

TOWN OF SCITUATE, MASSACHUSETTS

FISCAL YEAR 2017

TOWN BUDGET



Budget Message

Financial Analysis and Proposed Departmental Budgets/Goals & Objectives

BOARD OF SELECTMEN

Anthony V. Vegnani, Chairman
John F. Danehey, Vice-Chairman
Maura Curran, Clerk
Shawn Harris
Marty J. O'Toole

Patricia A. Vinchesi, Town Administrator
Nancy Holt, Finance Director/Town Accountant

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BOARD OF SELECTMEN
600 Chief Justice Cushing Highway
Scituate, Massachusetts 02066
Telephone (781) 545-8740
Fax (781) 545-8704



TOWN OF SCITUATE
www.scituatema.gov

TOWN ADMINISTRATOR
Patricia A. Vinchesi
Telephone (781) 545-8741
pvinchesi@scituatema.gov

How to Use this Budget Book

The total town budget is divided into three sections. The first section of this binder contains the Town Administrator's Budget Message and gives an overview of the Town's organization and current staff levels. It also contains information on the Town's budget process and includes detailed graphs and charts outlining its financial position and contains the Town's Revenue and Expense Assumptions.

The second section contains individual departmental budgets. These requests include goals and objectives identified by the department head to be worked toward during the coming fiscal year. All professional and support staff are evaluated annually on their achievement of these goals. Those that exceed overall are eligible for additional merit awards based on their performance evaluation. These goals are a fluid process in that the Board of Selectmen and Town Administrator establish their goals in the fall of each year which in turn insures that approved departmental goals are in keeping with an overall strategic vision.

Next, the departmental budgets are further broken down into various sections that give staff the opportunity to discuss major budget components, risks and challenges and departmental accomplishments during the past year. Along with the budgetary line items, narrative detail is included as to what specific line items are used for, and revenue, other than from taxation, is itemized. New for this year, additional notes in selected departments have been provided by the Town Administrator as to the rationale for certain increases or decreases in budgetary requests.

This section also discusses the priorities identified by the department head, edited and approved by the Town Administrator, for operations, staffing, programs, services and activities. Personnel Updates and summary sheets for departmental requests are included with each budget. Specific line item detail for departmental budgets is available upon request and will be available during that department's budget review.

The third and final section of the town budget, contained in a separate binder, is the Town's Capital Improvement Plan (CIP) which contains the FY 17 Town Administrator and Finance Director recommended projects and funding. The CIP is not only contains departmental requests for FY 17, but for FY 17-FY 21 as well. This is the Town's five-year rolling capital plan and contains supplemental information about each project.

BOARD OF SELECTMEN
600 Chief Justice Cushing Highway
Scituate, Massachusetts 02066
Telephone (781) 545-8740
Fax (781) 545-8704



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www.scituatema.gov

TOWN ADMINISTRATOR
Patricia A. Vinchesi
Telephone (781) 545-8741
pvinchesi@scituatema.gov

MEMORANDUM

TO: Board of Selectmen
Advisory Committee
Capital Planning Committee
School Committee
Finance Director/Town Accountant

RE: Budget Message

DA: January 4, 2016

Cc: Superintendent of Schools, Department Heads and Staff

In accordance with Sections 4-2 (f) (h), 6-2, and 6-3 of the Town of Scituate Town Charter, I hereby submit the Fiscal Year 2017 budget.

This is the seventh operating budget during my tenure. During the past year we worked hard to maintain our AA+ bond rating which translated into millions of dollars of savings when we bonded for our recently approved building projects. We have strong planning in place for both short and long-term financial needs and continue to make significant lasting improvements in our infrastructure and town services. We are positioned to handle the substantial increase in building we are now seeing.

The revenue growth of FY 15 and FY 16 allowed the town to provide some new services and make needed operational improvements on the town-side of the budget. However, the FY 17 budget, even with an increase in revenues, will not be able to support multiple ongoing needs and new budget requests because of increases in fixed costs and anticipated increases when new facilities come on line. This budget employs prudent and fiscal discipline so as not to "live beyond our means" because we know costs are going to increase. We must avoid the pitfalls of the past that resulted in significant financial shortfalls. As a result, the FY 17 recommended budget is one of level services that reflect increases that are necessary to sustain ongoing policies or programs or to keep pace with factors beyond our control. Finance Director Nancy Holt and I have revisited these recommendations several times and believe this budget maintains programs and staff while at the same time continues to move the Town forward; it was not an easy task.

Overall FY 17 departmental budget requests were \$1,000,000.00 over FY 16. Of that the Town Administrator initially cut \$410,000 but still had a deficit to bridge of \$218,000. To achieve this, each expense was scrutinized again to close the gap. This budget employs some changes to certain line items for greater internal controls. Specifically, many expenses that were dispersed in several line items have been consolidated into one omnibus line item. These are *Fuels and Lubricants, Training, Legal Advertising and Postage*. These changes will have a projected \$46,500.00 savings in budgetary efficiencies. This year requests for additional staff in Planning and Conservation, IT, Highway, Transfer Station, Facilities and the Economic Development Commission were reviewed. Of these just 1.5 FTE's are being recommended (Facilities (.5) and IT (1)).

With the number of infrastructure, building and existing projects the Town has undertaken, new initiatives have been moderated. Outside of public safety we have less staff than comparable communities but are doing more with programs and grants as illustrated by the "Scituate 351" document contained at the end of this budget section.

There are always many competing departmental needs and all are worthy of thoughtful consideration. That is inherent in any budget process. Because we no longer plan just on an incremental basis but for multiple years some years will not provide as much revenue as others and we need to have adequate reserves and manage expectations. FY 17 is one of those years.

As the Town's chief fiscal, administrative and personnel officer, it is my direct responsibility to weigh all of these needs, prioritize and recommend to the Board of Selectmen, Advisory Committee and Capital Planning Committee what is needed and allocate resources accordingly. This work is governed by the basic principles of what kind of community we want to be and employs fact-based decision making in an environment that values leadership and teamwork. Maintaining service delivery while guarding against unforeseen occurrences is our common thread.

The Town's operating and capital budgets are the culmination of months of work by town staff and the result is the most important document produced by your town government. It is our past, our present and what we need or hope for in the future.

Fiscal Year 16 YTD Recap

Our Fiscal Year 16 year-to-date revenues and expenses are trending within our financial forecast. The outlook is guarded as we prepare for new expenses with new facilities in FY 17 and FY 18. As noted here last year we have seen erosion in some of the financial gains we have made because of increased fixed and line item costs. With gas prices at a historic low we have been able to manage other increases such as electricity costs.

Local receipts are on target and 2015 Free Cash was certified at \$2,318,762. Of this \$429,962.00 was carryover from FY 15. Of this amount \$1,150,000.00 alone was allocated back into the Stabilization Fund at the November special town meeting to fund extraordinary costs for winter 2014-15 storm and snow clean up. The majority of our Free Cash still continues to be primarily generated by departmental turn backs on the town side. This "surplus" is very important because

it then becomes available for other uses at the end of the fiscal year and has been funding our capital plan for the past six years. We always maintain a reserve of Free Cash of about \$500,000 for unanticipated expenditures such as cuts in local aid or weather events. In accordance with our financial policies, the Town exclusively uses Free Cash for non-recurring items, meaning we do not use it to fund operating budget expenses.

Building and development continue to rise for the second straight year. Our revenue and expenditure forecasting tool (included here) continues to be expanded and provides accurate assumptions about what will occur in the coming year.

As of this writing, all approvals and contracts are in place for construction of the library, public safety complex and middle school. The Town is fortunate that the revenue generated from the meals tax, wind turbine and solar array have offset the debt service for these at \$300,000 per year for the next 25 years. This is a direct savings to taxpayers. The next 18 months will witness an extraordinary time in our community building these projects, temporarily relocating staff and bringing the new facilities on-line. With them will come new costs and the FY 17 budget begins to address some of them. The third and final phase of the water replacement project will also be undertaken along with the final phase of our Energy Savings Contract (ESCO), and the last year of the debt payments for the Widow's Walk Golf Course.

Foreshore Protection efforts now have over \$13,000,000.00 of funds through a combination of grants, loans, cash or debt; more work than we can accomplish in a year. A detailed chart of the Town's financial and staff commitment since 2010 in just this one area is included in this transmittal letter.

The past few years, we have had retirements and new folks coming on board. We have two new Sergeants in the Police Department, new staff in the Assessors, Treasurer/Collector and Accounting Offices, Council on Aging and Harbormaster/Shellfish Offices. The FY 17 budget provides for an organizational change in the police department by reducing one of three Lieutenant positions and creating a Deputy Chief of Police slot. Town meeting will be asked to remove the position from civil service as we have with our Chief of Police.

The additions of the Manager of Social Services, Coastal Resources Officer and FACTS Coordinator, three positions not common to a municipality our size, continue to make significant inroads on how we as a community are able to respond to our senior population, coastal management issues and opioid addiction. The School Resource Officer position, now in its second year continues to expand services to our public school students.

General Overview of Fiscal Year 2017 Budget

Section 1 of the Budget Book details the current revenue and expense assumptions compiled by the financial team. The Financial Forecast Committee met in November and established the allocation of revenues between the Town and School for budget preparation and recommendations. As always, fixed costs are the major budget drivers. For FY 17 these major areas have increases as follows:

<u>Line Item</u>		<u>FY 17 Amount</u>	<u>Variance over FY 16</u>
Pension assessment	\$	4,373,651	231,884
Health Insurance		5,656,298	681,032
General Liability Insurance		538,450	48,950
FICA		678,200	26,085
Unemployment		66,000	(9,000)
South Shore Regional School		692,771	126,982

Fixed costs in pension and health insurance are always expected to increase annually. However, the proposed health insurance increase for FY 17 at this time is a record 12%. This coupled with 11 new students attending South Shore Regional School with an attendant increase of \$126,000 over FY 16 constrains the budget before we can even begin to think about new services. The winter of 2014-15 will likely result in a hefty increase in our General Liability insurance as well and we are carrying a 10% increase and planning to bring the new buildings on line.

As noted earlier, these increases over FY 16 total more than \$1,105,733 and leave little remaining for new initiatives or even nominal increases in services and programs.

Once these costs are factored into our expenses priorities for available revenue are then established. There are major initiatives recommended in the FY 17 budget which distill down to three major areas: Facilities, Technology and Coastal Management (infrastructure).

Facilities

The advent of new facilities means significant increases in utilities and the maintenance of these buildings. To that end the electricity budget contains a pro-rated increase for FY 17 and a custodial position is recommended for the latter part of FY 17. At present the Town has two full-time custodians that service the COA, Library, Town Hall, Police Department and Fire Station 3. The size of the library is doubling and the new Public Safety Complex is off-site, no longer next door to Town Hall. This position provides for these job duties. Utilities are expected to increase about 20-23% for the library.

Technology

We must keep pace with technology. Our business operations and service to our customers demand it. The Town is currently in the process of converting its financial software to an integrated system and automating payroll functions. This is a herculean task involving training, data conversion and uploading of several modules that will impact all town and school departments and staff. On the hardware side, there is a FY 17 capital request to replace the Town's mainframe server and increased costs in the FY 17 budget for maintenance support of the new software as the conversion will extend beyond FY 16. This is just one component of the IT Department's work. Ongoing software updates, email, website maintenance and the ongoing care of desktops, laptops, Wi-Fi, and cell phones are also part of essential functions. Our IT Department, created in FY 11 consists of one person. The FY 17 budget includes the new position of IT Specialist. This person will be tasked with off-loading more day-to-day troubleshooting items allows the IT Director to concentrate on server and software priorities. Like many businesses, the Town has faced increasing threats with viruses, worms and the like and system security is paramount. We spent the better part of the last year constructing new

space for the server with appropriate venting, temperature controls and wiring. We are fortunate to have a talented IT professional to address these matters but the work has exploded in the past 18 months.

Coastal Management

The Town continues to be a leader among coastal communities in its multi-faceted approach to coastal management and foreshore protection. From grants and loans to educational forums to long term planning and financing we are at the forefront. The FY 17 budget reflects multiple continuing initiatives and brings an overarching approach to addressing the challenges of sea level rise, climate change, coastal resiliency, mapping, hazard mitigation, flood insurance and seawall and revetment work. Since 2011, the Town has maintained its commitment of appropriating \$400,000 of the operating budget toward roads and foreshore protection. This is not common in municipal budgets as they are generally funded through the capital plan (which we also do). This year, because of budget constraints and equal other budget priorities, the amount allocated here is slightly less, \$360,000 instead of \$400,000. If additional funds become available then they will be added back here to the greatest extent possible.

Other Budgetary Items

Economic Development. The FY 15 and FY 16 EDC budgets contained substantial funds for a variety of initiatives for branding and marketing the Town and for the creation of signage to better direct the public to town businesses, beaches and historic sites. Allocations were also made to the Economic Development Stabilization Fund created in 2013 seeded from 25% of the meals tax. The 25% allocation in support of the EDC's work continues to be supported by the Financial Forecast Committee and is factored into the Revenue and Expense Assumptions. For FY 17, the EDC requested a doubling of its current budget. Unfortunately, with budgetary constraints we are unable to carve out any additional appropriation but would note that over \$205,750.00 in revenues the past three years has been budgeted for the EDC despite many other competing departmental needs for new funds.

Personnel. The Fire Department, already the largest town department, has a \$297,000.00 increase in FY 17. This is as a result of a number of factors. Some because of lag time as a result of the fire arbitration award and how cost of living adjustments fall, some as a result of delayed implementation of monthly accruals of sick and vacation time that all other town employees have been under since FY 15. Also, overtime continues to be a challenge as a result of vacation coverage, injured on duty and a higher than average utilization of sick leave. The FY 17 budget for fire Personal Services reflects the impact of three years of retroactive pay for the Department, which also had to capture the retroactive pay for annually increasing overtime during those years. Finally, the Town's precedent setting initiative, the addition of two day-shift paramedics to employ a second ambulance will incur costs of approximately \$100,000. We expect a compensating balance in reduced overtime to offset this cost but sick leave utilization will play a key role toward any savings.

Finally, four of our five town union contracts have 2% cost-of-living adjustments; all but one of these contracts will expire for FY 18 and will be negotiated in FY 17 thus necessitating level-funding for labor counsel.

Enterprise Funds. The town-wide water project will be completed in FY 17. The Wastewater Treatment Plant has experienced several challenges the past year with additional appropriations at two special town meetings. The Retained Earnings here are being closely monitored. The improvements should reduce costs in other areas, such as electricity. The debt for Widow's Walk will end in FY 17 and there has already been discussion about how to address clubhouse and other needs at the course. The transfer station continues to do well and the FY 17 TA budget recommends continuation of the \$10 reduction in the transfer station sticker fee.

Capital. Please refer to the FY 17 Capital Budget Plan contained in a separate binder.

FY 2017 Summary

The FY 2017 recommended budget incorporates the following criteria:

Expenditures

- No Free Cash has been used as an offset for the operating budget
- No use of the Stabilization Fund has been used as an offset
- \$126,982 increase in assessment for South Shore Regional School
- Allocates required funding for four union contracts, non-union staff and reserve for DPW contract negotiations
- Allocates \$87,473.00 toward Town's OPEB liability
- Provides \$380,000.00 in funding for foreshore protection (\$200,000 in capital, \$180,000 General Fund). Please see supplemental discussion of Town's Foreshore Protection efforts at end of this Budget Message.
- Recommends 1.5 staff positions: IT Specialist, Custodian
- \$63,776.00 allocated to Capital Stabilization Fund for future debt service
- Allocates \$10,000 of beach revolving revenue to construct beach canopy seating

Revenues

- The Town will use all of its levy capacity as allowed by Proposition 2½
- Local Aid projections have been level-funded
- Local Receipts have been increased to reflect recent history
- Meals Tax revenue has been allocated to promote economic development (25%) and Capital Stabilization Fund to reduce future debt service
- \$100,000 of taxation has been allocated to the new IT server that is critical to both town and school department operations
- \$500,565 of Free Cash has been reserved as a safety net for any variations to the financial forecast for FY 17 and/or unexpected costs for the remainder of FY 16 (i.e. changes in local aid, fire overtime, storm mitigation).

Summary

We are preparing a budget seven months in advance, so numbers can change and outside forces beyond our control can have huge impacts. That is why our financial tools serve as important guideposts in this process and are vital to our planning. The challenge for us continues to be

meeting our physical plant and infrastructure needs while as the same time maintaining the high level of service and programs our residents have come to expect. The FY 17 recommended budget contemplates these challenges, provides resources in a fair and equitable manner to address many of them, and is balanced.

My sincere thanks to all town department heads and boards who thoughtfully consider their annual goals and the resources needed not only to maintain services but work toward continuous improvement. This year there were many noteworthy initiatives that were not funded. My appreciation is also extended to the Board of Selectmen, Advisory and Capital Planning Committees who unselfishly volunteer their time over the next several months to insure Scituate remains the kind of community we all love being a part of.

Thanks to my new Assistant, Michele Seghezzi, who compiled this budget and the capital plan for the first time and to Finance Director Nancy Holt, whose efficiency, collaboration and conscientiousness are unmatched. Last, but in no way least, I would like to recognize and extend my sincere gratitude to my former assistant Sheila Manning, who retired on November 30 after 20 years of service. For the past six years Sheila single-handedly compiled this document and the capital plan for 25 people. Her professionalism, organizational knowledge, customer service skills and friendship is deeply missed not only by me but by every town employee.

Respectfully Submitted,



Patricia A. Vinchesi
Town Administrator

FY 17 General Fund Operating Budget

12/22/2015; 12:22 PM

DEPT Description	FY17 Town Admin	FY17 Dept Request	FY16 Appropriation	FY15 Expended
630 Recreation	\$139,121.00	\$139,521.00	\$135,017.00	\$129,740.75
650 Beautification	\$20,500.00	\$21,000.00	\$20,000.00	\$18,741.98
691 Historical Commission	\$13,744.00	\$14,894.00	\$13,000.00	\$3,771.01
720 Debt Service	\$7,715,806.00	\$7,715,806.00	\$6,954,468.00	\$2,340,386.08
910 Non-Contributory Pensions	\$27,040.00	\$27,040.00	\$26,620.00	\$26,229.84
911 Plymouth County Retirement	\$4,461,124.00	\$4,461,124.00	\$4,424,602.00	\$3,912,852.00
912 Workers Compensation	\$200,000.00	\$200,000.00	\$257,000.00	\$257,000.00
913 Unemployment Insurance	\$66,000.00	\$34,500.00	\$75,000.00	\$18,913.51
914 Contributory Group Insurance	\$5,656,298.00	\$5,302,779.00	\$4,975,266.00	\$4,880,239.47
916 Federal Taxes	\$678,200.00	\$678,200.00	\$652,115.00	\$589,430.18
Grand Total	\$72,547,099.00	\$72,745,650.15	\$69,894,878.00	\$56,888,432.96

Foreshore Protection Summary

The table below outlines the appropriations and grants received in support of foreshore protection from 2010 to the present.

Seawalls/Foreshore Protection 2010-16

Description	Authorization	Amount	Source
Seawall Repair	ATM, April 11, 2011, Art 2	\$500,000	Borrowing
Seawalls - FY12 Override*	ATM, April 11, 2011, Art 6	\$200,000	Tax Levy
Lighthouse Seawall/Revetment Repair	ATM, April 11, 2011, Art 17	\$475,000	CPA
Seawalls - FY12 Override*	ATM, April 9, 2012, Art 5	\$200,000	Tax Levy
Seawalls - FY12 Override*	ATM, April 9, 2013, Art 4	\$200,000	Tax Levy
Seawall Site Preservation	ATM, April 9, 2013, Art 12	\$200,000	CPA
Foreshore Protection Capital Stabilization	ATM, April 9, 2013, Art 12	\$129,000	Free Cash
Glades/Surfside /4th Cliff		\$95,848	FEMA; DCR grant
N Scituate Beach/Minot/1st-3rd Cliff		\$660,039	FEMA; DCR grant
Foreshore Protection	ATM, April 14, 2014, Art 5E	\$300,000	Borrowing
Seawalls - FY12 Override*	ATM, April 14, 2014, Art 6	\$200,000	Tax Levy
Foreshore Protection	ATM, April 14, 2014, Art 22	\$500,000	Borrowing
Oceanside Drive Seawall 4th Ave-6th Ave	STM, November 13, 2014, Art 15	\$2,000,000	State SRF Grant
Oceanside Drive Seawall 4th Ave-6th Ave	STM, November 13, 2014, Art 15	\$2,000,000	Borrowing
Seawalls - FY12 Override*	ATM, April 13, 2015, Art 4	\$200,000	Tax Levy
Foreshore Protection	ATM, April 13, 2015, Art 3	\$200,000	Free Cash/Cap Stab
Foreshore Protection	ATM, April 13, 2015, Art 18	\$2,000,000	Borrowing
Oceanside Drive Seawall 11th Ave-Kenneth	STM, November 2, 2015, Art 11	\$1,500,000	State SRF Grant
Oceanside Drive Seawall 11th Ave-Kenneth	STM, November 2, 2015, Art 11	\$1,500,000	Borrowing
Total		\$13,059,888	

*Assuming 50/50 split between roads and seawalls - budget is combined; total of \$160,000 in DCR grants

The FY 2015 general fund appropriation for foreshore protection included design and engineering for several sections of seawall including the following.

FY15 Foreshore Engineering, Design & Repair Contracts

CLE Engineering (Contract #15-FS-56)	\$162,900	Engineering & design of Oceanside Drive Seawall from 7 th to 11 th Ave.
Applied Concepts	\$22,213	Town share of beach nourishment design project funded with grant.
Cape Cod Organic Farm	\$1,986	Sea grass for Peggotty Beach.
Gatehouse Media	\$197	Advertisement of conservation hearings on Edward Foster and Oceanside Drive projects.
S. M. Lynch (Contract 14-FS-55)	\$7,200	Repairs to seawall in the vicinity of 8 Oceanside Ave.

Current Foreshore Projects

Oceanside Ave Seawall Funding (FY15-6) - \$3,489,000

4th Ave to 6th Ave (+/- 760 LF)

Account	Description	Uncommitted Balance
Oceanside Ave. Seawall (SRF)	SRF Grant	\$2,000,000.00
Oceanside Ave. Seawall (SRF)	Art 15, STM 11/2014	\$2,000,000.00
Total Available Funds		\$4,000,000.00

Edward Foster Seawall Funding (FY16) - \$1,289,800

Account	Description	Uncommitted Balance
001.411.0915.5890.003B.0000	Foreshore Protection	\$200,000.00
032.400.0911.5890.003A.0000	Foreshore Protection	\$129,213.36
Foreshore Protection	Art 5E, ATM 04/2014	\$300,000.00
001.411.0580.5856.0000.0000	Roads & Seawalls (FY16)	\$160,586.64
Foreshore Protection	Art 22, ATM 04/2014	\$500,000.00
Total Available Funds		\$1,289,800.00

Oceanside Ave Seawall Funding (FY16) - \$TBD

11th Ave to Kenneth Rd (+/- 585 LF)

Account	Description	Uncommitted Balance
Oceanside Ave. Seawall (SRF)	SRF Grant	\$1,500,000.00
Oceanside Ave. Seawall (SRF)	Art 11, STM 11/2015	\$1,500,000.00
Total Available Funds		\$3,000,000.00

In addition to the ongoing construction projects listed above and the beach nourishment project, there is \$2.1M available to be applied to foreshore protection projects. An additional \$380,000 is recommended for foreshore protection in the FY17 operating and capital budgets. The five year rolling capital plan includes \$8M in identified foreshore projects.

Unallocated Funds

Authorizations Not Allocated to Any Project

Foreshore Protection	Art 18, ATM 04/2015	\$2,000,000.00
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Grant Funds Still Available

021.400.2127.5001.0000.0000	2007 FEMA Seawall Repairs*	\$99,030.51
021.400.2104.5001.0000.0000	DCR-Seawall Grants(3784-G)*	\$31,599.03
021.400.2105.5001.0000.0000	DCR Seawall Grants *	\$3,570.00

Total		\$2,134,199.54
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FISCAL YEAR 2017 BUDGET AND CAPITAL REVIEW TIMETABLE

*charter/bylaws language provided for informational purposes only

<u>DATE</u>	<u>ITEM/OBJECTIVE</u>	<u>CHARTER/BYLAWS REF.</u>
11/05/15	Budget Instructions & Forms to Boards and Departments	Art. 4, Sec. 4-2 Art. 6, Sec. 6-4
10/15-11/5/15	Financial Team prepares and finalizes revenue Expenses and Assumptions	
11/17/15	Financial Forecast Committee Meets	
11/11/15	*Charter date Selectmen submit capital budget to Advisory Committee	Art. 6, Sec. 6-6d (five months before ATM)
11/17/15	Board of Selectmen Votes budget calendar	
11/10/15	Capital Budgets Due to Town Administrator	Art. 4, Sec.4-2, f Art. 6, Sec. 6-4
12/08/15	Board of Selectmen Open Warrant	
12/04/15	Departmental Non-Monetary Article Requests submitted to Town Administrator	Art. 4, Sec. 4-2, e-f
12/04/15	Departmental Budgets Due to Town Administrator	
12/07/15- 12/21/15	Budgets reviewed with depts, edited and compiled by Town Administrator/Finance Director	
12/21/15	Board of Selectmen Reviews Non-Monetary Article Requests	Art. 3, Sec.3-2b
12/21/15	Board of Selectmen Closes Warrant	
01/06/16	Budget & Supporting Materials Distributed to Board of Selectmen Advisory Committee & Capital Planning Committee	Art. 6, Sec. 6-5,a Bylaws, Sec. 20720,D
01/06/16	Town Administrator & Finance Director Present FY 17 Town Operating & Capital Budgets to Board of Selectmen	Art. 4, Sec. 4-2, f Art. 6, Sec. 6-2

<u>DATE</u>	<u>ITEM/OBJECTIVE</u>	<u>CHARTER/BYLAW REF.</u>
01/06/16- 03/01/16	Board of Selectmen, Advisory Committee Review Departmental Operating & Capital Budgets Capital Planning Committee Reviews Requests	Art. 6, Sec.6-5 Art. 6, 6-6,b-c
01/06/16 03/02/16	Capital Planning Committee Review of Town Administrator Recommended Capital Requests	
01/22/16	Financial Forecasting Committee Quarterly Calendar Year 2015 Forecast Due	Art. 6, Sec.6-7, b
02/13/15	*Bylaw date Board of Selectmen submits warrant articles to Advisory Committee	Bylaws Sec. 20120 Bylaws Sec. 20720, C
01/06/16	Actual date submitted to Advisory	
03/08/16	Board of Selectmen Votes Operating and Capital Articles, Signs Warrant, forwards to Advisory Committee	Art. 6, Sec. 6-6, d Art. 2, Sec. 2-5, c Art. 6,Sec.6-5,a
03/09/16	All articles approved by Advisory Committee	Art. 6, Sec. 6-6,d Bylaws, Sec. 20120
03/16/16	Warrants Delivered to Newspaper	Newspaper deadline (7-14 days)
03/24/16	Warrants Published in Newspaper Posted on website, blasted, tweet/FB	General Bylaws
03/28/16	Statutory & Bylaw Deadline for Posting of Special Town Meeting Warrant	MGL Chap. 39, Sec. 9 2014 Bylaw amendment
03/25/16	Advisory Committee Report Available to residents with Capital and Financial Forecasting Reports	Bylaws, Sec. 10440 Art. 6, Sec. 6-6,e Art. 6. Sec. 6-7,b
03/22 or 29/16	Board of Selectmen and Advisory Committee Public Hearing on the Budget	Art. 6, Sec. 6-5 Bylaws 20720, C
04/04/16	Statutory &Bylaw Deadline for Posting Annual Town Meeting Warrant	MGL Chap. 39, Sec. 9
04/11/16	2016 Annual and Special Town Meeting	Art. 2, Sec. 2-4/ Bylaws Sec. 20100

**SELECTMEN, ADVISORY AND CAPITAL PLANNING COMMITTEES
BUDGET MEETING SCHEDULE**

FISCAL YEAR 2017 Revised

By charter, the Town Administrator conducts an in-depth review of each departmental line item with an emphasis on full explanations for all requested expenditures in making recommendations to town officials (exclusive of School Department). The recommended operating and capital budgets are then independently reviewed by the Board of Selectmen, Advisory Committee and Capital Planning Committee.

This is the proposed schedule for review of departmental budgets with the Board of Selectmen, Advisory Committee and Capital Planning Committee.

Board of Selectmen
Review with Dept. Head

Advisory Committee
Review with Departments

Capital Planning
Review with Depts.

12/21/15
*Non-Monetary Article
Review*

01/06/16
*Library
Assessors
Town Clerk
Selectmen
Town Administrator
Administration
Insurance (General &
Unemployment), Res. Fund
Workers' Compensation
Disability Access, Advisory,*

01/07/16
*Library
Advisory Comm./Res. Fund
Assessors
Selectmen
Town Administrator:
Administration,
Insurance, Workers
Comp., Unemployment
Disability Access*

01/05/16
*TA presents capital plan
Library*

01/20/16
*Fire
Inspections, ZBA
Widow's Walk
Finance Director/Town Acct.
IT*

01/14/16
*Widow's Walk
Fire
Inspections, ZBA
Finance Director/Town Acct.
Town Clerk*

01/19/16
*Facilities
Widow's Walk
Police
Fire
IT*

02/03/16
*Shellfish
Waterways Enterprise
Shellfish
DPW Admin/Eng.
DPW Highway & Grounds
Snow and Ice
Police
Street Lights*

01/21/16
*Police
Waterways Enterprise
Shellfish
IT
Town Clerk*

02/02/16
*DPW
Water Enterprise
Sewer Enterprise
Transfer Station*

*Water Enterprise
Sewer Enterprise
Transfer Station*

02/16/16
*Beautification
Historical
Council on Aging
Recreation
Planning
Conservation/Coastal Res.
Board of Health
Veterans*

03/01/16
*South Shore Regional VTHS
School Department
Treasurer/Collector
Health Insurance
Pension/Non Contrib.
FICA
Debt and Interest
Tax Foreclosure
Capital Budget Review*

03/08/16
*Review of Items by Petition
Other Items: CPC
Vote All Articles*

01/28/16
*DPW Admin/Eng.
DPW Hwy & Grounds
Snow and Ice
Street Lights
Water Enterprise
Sewer Enterprise
Transfer Station*

02/04/16
*Planning
Conservation/Coastal Res.
Beautification
Historical
Council on Aging
Veterans Services
Board of Health
Recreation*

02/11/16
*Treasurer/Collector: Health Ins
Pension/FICA/Debt& Interest/
Tax Foreclosure
South Shore Regional VTHS*

02/18/16
Review of Articles by Petition

02/25/16 *in reserve*

03/03/16
School Department

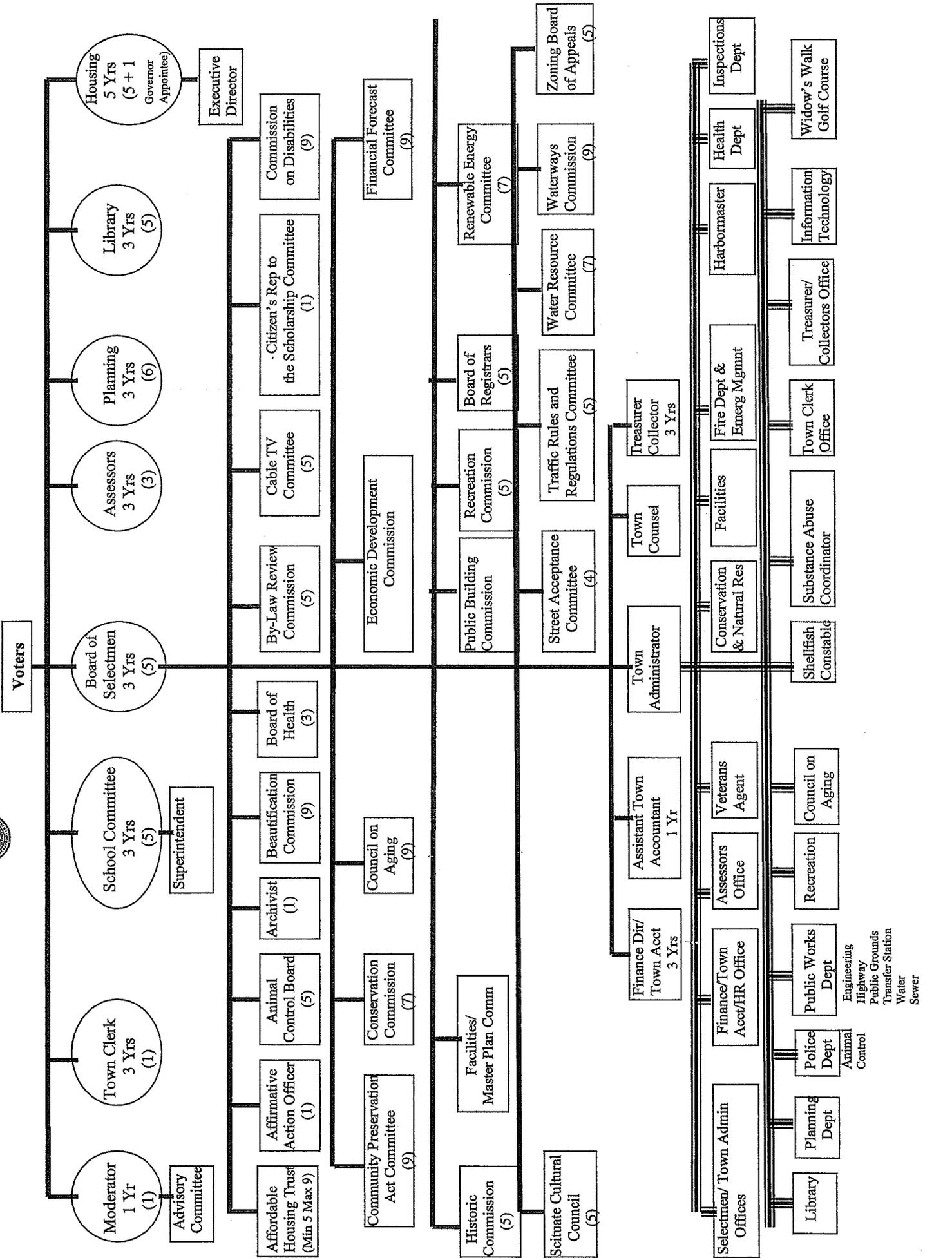
03/10/16
*Other Town Mtg. Items
Vote all articles*

02/17/16
*Council on Aging
Recreation
Waterways
Town Clerk*

03/02/16
*School Department
Other Items*



TOWN OF SCITUATE, MA



Full-time Equivalent Town Employees by Function

Last Ten Years

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Function										
General government.....	27	27	26	26	26	26	28	28	28	31
Police.....	39	38	38	38	35	35	33	33	33	34
Fire.....	56	56	55	57	53	52	53	53	53	53
Education.....	484	486	402	412	388	365	376	379	396	466
Water.....	11	12	11	13	12	11	12	12	12	13
Sewer.....	8	7	7	9	7	8	8	8	8	8
Solid waste.....	5	5	5	4	4	4	4	4	4	4
Public works.....	24	26	25	28	25	24	25	26	26	27
Human services.....	8	8	8	8	7	7	8	8	8	9
Culture and recreation.....	22	21	26	25	24	23	22	22	22	22
Total	682	684	602	619	580	555	568	573	590	667

Source: Town personnel records and various Town departments.

Town Organization Summary by Department

Finance/Accounting	Nancy Holt, Finance Director/Town Accountant
Assessor	Steve Jarzembowski, Director of Assessing
Building	Neil F. Duggan, Building Commissioner & Zoning Enforcement Officer
Cable Studio	John Roser, Cable Studio Manager
Chief Procurement Officer	Patricia A. Vinchesi
Conservation	Patrick Gallivan, Conservation & Natural Resources Officer
Emergency Management	John Murphy, Acting Emergency Mgt. Director
Facilities Management	Kevin Kelly, Facilities Director
Harbormaster	Stephen Mone, Harbormaster
Information Technology	William Sheehan, IT Director
Library	Jessi Finnie, Library Director
Planning	Laura Harbottle, Town Planner
Police	W. Michael Stewart, Chief of Police
Public Health	Jennifer Keefe, Director, Board of Health
Public Works	Kevin Cafferty, Director of Public Works
Recreation	Jennifer Vitelli, Maura Glancy, Co- Recreation Directors
Shellfish Constable	Mike DiMeo
Town Administrator	Patricia A. Vinchesi
Town Clerk	Kathleen Curran
Treasurer/Collector	Pamela J. Avitabile
Veterans Services Officer	Donald Knapp
Widow's Walk Golf Course	Robert Sanderson, Director of Golf

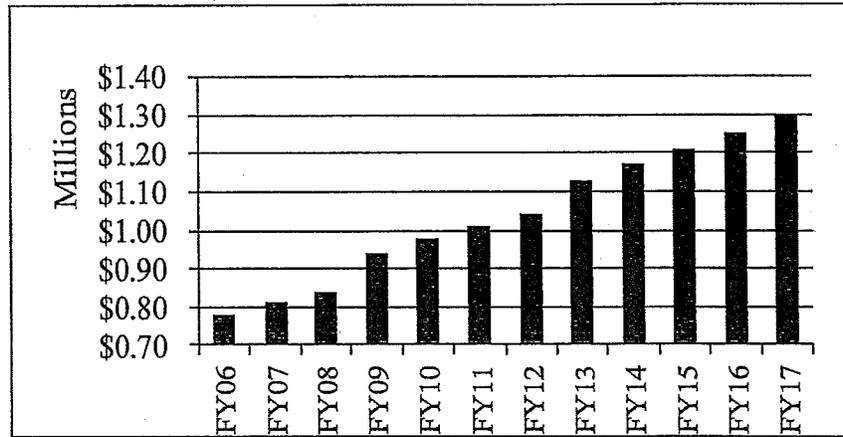
TOWN OF SCITUATE
FY 2017 BUDGET ASSUMPTIONS
As of December 17, 2015 at 3:46 PM

REVENUE ASSUMPTIONS

1. Levy Limit

The Town is allowed to increase its tax levy limit 2.5% from the previous year's base. This will increase the limit in FY 17 by an estimated **\$1,298,102**.

FY 17	\$1,298,102
FY 16	\$1,253,430
FY 15	\$1,209,127
FY 14	\$1,166,926
FY 13	\$1,128,773
FY 12	\$1,040,580*
FY 11	\$1,007,833
FY 10	\$ 974,994
FY 09	\$ 939,576
FY 08	\$ 838,673
FY 07	\$ 807,252
FY 06	\$ 775,592

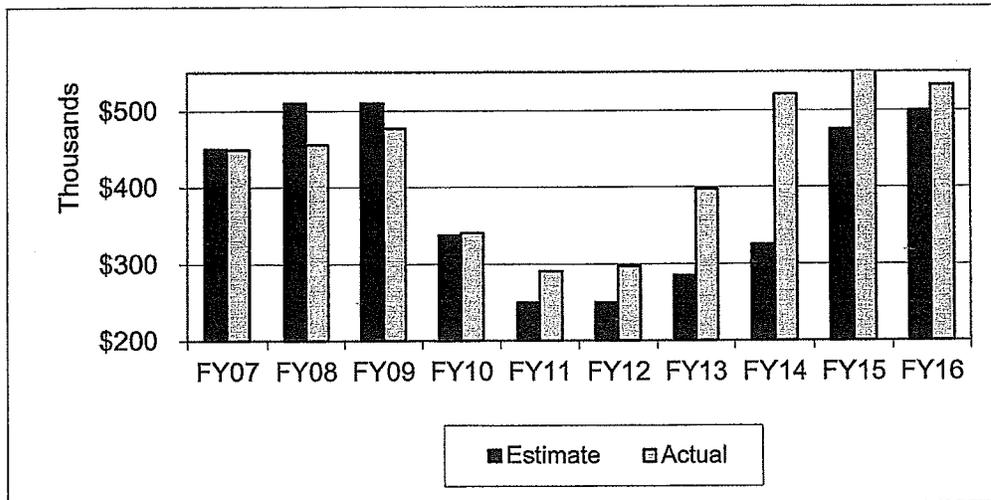


*General Fund Operating Override

2. New Growth

FY 17 new growth is estimated by the Assessors to be \$460,000.

<u>New Growth</u>	<u>Estimate</u>	<u>Actual</u>
FY 17	\$ 460,000	
FY 16	\$ 500,000	\$ 532,715
FY 15	\$ 475,000	\$ 563,697
FY 14	\$ 325,000	\$ 521,126
FY 13	\$ 285,000	\$ 397,351
FY 12	\$ 260,000	\$ 296,981
FY 11	\$ 250,000	\$ 300,000
FY 10	\$ 337,500	\$ 340,459
FY 09	\$ 510,000	\$ 477,143
FY 08	\$ 510,000	\$ 455,725
FY 07	\$ 450,000	\$ 449,578
FY 06	\$ 500,000	\$ 490,833

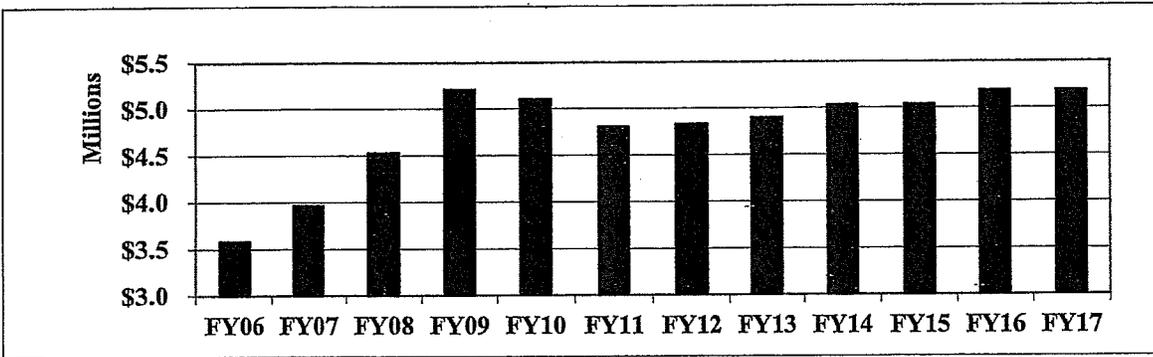


Trend: The Town has seen a significant increase in building starts the past year after several years of moderate growth. In FY 2016 growth was consistent with the addition of two subdivisions and an on-going condominium complex but housing starts have slowed in these new developments. The build out is occurring over a longer period of time which would impact new growth and therefore the FY 2017 projection has been reduced from the prior few years.

3. Chapter 70 Aid

	<u>Actual</u>	<u>December Estimate</u>	<u>Variance</u>
FY 17		\$5,185,901	
FY 16	\$ 5,185,901	\$5,110,701	\$ 75,200
FY 15	\$ 5,110,701	\$5,034,826	\$ 75,875
FY 14	\$ 5,034,826	\$4,897,576	\$137,250
FY 13	\$ 4,957,576	\$4,832,136	\$125,440
FY 12	\$ 4,832,136		
FY 11	\$ 4,806,334		
FY 10	\$ 5,104,541		
FY 09	\$ 5,208,715*		
FY 08	\$ 4,529,951		
FY 07	\$ 3,965,346		
FY 06	\$ 3,580,818		

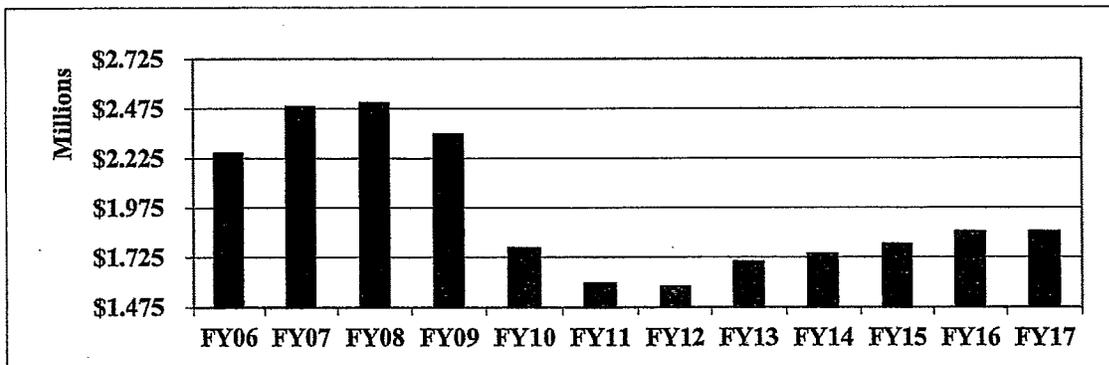
* In FY 09 American Recovery and Reinvestment Act (ARRA) funds were applied as a grant to supplement Chapter 70 payments from the Commonwealth in the amount of \$547,771.



Trend: Chapter 70 Aid is estimated to be level-funded at this time. However, the actual amount is not known for certain until March 2016 or later. This is one of several sources of revenue that is reviewed for budget purposes in January and may be need to be revised. The FY 17 amount is estimated to be level funded at \$ 5,185,901.

4. **Unrestricted Aid** (formerly Lottery Aid and Additional Assistance)

	<u>Actual Unrestricted Aid</u>		
FY 17	\$1,854,505		
FY 16	\$1,854,505		
FY 15	\$1,790,063		
FY 14	\$1,741,761		
FY 13	\$1,701,540		
FY 12	\$1,578,512		
FY 11	\$1,701,540		
FY 10	\$1,772,437		
	<u>Lottery Aid</u>	<u>Additional Assistance</u>	<u>Total</u>
FY 09	\$ 1,469,986.00	\$ 875,037.00	\$ 2,345,023
FY 08	\$ 1,628,696.00	\$ 875,037.00	\$ 2,503,733
FY 07	\$ 1,607,467.00	\$ 875,037.00	\$ 2,482,504
FY 06	\$ 1,376,394.00	\$ 875,037.00	\$ 2,251,431

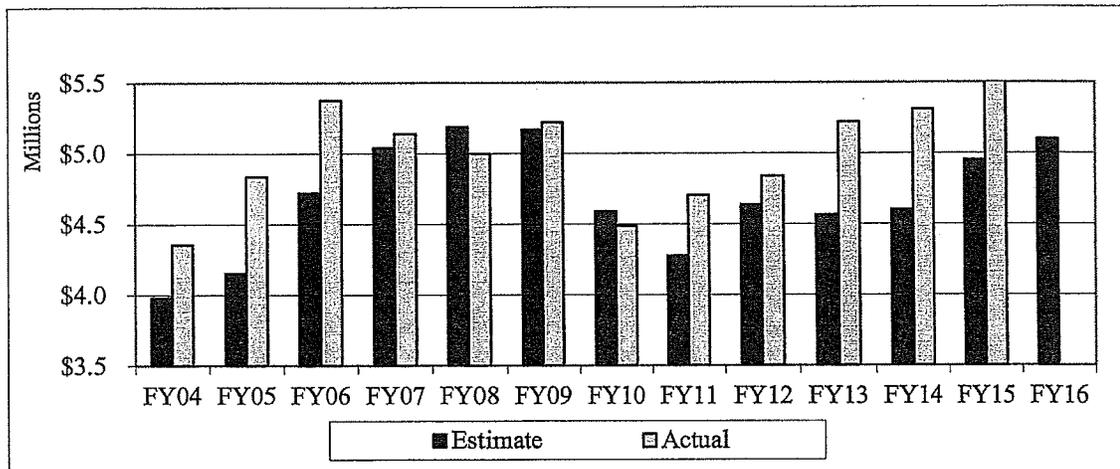


Trend: FY 17 local aid revenues are expected to remain level at this time. The Governor's budget is filed the end of January, but estimated numbers from House Ways and Means are more

reliable and these figures are used for projections. While local aid did increase, the offsets to the Cherry Sheet have started to noticeably increase as well resulting in net changes. Two areas in particular are Charter School and School Choice.

5. General Fund Receipts

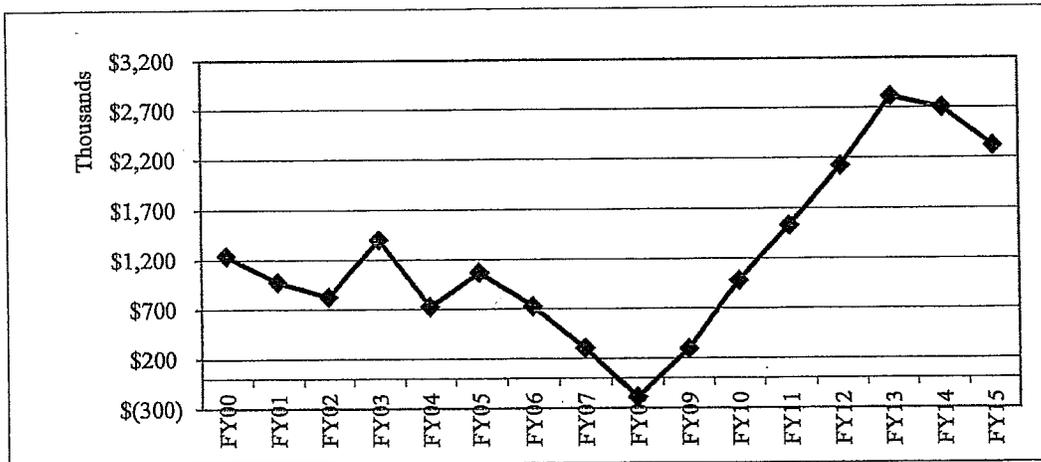
	Estimated	Actual	Variance (+ or -)
FY 17	\$5,154,766		
FY 16	\$5,100,000	\$	
FY 15	\$4,950,000	\$5,684,913	\$ 584,913
FY 14	\$4,600,000	\$5,258,742	\$ 658,742
FY 13	\$4,565,000	\$5,221,089	\$ 656,089
FY 12	\$4,634,681	\$4,837,975	\$ 203,294
FY 11	\$4,276,778	\$4,702,426	\$ 425,648
FY 10	\$4,589,063	\$4,486,115	\$(102,948)
FY 09	\$5,168,792	\$5,217,955	\$ 49,163
FY 08	\$5,188,506	\$4,996,497	\$(192,009)
FY 07	\$5,039,270	\$5,138,939	\$ 99,669
FY 06	\$4,722,199	\$5,375,970	\$ 653,771
FY 05	\$4,153,348	\$4,835,603	\$ 682,255
FY 04	\$3,980,602	\$4,356,942	\$ 376,340



Trend: FY 15 General Fund Receipts increased by \$584,913 from the prior year including one time revenues of \$241,822 from energy rebates related to the ESCO project. The Town also received \$245,776 in one-time premiums on note and bond sales which are not reflected in the above amount. Motor vehicle excise increased by \$116,425, ambulance receipts decreased by \$76,432 partially due to some mis-coding of receipts, penalties and interest increased by \$18,651 and licenses and permits increased by \$56,125. As of 09/30/2015, FY 16 is above FY 15 by \$261,818 at the same time last year. This is due in part to several extraordinary items that are specific to this year only or to timing including; two large building permits totaling \$47,000, \$90,000 in GF interest due to \$80M of capital project funds, \$80,000 in ambulance receipts and \$30,000 in penalties and interest. We will reanalyze after second quarter receipts are received.

6. Certified Free Cash

FY 15	\$ 2,318,762
FY 14	\$ 2,701,923
FY 13	\$ 2,813,553
FY 12	\$ 2,123,316
FY 11	\$ 1,528,822
FY 10	\$ 976,826
FY 09	\$ 293,677
FY 08	\$ (189,322)
FY 07	\$ 302,274
FY 06	\$ 725,852
FY 05	\$ 1,063,518
FY 04	\$ 725,976
FY 03	\$ 1,399,184
FY 02	\$ 824,415
FY 01	\$ 972,405
FY 00	\$ 1,236,316



Trend: Since FY 10, the Town has not used Free Cash to subsidize recurring operating budget costs. Our bond rating increase in FY 13 was as a direct result of this financial policy and we will continue to adhere to it. Free Cash will continue to be used for pay-as-you go capital, to replenish the Stabilization Fund when those funds are used for emergency responses and allocate to Capital Stabilization Fund for debt service and/or large capital acquisitions.

This is the seventh year of the new budget process and fiscal discipline continues to improve. While Free Cash was about \$400,000 less in FY15 than in FY14, this is still a healthy amount for us to fund the capital plan.

7. Tax Title Collection

	<u>Tax Title Collections</u>	
	<u>Actual (Tax & Special Assessments)</u>	
		<u>Interest/Fees</u>
FY16	\$ 51,591	\$ 13,757 as of 9/30/15
FY15	457,598	175,988
FY14	502,191	134,158
FY13	320,576	71,860
FY12	666,821	213,453
FY11	371,222	80,692
FY10	487,299	81,414
FY09	357,677	121,085
FY08	212,162	51,136
FY07	163,096	33,400
FY06	80,183	12,731
FY05	143,859	21,837
FY04	61,836	16,568

Deferral Collections

	<u>Actual (Tax & Special Assessments)</u>	
		<u>Interest/Fees</u>
FY16	\$ 0	\$ 0 as of 09/30/15
FY15	11,309	1,376
FY14	31,698	3,821
FY13	38,988	12,473
FY12	49,555	15,503
FY11	99,669	69,734
FY10	69,765	30,482
FY09	86,045	50,129
FY08	25,051	7,179
FY07	10,313	699
FY06	54,910	25,548
FY05	12,400	4,390
FY04	15,649	3,040

Trend: The Town remains aggressive in its stance with collecting tax titles and pursuing foreclosures. The Treasurer/Collector continues to be dogged in personally contacting delinquent property owners and placing them on payment plans. This results in legal cost savings for tax title. The Town has foreclosed on four homes in the past four years. Three have been auctioned and restored to the tax rolls.

8. Medicaid Reimbursement

<u>Medicaid Reimbursements</u>	<u>Estimated</u>	<u>Actual (Net)</u>	<u>Variance</u>
--------------------------------	------------------	---------------------	-----------------

FY 17	\$ 35,000		
FY 16	\$ 35,000	\$ 6,765	as of 11/10/15
FY 15	\$ 50,000	\$ 58,243	\$ 8,243
FY 14	\$ 97,600	\$ 50,501	(\$47,099)
FY 13	\$ 97,600	\$ 66,166	(\$31,434)
FY 12	\$123,432	\$ 69,569	(\$53,773)
FY 11	\$100,000	\$123,342	\$23,342
FY 10	\$160,972	\$ 97,600	(\$ 63,372)
FY 09	\$141,763	\$160,972	\$ 19,209
FY 08	\$184,848	\$141,763	(\$ 43,085)
FY 07		\$187,848	
FY 06		\$113,611	
FY 05		\$ 97,715	
FY 04		\$ 50,154	

Trend: As projected, these revenues will be inconsistent and decline each year.

9. Wind Turbine Revenue

The wind turbine was commissioned March 29, 2012. A revolving fund established for the revenue subsidizes electrical costs for all public facilities. The FY 13 net between what the Town paid to Scituate Wind LLC and what the Town received from National Grid was \$137,318. In FY 14 the turbine produced a positive net balance of \$205,459 in the revolving fund. . In FY 15 the turbine produced a positive net balance of \$272,409 in the revolving fund. Revenues stay with the Revolving Fund so any surpluses would be transferred at year-end by a vote at town meeting. At the Town's direction, approximately \$120,000 is anticipated for FY 17. Please note if the turbine ceases operating under the current program for any reason, the revenue, and potential liability exposure for the Town increases exponentially. Approximately \$100,000 of wind turbine revenue per year has been identified as a revenue source to offset the debt service for the middle school and public safety building projects.

	Projected Revenue	Amount Received
FY 17	\$120,000	
FY 16	\$120,000	\$ 22,014 as of 10/26/15
FY 15	\$120,000	\$331,071
FY 14	\$120,000	\$205,495
FY 13		\$95,437

10. Solar Array Revenue

The solar array on the Town's capped landfill began operating the end of September 2013. The 3.0mw solar array at 280 Driftway matches the other half of the Town's total electrical consumption resulting in the Town of Scituate being the first community in Massachusetts to be 100% clean energy. A second revolving fund was established to receive and disburse monies associated with the production of this electricity. FY 15 was the second year of operation and

the total revenue received was \$255,516. FY16 has generated \$101,434 as of 10/26/2015 and FY17 is projected to be \$150,000.

The Town has entered into a net metering credit allocation agreement in April 2014 with South Shore Vocational Technical High School to utilize a portion of the Town's energy credits which were in excess of 100%. The Town received \$.09 per kWh of net metering credit purchased monthly from the school through April 2017. Solar array revenue of approximately \$100,000 per year has been identified as a revenue source to offset the debt service for the middle school and public safety building projects.

	Projected Revenue	Amount Received
FY 17	\$150,000	
FY 16	\$110,000	\$101,434 as of 10/26/15
FY 15	\$93,000	\$255,516
FY 14*	\$70,000	\$(25,637)

*only three quarters in operation and excess liquidated damages of \$94,022 refunded to contractor

11. Meals Tax

At the April 2013 annual town meeting the Town voted to approve the adoption of the meals tax. The disbursement of revenue from DOR is different the first year of acceptance before receipts fall into a regular schedule.

	Revenue Projected	Amount Received
FY 17	\$218,368	
FY 16	\$218,368	\$ 81,656 as of 10/26/15
FY 15	\$218,368	\$234,847
FY 14*	\$204,871	\$164,190

*partial year of revenue in year of adoption

Trend: For FY16, \$100,000 of meals tax revenue has been identified as a revenue offset for the new middle school, public safety complex and the library. The FY15 budget allocated 25% of meals tax revenue to fund initiatives recommended by the Economic Development Committee. This amount will be revisited by the Financial Forecast Committee annually but this has been the case in the past two fiscal years.

EXPENSE ASSUMPTIONS

1. A balanced budget is required by law.
2. **Collective Bargaining/Non-Union Staff**

Of the 11 bargaining units in Town (five Town, six school) contract costs are as follows:

A 1% wage increase in the TOSCA contract is	\$ 12,375	expires 6/30/17
A 1% wage increase in the Laborer's contract is	\$ 19,457	settled through 2016*
A 1% wage increase in the AMP contract is	\$ 14,269	6/30/17
A 1% wage increase in the IBPO contract is	\$ 17,702	6/30/17
A 1% wage increase in the IAFF contract is	\$ 29,987	expired 6/30/13 – arbitration award rec'd 9/18/15 being challenged by union
A 1% wage increase for non-union staff	\$ 17,076	32 individuals

The School Department contracts (2%,2.25%,2.25%) expire June 30, 2018.

3. Net School Spending

	Net School Spending	Minimum Threshold	Variance (+/-)
FY 16	37,390,269	28,997,139	6,665,345
FY 15	37,390,269	28,997,139	8,393,130
FY 14	35,729,040	29,063,695	6,665,345
FY 13	34,590,857	28,420,385	6,170,472
FY 12	33,381,939	27,631,498	5,750,441
FY 11	31,645,347	27,070,686	4,574,661

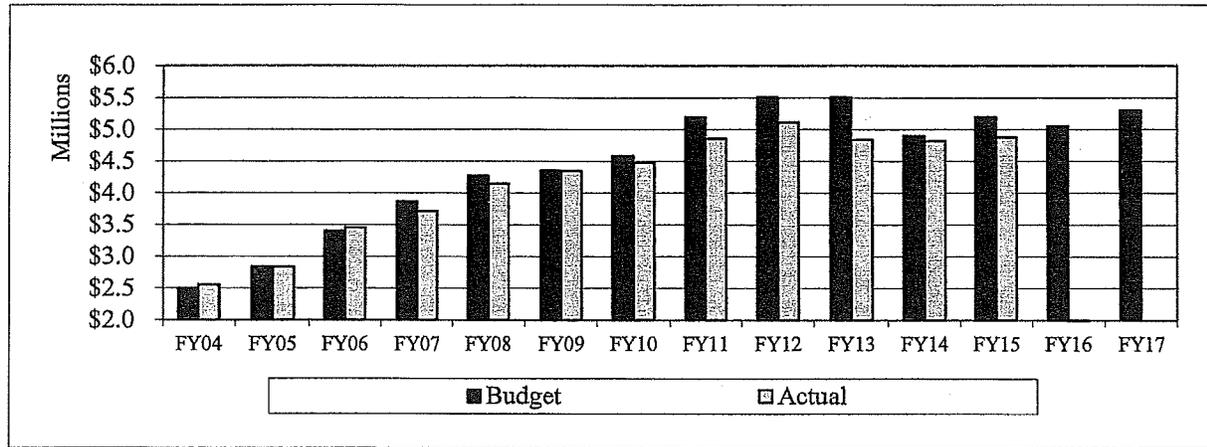
The Town of Scituate Net School Spending amount as budgeted for FY 15 exceeded the minimum amount required under the education reform formula by \$8,393,130.

4. Contributory Health and Life Insurance

In FY 13 plan design changes were negotiated for all employees as the result of new legislation passed in 2012 amending MGL Chapter 32B by adding new sections (21a-23). Health insurance rates are not received from the Mayflower Municipal Health Group (MMHG) until January-February. At this time we are carrying a 12% increase based on the most recent guidance provided by MMHG at their December Steering Committee meeting. The FY 12 and 13 strong surpluses shown below were as a result of negotiating changes in health care.

	Budget	Actual	Variance
FY17	5,656,298		
FY16	5,050,266	2,368,735	as of 12/17/15
FY15	4,975,632	4,880,239	95,393
FY14	4,900,000	4,818,332	81,668
FY13	5,508,907	4,839,479	669,428
FY12	5,508,907	5,115,061	393,846
FY11	5,193,724	4,860,286	333,438
FY10	4,586,242	4,474,572	111,670
FY09	4,353,000	4,351,147	1,853
FY08	4,272,554	4,145,935	126,619
FY07	3,866,882	3,716,529	150,353

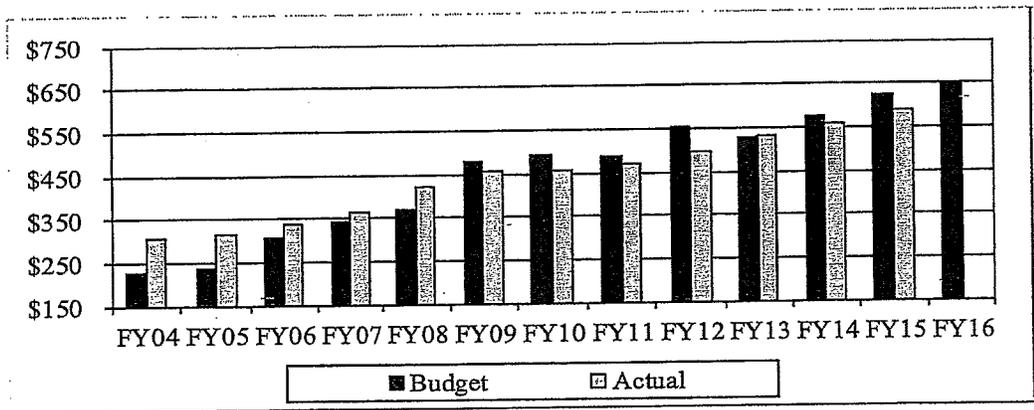
FY06	3,398,250	3,452,726	(54,476)
FY05	2,837,000	2,837,000	0
FY04	2,500,000	2,556,014	(56,014)



Trend: Rates are voted by the Mayflower Municipal Health Group in February or March after the Town budget is submitted. The MMHG Steering Committee recommended that member entities plan on a 10-12% increase in rates for FY17. The Town has experienced 0% increases in premiums from MMHG from FY12-15 and 2-4% increases for FY16. Fluctuations throughout the year in the total enrolled census and claims experience also have minor impacts.

5. Medicare/FICA

	Budget	Actual	Variance
FY17	\$ 668,418		
FY16	652,115	235,335	as of 12/17/15
FY15	626,454	589,430	62,685
FY14	574,729	556,272	18,457
FY13	528,423	531,517	(3,094)
FY12	552,876	498,252	54,624
FY11	487,000	469,321	17,679
FY10	494,266	456,025	38,241
FY09	479,266	456,514	22,752
FY08	370,000	420,846	(50,846)
FY07	343,000	366,255	(23,255)
FY06	308,000	336,356	(28,356)
FY05	237,000	314,263	(77,263)
FY04	226,000	306,781	(80,781)



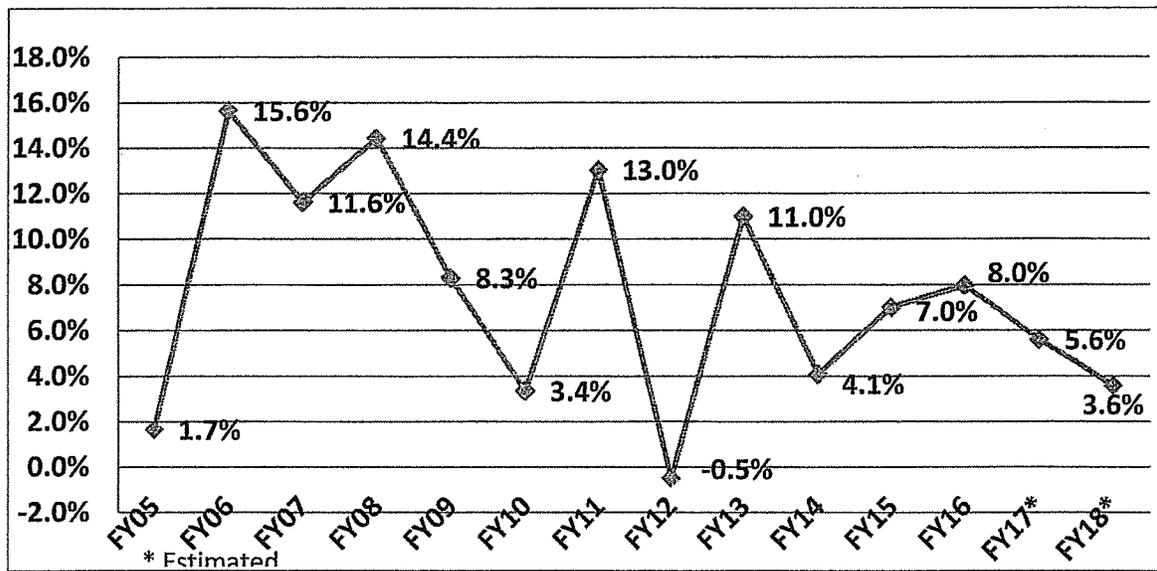
Trend: This line item will continue to increase as the exempt employee population decreases and wage scales increase.

6. Retirement Assessment (Contributory and Non-Contributory)

The FY 17 Retirement Assessment will increase to \$4,373,651. FY 15 was the first year the revised mortality tables are reflected in each community's rate. Plymouth County Retirement Association advised us two years ago that future increases would be at least 8% annually to reflect the new mortality tables. As this held true for only one year, there is concern about future volatility in this budget line as has been seen in the past and will impact other budgets. The lack of predictability and planning for communities by the Plymouth County Retirement Board is unacceptable.

Contributory

	Budget	Actual	Increase (Decrease) over Prior Year	
			Amount	%
FY17	\$4,373,651		231,884	5.6%
FY16	4,141,767	4,141,767	305,638	8.0%
FY15	3,836,129	3,836,129	271,270	7.0%
FY14	3,584,859	3,584,859	140,648	4.1%
FY13	3,444,211	3,444,211	341,164	11.0%
FY12	3,103,047	3,103,047	(14,983)	(.5%)
FY11	3,118,030	3,118,030	359,680	13.0%
FY10	2,758,350	2,758,350	89,738	3.4%
FY09	2,668,612	2,668,612	204,444	8.3%
FY08	2,464,168	2,464,168	310,920	14.4%
FY07	2,153,248	2,153,248	224,088	11.6%
FY06	2,104,099	1,929,160	260,988	15.6%
FY05	1,698,327	1,668,172	27,264	1.7%
FY04	1,640,908	1,640,908		



Non Contributory

	Budget	Actual	Variance
FY17	27,040		
FY16	26,620	11,092	as of 12/17/15
FY15	65,319	26,230	39,089
FY14	62,979	62,979	0
FY13	62,979	62,979	0
FY12	73,590	61,809	11,781
FY11	88,094	80,878	7,216
FY10	87,094	86,320	774
FY09	107,000	84,557	22,443
FY08	105,000	89,208	15,792
FY07	102,462	95,156	7,306
FY06	94,700	91,389	3,320
FY05	113,161	104,978	8,183
FY04	119,500	103,824	15,676

Trend: The pension assessment is a volatile budgetary item as noted despite the member communities continued attempts at seeking some level of consistency in assessment increases. Many existing retirees retired at 5% contribution levels (as opposed to the current rate of 9+2% for active employees) which will continue to result in increases in significant amounts for the next several years. The Town does avail itself of making a one-time payment (versus semi-annual) to avert additional interest costs from the County which results in a 2% annual savings on the assessment.

7. Other Post-Employment Benefits (OPEB)

Created at the April 2011 Annual Town Meeting, this Fund is a reserve to cover the cost of the unfunded liability of the Town's future health care costs for employees and retirees. A new

actuarial study needs to be performed every two years and the most recent study was completed in October 2013. The results of a new study are expected in late November 2015. The unfunded accrued liability as of June 30, 2011 was \$53,916,330. The unfunded accrued liability as of June 30, 2013 is \$65,117,566. Some of this increase was attributable to an error in the prior study which undercounted the total census by 100 lives.

The Town's financial policy is to allocate 2% of the annual retirement assessment into this fund. Year-end transfers in FY13 and FY14, for \$75,000 and \$12,900 respectively, have assisted in building this account and this practice will continue to the extent possible. That being said, the 2% annual amount is not as robust as the bond rating agencies would like.

Year	Allocation	Balance 6/30
FY 17	\$ 87,473	
FY 16	\$282,835	\$674,194 as of 10/26/15
FY 15	\$ 76,723	\$386,515
FY 14	\$ 84,640	\$296,559
FY 13	\$143,884	\$209,227
FY 12	\$ 64,983*	\$ 65,023

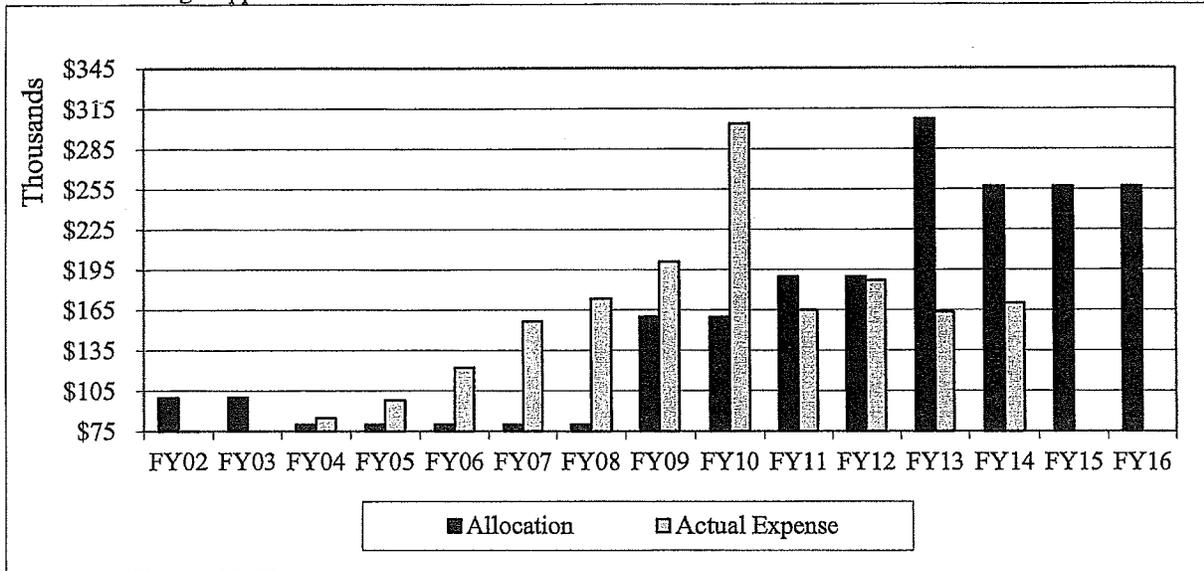
*created in 2011; FY 12 first-year of appropriation

Trend: The Town lags on this fund because it was not created sooner (2011). An allocation of funds must be made each year. It is reviewed for the auditor's management letter as a federal mandate, and a critical review component for bond rating agencies.

8. Workers' Compensation

	Budgetary Allocation On June 30 (FY total)	Actual Expense	Variance	Fund Balance as of June 30th
FY 17	\$ 200,000			
FY 16	\$ 257,000	\$ 60,586	as of 12/17/15	
FY 15	\$ 257,000	\$ 180,156	\$ 76,544	\$536,861
FY 14	\$ 257,000	\$ 170,049	\$ 86,951	\$457,768
FY 13	\$ 307,161	\$ 163,511	\$143,650	\$369,888
	budgeted			
FY 12	\$ 265,000	\$ 187,169	\$ 77,831	\$225,931
FY 11	\$ 285,000	\$ 164,938	\$120,062	\$148,009
FY 10	\$ 160,000	\$ 303,738	(143,738)	
FY 09**	\$ 160,000	\$ 201,012	(41,012)	
FY 08	\$ 80,000	\$ 173,476	(93,476)	
FY 07	\$ 80,000	\$ 156,587	(76,587)	
FY 06	\$ 80,000	\$ 122,407	(42,407)	
FY 05	\$ 80,000	\$ 98,220	(18,220)	
FY 04*	\$ 80,000	\$ 84,865	(4,865)	
FY 03	\$ 100,000	\$ 57,974	\$42,026	
FY 02	\$ 100,000	\$ 51,720	\$48,280	

* Line of Duty included in expenditures included from FY 04 to FY 09.
 Separate insurance now.
 ** New budget approach

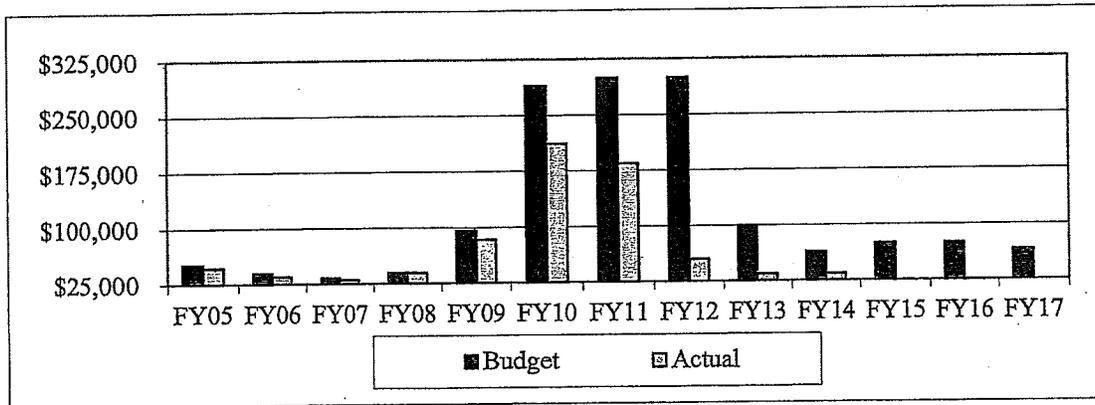


Trend: Before FY 11 this account was severely under-funded. An accounting change in FY 11 has helped mitigate costs somewhat, however the cost obligations for this fund will continue to be high based on settled claims prior to FY 10. Stop/Loss coverage will guard against substantial medical claims. The fund goal is to have the Fund Balance sufficient enough such that the interest generated can pay the premium and other administrative costs for the fiscal year while still being able to handle a permanent disability claim. The Fund goal is \$750,000. The current fund balance as of 10/26/15 is \$772,567 but we are only 3/12ths into the fiscal year. The FY17 projection is to reduce by \$57,000. In FY 11, FY12 and FY 13, year-end transfers were made to this account from surplus health insurance funds in order to address the shortfalls in this account. This Fund must cover all medical and other costs of employees injured on the job.

9. Unemployment

	Appropriated	Actual	Variance
FY 17	\$ 66,000		
FY 16	\$ 75,000	\$ 20,926	as of 12/17/15
FY 15	\$ 75,000	\$ 18,914	\$ 56,086
FY 14	\$ 64,000	\$ 40,133	\$ 23,867
FY 13	\$ 92,500	\$ 34,610	\$ 59,890
FY 12	\$300,000	\$ 55,148	\$244,852
FY 11	\$300,000	\$184,232	\$115,768
FY 10	\$290,000	\$211,607	\$ 78,393
FY 09	\$ 96,000	\$ 83,600	\$ 12,400
FY 08	\$ 40,000	\$ 39,461	\$ 539
FY 07	\$ 33,000	\$ 30,549	\$ 2,451
FY 06	\$ 39,775	\$ 35,262	\$ 4,513

FY 05 \$ 51,699 \$ 47,186 \$ 4,513



Trend: This fund was increased in prior years in anticipation of layoffs as a result of the economic downturn. Budgetary reductions have resulted as the employee census stabilized. The FY17 projection is an average of the previous 5 years.

10. Special Education

	<u>Outside Placements</u>	<u>Circuit Breaker Reimbursements</u>
FY 17	\$ 2,400,000	\$ 660,000
FY 16	\$ 2,355,233	\$ 217,908 as of 12/17/15
FY 15	\$ 2,481,164	\$ 792,426
FY 14	\$ 2,218,138	\$ 781,123
FY 13	\$ 2,264,763	\$ 943,008
FY 12	\$ 2,233,054	\$ 837,738
FY 11	\$ 2,014,783	\$ 366,754
FY 10*	\$ 2,111,352	\$ 406,452
FY 09	\$ 1,900,319	\$ 948,368
FY 08	\$ 2,210,065	\$1,130,603
FY 07	\$ 2,197,483	\$1,010,035
FY 06	\$ 2,087,901	\$ 605,719

* Reflects reduction from 72% to 38%

Trend: The FY16 estimated projection was based on current students.

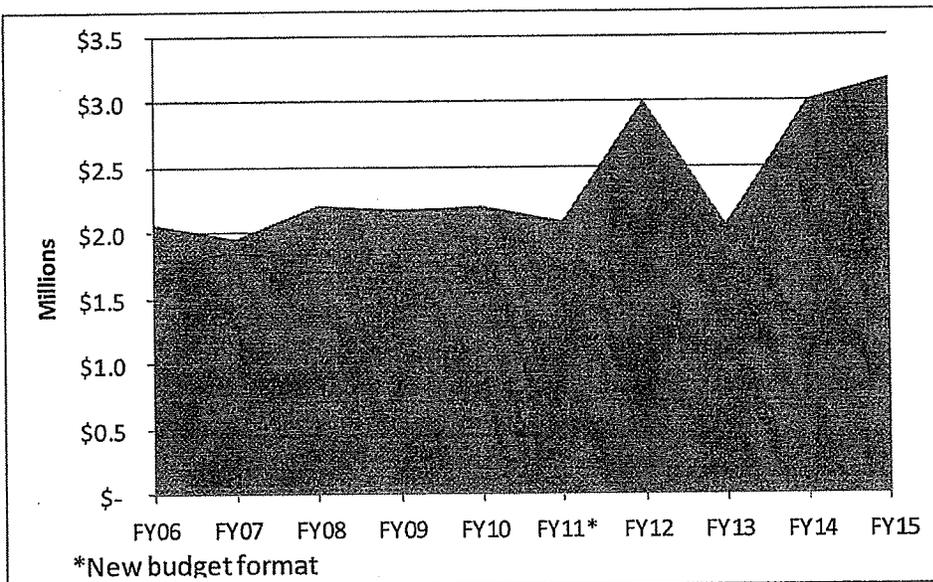
11. Stabilization Fund

An allocation should be made each year to the Stabilization Fund. Interest earned by the Stabilization Fund will be allocated back into it and used for capital purchases.

	Appropriated	Interest	Expended	Balance 6/30
FY 15	\$ 333,081	\$ 12,247	\$1,150,000	\$2,374,384

FY 14	\$ 955,500	\$ 6,943	\$ 488,074	\$3,179,055
FY 13	\$ 0	\$ 7,057	\$ 955,500	\$2,061,481
FY 12	\$ 917,333	\$ 8,129	\$ 0	\$3,009,925
FY 11	\$ 10,218	\$ 10,527	\$ 138,315	\$2,084,462
FY 10	\$ 9,415	\$ 15,814	\$ 0	
FY 09	\$ 169,850	\$ 42,242	\$ 243,942	
FY 08	\$ 486,436	\$ 71,942	\$ 305,000	
FY 07	\$ 162,593	\$ 106,890	\$ 385,000	
FY 06	\$2,065,446*	\$ 75,347	\$ 70,000	

*Beginning Balance/Chart reflects appropriations after beginning balance in FY 06



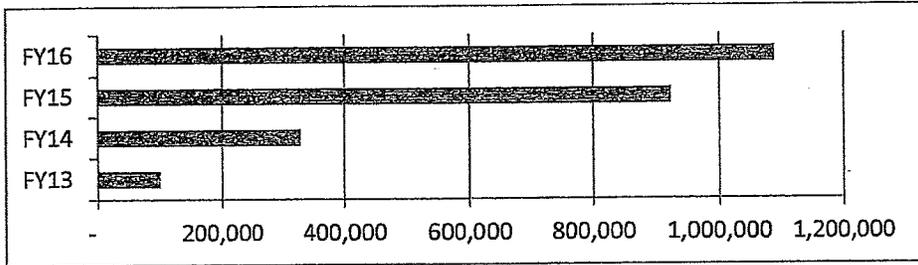
Trend: \$1,150,000 in funds was used for emergency costs incurred from the winter blizzards of 2015 and was replenished at the November 2015 special town meeting. The current balance in the Stabilization Fund is \$3,452,407.

12. Capital Stabilization Fund

Created at the November 2012 Special Town Meeting, the intent of the fund is to allocate monies for larger capital acquisitions or costs that cannot be absorbed in any one given fiscal year. This will help create stability over time with the intent of avoiding debt spikes. FY 14 marked the first time that the Town allocated a portion of the Town's tax levy (\$100,000) toward capital. In FY 15, the Town allocated 75% of the anticipated meals tax revenue to the fund. In FY16, it allocated \$163,776 into the fund. The April 2015 ATM approved transfers into the fund for the future capital projects of purchasing a new ambulance, replacing the turf field and repairs to the Humarock fire station. The current balance of the fund is \$308,502.

