



Town of *Wellesley*
FY2022 Budget Request
Department of Public Works: Mission, Services, & Priorities

MISSION STATEMENT

The Town of Wellesley Department of Public Works is dedicated to providing in a safe and cost effective manner the essential, emergency and maintenance services, together with information and planning support, to protect, maintain, and improve the Town's assets and infrastructure for the safety and well-being of the community.

MAJOR GOALS

Five major goals are derived from the themes in the mission statement. Each major goal has one or more objective and strategy. The goals and objectives are discussed in a general way throughout the program, sub program and function narratives of the tax impact budget. The five major goals are:

- To Provide Essential Services
- To Provide Emergency Services
- To Provide Maintenance Services
- To Provide Information and Planning Support
- To Protect, Maintain and Improve the Town's Assets and Infrastructure

and to do all of the above at the highest standards in a safe and cost effective manner.

VISION STATEMENT

To be recognized by the community for outstanding services to the Town which are achieved through careful planning and implementation, continuous improvements, and by developing teamwork through good support and training.

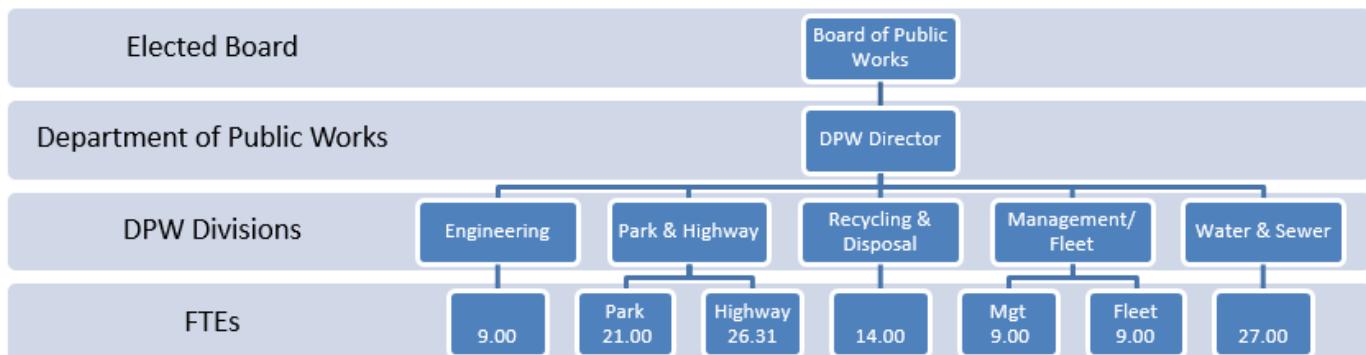
VALUE STATEMENT

Our value statement indicates the qualities and characteristics the Department holds in esteem as it goes about its work:

We value the supportive environment that allows our productive spirit and professional capabilities to serve the Wellesley community.

Department Description and Organizational Structure

Overseen by the 3-person elected Board of Public Works, the DPW provides essential public works, water and sewer utilities, and other services. Funding for these services includes both tax revenues and customer payments. Town tax revenues fund the DPW Engineering, Park and Highway, Recycling and Disposal, and Management Services/Fleet Divisions. DPW services financed by tax revenues are often referred to as the DPW “tax-impact programs.” Rate-paying customers fund the services provided by the DPW Water and Sewer Divisions, which do not affect the Town’s tax rate. Budgets for these programs are referred to as “Enterprise Fund programs”.



PERMANENT STAFFING (FTEs)	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request
Position Titles:					
Engineering	10.00	9.00	9.00	9.00	9.00
Highway	26.31	26.31	26.31	26.31	26.31
Park & Tree	20.74	20.74	20.93	20.93	21.00
Recycling and Disposal	14.00	14.00	14.00	14.00	14.00
Management	9.00	9.00	9.00	9.00	9.00
Fleet Maintenance	9.00	9.00	9.00	9.00	9.00
Total Tax Impact Budget Positions	89.05	88.05	88.24	88.24	88.31
Water & Sewer	28.00	28.00	28.00	28.00	27.00
Total DPW Positions	117.05	116.05	116.24	116.24	115.31

Tax Impact Programs

The Park and Highway Division maintains Town roadways, sidewalks, curbs, street name signs as well as salts, sands, plows, removes ice and snow from streets, ways, walks and pavement areas to provide for safe vehicular and pedestrian traffic for the convenience and safety of the public and all emergency services including police, fire, and ambulance, and to provide access to other support services (e.g., food, fuel, medical). It also maintains catch basins, culverts, storm drains, and preserves and develops Town parks, open space areas, playgrounds, public shade trees, brooks, and streams. The Recycling and Disposal Facility (RDF) is responsible for disposing of solid waste and recyclable materials and is the Town’s most widely-used facility, with over 350,000 annual vehicle trips. The Engineering Division designs and provides project management services for all DPW projects. The Division also reviews private plans for conformance to Town standards

for the Planning Board, Zoning Board of Appeals, and other Town departments. Other responsibilities include implementation of the storm water management plan, maintenance of Town plans and files related to deeds, easements, and construction as well as regulating all utility and excavation work within the public way through the Street Occupancy and Trench Permit Program. The Management Division directs and supports the programming, planning, budgeting and evaluations of all activities of the Department of Public Works to provide services in an efficient and effective manner. The Fleet Maintenance program procures, maintains, and repairs vehicles and equipment and provides repair and welding service to other department as requested. Fleet Maintenance also oversees the Town's Fuel Depot that provides fuel for all Town vehicles.

FY2022 Goals

Meeting maintenance targets on a regular basis is key to the protection of the Town's assets and infrastructure.

In addition, the DPW will provide Engineering services for the major Town projects including Weston Road Design, Walnut Street Reconstruction, Grove Street Reconstruction, emerging Development Projects, and Stormwater Permit Compliance.

Solid waste goals include further reductions in residential trash and increases in recycling.

Tax Impact Operating Programs Budget Request

The DPW FY2022 Operating Budget request is \$7,728,093, which is an increase of \$188,442 or 2.5% over FY2021 and meets the guideline target for FY2022. The DPW expects to generate \$715,000 in revenue from the Recycling and Disposal Facility operations including Commercial tipping fees, Recycling revenues and the income from our Business Initiatives. This revenue is returned to the General Fund.

Tax Impact Personal Services and Staffing

- The FY2022 Operating Budget includes a total staff of 89 permanent employees. Of the total permanent employees, two are 24 hours per week employees. No changes in staffing levels are proposed in this budget.
- General Salary Increase. An increase of \$85,265 for general increases of 2.0% for Management Pay Plan (\$26,787), Group 40 (\$8,209) employees and Production Unit employees (\$50,269). Production and Supervisory Unit contracts are in effect through FY23.
- Management Pay Plan. Although Management Pay Plan increases of 2.0% are included at this time, these increases are funded through a separate appropriation and will be removed from this budget prior to Town Meeting.

- Salary Re-allocations. After a review of salaries allocated to the Water & Sewer Enterprise Funds, we have re-allocated \$33,621 to the Tax Impact Budget to more accurately reflect services provided.
- A decrease of \$35,000 in Highway Temporary/Seasonal help.
- The Personal Services increase also includes the net effect of position changes, step increases, salary adjustments and staff hired at lower amounts (\$14,561).

