

**HOLLISTON FINANCE COMMITTEE
MEETING MINUTES
March 17, 2015**

The Committee convened in Room 105 at Town Hall at 7:04 PM. Present from the Committee were Chairman Ken Szajda, Vice Chairperson Michelle Zeamer, Dan Alfred, Bill Dowd and Beth Liberty. Charlie Kaslow and Brendan Shea were absent.

1. FY16 Budget Reviews
 - a. Police Department – Police Chief John Moore appeared to present the FY16 budget for the Police Department. (Attachment I) He noted that his budget was just under guideline. The proposed budget was taken under advisement.
 - b. Highway Department – Town Administrator Paul LeBeau, DPW Director Sean Reese and Highway Superintendent Tom Smith appeared to present the FY16 budget for the Highway Department. This portion of the meeting began with the reading of a statement by Paul LeBeau. (Attachment II). Sean Reese then proceeded with the Highway Budget. (Attachment III) Concerns were expressed about the fact that the Highway Budget, taken on its own is over guideline. The proposed budget was taken under advisement.
 - c. Water Department – Town Administrator Paul LeBeau and DPW Director Sean Reese appeared to present the FY16 budget for the Water Department. (Attachment IV) Concerns were expressed about the large amount of money that will be needed to tend to water system infrastructure. Mr. Reese indicated that his plan lays out an approach to get the process started. The Committee took the budget under advisement.
 - d. Conservation Commission – Conservation Agent Charles Katuska appeared to present the FY16 budget for the Conservation Commission. (Attachment V) Mr. Kutaska pointed out the recommended budget including a 2% salary increase for the Conservation Agent was within guideline. It was pointed out to him that the worksheet he presented contained a math error and that the proposed budget was actually slightly above guideline. He said he would correct the error and get a corrected budget worksheet to the Committee. Concerns were also again expressed about the appearance of reduced expenses in certain line items that were in fact transfers of costs to a revolving fund. The proposed budget was taken under advisement.
2. Approval of minutes – Moved by Bill Dowd, Seconded by Dan Alfred to approve the minutes of the March 10, 2015 meeting as submitted. Four in favor, none opposed, one abstention (Zeamer), the motion carried.
3. Action Item List – Bill Dowd noted that he had circulated a revised Action Item List with revised due dates. (Attachment VI) There were no revisions, and the revised list was accepted as submitted
4. Stabilization and Capital Expenditure Fund background– Ken Szajda mentioned a document circulated by Bill Dowd capturing the events from September of 2014 to the present as they relate to the Stabilization Fund and the Capital Expenditure Fund. (Attachment VII) Ken said that the \$14,000 included in the October 2014 transfer from Stabilization was not to cover a budget surplus, but to cover the excess of the Board of Health Warrant Article expending \$25,000, and the \$11,000 that was the budget “surplus” in the worksheet. Bill agreed to make the change and recirculate the document for later discussions.
5. Executive Session – At 9:25 PM, Ken Szajda announced that an Executive Session with the Board of Selectmen was necessary for the purpose of discussing collective bargaining strategy regarding the DPW and Police unions, the public conduct of which could be detrimental to the Town’s negotiating position. He also announced that the Committee would not be returning to open session following the Executive Session other than to adjourn the meeting. Moved by Dan Alfred, Seconded by Michelle

Zeamer that the Committee enter executive session for the purpose of discussing collective bargaining strategy regarding the DPW and Police unions. Roll call vote:

Dowd	Yes
Zeamer	Yes
Alfred	Yes
Liberty	Yes
Szajda	Yes

6. Adjournment – At 9:40 PM, the meeting returned to open session. Moved by Dan Alfred, Seconded by Michelle Zeamer to adjourn the meeting. Four in favor, none opposed, no abstentions, (Ms. Liberty was absent for the vote) the meeting was adjourned.

Approved_____3/24/15_____

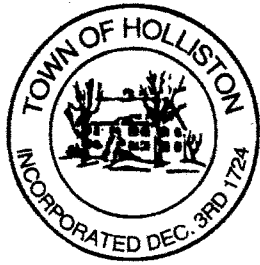


HOLLISTON POLICE DEPARTMENT
FISCAL YEAR 2016 BUDGET PROPOSAL

Presented to the Board of Selectman on February 25, 2015

Presented to the Finance Committee on March 17, 2015

Submitted for Town Approval at Town Meeting May 4, 2015



Holliston Police Department

550 Washington Street
Holliston, Massachusetts 01746
Tel 508-429-1212
Fax 508-429-0611
www.hollistonpolice.com

David J. Gatchell
Lieutenant
gatch@hollistonpolice.com
Operations Commander

John J. Moore
Chief of Police
moorej@hollistonpolice.com

Judith A. Johnson
Office Manager
johnsonj@holliston.k12.ma.us

Craig W. Denman
Lieutenant
denman@hollistonpolice.com
Administrative Services

HOLLISTON POLICE DEPARTMENT FISCAL YEAR 2016 BUDGET PROPOSAL

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FY16 Budget Transmittal Letter to the Board of Selectmen

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Scheduled Overtime Analysis for FY16

FY16 Budget Proposal Spreadsheet

FY16 Budget Line Item Definitions

Additional Finance Committee Requested Information

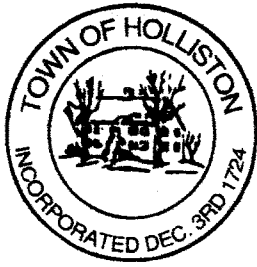
Special Assignments Budgetary Challenges (FY16)

Senior Wage Adjustment Budgetary Challenge (FY16)

Revenue Streams

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Five Year Capital Request Plan (2015-2020)



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Lieutenant
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March 17, 2015

Finance Committee
Town of Holliston
Holliston Town Hall
703 Washington Street
Holliston, MA 01746

RE: Fiscal Year 2016 Budget Proposal with Supporting Documentation

Dear Committee Members,

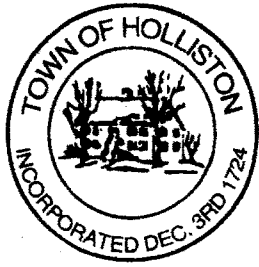
Enclosed you will find materials relative to the Holliston Police Department's proposed budget for the upcoming fiscal year. In a concerted effort to fulfill our Mission Statement of, "...effective, efficient, and professional policing in partnership with the community..." we are seeking to keep our level of service at a high level in a cost effective manner. The stated "efficiency" comes forward in our determined efforts to comply with your Committee's fiscal guidelines, and the "partnership with the community" is our collective endeavor (police and citizens) to maintain a well disciplined and highly successful public service organization with the full support of those we serve and protect.

As we hope you have noticed we are transitioning to a performance based proactive department that values transparency and dedication when receiving the public's trust and loyalty in terms of budget approval and appropriation. We fully understand the fiscal commitment and constraints that the Town encounters and we only put forth those initiatives that we truly believe are warranted for the proper functioning of this department which will benefit the Town as a whole.

Kindly accept this proposal and the accompanying presentation, and feel free to contact me with any questions or concerns.

Very Truly Yours,

Chief John J. Moore



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Administrative Services

February 25, 2015

Board of Selectmen
Town of Holliston
Holliston Town Hall
703 Washington Street
Holliston, MA 01746

RE: Fiscal Year 2016 Budget Proposal with Supporting Documentation

Dear Board Members,

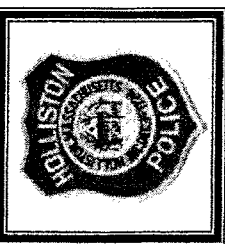
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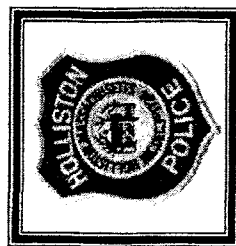
Very Truly Yours,

Chief John J. Moore



Holliston Police Department Personnel

As of February 9, 2015



LIEUTENANT
David J. Gatchell
Operations Commander

POLICE CHIEF
John J. Moore

ADMINISTRATIVE AIDE
Judi Johnson

LIEUTENANT
Craig W. Denman
Administrative Services

Sergeant
Dalrymple

Detective
Todd

Officer
Downey

Officer
DiGiorgio

Dispatcher
Richards

Sergeant
Laurini

Officer
Heney

Officer
Griffith

Officer
Belson

Dispatcher
Gallagher

Sergeant
Waugh

Officer
Scanlon

Detective
Thompson

Officer
Woods

Dispatcher
Ray

Sergeant
Stone

Officer
Ward

Officer
MacGray

Officer
Remkus

Dispatcher
Fitzgerald

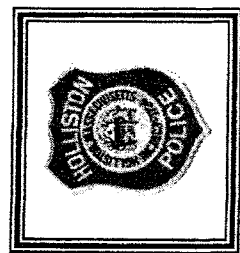
Sergeant
TBD

Detective
Ryan

Officer
Hagan

Student Officer
Hickey

Per Diem Dispatchers
Hodgdon
Coakley



Holliston Police Department Organizational Chart

Effective January 1, 2014



POLICE CHIEF
John J. Moore

LIEUTENANT
David J. Gatchell

OFFICE MANAGER
Judi Johnson

LIEUTENANT
Craig W. Denman

PATROL DIVISION

Emergency Mgt. Liaison
Lt. Denman

Auxiliary Police
Lt. Denman

Traffic Division
Sergeant Leurini

Community Affairs Liaison
Sergeant Dalrymple

Court Officer
Officer Griffith

School Resource Officer
Officer DiGiorgio

SPECIAL INVESTIGATIONS

Internal Affairs
Lt. Gatchell

Criminal Investigations
Lt. Gatchell
Detective Todd

Narcotics
Lt. Gatchell
Detective Todd

Fingerprints/Photos
Detective Todd

Juvenile Officer
Officer DiGiorgio

Domestic Violence
Detective Ryan

SUPPORT SERVICES

Facility Management
Lt. Gatchell

Civilian Dispatchers
Head Dispatcher
Kasey Richards

Information Technology
Sergeant Leurini
Officer Ward

Firearms Training
Sergeant Dalrymple
Officer Scanlon

Warrant Management System
Officer Hagan

LiveScan Fingerprint
Sergeant Leurini
Officer Ward

ADMINISTRATIVE DIVISION

Personnel
Chief Moore

Finances/Budget
Chief Moore

Public Relations
Chief Moore

Grants
Lt. Denman

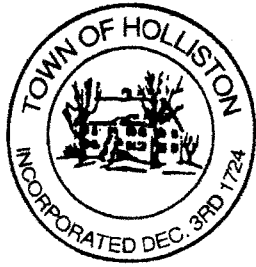
Policies/Procedures
Lt. Denman
Lt. Gatchell

Accreditation Manager
Lt. Denman
Sergeant Waugh

PATROL DIVISION	SPECIAL INVESTIGATIONS	SUPPORT SERVICES	ADMINISTRATIVE DIVISION
Bike Patrol <i>Sergeant Stone</i>	Cyber Crime Investigations <i>Detective Thompson</i>	Property/Evidence <i>Lt. Denman</i> <i>Sergeant Stone</i>	Procurement <i>Chief Moore</i> <i>Lt. Denman</i>
Safety Officer <i>Officer Griffith</i>	Sex Offender Registry <i>Detective Thompson</i>	Fleet Maintenance <i>Officer Scanlon</i>	Schedule <i>Lt. Gatchell</i> <i>Officer Hagan</i>
Crime Prevention <i>Sergeant Stone</i>		Equipment Maintenance <i>Officer MacGray</i>	Training <i>Lt. Gatchell</i> <i>Officer Hagan</i>
K9 Unit <i>Sergeant Stone</i>		Breath Test Machine <i>Detective Thompson</i>	In-Service Training <i>Lt. Denman</i> <i>Officer Hagan</i>
Elder Affairs <i>Officer Griffith</i>		Solicitor/Alcohol Licenses <i>Officer Griffith</i>	CJIS/LEAPS <i>Officer Hagan</i> <i>Officer DiGiorgio</i>
Honor Guard <i>Sergeant Dalrymple</i>		Firearm Licensing <i>Officer Scanlon</i> <i>Officer MacGray</i>	Crime Analysis <i>Officer Hagan</i>
RAD-Rape Aggression Defense <i>Detective Ryan</i> <i>Officer Belson</i>		Website/Social Media <i>Sergeant Stone</i>	Records <i>Officer Woods</i>

TIME LINE HISTORY OF OFFICERS AT HOLLISTON POLICE DEPARTMENT

<u>FISCAL YEAR</u>	<u>NO. OF OFFICERS</u>	<u>DATE</u>	<u>OFFICER</u>	<u>POSITION</u>
1978	21			
1992	22		Federal Grant	One Officer Hired
1997	23		Comply with stricter State and Federal Regulations	Lt's Position created
2000	23			
2005	23	6/5/2005	Michael Fanning	Passed away
2006	24	12/5/2005	Matthew Stone	Hired
		12/5/2005	Christopher Polselli	Hired
		2/26/2006	Douglas Nix	Resigned
		3/31/2006	Chief James Peterson	Retired
		4/10/2006	Bryan DiGiorgio	Hired
		6/30/2006	Sgt. David Swinimer	Retired
2007	24	7/1/2006	Sgt. George Leurini	Promotion to SGT.
		8/28/2006	Matthew Waugh	Hired
		8/29/2006	Christopher Polselli	Resigned
		1/7/2007	Chief Thomas Lambert	Hired
2008	24	7/18/2007	Kenneth Belson	Hired
2009	24			
2010	24	4/30/2010	Chief Thomas Lambert	Retired
2011	23	2/23/2011	Chief John Moore	Promotion to CHIEF
2012	23	1/30/2012	Lt. Shawn Moore	Promotion to LT.
	22	3/6/2012	Lt. Keith Edison	Resigned
		8/1/2012	Sgt. David Gatchell	Promotion to SGT.
2013	21	4/2/2013	Officer Edward Connors	Resigned
		11/13/2013	Sgt. Matthew Waugh	Promotion to SGT
	22	11/27/2013	Michael Woods	Hired
2014	22	3/26/2014	Lt David Gatchell	Promotion to LT
	21	5/1/2014	Sgt. Mark Lewis	Retired
	21	5/28/2014	Sgt. Matthew Stone	Promotion to SGT
	20	7/1/2014	Lt. Shawn Moore	Retired
		8/28/2014	Lt. Shawn Moore	Passed away
	21	10/15/2014	Lt. Craig Denman	Promotion to LT
	21	11/14/2014	Jonathan Remkus	Hired
2015	22	3/23/2015	Kate Hickey	Hired as FULL TIME POLICE OFFICER



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Fiscal Year 2015 Six Month Analysis Meeting

Board of Selectmen

Finance Committee

January 2, 2015

SWOT Analysis

Last Payroll Cover Sheet

Red-Black Analysis of Personal Services

HOLLISTON POLICE DEPARTMENT**BUDGETARY SWOT ANALYSIS – SECOND QUARTER FY15 (end 12/31)****STRENGTHS**

Revenue Streams *
Court OT (25%)
Lieutenant Line (4%)
Vehicle Repairs (42%)

WEAKNESS

Officers Line (46%) (2 new officers)
Unscheduled OT (98%) (under-funded)
Scheduled OT (73%) (CBA limits)

OPPORTUNITIES

Lieutenant Line (line item transfer)

THREATS

Dispatcher Line (50%) (No OT /Training line)
Professional Services (71%) (2 new officers)
Copier Services (126%) (max out)
Building Maintenance (54%) (Facility Mang.)

* includes citation fees (after court and state portion taken), marijuana citation fines (collected by the Town Clerk's Office), firearms permits (after state portion taken)(\$2,000 as of 12/29/14), burglar alarm fines (\$4,900 as of 12/29/14), detail surcharge fees (10%)(\$15,096 as of 12/29/14), report request fees (\$758 as of 12/29/14), and solicitor fees (\$180 as of 12/29/14).

NOTES:

\$2,453,055 Appropriated Budget for FY15

\$2,281,009 Personal Services (salaries) **(47% expended)**

\$27,200 Employee Fringe Benefits (clothing allowances) **(32% expended)**

\$108,516 Purchase Services (utilities, computers, professional services) **(53% expended)**

\$23,090 Repair and Maintenance (building, vehicles) **(45% expended)**

\$13,240 Supplies and materials (building, ammo, cruisers) **(36% expended)**

\$1,123,935 Amount expended to date (12/29/14) (approx. 46%)

UNKNOWN BUDGET THREATS

- Mass causality incident or occurrence (man-made or natural)
- Major criminal event
- Long term illness or injury to officer or officer's family
- Major facility failure
- More than one cruiser crash resulting in a total loss

Chief wh 28
54%

POLICE DEPARTMENT PAYROLL

FY 15

DATE: PR w/e January 3, 2015 – for week worked 12/2, 8/2014-1/3/2015

ACCT. #

BASE

DESCRIPTION

50018	CHIEF	\$2,394.64
50052	LIEUTENANT	\$1,975.80
50026	SERGEANT	\$6,725.76
50039	O.I.C.	\$59.40
50041	PATROLMEN	\$16,080.50

\$27,236.10

50030	CLERK	\$931.60
50043	CIVILIAN DISPATCHERS	\$3,381.60
50061	SCHOOL CROSSING GUARDS	\$0.00
50157	MATRON/PRISONER DUTY	\$0.00

OVERTIME

50129	TRAINING
50136	K9 TRAINING
50420	SCHEDULED
50421	UNSCHEDULED
50424	COURT

6,078.93
YTD OT
used: 73%
Balance:
30,110.93

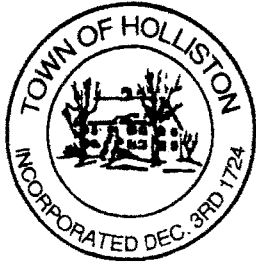
276210-58930	Community Policing Grant -	\$0.00	7.43
276210-589301	Underage Drinking Enforcement Grant	\$0.00	<243.20>
276210-589302	EOPS State E911 Grant	\$0.00	<2442.75>
276210-52170	EOPS State 911 EMD Training Grant	\$0.00	<5651.27>
276210-50420	GHSB Click-It Grant -	\$0.00	<468.04>
241210-583211	Police Dept. Gift Acct.	\$0.00	14,381.18
241237-501301	Police DARE/SRO Gift Acct.	\$0.00	637.19
24210711-573210	United Way of Tri-County RAD Grant	\$0.00	270.20
27621001-561210	GHSB Pedestrian Grant	\$0.00	
24121066-576600	K-9 Gift Account	\$0.00	217.56
24510-54302	LETF - Law Enforcement Trust Fund	\$0.00	1845.66

01210-50510	HOLIDAY PAY - Officers & 3 Dispatchers	\$1,819.80
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50530	INCENTIVE	\$4,376.89
50550	SHIFT DIFFERENTIAL	\$344.96

89001-25820	PRIVATE DETAILS	\$2,291.12
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TOTAL: \$46,461.00



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Red/Black Analysis (FY15-Personal Services)

Chief's Salary - No Issue (contractual)

Sergeant's Salary - estimated savings of \$60,280 (one less Sergeant; two Sergeants not at top step)

Clerical – estimated deficit of \$5,150 (moved to 40 hour week for 44 weeks)

Officer in Charge – estimated deficit of \$83 (based on 6 month total)

Officer Salaries – estimated savings of \$2,072 (replacement of two officer positions during fiscal year)

Civilian Dispatchers – estimated deficit of \$3,150 (overtime pay issues; need for separate line)

Lieutenant Salaries – estimated savings of \$24,124 (delay in contracts; one appt. in October)

School Patrol – estimated savings of \$2,017 (fiscal year projection before school year calculated)

EMT Stipend – estimated savings of \$1,240 (one EMT let certification lapse)

Overtime Training (FY15-\$25,000) (somewhat discretionary)

Overtime K9 Training (FY15-\$12,000) (mandatory training)

Scheduled Overtime (FY15-\$2,078) (driven by the CBA; somewhat controlled by scheduling)

Unscheduled Overtime (FY15-\$15,000) (no discretion)

Court Overtime (FY15-\$6,000) (no discretion)

TOTAL OVERTIME – estimated deficit of \$33,872 (based on 6 month use of \$71,975)

Matron – estimated deficit of \$270 (based on 6 month use)

Holiday Pay – estimated savings of \$6,983 (down two officers till Nov. 2014 (then down one))

Longevity – estimated savings of \$625 (down two officers)

Incentive Pay – estimated savings of \$6,309 (down two officers)

Hazardous Duty Pay – No issue anticipated

Shift Differential Pay – estimated savings of \$5,256 (down two officers till Nov. 2014 (then down one))

Total Estimated Savings - \$108,906

Total Estimated Deficit - \$42,525

TOTAL ESTIMATED FY15 FINISH ON PERSONAL SERVICES - \$66,381 surplus

Known Factors that WILL affect Personal Services:

1. Officer Tim Heney will be out for three (3) months (knee replacement)(est. \$7,000)*
2. Dispatcher Kate Hickey on-boarding costs as an Officer (\$19,781)(see attached details)
3. Negotiated settlement of the Collective Bargaining Agreement (retroactive pay)

Known Factors that MAY affect the FY15 Budget as a whole:

1. Mass causality incident or occurrence (natural or man-made)
2. Major criminal event
3. Long term illness or injury to officer
4. Long term illness or injury to a member of officer's family (FMLA/family sick time)
5. Major facility failure
6. More than one cruiser crash resulting in a total loss

* estimated based upon 15 work cycles (4/2 schedule) with 25% of the shifts being covered by overtime.

