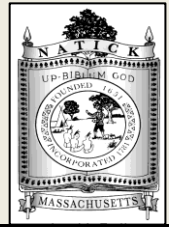


# Health Department



## FY 2020 Operational Budget Request

James M. White, *Director*

Board: Donald Breda, PE, Chairman

### Mission:

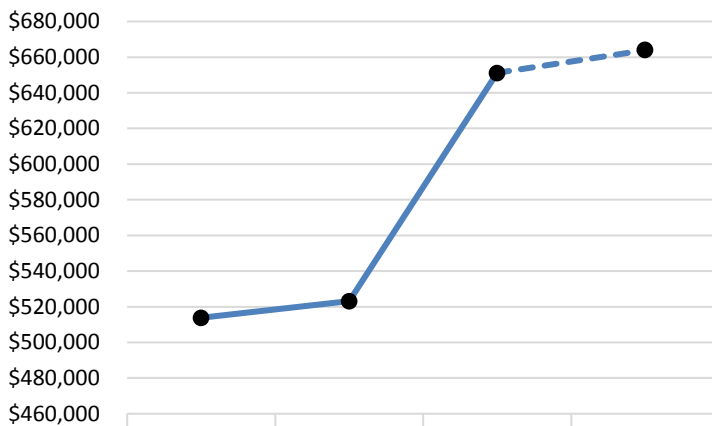
The Natick Health Department is empowered by state statute with protecting and promoting the health, safety and well-being of our residents, visitors and the environment. This is accomplished by providing inspectional services, code enforcement, clinical wellness and immunization programs, communicable disease investigations, education and public awareness campaigns.

### Budget Highlights for FY 2020:

- Administration and fiscal oversight of Substance Prevention and Outreach Program now under the Board of Health and Health Department.
- Awarded 5 year Drug Free Community Grant totaling \$625K; hire additional staff and begin implementation of grant.
- Spearhead new public awareness campaign with DPW for proper disposal of flushable and non-flushable wipes to protect public sewer infrastructure.
- Collaborate with MetroWest Tobacco Coalition and Natick Schools to address youth vaping crisis.

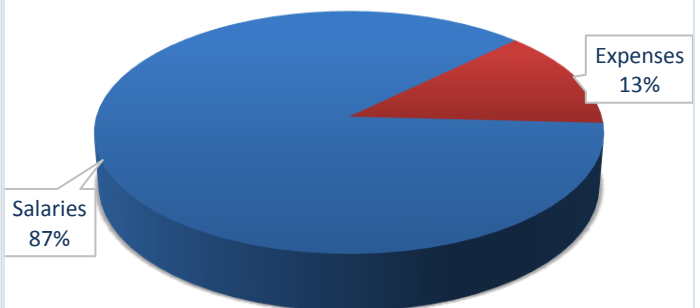
### Budget Summary

**Budget History**



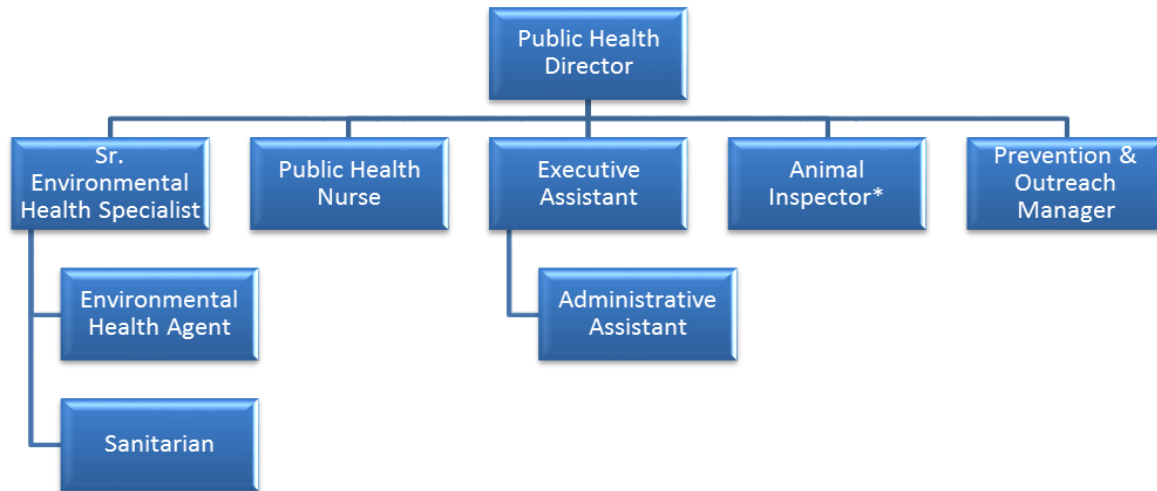
Actual Expense	Actual Expense	Budget	Preliminary Budget
2017	2018	2019	2020

**Budget Distribution FY20**



## Board of Health

### Department - Organizational Summary

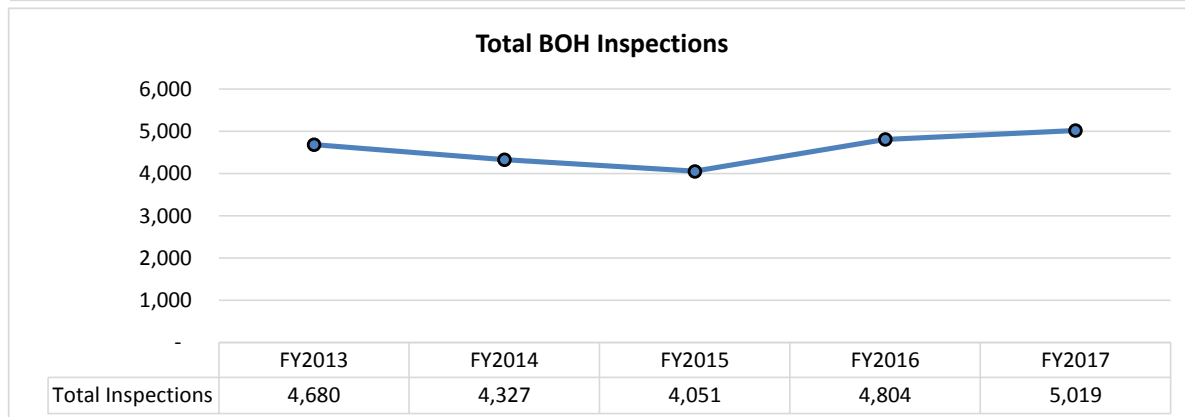
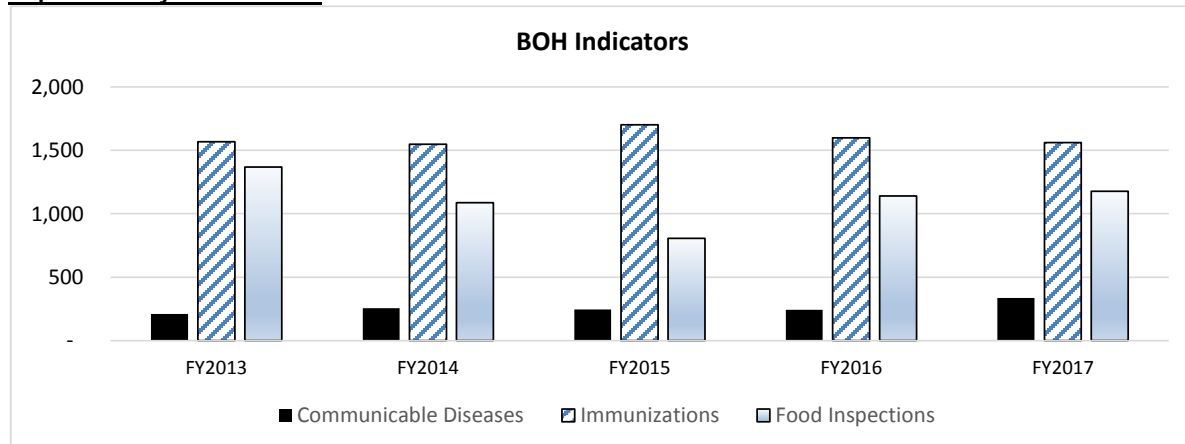


Total Staff - 7 FTEs ( number per position in parentheses)

#### Notes

\* The Animal Inspector is paid an annual stipend to perform statutory work as needed.

