

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

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To: Finance Committee

Nancy Funkhouser	Thomas Greenaway (Chair)	David Watkins
Carol Martin	Bill Steinberg	Tom Abdella
		Gil Wolin

From: Brian Keveny, Finance Director

Date: December 15, 2014

Subject: Fiscal 2016 Budget

I am pleased to submit for your consideration the Town General Fund Budget for the Fiscal Year (FY) 2016, commencing on July 1, 2015. Town Department Managers, Boards and Committees have prepared their respective budgets in compliance with the Budget Guideline and at the same time being mindful of Fiscal 2014 appropriation turnbacks. The FY 2016 Wayland School Budget will be submitted to the School Committee by the Superintendent on December 15, 2014. I will update all FY 16 budget schedules to include the School Budget after the Superintendent's presentation. The following is an analysis of estimated General Fund expenditures and revenues.

Revenue:

The Town of Wayland revenues consist of five main sources which include Property Tax, State Aid, Local Receipts, Free Cash and Transfers from Other Funds. The FY 2015 General Fund Revenue Budget totaled \$70.3M. Total allocation of revenue to support the budget was Property Tax (83%), State Aid (7%), Local Receipts (6%), Free Cash (1%) and Transfers from Other Funds (3%).

Property Tax:

The actual increase in Property Tax from FY 2014 to FY 2015 was approximately 9%. The FY 2015 Tax Recapitulation Sheet for the Town of Wayland showed an unused levy capacity of \$6.8M. The following table shows the actual levy amounts and levy limits as well as unused capacity. The actual new growth for FY 2015 was \$541M which is a decrease from the prior year. For FY 2016 thru FY 2019 I am estimating \$600,000 per year in new growth. The town's tax rate in FY 2015 is 18.39 compared to 18.03 in FY 2014.

Wayland Property Tax							
PROPERTY TAXES	Fiscal 2013	Fiscal 2014	Fiscal 2015	Fiscal 2016	Fiscal 2017	Fiscal 2018	Fiscal 2019
Prior Year Levy Limit	55,258	57,323	59,546	61,590	63,729	65,923	68,171
2 1/2 % Increase	1,381	1,433	1,489	1,540	1,593	1,648	1,704
New Growth	684	790	541	600	600	600	600
			14				
Annual Levy Limit	57,323	59,546	61,590	63,729	65,923	68,171	70,475
Debt Exclusion	5,835	5,274	4,846	4,502	4,325	4,229	3,947
Annual Max Levy Limit	63,158	64,820	66,436	68,231	70,248	72,400	74,422
Property Tax Revenue-Actual	52,016	54,588	59,586	TBD	TBD	TBD	TBD
Unused Levy	11,142	10,232	6,850	TBD	TBD	TBD	TBD
\$\$ Increase	-3,498	2,572	4,998	1,796	2,016	2,152	2,022
% Increase	-6.30%	4.94%	9.16%	3.01%			

State Aid:

The town receives state aid related to Chapter 70, Unrestricted Aid, Charter Tuition, Veterans Benefits, Other Exemptions and State Owned Land. The town did receive additional Chapter 70 funding in FY 15 compared to FY 14. The actual State Aid for FY 2016 will be announced in late January 2015. At this point we can expect the same FY 2015 level of funding which is \$4.5M. The amount represents approximately 7% of the overall revenue budget.

Local Receipts:

Local receipts are charges and fees the town can receive in each fiscal year. The town maintains ten revenue categories which generated \$4.2M in FY 2014. The estimate for Local Receipts has been \$4.1 in each of the past three fiscal years. The estimate is conservative each year and should remain so for FY 2016. The largest categories are Motor Vehicle Excise, License and Permits and Fees. The Meals Tax revenue has shown a consistent growth pattern in the last two fiscal years and may give the town flexibility in preparing the FY 2016 estimates. The town has experience a decline in Building Permit revenue that will need to be monitored closely during FY 2015. Conversely Motor Vehicle Excise continues to show strong growth year over year.

Free Cash:

The Department of Revenue certified the Town's Free Cash amount as of 6/30/14 at \$6,384,312. Included in this certification is the Bond Premium received in February 2014 in the amount of \$880,000. The Town's financial policy strives for Free Cash to be certified at 5% to 10% of next year operating budget. Actual certification has fluctuated during the previous five years as a result of larger than expected appropriation turn backs and unbudgeted revenue receipts such as the Bond Premium. In an effort to stabilize the certification amount I have developed the following 5-year table which depicts a relatively consistent use and source of Free Cash. The consistent use of Free Cash to support both the operating budget and capital expenditures and minimizing appropriation turnbacks to 1.5% of total budget can result in a more predictable Free Cash balance.

FREE CASH ANALYSIS					
	Projected FY 2015	Projected FY 2016	Projected FY 2017	Projected FY 2018	Projected 2019
Est budget: (2.5% annual increase FY16-FY19)	71,567	73,356	75,190	77,070	78,997
Free Cash Balance beginning year:	6,384	5,723	5,483	5,471	5,587
<i>Uses of Free Cash</i>					
Support operating budget	(1,600)	(750)	(750)	(750)	(750)
OPEB Funding	(250)	(250)	(250)	(250)	(250)
Capital Projects	(750)	(500)	(300)	(200)	(200)
Current year transfers	(200)	(200)	(200)	(200)	(200)
Total	(2,800)	(1,700)	(1,500)	(1,400)	(1,400)
<i>Sources of Free Cash</i>					
Prior year recovery	110	-	-	-	-
OPEB Art-4 ATM 2014	594	50	50	50	-
Current year unbudgeted revenue					
Prior Year Real Estate / PP revenue	700	700	700	700	700
Capital Project Closeouts	TBD	TBD	TBD	TBD	TBD
Current year excess revenue over budget	(400)	(400)	(400)	(400)	(400)
Prior year rollover appropriation turnback	61	10	10	10	10
Turnback (Equals 1.5% of CY Budget)	1,074	1,100	1,128	1,156	1,185
Total	2,139	1,460	1,488	1,516	1,495
Net annual source & use change:	(661)	(240)	(12)	116	95
Free Cash Balance Beginning Of Next Fiscal Year	5,723	5,483	5,471	5,587	5,682
Free Cash (% of Next Year's Budget)	7.80%	7.29%	7.10%	7.07%	7.02%

Transfers from Other Funds:

The General Fund is supported each fiscal year with transfers from Bond Premium, Overlay, Enterprise Funds and Town / School Revolving Funds. It is anticipated that the FY 2016 amount will be in the range of \$1.5M to \$1.8M. This amount will be finalized in January. The Board of Assessors has released \$150,000 in Overlay that will be included in this amount.

General Fund Expenditures-Town Only:

The Town General Fund budgets were recorded into the MUNIS system on October 31, 2014 and are in compliance with the FY 2016 Budget Guideline. Overall the town budget indicates a 2.04% increase compared to prior year. The total dollar increase is \$709,790. Included in the total budget of \$35.5m is an estimate of \$6.7m for Health Insurance and \$300,000 for Salary Reserve for Expenditure. The following table compares FY 2016 proposed expenditure budgets to approved FY 2015 budgets.

Town-Only	Fiscal 2016	Fiscal 2015	\$ Change 2016 / 2015	% Change 2016 / 2015
Payroll	10,929,478	10,879,017	50,461	0.46%
Departmental Expenditures	4,081,086	3,881,857	199,109	5.13%
Debt	7,666,318	7,789,058	(122,740)	-1.58%
Retirement	3,967,018	3,740,468	226,550	6.06%
Health Insurance	6,750,000	6,339,710	410,290	6.08%
Other Unclassified	2,186,000	2,240,000	(54,000)	-2.41%
Total	35,576,284	34,870,110	709,790	2.04%

During the Month of January 2014 Nan Balmer and I will be meeting with various Department Managers and evaluating their FY 2016 budget requests. The purpose of the meetings will be to review their FY 2014 appropriation turnback and, FY 2015 spending to date. These reviews can be helpful and identifying any issues related to FY 2016 budget requests and to forecast FY 15 appropriation turnbacks.

Health Insurance:

The FY 2016 Health Insurance estimate is \$6.7M which is a 6.06% increase over FY 2015. This estimate does not include a contingency for unexpected enrollment. The FY 2015 contingency was approximately \$200,000. Additionally the town will not know the proposed rate increases until January 2015. Town Management is evaluating a recommendation by the School Finance Sub Committee to change the way Health Insurance is charged to school revolving funds. It has been the practice of the town to appropriate the full amount of the budget in the General Fund. Various revolving funds and Enterprise Funds transfer funds to the General Fund each year which includes health insurances. The Committee is reviewing the possibility of having the General Fund Health Insurance budget not include the employees in the four school revolving funds. The portion of the health insurance budget attributable to those employees would be posted directly to the school revolving funds. This would reduce the amount appropriated in the General Fund and reduce the transfer amount from the school revolving funds. This is still under review by the School Finance Sub Committee.

ENTERPRISE FUNDS:

The Town of Wayland maintains three Enterprise Funds: Water Enterprise, Wastewater Enterprise and Septage Fund. The following table shows the FY 2016 proposed budgets compared to Fiscal 2015.

Enterprise Funds	Fiscal 2016	Fiscal 2015	\$ Change 2016 / 2015	% Change 2016 / 2015
Water Enterprise	3,314,701	3,432,054	(117,353)	-3.42%
Wastewater Enterprise	706,155	654,905	51,250	7.83%
Septage Enterprise	34,369	39,502	(5,133)	-12.99%
Total	4,055,225	4,126,461	(71,236)	-1.73%

Non Appropriated Expenditure:***Overlay:***

The Board of Assessors will be evaluating the FY 2016 Overlay amount during the month of January 2015. I have estimated the amount to be \$600,000 based on FY 2014. The FY 2015 Overlay amount was \$950,000.

State Assessments:

During the month of January 2015 the State will be announcing the FY 2016 preliminary estimates for State Assessments and Local Aid. When I receive the estimates I will update the FY 2016 budget model. The Town has seen a reduction in State Assessments in recent years as FY 2014 was \$159,000 and FY 2016 was \$129,000.

Cherry Sheet Offsets: The Town has experience the same trend in Cherry Sheet Offsets as with State Assessments. In FY 2015 the amount was \$31,000.

**DRAFT- RECAP OF FY 16 BUDGET REQUESTS
REVENUE AND EXPENDITURES**

EXPENDITURES

	Payroll	Expenses	All Budget Total	Omnibus Budget	General Fund / Unappropriated
Town	10,929,478.00	4,081,086.00	15,010,564.00	15,010,564.00	15,010,564.00
School	-	-	-	-	-
Debt	-	7,666,318.00	7,666,318.00	7,666,318.00	7,666,318.00
Retirement	-	3,967,018.44	3,967,018.44	3,967,018.44	3,967,018.44
Unclassified-Other	-	2,186,000.00	2,186,000.00	2,186,000.00	2,186,000.00
Health Insurance-Estimated	-	6,750,000.00	6,750,000.00	6,750,000.00	6,750,000.00
Total Departmental	10,929,478.00	24,650,422.44	35,579,900.44	35,579,900.44	35,579,900.44
Water Enterprise	-	-	3,314,701.00	3,314,701.00	-
Wastewater Enterprise	-	-	695,154.00	695,154.00	-
Septage Enterprise	-	-	34,369.00	34,369.00	-
Total Enterprise	-	-	4,044,224.00	4,044,224.00	
Total-Omnibus Budget	10,929,478.00	24,650,422.44	39,624,124.44	39,624,124.44	
Unappropriated	-	752,444.00	752,444.00	-	752,444.00
Transfer to Other Funds	-	-	-	-	-
Total Other	-	752,444.00	752,444.00		752,444.00
Total	10,929,478.00	25,402,866.44	40,376,568.44	39,624,124.44	36,332,344.44

REVENUES

Taxation	-	-	25,791,418.44	25,038,974.44	25,791,418.44
State Aid	-	-	4,550,672.00	4,550,672.00	4,550,672.00
Local Receipts	-	-	4,180,404.00	4,180,404.00	4,180,404.00
Free Cash - Operating	-	-	-	-	-
Transfers from other funds					
Ambulance Fund	-	-	360,000.00	360,000.00	360,000.00
Overlay	-	-	150,000.00	150,000.00	150,000.00
Bond Premium	-	-	94,041.00	94,041.00	94,041.00
Water Fund	-	-	341,367.00	341,367.00	341,367.00
Septage Fund	-	-	34,368.00	34,368.00	34,368.00
Wastewater Fund	-	-	24,288.00	24,288.00	24,288.00
Recreation Revolving	-	-	96,499.00	96,499.00	96,499.00
Station Revolving	-	-	49,047.00	49,047.00	49,047.00
BASE	-	-	191,105.00	191,105.00	191,105.00
Childrens Way	-	-	200,741.00	200,741.00	200,741.00
Food Service	-	-	225,017.00	225,017.00	225,017.00
Full Day Kindergarten	-	-	43,377.00	43,377.00	43,377.00
Water Enterprise Revenues			3,314,701.00	3,314,701.00	-
Wastewater Revenues			695,154.00	695,154.00	-
Septage Retained Earnings			34,369.00	34,369.00	-
Total			40,376,568.44	39,624,124.44	36,332,344.44

Fiscal 2016
Preliminary Budget

Departmental	Expenses			Personnel Services			Comparison- Fiscal 2016 / Fiscal 2015		
	Fiscal 2016	\$ Variance FY 16 / FY 15	% CHG	Fiscal 2016	\$ Variance FY 16 / FY 15	% CHG	Total 2016	Total \$ Variance FY 16 / FY 15	% CHG
Selectmen	30,000.00	-	0.00%	-	-	-	30,000.00	-	0.00%
Town Office	81,500.00	2,000.00	2.52%	435,000.00	(31,664.00)	-6.79%	516,500.00	(29,664.00)	-5.74%
Personnel Board	10,000.00	-	0.00%	5,000.00	(1,750.00)	-25.93%	15,000.00	(1,750.00)	-11.67%
Finance	51,700.00	-	0.00%	318,300.00	3,139.00	1.00%	370,000.00	3,139.00	0.85%
Assessor	52,850.00	(24,950.00)	-32.07%	244,460.00	1,370.00	0.56%	297,310.00	(23,580.00)	-7.93%
Treasurer	115,900.00	85,000.00	275.08%	199,000.00	2,350.00	1.20%	314,900.00	87,350.00	27.74%
Legal	190,000.00	-	0.00%	-	-	0.00%	190,000.00	-	0.00%
Information Technology	238,190.00	16,706.00	7.54%	83,842.00	-	0.00%	322,032.00	16,706.00	5.19%
Town Clerk	17,043.00	5,428.00	46.73%	120,584.00	(1,404.00)	-1.15%	137,627.00	4,024.00	2.92%
Elections	11,630.00	760.00	6.99%	22,608.00	(1,720.00)	-7.07%	34,238.00	(960.00)	-2.80%
Registrar	4,050.00	50.00	1.25%	275.00	-	0.00%	4,325.00	50.00	1.16%
Conservation	37,400.00	7,500.00	25.08%	144,457.00	4,013.00	2.86%	181,857.00	11,513.00	6.33%
Planning	4,500.00	-	0.00%	105,000.00	(990.00)	-0.93%	109,500.00	(990.00)	-0.90%
Surveyor	26,950.00	-	0.00%	160,778.00	-	0.00%	187,728.00	-	0.00%
Facilities	821,400.00	(25,717.00)	-3.04%	279,722.00	6,530.00	2.39%	1,101,122.00	(19,187.00)	-1.74%
Misc Committees	49,775.00	-	0.00%	-	-	0.00%	49,775.00	-	0.00%
Police	320,290.00	(14,660.00)	-4.38%	2,231,344.00	35,219.00	1.60%	2,551,634.00	20,559.00	0.81%
Joint Communications	27,100.00	-	0.00%	475,400.00	2,750.00	0.58%	502,500.00	2,750.00	0.55%
Emergency Management	23,000.00	-	0.00%	-	-	0.00%	23,000.00	-	0.00%
Dog Officer	21,501.00	-	0.00%	-	-	0.00%	21,501.00	-	0.00%
Fire Department	253,108.00	33,863.00	15.45%	2,305,349.00	(5,815.00)	-0.25%	2,558,457.00	28,048.00	1.10%
Building & Zoning	14,501.00	-	0.00%	293,767.00	8,450.00	2.96%	308,268.00	8,450.00	2.74%
Minuteman Regional	199,833.00	-	0.00%	-	-	0.00%	199,833.00	-	0.00%
Highway	302,500.00	21,000.00	7.46%	936,591.00	-	0.00%	1,239,091.00	21,000.00	1.69%
Snow and Ice	325,000.00	-	0.00%	125,000.00	-	0.00%	450,000.00	-	0.00%
Transfer Station	65,000.00	-	0.00%	-	-	0.00%	65,000.00	-	0.00%
Parks	268,000.00	70,000.00	35.35%	403,195.00	-	0.00%	671,195.00	70,000.00	10.43%
Board of Health	181,490.00	4,449.00	2.51%	637,877.00	40,459.00	6.77%	819,367.00	44,908.00	5.48%
Veterans	44,600.00	3,400.00	8.25%	-	-	0.00%	44,600.00	3,400.00	7.62%
Council on Aging	55,500.00	-	0.00%	168,776.00	1,388.00	0.83%	224,276.00	1,388.00	0.62%
Youth Services	4,075.00	-	0.00%	160,853.00	1,200.00	0.75%	164,928.00	1,200.00	0.73%
Library	232,700.00	14,400.00	6.60%	826,800.00	61,800.00	8.08%	1,059,500.00	76,200.00	7.19%
Recreation	-	-	-	245,500.00	(74,864.00)	-23.37%	245,500.00	(74,864.00)	-30.49%
Total	4,081,086.00	199,229.00	5.13%	10,929,478.00	50,461.00	0.46%	15,010,564.00	249,690.00	1.69%
Debt Service	7,666,318.00	(122,740.00)	-1.58%	-	-	0.00%	7,666,318.00	(122,740.00)	-1.60%
Retirement	3,967,018.44	226,550.44	6.06%	-	-	0.00%	3,967,018.44	226,550.44	5.71%
<i>Unclassified:</i>									
General Insurance	615,000.00	-	0.00%	-	-	0.00%	615,000.00	-	0.00%
Insurance 32B	6,750,000.00	410,290.00	6.47%	-	-	0.00%	6,750,000.00	410,290.00	6.08%
Medicare Tax	570,000.00	10,000.00	1.79%	-	-	0.00%	570,000.00	10,000.00	1.75%
Unemployment	75,000.00	(50,000.00)	-40.00%	-	-	0.00%	75,000.00	(50,000.00)	-66.67%
Non Contributory	18,000.00	(1,000.00)	-5.26%	-	-	0.00%	18,000.00	(1,000.00)	-5.56%
Public Disability	15,000.00	-	0.00%	-	-	0.00%	15,000.00	-	0.00%
Reserve for Salary	300,000.00	-	0.00%	-	-	0.00%	300,000.00	-	0.00%
Occupational Health	8,000.00	-	0.00%	-	-	0.00%	8,000.00	-	0.00%
Buyback	40,000.00	(13,000.00)	-24.53%	-	-	0.00%	40,000.00	(13,000.00)	-32.50%
Town Meeting	90,000.00	-	0.00%	-	-	0.00%	90,000.00	-	0.00%
Street Light	130,000.00	-	0.00%	-	-	0.00%	130,000.00	-	0.00%
Reserve Fund	325,000.00	-	0.00%	-	-	0.00%	325,000.00	-	0.00%
Total Other / Unclass	8,936,000.00	356,290.00	4.15%	-	-	0.00%	20,569,336.44	356,290.00	4.15%
Subtotal Town Depts.	24,650,422.44	659,329.44	2.75%	10,929,478.00	50,461.00	0.46%	35,579,900.44	709,790.44	2.04%



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TOWN OF WAYLAND
NEXT YEAR BUDGET COMPARISON REPORT
PROJECTION: 20161 FY 16 OPERATING BUDGET

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FOR PERIOD 13

ACCOUNTS FOR:
(10) GENERAL FUND

2016
BRD APPV CHANGE

PCT
CHANGE

2016
REV REQ

2016
REQUEST

2015
REVISED BUD

2015
ORIG BUD

2014
ACTUAL

1220 (1220) SELECTMEN

10122002 (10122002) SELECTMEN EXPENSES

52 (52) PURCHASE OF SERVICES

10122002 52100 CONTRAC SE

10122002 52112 TRAIN

10122002 52114 DUES

TOTAL (52) PURCHASE OF SERVI

54 (54) SUPPLIES

10122002 54100 SUPPLIES

10122002 54116 BEAUTIFICA

TOTAL (54) SUPPLIES

TOTAL (10122002) SELECTMEN E

TOTAL (1220) SELECTMEN

7,790.00
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9,898.75
23,463.52

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ACCOUNTS FOR:		2014	2015	2015	2016	2016	2016	PCT
(10) GENERAL FUND		ACTUAL	ORIG BUD	REVISED BUD	REQUEST	REV REQ	BRD APPV	CHANGE
1230	(1230) TOWN OFFICE							
10123001	(10123001) TOWN OFFICE PERSONNEL SE							
51	(51) PERSONNEL SERVICES							
10123001 51001	SALARIES	489,230.80	466,664.00	466,664.00	435,000.00	.00	.00	-6.8%
TOTAL (51) PERSONNEL SERVICE		489,230.80	466,664.00	466,664.00	435,000.00	.00	.00	-100.0%
TOTAL (10123001) TOWN OFFICE		489,230.80	466,664.00	466,664.00	435,000.00	.00	.00	-100.0%
10123002	(10123002) TOWN OFFICE EXPENSES							
52	(52) PURCHASE OF SERVICES							
10123002 52100	CONTRAC SE	1,484.94	5,000.00	5,000.00	5,000.00	.00	.00	.0%
10123002 52112	TRAIN	98.00	.00	.00	.00	.00	.00	.0%
10123002 52130	PRINTING	12,036.33	5,000.00	5,000.00	5,000.00	.00	.00	.0%
TOTAL (52) PURCHASE OF SERVI		13,619.27	10,000.00	10,000.00	10,000.00	.00	.00	-100.0%
54	(54) SUPPLIES							
10123002 54100	SUPPLIES	36,143.50	38,500.00	38,500.00	38,500.00	.00	.00	.0%
10123002 54121	POSTAGE	30,951.08	31,000.00	31,000.00	33,000.00	.00	.00	6.5%
TOTAL (54) SUPPLIES		67,094.58	69,500.00	69,500.00	71,500.00	.00	.00	-100.0%
TOTAL (10123002) TOWN OFFICE		80,713.85	79,500.00	79,500.00	81,500.00	.00	.00	-100.0%
TOTAL (1230) TOWN OFFICE		569,944.65	546,164.00	546,164.00	516,500.00	.00	.00	-100.0%

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TOWN OF WAYLAND

NEXT YEAR BUDGET COMPARISON REPORT

PROJECTION: 20161 FY 16 OPERATING BUDGET



PG 4

bgnyrpts

FOR PERIOD 13

ACCOUNTS FOR:
(10) GENERAL FUND2014
ACTUAL2015
ORIG BUD2015
REVISED BUD2016
REQUEST2016
REV REQ2016
BRD APPV
PCT
CHANGE

1350 (1350) FINANCE

10135001 (10135001) FINANCE PERSONNEL SERVIC

51 (51) PERSONNEL SERVICES

10135001 51001 SALARIES

269,888.12

10135001 51140 OVERTIME

4,201.43

316,800.00

313,661.00

313,661.00

.00 .00 1.0%

TOTAL (51) PERSONNEL SERVICE

274,089.55

318,300.00

315,161.00

315,161.00

.00 .00 -100.0%

TOTAL (10135001) FINANCE PER

274,089.55

318,300.00

315,161.00

315,161.00

.00 .00 -100.0%

10135002 (10135002) FINANCE EXPENSES

52 (52) PURCHASE OF SERVICES

10135002 52100 CONTRAC SE

63,912.66

10135002 52112 TRAIN

329.00

10135002 52114 DUES

705.00

40,000.00

40,000.00

40,000.00

.00 .00 .0%

TOTAL (52) PURCHASE OF SERVI

64,946.66

48,700.00

48,700.00

48,700.00

.00 .00 -100.0%

54 (54) SUPPLIES

10135002 54100 SUPPLIES

991.00

3,000.00

3,000.00

3,000.00

.00 .00 .0%

TOTAL (54) SUPPLIES

991.00

3,000.00

3,000.00

3,000.00

.00 .00 -100.0%

TOTAL (10135002) FINANCE EXP

65,937.66

51,700.00

51,700.00

51,700.00

.00 .00 -100.0%

TOTAL (1350) FINANCE

340,027.21

370,000.00

366,861.00

366,861.00

.00 .00 -100.0%

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TOWN OF WAYLAND
NEXT YEAR BUDGET

COMPARISON REPORT

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bgnyrpts

PROJECTION: 20161 FY 16 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR:
(10) GENERAL FUND

2016
BRD APPV CHANGE

PCT
CHANGE

2016
REV REQ

2016
REQUEST

2015
REVISED BUD

2015
ORIG BUD

2014
ACTUAL

1410 (1410) ASSESSOR

10141001 (10141001) ASSESSOR PERSONNEL SERVI

51 (51) PERSONNEL SERVICES

10141001 51001 SALARIES

TOTAL (51) PERSONNEL SERVICE

TOTAL (10141001) ASSESSOR PE

10141002 (10141002) ASSESSOR EXPENSES

52 (52) PURCHASE OF SERVICES

10141002 52100 CONTRAC SE

10141002 52101 PROF SERV

10141002 52112 TRAIN

10141002 52113 TRAVEL

10141002 52114 DUES

TOTAL (52) PURCHASE OF SERVI

54 (54) SUPPLIES

10141002 54100 SUPPLIES

TOTAL (54) SUPPLIES

TOTAL (10141002) ASSESSOR EX

TOTAL (1410) ASSESSOR

2016
BRD APPV CHANGE

PCT
CHANGE

2016
REV REQ

2016
REQUEST

2015
REVISED BUD

2015
ORIG BUD

2014
ACTUAL

1410 (1410) ASSESSOR

10141001 (10141001) ASSESSOR PERSONNEL SERVI

51 (51) PERSONNEL SERVICES

10141001 51001 SALARIES

TOTAL (51) PERSONNEL SERVICE

TOTAL (10141001) ASSESSOR PE

10141002 (10141002) ASSESSOR EXPENSES

52 (52) PURCHASE OF SERVICES

10141002 52100 CONTRAC SE

10141002 52101 PROF SERV

10141002 52112 TRAIN

10141002 52113 TRAVEL

10141002 52114 DUES

TOTAL (52) PURCHASE OF SERVI

54 (54) SUPPLIES

10141002 54100 SUPPLIES

TOTAL (54) SUPPLIES

TOTAL (10141002) ASSESSOR EX

TOTAL (1410) ASSESSOR

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TOWN OF WAYLAND
NEXT YEAR BUDGET COMPARISON REPORT

PROJECTION: 20161 FY 16 OPERATING BUDGET

PG 7
bgnyrpts

FOR PERIOD 13



ACCOUNTS FOR:		2014	2015	2015	2016	2016	2016	PCT
(10) GENERAL FUND		ACTUAL	ORIG BUD	REVISED BUD	REQUEST	REV REQ	BRD APPV	CHANGE
1510	(1510) LEGAL							
10151002	(10151002) LEGAL EXPENSES							
52	(52) PURCHASE OF SERVICES							
10151002 52108	LEGAL SERV	173,227.57	190,000.00	190,000.00	190,000.00	.00	.00	.0%
TOTAL (52) PURCHASE OF SERVI		173,227.57	190,000.00	190,000.00	190,000.00	.00	.00	-100.0%
54	(54) SUPPLIES							
10151002 54100	SUPPLIES	4,334.00	.00	.00	.00	.00	.00	.0%
TOTAL (54) SUPPLIES		4,334.00	.00	.00	.00	.00	.00	.0%
TOTAL (10151002) LEGAL EXPEN		177,561.57	190,000.00	190,000.00	190,000.00	.00	.00	-100.0%
TOTAL (1510) LEGAL		177,561.57	190,000.00	190,000.00	190,000.00	.00	.00	-100.0%

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TOWN OF WAYLAND
NEXT YEAR BUDGET

PG 8
bgyrpts

COMPARISON REPORT

PROJECTION: 20161 FY 16 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR:		2014	2015	2015	2016	2016	2016	PCT
(10) GENERAL FUND		ACTUAL	ORIG BUD	REVISED BUD	REQUEST	REV REQ	BRD APPV	CHANGE
1550	(1550) INFORMATION TECHNOLOGY							
10155001	(10155001) INFORMATION TECHNOLOGY P							
51	(51) PERSONNEL SERVICES							
10155001	51001 SALARIES	84,085.52	83,842.00	83,842.00	83,842.00	.00	.00	.0%
	TOTAL (51) PERSONNEL SERVICE	84,085.52	83,842.00	83,842.00	83,842.00	.00	.00	-100.0%
	TOTAL (10155001) INFORMATION	84,085.52	83,842.00	83,842.00	83,842.00	.00	.00	-100.0%
10155002	(10155002) INFORMATION TECHNOLOGY E							
52	(52) PURCHASE OF SERVICES							
10155002	52100 CONTRAC SE	146,142.89	171,484.00	171,484.00	84,890.00	.00	.00	-50.5%
10155002	52112 TRAIN	7,375.00	7,000.00	7,000.00	7,000.00	.00	.00	.0%
	TOTAL (52) PURCHASE OF SERVI	153,517.89	178,484.00	178,484.00	91,890.00	.00	.00	-100.0%
54	(54) SUPPLIES							
10155002	54100 SUPPLIES	.00	.00	.00	1,000.00	.00	.00	.0%
10155002	54102 COMP SUP	2,435.00	5,000.00	5,000.00	4,000.00	.00	.00	-20.0%
10155002	54124 SOFTWARE	.00	.00	.00	111,300.00	.00	.00	.0%
10155002	54500 SMALL EQUI	49,916.98	38,000.00	38,000.00	30,000.00	.00	.00	-21.1%
	TOTAL (54) SUPPLIES	52,351.98	43,000.00	43,000.00	146,300.00	.00	.00	-100.0%
	TOTAL (10155002) INFORMATION	205,869.87	221,484.00	221,484.00	238,190.00	.00	.00	-100.0%
	TOTAL (1550) INFORMATION TEC	289,955.39	305,326.00	305,326.00	322,032.00	.00	.00	-100.0%