	Appropriated	Interest	Expended	Balance 6/30
FY 16	\$ 163,776	\$ 655	\$780,000	\$ 308,502 YTD
FY 15	\$ 738,776	\$ 3,227	\$147,335	\$ 924,070

FY 14	\$ 639,000	\$ 399	\$410,000	\$ 329,402
FY 13	\$ 100,000	\$ 4	\$ 0	\$ 100,004



To date, the allocations to the fund include the following purposes:

	Amount	Purpose
FY 16	\$163,776	Future debt service
FY 15	\$ 75,000	Repairs to Humarock fire station
	\$ 50,000	Replace community turf field
	\$ 50,000	Replacement of an ambulance
	\$163,776	Future debt service
	\$400,000	Future debt service
FY 14	\$375,000	Fire apparatus
	\$129,000	Foreshore protection
	\$35,000	Voting machines
	\$100,000	Future debt service
FY 13	\$100,000	Establish fund

13. Reserve Fund

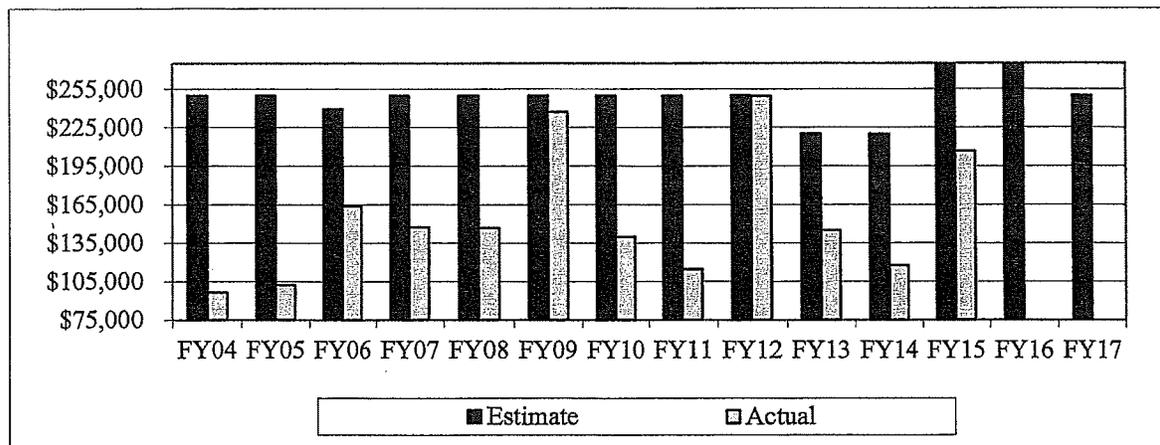
	Budgeted	Expenditures	Variance
FY 17	\$90,000	\$	
FY 16	\$90,000	\$ 0	as of 12/17/15
FY 15	\$90,000	\$ 17,000	\$73,000
FY 14	\$90,000	\$ 27,681	\$62,319
FY 13	\$90,000	\$ 6,837	\$83,163
FY 12	\$90,000	\$ 81,725	\$ 8,275
FY 11	\$81,871	\$ 31,000	\$50,871
FY 10	\$90,000	\$ 81,004	\$ 8,996
FY 09	\$90,000	\$ 90,000	\$ 0
FY 08	\$90,000	\$ 89,840	\$ 160
FY 07	\$90,000	\$ 86,460	\$ 3,540
FY 06	\$90,000	\$ 90,000	\$ 0
FY 05	\$90,000	\$ 90,000	\$ 0
FY 04	\$90,000	\$ 14,540	\$ 75,460

Trend: The Reserve Fund is for emergency or unforeseen events with expenditures voted by the Advisory Committee. This Fund has returned a surplus balance since FY 10. Our Reserve Fund is significantly lower than most communities. Having a surplus balance each year is an indicator of tight budget oversight and internal controls.

14. Allowance for Abatements/Exemptions (Overlay)

The allowance for abatements and exemptions for FY 2017 will be approximately **\$250,000**.

	Estimated	Raised	Actual
FY 17	\$250,000		
FY 16	\$275,000		
FY 15*	\$275,000	\$275,000	\$206,682
FY 14	\$220,000	\$220,000	\$117,559
FY 13	\$220,000	\$219,170	\$144,949
FY 12 *	\$250,000	\$250,000	\$249,524
FY 11	\$250,000	\$250,000	\$114,741
FY 10	\$250,000	\$250,000	\$139,784
FY 09*	\$200,000	\$250,000	\$237,203
FY 08	\$150,000	\$250,000	\$146,817
FY 07**	\$160,000	\$250,000	\$147,444
FY 06*	\$175,000	\$239,440	\$163,760
FY 05	\$125,000	\$102,140	\$102,140
FY 04	\$100,000	\$250,000	\$ 96,480



Trend: Our financial policies provide for a five-year rolling average review of the overlay reserve. The five year rolling average for FY16 is \$405,055.

* Revaluation year/** Veterans exemption allowance increased.

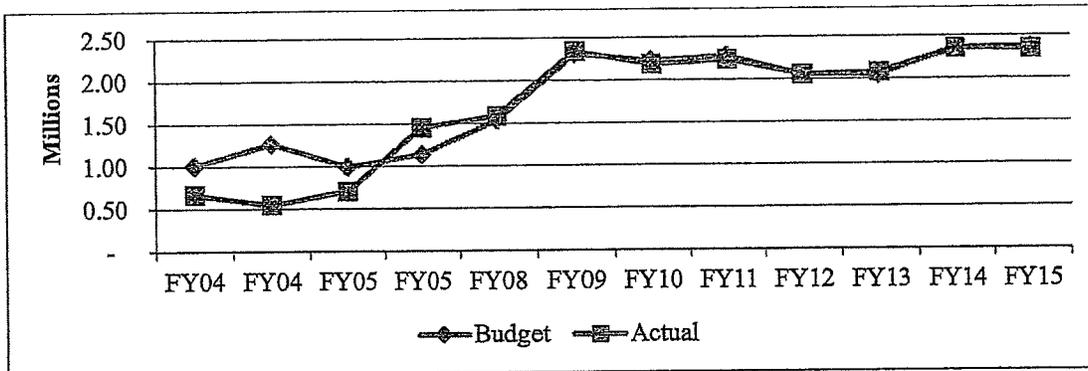
15. Maturing Debt and Interest (excluded Enterprise Fund Debt)

The FY 17 General Fund Debt includes debt service for the three debt exclusion building projects of the middle school, public safety complex and the library renovation.

General Fund Debt

	Budget	Actual	Debt Exclusion
FY17	7,715,806		
FY16	8,511,059	4,178,134 YTD	\$ 5,448,099
FY15	2,365,652	2,340,386	\$ 873,230
FY14	2,362,633	2,352,134	\$ 909,771
FY13	2,047,600	2,030,758	\$ 913,561
FY12	2,055,490	2,054,055	\$ 928,401
FY11	2,276,194	2,235,778	\$1,106,450
FY10	2,228,430	2,181,743	\$1,150,750
FY09	2,307,447	2,338,486	\$1,182,550
FY08	1,534,883	1,585,447	\$ 934,674
FY07	1,135,089	1,453,354	\$ 923,300
FY06	994,210	707,530	\$ 587,114
FY05	1,265,623	546,134	\$ 940,200
FY04	1,007,078	668,320	

Trend: The Town's bond rating AA+ was confirmed in June 2015 prior to the sale of the \$86M bond financing the library renovation, middle school, public safety complex and phase I & II of the water pipe project. Increases in this line item will continue and the financial policies direct that the amount rolling off for debt stay within the debt service line item to fund other much needed capital. Because of multi-million dollar building projects, General Fund debt will continue to be monitored and potentially moderated in FY17. The operating budget debt service has now increased significantly and we must plan for that in relation to other budgetary needs.



16. Capital Improvement Plan (CIP)

The Town's five-year rolling capital improvement plan requires a continuous commitment and investment of town funds for scheduled maintenance and replacement of equipment, facility maintenance and larger municipal projects. The Town's financial policies state that officials endeavor to allocate 2% of the Town's net operating fund revenue to the CIP from taxation. The hallmark of well-managed communities is the use of tax revenue to fund their capital budgets. In

FY14, we did this for the first time using \$100,000. That is .021% of our revenues. Some communities allocate as much as 8-10% annually. As we have seen, delaying capital results in higher costs over time. The Capital Stabilization Fund provides a mechanism to address the Town's overwhelming capital needs. The \$100,000 raised by taxation is again recommended to be put into the Capital Stabilization Fund. The Public Facilities Master Plan will continue to play a key role in how funds are allocated for capital for the foreseeable future. Foregoing use of this financial tool is neither recommended nor prudent.

17. General Liability/Property Insurance

	Budget	Actual	Variance
FY 17	538,450		
FY16	489,500	461,572	YTD
FY15	430,000	439,084	(9,084)
FY14	430,000	391,353	38,647
FY13	495,000	383,039	51,900
FY12	425,000	434,939	(9939)
FY11	404,200	404,844	(644)
FY10	460,000	460,000	0
FY09	448,007	444,101	3,906
FY08	447,000	434,288	12,712
FY07	437,572	437,572	0
FY06	426,139	426,139	0

Trend: General Liability Insurance was rebid in FY 13 resulting in a significant savings for the Town as was the case in FY 11. Our current provider does not provide rate renewal information until March thus making estimates difficult so the FY 17 amount of \$538,450 is projected as a 10% increase at this time due to a significant increase in claims, losses, and new construction. The Town is eligible for premium discounts and credits for safety and other training initiatives it undertakes, and that resulted in a \$10,257 reduction of premium in FY 16. The Town also avails itself of a 4% discount for lump sum payment resulting in an additional \$15,157 in savings. Savings here has also resulted in the Town being able to add additional coverage and lines that were not previously covered which were recommended by the carrier. A property inspection in FY15 resulted in additional premium of \$6,415 for bringing buildings to 100% value. This line item will increase for the foreseeable future by double digit amounts as our new facilities come on line.

PROGRAM ASSUMPTIONS:

Programs, services and staffing should be able to be maintained at current levels for FY 17. However, increases in fixed costs including; pension assessment, health insurance, general liability and property insurance, OPEB and debt service will constrain discretionary budget allocations.

The availability of funds, prior year identified needs and priorities established by department heads and management performance will also be considered. The Town-side focus this year will be on public building maintenance and facilities as well as continuing staffing and capital needs.

Long-range budget and strategic planning substantiated by established goals and objectives will continue to guide us and has served us well the past few years.

PAV;9/09
Updated: 10/10
Updated:10/11
Updated 12/12
Updated 12/13
Updated 10/14
Updated 12/15

Data provided by:

Nancy Holt, Finance Director/Town Accountant
Pam Avitabile, Treasurer/Collector
Steve Jarzembowski, Director of Assessing
Paul Donlan, School Business Manager

FORECASTING COMMITTEE: Patricia Vinchesi, Tony Vagnani, Nancy Holt, Pam Avitabile, David Capelle, Rich Hebert, James Gilmore, Steve Jarzembowski, Paul Donlan, John McCarthy

FORECASTING MODEL

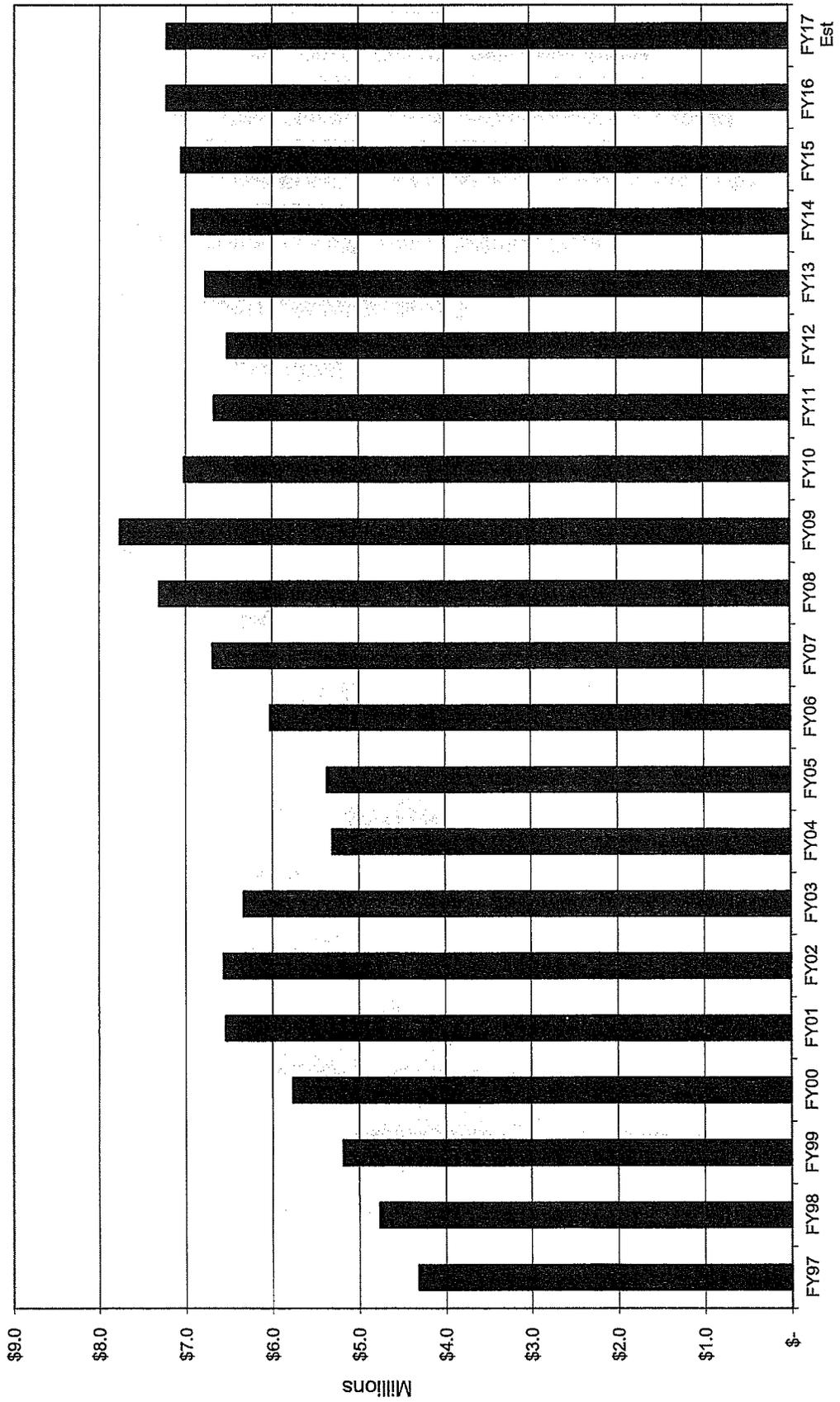
	Budget FY 2016	Proposed FY 2017	Projected FY 2018	Projected FY 2019	Projected FY 2020
SOURCES					
Prior Year	\$ 50,137,203	\$ 51,924,064	\$ 53,682,166	\$ 55,424,220	\$ 57,209,825
Override					
2.5% Increase	\$ 1,253,430	\$ 1,298,102	\$ 1,342,054	\$ 1,385,605	\$ 1,430,246
New Growth	\$ 500,000	\$ 460,000	\$ 400,000	\$ 400,000	\$ 400,000
TOTAL LEVY	\$ 51,890,633	\$ 53,682,166	\$ 55,424,220	\$ 57,209,825	\$ 59,040,071
Cherry Sheet/State Aid	\$ 7,085,154	\$ 7,172,605 [1]	\$ 7,172,605	\$ 7,172,605	\$ 7,172,605
Title V Assessment	\$ 6,858	\$ 6,858	\$ 6,858	\$ 6,858	\$ -
Local Receipts	\$ 5,100,000	\$ 5,154,766	\$ 5,232,087	\$ 5,310,569	\$ 5,390,227
Enterprise Indirect costs	\$ 751,044	\$ 797,166	\$ 813,109	\$ 829,372	\$ 845,959
Overlay Surplus	\$ -	\$ 405,055	\$ -	\$ -	\$ -
Meals Tax	\$ 218,368	\$ 218,368 [2]	\$ 218,368	\$ 218,368	\$ 218,368
TOTAL ALL REVENUE	\$ 65,052,057	\$ 67,436,984	\$ 68,867,248	\$ 70,747,597	\$ 72,667,231
USES					
Tax Title(shared cost FY11)	\$ -	\$ -	\$ -	\$ -	\$ -
Offsets	\$ 31,623	\$ 19,448	\$ 19,448	\$ 19,448	\$ 19,448
State & County Charges	\$ 477,839	\$ 530,824	\$ 530,824	\$ 530,824	\$ 530,824
Overlay	\$ 275,000	\$ 250,000	\$ 275,000	\$ 250,000	\$ 250,000
Enterprise Funds/Transfer	\$ -	\$ -	\$ -	\$ -	\$ -
Economic Development	\$ 54,592	\$ 54,592 [2]	\$ 54,592	\$ 54,592	\$ 54,592
TOTAL USES	\$ 839,054	\$ 854,864	\$ 879,864	\$ 854,864	\$ 854,864
NET REVENUE	\$ 64,213,003	\$ 66,582,120	\$ 67,987,384	\$ 69,892,733	\$ 71,812,367
SHARED COSTS					
Reserve Fund	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000
Tax Title	\$ 39,000	\$ 39,000	\$ 39,000	\$ 39,000	\$ 39,000
Insurance/Town Bldgs.	\$ 489,500	\$ 538,450 [9]	\$ 565,373	\$ 593,641	\$ 623,323
So. Shore Vo. Tech.	\$ 565,989	\$ 692,771 [3]	\$ 741,264	\$ 793,153	\$ 848,674
Debt & Interest	\$ 1,513,671	\$ 1,541,644	\$ 1,541,644	\$ 1,541,644	\$ 1,541,644
- Capital Stabilization/Capital Plan	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
- Capital Stabilization (Meals Tax)	\$ 63,776	\$ 63,776 [2]	\$ 63,776	\$ 63,776	\$ 63,776
- Debt Excl MS & PSC (Meals Tax)	\$ 100,000	\$ 100,000 [2]	\$ 100,000	\$ 100,000	\$ 100,000
Non-Contributory Pensions	\$ 26,357	\$ 27,040 [4]	\$ 27,460	\$ 27,880	\$ 28,300
Plymouth County Retirement Assmt	\$ 4,066,767	\$ 4,373,651 [5]	\$ 4,530,275	\$ 4,892,697	\$ 5,284,113
Workers' Comp.	\$ 257,000	\$ 200,000	\$ 200,000	\$ 182,000	\$ 182,000
Unemployment Insurance	\$ 75,000	\$ 66,000	\$ 66,000	\$ 66,000	\$ 66,000
Contributory Group Insurance	\$ 5,050,266	\$ 5,656,298 [10]	\$ 5,939,113	\$ 6,236,068	\$ 6,547,872
Federal Taxes	\$ 652,115	\$ 678,200 [6]	\$ 705,328	\$ 733,541	\$ 762,882
OPEB	\$ 82,835	\$ 87,473 [7]	\$ 90,606	\$ 97,854	\$ 105,682
TOTAL SHARED COSTS	\$ 13,172,276	\$ 14,254,302	\$ 14,799,838	\$ 15,557,254	\$ 16,383,266
NET AVAILABLE	\$ 51,040,727	\$ 52,327,818	\$ 53,187,546	\$ 54,335,479	\$ 55,429,100
SPLIT					
School Share 66.67%	\$ 34,028,852	\$ 34,886,956	\$ 35,460,137	\$ 36,225,464	\$ 36,954,581
Town Share 33.33%	\$ 17,011,874	\$ 17,440,862	\$ 17,727,409	\$ 18,110,015	\$ 18,474,519
	\$ 51,040,726	\$ 52,327,818	\$ 53,187,546	\$ 54,335,479	\$ 55,429,100
Percentage Change		2.52%	1.64%	2.16%	2.01%
TAX RATE					
Total Levy from above	\$ 51,890,633	\$ 53,682,166	\$ 55,424,220	\$ 57,209,825	\$ 59,040,071
School Debt Exclusion	\$ 845,085	\$ 785,188	\$ 761,378	\$ 737,456	\$ 713,533
Wastewater Debt Exclusion	\$ 658,718	\$ 660,771	\$ 655,710	\$ 672,612	\$ 120,476
Library Debt Exclusion	\$ 608,375	\$ 381,100 [8]	\$ 372,550	\$ 364,000	\$ 350,575
Public Safety Complex Debt Excl	\$ 1,237,500	\$ 1,224,800 [8]	\$ 1,097,575	\$ 1,070,350	\$ 1,043,125
Middle School Debt Exclusion	\$ 4,290,000	\$ 3,772,700 [8]	\$ 3,589,000	\$ 3,505,300	\$ 3,421,600
TOTAL TAX LEVY	\$ 59,530,311	\$ 60,506,725	\$ 61,900,433	\$ 63,559,543	\$ 64,689,380
TAX RATE	\$ 15.10	\$ 14.77	\$ 14.87	\$ 14.97	\$ 14.93
Total Valuation	\$ 3,942,097,250	\$ 4,082,256,130	\$ 4,163,901,253	\$ 4,247,179,278	\$ 4,332,122,863

See Assumptions on reverse side

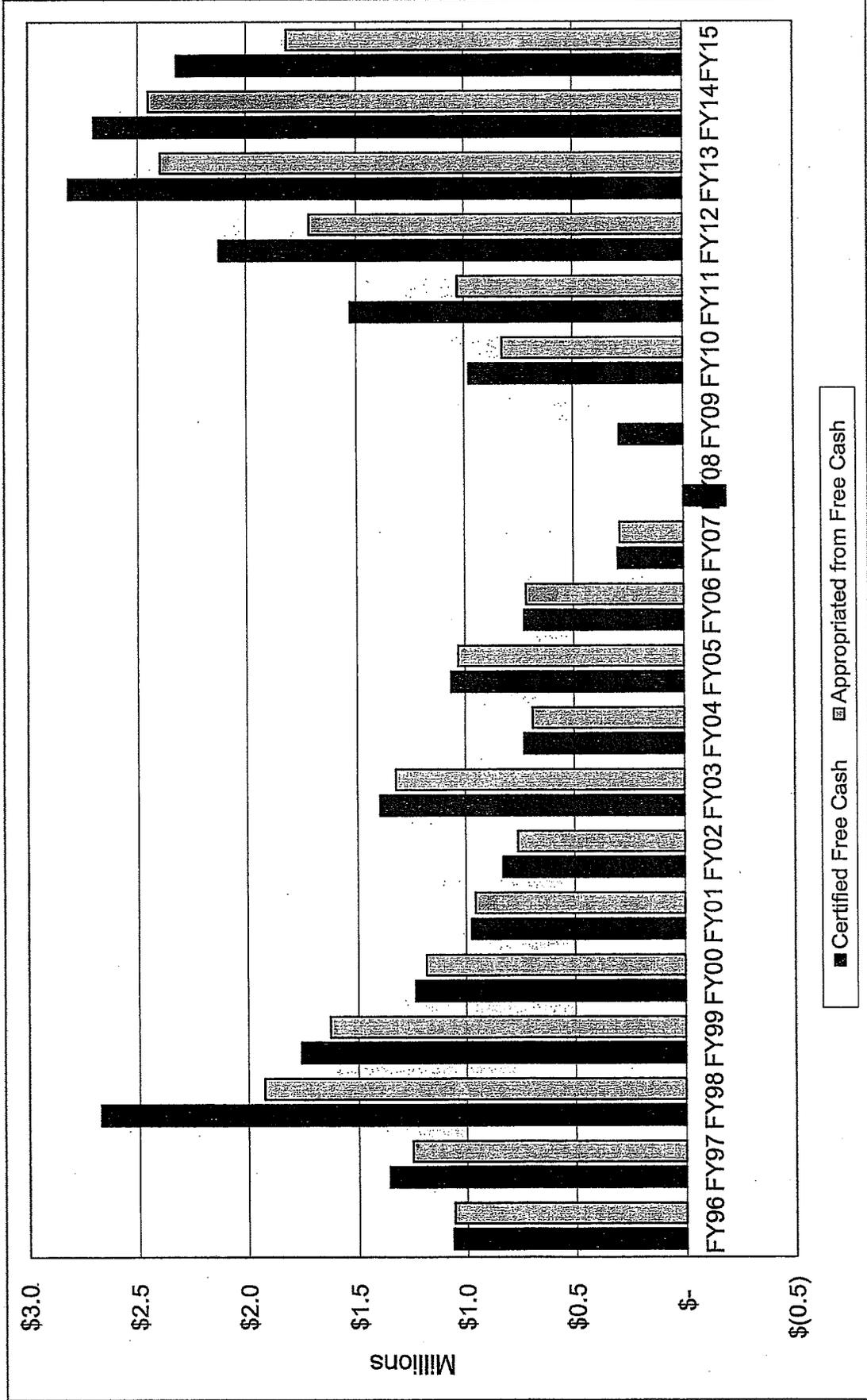
ASSUMPTIONS:

- [1] - Includes unrestricted local aid, veterans benefits, exemptions for vets and elderly and state owned land with 1.4% decrease for FY17-20 due to shrinking enrollment effect on Ch 70 aid.
- [2] - FY16-19 Meals Tax revenue at DOR estimate with 25% applied to economic development initiatives and \$100,000 applied to the debt service for the middle school and public safety complex and the balance of \$63,776 allocated to the Capital Stabilization fund for future debt.
- [3] - South Shore Voc. Tech - FY16 assessment increased by \$102,238 due to enrollment increase, enrollment up by 10 for FY17 - assessment increased an estimated 22.4% and 7% increases for FY17-20.
- [4] - Non-contributory pension assessment increased by 3% on \$14,000 COLA base for FY17-20 for one retiree.
- [5] - FY17 & FY18 set by PCRS with 8% for FY19-20 as previously advised by Plymouth County Retirement System.
- [6] - Reflects a 4% annual increase for COLA and step changes and continued retirements of exempt employees.
- [7] - Pursuant to Town financial policies, 2% of Plymouth County Retirement System assessment.
- [8] - \$100,000 in solar array and wind turbine revenues to offset debt exclusion impact for middle school & public safety complex.
- [9] - 10% increase in FY17 for new buildings, 5% for FY18-20
- [10] - 12% increase advised by Mayflower Municipal Health Group currently for FY17 and 5% for FY18-20.

Projected State Aid

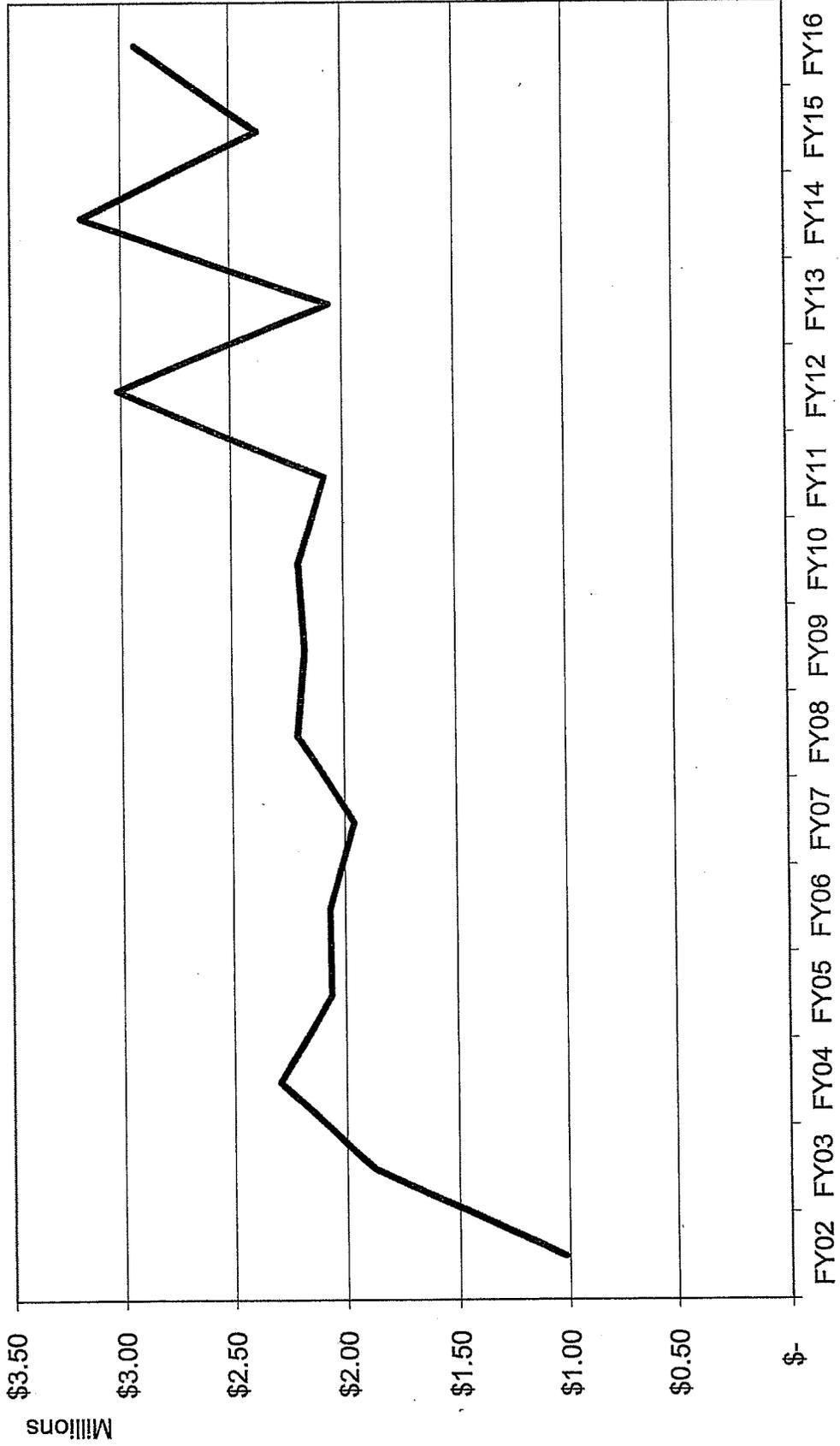


Free Cash



* includes Town Admin. Capital Plan

Stabilization Fund Balance



FY12-FY16 volatility reflects use for emergency storm costs in one year and restoration of funds in the following year.

SCITUATE TAX RATES

YEAR	TAX RATE	REVAL YEAR
1980	\$91.00	
1981	\$95.00	
1982	\$25.90	
1983	\$24.90	
1984	\$24.90	
1985	\$18.90	REVAL
1986	\$18.68	
1987	\$19.78	
1988	\$10.01	REVAL
1989	\$10.27	
1990	\$10.57	
1991	\$11.09	REVAL
1992	\$12.54	
1993	\$12.97	
1994	\$14.50	REVAL
1995	\$14.93	
1996	\$15.33	
1997	\$14.80	REVAL
1998	\$15.19	
1999	\$15.87	
2000	\$13.85	REVAL
2001	\$14.70	
2002	\$15.31	
2003	\$ 9.38	REVAL
2004	\$10.00	
2005	\$ 9.48	
2006	\$ 8.16	REVAL
2007	\$ 8.31	
2008	\$ 9.22	
2009	\$ 9.68	REVAL
2010	\$10.56	
2011	\$11.25	
2012	\$12.34	REVAL
2013	\$12.72	
2014	\$13.05	
2015	\$13.10	REVAL
2016	\$14.14	

Average Single Family Tax Bill

DOR Code	Municipality	Fiscal Year	Single Family Assessed Values	Single Family Parcels
001	Abington	2016	1,137,181,200	3,762
040	Braintree	2016	3,570,288,200	9,035
042	Bridgewater	2016	1,725,475,400	5,316
065	Cohasset	2016	2,078,197,400	2,331
082	Duxbury	2016	3,045,418,060	4,860
083	East Bridgewater	2016	1,141,810,900	3,774
122	Hanover	2016	1,875,933,700	4,172
131	Hingham	2016	4,471,588,300	6,205
145	Kingston	2016	1,291,398,000	3,891
171	Marshfield	2016	3,540,183,500	9,076
189	Milton	2016	4,318,920,600	7,150
219	Norwell	2016	1,937,507,000	3,367
231	Pembroke	2016	1,811,392,410	5,241
251	Rockland	2016	1,035,424,100	3,797
264	Scituate	2016	3,427,706,200	6,739
336	Weymouth	2016	4,244,960,550	13,246

*2016 rankings will not be published until all community tax rates are approved

DLS does not have sufficient data to calculate an average single family tax bill for communities adopted the residential exemption (MGL c59:5C)

State-wide Average Single Family Tax Bill

Fiscal Year	Assessed Value	Parcels	Average Value	Single Family Tax Bill
2016	466,695,961,518	1,203,338	387,834	5,495

Single Family Average Value	Residential Tax Rate	Average Single Family Tax Bill	Rank - High to Low*
302,281	17.93	5,420	
395,162	10.98	4,339	
324,582	15.54	5,044	
891,548	12.88	11,483	
626,629	15.55	9,744	
302,547	18.16	5,494	
449,649	16.86	7,581	
720,643	12.49	9,001	
331,894	17.61	5,845	
390,060	13.88	5,414	
604,045	13.50	8,155	
575,440	16.50	9,495	
345,620	15.26	5,274	
272,695	18.49	5,042	
508,637	14.14	7,192	
320,471	12.80	4,102	

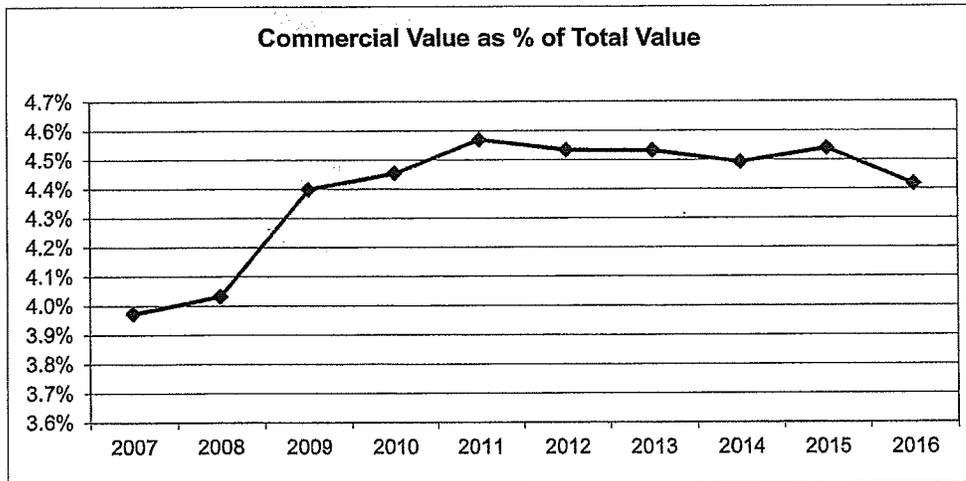
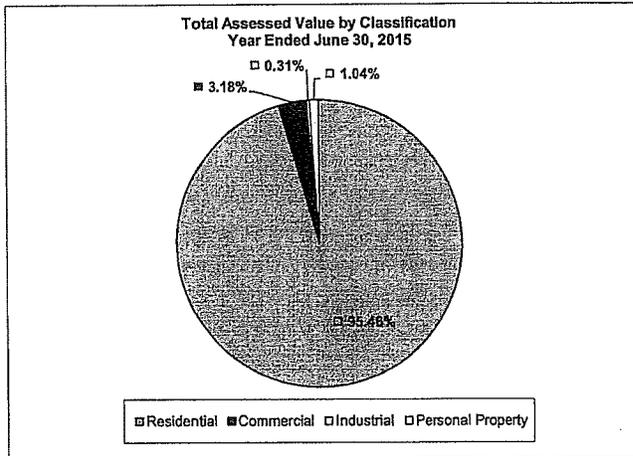
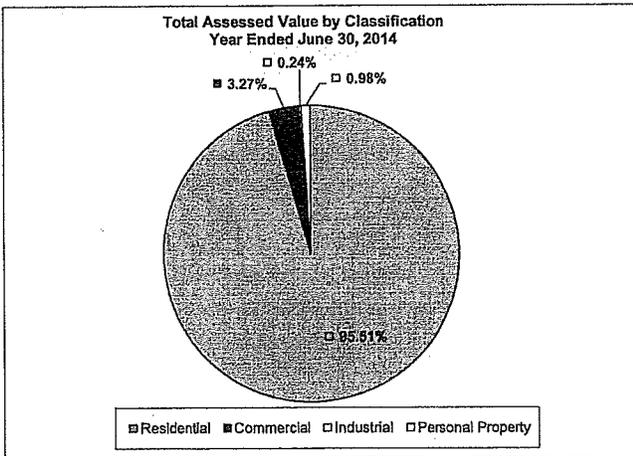
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Assessed Value and Actual Value of Taxable Property by Classification and Tax Rates

Last Ten Years

Year	Assessed and Actual Values and Tax Rates									
	Residential Value	Residential Tax Rate	Commercial Value	Industrial Value	Personal Property	Total Commercial Value	Commercial Tax Rate	Commercial % of Total Value	Total Direct Rate	Total Town Value
2007	\$4,049,283,488	\$8.31	\$130,959,842	\$6,048,900	\$30,498,320	\$167,507,062	\$8.31	4.0%	\$ 8.31	\$4,216,790,550
2008	\$4,072,204,708	\$9.22	\$131,446,282	\$5,877,500	\$33,776,310	\$171,100,102	\$9.22	4.0%	\$ 9.22	\$4,243,304,810
2009	(1) \$4,029,488,420	\$9.68	\$138,848,190	\$6,152,800	\$40,416,000	\$185,416,990	\$9.68	4.4%	\$ 9.68	\$4,214,905,410
2010	\$3,804,980,088	\$10.56	\$130,039,832	\$5,585,400	\$41,772,270	\$177,397,502	\$10.56	4.5%	\$10.56	\$3,982,377,590
2011	\$3,675,696,207	\$11.25	\$127,662,193	\$5,585,400	\$42,758,110	\$176,005,703	\$11.25	4.6%	\$11.25	\$3,851,701,910
2012	(1) \$3,610,700,846	\$12.34	\$127,007,544	\$5,181,100	\$39,308,800	\$171,497,444	\$12.34	4.5%	\$12.34	\$3,782,198,290
2013	\$3,608,700,390	\$12.20	\$126,075,000	\$5,181,100	\$40,087,220	\$171,343,320	\$12.20	4.5%	\$12.20	\$3,780,043,710
2014	\$3,654,706,380	\$13.05	\$125,105,420	\$9,112,700	\$37,686,890	\$171,905,010	\$13.05	4.5%	\$13.05	\$3,826,611,390
2015	(1) \$3,763,130,865	\$13.10	\$125,426,835	\$12,415,000	\$41,124,550	\$178,966,385	\$13.10	4.5%	\$13.10	\$3,942,097,250
2016	\$3,901,948,229	\$14.14	\$126,200,871	\$12,415,000	\$41,692,030	\$180,307,901	\$14.14	4.4%	\$14.14	\$4,082,256,130



(1) Revaluation year.

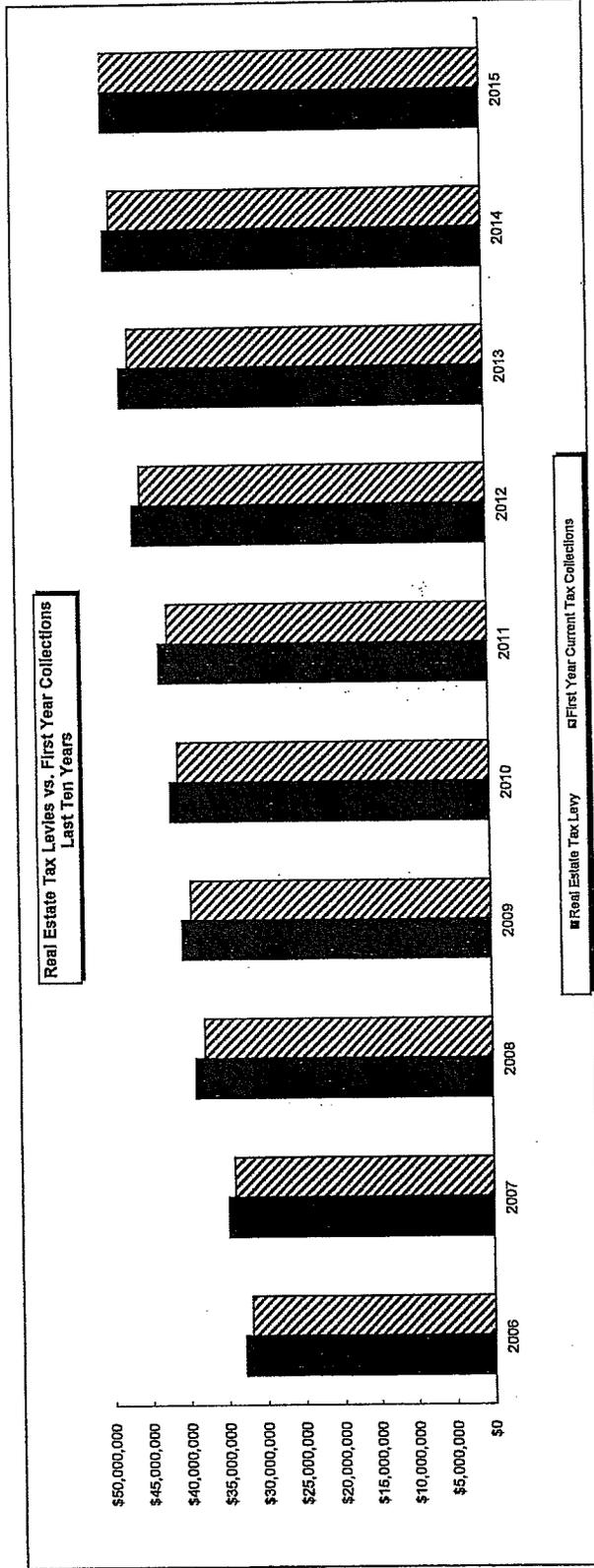
Source: Assessor's Department, Town of Scituate, Department of Revenue records and Official Statements. All property in the Commonwealth of Massachusetts is assessed at 100% of fair cash value.

Note: Chapter 59, Section 21C of the Massachusetts General Laws, known as "Proposition 2 1/2", imposes 2 separate limits on the annual tax levy of the Town. The primary limitation is that the tax levy cannot exceed 2 1/2 percent of the full and fair cash value. The secondary limitation is that the tax levy cannot exceed the maximum levy limit for the preceding year as determined by the State Commissioner of Revenue by more than 2 1/2 percent, subject to an exception for property added to the tax rolls and for certain substantial valuation increases other than as part of a general revaluation. The secondary limit may be exceeded in any year by a majority vote of the voters, however it cannot exceed the primary limitation.

Property Tax Levies and Collections

Last Ten Years

Year	Total Tax Levy	Less Abatements & Exemptions	Net Tax Levy	Net as % of Total	First Year Current Tax Collections	Percent of Net Levy Collected	Delinquent Tax Collections	Total Tax Collections	Percent of Total Tax Collections to Net Tax Levy
2006	(1) \$33,029,907	\$115,643	\$32,913,264	99.65%	\$32,012,707	97.26%	\$435,972	\$32,448,679	98.59%
2007	\$35,041,529	\$166,938	\$34,874,591	99.52%	\$34,096,596	97.77%	\$531,195	\$34,627,791	99.29%
2008	\$39,123,270	\$141,118	\$38,982,152	99.64%	\$37,823,804	97.03%	\$739,673	\$38,563,477	98.93%
2009	\$40,800,384	\$249,897	\$40,550,487	99.39%	\$39,438,104	97.26%	\$564,340	\$40,002,444	98.65%
2010	\$42,053,907	\$152,088	\$41,901,819	99.64%	\$40,930,180	97.68%	\$489,615	\$41,419,795	98.85%
2011	\$43,334,646	\$115,758	\$43,218,888	99.73%	\$42,119,403	97.46%	\$399,630	\$42,519,033	98.38%
2012	\$46,672,324	\$249,523	\$46,422,801	99.47%	\$45,433,883	97.87%	\$434,683	\$45,868,566	98.81%
2013	\$48,082,156	\$144,913	\$47,937,243	99.70%	\$46,882,580	97.80%	\$551,572	\$47,434,152	98.95%
2014	\$49,937,279	\$114,882	\$49,822,397	99.77%	\$49,062,343	98.47%	\$474,070	\$49,536,413	99.43%
2015	(1) \$51,671,474	\$112,627	\$51,558,847	99.78%	\$50,540,571	98.03%	\$0	\$50,540,571	98.03%



(1) Revaluation year.

Source: Assessor's Department and Official Statements, Town of Scituate

Explanation of Bond Ratings and What They Mean

Moody's Investor Services Ratings	Standard & Poor's Service Rating	Scituate's Historical Rating	In June 2015, the Town of Scituate's AA+ bond rating was affirmed by Standard & Poor's with a stable outlook. Standard & Poor's cited that the Town had a very strong economy, strong budgetary performance resulting in operational surpluses, strong budget flexibility with both strong management and institutional framework with financial policies in place.
			An obligor rated AAA has extremely strong capacity to meet its financial commitments. Bonds are of the highest quality. They carry the smallest degree of investment and offer investors the lowest yields. Interest payments are protected by a large or by an exceptionally stable margin and principal is secure.
Aaa	AAA		
Aa1	AA+	2012-2015	
Aa2	AA	2011	
Aa3	AA-	2003-2010	An obligor rated AA has very strong capacity to meet its financial commitments. It differs from the highest rated only to a small degree. Bonds are of a high quality by all standards. They are rated lower than AA bonds because margins of protection may not be as large or fluctuation of protective elements may be of greater amplitude or there may be other elements that make the long-term risk appear somewhat greater.
A1	A+		
A2	A		
A3	A-		
Baa1	BBB+		An obligor rated A has strong capacity to meet its financial commitments. Bonds Posses many favorable investment attributes and are considered upper medium-grade. Factors given security to principal and interest are considered adequate, but elements may be present which suggest a susceotability to impairment some time in the future.
Baa2	BBB		
Baa3	BBB-		
Ba1	BB+		An obligor rated BBB has adequate capacity to meet its financial commitments. Bonds are considered a medium grade. The interest payments and principal security appear adequate for the present but certain protective elements may be lacking or maybe unreliable over any great length of time. Such bonds lack outstanding investment characteristics.
Ba2	BB		
Ba3	BB-		
B1	B+		An obligor rated BB is less vulnerable in the neat term than other lower-rated obligors,. However, it faces major ongoing uncertainties and exposure to adverse business, financial, or economic condistions, which could lead to inadequate capacity to meet its financial commitments. Uncertainty of position characterizes the bonds in this class.
B2	B		
B3	B-		
Caa	CCC		An obligor rated CCC is currently vulnerable, and is dependent upon favorable business, financial, and economic conditions to meet its financial commitments. Bonds are of poor standing.
Ca	CC		
C	C		An obligor rated CC is currently highly vulnerable. Such issues are often in default or have other marked shortcomings
			An obligor rated C is highly vulnerable. This is the lowest class of bonds, and issues so rated can be regarded as having extremely poor prospects of ever attaining any real investment standing.

**Town of Scituate
Financial Policies
Adopted by Vote of the Board of Selectmen
October 2, 2012**

Purpose:

This document endeavors to address and document prudent financial policies for the Town of Scituate which will insure fiscal stability during periods of downturn and insure that allocations and reserves are made to secure against future obligations.

The policies must also provide for an adequate level and quality of services for the welfare of citizens of our community in conjunction with its mission and statutory responsibilities.

The policies must also provide for balance and equity in providing services and have the flexibility to withstand external economic or environmental events and other factors and variables over which it has no control.

The policies must also consider growth and change in the community as a whole.

Balanced Budget

- The cost of all operations of the Town shall be funded on a fiscal year basis out of current revenues.
- The Town shall have a goal to not defer maintenance of capital equipment and facilities or defer the costs or the recognition of such costs.
- The Town will adopt a budget based on sound business practices which relate departmental performance to actual outcomes of established goals and objectives.

Rationale:

This policy endeavors to avoid budgetary decisions which appear to balance the current year's expenditures at the expense of future year's expenditures. The delay of building and equipment maintenance or the recognition of the cost of operations and maintenance to future years are two of the most common budget actions which are often employed to balance a budget when it is merely passing costs onto future budgets, taxpayers and residents. In the case of deferred maintenance, the costs to future taxpayers may actually be greater than would otherwise be the case. For example, the delay in routine maintenance to a roof may lead to higher costs for damages to buildings and contents later.

Practice:

The Town balanced its FY 2011 and FY 2012 budgets within existing revenues. In prior fiscal years substantial Free Cash was used to balance the budget. Detailed budget instructions now distributed in November of each year include projections for fixed costs and projected increases in known accounts with directions for budgetary requests or reductions.

Compensation and Benefits

- The Town endeavors to compensate its employees at the prevailing market rate for wage and benefits employing objective compensation surveys every three to five years. The change in salaries, wages and benefits from year to year shall not exceed that which can be sustained on an ongoing basis out of recurring revenues. Economic downturns will trigger a review of this policy.

Rationale:

The Town is a service delivery organization. On average, 70% of the budget, excluding long-term debt payments and enterprise funds, is in salaries and wages. Therefore it is important for the Town to be very prudent in managing both its human resources as well as the related payroll costs since mistakes can have a profound impact on future town operations.

This creates a paradox in that a highly motivated and capable workforce is required on one hand to deliver quality services and yet must keep its overall growth in payroll costs within limited annual revenues.

This policy states that the Town will compensate employees and establish an annual appropriation for the merit pool for professional and support staff within the annual changes in revenues. Therefore unless there is some offsetting reduction in expenses through productivity gains, this policy requires that a specific revenue source always be defined prior to negotiating wage and salary increases.

Practice:

Traditionally the Town has approved salary increases to non-unit personnel after all budgetary considerations have been met. For FY 12 and FY 13, a merit pool has been funded in accordance with the new merit-based performance evaluation system for professional and support staff. Collective bargaining increases and appropriate funding on the town-side is considered during negotiations with full cost/benefit analysis provided. Such costing methods are suggested to be implemented in the School Department.

Revenues

- The Town will estimate its annual revenues, in detail, by use of objective analysis in which the assumptions and factors through which the estimates are derived are clearly stated and explained.

Rationale:

Much attention is paid to the Town's revenue budget to assure that taxpayer's money is expended in a prudent and cost effective fashion. The Town has an expenditure budget which does not receive as much public discussion but this budget but it is just as important. In 2009 a Financial Trend Monitoring report was implemented to track expenditures on the town-side historical fluctuations such as fire overtime and gasoline costs.

The Town will endeavor to maintain a diversified and stable revenue system to shelter it from short fluctuations in any one revenue source.

The Town relies upon property taxes for about most of its operations, the remainder in enterprise fund fees. Each of these sources tends to be stable and they are unlikely to experience sudden unexpected reductions during the course of a budget year. Local aid payments from the Commonwealth and certain revenues such as building permits and related fees however, are likely to vary considerably with economic conditions and other circumstances which are beyond its control.

This policy calls for the Town to make certain that it does not become overly dependent upon any one revenue source and, in particular upon revenue which is likely to be uncertain and subject to reductions due to circumstances beyond the Town's control. This policy further recognizes that revenues sources such as fees and permits as distinguished from Revolving Funds do not travel with the Department raising them. All revenues are considered part of balancing the Town's overall operating budget.

Practice:

The Town employs a conservative and fiscally prudent historical analysis approach to estimating local receipts which has proved reliable over the past three years. The Town will be conservative in estimating revenue sources such as new growth, Medicare reimbursements and tax title receipts to insure a stable return over time.

- The Town will maintain property assessments for the purpose of taxation at full and fair market value employing sound appraisal practices on an ongoing basis. Given the significance of property taxes to both town government and taxpayers, the Town will provide for the support and resources for the Board of Assessors to properly assess property and to defend such assessments if necessary at the Appellate Tax Board.

Rationale:

Property taxes are the principal source of raising revenues to support town services. State law requires that property taxes be charged a property owner on the basis of the property's "full and fair market value" on January 1 of a given year. If a property is under-valued for purposes of taxation a portion of that taxpayer's bill is unfairly shifted to every other property tax payer. Conversely, if a property is over-valued, the property taxpayer pays an unfair extra share of the tax burden.

Abatements are granted to taxpayers out of the Overlay Reserve to rectify such disparities.

Practice:

Beginning in FY 11, the Town endeavors to employ a five (5) year fund release program from the Overlay Reserve from prior fiscal years.

- The Town will pursue an aggressive policy of collecting property tax and motor vehicle excise taxes and other local revenues.
- The Town will continue to pursue an aggressive policy of collecting delinquent fees, such as police details and continue timely tax title procedures to maximize all potential revenues.

Rationale:

Aggressive collection results in taxpayer equity as well as to assure proper cash flow for the Town.

Practice:

Since 2009, the Town has initiated an aggressive tax collection policy that has closed several outstanding delinquencies and will continue this practice with adequate budgetary support. In both FY 12 and FY 13 the Tax Title Account has been increased by \$7,000.

- The Town will endeavor to review its fee structure every three years for specific services which fees are charged to assure that the full cost of providing the service or product are recovered. This review will be coordinated and directed by the Town Administrator in order to insure the uniformity of fee changes as well as fairness and equity in determining appropriate fees.

Rationale:

We deliver certain services to specific users, such as building permits in exchange for inspection services. The building permit fee is intended to recover the full costs of providing that specific service. The costs include direct and indirect costs such as insurance, equipment overhead, independent contractors, etc. and this policy states that we will review the fees semi-regularly to assure that taxpayers in general are not subsidizing such fee for service programs.

- The Town may consider the expenditure of revenues which are received as a result of new development and residential growth to offset the increased demand for services from such growth and for capital improvements.

Rationale:

New property development brings additional tax revenue to the Town but also brings additional demands for services and for capital improvements. If a portion of these revenues are not properly directed towards meeting these new demands for services and capital outlay then there will be a gradual erosion of the quality of services.

Practice:

- In the past few years, fees for fire related permits and Board of Health permits and fees have been increased. In FY 12, liquor license and entertainment license fees are being reviewed. The Town still needs to engage in a time and materials procedural review to insure that the fee completely encompasses the cost of providing the service.

Public Enterprise Funds (Sewer, Water, Transfer Station, Golf Course Waterways)

- Rates and fees for sewer, water, transfer station, golf enterprise, and Waterways shall be reviewed annually by the Town Administrator to cover all direct, indirect and capital improvement costs of the systems on a self-supporting basis.

Rationale:

Public enterprise funds are self-sustaining businesses which should not be subsidized by general tax dollars. The Board of Selectmen establishes rates to cover the cost of these respective operations. This policy states that the Town Administrator will insure that all direct and indirect costs (such as payroll, property and liability insurance, legal services, administration, etc.) will be covered by those revenues.

- Capital Improvements for Sewer, Water, Transfer Station, Waterways and Golf improvements shall be scheduled within the predictable revenue stream and scheduled to avoid major or unscheduled increases in rates. This includes endeavoring to earmark a minimum amount (2%) of annual revenues for future capital improvements and to be tracked separately in the General Ledger for such purposes.

Rationale:

While rates are established annually, it is important that our customers enjoy some stability and predictability in their rates. Large capital outlays in particular, if not properly planned, can cause unexpected increases in the rates. This policy simply states that such capital outlays will be planned in such a way as to avoid such major and unexpected increases. However, appropriate increases in rates will be necessitated and should not set up expectations that they will remain flat over a period of years as in the past.

Practice:

Full cost accounting methods have been traditionally employed for all enterprise funds and formulas were revised in 2009. Flat water and sewer rates resulted in lack of capital improvements to the system resulting in a multi-million dollar infrastructure problem which is now being addressed. After increasing fees and management improvements the Transfer Station is now in a positive cash position. The Golf Enterprise Fund is in need of annual capital improvements that have not been addressed as a result of revenue constraints.

- Sewer, Waterways, Water, Transfer Station and Golf services may not exceed the amount which can be sustained within current annual revenues.

Rationale:

Many capital projects are funded through the issuance of long term bonds. In the same way a homeowner would not take on a mortgage for an addition or home improvement, the water and sewer system should not incur debt which cannot be repaid within the income streams of the system. This requires a high degree of financial planning to assure that the operation and maintenance of the plant are then not jeopardized by high annual debt service payments.

- Public enterprise revenues are accounted for separately from general fund operations. The Town has established formally recognized enterprise funds consistent with Generally Accepted Accounting Principles and Massachusetts General Laws.

Rationale:

Enterprise Funds shall not be used to subsidize general fund expenditures. In the same way, general fund revenues from tax dollars should not be used to subsidize Enterprise Fund operations. There are services provided and expenses incurred in the various town department budgets funded through taxation and these costs (such as insurance, payroll processing, accounting, administration, etc.) are billed to and recovered from the Enterprises as if they were separate business entities. All such direct and indirect expenses are approved by Town Meeting and therefore the charges between funds are controlled ultimately by the voters at town meeting.

Practice:

All indirect costs were analyzed and adjusted in FY 11. The Town will review each cost allocation on an annual basis and said costs are provided by the Town Accountant during the

annual budget cycle. As a general rule, there shall be a minimum retained earnings surplus of between \$400,000 and \$500,000. Expenditures resulting in less than the reserve may be curtailed.

Capital Improvement Program

- A comprehensive five (5) year capital maintenance, replacement, and improvements plan shall be updated annually and endeavor to:
 1. Replace fixed assets as the useful life of such assets is completed;
 2. Carry out desired community investments and improvements;
 3. Provide for the normal requirements of growth and change within the community on a regular and scheduled basis.

The Town will make every effort to identify the added annual operating costs of capital improvements along with the direct capital financing costs prior to recommending any capital improvement project.

- As part of the comprehensive Capital Improvement Program, the Town will consider its ability to maintain Net Tax Financed Capital Improvement Expenditures at a level of two percent to three percent (2%) of Net Operating Revenues.
- As part of the comprehensive Capital Improvement Program, the Town shall keep any debt service relief from a prior fiscal year in the debt service budget for the ensuing fiscal year.

Rationale:

“Net Tax Financed Capital Expenditures” are those which are paid for out of the Town’s annual expense budget as opposed to those which are financed through Long Term Debt. Routine repairs or improvement to a town building (e.g. a replacement boiler at Town Hall) are likely to be an expense item as opposed to an addition or a large renovation which would be financed over several years. The point of this policy is to avoid using Long Term Debt for small projects.

“Net Operating Revenues” are gross revenues less debt exclusion funds, enterprise operation revenues, free cash, grants, transfers and non-recurring revenues.

Rationale:

Available funds in the debt service line item will be lost to the General Fund if released. This creates lack of predictability and stability in funding projected costs for the CIP as well as insuring that some sort of reliable revenue source is allocated to the account each year.

Practice:

The Town will as a baseline, endeavor to allocate 2% of General Fund revenue to the capital plan each year. Prior to FY 12, the Town’s capital process allowed for only minor General Fund capital acquisitions.

The Town will allocate any surplus debt from the General Fund debt service shared cost line item to the ensuing fiscal year.

Financial Reserves

- The Town will seek to adequately fund and maintain financial reserves such as the Stabilization Fund, Reserve Fund and other such formally recognized reserve accounts in order to:
 1. Promote financial flexibility and stability
 2. To meet extraordinary and unforeseen events;
 3. To have sufficient liquidity and cash flow to pay bills on time without the necessity of short term borrowing.

Rationale:

The existence of financial reserves is an important indicator of whether the Town is living within its means. Free Cash and the Stabilization Fund are two of the more common and formally recognized financial reserves which a Town may use to provide reserves. A declining Free Cash/Stabilization Fund is an indicator that the Town is living beyond its means. On the other hand, the existence of a stable Free Cash/Stabilization Fund balance provides a short cushion against an unforeseeable event such as an economic downturn, a reduction in intergovernmental revenues, or an extraordinarily bad winter.

A budget is an estimate of anticipated revenues and expenditures. Every now and then revenues actually turn out to be higher than expected or expenditures lower than expected in which case the Town will have a budget surplus. The first use of such a surplus is to assure that the Town achieves its goal of having 1% of its revenues in a Financial Reserve Account. If this goal is achieved the Town will not rely on such a one-time surplus to fund operating budgets since the Town has a goal of maintaining an expenditure budget which is supported by annual recurring revenues. A one-time budget surplus will therefore be directed to non-recurring expenses.

Assuming adequate and balanced expenditure budgets, which meet the Town's overall financial goals, a recurring budget surplus indicates that the Town is raising too much revenue. Such recurring surpluses will be used to lower the property tax rate. This will result in the Town taxing less than the maximum tax levy allowed under Proposition 2 1/2.

Practice:

Absent this document, the Town has no formal policies for financial allocation capital improvements. It does have an annual allocation into the Stabilization Fund however this until FY 12, this amount had in recent years significantly eroded. The lack of a predictable capital plan also jeopardizes the Town's infrastructure and maintenance position. The ability to adhere to such policies is the mark of a well-managed community.

Long Term Debt

- Long Term Debt will only be used to finance capital improvements and projects. The Town will retire principal on long term debt for any particular project in a period of time which is less than the useful life of the improvement or project. The Town will not use long-term debt to fund any portions of its current operations.

Rationale:

This policy is intended to assure that the Town does not use long term debt for inappropriate purposes. Long Term debt should only be used to finance large capital projects which represent an investment in the community and which represents an expenditure which has a long expectancy well in excess of the period for which the bond will be paid.

- In scheduling new long term debt the Town will consider an average maturity of its total outstanding long term debt at less than ten (10) years. This may not be possible given the Town's present debt schedule and anticipated debt allocations to make up for the previous lack of a viable capital plan.

Rationale:

By attempting to keep the average maturity of its long term debt as short as possible the Town maintains future flexibility since its loan obligations are paid off at a faster rate. This is comparable to the benefits of having a fifteen-year home mortgage rather than a thirty-year mortgage. The shorter term mortgage is a little more expensive but the equity in the home builds much faster and overall interest costs are much less.

- In considering and scheduling the issuance of new long term debt the Town will seek to maintain annual principal and interest payments, net of any reimbursements or dedicated revenue sources, at levels which can be sustained out of recurring revenues.
- As a rule, the Town will seek to maintain Net Direct Debt Service at a level of four (4%) to six (6%) of net operating revenues (Net Operating Revenues are gross revenues less debt exclusion funds, enterprise operation revenues, grants, free cash, transfers, and non-recurring revenues).
- Whenever possible the Town will use special assessment, betterment assessment, and similar dedicated revenues to support long term debt.

Practice:

The Town's debt is manageable and recent changes in financial practices and reserves should position the Town for future bond rating increases. Given comparable community demographics, the current rating should be higher. The Town has in place good practices for the recovery of costs, such as betterments to fund large scale infrastructure projects.

Betterment Assessment Policy

- When a capital project or public improvement provides a measurable financial benefit to property owners in a limited and determinable area as opposed to the community as a whole, the Town will assess betterment assessments in accordance with state statutes and local policies not to exceed the value of the private benefit received.
- The calculation of the revenue to be derived from betterment assessments will be calculated and presented at the time the financial decision is made to move forward with a public improvement.

Rationale:

Some projects and capital improvements add to the value of properties in the area of the project and provide attractive amenities and added property value to home owners. Since it

was the investment of public funds which created this added value, the purpose of the betterment assessment is to recover a portion of that expenditure. In accounting for the revenue to be derived from betterment assessments in the financing of this capital project it is important that a formula to be established and the extent of the betterment assessment on property owners be identified at the time the project is proposed so that impacted property owners have complete information at the time the project is approved.

Practice:

The Town has a detailed betterment formula to assess beneficiaries of infrastructure improvements.

Investment Policy

See Exhibit A

Miscellaneous

- Schedule 19

Direct and indirect budgetary items in support of the schools appearing on the town side of the budget which are required to be reported annually to the Department of Education will be in accordance with past practice. The Town will work in cooperation with the School Department to execute an agreement for how these costs are allocated and reported.

Practice:

The Town lacks an executed agreement for Schedule 19 Failure to do this also resulted in the inability to claim teacher retiree health insurance costs as a Schedule 19 charge off. However, much progress has been made and will be addressed over the next year.

PAV;09/10
Revised 12;11

EXHIBIT A
Town of Scituate Investment Policy
Adopted October 2, 2012

Purpose

This investment policy is intended to provide guidelines for the management and investment of all Town funds under the control of the Town Treasurer and Assistant Treasurer.

Scope

Section I of the policy statement applies only to the short term operating funds such as general funds, special revenue funds, enterprise funds, bond proceeds and capital project funds. Section II will apply to funds with special circumstances such as stabilization. Trust funds, in the custody of the Treasurer, will be handled in a separate policy. The Plymouth County Retirement Board is responsible for the investment of Town pension funds. The Treasurer shall serve on the Plymouth County Retirement Board's Advisory Council.

Authorization

The Treasurer has the authority to invest all municipal funds subject to the statutes of the Massachusetts General Law Chapter 44 Section 55, 55A & 55B.

All bank and investment brokerage accounts, with the exception of student activity accounts, shall be maintained in the name of the "Town of Scituate" and shall list the Town Treasurer as the primary signatory and the Assistant Treasurer as a secondary signatory. These two signatories shall be the only officers authorized to withdraw funds from any such account.

Objectives

Massachusetts General Laws, Chapter 44, Section 55B requires the Treasurer to invest all public funds at the highest possible rate of interest reasonably available, taking into account acceptable levels of safety, liquidity and yield while meeting the daily cash requirements for the operation of the Town's business.

- *Safety* – The safety of public funds must be the main objective in the investment program. Investments shall be made in a manner that seeks to preserve principal through the mitigation of credit risk and interest rate risk. Credit risk is the risk of loss due to the failure of the security issuer or depository institution. Interest rate risk is the risk that the value of an investment will fall, resulting in a potential loss or display significant volatility due to changes in market or external interest rates. The diversification of funds, the choice of depository institution and the prudent selection of investment instruments are tools available to the Treasurer to mitigate these risks.
- *Liquidity* – The overall investment of funds shall remain sufficiently liquid to meet all operating requirements that may reasonably be anticipated. Since all possible cash demands cannot be fully anticipated, the Treasurer shall attempt to carry out investment activities in a manner that provides for meeting unusual or unexpected cash demands without requiring the liquidation of investments that may result in forfeiture of accrued interest or loss of principal.
- *Yield* – Investments shall be made to achieve a fair average market rate of return taking into account the safety and liquidity constraints mentioned above as well as any legal requirements

imposed by Massachusetts General Laws or Town By-Laws.

Risk

The Treasurer will adhere to the following risk guidelines for all investments of Town funds:

Custodial Credit Risk - The custodial credit risk for deposits is the risk that, in the event of a failure of a depository institution, the Town would not be able to recover deposits or the securities used to collateralize the deposits from the institution or a third party. For investments, the risk occurs if the Town is unable to recover the value of an investment or collateral in possession of a third party.

The Treasurer will review each financial institution conducting business with the Town on a quarterly basis (see Diversification Section of policy).

All securities not held directly by the Town will be held in the Town's name and tax identification number by a third-party custodian approved by the Treasurer. The Treasurer will receive monthly safekeeping reports from the custodian as well as safekeeping receipts detailing each transaction from the account.

Interest Rate Risk - Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. Short-term investments for funds covered in Section I are by statute limited to one year or less in maturity with all securities held to maturity.

Longer term investments, other than trust funds under the direction of the Commissioners of Trust Funds, will be made for periods not longer than seven years, maintaining an average maturity no greater than three years for the portfolio.

Credit Risk - Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Short-term investments for funds covered in Section I are by statute limited to US Treasury or Agency securities.

Longer term investments in fixed income securities, other than trust funds under the direction of the Commissioners of Trust Funds, will be made principally for capital preservation and income potential. Corporate debt must be rated "A" or better by either S&P or Moody's rating services. If a security falls below the "A" rating, the security will be monitored by the Treasurer and advisor, if applicable. The security will be noted as an exception to policy if held in the portfolio. The Treasurer and/or advisor may sell the security if a further decline in value is expected.

Concentration of Credit Risk - Concentration of credit risk is the risk of loss attributed to the magnitude of the Town's investment in a single issuer.

The Town will minimize any concentration of credit risk by diversifying the investment portfolio so that the impact of potential losses from any one type of security or issuer will be minimized. Specific investment amounts and/or issuer limitations are addressed in the Investment Instrument sections of this policy.

Foreign Currency Risk - Foreign currency risk is the risk that changes in foreign exchange rates will adversely affect the fair value of an investment or deposit.

The Town will not invest in any instrument exposed to foreign currency risk.

Ethics

The Treasurer and Assistant Treasurer shall refrain from any personal activity that may conflict with the proper execution of the investment program or which could impair or appear to impair their ability to make impartial investment decisions. The Treasurer and Assistant Treasurer shall disclose, at least annually, to the Town Clerk any material personal depository relationship in financial institutions that do business with the Town as well as any material personal financial investment positions or loans with these institutions.

Standards of Care

The standard of prudence to be used by the Treasurer shall be the "Prudent Person" standard and shall be applied in the context of managing an overall portfolio. The Treasurer, acting in accordance with written procedures and this investment policy and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided the purchases and sale of securities is carried out in accordance with the terms of this policy.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs; not for speculation but for investment considering the probable safety of their capital as well as the probable income to be derived.

In addition this section would also apply to Massachusetts General Laws Chapter 44 Section 55A which refers to the liability of the Treasurer for losses due to bankruptcy.

Reporting Requirements

On a semi-annual basis (as of September 30th and March 31st of each fiscal year), the Treasurer shall issue a report to the Board of Selectmen and Advisory Committee containing the following information:

- A listing of Total Funds (both Sections One & Two of this policy statement) on deposit by financial institution or advisor showing percentage of total deposits in each institution, type of insurance coverage or collateral and approximate value of uninsured or uncollateralized funds held by the Town.
- A listing of Total Funds (both Sections One & Two of this policy statement) on deposit by financial institution or advisor by type of deposits or investment showing percentage of total deposits in each institution.
- Summary of interest income, realized and unrealized gains and losses earned on investments on a fiscal year-to-date basis.
- Detail listing of any exceptions to policy stating reason for exception and anticipated date of correction, if applicable.

Policy Review

This policy will be reviewed annually by the Treasurer and Town Administrator. Any changes to this policy must be approved by vote of the Board of Selectmen.

Section I – Operating Funds

Scope

This section of the Investment Policy applies to short term operating funds such as general funds, special revenue funds, enterprise funds, bond proceeds and capital project funds.

Investment Instruments

The Treasurer may invest in the following instruments:

- Massachusetts State Pooled Funds Unlimited amount
The Massachusetts Municipal Depository Trust (MMDT), an investment pool for state, local, county and other independent governmental authorities, is under the auspices of the State Treasurer. MMDT seeks to obtain the highest possible level of current income consistent with the preservation of capital and liquidity by investing in a diversified portfolio of high quality money market instruments with an average dollar-weighted portfolio maturity of 90 days or less. MMDT investments are not guaranteed by the State, FDIC, or any other governmental agency.

- US Treasury Obligations Unlimited amount
Treasury obligations must be held to maturity. The maturity date of these securities must be no greater than one year from the date of purchase.

- US Agency Obligations Unlimited amount
Agency obligations must be held to maturity. The maturity date of these securities must be no greater than one year from the date of purchase.

- Bank accounts or Certificate of Deposit accounts (CD's) with a final maturity no greater than one year from the date of purchase may be made for unlimited amounts if the deposit is fully collateralized by a third party agreement or securities owned by a depository institution that have been segregated from the day-to-day assets of the institution in order to provide collateralization.

- Bank accounts, Certificate of Deposit accounts (CD's) and/or brokered CD's with a final maturity no greater than one year from the date of purchase up to the FDIC coverage limits. All account balances in a single depository institution are considered in the aggregate to determine FDIC coverage limits.
- Bank accounts or Certificate of Deposit accounts (CD's) with a final maturity no greater than one year from the date of purchase may be made for unlimited amounts if the depository institution is a member of the Depository Insurance Fund (DIF) or the Share Insurance Fund (SIF). These funds insure all deposits held at a member Massachusetts state chartered savings bank or co-operative bank respectively.

- Money Market Mutual Funds that are registered with the Securities & Exchange Commission that have received the highest possible rating from at least one nationally recognized statistical rating organization and as referenced in Massachusetts General Laws Chapter 44 Section 55.

- Uninsured or unsecured bank accounts or Certificate of Deposit accounts (CD's) with a final maturity no greater than one year from the date of purchase are allowed to be held by the Town subject to the following limitations:

The aggregate uninsured portion of deposits held at any one institution cannot exceed 5% of the institutions total deposits reflected on the bank's last filed FDIC Call Report.

No more than 35% of the Town's funds may be held in uninsured accounts. This percentage may be increased for no more than 30 days during times of heavy collections or in anticipation of large payments to be made by the Town such as debt service, pension expense or other expenses determined by the Treasurer as necessitating special cash handling.

Diversification

The diversification of funds between financial institutions is another important tool available to the Treasurer to ensure the safety of funds on deposit. Given the above limitations regarding investment types and dollar limits as well as insurance coverage requirements, the need to place further limitations on the funds placed in one financial institution is not necessary provided the following:

- All financial institutions with which the Town conducts business will be reviewed by the Treasurer on a quarterly basis utilizing the Veribanc ratings report. In addition, the Treasurer will review the Call Reports and/or the Uniform Bank Performance Report of any institution receiving a "Yellow" classification or receiving less than three stars on the previous quarter's Veribanc report, noting trends in capital ratios, net income, operating expenses, loan losses and loan delinquencies, or any other determining factors which may have resulted in the lower rating (see Exhibit C). The Treasurer will meet with representatives of the institution, as necessary, to further enforce the financial review.
- The Treasurer will, after conducting this review, determine the proper deposit levels to maintain at such institutions or implement an "exit" plan, if necessary, for the eventual removal of Town funds from the institution.

As a sound practice, however, the Treasurer will attempt to maintain no more than 25% of the Town's total funds in one financial institution or 35% with a single advisor. Also, in accordance with Chapter 44, Section 55 of Massachusetts General Laws, the Treasurer will not at any one time have on deposit in a bank or trust company or banking company an amount exceeding 60% of the capital and surplus of such bank or trust company or banking company unless satisfactory security is given for such excess.

Section II – Other Special Funds

Scope

This section of the Investment Policy applies to funds with special circumstances such as stabilization.

The above funds may be established as a pooled investment portfolio. The accounting of each fund will be maintained separately to ensure that each fund receives their proportionate share of interest, realized and unrealized gains or losses.

Investment Instruments

Massachusetts General Laws Chapter 44 section 54 states that money should be deposited into savings bank, trust companies incorporated under the laws of the Commonwealth, banking companies incorporated under the laws of the Commonwealth which are members of the Federal Deposit Insurance Corporation, or national banks, or invested in participation units in a combined investment fund under section thirty-eight A of chapter twenty-nine, or in a paid-up shares and accounts of and in co-operative banks, or in shares of savings and loan associations or in share or savings deposits of federal savings and loan associations doing business in the Commonwealth.

Additionally the Town may invest such funds in securities, other than mortgages or collateral loans, which are legal for the investment of funds of savings banks under the laws of the Commonwealth; provided, that not more than fifteen percent of any such trust funds shall be invested in bank stocks and insurance company stocks, nor shall more than one and one-half percent of such funds be invested in the stock of any one bank or insurance company.

Massachusetts General Law Chapter 167 Section 15A and Section 15B describes the list of legal investments for savings banks which dictates the allowable investments for municipalities.

The Treasurer may invest in the following instruments:

- Massachusetts State Pooled Funds Unlimited amount

The Massachusetts Municipal Depository Trust (MMDT), an investment pool for state, local, county and other independent governmental authorities, is under the auspices of the State Treasurer. MMDT seeks to obtain the highest possible level of current income consistent with the preservation of capital and liquidity by investing in a diversified portfolio of high quality money market instruments with an average dollar-weighted portfolio maturity of 90 days or less. MMDT investments are not guaranteed by the State, FDIC or any other governmental agency.

- U. S. Treasuries that maybe sold prior to maturity: Unlimited amounts (With maturity limits as stated in the interest rate risk section of this policy)
- U.S. Agency obligations that maybe sold prior to maturity. Unlimited amounts (With maturity limits as stated in the interest rate risk section of this policy)
- Bank accounts or Certificate of Deposit accounts (CD's) with no limit to the length of maturity from the date of purchase may be made for unlimited amounts if the depository institution is a member of the Depository Insurance Fund (DIF) or the Share Insurance Fund (SIF). These funds insure all deposits held at a member Massachusetts state chartered savings bank or co-operative bank respectively.
- Bank accounts, Certificate of Deposit accounts (CD's) and/or brokered CD's with length of maturity limits from the date of purchase, as stated in the interest rate risk section of this policy, up to the FDIC coverage limits. All account balances in a single depository institution are considered in the aggregate to determine FDIC coverage limits.
- Bank accounts or Certificate of Deposit accounts (CD's) with length of maturity limits from the

date of purchase, as stated in the interest rate risk section of this policy, may be made for unlimited amounts if the deposit is fully collateralized by a third party agreement or securities owned by a depository institution that have been segregated from the day-to-day assets of the institution in order to provide collateralization.

- Uninsured or unsecured bank accounts or Certificate of Deposit accounts (CD's) with a final maturity no greater than two years from the date of purchase are allowed to be held by the Town subject to the following limitations:

The aggregate uninsured portion of deposits held at any one institution cannot exceed 5% of the institutions total deposits reflected on the bank's last filed FDIC Call Report.

No more than 35% of the Town's funds may be held in uninsured accounts.

The credit worthiness of the depository will be tracked by Treasurer utilizing the Veribac rating report. (see Diversification Section)

- Common and preferred stock that are listed in the List of Legal Investments.
- Investment Funds that are listed in the List of Legal Investments.
- All other items not separately identified here that are listed in the List of Legal Investments.

Investments, Chapter 167 Section 15A

Post Issuance Tax Compliance Policies

See Exhibit B

EXHIBIT B
Town of Scituate, Massachusetts
Post-Issuance Tax Compliance Procedures
For Tax-Exempt Obligations and Other Tax-Benefited Obligations

I. Introduction

These post-issuance compliance procedures of the Town of Scituate, Massachusetts (the "Town") are designed to provide for the effective management of the Town's post bond issuance compliance program for tax-exempt and other tax-benefited bonds in a manner consistent with state and federal laws applicable to such obligations.

II. Post-Issuance Tax Compliance

The Town Treasurer of the Town shall be the primary bond compliance officer responsible for each issuance by the Town of tax-exempt (or otherwise tax-benefited) bonds, notes, financing leases, or other obligations (herein, collectively referred to as "bonds"). All information related to each bond issue and the facilities, equipment and other assets financed by such issue shall be maintained by or on behalf of the Town Treasurer and the actions taken under subsections A through C of this Section II shall be taken by or on behalf of the Town Treasurer by the Town Treasurer or such other officers or employees of the Town as appropriate, including but not limited to, the Town Treasurer and the Town Auditor.

A. Tax Certificate and Continuing Education

1. **Tax Certificate** - A Tax Certificate is prepared for each issuance of Bonds. Immediately upon issuing any bonds, the Town Treasurer, in conjunction with the Town's bond counsel and financial advisor, shall review the Tax Certificate and make notes regarding specific compliance issues for such bond issue on the Post-Issuance Compliance Notes form at Exhibit A. The Tax Certificate and Notes shall clearly define the roles and responsibilities relating to the ongoing compliance activities for each bond issue and will identify specific compliance requirements.
2. **Continuing Education** - The Town Treasurer will actively seek out advice of bond counsel on any matters that appear to raise ongoing compliance concerns and may attend or participate in seminars, teleconferences, etc. sponsored by organizations such as the Massachusetts Collector-Treasurer Association and the Massachusetts Government Finance Officers Association that address compliance issues and developments in the public finance bond arena. In addition, national organizations such as the Securities Industry and Financial Markets Association (SIFMA) and the National Association of Bond Lawyers (NABL) offer numerous training opportunities and materials which may be useful to the Town Treasurer.

B. Tax-Exempt Bonds Compliance Monitoring

1. **Restrictions against Private Use** - The Town Treasurer will continuously monitor the expenditure of bond proceeds and the use of facilities or equipment financed or refinanced with bonds to ensure compliance with Section 141 of the Internal Revenue Code (the

“Code”) which generally establishes limitations on the use of bond-financed facilities by non-state or local governmental entities, such as individuals using bond-financed assets on a basis other than as a member of the general public, corporations and the federal government and its agencies and instrumentalities.

a. **Use of Bond Proceeds** – the Town Treasurer will monitor and maintain records with respect to expenditures to ensure that bond proceeds are being used on capital expenditures for governmental purposes in accordance with the bond documents and document the allocation of all bond proceeds. Such monitoring is required not only for tax-exempt bonds, but also for tax credit bonds.

b. **Use of the Bond-Financed Facility or Equipment**

i. **Equipment assets financed with bonds** will be listed in a schedule for each bond issue, which schedule may be included in the Tax Certificate. Equipment assets generally are not to be disposed of prior to the earlier of (a) the date the bonds and all subsequent refundings of such bonds are fully paid, or (b) the end of the useful life of such equipment. The Town Treasurer will maintain the list of all bond-financed equipment for each bond issue, together with the equipment’s expected useful life.

ii. **Constructed or acquired assets financed with bonds** – in order to ensure that assets constructed or acquired using bond proceeds, such as infrastructure assets, are not leased, sold or disposed of prior to the end of the term of the bonds and of all subsequent refundings of such bonds:

- Any asset constructed or acquired with bond proceeds shall be flagged in the Town’s records, and
- These projects will be monitored by the Town Treasurer.

iii. If there is any proposal to change the use of a bond-financed facility from a governmental purpose to a use in which a private entity may have the use or benefit of such a facility on a basis that is different from the rest of the general public, the Town Treasurer will consult with bond counsel prior to the occurrence of the proposed change in use.

2. **Qualification for Initial Temporary Periods and Compliance with Restrictions against Hedge Bonds**

a. **Expectations as to Expenditure of “New Money” Bond Proceeds**

i. In order to qualify under the arbitrage rules for an initial temporary period of 3 years for “new money” issues during which bond proceeds can be invested without regard to yield (but potentially subject to rebate), the Town must reasonably expect to spend at least 85% of “spendable proceeds” by the end of the temporary period. In general under Code Section 149, in order to avoid classification of an issue of bonds as “hedge bonds,” the Town must both (x) reasonably expect to spend 85% of the “spendable proceeds” of the bond issue within the 3 year period beginning on the date the bonds are issued and (y) invest not more than 50% of the proceeds of the issue in investments having a substantially guaranteed yield for 4 years or more. These expectations have been documented for the Town’s outstanding bond issues in the tax certificates executed in connection with each bond issue.

- ii. If, for any reason, the Town's expectations concerning the period over which the bond proceeds are to be expended change from what was documented in the applicable tax certificate, the Town Treasurer will consult with bond counsel.

b. Project Draw Schedule Compliance Monitoring – While there are unspent proceeds of a bond issue, the Town Treasurer will compare and analyze the original anticipated project draw schedule and the actual expenditure payouts and reimbursements on each bond-financed project on an annual or more frequent basis. The purpose of this analysis is to determine the variances from the original expected draw schedule for each project and to document the reasons for these variances to provide a continual record on the spending progress of each bond-financed project. Factors relevant to the analysis include unexpected delays in the project timelines, extreme weather, contract time extensions due to unexpected events, supplemental agreements and any other factor with a potential to impact the progress or completion of the projects. Generally, there should be no effect on the tax-exempt status of the bonds under either the temporary period rules or the hedge bond rules if the actual disbursements do not meet the original project draw schedule, unless circumstances surrounding the actual events cast doubt on the reasonableness of the stated expectations on the issuance date. Therefore, it is important for the Town Treasurer to update the progress of each project at least annually, and consult with bond counsel as to any variance from the original schedule.

c. Bond Proceeds Expenditure Schedule Compliance Monitoring – While there are unspent proceeds of bonds, the Town Treasurer will compare and analyze the bond proceeds expenditure schedule and the actual investment earnings on each project on an annual or more frequent basis. The purpose of this analysis is to determine any variances from the expected expenditure schedule and to document the reasons for these variances.

