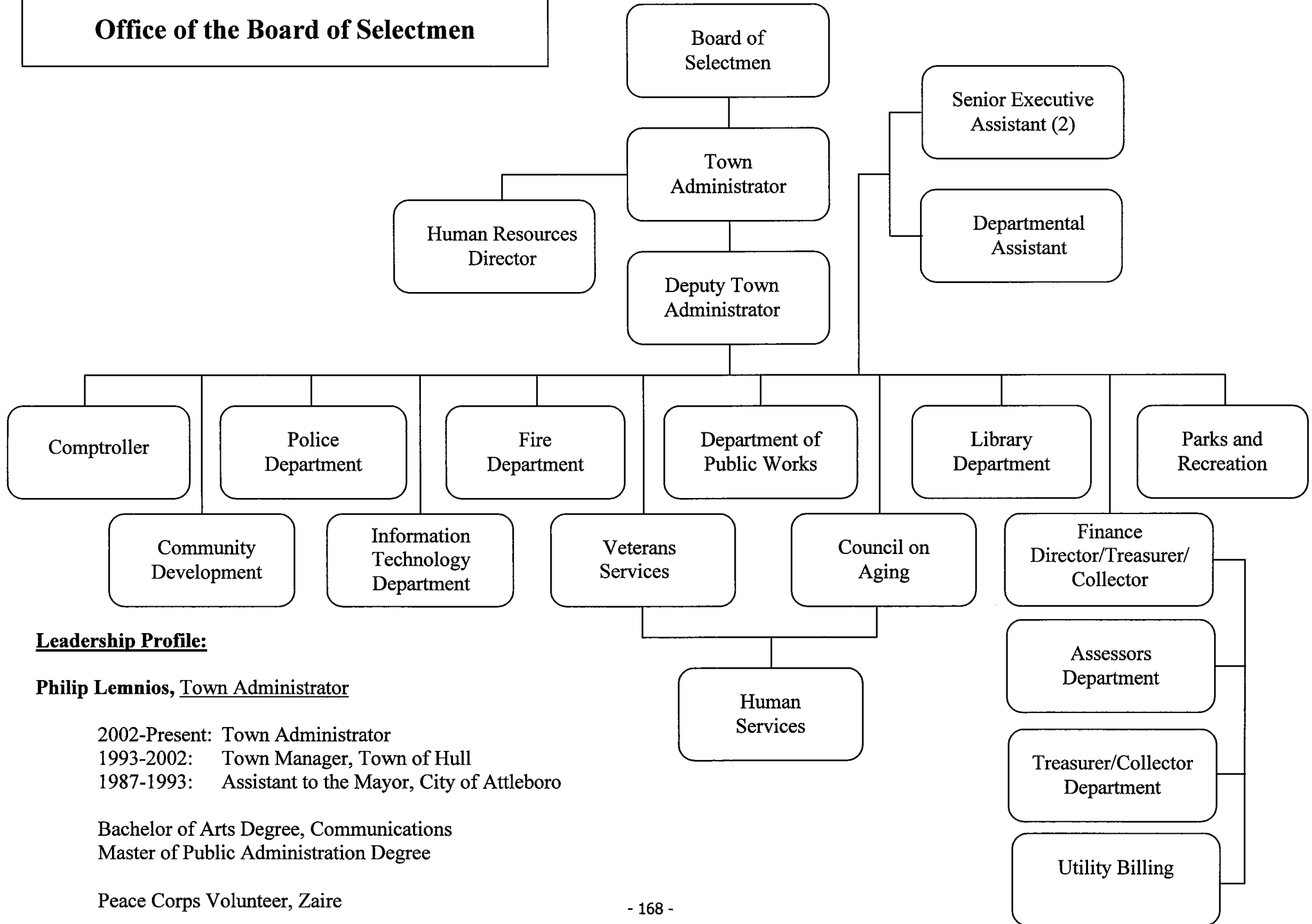


Office of the Board of Selectmen



Leadership Profile:

Philip Lemnios, Town Administrator

2002-Present: Town Administrator
1993-2002: Town Manager, Town of Hull
1987-1993: Assistant to the Mayor, City of Attleboro

Bachelor of Arts Degree, Communications
Master of Public Administration Degree

Peace Corps Volunteer, Zaire

FY2007 Budget Presentation

Narrative

Town of Natick Board of Selectmen

I. Main Purpose of the Department

The Board of Selectmen is the chief executive and policymaking body in the Town of Natick. Elected by the People of the Town, the five-member Board hires a Town Administrator to manage the day-to-day operations of the Town. In addition to establishing the policies of the Town of Natick, the Board also serves as Water and Sewer Commissioners and Road Commissioners for public ways in the Natick.

The Town Administrator is the Chief Operating Officer of the Town and executes the policies of the Board. In addition to managing the day-to-day operations of Town government, the Town Administrator works with department heads and relevant policymaking bodies to develop long-term financial, capital and service plans.

II. Recent Developments

- Concluded negotiations with two employee unions and implemented an arbitration panel's decision regarding a third. All union contracts are now settled.
- Hired Elizabeth Dennis to be the Town's first full-time Human Resources Director.
- Hired Patrick Reffett as the Town's new Community Development Director.
- Hired Moira Munns as the Town's new Council on Aging Director.
- Developed and published the Town's comprehensive Capital Improvement Plan.
- Conclusion of the Fire Study, which examined the resources and deployment of the Natick Fire Department.
- Conducted the Public Safety Impact Study of the expansion of the Natick Mall.
- Developed the Town's District Improvement Financing proposal and application to replace the Middlesex Avenue Parking Garage.
- Continued master planning for the Town's property on South Avenue.
- Developing comprehensive personnel policies and guidelines.
- Submitted a grant application to continue downtown redevelopment along Main and Court Streets.
- Actively pursuing alternative energy generation and energy efficiency projects.

III. Current Challenges

- Expenditure needs (for maintenance of current service levels) are exceeding revenue growth.
- Continuing the use of long-term service, financial and capital planning.
- Developing and implementing strategies to reduce the cost to the taxpayer of the services we provide.

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

- None

V. On the Horizon

- As the Chief Executive Officers of the Town, each horizon issue in each department is an issue which the Board will need to address.
- Issues specific to the Board of Selectmen include the development of future plans for the senior center, the construction of additional parking to address a significant parking shortage in downtown Natick and the continued need to improve the operations of Town government.

FY2007 Budget Presentation

Trends in Major Departmental Activities by Calendar Year						
Activities	2001	2002	2003	2004	2005	Proposed 2006
1 Licenses Issued	234	231	234	229	231	231 (2003 to 2005 average)
2 Contracts Approved by the Board	20	21	11	18	17	15 (2002 to 2004 average)
3						

The primary responsibility of the Office of the Board of Selectmen is to administer and manage the operations of Town government. It is difficult to measure this activity in a quantifiable manner; in large measure, the activities of the other departments in Town government reflect the activity of this office.

Note: Activity information is provided by calendar year.

Personnel Services: These line items represent the salaries for the Selectmen's Office. The positions covered are:

Town Administrator-	One Position
Deputy Town Administrator-	One Position
Human Resources Director-	One Position
Town Administrator's Clerical Support –	One Position
Board of Selectmen's Clerical Support –	.75 Position
Board of Selectmen/Town Administrator Clerical Support –	One Position
Environmental Compliance Officer	.5 Position

These positions execute the policy directives of the Board of Selectmen and process a variety of licenses and reports on behalf of the Town.

In-State Travel and Meetings: The Board of Selectmen and Town Administrator utilize this account to pay for meetings and conference fees throughout the Fiscal Year.

Communications/Telephone: The Office's charges for telephone service.

Dues and Subscriptions: The bulk of the account is used for dues to the Massachusetts Municipal Association and the Metro-West Manager's Association.

Copy/Mail Center Fees: Account is utilized for all copying and mail charges associated with the operation of the office.