ACCOUNTS FOR:		2014	2015	2015	2016	2016	2016	PCT
(10) GENERAL FUND		ACTUAL	ORIG BUD	REVISED BUD	REQUEST	REV REQ	BRD APPV	CHANGE
1610	(1610) TOWN CLERK							
10161001	(10161001) TOWN CLERK PERSONNEL SER							
51	(51) PERSONNEL SERVICES							
10161001 51001	SALARIES	124,327.66	121,988.00	121,988.00	120,584.00	.00	.00	-1.2%
10161001 51140	OVERTIME	.00	.00	.00	.00	.00	.00	.0%
TOTAL (51) PERSONNEL SERVICE		124,327.66	121,988.00	121,988.00	120,584.00	.00	.00	-100.0%
TOTAL (10161001) TOWN CLERK		124,327.66	121,988.00	121,988.00	120,584.00	.00	.00	-100.0%
10161002	(10161002) TOWN CLERK EXPENSES							
52	(52) PURCHASE OF SERVICES							
10161002 52100	CONTRAC SE	5,763.66	7,415.00	7,415.00	11,353.00	.00	.00	53.1%
10161002 52112	TRAIN	1,834.42	2,800.00	2,800.00	4,290.00	.00	.00	53.2%
TOTAL (52) PURCHASE OF SERVI		7,598.08	10,215.00	10,215.00	15,643.00	.00	.00	-100.0%
54	(54) SUPPLIES							
10161002 54100	SUPPLIES	1,269.16	1,400.00	1,400.00	1,400.00	.00	.00	.0%
TOTAL (54) SUPPLIES		1,269.16	1,400.00	1,400.00	1,400.00	.00	.00	-100.0%
TOTAL (10161002) TOWN CLERK		8,867.24	11,615.00	11,615.00	17,043.00	.00	.00	-100.0%
TOTAL (1610) TOWN CLERK		133,194.90	133,603.00	133,603.00	137,627.00	.00	.00	-100.0%

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TOWN OF WAYLAND
NEXT YEAR BUDGET COMPARISON REPORT

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bgnryrpts

PROJECTION: 20161 FY 16 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR: (10) GENERAL FUND	2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 REQUEST	2016 REV REQ	2016 BRD APPV	PCT CHANGE
1620 (1620) ELECTIONS							
10162001 (10162001) ELECTIONS PERSONNEL SERV							
51 (51) PERSONNEL SERVICES							
10162001 51001 SALARIES	19,965.76	24,328.00	24,328.00	22,608.00	.00	.00	-7.1%
TOTAL (51) PERSONNEL SERVICE	19,965.76	24,328.00	24,328.00	22,608.00	.00	.00	-100.0%
TOTAL (10162001) ELECTIONS P	19,965.76	24,328.00	24,328.00	22,608.00	.00	.00	-100.0%
10162002 (10162002) ELECTIONS EXPENSES							
52 (52) PURCHASE OF SERVICES							
10162002 52100 CONTRAC SE	800.00	900.00	900.00	2,500.00	.00	.00	177.8%
TOTAL (52) PURCHASE OF SERVI	800.00	900.00	900.00	2,500.00	.00	.00	-100.0%
54 (54) SUPPLIES							
10162002 54100 SUPPLIES	7,680.39	9,970.00	9,970.00	9,130.00	.00	.00	-8.4%
TOTAL (54) SUPPLIES	7,680.39	9,970.00	9,970.00	9,130.00	.00	.00	-100.0%
TOTAL (10162002) ELECTIONS E	8,480.39	10,870.00	10,870.00	11,630.00	.00	.00	-100.0%
TOTAL (1620) ELECTIONS	28,446.15	35,198.00	35,198.00	34,238.00	.00	.00	-100.0%

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TOWN OF WAYLAND
NEXT YEAR BUDGET COMPARISON REPORT

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bgnyrpts

PROJECTION: 20161 FY 16 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR:		2014	2015	2015	2016	2016	2016	PCT
(10) GENERAL FUND		ACTUAL	ORIG BUD	REVISED BUD	REQUEST	REV REQ	BRD APPV	CHANGE
1630	(1630) REGISTRAR							
10163001	(10163001) REGISTRAR PERSONNEL SERV							
51	(51) PERSONNEL SERVICES							
10163001	51001 SALARIES	275.00	275.00	275.00	275.00	.00	.00	.0%
	TOTAL (51) PERSONNEL SERVICE	275.00	275.00	275.00	275.00	.00	.00	-100.0%
	TOTAL (10163001) REGISTRAR P	275.00	275.00	275.00	275.00	.00	.00	-100.0%
10163002	(10163002) REGISTRAR EXPENSES							
52	(52) PURCHASE OF SERVICES							
10163002	52100 CONTRAC SE	3,901.29	4,000.00	4,000.00	4,050.00	.00	.00	1.3%
	TOTAL (52) PURCHASE OF SERVI	3,901.29	4,000.00	4,000.00	4,050.00	.00	.00	-100.0%
	TOTAL (10163002) REGISTRAR E	3,901.29	4,000.00	4,000.00	4,050.00	.00	.00	-100.0%
	TOTAL (1630) REGISTRAR	4,176.29	4,275.00	4,275.00	4,325.00	.00	.00	-100.0%

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bkeveny NEXT YEAR BUDGET COMPARISON REPORT
PROJECTION: 20161 FY 16 OPERATING BUDGET

ACCOUNTS FOR: (10) GENERAL FUND	2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 REQUEST	2016 REV REQ	2016 BRD APPV	PCT CHANGE
1710 (1710) CONSERVATION							
10171001 (10171001) CONSERVATION P S							
51 (51) PERSONNEL SERVICES							
10171001 51001 SALARIES	132,458.89	136,944.00	136,944.00	140,957.00	.00	.00	2.9%
10171001 51140 OVERTIME	2,593.15	3,500.00	3,500.00	3,500.00	.00	.00	.0%
TOTAL (51) PERSONNEL SERVICE	135,052.04	140,444.00	140,444.00	144,457.00	.00	.00	-100.0%
TOTAL (10171001) CONSERVATIO	135,052.04	140,444.00	140,444.00	144,457.00	.00	.00	-100.0%
10171002 (10171002) CONSERVATION EXPENSES							
52 (52) PURCHASE OF SERVICES							
10171002 52100 CONTRAC SE	9,990.00	22,000.00	22,000.00	22,500.00	.00	.00	2.3%
10171002 52112 TRAIN	48.81	500.00	500.00	500.00	.00	.00	.0%
TOTAL (52) PURCHASE OF SERVI	10,038.81	22,500.00	22,500.00	23,000.00	.00	.00	-100.0%
54 (54) SUPPLIES							
10171002 54100 SUPPLIES	6,233.39	7,400.00	7,400.00	14,400.00	.00	.00	94.6%
TOTAL (54) SUPPLIES	6,233.39	7,400.00	7,400.00	14,400.00	.00	.00	-100.0%
TOTAL (10171002) CONSERVATIO	16,272.20	29,900.00	29,900.00	37,400.00	.00	.00	-100.0%
TOTAL (1710) CONSERVATION	151,324.24	170,344.00	170,344.00	181,857.00	.00	.00	-100.0%

ACCOUNTS FOR: (10) GENERAL FUND		2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 REQUEST	2016 REV REQ	2016 BRD APPV	PCT CHANGE
1750	(1750) PLANNING							
10175001	(10175001) PLANNING PERSONNEL SERVI							
51	(51) PERSONNEL SERVICES							
10175001 51001	SALARIES	103,703.51	105,990.00	105,990.00	105,000.00	.00	.00	-.9%
TOTAL (51) PERSONNEL SERVICE		103,703.51	105,990.00	105,990.00	105,000.00	.00	.00	-100.0%
TOTAL (10175001) PLANNING PE		103,703.51	105,990.00	105,990.00	105,000.00	.00	.00	-100.0%
10175002	(10175002) PLANNING EXPENSES							
52	(52) PURCHASE OF SERVICES							
10175002 52100	CONTRAC SE	2,699.63	800.00	800.00	800.00	.00	.00	.0%
10175002 52112	TRAIN	46.96	1,000.00	1,000.00	1,000.00	.00	.00	.0%
10175002 52113	TRAVEL	.00	800.00	800.00	800.00	.00	.00	.0%
10175002 52114	DUES	.00	400.00	400.00	400.00	.00	.00	.0%
TOTAL (52) PURCHASE OF SERVI		2,746.59	3,000.00	3,000.00	3,000.00	.00	.00	-100.0%
54	(54) SUPPLIES							
10175002 54100	SUPPLIES	41.30	1,500.00	1,500.00	1,500.00	.00	.00	.0%
TOTAL (54) SUPPLIES		41.30	1,500.00	1,500.00	1,500.00	.00	.00	-100.0%
TOTAL (10175002) PLANNING EX		2,787.89	4,500.00	4,500.00	4,500.00	.00	.00	-100.0%
TOTAL (1750) PLANNING		106,491.40	110,490.00	110,490.00	109,500.00	.00	.00	-100.0%

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TOWN OF WAYLAND
NEXT YEAR BUDGET COMPARISON REPORT

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PROJECTION: 20161 FY 16 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR:		2014	2015	2015	2016	2016	2016	PCT
(10) GENERAL FUND		ACTUAL	ORIG BUD	REVISED BUD	REQUEST	REV REQ	BRD APPV	CHANGE
1770	(1770) SURVEYOR							
10177001	(10177001) SURVEYOR PERSONNEL SERVI							
51	(51) PERSONNEL SERVICES							
10177001	51001 SALARIES	160,604.23	160,778.00	160,778.00	160,778.00	.00	.00	.0%
	TOTAL (51) PERSONNEL SERVICE	160,604.23	160,778.00	160,778.00	160,778.00	.00	.00	-100.0%
	TOTAL (10177001) SURVEYOR PE	160,604.23	160,778.00	160,778.00	160,778.00	.00	.00	-100.0%
10177002	(10177002) SURVEYOR EXPENSES							
52	(52) PURCHASE OF SERVICES							
10177002	52100 CONTRAC SE	10,207.39	18,000.00	18,000.00	18,000.00	.00	.00	.0%
10177002	52112 TRAIN	707.00	3,000.00	3,000.00	3,000.00	.00	.00	.0%
10177002	52116 EQUIP REPA	1,605.44	1,800.00	1,800.00	1,800.00	.00	.00	.0%
	TOTAL (52) PURCHASE OF SERVI	12,519.83	22,800.00	22,800.00	22,800.00	.00	.00	-100.0%
54	(54) SUPPLIES							
10177002	54100 SUPPLIES	2,578.20	4,150.00	4,150.00	4,150.00	.00	.00	.0%
	TOTAL (54) SUPPLIES	2,578.20	4,150.00	4,150.00	4,150.00	.00	.00	-100.0%
	TOTAL (10177002) SURVEYOR EX	15,098.03	26,950.00	26,950.00	26,950.00	.00	.00	-100.0%
	TOTAL (1770) SURVEYOR	175,702.26	187,728.00	187,728.00	187,728.00	.00	.00	-100.0%



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TOWN OF WAYLAND
NEXT YEAR BUDGET COMPARISON REPORT

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PROJECTION: 20161 FY 16 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR: (10) GENERAL FUND		2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 REQUEST	2016 REV REQ	2016 BRD APPV	PCT CHANGE
1918	(1918) FACILITIES UTILITIES							
10191802	(10191802) FACILITIES UTILITIES							
53	(53) UTILITIES							
10191802 53101	HEAT OIL	.00	8,000.00	8,000.00	.00	.00	.00	-100.0%
10191802 53102	NAT GAS	.00	143,170.00	143,170.00	125,000.00	.00	.00	-12.7%
10191802 53103	ELECTRIC	.00	262,650.00	262,650.00	260,000.00	.00	.00	-1.0%
10191802 53104	PHONE	.00	88,580.00	88,580.00	90,000.00	.00	.00	1.6%
10191802 53105	WATER	.00	39,000.00	39,000.00	18,000.00	.00	.00	-53.8%
10191802 53106	WASTE	.00	26,265.00	26,265.00	36,000.00	.00	.00	37.1%
TOTAL (53) UTILITIES		.00	567,665.00	567,665.00	529,000.00	.00	.00	-100.0%
TOTAL (10191802) FACILITIES		.00	567,665.00	567,665.00	529,000.00	.00	.00	-100.0%
TOTAL (1918) FACILITIES UTIL		.00	567,665.00	567,665.00	529,000.00	.00	.00	-100.0%

ACCOUNTS FOR:		2014	2015	2015	2016	2016	2016	PCT
(10) GENERAL FUND		ACTUAL	ORIG BUD	REVISED BUD	REQUEST	REV REQ	BRD APPV	CHANGE
1919	(1919) FACILITIES SUPPLIES							
10191902	(10191902) FACILITIES SUPPLIES							
54	(54) SUPPLIES							
10191902 54105	SUPP CUSTO	.00	21,000.00	21,000.00	21,500.00	.00	.00	2.4%
10191902 54111	VEH GAS	.00	7,500.00	7,500.00	8,000.00	.00	.00	6.7%
10191902 54500	SMALL EQUI	.00	10,000.00	10,000.00	10,000.00	.00	.00	.0%
TOTAL (54) SUPPLIES		.00	38,500.00	38,500.00	39,500.00	.00	.00	-100.0%
TOTAL (10191902) FACILITIES S		.00	38,500.00	38,500.00	39,500.00	.00	.00	-100.0%
TOTAL (1919) FACILITIES SUPP		.00	38,500.00	38,500.00	39,500.00	.00	.00	-100.0%

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TOWN OF WAYLAND
NEXT YEAR BUDGET COMPARISON REPORT

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PROJECTION: 20161 FY 16 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR:		2014	2015	2015	2016	2016	2016	PCT
(10) GENERAL FUND		ACTUAL	ORIG BUD	REVISED BUD	REQUEST	REV REQ	BRD APPV	CHANGE
1920	(1920) FACILITIES							
10192001	(10192001) FACILITIES P S							
51	(51) PERSONNEL SERVICES							
10192001 51001	SALARIES	266,886.30	261,192.00	261,192.00	267,722.00	.00	.00	2.5%
10192001 51140	OVERTIME	3,951.28	12,000.00	12,000.00	12,000.00	.00	.00	.0%
TOTAL (51) PERSONNEL SERVICE		270,837.58	273,192.00	273,192.00	279,722.00	.00	.00	-100.0%
TOTAL (10192001) FACILITIES		270,837.58	273,192.00	273,192.00	279,722.00	.00	.00	-100.0%
10192002	(10192002) FACILITIES EXP							
52	(52) PURCHASE OF SERVICES							
10192002 52100	CONTRA SE	50,698.48	61,602.00	61,602.00	63,450.06	.00	.00	3.0%
10192002 52112	TRAIN	1,475.13	1,500.00	1,500.00	2,000.00	.00	.00	33.3%
10192002 52113	TRAVEL	.00	2,000.00	2,000.00	2,000.00	.00	.00	.0%
10192002 52115	BUI REPAIR	81,219.70	65,000.00	65,000.00	66,950.00	.00	.00	3.0%
10192002 52117	VEH REPAIR	2,509.43	5,150.00	5,150.00	6,000.00	.00	.00	16.5%
10192002 52121	DISPOSAL	13,320.45	16,000.00	16,000.00	17,500.00	.00	.00	9.4%
10192002 52131	ELEVA RPR	7,846.71	12,700.00	12,700.00	13,000.00	.00	.00	2.4%
10192002 52132	ELEC REPR	29,927.46	42,000.00	42,000.00	42,000.00	.00	.00	.0%
10192002 52133	HVAC REPR	30,569.33	35,000.00	35,000.00	40,000.00	.00	.00	14.3%
TOTAL (52) PURCHASE OF SERVI		217,666.69	240,952.00	240,952.00	252,900.06	.00	.00	-100.0%
53	(53) UTILITIES							
10192002 53101	HEAT OIL	24,148.34	.00	.00	.00	.00	.00	.0%
10192002 53102	NAT GAS	93,126.91	.00	.00	.00	.00	.00	.0%
10192002 53103	ELECTRIC	211,798.10	.00	.00	.00	.00	.00	.0%
10192002 53104	PHONE	82,702.53	.00	.00	.00	.00	.00	.0%
10192002 53105	WATER	11,598.10	.00	.00	.00	.00	.00	.0%
10192002 53106	WASTEW	27,961.14	.00	.00	.00	.00	.00	.0%
TOTAL (53) UTILITIES		451,335.12	.00	.00	.00	.00	.00	.0%
54	(54) SUPPLIES							
10192002 54105	SUPP CUSTO	15,436.45	.00	.00	.00	.00	.00	.0%

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TOWN OF WAYLAND
NEXT YEAR BUDGET COMPARISON REPORT

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bgnyrpts

PROJECTION: 20161 FY 16 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR: (10) GENERAL FUND		2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 REQUEST	2016 REV REQ	2016 BRD APPV	PCT CHANGE
10192002	54111	4,168.89	.00	.00	.00	.00	.00	.0%
10192002	54500	5,649.27	.00	.00	.00	.00	.00	.0%
TOTAL (54) SUPPLIES		25,254.61	.00	.00	.00	.00	.00	.0%
TOTAL (10192002) FACILITIES		694,256.42	240,952.00	240,952.00	252,900.06	.00	.00	-100.0%
TOTAL (1920) FACILITIES		965,094.00	514,144.00	514,144.00	532,622.06	.00	.00	-100.0%

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TOWN OF WAYLAND
NEXT YEAR BUDGET COMPARISON REPORT

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bgnyrpts

PROJECTION: 20161 FY 16 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR:		2014	2015	2015	2016	2016	2016	PCT
(10) GENERAL FUND		ACTUAL	ORIG BUD	REVISED BUD	REQUEST	REV REQ	BRD APPV	CHANGE
2100	(2100) POLICE							
10210001	(10210001) POLICE PERSONNEL SERVICE							
51	(51) PERSONNEL SERVICES							
10210001 51001	SALARIES	1,871,551.60	1,971,125.00	1,971,125.00	2,006,344.00	.00	.00	1.8%
10210001 51140	OVERTIME	233,893.99	225,000.00	225,000.00	225,000.00	.00	.00	.0%
TOTAL (51) PERSONNEL SERVICE		2,105,445.59	2,196,125.00	2,196,125.00	2,231,344.00	.00	.00	-100.0%
TOTAL (10210001) POLICE PERS		2,105,445.59	2,196,125.00	2,196,125.00	2,231,344.00	.00	.00	-100.0%
10210002	(10210002) POLICE EXPENSES							
52	(52) PURCHASE OF SERVICES							
10210002 52100	CONTRAC SE	26,650.27	32,400.00	32,400.00	32,640.00	.00	.00	.7%
10210002 52111	PHYSICALS	3,515.40	5,250.00	5,250.00	5,250.00	.00	.00	.0%
10210002 52112	TRAIN	22,527.84	25,000.00	25,000.00	27,000.00	.00	.00	8.0%
10210002 52116	EQUIP REPA	8,643.75	7,100.00	7,100.00	7,800.00	.00	.00	9.9%
10210002 52117	VEH REPAIR	23,756.73	21,100.00	21,100.00	21,100.00	.00	.00	.0%
10210002 52127	TRAFFIC CO	43,730.06	40,000.00	40,000.00	40,000.00	.00	.00	.0%
10210002 52139	SPEC SERV	3,937.27	5,100.00	5,100.00	5,100.00	.00	.00	.0%
TOTAL (52) PURCHASE OF SERVI		132,761.32	135,950.00	135,950.00	138,890.00	.00	.00	-100.0%
54	(54) SUPPLIES							
10210002 54100	SUPPLIES	10,730.52	15,000.00	15,000.00	15,000.00	.00	.00	.0%
10210002 54111	VEH GAS	55,006.96	64,000.00	64,000.00	64,000.00	.00	.00	.0%
10210002 54115	UNIFORMS	27,996.36	29,000.00	29,000.00	11,400.00	.00	.00	-60.7%
10210002 54500	SMALL EQUI	937.55	1,000.00	1,000.00	1,000.00	.00	.00	.0%
10210002 54503	VEHICLES	92,939.34	90,000.00	90,000.00	90,000.00	.00	.00	.0%
TOTAL (54) SUPPLIES		187,610.73	199,000.00	199,000.00	181,400.00	.00	.00	-100.0%
TOTAL (10210002) POLICE EXPE		320,372.05	334,950.00	334,950.00	320,290.00	.00	.00	-100.0%
TOTAL (2100) POLICE		2,425,817.64	2,531,075.00	2,531,075.00	2,551,634.00	.00	.00	-100.0%

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TOWN OF WAYLAND
NEXT YEAR BUDGET COMPARISON REPORT

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PROJECTION: 20161 FY 16 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR:		2014	2015	2015	2016	2016	2016	PCT
(10) GENERAL FUND		ACTUAL	ORIG BUD	REVISED BUD	REQUEST	REV REQ	BRD APPV	CHANGE
1940	(1940) MISC COMMITTEES							
10194002	(10194002) MISC COMMITTEES							
52	(52) PURCHASE OF SERVICES							
10194002 52140	HIS COMM	631.62	1,000.00	1,000.00	1,000.00	.00	.00	.0%
10194002 52141	SWQC	43,290.49	43,500.00	43,500.00	43,500.00	.00	.00	.0%
10194002 52142	HDC	.00	275.00	275.00	275.00	.00	.00	.0%
10194002 52143	PUB CER	2,034.73	2,500.00	2,500.00	2,500.00	.00	.00	.0%
10194002 52144	375th CELE	2,350.97	2,500.00	2,500.00	2,500.00	.00	.00	.0%
TOTAL (52) PURCHASE OF SERVI		48,307.81	49,775.00	49,775.00	49,775.00	.00	.00	-100.0%
TOTAL (10194002) MISC COMMIT		48,307.81	49,775.00	49,775.00	49,775.00	.00	.00	-100.0%
TOTAL (1940) MISC COMMITTEES		48,307.81	49,775.00	49,775.00	49,775.00	.00	.00	-100.0%

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TOWN OF WAYLAND
NEXT YEAR BUDGET

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COMPARISON REPORT

PROJECTION: 20161 FY 16 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR: (10) GENERAL FUND		2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 REQUEST	2016 REV REQ	2016 BRD APPV	PCT CHANGE
2110	(2110) JOINT COMMUNICATIONS CENTER							
10211001	(10211001) JCC PERSONNEL SERVICES							
51	(51) PERSONNEL SERVICES							
10211001 51001	SALARIES	399,011.83	396,650.00	396,650.00	399,400.00	.00	.00	.7%
10211001 51140	OVERTIME	63,549.58	76,000.00	76,000.00	76,000.00	.00	.00	.0%
TOTAL (51) PERSONNEL SERVICE		462,561.41	472,650.00	472,650.00	475,400.00	.00	.00	-100.0%
TOTAL (10211001) JCC PERSONN		462,561.41	472,650.00	472,650.00	475,400.00	.00	.00	-100.0%
10211002	(10211002) JCC EXPENSES							
52	(52) PURCHASE OF SERVICES							
10211002 52100	CONTRAC SE	11,889.76	8,000.00	8,000.00	8,000.00	.00	.00	.0%
10211002 52112	TRAIN	1,838.73	1,000.00	1,000.00	1,000.00	.00	.00	.0%
10211002 52116	EQUIP REPA	2,458.31	2,600.00	2,600.00	2,600.00	.00	.00	.0%
TOTAL (52) PURCHASE OF SERVI		16,186.80	11,600.00	11,600.00	11,600.00	.00	.00	-100.0%
53	(53) UTILITIES							
10211002 53104	PHONE	13,768.17	10,000.00	10,000.00	10,000.00	.00	.00	.0%
TOTAL (53) UTILITIES		13,768.17	10,000.00	10,000.00	10,000.00	.00	.00	-100.0%
54	(54) SUPPLIES							
10211002 54100	SUPPLIES	3,081.49	2,500.00	2,500.00	2,500.00	.00	.00	.0%
10211002 54115	UNIFORMS	2,923.99	3,000.00	3,000.00	3,000.00	.00	.00	.0%
TOTAL (54) SUPPLIES		6,005.48	5,500.00	5,500.00	5,500.00	.00	.00	-100.0%
TOTAL (10211002) JCC EXPENSE		35,960.45	27,100.00	27,100.00	27,100.00	.00	.00	-100.0%
TOTAL (2110) JOINT COMMUNICA		498,521.86	499,750.00	499,750.00	502,500.00	.00	.00	-100.0%

ACCOUNTS FOR: (10) GENERAL FUND	2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 REQUEST	2016 REV REQ	2016 BRD APPV	PCT CHANGE
2120 (2120) EMERGENCY MANAGEMENT							
10212002 (10212002) EMERGENCY MANAGEMENT EXP							
52 (52) PURCHASE OF SERVICES							
10212002 52100 CONTRAC SE	9,226.05	10,000.00	10,000.00	10,000.00	.00	.00	.0%
10212002 52112 TRAIN	4,221.73	6,000.00	6,000.00	6,000.00	.00	.00	.0%
TOTAL (52) PURCHASE OF SERVI	13,447.78	16,000.00	16,000.00	16,000.00	.00	.00	-100.0%
54 (54) SUPPLIES							
10212002 54100 SUPPLIES	11,216.55	7,000.00	7,000.00	7,000.00	.00	.00	.0%
TOTAL (54) SUPPLIES	11,216.55	7,000.00	7,000.00	7,000.00	.00	.00	-100.0%
TOTAL (10212002) EMERGENCY M	24,664.33	23,000.00	23,000.00	23,000.00	.00	.00	-100.0%
TOTAL (2120) EMERGENCY MANAG	24,664.33	23,000.00	23,000.00	23,000.00	.00	.00	-100.0%

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TOWN OF WAYLAND
NEXT YEAR BUDGET COMPARISON REPORT

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PROJECTION: 20161 FY 16 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR: (10) GENERAL FUND		2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 REQUEST	2016 REV REQ	2016 BRD APPV	PCT CHANGE
2130	(2130) DOG OFFICER							
10213002	(10213002) DOG OFFICER EXPENSES							
52	(52) PURCHASE OF SERVICES							
10213002 52100	CONTRAC SE	22,962.25	21,500.00	21,500.00	21,500.00	.00	.00	.0%
TOTAL (52) PURCHASE OF SERVI		22,962.25	21,500.00	21,500.00	21,500.00	.00	.00	-100.0%
54	(54) SUPPLIES							
10213002 54100	SUPPLIES	.00	1.00	1.00	.00	.00	.00	-100.0%
TOTAL (54) SUPPLIES		.00	1.00	1.00	.00	.00	.00	-100.0%
TOTAL (10213002) DOG OFFICER		22,962.25	21,501.00	21,501.00	21,500.00	.00	.00	-100.0%
TOTAL (2130) DOG OFFICER		22,962.25	21,501.00	21,501.00	21,500.00	.00	.00	-100.0%

TOWN OF WAYLAND
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PROJECTION: 20161 FY 16 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR: (10) GENERAL FUND	2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 REQUEST	2016 REV REQ	2016 BRD APPV	PCT CHANGE
2200 (2200) FIRE							
10220001 (10220001) FIRE PERSONNEL SERVICES							
51 (51) PERSONNEL SERVICES							
10220001 51001 SALARIES	1,796,850.01	1,966,164.00	1,966,164.00	1,985,349.00	.00	.00	1.0%
10220001 51128 ALS SAL	57,953.56	75,000.00	75,000.00	50,000.00	.00	.00	-33.3%
10220001 51140 OVERTIME	350,178.08	270,000.00	270,000.00	270,000.00	.00	.00	.0%
TOTAL (51) PERSONNEL SERVICE	2,204,981.65	2,311,164.00	2,311,164.00	2,305,349.00	.00	.00	-100.0%
TOTAL (10220001) FIRE PERSON	2,204,981.65	2,311,164.00	2,311,164.00	2,305,349.00	.00	.00	-100.0%
10220002 (10220002) FIRE EXPENSES							
52 (52) PURCHASE OF SERVICES							
10220002 52100 CONTRAC SE	24,494.91	33,000.00	33,000.00	48,000.00	.00	.00	45.5%
10220002 52111 PHYSICALS	150.00	4,000.00	4,000.00	5,000.00	.00	.00	25.0%
10220002 52112 TRAIN	9,883.22	8,000.00	8,000.00	14,000.00	.00	.00	75.0%
10220002 52118 EQUIP RENT	.00	500.00	500.00	500.00	.00	.00	.0%
10220002 52171 PARA TRAIN	.00	10,000.00	10,000.00	10,000.00	.00	.00	.0%
TOTAL (52) PURCHASE OF SERVI	34,528.13	55,500.00	55,500.00	77,500.00	.00	.00	-100.0%
54 (54) SUPPLIES							
10220002 54110 VEH PARTS	7,645.22	15,000.00	15,000.00	12,000.00	.00	.00	-20.0%
10220002 54111 VEH GAS	29,894.89	30,000.00	30,000.00	30,000.00	.00	.00	.0%
10220002 54115 UNIFORMS	25,115.50	26,000.00	26,000.00	28,000.00	.00	.00	7.7%
10220002 54118 OFFICE SUP	2,324.58	4,000.00	4,000.00	4,000.00	.00	.00	.0%
10220002 54119 MEDICAL	21,119.16	32,000.00	32,000.00	24,000.00	.00	.00	-25.0%
10220002 54122 VEHICLE RE	28,696.46	26,745.00	26,745.00	32,000.00	.00	.00	19.6%
10220002 54123 MISC	5,370.63	2,000.00	2,000.00	8,108.00	.00	.00	305.4%
10220002 54500 SMALL EQUI	25,756.89	20,000.00	20,000.00	30,000.00	.00	.00	50.0%
10220002 54501 FIRE AL EQ	4,659.85	8,000.00	8,000.00	7,500.00	.00	.00	-6.3%
TOTAL (54) SUPPLIES	150,583.18	163,745.00	163,745.00	175,608.00	.00	.00	-100.0%
TOTAL (10220002) FIRE EXPENS	185,111.31	219,245.00	219,245.00	253,108.00	.00	.00	-100.0%
TOTAL (2200) FIRE	2,390,092.96	2,530,409.00	2,530,409.00	2,558,457.00	.00	.00	-100.0%