Tax Impact Expenses

The expense budget increase of \$129,650 (5.9%) includes the following items:

- Trash. Increase of \$20,250 in the RDF Expense Budget due to an expected contractual increase in trash disposal of \$2.50 per ton from \$84.75 per ton in FY21 to \$87.25 per ton in FY22. As a reminder, revenue collected for commercial trash is returned to the General Fund.
- Recycling. Increase of \$109,400 in the RDF Expense Budget due to increases in wood and mattress recycling fees. As part of the Department of Environmental Protection (DEP) Solid Waste Master Plan, wood and mattresses will likely be considered 'Waste Ban' items and must be separated from the trash. We expect commercial fees for these items to cover approximately \$35,000 of this increase.

RDF Business Initiatives

- Decrease of \$39,655 due to limited opportunities for new initiatives based on projected market conditions.

PROGRAM 410 - ENGINEERING

Program Objective

To provide engineering, technical and construction management services required to plan, coordinate, develop, conceptualize, design, construct, operate, and maintain Town facilities, infrastructure, services, and records in an effective and efficient manner.

Subprogram 441 - Planning and Design

The purpose of Planning and Design is to develop and review studies, conceptual plans, designs, contract plans, and specifications including those prepared by outside consultants.

Responsibilities also include estimating quantities and costs for Town projects of varying type and complexity.

Subprogram Activities

- Design and prepare plans for proposed construction, maintenance, and landscape projects
- Review plans for conformance to Town standards for the Planning Board, Zoning Board of Appeals and other Town Departments
- Prepare specifications, estimates of quantities, probable cost, and contract documents
- Obtain all necessary permits and approvals required for project implementation
- Coordinate and prepare reports to governmental agencies to fulfill regulatory requirements
- Review subdivision and land survey plans from engineers serving private clients
- Develop easement plans for footways, roadways, and utility installations, including the Municipal Light Plant

In addition, this subprogram includes activities undertaken to develop and effectively maintain the Town's Stormwater Management Program and address other storm collection system issues. Included are the requirements and conditions of the Town's General Permit under Phase II of the National Pollutant Discharge and Elimination System (NPDES). Specific activities related to Stormwater Management include:

- Continued Implementation of the Town's Stormwater Management Plan
 - Working with the US EPA Region 1 and its consultants in the implementation of and necessary revisions to the plan
 - Coordinating the participation of other Town Departments, Boards and Committees in the implementation of the plan
- Apply for and use grant funding as may be available for the implementation of any components of the plan
- Prepare annual reports to US EPA and MADEP regarding the status of the plan's implementation and compliance with the Town's NPDES General Permit
- Address other stormwater management or collection system issues that may arise

including changes to the Town's Stormwater Drainage System Rules and Regulations

Subprogram 442 - Survey and Inspection

The Survey and Inspection subprogram performs surveys, provides a full range of construction management services including contract administration and project representation for construction and other Town projects. Other duties include ensuring compliance with approved plans and specifications and conformance to applicable design standards, bylaws, special acts, Mass. General Laws, and standard engineering practices.

Subprogram Activities

Perform field surveys and construction inspection services for assigned projects including:

- Department maintenance projects
- Sidewalk and driveway apron construction
- Stormwater Drainage System construction
- Water and sewer line construction and location under DigSafe (MGLC82)
- Parking lots and road surveys
- Inspection of subdivision construction
- Provide traffic counts, speed data and surveys
- Survey and Inspection of contracted construction projects

Subprogram 443 - Town Plans and Geographic Information Systems (GIS)

This subprogram maintains the following Town plans, files and records for the coordination of Town projects and for the general use of any party in need of such information:

Plans	Files	Records
<ul style="list-style-type: none">• Town plans (80 and 40 scale)• Aerial photographs• Construction and easement plans• Record Plans• Street acceptance plans• Zoning maps and the development and update of utility layers for the Town's GIS	<ul style="list-style-type: none">• Deed file• Plot plan file• Photograph and contract file• GIS Utility database• Street file• Sanitary sewer and stormwater drainage connections files	<ul style="list-style-type: none">• Traffic counts• State and local permits• Capital improvement contracts (progress payments)• Federal and state grant records relating to water and sewer construction, solid waste and recycling programs• Engineering and feasibility studies• Easement documents

Subprogram 961 – Vacation/Holiday/Sick

The purpose of the Vacation/Holiday/Sick subprogram is to track time away from work for vacations, holidays, sick time, personal leave, jury duty and any other paid time off. All time off is earned and granted according to Town policies.

Subprogram 962 – Administration

The purpose of the Administration subprogram is to effectively manage costs and integrate labor, materials, and equipment in order to meet the objectives of the Engineering Program.

Subprogram Activities

- Plan, direct, analyze, staff, control, and evaluate the Engineering Program including: employee performance; workload and backlog management; coordinate requests for design services; maintain records; establish grades for streets and drains, and street opening permit inspections
- Apply for, administer and coordinate grant programs; including grant closeout at the completion of a project
- Budget analysis and cost estimates for capital improvement projects, operation and maintenance projects, and long range capital planning
- Review of Department specifications for compliance with state procurement statutes
- Coordination and evaluation of consultant-performed studies and other projects including the development of requests for proposals

Other Sources of Funds

415 - Street Permit Program

Work includes issuing permits for work conducted in the public way and inspecting that work to ensure compliance with town standards.

992 - Work for Others

Work completed at the request of other Departments for recurring and one-time projects such as land surveys for upcoming projects and project management for ongoing projects.

992 - Work for Others – Enterprise

Work completed at the request of Water & Sewer for recurring and one-time projects such as sewer house connection inspections.

992 - Enterprise Fund Support

The Water & Sewer Enterprise Funds pay for Engineering Division salaries on a fixed allocation basis for project planning and oversight.

995 - Capital

Work includes project management, survey and inspection of DPW Capital Projects such as road reconstruction and the Fuller Brook Park Restoration Project.

ENGINEERING DIVISION
FY2022 OPERATING REQUEST
DIVISION SUMMARY

		FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 PLAN	FY2022 REQUEST	--VARIANCE--	FY2022 - FY2021(\$)	FY2022 - FY2021(%)
PERSONAL SERVICES									
441	PLANNING & DESIGN	92,528	100,876	116,987	186,024	184,379	-1,645	-0.9%	
442	SURVEY & INSPECTION	96,973	160,171	124,337	149,915	147,429	-2,486	-1.7%	
443	TOWN PLANS & GIS	49,140	25,690	41,826	93,187	96,323	3,136	3.4%	
961	VACATION/HOLIDAY/SICK	52,578	60,583	37,919	54,663	54,650	-13	0.0%	
962	ADMINISTRATION	178,079	201,900	215,344	87,252	76,731	-10,521	-12.1%	
TAX IMPACT APPROPRIATION		469,298	549,219	532,207	571,041	559,512	-11,529	-2.0%	
415	STREET PERMIT PROGRAM	137,068	93,361	158,298	133,418	136,018	2,600	1.9%	
992	WORK FOR OTHERS	59,109	20,886	5,261	23,730	24,455	725	3.1%	
992 -	WORK FOR OTHERS - ENTERPRISE	11,974	6,199	5,791	13,382	13,650	268	2.0%	
992 -	ENTERPRISE FUND SUPPORT	32,697	33,316	39,793	39,142	49,378	10,236	26.2%	
995	CAPITAL	69,148	78,145	10,856	57,890	59,024	1,134	2.0%	
OTHER SOURCES		309,995	231,906	219,999	267,562	282,525	14,963	5.6%	
PERSONAL SERVICES TOTAL		779,294	781,126	752,207	838,603	842,037	3,434	0.4%	
EXPENSES									
962	ADMINISTRATION	56,295	53,386	74,748	65,500	65,500	0	0.0%	
TAX IMPACT APPROPRIATION		56,295	53,386	74,748	65,500	65,500	0	0.0%	
EXPENSES TOTAL		56,295	53,386	74,748	65,500	65,500	0	0.0%	
PS + EXPENSE TOTAL APPROPRIATION		525,594	602,606	606,956	636,541	625,012	-11,529	-1.8%	