Training and Education: These funds are available for training opportunities for staff members throughout the organization. This account is typically used to fund one-day training events on specialized topics or computer skills.

Audit Special Projects: This account is used for individual management audit issues or specific account audits as needed throughout the year.

Annual Financial Audit: Provides the required annual financial audit of the Town's transactions and accounts.

GASB 34 Updates: This account is used to update the Town's inventory and valuation of fixed assets as required by the Government Accounting Standards Board pursuant to its Rule 34.

Department: Selectmen
Fiscal Year 2005

LINE ITEM EXPLANATION (continued)

- Engineering Consultant Assist.:** These funds support various special engineering projects throughout the Fiscal Year, typically related to the work of the Environmental Compliance Officer.
- Perambulation of Bounds:** This account funds the cost of the required visual inspection of the property bounds of the community.
- Printing and Advertising:** Funds are used to advertise Town Meeting, Public Hearings, sale of surplus property, employment opportunities, etc.
- Office Supplies/Stationary:** Provides for a variety of office supplies to support the Board of Selectmen's functions. Includes forms for licenses.
- Supplies Town Administrator:** Provides for a variety of office supplies to support the Town Administrator function.
- Volunteer Appreciation Day:** Provides funding to support the second annual Volunteer Appreciation Day, a family event designed to thank the hundreds of volunteers who work on behalf of the residents of Natick in volunteer positions in Town government.
- Natick Center Revitalization:** These funds are available to assist Natick Center Associates with continued revitalization efforts.
- Metrowest Growth Management:** This line item funds the Town's annual dues to Metrowest Growth, a regional planning agency.

FY 2007 Budget Presentation

Town of Natick Fiscal Year 2002 thru 2006
Departmental Executive Summary of Finances

Departmental Budget and Personnel Requirements Expended by Fiscal Year					
Category	2002	2003	2004	2005	Thru December 2006
Staffing					
Full-Time Employees	5	5.5	4.5	5.5	6.5
Part-Time Employees	1	1	1	1	0
Seasonal Employees	0	0	0	0	0
Operating Budget					
Personal Services	\$274,118.10	\$308,792.78	\$316,678.68	\$361,090.73	\$200,188.73
Purchase of Services	\$22,202.43	\$21,577.87	\$15,070.21	\$13,694.42	\$13,716.29
Technical & Professional Svs	\$76,064.81	\$66,202.13	\$37,995.48	\$103,722.39	\$30,945.00
Supplies	\$20,775.53	\$8,105.99	\$6,544.63	\$6,362.12	\$3,333.01
Other Chgs & Expenditures		\$29,517.29	\$35,155.75	\$32,737.00	\$20,359.06
Total Operating Budget	\$393,160.87	\$434,196.06	\$411,444.75	\$517,606.66	\$268,542.09
Encumbered Operating Expenses	\$404,957.11	\$337,105.20	\$150,890.34	\$73,809.87	\$32,759.73

Encumbered Capital Expense	\$250,000.00				
-----------------------------------	---------------------	--	--	--	--

Quarterly Expenditure Pattern Fiscal Year 2002 thru 2006 - Operating Budget					
Percent Expended by Fiscal Year	2002	2003	2004	2005	2006
Personal Services					
Quarter 1 ending Sept 30	21.10%	14.48%	19.67%	22.35%	20.55%
Quarter 2 ending Dec 31	26.25%	22.20%	20.82%	24.37%	24.91%
Quarter 3 ending March 31	15.57%	19.05%	23.93%	24.49%	
Quarter 4 ending June 30	22.75%	23.51%	28.81%	26.39%	
Encumbrances for Year	0.00%	0.00%	0.00%	0.00%	
Closed to Fund Balance	14.33%	20.76%	6.77%	2.40%	
Total Pers Svs	100.00%	100.00%	100.00%	100.00%	45.46%

