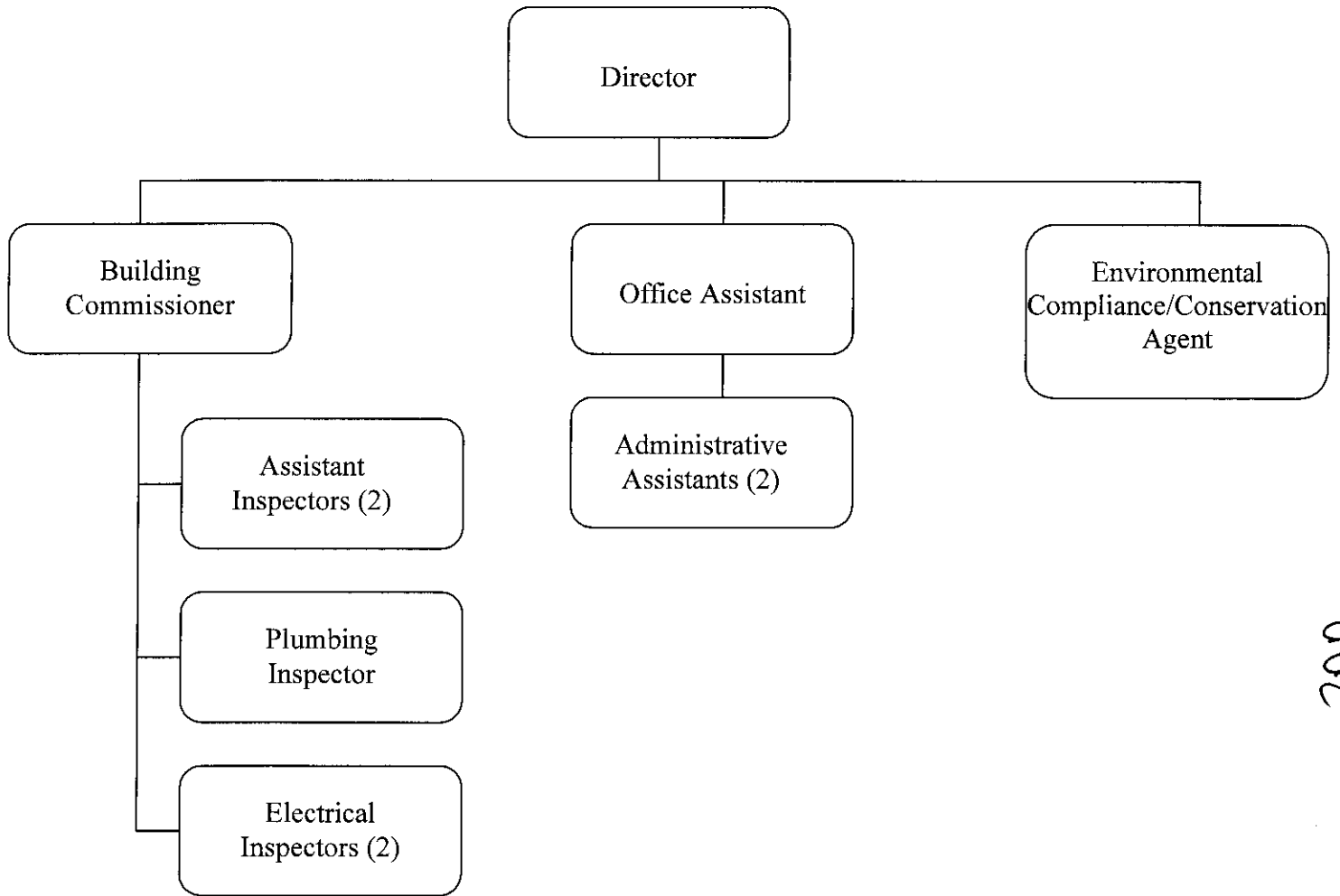


Fiscal Year 2008 Organization
Community Development



2007

Leadership Profile:

Patrick Reffett, Director of Community Development

- 2005-present: Director of Community Development, Natick
- 2001-2005: Director of Planning and Development, Design Consultants, Inc.
- 1999-2001: Director of Planning and Development, City of Salem
- 1998-1999: Supervisor of Alternative Transportation, Massachusetts Executive Office of Transportation and Construction
- 1996-1998: Director of Planning and Development, City of Newburyport

Master of Arts Degree, Urban and Regional Planning

Bachelor of Arts Degree, Landscape Architecture

FY2008 Budget Presentation

Narrative

Town of Natick

Community Development

I. Main Purpose of the Department

The Department works to protect and enhance the quality of life and natural environment in Natick through administration and enforcement of land development, building and conservation regulations. The Department does this by:

- Reviewing construction plans, issuing building permits and inspecting projects and properties
- Protecting residents by ensuring all contractors are licensed and registered
- Working with municipal boards and residents to develop plans to guide our community's future in the areas of transportation, conservation, open space, downtown development and affordable housing
- Reviewing, updating and enforcing applicable By Laws, as well as informing the public regarding these regulations.