PERMANENT STAFFING (FTEs)	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request
Position Titles:					
Town Engineer	1.00	1.00	1.00	1.00	1.00
Assistant Town Engineer	1.00	1.00	1.00	1.00	1.00
Sr. Civil Engineer	3.00	2.00	2.00	2.00	2.00
Civil Engineer	1.00	1.00	1.00	1.00	1.00
Staff Engineer	3.00	3.00	3.00	3.00	3.00
Office Assistant	1.00	1.00	1.00	1.00	1.00
Total Number of Positions	10.00	9.00	9.00	9.00	9.00

PROGRAM 420 - HIGHWAY

Program Objective

To maintain and repair streets, sidewalks, storm drain systems and related facilities to provide for safe vehicular and pedestrian traffic and proper drainage in a safe, effective and efficient manner.

Subprogram 460 - Street Repair and Maintenance

This subprogram is responsible for maintaining approximately 110 miles of roadways, 75 bridge culverts, 118 miles of bituminous, cement, gravel and brick sidewalks, 78 miles of bituminous, cement and granite curbing, 6 miles of rails and fencing, as well as tree lawns throughout the town. Materials and costs associated with these functions include the cost of labor, materials, and supplies such as hot mix asphalt, cement, loam, sand, gravel, crushed stone, paint, and the rental and leasing of special-purpose equipment. Contract support is obtained when it is the most cost-effective approach to meeting the Division's maintenance and repair requirements.

Subprogram activities also include the installation, maintenance and replacement of street signs under the jurisdiction of the Board of Public Works, and the installation, maintenance and replacement of regulatory signs, pavement markings and parking meters under the jurisdiction of the Board of Selectmen. Maintenance of regulatory signs, parking meters and pavement markings is funded by the Board of Selectmen from parking meter receipts.

Subprogram 470 - Street Cleaning

The Street Cleaning subprogram cleans streets, walks and parking lots by sweeping and picking up sand and debris to provide safe traffic movement and maintain a desirable environment. The three commercial areas in Town are swept twice each week and a full sweep of the town (approximately 234 lane miles) is done each spring which includes the sweeping of sidewalks on some arterial roadways. The Town owned street sweepers are also used to clear debris after traffic accidents and to clean debris from Town roadway construction jobs.

Subprogram 480 - Maintenance – Storm Drains, Brooks and Catch Basins

The Storm Drains, Brooks and Catch Basins subprogram maintains the stormwater drainage system, including storm drains and brooks, in order to provide for the free flow of surface water to minimize flooding, erosion and property damage. Activities include the cleaning and maintenance of approximately 3,650 catch basins, 121 miles of storm drains and 15 miles of brooks and streams. Catch basins are cleaned regularly to minimize standing water and flood problems throughout the Town. In addition, basins located in problem-prone areas, or at drainage collection points are cleaned prior to, or immediately after storms to prevent flooding and property damage. Catch basin cleanings are stored, tested, hauled to an approved landfill, and disposed in accordance with DEP regulations.

Subprogram 490 - Winter Maintenance

Any Winter Maintenance work carried out by the Highway Division during a regular workday is captured within this subprogram (overtime winter maintenance work is accounted for in Winter Maintenance Program 456). The work completed under this subprogram ensures safe vehicular and pedestrian traffic for the public and emergency services (police, fire, ambulance) during the winter.

Subprogram responsibilities include clearing approximately 234 lane miles of streets and 60 miles of sidewalks. Activities include plowing streets, sidewalks, schoolyards and recreation areas, sanding or salting streets and sidewalks, removing snow and ice from commercial areas and repairing damage from plows. Winter maintenance of metered parking lots is also the responsibility of this subprogram, however costs associated with metered parking lots are funded from parking meter receipts and is not included in this subprogram's totals.

Subprogram 961 – Vacation/Holiday/Sick

The purpose of the Vacation/Holiday/Sick subprogram is to track time away from work for vacations, holidays, sick time, personal leave, jury duty and any other paid time off. All time off is earned and granted according to Town policies.

Subprogram 962 - Administration

The Administration subprogram effectively manages costs and coordinates labor, materials and equipment to meet the objectives of the Highway program.

Subprogram activities include planning and financial management of the Highway program, including: setting goals and objectives; assigning responsibilities and allocating resources; developing measures to evaluate methods; adjusting subprograms and functions to meet changing requirements; preparing and maintaining data and records; overseeing improvements to facilities and grounds; promoting good public relations through accurate communication and courteous treatment of all complaints and requests; organizing and advancing employee development and training; ensuring proper use of prescribed methods of work designed to promote safety; and providing leadership and support for prompt, accurate and effective operations of the Division.

Subprogram 970 – Facilities & Grounds

The Facilities & Grounds subprogram operates and maintains the Park & Highway building at 30 Municipal Way and surrounding area, provides 24/7 security and customer services for the DPW complex. The main building contains 34,840 square feet, comprised of offices, workshops, equipment and vehicle storage areas, locker rooms and restrooms. Also maintained are 10.7 acres of grounds, three ancillary structures containing 15,720 square feet, open storage areas and fencing. Responsibility for custodial maintenance and repair for main building and utilities for the property was transferred to the Facilities Maintenance Department as of July 1, 2016. The items remaining in our budget are for care of the site and grounds that do not fall under FMD responsibility such as material storage areas and fencing.

Subprogram 991 - DPW Work for Others Not - Reimbursed

This subprogram includes all services provided to DPW tax impact programs that are not reimbursed. Work performed for the Water & Sewer Enterprise Funds and all other Town Departments is funded through work order transfers from those departments and is described further below.

Subprogram 996 – Equipment Maintenance

This subprogram includes all costs related to maintenance and repair of Highway vehicles and equipment. Personal Services costs include Highway Staff time inspecting, washing, and other equipment setup services required. Expenses include Fleet Maintenance repairs and maintenance and also includes parts and sublet repairs.

Other Sources of Funds**415 - Street Permit Program**

The Highway Division charges the Street Permit Program for inspection of street permit activities to ensure compliance with town standards.

992 - Work for Others

Work completed at the request of other Departments for recurring and one time projects. Work includes items such as regulatory sign maintenance, parking meter maintenance, and municipal building parking lot improvements.

992 - Work for Others – Enterprise

Work completed at the request of the Water & Sewer Division for recurring and one-time projects. Work includes items such as patching utility trenches and assisting with hydrant flushing operations.

992 - Enterprise Fund Support

The Water & Sewer Enterprise Funds pay for Highway Division salaries on a fixed allocation basis for overnight and weekend watchperson services.

995 – Capital

Work completed on Highway Capital Projects such as street resurfacing, sidewalk rehabilitation, and storm water drainage system improvement projects.