### Department by the Numbers



## Board of Health



### Department: Line item budget

		2017 Actual Expense	2018 Actual Expense	2019 Budget	2020 Preliminary Budget	2019 vs. 2020 \$ (+/-) % (+/-)	
Salaries Management	<sup>1</sup>	\$ 108,332	\$ 110,300	\$ 110,300	\$ 111,148	\$ 848	0.77%
Salaries Operational Staff	<sup>2</sup>	\$ 100,081	\$ 103,496	\$ 103,496	\$ 105,745	\$ 2,249	2.17%
Salaries Technical & Professional	<sup>3</sup>	\$ 262,306	\$ 261,693	\$ 341,300	\$ 349,365	\$ 8,065	2.36%
Salaries Add'l Comp Operational	<sup>4</sup>	\$ 750	\$ 750	\$ 1,125	\$ 1,125	\$ -	0.00%
Salaries Temp Tech/Prof Staff	<sup>5</sup>	\$ 3,750	\$ 938	\$ 5,977	\$ 7,494	\$ 1,500	25.38%
Salaries Part Time Operational		\$ 988	\$ 988	\$ 2,000	\$ 2,000	\$ -	0.00%
<b>Salaries</b>		<b>\$ 476,207</b>	<b>\$ 478,164</b>	<b>\$ 564,198</b>	<b>\$ 576,877</b>	<b>\$ 12,679</b>	<b>2.25%</b>

COPY/MAIL CENTER FEES		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DUES & MEMBERSHIPS		\$ 1,990	\$ 1,494	\$ 1,500	\$ 1,500	\$ -	0.00%
EQUIPMENT REPAIRS/SERVICING		\$ 222	\$ 236	\$ 700	\$ 700	\$ -	0.00%
FOOD CONSULTANTS		\$ 7,775	\$ 10,865	\$ 12,000	\$ 12,000	\$ -	0.00%
OFFICE SUPPLIES		\$ 3,058	\$ 3,109	\$ 3,100	\$ 3,100	\$ -	0.00%
PURCHASED SERVICES MISC		\$ 195	\$ -	\$ 500	\$ 500	\$ -	0.00%
PRINTING/ADVERTISING		\$ 444	\$ 556	\$ 500	\$ 500	\$ -	0.00%
SUPPLIES CLINIC		\$ 4,138	\$ 4,048	\$ 4,000	\$ 4,000	\$ -	0.00%
SUPPLIES COMMUNICABLE DISEASE		\$ 746	\$ 1,324	\$ 1,250	\$ 1,250	\$ -	0.00%
SUPPLIES ENVIRONMENTAL PROGRAM		\$ 3,518	\$ 6,754	\$ 6,000	\$ 6,000	\$ -	0.00%
SUPPLIES LABORATORY		\$ 700	\$ 1,295	\$ 1,500	\$ 1,500	\$ -	0.00%
TELEPHONE	<sup>6</sup>	\$ 515	\$ 2,239	\$ 3,800	\$ 3,800	\$ -	0.00%
TRAVEL		\$ 2,343	\$ 1,315	\$ 3,000	\$ 3,000	\$ -	0.00%
PREVENTION OUTREACH EXPENSES		\$ -	\$ -	\$ 34,150	\$ 34,150	\$ -	0.00%
HOUSEHOLD HAZARDOUS WASTE	<sup>7</sup>	\$ 11,980	\$ 11,755	\$ 15,000	\$ 15,000	\$ -	0.00%
<b>Expenses</b>		<b>\$ 37,625</b>	<b>\$ 44,989</b>	<b>\$ 87,000</b>	<b>\$ 87,000</b>	<b>\$ -</b>	<b>0.00%</b>

<b>Total Department</b>		<b>\$ 513,832</b>	<b>\$ 523,153</b>	<b>\$ 651,198</b>	<b>\$ 663,877</b>	<b>\$ 12,679</b>	<b>1.95%</b>
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#### Footnotes:

##### Salaries:

<sup>1</sup> Management - Salary for the Director of Public Health

<sup>2</sup> Operational - 1 Administrative Assistant and 1 Department Assistant

<sup>3-4</sup> Technical Professional Staff - Senior Environmental Health Specialist, Sanitarian, Environmental Health Agent, Public Health Nurse, Substance Prevention and Outreach Program Manager.

Temporary Tech/Prof. includes additional compensation for an Animal Inspector

<sup>5</sup> Part Time Operational - Stipend for Secretary to the Board

##### Expenses:

<sup>6</sup> Telephone - Cell phone expenses increased based on elimination of grant funding for the mobile devices.

<sup>7</sup> Household Hazardous Waste - Costs associated with the collection of household hazardous waste including waste disposal contractor fee, police detail, unwanted medical waste program at NPD and sharps collection program.

# Board of Selectmen & Town Administrator



## FY 2020 Operational Budget Request

Melissa Malone - Town Administrator

Amy Mistrot - Chairman, Board of Selectmen

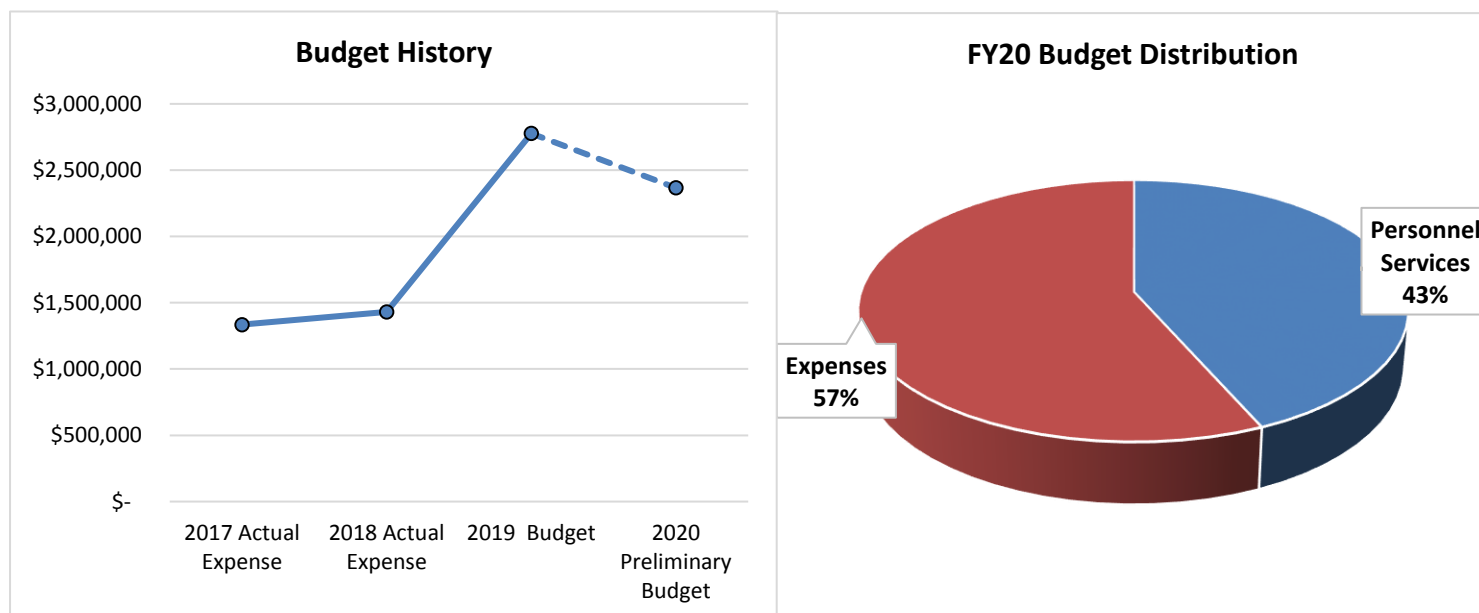
### Mission:

The Town Administrator serves as the Chief Operating Officer of the Town. The Town Administrator's Office is committed to providing quality, cost-effective and innovative service in a supportive and creative environment. We will work cooperatively with the citizens of Natick and Town employees in fulfilling the goals established by the Board of Selectmen.

### Budget Highlights for FY 2020:

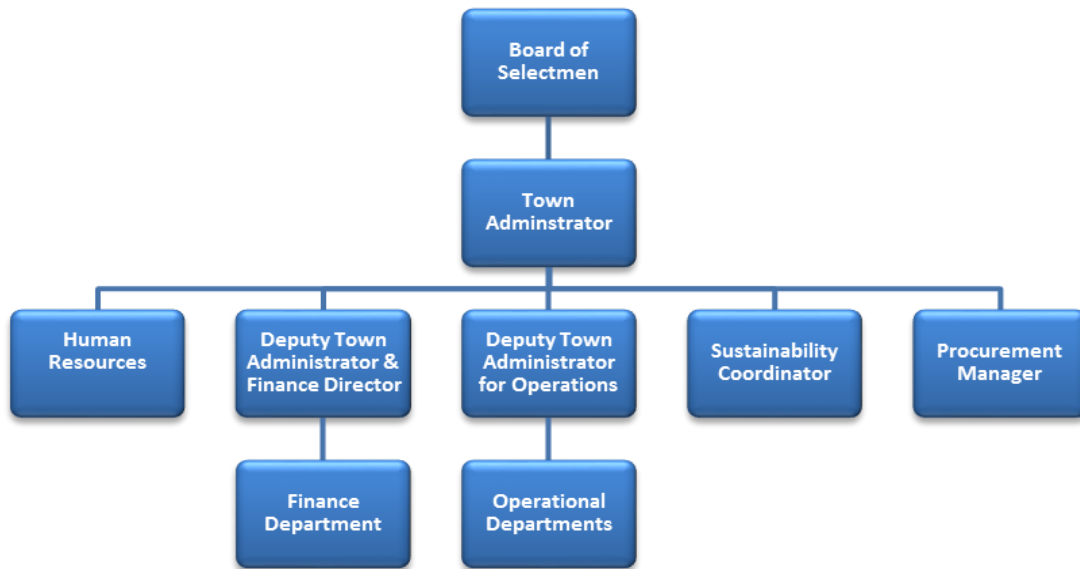
- Increase of \$2,500 for oil tank remediation.
- Due to labor contractual settlements the CBA settlement line is projected to be \$850,000.