II. Recent Developments

- The Town has received multiple 40B affordable housing applications and is working with the developers of each, largely through the Zoning Board of Appeals and the Community Development Department.
- The Department recently instituted monthly project meetings with relevant Town departments to review and discuss projects and to proactively address problems and take advantage of opportunities.

III. Current Challenges

- High levels of development continue, placing a significant workload on the Department.
- Addressing major planning concerns such as affordable housing, growth management and all forms of transportation
- Continually reviewing developments, such as the Natick Mall, to assure permit conditions are met.

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

- The proposed expansion of the Natick Mall will require the essential dedication of the Building Commissioner to this project. Technical and support staff will be similarly occupied with this project. The Director will continue to focus on the many planning related aspects of the Mall expansion.
- Addressing numerous 40B projects

V. On the Horizon

- Development of an automated permit tracking system will enhance management oversight and will allow residents to view permit status on line.
- Pursue applicable state and federal grants
- Determine a solution for the wireless communication needs in South Natick and other unserved areas
- Pursue planning, design and state funding for the reconstruction of North Main Street
- Oversee planning, design and state funding for the reconstruction of North Main Street
- Oversee planning design and coordination of public improvements associated with the Natick Mall, including affordable housing, transportation, open space and public safety.
- Assist in potential purchase and reuse of railroad property.

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Trends in the Departmental Activities by <i>Calendar Year</i>				
Area	2003	2004	2005	2006
New Building Permits	\$ 119,956.00	\$ 225,220.00	\$ 183,712.00	\$1,778,870.00
Alteration Permits	\$ 399,579.20	\$ 392,068.40	\$ 498,128.21	\$ 988,414.00
Electrical Permits	\$ 102,386.00	\$ 143,261.00	\$ 128,014.75	\$ 293,814.91
Plumbing Permits	\$ 34,400.00	\$ 41,631.00	\$ 46,610.00	\$ 62,100.00
Gas Permits	\$ 18,806.00	\$ 21,587.00	\$ 16,045.00	\$ 39,294.00

2007 projections are challenging at best. 2006 reflects building permits associated with the Natick Mall expansion as well as multiple 40B projects. 2006 revenues will not be repeated in 2007, but this coming calendar year will certainly be impacted by continued 40B development as well as inspections associated with 100+ individual new stores within the Natick Mall.

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b/c

LINE ITEM EXPLANATION – Budget A

Department: Community Development
Fiscal Year 2008

- Salaries Management** – Salaries will under this scenario remain at the 2007 level. In the event of no increases attrition should be expected.
- Salaries Supervisory** – This salary will remain flat consistent with other Town of Natick salaries. In the event of no increases attrition should be expected.
- Salaries Operational Staff** - Operational staff salaries will remain flat consistent with other Town of Natick salaries. In the event of no increases attrition should be expected.
- Salaries Technical and Professional** – Technical and Professional salaries will remain static with other Town of Natick salaries. In the event of no increases attrition should be expected.
- Salaries Technical and Professional Inspectors** – Technical and Professional Inspectors salaries will remain static consistent with other Town of Natick salaries. In the event of no increases attrition should be expected.
- Salaries Temp Operational Staff** – We are adding \$5,374.99 to address the extensive permitting administrative need based on the aggressive level of development taking place. Down from 2007.
- Additional Comp Supervisory Staff** – No funding is being requested for additional compensation for supervisors.
- Additional Comp Operational Staff** - \$0.00 is available to address the additional needs for day to day operations of the department should the need arise.
- Salaries Operation Staff Overtime** – Dropped from \$15,000 to \$14,000 to meet budgeting constraints. This item is to address the on-going demands of board work and permitting (after hours meetings) as a consequence of the mall project and numerous other projects.
- Personal Services** – Personal Services has increased to meet long overdue management salary adjustments. Other line items have remained the same as 2007 or have been decreased. This reduction has consequences with the increased level of interaction, review, coordination and administration associated with the expansion of the Natick Mall and other complex projects as the four 40B projects being handled by the Department. The Mall includes the construction of 345,000 square feet of retail space, parking garages, and 216 luxury condominiums.