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TOWN OF WAYLAND
NEXT YEAR BUDGET COMPARISON REPORT

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PROJECTION: 20161 FY 16 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR: (10) GENERAL FUND		2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 REQUEST	2016 REV REQ	2016 BRD APPV	PCT CHANGE
2410	(2410) BUILDING & ZONING							
10241001	(10241001) BUILDING & ZONING P S							
51	(51) PERSONNEL SERVICES							
10241001 51001	SALARIES	267,325.84	279,717.00	279,717.00	288,167.00	.00	.00	3.0%
10241001 51140	OVERTIME	4,673.28	5,600.00	5,600.00	5,600.00	.00	.00	.0%
TOTAL (51) PERSONNEL SERVICE		271,999.12	285,317.00	285,317.00	293,767.00	.00	.00	-100.0%
TOTAL (10241001) BUILDING &		271,999.12	285,317.00	285,317.00	293,767.00	.00	.00	-100.0%
10241002	(10241002) BUILDING & ZONING EXPENS							
52	(52) PURCHASE OF SERVICES							
10241002 52100	CONTRAC SE	2,778.34	4,200.00	4,200.00	3,600.00	.00	.00	-14.3%
10241002 52112	TRAIN	3,370.00	2,825.00	2,825.00	2,125.00	.00	.00	-24.8%
10241002 52113	TRAVEL	4,601.77	4,700.00	4,700.00	4,000.00	.00	.00	-14.9%
10241002 52114	DUES	442.86	775.00	775.00	775.00	.00	.00	.0%
10241002 52117	VEH REPAIR	1,346.97	1,500.00	1,500.00	1,500.00	.00	.00	.0%
TOTAL (52) PURCHASE OF SERVI		12,539.94	14,000.00	14,000.00	12,000.00	.00	.00	-100.0%
54	(54) SUPPLIES							
10241002 54100	SUPPLIES	441.24	500.00	500.00	500.00	.00	.00	.0%
10241002 54111	VEH GAS	466.58	1.00	1.00	2,001.00	.00	.00	.0%
TOTAL (54) SUPPLIES		907.82	501.00	501.00	2,501.00	.00	.00	-100.0%
TOTAL (10241002) BUILDING &		13,447.76	14,501.00	14,501.00	14,501.00	.00	.00	-100.0%
TOTAL (2410) BUILDING & ZONI		285,446.88	299,818.00	299,818.00	308,268.00	.00	.00	-100.0%

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PROJECTION: 20161 FY 16 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR:
(10) GENERAL FUND

2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 REQUEST	2016 REV REQ	2016 BRD APPV	PCT CHANGE
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3200 (3200) MINUTEMAN REGIONAL SCHOOL

10320002 (10320002) MINUTEMAN REGIONAL SCH E

52 (52) PURCHASE OF SERVICES

10320002 52100	CONTRAC SE	212,417.00	199,833.00	199,833.00	199,833.00	.00	.0%
TOTAL (52) PURCHASE OF SERVI		212,417.00	199,833.00	199,833.00	199,833.00	.00	-100.0%
TOTAL (10320002) MINUTEMAN R		212,417.00	199,833.00	199,833.00	199,833.00	.00	-100.0%
TOTAL (3200) MINUTEMAN REGIO		212,417.00	199,833.00	199,833.00	199,833.00	.00	-100.0%

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TOWN OF WAYLAND
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PROJECTION: 20161 FY 16 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR: (10) GENERAL FUND		2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 REQUEST	2016 REV REQ	2016 BRD APPV	PCT CHANGE
4220	(4220) HIGHWAY							
10422001	(10422001) HIGHWAY PERSONNEL SERVIC							
51	(51) PERSONNEL SERVICES							
10422001 51001	SALARIES	897,607.73	920,591.00	920,591.00	920,591.00	.00	.00	.0%
10422001 51140	OVERTIME	28,368.28	16,000.00	16,000.00	16,000.00	.00	.00	.0%
TOTAL (51) PERSONNEL SERVICE		925,976.01	936,591.00	936,591.00	936,591.00	.00	.00	-100.0%
TOTAL (10422001) HIGHWAY PER		925,976.01	936,591.00	936,591.00	936,591.00	.00	.00	-100.0%
10422002	(10422002) HIGHWAY EXPENSES							
52	(52) PURCHASE OF SERVICES							
10422002 52116	EQUIP REPA	74,539.83	77,000.00	77,000.00	80,000.00	.00	.00	3.9%
10422002 52119	MAINTEN RD	59,187.58	57,700.00	57,700.00	57,700.00	.00	.00	.0%
10422002 52120	BASIN CLE	22,000.00	22,000.00	22,000.00	40,000.00	.00	.00	81.8%
10422002 52128	ROADS	100,000.00	50,000.00	50,000.00	50,000.00	.00	.00	.0%
TOTAL (52) PURCHASE OF SERVI		255,727.41	206,700.00	206,700.00	227,700.00	.00	.00	-100.0%
54	(54) SUPPLIES							
10422002 54100	SUPPLIES	6,501.12	.00	.00	.00	.00	.00	.0%
10422002 54111	VEH GAS	33,082.17	.00	.00	.00	.00	.00	.0%
10422002 54115	UNIFORMS	14,897.46	.00	.00	.00	.00	.00	.0%
10422002 54500	SMALL EQUI	10,525.00	.00	.00	.00	.00	.00	.0%
TOTAL (54) SUPPLIES		65,005.75	.00	.00	.00	.00	.00	.0%
TOTAL (10422002) HIGHWAY EXP		320,733.16	206,700.00	206,700.00	227,700.00	.00	.00	-100.0%
TOTAL (4220) HIGHWAY		1,246,709.17	1,143,291.00	1,143,291.00	1,164,291.00	.00	.00	-100.0%



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TOWN OF WAYLAND
NEXT YEAR BUDGET COMPARISON REPORT

PG 28
bgnyrpts

PROJECTION: 20161 FY 16 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR:		2014	2015	2015	2016	2016	2016	2016	PCT
(10) GENERAL FUND		ACTUAL	ORIG BUD	REVISED BUD	REQUEST	REV REQ	BRD APPV	CHANGE	
4222	(4222) HIGHWAY SUPPLIES								
10422202	(10422202) HIGHWAY SUPPLIES								
54	(54) SUPPLIES								
10422202	54100 SUPPLIES	.00	5,800.00	5,800.00	5,800.00	.00	.00	.00	.0%
10422202	54111 VEH GAS	.00	45,000.00	45,000.00	45,000.00	.00	.00	.00	.0%
10422202	54115 UNIFORMS	.00	13,000.00	13,000.00	13,000.00	.00	.00	.00	.0%
10422202	54500 SMALL EQUI	.00	11,000.00	11,000.00	11,000.00	.00	.00	.00	.0%
TOTAL (54) SUPPLIES		.00	74,800.00	74,800.00	74,800.00	.00	.00	.00	-100.0%
TOTAL (10422202) HIGHWAY SUP		.00	74,800.00	74,800.00	74,800.00	.00	.00	.00	-100.0%
TOTAL (4222) HIGHWAY SUPPLIE		.00	74,800.00	74,800.00	74,800.00	.00	.00	.00	-100.0%

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TOWN OF WAYLAND
NEXT YEAR BUDGET

COMPARISON REPORT

PG 29
bgnyrpts

PROJECTION: 20161 FY 16 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR:		2014	2015	2015	2016	2016	2016	PCT
(10) GENERAL FUND		ACTUAL	ORIG BUD	REVISED BUD	REQUEST	REV REQ	BRD APPV	CHANGE
4230	(4230) SNOW REMOVAL							
10423001	(10423001) SNOW REMOVAL P S							
51	(51) PERSONNEL SERVICES							
10423001	51140 OVERTIME	154,947.64	125,000.00	125,000.00	125,000.00	.00	.00	.0%
	TOTAL (51) PERSONNEL SERVICE	154,947.64	125,000.00	125,000.00	125,000.00	.00	.00	-100.0%
	TOTAL (10423001) SNOW REMOVA	154,947.64	125,000.00	125,000.00	125,000.00	.00	.00	-100.0%
10423002	(10423002) SNOW REMOVAL EXPENSES							
52	(52) PURCHASE OF SERVICES							
10423002	52100 CONTRAC SE	94,358.84	75,000.00	75,000.00	75,000.00	.00	.00	.0%
10423002	52117 VEH REPAIR	52,330.72	35,000.00	35,000.00	35,000.00	.00	.00	.0%
	TOTAL (52) PURCHASE OF SERVI	146,689.56	110,000.00	110,000.00	110,000.00	.00	.00	-100.0%
54	(54) SUPPLIES							
10423002	54111 VEH GAS	52,139.00	35,000.00	35,000.00	35,000.00	.00	.00	.0%
10423002	54117 SALT/SAND	281,050.48	180,000.00	180,000.00	180,000.00	.00	.00	.0%
	TOTAL (54) SUPPLIES	333,189.48	215,000.00	215,000.00	215,000.00	.00	.00	-100.0%
	TOTAL (10423002) SNOW REMOVA	479,879.04	325,000.00	325,000.00	325,000.00	.00	.00	-100.0%
	TOTAL (4230) SNOW REMOVAL	634,826.68	450,000.00	450,000.00	450,000.00	.00	.00	-100.0%



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TOWN OF WAYLAND
NEXT YEAR BUDGET COMPARISON REPORT

PG 30
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PROJECTION: 20161 FY 16 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR:		2014	2015	2015	2016	2016	2016	PCT
(10) GENERAL FUND		ACTUAL	ORIG BUD	REVISED BUD	REQUEST	REV REQ	BRD APPV	CHANGE
4940	(4940) TRANSFER STATION							
10494002	(10494002) TF STATION EXPENSES							
52	(52) PURCHASE OF SERVICES							
10494002 52101	PROF SERV	42,666.26	25,000.00	25,000.00	25,000.00	.00	.00	.0%
10494002 52135	LEACHATE	19,109.97	40,000.00	40,000.00	40,000.00	.00	.00	.0%
TOTAL (52) PURCHASE OF SERVI		61,776.23	65,000.00	65,000.00	65,000.00	.00	.00	-100.0%
TOTAL (10494002) TF STATION		61,776.23	65,000.00	65,000.00	65,000.00	.00	.00	-100.0%
TOTAL (4940) TRANSFER STATIO		61,776.23	65,000.00	65,000.00	65,000.00	.00	.00	-100.0%

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TOWN OF WAYLAND
NEXT YEAR BUDGET COMPARISON REPORT

PG 31
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PROJECTION: 20161 FY 16 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR:		2014	2015	2015	2016	2016	2016	PCT
(10) GENERAL FUND		ACTUAL	ORIG BUD	REVISED BUD	REQUEST	REV REQ	BRD APPV	CHANGE
5110	(5110) BOARD OF HEALTH							
10511001	(10511001) BOARD OF HEALTH P S							
51	(51) PERSONNEL SERVICES							
10511001	51001 SALARIES	281,807.70	287,945.00	287,945.00	293,343.00	.00	.00	1.9%
10511001	51125 SCH NURSE	283,637.72	284,273.00	284,273.00	311,410.00	.00	.00	9.5%
10511001	51126 SUB NURSE	21,545.57	21,000.00	21,000.00	28,924.00	.00	.00	37.7%
10511001	51140 OVERTIME	2,610.37	4,200.00	4,200.00	4,200.00	.00	.00	.0%
TOTAL (51) PERSONNEL SERVICE		589,601.36	597,418.00	597,418.00	637,877.00	.00	.00	-100.0%
TOTAL (10511001) BOARD OF HE		589,601.36	597,418.00	597,418.00	637,877.00	.00	.00	-100.0%
10511002	(10511002) BOARD OF HEALTH EXPENSES							
52	(52) PURCHASE OF SERVICES							
10511002	52100 CONTRAC SE	12,540.00	12,540.00	12,540.00	12,540.00	.00	.00	.0%
10511002	52101 PROF SERV	1,585.00	2,000.00	2,000.00	2,000.00	.00	.00	.0%
10511002	52104 FOOD INSP	11,145.00	11,350.00	11,350.00	11,350.00	.00	.00	.0%
10511002	52105 SCH MENTAL	59,310.00	59,310.00	59,310.00	59,310.00	.00	.00	.0%
10511002	52109 MOSQUITO	23,665.00	34,146.00	34,146.00	37,690.00	.00	.00	10.4%
10511002	52112 TRAIN	5,087.75	5,700.00	5,700.00	5,700.00	.00	.00	.0%
10511002	52117 VEH REPAIR	607.58	1,600.00	1,600.00	1,600.00	.00	.00	.0%
10511002	52124 HAZARDOUS	13,352.56	15,000.00	15,000.00	15,000.00	.00	.00	.0%
10511002	52137 OTHER FRIN	876.80	1,400.00	1,400.00	1,400.00	.00	.00	.0%
10511002	52157 WATER MON	1,435.00	2,455.00	2,455.00	2,200.00	.00	.00	-10.4%
10511002	52178 FLOOR DRAI	300.00	3,000.00	3,000.00	2,000.00	.00	.00	-33.3%
10511002	52179 HEALTH NUS	240.00	15,000.00	15,000.00	15,000.00	.00	.00	.0%
TOTAL (52) PURCHASE OF SERVI		130,144.69	163,501.00	163,501.00	165,790.00	.00	.00	-100.0%
54	(54) SUPPLIES							
10511002	54100 SUPPLIES	4,288.95	4,000.00	4,000.00	2,000.00	.00	.00	-50.0%
10511002	54109 NURSE EXP	8,336.23	8,340.00	8,340.00	12,500.00	.00	.00	49.9%
10511002	54111 VEH GAS	1,106.36	1,200.00	1,200.00	1,200.00	.00	.00	.0%
TOTAL (54) SUPPLIES		13,731.54	13,540.00	13,540.00	15,700.00	.00	.00	-100.0%
TOTAL (10511002) BOARD OF HE		143,876.23	177,041.00	177,041.00	181,490.00	.00	.00	-100.0%
TOTAL (5110) BOARD OF HEALTH		733,477.59	774,459.00	774,459.00	819,367.00	.00	.00	-100.0%

ACCOUNTS FOR:		2014	2015	2015	2016	2016	2016	PCT
(10) GENERAL FUND		ACTUAL	ORIG BUD	REVISED BUD	REQUEST	REV REQ	BRD APPV	CHANGE
5430	(5430) VETERANS SERVICES							
10543002	(10543002) VETERANS SERVICES EXPENS							
52	(52) PURCHASE OF SERVICES							
10543002	52100 CONTRA SE	26,400.00	30,200.00	30,200.00	31,600.00	.00	.00	4.6%
10543002	52185 VET BEN	.00	5,000.00	5,000.00	10,000.00	.00	.00	100.0%
	TOTAL (52) PURCHASE OF SERVI	26,400.00	35,200.00	35,200.00	41,600.00	.00	.00	-100.0%
54	(54) SUPPLIES							
10543002	54100 SUPPLIES	2,826.81	6,000.00	6,000.00	3,000.00	.00	.00	-50.0%
	TOTAL (54) SUPPLIES	2,826.81	6,000.00	6,000.00	3,000.00	.00	.00	-100.0%
	TOTAL (10543002) VETERANS SE	29,226.81	41,200.00	41,200.00	44,600.00	.00	.00	-100.0%
	TOTAL (5430) VETERANS SERVIC	29,226.81	41,200.00	41,200.00	44,600.00	.00	.00	-100.0%

ACCOUNTS FOR:		2014	2015	2015	2016	2016	2016	PCT
(10) GENERAL FUND		ACTUAL	ORIG BUD	REVISED BUD	REQUEST	REV REQ	BRD APPV	CHANGE
5460	(5460) C.O.A.							
10546001	(10546001) C.O.A. PERSONNEL SERVICE							
51	(51) PERSONNEL SERVICES							
10546001 51001	SALARIES	166,009.20	167,188.00	167,188.00	168,276.68	.00	.00	.7%
10546001 51140	OVERTIME	.00	200.00	200.00	500.00	.00	.00	150.0%
TOTAL (51) PERSONNEL SERVICE		166,009.20	167,388.00	167,388.00	168,776.68	.00	.00	-100.0%
TOTAL (10546001) C.O.A. PERS		166,009.20	167,388.00	167,388.00	168,776.68	.00	.00	-100.0%
10546002	(10546002) C.O.A. EXPENSES							
52	(52) PURCHASE OF SERVICES							
10546002 52100	CONTRAC SE	4,851.70	6,500.00	6,500.00	6,500.00	.00	.00	.0%
10546002 52136	TRANSP	15,199.47	15,200.00	15,200.00	15,200.00	.00	.00	.0%
10546002 52149	TAX WORKOF	24,708.79	25,000.00	25,000.00	25,000.00	.00	.00	.0%
TOTAL (52) PURCHASE OF SERVI		44,759.96	46,700.00	46,700.00	46,700.00	.00	.00	-100.0%
54	(54) SUPPLIES							
10546002 54121	POSTAGE	6,281.70	6,800.00	6,800.00	6,800.00	.00	.00	.0%
10546002 54500	SMALL EQUI	2,745.94	2,000.00	2,000.00	2,000.00	.00	.00	.0%
TOTAL (54) SUPPLIES		9,027.64	8,800.00	8,800.00	8,800.00	.00	.00	-100.0%
TOTAL (10546002) C.O.A. EXPE		53,787.60	55,500.00	55,500.00	55,500.00	.00	.00	-100.0%
TOTAL (5460) C.O.A.		219,796.80	222,888.00	222,888.00	224,276.68	.00	.00	-100.0%

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TOWN OF WAYLAND
NEXT YEAR BUDGET COMPARISON REPORT

PG 34
bgnyrpts

PROJECTION: 20161 FY 16 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR: (10) GENERAL FUND		2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 REQUEST	2016 REV REQ	2016 BRD APPV	PCT CHANGE
5470	(5470) YOUTH SERVICES							
10547001	(10547001) YOUTH SERVICES P S							
51	(51) PERSONNEL SERVICES							
10547001	51001 SALARIES	157,401.08	159,653.00	159,653.00	160,853.00	.00	.00	.8%
	TOTAL (51) PERSONNEL SERVICE	157,401.08	159,653.00	159,653.00	160,853.00	.00	.00	-100.0%
	TOTAL (10547001) YOUTH SERVI	157,401.08	159,653.00	159,653.00	160,853.00	.00	.00	-100.0%
10547002	(10547002) YOUTH SERVICES EXPENSES							
52	(52) PURCHASE OF SERVICES							
10547002	52100 CONTRAC SE	877.33	850.00	850.00	850.00	.00	.00	.0%
10547002	52112 TRAIN	1,856.90	2,000.00	2,000.00	2,000.00	.00	.00	.0%
	TOTAL (52) PURCHASE OF SERVI	2,734.23	2,850.00	2,850.00	2,850.00	.00	.00	-100.0%
54	(54) SUPPLIES							
10547002	54100 SUPPLIES	907.01	1,225.00	1,225.00	1,225.00	.00	.00	.0%
	TOTAL (54) SUPPLIES	907.01	1,225.00	1,225.00	1,225.00	.00	.00	-100.0%
	TOTAL (10547002) YOUTH SERVI	3,641.24	4,075.00	4,075.00	4,075.00	.00	.00	-100.0%
	TOTAL (5470) YOUTH SERVICES	161,042.32	163,728.00	163,728.00	164,928.00	.00	.00	-100.0%

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TOWN OF WAYLAND
NEXT YEAR BUDGET

PG 35
bgnyrpts

COMPARISON REPORT

PROJECTION: 20161 FY 16 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR: (10) GENERAL FUND		2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 REQUEST	2016 REV REQ	2016 BRD APPV	PCT CHANGE
5480	(5480) WAYLAND CARES							
10548001	(10548001) WAYLAND CARES							
51	(51) PERSONNEL SERVICES							
10548001	51001 SALARIES	.00	88,400.00	79,800.00	.00	.00	.00	-100.0%
	TOTAL (51) PERSONNEL SERVICE	.00	88,400.00	79,800.00	.00	.00	.00	-100.0%
	TOTAL (10548001) WAYLAND CAR	.00	88,400.00	79,800.00	.00	.00	.00	-100.0%
10548002	(10548002) WAYLAND CARES							
52	(52) PURCHASE OF SERVICES							
10548002	52100 CONTRA SE	.00	.00	4,000.00	.00	.00	.00	-100.0%
10548002	52112 TRAIN	.00	.00	4,300.00	.00	.00	.00	-100.0%
	TOTAL (52) PURCHASE OF SERVI	.00	.00	8,300.00	.00	.00	.00	-100.0%
54	(54) SUPPLIES							
10548002	54100 SUPPLIES	.00	.00	300.00	.00	.00	.00	-100.0%
	TOTAL (54) SUPPLIES	.00	.00	300.00	.00	.00	.00	-100.0%
	TOTAL (10548002) WAYLAND CAR	.00	.00	8,600.00	.00	.00	.00	-100.0%
	TOTAL (5480) WAYLAND CARES	.00	88,400.00	88,400.00	.00	.00	.00	-100.0%

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TOWN OF WAYLAND
NEXT YEAR BUDGET COMPARISON REPORT

PG 36
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PROJECTION: 20161 FY 16 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR: (10) GENERAL FUND		2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 REQUEST	2016 REV REQ	2016 BRD APPV	PCT CHANGE
6120	(6120) LIBRARY							
10612001	(10612001) LIBRARY PERSONNEL SERVICE							
51	(51) PERSONNEL SERVICES							
10612001 51001	SALARIES	753,783.06	762,000.00	762,000.00	823,800.00	.00	.00	8.1%
10612001 51140	OVERTIME	3,233.54	3,000.00	3,000.00	3,000.00	.00	.00	.0%
	TOTAL (51) PERSONNEL SERVICE	757,016.60	765,000.00	765,000.00	826,800.00	.00	.00	-100.0%
	TOTAL (10612001) LIBRARY PER	757,016.60	765,000.00	765,000.00	826,800.00	.00	.00	-100.0%
10612002	(10612002) LIBRARY EXPENSES							
52	(52) PURCHASE OF SERVICES							
10612002 52100	CONTRAC SE	40,730.79	40,000.00	40,000.00	42,000.00	.00	.00	5.0%
10612002 52112	TRAIN	3,092.83	3,500.00	3,500.00	3,500.00	.00	.00	.0%
10612002 52116	EQUIP REPA	300.00	2,200.00	2,200.00	2,200.00	.00	.00	.0%
	TOTAL (52) PURCHASE OF SERVI	44,123.62	45,700.00	45,700.00	47,700.00	.00	.00	-100.0%
54	(54) SUPPLIES							
10612002 54100	SUPPLIES	10,518.85	7,500.00	7,500.00	10,500.00	.00	.00	40.0%
10612002 54108	BOOKS	160,645.59	160,100.00	160,100.00	169,500.00	.00	.00	5.9%
10612002 54500	SMALL EQUI	13,000.00	5,000.00	5,000.00	5,000.00	.00	.00	.0%
	TOTAL (54) SUPPLIES	184,164.44	172,600.00	172,600.00	185,000.00	.00	.00	-100.0%
	TOTAL (10612002) LIBRARY EXP	228,288.06	218,300.00	218,300.00	232,700.00	.00	.00	-100.0%
	TOTAL (6120) LIBRARY	985,304.66	983,300.00	983,300.00	1,059,500.00	.00	.00	-100.0%

ACCOUNTS FOR:		2014	2015	2015	2016	2016	2016	PCT
(10) GENERAL FUND		ACTUAL	ORIG BUD	REVISED BUD	REQUEST	REV REQ	BRD APPV	CHANGE
6510	(6510) PARKS							
10651001	(10651001) PARKS PERSONAL SERVICES							
51	(51) PERSONNEL SERVICES							
10651001 51001	SALARIES	335,185.51	378,195.00	378,195.00	378,195.00	.00	.00	.0%
10651001 51140	OVERTIME	43,050.46	25,000.00	25,000.00	25,000.00	.00	.00	.0%
TOTAL (51) PERSONNEL SERVICE		378,235.97	403,195.00	403,195.00	403,195.00	.00	.00	-100.0%
TOTAL (10651001) PARKS PERSONAL SERVICES		378,235.97	403,195.00	403,195.00	403,195.00	.00	.00	-100.0%
10651002	(10651002) PARKS EXPENSES							
52	(52) PURCHASE OF SERVICES							
10651002 52100	CONTRAC SE	47,031.90	50,000.00	50,000.00	100,000.00	.00	.00	100.0%
10651002 52114	DUES	1,248.48	500.00	500.00	500.00	.00	.00	.0%
10651002 52116	EQUIP REPA	47,029.07	40,000.00	40,000.00	50,000.00	.00	.00	25.0%
10651002 52181	TREE REPLA	6,500.35	10,000.00	10,000.00	10,000.00	.00	.00	.0%
TOTAL (52) PURCHASE OF SERVICES		101,809.80	100,500.00	100,500.00	160,500.00	.00	.00	-100.0%
54	(54) SUPPLIES							
10651002 54100	SUPPLIES	-3,961.94	.00	.00	.00	.00	.00	.0%
10651002 54106	LAND SUP	54,230.21	.00	.00	.00	.00	.00	.0%
10651002 54107	SUP-PK/REC	-323.49	.00	.00	.00	.00	.00	.0%
10651002 54111	VEH GAS	31,589.92	.00	.00	.00	.00	.00	.0%
10651002 54115	UNIFORMS	7,170.60	.00	.00	.00	.00	.00	.0%
10651002 54500	SMALL EQUI	4,584.12	.00	.00	.00	.00	.00	.0%
TOTAL (54) SUPPLIES		93,289.42	.00	.00	.00	.00	.00	.0%
TOTAL (10651002) PARKS EXPENSES		195,099.22	100,500.00	100,500.00	160,500.00	.00	.00	-100.0%
TOTAL (6510) PARKS		573,335.19	503,695.00	503,695.00	563,695.00	.00	.00	-100.0%

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TOWN OF WAYLAND
NEXT YEAR BUDGET COMPARISON REPORT

PG 38
bgyrpts

PROJECTION: 20161 FY 16 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR:
(10) GENERAL FUND

	2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 REQUEST	2016 REV REQ	2016 BRD APPV	PCT CHANGE
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6512 (6512) PARKS SUPPLIES

10651202 (10651202) PARKS SUPPLIES

54 (54) SUPPLIES

10651202 54100	SUPPLIES	.00	4,500.00	4,500.00	.00	.00	.0%
10651202 54106	LAND SUP	.00	40,000.00	50,000.00	.00	.00	25.0%
10651202 54107	SUP-PK/REC	.00	.00	.00	.00	.00	.0%
10651202 54111	VEH GAS	.00	42,000.00	42,000.00	.00	.00	.0%
10651202 54115	UNIFORMS	.00	8,000.00	8,000.00	.00	.00	.0%
10651202 54500	SMALL EQUI	.00	3,000.00	3,000.00	.00	.00	.0%

TOTAL (54) SUPPLIES

107,500.00

TOTAL (10651202) PARKS SUPPL

107,500.00

TOTAL (6512) PARKS SUPPLIES

107,500.00

PROJECTION: 20161 FY 16 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR:		2014	2015	2015	2016	2016	2016	PCT
(10) GENERAL FUND		ACTUAL	ORIG BUD	REVISED BUD	REQUEST	REV REQ	BRD APPV	CHANGE
6520	(6520) RECREATION							
10652001	(10652001) RECREATION P.S.							
51	(51) PERSONNEL SERVICES							
10652001 51001	SALARIES	170,510.10	228,719.00	228,719.00	170,500.00	.00	.00	-25.5%
10652001 51918	FRINGE-IND	74,374.91	91,645.00	91,645.00	75,000.00	.00	.00	-18.2%
TOTAL (51) PERSONNEL SERVICE		244,885.01	320,364.00	320,364.00	245,500.00	.00	.00	-100.0%
TOTAL (10652001) RECREATION		244,885.01	320,364.00	320,364.00	245,500.00	.00	.00	-100.0%
TOTAL (6520) RECREATION		244,885.01	320,364.00	320,364.00	245,500.00	.00	.00	-100.0%

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TOWN OF WAYLAND
NEXT YEAR BUDGET COMPARISON REPORT

PG 40
bgnyrpts

PROJECTION: 20161 FY 16 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR:		2014	2015	2015	2016	2016	2016	PCT
(10) GENERAL FUND		ACTUAL	ORIG BUD	REVISED BUD	REQUEST	REV REQ	BRD APPV	CHANGE
7110	(7110) DEBT							
10711002	(10711002) DEBT EXPENSES							
59	(59) DEBT SERVICE							
10711002	59100 L DEBT P	5,087,500.00	5,158,501.00	5,158,501.00	5,135,500.00	.00	.00	-.4%
10711002	59150 L DEBT I	2,139,459.38	2,515,557.00	2,515,557.00	2,530,819.00	.00	.00	.6%
10711002	59160 INT TEMP L	81,553.71	115,000.00	115,000.00	.00	.00	.00	-100.0%
TOTAL (59) DEBT SERVICE		7,308,513.09	7,789,058.00	7,789,058.00	7,666,319.00	.00	.00	-100.0%
TOTAL (10711002) DEBT EXPENS		7,308,513.09	7,789,058.00	7,789,058.00	7,666,319.00	.00	.00	-100.0%
TOTAL (7110) DEBT		7,308,513.09	7,789,058.00	7,789,058.00	7,666,319.00	.00	.00	-100.0%

