

**HOLLISTON FINANCE COMMITTEE
MEETING MINUTES
March 18, 2014**

The Committee convened in Room 105 at the Town Hall at 6:35 PM. Present from the Committee were Chairman Ken Szajda, Vice Chairperson Michelle Zeamer, Dan Alfred, Bill Dowd, Beth Liberty and Brendan Shea. Charlie Kaslow was absent.

1. Minutes – February 25, 2014 open session – Moved by Dan Alfred, Seconded by Michelle Zeamer to approve the minutes of February 25, 2014. Five in favor, none opposed, one abstention (Dowd). February 25, 2014 Executive Session. Moved by Dan Alfred, Seconded by Michelle Zeamer to approve, but not release the minutes of the Executive Session of February 25, 2014. Five in favor, none opposed, one abstention (Dowd).
2. Snow and Ice Deficit Spending – Moved by Dan Alfred, Seconded by Michelle Zeamer to authorize deficit spending for the purposes of covering the costs of snow and ice removal. Six in favor, none opposed, no abstentions.
3. School Department Revolving Accounts – The School Committee and Supt. Jackson presented several documents regarding the revolving accounts used by the School Department. First, Dr. Jackson circulated a publication of the Dept. of Revenue that describes the statutory provisions applicable to different kinds of local revolving accounts. (Attachment I) Dr. Jackson then shared an updated document showing the School Department revolving funds with projected account balances at the end of the current fiscal year after recognizing funds on deposit committed to future costs. (Attachment II) Dan Alfred circulated a document that shows the history of the last five years in the larger revolving accounts. (Attachment III) He asked how it was that the revolving account balances have been very large and are now much smaller and suggested that the Schools had used the balances to offset costs and supplement the annual budget. Dr. Jackson and the Committee confirmed that the Schools had done just that. Two other documents were then distributed by Dr. Jackson. (Attachments IV and V) In response to questions about the Circuit Breaker revolving fund, Dr. Jackson provided a document from the Department of Revenue that offers guidance on maintaining a Circuit Breaker revolving fund balance. (Attachment VI) Following a lengthy discussion, Superintendent Jackson communicated his and the School Committee's conclusion that there is no additional flexibility to cover more operating costs from revolving funds.
4. Community Preservation Committee – Frank Chamberlain, Chairman of the Community Preservation Committee presented the proposals his committee has received and expected actions required at Town Meeting. (Attachment VII)
5. Police Department Budget – Police Chief John Moore presented his proposed FY15 budget for the Police Department. (Attachment VIII)

6. Highway Department Budget – Highway Superintendent Tom Smith presented his proposed budget for the Highway Department. (Attachment IX)
7. Water Department Budget - Water Superintendent Doug Valovcin presented the FY15 budget for the Water Department as approved by the Board of Water Commissioners. (Attachment X) The Committee expressed concerns that the budget was favorably impacted by both debt service and employee benefits and that net of those two items, the budget was well over guideline. Ken Szajda reported that this budget remains in flux due to the fact that the Selectmen are working toward a DPW approach and that the Selectmen will be in to the FinCom in two weeks to review the DPW approach and its impact on both Highway and Water budgets.
8. Adjournment – At 9:47 PM, Moved by Dan Alfred, Seconded by Michelle Zeamer to adjourn. Six in favor, none opposed, no abstentions.

Respectfully submitted by Bill Dowd

Approved ____June 17, 2014_____

REVOLVING FUNDS FOR SCHOOL DEPARTMENT PROGRAMS

REVOLVING FUND	LOCAL ACCEPTANCE	TOWN MEETING/ CITY COUNCIL ACTION	DEPARTMENT/ ACTIVITIES	MUNICIPAL SALARIES	CAPITAL ITEMS/ DEBT SERVICE	SPENDING CEILING	REVENUE SOURCE	INTEREST	FUND BALANCE	OTHER ACCOUNTING PROCEDURES	REPORTS	OTHER
ADULT AND CONTINUING EDUCATION G.L. CH. 71 § 71E	YES	NONE	ADULT EDUCATION, CONTINUING EDUCATION, ADULT PHYSICAL FITNESS, SUMMER SCHOOL AND COMMUNITY SCHOOL PROGRAMS	YES	NOT PROHIBITED	NONE	PARTICIPATION FEES AND PROGRAM RECEIPTS	GENERAL FUND	CARRIES FORWARD TO NEXT FY			
COMMUNITY SCHOOLS G.L. 71 § 71C	NO	NONE	MATERIALS AND EQUIPMENT FOR COMMUNITY SCHOOL PROGRAMS	NO	PROGRAM EQUIPMENT	\$3,000	PARTICIPATION FEES AND PROGRAM RECEIPTS	GENERAL FUND	CARRIES FORWARD TO NEXT FY			NOT CLEAR IF THIS STILL APPLIES WHEN CITY/TOWN HAS ACCEPTED G.L. CH. 71
CULINARY ARTS G.L. CH. 71 § 71A	YES	NONE	CULINARY ARTS PROGRAMS	NO	PROGRAM EQUIPMENT	\$15,000 TOTAL \$5,000 IN EQUIPMENT PURCHASES	SALE OF CULINARY PROGRAM PRODUCTS	GENERAL FUND	CARRIES FORWARD TO NEXT FY	FY RECEIPTS OVER \$15,000 CREDITED TO GENERAL FUND	ANNUAL AUDIT BY TREASURER TO SCHOOL COMMITTEE, MAYOR/CITY MANAGER AND CITY COUNCIL, SELECTMENTOWN MANAGER	
NON-RESIDENT STUDENT TUITION G.L. CH. 71 § 1F	YES	NONE	EDUCATION EXPENSES OF NON-RESIDENT AND FOSTER CARE CHILDREN ENROLLED IN SCHOOL	YES	INSTRUCTIONAL EQUIPMENT THAT COULD BE FUNDED FROM SCHOOL BUDGET	NONE	NON-RESIDENT TUITION PAYMENTS AND STATE REIMBURSEMENTS FOR FOSTER CARE CHILDREN	GENERAL FUND	CARRIES FORWARD TO NEXT FY			
SCHOOL BUS ADVERTISING CH. 184 § 17 OF THE ACTS OF 2002	NO	NONE	EDUCATION EXPENSES	YES	INSTRUCTIONAL EQUIPMENT THAT COULD BE FUNDED FROM SCHOOL BUDGET	NONE	SALE OF ADVERTISING SPACE ON SCHOOL BUSES	GENERAL FUND	CARRIES FORWARD TO NEXT FY			SALE OF SPACE MUST BE OVERSEEN BY GOVERNING BOARD APPOINTED BY SCHOOL COMMITTEE AND IS SUBJECT TO STATUTORY STANDARDS
SCHOOL CHOICE TUITION G.L. CH. 76 § 2B(4)	NO	NONE	EDUCATION EXPENSES	YES	INSTRUCTIONAL EQUIPMENT THAT COULD BE FUNDED FROM SCHOOL BUDGET	NONE	STATE REIMBURSEMENT, FEDERAL GRANTS, OTHER GRANTS AND GRANTS	GENERAL FUND	CARRIES FORWARD TO NEXT FY	FUNDS RECEIVED AFTER THE SCHOOL BUDGET FOR FY MUST BE ACCOUNTED FOR IN NEXT YEAR'S BUDGET		

REVOLVING FUND	LOCAL ACCEPTANCE	TOWN MEETING/ CITY COUNCIL ACTION	DEPARTMENT/ ACTIVITIES	MUNICIPAL SALARIES	CAPITAL ITEMS/ DEBT SERVICE	SPENDING CEILING	REVENUE SOURCE	INTEREST	FUND BALANCE	OTHER ACCOUNTING PROCEDURES	REPORTS	OTHER
SCHOOL DAY CARE G.L. CH. 71 § 26C	NO	NONE	EXTENDED SCHOOL SERVICES FOR CHILDREN AGES 3 - 14 OF WORKING PARENTS	YES	NOT PROHIBITED	NONE	PROGRAM FEES, FEDERAL FUNDS, OTHER GRANTS, GIFTS, DONATIONS	GENERAL FUND	CARRIES FORWARD TO NEXT FY			PROGRAMS MUST BE APPROVED BY SELECTIONITY COUNCIL AND THE COMMISSIONER OF EDUCATION
SCHOOL LUNCH CH. 98 OF THE ACTS OF 1946	NO	NONE	OPERATION OF SCHOOL LUNCH PROGRAMS	YES	PROGRAM EQUIPMENT	NONE	FEES FROM SALES OF LUNCH AND OTHER MEALS, SCHOOL LUNCH GRANT FUNDS	REVOLVING FUND	CARRIES FORWARD TO NEXT FY	MUST COMPLY WITH PRESCRIBED FEDERAL AND STATE REPORTING AND AUDITING REQUIREMENTS		
SCHOOL RENTAL G.L. CH. 40 § 3	NO, BUT PROVISION PERMITTING USE OF FUNDS FOR ANY FACILITY AND ACCUMULATION OF FUND REQUIRES ACCEPTANCE (SEE DEPARTMENT/ ACTIVITIES AND FUND BALANCE)	NONE	UPKEEP OF RENTED FACILITY OR SPACE, INCLUDING CUSTODIAL COSTS, UTILITIES, ORDINARY REPAIRS AND MAINTENANCE, MAY BE USED FOR UPKEEP OF ANY SCHOOL FACILITY IF CITY/TOWN HAS ACCEPTED PROVISION SO PERMITTING	YES	NOT PROHIBITED	NONE	RENTAL PAYMENTS FROM LESSS OF SURPLUS SCHOOL OR SURPLUS SCHOOL SPACE	GENERAL FUND	CLOSES TO GENERAL FUND AT END OF FY, UNLESS CITY/TOWN HAS ACCEPTED PROVISION PERMITTING CARRY OVER TO NEXT FY			
STUDENT ATHLETICS AND ACTIVITIES G.L. CH. 71 § 47	NO	NONE	SCHOOL COMMITTEE SPONSORED ATHLETIC AND EXTRACURRICULAR PROGRAMS, AWARDS, EQUIPMENT AND FACILITIES	YES	PROGRAM EQUIPMENT AND FACILITIES	NONE	PARTICIPATION FEES AND PROGRAM RECEIPTS	GENERAL FUND	CARRIES FORWARD TO NEXT FY			USE OF FUND FOR OUT-OF-STATE TRAVEL EXPENSES REQUIRES APPROVAL OF MAYOR OR SELECTMEN
STUDENT ACTIVITY AGENCY G.L. CH. 71 § 47	NO	NONE	SCHOOL COMMITTEE AUTHORIZED STUDENT ACTIVITIES	NOT APPLICABLE	NOT APPLICABLE	NONE	STUDENT ACTIVITY RECEIPTS	AGENCY ACCOUNT	CARRIES FORWARD TO NEXT FY		ANNUAL AUDIT BASED ON PROCEDURES AGREED TO BY SCHOOL COMMITTEE AND AUDITOR AND DUE REGULATIONS	PRINCIPAL'S AUTHORIZED BY SCHOOL COMMITTEE TO RECEIVE STUDENT ACTIVITY RECEIPTS AND DEPOSIT INTO AGENCY ACCOUNT MAY ESTABLISH STUDENT ACTIVITY CHECKING ACCOUNT TO ACCOUNT FOR EXPENDITURES AND MUST BE BOUNDED BY AMOUNT FIXED BY TREASURER SCHOOL COMMITTEE DOES MAINTAIN BALANCE ON DEPOSIT IN CHECKING ACCOUNT THROUGH WARRANT PROCESS. COMMITTEE TRANSFERS FUNDS FROM AGENCY ACCOUNT INTO CHECKING ACCOUNT AND REDEPOSITS PERIODICALLY

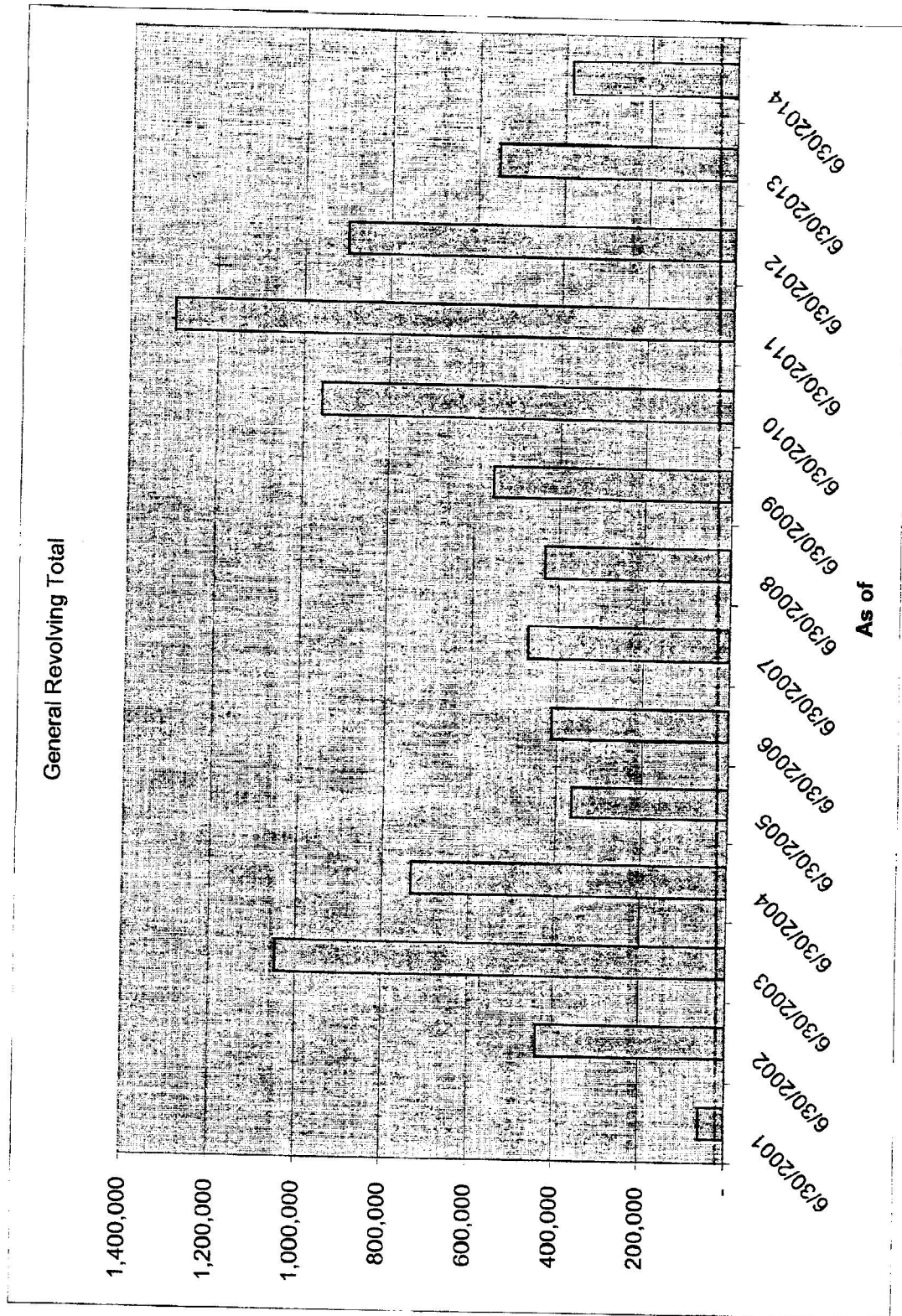
REVOLVING FUND	LOCAL ACCEPTANCE	TOWN MEETING/ CITY COUNCIL ACTION	DEPARTMENT/ ACTIVITIES	MUNICIPAL SALARIES	CAPITAL ITEMS/ DEBT SERVICE	SPENDING CEILING	REVENUE SOURCE	INTEREST	FUND BALANCE	OTHER ACCOUNTING PROCEDURES	REPORTS	OTHER
USE OF SCHOOL PROPERTY GL CH 71 § 71E	YES	NONE	UPKEEP OF FACILITY INCLUDING CUSTODIAL COSTS, UTILITIES, ORDINARY REPAIRS AND MAINTENANCE	YES	NOT PROHIBITED	NONE	USER FEES AND CHARGES	GENERAL FUND	CARRIES FORWARD TO NEXT FY			USE OF SCHOOL FACILITIES BY INDIVIDUALS, GROUPS, ORGANIZATIONS FOR CIVIL, SOCIAL, EDUCATIONAL, RECREATIONAL PURPOSES COVERED BY SCHOOL COMMITTEE POLICIES ESTABLISHED UNDER G.L. CH 71 § 71
VOCATIONAL EDUCATION G.L. CH 74 § 4B	YES IN REGIONAL SCHOOL DISTRICT BY VOTE OF THE SCHOOL COMMITTEE AND A MAJORITY OF THE BOARDS OF SELECTMEN/ CITY COUNCILS OF MEMBER CITIES/TOWNS	NONE	CULINARY ARTS, HOME ECONOMIC AND OTHER VOCATIONAL-TECHNICAL SCHOOL PROGRAMS	NO	PROGRAM EQUIPMENT	\$15,000 TOTAL \$5,000 IN EQUIPMENT PURCHASES	SALE OF PROGRAM PRODUCTS AND SERVICES	GENERAL FUND	CARRIES FORWARD TO NEXT FY	FY RECEIPTS OVER \$15,000 CREDITED TO GENERAL FUND	ANNUAL REPORT BY SCHOOL SUPERINTENDENT TO MAYOR/CITY MANAGER AND CITY COUNCIL SELECTMEN/TOWN MANAGER COPY TO BOA (SCHEDULE A)	