HIGHWAY DIVISION

FY2022 OPERATING REQUEST

DIVISION SUMMARY

		FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 PLAN	FY2022 REQUEST	--VARIANCE--	
							FY2022 - FY2021(\$)	FY2022 - FY2021(%)
PERSONAL SERVICES								
460	STREET & SIDEWALKS	166,189	198,076	319,830	219,101	226,363	7,262	3.3%
470	SWEEPING STREETS	67,251	58,127	64,194	71,211	74,122	2,911	4.1%
480	DRAINS, BROOKS, BASINS	64,838	142,439	157,006	192,150	221,881	29,731	15.5%
490	WINTER MAINTENANCE	165,366	99,802	83,612	129,452	131,231	1,779	1.4%
961	VACATION/HOLIDAY/SICK	167,530	197,121	163,939	154,543	158,991	4,448	2.9%
962	ADMINISTRATION	182,416	187,820	170,433	239,564	233,642	-5,922	-2.5%
976	FACILITIES & GROUNDS	122,922	129,621	121,042	112,564	116,213	3,649	3.2%
991	WORK FOR OTHERS (NOT REIMBURSED)	25,964	26,748	37,503	15,522	16,538	1,016	6.5%
996	EQUIPMENT MAINTENANCE	43,865	27,206	17,206	52,943	55,500	2,557	4.8%
TAX IMPACT APPROPRIATION		1,006,341	1,066,960	1,134,765	1,195,837	1,234,481	38,644	3.2%
415	STREET PERMIT	17,892	12,295	0	16,482	16,914	432	2.6%
992	WORK FOR OTHERS	259,080	243,999	185,739	173,010	182,338	9,328	5.4%
992 -	WORK FOR OTHERS - ENTERPRISE	45,754	20,314	49,808	56,090	49,352	-6,738	-12.0%
992 -	ENTERPRISE FUND SUPPORT	88,440	93,567	97,825	77,168	78,712	1,544	2.0%
995	CAPITAL	305,617	272,321	168,739	407,688	373,930	-33,758	-8.3%
OTHER SOURCES		716,782	642,495	502,110	730,438	701,246	-29,192	-4.0%
PERSONAL SERVICES TOTAL		1,723,122	1,709,455	1,636,875	1,926,275	1,935,727	9,452	0.5%
EXPENSES								
460	STREET & SIDEWALKS	36,940	38,573	121,391	43,000	43,000	0	0.0%
470	SWEEPING STREETS	19,343	36,516	15,690	40,000	40,000	0	0.0%
480	DRAINS, BROOKS, BASINS	25,133	76,545	68,701	89,500	87,000	-2,500	-2.8%
490	WINTER MAINTENANCE	7,254	12,403	3,221	12,000	11,900	-100	-0.8%
962	ADMINISTRATION	46,393	54,688	47,702	59,700	60,300	600	1.0%
976	FACILITIES & GROUNDS	21,677	20,088	12,933	19,000	22,000	3,000	15.8%
991	WORK FOR OTHERS (NOT REIMBURSED)	605	1,501	2,596	0	0	0	0.0%
996	EQUIPMENT MAINTENANCE	249,319	215,569	207,607	231,000	230,000	-1,000	-0.4%
TAX IMPACT APPROPRIATION		406,664	455,882	479,841	494,200	494,200	0	0.0%
EXPENSES TOTAL		406,664	455,882	479,841	494,200	494,200	0	0.0%
PS + EXPENSE TOTAL APPROPRIATION		1,413,005	1,522,842	1,614,606	1,690,037	1,728,681	38,644	2.3%

PERMANENT STAFFING (FTEs)	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request
Position Titles:					
Superintendent	1.00	1.00	1.00	1.00	1.00
Assistant Superintendent	1.00	1.00	1.00	1.00	1.00
General Foreman	1.00	1.00	1.00	1.00	1.00
Sr. Office Assistant	1.00	1.00	1.00	1.00	1.00
Foreman A	4.00	4.00	4.00	4.00	4.00
Foreman B	2.00	2.00	2.00	2.00	2.00
Meter & Sign Repair	1.00	1.00	1.00	1.00	1.00
Highway Craftsman	1.00	1.00	1.00	1.00	1.00
Construction Equipment Operator	3.00	3.00	3.00	3.00	3.00
Heavy Equipment Operator	5.00	5.00	5.00	5.00	5.00
Medium Equipment Operator	3.00	3.00	3.00	3.00	3.00
Watchman	3.31	3.31	3.31	3.31	3.31
Total Number of Positions	26.31	26.31	26.31	26.31	26.31

PROGRAM 430 - PARK AND TREE

Program Objective

To preserve, develop, operate and maintain parks, trees, open space and recreation areas in an effective and efficient manner for the pleasure and well-being of the public.

Subprogram 500 - Active Recreation

This subprogram operates and maintains active play areas, school grounds and recreation facilities throughout the Town. There are 255 acres of active recreation areas included in the following sites: 9 schools (Bates, Fiske, Hardy, Hunnewell, Schofield, Sprague, Upham, Middle and High Schools) and 8 parks (Hunnewell, Kelly, Ouellet, Brown, Perrin, Phillips, Warren, and the Morses Pond beach facility).

The facilities found on the 255 acres of active recreation areas include the following: 16 playgrounds; 1 lighted all-purpose field; 4 baseball infields; 5 skinned softball fields; 8 grassed Little League infields; 8 practice infields; 5 regulation lacrosse/soccer fields; 2 regulation field hockey/lacrosse fields; 6 youth soccer fields; 1 practice football field; 3 synthetic turf fields; 1 track and field facility; 16 tennis courts; 37 outdoor basketball hoops with court areas; 465 benches and tables; 116 bike racks; 314 Trash & Recycling Receptacles; Morse's Pond beach; 2 field houses; 9 flag poles; 1 public restroom; 17 drinking fountains; 14 portable bleachers; and 1 stadium bleacher complex.

Recreation area management duties include: mowing; aerating; irrigating; over-seeding; fertilizing; liming; weed and insect control (if necessary); litter clean-up; leaf removal; marking fields for games; leveling and grading fields; fence repairs; vandalism repairs; shrub and tree care; painting structures; care of goals and goal posts; stump removal; master plans; civic activities such as assisting with summertime activities; the Community Garden Program; holiday decorations; litter-barrel care; marathon; parades and special events; care of the beach and bath house facilities; weed harvesting; and pond management.

Subprogram 510 - Passive Recreation

The objective of this subprogram is to maintain passive recreation areas for the health and well-being of the public and for the preservation of wildlife and the environment.

All passive recreation and conservation areas in the Town are included in this subprogram. There are 642 acres of passive recreation areas including: Wellesley's three libraries (Wellesley Square, Fells, and Hills); six conservation reservations (Boulder Brook, Rocky Ledges, Overbrook, Abbott Pond, Carisbrooke, and Colburn Road); ten municipal parking lots (Railroad Avenue, Cameron Street, Waban Street, Eaton Court, River Street, Lower Falls, Farms Railroad Station, Hills Railroad Station, Tailby, and Noanet); eighteen parks (Town Hall, Wellesley Square, Simons, Morton, Elm, Centennial, Rockridge Pond, Washington, Hillside Road, Memorial, Reed's Pond, Overbrook, Clancy's Hollow, Peabody, Sawyer, Shaw Common, Longfellow Pond, and Beebe Meadow);

seventy-five traffic islands at 58 locations throughout the Town; three walking paths or parkways (Fuller Brook, Caroline Path, and Cochituate Aqueduct); Wellesley Police Station; Sections of the State's Charles River Reservation; the Town Forest, the Back Forty Property, Weston Road & Brookside Road Community Gardens; and several Route 9 traffic islands.