### Budget Summary -



## ***Board of Selectmen & Town Administrator***

### **Department - Organizational Summary**



Total Staff - 10.25 FTEs ( number per position in parentheses)

# Board of Selectmen & Town Administrator



## Department: Line item budget

		2017 Actual	2018 Actual	2019 Budget	2020 Preliminary	2019 vs. 2020 \$ (+/-) % (+/-)	
SALARIES MANAGEMENT		560,053	622,869	579,797	602,656	22,859	3.94%
SALARIES SUPERVISORY		63,242	64,300	64,300	64,795	495	0.77%
SALARIES OPERATIONAL STAFF		178,787	163,995	184,900	180,679	(4,221)	-2.28%
SALARIES TECHNICAL/ PROFESSNL		163,868	204,901	167,200	168,486	1,286	0.77%
SALARIES PART TIME OPERATIONAL		-	-	10,000	10,000	-	0.00%
SALARIES - OUTREACH MANAGER		26,308	-	-	-	-	0.00%
<b>Personnel Services</b>	<sup>1</sup>	<b>\$ 992,258</b>	<b>\$1,056,065</b>	<b>\$1,006,197</b>	<b>\$ 1,026,616</b>	<b>\$ 20,419</b>	<b>2.03%</b>
COPY/MAIL CENTER FEES	<sup>2</sup>	55,141	52,927	65,000	65,000	-	0.00%
DUES & MEMBERSHIPS	<sup>3</sup>	13,075	11,317	13,000	13,000	-	0.00%
TELEPHONE		4,690	3,695	5,600	5,600	-	0.00%
TRAINING & EDUCATION	<sup>4</sup>	22,874	14,925	24,000	24,000	-	0.00%
INSTATE TRAVEL & MEETINGS	<sup>5</sup>	4,434	786	3,200	3,200	-	0.00%
TRAVEL IN/OUT STATE	<sup>6</sup>	2,860	5,356	10,000	10,000	-	0.00%
ANNUAL AUDIT	<sup>7</sup>	76,000	79,000	90,000	90,000	-	0.00%
CONSULTANT PARKING GARAGE		-	-	-	-	-	#DIV/0!
GASB AUDIT REQUIREMENTS	<sup>8</sup>	8,150	-	10,000	10,000	-	N/A
ECONOMIC DEVELOPMENT STUDIES		38,440	-	-	-	-	#DIV/0!
CONSULTANT ASSISTANCE		1,469	3,500	3,500	3,500	-	0.00%
SURVEYS	<sup>9</sup>	-	-	-	-	-	#DIV/0!
PREAMBULATION OF BOUNDS	<sup>10</sup>	-	150	250	250	-	0.00%
OIL TANK REMEDIATION TN TNKS		13,479	27,725	15,000	17,500	2,500	16.67%
PRINTING/ADVERTISING	<sup>11</sup>	6,029	6,356	9,000	9,000	-	0.00%
FURNITURE		7,679	133	15,000	15,000	-	0.00%
OFFICE SUPPLIES		6,726	6,779	11,000	11,000	-	0.00%
SUPPLIES - TOWN ADMINISTRATOR		3,230	1,740	5,000	5,000	-	0.00%
NATICK CENTER REVITALIZATION		73,333	79,999	80,000	80,000	-	0.00%
METROWEST REG COLLABORATIVE	<sup>12</sup>	5,021	5,069	13,000	13,000	-	0.00%
SELECTMEN CBA SETTLEMENTS		-	-	1,383,000	950,000	(433,000)	-31.31%
PREVENTION OUTREACH EXPENSES		238	37,801	-	-	-	0.00%
RECRUITMENT & HIRING		-	36,593	15,000	15,000	-	0.00%
CAMP ARROWHEAD		-	-	-	-	-	#DIV/0!
ZONING BYLAW REWRITE		-	-	-	-	-	#DIV/0!
<b>Expenses</b>		<b>\$ 342,868</b>	<b>\$ 373,850</b>	<b>\$1,770,550</b>	<b>\$ 1,340,050</b>	<b>\$ (430,500)</b>	<b>-24.31%</b>
<b>Total Department</b>		<b>\$1,335,126</b>	<b>\$1,429,915</b>	<b>\$2,776,747</b>	<b>\$ 2,366,666</b>	<b>\$ (410,081)</b>	<b>-14.77%</b>

<sup>1</sup> Management - Town Administrator, Deputy Town Administrators and Director of Human Resources. Supervisor: Senior Executive Assistant to the Town Administrator. Operational Staff: Senior Executive Administrator to the BOS, Admin Assistant-Benefits and HR Coordinator. Technical/Professional: Procurement Manager and Sustainability Coordinator.

<sup>2</sup> Covers copying and postage for all Town Departments

<sup>3</sup> Mass. Municipal Assoc., MMPA, ICMA, APA, ATFC and SHRIM

<sup>4</sup> One day training events on specialized topics or computer skills and the Metrowest Leadership Academy. Trainings are open to all Town employees.

<sup>5</sup> Meeting and Conference fees for Board of Selectmen and Town Administrator

<sup>6</sup> Travel for all Town Departments

<sup>7</sup> Fee for the independent financial audit of the Town's books.

<sup>8</sup> Other Post-Employment Benefits (OPEB) actuarial report. Conducted biennially.

<sup>9</sup> Resident and consumer surveys for the Town.

<sup>10</sup> Required visual inspection of the Town's boundaries.

<sup>11</sup> Legal notices for Town meeting, public hearings, sale of surplus property, employment opportunities and other required public notices.

<sup>12</sup> Annual dues for the MRC a community development non-profit corporation.

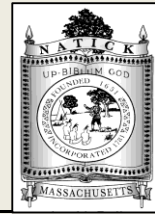
**TA & BOS - Finance Committee Voting Rollup with Approved New Initiatives**

Town Administrator &amp; BOS

2019 vs. 2020

	2017 Actual	2018 Actual	2019 Budget	2020 Preliminary	New Initiatives	2020 Request	\$ (+/-)	% (+/-)
Salaries	992,258	1,056,065	1,006,197	1,026,616	-	1,026,616	20,419	2.03%
Expenses	342,868	373,850	1,770,550	1,340,050	-	1,340,050	(430,500)	-24.31%
<b>Total TA &amp; BOS</b>	1,335,126	1,429,915	2,776,747	2,366,666	-	2,366,666	(410,081)	-14.77%

# Assessors



## FY 2020 Operational Budget Request

Janice M. Dangelo, Director

Board: Board of Assessors

### Mission:

The Assessors Office is responsible for assessing all property located within the Town of Natick, including real estate, personal property, and excise on motor vehicles and boats.

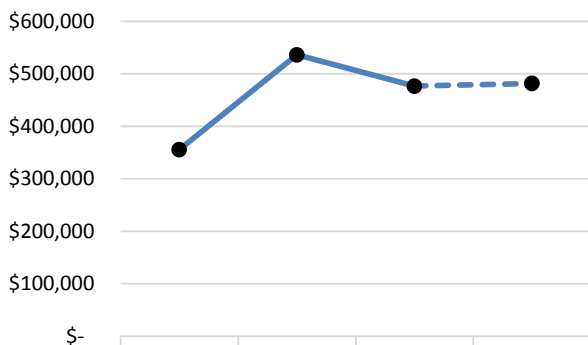
In cooperation with the Department of Revenue, values are reviewed and approved for accuracy each year. Assessors are mandated to be audited and certified every 5 years. Motor Vehicle excise information is provided by the Registry of Motor Vehicles. We strive to provide equality, compassion, and continued support while administering the personal exemption programs in accordance with Massachusetts General Laws chapter 59 clause 5. We will work successfully to complete all aspects of the Assessing field. We will continue to ask for the support of the Natick Community.

### Budget Highlights for FY 2020:

- The Assessors office has completed many projects in the past 12 months. Many hours of work has benefitted the Town. Our state of the art CAMA system has been in place. We successfully completed our Fiscal Year 2019 revaluation, and at the same time we instituted the cloud based CAMA system. This was no simple feat and the entire staff worked tirelessly. Along with a new CAMA system we deployed a web based App Geo site that will allow everyone to access property record information, map plots and a variety of mapping applications. Our staffing change has worked perfectly, the additional Assistant Assessor has risen to the challenges the Assessing department is faced with daily. Added demand and the expertise of our accredited assessors improve the accuracy and validity of fair assessments.
- The new photos have been welcomed by many taxpayer's and we are continuing to replace any properties that did not get a clear new picture. New homes, condos and commercial development will all have new pictures when assessed.
- All personal property accounts were visited and we thank many of you for allowing inspections. This complies with requirements of the Department of Revenue Certification process and we were able to receive approval for our revaluation.