SEPTEMBER 2006

Revolving Accounts									
	6/30/2013 Balance	FY 14 Revenue	FY 14 Expended	Projected Add'l Rev	Projected Add'l Exp	6/30/2014 Proj Balance	Less FY15 Collected in FY14	Less Balance Dedicated to FY15 Budget	Unencumbered Balance
General Revolving									
Local Funds									
Sch Comm Use		28,604.95	6,358.70	41,395.05	63,641.30				
Tuition	265,800.90	326,111.31		246,433.30	593,775.00	244,670.51	162,527.00		82,143.51
Local Funds Sub-total	265,800.90	354,716.26	6,358.70	287,828.35	657,416.30	244,670.51	162,527.00		82,143.51
Non-Local Funds									
Cable TV Rental				12,280.00	12,280.00				
Sch Community Pgm								130,134.37	
School Choice	284,839.29	230,024.00	1,712.92	549,976.00	932,992.00	130,134.37		9,200.00	0.00
Speed Tuition		11,000.00		(1,800.00)		9,200.00			
Non-Local Funds Sub-total	284,839.29	241,024.00	1,712.92	560,456.00	945,272.00	139,334.37		139,334.37	0.00
General Revolving Total	550,640.19	595,740.26	8,071.62	848,284.35	1,602,688.30	384,004.88	162,527.00	139,334.37	82,143.51
Restricted/Limited Use									
Local Funds									
Drama (Adams)	4,924.19	1,640.00	4,414.86			2,049.33			2,049.33
Ind Arts	17,139.75					17,139.75			17,139.75
Athl Revol	85,865.63	155,389.00	18,256.87	79,611.00	235,336.13	67,362.63		20,000.00	27,362.53
Bus Fees	119,378.66	166,450.00	63,018.00	30,000.00	220,678.00	32,032.89	30,000.00		12,032.89
After School Program	7,278.20	1,135.00	3,499.44			4,913.76			4,913.76
Extended Day	115,629.97	600,768.50	573,375.52	506,642.91	580,376.20	69,289.67	69,289.67		(0.00)
Adult Education	4,830.76	1,100.00				5,730.76			5,730.76
Miller Student Activity	4,460.00					4,460.00			4,460.00
Middle School Student Activity	6,734.55					6,734.55			6,734.55
HS Student Activity	21,029.35					17,321.92			7,321.92
Summer Learning		18,689.95	4,147.42	26,250.00	44,500.00				
Cafeteria	1,508.83	260,092.76	292,483.67	239,392.64	210,408.49	(1,897.93)			(1,897.93)
Local Funds Sub-total	389,470.16	1,205,265.21	959,195.78	881,896.55	1,291,298.82	225,137.32	99,289.67	20,000.00	105,847.65
Non-Local Funds									
Circuit Breaker	872,660.00			867,071.00	872,660.00	867,071.00		867,071.00	
Non-Local Funds Sub-total	872,660.00			867,071.00	872,660.00	867,071.00		867,071.00	
Restricted/Limited Use Total	1,261,130.16	1,205,265.21	959,195.78	1,748,967.55	2,163,958.82	1,092,208.32	99,289.67	887,071.00	105,847.65
All Items	1,811,870.35	1,801,005.47	867,207.40	2,597,251.90	3,766,647.12	1,476,213.20	281,816.67	1,026,405.37	187,991.16

* 87,527 of this number is assumed to be collected for next year's FDK

Revolving Accounts - History													
Account	6/30/2001	6/30/2002	6/30/2003	6/30/2004	6/30/2005	6/30/2006	6/30/2007	6/30/2008	6/30/2009	6/30/2010	6/30/2011	6/30/2012	6/30/2013
Balance	Balance	Balance	Balance	Balance	Balance	Balance	Balance	Balance	Balance	Balance	Balance	Balance	Balance
General Revolving													
Local Funds													
Sch Comm Use	1,776.53	(3,313.04)	(625.19)	7,691.96	33,006.18	47,556.69	37,991.74	37,082.66	33,424.77	36,184.22	59,188.66	7,505.24	
Tuition		21,481.57	138,139.09	173,344.69	150,250.08	193,264.33	260,005.50	239,924.84	239,843.63	372,702.26	432,866.92	384,112.67	265,900.90
Local Funds Sub-total	1,776.53	18,168.53	137,513.90	181,036.65	183,256.26	240,821.02	297,997.24	277,007.50	273,268.40	408,886.48	492,055.58	391,617.91	265,900.90
Non-Local Funds													
Cable TV Rental	38,757.45	1,891.45	13,430.06	13,430.06	18,470.06	16,550.06	11,510.06	8,390.06	15,350.06	15,350.06	24,511.06		
Sch Community Pgm	2,788.76	9,811.56	9,768.95	9,768.95	9,768.95	9,768.95	9,318.27	9,318.27	9,318.27	9,318.27			
School Choice	14,829.78	408,774.10	884,809.21	527,875.41	151,226.64	144,162.80	149,088.38	136,161.80	256,125.08	523,561.11	780,343.47	508,575.23	284,438.29
Sped Tuition													
Non-Local Funds Sub-total	56,375.99	420,277.10	908,008.22	551,074.42	179,465.65	170,481.81	169,916.71	153,870.13	280,793.41	548,229.44	804,854.53	508,575.23	284,438.29
General Revolving Total	58,152.52	438,445.63	1,045,522.12	732,111.07	362,721.91	411,302.83	467,913.95	430,877.63	554,061.81	957,115.92	1,296,920.11	900,193.14	550,740.19
Restricted/Limited Use													
Local Funds													
Drama (Adams)	2,764.17	4,833.21	5,844.07	7,441.12	5,415.35	6,575.98	10,388.58	15,271.63	15,480.94	5,993.59	3,142.61	1,280.01	4,824.19
Ind Arts	15,714.64	14,809.92	15,046.92	14,441.08	15,483.53	15,851.53	15,966.53	15,966.53	15,368.55	15,556.95	16,035.75	16,525.75	17,397.75
Adult Revol	55,504.68	38,688.42	99,698.32	117,407.57	108,332.70	169,582.57	167,448.96	145,239.65	117,328.06	111,359.85	149,268.94	123,785.46	95,955.53
Bus Fees									44,769.43	98,116.19	115,292.45	129,977.79	119,278.99
After School Program	160.04	2,139.50	(736.00)	(240.00)	1,839.00	1,839.00	2,139.00	2,619.00	3,729.00	4,929.00	6,101.80	7,267.94	7,278.20
Extended Day		90,505.55	236,949.55	266,974.88	255,303.26	208,109.08	191,812.48	82,222.42	51,462.30	(24,068.78)	78,724.45	165,084.89	15,629.97
Adult Education	2.00	1,157.41	6,667.79	6,065.29	5,128.59	3,449.66	2,639.72	3,558.76	645.86	(1,354.24)	470.76	2,095.76	4,630.76
Miller Student Activity				4,960.00	4,960.00	4,960.00	4,960.00	4,960.00	4,960.00	4,460.00	4,460.00	4,460.00	4,460.00
Middle School Student Activity	880.59	1,766.03	(595.59)	10,246.88	10,246.88	10,312.71	10,351.71	9,147.35	8,819.60	5,272.35	4,559.55	4,588.55	6,234.55
HS Student Activity	23,866.02	28,088.47	34,374.40	55,136.74	66,518.60	75,529.83	73,518.26	58,735.78	57,579.20	55,424.16	54,468.90	45,553.88	21,023.99
Summer Learning	1,980.00												
Cafeteria	26,326.56	17,087.88		82,785.92	107,253.20	95,033.62	75,352.40	61,334.80	2,083.06		20,961.65	501,719.83	1,503.83
Local Funds Sub-total	127,198.70	199,076.39	397,249.46	565,219.66	580,481.19	591,243.88	554,577.64	399,055.92	322,226.00	275,688.87	453,484.86	388,470.16	762,860.00
Non-Local Funds													
Circuit Breaker				153,440.00	293,664.00	578,978.35	706,654.00	814,374.00	923,402.00	618,206.00	549,023.00	763,893.00	872,660.00
Non-Local Funds Sub-total				153,440.00	293,664.00	578,978.35	706,654.00	814,374.00	923,402.00	618,206.00	549,023.00	763,893.00	872,660.00
Restricted/Limited Use Total	127,198.70	199,076.39	397,249.46	718,659.66	874,145.19	1,170,222.33	1,261,231.64	1,213,429.92	1,245,628.00	893,894.87	1,002,507.86	1,285,612.83	2,617,301.18
Grand Total	185,351.22	637,522.02	1,442,771.58	1,450,770.73	1,236,867.10	1,581,526.16	1,729,145.59	1,644,307.55	1,799,689.81	1,851,010.79	2,299,427.97	2,185,806.97	3,417,870.35



School Dept. Revolver Historical Analysis

Total School Department Revolvers Ex SPED						
Fiscal Year	Receipt	Expenses	Net	Transfers	Balance	FYE
2014E	\$ 3,531	\$ 3,861	\$ (330)	\$ -	\$ 738	
2013	\$ 3,417	\$ 3,893	\$ (476)	\$ -	\$ 1,068	
2012	\$ 3,071	\$ 3,404	\$ (333)	\$ 2	\$ 1,544	
2011	\$ 3,119	\$ 2,367	\$ 753	\$ (237)	\$ 1,896	
2010	\$ 3,048	\$ 2,688	\$ 360	\$ -	\$ 1,359	
2009	\$ 2,872	\$ 2,800	\$ 71	\$ -	\$ 1,001	

Tuition Revolver						
Fiscal Year	Receipt	Expenses	Net	Transfers	Balance	FYE
2014E	\$ 573	\$ 594	\$ (21)	\$ -	\$ 245	
2013	\$ 573	\$ 691	\$ (118)	\$ -	\$ 266	
2012	\$ 640	\$ 688	\$ (49)	\$ -	\$ 384	
2011	\$ 688	\$ 628	\$ 60	\$ 373	\$ 433	
2010	\$ 720	\$ 588	\$ 133	\$ -	\$ 373	
2009	\$ 639	\$ 639	\$ (0)	\$ -	\$ 240	

School Choice Revolver						
Fiscal Year	Receipt	Expenses	Net	Transfers	Balance	FYE
2014E	\$ 780	\$ 935	\$ (155)	\$ -	\$ 130	
2013	\$ 690	\$ 914	\$ (224)	\$ -	\$ 285	
2012	\$ 698	\$ 971	\$ (272)	\$ 0	\$ 509	
2011	\$ 694	\$ 437	\$ 257	\$ (0)	\$ 780	
2010	\$ 664	\$ 397	\$ 267	\$ -	\$ 524	
2009	\$ 617	\$ 497	\$ 120	\$ -	\$ 256	

Bus Program Revolver						
Fiscal Year	Receipt	Expenses	Net	Transfers	Balance	FYE
2014E	\$ 196	\$ 284	\$ (87)	\$ -	\$ 32	
2013	\$ 191	\$ 201	\$ (11)	\$ -	\$ 119	
2012	\$ 235	\$ 221	\$ 14	\$ 1	\$ 130	
2011	\$ 218	\$ 200	\$ 18	\$ (1)	\$ 115	
2010	\$ 215	\$ 162	\$ 53	\$ -	\$ 98	
2009	\$ 207	\$ 162	\$ 45	\$ -	\$ 45	

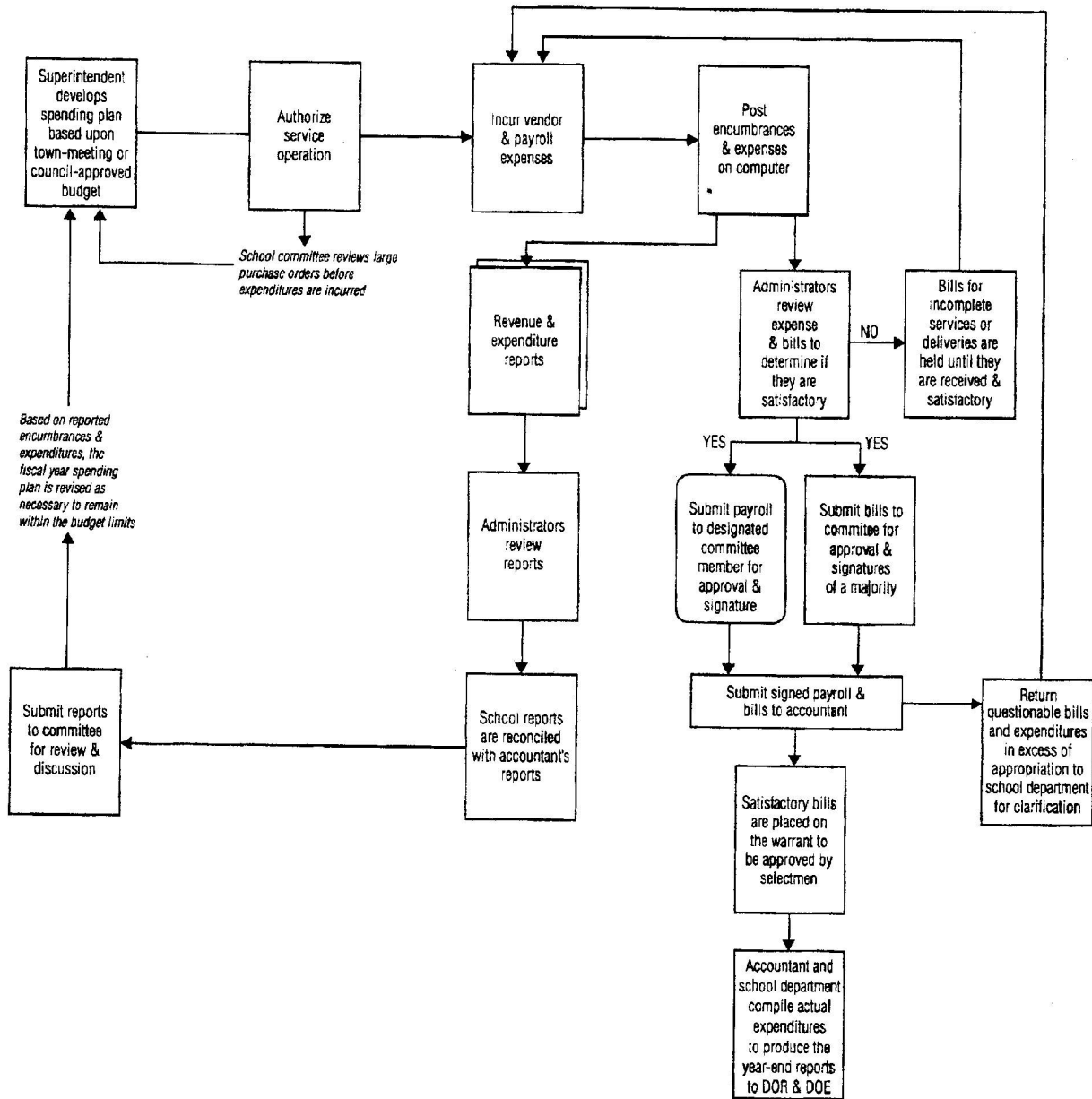
School Choice + Tuition (TFFDK Available)						
Fiscal Year	Receipt	Expenses	Net	Transfers	Balance	FYE
2014E*	\$ 1,353	\$ 1,528	\$ (176)	\$ -	\$ 287	
2013	\$ 1,263	\$ 1,605	\$ (342)	\$ -	\$ 551	
2012	\$ 1,338	\$ 1,659	\$ (321)	\$ 0	\$ 893	
2011	\$ 1,383	\$ 1,066	\$ 317	\$ 372	\$ 1,213	
2010	\$ 1,385	\$ 984	\$ 400	\$ -	\$ 896	
2009	\$ 1,256	\$ 1,136	\$ 120	\$ -	\$ 496	