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TOWN OF WAYLAND
NEXT YEAR BUDGET COMPARISON REPORT

PG 41
bgnyrpts

PROJECTION: 20161 FY 16 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR:		2014	2015	2015	2016	2016	2016	PCT
(10) GENERAL FUND		ACTUAL	ORIG BUD	REVISED BUD	REQUEST	REV REQ	BRD APPV	CHANGE
8200	(8200) STATE ASSESSMENTS & CHARGES							
10820000	(10820000) STATE ASSESSMENTS EXP							
56	(56) INTERGOVERNMENTAL							
10820000	56101 STATE ASSE	5,377.00	5,392.00	5,392.00	5,392.00	.00	.00	.0%
10820000	56102 STATE ASSE	4,197.00	4,305.00	6,643.00	6,643.00	.00	.00	.0%
10820000	56103 STATE ASSE	4,700.00	4,700.00	4,700.00	4,700.00	.00	.00	.0%
10820000	56104 STATE ASSE	66,507.00	66,355.00	66,355.00	66,355.00	.00	.00	.0%
10820000	56105 STATE ASSE	1.00	.00	.00	.00	.00	.00	.0%
10820000	56106 STATE ASSE	18,732.00	16,662.00	18,732.00	18,732.00	.00	.00	.0%
10820000	56107 STATE ASSE	13,644.00	14,832.00	.00	.00	.00	.00	.0%
10820000	56108 STATE ASSE	18,690.00	20,287.00	20,287.00	20,287.00	.00	.00	.0%
TOTAL (56) INTERGOVERNMENTAL		131,848.00	132,533.00	122,109.00	122,109.00	.00	.00	-100.0%
TOTAL (10820000) STATE ASSES		131,848.00	132,533.00	122,109.00	122,109.00	.00	.00	-100.0%
TOTAL (8200) STATE ASSESSMEN		131,848.00	132,533.00	122,109.00	122,109.00	.00	.00	-100.0%

12/08/2014 11:19
bkevenyTOWN OF WAYLAND
NEXT YEAR BUDGET COMPARISON REPORTPG 42
bgnyrpts

PROJECTION: 20161 FY 16 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR:		2014	2015	2015	2016	2016	2016	PCT
(10) GENERAL FUND		ACTUAL	ORIG BUD	REVISED BUD	REQUEST	REV REQ	BRD APPV	CHANGE
9110	(9110) RETIREMENT ASSESSMENT							
10911002	(10911002) RETIREMENT ASSESSMENT P							
51	(51) PERSONNEL SERVICES							
10911002 51965	RETIREMENT	3,507,480.00	3,740,468.00	3,740,468.00	3,967,019.00	.00	.00	6.1%
TOTAL (51) PERSONNEL SERVICE		3,507,480.00	3,740,468.00	3,740,468.00	3,967,019.00	.00	.00	-100.0%
TOTAL (10911002) RETIREMENT		3,507,480.00	3,740,468.00	3,740,468.00	3,967,019.00	.00	.00	-100.0%
TOTAL (9110) RETIREMENT ASSE		3,507,480.00	3,740,468.00	3,740,468.00	3,967,019.00	.00	.00	-100.0%

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TOWN OF WAYLAND
NEXT YEAR BUDGET COMPARISON REPORT

PG 43
bgnyrpts

PROJECTION: 20161 FY 16 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR:
(10) GENERAL FUND

2014
ACTUAL

2015
ORIG BUD

2015
REVISED BUD

2016
REQUEST

2016
REV REQ

2016
BRD APPV

PCT
CHANGE

9450 (9450) UNCLASSIFIED

10945002 (10945002) UNCLASSIFIED EXPENSES

51 (51) PERSONNEL SERVICES

10945002 51901	INS GEN	480,146.86	615,000.00	615,000.00	615,000.00	.00	.00	.00
10945002 51903	INS 32B	5,905,967.04	6,339,710.00	6,339,710.00	6,750,000.00	.00	.00	6.5%
10945002 51907	MEDICARE	557,986.50	560,000.00	560,000.00	570,000.00	.00	.00	1.8%
10945002 51908	UNEMPLOYM	47,214.71	125,000.00	125,000.00	75,000.00	.00	.00	-40.0%
10945002 51909	NONCON RE	16,772.57	19,000.00	19,000.00	18,000.00	.00	.00	-5.3%
10945002 51910	PUB DISABI	6,536.91	15,000.00	15,000.00	15,000.00	.00	.00	.0%
10945002 51912	RES SALA	.00	300,000.00	300,000.00	300,000.00	.00	.00	.0%
10945002 51916	OCC HLTH	5,108.65	8,000.00	8,000.00	8,000.00	.00	.00	.0%
10945002 51920	BUYBACK	7,500.00	53,000.00	53,000.00	40,000.00	.00	.00	-24.5%

TOTAL (51) PERSONNEL SERVICE

7,027,233.24 8,034,710.00 8,034,710.00 8,391,000.00 .00 .00 -100.0%

52 (52) PURCHASE OF SERVICES

10945002 52138	TOWN MEET	89,999.56	90,000.00	90,000.00	90,000.00	.00	.00	.0%
TOTAL (52)	PURCHASE OF SERVI	89,999.56	90,000.00	90,000.00	90,000.00	.00	.00	-100.0%

53 (53) UTILITIES

10945002 53109	ST LIGHT	106,417.66	130,000.00	130,000.00	130,000.00	.00	.00	.0%
TOTAL (53)	UTILITIES	106,417.66	130,000.00	130,000.00	130,000.00	.00	.00	-100.0%

54 (54) SUPPLIES

10945002 54598	RES FUND	.00	325,000.00	325,000.00	325,000.00	.00	.00	.0%
TOTAL (54)	SUPPLIES	.00	325,000.00	325,000.00	325,000.00	.00	.00	-100.0%
TOTAL (10945002)	UNCLASSIFIED	7,223,650.46	8,579,710.00	8,579,710.00	8,936,000.00	.00	.00	-100.0%
TOTAL (9450)	UNCLASSIFIED	7,223,650.46	8,579,710.00	8,579,710.00	8,936,000.00	.00	.00	-100.0%

12/08/2014 11:19
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TOWN OF WAYLAND
NEXT YEAR BUDGET COMPARISON REPORT

PG 44
bgnyrpts

PROJECTION: 20161 FY 16 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR: (10) GENERAL FUND		2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 REQUEST	2016 REV REQ	2016 BRD APPV	PCT CHANGE
9910	(9910) TRANSFER TO OTHER FUNDS							
10991000	(10991000) TRANSFER TO OTHER FUNDS							
60	(60) TRANSFERS							
10991000	59711 OVERLAY	.00	950,000.00	950,000.00	.00	.00	.00	-100.0%
10991000	59740 TRAN CAP T	489,349.00	160,000.00	160,000.00	.00	.00	.00	-100.0%
10991000	59741 TRAN CAP S	260,000.00	415,000.00	415,000.00	.00	.00	.00	-100.0%
10991000	59783 TRAN TRUST	.00	249,094.00	249,094.00	.00	.00	.00	-100.0%
TOTAL (60) TRANSFERS		749,349.00	1,774,094.00	1,774,094.00	.00	.00	.00	-100.0%
TOTAL (10991000) TRANSFER TO		749,349.00	1,774,094.00	1,774,094.00	.00	.00	.00	-100.0%
TOTAL (9910) TRANSFER TO OTH		749,349.00	1,774,094.00	1,774,094.00	.00	.00	.00	-100.0%
TOTAL (10) GENERAL FUND		33,247,526.55	36,865,137.00	36,854,713.00	35,702,010.74	.00	.00	-100.0%
GRAND TOTAL		33,247,526.55	36,865,137.00	36,854,713.00	35,702,010.74	.00	.00	-100.0%

** END OF REPORT - Generated by Brian Keveny **



WAYLAND POLICE DEPARTMENT

WAYLAND, MASSACHUSETTS 01778



ROBERT IRVING
CHIEF OF POLICE

Memorandum

10/28/2014

To: Ms. Nan Balmer, Town Administrator
Mr. Brian Keveny, Finance Director

From: Chief Robert Irving

Subject: Proposed Police, J.C.C. and Emergency Management Budgets for
FY 2016

Attached are the proposed budgets for Police, J.C.C. and Emergency Management for fiscal year 2016. Changes from the previous year are as follows:

Police

1. The request for Police Salaries is increased by 1.8% from \$1,971,125 to \$2,006,344. This request is based upon step increases, the addition of two school traffic posts at Loker School and the shift of clothing allowance from being an expense item to being a salary item. There is a decrease in the clothing expense line item commensurate with the salary increase for clothing (\$17,600). This does not include any adjustment for cost of living that may be added on 7/1/2015.

The Police Department is staffed with 23 sworn officers, 6 civilian traffic supervisors, and one civilian administrative assistant. With the completion of the Town Center, and consultant recommendations to increase the strength of the police department by at least 2 officers, I recommend that the overall number of police officers increase to 24 in the next two years. This will allow for the increased call load and for more dedicated traffic enforcement. The department will not request the 24th officer for fiscal year 2016, however, this should be seriously considered in the near future.

2. The request for Training & Education was increased by 8% from \$25,000 to \$27,000. This increase is due to an increase in educational reimbursement for officers pursuing college degrees.

3. The request for Equipment Repairs and Maintenance was increased by 9.8% from \$7,100 to \$7,800 to reflect a new maintenance contract on our two electronic signboards.

4. The request for Uniforms was reduced by 60.7% from \$29,000 to \$11,400 because the annual allowance for each officer is now included in their salary.

Turnbacks in police expense accounts were minimal (\$18,189). Most of this was due to a surplus in the vehicle fuel account. The turnback in police salaries was due to vacant positions that were created by retirements and the lag time in the replacement process. The salary turnback for FY 2014 was \$95,795.97.

Joint Communications Center

1. The request for Joint Communications salaries is increased 0.7% (\$2,750) to reflect new personnel and step increases. This does not include a possible cost of living increase on 7/1/2015.

Turnbacks in the JCC Expense (\$6,392) and Salary (\$15,607) accounts were minimal.

Emergency Management

There are no changes in budget requests for emergency management.

The turnback in the Emergency Management account was minimal. (\$427.41)

Revenues

The Joint Communications Center and Emergency Management do not generate revenues

Projected revenues for the Police Department are as follows:

Accident Report Fees	\$1,500
Fingerprint Fees	\$1,000
Firearm License Fees	\$2,500
False Alarm Fees	\$500
Solicitors Permits	\$500
Parking Fines	\$2,000
<u>Detail Administrative Fee</u>	<u>\$20,000</u>
TOTAL	\$28,000

**Town of Wayland
Official Budget Request
FY 16
Police Department**

Salaries

	Expended FY 2014	Approved FY 2015	Requested FY 2016
Position:			
Chief	\$125,492	\$128,002	\$129,282
Lieutenant	\$83,687	\$92,727	\$93,654
Sergeants	\$423,528	\$420,327	\$423,528
Specialists	\$233,404	\$233,404	\$233,404
Patrol	\$604,816	\$622,873	\$609,883
Admin. Assist.	\$53,268	\$54,333	\$54,876
Intern	0	0	0
School Traffic Supervisors	\$37,810	\$46,746	\$62,952
Total	\$1,562,305	\$1,598,412	\$1,607,579

Administrative Assistant salary based on 37.5 hour work week

All positions budgeted at FY 14 level.

Two additional Traffic Supervisor posts as a result of Loker School reopening.

**Town of Wayland
Official Budget Request
Fiscal Year 16
Police Department**

Educational Stipend

	Expended FY 2014	Approved FY 2015	Requested FY 2016
Chief	\$32,000	\$32,000	\$32,320
Lieutenant	\$21,340	\$23,182	\$23,414
Sergeants	\$75,059	\$57,653	\$65,485
Specialists	\$32,677	\$32,677	\$40,845
Patrol	\$60,016	\$52,516	\$47,093
Total	\$221,092	\$198,028	\$209,157

**Town of Wayland
Official Budget Request
Fiscal Year 16
Police Department**

Night Shift Differential

Expended
FY 14

Approved
FY 15

Requested
FY 16

\$38,231

\$39,681

\$36,389

**Town of Wayland
Official Budget Request
Fiscal Year 16
Police Department**

Longevity

	Expended FY14	Approved FY 15	Requested FY 16
Sergeants	0	0	0
Specialist	\$350	\$350	0
<hr/>			
Total	\$700	\$350	\$0

**Town of Wayland
Official Budget Request
Fiscal Year 16
Police Department**

Holiday Pay

	Expended FY 14	Approved FY 15	Requested FY 16
Sergeants	\$33,013	\$32,763	\$33,369
Specialists	\$18,633	\$18,630	\$18,750
Patrol	\$46,589	\$48,303	\$47,737
Total	\$98,235	\$99,696	\$99,856

**Town of Wayland
Official Budget Request
Fiscal Year 16
Police Department**

Professional Stipend

	Expended FY14	Approved FY 15	Requested FY 16
Det.	\$3,496	\$3,501	\$3,501
Det./Prosecutor	\$3,496	\$3,501	\$3,501
Det. Sgt.	\$4,265	\$4,270	\$4,271
Y.O.	\$3,496	\$3,501	\$3,501
Drug Ed.	0	0	0
Comm. Services Off.	\$3,496	\$3,501	\$3,501
Computer Specialist	\$2,912	\$2,917	\$2,917
Admin Sgt.	\$4,265	\$3,867	\$4,271
Training Off.	\$750	\$750	\$750
Vehicle Officer	\$750	\$750	\$750
Total	\$26,425	\$26,926	\$26,963

**Town of Wayland
Official Budget Request
Fiscal Year 16
Police Department**

Defib. Stipend/Clothing Stipend

	Expended FY 14	Approved FY 15	Requested FY16
Defib. Stipend	\$8,400	\$8,400	\$8,400
<u>Clothing Stipend</u>	<u>0</u>	<u>0</u>	<u>\$18,000</u>
Total	0	0	\$26,400

Clothing stipend moved from expense account to salary account this fiscal year.

**Town of Wayland
Official Budget Request
Fiscal Year 16
Police Department**

Overtime, Court Time, Prisoner Watch, Training Replacement

	Expended FY 14	Approved FY 15	Requested FY 16
Overtime	\$157,000	\$157,000	\$157,000
Training Replacement	\$42,000	\$42,000	\$42,000
Prisoner Watch	\$6,000	\$6,000	\$6,000
<u>Court Time</u>	<u>\$20,000</u>	<u>\$20,000</u>	<u>\$20,000</u>
Total	\$220,500	\$225,000	\$225,000

*Prisoner Watch - This budget item is the result of the Acts of 1985, Chapter 456, "The Suicide Prevention Act".

**Town of Wayland
Official Budget Request
Fiscal Year 16
Police Department**

Retirement Expenses

Health Insurance Incentive

	Expended FY14	Approved FY 15	Requested FY 16
Sick Time Buy-Back	0	0	0
Unused vacation Buy-Back	0	0	0
Health Ins	0	0	0
Total	0	0	0

**Town of Wayland
Official Budget Request
Fiscal Year 16
Police Department**

Contractual Services

	Expended FY14	Approved FY 15	Requested FY 16
Computer Licensing	\$15,800	\$19,700	\$19,940
Mobil Computer Lease	0	\$8,900	\$8,900
Baypern Fee	\$2,200	\$2,200	\$2,200
Copier	\$1,600	\$1,600	\$1,600
Misc.	\$2,200	0	0

Total	\$21,800	\$32,400	\$32,640
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*Includes: \$1,800 annual warranty for software/hardware of dash cameras.

\$10,865 Pamet

\$840 LocatePlus

\$700 On Duty

\$2,500 Symantec

\$3,000 Crossmatch

\$150 Meganet

**Town of Wayland
Official Budget Request
Fiscal Year 16
Police Department**

Physical Fitness & Psychological Exams

	Expended FY 14	Approved FY15	Requested FY 16
Physical Fitness	\$3,750	\$3,750	\$3,750
Psychological Exams	\$1,500	\$1,500	\$1,500
Total	\$5,250	\$5,250	\$5,250

**Town of Wayland
Official Budget Request
Fiscal Year 16
Police Department**

Training and Education

	Expended FY 14	Approved FY15	Requested FY 16
Training	\$25,000	\$25,000	\$27,000
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Total	\$25,000	\$25,000	\$27,000

*Reflects increase from \$400 to \$1,000 in tuition reimbursement.

**Town of Wayland
Official Budget Request
Fiscal Year 16
Police Department**

Equipment Maintenance & Repair

	Expended FY14	Approved FY 15	Requested FY 16
Portable/Cruiser Radio Repair	\$2,000	\$2,000	\$2,000
Intoxilyzer Repair	\$400	\$400	\$400
Radar Repair & Calibration	\$1,000	\$1,000	\$1,000
Mobil Computer Repair& Maint.	\$3,500	\$3,500	\$3,500
Signboard Maint.	0	0	\$900
Typewriter Maint.	\$200.	\$200.	0
Total	\$7,100	\$7,100	\$7,800

*Includes new maintenance agreement on 2 electronic signboards.

**Town of Wayland
Official Budget Request
Fiscal Year 16
Police Department**

Vehicle Operations-Repairs

	Expended FY 14	Approved FY 15	Requested FY 16
Cruiser Maint. & Repair	\$20,000	\$20,000	\$20,000
Cruiser Washing	\$1,100	\$1,100	\$1,100
Total	\$21,100	\$21,100	\$21,100

**Town of Wayland
Official Budget Request
Fiscal Year 16
Police Department**

Traffic Controls

	Expended FY 14	Approved FY 15	Requested FY 16
Line Painting	\$29,000	\$29,000	\$29,000
Street Signs	\$3,000	\$3,000	\$3,000
Traffic Light Repairs	\$3,000	\$3,000	\$3,000
Traffic Surveys	\$5,000	\$5,000	\$5,000
Total	\$40,000	\$40,000	\$40,000

**Town of Wayland
Official Budget Request
Fiscal Year 16
Police Department**

Special Services

	Expended FY14	Approved FY 15	Requested FY 16
Special Services	\$500	\$500	\$500
Y.O. Expenses	\$3,800	\$3,800	\$3,800
Crime Prevention	\$800	\$800	\$800
<hr/>			
Total	\$5,100	\$5,100	\$5,100

**Town of Wayland
Official Budget Request
Fiscal Year 16
Police Department**

Supplies

	Expended FY 14	Approved FY 15	Requested FY 16
Supplies	\$15,000	\$15,000	\$15,000

**Town of Wayland
Official Budget Request
Fiscal Year 16
Police Department**

Vehicles Operations – Fuel

	Expended FY 14	Approved FY 15	Requested FY 16
Cruiser Fuel	\$58,000	\$64,000	\$64,000

16,000 Gallons at \$4.00 per Gallon

**Town of Wayland
Official Budget Request
Fiscal Year 16
Police Department**

Uniform Expenses

	Expended FY 14	Approved FY 15	Requested FY 16
Uniform Expense Officers	\$17,600	\$17,600	0
Uniform Expense Traffic Supervisors	\$1,900	\$1,900	\$1,900
New Officer Issue	\$9,500	\$9,500	\$9,500
Total	\$29,000	\$29,000	\$11,400

*Reflects switch of \$800 clothing allowance from expense to salary.

**Town of Wayland
Official Budget Request
Fiscal Year 16
Police Department**

New Equipment

	Expended FY 14	Approved FY 15	Requested FY 16
Portable Radio Batteries	\$1,000	\$1,000	\$1,000

**Town of Wayland
Official Budget Request
Fiscal Year 16
Police Department**

Vehicle Purchase

	Expended FY 14	Approved FY 15	Requested FY 16
Ford Interceptor	\$28,000	\$30,000	\$30,000
Ford Interceptor	\$28,000	\$30,000	\$30,000
Ford Inteceptor	\$34,000	0	\$30,000
Ford Taurus	0	\$30,000	0
Total	\$86,000	\$90,000	\$90,000

**Town of Wayland
Official Revenue Projections
Fiscal Year 16
Police Department**

Revenue Projections

	<u>FY 16</u>
Accident Report Fees	\$1,500
Fingerprint Fees	\$1,000
Firearm License Fees	\$2,500
False Alarm Fees	\$500
Solicitors Permits	\$500
Parking Fines	\$2,000
<u>Detail Administrative Fee</u>	<u>\$20,000</u>
 TOTAL	 \$28,000

WAYLAND POLICE

FY 16

A	B	C	D	E	F	G	I	K
			Reg. O.T. hours	Regular O.T. \$	FLSA O.T. hours	FLSA O.T. \$	Total Weekly Pay	Edu %
1	0	Last Name	wkly sal w/ Edu					
2	253	Akins 410	\$3,221.74	0.00		0.00	\$3,221.74	10.0%
3		Fitzpatrick	\$2,340.50	0.00		0.00	\$2,340.50	0%
4	758	Berger 410	\$3,632.38	0.00		0.00	\$3,632.38	25%
5	1068	Bowles	\$2,649.51	0.00		0.00	\$2,649.51	10.00%
6	254	Kazan	\$1,947.46	0.00		0.00	\$1,947.46	0%
7	476	Cohen 413	\$2,649.51	0.00		0.00	\$2,649.51	10.00%
8		Lombardo	\$2,939.99	0.00		0.00	\$2,939.99	25%
9		Sloan	\$2,414.24	0.00		0.00	\$2,414.24	0.00%
10	1069	Fitzgerald	\$2,997.82	0.00		0.00	\$2,997.82	25%
11	256	Kulich	\$2,436.75	0.00		0.00	\$2,436.75	0%
12	751	Henderson	\$2,331.04	0.00		0.00	\$2,331.04	0.00%
13	1064	Gibbons	\$3,661.23	0.00		0.00	\$3,661.23	25.00%
14	626	Hanlon	\$2,661.18	0.00		0.00	\$2,661.18	10.00%
15	1017	Irving	\$6,215.48	0.00		0.00	\$6,215.48	25.00%
16	127	Custodie	\$2,171.19	0.00		0.00	\$2,171.19	0.00%
17		Hebert	\$2,414.24	0.00		0.00	\$2,414.24	0.00%
18		Castagno	\$2,863.09	0.00		0.00	\$2,863.09	20.00%
19	156	Smith	\$3,290.18	0.00		0.00	\$3,290.18	12.50%
20	636	Swanick 410	\$4,525.67	0.00		0.00	\$4,525.67	25%
21	462	Walsh R.	\$3,057.49	0.00		0.00	\$3,057.49	10.00%
22	1026	Wilkins	\$3,233.02	0.00		0.00	\$3,233.02	25%
23		Ordway	\$3,064.07	0.00		0.00	\$3,064.07	10.00%
24		Healey	\$2,142.35	0.00		0.00	\$2,142.35	0%
25								
26							\$68,860.11	
27								
28								
29	1032	Dana	\$54,875.84					
30	1228	Wheeler	\$11,803.50					
31		Cohen 423	\$11,803.50					
32		Wohlfarth 423	\$11,803.50					
33		Henley 423	\$7,869.00					
34		Funkhauser	\$11,803.50					
35		Torres	\$7,869.00					
36								
37		Yearly Base PD	\$1,489,751.00					
38								
39		Total base	\$1,489,751.00					
40		Total PD	\$1,888,518.01					
41								
42		Yearly base staff	\$117,827.84					
43		Total base salary	\$1,607,578.84					
44		Total Salary	\$2,006,345.85					
45								
46								
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WAYLAND POLICE

FY 16

	M	N	O	P	Q	R	S	T
1	Base Annual Salary	Wkly Salary w/o education	Hourly Rate	FLSA hourly rate	Overtime Rate	Fixed O.T. Rates	FLSA OT Rate	Detail Rate
2	\$71,177.00	1473.99	39.31	42.96	58.96	58.96	64.43	50.00
3	\$49,434.00	1026.02	27.36	31.21	41.04	41.04	46.81	50.00
4	\$71,177.00	1473.99	39.31	48.43	58.96	58.96	72.65	50.00
5	\$58,351.00	1212.54	32.33	35.33	48.50	48.50	52.99	50.00
6	\$49,434.00	973.73	25.97	25.97	38.95	38.95	38.95	50.00
7	\$58,351.00	1212.54	32.33	35.33	48.50	48.50	52.99	50.00
8	\$58,351.00	1189.46	31.72	39.20	47.58	47.58	58.80	50.00
9	\$58,351.00	1207.12	32.19	32.19	48.28	48.28	48.28	50.00
10	\$58,351.00	1218.38	32.49	39.97	48.74	48.74	59.96	50.00
11	\$58,351.00	1218.38	32.49	32.49	48.74	48.74	48.74	50.00
12	\$51,907.00	1021.29	27.23	31.08	40.85	40.85	46.62	50.00
13	\$71,177.00	1473.99	39.31	48.82	58.96	58.96	73.22	50.00
14	\$58,351.00	1218.38	32.49	35.48	48.74	48.74	53.22	50.00
15	\$129,282.00	2486.19	66.30	82.87	99.45	99.45	124.31	50.00
16	\$54,501.00	1085.60	28.95	28.95	43.42	43.42	43.42	50.00
17	\$58,351.00	1184.04	31.57	32.19	47.36	47.36	33.77	50.00
18	\$58,351.00	1207.12	32.19	38.17	48.28	48.28	57.26	50.00
19	\$71,177.00	1473.99	39.31	43.87	58.96	58.96	65.80	50.00
20	\$93,654.00	1812.58	48.34	60.34	72.50	72.50	90.51	50.00
21	\$71,177.00	1391.87	37.12	40.77	55.67	55.67	61.15	50.00
22	\$58,351.00	1268.65	33.83	43.11	50.75	50.75	64.66	50.00
23	\$67,643.00	1401.95	37.39	40.85	56.08	56.08	61.28	50.00
24	\$54,501.00	1071.17	28.56	28.56	42.85	42.85	42.85	50.00
25								
26	\$1,489,751.00							
27								
28								
29	\$ 54,875.84							
30	\$ 11,803.50							
31	\$ 11,803.50							
32	\$ 11,803.50							
33	\$ 7,869.00							
34	\$ 11,803.50							
35	\$ 7,869.00							
36	\$117,827.84							
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WAYLAND POLICE

FY 16

	U	V	W	X	Y	Z	AA
1	Annual Education	Longevity	computer stip	5.5% diff	6% diff	6.5% diff	6% specialist
2	7117.70				4270.62		
3	7500.00			2718.87			
4	17794.25						4270.62
5	5835.10						3501.06
6	0.00						
7	5835.10						3501.06
8	14587.75						3501.06
9	0.00			3219.20			
10	14587.75					3804.51	
11	0.00					3804.51	
12	7500.00						
13	17794.25						4270.62
14	5835.10					3804.51	
15	32320.50						
16	0.00						
17	0.00			3219.20			
18	11670.20			3219.20			
19	8897.13				4270.62		
20	23413.50						
21	7117.70						
22	14587.75		2917.55				3501.06
23	6764.30				4058.58		
24	0.00						
25							
26	\$209,158.08	\$0.00	\$2,917.55	\$12,376.47	\$12,599.82	\$11,413.53	\$22,545.48
27							
28							
29							
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WAYLAND POLICE

FY 16

	AB	AC	AD	AE	AF	AG
1	Defib/Clothing Stip	Training/Vehicle Stipend	Drug Ed. Officer 6%	Start Date	Promo Date	Quinn
2	1200.00			12/2/1987	11/20/1997	7117.70
3	1200.00			1/25/2015		
4	1200.00			Int. 6/15/98	10/3/2006	
5	1200.00			6/5/2002		
6	1200.00			1/26/2015		
7	1200.00			3/23/1997		3501.06
8	1200.00			9/17/2007		14587.75
9	1200.00			11/28/2005		
10	1200.00			7/1/2011		
11	1200.00			7/1/2011		
12	1200.00			3/16/2014		
13	1200.00	750.00		6/6/2002	12/17/2007	
14	1200.00			9/4/1990		5835.10
15	600.00			9/20/2001		
16	1200.00	750.00		7/15/2012		
17	1200.00			4/1/2011		
18	1200.00			3/7/2005		
19	1200.00			4/25/1994	3/12/2012	
20	600.00			7/15/1994	11/20/1997	9365.40
21	1200.00			7/15/1994	4/18/2001	7117.70
22	1200.00			11/5/2001		9336.16
23	1200.00			11/27/2006	4/16/2014	6764.30
24	1200.00			7/16/2012		
25						
26	\$26,400.00	\$1,500.00	\$0.00			
27						
28						
29						
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WAYLAND POLICE

FY 16

	AH	AI	AJ	AK	AL
	Annual Base w Ed	Yearly Holiday Pay	Sgts Yearly Salary	Specialists Yearly	Ptl. Yearly salary
1					
2	78294.70	5660.13	\$71,177.00		
3	56934.00	3939.90			\$49,434.00
4	88971.25	5660.13	\$71,177.00		
5	64186.10	4656.15		\$58,351.00	
6	49434.00	3739.13			\$49,434.00
7	64186.10	4656.15		\$58,351.00	
8	72938.75	4567.54		\$58,351.00	
9	58351.00	4635.34			\$58,351.00
10	72938.75	4678.56			\$58,351.00
11	58351.00	4678.56			\$58,351.00
12	59407.00	3921.75			\$51,907.00
13	88971.25	5660.13	\$71,177.00		
14	64186.10	4678.56			\$58,351.00
15	161602.50				
16	54501.00	4168.69			\$54,501.00
17	58351.00	4546.72			\$58,351.00
18	70021.20	4635.34			\$58,351.00
19	80074.13	5660.13	\$71,177.00		
20	117067.50				
21	78294.70	5344.76	\$71,177.00		
22	72938.75	4871.60		\$58,351.00	
23	74407.30	5383.50	\$67,643.00		
24	54501.00	4113.30			\$54,501.00
25					
26	\$1,698,909.08	\$99,856.09	\$423,528.00	\$233,404.00	\$609,883.00
27					
28					
29					
30					
31					
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TOWN OF WAYLAND
CAPITAL PROJECT REQUESTS

	DEPARTMENT	POLICE								
		5 YEAR CAPITAL PLAN								
		EXPENDITURES PER FISCAL YEAR								
	CATEGORY	PROJECT/EQUIPMENT	2016	2017	2018	2019	2020			
1	EQUIPMENT	Radios		30,000						
2										
3										
4										
5										
6										
7										
8										
9										
10										
	TOTAL		0	30,000	0	0	0		0	
	CATEGORIES:	NEW BUILDING/MAJOR RENOVATION			BUILDING REPAIRS				EQUIPMENT	
		VEHICLE		LAND/IMPROVEMENT						
Minimum of \$25,000 for capital request, rounded up to next even 5,000 increment above.										



