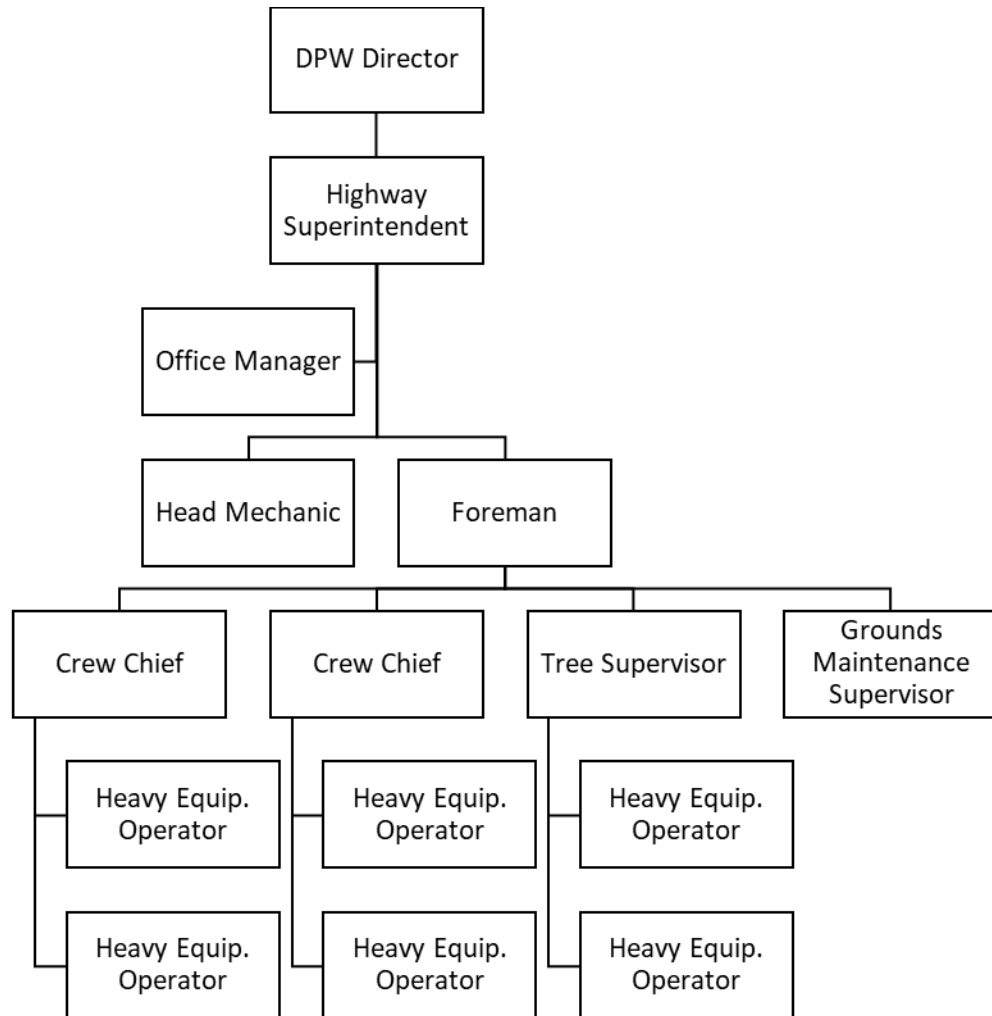


**Town of Holliston
DPW Highway (01420)
FY22 Budget Line Descriptions
Feb. 22, 2021**



Personal Services

51100 – DPW Director – split with Water Enterprise Fund – impacted by non-union/DH COLA for FY22

51110 – Highway Superintendent – impacted by non-union/DH COLA for FY22

51112 – Regular Salaries – impacted by Laborer’s CBA; under negotiation

51113 – Clerical Salaries – impacted by non-union COLA for FY22

51118 – Foreman – impacted by Laborer’s CBA; under negotiation

51200 – Temporary Labor – miscellaneous painting, mowing, etc.

