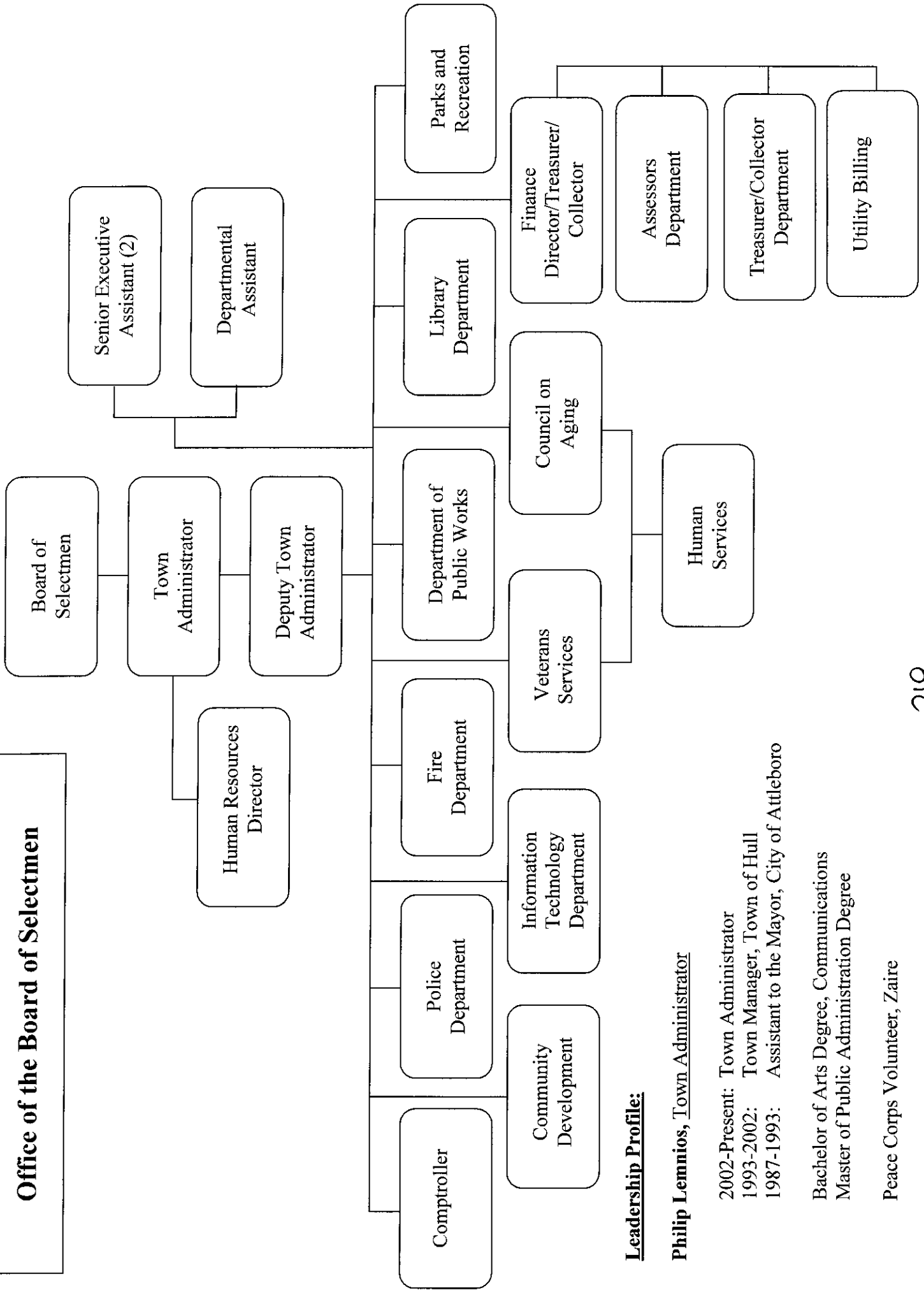


Office of the Board of Selectmen



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

FY 2008 Budget Presentation

Narrative

Town of Natick

Department: 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 Town of 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

- Hired Martha White as the Deputy Town Administrator to assist the Town Administrator with day-to-day operations, etc.
- Hired and are working with a design consultant to rebuild the Middlesex Avenue Parking Garage.
- Continue plans to rebid the project to regrade and finish work at the Gravel Pit on Oak Street.
- Route 135 roadway improvements have been completed.
- Continued master planning for the Town's property on South Avenue.
- Developing comprehensive personnel policies and guidelines.