John Moore

From: "John Moore" <moorej@hollistonpolice.com>
To: "Paul LeBeau" <lebeau@holliston.k12.ma.us>; "Jay Leary" <jdlrph1@verizon.net>
Cc: "David Gatchell" <gatch@hollistonpolice.com>; "Craig Denman" <denman@hollistonpolice.com>;
"Judi Johnson" <johnsonj@holliston.k12.ma.us>
Sent: Wednesday, December 17, 2014 12:37 PM
Subject: Officer Kate Hickey On-Boarding Costs

Paul and Jay,

When we first discussed the hiring costs of Kate Hickey I estimated around \$30,000.00. That figure has been revised downward to \$19,781.12 as of this date, and it is broken down as follows;

\$10,735.20 - salary to be paid to Hickey from the start date of the Academy (3/23/14) through the end of the fiscal year.

\$4,128.00 - uniform costs for Hickey to include the Academy and then patrol.

\$3,000.00 - Tuition cost for the Academy

\$1,578.00 - Cost of pre-employment medical and psychological tests

\$800.00 - Ammunition costs for Academy firearms certifications

\$19,781.12 - TOTAL

Some of the cost savings on this figure are as follows;

\$3,898.00 - salary cost to send Hickey's Dispatcher replacement to the Dispatch Academy (covered under the E911EMD Grant)

\$FREE - Tuition cost for the five week Dispatcher Academy (covered by the State of Massachusetts E911 Department)

\$460.08 - cost savings on Hickey salary as she will be paid less as a bottom step patrol officer

NOTE: This on-boarding cost should be taken in the context of the unknown overtime costs to fill patrol shifts associated with the following personnel events without the hiring of additional personnel;

1. Promotion of Lieutenant Dave Gatchell (March 2014)
2. Retirement of Sergeant Mark Lewis (May 2014)
3. Retirement of Lieutenant Shawn Moore (July 2014)
4. Promotion of Lieutenant Craig Denman (October 2014)

Please don't hesitate to contact me with any questions or concerns.

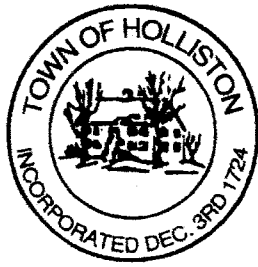
If any of the above numbers change I will inform you of the same.

Chief John J. Moore

Holliston Police Department
550 Washington Street
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(508) 429-1212
(508) 429-0611 (fax)
moorej@hollistonpolice.com

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When responding, please be advised that the Town of Holliston and the Office of the Secretary of State has determined that email could be considered a public record.



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Administrative Services

SCHEDULED OVERTIME ANALYSIS FOR FY16

Under the Police Department budget there is a line item for Scheduled Overtime. Money is drawn from this line item to cover overtime created when department personnel (i.e. Union Members -19), who are covered by the Collective Bargaining Agreement (CBA), take earned time off and their shift is covered by another officer. These shifts taken off are considered benefit days because they are contractual obligations owed from the Town to all Union personnel. Specifically, vacation days, personal days, and professional development days are guaranteed to Union personnel based upon their years of service in this department.

As we enter fiscal year 2016 we presently have a very seasoned group of veteran officers that make up the personnel at the Holliston Police Department;

Officers with under 10 years – 36% (Stone, Waugh, Belson, DiGiorgio, Woods, Remkus, Hickey)

Officers with 10-20 years – 32% (Downey, Thompson, MacGray, Griffith, Leurini, Hagan)

Officers with over 20 years – 32% (Todd, Dalrymple, Ryan, Heney, Ward, Scanlon)

With this years of service base the following contractual number of days off are owed to Union members;

370 Vacation Days

63 Personal days

25 Professional Development Days

In FY16 the average overtime rate for officers will be \$51.85 per hour. If each shift was filled for the benefit days above the total expenditure would amount to \$189,978.40. Fortunately not every one of these shifts is filled, but with the last appropriated line for Scheduled Overtime being \$52,078.00 (FY15 figure) it is inevitable that we will run a deficit in this line item. Based upon 1% in increase in both FY14 & FY15.

Of additional note, compensatory time off and fitness days (both contractual benefits), taken with advance notice, where the shift needs to be filled, are paid for from the Scheduled Overtime line. These benefit days are not calculated into the potential total liability (\$189,978.40) because they are variable, but they would obviously boost that figure measurably higher.

Respectfully Submitted,

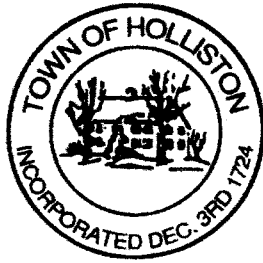
Chief John J. Moore

**FY16 BUDGET REQUEST
POLICE DEPARTMENT**

DEPT. NO.	ACCT. NO.	ACCOUNT NAME	Expended Fiscal Year 2011	Expended Fiscal Year 2012	Expended Fiscal Year 2013	Expended Fiscal Year 2014	Appropriated Fiscal Year 2015	2/2/2015 Expended Fiscal Year 2015	1% Guideline Request Fiscal Year 2016	Change 2015 to 2016
1210		POLICE								
	50018	Chief	31,281	91,000	121,705	125,000	125,000	73,755	125,000	0
	50026	Sergeants	277,691	288,874	354,766	402,873	360,655	236,522	349,915	(10,740)
	50030	Clerical	38,551	39,354	39,585	40,139	42,548	27,762	49,298	6,750
	50039	Officer-in-charge	1,760	1,904	1,486	1,442	1,500	946	1,000	(500)
	50041	Officers	1,046,675	1,011,591	913,330	857,512	861,375	475,315	838,406	(22,969)
	50043	Dispatchers	0	4,706	72,634	165,971	175,195	105,084	200,475	25,280
	50052	Lieutenant	91,392	134,306	109,080	110,171	206,273	23,827	210,399	4,126
	50061	School Patrol	25,898	24,766	25,646	26,708	29,592	15,146	30,326	734
	50111	Stipends - EMT	4,808	6,010	5,769	4,908	4,956	1,841	3,732	(1,224)
	50112	Fitness Stipend	0	0	0	0	0	0	0	0
	50129	Overtime - Training	12,001	8,151	22,448	33,963	25,000	15,096	33,000	8,000
	50136	K9 Training	0	0	0	10,656	12,000	5,531	12,438	438
	50157	Matron	502	684	825	255	500	436,32	500	0
	50420	Scheduled Overtime	86,010	81,138	66,078	59,031	52,078	53,062	70,000	17,922
	50421	Unscheduled Overtime	22,766	18,419	30,675	15,208	15,000	16,888	33,150	18,150
	50424	Court Time	5,561	6,799	5,641	5,561	6,000	1,981	7,000	1,000
	50510	Holiday Pay	76,197	79,886	70,016	72,546	74,581	66,230	71,790	(2,791)
	50525	Longevity	8,275	9,000	8,250	9,078	8,700	7,979	7,800	(900)
	50530	Educational Incentive	278,814	283,111	241,935	241,674	227,911	141,323	213,903	(14,008)
	50540	Hazardous Duty	34,546	33,340	29,990	29,376	29,431	0	29,545	114
	50550	Shift Differential	22,397	22,420	19,315	17,584	22,714	9,858	22,714	0
		Subtotal Personal Services	2,065,125	2,145,459	2,139,174	2,229,658	2,281,009	1,278,580	2,310,391	29,382
	51710	Workers' Compensation	0	0	0	0	0	0	0	0
	51720	Disability Insurance	0	0	0	0	0	0	0	0
	51725	Accident Insurance	0	0	0	0	0	0	0	0
	51740	Life Insurance	0	0	0	0	0	0	0	0
	51750	Health Insurance	0	0	0	0	0	0	0	0
	51760	Medicare	0	0	0	0	0	0	0	0
	51770	County Retirement	0	0	0	0	0	0	0	0
	51910	Uniform Allowance	22,950	21,933	21,664	21,173	27,200	10,026	20,900	(6,300)
		Subtotal Benefits	22,950	21,933	21,664	21,173	27,200	10,026	20,900	(6,300)
	51000	PERSONAL SERVICES	2,088,075	2,167,392	2,160,838	2,250,831	2,308,209	1,288,606	2,331,291	23,082

FY16 BUDGET REQUEST
POLICE DEPARTMENT

DEPT. NO.	ACCT. NO.	ACCOUNT NAME	Expended Fiscal Year 2011	Expended Fiscal Year 2012	Expended Fiscal Year 2013	Expended Fiscal Year 2014	Appropriated Fiscal Year 2015	2/2/2015 Expended Fiscal Year 2015	1% Guideline Request Fiscal Year 2016	Change 2015 to 2016
1210		POLICE								
52028		Custodial	12,220	12,445	12,220	12,220	12,220	7,285	12,220	0
52031		Copier Machine	550	1,182	1,399	1,614	972	1,220	972	0
52061		Computer Services	10,966	11,898	15,139	14,965	11,145	7,083	11,145	0
52110		Energy&Utilities	46,434	40,687	44,112	41,814	50,000	22,068	58,783	0
52150		Communications	10,490	11,154	8,360	8,251	8,179	3,147	8,179	8,783
52170		Professional Development	4,034	3,718	6,697	4,242	16,000	11,523	8,540	0
52190		Professional Services	4,528	8,762	9,349	10,950	10,000	7,125	13,016	(7,460)
52272		Massachusetts General Laws	0	0	0	0	0	0	0	3,016
52000		PURCHASED SERVICES	89,222	89,846	97,336	94,056	108,516	59,449	112,855	4,339
53020		Buildings/Grounds	675	2,253	6,513	11,702	6,090	3,710	11,090	5,000
53031		Vehicle Repairs	17,270	10,424	12,868	12,565	17,000	8,279	15,904	(1,096)
53036		Traffic Repairs	0	2,050	860	1,202	0	0	0	0
53000		REPAIR & MAINTENANCE	17,945	14,727	20,241	25,469	23,090	11,989	26,094	3,904
54200		Office Supplies	3,130	1,948	2,103	1,235	2,000	2,509	3,000	1,000
54273		Ammunition	3,065	2,148	4,096	4,715	3,890	0	3,890	0
54292		Uniform/Clothing/Equipment	0	0	658	982	1,300	0	1,750	450
54500		Building Supplies	1,504	986	1,674	1,345	3,000	484	3,000	0
54520		Cruiser Supplies	1,831	2,156	2,064	2,477	3,000	1,984	3,560	560
54900		Prisoner Meals	37	46	39	62,86	50	40,38	50	0
54000		SUPPLIES & MATERIALS	9,567	7,284	10,634	10,816	13,240	5,017	15,250	2,010
58250		Building	0	0	0	0	0	0	0	0
58321		Police Equipment	0	0	4,247	0	0	0	0	0
58800		Furniture	0	0	0	0	0	0	0	0
58000		CAPITAL OUTLAY	0	0	4247	0	0	0	3461	3,461
		TOTAL	2,204,809	2,279,249	2,293,296	2,381,173	2,453,055	1,365,061	2,489,851	36,796
		GUIDELINE							0	



Holliston Police Department

550 Washington Street
 Holliston, Massachusetts 01746
 Tel 508-429-1212
 Fax 508-429-0611
 www.hollistonpolice.com

David J. Gatchell
 Lieutenant
 gatch@hollistonpolice.com
 Operations Commander

John J. Moore
 Chief of Police
 moorej@hollistonpolice.com

Judith A. Johnson
 Office Manager
 johnsonj@holliston.k12.ma.us

Craig W. Denman
 Lieutenant
 denman@hollistonpolice.com
 Administrative Services

CHANGES AND CONSTANTS TO FY16 BUDGET FROM FY15

What has decreased (\$67,988)

PERSONAL SERVICES

Sergeants – two Sergeants at lower rate (Stone and 5th to be named) (10,740)
 Officer in Charge – 5th Sergeant will decrease the number of shifts with an OIC (500)
 Officers – two new officers at the starting rate (22,969)
 EMT Stipend – went from four EMTs to three (1,224)
 Holiday Pay – due to three new officers not receiving educational incentive (2,791)
 Longevity – three (Chief and Lieutenants) not under the CBA (900)
 Educational Incentive – three officers not receiving the benefit (14,008)
 Uniform Allowance – decreased due to obligations on new officers paid in FY15 (6,300)

PURCHASE SERVICES

Professional Development – decreased due to fulfillment of training obligation (7,460)

REPAIR AND MAINTENANCE

Vehicle Repairs – decreased due to past years averages (1,096)

SUPPLIES AND MATERIALS

No lines

CAPITAL OUTLAY

No lines

What is level funded

PERSONAL SERVICES

Chief – contractual at present rate
 Matron – estimate based on past years
 Shift Differential – level funded

PURCHASE SERVICES

Custodial – level funded
Copier machine – level funded
Computer services – level funded
Communications – level funded

SUPPLIES AND MATERIALS

Ammunition – level funded based on State Bid
Building Supplies – level funded
Prisoner Meals – level funded

CAPITAL OUTLAY

No lines

What has increased (\$104,784)

PERSONAL SERVICES

Clerical – increased to 40 hours per week (6,750)
Dispatchers – added per diems, and dispatcher vacancies paid through this line (25,280)
Lieutenant – proposed percent raises allowable under their contracts (4,126)
School Patrol – crossing guard increases under the personnel chart (734)
Overtime (Training) – increased to meet increased hourly mandate from MPTC (32 to 40) (8,000)
Overtime (K9 Training) – increased to meet higher hourly wage of K9 Handler (438)
Overtime (Scheduled) – increased to meet contractual obligations (17,922)
Overtime (Unscheduled) – increased to meet expected use, and prior year underfunding (18,150)
Overtime (Court) – increased to meet expected use (exception in FY15) (1,000)
Hazardous Duty Pay – increased due to number of officers under CBA (114)

PURCHASE SERVICES

Energy and utilities – increased to meet expected rate hike (8,783)
Professional Services – increased to cover co-payment on mental health grant (3,016)

REPAIR AND MAINTENANCE

Building and Grounds – increased to meet anticipated building maintenance costs (5,000)

SUPPLIES AND MATERIALS

Office Supplies – increase based on past years' totals and higher costs (1,000)
Uniform / Clothing / Equipment – increased due to per diem dispatcher uniforms (450)
Cruiser Supplies – increased to cover purchase of tires (560)

CAPITAL OUTLAY

Furniture – second Lieutenant's Office (3,461)

TOTAL FY16 PROPOSED BUDGET - \$2,489,851

Total Increase from FY15 - \$36,796 (1.48%)

Holliston Police Department
FY15 FY16 RETRO CALCULATIONS

FY15 - 1% money owed

1% owed

Sgt	1368	52.2	71,409.60	4	285,638.40	2,856.38
Officers	1175	52.2	61,335.00	15	920,025.00	9,200.25
Ed Incent	S25	52.2	71,409.60	5	89,262.00	892.62
	O25	52.2	61,335.00	1	76,668.75	766.69
	O20	52.2	61,335.00	10	61,335.00	613.35

EMT (base*52.2*.02)

Holiday adj : 11 paid holiday at new rates plus 5 holidays worked at 1/2 days pay each

Hazard ((base*52.2)*.025)

Shift Dif (base*.0375/40)

OIC ((start Sgtbase- top Offbase)/40)

OT	FY15 Appropriated budget	110,078.00	0.01	1,100.78
	FY15 Anticipated beyond approp	<u>46,591.00</u>	0.01	<u>465.91</u>
		156,669.00		

* 1% APPROXIMATION DUE FOR FY15

15,895.98

FY16 - 1%+1% money owed

fy15 + 1%

fy16 + 1% owed

1% + 1%

Sgt	1368	52.4	71,683.20	5	358,416.00	3,584.16	3,620.00	7,204.16
Officers	1175	52.4	61,570.00	15	923,550.00	9,235.50	9,327.86	18,563.36
Ed Incent	S25	52.4	71,683.20	4	71,683.20	716.83	724.00	1,440.83
	S20	52.4	71,683.20	1	14,336.64	143.37	144.80	288.17
	O25	52.4	61,570.00	1	15,392.50	153.93	155.46	309.39
	O20	52.4	61,570.00	9	110,826.00	1,108.26	1,119.34	2,227.60

EMT (base*52.4*.02)

Holiday adj : 11 paid holiday at new rates plus 5 holidays worked at 1/2 days pay each

Hazard ((base*52.4)*.025)

Shift Dif (base*.0375/40)

OIC ((start Sgtbase- top Offbase)/40)

OT	FY16 Appropriated Realistic OT budget	152,560.00	0.02	<u>3,051.20</u>
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**2% APPROXIMATION TOTAL DUE FOR FY16

33,084.71

* All calculations based on top rate of pay

** All calculations based on top rate of pay

Holliston Police Department FY16 Budget Line Item Definitions

Personal Services (5100 lines)

- **Chief's Salary:** based upon Salary and Benefits Agreement between the Town of Holliston and John J. Moore dated August 8, 2013 (Article IV – Salary \$125,000). (Chief John Moore).
- **Sergeant's Salary:** based upon the Collective Bargaining Agreement between the Town of Holliston and the Holliston Police Association (Article XIX – Wages). (Sergeant Glenn Dalrymple, Sergeant George Leurini, Sergeant Matthew Waugh, Sergeant Matthew Stone, **and a 5th Sergeant to be named and to start at that rank as of 7/1/15**).
- **Clerical:** based upon the Town of Holliston Personnel Bylaws Fiscal Year 2014 Wage Chart (Section 30, Job Compensation Plan (Part 1, Schedule B) (Grade 300 Step 7) ((\$23.52/hour) (Principal Clerk Judith Johnson). (**NOTE: Work week changed to 40 hours per week**).
- **Officer in Charge Wage Differential:** based upon the Collective Bargaining Agreement between the Town of Holliston and the Holliston Police Association (Article XIX section 4 – Wages).
- **Officer's Salaries:** based upon the Collective Bargaining Agreement between the Town of Holliston and the Holliston Police Association (Article XIX – Wages). (Detective Charles Todd, Officer Tim Heney, Officer John Scanlon, Officer James Ward, Detective Ciara Ryan, Officer Scott Downey, Officer Dan Griffith, Detective Chad Thompson, Officer Andrew MacGray, Officer Todd Hagan, Officer Bryan DiGiorgio, Officer Ken Belson, Officer Michael Woods and Officer Jonathan Remkus)(**Note: Dispatcher Kate Hickey will start the police academy in March of 2015 with an anticipated graduation date of August 2015**).(Note: includes four (4) officers on the "Senior Wage Adjustment" in lieu of a sick time payment at retirement (Heney at 8% to end during FY16; Scanlon at 7% to end during FY16; Ryan at 5% to end post-FY16; Downey at 5% to end post-FY16).(Note: includes a 5% stipend to the Supervisor of Detectives (Todd)).
- **Civilian Dispatchers:** based upon the Town of Holliston Personnel Bylaws Fiscal Year 2016 Wage Chart (Section 30, Job Compensation Plan Part 1, Schedule B)(Head Dispatcher Kasey Richards – Grade 400 Step 4), (Dispatcher Lisa Gallagher – Grade 200 Step 4), (Dispatcher James Ray – Grade 200 Step 4), (Dispatcher Jason Fitzgerald – Grade 200 Step 3), (Per Diem Dispatcher Ethan

Coakley – Grade 200 Step 1), (Per Diem Dispatcher Patrick Hodgdon – Grade 200 Step 1).

