

SUMMARY SELECTMEN FY2015 BUDGET REQUEST

Page #	Dept.	Funding Item	FY14 USE OF FUNDS (Approved)			FY15 USE OF FUNDS (Request)			CHANGE - FY14 to FY15			
			FY14 Pers Svcs	FY14 Expenses	FY14 Total Ops	FY15 Pers Svcs	FY15 Expenses	FY15 Total Ops	\$ Variance Pers Svcs	\$ Variance Expenses	Variance Total - \$	Variance Total - %
GENERAL GOVERNMENT												
Administration												
1	122	Executive Director	\$ 393,823	\$ 30,550	\$ 424,373	\$ 398,708	\$ 30,550	\$ 429,258	\$ 4,884	\$ -	\$ 4,885	1.15%
6	126	Sustainable Energy	-	15,033	15,033	380,314	6,000	386,314	11,002	-	11,002	0.00%
7	133	Finance Department	368,312	8,000	377,312	285,011	123,883	386,874	-	-	-	0.00%
11	145	Treasurer & Collector	268,011	123,883	389,874	468,458	219,009	687,467	(7,446)	3,446	(3,999)	-0.39%
16	155	Information Technology	473,904	215,363	691,466	-	4,000	4,000	-	-	-	0.00%
21	195	Town Report	-	4,000	4,000	-	-	-	-	-	-	0.00%
22	189	Central Admin. Services	-	38,500	38,500	-	38,500	38,500	-	-	-	0.00%
		Subtotal - General & Financial Svcs.	\$ 1,504,050	\$ 435,508	\$ 1,839,558	\$ 1,512,481	\$ 438,965	\$ 1,981,446	\$ 8,441	\$ 3,446	\$ 11,888	0.81%
Maintenance Services												
23	192	Facilities Maintenance-Town	3,537,909	2,894,187	6,432,096	3,619,002	2,937,778	6,556,780	81,093	43,591	124,684	1.94%
		Subtotal - Maint Services	\$ 3,537,909	\$ 2,894,187	\$ 6,432,096	\$ 3,619,002	\$ 2,937,778	\$ 6,556,780	\$ 81,093	\$ 43,591	\$ 124,684	1.94%
Human Services												
50	183	Fair Housing Committee	-	200	200	-	200	200	-	-	-	0.00%
51	541	Council on Aging	228,183	130,683	358,866	238,455	122,438	358,893	8,272	(8,245)	27	0.01%
60	542	Youth Commission	73,309	17,190	90,499	73,309	17,190	90,499	-	-	-	0.00%
85	693	Memorial Day Flags	-	2,500	2,500	-	2,500	2,500	-	-	-	0.00%
86	543	West Sturdeban Veterans District	-	107,281	107,281	-	104,875	104,875	8,272	(2,386)	(2,386)	-2.22%
		Subtotal - Human Svcs.	\$ 301,492	\$ 257,834	\$ 559,326	\$ 309,764	\$ 247,203	\$ 556,967	\$ 8,272	\$ (10,631)	\$ (2,359)	-0.42%
Selectmen Shared Services												
68	135	Audit Committee	-	56,250	56,250	-	56,250	56,250	-	-	-	0.00%
69	151	Law	-	300,000	300,000	-	320,000	320,000	-	20,000	20,000	6.67%
70	458	Street Lighting	-	225,300	225,300	-	227,000	227,000	-	1,700	1,700	0.75%
71	945	Risk Management	-	379,000	379,000	-	404,000	404,000	-	25,000	25,000	6.60%
71	211	Injured on Duty Insurance	-	100,000	100,000	-	100,000	100,000	-	-	-	0.00%
		Subtotal - Sel. Shared Services	\$ -	\$ 1,060,550	\$ 1,060,550	\$ -	\$ 1,107,250	\$ 1,107,250	\$ -	\$ 46,700	\$ 46,700	4.40%
Selectmen Appointed Committees												
72	176	Zoning Board of Appeals	49,559	7,115	56,674	49,559	7,115	56,674	-	-	-	0.00%
65	180	Housing Development Corp	-	6,000	6,000	-	6,000	6,000	-	-	-	0.00%
65	890	Historical District Commission	-	250	250	-	250	250	-	-	-	0.00%
65	691	Historical Commission	-	750	750	-	750	750	-	-	-	0.00%
65	692	Celebrations Committee	-	4,700	4,700	-	4,700	4,700	-	-	-	0.00%
		Subtotal - Sel. Appointed Comm.	\$ 49,559	\$ 18,815	\$ 68,374	\$ 49,559	\$ 18,815	\$ 68,374	\$ -	\$ -	\$ -	0.00%
GENERAL GOVERNMENT SUBTOTAL												
			\$ 5,283,810	\$ 4,698,896	\$ 10,068,904	\$ 5,480,816	\$ 4,750,001	\$ 10,240,817	\$ 97,886	\$ 87,186	\$ 180,313	1.80%
Public Safety												
76	210	Police Department	4,784,137	633,294	5,417,431	4,963,969	636,494	5,600,463	179,832	3,200	183,052	3.39%
87	220	Fire Rescue	4,571,838	292,748	4,854,387	4,583,169	292,748	4,855,916	21,531	-	21,531	0.45%
**	230	Emergency Medical Services	-	-	-	-	-	-	-	-	-	0.00%
97	241	Building Department	430,220	26,350	456,570	432,880	26,350	459,210	2,640	-	2,640	0.58%
104	244	Seller of Wigs & Measures	15,950	2,800	18,460	15,660	2,800	18,460	-	-	-	0.00%
107	289	Special School Police	99,950	2,925	102,875	101,730	2,955	104,685	1,780	29	1,809	1.78%
		Subtotal - Public Safety	\$ 9,901,895	\$ 928,118	\$ 10,829,724	\$ 10,107,408	\$ 931,348	\$ 11,038,756	\$ 205,803	\$ 3,229	\$ 209,032	1.83%
SELECTMEN OPERATING SUBTOTAL												
			\$ 15,294,615	\$ 5,598,014	\$ 20,598,628	\$ 15,588,224	\$ 5,681,349	\$ 21,279,573	\$ 303,658	\$ 86,338	\$ 309,545	1.87%

CAPITAL & DEBT											
Tax Impact Capital											
122	Bos Cash Capital	-	206,457	206,457	-	262,238	262,238	-	55,781	55,781	27.02%
182	Facilities Capital	-	1,141,200	1,141,200	-	1,500,000	1,500,000	-	358,800	358,800	31.44%
192	Facilities Reserve Fund	-	-	-	-	-	-	-	-	-	0.00%
	Subtotal - Capital	\$ -	\$ 1,347,657	\$ 1,347,657	\$ -	\$ 1,762,238	\$ 1,762,238	\$ -	\$ 414,581	\$ 414,581	30.76%
710 Debt Service											
Current Inside Levy Debt Service - Issued											
	New Debt Service-Inside Levy	-	3,090,676	3,090,676	-	2,823,614	2,923,614	-	(167,062)	(167,062)	-5.41%
	Current Outside Levy Debt Service - Issued	-	88,799	88,799	-	804,482	804,482	-	715,693	715,693	805.09%
	New Debt Service - Outside Levy	-	9,369,534	9,369,534	-	8,142,965	9,142,965	-	(226,569)	(226,569)	-2.42%
	Arbitrage and Premium	-	192,986	192,986	-	-	-	-	(192,986)	(192,986)	0.00%
	Subtotal - Debt Service	\$ -	\$ 12,741,985	\$ 12,741,985	\$ -	\$ 12,871,061	\$ 12,871,061	\$ -	\$ 128,076	\$ 128,076	1.01%
CAPITAL & DEBT SUBTOTAL											
		\$ -	\$ 14,089,642	\$ 14,089,642	\$ -	\$ 14,633,299	\$ 14,633,299	\$ -	\$ 543,657	\$ 543,657	3.86%
Employee Benefits											
110	Retirement	-	5,008,205	5,008,205	-	5,943,377	5,943,377	-	935,172	935,172	18.67%
111	Non-Contributory Pensions	-	16,700	16,700	-	16,700	16,700	-	-	-	0.00%
112	Unemployment Compensation	-	200,000	200,000	-	200,000	200,000	-	-	-	0.00%
113/114	Group Insurance/Workers Comp	-	15,659,773	15,659,773	-	16,241,944	16,241,944	-	582,171	582,171	3.72%
115	OPEB Inside Levy	-	1,200,000	1,200,000	-	1,200,000	1,200,000	-	-	-	0.00%
115	OPEB Exempt	-	1,800,000	1,800,000	-	1,800,000	1,800,000	-	-	-	0.00%
116	Compensated Absences	-	90,000	90,000	-	90,000	90,000	-	-	-	0.00%
	SHARED COST SUBTOTAL	\$ -	\$ 23,974,678	\$ 23,974,678	\$ -	\$ 26,492,021	\$ 26,492,021	\$ -	\$ 1,517,343	\$ 1,517,343	6.33%
SPECIAL ITEMS											
810	Property Tax Abatements	-	600,000	600,000	-	600,000	600,000	-	-	-	0.00%
	State & County Assessments	-	1,170,420	1,170,420	-	1,200,000	1,200,000	-	29,580	29,580	2.53%
	SPECIAL ITEMS SUBTOTAL	\$ -	\$ 1,770,420	\$ 1,770,420	\$ -	\$ 1,800,000	\$ 1,800,000	\$ -	\$ 29,580	\$ 29,580	1.67%
	BOS TOTAL TAX IMPACT BUDGET	\$ -	\$ 15,294,615	\$ 45,429,754	\$ -	\$ 60,724,368	\$ 15,598,224	\$ -	\$ 47,608,669	\$ 63,204,893	4.08%
NON-TAX IMPACT ITEMS											
27-283	Traffic & Parking Ops. & Cash Capital	236,797	608,450	845,247	240,619	608,450	849,069	3,822	-	3,822	0.45%
	NON-TAX IMPACT TOTAL	\$ 236,797	\$ 608,450	\$ 845,247	\$ 240,619	\$ 608,450	\$ 849,069	\$ 3,822	\$ -	\$ 3,822	0.45%



TOWN OF WELLESLEY
Fiscal Year 2015 -- OPERATING BUDGET REQUEST
Executive Director Department: Mission, Services & Priorities

EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT SERVICES

The Executive Director of General Government Services serves as the senior executive for the Board of Selectmen, and manages the activities of the Office of the Board of Selectmen.

OFFICE OF THE BOARD OF SELECTMEN

The Board of Selectmen is the chief executive board of the Town. It is vested with authority and power to oversee, manage and direct any and all matters and activities affecting the interest and welfare of the Town that are not specifically assigned by law to any other board or office.

The Board has the authority to appoint department heads to various Town offices. It appoints the Executive Director of General Government Services, Finance Director/Chief Financial Officer, Network and Information Systems Director, Fire Chief, Police Chief, Building Inspector and Town Counsel. The Board also appoints members to several town committees such as: the Zoning Board of Appeals, the Registrars of Voters (three of its four members), the Council on Aging, the Municipal Light Board (two of its five members), the Contributory Retirement Board (one of its five members), and the Wellesley Housing Development Corporation. Through the Finance Department, the Board coordinates the preparation of General Government budgets for Central Administrative Services, Employee Benefits, Risk Management (Insurance), Law, Memorial and Veterans' Days commemoration, Parking Fine Processing, Traffic and Parking Management, Sealer of Weights and Measures, Town Facilities Maintenance, Town Report, and Unemployment Compensation.

Other Board responsibilities include authority to issue permits and licenses for alcoholic beverages, common victuallers, take-out food, entertainment, public conveyances, and others. It also administers risk management practices and scholarship programs; coordinates, publishes and distributes the annual Town Report; oversees Town facilities maintenance; addresses public safety matters; determines where traffic and regulatory signage, and pavement markings are located; directs traffic engineering; maintains parking facilities and meters; assigns house numbers; estimates, modifies and maintains voting precincts; administers Town property leases and certain grant applications; and is Town Ombudsman.

RECEIPTS FROM FEES AND CHARGES – Alcohol License Fees, copy fees, etc.

<u>Type of Fee</u>	<u>FY11 Actual</u>	<u>FY12 Actual</u>	<u>FY13 Plan</u>	<u>FY14 Plan</u>	<u>FY15 Plan</u>
Licenses & Permits	\$ 61,790	\$ 69,246	\$ 60,000	\$ 60,000	\$ 60,000

Executive Director Department FY15 Operating Budget Request

Department # 122
 Department Head: Hans Larsen, Executive Director

DEPARTMENT EXPENDITURES	FY11	FY12	FY13	FY14	FY15	\$ Variance FY14-15	% Variance FY14-15
	Actual	Actual	Actual	Budget	Request		
Personal Services							
Full Time	\$ 360,388	\$ 359,967	\$ 300,951	\$ 393,223	\$ 398,108	\$ 4,884	1.24%
Part Time/Temp/Seasonal Longevity	-	-	-	-	-	-	0%
	400	500	500	600	600	-	0.00%
Subtotal, Personal Services	360,788	360,467	301,451	393,823	398,708	4,884	1.24%
Expenses	23,741	21,824	20,415	30,550	30,550	-	0.00%
Encumbrances	1,080	297	152	-	-	-	0%
TOTAL	\$ 385,610	\$ 382,588	\$ 322,018	\$ 424,373	\$ 429,258	\$ 4,884	1.15%

PERMANENT STAFFING (FTEs)

Position Titles:	FY11	FY12	FY13	FY14	FY15
	Actual	Actual	Actual	Budget	Request
Executive Director	1.0	1.0	1.0	1.0	1.0
Senior Deputy Director	1.0	1.0	1.0	1.0	1.0
Deputy Director	1.0	1.0	1.0	1.0	1.0
Staff	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>
Total Number of Positions	6.0	6.0	6.0	6.0	6.0

Executive Director Department FY15 Operating Budget Request

Org	Object	Account # 01-122 Account Title	Explanation	FY11 Actual	FY12 Actual	Recast FY13 Actual	Recast FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
PERSONAL SERVICES										
01122100	511010	Senior Administrator	Salary of the Executive Director	\$ 154,432	\$ 155,976	\$ 165,000	\$ 168,949	\$ 172,328	3,379	2.00%
01122100	511220	Other Professionals*	Salaries of Dep. Directors & Exec. Asst.	88,565	89,203	85,565	174,105	174,105	0	0.00%
01122100	511370	Clerical	Salaries for staff	117,391	114,789	50,386	50,169	51,675	1,505	3.00%
01122100	512290	Part-Time/Seasonal	Part-Time/Seasonal	-	-	-	-	-	-	0.00%
01122100	515050	Longevity	Longevity payment due personnel with more than 15 years service.	400	500	500	600	600	-	0.00%
			PERSONAL SERVICES SUBTOTAL	360,788	360,467	301,451	393,823	398,708	4,884	1.24%

* Vacant position in FY13, approximately \$80,000

EXPENSES										
Org	Object	Account Title	Explanation	FY11 Actual	FY12 Actual	Recast FY13 Actual	Recast FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
01122200	517020	Medical Check-up	Replacement physical	75	-	-	-	-	-	0.00%
01122200	524030	Equip. Maint. Contracts	Maintenance for the time stamp machine.	-	-	200	100	100	-	0.00%
01122200	530500	Training & Development	Training for staff members enables the department to stay informed about changes in laws and procedures related to payroll.	60	1,800	3,000	3,000	3,000	-	0.00%
01122200	530600	Appraisals & Surveys	Appraisals as required for land/municipal surveys.	3,200	320	1,501	3,500	3,500	-	0.00%
01122200	530900	Other Professional Services		3,000	900	-	700	700	-	0.00%
01122200	534010	Postage	For routine mailing and also to cover additional mailings (e.g., reports, surveys, etc.).	2,475	3,890	2,954	4,000	4,000	-	0.00%
01122200	534030	Advertising - General	These funds are for the cost of placing legal ads in local newspapers.	792	1,122	1,391	1,500	1,500	-	0.00%
01122200	534035	Advertising- Employment	For employment advertising.	-	193	887	600	600	-	0.00%
01122200	534040	Printing and Binding Expense	For large jobs which can't be handled by office copier (e.g., budgets and reports).	366	49	478	800	800	-	0.00%
01122200	538030	Microfilming Services	Microfilming of department records which must be kept indefinitely.	-	-	-	1,500	1,500	-	0.00%

Executive Director Department FY15 Operating Budget Request

Org	Object	Account # 01-122 Account Title	Explanation	FY11 Actual	FY12 Actual	Recast FY13 Actual	Recast FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
01122200	542010	Office Supplies	Office supplies	2,844	3,084	1,274	2,600	2,600	-	0.00%
01122200	555020	Periodicals & Newspapers	Newspaper subscriptions	45	198	-	300	300	-	0.00%
01122200	571010	In-state travel (mileage)	For reimbursement of mileage	21	56	163	150	250	100	66.67%
01122200	571110	Conf/Meetings Administrators	Attendance at in and out-of-state conferences enables the Town to keep current on new topics and ideas, and exert some influence on decisions by the state or other groups which may impact the Town.	2,168	1,507	867	2,100	2,000	(100)	-4.76%
01122200	573010	Dues-Administrators	Dues for professional organizations such as MMTA, AICP	709	651	-	1,300	800	(500)	-38.46%
01122200	573040	Dues-Committee/Board Members	Massachusetts Municipal Association and Norfolk County Selectmen's Association dues.	8,015	7,948	7,700	8,400	8,900	500	5.95%
01122200	578010	Approved Special Dept Expense	Funds for the care of Town-owned cemetery lots for indigent persons at Woodlawn Cemetery.	-	105	-	-	-	-	0.00%
01122200	578090	Unclassified Expenses	Inactive Account	(27)	-	-	-	-	-	0.00%
			EXPENSES SUBTOTAL	23,741	21,824	20,415	30,550	30,550	-	0.00%
	570000	Other Charges & Expenses	Encumbered expenses from prior fiscal year	1,080	297	152	-	-	-	0.00%
			DEPARTMENT TOTAL	\$ 385,610	\$ 382,588	\$ 322,018	\$ 424,373	\$ 429,258	\$ 4,884	1.15%

Executive Director Department FY15 Operating Budget Request

Department # 122

Job Title Employee Name	FY14 Rate as of 6/30/2014	Group - Step	FY15 Starting Rate 7/1/2014	Total Yrly Salary	Other Funding Sources		
					Parking (50%)	WSVD	Tax Impact Salary Request (Dept 122)
Executive Director Hans Larsen	\$ 3,236.53	69	\$ 3,301.26	172,326			172,328
Deputy Director Meghan Jop	\$ 1,656.92	60	\$ 1,656.92	86,491			86,491
Deputy Director Terrance Connolly	\$ 1,574.47	58	\$ 1,574.47	82,187			82,187
Executive Assistant Tanyalee Williams	\$ 891.19	51	\$ 891.19	46,520			46,520
Administrative Secretary Alexandra Hobson	\$ 961.10	49-6	\$ 989.93	51,675			51,675
WSVD Admin Support Pat Thompson				-			-
Offsets - 50% of T. Connolly Salary					41,094		(41,094)
Longevity-A. Hobson	N/A	N/A	N/A	600			600
				\$ 439,799	\$ 41,094	\$ -	\$ 398,706

*Note: FY15 Salary is based on 52.2 weeks

Sustainable Energy - FY15 Operating Budget Request

Dept #: 126

Dept Head: Vacant

Funds for study green/sustainability issues, pay for membership dues in ICLEA and other department expenses. Formerly appropriated to the Green Ribbon Committee

Org	Object	Department	Account Title	Explanation	Actual FY11	Actual FY12	Actual FY13	Budget FY14	Request FY15	\$ Variance FY13-14	% Variance FY13-14
01126100	511220	Sustainable Energy	Sustainability Coordinator	Position to be shared by Selectmen & MLP - Eliminated in FY14	\$ 15,029	\$ 18,810	\$ 18,960	\$ -	\$ -	-	0.00%
				PERSONAL SERVICES SUBTOTAL	15,029	18,810	\$ 18,960	\$ -	\$ -	-	0.00%
01125200	579999	Sustainable Energy	SCC Expenses	Funds to study green/sustainability issues, pay for membership dues in ICLEA and other department expenses. Formerly appropriated to the Green Ribbon Committee	4,828	1,361	\$ 6,000	\$ 15,033	\$ 15,033	\$ -	0.00%
				EXPENSES SUBTOTAL	4,828	1,361	\$ 6,000	\$ 15,033	\$ 15,033	\$ -	0.00%
TOTAL TAX IMPACT					\$ 19,857	\$ 20,171	\$ 24,960	\$ 15,033	\$ 15,033	\$ -	0.00%



TOWN OF WELLESLEY
Fiscal Year 2015-- OPERATING BUDGET REQUEST
Finance Department: Mission, Services & Priorities

FINANCE DIRECTOR/CHIEF FINANCIAL OFFICER

The Finance Director serves as the Town Accountant and is the liaison to the Advisory and Audit committees. In addition, the position is the ex-officio member of the Retirement Board. The Finance Director is responsible for establishing and maintaining financial controls, recommending financial policies, procedures and strategies, as well as assisting the Executive Director with purchasing and long range capital planning. The Finance Director appoints the Treasurer/Collector and supervises the Financial Services and Retirement Board staff.

FINANCE DEPARTMENT

The Finance Department coordinates and administers the financial reporting, accounting, payroll, and annual budget activities of the Town. The department maintains the general ledger and official financial records (24 funds and 45 departments). Sophisticated, fully integrated financial software (MUNIS) is used to perform all financial functions (including general ledger, accounts payable, purchasing, payroll, fixed assets, billing, collections, and treasury). Staff performs detailed monthly account reconciliations using MUNIS and other software. The department processes and authorizes all disbursements (annual disbursements in excess of \$150 million). Activities involve weekly and biweekly processing of payroll transactions for more than 1,100 active full time employees; generating deduction information for deferred compensation plans, health and benefit plans; processing invoices for all purchases of goods and services; and maintaining contract and payment records. The department issues templates/instructions to coordinate departmental budget submissions, prepares summary schedules of selectmen budgets, and summarizes town-wide submissions. It also issues financial statements and schedules, performs State and Federal reporting, manages closing of all financial books, and works with the independent auditors on the annual financial and compliance audit in preparation of the Comprehensive Annual Financial Report. Department staff assists in training other departments on use of the financial systems and may help perform detailed financial analysis for various department heads. The department provides accounting assistance for the newly created (2011) West Suburban Veterans' District.

Finance Department FY15 Operating Budget Request

Dept #: 133

Department Head: Sheryl Strother, Finance Director

DEPARTMENT EXPENDITURES	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
Personal Services							
Full Time	\$ 312,334	\$ 327,624	\$ 363,259	\$ 396,509	\$ 413,528	\$ 17,019	4.29%
Assessment Offset (W&S, WSVD)	(2,400)	(2,436)	(19,495)	(27,997)	(34,014)	(6,017)	21.49%
Longevity	700	800	800	800	800	-	0.00%
Subtotal, Personal Services	310,634	325,988	344,564	369,312	380,314	11,002	2.98%
Expenses	4,685	7,362	5,856	8,000	8,000	-	0.00%
Encumbrances	-	-	-	-	-	-	0.00%
Subtotal, Expenses	4,685	7,362	5,856	8,000	8,000	-	0.00%
Total	\$ 315,319	\$ 333,350	\$ 350,420	\$ 377,312	\$ 388,314	\$ 11,002	2.92%

PERMANENT STAFFING (FTEs)

Position Titles:

	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request
Finance Director/Town Accountant	1.0	1.0	1.0	1.0	1.0
Assistant Finance Director	1.0	1.0	1.0	1.0	1.0
Finance and Budget Analyst	1.0	1.0	1.0	1.0	1.0
Staff	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>3.0</u>
Total Number of Positions	5.0	5.0	5.0	5.0	6.0

Finance Department FY15 Operating Budget Request

Org	Object	Account # 01-133	Account Title	Explanation	FY11 Actual	FY12 Actual	Recast FY13 Actual	Recast FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
PERSONAL SERVICES											
01133100	511010		Senior Administrator	Salary of Finance Director/Town Accountant	123,968	122,683	128,323	132,681	135,335	2,654	2.00%
01133100	511220		Other Professionals	Salaries of Assistant Finance Director & Finance & Budget Analyst	93,680	108,563	103,869	124,477	124,477	0	0.00%
01133100	511370		Clerical	Clerical-salaries for staff (2)	94,686	96,378	97,889	100,339	103,349	3,010	3.00%
01133100	511370		Clerical	Formerly Pat Thompson's position in the Selectmen Office (added hours)	-	-	32,979	39,012	50,368	11,356	29.11%
01133100	512290		Assessments	Offset WSVLD clerk and accounting, and Water/Sew	(2,400)	(2,436)	(19,495)	(27,997)	(34,014)	(6,017)	21.49%
01133100	515050		Longevity	Longevity payment due personnel with more than 10 years service.	700	800	800	800	800	-	0.00%
				PERSONAL SERVICES SUBTOTAL	310,634	325,988	344,564	369,312	380,314	11,002	2.98%
01133200	517020		Medical check-up		75	-	-	-	-	-	0.00%
01133200	530200		Accounting & Auditing Services		580	725	580	1,000	1,000	-	0.00%
01133200	530500		Training & Development		-	569	-	1,000	1,000	-	0.00%
01133200	534010		Postage	For routine mailing.	183	271	266	400	400	-	0.00%
01133200	534030		Advertising - General	Cost of placing legal ads and meeting agendas in local newspapers.	140	-	-	-	-	-	0.00%
01133200	534035		Advertising- Employment	For employment advertising.	221	-	-	400	400	-	0.00%
01133200	538030		Microfilming Services	Microfilming of department records which must be kept indefinitely.	-	503	-	-	-	-	0.00%
01133200	542010		Office Supplies	Office supplies as needed.	1,773	1,792	1,268	2,000	2,000	-	0.00%
01133201	555020		Periodicals and Newspapers		-	-	226	-	-	-	0.00%
01133200	571010		In-state travel (mileage)	For reimbursement of mileage	227	67	200	700	700	-	0.00%
01133200	571110		Conf/Meetings Administrators	Attendance at in and out-of-state conferences enables the Town to keep current on new topics and ideas.	911	1,959	420	1,800	1,800	-	0.00%
01133200	573010		Dues-Administrators	Dues for professional organizations such as PRIMA, GFOA, MVA etc.	575	575	445	700	700	-	0.00%
01133200	568120		Office Machines Rep		-	900	2,450	-	-	-	0.00%
				EXPENSES SUBTOTAL	4,685	7,362	5,856	8,000	8,000	-	0.00%
				570000 Other Charges & Expenses	-	-	-	-	-	-	0.00%
				Encumbered expenses from prior fiscal year	-	-	-	-	-	-	0.00%
				DEPARTMENT TOTAL	\$ 315,319	\$ 333,350	\$ 360,420	\$ 377,312	\$ 388,314	\$ 11,002	2.92%

Finance Department FY15 Operating Budget Request

Job Title Employee Name	FY14 Rate as of 6/30/2014	Group - Step	FY15 Starting Rate	Step Adjustment Date	Adjusted Rate	Other Appropriation:			General Fund Budget Request	Total salary request			
						Sewer	Water	WSVD Asmt					
Finance Director/Town Accountant Sheryl Strother	\$ 2,541.78	66	\$ 2,592.62						\$ 135,335	\$ 135,335			
Assistant Finance Director Rachel Lopes	\$ 1,403.85	58	\$ 1,403.85						\$ 73,281	\$ 73,281			
Finance and Budget Analyst James Ryan	\$ 980.77	56	\$ 980.77						\$ 51,196	\$ 51,196			
Payroll Accountant Jeanne McGrath	\$ 961.10	49-6	\$ 989.93						\$ 51,675	\$ 51,675			
Accounts Payable Accountant Megan MacFarlane	\$ 961.10	49-6	\$ 989.93						\$ 51,675	\$ 51,675			
Accounting Assistant Vacant	\$ -	53	\$ 964.90						\$ 50,368	\$ 50,368			
WSVD Assessment Offset								(29,014)	\$ (29,014)	\$ (29,014)			
Water and Sewer Offset								(2,500)	\$ (5,000)	\$ (5,000)			
Longevity-J. McGrath									\$ 800	\$ 800			
Human Resources article does not provide funding for management under contract									\$ (2,500)	\$ (2,500)	\$ (29,014)	\$ 380,314	\$ 380,314

¹ Water & Sewer enterprise funds are assessed accounting charges for AFP, payroll processing, and financial statement preparation.

FY14 will be the 7th year of this arrangement, although the assessment is significantly reduced.

² Accounting Assistance for Veteran's District

*Note: FY15 Salary is based on 52.2 weeks



TOWN OF WELLESLEY
Fiscal Year 2015 -- OPERATING BUDGET REQUEST
Treasurer/Collector's Office: Mission, Services & Priorities

It is the mission of the Treasurer/Collector's office to provide the highest level of customer service and support to all of the Town's constituencies (i.e., taxpayers, employees, retirees or vendors), as well as satisfy the legal requirements set forth in Massachusetts General Laws and the Town's bylaws. This mission is illustrated through the following activities:

The office of the Treasurer/Collector is responsible for all cash management activities of the Town and the newly (2011) created West Suburban Veteran's District, as demonstrated by the following activities:

- Collects all taxes and certain other bills due to the Town;
- Accounts for and invests all available cash (excluding the Retirement System);
- Disburses all Town (and West Suburban Veteran's District) funds via accounts payable and payroll processes;
- Maintains all records for and properly disburses the Town's various tax obligations; and administers all Town Trust Funds.

The office of the Treasurer/Collector administers all of the Town's employee group benefit programs (except retirement) as demonstrated by the following activities:

- Administers the group health insurance program, in conjunction with the Human Resources Department, and represents the Town on the regional joint purchase group that provides the plans;
- Administers the Town's group life insurance program and voluntary deferred compensation program;
- Administers the Town's defined contribution plan for part-time, temporary and seasonal employees who are not eligible to join the retirement plans that cover the balance of the Town's employees;
- Administers the Town's Long Term Disability insurance and Dental Insurance program in conjunction with the Human Resources Department;

The office of the Treasurer/Collector is responsible for all debt management activities of the Town as demonstrated by the following activities:

- Produces all documentation required for both short and long term borrowing issues;
 - Works with the rating agencies to maintain the Town's bond rating; and disburses all town debt payments.
- The office of the Treasurer/Collector assists in the administration of other town wide functions to assure the highest quality of services to taxpayers, elected officials and employees, as demonstrated by the following activities:
- Administers the Town's self insured Workers' Compensation program;
 - Serves as backup to the Office of the Parking Clerk, and supervises the Town's parking enforcement function;
 - Coordinates all incoming and outgoing mail activities for Town Hall; and coordinates the Town's United Way program.

