

Veterans Services

	<i>No of Staff</i>	Tn Admin Recommendations	2005 Dept Requests	2004 Expended 12/30/03	2004 Appropriation	2003 Actual	2002 Actual	2001 Actual	2000 Actual	1999 Actual	1998 Actual
Salaries Management	1.0	\$53,262	\$53,262	\$25,712	\$53,466	\$53,261	\$49,662	\$46,621	\$44,428	\$39,628	\$36,210
Salaries Operational Staff	1.0	\$37,324	\$37,324	\$18,018	\$37,466	\$37,323	\$34,008	\$31,841	\$31,670	\$32,989	\$32,207
Operational Staff Add'l Comp		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250	\$250	\$250
PERSONAL SERVICES	2.0	\$90,586	\$90,586	\$43,730	\$90,932	\$90,584	\$83,670	\$78,462	\$76,348	\$72,866	\$68,667
Rental of Veterans Headquarters		\$1,200	\$1,200	\$0	\$1,200	\$1,200	\$1,200	\$1,200	\$600	\$600	\$600
In State Travel/Meetings		\$1,300	\$1,300	\$0	\$1,300	\$1,470	\$1,334	\$3,086	\$1,090	\$0	\$1,322
Communication Telephone		\$600	\$600	\$155	\$600	\$391	\$420	\$555	\$1,040	\$1,133	\$1,251
Dues & Subscriptions		\$200	\$200	\$102	\$200	\$125	\$370	\$244	\$216	\$35	\$213
Copy/Mail Center Fees		\$100	\$100	\$55	\$100	\$116	\$185	\$190	\$160	\$0	\$0
Other Services Misc.		\$150	\$150	\$0	\$150	\$0	\$0	\$0	\$235	\$34	\$0
Care of Veterans Graves		\$1,200	\$1,200	\$0	\$1,200	\$315	\$565	\$250	\$1,250	\$1,080	\$200
PURCHASE OF SERVICES		\$4,750	\$4,750	\$311	\$4,750	\$3,617	\$4,074	\$5,525	\$4,591	\$2,882	\$3,586
Office Supplies: Stationary		\$1,600	\$1,600	\$142	\$1,600	\$649	\$1,195	\$2,407	\$826	\$147	\$2,055
SUPPLIES		\$1,600	\$1,600	\$142	\$1,600	\$649	\$1,195	\$2,407	\$826	\$147	\$2,055
Veteran Benefits: Cash Allowance		\$35,000	\$35,000	\$17,052	\$35,000	\$37,715	\$62,701	\$40,621	\$24,383	\$35,000	\$44,124
Veteran Benefits: Medical		\$10,000	\$10,000	\$5,342	\$10,000	\$5,679	\$7,451	\$3,795	\$7,837	\$11,197	\$15,693
Veteran Benefits: Food/Clothing/Fuel		\$300	\$300	\$0	\$300	\$0	\$37	\$0	\$0	\$0	\$0
Veteran Benefits: Nursing Home Trans		\$250	\$250	\$0	\$250	\$0	\$0	\$0	\$120	\$60	\$0
Veteran Benefits: Miscellaneous		\$1,200	\$1,200	\$66	\$1,200	\$150	\$0	\$202	\$3,827	\$635	\$237
OTHER CHARGES/EXPENDITURES		\$46,750	\$46,750	\$22,461	\$46,750	\$43,544	\$70,189	\$44,618	\$36,167	\$46,892	\$60,054
Memorial Day Program		\$11,000	\$11,000	\$0	\$11,000	\$10,911	\$10,699	\$10,196	\$9,243	\$8,755	\$8,478
Veterans Day Program		\$2,200	\$2,200	\$1,925	\$2,200	\$1,850	\$1,850	\$1,425	\$1,670	\$1,759	\$1,443
OTHER CHARGES/EXPENDITURES		\$13,200	\$13,200	\$1,925	\$13,200	\$12,761	\$12,549	\$11,621	\$10,913	\$10,514	\$9,921
BUDGET TOTAL		\$156,886	\$156,886	\$68,569	\$157,232	\$151,155	\$171,676	\$142,633	\$128,845	\$133,301	\$144,282

TOWN OF NATICK
EMPLOYEE JOB/PAY

Emp #	Employee Name	Actual FY'03 Earnings	Budgetary FY'04 Scheduled Earnings	Pay Type	Level- Step	Wks	Rate	Hours	Amount	Funding (52.2 Wks) FY2005	Total Appropriation	Additional Compensation			Total Add'l Comp
												Longevity	Education	Other	
<u>Veterans:</u>															
<u>Management</u>															
3240	JOHN MACGILLIVRAY	\$53,261.23	<u>\$53,465</u> \$53,465	BASE	M1-5		25.5083	40.0	\$1,020.33	53,261.33	\$53,261.33				
<u>Operational Staff</u>															
41437	SHEILA YOUNG	\$37,323.00	<u>\$37,466</u> \$37,466	BASE	5-Max		19.0667	37.5	\$715.00	37,323.07	<u>\$37,323.07</u>				
		<u>\$90,584.23</u>	<u>\$90,931</u>							Total	<u>\$90,584.40</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Department: Veterans' Services

OPERATIONAL OBJECTIVES

<u>STAFF</u>	<u>Number of Positions</u>
Management	1
Supervisory	0
Operational Staff	1