- **Lieutenants' Salary:** based upon Salary and Benefits Agreement between the Town of Holliston and David J. Gatchell. (Lieutenant David J. Gatchell)(dated December 2014), and the Salary and Benefits Agreement between the Town of Holliston and Craig W. Denman (Lt. Craig Denman)(dated January 2015).
- **School Patrol:** based upon the Town of Holliston Personnel Bylaws Fiscal Year 2016 Wage Chart (Section 30, Job Compensation Plan Part 1 Schedule B). (Crossing Guard Martha Ellis – Grade 100 Step 7), and (Crossing Guard Edward Mantenuto – Grade 100 Step 5).
- **EMT Stipends:** based upon the Collective Bargaining Agreement between the Town of Holliston and the Holliston Police Association. Paid out in December (1/2) and March (1/2) of the fiscal year (Article XIX section 6 – Wages). (Sergeant Matthew Waugh, Detective Ciara Ryan, and Officer Bryan DiGiorgio).
- **Overtime Training:** based upon the Collective Bargaining Agreement between the Town of Holliston and the Holliston Police Association (Article VI – Training and Article X – Overtime).
- **K9 Training:** instituted to cover two monthly in-service training days per month by the K9 Handler Sergeant Matt Stone and K9-Cesh, in order to keep their certification.
- **Matron:** based upon the Town of Holliston Personnel Bylaws Fiscal Year 2015 Wage Chart (Section 30, Job Compensation Plan, Part 1, Schedule B Grade 100).
- **Scheduled Overtime:** based upon the Collective Bargaining Agreement between the Town of Holliston and the Holliston Police Association (Article X – Overtime). (Also known as “contractual time off” to include, but not limited to, vacation days, personal days, professional development days, and fitness days)
- **Unscheduled Overtime:** based upon the Collective Bargaining Agreement between the Town of Holliston and the Holliston Police Association (Article X – Overtime). (Also known as “unanticipated and unforeseen time worked” to include, but not limited to, protracted investigations and shift coverage for sick time).
- **Court Time:** based upon the Collective Bargaining Agreement between the Town of Holliston and the Holliston Police Association (Article XII – Court Time). (Subject to the prosecution status and judicial mandates for the appearance of officers involved in criminal matters).

- **Holiday Pay:** based upon the Collective Bargaining Agreement between the Town of Holliston and the Holliston Police Association. Paid during Thanksgiving Week. (Article XIII – Holidays) (Guaranteed 11 paid holidays per year paid in a lump sum).
- **Longevity:** based upon the Collective Bargaining Agreement between the Town of Holliston and the Holliston Police Association (Article XXI – Longevity), by way of the Personnel Bylaws for the Administrative Aide, Crossing Guards, and Dispatchers, and by Contract to the Chief and Lieutenant (5-10 years of service \$75; 10 years of service \$250; \$25 per year thereafter).
- **Incentive Pay:** based upon the Collective Bargaining Agreement between the Town of Holliston and the Holliston Police Association (Article XXIV – Educational Incentive Pay (“Quinn Bill”)). (Presently nine (9) officers receive this benefit. Three (3) officers hired after 2009 do not presently receive this benefit).
- **Hazardous Duty Pay:** based upon the Collective Bargaining Agreement between the Town of Holliston and the Holliston Police Association. Paid in June. (Article XIX, section 2 – Wages).
- **Shift Differential:** based upon the Collective Bargaining Agreement between the Town of Holliston and the Holliston Police Association. Paid for working the 4pm-midnight and midnight-8am shifts. (Article XX – Shift Premium).
- **Uniform Allowance:** based upon the Collective Bargaining Agreement between the Town of Holliston and the Holliston Police Association (Article VIII – Uniforms and Equipment).

Purchase Services (5200 lines)

- **Custodial Services:** based upon a service contract with All Pro Cleaning Services.
- **Copier Machine Service Contract:** based upon a service contract with Northeast Copier Systems. (Note: the maintenance contract on the color printer and copier in the Dispatch Center will be paid for through E911 grant funds)
- **Computer Service Contract:** based upon service contracts with, Google Mail (email servicer), Comcast (high speed internet), IMC (Information Management Corporation) (in house computer system), HUB Technical Services, LLC (Fortinet firewall protection and Symantec backup and recovery system). (Note: IPC (Integration Partners Corporation) (Criminal Justice Information System) will be paid for in the Dispatch Center through E911 grant funds).

- **Energy and Utilities:** NSTAR Gas and Electric.
- **Communications:** DSCI phone systems, Verizon wireless (cell phones and mobile data terminals), postage costs. (**Note: the monthly cost of 10 aircard/modems will be purchased for our mobile data terminals (MDTs) through E911 grant funds**)
- **Professional Development and Travel:** Firing Range rental, Fast Lane Pass, Massachusetts Chiefs of Police Association, Middlesex Chiefs of Police Association, International Association of Chiefs of Police, New England Chiefs of Police Association, Executive training, Supervisory training, Municipal Police Institute Firearms Officers training, Middlesex Partnerships in Youth School Summit for SRO, Police Executive Research Forum membership, Massachusetts Accreditation Conference, and other miscellaneous training.
- **Professional Services:** NESPIN (New England State Police Information Network, Associated Elevators, Weld Power (generator), Law Enforcement Maintenance (radar units), Shred King, All Washed Up (cruiser washes), In-Service Training Instructor fees, Voorhees (radio systems), Massachusetts Police Accreditation Project.

Repair and Maintenance (5300 lines)

- **Building and Ground Maintenance:** septic service, HVAC, electrical and plumbing repairs, Marlboro Fire Extinguishers, Signet video security system maintenance
- **Vehicle Repair:** Maintenance of cruiser fleet by Spiller's Automotive under bid contract.

Supplies and Materials (5400 lines)

- **Office Supplies:** administrative materials (paper and other office products) for the Station.
- **Ammunition:** duty and practice ammunition for firearms based on a State bid and purchased at AAA Police Supply.
- **Uniform/Clothing/Equipment:** uniforms for dispatchers and crossing guards.

- **Building Supplies:** janitorial, hardware, light bulbs, and miscellaneous supplies.
- **Cruiser Supplies:** tires, windshield wash, windshield wiper blades, etc.
- **Prisoner Meals:** food for arrestees who are not bailed.

Capital Outlay (5800 lines)

- **Building:** tangible items needed for the Police Station
- **Police Equipment:** tangible items needed for the patrol function
- **Furniture:** furniture needed for the Police Station

Respectfully Submitted,

Chief John J. Moore
February 2015

ADDITIONAL FINANCE COMMITTEE INFORMATION**PROPOSED POLICE DEPARTMENT FY16 BUDGET****Short and Long Term Goals**

- Training and initiating recently hired per diem dispatchers into the vacancy rotations created by full time dispatchers that exercise time off benefits.
- Expanded Deployment of K9 Unit.
- Expansion of In House In Service (Ashland PD and Sherborn PD).
- Institution of fuel surcharge for road details where a cruiser is used.
- Proposal and requested acceptance of a revolving fund initiative to help defer costs associated with the assessment of burglar alarm fines. (Deferred to FY17)

Capital Request Budget

- Two (2) new marked patrol vehicles and portable radios to be requested at the Special Town Meeting in the fall of 2015. Estimated capital request to total \$136,000 (\$90,000 for the cruisers and \$46,000 for the portable radios).
- Five Year Capital Plan (FY16 – FY19) to include marked cruisers, unmarked administration vehicles, portable radios, all terrain vehicle for use on patrolling the Rail Trail, live scan fingerprint machine, and replacement of the Quantar repeater for radio system (Mellon Street) (See attached 5 Year Capital Plan spreadsheet)

Revenue Streams (see included document)

- Report Fees (typically \$5 per report to the General Fund)
- Detail Surcharge Fees (10% to the General Fund)
- Firearms Licensing (Licenses to Carry and Firearms Identification Cards)(\$100/each)(25% of revenue to the General Fund)
- Solicitor Fees (\$25/each to the General Fund)
- Alcohol Servers (\$10/each to the General Fund)
- Fire/Burglar Alarm Fees (\$50 on second offense, \$100 on third offense to the General Fund)
- Registry of Motor Vehicle Fees (Statutory to the General Fund)
- Court Fines (Statutory and discretion of the Court to the General Fund)
- Non-Criminal Violations (marijuana bylaw)(\$100 and/or \$300 per violation to the General Fund)
- Parking Citations (90% of revenue to the General Fund)
- Grants (Executive Office of Public Safety and Security)(private organizations)
- Gift Accounts (earmarked use)(private organizations)

- Law Enforcement Trust Fund (earmarked use)
- Gift accounts set up for K9 Unit (earmarked use)

Status of Current Fiscal Year (FY15) Budget (as of 1/2/15)

- Personal Services - salaries (47% expended) (Overtime issues/risks: Scheduled OT at 73% and Unscheduled OT at 98%).
- Employee Fringe Benefits – clothing allowances (32% expended).
- Purchase Services – professional and utility obligations (53% expended).
- Repair and Maintenance – building and vehicles (45% expended).
- Supplies and Materials – building and vehicles (36% expended).
- Capital Outlay – furniture and equipment (no appropriation / no expenditure)

Unexpended Town Meeting Appropriations (Special Town Meeting – Fall 2014)

- Capital Budget appropriation for police cruisers (approved at Special Town Meeting on October 27, 2014) to be expended in March of 2015. \$79,332 appropriated for two (2) Ford SUV marked patrol vehicles and \$27,665 appropriated for one (1) Ford Taurus unmarked administrative vehicle.

Revolving and Reserve Fund

- A revolving fund exists for Cost of Prosecution monies (no balance). Recommend keeping this account open. First Justice David Cunis of the Framingham District Court has approved in principal the Cost of Prosecution concept, and he has asked the Middlesex County District Attorney's Office, through our Department, to formally introduce this program through on-going criminal matters. In the meantime, efforts continue to be concentrated on restitution and/or court costs in the resolution of criminal matters.

Fee Structure and Commensurate Costs

- See revenue streams above.

Current Service Levels affected by this Guideline

- Minimum manning on some shifts due to deficit in Overtime line items as affected by the terms and conditions of the collective bargaining agreement with the police union.

Technology Initiatives

- Update or invest in a new digital fingerprint machine.
- Update of in house computer system (IMC) with programs for administrative matters and scheduling.

Opportunities for Collaboration

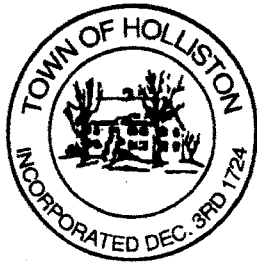
- Providing and receiving assistance from other town departments such as the Schools, the Fire Department, and the Highway Department on a regular basis.

Opportunities for Savings

- Use of Collective Bargaining Agreement tools to minimize overtime costs.
- Upgrade of cruiser fleet to reduce repair bills.
- Conservation of resources at the Station to stay under budget on the Utilities line item.
- Successful completion and awarding of another two (2) Executive Office of Public Safety and Security E911 grants. One for support and incentive, and one for emergency medical dispatch.
- Budget supplementation initiatives such as rental of the training room for professional law enforcement courses.

Respectfully Submitted,

Chief John J. Moore
February 2015



Holliston Police Department

550 Washington Street
Holliston, Massachusetts 01746
Tel 508-429-1212
Fax 508-429-0611
www.hollistonpolice.com

David J. Gatchell
Lieutenant
gatch@hollistonpolice.com
Operations Commander

John J. Moore
Chief of Police
moorej@hollistonpolice.com

Judith A. Johnson
Office Manager
johnsonj@holliston.k12.ma.us

Craig W. Denman
Lieutenant
denman@hollistonpolice.com
Administrative Services

HOLLISTON POLICE DEPARTMENT

SPECIAL ASSIGNMENTS (FY16)

School Resource Officer Bryan DiGiorgio

(Works a 5/2 schedule (weekdays) and is committed to the schools all days that school is in session)
Estimated to 75% of his on-duty time

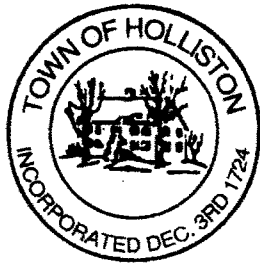
Court Prosecutor Dan Griffith

(Works a 5/2 schedule (weekdays) and is committed to the court and prosecution paperwork)
Estimated to be 50% of his on-duty time

K9 Handler Sergeant Matt Stone

(Works a 4/2 schedule on nights with availability for mutual aid calls)
Estimated to be less than 10% of his on-duty time with rare off-duty call outs

“Unique services that pose budgetary challenges”



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SENIOR WAGE ADJUSTMENT

**Collective Bargaining Agreement
Town of Holliston and the Holliston Police Association
(Article XIX Wages – Section 3)**

Fiscal Year 2016 Budgetary Impact

Detective Ciara Ryan – Five (5) percent allotment - \$3,117.40

Officer Scott Downey – Five (5) percent allotment - \$3,117.40

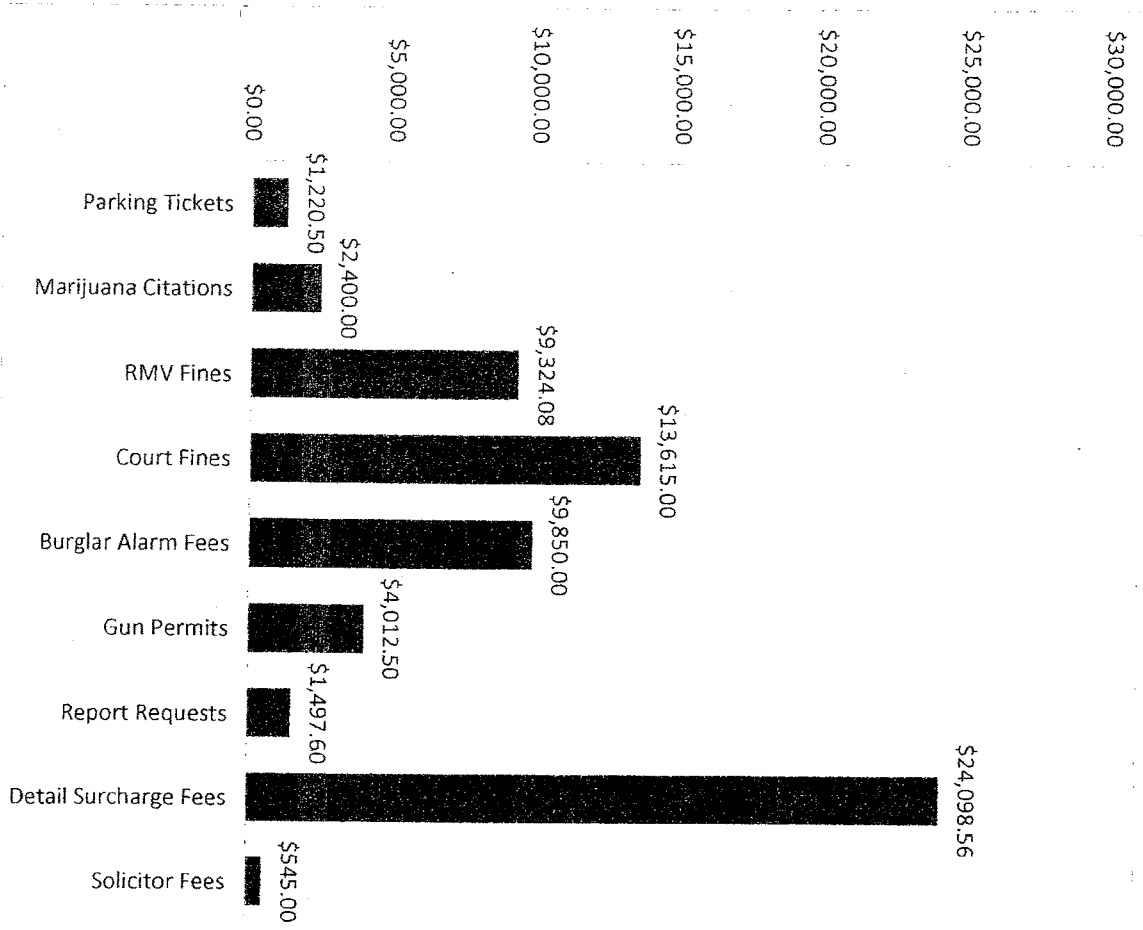
Officer John Scanlon – Seven (7) percent allotment (partial year) - \$2,007.13

Officer Tim Heney – Eight (8) percent allotment (partial year) - \$2,378.82

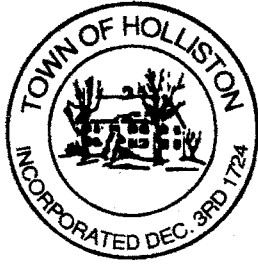
TOTAL - \$10,620.75

NOTES:

1. Senior Wage Adjustment is a voluntary election taken in lieu of payment for unused sick time at retirement.
2. Senior Wage Adjustment percentage will also be used to determine payment under overtime, holidays, and educational incentive.
3. Sergeant Glenn Dalrymple and Detective Chuck Todd are present members under the Collective Bargaining Agreement that have elected, and have received, the full financial benefit of the Senior Wage Adjustment, and will not receive a sick time buyback upon retirement.
4. The present opinion from Middlesex County Retirement is that Senior Wage Adjustment monies are not pensionable.