*Adjusted (87,527) due to revenues that would not come in with TFFDK

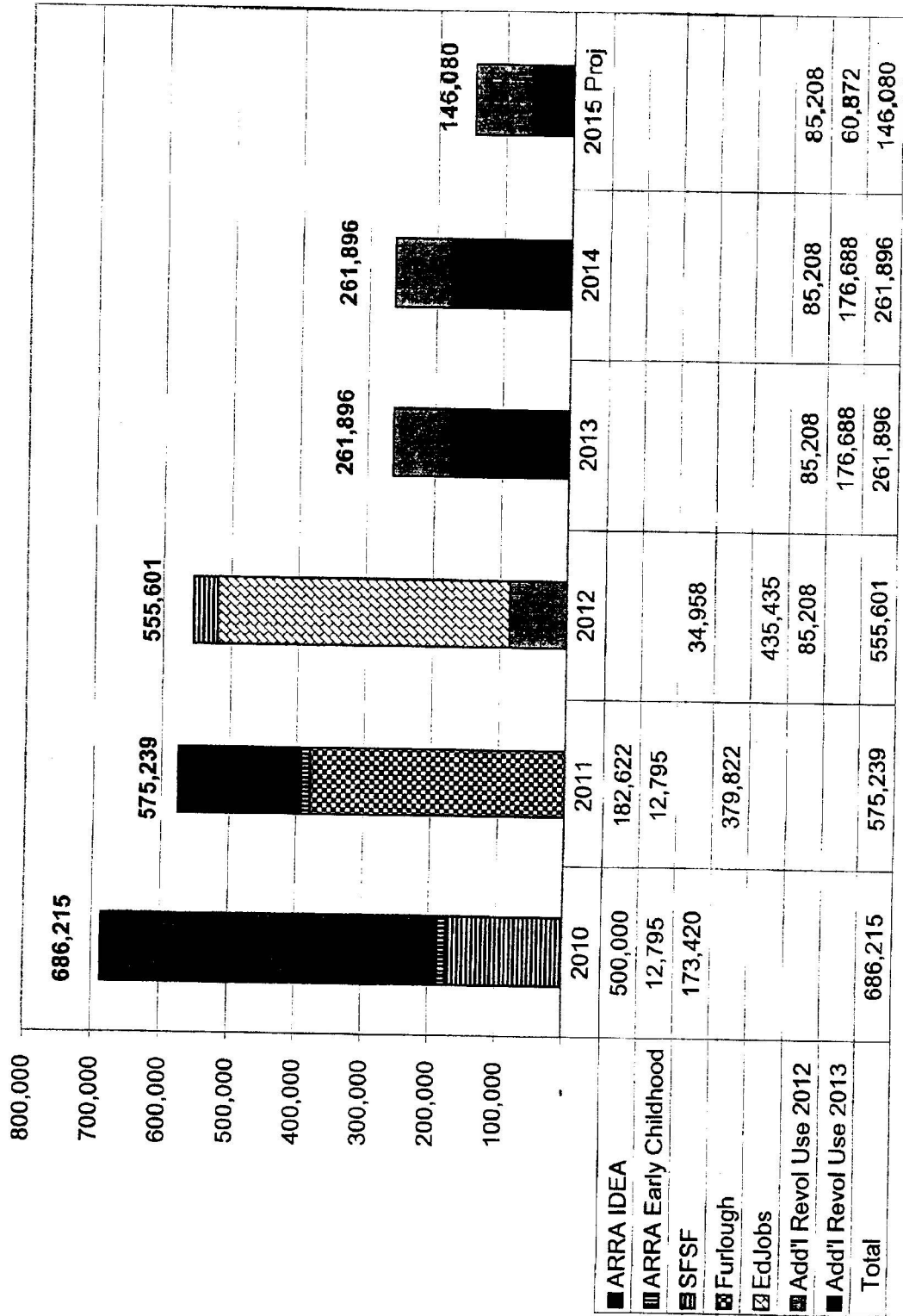
Figure 1

School Department Expenditure Process

□ Process ○ Alternate process ⇨ Input □ Document



**One-Time Use
Appropriated Offsets**



Fiscal Year

Financial Aspects of Special Education continued from page 4

The "move-in" law (M.G.L. c.71B, s.5) applies to students in private 766 placements who move from one Massachusetts town to another during the course of the year. The fiscal responsibility for these students remains with their prior district until the end of the fiscal year. In addition, if the move takes place between April 1 and June 30, the fiscal responsibility remains with the prior district for not only the current year but the following fiscal year as well.

Special education transportation

Many special education students require special transportation services, which the district must provide if it is included in the student's IEP. Transportation costs are not currently reimbursable under the circuit breaker program, and a separate statewide reimbursement program for special education transportation has not been funded since FY03.

The most expensive component of special education transportation is service for students attending private 766 day schools. Traditionally, each district has arranged its own transportation to each private school, even though other nearby districts would also be sending students to those same schools. In FY06, ESE began a pilot program under which these transportation services are coordinated on a region-wide basis by one of the existing educational collaboratives. An evaluation of the pilot by the Donahue Institute at the University of Massachusetts will be published shortly; the preliminary results confirm that this coordinated approach can offer significant cost savings. The FY09 state budget contains funding to expand the pilot to cover additional areas of the state. The Massachusetts Organization of Educational Collaboratives (MOEC) will be coordinating the expansion under a grant from ESE. The FY09 state budget

also contains \$2 million to provide partial reimbursement of special education transportation costs for districts participating in the pilot. Plans for the distribution of these funds are currently under development.

Additional information on special education finance is available on the [ESE school finance webpage](#) or by contacting the ESE School Business Services unit at 781-338-6585. ■

Editors note: Since ESE regulations allow communities and school districts to carry forward up to one year's worth of state reimbursement, DLS advises communities build balances in their SPED circuit breaker accounts in years when actual costs compare favorably with the budget so that in years when SPED costs increase unexpectedly or the circuit breaker reimbursement drops, there will be some circuit breaker revenue to cover any unforeseen costs. Building a circuit breaker balance is a good management practice as it eliminates some of the risk associated with these unpredictable SPED costs.

Telephone Central Valuation — Trials and Tribulations continued from page 12

Unless or until a legislative solution is found, uncertainty over DOR calculations will likely prevail. ■

1. *Verizon New England Inc. Consolidated Valuation Appeals Case*, Docket No. C273560 et al.
2. *MCI Consolidated Central Valuation Appeals Cases*, Boston and Newton, Docket No. C269462
3. *RCN-BecoCom, LLC v. Commissioner of Revenue*, ATB Docket Nos. F253495 & F257397
4. *RCN-BecoCom LLC v. Commissioner of Revenue*, 443 Mass. 198 (2005)
5. *Bell Atlantic Mobile of Massachusetts Corporation, Ltd. d/b/a Verizon Wireless v. Commissioner of Revenue et al.*, A.T.B. Nos. C267959-C268176, C269027-028 (2006) and *Board of Assessors of City of Newton v. Commissioner of Revenue and Bell Atlantic Mobile, LLC*, A.T.B. No. C269569 (2006); and *Bell Atlantic Mobile of Massachusetts Corporation, LTD d/b/a Verizon Wireless v. Boards of Assessors of 220 Cities and Towns* (multiple docket numbers) (2006).
6. *Bell Atlantic Mobile of Massachusetts Corporation, Ltd v. Commissioner of Revenue*, 451 Mass. 280 (2008).
7. *Verizon New England, Inc. Consolidated Valuation Appeals Case*, Docket No. C273560 et al.
8. TIR 06-19: *Effect of the Appellate Tax Board's Rulings in Bell Atlantic Mobile of Massachusetts*

Corp. v. Commissioner of Revenue and Related Rulings

9. The spike occurred in FY2008, not FY2007, because DOR issued its FY2007 values on May 15, 2006, the day the ATB came out with its Order and Decision in the BAM case. DOR valued wireless corporations' personality as it had traditionally, applying the corporate utility exemption. That practice changed for FY2009 after DOR reviewed and analyzed the ATB's BAM Findings of Fact and Report issued on February 27, 2007. Beginning with FY2007, wireless companies became subject to local rather than central valuation of taxable personal property.

Please remember to update the online Local Officials Directory so that both municipal and state officials have accurate contact information.



City and Town welcomes the submission of municipal Best Practice articles and ideas. To do so please contact us at: cityandtown@dor.state.ma.us or by calling 617-626-2377.

Community Preservation Committee

Overview of Recommendations for Spring, 2014 Town Meeting

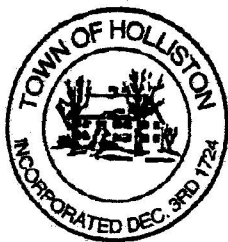
March 18, 2014

- Received 2 new requests for CPA funding; anticipate approval of 1st; working with proponents to develop 2nd for possible preliminary funding or future re-submittal.
 - Historical Society: (recommended for approval)
 - \$14,360 for emergency roof repairs to barn
 - \$19,500 for stabilization repairs to barn, corn crib & garage
 - \$33,860 Total
 - Meets eligibility criteria for CPA funding because:
 - Historical Society is a registered 501C3 organization which serves the Town of Holliston by 1.) preserving its historic records and artifacts and making them available to the public and 2.) educating the public about the history of Holliston.
 - Located in a National Register Historic District
 - Funds will be used to "protect personal or real property from injury harm or destruction"
 - Concerns: CPA funds should not be used to make up for lack of maintenance planning or inadequate resources.
 - Mitigating Factors: The Society is in the process of creating a five-year capital plan and seeking outside sources of funding. Current requests are for critical repairs that will have a negative effect on the Society's ability to generate rental income. Society is working with CPC to develop a broader focus for CPA requests, to include document preservation & storage, membership expansion, etc. Historical Society has been asked to consider placing a preservation easement on the property as recommended by the Community Preservation Coalition as a condition for future funding requests.
 - Friends of Holliston Baseball: (recommend more study)
 - \$141,000 to rebuild & relocate baseball diamond at High School
 - Meets eligibility criteria for CPA funding because:
 - Land is for active recreational use (athletic field)
 - Funds are to make capital repairs to make improvements functional for intended use
 - Issue: Field is located over septic leaching fields for HHS
 - Recommendation: Proponents advised to consult with School Department and Board of Health. CPC willing to consider a proposal for engineering/planning/development funds if such a request can be completed by deadline (3/25).

Furlan Monte, 3/18/14 Attachment III 2 of 2

- Received requests to modify/extend two existing proposals:
 - Warren Woods Land Purchase (Open Space) TM approved \$100K in May, 2013 with 1-year sunset provision. Closing has been delayed but proponents expect it to be successfully completed – possibly as early as April. Requesting 12-month extension of authorization – no new funds.
 - Housing Trust (Affordable Housing) has requested that \$200K in funding approved by TM for the development of affordable housing in conjunction with Habitat for Humanity be combined with the \$205K allocation approved by TM for the purpose of developing a Subsidized Single-Family Home Ownership program be combined and allowed for either purpose – the intent is to allow the Housing Trust more flexibility in the use of funds for the two approved purposes. No additional funds are being requested.
- Possible request to modify extend existing proposal (Open Space): Amend the approval from the October 2013 TM for Bullard Farm to permit outside funding in the amount of \$400K to come from a "State Land Grant or other similar source". Proponents were not successful in obtaining the State Land Grant in the most recent round of state funding. May choose to reapply for future consideration or seek alternate sources of funding. No change to CPA funds.
- Rescind previously approved funding for Andrews School: \$400K approved at the May, 2007 TM (for FY 2008) for "ensuring the long-term affordability of condominium units at the Andrews School housing project". Project is in limbo, and even if resurrected as housing cannot be expected to move forward on the basis of the 2007 plans.

Additional information: <http://www.communitypreservation.org/content/chart-allowable-uses>



Holliston Police Department

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

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

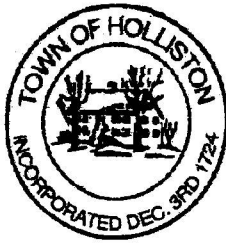
Shawn F. Moore
Lieutenant
moore@hollistonpolice.com

HOLLISTON POLICE DEPARTMENT FISCAL YEAR 2015 BUDGET PROPOSAL

Presented to the Board of Selectmen on March 5, 2014

Presented to the Finance Committee on March 18, 2014

Submitted for Town Approval at Town Meeting May 5, 2014



Holliston Police Department

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

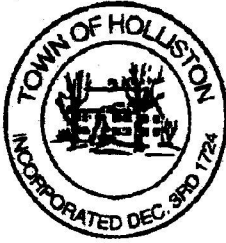
John J. Moore
Chief of Police
moorej@hollistonpolice.com

Shawn F. Moore
Lieutenant
moore@hollistonpolice.com

HOLLISTON POLICE DEPARTMENT FISCAL YEAR 2015 BUDGET PROPOSAL

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Shawn F. Moore
Lieutenant
moore@hollistonpolice.com

February 21, 2014

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

RE: Fiscal Year 2015 Budget Proposal with Supporting Documentation

Dear Committee Members,

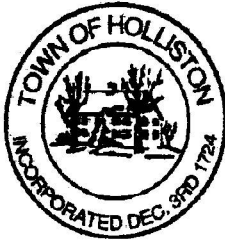
Enclosed you will find materials relative to the Holliston Police Department's proposed budget for the upcoming fiscal year. In a concerted effort to fulfill our Mission Statement of, "...effective, efficient, and professional policing in partnership with the community..." we are seeking to keep our level of service high and in the most 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 have transitioned 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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550 Washington Street
Holliston, Massachusetts 01746

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Fax. 508-429-0611

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Shawn F. Moore
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February 21, 2014

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

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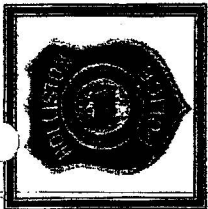
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Very Truly Yours,

Chief John J. Moore

Holliston Police Department Personnel

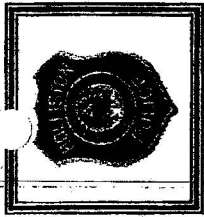
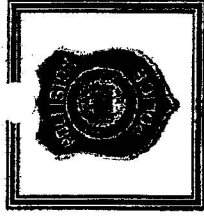
Effective January 1, 2014



EXECUTIVE OFFICER David J. Gatchell	ADMINISTRATIVE AIDE Judi Johnson					
Sergeant Dalrymple	Sergeant Deunman	Sergeant Lewis	Sergeant Leurini	Sergeant Waugh		
Detective Todd	Officer Scanlon	Detective Thompson	Officer Hagan	Officer Belson		
Officer Heney	Officer Ward	Officer MacGray	Officer Digorgio	Officer Woods		
Detective Ryan	Officer Downey	Officer Stone				
Officer Griffith	Dispatcher Richards	Dispatcher Gallagher	Dispatcher Ray	Dispatcher Hickey		

Holliston Police Department Organizational Chart

Effective January 1, 2014



Executive Officer <i>David J. Gatchell</i>		POLICE CHIEF <i>John J. Moore</i>		OFFICE MANAGER <i>Judi Johnson</i>	
Patrol Division		SPECIAL INVESTIGATIONS		SUPPORT SERVICES	
Emergency Management Liaison <i>Sgt. Denman</i>		Internal Affairs <i>Chief. Moore</i>		Facility Management <i>Lt. Moore Sgt. Gatchell</i>	
Auxiliary Police <i>Sergeant Denman</i>		Criminal Investigations <i>Detective Todd</i>		Civilian Dispatchers <i>Head Dispatcher Kasey Richards</i>	
Traffic Division <i>Sergeant Leurini</i>		Narcotics <i>Detective Todd</i>		Information Technology <i>Sergeant Leurini</i>	
Community Affairs Liaison <i>Sergeant Denman</i>		Fingerprints/Photos <i>Detective Todd</i>		Firearms Training <i>Sergeant Dalrymple Officer Scanlon</i>	
Court Officer <i>Officer Heney</i>		Juvenile Officer <i>Officer DiGiorgio</i>		Warrant Management System <i>Sergeant Lewis</i>	
School Resource Officer <i>Officer DiGiorgio</i>		Domestic Violence <i>Detective Ryan</i>		LiveScan Fingerprint <i>Sergeant Leurini</i>	
				Grants <i>Lt. Moore Sgt. Gatchell</i>	
				Policies/Procedures <i>Lt. Moore Sgt. Gatchell</i>	
				Accreditation Manager <i>Lt. Moore Sgt. Waugh</i>	
				Personnel <i>Chief Moore</i>	
				Finances/Budget <i>Chief Moore</i>	
				Public Relations <i>Chief Moore</i>	
				ADMINISTRATIVE DIVISION	

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

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>	<u>Appropriated Total OT Budget</u>	<u>OT Rate w/25% Ed. Incentive</u>	<u>OT hours purchased</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				147,458.00	38.72	3808
2005	23	6/5/2005	Michael Fanning	Passed away	121,400.00	45.09	
2006	24	12/5/2005	Matthew Stone	Hired	132,711.00		
		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.	116,810.00		
		8/28/2006	Matthew Waugh	Hired			
		8/29/2006	Christopher Polselli	Resigned			
		1/7/2007	Chief Thomas Lambert	Hired			
2008	24	7/16/2007	Kenneth Belson	Hired	125,315.00		
2009	24				124,261.00		
2010	24	4/30/2010	Chief Thomas Lambert	Retired	76,895.00		
2011	23	2/23/2011	Chief John Moore	Promotion to CHIEF	77,517.00	52.36	1480
2012	23	1/30/2012	Lt. Shawn Moore	Promotion to LT.	77,517.00	53.95	1437
	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	125,000.00	55.08	2269
	22	11/13/2013	Sgt. Matthew Waugh	Promotion to SGT			
		11/27/2013	Michael Woods	Hired			