All Non-Personal Services					
Quarter 1 ending Sept 30	5.25%	21.08%	13.38%	6.58%	23.54%
Quarter 2 ending Dec 31	29.60%	8.32%	12.51%	25.40%	9.14%
Quarter 3 ending March 31	17.37%	15.15%	14.94%	22.00%	
Quarter 4 ending June 30	8.60%	8.12%	5.30%	17.43%	
Encumbrances for Year	30.92%	44.45%	21.56%	22.19%	
Closed to Fund Balance	8.26%	2.88%	32.31%	6.40%	
Total Non Pers Svs	100.00%	100.00%	100.00%	100.00%	32.68%

Capital Investments Expended					
Quarter 1 ending Sept 30					
Quarter 2 ending Dec 31					
Quarter 3 ending March 31					
Quarter 4 ending June 30					
Encumbrances for Year					
Closed to Fund Balance					
Total Capital	0.00%	0.00%	0.00%	0.00%	0.00%

Encumbrances include Current Year and Carryforward amounts from Previous Fiscal Years
Please NOTE some Encumbrances are MULTI-YEAR.

Office of the Board of Selectmen

	No of Staff	Tn Adm Recommended	Dept Requests	2006 Expended 12/31/05	2006 Appropriated	2005 Actual	2004 Actual	2003 Actual	2002 Actual
Salaries Management	3.0	279,163.62	279,163.62	121,928.48	268,160.01	194,319.05	149,978.17	109,625.00	121,031.50
Salaries Supervisory	1.0	48,186.94	48,186.94	22,796.08	48,372.26	47,192.46	46,217.84	46,041.45	44,529.16
Salaries Operational Staff	2.0	76,878.11	76,878.11	35,149.81	76,046.30	73,097.72	71,637.10	70,883.49	68,978.05
Salaries Tech & Professional	0.5	41,925.83	41,925.83	19,834.00	42,087.04	41,060.52	41,965.26	80,118.13	31,292.52
Salaries Part/Time Operational		0.00	0.00	216.40	0.00	217.33	1,561.28	1,825.00	7,987.00
Management Add'l Comp		0.00	0.00	0.00	5,000.00	4,903.65	5,019.03	0.00	0.00
Operational Staff Add'l Comp		766.56	766.56	263.96	746.96	300.00	300.00	300.00	300.00
PERSONAL SERVICES	6.5	446,921.06	446,921.06	200,188.73	440,412.57	361,090.73	316,678.68	308,793.07	274,118.23
Instate Travel/Meetings		1,500.00	2,060.00	130.00	2,060.00	798.62	683.12	652.60	894.58
Communication Telephone		1,500.00	2,200.00	213.11	2,200.00	757.73	769.28	1,541.38	2,292.09
Dues/Subscriptions		8,500.00	8,500.00	6,934.00	8,500.00	7,214.00	7,013.00	8,513.00	6,773.00
Copy/Mail Center Fees		6,000.00	5,500.00	1,932.31	5,500.00	3,259.07	5,404.81	5,662.69	6,276.30
Training & Education		6,000.00	6,000.00	2,085.00	6,000.00	1,665.00	1,200.00	5,208.20	5,150.30
Volunteer Appreciation Day		3,500.00	3,500.00	2,421.87	0.00	0.00	0.00	0.00	0.00
PURCHASE OF SERVICES		27,000.00	27,760.00	13,716.29	24,260.00	13,694.42	15,070.21	21,577.87	21,386.27
Audit Special Projects		0.00	10,000.00		10,000.00	0.00	0.00	13,600.00	23,878.00
Annual Financial Audit		60,000.00	60,000.00	12,000.00	53,000.00	52,000.00	52,000.00	33,000.00	33,200.00
GASB 34 Updates		7,500.00	7,500.00	3,700.00	10,000.00	17,600.00	0.00	0.00	0.00
Natick Fire Dept Study		0.00	0.00	0.00		28,845.84			
Consultant Assistance		12,000.00	6,000.00	0.00	6,000.00	0.00	2,040.00	7,440.00	8,000.00
Perambulation of Bounds		250.00	250.00	200.00	250.00	200.00	200.00	200.00	250.00
Printing & Advertising		6,500.00	6,000.00	1,410.25	5,000.00	5,076.55	4,817.83	4,962.13	10,736.81
TECHNICAL & PROFESSIONAL SVS		86,250.00	89,750.00	17,310.25	84,250.00	103,722.39	59,057.83	59,202.13	76,064.81
Office Supplies: Stationary		5,000.00	5,000.00	3,133.01	5,000.00	5,168.66	4,922.76	4,812.91	10,313.11
SUPPLIES		5,000.00	5,000.00	3,133.01	5,000.00	5,168.66	4,922.76	4,812.91	10,313.11
Supplies - Tn Administrator		3,500.00	3,500.00	2,502.31	3,500.00	1,193.46	1,621.87	3,293.08	11,278.45
OTHER SUPPLIES PERSONNEL		3,500.00	3,500.00	2,502.31	3,500.00	1,193.46	1,621.87	3,293.08	11,278.45
Unpaid Bills Prior Yrs		0.00	0.00	0.00	0.00	0.00	6,355.40	0.00	0.00
Natick Center Revitalization		12,500.00	25,000.00	0.00	25,000.00	24,999.00	0.00	23,125.00	0.00
Metrowest Growth Management		0.00	12,000.00	11,607.00	15,000.00	7,738.00	7,738.00	13,392.00	0.00
OTHER CHARGES/EXPENDITURES		12,500.00	37,000.00	11,607.00	40,000.00	32,737.00	14,093.40	36,517.00	0.00
BUDGET TOTAL		581,171.06	609,931.06	248,457.59	597,422.57	517,606.66	411,444.75	434,196.06	393,160.87