Revenue Streams for 2014
Total Amount: \$66,563.24



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HOLLISTON POLICE DEPARTMENT

SUPPLEMENTAL FUNDING SOURCES (FY16)

Bulletproof Vest Program

*Jointly funded by the U.S. Department of Justice and the Massachusetts Executive Office of Public Safety and Security
Approximately eight vests per year at a savings of about \$4,800 per year*

Massachusetts E911 Department

*Dispatch Center related coverage, training, and equipment
Two (2) separate grants totally approximately \$35,000 per year*

Law Enforcement Trust Fund

*Monies derived from narcotics cases with civil forfeitures imposed
Presently has a balance of approximately \$1,600
Includes the transfer of ownership in vehicle forfeitures*

Friends of the Holliston K9 Unit

*Private Charitable/Fundraising Group
Monies accumulated are used to defer equipment costs of the K9 Unit*

Cost of Prosecution Revolving Account

*Recently approved by First Justice David Cunis of the Framingham District Court
Monies will be requested from defendants in protracted prosecutions to defer police overtime costs*

United Way of Tri-County

Grant monies used to defer the costs of the Rape Aggression Defense Program

Massachusetts Department of Mental Health (Unofficial Approval Received)

Grant monies used towards the cost of an on-site clinician to assist in emotional crisis cases

Burglar Alarm Fines Revolving Account (Proposed)

Collected monies to be used to purchase a computer tracking program on fines

Stephen and Mary Birch Family Grant

Monies(\$10,000) used toward community engagement programs to include a Civilian Police Academy, two Junior Police Experiences, bike patrols of the Rail Trail and a Rape Aggression Defense class

Massachusetts Executive Office of Public Safety and Security

Traffic Related Grant Programs

"Click it or Ticket" and "Drive Sober or Get Pulled Over" mobilizations

\$6,000 total grant funds per year

Massachusetts Executive Office of Public Safety and Security

Criminal Enforcement Grant Programs

Underage Alcohol Enforcement Grant for \$5,000

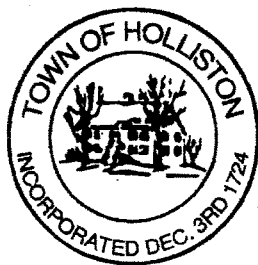
Massachusetts Executive Office of Public Safety and Security

Car Seat Purchasing Grant

\$2,000 in grant funds to purchase the seats

Miscellaneous Private Grants

Celebrate Holliston, NewComers, Lions Club, Walmart



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February 25, 2015

Board of Selectmen
Finance Committee
Town of Holliston
Holliston Town Hall
703 Washington Street
Holliston, MA 01746

RE: FY16 Concluding Message

Dear Board and Committee Members,

It is our sincere hope that the documentation and information that has been supplied to you sufficiently details the fiscal circumstances and challenges faced by the Police Department. We fully realize the enormous task before you in reviewing and setting priorities on the multiple departments that come before you every budget season. In the spirit of full disclosure and explanation we hope that your burden is somewhat eased in regards to our department. We stand ready to supply anything else you may need, and we look forward to the formal presentation of these materials at one of your upcoming budget review meetings.

Very Truly Yours,

Chief John J. Moore

Town of Holliston
Capital Inventory and Replacement Plan
As of December 31, 2014

										Estimated Replacement Cost												
Department	Category	Current/ Proposed	Description	Asset ID	Front Line/Back Up	Year Acquired	Acquisition Cost	Useful Life (Yrs)	Priority 1	Priority 2	Priority 1	Priority 2	Priority 1	Priority 2	Priority 1	Priority 2	Priority 1	Priority 2	Later Year	Later		
Police Fleet	Current	1	Ford Taurus - Chief	1FAHP2TWS6G172473	FL	FY09	\$24,000															
		2	Dodge Charger - LT	ZC3CDXAT5C316188	FL	FY13	\$32,000															
		3	Ford Explorer - LT	1FAGW8S98EC410892	FL	FY14	\$39,666															
		4	Ford Explorer - LT	1FAGW8S98EC410892	FL	FY14	LEFT															
		5	Ford Explorer - LT	1FAGW8S98EC410892	FL	FY14	LEFT															
		6	Ford Explorer - LT	1FAGW8S98EC410892	FL	FY14	LEFT															
		7	Ford Explorer - LT	1FAGW8S98EC410892	FL	FY14	LEFT															
		8	Ford Explorer - LT	1FAGW8S98EC410892	FL	FY14	LEFT															
		9	Ford Explorer - LT	1FAGW8S98EC410892	FL	FY14	LEFT															
		10	Dodge Charger - LT	ZC3CDXAT5C316188	FL	FY12	\$32,000															
		11	Dodge Charger - LT	ZC3CDXAT5C316188	FL	FY12	\$32,000															
		12	Dodge Charger - LT	ZC3CDXAT5C316188	FL	FY12	\$32,000															
		13	Dodge Charger - LT	ZC3CDXAT5C316188	FL	FY12	\$32,000															
		14	Dodge Charger - LT	ZC3CDXAT5C316188	FL	FY12	\$32,000															
		15	Ford Explorer - SMO	1FAGW8S98EC410892	FL	FY14	\$40,109															
		16	Ford Explorer - SMO	1FAGW8S98EC410892	FL	FY14	LEFT															
Police Fleet	Appropriated	3	Ford Taurus - LT		FL	FY15	\$27,665															
		7	Ford Explorer		FL	FY15	\$39,666															
		8	Ford Explorer		FL	FY15	\$39,666															
		Proposed	11	Ford Explorer			FY16															
			1	Administration vehicle			FY16															
			13	Ford Explorer			FY17															
			10	Ford Explorer			FY17															
			14	Ford Explorer			FY18															
		Proposed	12	Ford Explorer			FY18															
			6	Ford Explorer			FY19															
			5	Administration vehicle			FY19															
			9	Ford Explorer			FY19															
			15	Ford Explorer			FY20															
		Proposed	3	Administration vehicle			FY20															
			Police Equipment	Current	25	Motorola XTS 2500 Portable Radios	FL		2008	\$45,843												
				Proposed	25	Motorola XTS 4000 Model II Portable Radios	FL															
Police Real Estate	Current		15	Taxers	FL																	
	Proposed																					
Police Technology	Current	1	Radio Repeater	FL		2005	\$14,310															
	Proposed	1	Live Scan Technology	FL		2005	\$20,695															
		1	Computer Server	FL		2013	\$25,500															
		12	MDT's	FL		2014	\$23,641															
		32	Computers - Desk tops & monitors	FL		2014	\$23,648															
Police Other	Current	1	Radio Repeater																			
	Proposed	1	Live Scan Technology																			
		1	Computer Server																			
		12	MDT's																			
		32	Computers - Desk tops & monitors																			
Department Total									\$60,505	\$73,000	\$90,000	\$40,000	\$94,000	\$10,000	\$133,000	\$25,000	\$46,000	\$30,000	\$25,000			
Grand Total									\$60,505	\$73,000	\$90,000	\$40,000	\$94,000	\$10,000	\$133,000	\$25,000	\$46,000	\$30,000	\$25,000			

ADDITIONAL FINANCE COMMITTEE INFORMATION**PROPOSED POLICE DEPARTMENT FY16 BUDGET****Short and Long Term Goals**

- Training and initiating recently hired per diem dispatchers into the vacancy rotations created by full time dispatchers that exercise time off benefits.
- Expanded Deployment of K9 Unit.
- Expansion of In House In Service (Ashland PD and Sherborn PD).
- Institution of fuel surcharge for road details where a cruiser is used.
- Proposal and requested acceptance of a revolving fund initiative to help defer costs associated with the assessment of burglar alarm fines. (Deferred to FY17)

Capital Request Budget

- Two (2) new marked patrol vehicles, portable radios, and tasers to be requested at the Special Town Meeting in the fall of 2015. Estimated capital request to total \$136,000 (\$90,000 for the cruisers, \$46,000 for the portable radios, and \$28,000 for tasers)(**Priority listed as tasers, portable radios, then cruisers**).
- Five Year Capital Plan (FY16 – FY19) to include marked cruisers, unmarked administration vehicles, portable radios, tasers, all terrain vehicle for use on patrolling the Rail Trail, live scan fingerprint machine, and replacement of the Quantar repeater for radio system (Mellon Street) (See attached 5 Year Capital Plan spreadsheet)

Revenue Streams (see included document)

- Report Fees (typically \$5 per report to the General Fund)
- Detail Surcharge Fees (10% to the General Fund)
- Firearms Licensing (Licenses to Carry and Firearms Identification Cards)(\$100/each)(25% of revenue to the General Fund)
- Solicitor Fees (\$25/each to the General Fund)
- Alcohol Servers (\$10/each to the General Fund)
- Fire/Burglar Alarm Fees (\$50 on second offense, \$100 on third offense to the General Fund)
- Registry of Motor Vehicle Fees (Statutory to the General Fund)
- Court Fines (Statutory and discretion of the Court to the General Fund)
- Non-Criminal Violations (marijuana bylaw)(\$100 and/or \$300 per violation to the General Fund)
- Parking Citations (90% of revenue to the General Fund)
- Grants (Executive Office of Public Safety and Security)(private organizations)

- Gift Accounts (earmarked use)(private organizations)
- Law Enforcement Trust Fund (earmarked use)
- Gift accounts set up for K9 Unit (earmarked use)

Status of Current Fiscal Year (FY15) Budget (as of 2/25/15)

- Personal Services - salaries (61% expended) (Overtime issues/risks: Scheduled OT at 112% and Unscheduled OT at 135%).
- Employee Fringe Benefits – clothing allowances (44% expended).
- Purchase Services – professional and utility obligations (61% expended).
- Repair and Maintenance – building and vehicles (56% expended).
- Supplies and Materials – building and vehicles (49% expended).
- Capital Outlay – furniture and equipment (no appropriation / no expenditure)

Unexpended Town Meeting Appropriations (Special Town Meeting – Fall 2014)

- Capital Budget appropriation for police cruisers (approved at Special Town Meeting on October 27, 2014) to be expended in March of 2015. \$79,332 appropriated for two (2) Ford SUV marked patrol vehicles and \$27,665 appropriated for one (1) Ford Taurus unmarked administrative vehicle (**delivered February 2015**).

Revolving and Reserve Fund

- A revolving fund exists for Cost of Prosecution monies (no balance). Recommend keeping this account open. First Justice David Cunis of the Framingham District Court has approved in principal the Cost of Prosecution concept, and he has asked the Middlesex County District Attorney's Office, through our Department, to formally introduce this program through on-going criminal matters. In the meantime, efforts continue to be concentrated on restitution and/or court costs in the resolution of criminal matters.

Fee Structure and Commensurate Costs

- See revenue streams above.

Current Service Levels affected by this Guideline

- Minimum manning on some shifts due to deficit in Overtime line items as affected by the terms and conditions of the collective bargaining agreement with the police union.

Technology Initiatives

- Update or invest in a new digital fingerprint machine.
- Update of in house computer system (IMC) with programs for administrative matters and scheduling.

Opportunities for Collaboration

- Providing and receiving assistance from other town departments such as the Schools, the Fire Department, and the Highway Department on a regular basis.

Opportunities for Savings

- Use of Collective Bargaining Agreement tools to minimize overtime costs.
- Upgrade of cruiser fleet to reduce repair bills.
- Conservation of resources at the Station to stay under budget on the Utilities line item.
- Successful completion and awarding of another two (2) Executive Office of Public Safety and Security E911 grants. One for support and incentive, and one for emergency medical dispatch.
- Budget supplementation initiatives such as rental of the training room for professional law enforcement courses.

Respectfully Submitted,

Chief John J. Moore
March 2015

DPW FY16 BUDGET REQUEST

The combined total of the FY16 budget requests for Water and Highway is \$3,569,177, inclusive of Water indirect costs. That amount is \$47,205 less than the current (FY15) total of \$3,616,382, inclusive of Water indirect costs. The combined total, on a budget basis, is \$9,163 below the combined guideline. On the Water side, the FY16 budget request is \$160,593 less than the FY14 Water budget. In FY14, the Water Surplus balance was \$129,651. It is currently \$600,992 and we project that it will be close to \$1.2 million at the close of FY15 operations. In FY14, debt service was 45% of the Water budget. We are planning to pay off short term debt through operational savings in the current (FY15) budget and we project that debt will drop to 37% of the Water budget in FY16.

Mr. Reese took over as DPW Director on September 2, 2014. Under his leadership and in the short space of six months the Department has made significant strides, particularly on the Water side of operations. A leak detection analysis of 50% of the distribution system identified six leaks that were repaired, recapturing 18 million gallons of water that was being lost on an annual basis. The other 50% of the distribution system will be analyzed for leaks in the spring. More than 200 hydrants have been inspected and 11 have been repaired; Mr. Reese is working with the Fire Department on hydrant issues. The Water Department staff has been reorganized for better operations and more accountability, eliminating a previously top heavy structure. Longstanding issues with discolored water and water pressure in certain areas of Town are being addressed. Failures of proper reporting to the DEP going back to early 2014, 2013 and 2001 have been corrected. Policies and procedures have been updated.

The Water portion of the FY16 budget request includes funding for ongoing inspection, maintenance and repair of wells, storage tanks and hydrants. Historically, these have been addressed haphazardly in the budget. These aspects of the budget, combined with the capital projections in the budget package, address both short and long term needs of all aspects of the Water system. The capital needs present a significant challenge, arguably as much as \$1 million per year for the foreseeable future just to address the distribution system. The budget package includes information on options for funding capital needs.

The winter season that is now coming to a close has been especially challenging due to record snowfall and exceptionally cold weather. The newly constituted DPW has responded to the challenge in an exemplary manner, keeping the roads clear and safe, and quickly and efficiently resolving issues with frozen hydrants and water main breaks. All of that has been done under the harshest of conditions. Our thanks to Mr. Reese, Mr. Smith and the entire DPW staff for their outstanding performance. It is indicative of the smooth and successful transition to a DPW.

Statements were made during the discussion about creating a DPW to the effect that it would be a mistake to allow the Selectmen to be in charge of the Water Department and that it would add \$120,000 or so to the cost of operations. As you can see, the reality is quite the opposite.

Our decision to contract with Whitewater for operational assistance during the transition from the Board of Water Commissioners to the DPW Director was criticized as being only the beginning of escalating costs. In fact, the current year's actual spending will be well below the budgeted amount and we will have the opportunity to retire debt ahead of schedule.

HOLLISTON DPW WATER DIVISION ANALYSIS

26-Feb-15
Page 1 of 2

	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14	Estimate FY15	Estimate FY16	Estimate FY17	Estimate FY18
Average MGPD (million gallons per day)			1.10	1.13	1.02	1.00	0.92	1.06					
Change in Average MGPD				2.73%	-9.73%	-1.96%	-8.00%	14.94%					
UAW (Unaccounted for Water)			12.50%	18.10%	14.80%	19.00%	14.90%	18.70%					
RGPCD (Residential Gallons Per Capita Day)			49.17	45.58	45.72	49.06	44.22	43.87					
Average Residential Unit Cubic Feet per Year			7,190	6,605	6,707	7,290	6,566	6,476					
Average Residential Unit Annual User Charges	\$133.72	\$284.97	\$281.93	\$284.97	\$284.97	\$313.42	\$298.92	\$308.31					
Average Residential Unit Annual Charges Change	NA	113.11%	-1.07%	1.08%	0.00%	9.98%	-4.63%	3.14%					
Number of Service Connections			4,484	4,487	4,489	4,572	4,593	4,631					
Miles of Water Mains			95	95	90	90	90	90					

Notes: Average MGPD is reported on a calendar year basis. Overall, Average MGPD decreased 16.36% from 2008 to 2012 and has averaged 1.034 during that time.

UAW is reported on a calendar year basis. Overall, UAW has increased 19.2% from 2008 to 2012 and has averaged 15.86% during that time.

RGPCD is reported on a calendar year basis. Overall, RGPCD has decreased 10.52% from 2008 to 2012 and has averaged 46.83 during that time. The Water Department calculates RGPCD based on the total Town population, not the population served by the water system. Thus, the RGPCD is understated. Local census figures were used in 2008, 2009, 2010 and 2012; federal census figure was used in 2011.

Average Residential Unit Cubic Feet per Year was calculated by applying the RGPCD to the Town wide average persons per household.

Average Residential Unit Annual User Charges was calculated by applying the applicable rates to the Average Residential Unit Cubic Feet per Year.

Average MGPD, UAW, Number of Service Connections and Miles of Water Mains taken from the annual statistical reports submitted to the DEP by the Water Department.

OPERATING REVENUE

60140 42110 USER CHARGES	1,429,817	1,715,602	2,250,266	2,556,378	1,853,878	2,002,981	2,131,016	2,260,999	2,441,858	2,441,858	2,525,858	2,612,748	2,702,626
60140 42120 MILFORD			302,209	0	0	0	0	0	0	0	0	0	0
60140 42200 DEVELOPMENT CHARGES	98,000	21,000	101,800	20,800	43,400	47,400	31,200	43,100	76,664	46,200	30,000	30,000	30,000
60140 42210 CONNECTION CHARGES	15,479	10,197	8,786	5,245	11,721	13,041	9,044	9,829	23,771	17,637	5,000	5,000	5,000
60140 42214 LIENS ADDED TO TAXES	106,803	8,031	69,648	77,112	101,069	73,391	87,271	92,146	90,959	11,505	0	0	0
60140 42220 LATE CHARGES	6,158	11,833	12,977	17,050	15,094	17,693	26,041	31,588	32,348	35,220	10,000	10,000	10,000
60140 42230 BACK FLOW FEES	10,800	6,600	13,800	11,465	11,485	11,977	11,628	12,371	6,705	21,415	10,000	10,000	10,000
60140 48400 MISCELLANEOUS REVENUE	0	147	10,484	4,500	2,069	15	10,500	216	0	2,813	2,500	2,500	2,500
60140 49702 OTHER	320	125,680	1,544	0	0	0	0	0	0	0	0	0	0

TOTAL REVENUE

Rate Increase	1,667,378	1,899,090	2,771,513	2,692,550	2,038,715	2,166,497	2,306,699	2,450,248	2,672,306	2,576,648	2,583,358	2,670,248	2,760,126
USER CHARGES revenue change	0.00%	121.63%	0.00%	0.00%	0.00%	10.00%	10.00%	5.00%	15.00%	0.00%	5.00%	5.00%	5.00%
TOTAL REVENUE change	NA	19.99%	31.16%	13.60%	-27.48%	8.04%	6.39%	6.10%	8.00%	0.00%	3.44%	3.44%	3.44%
	NA	13.90%	45.94%	-2.85%	-24.28%	6.27%	6.47%	6.22%	9.06%	-3.58%	0.26%	3.36%	3.37%

Notes: A five tier rate system was adopted in FY07 with quarterly billing. The rate for the first 3200 cubic feet increased 121.63%; the rate for the next 700 cubic feet increased 30.04%; the rate for the next 4100 cubic feet increased 175.82%.