1/23/2014

TOWN OF HOLLISTON

YEAR-TO-DATE BUDGET REPORT



FOR 2014 '99

	ORIGINAL APPROP	TRANSFERS/ADJUSTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
001 GENERAL FUND							
210 POLICE							
22 FEES							
01210 42922	FEES - POLICE REPORTS		0.00	-617.00	0.00	617.00	100.0%
	0.00						
01210 42924	FEE - 10% SURCHARGE		0.00	-8,298.43	0.00	8,298.43	100.0%
	0.00						
TOTAL FEES	0.00	0.00	0.00	-8,915.43	0.00	8,915.43	100.0%
28 FINES/FORFEITS							
01210 47710	FALSE BURGLAR ALARM FINES		0.00	-6,650.00	0.00	6,650.00	100.0%
	0.00						
TOTAL FINES/FORFEITS	0.00	0.00	0.00	-6,650.00	0.00	6,650.00	100.0%
44 LICENSES AND PERMITS							
01210 44590	PERMITS-FIREARMS-TOWN SHARE		0.00	-3,575.00	0.00	3,575.00	100.0%
	0.00						
01210 44600	PERMITS - SOLICITORS		0.00	-225.00	0.00	225.00	100.0%
	0.00						
01210 44591	PERMITS-FIREARMS-STATE SHARE		0.00	0.00	0.00	0.00	.0%
	0.00						
TOTAL LICENSES AND PERMITS	0.00	0.00	0.00	-3,800.00	0.00	3,800.00	100.0%
50 PERSONAL SERVICES							
01210 50018	CHIEF'S SALARY	0.00	122,922.00	79,023.03	0.00	43,898.97	64.3%
	122,922.00						

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TOWN OF HOLLISTON

YEAR-TO-DATE BUDGET REPORT

FOR 2014 99

ORIGINAL APPROP	TRANSFERS/ADJUSTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
01210 50026	SERGEANTS' SALARIES	370,616.00	249,238.30	0.00	121,377.70	67.2%
01210 50030	CLERICAL	0.00				
01210 50039	OFFICER IN CHARGE WAGE DIFF	40,139.00	25,375.35	0.00	14,763.65	63.2%
01210 50041	OFFICERS' SALARIES	1,940.00	950.40	0.00	989.60	49.0%
01210 50043	CIVILIAN DISPATCHERS	870,957.00	541,245.95	0.00	329,711.05	62.1%
01210 50052	LIEUTENANT	151,103.00	103,533.91	0.00	47,569.09	68.5%
01210 50061	SCHOOL PATROL	110,171.00	69,648.16	0.00	40,522.84	63.2%
01210 50111	EMT STIPENDS	27,948.00	15,766.41	0.00	12,181.59	56.4%
01210 50129	OVERTIME - TRAINING	4,908.00	2,454.00	0.00	2,454.00	50.0%
01210 50136	K9 OFFICER-OVERTIME TRAINING	40,000.00	19,248.55	0.00	20,751.45	48.1%
01210 50157	MATRON	12,000.00	5,728.32	0.00	6,271.68	47.7%
01210 50420	SCHEDULED OVERTIME	1,500.00	145.23	0.00	1,354.77	9.7%
01210 50421	UNSCHEDULED OVERTIME	40,000.00	38,683.96	0.00	1,316.04	96.7%
01210 50424	COURT TIME	25,000.00	10,719.61	0.00	14,280.39	42.9%
01210 50510	HOLIDAY PAY	8,000.00	2,991.06	0.00	5,008.94	37.4%
01210 50525	LONGEVITY	70,902.00	70,028.32	0.00	873.68	98.8%
01210 50530	INCENTIVE PAY/POLICE DEPT	8,675.00	8,675.00	0.00	0.00	100.0%
01210 50540	HAZARD DUTY PAY	244,329.00	152,200.18	0.00	92,128.82	62.3%
01210 50550	SHIFT DIFFERENTIAL/POLICE DEPT	29,127.00	0.00	0.00	29,127.00	.0%
	TOTAL PERSONAL SERVICES	25,724.00	11,170.50	0.00	14,553.50	43.4%
		2,205,961.00	1,406,826.24	0.00	799,134.76	63.8%
51 EMPLOYEE FRINGE BENF						
01210 51910	UNIFORM ALLOWANCE/CONTRACT	21,155.00	13,835.65	0.00	7,319.35	65.4%

TOWN OF HOLLISTON

YEAR-TO-DATE BUDGET REPORT



FOR 2014 '99

ORIGINAL APPROP	TRANSFERS/ADJSTMS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL EMPLOYEE FRINGE BNFT						
21,155.00	0.00	21,155.00	13,835.65	0.00	7,319.35	65.4%
52 PURCHASE SERVICES						
01210 52028 CUSTODIAL SERVICES						
12,220.00	0.00	12,220.00	7,050.00	0.00	5,170.00	57.7%
01210 520610 COMPUTER SERVICE CONTRACT						
16,724.00	0.00	16,724.00	14,759.40	0.00	1,964.60	88.3%
01210 52110 ENERGY & UTILITIES						
46,765.00	0.00	46,765.00	24,209.93	0.00	22,555.07	51.8%
01210 52150 COMMUNICATIONS						
10,902.00	0.00	10,902.00	4,801.32	0.00	6,100.68	44.0%
01210 52170 PROFESSIONAL DEVELOP & TRAVEL						
4,344.00	0.00	4,344.00	2,737.54	0.00	1,606.46	63.0%
01210 52190 PROFESSIONAL SERVICES						
5,563.00	0.00	5,563.00	5,656.52	0.00	-93.52	101.7%
01210 52031 COPIER MACHINE SVCE CONTR						
1,796.00	0.00	1,796.00	1,449.55	0.00	346.45	80.7%
TOTAL PURCHASE SERVICES						
98,314.00	0.00	98,314.00	60,664.26	0.00	37,649.74	61.7%
53 REPAIR/MAINTENANCE						
01210 53020 BLDG/GROUNDS MAINTENANCE						
3,090.00	0.00	3,090.00	7,796.94	0.00	-4,706.94	252.3%
01210 53031 VEHICLE REPAIR						
15,500.00	0.00	15,500.00	7,713.94	0.00	7,786.06	49.8%
01210 53036 TRAFFIC REPAIR						
500.00	0.00	500.00	1,202.00	0.00	-702.00	240.4%
TOTAL REPAIR/MAINTENANCE						
19,090.00	0.00	19,090.00	16,712.88	0.00	2,377.12	87.5%
54 SUPPLIES & MATERIALS						
01210 54500 BUILDING/GROUNDS MAINT SUPPLIE						
1,500.00	0.00	1,500.00	1,455.49	0.00	44.51	97.0%

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TOWN OF HOLLISTON

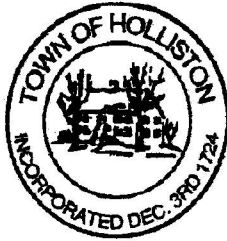
YEAR-TO-DATE BUDGET REPORT



FOR 2014 '99

ORIGINAL APPROP	TRANSFERS/ADJUSTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
01210 54200	OFFICE SUPPLIES	0.00				
2,000.00		2,000.00	846.55	0.00	1,153.45	42.3%
01210 54273	AMMUNITION	0.00				
3,890.00		3,890.00	0.00	0.00	3,890.00	.0%
01210 54292	UNIFORM/CLOTHING/EQUIPMENT	0.00				
395.00		395.00	193.65	0.00	201.35	49.0%
01210 54900	PRISONER MEALS	0.00				
50.00		50.00	13.44	0.00	36.56	26.9%
01210 54520	CRUISER SUPPLIES	0.00				
3,000.00		3,000.00	2,764.62	0.00	235.38	92.2%
TOTAL SUPPLIES & MATERIALS		0.00	5,273.75	0.00	5,561.25	48.7%
10,835.00		10,835.00				
TOTAL GENERAL FUND		0.00	1,483,947.35	0.00	871,407.65	63.0%
2,355,355.00		2,355,355.00				
TOTAL REVENUES		0.00				
0.00		0.00	16,365.43	0.00	19,365.43	
TOTAL EXPENSES		0.00	1,503,812.78	0.00	852,042.22	
2,355,355.00		2,355,355.00				
GRAND TOTAL		0.00	1,483,947.35	0.00	871,407.65	63.0%
2,355,355.00		2,355,355.00				

** END OF REPORT - Generated by POLICE DEPARTMENT **



Holliston Police Department

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

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

Shawn F. Moore
Lieutenant
moore@hollistonpolice.com

FISCAL YEAR 2014 BLACK/RED ANALYSIS (as of 2/20/14)

Overtime Line Items (scheduled, unscheduled, training, and court)

- Expended overtime funds to date (2/20/14) (62% of fiscal year) \$77,371.50
- Current weekly average of overtime funds expended \$ 2,275.63
- Remaining Fiscal Year 2014 weeks (18.2) on overtime average \$41,416.46
- Current overtime funds remaining \$47,628.50
- Expected overtime surplus \$ 6,212.04

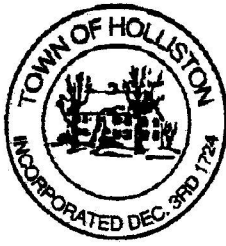
Personal Services Line Items (500 lines)

- Expected salary line item deficits (Chief, Sergeants, Dispatchers, Holiday) * (\$55,045.62)
- Estimated unexpended salary line items (OIC, Shift Diff., Quinn, Matron, Crossing Guards, Officers) ** \$28,484.77
- Estimated salary line items bottom line (\$26,560.85)

Estimated Reserve Fund Transfer Request \$20,348.81

Notes:

- Expected Savings (Strengths)
 - Computer Services (est. \$1,500.00)
- Expected Deficits (Weaknesses)
 - Uniform Allowance (est. \$1,100.00)
 - Professional Services (est. \$1,000.00)
 - Building Grounds & Maintenance (est. \$6,500.00)
 - Traffic Repair (\$ 702.00 as of 2/20/14)



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PAGE TWO

Fiscal Year 2014 Black/Red Analysis
February 20, 2014

- Caveats (Threats)
 - Major criminal incident
 - Emergency management type incident (natural or manmade)
 - Officer injury or that of a family member
 - OFFICER PRESENTLY OUT DUE TO LONG TERM ILLNESS
 - Cruiser Fleet – unanticipated repairs and replacements
 - Facility Issues – unanticipated repairs and replacements

* Itemization of salary line item deficits and rationale

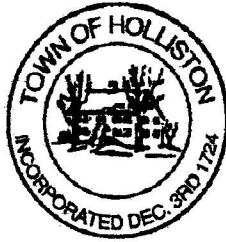
- Chief (deficit of \$2,078.12) (Contract was signed after budget was approved)
- Sergeants (deficit of \$39,251.47) (appointment of additional Sergeant in November 2013)
- Dispatchers (deficit of \$13,148.99) (40 hour week as opposed to 37.5 hour week) (522 hrs)
- Holiday Pay (deficit of \$567.04) (payable to dispatchers on account of all shifts covered)

**Itemization of unexpended salary line items and rationale

- Shift Differential (surplus of \$6,901.95) (less than budgeted 8 shifts per night)
- Educational Incentive (surplus of \$2,690.74) (less than original budget amount)
- Matron (surplus of \$1,054.77) (less than budgeted amount at this time)
- School Crossing Guards (surplus of \$1,380.03) (newly hired School Crossing Guard was hired in November of 2013 at beginning step) (had budgeted for top step Guard)
- Officers (surplus of \$16,009.62) (Top step officer appointed to Sergeant and newly appointed Officer making bottom step without educational incentive)
- Officer in Charge (OIC) (surplus of 447.66) (all shifts scheduled with Sergeants)

Respectfully Submitted,

Chief John J. Moore



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SCHEDULED OVERTIME ANALYSIS FOR FY15

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), 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 2015 we presently have a very seasoned group of veteran officers that make up the personnel at the Holliston Police Department. Twenty-five (25) percent of our officers have up to nine (9) years, thirty (30) percent of our officers have between ten (10) and twenty (20) years on the department, and forty-five (45) percent of the officers have twenty (20) or more years. With this years of service base the following contractual number of days off are owed to Union members;

410 Vacation Days
60 Personal days
40 Professional Development Days

In FY15 the average overtime rate for officers will be \$55.65 per hour. If each shift was filled for the benefit days above the total expenditure would amount to \$227,052.00. Fortunately not every one of these shifts is filled, but with the last appropriated line for Scheduled Overtime being \$40,000.00 (FY14 figure) it is inevitable that we will run a deficit in this line item.

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 (\$227,052.00) because they are variable, but they would obviously boost that figure measurably higher.