Treasurer/Collector Department - FY15 Operating Budget Request

Org	Obj	Account # 01-145 Account Title	Explanation	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
PERSONAL SERVICES										
01145100	511010	Senior Administrator	Treasurer/Collector	\$ 106,621	\$ 106,298	\$ 107,881	\$ 110,191	\$ 110,191	(0)	0.00%
01145100	511220	Other Professional Staff	Assistant Treasurer/Collector	56,557	58,512	59,289	60,410	60,410	0,494	0.00%
01145100	511370	Clerical	Two accounting clerks.	83,414	87,947	89,043	92,410	91,287	(1,123)	-1.22%
01145100	512290	Temporary Help		300	(1,218)	(1,248)	2,000	3,123	1,123	56.15%
		PERSONAL SERVICES SUBTOTAL		\$ 246,892	\$ 251,539	\$ 254,965	\$ 265,011	\$ 265,011	(0)	0.00%
EXPENSES										
			This covers the cost of maintenance for the Department's copier, typewriter and postal equipment.	\$ 1,203	\$ 1,547	\$ 2,387	\$ 1,600	\$ 1,600	\$ -	0.00%
01145200	524030	Equipment Maintenance	Cover cost of postage system that was installed in FY05.	3,313	3,313	3,313	3,313	3,313	\$ -	0.00%
01145200	527030	Equipment Rental/Lease	Banking services include lockbox, depository, custodial and checking services.	57,707	54,149	42,781	63,000	62,500	\$ (500)	-0.79%
01145200	530900	Other Professional Services	The postage budget for the Treasurer's Office covers postage costs for mailing real estate, personal property and motor vehicle excise bills and payroll and expense checks, W-2 and 1099 forms, miscellaneous billings plus all departmental correspondence. The Treasurer's Office oversees the processing of outgoing mail from the Town Hall. Of the approx. 77,000 (exclusive of tax bills which are mailed by MLP but paid for out of this budget) pieces of mail processed annually, this budget covers the department's 31,000 pieces while the 46,000 other pieces are charged back to various departments.	25,776	30,854	34,893	35,000	36,150	\$ 1,150	3.29%
01145200	534010	Postage		-	-	-	-	-	\$ -	0.00%
01145200	534020	Telephone	All phone costs now centralized	-	-	-	-	-	\$ -	0.00%
01145200	534030	Advertising - General	Notification to the public that tax bills have been mailed and legal advertisement for tax takings.	344	255	275	400	300	\$ (100)	-25.00%

Treasurer/Collector Department - FY15 Operating Budget Request

Org	Obj	Account # 01-145 Account Title	Explanation	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
01145200	534040	Printing & Mailing Expense	The printing/mailling budget for the Treasurer's Office covers the cost of printing the stock forms for real estate, personal property, excise bills, W-2's, 1099's and the check stock for payroll and expense checks. In addition, envelopes for mailing all the above items are purchased from this account. Tax billing is contracted to the MLP through their Pitney Bowes equipment.	7,920	7,435	7,625	8,000	8,000	-	0.00%
01145200	534060	Photocopying	Beginning FY11 all Townhall copying costs are included as one line item in Dept 199	-	-	-	-	-	-	0.00%
01145200	542010	Office Supplies	Standard office supplies plus supplies for personal copier, LaserJet and mail machine. The Treasurer attends meetings of the Mass. Govt. Finance Officers Assoc. and the Mass Collector/Treasurer Assoc. This also covers the cost of attending the annual MMA Meeting in Boston.	741	1,358	1,815	1,700	1,500	(200)	-11.76%
01145200	571110	Conf. Meetings - Administrators	The Treasurer attends the annual GFOA Conference.	175	661	218	650	450	(200)	-30.77%
01145200	572110	Conf/Mtgs - Administrators	Treasurer and Asst. Treasurer belong to Mass. Collectors & Treasurers Assoc. and the Treasurer belongs to the Mass. Government Finance Officers Assoc. & Government Finance Officers Assoc. of U.S. & Canada.	-	-	-	1,400	1,400	-	0.00%
01145200	573010	Dues - Administrators	M.G.L.'s require that the Treasurer/Collector and Assistant maintain two bonds each and that the Town's Deputy Collector be bonded.	720	790	645	800	650	(150)	-18.75%
01145200	574120	Public Employee Bond	Tax Taking costs, including attorney and filing.	2,788	2,788	2,788	3,000	3,000	-	0.00%
01145200	595540	Tax Title Costs	EXPENSES SUBTOTAL	4,401	4,544	4,622	5,000	5,000	-	0.00%
		570000 Other Charges & Expenses	Encumbered expenses from prior fiscal year	8,250	8,124	10,207	-	-	-	0%
			DEPARTMENT TOTAL	\$ 360,231	\$ 367,358	\$ 366,534	\$ 388,874	\$ 388,874	\$ -	0.00%

Treasurer/Collector Department - FY15 Operating Budget Request

Job Title Employee Name	FY14 Rate as of 6/30/14	Group - Step	Hrly rate	Hrs/Week	FY15 RATE REQUEST		Step adjustment Rate	Adjusted Date	Total Budget Request
					FY15 Starting Rate 7/1/2014				
Treasurer/Collector Marc Waldman	\$ 2,110.94	63			\$ 2,110.94				110,191
Assistant Treasurer/Collector Robin Foster	\$ 1,157.27	54			\$ 1,157.27				60,410
Accounting Clerk Elizabeth Kelley - 3/13/13 hire date Group 47-2	\$ 742.35	47-3	22.82	35	\$ 798.70	47-4 \$23.87	3/13/2015		42,265
Accounting Clerk Kathryn Rumsey - 8/31/11 Reclassified to Group 47-6	\$ 885.15	47-6	26.05	35	\$ 939.10				49,021
WSDV assessment									4,341
Temporary Help									(1,218)
									265,011

*Note: FY15 Salary is based on a 52.2 week year.



TOWN OF WELLESLEY
Fiscal Year 2015 -- OPERATING BUDGET REQUEST
Information Technology: Mission, Services & Priorities

The Information Technology (IT) Department is responsible for planning, promoting, maintaining, and supporting computer software and hardware technologies that facilitate the efforts of all Town departments to service the residents of Wellesley. More specifically, IT staff implements policies and procedures to ensure the quality and consistency of the Town's digital resources; provides programming support for financial (e.g. accounting, payroll, billing) and other business management applications; provides technical support for personal computers, servers, and peripherals; maintains a secure, reliable, high-speed campus network with internet connectivity for all staffed buildings; and helps Town managers make informed decisions through the implementation of Geographic Information System (GIS) technologies.

With funds requested in this budget year, the IT Department will continue to provide the following essential services:

- Prepare more than 38,000 real estate and personal property tax bills and 26,000 motor vehicle excise tax bills.
- Maintain Payroll data and Human Resources information for 1,300 full- and part-time employees.
- Control and upkeep 9,150 vendor histories and 26,500 utility accounts.
- Manage contracts to keep current with contemporary PC software and hardware standards.
- Train all Town staff on basic desktop applications (e.g. Microsoft Office suite of software) and related technologies.
- Expand and enhance the Town's campus fiber network.
- Build and maintain a database of digital geographic base map layers. {GIS}
- Produce maps and spatial analysis on-demand for all Town departments, boards, and committees.
- Support and collaborate with the IT Department of The Wellesley School System.
- Coordinate all activities related to the Town's website (www.wellesleyma.gov)

Information Technology - FY15 Operating Budget Request

Fund - 01, 21

Dept #: 155

Department Head: Thomas D'Orazio, NIS Director

DEPARTMENT EXPENDITURES	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
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Personal Services

Full Time	\$ 615,922	\$ 607,819	\$ 625,825	\$ 643,182	\$ 643,178	(4)	0.00%
Part Time	2,340	2,820	4,000	5,000	1,000	(4,000)	-80.00%
Internal Service Reimbursements	<u>(163,463)</u>	<u>(166,732)</u>	<u>(168,900)</u>	<u>(172,278)</u>	<u>(175,724)</u>	<u>(3,446)</u>	<u>2.00%</u>
Subtotal, Personal Services	\$ 454,799	\$ 443,907	\$ 460,925	\$ 475,904	\$ 468,454	(7,450)	-1.57%

Expenses	246,210	213,545	307,375	310,675	316,024	5,349	1.72%
Internal Service Reimbursements	<u>(87,277)</u>	<u>(89,023)</u>	<u>(93,248)</u>	<u>(95,112)</u>	<u>(97,015)</u>	<u>(1,903)</u>	<u>2.00%</u>
Subtotal, Expenses	\$ 158,933	\$ 124,522	\$ 214,127	\$ 215,563	\$ 219,009	\$ 3,446	1.60%

TOTAL TAX IMPACT	\$ 613,732	\$ 568,428	\$ 675,052	\$ 691,467	\$ 687,463	\$ (4,004)	-0.58%
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PERMANENT STAFFING (FTEs)

Position Titles:

	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request
Director	1.0	1.0	1.0	1.0	1.0
Asst Dir, Op Mgr/Network Mgr	3.0	3.0	3.0	3.0	3.0
GIS Mgr & Adm, (2) Prog Analyst	<u>4.0</u>	<u>4.0</u>	<u>4.0</u>	<u>4.0</u>	<u>4.0</u>
Total Number of Positions	8.0	8.0	8.0	8.0	8.0

Information Technology - FY15 Operating Budget Request

Account # 21-155-100 Account Title	Explanation	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
534090 Other Communications Services	Fiber optic electronic equipment maintenance contract. Fiber termination maintenance equipment.	15,964	5,259	18,050	15,000	12,000	(3,000)	-20.00%
542040 Paper & Stationary	Computer paper.	223	-	1,000	500	500	-	0.00%
542090 Other General Supplies	This amount covers the cost of other supplies such as printer cartridges, plotter supplies, etc.	-	-	6,400	7,000	5,000	(2,000)	-28.57%
553060 Computer Supplies	Maintenance of P.C. and peripheral equipment. Upgrade of P.C. hardware on a scheduled upgrade path for all Town Departments. {Responsibilities include 275+ Personal Computers & Printers}	20,397	(19,190)	37,250	37,250	35,000	(2,250)	-6.04%
571010 Travel - Mileage	Reimburse staff use of personal vehicles as needed.	731	636	1,500	1,500	1,500	-	0.00%
571120 Conf/Mtgs - Professional & Administration Staff	Mass. Government Information Services Assoc. (MGISA), Mass Government Finance Offices Assoc. (MGFOA)/Munis Annual Conference	1,892	1,000	3,500	3,500	4,000	500	14.29%
572120 Conf/Mtgs - Administrative Staff		-	-	-	-	-	-	0.00%
573020 Dues - Professional Staff	M.G.I.S.A. - Mass I/S Assoc. & M.G.F.O.A.	60	-	150	150	150	-	0.00%
578010 Approved Special Dept Expense*		(87,277)	(89,023)	(93,248)	(95,112)	(97,015)	(1,903)	2.00%
	* See note below.							
	EXPENSES SUBTOTAL, NET OF REIMBURSEMENTS	\$ 158,933	\$ 124,522	\$ 214,127	\$ 215,563	\$ 219,009	\$ 3,446	1.60%
	DEPARTMENT TOTAL, NET OF REIMBURSEMENTS (Tax Impact)	\$ 613,732	\$ 568,428	\$ 675,052	\$ 691,467	\$ 687,463	(4,004)	-0.58%
	DEPARTMENT TOTAL, GROSS	\$ 864,472	\$ 824,183	\$ 937,200	\$ 958,857	\$ 960,202	\$ 1,345	0.14%

*The Enterprise Funds (Water, Sewer and Municipal Light) reimburse the Town for N.I.S. and financial services provided by the Town. This reimbursement covers the Enterprise Funds' share of both direct and indirect N.I.S. costs (programmer costs and fringe benefits, computer costs, G.I.S. costs, the N.I.S. Department's share of building and utilities costs), as well as their share of Financial Services payroll and general ledger costs. The entire amount of the reimbursement is applied to the N.I.S. budget, although some of the expenditures are found in other budgets. If the expenditures were to be spread over other departments, those budgets would decrease but the N.I.S. budget would increase by the same amount, leaving the net effect the same. MLP & Water/Sewer have agreed to a 2% increase in FY15.

Information Technology - FY15 Operating Budget Request

Job Title Employee Name	FY14 Rate as of 6/30/2014	FY15 RATE REQUEST***		Total Budget Request
		Group - Step	FY15 Starting Rate 7/1/2014	
Director Thomas D'Orazio	\$ 2,244.67	61	\$ 2,244.67	\$ 117,172
Assistant Director Robert Ruscetti	\$ 1,802.23	58	\$ 1,802.23	\$ 94,076
Operations Manager Jane Gates	\$ 1,505.10	57	\$ 1,505.10	\$ 78,566
Network Manager Vernon Ng	\$ 1,666.35	57	\$ 1,666.35	\$ 86,983
G.I.S. Manager Brian Dupont	\$ 1,522.67	57	\$ 1,522.67	\$ 79,483
G.I.S. Administrator Christine Narayana	\$ 1,133.00	55	\$ 1,133.00	\$ 59,143
Programmer Analyst Jean Leger	\$ 1,251.17	53	\$ 1,251.17	\$ 65,311
Programmer Analyst Charlie Whittall	\$ 1,196.23	53	\$ 1,196.23	\$ 62,443
Temporary Help				\$ 1,000
Total Salary \$				644,178

Town Report - FY15 Operating Budget Request

Dept #: 195

Dept Head: Hans Larsen, Executive Director

Org	Object	Account Title	Explanation	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
01195200	534040	Town Report	For printing the Town Report and mailing copies to Town Meeting members.	3,659	2,917	2,962	4,000	4,000	\$ -	0.00%

Board of Selectmen - Central Administrative Services FY15 Operating Budget Request

The Office of the Board of Selectmen, through the Central Administrative Services budget, works to maintain and improve productivity by providing quality support services to meet the needs of all departments housed at Town Hall. The Central Administrative Services program is responsible for the management and operation of the telephone and copying system.

Dept #: 199
 Dept Head: Hans Larsen, Executive Director

Org	Object	Account Title	Explanation	FY11 Actual	FY12 Actual	FY13 Actual*	FY14 Budget*	FY15 Request*	\$ Variance FY14-15	% Variance FY14-15
01199200	521010	Electricity	Electric usage at the Town Hall.	\$ 38,056	\$ 34,636	-	-	-	\$ -	0.00%
01199200	521020	Natural Gas	Heating for the Town Hall.	17,530	11,389	\$ 22.65	-	-	\$ -	0.00%
01199200	521030	Fuel Oil	Fuel for the backup heating system at the Town Hall.	-	-	-	-	-	\$ -	0.00%
01199200	523010	Water	Water usage at the Town Hall. Starting FY13 only included bottled water.	3,227	2,174	\$ 885.36	-	-	\$ -	0.00%
01199200	523020	Sewage	Sewer charges at the Town Hall.	3,060	1,579	\$ -	-	-	\$ -	0.00%
Beginning FY10 Town Hall Utilities will budgeted under this department #199.										
				Subtotal Utility Cost						
			Maintenance for 3 copiers, telephone system & Townhall typewriters. Online access to Massachusetts General Laws (Westlaw.com).	\$ 61,873	\$ 49,779	\$ 908	\$ -	\$ -	\$ -	0.00%
01199200	524030	Equipment Maintenance Contracts		\$ 14,666	\$ 15,596	\$ 13,955	\$ 16,500	\$ 16,500	\$ -	0.00%
01199200	534020	Telephone Usage	Telephone & Cell Phone monthly charges. Includes Facility dept. cell phones	11,959	10,238	14,239	13,000	13,000	\$ -	0.00%
01199200	534025	Telephone Repair/ Replacement	Telephone repair costs.	1,399	-	-	1,000	1,000	\$ -	0.00%
01199200	542010	Office Supplies	Centralized Office Supply Account for all of Townhall - administered by Treasurers Office	2,229	2,057	2,990	3,000	3,000	\$ -	0.00%
01199200	542020	Copier Supplies	Centralized paper for all Town Hall copiers, printers & faxes.	3,588	4,421	4,036	5,000	5,000	\$ -	0.00%
01199200	542090	Other Supplies/Copy Charges	Beginning FY2011 Copy charges will not be charged back to departments.	297	-	-	-	-	\$ -	0.00%
011998xx	570000	Other Charges & Expenses	Encumbered expenses from prior fiscal year	876	1,957	935	-	-	\$ -	0.00%
Total Expenses				\$ 96,886	\$ 84,048	\$ 37,064	\$ 38,500	\$ 38,500	\$ -	0.00%



TOWN OF WELLESLEY
Fiscal Year 2015-- OPERATING BUDGET REQUEST
Facilities Maintenance Department: Mission, Services & Priorities

The Town of Wellesley Facilities Maintenance Department (FMD) was created by Town Meeting vote in March 2012 and officially began operations on July 1, 2012. Overseen by the Town's Executive Director of Government Services, the department falls under the jurisdiction of the Board of Selectmen. The FMD is responsible for the operation and maintenance of all schools and most municipal buildings in the Town. The Municipal Light Plant and Department of Public Works currently manage their own buildings.

The mission of the Facilities Maintenance Department (FMD) is to treat department managers as highly valued customers, by being responsive to their facility needs and allowing them to focus on their own core missions. Facilities will be professionally managed, operated and maintained in an efficient manner and within established budgets. FMD shall maximize service life of facilities and equipment, protecting valuable public assets, through regular preventive maintenance and collaboratively prepared long-term capital plans. FMD staff recognizes the uniqueness of each department's building and operational needs and accomplishes their work in a way that minimizes service interruption. Sustainability and energy efficiency are at the forefront of all FMD operations and practices, and staff shall endeavor to incorporate these into all aspects of their work.

The FMD is responsible for custodial service, maintenance and cash-capital projects in all twenty buildings, which total over one million square feet, with a staff of 64.3 FTEs. 11.5 new FTE positions were added to the FMD when it was formed. The staff includes a director, five managers (including the proposed Building Operations Position), seven maintenance technicians, 49.3 custodians, an administrative assistant and a financial assistant. The inventory of buildings for which FMD has responsibility include the ten schools, Field House at Sprague, three libraries, two fire stations, the Police Station, Town Hall, Warren Building, and Moses Pond bathhouse. The main office is currently located in temporary space at the Middle School; however the department is in search of a location for a permanent home.

The organizational structure of the FMD has four core business areas-custodial, maintenance, energy and cash-capital projects-each of which is overseen by a professional manager that reports to the Facilities Director. Preventive maintenance practices are a focus of the department, as are custodial procedures which incorporate "green cleaning" techniques. Capital projects are identified during planning through a collaborative approach with department managers and school principals. Design and construction is managed within the Department and also through outside design professionals. Building projects costing \$100,000 or more are managed by the Town's Permanent Building Committee (PBC). The FMD's Energy Manager is charged with managing and reducing energy consumption, with an eye towards sustainability issues. Work is primarily accomplished using FMD staff, however certain work is outsourced based on criteria including cost effectiveness, technical capabilities/specialty work, and backlog. The FMD utilizes a computerized maintenance management system (CMMS) to document and track repairs and preventive maintenance work, and process approximately 1,400 maintenance work order requests annually.



TOWN OF WELLESLEY
Fiscal Year 2015-- OPERATING BUDGET REQUEST
Facilities Maintenance Department: Mission, Services & Priorities

The staff of the FMD includes both union and non-union members. Non-union members include the managers and central office staff, as well as custodians and maintenance staff working in municipal buildings. The American Federation of State, County, and Municipal Employees (AFSCME), Council 93, Local 49 represents custodians and maintenance staff working in the school buildings on collective bargaining issues. Full time custodians working in the Main Library are members of the Wellesley Free Library Staff Association union. The status of collective bargaining agreements as of November 27, 2013 is as follows: the AFSCME agreement expires June 30, 2014 (FY14) and the Library employee's agreement has already expired and they are currently negotiating a new contract.

The FMD's FY15 Operating Budget Request provides for the continued successful operation and maintenance of the buildings within its purview. **Overall, we are requesting a 1.92% increase in our FY15 budget.** Additional information regarding the personal services and expenses components of the budget are provided.

Personal Services

The overall personal services budget increase is 2.26% for FY15. The net increase is comprised of four items:

Cost-of-Living Allowance (COLA): The guideline 3% increase for personal services for Series 40 employees was followed. The cost of this increase was \$18,384, or 0.51% of the FY15 personal services budget.

Net Salary Change: This item includes changes to steps, longevity, and other adjustments. Both union and non-union hourly employees have compensation that is based on increasing salary rates per "steps" over time, with an upper limit. These employees also have a lump sum "longevity" allowance per year, which is paid to them each year after they reach a certain milestone. FY15 included increases for steps, a small decrease for longevity due to two retirements and a decrease to account for some FY14 salary overestimates. The salary overestimates were a result of the newly created FMD having only a few months of history at the time that the FY14 budget was created and the fact that there were 11.5 FTE new positions. For FY15 there is a net decrease of \$3,218, which is 0.09% of the total personal services budget.

Salary Adjustments and Overtime Increase:

1. Salary Adjustment: This requested salary increase is for the proposed conversion of a custodian position to a *Head Custodian* position at the Warren Building. The new head custodian position is part of an FMD goal to establish head custodians at all municipal buildings, to allow for better overall management of these buildings. This is the model used successfully in school



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buildings except for the Warren which remains the only FMD building without a Head Custodian (excluding fire stations). The cost of this position change is approximately \$1,917, which accounts for 0.05% of the total FY15 personal services budget increase.

2. Overtime Increase: This requested salary increase is for custodial overtime in school buildings to accommodate after-hours school events such as PTOs, parent meetings, etc., which fall in the "Class I" rental category (School and Town uses). The cost of this change is approximately \$5,000, which accounts for 0.14% of the total FY15 personal services budget increase.
3. A third change is related to the creation of a new position – Building Operations Liaison (BOL). This new position in the FMD is intended to support large debt exclusion projects managed by the PBC, and was approved at the December 2013 Special Town Meeting. Six months of salary (\$42,000) will become part of the FY14 budget, leaving an incremental increase of \$58,000, which accounts for 1.6% of the total FY15 personal service budget increase.

The personal services increase is summarized in the table below:

<i>Increase Component</i>	<i>Cost</i>	<i>Percentage of Increase</i>
Cost of Living	\$18,384	0.51%
Net Salary Change	(\$3,218)	(0.09%)
Salary Adjustments	\$1,917	0.05%
Overtime Increase	\$5,000	0.14%
BOL Hiring Lag	\$58,000	1.6%
Total	\$80,083	2.26%

Expenses

The overall expense budget increase was 1.51% for FY15. Expenses within the FMD fall into five general categories: Custodial, Maintenance, Utilities, Vehicle Maintenance, and Central Office. *The FY15 budget does not fall within the established 0% increase guideline, due largely to the significant increase in natural gas prices, which is our second costliest utility behind electricity.* We do not expect to be able to accommodate the large natural gas increase by reducing other expense budgets (custodial and maintenance); however we believe we can absorb half of the expected natural gas increase through increased energy efficiency. A brief description of the



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items included in each category is provided, with some additional details surrounding the utilities, which comprise the largest percentage of the expenses.

Custodial: This includes cleaning supplies and equipment and uniforms.

Maintenance: This includes parts/equipment/supplies for use by in-house maintenance technicians, as well as cost of out-sourced work to vendors for work which cannot be accomplished by in-house staff. The outsourced maintenance budgets are further itemized to track preventive maintenance expenses (Building Maintenance) and repair maintenance (Other Contractual Services).

Vehicle Maintenance: There are eight existing vehicles in the FMD and a replacement for the 20-year old box truck (used for deliveries) is being requested as part of the FMD's FY15 capital budget. The five budgets within this category provide for gasoline, parts/supplies/equipment and outsourced repair and preventive maintenance of these vehicles, which cannot be performed by the in-house maintenance/mechanic.

Central Office: This budget category provides for office equipment, supplies, training/professional development, computers, cell phones and work-related mileage reimbursement.

Utilities: There are seven budgets within this category. Telephone service charges and telephone repairs are not part of the FMD's responsibilities.

Electrical: This is the largest utility cost. MLP expects no increase for FY15, so we have no increase assumed in our budget.

Natural Gas: This is the second largest utility cost and it has two components: a National Grid cost to deliver the gas and a third party supplier from whom the Town purchases gas. The most favorable contract we could negotiate for our FY15 third party supplier will result in a fairly significant increase of 12%, or about \$86,000. This increase is not surprising as natural gas prices rose substantially over the past year. ***The FMD is aggressively pursuing both capital and behavioral energy conservation measures, and therefore we believe that we can cut the expected increase in half by implementing these measures. The success of this is will require the cooperation and understanding of our customers.*** As a result, only 6% of the 12% expected cost increase was assumed for FY15 – which equates to a \$43,000 reduction in expected use.



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Water and Sewerage: These utilities are provided by the DPW and Massachusetts Water Resources Authority and managed locally by the DPW. Per DPW recommendations, a 5% increase is assumed for water and a 7% increase is assumed for sewerage.

School Trash and Recycling: The School Department is in year four of a five-year contract to haul waste and single-stream recycling. The single-stream recycling program has increased overall recycling in the schools. Because the prices are fixed throughout the terms of the contract a 0% increase is assumed.

Fuel Oil: All FMD buildings are heated using natural gas except for the Fells Library; however, diesel fuel is needed for emergency generators at the Middle School and High School. The Middle School also uses No. 2 fuel oil as a backup heating source. No increase is assumed for these items.

Facilities Maintenance Department - FY15 Operating Budget Request Summary

Dept #: 192

Department Head: Joseph McDonough

DEPARTMENT EXPENDITURES	FY11	FY12	FY13	FY14	FY15	\$ Variance	% Change
	Actual	Actual	Actual	Budget	Request	FY14-15	FY14-15
Personal Services	2,516,716	2,595,907	3,132,157	3,538,919	3,619,002	\$ 80,083	2.26%
Expenses	2,685,236	2,456,278	2,533,583	2,894,187	2,937,778	\$ 43,591	1.51%
TOTAL	\$ 5,201,952	\$ 5,052,185	\$ 5,665,740	\$ 6,433,106	\$ 6,556,780	\$ 123,674	1.92%

PERMANENT STAFFING (FTEs)

Position Titles:	FY11	FY12	FY13*	FY14*	FY15
	Actual	Actual	Actual	Actual	Request
Management and Administration	3.0	4.0	7.0	8.0	8.0
Tradesmen	0.0	0.0	7.0	7.0	7.0
Custodians	<u>10.6</u>	<u>10.8</u>	<u>49.3</u>	<u>49.3</u>	<u>49.3</u>
Total Number of Positions	13.6	14.8	63.3	64.3	64.3

*FY13 and FY14 FTE's reflect the budgeted staffing levels as of 7/1/12 when the new FMD for Town and School became consolidated.

Facilities Maintenance Department FY15 Operating Budget

Location	Sch Org # (if Different)	Org #	Obj	Account # 01-192	Account Title	Building	Explanation	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15	
PERSONAL SERVICES																
Director's Office		01192100	511010		Senior Administrators			82,653	36,101	-	130,093	132,784	132,784	(0)	0.00%	
Director's Office		01192100	51130		Manager/Assistant						272,794	353,091	411,463	58,372	16.53%	
Director's Office		01192100	511220		Other Professional Staff			112,822	111,354	125,055	-	-	-	-	-	
Director's Office		01192100	511300		Accountant						18,538	53,204	53,732	528	0.99%	
Director's Office		01192100	511310		Administrative Assistant						52,000	52,200	53,111	911	1.75%	
Director's Office		01192100	511340		Tradesman				29,941	65,049	149,529	192,400	202,163	8,753	5.07%	
Director's Office		01192100	511370		Chemical			45,138	20,347	5,325	26,981	533		(533)	-100.00%	
Town Hall		01192100	513120		Scheduled Overtime	Town Hall		11,073	-	-	565	914	-	(914)	-100.00%	
Town Hall		01192100	514010		Shift Differential	Police	Custodians	1,433	-	-	2,057					0.00%
Town Hall		01192101	511330		Custodians			47,901	51,900	52,385	96,550	101,626	106,158	4,532	4.48%	
Town Hall		01192101	512050		Temporary Custodians/Laborer			41,876	46,040	40,101	-	-	-	-	-	0.00%
Town Hall		01192101	513120		Scheduled Overtime	Town Hall		11,073	21,941	18,801	5,705	11,000	10,500	(500)	-4.55%	
Town Hall		01192101	513110		Emergency Overtime	Town Hall		-	-	-	-	-	500	500	0.00%	
Town Hall		01192101	514010		Shift Differential	Police	Custodians	1,433	1,445	1,391	1,384	1,768	1,768		0.00%	
Town Hall		01192101	515050		Longevity	Police	Overtime-Police			300	300	300	500	200	66.67%	
Police		01192102	511330		Custodians	Police		85,441	87,133	88,448	89,683	96,328	101,639	5,313	5.52%	
Police		01192102	513120		Scheduled Overtime	Recreation	Custodians	7,752	5,348	6,830	8,642	8,000	7,500	(500)	-6.25%	
Police		01192102	513120		Emergency Overtime	Recreation	Custodians	-	-	-	-	-	500	500	0.00%	
Police		01192102	515050		Longevity	Recreation	Overtime	500	500	1,200	600	800	1,000	400	66.67%	
Warren		01192107	511330		Custodians	Library	Custodians	86,068	87,748	83,848	101,354	104,448	108,217	3,769	3.61%	
Warren		01192107	513120		Scheduled Overtime	Library	Custodians			-	1,815	2,500	2,000	(500)	-20.00%	
Warren		01192107	513120		Emergency Overtime	Library	Custodians			-	-	-	500	500	0.00%	
Warren		01192107	515050		Longevity	Library	Custodians			-	-	-	300	300	0.00%	
PAWS		13410510	511330		Custodians	Library	Custodians	20,229	20,478	20,803	16,817	20,570	21,747	1,177	5.72%	
PAWS		13410510	512050		Temporary Custodians/Laborer				60	90	-	-	-	-	-	0.00%
PAWS		13410510	513120		Scheduled Overtime			613	908	917	1,121	1,088	1,088		0.00%	
PAWS		01192110	513110		Emergency Overtime										0.00%	
PAWS		13410610	513120		Scheduled Overtime			273	894	1,090	-	-	-	-	0.00%	
PAWS		01192110	514010		Shift Differential						380	-	-	-	0.00%	
Bales		13410511	511330		Custodians			84,901	79,680	82,624	94,593	108,792	109,328	536	0.49%	
Bales		13410511	512050		Temporary Custodians/Laborer			3,431	3,824	3,045	-	-	-	-	-	0.00%
Bales		13410511	513120		Scheduled Overtime			2,838	8,071	3,363	6,999	12,000	11,250	(750)	-6.25%	
Bales		13410511	513110		Emergency Overtime								750	750	0.00%	
Bales		13410511	513111		Class 1 Overtime								350	350	0.00%	

Facilities Maintenance Department FY15 Operating Budget

Sch Org # (if Different)	Org #	Obj	Account # 01-192 Account Title	Building	Explanation	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
Bates	13410511	513120	Scheduled Overtime			2,953	2,666	1,690	-	-	-	-	0.00%
Bates	13410511	513125	Scheduled Non-Program Overtime			29	-	-	-	-	-	-	0.00%
Bates		01192111	Shift Differential			-	1,134	-	1,134	1,742	1,742	-	0.00%
Bates	13410511	515050	Longevity			-	1,168	-	1,193	-	-	-	0.00%
Fiske	13410512	511330	Custodians			85,010	79,399	79,757	106,894	111,830	113,013	1,183	1.06%
Fiske	13410512	512050	Temporary Custodians/ laborer			3,867	4,764	3,508	-	-	-	-	0.00%
Fiske	13410512	513120	Scheduled Overtime			10,519	6,687	3,129	11,748	9,000	8,250	(750)	-8.33%
Fiske	13410512	513110	Emergency Overtime			-	-	-	-	-	750	750	0.00%
Fiske	13410512	513111	Class 1 Overtime			-	-	-	-	-	350	350	0.00%
Fiske	13410512	513120	Scheduled Overtime			1,764	1,091	970	-	-	-	-	0.00%
Fiske	13410512	513125	Scheduled Non-Program Overtime			150	-	-	-	-	-	-	0.00%
Fiske		01192112	Shift Differential			-	-	-	1,357	1,742	1,742	-	0.00%
Fiske	13410512	515050	Longevity			2,352	2,399	2,562	2,725	2,725	1,419	(1,306)	-47.93%
Hardy	13410513	511330	Custodians			85,021	87,034	87,639	77,138	89,267	89,580	313	0.35%
Hardy	13410513	513120	Scheduled Overtime			2,029	4,043	2,949	-	-	-	-	0.00%
Hardy	13410513	513125	Scheduled Non-Program Overtime			4,627	4,348	2,696	8,225	4,000	3,250	(750)	-18.75%
Hardy	13410513	515050	Longevity			1,231	1,236	1,281	1,419	1,419	1,419	-	0.00%
Hunnell	13410514	511330	Custodians			86,125	86,892	86,500	87,962	91,260	91,266	6	0.01%
Hunnell	13410514	512050	Temporary Custodians/ laborer			3,793	5,567	7,793	-	-	-	-	0.00%
Hunnell	13410514	513120	Scheduled Overtime			2,733	5,098	3,293	6,759	10,000	9,230	(750)	-7.50%
Hunnell	13410514	513110	Emergency Overtime			-	-	-	-	-	750	750	0.00%
Hunnell	13410514	513111	Class 1 Overtime			-	-	-	-	-	350	350	0.00%
Hunnell	13410514	513120	Scheduled Overtime			633	1,091	1,076	-	-	-	-	0.00%
Hunnell	13410514	513125	Scheduled Non-Program Overtime			191	359	-	-	-	-	-	0.00%
Hunnell		01192114	Shift Differential			-	-	-	894	1,162	1,162	-	0.00%
Hunnell	13410514	515050	Longevity			1,342	1,369	1,394	1,471	1,471	1,471	-	0.00%
Sprague	13410515	511330	Custodians			106,357	108,670	109,253	131,627	134,750	134,760	10	0.01%
Sprague	13410515	512050	Temporary Custodians/ laborer			3,997	3,246	1,056	-	-	-	-	0.00%
Sprague	13410515	513120	Scheduled Overtime			6,548	4,393	5,604	7,844	5,000	4,250	(750)	-15.00%
Sprague	13410515	513110	Emergency Overtime			-	-	-	-	-	750	750	0.00%