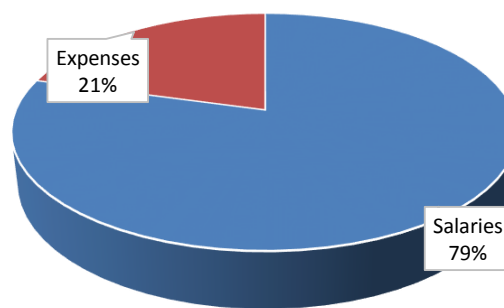
### Budget Summary

Budget History



Actual Expense	Actual Expense	Budget	Preliminary Budget
2017	2018	2019	2020

Budget Breakdown

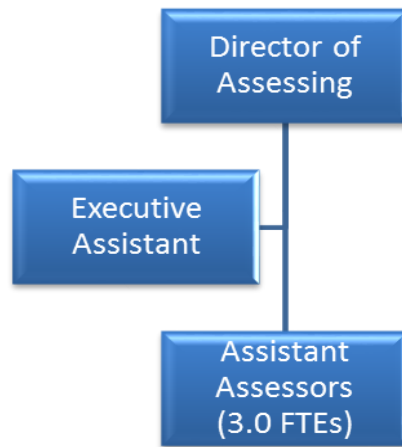


Salaries Expenses



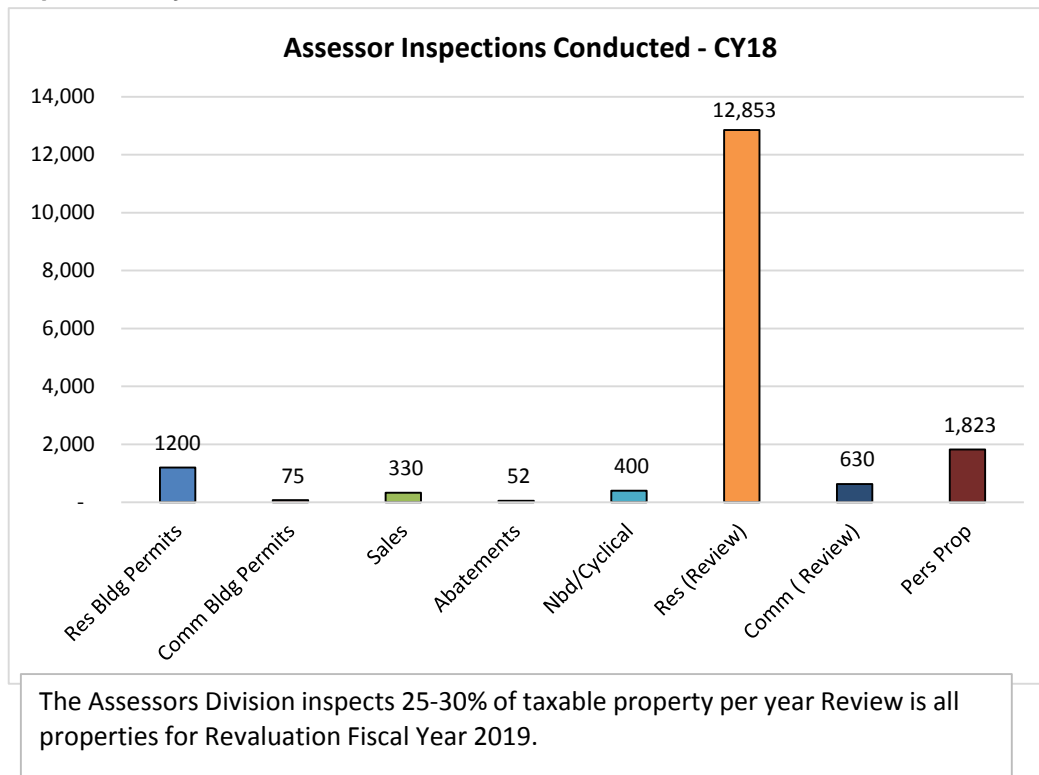
## Assessors

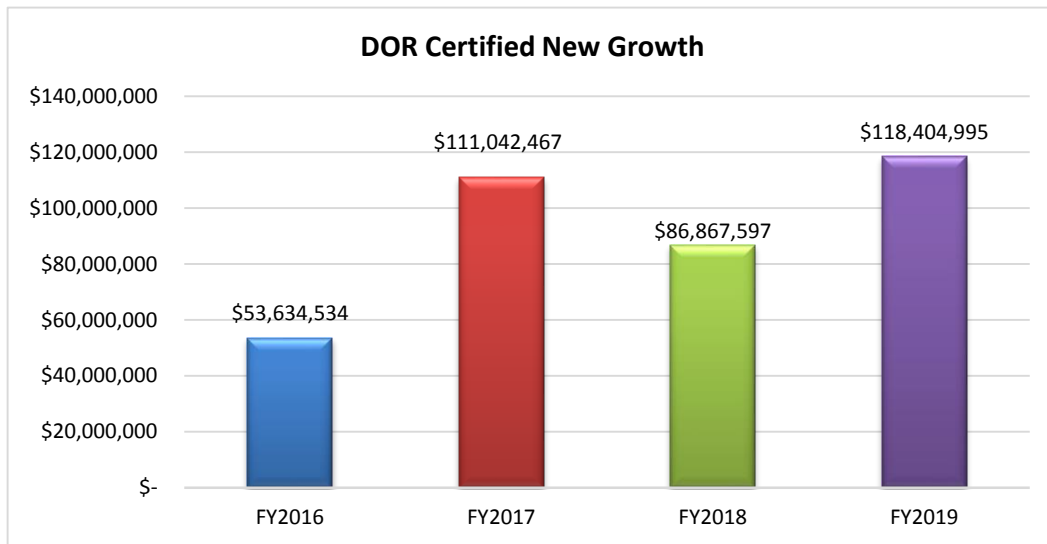
### Department - Organizational Summary



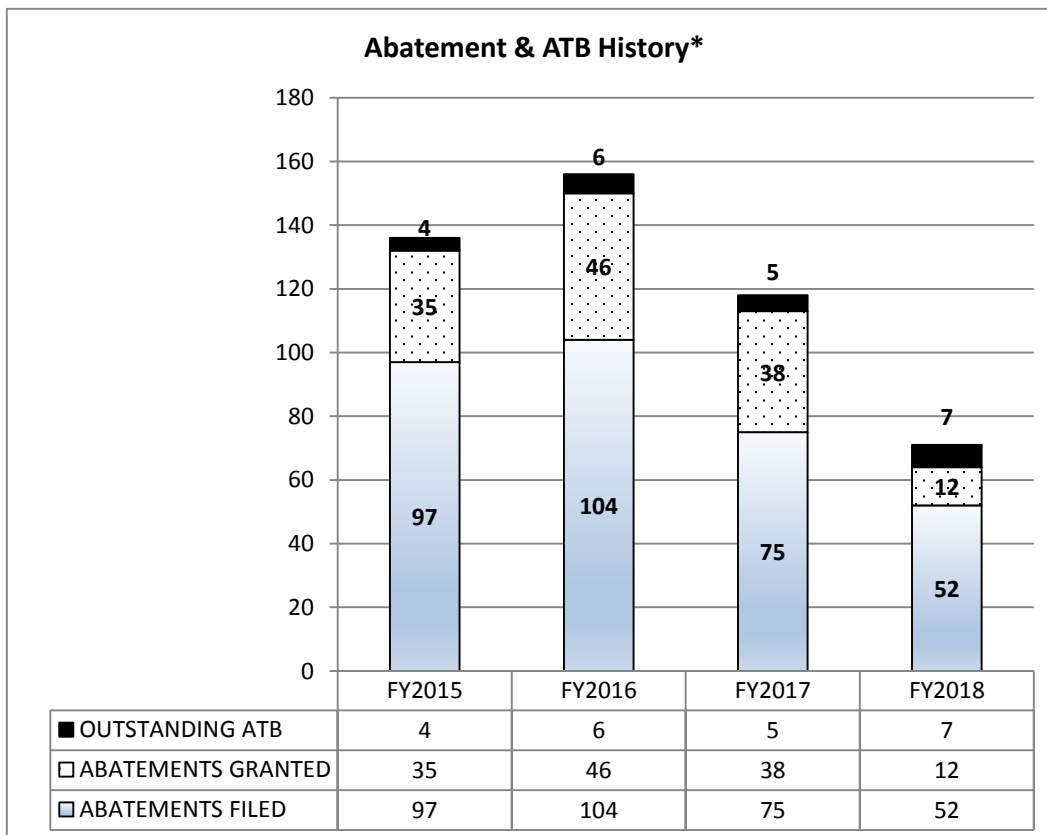
Total Staff - 5 FTEs

### Department by the Numbers





New Growth is the additional taxable revenue that is derived from new construction or renovations.



\*2018 ATB includes 3 commercial real estate, and four telecommunication cases.

\*2003-2018 ATB includes 4 commercial real estate, and twenty-two telecommunication cases.