In State Travel/Meetings - \$2,400 is requested to allow professional and support staff to attend professional conferences to allow Departmental staff the ability to remain current with professional practices and advances in the various respective fields represented by departmental staff. The request would cover conference fees and travel including gas, MBTA fares and parking.

Communication Telephone - \$4,300 is requested, consistent with the 2007 appropriation of the same amount, to provide for telephone, fax and communication charges for the year.

Dues and Subscriptions - \$1,000, the same amount as approved for 2007, is proposed for 2008 to provide for professional dues and subscriptions for technical periodicals and informational references relating to work areas of the department.

Training & Education – Many advances in the various fields addressed by the department occur and require staff to be current in understanding these on-going advances. Training and on-going professional education allow staff to be aware of such advances and understand their implications as it pertains to our work. Further, such investment allows Natick to have professional at their disposal to undertake necessary Town functions. Only \$2,000 is available for this item.

Communication Postage - \$2,730, the same amount as used within the 2007 budget, is requested for communication postage for 2008. These funds are used for required mailings and departmental business.

Copy/Mail Center Fees - \$4,000, the same amount as used within the 2007 budget, is requested for copy and mail center charges for 2008. These funds are used for the production of numerous mailings, anticipated documents to be produced during the year, many in support of the several boards and commissions the department assists. A portion of the resources will also be used for required mailings and departmental business.

Purchase of Services – Department functions and services are addressed by the items as mentioned between line items 20 and 2. These items help staff to address growth management in a contemporary fashion as is expected by the public and in some instances required by law. The requested funding for the general category of Purchase of Services remains the same as was requested for 2006.

Technical & Professional Services – The Department will not have the ability to hire consultant services to assist in various potential areas that require a professional focus including affordable housing, signage, downtown improvement, etc. Grants may be forgone, complex projects may go without adequate review.

Communication Print and Advertising – By law public hearings must be advertised. Notices and other such postings are advertised and require funding to the publications used for the Town. The 2007 request remains the same as in 2006. The same 2007 figure is budgeted. If rates elevate, additional requests would be necessary.

Communication Books and Publications – Specific technical resources such as building code books to be used by inspectors are purchased with this item. The requested \$500 is the same as requested in 2007.

Technical & Professional Services – This category has been reduced to make necessary budget changes to reach the 0% level funding requirement. The Department frequently pursues state and federal grants which require both matching funds and often professional technical services.

Office Supplies – The line item for office supplies remains at \$5,000 for 2008 which was the same as for 2007.

Supplies – The Department is requesting an identical figure for 2008 as it had for 2007. This section supplies the various components of the Department including planning, environmental, inspectional services, parking and clerical.

BUDGET TOTAL – The Departments total budget remains level funded within this scenario. Staff losses, project review issues, opportunities to optimize grants will be lost.

FY 2007 Budget Presentation

Town of Natick Fiscal Year 2003 thru 2007
Departmental Executive Summary of Finances