Facilities Maintenance Department FY15 Operating Budget

Location	Sch Orig # (if Different)	Org #	Obj	Account # 01-192 Account Title	Building	Explanation	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
Sprague	13410515	01192115	513111	Class 1 Overtime			-	-	-	-	-	350	350	0.00%
Sprague	13410815		513120	Scheduled Overtime			2,383	1,735	1,039	-	-	-	-	0.00%
Sprague	13410515		513125	Scheduled Non-Program Overtime					139	-	-	-	-	0.00%
Sprague		01192115	514010	Shift Differential						2,262	2,323	2,323	-	0.00%
Sprague		01192115	516050	Longevity						-	1,193	1,193	-	0.00%
Schofield	13410516	01192116	511330	Custodians			84,955	87,072	94,452	97,190	99,801	99,806	5	0.01%
Schofield	13410516		512050	Temporary Custodians/Laborer			3,836	3,143	2,675	-	-	-	-	0.00%
Schofield	13410516	01192116	513120	Scheduled Overtime			5,656	5,239	6,292	5,421	5,000	4,250	(750)	-15.00%
Schofield	13410516	01192116	513111	Class 1 Overtime			-	-	-	-	-	750	750	0.00%
Schofield	13410616		513120	Scheduled Overtime			974	958	952	-	-	350	350	0.00%
Schofield	13410516		513125	Scheduled Non-Program Overtime			16	300	-	-	-	-	-	0.00%
Schofield		01192116	514010	Shift Differential						1,138	1,162	1,162	-	0.00%
Schofield	13410516	01192116	515050	Longevity			1,231	1,256	1,188	2,396	2,499	2,499	-	0.00%
Uplham	13410517	01192117	511330	Custodians			84,980	87,141	87,627	88,650	91,260	91,266	6	0.01%
Uplham	13410517		512050	Temporary Custodians/Laborer			150	3,253	2,442	-	-	-	-	0.00%
Uplham	13410517	01192117	513120	Scheduled Overtime			3,454	3,289	3,226	5,693	4,000	3,250	(750)	-18.75%
Uplham	13410517	01192117	513110	Emergency Overtime			-	-	-	-	-	750	750	0.00%
Uplham	13410517	01192117	513111	Class 1 Overtime			-	-	-	-	-	350	350	0.00%
Uplham	13410617		513120	Scheduled Overtime			292	741	348	-	-	-	-	0.00%
Uplham		01192117	514010	Shift Differential						1,123	1,162	1,162	-	0.00%
Uplham	13410517	01192117	515050	Longevity			1,121	1,143	1,168	1,306	1,306	-	(1,306)	-100.00%
MS	13410521	01192121	511330	Custodians			351,224	358,278	341,290	456,923	514,551	510,271	(4,280)	-0.83%
MS	13410521		512050	Temporary Custodians/Laborer			6,293	7,855	11,444	-	-	-	-	0.00%
MS	13410521	01192121	513120	Scheduled Overtime			13,781	18,660	22,866	24,609	15,000	13,750	(1,250)	-8.33%
MS	13410521	01192121	513110	Emergency Overtime			-	-	-	-	-	1,250	1,250	0.00%
MS	13410521	01192121	513111	Class 1 Overtime			-	-	-	-	-	1,550	1,550	0.00%
MS	13410521		513120	Scheduled Overtime			1,965	5,648	3,334	-	-	-	-	0.00%
MS	13410521		513125	Scheduled Non-Program Overtime			1,836	737	685	-	-	-	-	0.00%
MS		01192121	514010	Shift Differential						6,758	8,131	8,131	-	0.00%
MS	13410521	01192121	515050	Longevity			4,977	6,219	4,898	3,805	4,515	4,680	165	3.64%
HS	13410531	01192131	511330	Custodians			326,896	327,013	361,177	480,743	555,097	559,562	4,455	0.80%
HS	13410531			Temporary Custodians/Laborer			6,795	6,966	6,486	-	-	-	-	0.00%
HS	13410531	01192131	513120	Scheduled Overtime			28,832	41,637	8,690	10,802	25,000	23,750	(1,250)	-5.00%
HS	13410531	01192131	513110	Emergency Overtime			-	-	-	-	-	1,250	1,250	0.00%

Facilities Maintenance Department FY15 Operating Budget

Sch Drg # (if Different)	Org #	Obj	Account # 01-192 Account Title	Building	Explanation	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
HS 13410531	01192131	513111	Class 1 Overtime			-	-	-	-	-	1,000	1,000	0.00%
HS 13410531		513120	Scheduled Overtime			5,510	4,864	1,466	-	-	-	-	0.00%
HS 13410531		513125	Scheduled Non-Program Overtime			8,272	11,606	12,690	-	-	-	-	0.00%
HS 13410531		513260	Specialized Training			-	-	26,433	-	-	-	-	0.00%
HS 13410531	01192131	514010	Shift Differential			-	-	-	8,347	10,050	10,050	-	0.00%
HS 13410531	01192131	515050	Longevity			2,392	2,399	1,281	2,499	3,096	4,515	1,419	45.82%
Field House	01192132	511330	Custodians			-	-	-	211,985	253,932	244,672	(9,260)	-3.65%
Field House	01192132	513120	Scheduled Overtime			-	-	-	2,806	-	-	-	0.00%
Field House	01192132	515050	Longevity			-	-	-	2,777	2,777	2,777	-	0.00%
House	01192132	571010	Travel - Mileage			-	-	-	2,917	-	-	-	0.00%
District 13410539		511120	Director/Dept. Head			-	56,890	109,914	-	-	-	-	0.00%
District 13410539		511920	Secretary			-	36,723	41,944	-	-	-	-	0.00%
District 13410539	01192139	511330	Custodians			40,122	44,266	62,459	64,844	71,710	72,427	717	1.00%
District 13410539		511340	Tradesman			163,502	171,107	178,070	-	-	-	-	0.00%
District 13410539		511350	Laborer			46,024	47,214	47,534	-	-	-	-	0.00%
District 13410539		515050	Longevity			1,393	1,421	4,121	-	-	-	-	0.00%
District 13410539		515050	Longevity			2,463	3,655	-	-	-	-	-	0.00%
Library	01192161	511330	Custodians			-	-	-	126,807	139,687	136,394	(2,303)	-1.69%
Library	01192161	513120	Scheduled Overtime			-	-	-	11,570	3,973	3,223	(750)	-18.88%
Library	01192161	513120	Scheduled Overtime			-	-	-	-	-	750	750	0.00%
Library	01192163	511330	Custodians			124,990	143,706	141,698	-	-	-	-	0.00%
Library	01192163	512050	Temporary Custodians/Laborer			-	-	1,072	-	-	-	-	0.00%
Library	01192163	513120	Scheduled Overtime			-	-	-	-	-	-	-	0.00%
Library	01192163	514010	Shift Differential			-	-	-	1,552	1,010	1,010	-	0.00%
			Salary Adjustments - See tab for details			-	-	-	-	1,010	1,917	1,917	0.00%
			Total Personal Services										
PERSONAL SERVICES SUBTOTAL						\$ 2,384,464	\$ 2,616,716	\$ 2,595,907	\$ 3,132,700	\$ 2,637,609	\$ 3,616,092	\$ 81,093	2.29%
EXPENSES													
Director's Office	01192200	517020	Medical Check-up			-	-	65	715	-	-	-	0.00%
Director's Office	01192200	524010	Building Maintenance			3,861	-	-	446	-	-	-	0.00%
Director's Office	01192200	524020	Vehicle Maintenance			-	-	-	1,090	-	-	-	0.00%
PERSONAL SERVICES SUBTOTAL						\$ 2,384,464	\$ 2,616,716	\$ 2,595,907	\$ 3,132,700	\$ 2,637,609	\$ 3,616,092	\$ 81,093	2.29%
EXPENSES													
PERSONAL SERVICES SUBTOTAL						\$ 2,384,464	\$ 2,616,716	\$ 2,595,907	\$ 3,132,700	\$ 2,637,609	\$ 3,616,092	\$ 81,093	2.29%
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EXPENSES													
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PERSONAL SERVICES SUBTOTAL						\$ 2,384,464	\$ 2,616,716	\$ 2,595,907	\$ 3,132,700	\$ 2,637,609 </			

Facilities Maintenance Department FY15 Operating Budget

Location	Sch Org # (if Different)	Org #	Obj	Account # 01-192	Account Title	Building	Explanation	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
Town Hall		01192201	534030		Advertising-General	Town Hall	Legal notices for public bidding	39	-	-	-	-	-	-	0.00%
Town Hall		01192201	534035		Advertising-Employment	Town Hall	Employment Advertising	-	-	-	-	-	-	-	0.00%
Town Hall		01192201	541010		Gasoline			-	200	1,414	2,149	-	-	-	0.00%
Town Hall		01192201	542010		Office Supplies			-	-	-	-	-	-	-	0.00%
Town Hall		01192201	542130		Work Clothing	Town Hall	Uniforms for the custodians.	366	-	191	782	500	500	-	0.00%
Town Hall		01192201	543010		Building M&R Supplies	Town Hall	Building supplies for the Town Hall	6,375	4,599	8,303	2,718	3,900	3,900	-	0.00%
Town Hall		01192201	543060		Custodial M&R Supplies			3,093	4,121	623	3,799	3,970	5,837	1,867	47.03%
Town Hall		01192201	543110		Lighting/Electrical Supplies			-	-	3,526	-	-	-	-	0.00%
Town Hall		01192201	571010		Travel-Mileage	Town Hall	Per mile reimbursement	-	107	-	-	500	500	-	0.00%
Police	210	01192202	521010		Electricity			53,828	50,950	52,264	52,203	55,666	55,696	(0)	0.00%
Police	210	01192202	521020		Natural Gas			28,409	23,607	20,563	22,735	20,674	21,914	1,240	6.00%
Police	210	01192202	523010		Water			1,799	1,633	1,633	1,557	2,316	2,432	116	5.00%
Police		01192202	523020		Sewerage			-	-	-	2,890	3,501	3,746	245	7.00%
Police		01192202	524010		Building Maintenance	Police	Building Maint-Police Station	17,010	24,378	22,267	5,592	10,080	10,080	-	0.00%
Police		01192202	524030		Equipment Maintenance Other Contractual Services			-	-	703	1,021	-	-	-	0.00%
Police		01192202	524080		Equip Svc/Repair			-	-	-	12,023	5,427	5,427	-	0.00%
Police		01192202	527031		Custodian			-	-	-	73	705	705	-	0.00%
Police		01192202	543010		Building M&R Supplies	Police	Building supplies for the Police	8,461	4,824	8,073	3,578	5,000	5,000	-	0.00%
Police		01192202	543060		Custodian M&R Supplies	Police	Custodial supplies for the Police	6,244	4,505	1,572	4,048	3,995	3,995	-	0.00%
Police		01192202	578015		Late Fees/Interest Charges			-	-	-	7	-	-	-	0.00%
Police		01192202	543110		Lighting/Electrical Supplies			-	-	1,001	-	-	-	-	0.00%
Fire	220	01192203	521010		Electricity			28,863	30,454	29,628	29,073	31,200	31,200	-	0.00%
Fire	220	01192203	521020		Natural Gas			35,649	41,104	23,112	27,222	41,952	44,469	2,517	6.00%
Fire	220	01192203	523010		Water			1,657	1,599	1,397	1,370	2,071	2,175	104	5.00%
Fire		01192203	523020		Sewerage			-	-	-	5,039	5,379	5,756	377	7.00%
Fire		01192203	524010		Building Maintenance	Fire	Building Maint - Fire Station	13,399	27,666	23,299	11,370	7,788	7,788	-	0.00%
Fire		01192203	524030		Equipment Maintenance Other Contractual Services			-	-	-	367	-	-	-	0.00%
Fire		01192203	524080		Equipment Rental/Lease Equip Svc/Repair			-	-	-	15,538	7,787	7,787	-	0.00%
Fire		01192203	527031		Custodian			-	-	-	-	1,113	1,113	-	0.00%
Fire		01192203	543010		Building M&R Supplies			-	-	96	2,466	3,938	3,398	-	0.00%
Fire		01192203	543060		Custodian M&R Supplies			-	-	-	4,419	2,225	2,225	-	0.00%
Fire		01192203	543110		Lighting/Electrical Supplies			-	-	1,763	-	-	-	-	0.00%
Warren	630	01192207	521010		Electricity			22,841	21,824	19,321	31,170	34,223	34,223	-	0.00%
Warren	630	01192207	521020		Natural Gas			4,745	4,730	(849)	13,438	17,340	18,380	1,040	6.00%

Facilities Maintenance Department FY15 Operating Budget

Location	Scit Org # (if Different)	Org #	Obj	Account # 01-182 Account Title	Building	Explanation	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
Warren		01192207	524010	Building Maintenance	Recreation	Building Maint-Warren Building	26,151	27,046	21,996	9,914	14,649	14,649	-	0.00%
Warren		01192207	524090	Other Contractual Services						5,051	9,766	9,766	-	0.00%
Warren		01192207	524091	Other Contract Svcs: Custodian						612	-	-	-	0.00%
Warren		01192207	527031	Equip Svcs/Repair: Custodian						-	750	750	-	0.00%
Warren		01192207	543010	Building M&R Supplies	Recreation	Building supplies for Recreation	3,656	1,829	6,518	3,924	4,200	4,200	-	0.00%
Warren		01192207	543080	Custodian M&R Supplies	Recreation	Custodial supplies for Recreation	5,389	2,592	219	3,886	4,250	4,250	-	0.00%
Warren		01192207	578015	Late Fees/Interest Charges						1	-	-	-	0.00%
Warren		01192207	543110	Lighting/Electrical Supplies					1,627	-	-	-	-	0.00%
PAWS	13420810	01192210	521010	Electricity			10,553	12,291	9,448	9,161	13,680	13,680	0	0.00%
PAWS	13420710	01192210	521020	Natural Gas			6,338	9,606	3,224	4,973	6,474	6,862	388	6.00%
PAWS	13420810	01192210	523010	Water			537	590	655	728	718	754	36	5.00%
PAWS	13420810	01192210	523020	Sewerage			943	1,008	1,179	1,319	1,245	1,332	87	7.00%
PAWS	13420610	01192210	524010	Building Maintenance			4,053	665	1,471	3,284	2,275	2,275	-	0.00%
PAWS	13420610	01192210	524030	Equipment Maintenance			193	151	437	164	160	160	-	0.00%
PAWS	13420610	01192210	524090	Other Contractual Services			3,860	4,512	1,394	858	1,225	1,225	-	0.00%
PAWS		01192210	524091	Other Contract Svcs: Custodian						553	450	450	-	0.00%
PAWS		01192210	527030	Equipment Rental/Lease						31	40	40	-	0.00%
PAWS		01192210	527031	Equip Svcs/Repair: Custodian						-	315	315	-	0.00%
PAWS	13420510	01192210	527070	Laundry Services			89	81	32	-	-	-	-	0.00%
PAWS	13420810	01192210	529050	Recycled Materials Disposal			390	340	272	279	2,081	2,081	-	0.00%
PAWS	13420810	01192210	534020	Telephone			23	185	128	-	-	-	-	0.00%
PAWS	13420810	01192210	534025	Telephone Repairs			23	195	24	-	-	-	-	0.00%
PAWS	13420510	01192210	542130	Work Clothing			259	345	211	301	525	525	-	0.00%
PAWS	13420510	01192210	542150	Shoes/Boots			48	80	106	-	-	-	-	0.00%
PAWS	13420610	01192210	543010	Building M&R Supplies			564	644	21	1,885	2,750	2,750	-	0.00%
PAWS	13420610	01192210	543050	Painting M&R Supplies						-	-	-	-	0.00%
PAWS	13420510	01192210	543080	Custodian M&R Supplies			2,813	921	757	2,567	1,785	1,785	-	0.00%
PAWS	13420610	01192210	543080	Vandalism M&R Supplies						-	-	-	-	0.00%
PAWS	13420610	01192210	543110	Lighting/Electrical Supplies			28	249	449	-	-	-	-	0.00%
PAWS	13420610	01192210	543120	Pumbing Supplies						150	-	-	-	0.00%
PAWS	13420610	01192210	543130	Hearing Pneumatic Controls						-	-	-	-	0.00%
PAWS	13420610	01192210	543150	Heating Boiler Supplies						-	-	-	-	0.00%
PAWS	13420610	01192210	543160	Heating Other Supplies			962	171	477	-	-	-	-	0.00%
PAWS	13420610	01192210	543190	Other Building System Supplies				120	362	-	-	-	-	0.00%
PAWS	13420610	01192210	554070	Lumber and Wood						-	-	-	-	0.00%

Facilities Maintenance Department FY15 Operating Budget

Sch	Org #	Obj	Account # 01-192	Building	Explanation	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
			PAWS		Travel - Mileage: Custodian	-	-	-	-	54	54	-	0.00%
			Bates		Electricity	33,658	35,950	34,436	35,310	34,653	34,653	-	0.00%
			Bates		Natural Gas	46,613	50,701	23,228	55,343	45,478	48,207	2,729	6.00%
			Bates		Water	2,626	2,634	2,752	2,462	3,342	3,509	167	5.00%
			Bates		Sewerage	3,881	3,736	4,055	3,601	5,157	5,518	361	7.00%
			Bates		Building Maintenance	1,934	3,016	5,202	9,969	10,075	10,075	-	0.00%
			Bates		Equipment Maintenance	1,111	634	4,066	109	1,540	1,540	-	0.00%
			Bates		Equipment Maintenance	-	-	-	-	-	-	-	0.00%
			Bates		Equipment Maintenance	-	-	-	-	-	-	-	0.00%
			Bates		Other Contractual Services	3,843	2,607	5,440	3,207	5,425	5,425	-	0.00%
			Bates		Other Cont Svcs: Custodian	-	-	-	1,006	1,400	1,400	-	0.00%
			Bates		Equipment Rental/Lease Equip Svcs/Repair: Custodian	29	20	-	31	335	335	-	0.00%
			Bates		Laundry Services	345	311	149	-	-	-	-	0.00%
			Bates		Rubbish/Garbage Pickup	5,130	3,903	3,822	2,269	5,060	5,060	-	0.00%
			Bates		Received Materials Disposal	330	330	1,636	1,119	2,081	2,081	-	0.00%
			Bates		Telephone	223	1,736	1,218	-	-	-	-	0.00%
			Bates		Telephone Repairs	293	156	450	-	-	-	-	0.00%
			Bates		Work Clothing	756	769	378	1,244	1,050	1,050	-	0.00%
			Bates		Shoer/Boots	164	152	-	-	-	-	-	0.00%
			Bates		Building M&R Supplies	656	69	21	7,476	10,150	10,150	-	0.00%
			Bates		Painting M&R Supplies	-	-	127	-	-	-	-	0.00%
			Bates		Custodian M&R Supplies	6,413	6,418	4,188	7,445	6,375	6,375	-	0.00%
			Bates		Parts M&R Supplies	95	91	117	-	-	-	-	0.00%
			Bates		Vandalism M&R Supplies	-	-	-	-	-	-	-	0.00%
			Bates		Lighting/Electrical Supplies	1,371	1,161	1,496	-	-	-	-	0.00%
			Bates		Plumbing Supplies	147	505	640	-	-	-	-	0.00%
			Bates		Heating Pneumatic Controls	-	3,936	294	-	-	-	-	0.00%
			Bates		Heating Boiler Supplies	-	-	196	-	-	-	-	0.00%
			Bates		Heating Other Supplies	354	670	896	-	-	-	-	0.00%
			Bates		Other Building System Supplies	89	-	1,359	-	-	-	-	0.00%
			Bates		Signs Supplies	74	-	-	-	-	-	-	0.00%
			Bates		Lumber and Wood	-	-	-	-	-	-	-	0.00%
			Bates		Travel - Mileage: Custodian	-	-	-	-	54	54	-	0.00%
			Bates		Electricity	32,649	34,172	35,692	36,005	35,299	35,299	-	0.00%
			Bates		Natural Gas	41,887	44,245	19,116	47,712	38,365	40,667	2,302	6.00%

Facilities Maintenance Department FY15 Operating Budget

Sch Obj # (if Different)	Org #	Obj	Account # 01-192 Account Title	Building	Explanation	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
Fiske	13420812	01192212	523010		Water	3,160	3,392	3,773	3,274	3,927	4,123	196	5.00%
Fiske	13420812	01192212	523020		Sewerage	4,672	4,904	6,247	5,089	6,120	6,548	428	7.00%
Fiske	13420812	01192212	524010		Building Maintenance	14,214	4,466	4,922	7,893	6,490	6,490	-	0.00%
Fiske	13420812	01192212	524030		Equipment Maintenance	524	363	3,051	426	1,070	1,070	-	0.00%
Fiske	13420912		524030		Equipment Maintenance Other Contractual Services	6,850	6,671	2,450	3,642	5,310	5,310	-	0.00%
Fiske	13420812	01192212	524090		Other Contract Svcs: Custodian	-	-	-	274	600	600	-	0.00%
Fiske	13420812	01192212	527030		Equipment Rental, lease Equip Svc/Repair Custodian	29	20	-	31	205	205	-	0.00%
Fiske	13420812	01192212	527031		Laundry Services	-	-	-	143	1,050	1,050	-	0.00%
Fiske	13420812	01192212	527070		Rubbish/Garbage Pickup Recycled Materials Disposal	297	294	134	-	-	-	-	0.00%
Fiske	13420812	01192212	529020		Telephone Repairs	4,580	4,144	3,754	2,506	5,080	5,080	-	0.00%
Fiske	13420812	01192212	529050		Telephone	310	330	1,813	1,109	2,081	2,081	-	0.00%
Fiske	13420912	01192212	534020		Work Clothing	205	1,618	1,121	-	-	-	-	0.00%
Fiske	13420812	01192212	534025		Shoes/Boots	243	156	405	-	-	-	-	0.00%
Fiske	13420512	01192212	542130		Building M&R Supplies	707	729	490	1,174	1,050	1,050	-	0.00%
Fiske	13420512		542150		Painting M&R Supplies	183	100	225	-	-	-	-	0.00%
Fiske	13420612	01192212	543010		Parts M&R Supplies	288	1,967	72	5,546	7,805	7,805	-	0.00%
Fiske	13420612		543050		Heating Other Supplies	285	177	22	-	-	-	-	0.00%
Fiske	13420512	01192212	543060		Heating Pneumatic Controls	6,349	5,607	4,310	15,568	5,950	5,950	-	0.00%
Fiske	13420912		543070		Vandalism M&R Supplies	96	91	117	-	-	-	-	0.00%
Fiske	13420612		543080		Lighting/Electrical Supplies	-	-	-	-	-	-	-	0.00%
Fiske	13420612		543110		Plumbing Supplies	313	1,638	1,079	-	-	-	-	0.00%
Fiske	13420812		543120		Heating Other Supplies	983	406	1,013	-	-	-	-	0.00%
Fiske	13420612		543130		Heating Boiler Supplies	-	-	333	-	-	-	-	0.00%
Fiske	13420612		543150		Other Building System Supplies	-	630	910	-	-	-	-	0.00%
Fiske	13420612		543160		Signs Supplies	328	670	696	-	-	-	-	0.00%
Fiske	13420612		543180		Lumber and Wood Travel - Mileage Custodian	105	359	433	-	-	-	-	0.00%
Fiske	13420612		554070		Electricity	-	-	-	-	-	54	-	0.00%
Fiske	13420612	01192212	571011		Natural Gas	26,317	27,026	24,028	24,105	31,446	31,446	-	0.00%
Hardy	13420713	01192213	521020		Water	42,817	51,719	18,804	43,338	42,040	44,582	2,522	6.00%
Hardy	13420813	01192213	523010		Sewerage	1,901	2,135	2,326	2,636	2,407	2,527	120	5.00%
Hardy	13420813	01192213	523020		Building Maintenance	3,342	3,795	4,071	4,789	4,323	4,626	303	7.00%
Hardy	13420613	01192213	524010		Equipment Maintenance	1,741	4,275	10,795	10,418	7,354	7,354	-	0.00%

Facilities Maintenance Department FY15 Operating Budget

Location	Sch Org # (# Different)	Org #	Obj	Account # 01-192 Account Title	Building	Explanation	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
Hardy	13420813	01192213	524030	Equipment Maintenance			892	275	1,750	423	1,220	1,220	-	0.00%
Hardy	13420813		524030	Equipment Maintenance Other Contractual Services			-	-	-	-	-	-	-	0.00%
Hardy	13420813	01192213	524090	Other Contract Svcs: Custodian			7,814	4,822	3,604	5,299	6,545	6,545	-	0.00%
Hardy	13420813	01192213	524091	Custodian			-	-	-	759	550	550	-	0.00%
Hardy	13420813	01192213	527030	Equipment Rental/Lease Equip Svcs/Repair Custodian			29	20	-	31	255	255	-	0.00%
Hardy	13420813	01192213	527031	Custodian			-	-	-	73	1,050	1,050	-	0.00%
Hardy	13420813		527070	Laundry Services			489	429	152	-	-	-	-	0.00%
Hardy	13420813	01192213	529020	Rubbish/Garbage Pickup Recycled Materials Disposal			5,070	4,048	3,658	2,188	5,060	5,060	-	0.00%
Hardy	13420813	01192213	529050	Asbestos Abatement Services			350	330	1,576	1,174	2,081	2,081	-	0.00%
Hardy	13420813		529080	Telephone			-	-	-	-	-	-	-	0.00%
Hardy	13420813	01192213	534020	Telephone			214	1,687	1,170	-	-	-	-	0.00%
Hardy	13420813	01192213	534025	Telephone Repairs			954	156	340	-	-	-	-	0.00%
Hardy	13420813	01192213	542130	Work Clothing			690	770	476	1,292	1,050	1,050	-	0.00%
Hardy	13420813		542150	Shoes/Boots			166	153	219	-	-	-	-	0.00%
Hardy	13420813	01192213	543010	Building M&R Supplies			75	1,277	889	5,300	6,700	8,700	-	0.00%
Hardy	13420813		543050	Painting M&R Supplies			228	177	219	-	-	-	-	0.00%
Hardy	13420813	01192213	543060	Custodian M&R Supplies			6,164	5,975	3,792	7,034	5,950	5,950	-	0.00%
Hardy	13420813		543070	Parts M&R Supplies			147	91	-	-	-	-	-	0.00%
Hardy	13420813		543070	Parts M&R Supplies			-	-	117	-	-	-	-	0.00%
Hardy	13420813		543080	Vandalism M&R Supplies			-	-	103	-	-	-	-	0.00%
Hardy	13420813		543110	Lighting/Electrical Supplies			1,175	523	1,013	-	-	-	-	0.00%
Hardy	13420813		543120	Plumbing Supplies Heating Pneumatic Controls			475	1,155	421	-	-	-	-	0.00%
Hardy	13420813		543130	Heating Boiler Supplies			489	70	792	-	-	-	-	0.00%
Hardy	13420813		543150	Heating Boiler Supplies			-	50	437	-	-	-	-	0.00%
Hardy	13420813		543160	Heating Other Supplies Other Building System Supplies			38	1,441	1,007	-	-	-	-	0.00%
Hardy	13420813		543180	Signs Supplies			4	166	698	-	-	-	-	0.00%
Hardy	13420813		543260	Elevator Supplies			695	-	875	-	-	-	-	0.00%
Hardy	13420813		552030	Signs Supplies			-	-	-	-	-	-	-	0.00%
Hardy	13420813		554070	Lumber and Wood Travel - Mileage Custodian			-	37	-	-	54	54	-	0.00%
Humwell	13420814	01192214	521010	Electricity			26,495	26,341	25,557	19,533	27,327	27,327	-	0.00%
Humwell	13420814	01192214	521020	Natural Gas			68,752	53,687	23,028	55,511	57,607	61,063	3,456	6.00%
Humwell	13420814	01192214	523010	Water			3,113	2,361	3,977	3,937	2,905	3,050	145	5.00%
Humwell	13420814	01192214	523020	Sewerage			4,313	3,233	6,870	6,548	4,422	4,732	310	7.00%
Humwell	13420814	01192214	524010	Building Maintenance			2,839	3,449	8,358	8,984	5,220	5,220	-	0.00%

Facilities Maintenance Department FY15 Operating Budget

Location	Sch Org #	Diffrentl	Org #	Obj	Account # 01-192	Account Title	Building	Explanation	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
Hunnwell	13420814		01192214	524030		Equipment Maintenance			4,983	1,984	1,347	29	920	920	-	0.00%
Hunnwell	13420814			524030		Equipment Maintenance			-	-	639	-	-	-	-	0.00%
Hunnwell	13420814		01192214	524080		Other Contractual Services			3,795	2,702	2,874	2,670	6,880	6,880	-	0.00%
Hunnwell			01192214	524091		Other Cont Svcs: Custodian			-	-	-	209	650	650	-	0.00%
Hunnwell	13420814		01192214	527030		Equipment Rental/Lease			29	20	-	31	255	255	-	0.00%
Hunnwell			01192214	527031		Equip SvcrRepair: Custodian			-	-	-	69	1,080	1,080	-	0.00%
Hunnwell	13420814			527070		Laundry Services			339	304	109	-	-	-	-	0.00%
Hunnwell	13420814		01192214	529020		Rubbish/Garbage Pickup			5,070	4,000	3,822	2,280	5,080	5,080	-	0.00%
Hunnwell	13420814		01192214	529050		Recycled Materials Disposal			330	340	1,587	1,119	2,081	2,081	-	0.00%
Hunnwell	13420814			529080		Asbestos Abatement Services			-	-	-	-	-	-	-	0.00%
Hunnwell	13420814		01192214	534020		Telephone			208	1,617	1,121	-	-	-	-	0.00%
Hunnwell	13420814		01192214	534025		Telephone Repairs			243	156	321	-	-	-	-	0.00%
Hunnwell	13420814			534090		Other Communications Service			-	-	-	-	-	-	-	0.00%
Hunnwell	13420814		01192214	542130		Work Clothing			554	971	676	1,185	1,050	1,050	-	0.00%
Hunnwell	13420814			542150		Shoes/Boots			95	155	179	-	-	-	-	0.00%
Hunnwell	13420814		01192214	543010		Building M&R Supplies			1,163	716	171	4,614	8,375	8,375	-	0.00%
Hunnwell	13420814			543050		Painting M&R Supplies			-	392	-	-	-	-	-	0.00%
Hunnwell	13420814		01192214	543060		Custodian M&R Supplies			6,684	5,598	2,989	7,305	6,120	6,120	-	0.00%
Hunnwell	13420814			543070		Parts M&R Supplies			85	132	117	-	-	-	-	0.00%
Hunnwell	13420814			543080		Vandalism M&R Supplies			-	-	-	-	-	-	-	0.00%
Hunnwell	13420814			543110		Lighting/Electrical Supplies			240	1,867	799	-	-	-	-	0.00%
Hunnwell	13420814			543120		Plumbing Supplies			612	878	508	-	-	-	-	0.00%
Hunnwell	13420814			543130		Heating Pneumatic Controls			-	223	389	-	-	-	-	0.00%
Hunnwell	13420814			543150		Heating Boiler Supplies			470	828	455	-	-	-	-	0.00%
Hunnwell	13420814			543180		Heating Other Supplies			-	825	1,260	-	-	-	-	0.00%
Hunnwell	13420814			543180		Other Building System Supplies			74	573	441	-	-	-	-	0.00%
Hunnwell	13420814			552030		Signs Supplies			-	-	-	-	-	-	-	0.00%
Hunnwell	13420814			554070		Lumber and Wood			-	-	-	-	-	-	-	0.00%
Hunnwell			01192214	571011		Travel - Mileage: Custodian			-	-	-	-	54	54	-	0.00%
Sprague	13420815		01192215	521010		Electricity			93,452	100,456	94,122	99,372	107,822	107,822	-	0.00%
Sprague	13420715		01192215	521020		Natural Gas			41,348	64,226	37,580	63,794	51,577	54,672	3,095	6.00%
Sprague	13420815		01192215	523010		Water			4,794	4,997	4,987	4,694	6,393	6,713	320	5.00%
Sprague	13420815		01192215	523020		Sewerage			6,173	6,493	6,239	6,368	8,688	9,296	608	7.00%
Sprague	13420815		01192215	524010		Building Maintenance			5,229	7,617	5,721	10,521	15,975	15,975	-	0.00%
Sprague	13420815		01192215	524030		Equipment Maintenance			122	554	10,455	405	1,300	1,300	-	0.00%