## Assessors



### Department: Line item budget

Description		2017 Actual Expense	2018 Actual Expense	2019 Budget	2020 Preliminary Budget	2019 vs. 2020 \$ (+/-) % (+/-)	
Salaries Management	<sup>1</sup>	\$ 108,540	\$ 110,300	\$ 110,300	\$ 111,148	\$ 848	0.77%
Salaries Operational Staff	<sup>2</sup>	\$ 54,358	\$ 55,680	\$ 54,920	\$ 55,920	\$ 1,000	1.82%
Salaries Technical & Professional	<sup>3</sup>	\$ 126,560	\$ 203,776	\$ 206,200	\$ 207,786	\$ 1,586	0.77%
Salaries Operational O/T	<sup>4</sup>	\$ 1,079	\$ 845	\$ 1,000	\$ 1,000	\$ -	0.00%
Salaries Part Time Operational	<sup>5</sup>	\$ 48,818	\$ 799	\$ 5,000	\$ 5,000	\$ -	0.00%
Salaries Addl. Comp. Oper.	<sup>6</sup>	\$ -	\$ -	\$ -	\$ 1,125	\$ 1,125	
<b>Salaries</b>		<b>\$ 339,355</b>	<b>\$ 371,400</b>	<b>\$ 377,420</b>	<b>\$ 381,979</b>	<b>\$ 4,559</b>	<b>1.21%</b>

EQUIPMENT REPAIRS/SERVICING		\$ -	\$ 244	\$ 300	\$ 300	\$ -	0.00%
TRAVEL	<sup>7</sup>	\$ 1,212	\$ 1,343	\$ 3,000	\$ 3,000	\$ -	0.00%
TELEPHONE		\$ 1,752	\$ 1,635	\$ 1,800	\$ 1,800	\$ -	0.00%
TRAINING & EDUCATION	<sup>8</sup>	\$ 3,163	\$ 1,587	\$ 3,500	\$ 3,500	\$ -	0.00%
TAX MAPPING	<sup>9</sup>	\$ -	\$ 11,000	\$ 8,000	\$ 8,000	\$ -	0.00%
DUES & MEMBERSHIPS		\$ 1,000	\$ 1,180	\$ 1,200	\$ 1,200	\$ -	0.00%
POSTAGE		\$ 4,453	\$ 4,218	\$ 4,700	\$ 4,700	\$ -	0.00%
OFFICE SUPPLIES		\$ 2,925	\$ 3,042	\$ 2,000	\$ 2,000	\$ -	0.00%
REVALUATION OF PROPERTY	<sup>10</sup>	\$ 1,934	\$ 140,715	\$ 75,000	\$ 75,000	\$ -	0.00%
<b>Expenses</b>		<b>\$ 16,440</b>	<b>\$ 164,963</b>	<b>\$ 99,500</b>	<b>\$ 99,500</b>	<b>\$ -</b>	<b>0.00%</b>

<b>Total Department</b>		<b>\$ 355,795</b>	<b>\$ 536,364</b>	<b>\$ 476,920</b>	<b>\$ 481,479</b>	<b>\$ 4,559</b>	<b>0.96%</b>
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#### Footnotes:

##### Salaries:

<sup>1</sup> Management - Salary for the Director of Assessing

<sup>2</sup> Operational - Salary for the Executive Assistant

<sup>3</sup> Technical Professional Staff - Salaries for three Assistant Assessors

<sup>4</sup> Part-Time Operational - Compensation for department support staff

<sup>5</sup> Operational O/T - Compensation for peak periods to offset outside contractor costs

<sup>6</sup> Union Personnel : longevity

##### Purchased Services:

<sup>7</sup> Travel - Travel to attend training and professional meetings.

<sup>8</sup> Training & Education - MAAO certifications and seminars

<sup>9</sup> Tax Mapping - Professional services to cover tax mapping, which is required to receive certification from DOR annually for tax property.

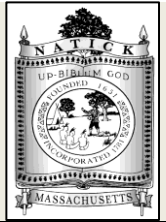
##### Technical & Professional Services:

<sup>10</sup> Revaluation of Property - Costs related to the revaluation of property required under MGL Ch. 59. This includes consulting services and software/hardware costs not covered by the IT budget.

**Assessors - Finance Committee Voting Rollup with Approved New Initiatives****Assessors****2019 vs. 2020**

	2017 Actual	2018 Actual	2019 Budget	2020 Preliminary	New Initiatives	2020 Request	\$ (+/-)	% (+/-)
Salaries	339,355	371,400	377,420	381,979	-	381,979	4,559	1.21%
Expenses	16,440	164,963	99,500	99,500	-	99,500	-	0.00%
<b>Total Assessors</b>	355,795	536,364	476,920	481,479	-	481,479	4,559	0.96%

# Collector/Treasurer



## FY 2020 Operational Budget Request

Stephen Price, Collector/Treasurer

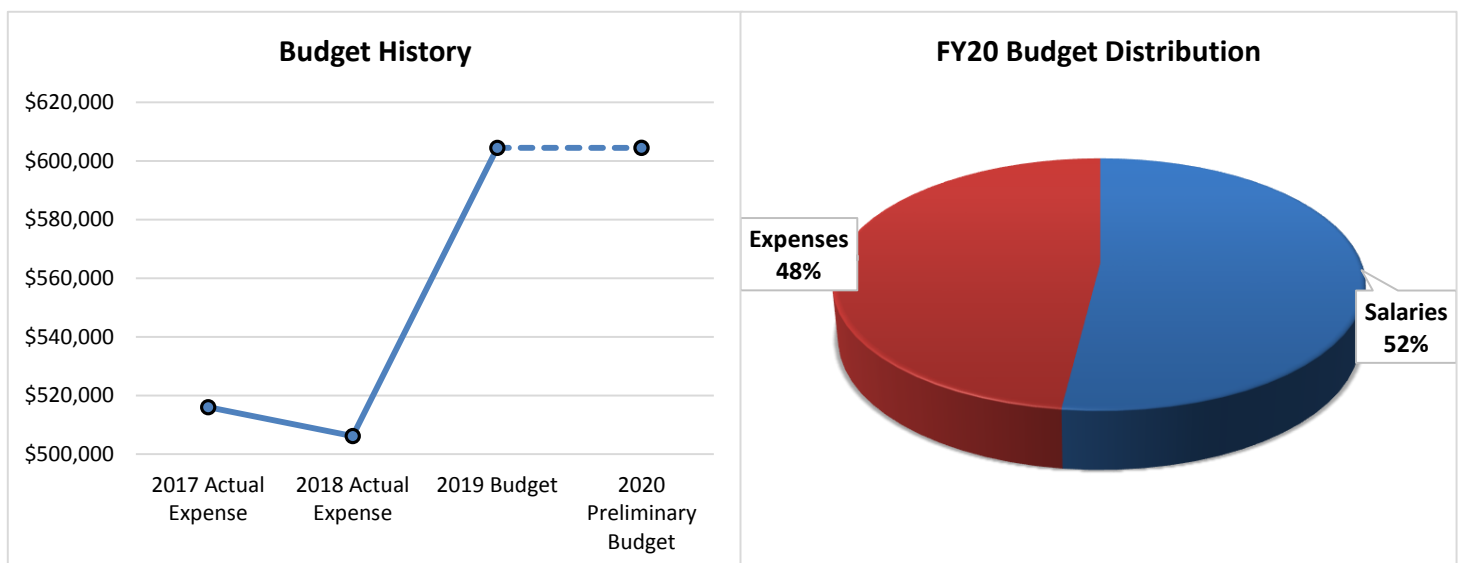
### Mission:

The Treasurer's Office is responsible for all cash management activities for the Town of Natick. This includes the receipt, deposit, and disbursement of funds including accounts payable and payroll funds. The Treasurer is responsible for investment activities of available funds. The Treasurer's Office also maintains Tax Title accounts and is responsible for the collection of delinquent property taxes. The Treasurer's Office is also responsible for the issuance of all authorized debt for short and long-term borrowing.

### Budget Highlights FY2020:

- Reduce the Tax Title Foreclosure Line item from \$25,000 to \$20,000 in Fiscal Year 2019, a reduction of \$5,000. Since inception, the Treasurer's Office has successfully collected \$217,013.94 in tax title revolving fees, and expended to date a total of \$114,379.17. As the revolving account grows, we anticipate further reductions in the tax title/foreclosure appropriation.
- Increase in the Collection Activities line item by \$1,500. The increase is due to the increased fees associated online parking ticket collections and delinquency letter notifications from Municipal Citations Solutions.
- Increase in the Office Supplies line item by \$1,500 to offset the increasing cost of office supplies.