Departmental Budget and Personnel Requirements Expended by Fiscal Year					
Category	2003	2004	2005	2006	Thru December 2007
Staffing					
Full-Time Employees	6.5	6.5	6.5	7.5	7.5
Part-Time Employees	5	6	7	6	6
Seasonal Employees					
Operating Budget					
Personal Services	448,476.49	500,515.36	549,757.59	535,630.95	254,527.18
Purchase of Services	12,659.77	12,057.35	16,106.97	9,595.73	4,914.50
Technical & Professional Svcs	14,855.68	15,372.68	7,409.53	12,553.20	2,874.75
Supplies	5,189.71	4,552.68	5,564.30	4,923.94	1,626.86
Other Chgs & Expenditures					
Total Operating Budget	481,181.65	532,498.07	578,838.39	562,703.82	263,943.29
Capital Equip/Projects Expended	15,000.00	3,746.25		37,500.00	0.00
Operating Expenses Encumbered		1,383.58	4,883.75	50,604.10	50,000.00
Capital Investments Encumbered	40,199.00	68,952.75	66,853.75	36,452.75	36,452.75
Quarterly Expenditure Pattern Fiscal Year 2003 thru 2007 - Operating Budget					
Percent Expended by Fiscal Year	2003	2004	2005	2006	2007
Personal Services					
Quarter 1 ending Sept 30	21.15%	24.05%	20.93%	19.20%	20.76%
Quarter 2 ending Dec 31	21.74%	24.30%	22.04%	22.53%	22.61%
Quarter 3 ending March 31	22.99%	24.96%	23.64%	22.68%	
Quarter 4 ending June 30	26.85%	26.69%	25.17%	25.67%	
Encumbrances for Year	0.00%	0.00%	0.00%	0.00%	
Closed to Fund Balance	7.27%	0.00%	8.22%	9.92%	
- - - - Total Pers Svcs	100.00%	100.00%	100.00%	100.00%	43.37%
All Non-Personal Services					
Quarter 1 ending Sept 30	23.14%	20.87%	20.28%	7.71%	8.58%
Quarter 2 ending Dec 31	36.58%	21.40%	19.99%	10.23%	10.66%
Quarter 3 ending March 31	21.66%	22.44%	20.56%	6.56%	
Quarter 4 ending June 30	18.61%	27.24%	18.93%	6.69%	
Encumbrances for Year	0.00%	3.98%	13.33%	58.29%	
Closed to Fund Balance	0.01%	4.07%	6.91%	10.52%	
- - - - Total Non Pers Svcs	100.00%	100.00%	100.00%	100.00%	19.24%
Capital Equip/Projects Expended					
Quarter 1 ending Sept 30	0.00%	5.15%	0.00%	0.00%	
Quarter 2 ending Dec 31	25.65%	0.00%	0.00%	6.76%	
Quarter 3 ending March 31	0.00%	0.00%	0.00%	0.00%	
Quarter 4 ending June 30	0.00%	0.00%	0.00%	43.95%	
Encumbrances for Year	68.74%	94.85%	100.00%	49.29%	
Closed to Fund Balance	5.61%	0.00%	0.00%	0.00%	
- - - - Total Capital	100.00%	100.00%	100.00%	100.00%	0.00%

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Encumbrances include Current Year and Carryforward amounts from Previous Fiscal Years

Community Development

	No of Staff	Tn Adm Recommended	Dept Requests	Expended thru Dec 31, 2006	2007 Appropriated	2006		2005		2004		2003	
						Actual	Actual	Actual	Actual	Actual	Actual	Actual	
Salaries Management	2.0	154,220.18	154,220.18	65,528.74	145,623.24	123,873.00	139,733.49	136,566.46	136,384.57				
Salaries Supervisory	1.0	43,478.42	43,478.42	19,924.80	42,887.33	47,472.45	43,738.82	39,928.80	42,092.88				
Salaries Operational Staff	2.0	80,180.13	80,180.13	38,772.17	77,743.25	74,257.28	67,704.16	73,295.60	73,385.28				
Salaries Technical & Professional	2.5	158,133.36	158,133.36	71,598.39	152,458.91	148,555.84	143,266.67	95,829.12	67,664.86				
Salaries Tech & Prof Inspector's	6.0	140,567.29	140,567.29	50,246.28	142,383.89	121,728.37	136,088.43	134,693.46	127,598.90				
Salaries Temp Operational Staff		1,000.00	1,000.00	225.00	10,000.00	837.50	5,428.58	0.00	0.00				
Add'l Comp Supervisory Staff		0.00	0.00	398.45	857.75	835.73	350.00	350.00	350.00				
Add'l Comp Operational Staff		0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00				
Salaries Operation Staff Overtime		14,000.00	14,000.00	7,833.35	15,000.00	18,070.78	12,447.44	18,851.92	0.00				
PERSONAL SERVICES	13.5	591,579.38	591,579.38	254,527.18	586,954.37	535,630.95	549,757.59	500,515.36	448,476.49				
In State Travel/Meetings		2,400.00	2,400.00	1,069.06	2,400.00	915.47	2,089.98	1,635.05	456.88				
Communication Telephone		2,875.00	2,875.00	858.07	4,300.00	2,431.21	3,851.96	3,876.16	3,588.74				
Dues & Subscriptions		800.00	800.00	550.00	1,000.00	515.00	905.82	875.55	520.50				
Training & Education		2,000.00	2,000.00	1,075.00	2,000.00	1,448.46	1,660.00	1,165.00	1,334.00				
Communication Postage		2,730.00	2,730.00	647.83	2,730.00	2,416.91	2,990.83	1,885.88	1,844.57				
Copy/Mail Center Fees		4,000.00	4,000.00	714.54	4,000.00	1,868.68	4,608.38	2,619.71	4,915.08				
PURCHASE OF SERVICES		14,805.00	14,805.00	4,914.50	16,430.00	9,595.73	16,106.97	12,057.35	12,659.77				
Consultant Services		0.00	0.00	0.00	12,000.00	0.00	0.00	0.00	0.00				
Communication Print & Advertising		12,000.00	12,000.00	2,502.50	15,000.00	11,012.50	6,470.30	14,962.42	14,494.62				
Communication Books & Publications		500.00	500.00	36.75	500.00	1,540.70	939.23	410.26	361.06				
TECHNICAL & PROFESSIONAL SVS		12,500.00	12,500.00	2,539.25	27,500.00	12,553.20	7,409.53	15,372.68	14,855.68				
Office Supplies		5,000.00	5,000.00	1,358.26	5,000.00	4,923.94	5,564.30	4,552.68	5,189.71				
SUPPLIES		5,000.00	5,000.00	1,358.26	5,000.00	4,923.94	5,564.30	4,552.68	5,189.71				
BUDGET TOTAL		623,884.38	623,884.38	263,339.19	635,884.37	562,703.82	578,838.39	532,498.07	481,181.65				