Facilities Maintenance Department FY15 Operating Budget

Sch Qrg # (if Different)	Org #	Obj	Account # 01-192 Account Title	Building	Explanation	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
Sprague	13420815	01192214	524030		Equipment Maintenance								0.00%
Sprague	13420815	01192215	524090		Other Contractual Services	7,089	5,692	8,211	6,577	7,525	7,525	-	0.00%
Sprague		01192215	524091		Other Contract Svcs: Custodian	-	-	-	216	1,400	1,400	-	0.00%
Sprague	13420815	01192215	527030		Equipment Rental lease Equip Svc/Repair: Custodian	29	20	-	31	275	275	-	0.00%
Sprague	13420815	01192215	527070		Laundry Services	310	284	124	-	-	1,500	-	0.00%
Sprague	13420815	01192215	529020		Rubbish/Garbage Pickup	5,310	4,000	3,356	2,190	5,060	5,060	-	0.00%
Sprague	13420815	01192214	529050		Recycled Materials Disposal	300	330	1,707	1,119	2,081	2,081	-	0.00%
Sprague	13420815	01192215	534020		Telephone	222	1,797	1,246	-	-	-	-	0.00%
Sprague	13420815	01192215	534025		Telephone Repairs	293	156	425	-	-	-	-	0.00%
Sprague	13420815	01192215	542130		Work Clothing	692	810	512	1,397	1,050	1,050	-	0.00%
Sprague	13420815	01192215	542150		Shoes/Boots	174	169	181	-	-	-	-	0.00%
Sprague	13420815	01192215	543010		Building M&R Supplies	311	1,412	21	9,089	13,575	13,575	-	0.00%
Sprague	13420815	01192215	543050		Painting M&R Supplies	-	-	106	-	-	-	-	0.00%
Sprague	13420815	01192214	543080		Custodian M&R Supplies	6,672	6,746	5,228	9,382	8,500	8,500	-	0.00%
Sprague	13420815	01192215	543070		Parts M&R Supplies	1,163	91	131	-	-	-	-	0.00%
Sprague	13420815	01192215	543080		Vandalism M&R Supplies	-	-	-	-	-	-	-	0.00%
Sprague	13420815	01192215	543110		Lighting/Electrical Supplies	1,201	2,559	1,999	-	-	-	-	0.00%
Sprague	13420815	01192215	543120		Plumbing Supplies	896	1,717	208	-	-	-	-	0.00%
Sprague	13420815	01192215	543130		Heating Pneumatic Controls	-	-	2,389	-	-	-	-	0.00%
Sprague	13420815	01192215	543150		Heating Boiler Supplies	-	1,860	-	-	-	-	-	0.00%
Sprague	13420815	01192214	543160		Heating Other Supplies Other Building System Supplies	342	2,252	696	-	-	-	-	0.00%
Sprague	13420815	01192215	543190		Supplies	716	2,853	1,771	-	-	-	-	0.00%
Sprague	13420815	01192215	543260		Elevator Supplies	959	-	-	-	-	-	-	0.00%
Sprague	13420815	01192215	552030		Signs Supplies	-	-	-	-	-	-	-	0.00%
Sprague	13420815	01192215	554070		Lumber and Wood	-	-	-	-	-	-	-	0.00%
Sprague		01192215	571011		Travel - Mileage: Custodian	-	-	-	-	54	54	-	0.00%
Schofield	13420816	01192216	521010		Electricity	44,557	50,073	46,706	48,552	50,654	50,654	-	0.00%
Schofield	13420816	01192216	521020		Natural Gas	26,888	38,422	14,897	34,316	33,470	35,478	2,008	6.00%
Schofield	13420816	01192216	523010		Water	2,231	2,097	2,927	2,917	2,519	2,845	126	5.00%
Schofield	13420816	01192216	523020		Sewerage	3,849	3,501	4,940	4,945	4,558	4,877	319	7.00%
Schofield	13420816	01192216	524010		Building Maintenance	6,387	4,001	11,284	7,902	6,545	6,545	-	0.00%
Schofield	13420816	01192216	524030		Equipment Maintenance	703	900	1,916	999	1,060	1,060	-	0.00%
Schofield	13420816	01192216	524030		Equipment Maintenance Other Contractual Services	10,191	5,997	22,031	5,181	5,555	5,555	-	0.00%

Facilities Maintenance Department FY15 Operating Budget

Sch Org # (if Different)	Org #	Obj	Account # 01-192 Account Title Other Contract Svcs:	Building	Explanation	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY16 Request	\$ Variance FY14-15	% Variance FY14-15
Schofield	01192216	524091	Custodian			-	-	-	327	1,400	1,400	-	0.00%
Schofield	13420616	527030	Equipment Rental/Lease Equip SvcRepair Custodian			29	20	-	66	215	215	-	0.00%
Schofield	01192216	527031	Custodian			-	-	-	183	1,125	1,125	-	0.00%
Schofield	13420516	527070	Laundry Services			250	228	135	-	-	-	-	0.00%
Schofield	13420616	529020	Rubbish/Garbage Pickup Recycled Materials Disposal			5,190	4,096	3,706	2,188	5,060	5,060	-	0.00%
Schofield	13420616	529050	Disposal			360	330	1,746	1,164	2,081	2,081	-	0.00%
Schofield	13420616	534020	Telephone			212	1,623	1,126	-	-	-	-	0.00%
Schofield	13420616	534025	Telephone Repairs			293	156	396	-	-	-	-	0.00%
Schofield	13420616	542130	Work Clothing			582	678	424	1,109	1,050	1,050	-	0.00%
Schofield	13420516	542150	Shoes/Boots			150	190	169	-	-	-	-	0.00%
Schofield	13420616	543010	Building M&R Supplies			872	1,641	248	4,948	8,575	8,575	-	0.00%
Schofield	13420616	543050	Painting M&R Supplies			300	237	131	-	-	-	-	0.00%
Schofield	13420516	543060	Custodian M&R Supplies			5,987	6,647	4,119	7,572	6,375	6,375	-	0.00%
Schofield	13420916	543070	Parts M&R Supplies			113	91	117	-	-	-	-	0.00%
Schofield	13420616	543080	Vandalism M&R Supplies			704	-	-	-	-	-	-	0.00%
Schofield	13420616	543110	Lighting/Electrical Supplies			-	1,234	1,267	-	-	-	-	0.00%
Schofield	13420616	543120	Plumbing Supplies			610	1,012	640	-	-	-	-	0.00%
Schofield	13420616	543130	Heating Pneumatic Controls			2,235	89	2,868	-	-	-	-	0.00%
Schofield	13420616	543150	Heating Boiler Supplies			-	-	-	-	-	-	-	0.00%
Schofield	13420616	543160	Heating Other Supplies Other Building System Supplies			-	992	2,255	-	-	-	-	0.00%
Schofield	13420616	543190	Signs Supplies			185	156	321	-	-	-	-	0.00%
Schofield	13420616	552030	Signs Supplies			-	-	-	-	-	-	-	0.00%
Schofield	13420616	554070	Lumber and Wood Travel - Mileage: Custodian			-	-	78	-	-	54	-	0.00%
Upham	13420617	521010	Electricity			25,497	25,808	24,812	24,708	26,399	26,399	0	0.00%
Upham	13420717	521020	Natural Gas			19,762	30,611	16,993	25,271	24,590	26,065	1,475	6.00%
Upham	13420817	523010	Water			2,319	2,355	2,439	2,324	2,740	2,877	137	5.00%
Upham	13420817	523020	Sewerage			3,115	3,080	3,425	3,241	3,904	4,177	273	7.00%
Upham	13420617	524010	Building Maintenance			2,696	4,529	10,539	6,092	5,310	5,310	-	0.00%
Upham	13420617	524030	Equipment Maintenance			1,195	-	1,531	842	820	920	-	0.00%
Upham	13420617	524090	Other Contract Svcs: Custodian			6,066	2,987	3,724	1,001	6,890	6,890	-	0.00%
Upham	13420617	527030	Equipment Rental/Lease Equip SvcRepair: Custodian			29	20	-	136	155	155	-	0.00%
Upham	01192217	527031	Custodian			-	-	-	108	1,050	1,050	-	0.00%

Facilities Maintenance Department FY15 Operating Budget

Location	Sch Org # (if Different)	Org #	Obj	Account # 01-192 Account Title	Building	Explanation	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
Upham	13420617	01192217	527070	Laundry Services			372	380	157	-	-	-	-	0.00%
Upham	13420617	01192217	529020	Rubbish/Garbage Pickup			5,010	4,000	3,899	2,188	5,060	5,060	-	0.00%
Upham	13420617	01192217	529050	Recycled Materials Disposal			320	360	1,487	1,144	2,081	2,081	-	0.00%
Upham	13420617	01192217	529080	Asbestos Abatement Services										0.00%
Upham	13420617	01192217	534020	Telephone			205	1,618	1,121	-	-	-	-	0.00%
Upham	13420617	01192217	534025	Telephone Repairs			293	155	254	-	-	-	-	0.00%
Upham	13420617	01192217	542130	Work Clothing			742	717	370	1,158	1,050	1,050	-	0.00%
Upham	13420617	01192217	542150	Shoes/Boots			161	161	189	-	-	-	-	0.00%
Upham	13420617	01192217	543010	Building M&R Supplies			44	342	975	6,368	9,375	9,375	-	0.00%
Upham	13420617	01192217	543050	Painting M&R Supplies			98	114	225	-	-	-	-	0.00%
Upham	13420617	01192217	543080	Custodian M&R Supplies			6,730	5,878	2,905	6,468	5,950	5,950	-	0.00%
Upham	13420617	01192217	543070	Parts M&R Supplies			228	94	117	-	-	-	-	0.00%
Upham	13420617	01192217	543080	Vandalism M&R Supplies										0.00%
Upham	13420617	01192217	543110	Lighting/Electrical Supplies			1,025	1,736	1,194	-	-	-	-	0.00%
Upham	13420617	01192217	543120	Plumbing Supplies			4,549	846	674	-	-	-	-	0.00%
Upham	13420617	01192217	543130	Heating Pneumatic Controls			502	26	365	-	-	-	-	0.00%
Upham	13420617	01192217	543150	Heating Boiler Supplies										0.00%
Upham	13420617	01192217	543160	Heating Other Supplies			222	670	1,647	-	-	-	-	0.00%
Upham	13420617	01192217	543180	Other Building System Supplies			42	359	34	-	-	-	-	0.00%
Upham	13420617	01192217	543030	Signs Supplies										0.00%
Upham	13420617	01192217	543070	Lumber and Wood										0.00%
Upham	13420617	01192217	571011	Travel - Mileage: Custodian							54	54	-	0.00%
MS	13420621	01192221	521010	Electricity			218,756	186,228	169,391	161,560	154,544	154,544	0	0.00%
MS	13420721	01192221	521020	Natural Gas			(1,105)	6,428	108,753	170,486	178,500	189,210	10,710	6.00%
MS	13420721	01192221	521030	Fuel Oil			163,581	271,236	-	-	2,100	-	(2,100)	-100.00%
MS	13420621	01192221	523010	Water			4,576	5,674	6,050	6,404	6,823	7,164	341	5.00%
MS	13420621	01192221	523020	Sewerage			7,510	8,570	9,892	10,732	11,012	11,783	771	7.00%
MS	13420621	01192221	524010	Building Maintenance			12,866	3,315	16,970	28,947	31,210	31,210	-	0.00%
MS	13420621	01192221	524030	Equipment Maintenance			6,967	1,311	8,888	5,092	2,000	2,000	-	0.00%
MS	13420621	01192221	524090	Equipment Maintenance Other Contractual Services			114	-	165	-	-	-	-	0.00%
MS	13420621	01192221	524091	Other Contract Svcs: Custodian			8,545	12,677	17,974	16,999	15,190	15,190	-	0.00%
MS	13420621	01192221	527030	Equipment Rental/Lease Equip Svcs/Repair: Custodian			28	48	-	31	425	425	-	0.00%
MS	13420621	01192221	527070	Laundry Services			895	800	318	-	-	3,750	-	0.00%

Facilities Maintenance Department FY15 Operating Budget

Location	Scn Org # (if Different)	Org #	DJi	Account # 01-192 Account Title	Building	Explanation	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
MS	13420821	01192221	529020	Rubbish/Carbage Pickup			17,940	11,782	15,815	11,873	14,614	14,614	-	0.00%
MS	13420821	01192221	529050	Recycled Materials Disposal			2,370	2,100	5,395	5,000	4,485	4,485	-	0.00%
MS	13420821	01192221	534020	Telephone			1,143	5,316	4,377	-	-	-	-	0.00%
MS	13420821	01192221	534025	Telephone Repairs			519	1,324	2,266	-	-	-	-	0.00%
MS	13420921	01192221	534090	Other Communications Service			-	-	-	-	-	-	-	0.00%
MS	13420521	01192221	542130	Work Clothing			3,297	2,855	1,838	4,839	4,360	4,360	-	0.00%
MS	13420621	01192221	542150	Shoes/Boots			725	593	773	-	-	-	-	0.00%
MS	13420621	01192221	543010	Building M&R Supplies			1,812	4,899	629	19,013	29,075	29,075	-	0.00%
MS	13420621	01192221	543050	Painting M&R Supplies			60	33	234	-	-	-	-	0.00%
MS	13420621	01192221	543060	Custodian M&R Supplies			16,354	17,388	11,825	27,188	21,260	21,260	-	0.00%
MS	13420621	01192221	543070	Parts M&R Supplies			312	336	470	-	-	-	-	0.00%
MS	13420621	01192221	543080	Vandalism M&R Supplies			-	550	-	-	-	-	-	0.00%
MS	13420621	01192221	543110	Lighting/Electrical Supplies			1,188	2,251	14,425	-	-	-	-	0.00%
MS	13420621	01192221	543120	Plumbing Supplies			3,248	3,423	986	-	-	-	-	0.00%
MS	13420621	01192221	543130	Heating Pneumatic Controls			170	935	313	-	-	-	-	0.00%
MS	13420621	01192221	543150	Heating Boiler Supplies			4,848	2,070	1,029	-	-	-	-	0.00%
MS	13420621	01192221	543160	Heating Other Supplies Other Building System Supplies			4,621	4,746	2,675	-	-	-	-	0.00%
MS	13420621	01192221	543190	Supplies			627	1,366	2,895	-	-	-	-	0.00%
MS	13420621	01192221	543260	Elevator Supplies			-	-	950	-	-	-	-	0.00%
MS	13420621	01192221	552030	Signs Supplies			-	-	372	-	-	-	-	0.00%
MS	13420621	01192221	554070	Lumber and Wood			-	-	-	-	-	-	-	0.00%
MS		01192221	571010	Travel - Mileage			-	-	-	11	-	-	-	0.00%
MS		01192221	571011	Travel - Mileage: Custodian			-	-	-	8	216	216	-	0.00%
MS	13420621	01192221	582500	Building Improvements			-	-	68,312	-	-	-	-	0.00%
MS	13420621	01192221	582540	Lighting System Improvements Other Building Improvements			-	-	4,018	-	-	-	-	0.00%
MS	13420621	01192221	582580	Improvements			-	-	27,810	-	-	-	-	0.00%
HS	13420831	01192231	521010	Electricity			123,903	138,156	221,534	287,018	339,164	339,164	(1)	0.00%
HS	13420731	01192231	521020	Natural Gas			6,953	13,939	65,361	59,639	119,756	128,941	7,185	6.00%
HS	13420731	01192231	521030	Fuel Oil			142,914	192,808	101,393	-	3,675	-	(3,675)	-100.00%
HS	13420831	01192231	523010	Water			11,032	16,900	13,942	5,728	19,728	20,714	986	5.00%
HS	13420831	01192231	523020	Sewerage			19,596	27,533	25,514	8,624	36,113	40,781	2,668	7.00%
HS	13420631	01192231	524010	Building Maintenance			17,991	17,832	15,204	47,781	64,850	64,850	-	0.00%
HS	13420631	01192231	524030	Equipment Maintenance			15,354	2,980	4,354	326	6,680	6,680	-	0.00%
HS	13420931	01192231	524030	Equipment Maintenance Other Contractual Services			40	-	-	-	-	-	-	0.00%
HS	13420631	01192231	524090	Other Contractual Services			14,117	6,987	20,121	10,915	10,950	10,950	-	0.00%

Facilities Maintenance Department FY15 Operating Budget

Location	Scat Org # (if Different)	Org #	DUJ	Account # 01-192 Account Title Other Contract Svcs: Custodian	Building	Explanation	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
HS		01192231	524091	Equipment Rental/lease Equip Svcs/Repair: Custodian			29	71	286	112	3,000	3,000	-	0.00%
HS	13420631	01192231	527030	Laundry Services			-	-	-	31	1,545	1,545	-	0.00%
HS		01192231	527031	Equipment Rental/lease Equip Svcs/Repair: Custodian			-	-	-	1232	5,422	5,422	-	0.00%
HS	13420631	01192231	527070	Laundry Services			571	560	284	-	-	-	-	0.00%
HS	13420631	01192231	529020	Rubbish/Garbage Pickup Recycled Materials Disposal			11,500	11,498	12,443	13,590	16,750	16,750	-	0.00%
HS	13420631	01192231	529050	Asbestos Abatement Services			1,450	1,260	6,910	1,074	7,695	7,695	-	0.00%
HS	13420631	01192231	529080	Telephone			146	4,385	7,154	-	-	-	-	0.00%
HS	13420631	01192231	534020	Telephone Repairs Other Communications Services			1,697	385	795	-	-	-	-	0.00%
HS	13420631	01192231	534025	Telephone Repairs Other Communications Services			-	130	-	-	-	-	-	0.00%
HS	13420631	01192231	542130	Work Clothing			2,589	2,880	2,390	5,415	5,280	5,280	-	0.00%
HS	13420631	01192231	542150	Shoes/Boots			626	806	695	-	-	-	-	0.00%
HS	13420631	01192231	542150	Shoes/Boots			1,413	1,830	1,216	20,644	22,100	22,100	-	0.00%
HS	13420631	01192231	543010	Building M&R Supplies			818	258	786	-	-	-	-	0.00%
HS	13420631	01192231	543060	Painting M&R Supplies			26,526	23,064	17,217	40,463	30,729	30,728	(1)	0.00%
HS	13420631	01192231	543060	Custodian M&R Supplies			621	309	383	-	-	-	-	0.00%
HS	13420631	01192231	543070	Parts M&R Supplies			-	1,300	302	-	-	-	-	0.00%
HS	13420631	01192231	543080	Vandalism M&R Supplies			2,336	2,696	846	-	-	-	-	0.00%
HS	13420631	01192231	543110	Lighting/Electrical Supplies			697	4,616	1,396	-	-	-	-	0.00%
HS	13420631	01192231	543120	Plumbing Supplies Heating Pneumatic Controls			-	58	-	-	-	-	-	0.00%
HS	13420631	01192231	543130	Heating Boiler Supplies			790	6,078	-	-	-	-	-	0.00%
HS	13420631	01192231	543150	Heating Other Supplies Other Building System Supplies			37	6,794	3,348	-	-	-	-	0.00%
HS	13420631	01192231	543160	Heating Other Supplies Other Building System Supplies			233	1,690	123	-	-	-	-	0.00%
HS	13420631	01192231	543190	Elevator Supplies			740	100	1,508	-	-	-	-	0.00%
HS	13420631	01192231	543280	Lumber and Wood Travel - Mileage: Custodian			-	-	-	-	-	-	-	0.00%
HS	13420631	01192231	554070	Lumber and Wood Travel - Mileage: Custodian			-	-	-	48	270	-	(270)	-100.00%
HS		01192231	571011	Late Fees/Interest Charges			-	-	-	-	-	-	-	0.00%
House Field	13420632	01192232	521010	Electricity			2,839	2,938	2,807	2,884	2,972	2,972	(0)	-0.01%
House Field	13420732	01192232	521020	Natural Gas			5,573	6,892	5,030	6,532	7,252	7,687	435	6.00%
House Field	13420632	01192232	523010	Water			187	242	216	245	298	313	15	5.00%
House Field	13420632	01192232	523020	Sewerage			224	347	310	381	401	428	28	7.00%
House Field		01192232	524010	Building Maintenance			-	-	-	2,252	-	-	-	0.00%
House Field		01192232	524030	Equipment Maintenance Other Contractual Services			-	-	-	16	-	-	-	0.00%
House Field		01192232	524090	Other Contractual Services			-	-	-	125	-	-	-	0.00%
House Field	13420832	01192232	534020	Telephone			15	113	76	-	-	-	-	0.00%

Facilities Maintenance Department FY15 Operating Budget

Location (if Different)	Sch Org # Org #	Obj	Account # 01-192 Account Title	Building	Explanation	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
House	01192232	542130	Work Clothing						125	-	-	-	0.00%
Field House	01192232	543010	Building M&R Supplies						635	-	-	-	0.00%
House	01192232	543060	Custodial M&R Supplies						173	-	-	-	0.00%
District	13420639	517080	Non-Professional Licenses			50	195	229	-	-	-	-	0.00%
District	13421039	524010	Building Maintenance						126	-	-	-	0.00%
District	13421039	524020	Vehicle Maintenance						-	3,000	3,000	-	0.00%
District	01192239	524031	Maintenance - painting						-	1,090	1,090	-	0.00%
District	01192239	530500	Training & Development Other Professional Services						-	1,300	1,300	-	0.00%
District	13420639	530900	Postage			2,500	-	1,900	-	-	-	-	0.00%
District	13420639	534010	Postage			34	47	41	-	-	-	-	0.00%
District	13420639	534020	Telephone			314	4,255	2,573	-	-	-	-	0.00%
District	13420639	534025	Telephone Repairs			1,726	2,249	1,117	-	-	-	-	0.00%
District	01192239	534050	Telecommunications						10,274	2,800	2,800	-	0.00%
District	13420639	534060	Photocopying			40	50	70	-	-	-	-	0.00%
District	13420639	534090	Other Communications Services			572	371	272	-	-	-	-	0.00%
District	13421039	541010	Gasoline						-	14,500	14,500	-	0.00%
District	13420639	542010	Office Supplies						140	3,124	3,124	-	0.00%
District	13420639	542130	Work Clothing			1,093	750	1,162	1,188	2,925	2,925	-	0.00%
District	13420639	542150	Shoes/Boots Vehicular Parts & Accessories			221	392	390	-	-	-	-	0.00%
District	13421039	548010	Vehicular Tires & Tubes						-	2,000	2,000	-	0.00%
District	13421039	548020	Other Vehicular Supplies						-	1,200	1,200	-	0.00%
District	13421039	548090	Other Vehicular Supplies						500	500	500	-	0.00%
District	13420639	553060	Computer Supplies				242	626	1,875	75	75	-	0.00%
District	13420639	555020	Periodicals & Newspapers				179	-	-	-	-	-	0.00%
District	13420639	571010	Travel - Mileage			584	517	3,194	-	892	892	-	0.00%
District	13420639	571110	Conf/Mtgs - Administrators					250	-	-	-	-	0.00%
District	13420639	573010	Dues - Administrators			210	210	500	-	-	-	-	0.00%
Library	01192261	521010	Electricity			116,861	114,487	115,848	110,466	117,343	117,343	0	0.00%
Library	01192261	521020	Natural Gas			20,089	22,054	16,148	21,012	16,603	17,599	996	6.00%
Library	01192261	523010	Water			3,274	3,330	4,221	3,714	4,217	4,428	211	5.00%
Library	01192261	523020	Sewerage						5,341	5,895	6,297	412	7.00%
Library	01192261	524010	Building Maintenance						24,414	47,333	47,333	-	0.00%
Library	01192263	524010	Building Maintenance			23,489	38,855	27,104	-	-	-	-	0.00%
Library	01192263	524020	Vehicle Maintenance			624	767	-	-	-	-	-	0.00%
Library	01192261	524030	Equipment Maintenance						473	1,700	1,700	-	0.00%

Facilities Maintenance Department FY15 Operating Budget

Location	Sch Orig # (if Different)	Org #	Obj	Account # 01-192 Account Title	Building	Explanation	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
Library		01192263	524030	Maintenance contracts	Library	Maintenance contracts-Library	18,550	1,000	14,395	-	-	800	-	0.00%
Library		01192261	524031	Maintenance - painting			-	-	-	-	-	800	-	0.00%
Library		01192263	524031	Painting	Library	Painting work for second floor in FY2011	200	5,681	4,184	-	-	-	-	0.00%
Library		01192263	524032	Carpet Cleaning	Library	Carpet Cleaning - Library	-	4,300	5,018	-	-	-	-	0.00%
Library		01192263	524033	Window Washing	Library	Window Washing-Library	3,520	3,520	1,296	-	-	-	-	0.00%
Library		01192263	524034	Landscaping	Library	Landscaping-Library	9,137	6,710	11,796	-	-	-	-	0.00%
Library		01192261	524090	Other Contract Svcs:			-	-	-	-	-	-	-	0.00%
Library		01192261	524091	Other Contract Svcs:			-	-	-	-	-	-	-	0.00%
Library		01192263	527030	Equipment Rental/Lease			-	-	272	-	-	-	-	0.00%
Library		01192261	527031	Equip Svc/Repair:			-	-	-	-	-	-	-	0.00%
Library		01192263	527031	Custodian			-	-	-	-	-	-	-	0.00%
Library		01192263	529020	Rubbish/Garbage Pickup	Library	Weekly trash disposal and recycling fee for the Library	2,100	2,100	2,100	-	-	266	-	0.00%
Library		01192261	541010	Gasoline			-	-	-	-	-	-	-	0.00%
Library		01192263	541010	Gasoline	Library	Gasoline-Library	1,034	1,089	1,085	663	-	-	-	0.00%
Library		01192281	542130	Work Clothing			-	-	-	-	-	-	-	0.00%
Library		01192281	543010	Building M&R Supplies			-	-	-	-	-	-	-	0.00%
Library		01192281	543010	Building M&R Supplies	Library	Building supplies for the Library	6,431	4,242	17,818	-	-	-	-	0.00%
Library		01192263	543040	Equipment Supplies	Library	Equipment supplies for the Library	1,182	770	642	-	-	-	-	0.00%
Library		01192261	543060	Custodian M&R Supplies			-	-	-	-	-	-	-	0.00%
Library		01192263	543110	Lighting/Electrical Supplies	Library	Custodial supplies for the Library	11,435	11,473	22	-	-	-	-	0.00%
		01192240	521500	Green Power Community Premium			-	-	-	-	-	-	-	0.00%
				Total Expenses			\$ 2,326,419	\$ 2,690,278	\$ 2,374,634	\$ 2,533,583	\$ 2,894,187	\$ 2,937,778	\$ 43,591	1.51%
		01192898	570000	Encumbrances		Other charges and expenses	113,037	104,958	81,744	-	-	-	-	0.00%
				Total Request		DEPARTMENT SUBTOTAL	\$ 4,822,919	\$ 5,201,962	\$ 5,062,188	\$ 5,666,292	\$ 6,432,086	\$ 6,566,780	\$ 124,688	1.94%

Facilities Maintenance Department FY15 Salaries

Org	Object	Employee Name	Title	Building	Hrs per week	FTE	Hdy Rate	FY14 Weekly Rate as of June 30	FY14 Salary as of June 30	Group - Step as of 6/30/2014	Contract/Pay Plan	Hdy Starting Rate 7/1/14	Weekly Starting Rate 7/1/14	Step Adjustment Date	Adjusted Rate	Adjusted Weekly	Salary Request (Dept192)	Subtotal by Org/Obj
01192100	511010	McDonough, Joseph	Director of Facilities	Admin	35	1.0	72.88	2,544	132,784	A65C-0	AMPP	\$ 72.88	2,544	N/A			132,784	132,784
01192100	511130	Murray, Joseph	Project Manager	Admin	35	1.0	46.50	1,628	84,956	A60J-0	AMPP	\$ 46.50	1,628	N/A			84,956	
01192100	511130	Serlingelo, Michael	Custodial Service Manager	Admin	35	1.0	38.46	1,346	70,289	A58K-0	AMPP	\$ 38.46	1,346	N/A			70,289	
01192100	511130	Hebert, Allen	Energy Manager	Admin	35	1.0	44.40	1,554	81,111	A58M-0	AMPP	\$ 44.40	1,554	N/A			81,111	
01192100	511130	Wardfield, Peter	Maint. Operations Manager	Admin	35	1.0	40.81	1,432	74,743	A59L-0	AMPP	\$ 40.81	1,432	N/A			74,743	
01192100	511130	Vacant	Building Operations Liaison	Admin	35	1.0	64.95	1,923	100,385		AMPP	\$ 64.95	1,923	N/A			100,385	411,463
01192100	511300	Garapy, Danielle	Financial Assistant	Admin	35	1.0	29.41	1,029	53,732	A56H-0	AMPP	\$ 29.41	1,029	N/A			53,732	53,732
01192100	511310	Bond, Meghan	Administrative Assistant	Admin	35	1.0	29.07	1,017	53,111	A51H-0	AMPP	\$ 29.07	1,017	N/A			53,111	53,111
01192100	511340	Innis, Stephen	Mechanical Technician	Admin	40	1.0	32.25	1,290	67,338	B19B-6	BAOS	\$ 33.22	1,329				69,356	
01192100	511340	Landers, Mark	Maintenance Craftsman	Admin	40	1.0	29.25	1,170	61,081	B18B-4	BAOS	\$ 30.13	1,205	04/30/15	31.84	1,268	63,446	
01192100	511340	Neville, Daniel	Electrician	Admin	40	1.0	32.25	1,290	67,338	B18B-6	BAOS	\$ 33.22	1,329				69,358	202,163
01192101	511330	Gagne, Dorothy*	Custodian	Town Hall	28	0.7	20.19	565	29,510	B44B-4	BAOS	\$ 20.80	592	09/29/14	21.71	608	31,406	
01192101	511330	Newton, William	Head Maintenance Custodian	Town Hall	40	1.0	26.36	1,054	55,040	B46A-6	BAOS	\$ 27.15	1,086				59,891	
01192101	511330	Wyle, Roy	Custodian	Town Hall	19	0.5	17.68	336	17,535	B44-1	BAOS	\$ 18.21	346				18,061	106,158
01192102	511330	Balkry, Joseph	Custodian	Police	40	1.0	22.03	81	45,899	B44B-5	BAOS	\$ 22.69	908				47,379	
01192102	511330	McDonald, Paul	Custodian	Police	40	1.0	24.13	865	50,383	B48B-4	BAOS	\$ 25.99	1,039	07/01/14			54,281	101,639
01192107	511330	Colleton, Ronald	Custodian	Warren	40	1.0	22.03	81	45,998	B44B-6	BAOS	\$ 22.69	908				47,379	
01192107	511330	Gagne, Dorothy*	Custodian	Warren	12	0.3	20.19	242	12,647	B44B-4	BAOS	\$ 20.80	250	09/29/14	21.71	261	13,480	
01192107	511330	Lepage, Glen	Custodian	Warren	40	1.0	22.03	881	45,999	B44B-6	BAOS	\$ 22.65	908				47,379	108,217
01192110	511330	Burke, James	Custodian	PAWS	20	0.5	20.83	417	21,747	K15A-4	KFAC	\$ 20.83	417				21,747	21,747
01192111	511330	Martignetti, Alfred	Head Custodian - Elementary School	Bates	40	1.0	22.88	915	47,773	K17A-4	KFAC	\$ 22.88	915				47,773	
01192111	511330	Parrishana, Roger	Custodian	Bates	40	1.0	20.83	833	43,493	K15A-4	KFAC	\$ 20.83	833				43,493	
01192111	511330	Sanger, Richard	Custodian	Bates	19	0.5	17.88	336	17,535	B40S	BAOS	\$ 18.21	346				18,061	109,328
01192112	511330	Seaver, Christopher	Custodian	Fiske	40	1.0	20.83	833	43,493	K15A-4	KFAC	\$ 20.83	833				43,493	
01192112	511330	Fogarty, Christopher	Custodian Night Supervisor	Fiske	40	1.0	22.88	915	47,773	K17A-4	KFAC	\$ 22.88	915				47,773	
01192112	511330	Burke, James	Custodian	Fiske	20	0.5	20.83	417	21,747	K15A-4	KFAC	\$ 20.83	417				21,747	113,013
01192113	511330	Vacant	Custodian	Hardy	40	1.0	19.38	775	40,465	K15A-3	KFAC	\$ 19.38	775	01/01/15	20.83	833	41,807	
01192113	511330	Larock, Frederick	Head Custodian - Elementary School	Hardy	40	1.0	22.88	915	47,773	K17B-4	KFAC	\$ 22.88	915				47,773	89,580
01192114	511330	Friley, Richard	Custodian	Hunnewell	40	1.0	20.83	833	43,493	K15A-4	KFAC	\$ 20.83	833				43,493	