3. Arbitrage Rebate Compliance

a. Bonds may lose their tax-favored status, retroactive to the date of issuance, if they do not comply with the arbitrage restrictions of section 148 of the Code. Two general sets of requirements under the Code must be applied in order to determine whether governmental bonds are arbitrage bonds: the yield restriction requirements of section 148(a) and the rebate requirements of section 148(f).

b. Yield Restriction Requirements. The yield restriction requirements provide, in general terms, that gross proceeds of a bond issue may not be invested in investments earning a yield higher than the yield of the bond issue, except for investments (i) during one of the temporary periods permitted under the regulations (including the initial three year temporary period described above), (ii) in a reasonably required reserve or replacement fund or (iii) in an amount not in excess of the lesser of 5% of the sale proceeds of the issue or \$100,000 (the "minor portion"). Under limited circumstances, the yield on investments subject to yield restriction can be reduced through payments to the IRS known as "yield reduction payments." The Tax Certificate will identify those funds and accounts associated with a particular issue of bonds known, as of the date of issuance, to be subject to yield restriction.

c. Rebate Requirements

- i. If, consistent with the yield restriction requirements, amounts treated as bond proceeds are permitted to be invested at a yield in excess of the yield on the bonds (pursuant to one of the exceptions to yield restriction referred to above), rebate payments may be required to be made to the U. S. Treasury. Under the applicable regulations, the aggregate rebate amount is the excess of the future value of all the receipts from bond funded investments over the future value of all the payments to acquire such investments. The future value is computed as of the computation date using the bond yield as the interest factor. At least 90% of the rebate amount calculated for the first computation period must be paid no later than 60 days after the end of the first computation period. The amount of rebate payments required for subsequent computation periods (other than the final period) is that amount which, when added to the future value of prior rebate payments, equals at least 90% of the rebate amount. For the final computation period, 100% of the calculated amount must be paid. Rebate exceptions and expectations are documented for each bond issue in the tax certificate executed at the time of such bond issue.
- ii. While there are unspent proceeds of bonds, the Town, at its discretion, may engage an experienced independent rebate analyst to annually calculate any rebate that may result for that year and annually provide a rebate report to the Town Treasurer. Bond counsel can assist with referrals to qualified rebate analysts.

d. Timing of Rebate Payments

The Town Treasurer will work with the rebate analyst to ensure the proper calculation and payment of any rebate payment and/or yield-reduction payment at the required time:

- i. First installment due no later than 60 days after the end of the fifth anniversary of each bond issuance;
- ii. Succeeding installments at least every five years;
- iii. Final installment no later than 60 days after retirement of last bond in the issue.¹

4. Refunding Requirements

a. Refunded Projects. The Town Treasurer will maintain records of all bond financed assets for each bond issue, including assets originally financed with a refunded bond issue.

b. Yield Restriction. The Town Treasurer will work with its financial advisor and bond counsel to maintain records of allocation of bond proceeds for current and advance refundings of prior bond issues to ensure that such bond proceeds are expended as set forth in the applicable tax certificate executed at the time the refunding bonds are issued. Any yield restricted escrows will be monitored for ongoing compliance.

C. Record Retention

- I. Section 6001 of the Code provides the general rule for the proper retention of records for federal tax purposes. The IRS regularly advises taxpayers to maintain sufficient records to support their tax deductions, credits and exclusions. In the case of a tax-exempt bond transaction, the primary taxpayers are the bondholders. In the case of other tax benefited

¹ Generally, rebate payments must be paid not later than 60 days after retirement of the last bond in the issue.

bonds, such as “build America bonds” or “recovery zone economic development bonds”, the Town will be treated as the taxpayer. In order to ensure the continued exclusion of interest to such bondholders, it is important that the Town retain sufficient records to support such exclusion.

2. In General

- a. All records associated with any bond issue shall be stored electronically or in hard copy form at the Town’s offices or at another location conveniently accessible to the Town.
- b. The Town Treasurer will ensure that the Town provides for appropriate storage of these records.
- c. If storing documents electronically, the Town shall conform with Rev. Proc. 97-22, 1997-1 C.B. 652 (as the same may be amended, supplemented or superseded), which provides guidance on maintaining books and records by using an electronic storage system. Bond counsel can furnish a copy of this Revenue Procedure if needed.

3. Bonds - The Town shall maintain the bond record as defined in this section for the longer of the life of the bonds plus 6 years or the life of refunding bonds (or series of refunding bonds) which refunded the bonds plus 6 years. The bond record shall include the following documents:

a. Pre-Issuance Documents

- i. **Guaranteed Investment Contracts (“GICs”) and Investments (other than Treasury’s State and Local Government Series Securities, “SLGs”)** – if applicable, the Town Treasurer shall retain all documentation regarding the procurement of each GIC or other investment acquired on or before the date of bond issuance, including as applicable the request for bids, bid sheets, documentation of procurement method (i.e., competitive vs. negotiated), etc. If investments other than SLGs are used for a defeasance escrow, the documentation should include an explanation of the reason for the purchase of open market securities and documentation establishing the fair value of the securities and compliance with safe harbor bidding rules. If SLGs are purchased, a copy of the final subscription shall be maintained.
- ii. **Project Draw Schedule** – the Town Treasurer shall retain all documentation and calculations relating to the draw schedule used to meet the “reasonable expectations” test and use of proceeds tests (including copies of contracts with general and sub-contractors or summaries thereof).
- iii. **Issue Sizing** – the Town Treasurer shall maintain a copy of all financial advisor’s or underwriters structuring information.
- iv. **Bond Insurance** – if procured by the Town, the Town Treasurer shall maintain a copy of insurance quotes and calculations supporting the cost benefit of bond insurance, if any.
- v. **Costs of Issuance documentation** – the Town Treasurer shall retain all invoices, payments and certificates related to costs of issuance of the bonds.

b. Issuance Documents

- i. The Town Treasurer shall retain the bound bond transcript delivered from bond counsel.

c. Post-Issuance Documents

- i. **Post-Issuance Guaranteed Investment Contracts and Investments (Other than SLGs)** – the Town Treasurer shall retain all documentation regarding the procurement of any GIC or other investment acquired after bond issuance, including as applicable the request for bids, bid sheets, documentation of procurement method (i.e., competitive vs. negotiated), etc. If investments other than SLGs are used for a defeasance escrow, the documentation should include an explanation of the reason for the purchase of open market securities and documentation establishing the fair value of the securities and compliance with safe harbor bidding rules.
- ii. **Records of Investments**- shall be retained by the Town Treasurer.
- iii. **Investment Activity Statements**-shall be retained by the Town Treasurer.
- iv. **Records of Expenditures**– the Town Treasurer shall maintain or shall cause to be maintained all invoices, etc. relating to equipment purchases and constructed or acquired projects, either electronically or in hard copy.
- v. **Records of Compliance**
 - **Qualification for Initial Temporary Periods and Compliance with Restrictions Against Hedge Bond Documentation** – the Town Treasurer shall prepare the annual analysis described in Section II(B)(2) above and maintain these records.
 - **Arbitrage Rebate Reports** – may be prepared by the Town Treasurer or a third party as described in section II (B)(3) of this document and retained by the Town Treasurer.
 - **Returns and Payment** – shall be prepared at the direction of the Town Treasurer and filed as described in Section II(B)(3) of this document.
 - **Contracts under which any bond proceeds are spent (consulting engineering, acquisition, construction, etc.)** - the Town Treasurer shall obtain copies of these contracts and retain them for the bond record.

d. General

- i. **Audited Financial Statements** – the Town Treasurer will maintain copies of the Town’s annual audited Financial Statements.
- ii. **Reports of any prior IRS Examinations** – the Town Treasurer will maintain copies of any written materials pertaining to any IRS examination of the Town’s bonds.

III. Voluntarily Correcting Failures to Comply with Post-Issuance Compliance Activities

If, in the effort to exercise due diligence in complying with applicable federal tax laws, a potential violation is discovered, the Town may address the violation through the applicable method listed below. The Town should work with its bond counsel to determine the appropriate way to proceed.

A. Taking remedial actions as described in Section 141 of the Internal Revenue Code

B. Utilizing the Voluntary Closing Agreement Program (VCAP) - Section 7.2.3 of the Internal Revenue Manual establishes the voluntary closing agreement program for tax-exempt bonds (TEB VCAP) whereby issuers of tax-exempt bonds can resolve violations of the Internal Revenue Code through closing agreements with the Internal Revenue Service.

IV. Post Issuance Tax Compliance Procedures Review

The Town Treasurer shall review these procedures at least annually, and implement revisions or updates as deemed appropriate, in consultation with bond counsel.

EXHIBIT C

POST ISSUANCE COMPLIANCE NOTES
[Name of Bonds]

Transaction Parties

Overall Responsible Party for Debt Management Activities _____

Bond Counsel _____

Paying Agent _____

Rebate Specialist _____

Other _____

*Tentative Working List of Special Town Meeting and Annual Town Meeting Articles
as of December 21, 2015*

Special Town Meeting

1. Unpaid Bill
2. FY 16 Budget Transfers (tentative)

Annual Town Meeting

1. Compensation of Elected Officials
2. Reauthorization of Revolving Funds
3. Authorization for creation of two new Revolving Funds: GATRA and Cable Access
4. Fiscal Year 2017 Capital Improvement Plan and Transfers to Capital Stabilization Fund
5. Fiscal Year 2017 Operating Budget
6. Waterways Enterprise Fund
7. Golf Course Enterprise Fund
8. Wastewater Enterprise Fund
9. Transfer Station Enterprise Fund
10. Water Enterprise Fund
11. Stabilization Fund Excess Levy
12. Community Preservation Act
13. Community Preservation Act Reconciliations
14. Massachusetts General Laws Chapter 91 Liability
15. Deputy Police Chief – Removal from Civil Service
16. FEMA Flood Maps Acceptance - TBD
17. West End Land Swap- DuVoisin – TBD
18. Sale of Land – Greenbush TBD
19. Abandonment of Paper Street - Tentative
20. General Bylaw Amendment: Non-Criminal Disposition
21. Zoning Amendment – Storm water Bylaw
22. Amendment to the General Bylaw Section 20430 and in Section 20560 for the
Community Preservation Committee one year term
23. Amendment to the General Bylaw Section 20140 adjournment of Town meeting

PAV;12/15
LAD: 12/21

100 GENERAL GOVERNMENT

123	BOARD OF SELECTMEN/TOWN ADMINISTRATOR
131	ADVISORY
132	RESERVE FUND
135	TOWN ACCOUNTANT
141	ASSESSORS
145	TREASURER/COLLECTOR
149	ADMINISTRATION/ECONOMIC DEVELOPMENT
155	INFORMATION TECHNOLOGY
158	TAX FORECLOSURE
159	CABLE TV
161	TOWN CLERK
171	CONSERVATION
175	PLANNING
176	ZONING BOARD OF APPEALS
192	LIABILITY/PROPERTY INSURANCE



**TOWN OF SCITUATE
BOARD OF SELECTMEN**

FY 2017 BUDGET

For FY 17, the Board has identified the following focus areas:

Economic Development

- To continue to increase opportunities for economic development in the community and allocate portion of Meals Tax revenue for this purpose

Facilities

- To work with Community Preservation Committee as a partner in the Facilities Master Plan and in its recommendations for funding and how they fit into the Town's various master plans
- To bring three town building projects in on time and on budget
- To focus efforts on the effective reuse of vacated buildings as a result of building projects with senior center needs at the forefront
- To relieve the tax burden on residential taxpayers

Personnel

- To stay abreast of contractual obligations and their future costs
- To support the performance-based evaluation process for staff to insure accountability and clear delineation of job duties tied to performance.

Finances and Budgeting

- To present a balanced budget
- To address challenges of unpredictable state aid and new growth for the immediate future
- To continue to use the Financial Forecasting Model as a reliable tool
- To work collaboratively with the School Department in support of education for our children and in facilities maintenance
- To support the development and implementation of technology related tools and equipment to serve business operations and our customers
- To support the Capital Plan to meet significant ongoing capital needs

Communications

- To be transparent in compliance with the open meeting law and keep residents informed through the Town's website, Facebook, Twitter and other appropriate avenues

Public Works and the Environment

- To bring an overarching approach to environmental issues and foreshore protection
- To maintain sidewalk replacement program
- To monitor wind turbine and solar array projects and to approve a policy for future revenues and electricity distribution
- To monitor and explore waste water treatment capacity and current treatment methods such as nitrogen loading and copper reduction

TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: TOWN ADMINISTRATOR 123

MISSION STATEMENT:

To provide continuous evaluation of town programs and services, provide adequate revenues for both operational and capital support of these programs, and maintain adequate financial reserves for unforeseen events or economic downturns.

To manage day-to-day town activities, departments, and staff that insures professional, equitable and courteous service delivery to residents and constituent groups at the most efficient cost.

FY 2017 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

(Endorsed by Board of Selectmen September 2015)

Coordinate and facilitate construction of three public building projects

Work with contractors, architects, staff, Owner's Project Manager (OPM), School Superintendent, town officials, town officials, boards, committees, and citizens to provide information, update, and address issues/problems to deliver projects on time and within budget.

1. Attend weekly construction meetings as needed or warranted
2. Attend all Public Building Commission meetings
3. Plan for relocation of departments, transition to new facilities and planned reuse/disposition of vacated buildings.
4. Continue to engage stakeholders on next steps on Public Facilities Master Plan including Senior Center space and reuse of Gates School. Provide support and guidance to Adaptive Building Reuse Committee.
5. Troubleshoot problems and monitor timetables for progress and fiscal impacts for overall plan.

Continue development of "Multi-Year Plan"/Five-Year Operating Budget

Provide guidance and direction to town departments to prepare a long-term plan that recognizes visioning and planning and establishes a stable course for the future.

1. Refine and finalize with Finance Director five year operating budget that projects revenues and expenditures with particular emphasis on construction project impacts to budgets (staffing, utilities, insurance, etc.).
2. Position Scituate to respond to dynamic and innovative changes in technology to improve operations and customer service delivery.
3. Assist Facilities Director in finalization of building profile for each municipal and school building.
4. Review all existing plans (Open Space, Harbor, Recreation, Affordable Housing) for compilation and centralization into one volume.

Continue to develop overarching proactive approach to coastal management by exploring new, existing, and/or innovative practices and strategies as alternatives to traditional methods.

1. Coordinate with the Development Review Team to continue to develop, enhance or revise rules and regulations that impede prudent coastal management
2. Participate in, and provide departmental expertise at quarterly in-house coastal management meetings on current plans, initiatives and potential opportunities around coastal issues.

3. Continue to educate public on changing coastal needs and appropriate responses to mitigate and secure resources given climate changes, sea level rise and coastal erosion.
4. Expand collaborations with state and federal stakeholders, environmental agencies, municipalities in responding to this shared global problem.
5. Provide information and assistance to the Coastal Advisory Commission as warranted.

Establish stronger internal controls around Human Resources and data management

1. Assist HR Director in adopting Personnel Handbook for non-union staff and update personnel policies as needed or warranted.
2. Implement time, labor, management (TLM) program under new software system for payroll and compensated absences.
3. Develop and employee and board Code of Conduct to guide interactions among staff, citizens and board and committee members.

Chair, Scituate Harbor Cultural District Local Governance Committee (two year commitment)

1. Work with stakeholders, businesses and residents to implement goals of Cultural District
2. Provide in-kind town assistance and support for initiatives, programs and activities
3. Facilitate stronger partnerships and collaborations among town and business entities as they relate to the arts.

MAJOR BUDGET COMPONENTS

The Selectmen/Town Administrator budgets fund the personal services and administrative costs of the Selectmen's Office/Town Administrator. The Town Administrator is employed under the terms of an employment agreement that runs through June 30, of 2017.

A major fund allocation of the budget includes funds for compensation adjustments for union and non-union staff, merit-based performance awards, the buyback of earned leave, employee payouts from separation, and/or retirements. Funds for training are also allocated. This training pays for management and supervisory training for public safety staff (fire command, two new police Sergeants, S.W.A.T. team training in SPD) as well as training for new department heads in selected areas such as time management. The other major component is for Labor Counsel and all contract bargaining costs, grievance hearings, unfair labor practices, arbitration awards, and personnel hearings. The DPW contract expires July 1, 2016 and all other union contract expire June 30, 2017 for which bargaining will take place during FY 17.

FY 17 RISKS AND CHALLENGES

The Office of the Town Administrator, along with the Selectmen's Office, are the conduit for all town operations. The workload is relentless. The public safety and library projects require regular attendance to Public Building Commission Meetings and meetings throughout the week. The Town took over operation of the WPA building and the Maritime Center is remaining open longer. The time required to relocate the Recreation Department, prepare for the construction of the middle school proximate to Town Hall and the building of the new public safety building are in addition to normal duties. Flood maps and weather events pyramid on these challenges. 39 of the 43 staff in Town Hall were not here five years ago. The learning curve is continuous and has been further challenged with the retirement of the Assistant to the Town Administrator. Customer inquiries continue to increase and with it our ability to respond timely or in many cases with an answer satisfactory to the customer. The work impacts affect

other duties such as staff development. As noted here last year, a study was undertaken by the Department of Revenue (an FY 15 goal) which recommended the creation of an Assistant Town Administrator position. With the addition of building projects and the next phase of the Master Plan relative to Senior Center needs and Gates School reuse, the expected level and quality of work cannot be met without some additional relief. Our community on a comparative basis provides more services with less staff particularly at the CAO level.

Please refer to Fiscal Year 2017 Town Administrator Budget Message for more detailed information.

DEPARTMENTAL ACCOMPLISHMENTS *(date of hire 7/20/09)*

Summary of Town Administrator Accomplishments (FY 15-FY 16 YTD)

Financial

- Certified FY 15 Free Cash of \$2,318,762
- Presented sixth balanced FY 16 budget with no use of Free Cash. TA recommended budget items approved by BOS, Advisory and Town Meeting (sixth consecutive year)
- Continued fifth year of new Capital Improvement Process and fourth year of rolling five-year capital plan
- \$13 million in Foreshore Protections funds allocated since FY 11.
- With Finance Director developed draft Five Year operational budget to position Town for operation and maintenance increases under Public Facilities Master Plan
- With Finance Director/Town Accountant, received Government Finance Officers Association of the United States and Canada Award for financial reporting achievement
- Attended Advisory, Capital, Public Building Commission, and Financial Forecasting Meetings
- Maintained override approved items on town-side of budget for a record fifth year.
- With Finance Director, expanded FY 16 Budget document and Revenue and Expense Forecasting Assumptions
- Maintained AA+ bond rating and expanded Town's favorable financial position with rating agencies that resulted in negligible interest costs for borrowing.
- Conceived apparel for dog walkers at Widow's Walk.

Town Administration & Operations

- With public safety personnel managed response and mitigation of continually increasing major storm events including eight in 2014-15 and requiring two States of Emergency.
- Wrote Requests for Proposals for Programming Study for Town Hall and Senior Center, Widow's Walk improvements
- Brought first Public Transit route to Town working with GATRA for *Scituate Sloop* using state funds.
- Wrote warrants for four town meetings, provided extensive back ground information for each article; worked closely with Advisory Committee on its publications for town meetings
- Established division meetings with staff in lieu of monthly department head meetings (DOR report)
- Planned and held seventh annual Board of Selectmen Retreat
- Worked with Department of Revenue staff for study that examined town operations and budget timetables
- Wrote committee charge and duties for Coastal Advisory Commission, Beach Study Committee, Adaptive Building Reuse Committee

- Continued work with School Department on Joint Facilities Department
- Spent extraordinary time on FEMA map process and filing of appeals, educating residents, locating and engaging consultants, determining appeal opportunities, work with FEMA and Marshfield on Scientific Resolution Panel and timely filing of second appeal.
- Successfully maintained International City Management Association credential for tenth consecutive year. 360 degree evaluation conducted by 17 staff and officials on performance.

Personnel

- Prior to interview and appointment, planned and conducted with consultants comprehensive Assessment Centers for Fire Chief, two Police Lieutenants, two Police Sergeants, Fire Deputy Chief and Fire Captain and Fire Lieutenant.
- Updated, or wrote new job descriptions for all vacant positions or as needed.
- Successfully negotiated with police union MOU for use of Narcan in SPD. Only one of 800 police departments in United States currently.
- With Chief of Police, implemented first police marine unit for coastal safety. Negotiated MOU with union.
- Successfully negotiated precedent setting Day Shift paramedics with goal of 24/7 staffing of second ambulance
- Hired new Harbormaster, Human Resources Director, three firefighters, Circulation Supervisor, Volunteer Coordinator, one Fire Lieutenant, Town Engineer, Assistant to the Town Administrator along with six support staff and numerous DPW staff.
- Devoted considerable time to fire union mediation, arbitration, grievances and unfair labor practices.
- No grievances from three of the Town's five unions: IBPO, AMP, TOSCA, two in DPW
- Established regular meetings with all union officials to maintain open lines of communication
- Continued merit-based performance evaluation system for professional staff.
- Continued merit-based performance evaluation system for support staff.
- Provided training opportunities for numerous staff after review of job needs and for succession planning. Provided management and supervisory training for public safety personnel including S.W.A.T. training for two police officers.

Communications

- Serve as Public Information Officer for eight historic weather related events: wrote all web blasts and media advisories; established Twitter account for real time information.
- Created and implemented Town of Scituate Facebook page; direct conduct and wrote Use Policy
- Serve as webmaster for all web blasts and announcements
- Worked with public safety officials on third and fully successful year for bonfire ban for Fourth of July.
- Gave second "State of the Town" presentation to Scituate Chamber of Commerce
- Wrote Town Administrator Report for Annual Town Report
- Initiated and provided funding in FY 16 capital plan for \$288,000 replacement of outdated and failing radio communications system in Fire Department.

Land Use, Facilities and Infrastructure Management

- Obtained support for construction and funding of Public Safety Complex. Developed with chiefs, architect and Selectmen add alternatives for Public Safety Complex, subsequent town meeting to secure additional funds.
- With DPW Director and Facilities Director began third and final phase of ESCO projects

- Conceived concept of painting sidewalks in the Harbor to wide success; obtained Cultural Council grant for same
- Conceived concept of painting snowplows; obtained Cultural Council grant for same
- Conceived concept of Winter Carnival at Widow's Walk sponsored by Recreation and EDC
- Conceived solar array project that has now resulted in over \$400,000 in funds since commissioning in March of 2013.
- Worked closely with Harbor Merchants Association for application and successful designation for "Scituate Harbor Cultural District." Will chair implementation committee for the next two years
- Wrote committee charges for Adaptive Reuse Building Committee and Coastal Advisory Commission and Beach Study Committee
- Served as member of School Building Committee, Public Building Commission, Capital Planning Committee.
- Served as Fair Housing Officer (one complaint) and Chief Procurement Officer
- Worked with OPM and architects, attending meetings, trouble shooting and resolving problems.

**FY 17 TOWN ADMINISTRATOR RECOMMENDED OPERATING BUDGET
ADDITIONAL NOTES**

DEPARTMENT: BOS/Town Administrator

REQUEST: Centralization of Departmental Training Costs

TA RECOMMENDATION: N/A Cost Reduction; no budget impact

RATIONALE: Training costs are widely dispersed through all town departments. Since 2010 the Town Administrator has had funding to provide training for command staff in public safety and specialized training for professional and support staff such as customer service, risk management and time management. This line item did not exist before then and was included in the 2011 override because training was almost non-existent. In practice all these accounts have been used but the budget requests have been reduced this year and streamlining here will allow us to maximize the optimum use of the appropriation.

Account	Description	Savings	FY17 Town Admin	FY17 Dept Request	FY16 Appropriation	FY15 Expended
001.123.0520.5308.0000.0000	TRAINING	BOS/TA	\$6,200.00	\$7,500.00	\$7,547.00	\$4,954.36
001.123.0520.5305.0000.0000	SUPPORT STAFFING & TRAINING		\$44,000.00	\$23,900.00	\$23,900.00	\$6,883.00
001.135.0520.5308.0000.0000	TRAINING		\$0.00	\$610.00	\$610.00	\$2,127.05
001.149.0520.5308.0000.0000	TRAINING		\$18,500.00	\$23,000.00	\$23,000.00	\$3,938.71
001.161.0520.5308.0000.0000	TRAINING		\$0.00	\$100.00	\$0.00	\$0.00
001.171.0520.5308.0000.0000	TRAINING		\$0.00	\$1,300.00	\$500.00	\$0.00
001.210.0520.5308.0000.0000	TRAINING		\$0.00	\$17,000.00	\$13,000.00	\$20,493.34
001.410.0520.5308.0000.0000	TRAINING		\$0.00	\$600.00	\$600.00	\$0.00
001.411.0520.5308.0000.0000	TRAINING		\$0.00	\$1,000.00	\$1,000.00	\$1,285.00
001.422.0520.5308.0000.0000	TRAINING		\$0.00	\$2,415.00	\$2,415.00	\$0.00
001.429.0520.5308.0000.0000	TRAINING		\$0.00	\$1,000.00	\$0.00	\$0.00
001.543.0520.5308.0000.0000	TRAINING		\$0.00	\$1,350.00	\$1,350.00	\$0.00
001.549.0520.5308.0000.0000	TRAINING		\$0.00	\$250.00	\$250.00	\$0.00
001.610.0520.5308.0000.0000	TRAINING		\$0.00	\$200.00	\$200.00	\$0.00
	TRAINING	(\$11,525.00)	\$68,700.00	\$80,225.00	\$74,372.00	\$39,681.46

MAJOR BUDGET COMPONENTS

1. Budget combined between Town Administrator and Board of Selectmen Office in FY16.
2. Legal and litigation costs
3. Employee Service Recognition awards \$1500.00 expected FY17

FY 2017 RISKS AND CHALLENGES

The greatest risk to the budget is the unpredictability of legal and litigation fees. It is not known in advance what cases may arise or be resolved for the next fiscal year. Time management is a challenge in the Board of Selectmen's office with residents stopping in, phone calls, US mail and emails. Providing excellent customer service to residents is a major component of this position which takes away time from the day to day operations of the office. The manual nature of the work in the Board of Selectmen's office is very challenging with the time constraints. We will be continuing our work to document, streamline and mechanize manual processes in FY17 using existing software programs available to us. With the retirement of Sheila Manning and a new Administrative Assistant we will experience a gap of knowledge but feel confident we will learn as we go. We will work to continue training the new Administrative Assistant in the BOS/TA office. With three building projects moving forward in Town the office will be busy with calls and inquiries. The challenge continues with the library utilizing the SHCB and finding additional meeting space for groups who need it.

TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: SELECTMEN

MISSION STATEMENT:

To oversee the efficient and orderly operation of the Board of Selectmen's office as chief executives of Scituate Town government and perform all administrative duties of the Board of Selectmen including: the annual appointment process, licensing, bi-weekly public meetings, annual and special Town meetings and serve as a link between the Board of Selectmen and the residents of the Town of Scituate.

FY 2017 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

- GOAL 1: Improve office efficiencies through better time management for Selectmen meeting backup prep.
1. Insure Selectmen packet completed by Friday at noon to the greatest extent feasible. ONGOING
 2. Work with Department Heads on adhering to deadlines & procedures. ONGOING
 3. Establish and follow priorities for hierarchy of needs that public staff & boards can follow. 1QFY17
 4. Work with Town Administrator as needed or required to accomplish. ONGOING
- GOAL 2: Develop and document a Pedicab Licensing Process for the Town of Scituate
1. Review other community Pedicab license information. 1QFY17
 2. Review state and local laws regarding Pedicab licensing. 2QFY17
 3. Discuss and review process with Building Commissioner & Police Department. 3QFY17
 4. Establish & publish documented procedures for Pedicab licensing in Scituate. 4QFY17
- GOAL 3: Continue ongoing training of new Administrative Assistant
1. Prepare list of job tasks & functions for new Administrative Assistant. 1QFY17
 2. Monitor work activity. 2QFY17
 3. Provide feedback to Administrative Assistant. ONGOING
- GOAL 4: Archive old files from Board of Selectmen's Office
1. Employ senior tax program individual for support to accomplish goal. 1QFY17
 2. Review archive policies and timelines for types of documents. 1QFY17
 3. Develop outline of documents and what and when to archive. 2QFY17
 4. Archive appropriate documents following Town Hall procedures. 3QFY17
- GOAL 5: Review & update Board of Selectmen Office Handbook. (rollover from FY16)
1. Work with Executive Assistant to the TA and identify procedures to add to handbook. 1QFY17
 2. Add the Town Administrator office procedures to the handbook. 3QFY17
 3. Update BOS & TA office procedures in handbook. 4QFY17

DEPARTMENTAL ACCOMPLISHMENTS

1. Streamlined paperless Board of Selectmen meetings and implemented tablets.
2. Coordinated and streamlined Employee Recognition Awards & Ceremony to recognize day of anniversary.
3. Oversaw completion of license renewal process.
4. Composed all requests for proclamations and resolutions by the Board of Selectmen.
5. Successful on the job training for all components of the Executive Assistant to the Board of Selectmen position.
6. Maintain and update Board of Selectmen website page with all changes in a timely manner.
7. Negotiated and implemented arrangement with Scituate Arts Association and facilities to hang art work in Board of Selectmen's Office.
8. Successfully managed all pole petitions, sewer abatements, and sewer deferrals.
9. Organized and implemented first Board and Committee night to inform residents of opportunities.
10. Managed all annual appointments for Boards and Committees.
11. Managed all Town building rentals for SMC with over 50 paid rentals bringing in revenue over \$28,000 to Waterways and booked over 100 Town, School, & Board/Committee meetings and events in 2015.
12. Successfully managed different events, coffees and functions throughout the year e.g. Sister City, Meetings in SHR, SHCB, retirement parties, and holiday parties, etc.
13. Facilitated schedules, correspondence and directives of the five-member Board of Selectmen and Town Administrator.
14. Successfully resolved over 150 citizen concerns/questions/complaints received via phone, email, in office visits or US mail.
15. Administered Town memorial gift program with DPW and Swensen Granite. Coordinated installation of memorials with families and DPW.

DESCRIPTION OF REVENUE	FY/14	FY/15	FY/16 YTD	FY/17 Projected	Comments
Alcohol Licenses	\$42,695	\$37,320	\$27,140	\$30,000	Fee increase FY2016 effective 10/20/2015 Includes PEG access
Other Licenses	\$ 7,716	\$ 8,773	\$ 4,295	\$ 8,000	
Rentals	\$252,120	\$253,446	\$137,642	\$250,000	

Town of Scituate

Budget 123 Board of Selectmen/Town Admin Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016

To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
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001.123.0510.5110.0000.0000	REGULAR SALARIES	\$263,655.75	\$269,916.00	\$137,083.04	\$277,784.00	\$277,784.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: REGULAR SALARIES		\$277,784.00						
Column Total:		\$277,784.00						

001.123.0510.5130.0000.0000	LONGEVITY	\$2,950.00	\$3,050.00	\$3,371.92	\$1,800.00	\$1,800.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: LONGEVITY		\$1,800.00						
Column Total:		\$1,800.00						

001.123.0510.5172.0000.0000	SICK LEAVE BUY BACK	\$500.00	\$500.00	\$200.00	\$0.00	\$0.00		
001.123.0510.5174.0000.0000	EMPLOYEE RETIREMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
001.123.0510.5180.0000.0000	PART-TIME SALARIES	\$18,720.51	\$19,942.00	\$8,537.41	\$14,638.00	\$14,638.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: PART-TIME SALARIES		\$14,638.00						
Column Total:		\$14,638.00						

001.123.0510.5191.0000.0000	OTHER SALARI	\$10,414.99	\$16,365.00	\$3,503.79	\$16,499.00	\$16,499.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: OTHER SALARI		\$16,499.00						
Column Total:		\$16,499.00						

SCHEDULE: PERSONAL SERVICES - 0510		\$296,241.25	\$309,773.00	\$152,696.16	\$310,721.00	\$310,721.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: OTHER SALARI		\$16,499.00						
Column Total:		\$16,499.00						

001.123.0520.5241.0000.0000	OFFICE MACHINE MAIN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
001.123.0520.5305.0000.0000	SUPPORT STAFFING & TRA	\$6,883.00	\$23,900.00	\$2,110.00	\$23,900.00	\$44,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: SUPPORT STAFFING & TRAINING		\$23,900.00						
Column Total:		\$23,900.00						

Town of Scituate

Budget 123 Board of Selectmen/Town Admin Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.123.0520.5308.0000.0000	TRAINING	\$4,954.36	\$7,547.00	\$0.00	\$7,500.00	\$6,200.00		
Column: [FY17DeptRequest]	Budget							
Description: TRAINING		\$7,500.00						
Column Total:		\$7,500.00						
001.123.0520.5309.0000.0000	TECHNICAL SERVICES	\$1,045.13	\$6,000.00	\$90.16	\$6,000.00	\$6,000.00		
Column: [FY17DeptRequest]	Budget							
Description: TECHNICAL SERVICES		\$6,000.00						
Column Total:		\$6,000.00						
001.123.0620.5321.0000.0000	CONFERENCES/MEETINGS	\$7,973.16	\$7,495.00	\$2,369.90	\$7,495.00	\$7,000.00		
Column: [FY17DeptRequest]	Budget							
Description: CONFERENCES/MEETINGS		\$7,495.00						
Column Total:		\$7,495.00						
001.123.0620.5343.0000.0000	BINDING & PRINTING	\$2,226.23	\$1,400.00	\$153.99	\$1,500.00	\$2,200.00		
Column: [FY17DeptRequest]	Budget							
Description: BINDING & PRINTING		\$1,500.00						
Column Total:		\$1,500.00						
001.123.0620.5344.0000.0000	POSTAGE	\$466.44	\$880.00	\$186.18	\$880.00	\$0.00		
Column: [FY17DeptRequest]	Budget							
Description: POSTAGE		\$880.00						
Column Total:		\$880.00						
001.123.0620.5346.0000.0000	LEGAL ADVERTISING	\$5,452.22	\$3,500.00	\$5,378.00	\$5,000.00	\$7,000.00		
Column: [FY17DeptRequest]	Budget							
Description: LEGAL ADVERTISING		\$5,000.00						
Column Total:		\$5,000.00						
001.123.0620.5711.0000.0000	MILEAGE REIMBURSEMENT	\$1,763.97	\$1,260.00	\$715.30	\$0.00	\$0.00		

Town of Scituate

Budget 123 Board of Selectmen/Town Admin Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017 Definition: FY16 Completed Budget
 FY15 Expended FY16 Approp FY16 Expended to Date FY17 Dept Request FY17 Town Admin Recomm FY17 Board of Selectman FY17 Advisory Committee

001.123.0520.5731.0000.0000	PROFESSIONAL DUES & SL	\$5,911.00	\$5,865.00	\$5,930.00	\$5,865.00	\$6,100.00
Column: [FY17DeptRequest]						
Description: PROFESSIONAL DUES & SUBS		Budget	FTE	Position Desc.		
		\$5,865.00				
Column Total:		\$5,865.00				
SCHEDULE: PURCHASE OF SERVICES - 0520		\$36,675.51	\$57,847.00	\$16,933.53	\$58,140.00	\$78,500.00

001.123.0530.5319.0000.0000	LEGAL SERVICES	\$53,122.83	\$56,000.00	\$25,418.63	\$56,000.00	\$50,000.00
Column: [FY17DeptRequest]						
Description: LEGAL SERVICES		Budget	FTE	Position Desc.		
		\$56,000.00				
Column Total:		\$56,000.00				
001.123.0530.5329.0000.0000		LITIGATION	\$80,000.00	\$12,922.03	\$80,000.00	\$60,000.00

001.123.0532.5174.0000.0000	EMPLOYEE RETIREMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Column: [FY17DeptRequest]						
Description: LITIGATION		Budget	FTE	Position Desc.		
		\$80,000.00				
Column Total:		\$80,000.00				
SCHEDULE: TOWN COUNSEL - 0530		\$78,004.97	\$136,000.00	\$38,340.66	\$136,000.00	\$110,000.00
001.123.0532.5304.0000.0000		CONTRACT BARGINING & C	\$82,800.59	\$26,073.90	\$208,619.00	\$139,281.00

Column: [FY17DeptRequest]						
Description: CONTRACT BARGINING & OTHER SERVICES		Budget	FTE	Position Desc.		
		\$208,619.00				
Column Total:		\$208,619.00				
001.123.0532.5309.0000.0000		LABOR COUNSEL	\$0.00	\$0.00	\$0.00	\$0.00
SCHEDULE: LABOR COUNSEL - 0532		\$82,800.59	\$208,619.00	\$26,073.90	\$208,619.00	\$139,281.00

Town of Scituate

Budget 123 Board of Selectmen/Town Admin Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.123.0540.0000.0000	OFFICE SUPPLIES	\$1,388.00	\$1,500.00	\$1,278.19	\$1,500.00	\$1,500.00	\$1,500.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: OFFICE SUPPLIES	\$1,500.00						
	Column Total:	\$1,500.00	\$200.00	\$60.55	\$200.00	\$200.00		
001.123.0540.5425.0000.0000	PRINTING & FORMS	\$457.00	\$200.00	\$60.55	\$200.00	\$200.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: PRINTING & FORMS	\$200.00						
	Column Total:	\$800.00	\$1,375.00	\$1,358.82	\$0.00	\$0.00	\$0.00	
001.123.0540.5580.0000.0000	OTHER SUPPLIES	\$800.00	\$3,075.00	\$2,697.56	\$1,700.00	\$1,700.00	\$1,700.00	
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$2,625.00	\$3,075.00	\$2,697.56	\$1,700.00	\$1,700.00	\$1,700.00	
001.123.0599.5110.0000.0000	SALARY ADJUSTMENTS	\$4,416.00	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: SALARY ADJUSTMENTS	\$10,000.00						
	Column Total:	\$4,416.00	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00	
SCHEDULE: SALARY ADJUSTMENTS - 0599		\$500,763.32	\$725,314.00	\$236,741.81	\$725,180.00	\$650,202.00	\$650,202.00	
Grand Total:								

End of Report

TOWN OF SCITUATE FY 2017 PERSONAL SERVICES DETAIL

Department: 123 BOARD OF SELECTMENT/TOWN ADMINISTRATOR

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Holiday	Other Benefits	Longevity	Total Per Employee
TOWN ADMINISTRATOR Patricia A. Vinchesi	20-Jul-09		N/A			\$3,222.22	52.2	\$168,200		\$13,756	\$1,800	\$183,756
SECRETARY Michele Seghezzi	25-Nov-13		N/A			\$986.59	52.2	\$51,500				\$51,500
ASSISTANT TO THE BOARD Lorraine Devin	03-Apr-14	AMP 1A Eqv	3		35	\$1,045.67	52.2	\$54,584				\$54,584
PART TIME SECRETARY Vacant		A - 6	3	\$20.030	14	\$280.42	52.2	\$14,638				\$14,638
CHAIRMAN, BOARD OF SELECTMEN Anthony Vagnani		Elected	N/A					\$1,500				\$1,500.00
MEMBERS, BOARD OF SELECTMEN John Danehey		Elected	N/A					\$500				\$500.00
Martin J O'Toole		Elected	N/A					\$500				\$500.00
Maura Curran		Elected	N/A					\$500				\$500.00
Shawn Harris		Elected	N/A					\$500				\$500.00
TOTALS								\$292,422	\$0	\$13,756	\$1,800	\$307,978

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary	Overtime	Longevity	Sick Leave	Part-time	Seasonal	Holiday	Other	TOTAL
		5110	5120	5130	Buy Back	5180	5190		5191	
TOWN ADMINISTRATOR	1	\$168,200		\$1,800					\$15,438	\$185,438
SECRETARY	1	\$51,500		\$0	\$0				\$515	\$52,015
ASSISTANT TO THE BOARD	1	\$54,584						0.00	\$546	\$55,130
PART TIME SECRETARY	0.5			\$0		\$14,638			\$0	\$14,638
CHAIRMAN, BOARD OF SELECTMEN		\$1,500							\$1,500	\$1,500
MEMBERS, BOARD OF SELECTMEN		\$2,000							\$2,000	\$2,000
TOTALS	3.5	\$277,784	\$0	\$1,800	\$0	\$14,638	\$0	\$0	\$16,499	\$310,721

TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: ADVISORY COMMITTEE

MISSION STATEMENT:

To consider and make recommendations to Town Meeting on matters having financial implication for the Town; to develop an annual recommendation on town and school budgets for town meeting consideration; and to review and make allocations from the Reserve Fund, established pursuant to Massachusetts General Laws.

The legal purpose of the Reserve Fund is to fund extraordinary and unforeseen expenditures, transfers from which are voted at the discretion of the Advisory Committee.

FY 2017 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

N/A

MAJOR BUDGET COMPONENTS

This budget covers memberships and associated costs of preparing town meeting materials and the Recording Secretary for its meetings. The cost of printing and production of the Advisory Committee book has increased for the second year as the fall special town meeting booklet is no longer copied but sent out to be bound and printed.

FY 17 RISKS AND CHALLENGES

N/A

DEPARTMENTAL ACCOMPLISHMENTS

DESCRIPTION OF REVENUE	FY/14	FY/15	FY/16	FY 17	Comments
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N/A

Town of Scituate

Budget-131 Advisory Committee Detail

Fiscal Year: 2015-2016

Print accounts with zero balance
 Round to whole dollars
 Account on new page

From Date: 7/1/2016

To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
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001.131.0510.5180.0000.0000	PART-TIME SALARIES	\$1,312.50	\$1,964.00	\$350.00	\$1,964.00	\$1,964.00	\$1,964.00	
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Column: [FY17DeptRequest]

Description: PART-TIME SALARIES

Column Total:

SCHEDULE: PERSONAL SERVICES - 0510

Budget FTE Position Desc.

\$1,964.00

\$1,964.00

\$1,312.50

\$350.00

\$1,964.00

\$1,964.00

001.131.0520.5731.0000.0000 PROFESSIONAL DUES & SL

Column: [FY17DeptRequest]

Description: PROFESSIONAL DUES & SUBS

Column Total:

SCHEDULE: PURCHASE OF SERVICES - 0520

Budget FTE Position Desc.

\$250.00

\$250.00

\$236.00

\$236.00

\$250.00

\$250.00

001.131.0540.5425.0000.0000 PRINTING & FORMS

Column: [FY17DeptRequest]

Description: PRINTING & FORMS

Column Total:

SCHEDULE: MATERIALS & SUPPLIES - 0540

Budget FTE Position Desc.

\$5,556.61

\$5,700.00

\$5,556.61

\$664.80

\$5,700.00

\$5,700.00

Grand Total:

\$7,105.11

\$1,250.80

\$7,914.00

\$7,914.00

End of Report

TOWN OF SCITUATE FY 2017 PERSONAL SERVICES DETAIL

Department: 131 ADVISORY COMMITTEE

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Longevity	Total Per Employee
SECRETARY Lindsey Desimone				\$17.85	110			\$1,964		\$1,964

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary 5110	Overtime 5120	Longevity 5130	Part-time 5180	Seasonal 5190	Other 5191	TOTAL 510
SECRETARY	0.10				\$1,964			\$1,964
TOTALS	0.10	0	0	0	\$1,964	\$0	\$0	\$1,964

TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: RESERVE FUND

MISSION STATEMENT:

The legal purpose of the Reserve Fund is to fund extraordinary and unforeseen expenditures, transfers from which are voted at the discretion of the Advisory Committee.

FY 2017 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

N/A

MAJOR BUDGET COMPONENTS

N/A

FY 17 RISKS AND CHALLENGES

The FY 16 budget appropriated \$90,000 and this amount is again recommended for FY 17. As compared with other communities, the \$90,000 appropriation is very low, a mark of tight budgeting. The \$90,000 allocation has been more than adequate for the past ten years. We continue to manage well with this number, returning some surplus each year.

DEPARTMENTAL ACCOMPLISHMENTS

DESCRIPTION OF REVENUE	FY/14	FY/15	FY/16	FY 17	Comments
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N/A

Town of Scituate

Budget-132 Reserve Fund Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016

To Date: 12/30/2017

Print accounts with zero balance

Round to whole dollars

Account on new page

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
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001.132.0570.5789.0000.0000	RESERVE FUND	\$17,000.00	\$90,000.00	\$0.00	\$90,000.00	\$90,000.00	\$90,000.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: RESERVE FUND	\$90,000.00						
	Column Total:	\$17,000.00	\$90,000.00	\$0.00	\$90,000.00	\$90,000.00	\$90,000.00	
	SCHEDULE: TRANSFERS - 0570	\$17,000.00	\$90,000.00	\$0.00	\$90,000.00	\$90,000.00	\$90,000.00	
	Grand Total:	\$17,000.00	\$90,000.00	\$0.00	\$90,000.00	\$90,000.00	\$90,000.00	

End of Report

TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: FINANCE DIRECTOR/TOWN ACCOUNTANT

MISSION STATEMENT:

To provide accurate, comprehensive and accessible information to the citizens and officials of the Town and to account for the management of Town finances in accordance with federal, state and local laws.

FY 2017 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

1. Facilitate financial management software conversion to integrated system including general ledger, budgeting, procurement, payroll, HR, fixed assets, treasury, collections and utility billing.
 - a. Continue implementation plan with affected departments for modules to be converted over the course of the fiscal year. Modify existing and incorporate additional internal controls with HR Director and Treasurer Collector staff to address areas at risk for fraud or loss including leave plans, contract interpretation, pay changes and employment policies. necessary. *July 2016.*
 - b. Perform module implementation progress reports and confirm training satisfaction for those modules already implemented. *Sep - Oct 2016*
 - c. Provide small workgroup training sessions for budget submission and other significant software processes. *Nov 2016 - Mar 2017*
 - d. Evaluate implementation process, training thresholds and overall experience with new software. *June 2017*
2. Streamline fixed asset processes to ensure accurate reporting of disposals and acquisitions.
 - a. Examine existing recognition procedures with departments and staff for acquisitions and disposals. *Jul-Sep 2016*
 - b. Review draft procedures for fixed asset recognition with Town Administrator. *Oct-Nov 2016*
 - c. Discuss new procedures with departments to ensure compliance. *Jan-Mar 2017*
 - d. Evaluate new procedures as part of FY2017 close. *June 2017.*
3. Implement a training program with designated Town personnel with the Commonwealth's CommBuys public procurement system.
 - a. Register with CommBuys municipal outreach team to develop parameters of onsite training program. *Sep-Oct 2016*
 - b. Review integration of CommBuys system within existing Munis software for elimination of duplication of data entry on purchases through state contracts. *Nov-Dec 2016*
 - c. Schedule onsite training sessions with personnel on use of Commbuys system to maximize Town savings from contract pricing including time and advertising costs. *Jan-Mar 2017*
 - d. Evaluate program with users for modification and potential expansion to additional users. *June 2017.*
4. Develop a Popular Annual Financial Report (PAFR) for FY16.
 - a. Review other municipal PAFRs for components most applicable and useful to Town users as part of the Town's Community Compact with the Commonwealth for the implementation of best practices relevant to Citizen Engagement. *Jul - Oct 2016*
 - b. Prepare draft PAFR for review by Town Administrator and other key personnel. *Nov 2016*
 - c. Submit PAFR to Government Finance Officers Association for review *Dec 2016*
 - d. Publish final PAFR on departmental webpage. *Jan-Feb 2017*

MAJOR BUDGET COMPONENTS

The Finance Director/Town Accountant's budget contains the funding necessary to address the functions of the office relevant to the timely approval and processing of vendor and payroll payments in compliance with all local, state and federal laws. The budget also contains the cost of the annual independent audit of the Town's finances and funding for legal advertising for the Human Resources Director to facilitate recruitment. The funding enables the staff to ensure that proper accounting, authorization and compliance controls are in place on a town wide basis including the school department, five enterprise funds and the Community Preservation fund. Staff also maintains compensated absences and the application of collective bargaining agreements for all Town employees, prepares for the annual audit and submits all DOR, SEC continuing disclosure and other reporting requirements. The office is staffed by four full-time employees.

FY 2017 RISKS AND CHALLENGES

In FY 2017, the department will continue to spearhead the conversion from multiple different payroll, treasury and financial systems into a single integrated system. This conversion has been in the planning stages for several years and implementation will be over an 18 month period. The transition will be arduous but will yield efficiencies from streamlined workflows, uniform processing and better access to data by stakeholders. This conversion dovetails with the Town's Community Compact with the Commonwealth to improve citizen engagement. By partnering with the Commonwealth, the Town will be able to better understand the data that citizens wish to review and thereby utilize the accessibility of the new financial system to provide data in a user friendly and useful manner that promotes citizen participation and transparency of Town finances.

DEPARTMENTAL ACCOMPLISHMENTS

The department is current on all reconciliations and reporting requirements. Free cash/retained earnings certification was achieved with the Department of Revenue in September 2015 and other required DOR filings for FY15 year-end were completed. The field work by the independent auditors was completed in May and October in a timely manner and the department has already completed work on the FY15 CAFR which will be available by December 31, 2015. The Town received a *Certificate of Achievement for Excellence in Financial Reporting* from the Government Finance Officers Association of the United States and Canada for its first ever Comprehensive Annual Financial Report (CAFR) for FY14.

The department's training plan was continued for FY15 which resulted in the Town Accountant/Finance Director being certified as a Municipal Governmental Accountant and the Assistant Town Accountant having successfully passed the first of two exams to earn her designation as a Municipal Governmental Accountant. The Assistant Town Accountant and Bookkeeper both received their designations as Associate Municipal Public Procurement Officials for Goods and Services in FY15. The Assistant Town Accountant also completed a multi-year project creating, disseminating and training departments on Access databases for accrual tracking. The FY16 plan includes training opportunities for the new Human Resources Director who was hired in October 2015. He is currently centralizing personnel, recruitment and compliance records and has met with department heads, employee groups and toured facilities to get a better understanding of the personnel needs and challenges. He will be of great assistance to employees and management.

All vendor contracts are now being reviewed by the department prior to submission to the Town Administrator to ensure compliance with procurement laws and contract form. The department updated its webpage to provide easier access and transparency to the citizens, investors and other interested stakeholders with a variety of financial documents. This functionality will continue to be enhanced as part of the Community Compact partnership and flexibility afforded by the new financial management system.

The department still plans to conduct training sessions on procurement but was delayed in implementation due to the loss of the bookkeeper to another employment opportunity within the Town.

DESCRIPTION OF REVENUE	FY/14	FY/15	FY/16 YTD	FY/17 Projected	Comments
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The department does not have regular revenue stream for any service that it provides other than the occasional collection of copy fees for infrequent public information requests.

Town of Scituate

135 Town Acct Budget-Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.135.0510.5110.0000.0000	REGULAR SALARIES	\$194,507.22	\$278,090.00	\$95,558.19	\$284,381.00	\$284,381.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: Regular Salaries		\$284,381.00						
Column Total:		\$284,381.00						
001.135.0510.5130.0000.0000	LONGEVITY	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: Longevity		\$1,100.00						
Column Total:		\$1,100.00						
001.135.0510.5191.0000.0000	OTHER SALARIES	\$526.02	\$5,641.00	\$246.48	\$5,702.00	\$5,702.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: Other Salaries		\$5,702.00						
Column Total:		\$5,702.00						
SCHEDULE: PERSONAL SERVICES - 0510		\$196,133.24	\$284,831.00	\$96,904.67	\$291,183.00	\$291,183.00		
001.135.0520.5308.0000.0000	TRAINING	\$2,127.05	\$610.00	\$155.00	\$610.00	\$610.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: TRAINING		\$610.00						
Column Total:		\$610.00						
001.135.0520.5309.0000.0000	TECHNICAL SERVICES	\$48,710.96	\$60,000.00	\$18,500.00	\$51,000.00	\$48,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: Technical Services		\$51,000.00						
Column Total:		\$51,000.00						

Town of Scituate

135 Town Acct Budget-Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016

To Date: 6/30/2017

Print accounts with zero balance

Round to whole dollars

Account on new page

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.135.0540.5420.0000.0000	OFFICE SUPPLIES	\$1,377.94	\$800.00	\$449.47	\$800.00	\$900.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: OFFICE SUPPLIES		\$800.00						
Column Total:		\$1,377.94	\$800.00	\$449.47	\$800.00	\$900.00		
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$253,163.45	\$349,676.00	\$116,903.39	\$349,718.00	\$344,083.00		
Grand Total:								

End of Report

TOWN OF SCITUATE FY 2017 PERSONAL SERVICES DETAIL

Department: 135 FINANCE DIRECTOR/TOWN ACCOUNTANT

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Holiday	Other	Longevity	Total Per Employee
FINANCE DIRECTOR/TOWN ACCOUNTANT												
Nancy Holt	21-Oct-13	contract			40	\$2,152.06	52.2	\$112,338		\$5,152		\$117,490
ASSISTANT TOWN ACCOUNTANT												
Mary Sancinifto	10-Sep-03	non-union			35	\$1,052.74	52.2	\$54,953			\$1,100	\$56,053
HR DIRECTOR												
Steven Saik	05-Oct-15	non-union AMP 5A-3 Equivalent			40	\$1,543.68	52.2	\$80,580				\$80,580
BOOKKEEPING CLERK												
Vacant		A-6	2	\$19.940	35	\$697.90	52.2	\$36,430	\$80			\$36,510
TOTALS								\$284,301	\$80	\$5,152	\$1,100	\$290,633

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary	Longevity	Part-time	Seasonal	Holiday	Other	Sick Leave BB	TOTAL
TOWN ACCOUNTANT	1	\$112,338	\$0	5180	5190	\$0	\$5,152		\$117,490
ASST. TOWN ACCOUNTANT	1	\$54,953	\$1,100			\$0	\$550		\$56,603
HR DIRECTOR	1	\$80,580				\$0			\$80,580
BOOKKEEPING CLERK	1	\$36,430	\$0			\$80			\$36,510
TOTALS	3.0	\$284,301	\$1,100	\$0	\$0	\$80	\$5,702	\$0	\$291,183

TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: Assessors

MISSION STATEMENT

The mission of the Assessor's office is to insure a process of fair and equitable assessments in accordance with Massachusetts General Law and Department of Revenue guidelines, directives, and policies.

FY 2017 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

GOAL #1: Expand current condominium valuation methodology.

Several unit components are analyzed in the valuation process including square footage, view, floor level, and location in the building or complex.

Adding additional appraisal features to the analysis provides a more comprehensive method for valuation.

OBJECTIVES:

- A. Add style (Garden, Townhouse, Duplex, etc.) expanding options for proper analysis of the market. Sept. 2016
- B. Update current list of unit amenities in our software to describe newer features associated with market trends or demands. Sept. 2016
- C. Review existing inventory updating unit information with appropriate amenities and features. Sept. 2016

GOAL #2: Update existing building cost schedules.

Assessments are predominately determined via the comparable sales approach to value. A secondary approach involves the review and analysis of the improvements (buildings, garages, etc.). Conducting an analysis of existing building cost schedules and tables will identify where building values may not be reflecting current cost.

OBJECTIVES:

- A. Review existing building cost and depreciation schedules in our appraisal software. Ongoing
- B. Update existing cost schedules based on building industry sources of cost information (Marshall and Swift).
- C. Implement changes to cost tables as needed for improved accuracy of existing building data.

GOAL #3: Conduct exterior field review of selected properties prior to next re-certification slated for FY 2018.

Exterior field review is an important component of the re-certification/revaluation process.

Our last full exterior field review was conducted entirely by our appraisal vendor for the FY 2012 revaluation. Developing an in-house schedule will ideally reduce cost, and prevent possible delays with the re-certification process during Department of Revenue review.

OBJECTIVES:

- A. Review inventory focusing on parcels without permit or sales activity since the last field review. May 2017
- B. Identify neighborhoods with significant value increase since last revaluation. May 2017
- C. Conduct exterior field review of selected properties reducing need for external vendor review. May 2017

GOAL #4: Review existing inventory of Chapter 61, 61A, and 61B parcels.

Chapter 61, 61A, and 61B, of Massachusetts General Law provides an opportunity for reduction of real estate tax for qualifying parcels engaged in forestry, agriculture, and recreational activities. Parcels assessed under Chapter 61, 61A, and 61B must meet certain criteria each fiscal year to qualify. Auditing existing parcels will confirm or correct stated use.

OBJECTIVES:

- A. Perform field inspections of parcels confirming stated use. March 2017
- B. Review existing liens as filed for accuracy in respect to classified acreage and ownership. March 2017
- C. Remove non-conforming parcels from classification for the subsequent fiscal year. March 2017

MAJOR BUDGET COMPONENTS

As part of its daily operation, the Assessor's office responds to inquiries from taxpayers, appraisers, attorneys, banks, realtors, surveyors, and others. The office also administers or performs the appraisal of over nine (9,000) thousand parcels of property. Included in this total are residential, commercial, industrial, and personal property. In addition, the Assessor's office processes over fifteen (15,000) thousand motor vehicle and excise boat bills each year.

Exemptions to qualified taxpayers are also processed each year as well as any requests for abatement of real estate, personal property, motor vehicle, and boat excise.

Approximately 200 exemptions are granted each year to disabled veterans, surviving spouses, elderly, and blind taxpayers. The office also provides abutters lists to various departments as part of the public hearing process.

The major expenditures of our department are as follows:

Salaries..... 97%..... support staff for taxpayer assistance and inquiries, assessment generation and processing any abatements or exemptions granted by the Board of Assessors.

Purchase of services..... 3%..... general office requirements such as office supplies, printing, technical services, etc.

FY 2017 RISKS AND CHALLENGES

With our recent debt exclusion override, monitor adequacy of overlay account given potential increase in abatement and exemption applications as well as Appellate Tax Board appeals.

Continue to deal effectively with taxpayer concerns regarding pending tax increases. Generally, the Assessor's and Treasurer/Collector's office receive the majority of taxpayer inquiries and frustration regarding any increase in taxes. Our office needs to properly diffuse any confrontation that may occur.

Maintain current assessment cycle for timely issuance of real estate and personal property bills. Periodically, the Department of Revenue will alter its policies or procedure regarding reporting requirements in any given year. We must react accordingly to insure consistent revenue flow.

Correctly analyze potential market corrections in coastal neighborhoods due to FEMA flood map changes.

DEPARTMENTAL ACCOMPLISHMENTS

Completed accelerated inspections of new growth properties (approximately 500) and updated FY 2016 value base by early October.

In conjunction with our Finance Director, received approval of our FY 2016 tax rate on the earliest date in over ten years (11/6/2015).

Working with our appraisal vendor, received approval of the Solar Array valuation methodology and associated new growth from the Department of Revenue.

Processed over ninety percent of all Veteran exemption applications prior to the issuance of the FY 2016 third quarter bill.

Reduced number of abatements filed during revaluation/re-certification year (FY 2015).
Prior revaluation in FY 2012 resulted in 164 filings. In FY 2015, application filings were reduced to 68.

Maintained assessment functions despite retirement of two support staff with over ten years of experience.
Trained new staff while continuing to provide timely issuance of real estate, motor vehicle, and boat excise bills.

DESCRIPTION OF REVENUE

	FY 2014	FY 2015	FY 2016	FY 2017
Property cards	\$ 2,976	\$ 2,370	\$ 902	\$ 2,400
Abutters Lists			year to date	projected
Deeds				
Assessment Reports				

Town of Scituate

Budget 141 Board of Assessors Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.141.0520.5241.0000.0000	OFFICE MACHINE MAINT	\$0.00	\$175.00	\$0.00	\$175.00		\$150.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: OFFICE MACHINE MAINT	\$175.00						
Column Total:		\$175.00						
001.141.0520.5309.0000.0000	TECHNICAL SERVICES	\$71,800.00	\$4,000.00	\$0.00	\$4,000.00		\$4,000.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: TECHNICAL SERVICES	\$4,000.00						
Column Total:		\$4,000.00						
001.141.0520.5343.0000.0000	BINDING & PRINTING	\$988.52	\$1,350.00	\$575.57	\$1,350.00		\$1,350.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: BINDING & PRINTING	\$1,350.00						
Column Total:		\$1,350.00						
001.141.0520.5344.0000.0000	POSTAGE	\$1,015.01	\$800.00	\$141.42	\$800.00		\$0.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: POSTAGE	\$800.00						
Column Total:		\$800.00						
001.141.0520.5711.0000.0000	MILEAGE REIMBURSEMENT	(\$67.36)	\$300.00	\$174.41	\$300.00		\$300.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: MILEAGE REIMBURSEMENT	\$300.00						
Column Total:		\$300.00						
001.141.0520.5731.0000.0000	PROFESSIONAL DUES & SU	\$240.00	\$255.00	\$240.00	\$255.00		\$255.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: PROFESSIONAL DUES & SUBS	\$255.00						
Column Total:		\$255.00						
SCHEDULE: PURCHASE OF SERVICES - 0520		\$73,976.17	\$6,880.00	\$1,131.40	\$6,880.00		\$6,055.00	

Town of Scituate

Budget 141 Board of Assessors Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016

To Date: 6/30/2017

Print accounts with zero balance

Round to whole dollars

Account on new page

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.141.0510.5110.0000.0000	REGULAR SALARIES	\$168,584.83	\$137,825.00	\$68,862.50	\$141,650.00	\$141,650.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: REGULAR SALARIES		\$141,650.00						
Column Total:		\$141,650.00						
001.141.0510.5130.0000.0000	LONGEVITY	\$3,616.44	\$3,375.00	\$2,400.00	\$1,850.00	\$1,850.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: LONGEVITY		\$1,850.00						
Column Total:		\$1,850.00						
001.141.0510.5172.0000.0000	SICK LEAVE BUY BACK	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: SICK LEAVE BUY BACK		\$500.00						
Column Total:		\$500.00						
001.141.0510.5180.0000.0000	PART-TIME SALARIES	\$14,769.71	\$52,059.00	\$4,319.49	\$52,045.00	\$52,045.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: PART-TIME SALARIES		\$52,045.00						
Column Total:		\$52,045.00						
001.141.0510.5191.0000.0000	OTHER SALARIES	\$1,528.09	\$1,710.00	\$630.79	\$1,758.00	\$1,758.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: OTHER SALARIES		\$1,758.00						
Column Total:		\$1,758.00						
SCHEDULE: PERSONAL SERVICES - 0510		\$188,499.07	\$195,469.00	\$76,212.78	\$197,803.00	\$197,803.00		

Town of Scituate

Budget 141 Board of Assessors Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016

To Date: 6/30/2017

Print accounts with zero balance

Round to whole dollars

Account on new page

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.141.0540.5420.0000.0000	OFFICE SUPPLIES	\$412.70	\$500.00	\$41.46	\$500.00	\$500.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: OFFICE SUPPLIES		\$500.00						
Column Total:		\$412.70	\$500.00	\$41.46	\$500.00	\$500.00		
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$262,887.94	\$202,849.00	\$77,385.64	\$205,183.00	\$204,358.00		
Grand Total:								

End of Report

Updated 12-8-2015

TOWN OF SCITUATE FY 2017 PERSONAL SERVICES DETAIL

Department: 141 BOARD OF ASSESSORS

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Holiday	Sick Leave Buy Back	Longevity
CHAIRMAN, BOARD OF ASSESSORS Steven Guard		Elected	N/A			\$1,200					
MEMBERS, BOARD OF ASSESSORS Fred Avila		Elected	N/A			\$400					
Todd Glowac		Elected	N/A			\$400					
DIRECTOR OF ASSESSING Stephen Jarzembowski	03-Oct-88	AMP 6	8		35	\$1,844.06	52.2	\$96,260	\$94	\$500	\$1,300
CHIEF CLERK Therese Tufts	27-Aug-07	A-7	6	\$23.61	35	\$826.35	52.2	\$43,136	\$80		\$550
SENIOR CLERK/DATA ENTRY OPERATOR Christine Barrett	08-Sep-15	A-6	2	\$19.94	35	\$697.90	52.2	\$36,431	\$80		
ACCOUNTING CLERK/BOOKKEEPER Mary Sprague		A-6	2	\$19.94	15	\$299.10	52.2	\$15,614	\$80		
TOTALS								\$193,441	\$254	\$500	\$1,850

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary	Overtime	Longevity	Part-time	Seasonal	Holiday	Other:K Leave BB	TOTAL
CHAIRMAN, ASSESSORS	1	\$1,200		5130	5180	5190		5191	\$1,200
MEMBERS, ASSESSORS	2	\$800							\$800
DIRECTOR OF ASSESSING	1	\$96,260		\$1,300				\$500	\$99,023
CHIEF CLERK	1	\$43,136		\$550			\$94	\$431	\$44,211
SENIOR CLERK/DATA	1			\$0	\$36,431		\$80	\$364	\$36,875
ACCOUNTING CLERK	0.6			\$0	\$15,614		\$80		\$15,694
TOTALS	6.6	\$141,396	\$0	\$1,850	\$52,045	\$0	\$254	\$500	\$197,803

TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: #145 Treasurer/Collector

MISSION STATEMENT:

The Town Treasurer/Collector is responsible for collecting, managing, and investing all town funds, to provide efficient and accurate tax information and services to the taxpayers; issue all authorized debt; provide benefits to all Town employees; and to pay the bills and payroll of the Town in an efficient and timely manner; all according to Massachusetts General Laws.

FY 2017 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

1. Goal: Maximize efforts to collect a minimum of 15 tax title accounts without incurring additional legal expense. (Timeline: FY17 – FY18)

Objectives:

- A. Assign accounts for collection to the Treasurer/Collector (TC) staff. (Timeline: January 2016 – November 2016)
- B. Delegate research duties to staff for the gathering of data or employ other means of direct contact to aid in obtaining outstanding tax revenues. (Timeline: January 2016 – November 2016)
- C. Increase written correspondence to delinquent taxpayers with copies of tax title statements. (Timeline: April 2016 – February 2017)

2. Goal: Implement payroll procedures resulting from IRS Payroll Audit. (Timeline: FY16 – FY17)

Objectives:

- A. Identify key areas that need to be updated as a result of the audit. (Timeline: January 2016 – March 2016)
- B. Meet with each department within the Town Hall that has been affected by the audit to discuss what needs to be done going forward. (Timeline: March 2016 – August 2016)
- C. Implement the changes. (Timeline: January 2016 – December 2016)

3. Goal: Insure departmental fluency in the conversion for the new integrated financial software. (Timeline: FY16 – FY18)

Objectives:

- A. Attend meetings and training to identify the timelines and requirements for Collections, Treasury, and the Payroll Software implementation. (Timeline: January 2016 – March 2016)
- B. Meet with staff to discuss a plan as each phase begins. Continue weekly meetings to discuss progress and/or concerns. (Timeline: March 2016 – January 2017)
- C. Work with the Accounting, Assessing, School, and Utility Billing throughout the entire process. (Timeline: January 2016 – June 2018)

FY 2017 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS (Cont.)

4. Goal: Tax Title – Land of Low Value and Town Owned Land (Timeline: FY16 – FY17)

Objectives:

- A. Evaluate existing tax liens for those eligible for land of low value process. (Timeline: April 2016 – July 2016)
- B. Meet with Assessor, Finance Director, and Town Administrator to review the town owned land that is eligible to sell. (Timeline: April 2016 – July 2016)
- C. Gather documentation for submission to Department of Revenue (DOR). (Timeline: August 2016 – November 2016).
- D. Advertise town owned land for sale and mail letters to abutters. (Timeline: August 2016- December 2016)
- E. Submit application for land of low value to DOR electronically. (Timeline: September 2016 – December 2016)
- F. Record Subsequent affidavits and arrange auction. (Timeline: December 2016 – April 2017)

MAJOR BUDGET COMPONENTS

In FY17, the \$269,302 **Personal Services** component equals 76% of the total \$351,828. Treasurer/Collector's budget, and covers the cost of four full-time, and one part-time employees.

Ambulance Billing was new expense line item in FY15. This represents the payment to Comstar for ambulance collection services. In prior years, this expense was included in the Ambulance Revenue. This expense increased \$8,000 over FY16. In FY16 for four months \$14,000 has been paid.

Postage is a major component for the Treasurer/Collector's budget due partly to the volume of tax bill mailings, mail forwards, and delinquent notices throughout the fiscal year. This line item also pays for thousands of town and school vendor checks mailed during the year.

Conference/Meetings and Mileage are related to the education of the Treasurer Collector (TC) and the Assistant Treasurer Collector. It is imperative that the TC keep abreast of changes in municipal finance laws by attending meetings so the staff and other Town employees work collaboratively performing their duties properly. The payment of annual dues is required to attend sponsored meetings on timely topics. Mileage is also used for bank visits in addition to a multitude of educational meetings.

FY 2017 RISKS AND CHALLENGES

The continuing longevity of the economic downturn for some has resulted in an increase in requests for tax payment plans on the part of our residents. To date, the office has successfully maintained pay year 90+% collection rate, and does very well as compared to previous monthly collection rates. Increased delinquencies result in increased demand bill mailings that in turn increase the postage budget. Educating the public in tax taking procedure is exhaustive, yet well worth the effort taken to collect the debt. Adhering to and complying with an ever-changing payroll, retirement, insurance (affordable health care), and tax law reform changes remains an ongoing challenge.

DEPARTMENTAL ACCOMPLISHMENTS

The Treasurer/Collector's office (T/C) was short staffed for a time and then was training 2 new employees. During this time the T/C office was able to maintain quality service and keep current with the work load.

The T/C office continues to reconcile cash, outstanding receivables, and payroll withholdings in a timely manner on a monthly basis with the Accounting Department.

The T/C office has continued to remain open until 4:30 pm on tax due dates that fall on a Friday for the convenience of taxpayers.

As of November 30, 2015, 15 parcels have been redeemed from tax title in FY16. The Treasurer/Collector continues to set up payment plans with several residents. To date \$204,031 has been collected in tax title for FY16. The T/C office has increased efforts to include more detailed notes on delinquent tax files.

A majority of town employees are now on direct deposit for payroll, eliminating the potential for lost checks and reducing the tailing process. As contracts are negotiated, the T/C office continues to work to get all employees on direct deposit.

Payroll security is constantly updated to assure that only designated employees are able to pick-up payroll checks at the T/C office.

The payroll department has updated the files within the payroll software in preparation for a smooth transition to the new Affordable Health Care regulations and the application of the integrated software system.

The T/C office continues to make updates for new regulations due to the Affordable Health Care Act.

The T/C successfully conducted an auction resulting in returning a parcel to the tax roll of \$2,711.96 for FY15/16.

DESCRIPTION OF REVENUE	FY/14	FY/15	FY/16 YTD	FY/17 Projected	Comments
Municipal Lien Certs	40,550	51,050	27,450	40,000	
Ambulance Receipts	893,040	816,607	367,171	700,000	

**FY 17 TOWN ADMINISTRATOR RECOMMENDED OPERATING BUDGET
ADDITIONAL NOTES**

DEPARTMENT: Treasurer/Collector

REQUEST: Increase of \$8,000 for third party medical billing for ambulance services.

Centralization of departmental postage expenses

TA RECOMMENDATION: The above request in the amount of \$6,000 has been recommended by the Town Administrator for FY 17

RATIONALE: The increase is based on the FY16 experience as well as the expectation of the second ambulance being in regular use for FY17 due to the hiring of two daytime paramedics.

As of the first five months of the fiscal year, ambulance charges had increased and were estimated to surpass the FY16 budget. This increase moderated in the last month's billing before this budget was finalized.

The postage budgets across departments have been consolidated into the Treasurer/Collector's budget which currently administers the postage machine. This consolidation resulted in a reduction of \$5,000 in funding based on actual historical usage and will streamline the administration of the postage budget and allow more budgetary oversight while still providing the internal controls of departmental usage reports.

Town of Scituate

Budget 145 Treasurer/Collector Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016

To Date: 6/30/2017

Print accounts with zero balance

Round to whole dollars

Account on new page

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Town Selectman	FY17 Advisory Committee
001.145.0510.5110.0000.0000	REGULAR SALARIES	\$244,167.33	\$259,290.00	\$109,776.85	\$265,026.00	\$265,026.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: Asst Treasurer/Collector	\$62,993.00	AMP 1A, 8					
	Description: Clerk/Bookkeeper	\$42,953.00	TOSCA A-7, 5					
	Description: Clerk/Bookkeeper	\$40,048.00	TOSCA A-6, 6					
	Description: Clerk/Bookkeeper	\$31,227.00	TOSCA A-6, 2					
	Description: Treasurer/Collector	\$87,805.00	Equiv AMP 5B, 8					
	Column Total:	\$265,026.00						
001.145.0510.5120.0000.0000	OVERTIME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
001.145.0510.5130.0000.0000	LONGEVITY	\$2,477.12	\$2,200.00	\$1,100.00	\$2,575.00	\$2,575.00	\$2,575.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: Asst Treasurer/Collector	\$1,100.00						
	Description: Clerk/Bookkeepers	\$1,475.00						
	Column Total:	\$2,575.00						
001.145.0510.5172.0000.0000	SICK LEAVE BUY BACK	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
001.145.0510.5191.0000.0000	OTHER SALARIES	\$1,225.51	\$1,732.00	\$646.24	\$1,702.00	\$1,702.00	\$1,702.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: Asst Treasurer/Collector	\$630.00						
	Description: Clerk/Bookkeepers	\$830.00						
	Description: Holiday Clerk/Bookkeepers	\$242.00						
	Column Total:	\$1,702.00						
SCHEDULE: PERSONAL SERVICES - 0510		\$247,869.96	\$263,222.00	\$111,523.09	\$269,303.00	\$269,303.00	\$269,303.00	
001.145.0520.5241.0000.0000	OFFICE MACHINE MAINT	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	
001.145.0520.5308.0000.0000	TRAINING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
001.145.0520.5309.0000.0000	TECHNICAL SERVICES	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	

Town of Scituate

Budget 145 Treasurer/Collector Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.145.0520.5310.0000.0000	AMBULANCE BILLING	\$32,844.10	\$36,000.00	\$16,179.46	\$44,000.00		\$42,000.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: Comstar	\$44,000.00						
	Column Total:	\$44,000.00						
001.145.0520.5311.0000.0000	SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
001.145.0520.5321.0000.0000	CONFERENCES/MEETINGS	\$1,450.75	\$1,700.00	\$80.00	\$1,750.00		\$1,650.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: MCTA Meeting	\$50.00						
	Description: MCTA School	\$700.00						
	Description: MCTA School	\$900.00						
	Description: Plymouth County Treasurer/Collector	\$100.00						
	Column Total:	\$1,750.00						
001.145.0520.5343.0000.0000	BINDING & PRINTING	\$1,041.30	\$1,700.00	\$275.05	\$1,700.00		\$1,300.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: BINDING & PRINTING	\$1,700.00						
	Column Total:	\$1,700.00						
001.145.0520.5344.0000.0000	POSTAGE	\$28,259.58	\$32,000.00	\$6,933.02	\$32,000.00		\$42,500.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: POSTAGE	\$32,000.00						
	Column Total:	\$32,000.00						
001.145.0520.5711.0000.0000	MILEAGE REIMBURSEMENT	\$836.58	\$1,000.00	\$175.22	\$1,000.00		\$1,000.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: MILEAGE REIMBURSEMENT	\$1,000.00						
	Column Total:	\$1,000.00						

Town of Scituate

Budget 145 Treasurer/Collector Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.145.0520.5731.0000.0000	PROFESSIONAL DUES & SL	\$300.00	\$500.00	\$285.00	\$500.00	\$500.00	\$500.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: PROFESSIONAL DUES & SUBS	\$500.00						
	Column Total:	\$64,732.31	\$73,300.00	\$23,927.75	\$80,950.00	\$88,950.00		
001.145.0540.5420.0000.0000	OFFICE SUPPLIES	\$1,271.47	\$1,575.00	\$397.36	\$1,575.00	\$1,500.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: OFFICE SUPPLIES	\$1,575.00						
	Column Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
001.145.0540.5425.0000.0000	PRINTING & FORMS	\$1,271.47	\$1,575.00	\$397.36	\$1,575.00	\$1,500.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: MATERIALS & SUPPLIES - 0540	\$1,271.47						
	Column Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
001.145.0580.5851.0000.0000	EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: CAPITAL OUTLAY - 0580	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Column Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Grand Total:		\$313,873.74	\$338,097.00	\$135,848.20	\$351,828.00	\$359,753.00		

End of Report

tax title \$

TOWN OF SCITUATE FY 2017 PERSONAL SERVICES DETAIL

Department: 145 TREASURER/COLLECTOR

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Holiday	Sick Leave Buy Back	Longevity
<u>TREASURER/COLLECTOR</u> Pamela Avitabile	01-Oct-12	Equip AMP 5B	Step 8		35	\$1,682.08	52.2	\$87,805			
<u>ASST. TREASURER/COLLECTOR</u> Julia Kelley	08-Jul-02	AMP 1A	8		35	\$1,206.76	52.2	\$62,993			\$1,100
<u>CLERK/BOOKKEEPERS</u> Mary Jo McNally	05-Mar-07	A-7	5	\$23.510	35	\$822.85	52.2	\$42,953	\$94		\$925
Kimberly Fonseca	25-Feb-08	A-6	6	\$21.920	35	\$767.20	52.2	\$40,048	\$88		\$550
Sarah Inferrera	06-Jul-15	A-6	2	\$19.940	30	\$598.20	52.2	\$31,227	\$60		
						TOTALS		\$265,026	\$242	\$0	\$2,575

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary 5110	Overtime 5120	Longevity 5130	Part-time 5180	Seasonal 5190	Holiday	Other 5191	TOTAL
TREASURER/COLLECTOR	1	\$87,805		\$0					\$87,805
ASST. TREASURER/COLLECTOR	1	\$62,993	\$0	\$1,100				\$630	\$64,723
CLERK/BOOKKEEPERS	3	\$114,228	\$0	\$1,475			\$242	\$830	\$116,775
TOTALS	5	\$265,026	\$0	\$2,575	\$0	\$0	\$242	\$1,460	\$269,302

Town of Scituate

Budget 149 Town Administration Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY16 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Request	FY17 Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.149.0510.5180.0000.0000	PART-TIME SALARIES	\$26,922.50	\$32,673.00	\$12,237.50	\$35,513.00	\$35,513.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: PART-TIME SALARIES	\$35,513.00						
	Column Total:	\$26,922.50	\$32,673.00	\$12,237.50	\$35,513.00	\$35,513.00		
SCHEDULE: PERSONAL SERVICES - 0510								
001.149.0520.5308.0000.0000	TRAINING	\$3,938.71	\$23,000.00	\$125.00	\$23,000.00	\$18,500.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: TRAINING	\$23,000.00						
	Column Total:	\$7,219.89	\$21,000.00	\$4,704.13	\$21,000.00	\$21,000.00		
001.149.0520.5309.0000.0000	TECHNICAL SERVICES	\$21,000.00	\$40,000.00	\$12,328.98	\$40,000.00	\$35,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: TECHNICAL SERVICES	\$21,000.00						
	Column Total:	\$29,872.24	\$40,000.00	\$12,328.98	\$40,000.00	\$35,000.00		
001.149.0520.5341.0000.0000	TELEPHONE	\$1,400.12	\$1,000.00	\$650.00	\$1,000.00	\$1,500.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: TELEPHONE	\$40,000.00						
	Column Total:	\$1,400.12	\$1,000.00	\$650.00	\$1,000.00	\$1,500.00		
001.149.0520.5343.0000.0000	BINDING & PRINTING	\$1,000.00	\$85,000.00	\$17,808.11	\$85,000.00	\$76,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: BINDING & PRINTING	\$1,000.00						
	Column Total:	\$42,430.96	\$85,000.00	\$17,808.11	\$85,000.00	\$76,000.00		
SCHEDULE: PURCHASE OF SERVICES - 0520								

Town of Scituate

Budget 149 Town Administration Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016 To Date: 6/30/2017

Print accounts with zero balance Round to whole dollars Account on new page

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.149.0540.5420.0000.0000	OFFICE SUPPLIES	\$3,770.98	\$4,200.00	\$399.92	\$4,200.00	\$4,200.00		
Column:	[FY17DeptRequest]	Budget	FTE	Position Desc.				
	Description: OFFICE SUPPLIES	\$4,200.00						
Column Total:		\$3,770.98	\$4,200.00	\$399.92	\$4,200.00	\$4,200.00		
SCHEDULE:	MATERIALS & SUPPLIES - 0540	\$73,124.44	\$121,873.00	\$30,445.53	\$124,713.00	\$115,713.00		
Grand Total:								

End of Report

TOWN OF SCITUATE FY 2017 PERSONAL SERVICES DETAIL

Department: 149 ADMINISTRATION

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Longevity	Per Employee	Total
SPECIAL PROJECT COORDINATOR Albert Bangert	2-Dec-13	Unclassified		\$50.00	10	\$500.00	52.2	\$26,100			\$26,100
FACTS COORDINATOR - funded 100% by federal grant Annmarie Galvin	2-Dec-13	Unclassified		\$28.19	30	\$845.70	52.2	\$44,146			\$44,146
PART-TIME CLERICAL Barbara Quinlan - FACTS Lindsey Desimone - Public Building Committee	9/9/2015	Unclassified Recording Sec-Unclass		\$17.58	20 4	472.72 \$70.32	52.2 52.2	\$24,676 \$3,671			\$24,676 \$3,671
FACEBOOK CLERICAL David Juliano		Unclassified		\$11.00	10	\$110.00	52.2	\$5,742			\$5,742
TOTALS								\$104,334		\$0	\$104,334

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary	Overtime	Longevity	Part-time	Seasonal	Other	TOTAL
SPECIAL PROJECTS COORDINATOR	1	5110	5120	5130	5180	5190	5191	510
FACTS COORDINATOR	1				\$0			\$0
PART-TIME CLERICAL	2				\$3,671			\$3,671
FACEBOOK CLERICAL	1				\$5,742			\$5,742
TOTALS	5			\$0	\$35,513	\$0	\$0	\$35,513

\$0 funded 100% by grant
\$3,671 funded 100% by grant (1)
\$5,742

TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: Economic Development Commission

MISSION STATEMENT:

Enhance the existing business community, attract new business and customers and encourage re-development and new development as may be advisable in order to increase the Town's tax revenue, income, job base and overall economic health.