III. Current Challenges

- All Collective Bargaining Contracts with the Town will expire at the end of fiscal year 2007 and will have to be renegotiated.
- Expenditure needs (for maintenance of current service levels) is exceeding revenue growth.
- Strategic Planning Oversight Committee was appointed by the Board of Selectmen to examine the Town's current fiscal needs and to develop a plan for FY 2008.
- Parking shortage in the downtown area.

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Note that a 0% budget will necessitate reduction in hours for the office support staff, challenging the office's ability to adequately and timely respond to the needs of the community and the Board of Selectmen. Such challenges are heightened at particularly busy times (such as during annual license renewals) and when other support staff are on vacation or otherwise absent. Training and education funds are reduced by half, significantly limiting opportunities for office personnel to attend important seminars, classes and training sessions.

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

Need to reduce all operational budgets in order to meet current funding constraints or in the alternative propose and pass proposition 2 ½ override to continue current level of services.

V. On the Horizon

Issues facing the Board of Selectmen include the development of future plans for the senior center and the construction of additional parking to address a significant parking shortage in downtown Natick.

The town is also facing either major renovation to the existing high school or the building of a new high school facility.

Trends in Major Departmental Activities by Fiscal Year

Activities	2003	2004	2005	2006	Approved 2007	Proposed 2008
Licenses Issued	234	229	231	241	calendar year	231
Contracts Approved by the Board	11	18	17	18	calendar year	17

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.

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Department: Board of Selectmen
Fiscal Year 2008

LINE ITEM EXPLANATION

Personnel Services: These line items represent the salaries for the Selectmen's Office. The positions covered are:
Town Administrator
Deputy Town Administrator
Human Resources Director
Town Administrator's Clerical Support
Board of Selectmen's Clerical Support (part time 3/4 position)
Department Assistant (2 months full time- retiring)
Department Assistant (part time either 12 - 18 hours)
Environmental Compliance Officer (1/2 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.

Instate Travel/Meetings: The Board of Selectmen and Town Administrator utilize this account to pay for meetings and conference fees throughout the fiscal year.

Communication Tel: Office charges for telephone use.

Dues/Subscriptions: The bulk of the account is used for dues to the Massachusetts Municipal Association and various other dues.

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

Training & 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.

Volunteer Apprec. Day: New line item to fund yearly Natick Volunteer Appreciation Day whereby citizens are encouraged to attend to learn about how town government works.

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 it Rule 34.

Natick Fire Dept Study: No longer necessary

Consultant Assistance: These funds support various special engineering projects throughout the Fiscal Year, typically related to the work of the Environmental Compliance Officer.

Cons. Parking Garage: One time account that there is no longer a need for.

Perambulation of Bounds: This account funds the cost of the required visual inspection of the property bounds of the community.

Printing & Advertising: Funds are used to advertise Town Meeting, public hearings, sale of surplus property, employment opportunities and legal notices, etc.

Office Supplies: Stationary: Provides for a variety of office supplies to support the Board of Selectmen's Office. Includes forms for licenses.

Supplies – TN Adm.: Provides for a variety of office supplies to support the Town Administrator function.

Natick Center Revitalization: These funds are available to assist Natick Center Associates with continued revitalization efforts.

Metrowest Growth Mgmt.: This line item funds the Town's annual dues to Metrowest Growth Management.

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	5.5	4.5	5.5	5.5	5.5
Part-Time Employees	1	1	1	0	0
Seasonal Employees	0	0	0	0	0
Operating Budget					
Personal Services	308,792.78	316,678.68	361,090.73	428,105.78	202,726.33
Purchase of Services	21,577.87	15,070.21	13,694.42	18,391.20	11,770.44
Technical & Professional Svs	66,202.13	37,995.48	103,722.39	88,714.00	21,347.50
Supplies	8,105.99	6,544.63	6,362.12	6,278.07	3,540.70
Other Chgs & Expenditures	29,517.29	35,155.75	32,737.00	3,088.92	
Total Operating Budget	434,196.06	411,444.75	517,606.66	544,577.97	239,384.97
Capital Equip/Projects Expended				221,509.80	32,585.73
Encumbered Operating Expenses	337,105.20	150,890.34	73,809.87	446.92	247.97
Encumbered Capital Expense			275,160.14	254,657.94	247,965.51