FY15 RATE REQUEST

Facilities

Facilities Maintenance Department FY15 Salaries

Org	Objcd	Employee Name	Title	Building	Hrs per week	FTE	Hrly Rate	FY14 Weekly Rate as of June 30	FY14 Salary as of June 30	Group - Step as of 6/30/2014	Contract Pay Plan	Hrly Starting Rate 7/1/14	Weekly Starting Rate 7/1/14	Step Adjustment Date	Adjusted Rate	Adjusted Weekly	Salary Request (Dept 192)	Subtotal by Org/OBJ
01192114	511330	Pallagiri, Loreto	Head Custodian - Elementary School	Hunnwee II	40	1.0	22.88	915	47,773	K17B-4	KEAC	\$ 22.88	915			833	47,773	91,266
01192115	511330	Carter, Robert	Custodian	Sprague	40	1.0	20.83	833	43,493	K15A-4	KEAC	\$ 20.83	833			833	43,493	
01192115	511330	Garciso, John	Custodian	Sprague	40	1.0	20.83	833	43,493	K15A-4	KEAC	\$ 20.83	833			833	43,493	
01192115	511330	Gandy, Scott	Custodian Night Supervisor	Sprague	40	1.0	22.88	915	47,773	K17A-4	KEAC	\$ 22.88	915			833	47,773	134,760
01192118	511330	Donahue, Daniel	Custodian	Schofield	40	1.0	20.83	833	43,493	K15A-4	KEAC	\$ 20.83	833			833	43,493	
01192118	511330	Hurley, Robert	Head Custodian - Middle School	Schofield	40	1.0	28.97	1,079	56,313	K21A-4	KEAC	\$ 28.97	1,079			833	56,313	99,606
01192131	511330	Leon, Wesley	Custodian	Uplham	40	1.0	20.83	833	43,493	K15A-4	KEAC	\$ 20.83	833			833	43,493	
01192117	511330	Smith, Joseph	Head Custodian - Elementary School	Uplham	40	1.0	22.88	915	47,773	K17B-4	KEAC	\$ 22.88	915			833	47,773	91,266
01192121	511330	Bartano, Mark	Head Custodian - Middle School	M/S	40	1.0	28.97	1,079	56,313	K21A-4	KEAC	\$ 28.97	1,079			833	56,313	
01192121	511330	Borlasesa, James	Custodian	M/S	40	1.0	20.83	833	43,493	K15A-4	KEAC	\$ 20.83	833			833	43,493	
01192121	511330	Foley, Mark	Custodian	M/S	40	1.0	20.83	833	43,493	K15A-4	KEAC	\$ 20.83	833			833	43,493	
01192121	511330	Giesple, Thomas	Custodian	M/S	40	1.0	20.83	833	43,493	K15A-4	KEAC	\$ 20.83	833			833	43,493	
01192121	511330	Larvie, Richard	Custodian	M/S	40	1.0	19.38	775	40,465	K15A-3	KEAC	\$ 19.38	775	07/03/14	20.83	833	43,470	
01192121	511330	McHale, Stephen	Custodian	M/S	40	1.0	20.83	833	43,493	K15A-4	KEAC	\$ 20.83	833			833	43,493	
01192121	511330	Murray, David	Custodian	HSMS Spk	20	0.5	20.83	417	21,747	K15A-4	KEAC	\$ 20.83	417			833	21,747	
01192121	511330	Peterson, Christopher	Custodian	M/S	40	1.0	20.83	833	43,493	K15A-4	KEAC	\$ 20.83	833			833	43,493	
01192121	511330	Castro, Eduardo	Custodian	M/S	40	1.0	18.37	735	38,367	K15A-2	KEAC	\$ 18.37	735	07/02/14	19.38	775	40,457	
01192121	511330	Sullivan, Wayne	Custodian	M/S	40	1.0	20.83	833	43,493	K15A-4	KEAC	\$ 20.83	833			833	43,493	
01192121	511330	Elysee, Kenold	Custodian (Tues-Sat)	M/S	40	1.0	18.37	735	38,367	K15A-2	KEAC	\$ 18.37	735	12/05/14	19.38	775	39,552	
01192121	511330	Vassiladis, Emmanuel	Custodian Night Supervisor	M/S	40	1.0	22.88	915	47,773	K17A-4	KEAC	\$ 22.88	915			833	47,773	510,271
01192131	511330	Andersen, Michael	Custodian Night Supervisor	HS	40	1.0	22.88	915	47,773	K17A-4	KEAC	\$ 22.88	915			833	47,773	
01192131	511330	Barrise, Raymond	Custodian	HS	40	1.0	20.83	833	43,493	K15A-4	KEAC	\$ 20.83	833			833	43,493	
01192131	511330	Bucaro, Edgar	Custodian	HS	40	1.0	19.38	775	40,465	K15A-3	KEAC	\$ 19.38	775	07/09/14	20.83	833	43,423	
01192117	511330	Rivera, Luis	Custodian	HS	40	1.0	20.83	833	43,493	K15A-4	KEAC	\$ 20.83	833			833	43,493	
01192131	511330	Burnham, Taylor Scott	Custodian	HS	40	1.0	19.38	775	40,465	K15A-3	KEAC	\$ 19.38	775	08/29/14	20.83	833	43,006	
01192131	511330	Gambazic, Francis	Custodian	HS	40	1.0	20.83	833	43,493	K15A-4	KEAC	\$ 20.83	833			833	43,493	
01192131	511330	March, Carl	Custodian	HS	40	1.0	20.83	833	43,493	K15A-4	KEAC	\$ 20.83	833			833	43,493	
01192131	511330	Murray, David*	Custodian	HSMS Split	20	0.5	20.83	417	21,747	K15A-4	KEAC	\$ 20.83	417			833	21,747	
01192131	511330	Miller, Andre	Custodian (Tues-Sat)	HS	40	1.0	19.38	775	40,465	K15A-3	KEAC	\$ 19.38	775	07/22/14	20.83	833	43,307	

FY15 RATE REQUEST

Facilities

Facilities Maintenance Department FY15 Salaries

FY15 RATE REQUEST														Facilities				
Org	Object	Employee Name	Title	Building	Hrs per week	FTE	Hwy Rate	FY14 Weekly Rate as of June 30	FY14 Salary as of June 30	Group - Step as of 6/30/2014	Contract/Pay Plan	Hwy Starting Rate 7/1/14	Weekly Starting Rate 7/1/14	Step Adjustment Date	Adjusted Rate	Adjusted Weekly	Salary Request (Dept192)	Subtotal by Org/Obj
01192131	511330	Cornier, Thomas	Custodian	HS	40	1.0	18.37	735	38,367	K15A-2	KEFAC	\$ 18.37	735	12/24/14	19.37	775	39,437	
01192131	511330	Vassiliadis, Antonios	Custodian	HS	40	1.0	19.38	775	40,465	K15A-3	KEFAC	\$ 19.38	775	09/19/14	20.83	833	42,820	
01192131	511330	Wirthnedge, Thomas	Custodian	HS	40	1.0	20.83	833	43,493	K15A-4	KEFAC	\$ 20.83	833				43,493	
01192131	511330	Zinck, Thomas	Facilities Supervisor	HS	40	1.0	29.01	1,160	60,573	K23A-4	KEFAC	\$ 29.01	1,160				60,573	559,562
01192132	511330	Bovill, Matthew	Plumber	Field House	40	1.0	31.07	1,243	64,874	K19A-4	KEFAC	\$ 31.07	1,243				64,874	
01192132	511330	McDaniel, Richard	Maintenance Mechanic	Field House	40	1.0	23.97	959	50,049	K18A-4	KEFAC	\$ 23.97	959				50,049	
01192132	511330	Towne, Jeffrey	HVAC Technician	Field House	40	1.0	31.07	1,243	64,874	K19B-4	KEFAC	\$ 31.07	1,243				64,874	
01192132	511330	Walkins, David	Electrician	Field House	40	1.0	31.07	1,243	64,874	K19A-4	KEFAC	\$ 31.07	1,243				64,874	244,672
01192161	511330	Springsteen, Henry	Custodian	Library	19	0.5	17.88	336	17,535	B44F-1	LLIB	\$ 17.88	336				17,535	
01192161	511330	Groh, Michael	Facilities Supervisor	Library	40	1.0	28.41	1,136	59,320	L09B-7	LLIB	\$ 28.41	1,136				59,320	
01192161	511330	Lannon, David	Custodian	Library	40	1.0	19.86	794	41,468	L40A-4	LLIB	\$ 19.86	794				41,468	
01192161	511330	Bonner, Robert	Custodian	Library	19	0.5	17.88	336	17,535	B44F-1	BAOS	\$ 18.21	346				18,091	
01192161	511330	Sadton, Laura	Custodian (On Call)	Library														136,384
																		3,370,911
																		3,370,911

3,331,132

3,370,911

3,370,911

Fair Housing Committee - FY15 Operating Budget Request

Dept #: 183

Department Head: Vacant, Director of Planning

Mission: On April 8, 1985 the Annual town Meeting unanimously adopted the following Fair Housing Policy Statement:

It is the policy of the Town of Wellesley, acting through all of its agencies, to insure equal housing opportunity for all people without regard to race, color, national ancestry, age, sex, religious preference or marital status. In instances where there is either an over-concentration or under-representation of minorities as compared to Boston SMSA population figures, the Town of Wellesley will work with the Massachusetts Commission Against Discrimination in investigating and taking or supporting appropriate legal action against violations of fair housing law.

- Priorities:
- Respond to Fair Housing Complaints
 - Maintain the Fair Housing Plan for the town
 - Develop, sponsor and participate in educational programs
 - Offer input to the Planning Board on the housing elements of the Comprehensive Plan
 - Advocate programs to expand housing opportunity
 - Support affirmative marketing of housing

Org	Object	Account # 01-183 Account Title	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request
01183200	542040	Office Supplies	\$ -	\$ -	\$ -	\$ 200	\$ 200
Committee Total			\$ -	\$ -	\$ -	\$ 200	\$ 200



**TOWN OF WELLESLEY
Fiscal Year 2015 -- OPERATING BUDGET REQUEST
Council on Aging: Mission, Services & Priorities**

The Wellesley Council on Aging (COA) was established in 1972 to comply with legislation for the purpose of coordinating and carrying out programs and services designed to meet the needs and objectives of the population age 60 and over. To achieve this purpose the following goals were established:

- 1) To identify the strengths, needs and interests of the community's population age 60 and over, currently 5,429 residents (19% of the Town's population);
- 2) To inform the community of these strengths, needs and interests and encourage the community's support and participation; and
- 3) To initiate, promote, and implement services and programs.

The mission of the Wellesley COA, as stated in its bylaws, is to serve as a supportive family resource as emerging needs of Wellesley residents become more complex; and to advocate for and provide, in a cost-effective manner, a safe, congenial environment where seniors may participate in social, educational, and cultural programs reflective of their needs. A major function of the COA is to keep senior citizens engaged and active so that they may continue to be a vital part of the community and to contribute to the fabric of the Town.

Services

The COA's primary functions are to provide social, educational, and recreational activities relative to the age 60 and over population and information and referral services to individuals and their families regarding housing, transportation, medical services, insurance, benefit programs, home care services, long term care and other consumer related issues.

Specific services offered by the COA include a subsidized transportation program, participation in the Senior Work Corps Property Tax Relief Program, outreach, in-home assessments, financial assistance through the Almirra N. Simon's Fund, completing applications for the SMOC fuel assistance program (age 60+), and for Salvation Army vouchers for all Wellesley residents age 18 and over. The COA is also a host site for the AARP/ IRS tax program, the SHINE health insurance counseling program, and the congregate meal program. The COA offers informational seminars, and a wide variety of social, educational and recreational activities such as fitness programs, lectures, language classes and day trips, all of which are communicated in the COA bi-monthly newsletter. The COA regularly collaborates with the Wellesley schools, local colleges, other town departments, and various community groups to provide opportunities for intergenerational programs.

The FY15 Budget Request

The FY15 departmental budget request remains flat versus FY 14 at slightly under \$359,000. However, for FY 15 there is an added request to incorporate a significant change in the modus operandi of the COA bus service that will provide more operational flexibility and at a reduced overall cost. The proposed new bus service requires the COA to run the service with its own staff, reflected in the increase in Personal Services by 3.63%. However, this increase is offset by lower expenses.



**TOWN OF WELLESLEY
Fiscal Year 2015 -- OPERATING BUDGET REQUEST
Council on Aging: Mission, Services & Priorities**

Transportation

Transportation is a critical link that assures access to vital services such as health care, social and nutritional and religious services as well as the opportunity to be with family and friends. For many years, the COA has offered transportation to seniors as a door-to-door weekday bus transportation service. The bus has provided rides for medical appointments, grocery shopping and social engagements. This service has been made available through a contract between the Town and M&L Transit Systems. The annual contract price for FY 14 was budgeted at \$107,000 and renegotiated in the spring of 2013 to \$88,217.50 due to a reduction in one hourly rate and one less hour of service per day. The services under this new contract include the provision of a handicap accessible 11-14 seat motor vehicles, fuel, maintenance, insurance, driver, scheduling, and other administrative support necessary to operate a well-managed transportation service for the Town of Wellesley. During FY 13, the COA bus provided 4,674 one-way rides for seniors.

Beginning on July 1, 2015, the Wellesley COA is proposing a new and different model for senior transportation that will be less expensive and provide greater service flexibility. The Wellesley COA is proposing a partnership with the MWRTA modeled after a similar arrangement in Holliston, MA to replace the existing contract with M&L Transit Systems when it comes due. The expense of this partnership with the MWRTA is projected to decrease cost by \$42,000 or 39% annually compared to the original FY14 budget. The reduction represents 31.6% of the revised figure for FY 14. The partnership with the MWRTA will include the provision of a handicap accessible 12-passenger gasoline-burning vehicle and a contract for regularly scheduled maintenance. FY 15 services will be taken over by COA directly with assistance from the MWRTA, providing better oversight and increased service flexibility. COA will employ two part-time drivers (18 hours/week/driver) and the COA Transportation Coordinator time will be increased to 19 hours/week (from 8 hours/week in FY 14). The Coordinator will be responsible for the management of the senior bus program and duties will include the supervision of drivers, scheduling rides, dispatching, creating van logs, referring passengers to alternative transportation options when necessary, and completing daily paperwork as well as statistical monthly and annual reports. The contract duration shall be for one (1) year. The contract is renewable, at the Town's option, for two additional one-year periods. Funding for year two and three is subject to future Town Meeting appropriations. The Town reserves the right to terminate the contract at any time with 30 days written notice to the MWRTA.

The Wellesley COA also has a Volunteer Drivers Program (VDP) costing the town approximately \$10,000/year. The VDP provides transportation (medical, shopping and social engagements) within Wellesley and to the neighboring communities. A total of 1,195 rides were provided through the VDP in FY 2013. The lack of transportation options for non-driving seniors after 3pm and on weekends contributes to their social isolation and lack of involvement in activities of their choice. The VDP has helped to meet this need, but additional guaranteed evening/weekend transportation service(s) are needed.

With the assistance of the Financial Services department, the COA developed the chart below which reflects projected sources and uses for FY 15 for the MWRTA/COA Senior Transportation Model:



TOWN OF WELLESLEY
Fiscal Year 2015 -- OPERATING BUDGET REQUEST
Council on Aging: Mission, Services & Priorities

	FY14	Latest FY14	FY15	\$ Variance FY14-15	% Variance FY14-15
COST OF TRANSPORTATION					
WAGES					
Transportation Coordinator	\$ -	\$ 6,850	\$19,836		
2 Part Time Drivers (18 hours/week each)	-	-	28,188		
BENEFITS					
Medicare Tax	-	-	-		
Workers Compensation	-	-	-		
VEHICLE COSTS					
Vendor charges	107,000	88,218	-		
Gasoline	-	-	8,000		
Insurance	-	-	2,000		
Maintenance	-	-	8,500		
Total	\$ 107,000	\$ 95,068	\$66,524	\$ (40,476)	37.83%
SOURCES OF TRANSPORTATION FUNDING					
*Tax Impact Funds	\$ 35,000	\$ 23,068	\$25,174	\$ (9,826)	
Revenue from rides	2,700	2,700	2,600	(100)	
EOEA Formula Grant ^{^^^}	37,500	37,500	18,750	(18,750)	
Wellesley Gateway Grant [^]	10,000	10,000	10,000	-	
Eastern Development Grant ^{^^}	10,000	10,000	10,000	-	
WHJWC Grant	3,000	3,000	-	(3,000)	
Charitable Donations (Gift Account)*	8,800	8,800	-	(8,800)	
Total	\$ 107,000	\$ 95,068	\$66,524	\$ (40,476)	37.83%

[^] through 6/30/15 ^{^^} through 6/30/17 ^{^^^} Gifts to remain in gift fund -- used for other purposes

^{^^^} Formula grant increased to \$43,432 for FY 15. Budget proposes using \$18,750 for transportation & \$24,682 for programming



**TOWN OF WELLESLEY
Fiscal Year 2015 -- OPERATING BUDGET REQUEST
Council on Aging: Mission, Services & Priorities**

Rent

The COA offices are housed within the Wellesley Community Center (WCC) and the majority of COA programs take place within this facility. FY 14 annual rental cost is \$25,165 plus the cost of one WCC's full-time upkeep person for \$55,793. The Wellesley Community Center has informed the COA that the annual rent charged will be increased by 3% effective July 1, 2015. The COA is requesting an increase of \$755 to cover this rent rate change.

Volunteerism

Volunteers are absolutely essential to the day to day operations and the overall success of the COA. Our volunteers serve as Activity Assistants, Board Members, Committee Members, Drivers, Instructors, Lunch Servers, Newsletter Assemblers, Office Assistants, Receptionists, Recycling Assistants, Shopping Assistants, SHINE counselors, Transportation Schedulers, Yard Rakers and more. In FY 13, the COA volunteer pool consisted of 222 individuals who contributed 7,351 hours of service to the COA. These hours' value is estimated at \$162,751 based on the Independent Sector leadership network (www.independentsector.org) recommended hourly estimate.

Programming

The COA promotes healthy aging and encourages the age 60 and over adults to stay active and engaged to the fullest extent possible in all areas of life. There are broad benefits to participating in offerings made available through the COA and the COA is always striving to reach more people through programs, services and volunteering. The increase in COA staff in FY 14 enabled the COA to expand upon the breadth of programs, services and activities provided to Wellesley's targeted audience. However, the COA continues to face space limitations and limited financial resources and as a result, it must place strict limits on class size and numbers of classes offered, and it regularly has waiting lists.

Despite these challenges, COA's budget does not request additional program funding as the changes to the transportation model are expected to release state and gift funds previously required for cost of the senior bus contract and they are now projected to enhance program offerings.

The 60+ population is expected to grow dramatically in the next 20 years and the COA needs to be prepared to address a broader and more diverse range of interests and a longer life expectancy. We must accomplish this while we continue to meet the needs and interests of "older" seniors. The COA must evolve as our constituency evolves and work to create a new model for service delivery to a growing clientele from 60 to 100+. In order to adequately serve the community, the COA will utilize the grant and gift funds as well as expect help from the new Friends of COA entity – now in formation - for programming so that we may build upon our successful "evening and weekend lecture series", intergenerational programs, lifelong learning and health and wellness activities. Community partnerships will be established or expanded so that the offerings of the COA will grow in new ways.

Submitted by: *Gayle Thierne, Director of Senior Services, in consultation with COA Board Chair, John Schuler, the COA Board Finance Committee; Diane Lapon, Miguel Lessing and Dick TenEyck and with assistance from the Town of Wellesley Financial Services Department.*

Council On Aging - FY15 Operating Budget Request

Dept #: 541
 Department Head: Gayle Thieme, COA Director

DEPARTMENT EXPENDITURES	FY11	FY12	FY13	FY14	FY15	Variance	% Variance
	Actual	Actual	Actual	Budget	Request	FY14-15	FY14-15
Personal Services							
Full Time	\$ 141,375	\$ 146,257	\$ 156,557	\$ 199,644	\$ 207,465	\$ 7,821	3.92%
Part Time	13,010	15,792	22,838	28,539	70,340	41,801	146.47%
grant offsets	-	-	-	-	(41,350)	(41,350)	0.00%
Subtotal, Personal Services	154,385	162,049	179,395	228,183	236,455	8,272	3.63%
Expenses	99,199	127,481	131,774	130,683	122,438	\$ (8,245)	-6.31%
Encumbered Expended	-	187	134	-	-	-	0%
Subtotal, Expenses	99,199	127,668	131,908	130,683	122,438	\$ (8,245)	-6.31%
TOTAL TAX IMPACT	\$ 253,584	\$ 289,717	\$ 311,303	\$ 358,866	\$ 358,893	\$ 27	0.01%

PERMANENT STAFFING (FTEs)

Position Titles:

	FY11	FY12	FY13	FY14	FY15
	Actual	Actual	Actual	Budget	Request
Director of Senior Services	1.0	1.0	1.0	1.0	1.0
Health & Social Services Admin.	1.0	1.0	1.0	1.0	1.0
Prog & Office Assistant	1.0	1.0	1.0	1.0	1.0
Sr. Activities Coord.	0.4	0.4	0.5	1.0	1.0
VDP Coord. (8 hrs/wk)	0.0	0.0	0.3	0.2	0.2
VDP Schedulers (4 hrs/wk)	0.0	0.0	0.0	0.1	0.1
Vol. Coord (15 hours/wk)	0.0	0.0	0.0	0.4	0.38
Transportation Coord (19 hrs/wk)	0.0	0.0	0.0	0.0	0.48
Bus Driver A (18 hrs/wk)	0.0	0.0	0.0	0.0	0.45
Bus Driver B (18 hrs/wk)	0.0	0.0	0.0	0.0	0.45
Total Number of Positions	3.4	3.4	3.8	4.7	6.1

Council On Aging Department FY15 Operating Budget

Org	Object	Account # 01-541 Account Title	Explanation	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
PERSONAL SERVICES										
01541100	511010	Senior Administrator	Director of Senior Services Salary	\$ 58,950	\$ 59,539	\$ 69,960	\$ 72,336	\$ 72,336	0	0.00%
01541100	511220	Other Professionals	Health & Social Services Administrator Program & Office Assistant, Senior Activities Coordinator	46,410	47,338	47,285	48,758	51,196	2,438	5.00%
01541100	511370	Clerical	VDP staff; Transp Coord; 2 van drivers; Vol Coord	36,015	39,379	39,312	78,550	83,932	5,382	6.85%
01541100	512290	Part-time	1/2 of EOE/A, Gateway , Eastern Dev, fares	13,010	15,792	22,838	28,539	70,340	41,801	146.47%
		Offsetting Grants						(41,350)	(41,350)	0.00%
			PERSONAL SERVICES SUBTOTAL	\$ 154,385	\$ 162,049	\$ 179,395	\$ 228,183	\$ 236,455	\$ 8,272	3.63%

EXPENSES

01541200	517020	Medical Check-up		-	-	-	100	100	-	0.00%
01541200	524030	Equipment Maintenance		614	486	949	2,000	2,000	-	0.00%
01541200	527010	Building Rental/Lease	rental increase to reflect custodial services	49,420	78,243	77,941	80,958	81,713	755	0.93%
01541200	530900	Other Professional Service		1,174	123	1,139	800	800	-	0.00%
01541200	533090	Public Transportation^	Bus contract subsidy	32,000	32,000	34,000	28,150	-	(28,150)	-100.00%
01541200		Public Transportation^	gasoline	-	-	-	-	8,000	8,000	0.00%
01541200		Public Transportation^	maintenance	-	-	-	-	8,500	8,500	0.00%
01541200		Public Transportation^	insurance	-	-	-	-	2,000	2,000	0.00%
01541200	534010	Postage		769	896	805	900	900	-	0.00%
01541200	534020	Telephone	4 lines for coa office - includes modern line plus fax line; two cell phone plans for staff	3,121	3,026	3,152	3,400	3,400	-	0.00%

Council On Aging Department FY15 Operating Budget

Org	Object	Account # 01-541 Account Title	Explanation	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
01541200	534035	Advertising- Employment		-	-	321	200	200	-	0.00%
01541200	534040	Printing and Mailing Expense	Cost of mailing newsletter to households 60+; six times per year <i>youth commission will no longer share contract. Monthly svc. Agreement = \$106.00</i>	4,254	4,180	4,443	4,250	4,400	150	3.53%
01541200	534060	Photocopying		825	1,265	1,476	1,450	2,000	550	37.93%
01541200	538090	Other Purchased Services		50	50	50	50	50	-	0.00%
01541200	542010	Office Supplies	Office, copier, and fax machine supplies	1,128	1,100	1,104	1,100	1,100	-	0.00%
01541200	557010	Programs and Activities	Promote & support programming.	5,000	4,771	5,543	5,500	5,500	-	0.00%
01541200	557020	Social & Cultural Programs		-	-	-	-	-	-	0.00%
01541200	571010	In-state travel (mileage)		318	511	337	525	575	50	9.52%
01541200	571110	Conf/Meetings Administrators	Mileage and Conference Fees	525	829	515	1,300	1,200	(100)	-7.69%
EXPENSE SUBTOTAL				\$ 99,199	\$ 127,481	\$ 131,774	\$ 130,683	\$ 122,438	\$ (8,245)	-6.31%
Other Charges & Expenses				\$ -	\$ 187	\$ 134	\$ -	\$ -	\$ -	0.00%
570000										
DEPARTMENT TOTAL				\$ 253,584	\$ 289,717	\$ 311,303	\$ 358,866	\$ 358,893	\$ 27	0.01%

Council On Aging Department FY15 Operating Budget

FY15 RATE REQUEST

Job Title Employee Name	FY14 Rate as of 6/30/14	Group - Step	Starting Rate		Step Adjustment Date	Adjusted Rate	offsets	Total Budget Request
			7/1/14	7/1/14				
Senior Administrator Gayle Thieme 511010	\$ 1,385.75	58	\$ 1,385.75					72,336
Health & Social Services Administrator Linda Clifford (DOH 10/21/13)	\$ 980.77	53	\$ 980.77					51,196
Program & Office Assistant Kaitlyn Haas	\$ 885.15	47-6	\$ 911.75					47,593
Senior Activities Coordinator Ashley Shaheen (DOH 6/25/13)	\$ 646.80	44-3	\$ 666.05	44-4	12/14/13	696.15		36,339
NEW in FY '14 - VOL. COORDINATOR 15 hrs/wk Lorraine Clough (DOH 11/3/13)	\$ 16.50		\$ 16.50					12,920
Volunteer Drivers Program Coordinator 8 hrs /week Lois Carberg	\$ 16.50		\$ 17.50					7,308
Volunteer Drivers Program Scheduler 4 hrs/wk Beth Harrington & Nancye Connor	\$ 9.00		\$ 10.00					2,088
Transportation Coordinator 19 hrs/week Jill Dube			\$ 20.00					19,836
Bus Driver A -18 hrs/week (New FY15)			\$ 15.00					14,094
Bus Driver B - 18 hrs/week (New FY15)			\$ 15.00					14,094
Gateway Funding							(10,000.00)	(10,000)
Eastern development Funding							(10,000.00)	(10,000)
Portion of \$43,432 EOEI Grant							(18,750.00)	(18,750)
Fares							(2,600.00)	(2,600)
Total Salary								236,454

Council On Aging Department FY15 Operating Budget
MWRITA / COA TRANSPORTATION

	FY14	Latest FY14	FY15	\$ Variance FY14-15	% Variance FY14-15

COST OF TRANSPORTATION

WAGES					
Transportation Coordinator	\$ -	\$ 6,850	\$ 19,836		
2 Part Time Drivers (18 hours/week each)	-	-	28,188		
BENEFITS					
Medicare Tax	-	-	-		
Workers Compensation	-	-	-		
VEHICLE COSTS					
Vendor charges	107,000	88,218	-		
Gasoline	-	-	8,000		
Insurance	-	-	2,000		
Maintenance	-	-	8,500		
Total	\$ 107,000	\$ 95,068	\$ 66,524	\$ (40,476)	37.83%

SOURCES OF TRANSPORTATION FUNDING

*Tax Impact Funds	\$ 35,000	\$ 23,068	\$ 25,174	\$ (9,826)	
Revenue from rides	2,700	2,700	2,600	(100)	
EOEA Formula Grant ^{ww}	37,500	37,500	18,750	(18,750)	
Wellesley Gateway Grant ^v	10,000	10,000	10,000	-	
Eastern Development Grant ^{vv}	10,000	10,000	10,000	-	
WHJWC Grant	3,000	3,000	-	(3,000)	
Charitable Donations (Gift Account)*	8,800	8,800	-	(8,800)	
Total	\$ 107,000	\$ 95,068	\$ 66,524	\$ (40,476)	37.83%
Surplus/(Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -

^v through 6/30/15
^{ww}through 6/30/17
 Formula Grant increased to \$43,432 for FY 2015. Budget proposes using \$18,750 for transportation and \$24,682 for programming
 Gifts to remail in gift fund - used for other purposes



TOWN OF WELLESLEY
Fiscal Year 2015 -- OPERATING BUDGET REQUEST
Youth Commission: Mission, Services & Priorities

The Wellesley Youth Commission provides programs and services designed to ensure that Wellesley's youth feel they are a valued part of the Wellesley community. By providing a wide variety of community-based events, programs and services, the Youth Commission strives to appeal to and meet the needs of a broad spectrum of middle and high school aged youth and their families. Programs and services provided by the Youth Commission are implemented and managed by the Youth Director. Youth Commission programs planned for FY 2015 include the continuation of the:

- **Wellesley Fire Rescuers Summer Program**, this is an educational summer program for middle school aged youth run collaboratively by the Youth Commission and the Wellesley Fire Department. Participants spend a week with Wellesley Fire personnel where they gain a valuable perspective on the importance of emergency service personnel with in the Wellesley community, while learning about careers in fire and public safety. (Scheduled for the week of July 7-11, 2014)
- **Wellesley Police Department Youth Academy** is a weeklong program for youth interested in exploring the Wellesley Police Department and are entering grades 6, 7, and 8. Participants spend a week with Wellesley Police personnel where they gain a valuable perspective on the importance of law enforcement with-in their community. While learning about law enforcement careers, Cadets will also get to know local police officers, which enables youth to build rapport with the department. (Scheduled for the week of August 4-8, 2014)
- **Wellesley Media Summer Program** is a weeklong exploration for middle school aged youth with Wellesley Media Corporation. Highlights for this program include: learning the art of program planning; learning to operate Wellesley Media studio equipment including: cameras, audio and editing devices; and gaining the skills to produce a public service announcement or news piece for Wellesley Media Corporation. (Scheduled for the week of August 11-15, 2014)
- **Wellesley Media Exploration** is a program that will be formalized in FY 2015. After a pilot in FY 2014 the Youth Commission and Wellesley Media Corporation established an afterschool program for interested middle school aged youth. This program allows for additional youth to participate in the activities highlighted above in the Wellesley Media Summer Program description. With limited space at the Wellesley Media studio only 6-10 youth can participate at a time, this afterschool opportunity allows for us to offer three sections one in the fall, winter and spring expanding the opportunity to additional youth.

The Youth Commission will continue to provide social educational programming for the Wellesley Public Schools; these programs are based on trends facing youth and their families, in real time.

The Youth Director in collaboration with the Youth Safety Officer co-facilitate programs for fifth, sixth, eighth and tenth grade students. In the fifth grade, students participate in a five session unit centered on decision making. This unit offers a series of five one-hour lessons focused on the following topics: friendship, peer pressure, decision making and internet safety. The goal of this unit is to facilitate discussion, both in school and at home; share and discuss ideas and feelings all building vital social skills important for adolescence and beyond. In the sixth grade, students learn how to keep themselves and their devices safe through our internet safety presentations. In the eighth grade, students are learning about the good and bad of social media and how to keep themselves and their friend's safe from alcohol and other drugs. In the tenth grade the Youth Commission collaborates with the Police Department, Fire Department, Paramedics and Health and Fitness



TOWN OF WELLESLEY
Fiscal Year 2015 -- OPERATING BUDGET REQUEST
Youth Commission: Mission, Services & Priorities

teachers to offer "Thinking about Drinking" Harm Reduction curriculum. This program provides students with the necessary information to make informed decisions regarding alcohol and other drugs.