FY 2017 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

- Implement community branding and wayfinding system of signage within the Town and along Routes 3 and 3A
 - Leverage approved branding and design standards for wayfinding to begin transforming town signage to new unified system
- Leverage new creative assets from the NE Boating print and TV campaign to create marketing assets that would generate additional revenue through new business development and increased tourism
 - Create 2-3 minute "welcome to Scituate" video
 - Create up to 8 1-2 minute "town highlight" videos promoting specific town assets including:
 - N. Scituate
 - Hummarock
 - Recreational boating
 - Local fishing
 - Shopping
 - Downtown harbor tour
 - Restaurants
 - Navigating the harbor
 - Create Scituate photo library
 - Create Scituate microsite that would be a one page website dedicated to travel and tourism promotion and featuring all video and photo assets. Would be linkable from various town websites, third party websites and promotional materials
- Continue efforts to advance infrastructure improvements and zoning restructuring required to maximize economic development opportunities
 - Assist N. Scituate business owners in efforts to address sewer limitations in that area
 - Assist in efforts to create a 40R business district in Greenbush area
- Continue outreach efforts to the local business community to ensure that local businesses have a voice in future economic development efforts
 - Conduct three local business summits
- Facilitate cooperation between, and among, the town and various business interests

- Drive improved communication, cooperation, and integration between Chamber of Commerce, Harbor Merchants Assoc, N. Scituate Business Assoc, and town

MAJOR BUDGET COMPONENTS

Business development summits (3)	\$2,500
- Meeting Room rental costs	
- Supplies	
- Promotional activities	
EDC support of Scituate presence at New England Boat Show	\$1,500
Professional services	\$70,000
- EDC coordinator	
- Wayfinding branding and design	
Marketing, promotion, media	
- Production of multiple videos and microsite using NE Boating assets (Cost based on estimate provided by Lighthouse Media)	\$20,000
- Marketing activities promoting new Cultural District designation	\$10,000
- Miscellaneous design and production	\$10,000
Implementation of wayfinding signage (EDC design and implementation with DPW oversight) (Cost based on guidance provided by Favermann Design)	\$90,000
Total:	\$204,000

FY 2017 RISKS AND CHALLENGES

Risk: Failing to realize the development opportunities and income potential of the Greenbush area

Challenges:

- Lack of support for re-zoning the Greenbush area for 40R multi-use development
- Limited sewer capacity

Risk: Wayfinding initiative is not implemented

Challenge: funding is not provided to update and expand town signage using new brand standards

Risk: Lack of proactive marketing activity results in potential travel and tourism dollars continuing to be spent elsewhere

Challenges:

- Funding is needed to turn valuable new creative assets generated from the NE Boating program into usable marketing assets
- Media dollars are required to leverage marketing assets to promote Scituate outside town borders

DEPARTMENTAL ACCOMPLISHMENTS:

Created a brand strategy, slogan, and design standards for the town that will unify and improve wayfinding and marketing efforts

Secured a half hour cable TV program featuring the Scituate harbor district on the NE Boating program on NESN, as well as a feature article in the fall and spring issues of NE Boating magazine

- Secured ownership of all video and print assets created as part of this effort, for future use by the town

Provided counsel to the owners of a proposed micro brewery in Scituate, including assisting them in navigating required zoning changes, the town permitting process, and identifying potential real estate

Supported Scituate Harbor's efforts to be designated a Massachusetts Cultural District by becoming an official partner of the effort, attending the tour with Cultural District representatives, and paying for the creation of Cultural District signage

Mapped and designed production-ready village directories for the Harbor, N. Scituate, Greenbush, and Hummarock districts

Developed a marketing plan for Widow's Walk Golf Course, prepared a CPC application to secure funding for improvements intended to improve golf course visitation, and consulted on the re-launch of a significantly improved website

Provided extensive assistance to the Planning Board regarding the plan to re-zone the Greenbush area for multi-use

40R development

- Coordinated with Matt Smith of the MAPC for area mapping and density analysis
- Participated in tour with the DHCD and the sell-in to them of the Greenbush area

Conducted a business summit with N. Scituate business leaders to gauge their interest in further economic development of the N. Scituate business district and identify barriers to potential growth

Recommended that a parking study be conducted of the Harbor district, connected the town to the MAPC to implement the study, and provided input to the MAPC's presentation, prior to formal presentation to the BOS

Consulted with parties interested in forestry and land management to explore alternative uses for specific land parcels that could create "farm to table" partnerships with local restaurants, and high school farming programs

Provided financial assistance for Scituate's participation at the New England Boat Show and had an EDC representative at the show

**FY 17 TOWN ADMINISTRATOR RECOMMENDED OPERATING BUDGET
ADDITIONAL NOTES**

DEPARTMENT: Economic Development Commission

REQUEST: The Economic Development Commission has requested a budgetary increase of \$110,500 from \$93,500 to \$204,500 to continue the work of its marketing and branding efforts

TA RECOMMENDATION: The above request has not been recommended for FY 17 by the Town Administrator.

RATIONALE: The Town, through the work of the EDC, has made great progress the past three years focusing on economic development initiatives. In recognition of this that Town has supported a 25% allocation of the Meals Tax to assist in funding the annual EDC budget. The Town has also carved out an additional \$38,648 of new expense out of the operating budget the past three years to support EDC initiatives. However, the FY 17 budget is not in a position to support such a significant increase nor does the Town Administrator Recommended Budget support the allocation of taxpayer funds for media buys. In checking with a few coastal communities (Nantucket, Plymouth, Sandwich) we found strong Town support of Chamber of Commerce and/or Visitor Center efforts but these costs were offset by a room occupancy tax.

TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: Information Technology

MISSION STATEMENT

Leverage technology to meet the goals and needs of the Town of Scituate both tactically and strategically by expanding services and achieving economies of scale through network connectivity, application availability, and optimization.

FY/2017 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

1. Goal: Upgrade Aging Core Infrastructure

January FY17

Objectives:

- A. Replace core ESXi servers with new Hardware
- B. Increase backup and recovery capacity
- C. Implement disaster recovery plan
- D. Control data growth through data deduplication

2. Goal: Leverage GIS implementation

August 2017

Objectives:

- A. Procure and leverage hardware capable of finding existing geo-coordinates and creating/updating other geo-coordinates throughout Scituate i.e. Mooring Field, Fire Hydrants, etc...
- B. Further leverage existing GIS installation and existing map/layers
- C. Create map/layers to suit departmental and town needs leveraging online GIS implementation

3. Goal: Assist in the Implementation of an Enterprise Financial System

Ongoing

Objectives:

- A. Work with all departments to assist with migration and transition to new financial systems

MAJOR BUDGET COMPONENTS

The Information Technology (IT) department personnel consist of one FT employee. The IT Department is responsible for all computer hardware and services, network hardware and services, software applications and services, printing and day-to-day troubleshooting of said along with creating and implementing the strategic vision for the Town of Scituate's technology initiatives. Major components include salaries, procurement of hardware and any associated maintenance and leases of said hardware.

FY 17 RISKS AND CHALLENGES

The current core IT infrastructure shared by all the town offices will be approximately five years old as of FY17. This infrastructure is a vast improvement over the systems that preceded it however it is aging and does have significant limitations going forward. The Town of Scituate currently has the systems and technology in place for an effective but limited backup and recovery plan but not a disaster recovery plan nor defined Recover Point Objectives (RPO) and Recovery Time Objectives (RTO). An investment in the core infrastructure as outlined in the capital plan will create the framework to have failover systems onsite and potentially offsite in another municipality for both hardware and Internet Service Provider (ISP) redundancy. This systems upgrade will also mitigate the risks the Town of Scituate faces with regards to unfettered data growth by incorporating data deduplication technologies that allow for the Town of Scituate to meet required data retention and discovery mandates. Additionally, with the proliferation of new more nefarious viruses such as the "Crypto" or "Ransom" viruses the Town of Scituate must ensure that we can recovery data from a significantly extended time period as these can sometimes take months to detect.

More investment of time and resources is necessary to bolster the Town of Scituate's GIS needs. More and more emphasis is placed on these technologies every year and Scituate needs to continue efforts in providing these services. An example of this need arose during the record snowfall of the past winter. Fire hydrants could not be located as they were buried under 10+ feet of snow. With proper GIS location tools the task of finding these hydrants and digging them out could have been significantly accelerated. There are many GIS needs throughout the town including but not limited to geo-locating moorings in Scituate Harbor, updating parcels in the Assessor's office, and presenting FEMA flood zone information.

Phone systems throughout town are not adequate by today's voice standards. An investment in new phone systems allows for a singular and flexible town wide voice over internet protocol (VOIP) solution. This will allow for economies of scale in voice services i.e. cost savings by utilizing a singular local and long distance circuit shared by all the town departments. Additionally, these systems are flexible allowing the Town of Scituate to make on demand changes for example, in the case of a geographic disaster the Town can create a call center for both internal and external departments and/or agencies to ensure communication flow.

A new enterprise wide integrated Financial Software package will be implemented in FY17. IT will assist in moving over any data and creating accounts to access the new system along with various levels of project management where required.

DEPARTMENTAL ACCOMPLISHMENTS

- Migrate Datacenter to new more suitable physical environment
- Upgrade Core Firewall to support better remote connectivity throughout town
- New Virtual Private Network (VPN) software moving from ipsec to ssl
- FEMA and various other Geo-coordinate systems available online
- Assisted in selection of enterprise class integrated financial software
- Outfitted various new offices throughout the town throughout the fiscal year including the Town Library
- Successful implementation of Pilot VOIP system for the temporary Library
- Started groundwork for potential regional IT initiatives with adjacent towns.

**FY 17 TOWN ADMINISTRATOR RECOMMENDED OPERATING BUDGET
ADDITIONAL NOTES**

DEPARTMENT: IT

REQUEST: The IT budget is up significantly over FY 17 as a result of technology conversions, acquisitions and staffing with one new FTE.

- 1. TA RECOMMENDATION: The above request in the amount of \$92,535 has been recommended by the Town Administrator for FY 17.**

This is the #1 FY 17 budget priority recommended by the Town Administrator

RATIONALE:

We live and work in a constantly changing and expanding technological world. For both external and internal operations it is vital that the Town systems, controls and processes are business appropriate, current and safe. To that end the FY 17 Town Administrator recommended budget includes the following increases over FY 16:

- 2. IT Specialist. New FTE. \$55,000.* We have a one person IT Department. The incumbent is overwhelmed with work currently that involves implementation and conversion of a new integrated financial system, replacement of the server that services all town and school departments, and regularly responding to support requests as well as system security, viruses and all email blast and homepage postings. A survey of area towns reveals a wide mix of IT staffing from three FTE's in Hingham, to contracting out in Pembroke.
- 3. New Software and Hardware Maintenance Costs.* The town share of the Munis maintenance is \$67,479 but it is partially offset by the loss of our current Budget Sense maintenance and 25% of our current payroll vendor, CDS, resulting in a net impact increase of \$39,970.
- 4. Telephone System Upgrade.* The antiquated and problematic Town Hall phone system will be upgraded at a cost of \$25,000 to allow among other things, conferencing and voice over IP. This will dovetail with the new phone systems being installed at the library (already done) and the Public Safety Complex.

Town of Scituate

Budget 155 Information Technology-Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.155.0510.5110.0000.0000	REGULAR SALARIES	\$89,737.63	\$92,573.00	\$39,926.52	\$94,424.00	\$149,424.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: REGULAR SALARIES		\$94,424.00						
Column Total:		\$0.00	\$800.00	\$0.00	\$800.00	\$800.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: LONGEVITY		\$800.00						
Column Total:		\$480.00	\$480.00	\$200.00	\$480.00	\$480.00		
001.155.0510.5191.0000.0000	TRAVEL STIPEND	\$480.00	\$480.00	\$200.00	\$480.00	\$480.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: TRAVEL STIPEND		\$480.00						
Column Total:		\$90,217.63	\$93,853.00	\$40,126.52	\$95,704.00	\$150,704.00		
SCHEDULE: PERSONAL SERVICES - 0510								
001.155.0520.5241.0000.0000	OFFICE MACHINE MAINTEN	\$13,537.05	\$14,400.00	\$8,662.66	\$12,500.00	\$12,500.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: OFFICE MACHINE MAINTENANCE		\$12,500.00						
Column Total:		\$12,500.00						

Town of Scituate

Budget 155 Information Technology-Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.155.0520.5309.0000.0000	TECHNICAL SERVICES	\$95,297.21	\$137,745.00	\$65,020.49	\$256,495.00			\$153,429.00

Column: [FY17DeptRequest]

Budget FTE Position Desc.

Description: AntiVirus	\$500.00							
Description: Assessor Software Annual Maintenance	\$11,000.00							
Description: AutoCad Annual Maintenance	\$3,500.00							
Description: Comcast Guest Internet	\$750.00							
Description: Comcast TownHall Internet	\$1,500.00							
Description: Domain Name	\$300.00							
Description: ESRI GIS Software	\$1,700.00							
Description: Fortigate Firewall Annual Maintenance	\$1,000.00							
Description: Munis Annual Maintenance & Support	\$6,719.79							
Description: Network Monitoring	\$1,000.00							
Description: Payroll Processing Services & Annual Software Supp	\$50,000.00							
Description: PeopleGIS Hosting	\$3,000.00							
Description: Permitting Software Annual Maintenance and Hosting	\$18,000.00							
Description: Professional Services	\$5,000.00							
Description: Symantec BackupExex Annual Maintenance	\$700.00							
Description: Townhall Phone System	\$10,000.00							
Description: VMWare Annual Maintenance	\$1,000.00							
Description: Web Hosting www.scituatema.gov	\$3,500.00							
Column Total:		\$256,495.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

001.155.0520.5711.0000.0000 MILEAGE REIMBURSEMENT

\$0.00 \$0.00 \$0.00 \$0.00

SCHEDULE: PURCHASE OF SERVICES - 0520

\$108,834.26 \$152,145.00 \$73,683.15 \$268,995.00 \$165,929.00

Town of Scituate

Budget 155 Information Technology-Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.155.0540.5420.0000.0000	OFFICE SUPPLIES	\$90.06	\$500.00	\$0.00	\$500.00	\$400.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: OFFICE SUPPLIES	\$500.00						
	Column Total:	\$90.06	\$500.00	\$0.00	\$500.00	\$400.00		
001.155.0580.5851.0000.0000	EQUIPMENT	\$10,636.71	\$14,000.00	\$2,052.71	\$14,000.00	\$36,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: EQUIPMENT	\$14,000.00						
	Column Total:	\$10,636.71	\$14,000.00	\$2,052.71	\$14,000.00	\$36,000.00		
	SCHEDULE: MATERIALS & SUPPLIES - 0540							
	SCHEDULE: CAPITAL OUTLAY - 0580							
Grand Total:		\$209,778.66	\$260,498.00	\$115,862.38	\$379,199.00	\$353,033.00		

End of Report

Updated 12-7-15

TOWN OF SCITUATE FY 2017 PERSONAL SERVICES SHEET

Department: 155 INFORMATION TECHNOLOGY

REGULAR SALARY COMPUTATION:												
POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Sick Leave Buy Back	Travel Stipend	Longevity	Total Per Employee
IT DIRECTOR William Sheehan	21-Mar-11					\$1,808.89	52.2	\$94,424		\$480	\$800	\$95,704
IT Specialist Vacant						\$1,053.64	52.2	\$55,000		\$0		\$55,000
TOTALS								\$149,424	\$0	\$480	\$800	\$150,704

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary	Overtime	Longevity	Part-time	Seasonal	Other Travel	Travel Stipend	TOTAL
IT DIRECTOR	1.00	\$94,424		\$800	5180	5190	5191	\$480	\$95,704
IT SPECIALIST		\$55,000							\$55,000
TOTALS	1.00	\$149,424	\$0	\$800	\$0	\$0	\$0	\$480	\$150,704

TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: #158 Tax Foreclosure

MISSION STATEMENT:

The intent of this appropriation is to seek compensation for the Town by pursuing the collection of outstanding taxes within the confines of Massachusetts General Law statutes for tax taking and foreclosure.

FY 2017 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

The goal in FY17 is to aggressively pursue the real estate property tax dollars owed to the Town along with interest and fees while managing the legal budget effectively and efficiently. There is an inventory of Town possession properties that need to be reviewed for the purpose of auction, and/or Town use annually. Parcels in tax title must be constantly assessed for assignment to the tax title attorney for foreclosure proceedings or to negotiate payment arrangements in a reasonable period of time. The first priority is to protect the Town.

MAJOR BUDGET COMPONENTS

The major budget component of the tax foreclosure appropriation is the legal cost of foreclosure to Land Court and title search, especially for estate issues. Additionally, there is a sizable cost to record liens at the time of each annual tax taking. There is a charge of \$77 per item to place a lien either at the Registry of Deeds or Land Court for registered land. In FY16, 47 parcels were advertised for delinquent FY15 taxes.

FY 2017 RISKS AND CHALLENGES

One major obstacle is the limited budget available to pursue collection. There are many unpredictable property owners' circumstances (e.g. probate issues, quarreling heirs, unknown location of owners, etc.). Another risk is spending valuable time and money on old tax title accounts only to discover that the property title is not clear, or the land's location is in question. Given the high cost of legal action, which continues to rise from year to year, and the volume of tax title accounts, (92 as of November 24, 2015), along with the multitude of Town possession properties, the challenge is to carefully choose which parcels to focus on for a quick recovery using the services of the Town's tax title attorney.

The Treasurer/Collector continues to work with taxpayers regarding payment plans, and the Tax Title Attorney for foreclosures that often initiates payment.

DEPARTMENTAL ACCOMPLISHMENTS

The Treasurer/Collector (T/C) has decreased the Tax Title properties from November 2014 to November 2015 by 37 parcels. FY16 year-to-date, 15 parcels have been redeemed. The T/C office has made personal phone calls, and sent letters to all residence in tax title asking them to contact the T/C, resulting in the decrease of tax title properties. As a result of these calls and letters to residents, 64 parcels for delinquent FY15 taxes were paid in full to avoid advertising.

DESCRIPTION OF REVENUE	FY/14	FY/15	FY/16 YTD	FY/17 Projected	Comments
Tax Title	502,191	457,598	169,442	400,000	Incl. Betterments, Water & Sewer Liens
Fees & Interest	<u>134,158</u>	<u>175,988</u>	<u>34,589</u>	<u>100,000</u>	
Totals	636,349	633,586	204,031	500,000	
Tax Deferrals	31,698	11,309	-	-	
Fees & Interest	<u>3,821</u>	<u>1,376</u>	-	-	
Totals	35,519	12,685	-	-	

Town of Scituate

Budget-158 Tax Foreclosures Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016

To Date: 12/30/2017

Print accounts with zero balance

Round to whole dollars

Account on new page

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
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001.158.0521.5309.0000.0000	TAX TITLE FORECLOSURES	\$14,753.53	\$39,000.00	\$9,707.75	\$39,000.00	\$39,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: TAX TITLE FORECLOSURES	\$39,000.00						
	Column Total:	\$14,753.53	\$39,000.00	\$9,707.75	\$39,000.00	\$39,000.00		
	SCHEDULE: TAX FORECLOSURES - 0521	\$14,753.53	\$39,000.00	\$9,707.75	\$39,000.00	\$39,000.00		
	Grand Total:							

End of Report

TOWN OF SCITUATE

FY 17 BUDGET

DEPARTMENT: Cable Television

MISSION STATEMENT

To provide P & G (Public and Government) cable television services for the Scituate community. To broadcast local events, performances, meetings, educational programs and public service announcements. To provide air time as well as access to production equipment and training for all interested citizens. Also provide coverage of local government organizations.

FY/2017 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

Goal #1: Improve the quality of the SCTV broadcast image via technology upgrades.

Strategy:

- a. Schedule meetings with new Comcast district representative and cable board chairman to discuss improvement options and technical details. (Months 1-3)
- b. Create draft for improvements and submit to cable board. (Months 3-4)
- c. Implement any agreed upon improvements and changes. (Months 5-6)
- d. Review upgrades and evaluate changes for continuation of improvements (6-12)

Goal #2: Increase the use of the Cable TV studio for all Scituate residents.

Strategy:

- a. Discuss, research and workshop several possible new potential workshop and training class options. (Month 1-3)
- b. Construct the best viable workshop and training programs that will maximize the efforts of SCTV Staff and contributors. (Month 4-5)
- c. Begin initial offering of workshops and classes. (Month 6-12)
- d. Review performance and continue to expand workshop and class schedules . (Ongoing)

Goal #3: Create SCTV news program for public, government and educational updates .

Strategy:

- a. Coordinate with local news providers and departments to establish local news network . (Month1-3)
- b. Create news 'stream' and begin reporting and posting relevant news (Month 4-5).
- c. Have a news 'team' that will be capable of local news coverage. (Month 6-ongoing)

Goal #4: Improve the technology and environment in the SCTV studio

Strategy:

- a. Research available upgrades and best use of available budgeted funds. (Month1-2)
- b. Work with cable board and IT departments at Town hall and SHS to determine best policy and procedures.. (Month 3-4)
- c. Initiate plan for both immediate and long term improvements. (Month 5-6)
- d. Review efficacy of upgrades and evaluate improvements (Month 6-7)

MAJOR BUDGET COMPONENTS

Scituate Community Television operates with the purpose of reflecting, educating and informing the community. An active and diverse broadcast schedule with workshops and training for interested citizens is our continuing goal.

As always we are looking forward to more studio use and more local event coverage . Our number one priority in FY17 is the continual necessity of equipment upgrades. These upgrades are necessary for TV studio operation and event coverage. Other major expenditures include software upgrades and the maintenance and tech services we have to fund for our continued operation here at SCTV.

Capital Outlay 0580

Budget Item #1: Cameras and accessories \$15,000.00

Budget Item #2: Computers and computer equipment \$5,000.00

Budget Item #3: Microphones and microphone equipment \$3,000.00

Budget Item #4: Furniture, phone, accessories \$2,000

Purchase of Services 0520

Budget Item #5: Maintenance of Equipment \$2,500.00

Budget Item #6: Technical Services \$3,500.00

Personal Services 0510

Budget Item #7: Annual Director Salary \$57,00.00

Budget Item #8: Annual Part Time Salary \$40,000.00

Material and Supplies 0540

Budget Item #9: Office Supplies \$2,750.00

Budget Item #10: Special Agency Supplies \$1000.00

FY 17 RISKS AND CHALLENGES

SCTV is a successful working operation but faces technical and equipment failure from storms, electrical surges, outdated software and general wear and tear. We also have a growing profile that can always be increased to help us serve our Community.

Challenge #1: Equipment We need to know that all our equipment will continue to provide a contemporary continual signal to all the Comcast customers in Scituate as well as those seeking us out online.

Challenge #2: Programming SCTV currently records and broadcasts Scituate related events, meetings, games and performances of all different kinds. We can continue to evolve our original and live programming to better provide an up to date and competitive broadcast experience.

Challenge #3: Community SCTV is a resource that are utilized by students and citizens every day. As we move ahead to FY16 we see to integrate even further into the Scituate Community in a number of ways.

DEPARTMENTAL ACCOMPLISHMENTS

Accomplishment #1: Original programming including brand new programs like 'I Always Wanted to do That', 'Street Talk' as well as many others, Another Season South Shore Style TV as well as several Senior Center info videos, Scituate veterans, Animal Shelter PSA's and much more. We have continually provided coverage of events, performances, meetings and games as well as a wealth of original, professional programming

Accomplishment #2: Making all of our programming available online for citizens to watch 'on demand'. We now offer all of our original programming as well as all of our meeting and event coverage online for anyone to watch at their convenience! This is a very important step in keeping with the expectations of all of our viewers.

Accomplishment #3: SCTV continues to be part of the academic year in the Scituate school system. We have recorded countless events for the schools, students and Faculty at Wampatuck, Gates, Hatherly and Scituate high school. Several members of the SCTV staff teach in several different capacities at the High School.

Accomplishment #4: We have established a new network of communication at Comcast which has allowed us to begin to plan for the next several years. Our new Comcast district manager has been organizing upgrades and improvements for SCTV and has been effectively trouble shooting our broadcast image for several months. Many thank to the cable board exhairman Al Bangert. His assistance has been invaluable in this effort.

Town of Scituate

Budget 159 Cable TV.

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.159.0510.5110.0000.0000	REGULAR SALARIES	\$50,741.37	\$54,584.00	\$22,325.30	\$52,995.00	\$52,995.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: REGULAR SALARIES	\$52,995.00						
Column Total:		\$14,234.00	\$35,946.00	\$10,090.00	\$35,809.00	\$35,809.00		
001.159.0510.5180.0000.0000	PART-TIME SALARIES							
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: PART-TIME SALARIES	\$35,809.00						
Column Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
001.159.0510.5191.0000.0000	BENEFITS OVERHEAD							
Column Total:		\$64,975.37	\$90,530.00	\$32,415.30	\$88,804.00	\$88,804.00		
SCHEDULE: PERSONAL SERVICES - 0510								
001.159.0520.5242.0000.0000	REPAIR/MAINTENANCE OF	\$970.00	\$1,500.00	\$0.00	\$2,500.00	\$1,500.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: REPAIR/MAINTENANCE OF EQUIPMENT	\$2,500.00						
Column Total:		\$974.00	\$3,500.00	\$974.00	\$3,500.00	\$3,000.00		
001.159.0520.5309.0000.0000	TECHNICAL SERVICES							
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: TECHNICAL SERVICES	\$3,500.00						
Column Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
001.159.0520.5341.0000.0000	TELEPHONE							
Column Total:		\$1,944.00	\$5,000.00	\$974.00	\$6,000.00	\$4,500.00		
SCHEDULE: PURCHASE OF SERVICES - 0520								

Town of Scituate

Budget 159 Cable TV.

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.159.0540.5420.0000.0000	OFFICE SUPPLIES	\$1,721.95	\$2,200.00	\$309.61	\$2,750.00	\$2,200.00		
Column: [FY17DeptRequest]	Budget		FTE	Position Desc.				
Description: OFFICE SUPPLIES	\$2,750.00							
Column Total:	\$0.00	\$950.00	\$0.00	\$1,000.00	\$950.00			
001.159.0540.5423.0000.0000	SPECIAL AGENCY SUPPLIE							
Column: [FY17DeptRequest]	Budget		FTE	Position Desc.				
Description: SPECIAL AGENCY SUPPLIES	\$1,000.00							
Column Total:	\$1,721.95	\$3,150.00	\$309.61	\$3,750.00	\$3,150.00			
SCHEDULE: MATERIALS & SUPPLIES - 0540								
001.159.0580.5851.0000.0000	EQUIPMENT	\$10,157.07	\$15,000.00	\$13,133.53	\$23,000.00	\$30,000.00		
Column: [FY17DeptRequest]	Budget		FTE	Position Desc.				
Description: Cameras & Accessories	\$15,000.00							
Description: Comuters & computer equipment	\$5,000.00							
Description: Microphones & microphone equipment	\$3,000.00							
Column Total:	\$23,000.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$1,400.00		
001.159.0580.5852.0000.0000	FURNISHINGS	\$0.00						
Column: [FY17DeptRequest]	Budget		FTE	Position Desc.				
Description: FURNISHINGS	\$2,000.00							
Column Total:	\$10,157.07	\$17,000.00	\$13,133.53	\$25,000.00	\$31,400.00			
SCHEDULE: CAPITAL OUTLAY - 0580								
Grand Total:	\$78,798.39	\$115,680.00	\$46,832.44	\$123,554.00	\$127,854.00			

End of Report

TOWN OF SCITUATE FY 2017 PERSONAL SERVICES DETAIL

Department: 159 CABLE TV

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Longevity	Per Employee	Total
<u>CABLE TV DIRECTOR</u> John Roser	19-Nov-12					\$1,015.23	52.2	\$52,995			\$52,995
<u>PART TIME</u> Part time personnel				14	19	\$ 266	52.2	\$ 13,885		\$	13,885
Part time personnel				12	35	\$ 420	52.2	\$ 21,924		\$	21,924

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions	Reg Salary	Overtime	Longevity	Part-time	Seasonal	Other	TOTAL
CABLE TV DIRECTOR	5110	\$ 52,995	5120	5130	5180	5190	5191	\$ 52,995
PART TIME					\$ 35,809			\$ 35,809
TOTALS		\$ 52,995	-	-	\$ 35,809	-	-	\$ 88,804

Note includes the 2% on non union (not the part time personnel)

TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: TOWN CLERK

MISSION STATEMENT:

The mission of the Office of the Town Clerk is to serve as the official record keeper and archivist of town records and statistics; to coordinate and oversee elections and voter registration in compliance with Massachusetts and local law in order to assure sound documentation and access to local government for the general public and Town government.

To accurately establish, maintain, and certify all vital statistics of the Town and to collect and administer licenses, registrations and permits required by Massachusetts General Laws and Town By-Laws.

To provide courteous, competent, and efficient service to the community in an effort to establish public confidence and respect for government.

FY 2017 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

GOAL #1-EARLY VOTING-OFFICE STAFF TRAINING

- A. Staff training for "early voting" will be provided by the Election Division of the Secretary of the Commonwealth's office. Training materials were not made available in FY2016. Training should be completed prior to Oct. 11, 2016.
- B. Set up the physical location of the "early voting" polling place so that the process flows smoothly for the voter as well as staff. Town Hall is the recommended polling place. (October, 2016)
- C. Be sure that mandated procedures for processing "early voters", handling ballots, and securing the ballots is within the statutory requirements of election laws of the Secretary of the Commonwealth.

GOAL # 2- ELECTION TRAINING FOR ELECTION WORKERS-ROLL OVER FROM FY 2016

- A. Training will commence for election workers in early fall of 2016, for training relating to "Early Voting" which will take effect in October for the presidential election in November of 2016.
- B. Establish the set up and organization of a polling place and the voting procedures for "Early Voting" based on the recommendations of the Secretary of Commonwealth's Election Division. (Late September)
- C. Training on the new voting machines will be constant throughout this election year.

GOAL #3-HOUSEKEEPING/STORAGE IN BASEMENT (Summer 2016)

- A. Stored election supplies in the basement garage that are outdated, will need to be discarded to make room for new election supplies. New supplies such as "Early Voting" ballot envelopes, applications and mailing packets are expected in August of 2016.

B. Due to the number of scheduled elections in 2016, is it a priority to move the files in the vault that are scheduled for destruction to the garage to make room for voted election materials that must remain locked in the vault.

(August 2016)

C. Storage of election machines, booths, and supplies in the sheds need to be more organized and cleaned. (July 2016)

GOAL #4-ARCHIVES

A. Elizabeth Foster has applied for CPC funds for preservation of 19th century records.

B. If funding is approved, this project will cover the Overseers of the Poor/Pauper records for placement into acid free folders, boxes, or into binders after treatment. Also, as part of this CPC project will be binding Selectmen's records and 19th century tax records.

C. This project should be completed by the late winter/spring of 2017.

MAJOR BUDGET COMPONENTS

Office expenses are generally fixed and fluctuate based on the number of elections/town meetings during the fiscal year. Increased costs of goods and services are most always inevitable. The major expenditures of the department relate to the administration of elections and town meetings.

Beginning with the November 2016 state election, voters will have the opportunity to vote early. The early voting period begins on the 11th business day preceding the general election and ends the close of business on the business day preceding the business day before the election. For 2016, the early voting period will begin on Monday, October 24th and end on Friday, November 4th. Regulations have not yet been set in regard to the number of election officers required however, there will be a significant increase in part time salaries for staffing the "Early Voting" polling place. Without this information determining the cost for part time salaries is based on the 70 hours the polling place is open by the estimated number of workers needed.

Due to the construction at the Scituate High School in 2016, additional police details will be required to handle traffic for voters entering and exiting the polls.

In the event the polling location would need to be relocated, it is required by law that voters be notified by mail which explains the increase in the line item for postage.

FY 2017 RISKS AND CHALLENGES

The Town of Scituate has one polling location for its 6 precincts, Scituate High School. As previously mentioned, the high school will be under construction during the 2016 elections. The challenge here is making sure that the voters have safe access to the entrance and exit of the high school. A general election is historically the election with the most voter activity. Although early voting will be in place November 2016, it is estimated that 75-80% of Scituate voters (10,000-11,000) will vote at the polls on election day. It is expected that there will be traffic and long lines at the polls on election day. Through the combined efforts of this office with the Superintendent of Schools, Scituate High School staff, Scituate Police and the Department of Public Works, public safety will continue to be of high importance.

DEPARTMENTAL ACCOMPLISHMENTS

This department has become increasingly busy with state mandated policies and procedures mostly involving elections and vital records. During the past year election staff successfully conducted two elections, an annual town meeting and a special town meeting. Ongoing training throughout the year, as well as reviewing procedures for these events will ensure the professional, efficient, and organizational standards set by staff in this office.

The Secretary of the Commonwealth sent a list of potential duplicate voters across the United States. This extensive list was broken down by state. Every voter registered to vote in Scituate whose name was on the duplicate lists were investigated by this office through communication with the other communities nationwide. Comparisons were made by full names, identification numbers and dates of birth. After two months corresponding with these other cities and towns the list was completed and the issues were resolved.

The Town Archives remains busy with volunteers who continue with research projects at the request of the public. Whether these requests are ancestry, land records, or vital records these dedicated people provide invaluable information and archival records to people all over the world. The project of the preservation, binding, and digitizing of Selectman's records should be complete by the end of December 2015. Scanning all vital records of the town beginning with birth records is still in the beginning stages as there may be other more economical options of digitizing these records onto disks. Research is nearly complete on the Civil War book which will most likely be published by summer of 2016.

Housekeeping continues to be an ongoing process from year to year, as storage areas in the vault and garage were reorganized and old election ballots and paperwork due for destruction were disposed of. Storage boxes were moved to the garage to make space in the vault for the secured storage of additional election materials anticipated for FY17.

Office files containing town meeting records from 2006 through 2009 were permanently archived. Voter registration files were purged of deleted voters.

DESCRIPTION OF REVENUE	FY/14	FY/15	FY/16 YTD	FY/17 Projected	Comments
	\$34,743.81	\$38,226.95	\$18,000.00	\$37,000.00	Dog revenues increased.

12/8/15

FY2017 ELECTION/TOWN MEETING CALENDAR

SEPTEMBER 8, 2016, THURSDAY-STATE PRIMARY-Poll hours 7 AM-8 PM

***Date of election subject to change by the General Court. Date was changed from Sept. 20, 2015

OCTOBER 24, 2016, Monday-NOVEMBER 4, 2016-EARLY VOTING-TOWN HALL

Early voting will take place during normal business hours.

NOVEMBER 8, 2016, TUESDAY-STATE (PRESIDENTIAL) ELECTION-
Polls hours 7 AM-8 PM

***Date of election subject to change by the General Court.

FALL SPECIAL TOWN MEETING-OCTOBER/NOVEMBER-DATE-TBA

APRIL 10, 2017, MONDAY-ANNUAL TOWN MEETING-7 PM

MAY 20, 2017, SATURDAY-ANNUAL TOWN ELECTION poll hours TBA

Town of Scituate

Budget 161 Town Clerk Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
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001.161.0510.5110.0000.0000	\$108,456.18	\$113,841.00	\$49,069.26	\$116,240.00	\$116,240.00		
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Column: [FY17DeptRequest]

Description: Regular Salaries

Column Total: \$116,240.00

001.161.0510.5120.0000.0000	\$3,213.36	\$2,283.00	\$339.39	\$3,006.00	\$2,442.00		
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Column: [FY17DeptRequest]

Description: Staff OT elections an town meetings

Column Total: \$3,006.00

001.161.0510.5130.0000.0000	\$975.00	\$975.00	\$975.00	\$975.00	\$975.00		
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Column: [FY17DeptRequest]

Description: Longevity Pam Mullin

Column Total: \$975.00

001.161.0510.5180.0000.0000	\$41,590.01	\$36,635.00	\$9,684.30	\$50,830.00	\$48,709.00		
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Column: [FY17DeptRequest]

Description: PT office staff and election workers

Column Total: \$50,830.00

001.161.0510.5191.0000.0000	\$438.83	\$1,100.00	\$207.74	\$1,293.00	\$1,293.00		
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Column: [FY17DeptRequest]

Description: Holiday pay

Column Total: \$1,293.00

SCHEDULE: PERSONAL SERVICES - 0510	\$154,673.38	\$154,834.00	\$60,275.69	\$172,344.00	\$169,659.00		
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Town of Scituate

Budget 161 Town Clerk Detail

Fiscal Year: 2015-2016

Print accounts with zero balance
 Round to whole dollars
 Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.161.0520.5241.0000.0000	OFFICE MACHINE MAINT	\$0.00	\$100.00	\$0.00	\$150.00	\$0.00	\$0.00	

Column: [FY17DeptRequest]

Description: Maintenance- Rpaid Print time stamp

Column Total:

001.161.0520.5308.0000.0000 TRAINING

Column: [FY17DeptRequest]

Description: Seminars

Column Total:

001.161.0520.5311.0000.0000 SUPPORT SERVICES

Column: [FY17DeptRequest]

Description: Ballot printing for town election

Description: Census

Description: Custodial Services for 3 elections

Description: Food cost for election workers

Description: Police Details Elections and Town Meetings

Description: Program & Code thumb drives for 3 elections

Description: Sound System for town meetings

Column Total:

001.161.0520.5321.0000.0000 CONFERENCES/MEETINGS

Column: [FY17DeptRequest]

Description: Conference-Mass Town Clerk's Assoc

Column Total:

Budget **FTE** **Position Desc.**

\$150.00

\$150.00

\$0.00

\$0.00

\$100.00

\$0.00

Budget **FTE** **Position Desc.**

\$100.00

\$100.00

\$32,267.55

\$2,783.44

\$33,550.00

\$31,000.00

Budget **FTE** **Position Desc.**

\$3,000.00

\$2,300.00

\$4,800.00

\$1,900.00

\$7,550.00

\$6,000.00

\$8,000.00

\$33,550.00

\$0.00

\$500.00

\$300.00

Budget **FTE** **Position Desc.**

\$500.00

\$500.00

\$500.00

Town of Scituate

Budget 161 Town Clerk Detail

Fiscal Year: 2015-2016

Print accounts with zero balance
 Round to whole dollars
 Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.161.0520.5343.0000.0000	\$2,143.68	\$2,750.00	\$0.00	\$3,050.00	\$2,750.00		
BINDING & PRINTING							
Column: [FY17DeptRequest]	Budget	FTE	Position Desc.				
Description: By-laws	\$750.00						
Description: Dog tags	\$300.00						
Description: Street List of Residents Book	\$1,600.00						
Description: Town Election Warrant in newspaper	\$400.00						
Column Total:	\$3,050.00						
001.161.0520.5344.0000.0000	\$4,886.39	\$4,400.00	\$345.02	\$9,600.00	\$0.00		
POSTAGE							
Column: [FY17DeptRequest]	Budget	FTE	Position Desc.				
Description: Emergency notification to voters	\$3,100.00						
Description: General correspondence	\$1,500.00						
Description: Mailing absentee ballots	\$1,300.00						
Description: Postage for mailing annual census	\$3,700.00						
Column Total:	\$9,600.00						
001.161.0520.5711.0000.0000	\$0.00	\$175.00	\$0.00	\$300.00	\$175.00		
MILEAGE REIMBURSEMENT							
Column: [FY17DeptRequest]	Budget	FTE	Position Desc.				
Description: Traveling to conferences	\$300.00						
Column Total:	\$300.00						
001.161.0520.5731.0000.0000	\$150.00	\$225.00	\$125.00	\$360.00	\$235.00		
PROFESSIONAL DUES & SL							
Column: [FY17DeptRequest]	Budget	FTE	Position Desc.				
Description: Allotment in dues increase	\$25.00						
Description: International Assoc of Town Clerks	\$125.00						
Description: Mass Town Clerks Assoc.	\$150.00						
Description: New England Assoc. of Town Clerks	\$30.00						
Description: Tri County Assoc. of Clerks	\$30.00						
Column Total:	\$360.00						
SCHEDULE: PURCHASE OF SERVICES - 0520	\$39,597.62	\$34,090.00	\$3,253.46	\$47,610.00	\$34,460.00		

Town of Scituate

Budget 161 Town Clerk Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016

To Date: 6/30/2017

Print accounts with zero balance

Round to whole dollars

Account on new page

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.161.0540.5420.0000.0000	OFFICE SUPPLIES	\$2,115.02	\$1,800.00	\$335.44	\$2,000.00	\$1,900.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: Office supplies		\$2,000.00						
Column Total:		\$2,000.00	\$850.00	\$43.36	\$1,000.00	\$800.00		
001.161.0540.5423.0000.0000	SPECIAL AGENCY SUPPLIE	\$761.46						
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: Archives \$200 goes to Ancestry.com		\$1,000.00						
Column Total:		\$1,000.00						
001.161.0540.5425.0000.0000	PRINTING & FORMS	\$891.37	\$1,275.00	\$1,080.21	\$1,380.00	\$1,275.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: Dogs flyers mailed in water bills.		\$950.00						
Description: Increase in costs		\$30.00						
Description: Stationary and Envelopes		\$150.00						
Description: Voter Inactive cards		\$250.00						
Column Total:		\$1,380.00	\$3,925.00	\$1,459.01	\$4,380.00	\$3,975.00		
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$3,767.85	\$3,925.00	\$1,459.01	\$4,380.00	\$3,975.00		
Grand Total:		\$198,038.85	\$192,849.00	\$64,988.16	\$224,334.00	\$208,094.00		

End of Report

Update 12-8-2015

TOWN OF SCITUATE FY 2017 PERSONAL SERVICES DETAIL

Department: 161 TOWN CLERK

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Holiday	Longevity	Total Per Employee
<u>TOWN CLERK</u>											
Kathleen Curran		Elected	N/A			\$1,350.43	52.2	\$70,492			\$70,492
<u>SENIOR CLERK</u>											
Priscilla Mullin	17-Nov-99	A-7	Max	\$ 25.04	35	\$876.40	52.2	\$45,748	\$100	\$975	\$46,823
Special Town Meeting Fall		Overtime		\$ 37.56	5	\$187.80	1.0	\$188			\$188
Annual Town Meeting		Overtime		\$ 37.56	5	\$187.80	1.0	\$188			\$188
Annual Town Meeting 2nd night		Overtime		\$ 37.56	5	\$187.80	1.0	\$188			\$188
State Primary		Overtime		\$ 37.56	18	\$676.08	1.0	\$676			\$676
State Election		Overtime		\$ 37.56	18	\$676.08	1.0	\$676			\$676
Annual Town Election		Overtime		\$ 37.56	14	\$525.84	1.0	\$526			\$526

TOTAL:

\$49,265

PART TIME RECORDS CLERK

Ann Rouleau	23-Jul-13	A-6	5	\$ 21.39	20	\$427.80	52.2	\$22,331	\$86		\$22,417
Special Town Meeting Fall				\$ 21.39	5	\$106.95	1.0	\$107			\$107
Annual Town Meeting				\$ 21.39	5	\$106.95	1.0	\$107			\$107
Annual Town Meeting 2nd night				\$ 21.39	5	\$106.95	1.0	\$107			\$107
State Primary				\$ 32.09	18	\$577.53	1.0	\$578			\$578
State Election				\$ 32.09	18	\$577.53	1.0	\$578			\$578
Annual Town Election				\$ 32.09	14	\$449.19	1.0	\$449			\$449
<u>TOTAL:</u>											\$24,343
<u>TOTALS:</u>											\$144,100

REGISTRARS OF VOTERS

Kathleen Curran								\$650			\$650
William Francis								\$200			\$200
Laurie Withrow								\$200			\$200
John Whitaker								\$200			\$200
<u>TOTALS:</u>											\$1,250

ELECTION WORKERS:

ANNUAL TOWN MEETING

Checkers (10)	Hourly Rate	Hours/Day	Daily Pay	#of Days OT/Position	# Positions	Total
	\$10.00	5	\$50.00	1	10	\$500

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Holiday	Longevity	Per Employee	Total
ANNUAL TOWN MEETING (2nd Night)												
Checkers (10)				\$10.00	5	\$50.00	1	\$50.00	10		\$500	
SPECIAL TOWN MEETING - Fall												
Checkers (10)				\$10.00	5	\$50.00	1	\$50.00	10		\$500	
State Primary												
Wardens (2)				\$12.00	22	\$264.00	1	\$264.00	2		\$528	
Deputy Wardens (2)				\$11.00	15	\$165.00	1	\$165.00	2		\$330	
Clerks (2)				\$10.00	15	\$150.00	1	\$150.00	2		\$300	
Inspectors (24)				\$10.00	15	\$150.00	1	\$150.00	24		\$3,600	
Tech Support (1)				\$12.00	20	\$240.00	1	\$240.00	1		\$240	
State Election												
Early Voting												
Wardens (2)				\$12.00	8	\$96	10	\$960	2		\$1,920	
Inspectors (6)				\$10.00	8	\$80	10	\$800	6		\$4,800	
Election Day												
Wardens (2)				\$12.00	22	\$264.00	1	\$264.00	2		\$528	
Deputy Wardens (2)				\$11.00	15	\$165.00	1	\$165.00	2		\$330	
Clerks (4)				\$10.00	15	\$150.00	1	\$150.00	4		\$600	
Inspectors (24)				\$10.00	15	\$150.00	1	\$150.00	24		\$3,600	
Tech Support (1)				\$12.00	20	\$240.00	1	\$240.00	1		\$240	
ANNUAL TOWN ELECTION												
Wardens (2)				\$12.00	20	\$240.00	1	\$240.00	2		\$480	
Deputy Wardens (2)				\$11.00	15	\$165.00	1	\$165.00	2		\$330	
Clerks (4)				\$10.00	15	\$150.00	1	\$150.00	4		\$600	
Inspectors (24)				\$10.00	15	\$150.00	1	\$150.00	24		\$3,600	
Tech Support (1)				\$12.00	20	\$240.00	1	\$240.00	1		\$240	
TOTALS:												
Positions												
1.0	\$70,492											\$71,142
1.0	\$45,748	\$2,442	\$975	\$100	\$86							\$49,722
0.6			\$0	\$24,343	\$600							\$24,428
3.0				\$23,766								\$600
												\$23,766
5.6	\$116,240	\$2,442	\$975	\$48,709	\$186	\$1,107						\$169,659

Positions	Reg. Salary	Overtime	Longevity	Part-time	Holiday	Other	Total
1.0	\$70,492					\$650	\$71,142
1.0	\$45,748	\$2,442	\$975	\$100	\$86	\$457	\$49,722
0.6			\$0	\$24,343	\$600		\$24,428
3.0				\$23,766			\$600
							\$23,766
5.6	\$116,240	\$2,442	\$975	\$48,709	\$186	\$1,107	\$169,659

TOWN CLERK
SENIOR CLERK
PART TIME RECORDS CLERK
REGISTRARS OF VOTERS
ELECTION WORKERS

TOTALS:

TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: CONSERVATION

MISSION STATEMENT:

The Conservation Department is responsible for protecting the coastal and inland wetland resource areas so that private and public projects do not negatively impact the important functions of these areas. Protected resource areas include: coastal and barrier beaches, salt marshes, dunes, banks, areas subject to flooding and/or coastal storm flowage, vegetated wetlands, rivers and streams, ponds, and vernal pools. The important functions provided include: storm damage prevention, flood control, protection against pollution of surface waters and groundwater, and providing habitat for plant and animal species.

The Department works in conjunction with several town departments, including, but not limited to Planning, DPW, Building, and Board of Health. The department also coordinates with the Coastal Resource Officer to implement the CRS Program and the Hazard Mitigation Plan and to address challenges being faced in coastal resource areas.

FY/2017 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

Goal 1: To insure that alterations to wetland resource areas are avoided where possible, and where alterations do occur, the department will work to restore these wetlands.

Strategy: (These strategies are a yearly effort.)

- a. Insure that the requirements of the Massachusetts Wetland Protection Act (WPA), the Scituate Wetlands Bylaw & Regulations, the Scituate Stormwater Bylaw, and the MA Department of Environmental Protection (DEP) Stormwater Management Regulations are being followed by homeowners, developers, businesses, and town departments doing work in town.
- b. Educate residents, contractors, and town officials on the importance of complying with wetlands statutes and regulations through discussions at Development Review Team meetings and on the town website. Updated and revised information on wetland protection issues will be on the Conservation Web page.
- c. Encourage Commission members to attend trainings on wetland protection topics.
- d. Educate the public about the role of the Commission and of the Conservation office in protecting the town's resource areas and encourage the reporting of suspected wetland violations.
- e. Continue the use of Minor Activity Permits to address projects in the buffer zone or resource areas that will not impact these areas.
- f. The Scituate Wetland Regulations are in need of revision in order to protect the town's resource areas. In particular, sections related to protecting the coastal resources will be revised in FY17.

Goal 2: The department will work with the Conservation Commission, CPC, BOS and residents to finalize Conservation Restrictions, construct parking areas, install information kiosks, and maintain trails on Scituate Open Space parcels.

Strategy:

- a. Work with Commission members and open space proponents to draft parcel maps for open space lands.
- b. Provide information to the Board of Selectmen on the benefits and the challenges of accepting particular parcels as open space.
- c. Work with the Planning Department and consultants to finalize a new Open Space and Recreation Plan during FY'17.

Goal 3: In collaboration with the Coastal Resource Officer, funding will be researched and funding applied for to implement projects that will protect residents and coastal resource areas in Scituate.

Strategy:

- a. Meet with state, Federal and Scituate officials (Coastal Resource Coordinator, Planning, Building, Health, Fire and Public Works) to implement strategies to provide improved flood protection for residents.
- b. The Conservation office will collaborate with the Coastal Resource Officer on specific permitting projects in coastal dunes, salt marsh buffers and along barrier beaches.
- c. Information related to coastal processes, coastal resource protection, flood protection, community rating system and hazard mitigation will be distributed to residents and posted on line.

Goal 4: Work with DPW to insure that public work projects in, or adjacent to, coastal and inland resource areas are completed in compliance with the WPA, and the Scituate Wetland regulations. In addition the Planning Department and Conservation will carry out the requirements of the Town of Scituate Stormwater Bylaw.

Strategy:

- a. Work with DPW Director to identify public works projects near resource areas as soon as possible and if a permit is required it can be done as quickly and efficiently as possible.
- b. Assist DPW with the completion of a Notice of Intent, Request for Determination and Minor Activity Permits (MAP).
- c. Coordinate plans with DPW for impacted coastal sites such as Humarock Beach, Peggotty Beach, Sand Hills and Minot Beach.
- d. Meet with the Town Planner and local engineers/contractors to revise the Stormwater Bylaw so that it more easily understood and implemented in a consistent manner. (in progress)

Goal 5: To continue to develop an overarching pro-active and comprehensive approach to coastal management by exploring new, existing, and/or innovative practices and strategies as alternatives to traditional methods.

- a. Coordinate with the Development Review Team to continue to develop, enhance or revise rules and regulations that impede prudent coastal management.
- b. Participate in, and provide departmental expertise at quarterly in-house coastal management meetings on current plans, initiatives and potential opportunities around coastal issues.
- c. To continue to educate the public on changing coastal needs and appropriate responses to mitigate and secure resources given climate change, sea level rise and coastal erosion.
- d. To expand our collaborations with state and federal stakeholders, environmental agencies and local and state wide municipalities in responding to this shared global problem.
- e. Provide information and assistance to the Coastal Advisory Commission as warranted or as directed by the Town Administrator.

MAJOR BUDGET COMPONENTS

1. The Department receives permit applications for work proposed near resource areas and for requests to determine whether or not a wetland is located in a particular area. Applications are reviewed; sites are visited; public hearings are conducted; and permits are either denied or issued.
2. The Department is responsible for the management of the Town's open space and conservation lands, and for helping to implement the Scituate Open Space and Recreation Plan.
3. The Department reviews all perc test plans, zoning variance applications, Planning Board subdivision plans, and most building permit applications for compliance with state and local wetland laws and regulations.
4. Beginning in FY17, the position of Coastal Resource Officer will be included in the Conservation Department budget. In addition to increasing the salary line item, there are appropriate increases to travel, training and supplies.

Over 88% of the Conservation budget supports salaries for the Conservation and Natural Resources Officer, Coastal Resource Officer and the Conservation Administrative Secretary. In addition, funds are required for mailing the floodplain brochure to residents in FEMA-mapped floodplain areas and to provide ongoing training for the volunteer Conservation Commission members and for the Department staff. In addition, the Commission administers two accounts related to conservation lands: the first, the Driftway Park account, is for maintenance and development at Conservation Park; and the second, the Conservation Fund, is to be used for maintenance and to keep conservation lands safe and accessible.

FY RISKS AND CHALLENGES

- Coastal storms during the past few years have had a significant impact to beach communities and floodplain residents, and this greatly impacted the Conservation Department, as well as other town departments. Storm damaged properties needed immediate repairs and the required permitting overwhelmed the office for periods of time. In addition, barrier beaches, dunes, and salt marsh areas received extensive damage and a significant amount of time was spent addressing these resource area alterations. Changes to FEMA flood zones and expected impacts from rising sea levels will continue to present significant challenges to the office. Meetings are being conducted with a number of storm impacted neighborhoods in order to develop plans to better protect these areas.
- During FY'16, two major town projects (Middle School and Public Safety Complex) and several residential development projects, including subdivisions, residential apartments, and 40-B projects, have been permitted. Most of these developments are surrounded by wetland areas and are subject to the MA DEP (Department of Environmental Protection) Stormwater Management Regulations which require significant involvement with the Conservation Department. Orders of Conditions are issued for each project and much time is spent monitoring construction and meeting with contractors and developers.
- The Department meets regularly with the Coastal Resource Officer regarding the implementation of FEMA's Community Rating System (CRS) and also address numerous coastal challenges such as storm damaged infrastructure and sea level rise.
- The Department responds to all reported violations in wetland resource areas and currently has dozens of enforcement actions in process. There has been a significant increase in enforcement activities, due to these reported violations and this now takes up much of the work week of the Conservation and Natural Resource Officer.
- Approximately 28 enforcement issues have been addressed, some longstanding and some with multiple site visits and communication were addressed in FY16. Some have been resolved and several are ongoing.

- Numerous permits that had been issued several years ago have not been closed out by property owners with the Registry of Deeds. When owners are selling their property there are urgent requests to issue a Certificate of Compliance. If there are outstanding issues, closings become delayed. Letters are sometimes written to homeowners suggesting that they close out their Orders of Conditions by requesting a Certificate of Compliance. This effort will be ongoing.
- As the MA Department of Environmental Protection reduces their role in permitting under the Wetlands Protection Act, more of the responsibility for permitting and project oversight will be delegated to local Conservation Departments.
- Keeping up with projects under review by the Building, Planning, Health, DPW, and Zoning offices is time consuming and there is a risk of overlooking issues on sites. It is important that the Conservation Department review (and sometimes visit) the projects being permitted by the other permitting departments in Town Hall. Often, this is the only way we become aware that a project is being proposed in or near a wetland area and that the project proponent should be filing with Conservation.
- In addition to the duties of tracking and assisting with permit applications, entering data, providing assistance to residents, contractors, and Commission members, one of the most time consuming duties performed by the Administrative Assistant is related to tracking the expired Orders of Conditions and addressing the issuance of Certificates of Compliance. She also keeps members abreast of any information that might help them in their decisions on particular filings. Also we changed our request from nine copies of applications, to the original and three copies. Some, not all, are received electronically and these also have to be tracked in order that the members receive all the information required.
- Maintenance of conservation lands is usually done by volunteers and the amount of trail clearing and invasive plant control is a difficult challenge. Conservation lands and trails are in jeopardy of continued degradation and of becoming unsafe from fallen trees, ruts and wash-outs due to stormwater run-off and pedestrian activities. An Open Space brochure showing parcel and trail locations has been in the planning process for a number of years and will be completed over the next two years. Open Space volunteers have begun meeting on an informal basis to address these challenges and a proposal to establish a formal Open Space Committee is being considered.

DEPARTMENTAL ACCOMPLISHMENTS

- Maintained a FEMA Community Rating System (CRS) Class 8 which results in a 10% reduction in flood insurance premiums for all Scituate floodplain residents. (FEMA is implementing a new updated CRS Manual, which will require additional staff training to understand new requirements for continued participation in the CRS Program.)
- From January 1, 2015 to December 2, 2015 the office issued numerous permits and violation letters including 56 Orders of Conditions, 4 Amended Orders of Conditions, 49 Determinations of Applicability, 44 Enforcement Orders or Letters (some duplicates), and 42 Full and Partial Certificates of Compliance have been issued.

- In FY15 504 visits were conducted for the purpose of reviewing wetland delineations, observing stormwater management practices, and checking for wetland alterations. Many of these visits were attended by members of the Conservation Commission. In addition, it is estimated that over 1200 office visits occurred regarding permit information associated with permit applications, abutter complaints, general wetland questions, etc.
- For less complicated projects, the office continued to issue Minor Activity Permits (76) as a means of simplifying the formal process. This has allowed us to focus our attention on projects with a greater potential for impacts to resource areas. This system has worked very well, especially during the winter months when several storms hit the town. (Issued from January 1, 2015 through December 7, 2015)
- Continue to conduct site visits with Commission members so that questions could be addressed where the work was being proposed. Members are becoming much more familiar with the WPA and the Scituate Bylaws.
- The ID badges were issued to Conservation members in FY16. This makes them feel more comfortable letting residents know they are Conservation Commission Members and have the authority to enter the property. Also printed was an 8-1/2 x 11 notice stating Town Business – Conservation Member, with logo of the Commission and the town seal that is placed on the member's windshield
- Several longstanding enforcement cases were reopened in F16. Site visits were made and public hearings were held. There has been much progress in restoring wetland areas that had been altered. This work is on-going.
- Collaborated with the Planning Department for joint review of larger development projects. Sharing the same review engineer achieves economies of scale and the Conservation and Natural Resources Officer has attended Planning Board meetings.
- The process for filing permit applications under the MA Wetlands Protection Act and the Scituate Wetland Bylaw is quite cumbersome and both DEP and the Commission have attempted to devise a simpler process. Instruction sheets have been updated and Minor Activity Permits are now being used for projects within state and local jurisdiction that pose minimal risk to the resource areas.
- The Administrative Assistant has assisted with hundreds of residents' inquiries either by phone or in person for those seeking information regarding requirements for a Certificate of Compliance, types of filings for various projects, fees required and scheduling issues..
- Active participation continued with the Community Preservation Act Committee to prioritize expenditure of Community Preservation Funds.
- During the past year, 10 of the ongoing violations that required enforcement actions were resolved and these resource areas were restored.
- Additional accomplishments of the Department are included in the Coastal Resource attachment to this report.

DESCRIPTION OF REVENUE	FY/14	FY/15	FY/16	FY/17 Estimate	COMMENTS
	7/1/13-6/30/14	7/1/14-6/30/15	7/1/15-12/2/16	7/1/16-6/30/17	
Filing fees	\$22,077.90	\$18,236.30	\$16,297.50*	\$28,000.00 Average for 6 months from 7/1/15-12/2/15	*Only reflects revenues to 12/2/15

TOWN OF SCITUATE

FY 2017 BUDGET ----- **DEPARTMENT: Coastal Resource Officer** -----

MISSION STATEMENT: The mission of the Coastal Resource Office is to work with Town officials, state and Federal agencies, boards, and residents to protect costal resources, town infrastructure, private residences and businesses and to provide sound professional advice and technical expertise to citizens, elected officials, appointed boards and committees, and other departments and staff of the Town.

FY 2017 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

I. To administer and maintain the Hazard Mitigation Elevation Grant Program for the homeowners and businesses in the Special Flood Hazard Area.

Strategy:

- a. Continue oversight from the permitting-to-post construction phase as homeowners progress through the FEMA/MEMA requirements from plan review to reimbursement (Ongoing);
- b. Organize, redesign, and construct Flood Hazard Mitigation website; ensure it is relevant, useful and dynamic (Ongoing);
- c. Conduct outreach events to encourage residents/businesses to elevate, relocate or remove structures, in the Special Flood Hazard Areas (e.g. beach associations, media, Town website, flyers and presentations. (July-May);

II. To coordinate activities required in the Community Rating System (CRS) program under FEMA, National Flood Insurance Program with focus on improving the CRS Rating.

Strategy:

- a. Analyze and compare 2007/2013 CRS Manual to understand new requirements for continued participation in the CRS Program (Ongoing);
- b. Acquire training through webinars, website and classes necessary be able to effectively implement the CRS Program to ensure the community is receiving the highest amount of credit possible (Ongoing);
- c. Review existing protocols to identify deficiencies in record keeping for CRS Annual and Recertification process (Jan-Mar);
- d. Solicit input from various departments in order to create successful record keeping results (Quarterly);
- e. Update the floodplain management informational brochure and mail to all residents living in the floodplain and Repetitive and Severe Repetitive Loss Properties. (Jan-Jun);
- f. Implement and evaluate the Program for Public Outreach for the CRS Program and Hazard Mitigation Plan (July-Dec);
- h. Gather information from Town departments and meet regularly (minimum of 4 times per year) with the CRS Committee to strategize on how best to improve the rating of the town, for lower insurance premium for those living in the flood zones (Quarterly);
- j. Attend GIS training in order to meet new mapping requirements within the 2013 CRS Manual (Mar-Aug);
- k. Prepare Annual CRS Report for continued recertification (Jan-Sept);

III. To continue to develop overarching pro-active and comprehensive approach to coastal management by exploring new, existing, and/or innovative practices and strategies as alternatives to traditional methods.

Strategy:

- a. Coordinate with DRT to continue to develop, enhance or revise rules and regulations that impede prudent coastal management (Jan-Dec);
- b. Participate in, and provide departmental expertise at quarterly in-house coastal management meetings on current plans, initiatives and potential opportunities around coastal issues. (Quarterly)
- c. To continue to educate the public on changing coastal needs and appropriate responses to mitigate and secure resources given climate change, sea level rise and coastal erosion. (July-June);
- c. To expand our collaborations with state and federal stakeholders, environmental agencies and local/state wide municipalities in responding to this shared global problem. (July-June)
- c. Provide information and assistance to the Coastal Advisory Commission as warranted by the Town Administrator. (July-June)

IV. Oversee and implement existing and appropriate grant opportunities for the Town of Scituate to obtain more non-taxpayer funding for Town for coastal infrastructure improvements, studies and plans.

Strategy

- a. Continue oversight and administrative requirements during the implementation stage of the CZM grant, Assessing Coastal Erosion (Dec-July);
- b. Provide technical assistance and public meeting opportunities for prioritizing results from the CZM grant. (Jan-July);
- c. Provide support and pursue grant opportunities with FEMA, MEMA, Department of Conservation and Recreation (DCR), National Oceanic Atmospheric Administration (NOAA), EPA, Coastal Zone Management (CZM) and Metropolitan Area Planning Council (MAPC) (Ongoing);

MAJOR BUDGET COMPONENTS

- a. Salary
- b. Travel and mileage expenses
- c. Office supplies
- d. Postage – mailing CRS and Elevation Grant information to State and Federal agencies
- e. Conferences/Trainings

FY 2017 RISKS AND CHALLENGES:

The largest risk/challenges will be updating the Hazard Mitigation Plan. Generally it takes approximately 10 months for an update of this caliber. Finalizing and acquiring approval from FEMA by June 2016 will be a formidable undertaking.

The second largest challenge will be assisting the Town with prioritization of management strategies along the coast. The Town will need to determine the future expenditures and strategies for the most feasible and cost effect outcome.

DEPARTMENTAL ACCOMPLISHMENT:

- a. Serve as a Town liaison to federal and state agencies and residents/homeowners currently participating in the FEMA Hazard Mitigation Elevation Grant program;
- b. Provide technical expertise on an ongoing basis to citizens participating in the Elevation Grant program;
- c. Revised and reorganized the Town Flood Hazard Mitigation website to ensure it is relevant and useful;
- d. Provided grant writing, technical assistance and administration for Environmental Protection Agency (EPA) *Flood Resilience for Riverine and Coastal Communities*, *Building Blocks for Sustainable Communities* grant and Metropolitan Area Planning Council (MAPC), Direct Local Assistance Grant – *Scituate/Duxbury Coastal Resiliency Plan*;
- e. Analyze and compared 2007/2013 CRS Manual to understand new requirements for continued participation in the CRS Program to maintain the current Class 8 CRS rating;
- f. Managed and coordinated the annual the Flood Hazard Informational meeting for the CRS program;
- g. Managed, collected materials and prepared the 2015 CRS Cycle Visit;
- h. Revised and mailed over 600 CRS brochures and letters to Repetitive and Severe Repetitive Loss homeowners;
- i. Created the *Annual Flood Hazard Mitigation Progress Report* and the *Public Informational Program Plan*, presented to Selectmen for the CRS program;
- j. Developed, implemented and evaluated a *Program for Public Outreach Plan* for the CRS Program;
- k. Coordinated and attended nine CRS Committee meetings four PPI Committee meetings and two Coastal Advisory Commission meetings;
- l. Participated in eight webinars pertaining to CRS reporting, mapping and NFIP insurance regulations;
- m. Provided grant writing and technical assistance for CZM Beach Nourishment Project, CZM Assessing Coastal Erosion, Seaport Advisory Council Harbor Replacement Piers, FEMAs FMA Elevation Grant, MEMAs HMGP Elevation Grant and Oceanside Drive Basin Grant;
- n. Organized eight outreach events including Coastal Processes, Elevation Informational meeting, MAPC Scituate/Duxbury Coastal Resiliency, EPA Resiliency for Coastal Communities, Hazard Mitigation

Public meeting, North Scituate Beach Nourishment public meeting, Blizzard of "78" and Sharks Amongst Us;

- o. Attended the GIS training in order to meet new mapping requirements within the 2013 CRS Manual;
- p. Assisted in obtaining funding for an update to the Hazard Mitigation Plan by 2016;
- q. Attended State Hazard Mitigation Training for Town of Scituate Hazard Mitigation Plans;
- r. Provided support and technical assistance to updating the Hazard Mitigation Plan;
- s. Coordinated department input and assessment of information required for updating the HMP;
- t. Oversight and administration of the CZM Assessing Coastal Erosion Grant;
- u. Attended seminars and studied literature to explore new and innovative measures pertaining to sea level and climate change;
- v. Assisted the Department of Public Works (DPW) and Engineering on acquiring easements along Oceanside Drive for Seawall reconstruction;
- w. Provided technical assistance to DPW and Engineering on the North Scituate Beach Nourishment Project;
- x. Supported the Harbormaster efforts in submitting a grant to the Seaport Economic Council for replacement of the Cole Parkway Pier System;
- y. Augmented accountability for the South River Dredge Project to move forward.

DESCRIPTION OF REVENUE	FY/13	FY/14	FY/15 YTD	FY/16 Projected	Comments
FMA13 Elevation Program				\$22,252	To reimburse CRO salary
Grant Revenue					
			TOTAL:	<u>\$22,252</u>	



**FY 17 TOWN ADMINISTRATOR RECOMMENDED OPERATING BUDGET
ADDITIONAL NOTES**

DEPARTMENT: Conservation

REQUEST: The FY17 Conservation budget includes a transfer of the Coastal Resources Officer from the Planning Department to Conservation.

TA RECOMMENDATION: N/A no budget reduction

RATIONALE: The position interacts with both Planning and Conservation as well as DPW. Based on the workload of the incumbent over the last 18 months with CRS and elevation grants, Conservation is the more appropriate department from which to be based. This position is still 35% funded from the FEMA Hazard Mitigation Grant Program through FY17.

Town of Scituate

Budget 171 Conservation Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.171.0510.5110.0000.0000	REGULAR SALARIES	\$108,680.42	\$114,402.00	\$48,887.52	\$162,349.00	\$159,343.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: Coastal Resource Officer		\$42,088.00						
Description: Coastal Resource Officer-\$18,038 grant		\$0.00						
Description: Conservation Agent		\$74,338.00						
Description: Conservation Secretary		\$45,923.00						
Column Total:		\$162,349.00						
001.171.0510.5130.0000.0000	LONGEVITY	\$975.00	\$1,025.00	\$1,025.00	\$1,025.00	\$1,025.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: Longevity		\$1,025.00						
Column Total:		\$1,025.00						
001.171.0510.5172.0000.0000	SICK LEAVE BUY BACK	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: Sick Leave Buyback		\$500.00						
Column Total:		\$500.00						
001.171.0510.5191.0000.0000	OTHER SALARIES	\$398.58	\$1,144.00	\$189.07	\$1,200.00	\$1,200.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: Other salaries		\$1,200.00						
Column Total:		\$1,200.00						
SCHEDULE: PERSONAL SERVICES - 0510		\$110,554.00	\$117,071.00	\$50,601.59	\$165,074.00	\$162,068.00		
001.171.0520.5241.0000.0000	OFFICE MACHINE MAINT	\$0.00	\$100.00	\$0.00	\$150.00	\$100.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: OFFICE MACHINE MAINT		\$150.00						
Column Total:		\$150.00						

30-35% grant adm reimbursement adj.

Town of Scituate

Budget 171 Conservation Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.171.0520.5308.0000.0000	TRAINING	\$0.00	\$500.00	\$0.00	\$1,300.00	\$0.00	\$0.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: Training Coastal Resource Officer		\$650.00						
Description: Training, Agent & Conservation Members		\$650.00						
Column Total:		\$1,300.00						
001.171.0520.5309.0000.0000	TECHNICAL SERVICES	\$0.00	\$4,000.00	\$0.00	\$28,000.00	\$4,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: Administrative Help during Grant Writing CRO		\$2,000.00						
Description: Services - Possible Enforcement Officer to be shar		\$26,000.00						
Column Total:		\$28,000.00						
001.171.0520.5321.0000.0000	CONFERENCES/MEETINGS	\$190.00	\$600.00	\$0.00	\$1,450.00	\$600.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: Conferences/Meetings		\$800.00						
Description: Conferences/Meetings CRO		\$650.00						
Column Total:		\$1,450.00						
001.171.0520.5343.0000.0000	BINDING & PRINTING	\$1,814.24	\$2,500.00	\$2,115.02	\$3,000.00	\$3,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: Binding & Printing Combination Conservation & CRO		\$3,000.00						
Column Total:		\$3,000.00						
001.171.0520.5344.0000.0000	POSTAGE	\$785.34	\$1,000.00	\$338.18	\$1,550.00	\$0.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: Postage		\$1,200.00						
Description: Postage CRO		\$350.00						
Column Total:		\$1,550.00						

consolidated budget

not funded

Town of Scituate

Budget 171 Conservation Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Town Selectman	FY17 Board of	FY17 Advisory Committee
001.171.0520.5346.0000.0000	LEGAL ADVERTISING	\$136.68	\$200.00	\$0.00	\$250.00		\$0.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.					
	Description: Legal Advertising	\$250.00							
Column Total:		\$859.05	\$1,200.00	\$79.57	\$450.00		\$350.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.					
	Description: Mileage Reimbursement	\$250.00							
	Description: Mileage Reimbursement CRO	\$200.00							
Column Total:		\$450.00					\$700.00		
001.171.0520.5731.0000.0000	PROFESSIONAL DUES & SL	\$592.00	\$700.00	\$530.00	\$700.00		\$700.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.					
	Description: Dues & Subscriptions	\$700.00							
Column Total:		\$700.00					\$8,750.00		
SCHEDULE: PURCHASE OF SERVICES - 0520									
001.171.0540.5420.0000.0000	OFFICE SUPPLIES	\$197.05	\$600.00	\$427.16	\$875.00		\$600.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.					
	Description: Office Supplies	\$700.00							
	Description: Office Supplies CRO	\$175.00							
Column Total:		\$875.00					\$550.00		
001.171.0540.5425.0000.0000	PRINTING & FORMS	\$0.00	\$100.00	\$0.00	\$550.00		\$550.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.					
	Description: Printing & Forms	\$375.00							
	Description: Printing & Forms CRO	\$175.00							
Column Total:		\$550.00					\$150.00		
001.171.0540.5581.0000.0000	CLOTHING	\$150.00	\$150.00	\$0.00	\$0.00		\$150.00		

Town of Scituate

Budget 171 Conservation Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016

To Date: 6/30/2017

Print accounts with zero balance

Round to whole dollars

Account on new page

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$347.05	\$850.00	\$427.16	\$1,425.00	\$1,300.00		
Grand Total:		\$115,278.36	\$128,721.00	\$54,091.52	\$203,349.00	\$172,118.00		

End of Report

TOWN OF SCITUATE FY 2017 PERSONAL SERVICES DETAIL

Department: 171 CONSERVATION COMMISSION

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Holiday	Sick Leave Buy Back	Longevity
<u>CONSERVATION AGENT</u>											
Patrick Gallivan	14-Jan-13	AMP 5	3		35	\$1,424.10	52.2	\$74,338			\$0
<u>CONSERVATION SECRETARY</u>											
Carol Logue	18-Sep-95	A-7	Max	\$25.040	35	\$876.40	52.2	\$45,748	\$175	\$500	\$1,025
<u>COASTAL RESOURCES OFFICER</u>											
Nancy Durfee	7/28/2014	Non Union (AMP 2-5)		Grant (35%)	24.00	\$748.70	52.2	\$39,082			
Funded 35% by grant					16.00	\$403.14	52.2	\$21,044			
TOTALS								\$180,212	\$175	\$500	\$1,025

12.25

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary	Overtime	Longevity	Sick Leave	BB	Part-time	Seasonal	Holiday	Other	TOTAL
CONSERVATION AGENT	1	\$74,338		\$0	\$0	\$0	5180	5190		\$743	\$74,338
CONSERVATION SECRETARY	1	\$45,748		\$1,025	\$500	\$500			\$175	\$457	\$47,905
COASTAL RESOURCES OFFICER	1	\$39,082		\$0	\$0	\$0				\$1,200	\$39,082
TOTALS	3	\$159,168	\$0	\$1,025	\$500	\$500	\$0	\$0	\$175	\$1,200	\$162,068

TOWN OF SCITUATE
DEPARTMENT: PLANNING 175

MISSION STATEMENT

The mission of the Planning Department is 1) to insure new development is in conformance with local bylaws and regulations; 2) to promote long range planning for the Town's physical development in coordination with other Town officials, committees and departments; 3) to explore and pursue grant opportunities for the Town and 4) to provide sound professional advice and technical expertise to interested citizens and officials.

FY/2017 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

1. Insure land use regulations are applied fairly and consistently, and in a manner which protects the Town and other stakeholders.
 - A. Continue update of Stormwater Bylaw to ensure bylaw and regulations are clear and consistently applied. 6/17
 - B. Invite proponents of large projects to meet with the DRT prior to submitting applications to identify any important issues early on. Ongoing
2. Assist with completion of required plans, reporting and documentation for grants that provide services to residents or reduce Town expenses while expanding our commitment to important long range goals such as preserving Town character or energy saving.
 - A. Identify possible projects for next Green Communities grant. Conduct required reporting. 12/16
 - B. Pursue DLTA grant to complete Open Space Plan as soon as possible. Post it on Town website when complete and advise eligible departments and boards of potential grant availability. 9/16
 - C. Assist Coastal Resources Officer, DPW, Recreation and Conservation with grant applications that support a wide variety of projects and services.
3. Reinforce efforts of the EDC to support local businesses in Scituate, and those that want to locate here.
 - A. Assist the EDC in implementing the recommendations for wayfinding signage to help visitors find business centers and other Town attractions. 12/16
 - B. Prepare a Permitting Guide for property owners and those seeking to establish a new business. 3/17
4. To continue to develop an overarching pro-active and comprehensive approach to coastal management by exploring new, existing, and/or innovative practices and strategies as alternatives to traditional methods.
 - A. Coordinate with the Development Review Team to continue to develop, enhance or revise rules and regulations that impede prudent coastal management
 - B. Participate in, and provide departmental expertise at quarterly in-house coastal management meetings on current plans, initiatives and potential opportunities around coastal issues
 - C. To continue to educate the public on changing coastal needs and appropriate responses to mitigate and secure resources given climate change, sea level rise and coastal erosion
 - D. To expand our collaborations with state and federal stakeholders, environmental agencies and local and state wide municipalities in responding to this shared global problem.
 - E. Provide information and assistance to the Coastal Advisory Commission as warranted or as directed by the Town Administrator.

MAJOR BUDGET COMPONENTS

Personnel costs are responsible for over 90% of the Planning Department's budget. The functions of the department are broad and this is an essential cost. The volume of new development, need for grants, and coordination with other departments have increased over past years. This year one additional staff person is requested, an Assistant Planner/Conservation Enforcement Officer at a salary of approximately \$53,000 or the equivalent of the AMPS A-1 Step 1, who would work closely with both the Planning and Conservation departments to read and analyze plans, perform development inspections, enforce the Stormwater Bylaw and Orders of Condition, and research and write grants.

This year, an increase in Technical Assistance is requested to complete a Permitting Guide for new businesses and finish the Open Space Plan. The Permitting Guide will help explain the requirements for setting up shop in Scituate and clarify the permitting process. It will be online as well as in hard copy in Building and other departments. It will show Scituate is friendly to business and alleviate confusion and questions which impact multiple departments. It is extremely important that the Open Space Plan be completed. This plan allows the Town to receive funds for purchases and improvements to open space and recreation facilities beyond the CPC. The funds requested are expected to supplement a DLTA grant for \$15,000 from MAPC.

Conferences and training for Board members and staff are a vital part of the budget. It is very important that both be up-to-date with federal and state requirements, current construction methods, recent land use law and available grants. Memberships for professional organizations also help educate board members and staff about current techniques and approaches to development.

Printing costs include new Zoning Maps and Bylaws so residents, real estate professionals, engineers and others can be made aware of any changes. The Planning Department, together with Health and Conservation, makes copies of plans as a service to residents and professionals involved with real estate development. Planning's share of maintenance and copy paper for this machine are reflected in our budget.

FY 15 RISKS AND CHALLENGES

If the Town does not follow the legal requirements for approving new development, it can mean expensive and time-consuming lawsuits which take Town resources away from other areas. If roads, drainage and water mains for private subdivisions are built incorrectly or left incomplete, there are many impacts. Property values are lowered, residents suffer and the Town may be liable for costly repairs. New construction can permanently change the character of a village or neighborhood if developers and contractors do not meet standards for density, architecture and site design. The Planning Department works hard to administer and enforce bylaws to implement those standards agreed on by the community.

It is important for the Town to have resources besides tax revenue to provide the many services residents expect. Before the Town can apply for grants, federal and state agencies often require a planning process. If the Hazard Mitigation or Open Space Plans are not complete, these alternate funding sources will be lost, risking protection of coastal properties or potential open space or recreation amenities.

The cost of energy for Town buildings and services is significant and impacts the taxpayer. Programs like Green Communities reduce these costs and improve energy efficiency.

While residential properties bring the Town needed tax revenue, they also come with costs for schools and services, so there is an inherent risk in maintaining a tax base which is largely residential. Planning works closely with the EDC on projects that encourage and support new business to help maintain a stable tax base over the long term.

DEPARTMENTAL ACCOMPLISHMENTS

1. Investigated and began multiple part application for 40R District for Greenbush. This information can be used if an application comes in from a single lot development which does not require certification of a large volume of water and sewer capacity.
2. Completed a Housing Production Plan that was approved by State.
3. Transferred \$89,345 from the Green Communities program from transformers for sewer pumps only, to transformers for sewer pumps, wells, transfer station and High School.
4. Wrote RFQ's for wayfinding and economic development consulting services for EDC to follow through on recommendations of MAPC's Market Study.
5. Assisted Coastal Resources Officer with writing application for EPA Building Blocks technical assistance. Identified reasonably priced consultant to complete HMP, issued RFP and got process started which were key to eventual completion.
6. Closed out two 2012 FEMA elevation grants and continued to assist Coastal Resources Officer with 2013 grants. These are now completely turned over to her.
7. Provided background information and maps for application for a Mass. Cultural Council cultural district for Scituate Harbor.
8. Administered development approval by the Planning Board. This included developing agenda's, addressing concerns of abutters, coordinating work of consulting engineers, completing minutes, monitoring legal timeframes, completing legal forms, filing decisions and performing site inspections. Made recommendations on action on all major development applications requiring Planning Board approval.
9. Drafted zoning articles for Height and Setback Modifications in the Flood Zone which were adopted by 2015 Annual Town Meeting.
10. Staffed biweekly meetings of the interdepartmental Development Review Team; used management training to encourage teamwork and emphasize constructive results.
11. Drafted standard conditions for accessory dwellings and common driveways.

DESCRIPTION OF REVENUE	YTD				Comments
	FY/13	FY/14	FY/15	FY/16	
Application and Lot Release Fees	\$3,080.00	\$ 7,136.40	\$11,427.50*	\$ 8,000**	<p>*Included \$3,800 for lot releases for 2 subdivisions.</p> <p>**Based on \$3,300 received for five months of FY16. Does not include possible \$6,500 from Toll Bros. subdivision</p>

**FY 17 TOWN ADMINISTRATOR RECOMMENDED OPERATING BUDGET
ADDITIONAL NOTES**

DEPARTMENT: Planning Board

REQUEST: The FY17 Planning Board budget includes a transfer of the Coastal Resources Officer from the Planning Board to Conservation.

TA RECOMMENDATION: N/A no budget reduction

RATIONALE: The position interacts with both Planning and Conservation as well as DPW. Based on the workload of the incumbent over the last 18 months with CRS and elevation grants, Conservation is the more appropriate department from which to be based. This position is still 35% funded from the FEMA Hazard Mitigation Grant Program through FY17.

Town of Scituate

Budget-175 Planning Board Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016

To Date: 6/30/2017

Print accounts with zero balance

Round to whole dollars

Account on new page

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
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001.175.0510.5110.0000.0000	REGULAR SALARIES	\$152,974.91	\$161,108.00	\$77,175.44	\$126,784.00	\$126,784.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: REGULAR SALARIES	\$85,786.00	1.0000	PLANNER				
	Description: REGULAR SALARIES	\$40,998.00	1.0000	PLANNING SECRET				
	Column Total:	\$126,784.00						

001.175.0510.5130.0000.0000	LONGEVITY	\$1,150.00	\$1,150.00	\$1,150.00	\$1,700.00	\$1,700.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: Longevity	\$1,150.00	1.0000	Planner				
	Description: Longevity	\$550.00	1.0000	Planning Secret				
	Column Total:	\$1,700.00						

001.175.0510.5180.0000.0000	PART-TIME SALARIES	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00		
001.175.0510.5191.0000.0000	OTHER SALARIES	\$0.00	\$1,217.00	\$0.00	\$858.00	\$858.00		
	Column Total:	\$100.00						
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: OTHER SALARIES	\$858.00						
	Column Total:	\$858.00						

SCHEDULE: PERSONAL SERVICES - 0510		\$154,224.91	\$163,475.00	\$78,325.44	\$129,342.00	\$129,342.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	OFFICE MACHINE MAINT	\$192.50	\$125.00	\$125.00	\$375.00	\$250.00		
	Description: Maintenance, Large Copy Machine	\$250.00						
	Description: Maintenance, Typewriter	\$125.00						
	Column Total:	\$375.00						

Town of Scituate

Budget-175 Planning Board Detail

Fiscal Year: 2015-2016

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From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.175.0520.5309.0000.0000	TECHNICAL SERVICES	\$1,500.00	\$3,500.00	\$562.50	\$21,000.00	\$7,000.00		

Column: [FY17DeptRequest]

Description: Complete Open Space Plan

Description: Permitting Guide for New Businesses

Column Total:

001.175.0520.5321.0000.0000 CONFERENCES/MEETINGS

Budget \$10,000.00

\$11,000.00

\$21,000.00

\$225.00

\$1,150.00

\$0.00

\$495.00

\$21,000.00

\$7,000.00

\$495.00

\$21,000.00

\$7,000.00

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Town of Scituate

Budget-175 Planning Board Detail

Fiscal Year: 2015-2016

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From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Town Selectman	FY17 Advisory Committee
001.175.0520.5346.0000.0000	LEGAL ADVERTISING	\$819.18	\$1,200.00	\$201.00	\$875.00		\$75.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: Bylaw changes	\$800.00						
	Description: Record Board members signatures at Registry	\$75.00						
Column Total:		\$875.00						
001.175.0520.5711.0000.0000	MILEAGE REIMBURSEMENT	\$99.74	\$400.00	\$0.00	\$200.00		\$200.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: Mileage for long distance trips	\$200.00						
Column Total:		\$200.00						
001.175.0520.5731.0000.0000	PROFESSIONAL DUES & SL	\$612.00	\$810.00	\$85.00	\$1,590.00		\$850.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: American Planning Association	\$475.00						
	Description: APA Planning Advisory Service	\$795.00						
	Description: Mass. Assoc. of Planning Directors	\$85.00						
	Description: Recording fees, changes to Board members or change	\$235.00						
Column Total:		\$1,590.00						
SCHEDULE: PURCHASE OF SERVICES - 0520		\$4,550.89	\$9,010.00	\$1,238.97	\$26,360.00		\$10,445.00	
001.175.0540.5420.0000.0000	OFFICE SUPPLIES	\$665.34	\$700.00	\$237.03	\$700.00		\$700.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: OFFICE SUPPLIES	\$700.00						
Column Total:		\$700.00						
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$665.34	\$700.00	\$237.03	\$700.00		\$700.00	

IRS mileage rate / amended

Town of Scituate

Budget-175 Planning Board Detail

Fiscal Year: 2015-2016

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Account	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.175.0580.5852.0000.0000	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	<i>Facilities</i>	
Column: [FY17DeptRequest]	Budget	FTE	Position Desc.				
Description: Office desk and chair	\$1,000.00						
Column Total:	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00		
SCHEDULE: CAPITAL OUTLAY - 0580	\$159,441.14	\$173,185.00	\$79,801.44	\$157,402.00	\$140,487.00		
Grand Total:							

End of Report

TOWN OF SCITUATE FY 2017 PERSONAL SERVICES SHEET

Department: 175 PLANNING BOARD

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Holiday Buy Back	Sick Leave	Longevity
PLANNER Laura Harbottle	18-Aug-97	AMP 5	8+		35	\$1,643.41	52.2	\$85,786			\$1,150
PLANNING SECRETARY Karen Joseph	18-Jul-11	A-7	3	\$22.440	35	\$785.40	52.2	\$40,998			\$550
TOTALS								\$126,784	\$0	\$0	\$1,700

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary	Overtime	Longevity	Part-time	Seasonal	Holiday	Other	TOTAL
PLANNER	1	\$85,786		\$1,150	5180	5190		\$858	\$87,794
PLANNING SECRETARY	1	\$40,998		\$550			\$0		\$41,548
TOTALS	2.00	\$126,784	\$0	\$1,700	\$0	\$0	\$0	\$858	\$129,342

**TOWN OF SCITUATE
FY 2017 BUDGET**

DEPARTMENT: ZONING BOARD OF APPEALS 176

MISSION STATEMENT

It is the mission of the Scituate Zoning Board of Appeals to interpret and apply the Zoning By-laws and related Massachusetts statutes to each application before us in a fair and impartial manner, and to conduct hearings and meetings in a prompt and professional manner, extending to each member of the public who appears before us, the degree of professionalism and courtesy that will reflect positively on the town.