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL IMPROVEMENT PROGRAM (CIP)

CAPITAL APPROPRIATION REQUEST
FY16-FY20 (FIVE YEARS)

PROJECT INFO:

RADIOS - Mobile and Portable Radio Replacement	Yes
Project Title	Included in Prior 5 Year Capital Plan? (Y/N)

PROJECT SPONSOR:

Police Department	Robert Irving	Chief of Police	(508) 358-1710
Sponsor (Advocate) Name	Contact Information		

APPROVING BODY / VOTE:

Town Administrator/Board of Selectmen	
Contact Name and Email Address	Date and Quantum of Vote (if required)

PROJECT DESCRIPTION:

Replace Department's radios both in all police vehicles and hand-held portable radios

PROJECT JUSTIFICATION:

Shelf life of radios is approximately 8 years. This project is being deferred for one year due to a reassessment of needs and examination of existing radio equipment.
--

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2015	2016	2017	2018	2019	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT				30,000			\$ 30,000	
5. OTHER							\$ -	
TOTAL	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ 30,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	IF YES, please provide details:
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <u>Increase</u> operating costs?		X	
3. Will this Capital Request <u>Decrease</u> operating costs?	X		New radios will result in repair reduction of @\$2,000 annually
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:

	YES	NO	IF YES, please provide details:
How will this Capital Request be paid for?	X		Borrowing
1. Borrowing/Cash Capital		X	
2. CPA Funds		X	
3. Grants or Gifts		X	
4. Other		X	

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Idana

TOWN OF WAYLAND
DEPARTMENT BUDGET REQUESTS

BUDGET PROTECTION 20161 FY 16 OPERATING BUDGET

ORG	OBJECT	PROJ	ACCOUNT	DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	REQUEST	PERCENT CHANGE
1021000151001	10	-2-2100-81-00-01-0000-51001		SALARIES	1,971,125.00	.00	2,006,344.00	1.79
1021000151140	10	-2-2100-81-00-01-0000-51140		OVERTIME	225,000.00	.00	225,000.00	.00
1021000151920	10	-2-2100-81-00-01-0000-51920		RETIREMENT/BUYBACK	.00	.00	.00	.00
1021000252100	10	-2-2100-81-00-02-0000-52100		CONTRACTUAL SERVICES	32,400.00	.00	32,640.00	.74
1021000252111	10	-2-2100-81-00-02-0000-52111		PHYSICALS	5,250.00	.00	5,250.00	.00
1021000252112	10	-2-2100-81-00-02-0000-52112		TRAINING & EDUCATION	25,000.00	.00	27,000.00	8.00
1021000252116	10	-2-2100-81-00-02-0000-52116		EQUIPMENT REPAIRS & MAINTENANC	7,100.00	.00	7,800.00	9.86
1021000252117	10	-2-2100-81-00-02-0000-52117		VEHICLE REPAIRS	21,100.00	.00	21,100.00	.00
1021000252127	10	-2-2100-81-00-02-0000-52127		TRAFFIC CONTROL	40,000.00	.00	40,000.00	.00
1021000252139	10	-2-2100-81-00-02-0000-52139		SPECIAL SERVICES	5,100.00	.00	5,100.00	.00
1021000254100	10	-2-2100-81-00-02-0000-54100		SUPPLIES	15,000.00	.00	15,000.00	.00
1021000254111	10	-2-2100-81-00-02-0000-54111		VEHICLE GASOLINE	64,000.00	.00	64,000.00	.00
1021000254115	10	-2-2100-81-00-02-0000-54115		UNIFORMS	29,000.00	.00	11,400.00	-60.69
1021000254500	10	-2-2100-81-00-02-0000-54500		SMALL EQUIPMENT	1,000.00	.00	1,000.00	.00
1021000254503	10	-2-2100-81-00-02-0000-54503		VEHICLES	90,000.00	.00	90,000.00	.00
102100151001	10	-2-2110-81-00-01-0000-51001		SALARIES	396,650.00	.00	399,400.00	.69

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TOWN OF WAYLAND
DEPARTMENT BUDGET REQUESTS

BUDGET PROJECTION 20161 FY 16 OPERATING BUDGET

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	REQUEST	PERCENT CHANGE
1021100151140	10	OVERTIME	76,000.00	.00	76,000.00	.00
1021100151920	10	RETIREMENT/BUYBACK	.00	.00	.00	.00
1021100252100	10	CONTRACTUAL SERVICES	8,000.00	.00	8,000.00	.00
1021100252112	10	TRAINING & EDUCATION	1,000.00	.00	1,000.00	.00
1021100252115	10	BUILDING REPAIRS/IMPROVEMENTS	.00	.00	.00	.00
1021100252116	10	EQUIPMENT REPAIRS & MAINTENANC	2,600.00	.00	2,600.00	.00
1021100253102	10	NATURAL GAS	.00	.00	.00	.00
1021100253103	10	ELECTRICITY	.00	.00	.00	.00
1021100253104	10	TELEPHONE	10,000.00	.00	10,000.00	.00
1021100253105	10	WATER CHARGES	.00	.00	.00	.00
1021100253106	10	WASTEWATER CHARGES	.00	.00	.00	.00
1021100254100	10	SUPPLIES	2,500.00	.00	2,500.00	.00
1021100254115	10	UNIFORMS	3,000.00	.00	3,000.00	.00
1021200252100	10	CONTRACTUAL SERVICES	10,000.00	.00	10,000.00	.00
1021200252112	10	TRAINING & EDUCATION	6,000.00	.00	6,000.00	.00
1021200254100	10	SUPPLIES	7,000.00	.00	7,000.00	.00

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TOWN OF WAYLAND
DEPARTMENT BUDGET REQUESTS

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BUDGET PROJECTION 20161 FY 16 OPERATING BUDGET

ORG	OBJECT	PROJ	ACCOUNT	DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	REQUEST	PERCENT CHANGE
1021300252100				CONTRACTUAL SERVICES	21,500.00	.00	21,500.00	.00
10	-2-2130-81-00-02-0000-52100							
1021300254100				SUPPLIES	1.00	.00	.00	-100.00
10	-2-2130-81-00-02-0000-54100							
BUDGET CEILING:					3,075,326.00	.00	3,075,326.00	
TOTALS:							3,098,634.00	.76

** END OF REPORT - Generated by Lisa Dana **

**Town of Wayland
Official Budget Request
Fiscal Year 2016
Joint Communications**

Salary

Expended FY 2014	Approved FY 2015	Requested FY 2016
\$357,150	\$357,150	\$362,400

Retirement Expense

Expended FY 2014	Approved FY 2015	Requested FY 2016
0	0	0

**Town of Wayland
Official Budget Request
Fiscal Year 2016
Joint Communications**

EMD Stipend

Expended FY 2014	Approved FY 2015	Requested FY 2016
\$2,500	\$2,500	\$2,000

**Town of Wayland
Official Budget Request
Fiscal Year 2016
Joint Communications**

Holiday Pay

Expended FY 2014	Approved FY 2015	Requested FY 2016
\$27,500	\$25,000	\$25,000

**Town of Wayland
Official Budget Request
Fiscal Year 2016
Joint Communications**

Night Shift Differential

Expended FY 2014	Approved FY 2015	Requested FY 2016
\$12,000	\$12,000	\$10,000

**Town of Wayland
Official Budget Request
Fiscal Year 2016
Joint Communications**

Overtime

	Expended FY 2014	Requested FY 2015	Requested FY 2016
Overtime	\$62,700	\$62,700	\$62,700
Training Replacement	\$13,300	\$13,300	\$13,300
Total	\$76,000	\$76,000	\$76,000

Note: Training replacement costs added to Overtime for FY 2007 as a Personnel Services expense

**Town of Wayland
Official Budget Request
Fiscal Year 2016
Joint Communications**

Service Contracts

	Expended FY 2014	Approved FY 2015	Requested FY 2016
Computer Licensing	\$10,000	\$6,500	\$6,500
CJIS Equipment	\$1,500	\$1,500	\$1,500
<hr/>			
Total	\$11,500	\$8,000	\$8,000

*Computer Licensing Pamet adjusted to split with Police and Fire.

**Town of Wayland
Official Budget Request
Fiscal Year 2016
Joint Communications**

Training

Expended FY 2014	Approved FY 2015	Requested FY 2016
\$1,000	\$1,000	\$1,000

**Town of Wayland
Official Budget Request
Fiscal Year 2016
Joint Communications**

Maintenance & Repair

Expended FY 2014	Approved FY 2015	Requested FY 2016
\$2,600	\$2,600	\$2,600

It is from this account that all maintenance and repairs of the facility are funded.
These items include, but are not limited to, radios, telephones, all other communication devices,
phone and radio recordings, electrical repairs, general supplies, etc.

**Town of Wayland
Official Budget Request
Fiscal Year 2016
Joint Communications**

Utility Expenses

	Expended FY 2014	Approved FY 2015	Requested FY 2016
Telephone	\$20,000	\$10,000	\$10,000
Total	\$20,000	\$10,000	\$10,000

For FY 2010 all accounts transferred to the Public Buildings Director's budget with the exception of telephone alarm lines and cellphones. Mobile Computer Air Time transferred from police budget to ICC FY 2014

*Reduction of \$10,000 reflective of switch to mobile computers covered in police budget.

**Town of Wayland
Official Budget Request
Fiscal Year 2016
Joint Communications**

Supplies

	Expended FY 2014	Approved FY 2015	Requested FY 2016
Operating Expenses	\$2,500	\$2,500	\$2,500

Operating Expenses - The following is a breakdown of the figures within this item:

Supplies.....\$2,000
Miscellaneous.....\$500

**Town of Wayland
Official Budget Request
Fiscal Year 2016
Joint Communications**

Uniforms

	Expended FY 2014	Approved FY 2015	Requested FY 2016
Uniform Allowance	\$3,000	\$3,000	\$3,000

Funding this item allows the Department to meet its contractual obligations with the Dispatchers Union.

FY16 JCC Salary Spreadsheet

Name	Base pay	Bi-Weekly Rate	Hourly Rate	Overtime Rate	Daily Rate	Night Shift Differential	Holiday Rate/Daily
Freni -	\$49,026.00	\$1,885.62	\$25.14	\$37.71	\$201.13	\$1,961.04	\$301.70
Rokes	\$49,026.00	\$1,885.62	\$25.14	\$37.71	\$201.13	\$1,961.04	\$301.70
Huff	\$44,806.00	\$1,723.31	\$22.98	\$34.47	\$183.82		\$275.73
Philbrick	\$41,312.00	\$1,588.92	\$21.19	\$31.78	\$169.49	\$1,652.48	\$254.23
Newton	\$44,806.00	\$1,723.31	\$22.98	\$34.47	\$183.82	\$2,240.30	\$275.73
Jones	\$41,312.00	\$1,588.92	\$21.19	\$31.78	\$169.49	\$2,065.60	\$254.23
Carvelli	\$49,026.00	\$1,885.62	\$25.14	\$37.71	\$201.13		\$301.70
Reed	\$43,057.00	\$1,656.04	\$22.08	\$33.12	\$176.64		\$264.97
	\$362,371.00					\$9,880.46	
Salary Total							
Dept. Total	\$362,371.00						
	\$474,781.19						
Final Total							
	\$474,781.19						

	DEPARTMENT	JOINT COMMUNICATIONS					
		5 YEAR CAPITAL PLAN					
		EXPENDITURES PER FISCAL YEAR					
CATEGORY	PROJECT/EQUIPMENT	2016	2017	2018	2019	2020	
1	EQUIPMENT	Repeater Replacement		75,000			
2							
3							
4							
5							
6							
7							
8							
9							
10							
	TOTAL		0	75,000	0	0	0
	CATEGORIES:	NEW BUILDING/MAJOR RENOVATION			BUILDING REPAIRS		EQUIPMENT
		VEHICLE		LAND/IMPROVEMENT		INFRASTRUCTURE	
		Minimum of \$25,000 for capital request, rounded up to next even 5,000 increment above.					



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL IMPROVEMENT PROGRAM (CIP)

CAPITAL APPROPRIATION REQUEST

FY16 - FY20 (FIVE YEARS)

PROJECT INFO:

Repeater Replacement	Yes
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:

Wayland Joint Communication	Chief Robert Irving	508-358-1710	Chief@waylandpolice.com
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>		

APPROVING BODY / VOTE:

Town Administrator/BOS jsenchyshyn@wayland.ma.us	
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION:

Replace Radio Repeaters

PROJECT JUSTIFICATION:

Replacement due to normal lifespan of repeaters. Maintains effective radio transmissions.

EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2015	2016	2017	2018	2019	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT				75,000			\$ 75,000	
5. OTHER							\$ -	
TOTAL	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ 75,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		x	
2. Will this Capital Request <u>Increase</u> operating costs?		x	
3. Will this Capital Request <u>Decrease</u> operating costs?		x	
4. Will this Capital Request impact personnel?		x	

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	x		Borrowing
2. CPA Funds		x	
3. Grants or Gifts		x	
4. Other		x	

Town of Wayland Official Budget Request Fiscal Year 2016 Emergency Management

Auxiliary Police:

	Expended FY 2014	Approved FY 2015	Requested FY 2016
Supplies	\$5,000	\$5,000	\$5,000
Training	\$2,000	\$2,000	\$2,000
Total	\$7,000	\$7,000	\$7,000

The Supplies section funds the Auxiliary Police purchase of uniforms and equipment for each officer.

The Training portion funds the payment for specialized instructors (C.P.R., First Responded, etc.) that allows officers to maintain the mandated levels of proficiency in various areas. It also provides for the purchase of ammunition, instructors, and firearm related training material for firearms instruction and qualifications.

Emergency Management:

	Expended FY 2014	Approved FY 2015	Requested FY 2016
Training	\$4,000	\$4,000	\$4,000
Purchase of Services	\$10,000	\$10,000	\$10,000
Supplies	\$2,000	\$2,000	\$2,000
Total	\$16,000	\$16,000	\$16,000

**Town of Wayland
Official Budget Request
Fiscal Year 2015
Emergency Management**

Emergency Management (cont.)

Purchase of Services will fund:

The Reverse 911 contractual Fee for unlimited Reverse 911 calls
Annual dues for the Metropolitan Law Enforcement Council

Supplies will fund the following:

Brochures, copying paper and miscellaneous items related to L.E.P.C.

Wayland Fire Department Budget Summary Fiscal Year 2016 (Proposed)

November 2014

This document was prepared at the request of the Finance Director for the Board of Selectmen and the Finance Committee, by Fire Chief Vincent J. Smith. It is intended to address the following points.

- Highlights of budget changes
- Key issues facing the Fire Department
- Appropriateness of and projected staffing levels by FTE
- Performance Indicators
- Discussion of FY13 budget turn backs

HIGHLIGHTS OF BUDGET CHANGES

This section of the document refers to line items printed in the budget spreadsheet I have supplied and contains detailed explanatory information which may be used as an adjunct to the budget request spreadsheet.

Changes from FY15 Budget & Revenue Projection

This spreadsheet details the differences between FY15 budget figures and the requested FY16 budget. The summary in the top section (lines 1-3) gives an overview of the difference between personnel, purchase of services, and supplies and the changes from approved FY15 amounts. The middle section of the page shows specific items and the amount associated with each. A short description is provided below for each item. The firefighter's collective bargaining agreement expired in June 2013 and negotiations are in progress, but I have budgeted for step increases (according to instructions) and also for long standing contract items expected to continue. By the time the contract is settled, there may be two years of salary adjustments that will need to be made in this budget. A revenue projection for FY16 is also included on this page since it should be considered in the overall financial picture for FY16.

- Personnel Services
 - Line # 4 – Salary Adjustments - Non-union. No non-union salary adjustments are included in the FY16 request.
 - Line # 5 – Per Diem ALS Salary. The per diem paramedic salary account is being funded at 33% of the FY15 appropriation. This is due to the increased number of full time Firefighter/Paramedics we'll have in Wayland and the decreased need for these part time employees. As of this writing, Wayland is more than 50% through the transition period with 7 full time Firefighter/Paramedics on staff. When self-sufficiency is attained, this salary item will be reduced to zero.

- Line # 6 – Salary Steps and Lane Changes. The firefighter’s collective bargaining agreement expired June 30, 2013. Instructions for budget preparation included funding expected step raises and lane changes at the FY14 rate. I have continued that calculation into the FY16 budget request. Of our 25 full time employees, 5 will be due step and/or lane increases.
- Line # 7 – Paramedic Salary Stipends. As our employees transition to Firefighter/Paramedics they will be due a \$4,200 paramedic stipend which is built into their salary. I am estimating that we will have 1 additional Paramedic on staff in FY16.
- Line # 8 – ALS Recertification Personnel Costs. The collective bargaining agreement requires Firefighter/Paramedic ALS recertification costs be paid by the town. Line 8 represents the overtime and replacement costs (personnel costs) associated with the recertification classes for 1 additional Paramedic expected in FY16.
- Line # 9 – Internal promotion. This line was left in the budget preparation process for continuity, year to year. There are no plans for an internal promotion documented in this budget request that could force a significant change in the budget figures.
- Line # 10 – Certification Stipend. The collective bargaining agreement calls for payments for professional certifications. It is anticipated that in FY16, the payments will increase by the amount listed in line # 10.
- Line # 11 – Education Stipend. The collective bargaining agreement calls for payments for formal post-secondary credits and undergraduate/graduate degrees. It is anticipated that in FY16, the payment will increase by the amount listed in line # 11.
- Line # 12 – Personnel Services Sub Total. The amount listed in line # 14 is the total amount of the changes in the Personnel Services category between FY15 and the FY16 requests.
- Purchase of Services
 - Line # 13 – Ambulance Service Quality Assurance and Quality Improvement (QA/QI) Program. This line item represents a new program for the Fire Department. According to the Department of Public Health, every ambulance service needs to have a comprehensive, QA/QI program. For the beginning of the ALS transition, we set up an internal program using our most experienced Firefighter/Paramedic and hoped for the best. It is clear to me that we should follow the directions given by our licensing authority that the program needs to be more comprehensive and for full confidence, needs to be administered by an outside entity.
 - Line # 14 – This line item represents a new program for the Fire Department. Now that we have mobile computing capabilities, we require a more robust patient reporting software that allows the ambulance attendants to do the report just once at the point of contact. Currently our attendants write the report by hand out in the field and then manually transcribe the data to a desk computer in the station. This double record keeping is not only extra work for our medical personnel, but opens up legal issues about multiple, yet not exactly duplicate records. This method has been used

since we started ALS service and represents a significant risk and extra unnecessary work for the Firefighters. The proposed software also makes it easy for our medical director and QA/QI program manager to do their jobs in a timely manner with electronic information sharing. This software also allows for direct electronic billing to our ambulance billing company. Using the new software, the service/invoicing lag time should be reduced from about a month to just a few days.

- Line # 15 – Public Safety Building Wireless Access maintenance. This is a new cost starting in FY15 for the maintenance of the PSB wireless access points.
- Line # 16 – Total Level Services Increase (+2.1%). I am estimating that in order to provide for level services in FY16, a 2.1% increase to all service costs should be applied for FY16.
- Line # 17 – Purchase of Services Sub-Total. The amount listed in line # 17 is the total amount of the changes in the Purchase of Services category between FY15 and FY16.
- Supplies
 - Line # 18 – Total Level Services Supplies Increase (+2.1%). I am estimating that in order to provide for level services (the cost of supplies) in FY16, a 2.1% increase to all service costs should be applied for FY16.
 - Line # 19 - Supplies Sub-Total. The amount listed in line # 20 is the total amount of the changes in the Supplies category between FY15 and FY16.
- Summary
 - Line # 20 – Personnel service changes sub-total.
 - Line # 21 – Purchase of services changes sub-total.
 - Line # 22 – Purchased of supplies changes sub-total.
 - Line # 23 – Services and supplies changes sub-total.
- Total Changes
 - Line # 24 – Changes from FY15 Budget. Line # 25 represents the total change (difference) between the FY15 approved budget and the FY16 Wayland Fire Department budget request.
- Expected Revenue
 - Line # 25 –This line items shows the actual revenue from inspection, permit, plan review, alarm monitoring, etc. fees for FY14, the projection for FY16, and the difference between the two figures.
 - Line # 26 – This line item shows the actual ambulance billing revenue for FY14, the projection for FY16, and the difference between the two figures.
 - Line # 27 – Revenue Total. This line item shows the actual total revenue for FY14, the projection for FY16, and the difference between the two figures.

KEY ISSUES FACING THE FIRE DEPARTMENT This list is valid as of this writing (November 2014).

Capital Expenditures

- No changes in the FY15 plan are expected. As of this writing, the first step in a multi-step plan has been completed to update two utility vehicles. A new truck chassis has been ordered and modification work will soon start.
- The 5 year CIP plan (FY16-FY20) has been submitted.

Contact Negotiations with Firefighter's Local 1978 – Ongoing (CBA Expired 6/30/13)

ALS Transition Continues

- Status - 7 Firefighter/Paramedics on staff
- Initial Goal is 12 full time Firefighter/Paramedics

Information Technology Improvements

- Two (trial) mobile devices have been purchased. We are currently working with IT to get them operating properly
 - Mobile -patient care reporting possibilities
 - Software purchase is required. This funding has been included in a request for a reserve fund transfer from the Finance Committee and also included in the FY16 budget request
 - Computer/laptop/notebook installation in vehicles & personal portable devices
 - Will use beta software design (no purchase until evaluation). This funding has been included in a request for a reserve fund transfer from the Finance Committee and also included in the FY16 budget request

Ambulance Service Quality Assurance/Quality Improvement

- For several years, we have been developing and working with a quality assurance and quality improvement program which was created internally using a Wayland Firefighter/Paramedic assigned to a work shift. This program is limited by the medic's available time and scope of his assignment. The state EMS office is continuously and strongly recommending a more comprehensive and external procedure. With a maturing ALS program, more and more daily patient contacts are being done by our own staff who are generally newer Paramedics with less experience in the field, this program is a critical component of a strategy to make sure we are following state protocols, designing and presenting remedial programs if required, and reporting issues to our medical director in a timely manner. It is now very apparent to me that our internal program is not as effective as it needs to be. To continually improve the quality of our service, we need a comprehensive program conducted by an outside entity.

Staffing Assistance

- (Extra) Daytime
 - The WFD needs a daytime (weekday) Fire Officer to assist with administrative duties.
 - Funding for this new position was in FY15 budget and in this FY16 budget request, but the position has not been created/filled. We are waiting for labor negotiations to complete.

- Part-time secretary
 - I have requested a formal review of position, title, and job classification
 - Continued interest in increasing from 19 hours/week to about 25 hours/week without adding employment benefits
- Additional line personnel (4 new FTEs), long term concern/consideration

Station # 2 – A fire station (3 miles south), normally staffed with a Lieutenant and a Firefighter.

- Facilities/Health Department Projects Ongoing (overdue)
 - Septic upgrade
 - Tight-tank installation for floor drain issue

Improvements in Training

- The new daytime FTE may satisfy this concern. Otherwise, may need additional personnel and expense funding to improve training capability.

APPROPRIATENESS OF AND PROJECTED STAFFING LEVELS BY FTE

I have spent a great deal of time considering whether I should request additional personnel for the Fire Department at this time. Last year, one additional FTE was funded, but not hired due to stalled negotiations. Hopefully this FTE will be hired soon.

I have included the need for 4 additional firefighters in the town report for three years. I am also aware of taxpayers feeling the pinch four times a year; as a matter of fact, I feel their pain. But I am also aware of my duties and responsibilities as fire chief to do what is best for the Town of Wayland. I feel the duty and responsibility to notify the town that the addition of 4 firefighters (one for each work group) is long overdue.

Staffing – The overall historical view. Forty-four years with no increase in personnel. These figures include the Fire Chief's position.

- In 1970 we had 582 incidents and 25 full-time firefighters
 - Twenty years later In 1990 we had 1,106 incidents and 25 full-time firefighters
 - Forty years later In 2010 we had 3,638 incidents and 25 full-time firefighters
 - Forty-four years later In 2014 we had 4,006 incidents and 25 full-time firefighters

Town-sponsored Reports Support Additional Personnel

In the Wayland Town Master Plan Final Report, dated August 2004, previous Fire Chief Loomer expressed the need to increase staffing at Station # 2 from (the then and now current) 2 personnel up to 3 personnel on each shift for a total of 4 additional FTEs. No action was taken on this recommendation.

In the April 2006 report on the financial impact of the Town Center project, the document stated “... and industry publications persuade us that Wayland’s police and fire departments are already understaffed.” and further, “...the statewide standard for the average number of police (1.9) and firefighters (2.1) per 1,000 population.”. Later in the document it states that Wayland does not meet the standard of 2.1 career firefighters per 1,000 population.

The January 2013 census sets Wayland’s population at 13,719. According to the standard, we should have 29 career firefighters. Today, including the Chief, we are currently at 25. While I recognize

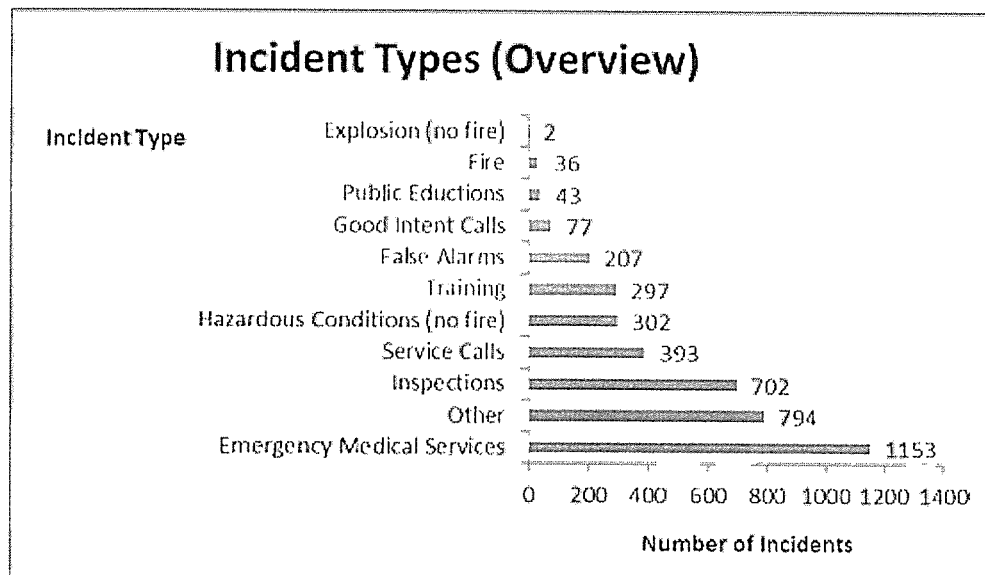
that an additional 4 firefighters is the proper number to consider, I also am sensitive to this economic climate. The Town Center currently represents a large part of our non-emergency work with inspections and plan reviews, and I know that continuing out into the future the Town Center property and all the tenants will represent a large amount of our emergency incident load. Considering the amount of tax revenue generated by the project, I believe that financially, it makes sense to consider an additional 4 FTEs in the very near future.

Demand for emergency services continues to grow and with construction projects like the Town Center, a new assisted living facility, a group home, and more apartment buildings being developed, it is clear that increased staffing for the Fire Department needs to be considered now for enactment in the very near future.

PERFORMANCE INDICATORS

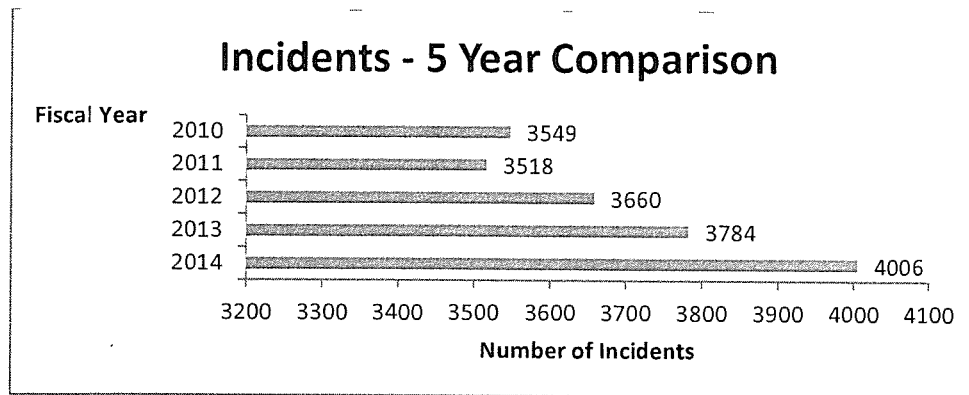
I have recently submitted a document for the Fire Department section of the Town Report which contains many performance indicators. I will summarize them here, and the entire document is available if needed. I am very pleased with our statistics in the measurable performance indicators that we examine regularly.