Teens Against Destructive Decisions (TADD) is a Wellesley High School club advised by the Youth Director. TADD focuses on raising awareness within the WHS community on destructive decisions such as alcohol and drug use and drunk driving. TADD supports students who choose not to make destructive decisions, and allows them to feel supported regarding their decisions. In FY 2015 the Youth Commission looks to expand this club to not only raise awareness with in the high school community but through out Wellesley.

Wellesley Youth Employment Program is a program facilitated by the Youth Commission, which provides youth, businesses, and residents a point of contact for connecting employment opportunities within the community. This programs foundation is the website www.wellesleyyouthjobs.com. Our goal for FY 2015 is to market this opportunity to youth on a grand scale, and make the final connection needed for this program to thrive.

Much of FY 2014 the Youth Commission worked to create a much needed strategic plan. In FY 2015 our goal is to finalize this plan which will guide the Youth Commission's future endeavors.

Youth Commission - FY15 Operating Budget Request

Dept #: 542

Department Head: Maura Renzella, Youth Director

DEPARTMENT EXPENDITURES	FY11		FY12		FY13		FY14		FY15		\$ Variance FY14-15	% Variance FY14-15
	Actual	Budget	Actual	Budget	Actual	Budget	Request	Request				
Personal Services												
Full Time	\$ 63,260	\$ 63,892	\$ 63,892	\$ 65,557	\$ 65,809	\$ 65,809	\$ 65,809	\$ 65,809	\$ 65,809	\$ -	-	0.00%
Student Intern	-	3,094	7,493	7,500	7,500	7,500	7,500	7,500	7,500	\$ -	-	0.00%
Subtotal, Personal Services	63,260	63,892	73,049	73,309	73,309	73,309	73,309	73,309	73,309	\$ -	-	0.00%
Expenses	19,193	16,267	17,015	17,190	17,190	17,190	17,190	17,190	17,190	\$ -	-	0.00%
Encumbered Expenses	3,920	1,799	-	-	-	-	-	-	-	\$ -	-	0.00%
Subtotal, Expenses	23,113	18,065	17,015	17,190	17,190	17,190	17,190	17,190	17,190	\$ -	-	0.00%
TOTAL TAX IMPACT	\$ 86,373	\$ 81,958	\$ 90,064	\$ 90,499	\$ -	-	0.00%					

PERMANENT STAFFING (FTEs)

Position Titles:

	FY11 Actual	FY12 Actual	FY13 Budget	FY14 Budget	FY15 Request
Senior Administrator	1.0	1.0	1.0	1.0	1.0
Student Intern	<u>0.0</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
Total Number of Positions	1.0	1.5	1.5	1.5	1.5

Youth Commission - FY15 Operating Budget Request

Org	Object	Account # 01-542 Account Title	Explanation	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	Variance FY14-15	% Variance FY14-15
PERSONAL SERVICES										
01542100	511010	Senior Administrator	Salary for the Youth Director	\$ 63,260	\$ 63,892	\$ 65,557	\$ 65,809	\$ 65,809	\$ 0	0.00%
	512020	Student Intern/ temp	Funds for Youth Commission temporary help or Intern.	-	3,094	7,493	7,500	7,500	\$ -	0.00%
			PERSONAL SERVICES SUBTOTAL	\$ 63,260	\$ 66,986	\$ 73,049	\$ 73,309	\$ 73,309	\$ 0	0.00%

EXPENSES										
				FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	Variance FY14-15	% Variance FY14-15
01542200	527010	Building Rental/Lease	Rental costs for office space and storage space	1,200	-	-	-	-	\$ -	0.00%
01542200	534010	Postage	Postage for various mailing activities	95	121	15	150	50	\$ (100)	-66.67%
01542200	534020	Telephone	Provides for telecommunication services	1,047	1,604	1,364	1,700	1,700	\$ -	0.00%
01542200	534060	Photocopying	Ability to duplicate various materials will be needed	447	-	-	-	-	\$ -	0.00%
01542200	538090	Other Purchased Services	Outside consulting services	185	59	68	100	100	\$ -	0.00%
01542200	542010	Office Supplies	Office supplies and materials	375	40	-	250	250	\$ -	0.00%
01542200	557020	Social and Cultural Programs	The Youth Commission runs a variety of programs for the town's youth	15,844	14,406	15,568	14,890	14,990	\$ 100	0.67%
01542200	571010	In-state travel (mileage)	Travel expenses to and from various functions, events, meetings, and conferences.	-	36	-	100	100	\$ -	0.00%
			EXPENSES SUBTOTAL	\$ 19,193	\$ 16,267	\$ 17,015	\$ 17,190	\$ 17,190	\$ -	0.00%
			Other Charges & Expenses							
			Encumbered Expenses from Prior Year	3,920	1,799	-	-	-	\$ -	0.00%
			DEPARTMENT TOTAL	\$ 86,373	\$ 85,052	\$ 90,064	\$ 90,499	\$ 90,499	\$ 0	0.00%

Youth Commission FY15 Operating Budget Request

		FY14 RATE REQUEST				Total Budget Request	
Job Title Employee Name	FY14 Rate as of 6/30/2014	Group - Step	FY15 Starting Rate	Step Adjustment Date	Adjusted Rate	Total Budget Request	
Maura Renzella Youth Director	\$ 1,260.71	57	\$ 1,260.71	N/A	N/A	\$ 65,809	
Student Intern/Temporary						7,500	

Total Salary \$ 73,309

*Note: FY15 Salary is based on a 52.2 week year.

Selectmen Appointed Committees - FY15 Operating Budget Request

Org	Object	Committee	Explanation	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
01180200	511220	Housing Development Corp.	Accounting Service 990 filing	-	-	136	2,500	2,500	\$ -	0.00%
01180200	524090	Housing Development Corp.	Other Contractual Services	-	-	520	-	-	\$ -	0.00%
01180200	530900	Housing Development Corp.	Other Professional Services	-	-	2,500	-	-	\$ -	0.00%
01180200	534040	Housing Development Corp.	Postage, printing, and photocopying costs.	109	1,132	344	3,500	3,500	\$ -	0.00%
			Subtotal Housing Development	109	1,132	3,500	6,000	6,000	\$ -	0.00%
01691200	534010	Historical Commission	Postage for routine mailings	18	-	-	100	100	\$ -	0.00%
01691200	542010	Historical Commission	Office Supplies	211	-	-	50	50	\$ -	0.00%
01691200	557010	Historical Commission	Programs & Activities	-	350	-	600	600	\$ -	0.00%
			Subtotal Historical Commission	309	441	110	1,000	1,000	\$ -	0.00%
01692200	557010	Celebrations Committee	Funds provide for the Town's contribution to the Celebration's Committee activities.	4,700	4,700	4,700	4,700	4,700	\$ -	0.00%
01693200	557010	Memorial Day	Funds provided for Grave flags - these costs are 75% reimbursable from the State and should be tracked with Veterans Ordinary Benefits	-	1,545	1,727	2,500	2,500	\$ -	0.00%

West Suburban Veterans District - FY15 Operating Budget Request

Dept #: 543

DEPARTMENT EXPENDITURES	FY11	FY12	FY13	FY14	FY15	\$ Variance FY14-15	% Change FY14-15
	Actual	Actual	Actual	Budget	Request		
Personal Services							
District Administrator & P/T Staff	\$ 34,729	-	-	-	-	\$ -	0.00%
Subtotal, Personal Services	34,729	-	-	-	-	\$ -	0.00%
Expenses	51,204	85,280	85,818	107,261	125,000	\$ 17,739	16.54%
Encumbered Expenses	-	-	-	-	-	\$ -	0.00%
Subtotal, Expenses	51,204	85,280	85,818	107,261	125,000	\$ 17,739	16.54%
Total	85,933	85,280	85,818	107,261	125,000	\$ 39,182	36.53%

TOTAL TAX IMPACT	\$ 85,933	\$ 85,280	\$ 85,818	\$ 107,261	\$ 125,000	\$ 17,739	16.54%
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PERMANENT STAFFING (FTEs)

Position Titles:

Director of Veterans' Services	1.0	1.0	1.0	1.0	1.0
District Administrative Support	0.25	0.25	0.25	0.25	0.25
Total Number of Positions ¹	1.25	1.25	1.25	1.25	1.25

¹ Payroll flows through Veterans' District

West Suburban Veterans District - FY15 Operating Budget Request

Org	Object	Account # 01-543 Account Title	Explanation	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
PERSONAL SERVICES										
01543100	511010	Senior Administrators	Salary for veterans services staff -formation for district to be determined	\$ 34,729	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01543100	511130	Managers Assistant		5,796	-	-	-	-	\$ -	0.00%
		PERSONAL SERVICES SUBTOTAL		40,515	-	-	-	-	\$ -	0.00%
EXPENSES										
01543200	524030	Equipment Maintenance	FY11-Typewriter Maintenance is centralized under Dept 199	-	-	-	-	-	\$ -	0.00%
01543200	534010	Postage	For mailing correspondence.	229	-	-	-	-	\$ -	0.00%
01543200	534060	Photocopying	Beginning FY11 all Townhall copying costs are centralized in Dept 199	-	-	-	-	-	\$ -	0.00%
01543200	542010	Office Supplies	For office supplies.	500	-	-	-	-	\$ -	0.00%
01543200	571010	Travel/Mileage	For in state travel	100	-	-	-	-	\$ -	0.00%
01543200	571110	Conf/Mtgs-Administrators	For registration, food, lodging, tolls to conferences.	500	-	-	-	-	\$ -	0.00%
01543200	573010	Dues-Administrators	For membership fees.	50	-	-	-	-	\$ -	0.00%
			For ordinary benefits - food, rent, fuel, & other expenses, as needed. The need for these funds can vary greatly from year to year depending on both the general financial climate and the veterans' eligibility	45,527	50,000	50,000	50,000	60,000	\$ 10,000	20.00%
01543200	577010	Ordinary Veterans Benefits ¹								
01543200	557010	Memorial Day ¹	Funds provided for Grave flags - these costs are 75% reimbursable from the State	3,623	-	-	-	-	\$ -	0.00%
01543200	577060	Burial Assistance		-	-	-	-	-	\$ -	0.00%
01543200	578010	Approved Special Dept Exp	For repair and cleaning of war memorial in front of Town Hall.	674	-	-	-	-	\$ -	0.00%
01543200	569555	Veteran's District Assessment	Funds for Veterans Agent and Admin Staff	-	35,280	35,818	57,261	65,000	\$ 7,739	13.52%
		EXPENSE SUBTOTAL		51,204	85,280	85,818	107,261	125,000	17,739	16.54%
		570000 Other Charges & Expenses	Encumbered expenses from prior fiscal year	-	-	-	-	-	\$ -	0.00%
		DEPARTMENT TOTAL		\$ 91,719	\$ 85,280	\$ 85,818	\$ 107,261	\$ 125,000	\$ 17,739	16.54%

¹ The ordinary benefits & grave flags are reimbursable from the State at 75%

Audit Committee - FY15 Operating Budget Request Summary

Dept #: 135

Department Head: Sheryl Strother, Finance Director

DEPARTMENT EXPENDITURES Org	Object						FY15 Request	\$ Variance FY14-15	% Variance FY14-15
		FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request			
01135200	530200 Act of 1996	\$ 56,250	\$ 56,250	\$ 56,250	\$ 56,250	\$ 56,250	\$ -	0.00%	

Town's General Purpose Financial Statements (GPFS) & reports required by the Federal Single Audit

The Audit Committee is responsible for the annual examination of the Town's consolidated financial statements in accordance with generally accepted auditing standards. Activities include the selection of an outside auditing firm to examine the financial statements of the Town, including all its departments. The Town has used the audit firm of Powers & Sullivan since 2005. The Audit Committee defines the scope of the auditor's assignments and reviews their findings and recommendations with the appropriate Boards and Committee. The Audit committee voted on 1/120/12 to extend Powers & Sullivan's contract to include the FY13, FY14, & FY15 audits, with an option to extend to FY16 & FY17.

In addition, the Enterprise Funds (MLP, Water, Sewer) and Retirement Fund are audited annually. The cost is charged to each entity as follows:

	FY11	FY12	FY13	FY14	FY15
Town	\$56,250	\$56,250	\$56,250	\$56,250	\$56,250
MLP	\$15,750	\$15,750	\$18,250	\$18,250	\$18,250
Retirement	8,400	8,400	8,400	8,400	8,400
Water	6,300	6,300	6,300	6,300	6,300
Sewer	6,300	6,300	6,300	6,300	6,300
Total Contract	\$93,000	\$93,000	\$95,500	\$95,500	\$95,500

er Sources of Funding:

Law Department - FY15 Operating Budget Request Summary

Dept #: 151

Dept Head: Hans Larsen, Executive Director

The Law budget provides funds for legal services for Town Boards and departments. Funds also provide for the retainer for Town Counsel which covers attendance at Town Meetings, Selectmen's meetings and other governmental board meetings and miscellaneous routine telephone and office conferences. Funds provide for the retainer fee for Labor Counsel, covering routine telephone calls and conferences. This budget also provides for Town Counsel, Labor Counsel and Special Counsel legal services and expenses beyond those included within the retainer fees, such as recording fees, transcripts, copying charges and expert witness fees.

Org	Object	DEPARTMENT EXPENDITURES		FY11	FY12	FY13	FY14	FY15	\$ Variance	% Variance
		Actual	Actual	Actual	Budget	Request	FY14-15	FY14-15		
01151200	530100 Legal Services	197,920	250,718	244,880	300,000	320,000	\$ 20,000	6.67%		
01151201	570000 Encumbered expenses from prior fiscal year	-	-	18,865	-	-	\$ -	0.00%		
TOTAL Expense		\$ 197,920	\$ 250,718	\$ 263,746	\$ 300,000	\$ 320,000	\$ 20,000	6.67%		

Street Lighting - FY15 Operating Budget Request Summary

Dept #: 458

Dept Head: Hans Larsen, Executive Director

Prior to FY11 this budget was managed by the DPW department. This program provides a reliable electric street lighting system for convenience, safety and security to the Wellesley community. Massachusetts General Law Chapter 164, Section 58 determines the annual street light rate. The Wellesley Municipal Light Plant provides the street lighting service.

Org	Object	DEPARTMENT EXPENDITURES		FY11	FY12	FY13	FY14	FY15	\$ Variance	% Variance
		Actual	Actual	Actual	Budget	Request	FY14-15	FY1-4-15		
14582430	521010 Expense Total	328,211	231,408	222,536	225,300	227,000	\$ 1,700	0.75%		

Risk Management - FY15 Operating Budget Request

Department #: 945211
 Department Head: Hans Larsen

The insurance budget provides for the premium costs for general liability, automobile, property and public official liability insurance for all Town operations, as well as occupational health services. The work-related medical expenses of retired disabled uniformed police and fire personnel are also funded within this budget. The Town has agreed to a 2-year extension with its existing carrier guaranteeing a 5% premium reduction.

These insurance policies include General Property, Auto, Boiler and Machinery, School Leaders, Public Officials, Umbrella and Flood, as well as various official bonds. The Other Liability Insurance line item included funds for Flood Insurance and buildings taken off of Builders Risk and added to the Statement of Values.

The Enterprise Fund offsets derive from the MLP, Water, and Sewer Departments, which provide reimbursement to the insurance account based premium breakdowns from our insurance carrier. Each account's return is expected to rise proportionately with the expected rise in insurance costs.

Org	Object	Account Title	Vendor	Description	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
		Total Comprehensive Liability Insurance			274,776	337,988	355,016	435,000	460,000	25,000	5.7%
		Less: Enterprise Allocation (Water, Sewer, MLP)			(99,604)	(109,453)	(115,107)	(100,000)	(100,000)	-	0.0%
01945200	574010	Comprehensive Liability - Tax Impact Portion	MILIA	Property, Casualty and Auto Insurance Town-wide Public Safety Disability Retirees Covers prescriptions and routine medical expenses for Police and Fire who retired due to disability.	175,172	228,535	239,909	335,000	360,000	25,000	7.5%
01945200	517010	Medical Expense	Meloni, Polimeno, Lally	Flood Insurance and Non-employee Police detail death benefit	817	1,662	1,721	3,000	3,000	-	0.0%
01945200	574090	Other Liability Insurance	Travelers (Flood) Chubb (Non-employee Police)	Funding for Roberta Miele, acting on-site occupational health nursing program	6,402	6,757	3,165	9,000	9,000	-	0.0%
01945200	575270	Onsite Nursing (Formerly Employee Assistance 575260)	Health Resources		30,027	30,420	30,888	32,000	32,000	-	0.0%
				Total	212,418	267,374	275,683	379,000	404,000	25,000	6.6%
01211200	530900	Injured on Duty-Police & Fire Accident Policy	Renaissance Alliance	Public Safety Injured on Duty(111F)	\$ 34,151	\$ 51,227	\$ 80,000	\$ 100,000	\$ 100,000	\$ -	0.0%



TOWN OF WELLESLEY
Fiscal Year 2015 -- OPERATING BUDGET REQUEST
Zoning Board of Appeals: Mission, Services & Priorities

DEPARTMENT MISSION

The Zoning Board of Appeals is empowered to hear and decide Appeals, petitions for Variances, Special Permits, Findings, Site Plan Approvals and Comprehensive Permits pursuant to the provisions of and in compliance with the Zoning Bylaw of the Town and the Zoning Act (MGL Chapter 40A and 40B).

The Zoning Board of Appeals consists of three permanent members and three associate members, each appointed by the Board of Selectmen for a three year term. The permanent members on the current Board are Richard L. Seegel, Chairman, J. Randolph Becker, Vice Chairman, and David G. Sheffield. The associate members are Robert W. Levy and Walter B. Adams. Lenore R. Mahoney serves as Executive Secretary.

From July 1, 2011 to June 30, 2012, 20 Public Hearings were held by the Board of Appeals.

A total of 99 petitions were filed during that period, which was an increase of 15 cases from the previous year. There were 16 requests for Special Permits or renewal of Special Permits previously granted for uses not allowed by right in a Single Residence District or a Business District, including educational uses, two-family residences, three-family residences, boarding or lodging houses, drive-through windows, home occupations, and non-accessory parking. One request for a Special Permit for a two-family residence was withdrawn without prejudice. There was one request for a Special Permit for an antenna which was granted under Section XXIIIC. There was one request for a Special Permit for a retaining wall which was granted under Section XXIID. Site Plan Approval under Section XVIA was granted for two Major Construction Projects. Amendment of Site Plan Approval under Section XVIA was granted for two Major Construction Projects. Eleven requests for Special Permits for signs were filed under Section XXIIA, which regulates billboards, signs, and other advertising devices within the Town. One request for a Special Permit for a sign was denied. One request for a Special Permit for a sign was withdrawn without prejudice. There was one request for a Comprehensive Permit pursuant to Chapter 40B of the Massachusetts General Laws, which regulates regional planning. The Board also heard 52 requests for Special Permit/Findings pursuant to Section XVII, which governs pre-existing nonconforming structures and uses. One request to modify a Special Permit/Finding was granted. Six requests for a Special Permit/Finding were withdrawn without prejudice. Two requests to modify a Variance were granted. One request to modify a Variance was withdrawn without prejudice.

Zoning Board of Appeals - FY15 Operating Budget Request

Dept #: 176

Department Head: Lenore Mahoney

DEPARTMENT EXPENDITURES	FY011	FY012	FY013	FY14	FY15	\$ Variance FY14-15	% Variance FY14-15
	Actual	Actual	Actual	Budget	Request		
Personal Services							
Full Time	\$ 46,932	\$ 47,402	\$ 48,401	\$ 49,559	\$ 49,559	\$ (0)	0.00%
Subtotal, Personal Services	46,932	47,402	48,401	49,559	49,559	\$ (0)	0.00%
Expenses	6,744	4,851	4,236	7,115	7,115	\$ -	0.00%
Encumbrances	-	-	-	-	-	\$ -	0.00%
Subtotal, Expenses	6,744	4,851	4,236	7,115	7,115	\$ -	0.00%
TOTAL TAX IMPACT	\$ 53,676	\$ 52,252	\$ 52,637	\$ 56,674	\$ 56,674	\$ 4,037	0.00%

PERMANENT STAFFING (FTEs)

Position Titles:	FY11	FY12	FY13	FY14	FY15
	Actual	Actual	Actual	Budget	Request
Executive Secretary	1.0	1.0	1.0	2.0	1.0
Total Number of Positions	1.0	1.0	1.0	2.0	1.0

Zoning Board of Appeals Department FY15 Operating Budget Request

Job Title Employee Name	FY14 Rate as of 6/30/2014	FY15 RATE REQUEST*			Group - Step	Starting Rate	Step Adjustment Date	Adjusted Rate	Total Budget Request FY15
Lenore R. Mahoney Executive Secretary	\$ 949.40				51	\$ 949.40	N/A	N/A	\$ 49,559

Total Salary \$ 49,559

*Note: FY15 Salary is based on 52.2 weeks



TOWN OF WELLESLEY
Fiscal Year 2015-- OPERATING BUDGET REQUEST
Police Department: Mission, Services & Priorities

The Police Department is as state certified full-service public safety agency charged with the responsibility of providing business and neighborhood policing services and the protection of life and property within the Town of Wellesley. The Police Department provides these services with uniformed and plainclothes police officers by way of patrol and investigation.

The Police Department, in working with AMR Ambulance and the Wellesley Fire Rescue Department, also provides emergency medical services within the Town of Wellesley.

Additionally, the Police Department provides a number of ancillary policing services, to include, but not limited to, P.R.I.D.E., Safety Officer, Animal Control, Domestic Violence Officer, Wellesley Housing Authority Community Policing Officer, Liaison to the Wellesley Business Community and various police/community relations services. It is important to note that the Domestic Violence Officer and the Liaison to the Wellesley Housing Authority are police officials who address these respective responsibilities above and beyond their primary responsibilities with the Police Department.

The Wellesley Police Superior Officers Association represents the Lieutenants and Sergeants in collective bargaining issues, while the Wellesley Police Patrolmen's Association represents the Patrolmen in collective bargaining issues. The Wellesley Police Dispatchers' Association represents the Dispatchers. The status of collective bargaining agreements as of 11/25/13 is as follows: the Superior Officers' (Lieutenants and Sergeants) agreement expires June 30, 2015 (FY15) and the Patrolmen's agreement was negotiated and is awaiting approval at the Special Town Meeting in December 2013. If approved the agreement would expire June 30, 2016. The Dispatchers' agreement expires June 30, 2014 (FY14).

A review by the Board of Selectmen indicated that the minimum staffing level for the Police Department should be five (5) police officers and a supervisor during the day shift; five (5) police officers and a supervisor during the first half; and four (4) police officers and a supervisor during the last half. Thus, at a minimum the patrol shift is generally made up of a police sergeant, two police officers/EMTs, and two or three additional police officers/non-EMTs (depending on time of day). This staffing level requires the filling of 17 positions each day for a total of 6,205 shifts per year. This is necessary to accomplish and support the above staffing of police officers.



**TOWN OF WELLESLEY
Fiscal Year 2015-- OPERATING BUDGET REQUEST
Police Department: Mission, Services & Priorities**

CHIEF (1)

The Chief is assigned to a 5 and 2 schedule, in a non-union management position and oversees all administrative duties and responsibilities within the police department.

DEPUTY CHIEF (1)

The Deputy Chief is assigned to a 5 and 2 schedule, in a non-union management position subject to the Town's Merit Pay Plan and is responsible for the performance of various administrative duties and responsibilities within the police department.

POLICE LIEUTENANTS (3)

The three Lieutenants are assigned to a traditional workweek, Monday through Friday. The Lieutenants are assigned to perform command duties over the three functional divisions of the department. These are; Support Services, Patrol and Criminal Investigations. In addition to these assignments, each of these Lieutenants has ancillary responsibilities, (i.e., training coordinator, grant writing, accreditation, administrative services, firearms permits, etc.), which are necessary for the good working order and management of the Police Department.

POLICE SERGEANTS (6)

Each of the six Sergeants is assigned to perform patrol supervisory duties. Additionally, they are also assigned ancillary and staff responsibilities, which are necessary for the good working order and management of the Police Department.

POLICE OFFICERS (32)

Twenty-six of the thirty-two Police Officers are assigned to perform community policing services, to include patrol and response to emergencies, while one Police Officer is assigned to the duties of Court Liaison Officer, one Police Officer is assigned to perform the duties and responsibilities of the Youth/Elder Affairs/Safety Officer, one Police Officer is assigned to manage our network and information systems as well as investigate computer related crimes and three Police Officers are assigned as Detectives. It is important to note the absolute necessity to have an adequate number of Police Officers trained and assigned to perform the critical function of investigative Detective. It cannot be stressed more strongly, that it is imperative that the Police Department, and the



**TOWN OF WELLESLEY
Fiscal Year 2015-- OPERATING BUDGET REQUEST
Police Department: Mission, Services & Priorities**

community, maintain an adequate investigative capability within the Police Department. Toward this end, Detectives must be dedicated to the responsibilities of performing as investigators, if the best interests of the public, and more particularly the victims of violence or other criminal infractions, are to be served.

TRAINING

This budget continues the goal of providing suitable and adequate training to all members of the Department. The Department provides ongoing training concerned with the investigation of Domestic Violence and other crimes against women and children, extensive communications training particularly focusing on youth related issues, recent developments in the field of Community Policing strategies and policies as well as changes in statute and case law. All department personnel are trained in the operation of Automatic External Defibrillators (A.E.D.'s) because resuscitation science places great emphasis on early defibrillation. "The greatest chances of survival result when the interval between the start of ventricular fibrillation and the delivery of defibrillation is as brief as possible." All marked police cruisers have AED's onboard for immediate intervention in the event of cardiac arrest due to ventricular fibrillation or pulseless ventricular tachycardia. Heart attacks are a major cause of ventricular fibrillation.

Further examples of specialized training include, but are not limited to, training in the area of School and Workplace Violence, Active Shooter, Terrorism, including Biological and Chemical Attacks, Hate Crime Investigation, Crime Scene investigation, Sexual Assault investigation, Interviews and Interrogation, Accident Reconstruction, Commercial Vehicle Enforcement and Computer Crime investigation. The department has 27 sworn members certified as Emergency Medical Technicians (EMT's). These officers maintain their certification with annual continuing education training. The department seeks to hire recruits with EMT certification and encourages all sworn personnel to obtain this certification. In FY14, all members of the department will attend forty-hours of in-service training programs focusing on topical areas. Additionally, personnel will receive training in career development, youth issues, missing children, and domestic violence training. All newly hired dispatchers attend the state's five-week training academy and receive an additional eight weeks of on the job training. The department also provides the dispatchers with additional training in Fire and EMS dispatch issues, including hazardous materials, stress management, hate crimes, homeland security, domestic violence, hostage negotiations and dealing with anonymous calls, to further perfect the skills they have developed as Fire and EMS dispatchers.



**TOWN OF WELLESLEY
Fiscal Year 2015-- OPERATING BUDGET REQUEST
Police Department: Mission, Services & Priorities**

PUBLIC SAFETY COMMUNICATIONS CENTER

The police, fire, and ambulance dispatch functions operate as a single consolidated Public Safety Communications Center located in the Police Department Headquarters building. Dispatchers are guided by a procedural manual and operational protocols, which are continuously reviewed and updated. Subsequently, all dispatchers are thoroughly trained in the dispatching of police, fire, and emergency medical services. All dispatchers are certified in Emergency Medical Dispatching protocols and recertify bi-annually. Both the Police and Fire Chiefs continue to monitor the operation of the Public Safety Communications Center to assure optimal, seamless communications and delivery of public safety services.

DISPATCHERS (10)

The function of the dispatchers is to facilitate the response of appropriate public safety resources to an emergency scene. Their primary function is the receipt and generation of messages at the consolidated Public Safety Communications Center. Additionally, they are tasked with assisting members of the public and performing various clerical duties. The 10 dispatchers are assigned to a 4 and 2 schedule. In this rotation, two dispatchers are assigned at all times and a third is scheduled during the peak activity periods of the day and evening shift.