Respectfully Submitted,

Chief John J. Moore

FY15 BUDGET REQUEST POLICE DEPARTMENT														
ACCT. NO.	ACCOUNT NAME	Expended Fiscal Year 2011	Expended Fiscal Year 2012	Expended Fiscal Year 2013	Appropriated Fiscal Year 2014	Expended Fiscal Year 2014	3% Request Fiscal Year 2015	2% Request Fiscal Year 2015	Realistic Request Fiscal Year 2015	Change 2014 to 2015	Change 2014 to 2015	Change 2014 to 2015	Comments:	
50018	POLICE Chief	31,281	91,000	121,705	122,922	69,444	123,000	123,000	123,000	2,078	2,078	2,078	level funded - signed contract 5 Sept 2014 - 1 w/SWA and 2 1/2 w/Sgt rate	
50028	Sergeants	277,691	289,874	354,798	370,816	215,522	380,855	384,098	380,855	(9,521)	(9,521)	(9,521)		
50030	Clerical	38,351	39,354	39,585	40,139	22,300	44,094	44,308	44,308	8,361	8,361	8,361	increase due to job position reclassified to contractual	
50036	Officer-in-charge	1,760	1,904	1,488	1,940	917	1,899	1,899	1,899	(440)	(440)	(440)		
50041	Officers	1,046,675	1,011,591	913,330	870,957	476,182	861,375	870,040	861,375	(9,521)	(9,521)	(9,521)	14 Officers - 2 w/SWA and 1 w/1 yr	
50043	Dispatchers	4,798	4,798	72,834	151,103	90,884	175,195	175,195	175,195	24,092	24,092	24,092	Dispatcher rate	
50052	Lieutenant	91,392	134,336	109,080	110,171	51,206	204,273	206,273	206,273	96,102	96,102	96,102	2 Officers - 1 w/SWA and 1 at start rate	
50061	School Patrol	25,698	24,766	25,846	27,948	12,961	29,592	29,592	29,592	1,644	1,644	1,644	2 Crossing Guards - 1 w/step increase	
50111	Stipends - EMT	4,808	6,010	6,789	4,908	2,454	4,968	5,008	4,968	48	100	48	3 Crossing Guards - 1 w/step increase	
50112	Fitness Stipend	0	8,151	0	0	0	0	0	0	0	0	0	no longer a paid contractual benefit	
50129	Overline - Training	12,001	0	22,448	40,000	14,231	15,098	16,189	33,069	(23,804)	(23,804)	(23,804)	reduced to meet guidelines	
50136	K9 Training	0	0	0	12,000	5,986	6,494	6,916	12,906	(6,181)	(6,181)	(6,181)	reduced to meet guidelines	
50157	Marion	502	684	825	1,500	145	500	500	500	(1,000)	(1,000)	(1,000)	reduced to meet guidelines	
50240	Scheduled Overtime	86,010	81,138	65,078	40,000	35,720	14,314	9,310	70,900	(30,890)	(30,890)	(30,890)	reduced to meet guidelines	
50241	Unscheduled Overtime	22,766	18,419	30,675	25,000	9,965	2,910	2,910	20,698	(22,090)	(22,090)	(22,090)	reduced to meet guidelines	
50242	Court Time	5,561	6,799	5,641	8,000	2,076	2,668	1,744	7,960	(6,254)	(6,254)	(6,254)	reduced to meet guidelines	
50310	Holiday Pay	76,197	79,886	70,016	70,802	66,707	74,691	76,873	74,691	4,071	4,071	4,071	1% increase to include: 3 SWA; 1 Sgt and 1 OIC 1 yr rate increases; 1 Sgt. Ed	
50325	Longevity	8,275	9,000	8,250	8,675	8,675	8,700	8,700	8,700	25	25	25	incumbent increase	
50330	Educational Incentive	283,111	283,111	241,936	244,329	133,600	227,911	230,177	227,911	(16,418)	(16,418)	(16,418)	reduced - appointment of 2nd Lt moved under Town By-Laws	
50400	Hazardous Duty	34,546	33,340	29,980	29,127	0	29,491	29,735	29,491	304	808	304	reduced - appointment of 2nd Lt moved under Town By-Laws; 1 Sgt increase in Ed Incumbent	
50500	Shift Differential	22,397	22,420	19,315	25,724	9,770	22,914	23,914	23,914	(3,010)	(2,806)	(3,010)	1% increase	
	Subtotal Personnel Services	2,065,126	2,145,469	2,138,174	2,203,961	1,241,496	2,222,167	2,222,167	2,103,963	16,226	16,226	112,922	reduced to meet guidelines	
51170	Workers Compensation	0	0	0	0	0	0	0	0	0	0	0		
51120	Disability Insurance	0	0	0	0	0	0	0	0	0	0	0		
51125	Accident Insurance	0	0	0	0	0	0	0	0	0	0	0		
51140	Life Insurance	0	0	0	0	0	0	0	0	0	0	0		
51700	Health Insurance	0	0	0	0	0	0	0	0	0	0	0		
51760	Medicare	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		
51770	County Retirement	0	0	0	0	0	0	0	0	0	0	0		
51770	County Retirement	21,833	21,833	21,833	21,155	12,687	27,200	27,200	27,200	5,045	5,045	5,045	increased to meet IRS code 1.52	
51770	County Retirement	22,950	22,950	21,833	21,155	12,687	27,200	27,200	27,200	5,045	5,045	5,045		
51770	County Retirement	22,950	22,950	21,833	21,155	12,687	27,200	27,200	27,200	5,045	5,045	5,045		
51770	County Retirement	22,950	22,950	21,833	21,155	12,687	27,200	27,200	27,200	5,045	5,045	5,045		
51770	County Retirement	22,950	22,950	21,833	21,155	12,687	27,200	27,200	27,200	5,045	5,045	5,045		
51770	County Retirement	22,950	22,950	21,833	21,155	12,687	27,200	27,200	27,200	5,045	5,045	5,045		
51770	County Retirement	22,950	22,950	21,833	21,155	12,687	27,200	27,200	27,200	5,045	5,045	5,045		
51770	County Retirement	22,950	22,950	21,833	21,155	12,687	27,200	27,200	27,200	5,045	5,045	5,045		
51770	County Retirement	22,950	22,950	21,833	21,155	12,687	27,200	27,200	27,200	5,045	5,045	5,045		
51770	County Retirement	22,950	22,950	21,833	21,155	12,687	27,200	27,200	27,200	5,045	5,045	5,045		
51770	County Retirement	22,950	22,950	21,833	21,155	12,687	27,200	27,200	27,200	5,045	5,045	5,045		
51770	County Retirement	22,950	22,950	21,833	21,155	12,687	27,200	27,200	27,200	5,045	5,045	5,045		
51770	County Retirement	22,950	22,950	21,833	21,155	12,687	27,200	27,200	27,200	5,045	5,045	5,045		
51770	County Retirement	22,950	22,950	21,833	21,155	12,687	27,200	27,200	27,200	5,045	5,045	5,045		
51770	County Retirement	22,950	22,950	21,833	21,155	12,687	27,200	27,200	27,200	5,045	5,045	5,045		
51770	County Retirement	22,950	22,950	21,833	21,155	12,687	27,200	27,200	27,200	5,045	5,045	5,045		
51770	County Retirement	22,950	22,950	21,833	21,155	12,687	27,200	27,200	27,200	5,045	5,045	5,045		
51770	County Retirement	22,950	22,950	21,833	21,155	12,687	27,200	27,200	27,200	5,045	5,045	5,045		
51770	County Retirement	22,950	22,950	21,833	21,155	12,687	27,200	27,200	27,200	5,045	5,045	5,045		
51770	County Retirement	22,950	22,950	21,833	21,155	12,687	27,200	27,200	27,200	5,045	5,045	5,045		
51770	County Retirement	22,950	22,950	21,833	21,155	12,687	27,200	27,200	27,200	5,045	5,045	5,045		
51770	County Retirement	22,950	22,950	21,833	21,155	12,687	27,200	27,200	27,200	5,045	5,045	5,045		
51770	County Retirement	22,950	22,950	21,833	21,155	12,687	27,200	27,200	27,200	5,045	5,045	5,045		
51770	County Retirement	22,950	22,950	21,833	21,155	12,687	27,200	27,200	27,200	5,045	5,045	5,045		
51770	County Retirement	22,950	22,950	21,833	21,155	12,687	27,200	27,200	27,200	5,045	5,045	5,045		
51770	County Retirement	22,950	22,950	21,833	21,155	12,687	27,200	27,200	27,200	5,045	5,045	5,045		
51770	County Retirement	22,950	22,950	21,833	21,155	12,687	27,200	27,200	27,200	5,045	5,045	5,045		
51770	County Retirement	22,950	22,950	21,833	21,155	12,687	27,200	27,200	27,200	5,045	5,045	5,045		
51770	County Retirement	22,950	22,950	21,833	21,155	12,687	27,200	27,200	27,200	5,045	5,045	5,045		
51770	County Retirement	22,950	22,950	21,833	21,155	12,687								

FY15 BUDGET REQUEST
POLICE DEPARTMENT

ACCT. NO.	ACCOUNT NAME	Expended Fiscal Year 2011	Expended Fiscal Year 2012	Expended Fiscal Year 2013	Appropriated Fiscal Year 2014	Expended Fiscal Year 2014	1% Request Fiscal Year 2015	2% Request Fiscal Year 2015	Realistic Request Fiscal Year 2015	Change 2014 to 1% 2015	Change 2014 to 2% 2015	Change 2014 to Realistic	Comments:
52028	POLICE	12,220	12,445	12,220	12,220	7,000	12,220	12,220	12,220	0	0	0	level funded
52031	Copier Machine	550	1,162	1,359	1,796	1,378	1,216	1,216	972	(580)	(580)	(624)	reduced - 1/3 copier cost; pd thru ES11
52061	Computer Services	10,566	11,898	15,199	16,724	14,759	15,845	15,846	11,145	(1,079)	(1,079)	(5,579)	reduced - integrate ES11 equip. service pd thru ES11 5/1 Grant
52110	Energy/Utilities	46,434	40,687	44,112	46,765	24,210	50,000	50,000	50,000	3,235	3,235	3,235	increase to meet anticipated costs
52150	Communications	10,490	11,154	8,360	10,902	4,647	8,178	8,178	8,178	(2,723)	(2,723)	(2,723)	reduced - wireless modem/aircards
52170	Professional Development	4,034	3,718	6,697	4,344	2,738	11,775	11,775	19,000	7,429	7,429	11,696	increase to meet anticipated costs
52190	Professional Services	4,528	8,762	9,349	5,653	5,467	6,121	6,121	10,000	558	558	4,437	increase to meet anticipated costs
52272	Massachusetts General Laws	0	0	0	0	0	0	0	0	0	0	0	no request at this time
53000	PURCHASED SERVICES	88,222	89,846	97,337	98,314	80,260	185,194	185,194	185,194	6,840	6,840	10,262	no request at this time
53020	Building/Grounds	675	2,283	8,513	3,080	7,797	5,204	5,204	6,000	2,114	2,114	3,000	increase to meet anticipated costs
53031	Vehicle Repairs	17,270	10,424	12,868	15,500	7,008	16,000	16,000	17,000	2,800	2,800	1,500	increase to meet anticipated costs
53036	Traffic Repairs	0	2,050	860	500	1,222	1,200	1,200	1,200	700	700	700	increase to meet anticipated costs
53080	REPAIR & MAINTENANCE	17,545	14,727	20,242	19,090	16,087	24,404	24,404	24,404	5,314	5,314	5,200	increase to meet anticipated costs
54200	Office Supplies	3,130	1,948	2,103	2,000	839	2,000	2,000	2,000	0	0	0	level funded
54273	Ammunition	3,065	2,148	4,096	3,860	0	3,860	3,860	3,860	0	0	0	level funded
54292	Uniform Clothing Equipment	0	0	656	365	50	1,300	1,300	1,300	905	905	905	increase to meet anticipated costs
54500	Building Supplies	1,504	986	1,874	1,800	1,245	1,800	1,800	1,800	0	0	1,500	level funded
54520	Cruiser Supplies	1,631	2,166	2,064	3,000	2,785	3,000	3,000	3,000	0	0	0	level funded
54900	Prisoner Meals	37	48	39	50	13	50	50	50	0	0	0	level funded
54900	SUPPLIES & MATERIALS	9,587	7,284	10,634	10,835	4,341	11,748	11,748	11,748	905	905	2,405	level funded
55050	Building	0	0	0	0	0	0	0	0	0	0	0	no request at this time
55051	Police Equipment	0	0	4,247	0	0	0	0	0	0	0	0	no request at this time
55050	Furniture	0	0	0	0	0	0	0	0	0	0	0	no request at this time
55050	CAPITAL OUTLAY	0	0	4,247	0	0	0	0	0	0	0	0	no request at this time
TOTAL	POLICE	2,204,809	2,279,249	2,283,288	2,395,355	1,335,400	2,395,355	2,395,355	2,462,159	35,330	35,330	136,774	1.5% increase as per FY15 Guidelines
	GUIDELINE												
	Revenues	55,297	59,253	73,836		16,025							

Risks to the proposed budget:

- 1
- 2
- 3
- 4
- 5

Opportunities for further budgetary savings:

- 1
- 2
- 3
- 4
- 5

**Holliston Police Department FY15 Budget
Line Item Definitions**

Personal Services

- **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 Mark Lewis, Sergeant Craig Denman, Sergeant George Leurini, Sergeant Dave Gatchell, and Sergeant Matthew Waugh).
- **Clerical:** based upon the Town of Holliston Personnel Bylaws Fiscal Year 2015 Wage Chart (Section 30, Job Compensation Plan (Grade 8)). (Administrative Aide Judith Johnson). (NOTE: Proposal put forth for transition to contract status, Office Manager Designation, and monetary raise).
- **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 Matt Stone, Officer Ken Belson, and Officer Michael Woods).
- **Civilian Dispatchers:** based upon the Town of Holliston Personnel Bylaws Fiscal Year 2015 Wage Chart (Section 30, Job Compensation Plan (Supervisor Grade 11, Dispatcher Nights Grade 8). (Dispatcher Supervisor Kasey Richards, Dispatcher Kate Hickey, Dispatcher Lisa Gallagher, Dispatcher James Ray).
- **Lieutenant's Salary:** based upon Salary and Benefits Agreement between the Town of Holliston and Shawn F. Moore. (Lieutenant Shawn F. Moore), and the anticipated contract with the Second Lieutenant estimated to be appointed within two months.

- **School Patrol:** based upon the Town of Holliston Personnel Bylaws Fiscal Year 2015 Wage Chart (section 30, Job Compensation Plan). (Crossing Guard Martha Ellis, Crossing Guard Edward Mantenuto).
- **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 George Leurini, 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 Officer 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).
- **Scheduled Overtime:** based upon the Collective Bargaining Agreement between the Town of Holliston and the Holliston Police Association (Article X – Overtime).
- **Unscheduled Overtime:** based upon the Collective Bargaining Agreement between the Town of Holliston and the Holliston Police Association (Article X – Overtime).
- **Court Time:** based upon the Collective Bargaining Agreement between the Town of Holliston and the Holliston Police Association (Article XII – Court Time).
- **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.
- **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”)).

- **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

- **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.
- **Computer Service Contract:** based upon service contracts with, Lonex (email servicer), Acorn Recording, IMC (Information Management Corporation) (in house computer system), and IPC (Integration Partners Corporation) (Criminal Justice Information System).
- **Energy and Utilities:** NSTAR Gas and Electric.
- **Communications:** DSCI phone systems, Verizon Wireless (cell phones and mobile data terminals), and postage costs.
- **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, Municipal Police Institute Firearms Officers training, Middlesex Partnerships in Youth School Summit for SRO, Chief's enrollment at the Senior Management Institute for Police in July of 2014, parking fees, miscellaneous training
- **Professional Services:** NESPIN (New England State Police Information Network, Associated Elevators, Weld Power (generator), Law Enforcement Maintenance (radar units), Shred King, Plymouth County Equipment Bid Service, Voorhees (radio systems), Massachusetts Police Accreditation Project.

Repair and Maintenance

- **Building and Ground Maintenance:** septic service, HVAC, electrical and plumbing repairs.
- **Vehicle Repair:** Maintenance of cruiser fleet.
- **Traffic Repair:** Maintenance of traffic signals in Town.

Supplies and Materials

- **Office Supplies:** administrative materials for the Station.
- **Ammunition:** duty and practice ammunition for firearms.
- **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.

Respectfully Submitted,

Chief John J. Moore
February 2014

**Holliston Police Department
Realistic Budget Adjustments for FY15**

- Clerical: Request to move Principal Clerk Judith Johnson from Personnel Bylaws Chart to Contract status, change in title to Office Manager, and monetary raise to \$48,500. Requested changes based upon argument presented in past two fiscal years.
- Dispatchers: Request for two per diem dispatchers to defray a portion of the overtime costs incurred when dispatchers take time off. It is anticipated that the cost incurred here will be borne by the E911 grant funded by the State and written to cover FY15.
- Scheduled Overtime: Request for line item of \$70,000. Estimated to use \$75,000 in FY14. If all contractual time off taken was filled it would be an estimated cost of over \$227,000. Presently appropriated funds of \$40,000 translate into approximately 38 hours (4.5 days) per officer that are covered. This is based upon an average overtime rate of \$55.65/hour and 19 officers.
- Unscheduled Overtime: Request a line item of \$20,000. Estimated to use \$22,000 in FY14. Call volume has increased 3% from 2012 to 2013, and it can only be expected to climb in 2014. More calls leads to more arrests, citations, reportable incidents, motor vehicle crashes, and investigations. These activities lead to overtime costs to properly carry out our law enforcement functions. Presently appropriated funds of \$25,000 translate into approximately 24 hours (3 shifts) per officer per year devoted to investigations. This is based upon an average overtime rate of \$55.65/hour and 19 officers.
- Court Time: Request a line item of \$7,000. Estimated to use \$5,700 in FY14. For the reasons stated above in unscheduled overtime, more police work leads to more court time. Presently appropriated funds of \$8,000 translate into approximately 8 hours per year that each officer would be covered for court appearances. This is based upon an average overtime rate of \$55.65/hour and 19 officers.
- Energy and Utilities: Request line item of \$50,000. Presently appropriated funds of \$46,765. Estimated to use \$48,500 in FY14. Gas usage will be closely monitored through the activation of the Johnson Controls System which allows for individual and area room temperature control. Electric usage will be controlled by the implementation of lighting and cooling conservation measures.
- Professional Development and Travel: Request line item of \$16,000. Estimated to use \$5,475, with an appropriated line item of \$4,344.00. Higher amount to compensate for the contractual agreement to send Chief Moore to the Senior Management Institute for Police (\$8,685) and to cover the application fees associated with training sessions.

- Professional Services: Request line item of \$10,000. Presently appropriated funds of \$5,563. Estimated to use \$11,200.
- Vehicle Repair: Request line item of \$18,000. Presently appropriated funds of \$15,500. Estimated use during FY14 to be \$15,000. Two cruisers have been totaled in FY14. This has led to a higher time/shift usage of the remaining cruisers which is anticipated to result in higher repair bills.

Respectfully Submitted,

Chief John J. Moore
February 2014

ADDITIONAL FINANCE COMMITTEE INFORMATION

PROPOSED POLICE DEPARTMENT FY15 BUDGET

Short and Long Term Goals

- Hiring of per diem dispatchers as backup to full time dispatchers
- Expanded Deployment of K9 Unit
- Expansion of In House In Service (est. fall of 2014)(possible revenue stream)
- Use of Training Room by BU CSI Citizen's Academy (possible revenue stream)
- Institution of fuel surcharge for road details where a cruiser is used

Capital Request Budget

- Three new cruisers (two marked patrol vehicles and one unmarked administration cruiser) to be added to the fleet through fall 2014 appropriation. In addition, request for replacement of portable radios through fall 2014 appropriation.
- Five Year Capital Plan to include marked cruisers, unmarked administration vehicles, portable radios, mobile data terminals, station computers, and possible ATV (Rail Trail use) (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 account set up for K9 Unit (earmarked use)

Status of Current Fiscal Year (FY14) Budget

- Presently (2/20/14) 65% of FY14 is complete and 63% of the budget has been expended. Additionally, 63% of the overtime budget line items have been expended.
- Scheduled Overtime line item is 96.7% expended (Collective Bargaining Agreement obligations through June 30, 2014).
- Unscheduled Overtime line item is 42.9% expended.
- Court Time line item is 37.4% expended.
- Professional Services is high (98.6%) due to facility service contracts.
- Building and Ground Maintenance is very high (252.3%) due to the necessity of a bird netting in the lower carport area, and work done to the HVAC and electrical systems.
- Other line items on schedule in terms of expenditures to date.