User Charges revenue increased 31.7% from 2010 to 2014 compared to a compounded 46.1% rate increase in the same period. The average is a revenue increase at 68.8% of the rate increase.

The change in User Charges revenue from FY06 to FY12 was 49.04% while the compounded rate increase for the same period was more than 146.4%.

Total Revenue increased 38.34% from FY06 to FY12 and 31.1% from FY10 to FY14.

HOLLISTON DPW WATER DIVISION ANALYSIS

26-Feb-15
Page 2 of 2

	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14	Estimate FY15	Estimate FY16	Estimate FY17	Estimate FY18
BUDGET EXPENSE													
60150 51000 PERSONAL SERVICES	431,281	522,202	665,491	694,180	680,389	675,516	670,680	745,713	702,266	735,681	722,728	733,569	744,572
60150 52000 PURCHASED SERVICES	214,178	313,441	446,281	378,422	367,645	342,592	371,810	377,550	357,329	379,000	381,000	386,715	392,516
60150 53000 REPAIR & MAINTENANCE	41,140	61,775	94,524	77,186	48,759	48,071	5,669	75,000	64,308	72,000	73,000	74,095	75,206
60150 54000 SUPPLIES & MATERIALS	79,069	144,889	136,083	301,596	263,039	222,201	232,416	226,850	211,201	228,000	225,000	228,375	231,801
60150 56000 INTERGOVERNMENTAL	3,414	3,527	3,470	3,160	3,575	3,435	3,304	3,600	2,904	3,600	3,600	3,654	3,709
60150 57000 DEBT SERVICE	81,260	714,247	615,799	635,085	818,140	830,604	992,836	1,125,343	1,094,880	853,656	854,522	867,340	880,350
60150 58000 CAPITAL OUTLAY	2,877	3,858	2,967	0	0	0	0	2,500	0	6,000	10,000	10,150	10,302
TOTAL BUDGET EXPENSE	853,219	1,763,939	1,964,615	2,089,629	2,181,547	2,122,419	2,276,715	2,556,556	2,432,888	2,277,937	2,269,850	2,303,898	2,338,456
INDIRECT EXPENSE	0	0	0	0	0	0	0	0	0	103,195	12,445	12,632	12,821
TOTAL EXPENSE	853,219	1,763,939	1,964,615	2,089,629	2,181,547	2,122,419	2,276,715	2,556,556	2,432,888	2,381,132	2,282,295	2,316,529	2,351,277
TOTAL BUDGET EXPENSE change	NA	106.74%	11.38%	6.36%	4.40%	-2.71%	7.27%	12.29%	-4.84%	-6.37%	-0.36%	1.50%	1.50%
TOTAL EXPENSE change		106.74%	11.38%	6.36%	4.40%	-2.71%	7.27%	12.29%	-4.84%	-2.13%	-4.15%	1.50%	1.50%

Notes: Total Budget Expense increased 166.84% from FY06 to FY12 and 11.5% from FY10 to FY14.

Water Surplus as of July 1 of Fiscal Year \$1,008,500 \$841,294 \$1,248,456 \$1,428,600 \$987,779 \$807,555 \$86,207 \$129,651 \$600,992 \$1,214,500 \$1,580,850 \$2,002,520

Notes: The Water Surplus projection for FY16 through FY18 is based on the projected addition to Surplus of the difference between the projected Total Revenue and the projected Total Expense. The FY16 projected Surplus also includes an estimated close out of \$300,000 from old articles. The projection assumes no spending from Surplus.

ESTIMATED ADDITIONAL WATER REVENUE

Water Rates

	FY16	FY17	FY18
5% Rate Increase	84,000	86,890	89,879
10% Rate Increase	168,000	179,558	191,912
15% Rate Increase	252,000	278,006	306,696

Notes: Rate Increase projections are based on FY14 User Charges revenue only with an assumption of revenue increasing at 68.8% of the rate increase.

Real Estate Tax Levy Surcharge

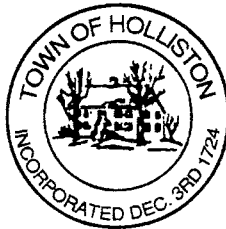
	FY16		FY17		FY18	
	Total Levy	Net Levy	Total Levy	Net Levy	Total Levy	Net Levy
1% Tax Levy Surcharge	405,775	382,902	415,919	392,475	426,317	402,286
1.5% Tax Levy Surcharge	608,663	574,353	623,879	588,712	639,476	603,430
2% Tax Levy Surcharge	811,550	765,804	831,839	784,949	852,635	804,573
2.5% Tax Levy Surcharge	1,014,438	957,255	1,039,799	981,186	1,065,794	1,005,716
3% Tax Levy Surcharge	1,217,325	1,148,706	1,247,758	1,177,424	1,278,952	1,206,859

Notes: Tax Levy Surcharge projections are based on FY15 real estate tax levy of \$40,577,506. Net Tax Levy is total FY15 Tax Levy of \$40,577,506 less the FY15 Debt Exclusions of \$2,672,130 for a net FY15 Tax Levy of \$38,290,200. The Total Tax Levy and the Net Tax Levy are trended forward at a 2.5% per year increase in FY17 and FY18.

**WATER MAIN REPLACEMENT PROGRAM BORROWING
\$10,000,000 AT 3% OVER 20 YEARS**

1 LOAN YEAR	2 FISCAL YEAR	3 PRINCIPAL BALANCE	4 INTEREST PAYMENT	5 PRINCIPAL PAYMENT	6 TOTAL PAYMENT
1	2016	\$10,000,000	\$300,000	\$500,000	\$800,000
2	2017	9,500,000	285,000	500,000	785,000
3	2018	9,000,000	270,000	500,000	770,000
4	2019	8,500,000	255,000	500,000	755,000
5	2020	8,000,000	240,000	500,000	740,000
6	2021	7,500,000	225,000	500,000	725,000
7	2022	7,000,000	210,000	500,000	710,000
8	2023	6,500,000	195,000	500,000	695,000
9	2024	6,000,000	180,000	500,000	680,000
10	2025	5,500,000	165,000	500,000	665,000
11	2026	5,000,000	150,000	500,000	650,000
12	2027	4,500,000	135,000	500,000	635,000
13	2028	4,000,000	120,000	500,000	620,000
14	2029	3,500,000	105,000	500,000	605,000
15	2030	3,000,000	90,000	500,000	590,000
16	2031	2,500,000	75,000	500,000	575,000
17	2032	2,000,000	60,000	500,000	560,000
18	2033	1,500,000	45,000	500,000	545,000
19	2034	1,000,000	30,000	500,000	530,000
20	2035	500,000	15,000	500,000	515,000
TOTAL			\$3,150,000	\$10,000,000	\$13,150,000
AVERAGE			\$157,500	\$500,000	\$657,500

The above schedule assumes a total project cost of \$10,000,000 with an assumed interest rate of 3% for a term of 20 years. Column (1) indicates years of the debt term; column (2) shows the fiscal years during the term of the debt; column (3) indicates the annual principal balance; column (4) shows the annual interest payment; column (5) shows the annual principal payment (level principal basis); and column (6) indicates the total annual payment.



MEMORANDUM

TO Finance Committee, Board of Selectmen
FROM Tom Smith, Superintendent
DATE February 23, 2015
SUBJECT DPW Highway Division Budget FY '16

The Highway division of the DPW budget for Fiscal Year 2016 is being submitted to the Finance Committee. The biggest change in this year's budget is that a line has been added in the Personal Services accounts for DPW Director. The amount allocated is \$38,760, which is 40% of the director's salary. We are assuming a 1% increase in the labor line, pending ongoing union negotiations.

The only other change is an addition of \$1,500 to the Uniforms line under Purchased Services. This is necessary in order to comply with the Laborers' Union contract which calls for an annual allotment of \$450.00 per person for uniforms.

For our capital improvements, we are requesting \$140,000 for a replacement Trackless tractor that includes snow blowing and field mowing equipment.

Chapter 90 and Capital Account expenses: I have included a copy of our five year road repair schedule through 2018. We will be using a combination of Chapter 90 funds and Highway capital for funding.

The goals of the Highway division of the DPW continue to be the maintenance of the town roadways, sidewalks, and drainage systems.

I look forward to meeting with you in person to review the budget in detail.

cc Sean Reese
Paul LeBeau

**FY16 BUDGET REQUEST
DPW - HIGHWAY DEPARTMENT**

DEPT. NO.	ACCT. NO.	ACCOUNT NAME	Expended Fiscal Year 2011	Expended Fiscal Year 2012	Expended Fiscal Year 2013	Expended Fiscal Year 2014	Appropriated Fiscal Year 2015	Expended Fiscal Year 2015	Request Fiscal Year 2016	Change 2015 to 2016
1420		HIGHWAY								
	51110	DPW Director	0	0	0	0	0	6,115	38,760	38,760
	50007	Highway Superintendent	79,116	80,772	81,580	82,396	83,913	63,361	86,500	2,587
	50020	Assist. Highway Superint.	0	0	0	0	0	0	0	0
	50027	Foreman	58,995	60,218	60,590	61,429	62,043	40,228	63,000	957
	50030	Clerical	44,241	45,168	45,619	46,075	48,965	31,705	50,200	1,235
	50040	Labor	448,797	461,495	466,875	473,788	478,526	296,523	485,118	6,592
	50063	Temporary Labor	10,848	11,822	16,943	15,733	15,733	9,180	15,733	0
	50064	Tree Warden	0	0	0	0	0	0	0	0
	50070	Permanent Part-time	0	0	0	0	0	0	0	0
	50192	Longevity	1,400	1,450	1,600	1,600	1,650	1,550	1,650	0
	50239	Police Details	5,567	9,440	4,205	8,000	8,000	9,518	8,000	0
	50310	Maintenance Salaries	0	0	0	0	0	0	0	0
	50410	Regular Overtime	2,359	10,275	6,287	8,434	8,434	3,049	8,434	0
		<i>Subtotal Personal Services</i>	<i>651,323</i>	<i>680,640</i>	<i>683,699</i>	<i>697,455</i>	<i>707,264</i>	<i>461,229</i>	<i>757,395</i>	<i>50,131</i>
	51710	Workers' Compensation	0	0	0	0	0	0	0	0
	51720	Disability Insurance	0	0	0	0	0	0	0	0
	51740	Life Insurance	0	0	0	0	0	0	0	0
	51750	Health Insurance	0	0	0	0	0	0	0	0
	51760	Medicare	0	0	0	0	0	0	0	0
	51770	County Retirement	0	0	0	0	0	0	0	0
		<i>Subtotal Benefits</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
	51000	PERSONAL SERVICES	651,323	680,640	683,699	697,455	707,264	461,229	757,395	50,131
	52024	Upbranch	6,600	14,225	19,232	13,232	21,232	5,505	21,232	0
	52110	Energy & Utilities	6,347	5,724	6,283	9,075	9,075	5,315	9,075	0
	52150	Communications	6,577	5,519	4,640	7,238	7,238	2,366	7,238	0
	52165	Uniforms	2,416	3,043	2,485	3,000	3,000	4,728	4,500	1,500
	52170	Professional Development	341	315	290	606	606	305	606	0
	52190	Professional Services	3,646	10,641	13,320	12,090	15,612	1,535	15,612	0
	52197	Road Marking	12,505	13,725	14,614	17,725	17,725	0	17,725	0
	52207	Contract Lawn Maintenance	0	0	0	0	0	0	0	0
	52910	Engineering	5,441	6,910	11,248	6,908	6,908	800	6,908	0
	52000	PURCHASED SERVICES	43,873	60,102	72,112	69,874	81,396	20,554	82,896	1,500
	53020	Grounds/Buildings	1,322	420	245	4,162	4,162	2,475	4,162	0
	53030	Repair/Maintenance	7,267	17,871	16,659	19,616	19,616	10,493	19,616	0
	53035	Fuel System	4,904	545	1,002	3,886	3,886	3,525	3,886	0
	53000	REPAIR & MAINTENANCE	13,493	18,836	17,906	27,664	27,664	16,493	27,664	0
	54052	Miscellaneous Tools	0	0	0	0	0	0	0	0
	54200	Office Supplies	1,663	546	1,032	2,020	2,020	1,089	2,020	0
	54250	Water Cooler	0	0	0	0	0	0	0	0
	54378	Signs	2,625	2,493	2,483	5,505	5,505	398	5,505	0
	54500	Building Maintenance	11,270	12,295	7,779	10,100	10,100	3,146	10,100	0
	54520	Vehicle Maintenance	44,530	41,856	42,949	46,106	46,106	17,949	46,106	0
	54612	Inspections	1,750	1,593	2,128	2,222	2,222	257	2,222	0
	54000	SUPPLIES & MATERIALS	61,838	58,783	56,371	65,953	65,953	22,839	65,953	0
	58400	Lease/Purchase	25,425	0	0	0	0	0	0	0
	58601	Road Rehabilitation	339,600	323,426	308,569	320,875	320,875	103,609	320,875	0
	58602	Daily Maintenance	31,220	20,674	43,956	19,188	19,188	25,748	19,188	0
	58854	Drainage	6,252	2,202	4,051	12,910	12,910	2,585	12,910	0
	58000	CAPITAL OUTLAY	402,497	346,302	356,576	352,973	352,973	131,942	352,973	0
	TOTAL	HIGHWAY	1,173,024	1,164,663	1,186,664	1,213,919	1,235,250	653,056	1,286,881	51,631
		GUIDELINE							1,253,779	
		Revenues	9,051	11,200	5,249	15,252		7,180		
		Risks to the proposed budget:								
		1								
		2								
		3								
		4								
		5								
		Opportunities for further budgetary savings:								
		1								
		2								
		3								
		4								
		5								

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DEPARTMENT BUDGET REQUESTSP 1
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BUDGET PROJECTION 20151 FY2015 OMNIBUS BUDGET TOWN FROM P LEBEAU

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	REQUESTED	PERCENT CHANGE
01420	50007	HIGHWAY SUPERINTENDENT	83,913.00	.00	86,500.00	3.08
	001 -400	-0-00-00000-50007 -				
01420	50020	ASST HIGHWAY SUPERINTENDENT	.00	.00	.00	.00
	001 -400	-0-00-0000-50020 -				
01420	50027	FOREMAN'S SALARY	62,043.00	.00	63,000.00	1.54
	001 -400	-0-00-0000-50027 -				
01420	50030	CLERICAL	48,965.00	.00	50,200.00	2.52
	001 -400	-0-00-0000-50030 -				
01420	50040	LABOR	478,526.00	.00	485,118.00	1.38
	001 -400	-0-00-0000-50040 -				
01420	50063	TEMPORARY LABOR	15,733.00	.00	15,733.00	.00
	001 -400	-00000-00-0000-50063 -				
01420	50064	TREE WARDEN	.00	.00	.00	.00
	001 -400	-0-00-0000-50064 -				
01420	50070	PERM. PT. TIME CLERK	.00	.00	.00	.00
	001 -400	-0-00-0000-50070 -				
01420	50192	LONGEVITY	1,650.00	.00	1,650.00	.00
	001 -400	-0-00-0000-50192 -				
01420	50239	POLICE DETAIL SALARIES	8,000.00	.00	8,000.00	.00
	001 -400	-0-00-0000-50239 -				
01420	50310	MAINTENANCE SALARIES	.00	.00	.00	.00
	001 -400	-0-00-0000-50310 -				
01420	50410	REGULAR OVERTIME	8,434.00	.00	8,434.00	.00
	001 -400	-0-00-0000-50410 -				
01420	51720	DISABILITY INSURANCE	.00	.00	.00	.00
	001 -400	-0-00-0000-51720 -				
01420	51740	LIFE INSURANCE	.00	.00	.00	.00
	001 -400	-0-00-0000-51740 -				
01420	52024	UPBRANCH	21,232.00	.00	21,232.00	.00
	001 -400	-0-00-0000-52024 -				
01420	52110	ENERGY & UTILITIES	9,075.00	.00	9,075.00	.00
	001 -400	-0-00-0000-52110 -				

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DEPARTMENT BUDGET REQUESTSP
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BUDGET PROJECTION 20151 FY2015 OMNIBUS BUDGET TOWN FROM P LEBEAU				CURRENT		PROJECTED ACTUAL	REQUESTED	PERCENT CHANGE
ORG	OBJECT	PROJ	ACCOUNT DESCRIPTION	ADJ	BUDGET			
01420	52120		STREET LIGHTING		.00	.00	.00	.00
	001 -400	-420	-0-00-0000-52120 -				.00	.00
01420	52150		COMMUNICATIONS		7,238.00	.00	7,238.00	.00
	001 -400	-420	-0-00-0000-52150 -					
01420	52165		UNIFORMS		3,000.00	.00	4,500.00	50.00
	001 -400	-420	-0-00-0000-52165 -					
01420	52170		PROFESSIONAL DEVEL & TRAVEL		606.00	.00	606.00	.00
	001 -400	-420	-0-00-0000-52170 -					
01420	52190		PROFESSIONAL SERVICES		15,612.00	.00	15,612.00	.00
	001 -400	-420	-0-00-0000-52190 -					
01420	52197		ROAD MARKING		17,725.00	.00	17,725.00	.00
	001 -400	-420	-0-00-0000-52197 -					
01420	52207		CONTRACT LAWN MAINTENANCE		.00	.00	.00	.00
	001 -400	-420	-0-00-0000-52207 -					
01420	52910		ENGINEERING		6,908.00	.00	6,908.00	.00
	001 -400	-420	-0-00-0000-52910 -					
01420	53020		GROUNDS/BLDG MAINTENANCE		4,162.00	.00	4,162.00	.00
	001 -400	-420	-0-00-0000-53020 -					
01420	53030		REPAIR/MAINT EQUIPMENT		19,616.00	.00	19,616.00	.00
	001 -400	-420	-0-00-0000-53030 -					
01420	53035		FUEL SYSTEM MAINTENANCE		3,886.00	.00	3,886.00	.00
	001 -400	-420	-0-00-0000-53035 -					
01420	54052		MISC TOOLS		.00	.00	.00	.00
	001 -400	-420	-0-00-0000-54052 -					
01420	54200		OFFICE SUPPLIES		2,020.00	.00	2,020.00	.00
	001 -400	-420	-0-00-0000-54200 -					
01420	54250		WATER COOLER LEASE/SUPPLY		.00	.00	.00	.00
	001 -400	-420	-0-00-0000-54250 -					
01420	54378		SIGNS		5,505.00	.00	5,505.00	.00
	001 -400	-420	-0-00-0000-54378 -					
01420	54500		BUILD. MAINT/SUPPLIES		10,100.00	.00	10,100.00	.00
	001 -400	-420	-00000-00-0000-54500 -					

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BUDGET PROJECTION 20151 FY2015 OMNIBUS BUDGET TOWN FROM P LEBEAU

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	REQUESTED	PERCENT CHANGE
01420	54520	VEHICLE MAINTENANCE SUPPLIES	46,106.00	.00	46,106.00	.00
	001 -400 -420	-0-00-0000-54520 -				
01420	54612	INSPECTIONS	2,222.00	.00	2,222.00	.00
	001 -400 -420	-0-00-0000-54612 -				
01420	58400	LEASE/PURCHASE FIXED ASSTS	.00	.00	.00	.00
	001 -400 -420	-0-00-0000-58400 -				
01420	58601	ROAD REHAB/SIDEWALKS, ETC.	320,875.00	.00	320,875.00	.00
	001 -400 -420	-0-00-0000-58601 -				
01420	58602	DAILY MAINTENANCE/REPLACEMENTS	19,188.00	.00	19,188.00	.00
	001 -400 -420	-0-00-0000-58602 -				
01420	58854	DRAINAGE MAINTENANCE	12,910.00	.00	12,910.00	.00
	001 -400 -420	-0-00-0000-58854 -				

BUDGET CEILING:
TOTALS:

1,235,250.00

.00

1,235,250.00
1,248,121.00

1.04

** END OF REPORT - Generated by HIGHWAY/PARKS DEPT **

+ 38,760. DPW DT.

