

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 alongside 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
- Working on special projects related to housing, urban design, transportation and environmental protection

II. Recent Developments

- The Town has received its second 40B affordable housing application (the Grant Street project) and is anticipating two others (the Trask and Mabardy properties). Additional legal and other reviews of these applications may be required. This would require supplemental budgetary funding.
- The Department recently instituted monthly project meetings with relevant Town departments to review and discuss projects before the Zoning Board of Appeals.

III. Current Challenges

- One staff member is on extended leave, which has increased the workload on remaining personnel.
- High levels of development continue, placing a significant workload on the Department.

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 Commission to this project. Technical and support staff will be similarly occupied with this project.

V. On the Horizon

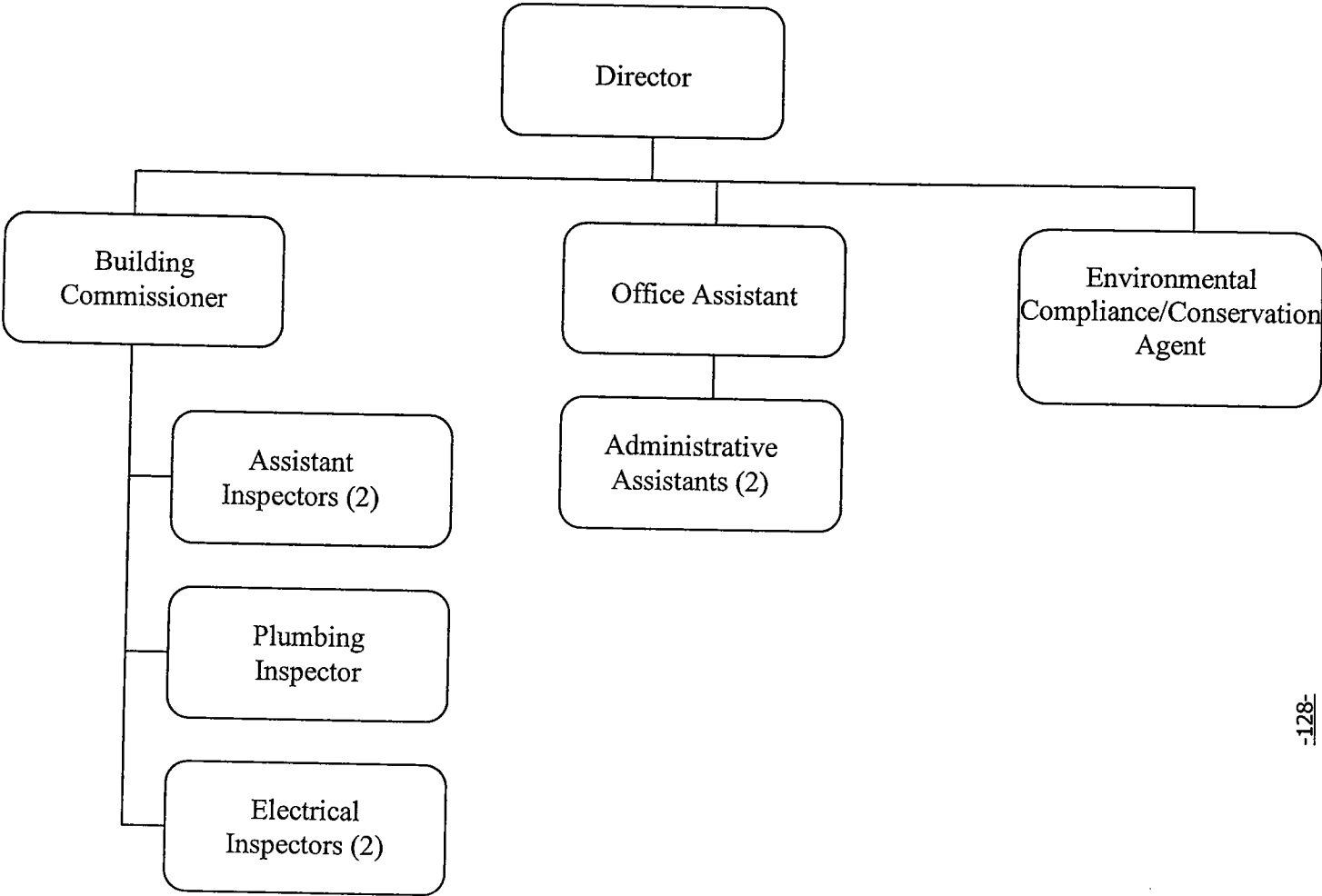
- Development of an automated permit tracking system will enhance management oversight and will allow residents to view permit status online.
- Additional legal resources will be needed due to the increased litigation risk associated with land use issues.
- Conduct a planning study of the Town-owned property on South Avenue (grant funded).
- Determine a solution for the wireless communication needs in South Natick.
- The Department will need to develop a housing plan. This plan should include a needs assessment, a plan to address priority areas, an analysis of barriers to affordable housing and an action plan regarding the use of future HOME funding.