FY 2016 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

The Zoning Board seeks to decide each application before us in accord with the applicable regulatory law, consistent with relevant appellate law. The Board seeks to comply with all rules and regulations that govern hearings before us and to create solid, thoughtful decisions that will be upheld on appeal. The Board seeks to hold hearings that allow each citizen who appears before us, whether as an applicant or a person who opposes a particular application, to recognize that their concerns have been heard, that they have been treated with respect, that the board applied the law in a fair and impartial manner and that the decision has been filed in a timely manner.

DEPARTMENTAL ACCOMPLISHMENTS

ZBA board members are a group of committed and hardworking volunteers who devote dozens of hours each year reviewing applications, attending meetings and writing decisions. The Board members are dedicated, always open-minded and thoughtful. Guided by our Zoning Enforcement Officer, the Board has worked hard this year to try to help applicants obtain the permits they seek while upholding the integrity of the Zoning By-Laws.

As of December 1, in 2015, the ZBA heard and decided 23 new applications, including modifications of previously approved 40B developments, and approvals for reconstruction, expansion and renovations of pre-existing homes as well as commercial / rental properties. Approval of these various projects in Scituate allowed substantial improvements to properties, thereby increasing their value; significantly enhancing the safety and security of our citizens and brings Scituate closer to its goal of providing sufficient affordable housing to our citizens.

This fiscal year saw the final stages of two long term projects that have been ongoing for about the last decade. In a financial environment where all too often similar projects are not just delayed, but often abandoned partway through construction, it is a credit to the Board, the Department and developers alike that we have seen a successful completion of these projects.

**TOWN OF SCITUATE
FY 2017 BUDGET**

DEPARTMENT: ZONING BOARD OF APPEALS 176

This year also saw the arrival of a new member of the Building Department, the clerk who keeps our minutes has worked hard to learn the policies and procedures of the Department and Zoning Board meetings and has proven to be a valuable member of the department team.

The entire staff of the Building Department deserves recognition as an department that works hard to be available to the citizens and the Board alike for whatever support they can provide to accomplish the goals and objectives of the citizens and the Board alike, and, in doing so, contributes significantly to making Scituate a great place in which to live and work.

The Board looks forward to another successful year in 2016 and, as always, appreciates the support of our Board of Selectmen.

RESPECTFULLY SUBMITTED,

A handwritten signature in black ink, appearing to read "Sara J. Trezise". The signature is fluid and cursive, with a long horizontal stroke at the end.

Sara J. Trezise, Chairman, Zoning Board of Appeals.

TOWN OF SCITUATE
FY 2017 BUDGET

DEPARTMENT: ZONING BOARD OF APPEALS 176

FY/13	FY/14	FY/15 YTD	FY/16 Projected
\$6,700.00	\$5,900.00	\$1,400.00	\$5,000.00

Town of Scituate

Budget 176 Zoning Board Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016

To Date: 6/30/2017

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Definition: FY17 Completed Budget

Account	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Town Selectman	FY17 Advisory Committee
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001.176.0510.5120.0000.0000	\$744.50	\$1,000.00	\$226.56	\$1,000.00	\$1,000.00		
Column: [FY17DeptRequest]	Budget	FTE	Position Desc.				
Description: OVERTIME	\$1,000.00						
Column Total:	\$1,000.00						
001.176.0510.5130.0000.0000	\$418.76	\$0.00	\$0.00	\$0.00	\$0.00		
Description: LONGEVITY							
001.176.0510.5172.0000.0000	\$2,820.52	\$0.00	\$0.00	\$0.00	\$0.00		
Description: SICK LEAVE BUY BACK							
001.176.0510.5180.0000.0000	\$20,717.79	\$19,464.00	\$8,108.96	\$20,262.00	\$20,262.00		
Description: PART-TIME SALARIES							

Column: [FY17DeptRequest]	Budget	FTE	Position Desc.				
Description: PART-TIME SALARIES	\$20,262.00						
Column Total:	\$20,262.00						
001.176.0510.5191.0000.0000	\$109.30	\$0.00	\$0.00	\$0.00	\$0.00		
Description: OTHER SALARIES							
SCHEDULE: PERSONAL SERVICES - 0510	\$24,810.87	\$20,464.00	\$8,335.52	\$21,262.00	\$21,262.00		

001.176.0520.5321.0000.0000	\$60.00	\$100.00	\$267.00	\$300.00	\$300.00		
Description: CONFERENCES/MEETINGS							
Column: [FY17DeptRequest]	Budget	FTE	Position Desc.				
Description: CONFERENCES/MEETINGS	\$300.00						
Column Total:	\$300.00						
001.176.0520.5344.0000.0000	\$679.73	\$1,000.00	\$283.68	\$1,000.00	\$0.00		
Description: POSTAGE							

Column: [FY17DeptRequest]	Budget	FTE	Position Desc.				
Description: POSTAGE	\$1,000.00						
Column Total:	\$1,000.00						
001.176.0520.5731.0000.0000	\$1,678.80	\$375.00	\$379.00	\$400.00	\$400.00		
Description: PROFESSIONAL DUES & SL							

Column: [FY17DeptRequest]	Budget	FTE	Position Desc.				
Description: PROFESSIONAL DUES & SUBS	\$400.00						
Column Total:	\$400.00						

consolidated budget

Town of Scituate

Budget 176 Zoning Board Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016

To Date: 6/30/2017

Definition: FY17 Completed Budget

Print accounts with zero balance Round to whole dollars Account on new page

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Town Selectman	FY17 Advisory Committee
SCHEDULE: PURCHASE OF SERVICES - 0520								
		\$2,418.53	\$1,475.00	\$929.68	\$1,700.00		\$700.00	
001.176.0540.5420.0000.0000	OFFICE SUPPLIES	\$277.31	\$400.00	\$189.50	\$-400.00		\$400.00	
Column: [FY17DeptRequest]								
Description: OFFICE SUPPLIES		Budget	FTE	Position Desc.				
		\$400.00						
Column Total:		\$400.00						
SCHEDULE: MATERIALS & SUPPLIES - 0540								
		\$277.31	\$400.00	\$189.50	\$400.00		\$400.00	
Grand Total:		\$27,506.71	\$22,339.00	\$9,454.70	\$23,362.00		\$22,362.00	

End of Report

Updated 11-10-2015

TOWN OF SCITUATE FY 2017 PERSONAL SERVICES SHEET

Department: 176 ZONING BOARD OF APPEALS

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Holiday Buy Back	Sick Leave	Longevity
SECRETARY Anne Kelly	24-Dec-14	A-6	3	\$20.43	19	\$388.17	52.2	\$20,262			
TOTALS								\$20,262	\$0	\$0	\$0

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary 5110	Overtime 5120	Longevity 5130	Part-time 5180	Seasonal 5190	Holiday	Other 5191	TOTAL 510
SECRETARY		\$0	\$ 1,000	\$0	\$20,262		\$0		\$21,262
TOTALS		\$0	\$1,000	\$0	\$20,262	\$0	\$0	\$0	\$21,262

TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: GENERAL LIABILITY 192

MISSION STATEMENT:

To provide comprehensive blanket insurance coverage for Town and school property, equipment, staff and officials in the event of a loss or incident.

FY2017 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

The Town insures with the Massachusetts Inter-Local Insurance Association (MIIA). MIIA is a Massachusetts Municipal Association subsidiary and it provides insurance exclusive to municipalities. Its programs, coverage and incentives for discounts benefit the overall cost impact as well as potential exposure to liability. While the Town enjoyed significant savings in fiscal years 13-15, our claims experience the past two years has increased sharply with several major property losses.

MIIA does not vote renewal rates until March. As our budget is due the beginning of January, this line item is difficult to project and may be revised when more information is received after the first of the year. A 10% increase is currently projected.

MAJOR BUDGET COMPONENTS

This line item includes: Property/Crime/Inland Marine Damage Insurance, General Liability Insurance, Automobile, Professional Liability (public, school law), Excess Liability, Police and Fire Accident and related coverage's. For General Liability property losses the current deductible is \$5,000 and for Employer's Liability it is \$7,500. There is a contingency in this line item for the cost of deductibles incurred throughout the year.

Any insurance renewal is dependent upon two factors: market changes and loss history of the insured. In general, most contractual budgetary amounts from year to year are contingent on losses not exceeding a certain threshold. Our Statement of Values is reviewed annually to insure we are up-to-date and reflective of current market values for the 74 lines of insurance we carry.

FY 17 RISKS AND CHALLENGES

With MIIA we have a strong Loss Control Program with quarterly inspections and regular meetings of a Safety Committee. As building improvements are made or new equipment purchased, it is important that they be properly and timely insured and this process has improved immeasurably the past two years. We have had to obtain Builder's Risk Insurance for the new public building projects (library, middle school, public safety complex) and will also need to plan for increased values and insurance for these new facilities in FY 18-19. Finally, similar to all other Massachusetts municipalities, losses from the winter of 2014-5 will have taken their toll and we will see this in the rates for FY 17 and are carrying a 10% increase as a result.

DESCRIPTION OF REVENUE	FY/14	FY/15	FY/16	FY 17	Comments
N/A					

Town of Scituate

Budget-192 Property/Liability Insurance Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016

To Date: 12/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
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001.192.0570.5740.0000.0000	LIABILITY/PROPERTY INSUI	\$439,084.21	\$489,500.00	\$478,195.26	\$538,450.00	\$538,450.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: LIABILITY/PROPERTY INSURANCE		\$538,450.00						
Column Total:		\$538,450.00						
SCHEDULE: TRANSFERS - 0570		\$439,084.21	\$489,500.00	\$478,195.26	\$538,450.00	\$538,450.00		
Grand Total:		\$439,084.21	\$489,500.00	\$478,195.26	\$538,450.00	\$538,450.00		

End of Report

200 PUBLIC SAFETY

210

POLICE DEPARTMENT

220

FIRE DEPARTMENTS

241

INSPECTIONS

295

SHELLEFISH

**TOWN OF SCITUATE
FY 2017 BUDGET
DEPARTMENT: Police**

MISSION STATEMENT:

Strive to ensure public safety by providing responsive, professional police services to residents, business and visitors by promoting community based policing in collaboration with citizens, schools and municipal officials.

FY 2017 Goals and Objectives

1. Improve Police Radio Communications and Emergency Operations Systems and develop joint Dispatch Operations.
 - (a.) Design and implement redundant, P-25 compliant digital police communications network which leverages existing infrastructure investments completed by Scituate Fire Department in FY16 to provide geographically diversified and improved radio system. (Q1)
 - (b.) Create a reliable, redundant network link from the Public Safety Building to the radio network, town IT infrastructure, school district security and CCTV.
 - (c.) With the Fire Chief, provide a coordinated, cohesive dispatch center with policies, procedures and oversight that which will effectively and efficiently leverage E-911, Computer Aided Dispatch (CAD), Criminal Justice Information Systems (CJIS), UHF/VHF radios, CCTV and other resources. (Q1-Q3)
 - (d.) Replace portable and mobile radios with P-25 compliant digital radios. (Q4)
2. Design a more effective department chain of command structure by creating the position of Deputy Chief.
 - (a.) Present at town meeting to approve non-civil service position
 - (b.) Work with Town Administrator to establish hiring criteria. (Q1)
 - (c.) Re- structure existing roles and responsibilities for existing Lieutenants to funnel all administrative tasks to the Deputy Chief. (Q1)
 - (d.) Arrange meetings with Council on Aging and Senior community, Harbor Merchants Association and other important groups to introduce the Deputy Chief.

3. Plan and Implement the initiation of a Citizen's Police Academy.
 - (a.) Research successful Citizen Academy as models. (Q1)
 - (b.) Canvas department for interested Officers to participate. (Q1)
 - (c.) Train Officers for teaching roles and use of media for instruction. (Q2)
 - (d.) Review Officers curriculum and plan role out for spring of 2017. (Q3)
4. Train two Officers as Drug Recognition Experts (DRE's)
 - (a.) Work with FACTS to secure grant funding for this extensive training process. (Q1)
 - (b.) Vet Officers to determine ability to qualify and complete training. (Q1)
 - (c.) Review cross country success to implementing policies for DRE's to ensure District Court acceptance of qualifications and methodologies associated with Drug Recognition. (Q1)
 - (d.) Meet with District Court Judges and District Attorneys regarding expert testimony by Department DRE's. (Q1)
5. Coordinate, participate and troubleshoot construction of the new Public Safety Center.
 - (a.) Insure building design is implemented.
 - (b.) Make decisions around design elements and functionality.
 - (c.) Prepare for relocation to the new facility.
 - (d.) Prepare for decommission of the present building.

MAJOR BUDGET COMPONENTS

The Scituate Police Department consists of four Divisions.

Administration: The Chief, an Administrative Assistant, as well as a Lieutenant make up this division on a full-time basis. There are other Officers who assist in various roles to provide redundancy. Administration manages the budget, creates policies and procedures, maintains Department record keeping, and ensures proper staffing.

Patrol: This division is managed by a Lieutenant Watch Commander. Five Sergeants provide Patrol Supervision for 21 Patrol Officers working three shifts per day. This division provides oversight to three full-time, and four part-time E-911 Dispatchers, as well as several part-time Police Officers

Specialists: This division is managed by a Lieutenant in charge of Special Operations. The Department has full-time specialist roles being the Traffic Enforcement Officer and the K9 Officer. The Department also has part-time specialist roles being the Evidence Officer, Social Services Officer, School Resource Officer, Event Planning, Fleet Management, Firearm Instructors, and Field Training Officers. The newly established Marine Unit operates in this division as well.

Investigations: This division is managed by a Detective Sergeant under the oversight of the Lieutenant in charge of Special Operations. Criminal Investigations encompasses Criminal Prosecutions. Three Detectives work full-time in this role. These Detectives work with the Old Colony Police Anti-Crime Task Force with 16 other communities.

FY 2017 RISKS AND CHALLENGES

As we move forward into FY2017, the Department will begin transitioning towards the new Public Safety Building. The construction phases, merging of Police/Fire Dispatch, transitioning into state of the art communications and an Emergency Operations Center will present operational challenges which will need to be approached cooperatively by the Police and Fire Administrations. This process will be finalized with the decommissioning of the existing Police Station.

In late fall of 2015, seven officers participated in an Assessment Center to evaluate knowledge, skills and abilities to best determine the appropriate candidates to fill two vacant Sergeant positions. With these appointments, every shift will now have supervisory oversight. In the coming months, these newly appointed officers will attend leadership and supervisory training. The Department is now in the process of hiring patrol officers to replace the Sergeant promotions.

As with every Department, the unprecedented winter storms of 2015 pushed the Police Department personnel and equipment to its limits. These challenges provided significant

opportunities to learn from these events for future planning. During the three-month period of January through March 2015, the Department logged 3,869 incidents. During the significant storm of January 26th through January 28th of 2015, the Department handled 174 service calls. In the face of this adversity, the Department staff pulled together as a cohesive team to manage these events.

In 2015, the Department joined the Metropolitan Law Enforcement Council (Metro LEC). Metro LEC is a consortium of approximately 40 local police departments joined together to provide rapid, specialized mutual aid response for SWAT, K-9, Search and Rescue, Advanced Investigations and major event support. As a member of Metro LEC, the Department must commit three to four officers to participate in various specialized units. Our K-9 Officer has participated in Metro SWAT for the past several years. The qualifications for entry in SWAT are incredibly rigorous. We anticipate having two officers trained and equipped within the year. This level of specialized training will be an incredible asset to the department and community.

The Department has continued to stay current with tactics, safeguards, intelligence and planning to manage potential multiple casualty situations. We continue to train in active shooter situations in our public schools. During community events which attract large crowds to areas throughout town, we have implemented protocols to utilize low profile explosive sensing K-9's, establish staging and medical triage areas in the event of a mass casualty event.

We have two Officers currently acting as School Resource Liaisons to the Scituate Public Schools. They have done an excellent job continuing the Department's commitment to our school district.

The Department continues to make progress towards our long term goal of achieving accreditation. This is a complex and comprehensive undertaking. Through officer training and the implementation of software to help manage the process, we anticipate continued progress towards achieving accreditation.

DEPARTMENT ACCOMPLISHMENTS

The Department is very pleased about the funding approval for the new Public Safety Building. Members of the Department, along with many others, have worked for over two years to get to this point and we will continue to work diligently through to completion. We are very appreciative of the support this project received from the Town Administrator, Board of Selectmen, Advisory Committee, Public Building Commission and especially the residents of Scituate.

In 2015, the Department implemented a pilot Police Marine Unit. The Department was able to purchase a pre-owned 26' Boston Whaler Outrage and up-fitted it for law enforcement purposes. Ten officers were assigned to the Marine Unit, four with primary operator responsibilities and six others as crew members. The Marine Unit was operational mid-July through October. The Department received positive feedback from community members regarding the program. We look forward to expanding the program in the spring of 2016 and collaborating with the Harbormaster to make Scituate's waterways as safe as possible.

The incredible importance of the surplus military vehicles obtained through the 1033 grant program was once again made readily apparent with the winter storms. With these critical assets, officers were able to navigate otherwise inaccessible coastal areas and perform emergency operations.

Our Traffic Enforcement Officer is working with the Traffic Rules and Regulations Committee and working collaboratively with community members, school officials and department personnel to target and address traffic complaints.

The community can be proud of the work being performed by the Officers and Command Staff of the Scituate Police Department. We hope to continue in the positive direction we have been moving in the past few years which will only be enhanced with our new facility.

DESCRIPTION OF REVENUE	FY/13	FY/14	FY/15	FY/16 YTD	FY/17 FORECAST
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PEDESTRIAN SAFETY GRANT	N/A	3,000.00	3,000.00	3,000.00	N/A
911 TRAINING GRANT	10,000.00	28,000.00	28,000.00	22,952.00*	25,000
911 COMM CENTER SUPPORT GRANT	36,000.00	36,000.00	36,000.00	36,000.00*	36,000.00
TRAFFIC ENFORCEMENT GRANT	N/A	N/A	N/A	5,000.00*	5,000.00
UNDERAGE ALCOHOL GRANT	N/A	5,000.00	5,000.00	N/A	N/A
DOMESTIC VIOLENCE GRANT	1,750.00	1,820.00	480.00	N/A	N/A
DETAIL ADMINISTRATION FEES	20,497.00	41,035.00	52,942.21	30,700.00	25,000.00
INSURANCE RESTITUTION LDF	3,400.00	7,600.00	5,300.00	1,300.00	N/A
FIREARMS PERMIT FEES	6,837.00	4,812.00	3,8120.00	3,575.00	3,000.00
COPELAND FAMILY DARE GIFT	5,000.00	5,000.00	N/A	N/A	N/A
ROTARY DARE GIFT	2,000.00	N/A	N/A	N/A	N/A
REPORT FEES	830.00	888.00	984.00	642.00	500.00
K9 DONATIONS	1,250.00	1,000.00	200.00	N/A	N/A
COURT RESTITUTION FEES	1,038.00	845.00	850.00	N/A	N/A
NON CRIMINAL MJ POSSESSION 94C	300.00	300.00	0.00	0.00	0.00
PROPERTY ROOM (UNCLAIMED PROP)	N/A	560.04	0.42	0.00	0.00
COURT FINES TO DATE	1,100.00	Bulman	Bulman	Bulman	Bulman
ANIMAL CONTROL FINES	100.00	225.00	175.00	225.00	200.00
TOWN BY LAW VIOLATIONS	N/A	200.00	300.00	0.00	0.00
PARKING TICKET FINES	6,350.00	Brady	Brady	Brady	Brady

* Anticipated Funds

**FY 17 TOWN ADMINISTRATOR RECOMMENDED OPERATING BUDGET
ADDITIONAL NOTES**

DEPARTMENT: Police Department

REQUEST: Departmental reorganization: creation of Deputy Chief of Police position, maintain vacancy in third Lieutenant position.

Centralization of Fuels and Lubricants and various other line items

TA RECOMMENDATION: The above request in the amount of \$17,000 and centralization of fuel and lubricants and various other line items has been recommended by the Town Administrator for FY 17.

RATIONALE: The proposed personnel change will mirror the management structure currently in place in the Fire Department and provide a clear chain of command. The personnel change will cost an estimated additional \$17,000 which would be partially offset by the elimination of overtime for which this position would not be eligible.

The FY17 Police Department budget also had a reduction of \$80,000 in Fuels and Lubricants as a result of the consolidation of that line item to the Facilities Department, a reduction of property repair and maintenance of \$26,250, because of the move to the new public safety complex in FY17 and the consolidation of its \$17,000 training budget with that of the Town Administrator/Board of Selectmen.

Town of Scituate

Budget 210 Police Department Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.210.0510.5110.0000.0000	REGULAR SALARIES	\$2,227,511.73	\$2,527,359.00	\$1,050,918.11	\$2,530,096.00	\$2,550,363.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: REGULAR SALARIES	\$2,530,096.00						
	Column Total:	\$507,995.66	\$350,650.00	\$236,500.66	\$350,650.00	\$357,663.00		
001.210.0510.5120.0000.0000	OVERTIME							
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: OVERTIME	\$350,650.00						
	Column Total:	\$83,432.20	\$24,900.00	\$9,725.00	\$22,100.00	\$22,825.00		
001.210.0510.5130.0000.0000	LONGEVITY							
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: LONGEVITY	\$22,100.00						
	Column Total:	\$22,100.00	\$282,090.00	\$134,334.39	\$255,203.00	\$273,403.00		
001.210.0510.5140.0000.0000	EDUCATIONAL INCENTIVE							
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: EDUCATIONAL INCENTIVE	\$255,203.00						
	Column Total:	\$88,047.96	\$100,572.00	\$40,099.45	\$102,013.00	\$103,036.00		
001.210.0510.5150.0000.0000	HOLIDAY PAY							
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: HOLIDAY	\$102,013.00						
	Column Total:	\$102,013.00						

Town of Scituate

Budget 210 Police Department Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016 To Date: 6/30/2017

Print accounts with zero balance Round to whole dollars Account on new page

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.210.0510.5160.0000.0000	SHIFT DIFFERENTIAL	\$65,033.09	\$69,489.00	\$29,722.79	\$91,721.00	\$72,521.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: FITNESS INCENTIVE	\$19,200.00						
	Description: SENIOR RATE	\$8,753.00						
	Description: SHIFT DIFFERENTIAL	\$63,768.00						
	Column Total:	\$91,721.00						
001.210.0510.5170.0000.0000	SPECIAL EMPLOYEE	\$11,000.00	\$24,600.00	\$3,000.00	\$6,000.00	\$25,800.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: SPECIAL EMPLOYEE	\$6,000.00						
	Column Total:	\$6,000.00						
001.210.0510.5172.0000.0000	SICK LEAVE BUY BACK	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: SICK LEAVE BUYBACK	\$1,000.00						
	Column Total:	\$1,000.00						
001.210.0510.5180.0000.0000	PART-TIME SALARIES	\$14,707.56	\$37,425.00	\$1,485.71	\$37,425.00	\$37,425.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: PART-TIME SALARIES	\$37,425.00						
	Column Total:	\$37,425.00						
001.210.0510.5190.0000.0000	SEASONAL SALARIES	\$44,029.61	\$48,600.00	\$15,580.50	\$48,600.00	\$48,600.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: SEASONAL SALARIES	\$48,600.00						
	Column Total:	\$48,600.00						
001.210.0510.5191.0000.0000	OTHER SALARIES	\$1,387.89	\$1,988.00	\$649.67	\$2,023.00	\$2,023.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: OTHER SALARIES	\$2,023.00						
	Column Total:	\$2,023.00						

Town of Scituate

Budget 210 Police Department Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
SCHEDULE: PERSONAL SERVICES - 0510	\$3,303,330.57	\$3,468,673.00	\$1,522,016.28	\$3,446,831.00	\$3,494,659.00		

001.210.0520.5211.0000.0000	ELECTRICITY		\$258.29	\$180.00	\$96.40	\$180.00	\$260.00
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Column: [FY17DeptRequest]

Description: NATIONAL GRID

Column Total:

001.210.0520.5241.0000.0000	OFFICE MACHINE MAINT		\$16,379.31	\$27,285.00	\$23,438.75	\$23,440.00	
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Column: [FY17DeptRequest]

Description: IMC SUPPORT INCREASED

Description: MERLIN PHONE SYSTEM

Description: RADIO/RADAR/BTMMAINTENANCE

Description: RICOH LEASE AND SUPPLIES

Column Total:

001.210.0520.5242.0000.0000	REPAIR/MAINT PROP/EQUIP		\$654.73	\$27,000.00	\$750.00	\$750.00	
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Column: [FY17DeptRequest]

Description: MARINE UNIT STORAGE

Column Total:

001.210.0520.5245.0000.0000	VEHICLE SERVICE		\$17,711.54	\$15,000.00	\$9,743.33	\$17,000.00	\$17,250.00
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Column: [FY17DeptRequest]

Description: MARINE UNIT REPAIRS LABOR

Description: VEHICLE REPAIRS LABOR

Column Total:

001.210.0520.5271.0000.0000	RENTALS EQUIP/FACILITIES		\$18,324.10	\$14,490.00	\$7,472.73	\$14,490.00	\$14,490.00
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Column: [FY17DeptRequest]

Description: CELL PHONES, PAGERS

Column Total:

Printed: 12/22/2015 12:58:33 PM Report:

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Town of Scituate

Budget 210 Police Department Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016 To Date: 6/30/2017

Print accounts with zero balance Round to whole dollars Account on new page

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.210.0520.5308.0000.0000	TRAINING	\$20,493.34	\$13,000.00	\$3,738.60	\$17,000.00	\$0.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: 2 ACADEMY RECRUITS	\$6,000.00						
	Description: GYM EQUIPMENT PER CONTRACT	\$2,000.00						
	Description: PROFESSIONAL DEVELOP	\$4,000.00						
	Description: REQUIRED ACADEMY EQUIPMENT	\$5,000.00						
	Column Total:	\$17,000.00						
001.210.0520.5309.0000.0000	TECHNICAL SERVICES	\$12,565.51	\$9,980.00	\$6,950.09	\$9,980.00	\$9,980.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: 3 COMPUTERS @ 650.00	\$1,950.00						
	Description: MS OFFICE LICENSES	\$8,030.00						
	Column Total:	\$9,980.00						
001.210.0520.5311.0000.0000	SUPPORT SERVICES	\$18,448.10	\$13,845.00	\$5,378.10	\$15,540.00	\$15,540.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: ANIMAL SHELTER SUPPORT	\$6,900.00						
	Description: BAPERN	\$1,600.00						
	Description: CLEAR ALERT-WEB ANALYTICS	\$2,640.00						
	Description: OUTSIDE SUPPORT	\$2,400.00						
	Description: SPECIAL INVESTIGATIONS	\$1,500.00						
	Description: VETERINARY SUPPORT	\$500.00						
	Column Total:	\$15,540.00						
001.210.0520.5321.0000.0000	CONFERENCES/MEETINGS	\$169.00	\$5,000.00	\$0.00	\$5,000.00	\$3,200.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: TRAINING FOR DEPARTMENT	\$5,000.00						
	Column Total:	\$5,000.00						

Town of Scituate

Budget 210 Police Department Detail

Fiscal Year: 2015-2016

Print accounts with zero balance
 Round to whole dollars
 Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomin	FY17 Board of Selectman	FY17 Advisory Committee
001.210.0520.5344.0000.0000	POSTAGE	\$658.75	\$1,000.00	\$368.47	\$1,000.00	\$0.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: USAGE	\$1,000.00						
	Column Total:	\$1,000.00	\$13,600.00	\$6,000.00	\$14,000.00	\$14,000.00		
001.210.0520.5381.0000.0000	LAUNDRY SERVICE	\$12,200.00	\$13,600.00	\$6,000.00	\$14,000.00	\$14,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: PER CONTRACT	\$14,000.00						
	Column Total:	\$14,000.00	\$2,700.00	\$1,482.80	\$2,700.00	\$2,650.00		
001.210.0520.5711.0000.0000	MILEAGE REIMBURSEMENT	\$2,520.59	\$2,700.00	\$1,482.80	\$2,700.00	\$2,650.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: MILEAGE REIMBURSEMENT	\$2,700.00						
	Column Total:	\$2,700.00	\$5,650.00	\$5,200.00	\$7,600.00	\$7,600.00		
001.210.0520.5731.0000.0000	PROFESSIONAL DUES & SL	\$1,620.00	\$5,650.00	\$5,200.00	\$7,600.00	\$7,600.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: Accreditation	\$1,500.00						
	Description: Dues	\$2,600.00						
	Description: METRO LEC	\$3,500.00						
	Column Total:	\$7,600.00	\$148,730.00	\$63,464.56	\$128,678.75	\$109,160.00		
SCHEDULE: PURCHASE OF SERVICES - 0520		\$150,026.47						
001.210.0540.5420.0000.0000	OFFICE SUPPLIES	\$7,027.94	\$7,800.00	\$4,434.04	\$3,000.00	\$3,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: Dispatch Chairs	\$1,500.00						
	Description: Firearms Supplies	\$500.00						
	Description: Office Supplies	\$1,000.00						
	Column Total:	\$3,000.00						

Town of Scituate

Budget 210 Police Department Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016 To Date: 6/30/2017

Print accounts with zero balance Round to whole dollars Account on new page

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Town Selectman	FY17 Advisory Committee
001.210.0540.5423.0000.0000	SPECIAL AGENCY SUPPLIE	\$8,333.07	\$8,600.00	\$6,028.71	\$30,462.90		\$18,464.00	

Column: [FY17DeptRequest]

Description:	Budget	FTE	Position Desc.
AED Batteries	\$700.00		
Ammunition	\$14,962.90		
Animal Control Supplies	\$400.00		
Breathlyzer Supplies	\$100.00		
Crime Scene Supplies	\$150.00		
Food for Prisoners	\$150.00		
K9 Supplies	\$500.00		
Parking Ticket Supplies	\$1,500.00		
SWAT Certification	\$12,000.00		
Column Total:	\$30,462.90		

001.210.0540.5425.0000.0000 PRINTING & FORMS

\$850.00

\$1,200.00

Column: [FY17DeptRequest]

Description:	Budget	FTE	Position Desc.
Detail 5-Part form	\$500.00		
Envelopes	\$100.00		
Letterhead	\$150.00		
Pay Vouchers	\$100.00		
Column Total:	\$850.00		

001.210.0540.5451.0000.0000 CLEANING SUPPLIES

\$1,125.00

\$700.00

Column: [FY17DeptRequest]

Description:	Budget	FTE	Position Desc.
Coyne Textile	\$525.00		
Cruiser/Cell Biohazard Decontamination	\$500.00		
Misc Needs	\$100.00		
Column Total:	\$1,125.00		

Town of Scituate

Budget 210 Police Department Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.210.0540.5480.0000.0000	VEHICLE SUPPLIES	\$27,656.65	\$24,000.00	\$16,037.01	\$27,000.00	\$27,000.00		
Column: [FY17DeptRequest]	Budget		FTE	Position Desc.				
	Description: Marine Parts	\$3,000.00						
	Description: Vehicle Parts	\$24,000.00						
Column Total:		\$27,000.00						
001.210.0540.5481.0000.0000	FUELS & LUBRICANTS	\$72,931.98	\$80,000.00	\$27,117.35	\$85,000.00	\$0.00		
Column: [FY17DeptRequest]	Budget		FTE	Position Desc.				
	Description: Fuel Cruisers	\$80,000.00						
	Description: Fuel Marine Unit	\$5,000.00						
Column Total:		\$85,000.00						
001.210.0540.5500.0000.0000	MEDICAL SUPPLIES	\$1,080.54	\$1,500.00	\$839.39	\$7,500.00	\$1,500.00		
Column: [FY17DeptRequest]	Budget		FTE	Position Desc.				
	Description: AED (2)	\$6,000.00						
	Description: Medical Supplies	\$1,500.00						
Column Total:		\$7,500.00						
001.210.0540.5581.0000.0000	CLOTHING	\$21,802.89	\$21,000.00	\$11,591.47	\$22,809.00	\$22,000.00		
Column: [FY17DeptRequest]	Budget		FTE	Position Desc.				
	Description: Animal Control	\$550.00						
	Description: Crossing Guards	\$800.00						
	Description: Dispatcher Uniforms	\$700.00						
	Description: Eyewear Reimb per Contract	\$1,000.00						
	Description: Officer Uniforms	\$19,259.00						
	Description: Uniforms damaged on Duty	\$500.00						
Column Total:		\$22,809.00						
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$140,795.04	\$144,225.00	\$67,128.48	\$177,746.90	\$73,864.00		

Town of Scituate

Budget 210 Police Department Detail

Fiscal Year: 2015-2016

Print accounts with zero balance
 Round to whole dollars
 Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.210.0580.5851.0000.0000	EQUIPMENT	\$121,913.12	\$141,500.00	\$76,748.72	\$145,942.00	\$143,000.00		
Column: [FY17DeptRequest]								
	Description: Cruiser Equipment	\$3,500.00						
	Description: Cruiser Radios	\$6,042.00						
	Description: Mobile Data Terminals	\$6,500.00						
	Description: Portable Radios	\$2,400.00						
	Description: Purchase Cruisers	\$127,500.00						
	Column Total:	\$145,942.00						
SCHEDULE: CAPITAL OUTLAY - 0580		\$121,913.12	\$141,500.00	\$76,748.72	\$145,942.00	\$143,000.00		
001.210.0900.5200.0000.0000		\$2,152.75	\$2,923.43	\$2,923.43	\$0.00	\$0.00		
001.210.0900.5400.0000.0000		\$0.00	\$1,717.26	\$761.38	\$0.00	\$0.00		
SCHEDULE: PRIOR YEAR ENCUMBRANCES - 0900		\$2,152.75	\$4,640.69	\$3,684.81	\$0.00	\$0.00		
Grand Total:		\$3,718,217.95	\$3,907,768.69	\$1,733,042.85	\$3,899,198.65	\$3,820,683.00		

End of Report

TOWN OF SCITUATE FY 2017 PERSONAL SERVICES DETAIL

Department: 210 POLICE

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Base Weekly	# of Weeks	Base Yearly	Longevity	Education	Holiday	Sick Leave Buy Back	Senior Rate	Total Per Employee
POLICE CHIEF														
W. Michael Stewart	06-Jun-83	1		2,696.55	52.2	\$140,760					\$5,932			\$146,692
DEPUTY CHIEF														
Vacant				1,743.30	52.2	\$91,000			\$725	\$18,200	\$4,004			\$113,929
TOTALS		1		4,439.85		\$231,760			\$725	\$18,200	\$9,936	\$0	\$0	\$260,621
LIEUTENANT														
Mark Thompson	26-Jul-02	P-3	Max	1,472.47	40	\$76,863	52.2	\$76,863	\$725	\$15,373	\$3,239			\$96,200
Michael J. O'Hara	17-Jul-83	P-3	Max	1,472.47	40	\$76,863	52.2	\$76,863	\$975	\$15,373	\$3,239			\$96,450
TOTALS		2		\$2,945		\$153,726			\$1,700	\$30,745	\$6,478	\$0	\$0	\$192,649
SERGEANTS														
Gerald O'Brien	20-Aug-01	P-2	Max	\$1,316.79	40	\$68,736	52.2	\$68,736	\$775	\$17,184	\$2,897			\$89,592
James A. Gilmartin	24-Jun-91	P-2	Max	\$1,316.79	40	\$68,736	52.2	\$68,736	\$975	\$17,184	\$2,897			\$89,792
Kenneth Bates	30-Oct-95	P-2	Max	\$1,316.79	40	\$68,736	52.2	\$68,736	\$975	\$13,747	\$2,897			\$86,255
Paul Norton	05-May-97	P-2	Max	\$1,316.79	40	\$68,736	52.2	\$68,736	\$875	\$17,184	\$2,897			\$89,692
Vacant		P-2	Max	\$1,265.66	40	\$66,067	52.2	\$66,067			\$2,784			\$68,851
Vacant		P-2	Max	\$1,265.66	40	\$66,067	52.2	\$66,067			\$2,784			\$68,851
TOTALS		6		\$7,798		\$407,078			\$3,500	\$85,299	\$17,156	\$0	\$0	\$493,033
POLICE OFFICERS														
Alison Steverman	16-Oct-04	P-1	Max	\$1,117.88	40	\$68,353	52.2	\$68,353	\$725	\$11,671	\$2,459			\$73,208
Amanda O'Shea	7-Jan-08	P-1	Max	\$1,117.88	40	\$68,353	52.2	\$68,353	\$425	\$14,588	\$2,459			\$75,825
Arthur O. Wood	21-Jan-86	P-1	Max	\$1,117.88	40	\$68,353	52.2	\$68,353	\$975	\$5,835	\$2,582		\$2,918	\$70,663
Brian J. McLaughlin	11-Sep-03	P-1	Max	\$1,117.88	40	\$68,353	52.2	\$68,353	\$725	\$14,588	\$2,459			\$76,125
Domenic D'Arcangelo	06-Jun-83	P-1	Max	\$1,117.88	40	\$68,353	52.2	\$68,353	\$425	\$11,671	\$2,459			\$73,458
Edward F. Gibbons	11/5/2007 (1)	P-1	Max	\$1,117.88	40	\$68,353	52.2	\$68,353	\$425	\$0	\$2,459			\$61,237
Erik Steverman	25-Jul-02	P-1	Max	\$1,117.88	40	\$68,353	52.2	\$68,353	\$725	\$5,000	\$2,459			\$66,537
Fred Malouf	14-Sep-98	P-1	Max	\$1,117.88	40	\$68,353	52.2	\$68,353	\$775	\$5,835	\$2,459			\$67,422
James Bulman	16-Oct-03	P-1	Max	\$1,117.88	40	\$68,353	52.2	\$68,353	\$725	\$11,671	\$2,459			\$73,208
Jason Rhodes	02-Dec-02	P-1	Max	\$1,117.88	40	\$68,353	52.2	\$68,353	\$725	\$0	\$2,459			\$61,537
Jeffrey Ciulla	20-May-13	P-1	Max	\$1,117.88	40	\$68,353	52.2	\$68,353	\$0	\$5,000	\$2,459			\$65,812
Kevin A. Talbot	16-Sep-85	P-1	Max	\$1,117.88	40	\$68,353	52.2	\$68,353	\$975	\$11,671	\$2,459			\$73,458
McAulley, Charles	1-Nov-13	P-1	Max	\$1,117.88	40	\$68,353	52.2	\$68,353	\$0	\$5,000	\$2,459			\$60,812
Natalie M Quinn	24-May-12	P-1	Max	\$1,117.88	40	\$68,353	52.2	\$68,353	\$0	\$2,500	\$2,459			\$63,312
Owen Kirkbride	12-May-13	P-1	Max	\$1,117.88	40	\$68,353	52.2	\$68,353	\$0	\$11,671	\$2,459			\$73,458
Suzanne McDonough	24-Jun-91	P-1	Max	\$1,117.88	40	\$68,353	52.2	\$68,353	\$975	\$11,671	\$2,459			\$65,812
Taylor Billings	14-May-13	P-1	Max	\$1,117.88	40	\$68,353	52.2	\$68,353	\$0	\$5,000	\$2,459			\$63,312
Timothy J. Goyette	18-Aug-97	P-1	Max	\$1,117.88	40	\$68,353	52.2	\$68,353	\$775	\$1,200	\$2,459			\$62,787
Victor C. Barrows	18-Jan-88	P-1	Max	\$1,117.88	40	\$68,353	52.2	\$68,353	\$975	\$11,671	\$2,582		\$2,918	\$76,498
William F. Whittier	01-Jul-84	P-1	Max	\$1,117.88	40	\$68,353	52.2	\$68,353	\$975	\$14,588	\$2,582		\$2,918	\$79,416
James Donovan	25-Oct-14	P-1	Max	\$1,117.88	40	\$68,353	52.2	\$68,353	\$0	\$5,000	\$2,459			\$65,812
Michael Prouty	25-Oct-14	P-1	Max	\$1,117.88	40	\$68,353	52.2	\$68,353	\$0	\$5,000	\$2,459			\$65,812
Christopher Lowrance	25-Sep-15	P-1	2	\$1,019.10	40	\$58,197	52.2	\$58,197	\$0		\$2,242			\$55,439
Vacancy		P-1	1	\$971.83	40	\$50,730	52.2	\$50,730	\$0		\$2,138			\$52,868
Vacancy		P-1	1	\$971.83	40	\$50,730	52.2	\$50,730	\$0		\$2,138			\$52,868
TOTALS		25		\$27,566.12		\$1,438,423			\$11,875	\$159,159	\$60,985	\$0	\$8,763	\$1,679,195
		33												
Permit Interim Officers														
Special Officer #1			Unclass	\$20.25	40	\$810.00	12	\$9,720						\$9,720
Special Officer #2			Unclass	\$20.25	40	\$810.00	12	\$9,720						\$9,720

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Base Weekly	# of Weeks	Base Yearly	Longevity	Education	Holiday	Buy Back	Senior Rate	Per Employee
Special Officer #3		Unclass		\$20.25	40	\$810.00	12	\$9,720						\$9,720
Special Officer #4		Unclass		\$20.25	40	\$810.00	12	\$9,720						\$9,720
Special Officer #5		Unclass		\$20.25	40	\$810.00	12	\$9,720						\$9,720
TOTALS						\$4,050	60	\$48,600	\$0	\$0	\$0	\$0	\$0	\$48,600
DISPATCHERS														
Theresa M. Duggan	04-Jun-84	D-6	Max	\$22.81	40	\$912.40	52.2	\$47,627	\$1,125		\$2,827	\$500		\$51,579
Mary E. Rappold	05-Sep-86	D-6	Max	\$22.81	40	\$912.40	52.2	\$47,627	\$1,125		\$2,827	\$500		\$52,079
James McCarthy	02-Jan-12	D-6	6	\$21.92	40	\$876.80	52.2	\$45,769	\$550		\$2,827			\$49,146
PT Dispatcher #1	Part Time	D-6	2	\$19.55	16	\$312.80	52.2	\$16,328	\$0	\$0	\$0			\$16,328
PT Dispatcher #2	Part Time	D-6	2	\$19.55	16	\$312.80	52.2	\$16,328	\$0	\$0	\$0			\$16,328
PT Dispatcher #3	Part Time	D-6	2	\$19.55	16	\$312.80	52.2	\$16,328	\$0	\$0	\$0			\$16,328
TOTALS						\$190,007	\$2,800	\$8,481	\$500	\$0	\$8,481	\$500	\$0	\$201,788
CLERICAL														
Fatih M. Elliot	04-Aug-97	A-8	Max	\$27.49	35	\$962.15	52.2	\$50,224	\$975					\$51,199
Mary Fitzgerald	12-Nov-12	A-6	5	\$21.39	20	\$427.80	52.2	\$22,331						\$22,331
TOTALS						\$72,555	\$975	\$0	\$0	\$0	\$0	\$0	\$0	\$73,530
ANIMAL CONTROL OFFICER														
Kimberly Stewart	26-Jun-95	AMP-1	STEP 8	\$1,088.39	40	\$1,088.39	52.2	\$56,814	\$1,250			\$500		\$58,564
TOTALS						\$56,814	\$1,250	\$0	\$0	\$0	\$0	\$500	\$0	\$58,564
OTHER PART-TIME														
Crossing Guards		Unclass				\$25,500		\$25,500						\$25,500
Matrons/Jailers		Unclass				\$11,925		\$11,925						\$11,925
TOTALS						\$37,425	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$37,425
TOTALS						\$2,636,388	\$22,825	\$103,036	\$1,000	\$8,753	\$103,036	\$1,000	\$8,753	\$3,045,405

POSITION TITLE	Positions #	Reg Salary	Overtime	Longevity	Education	Holiday	Shift Diff	Special Employee	Part-time	Sick Leave Buy Back	Senior Rate	Seasonal	Fitness	Other Salary	Total Per Employee
POLICE CHIEF	1	\$140,760	\$120	\$130	\$140	\$150	5160	5170	5180	\$0		\$190	\$0	\$0	\$146,692
POLICE DEPUTY CHIEF	1	\$91,000		\$0	\$0	\$5,932				\$0			\$0	\$0	\$113,929
POLICE LIEUTENANT	2	\$153,726	\$18,700	\$725	\$18,200	\$4,004	\$1,964	\$6,478	\$0	\$0	\$0	\$0	\$1,200	\$214,513	
POLICE SERGEANTS	6	\$407,078	\$50,343	\$3,500	\$30,745	\$6,478	\$7,767	\$17,156	\$0	\$0	\$0	\$0	\$3,600	\$554,763	
POLICE OFFICERS	25	\$1,438,423	\$250,480	\$11,875	\$65,299	\$17,156	\$45,847	\$60,985	\$6,000	\$0	\$8,753	\$48,600	\$15,000	\$1,996,522	
SUMMER POLICE OFFICERS	5	\$190,007	\$38,140	\$0	\$0	\$8,481	\$8,170	\$0	\$0	\$500				\$48,600	
DISPATCHERS	4.5	\$72,555		\$975	\$0	\$0	\$0	\$0	\$25,500	\$0				\$249,051	
CLERICAL	2	\$56,814		\$1,250	\$0	\$0	\$0	\$0	\$11,925	\$500				\$68,502	
ANIMAL CONTROL OFFICER	1	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0				\$0	
CROSSING GUARDS				\$0	\$0	\$0	\$0	\$0	\$0	\$0				\$0	
JAILER/MATRON				\$0	\$0	\$0	\$0	\$0	\$0	\$0				\$0	
TOTALS	47.50	\$2,550,363	\$357,663	\$22,825	\$273,403	\$103,036	\$63,768	\$6,000	\$37,425	\$1,000	\$8,753	\$48,600	\$19,800	\$2,023	\$3,494,659

PERSONAL SERVICES COMPUTATIONS:

(1) But started full time with Police 5-24-2012
D 1-2015
E 7-2016
F 7-2016

TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: FIRE

MISSION STATEMENT:

The Scituate Fire Department is committed to providing the citizens and visitors of Scituate an effective, well trained team of professionals to protect lives and property through fire protection and education, emergency medical and rescue services, fire suppression, emergency medical dispatch and emergency management.

FY 2017 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

GOAL: To effectively implement day shift paramedics to enable the second ambulance to be staffed full time during daytime operations.

1. To coordinate the bid of the day time paramedic manning position initially and on an annual basis to ensure it is fair and meets the requirements of the agreement.
2. To deploy both ambulances effectively to ensure the most effective coverage for the Town.
3. To develop a clear set of guidelines for the implementation and operation of the second ambulance.
4. To work with the union on any grievances that may arise from challenges we may face going forward with the manning of the second ambulance.

GOAL: To improve the process of storm reimbursement from FEMA

1. Establish criteria for information collection to involved departments prior to storms.
2. Meet with each department head involved to ensure they are educated on data needed to meet the requirements FEMA for potential reimbursement.
3. Utilize drone technology to establish a pre storm season baseline of our coastal infrastructure and to get a post storm analysis done if a necessary.
4. Work with department heads to establish forms to ensure to include their needs of collecting complete data.

GOAL: To closely monitor the overtime budget to ensure it is utilized in the most effective manner.

1. To monitor the contractual time off demands of the overtime budget.
2. To manage sick time use and to encourage the responsible use of sick time and the effects of abuse on the budget.
3. To monitor recalls of personnel and how the second ambulance may reduce the frequency of this need.
4. To meet with long term or sick IOD personnel when well enough to monitor their progress and assist in the recovery process if possible.

GOAL: To ensure the fire department side of the Public Safety Complex is built to the specifications and needs the town has voted for.

1. Meet with the construction company CTI, the OPM, and associated departments when necessary to ensure the complex is done to expectations and standards.
2. Meet with the fire protection engineers to ensure all standards of fire protection are addressed in the new building.
3. To participate in the ongoing coordination of the combined dispatch center to ensure it will meet the needs of public safety communications for the Town of Scituate.
4. To keep fire department personnel involved in the process through obtaining feedback when necessary and educating them through out construction.

MAJOR BUDGET COMPONENTS

The major services that the Fire Department provides to the Town are fire protection, fire suppression, emergency medical dispatch, fire prevention, Advanced Life Support ambulance, rescue services, emergency management, water rescue and recovery, hazardous materials, permitting and inspections.

Programs: Fire Prevention, SAFE, CERT, Sr. SAFE, CPR and first aid classes.

Personnel budget: 94%

Equipment and supplies: 4.2%

Services: 1.8%

Y 2016 RISKS AND CHALLENGES

Our biggest challenge remains staying within the overtime budget amount. Members out on Injured on Duty leave as well as extended illness in conjunction with contractual time off, continue to create overtime challenges. . Ongoing sick time management will continue and the new addition of personnel should help stabilize overtime costs.

The new Public Safety Complex will require ongoing coordination with architects, contractors and various town departments to ensure the complex is built to our expectations and required specifications.

To closely monitor and facilitate the implementation of the full time second ambulance and ensure it operates to provide the best service for the residents and visitors in the Town of Scituate.

To manage the preparation, response, and recovery with our winter storm challenges. The coastal storms require significant coordination with local, state resources, and utilities to ensure all the demands of emergency service are met.

To continue the ongoing pursuit of FEMA reimbursement funding for storms Sandy, Nemo, and Juno. This requires ongoing coordination with our Coastal Resources, Engineering, MEMA, and FEMA.

To continue our proactive fire prevention program, to improve our training capabilities, train new officers, and to oversee the Emergency Management of the Town within the current budget. The demands of our fire prevention and SAFE Program continue to grow with the increase in construction development and the aging of our residents.

To continue to improve the labor-management relationship with increased dialogue and communication and with greater involvement and direct accountability of command staff.

DEPARTMENTAL ACCOMPLISHMENTS

The Town experienced an unprecedented winter that presented four significant storms with over nine feet of snow accumulation in less than four weeks. The first storm resulted in significant flooding and power damage along our coastline. For the first time in recent history with the coordination of the Town's Emergency Management Team, power was shut down to certain coastal areas significantly impacted by the snow, oceans impacts, and extreme cold temperatures. Even with a challenging winter, we were able to accomplish our emergency operations and services without any major injuries or fatalities to our citizens, DPW, or public safety personnel.

Following this record breaking winter we have met with National Grid and Nstar to re-evaluate their protocols to shut down power. National Grid engineers are relocating power shut offs to locations out of the flood zone and breaking down the sections into grids to try to isolate power shut offs more effectively to minimize the impacts if possible. Nstar (Eversource) has agreed to put a remote power shut off in the area of 200 Central Ave in Humarock to isolate power to this challenging area if necessary during major storms. Per our request this will be provided at no cost to the town.

Implemented emergency guidelines, protocols, training, and equipment to ensure our readiness to the potential Ebola outbreak.

The SAFE program enjoyed another successful year teaching fire safety to over 1,400 students, pre-school through third grade, culminating with the open house during Fire Prevention month in October. The Senior Safe Program has started working with the Department of fire Services, the Red Cross, and the Scituate Fire Department to implement safe homes for Seniors. This program will enable our senior citizens to have an evaluation done for smoke detector and carbon monoxide alarms in their homes. If needed the detectors will be installed free of charge to ensure their homes are safe in the event of a fire or smoke condition.

Six firefighter/paramedics have been hired. Three graduated the Fire Academy in April, one in November, and the remaining two will graduate in January 2016.

The fire department received an (AFG) Assistance to Firefighters Grant for \$165,000 for the purchase of new UHF portable radio's to complement our new UHF radio system.

The installation of our new UHF radio system will be completed before the end of the year. The system has been installed, final adjustments being implemented, and our new portable radios have been programmed and installed in all of our apparatus. This system will bring the our fire service into compliance and provide a more effective communications system for the department.

The Fire Department administration, Police Department administration, Town Administrator and architects Dore and Whittier have been involved with an ongoing education outreach program to ensure the citizens of Scituate are informed of our proposed Public Safety Complex.

Our new ladder truck was put on line in March. All equipment and training was completed and this will provide the Town fire and emergency protection for many years to come.

New ALS licenses obtained for E-3 and E-4. The class V ambulance license will enable ALS treatment by paramedics on our engines. This is critical to have this ability with long transport times to South Shore Hospital by our ambulances.

GRANTS

Emergency Management Performance Grant for \$8,435 used to purchase UHF portable radios to supplement our new UHF radio communications system. An additional grant for FY16 has tentatively been approved for \$4660. We will use this funding to purchase the base (CAD) Computer Aided Dispatch software and training to ensure we will be trained and coordinated with the same public safety software the police currently use. This will ensure we will be prepared and trained on this software prior to the PSC dispatch opening.

An AGF grant for \$165,000 was obtained to purchase new P25 compliant UHF portable radio's needed for our communications system. This will provide all of our apparatus with the necessary communications our firefighters will need at any emergency incident.

Student Awareness of Fire Education (SAFE) Grant for \$8018 to purchase materials, supplies and equipment to teach fire safety to all Scituate students pre-school through third grade. This program will also provide fire safety guidance to our senior population.

Received \$27,718 for a 911 reimbursement grant to train Firefighters and Dispatchers on EMD.

**FY 17 TOWN ADMINISTRATOR RECOMMENDED OPERATING BUDGET
ADDITIONAL NOTES**

DEPARTMENT: Fire Department

REQUEST: Budgetary increase of \$366,186 for contractual pay increases, addition of two new day-time paramedics and increases in various expense line items.

Centralization of Fuels and Lubricants

TA RECOMMENDATION: The above request in the amount of \$297,938 and centralization of Fuels and Lubricants has been recommended by the Town Administrator for FY 17

RATIONALE: The FY17 budget includes two contractual pay increases of 2% on July 1, 2016 and 1.25% on January 1, 2017 which is unique to this bargaining unit based on an arbitration award in FY16. The addition of the two day-time paramedics was noted in a study conducted two years ago of the department to increase the availability of the second ambulance and support deployment of the ambulance once the public safety complex is completed.

\$297,938 is supported for contractual increases and the two new day-time paramedics but incremental expense increases were not uniformly supported and must be better managed by the Department. Additionally, the department's \$47,500 fuel and lubricants request was eliminated as that budget was consolidated under the Facilities Department.

Town of Scituate

Budget 220 Fire Department Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.220.0510.5110.0000.0000	REGULAR SALARIES	\$3,053,714.98	\$3,287,562.00	\$1,458,889.73	\$3,526,457.00	\$3,497,203.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: Salaries	\$3,526,457.00						
	Column Total:	\$3,526,457.00						
001.220.0510.5120.0000.0000	OVERTIME	\$792,352.68	\$678,356.00	\$361,859.22	\$761,336.00	\$756,908.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: OVERTIME	\$761,336.00						
	Column Total:	\$761,336.00						
001.220.0510.5121.0000.0000	OVERTIME-TRAINING	\$57,213.31	\$63,500.00	\$39,048.66	\$63,500.00	\$63,500.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: Officer training (8x25 hours)	\$63,500.00		Captain & Lieut				
	Column Total:	\$63,500.00						
001.220.0510.5130.0000.0000	LONGEVITY	\$33,150.96	\$32,104.00	\$16,006.00	\$32,734.00	\$32,309.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: Longevity	\$32,734.00						
	Column Total:	\$32,734.00						
001.220.0510.5140.0000.0000	EDUCATIONAL INCENTIVE	\$24,106.00	\$30,600.00	\$76,912.00	\$50,363.00	\$73,801.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: education spend for bachelors x4	\$50,363.00		4 firefighters				
	Column Total:	\$50,363.00						
001.220.0510.5150.0000.0000	HOLIDAY PAY	\$121,990.88	\$133,911.00	\$58,523.91	\$146,262.00	\$146,501.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: Holiday pay	\$146,262.00						
	Column Total:	\$146,262.00						

Town of Scituate

Budget 220 Fire Department Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.220.0510.5160.0000.0000	SHIFT DIFFERENTIAL	\$2,955.57	\$3,500.00	\$1,707.63	\$3,500.00		\$3,500.00	
Column: [FY17DeptRequest]	Budget							
	Description: Shift differential	\$3,500.00						
Column Total:		\$3,500.00						
001.220.0510.5170.0000.0000	SPECIAL EMPLOYEES	\$0.00	\$0.00	\$250.50	\$0.00		\$0.00	
001.220.0510.5171.0000.0000	S.A.F.E. Program	\$2,703.83	\$5,000.00	\$8,985.59	\$5,000.00		\$5,000.00	
Column: [FY17DeptRequest]	Budget							
	Description: SAFE Program	\$5,000.00						
Column Total:		\$5,000.00						
001.220.0510.5172.0000.0000	SICK LEAVE BUY BACK	\$750.00	\$0.00	\$900.00	\$1,500.00		\$1,500.00	
Column: [FY17DeptRequest]	Budget							
	Description: Sick leave buyback	\$1,500.00						
Column Total:		\$1,500.00						
001.220.0510.5173.0000.0000	EMERGENCY MANAGEMEN	\$957.63	\$3,000.00	\$1,070.43	\$3,000.00		\$13,000.00	
Column: [FY17DeptRequest]	Budget							
	Description: Emergency Management	\$3,000.00						
Column Total:		\$3,000.00						
001.220.0510.5180.0000.0000	PART-TIME SALARIES	\$12,563.00	\$35,000.00	\$680.00	\$35,000.00		\$35,000.00	
Column: [FY17DeptRequest]	Budget							
	Description: Part time salaries	\$35,000.00						
Column Total:		\$35,000.00						
001.220.0510.5191.0000.0000	OTHER SALARIES	\$1,283.14	\$5,139.00	\$1,000.00	\$1,606.00		\$4,963.00	
Column: [FY17DeptRequest]	Budget							
	Description: other salaries	\$1,606.00						
Column Total:		\$1,606.00						
SCHEDULE: PERSONAL SERVICES - 0510		\$4,103,741.98	\$4,277,372.00	\$2,025,833.67	\$4,630,258.00		\$4,633,185.00	

Town of Scituate

Budget 220 Fire Department Detail

Fiscal Year: 2015-2016

Print accounts with zero balance
 Round to whole dollars
 Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.220.0520.5211.0000.0000	ELECTRICITY	\$18,810.74	\$17,300.00	\$4,398.73	\$17,300.00	\$17,300.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: Electricity	\$17,300.00						
	Column Total:	\$17,300.00						
001.220.0520.5213.0000.0000	NATURAL GAS	\$15,830.16	\$9,200.00	\$1,509.00	\$13,000.00	\$13,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: NATURAL GAS	\$13,000.00						
	Column Total:	\$13,000.00						
001.220.0520.5241.0000.0000	OFFICE MACHINE MAINT	\$14,661.31	\$17,000.00	\$7,733.64	\$17,000.00	\$15,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: Office Machine Maintenance	\$17,000.00						
	Column Total:	\$17,000.00						
001.220.0520.5242.0000.0000	REPAIR/MAINT PROPE/EQUIF	\$15,430.56	\$18,200.00	\$9,678.31	\$18,200.00	\$17,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: repair/maint.	\$18,200.00						
	Column Total:	\$18,200.00						
001.220.0520.5309.0000.0000	TECHNICAL SERVICES	\$2,000.00	\$2,200.00	\$3,919.49	\$2,200.00	\$2,200.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: Tech services	\$2,200.00						
	Column Total:	\$2,200.00						
001.220.0520.5311.0000.0000	SUPPORT SERVICES	\$18,506.56	\$18,500.00	\$4,846.30	\$18,500.00	\$18,500.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: Support Services	\$18,500.00						
	Column Total:	\$18,500.00						

Town of Scituate

Budget 220 Fire Department Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016

To Date: 6/30/2017

Print accounts with zero balance Round to whole dollars Account on new page

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.220.0520.5321.0000.0000	CONFERENCES/MEETINGS	\$1,490.34	\$2,100.00	\$190.90	\$2,100.00	\$1,600.00		
Column: [FY17DeptRequest]	Budget							
	Description: conference meetings	\$2,100.00						
Column Total:		\$2,100.00						
001.220.0520.5343.0000.0000	BINDING & PRINTING	\$563.25	\$750.00	\$75.00	\$250.00	\$250.00		
Column: [FY17DeptRequest]	Budget							
	Description: Binding & Printing	\$250.00						
Column Total:		\$250.00						
001.220.0520.5344.0000.0000	POSTAGE	\$439.51	\$375.00	\$43.83	\$375.00	\$0.00		
Column: [FY17DeptRequest]	Budget							
	Description: Postage	\$375.00						
Column Total:		\$375.00						
001.220.0520.5731.0000.0000	PROFESSIONAL DUES & SL	\$1,623.76	\$1,400.00	\$1,714.00	\$1,400.00	\$1,400.00		
Column: [FY17DeptRequest]	Budget							
	Description: Professional Dues & subs	\$1,400.00						
Column Total:		\$1,400.00						
SCHEDULE: PURCHASE OF SERVICES - 0520		\$89,356.19	\$87,025.00	\$34,109.20	\$90,325.00	\$86,250.00		
001.220.0540.5420.0000.0000	OFFICE SUPPLIES	\$1,734.49	\$2,200.00	\$1,624.33	\$2,200.00	\$1,875.00		
Column: [FY17DeptRequest]	Budget							
	Description: Office supplies	\$2,200.00						
Column Total:		\$2,200.00						
001.220.0540.5423.0000.0000	SPECIAL AGENCY SUPPLIE	\$3,307.47	\$6,000.00	\$395.28	\$6,000.00	\$4,200.00		
Column: [FY17DeptRequest]	Budget							
	Description: Special Agency Supplies	\$6,000.00						
Column Total:		\$6,000.00						

Town of Scituate

Budget 220 Fire Department Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.220.0540.5430.0000.0000 BUILDING SUPPLIES	\$2,200.85	\$3,750.00	\$130.93	\$3,750.00	\$3,000.00		
Column: [FY17DeptRequest]	Budget	FTE	Position Desc.				
Description: Building supplies	\$3,750.00						
Column Total:	\$3,750.00						
001.220.0540.5431.0000.0000 EQUIPMENT PARTS	\$58,348.76	\$63,000.00	\$25,432.11	\$63,000.00	\$58,500.00		
Column: [FY17DeptRequest]	Budget	FTE	Position Desc.				
Description: Equipment Parts	\$63,000.00						
Column Total:	\$63,000.00						
001.220.0540.5451.0000.0000 CLEANING SUPPLIES	\$5,997.53	\$6,000.00	\$4,153.25	\$6,000.00	\$6,000.00		
Column: [FY17DeptRequest]	Budget	FTE	Position Desc.				
Description: Cleaning supplies	\$6,000.00						
Column Total:	\$6,000.00						
001.220.0540.5481.0000.0000 FUELS & LUBRICANTS	\$37,262.29	\$47,500.00	\$13,981.43	\$47,500.00	\$0.00		
Column: [FY17DeptRequest]	Budget	FTE	Position Desc.				
Description: Fuels & Lubricants	\$47,500.00						
Column Total:	\$47,500.00						
001.220.0540.5500.0000.0000 MEDICAL SUPPLIES	\$25,172.69	\$28,000.00	\$10,619.93	\$28,000.00	\$28,000.00		
Column: [FY17DeptRequest]	Budget	FTE	Position Desc.				
Description: Medical supplies	\$28,000.00						
Column Total:	\$28,000.00						
001.220.0540.5581.0000.0000 CLOTHING	\$58,511.54	\$62,000.00	\$40,927.43	\$62,000.00	\$60,000.00		
Column: [FY17DeptRequest]	Budget	FTE	Position Desc.				
Description: CLOTHING	\$62,000.00						
Column Total:	\$62,000.00						

Town of Scituate

Budget 220 Fire Department Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016 To Date: 6/30/2017

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Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.220.0540.5702.0000.0000	EMERGENCY MANAGEMENT	\$0.00	\$325.00	\$0.00	\$325.00	\$100.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: Emergency Mangement		\$325.00						
Column Total:		\$325.00						
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$192,535.62	\$218,775.00	\$97,264.69	\$218,775.00	\$161,675.00		
001.220.0580.5851.0000.0000		EQUIPMENT	\$0.00	\$0.00	\$10,000.00	\$0.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: Upgrade phone service to VOIP		\$10,000.00						
Column Total:		\$10,000.00						
SCHEDULE: CAPITAL OUTLAY - 0580		\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00		
Grand Total:		\$4,385,633.79	\$4,583,172.00	\$2,157,207.56	\$4,949,358.00	\$4,881,110.00		

End of Report

TOWN OF SCITUATE FY 2017 PERSONAL SERVICES

Budget Code: 510 Personal Services

PERSONAL SERVICES COMPUTATIONS:

Schedule reflects composite of two contractual rate increases occurring in a single fiscal year; 2% on 7/1/16 and 1.25% on 1/1/17.

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Base Weekly # of Weeks Base Yearly	Holiday	Sick Leave Buy Back	Dive Team	Education Incentive	Paramedics Education	Longevity Per Employee	Total
FIRE CHIEF													
John Murphy	10/3/1994	F-5	Max	\$2,212.34	52.2	\$115,484	\$4,867	\$500		\$5,000	\$10,000	\$825	\$136,676
DEPUTY FIRE CHIEF													
Alfred Elliot	2/21/1989	F-4	Max	\$2,112.68	52.2	\$110,282	\$4,648	\$500		\$5,000	Emerg Mgmt	\$1,300	\$121,730
FIRE CAPTAINS													
Reilly, Patrick	1/3/2007	F-3 - P	Max	\$1,470.46	52.2	\$77,089	\$3,275		\$100	\$200		\$675	\$81,339
Brian V. McGowan (+2%)	9/29/1980	F-3 - B	Max	\$1,441.02	52.2	\$75,545	\$3,210			\$5,100		\$944	\$84,799
William Sestito (+2%)	10/19/1992	F-3 - B	Max	\$1,441.02	52.2	\$75,545	\$3,210			\$2,550		\$842	\$82,147
Mark Donovan	10/21/1989	F-3 - I	Max	\$1,430.88	52.2	\$75,014	\$3,187					\$925	\$79,126
FIRE LIEUTENANTS													
David Bortolotto	9/1/1998	F-2 - P	Max	\$1,328.43	52.2	\$69,643	\$2,959			\$5,000	\$200	\$725	\$78,627
Vacancy				\$1,328.43	52.2	\$69,643	\$2,959					\$962	\$73,564
Eric Norfin	7/30/2007	F-2 - P	Max	\$1,328.43	52.2	\$69,643	\$2,959		\$100	\$200		\$375	\$73,277
Sean J Cashman	11/17/2004	F-2 - P	Max	\$1,328.43	52.2	\$69,643	\$2,959		\$100	\$200		\$675	\$78,677
FIREFIIGHTERS													
John F. Smith (+4%)	1/2/1985	F-1 - B	Max	\$1,189.65	52.2	\$62,367	\$2,650		\$104	\$260		\$962	\$66,343
Richard Yanosick(+2%)	12/9/1986	F-1 - B	Max	\$1,166.77	52.2	\$61,168	\$2,599			\$153		\$944	\$64,864
Daniel Mendes (+2%)	1/25/1988	F-1 - B	Max	\$1,166.77	52.2	\$61,168	\$2,599		\$102			\$944	\$64,813
Francis J. Kiley	1/25/1988	F-1 - B	Max	\$1,143.89	52.2	\$59,968	\$2,548			\$450	\$200	\$925	\$64,091
Charles Hollis	2/21/1989	F-1 - B	Max	\$1,143.89	52.2	\$59,968	\$2,548					\$925	\$63,441
Raymond D. Sanborn (2%)	4/10/1989	F-1 - B	Max	\$1,166.77	52.2	\$61,168	\$2,599					\$944	\$64,711
Michael Regan	10/2/1989	F-1 - B	Max	\$1,143.89	52.2	\$59,968	\$2,548		\$100			\$925	\$63,641
Robert G. Rizzotto	8/22/1992	F-1 - B	Max	\$1,143.89	52.2	\$59,968	\$2,548		\$100			\$825	\$63,441
John D. Reidy	7/18/1994	F-1 - B	Max	\$1,143.89	52.2	\$59,968	\$2,548		\$100			\$825	\$63,441
Elena Cheverie	9/5/1995	F-1 - B	Max	\$1,143.89	52.2	\$59,968	\$2,548		\$100			\$842	\$67,269
Thomas Herman (+2%)	11/18/1996	F-1 - B	Max	\$1,166.77	52.2	\$61,168	\$2,599		\$100	\$2,550		\$825	\$64,630
David Hermance	9/5/1995	F-1 - I	Max	\$1,161.99	52.2	\$60,917	\$2,588					\$825	\$64,580
Peter Downes	8/19/1996	F-1 - I	Max	\$1,161.99	52.2	\$60,917	\$2,588			\$250		\$725	\$64,330
Joseph W. West	12/2/1999	F-1 - I	Max	\$1,176.51	52.2	\$60,917	\$2,588			\$250		\$725	\$64,330
Richard Dehn	3/3/2014	F-1 - P	Max	\$1,201.57	52.2	\$62,992	\$2,676		\$100			\$0	\$65,868
Matthew Johannesan	3/3/2014	F-1 - P	Max	\$1,201.57	52.2	\$62,992	\$2,676			\$200		\$0	\$65,868
Nicole Harris	12/17/2014	F-1 - P	3	\$1,167.88	52.2	\$61,226	\$2,601			\$200		\$0	\$64,027
James Curtin	1/5/2015	F-1 - P	3	\$1,167.88	52.2	\$61,226	\$2,601			\$200		\$0	\$64,027
Michael Molla	7/3/2015	F-1 - P	3	\$1,167.88	52.2	\$61,226	\$2,601			\$200		\$0	\$64,027
Anthony Caputo	9/28/2015	F-1 - P	3	\$1,167.88	52.2	\$61,226	\$2,601			\$200		\$0	\$64,027
Robert Creighton	6/25/1997	F-1 - P	Max	\$1,201.57	52.2	\$62,992	\$2,676			\$5,000		\$825	\$67,243
Brian Clark	9/1/1998	F-1 - P	Max	\$1,201.57	52.2	\$62,992	\$2,676		\$100	\$150		\$725	\$67,243
Donna M. McGrath	6/14/1999	F-1 - P	Max	\$1,201.57	52.2	\$62,992	\$2,676		\$100	\$200		\$725	\$67,243
Thomas Doyle	7/17/2000	F-1 - P	Max	\$1,201.57	52.2	\$62,992	\$2,676		\$100	\$200		\$725	\$67,243
Barry Shea	10/23/2000	F-1 - P	Max	\$1,201.57	52.2	\$62,992	\$2,676		\$100	\$200		\$725	\$67,243
Paul J. MacPherson	2/12/2001	F-1 - P	Max	\$1,201.57	52.2	\$62,992	\$2,676		\$100	\$200		\$725	\$67,243
Thomas Seery	4/1/2002	F-1 - P	Max	\$1,201.57	52.2	\$62,992	\$2,676		\$100	\$200		\$725	\$67,243
Daniel Sullivan	4/28/2003	F-1 - P	Max	\$1,201.57	52.2	\$62,992	\$2,676		\$100	\$200		\$725	\$67,243
Matthew Regan	11/15/2004	F-1 - P	Max	\$1,201.57	52.2	\$62,992	\$2,676		\$100	\$200		\$725	\$67,243
Geoffrey Downing	6/19/2006	F-1 - P	Max	\$1,201.57	52.2	\$62,992	\$2,676		\$100	\$200		\$725	\$67,243
Craig Carter										\$450		\$675	\$66,993

TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: INSPECTIONS 241

MISSION STATEMENT

The mission of the Scituate Inspections Department is to ensure public safety, health and welfare, as it relates to buildings and structures, by conscientious enforcement of the State Building Code, Gas and Plumbing Code, Electrical Code, Weights and Measures regulations, State Disabilities regulations and FEMA flood regulations. In addition, the Inspections Department is charged with enforcing the Town of Scituate Zoning Bylaws and applicable General Bylaws. In discharging these responsibilities, dedicated service to the public is our primary goal.

FY 17 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

GOAL: Continue to address increasing demand for inspectional services connected with the construction of as many as 600 new dwelling units and multiple new public facilities planned for the near future or already underway. (FY 16-FY 18)

OBJECTIVES:

1. Monitor increase in workload as a result of new development applications; evaluate impact on staff and budget; respond proactively and appropriately to same. (July-December)
2. Work closely with other members of the Development Review Team and the Town Administrator to remain informed-regarding pending programs, initiatives, projects and timelines. (July-June 2018)
3. Assist Town agencies in the planning, contract document and code review, permitting, construction observation and record keeping processes for new public facilities. (Present-July 2017)
4. Continue training and mentoring Local Building Inspector to perform full range of Departmental duties covering both building and zoning issues. (FY 17)

GOAL: Create task-specific system and dedicated space to review, monitor and store records for large private and municipal projects now coming on line, including the Library, the Public Safety Complex and the Middle School. (FY 17)

OBJECTIVES:

1. Work with the facilities manager to identify available space in Town Hall to collect, assemble, store and review project material pertaining to major projects including the Library, the Public Safety Complex and the Middle School. (Present-August)
2. Provide direction and oversight to Facilities Manager during office expansion including plan racks, hangers, filing cabinets, layout table, computer station and adequate space for engineering or other review staff. (March-August)
3. Attend periodic job progress meetings for each project. Create file of job meeting notes for each project. Create files containing all construction testing results – soil analysis, compaction, concrete strength, steel connections and others. (Present-July 2017)

GOAL: Coordinate efforts to address issues with abandoned, unsafe, blighted properties working with other Town agencies in a team approach to resolve problems. (FY 17)

OBJECTIVES:

1. Compile a list of derelict properties and plan strategy to resolve issues. (July-September)
2. Review zoning bylaws to better deal with blighted properties. (July-December)
3. Participate with various Town agencies including Police, Fire and Board of Health investigating problem properties and resolution of issues. (July-June)
4. Work with the Board of Health Director to identify properties eligible for inclusion in the State's Abandoned Housing Initiative (AHI) program. (July-June)

GOAL: Continue to develop an overarching pro-active and comprehensive approach to coastal management by exploring new, existing, and/or innovative practices and strategies as alternatives to traditional methods.

OBJECTIVES:

1. Coordinate with the Development Review Team to continue to develop, enhance or revise rules and regulations that impede prudent coastal management. (FY 17)
2. Participate in, and provide departmental expertise at quarterly in-house coastal management meetings on current plans, initiatives and potential opportunities around coastal issues. (FY 17)

3. To continue to educate the public on changing coastal needs and appropriate responses to mitigate and secure resources given climate change, sea level rise and erosion. (FY 17)
4. To expand our collaborations with state and federal stakeholders, environmental agencies and local and statewide municipalities in responding to this shared global problem. (FY 17)
5. Provide information and assistance to the Coastal Advisory Commission as warranted or as directed by the Town Administrator. (FY 17)

GOAL: Increase public awareness of regulations connected to development in FEMA flood zones. Provide a highly professional level of technical assistance to coastal residents. (FY 17)

OBJECTIVES:

1. Provide flood zone verification certificates to homeowners and maintain a separate file for CRS credit. (July-June)
2. Assist with FEMA flood damage mitigation elevation grant program and CRS program. Participate in community outreach public meetings for both programs. (July-June)
3. Provide office staff with flood zone training opportunities to include disaster preparation and response. (July-December)
4. Create a Q&A brochure covering a wide range of floodplain related topics for often asked in a FEMA flood zone questions. (July)

GOAL: Reassess Inspection's Department permitting fees. (FY 17)

OBJECTIVES:

1. Conduct a benchmark community survey of building, gas, plumbing, electrical and sealer of weights of measures fees. (July-August)
2. Compile proposed schedule of fees (September-October)
3. Present proposed fees to Board of Selectmen for approval. (October)

MAJOR BUDGET COMPONENTS

REVIEW OF APPLICATIONS, ISSUANCE OF PERMITS

It is the responsibility of the Inspections Department to review all permit applications and plans for the construction, repair, alteration, demolition, use and occupancy of buildings and other regulated structures, issuing permits for same and conducting all required electrical, plumbing, gas and building inspections. In this review and permitting process, we interpret and enforce not only the State Building Code, but also Town Zoning Bylaws.

LIFE SAFETY INSPECTIONS

Department personnel periodically conduct comprehensive life safety inspections of all apartment buildings in town containing three or more units, as well as all schools – public and private, daycare centers, nightclubs, restaurants, churches, social clubs and all other places of public assembly as required by the State Building Code. These inspections are coordinated with similar inspections by the Fire Department. Establishments with food service or food storage components are also inspected by the Board of Health.

FEMA ENFORCEMENT AND PARTICIPATION

We promote flood damage mitigation and protection of life and property by enforcing FEMA regulations as adopted by the State Building Code. We actively participate in the FEMA Elevation Grant Program and CRS flood mitigation program through dissemination of information, review and regulation of applicable building permits and public outreach activities. As noted previously, the Inspections Department coordinates and participates in a critically important component of emergency disaster response, assessing damage and the safety and habitability of coastal structures post storm.

ASSISTANCE ON LAND USE ISSUES

We provide assistance to homeowners, prospective homeowners, real estate agents, builders, architects, engineers, lawyers, and the public at large in matters regarding land use, State Building Code regulations, FEMA regulations and Town zoning regulations.

ZONING ENFORCEMENT

In addition to our public safety duties, we expend a significant amount of resources on enforcement of the zoning bylaws. While most of the complaints are resolved with a phone call or letter, some require time consuming and costly follow-up including assistance from Town Counsel.

ASSISTANCE ON PUBLIC HEALTH AND SAFETY ISSUES

We continue to assist the Police and Fire Departments and Board of Health in a coordinated effort to address public safety issues related to hoarding, abandoned and blighted properties. This effort requires a major commitment of personnel time attend meetings, conduct inspections, write letters and pursue follow-up activities and documentation.

Expenditures: Over 90% of the Inspections Department budget is for essential personnel. Five of seven Inspectors are independent contractors paid a flat fee per inspection and receive no benefits from the Town.

FY 17 RISKS AND CHALLENGES

Perhaps the greatest challenge to the Inspections Department in FY 17 will come from the increased workload created by the anticipated permitting of as many as 600 new residential units, together with new commercial space and three major public facilities projects in the next few years. The developers of the Proving Grounds off Hatherly Road are proceeding with plans for the subdivision and are likely to begin home construction in FY 17. Stockbridge Landing, with 68 townhouse/apartment units, has cleared most permitting hurdles and is being marketed as a "ready to build" project. Construction could start at any time. The 40b project between CJC Highway and Booth Hill Road, currently conceived of as approximately 250 apartment units has received preliminary approvals and likely will be moving toward permitting and construction in FY 16/17. Herring Brook Meadow off Rt. 3A, a 60 unit 40b project with a comprehensive permit in place, is on the market and a potential buyer could begin construction upon receipt of building permits. Together, these developments will add a total of over 400 units to the Town's housing stock. The favorable economic climate continues to generate additional new smaller developments of 3 – 15 homes as well as single residence projects and myriad renovations and expansions.

With the economy holding strong, interest in commercial development has also increased. In the Greenbush Village Overlay District, there is a significant mixed use project at 50 Country Way which has been approved by the Planning Board and is purportedly on the market to obtain a developer/constructor. The current design is comprised of three structures containing approximately 5000 square feet of new commercial/business space and 30, 1- to 3-bedroom apartments. Depending on the success and timing of marketing efforts, construction could start at any time. Several smaller commercial projects are also on the drawing boards.

In the public sector, the \$12 million Town Library project is under construction. Department staff will periodically observe construction activities, compile records of testing and contractor submittals and perform inspections at required stages of completion. Phase 1 of the construction of the new 75 million dollar middle school is scheduled to commence during the 2015 Christmas vacation week. The new Public Safety Complex, with a project cost of \$16 million begins construction in January 2016. Large projects such as these may require multiple inspections at each stage, since completion will likely be achieved in phases rather than for the entire project at once. There is also a relatively large project underway at the INLY school on Watch Hill Drive. Similar to the above public projects, considerable time and effort is required to review code issues, conduct inspections and record keeping. In recognition of the development, a fulltime Local Inspector position was added to the department in FY15.

In the context of this increasingly active construction and development environment, the Building Commissioner must make significant decisions involving appropriate and legally conforming land and building use, virtually on a daily basis. Many of these decisions are challenging, requiring a complex analysis of proposals for the disposition of both developed and undeveloped properties. It is vitally important that a thorough, knowledge based examination be conducted, and correct answers provided to minimize the Town's liability and avoid potential litigation costs.