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TOWN OF NATICK
EMPLOYEE JOB/PAY Fiscal Year 2008

Emp #	Employee Name	Actual FY06 Overtime	Actual FY06 Regular Earnings	Budgetary FY07 Scheduled Earnings	Pay Type	Level- Step	Wks	Rate	Hours	Amount	Funding (52.2 Wks) FY2008	Total Appropriation	Longevity	Additional Compensation Education	Other	Total Add'l Comp
Community Development:																
Management																
42745	PATRICK REFFETT		\$57,700.10	\$72,280.10	BASE	M3-Perf	52.2	38.2500	40.0	\$1,530.00	79,866.00					
1603	MICHAEL MELCHIORRI		\$66,207.90	\$73,353.14	BASE	M2-Perf	52.2	31.6920	40.0	\$1,424.41	74,354.18					
Supervisory																
1223	ANNE GREEL	\$15,050.99	\$48,308.18	\$43,745.07	BASE	6-Max	52.2	21.7760	37.5	\$832.92	43,478.42	\$43,478.42	\$869.57	\$0.00	\$0.00	\$869.57
Operational																
41556	SUSAN CALHOUN	\$3,019.79	\$39,233.64	\$40,242.16	BASE	5-Max	52.2	20.8411	37.5	\$781.54	40,796.39					
42819	M PAMELA CONDLIN		\$28,374.26	\$37,501.10	BASE	5-2	9.8	19.6461	37.5	\$736.73	7,219.95					
						5-3	42.4	20.2288	37.5	\$758.58	32,163.79	\$80,180.13	\$0.00	\$0.00	\$0.00	\$0.00
Technical/Professional																
41128	MICHAEL CONNELLY	\$55,957.36	\$57,426.42	\$57,426.42	BASE	P5-4	52.2	27.8822	40.0	\$1,115.29	58,218.05					
42399	DAVID GUSMINI	\$50,511.19	\$53,406.41	\$53,406.41	BASE	P5-3	48	24.1199	40.0	\$1,075.24	51,611.52					
						P5-4	4.2	24.9645	40.0	\$1,115.29	4,684.22	\$158,133.36	\$0.00	\$0.00	\$0.00	\$0.00
41809	ROBERT BOIS	\$42,087.03	\$43,200.33	\$43,200.33	BASE	M3-Perf	52.2	41.9420	20.0	\$838.84	43,619.57					
Technical/Professional - Inspectors																
2473	ROBERT DEMPSEY	\$37,409.07	\$44,169.81	\$44,169.81	Per Insp	P2-5		18.8384	2,355.0	\$0.00	44,364.38					
2011	LAWRENCE FORSHNER	\$39,201.66	\$44,429.06	\$44,429.06	Per Insp	P2-5		18.8384	2,382.0	\$0.00	44,873.02					
1882	GEORGE LESSARD	\$4,182.72	\$3,413.31	\$3,413.31	Per Insp	P2-5		18.8384	183.0	\$0.00	3,447.42					
3124	SCOTT CHAVIOUS	\$36,177.82	\$46,574.05	\$46,574.05	Per Insp	P2-5		18.8384	2,497.0	\$0.00	47,039.43					
3926	GREGG LAMONT	\$2,724.39	\$1,820.55	\$1,820.55	Per Insp	P2-5		18.8384	98.0	\$0.00	1,846.16					
3006	ROBERT NATION	\$887.25	\$1,977.11	\$1,977.11	Per Insp	P2-5		18.8384	106.0	\$0.00	1,995.87					
Department Totals		\$18,070.78	\$508,962.57	\$563,528.62								\$143,567.29	\$0.00	\$0.00	\$0.00	\$0.00
												\$579,579.29	\$869.57	\$0.00	\$0.00	\$869.57

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