TOWN OF NATICK
EMPLOYEE JOB/PAY Fiscal Year 2007

Emp #	Employee Name	Actual FY05 Overtime	Actual FY05 Regular Earnings	Budgetary FY06 Scheduled Earnings	Pay Type	Level- Step	Wks	Rate	Hours	Amount	Funding (52.0 Wks) FY2007	Total Appropriation	Additional Compensation			Total Add'l Comp					
											Longevity			Education	Other						
<u>Selectmen:</u>																					
<u>Management</u>																					
41916	PHILIP LEMINOIS		\$124,019.07	\$129,624.06	BASE	Contract	52	62.3193	40.0	\$2,492.77	129,624.14										
42318	STEPHEN LISASKAS		\$75,203.63	\$79,780.97	BASE	M4-2	30.0	38.9661	40.0	\$1,558.64	46,759.28										
						M4-3	22	40.3304	40.0	\$1,613.21	35,490.72										
42800	ELIZABETH DENNIS		New Hire	\$58,754.98	BASE	M3-START	5	31.3588	40.0	\$1,254.35	6,271.76										
						M3-1	47	32.4562	40.0	\$1,298.25	<u>61,017.71</u>	\$279,163.62									
<u>Supervisory</u>																					
2472	MAUREEN FLEMING		\$47,192.46	\$48,372.26	BASE	P4-4		23.1668	40.0	\$926.67	48,186.94										
												\$48,186.94									
<u>Operational</u>																					
1549	DONNA CHALLIS		\$36,660.56	\$38,698.24	BASE	P4-4		23.1670	32.0	\$741.34	38,549.89										
2623	ANN WILES		\$36,737.16	\$38,095.02	BASE	4-MAX	26	19.4610	37.5	\$729.79	18,974.48			\$379.49		\$379.49					
					BASE	4-MAX	26	19.8500	37.5	\$744.38	<u>19,353.75</u>			<u>\$387.08</u>	\$0.00	\$0.00	<u>\$387.08</u>				
												\$76,878.11	<u>\$766.56</u>			<u>\$766.56</u>					
<u>Technical/Professional</u>																					
41809	ROBERT BOIS		\$41,060.52	\$42,087.04	BASE	M3-Perf		40.3133	20.0	\$806.27	<u>41,925.83</u>										
												\$41,925.83									
			<u>\$360,873.40</u>	<u>\$435,412.57</u>													<u>\$446,154.51</u>	<u>\$766.56</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$766.56</u>