DEPARTMENTAL ACCOMPLISHMENTS

1. In the past year, the Department has reached out to the Senior Tax Abatement Program. We have found Senior assistants aid us greatly in keeping ahead of our ever increasing workload, especially with data entry, cataloging and filing. It is very gratifying to be able to provide this opportunity to these very deserving individuals.
2. The Department successfully completed requirements of the CRS program, which provides a 10% discount to homeowners with Flood Insurance, by participating in community outreach efforts and providing elevation certificates and other necessary data to the CRS Coordinator. We have assisted the Coastal Resource Officer in documenting Higher Regulatory Standards for the construction of buildings in the flood plain in preparation for the CRS Cycle Verification Visit. We continue to work with the Coastal Resource Officer and the Conservation and Natural Resources Officer in a coordinated effort to mitigate potential storm damage to coastal properties by providing advice and technical assistance to owners wishing to elevate susceptible structures utilizing the FEMA grant program.
3. The Department issued 824 building permits, 741 plumbing and gas permits and 613 electrical permits during the period January 1, 2015 to date. The Department conducted nearly 5000 inspections during this period.
4. The Department participated in meetings of the Scituate Hoarding Response Taskforce (SHRT) and accompanied Board of Health, Police and Fire Department representatives on numerous site visits in response to reported hoarding situations. During this past year, in two instances of serious hoarding, SHRT was successful in negotiating and facilitating very positive outcomes, truly an accomplishment.
5. The Department commenced the inspection and certification of the Town's apartment housing stock – all structures containing three or more apartment (rental) units. This inspection cycle occurs every five years, as required by the State Building Code. In several instances where violations were documented, the responsible parties were informed and eventual compliance was confirmed by follow-up inspections.
6. As of this writing, the Local Building Inspector has been on board for 17 months, and is now capable of successfully discharging all typical staff duties. In April, 2015, he passed the third of three examinations to permanently certify him for his position.

DESCRIPTION OF REVENUE	YTD			Projected
	FY/14	FY/15	FY/16	FY/17
Certificate of Inspections	\$ 1,000.00	\$ 1,960.00	\$ 760.00	\$ 1,500.00
Building Permits	\$ 307,259.00	\$ 360,742.00	\$ 244,794.00	\$ 400,000.00
Gas & Plumbing Permits	\$ 54,985.00	\$ 49,225.00	\$ 19,870.00	\$ 50,000.00
Sealer of W&M	\$ 4,170.00	\$ 4,005.00	\$ 1,905.00	\$ 4,200.00
Wire Permits	\$ 55,124.00	\$ 43,337.00	\$ 22,935.00	\$ 50,000.00
Certificate of Occupancy	\$ 2,610.00	\$ 2,580.00	\$ 1,200.00	\$ 2,500.00
Total:	\$ 425,148.00	\$ 461,849.00	\$ 291,464.00	\$ 508,200.00

**FY 17 TOWN ADMINISTRATOR RECOMMENDED OPERATING BUDGET
ADDITIONAL NOTES**

DEPARTMENT: Building Department

REQUEST: The Building Department has requested an increase in the stipend paid to part-time inspectors from \$18 per inspection plus mileage to \$23 per inspection without mileage.

TA RECOMMENDATION: The above request has been recommended by the Town Administrator for FY 17.

RATIONALE: This request is cost neutral as the estimated \$7,038 increase in wages is offset by the \$9,350 reduction in mileage. Separate survey data prepared by the Building Commissioner and the Human Resources Director supports the need for an adjustment in this line item. This will also streamline administrative processes by the elimination of mileage stipends.

Town of Scituate

Budget 241 Inspections Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016

To Date: 6/30/2017

Print accounts with zero balance

Round to whole dollars

Account on new page

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.241.0510.5110.0000.0000	REGULAR SALARIES	\$183,194.69	\$187,536.00	\$81,315.19	\$197,664.00	\$197,842.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: REGULAR SALARIES	\$197,664.00						
	Column Total:	\$197,664.00						
001.241.0510.5130.0000.0000	LONGEVITY	\$2,156.72	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: LONGEVITY	\$1,800.00						
	Column Total:	\$1,800.00						
001.241.0510.5172.0000.0000	SICK LEAVE BUY BACK	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: SICK LEAVE BUY BACK	\$500.00						
	Column Total:	\$500.00						
001.241.0510.5180.0000.0000	PART-TIME SALARIES	\$83,143.40	\$99,002.00	\$34,437.66	\$109,820.00	\$106,630.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: PART-TIME SALARIES	\$109,820.00						
	Column Total:	\$109,820.00						
001.241.0510.5191.0000.0000	OTHER SALARIES	\$1,339.06	\$1,453.00	\$551.89	\$1,537.00	\$1,358.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: OTHER SALARIES	\$1,537.00						
	Column Total:	\$1,537.00						
SCHEDULE: PERSONAL SERVICES - 0510		\$269,833.87	\$290,291.00	\$118,104.74	\$311,321.00	\$308,130.00		
001.241.0520.5241.0000.0000	OFFICE MACHINE MAINT	\$0.00	\$0.00	\$31.00	\$0.00	\$0.00		

Town of Scituate

Budget 241 Inspections Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.241.0520.5242.0000.0000	REPAIR/MAINT PROP/EQUIP	\$752.58	\$500.00	\$995.10	\$1,000.00	\$1,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: REPAIR/MAINT PROP/EQUIP		\$1,000.00						
Column Total:		\$964.28	\$2,000.00	\$580.00	\$2,000.00	\$1,500.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: CONFERENCES/MEETINGS		\$2,000.00						
Column Total:		\$120.00	\$0.00	\$0.00	\$0.00	\$0.00		
001.241.0520.5343.0000.0000	BINDING & PRINTING	\$306.41	\$225.00	\$59.94	\$225.00	\$0.00		
001.241.0520.5344.0000.0000	POSTAGE					\$0.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: POSTAGE		\$225.00						
Column Total:		\$7,781.73	\$9,450.00	\$2,316.27	\$0.00	\$100.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: MILEAGE REIMBURSEMENT		\$0.00						
Column Total:		\$225.00	\$615.00	\$280.00	\$600.00	\$450.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: PROFESSIONAL DUES & SL		\$10,150.00	\$12,790.00	\$4,262.31	\$3,825.00	\$3,050.00		
Column Total:		\$600.00	\$600.00	\$600.00	\$600.00	\$450.00		
Description: PROFESSIONAL DUES & SUBS		\$10,150.00	\$12,790.00	\$4,262.31	\$3,825.00	\$3,050.00		
Column Total:		\$10,150.00	\$12,790.00	\$4,262.31	\$3,825.00	\$3,050.00		
SCHEDULE: PURCHASE OF SERVICES - 0520								

Town of Scituate

Budget 241 Inspections Detail

Fiscal Year: 2015-2016

Print accounts with zero balance
 Round to whole dollars
 Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.241.0540.5420.0000.0000	OFFICE SUPPLIES	\$330.33	\$350.00	\$148.40	\$350.00		\$350.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: OFFICE SUPPLIES	\$350.00						
	Column Total:	\$629.35	\$750.00	\$0.00	\$2,500.00		\$900.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: SPECIAL AGENCY SUPPLIES	\$2,500.00						
	Column Total:	\$840.19	\$1,750.00	\$223.43	\$1,000.00		\$0.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: FUELS & LUBRICANTS	\$1,000.00						
	Column Total:	\$1,799.87	\$2,850.00	\$371.83	\$3,850.00		\$1,250.00	
	SCHEDULE: MATERIALS & SUPPLIES - 0540	\$281,783.74	\$305,931.00	\$122,738.88	\$318,996.00		\$312,430.00	
	Grand Total:							

End of Report

TOWN OF SCITUATE FY 2017 PERSONAL SERVICES DETAIL

Department: 241 INSPECTIONS

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Holiday	Other	Sick Buy/Back	Longevity
<u>BUILDING COMMISSIONER</u> Neil Duggan	24-Oct-1994	AMP 5B	8		35	\$1,758.62	52.2	\$91,800			\$500	\$1,250
<u>LOCAL INSPECTOR</u> Robert Vogel	7-Jul-2014	Non Union (AMP 2A-3)			35	\$1,185.25	52.2	\$61,870			\$0	\$0
<u>CLERKS</u> Maureen Galvin	14-Jun-2008	A-7	6	\$24.08	35	\$842.80	52.2	\$43,994	\$96			\$550
Anne Kelly	24-Dec-2014	A-6	3	\$20.43	16	\$326.88	52.2	\$17,063	\$82			
Lindsey Desimone	3-Dec-2013	Non Union (A-5-1)		\$17.58	10	\$175.80	52.2	\$9,177				
<u>ASST. BUILDING INSPECTOR</u> Jesse Anthony		Unclass	N/A	\$23.00/inspection	900			\$20,700				
<u>WIRING INSPECTORS</u> Walter Faria		Unclass	N/A	\$1,916.66/month		12 months		\$23,000				
Joseph Callis		Unclass	N/A	\$23.00/inspection \$50/Call-out	30			\$690				\$800
<u>PLUMBING INSPECTORS</u> Philip Voniderstein		Unclass	N/A	\$23.00/inspection	700			\$16,100				
Todd Amelang		Unclass	N/A	\$23.00/inspection	700			\$16,100				
<u>GAS INSPECTORS</u> Philip Voniderstein		Unclass	N/A	\$23.00/inspection	700			\$16,100				
Todd Amelang		Unclass	N/A	\$23.00/inspection	700			\$16,100				
<u>SEALER OF WEIGHTS & MEASURES</u> Bob Egan		Unclass	N/A	\$250.00/month		12 months Total		\$3,000	\$178		\$500	\$1,800

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary 5110	Sick Buy/Back 5110	Overtime 5120	Longevity 5130	Part-time 5180	Seasonal 5190	Holiday	Other 5191	TOTAL 510
BUILDING COMMISSIONER	1	\$91,800	\$500		\$1,250				\$918	\$94,468
LOCAL INSPECTOR	1	\$61,870	\$0		\$0				\$440	\$61,870
SENIOR CLERK	1	\$43,994	\$0		\$550			\$96		\$45,080
PART-TIME CLERK	2		\$0		\$0	\$26,240		\$82		\$26,322
ASST. BUILDING INSPECTOR	1					\$20,700				\$20,700
WIRING INSPECTORS	2					\$24,490				\$24,490
PLUMBING INSPECTORS	2					\$16,100				\$16,100
GAS INSPECTORS	2					\$16,100				\$16,100
SEALER WEIGHTS & MEASURES	1					\$3,000				\$3,000
TOTALS	13	\$197,664	\$500	\$0	\$1,800	\$106,630	\$0	\$178	\$1,358	\$308,130

Town of Scituate

Budget-295 Shellfish Detail

Fiscal Year: 2015-2016

Print accounts with zero balance
 Round to whole dollars
 Account on new page

From Date: 7/1/2016

To Date: 12/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.295.0510.5180.0000.0000	PART-TIME SALARIES	\$10,413.00	\$10,621.00	\$0.00	\$10,621.00	\$8,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: PART-TIME SALARIES	\$10,621.00						
Column Total:		\$10,621.00						
SCHEDULE: PERSONAL SERVICES - 0510		\$10,413.00	\$10,621.00	\$0.00	\$10,621.00	\$8,000.00		
001.295.0520.5242.0000.0000	REPAIR/MAINT PROP/EQUIP	\$123.98	\$200.00	\$0.00	\$200.00	\$200.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: REPAIR/MAINT PROP/EQUIP	\$200.00						
Column Total:		\$200.00						
001.295.0520.5311.0000.0000	SUPPORT SERVICES	\$0.00	\$50.00	\$0.00	\$50.00	\$25.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: SUPPORT SERVICES	\$50.00						
Column Total:		\$50.00						
001.295.0520.5711.0000.0000	MILEAGE REIMBURSEMENT	\$192.00	\$400.00	\$0.00	\$400.00	\$350.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: MILEAGE REIMBURSEMENT	\$400.00						
Column Total:		\$400.00						
SCHEDULE: PURCHASE OF SERVICES - 0520		\$315.98	\$650.00	\$0.00	\$650.00	\$575.00		
001.295.0540.5423.0000.0000	SPECIAL AGENCY SUPPLIE	\$0.00	\$100.00	\$0.00	\$100.00	\$100.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: SPECIAL AGENCY SUPPLIES	\$100.00						
Column Total:		\$100.00						

Town of Scituate

Budget-295 Shellfish Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 12/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.295.0540.5481.0000.0000	FUELS & LUBRICANTS	\$304.20	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	
Column:	[FY17DeptRequest]	Budget	FTE	Position Desc.				
	Description: FUELS & LUBRICANTS	\$300.00						
Column Total:		\$300.00			\$400.00	\$100.00		
	SCHEDULE: MATERIALS & SUPPLIES - 0540							
001.295.0580.5851.0000.0000	EQUIPMENT	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	
Column:	[FY17DeptRequest]	Budget	FTE	Position Desc.				
	Description: EQUIPMENT	\$200.00						
Column Total:		\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	
	SCHEDULE: CAPITAL OUTLAY - 0580							
Grand Total:		\$11,033.18	\$11,871.00	\$0.00	\$11,871.00	\$8,675.00		

End of Report

TOWN OF SCITUATE FY 2017 PERSONAL SERVICES DETAIL

Updated 12-3-15

Department: 295 SHELLFISH

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Season	Weekly Pay	# of Weeks	Salary Total	Longevity	Per Employee	Total
<u>SHELLFISH CONSTABLE</u> Michael Dimeo		Unclass						\$8,000			\$8,000
<u>ASSISTANT SHELLFISH WARDENS</u>		Unclass									\$0
TOTAL								\$8,000	\$0		\$8,000

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary	Overtime	Longevity	Part-time	Seasonal	Other	TOTAL
SHELLFISH CONSTABLE		5110	5120	5130	5180	5190	5191	510
ASSISTANT SHELLFISH WARDENS					\$8,000			\$8,000
TOTALS		\$0	\$0	\$0	\$8,000	\$0	\$0	\$8,000

400 PUBLIC WORKS

410	FACILITIES DEPARTMENT
411	ENGINEERING DEPARTMENT
421	DPW ADMINISTRATION & SUMMARY
422	HIGHWAY
423	SNOW & ICE
424	STREET LIGHTS
429	PUBLIC GROUNDS

TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: FACILITIES

MISSION STATEMENT:

Provide efficient and cost effective management and programs to effectively manage all Town owned and operated buildings, including six schools.

FY 2017 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

- 1.) Facilitate and assist in development and construction of three new Public Buildings
 - A.) Ensure proper measures are taken to safely and adequately support all programs in new buildings.
 - B.) Point person for all MEP (mechanical, electrical and plumbing) discussion and decisions.
 - C.) Work with engineers and Utility Companies to secure all available utility incentives.
- 2.) Complete the final Phase of energy savings Contract (ESCO)
 - A.) Close out \$5.9 million of energy improvements under approved existing projects.
 - B.) Monitor all new initiatives, during their warranty periods.
 - C.) Produce return on investment results from all energy savings measures, which will show utility savings.
- 3.) To identify Facilities needs in three new buildings and three current Public buildings to be vacated.
 - A.) Identify and request funding for operating costs at New Public safety, Library and Middle School buildings.
 - B.) Develop new staffing plan to provide custodial services in three new buildings.
 - C.) Work with Dept. heads & Committees on future plans for old Police Station, Fire Station 2 and Gates School.
 - D.) Move Police and Fire Departments into new locations.
- 4.) Create service contracts for town-wide service providers and join Custodial Collaborative
 - A.) Join local communities in a collaborative to purchase custodial supplies.
 - B.) Complete service contracts for specific building services. (HVAC, Elevator, Fire Alarms).
 - C.) Develop better purchase procedures to take advantage of purchase programs available.
- 5.) Complete five year Capital plan for each Town and school facility.
 - A.) Update and populate building profile.
 - B.) Review Capital needs with building owners/users.
 - C.) Develop robust operation and maintenance plan for all new facilities.
 - D.) Complete the School department 5 year plan.

MAJOR BUDGET COMPONENTS:

Personal Services	\$ 242,302	56%
Utilities	\$ 139,500	33%
Repair & Maint.	\$25,000	5%
Supplies	\$16,350	4%
Technical Serv.	\$11,000	2%

FY 2017 RISKS AND CHALLENGES:

Continue to identify operating costs and spending in a new department budget, to create adequate history, trends and appropriate building specific utility usage; which will allow more efficient spending and forecasting for future budgets.

Move the Fire and Police Departments, to new locations.

Daily involvement in the construction of three new buildings will be a large and time consuming task.

Assessing and identifying (both in need and costs) the actual needs in municipal buildings, which are not affected by new construction projects.

DEPARTMENTAL ACCOMPLISHMENTS:

- Completion of Phase I ESCO initiative.
- Create ESCO, Phase II energy savings measures with improvements in the following:
 - A.) High School Energy Management system completion.
 - B.) HVAC and control improvements at Harbor community Building and Hatherly.
 - C.) Lighting improvements at: SHCB, Sewer plant, Harbormaster, Hatherly, Town Hall & Transfer.
 - D.) Improved Doors at Hatherly.
 - E.) New HVAC system in Town Hall.
 - F.) Purchase and conversion of streetlights.
- Green Communities Grant of 89K for 4 new transformers @ Well 18B. Well 19, Country Way Pump Station and Sand Hills Pump station.
- Secure donated materials at two locations: Carpet at SHCB and Council on Aging.
- Prepare SHCB as a temporary Library.
- Vacate Branch Street Library and move Town Library to temporary location.
- Modify and move Town hall offices, creating and optimizing space.
- Repurpose various building materials and components from vacated buildings for projects in other areas:
 - A.) Doors and Locks from Library.
 - B.) Countertops from Library.
 - C.) Wainscoting from SHCB.
 - D.) Grinder pumps from library.
 - E.) Furniture from Library to schools and town offices.
 - F.) LED Lights from Library.
- Clean out Town Hall basement to allow for 2/3 of Library storage, of books and materials.
- Assist in organizing and managing a "face lift" of Cole Parkway bandstand with donated labor and materials by town volunteers and local vendors.
- Participated in all new Middle School Building Committee meetings and working group sessions.
- Waterproofing project at Fire Headquarters to eliminate persistent dispatch area leaks.
- Assist the temporary occupation of the Harbor Community Building (SHCB) by Town Library.
- Construct new Storage areas in Town hall basement.
- Maximize the use of new Town Maintenance Worker to accomplish many tasks across all trades, while utilizing in-house personnel:
 - A.) Secure leaks at SHCB.
 - B.) Remove and repair back exterior wall at SHCB.
 - C.) Run all network cabling to support all work stations at temporary library.

- E.) Renovation of two basement office areas.
- F.) Create new server room in Town Hall basement.
- G.) Making a noticeable and timely impact, on all town building maintenance requests.

**FY 17 TOWN ADMINISTRATOR RECOMMENDED OPERATING BUDGET
ADDITIONAL NOTES**

DEPARTMENT: Facilities Department

REQUEST: One (1) full-time custodian to support the new public safety complex and renovated library

Consolidation of Fuels and Lubricants into Facilities Budget

TA RECOMMENDATION: The above request in the amount of \$18,304 for creation of a custodial position and centralization of Fuels and Lubricants has been recommended by the Town Administrator for FY 17.

RATIONALE: The mid-year addition of this custodian (after 1/1/17) in the amount of \$18,304.00 is recommended to enable the Facilities Department to deploy staff as needed to maintain new town buildings.

The public safety complex and renovated library have much greater square footage than our current buildings and will require additional custodial support to maintain. This additional staff member was a known operations and maintenance cost and has been factored into the five year forecast.

The Facilities Department will now be the host department for the general fund Fuels & Lubricants budget exclusive of the school department. Currently, this budget is maintained in any department that has vehicles. By consolidating these multiple line items it streamlines the funding, provides better oversight and internal controls and eliminates the parsing of the single gas and diesel bills, a time consuming administrative task. Departments will not be affected by this change and DPW will still supply a monthly listing of usage by department to ensure ongoing monitoring.

Town of Scituate

Budget 410 Facilities Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.410.0510.5100.0000.0000	PERSONAL-SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
001.410.0510.5110.0000.0000	REGULAR SALARIES	\$196,864.17	\$221,837.00	\$92,753.55	\$231,334.00	\$249,638.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: REGULAR SALARIES		\$231,334.00						
Column Total:		\$231,334.00						
001.410.0510.5120.0000.0000	OVERTIME	\$3,002.28	\$6,450.00	\$566.89	\$6,450.00	\$6,450.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: OVERTIME		\$6,450.00						
Column Total:		\$6,450.00						
001.410.0510.5130.0000.0000	LONGEVITY	\$1,650.00	\$1,650.00	\$0.00	\$1,650.00	\$1,650.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: LONGEVITY		\$1,650.00						
Column Total:		\$1,650.00						
001.410.0510.5173.0000.0000	EMERGENCY MGMT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
001.410.0510.5180.0000.0000	PART-TIME SALARIES	\$7,368.70	\$0.00	\$3,453.28	\$0.00	\$0.00		
001.410.0510.5191.0000.0000	OTHER SALARIES	\$0.00	\$2,868.00	\$642.40	\$2,868.00	\$4,302.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: OTHER SALARIES		\$2,868.00						
Column Total:		\$2,868.00						
SCHEDULE: PERSONAL SERVICES - 0510		\$208,885.15	\$232,805.00	\$97,416.12	\$242,302.00	\$262,040.00		
001.410.0520.5200.0000.0000	PURCHASE OF SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
001.410.0520.5211.0000.0000	ELECTRICITY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		

Town of Scituate

Budget 410 Facilities Detail

Fiscal Year: 2015-2016

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From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.410.0520.5211.0008.0000	ELECTRICITY - TH COMPLE	\$70,666.42	\$58,000.00	\$25,160.68	\$70,000.00	\$81,316.00		
Column: [FY17DeptRequest]	Budget		FTE	Position Desc.				
	Description: ELECTRICITY - TH COMPLEX	\$70,000.00						
Column Total:		\$70,000.00						
001.410.0520.5211.0009.0000	ELECTRICITY - HARBOR CC	\$12,379.67	\$8,400.00	\$3,833.23	\$18,000.00	\$10,000.00		
Column: [FY17DeptRequest]	Budget		FTE	Position Desc.				
	Description: ELECTRICITY - HARBOR COMM BLDG	\$18,000.00						
Column Total:		\$18,000.00						
001.410.0520.5213.0000.0000	NATURAL GAS	\$118.62	\$0.00	\$19.80	\$0.00	\$0.00		
001.410.0520.5213.0008.0000	NATURAL GAS - TH COMPLI	\$47,903.91	\$20,000.00	\$1,864.03	\$45,000.00	\$42,000.00		
Column: [FY17DeptRequest]	Budget		FTE	Position Desc.				
	Description: NATURAL GAS - TH COMPLEX	\$45,000.00						
Column Total:		\$45,000.00						
001.410.0520.5213.0009.0000	NATURAL GAS - HARBOR C	\$324.77	\$6,500.00	\$0.00	\$6,500.00	\$2,800.00		
Column: [FY17DeptRequest]	Budget		FTE	Position Desc.				
	Description: NATURAL GAS - HARBOR COMM BLDG	\$6,500.00						
Column Total:		\$6,500.00						
001.410.0520.5231.0000.0000	WATER/SEWER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
001.410.0520.5241.0000.0000	OFFICE MACHINE MAINTEN	\$49.46	\$100.00	\$643.00	\$100.00	\$85.00		
Column: [FY17DeptRequest]	Budget		FTE	Position Desc.				
	Description: OFFICE MACHINE MAINTENANCE	\$100.00						
Column Total:		\$100.00						

Town of Scituate

Budget 410 Facilities Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016

To Date: 6/30/2017

Print accounts with zero balance

Round to whole dollars

Account on new page

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.410.0520.5242.0000.0000	REPAIR/MAINT PROP/EQUIP	\$15,516.38	\$25,000.00	\$5,681.88	\$25,000.00	\$21,750.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: REPAIR/MAINT PROP/EQUIP	\$25,000.00						
	Column Total:	\$25,000.00			\$750.00	\$500.00		
001.410.0520.5245.0000.0000	VEHICLE SERVICE	\$221.76	\$750.00	\$0.00	\$750.00			
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: VEHICLE SERVICE	\$750.00						
	Column Total:	\$750.00			\$3,620.00	\$3,620.00		
001.410.0520.5270.0000.0000	RENTALS & LEASES	\$57.00	\$125.00	\$1,123.60	\$3,620.00			
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: RENTALS & LEASES	\$3,620.00						
	Column Total:	\$3,620.00			\$200.00	\$200.00		
001.410.0520.5271.0000.0000	RENTALS EQUIP	\$57.00	\$200.00	\$0.00	\$200.00			
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: RENTALS EQUIP	\$200.00						
	Column Total:	\$200.00			\$200.00	\$100.00		
001.410.0520.5291.0000.0000	RUBBISH REMOVAL	\$0.00	\$200.00	\$0.00	\$200.00			
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: RUBBISH REMOVAL	\$200.00						
	Column Total:	\$200.00			\$0.00	\$0.00		
001.410.0520.5305.0000.0000	SUPPORT STAFF & TRAININ	\$0.00	\$0.00	\$0.00	\$0.00			
001.410.0520.5308.0000.0000	TRAINING	\$0.00	\$600.00	\$0.00	\$600.00			
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: TRAINING	\$600.00						
	Column Total:	\$600.00			\$600.00	\$0.00		

Town of Scituate

Budget 410 Facilities Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016 To Date: 6/30/2017

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Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.410.0520.5309.0000.0000	TECHINCAL SERVICES	\$2,975.44	\$11,000.00	\$0.00	\$11,000.00	\$10,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: TECHNICAL SERVICES	\$11,000.00						
	Column Total:	\$11,000.00						
001.410.0520.5321.0000.0000	CONFERENCES/MEETINGS	\$0.00	\$800.00	\$0.00	\$800.00	\$500.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: CONFERENCES/MEETINGS	\$800.00						
	Column Total:	\$800.00						
001.410.0520.5341.0000.0000	TELEPHONE	\$2,571.44	\$925.00	\$431.15	\$1,080.00	\$1,080.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: TELEPHONE	\$1,080.00						
	Column Total:	\$1,080.00						
001.410.0520.5343.0000.0000	BONDING/PRINTING	\$35.00	\$0.00	\$0.00	\$0.00	\$0.00		
001.410.0520.5344.0000.0000	POSTAGE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
001.410.0520.5346.0000.0000	LEGAL ADVERTISING	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: LEGAL ADVERTISING	\$300.00						
	Column Total:	\$300.00						
001.410.0520.5382.0000.0000	CUSTODIAL SERVICES	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: CUSTODIAL SERVICES	\$1,000.00						
	Column Total:	\$1,000.00						
001.410.0520.5481.0000.0000	FUELS & LUBRICANTS	\$825.58	\$0.00	\$0.00	\$250.00	\$0.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: FUELS & LUBRICANTS	\$250.00						
	Column Total:	\$250.00						

Town of Scituate

Budget 410 Facilities Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016

To Date: 6/30/2017

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Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.410.0520.5731.0000.0000	PROFESSIONAL DUES	\$310.00	\$210.00	\$0.00	\$210.00	\$210.00		
Column: [FY17DeptRequest]	Budget							
	Description: PROFESSIONAL DUES	\$210.00						
Column Total:		\$154,012.45	\$133,810.00	\$38,757.37	\$184,610.00	\$175,161.00		
SCHEDULE: PURCHASE OF SERVICES - 0520								
001.410.0540.5400.0000.0000	MATERIALS & SUPPLIES	\$1,588.51	\$2,000.00	\$452.79	\$2,000.00	\$2,000.00		
Column: [FY17DeptRequest]	Budget							
	Description: MATERIALS & SUPPLIES	\$2,000.00						
Column Total:		\$119.68	\$300.00	\$0.00	\$300.00	\$175.00		
001.410.0540.5420.0000.0000	OFFICE SUPPLIES	\$300.00	\$300.00	\$0.00	\$300.00			
Column: [FY17DeptRequest]	Budget							
	Description: OFFICE SUPPLIES	\$300.00						
Column Total:		\$2,422.53	\$0.00	\$0.00	\$0.00	\$0.00		
001.410.0540.5421.0000.0000	MERCHANDISE SUPPLIES	\$2,422.53	\$0.00	\$0.00	\$0.00	\$0.00		
001.410.0540.5423.0000.0000	SPECIAL AGENCY SUPPLIE	\$1,474.05	\$750.00	\$209.00	\$750.00	\$800.00		
Column: [FY17DeptRequest]	Budget							
	Description: SPECIAL AGENCY SUPPLIES	\$750.00						
Column Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
001.410.0540.5425.0000.0000	PRINTING & FORMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
001.410.0540.5430.0000.0000	BUILDING SUPPLIES	\$248.28	\$2,000.00	\$358.13	\$2,000.00	\$1,400.00		
Column: [FY17DeptRequest]	Budget							
	Description: BUILDING SUPPLIES	\$2,000.00						
Column Total:		\$2,000.00						

Town of Scituate

Budget 410 Facilities Detail

Fiscal Year: 2015-2016

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Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Town	FY17 Board of Selectman	FY17 Advisory Committee
001.410.0540.5431.0000.0000	EQUIPMENT PARTS	\$651.02	\$500.00	\$121.98	\$500.00		\$375.00		
Column: [FY17DeptRequest]									
Description: EQUIPMENT PARTS		Budget	FTE	Position Desc.					
		\$500.00							
Column Total:		\$873.25	\$0.00	\$0.00	\$600.00		\$600.00		
Column: [FY17DeptRequest]									
Description: CLEANING SUPPLIES		Budget	FTE	Position Desc.					
		\$600.00							
Column Total:		\$5,011.80	\$7,000.00	\$2,995.34	\$7,000.00		\$6,000.00		
Column: [FY17DeptRequest]									
Description: CLEANING SUPPLIES - TH COMPLEX		Budget	FTE	Position Desc.					
		\$7,000.00							
Column Total:		\$7,000.00							
Column: [FY17DeptRequest]									
Description: LANDSCAPING SUPPLIES		Budget	FTE	Position Desc.					
		\$0.00			\$0.00		\$0.00		
Column: [FY17DeptRequest]									
Description: VEHICLE SUPPLIES		Budget	FTE	Position Desc.					
		\$664.05			\$0.00		\$0.00		
Column: [FY17DeptRequest]									
Description: FUELS & LUBRICANTS		Budget	FTE	Position Desc.					
		\$726.46	\$1,300.00	\$429.48	\$1,300.00		\$207,300.00		
Column Total:		\$1,300.00							
Column: [FY17DeptRequest]									
Description: TOOLS & EXPENDABLES		Budget	FTE	Position Desc.					
		\$788.30	\$500.00	\$0.00	\$500.00		\$400.00		
Column Total:		\$500.00							

Town of Scituate

Budget 410 Facilities Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016 To Date: 6/30/2017

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Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.410.0540.5581.0000.0000	CLOTHING	\$1,200.00	\$650.00	\$1,200.00	\$850.00	\$600.00		

Column: [FY17DeptRequest]

Description: CLOTHING

Column Total: \$850.00

001.410.0540.5702.0000.0000 EMERGENCY MGMT

Column: [FY17DeptRequest]

Description: EMERGENCY MGMT

Column Total: \$750.00

SCHEDULE: MATERIALS & SUPPLIES - 0540

001.410.0580.5851.0000.0000	EQUIPMENT	\$0.00	\$0.00	(\$72.02)	\$0.00	\$0.00		
001.410.0580.5852.0000.0000	FURNISHINGS	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00		

Column: [FY17DeptRequest]

Description: FURNISHINGS

Column Total: \$5,000.00

001.410.0580.5853.0000.0000	OFFICE EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
001.410.0580.5854.0000.0000	FURNISHING/EQUIPMENT F	\$2,383.67	\$5,000.00	\$651.10	\$0.00	\$0.00		

Town of Scituate

Budget 410 Facilities Detail

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Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.410.0580.5865.0000.0000	PUBLIC BUILDINGS	\$21,268.74	\$158,149.00	\$3,849.44	\$160,000.00	\$146,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: Fire Dept. HQ paint, flooring and ceilings	\$25,000.00						
	Description: General electrical repairs at various buildings	\$15,000.00						
	Description: General plumbing repairs at various buildings	\$10,000.00						
	Description: General repairs/improvements at various buildings	\$15,000.00						
	Description: Masonry repairs at various buildings	\$10,000.00						
	Description: Roof & building envelope repairs at various buildi	\$10,000.00						
	Description: Town Administrator	\$50,000.00						
	Description: Town Clerks office front counter	\$5,000.00						
	Description: Town Hall security, cameras, card access	\$20,000.00						
	Column Total:	\$160,000.00						
	SCHEDULE: CAPITAL OUTLAY - 0580	\$23,652.41	\$163,149.00	\$4,428.52	\$165,000.00	\$151,000.00		
	Grand Total:	\$402,317.94	\$545,514.00	\$146,368.73	\$608,462.00	\$807,851.00		

End of Report

TOWN OF SCITUATE FY 2017 PERSONAL SERVICES DETAIL

410 FACILITIES DEPT

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Sick Leave Buy Back	Longevity Per Employee	Total
<u>FACILITY MANAGER</u> Kevin Kelly	20-Aug-12	Non Union				\$1,770.23	52.2	\$92,406	\$0	\$0	\$92,406
<u>CARPENTER/HANDYMAN</u> David Blagini	10/20/2014	Non Union Eqv:C Step 4		23.11	40	924.4	52.2	\$48,254		0	\$48,254
<u>CUSTODIANS</u> Kevin Lydon	28-Feb-00	A	5	19.67	40	\$786.80	52.2	\$41,071		\$850	\$41,921
Thomas Griems	17-May-04	A	5	19.67	40	\$786.80	52.2	\$41,071		\$800	\$41,871
New position - 6 months		A	1	17.6	40	\$704.00	26.0	\$18,304		\$0	\$18,304
<u>RESERVATIONIST</u> Vacancy (65%)		Unclassified		\$20.43	8	\$163.44	52.2	\$8,532			\$8,532
TOTALS								\$249,638	\$0	\$1,650	\$251,288

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary	Overtime	Longevity	Part-time	Seasonal	Other	S.L. Buy-back	TOTAL
FACILITY MANAGER	1	\$92,406		\$0	5180	5190	5191	\$0	\$92,406
CARPENTER/HANDYMAN	1	\$48,254	\$3,750	\$0				\$0	\$52,004
CUSTODIANS	3	\$100,446	\$2,700	\$1,650			\$4,302	\$0	\$109,098
RESERVATIONIST	1	\$8,532	0	0				\$0	\$8,532
TOTALS	6.0	\$249,638	\$6,450	\$1,650	\$0	\$0	\$4,302	\$0	\$262,040

DEPARTMENT OF PUBLIC WORKS ANNUAL REPORT 2017

The Department of Public Works has one Mission: Provide cost-effective services to the residents of Scituate. The 48 DPW team members are organized into the following divisions focused on delivering service to our residents:

The Highway and Grounds Division is led by Superintendent Mike Breen. The members of this team maintain all playing fields, playgrounds, parks, roadsides, the Town forest, and two public cemeteries. In addition they pave, patch, paint, plow, sand and sweep over 100+ miles of public roads in Scituate. In 2015, this 18-person team paved Edith Holmes Drive, Woodland Road, Kings Way, Lotus Ave Hillside Drive, and Glades Road. In addition, they installed or repaired over 500 feet of new drainage. Improved the culverts at Gilson Road, Old Forge Road, Hatherly Road, Ann Vinal Road, Satuit Trail, Peggotty Beach Road, Jenkins Place, Minot Parking Lot, Indian Trail, also repaired or rebuilt 55+ catch basins across the Town. The Division responded to numerous emergency calls for sinkholes, accident clean-ups, traffic light failures, water breaks, downed trees, beach over wash, power outages, and carcass removals. The crews made sure that the parks and cemeteries looked good for Memorial Day, Veterans Day and numerous other special public events throughout the year. Snow removal was at record breaking amounts at 109 inches, snow fighting crews treated the roads (Salt only) 33 times & 22 days of snow plowing, this includes the Juno storm and clean up. Highway and Public Grounds crews opened roads covered with storm over wash on Central Ave, Oceanside Drive, Surfside Drive, Glades Road, Egypt Beach Road and Turner Road.

The Engineering Division, led by the Engineering Supervisor Sean McCarthy, provides technical engineering and project management services for the DPW and various boards and committees. During 2015 the Division (a) completed water systems upgrades on First Parish Road, Country Way, Elm Street, Cudworth Road, Hatherly Road, Glades Road, Collier Ave, and Summer Street; (b) completed seawall wall repairs on Oceanside (c) Submitted and received a \$3,000,000 and \$4,000,000 grants to replace sections of Seawall on Oceanside Drive; (d) worked with FEMA to review damage reports from the Sandy and Nemo Storms; (e) worked on inflow and infiltration with the Sewer Department; (f) designed and constructed a new beach parking lot and basketball court in Humarock ; (g) managed the paving repairs on Glades Road and Central Ave. from storm damage. (h) Managed and engineered the 3 water replacement (7 + miles of new pipe) projects to help minimize "brown water" in Town.

The Water Division, led by Jim DeBarros, has the mission to (a) deliver fresh, water at 40 psi to every household in Scituate, (b) provide accurate, timely bills, and (c) meet future growth needs by investing in water sources, infrastructure and conservation. During 2015 the Division delivered 642 million gallons of water to customers in Scituate: 70% drawn from wells, 22% processed from surface water and 8% purchased from Marshfield for Humarock residents. Due to a dry season and the lack of rain water bans were put into effect. The water line replacement plan continued with 8.0 miles of water lines installed thru Town. This is part of the three year plan to eliminate old cast iron pipes installed prior to 1935 and eliminate brown water.

The Transfer Station, managed by Engineering Supervisor Sean McCarthy, is focused on a dual mission of (a) managing the disposal of household waste in a responsible and cost effective manner

and (b) continuing to improve our Town's Reputation as a recycle leader. In 2015, the Transfer Station sent 2794 tons of Blue Bags to the "waste-to-energy burner" at SEMASS, 2,033 tons of "C&D" to be recycled by New England Recycling in Taunton and over 1685 tons of paper, plastic, glass and metal to be recycled. In addition the Transfer Station team helped citizens responsibly dispose of TVs, propane tanks, scrap metal, and mattresses. The Transfer Station enterprise ended the year with a positive cash flow for the 6th year in a row, funded their capital requirements and built Retained Earnings.

The Sewer Division's mission is to (a) manage the cost-effective treatment of wastewater from the connected residences and (b) expand the capacity of the treatment plant by eliminating the sources of ground water entering the system. Supervisor Robert Rowland retired after 19 years working for the Town. Rick Mosca transferred from the Water Department to act as the interim Supervisor. Rick and his team of seven people manage the 24/7 operations to meet all the stringent regulatory requirements. In 2015 the Sewer Division treated on average 1.3 million gallons per day of wastewater, 3.2 million gallons of septage, and removed 2.7 million pounds of sludge cake. The Division continued its work to reduce the leakage of ground and surface water into the sewer system ("I&I reduction."). The outside engineering firm hired to help with this work conducted closed circuit TV inspections looking for leaking house laterals to eliminate this source of non-revenue producing inflow.

Respectfully,

Kevin Cafferty, Director of Public Works

TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: Engineering

MISSION STATEMENT:

The Engineering Department is dedicated to providing professional and cost effective technical engineering services to the citizens of the Town of Scituate and other Departments, Boards and Commissions. Our efforts are focused on providing a high level of expertise for planning, design and quality construction management of all public works improvement projects while maintaining budgets and timelines.

FY 2017 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

1. Implement significant improvements to the Municipal Water System focusing on the elimination of unlined cast iron water mains throughout Town.
 - a. Prepare and process three RFP's for the next phase of Water main Improvements. Conduct a bid opening and award of the construction contract in the spring of 2016.
 - b. Provide Construction Inspection oversight spring thru fall of 2016, project coordination and process payment recognition.
2. Manage, implement and coordinate the \$2 Million grant received by the EEA and \$2 million loan for the Engineering, Design and construction of approximately 760 feet will begin in the spring of 2016 of new seawall along Oceanside Drive.
 - a. Oversee construction of the new concrete seawall, revetment and splash pad.
3. Manage and oversee the Green Infrastructure grant received by EEA for the Engineering & Design for the nourishment of North Scituate Beach. Following the study and design process, the Department will manage the nourishment of the North Scituate Beach and pursue funding as it becomes available from ACOE, FEMA, CPC and other sources during the spring and fall of 2016.
4. Undertake improvements to the existing stormwater system throughout Town for improved water quality and compliance with State MS4 discharge permits. Investigate proposed revisions to the regulations and take steps towards compliance with outfall treatment anticipated in 2016.
5. Manage and develop a preferred approach to continued infiltration and inflow reduction efforts.
 - a. Review the rehabilitation program and documented field investigation studies obtained from prior efforts.
 - b. Continue repairs in the high priority areas as outlined in the Sewer System Evaluation Survey during the during the Summer of 2016.
6. Coordinate with the Development Review Team to continue to develop, enhance or revise rules and regulations that impede prudent coastal management

7. Participate in, and provide departmental expertise at quarterly in-house coastal management meetings on current plans, initiatives and potential opportunities around coastal issues
8. To continue to educate the public on changing coastal needs and appropriate responses to mitigate and secure resources given climate change, sea level rise and coastal erosion
9. To expand our collaborations with state and federal stakeholders, environmental agencies and local and state wide municipalities in responding to this shared global problem.
10. Provide information and assistance to the Coastal Advisory Commission as warranted or as directed by the Town Administrator.

MAJOR BUDGET COMPONENTS

Seawall & Road Spending \$400,000.00

Personnel \$249,815

Technical Services \$30,000.00

FY 2017 RISKS AND CHALLENGES

Limited staffing has challenged the Department with significant infrastructure improvements occurring throughout Town

Grant applications and plan preparation for submission can be extremely time consuming. The Department has focused on grants with a high success rate of being awarded. The Engineering Department has had an outstanding success rate for those grants offered through the Executive Office of Energy and Environmental Affairs.

Conducted many inspections and review of all coastal infrastructures after several winter storm events.

DEPARTMENTAL ACCOMPLISHMENTS

Successful management of six water main construction contracts. The final paving and closeout of Hatherly Road, Ann Vinal Road, Lighthouse Road, Rebecca Road, Beal Place, Otis Place, Allen Place, Harbor Heights, Meetinghouse Lane, Greenfield Lane, Porter Road, Harbor View Road, Glades Road, Woodland Road and a portion of Hazel Avenue and Country Way. Manage the installation of over 8 miles of new watermain for Phase 2 on Country Way, Elm Street, Cudworth Road, First Parish Road, Summer Street, Hatherly Road, Glades Road.

Prepared Engineering, Design and Construction packages for CPC Projects.

- a. Provide assistance in the preparation of the Bid documents for the design of the new skate park.
- b. Provide construction oversight assistance for Tilden Trail North.
- c. Provide assistance in the preparation of construction documents and bidding for the Central Field Improvements.
- d. Design and construct a new parking lot and basketball court in Humarock

Obtained all necessary easements from homeowners along Oceanside Drive in order to execute the Grant awarded by the EEA for seawall replacement.

Continued transformation of record documents and plans into electronic files.

Procurement and management of over 110 Contracts.

Reviewed and commented on over 15 Stormwater permit applications for compliance with local and state regulations to support the Conservation Commission and Planning Department

Issued and inspected over 150 Street opening permits

Reviewed and commented on over 50 Septic Design and Repair plans for compliance with local and state regulations to support the Health Department.

Attended many site walks and meetings with FEMA representatives. Prepared detailed plans and cost estimates of damaged foreshore structures incurred during Nemo, Sandy and Juno.

Assisted the Sewer Department with preparing Bid documents and procurement of upgrades and repairs to several key components of the infrastructure. (Emergency Generators, Aeration Tank, Wastewater Plant Inlet Pipe repairs, Sand Hills Pump Station Improvements, Egypt Beach Pump Station Design)

Assisted the Water Department with preparing Bid documents and procurement of upgrades and repairs to several key components of the infrastructure. (Emergency Generators at well locations, Spill Containment upgrades, Manganese Removal options)

Received a Safety Grant from MIIA for Safety gear purchases (\$5000)

Town of Scituate

Budget 411 Engineering Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
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001.411.0510.5110.0000.0000	REGULAR SALARIES	\$192,746.64	\$240,851.00	\$81,398.63	\$248,246.00	\$248,246.00		
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Column: [FY17DeptRequest]

Description:	Budget	FTE	Position Desc.
REGULAR SALARIES	\$248,246.00		
Column Total:	\$248,246.00		

001.411.0510.5120.0000.0000	OVERTIME	\$234.20	\$0.00	\$141.56	\$0.00	\$0.00		
001.411.0510.5130.0000.0000	LONGEVITY	\$1,212.50	\$2,087.00	\$800.00	\$2,063.00	\$2,063.00		

Column: [FY17DeptRequest]

Description:	Budget	FTE	Position Desc.
LONGEVITY	\$2,063.00		
Column Total:	\$2,063.00		

001.411.0510.5191.0000.0000	OTHER SALARIES	\$1,265.13	\$2,409.00	\$617.49	\$2,481.00	\$2,481.00		
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Column: [FY17DeptRequest]

Description:	Budget	FTE	Position Desc.
OTHER SALARIES	\$2,481.00		
Column Total:	\$2,481.00		

SCHEDULE: PERSONAL SERVICES - 0510	\$195,458.47	\$245,347.00	\$82,957.68	\$252,790.00	\$252,790.00			
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001.411.0520.5241.0000.0000	OFFICE MACHINE MAINT	\$1,196.25	\$500.00	\$0.00	\$500.00	\$300.00		
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Column: [FY17DeptRequest]

Description:	Budget	FTE	Position Desc.
OFFICE MACHINE MAINT	\$500.00		
Column Total:	\$500.00		

001.411.0520.5242.0000.0000	REPAIR/MAINT PROPEQUIP	\$0.00	\$150.00	\$0.00	\$150.00	\$100.00		
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Column: [FY17DeptRequest]

Description:	Budget	FTE	Position Desc.
REPAIR/MAINT PROPEQUIP	\$150.00		
Column Total:	\$150.00		

Town of Scituate

Budget 411 Engineering Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.411.0520.5245.0000.0000	VEHICLE SERVICE	\$856.15	\$450.00	\$763.81	\$450.00	\$450.00		\$450.00
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: VEHICLE SERVICE	\$450.00						
	Column Total:	\$450.00						
001.411.0520.5271.0000.0000	RENTALS EQUIP/FACILITIE	\$2,133.53	\$1,260.00	\$1,312.35	\$1,260.00	\$2,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: RENTALS EQUIP/FACILITIE	\$1,260.00						
	Column Total:	\$1,260.00						
001.411.0520.5308.0000.0000	TRAINING	\$1,285.00	\$1,000.00	\$102.00	\$1,000.00	\$0.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: TRAINING	\$1,000.00						
	Column Total:	\$1,000.00						
001.411.0520.5309.0000.0000	TECHNICAL SERVICES	\$24,357.85	\$30,000.00	\$14,622.62	\$30,000.00	\$28,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: TECHNICAL SERVICES	\$30,000.00						
	Column Total:	\$30,000.00						
001.411.0520.5321.0000.0000	CONFERENCES/MEETINGS	\$85.00	\$750.00	\$1,390.00	\$750.00	\$750.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: CONFERENCES/MEETINGS	\$750.00						
	Column Total:	\$750.00						
001.411.0520.5343.0000.0000	BINDING & PRINTING	\$331.74	\$750.00	\$0.00	\$750.00	\$400.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: BINDING & PRINTING	\$750.00						
	Column Total:	\$750.00						

Town of Scituate

Budget 411 Engineering Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.411.0520.5344.0000.0000	POSTAGE	\$691.13	\$600.00	\$242.68	\$600.00	\$0.00	\$0.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: POSTAGE	\$600.00						
	Column Total:	\$1,420.65	\$1,200.00	\$742.56	\$1,200.00	\$0.00	\$0.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: LEGAL ADVERTISING	\$1,200.00						
	Column Total:	\$195.95	\$600.00	\$29.95	\$600.00	\$500.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: PROFESSIONAL DUES & SUBS	\$600.00						
	Column Total:	\$32,553.25	\$37,260.00	\$19,205.97	\$37,260.00	\$32,500.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: OFFICE SUPPLIES	\$1,640.06						
	Column Total:	\$925.00	\$925.00	\$391.86	\$925.00	\$925.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: OFFICE SUPPLIES	\$925.00						
	Column Total:	\$98.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: PRINTING & FORMS	\$172.90						
	Column Total:	\$300.00	\$300.00	\$39.95	\$300.00	\$300.00	\$300.00	

Town of Scituate

Budget 411 Engineering Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016

To Date: 6/30/2017

Print accounts with zero balance

Round to whole dollars

Account on new page

Definition: FY17 Completed Budget

Account	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Town Selectman	FY17 Advisory Committee
001.411.0540.5431.0000.0000	\$0.00	\$50.00	\$0.00	\$50.00	\$50.00	\$50.00	
EQUIPMENT PARTS							
Column: [FY17DeptRequest]	Budget	FTE	Position Desc.				
Description: EQUIPMENT PARTS	\$50.00						
Column Total:	\$50.00						
001.411.0540.5480.0000.0000	\$58.14	\$150.00	\$210.64	\$150.00	\$150.00	\$150.00	
VEHICLE SUPPLIES							
Column: [FY17DeptRequest]	Budget	FTE	Position Desc.				
Description: VEHICLE SUPPLIES	\$150.00						
Column Total:	\$150.00						
001.411.0540.5481.0000.0000	\$2,006.22	\$2,500.00	\$432.82	\$2,500.00	\$2,500.00	\$0.00	
FUELS & LUBRICANTS							
Column: [FY17DeptRequest]	Budget	FTE	Position Desc.				
Description: FUELS & LUBRICANTS	\$2,500.00						
Column Total:	\$2,500.00						
001.411.0540.5484.0000.0000	\$106.65	\$200.00	\$133.21	\$200.00	\$200.00	\$200.00	
TOOLS & EXPENDABLES							
Column: [FY17DeptRequest]	Budget	FTE	Position Desc.				
Description: TOOLS & EXPENDABLES	\$200.00						
Column Total:	\$200.00						
001.411.0540.5581.0000.0000	\$432.98	\$750.00	\$0.00	\$750.00	\$750.00	\$500.00	
CLOTHING							
Column: [FY17DeptRequest]	Budget	FTE	Position Desc.				
Description: CLOTHING	\$750.00						
Column Total:	\$750.00						
SCHEDULE: MATERIALS & SUPPLIES - 0540	\$4,515.25	\$4,875.00	\$1,208.48	\$4,875.00	\$4,875.00	\$2,125.00	
001.411.0580.5856.0000.0000	\$203,509.47	\$400,000.00	\$33,567.60	\$400,000.00	\$400,000.00	\$360,000.00	
Roads & Seawalls							
Column: [FY17DeptRequest]	Budget	FTE	Position Desc.				
Description: Roads & Seawalls	\$400,000.00						
Column Total:	\$400,000.00						

Town of Scituate

Budget 411 Engineering Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016

To Date: 6/30/2017

Print accounts with zero balance

Round to whole dollars

Account on new page

Definition: FY17 Completed Budget

Account	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
SCHEDULE: CAPITAL OUTLAY - 0580	\$203,509.47	\$400,000.00	\$33,567.60	\$400,000.00	\$360,000.00		
Grand Total:	\$436,036.44	\$687,482.00	\$136,939.73	\$694,925.00	\$647,415.00		

End of Report

TOWN OF SCITUATE FY 2017 PERSONAL SERVICES DETAIL

Department: 400 PUBLIC WORKS

411 ENGINEERING DIVISION

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Holiday	Sick Leave Buy Back	Longevity
<u>TOWN ENGINEER</u> Sean McCarthy	29-Nov-10	AMP 6	3			\$1,597.95	52.2	\$83,413			\$800
<u>ENGINEER</u> Vacant	29-Nov-10	AMP 4	2		35	\$1,290.15	52.2	\$67,346			\$0
Daniel Smith	13-Dec-10	AMP 4	6		35	\$1,424.10	52.2	\$74,338			\$800
<u>SECRETARY</u> Christine Chessia	22-Feb-05	Tosca A8	4	\$25.23	17.5	\$441.53	52.2	\$23,048	\$101		\$463
								\$248,145	\$101	\$0	\$2,063

DIVISION Sub-total

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary 5110	Overtime 5120	Longevity 5130	Part-time 5180	Seasonal 5190	Holiday	Other .L. Buy-back 5191	TOTAL 510
TOWN ENGINEER	1	\$83,413		\$800				\$834	\$85,047
ENGINEER	2	\$141,684		\$800				\$1,417	\$143,901
SECRETARY	0.5	\$23,048		\$463	\$0		\$101	\$230	\$23,842
TOTALS	3.5	\$248,145	\$0	\$2,063	\$0	\$0	\$101	\$2,481	\$252,790

TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: Department of Public Works

MISSION STATEMENT:

To provide the residents and property owners of Scituate the following services while complying with all laws:

1. Maintain roads, parks, cemeteries and playgrounds.
2. Delivery of fresh potable water to all residents and provide proper fire protection for residential and commercial properties.
3. Disposal of municipal solid waste in a responsible manner while encouraging recycling.
4. Managing the collection and treatment of sanitary waste to all connected customers.
5. Managing all infrastructure construction projects.

FY 2017 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

1. **Roadways:** Improve the quality of the public streets in Scituate while implementing bottom down roadway management plan. This starts with the replacement or repair of the underground utilities then the rebuilding of the road after settlement has occurred. Focus on new paving projects shall be the main routes filtering down to the minor roads.
2. **Sewer:** Create additional sewer capacity by implementing I/I procedures. This shall include further sewer inspections and repairs in areas prone to flooding along the coast.
3. **Water:** Improve the water distribution system and eliminate brown water by removing eight miles of pre 1935 ductile iron water pipes and removing any service connected to the older system.
4. **Transfer Station:** Work with the South Shore Recycling Consortium to look for ways to increase the Town's recycling rate and manage disposal costs.
5. **Improve Roadway Safety:** Provide thru engineering and traffic data improvements to the Beaver Dam and Tilden Road intersection. Once this intersection is completed other intersections will be reviewed to better comply with traffic standards.
6. **Foreshore Protection:** Manage and implement the 3 and 4 million dollar grant projects on Oceanside Drive. Continue to do routine maintenance to sections of public foreshore protection. Continue to work with CZM (Coastal Zone Management) in permitting beach nourishment for North Scituate Beach along Glades Road.

MAJOR BUDGET COMPONENTS

DPW	Budget	Families Served	Cost per family per year
Highway and Grounds	\$1,828,000	8,000	\$234
Engineering	\$ 700,500	8,000	\$88
Water Department	\$2,658,000	8,000	\$332
Sewer Department	\$3,311,000	3,000	\$1,103
Transfer Station	\$1,286,000	5,000	\$237
Foreshore Protection	\$ 200,000	8,000	\$25
Snow and Ice	\$ 495,401	8,000	\$62
Street Lights	\$ 190,000	8,000	\$24
Administration	\$ 126,000	8,000	\$16

FY 2017 RISKS AND CHALLENGES

1. **Highway:** To maintain the roadways during construction of water lines. This puts a great challenge on the Highway Department. To continue to make road and intersection improvements that comply with updated traffic standards mandated by MUTCD while maintaining resident's perceptions that the improvements will be safer in the long term and not take away the charm of some of Scituate's character.
2. **Water:** To continue day to day operations while a challenging construction load of the replacement of seven to eight miles of water pipe is ongoing. This work requires constant contact with the construction contractors to minimize impact to residents.
3. **Sewer:** Challenging regulatory permit requirements will increase the amount of WWTP effluent testing and add additional treatment requirements to meet the NEPDES permit. The DEP is placing limits on copper discharge in effluent which will require modifications to the treatment process at the treatment plant.
4. **Transfer:** As contracts and costs for disposal increase the challenge is managing the station to save money to avoid a future sticker increase.
5. **Engineering:** Oversee three and four million dollar seawall grants construction as well as eight miles of cast iron water main replacement and all other town and CPC projects.
6. **Foreshore Protection:** Working with residents to understand and accept Town's easements policy while making significant improvements to the foreshore infrastructure. Management of existing construction projects.

DEPARTMENTAL ACCOMPLISHMENT

1. **Highway:**
 - A. Placed Top Coat Asphalt on Woodland Road, Lotus Ave, King's Way and Edith Homes.
 - B. Paved the northern section of Glades Road and the northern section of Central Ave.
 - C. Installed 500 feet of new Drainage and rebuilt 55 catch basins.
 - D. Crews cleared a record amount of snow (109 inches) on the roadways and were required to treat the roadways with salt 33 times.
 - E. Started implementing new street signs with Town seal.
2. **Public Grounds:**
 - A. Maintained all Town fields with grass cutting and lining during very challenging water restrictions and a hot summer.
 - B. Removed over 50 dead and dying trees from the public right of way.
3. **Water: Department:**
 - A. Replaced eight miles of pre 1935 cast iron water lines on First Parish Road, Country Way, Cudworth, Elm Street, Glades Road, Summer Street, Branch Street, Curtis Street and Lawson Roads.
 - B. Worked with outside firms to integrate water system into GIS system.
 - C. Faced a challenging year with disruptions to the water system during the construction of the new water mains and water restrictions.
4. **Wastewater:**
 - A. Planning and engineering for making upgrades to the Sand Hills Pump Station and replacement Chain Pond Pumps Station.

B. Continued the process of connecting the 310 homes in the Musquashicut Pond area that were recently provided access to sewer.

C. Started making control upgrades to SCADA (automated communication control) system in the waste water treatment plant.

5. Engineering:

A. Project managed the replacement of eight miles of pre 1935 water lines.

B. Completed the repairs and upgrades to the Humarock Beach parking lot and basketball court.

C. Submitted and received grants for \$3,000,000 and \$4,000,000 to make repairs to Oceanside Drive foreshore protection and worked with residents to get easements to meet grant eligibility requirements.

D. Submitted and received a grant to permit the nourishment of Minot Beach adjacent to Glades Road.

Town of Scituate

Budget 421 DPW Administration Detail

Fiscal Year: 2015-2016

Print accounts with zero balance
 Round to whole dollars
 Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	Admin Recomm	FY17 Town Selectman	FY17 Board of	FY17 Advisory Committee
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001.421.0510.5110.0000.0000	REGULAR SALARIES	\$111,898.44	\$133,164.00	\$59,085.36	\$136,268.00	\$136,268.00		
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Column: [FY17DeptRequest]

Description: REGULAR SALARIES
 Budget \$136,268.00
 Column Total: \$136,268.00

001.421.0510.5130.0000.0000	LONGEVITY	\$482.50	\$1,288.00	\$0.00	\$1,263.00	\$1,263.00		
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Column: [FY17DeptRequest]

Description: LONGEVITY
 Budget \$1,263.00
 Column Total: \$1,263.00

001.421.0510.5191.0000.0000	OTHER SALARIES	\$206.43	\$222.00	\$99.44	\$230.00	\$230.00		
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Column: [FY17DeptRequest]

Description: OTHER SALARIES
 Budget \$230.00
 Column Total: \$230.00

SCHEDULE: PERSONAL SERVICES - 0510		\$112,567.37	\$134,674.00	\$59,184.80	\$137,761.00	\$137,761.00		
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001.421.0520.5242.0000.0000	REPAIR/MAINT PROP/EQUIP	\$0.00	\$400.00	\$0.00	\$400.00	\$300.00		
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Column: [FY17DeptRequest]

Description: REPAIR/MAINT PROP/EQUIP
 Budget \$400.00
 Column Total: \$400.00

001.421.0520.5271.0000.0000	RENTALS EQUIP/FACILITIES	\$0.00	\$80.00	\$0.00	\$80.00	\$40.00		
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Column: [FY17DeptRequest]

Description: RENTALS EQUIP/FACILITIES
 Budget \$80.00
 Column Total: \$80.00

Town of Scituate

Budget 421 DPW Administration Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016 To Date: 6/30/2017

Print accounts with zero balance Round to whole dollars Account on new page

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.421.0520.5321.0000.0000	CONFERENCES/MEETINGS	\$0.00	\$100.00	\$0.00	\$100.00	\$100.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: CONFERENCES/MEETINGS		\$100.00						
Column Total:		\$100.00						
001.421.0520.5343.0000.0000	BINDING & PRINTING	\$529.00	\$175.00	\$0.00	\$175.00	\$175.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: BINDING & PRINTING		\$175.00						
Column Total:		\$175.00						
001.421.0520.5344.0000.0000	POSTAGE	\$60.37	\$175.00	\$0.00	\$175.00	\$0.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: POSTAGE		\$175.00						
Column Total:		\$175.00						
001.421.0520.5346.0000.0000	LEGAL ADVERTISING	\$0.00	\$750.00	\$0.00	\$750.00	\$0.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: LEGAL ADVERTISING		\$750.00						
Column Total:		\$750.00						
001.421.0520.5731.0000.0000	PROFESSIONAL DUES & SL	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: LEGAL ADVERTISING		\$100.00						
Column Total:		\$100.00						
SCHEDULE: PURCHASE OF SERVICES - 0520		\$689.37	\$1,680.00	\$0.00	\$1,680.00	\$615.00		
001.421.0540.5420.0000.0000	OFFICE SUPPLIES	\$0.00	\$425.00	\$0.00	\$425.00	\$300.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: OFFICE SUPPLIES		\$425.00						
Column Total:		\$425.00						

Town of Scituate

Budget 421 DPW Administration Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016

To Date: 6/30/2017

Definition: FY17 Completed Budget

Print accounts with zero balance

Round to whole dollars

Account on new page

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.421.0540.5425.0000.0000	PRINTING & FORMS	\$0.00	\$100.00	\$0.00	\$100.00	\$50.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: PRINTING & FORMS		\$100.00						
Column Total:		\$0.00	\$525.00	\$0.00	\$525.00	\$350.00		
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$113,256.74	\$136,879.00	\$59,184.80	\$139,966.00	\$138,726.00		
Grand Total:								

End of Report

TOWN OF SCITUATE FY 2017 PERSONAL SERVICES DETAIL

Department: 400 PUBLIC WORKS

421 ADMINISTRATION

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents

DIRECTOR OF PUBLIC WORKS

Kevin Cafferty

SECRETARY

Christine Chessia

(Holiday on Engineering sheet)

Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Longevity	Per Employee	Total
14-Jul-09	Non Union				\$2,168.97	52.2	\$113,220	\$800		\$114,020
22-Feb-05	A8	4	\$25.23	17.5	\$441.53	52.2	\$23,048	\$463		\$23,511
							\$136,268	\$1,263		\$137,531

DIVISION Sub-total

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE

DIRECTOR OF PUBLIC WORKS
SECRETARY

TOTALS

Positions #	Reg Salary	Overtime	Longevity	Part-time	Seasonal	Other	TOTAL
1	\$113,220		\$800	5180	5190	5191	510
0.5	\$23,048		\$463	\$0		\$230	\$23,741
1.5	\$136,268	\$0	\$1,263	\$0	\$0	\$230	\$137,761

TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: HIGHWAY

MISSION STATEMENT:

To manage the cost and effectiveness of the maintenance and construction of all Town roads, sidewalks, drainage systems and street signs.

FY 2017 HIGHWAY 422-GOALS:

1. First Parish Road (RR tracks to Common)
 - a. Replace drainage.
 - b. Rebuild road.
 - c. Replace sidewalk.
2. Beaver Dam Road & Tilden Road intersection
 - a. Reconfigure intersection to MUTCD
 - b. Remove traffic lights and go to a 4-way stop.
3. Replace Gilson Road drainage culvert
4. Continue to work on best practices in regards to the "Community compact completed streets program".

MAJOR BUDGET COMPONENTS:

Personnel cost	\$601,647	54%
Road repairs supplies	\$356,454	33%
Vehicle costs	\$73,473	6%
Equipment purchases	\$43,600	6%
Police details	\$14,000	1%

FY 2017 RISKS AND CHALLENGES:

1. Stay within budget and managing unexpected costs from ocean storm clean up's, maintenance of deteriorating roadways.
2. Highway Department has limited space for storage of equipment and materials. We are currently using several areas, including the Highway Department and Transfer Station (brine area).
3. Having limited funding for addressing deteriorating sidewalks and roads.
4. A Constant challenge keeping coastal roads open after a northeast ocean wash over on Egypt Beach Road, Peggotty Beach Parking lot (route to Inner Harbor Road) Glades Road, Surfside Road, Rebecca Road, Lighthouse Road and Turner Road. Contractors are used in heavy over wash areas and town loaders are used in the "lighter" over wash areas, last winter we responded to 21 over wash areas.

DEPARTMENTAL ACCOMPLISHMENTS:

1. Accomplishments in 2016:
 - a. Completed paving on Woodland Road, Lotus Ave, King's Way, Edith-Holmes.
 - b. Cleaned culverts in; North Scituate, Sand Hills, Scituate Center, Greenbush area, Harbor area, Minot area, Shore Acres and West End.
 - c. Cleaned out 2,500 catch basins.
 - d. Completed street sweeping of all roadways and weekly sweeping of the business districts.
 - e. Opened and closed all beach entrances (cleaned out sand, installed and removed Seagate's, installed and removed hand railings).
 - f. Managed the line painting of main and secondary roadways, intersections, business districts, parking lots.
 - g. Picked up trash from all Ship Shape Day locations, and all the beach associations.
 - h. Cleaned up several times after major storms around coastal areas.
 - i. Used over 100+ tons of asphalt to patch 70+ areas (water breaks) for the water department.
 - j. Used over 150+ tons of asphalt for pot hole repairs.
 - k. Scheduled delivery and pick up of all portable potties at all beach locations.
 - l. Cleaned all best management practices catch basins near reservoir (Pin Oak Drive, Hughey Road, Satuit Trail, Oakhurst Road, Eisenhower Lane, Colonial Way).
 - m. Emptied trash barrels when needed in business area (62), beach areas (65), and recycle bins (20).

Town of Scituate

Budget 422 Highway Department Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.422.0510.5110.0000.0000	REGULAR SALARIES	\$499,076.81	\$530,184.00	\$221,688.23	\$538,464.00	\$538,464.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: REGULAR SALARIES	\$538,464.00						
	Column Total:	\$538,464.00						
001.422.0510.5120.0000.0000	OVERTIME	\$23,687.54	\$23,289.00	\$10,939.34	\$23,289.00	\$23,289.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: OVERTIME	\$23,289.00						
	Column Total:	\$23,289.00						
001.422.0510.5130.0000.0000	LONGEVITY	\$7,000.00	\$7,600.00	\$5,050.00	\$7,450.00	\$7,450.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: LONGEVITY	\$7,450.00						
	Column Total:	\$7,450.00						
001.422.0510.5190.0000.0000	SEASONAL SALARIES	\$9,321.00	\$13,160.00	\$5,967.00	\$13,160.00	\$13,160.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: SEASONAL SALARIES	\$13,160.00						
	Column Total:	\$13,160.00						
001.422.0510.5191.0000.0000	OTHER SALARIES	\$17,627.80	\$7,062.00	\$7,882.74	\$8,499.00	\$8,880.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: OTHER SALARIES	\$8,499.00						
	Column Total:	\$8,499.00						
	SCHEDULE: PERSONAL SERVICES - 0510	\$556,713.15	\$581,295.00	\$251,527.31	\$590,862.00	\$591,243.00		

Town of Scituate

Budget 422 Highway Department Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.422.0520.5241.0000.0000	OFFICE MACHINE MAINT	\$592.40	\$750.00	\$135.00	\$700.00		\$500.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: OFFICE MACHINE MAINT		\$700.00						
Column Total:		\$700.00						
001.422.0520.5242.0000.0000	REPAIR/MAINT PROPIEQUIF	\$114,209.43	\$135,000.00	\$28,285.42	\$144,718.00	\$138,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: Adjust manholes and grates		\$8,750.00						
Description: Base radio for shop		\$1,000.00						
Description: BMP structures		\$2,500.00						
Description: Contracted pothole repairs		\$4,500.00						
Description: Crack sealing		\$18,668.00						
Description: Emergency generator service		\$500.00						
Description: Highway shop repairs -Floors, walls, ceilings		\$1,000.00						
Description: Infrared patching \$3000/day @ 4 days		\$12,000.00						
Description: Oxygen and acetylene for welding		\$2,000.00						
Description: Pavement markings-center lines and stop bars		\$44,500.00						
Description: Pavement-handwork		\$23,800.00						
Description: paving-machine work		\$19,500.00						
Description: Seawalls and hand railings		\$1,000.00						
Description: traffic & school lights emergency repairs		\$5,000.00						
Column Total:		\$144,718.00						
001.422.0520.5245.0000.0000	VEHICLE SERVICE	\$9,608.00	\$7,500.00	\$4,925.75	\$7,500.00	\$9,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: VEHICLE SERVICE		\$7,500.00						
Column Total:		\$7,500.00						

Town of Scituate

Budget 422 Highway Department Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016 To Date: 6/30/2017

Print accounts with zero balance Round to whole dollars Account on new page

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.422.0520.5271.0000.0000	RENTAL EQUIP/FACILITIES	\$116,193.91	\$114,500.00	\$39,117.65	\$117,318.00	\$116,000.00		

Column: [FY17DeptRequest]

Description	Budget	FTE	Position Desc.
Description: (3)cell phones for Highway	\$3,000.00		
Description: Asphalt spreader box per day	\$3,000.00		
Description: Catch basin cleaning	\$31,000.00		
Description: cleaning solvent waste disposal	\$1,200.00		
Description: Contracted removal of overwash	\$14,640.00		
Description: Culvert & outflow drain cleaning	\$6,250.00		
Description: d-8 Dozer 40 hrs @ 190/hr	\$7,600.00		
Description: drainline video inspecting	\$2,940.00		
Description: Dump truck rental 40 hrs/\$75.00/hr	\$3,000.00		
Description: hydroseed	\$1,000.00		
Description: Large grader 80 hrs. \$120.00/hr	\$9,600.00		
Description: phones/Internet/cable for Highway	\$1,000.00		
Description: small grader rental	\$7,600.00		
Description: storm drain line cleaning	\$5,488.00		
Description: Street sweeping disposal	\$20,000.00		
Column Total:	\$117,318.00		

Column: [FY17DeptRequest]

Description	Budget	FTE	Position Desc.
Description: TRAINING	\$2,415.00		
Column Total:	\$2,415.00		

Column: [FY17DeptRequest]

Description	Budget	FTE	Position Desc.
Description: CONFERENCES/MEETINGS	\$360.00		
Column Total:	\$360.00		

Column: [FY17DeptRequest]

Description	Budget	FTE	Position Desc.
Description: CONFERENCES/MEETINGS	\$415.00		
Column Total:	\$415.00		

Town of Scituate

Budget 422 Highway Department Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.422.0520.5343.0000.0000	BINDING & PRINTING	\$445.00	\$100.00	\$142.00	\$100.00	\$175.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: BINDING & PRINTING	\$100.00						
	Column Total:	\$12.52	\$200.00	\$4.20	\$200.00	\$0.00		
001.422.0520.5344.0000.0000	POSTAGE							
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: POSTAGE	\$200.00						
	Column Total:	\$10,979.43	\$14,000.00	\$4,755.90	\$14,000.00	\$14,000.00		
001.422.0520.5389.0000.0000	INTERDEPARTMENTAL SER							
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: INTERDEPARTMENTAL SERVICES	\$14,000.00						
	Column Total:	\$2,399.00	\$1,000.00	\$395.00	\$1,000.00	\$1,000.00		
001.422.0520.5731.0000.0000	PROFESSIONAL DUES & SL							
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: PROFESSIONAL DUES & SUBS	\$1,000.00						
	Column Total:	\$254,799.69	\$275,880.00	\$77,940.92	\$288,366.00	\$279,075.00		
001.422.0540.5420.0000.0000	OFFICE SUPPLIES							
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: OFFICE SUPPLIES	\$300.00						
	Column Total:	\$127.86	\$300.00	\$255.08	\$300.00	\$500.00		

Town of Scituate

Budget 422 Highway Department Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Town Selectman	FY17 Board of	FY17 Advisory Committee
001.422.0540.5423.0000.0000	SPECIAL AGENCY SUPPLIE	\$7,363.32	\$5,000.00	\$2,744.59	\$5,760.00		\$6,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.					
	Description: 55 gal trash bags-Business dist.	\$4,500.00			\$0.00	\$0.00	\$0.00		
	Description: mechanic tools - scan for truck computer	\$1,000.00			\$4,200.00	\$4,200.00	\$3,750.00		
	Description: trash receptacles	\$260.00							
	Column Total:	\$5,760.00							
001.422.0540.5425.0000.0000	PRINTING & FORMS	\$180.00	\$0.00	\$0.00	\$0.00		\$0.00		
001.422.0540.5430.0000.0000	BUILDING SUPPLIES	\$3,346.51	\$4,200.00	\$1,418.48	\$4,200.00		\$3,750.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.					
	Description: BUILDING SUPPLIES	\$4,200.00							
	Column Total:	\$4,200.00							
001.422.0540.5431.0000.0000	EQUIPMENT PARTS	\$38,307.23	\$30,000.00	\$16,988.17	\$30,000.00		\$31,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.					
	Description: EQUIPMENT PARTS	\$30,000.00							
	Column Total:	\$30,000.00							

Town of Scituate

Budget 422 Highway Department Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016

To Date: 6/30/2017

Print accounts with zero balance Round to whole dollars Account on new page

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.422.0540.5433.0000.0000	ROADWAY MAINT SUPPLIE:	\$72,882.45	\$70,000.00	\$35,347.30	\$73,473.00	\$71,000.00		

Column: [FY17DeptRequest]

Description:	Budget	FTE	Position Desc.
300 tons of 1/2 stone @ \$11.00/ton	\$3,300.00		
300 tons of 3/8 stone @ \$11.00/ton	\$3,300.00		
400 tons bituminous concrete @ \$62.89 /ton	\$25,156.00		
500 yards of loam @ \$ 13.50/ton	\$6,750.00		
513 tons of gravel @ \$ 11.50/ton	\$5,900.00		
6-10" rip rap rock 200 tons @ \$16.00/ton	\$3,200.00		
900 tons 3/4 dense grade base @ \$13.50/ton	\$12,150.00		
Asphalt tack-prep for hot top 50 cans @ \$24.00/can	\$1,200.00		
drainage pipe,forms & gates	\$5,000.00		
grass seed 6 50 lb bags @ \$86.90/bag	\$522.00		
guardrails repairs - wood & metal \$160/hr @ 40 hrs	\$6,400.00		
stone dust 50 tons @ \$11.90	\$595.00		

Column Total:

\$73,473.00

Town of Scituate

Budget 422 Highway Department Detail

Fiscal Year: 2015-2016

Print accounts with zero balance
 Round to whole dollars
 Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.422.0540.5434.0000.0000	TRAFFIC CONTROL SUPPLI	\$8,422.89	\$13,000.00	\$12,458.84	\$20,945.50	\$16,000.00		

Column: [FY17DeptRequest]	Budget	FTE	Position Desc.
Description: 100 anchors @ \$14.05 each	\$1,405.00		
Description: 100 traffic signs # \$26.70 each	\$2,672.00		
Description: 56 signs @ \$26.70 each	\$1,497.00		
Description: 75 posts @ \$32.50 each	\$2,437.50		
Description: caps,brackets, and hardware	\$935.00		
Description: misc. signage around schools	\$1,014.00		
Description: paper signs-no parking@ detours	\$1,300.00		
Description: street sign replacement	\$7,185.00		
Description: traffic & school zone lights/batteries	\$2,500.00		
Column Total:	\$20,945.50		

Column: [FY17DeptRequest]	Budget	FTE	Position Desc.
Description: CLEANING SUPPLIES	\$600.00		
Column Total:	\$600.00		

Column: [FY17DeptRequest]	Budget	FTE	Position Desc.
Description: VEHICLE SUPPLIES	\$0.00		
Column Total:	\$0.00		

Column: [FY17DeptRequest]	Budget	FTE	Position Desc.
Description: FUELS & LUBRICANTS	\$49,120.68		
Column Total:	\$49,120.68		

Column: [FY17DeptRequest]	Budget	FTE	Position Desc.
Description: FUELS & LUBRICANTS	\$55,400.00		
Column Total:	\$55,400.00		

Town of Scituate

Budget 422 Highway Department Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.422.0540.5484.0000.0000	TOOLS & EXPENDABLES	\$332.40	\$0.00	\$0.00	\$2,800.00	\$1,750.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: TOOLS & EXPENDABLES	\$2,800.00						
	Column Total:	\$2,800.00						
001.422.0540.5581.0000.0000	CLOTHING	\$5,134.50	\$6,000.00	\$5,194.10	\$6,000.00	\$5,750.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: Safety Clothing	\$6,000.00						
	Column Total:	\$6,000.00						
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$185,624.79	\$184,500.00	\$84,996.97	\$201,078.50	\$137,950.00		
001.422.0580.5851.0000.0000	EQUIPMENT	\$7,316.95	\$5,000.00	\$3,718.95	\$5,000.00	\$7,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: Tommy Gate liftgate for pickup truck	\$5,000.00						
	Column Total:	\$5,000.00						
001.422.0580.5853.0000.0000	OFFICE EQUIPMENT	\$0.00	\$0.00	\$0.00	\$200.00	\$100.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: OFFICE EQUIPMENT	\$200.00						
	Column Total:	\$200.00						
SCHEDULE: CAPITAL OUTLAY - 0580		\$7,316.95	\$5,000.00	\$3,718.95	\$5,200.00	\$7,100.00		
Grand Total:		\$1,004,454.58	\$1,046,675.00	\$418,184.15	\$1,085,506.50	\$1,015,368.00		

End of Report

TOWN OF SCITUATE FY 2017 PERSONAL SERVICES DETAIL

Department: 400 PUBLIC WORKS

422 HIGHWAY DIVISION

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Stipend Education	Stipend Travel	Longevity Per Employee	Total
SUPERVISOR Michael J. Breen	01-Jul-97	AMP 5B	8			\$1,682.09	52.2	\$87,805	\$0	\$1,800	\$1,150	\$90,755
FOREMAN Kevin Michalkiewicz	25-Jan-88	D	5	26.240	40	\$1,049.60	52.2	\$54,789	\$0		\$1,000	\$55,789
MASTER MECHANIC George Mason	30-Aug-04	D	5	26.240	40	\$1,049.60	52.2	\$54,789	\$0		\$800	\$55,589
EQUIPMENT OPERATORS Bruce Johnson Jr. Robert Patterson Thomas Smith Richard Fuller Michael DiNapoli Vacant	01-Jul-99 01-Jan-93 26-Sep-94 06-Nov-06 06-Jul-15 15-Jul-15	C C C C B C	5 5 5 5 2 2	24.030 24.030 24.030 24.030 18.780 21.350	40 40 40 40 40 40	\$961.20 \$961.20 \$961.20 \$961.20 \$751.20 \$854.00	52.2 52.2 52.2 52.2 52.2 52.2	\$50,175 \$50,175 \$50,175 \$50,175 \$39,213 \$44,579	\$0 \$0 \$0 \$0 \$0 \$0	\$850 \$1,000 \$1,000 \$800 \$0 \$0	\$850 \$1,000 \$1,000 \$800 \$0 \$0	\$51,025 \$51,175 \$51,175 \$50,975 \$39,213 \$44,579
SUPPORT STAFF Paula Barry	22-Oct-01	E	4	26.240	40	\$1,049.60	52.2	\$54,789	\$0		\$850	\$55,639
SEASONAL				11.750 11.750	40 40	\$470.00 \$470.00	14.0 14.0	\$6,580 \$6,580				\$6,580 \$6,580
						Division Sub: TOTAL:		\$549,824	\$0	\$1,800	\$7,450	\$569,074

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary	Overtime	Longevity	Stipend Education	Stipend Travel	Part-time	Seasonal	Other	TOTAL
SUPERVISOR	1	\$87,805	5120	\$130	5140	\$1,800	5160	5190	5191	510
FOREMAN	1	\$54,789	\$2,329	\$1,150	\$0	\$1,800		\$878	\$762	\$91,633
MASTER MECHANIC	15	\$54,789	\$2,329	\$1,000	\$0			\$1,143	\$5,335	\$68,880
EQUIPMENT OPERATORS	7	\$284,492	\$16,302	\$3,650	\$0			\$309,779	\$762	\$309,779
SUPPORT STAFF	1	\$54,789	\$2,329	\$850	\$0			\$13,160	\$0	\$66,790
SEASONAL	2									\$13,160
TOTALS	13.5	\$536,664	\$23,289	\$7,450	\$0	\$1,800	\$0	\$13,160	\$8,880	\$591,243

TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: SNOW & ICE

MISSION STATEMENT:

Ensure that all public ways are safely passable in the winter.

FY 2017 SNOW & ICE 423 - GOALS

1. Develop plow and sanding routes with a digital mapping system
 - a. Create a computerized mapping system from all hand drawn maps for all plow and sanding routes. This will increase the efficiency and identify responsibility for Routes.
 - b. Re-evaluate the efficiency of the salt brine system.

MAJOR BUDGET COMPONENTS:

Personnel cost	\$88,851	19%
Roadway maintenance	\$186,252	36%
Equipment	\$264,502	44%
Vehicle Supplies	\$250	1%

FY 2017 RISKS AND CHALLENGES:

1. Utilizing the brine system.
 - a. It is a challenge having the system located off site from normal snow fight operations and making the brine is difficult as salt is stored off site.
 - b. Having a delivery truck in good working order is a big challenge.
 - c. The corrosiveness of brine on the delivery truck is substantial.

DEPARTMENTAL ACCOMPLISHMENTS:

1. Accomplishments in 2016:
 - a. Getting through a historical winter with an all-time record of snowfall of 109 inches, 33 salting events and 22 days of plowing. Also cleared the following areas of over wash, Central Ave, Oceanside Drive, Surfside Drive, Glades Road, Egypt Beach Road, Turner Road, Lighthouse Road, Rebecca Road and Peggotty Beach parking lot (blocks Inner Harbors Road)
 - b. Managing storm over wash/clean up along coastal areas.

Town of Scituate

Budget 423 Snow & Ice Removal Detail

Fiscal Year: 2015-2016

Print accounts with zero balance
 Round to whole dollars
 Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.423.0510.5120.0000.0000	OVERTIME	\$134,756.09	\$87,109.00	\$0.00	\$88,851.00	\$88,851.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: OVERTIME	\$88,851.00						
	Column Total:	\$88,851.00						
SCHEDULE: PERSONAL SERVICES - 0510		\$134,756.09	\$87,109.00	\$0.00	\$88,851.00	\$88,851.00		
001.423.0520.5271.0000.0000	EQUIPMENT RENTALS	\$518,331.29	\$192,001.00	\$0.00	\$192,002.00	\$192,160.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: EQUIPMENT RENTALS	\$192,002.00						
	Column Total:	\$192,002.00						
SCHEDULE: PURCHASE OF SERVICES - 0520		\$518,331.29	\$192,001.00	\$0.00	\$192,002.00	\$192,160.00		
001.423.0540.5431.0000.0000	EQUIPMENT PARTS	\$44,916.63	\$28,000.00	\$21,183.74	\$28,000.00	\$28,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: EQUIPMENT PARTS	\$28,000.00						
	Column Total:	\$28,000.00						
001.423.0540.5433.0000.0000	ROADWAY MAINTENANCE	\$192,007.26	\$186,252.00	\$180,569.22	\$186,252.00	\$186,252.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: ROADWAY MAINTENANCE	\$186,252.00						
	Column Total:	\$186,252.00						
001.423.0540.5480.0000.0000	VEHICLE SUPPLIES	\$0.00	\$250.00	\$0.00	\$250.00	\$100.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: VEHICLE SUPPLIES	\$250.00						
	Column Total:	\$250.00						

Town of Scituate

Budget 423 Snow & Ice Removal Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	FY15 Expended	Description	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.423.0540.5484.0000.0000	\$1,636.60	TOOLS & EXPENDABLES	\$3,500.00	\$0.00	\$3,500.00	\$1,750.00		
Column: [FY17DeptRequest]	Budget	Position Desc.	FTE					
	\$3,500.00	Description: TOOLS & EXPENDABLES						
Column Total:	\$3,500.00							
SCHEDULE: MATERIALS & SUPPLIES - 0540	\$238,560.49		\$218,002.00	\$201,752.96	\$218,002.00	\$216,102.00		
001.423.0580.5851.0000.0000	\$0.00	EQUIPMENT	\$0.00	\$0.00	\$44,500.00	\$0.00		
Column: [FY17DeptRequest]	Budget	Position Desc.	FTE					
	\$9,500.00	Description: 2 8' plows						
	\$25,000.00	Description: replace 1 large sander						
	\$10,000.00	Description: replace 1 large snowplow						
Column Total:	\$44,500.00							
SCHEDULE: CAPITAL OUTLAY - 0580	\$0.00		\$0.00	\$0.00	\$44,500.00	\$0.00		
Grand Total:	\$891,647.87		\$497,112.00	\$201,752.96	\$543,355.00	\$497,113.00		

End of Report

TOWN OF SCITUATE FY 2017 PERSONAL SERVICES DETAIL

Department: 400 PUBLIC WORKS

423 Snow and Ice

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Longevity	Total Per Employee
<u>OVERTIME</u>				31.702	2,803			\$88,851		\$88,851
								Division Sub: TOTAL:	\$0	\$88,851

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	SEASONAL	TOTAL
Positions #	Reg Salary	Overtime
1	5110	5120
	\$0	\$88,851
1	\$0	\$88,851
	Seasonal	Other
	5190	5191
	\$0	\$0
	TOTAL	TOTAL
	\$88,851	510
TOTALS	\$0	\$88,851

TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: Streetlights and Beacons

MISSION STATEMENT: To provide adequate street lighting for Town streets, roads, intersections, crosswalks and neighborhoods while complying with the streetlight budget and policy.