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	14.48%	19.67%	22.35%	20.55%	19.28%
Quarter 2 ending Dec 31	22.20%	20.82%	24.37%	24.85%	24.97%
Quarter 3 ending March 31	19.05%	23.93%	24.49%	24.93%	
Quarter 4 ending June 30	23.51%	28.81%	26.39%	26.70%	
Encumbrances for Year	0.00%	0.00%	0.00%	0.00%	
Closed to Fund Balance	20.76%	6.77%	2.40%	2.97%	
- - - - Total Pers Svs	100.00%	100.00%	100.00%	100.00%	44.25%

All Non-Personal Services					
Quarter 1 ending Sept 30	21.08%	13.38%	6.58%	17.69%	20.95%
Quarter 2 ending Dec 31	8.32%	12.51%	25.40%	18.63%	9.14%
Quarter 3 ending March 31	15.15%	14.94%	22.00%	5.88%	
Quarter 4 ending June 30	8.12%	5.30%	17.43%	38.60%	
Encumbrances for Year	44.45%	21.56%	22.19%	0.31%	
Closed to Fund Balance	2.88%	32.31%	6.40%	18.89%	
- - - - Total Non Pers Svs	100.00%	100.00%	100.00%	100.00%	30.09%

Capital Equip/Projects Expended					
Quarter 1 ending Sept 30				6.31%	14.61%
Quarter 2 ending Dec 31				3.89%	31.62%
Quarter 3 ending March 31				12.75%	
Quarter 4 ending June 30				24.93%	
Encumbrances for Year				51.43%	
Closed to Fund Balance				0.69%	
- - - - Total Capital	0.00%	0.00%	0.00%	100.00%	46.23%

Encumbrances include Current Year and Carryforward amounts from Previous Fiscal Years

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Office of the Board of Selectmen

	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		
Salaries Management	3.0	297,627.41	297,627.41	121,088.63	286,509.03	261,800.61	194,319.05	149,978.17	109,625.00				
Salaries Supervisory	1.0	50,326.76	50,326.76	23,063.12	49,642.19	48,372.17	47,192.46	46,217.84	46,041.45				
Salaries Operational Staff	1.0	40,256.64	40,256.64	37,821.58	78,035.05	75,069.71	73,097.72	71,637.10	70,883.49				
Salaries Tech & Professional	0.5	43,619.57	43,619.57	20,066.31	43,200.37	42,086.78	41,060.52	41,965.26	80,118.13				
Salaries Part/Time Operational	0.5	21,133.55	21,133.55	419.51	0.00	216.40	217.33	1,561.28	1,825.00				
Management Add'l Comp		0.00	0.00	0.00	0.00	0.00	4,903.65	5,019.03	0.00				
Operational Staff Add'l Comp		0.00	0.00	267.18	766.56	560.11	300.00	300.00	300.00				
PERSONAL SERVICES	5.5	452,963.93	452,963.93	202,726.33	458,153.20	428,105.78	361,090.73	316,678.68	308,793.07				
Instate Travel/Meetings		1,500.00	1,500.00	588.00	1,500.00	361.40	798.62	683.12	652.60				
Communication Telephone		1,500.00	1,500.00	287.62	1,500.00	661.54	757.73	769.28	1,541.38				
Dues/Subscriptions		8,500.00	8,500.00	7,107.34	8,500.00	7,234.00	7,214.00	7,013.00	8,513.00				
Copy/Mail Center Fees		6,000.00	6,000.00	1,617.48	6,000.00	5,587.39	3,259.07	5,404.81	5,662.69				
Training & Education		3,000.00	3,000.00	2,170.00	6,000.00	2,145.00	1,665.00	1,200.00	5,208.20				
Volunteer Appreciation Day		3,500.00	3,500.00	0.00	3,500.00	2,401.87	0.00	0.00	0.00				
PURCHASE OF SERVICES		24,000.00	24,000.00	11,770.44	27,000.00	18,391.20	13,694.42	15,070.21	21,577.87				
Audit Special Projects		12,000.00	12,000.00	12,000.00	0.00	11,025.00	0.00	0.00	13,600.00				
Annual Financial Audit		60,000.00	60,000.00	0.00	60,000.00	53,000.00	52,000.00	52,000.00	33,000.00				
GASB 34 Updates		7,500.00	7,500.00	3,200.00	7,500.00	5,700.00	17,600.00	0.00	0.00				
Natick Fire Dept Study		0.00	0.00	0.00	0.00	1,980.00	28,845.84	0.00	0.00				
Consultant Assistance		3,000.00	3,000.00	4,000.00	12,000.00	11,939.25	0.00	2,040.00	7,440.00				
Consultant Parking Garage		0.00	0.00	0.00	60,000.00	0.00	0.00	0.00	0.00				
Perambulation of Bounds		250.00	250.00	150.00	250.00	200.00	200.00	200.00	200.00				
Printing & Advertising		6,000.00	6,000.00	1,886.75	6,500.00	4,869.75	5,076.55	4,817.83	4,962.13				
TECHNICAL & PROFESSIONAL SVS		88,750.00	88,750.00	21,236.75	146,250.00	88,714.00	103,722.39	59,057.83	59,202.13				

