

FY10 Budget – Community Services Department

The Community Services Department comprises the following divisions: Building Inspections, Conservation, Elder Services, Health, Planning, and Veteran's Services. The Reading Historical Commission and the West Street Historic Commission are also administered through the Community Services Department. The Community Services Director/Town Planner directs the department.

Inspections: This division implements and enforces the state building code and the Reading zoning bylaw, including signs, issues permits for building, electrical, and plumbing work, and performs inspections of that work.

Conservation: The Conservation Commission and Conservation Administrator implement the Massachusetts wetlands protection act, the Reading wetlands bylaw, and related natural resource programs and policies, and manage conservation land.

Elder & Human Services: The Senior Center and the Senior Van are administered by the Elder & Human Services Division. Screening and referral for residents in need or in crisis is also an important function of the division.

Health: The Health Division issues permits and inspects restaurants, grocery stores, and institutions for compliance with the U.S. food code, inspects and licenses summer camps, pools,

and tanning beds, administers public health, program, including flu and cholesterol clinics.

Planning: Long-range planning for land use and economic development is administered by the Planning Division. Planning also assists property owners in preparing for Site Plan Review to develop or alter property, and coordinates permitting and licensing among divisions.

Veteran's Services: The Veterans Services Administrator screens applicants for veterans' benefits and assists in connecting veterans to earned benefits, and administers the state's reimbursements to the Town.

Salaries – The FY10 budget has a 1.8 FTE reduction compared to FY09. The full-time Assistant Building Inspector position was eliminated and a part-time Coordinator of Volunteers position will not be filled following a recent retirement. Some duties of the Coordinator of Volunteers position have been absorbed by the Finance and Accounting Departments.

Total FY10 salaries decrease by 3.2% from FY09 to a gross amount of \$767,057 in the general fund. Two full-time positions are funded by the Permits Revolving Fund in FY10.

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Wages (000s)	FY10	FTEs
Inspections	\$130.3	2.1
Conservation	\$53.2	1.0
Elder	\$186.7	4.3
Health	\$182.1	3.0
Planning & Administration	\$199.4	6.0
Veterans	\$15.3	0.5
TOTAL	\$767.1	16.9

Expenses – Total FY10 expenses are level funded compared to FY09. During the current fiscal year, the demand for Veteran’s Assistance has increased significantly as the economy weakened. The original \$60,000 budget had to be supplemented by a \$40,000 transfer from the FINCOM Reserve Fund in mid-year, and the FY10 budget figure has been set at \$100,000. It remains to be seen if the \$100,000 is adequate for either fiscal year.