FY2006 Budget Presentation

Trends in Major Departmental Activities by Fiscal Year						
Activities	2001	2002	2003	2004	Approved 2005	Proposed 2006
1 New Building Permits	41	66	58	73	75	75
2 Certificates of Occupancy	189	154	170	209	210*	210*
3 Zoning Board Petitions	23	76	89	86	90	90
4 Special Permits	10	24	23	29	30	30

* Does not include proposed construction at the Natick Mall.

Fiscal Year 2006 Organization
Community Development



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Leadership Profile:

Sarkis Sarkisian, Director of Community Development

- 1997-present: Director of Community Development
- 1988-1997: Projects Engineer
- 1986-1988: Environmental and Traffic Engineer, Rizzo Associates

Bachelor of Science Degree, Urban and Environmental Planning (Civil Engineering Minor)

Certificate of Special Studies in Administration and Management

Community Development

	<i>No of Staff</i>	Tn Admin Recommendations	2006 Dept Requests	2005 Expended 12/31/04	2005 Appropriated	2004 Actual	2003 Actual	2002 Actual	2001 Actual
Salaries Management	2.0	139,446.66	139,446.66	66,250.48	139,447.14	136,566.46	136,384.57	131,577.16	126,482.12
Salaries Supervisory	1.0	41,790.67	41,790.67	19,370.04	40,771.41	39,928.80	42,092.88	40,300.40	40,667.52
Salaries Operational Staff	2.0	78,425.28	78,425.28	35,842.53	75,930.88	73,295.60	73,385.28	68,153.61	65,794.76
Salaries Technical & Professional	2.5	144,932.43	144,932.43	67,998.87	144,268.33	95,829.12	67,664.86	111,036.93	102,819.29
Salaries Tech & Prof Inspector's	6.0	145,272.28	145,272.28	59,206.15	179,211.39	134,693.46	127,598.90	126,409.90	128,041.36
Salaries Mall Inspections		24,211.00	24,211.00	0.00	0.00	0.00	0.00	0.00	0.00
Salaries Temp Operational Staff		0.00	0.00	1,289.84	18,000.00	0.00	0.00	0.00	0.00
Add'l Comp Supervisory Staff		835.81	835.81	350.00	350.00	350.00	350.00	350.00	350.00
Add'l Comp Operational Staff		1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Salaries Operation Staff Overtime		8,000.00	8,000.00	6,100.85	0.00	18,851.92	0.00	0.00	0.00
PERSONAL SERVICES	13.5	583,914.13	583,914.13	257,408.76	598,979.15	500,515.36	448,476.49	478,828.00	465,155.05
In State Travel/Meetings		2,400.00	2,400.00	2,089.98	1,200.00	1,635.05	456.88	805.72	252.45
Communication Telephone		4,300.00	4,300.00	1,897.11	4,300.00	3,876.16	3,588.74	5,394.33	4,984.10
Dues & Subscriptions		1,000.00	1,000.00	760.00	1,000.00	875.55	520.50	725.79	718.69
Training & Education		2,000.00	2,000.00	1,585.00	1,350.00	1,165.00	1,334.00	729.00	1,345.00
Communication Postage		2,730.00	2,730.00	1,561.94	2,730.00	1,885.88	1,844.57	1,458.11	1,540.57
Copy/Mail Center Fees		4,000.00	4,000.00	1,130.37	4,000.00	2,619.71	4,915.08	5,328.91	4,240.39
PURCHASE OF SERVICES		16,430.00	16,430.00	9,024.40	14,580.00	12,057.35	12,659.77	14,441.86	13,081.20
Communication Print & Advertising		15,000.00	15,000.00	2,297.57	15,000.00	14,962.42	14,494.62	10,870.42	11,998.99
Communication Books & Publications		500.00	500.00	109.75	500.00	410.26	361.06	226.20	666.69
TECHNICAL & PROFESSIONAL SVS		15,500.00	15,500.00	2,407.32	15,500.00	15,372.68	14,855.68	11,096.62	12,665.68
Office Supplies		5,000.00	5,000.00	3,250.44	5,000.00	4,552.68	5,189.71	6,595.08	6,243.05
SUPPLIES		5,000.00	5,000.00	3,250.44	5,000.00	4,552.68	5,189.71	6,595.08	6,243.05
BUDGET TOTAL		\$620,844.13	\$620,844.13	\$272,090.92	\$634,059.15	\$532,498.07	\$481,181.65	\$510,961.56	\$497,144.98