General maintenance of these areas includes: periodic mowing, fertilizing, weed control, litter clean-up, leaf removal, fence repairs, shrub and tree care, painting and repairing structures, stump removal, master plans, path and trail maintenance, vandalism repairs, and special projects such as re-landscaping areas to improve aesthetics and to reduce maintenance requirements, and site preparation for special events. This includes planting over 7,000 tulip & daffodil bulbs annually.

Subprogram 520 - Tree Management

The objective of this subprogram is to preserve and maintain shade trees for the aesthetic enjoyment of the public and the enhancement of Wellesley's environment. The care of over 6,000 inventoried public shade trees along with forested areas in Wellesley are included in this subprogram. Routine maintenance is conducted as required to all of these trees. The care includes: vandalism repairs as needed; storm damage repairs, winter moth and other insect controls, as well as poison ivy and other herbicide treatments in accordance with State regulations; shade and park tree planting and management of new trees for one or two years; tree and stump removals as necessary; and other tree care according to need. In addition, clearance requirements are maintained for streets and sidewalks where visibility and safety problems exist.

Subprogram 530 - Equipment Maintenance

This subprogram maintains the Park & Tree Program's inventory of 160 pieces specialized equipment. It also includes the cost of maintaining the division's over-the-road vehicles. Special equipment maintained by Park and Tree personnel includes two (2) weed harvester, large riding mowers, trimming mowers, three (3) tractors with attachments, small riding mowers with attachments, hand-held weed trimmers, chain saws, leaf blowers, turf sweeping/vacuums, line-striping machines, seed spreaders/slicers, tractor attachments, and an assortment of recreational equipment (swings, goals, etc.), generators, pumps, beach equipment, hand tools, tree trimming tools, and turf-care tools.

Storage facilities for this equipment are provided at the Park/Highway garage, the Park shed, the Sprague Field House and several storage containers at the Hunnewell Field complex. The division's small equipment shop also repairs small equipment for other divisions and departments as required.

Subprogram 490 - Winter Maintenance

This subprogram funds Park & Tree employees engaged in Winter Maintenance activities during normal working hours. All winter maintenance overtime activities are funded through the DPW's Winter Maintenance Program 456.

Subprogram 961 – Vacation/Holiday/Sick

The purpose of the Vacation/Holiday/Sick subprogram is to track time away from work for vacations, holidays, sick time, personal leave, jury duty and any other paid time off. All time off is earned and granted according to Town policies.

Subprogram 962 - Administration

This subprogram manages labor, material, and equipment, and provides supervision and leadership for the Park and Tree program.

Activities include overseeing the daily operation of the Park & Tree functions and supervising employees and equipment assigned to the Park and Tree Division. Additional duties of this subprogram include: preparing the budget and overseeing expenditures; preparing monthly and annual reports; recording and tracking resident's service requests; preparing and updating master plans, updating an 5-year capital improvement plans; developing handbooks and manuals; review and development of landscape design plans; providing assistance to the public, DPW divisions and Town organizations including the Natural Resources Commission, the Wetlands Protection Committee, the Board of Selectmen, Planning Board, Building Department, School Department, Recreation Department, Veterans' Council, Fire, Police, Housing Authority and the Library; and meeting regulatory requirements of agencies such as the Wetlands Protection Committee, Zoning Board of Appeals, Design Review Board, Massachusetts Departments of Conservation (DCR), Agricultural Resources (DAR), and Environmental Protection (DEP).

Subprogram 991 - DPW Work for Others – Not Reimbursed

This subprogram includes funding for all services provided to DPW tax impact programs with no reimbursement. Work performed for the Water & Sewer Enterprise Funds and all other Town Departments is funded through work order transfers from those departments and is described further below.

Other Sources of Funds**415 - Street Permit Program**

The Park & Tree Division charges the Engineering Division's Street Permit Program for inspection of street permit activities to ensure compliance with town standards

992 - Work for Others

Work completed at the request of other Departments for recurring and one-time projects. Work includes items such as tree planting for the NRC, Morses Pond weed harvesting, and landscaping services for the Selectmen Parking Lots and the Facilities Maintenance Department.

992 - Work for Others – Enterprise

Work completed at the request of the Water & Sewer Division for recurring and one-time projects such as grounds keeping at water treatment plants and sewer pump stations and mowing grass at the reservoirs.

995 – Capital

Work completed on Park & Tree Capital Projects such as athletic fields, playgrounds, tennis & basketball courts, and traffic island rehabilitation.

PARK AND TREE DIVISION

FY2022 OPERATING REQUEST

DIVISION SUMMARY

PERSONAL SERVICES

490 WINTER MAINTENANCE
 500 MAINTAIN ACTIVE REC AREAS
 510 MAINTAIN PASSIVE REC AREAS
 520 TREE MANAGEMENT
 530 EQUIPMENT MAINTENANCE
 961 VACATION/HOLIDAY/SICK
 962 ADMINISTRATION
 991 WORK FOR OTHERS (NOT REIMBURSED)

	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 PLAN	FY2022 REQUEST	FY2022 - FY2021(\$)	FY2022 - FY2021(%)
490 WINTER MAINTENANCE	109,311	91,235	66,053	60,545	56,947	-3,598	-5.9%
500 MAINTAIN ACTIVE REC AREAS	229,147	239,802	219,815	319,513	315,855	-3,658	-1.1%
510 MAINTAIN PASSIVE REC AREAS	199,219	201,728	190,656	310,658	308,579	-2,079	-0.7%
520 TREE MANAGEMENT	149,770	105,947	132,398	135,461	127,993	-7,468	-5.5%
530 EQUIPMENT MAINTENANCE	43,407	50,970	49,955	57,049	55,676	-1,373	-2.4%
961 VACATION/HOLIDAY/SICK	183,080	169,647	199,765	177,530	187,147	9,617	5.4%
962 ADMINISTRATION	299,707	292,136	293,256	270,279	292,584	22,305	8.3%
991 WORK FOR OTHERS (NOT REIMBURSED)	43,531	67,382	79,004	19,995	21,063	1,068	5.3%
TAX IMPACT APPROPRIATION	1,257,172	1,218,847	1,230,903	1,351,030	1,365,844	14,814	1.1%
415 STREET PERMIT PROGRAM	18,524	3,688	0	12,136	14,127	1,991	16.4%
992 WORK FOR OTHERS	165,717	164,687	137,486	147,081	149,200	2,119	1.4%
992 - WORK FOR OTHERS - ENTERPRISE	19,092	22,919	22,302	57,882	58,948	1,066	1.8%
995 CAPITAL	54,395	48,984	36,711	59,264	61,535	2,271	3.8%
OTHER SOURCES	257,728	240,277	196,498	276,363	283,810	7,447	2.7%
PERSONAL SERVICES TOTAL	1,514,900	1,459,124	1,427,401	1,627,393	1,649,654	22,261	1.4%

EXPENSES

500 MAINTAIN ACTIVE REC AREAS
 510 MAINTAIN PASSIVE REC AREAS
 520 TREE MANAGEMENT
 530 EQUIPMENT MAINTENANCE
 962 ADMINISTRATION
 991 WORK FOR OTHERS (NOT REIMBURSED)