- Our Incident Statistics – Overview
 - A summary overview of our statistics for FY2014 (July 1, 2013 – June 30, 2014) highlights a trend that has been evident for many years. Fire incidents are decreasing in number and severity as emergency medical service calls are increasing. In FY2013, emergency medical service calls accounted for 55% of our total emergency responses.



- Incident Statistics

- Our total incident count for FY14 is 4,006; an average of almost 11 calls per day. As the number of incidents increase, it is becoming more and more common to be responding to simultaneous incidents that challenge our normal staffing level of 5-6 firefighters split between 2 stations. While these multiple calls for assistance quickly overwhelm our town resources, the cooperative automatic and mutual aid agreements with our surrounding communities insured that all of these calls were answered promptly with properly trained and equipped personnel.

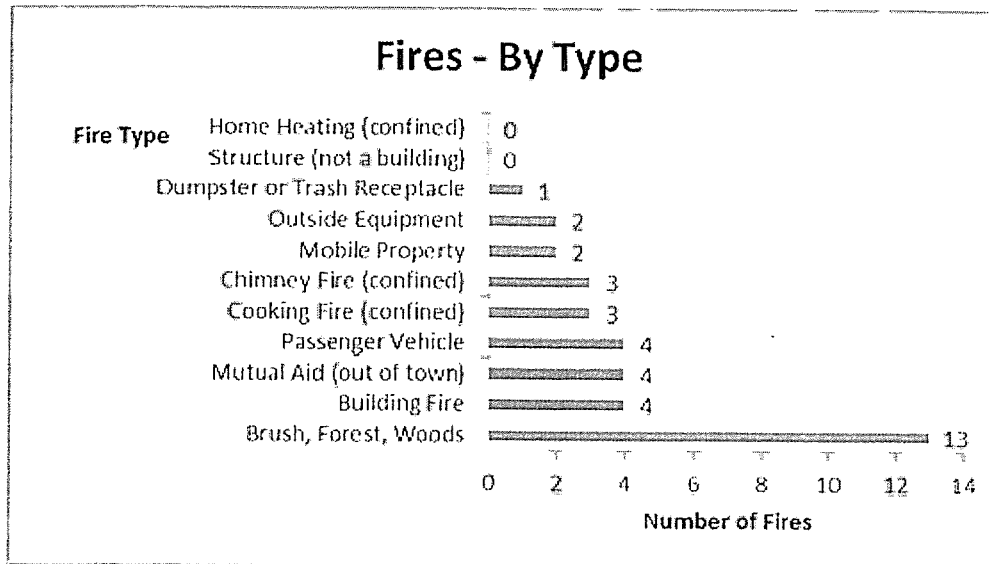


Fire Incidents

We believe that our efforts in fire prevention including inspections, code enforcement, public fire safety education, and plan review are major factors in the decreasing number of fire incidents. Advances in automatic fire detection, alarm status monitoring, and automatic fire department notification systems can also be credited for the lower number of fires.

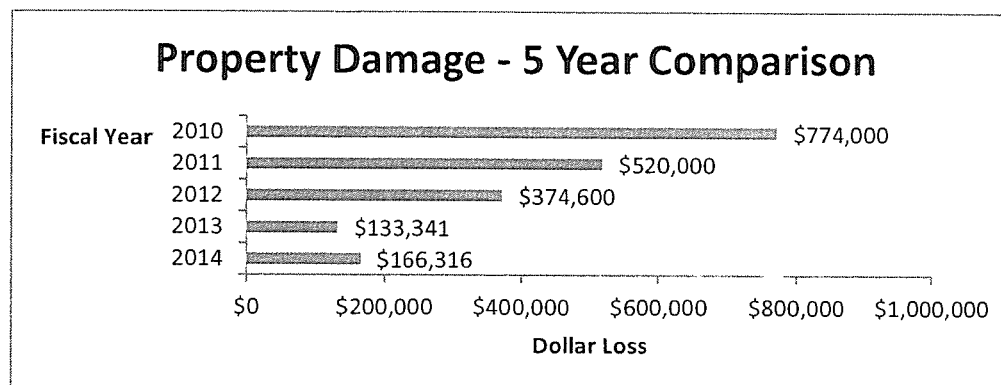
Our department responded to reports of 244 fires, but thankfully, investigation revealed only 36 true fires. The majority of these calls were caused by false alarms or alarm equipment malfunctions, but some fires were pre-empted by quick response and intervention. It is interesting to note which occupancies are affected by fires in order to focus our prevention efforts efficiently.

- Assembly property, 1 incident, \$300. damage estimate
- Residential property 8 incidents, \$129,412 damage estimate, 2 firefighter injuries, 1 civilian fire injury
- Mercantile/Business property, 3 incidents, \$2,603. damage estimate
- Outside or special property, 2 incidents, \$32,201. damage estimate

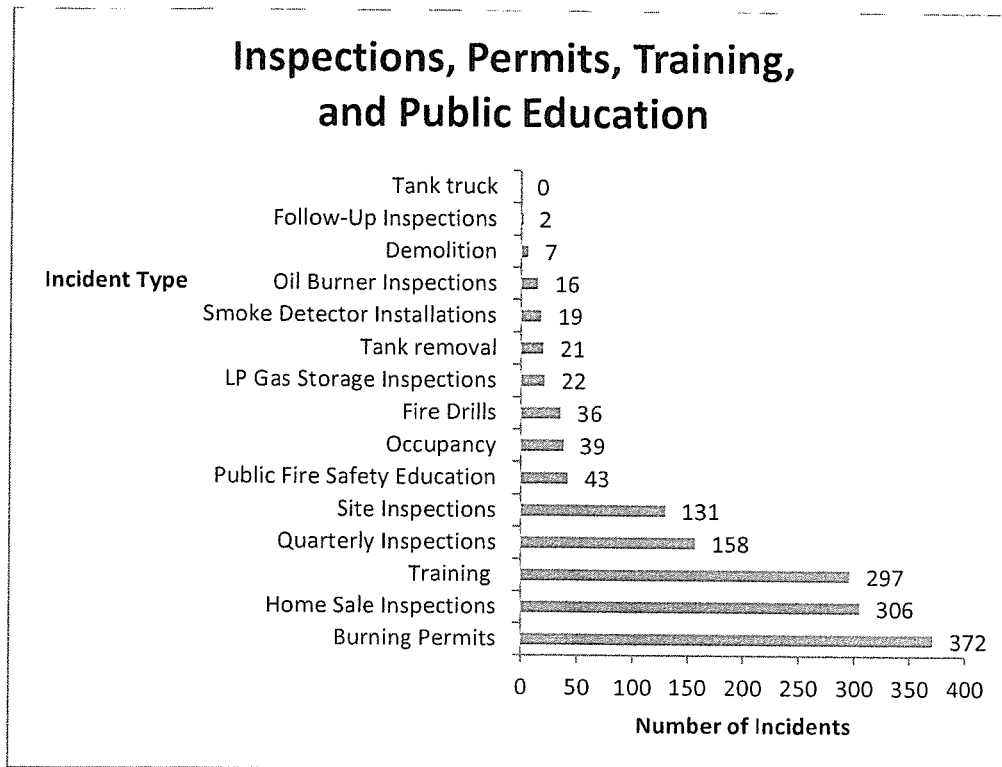


Fire Loss

Fire damage over the past 5 years has averaged \$393,651. This past year, there was \$166,316. in fire loss.

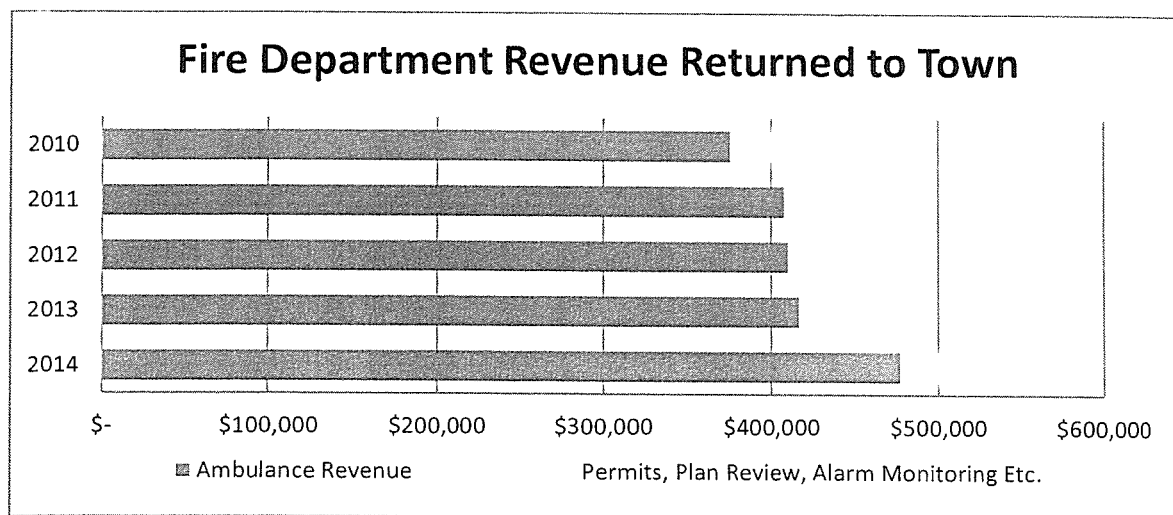


In the coming years we will continue our efforts in the areas of fire prevention, code enforcement and public fire safety education, as we strive to further reduce our fire losses. It is clear from our statistics that prevention efforts need to continue to focus on residential occupancies. Initial inspections and comprehensive follow-up inspections need to focus on assembly properties. We also continue to work toward 100% compliance with smoked detector and carbon monoxide detector coverage for every residence in Wayland.



Total Revenue for the Town

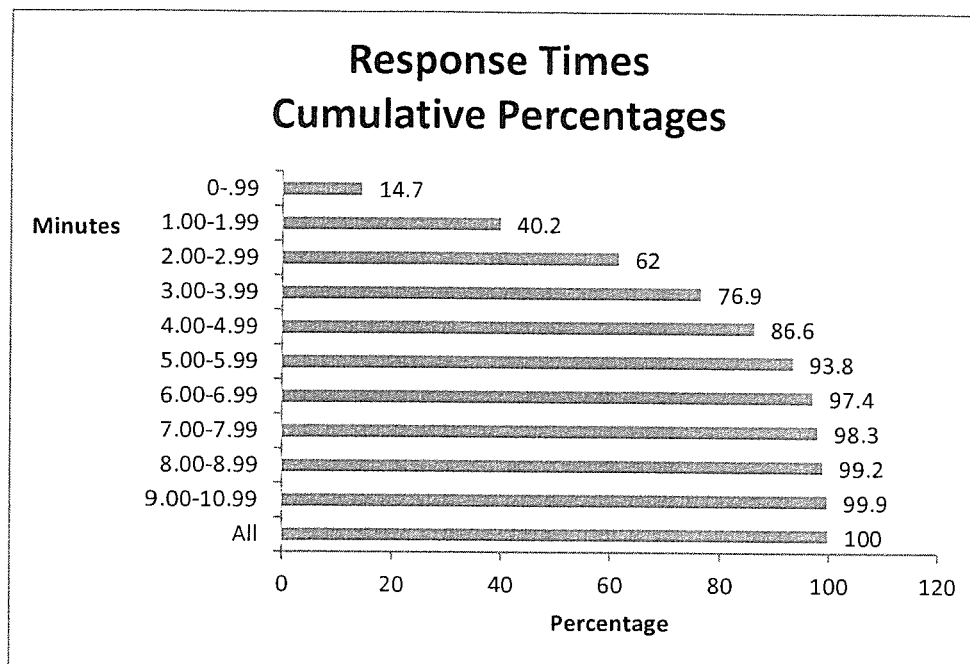
The vast majority of revenue returned to the town has its origin in ambulance service invoicing but there is also a significant amount of money returned to the town through charges associated with inspections, permits, and plan reviews. Over the years this revenue stream has increased steadily. In FY14 the total revenue returned to the town from the Fire Department was \$523,554.



Response Times – One of the Most Important Factors in Community Protection

Response times are calculated from the time when the Fire Department vehicles and personnel leave the station until the arrival of the first vehicle. Response time does not include call processing time in the dispatch center.

I am pleased to report that in almost 77% of our responses, we can have well trained and well equipped firefighters to the scene of any emergency in Wayland or in our neighboring mutual aid communities in less than 4 minutes. In 97.4% of our calls, our response time is less than 7 minutes, which is an excellent standard for a department of our size. Lower response times translate to earlier intervention in emergencies and that means less property damage in fire incidents and better patient outcomes in medical responses.



DISCUSSION OF FY14 BUDGET TURN BACKS

I believe that the total turned back to the town from the Fire Department budget for FY14 was approximately \$111K. A serious attempt was made to tightly budget against the best reasonable estimate of cost, but there are many variables that directly impact the amount of funding needed and most of the variables cannot be predicted in any meaningful way. In those cases, the budget was determined by planning for the best case scenario and the worst case scenario and assigning an amount in between that seemed reasonable and realistic. In some cases especially involving staffing, I chose to request an amount closer to the high end of the range in the hopes of not having to return to request more funding.

Here are some reasons why the turn back was higher than anticipated...

- As the number of our full time medics increase, we have decreased need for per diem medics. I budgeted the FY15 amount to be at 50% (\$75K) of the FY14 amount (\$150K). The need to continue per diem medic service solidly hinged on Sudbury FD gaining their ALS license which we knew would happen someday, but it depended on successful state licensing which could never be realistically predicted.
- WFD personnel applied for and received permission from the Personnel Board for vacation carry-over totaling 79 shifts. If this leave time was used in FY14, the maximum potential for OT payment would have been \$40,504. Although the can has been kicked down the road, it reduced the need for OT in FY14.
- No WFD personnel came forward to be trained from the EMT basic level to the Paramedic level.
- We do not cover the first person out on leave with overtime, but cover subsequent leave with overtime. Therefore, the amount of OT is dependent on when leave is scheduled, and I have only a limited amount of veto power in denying leave requests. It seems as though the leave time was more evenly spread out the second half of the year, which reduced the need for OT.
- A specialist stipend was temporarily suspended which resulted in a savings of approximately \$2400.
- In the first half of FY14, there was significant long term sick leave use which decreased in the 2nd half of the year. My estimates for the 2nd half of the year anticipated similar leave use, but thankfully, sick leave was needed at a lower rate in the last half of FY14.

Here are some reasons why projecting exact budget figures for the Fire Department is especially difficult.

- Day to day staffing.
 - A 6-person shift is scheduled to work at all times, 24 X 7. When a firefighter uses any type of leave we will drop down to a 5-person shift (no overtime). However, when a second or subsequent firefighter uses leave, s/he is replaced on overtime. This is a long-standing policy that helps protect the on-duty firefighters and the people we serve by not running at an initial strength of less than 5 personnel. During short term emergency incidents, we reluctantly run down to a strength of 4 firefighters on duty.
 - Leave types
 - Vacation and sick leave
 - Earned leave like vacation and sick leave can easily be translated to the total department liability, but the specific use of the leave is not easy to predict.
 - Some leave, like vacation leave is earned at a set rate and except for vacation carry-over requests and payments in lieu of vacation, is easy to budget for each individual, but simultaneous use on the same shift is impossible to project exactly.

- Injured-on-duty (IOD) leave and bereavement leave is not earned and the use of these two types of leave is most always unexpected, and not subject to the request and approval process like vacation leave. And IOD leave might be open-ended and last for quite a long time.
- Calling in off-duty firefighters on overtime
 - During the typical 60 minute+ ambulance transport to the hospital that ties up 2 personnel out of town, we run down to a minimum of four personnel in the stations for the duration of the incident. Depending on initial staffing, we may or may not call for a nearby and off duty firefighter to come into the station until the ambulance returns to town. The initial staffing is hard to predict as mentioned earlier and medical transports are never scheduled....
 - Major events
 - Significant building fires and possibly some other unusual event may require us to activate the entire off-duty staff. This may normally occur 2-5 times per year, but each event may represent 100 or more hours of overtime.

In this budget and in future budget preparations I intend to approach the funding estimations with due diligence and attempt to closely predict the need for funding and request an amount that will cover but not exceed the projected need.

CONCLUSION

I am pleased to submit this Wayland Fire Department Operating Budget Request for FY16 to the Board of Selectmen, Finance Committee, and the Finance Director for review. I am available to answer any questions or help with clarifications regarding the associated spreadsheet or this narrative. If you have questions or comments, please feel free to call me at 508-358-6910 or email me at vsmith@wayland.ma.us

**Town of Wayland
Budget Request - Fiscal Year 2016**

DEPARTMENT		Fire Department						
CHANGES FROM FY 2015 BUDGET								
				\$ APPROVED FY15	\$ CHANGE	\$ REQUESTED FY16	FY 16 Percent of Total Budget	
1	PERSONNEL SERVICES			2,311,164	-5,815	2,305,349	90.11%	
2	PURCHASE OF SERVICES			55,500	30,424	85,924	3.36%	
3	SUPPLIES			163,745	3,439	167,184	6.53%	
TOTAL				2,530,409	28,048	2,558,457	100.00%	
PERSONNEL SERVICES								
4	Non-Union Salary Increase				0			
5	ALS Salary (Per Diem Paramedics)				-25,000			
6	Salary Step & Lane Changes (5)				9,433			
7	Paramedic Stipends (1)				4,200			
8	ALS Recertification Personnel Costs (1)				3,052			
9	Internal Promotion (and cascade effect)				0			
10	Certification Stipend				200			
11	Educational Stipend				2,300			
12	PERSONNEL SERVICES SUB-TOTAL				-5,815			
PURCHASE OF SERVICES								
13	Ambulance Service Quality Assurance and Quality Improvement Program				18,200			
14	Ambulance Patient State Reporting Software				10,000			
15	Public Safety Building Wireless Access Maintenance				457			
16	Total Level Services Increase (+2.1%)				1,767			
17	PURCHASE OF SERVICES SUB-TOTAL				30,424			
SUPPLIES								
18	Total Level Supplies Increase (+2.1%)				3,439			
19	SUPPLIES SUB-TOTAL				3,439			
SUMMARY								
20	PERSONNEL SERVICES SUB-TOTAL				-5,815			
21	PURCHASE OF SERVICES SUB-TOTAL				30,424			
22	SUPPLIES SUB-TOTAL				3,439			
23	CHANGES FROM FY15 TOTAL				28,048			
24	Grand Total Changes From FY15				28,048			
EXPECTED REVENUE								
DESCRIPTION				\$ Actual FY 14	Difference	\$ Projected FY 16		
25	Inspection, Permit, Plan Review, Alarm Monitoring, Etc.			42,630	-2,500	40,130		
26	Ambulance Billing Revenue			477,463 *	30,000	507,463		
27	Revenue Total			520,093	27,500	547,593		
* ALS service provided by others is paid from the ambulance revenue account. ALS service provided to others is invoiced and deposited into the ambulance revenue account.								



WAYLAND FREE PUBLIC LIBRARY

5 CONCORD ROAD, WAYLAND, MASSACHUSETTS 01778

TEL: (508) 358-2311 FAX: (508) 358-5249

December 5, 2014

Mr. Tom Greenaway, Chair
Wayland Finance Committee
Wayland Town Building
41 Cochituate Road
Wayland, Massachusetts 01778

Dear Mr. Greenaway,

The Board of Library Trustees for the Wayland Free Public Library would like to take the opportunity to submit to the Finance Committee a new budget chart to accompany the previously submitted narrative for our proposed Fiscal Year 2016 Operating Budget. The new chart, as well as the original narrative, follows this letter.

In providing this chart we seek to clarify the thought process that went into forming our budget. The chart columns lay out the budget numbers for three FY2016 budget scenarios:

1. **LEVEL SERVICE BUDGET:** This should be fairly self-explanatory. The budget contains increases only for union contract settlements, step increases, the true cost of library supplies, a modest increase in our materials budget, and the cost to replace our ancient photocopiers.
2. **RESTORATION OF SERVICE BUDGET:** In addition to the above, the "Restoration" budget contains funds to restore the four services hours that we feel were unreasonably cut from the Library budget in FY 2011 given the Town's excessive Free Cash position at that time. As we note in our narrative, we believe the Library was the only department in town to take a cut of this proportion. The FY2011 cut to our Materials budget has been gradually restored, but the cut to the salary line, which required us to close the Library on Thursday evening and early on Friday evening, has

not been restored. At the time of the cut, library circulation and attendance was growing. The survey results from our Long-Range Planning process shows that the public is not happy with the reduced hours. Our circulation and attendance statistics are up, and we see no reasonable explanation why the town cannot afford the additional \$20,000 to restore these hours. Libraries in the contiguous towns of Natick, Sudbury, Weston, and Framingham are all open until 9 p.m. on Thursday nights, and there is no reason why Wayland residents are not provided with similar weekday hours.

3. **REQUESTED BUDGET:** This is the budget that the Trustees request. In addition to funds requested in the "Restoration" budget, this budget contains an additional \$24,000 in the salary line to pay for a 17/hour per week unbenefitted Digital Services/Communications Specialist. We made a presentation to the Personnel Board on the importance of this position on Monday, November 24.

Thank you for your attention.

Sincerely,

Aida Gennis

Aida Gennis, Chair

Sally Cartwright
Anne Heller
Nan Jahnke
Lynne Lipcon
Thaddeus Thompson

(Revised) Wayland Free Public Library
Proposed Operating Budget & Narrative for Fiscal Year 2016

Submitted to the Finance Committee by the Board of Library Trustees

December 5, 2014

WAYLAND LIBRARY FY2016 BUDGET REQUEST

	Allocated FY15	Level Service Budget FY16	Restoration Budget FY16	Requested Budget FY16	Requested Budget over FY15 (Difference)
Salaries	\$762,000	¹ \$779,800	² \$799,800	³ \$823,800	\$61,800
OT	\$3,000	\$3,000	\$3,000	\$3,000	\$0
Total Salaries	\$765,000	\$782,800	\$802,800	\$826,800	\$61,800
Contractual Services	\$40,000	⁴ \$42,000	⁴ \$42,000	⁴ \$42,000	\$2,000
Training & Education	\$3,500	\$3,500	\$3,500	\$3,500	\$0
Equip Repairs & Maintenance	\$2,200	\$2,200	\$2,200	\$2,200	\$0
Supplies	\$7,500	⁵ \$10,500	⁵ \$10,500	⁵ \$10,500	\$3,000
Books/Materials	\$160,100	⁶ \$161,100	⁶ \$165,000	⁶ \$169,500	\$9,400
Small Equipment	\$5,000	\$5,000	\$5,000	\$5,000	\$0
Grand Total	\$983,300	\$1,007,100	\$1,031,000	\$1,059,500	\$76,200

¹ Includes \$17,800 for employee step increases and settled COLAs.

² Includes \$17,800 for employee step increases and settled COLAs, as well as \$20,000 for restoration of library hours to FY10 levels.

³ Includes \$17,800 for employee step increases and settled COLAs, \$20,000 for restoration of library hours to FY10 levels, and \$24,000 for part-time Digital Services and Communications Specialist.

⁴ Includes \$2,000 for negotiated lease to replace current copiers.

⁵ Reflects the actual cost of library supplies in FY14.

⁶ Eligibility for State Aid to Libraries requires that our Materials budget equals 16% of operating budget. (We will use this increase to pay for more high-demand downloadable materials.)

WAYLAND LIBRARY FY2016 BUDGET NARRATIVE

BACKGROUND

The Wayland Free Public Library is Wayland's go-to place for information, technology, community conversation, and cultural programming. It provides access to books, magazines, periodicals, reference materials, databases, audio and visual materials, Internet, and electronic media, as well as expert technological assistance and a wide variety of instructional, recreational, and cultural programs to everyone in town. It is a vital public forum for the free exchange of ideas, a building block of democracy.

LIBRARY HIGHLIGHTS AND ISSUES

In the last year, the Library has increased circulation, created new Young Adult services, reconfigured and refurbished the physical space, and increased patrons' access to digital materials—as directed by goals set in our 2013-2018 Long-Range Plan. Highlights include:

- Increased circulation, especially of digital materials (downloadable e-books, audiobooks, etc.)
- Broader program offerings, including more technology-related workshops
- Installation of new furniture to restore the Rotunda to its original function as a Reading Room
- Implementation of the first year of a government grant to improve Young Adult services
- Creation of a new space for Young Adults on the main level of the building
- Creation of new spaces for individual study, tutoring, and group work

The Library's biggest challenge remains our site on Concord Road. Our historic building, while beautiful, is too small for our collections, operations, programs, and services. It is subject to flooding and has significant parking and traffic challenges. The recent appropriation of new funding for the Massachusetts Public Library Construction Program provides an opportunity for the Town to expand the current Library or build a new Library at a different location; state funds would pay approximately 45% of the construction costs. The Trustees are exploring how the Town might take advantage of this funding.

SOME FY2014 PERFORMANCE INDICATORS AND TRENDS

- The Library circulated 222,184 items (not including items transferred to other libraries), an increase of 3.98 percent over FY2013, a figure we believe to be well ahead of the state average.
- 2013 Circulation of downloadable e-books and audiobooks increased by 38%.
- The Library was open to the public just under 3,000 hours in FY2014.
- The Library logged 111,207 visitors, an average of more than 2,100 visits a week.
- The Library sponsored 324 public programs, which were attended by 5,818 people.
- Our librarians answered 19,897 reference questions from the public.
- The Library website had an average of 7,141 visits each month.

- Participation in the Minuteman Library Network and the state library system increases our patrons' access to materials beyond our own walls and creates valuable efficiencies in acquisitions, benchmarking, and record keeping.
- Survey data gathered for our 2013-2018 Long Range Plan indicates widespread community support for the Library and contains many calls for longer hours, more extensive collections, increased programming, and more space.

LIBRARY STAFFING

The Library currently has 13.8 FTE staff positions (excluding custodial services) to cover about 3,000 hours of operation a year. Recent investigations revealed that our staffing levels and hours of operation fall at or below the average for peer towns of our size in this area.

The Trustees are proud of the way the Library deploys full-time, part-time, professional, non-professional, and volunteer staff to efficiently and economically serve the town. The Library's staffing structure comprises a core of 6 FTE professionally trained librarians supported by a roster of library assistants, clerks, and pages working in a variety of full- and part-time shifts. Eight individuals work 35 hours or more a week, and 25 work fewer than 35 hours a week; some work as few as 6 hours a month, while others have no scheduled hours but rather come in as needed for holiday, evening, and weekend time slots. This creative deployment of professional and support staff gives the Library the flexibility to be open to the public and adequately staffed for a large number of hours at reasonable cost.

REVENUES AND TURN-BACKS

The Library collected approximately \$14,600 in fines last year; these were turned over to the Town's general fund. At the end of FY2014 the Library turned back slightly more than \$20,000 from the Salaries budget due to the retirement of a senior employee, an internship position that went unfilled, fewer substitutes needed to cover illness, and more seniors working in the Library under the Town's tax write-off program.

FY2015 OPERATING BUDGET REQUEST

Previous Cuts. In FY2011 the Finance Committee reduced the Library's proposed level-funded budget by \$38,000, or about 4%, in response to a recessionary economy. The FY2011 cut included a \$20,000 reduction of our salary budget, which required that we close the Library 4 hours per week (a 6% loss of hours). At the same time, the Library Supplies budget, which pays for all of our books and other circulating materials as well as our office supplies, was reduced by \$18,000. We believe that these Library cuts are proportionately greater than cuts made to any other town department in recent years. To date, none of these funds have been restored, despite an improving economy and the return of \$4 million in excess free cash to the Town budget in FY2012.

FY 2016 Budget Request. The Trustees feel it is time to return the Library budget to firmer footing and to provide new funding for digital services and community outreach. We present a FY2016 Operating Budget that maintains our current operations and also:

- Covers ordinary increases in Salaries and Contractual Services (+\$17,800)
- Increases the Supplies line to reflect actual costs (+\$3,000)
- Restores the 4 hours of service that were cut five years ago (+\$20,000)
- Increases our holdings of popular digital media, including downloadable e-books and audio-books, and meets state requirements for materials expenditures (+\$9,400)
- Adds a part-time staff person to support digital services and communications (+\$24,000)

This proposed FY2016 budget is \$76,200 more than the current, FY2015, budget. Of that proposed increase \$22,800 represents normal, level-service increases; \$20,000 represents restoration of former hours and services, and \$33,400 represents new funding to support the Library mission. The Board of Library Trustees voted this budget unanimously on October 27, 2014.

