



**Town of Holliston
FY22 Facilities Department – Proposed Budget**

FACILITIES MANAGEMENT (01422): Select Board / Town Administrator

Description of Services

The primary expenses within the Facilities budget include:

1. **Energy & Utilities** (Town Hall 52100; 1750 Washington 52113; Pinecrest 52118) – Previously budgeted in Public Buildings (01192) these lines have been moved to Facilities Management in FY22. With new rate locks for electricity and natural gas these costs are projected to decline; the costs for Pinecrest are offset by payments from the tenant and usage is expected to decline due to LED conversion thru Green Communities grant in FY21.
2. **52400 Grounds/Building Maintenance** – This has been added to the budget for FY22 from 01192 Public Buildings. \$90,000 has been requested for FY22. Prior “Grounds/Building Maintenance” (01192) actuals have been FY18-\$56,623, FY19-\$75,307, FY20-\$71,952. FY21 Budget is \$52,000+\$50,000 (from STM Dec 5). Under 01192 these funds have been used to cover expenses associated with the upkeep and maintenance of Town Hall, 1750 Washington Street and Pinecrest (other than those paid for thru Revolving) and one-off repairs/maintenance. For FY22 additional funding is needed for:
 - a. Quarterly HVAC filter changes (from 2X/yr) due to Covid. \$3K/yr per building (MER 13) TH, 1750, Pinecrest - \$6,000
 - b. Park Structures - Min prior maintenance. Moving forward: paint, rot repairs, gutters, fencing etc. \$6,000
 - c. Large Unplanned Expenses - New Electric Circuits, Lighting, Fire systems maint., etc. \$10,000
 - d. Additional Flooring Maint - Carpet, hardwood floors, painting, etc. for recently replaced items - \$4,500
 - e. Annual Fire Systems Inspections - For Town Hall, 1750 Washington Street and Pinecrest - \$10,000.
3. **52410 Vehicle Maintenance** - Added to FY 22 for Facility Manager vehicle - \$400
4. **52905 Custodial** – The normal budget (previously in 01192) would be 2x per week building cleanings of Town Hall and 1750 Washington (\$13,664 estimate for FY22). In FY21 COVID-19 high-touch surface cleanings have been added thru the same vendor and paid thru CARES Act; \$54 daily per building 2 x per day 4 buildings in program; TH, 1750, Library, COA (\$51,840 for yr). Option to move to 1x per day at \$36 per building (\$34,560 for yr.) is factored into the FY22 budget request. Total request: \$48,224 of which \$34,560 is COVID-related.
5. **53400 Communications** – These costs have been combined in the FY22 request for previous Public Buildings (01192) and the Facilities Management; Facilities Manager cell phone and also alarm and communications for elevator in Town Hall is included here; FY22 represents a decrease from previous combined budgets. \$2,410
6. **53406 Computer License** – This is the annual license fee for the Dude Solutions software that became operational on January 27, 2021. The license term renews July 1, 2021 and will run until June 30, 2022. \$11,914
7. **54300 Repair & Maintenance Supplies** – The standard \$1,750 budget in the Public Buildings has been for bathroom supplies for Town Hall and 1750 Washington; additional Facilities Management request would be for supplies to support new equipment for disinfectant machine (“fogger”) among other supplies for facilities. \$2,250
8. **57100 Professional Development** – The Town wishes to have the Facilities Manager become MCPPO certified (state cert for purchasing professionals); additionally, the Facilities Manager is part of an industry group. \$1,500

FY22 Departmental Goals

1. Expand into Parks & Recreation for maintenance and repair of park buildings and grounds/fields
2. Expand budgetary role in FY22.
3. Consolidate contracts for fixed services – i.e. custodial, HVAC, elevator, Fire, etc.

Staffing Levels

There are no anticipated staffing level changes for FY22.

Budget Recommendations

Level Services: This is a new budget structure in FY22 and service levels are most comparable to the old Public Buildings (01192) budget model. The Facilities Manager would be considered a new service area in FY21, and this budget represents the finalization of the implementation of that service area in FY22.

New Requests Recommended by the Town Administrator: The Town Administrator requested that \$50,000 be added to 01192-52400 (Building & Grounds Maintenance) at the December 5, 2020 Special Town Meeting, and part of that increase is requested to carry to FY22 to support the Facilities Manager in this service area.

Additionally, for new requests in FY22, there are portions that are expected to exist only as it relates to COVID-19 and will not be long term costs (i.e. the increase in Custodial 52905 related to additional high-touch surface cleanings).