500 MAINTAIN ACTIVE REC AREAS	69,726	44,615	67,432	96,000	89,500	-6,500	-6.8%
510 MAINTAIN PASSIVE REC AREAS	20,695	28,892	24,162	41,000	41,000	0	0.0%
520 TREE MANAGEMENT	16,206	16,686	45,237	31,000	35,000	4,000	12.9%
530 EQUIPMENT MAINTENANCE	162,115	229,765	151,678	197,500	200,000	2,500	1.3%
962 ADMINISTRATION	23,130	35,813	35,360	35,800	35,800	0	0.0%
991 WORK FOR OTHERS (NOT REIMBURSED)	13,764	7,451	5,148	0	0	0	0.0%
TAX IMPACT APPROPRIATION	305,636	363,222	329,017	401,300	401,300	0	0.0%
EXPENSES TOTAL	305,636	363,222	329,017	401,300	401,300	0	0.0%
PS + EXPENSE TOTAL APPROPRIATION	1,562,809	1,582,069	1,559,920	1,752,330	1,767,144	14,814	0.8%

PERMANENT STAFFING (FTEs)	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request
Position Titles:					
Assistant Superintendent	1.00	1.00	1.00	1.00	1.00
Landscape Planner	0.74	0.74	0.93	0.93	1.00
General Foreman	1.00	1.00	1.00	1.00	1.00
Office Assistant	1.00	1.00	1.00	1.00	1.00
Construction Foreman A	1.00	1.00	1.00	1.00	1.00
Horticulturist Technician	1.00	1.00	1.00	1.00	1.00
Field Foreman A	1.00	1.00	1.00	1.00	1.00
Foreman A - Fuller Brook	1.00	1.00	1.00	1.00	1.00
Tree Care Foreman A	1.00	1.00	1.00	1.00	1.00
Lead Tree Climber	1.00	1.00	1.00	1.00	1.00
Tree Climber	2.00	2.00	2.00	2.00	2.00
Park Construction Craftsman	1.00	1.00	1.00	1.00	1.00
Technical Services Craftsman	1.00	1.00	1.00	1.00	1.00
Park Facilities Technician	1.00	1.00	1.00	1.00	1.00
Groundskeeper (Foreman)	2.00	2.00	2.00	2.00	2.00
Groundskeeper	3.00	3.00	3.00	3.00	3.00
Park Maintenance Worker	1.00	1.00	1.00	1.00	1.00
Total Number of Positions	20.74	20.74	20.93	20.93	21.00

PROGRAM 440 - RECYCLING AND DISPOSAL

Program Objective

To operate and maintain recycling, disposal, and refuse collection systems in an effective and efficient manner in order to protect the public health, prevent pollution, and to conserve energy and natural resources. Table 1 below shows a variety of RDF Statistics including projected tons and revenue.

Subprogram 540 - Recycling

This subprogram is responsible for transferring recyclables from residential, municipal and commercial waste streams. Activities consist of: collecting, separating, packaging/baling, marketing, selling, and delivering recyclable materials; developing new market sources and maximizing revenue opportunities; monitoring and promoting participation to increase the number of participants and the tonnage recycled; educating about the recycling program; and controlling the quality of recyclable materials. Materials recycled include newspapers, cardboard, mixed paper, glass, metal, aluminum, refundable beverage containers, steel, plastic, wood, and other special wastes.

This subprogram also includes disposal of hazardous wastes in a safe and environmentally sound manner and to promote the reduction and reuse of products containing hazardous materials purchased and used by Wellesley residents. Some hazardous materials are collected year round at the RDF and other household hazardous products are collected on a single day in the spring. Additional recycling activities are funded through Recycling Business Initiatives subprogram 590.

Subprogram 550 - Trash Disposal

Subprogram activities include collection, processing, compacting and loading non-recyclable solid waste for hauling for disposal. All non-recyclable waste is dumped in the transfer haul building and then loaded into 100-CY containers for transfer.

Subprogram 560 - Earth Products

Subprogram activities include: the separation, windrowing, and screening of leaves and grass clippings; grinding of brush; development of markets; and preparation and distribution of educational materials on composting practices.

Subprogram 490 - Winter Maintenance

This subprogram provides support to the Highway Division's winter maintenance effort. This subprogram provides funding for RDF personnel providing services during regular working hours. All overtime activities are funded from the Winter Maintenance Program 456.

Subprogram 962 - Administration

Subprogram activities include planning, organizing, staffing, supervising, directing, and controlling the RDF program. The preferred method of solid waste disposal is by recycling. Solid waste that is not recycled is compacted and hauled to a licensed landfill.

Subprogram 976 - Site and Facilities Operations and Maintenance

This subprogram includes RDF site maintenance related to the drop-off areas, sheds, storage containers, truck scale, drainage structures, retaining walls, fencing, signage, fuel pumps and pole lighting,

Other Sources of Funds

Subprogram 992 - DPW Work for Others

RDF Work for Others typically includes the collection of trash and recyclable materials from Town Departments. Pickup from Water & Sewer facilities are charged to Work for Other – Enterprise.

Subprogram 590 - Business Initiatives Program

This subprogram provides funds to purchase and process recyclable materials when there is an opportunity to sell these items for a “profit” (i.e., additional recycling revenue to the General Fund, over and above the cost for the materials and processing). This budget is offset by an equal amount of projected revenues, so there is no net impact on the overall Town budget balance. The RDF will tap into these funds only when a profitable opportunity arises, with the resulting revenues going to the Town’s General Fund. If no profitable opportunities are available, unspent funds at year-end will be returned to the General Fund.

Table 2 – Business Initiatives Summary

	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Plan	FY21 Revised	FY22 Plan
Business Initiatives Revenue	\$184,692	\$55,529	\$49,018	\$60,000	\$50,000	\$50,000
Business Initiatives Expenses						
Personal Services	\$52,718	\$14,063	\$14,624	\$28,000	\$15,000	\$15,000
Expenses	\$67,523	\$10,925	\$8,600	\$17,000	\$9,000	\$9,000
Total Bus. Initiatives Expenses	\$120,241	\$24,988	\$23,224	\$45,000	\$24,000	\$24,000
Business Initiatives Net Revenue	\$64,451	\$30,541	\$25,794	\$15,000	\$26,000	\$26,000
Return on Investment	54%	122%	111%	33%	108%	108%