FY 2017 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

1. To work with National Grid and AMERSCO to purchase existing street lights and replace lights with high efficiency LED lights. This will be a savings to the Town.
2. Continue to enforce Town policy on streetlight placement and audit current lighting locations.

MAJOR BUDGET COMPONENTS

This line item covers the cost of electricity for the Town's streetlights. The budget proposal is based upon historical data and recent price increases. National Grid and NSTAR own most of the streetlights and the Town pay for these thru a rental agreement. Traffic signals, decorative lights (Greenbush and North Scituate), clocks are billed via a meter. The Town also takes control of streetlights on newly accepted ways, which are mostly metered because the lights are not utility company standards.

FY 2017 RISKS AND CHALLENGES

The major challenge is providing the residents the proper light for safety and enforcing the written policy with regards to streetlight locations.

Town of Scituate

Budget-424 Street Lights & Beacons Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016

To Date: 12/30/2017

Print accounts with zero balance Round to whole dollars Account on new page

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.424.0520.5211.0000.0000	ELECTRICITY	\$190,000.00	\$200,000.00	\$93,208.86	\$200,000.00	\$200,000.00		
Column: [FY17DeptRequest]								
Description: ELECTRICITY		Budget	FTE	Position Desc.				
Column Total:		\$200,000.00						
SCHEDULE: PURCHASE OF SERVICES - 0520		\$190,000.00	\$200,000.00	\$93,208.86	\$200,000.00	\$200,000.00		
Grand Total:		\$190,000.00	\$200,000.00	\$93,208.86	\$200,000.00	\$200,000.00		

End of Report

Street Light Funding

	Wind Turbine			
	GF Budget	GF Paid	Paid	Total
FY 2010	\$201,600.00	\$199,584.92	\$0.00	\$199,584.92
FY 2011	\$207,000.00	\$202,476.00	\$0.00	\$202,476.00
FY 2012	\$209,000.00	\$196,072.06	\$0.00	\$196,072.06
FY 2013	\$180,000.00	\$173,349.40	\$27,776.85	\$201,126.25
FY 2014	\$190,000.00	\$190,000.00	\$28,790.38	\$218,790.38
FY 2015	\$190,000.00	\$190,000.00	\$58,661.40	\$248,661.40
FY 2016 YTD	\$200,000.00	\$91,782.43	\$0.00	\$91,782.43
Totals	\$1,377,600.00	\$1,243,264.81	\$115,228.63	\$1,358,493.44

TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: PUBLIC GROUNDS

MISSION STATEMENT:

To ensure all public grounds areas, parks, schools, playgrounds and cemeteries are attractively maintained and that all public ways are safely passable in the winter.

FY 2017 PUBLIC GROUNDS 429 - GOALS

1. Straighten all crooked or leaning headstones at Union Cemetery.
2. Improve softball fields at Central Park:
 - a. Re-graded and install drainage.
5. Trim trees on Whitcomb Road, Ocean Ave, Grasshopper Lane, Cherry Lane, Bailey's Causeway, Neal Gate Street and First Parish Road (west end).

MAJOR BUDGE COMPONENTS:

Personnel cost	\$564,567	74%
Grounds	\$100,925	14%
Vehicle costs	\$40,750	5%
Equipment purchases	\$45,000	6%
Police details	\$8500	1%

FY 2017 RISKS AND CHALLENGES:

1. Storage Space

Public Grounds has limited space for storage of equipment and materials. We are currently using five areas for storage: Minot Fire Station, Beaver Dam Road, Transfer Station (brine area), behind the buses SHS, and our site on Capt. Peirce Road. With the new Middle School project we are losing our storage area behind the bus parking at SHS and this is creating a problem for storing of equipment and materials.

1. Maintaining the number of playing fields with limited personnel is a challenge, and the addition of the expansion of a new cemetery will create new challenges that include more weed whacking and trimming of shrubs, also maintaining a new flag pole.

2016 DEPARTMENTAL ACCOMPLISHMENTS:

- a. Cut back roadside growth along roads and intersections, cut back growth on all sidewalks.
- b. Scheduled delivery and pick up of all portable potties at all beach locations.
- c. Checked tree problems on all roadways throughout the year
- d. Scheduled town crew and contracted crew to remove 46+ dead or dying trees, and trim dead and/or broken branches.
- e. Mow, weed and edge all large plot areas (40) and small plot areas (20) around town.
- f. Weed wacked around guard rails on all main roads.
- g. Watered all beautification islands.
- h. Emptied trash barrels when needed in business area (64), beach areas (66), and recycle bins (20).
- i. Cut and weed wack all fields and maintained all school grounds.
- j. Maintained all ball fields from April through November.
- k. Maintained all line stripping of athletic fields.
- l. Maintained and made repairs to all playgrounds.
- m. Repaired SHS football practice field.
- n. Tree trimming on Indian Trail, Old Forge Road, Satuit Trail and Vernon Road.
- o. Repaired backstops at SHS baseball field, SHS baseball practice backstop, Cushing School baseball backstop, Purple dinosaur baseball backstop, Cudworth little league backstop and Central Park.
- q. Installed new benches at baseball field near Purple dinosaur field.
- r. Repaired fences at SHS, Cushing School, at Cudworth Road.
- s. Managed all burials at Cudworth and Union Cemeteries.
- t. Leaf removal/ fall cleanup for 40 large plot areas and 20 small plot areas around town.

Town of Scituate

Budget 429 Public Grounds Detail

Fiscal Year: 2015-2016

Print accounts with zero balance
 Round to whole dollars
 Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.429.0510.5110.0000.0000	REGULAR SALARIES	\$362,354.46	\$393,230.00	\$167,108.24	\$441,363.00	\$396,784.00		
Column: [FY17DeptRequest]	Budget							
	Description: REGULAR SALARIES	\$441,363.00						
Column Total:		\$21,834.15	\$26,194.00	\$7,106.10	\$37,032.00	\$26,194.00		
001.429.0510.5120.0000.0000	OVERTIME							
Column: [FY17DeptRequest]	Budget							
	Description: OVERTIME	\$26,194.00						
Column Total:		\$10,838.00						
001.429.0510.5130.0000.0000	LONGEVITY	\$4,547.40	\$4,450.00	\$2,300.00	\$4,750.00	\$4,750.00		
Column: [FY17DeptRequest]	Budget							
	Description: LONGEVITY	\$4,750.00						
Column Total:		\$0.00	\$700.00	\$0.00	\$700.00	\$700.00		
001.429.0510.5140.0000.0000	EDUCATION							
Column: [FY17DeptRequest]	Budget							
	Description: EDUCATION	\$700.00						
Column Total:		\$0.00	\$10,454.00	\$0.00	\$10,414.00	\$10,414.00		
001.429.0510.5180.0000.0000	PART-TIME SALARIES							
Column: [FY17DeptRequest]	Budget							
	Description: PART-TIME SALARIES	\$10,414.00						
Column Total:		\$49,734.89	\$63,450.00	\$30,365.67	\$63,450.00	\$63,450.00		
001.429.0510.5190.0000.0000	SEASONAL SALARIES							
Column: [FY17DeptRequest]	Budget							
	Description: SEASONAL SALARIES	\$63,450.00						
Column Total:		\$63,450.00						

Town of Scituate

Budget 429 Public Grounds Detail

Fiscal Year: 2015-2016

Print accounts with zero balance
 Round to whole dollars
 Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.429.0510.5191.0000.0000	OTHER SALARIES	\$17,807.08	\$6,201.00	\$7,138.46	\$6,859.00	\$6,096.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: OTHER SALARIES	\$6,859.00						
	Column Total:	\$6,859.00						
SCHEDULE: PERSONAL SERVICES - 0510		\$456,277.98	\$504,679.00	\$214,018.47	\$564,568.00	\$508,388.00		
001.429.0520.5241.0000.0000	OFFICE MACHINE MAINT	\$0.00	\$100.00	\$55.02	\$150.00	\$50.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: OFFICE MACHINE MAINT	\$150.00						
	Column Total:	\$150.00						
001.429.0520.5242.0000.0000	REPAIR/MAINT PROPI/EQ	\$26,140.92	\$33,000.00	\$19,640.04	\$33,000.00	\$33,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: Pocket Park Maint.	\$8,070.00						
	Description: rebuild island @ Jericho and Turner Rd	\$3,000.00						
	Description: repair cement at elephant fountain	\$6,400.00						
	Description: Repairs to Beaver Dam Storage shed -replace rotted	\$15,530.00						
	Column Total:	\$33,000.00						
001.429.0520.5245.0000.0000	VEHICLE SERVICE	\$3,123.28	\$4,200.00	\$5,931.08	\$4,200.00	\$3,750.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: VEHICLE SERVICE	\$4,200.00						
	Column Total:	\$4,200.00						

Town of Scituate

Budget 429 Public Grounds Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016 To Date: 6/30/2017

Print accounts with zero balance Round to whole dollars Account on new page

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Town Selectman	FY17 Board of	FY17 Advisory Committee
001.429.0520.5271.0000.0000	RENTAL EQUIP/FACILIT	\$70,621.14	\$95,200.00	\$41,936.97	\$95,200.00		\$95,000.00		

Column: [FY17DeptRequest]

- Description: Cell phone and pagers
- Description: Cemetary Maint. \$2128/month
- Description: new cemetery
- Description: Oxygen & Acetylene tanks
- Description: Porta potties
- Description: Spray trees for worms and fertilize
- Description: Spring & Fall townwide cleanup/litter pick
- Description: Stump removal \$ 65.00/hr @ 80 hrs
- Description: Tree work full crew & Equip.
- Description: weed & feed for schools and public grounds
- Description: Weed control for ball fields, large and small plot
- Description: Weed control for roadside and sidewalks

Budget	FTE	Position Desc.
\$1,200.00		
\$19,152.00		
\$9,357.00		
\$1,000.00		
\$3,000.00		
\$3,000.00		
\$4,600.00		
\$5,200.00		
\$16,800.00		
\$21,391.00		
\$5,000.00		
\$5,500.00		
\$95,200.00		
\$0.00	\$0.00	\$1,000.00

Budget	FTE	Position Desc.
\$1,000.00		
\$1,000.00		
\$64.32	\$100.00	\$100.00
\$75.00		

Budget	FTE	Position Desc.
\$100.00		
\$100.00		

Town of Scituate

Budget 429 Public Grounds Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.429.0520.5321.0000.0000	CONFERENCES/MEETINGS	\$0.00	\$0.00	\$2,070.00	\$300.00	\$300.00	\$300.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: CONFERENCES/MEETINGS		\$300.00						
Column Total:		\$0.90	\$30.00	\$53.57	\$50.00	\$0.00	\$0.00	
001.429.0520.5344.0000.0000	POSTAGE							
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: POSTAGE		\$50.00						
Column Total:		\$50.00						
001.429.0520.5389.0000.0000	INTERDEPARTMENTAL SER	\$4,003.22	\$8,500.00	\$1,100.16	\$8,500.00	\$8,500.00	\$8,500.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: INTERDEPARTMENTAL SERVICES		\$8,500.00						
Column Total:		\$615.00	\$375.00	\$480.00	\$375.00	\$375.00	\$375.00	
001.429.0520.5731.0000.0000	PROFESSIONAL DUES & SL							
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: PROFESSIONAL DUES & SUBS		\$375.00						
Column Total:		\$104,568.78	\$141,505.00	\$71,266.84	\$142,875.00	\$141,050.00	\$141,050.00	
SCHEDULE: PURCHASE OF SERVICES - 0520								
001.429.0540.5420.0000.0000	OFFICE SUPPLIES	\$388.98	\$300.00	\$0.00	\$300.00	\$300.00	\$300.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: OFFICE SUPPLIES		\$300.00						
Column Total:		\$300.00						

Town of Scituate

Budget 429 Public Grounds Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016

To Date: 6/30/2017

Print accounts with zero balance

Round to whole dollars

Account on new page

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.429.0540.5423.0000.0000	SPECIAL AGENCY SUPPL	\$15,109.51	\$15,000.00	\$5,433.67	\$15,000.00	\$15,000.00		

Column: [FY17DeptRequest]

Description	Budget	FTE	Position Desc.
Description: 55 gal black trash bags	\$4,940.00		
Description: Field Marking Paint	\$7,500.00		
Description: flags	\$1,000.00		
Description: safety glasses, vest handtools	\$1,560.00		
Column Total:	\$15,000.00		

Column: [FY17DeptRequest]

Description	Budget	FTE	Position Desc.
Description: BUILDING SUPPLIES	\$3,200.00		
Column Total:	\$3,200.00		

Column: [FY17DeptRequest]

Description	Budget	FTE	Position Desc.
Description: EQUIPMENT PARTS	\$21,000.00		
Column Total:	\$21,000.00		

Column: [FY17DeptRequest]

Description	Budget	FTE	Position Desc.
Description: CLEANING SUPPLIES	\$389.81	\$1,100.00	
Column Total:	\$389.81		

Column: [FY17DeptRequest]

Description	Budget	FTE	Position Desc.
Description: LANDSCAPING SUPPLIES	\$9,970.92	\$12,000.00	
Column Total:	\$9,970.92		

Town of Scituate

Budget 429 Public Grounds Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.429.0540.5480.0000.0000	\$767.87	\$750.00	\$0.00	\$750.00	\$750.00	\$750.00	
Column: [FY17DeptRequest]							
Description: VEHICLE SUPPLIES	Budget	FTE	Position Desc.				
	\$750.00						
Column Total:	\$750.00						
001.429.0540.5481.0000.0000	\$32,134.11	\$32,000.00	\$10,843.75	\$32,000.00	\$0.00	\$0.00	
Column: [FY17DeptRequest]							
Description: FUELS & LUBRICANTS	Budget	FTE	Position Desc.				
	\$32,000.00						
Column Total:	\$32,000.00						
001.429.0540.5484.0000.0000	\$633.63	\$600.00	\$239.99	\$600.00	\$575.00		
Column: [FY17DeptRequest]							
Description: TOOLS & EXPENDABLES	Budget	FTE	Position Desc.				
	\$600.00						
Column Total:	\$600.00						
001.429.0540.5581.0000.0000	\$4,800.00	\$5,875.00	\$4,327.20	\$5,875.00	\$5,750.00		
Column: [FY17DeptRequest]							
Description: CLOTHING	Budget	FTE	Position Desc.				
	\$5,875.00						
Column Total:	\$5,875.00						
SCHEDULE: MATERIALS & SUPPLIES - 0540	\$86,007.20	\$91,825.00	\$45,786.92	\$91,825.00	\$58,675.00		
001.429.0580.5851.0000.0000	\$13,546.27	\$11,400.00	\$7,002.00	\$17,930.00	\$14,000.00		
Column: [FY17DeptRequest]							
Description: 2 handheld radios	Budget	FTE	Position Desc.				
	\$1,200.00						
Description: Large chain saw (2)	\$1,680.00						
Description: Leica Rugby 670 grade ladder level	\$1,550.00						
Description: sit down paint marking machine for ball fields	\$13,500.00						
Column Total:	\$17,930.00						
SCHEDULE: CAPITAL OUTLAY - 0580	\$13,546.27	\$11,400.00	\$7,002.00	\$17,930.00	\$14,000.00		

Town of Scituate

Budget 429 Public Grounds Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016

To Date: 6/30/2017

Print accounts with zero balance Round to whole dollars Account on new page

Definition: FY17 Completed Budget

Account	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	Admin Recomm	FY17 Town Selectman	FY17 Board of Advisory Committee
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Grand Total:

\$660,400.23

\$749,409.00

\$338,074.23

\$817,198.00

\$722,113.00

End of Report

TOWN OF SCITUATE FY 2017 PERSONAL SERVICES DETAIL

Department: 400 PUBLIC WORKS 429 PUBLIC GROUNDS DIVISION

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Education	Longevity	Total Per Employee
<u>FOREMAN</u> Francis Lydon	02-Sep-85	D	5 \$	26.24	40	\$1,049.60	52.2	\$54,789		\$1,000	\$55,789
<u>ASSISTANT FOREMAN</u> Vacant		C	2 \$	21.35	0	\$0.00	52.2	\$0			\$0
<u>MASTER MECHANIC</u> Rick Capone	20-Aug-07	D	5 \$	26.24	40	\$1,049.60	52.2	\$54,789		\$500	\$55,289
<u>EQUIPMENT OPERATORS</u> Arthur Johannessen	4-Jun-01	D	5 \$	26.24	40	\$1,049.60	52.2	\$54,789	\$700	\$650	\$56,339
Michael Soper	29-Jul-02	C	5 \$	24.03	40	\$961.20	52.2	\$50,175		\$900	\$50,975
Mark Kundzicz	3-May-04	C	5 \$	24.03	40	\$961.20	52.2	\$50,175		\$900	\$50,975
Derek Lyon	2-Sep-14	C	3 \$	22.01	40	\$880.40	52.2	\$45,957			\$45,957
<u>LIGHT EQUIPMENT OPERATORS</u> Timothy Druan	2-Sep-14	B	3 \$	19.37	40	\$774.80	52.2	\$40,445		\$800	\$40,445
Kevin Stanley	15-May-06	W-7	5 \$	21.87	40	\$874.80	52.2	\$45,665			\$45,665
<u>TREE WARDEN / CEMETERY</u> George Stoy				\$38.00	5.25	\$199.50	52.2	\$10,414			\$10,414
<u>SUMMER HELP</u> Laborer #1		Unclass		\$11.75	40	\$470.00	15.0	\$7,050			\$7,050
Laborer #2		Unclass		\$11.75	40	\$470.00	15.0	\$7,050			\$7,050
Laborer #3		Unclass		\$11.75	40	\$470.00	15.0	\$7,050			\$7,050
Laborer #4		Unclass		\$11.75	40	\$470.00	15.0	\$7,050			\$7,050
Laborer #5		Unclass		\$11.75	40	\$470.00	15.0	\$7,050			\$7,050
Laborer #6		Unclass		\$11.75	40	\$470.00	15.0	\$7,050			\$7,050
Laborer #7		Unclass		\$11.75	40	\$470.00	15.0	\$7,050			\$7,050
Laborer #8		Unclass		\$11.75	40	\$470.00	15.0	\$7,050			\$7,050
Laborer #9		Unclass		\$11.75	40	\$470.00	15.0	\$7,050			\$7,050
DIVISION Sub-total								\$470,648		\$4,750	\$476,098

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary	Overtime	Longevity	Part-time	Education	Seasonal	Other	TOTAL
FOREMAN	1	\$54,789	\$2,788	\$1,000	5180	5140	5190	\$762	\$59,339
ASSISTANT FOREMAN	0	\$0	\$2,788	\$0	\$0	\$0	\$0	\$0	\$2,788
MASTER MECHANIC	1	\$54,789	\$2,788	\$500	\$0	\$0	\$0	\$762	\$58,839
EQUIPMENT OPERATORS	4	\$201,096	\$8,256	\$2,450	\$700	\$3,048	\$215,550	\$98,008	\$98,008
LIGHT EQUIPMENT OPERATORS	2	\$86,110	\$9,574	\$800	\$0	\$1,524	\$10,414	\$63,450	\$63,450
TREE WARDEN/ CEMETERY	1								
SUMMER HELP	9								
TOTALS	18	\$396,784	\$26,194	\$4,750	\$10,414	\$700	\$63,450	\$6,097	\$508,388

500 HUMAN SERVICES

510

BOARD OF HEALTH

541

COUNCIL ON AGING

543

VETERANS

549

COMMISSION ON DISABILITIES

TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: Board of Health

MISSION STATEMENT:

The mission of the Board of Health is to promote and protect public and environmental health within the community by implementing programs, enacting policies, enforcing regulations, and providing prevention services for the residents of Scituate.

FY 2017 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

GOAL #1- To improve the preparation for, operation of, and response following the use of the emergency shelter during storm or other necessary events

- A. Review existing after action reports and minutes from related meetings held following use of the emergency shelter during previous storms (July and August)
- B. Solicit input from stakeholders (including but not limited to Town Administrator, Scituate Police Department, Scituate Fire Department, current Emergency Management Director, Council on Aging, Public Health Nurse, Animal Control Officer, Scituate Public Schools, volunteer organizations such as MRC, SANDS, CERT, and local nurses) (September to October)
- C. Incorporate information obtained, develop written standard Shelter Plan, and disseminate to stakeholders (November to June)

GOAL #2 – To improve neighborhood conditions throughout parts of the community experiencing blight caused by abandoned houses

- A. Review the process, procedures, and requirements of the Abandoned Housing Initiative (AHI) implemented by the State Attorney General's Office (July and August)
- B. Work with members of other Town departments to identify candidate dwellings for the program and create a priority list (September)
- C. Implement the initial requirements of the AHI program and present candidates to the Attorney General's office (ongoing)
- D. Work with the Attorney General's Office and related stakeholders to bring abandoned houses into compliance with the State Sanitary Code (ongoing)

GOAL #3- To improve the communication related to the septic permitting and installation process

- A. Review existing internal and external documentation available to stakeholders regarding the septic permitting and installation process (August to October)
- B. Incorporate information obtained and create a flow chart and summary of the process from inception to conclusion (Title 5 inspection through issuance of certificate of compliance) (October to December)
- C. Disseminate to stakeholders, including but not limited to realtors, prospective buyers, and property owners planning to sell their homes (January to March)

GOAL #4 – To improve public education about the risks associated with skin cancer and means of prevention

- A. Continue the ongoing collaboration with a South Shore nurse practitioner and the Recreation Department to educate young members of the community involved in the sailing program and serving as lifeguards during the summer season (July and August)

- B. Expand the collaboration to educate additional segments of the population, such as golfers and school students, by hosting a presentation at associated venues (July to September)
- C. Develop educational materials for distribution to the community (July and August)
- D. Collaborate with related Town Departments and local businesses and venues to distribute the educational materials (ongoing)

MAJOR BUDGET COMPONENTS

The Board of Health provides inspectional services for food safety; septic systems; public, semi-public and commercial pools; housing; and recreational camps and seasonally monitors water quality at public beaches. The department also issues permits for food service and retail food establishments, including residential kitchens and mobile vendors; temporary events serving food; tobacco retailers, disposal works installers and inspectors; septic system installations; and burials. The public health nurse offers several free flu prevention clinics, conducts weekly blood pressure clinics, and participates in the annual Health Fair. The department also provides the public with reliable and accurate information on emerging or widespread public health threats or concerns, such as tick-borne illnesses or ebola. The department also responds to environmental health concerns or issues and is actively engaged in emergency preparedness, collaborating with multiple departments so that the Town can respond efficiently when an emergency occurs. To assist in this necessary planning process, the department has received and administers a federal emergency preparedness grant. The staff attends conferences and seminars, so that they can remain current on emerging trends, regulations and best practices in the varied practice of public health.

The major budget component is personal services, which is comprised of regular salaries, overtime salaries and part-time salaries for the health director, public health nurse, manager of social services, and administrative assistant. These salaries account for approximately 94% of the department budget. Technical services account for 3% of the remaining budget.

FY 2017 RISKS AND CHALLENGES

There are an increasing number of known hoarders in Scituate, many of whom have a long history of this and related behaviors. The number of hoarding cases requiring a response from one or more Town departments has increased from FY15 to FY16 partially due to the increased publicity associated with the illness, willingness of neighbors and family members to report their concerns to local officials, and the response provided by the Scituate Hoarding Response Team to existing well known cases. Many of these residents are resistant to change or intervention and many do not have a support system to facilitate changes necessary for their health and safety and that of their neighborhoods. These cases require a variety of resources, collaboration with Town and external personnel with specific areas of expertise, and a significant time commitment to facilitate improvements.

The Massachusetts Department of Environmental Protection (MassDEP) has delegated responsibility to the local Boards of Health to act as the primary regulatory authorities for Title 5. This increases the level of effort and time commitment necessary to review, inspect, and permit by the Scituate Board of Health, especially with the increased level of development recently and expected in the Town. MassDEP provides local health departments with training and technical assistance when requested.

The increased level of current and upcoming development as well as the successful real estate market in the Town is expected to increase the number of planning and review meetings to attend, septic plans to review, and systems to inspect, and, in at least one case, will require significant review of work conducted on behalf of the developer to ensure that the property is in compliance with the Massachusetts Contingency Plan, the regulations set forth by

MassDEP providing standards and procedures for cleaning up contaminated sites. The number of septic systems permitted through this department is anticipated to have increased from calendar year 2014 to 2015 by between 20 and 25%. That number may further increase if all of the anticipated development remains on schedule in the years ahead.

Effective communication associated with the beach water testing and associated notification when swimming is not permitted based on elevated bacteria levels is critical during the summer season. Currently, there is mandated signage when swimming is not permitted; however, it is not necessarily effective as a single means of communication given the numerous signs already present at the beaches and the varied ways in which people look for these important messages. Therefore, it is necessary to make the notification procedures consistent for all beaches and even redundant, so that the messages can reach beachgoers in a timely and effective manner. This requires inter-department collaboration and communication with the local beach associations, beachgoers, lifeguards, frequent website updates, and other means of communication as necessary. This has already begun with the use of the "stop signs" at all beaches to attract attention to the important message when the bacteria levels are elevated and posting the results on the Town's new Facebook page. Collaboration with the Recreation Department has begun to implement the flag system at all beaches that is effective in Humarock, with funds in place to purchase flags from a local vendor. Additionally, several signs were stolen from local beaches this past summer requiring vigilance to ensure that the message is provided when swimming is not permitted. Funds are being requested to allow for timely replacement of signs if they are removed from local beaches without permission. Finally, beach sampling has not been a smooth process for the involved departments for the last couple of seasons and collaboration with the Recreation Department has begun to find a reliable alternative for sample collection.

With each coastal storm, the Town gains additional knowledge and efficiency associated with providing services to Town residents before, during and after such events. One of the components of emergency preparedness and response is to provide a shelter for impacted residents when conditions dictate. The Board of Health is now responsible for operating and staffing the emergency shelter as well as providing supplies for the shelter through the federal emergency preparedness grant. It is a challenge to efficiently provide those services as there is little notice to such conditions. Therefore, inter-departmental collaboration is imperative and coordination with regional support services, such as SANDS, CERT, the Medical Reserve Corps, and Region 4b is critical before, during, and after a storm event to provide this resource.

Regions 4A and 4B are merging at the onset of FY17. As the local public health community organization and associated grant funding processes change relative to emergency preparedness, there may be decreased funding provided to individual towns and cities. Scituate receives approximately \$6,400.00 for emergency preparedness. We have been able to purchase shelter supplies and hire a consultant to assist with updating the All Hazards binder for public health emergencies. The deliverables and time required for the level of funding has increased and may be coupled with decreased funding in the next fiscal year. There are uncertainties at the State level, which limits local boards of health to plan effectively for future emergency preparedness funding.

One of the most effective means of communication in this digital age is through the Board of Health webpage on the Town of Scituate website. Currently, this department's webpage is not up-to-date with current local regulations, fees, forms, and additional resources for the community. We are working to update the forms most frequently

requested so that they may be posted for easy access by contractors, residents and vendors. The website should also be updated to provide information by topic (food, septic, etc.), making it more time efficient for information to be posted and accessed.

The residents, contractors, realtors, and other individuals that contact the department either in person or by phone on a daily basis are numerous and consistent. Although we are able to successfully assist with many of these inquiries on a daily basis, the time spent away from large projects or other items that are time sensitive can be difficult and our public office hours have been adjusted to reflect this.

Although there have been improvements in the filing system for the septic plans, improvements in file storage and documentation can be made in other areas that this department serves. This has been an ongoing process and will continue to require a significant level of effort and time to create such improvements and related efficiencies.

DEPARTMENTAL ACCOMPLISHMENTS

The public health nurse has provided approximately 400 flu shots free of charge during weekly office hours and at four free flu vaccine clinics held at multiple locations in Town during varied day, evening and weekend hours. She further continues to provide health services to members of the community, including administering blood pressure clinics and conducting home visits as needed.

The public health nurse has partnered with Dana Farber to host their mobile Mammography Van on Thursday, April 7, 2016. Screening mammograms will be performed by Dana-Farber mammography technologists and read by board-certified radiologists. The service is expected to offer both convenience and outstanding preventive services to women in Scituate.

This department hosted a local nursing student, who, in collaboration with Scituate Community TV created a local public education campaign on a growing public health concern, tick-borne illnesses, such as Lyme disease. She created a local brochure, poster, and public service announcement (PSA) to be disseminated to the community. She worked with several other Town departments and local businesses to provide the local and State brochures for residents at several locations throughout Town. The PSA aired on local television and on Scituate Community TV's YouTube channel.

This department, in collaboration with the Scituate FACTS Coalition, hosted a second student working on a community nursing project. This student diligently worked on a public education program related to standing order Narcan. As part of the project, she created public education materials to be disseminated to the community through a variety of means and is presenting her project to the Board of Health.

The department has been effectively collaborating with the Manager of Social Services and other departments, including the Council on Aging, Senior Center, Police and Fire Departments, Animal Control, Scituate Housing Authority, Building Department, and external resources to facilitate the Scituate Hoarding Response Team. Members of these departments have been collaborating to attend conferences, meetings of other hoarding task forces, and host internal meetings to learn best practices. Collectively, the Scituate Hoarding Response Team has

developed a mission statement and protocol to respond to this growing issue in the Town, has initiated a public education campaign, and was awarded a second grant award with an increased level of funding following the effective work completed in our community during the first grant award year. Collectively, we have been actively engaged with multiple affected neighborhoods, improved tenancy preservation in several cases, and strive to affect positive change for hoarders and their neighborhoods.

The department has been collaborating with the multiple Town departments and external resources to facilitate effective knowledge transfer and implementation of emergency preparedness procedures to effectively provide such services when the need arises. This department is now responsible for operating the emergency shelter and opened to residents for three days this past January, with staffing assistance provided by members of multiple Town departments and community volunteers. In the process, we developed a core group of local nurses willing to assist if they are not scheduled at their primary places of employment during a storm.

DESCRIPTION OF REVENUE	FY/14	FY/15	FY/16 YTD	FY/17 Projected	Comments
Percolation test	4340.00	2960.00	1680.00	3600.00	
BOH other licenses	4037.30	3355.32	727.00	3700.00	
Sewerage permits	14770.00	15940.00	10900.00	15000.00	
ump and haul permits	2050.00	2900.00	0.00	2400.00	
Rubbish removal permits	600.00	1180.00	300.00	800.00	
Swimming pool permits	971.00	675.00	150.00	500.00	
Installer permits	6835.00	4375.00	1050.00	5600.00	
Food service permits	0.00	0.00	0.00	0.00	
BOH By-law violation	0.00	0.00	0.00	0.00	
Preparedness grant	6445.99	6445.99	1611.50	unknown	
Flu vaccine	2312.87	920.04	1905.10	1500.00	
Percolation witness fees	17910.00	23469.84	17070.00	20000.00	
Food inspection revolving fees	17054.00	23097.50	4375.00	20000.00	
MassHousing hoarding grant	0.00	1069.00	0.00	unknown	

**FY 17 TOWN ADMINISTRATOR RECOMMENDED OPERATING BUDGET
ADDITIONAL NOTES**

DEPARTMENT: Board of Health

REQUEST: The FY 17 Board of Health budget contains a change in personnel allocation. In FY 16 the full salary of the Manager of Social Services was in the COA budget. For FY 17, 60% of that budget has moved to Board of Health and 40% remains with the COA.

TA RECOMMENDATION: N/A no budget reduction

RATIONALE: The reason for this change is that the Manager of Social Service position has shared essential functions with both the Board of Health and the Council on Aging. As the position has evolved job duties include chairing the Hoarding Task Force and working with the police, schools and FACTS Coordinator on opioid addiction. The primary work of the manager still and always will be, to work with at-risk seniors, but in terms of proportional time and statutory authority makes better organizational alignment to be functioning out of the Board of Health. It should not be construed as a diminution of duties in any way, but is rather a reflection of the status quo.

Town of Scituate

Budget 510 Board of Health Detail

Fiscal Year: 2015-2016

From Date: 12/1/2015

To Date: 12/31/2015

Print accounts with zero balance

Round to whole dollars

Account on new page

Definition: FY16 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
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001.510.0510.5110.0000.0000	REGULAR SALARIES	\$101,183.64	\$110,522.00	\$47,258.57	\$150,587.00	\$153,379.00		
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Column: [FY17DeptRequest]

Description: REGULAR SALARIES	Budget	FTE	Position Desc.
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Column Total:	\$150,587.00		
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001.510.0510.5120.0000.0000	OVERTIME	\$465.09	\$1,525.00	\$269.04	\$1,525.00	\$0.00		
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Column: [FY17DeptRequest]

Description: OVERTIME	Budget	FTE	Position Desc.
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Column Total:	\$1,525.00		
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001.510.0510.5130.0000.0000	LONGEVITY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
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001.510.0510.5172.0000.0000	SICK LEAVE BUY BACK	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
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001.510.0510.5180.0000.0000	PART-TIME SALARIES	\$10,947.86	\$13,774.00	\$5,473.93	\$13,774.00	\$13,774.00		
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Column: [FY17DeptRequest]

Description: PART-TIME SALARIES	Budget	FTE	Position Desc.
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Column Total:	\$13,774.00		
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001.510.0510.5191.0000.0000	OTHER SALARIES	\$0.00	\$1,106.00	\$0.00	\$1,154.00	\$1,180.00		
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Column: [FY17DeptRequest]

Description: OTHER SALARIES	Budget	FTE	Position Desc.
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Column Total:	\$1,154.00		
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SCHEDULE: PERSONAL SERVICES - 0510		\$112,596.59	\$126,927.00	\$53,001.54	\$167,040.00	\$168,333.00		
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001.510.0520.5199.0000.0000	PUBLIC SERVICE CONT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
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001.510.0520.5241.0000.0000	OFFICE MACHINE MAIN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
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Town of Scituate

Budget 510 Board of Health Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 12/1/2015 To Date: 12/31/2015

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Town Selectman	FY17 Advisory Committee
001.510.0520.5245.0000.0000	REPAIRS & MAINTENAN	\$67.50	\$0.00	\$0.00	\$300.00	\$150.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: REPAIRS & MAINTENAN	\$300.00						
	Column Total:	\$300.00						
001.510.0520.5308.0000.0000	TRAINING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
001.510.0520.5309.0000.0000	TECHNICAL SERVICES	\$11,434.57	\$4,100.00	\$3,087.28	\$6,150.00	\$6,150.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: TECHNICAL SERVICES	\$6,150.00						
	Column Total:	\$6,150.00						
001.510.0520.5321.0000.0000	CONFERENCES/MEETINGS	\$721.45	\$860.00	\$495.00	\$1,500.00	\$1,500.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: CONFERENCES/MEETINGS	\$1,500.00						
	Column Total:	\$1,500.00						
001.510.0520.5343.0000.0000	BINDING & PRINTING	\$440.18	\$400.00	\$0.00	\$400.00	\$400.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: BINDING & PRINTING	\$400.00						
	Column Total:	\$400.00						
001.510.0520.5344.0000.0000	POSTAGE	\$610.52	\$525.00	\$283.31	\$625.00	\$0.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: POSTAGE	\$625.00						
	Column Total:	\$625.00						
001.510.0520.5346.0000.0000	LEGAL ADVERTISING	\$0.00	\$375.00	\$0.00	\$375.00	\$0.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: LEGAL ADVERTISING	\$375.00						
	Column Total:	\$375.00						

Town of Scituate

Budget 510 Board of Health Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 12/1/2015 To Date: 12/31/2015

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.510.0520.5711.0000.0000	MILEAGE REIMBURSEMENT	\$512.92	\$1,000.00	\$74.13	\$1,000.00	\$900.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: MILEAGE REIMBURSEMENT		\$1,000.00						
Column Total:		\$255.00	\$270.00	\$135.00	\$495.00	\$475.00		
001.510.0520.5731.0000.0000	PROFESSIONAL DUES & SL							
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: PROFESSIONAL DUES & SUBS		\$495.00						
Column Total:		\$495.00						
SCHEDULE: PURCHASE OF SERVICES - 0520		\$14,042.14	\$7,530.00	\$4,074.72	\$10,845.00	\$9,575.00		
001.510.0540.5420.0000.0000	OFFICE SUPPLIES	\$838.77	\$775.00	\$192.96	\$800.00	\$800.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: OFFICE SUPPLIES		\$800.00						
Column Total:		\$800.00						
001.510.0540.5423.0000.0000	SPECIAL AGENCY SUPP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Column Total:		\$224.26	\$200.00	\$0.00	\$400.00	\$250.00		
001.510.0540.5425.0000.0000	PRINTING & FORMS							
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: PRINTING & FORMS		\$400.00						
Column Total:		\$400.00						
001.510.0540.5481.0000.0000	FUELS & LUBRICANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Column Total:		\$455.48	\$500.00	\$0.00	\$500.00	\$485.00		
001.510.0540.5500.0000.0000	MEDICAL SUPPLIES							
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: MEDICAL SUPPLIES		\$500.00						
Column Total:		\$500.00						

Town of Scituate

Budget 510 Board of Health Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 12/1/2015 To Date: 12/31/2015

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.510.0540.5581.0000.0000	CLOTHING	\$0.00	\$150.00	\$0.00	\$150.00	\$150.00	\$150.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: CLOTHING	\$150.00						
	Column Total:	\$1,518.51	\$1,625.00	\$192.96	\$1,850.00	\$1,885.00		
SCHEDULE: MATERIALS & SUPPLIES - 0540								
001.510.0580.5853.0000.0000	OFFICE EQUIPMENT	\$316.38	\$200.00	\$0.00	\$200.00	\$125.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: OFFICE EQUIPMENT	\$200.00						
	Column Total:	\$316.38	\$200.00	\$0.00	\$200.00	\$125.00		
SCHEDULE: CAPITAL OUTLAY - 0580								
Grand Total:		\$128,473.62	\$136,282.00	\$57,269.22	\$179,935.00	\$179,718.00		

End of Report

TOWN OF SCITUATE FY 2017 PERSONAL SERVICES DETAIL

Department: 510 BOARD OF HEALTH

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Holiday Buy Back	Sick Leave Buy Back	Longevity
DIRECTOR OF PUBLIC HEALTH Jennifer Keefe	16-Jul-14	AMP 5A	4		35	\$1,495.52	52.2	\$78,066			
SECRETARY Susan Tice	03-Nov-14	A-7	2	\$21.91	35	\$766.85	52.2	\$40,030	\$88		
PUBLIC HEALTH NURSE Eileen Scotti	02-May-88			\$32.18	8	\$257.44	52.2	\$13,774			
MANAGER OF SOCIAL SERVICES (60%) Laura Minier	02-Dec-13	Non Union Equivalent AMP-2 Step 4			40	\$674.23	52.2	\$35,195	\$88	\$0	\$0
				TOTALS				\$167,065	\$88	\$0	\$0

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary 5110	Overtime 5120	Longevity 5130	Part-time 5180	Seasonal 5190	Holiday	Sick Leave Other 5191	BuyBack	TOTAL
DIRECTOR OF PUBLIC HEALTH	1	\$78,066		\$0				\$781	\$0	\$78,847
SECRETARY	1	\$40,030	\$0	\$0			\$88	\$400	\$0	\$40,518
PUBLIC HEALTH NURSE	1			\$0	\$13,774					\$13,774
MANAGER OF SOCIAL SERVICES	1	\$35,195		\$0						\$35,195
TOTALS	4	\$153,291	\$0	\$0	\$13,774	\$0	\$88	\$1,181	\$0	\$168,333

TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: Council on Aging / 541

MISSION STATEMENT:

The mission of the Scituate Council on Aging is to identify the unique needs and interests of our senior citizens and implement programs that will **enhance the quality of life, independence and physical and emotional well-being** of a growing aging community.

FY 2017 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

GOAL 1: To pursue unmet needs as identified through the Needs Assessment Study and establish strategies/programs to more effectively reach segment of population.

Objectives:

1. To develop more Caregiver programming to offer opportunities for education, respite and self-care for caregivers of all ages (ongoing);
2. To establish a new exercise program for older adults through use of MCOA/EOEA Service Incentive Grant targeting Falls Prevention based on Massachusetts Council on Aging criteria to complement successful Tai Chi for Healthy Aging program (March-June);
3. Engage in broader outreach to increase community awareness of COA programs, services and activities and events within all age groups (ongoing);
4. Aggressively pursue electronic/social media options as well as print sources for marketing programs, services and opportunities using staff and volunteers, as able (ongoing).

GOAL 2. To expand and refine the Senior Tax Work-off Program to increase positions available and market to make opportunities known to as many eligible residents as practical.

Objectives:

1. Communicate with municipal departments to encourage creation of positions (JUL-OCT);
2. Refine criteria for participation skill set (JUL-OCT);
3. Publicize to senior community to demonstrate transparency and essential advocacy (SEPT-DEC; ongoing);

GOAL 3. To clarify/update COA Board advisory role, by-laws and advocacy opportunities and establish a more symbiotic relationship with the Friends of Scituate Seniors that better connects activities of the two entities or merges the efforts toward a new facility in the eyes of the community.

Objectives:

1. Initiate opportunities for 'branding' for COA/Senior Center events (JUL-NOV);
2. Continue to pursue community awareness opportunities for connecting Senior Center staff, seniors and community resources (ongoing);

GOAL 4. Support efforts to research and advocate need for additional senior center space.

Objectives:

1. Serve as expert for senior needs and space considerations (ongoing, as required);
2. Work with COA Board and Adaptive Building Re-use Committee to assess priorities and promote solutions (JULY-JUNE);
3. Maximize use of current space to incorporate recommended programming and functionality (JULY-JUNE).

Transportation use has increased due to better awareness and regular community usage; Needs Assessment Survey and Report established some baseline successes in some categories as well as areas for increased concentration in developing programs and increasing services. Cooperative involvement with hoarding task force and existing cases has resulted in increased ability to support and provide services to a percentage of clients willing to seek assistance to reverse situation. Partnerships in community, for example Rotary Club fundraising/event collaboration.

Costmetic Improvements. We accomplished a major facelift of the interior of the Senior Center on Brook Street, partially through funding from the annual Formula Grant, Facilities budget and material donations, including new carpeting in the main and entrance areas and painting throughout.

AMP. The grant-funded Aging Mastery Program was supported and subsidized through the Mass Council on Aging and ran for 12 weeks from September through December. We began with 28 participants and have finished with 20 completing the requisite attendance and activity. We are encouraged to continue the program at least once a year and to seek funding through local sponsorship.

Needs Assessment Study. The Needs Assessment Study was coordinated and managed beginning in July, 2015 and completed in report form to the Town and Board of Selectmen in February, 2016. As a result of the efforts of staff, working group/volunteers and the COA Board, a comprehensive and valuable planning tool was produced. The information provided in the final report by the UMass research team is now and will continue to be utilized to address unmet needs as well as to continue to improve and expand the services of the Council on Aging in the next few years, particularly in planning for new space and to accommodate the needs of the community and the growing senior population that can be better met in a new facility.

DESCRIPTION OF REVENUE	FY/14	FY/15	FY/16 (YTD)	FY/17 Projected	Comments
EOEA Formula Grant	34,672	34,672	39,006	39,006	\$9/elder from \$8
GATRA Funding	64,553	101,000	101,000 (27,518)	105,000	Add'l van/driver use
SSSES MAP Grant	3,000	3,000	3,000	3,000	Part of consortium(5)*
Gifts/Donations	3,034	2,700	990	1,000	
Transportation Donations	6,245	2,000	1,984	2,000	
Program Fees/Revolving	6,752	1,100	397	500	

*Consortium of 5 towns—Scituate, Norwell, Hingham, Cohasset, Hull; \$15,000 total award evenly divided but can be re-allocated; managed by contracted agency (SSCAC) for all participating south shore towns.

Gifts/Donations may be used for Emergency Assistance to At-risk seniors not eligible for other benefits and other purchases as determined by the donor;

Transportation Donations reserved for potential shortfall in budget allocation;

Program Donations used to support programming costs, i.e. entertainment, instructor/speaker fees, equipment, fo

Town of Scituate

Budget 541 Council on Aging Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016

To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
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001.541.0510.5110.0000.0000	REGULAR SALARIES	\$160,648.75	\$170,013.00	\$67,342.33	\$141,349.00	\$141,349.00		
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Column: [FY17DeptRequest]

Description: REGULAR SALARIES

Column Total:

001.541.0510.5130.0000.0000	LONGEVITY	\$1,900.00	\$2,825.00	\$925.00	\$2,825.00	\$2,825.00		
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Column: [FY17DeptRequest]

Description: LONGEVITY

Column Total:

001.541.0510.5180.0000.0000	PART-TIME SALARIES	\$80,791.76	\$93,809.00	\$37,207.15	\$94,639.00	\$60,578.00		
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Column: [FY17DeptRequest]

Description: PART-TIME SALARIES

Column Total:

001.541.0510.5191.0000.0000	OTHER SALARIES	\$399.54	\$1,432.00	\$187.71	\$1,477.00	\$1,477.00		
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Column: [FY17DeptRequest]

Description: OTHER SALARIES

Column Total:

SCHEDULE: PERSONAL SERVICES - 0510		\$243,740.05	\$266,079.00	\$105,662.19	\$240,290.00	\$206,229.00		
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001.541.0520.5211.0000.0000	ELECTRICITY	\$3,386.44	\$2,800.00	\$1,140.36	\$3,000.00	\$3,000.00		
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Column: [FY17DeptRequest]

Description: ELECTRICITY

Column Total:

bus driven to GATRA

Town of Scituate

Budget 541 Council on Aging Detail

Fiscal Year: 2015-2016

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From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.541.0520.5213.0000.0000	NATURAL GAS	\$6,357.57	\$2,700.00	\$306.87	\$2,800.00	\$2,800.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: NATURAL GAS	\$2,800.00						
Column Total:		\$3,633.54	\$4,000.00	\$1,645.53	\$4,200.00	\$4,200.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: REPAIR/MAINT PROP/	\$4,200.00						
Column Total:		\$3,788.21	\$1,000.00	\$690.84	\$1,000.00	\$0.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: VEHICLE SERVICES	\$1,000.00						
Column Total:		\$1,000.00						
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: RENTALS & LEASES	\$200.93	\$1,260.00	\$300.03	\$400.00	\$350.00		
Column Total:		\$200.93	\$1,260.00	\$300.03	\$400.00	\$350.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: RENTALS & LEASES	\$400.00						
Column Total:		\$400.00						
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: PARATRANSIT RIDE	\$21,666.00	\$22,000.00	\$6,388.00	\$22,000.00	\$0.00		
Column Total:		\$21,666.00	\$22,000.00	\$6,388.00	\$22,000.00	\$0.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: PARATRANSIT RIDE	\$22,000.00						
Column Total:		\$22,000.00						
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: SUPPORT SERVICES	\$1,424.48	\$1,000.00	\$539.63	\$1,000.00	\$1,430.00		
Column Total:		\$1,424.48	\$1,000.00	\$539.63	\$1,000.00	\$1,430.00		

Revolving Fund

Town of Scituate

Budget 541 Council on Aging Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.541.0520.5321.0000.0000	CONFERENCES/MEETINGS	\$0.00	\$800.00	\$0.00	\$200.00	\$300.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: CONFERENCES/MEETINGS	\$200.00						
Column Total:		\$200.00	\$2,500.00	\$163.36	\$2,000.00	\$0.00		<i>consolidated budget</i>
001.541.0520.5344.0000.0000	POSTAGE	\$530.52						
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: POSTAGE	\$2,000.00						
Column Total:		\$2,000.00	\$900.00	\$500.10	\$700.00	\$800.00		
001.541.0520.5711.0000.0000	MILEAGE REIMBURSEMENT	\$1,226.69						
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: MILEAGE REIMBURSEMENT	\$700.00						
Column Total:		\$700.00	\$38,960.00	\$11,674.72	\$37,300.00	\$12,880.00		
001.541.0540.5420.0000.0000	OFFICE SUPPLIES	\$1,703.13						
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: OFFICE SUPPLIES	\$1,800.00						
Column Total:		\$1,800.00	\$500.00	\$136.08	\$500.00	\$500.00		
001.541.0540.5451.0000.0000	CLEANING SUPPLIES	\$458.06						
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: CLEANING SUPPLIES	\$500.00						
Column Total:		\$500.00	\$3,700.00	\$1,799.16	\$3,700.00	\$0.00		<i>consolidated budget</i>
001.541.0540.5481.0000.0000	FUELS & LUBRICANTS	\$5,128.88						
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: FUELS & LUBRICANTS	\$3,700.00						
Column Total:		\$3,700.00						

Town of Scituate

Budget 541 Council on Aging Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016 To Date: 6/30/2017

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Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Town Selectman	FY17 Advisory Committee
SCHEDULE: MATERIALS & SUPPLIES - 0540								
		\$7,290.07	\$6,000.00	\$2,653.44	\$6,000.00		\$2,275.00	

001.541.0580.5853.0000.0000	EQUIPMENT	\$0.00	\$1,200.00	\$0.00	\$500.00		\$500.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: EQUIPMENT		\$500.00						
Column Total:		\$0.00	\$1,200.00	\$0.00	\$500.00		\$500.00	
SCHEDULE: CAPITAL OUTLAY - 0580		\$292,244.50	\$314,239.00	\$119,990.35	\$284,090.00		\$221,884.00	
Grand Total:								

End of Report

TOWN OF SCITUATE FY 2017 PERSONAL SERVICES DETAIL

Department: 541 COUNCIL ON AGING

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Longevity	Holiday	Sick Leave Buy Back	Total Per Employee
DIRECTOR Linda Presutti Hayes	30-Dec-13	AMP-5	4		35	\$1,459.66	52.2	\$76,194	\$0			\$76,194
TRANSPORTATION COORDINATOR Quincie-Ann Cutler	13-Mar-00	A-6	Max	\$22.82	35	\$798.70	52.2	\$41,692	\$975			\$42,667
OFFICE ASSISTANT Jill Johnston	26-Oct-04	A-6	Max	\$22.82	25	\$570.50	52.2	\$29,780	\$925			\$30,705
OUTREACH COORDINATOR Jennifer Gerbis	18-Nov-02	Non Union		\$23.60	25	\$590.00	52.2	\$30,798	\$925			\$31,723
MANAGER OF SOCIAL SERVICES (40%) Laura Minier	02-Dec-13	Non Union Equivalent AMP-2 Step 4			40	\$449.49	52.2	\$23,463				\$23,463
ACTIVIES COORDINATOR Elizabeth Thornton	06-Apr-15	Non Union Grant		17.17	25	\$429.25	52.2	\$22,407	\$0			\$22,407
SENIOR SHUTTLE BUS DRIVERS Paid from GATRA revolving fund		Unclassified GATRA rates		\$ 13 to 16 \$14,500 Avg	45	\$652.50	52.2	\$0	\$0			\$0
TOTALS						TOTALS		\$224,334	\$2,825	\$0	\$0	\$227,159

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary	Overtime	Longevity	Part-time	Seasonal	Sick Leave Other	Holiday	Buy Back	TOTAL
DIRECTOR	1	\$76,194		\$0	5180	5190	\$762		\$0	\$76,956
MANAGER OF SOCIAL SERVICES (40%)	1	\$23,463								\$23,463
TRANSPORTATION COORDINATOR	1	\$41,692		\$975			\$417	\$0	\$0	\$43,084
OFFICE ASSISTANT/CLERICAL	1			\$925	\$29,780		\$298	\$0	\$0	\$31,003
OUTREACH COORDINATOR	1			\$925	\$30,798				\$0	\$31,723
ACTIVIES COORDINATOR (grant funded)	1			\$0	\$0				\$0	\$0
SENIOR SHUTTLE BUS DRIVERS	1			\$0	\$0				\$0	\$0
TOTALS	6	\$141,349	\$0	\$2,825	\$60,578	\$0	\$1,477	\$0	\$0	\$206,229

Town of Scituate

Budget 541 COA GATRA Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
022.541.2195.4700.0000.0000	GATRA - Other Intergovernmental	\$0.00	\$0.00	(\$40,253.14)	\$0.00	\$0.00	\$0.00	\$0.00
022.541.2195.5001.0000.0000	GATRA - Beginning Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
022.541.2195.5100.0000.0000	GATRA - Personal Services	\$0.00	\$0.00	\$0.00	\$34,061.00	\$34,061.00	\$34,061.00	\$34,061.00
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: GATRA - Personal Services		\$34,061.00						
Column Total:		\$34,061.00			\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
022.541.2195.5245.0000.0000	GATRA - Vehicle Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: GATRA - Vehicle Services		\$1,000.00						
Column Total:		\$1,000.00			\$22,000.00	\$22,000.00	\$22,000.00	\$22,000.00
022.541.2195.5274.0000.0000	GATRA - Paratransit Ride	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: GATRA - Paratransit Ride		\$22,000.00						
Column Total:		\$22,000.00			\$3,700.00	\$3,700.00	\$3,700.00	\$3,700.00
022.541.2195.5481.0000.0000	GATRA - Fuels & Lubricants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: GATRA - Fuels & Lubricants		\$3,700.00						
Column Total:		\$3,700.00			\$0.00	\$0.00	\$0.00	\$0.00
022.541.2195.5700.0000.0000	GATRA - Other Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Column Total:		\$0.00			\$60,761.00	\$60,761.00	\$60,761.00	\$60,761.00
SCHEDULE: GATRA - 2195					\$60,761.00	\$60,761.00	\$60,761.00	\$60,761.00
Grand Total:		\$0.00						

End of Report

TOWN OF SCITUATE
FY 2017 BUDGET

DEPARTMENT: Veteran Services Department (543)

MISSION STATEMENT:

The Scituate Veteran Services Department provides services to eligible veterans and their dependents in need and connects them to the services and benefits for which they are eligible. The department's goal is to deliver accurate, courteous, and timely service.

FY 2017 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS:

GOAL#1:

Incorporate a health wellness call to the department's Chapter 115 clients.

OBJECTIVES:

1. Review client list to ensure all address, home phones, and cell phone numbers are up to date. (Jul)
2. Insure that this office is in compliance with all HIPPA Laws. (Oct-Jan)
3. Make a checklist and track notes and follow ups, make any necessary adjustment. (Feb-Jun)

GOAL#2:

Evaluate and review how the department is using Social Media for outreach.

OBJECTIVES:

1. Evaluate how the department is currently accessing Social Media sites for outreach. (Jul-Sep)
2. Develop a plan to incorporate any and all new sites, while maintaining proper site eidetic. (Oct-Jan)
3. Monitor and insure the department's website is dynamic and updated regularly. (Feb-Jun)

GOAL#3:

Maintain and expand staff's competences in Fully Developed Claims process.

OBJECTIVES:

1. Insure that the Town's Veteran Services Department's personnel use the up to date reference guide. (Jul-Oct)
2. Keep up to date on all changes from the State and Federal Veteran Services Departments. (Jul-Oct)
3. Monitor all ongoing training to ensure the department is always following the proper submittal process. (Ongoing)

GOAL#4:

Assist and support activities and progress of the Veteran's Advisory Council, as they relate to Memorial Day Ceremony.

OBJECTIVES:

1. Review the current guidelines and procedures as it pertains to the Town's Memorial Day Ceremony with the VAC. (Jul-Sep)
2. Compile all suggestions from the members and openly discuss any beneficial changes to the Ceremony. (Oct-Jan)
3. Implement all new changes and ensure all organizations are aware of these new changes. (Ongoing)

MAJOR BUDGET COMPONENTS:

The Veteran Services Department's budget is primarily for the Town's veterans' assistance. It is used to provide monetary assistance to veterans, widows of veterans, and their family. This assistance is to meet qualifying needs for food, clothing, shelter, health insurance, and other essential items. Funds may also be used for assisting veterans with fuel allowance when heat is not included in their rent. These benefits fall under the Commonwealth of Massachusetts 108 CMR Chapter 115. These funds are reimbursed back to the Town at a 75% rate from the State. It should be noted that the reimbursement from the State is running in arrears around 8 months. The department also attends two Annual Conferences, one in the summer and the second in the winter. There is also a line item for the Graves Officer to help maintain the two veteran's cemeteries and the flagging of all the veteran's graves on Memorial Day. The flagging of the Town's veteran's graves are reimbursed at 75% rate from the State. The budget includes a part time 19-hour per week Administrative Assistant and a 35-hour per week full time Veterans' Service Officer as mandated by State compliance laws.

FY 2017 RISKS AND CHALLENGES:

As with this entire department's past operating budgets, the strategic decisions for the FY17 budget are based on present and future analysis. The budget numbers submitted for FY17 are based on these analogies. The major areas of concern will remain as in the past with regards to medical health cost. Client's health issues continue to be an area of challenge. The majority of the clients are above the age of 62. Premiums, prescriptions, and co-pays are the major part of the subsistence side of the budget. The government's decisions not to award a cost of living increase to Social Security recipients will most likely impact the need for increase services. Dependents looking for financial support for their elderly parents have increased significantly. Rental, property taxes, heating fuel, and food cost continue to climb. The global war on terrorism uncertainties continue to make future forecasting even more challenging.

DEPARTMENTAL ACCOMPLISHMENTS

- The Town's Veteran Services Department met and /or exceeded the FY15 goals and objectives, and as of this submission is well on its way to accomplishing FY16's goals and objectives.
- The department staff is well versed on all State and Federal directives. Staff has their own reference guide on their desk.
- All client and administrative files have been purged and archived to free up more office storage space.
- The Veteran Services Department and the Manager of Social Services have a direct line of communication to each office. This has resulted in a more professional handling of confidential cases.
- This department continues to have great success with the Fully Developed Claim process for our Town's Veterans. To this date all FDC's that were submitted in FY15 were awarded a disability rating decision.
- The department has successfully completed the Annual Statewide Department of Veterans' Services compliance training.

**FY 17 TOWN ADMINISTRATOR RECOMMENDED OPERATING BUDGET
ADDITIONAL NOTES**

DEPARTMENT: Veterans Benefits

REQUEST: FY 17 Budgetary Request of \$129,000 for subsistence support to eligible veterans.

TA RECOMMENDATION: The above request has not been recommended for FY 17 by the Town Administrator and was reduced by \$9,000 from the FY 16 appropriation.

RATIONALE: Historical expenditures show that this line item has not been fully expended. The case load for the Veterans Department can change without warning so this line item is still budgeted at a level more than 5% higher than any prior year's expenditures to ensure that eligible veterans and their families receive the benefits to which they are entitled.

	Veterans Benefits Line		
	Budget	Expended	%
FY16 YTD	\$ 129,000.00	\$ 50,220.62	38.9%
FY15	\$ 138,710.00	\$ 111,682.57	80.5%
FY14	\$ 177,000.00	\$ 114,695.75	64.8%
FY13	\$ 120,000.00	\$ 103,151.76	86.0%
FY12	\$ 60,000.00	\$ 49,156.48	81.9%
FY11	\$ 34,500.00	\$ 32,441.06	94.0%
FY10	\$ 11,370.00	\$ 12,956.50	114.0%

Town of Scituate

Budget 543 Veterans' Benefits Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016 To Date: 6/30/2017

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001.543.0510.5110.0000.0000 REGULAR SALARIES \$51,530.76 \$54,584.00 \$22,874.06 \$57,868.00 \$57,868.00

Column: [FY17DeptRequest]

Description: REGULAR SLARIES

Column Total:

001.543.0510.5130.0000.0000 LONGEVITY \$0.00 \$0.00 \$0.00 \$800.00 \$800.00

Column: [FY17DeptRequest]

Description: LONGEVITY

Column Total:

001.543.0510.5180.0000.0000 PART-TIME SALARIES \$19,436.24 \$20,436.00 \$8,374.06 \$21,193.00 \$21,193.00

Column: [FY17DeptRequest]

Description: PART-TIME SALARIES

Column Total:

001.543.0510.5191.0000.0000 OTHER SALARIES \$0.00 \$204.00 \$0.00 \$212.00 \$212.00

Column: [FY17DeptRequest]

Description: OTHER SALARIES

Column Total:

SCHEDULE: PERSONAL SERVICES - 0510 \$70,967.00 \$75,224.00 \$31,248.12 \$80,073.00 \$80,073.00

001.543.0520.5308.0000.0000 TRAINING \$0.00 \$1,350.00 \$0.00 \$1,350.00 \$0.00

Column: [FY17DeptRequest]

Description: TRAINING

Column Total:

Town of Scituate

Budget 543 Veterans' Benefits Detail

Fiscal Year: 2015-2016

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001.543.0520.5321.0000.0000	CONFERENCES/MEETINGS	\$899.59	\$1,330.00	\$0.00	\$1,330.00	\$1,200.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: CONFERENCES/MEETINGS		\$1,330.00						
Column Total:		\$1,330.00						
001.543.0520.5344.0000.0000	POSTAGE	\$75.32	\$110.00	\$9.74	\$110.00	\$0.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: POSTAGE		\$110.00						
Column Total:		\$110.00						
001.543.0520.5385.0000.0000	CARE OF VETERANS GRAV	\$2,545.52	\$2,750.00	\$0.00	\$2,750.00	\$2,700.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: CARE OF VETERANS GRAVES		\$2,750.00						
Column Total:		\$2,750.00						
001.543.0520.5711.0000.0000	MILEAGE REIMBURSEMENT	\$172.44	\$400.00	\$0.00	\$400.00	\$400.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: MILEAGE REIMBURSEMENT		\$400.00						
Column Total:		\$400.00						
001.543.0520.5731.0000.0000	PROFESSIONAL DUES & SL	\$45.00	\$60.00	\$45.00	\$60.00	\$45.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: PROFESSIONAL DUES & SUBS		\$60.00						
Column Total:		\$60.00						
001.543.0520.5781.0000.0000	SUBSIST/INC SUPPORT	\$110,515.52	\$129,000.00	\$50,614.94	\$129,000.00	\$120,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: SUBSIST/INC SUPPORT		\$129,000.00						
Column Total:		\$129,000.00						
SCHEDULE: PURCHASE OF SERVICES - 0520		\$114,253.39	\$135,000.00	\$50,669.68	\$135,000.00	\$124,345.00		

Town of Scituate

Budget 543 Veterans' Benefits Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Town Selectman	FY17 Advisory Committee
001.543.0540.5420.0000.0000	OFFICE SUPPLIES	\$299.64	\$325.00	\$0.00	\$400.00		\$325.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: OFFICE SUPPLIES	\$400.00						
Column Total:		\$900.03	\$925.00	\$0.00	\$925.00		\$925.00	
001.543.0540.5423.0000.0000	SPECIAL AGENCY SUPPLI							
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: SPECIAL AGENCY SUPPLI	\$925.00						
Column Total:		\$1,199.67	\$1,250.00	\$0.00	\$1,325.00		\$1,250.00	
SCHEDULE: MATERIALS & SUPPLIES - 0540								
Grand Total:		\$186,420.06	\$211,474.00	\$81,917.80	\$216,398.00		\$205,668.00	

End of Report

TOWN OF SCITUATE FY 2017 PERSONAL SERVICES DETAIL

Department: 543 VETERANS BENEFITS/SERVICES

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Longevity	Per Employee	Total
VETERANS AGENT Donald Knapp	08-Feb-12	Non Union AMP 1A Eqv Step 4			35	\$1,093.26	52.2	\$57,068	800		\$57,868
PART-TIME CLERK Jean Sullivan	20-Aug-12	Non Union Tosca Eqv A6 Step 5		\$ 21.39	19	\$406.00	52.2	\$21,193			\$21,193
								TOTALS	\$800		\$79,061

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions	Reg Salary	Overtime	Longevity	Part-time	Seasonal	Other	TOTAL
VETERANS AGENT	5110	\$57,868	5120	5130	5180	5190	5191	\$58,668
PART-TIME CLERK		\$0		\$0	\$21,193		\$212	\$21,405
TOTALS		\$57,868	\$0	\$800	\$21,193	\$0	\$212	\$80,073

TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: COMMISSION ON DISABILITIES

MISSION STATEMENT:

The Commission on Disabilities strives to cause the full integration and participation of people with disabilities in the Town of Scituate

FY2017 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

The role of the Commission on Disabilities is to:

1. Research local problems of people with disabilities;
2. Advise and assist municipal officials and employees in insuring compliance with state and federal laws and regulations that affect people with disabilities;
3. Coordinate or carry out programs designed to meet the problems of people with disabilities in coordination with program the Massachusetts Office on Disability;
4. Review and make recommendations about policies, procedures, services, activities and facilities of department, boards and agencies of the Town of Scituate as they affect people with disabilities;
5. Provide information, referrals, guidance and technical assistance to individuals, public agencies, businesses and organizations in all matters pertaining to disability; and to
6. Coordinate activities of other local groups organized for similar purposes.

MAJOR BUDGET COMPONENTS

The Commission receives an annual budget of \$5,000. The reason for this is the relationship between the Council on Aging and the COD regarding vans. To be eligible for the grants related to the vans there is a requirement that the COD receive funding (minimum of \$5,000) for the operational expenses associated with the vans.

DEPARTMENTAL ACCOMPLISHMENTS

Town of Scituate

Budget-549 Commission on Disabilities Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 12/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
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001.549.0520.5245.0000.0000	VEHICLE SERVICE	\$140.97	\$4,500.00	\$0.00	\$4,500.00	\$5,000.00		
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Column: [FY17DeptRequest]

Description: VEHICLE SERVICE

Column Total:

001.549.0520.5308.0000.0000	TRAINING	\$0.00	\$250.00	\$0.00	\$250.00	\$0.00		
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Column: [FY17DeptRequest]

Description: TRAINING

Column Total:

SCHEDULE: PURCHASE OF SERVICES - 0520		\$140.97	\$4,750.00	\$0.00	\$4,750.00	\$5,000.00		
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001.549.0540.5420.0000.0000	OFFICE SUPPLIES	\$0.00	\$250.00	\$0.00	\$250.00	\$0.00		
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Column: [FY17DeptRequest]

Description: OFFICE SUPPLIES

Column Total:

SCHEDULE: MATERIALS & SUPPLIES - 0540		\$0.00	\$250.00	\$0.00	\$250.00	\$0.00		
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Grand Total:

End of Report

600 CULTURAL/RECREATION

610

LIBRARY

630

RECREATION

650

BEAUTIFICATION

691

HISTORICAL

TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: LIBRARY

MISSION STATEMENT:

To provide a free, accessible library where acquisitions, programs, and services are patron driven and to implement service delivery practices to ensure that every patron interaction is positive and efficient.

FY 2017 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

- I. Oversee the library building project. (July 2016-January 2017)
 1. Work with the Town, including the Town Administrator, Board of Selectmen, and Public Building Commission, to ensure that the project stays on track for its timeline and its finances.
 2. Keep the public and all key stakeholders informed of the process.
 3. Work with the Massachusetts Board of Library Commissioners to provide monthly updates and facilitate payment requests.
- II. Continue to provide excellent service to town residents during the library's time at the Scituate Harbor Community Building. (July 2016-January 2017)
 1. Expand short-term lease collection to provide the newest material (that cannot be lent through the network) to patrons.
 2. Work with all library staff to insure that we deliver programs and services, either remotely or in-person, to provide continuity of service while in our temporary home.
 3. Expand the selection of downloadable content and e-resources to support the collection while staying within our space confines in temporary quarters.
- III. Plan for the move back to 85 Branch Street and an opening in late 2016/early 2017. (July 2016-January 2017)
 1. Assign different work groups to discuss work flow and staffing in the new building.
 2. Work with a committee on library signage, including wayfinding, ADA, and donor signage.
 3. Coordinate technology plans with the IT Director.
 4. Consult with the Police Department on security plans.
 5. Create a plan for the interior design with the Interiors Committee, overseen by the Public Building Commission and under the direction of Oudens Ello.
 6. Hire staff as needed to fill open positions prior to reopening at Branch Street.
 7. Work with a moving company for relocation of the collection and the items in storage.
 8. Plan a closing of 44 Jericho Road and determine a reopening date.
 9. Utilize staff to prepare the new facility for opening, including reincorporating the stored collection, preparing equipment, assessing workflow, and readying spaces for public use.
 10. Grand Reopening. Have a big party and celebrate!
- IV. Examine existing library policies and procedures and incorporate new ones as needed to address the needs of the new facility. (July 2016-June 2017)
 1. Examine existing policies to see how they might need to be altered for the new building.
 2. Determine if new policies are necessary based on building usage.

3. Research similar policies in other libraries and through the state-wide library system.
4. Create committees as needed to focus on individual policies.
5. Discuss creation of new policies with the Library Trustees, bring drafts as needed for their consideration.

MAJOR BUDGET COMPONENTS

Staffing: \$775,048

The library staff has had some significant changes in the last years. The long-time Head of Circulation retired in the summer of 2015, closely preceded by a part-time Library Technician, also a long-term employee. With these losses in addition to the loss of another full-time position the previous year, the library will be working to rebuild its staff prior to reopening at 85 Branch Street.

This year, the library has changed an AMP's position from "Teen Librarian" to "Circulation Supervisor" to meet its current and future needs. The library will also be looking to add a Youth Services Assistant and a Technology Liaison as well as a Circulation position prior to opening in late 2016. This will not be an addition of staff, but rather a reexamination of existing positions as needed.

This budget as configured qualifies the library for certification by the Massachusetts Board of Library Commissioners. Given the building project, adjustments may be made to the operating budget.

Direct service to the public:

- Circulation of materials, including check-in/check-out (243,490 items)
- Management of holds (43,085 items coming in for Scituate patrons or going out to other libraries)
- School/library visits (classroom training as well as school to library visits)
- School curriculum support
- Assistance with the online catalog, library databases, and other library web tools (ex. Overdrive, Zinio)
- Technology assistance (library and patron computers/devices)
- Various book groups, author talks, and other programming for all ages*
- Early literacy programming*
- Museum pass program*
- Community bulletin boards in the vestibule
- Meeting room booking
- Local history research

*These services are over and above the library's operating budget and are sponsored by the Friends of the Scituate Library.

Support services:

- Provide feedback on critical public service issues for temporary library facility and reopening in expanded space
- Collection management of materials (ordering, receiving, paying, cataloging, processing, weeding out-of-date materials)
- Magazine collection management (ordering, cataloging, processing, claiming missing issues, de-accessioning)
- Website management

- Staff training
- Marketing of library programs and services
- Creation of manuals, tutorials, and handouts for library resources
- Statistical reporting and analysis (library resources and usage, etc.,)

Administrative services:

- Work with the appropriate entities to insure library construction progresses successfully
- Monthly Trustees Meetings
- Monthly Foundation Meetings
- Monthly Public Building Commission Meetings
- Bi-Monthly Friends of the Scituate Library Meetings
- Represent the library at the library network and state level
- Yearly statistical, financial, and strategic goal reporting to Massachusetts Board of Library Commissioners
- Payroll
- Weekly deposits
- Staff scheduling and time management
- Bookkeeping
- Grant writing and management

Materials, OCLN Membership, Supplies, etc. \$190,820

- Membership in the Old Colony Library Network
- Special Agency Supplies (Books, audiobooks, e-books, DVD's, CD's etc.)
- Routine replacement of 6 PC's per year
- Training and staff development

Building Management: \$27,300

- Utilities
- Emergency repairs
- Maintenance contracts
- Cleaning supplies

FY 2016 RISKS AND CHALLENGES

Risks and challenges of FY17 will largely revolve around closing and subsequent move from 44 Jericho Road and the opening of the new facility at 85 Branch Street and potential challenges of a new building.

The library will work to plan for the needs and workflow of the new building prior to opening, but it is certain that unanticipated issues will arise with staffing, scheduling, workflow, maintenance, etc.

There is both an opportunity and a challenge in that many libraries see large increases in their numbers in the first few years of a new building. The library will work to meet these demands but it is difficult to anticipate just what the new use of the space will look like.

DEPARTMENTAL ACCOMPLISHMENTS

The library staff worked tirelessly to create a temporary space at the Scituate Harbor Community Building that would meet the needs of Scituate's patrons in a reduced capacity while construction at 85 Branch Street progresses. This work involved space planning, a large de-selection process, decision-making for items to take and store, inventorying items to store or to move, purchasing limited items to retrofit the SHCB, and adjusting policies and procedures as necessary for the temporary space. The library move took place with only one week of closing to patrons, and since opening there has been an overwhelming amount of support and praise from the community. The success of this move and the new location is largely due to the tremendous work of the library staff, as well as the work and support of other departments such as the Building Department, the Facilities Department, the IT Director, and the Town Administrator and Board of Selectmen.

The library received CPC funding to microfilm the Mariner from January 1979 to present to add to its collection of already microfilmed papers. This will allow the library to continue to provide access to local news sources without keeping the physical newspapers. Microfilm is the standard for preservation, and digitization of newspapers is best done from microfilm. The library will work with the Digital Commonwealth to have this microfilm digitized for easier access—our membership in the DC allows us to do this for free. The library has already worked with the DC to digitize all Scituate High yearbooks through 2014.

The library received a Cultural Council grant for its yearly Poetry Contest in the spring of 2015.

A new program, "1000 Books Before Kindergarten" has been launched this fall to encourage reading aloud to children before school begins. Reading aloud to young children is statistically proven to better prepare children for school and reading themselves. Sixty-five children are already enrolled.

This year was the library's first ever one-town reads program—"Scituate Reads Together"—a hopefully yearly event that will ask the community to read one book. This year's title was Laura Hillenbrand's "Unbroken".

DESCRIPTION OF REVENUE	FY/14	FY/15	FY/16 YTD	FY17 Projected	Comments
State Aid	15,234	19,514.52	19,448	18,000	
Friends of the Library	25,603	25,000	13,000	10,000	
Gifts	47,842	1053	122.34	750	
Trust Funds	145	145	145	145	
Library Foundation	800	2,000	500	500	
Lost Books	1,816	917.61	888.28	1,000	

**FY 17 TOWN ADMINISTRATOR RECOMMENDED OPERATING BUDGET
ADDITIONAL NOTES**

DEPARTMENT: Library

REQUEST: Increase in Special Agency Supplies for books and materials- \$13,000.

TA RECOMMENDATION: The above request in the amount of \$10,000 has been recommended by the Town Administrator for FY 17

RATIONALE: In order to qualify for state aid to libraries, the library's budget must meet the Municipal Appropriation Requirement (MAR). The additional funding will ensure that Scituate Public Library meets the MAR and receives its additional state funding without having to apply for a waiver. The Town has applied for a waiver for the past two fiscal years as a result of the renovation project.

Town of Scituate

Budget 610 Library Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.610.0510.5110.0000.0000	REGULAR SALARIES	\$473,070.48	\$527,025.00	\$186,084.62	\$535,123.00	\$535,123.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: REGULAR SALARIES	\$535,123.00						
	Column Total:	\$535,123.00						
001.610.0510.5130.0000.0000	LONGEVITY	\$10,888.15	\$10,550.00	\$8,296.58	\$9,625.00	\$9,625.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: LONGEVITY	\$9,625.00						
	Column Total:	\$9,625.00						
001.610.0510.5172.0000.0000	SICK LEAVE BUY BACK	\$3,000.00	\$2,500.00	\$2,500.00	\$2,000.00	\$2,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: SICK LEAVE BUY BACK	\$2,000.00						
	Column Total:	\$2,000.00						
001.610.0510.5180.0000.0000	PART-TIME SALARIES	\$185,568.36	\$222,271.00	\$66,240.31	\$220,727.00	\$220,727.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: PART-TIME SALARIES	\$220,727.00						
	Column Total:	\$220,727.00						
001.610.0510.5191.0000.0000	OTHER SALARIES	\$3,522.42	\$7,572.00	\$1,376.78	\$7,573.00	\$7,573.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: OTHER SALARIES	\$7,573.00						
	Column Total:	\$7,573.00						
	SCHEDULE: PERSONAL SERVICES - 0510	\$675,849.41	\$769,918.00	\$264,498.29	\$775,048.00	\$775,048.00		

Town of Scituate

Budget 610 Library Detail

Fiscal Year: 2015-2016

Print accounts with zero balance
 Round to whole dollars
 Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.610.0520.5211.0000.0000	ELECTRICITY	\$21,998.75	\$15,000.00	\$1,501.77	\$15,000.00	\$15,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: ELECTRICITY		\$15,000.00						
Column Total:		\$15,000.00						
001.610.0520.5213.0000.0000	NATURAL GAS	\$9,150.13	\$1,500.00	\$39.60	\$4,000.00	\$4,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: NATURAL GAS		\$4,000.00						
Column Total:		\$4,000.00						
001.610.0520.5241.0000.0000	OFFICE MACHINE MAINT	\$257.00	\$800.00	\$602.98	\$800.00	\$800.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: OFFICE MACHINE MAINT		\$800.00						
Column Total:		\$800.00						
001.610.0520.5242.0000.0000	REPAIR/MAINT PROP/EQUIP	\$10,188.30	\$4,000.00	\$1,057.34	\$6,000.00	\$6,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: REPAIR/MAINT PROP/EQUIP		\$6,000.00						
Column Total:		\$6,000.00						
001.610.0520.5308.0000.0000	TRAINING	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: TRAINING		\$200.00						
Column Total:		\$200.00						
001.610.0520.5321.0000.0000	CONFERENCES/MEETINGS	\$186.30	\$500.00	\$0.00	\$750.00	\$500.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: CONFERENCES/MEETINGS		\$750.00						
Column Total:		\$750.00						

Town of Scituate

Budget 610 Library Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.610.0520.5343.0000.0000	BINDING & PRINTING	\$14.00	\$525.00	\$121.68	\$525.00	\$200.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: BINDING & PRINTING	\$525.00						
	Column Total:	\$525.00						
001.610.0520.5344.0000.0000	POSTAGE	\$698.76	\$300.00	\$126.40	\$300.00	\$0.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: POSTAGE	\$300.00						
	Column Total:	\$300.00						
001.610.0520.5711.0000.0000	MILEAGE REIMBURSEMENT	\$655.31	\$1,200.00	\$153.37	\$750.00	\$750.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: MILEAGE REIMBURSEMENT	\$750.00						
	Column Total:	\$750.00						
001.610.0520.5731.0000.0000	PROFESSIONAL DUES & SL	\$790.00	\$750.00	\$699.00	\$1,000.00	\$750.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: PROFESSIONAL DUES & SUBS	\$1,000.00						
	Column Total:	\$1,000.00						
001.610.0520.5732.0000.0000	OCLN DUES	\$32,547.00	\$32,323.00	\$32,323.00	\$33,345.00	\$33,345.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: OCLN DUES	\$33,345.00						
	Column Total:	\$33,345.00						
001.610.0520.5733.0000.0000	OTHER SUBSCRIPTIONS	\$4,887.70	\$10,000.00	\$9,530.46	\$12,000.00	\$10,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: OTHER SUBSCRIPTIONS	\$12,000.00						
	Column Total:	\$12,000.00						
SCHEDULE: PURCHASE OF SERVICES - 0520		\$81,373.25	\$67,098.00	\$46,155.60	\$74,670.00	\$71,220.00		

Town of Scituate

Budget 610 Library Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.610.0540.5420.0000.0000	OFFICE SUPPLIES	\$886.26	\$350.00	\$91.32	\$350.00	\$350.00		
Column: [FY17DeptRequest]	Budget		FTE	Position Desc.				
	Description: OFFICE SUPPLIES	\$350.00						
	Column Total:	\$350.00						
001.610.0540.5423.0000.0000	SPECIAL AGENCY SUPPLIE	\$104,886.10	\$115,000.00	\$60,000.08	\$128,000.00	\$125,000.00		
Column: [FY17DeptRequest]	Budget		FTE	Position Desc.				
	Description: SPECIAL AGENCY SUPPLIES	\$128,000.00						
	Column Total:	\$128,000.00						
001.610.0540.5425.0000.0000	PRINTING & FORMS	\$4,695.96	\$5,000.00	\$1,210.12	\$5,000.00	\$5,000.00		
Column: [FY17DeptRequest]	Budget		FTE	Position Desc.				
	Description: PRINTING & FORMS	\$5,000.00						
	Column Total:	\$5,000.00						
001.610.0540.5451.0000.0000	CLEANING SUPPLIES	\$2,083.09	\$1,000.00	\$1,411.62	\$1,500.00	\$1,500.00		
Column: [FY17DeptRequest]	Budget		FTE	Position Desc.				
	Description: CLEANING SUPPLIES	\$1,500.00						
	Column Total:	\$1,500.00						
001.610.0540.5580.0000.0000	OTHER SUPPLIES	\$2,252.24	\$3,500.00	\$1,060.84	\$3,600.00	\$3,600.00		
Column: [FY17DeptRequest]	Budget		FTE	Position Desc.				
	Description: OTHER SUPPLIES	\$3,600.00						
	Column Total:	\$3,600.00						
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$114,803.65	\$124,850.00	\$63,773.98	\$138,450.00	\$135,450.00		
001.610.0580.5851.0000.0000	EQUIPMENT	\$4,610.67	\$5,000.00	\$632.10	\$5,000.00	\$5,000.00		
Column: [FY17DeptRequest]	Budget		FTE	Position Desc.				
	Description: EQUIPMENT	\$5,000.00						
	Column Total:	\$5,000.00						

Town of Scituate

Budget 610 Library Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016 To Date: 6/30/2017

Print accounts with zero balance Round to whole dollars Account on new page

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Town	FY17 Board of Selectman	FY17 Advisory Committee
001.610.0580.0000.0000	CAPITAL IMPROVEMENTS	\$0.00	\$5,600.00	\$0.00	\$0.00	\$0.00	\$0.00		
	SCHEDULE: CAPITAL OUTLAY - 0580	\$4,610.67	\$10,600.00	\$632.10	\$5,000.00	\$5,000.00	\$5,000.00		
Grand Total:		\$976,636.98	\$972,466.00	\$375,059.97	\$993,168.00	\$986,718.00			

End of Report

TOWN OF SCITUATE FY 2017 PERSONAL SERVICES

Update 11-10-2015
 Department: 610 LIBRARY
 REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Sick Leave Buy Back	Holiday	Longevity
<u>LIBRARY DIRECTOR</u> Jessi Finnie	03-Dec-12	AMP 6	5		52.2	\$1,678.85	52.2	\$87,636			
<u>ASSISTANT DIRECTOR</u> Antonia Shee	09-May-94	AMP 2A	8		35	\$1,341.00	52.2	\$70,000	\$500		\$1,250
<u>ADULT SERVICES LIBRARIAN</u> Susan Pope	23-Jul-01	AMP 1A	8		35	\$1,206.76	52.2	\$62,993	\$500		\$1,150
<u>TEEN LIBRARIAN</u> Vacant		AMP 2	2		35	\$1,069.56	52.2	\$55,831			
<u>CHILDREN'S LIBRARIAN</u> Ann Lattinville	30-Jan-12	AMP 1A	6		35	\$1,148.64	52.2	\$59,959			\$600
<u>LIBRARY TECHNICIAN II</u> Vacant		A-6	2	19.94	35	\$697.90	52.2	\$36,430			
<u>LIBRARY TECHNICIAN I</u> Vacant		A-6	2	19.94	35	\$697.90	52.2	\$36,430			
		A-6	2	19.94	24	\$478.56	52.2	\$24,981			
		A-6	6	21.92	35	\$767.20	52.2	\$40,048			\$550
	16-Jul-07	A-6	Max	22.82	31	\$707.42	52.2	\$36,927			\$975
	03-Jul-00	A-6	Max	22.82	20	\$456.40	52.2	\$23,824	\$500		\$975
	14-Oct-97	A-6	Max	22.82	20	\$456.40	52.2	\$23,824	\$500		\$975
	01-Jul-98	A-6	Max	22.82	20	\$456.40	52.2	\$23,824			\$925
	01-Jul-06	A-6	Max	22.82	20	\$456.40	52.2	\$23,824			
	26-Nov-12	A-6	5	21.39	20	\$427.80	52.2	\$22,331			
<u>LIBRARY TECHNICIAN III</u> Kelly Stein	06-Aug-07	A-6	6	21.92	35	\$767.20	52.2	\$40,048			\$550
<u>TECHNICIAN ASSISTANT</u> Kathleen Marchetti	23-Jul-07	A-5	6	19.90	20	\$398.00	52.2	\$20,776			\$550
<u>SR LIB TECH/CATALOGER</u> Ann Zona	01-Oct-04	A-7	Max	25.04	35	\$876.40	52.2	\$45,748			\$925
<u>UNALLOCATED PART-TIME</u> Library Aides Sunday Hours/Training		Unclass min wage Unclass		\$10.00 \$10.00	260 /year 4164 /year			\$2,600 \$41,640 \$755,850	\$2,000	\$0	\$9,625
PERSONAL SERVICES COMPUTATIONS:											
POSITION TITLE	Positions #	Reg Salary	Overtime	Longevity	Differential	Part-time	Seasonal	Holiday	Other Sick Leave BB	TOTAL	
LIBRARY DIRECTOR	1.00	\$87,636	5120	5130	5160	5180	5190		5191	\$87,636	
ASSISTANT DIRECTOR	1.00	\$70,000		\$1,250					\$700	\$72,450	
LIBRARIANS	3.00	\$178,783		\$1,950					\$1,768	\$182,521	
LIBRARY TECHNICIANS II	1.00	\$36,430		\$0					\$364	\$37,294	
LIBRARY TECHNICIANS I	8.00	\$76,478		\$4,400		\$155,711			\$3,656	\$241,245	
LIBRARY TECHNICIAN III	1.00	\$40,048		\$550		\$20,776			\$400	\$40,998	
SR LIB TECH/CATALOG	1.00	\$45,748		\$925		\$44,240			\$208	\$47,130	
UNALLOCATED PART-TIME	17	\$535,123	\$0	\$9,625	\$0	\$220,727	\$0	\$0	\$7,573	\$775,048	

TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: RECREATION

MISSION STATEMENT:

The Mission of the Scituate Recreation Department is to provide exceptional and creative programs, services and facilities (beaches, ball fields and playgrounds) that foster community spirit and involvement while enhancing the quality of life for all people in Scituate.