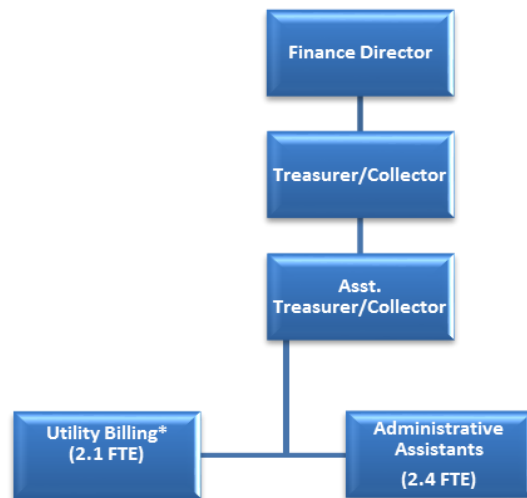
### Budget Summary:



Note: Graphs *do not* include Utility Billing expenses

## Collector/Treasurer

### Department - Organizational Summary

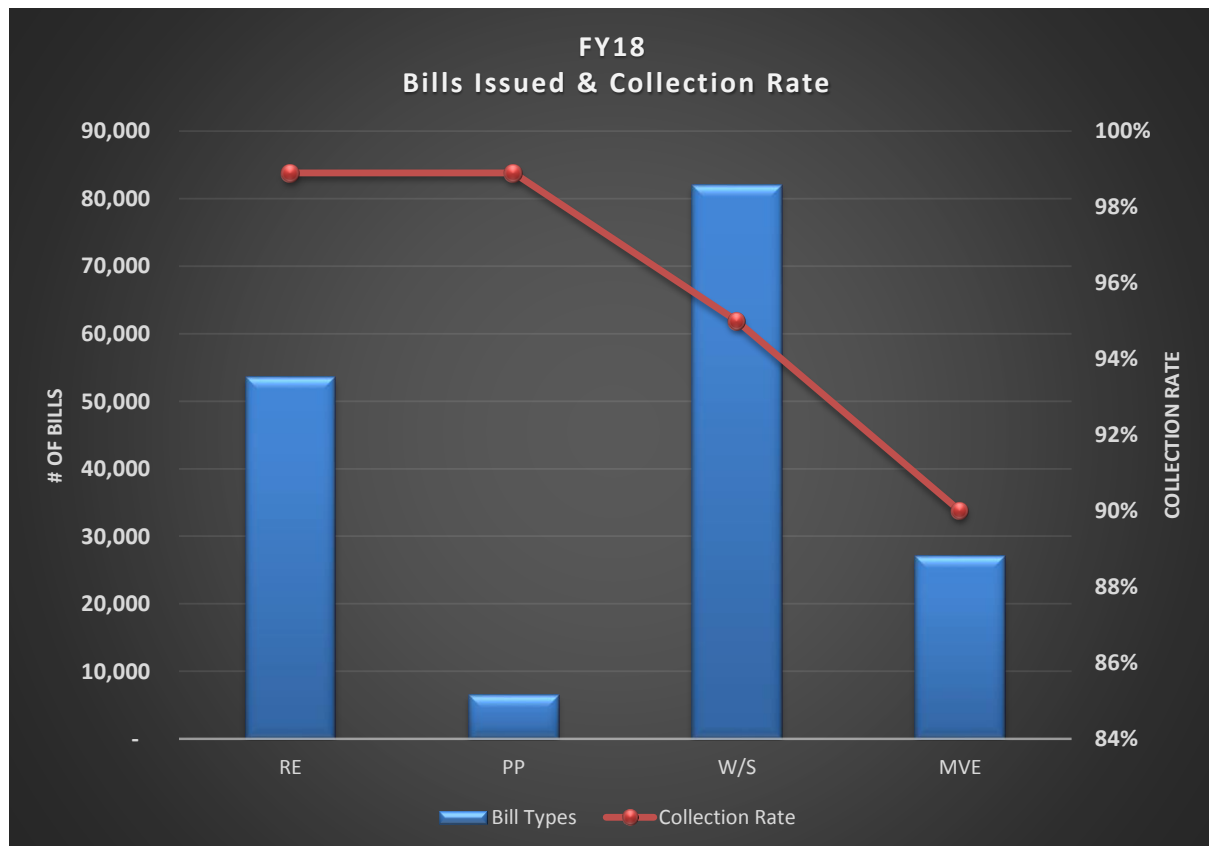


Total Staff - 4.4 FTEs General Fund, and 2.1 FTEs Water Enterprise Fund

#### Notes

\*Utility Billing includes 1 Executive Assistant, 1 Administrative Assistant, and 0.1 Departmental Support Staff. These positions are funded through the Water Enterprise Fund.

### Department by the Numbers



Collection Trends - In FY18, approximately 70% of tax types and utilities were processed at the window.

**Collector/Treasurer****Department: Line item budget**

Description		2017 Actual Expense	2018 Actual Expense	2019 Budget	2020 Preliminary Budget	2019 vs. 2020 \$(+/-)    %(+/-)	
SALARIES MANAGEMENT	<sup>1</sup>	105,227	106,100	106,100	106,916	\$ 816	0.77%
SALARIES SUPERVISORY	<sup>2</sup>	68,649	69,799	77,500	90,692	\$ 13,192	17.02%
SALARIES OPERATIONAL STAFF	<sup>3</sup>	101,476	101,848	103,063	91,656	\$ (11,407)	-11.07%
SALARIES PART TIME OPERATIONAL	<sup>4</sup>	15,945	16,260	17,239	17,372	\$ 133	0.77%
SALARIES ADD'L COMP OPER		750	750	750	-	\$ (750)	-100.00%
SALARIES OPERATIONAL O/T	<sup>5</sup>	-	178	7,500	7,500	\$ -	0.00%
<b>Salaries</b>		<b>292,047</b>	<b>294,935</b>	<b>312,152</b>	<b>314,136</b>	<b>\$ 1,984</b>	<b>0.64%</b>
						\$ -	
EQUIPMENT REPAIRS/SERVICING		1,452	962	11,250	<b>11,250</b>	\$ -	0.00%
TAX TITLE/FORECLOSURE		34,346	6,863	25,000	<b>20,000</b>	\$ (5,000)	-20.00%
TRAVEL	<sup>6</sup>	542	99	1,250	<b>1,250</b>	\$ -	0.00%
TELEPHONE		369	326	1,330	<b>1,330</b>	\$ -	0.00%
TRAINING & EDUCATION	<sup>7</sup>	789	1,205	6,500	<b>6,500</b>	\$ -	0.00%
POSTAGE		78,175	76,678	86,500	<b>86,500</b>	\$ -	0.00%
COLLECTION ACTIVITIES		1,349	2,500	2,000	<b>3,500</b>	\$ 1,500	75.00%
OFFICE SUPPLIES		9,495	14,156	13,000	<b>14,500</b>	\$ 1,500	11.54%
PRINTED BILLS R/ESTATE		903	547	8,000	<b>8,000</b>	\$ -	0.00%
PRINTED BILLS M/VEHICLE		-	-	4,000	<b>4,000</b>	\$ -	0.00%
AMBULANCE SERVICE BILLING	<sup>8</sup>	61,146	65,099	78,500	<b>78,500</b>	\$ -	0.00%
BANKING SERVICES	<sup>9</sup>	35,373	42,779	55,000	<b>55,000</b>	\$ -	0.00%
<b>Expenses</b>		<b>223,939</b>	<b>211,214</b>	<b>292,330</b>	<b>290,330</b>	<b>\$ (2,000)</b>	<b>-0.68%</b>
<b>Total Collector/Treasurer</b>		<b>515,986</b>	<b>506,149</b>	<b>604,482</b>	<b>604,466</b>	<b>(16)</b>	<b>0.00%</b>

**Footnotes:****Salaries:**<sup>1</sup> Management - Salary for the Treasurer/Collector<sup>2</sup> Supervisory - Salary for the Assistant Treasurer/Collector<sup>3-4</sup> Operational Staff - Salaries for Administrative & Clerical staff<sup>5</sup> Operational O/T - Overtime worked by Operational staff during peak tax receipt periods (real estate, personal property, and excise tax due dates)**Purchased Services:**<sup>6</sup> Travel - In-state professional meetings & travel<sup>7</sup> Training & Education - MUNIS software training and Treasurer/Collector association conference**Technical & Professional Services:**<sup>8</sup> Ambulance Service Billing - Fees that comprise 4.00% of collected revenue for a service agency (ProEMS) to process ambulance invoicing and insurance claims<sup>9</sup> Banking Services - Payment of charges for account services including: returned check fees, service fees, lockbox, and paying agent for debt service.

**Treasurer / Collector - Finance Committee Voting Rollup with Approved New Initiatives**

Treasurer/Collector

2019 vs. 2020

	2017 Actual Expense	2018 Actual Expense	2019 Budget	2020 Preliminary Budget	New Initiatives	2020 Request	\$ (+/-)	% (+/-)
Salaries	292,047	294,935	312,152	314,136	-	314,136	1,984	0.64%
Expenses	223,939	211,214	292,330	290,330	-	290,330	(2,000)	-0.68%
<b>Total Treasurer/Collector</b>	515,986	506,149	604,482	604,466	-	604,466	(16)	0.00%

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# Comptroller



## FY 2020 Operational Budget Request

Arti Mehta, Comptroller

### Mission:

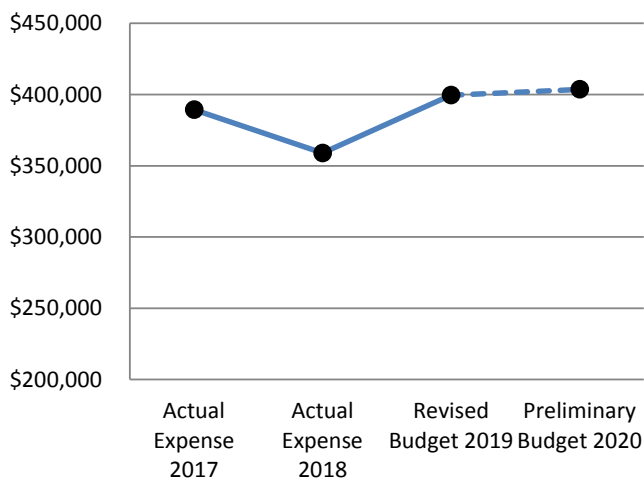
The mission of the Comptroller's office is to safeguard the financial assets of the Town through the use of sound professional accounting practices and internal controls; to ensure that the financial integrity of the Town is preserved and protected; to report on the accounts of Town Departments, Commissions and Committees; to provide the Town's management with accurate and timely financial information; to provide audit functions for the Town and to provide support to all the Town Departments.