Table 1 - RDF Statistics

	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Plan	FY21 Revised	FY22 Plan
RECYCLING						
Recycled Tons	3,711	3,793	3,751	3,500	4,000	4,000
Recycled Tons - Business Initiatives	2,835	998	1,017	1,000	1,000	1,000
Total Recycled Tons	6,546	4,791	4,768	4,500	5,000	5,000
Recycling Revenues (\$)	\$203,009	\$181,418	\$168,310	\$200,000	\$115,000	\$115,000
Recycling Revenues - Business Initiatives (\$)	\$184,692	\$55,529	\$49,018	\$60,000	\$50,000	\$50,000
Total Recycling Revenue	\$387,701	\$236,947	\$217,328	\$260,000	\$165,000	\$165,000
TRASH DISPOSAL						
Commercial Tons	2,557	2,071	2,611	1,500	2,600	2,600
Residential Tons	5,260	4,567	5,102	6,000	5,200	5,200
Municipal Tons	381	319	216	300	300	300
Total Tons Hauled	8,198	6,957	7,929	7,800	8,100	8,100
Tipping Revenue (\$) (Including Wood)	\$382,776	\$345,916	\$440,546	\$290,000	\$500,000	\$500,000
EARTH PRODUCTS						
Earth Products - Commercial Tons	741	460	1346	575	750	750
Earth Products - Municipal Tons	983	1,002	493	775	750	750
Total Tons Weighed	1,724	1,462	1,839	1,350	1,500	1,500
Earth Products Revenue (\$)	\$60,409	\$64,511	\$63,685	\$25,000	\$40,000	\$40,000
Snow Permits and Tipping Revenue	\$22,220	\$17,011	\$7,080	\$10,000	\$10,000	\$10,000
Total Revenue - All sources	\$853,106	\$664,385	\$728,639	\$585,000	\$715,000	\$715,000
BALER, COMPACTOR AND OTHER RDF EQUIPMENT STABILIZATION FUND						
Starting Balance	\$732,942	\$741,191	\$806,180	\$825,691	\$845,203	\$864,715
Yearly Appropriation	0	0	0	11,512	11,512	11,512
Fund Transfers/Interest Earned	8,249	64,989	40,250	8,000	8,000	8,000
Equipment Replacement	0	0	0	0	0	0
Available Balance	\$741,191	\$806,180	\$846,430	\$845,203	\$864,715	\$884,227
BALER, COMPACTOR AND OTHER RDF EQUIPMENT REPAIR FUND						
Starting Balance	\$24,776	\$50,402	\$103,561	\$146,667	\$146,667	\$166,667
Metals Sales (Included in Revenues Above)	54,242	53,159	43,106	20,000	40,000	20,000
Equipment Repairs	28,616	0	0	(20,000)	(20,000)	(20,000)
Available Balance	\$107,634	\$103,561	\$146,667	\$146,667	\$166,667	\$166,667

RECYCLING AND DISPOSAL FACILITY

FY2022 OPERATING REQUEST

DIVISION SUMMARY

	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 PLAN	FY2022 REQUEST	--VARIANCE--	
						FY2022 - FY2021(\$)	FY2022 - FY2021(%)
PERSONAL SERVICES							
490 WINTER MAINTENANCE	16,182	2,653	7,063	3,353	3,472	119	3.5%
540 RECYCLING	252,191	281,672	319,337	452,023	459,057	7,034	1.6%
550 TRASH DISPOSAL	246,423	184,783	167,897	219,378	227,109	7,731	3.5%
560 EARTH PRODUCTS	20,134	9,108	5,957	49,930	53,359	3,429	6.9%
961 VACATION/HOLIDAY/SICK	149,523	146,344	102,868	135,394	134,175	-1,219	-0.9%
962 ADMINISTRATION	197,056	251,181	276,784	203,169	206,722	3,553	1.7%
976 FACILITIES & GROUNDS	44,362	55,660	107,486	57,247	60,641	3,394	5.9%
TAX IMPACT APPROPRIATION	920,472	926,002	981,990	1,128,821	1,144,535	15,714	1.4%
540 BUSINESS INITIATIVES	52,718	14,063	12,624	58,526	48,526	-10,000	-17.1%
992 WORK FOR OTHERS	5,400	5,400	5,400	3,808	4,112	304	8.0%
992 - WORK FOR OTHERS - ENTERPRISE	1,200	1,200	1,200	1,320	1,426	106	8.0%
OTHER SOURCES	59,318	20,663	19,224	63,654	54,064	-9,590	-15.1%
PERSONAL SERVICES TOTAL	979,790	946,665	1,001,214	1,192,475	1,198,599	6,124	0.5%
EXPENSES							
540 RECYCLING	121,160	133,209	118,231	168,512	277,912	109,400	64.9%
550 TRASH DISPOSAL	647,344	666,444	774,103	692,475	712,725	20,250	2.9%
560 EARTH PRODUCTS	39,445	19,575	25,200	35,000	35,000	0	0.0%
962 ADMINISTRATION	34,093	44,043	34,374	30,600	30,600	0	0.0%
976 FACILITIES & GROUNDS	82,557	69,687	34,040	24,380	24,380	0	0.0%
996 EQUIPMENT MAINTENANCE	225,703	204,398	151,452	214,800	214,800	0	0.0%
TAX IMPACT APPROPRIATION	1,150,302	1,137,356	1,137,399	1,165,767	1,295,417	129,650	11.1%
540 BUSINESS INITIATIVES	67,523	10,924	8,601	74,655	45,000	-29,655	-39.7%
OTHER SOURCES	67,523	10,924	8,601	74,655	45,000	-29,655	-39.7%
EXPENSES TOTAL	1,217,825	1,148,280	1,146,000	1,240,422	1,340,417	99,995	8.1%
PS + EXPENSE TOTAL APPROPRIATION	2,070,773	2,063,357	2,119,389	2,294,588	2,439,952	145,364	6.3%

PERMANENT STAFFING (FTEs)	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request
Position Titles:					
Superintendent	1.00	1.00	1.00	1.00	1.00
Business Manager	1.00	1.00	1.00	1.00	1.00
Office Assistant	1.00	1.00	1.00	1.00	1.00
General Foreman	1.00	1.00	1.00	1.00	1.00
Foreman A	2.00	2.00	2.00	2.00	2.00
Transfer Haul Trailer Operator (A)	1.00	1.00	1.00	1.00	1.00
Transfer Haul Equipment Operator (B)	4.00	4.00	4.00	4.00	4.00
Industrial Truck Operator	1.00	1.00	1.00	1.00	1.00
VECE/Rubbish Driver	2.00	2.00	2.00	2.00	2.00
Total Number of Positions	14.00	14.00	14.00	14.00	14.00

PROGRAM 450 - MANAGEMENT SERVICES

Program Objective

To manage, direct and support the activities of the Department of Public Works to provide public works and public services in an efficient and effective manner.

The activities of this program include those of the Director and Assistant Director and their immediate staff in support of the DPW tax-impact programs. Similar to a chief executive function in a corporation, day-to-day management is carried out under the policies of the Board of Public Works. Functions include the overall supervision and management of the Engineering, Park & Highway, Recycling and Disposal, Fleet Services and Management Services Divisions and programs. Responsibilities include the integration of all capital resources including money, labor, material, equipment and facilities in order to deliver effective public services in an efficient manner. Also included are the functions of planning, programming, budgeting, organizing and staffing, controlling, systems development, data processing management, public information services, and maintenance of central files.

Personal services and expenses for the Management Services Division are apportioned between this program budget and the Water and Sewer enterprise funds.

Other Sources of Funds

Work for Others

Includes office administrative and accounting support for Fleet Maintenance accounts payable, accounts receivable, data entry, and document management tasks.

Enterprise Fund Support

The Water & Sewer Enterprise Funds pay for Management Division salaries on a fixed allocation basis for budgeting, accounting, and management services. Allocations are reviewed periodically to determine the appropriate amounts to be allocated.