1,286,881

HIGHWAY FY 2016 PAYROLL											
NAME	POSITION	ANNI DATE	CURRENT GRADE	NEW RATE	HOURS	DAYS	AMOUNT	STEP INCR.	HOURS	DAYS	TOTAL YEARLY SALARY
B. Nemet	Grds. Sup.	5/25/2006	9 max	\$23.77	1044	131	\$24,815.88				\$24,815.88 *
G. Carlson	Mechanic	6/6/1983	10 max	\$25.19	2096	262	\$52,798.24				\$52,798.24 *
R. Walker	Heavy Eq. Op.	11/25/2008	10 max	\$25.19	2096	262	\$52,798.24				\$52,798.24 *
J. Dziurdz	Heavy Eq. Op.	9/14/1994	9 max	\$23.77	2096	262	\$49,821.92				\$49,821.92 *
A. Kellogg	Office Mgr.	5/13/1991	salary		1834	262	\$50,200.00				\$50,200.00
B. Murphy	Crew Chief	7/17/1989	10 max	\$25.19	2096	262	\$52,798.24				\$52,798.24 *
R. Muzzy	Heavy Eq. Op.	9/11/2000	9 max	\$23.77	2096	262	\$49,821.92				\$49,821.92 *
S. Reese	DPW Dir.		salary				\$38,760.00				\$38,760.00
S. Marolda	Heavy Eq. Op.	11/23/1998	9 max	\$23.77	2096	262	\$49,821.92				\$49,821.92 *
T. Smith	Superintendent	2/24/1992	salary		2096	262	\$86,500.00				\$86,500.00
	Heavy Eq. Op.			\$23.77	2096	262	\$49,821.92				\$49,821.92 *
B. Fisher	Tree Foreman	6/23/2014	10 max	\$25.19	2096	262	\$52,798.24				\$52,798.24 *
K. Banks	Head Foreman	11/13/2007	13 max	\$30.01	2096	262	\$62,900.96				\$63,000.00
S. Estey	Heavy Eq. Op.	7/13/2006	9 max	\$23.77	2096	262	\$49,821.92				\$49,821.92 *
TOTAL							\$723,578.44				\$723,578.44
**50040* Labor (asterisk denotes this line item amount)											\$485,118.44
Rates calculated with 1% increase over FY '15											

TOWN OF HOLLISTON

YEAR-TO-DATE BUDGET REPORT



FOR 2015-13

ACCOUNTS FOR: 22 FEES		TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL APPROP							
01420 DPW - HIGHWAY							
01420 42972	PLOWING FE	0.00	0.00	-4,350.00	0.00	4,350.00	100.0%
TOTAL DPW - HIGHWAY		0.00	0.00	-4,350.00	0.00	4,350.00	100.0%
TOTAL FEES		0.00	0.00	-4,350.00	0.00	4,350.00	100.0%
TOTAL REVENUES		0.00	0.00	-4,350.00	0.00	4,350.00	

TOWN OF HOLLISTON



YEAR-TO-DATE BUDGET REPORT

FOR 2015 '13

ACCOUNTS FOR: 42 CHARGES FOR SERVICES		ORIGINAL APPROP	TRANS/ADJ SMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
01420 DPN - HIGHWAY								
01420 42899	INSPECTION	0.00	0.00	0.00	-430.00	0.00	430.00	100.0%
	TOTAL DPW - HIGHWAY	0.00	0.00	0.00	-430.00	0.00	430.00	100.0%
	TOTAL CHARGES FOR SERVICES	0.00	0.00	0.00	-430.00	0.00	430.00	100.0%
	TOTAL REVENUES	0.00	0.00	0.00	-430.00	0.00	430.00	

TOWN OF HOLLISTON

YEAR-TO-DATE BUDGET REPORT



FOR 2015 13

ACCOUNTS FOR: 44 LICENSES AND PERMITS		ORIGINAL APPROP		TRANS/ADJSTMS		REVISED BUDGET		YTD EXPENDED		ENCUMBRANCES		AVAILABLE BUDGET		% USED	
01420 DPM HIGHWAY															
01420 44570		PERMITS -		0.00		0.00		-2,400.00		0.00		2,400.00		100.0%	
TOTAL DPM - HIGHWAY		0.00		0.00		-2,400.00		0.00		2,400.00		100.0%			
TOTAL LICENSES AND PERMITS		0.00		0.00		-2,400.00		0.00		2,400.00		100.0%			
TOTAL REVENUES		0.00		0.00		-2,400.00		0.00		2,400.00					

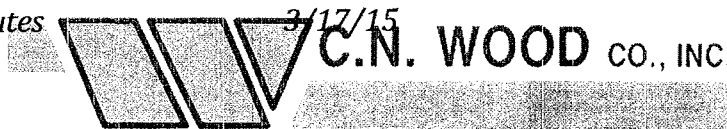
HOLLISTON HIGHWAY DEPARTMENT

CAPITAL IMPROVEMENT PLAN

FY 2016

Replace one 1996 Trackless Mower with a 2015 Trackless multipurpose Tractor with snow blower.

Estimated cost: \$140,000



MUNICIPAL AND CONTRACTORS' EQUIPMENT

200 Merrimac St
Woburn MA 01801

PROPOSAL

Tel. (781) 935 1919
Fax [781] 937 9809

Town of Holliston
Department of Public Works
63 Arch St
Holliston, MA 01746
ATT: Tom Smith Highway Superintendent

February 17, 2015

C. N. Wood is pleased to offer the following proposal through FAC88 lawns and grounds equipment, parts and service contract.

1 New Trackless MT 6 multi purpose Tractor with Cummins 115 hp bio diesel tier three engine, radial winter tires, air ride seat, am/fm/cd radio, back up alarm, license plate bracket, painted yellow and all other standard equipment.

SELLING PRICE \$106,900.00.

OPTIONS

Extra pump and valve	\$3,685.00
Air conditioner roof mount	\$4,755.00
Locking differential	\$3,540.00
Reversing fan	\$2,620.00 [only needed for mowing attachments]
Forward/ reverse rocker	\$655.00
51" ribbon snow blower	\$14,065.00

TOTAL SELLING PRICE \$136,220.00

Thank you for considering C. N. Wood for your equipment needs.
Stephen M. Russell

Sales Representative

VEHICLES AND EQUIPMENT

~~Attachment III~~

~~3/17/15~~

CAPITAL IMPROVEMENTS HIGHWAY

VEHICLES AND EQUIPMENT

SCHEDULED FOR REPLACEMENT.

VEH#	YEAR	DESCRIPTION	FRONTLINE	USEFUL	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21
			BACKUP	LIFE EXP.									
S-26	1997	Compact Roller 175V	FL	15 yrs.					25,000				
S-28	2000	I.R. DD14 Roller	FL	15 yrs.					22,000				
S-29	2000	Tenco Blower	FL	15 yrs.					98,000				
S-30	1998	Morbark chipper	FL	15 yrs.					50,000				
S-31	1984	I.R. Compressor	FL	15 yrs.				25,000					
	2004	Atlas Compressor	FL	15 yrs.						15,000			
S-32	1997	Stone Mixer	FL										
S-33	1997	5 Ton Trailer	FL					12,000					
G-1	2001	Chevy pickup 4X4	FL	10 yrs.					37,000				
G-2	2010	Chevy Chassis Cab	FL	10 yrs.								50,000	
G-3	2010	Chevy Rack body	FL	10 yrs.								50,000	
G-6	2001	JD Tractor 5420	FL							55,000			
G-4	1992	JD 2155	FL							35,000			
G-7	1999	Giant Leaf Vac	FL										
	2001	Emissions Testing	FL										
		Truck Lift	FL							30,000			

3/17/15

Attachment III

3/16/2015

ROAD PROJECTS FY '13 - FY '18

<u>STREETS</u>	<u>LENGTH</u>	<u>WIDTH</u>	<u>TOTAL YDS.</u>	<u>RECL.</u>	<u>cold plane</u>	<u>BINDER</u>	<u>TOP</u>	<u>TOTAL</u>
PINECREST RD.	2000	24	5333.33	\$6,826.67		\$57,971.01	\$34,812.88	\$99,610.56
BIRCHWOOD RD.	400	24	1066.67	\$1,365.33		\$11,594.20	\$6,962.58	\$19,922.11
OAKRIDGE RD.	1076	24	2869.33	\$3,672.75		\$31,188.41	\$18,729.33	\$53,590.48
SHORT RD.	300	25	833.33	\$1,000.00		\$9,057.97	\$5,439.51	\$15,497.48
LITTLE RD.	350	25	972.22	\$1,166.67		\$10,567.63	\$6,346.10	\$18,080.40
WESTFIELD - TRAVIS	2330	26	6731.11	\$8,077.33		\$73,164.25	\$43,936.76	\$125,178.34
WEST TRAVIS - DAY	2470	26	7135.56	\$9,133.51		\$77,560.39	\$46,576.73	\$133,270.63
DIXON CR.	240	25	666.67	\$800.00		\$7,246.38	\$4,351.61	\$12,397.99
CUL DE SAC	100	100	1111.11	\$1,333.33		\$12,077.29	\$7,252.68	\$20,663.31
								\$33,061.30
CARL RD	520	16	924.44	\$1,109.33		\$10,048.31	\$6,034.23	\$17,191.88
CARL RD	100	100	1111.11	\$1,333.33		\$12,077.29	\$7,252.68	\$20,663.31
DODD DR.	1900	24	5066.67	\$6,485.33		\$55,072.46	\$33,072.24	\$94,630.03
ROY AVE.	670	26	1935.56	\$2,322.67		\$21,038.65	\$12,634.17	\$35,995.49
DAY RD	500	26	1444.44	\$1,848.89		\$15,700.48	\$9,428.49	\$26,977.86
FRANCINE	1483	26	4284.22	\$5,141.07		\$46,567.63	\$27,964.90	\$79,673.60
MILL ST.	2400	20	5333.33		\$10,880.00		\$34,812.88	\$45,692.88
CENTRAL ST.	3900	25	10833.33	\$13,000.00		\$117,753.62	\$70,713.66	\$201,467.29
BULLARD LN.	360	20	800.00	\$960.00	\$1,632.00	\$8,695.65	\$5,221.93	\$16,509.58

Completed August, 2014. Paid from Ch. 90 funds.

Completed Spring 2014. Paid from capital.

Scheduled for Spring 2015.

3/16/2015

ROAD PROJECTS FY '13 - FY '18

			<u>TOTAL YDS.</u>	<u>RECL.</u>	<u>cold plane</u>	<u>BINDER</u>	<u>TOP</u>	<u>TOTAL</u>
SCHOOL ST. sidewalk	810 1200	24 4	2160.00 533.33	\$2,592.00 \$640.00	\$4,406.40 \$1,088.00	\$23,478.26 \$5,797.10	\$14,099.22 \$3,481.29	\$44,575.88 \$11,006.39
PLEASANT ST. sidewalk	890 890	21 4	2076.67 395.56	\$2,492.00 \$474.67	\$2,990.40 \$569.60	\$22,572.46 \$4,299.52	\$13,555.27 \$2,581.96	\$41,610.13 \$16,137.22
SPRING ST. sidewalk	570 570	21 4	1330.00 253.33	\$1,596.00 \$304.00	\$2,713.20 \$516.80	\$14,456.52 \$2,753.62	\$8,681.46 \$1,653.61	\$27,447.18 \$10,335.07
MECHANIC ST. sidewalk	1230 1230	22 4	3006.67 546.67	\$3,608.00 \$656.00	\$6,133.60 \$1,115.20	\$32,681.16 \$5,942.03	\$19,625.76 \$3,568.32	\$62,048.52 \$11,281.55
UNION ST. sidewalk	1331 1117	23 4	3401.44 496.44	\$4,081.73 \$595.73	\$6,938.95 \$1,012.75	\$36,972.22 \$5,396.14	\$22,202.64 \$3,240.50	\$70,195.54 \$10,245.11
MILL ST.	2161	21	5042.33		\$10,437.63		\$32,913.40	\$43,351.03
WOODLAND (CHURCH TO CULVERT)	3475	26	10038.89		\$20,780.50		\$65,528.00	\$86,308.50
WOODLAND (CULVERT TO WASHINGTON)	1600	24	4266.67		\$8,832.00		\$27,850.30	\$36,682.30
ROCKLAND (ADAMS TO WASH.) ADAMS TO ROCKLAND	150 330	20 20	333.33 733.33	\$426.67 \$938.67		\$3,623.19 \$7,971.01	\$2,175.81 \$4,786.77	\$6,225.66 \$13,696.45
ADAMS (MARSHALL TO WASHINGTON)	4520	21	10546.67	\$13,499.73		\$114,637.68	\$68,842.47	\$196,979.89
MARSHALL (ADAMS TO HANLON)	5940	19	12540.00	\$16,051.20		\$136,304.35	\$81,853.79	\$234,209.33
SOUTH ST. (WASH. TO #99)	1045	22	2554.44		\$5,287.70		\$16,673.92	\$21,961.62
WHITNEY ST.	1400	31	4822.22	\$6,172.44		\$52,415.46	\$31,476.65	\$90,064.55

Attachment III

3/17/15

Finance Committee Minutes

3/16/2015

ROAD PROJECTS FY '13 - FY '18

SQUARE YARDS:	length X width/9
RECLAMATION:	total yds. X \$1.28
COLD PLANE:	total yds. X \$2.07
BINDER @ 2.5":	total yds. / 6.9 X \$75.00
BINDER @ 1.5":	total yds. / 11.49 X \$75.00
TOP @ 2.5":	total yds. / 6.9 X \$75.00
TOP @ 1.5":	total yds. / 11.49 X \$75.00

		HIGHWAY FY 2016 PA							JLL			
NAME	POSITION	ANNUAL DATE	CURRENT GRADE	NEW RATE	HOURS	DAYS	AMOUNT	STEP INCR.	HOURS	DAYS	AMOUNT	TOTAL YEARLY SALARY
B. Nemet	Gds. Sup.	5/25/2006	9 max	\$23.77	1044	131	\$24,815.88					\$24,815.88 *
G. Carlson	Méchanic	6/6/1983	10 max	\$25.19	2096	262	\$52,798.24					\$52,798.24 *
R. Walker	Heavy Eq. Op.	11/25/2008	10 max	\$25.19	2096	262	\$52,798.24					\$52,798.24 *
J. Dziurdz	Heavy Eq. Op.	9/14/1994	9 max	\$23.77	2096	262	\$49,821.92					\$49,821.92 *
A. Kellogg	Office Mgr.	5/13/1991	salary		1834	262	\$50,200.00					\$50,200.00
B. Murphy	Crew Chief	7/17/1989	10 max	\$25.19	2096	262	\$52,798.24					\$52,798.24 *
R. Muzzy	Heavy Eq. Op.	9/11/2000	9 max	\$23.77	2096	262	\$49,821.92					\$49,821.92 *
S. Reese	DPW Dir.		salary				\$38,760.00					\$38,760.00
S. Marolda	Heavy Eq. Op.	11/23/1998	9 max	\$23.77	2096	262	\$49,821.92					\$49,821.92 *
T. Smith	Superintendent	2/24/1992	salary		2096	262	\$86,500.00					\$86,500.00
	Heavy Eq. Op.			\$23.77	2096	262	\$49,821.92					\$49,821.92 *
B. Fisher	Tree Foreman	6/23/2014	10 max	\$25.19	2096	262	\$52,798.24					\$52,798.24 *
K. Banks	Head Foreman	11/13/2007	13 max	\$30.01	2096	262	\$62,900.96					\$63,000.00
S. Estey	Heavy Eq. Op.	7/13/2006	9 max	\$23.77	2096	262	\$49,821.92					\$49,821.92 *
							TOTAL					\$723,578.44
							"50040" Labor (asterisk denotes this line item amount)					\$485,118.44

Rates calculated with 1% increase over FY '15

CAPITAL IMPROVEMENTS HIGHWAY

SCHEDULED FOR REPLACEMENT	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21
S-1 2006 Chevy Silverado						40,000.00			
S-2 2009 Chevy Silverado					40,000.00				
S-3 1998 Chevy Pickup									
S-4 2008 Chevy Dump Truck						50,000.00			
S-5 2008 Chevy Dump Truck						50,000.00			
S-6 2014 Chevy Dump Truck			30,000.00						
S-7 2002 Intl Truck/Truck		20,000.00							
S-8 2014 Intl Truck/Truck		23,000.00							
S-9 2013 Chevy Dump Truck	35,000.00								
S-10 1997 Ford L8000 (backup)									
S-11 2007 International Dump									
S-12 2007 International Dump									
S-13 2001 Sterling Basin truck							200,000.00		
S-14 2013 International Dump	130,000.00								
S-15 2013 Intl Truck/Truck			19,000.00						
S-16 1996 Trackless Mower					115,000.00				
S-17 1999 J.D.250 Skid Steer					40,000.00				
S-18 2007 J.D. 544J Loader									160,000.00
S-19 1998 J.D. 624H Loader						160,000.00			
S-20 1996 Ford L8000 (backup)									
S-21 2011 CAT 193B Loader			59,000.00						
S-22 2011 Prioith sidewalk plow									130,000.00
S-23 2009 Allianz Sweeper							150,000.00		
S-24 2008 Trackless Mower						120,000.00			
S-25 2012 CAT Excavator	46,500.00								

replaced in FY 2013

replaced in FY 2014

replaced in FY 2015

CAPITAL IMPROVEMENTS HIGHWAY

SCHEDULED FOR REPLACEMENT	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21
S-26 1997 Compact Roller 175V					25,000.00				
S-28 2000 I.R. DD14 Roller					22,000.00				
S-29 2000 Tenco Blower					98,000.00				
S-30 1998 Morbark chipper		50,000.00							
S-31 1984 I.R. Compressor				25,000.00					
2004 Atlas Compressor			15,000.00						
S-32 1997 Stone Mixer									
S-33 1997 5 Ton Trailer				12,000.00					
G-1 2001 Chevy pickup 4X4					37,000.00				
G-2 2010 Chevy Chassis Cab								50,000.00	
G-3 2010 Chevy Rack body								50,000.00	
G-6 2001 JD Tractor 5420									
G-4 1992 JD 2155			35,000.00						
G-7 1999 Giant Leaf Vac									
2001 Emissions Testing									
Truck Lift			30,000.00						