### Budget Highlights for FY 2020:

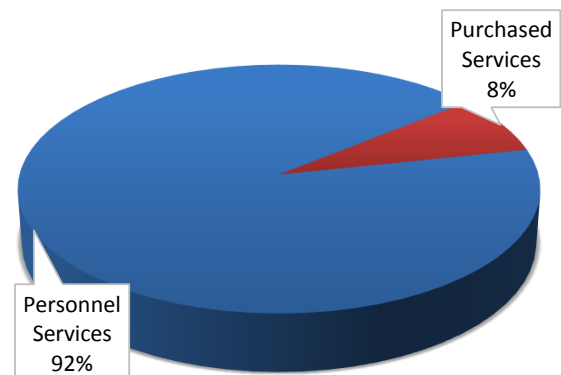
- Implement MUNIS upgrades as needed to keep up with the requirements of the Mass General Laws.
- Provide staff training for newly hired employees.
- Implement changes as recommended by the Auditors.
- Cross train employees for efficient performance.

### Budget Summary

#### Budget History

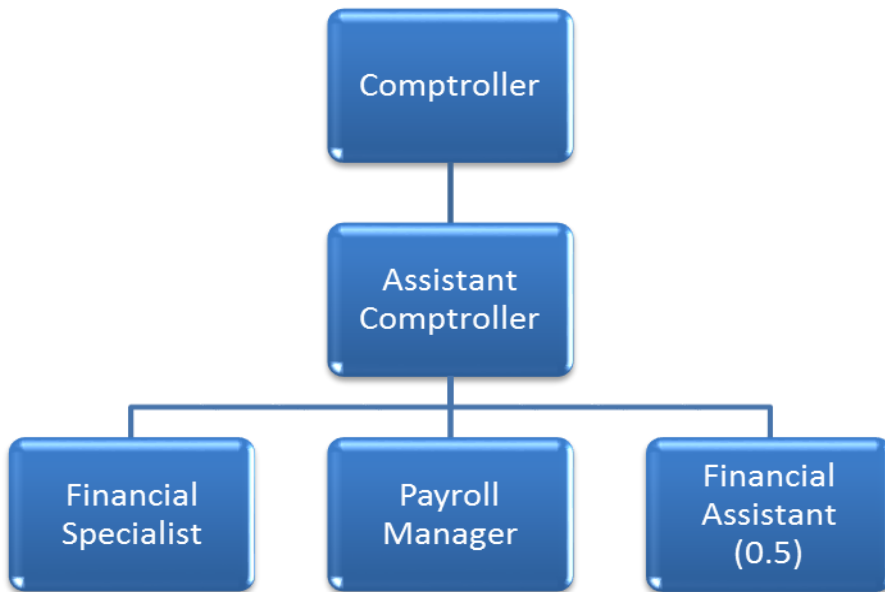


#### Budget Distribution FY20



## Comptroller

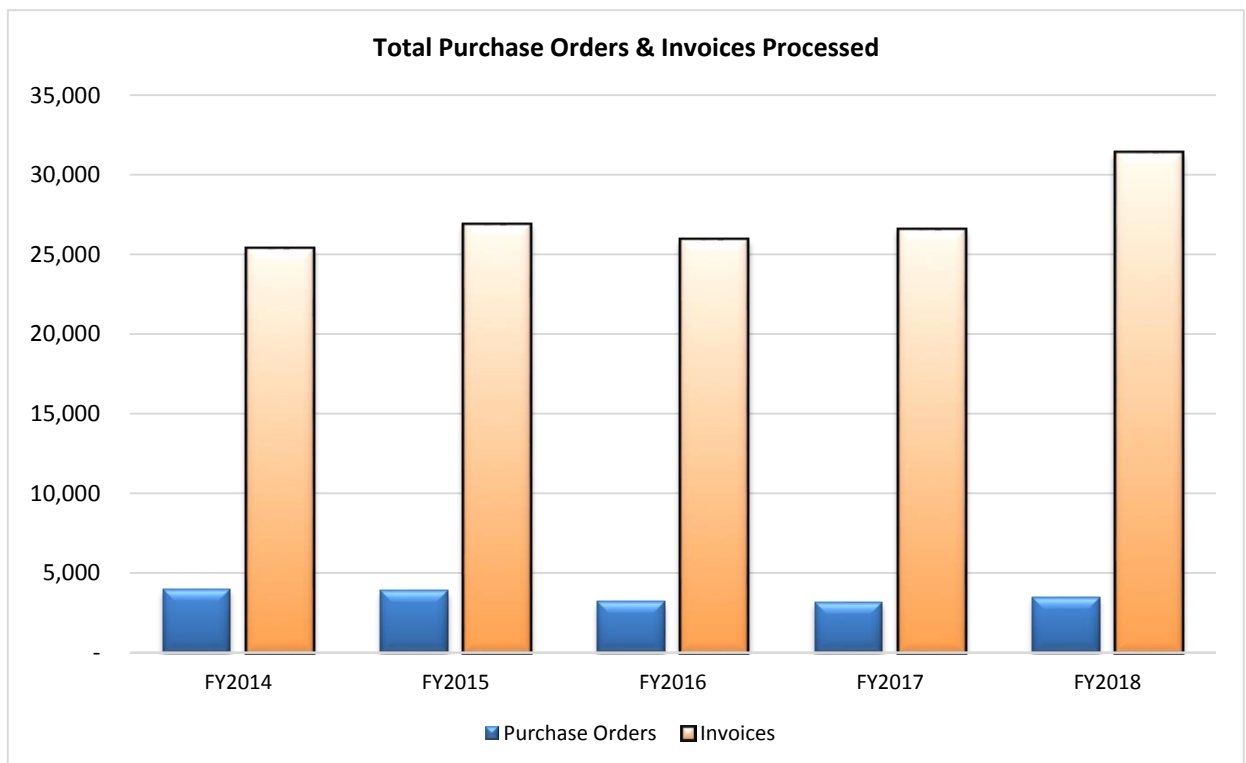
### Department - Organizational Summary



Total Staff - 4.5 FTEs ( number per position in parentheses)

#### Notes

### Department by the Numbers



## Comptroller



### Department: Line item budget

Description		2017 Actual	2018 Actual	2019 Budget	2020 Preliminary	2019 vs. 2020 \$ (+/-) % (+/-)	
Management Salary	<sup>1</sup>	\$ 127,819	\$ 115,000	\$ 115,000	\$ 115,885	\$ 885	0.77%
Supervisory Salary	<sup>2</sup>	\$ 74,994	\$ 68,320	\$ 76,000	\$ 76,000	\$ -	0.00%
Operational Staff	<sup>3</sup>	\$ 167,555	\$ 157,051	\$ 177,739	\$ 180,075	\$ 2,336	1.31%
Opeartional Staff OT		\$ 340	\$ 76	\$ 1,000	\$ 1,000	\$ -	0.00%
<b>Salaries</b>		<b>\$ 370,708</b>	<b>\$ 340,447</b>	<b>\$ 369,739</b>	<b>\$ 372,960</b>	<b>\$ 3,221</b>	<b>0.87%</b>

CONSULTANT SERVICES	<sup>4</sup>	\$ 4,013	\$ 5,600	\$ 5,000	\$ 5,000	\$ -	0.00%
TRAVEL	<sup>5</sup>	\$ -	\$ 94	\$ 500	\$ 500	\$ -	0.00%
TRAINING & EDUCATION	<sup>6</sup>	\$ 7,015	\$ 2,818	\$ 15,000	\$ 15,000	\$ -	0.00%
DUES & MEMBERSHIPS	<sup>7</sup>	\$ 80	\$ 240	\$ 750	\$ 750	\$ -	0.00%
TELEPHONE		\$ 1,631	\$ 1,471	\$ 1,650	\$ 1,500	\$ (150)	-9.09%
COPY CENTER SUPPLIES		\$ 1,526	\$ 609	\$ 2,850	\$ 2,850	\$ -	0.00%
OFFICE SUPPLIES		\$ 4,348	\$ 7,684	\$ 4,000	\$ 5,000	\$ 1,000	25.00%
<b>Expenses</b>		<b>\$ 18,613</b>	<b>\$ 18,516</b>	<b>\$ 29,750</b>	<b>\$ 30,600</b>	<b>\$ 1,000</b>	<b>2.86%</b>

<b>Total Department</b>		<b>\$ 389,320</b>	<b>\$ 358,962</b>	<b>\$ 399,489</b>	<b>\$ 403,560</b>	<b>\$ 4,071</b>	<b>1.02%</b>
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#### Footnotes:

##### Personnel Services:

<sup>1</sup> Management - Comptroller

<sup>2</sup> Supervisory - Assistant Comptroller

<sup>3</sup> Operational - Staff Accountant, Payroll Manager, and Finance Coordinator

##### Purchased Services:

<sup>4</sup> Consulting Services - To contract out for payroll tax advice, Munis software assistance, and general temporary assistance as needed

<sup>5</sup> Travel - Annual conference for Accountants/Auditors (UMASS), and Melanson Heath course for new accounting hires

<sup>6</sup> Training & Education - Continuing education for the Comptroller and Ast. Comptroller (MMAAA school) and Munis training

<sup>7</sup> Dues & Subscriptions - Various professional associations: Massachusetts Accountants/Auditors Association, GFOA, American Payroll Association

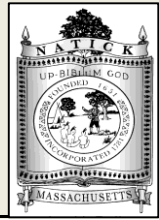
**Comptroller - Finance Committee Voting Rollup with Approved New Initiatives**

Comptroller

2019 vs. 2020

	2017 Actual	2018 Actual	2019 Budget	2020 Preliminary	New Initiatives	2020 Request	\$ (+/-)	% (+/-)
Salaries	370,708	340,447	369,739	372,960	-	372,960	3,221	0.87%
Expenses	18,613	18,516	29,750	30,600	-	30,600	850	2.86%
<b>Total Comptroller</b>	389,320	358,962	399,489	403,560	-	403,560	4,071	1.02%

# Finance Administration



## FY 2020 Operational Budget Request

John Townsend, Deputy Town Administrator/Finance Director

Board: Finance Committee

### Mission:

The mission of Finance Administration is to manage the Town's financial resources in a responsible and sustainable manner, to effectively monitor and communicate the Town's financial situation, and to provide high quality administrative services to the Town's departments.

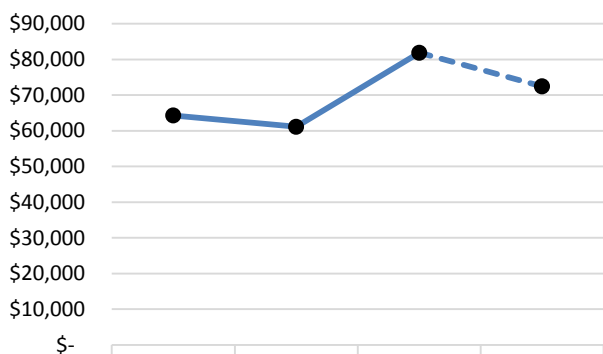
The Finance Department includes Finance Administration, the Comptroller, the Assessors, and the Treasurer/Collector.

### Budget Highlights for FY 2020:

- The Finance Administration account provides for the salary of the Special Assistant to the Finance Director as well as funds for professional development and office supplies.
- The appropriation is projected to decrease by 11.55% due to consulting services for ClearGov being shifted to the IT budget.

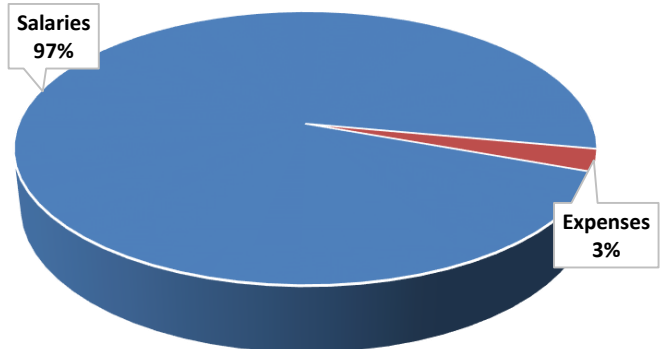
### Budget Summary

Budget History



Actual Expense	Actual Expense	Budget	Preliminary Budget
2017	2018	2019	2020

Budget Distribution FY20



## Finance Administration

### Department - Organizational Summary

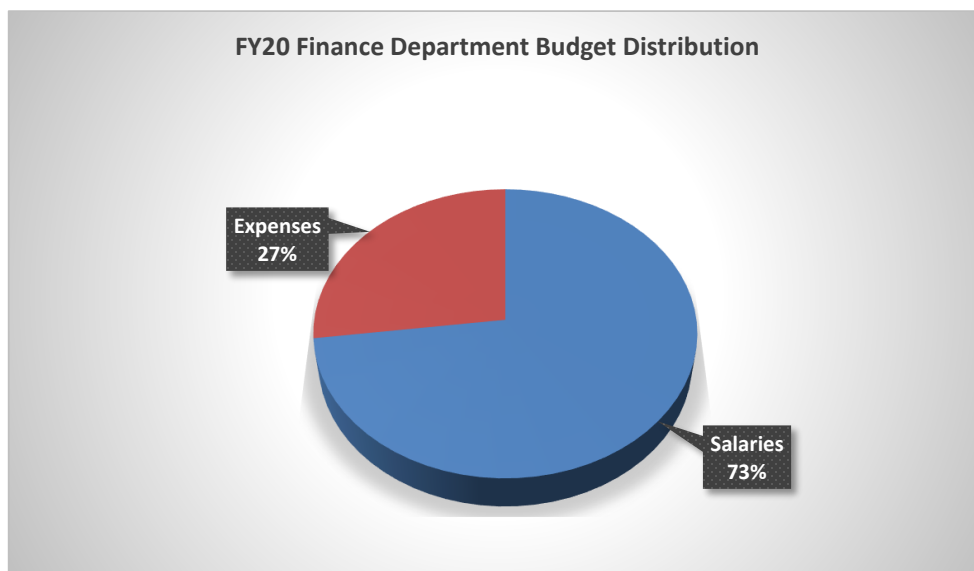


Total Staff - 1 FTE

#### Notes

**Finance Department:** Includes the Assessors, Comptroller, and Treasurer/Collector

	2017 Actual Expense	2018 Actual Expense	2019 Revised Budget	2020 Preliminary Budget	2019 vs. 2020	
					\$ (+/-)	% (+/-)
Salaries	1,066,231	1,066,521	1,129,311	1,139,613	10,302	0.91%
Expenses	259,140	396,101	433,480	422,330	(11,150)	-2.57%
<b>Total</b>	<b>1,325,371</b>	<b>1,462,622</b>	<b>1,562,791</b>	<b>1,561,943</b>	<b>(848)</b>	<b>-0.05%</b>



## Finance Administration



### Department: Line item budget

		2017 Actual Expense	2018 Actual Expense	2019 Budget	2020 Preliminary Budget	2019 vs. 2020 \$ (+/-) % (+/-)	
Salaries Operational Staff	<sup>1</sup>	\$ 64,120	\$ 59,739	\$ 70,000	\$ 70,538	\$ 538	0.77%
<b>Salaries</b>		<b>\$ 64,120</b>	<b>\$ 59,739</b>	<b>\$ 70,000</b>	<b>\$ 70,538</b>	<b>\$ 538</b>	<b>0.77%</b>
TRAVEL IN/OUT STATE	<sup>2</sup>	\$ -	\$ -	\$ 300	\$ 300	\$ -	0.00%
DUES & SUBSCRIPTIONS	<sup>3</sup>	\$ -	\$ 1,246	\$ 400	\$ 400	\$ -	0.00%
TRAINING & EDUCATION	<sup>4</sup>	\$ -	\$ -	\$ 650	\$ 650	\$ -	0.00%
CONSULTANT SERVICES	<sup>5</sup>	\$ -	\$ -	\$ 10,000	\$ -	\$ (10,000)	-100.00%
OFFICE SUPPLIES		\$ 148	\$ 162	\$ 550	\$ 550	\$ -	0.00%
<b>Expenses</b>		<b>\$ 148</b>	<b>\$ 1,408</b>	<b>\$ 11,900</b>	<b>\$ 1,900</b>	<b>\$ (10,000)</b>	<b>-84.03%</b>

<b>Total Department</b>		<b>\$ 64,268</b>	<b>\$ 61,147</b>	<b>\$ 81,900</b>	<b>\$ 72,438</b>	<b>\$ (9,462)</b>	<b>-11.55%</b>
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#### Footnotes:

##### Salaries:

<sup>1</sup> Operational - Salary for the Special Assistant to the Finance Director

##### Purchased Services:

<sup>2</sup> Travel - Annual conference for the Accountants/Auditors which is held at UMASS

<sup>3</sup> Dues & Subscriptions - For professional association dues and subscriptions to enhance professional development

<sup>4</sup> Training & Education - Continuing education opportunities to enhance professional development

<sup>5</sup> Financial Transparency - A subscription for a software-as-a-service that provides the Town and residents with financial transparency and comparative benchmarking information (new initiative). This would be accessible through the town's website. This expense will be shifted to the IT budget.

# Finance Administration - Finance Committee Voting Rollup with Approved New Initiatives

## Finance Administration

2019 vs. 2020

	2017 Actual	2018 Actual	2019 Budget	2020 Preliminary	New Initiatives	2020 Request	\$ (+/-)	% (+/-)
Salaries	64,120	59,739	70,000	70,538	-	70,538	538	0.77%
Expenses	148	1,408	11,900	1,900	-	1,900	(10,000)	-84.03%
Total Administration	64,268	61,147	81,900	72,438	-	72,438	(9,462)	-11.55%