

**Town Clerk**

	<b>No of Staff</b>	Tn Administrators Recommendation	2004 Dept Requests	Expended 12/31/02	2003 Appropriated	2002 Actual	2001 Actual	2000 Actual	1999 Actual	1998 Actual
Salaries Management	1.0	\$66,950	\$66,950	\$34,763	\$66,950	\$64,193	\$58,015	\$56,325	\$51,898	\$50,632
Salaries Operation Staff	3.0	\$106,163	\$106,163	\$51,460	\$105,757	\$102,284	\$99,320	\$97,150	\$93,485	\$91,190
Add'l Comp Operational Staff		\$800	\$800	\$800	\$800	\$550	\$550	\$550	\$250	\$250
Operational Staff Overtime		\$1,500	\$1,500	\$2,351	\$3,000	\$1,401	\$3,189	\$2,806	\$3,535	\$868
<b>PERSONAL SERVICES</b>	<b>4.0</b>	<b>\$175,413</b>	<b>\$175,413</b>	<b>\$89,374</b>	<b>\$176,507</b>	<b>\$168,428</b>	<b>\$161,074</b>	<b>\$156,831</b>	<b>\$149,168</b>	<b>\$142,940</b>
Repairs & Maint Equipment		\$500	\$500	\$215	\$500	\$970	\$331	\$238	\$1,186	\$0
In State Travel/Meetings		\$1,000	\$1,000	\$375	\$1,000	\$654	\$687	\$602	\$342	\$633
Communication Telephone		\$900	\$1,200	\$345	\$1,200	\$954	\$1,050	\$1,171	\$927	\$1,071
Dues & Memberships		\$400	\$400	\$145	\$400	\$590	\$190	\$210	\$160	\$394
Copy/Mail Center Fees		\$1,000	\$1,000	\$424	\$800	\$1,742	\$1,751	\$1,870	\$0	\$0
Other Services Misc.		\$400	\$400	\$109	\$400	\$0	\$147	\$171	\$636	\$240
<b>PURCHASE OF SERVICES</b>		<b>\$4,200</b>	<b>\$4,500</b>	<b>\$1,613</b>	<b>\$4,300</b>	<b>\$4,911</b>	<b>\$4,155</b>	<b>\$4,262</b>	<b>\$3,251</b>	<b>\$2,338</b>
Communication Print & Advertising		\$7,000	\$7,000	\$15,933	\$14,000	\$10,398	\$12,775	\$13,446	\$12,821	\$6,227
<b>TECHNICAL &amp; PROFESSIONAL SVS</b>		<b>\$7,000</b>	<b>\$7,000</b>	<b>\$15,933</b>	<b>\$14,000</b>	<b>\$10,398</b>	<b>\$12,775</b>	<b>\$13,446</b>	<b>\$12,821</b>	<b>\$6,227</b>
Office Supplies		\$2,000	\$2,000	\$994	\$2,000	\$1,808	\$1,914	\$2,025	\$3,533	\$1,588
<b>SUPPLIES</b>		<b>\$2,000</b>	<b>\$2,000</b>	<b>\$994</b>	<b>\$2,000</b>	<b>\$1,808</b>	<b>\$1,914</b>	<b>\$2,025</b>	<b>\$3,533</b>	<b>\$1,588</b>
<b>BUDGET TOTAL</b>		<b>\$188,613</b>	<b>\$188,913</b>	<b>\$107,914</b>	<b>\$196,807</b>	<b>\$185,545</b>	<b>\$179,918</b>	<b>\$176,564</b>	<b>\$168,773</b>	<b>\$153,093</b>

TOWN OF NATICK  
EMPLOYEE JOB/PAY

Emp #	Employee Name	FY'02 Earnings	FY'03 Scheduled Earnings	Pay Type	Level-Step	Wks	Rate	Hours	Amount	Funding (52.4 Wks) FY2004	Total Appropriation	Additional Compensation			Total Add'l Comp
												Longevity	Education	Other	
<u>Tn Clerk:</u>															
<u>Management</u>															
604	JANE HLADICK	\$64,193.04	\$66,950	BASE	Elected	52.0	32.1875	40.0	\$1,287.50	<u>66,950.00</u>					
			<u>\$66,950</u>								\$66,950.00				
<u>Operational</u>															
3416	VIRGINIA DOUCETTE	\$34,141.00	\$34,911	BASE	3-Max		17.0670	37.5	\$664.00	34,793.60		\$250.00			
2971	JUDITH KUHN	\$34,886.40	\$35,798	BASE	4-Max		18.1600	37.5	\$681.00	35,684.40		\$250.00			
2171	PATRICIA STROZZI	\$35,266.90	<u>\$35,848</u>	BASE	4-Max		18.1600	37.5	\$681.00	<u>35,684.40</u>		\$300.00			\$800.00
			\$106,557								<u>\$106,162.40</u>				
		<u>\$168,487.34</u>	<u>\$173,507</u>								<u>\$173,112.40</u>	<u>\$800.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$800.00</u>

Department: Town Clerk  
Fiscal Year 2004

**LINE ITEM EXPLANATION**

<u>STAFF</u>	<u>No. Positions</u>
Management	1.0
Operational Staff	3.0

**Repairs and Maintenance of Equipment – Contract for time clock, maintenance of town seal.**

**In State Travel /Meetings – Able to attend conferences which offer education classes through the Mass Town Clerk’s Assoc.**

**Communication/Telephone – Extensive communication with the Central Voter Registry at the Secretary of State’s Office. A great deal of calls with regard to vital records and how to obtain them.**

**Dues & Membership – Cost associated with being a member of the Mass Town Clerk’s Association and the New England Association of Municipal Clerks. Also pays for registration fees and dues.**

**Copy/Mail Center Fees – Large volume of vital records request. Certification of planning and zoning decisions have increased therefore the amount of printing and postage greater.**

**Other Services – Updates to Mass General Laws.**

**Communication Printing & Advertising - All warrants for both town meeting and elections.**

**Office Supplies – Materials needed for the day to day operation of the Town Clerk’s Office.**

Department: Town Clerk

Fiscal Year 2004

## OPERATIONAL OBJECTIVES

<u>STAFF</u>	<u>No. Positions</u>
Management	
Supervisory	
Operational Staff	

**Brief Narrative of the Department's Operational Objectives for FY04:**

**I will strive, to the best of my ability, to carry out the multitude of duties as follows:**

**As Chief Election Official – Oversee polling places, election officers and the general conduct of all elections.**

**Direct preparation of ballots, polling places, voting equipment, voting list, administer campaign finance laws, certifies nomination papers and initiative petitions, and serve on the Board of Registrars.**

**Supervise voter registration and absentee balloting, and prepare, record and report official election results to the Secretary of State.**

**Conduct the annual town census, prepare the street list of residents and school list, and furnish the jury list to the office of the Jury Commissioner.**

**Record and certify all official actions of the Town including town meeting legislation and appropriations, Planning and Zoning Board Decisions, sign all notes for borrowing, and keep the Town Seal.**

**Register all vital events occurring within the community and those events occurring elsewhere to local residents. Record original birth, marriage, and death records providing the basis for the Commonwealth's central registration system.**

**Administer the oath of office to all elected and appointed members of local committees and boards and ensure that all elected and appointed officials are informed in writing of the State's Open Meeting and Conflict of Interest Laws and post meetings of all governmental bodies.**

**Considered the core of local government, the Town Clerk's Office will serve as the central information office for local residents and citizens at large.**