ROAD PROJECTS FY '13 - FY '18

TREETS	LENGTH	WIDTH	TOTAL YDS.	RECL.	cold plane	BINDER	TOP	TOTAL
NECREST RD.	2000	24	5333.33	\$6,826.67		\$57,971.01	\$34,812.88	\$99,610.56
RCHWOOD RD.	400	24	1066.67	\$1,365.33		\$11,594.20	\$6,962.58	\$19,922.11
AKRIDGE RD.	1076	24	2569.33	\$3,672.75		\$31,188.41	\$18,729.33	\$53,690.48
FORT RD.	300	25	833.33	\$1,000.00		\$9,057.97	\$5,439.51	\$15,497.48
TITLE RD.	350	25	972.22	\$1,166.67		\$10,567.63	\$6,346.10	\$18,080.40
ESTFIELD - TRAVIS	2380	26	6731.11	\$8,077.33		\$73,164.25	\$43,936.76	\$125,178.34
EST. TRAVIS - DAY	2470	26	7135.56	\$9,133.51		\$77,560.39	\$46,576.73	\$133,270.63
XON CR.	240	25	666.67	\$800.00		\$7,246.38	\$4,351.61	\$12,397.99
UL DE SAC	100	100	1111.11	\$1,333.33		\$12,077.29	\$7,252.88	\$20,663.31
ARL RD.	520	16	924.44	\$1,109.33		\$10,048.31	\$6,034.23	\$17,191.88
ARL RD.	100	100	1111.11	\$1,333.33		\$12,077.29	\$7,252.88	\$20,663.31
ODD DR.	1900	24	5066.67	\$6,485.33		\$65,072.46	\$33,072.24	\$94,630.03
OY AVE.	670	26	1915.56	\$2,322.67		\$21,038.65	\$12,634.17	\$35,995.49
AY RD.	500	26	1444.44	\$1,848.89		\$15,700.48	\$9,428.49	\$26,977.86
RANCINE	1483	26	4284.22	\$5,141.07		\$46,567.63	\$27,964.90	\$79,673.60
ILL ST.	2400	20	5333.33		\$10,880.00		\$34,812.88	\$45,692.88
ENTRAL ST.	3900	25	10833.33	\$13,000.00		\$117,753.62	\$70,713.66	\$201,467.29
ULLARD LN.	360	20	800.00	\$960.00	\$1,632.00	\$8,695.65	\$5,221.93	\$16,509.58

Completed August 2014. Paid from CH 190 funds.
 Completed Spring 2014. Paid from capital.
 Scheduled for Spring 2015.

ROAD PROJECT FY'13 - FY'18

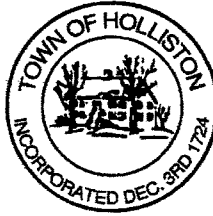
	<u>TOTAL YDS.</u>		<u>RECL.</u>	<u>cold plane</u>	<u>BINDER</u>	<u>TOP</u>	<u>TOTAL</u>
HOOL ST. ewalk	810	24	2160.00	\$2,592.00	\$4,406.40	\$23,478.26	\$14,099.22
	1200	4	533.33	\$640.00	\$1,088.00	\$5,797.10	\$3,481.29
EASANT ST. ewalk	890	21	2076.67	\$2,492.00	\$2,990.40	\$22,572.46	\$13,555.27
	890	4	395.56	\$474.67	\$569.60	\$4,299.52	\$2,581.96
RING ST. ewalk	570	21	1330.00	\$1,596.00	\$2,713.20	\$14,456.52	\$8,681.46
	570	4	253.33	\$304.00	\$516.80	\$2,753.62	\$1,653.61
CHANIC ST. ewalk	1230	22	3006.67	\$3,608.00	\$6,133.60	\$32,681.16	\$19,625.76
	1230	4	546.67	\$656.00	\$1,115.20	\$5,942.03	\$3,568.32
ION ST. ewalk	1331	23	3401.44	\$4,081.73	\$6,938.95	\$36,972.22	\$22,202.64
	1117	4	496.44	\$595.73	\$1,012.75	\$5,396.14	\$3,240.50
LL ST.	2161	21	5042.33		\$10,437.63		\$32,913.40
OODLAND (CHURCH CULVERT) OODLAND (CULVERT WASHINGTON)	3475	26	10038.89		\$20,780.50		\$65,528.00
OCKLAND (ADAMS TO WASH.) ADAMS TO ROCKLAND	150	20	333.33	\$426.67		\$3,623.19	\$6,225.66
	330	20	733.33	\$938.67		\$1,971.01	\$4,786.77
ADAMS (MARSHALL TO ASHINGTON) MARSHALL (ADAMS TO HANLON)	4520	21	10546.67	\$13,499.73		\$114,637.68	\$68,842.47
OUTH ST. (WASH. TO #99) HITNEY ST.	5940	19	12540.00	\$16,051.20		\$136,304.35	\$81,853.79
	1045	22	2554.44		\$5,287.70		\$16,873.92
	1400	31	4822.22	\$6,172.44		\$52,415.46	\$31,476.65

SQUARE YARDS:

RECLAMATION:

COLD PLANE:

BINDER @ 2.5":	total yds. / 6.9 X \$75.00
BINDER @ 1.5":	total yds. / 11.49 X \$75.00
TOP @ 2.5":	total yds. / 6.9 X \$75.00
TOP @ 1.5":	total yds. / 11.49 X \$75.00

**MEMORANDUM**

TO Finance Committee, Board of Selectmen
FROM Sean M. Reese, DPW Director
DATE February 24, 2015
SUBJECT DPW Water Division Budget FY '16

The Water division of the DPW budget for Fiscal Year 2016 is being submitted to the Finance Committee. Changes in this year's budget include, Personal Services account, the addition of a DPW Director line item in the allocated amount of \$58,140, which is 60% of the director's salary. Elimination of the Superintendent (\$77,701) and Operations Manager (\$61,194) line items totaling \$138,895. Addition of a Foreman line item allocated for \$125,802. Operator/Water System labor line item has been increased \$47,923 with the addition of a water system operator and assuming grade increases a 1% increase in the labor line, pending ongoing union negotiations.

Professional Services account, line item Professional Development has been increased \$2,000 to \$9,000 reflecting staff training and water license renewal in the year 2016.

Repair and Maintenance account, line item Tank Inspection has been allocated to \$3,500 from \$0, reflecting corrective action dictated by Mass DEP during the Water Department Sanitary Survey conducted in October, 2014. Line item Computer Repair has been reduced from \$4,000 to \$1,500. The difference of \$2,500 has been allocated to Tank Inspection.

Supplies and Materials account, line item Field Expenses has been reduced from \$203,000 to \$200,000 of which \$2,000 is allocated to the Professional Development line item and \$1,000 allocated to the Tank Inspection line item.

Differing from the Highway division uniforms expenses are paid out of the Field Expenses line item. The Laborers' Union contract calls for an annual allotment of \$450.00 per person for uniforms.

For our capital improvements, we are requesting \$45,000 for a new pick-up truck funded out of water Surplus.

cc Paul LeBeau

**FY16 BUDGET REQUEST
DPW - WATER DEPARTMENT**

DEPT. NO.	ACCT. NO.	2/25/2015 ACCOUNT NAME	Expended Fiscal Year 2011	Expended Fiscal Year 2012	Expended Fiscal Year 2013	Expended Fiscal Year 2014	Appropriated Fiscal Year 2015	Expended Fiscal Year 2015	Request Fiscal Year 2016	Change 2015 to 2016	Projected Expended Fiscal Year 2015
60150		WATER									
	50005	Commissioners	70	0	40	70	0	0	0	0	0
		DPW Director	0	0	0	0	0	34,651	58,140	58,140	71,632
	50020	Superintendent	81,596	83,288	84,121	90,501	77,701	12,420	0	(77,701)	12,420
	50027	Operations Manager	71,673	73,159	73,891	15,727	61,194	0	0	(61,194)	0
	50030	Chief Operator	10,966	0	0	25,080	0	0	0	0	0
	50032	Foreman	0	0	0	0	0	0	125,802	125,802	0
	50032	Accounts Clerk	0	0	0	0	0	0	0	0	0
	500405	Operators/Water System	207,867	224,872	239,346	230,185	248,238	140,380	200,315	(47,923)	265,785
	50045	Office Manager	47,149	48,127	48,586	49,086	49,072	31,129	50,200	1,128	49,072
	50046	Principal Clerk	38,551	39,354	39,585	40,194	42,548	26,725	42,973	425	42,548
	50063	Temporary Labor	19,148	25,203	7,738	5,792	10,000	245	10,000	0	1,000
	50071	B.W.C. Meetings	2,810	2,230	2,761	2,994	0	299	0	0	299
	50192	Longevity	450	450	500	200	450	300	450	0	300
	50239	Police Details	6,879	9,800	3,559	2,692	7,500	3,589	7,500	0	6,626
	50410	E.M.O.T.	17,333	24,959	24,257	21,237	18,000	19,708	18,000	0	35,634
	50452	Flouridation OT	11,645	4,218	14,747	16,673	12,000	11,737	12,000	0	19,001
		Comp Time	0	0	0	0	0	0	0	0	0
		Subtotal Personal Services	516,137	535,660	539,131	500,430	526,703	281,183	525,380	(1,323)	504,317
	51710	Workers' Compensation	12,737	12,300	13,624	0	10,898	0	14,442	3,544	9,458
	51720	Disability Insurance	1,940	1,915	1,991	1,765	1,952	1,952	2,255	303	1,694
	51740	Life Insurance	238	219	224	202	252	252	361	109	252
	51750	Health Insurance	59,362	35,265	53,017	50,394	73,922	73,922	64,312	(9,610)	59,508
	51760	Medicare	5,942	6,162	6,368	5,700	6,155	6,155	7,975	1,820	5,341
	51770	County Retirement	79,160	79,160	79,160	79,160	81,538	0	85,276	3,738	70,761
		OPEB	0	0	8,750	0	34,261	0	22,727	(11,534)	29,733
		Subtotal Benefits	159,379	135,021	163,134	137,220	208,978	82,281	197,348	(11,630)	176,746
	51000	PERSONAL SERVICES	675,516	670,681	702,265	637,650	735,681	363,464	722,728	(12,953)	681,063
	52110	Energy & Other Utilities	29,137	24,524	24,412	30,667	27,000	12,972	27,000	0	16,004
	52120	Electricity	181,798	189,860	179,488	204,794	205,000	130,002	205,000	0	220,793
	52150	Communications	29,424	28,977	25,311	25,800	27,000	14,752	27,000	0	22,008
	52170	Professional Development	4,483	7,014	7,685	4,690	7,000	2,362	9,000	2,000	4,584
	52190	Professional Services	97,750	121,435	120,424	130,153	113,000	112,572	113,000	0	170,901
	52730	Town Hall	0	0	0	0	0	0	0	0	0
	52000	PURCHASED SERVICES	342,592	371,810	357,330	396,104	379,000	272,660	381,000	2,000	434,290
	53010	Tank Inspection	0	0	0	0	0	0	3,500	3,500	0
	53020	Building Repairs	5,372	5,791	5,975	2,784	5,000	2,216	5,000	0	2,500
	53026	Well Cleaning	6,850	0	0	10,000	13,000	0	13,000	0	13,000
	53030	Maintenance	0	15	0	0	0	0	0	0	0
	53031	Vehicle Repairs	4,242	6,812	6,025	11,278	10,000	7,909	10,000	0	13,934
	53073	Parts	24,256	40,294	49,363	31,745	40,000	27,578	40,000	0	49,942
	53872	Computer Repairs	7,350	3,757	2,945	1,224	4,000	0	1,500	(2,500)	0
	53000	REPAIR & MAINTENANCE	48,070	56,669	64,308	57,030	72,000	37,702	73,000	1,000	79,375
	54052	Field Expenses	196,105	208,747	184,551	202,971	203,000	77,115	200,000	(3,000)	115,865
	54200	Office Supplies	11,453	8,952	10,735	9,715	10,000	6,398	10,000	0	10,813
	54300	Vehicle Supplies	14,643	14,718	15,915	14,045	15,000	7,616	15,000	0	13,008
	54600	Equipment	0	0	0	0	0	0	0	0	0
	54000	SUPPLIES & MATERIALS	222,201	232,417	211,201	226,731	228,000	91,128	225,000	(3,000)	139,686
	56920	Safe Water Assessment	3,435	3,304	2,904	2,997	3,600	2,769	3,600	0	2,769
	56000	INTERGOVERNMENTAL	3,435	3,304	2,904	2,997	3,600	2,769	3,600	0	2,769
	57600	Principal	565,000	700,000	825,000	615,000	610,000	350,000	586,128	(23,872)	610,000
	57610	Interest	265,604	292,836	269,880	248,143	243,656	114,751	268,394	24,738	228,656
	57000	DEBT SERVICE	830,604	992,836	1,094,880	863,143	853,656	464,751	854,522	866	838,656
	58001	Hydrants	0	0	0	0	6,000	5,355	10,000	4,000	6,000
	58256	Roof Replacement	0	0	0	0	0	0	0	0	0
	58403	Improvements	0	0	0	0	0	0	0	0	0
	58000	CAPITAL OUTLAY	0	0	0	0	6,000	5,355	10,000	4,000	6,000
	TOTAL	WATER	2,122,418	2,327,717	2,432,888	2,183,655	2,277,937	1,237,828	2,269,851	(8,086)	2,181,839
		GUIDELINE							2,312,106		
		Revenues	2,216,497	2,306,699	2,450,248	2,672,306		1,929,063	2,584,823		
		Enterprise Allocations									
		Indirect Costs					74,823		75,945		
		Town Water Use					(59,389)		(62,000)		
		DPW Director					55,000		0		
		Investment Income					(1,500)		(1,500)		
		OPEB					34,261		(above)		
		Net Allocations					103,195		12,445		
		Change to Fund Balance					314,726		302,527		

CAPITAL IMPROVEMENTS WATER
Paid via Water Surplus

VEHICLES

SCHEDULED FOR REPLACEMENT.

VEH#	YEAR	DESCRIPTION	FRONTLINE		USEFUL LIFE EXP.	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21
			BACKUP											
W-1	2002	Chevy Blazer	FL		12 yrs.				Trade FY 16					
W-1	2008	Ford Escape	FL		10 yrs.									
W-3	2001	Chevy Silverado	FL		12 yrs.				Oct 45000					
W-4	2004	Chevy Van	FL		11 yrs.				Trade FY 16					
W-5	2006	Ford F250	FL		12 yrs.					50,000				
W-6	2008	Ford F350	FL		12 yrs.						50,000			
W-7	2015	Ford F350	FL		12 yrs.									
W-8	2016	Chevy Silverado	FL		12 yrs.				May 45000					
W-9	2017	Chevy Silverado	FL		12 yrs.					45,000				

			WATER FY 2016 PAYROLL																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															</
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WATER DEPARTMENT CAPITAL IMPROVEMENTS PLAN FISCAL YEARS 2016-2020

Project: Pilot Study, Well #5

Priority: Immediate

Description: This capital project entails studying water quality related to filtration design for Well #5 (located at 784 Central Street). The pilot study is engineered and the scope will include but will not be limited to: best practice filtration technique based on water quality results, dedicated transmission line cost to an existing plant, existing plant upgrades to accommodate additional flow from Well #5, transmission of raw water from Well #1 located at Stoddard Park.

PROJECTED COST: \$70,000**PROJECTED COST BASED ON PILOT STUDY RESULTS: \$4,000,000 to \$8,000,000****Project: Water Main Replacement**

Priority: Urgent

Description: The Town's distribution system totals approximately 90 miles of pipeline varying in size from 1-inch to 16-inch. The majority of pipe material located in the distribution system is Asbestos Cement (AC), which indicates the majority of the system was installed prior to 1989 when the EPA phased out the use of AC main. AC Pipe in itself is not a problem for the water system but in some locations the structural integrity of the pipe experiences problems. The most significant problem affecting the structural integrity of asbestos cement pipes results from the leaching of the cement mortar binder out of the pipe wall. This leaching can occur from the internal surface, depending on the aggressiveness of the chemical make-up of the water or from the external surface, depending on the aggressiveness of the groundwater and soil conditions. Life expectancy of AC pipe is approximately 60 years. Holliston had significant AC water main installation between 1960 through 1979.

Holliston's Water System Piping Material is as follows:

Material	Length (mi)	Percent of Total
Asbestos Cement	59	66%
Cast Iron	1	0.1%
Copper	0.08	0.1%
Ductile Iron	20	23%
Galvanized Iron	0.2	0.2%
PVC	9	10%
Steel	1	1%

Holliston's Water System Piping Size is as follows:

Diameter (in)	Length (mi)	Percent of Total
1	0.1	0.09%
2	0.4	0.4%
4	1.0	1.1%
6	26	29.5%
8	43	48%
10	4.2	4.7%
12	14	15.7%
16	0.4	0.50%

Operationally, 6-inch main is replaced with 8-inch main. 10-inch main is not used, in its place is either 8-inch main or 12-inch main. All new main is Cement Lined Ductile Iron Pipe.

Main Replacement cost including gates, hydrants and service taps is approximately \$200 per foot for 8-inch main and \$250 per foot for 12-inch.

PROJECTED COST: \$10,000,000

The projected cost will not cover all main replacement but is used as an initial guideline projecting out over the course of this Capital Improvement Plan.

Project: Infrastructure Replacement of Mudville Neighborhood

Priority: Next 2 Years. FY's 17/18

Description: As part of the DPW Highways division's surface roadway and sidewalk improvement in that neighborhood the water infrastructure should be brought up to date. The streets included in this project are as follows:

Street	Length in Feet	Existing Main Type and Size	Replacement
School Street	810	6-inch DI & 6-in AC	8-inch DI
Pleasant Street	890	6-inch AC	8-inch DI
Spring Street	570	8-inch AC	8-inch DI
Mechanic St.	1230	8-inch AC	8-inch DI
Union Street	1331	8-inch AC	8-inch DI

Total Length: 4,831 feet

PROJECTED COST: \$1,000,000

The cost of this project can be inclusive of the Water Main Capital Request

Project: Pinecrest Road Water Main Replacement

Priority: Immediate if done with Highway Dept. reclamation

Description: The Highway Dept. has reclaimed Pinecrest Road and has left it in binder condition for the winter of 2014/2015. The existing water main is 8-inch AC. Completing the project to include water main upgrading to 8-inch DI pipe would be the best practice.