Comment on Level-Service Increases: The proposed level-service increase reflects ordinary step, lane, and settled Cost of Living adjustments in the Salary line, as well as \$2,000 in the Contractual Services line to replace the Library's current copiers. (+\$19,800)

Comment on Increase for Supplies. The proposed increase in this line reflects the actual cost of supplies in the last several years. Overages have been paid from state aid, which is more properly put to library fixtures and furnishings that the Town does not pay for. (+\$3,000)

Comment on Restoration of Hours. Restoring the 4 hours lost in FY2011 would allow the Library to be open until 9 p.m. on Thursday nights and until 6 p.m. on Fridays (currently the Library closes at 6 on Thursday and 5 on Friday). Extending evening hours is one of the most frequent requests we hear from our patrons, and doing so would put us back in line with our peer communities. (+\$20,000)

Comment on Increase in Downloadable Digital Materials. Downloadable digital materials – including e-books, audiobooks, and music -- are a relatively new and burgeoning source of information, and libraries across the country are struggling to keep up with demand. Last year our circulation of these materials increased 38%, but our collection of these materials is still relatively small. Currently, the biggest obstacle to greater digital circulation growth is budgetary. We ask for additional funds this year to help satisfy patron demand and further our mission to provide "a wide range of media." The proposed increase would allow us to dedicate \$25,000, or 15% of our total materials budget, to downloadable e-books and audiobooks. (+\$9,400)

Comment on Part-Time Staff Position for Digital Services and Communications. The Trustees request the creation of a new 17-hour/week (unbenefited) position to be called Digital Services and Communications Specialist. As the Library's digital presence and services have expanded, there is an increased need for staff to manage our online presence by keeping our website up to date, publicizing our services digitally and through more traditional media, and providing support for our patrons who are using these services. This staff person would oversee the Library's digital initiatives and community outreach, be responsible for the Library's website and social media presence, and provide general support for the Library's programming efforts. This work would improve public awareness of and access to the Library's collections, promote the Library in the community, and improve our users' digital, online, and in-person Library experiences. The position will also provide much-needed support to the Library Director in planning, executing, and expanding Library program offerings. Presently, these programs, which are funded by the Friends of the Wayland Library, are managed with staff support provided by Library personnel, primarily the Library Director. (+\$24,000)

Capital Expenditures. The Library makes no capital requests of its own this year, but notes that important capital items for the Library are included in the budgets of the IT Department (for a network upgrade) and the Facilities Department (for restoration of windows in the historic Rotunda). Drainage improvements for the Library are scheduled to be done next year as part of a FEMA grant the Town received some years ago. We have been informed that the Town's Capital Improvement Plan holds a place for the construction of a new Library facility in 2018 in the event that the Town applies for, receives, and accepts a Massachusetts Public Library Construction Grant.

SUPPORTING DOCUMENTS

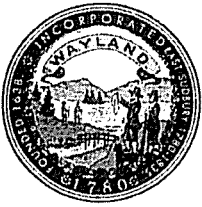
The following documents are available on request or from the Library's website.

- Board of Library Trustees Annual Report, FY2014
- Wayland Free Public Library Long-Range Plan, FY2013-FY2018

Wayland Free Public Library Mission Statement

The mission of the Wayland Free Public Library is to be a free and accessible marketplace of ideas, information, and culture that fosters learning, community, and information literacy. The Library provides open and guided access to a wide variety of media and programs to inform, inspire, and empower all its patrons in their pursuit of lifelong learning, personal enrichment, and cultural understanding. In so doing, the Library seeks to promote the free exchange of ideas necessary to the effective conduct of a democracy in an ever-changing world.

Adopted September 19, 2006, by the Board of Library Trustees and reaffirmed on September 19, 2012



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

DATE: October 30, 2014

TO: Finance Committee

FROM: John Senchyshyn, Asst. Town Administrator/HR Director

RE: FY 16 Town Office Budget Summary

This summary is in response to the FY 16 Budget Guidelines. The requested Town Office budget is \$516,500.

The Town Office budget is generally stable from year-to-year with only minor fluctuations. The budget is largely comprised of salary expenses for the Selectmen's Office. Wages, which account for steps but not COLAs, are in the amount of \$435,000. This represents 84% of the Town Office FY 16 operating budget. The Selectmen's Office is comprised of 5 full-time positions:

Town Administrator
Asst. Town Administrator/HR Director
Financial/Research Analyst
Executive Assistant to the Town Administrator
HR Assistant

The operational focus of the Selectmen's Office is the general administration of Wayland town government. This encompasses a diverse set of objectives ranging from managing departments under the jurisdiction of the Board of Selectmen, to preparing and staging Town Meetings, to negotiating and managing labor agreements.

In addition to salaries, there are two additional line items of significance in the budget. The first is office supplies. Several years ago the ordering and processing of all Town Building office supplies were consolidated in the Town Office budget. This item is a \$38,500 request for FY 16. The second item is postage. Postage for all Town departments in Town Building is funded through this line item. The postage request for FY 16 is \$33,000.

Turnback for FY 14 was under \$20,000. The turnback was unexpended funds approved for the Town Administrator search and transition for the position.

12/10/2014 10:08
bkeveny
TOWN OF WAYLAND
NEXT YEAR BUDGET COMPARISON REPORT
PROJECTION: 20161 FY 16 OPERATING BUDGET
FOR PERIOD 13

ACCOUNTS FOR: (61) WATER FUND	2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 REQUEST	2016 REV REQ	2016 BRD APPV	PCT CHANGE
4510 (4510) WATER DEPT							
61451001 (61451001) WATER PERSONNEL SERVICES							
51 (51) PERSONNEL SERVICES							
61451001 51001 SALARIES	540,218.07	583,881.00	583,881.00	583,881.00	.00	.00	.0%
61451001 51140 OVERTIME	118,140.52	130,000.00	130,000.00	130,000.00	.00	.00	.0%
TOTAL (51) PERSONNEL SERVICE	658,358.59	713,881.00	713,881.00	713,881.00	.00	.00	-100.0%
TOTAL (61451001) WATER PERSONNEL	658,358.59	713,881.00	713,881.00	713,881.00	.00	.00	-100.0%
61451002 (61451002) WATER EXPENSES							
52 (52) PURCHASE OF SERVICES							
61451002 52100 CONTRA SE	156,879.24	115,117.00	115,117.00	185,117.00	.00	.00	60.8%
61451002 52101 PROF SERV	158,163.69	125,000.00	125,000.00	155,000.00	.00	.00	24.0%
61451002 52103 LAB TEST	44,107.62	50,000.00	50,000.00	50,000.00	.00	.00	.0%
61451002 52107 ADMIN SERV	29,317.48	60,000.00	60,000.00	60,000.00	.00	.00	.0%
61451002 52112 TRAIN	11,913.00	10,000.00	10,000.00	10,000.00	.00	.00	.0%
61451002 52115 BUI REPAIR	42,214.42	40,000.00	40,000.00	40,000.00	.00	.00	.0%
61451002 52116 EQUIP REPA	63,786.35	50,000.00	50,000.00	50,000.00	.00	.00	.0%
TOTAL (52) PURCHASE OF SERVI	506,381.80	450,117.00	450,117.00	550,117.00	.00	.00	-100.0%
53 (53) UTILITIES							
61451002 53102 NAT GAS	9,535.37	25,000.00	25,000.00	25,000.00	.00	.00	.0%
61451002 53103 ELECTRIC	288,798.96	328,270.00	328,270.00	330,000.00	.00	.00	.5%
61451002 53104 PHONE	2,442.59	10,000.00	10,000.00	10,000.00	.00	.00	.0%
TOTAL (53) UTILITIES	300,776.92	363,270.00	363,270.00	365,000.00	.00	.00	-100.0%
54 (54) SUPPLIES							
61451002 54100 SUPPLIES	76,901.08	92,000.00	92,000.00	92,000.00	.00	.00	.0%
61451002 54111 VEH GAS	28,960.55	25,000.00	25,000.00	25,000.00	.00	.00	.0%
61451002 54112 CHEMICALS	344,591.71	250,000.00	250,000.00	350,000.00	.00	.00	40.0%
61451002 54115 UNIFORMS	6,759.26	8,000.00	8,000.00	8,000.00	.00	.00	.0%
61451002 54121 POSTAGE	10,932.51	15,000.00	15,000.00	15,000.00	.00	.00	.0%
61451002 54500 SMALL EQUI	31,457.78	30,000.00	30,000.00	30,000.00	.00	.00	.0%

PROJECTION: 20161 FY 16 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR:		2014	2015	2015	2016	2016	2016	PCT
(61) WATER FUND		ACTUAL	ORIG BUD	REVISED BUD	REQUEST	REV REQ	BRD APPV	CHANGE
61451002	54599	CONTING	50,000.00	50,000.00	50,000.00	.00	.00	.0%
TOTAL (54) SUPPLIES		499,602.89	470,000.00	470,000.00	570,000.00	.00	.00	-100.0%
59	(59) DEBT SERVICE							
61451002	59100	L DEBT P	834,500.00	766,500.00	791,500.00	.00	.00	3.3%
61451002	59150	L DEBT I	333,249.37	319,703.00	324,204.00	.00	.00	1.4%
TOTAL (59) DEBT SERVICE		1,167,749.37	1,086,203.00	1,086,203.00	1,115,704.00	.00	.00	-100.0%
TOTAL (61451002) WATER EXPEN		2,474,510.98	2,369,590.00	2,369,590.00	2,600,821.00	.00	.00	-100.0%
TOTAL (4510) WATER DEPT		3,132,869.57	3,083,471.00	3,083,471.00	3,314,702.00	.00	.00	-100.0%

12/10/2014 10:08
bkeveny

TOWN OF WAYLAND
NEXT YEAR BUDGET COMPARISON REPORT

PG 3
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PROJECTION: 20161 FY 16 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR:		2014	2015	2015	2016	2016	2016	2016	PCT
(61) WATER FUND		ACTUAL	ORIG BUD	REVISED BUD	REQUEST	REV REQ	BRD APPV	CHANGE	
9910	(9910) TRANSFER TO OTHER FUNDS								
61991000	(61991000) TRANSFER TO OTHER FUNDS								
60	(60) TRANSFERS								
61991000	59710 TRANSF G/F	435,928.08	489,766.00	489,766.00	.00	.00	.00	.00	-100.0%
61991000	59742 TRAN WAT C	1,095,000.00	775,000.00	775,000.00	.00	.00	.00	.00	-100.0%
61991000	59763 TRAN WAS	.00	.00	.00	.00	.00	.00	.00	.0%
61991000	59783 TRAN TRUST	12,285.00	4,529.00	4,529.00	.00	.00	.00	.00	-100.0%
TOTAL (60) TRANSFERS		1,543,213.08	1,269,295.00	1,269,295.00	.00	.00	.00	.00	-100.0%
TOTAL (61991000) TRANSFER TO		1,543,213.08	1,269,295.00	1,269,295.00	.00	.00	.00	.00	-100.0%
TOTAL (9910) TRANSFER TO OTH		1,543,213.08	1,269,295.00	1,269,295.00	.00	.00	.00	.00	-100.0%
TOTAL (61) WATER FUND		4,676,082.65	4,352,766.00	4,352,766.00	3,314,702.00	.00	.00	.00	-100.0%
GRAND TOTAL		4,676,082.65	4,352,766.00	4,352,766.00	3,314,702.00	.00	.00	.00	-100.0%

** END OF REPORT - Generated by Brian Keveny **

ACCOUNTS FOR:		2014	2015	2015	2016	2016	2016	2016	PCT
(63) WASTEWATER FUND		ACTUAL	ORIG BUD	REVISED BUD	REQUEST	REV REQ	BRD APPV	CHANGE	
4230	(4230) SNOW REMOVAL								
63443001	(63443001) WASTEWATER PERSONAL SERV								
51	(51) PERSONNEL SERVICES								
63443001	51001 SALARIES	22,626.19	.00	.00	22,000.00	.00	.00	.00	.0%
63443001	51140 OVERTIME	238.77	.00	.00	.00	.00	.00	.00	.0%
TOTAL (51) PERSONNEL SERVICE		22,864.96	.00	.00	22,000.00	.00	.00	.00	.0%
TOTAL (63443001) WASTEWATER		22,864.96	.00	.00	22,000.00	.00	.00	.00	.0%
TOTAL (4230) SNOW REMOVAL		22,864.96	.00	.00	22,000.00	.00	.00	.00	.0%

PROJECTION: 20161 FY 16 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR:		2014	2015	2015	2016	2016	2016	PCT
(63) WASTEWATER FUND		ACTUAL	ORIG BUD	REVISED BUD	REQUEST	REV REQ	BRD APPV	CHANGE
4430	(4430) WASTEWATER							
63443002	(63443002) WASTEWATER EXPENSES							
52	(52) PURCHASE OF SERVICES							
63443002	52101 PROF SERV	75,880.93	112,775.00	112,775.00	57,275.00	.00	.00	-49.2%
63443002	52107 ADMIN SERV	333.25	.00	.00	.00	.00	.00	.0%
63443002	52108 LEGAL SERV	.00	20,000.00	20,000.00	10,000.00	.00	.00	-50.0%
63443002	52115 BUI REPAIR	23,977.00	1,750.00	1,750.00	30,000.00	.00	.00	1614.3%
63443002	52121 DISPOSAL	.00	1,200.00	1,200.00	.00	.00	.00	-100.0%
63443002	52125 CHEMICALS	.00	.00	.00	3,000.00	.00	.00	.0%
63443002	52151 OPERATING	35,264.76	10,000.00	10,000.00	15,000.00	.00	.00	50.0%
	TOTAL (52) PURCHASE OF SERVI	135,455.94	145,725.00	145,725.00	115,275.00	.00	.00	-100.0%
53	(53) UTILITIES							
63443002	53102 NAT GAS	4,908.73	7,500.00	7,500.00	7,500.00	.00	.00	.0%
63443002	53103 ELECTRIC	28,587.84	37,500.00	37,500.00	41,000.00	.00	.00	9.3%
63443002	53104 PHONE	13,434.89	2,400.00	2,400.00	2,200.00	.00	.00	-8.3%
63443002	53105 WATER	745.16	10,000.00	10,000.00	1,500.00	.00	.00	-85.0%
	TOTAL (53) UTILITIES	47,676.62	57,400.00	57,400.00	52,200.00	.00	.00	-100.0%
54	(54) SUPPLIES							
63443002	54599 CONTING	.00	.00	.00	30,000.00	.00	.00	.0%
	TOTAL (54) SUPPLIES	.00	.00	.00	30,000.00	.00	.00	.0%
59	(59) DEBT SERVICE							
63443002	59100 L DEBT P	243,179.82	248,180.00	248,180.00	278,442.00	.00	.00	12.2%
63443002	59150 L DEBT I	207,465.00	203,600.00	203,600.00	208,238.00	.00	.00	2.3%
	TOTAL (59) DEBT SERVICE	450,644.82	451,780.00	451,780.00	486,680.00	.00	.00	-100.0%
	TOTAL (63443002) WASTEWATER	633,777.38	654,905.00	654,905.00	684,155.00	.00	.00	-100.0%
	TOTAL (4430) WASTEWATER	633,777.38	654,905.00	654,905.00	684,155.00	.00	.00	-100.0%



PG 3
bgnyrpts

FOR PERIOD 13

ACCOUNTS FOR:		2014	2015	2015	2016	2016	2016	PCT
(63) WASTEWATER FUND		ACTUAL	ORIG BUD	REVISED BUD	REQUEST	REV REQ	BRD APPV	CHANGE
9910	(9910) TRANSFER TO OTHER FUNDS							
63991000	(63991000) TRANSFER TO OTHER FUNDS							
60	(60) TRANSFERS							
63991000 59710	TRANSF G/F	15,919.00	.00	.00	.00	.00	.00	.0%
TOTAL (60) TRANSFERS		15,919.00	.00	.00	.00	.00	.00	.0%
TOTAL (63991000) TRANSFER TO		15,919.00	.00	.00	.00	.00	.00	.0%
TOTAL (9910) TRANSFER TO OTH		15,919.00	.00	.00	.00	.00	.00	.0%
TOTAL (63) WASTEWATER FUND		672,561.34	654,905.00	654,905.00	706,155.00	.00	.00	-100.0%
GRAND TOTAL		672,561.34	654,905.00	654,905.00	706,155.00	.00	.00	-100.0%

** END OF REPORT - Generated by Brian Keveny **



TOWN OF WAYLAND
MASSACHUSETTS
01778
CONSERVATION COMMISSION

TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358-3669
FAX: (508) 358-3606

Conservation Commission FY 2016 Narrative

The proposed Conservation Commission operating budget for FY 2016 includes increased funding of the contracted services and materials and supplies accounts. In addition the Commission proposes an additional professional staff position or, as a less functional alternative, an increase in funding for the so-called seasonal employees. The following is a summary of the funding being sought and the purposes therefor.

Contracted Services: \$10,000. The Commission proposes beginning the process of engaging a Professional Land Surveyor to survey conservation lands and have bounds installed along the boundaries. The Town does have in-house staff able to provide some support. However, the Commission's need to establish boundaries and the layout of conservation lands exceeds the available resources. This initial amount would be targeted for some of the newer areas such as Rocky Point Conservation Area (a high priority) and the end of Lee Road (land obtained through a conservation cluster development) as well as other prioritized lands. In some instances, documentation of encroachment onto town land would be part of the scope of services. There are approximately 800 acres of conservation lands and defining and marking the boundaries is an important step to protect and maintain these resources. The intent is to methodically pursue this program over a number of years with the belief, in the short term, this funding is adequate for a small portion of total lands.

Materials and Supplies: \$7,000. Once the boundaries of the Rocky Point Conservation Area are defined (see above), an additional \$7,000 is proposed for this account to purchase a sign, park bench or picnic table, and explore/purchase a rack for small boats at the Rocky Point Conservation Area. Any proposed improvements will be discussed with the community before design and implementation.

Staffing: Of high priority to the Commission is the addition of a Land Manager to the professional staff of the Department. This proposal is in recognition of the need to redefine and improve land management on conservation land and conservation restricted properties held by the Town. The Commission is committed to safeguarding these very special places that provide habitat for wildlife and opportunities for people to reconnect with nature. Currently there is money for two "seasonal" staff people to cover all 800 acres of conservation land, based generally upon 35 hours per week for 18 weeks. This funding does not address the need for both hands-on work and important land management issues that arise throughout the year. The Commission's heavy reliance on volunteers has been invaluable, yet recently one effort was the source of concerns and criticism which would be better addressed through clearly articulated land management plans. With the addition of a full-time professional staff position, which is modeled upon existing positions in other communities, one of the "seasonal" staff slots would be eliminated. As a less functional alternative, the Commission proposes additional funding for the two "seasonal" staff to increase from 18 weeks to 26 weeks each to address land issues requiring immediate attention.



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

DATE: October 30, 2014

TO: Finance Committee

FROM: John Senchyshyn, Asst. Town Administrator/HR Director

RE: FY 16 Town Office Budget Summary

This summary is in response to the FY 16 Budget Guidelines. The requested Town Office budget is \$516,500.

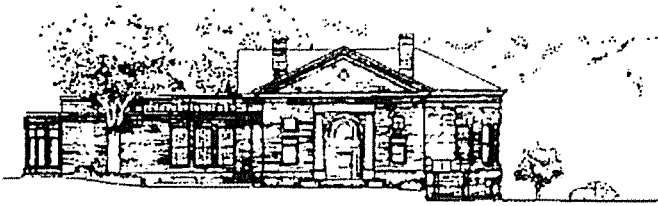
The Town Office budget is generally stable from year-to-year with only minor fluctuations. The budget is largely comprised of salary expenses for the Selectmen's Office. Wages, which account for steps but not COLAs, are in the amount of \$435,000. This represents 84% of the Town Office FY 16 operating budget. The Selectmen's Office is comprised of 5 full-time positions:

Town Administrator
Asst. Town Administrator/HR Director
Financial/Research Analyst
Executive Assistant to the Town Administrator
HR Assistant

The operational focus of the Selectmen's Office is the general administration of Wayland town government. This encompasses a diverse set of objectives ranging from managing departments under the jurisdiction of the Board of Selectmen, to preparing and staging Town Meetings, to negotiating and managing labor agreements.

In addition to salaries, there are two additional line items of significance in the budget. The first is office supplies. Several years ago the ordering and processing of all Town Building office supplies were consolidated in the Town Office budget. This item is a \$38,500 request for FY 16. The second item is postage. Postage for all Town departments in Town Building is funded through this line item. The postage request for FY 16 is \$33,000.

Turnback for FY 14 was under \$20,000. The turnback was unexpended funds approved for the Town Administrator search and transition for the position.



WAYLAND FREE PUBLIC LIBRARY

5 CONCORD ROAD, WAYLAND, MASSACHUSETTS 01778

TEL: (508) 358-2311 FAX: (508) 358-5249

December 5, 2014

Mr. Tom Greenaway, Chair
Wayland Finance Committee
Wayland Town Building
41 Cochituate Road
Wayland, Massachusetts 01778

Dear Mr. Greenaway,

The Board of Library Trustees for the Wayland Free Public Library would like to take the opportunity to submit to the Finance Committee a new budget chart to accompany the previously submitted narrative for our proposed Fiscal Year 2016 Operating Budget. The new chart, as well as the original narrative, follows this letter.

In providing this chart we seek to clarify the thought process that went into forming our budget. The chart columns lay out the budget numbers for three FY2016 budget scenarios:

1. **LEVEL SERVICE BUDGET:** This should be fairly self-explanatory. The budget contains increases *only* for union contract settlements, step increases, the true cost of library supplies, a modest increase in our materials budget, and the cost to replace our ancient photocopiers.
2. **RESTORATION OF SERVICE BUDGET:** In addition to the above, the "Restoration" budget contains funds to restore the four services hours that we feel were unreasonably cut from the Library budget in FY 2011 given the Town's excessive Free Cash position at that time. As we note in our narrative, we believe the Library was the only department in town to take a cut of this proportion. The FY2011 cut to our Materials budget has been gradually restored, but the cut to the salary line, which required us to close the Library on Thursday evening and early on Friday evening, has

not been restored. At the time of the cut, library circulation and attendance was growing. The survey results from our Long-Range Planning process shows that the public is not happy with the reduced hours. Our circulation and attendance statistics are up, and we see no reasonable explanation why the town cannot afford the additional \$20,000 to restore these hours. Libraries in the contiguous towns of Natick, Sudbury, Weston, and Framingham are all open until 9 p.m. on Thursday nights, and there is no reason why Wayland residents are not provided with similar weekday hours.

3. **REQUESTED BUDGET:** This is the budget that the Trustees request. In addition to funds requested in the "Restoration" budget, this budget contains an additional \$24,000 in the salary line to pay for a 17/hour per week unbenefitted Digital Services/Communications Specialist. We made a presentation to the Personnel Board on the importance of this position on Monday, November 24.

Thank you for your attention.

Sincerely,

Aida Gennis

Aida Gennis, Chair

Sally Cartwright
Anne Heller
Nan Jahnke
Lynne Lipcon
Thaddeus Thompson

(Revised) Wayland Free Public Library
Proposed Operating Budget & Narrative for Fiscal Year 2016

Submitted to the Finance Committee by the Board of Library Trustees

December 5, 2014

WAYLAND LIBRARY FY2016 BUDGET REQUEST

	Allocated FY15	Level Service Budget FY16	Restoration Budget FY16	Requested Budget FY16	Requested Budget over FY15 (Difference)
Salaries	\$762,000	¹ \$779,800	² \$799,800	³ \$823,800	\$61,800
OT	\$3,000	\$3,000	\$3,000	\$3,000	\$0
Total Salaries	\$765,000	\$782,800	\$802,800	\$826,800	\$61,800
Contractual Services	\$40,000	⁴ \$42,000	⁴ \$42,000	⁴ \$42,000	\$2,000
Training & Education	\$3,500	\$3,500	\$3,500	\$3,500	\$0
Equip Repairs & Maintenance	\$2,200	\$2,200	\$2,200	\$2,200	\$0
Supplies	\$7,500	⁵ \$10,500	⁵ \$10,500	⁵ \$10,500	\$3,000
Books/Materials	\$160,100	⁶ \$161,100	⁶ \$165,000	⁶ \$169,500	\$9,400
Small Equipment	\$5,000	\$5,000	\$5,000	\$5,000	\$0
Grand Total	\$983,300	\$1,007,100	\$1,031,000	\$1,059,500	\$76,200

¹ Includes \$17,800 for employee step increases and settled COLAs.

² Includes \$17,800 for employee step increases and settled COLAs, as well as \$20,000 for restoration of library hours to FY10 levels.

³ Includes \$17,800 for employee step increases and settled COLAs, \$20,000 for restoration of library hours to FY10 levels, and \$24,000 for part-time Digital Services and Communications Specialist.

⁴ Includes \$2,000 for negotiated lease to replace current copiers.

⁵ Reflects the actual cost of library supplies in FY14.

⁶ Eligibility for State Aid to Libraries requires that our Materials budget equals 16% of operating budget. (We will use this increase to pay for more high-demand downloadable materials.)

WAYLAND LIBRARY FY2016 BUDGET NARRATIVE

BACKGROUND

The Wayland Free Public Library is Wayland's go-to place for information, technology, community conversation, and cultural programming. It provides access to books, magazines, periodicals, reference materials, databases, audio and visual materials, Internet, and electronic media, as well as expert technological assistance and a wide variety of instructional, recreational, and cultural programs to everyone in town. It is a vital public forum for the free exchange of ideas, a building block of democracy.

LIBRARY HIGHLIGHTS AND ISSUES

In the last year, the Library has increased circulation, created new Young Adult services, reconfigured and refurbished the physical space, and increased patrons' access to digital materials—as directed by goals set in our 2013-2018 Long-Range Plan. Highlights include:

- Increased circulation, especially of digital materials (downloadable e-books, audiobooks, etc.)
- Broader program offerings, including more technology-related workshops
- Installation of new furniture to restore the Rotunda to its original function as a Reading Room
- Implementation of the first year of a government grant to improve Young Adult services
- Creation of a new space for Young Adults on the main level of the building
- Creation of new spaces for individual study, tutoring, and group work

The Library's biggest challenge remains our site on Concord Road. Our historic building, while beautiful, is too small for our collections, operations, programs, and services. It is subject to flooding and has significant parking and traffic challenges. The recent appropriation of new funding for the Massachusetts Public Library Construction Program provides an opportunity for the Town to expand the current Library or build a new Library at a different location; state funds would pay approximately 45% of the construction costs. The Trustees are exploring how the Town might take advantage of this funding.

SOME FY2014 PERFORMANCE INDICATORS AND TRENDS

- The Library circulated 222,184 items (not including items transferred to other libraries), an increase of 3.98 percent over FY2013, a figure we believe to be well ahead of the state average.
- 2013 Circulation of downloadable e-books and audiobooks increased by 38%.
- The Library was open to the public just under 3,000 hours in FY2014.
- The Library logged 111,207 visitors, an average of more than 2,100 visits a week.
- The Library sponsored 324 public programs, which were attended by 5,818 people.
- Our librarians answered 19,897 reference questions from the public.
- The Library website had an average of 7,141 visits each month.

- Participation in the Minuteman Library Network and the state library system increases our patrons' access to materials beyond our own walls and creates valuable efficiencies in acquisitions, benchmarking, and record keeping.
- Survey data gathered for our 2013-2018 Long Range Plan indicates widespread community support for the Library and contains many calls for longer hours, more extensive collections, increased programming, and more space.

LIBRARY STAFFING

The Library currently has 13.8 FTE staff positions (excluding custodial services) to cover about 3,000 hours of operation a year. Recent investigations revealed that our staffing levels and hours of operation fall at or below the average for peer towns of our size in this area.

The Trustees are proud of the way the Library deploys full-time, part-time, professional, non-professional, and volunteer staff to efficiently and economically serve the town. The Library's staffing structure comprises a core of 6 FTE professionally trained librarians supported by a roster of library assistants, clerks, and pages working in a variety of full- and part-time shifts. Eight individuals work 35 hours or more a week, and 25 work fewer than 35 hours a week; some work as few as 6 hours a month, while others have no scheduled hours but rather come in as needed for holiday, evening, and weekend time slots. This creative deployment of professional and support staff gives the Library the flexibility to be open to the public and adequately staffed for a large number of hours at reasonable cost.

REVENUES AND TURN-BACKS

The Library collected approximately \$14,600 in fines last year; these were turned over to the Town's general fund. At the end of FY2014 the Library turned back slightly more than \$20,000 from the Salaries budget due to the retirement of a senior employee, an internship position that went unfilled, fewer substitutes needed to cover illness, and more seniors working in the Library under the Town's tax write-off program.

FY2015 OPERATING BUDGET REQUEST

Previous Cuts. In FY2011 the Finance Committee reduced the Library's proposed level-funded budget by \$38,000, or about 4%, in response to a recessionary economy. The FY2011 cut included a \$20,000 reduction of our salary budget, which required that we close the Library 4 hours per week (a 6% loss of hours). At the same time, the Library Supplies budget, which pays for all of our books and other circulating materials as well as our office supplies, was reduced by \$18,000. We believe that these Library cuts are proportionately greater than cuts made to any other town department in recent years. To date, none of these funds have been restored, despite an improving economy and the return of \$4 million in excess free cash to the Town budget in FY2012.

FY 2016 Budget Request. The Trustees feel it is time to return the Library budget to firmer footing and to provide new funding for digital services and community outreach. We present a FY2016 Operating Budget that maintains our current operations and also:

- Covers ordinary increases in Salaries and Contractual Services (+\$17,800)
- Increases the Supplies line to reflect actual costs (+\$3,000)
- Restores the 4 hours of service that were cut five years ago (+\$20,000)
- Increases our holdings of popular digital media, including downloadable e-books and audio-books, and meets state requirements for materials expenditures (+\$9,400)
- Adds a part-time staff person to support digital services and communications (+\$24,000)

This proposed FY2016 budget is \$76,200 more than the current, FY2015, budget. Of that proposed increase \$22,800 represents normal, level-service increases; \$20,000 represents restoration of former hours and services, and \$33,400 represents new funding to support the Library mission. The Board of Library Trustees voted this budget unanimously on October 27, 2014.