This Department actually serves two distinct functions: Director of Veterans Services and Citizens' Information Officer. The objectives of each position for FY05 are as follows:

Veterans' Services

- **The Veterans Agent** objective is to assist veterans and their dependents in their time of need. This will entail judiciously granting financial and medical assistance. It will also entail helping veterans to find not only employment but alternative sources of income and medical assistance.
- **The Director of Veterans Services** objective is to advocate for veterans and their dependents with the Department of Veterans Affairs and other governmental agencies. This office has averaged over \$100,000 per year in new benefits granted to veterans and their dependents in the form of compensation, pension, and other benefits. In tough economic times it will become even more important to help these veterans and their dependents to obtain these benefits. It should be noted that these benefits are given to Natick residents who in turn spend this money in their Natick community. Hopefully, this creates a multiplier effect that will be a boon to the local economy.
- **The Burial Officer** will seek to ensure that all alternative funds are utilized in the burying of indigent veterans and their dependents.
- **The Graves Registration Officer** will ensure that all veterans who are buried in Natick have their graves properly decorated during the Memorial Day time period.
- **Conduct Parades and Ceremonies**
- **Act as liaison between Town and veterans' organizations**

Citizens' Information Officer

- Help to develop and monitor the content of the Town's website
- Produce/Direct/Host Town government local cable TV show(s) on Natick PEGASUS government channel
- Produce/Direct/Host "The Town Crier" on public access channel of Natick PEGASUS

DEPARTMENT OF VETERANS' SERVICES
Fiscal Year 2005

LINE ITEM EXPLANATION

Salaries Management: Salary to fund the full-time position of Director of Veterans Services. This position is responsible for the development and management of all veteran related activities. This position also serves as the Citizens Information Officer.

Salaries Operational Staff: Salary to fund the full-time position of Administrative Assistant. This position assists both the Director of Veterans Services and the Director of the Council on Aging in performing clerical and administrative duties. For veterans this position does intake and referrals; payroll; coordinates rides; and answers basic questions. This position is also responsible for supervising the senior aides; trains and supervises receptionists; intakes for social workers; data entry clerk; and ride coordinator.

Operational Staff Additional Compensation: Longevity award is provided when employee has 10 years of employment and belongs to the union.

Rental of Veterans Headquarters: State law requires that if there is a recognized veterans' organization in a municipality and that such veterans' organization does not have a physical headquarters of its own, the municipality must provide this organization with a place to meet or rent a place in which this organization may meet. The Town of Natick pays \$50.00 per month to the American Legion to allow the Disabled American Veterans to meet at that location. The Town of Natick also pays \$50.00 per month to the AMVETS to allow the Marine Corps League to meet there on a monthly basis.

In State Travel/Meetings: This line item is used to cover the cost of attending in state conferences, meetings, and training sessions associated with the providing of veterans' benefits and services. It is also used to provide for the reimbursement of mileage costs incurred while operating a private vehicle while conducting Town business.

Communication Telephone: Cost for local and long distance phone service related to veterans' services, citizens' information; citizens' complaints, and special events and projects.

Dues & Subscriptions: Dues for membership in professional organizations and subscriptions to magazines and papers that help to enhance the ability of this office to provide services.

Copy/Mail Center Fees: Those costs incurred by the use of our copy/mail center.

Other Services Miscellaneous: Discretionary account that allows for purchase of otherwise unanticipated goods or services.

Care of Veterans Graves: Physical cleaning and care at North Cemetery; purchase of flag holders; repair of veterans memorials and headstones; and other related costs as needed.

Office Supplies: Stationary: Purchase of supplies necessary for the efficient functioning of the office.

Veterans Benefits: Cash Allowance: In compliance with Massachusetts General Laws, Chapter 115 this fund is used to provide financial assistance to needy veterans and their dependents. Under the provisions of MGL, Ch. 115, the Commonwealth reimburses the Town of Natick 75% of these funds.

Veterans Benefits: Medical: In compliance with Massachusetts General Laws, Chapter 115, this fund is used to pay medical expenses for needy veterans and their dependents. All bills must be properly coded and comply with the standards set by Massachusetts Rate Setting Commission. The Commonwealth reimburses the Town of Natick 75% of these funds.

Veterans Benefits: Food/Clothing/Fuel: Funds to assist needy veterans who may be over the budget that is allowed by the Commonwealth but are nevertheless needy. This fund is not reimbursed by the Commonwealth.

Veterans Benefits: Nursing Home Transportation: This fund provides for transportation of veterans to and from nursing homes and/or medical facilities. This fund is not reimbursed by the Commonwealth.

Veterans Benefits: Miscellaneous: This fund allows for discretionary assistance to those veterans and/or their dependents who may not otherwise be eligible for assistance under the provisions of MGL, Ch. 115. This fund is not reimbursed by the Commonwealth.

Memorial Day Program: This fund provides for those events associated with Memorial Day- the decoration of veterans' graves with flags and geraniums; parade; and ceremony.

Veterans Day Program: This fund provides for those activities associated with Veterans Day. This includes the Veterans Day parade and ceremony. Also, this fund supports the activities associated with the Town's annual Pearl Harbor Day Remembrance Ceremony.