Total Length: 2,080 feet

PROJECTED COST: \$416,000

The cost of this project can be inclusive of the Water Main Capital Request.

Project: Cedar Street Booster Station

Priority: Next 2 Years. FY's 16/18

Description: The distribution system should be capable of delivering the maximum demand, including fire flows, while maintaining suitable pressures throughout the service area. A minimum working pressure of 35 pounds per square inch (psi) should be sought under normal demand conditions. When fire flows are considered the system should maintain a minimum of 20 psi everywhere in the system. We do not currently meet those pressure targets with the existing Cedar Street Booster Station. The DPW Water Division has taken corrective action to increase and maintain pressure with station modifications. That being said a complete upgrade of the station is required. Upgrades include: installation of an above ground pre-fabricated type of booster station, the above ground type eliminates confined space issues. The booster station would include variable frequency drives, domestic booster pumps, a jockey pump to maintain minimum pressure a fire pump to meet maximum demand and emergency power.

PROJECTED COST: \$500,000*Project: Kuniholm Drive Booster Station*

Priority: Next 3 Years. FY's 18/20

Description: As noted in the Cedar Street Booster Station description, the distribution system should be capable of delivering the maximum demand, including fire flows, while maintaining suitable pressures throughout the service area. A minimum working pressure of 35 pounds per square inch (psi) should be sought under normal demand conditions. When fire flows are considered the system should maintain a minimum of 20 psi everywhere in the system. The Kuniholm Booster Station is extremely outdated and is a dangerous confined space. The stations shell is a modified septic tank. The DPW Water Division has taken corrective action to increase and maintain pressure with station modifications; a complete upgrade of the station is required. Upgrades include: installation of an above ground pre-fabricated type of booster station, the above ground type eliminates confined space issues. The booster station would include variable frequency drives, domestic booster pumps, a jockey pump to maintain minimum pressure a fire pump meet maximum demand and emergency power.

The booster station provides pressure to an industrial park and has the benefit of an additional fire booster up the line.

As a result the station upgrade priority is less than that of Cedar Street

PROJECTED COST: \$500,000

Project: Hydrant and Valve Replacement**Priority: Urgent**

Description: This project entails instituting a program to replace existing hydrants and valves. The Water Department has undertaken an inventory program of fire hydrants. As each hydrant is inventoried an evaluation of its condition and its associated valves is performed. Non-functioning or poorly functioning hydrants or valves need to be repaired or replaced in a timely manner. Failure to do so can compromise fire protection. In addition, failure to replace inoperable water main line gates can result in an inability to isolate sections of water mains during a break. Likewise, the water Department will be undertaking an inventory and evaluation of water main line gates. Again non-functioning or poorly functioning valves need to be replaced in a timely manner. Funds will be used to purchase stock (hydrants and gate valves of 12-inch diameter or less); and the work is performed in house. Work associated with infrastructure equal to or greater than 12-inch diameter or work associated with insertion valves will likely require hiring of a contractor.

PROJECTED COST: \$100,000

Comments: In regards to the significant investment to be made on water main replacement. The DPW Water Division is working on an annual water main replacement/rehabilitation program. Old cast iron mains which are appropriately sized but suffer from a buildup of tuberculation are candidates for cleaning and lining. The majority of the water main in Holliston are asbestos cement pipe which is not a candidate for cleaning or lining. Instead the water main replacement program consists of developing focus on the integrity and age of water mains. The first priority is replacing water mains which are the oldest or those which experience frequent breaks. Second priority are locations where looping water mains will reduce water age to customers. Other variables that impact the priority of replacement are water quality complaints, other DPW infrastructure improvements such as utility and repaving projects and pipelines which require replacement to meet fire flow requirements.

These improvement will be separated into different construction contracts in order to appropriately fund the improvements over a number of years.

**TOWN OF HOLLISTON
FY16 DPW WATER DEBT SERVICE**

Purpose	Maturity	Rate	Principal	Due	Interest	Due	Total	Fees	Notes
Treatment Plant	6/30/2026	3.5%-5%	350,000.00	12/1/2015	80,400.00	12/1/2015		0.00	
					73,400.00	6/1/2016	503,800.00		
Well #2 (8)	6/30/2022	4%-5%	135,000.00	4/1/2016	22,950.00	10/1/2015			
					22,950.00	4/1/2016	180,900.00	0.00	
Well #4-MWPAT	1/15/2035	2%	101,128.00	1/15/2016	26,111.11	7/15/2015		1,958.33	
					25,000.00	1/15/2016	152,239.11	1,875.00	
						7/15/2015		13,750.00	
TOTAL			\$586,128.00		\$250,811.11		\$836,939.11	\$17,583.33	

TOWN OF HOLLISTON

Conservation Commission

Allen Rutberg, Chair
Ann Marie Pilch, Vice-Chair
Christopher Bajdek
Shaw Lively



James McGrath
David Schroder
Rebecca Weissman

Charles Katuska, Conservation Agent

MEMORANDUM

Date: March 11, 2015

To: Board of Selectmen

From: Charles Katuska, Conservation Agent *CSK*

Re: **Conservation Department – FY2016 Budget**

Attached please find a spreadsheet of several scenarios for the FY2016 Conservation Department budget. In accordance with the FINCONMM's FY2016 Budget Guidance, scenarios have been prepared for both "baseline" and "1.5%-increase" budget. The calculated "1.5%-increase" budget has been re-balanced to reflect current spending levels and retitled as "Requested FY16 Budget".

Last evening, the Conservation Commission reviewed the attached spreadsheet and voted to submit the "Requested FY16 Budget" scenario for the Selectmen's review & consideration.

In brief, the baseline scenario increases the FY2015 appropriation (\$48,158), by \$262, an increase required by salary adjustments to the Commission's clerical staff position. Baseline scenario includes no other increases and represents a total increase of 0.5% over the FY2015 appropriation.

The 1.5%-increase scenario includes the clerk position at the new salary and also includes a 2.0% cost-of-living in the Conservation agent salary position. Each non-salary item has also been upped by 1.5% and the scenario total is \$665 above the baseline number. At \$49,085, the "1.5%-increase" scenario is 1.4% over the FY15 appropriation.

The Requested FY16 Budget recommended by the Commission includes both clerk and agent salary increases, but mitigates those increases through adjustments to non-salary items. Adjustment of non-salary budget items is based closely on expenditures to date and reflects continuing effort to reduce these line items through efficiency and coordination. Overall, the Commission's Requested FY16 Budget represents an increase of 1.0% (\$467) over the FY2015 allocation.

Each of these scenarios reflects municipal funding of the Commission's part-time staff positions (agent, clerk) at the accepted staffing levels (agent=20hr/wk, clerk=13hr/wk). Last evening, the Conservation Commission also voted to defray 25% of the costs of all worked staff hours during FY2016, using funds from the Commission's Bylaw Fee revolving account, an arrangement entered into for FY2015 and which the Commission is pleased to continue.

Cc: Conservation Commission
Finance Committee liaisons (Liberty, Dowd)

(All cc's by e-mail only)

HOLLISTON CONSERVATION COMMISSION
TELEPHONE: 508-429-0607 • E-MAIL: conservation@holliston.k12.ma.us
WEBSITE: www.townofholliston.us/ConCom/index.html

**FY16 BUDGET REQUEST
CONSERVATION COMMISSION**

DEPT. NO.	ACCT. NO.	3/11/2015 ACCOUNT NAME	Expended Fiscal Year 2011	Expended Fiscal Year 2012	Expended Fiscal Year 2013	Expended Fiscal Year 2014	Appropriated Fiscal Year 2015	Expended Fiscal Year 2015	Requested Fiscal Year 2016	Change 2015 to 2016
1171		CONSERVATION COMMISSION								
	50070	Clerical Part-time	11,649	11,707	11,750	12,379	14,050	9,029	14,312	262
	50085	Conservation Agent	25,330	26,904	27,458	27,841	30,858	17,158	31,475	617
	50192	Longevity	0	0	0	0	50	0	50	0
		<i>Subtotal Personal Services</i>	<i>36,979</i>	<i>38,611</i>	<i>39,208</i>	<i>40,220</i>	<i>44,958</i>	<i>26,187</i>	<i>45,837</i>	<i>879</i>
	51710	Workers' Compensation	0	0	0	0	0	0	0	0
	51720	Disability Insurance	0	0	0	0	0	0	0	0
	51760	Medicare	0	0	0	0	0	0	0	0
	51770	County Retirement	0	0	0	0	0	0	0	0
		<i>Subtotal Benefits</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
	51000	PERSONAL SERVICES	36,979	38,611	39,208	40,220	44,958	26,187	45,837	879
	52150	Communications	552	474	129	132	200	238	300	100
	52170	Professional Development	445	448	581	729	1,100	652	900	(200)
	52190	Professional Services	8,338	1,117	1,263	1,267	1,400	371	1,200	(200)
	52000	PURCHASED SERVICES	9,334	2,038	1,973	2,128	2,700	1,261	2,400	(300)
	54180	Educational	40	0	94	19	100	74	200	100
	54200	Office Supplies	439	239	421	440	400	336	450	50
	54000	SUPPLIES & MATERIALS	479	239	515	459	500	410	650	150
	TOTAL	CONSERVATION COMMISSION	46,793	40,888	41,696	42,807	48,158	27,858	48,887	729
		GUIDELINE							48,880	
		Revenues	13,830	28,747	7,443	7,443		0		
		Wetlands Protection Revolving								
		Revenues	3,418	9,063	6,760	5,840		5,716		
		Expenses	0	784	160	339		317		
		Balance	9,345	17,623	24,223	29,724		35,122		
		Wetlands By-law Revolving								
		Revenues	10,413	19,638	14,788	26,713		18,281		
		Expenses	3,207	5,834	7,166	8,449		11,847		
		Balance	38,814	52,618	60,239	78,502		84,936		
		Risks to the proposed budget:								
		1 Litigation								
		2 Increased expenses (Additional certified mail postage)								
		3 Unpredictable service requests								
		4								
		5								
		Opportunities for further budgetary savings:								
		1 Continue to provide professional services in-house								
		2 Reduce expenses (common account for several departments)								

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CONSERVATION COMMISSION

DEPT. NO.	ACCT. NO.	ACCOUNT NAME	Expended Fiscal Year 2011	Expended Fiscal Year 2012	Expended Fiscal Year 2013	Expended Fiscal Year 2014	Appropriated Fiscal Year 2015	Expended Fiscal Year 2015 to date	% Exp. FY2015 To Date	"Baseline" Fiscal Year 2016	"Baseline" Change FY15-FY16	% Change FY15-FY16	PLUS-1.5% Fiscal Year 2016	PLUS-1.5% Change FY15-FY16	% Change FY15-FY16	REQUESTED FY16 BUDGET	REQUESTED Change FY15-FY16	% Change FY15-FY16
1171		CONSERVATION COMMISSION																
	50070	Clerical Part-time	11,649	11,707	11,750	12,378	14,050	9,029	64.3%	14,312	262	1.9%	14,312	0	0.0%	14,312	0	0.0%
	50085	Conservation Agent	25,330	26,804	27,459	27,841	30,858	17,158	55.6%	30,858	0	0.0%	31,475	617	2.0%	31,475	617	2.0%
	50192	Longevity	0	0	0	0	0	0	0.0%	0	0	0.0%	50	50	0.0%	50	0	0.0%
		Subtotal Personal Services	36,979	38,611	39,209	40,220	44,908	26,187	58.2%	45,220	262	0.6%	45,837	617	1.4%	45,837	617	0.0%
	51710	Workers' Compensation	0	0	0	0	0	0		0	0		0	0		0	0	
	51720	Disability Insurance	0	0	0	0	0	0		0	0		0	0		0	0	
	51760	Medicare	0	0	0	0	0	0		0	0		0	0		0	0	
	51770	County Retirement	0	0	0	0	0	0		0	0		0	0		0	0	
		Subtotal Benefits	0	0	0	0	0	0		0	0		0	0		0	0	
	51900	PERSONAL SERVICES	36,979	38,611	39,209	40,220	44,908	26,187	58.2%	45,220	262	0.6%	45,837	617	1.4%	45,837	617	0.0%
	52150	Communications	552	474	129	132	200	238	118.0%	200	0	0.0%	203	3	1.5%	300	100	50.0%
	52170	Professional Development	445	448	581	729	1,100	652	59.3%	1,100	0	0.0%	1,117	16.5	1.5%	900	-200	-18.2%
	52190	Professional Services	8,338	1,117	1,263	1,267	1,400	371	26.5%	1,400	0	0.0%	1,421	21	1.5%	1,200	-200	-14.3%
	52000	PURCHASED SERVICES	9,334	2,038	1,973	2,128	2,700	1,261	46.7%	2,700	0	0.0%	2,741	40.5	1.5%	2,400	-300	-11.1%
	54180	Educational	40	0	94	19	100	74	74.0%	100	0	0.0%	102	1.5	1.5%	200	100	100.0%
	54200	Office Supplies	439	239	421	440	400	338	84.0%	400	0	0.0%	406	6	1.5%	450	50	12.5%
	54000	SUPPLIES & MATERIALS	479	239	515	459	500	410	82.0%	500	0	0.0%	508	7.5	1.5%	650	150	30.0%
	TOTAL	CONSERVATION COMMISSION	46,793	40,888	41,696	42,807	46,158	27,858	1	46,420	262	0.5%	45,085	665.16	1.4%	49,887	467	1.0%

BASELINE FY2016 SUMMARY
PLUS-1.5% FY2016 SUMMARY
REQUESTED FY2016 SUMMARY

ANNUAL REVENUES	2011	2012	2013	2014	2015 to date
	13,830	28,747	7,443	7,443	

WPA Filing fees - Revolving Account

Revenues	3,418	9,083	6,760	5,940	5,716
Expenses	0	784	160	339	317
Balance	9,345	17,623	24,223	29,724	35,122

By-Law Fees - Revolving Account

Revenues	10,413	19,638	14,788	26,713	18,281
Expenses	3,207	5,834	7,166	8,448	11,847
Balance	38,814	52,618	60,239	78,502	84,936

Risks to the proposed budget:

1. Litigation
2. Increased expenses (Additional certified mail postage)
3. Unpredictable service requests

Opportunities for further budgetary savings:

1. Continue to provide professional services in-house
2. Reduce expenses (common account for several departments)
- 3.
- 4.
- 5.

Finance Committee
Action Items List

Item	Meeting Date	Issue Description	Responsible	Target Date	Resolved	Notes
27	13-Aug-13	Develop a list of topics/into the FinCom needs from the Town Accountant	FinCom			Merged with 28 and 72.1 (Formerly 80)
28	13-Aug-13	Start quarterly in-person reviews with the Town Accountant	FinCom			Merged with 28 and 72.1 (Formerly 80)
38	3-Sep-13	Fill recording Secretary position	FinCom			
50	22-Oct-13	Determine timing and trajectory to achieve reserve target.	FinCom			
61	4-Feb-14	Review Bylaws as it applies to Finance Committee offices et al	Ken Szajda	15-Apr-15		Merged with Policies
62	17-Jun-14	Capital Plan	FinCom	1-Apr-15		
65	17-Jun-14	Develop guidance for handling overlap with retiring staff	Paul LeBeau	15-Apr-15		
66	24-Jun-14	Purchase Order / Requisition process needs to be revisited to deal with visibility of outstanding liabilities	FinCom			
68	24-Jun-14	Inquire about and resolve Park Commission revolving fund	FinCom	15-Apr-15		
71	24-Jun-14	All revenue lines in FY15 worksheet - including new growth data - to be reviewed by, and set by full committee	FinCom	15-Apr-15		
72.1	24-Jun-14	Beth Liberty's memo - financial reporting	FinCom			Merged with 27 and 28
72.2	24-Jun-14	Beth Liberty's memo - policies	FinCom			Paul LeBeau circulated drafts on 9/16/14
72.3	24-Jun-14	Beth Liberty's memo - credit ratings	FinCom			
72.4	24-Jun-14	Beth Liberty's memo - benchmarking	FinCom			
75	19-Aug-14	Draft a revised budget format to include revolving funds	Bill Dowd			
79	19-Aug-14	Evaluate the method of handling Extended Day benefit costs	FinCom			
81	14-Oct-14	Re-evaluate how to handle Capital proposals on the Warrant	FinCom	15-Apr-15		

Stabilization and Capital Expenditure Funds – 9/14 to now

Stabilization – In September of 2014, the FinCom was provided with an estimate of Free Cash in the amount of \$974,000. Using that number, the FinCom decided to recommend that Free Cash be used as follows;

Cover the amount in the Model	\$375,000	
Add to Stabilization	\$500,000	Voted but PPD
Add to Capital Expenditure	\$ 85,000	Voted but PPD
Cover the Model "Surplus" (why?)	\$ 14,000	
Total	\$974,000	

Just before Town Meeting in October, the FinCom was advised that estimated Free Cash had been reduced to \$913,000, and there would not be a certified Free Cash amount to work with at Town Meeting. Given that the budget worksheet model depended upon \$375,000 in Free Cash, and that there was a needed \$14,000 "surplus" in the overall budget worksheet, at least \$389,000 was needed from somewhere to balance the budget. (Not sure why the \$14k was included in this.) Some members also supported finding the \$85,000 that had been designated for the Capital Expenditure Fund in Article 6. There was debate about \$389k vs. \$474k with a majority favoring \$474k. So, the FinCom recommended that \$474,000 be TAKEN from Stabilization and placed into the Town's available funds. The theory was that once the \$913,000 was certified, we could then, in the spring, vote to put the whole \$913,000 in stabilization to both repay the \$474,000 taken and partially (\$439,000) meet the FinCom's vote to increase Stabilization by \$500,000. In any event, Stabilization would end up larger than before Town Meeting.

However, the FinCom also voted to change its recommendation on the \$85,000 add to Capital Expenditure to Indefinite Postponement. That meant that the \$85,000 at issue in the \$474k vs. \$389k went from Stabilization to reduce property taxes. That was not intended.

Unfortunately, Free Cash was only certified at approximately \$690,000. That means that transferring all \$690,000 to Stabilization in May still leaves us \$284,000 short on the Committee's voted Stabilization balance, or \$223,000 short of the balance based on \$913k Free Cash.

How do we intend to deal with this shortfall?

Capital Expenditure – In May of 2014, Town Meeting appropriated \$625,000 to the Capital Expenditure Fund. It also voted to tap the fund for \$21,000 for a study of the Senior Center parking lot and \$130,000 for a Highway dump truck. That meant that going into the fall Capital review there was net of only \$474,000 of the \$625,000 new money left.