Comment on Level-Service Increases: The proposed level-service increase reflects ordinary step, lane, and settled Cost of Living adjustments in the Salary line, as well as \$2,000 in the Contractual Services line to replace the Library's current copiers. (+\$19,800)

Comment on Increase for Supplies. The proposed increase in this line reflects the actual cost of supplies in the last several years. Overages have been paid from state aid, which is more properly put to library fixtures and furnishings that the Town does not pay for. (+\$3,000)

Comment on Restoration of Hours. Restoring the 4 hours lost in FY2011 would allow the Library to be open until 9 p.m. on Thursday nights and until 6 p.m. on Fridays (currently the Library closes at 6 on Thursday and 5 on Friday). Extending evening hours is one of the most frequent requests we hear from our patrons, and doing so would put us back in line with our peer communities. (+\$20,000)

Comment on Increase in Downloadable Digital Materials. Downloadable digital materials – including e-books, audiobooks, and music -- are a relatively new and burgeoning source of information, and libraries across the country are struggling to keep up with demand. Last year our circulation of these materials increased 38%, but our collection of these materials is still relatively small. Currently, the biggest obstacle to greater digital circulation growth is budgetary. We ask for additional funds this year to help satisfy patron demand and further our mission to provide "a wide range of media." The proposed increase would allow us to dedicate \$25,000, or 15% of our total materials budget, to downloadable e-books and audiobooks. (+\$9,400)

Comment on Part-Time Staff Position for Digital Services and Communications. The Trustees request the creation of a new 17-hour/week (unbenefited) position to be called Digital Services and Communications Specialist. As the Library's digital presence and services have expanded, there is an increased need for staff to manage our online presence by keeping our website up to date, publicizing our services digitally and through more traditional media, and providing support for our patrons who are using these services. This staff person would oversee the Library's digital initiatives and community outreach, be responsible for the Library's website and social media presence, and provide general support for the Library's programming efforts. This work would improve public awareness of and access to the Library's collections, promote the Library in the community, and improve our users' digital, online, and in-person Library experiences. The position will also provide much-needed support to the Library Director in planning, executing, and expanding Library program offerings. Presently, these programs, which are funded by the Friends of the Wayland Library, are managed with staff support provided by Library personnel, primarily the Library Director. (+\$24,000)

Capital Expenditures. The Library makes no capital requests of its own this year, but notes that important capital items for the Library are included in the budgets of the IT Department (for a network upgrade) and the Facilities Department (for restoration of windows in the historic Rotunda). Drainage improvements for the Library are scheduled to be done next year as part of a FEMA grant the Town received some years ago. We have been informed that the Town's Capital Improvement Plan holds a place for the construction of a new Library facility in 2018 in the event that the Town applies for, receives, and accepts a Massachusetts Public Library Construction Grant.

SUPPORTING DOCUMENTS

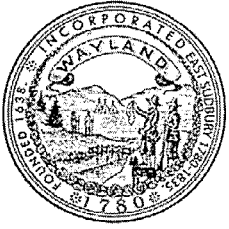
The following documents are available on request or from the Library's website.

- Board of Library Trustees Annual Report, FY2014
- Wayland Free Public Library Long-Range Plan, FY2013-FY2018

Wayland Free Public Library Mission Statement

The mission of the Wayland Free Public Library is to be a free and accessible marketplace of ideas, information, and culture that fosters learning, community, and information literacy. The Library provides open and guided access to a wide variety of media and programs to inform, inspire, and empower all its patrons in their pursuit of lifelong learning, personal enrichment, and cultural understanding. In so doing, the Library seeks to promote the free exchange of ideas necessary to the effective conduct of a democracy in an ever-changing world.

Adopted September 19, 2006, by the Board of Library Trustees and reaffirmed on September 19, 2012



TOWN OF WAYLAND
MASSACHUSETTS
01778
CONSERVATION COMMISSION

TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358-3669
FAX: (508) 358-3606

Conservation Commission FY 2016 Revised Operating Budget Narrative
January 2, 2015

The proposed Conservation Commission operating budget for FY 2016 includes increased funding of the contracted services and materials and supplies accounts. In addition the Commission proposes an additional professional staff position or, as a less functional alternative, an increase in funding for the so-called seasonal employees. The following is a summary of the funding being sought and the purposes therefor.

Contracted Services: \$10,000. The Commission proposes beginning the process of engaging a Professional Land Surveyor to survey conservation lands and have bounds installed along the boundaries. The Town does have in-house staff able to provide some support. However, the Commission's need to establish boundaries and the layout of conservation lands exceeds the available resources. This initial amount would be targeted for some of the newer areas such as Rocky Point Conservation Area (a high priority) and the end of Lee Road (land obtained through a conservation cluster development) as well as other prioritized lands. In some instances, documentation of encroachment onto town land would be part of the scope of services. There are approximately 800 acres of conservation lands and defining and marking the boundaries is an important step to protect and maintain these resources. The intent is to methodically pursue this program over a number of years with the belief, in the short term, this funding is adequate for a small portion of total lands.

Materials and Supplies: \$7,000. Once the boundaries of the Rocky Point Conservation Area are defined (see above), an additional \$7,000 is proposed for this account to purchase a sign, park bench or picnic table, and explore/purchase a rack for small boats at the Rocky Point Conservation Area. Any proposed improvements will be discussed with the community before design and implementation.

Staffing: Of high priority to the Commission is the addition of a Land Manager to the professional staff of the Department. This proposal is in recognition of the need to redefine and improve land management on conservation land and conservation restricted properties held by the Town. The Commission is committed to safeguarding these very special places that provide habitat for wildlife and opportunities for people to reconnect with nature. Currently there is money for two "seasonal" staff people to cover all 1000 acres of conservation land, based generally upon 35 hours per week for 18 weeks. This funding does not address the need for both hands-on work and important land management issues that arise throughout the year. The Commission's heavy reliance on volunteers has been invaluable, yet recently one effort was the source of concerns and criticism which would be better addressed through clearly articulated land management plans. The Commission, after having not received support for a full time land management position is now seeking a part-time position for 19 hours per week at a suggested salary range of \$22.57/hour to \$28.59/hour for a total increase in the salary account of \$22,300- \$ 28,250. Please refer to communication dated December 29, 2014 addressing the part-time staffing position.



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CONSERVATION COMMISSION

TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358-3669
FAX: (508) 358-3606

To: Finance Committee
Personnel Board
Board of Selectmen/N. Balmer, Town Administrator

From: Sherre Greenbaum, Chair

Date: December 29, 2014

Re: Conservation Land Management Staffing

The work currently required by the Conservation Administrator is overwhelming. Not only does he administer all the regulatory work of the Conservation Commission – applications under state law and town bylaws, site visits, decisions, enforcement – but he is also responsible for the monitoring and management of approximately 1,000 acres of Conservation land as well as additional conservation-restricted property.

Because the Commission's regulatory work is time-sensitive, caring for these lands is too often neglected due to lack of resources and support. In 2014 there was no active management at the vast majority of these areas due to current staffing constraints – see attached chart.

The Commission's original concept to refocus its efforts on land management sought capital funds to begin this process by hiring a professional contractor to renovate fields on prioritized Conservation lands. When this proposal proved to be more complex than anticipated, the Commission reassessed its needs and developed a more comprehensive and long-range approach: hiring a full-time Land Manager whose duties would include the drafting and implementation of management plans for these as well as all Conservation lands.

The Commission met with the Personnel Board to discuss its request for an additional full-time staff position. When this was not recommended by the Board, the Commission revised its request to a part-time position (without benefits). And, since this alone would not fill the need, the Commission applied to the CPC for funds to hire a consultant to assess the Conservation lands and draft the necessary land management plans.

This two-fold approach, which would redefine and improve the care and accessibility of the Town's valuable assets, was based on feedback from both the Finance Committee and the Personnel Board. It has the additional significant benefit of allowing the Administrator more time to devote to his other responsibilities.

The suggestion that the town should dispose of its Conservation lands if the Conservation Department cannot care for them is indeed thought-provoking. The Commission firmly believes that Wayland residents are committed to supporting our open space and would find this option unacceptable.

Rather than relinquishing its responsibilities, devoting an appropriate level of resources to management should be the called-for response. The Department has previously not requested additional professional staff despite its increased work load. This funding request is nominal when the Town's special quality of life – including property values - is considered.

Hiring a Land Manager dedicated to implementing newly developed management plans is a logical evolution of responsibilities, entirely necessary and long overdue. The Commission appreciates the Finance Committee's support of its proposal for CPC funds and also requests its support for an additional part-time professional staff person to help the Commission meet its Conservation goals.

Thank you for your consideration of this important matter.

Attachment

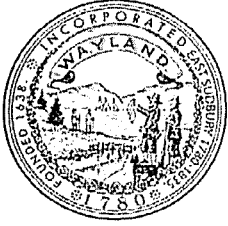
Cc Conservation Commissioners
File

Work Done on Conservation Lands in 2014

Property Name/Location	Acres	Some work	No work
0 Boston Post Road	24.0		X
0 Brooks Road	3.0		X
27 Cedar Crest Road	0.67		X
0 Cross Street	0.69		X
Castle Hill	25.4	X	
Community Gardens (Cow Common)	-	X	
Cow Common	64.0	X	
0 Dean Road	3.1		X
Dudley Brook	11.5		X
Fields Lane	4.43		X
Greenways	98.0	X	
Hamlen Woods	135.2		X
Heard Farm	85.7		X(volunteers)
0 Langdon Road	3.32		X
0 Lee Road	1.75	X	
97 Lincoln Road	2.77		X
Loker	30+		X
Lower Mill Brook	41.5	X	
Lower Snake Brook	31.6	X	
50 Michael Road	9.3	X	
Nike Loop	1+	X	
14 Nob Hill Road	2.3		X
Pine Brook	37.7		X
87 Plain Road	4.8		X
151R Plain Road	6.31		X
Pod Meadow	32.0		X
17 Puritan Path	1.39		X
18 Puritan Path	0.5		X
Reeves Hill	8.0		X
9 Reservoir Road	7.01		X
Rice Road Dam	-	X	
19 Robinhood Road	0.23		X
24 Robinhood Road	0.38		X
Rocky Point	0.8+	X	
Rowan Hill	25.0	X	
Sedge Meadow	93.1	X	
Timber Lane	9.2	X	
Trout Brook	64.7		X
Turkey Hill	46.2		X
Upper Mill Brook	116.3	X	
0 Valley View Road	0.66		X
0 Waltham Road	32.0		X
Wayland Hills	53.9		X

Conservation Restrictions - work done in 2014

Lincoln Road Fields	22.6	X
Others (numerous)		X



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CONSERVATION COMMISSION

TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358-3669
FAX: (508) 358-3606

Conservation Commission FY 2016 Narrative

The proposed Conservation Commission operating budget for FY 2016 includes increased funding of the contracted services and materials and supplies accounts. In addition the Commission proposes an additional professional staff position or, as a less functional alternative, an increase in funding for the so-called seasonal employees. The following is a summary of the funding being sought and the purposes therefor.

Contracted Services: \$10,000. The Commission proposes beginning the process of engaging a Professional Land Surveyor to survey conservation lands and have bounds installed along the boundaries. The Town does have in-house staff able to provide some support. However, the Commission's need to establish boundaries and the layout of conservation lands exceeds the available resources. This initial amount would be targeted for some of the newer areas such as Rocky Point Conservation Area (a high priority) and the end of Lee Road (land obtained through a conservation cluster development) as well as other prioritized lands. In some instances, documentation of encroachment onto town land would be part of the scope of services. There are approximately 800 acres of conservation lands and defining and marking the boundaries is an important step to protect and maintain these resources. The intent is to methodically pursue this program over a number of years with the belief, in the short term, this funding is adequate for a small portion of total lands.

Materials and Supplies: \$7,000. Once the boundaries of the Rocky Point Conservation Area are defined (see above), an additional \$7,000 is proposed for this account to purchase a sign, park bench or picnic table, and explore/purchase a rack for small boats at the Rocky Point Conservation Area. Any proposed improvements will be discussed with the community before design and implementation.

Staffing: Of high priority to the Commission is the addition of a Land Manager to the professional staff of the Department. This proposal is in recognition of the need to redefine and improve land management on conservation land and conservation restricted properties held by the Town. The Commission is committed to safeguarding these very special places that provide habitat for wildlife and opportunities for people to reconnect with nature. Currently there is money for two "seasonal" staff people to cover all 800 acres of conservation land, based generally upon 35 hours per week for 18 weeks. This funding does not address the need for both hands-on work and important land management issues that arise throughout the year. The Commission's heavy reliance on volunteers has been invaluable, yet recently one effort was the source of concerns and criticism which would be better addressed through clearly articulated land management plans. With the addition of a full-time professional staff position, which is modeled upon existing positions in other communities, one of the "seasonal" staff slots would be eliminated. As a less functional alternative, the Commission proposes additional funding for the two "seasonal" staff to increase from 18 weeks to 26 weeks each to address land issues requiring immediate attention.



WAYLAND DEPARTMENT OF PUBLIC WORKS
TOWN OF WAYLAND

41 COCHITUATE ROAD, Wayland, Massachusetts 01778-2697

(508) 358-3672 • FAX (508) 358-3679
Stephen Kadlik, Director

FY2016 DPW Budget Summary

December 2014

HIGHLIGHTS OF CHANGES

This section notes requested changes to the FY2016 DPW Budget, broken down by individual division.

- Highway Division

- Salaries

FY2015 Salary Appropriation: \$920,591. FY2016 Request: \$943,743.86 (+\$23,152.86)

FY2015 Overtime Appropriation: \$16,000. FY2016 Request: \$16402.40 (+\$402.40)

Based on the recent settlement of the Teamsters Union contract, the DPW is requesting an increase in the Highway Division Salary and Overtime Budget commensurate with the increase stipulated in the contract (1% increase, effective retroactively to 7/1/14 and 1.5% increase effective 7/1/15. To accommodate this increase, the DPW is requesting a total increase of \$25,555.26 between the Highway Salary and Overtime budgets.

- Purchase of Services

The DPW is requesting additional funding of two Highway Division Operational Service Expense items. Please see a detailed summary of these requests below:

Equipment Repairs and Maintenance

FY2015 Appropriation: \$77,000. FY2016 Request: \$80,000 (+\$3000)

As our Highway Division continues to expand our role in maintaining the Town's rights-of-way as well as 96 miles of roadway, there has been an increase in the amount and type of equipment necessary. Although we have developed our 5-year capital plan to schedule the replacement of equipment when necessary, maintenance costs experience a natural increase with the costs of materials and services. To accommodate this increase, the DPW is requesting a \$3000 increase.

Catch Basin Cleaning

FY2015 Appropriation: \$22,000. FY2016 Request: \$40,000 (+\$18,000)

Recent regulations have precluded us from storing the material removed from catch basins during cleaning. Instead, we must now pay for their off-site removal. As a result, we are requesting an additional \$18,000 in funding to accommodate this requirement.

- Purchase of Supplies

The DPW is seeking level funding for the Highway Division Supplies Service Expense items.

- Park Division

- Salaries

FY2015 Salary Appropriation: \$378,195. FY2016 Request: \$387,706.60 (+\$9511.60)
FY2015 Overtime Appropriation: \$25,000. FY2016 Request: \$25628.75 (+\$628.75)

Based on the recent settlement of the Teamsters Union contract, the DPW is requesting an increase in the Park Division Salary and Overtime Budget commensurate with the increase stipulated in the contract (1% increase, effective retroactively to 7/1/14 and 1.5% increase effective 7/1/15. To accommodate this increase, the DPW is requesting a total increase of \$10,140.35 between the Park Salary and Overtime budgets.

- Purchase of Services

The DPW is requesting additional funding of one Park Division Operational Service Expense item, as well as the addition of one Operational Expense Item to the budget. Please see a detailed summary of these requests below:

Equipment Repairs and Maintenance

FY2015 Appropriation: \$40,000. FY2016 Request: \$50,000 (+\$10,000)

As the scope of services of the Park Division expands, the amount of equipment and its frequency of use has expanded as well – increasing the need for maintenance and repair. We have developed the 5-year capital plan to replace major equipment when necessary, but maintenance costs of our major equipment, as well as that of smaller equipment, have experienced a natural increase with the costs of materials and services. Funding has been level at \$40,000 since FY2012, but the budget has been overspent by an average of over \$7000 since FY2012. We are requesting an increase of \$10,000 to accommodate the expenses that have been consistently incurred.

Tree Maintenance

New Operation Service Expense Request

The Park Division is requesting the addition of a \$50,000 Operational Service Expense item to allow the DPW to secure a contract for tree removal and maintenance by a private contractor. This expense has traditionally been paid from the Contractual Services Expense Item, and the additional funding provided

out of an account dedicated to tree maintenance would allow the necessary level of tree pruning to maintain the safety of the Town's rights-of-way.

- Purchase of Supplies

The DPW is requesting additional funding of one Park Division Operational Supplies Expense item. Please see a detailed summary of this request below:

Landscape Materials

FY2015 Appropriation: \$40,000. FY2016 Request: \$50,000 (+\$10,000)

As the scope of services of the Park Division has expanded, the area of land under the purview of the Park Division for landscaping and maintenance has also expanded. In FY2014, the budget for landscape materials was overspent by over \$5500. We are requesting an increase of \$10,000 in the budget to accommodate the increase in expenses incurred related to landscape materials.

-Transfer Station Division

The Transfer Station Division maintains a revolving fund, and the DPW is requesting that level funding of the two funded accounts of Professional Services and Leachate Disposal be maintained.

- Water Division

- Salaries

FY2015 Salary Appropriation: \$583,881. FY2016 Request: \$598,565.61 (+\$14,684.61)

FY2015 Overtime Appropriation: \$130,000. FY2016 Request: \$133,269.50 (+\$3269.50)

Based on the recent settlement of the Teamsters Union contract, the DPW is requesting an increase in the Water Division Salary and Overtime Budget commensurate with the increase stipulated in the contract (1% increase, effective retroactively to 7/1/14 and 1.5% increase effective 7/1/15. To accommodate this increase, the DPW is requesting a total increase of \$17,954.11 between the Water Salary and Overtime budgets.

- Purchase of Services and Supplies

The DPW is requesting an increase in funding of four Expense items. Please see a detailed summary of these requests below:

Contractual Services

FY2015 Appropriation: \$115,117. FY2016 Request: \$185,117 (+\$70,000)

The DPW is requesting this increase in funding to accommodate the various contractual services used by the Water Division. The Water Division often incurs expenses from contractors related to the maintenance and repair of the water system. This account was overspent by over \$40,000 in FY2014. The requested increase would ensure that the Water Division can not only continue to maintain

the Town's water infrastructure at its current level but perform upgrades to the infrastructure as well.

Professional Services

FY2015 Appropriation: \$125,000. FY2016 Request: \$155,000 (+\$30,000)

The DPW is requesting this increase in funding to accommodate anticipated increases in the cost of professional services to the Water Division. Impending DEP Regulations will likely necessitate operational changes in the Water Division. An increase of \$30,000 in the Professional Services Expense item will allow the necessary funding to prepare the Town to meet the new regulations.

Electricity

FY2015 Appropriation: \$328,270. FY2016 Request: \$330,000 (+\$1730)

As an Enterprise Fund, the utility expenses of the Water Division are paid by Facilities out of the expense budget. To accommodate an anticipated rise in the cost of electricity, the DPW is requesting a slight increase of \$1730.

Chemicals

FY2015 Appropriation: \$250,000. FY2016 Request: \$350,000 (+\$100,000)

The DPW is requesting an increase in funding to accommodate the corresponding increase in chemical costs associated with water treatment. The costs of chemicals are a necessary incurrence on the Water Division to maintain a safe drinking water supply and stay within regulatory compliance. In FY2014, this account was overspent by over \$94,000. The DPW is requesting this increase to avoid a shortfall within the Water budget.

DPW Budget Changes FY2015 to FY2016

By Division

HIGHWAY DIVISION

Highway Salaries		FY14 APPROVED	FY14 EXPENDED	FY15 APPROVED	FY16 REQUESTED
10422001	51001 Salaries	\$ 914,496.00	\$ 897,607.73	\$ 920,591.00	\$ 943,743.86
10422001	51140 Overtime	\$ 16,000.00	\$ 28,368.28	\$ 16,000.00	\$ 16,402.40
HIGHWAY SALARIES SUBTOTAL		\$ 930,496.00	\$ 925,976.01	\$ 936,591.00	\$ 960,146.26
Highway Purchase of Services		FY14 APPROVED	FY14 EXPENDED	FY15 APPROVED	FY16 REQUESTED
10422002	52116 Equipment Repairs & Maint	\$ 77,000.00	\$ 74,539.83	\$ 77,000.00	\$ 80,000.00
10422002	52120 Catch Basin Cleaning	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	\$ 40,000.00
HIGHWAY DIVISION TOTAL		\$ 1,029,496.00	\$ 1,022,515.84	\$ 1,035,591.00	\$ 1,080,146.26

PARK DIVISION

Park Salaries		FY14 APPROVED	FY14 EXPENDED	FY15 APPROVED	FY16 REQUESTED
10651001	51001 Salaries	\$ 378,195.00	\$ 335,185.51	\$ 378,195.00	\$ 387,706.60
10651001	51140 Overtime	\$ 25,000.00	\$ 43,050.46	\$ 25,000.00	\$ 25,628.75
PARK SALARIES SUBTOTAL		\$ 403,195.00	\$ 378,235.97	\$ 403,195.00	\$ 413,335.35
Park Purchase of Services		FY14 APPROVED	FY14 EXPENDED	FY15 APPROVED	FY16 REQUESTED
10651002	52116 Equipment Repairs & Maint	\$ 40,000.00	\$ 47,029.07	\$ 40,000.00	\$ 50,000.00
	Tree Maintenance				\$ 50,000.00
PARK DIVISION SERVICES SUBTOTAL		\$ 40,000.00	\$ 47,029.07	\$ 40,000.00	\$ 100,000.00
Park Purchase of Supplies		FY14 APPROVED	FY14 EXPENDED	FY15 APPROVED	FY16 REQUESTED
10651202	54106 Landscape Materials	\$ 40,000.00	\$ 54,230.21	\$ 40,000.00	\$ 50,000.00
PARK DIVISION SUPPLIES SUBTOTAL		\$ 40,000.00	\$ 54,230.21	\$ 40,000.00	\$ 50,000.00
PARK DIVISION TOTAL		\$ 483,195.00	\$ 479,495.25	\$ 483,195.00	\$ 563,335.35

WATER DIVISION

Water Salaries		FY14 APPROVED	FY14 EXPENDED	FY15 APPROVED	FY16 REQUESTED
61451001	51001 Salaries	\$ 572,974.00	\$ 540,218.07	\$ 583,881.00	\$ 598,565.61
61451001	51140 Overtime	\$ 130,000.00	\$ 118,140.52	\$ 130,000.00	\$ 133,269.50
WATER SALARIES SUBTOTAL		\$ 702,974.00	\$ 658,358.59	\$ 713,881.00	\$ 731,835.11
Water Purchase of Services		FY14 APPROVED	FY14 EXPENDED	FY15 APPROVED	FY16 REQUESTED
61451002	52100 Contractual services	\$ 115,117.00	\$ 156,879.24	\$ 115,117.00	\$ 185,117.00
61451002	52101 Professional services	\$ 125,000.00	\$ 158,163.69	\$ 125,000.00	\$ 155,000.00
61451002	53103 Electricity	\$ 300,000.00	\$ 288,798.96	\$ 328,270.00	\$ 330,000.00
61451002	54112 Chemicals	\$ 250,000.00	\$ 344,591.71	\$ 250,000.00	\$ 350,000.00
WATER DIVISION TOTAL		\$ 1,493,091.00	\$ 1,606,792.19	\$ 1,532,268.00	\$ 1,751,952.11
DPW TOTAL		\$ 3,005,782.00	\$ 3,108,803.28	\$ 3,051,054.00	\$ 3,395,433.72

Board of Health FY16 Operating Budget Summary

December 12, 2014

Submitted by: Julia Junghanns, Director of Public Health

Highlights of budget changes:

Salary – AFSCME and SEIU Union percentage increases for FY16 have not been negotiated yet, therefore the only changes are step increases as per union contracts.

Mosquito Control – East Middlesex Mosquito Control Project (EMMCP) Services Request for increase of 2% or \$459.07 (going from \$22,953.55 to \$23,412.62), \$8,368.80 catch basin treatments (2,500 cb's, altocid XR 697.40 per case (12 cases (220 pkts per case)=\$8,368.80), \$5,907.84 (adulicide 2% increase or \$115.84). Total for this line item is: \$37,690.00.

Floor Drains –We still need some funding to complete the floor drains initiative and any ongoing inspections and follow-up to complete compliance inspections for Board of Health Floor Drain Regulations. We propose to reduce this line item from \$3,000.00 to \$2,000.00.

Groundwater Monitoring

Reduced request from \$2,455.00 to \$2,200.00 based on reduced testing requirements from the state.

Supplies and Nursing Expenses

Reduce Supplies line item from \$4,000.00 to \$2,000.00 and move the \$2,000.00 to Nursing Expenses and also request increase for Nursing Expenses line item going from a total of \$8,340.00 to \$12,500.00. This is due to increase in costs for school nursing supplies including ibuprofen and eipens, etc. (last yr. used \$1,600 from supplies and \$700.00 from training for this line item. Also, to pay for SNAP program for state reporting (Snap program is for school nursing health record program for students: immunization records, screenings, health info., health visits, medications, etc.)

Substitute Nursing Salary

Request for increase in this line item of \$7,924.00 for a total of \$28,924.00 (increase from \$21,000.00). This line item has been underfunded in the past and it is difficult to predict what is needed. In FY14 we were short due to a CHN being out for medical leave and sub-nursing coverage was needed. As of December in FY15 we are already short due to a CHN being out for medical leave and sub- nursing coverage needed.

Basic potential sub-nursing coverage needed for 5 Community Health Nurse's (school nurse's) working 35 hours per week covering 5 schools

20 days of personal time

54 days of sick time

19 days for vision and hearing testing/postural (stated mandated testing

10 days of support BMI testing (4th, 7th, and 10th grade) (state mandated testing)

5 days to support 504 accommodation Plans and IEP Meetings (individual Ed. Plans)

15 days sub coverage used for beginning of year set up (10 days) and end of year needs (5 days) approximate; student medication needs, parent meetings, school health record requirements for new students promote and transfer, etc.

123 total days or 861 hours

Current budget of \$21,000/28.30 per hour=742 hours/7=106 days of sub-nurse coverage. Based on a thorough analysis by staff with Fincom liaison and the BoH, this allocation is underfunded for just the basic needs of potential CHN time off by 17 days. This still does not include consideration for retirement risks (training and coverage), a 3 month FMLA event, or escalating medical needs for field trip support

(as potentially legally required). By adding \$7,924.00 to this line item we are gaining 40 days of coverage as follows: $7,924/28.30$ per hour = 280 hours / 7 = 40 days.

Salary

FY14 Loker CHN position budgeted for 19.75 hours (30 hour position, town covered 19.75hrs/school covered 10.25hrs) 33,722k pd by town, 10.25 hrs or 17,501k pd by schools)

Going forward for FY15 the Loker School Community Health Nurse hours changed from 30 to 35 due to school redistricting. For FY16 budget we are funding full salary for all CHN's. FY14 was short in the Salary line item because we used more money in sub-nursing line item (which is also part of salary) then was budgeted due to a medical leave and sub-nursing coverage that was needed.

Key issues facing our Department:

Our department is currently short-staffed (since Aug. 2014) and we are searching for a replacement for a full-time Health Agent/Sanitarian. The work that is covered by this position is currently being handled by the Health Director and consultants.

Other key issues:

Loss of paper files if there was a fire we would lose all our records as we are virtually all paper (no digital).

We would like the generator looked at that was used to serve the large hearing room of the town building to see if it can be repaired. It used to trip on automatically during power outages and is still located on the premises. We currently have our own generator and if we lose power we have to contact the Custodian/Facilities, DPW and Fire Dept. to hook up the generator and monitor it/keep it running with fuel otherwise we could lose any vaccine being stored in our bio-hazard refrigerator.

There is direct access for the public into our office space. We have no reception area or window. Security risk, constant interruptions of workflow, possible theft risk, etc.

A draft sketch has been provided to Facilities Director for office space improvement. The proposed plans utilize our existing footprint and with minor work for big improvement in work space and it would not require a huge expense. Business could continue in the existing office while work is being done. This proposal is still to be determined whether it is a capital request item or not. Scaled plans with dimensions are in the process of being worked on as well as discussions with Finance Director and new Facilities Director on next steps.

Discussion of Turn-backs in FY14:

Turn-backs for non-salary line items:

Professional Services \$415.00, used for consultant to assist in reviewing septic and building plans during busy times of the year. Services were not needed at the time, need varies and is based on timing of workloads and large projects. Food Inspector \$205.00. Mosquito control \$9,812.00 we switched to a different product for the early summer larvicide treatment in order to prevent resistance and the product was cheaper, also we did not use adult mosquito control as it was not triggered by DPH guidelines but it was budgeted for. Training and Education \$612.25, vehicle repairs \$992.42. Hazardous Waste Day \$1,647.44 attendance always varies for hazardous waste day, Other fringe benefits \$523.20, GW monitoring \$1,020.00 we received bills late, Floor drains \$9,700.00 project is ongoing and follow up inspections were not done in this timeframe, Health Nuisance Expense \$14,760.00 money was not needed for emergency nuisances. If we did not have this line item we would need to wait 3 weeks or more for a Fincom approval for money in an emergency scenario and this would risk Public Health.

Appropriateness of and projected staffing levels by FTE, including unfilled positions:

Full-time positions: Health Director, Health Agent/Sanitarian, Administrative Assistant, 5 Community Health Nurses (1 CHN position went from 30 hrs to 35 hrs due to school redistricting). Part-Time positions- Senior Clerk, Public Health Nurse/Nurse Leader. The Health Department is currently short staffed the full-time position of the Health Agent/Sanitarian at this time and we are in the process of identifying a person to fill this position. All positions are crucial in our very busy department to keep up with the wide range of responsibilities that we cover. Administrative Assistant and Senior Clerk positions are very important for the department to keep up with permitting, phone coverage, walk-ins, and to provide administrative assistance to the Director, Public Health Nurse/Nurse Leader and Health Agent.

Monies collected for fees that go to General Fund

For FY14 the Health Department collected a total of \$114,635.12 that has gone back to the general fund. Detail: Septic system fees of \$47,527.00, Building approval fees of \$19,675.00, Food fees of \$18,695.00, Misc. fees of \$157.12, and Licensing and permit fees of \$28,581.00.