Unexpended Town Meeting Appropriations

- Capital Budget appropriation for police cruisers (approved at Special Town Meeting on October 28, 2013) to be expended in February of 2014.

Revolving and Reserve Fund

- A revolving fund exists for Cost of Prosecution monies (no balance). Recommend keeping this account open. The District Court Department is in the process of selecting a new First Justice for Framingham District Court (est. April of 2014). We have communicated our thoughts on a Cost of Prosecution Policy at the Court to the Chief Justice of the District Court. 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

- Separate networking of the police department internet system for security reasons was completed in December of 2013.
- Leasing of mobile data terminals for the cruisers as a long term cost savings.
- Update of in house computer system (IMC) with programs for administrative matters and scheduling.

Opportunities for Collaboration

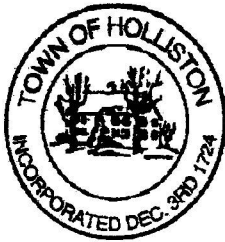
- Providing and receiving assistance from other town departments such as the Schools, the Fire Department, and the Highway Department on a regular basis.

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 Executive Office of Public Safety and Security E911 grant.
- Budget supplementation initiatives such as rental of the training room for professional law enforcement courses.

Respectfully Submitted,

Chief John J. Moore
February 2014



Holliston Police Department

550 Washington Street
Holliston, Massachusetts 01746

Tel. 508-429-1212
Fax. 508-429-0611

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

Shawn F. Moore
Lieutenant
moore@hollistonpolice.com

HOLLISTON POLICE DEPARTMENT

SPECIAL ASSIGNMENTS (FY15)

School Resource Officer Bryan DiGiorgio

Court Prosecutor Tim Heney

K9 Officer Matt Stone

Unique services that pose budgetary challenges

Resources dedicated to the Schools (FY15)

School Resource Officer Bryan DiGiorgio

- Base salary with Quinn Bill - \$ 74,354 (est.)
- 5/2 scheduled adjusted - 243 shifts per year
- Shifts dedicated to School Days - 180 per year
- Percentage of time devoted to Schools - 74%
- Salary devoted to Schools - \$ 55,765 (est.)

Crossing Guards (2)

- 190 days per year (includes pay for holidays, early release and snow days)
- \$ 156 per day (est.)
- Total - \$ 29,592 (est.)

TOTAL POLICE BUDGET DEVOTED TO SCHOOLS - \$ 85,357 (est.)

Resources dedicated to the Court (FY15)

Court Prosecutor Tim Heney

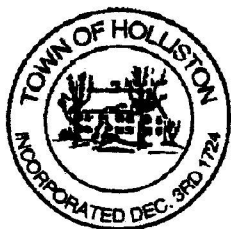
- Base salary (Heney) - \$ 66,918 (est.)
- 4/2 schedule - 243 shifts per year
- Shifts dedicated to Court (1/2 time) - 122 per year (est.)
- Salary devoted to Court duties - \$ 33,459 (est.)

TOTAL POLICE BUDGET DEVOTED TO COURT - \$ 33,459 (est.)

Resources dedicated the K9 Unit (FY15)

K9 Officer Matt Stone

- **Mandatory Training Requirements - \$12,000 (est.)**
- **Necessary Equipment and Maintenance – based upon need**
- **Necessary care of the K9 (“Cesh”) – based upon need**
- **Call Out expenses – based upon incidents: Assist other agencies – 22 calls within first year of service**



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

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Shawn F. Moore
Lieutenant
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SENIOR WAGE ADJUSTMENT

Collective Bargaining Agreement Town of Holliston and the Holliston Police Association

Fiscal Year 2015 Budgetary Impact

\$1382.00 wk – Sgts. 2yr Rate
\$1187.00 wk – Patrolman 2yr Rate

Employee	SWA %	SWA on Salary	SWA on Ed Incentive
Sgt. Denman	7%	\$ 5,049.82	\$1,262.72
Sgt. Gatchell	5%	\$ 3,607.02	\$ 902.02
Officer Heney	8%	\$ 4,956.91	\$.00
Officer Scanlon	7%	<u>\$ 4,337.30</u>	<u>\$ 867.56</u>
		\$17,951.05	\$3,032.30

TOTAL FY15 SENIOR WAGE ADJUSTMENT IMPACT - \$20,983.35

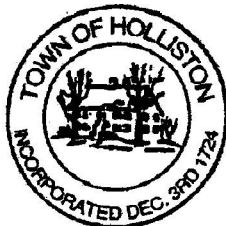
OUTSIDE REVENUE SOURCES TO TOWNS GENERAL FUND

<u>Revenue Sources</u>	thru February 20, 2014 <u>FY14</u>	
Police Report Fees	\$	617.00
10% Surcharge Fee	\$	8,298.43
Firearms Permits Town Share (25% goes to Town)	\$	3,575.00
Solicitors Permits \$25 / Alcohol ID's \$10 (100% goes to Town)	\$	225.00
False Alarm Burglar Fines (100% goes to Town)	\$	6,650.00
Miscellaneous Revenue	\$	-
RMV Fines	\$	16,560.00
Court Fines	\$	10,305.00
Non-Criminal Violations (marijuana bylaw) (100% goes to Town)	\$	900.00 (\$1100 issued)
Parking Citations (90% goes to Town)	\$	451.00

REVENUE SOURCES THAT GO DIRECTLY TO DEPARTMENT

<u>Reimbursable Grants</u>	<u>FY14</u>	
GHSB Click or Ticket - 4 Mobilizations - Earmarked Use	\$	6,000.00
YTD EXPENDED	\$	(1,289.12)
Balance	\$	4,730.88
State 911 Support and Incentive Grant - Earmarked Use	\$	25,210.00
YTD EXPENDED	\$	(16,676.83)
Balance	\$	8,533.17
State 911 EMD Training Grant - Earmarked Use	\$	18,315.88
YTD EXPENDED	\$	(735.30)
Balance	\$	17,580.58
<u>Grants</u>	<u>FY14</u>	
Community Policing Grant - Earmarked Use	\$	32.40
YTD EXPENDED	\$	(25.59)
Balance	\$	6.81
<u>Gift Accounts</u>	<u>FY14</u>	
Police Gift Account - SOY Balance	\$	2,700.72
Truck Enforcement - Earmarked Use	\$	1,873.99
Newcomers Car Seat Gift - Earmarked Use	\$	573.30
Gift Account Balance	\$	253.43
Donations	\$	12,769.00
YTD EXPENDED	\$	(2,590.69)
Balance	\$	12,879.03
Police DARE/SRO Account - Earmarked Use - SOY Balance	\$	1,490.19
Donations	\$	-
YTD EXPENDED	\$	(358.00)
Balance	\$	1,132.19
Police K-9 Gift Account - Earmarked Use SOY Balance	\$	-
Donations	\$	1,550.00
YTD EXPENDED	\$	(1,135.92)
Balance	\$	414.08
<u>Funds</u>	<u>FY14</u>	
Law Enforcement Trust Fund - Earmarked Use	\$	5,564.32
YTD EXPENDED	\$	(4,046.87)
Law Enforcement Revenue	\$	1,676.28
Interest Earned	\$	-
Balance	\$	3,193.73

2/21/2014



John J. Moore
Chief of Police

Holliston Police Department

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

Shawn F. Moore
Lieutenant

February 20, 2014

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

RE: FY15 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

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 20151 FY2015 OMNIBUS BUDGETS - TOWN									
ACCOUNTS FOR:									
FOR PERIOD 13									
GENERAL FUND	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 1	PCT CHANGE		
01210 POLICE DEPARTMENT									
50 PERSONAL SERVICES									
01210 50018 CHIEF'S SA	31,281.27	91,000.00	121,705.00	83,812.31	122,922.00	125,000.00	1.7%		
01210 50026 SERGEANTS	277,691.37	288,874.38	354,765.87	265,896.14	370,616.00	360,655.00	-2.7%		
01210 50030 CLERICAL	38,550.96	39,353.58	39,385.00	26,913.25	40,139.00	48,500.00	20.8%		
01210 50039 OFFICER IN	1,759.92	1,903.50	913,429.76	573,777.95	1,940.00	1,500.00	-22.7%		
01210 50041 OFFICERS	1,046,674.53	1,011,591.02	913,429.76	573,777.95	870,957.00	861,375.00	-1.1%		
01210 50043 CIV DISPAT		4,706.14	72,634.17	109,858.71	151,103.00	175,195.00	15.9%		
01210 50052 LIEUTENANT	91,391.68	134,306.14	109,080.00	73,869.26	110,171.00	206,273.00	87.2%		
01210 50061 SCHOOL PAT	25,898.18	24,765.66	25,646.06	16,487.81	27,948.00	29,592.00	5.9%		
01210 50111 STPNDS ENT	4,808.00	6,010.00	5,769.04	2,454.00	4,908.00	4,956.00	1.0%		
01210 50112 FITNESS STP									
01210 50129 OVERTIME T	9,904.67	8,151.28	22,447.68	20,276.50	40,000.00	15,100.00	-62.3%		
01210 50136 K9-OT				5,728.32	12,000.00	8,884.00	-26.0%		
01210 50157 MATRON	501.98	683.93	824.95	145.23	1,500.00	8,500.00	-66.7%		
01210 50420 SCHEDULED	86,009.89	81,138.37	66,077.63	40,421.50	40,000.00	14,214.00	-64.5%		
01210 50421 UNSCHEDULED	22,766.38	18,419.41	30,675.12	10,829.77	25,000.00	4,442.00	-82.2%		
01210 50424 COURT TIME	5,561.36	6,798.72	5,641.15	3,308.34	8,000.00	2,664.00	-66.7%		
01210 50510 HOLIDAY PA	76,196.50	79,885.59	70,016.49	70,508.56	70,902.00	74,581.00	5.2%		
01210 50525 LONGEVITY	8,275.00	9,000.00	8,250.00	8,675.00	8,675.00	8,700.00	0.3%		
01210 50530 INCENTIVE	278,814.27	283,111.04	241,935.09	161,475.24	244,329.00	227,911.00	-6.7%		
01210 50540 HAZARD DUT	34,546.00	33,340.35	29,989.64		29,127.00	29,431.00	1.0%		
01210 50550 SHIFT DIFF	22,597.06	22,419.81	19,315.24	11,837.76	25,724.00	22,714.00	-11.7%		
TOTAL PERSONAL SERVICES	2,063,029.02	2,145,458.92	2,139,174.24	1,487,238.45	2,205,961.00	2,222,187.00	0.7%		
51 EMPLOYEE FRINGE BENF									
01210 51910 UNIFORM AL	22,435.55	21,933.08	21,664.43	13,835.65	21,155.00	27,200.00	28.6%		
TOTAL EMPLOYEE FRINGE BENF	22,435.55	21,933.08	21,664.43	13,835.65	21,155.00	27,200.00	28.6%		
52 PURCHASE SERVICES									
01210 52028 CUSTODIAL	12,220.00	12,455.00	12,220.00	7,050.00	12,220.00	12,220.00	0%		
01210 52031 COPIER MAC	550.00	1,181.77	1,399.00	1,449.55	1,796.00	1,216.00	-32.3%		
01210 520610 COMPUTER S	10,966.40	11,898.40	15,199.40	14,759.40	16,724.00	15,645.00	-6.5%		
01210 52110 ENERGY & U	46,433.69	40,686.83	44,112.38	24,209.93	46,765.00	50,000.00	6.9%		
01210 52150 COMMUNICAT	10,490.44	10,651.22	8,360.08	4,551.32	10,902.00	8,179.00	-25.0%		
01210 52170 PROF DEV&T	4,033.80	3,717.80	6,697.27	2,737.54	4,344.00	11,773.00	171.0%		
01210 52190 PROF SERV	4,527.61	8,761.75	9,348.88	5,656.52	5,563.00	6,121.00	10.0%		
01210 52272 MASS GENER									
TOTAL PURCHASE SERVICES	89,223.94	89,352.77	97,337.01	60,714.26	98,314.00	105,154.00	7.0%		
53 REPAIR/MAINTENANCE									
01210 53020 BLDG/GROUN	675.00	2,252.95	6,513.16	7,796.94	3,090.00	5,204.00	68.4%		

TOWN OF HOLLISTON



NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 20151 FY2015 ORIGINAL BUDGETS - TOWN									
ACCOUNTS FOR:									
FOR PERIOD 13									
GENERAL FUND	PRIOR FY3	PRIOR FY2	LAST FY1	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 1	PCT CHANGE		
01210 53031 VEHICLE RE	17,269.73	10,424.14	12,868.44	7,713.94	15,500.00	18,000.00	16.1%		
01210 53036 TRAFFIC RE	.00	2,050.00	880.00	1,202.00	500.00	1,200.00	140.0%		
TOTAL REPAIR/MAINTENANCE	17,269.73	12,474.14	13,748.44	8,915.94	16,000.00	19,200.00	27.8%		
24 SUPPLIES & MATERIALS									
01210 54200 OFFICE SUP	2,904.52	1,947.86	2,102.73	846.55	2,000.00	2,000.00	.0%		
01210 54273 AMMUNITION	3,065.38	2,148.12	4,096.51	193.65	3,890.00	3,890.00	.0%		
01210 54292 UNIFORMS	1,504.22	715.00	658.39	1,455.49	1,395.00	1,300.00	229.1%		
01210 54500 BLDG SUPPL	1,831.41	771.06	1,674.16	2,774.61	3,000.00	3,000.00	.0%		
01210 54520 CRUISER SU	37.15	46.24	38.80	48.71	50.00	50.00	.0%		
01210 54900 PRISONER M									
TOTAL SUPPLIES & MATERIALS	9,342.68	7,284.42	10,634.83	5,319.01	10,835.00	11,740.00	8.4%		
58 CAPITAL OUTLAY									
01210 583210 POLICE EQU	.00	.00	4,247.00	.00	.00	.00	.0%		
TOTAL CAPITAL OUTLAY	.00	.00	4,247.00	.00	.00	.00	.0%		
TOTAL POLICE DEPARTMENT	2,201,973.92	2,278,756.28	2,263,309.11	1,583,820.25	2,435,355.00	2,490,685.00	1.5%		
TOTAL GENERAL FUND	2,201,973.92	2,278,756.28	2,293,299.11	1,583,820.25	2,435,355.00	2,490,685.00	1.5%		
GRAND TOTAL	2,201,973.92	2,278,756.28	2,293,299.11	1,583,820.25	2,435,355.00	2,490,685.00	1.5%		

** END OF REPORT - Generated by ANDREA MINIHAN **



TOWN OF HOLLISTON

DEPARTMENT BUDGET REQUESTS

BUDGET PROJECTION 20151 FY2015 OMNIBUS BUDGETS - TOWN

ORG	OBJECT	PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	REQUESTED	PERCENT CHANGE
01210	50018	001	CHIEF'S SALARY	122,922.00	122,922.00	125,000.00	1.69
01210	50026	001	SERGEANTS' SALARIES	370,616.00	370,616.00	360,655.00	-2.69
01210	50030	001	CLERICAL	40,139.00	40,139.00	48,500.00	20.83
01210	50039	001	OFFICER IN CHARGE WAGE DIFF	1,940.00	1,940.00	1,500.00	-22.68
01210	50041	001	OFFICERS' SALARIES	870,957.00	870,957.00	861,375.00	-1.10
01210	50043	001	CIVILIAN DISPATCHERS	151,103.00	151,103.00	175,195.00	15.94
01210	50052	001	LIEUTENANT	110,171.00	110,171.00	206,273.00	87.23
01210	50061	001	SCHOOL PATROL	27,948.00	27,948.00	29,592.00	5.88
01210	50111	001	EMT STIPENDS	4,908.00	4,908.00	4,956.00	.98
01210	50112	001	FITNESS STIPEND	.00	.00	.00	.00
01210	50129	001	OVERTIME - TRAINING	40,000.00	40,000.00	15,100.00	-62.25
01210	50136	001	K9 OFFICER-OVERTIME TRAINING	12,000.00	12,000.00	8,884.00	-25.97
01210	50157	001	MATRON	1,500.00	1,500.00	500.00	-66.67
01210	50420	001	SCHEDULED OVERTIME	40,000.00	40,000.00	14,214.00	-64.47
01210	50421	001	UNSCHEDULED OVERTIME	25,000.00	25,000.00	4,442.00	-82.23
01210	50424	001	COURT TIME	8,000.00	8,000.00	2,664.00	-66.70