MANAGEMENT DIVISION
FY2022 OPERATING REQUEST
DIVISION SUMMARY

	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 PLAN	FY2022 REQUEST	FY2022 - FY2021(\$)	FY2022 - FY2021(%)	--VARIANCE--
PERSONAL SERVICES								
961 VACATION/HOLIDAY/SICK								
962 ADMINISTRATION	55,068	52,273	33,656	52,835	62,452	9,617	18.2%	
TAX IMPACT APPROPRIATION	317,344	303,726	320,823	333,129	360,311	27,182	8.2%	
992 WORK FOR OTHERS (REIMBURSED)	372,412	355,999	354,478	385,964	422,763	36,799	9.5%	
992 - ENTERPRISE FUND SUPPORT	-47,034	-62,580	-63,766	0	25,788	25,788	0.0%	
OTHER SOURCES	407,291	431,224	446,361	387,565	334,778	-52,787	-13.6%	
PERSONAL SERVICES TOTAL	360,257	368,644	382,595	387,565	360,566	-26,999	-7.0%	
	732,669	724,643	737,073	773,529	783,329	9,800	1.3%	
EXPENSES								
962 ADMINISTRATION	23,322	21,780	24,070	24,070	24,070	0	0.0%	
TAX IMPACT APPROPRIATION	23,322	21,780	24,070	24,070	24,070	0	0.0%	
EXPENSES TOTAL	23,322	21,780	24,070	24,070	24,070	0	0.0%	
PS + EXPENSE TOTAL APPROPRIATION	395,735	377,779	378,548	410,034	446,833	36,799	9.0%	

PERMANENT STAFFING (FTEs)	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request
Position Titles:					
Director	1.00	1.00	1.00	1.00	1.00
Executive Assistant	2.00	2.00	2.00	2.00	2.00
Programs Manager/Assistant Director	1.00	1.00	1.00	1.00	1.00
Sr. Management Analyst	1.00	1.00	1.00	1.00	1.00
Database/Applications Manager	1.00	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00	1.00
Safety Coordinator	1.00	1.00	1.00	1.00	1.00
Office Assistant	1.00	1.00	1.00	1.00	1.00
Total Number of Positions	9.00	9.00	9.00	9.00	9.00

PROGRAM 454 – FLEET SERVICES

Program Objective

To provide supplementary funding for Fleet Services costs not otherwise covered by the fees charged to Fleet Customers.

Subprogram activities consist of the maintenance and repair of Town vehicles and equipment, plus administrative and recordkeeping functions of Fleet Services. The cost of maintaining approximately 130 pieces of equipment (e.g., sedans, pickup trucks, and utility trucks, trucks with gross vehicle weights of 10,000 lbs. and up, front-end loaders, backhoes, crane/backhoe, snow loaders/blowers, sidewalk tractors, and street sweepers) are distributed to the appropriate programs and subprograms being served. Fleet Services charges an hourly rate, plus the cost of parts. The indirect costs of managing Fleet Services and not charged out to customers are included in this budget.

The facilities used to maintain equipment of all DPW divisions consist of a repair shop with 5 bays (two of which are drive-through), a stockroom, welding shop and an inspection bay. Emissions testing equipment is available in order to test vehicles in accordance with the state's enhanced emission standards. Materials and costs associated with this subprogram include a portion of the cost of indirect labor and indirect expenses.

FLEET MAINTENANCE SERVICE SHOP

FY2022 OPERATING REQUEST

DIVISION SUMMARY

		FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 PLAN	FY2022 REQUEST	--VARIANCE--	FY2022 - FY2021(\$)	FY2022 - FY2021(%)
PERSONAL SERVICES									
454	INDIRECT LABOR SUBSIDY	157,767	160,922	165,000	200,300	204,306	4,006	2.0%	
	TAX IMPACT APPROPRIATION	157,767	160,922	165,000	200,300	204,306	4,006	2.0%	
421	FLEET INDIRECT LABOR	113,182	162,048	151,307	162,381	159,197	-3,184	-2.0%	
422	FLEET DIRECT LABOR	119,434	125,299	133,418	293,048	313,289	20,241	6.9%	
	OTHER SOURCES	232,616	287,347	284,725	455,429	472,486	17,057	3.7%	
	PERSONAL SERVICES TOTAL	390,383	448,269	449,725	655,729	676,792	21,063	3.2%	
EXPENSES									
454	FLEET ADMINISTRATION	43,862	38,046	41,555	43,462	43,462	0	0.0%	
	TAX IMPACT APPROPRIATION	43,862	38,046	41,555	43,462	43,462	0	0.0%	
421	FLEET DIRECT EXPENSES	561,600	539,859	378,476	693,538	693,538	0	0.0%	
	OTHER SOURCES	561,600	539,859	378,476	693,538	693,538	0	0.0%	
	EXPENSES TOTAL	605,462	577,904	420,030	737,000	737,000	0	0.0%	
	PS + EXPENSE TOTAL APPROPRIATION	201,629	198,968	206,555	243,762	247,768	4,006	1.6%	

PERMANENT STAFFING (FTEs)

Position Titles:

	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request
Fleet Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Auto Foreman A	1.00	1.00	1.00	1.00	1.00
Auto Mechanic	4.00	4.00	4.00	4.00	4.00
Senior Welder	1.00	1.00	1.00	1.00	1.00
Stockkeeper	1.00	1.00	1.00	1.00	1.00
Mechanic Assistant	1.00	1.00	1.00	1.00	1.00
Total Number of Positions	9.00	9.00	9.00	9.00	9.00

PROGRAM 456 - WINTER MAINTENANCE

Program Objective

To sand, salt, plow and remove ice and snow from streets, ways, walks and pavement areas to allow safe vehicle and pedestrian traffic for the convenience and safety of the public and all emergency services (police, fire, ambulance), and to provide access to other support services (e.g., food, fuel, medical). This program funds all overtime work by Tax Impact divisions associated with winter maintenance, all straight time and overtime winter maintenance work by DPW Enterprise fund employees, and all expenses for winter maintenance activities.

Program activities include: the plowing of streets, sidewalks, school yards, municipal parking lots, town building lots, and recreation areas; sanding or salting of streets and sidewalks; removing snow and ice from commercial and repairing damage from plows.

Approximately 224 lane miles of streets and 60 miles of sidewalks are maintained. The program also provides winter maintenance services for Town buildings, around 12 schools, in the Town's three business districts, and in various non-metered municipal parking lots. Materials and costs associated with these functions include the cost of labor, equipment use, sand and salt, equipment rental, general supplies and other materials. Winter Maintenance of metered parking lots is funded from parking meter receipts and is not included in subprogram totals. The total Winter Maintenance budget provides for approximately 100 crew hours of plowing and road treatment operations, approximately 2,500 tons of salt/sand, contracted equipment and vehicle maintenance and operation.

Winter Maintenance Tax Impact Operating Budget and Statistics

	FY16	FY17	FY18	FY19	FY20
	Actual	Actual	Actual	Actual	Actual
Personal Services	\$ 139,904	\$ 255,438	\$ 321,307	\$ 254,798	\$ 160,518
Expenses	\$ 454,538	\$ 590,607	\$ 548,308	\$ 551,176	\$ 372,502
FEMA Reimbursement	\$ -	\$ -	\$ 187,942	\$ -	\$ -
TOTAL	\$ 594,442	\$ 846,045	\$ 681,673	\$ 805,974	\$ 533,020
Salting/Sanding Events	8	11	16	13	9
Plowing Events	4	5	8	6	3
Removal Events	0	2	2	2	0
Flooding Events	0	0	0	0	0
TOTAL	12	18	26	21	12

WINTER MAINTENANCE**FY2022 OPERATING REQUEST****DIVISION SUMMARY****EXPENSES**

491	WINTER MAINTENANCE	
	TAX IMPACT APPROPRIATION	
	EXPENSES TOTAL	
	PS + EXPENSE TOTAL APPROPRIATION	

	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 PLAN	FY2022 REQUEST	--VARIANCE--	
						FY2022 - FY2021(\$)	FY2022 - FY2021(%)
491	869,615	805,974	533,020	379,177	379,177	0	0.0%
	869,615	805,974	533,020	379,177	379,177	0	0.0%
	869,615	805,974	533,020	379,177	379,177	0	0.0%
	869,615	805,974	533,020	379,177	379,177	0	0.0%