New Requests Not Recommended by the Town Administrator: None

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ACCT. NO.	ACCOUNT NAME	Actual Fiscal Year 2018	Actual Fiscal Year 2019	Actual Fiscal Year 2020	Budget Fiscal Year 2021	Request Fiscal Year 2022	Change (\$) FY 2021 to FY2022	Change (%) FY 2021 to FY2022
	FACILITIES MAINTENANCE							
51100	Administrative Salaries	0	0	28,120	95,683	95,683	0	0.00%
51000	PERSONAL SERVICES	0	0	28,120	95,683	95,683	0	0.00%
52100	Energy&Utilities-Town Hall	35,133	33,321	30,259	40,000	35,000	(5,000)	-12.50%
52113	Energy&Utilities-1750 Wash	4,191	3,976	4,801	6,000	5,000	(1,000)	-16.67%
52118	Energy&Utilities-Golf Course	12,921	13,358	12,918	19,500	15,000	(4,500)	-23.08%
52400	Grounds/Building Maintenance	56,623	75,307	71,952	102,000	90,000	(12,000)	-11.76%
52410	Vehicle Maintenance	0	0	0	0	400	400	
52905	Custodial Services	9,708	11,180	13,266	11,800	48,224	36,424	308.68%
53400	Communications	0	1,905	897	3,600	2,410	(1,190)	-33.06%
53406	Computer License (Dude)	0	0	0	0	11,914	11,914	
52000	PURCHASED SERVICES	118,576	139,047	134,093	182,900	207,948	25,048	13.69%
54200	Office Supplies			257	0	150	150	
54300	Repair & Maintenance Supplies	1,466	1,475	1,171	2,250	2,250	0	0.00%
54000	SUPPLIES & MATERIALS	1,466	1,475	1,428	2,250	2,400	150	6.67%
57100	Professional Development			614	1,000	1,500	500	50.00%
57000	OTHER EXPENSES	0	0	614	1,000	1,500	500	50.00%
58500	Purchase of Equipment			429	0	0	0	0.00%
58000	CAPITAL OUTLAY	0	0	429	0	0	0	0.00%
TOTAL	FACILITIES MAINTENANCE (01422)	120,042	140,522	164,684	281,833	307,531	25,698	9.12%

FACILITIES MANAGEMENT											
DEPT. NO.	ACCT. NO.	ACCOUNT NAME	Expended	Expended	Expended	Appropriated	As of 12/31/20	Request	Change	% Change	
			Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Expended Fiscal Year 2021	Fiscal Year 2022	FY 2021 to FY2022	FY 2021 to FY2022	
01422		FACILITIES MAINTENANCE									
	51100	Administrative Salaries	0	0	28,120	95,683	46,798	95,683	0	0.00%	
	51000	PERSONAL SERVICES	0	0	28,120	95,683	46,798	95,683	0	0.00%	
	52100	Energy&Utilities-Town Hall	35,133	33,321	30,259	40,000	14,395	35,000	(5,000)	-12.50%	
	52113	Energy&Utilities-1750 Wash	4,191	3,976	4,801	6,000	1,368	5,000	(1,000)	-16.67%	
	52118	Energy&Utilities-Golf Course	12,921	13,358	12,918	19,500	15,368	15,000	(4,500)	-23.08%	
	52354	Contractual Services	850	0	0	0	0	0	0	0.00%	
	52400	Grounds/Building Maintenance	56,623	75,307	71,952	52,000	14,175	90,000	38,000	73.08%	
	52410	Vehicle Maintenance	0	0	0	0	0	400	400		
	52905	Custodial Services	9,708	11,180	13,266	11,800	6,388	48,224	36,424	308.68%	
	53400	Communications	0	1,905	897	3,600	538	2,410	(1,190)	-33.06%	
	53406	Computer License (Dude)	0	0	0	0	0	11,914	11,914		
	52000	PURCHASED SERVICES	119,426	139,047	134,093	132,900	52,232	207,948	75,048	56.47%	
	54200	Office Supplies	0	0	257	0	3	150	150	100.00%	
	54300	Repair & Maintenance Supplies	1,466	1,475	1,171	2,250	1,158	2,250	0	0.00%	
	54000	SUPPLIES & MATERIALS	1,466	1,475	1,428	2,250	1,161	2,400	150	6.67%	
	57100	Professional Development	0	0	614	1,000	1,312	1,500	500	50.00%	
	57000	OTHER EXPENSES	0	0	614	1,000	1,312	1,500	500	50.00%	
	58500	Purchase of Equipment	0	0	429	0	0	0	0	0.00%	
	58000	CAPITAL OUTLAY	0	0	429	0	0	0	0	0.00%	
		TOTAL	FACILITIES MANAGEMENT	0	0	164,684	231,833	101,503	307,531	75,698	32.65%
			Moved from Public Buildings (01192)								
			Combined 01422 + 01192								