51300 – Regular Overtime – dependent on multiple factors, but is impacted by increases in base pay set thru the CBA which is under negotiation

51400 – Longevity – impacted by Laborer’s CBA, under negotiation

51407 – Police Details – Town pays rate for Police Details when needed for roadway projects; the rate for details has increased but this is also impacted by need; FY21 overage related to culvert project on Rt. 16 at Sherborn line

Purchased Services

52100 – Energy & Utilities – electric and natural gas rates locked in, but historically have been over budget; \$5,100 should be correct amount based on new rates

52400 – Buildings & Grounds Maintenance – covers costs of plumbing, electrical issues, and maintenance of heating system at Arch Street facility

52405 – Equipment Maintenance – does not include the costs of maintaining equipment for Snow & Ice. No equipment purchases. Includes paid out services, everything sent out to repair (i.e. engine rebuilds).

52411 – Fuel System – any maintenance needed for the “Fuel Master” system; primary vendor for maintenance has been Northeast Petroleum Service

52425 – Daily Maintenance – miscellaneous materials (nuts/bolts, shovels, ladders, etc.) to temporary fencing, etc. Average transaction is relatively small at \$385/per in FY20. Includes material (gravel, stone, sand) purchases, also line painting of PD, Senior Center, golf course, municipal lot). Is used to purchase some equipment, also includes monthly fee for portable toilet at recycle center and cost to move and reprocess materials.

52430 – Drainage Maintenance – primary for culvert maintenance; primary vendor has been Putnam Pipe Corp. Purchases made in spring includes basins, manholes, sump holes, bricks, concrete, block, etc.

53000 – Professional Services – Includes all recycling center brush grindings and removal (avg \$12,000 yr., removal of sweepings, catch basin removal from woodland street (\$10-\$15K year yr) we no longer have an area to store basin material as Woodland St. is closed to DPW use. Also includes monthly cleaning, fees for drug testing, any outside professional service not covered under another line item. All the custodial services included.

53005 – Engineering – project based engineering costs are associated with project budgets; this line covers the regular need for engineering services; primary vendors are Web Engineering and AP Associates

53400 – Communications – Primary vendors: Nextel and DSCI

53801 – Upbranch – all tree work on Town-owned roadways and properties. The FY21 budget was increased to match demand, and FY22 is projected to have the same need before a future reduction once there has been a “catch-up” period. A tree averages about \$2,000 per; Vendors have been expanded to Stumpy’s, American Climbers and recently added Bartlett Tree.

53802 – Road Marking – is expended almost entirely in the months of May/June due to schedule around weather conditions. Includes all thermoplastic, road paint, center lines, fog lines, crosswalks and stop lines.

53804 – Inspections – all annual motor vehicle/truck inspections. Was being done in-house but removed machine and associated costs of State fees in FY 21

Supplies & Materials

54200 – Office Supplies – largest expenditures are for printer supplies and weekly timecards through Quill/Staples

54300 – Repair & Maintenance Supplies – average transaction roughly \$200 for miscellaneous supplies; non-vehicle expenses. Used for purchases related to the highway shop i.e. oil, rags, grease. Plus replacement parts for small equipment i.e. weed whackers, saws etc.

54800 – Vehicle Maintenance – average transaction roughly \$200 for miscellaneous vehicle supplies; parts related to the needs of the Head Mechanic. Includes small equipment purchases and vehicle tires including backhoe and loader tires.

55390 – Signs – related to the upkeep of existing signs (i.e. stop signs) in Town; related to broken or worn down signs that need replacement, does not factor in any need for new signs. Includes barrels, cones, solar sign maintenance.

55810 – Uniforms – contractual amount set by the CBA; under negotiation

Other Expenses

57100 – Professional Development – Continuing education needs for staff; Mass. 2A, 4E and 4G classes as an example. All training, chainsaw safety, bucket truck and chipper safety.

Capital Outlay

58601 – Road Rehabilitation – regular road repairs (typically asphalt and binder) to supplement the limited annual funding (Chapter 90) from the State for the same purposes. Includes culvert repair, drainage projects. Typically is encumbered from year to year used by July 1st of the following fiscal year.