TOWN OF WELLESLEY
Fiscal Year 2015-- OPERATING BUDGET REQUEST
Police Department: Mission, Services & Priorities

RECEIPTS FROM FEES AND CHARGES:

TYPE	FY11	FY12	FY13	FY14	FY15
	Actual	Actual	Actual	Anticipated	Plan
False Alarm - 422500	\$ 13,850	\$ 3,700	\$ 475	\$ 3,500	\$ 3,500
Copies - 432050	6,135	5,326	8,356	5,000	5,000
Court Fines - 477200	128,627	103,933	99,323	125,000	125,000
Animal Control Fine - 477300	6,645	11,499	10,341	5,000	5,000
Gun Permits - 444010	2,525	3,613	4,275	1,500	1,500
Other/Unclassified - 489000	2,168	1,516	7,795	1,500	1,500
Marijuana Citations	6,520	1,150	2,190	1,000	1,000
Vehicle/Equip. sales - 485000	30,314	830	14,532	35,000	20,000
Detail Admin. - 28021025	53,884	21,578	42,441	52,806	54,390
Total	\$ 250,667	\$ 153,144	\$ 189,727	\$ 230,306	\$ 216,890

ANTICIPATED FY15 GRANTS OR GIFTS, WHICH MAY BE EXPENDED WITHOUT APPROPRIATION:

- COMMONWEALTH OF MASSACHUSETTS:
- GOVERNOR'S HIGHWAY SAFETY BUREAU CLICK IT OR TICKET GRANT
- GOVERNOR'S HIGHWAY SAFETY BUREAU PEDESTRIAN SAFETY GRANT
- STATE 911 DEPARTMENT SUPPORT AND INCENTIVE GRANT
- STATE 911 DEPARTMENT TRAINING GRANT

EOPSS BULLETPROOF VEST REIMBURSEMENT

FEDERAL:
 U.S. DEPARTMENT OF JUSTICE BULLETPROOF VEST PARTNERSHIP

Police Department FY15 Operating Budget Request

Dept #: 210
 Department Head: Terrence Cunningham, Police Chief

DEPARTMENT EXPENDITURES	FY11		FY12		FY13		FY14		FY15		\$ Variance FY14-15	% Variance FY14-15
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Request			
Personal Services												
Full Time	\$ 3,453,129		\$ 3,415,460		\$ 3,412,523		\$ 3,949,681		\$ 4,111,680		\$ 161,999	4.10%
Longevity	8,900		9,500		10,000		20,000		20,700		700	3.50%
Vacation Coverage, Holiday Pay, Illness, etc	1,053,986		1,130,877		1,242,516		816,756		831,609		14,853	1.82%
Subtotal, Personal Services	4,516,015		4,555,837		4,665,039		4,786,437		4,963,989		177,552	3.71%
Expenses	682,809		696,618		599,782		633,294		636,494		3,200	0.51%
Encumbered Expended	19,927		8,544		6,090		-		-		-	0%
Subtotal, Expenses	702,737		705,162		605,872		633,294		636,494		3,200	0.51%
TOTAL	\$ 5,218,751		\$ 5,260,998		\$ 5,270,911		\$ 5,419,731		\$ 5,600,483		\$ 180,752	3.34%

PERMANENT STAFFING (FTEs)

Position Titles:	FY11 Actual	FY12 Actual	FY13 Budget	FY14 Budget	FY15 Request
Chief	1.0	1.0	1.0	1.0	1.0
Deputy Chief	1.0	1.0	1.0	1.0	1.0
Lieutenants	3.0	3.0	3.0	3.0	3.0
Sergeants	6.0	6.0	6.0	6.0	6.0
Patrolmen	35.0	35.0	35.0	35.0	35.0
Patrolmen Unfunded Vacancies	-3.0	-3.0	-3.0	-3.0	-3.0
Animal control officer	1.0	1.0	1.0	1.0	1.0
Dispatchers	11.0	11.0	11.0	11.0	11.0
Dispatchers Unfunded Vacancy	-1.0	-1.0	-1.0	-1.0	-1.0
Staff	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>
Total Number of Positions	57.0	57.0	57.0	57.0	57.0

Police Department FY15 Operating Budget Request

Object	Account # 01-210	Explanation	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
517010	Medical Expense	Medical expenses for police officers injured in the line of duty. Police officers are not eligible for workers' compensation.	44,293	514	2,057	40,000	40,000	-	0.00%
517020	Medical Checkup	Medical and psychological evaluation of applicants for all positions in the department. New departmental drug policy will require annual random drug testing of employees.	4,147	7,406	3,116	4,500	4,500	-	0.00%
517030	Meal Allowance	Provides meals for officers away from town for court, training programs and investigations.	25	326	118	700	700	-	0.00%
517040	Tuition Reimbursement	Tuition for members enrolled in degree programs in accordance with the Town's policy and initiative to recruit experienced and educated police officers and to encourage current police officers to pursue higher education. College educated police officers develop the skills and broad perspective to provide quality police services for the residents of Wellesley.	9,713	11,078	4,895	12,000	12,000	-	0.00%
521010	Electric		50,950	52,264	-	-	-	-	0.00%
521020	Natural Gas		23,807	20,563	-	-	-	-	0.00%
523010	Water		1,653	1,653	-	-	-	-	0.00%
523020	Sewerage		2,645	3,058	-	-	-	-	0.00%
524020	Vehicle Maintenance	The department's initiative to make full use of new car warranties and to dispose of surplus vehicles through a used car wholesaler helps to hold the line on maintenance costs while returning a greater dollar value to the Town for the sale of the surplus cruisers. Line item has not been increased in over 9 years, yet hourly rate charged for service has increased.	44,403	45,968	27,564	33,000	33,000	-	0.00%
524030	Equip. & Maint. Contracts	Yearly or seasonal equipment service contracts for security systems and the many new technologies that help make policing more effective. The department's computers, telephone system, jail cell monitors and investigative equipment are some of the areas covered by maintenance contracts.	20,069	25,292	34,779	21,900	21,900	-	0.00%
524040	Equipment Maintenance	Some maintenance contracts are more expensive than simply providing service when needed. The department evaluates every area of equipment maintenance to determine the most cost effective means to maintain operational readiness.	12,111	12,825	22,754	30,000	30,000	-	0.00%
527050	Copier Rental	This covers the monthly lease fee and other expenses associated with the lease and maintenance of one new copier.	3,574	3,228	4,018	3,600	3,600	-	0.00%
527090	Other Rental	This covers the monthly fee and other expenses associated with an internet based investigative support system.	691	335	308	1,000	1,000	-	0.00%
530500	Training & Development	The relative youth of police personnel places a priority on continuous training in the variety of skills required of community policing professionals. The continuing training of all members of the department in the application of automatic external defibrillators is just one example of the training the department provides to keep up with ever changing expectations and requirements of community policing and modern police professionals.	28,802	31,787	30,894	23,500	23,500	-	0.00%

Police Department FY15 Operating Budget Request

Object	Account # 01-210	Explanation	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
534010	Postage	The department has continued the use of direct mailing to keep residents informed of the department's activities. The department has also assumed responsibility for mailing invoices for police services and collecting amounts due on those	2,122	2,492	1,129	3,000	3,000	-	0.00%
534020	Telephone	Telephone services cover a broad spectrum of department electronic systems including mobile data terminals, ground lines for radio transmitters and radio satellite receivers, pagers and cellular phones. This includes 12 dedicated lines for the town wide notification system (City Watch).	42,463	41,177	46,554	38,000	38,000	-	0.00%
534030	Advertising-General	The department advertises to fill non-police positions (i.e. dispatchers, clerks, secretary) and to publicize requests for contracts.	221	442	-	1,500	1,500	-	0.00%
534070	National Crime Information Computer (NCIC)	The NCIC system is the means by which the Police Department communicates with regional, state and national crime information data bases. The NCIC also broadcasts terrorist alerts, missing person notification, weather hazards and storm warnings and violent offender reports. Community policing officers utilize this system to identify crime trends and prepare local initiatives to prevent crime, apprehend criminals and recover lost and stolen property.	2,202	2,202	1,866	1,445	1,445	-	0.00%
541010	Gasoline	Police cruisers provide a mobile office for community policing officers. Maintaining these cruisers on neighborhood patrol requires gasoline. The Police Department participates in the Town's bulk purchase of fuel and maintains the cruisers for optimum fuel mileage.	98,939	113,236	108,408	112,104	112,104	-	0.00%
541020	Diesel	Diesel fuel is used for generators utilized by the department at the firearms range and emergency power generator	656	654	522	1,045	1,045	-	0.00%
542010	Office Supplies	The department makes bulk purchases and strives to acquire supplies in a cost effective manner.	12,438	12,315	14,492	7,200	7,200	-	0.00%
542020	Copier Supplies	Demanded for copies of police records, including those from insurance companies, the public, the courts and the media drive this expense.	2,991	1,493	2,589	3,000	3,000	-	0.00%
542090	General Supplies	General supplies & materials.	8,004	8,255	10,808	7,000	7,000	-	0.00%
542110	Uniforms	Provides for the requirements of various employment contracts and the hiring of officers & dispatchers. Increase based on anticipated change in patrolman's contract.	39,431	38,086	42,735	43,200	46,400	3,200	7.41%
543010	Building Supplies	Major repairs and long range planning are provided in the Facilities Maintenance Administrator's budget.	-	-	-	-	-	-	0.00%
543040	Equipment	Replacement of desk top computers is no longer covered as a capital expense. In addition to desk top computers, these funds are used for radios, printers, batteries for all portable electronic devices, video and audio tape, calculators, cell phones, pagers and other equipment used and replaced on a regular basis. To keep up with emergent technology trends and replace obsolete equipment.	16,967	20,645	15,988	21,200	21,200	-	0.00%
550010	Medical Supplies	Equipment and supplies used by police officers at medical emergencies. This includes the purchase of am-bu bags, bandages, sterile cloths for burn victims, ice packs and blankets.	1,215	846	1,504	2,200	2,200	-	0.00%

Police Department FY15 Operating Budget Request

Object	Account # 01-210	Explanation	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
552020	Ammunition & Training Supplies	These funds are used to purchase ammunition and other supplies for the training, certification and recertification of police officers. The department provides a training program to assure the safe handling and proficient use of issued and authorized firearms.	3,232	15,098	8,287	12,500	12,500	-	0.00%
552050	Photographic	The purchase of film for license photos, serious motor vehicle accidents, crime scenes and victims, particularly victims of domestic violence.	2,302	2,554	2,087	2,000	2,000	-	0.00%
552080	Animal Control	State law mandates the veterinarian services funded in this item. Calls involving wild animals and stray cats and dogs generate these costs, including supplies and services for the Animal Control Officer.	7,857	4,331	3,301	8,000	8,000	-	0.00%
557010	Programs & Activities	Funding for community-oriented programs including citizen police academies, the police honor guard, bicycle patrols and other community outreach efforts and initiatives.	4,157	9,103	8,357	5,500	5,500	-	0.00%
557080	Lockup Provisions	State law requires funding for meals and clean blankets for persons taken into custody as well as prescription medicine when necessary.	687	368	304	1,500	1,500	-	0.00%
571010	Mileage	Covers in-state travel pursuant to the Collective Bargaining Agreements.	975	1,203	1,964	1,500	1,500	-	0.00%
571200	Conf/Mtgs - Professional Staff	Funds the cost associated with professional conferences and staff development including regional meetings to exchange criminal intelligence information, drug task force efforts and participation in the Metropolitan Law Enforcement Council.	1,834	2,945	2,148	1,700	1,700	-	0.00%
572110	Conf/Mtgs - Admin. Out of State	For the Chief and Deputy Chief to attend national, state and regional conferences to assure the department meets the changing demands of law enforcement, community policing and community	4,979	4,304	1,994	2,500	2,500	-	0.00%
573020	Membership Dues-Professional Staff	The services provided by a number of personnel within the police department benefit from membership in various professional associations and organizations. They include the Chief of Police, The Deputy Chief of Police, the Animal Control Officer, Detectives, Prosecutor, Domestic Violence Officer and bicycle officers.	7,922	7,665	9,190	7,000	7,000	-	0.00%
578090	Other Expenses	Removed from Police Budget in FY09.	-	-	-	Not Allowed	-	-	0%
583090	Other Equipment		-	-	-	-	-	-	0%
586110	Car/Lease Purchase	Recurring Police Vehicle Replacement Costs.	174,511	180,708	185,120	180,000	180,000	-	0.00%
570000	Other Charges & Expenses	Encumbered expenses from prior fiscal year	682,809	696,618	599,782	633,294	636,484	3,200	0.51%
		EXPENSE SUBTOTAL	19,927	8,544	6,090	-	-	-	0%
	DEPARTMENT TOTAL		5,218,751	5,280,998	5,270,911	5,419,731	5,600,483	\$ 180,752	3.34%

Police Department FY15 Operating Budget - Salaries

FY15 RATE REQUEST

Other Funding Source:

Org	Employee Name	Title	Starting Rate 07/01/14	Emt Stipend(4%)	ED Stipend	Car seat stipend(2%)	Other Stipend	Weekly Base Pay as of 7/1/14	Step Adjustment Date	Adjusted Rate	Total GF Budget Request	Chg'd to Details/SETB Grant/SP:
511010	Cunningham, Terrence	Chief of Police	3,426.11					3,426.11			178,844	
511010	Pilecki, Jack	Deputy Chief of Police	2,374.23					2,374.23			123,936	
									Subtotal Admin		302,780	
51140	Cleary, Marie	Lieutenant	1,616.49	64.66	404.12			2,085.27	01/01/15	2,106.13	109,390	
51140	Cunningham, Wayne	Lieutenant	1,616.49	64.66	404.12			2,085.27	01/01/15	2,106.13	109,390	
51140	Whitemore, Scott	Lieutenant	1,616.49	64.66	404.12			2,085.27	01/01/15	2,106.13	109,390	
											328,171	
511220	Atwood, Steven	Sergeant	1,368.58	54.74	342.15			1,765.47			92,157	
511220	Gerrans, Glen	Sergeant	1,368.58	54.74	342.15			1,765.47			92,157	
511220	Renzella, Jeffrey	Sergeant	1,368.58	54.74	342.15			1,765.47			92,157	
511220	Showstead, Scott	Sergeant	1,368.58	54.74	342.15			1,765.47			92,157	
511220	Spencer, Brian	Sergeant	1,368.58	54.74	273.72			1,697.04			88,586	
511220	Vacant	Sergeant	1,368.58	54.74	342.15			1,765.47			92,157	
									Subtotal Sergeants		549,374	
511230	Arnaffi, James	Prosecutor-EMT	1,118.35	44.73				1,163.08			60,713	
511230	Barros, Timothy	Patrolman-EMT-CS	1,118.35	22.37	279.59		89.47	1,509.77			78,811	
511230	Brooks, Kevin	Patrolman	1,062.36		192.30			1,254.66	12/25/2014	1,310.65	66,994	
511230	Carrasquillo, Mark	Patrolman-EMT	1,118.35	44.73	279.59			1,442.67			75,308	
511230	Connelly, Christopher	Detective	1,118.35		192.30		89.47	1,400.12			73,087	
511230	Cunningham, Christopher	Patrolman-EMT	1,118.35	44.73				1,163.08			60,713	
511230	D'Innocenzo, Mark	Patrolman-EMT	1,006.28	40.25	96.15			1,142.68	1/22/2015	1,201.00	60,978	
511230	Dennehy, Timothy	Patrolman-EMT-CS	1,118.35	44.73	96.15		22.37	1,281.60			66,900	
511230	Derby, Nathan	Patrolman-EMT	1,118.35	44.73	192.30			1,355.38			70,752	
511230	Dixon, Travis	Patrolman	1,062.36		192.30			1,254.66	1/25/2015	1,310.65	66,748	

Police Department FY15 Operating Budget - Salaries

FY15 RATE REQUEST

Other
Funding
Source:

Org	Employee Name	Title	Starting Rate 07/01/14	Emt Stipend(4%)	ED Stipend	Car seat stipend(2%)	Other Stipend	Weekly Base Pay as of 7/1/14	Step Adjustment Date	Adjusted Rate	Total GF Budget Request	Chg'd to Details/SETB Grant/TFP:
511230	Dunajski, Stanley	Patrolman-Detective	1,118.35	22.37	223.67		89.47	1,453.86			75,892	
511230	Fritts, Christopher	Patrolman-EMT	1,118.35	44.73	192.30			1,355.38			70,752	
511230	Gallagher, Robert	Patrolman-Detective	1,118.35		279.59		89.47	1,487.41			77,643	
511230	Gerard, Michael	Patrolman-EMT-CS	1,118.35	44.73		22.37		1,185.45			61,881	
511230	Gover, Timothy	Patrolman-EMT	1,118.35	44.73	86.15			1,259.23			65,733	
511230	Griffin, William	Patrolman-EMT	1,006.28	40.25	192.30			1,238.83	7/14/2014	1297.15	67,607	
511230	Hughes, Lamars	Patrolman-Special	1,118.35		279.59		33.55	1,431.49			74,724	
511230	Joseph, Kevin	Patrolman	1,062.36		192.30			1,254.66	9/5/2014	1,310.65	67,879	
511230	Kane, John	Patrolman	1,118.35		223.67			1,342.02			70,054	
511230	Lemenager, Michael	Patrolman-EMT	1,118.35	44.73	279.59			1,442.67			75,308	
511230	Lindelof, James	Patrolman-EMT	1,062.36	42.49	192.30			1,297.15	12/25/2014	1,355.38	69,273	
511230	McLaughlin, Peter	Patrolman-Detective	1,118.35		223.67		89.47	1,431.49			74,724	
511230	Poirier, Kathleen	Patrolman	1,118.35		192.30			1,310.65			68,416	
511230	Poirier, Ronald	Patrolman	1,118.35		223.67			1,342.02			70,054	
511230	Popovski, Derrick	Patrolman	1,118.35		111.84			1,230.19			64,216	
511230	Popovski, Janet	Patrolman	1,118.35		279.59			1,397.94			72,973	
511230	Rosenberg, Evan	Safety Officer - EMT	1,118.35	22.37	279.59		89.47	1,509.77			78,811	
511230	Rowe, Jenny	Patrolman-EMT	1,118.35	44.73	192.30	22.37		1,377.75			71,919	
511230	Shore, Brian	Patrolman	1,006.28		192.30			1,198.58	1/22/2015	1254.66	63,845	
511230	Wagner, Scott	Patrolman-EMT	1,118.35	44.73	223.67			1,386.75			72,389	
511230	Vacant	Patrolman-EMT	1,006.28	40.25	192.30			1,238.83			64,667	
511230	Vacant	Patrolman	1,006.28	40.25	192.30			1,238.83			64,667	
511230	Vacant-Unfunded	Patrolman	0.00								Not Funded	
511230	Vacant-Unfunded	Patrolman	0.00								Not Funded	
511230	Vacant-Unfunded	Patrolman	0.00								Not Funded	
									Subtotal Patrolmen		2,224,431	

Police Department FY15 Operating Budget - Salaries

FY15 RATE REQUEST

Other Funding Source:

Org	Employee Name	Title	Starting Rate 07/01/14	Emt Stipend(4%)	ED Stipend	Car seat stipend(2%)	Other Stipend	Weekly Base Pay as of 7/1/14	Step Adjustment Date	Adjusted Rate	Total GF Budget Request	Chgd to Details/SETB Grant/TT&P-
511240	Webb, Sue	Animal control	1,131.20					1,131.20			59,050	
	Vacant	Traffic Enforcement Officer	1,264.37					1,264.37			66,000	
511370	Evans, Ginger	Admin Assistant	1,042.00					1,042.00			54,392	
	Wicklund, Susan	Office Assistant	999.20					999.20			52,158	
									Subtotal Clerical		106,551	
511420	Dias, Kelly	Dispatcher	935.83					935.83	11/11/2014	974.14	50,131	
	Hammer, Matthew	Dispatcher	935.83					935.83	4/11/2015	974.14	49,326	
511420	Knapp, Mark	Dispatcher	857.13					857.13	12/17/2014	900.17	45,948	
	Lewis, Kevin	Dispatcher	1,017.06					1,017.06			53,409	
511420	McLaughlin, Matthew	Dispatcher	974.14					974.14	4/4/2015	1,017.06	51,339	
	O'Brien, Kelly	Dispatcher	1,017.06					1,017.06			53,303	
511420	Rowe, Robert	Dispatcher	1,017.06					1,017.06			53,091	
	Sheehan-Shurtleff, Therese	Dispatcher	1,017.06					1,017.06			53,091	
511420	Vacant	Dispatcher	857.13					857.13			44,743	
	Vacant	Dispatcher	857.13					857.13			44,743	
511420	Vacant	Dispatcher	857.13					857.13			Not Funded	
											-23,800	
									Subtotal Dispatchers		475,324	
											SETB grant	
											0	
See Fund	28 Hart, Janice	Accounting Assistant	1,042.00					1,042.00		Details	0	52,279
									Total		\$ 4,045,680	\$ 52,279



TOWN OF WELLESLEY
Fiscal Year 2015 – OPERATING BUDGET REQUEST
Fire Rescue: Mission, Services & Priorities

Wellesley Fire Rescue Department is charged with the responsibility of protecting the lives and property of the citizens of our community. To achieve our mission, the department utilizes the services of thirty-six Firefighters, twelve Lieutenants, and four Captains working four shifts and one Captain Fire Inspector working days only. The Fire Chief, Deputy Fire Chief, administrative assistant and mechanic make up the rest of the department. The department operates out of two stations, one at Central Street and Weston Road (Station # 1) and one on Worcester Street in Wellesley Hills (Station # 2).

Fire Suppression and Rescue Operations front line operating apparatus consist of two pumping engines, one Quint combination pump/ladder and one tower ladder unit. The department operates two boats for water and ice rescue operations. Firefighters are continually trained in multiple disciplines such as fire suppression, medical training, rescue operations, hazardous materials, fire prevention and disaster response planning.

Emergency Medical Services are provided under the direction of the fire department utilizing the Firefighter/Emergency Medical Technicians (EMTs) and a private ambulance service American Medical Response providing advanced life support and patient transport. For nineteen years the fire department has managed emergency medical services in the town. The Paramedics respond with Firefighter/EMTs, as our apparatus are equipped with sufficient personnel, automatic defibrillators, backboards, epi-pens, medical supplies and extensive rescue equipment that can effectively manage calls for assistance. The annual stipend for these services has been eliminated during contract renewal negotiations with AMR.

Hazardous Materials Incidents have always been handled by the fire department and the firefighters are prepared to respond to acts of terrorism. The department has conducted emergency response to terrorism programs and hazardous materials training to increase the safety of our personnel and the general public. All firefighters are trained to the HAZMAT operational level and received decontamination training. One Wellesley Fire Captain is assigned to the Massachusetts State HAZMAT Team. All firefighters have completed the National Fire Academy's Emergency Management Institute course on Radiological Emergency Management.

Fire Prevention / Inspection / Notification Systems activities are coordinated by the Captain / Fire Inspector, which includes; issuing permits, inspecting various installations, coordinating semi-annual in-service inspections by the engine and ladder companies, and scheduling safety programs for the public. Being aware of the environmental hazards of our modern society, the department keeps thorough records of all hazardous material and petroleum products under its authority that are stored in the town. These records include installation and removal permits for all petroleum storage tanks and oil fired heating systems. The



TOWN OF WELLESLEY
Fiscal Year 2015 -- OPERATING BUDGET REQUEST
Fire Rescue: Mission, Services & Priorities

Fire Department conducts commercial property inspections and pre-fire / disaster planning twice a year and home smoke alarm / CO detector inspections on the transfer of residential property.

Public Educational programs conducted by the fire department involved the successful 10th year of our Teen Rescuer Program for local teenagers. The Teen Rescuer program covers fire department operations and topics such as first aid, CPR, and general safety during one week in the summer. The Student Awareness of Fire Education (SAFE) Program operated under a state grant instructed approximately 2800 children in fire safety. The High School students were provided an alcohol awareness program working with a Fire Officer and an AMR Medic explaining what to expect during an EMS call with alcohol involved. The fire department continues to participate in many community events such as the Veterans Councils Senior Thanksgiving meal, Toys for Tots, Wellesley Education Foundations Spelling Bee, Picnic in the Park, Wellesley Day Parade, Open Houses, Daily Station Tours, and Citizens block parties.

Professional Training Activities and Programs are critical to ensure the safety of our response personnel and the general public. Most training activities are conducted on duty but there is a need to provide some programs that should not be interrupted by the call volume of the day, particularly when using outside agencies or private contractors to provide the training. In-service training is conducted daily using a preplanned training schedule that prepares the firefighters to meet the goals and objectives of the fire /rescue department.

Emergency Management services are under the direction of the Fire Chief as the Emergency Management Director, a local emergency planning committee (LEPC) continues to coordinate the town's emergency management plan. The committee has representation from town departments including fire, police, health, school, public works, Selectman's office, and several private organizations and individuals. Wellesley comprehensive emergency management plan is a program for planning and responding to emergencies or disaster situations. It assigns responsibilities and functions, which will provide for the safety and welfare of our citizens against the threat of natural disasters, hazardous materials incidents, and national security emergencies. The LEPC has attained "Start-Up Level" Certification and is working toward full certification with the Massachusetts Emergency Management Agency as well as updating our Town's comprehensive emergency management plan. The Community Emergency Response Team is a group of citizen volunteers that are trained to operate a community shelter in the event of a disaster and to assist professional rescuers in many support roles as required to meet the needs of the community during a disaster.



**TOWN OF WELLESLEY
Fiscal Year 2015 -- OPERATING BUDGET REQUEST
Fire Rescue: Mission, Services & Priorities**

The Fire Rescue Budget provides for adequate staffing, necessary training and equipment, and the continuation of public safety awareness programs. The collective bargaining agreement with the Firefighters Union (Firefighters, Lieutenants, and Captains) is currently effective until June 30, 2014. The fire department responded to 3881 emergency calls for service from the public.

RECEIPTS FROM PERMITS AND MASTER BOXES:

<u>TYPE OF FEE</u>	<u>RATE</u>	<u>FY11 ACTUAL</u>	<u>FY12 ACTUAL</u>	<u>FY13 ACTUAL*</u>	<u>FY14 Anticipated</u>	<u>FY15 Plan</u>
Master Box Alarm Fees	300.00 per box	\$ 47,800	\$ 46,900	\$ 17,400	\$ 18,900	\$ 20,400
Permits	10.00 - 50.00	\$ 37,575	\$ 39,042	\$ 42,075	\$ 45,441	\$ 47,713
TOTAL RECEIPTS		\$ 85,375	\$ 85,942	\$ 59,475	\$ 64,341	\$ 68,113

* Decline in Master Alarm Fee revenues were anticipated and are a result of the community initiative to replace the outdated wired master box system with a wireless Master box system. Many Master box customers meeting the building code were able to choose to install a radio box or maintain a private alarm system as the sole protection system.

Fire Rescue FY15 Operating Budget Request

Org	Object	Account # 01-220 Account Title	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
PERSONAL SERVICES									
01220100	511010	Senior Administrator	\$ 227,351	\$ 229,615	\$ 236,394	\$ 243,952	\$ 246,046	2,094	0.86%
01220100	511140	Supervisor	743,460	771,003	791,781	841,576	851,471	9,895	1.18%
01220100	511220	Other Professional Staff	373,069	381,368	403,755	420,137	420,449	312	0.07%
01220100	511230	Non-Supervisory Uniformed Professionals	1,817,748	1,820,109	1,964,467	2,190,822	2,200,676	9,854	0.45%
01220100	511370	Clerical	43,738	49,135	51,563	52,788	54,390	1,602	3.03%
01220100	511420	Other Support Staff	63,775	64,732	54,652	67,348	65,122	(2,226)	-3.31%
01220100	513210	O/T - Vacation	304,852	269,949	269,236	251,677	251,677	-	0.00%
01220100	513220	Illness Coverage	162,189	180,876	148,752	139,161	139,161	-	0.00%
01220100	513230	O/T - Personal Days	275,951	300,574	246,785	166,747	166,747	-	0.00%
01220100	513260	O/T - Specialized Training	37,790	17,230	16,834	74,473	74,473	-	0.00%
01220100	514010	Shift Differential	51,905	51,104	50,839	-	-	-	0%
01220100	515010	Holiday Pay	83,323	84,687	89,687	104,657	104,657	-	0.00%
01220100	515050	Longevity	16,100	17,900	17,600	18,300	18,300	-	0.00%
		Personal Service Subtotal	4,201,253	4,238,282	4,342,345	4,571,638	4,593,169	21,531	0.47%
		519000 Other Personal Services	-	-	-	-	-	-	0%

Fire Rescue FY15 Operating Budget Request

Org	Object	Account # 01-220 Account Title	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
EXPENSES									
01220200	517010	Medical Expense	8,064	5,678	5,416	10,000	10,000	-	0.00%
01220200	517020	Medical Checkup	1,054	-	-	2,500	2,500	-	0.00%
01220200	517040	Tuition Reimbursement	-	-	-	10,000	10,000	-	0.00%
01220200	521010	Electricity	30,454	29,628	-	-	-	-	0%
01220200	521020	Natural Gas	41,104	23,112	-	-	-	-	0%
01220200	523010	Water	1,599	1,387	-	-	-	-	0%
01220200	523020	Sewer	5,190	5,260	-	-	-	-	0%
01220200	524030	Equipment Maintenance	3,872	5,841	10,031	11,000	11,000	-	0.00%
01220200	524060	Communications Maintenance	5,396	10,694	11,935	9,000	9,000	-	0.00%
01220200	527070	Laundry Services	1,530	1,560	1,517	1,800	1,800	-	0.00%
01220200	530500	Training and Development	11,218	4,486	6,758	7,500	7,500	-	0.00%
01220200	534010	Postage	87	205	144	460	460	-	0.00%
01220200	534020	Telephone	10,178	9,037	8,334	10,000	10,000	-	0.00%
01220200	541010	Gasoline	10,623	12,851	13,529	12,279	13,261	982	8.00%
01220200	541020	Diesel Fuel	19,963	23,773	24,647	20,410	21,839	1,429	7.00%
01220200	542010	Office/ Building Materials	3,313	3,782	3,362	5,700	4,718	(982)	-17.23%

Fire Rescue FY15 Operating Budget Request

Org	Object	Account # 01-220 Account Title	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
01220200	542040	Paper and Stationary	106	493	370	350	350	-	0.00%
01220200	542110	Uniforms	14,968	14,859	13,118	16,800	16,800	-	0.00%
01220200	542120	Protective Clothing	9,369	4,562	7,476	10,500	10,500	-	0.00%
01220200	542130	Work Clothing	21,836	22,302	22,620	27,500	27,500	-	0.00%
01220200	543010	Building M&R Supplies	5,295	8,839	4,060	3,000	3,000	-	0.00%
01220200	543020	Grounds Keeping M&R Supplies	357	50	397	750	750	-	0.00%
01220200	543060	Custodial M&R Supplies	8,908	10,940	6,904	8,500	7,071	(1,429)	-16.81%
01220200	548010	Vehicle Parts & Accessories	60,984	77,352	54,052	50,000	50,000	-	0.00%
01220200	550010	Medical Supplies	4,408	3,498	3,398	3,500	3,500	-	0.00%
01220200	552060	Firefighting Supplies	12,476	13,402	12,092	15,000	15,000	-	0.00%
01220200	553060	Computer Supplies	5,418	8,974	7,383	7,000	7,000	-	0.00%
01220200	557010	Programs & Activities	2,675	4,549	1,756	4,000	4,000	-	0.00%
01220200	571010	Travel - Mileage/in State	91	210	225	500	500	-	0.00%
01220200	571110	Conf/Mtgs - Administrators	801	1,042	3,385	1,500	1,500	-	0.00%
01220200	571120	Conf/Mtgs - Professional Staff	904	165	171	500	500	-	0.00%
01220200	572110	Conf/Mtgs - Admin. Out of State	120	515	-	1,500	1,500	-	0.00%

Fire Rescue FY15 Operating Budget Request

Org	Object	Account # 01-220 Account Title	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
01220200	573010	Dues - Administrators	3,948	4,619	4,693	4,500	4,500	-	0.00%
01220200	573020	Dues - Professional Staff	2,850	3,150	2,500	3,450	3,450	-	0.00%
01220200	573030	Dues - Non Prof. (Mechanic)	-	-	-	250	250	-	0.00%
01220200	578010	Approved special expenses	430	103	-	-	-	-	0%
01220202	578012	Unclassified Expenses	-	-	(50)	-	-	-	0%
01220200	583010	Furniture	359	571	2,993	3,000	3,000	-	0.00%
		Expense Subtotal	309,947	317,489	233,217	262,749	262,749	-	0.00%
	570000	Other Charges & Expenses	8,167	2,096	2,080	-	-	-	0%
		Departmental Total	\$ 4,519,367	\$ 4,557,867	\$ 4,577,642	\$ 4,834,387	\$ 4,855,918	21,531	0.45%

Fire Rescue FY15 Operating Budget Request - Salaries																				
Updated: 11/7/13																				
Org	Employee Name	Job Title	FY14 rate as of 6/30/14	Group - Step on 7/1/14	Starting rate 7/1/2014	Ed Benefits	Ed Degrees	Ed Proboard Certs	Emt Stipend	Night Diff	Total Weekly	New Step	New Step rate	Ed Degree	Emt Stipend	Night Diff	Total Adj	Step adj date	Total	
																				FY15
511230	Toil, Robert	Freightier	1,064.61	F10-4	1,064.61	-	-	21.15	61.22	19.19	1,166.17									\$ 60,874
511230	Warren, Daniel	Freightier	1,064.61	F10-4	1,064.61	-	-	21.15	61.22	19.19	1,166.17									\$ 60,874
511230	Wier, Peter	Freightier	1,064.61	F10-4	1,064.61	-	38.46	21.15	61.22	19.19	1,204.63									\$ 62,862
511230	Wilson, Ronald	Freightier	1,064.61	F10-4	1,064.61	-	38.46	21.15	-	19.19	1,143.41									\$ 69,666
511230	Clefflin, Jim (DOH -	Freightier	958.22	F10-2	958.22	-	-	21.15	61.22	19.19	1,059.78	F10-3	1,011.33		61.22	19.19	1,113	12/19/2014	\$ 66,808	
511230	Total																			\$ 2,200,676
511370	Miller, Joan	Assistant	1,041.95	47-6	1,041.95	-	-	-	-	-	1,041.95									\$ 54,390
511370	Total																			\$ 54,390
511420	Audette, Steven (DOH -	Mechanic	1,205.20	F19-4	1,205.20	-	-	-	-	-	-	F19-5	1,265.80							\$ 65,122
511420	Total																			\$ 65,122
511420	Total																			Grand Total \$ 3,638,164



TOWN OF WELLESLEY
Fiscal Year 2015 -- OPERATING BUDGET REQUEST
Building Department: Mission, Services & Priorities

Inspector of Buildings

PROGRAM OBJECTIVE: To enforce all provisions of appropriate codes, state statutes, rules, regulations, ordinances and bylaws. (Chapter 143, Sec. 3, MGL).

PROGRAM ACTIVITIES: The Inspector of Buildings is charged with the responsibility to enforce all provisions of appropriate codes, and all other applicable state statutes, rules and regulations or ordinances and bylaws, and act on any question relative to the mode or manner of construction, reconstruction, alteration, repair, demolition, removal, installation of equipment, and the location, use occupancy, and maintenance of all buildings and structures. The program mandates that work authorized under any required permit shall be field inspected for code conformance.

Zoning Enforcement

PROGRAM OBJECTIVES: To enforce the Town of Wellesley's Zoning Bylaw and MGL Chapter 40A.

PROGRAM ACTIVITIES: This program is responsible for the screening of all new construction to make sure it complies with all provisions of the Town of Wellesley Zoning Bylaw and MGL Chapter 40A. The program also investigates complaints of alleged zoning violations and takes appropriate action, such as the issuance of cease and desist orders, and/or the filing of a criminal complaints in District Court.

Handicapped Access

PROGRAM OBJECTIVES: To enforce the rules and regulations of the Handicapped Access Code in accordance with MGL Chapter 22, Sec. 13A.

PROGRAM ACTIVITIES: This program enforces the rules and regulations of the Handicapped Access Code in accordance with MGL Chapter 22, Sec. 13A. It is the intent of these rules and regulations to provide physically handicapped persons full and free use of all buildings and facilities so that all persons may have the educational, employment, living and recreational opportunities necessary to be as self-sufficient as possible, and to assume full responsibilities as citizens.



**TOWN OF WELLESLEY
Fiscal Year 2015 -- OPERATING BUDGET REQUEST
Building Department: Mission, Services & Priorities**

Public Safety

PROGRAM OBJECTIVES: To enforce Public Safety Regulations, Massachusetts State Building Code, Tbl. 110.