TOWN OF HOLLISTON

DEPARTMENT BUDGET REQUESTS

BUDGET PROJECTION 20151 FY2015 OMNIBUS BUDGETS - TOWN

ORG	OBJECT	PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ. BUDGET	PROJECTED ACTUAL	REQUESTED	PERCENT CHANGE
01210	50510	001	HOLIDAY PAY	70,902.00	70,902.00	74,581.00	5.19
01210	50525	001	LONGEVITY	8,675.00	8,675.00	8,700.00	.29
01210	50530	001	INCENTIVE PAY/POLICE DEPT	244,329.00	244,329.00	227,911.00	-6.72
01210	50540	001	HAZARD DUTY PAY	29,127.00	29,127.00	29,431.00	1.04
01210	50550	001	SHIFT DIFFERENTIAL/POLICE DEPT	25,724.00	25,724.00	22,714.00	-11.70
01210	51910	001	UNIFORM ALLOWANCE/CONTRACT	21,155.00	21,155.00	27,200.00	28.57
01210	52028	001	CUSTODIAL SERVICES	12,220.00	12,220.00	12,220.00	.00
01210	52031	001	COPIER MACHINE SVCE CONTR	1,796.00	1,796.00	1,216.00	-32.29
01210	520610	001	COMPUTER SERVICE CONTRACT	16,724.00	16,724.00	15,645.00	-6.45
01210	52110	001	ENERGY & UTILITIES	46,765.00	46,765.00	50,000.00	6.92
01210	52150	001	COMMUNICATIONS	10,902.00	10,902.00	8,179.00	-24.98
01210	52170	001	PROFESSIONAL DEVELOP & TRAVEL	4,344.00	4,344.00	11,773.00	171.02
01210	52190	001	PROFESSIONAL SERVICES	5,563.00	5,563.00	6,121.00	10.03
01210	52272	001	MASS GENERAL LAWS UPDATES	.00	.00	.00	.00
01210	53020	001	BLDG/GROUNDS MAINTENANCE	3,090.00	3,090.00	5,204.00	68.41
01210	53031	001	VEHICLE REPAIR	15,500.00	15,500.00	18,000.00	16.13

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Program ID: Budgetary

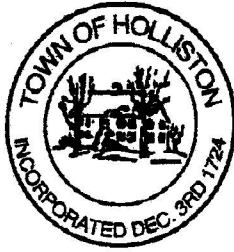
TOWN OF HOLLISTON

DEPARTMENT BUDGET REQUESTS

BUDGET PROJECTION 20151 FY2015 OMNIBUS BUDGETS - TOWN

ORG	OBJECT	PROJ	ACCOUNT	DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	REQUESTED	PERCENT CHANGE
01210	53036	001	-200	-210	-0-00-0000-53036	500.00	1,200.00	140.00
01210	54200	001	-200	-210	-0-00-0000-54200	2,000.00	2,000.00	.00
01210	54273	001	-200	-210	-0-00-0000-54273	3,890.00	3,890.00	.00
01210	54292	001	-200	-210	-0-00-0000-54292	395.00	1,300.00	229.11
01210	54500	001	-200	-210	-0-00-0000-54500	1,500.00	1,500.00	.00
01210	54520	001	-200	-210	-0-00-0000-54520	3,000.00	3,000.00	.00
01210	54900	001	-200	-210	-0-00-0000-54900	50.00	50.00	.00
01210	583210	001	-200	-210	-0-00-0000-583210	.00	.00	.00
BUDGET CEILING:					2,355,355.00	2,355,355.00	2,355,355.00	1.50
TOTALS:					2,355,355.00	2,355,355.00	2,390,685.00	1.50

** END OF REPORT - Generated by POLICE DEPARTMENT **



Holliston Police Department

550 Washington Street
Holliston, Massachusetts 01746

Tel. 508-429-1212

Fax. 508-429-0611

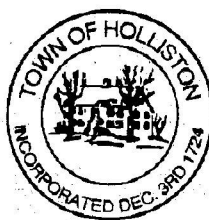
John J. Moore
Chief of Police
moorej@hollistonpolice.com

Shawn F. Moore
Lieutenant
moore@hollistonpolice.com

STAFFING ANALYSIS

Lieutenant Position Comparative Analysis

Town	Population	Sworn Officers	Lieutenants
Bedford	13,320	28	2
Weston	11,261	23	2
Westwood	14,618	25	2
Raynham	13,383	21	2
Kingston	12,629	24	2
Whitman	14,489	25	2
Holliston	15,002	22	1



MEMORANDUM

TO Finance Committee, Board of Selectmen
FROM Tom Smith, Superintendent *TCS*
DATE March 3, 2014
SUBJECT Highway Dept. Budget FY '15

The Highway Department budget for Fiscal Year 2015 is being submitted to the Finance Committee. This includes a 1% increase in salaries for our personnel, and an overall budget increase of 1.5% over last year's budget. In order to meet the guidelines for a 1.5% increase, we added funds to the following lines:

01420 - 52024: \$8,000 to Upbranch
01420 - 52190: \$3,522 to Professional Services.

For the past three years, the Finance Committee has authorized reserve fund transfers to the Upbranch line to support the efforts of the Tree Warden to implement an effective tree maintenance program.

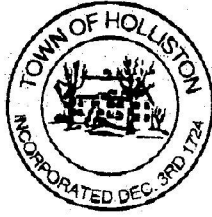
The Professional Services line is used primarily to fund work that needs to be done by outside contractors with specialized equipment, primarily to help us maintain the recycle center.

Capital requests for Fiscal Year 2015: Replacement of a 1999 large dump truck and plow (\$130,000), and replacement of a 2005 Chevrolet dump truck and plow (\$50,000). A spreadsheet with our fleet replacement schedule through Fiscal Year 2021 is included in our budget packet.

Fuel System: The town's fuel system is in need of upgrades. We will be submitting a Special Article through the Board of Selectmen for the replacement of the two gas pumps and monitoring system in FY 2015. Also, the Finance Committee needs to be aware that our underground gasoline tank must be removed and replaced in 2017 per the Department of Environmental Protection agency requirements. As we approach that date, I will obtain estimates for the cost of this project and keep you apprised for planning purposes.

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.

HIGHWAY DEPARTMENT
63 ARCH STREET, HOLLISTON, MASSACHUSETTS 01746-2304
TEL: 508-429-0615
Website: www.townofholliston.us



The goals of the Highway Department continue to be the maintenance of the town roadways, sidewalks, and drainage systems. With the implementation of the Department of Public Works, we hope to coordinate roadway improvements with the needs of the Town's water system infrastructure, increasing efficiency in spending capital funds.

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

cc Paul LeBeau

FY15 BUDGET REQUEST
HIGHWAY DEPARTMENT

DEPT. NO.	ACCT. NO.	ACCOUNT NAME	Expended Fiscal Year 2011	Expended Fiscal Year 2012	Expended Fiscal Year 2013	Appropriated Fiscal Year 2014	Expended Fiscal Year 2014	Request Fiscal Year 2015	Change 2014 to 2015
1420		HIGHWAY							
	50007	Highway Superintendent	79,116	80,772	81,580	82,396	45,776	83,220	824
	50020	Assist. Highway Superint.	0	0	0	0	0	0	0
	50027	Foreman	58,995	60,218	60,590	61,429	33,791	62,043	614
	50030	Clerical	44,241	45,168	45,619	46,075	25,597	46,536	461
	50040	Labor	448,797	461,495	466,875	473,788	252,329	478,526	4,738
	50063	Temporary Labor	10,848	11,822	16,943	15,733	9,441	15,733	0
	50064	Tree Warden	0	0	0	0	0	0	0
	50070	Permanent Part-time	0	0	0	0	0	0	0
	50192	Longevity	1,400	1,450	1,600	1,600	400	1,650	50
	50239	Police Details	5,567	9,440	4,205	8,000	3,469	8,000	0
	50310	Maintenance Salaries	0	0	0	0	0	0	0
	50410	Regular Overtime	2,359	10,275	6,287	8,434	1,754	8,434	0
		Subtotal Personal Services	651,323	680,640	683,699	697,455	372,556	704,142	6,687
	51710	Workers' Compensation	0	0	0	0	0	0	0
	51720	Disability Insurance	0	0	0	0	0	0	0
	51740	Life Insurance	0	0	0	0	0	0	0
	51750	Health Insurance	0	0	0	0	0	0	0
	51760	Medicare	0	0	0	0	0	0	0
	51770	County Retirement	0	0	0	0	0	0	0
		Subtotal Benefits	0	0	0	0	0	0	0
	51000	PERSONAL SERVICES	651,323	680,640	683,699	697,455	372,556	704,142	5,687
	52024	Upbranch	6,600	14,225	19,232	13,232	12,640	21,232	8,000
	52110	Energy & Utilities	6,347	5,724	6,283	9,075	3,046	9,075	0
	52150	Communications	6,577	5,519	4,640	7,238	2,103	7,238	0
	52165	Uniforms	2,416	3,043	2,485	3,000	2,651	3,000	0
	52170	Professional Development	341	315	290	606	180	606	0
	52190	Professional Services	3,646	10,641	13,320	12,090	3,486	15,612	3,522
	52197	Road Marking	12,505	13,725	14,614	17,725	0	17,725	0
	52207	Contract Lawn Maintenance	0	0	0	0	0	0	0
	52910	Engineering	5,441	6,910	11,248	6,908	1,175	6,908	0
	52000	PURCHASED SERVICES	43,873	60,102	72,112	69,874	25,280	81,396	11,522
	53020	Grounds/Buildings	1,322	420	245	4,162	300	4,162	0
	53030	Repair/Maintenance	7,267	17,871	16,659	19,616	6,158	19,616	0
	53035	Fuel System	4,904	545	1,002	3,886	6,264	3,886	0
	53000	REPAIR & MAINTENANCE	13,493	18,836	17,906	27,664	12,722	27,664	0

4 of 20

54052	Miscellaneous Tools	0																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	</
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Note: There have been FY14 Reserve Fund Transfers totaling \$10,000 to the Upbranch account not shown above in the Appropriated FY14 column.

Risks to the proposed budget:

1 2 3 4 5

Opportunities for further budgetary savings:

1 2 3 4 5

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TOWN OF HOLLISTON
DEPARTMENT BUDGET REQUESTS

PG 1
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BUDGET PROJECTION 20151 FY2015 OMNIBUS BUDGETS - TOWN

ORG OBJECT PROJ ACCOUNT DESCRIPTION

				CURRENT ADJ BUDGET	PROJECTED ACTUAL	REQUESTED	PERCENT CHANGE
01420	50007	HIGHWAY SUPERINTENDENT		82,396.00	82,396.00	83,220.00	1.00
	001 -400 -420	-0-00-00000-50007 -					
01420	50020	ASST HIGHWAY SUPERINTENDENT		.00	.00	.00	.00
	001 -400 -420	-0-00-0000-50020 -					
01420	50027	FOREMAN'S SALARY		61,429.00	61,429.00	62,043.00	1.00
	001 -400 -420	-0-00-0000-50027 -					
01420	50030	CLERICAL		46,075.00	46,075.00	46,536.00	1.00
	001 -400 -420	-0-00-0000-50030 -					
01420	50040	LABOR		473,788.00	473,788.00	478,526.00	1.00
	001 -400 -420	-0-00-0000-50040 -					
01420	50063	TEMPORARY LABOR		15,733.00	15,733.00	15,733.00	.00
	001 -400 -420	-00000-00-0000-50063 -					
01420	50064	TREE WARDEN		.00	.00	.00	.00
	001 -400 -420	-0-00-0000-50064 -					
01420	50070	PERM.PT TIME CLERK		.00	.00	.00	.00
	001 -400 -420	-0-00-0000-50070 -					
01420	50192	LONGEVITY		1,600.00	1,600.00	1,650.00	3.13
	001 -400 -420	-0-00-0000-50192 -					
01420	50239	POLICE DETAIL SALARIES		8,000.00	8,000.00	8,000.00	.00
	001 -400 -420	-0-00-0000-50239 -					
01420	50310	MAINTENANCE SALARIES		.00	.00	.00	.00
	001 -400 -420	-0-00-0000-50310 -					
01420	50410	REGULAR OVERTIME		8,434.00	8,434.00	8,434.00	.00
	001 -400 -420	-0-00-0000-50410 -					
01420	51720	DISABILITY INSURANCE		.00	.00	.00	.00
	001 -400 -420	-0-00-0000-51720 -					
01420	51740	LIFE INSURANCE		.00	.00	.00	.00
	001 -400 -420	-0-00-0000-51740 -					
01420	52024	UPBRANCH		23,232.00	13,232.00	21,232.00	-8.61
	001 -400 -420	-0-00-0000-52024 -					
01420	52110	ENERGY & UTILITIES		9,075.00	9,075.00	9,075.00	.00
	001 -400 -420	-0-00-0000-52110 -					

Firkom Minutes 3/18/14

Attachment IX

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02/28/2014 08:17
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TOWN OF HOLLISTON
DEPARTMENT BUDGET REQUESTS

BUDGET PROJECTION 20151 FY2015 OMNIBUS BUDGETS - TOWN

PG 2
bgdeptra

ORG OBJECT PROJ ACCOUNT DESCRIPTION

				CURRENT ADJ BUDGET	PROJECTED ACTUAL	REQUESTED	PERCENT CHANGE
01420	52120	001	-400 -420 -0-00-0000-52120 -	.00	.00	.00	.00
			STREET LIGHTING				
01420	52150	001	-400 -420 -0-00-0000-52150 -	7,238.00	7,238.00	7,238.00	.00
			COMMUNICATIONS				
01420	52165	001	-400 -420 -0-00-0000-52165 -	3,000.00	3,000.00	3,000.00	.00
			UNIFORMS				
01420	52170	001	-400 -420 -0-00-0000-52170 -	606.00	606.00	606.00	.00
			PROFESSIONAL DEVEL & TRAVEL				
01420	52190	001	-400 -420 -0-00-0000-52190 -	12,090.00	12,090.00	15,612.00	29.13
			PROFESSIONAL SERVICES				
01420	52197	001	-400 -420 -0-00-0000-52197 -	17,725.00	17,725.00	17,725.00	.00
			ROAD MARKING				
01420	52207	001	-400 -420 -0-00-0000-52207 -	.00	.00	.00	.00
			CONTRACT LAWN MAINTENANCE				
01420	52910	001	-400 -420 -0-00-0000-52910 -	6,908.00	6,908.00	6,908.00	.00
			ENGINEERING				
01420	53020	001	-400 -420 -0-00-0000-53020 -	4,162.00	4,162.00	4,162.00	.00
			GROUPS/BLDG MAINTENANCE				
01420	53030	001	-400 -420 -0-00-0000-53030 -	19,616.00	19,616.00	19,616.00	.00
			REPAIR/MAINT EQUIPMENT				
01420	53035	001	-400 -420 -0-00-0000-53035 -	3,886.00	3,886.00	3,886.00	.00
			FUEL SYSTEM MAINTENANCE				
01420	54052	001	-400 -420 -0-00-0000-54052 -	.00	.00	.00	.00
			MISC TOOLS				
01420	54200	001	-400 -420 -0-00-0000-54200 -	2,020.00	2,020.00	2,020.00	.00
			OFFICE SUPPLIES				
01420	54250	001	-400 -420 -0-00-0000-54250 -	.00	.00	.00	.00
			WATER COOLER LEASE/SUPPLY				
01420	54378	001	-400 -420 -0-00-0000-54378 -	5,505.00	5,505.00	5,505.00	.00
			SIGNS				
01420	54500	001	-400 -420 -00000-00-0000-54500 -	10,100.00	10,100.00	10,100.00	.00
			BUILD.MAINT/SUPPLIES				

Finland Mades 3/18/14 Attachment IX

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TOWN OF HOLLISTON
DEPARTMENT BUDGET REQUESTS

PG 3
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BUDGET PROJECTION 20151 FY2015 OMNIBUS BUDGETS - TOWN

ORG OBJECT PROJ ACCOUNT DESCRIPTION

				CURRENT ADJ BUDGET	PROJECTED ACTUAL	REQUESTED	PERCENT CHANGE
01420	54520		VEHICLE MAINTENANCE SUPPLIES	46,106.00	46,106.00	46,106.00	.00
	001 -400 -420		-0-00-0000-54520 -				
01420	54612		INSPECTIONS	2,222.00	2,222.00	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	320,875.00	320,875.00	.00
	001 -400 -420		-0-00-0000-58601 -				
01420	58602		DAILY MAINTENANCE/REPLACEMENTS	19,188.00	19,188.00	19,188.00	.00
	001 -400 -420		-0-00-0000-58602 -				
01420	58854		DRAINAGE MAINTENANCE	12,910.00	12,910.00	12,910.00	.00
	001 -400 -420		-0-00-0000-58854 -				

BUDGET CEILING:
TOTALS:

1,223,919.00 1,213,919.00
1,232,128.00 .67

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

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HOLLISTON HIGHWAY DEPARTMENT

CAPITAL IMPROVEMENT PLAN

FY 2015

In order of priority:

Replace one 1999 Sterling dump truck with plow

\$130,000

Replace one 2005 Chevy dump truck with plow

\$ 50,000

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	2008 Chevy Silverado									
S-2	2009 Chevy Silverado						40,000.00			
S-3	1998 Chevy Pickup							40,000.00		
S-4	2008 Chevy Dump Truck			40,000.00						
S-5	2008 Chevy Dump Truck						50,000.00			
S-6	2005 Chevy Dump Truck						50,000.00			
S-7	1998 GMC bucket truck			50,000.00						
S-8	2014 International Dump	130,000.00				200,000.00				
S-9	2013 Chevy Dump Truck									
S-10	1997 Ford L8000 (backup)									
S-11	2007 International Dump									
S-12	2007 International Dump									
S-13	2001 Sterling Basin truck									
S-14	2013 International Dump	130,000.00						200,000.00		
S-16	1996 Trackless Mower									
S-17	1999 J.D. 250 Skid Steer				115,000.00					
S-18	2007 J.D. 544J Loader			40,000.00						
S-19	1998 J.D. 624H Loader									160,000.00
S-20	1996 Ford L8000 (backup)				160,000.00					
S-21	1995 J.D. Backhoe									
S-22	2011 Prinoth sidewalk plow									
S-23	2009 Allianz Sweeper									130,000.00
S-24	2008 Trackless Mower							150,000.00		
S-25	2012 CAT Excavator						120,000.00			

replaced in FY 2013

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									
G-1	2001 Chevy pickup 4X4				12,000.00					
G-2	2010 Chevy Chassis Cab				37,000.00					
G-3	2010 Chevy Rack body								50,000.00	
G-6	2001 JD Tractor 5420								50,000.00	
G-4	1992 JD 2155			35,000.00	55,000.00					
G-7	1999 Giant Leaf Vac									
	2001 Emissions Testing									
	Truck Lift			30,000.00						

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TOWN OF HOLLISTON
YEAR-TO-DATE BUDGET REPORT

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FOR 2014 13

ACCOUNTS FOR: 50 PERSONAL SERVICES
ORIGINAL APPROP

TRANS/ADJSTMS

REVISED BUDGET

YTD EXPENDED

ENCUMBRANCES

AVAILABLE BUDGET

% USED

01420 HIGHWAY

01420 50027	FOREMAN'S	0.00	61,429.00	40,782.00	0.00	20,647.00	66.4%
01420 50030	CLERICAL	0.00	46,075.00	30,893.10	0.00	15,181.90	67.0%
01420 50040	LABOR	0.00	473,788.00	309,481.09	0.00	164,306.91	65.3%
01420 50192	LONGEVITY	0.00	1,600.00	400.00	0.00	1,200.00	25.0%
01420 50239	POLICE DET	0.00	8,000.00	3,468.80	0.00	4,531.20	43.4%
01420 50410	REGULAR OV	0.00	8,434.00	1,753.79	0.00	6,680.21	20.8%
01420 50007	HGWHY SUPE	0.00	82,396.00	55,246.45	0.00	27,149.55	67.0%
01420 50063	TEMPORARY	0.00	15,733.00	9,441.00	0.00	6,292.00	60.0%
TOTAL HIGHWAY		0.00	697,455.00	451,466.23	0.00	245,988.77	64.7%
TOTAL PERSONAL SERVICES		0.00	697,455.00	451,466.23	0.00	245,988.77	64.7%
TOTAL EXPENSES		0.00	697,455.00	451,466.23	0.00	245,988.77	

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**TOWN OF HOLLISTON
YEAR-TO-DATE BUDGET REPORT**

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TRANS/ADJSMTS

01420 HIGHWAY		TRANS/ADJ/SMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
01420 52024	UPBRANCH						
01420 52110	13,232.00	10,000.00	23,232.00	13,440.00	0.00	9,792.00	57.9%
01420 52150	9,075.00	0.00	9,075.00	4,047.43	0.00	5,027.57	44.6%
01420 52165	7,238.00	0.00	7,238.00	2,624.13	0.00	4,613.87	36.3%
01420 52170	3,000.00	0.00	3,000.00	2,923.37	0.00	76.63	97.4%
01420 52190	506.00	0.00	506.00	240.00	0.00	366.00	39.6%
01420 52197	12,090.00	0.00	12,090.00	3,581.50	0.00	8,508.50	29.6%
01420 52910	17,725.00	0.00	17,725.00	0.00	0.00	17,725.00	.0%
	6,908.00	0.00	6,908.00	1,175.00	0.00	5,733.00	17.0%
	TOTAL HIGHWAY						
	69,874.00	10,000.00	79,874.00	28,031.43	0.00	51,842.57	35.1%
	TOTAL PURCHASE SERVICES						
	69,874.00	10,000.00	79,874.00	28,031.43	0.00	51,842.57	35.1%
	TOTAL EXPENSES						
	69,874.00	10,000.00	79,874.00	28,031.43	0.00	51,842.57	35.1%

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TOWN OF HOLLISTON
YEAR-TO-DATE BUDGET REPORT

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FOR 2014 13

ACCOUNTS FOR: 53 REPAIR/MAINTENANCE
ORIGINAL APPROP

TRANS/ADJSTMS

REVISED BUDGET

YTD EXPENDED

ENCUMBRANCES AVAILABLE BUDGET

% USED

01420 HIGHWAY

01420 53020 GROUNDS/BL

4,162.00

01420 53030 REPAIR/MAI

19,616.00

01420 53035 FUEL SYSTE

3,886.00

TOTAL HIGHWAY

27,664.00

TOTAL REPAIR/MAINTENANCE

27,664.00

TOTAL EXPENSES

27,664.00

300.00

4,162.00

10,063.26

19,616.00

6,734.20

3,886.00

17,097.46

27,664.00

17,097.46

27,664.00

17,097.46

27,664.00

7.2%

3,862.00

51.3%

9,552.74

173.3%*

-2,848.20

61.8%

10,566.54

61.8%

10,566.54

10,566.54

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TOWN OF HOLLISTON
YEAR-TO-DATE BUDGET REPORT

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FOR 2014 13

ACCOUNTS FOR: 54 SUPPLIES & MATERIALS
ORIGINAL APPROP TRANS/ADJSMTS

		REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
01420 HIGHWAY						
01420 54200	OFFICE SUP					
01420 54378	SIGNS	2,020.00	301.33	0.00	1,718.67	14.9%
01420 54520	VEH MAINT	5,505.00	803.10	0.00	4,701.90	14.6%
01420 54612	INSPECTION	46,106.00	26,591.61	0.00	19,514.39	57.7%
01420 54500	BUILD.MAIN	2,222.00	190.00	0.00	2,032.00	8.6%
		10,100.00	5,420.03	0.00	4,679.97	53.7%
TOTAL HIGHWAY		65,953.00	33,306.07	0.00	32,646.93	50.5%
TOTAL SUPPLIES & MATERIALS		65,953.00	33,306.07	0.00	32,646.93	50.5%
TOTAL EXPENSES		65,953.00	33,306.07	0.00	32,646.93	

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TOWN OF HOLLISTON
YEAR-TO-DATE BUDGET REPORT

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FOR 2014 13

ACCOUNTS FOR: 58 CAPITAL OUTLAY
ORIGINAL APPROP

TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
01420 HIGHWAY					
01420 58601 ROAD REHAB					
01420 58602 320,875.00	320,875.00	136,877.63	0.00	183,997.37	42.7%
01420 58854 19,188.00	19,188.00	8,683.62	0.00	10,504.38	45.3%
01420 58854 12,910.00	12,910.00	3,055.40	0.00	9,854.60	23.7%
TOTAL HIGHWAY	352,973.00	148,616.65	0.00	204,356.35	42.1%
TOTAL CAPITAL OUTLAY	352,973.00	148,616.65	0.00	204,356.35	42.1%
TOTAL EXPENSES	352,973.00	148,616.65	0.00	204,356.35	

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TOWN OF HOLLISTON
YEAR-TO-DATE BUDGET REPORT

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FOR 2014 13

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
1,213,919.00	10,000.00	1,223,919.00	678,517.84	0.00	545,401.16	55.4%
GRAND TOTAL						
** END OF REPORT - Generated by HIGHWAY/PARKS DEPT **						

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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	\$6,400.00		\$57,971.01	\$34,812.88	\$99,183.90
BIRCHWOOD RD.	400	24	1066.67	\$1,280.00		\$11,594.20	\$6,962.58	\$19,836.78
OAKRIDGE RD.	1076	24	2869.33	\$3,443.20		\$31,188.41	\$18,729.33	\$53,360.94
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	\$8,562.67		\$77,560.39	\$46,576.73	\$132,699.79
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
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	\$6,080.00		\$55,072.46	\$33,072.24	\$94,224.70
ROY AVE.	670	26	1935.56	\$2,322.67		\$21,038.65	\$12,634.17	\$35,995.49
DAY RD.	500	26	1444.44	\$1,733.33		\$15,700.48	\$9,428.49	\$26,862.30
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

DONE

350,000 ROAD

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STREETS

ROAD PROJECTS FY '13 - FY '18

SCHOOL ST.
sidewalk

<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>
810	24	2160.00	\$2,592.00	\$4,406.40	\$23,478.26	\$14,099.22	\$44,575.88
1200	4	533.33	\$640.00	\$1,088.00	\$5,797.10	\$3,481.29	\$11,006.39

PLEASANT ST.
sidewalk

890	21	2076.67	\$2,492.00	\$2,990.40	\$22,572.46	\$13,555.27	\$41,610.13
890	4	395.56	\$474.67	\$569.60	\$4,299.52	\$2,581.96	\$16,137.22

SPRING ST.
sidewalk

570	21	1330.00	\$1,596.00	\$2,713.20	\$14,456.52	\$8,681.46	\$27,447.18
570	4	253.33	\$304.00	\$516.80	\$2,753.62	\$1,653.61	\$10,335.07

MECHANIC ST.
sidewalk

1230	22	3006.67	\$3,608.00	\$6,133.60	\$32,681.16	\$19,625.76	\$62,048.52
1230	4	546.67	\$656.00	\$1,115.20	\$5,942.03	\$3,568.32	\$11,281.55

UNION ST.
sidewalk

1331	23	3401.44	\$4,081.73	\$6,938.95	\$36,972.22	\$22,202.64	\$70,195.54
1117	4	496.44	\$595.73	\$1,012.75	\$5,396.14	\$3,240.50	\$10,245.11

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ROAD PROJECTS FY '13 - FY '18

SQUARE YARDS:

length X width/9

RECLAMATION:

total yds. X \$1.20

COLD PLANE:

total yds. X \$2.04

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

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STREETS

Wash. St. Church Pl. to Elm
Wash. St. Elm to Hollis

<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>
850	56	5288.89		\$10,789.33		\$45,250.06	\$56,039.40
475	65	3430.56		\$6,998.33		\$29,350.75	\$36,349.08
		0.00			\$0.00		\$0.00
		0.00			\$0.00		\$0.00
							\$92,388.48

SQUARE YARDS:

length X width/9

RECLAMATION:

total yds. X \$1.20

COLD PLANE:

total yds. X \$2.04

BINDER @ 2.5":

total yds. / 6.9 X \$73.75

BINDER @ 1.5":

total yds. / 11.49 X \$73.75

BINDER @ 2":

total yds/8.62 X \$73.75

TOP @ 2.5":

total yds. / 6.9 X \$73.75

TOP @ 1.5":

total yds. / 11.49 X \$73.75

3/11/2014

FY15 BUDGET REQUEST
WATER DEPARTMENT

DEPT. NO.	ACCT. NO.	ACCOUNT NAME	Expended Fiscal Year 2011	Expended Fiscal Year 2012	Expended Fiscal Year 2013	Appropriated Fiscal Year 2014	Expended Fiscal Year 2014	Request Fiscal Year 2015	Change 2014 to 2015
60150		WATER							
	50005	Commissioners	70	0	40	100	70	100	0
	50020	Superintendent	81,566	83,266	84,121	84,962	63,811	86,860	1,898
	50027	Operations Manager	71,673	73,159	73,891	74,630	15,727	75,376	746
	50030	Chief Operator	10,966	0	0	0	0	61,194	61,194
	50032	Foreman	0	0	0	0	0	54,413	54,413
	50032	Accounts Clerk	0	0	0	0	0	0	0
	500405	Operators/Water System	207,857	224,872	239,346	288,493	170,387	197,809	(90,684)
	50045	Office Manager	47,149	48,127	48,586	49,072	33,483	46,563	491
	50046	Principal Clerk	38,551	39,354	39,585	40,145	27,682	40,546	401
	50063	Temporary Labor	19,148	25,203	7,738	20,400	4,702	26,604	204
	50071	B.W.C. Meetings	2,810	2,230	2,761	3,535	2,125	3,570	35
	50192	Longevity	450	450	500	500	200	500	0
	50239	Police Details	8,879	9,800	3,559	7,500	2,355	7,500	0
	50410	E.M.O.T.	17,333	24,959	24,257	18,000	13,594	18,160	160
	50452	Flouridation	11,645	4,218	14,747	14,750	11,982	14,888	148
		Comp Time	0	0	0	0	0	0	0
		Subtotal Personal Services	516,137	635,660	639,132	602,087	345,729	631,113	29,026
	51710	Workers' Compensation	12,737	12,300	13,624	15,901	0	10,888	(5,003)
	51720	Disability Insurance	1,940	1,915	1,991	2,254	513	1,952	(302)
	51740	Life Insurance	238	219	224	261	57	252	(9)
	51750	Health Insurance	59,362	35,265	53,017	77,854	13,739	73,922	(3,932)
	51760	Medicare	5,942	6,162	6,368	7,159	1,654	6,155	(1,004)
	51770	County Retirement	79,160	79,160	79,160	97,000	0	81,538	(15,462)
		OPEB	0	0	8,750	0	0	0	0
		Subtotal Benefits	159,379	135,021	163,134	200,429	15,963	174,717	(25,712)
	51000	PERSONAL SERVICES	675,516	670,680	702,266	802,516	361,692	805,830	3,314
	52110	Energy & Other Utilities	29,137	24,524	24,412	30,000	18,405	30,000	0
	52120	Electricity	181,798	189,860	179,488	187,000	135,921	205,000	18,000
	52150	Communications	29,424	28,977	25,311	25,250	18,473	25,800	550
	52170	Professional Development	4,483	7,014	7,695	7,300	1,200	7,300	0
	52190	Professional Services	97,750	121,435	120,424	128,000	63,808	128,000	0
	52730	Town Hall	0	0	0	0	0	0	0
	52000	PURCHASED SERVICES	342,592	371,810	357,329	377,550	257,807	396,108	18,558
	53010	Tank Inspection	0	0	0	0	0	0	0
	53020	Building Repairs	5,372	5,791	5,975	5,000	2,444	5,000	0
	53026	Well Cleaning	6,850	0	0	10,000	0	15,000	5,000
	53030	Maintenance	0	15	0	0	0	0	0
	53031	Vehicle Repairs	4,242	6,812	6,025	6,000	9,478	10,000	4,000
	53073	Parts	24,256	40,294	49,363	40,000	24,696	40,000	0
	53872	Computer Repairs	7,350	3,757	2,945	14,000	1,224	14,000	0
	53000	REPAIR & MAINTENANCE	48,070	56,669	64,308	75,000	37,842	84,000	9,000
	54052	Field Expenses	196,105	208,747	184,551	203,000	126,776	203,000	0
	54200	Office Supplies	11,453	8,952	10,735	12,100	3,637	12,000	(100)
	54300	Vehicle Supplies	14,843	14,718	15,815	10,250	9,552	15,000	4,750
	54600	Equipment	0	0	0	1,500	0	1,500	0
	54000	SUPPLIES & MATERIALS	222,201	232,416	211,201	226,850	139,965	231,500	4,650
	56920	Safe Water Assessment	3,435	3,304	2,904	3,600	2,997	3,600	0
	56000	INTERGOVERNMENTAL	3,435	3,304	2,904	3,600	2,997	3,600	0
	57500	Principal	565,000	700,000	825,000	715,707	350,000	610,000	(105,707)
	57810	Interest	265,604	292,836	269,880	304,007	124,600	243,656	(60,351)
	57000	DEBT SERVICE	830,604	992,836	1,094,880	1,019,714	474,600	853,656	(166,058)
	58001	Hydrants	0	0	0	2,500	0	5,000	2,500
	58256	Roof Replacement	0	0	0	0	0	0	0
	58403	Improvements	0	0	0	0	0	0	0
	58000	CAPITAL OUTLAY	0	0	0	2,500	0	5,000	2,500
TOTAL		WATER	2,122,418	2,327,716	2,432,889	2,507,730	1,274,903	2,379,886	(128,044)
		GUIDELINE						2,545,348	
		Revenues	2,216,497	2,306,699	2,450,248	1,998,198			
		Risks to the proposed budget:							
		1							
		2							
		3							
		4							
		5							
		Opportunities for further budgetary savings:							
		1							
		2							
		3							
		4							
		5							