**FY22 BUDGET REQUEST
DPW - HIGHWAY DEPARTMENT**

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
01420		HIGHWAY								
	51100	DPW Director	40,126	41,129	42,846	43,009	21,094	43,009	0	0.00%
	51110	Highway Superintendent	89,550	91,789	96,964	97,645	47,888	97,645	0	0.00%
	51112	Regular Salaries	482,121	430,734	484,406	536,000	226,141	534,468	(1,532)	-0.29%
	51113	Clerical Salaries	51,970	53,269	54,601	55,147	25,208	55,147	0	0.00%
	51118	Foreman	66,042	67,226	69,624	69,175	26,056	69,865	690	1.00%
	51200	Temporary Labor	7,665	6,360	0	0	0	6,500	6,500	100.00%
	51300	Regular Overtime	4,934	7,701	9,533	8,957	6,755	8,957	0	0.00%
	51400	Longevity	1,500	1,300	1,100	1,100	1,300	1,250	150	13.64%
	51407	Police Details	7,488	13,056	4,477	7,000	11,563	7,000	0	0.00%
	51000	PERSONAL SERVICES	751,396	712,564	763,551	818,033	366,005	823,841	5,808	0.71%
	52100	Energy & Utilities	7,279	6,628	5,410	5,100	1,458	5,100	0	0.00%
	52400	Buildings & Grounds Maintenance	7,353	3,509	5,347	6,924	973	6,924	0	0.00%
	52405	Equipment Maintenance	13,986	16,841	23,336	19,141	4,140	19,141	0	0.00%
	52411	Fuel System	2,382	1,035	3,087	3,445	550	3,445	0	0.00%
	52425	Daily Maintenance	12,551	23,462	18,461	18,127	3,841	18,127	0	0.00%
	52430	Drainage Maintenance	8,128	15,529	11,972	11,616	4,545	11,616	0	0.00%
	53000	Professional Services	20,550	7,010	13,298	22,000	4,205	22,000	0	0.00%
	53005	Engineering	7,100	800	6,308	8,359	8,359	8,359	0	0.00%
	53400	Communications	5,022	7,891	6,035	10,000	2,618	10,000	0	0.00%
	53801	Upbranch	36,380	72,103	34,228	132,857	55,824	140,000	7,143	5.38%
	53802	Road Marking	13,952	22,703	11,700	22,175	0	22,175	0	0.00%
	53804	Inspections	100	2,225	3,615	2,500	1,105	2,500	0	0.00%
	52000	PURCHASED SERVICES	134,783	179,736	142,797	262,244	87,618	269,387	7,143	2.72%
	54200	Office Supplies	1,767	1,232	738	1,366	194	1,366	0	0.00%
	54300	Repair & Maintenance Supplies	8,420	9,527	14,005	10,100	2,600	10,100	0	0.00%
	54800	Vehicle Maintenance	45,764	44,479	44,608	45,432	20,681	45,432	0	0.00%
	55390	Signs	3,768	3,278	1,251	1,081	1,294	3,500	2,419	223.77%
	55810	Uniforms	5,904	4,610	4,725	6,300	2,362	7,500	1,200	19.05%
	54000	SUPPLIES & MATERIALS	65,623	63,126	65,327	64,279	27,131	67,898	3,619	5.63%
	57100	Professional Development	580	584	820	606	375	606	0	0.00%
	57000	OTHER EXPENSES	580	584	820	606	375	606	0	0.00%
	58601	Road Rehabilitation	138,933	210,505	235,065	320,875	47,155	320,875	0	0.00%
	58000	CAPITAL OUTLAY	138,933	210,505	235,065	320,875	47,155	320,875	0	0.00%
TOTAL	HIGHWAY		1,091,315	1,166,515	1,207,560	1,466,037	528,284	1,482,607	16,570	1.13%
		REVENUE								
		Highway Fees	345	90	450					
		Street Opening Permits	5,650	8,750	6,800	2,550				