PROGRAM ACTIVITIES: This program is responsible for the periodic inspection and certification of buildings and structures (or parts thereof). A building or structure cannot be occupied or continue to be occupied without the posting of a valid Certificate of Inspection where required by section 110. Certification of Inspections is issued after an inspection is made certifying that the building or structure complies with all applicable requirements of the MSBC.

Local Building Inspector

PROGRAM OBJECTIVES: Shall assist the Inspector of Buildings in the performance of his duties and shall also be responsible for the enforcement of appropriate codes, state statutes, rules, regulations, ordinances and bylaws (Chapter 143, Sec. 3 MGL).

PROGRAM ACTIVITIES: Shall act on any question relative to the mode or manor of construction, and the materials to be used in the construction, reconstruction, alteration, repair, demolition, removal, installation of equipment and the use and occupancy of all buildings and structures.

Inspector of Wires

PROGRAM OBJECTIVES: To enforce Mass. Electrical Code 527 CMR 12.00, applicable paragraphs of MGL 155, Sections. 141-143.

PROGRAM ACTIVITIES: The Inspector of Wires is the authority enforcing the Mass. Electrical Code, 527 CMR 12.00, and applicable paragraphs of MGL Chapter 166, Sec. 141-143. This program is charged with the responsibility of maintaining strict code enforcement. It also requires that licensed electricians apply for appropriate permits and that work be inspected for code conformance.

Inspector of Plumbing and Fuel Gas

PROGRAM OBJECTIVES: To enforce the Uniform State Plumbing and Fuel Gas Code in accordance with CMR 248, Sec. 13 of Chapter 142.



**TOWN OF WELLESLEY
Fiscal Year 2015 -- OPERATING BUDGET REQUEST
Building Department: Mission, Services & Priorities**

PROGRAM ACTIVITIES: The Inspector of Plumbing is the authority enforcing the Uniform State Plumbing and Fuel Gas Codes in accordance with CMR 248, Sec. 13 of Chapter 142, MGL. This program is responsible for maintaining strict code conformance, requiring that licensed plumbing tradesmen apply for appropriate permits and that work is inspected for code conformance.

Office Assistant

PROGRAM OBJECTIVES: Under the supervision of the Inspector of Buildings, but with the ability to work independently, this position requiring organizational skills is concerned with performing a wide variety of secretarial, clerical, and administrative tasks in support of the Inspector of Buildings and all other inspectors to ensure smooth and efficient interaction between the inspectors and the general public using the department.

PROGRAM ACTIVITIES: Work involves assisting the four inspectors in the department in organizing the permitting and inspectional phases of their activities; assisting the public, in person, or via telephone; researching and assembling necessary background information and facts for applications for permits, zoning conformance, and zoning violations; preparation of various applications and reports; weekly payroll and attendance records and personnel forms; annual budgets and reports. The incumbent must possess a working knowledge of town and zoning bylaws, plus state laws affecting department operations and have the ability to maintain good public relations in the course of public interaction.

Secretary

PROGRAM OBJECTIVES: Under the supervision of the Office Assistant, but with the ability to work independently in her absence, the Secretary must be concerned with performing a wide variety of clerical and bookkeeping and organizational tasks in support of the inspectional staff to ensure a smooth and efficient Building Department.

PROGRAM ACTIVITIES: The work consists of performing many varied clerical, bookkeeping and organizational tasks in addition to and in support of the duties of the Office Assistant. They include assisting persons at the counter and answering the phones; processing applications and permits of all types; processing renewable permits; updating and maintaining permanent public record files (MGL Chapter 4, Sec. 7); have a working knowledge of zoning and/or construction requirements in order to relate to applicants for Building Permits and other permits; have background knowledge of other town departments working in conjunction with Building Department activities. Maintain good public relations in the course of public contact.



**TOWN OF WELLESLEY
 Fiscal Year 2015 -- OPERATING BUDGET REQUEST
 Building Department: Mission, Services & Priorities**

Permits Issued in Fiscal Year and Fees Collected:

<u>Fiscal Year</u>	<u>Number of Permits</u>
FY14	1,424*
FY13	3,930
FY12	3,841
FY11	3,388
FY10	3,110
FY09	2,046

*FY14 year-to-date as of 10/31/13

Revenue	FY11	FY12	FY13	FY14	FY15
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Anticipated</u>	<u>Plan</u>
Copy Fees	\$ 914	\$ 1,156	\$ 973	\$ 2,500	\$ 2,500
Permits	\$ <u>1,587,999</u>	\$ <u>1,532,848</u>	\$ <u>1,471,697</u>	\$ <u>1,500,000</u>	\$ <u>1,500,000</u>
Total	\$ <u>1,588,913</u>	\$ <u>1,534,004</u>	\$ <u>1,472,670</u>	\$ <u>1,502,500</u>	\$ <u>1,502,500</u>

All Revenues collected:
 FY13 Permit fees collected as of 10/30/13: \$450,663.

Building Department - FY15 Operating Budget Request

Dept#: 241

Department Head: Michael Grant, Building Inspector

DEPARTMENT EXPENDITURES	Personal Services	FY11	FY12	FY13	FY14	FY15	\$ Variance FY14-15	% Variance FY14-15
		Actual	Actual	Actual	Budget	Request		
Full Time		\$ 373,915	\$ 376,784	\$ 391,790	\$ 425,620	\$ 428,260	2,640	0.6%
Part Time		1,107	4,361	251	4,000	4,000	-	0.0%
Longevity		-	600	600	600	600	-	0.0%
Subtotal, Personal Services		\$ 375,021	\$ 381,745	\$ 392,641	\$ 430,220	\$ 432,860	2,640	0.6%
Expenses		16,634	16,363	16,944	26,350	26,350	-	0.0%
Subtotal, Expenses		\$ 16,634	\$ 16,363	\$ 16,944	\$ 26,350	\$ 26,350	-	0.0%
TOTAL TAX IMPACT		\$ 391,655	\$ 398,108	\$ 409,584	\$ 456,570	\$ 459,210	2,640	0.6%

PERMANENT STAFFING (FTEs)

Position Titles:

	FY11	FY12	FY13	FY14	FY14
	Actual	Actual	Actual	Budget	Request
Inspector of Buildings	1.0	1.0	1.0	1.0	1.0
Local Building Inspector	2.0	2.0	2.5	2.5	2.5
Inspector of Plumbing/Gas	1.0	1.0	1.0	1.0	1.0
Inspector of Wires	1.0	1.0	1.0	1.0	1.0
Office Assistant	1.0	1.0	1.0	1.0	1.0
Secretary	1.0	1.0	1.0	1.0	1.0
Total Number of Positions	7.0	7.0	7.5	7.5	7.5

Building Department - FY15 Operating Budget Request

Org	Object	Account # 01-241 Account Title	Explanation	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
PERSONAL SERVICES										
01241100	511010	Senior Administrator	Inspector of Buildings	74,404	75,148	77,854	83,090	83,090	0	0.00%
01241100	511220	Other Professionals	Local Building Inspector, Wiring Inspector, Plumbing/Gas Inspector	215,780	216,662	227,595	254,108	254,108	0	0.00%
01241100	511370	Clerical	Full-Time Secretary	38,130	38,696	39,312	40,265	41,456	1,191	2.96%
01241100	511420	Other Non Professional	Office Assistant	45,602	46,278	47,029	48,157	49,605	1,448	3.01%
01241100	512290	Temporary	Substitute Plumbing/Gas Inspector (vacations/sick leave only), and substitute Wiring Inspector.	1,107	4,361	251	4,000	4,000	-	0.00%
01241100	515050	Longevity	Longevity payment due personnel with more than 10 years service.	-	600	600	600	600	-	0.00%
			PERSONAL SERVICES SUBTOTAL	375,021	381,745	392,641	430,220	432,860	2,640	0.61%
EXPENSES										
01241200	517020	Medical Check up		-	7	-	-	-	-	0.00%
01241200	530500	Training & Development	Inspectors' State Certification Educational Programs (Mandated)	225	155	475	700	700	-	0.00%
01241200	534010	Postage	General Correspondence / Abutter Notification / Permit Renewals (Mandated)	701	871	866	900	900	-	0.00%
01241200	534030	Advertising - General	These funds are for the cost of placing legal ads in local newspapers, as mandated, but is reimbursed by user.	218	394	424	500	500	-	0.00%
01241200	534030	Advertising - Employment		-	-	50	-	-	-	0.00%
01241200	534040	Printing and Mailing Expense	Printing of Permits & Applications etc.	453	1,015	506	3,500	3,500	-	0.00%
01241200	555010	Books	Books - Code and Reference Standards Beginning FY11 all Townhall copying costs are included in Dept 199	511	216	-	500	500	-	0.00%
01241200	534060	Photocopying		77						0.00%
01241200	542010	Office Supplies	General office supplies	3,279	1,517	1,752	4,000	4,000	-	0.00%
01241200	571010	In-state travel (mileage)	Personal vehicle mileage reimbursement - 4 inspectors	11,070	12,063	12,746	16,000	16,000	-	0.00%
01241200	573010	Dues-Administrators	Inspectors' memberships & dues	100	125	125	250	250	-	0.00%
			EXPENSE SUBTOTAL	16,634	16,363	16,944	26,350	26,350	-	0.00%
01241200	570000	Other Charges & Expenses	Encumbered expenses from prior fiscal year	-	-	1,035	-	-	-	0.00%
			DEPARTMENT TOTAL	391,655	398,108	410,619	456,570	459,210	2,640	0.58%

Building Department FY15 Operating Budget Request

Job Title Employee Name	Hrs per week	FY15 RATE REQUEST		Group - Step	FY15 Starting Rate 7/1/14	Total Budget Request
		FY14 Rate as of 6/30/14				
Inspector of Buildings Michael Grant	35	\$ 1,591.77		59	\$ 1,591.77	83,090
Local Building Inspector/Asst. Zoning Board Officer Russell Wheeler DOH 8/1/2008	35	\$ 1,092.94		55	\$ 1,092.94	57,051
Local Building Inspector/Asst. Zoning Board Officer Erik Tardif	35	\$ 1,153.67		55	\$ 1,153.67	60,222
Local Building Inspector/Asst. Zoning Board Officer Vacant	35			55	\$ -	26,600
Plumbing & Gas Inspector George E. Lessard	30	\$ 999.08		54	\$ 999.08	52,152
Wiring Inspector Michael Sweeney	35	\$ 1,112.69		54	\$ 1,112.69	58,082
Office Assistant Denise B. Rogers	35	\$ 922.60		48-6	\$ 950.28	49,605
Secretary Lucy B. Hauptman	35	\$ 771.05		44-6	\$ 794.18	41,456
Substitute Wiring Inspector Douglas Sanford				54		2,000
Substitute Plumbing & Gas Inspector John Quinlan				54		2,000
Longevity						600
Total Salary						432,860

Sealer of Weights & Measures Department - FY15 Operating Budget Request

Dept #: 244
 Dept Head: Terry Connolly, Deputy Director

DEPARTMENT EXPENDITURES	FY11	FY12	FY13	FY14	FY15	\$ Variance	% Change
	Actual	Actual	Actual	Budget	Request	FY14-15	FY14-15
Personal Services							
Full Time	\$ 11,684	\$ 9,400	\$ 8,863	\$ 15,660	\$ 15,660	\$ -	0.00%
Subtotal, Personal Services	11,684	9,400	8,863	15,660	15,660	\$ -	0.00%
Expenses	1,862	2,457	2,756	2,800	2,800	\$ -	0.00%
Subtotal, Expenses	1,862	2,457	2,756	2,800	2,800	\$ -	0.00%
TOTAL TAX IMPACT	\$ 13,546	\$ 11,857	\$ 11,619	\$ 18,460	\$ 18,460	\$ -	0.00%

PERMANENT STAFFING (FTEs)

Position Titles:	FY11	FY12	FY13	FY14	FY14
	Actual	Actual	Actual	Budget	Request
Sealer	0.4	0.4	0.4	0.4	0.4
Total Number of Positions	0.4	0.4	0.4	0.4	0.4

Sealer of Weights & Measures Department - FY15 Operating Budget Request

Org	Obj	Account # 01-244 Account Title	Explanation	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
PERSONAL SERVICES										
01244100	511010	Senior Administrators	Salary for Sealer of Weights & Measures.	\$ 11,684	\$ 9,400	\$ 8,863	\$ 15,660	\$ 15,660	\$ -	0.00%
PERSONAL SERVICES SUBTOTAL				\$ 11,684	\$ 9,400	\$ 8,863	\$ 15,660	\$ 15,660	\$ -	0.00%
EXPENSES										
01244200	530500	Training & Development	Required attendance at various training courses provided by the Mass. Div. Of Standards	437	250	150	400	400	-	0.00%
01244200	534030	Advertising - General		-	-	16	-	-	-	0.00%
01244200	542010	Office Supplies	Office supplies as needed.	67	24	-	200	200	-	0.00%
01244200	571010	Travel-Mileage	Mileage reimbursement for use of private vehicle	268	370	436	500	500	-	0.00%
01244200	571110	Conf/Mtgs-Administrators	Professional conferences.	235	1,814	1,501	200	1,200	1,000	500.00%
01244200	583190	Other Equipment Replacement	Required safety equipment, seals, dies, and hand tools.	855	-	654	1,500	500	(1,000)	-66.67%
EXPENSES SUBTOTAL				\$ 1,862	\$ 2,457	\$ 2,756	\$ 2,800	\$ 2,800	\$ -	0.00%
DEPARTMENT TOTAL				\$ 13,546	\$ 11,857	\$ 11,619	\$ 18,460	\$ 18,460	\$ -	0.00%

Sealer of Weights & Measures Department - FY15 Operating Budget Request

FY14 RATE REQUEST***

Job Title	FY14 Rate as of 6/30/14	Group - Step	Hrly Rate	Hours	Starting Rate 7/1/14	Step Adjustment Date	Adjusted Rate	Total Budget Request
Sealer of Weights & Measure Jack Walsh- average 12 hrs per week	\$ 25.00		25	12	\$ 300.00	N/A	N/A	\$ 15,660
Total Salary \$								15,660

*Note: FY15 Salary is based on 52.2 weeks.

Special School Police - FY15 Operating Budget Request

Dept #: 299
 Dept Head: Terrence Cunningham, Police Chief

DEPARTMENT EXPENDITURES	FY11	FY12	FY13	FY14	FY15	\$ Variance FY14-15	% Change FY14-15
	Actual	Actual	Actual	Budget	Request		
Personal Services							
Part Time	\$ 71,045	\$ 67,311	\$ 67,443	\$ 99,950	\$ 101,730	\$ 1,780	1.78%
Subtotal, Personal Services	\$ 71,045	\$ 67,311	\$ 67,443	\$ 99,950	\$ 101,730	\$ 1,780	1.78%
Expenses	2,764	2,876	2,897	2,926	2,955	29	0.99%
Encumbered Expenses	-	-	-	-	-	-	0.00%
Subtotal, Expenses	\$ 2,764	\$ 2,876	\$ 2,897	\$ 2,926	\$ 2,955	\$ 29	0.99%

TOTAL TAX IMPACT \$ 73,809 \$ 70,187 \$ 70,340 \$ 102,876 \$ 104,685 \$ 1,809 1.76%

PERMANENT STAFFING (FTEs)

Position Titles:	FY11	FY12	FY13	FY14	FY15
	Actual	Actual	Actual	Budget	Request
School Crossing Guard	17.0	17.0	17.0	17.0	17.0
Substitute Crossing Guard	1.0	1.0	1.0	1.0	1.0
Total Number of Positions *	18.0	18.0	18.0	18.0	18.0

The total number of employees does not correspond with the total number of crossing guard posts, as some of the crossing guards work more than one crossing guard post each morning. When fully staffed there should be 17 permanent crossing guards and 1 substitute to cover for absences. The crossing guards covering 22 crossing guard posts. The total hours worked per week is 111.5 hours which would be the equivalent of 3.19 FTE employees based on a 35 hour work week. Each crossing guard works an average of 5 hours per week and would not eligible for benefits that a full time employee would be eligible for.

Special School Police - FY15 Operating Budget Request

Org	Object	Account # 01-299 Account Title	Explanation	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
			PERSONAL SERVICES							
01299100	511240	Uniformed Non Professional	Police/School crossing guard	\$ 71,045	\$ 67,311	\$ 67,443	\$ 99,950	\$ 101,730	\$ 1,780	1.78%
			PERSONAL SERVICES SUBTOTAL	\$ 71,045	\$ 67,311	\$ 67,443	\$ 99,950	\$ 101,730	\$ 1,780	1.78%
			EXPENSES							
01299200	534030	Advertising-General		-	781	-	795	803	\$ 8	1.01%
01299200	542110	Uniforms		2,764	2,095	2,897	2,131	2,152	\$ 21	0.99%
			EXPENSE SUBTOTAL	\$ 2,764	\$ 2,876	\$ 2,897	\$ 2,926	\$ 2,955	\$ 29	0.99%
			Other Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
			DEPARTMENT TOTAL	\$ 73,809	\$ 70,187	\$ 70,340	\$ 102,876	\$ 104,685	\$ 1,809	1.76%

Current Special School Police Personnel as of today.

Permanent

Substitute

- Abrams, Tina
- Ardine, Barbara
- Borolotti, Amelia
- Cartwright, Susan
- Greenfield, Brad
- Johnson, Judy
- Schofield, Brenda
- Schofield, Marie
- Smith, Lesli
- Spencer, Renee
- Wheeler, Parker
- Vacant
- Vacant
- Vacant
- Vacant

Urbani, Frank

** Police Officers are assigned from patrol duties to cover unfilled posts.

TOWN OF WELLESLEY - FY 15 BUDGET

Department: SPECIAL SCHOOL POLICE

Location	FY 14 June 30th Rate	Starting Rate	Total Budget Request	Hours Per Day
(1) Cedar @ Rt 9	121.84	123.99	4,588	1.00
(2) Cedar @ Barton Road	121.84	123.99	4,588	1.00
(3) Cedar @ Fiske	121.84	123.99	4,588	1.00
(4a) Washington @ Glen	145.54	148.41	5,492	1.33
(4b) Washington @ Crescent (two posts)	85.92	87.00	3,219	0.50
(5) Walnut @ Damien	121.84	123.99	4,588	1.00
(6) Walnut @ Warren	109.62	111.41	4,123	0.83
(7) Washington @ Warren	121.84	123.99	4,588	1.00
(8) Cedar @ Schofield	121.84	123.99	4,588	1.00
(9) Weston @ Elmwood	121.84	123.99	4,588	1.00
(10) Weston @ Parker	121.84	123.99	4,588	1.00
(11) Grove @ Fullerbrook	121.84	123.99	4,588	1.00
(12) Hampden @ Carmeron	121.84	123.99	4,588	1.00
(13) Wellesley @ Atwood	121.84	123.99	4,588	1.00
(14) Weston @ Cleveland	121.84	123.99	4,588	1.00
(15) Washington @ St Paul	121.84	123.99	4,588	1.00
(16) Weston @ Hardy Schl	121.84	123.99	4,588	1.00
(17) Kingsbury @ Rt 9	145.54	148.41	5,492	1.33
(18) Kingsbury @ Middle Sch	143.39	146.19	5,409	1.30
(19) Kingsbury @ Calvin	121.84	123.99	4,588	1.00
(20) Elmwood @ Bates	121.84	123.99	4,588	1.00
(21) Oak @ Sprague	121.84	123.99	4,588	1.00
TOTAL PART TIME	17		\$ 101,730	22.29
TOTAL TEMP/SEASONAL	1			111.45
TOTAL OVERTIME				
TOTAL OTHER	0			
TOTAL PERSONAL SERVICES			\$ 101,730	

Totals Hours per day
Total Hours per week

Contributory Retirement Pensions- FY2015 Operating Budget Request

Dept #: 910

The Town is making contributions to the Pension Fund in accordance with the 1/1/13 Actuarial valuation.
The Enterprise Funds are assessed their share.

Org	Object	Account # 01-910 Account Title	Explanation	FY11 Budget	FY12 Budget	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
		Contributory Retirement Pension	Total Retirement	\$ 2,000,000	\$ 3,125,026	\$ 3,813,733	\$ 5,940,854	\$ 7,040,036	\$ 1,099,182	18.50%
64602xxx	575290	Sewer Contribution		(18,200)	(24,000)	(29,300)	(117,214)	(149,345)	\$ (32,131)	27.41%
74702xxx	575010	Water Contribution		(42,400)	(56,000)	(68,278)	(117,214)	(149,345)	\$ (32,131)	27.41%
64	202049	MLP Contribution		(196,400)	(398,463)	(486,480)	(659,709)	(748,559)	\$ (88,850)	13.47%
		Wellesley Housing Authority Contribution		(11,000)	(16,290)	(19,831)	(38,513)	(49,410)	\$ (10,897)	28.29%
01910200	575010	Contributory Retirement Pension	Expense total	1,732,000	2,630,273	3,209,844	5,008,204	5,943,377	\$ 935,173	18.67%

Dept #: 911

Non-contributory Pension FY15 Operating Budget Request

The Non-Contributory Pension Fund are allowances paid to retired employees, or their surviving spouses, who elected not to participate in the Contributory Retirement System when it was established in 1937. Allowances are also paid to certain veterans who did participate in the Contributory Retirement System, but who at retirement elected to take non-contributory benefits.

Org	Object	Account # 01-911 Account Title	Explanation	FY11	FY12	FY13	FY14	FY15	\$ Variance	% Variance
				Actual	Actual	Actual	Budget	Request	FY14-15	FY14-15
01911200	575050	Non-contributory pensions	Monthly Payment for one retiree & one beneficiary	\$ 29,765	\$ 23,461	\$ 16,688	\$ 16,700	\$ 16,700	\$ -	0.00%

Unemployment Compensation Fund - FY15 Operating Budget Request

Dept #: 913

Department Head: Sheryl Strother, Finance Director

The Town has an option of paying a percentage of its payroll to cover unemployment compensation claims or reimbursing the Division of Unemployment for actual claims paid. The Town has elected to follow the latter procedure. Qualified claims may be reimbursed for a period of up to 30 weeks. The Division of Unemployment also charges towns for the costs of extensions approved by Congress. The appropriation requested ensures that each year's budget contains an amount which offsets the approximate cost of this program.

Org	Object	Account # 01-913 Account Title	Explanation	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	\$ Variance FY14-15
01913200	596087		Transfer to Unemployment Comp	\$108,807	\$247,029	\$ 250,000	\$ 200,000	\$ 200,000	\$ -	0.00%

Group Insurance FY15 Operating Budget Request

Dept #: 014/912
 Department Head: Marc Waldman

The Group Insurance budget comprises the line items identified in the matrix below.

Org	Object	Account # 01-914 Account Title	Explanation	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
01914200	512290	Benefits Administrator Clerical Support	Provides support to the HR staff for the substantial record keeping requirements of the Town's benefits programs	-	-	-	14,820	14,820	-	0.00%
01914200	530259	OPEB Consulting & Actuarial Study	Provides investment and actuarial consulting services to the OPEB program	24,750	18,574	-	40,000	13,500	(26,500)	-66.25%
01914200	575210	Group Health Insurance	Provides coverage for 1,700 employees and retirees	12,098,721	13,062,600	13,849,784	13,216,344	14,179,166	962,822	7.29%
01914200	575215	FSA & HRA Administration Fees	Provides admin for 1,000 employees and retirees, plus HRA claims costs.	154,400	158,400	161,400	161,400	161,400	-	0.00%
01914200	575220	Group Life Insurance	Provides coverage for 720 employees and retirees	34,389	45,000	50,000	50,000	40,000	(10,000)	-20.00%
01914200	575230	Medicare Tax	Employer share of the 2.9% of salary for employees hired after 4/1/86	946,690	965,000	990,000	1,100,000	1,120,000	20,000	1.82%
01914200	575240	Long Term Disability	Provides coverage to all benefit eligible employees with a basic level of protection	40,676	45,000	48,000	45,000	40,000	(5,000)	-11.11%
01914200	575250	Group Dental Insurance	Provides basic individual coverage for all benefit eligible employees.	239,824	276,000	300,000	275,000	240,000	(35,000)	-12.73%
01914200	575260	Employee Assistance Plan	Provides local emergency intervention services to all employees.	28,500	36,300	37,000	37,000	38,115	1,115	3.01%
		TOTAL		13,567,950	14,606,874	15,436,184	14,939,564	15,724,084	907,437	6.07%

Other Post Employment Benefits (OPEB) - FY2015 Operating Budget Request

Dept #: 919

Department Head: Sheryl Strother, Finance Director

Org	Object	Account # 01-919 Account Title	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
01919200	596998	OPEB Non-Excluded	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ -	0.00%
01919200	596999	OPEB Excluded	\$ 1,800,000	\$ 1,800,000	\$ 1,800,000	\$ 1,800,000	\$ 1,800,000	\$ -	0.00%
		EXPENSES TOTAL	\$ 3,000,000	\$ -	0.00%				

Compensated Absences - FY15 Operating Budget Request

Dept #: 950

Department Head: Sheryl Strother, Finance Director

Compensated absences for vacation and sick leave are calculated based upon services already performed by employees, when it is probable that it will be paid in a future period.

Employees(as determined under a contract) are granted vacation and sick leave in varying amounts. Upon retirement, termination of death, certain employees are compensated for unused vacation and sick leave (subject to certain limitations) at their current rate of pay.

Firefighters are paid 100% for their sick leave days - up to a max of 520 hours- upon termination of employment. Similarly, uniformed police personnel are paid 50% of their sick leave days upon termination of employment. Employees may not accumulate vacation days for subsequent use, without formal approval. Employees separated from employment are paid for unused vacation days earned.

Any unused appropriation at the end of the fiscal year is closed to fund balance and increments will be "free cash".

Org	Object	Account # 01-950 Account Title	Explanation	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY14-15	% Variance FY14-15
01950100	519020		Sick Leave/Vacation Buyback	\$ 27,729	\$ 57,522	\$ 50,075	\$ 90,000	\$ 90,000	\$ -	0.00%

Traffic & Parking Department FY15 Operating Budget Request

Org	Obj	Munis Object # Account Title	Explanation	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY 14-15	% Variance FY14-15	
PERSONAL SERVICES											
27293100	511220	Other Professional	Parking Clerk Deputy Director	1/2	\$ 37,749	\$ 84,625	\$ 86,918	\$ 90,069	\$ 91,069	\$ 1,000	1.11%
27293100	511240	Meter Attendants	5 part-time positions hours/week	18	70,110	71,729	81,935	89,728	92,551	\$ 2,823	3.15%
27293100	514010	Meter Maint. Shift Diff	\$2,000/hour stipend	-	-	601	2,000	2,000	\$ -	-	0.00%
27293100	511350	Meter/signal Repairs	HWY sign/meter repair/maint MLP traffic signal maint	51,327	48,101	52,838	55,000	55,000	\$ -	-	0.00%
				\$ 159,186	\$ 204,454	\$ 222,291	\$ 236,797	\$ 240,619	\$ 3,822	1.61%	
EXPENSES											
27293200	578025	Bank Fees		-	-	-	-	-	\$ -	-	0.00%
27293200	542010	Office Supplies	Office Supplies for Parking Clerk	-	89	493	400	400	-	-	0.00%
27293200	517020	Medical check-up		-	-	125	-	-	-	-	0.00%
			Parking Lot Lighting CALE parking machines traffic signals pedestrian lights	221	227	10,470	8,700	8,700	-	-	0.00%
27293200	521010	Electricity		221	227	10,470	8,700	8,700	-	-	0.00%
27293200	524015	Grounds Maintenance	Municipal Paring Lots	18,929	24,182	23,935	25,000	25,000	-	-	0.00%
27293200	524030	Equipment Maintenance	Yearly replacement parking meter batteries	8,143	-	-	1,600	1,600	-	-	0.00%
27293200	581550	Traffic Calming	Various traffic calming projects	11,148	841	16,302	25,000	25,000	-	-	0.00%
27293200	529030	Snow Removal and Clearance	Municipal parking Lots	58,122	3,046	44,351	55,000	55,000	-	-	0.00%
27293200	530700	Architects and Engineers 3	Or-call traffic consultants	88,782	103,348	62,175	100,000	100,000	-	-	0.00%
27293200	530900	Other Professional Service	Violation Processing Meter collection	76,845	124,487	66,928	90,000	90,000	-	-	0.00%
27293200	534010	Postage		17	353	713	-	-	-	-	0.00%

Traffic & Parking Department FY15 Operating Budget Request

Org	Obj	Munis Object # Account Title	Explanation	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Request	\$ Variance FY 14-15	% Variance FY14-15
27293200	534020	Telephone	Cellular phones parking attendants (3) parking clerk	1,863	2,144	67	1,680	1,680	-	0.00%
27293200	534020	Advertising - General		-	-	107	-	-	-	0.00%
27293200	534040	Printing and Mailing expense		21	15	-	-	-	-	0.00%
27293200	536090	Other Purchased Services	Traffic signal maintenance	3,974	39,098	21,679	30,000	30,000	-	0.00%
27293200	542110	Uniforms	Parking Attendants	2,981	2,858	6,796	2,500	2,500	-	0.00%
27293200	543040	Equipment M&R Supplies	Meter maintenance supplies	8,943	6,107	8,548	5,000	5,000	-	0.00%
27293200	543050	Painting M&R Supplies	Line Painting contract	32,009	50,028	51,912	45,000	45,000	-	0.00%
27293200	543090	Other Maint/Repair Supplies	CALE meter maintenance agreement CALE meter supplies	15,768	15,301	17,811	20,000	20,000	-	0.00%
27293200	552030	Signs Supplies	Regulatory Signs	11,313	20,012	11,350	20,000	20,000	-	0.00%
27293200	570000	Other Charges & Expenses		-	(13,311)	-	-	-	-	0%
27293200	571010	Travel-Mileage	Reimbursement for parking attendants	2,064	2,257	1,731	3,570	3,570	-	0.00%
27293200	578020	Credit card processing charges	Credit card fees (max 2.88%) coin count verification from meters	15,358	11,973	20,886	45,000	45,000	-	0.00%
27293200	581540	Parking Lot Improvements	Normal Maintenance monthly sweeping trash removal	-	22,723	11,319	15,000	15,000	-	0.00%
27293200	583080	Traffic Enforcement/Radar Units	New speed trailers purchased in FY13 & FY14	-	-	19,713	-	-	-	0.00%
27293200	581580	Business Area Improvements	InWellesley Golocal	-	-	5,166	15,000	15,000	-	0.00%
27293200	583190	Meter Replacement	Rebuild or replace parking meters	-	-	-	100,000	100,000	-	0.00%
Expense Total				\$ 356,500	\$ 415,778	\$ 402,576	\$ 608,450	\$ 608,450	\$ -	0.00%
P/S and Expenses Total				\$ 515,686	\$ 620,233	\$ 624,867	\$ 845,247	\$ 849,069	\$ 3,822	0.45%

Traffic & Parking Department - FY15 Operating Budget Request

Employee Name	Title	FY14 Rate as of 6/30/14	Group - Step	Starting Rate 7/1/14	Hrs pr week	Step date	Step amt	Funding source:		Salary Request (Dept 293)	Total
								Selectmen (50%)	Traffic & Parking(50%)		
Connolly, Terrance	Deputy Director	\$ 1,574.47	58	\$ 1,574.47				41,094	41,094	\$ 41,094	82,187
Bonita Legassie	Parking Clerk	\$ 870.92	52	\$ 870.92						\$ 45,462	45,462
Bonita Legassie	Stipend	\$ 67.30	N/A	\$ 67.30						\$ 4,513	4,513
Alley, Ed (DOH 12/3/12)	Parking Meter Attendant	\$ 16.50	Gen	\$ 18.50	18.00					\$ 17,383	17,383
Hunt, Lawrence	Parking Meter Attendant	\$ 20.50	Gen	\$ 20.50	18.00					\$ 19,262	19,262
Ryan, Patrick	Parking Meter Attendant	\$ 20.50	Gen	\$ 20.50	18.00					\$ 19,262	19,262
Schultz, William	Parking Meter Attendant	\$ 20.50	Gen	\$ 20.50	18.00					\$ 19,262	19,262
Swinimer, Richard	Parking Meter Attendant	\$ 16.50	Gen	\$ 18.50	18.00					\$ 17,383	17,383
Meter Maint Shift Diff	\$2 per hour									\$ 2,000	2,000
Ricky Phillippo	Meter Repair Laborer									\$ 55,000	55,000
Total Salary										\$ 240,619	

***Note: FY15 Salary is based on a 52.2 week year.