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Office of the Board of Selectmen

	Tn Adm Recommended	Dept Requests	Expended thru Dec 31, 2006	2007 Appropriated	2006 Actual	2005 Actual	2004 Actual	2003 Actual
Office Supplies: Stationary	5,500.00	5,500.00	2,238.78	5,000.00	6,278.07	5,168.66	4,922.76	4,812.91
SUPPLIES	5,500.00	5,500.00	2,238.78	5,000.00	6,278.07	5,168.66	4,922.76	4,812.91
Supplies - Tn Administrator	3,500.00	3,500.00	1,193.72	3,500.00	3,088.92	1,193.46	1,621.87	3,293.08
OTHER SUPPLIES PERSONNEL	3,500.00	3,500.00	1,193.72	3,500.00	3,088.92	1,193.46	1,621.87	3,293.08
Unpaid Bills Prior Yrs	0.00	0.00	0.00	0.00	0.00	0.00	6,355.40	0.00
Natick Center Revitalization	8,000.00	8,000.00	0.00	12,500.00	24,996.75	24,999.00	0.00	23,125.00
Metrowest Growth Management	0.00	0.00	0.00	0.00	11,607.00	7,738.00	7,738.00	13,392.00
OTHER CHARGES/EXPENDITURES	8,000.00	8,000.00	0.00	12,500.00	36,603.75	32,737.00	14,093.40	36,517.00
BUDGET TOTAL	582,713.93	582,713.93	239,166.02	652,403.20	581,181.72	517,606.66	411,444.75	434,196.06

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TOWN OF NATICK
EMPLOYEE JOB/PAY Fiscal Year 2008

Emp #	Employee Name	Actual FY'06 Overtime	Actual FY'06 Regular Earnings	Budgetary FY'07 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
<u>Selectmen:</u>																
<u>Management</u>																
41916	PHILLIP LEMINOIS		\$129,624.06	\$133,538.86	BASE	Contract	52	64.8370	40.0	\$2,593.48	134,860.87					
42318	WHITE MARTHA		New Hire 9/06	\$83,422.61	BASE	M4-3	10.8	41.9597	40.0	\$1,678.39	18,126.61					
42800	ELIZABETH DENNIS		\$54,689.66	\$69,547.66	BASE	M4-4	41.4	43.5220	40.0	\$1,740.88	72,072.43					
					BASE	M3-1	8.6	33.7675	40.0	\$1,350.70	11,616.01					
					BASE	M3-2	43.6	34.9493	40.0	\$1,397.97	60,951.49	\$297,627.41				
<u>Supervisory</u>																
2472	MAUREEN FLEMING		\$48,372.17	\$51,782.01	BASE	P4-4	52.2	24.1029	40.0	\$964.11	50,326.76	\$50,326.76				
<u>Operational</u>																
1549	DONNA CHALLIS		\$37,721.65	\$41,413.58	BASE	P4-4	24.1000	24.1000	32.0	\$771.20	40,256.64					\$0.00
2623	ANN WILES		\$37,908.17	\$39,634.30	BASE	4-MAX	52.2	19.8504	18.0	\$357.31	18,651.44	\$58,908.08	\$0.00	\$0.00	\$0.00	\$0.00
<u>Technical/Professional</u>																
41809	ROBERT BOIS		\$42,087.04	\$43,200.37	BASE	M3-Perf		41.9420	20.0	\$838.84	43,619.57	\$43,619.57				
Department Totals			<u>\$350,402.75</u>	<u>\$462,539.39</u>								<u>\$450,481.81</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

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