TOWN OF NATICK
EMPLOYEE JOB/PAY

Emp #	Employee Name	Actual FY'04 Earnings	Budgetary FY'05 Scheduled Earnings	Pay Type	Level- Step	Wks	Rate	Hours	Amount	Funding (52.2 Wks) FY2006	Total Appropriation	Additional Compensation			Total Add'l Comp	
												Longevity	Education	Other		
<u>Community Development:</u>																
<u>Management</u>																
1603	MICHAEL MELCHIORRI	\$63,949.81	\$64,558.93	BASE	M2-Perf	30.9190		40.0	\$1,236.76	64,558.87						
2574	SARKIS SARKISIAN	\$73,340.62	<u>\$74,887.46</u>	BASE	M3-Pef	35.8658		40.0	\$1,434.63	<u>74,887.79</u>						
											\$139,446.39					
											\$139,446.66					
<u>Supervisory</u>																
1223	ANNE GREEL	\$50,078.12	<u>\$41,070.81</u>	BASE	6-Max	21.3490		37.5	\$800.59	<u>41,790.67</u>			\$835.81		\$835.81	
											\$41,070.81					\$41,790.67
<u>Operational</u>																
41556	SUSAN CALHOUN	\$35,991.36	\$37,132.40	BASE	5-Max	20.0320		37.5	\$751.20	39,212.64						
41076	YVONNE JOHNSON	\$44,758.00	<u>\$39,256.40</u>	BASE	5-Max	20.0320		37.5	\$751.20	<u>39,212.64</u>	\$78,425.28			\$1,000.00	\$1,000.00	
											\$76,388.80		\$835.81	\$0.00	\$1,000.00	\$1,835.81
<u>Technical/Professional</u>																
41128	MICHAEL CONNELLY	\$55,340.17	\$54,592.60	BASE	P5-4	26.1460		40.0	\$1,045.84	54,592.85						
42399	DAVID GUSMINI	\$3,903.98	\$47,473.34	BASE	P5-2	47.8	23.5316	40.0	\$941.27	44,992.49						
						P5-3	4.4	24.3556	40.0	\$974.22	4,286.58					
41809	ROBERT BOIS	\$40,212.55	<u>\$41,060.46</u>	BASE	M3-Perf	39.3300		20.0	\$786.60	41,060.52						
											\$95,653.06	\$144,932.43	\$0.00	\$0.00	\$0.00	\$0.00
<u>Technical/Professional - Inspectors</u>																
2473	ROBERT DEMPSEY	\$40,760.80	\$41,777.73	Per Insp	P2-5	17.6650	2,365.0		\$0.00	41,777.73						
2011	LAWRENCE FORSHNER	\$39,640.52	\$43,014.28	Per Insp	P2-5	17.6650	2,450.0		\$0.00	43,279.25						
1882	GEORGE LESSARD	\$1,413.27	\$1,448.53	Per Insp	P2-5	17.6650	82.0		\$0.00	1,448.53						
3124	SCOTT CHAVIOUS	\$34,745.80	\$35,806.96	Per Insp	P2-5	17.6650	2,027.0		\$0.00	35,806.96						
3006	ROBERT NATION	\$396.41	\$1,130.56	Per Insp	P2-5	17.6650	64.0		\$0.00	1,130.56						
2295	JAMES WHITE	\$17,060.41	<u>\$21,829.26</u>	Per Insp	P5-2	25.2070	866.0		\$0.00	21,829.26						
											\$145,272.28	\$0.00	\$0.00	\$0.00	\$0.00	
											<u>\$501,591.82</u>	<u>\$497,566.38</u>	<u>\$835.81</u>	<u>\$0.00</u>	<u>\$1,000.00</u>	<u>\$1,835.81</u>