FY 2017 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

GOAL ONE: To continue to provide highest standard of programming and visibility to our patrons during the next two years (while the Department is temporarily re-located).

1. To maintain communication with the public via recreation community message board, social media, community newspaper. (on-going)
2. Enhance use of the Town's community cable network. (on-going)
3. Review current programming offered and the utilization of those programs to ensure we are optimally using our resources to best meet the needs of our residents. (on-going)
4. Due to programming moving off site from department headquarters; manage staffing to safeguard quality assurance in all programs. (on-going)
5. Strive to maintain a balance in our department with programming, special events and CPC projects during the relocation to ensure quality over quantity. (on-going)

GOAL TWO: To further collaborate with the CORSE Foundation on enhancing summer recreation /experiences.

1. Organize development meeting with the All Stars directors, CORSE president and recreation co-directors. (October 2016)
2. Determine and design programming. (November 2016)
3. Establish and design training goals for staff, program structure and staffing. (December 2016)
4. Write budget for program. (January 2017)
5. Furnish the specialists and support staff in order to introduce in All-Star camp programming opportunities that would lay the foundation on developing life -long sports skills such as golf, tennis, hiking, etc... as well as everyday life skills such as cooking, games/cards/ puzzles. (March 2017)
6. Evaluate for quality enhancements. (August 2017)

GOAL THREE: To collaborate with Widow's Walk on expanding recreation golf course opportunities.

1. Organize development meeting with Widow's Walk Golf Pro/Department Head and recreation co-directors. (October 2016)
2. Assess current recreation golf opportunities. (October 2016)
3. Determine and design programs for unmet opportunities (November 2016)
4. Budget, market and operationalize programing. (January - June 2017)
5. Evaluate programs for quality enhancements. (September 2017)

GOAL FOUR: To review all approved but pending CPC projects and develop relative priorities and scheduled timelines for completion.

1. Organize meeting with DPW, Recreation Commission, relative boards and departments to rank projects.
2. Identify project leaders for each funded grant.
3. Set up monthly status update meetings to follow up and to keep projects moving ahead.

MAJOR BUDGET COMPONENTS

The Recreation budget pays for two part-time co-directors and one part-time staff person as well as some minimal office supplies, postage, cleaning and professional dues and conferences. The Recreation budget is ¼ of a percent of the Town's entire budget. The department is responsible for two revolving accounts, the Recreation Revolving Account and the Beach Revolving Account.

The Recreation Department's primary function is to provide recreational programming and opportunities to the residents of Scituate.

The department runs approximately 363 programs per year. This entails planning, staffing (155 seasonal employees as well as 200 volunteers...who volunteered over 3200 hours!) and registering over 4500 participants per year. 52,671.25 hours of recreation programming were sold in the last fiscal year. Our programs are 100% self-supported through user fees. The user fees not only pay for all associated costs with each program but also support the department (i.e. office supplies, office machinery, seasonal salaries). A division the Department's programming is dedicated to children, tweens and teens with special needs. This is an area of programming over the past seven years the Department has fully embraced and developed with the partnership of the CORSE Foundation.

Another important function of the Recreation Department is the lifeguard services. We are responsible for training, staffing (35 guards) and equipping the Town's five beaches (Minot, Sandhills, Egypt, Peggotty and Humarock. Beaches in Scituate are staffed from the end of June through Labor Day. All costs associated with the beaches are paid for through the Beach Sticker Revolving Account.

An additional significant role for the Recreation Department is the permitting of the Town's 20 plus athletic fields, bandstand, in-line skating rink, tennis courts (two sets at two locations) as well as basketball courts. Each permit requires an application, along with a certificate of insurance naming the Town of Scituate as an additional insured and if applicable, a confirmation from the Commonwealth that the organization is CORI certified.

Last, the Recreation Commission is heavily involved with the permitted facilities upkeep and development. The Commission works closely with the Community Preservation Committee in the grant process. Since CPC adoption, The Recreation Commission along with the Recreation Department, has written, submitted, approved and managed ten grants (totaling over \$2.2 million).

FY 2017 RISKS AND CHALLENGES

Three years ago the law governing the Community Preservation Act changed. The law now allows a project to be funded for renovation. The Recreation Commission was encouraged to propose an aggressive multiyear CPC Plan. Last year the Department received funding at Town Meeting to re-build our mercury sailboat fleet. Along with the sailboat restoration project, the Commission is actively working to complete previous awarded grants (skatepark, lighting of athletic facilities on high school campus, renovation of Central softball fields & construction of a field house and new community playground). The supported projects are very exciting for the Town, but will be a time-consuming and challenging task for the department to bring to completion.

As of this writing, the Recreation Department is requesting funding through FY 2017 grant process a CPC grant for a fleet of 420 racing boats to replace the department's weary fleet of race boats.

Scituate residents use the community's 20+ fields, basketball courts, bandstand, inline skate rink and skate park to almost capacity. The Community Turf Field was restocked this last year with rubber infill to give the field another 2 to 3 years. After which the entire field will need to be replaced. The Commission has submitted a capital plan for the turf for FY 2018 and some funds have already been set aside in the capitalize fund.

Another challenge around field permitting will be the loss of the Svensen field hockey field and quad on the Scituate High School campus with the building of the new middle school.

Because of the challenge around lack of field space the Recreation Commission appointed a "Field Study Subcommittee". The members of the committee are made up of representatives from each of the Scituate based field user groups as well as the School Committee and Board of Selectmen. The purpose of this subcommittee is to inventory & assess the Town's current field situation, prioritize the needs of those facilities as well as the needs of the user groups and make recommendations on improvements and future field development.

The Recreation Department takes pride in the Town's cherished shoreline, constantly implementing improvements. Two yearly challenges are staffing and the ever changing coastline. Last season the Town continued to invest in the lifeguard program with pre-season leadership training. The purpose of the training was to provide the head guards with the tools to bring back to the rest of the staff and improve weekly in-service seasonal trainings; a "train the trainer" program. As far as the coastline, the Department and Town will face that challenge after we see what change the winter brings. As summer approaches the Town will ensure the beaches are safe and enjoyable for the patrons. The Recreation Department looks forward to working with the newly appointed Beach Commission on improving beach amenities and facing seasonal challenges together.

In April of 2016 the Recreation Department will be relocating the entire department and operations for the next two years. A majority of the Recreation Department's office and programming is being relocated to Jenkins School. The programming which currently takes place in the Multi-Purpose room at Scituate High School will be run out of the Jenkins' gymnasium; the fitness programs, such as cycling, boot camps will operate from the Gates School fitness center. Summer classes will be the most challenging (in terms of programming). It will take multiple off-site locations to run our courses & continue to provide the community with our services. The Recreation Department will have to take a close look at the offerings to ensure quality over quantity during these next 2 years. This will be the greatest challenge the Recreation Department will face as we enter Fiscal Year 2017.

DEPARTMENTAL ACCOMPLISHMENTS

- Last winter the Recreation Department and Harbormaster worked together to gather information to educate our community of the increase of sharks in our swimming water. This led to creating "Shark Awareness" signs as well as informational pamphlets.
 - The Recreation Department took this opportunity to reduce the sign pollution & create a uniform look at our five beaches by condensing many signs into one aesthetically pleasing informational welcome sign. The signs were completed and strategically installed by the Recreation Department, Highway Department and Coastal Resource Officer. All funds for this project came from the Beach Revolving Account.
 - The Recreation Department and Atlantic Great White Conservancy, a non-profit organization out of Chatham, partnered together to bring in world-renowned shark expert, Dr. Gregory Skomal to Scituate for a one night seminar open to the public on the shark population in our area. The seminar was well received and the attendance was standing room only.
 - Staying with the coast, the Recreation Department along with the Harbormaster, created a shark protocol in the summer of 2015 to be used in the event of shark sightings and or attacks. This protocol was accepted and the Town was instructed to follow the protocol step by step.
- This past fiscal year, April 2015 town meeting, the department was awarded the first recreation CPA grant for programming, the Restoration of six Cape Cod Mercury Sail boats. The contract was awarded to a local company, Scituate Boat Works, to restore. At present the boats are in process and are being restored.
- The summer of 2015, for the first time, with our advanced 420 Racing Program Racing 420 Program, entered into the Scituate Regatta participating together with 73 other towns. We ranked in the middle of the pack, which was a great accomplishment being it was the first year entered.
 - A project fully completed was the rebuilding and improving of three basketball courts with Community Preservation grant funding. The locations of the courts are Wampatuck Elementary School, Cushing Elementary School and Humarock Public Beach Parking Lot. Recreation and DPW joined efforts at Humarock Beach Parking lot to re-do drainage, rebuild and stripe the entire parking lot during this Project.
 - The beginning of January (2015) the Recreation Commission and Department rallied and produced the first Widows Walk ice skating rink. In collaboration with Scituate Fire Department and private organizations, the rink was a great success. The rink was situated in the parking lot of Widows Walk Golf Course and was enjoyed by the young and mature people of Scituate. At this time, a second rink is being organized for the winter of 2016.
- Additionally, as of this writing the Recreation Commission is organizing a "First Annual Winter Festival" for the community to be held at Widow's Walk – a family fun day!

- Scituate Recreation Department continues to make staff training paramount. Last year, we incorporated a new concept in training, "Training the Trainer. We hire 2 nationally recognized trainers who developed strategies for the head guards and the program directors to use when dealing with their respective staff members. The training was a success and this was evident throughout the summer.

- Children's Melanoma prevention foundation and Town Nurse came to the Recreation Department with an idea to open up discussion on skin care with our personnel (sailing and lifeguards) in order to get the word out to the youth of the replications of skin damage cause by irresponsibility in the sun. This partnership was organized and executed to the Sailing and Lifeguarding staffs; educating them on the hazards of the sun. The staffs were educated on the proper way to apply sun screen not only to themselves, but to the young & mature patrons of the beach as well as participants in the sailing programs. The Recreation Department is currently scheduling a refresher class in the late spring as a reminder of the dangers of not using sunscreen. Recognizing the importance of this valued information, this is will now be part of the department's seasonal staff training.

SUPPLEMENTAL REQUEST:

630

Δ\$295.00 Training & Conference: Respectfully, requesting an additional \$295 to cover the cost of both co-directors to attend the Annual Massachusetts Park and Association State Conference. There is tremendous value in attending this conference and the ensuing training. There are numerous sessions going on simultaneously, and having both directors attends allows the opportunity to attend multiple sessions and bring this knowledge back to Scituate and apply it within the Recreation Department and community.

Beach Revolving Account:

Δ\$2300.00 Overtime Trash: Increase due to the increased number of trash barrels and the higher volume of trash last year. This resulted in the increase of this line.

Δ\$5000.00 Parking Enforcement: After SPD reviewed their enforcement they found that they improved tracking methods allowing them to more accurately capture the enforcement efforts being conducted. This resulted in the increase of this line.

\$515.00 Training: Although, there is an increase in the specific line; this is not an increase it is recoded from another line.

Δ\$300.00 Storage Services: The actual cost to provide storage at three of the four beaches (increase from rental company)

Δ\$844.00 Clothing: The increase represents the change from a cotton t-shirt to a UV protected RASH guard shirt to protect the lifeguards from the sun. Additionally, we are requesting wide rim hats for the lifeguards to safeguard them from the sun.

Δ\$200.00 Mileage: On average there are 75 days in the summer x 25 miles a day (to do rounds at all the beaches; just one set of rounds and most days the director or assistant director do multiple rounds) x \$.52 = \$975.00

Δ\$900.00 Equipment: Additional signage required for the Board of Health and the beach rules and regulation signs.

Δ\$10,000.00 Parking Lot Improvements:
\$10,000.00: To purchase and install 2 canopies benches at the beach entrances (we will pilot with one and then add the second and additional benches in following years, if well received). The benches would provide the patrons a place to take a seat, dust off their feet, wait for a ride and or have some respite from the sun. Product has a Thermoplastic coating and Stainless Steel hardware to withstand the elements.

REVOLVING ACCOUNT BUDGET
FY2015

Opening Balance for FY15: \$1,541.65

Total Income	Credits/Refunds	Total Revenue	Minus	Net Revenue
			(Expenses from programs related to Programs)	
\$410,920.91	\$43,678.15	\$313,149.11	\$62,017.55	\$ 35,754.25

Expenses supported by the Recreation Revolving Account un-related to a program:

OFFICE SUPPLIES

Copier Supplies and Maintenance \$2,375.71
(includes monthly lease, toner and maintenance above and beyond budgeted amount)

MRPA membership 350.00
Conference and mileage 526.60
Office Supplies 555.32
(Pens, paper clips, printer cart, colored paper, tape, files, mouse, batteries, posters, etc.)

Poland Springs 67.75
Total Office Supplies: \$3,875.38

CAPITAL IMPROVEMENTS N/A

OFFICE STAFF PAYROLL

Office payroll (not associated with a program) \$27,489.68

TOTAL ADDITIONAL EXPENSE SUPPORT BY REVOLVING: \$31,365.06

NET REVENUE FROM PROGRAMS: \$ 35,754.25
EXPENSES NOT RELATED TO PROGRAM: -31,365.06
\$4,389.19

FIELD REVOLVING ACCOUNT BUDGET
FY2015

fy'15 opening balance (field fees)	\$	13,980.97	
fy'15 opening balance (turf rentals)	\$	6,471.00	
		fy15	
Men's Lacrosse	\$	800.00	
Achieve Lacrosse (7/feb-13)	\$	2,000.00	
	\$	2,800.00	
Expenses related to Turf			
turf cleaning & disfecting	\$	(925.00)	
turf repairs 2 areas	\$	(1,200.00)	
Net Revenue Turf Rental	\$	675.00	
Organization		FY15	
Scituate Youth Center	\$	3,815.00	
Men's Softball	\$	850.00	
Scituate Soccer Club	\$	2,600.00	
Scituate Little League	\$	3,900.00	
Girls Travel Softball	\$	205.00	
Scituate Youth Lacrosse	\$	2,595.00	
Scituate Youth Football	\$	1,250.00	
Men's Baseball	\$	150.00	
Flag Football	\$	1,500.00	
Total income	\$	16,865.00	
Expenses			
Field Coordinator	\$	(8,800.00)	
expenses (picnic tables)	\$	(2,999.94)	
	\$	(11,799.94)	
Net Revenue	\$	5,065.06	
Closing Balance Field Fees			\$ 19,046.03
Closing Balance Turf Rental			\$ 7,146.00

Beach Sticker Revolving Fund Analysis

FY 11-16

Description	Actual FY 2011	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	BUDGET FY 2016
Opening Fund Balance	\$ 65,965.00	\$ 119,892.77	\$ 219,696.79	\$ 271,734.91	\$ 343,746.87	\$ 325,546.33
(+) Beach Sticker Sales (A)	\$ 244,858.81	\$ 290,630.00	\$ 242,789.96	\$ 254,190.00	\$ 251,310.00	\$ 240,000.00 *
(-) Personal Services	\$ 114,016.09					
(-) Seasonal Salaries		\$ 111,689.46	\$ 111,242.96	\$ 101,350.75	\$ 102,529.46	\$ 164,300.00
(-) Parking Enforcement		\$ 6,165.00	\$ 4,588.13	\$ 5,811.75	\$ 2,189.63	\$ 7,500.00
(-) Training*					\$ 3,000.00	\$ 4,000.00
(-) Overtime-Trash Pick-up		\$ 13,717.81	\$ 12,626.93	\$ 12,832.75	\$ 16,189.69	\$ 14,300.00
(-) Support Services		\$ 4,640.00	\$ 5,570.40	\$ 7,415.77	\$ 20,513.92	\$ 10,500.00
(-) Technical Services*						\$ 700.00
(-) Environmental Testing*					\$ 805.00	\$ 7,000.00
(-) Portable Sanitation*					\$ 6,665.57	\$ 10,000.00
(-) Storage Services*					\$ 782.64	\$ 1,500.00
(-) Postage & Printing		\$ 1,265.00	\$ 608.02	\$ 2,010.25	\$ 1,995.59	\$ 2,300.00
(-) Lifeguard Supplies		\$ 2,068.89	\$ 2,475.97	\$ (184.20)	\$ 4,387.17	\$ 2,175.00
(-) Clothing		\$ 2,920.55	\$ 2,730.14	\$ 4,085.35	\$ 3,605.48	\$ 3,000.00
(-) Other Charges*	\$ 37,474.79	\$ 7,256.89	\$ 7,938.28	\$ 1,950.00	\$ -	\$ -
(-) Mileage Reimbursement		\$ 758.40	\$ 470.00	\$ 348.00	\$ 787.30	\$ 775.00
(-) Prior Year Encumbrances		\$ 24,691.63	\$ 27,981.79			\$ -
(-) Equipment		\$ 14,137.35	\$ 6,526.98	\$ 288.12	\$ 3,552.63	\$ 22,000.00
(-) Parking Lot Improvements		\$ 1,515.00	\$ 7,992.24	\$ 46,269.50	\$ 102,506.46	\$ 10,000.00
Total Expenses (B)	\$ 151,490.88	\$ 190,825.98	\$ 190,751.84	\$ 182,178.04	\$ 269,510.54	\$ 260,050.00
(-) Encumbrances	\$ 39,440.16	\$ -	\$ -	\$ -		
Closing Fund Balance	\$ 119,892.77	\$ 219,696.79	\$ 271,734.91	\$ 343,746.87	\$ 325,546.33	\$ 305,496.33
Revenue Over Expenses (A - B)	\$ 53,927.77	\$ 99,804.02	\$ 52,038.12	\$ 72,011.96	\$ (18,200.54)	\$ (20,050.00)
Cumulative Surplus (Deficit)	\$ 53,927.77	\$ 153,731.79	\$ 205,769.91	\$ 277,781.87	\$ 259,581.33	\$ 239,531.33

*Other Charges account closed in favor of more specific line item descriptions.

Town of Scituate

Budget 630 Recreation Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.630.0510.5110.0000.0000	REGULAR SALARIES	\$105,439.85	\$109,586.00	\$46,716.83	\$113,368.00	\$113,368.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: Jennifer Vitelli	\$48,059.00		Co-Director				
	Description: Maura Glancy	\$65,309.00		Co-Director				
	Column Total:	\$113,368.00	\$2,350.00	\$1,100.00	\$2,400.00	\$2,400.00		
001.630.0510.5130.0000.0000	LONGEVITY	\$2,050.00						
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: Jennifer Vitelli	\$1,300.00		Co-Director				
	Description: Maura Glancy	\$1,100.00		Co-Director				
	Column Total:	\$2,400.00	\$20,233.00	\$8,719.36	\$21,063.00	\$21,063.00		
001.630.0510.5180.0000.0000	PART-TIME SALARIES	\$19,083.00						
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: Paul Sharry	\$21,063.00		Clerk/bookkeepe				
	Column Total:	\$21,063.00	\$1,298.00	\$495.53	\$1,345.00	\$1,345.00		
001.630.0510.5191.0000.0000	OTHER SALARIES	\$1,049.56						
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: one percent	\$1,345.00		Co-Directors/Ci				
	Column Total:	\$1,345.00	\$133,467.00	\$57,031.72	\$138,176.00	\$138,176.00		
SCHEDULE: PERSONAL SERVICES - 0510		\$127,622.41						
001.630.0520.5311.0000.0000	SUPPORT SERVICES	\$82.08						
001.630.0520.5321.0000.0000	CONFERENCES/MEETINGS	\$300.00						
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: Conferences/Meetings	\$595.00						
	Column Total:	\$595.00						

Town of Scituate

Budget 630 Recreation Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.630.0520.5344.0000.0000	POSTAGE	\$316.55	\$400.00	\$120.76	\$400.00	\$0.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: Postage	\$400.00						
	Column Total:	\$400.00				\$100.00		
001.630.0520.5711.0000.0000	MILEAGE REIMBURSEMENT	\$188.84	\$100.00	\$0.00	\$100.00			
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: Mileage	\$100.00						
	Column Total:	\$100.00				\$695.00		
SCHEDULE: PURCHASE OF SERVICES - 0520		\$887.47	\$800.00	\$120.76	\$1,095.00			
001.630.0540.5420.0000.0000	OFFICE SUPPLIES	\$0.00	\$150.00	\$146.61	\$150.00			
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: Office Supplies	\$150.00						
	Column Total:	\$150.00				\$100.00		
001.630.0540.5451.0000.0000	CLEANING SUPPLIES	\$208.99	\$100.00	\$0.00	\$100.00			
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: Cleaning Supplies	\$100.00						
	Column Total:	\$208.99				\$250.00		
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$208.99	\$250.00	\$146.61	\$250.00			
001.630.0580.5851.0000.0000	EQUIPMENT	\$1,021.88	\$500.00	\$0.00	\$0.00			
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: EQUIPMENT	\$0.00						
	Column Total:	\$1,021.88				\$0.00		
SCHEDULE: CAPITAL OUTLAY - 0580		\$1,021.88	\$500.00	\$0.00	\$0.00			

Town of Scituate

Budget 630 Recreation Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Town Selectman	FY17 Board of	FY17 Advisory Committee
Grand Total:	\$129,740.75	\$135,017.00	\$57,299.09	\$139,521.00				\$139,121.00

End of Report

Updated 11-10-2015

TOWN OF SCITUATE FY 2017 PERSONAL SERVICES

Department: 630 RECREATION

REGULAR SALARY COMPUTATION:

<u>POSITION TITLE/Incumbents</u>	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Per Employee	Total	Holiday	Sick Leave Buy Back	Longevity	Salary Total
<u>RECREATION CO-DIRECTORS</u> Jennifer McCormack Vitelli	1-June-92	AMP 5	8		20	\$920.68	52.2	\$48,059				\$1,300	\$49,359
Maura Glancy	31-Oct-05	AMP 5	4		30	\$1,251.13	52.2	\$65,309				\$1,100	\$66,409
<u>ASSISTANT</u> Vacant		Tosca A-7	2		30								
<u>CLERK/BOOKKEEPER</u> Paul Sharry	01-Jul-14	A-6	3	20.43	19.75	\$403.49	52.2	\$21,063				\$0	\$21,063
									TOTAL	\$0	\$0	\$2,400	\$136,832

PERSONAL SERVICES COMPUTATIONS:

<u>POSITION TITLE</u>	Positions #	Reg Salary 5110	Overtime 5120	Longevity 5130	Part-time 5180	Seasonal 5190	Holiday	Other 5191	TOTAL
RECREATION CO-DIRECTORS	2	\$113,369		\$2,400					\$1,134 \$116,903
ASSISTANT	0			\$0					\$0
CLERK/BOOKKEEPER	0.56			\$0	\$21,063				\$211 \$21,274
TOTALS	2.56	\$113,369	\$0	\$2,400	\$21,063	\$0	\$0	\$0	\$1,345 \$138,177

Town of Scituate

Beach Revolving Budget-Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Town Selectman	FY17 Board of	FY17 Advisory Committee
022.123.2205.5100.0000.0000	Beach Sitter Revolving-Pers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
022.123.2205.5120.0000.0000	Overtime-Trash pickup	\$16,189.69	\$14,300.00	\$14,097.32	\$16,300.00	\$16,300.00	\$16,300.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.					
Description: Overtime-Trash pickup		\$16,300.00							
Column Total:		\$16,300.00							
022.123.2205.5170.0000.0000	Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
022.123.2205.5190.0000.0000	Seasonal Salaries	\$102,529.46	\$164,300.00	\$139,139.22	\$164,300.00	\$165,275.00	\$165,275.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.					
Description: Seasonal Salaries		\$164,300.00							
Column Total:		\$164,300.00							
022.123.2205.5191.0000.0000	Parking Enforcement	\$2,189.63	\$7,500.00	\$12,526.88	\$12,500.00	\$12,500.00	\$12,500.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.					
Description: Parking Enforcement		\$12,500.00							
Column Total:		\$12,500.00							
022.123.2205.5308.0000.0000	Training	\$3,000.00	\$4,000.00	\$0.00	\$4,515.00	\$4,515.00	\$4,515.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.					
Description: Entire Lifeguard Staff (interdept. training)		\$2,000.00							
Description: First Aid & CPR training and materials		\$1,315.00							
Description: Head Guard Leadership Training		\$1,000.00							
Description: Pool Rental		\$200.00							
Column Total:		\$4,515.00							
022.123.2205.5309.0000.0000	Technical Services	\$0.00	\$700.00	\$0.00	\$700.00	\$700.00	\$200.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.					
Description: Annual maintenance for beach sticker program		\$700.00							
Column Total:		\$700.00							

Town of Scituate

Beach Revolving Budget-Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
022.123.2205.5311.0000.0000 Support Services	\$20,513.92	\$10,500.00	\$5,169.73	\$10,525.00	\$10,525.00	\$10,525.00	

Column: [FY17DeptRequest]

FTE Position Desc.

Description	Budget
Description: orange trash bags	\$10,000.00
Description: replacement AED batteries	\$150.00
Description: replacement AED pads	\$375.00
Column Total:	\$10,525.00

022.123.2205.5312.0000.0000 Environmental Testing

Column: [FY17DeptRequest]

FTE Position Desc.

Description	Budget
Description: Environmental Testing	\$2,500.00
Column Total:	\$2,500.00

022.123.2205.5314.0000.0000 Portable Sanitation

Column: [FY17DeptRequest]

FTE Position Desc.

Description	Budget
Description: Portable Sanitation	\$10,000.00
Column Total:	\$10,000.00

022.123.2205.5315.0000.0000 Storage Services

Column: [FY17DeptRequest]

FTE Position Desc.

Description	Budget
Description: Storage Services	\$1,800.00
Column Total:	\$1,800.00

022.123.2205.5344.0000.0000 Postage and printing

Column: [FY17DeptRequest]

FTE Position Desc.

Description	Budget
Description: Postage and printing	\$2,300.00
Column Total:	\$2,300.00

Town of Scituate

Beach Revolving Budget-Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
022.123.2205.5423.0000.0000 Lifeguard Supplies	\$4,397.17	\$2,175.00	\$1,357.80	\$2,175.00		\$2,175.00	

Column: [FY17DeptRequest]

Description: Lifeguard Supplies

Description: Lifeguard Supplies

Column Total:

022.123.2205.5581.0000.0000 Clothing

Column: [FY17DeptRequest]

Description: Lifeguard Uniform

Column Total:

022.123.2205.5700.0000.0000 Beach Sticker Revolving-Othe

022.123.2205.5711.0000.0000 Mileage reimbursement

Column: [FY17DeptRequest]

Description: mileage for daily rounds

Column Total:

022.123.2205.5799.0000.0000 Prior Year Encumbrances

022.123.2205.5851.0000.0000 Equipment

Column: [FY17DeptRequest]

Description: Board of Health Signage

Description: Move antenna from SHS to Jenkins

Description: replacement Lifeguard boundary flags

Description: rescue board

Description: rules and regulations beach signs

Description: Seaweed Removal

Column Total:

Budget

\$0.00

\$2,175.00

\$2,175.00

\$3,605.48

\$3,000.00

\$3,844.00

\$0.00

\$787.30

Budget

\$975.00

\$975.00

\$0.00

\$3,552.63

Budget

\$200.00

\$500.00

\$600.00

\$1,000.00

\$600.00

\$20,000.00

\$22,900.00

FTE

\$0.00

\$3,844.00

FTE

\$0.00

\$12,355.44

FTE

\$775.00

\$0.00

\$22,000.00

FTE

\$1,671.40

\$22,900.00

\$20,000.00

\$20,000.00

Town of Scituate

Beach Revolving Budget-Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
022.123.2205.5890.0000.0000	Parking lot improvements	\$102,506.46	\$10,000.00	\$46,727.60	\$10,000.00	\$10,000.00		

Column: [FY17DeptRequest]

FTE Position Desc.

Description: Canopy Benches for Beach Parking Lots

Column Total:

Grand Total:

\$269,510.54

\$260,050.00

\$241,462.01

\$265,334.00

\$261,835.00

End of Report

TOWN OF SCITUATE FY 2017 PERSONAL SERVICES

Department: Beach Revolving Fund

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Total Per Employee	Travel Stipend	Longevity	Salary Total
<u>LIFEGUARDS</u>										# of positions	
Director				21.50	36	\$774.00	11	\$8,742		1	\$8,742
Assistant Director				19.00	16	\$304.00	10	\$3,040		1	\$3,040
Head Guards				15.75	32	\$504.00	10	\$5,040		6	\$30,240
Alt Head Guards				15.75	12	\$189.00	10	\$1,890		6	\$11,340
Alt Veterans Guards				13.50	20	\$270.00	10	\$2,700		6	\$16,200
Veteran Guards				13.50	32	\$432.00	10	\$4,320		15	\$64,738
Starting Guards				12.50	32	\$400.00	10	\$4,000		6	\$24,000
Starting Guards				12.50	24	\$300.00	10	\$3,000		2	\$6,000
TOTAL									\$975	43	\$164,300

PARKING ENFORCEMENT

OVERTIME TRASH PICK-UP

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Seasonal	Trash Pickup	Sticker Clerk	Parking Enf	Travel	TOTAL
DIRECTOR, LIFEGUARDS	1	\$8,742					\$8,742
ASST. DIRECTOR, LIFEGUARDS	1	\$3,040					\$3,040
LIFEGUARDS	41	\$152,518					\$152,518
<u>PARKING ENFORCEMENT</u>					\$12,500		\$12,500
<u>OVERTIME TRASH PICK-UP</u>			\$16,300				\$16,300
Total	43	\$164,300	\$16,300	\$0	\$12,500	\$975	\$194,075

\$ 12,500

\$16,300

TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: BEAUTIFICATION COMMISSION 650

MISSION STATEMENT:

To enhance the beauty of Scituate through planting and maintaining selected public spaces using community resources.

FY 2017 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS:

1. Sustain Scituate's twelve railroad-crossing islands with their attractive plantings.
 - Keep maintenance labor costs low through the competitive bidding process.
 - Foster healthy, resistant plants by spraying pests and fertilizing, thereby reducing replanting costs.
 - Continue to provide color and visual interest with annuals and other plants.
 - Coordinate with DPW to have the Town's Summer Interns water plantings.

2. Realize our mission by continuing to:
 - Provide annuals and perennials for our Merchant Flower Program and Adopt-a-Lot Program.
 - Renovate and/or replace plantings in Adopt-a-Lots as needs are identified.
 - Provide support to our Volunteer Caretakers via a newsletter, highlighting their gardening successes, answering questions and offering helpful information.
 - Provide advice and support to Merchant participants.
 - Provide advice and support to occupants of Town buildings who wish to improve the appearance of their buildings and grounds with trees, shrubs or beds.
 - Maintain the traffic islands that are unsafe for volunteers or do not have Caretakers by using a professional landscape firm, selected through the bidding process.

3. Further our mission by increasing Merchant participation in the Merchant Flowers Programs.
 - Extend our Merchant Program to include Greenbush Commercial district.
 - Work with the Scituate Harbor Merchants to ensure plantings are in compliance with State and Federal regulations for traffic safety and accessibility for people with disabilities.
 - Give recognition to Merchants who participate in our Flower Program by posting photos of outstanding displays on our website and facebook page.

4. Expand our mission to include elimination of trash and litter from streets, roadways and beaches.
 - Identify a member(s) of the Commission who will work with schools to foster anti-litter attitudes in students.
 - Continue to organize Ship Shape Day (SSD) for a Town-wide cleanup in the spring.
 - Continue cooperation with Sustainable Scituate on SSD to publicize our focus on recycling and to educate volunteers about proper sorting for recycling.
 - Work with DPW Transfer Station employees to verify that recyclables have been correctly sorted.

5. Continue recruitment efforts to establish pool of volunteers to be Adopt-a-Lot Caretakers, to occasionally assist Caretakers, and to serve on the Commission.
 - Distribute SBC Brochure at appropriate venues.
 - Publicize Beautification's accomplishments and opportunities on our Web page and facebook.
 - Network with Caretakers through the newsletter, informing them about the work of the Commission and volunteer opportunities.
 - Create signage in the lobby of Town Hall to attract volunteers.
6. Raise awareness of invasive Japanese Knotweed and other invasive plants in the local area.
 - Use Beautification website to educate the public about this problem plants and methods of eradicating it.
 - Disseminate information at local nurseries, Ship Shape Day and other appropriate venues.
7. Plant at least one tree every year to help maintain our "Tree City" designation.
 - Consult with local resources about locations where trees are needed.
 - Get commitment from DPW-Buildings and Grounds personnel to keep new trees watered for a year.
8. Appropriately identify all Adopt-a-Lots under Beautification's authority.
 - Survey islands to identify which signs are missing or are unsightly and need to be replaced.
 - Replace signs on Railroad Crossing Islands that incorrectly identify them as Adopt-a-Lots.
 - Purchase and install signs as needed.
9. Recognize the 50th anniversary of Ship Shape Day.
 - Establish a committee to decide how the event will be recognized.
 - Set aside funds for signage, paraphernalia, etc. celebrating the anniversary, as decided by the Commission.
10. Encourage planting of native trees in Scituate.
 - Make a list of native and desirable trees for our region.
 - Educate the community about the importance of native trees to wildlife on the web page and facebook postings.
 - Write to the Planning Board requesting that they require only native trees be planted in new developments and that there be diversification in the species of trees selected.

MAJOR BUDGET COMPONENTS

We are requesting \$21,000 in the FY 2016-2017 Budget. This is an increase of \$1,000 over last year's budget. We will be recreating our popular Adopt-a-Lot at the Library when it is finished and will be repairing the brook side garden along the Harborwalk, now that the knotweed eradication is complete. We are also receiving requests to enhance the entrances to Town buildings, which complies with our mission.

- 37.5% - Plants, both annuals and perennials, and related landscape supplies such as potting soil and soil amendments for Merchant Flower Programs in Harbor and North Scituate commercial areas and Adopt-a-Lot Program for which volunteers provide labor, as well as 6 other traffic islands and 12 Railroad Crossing islands, which are maintained by a professional landscaper.
- 44% - Labor cost for professional landscape firm to maintain 6 highly visible "gateway" islands, which traffic volume has rendered unsafe for volunteers, twelve Railroad Crossing islands, also unsafe for volunteers, and other islands in our program for which there are currently no volunteers. Also one-time labor costs for tree, shrub and/or replanting projects.
- 11% - Ship Shape Day costs for replenishing SSD trash bags. Supply should be sufficient for 5-6 years.

FY 2017 RISKS AND CHALLENGES

- It is a constant challenge to attract volunteers to be Caretakers, Caretaker Helpers and to serve on the Commission.
- Significant increases in costs for landscaping supplies will impact the amounts of materials and plants we can afford to accomplish our mission. Increases in the cost of heating oil and gas, for example, affect the prices our growers and service providers pass on to us.
- Our labor costs are highly variable, depending on weather conditions through the summer and the number of volunteers who participate as Caretakers. Ideal growing conditions and/or loss of volunteers could result in much higher labor costs.
- Changing climate and weather patterns will affect our herbaceous material in ways we can't always foretell. It will be a challenge to adapt our plantings and soil and pest management so that we continue to have great looking gardens when we don't know what problems we will face next summer.
- As the sea level rises and storms worsen, flooding will increasingly impact some of our Harbor Adopt-a-Lot locations. Costs for replacement and restoration of these gardens cannot be estimated.

DEPARTMENTAL ACCOMPLISHMENTS

Maintained 30 Adopt-a-Lots and 6 traffic islands around Town in beautiful, colorful condition with the help of 28 Volunteer Caretakers of record.

Completed renovation of Egypt Beach parking lot Adopt-a-Lot, one of the original islands in the Adopt-a-Lot Program..

Worked with a professional to maintain islands that do not have Caretakers and replaced dead shrubs in ~~one~~ *some* of these.

Wrote, advertised and awarded a contract for maintenance of 12 large railroad crossing islands.

Provided the community and visitors with stunning displays of annuals and perennials at the Railroad Crossings.

Continued our Merchant Flowers Program in North Scituate and the Harbor, increasing participation to 66 merchants, which are 8 more than last year.

Once again, we enjoyed outstanding participation from the community on Ship Shape Day.

We resupplied SSD bags for the next few years. The new orange bags are now printed with a list of appropriate recyclables that go inside. We also provided reflective safety vests to our volunteers along with grabbers, which we offer for a refundable deposit.

Continued process of eradication of invasive knotweed in one of our former Adopt-a-Lot locations along Satuit Brook by hiring a specialist. Next spring we expect to find the eradication has been successful.

Held an impromptu sale of plants from the Library Adopt-a-Lot, which is being dismantled due to construction of the Library addition. Funds raised from the sale will be used to plant a new Adopt-a-Lot when construction is completed.

Worked with Scituate High School students in the Interact Club to clean up and plant the Adopt-a-Lot at the High School entrance sign.

Consulted with the Senior Center, Widow's Walk Golf course and Sewer Department about plantings to improve the appearance of these properties.

Added the new email address for Beautification to our brochures by purchasing and applying adhesive labels.

**FY 17 TOWN ADMINISTRATOR RECOMMENDED OPERATING BUDGET
ADDITIONAL NOTES**

DEPARTMENT: Beautification Commission

REQUEST: Budgetary increase of \$1,000 over FY 17.

TA RECOMMENDATION: The above request in the amount of \$500 has been recommended by the Town Administrator for FY 17

RATIONALE: The Beautification Commission's fine work is a benefit to all citizens and this request is supported as much as possible in this very tight budget.

Town of Scituate

Budget-650 Beautification Commission Detail

Fiscal Year: 2015-2016 Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017 Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.650.0540.5425.0000.0000	PRINTING & FORMS	\$227.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
001.650.0540.5462.0000.0000	LANDSCAPING SUPPLIES	\$18,514.78	\$20,000.00	\$5,252.00	\$21,000.00	\$20,500.00	\$20,500.00	\$20,500.00
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: LANDSCAPING SUPPLIES		\$21,000.00						
Column Total:		\$21,000.00						
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$18,741.98	\$20,000.00	\$5,252.00	\$21,000.00	\$20,500.00	\$20,500.00	\$20,500.00
Grand Total:		\$18,741.98	\$20,000.00	\$5,252.00	\$21,000.00	\$20,500.00	\$20,500.00	\$20,500.00

End of Report



THE SCITUATE HISTORICAL SOCIETY

KATHLEEN LAIDLAW HISTORICAL CENTER

P.O. Box 276

SCITUATE, MA 02066

781-545-1083

November 24, 2014

Ms. Patricia Vinchesi, Town Administrator
Scituate Town Hall
600 Chief Justice Cushing Highway
Scituate, MA 02066

Dear Ms. Vinchesi,

Attached is our budget request for fiscal year 2017 for Historical Buildings line #691.

Included again this year in the budget is compensation for oversight services. We have kept close track of oversight time spent so far in FY 2016. We based the FY 2016 request on four hours per week. It is clear that the actual time spent will be approximately 4.5 hours per week so we have increased the budget request to \$3,744.00 for FY 2017.

Also included in the FY 2017 budget request is a line item for rental of the GAR Hall by town hall boards and committees. The Society has allowed town hall boards and committees as well as some other town groups to use the hall without any rental payment since the hall reopened in 2008. For example, the Advisory Committee is using the hall once a week throughout the year. The Society is running a large deficit every year at that building and must find a way to break even on operations there.

One other concern we have is the Maintenance of Buildings line. While there are rental accounts at the Lighthouse and Mann House, there is no income stream from the Cudworth House, Massachusetts Humane Society Boathouse, Lawson Tower, and the Lawson Gates. We need to find a way to be able to use that money for repairs at those buildings as well.

A breakdown of the budget request is as follows:

Electricity	\$2,000.00
Natural gas	\$1,500.00
Telephone for alarm systems	\$1,850.00
Maintenance of buildings	\$5,800.00
Scituate Historical Society compensation for oversight services	\$3,744.00
<u>Rental of the GAR Hall by town boards and committees</u>	<u>\$6,000.00</u>

Total request: \$20,894.00

Sincerely,

David Ball, President Scituate Historical Society

TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: HISTORICAL BUILDINGS #691

MISSION STATEMENT

A municipality is judged in good part by how well its historical properties are maintained. Scituate has eight town-owned historical structures: Cudworth House (1797), Scituate Lighthouse (1811), Mann Farmhouse (1825), Massachusetts Humane Boathouse (1896), Lawson Tower (1902), Lawson Gates (1902). And the Bates House circa 1665 acquired with CPC funds in May of 2011.

Our mission is to maintain these important structures for future generations and to provide educational opportunities at these properties so the public has a good understanding of the role these buildings played in the development and history of the town.

FY/2017 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

The Scituate Historical Society oversees the operation and maintenance needs of the seven town-owned historical properties.

At the request of the Scituate Historical Society, the 1968 Annual Town Meeting gave custody and administration of Scituate Lighthouse to the Society. The Town also gave custody and administration of the Lawson Gates to the Society at the 1972 Town Meeting. When the Bates House was acquired by the town, agreements were signed essentially giving the Society oversight of the house similar to the arrangement for the Lighthouse. The Society set aside \$25,000 for maintenance and other costs. When the life estate tenant leaves the property, the Society will collect rents from the new tenant and will pay for routine maintenance and other costs. The Scituate Historical Society has not requested formal control of the other sites, but we act on the town's behalf overseeing the other town-owned historical sites.

Our goal continues to ensure that all town-owned sites are well maintained and can be enjoyed by the public. Because all of these properties are at least one hundred years old, they require constant attention.

MAJOR BUDGET COMPONENTS

A large part of this budget involves Purchase of Services (POS)...POS expenditures are telephone / alarm systems at Lawson Tower, Cudworth House, and Mann House; electricity at these same sites; and natural gas at the Cudworth House and Mann House. Also included in POS is oversight of buildings and maintenance and tour planning and tours.

In FY 2016 we requested \$3,328.00 for oversight of town owned historical buildings and that was included in that budget. This year we have increased that amount slightly to \$3,500.00. Additionally we are requesting \$6,000.00 for rental of the GAR Hall. The Scituate Historical Society has allowed many town boards to use the hall without charge, but cannot do so for FY 2017 due to skyrocketing operating costs for that building.

We attempt to anticipate one to five years in advance what repairs or upgrades might be needed at the different sites. A long term example of this foresight would be at the Bates House where upgrades will be needed to the kitchen when the current life tenant leaves the house. A short term example would be the restoration of the solar lighting system installed at Lawson Tower through town developed grants that were damaged in the January 2015 winter storm. A great number of volunteer hours have been spent on the lighting at Lawson tower without resolution of the lighting problem.

The Lighthouse Rental Account and the Mann House Rental Account are used to fund the majority of repairs at those two buildings. There is no tenant at the Cudwoth House so all repairs must come from the town. The same is true for Lawson Tower and the Lawson Gates.

FY 17 RISKS AND CHALLENGES

If there is not adequate funding to maintain the town's historic properties, small problems will escalate to major problems.

The town has spent a large sum of money in recent years at Lawson Tower. The main issue there is that the bells need to be inspected on a regular basis due to the salt air. Presently that is being done once a year. The most recent inspection found the bells and ringing system to be in good condition. Also, we will need to pay for an electrician to repair the exterior lighting system at the tower.

Scituate Lighthouse: The Lighthouse Rental Account should be able to handle ordinary repairs required there. The balance in the rental account as of November 18, 2015 is \$52,600.33.

Mann House: The balance in the Mann House Rental Account as of November 18, 2015 is \$8,819.96. There are adequate funds in the Mann House Rental account to handle repairs there.

Cudworth House and Lawson Gates: We continue to monitor the condition of the house. At this time the house is in good condition. There are several small repairs and maintenance issues that will be addressed in FY 2017. For several of the buildings we have a pest control company periodically check for termites and other vermin. That will continue in FY 2017

DEPARTMENTAL ACCOMPLISHMENTS

All four Scituate elementary schools visited our sites. Some schools visited several sites. Other school districts have also visited historical sites in town this past year. We have also had out of town adult tours visit town owned historical sites this year. When these groups come to town they are very impressed with the historical sites and heritage we have and they spend money here which of course helps the local economy.

Eight windows have been replaced at the Lighthouse Keeper's Cottage and the bulkhead has been repaired. Repairs have been made to the heating system at the Bates House, and smaller repairs have been made at the Cudworth House.

During this Fiscal Year, an evaluation of the Lighthouse Lantern Room was conducted with CPC funds. The total amount of funds available for that evaluation was \$14,700.00. The Scituate Historical Society is always trying to stretch dollars as far as possible. We were able to get that evaluation done for just over \$500.00 and the balance of that appropriation will be returned to the town.

CPC funds were also appropriated this year for major work at the Old Oaken Bucket House. Phase 1 of that work was completed this fall. Work will continue there in 2016.

Another CPC project is the restoration of the Cushing Shay. This shay dates back to around 1750 and is presently undergoing a major restoration. We anticipate the shay will be returned this December. The Lafayette carriage, used by General Lafayette during his visit to the United States, will then be taken by the same restoration company for a full restoration. We anticipate that work will be completed in the late spring of 2016.

**FY 17 TOWN ADMINISTRATOR RECOMMENDED OPERATING BUDGET
ADDITIONAL NOTES**

DEPARTMENT: Historical Society

REQUEST: The Historical Society has requested \$6,000 to be paid rental costs for use of its buildings for town board and committee meetings.

TA RECOMMENDATION: The above request has not been recommended for FY 17 by the Town Administrator.

RATIONALE:

1. The Town has appropriated significant taxpayer funds through CPC for the rehabilitation and repair of Historical Society buildings and should not have to further appropriate tax dollars to use them, which has not occurred in the past.
2. The Town budget has recognized the good work of the Historical Society in previous budgets as outlined below:

	Historical		
	Budget	Expended	%
FY16 YTD	\$ 13,000.00	\$ 3,684.67	28.3%
FY15	\$ 11,350.00	\$ 3,711.01	32.7%
FY14	\$ 10,350.00	\$ 5,002.49	48.3%
FY13	\$ 10,350.00	\$ 8,920.87	86.2%
FY12	\$ 6,700.00	\$ 4,898.46	73.1%
FY11	\$ 6,500.00	\$ 4,193.49	64.5%
FY10	\$ 6,000.00	\$ 5,999.31	100.0%

*7 bldgs
no other town in
the state*

DESCRIPTION OF REVENUE	YTD				Comments
	FY/14	FY/15	FY/16 YTD	FY/17 Request	
	\$10,350	\$15,900	\$6,500	\$20,894	

Town of Scituate

Budget-691 Historical Buildings Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 12/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
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001.691.0520.5211.0000.0000	ELECTRICITY	\$1,319.30	\$1,500.00	\$624.50	\$2,000.00	\$1,500.00	\$1,500.00	\$1,500.00
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: Electricity		\$2,000.00						
Column Total:		\$2,000.00						
001.691.0520.5213.0000.0000	NATURAL GAS	\$428.42	\$900.00	\$226.96	\$1,500.00	\$900.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: Natural Gas		\$1,500.00						
Column Total:		\$1,500.00						
001.691.0520.5242.0000.0000	REPAIR/MAINT PROPI/EQ	\$982.00	\$8,700.00	\$2,092.00	\$9,544.00	\$9,544.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: Compensation for oversight services		\$3,744.00						
Description: Maintenance of buildings		\$5,800.00						
Column Total:		\$9,544.00						
001.691.0520.5341.0000.0000	TELEPHONE	\$1,041.29	\$1,900.00	\$886.12	\$1,850.00	\$1,800.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: Telephone for the alarm systems		\$1,850.00						
Column Total:		\$1,850.00						
SCHEDULE: PURCHASE OF SERVICES - 0520		\$3,771.01	\$13,000.00	\$3,829.58	\$14,894.00	\$13,744.00		
Grand Total:		\$3,771.01	\$13,000.00	\$3,829.58	\$14,894.00	\$13,744.00		

End of Report

720 DEBT & INTEREST

720 Debt & Interest

900 EMPLOYEE BENEFITS

910 Non-Contributory Pensions
911 Plymouth County Retirement
912 Workers Compensation
913 Unemployment Insurance
914 Contributory Group Insurance
916 Federal Taxes

TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: #720 Debt

MISSION STATEMENT:

The Treasurer/Collector is responsible for coordinating all Town borrowing for both the tax supported and five self-supporting Enterprise Funds (golf, sewer, transfer, water, and waterways). This includes the various short-term, and long-term debt plan options for existing, and proposed borrowings, (e.g. bond anticipation notes (BAN's); general obligation bonds; Massachusetts Clean Water Trust (formerly MWPAT) interim short-term, and long-term bonds; and interfund advance borrowings). The Treasurer/Collector works closely with the Town's financial advisor, and bond counsel to implement borrowing for departments in compliance with Massachusetts General Law with the assistance of the Town Clerk, Board of Selectmen, Town Administrator, and the Finance Director/Town Accountant to fulfill requirements of that role properly.

FY 2017 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

Goal 1:

Continue to collaborate with the Town's financial advisor to obtain best borrowing rates for the Town.

Goal 2:

Provide timely funding needed by town departments for debt projects and maintain sufficient cash flow.

Goal 3:

Maintain the Town's positive bond rating and outlook.

MAJOR BUDGET COMPONENTS

For FY17, the total existing debt-excluded and tax-supported debt is \$7,715,806 while the total revenue-supported Enterprise Fund debt is \$4,803,099

General Fund Debt Includes:

Tax-Supported Non-Exempt Debt of \$1,403,844 (principal and interest)

Tax-Supported Exempt Debt of \$6,174,162 (principal and interest)

Projected Tax-Supported Debt of \$137,800 (principal and interest)

Five Enterprise Fund Debt Budgets: (found within department budgets submitted as follows)

Sewer \$2,214,731 (incl. \$12,500 in Projected Debt)

Water \$1,713,632

Transfer Station \$66,807

Waterways \$425,429

Widows Walk \$382,500 (last year)

FY 2017 RISKS AND CHALLENGES

The debt plan is a comprehensive summary of existing debt service as well as debt service projections for future borrowing. When reviewing the future borrowing needs, the Town plans to take advantage of the decline in debt service costs over the next several years before issuing additional long term debt. Increases in this line item will continue and the financial policies direct that the amount rolling off for debt stay within the debt service line item to fund other much needed capital. It is a challenging task to foresee the proper timing of borrowing throughout the fiscal years based on multiple conversations with relevant department heads, construction cash flows, project permitting approvals, proper weather conditions, additional grant sources, IRS arbitrage spending benchmarks and the costs of issuing such debt. The Town will continue to strive to consolidate future capital projects into larger, less frequent bond issues in order to save on issuance costs. The amortization schedule for each project is constrained by Massachusetts General Laws as the borrowing cannot exceed the useful life of each capital project. It is the Town's intention to issue BANs (short term financing) for new projects until the existing debt service payments have declined so that the overall debt service impact on taxpayers remains constant or level.

DEPARTMENTAL ACCOMPLISHMENTS

The Town continues to be able to borrow at very low interest rates and maintain a strong financial performance. Despite difficult economic times, the Town's bond rating of AA+ from Standard and Poor's was confirmed in June 2015 prior the town's largest bond sale of \$86M which provided permanent financing for the library renovation, middle school, public safety complex. These projects were voted exempt from the limitations of Proposition 2 ½. The bond also included Phase I & II of the water pipe project. The water related debt service will be supported by user fees. The Town accelerated the permanent financing of these projects to take advantage of the prevailing historic low interest rate environment to save interest costs over the life of the bonds. The bond issue is amortized over 25 years at a weighted average interest rate of 3.34%. The Town received a \$7.2M premium which was used to fund the costs of issuance \$191,950, pay down debt excluded projects \$\$5.085M and refunded debt excluded project \$595K, \$1.1M to the water enterprise fund and the balance to the general fund. The Town also refunded a September 2005 \$10M bond for the Jenkins School construction and High School improvements, resulting in \$481K savings over the remainder life of the bond.

FY17 Debt Per CIP

	<u>TOTAL</u>	<u>Principal & Interest</u>
General Fund Debt	7,715,806	
Tax Supported Non-Exempt Debt		1,403,844
Tax Supported Exempt Debt		6,174,162
Projected Tax-Supported Debt (inc BAN Interest)		137,800
Sewer Enterprise Debt	2,214,731	
Sewer Enterprise Debt (inc Admin Fees)		2,202,231
Projected Debt (BAN Interest)		12,500
Water Enterprise Debt	1,713,632	
Water Enterprise Debt		1,713,632
Transfer Station Enterprise Debt	66,807	
Transfer Station Enterprise Debt		66,807
Waterways Enterprise Debt	425,429	
Waterways Enterprise Debt		425,429
Widows Walk Enterprise Debt	382,500	
Widows Walk Enterprise Debt (last yr)		382,500
Total Actual and Projected Net Debt	<u>12,518,905</u>	

Town of Scituate

Budget-720 Debt Detail

Fiscal Year: 2015-2016

Print accounts with zero balance
 Round to whole dollars
 Account on new page

From Date: 7/1/2016 To Date: 12/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.720.0590.5910.0000.0000	PRINCIPAL ON LONG-TERM	\$1,581,855.54	\$4,459,856.00	\$3,859,855.54	\$4,392,767.00	\$4,392,767.00		
Column: [FY17DeptRequest]	Budget		FTE	Position Desc.				
	Description: Exempt Debt	\$3,216,856.00						
	Description: Non-Exempt Debt	\$1,135,000.00						
	Description: Projected Debt	\$40,911.00						
	Column Total:	\$4,392,767.00						
001.720.0590.5915.0000.0000	INTEREST ON LONG-TERM	\$517,450.00	\$2,464,612.00	\$804,574.61	\$3,323,039.00	\$3,245,039.00		
Column: [FY17DeptRequest]	Budget		FTE	Position Desc.				
	Description: BAN Interest	\$78,000.00						
	Description: Exempt Debt	\$2,957,306.00						
	Description: Non-Exempt Debt	\$268,844.00						
	Description: Projected Debt	\$18,889.00						
	Column Total:	\$3,323,039.00						
001.720.0590.5925.0000.0000	INTEREST ON SHORT-TERM	\$16,025.04	\$25,000.00	\$0.00	\$0.00	\$78,000.00		
001.720.0590.5930.0000.0000	CERTIFICATION OF NOTES	\$55.50	\$0.00	\$0.00	\$0.00	\$0.00		
SCHEDULE: DEBT - 0590		\$2,115,386.08	\$6,949,468.00	\$4,664,430.15	\$7,715,806.00	\$7,715,806.00		
Grand Total:		\$2,115,386.08	\$6,949,468.00	\$4,664,430.15	\$7,715,806.00	\$7,715,806.00		

End of Report

TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: #910 Non-Contributory Pension

MISSION STATEMENT:

This budget represents the funding of retirement benefits for those employees whose service began prior to the establishment of the current Plymouth County Retirement contributory system. The Commonwealth reimburses the Town for past cost of living (COLA) adjustments granted through the year 1999. Currently, there is only one remaining individual receiving the pension benefit.

MAJOR BUDGET COMPONENTS

The COLA base for FY17 is \$14,000 for retirees with a 3% increase.

Town of Scituate

Budget-910 Non-Contributory Pensions Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016

To Date: 12/30/2017

Print accounts with zero balance

Round to whole dollars

Account on new page

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.910.0512.5179.0000.0000	NON-CONTRIBUTORY PENS	\$26,229.84	\$26,620.00	\$11,091.60	\$27,040.00	\$27,040.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: NON-CONTRIBUTORY PENSIONS		\$27,040.00						
Column Total:		\$26,229.84	\$26,620.00	\$11,091.60	\$27,040.00	\$27,040.00		
SCHEDULE: PENSION - 0512		\$26,229.84	\$26,620.00	\$11,091.60	\$27,040.00	\$27,040.00		
Grand Total:								

End of Report

TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: #911 Plymouth County Retirement

MISSION STATEMENT:

Plymouth County Retirement (PCR) bills the Town annually for its share of its fiscal year appropriation. Scituate's FY17 assessment is 6.71% of the total PCR assessment.

MAJOR BUDGET COMPONENTS

Scituate's assessment has increased 5.6% over the FY16 assessment. This fund pays for the retirement benefits of current Town and School retirees, and contributes to the unfunded liability of the Retirement System. FY15 marks the first year the revised mortality tables were reflected in each community's rate. The Town takes advantage of the savings benefit by paying an annual July assessment rather than the higher cost of the semi-annual payment that includes interest. For FY17, the savings to the Town equals \$84,140.

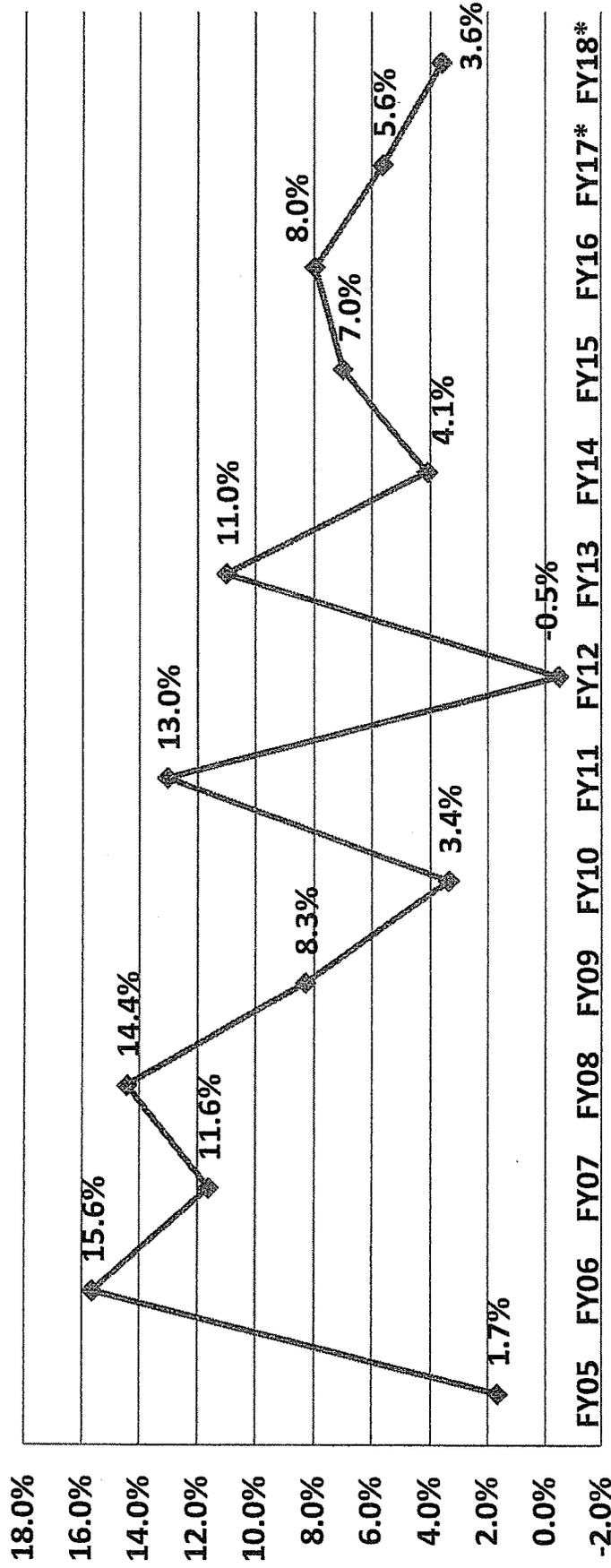
The FY17 Assessment was expected to increase by 8%. The unrecognized gains for the last two years created a net asset gain decreasing the FY17 Assessment.

The FY18 Assessment is expected to increase by 3.6%

FY 2017 RISKS AND CHALLENGES

The unfunded liability continues to grow. The challenge will be to absorb the expected increases over the next several years with any reduced local aid. Market conditions play a major role in recovering, and maintaining the fund's balance. Returns greater than 8% will be deferred; smoothing is hiding \$7.7M of additional gains as of 2015. Units expanding their payroll at a greater rate than the group, hiring older workers or hiring more Public Safety will see the largest increases in appropriation. The funding schedule currently calls for completion by 2031 (decreased from 2034). The lack of predictability and planning for the communities by the PCR Board is unacceptable.

Plymouth County Retirement Assessment Year to Year % Change



* Estimated

Scituate

Actuarial Valuation as of January 1, 2015

Participant Information

Participants	
Actives	398
Inactives	145
Retirees and Disableds	230
Total	<u>773</u>
Payroll	16,533,286
Average	41,541

Valuation Results

Normal Cost	
Employee	1,415,297
Employer	828,773
Administrative Expense	116,819
Total	<u>2,360,889</u>
Actuarial Accrued Liability	
Actives	41,388,632
Inactives	686,083
Retirees and Disableds	49,919,331
Total	<u>91,994,046</u>
Assets	\$53,666,734
Unfunded Actuarial Accrued Liability	\$38,327,312
Estimated FY17 Contribution - semiannual payments	\$4,457,791
Estimated FY17 Contribution - July payment	\$4,373,651
Estimated FY18 Contribution - semiannual payments	\$4,617,428
Estimated FY18 Contribution - July payment	\$4,530,275

12/1/2015
3:49 PM

PLYMOUTH COUNTY RETIREMENT ASSOCIATION
FY 2017 ASSESSMENT

12/1/2015
3:49 PM

UNIT	PERCENTAGE	PENSION FUND	2002 ERI	2003 ERI	2010 ERI	Military Ser Fund	TOTAL
County	4.88200%	3,289,163					3,289,163
Abington	3.62085%	2,414,183		25,300			2,439,483
Abington Housing	0.05146%	29,673		5,000			34,673
Acushnet, Marion, Roch Health	0.01895%	12,765					12,765
Bridgewater	4.82167%	3,144,913	103,600				3,248,513
Bridgewater Housing Authority	0.11588%	61,173	10,600	6,300			78,073
Bridgewater Raynham Regional	2.37956%	1,486,388	45,600	71,200			1,603,188
Carver	2.91192%	1,797,247	136,200			28,406	1,961,853
Carver Housing	0.02633%	17,736					17,736
Carver, Marion, Wareham Refuse	0.08133%	54,792					54,792
Duxbury	4.97221%	3,349,941					3,349,941
Duxbury Housing	0.03713%	25,013					25,013
East Bridgewater	3.54554%	2,388,744					2,388,744
E. Bridgewater Housing	0.06015%	34,323	6,200				40,523
Halifax	1.64959%	1,111,384					1,111,384
Halifax Housing	0.03588%	24,274					24,274
Hanover	4.48075%	3,018,828					3,018,828
Hanson	2.14371%	1,444,288					1,444,288
Hanson Housing	0.04252%	28,646					28,646
Kingston	3.09730%	2,072,872			13,882		2,086,754
Kingston Housing	0.00701%	4,724					4,724
Lakeville	1.43808%	968,881					968,881
Marion	1.42094%	957,334					957,334
Marshfield	8.09008%	5,450,547					5,450,547
Marshfield Housing	0.04979%	33,544					33,544
Mattapoisett	1.60963%	1,084,458					1,084,458
Mattapoisett Housing	0.02780%	18,730					18,730
Middleborough	9.04182%	6,073,867		17,900			6,091,767
Middleborough Housing	0.15519%	102,757	1,800				104,557
Norwell	3.53400%	2,380,972					2,380,972
Norwell Housing	0.03888%	26,194					26,194
Old Rochester Regional	0.89120%	600,427					600,427
Onset Fire	0.36260%	232,397	11,900				244,297
Pembroke	4.57919%	3,036,371		46,400		2,375	3,085,146
Pembroke Housing	0.11095%	74,753					74,753
Plymouth County Mosquito	0.29820%	179,109	21,800				200,909
Plymouth County Retirement	0.19976%	134,587					134,587
Plympton	0.71427%	464,029	17,200				481,229
Rochester	1.01213%	652,007	29,900				681,907
Rockland	5.47506%	3,606,523		82,200			3,688,723
Rockland Housing	0.07169%	48,297					48,297
Scituate	6.61656%	4,457,791					4,457,791
Scituate Housing	0.16039%	90,060	18,000				108,060
Silver Lake Regional	0.98493%	663,581					663,581
South Shore Regional School	0.49922%	336,343					336,343
South Shore Tri Town Dev	0.12018%	80,970					80,970
Wareham	5.44664%	3,456,291	168,300	42,100		2,888	3,669,579
Wareham Fire District	1.04653%	689,192	15,900				705,082
Wareham Housing	0.03522%	23,730					23,730
West Bridgewater	2.70486%	1,822,354					1,822,354
West Bridgewater Housing	0.01557%	10,490					10,490
Whitman	2.74251%	1,847,717					1,847,717
Whitman Hanson Regional	1.62712%	1,096,241					1,096,241
Whitman Housing	0.09699%	61,148	4,200				65,348
TOTALS	100.00000%	66,438,066	591,200	296,400	42,288	5,263	67,373,217
	100.19976%	66,438,066	591,200	296,400	42,288	5,263	67,373,217

Plymouth County Retirement

	<u>Town of Scituate</u>	<u>% of Increase</u>
FY 15 Contribution	\$ 3,836,129.00	
FY 16 Contribution	\$ 4,141,767.00	7.97%
FY 17 Contribution	\$ 4,373,651.00	5.60%
FY 18 Contribution	\$ 4,530,275.00	3.58%

*Contributions are based on Estimated July payments provided by PCR

Town of Scituate

Budget-911 Contributory Pensions Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 12/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
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001.911.0512.5199.0000.0000	PLYMOUTH COUNTY RETIR	\$3,836,129.00	\$4,141,767.00	\$4,141,767.00	\$4,373,651.00	\$4,373,651.00		
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Column: [FY17DeptRequest] Budget Position Desc.

Description: PLYMOUTH COUNTY RETIREMENT

Column Total: \$4,373,651.00

001.911.0512.5966.0000.0000	TRANSFER TO OPEB LIABIL	\$76,723.00	\$282,835.00	\$282,835.00	\$87,473.00	\$87,473.00		
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Column: [FY17DeptRequest] Budget Position Desc.

Description: TRANSFER TO OPEB LIABILITY FUND

Column Total: \$87,473.00

SCHEDULE: PENSION - 0512

Grand Total: \$4,461,124.00

End of Report

TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: WORKERS' COMPENSATION 912

MISSION STATEMENT

Town of Scituate
Analysis of Workers' Compensation Trust Fund

	Budgetary Allocation On June 30 (FY total)	Actual Expense	Variance	Fund Balance as of June 30th
FY 17	\$ 200,000			
FY 16	\$ 257,000	\$ 21,938	as of 10/26/15	
FY 15	\$ 257,000	\$ 180,156	\$ 76,544	\$536,861
FY 14	\$ 257,000	\$ 170,049	\$ 86,951	\$457,768
FY 13	\$ 307,161	\$ 163,511	\$143,650	\$369,888
	budgeted			
FY 12	\$ 265,000	\$ 187,169	\$ 77,831	\$225,931
FY 11	\$ 285,000	\$ 164,938	\$120,062	\$148,009
FY 10	\$ 160,000	\$ 303,738	(143,738)	
FY 09**	\$ 160,000	\$ 201,012	(41,012)	
FY 08	\$ 80,000	\$ 173,476	(93,476)	
FY 07	\$ 80,000	\$ 156,587	(76,587)	
FY 06	\$ 80,000	\$ 122,407	(42,407)	
FY 05	\$ 80,000	\$ 98,220	(18,220)	
FY 04*	\$ 80,000	\$ 84,865	(4,865)	
FY 03	\$ 100,000	\$ 57,974	\$42,026	
FY 02	\$ 100,000	\$ 51,720	\$48,280	

* Line of Duty included in expenditures included from FY 04 to FY 09.

Separate insurance now.

** New budget approach

MAJOR BUDGET COMPONENTS

This is a Trust Fund for self-insurance of the Town's workers' compensation costs of injuries incurred by employees at the workplace. It excludes public safety personnel. The budget line item consists of all medical and hospitalization costs, third party administration (TPA), stop/loss, lost wages and any necessitated legal representation. FY 17 will witness a reduction in this line item for the first time in my tenure as the Fund goal has been met.

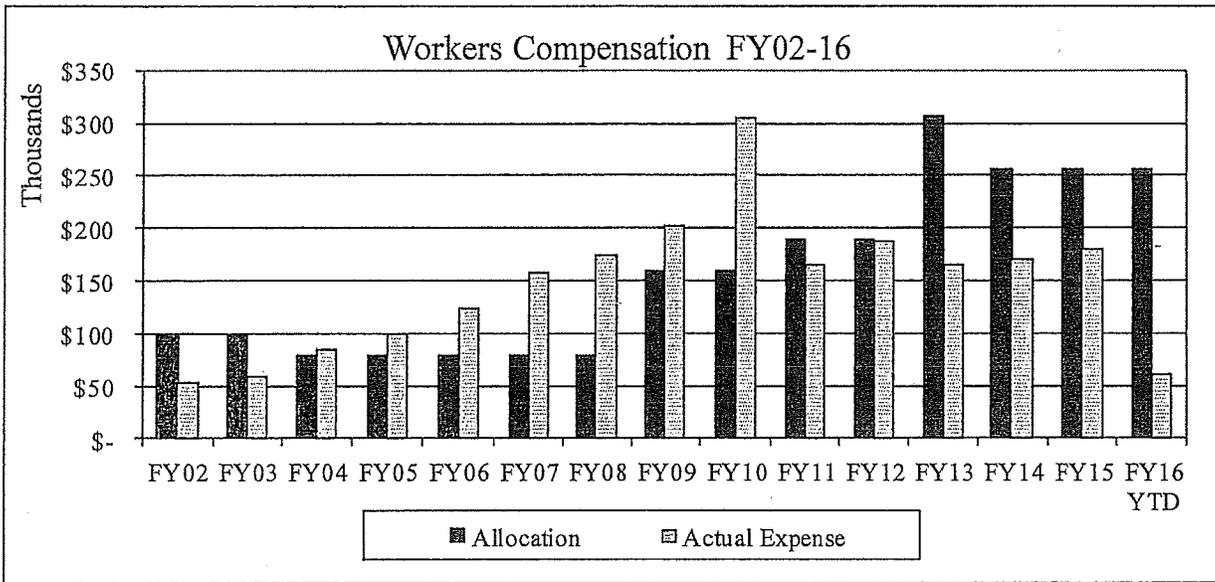
FY 17 RISKS AND CHALLENGES

Fewer injuries and year end surplus transfers have built up the Fund balance considerably toward our fund goal of at least \$750,000

Historically, underfunding resulted in expenses exceeding annual appropriation thus negating the intent of self-funding which is to build a substantive reserve to guard against catastrophic loss. In addition, as the Fund is liquid it is viewed as an additional reserve asset by bonding agencies.

Medical costs payments from long ago settled out claims continue to drive the annual allocation. Our insurance carrier, MIA, provides a variety of training programs and staff takes advantage of several offerings. Our continuing goal is to minimize risk and injury through training .

The interest generated annually from the fund should pay its ongoing administrative expenses such as the cost of the third party administrator and stop/loss premium cost.



Town of Scituate

Budget-912 Workers Compensation Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016 To Date: 12/30/2017

Print accounts with zero balance Round to whole dollars Account on new page

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.912.0515.5199.0000.0000	WORKERS COMPENSATION	\$257,000.00	\$257,000.00	\$257,000.00	\$200,000.00	\$200,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: WORKERS COMPENSATION		\$200,000.00						
Column Total:		\$200,000.00						
SCHEDULE: EMPLOYEE BENEFITS - 0515		\$257,000.00	\$257,000.00	\$257,000.00	\$200,000.00	\$200,000.00		
Grand Total:		\$257,000.00	\$257,000.00	\$257,000.00	\$200,000.00	\$200,000.00		

End of Report

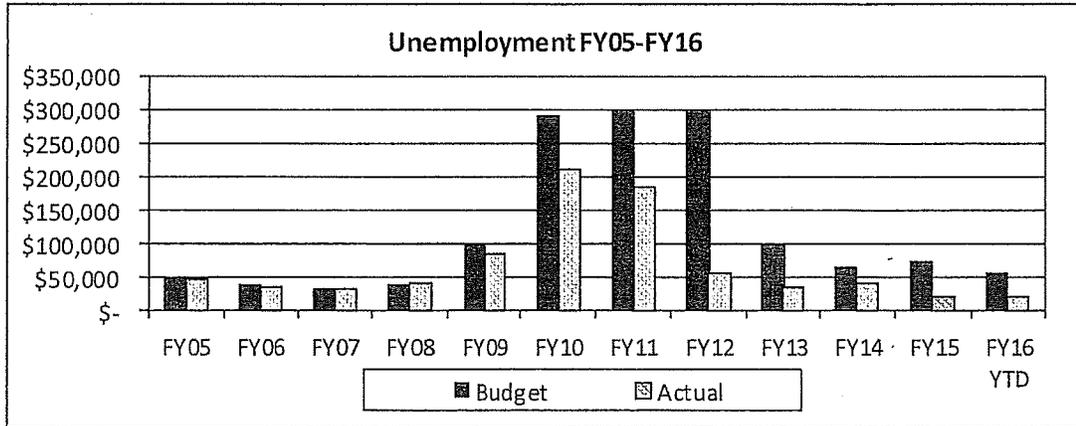
TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: UNEMPLOYMENT 913

MISSION STATEMENT:
N/A

Unemployment Data – Graph & Table



	Budget	Actual
FY05	\$ 51,699	\$ 47,186
FY06	\$ 39,775	\$ 35,262
FY07	\$ 33,000	\$ 30,549
FY08	\$ 40,000	\$ 39,461
FY09	\$ 96,000	\$ 83,600
FY10	\$ 290,000	\$ 211,607
FY11	\$ 300,000	\$ 184,232
FY12	\$ 300,000	\$ 55,148
FY13	\$ 100,000	\$ 34,610
FY14	\$ 64,000	\$ 40,133
FY15	\$ 75,000	\$ 18,914
FY16 YTD	\$ 55,000	\$ 20,926

MAJOR BUDGET COMPONENTS

This account funds unemployment costs for eligible town and school employees no longer working for the Town. Typically, most costs are incurred during June, July and August. The Town engages an unemployment consultant to monitor and verify actual claims which help insure costs are warranted. The FY 17 recommended amount has been increased to \$66,000 as we have recently had an increase in active claims.

Town of Scituate

Budget-913 Unemployment Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016

To Date: 12/30/2017

Definition: FY17 Completed Budget

Print accounts with zero balance

Round to whole dollars

Account on new page

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.913.0515.5199.0000.0000	UNEMPLOYMENT INSURAN	\$18,913.51	\$75,000.00	\$20,925.88	\$34,500.00	\$66,000.00		
	Column: [FY17DeptRequest]	Budget	FTE	Position Desc.				
	Description: UNEMPLOYMENT INSURANCE	\$34,500.00						
	Column Total:	\$18,913.51	\$75,000.00	\$20,925.88	\$34,500.00	\$66,000.00		
	SCHEDULE: EMPLOYEE BENEFITS - 0515	\$18,913.51	\$75,000.00	\$20,925.88	\$34,500.00	\$66,000.00		
	Grand Total:							

End of Report

TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: #914 Contributory Group Insurance

MISSION STATEMENT:

This appropriation funds the Town's share of health and life insurance premiums for all eligible Town employees and retirees. The Town is a member of the Mayflower Municipal Health Group (MMHG), which is comprised of several Plymouth County municipalities, school districts, and Plymouth County employees. Pursuant to MA General Law Chapter 32B, any active permanent Town employee working a minimum of twenty hours per week is eligible for group insurance as a benefit of employment.

FY 2017 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

The departmental goal is to provide quality health insurance plan options to employees, and retirees, as well as timely information regarding insurance benefits and regulations. Contributions from all participants are managed through the Treasurer/Collector's office, a time-consuming, and labor-intensive process. Referrals to appropriate parties are given as necessary. It is necessary to keeping abreast of changes in the law (e.g. Affordable Health Care Act and Cadillac Tax).

MAJOR BUDGET COMPONENTS

Health Insurance rates are not received from Mayflower Municipal Health Group (MMHG) until January-February 2016. At this time a 5% increase has been budgeted per MMHG.

FY 2017 RISKS AND CHALLENGES

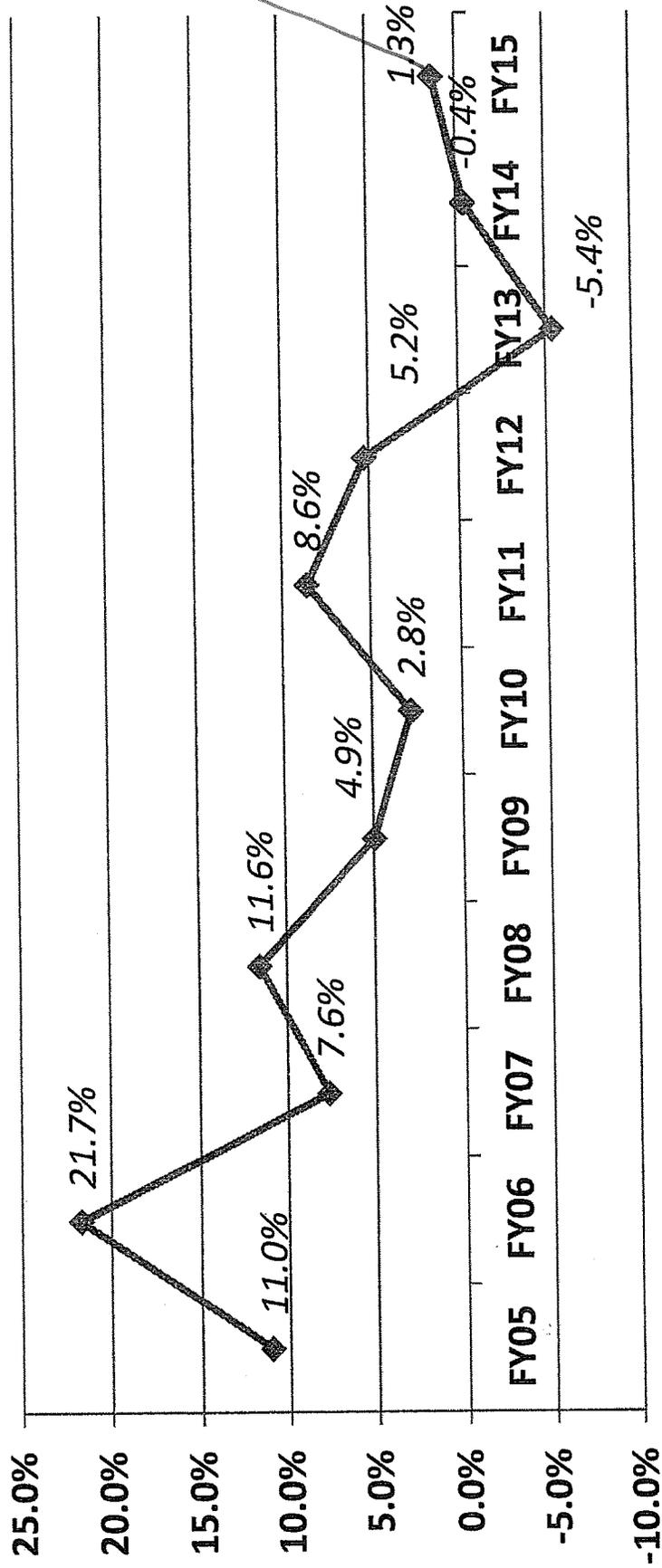
The Town of Scituate is one of the largest member unit out of 37 units currently in the MMHG. Although Scituate has a majority of their health insurance employees enrolled in rate saver and benchmark plans, other units have many employees that are enrolled in legacy plans resulting in increased costs to all member. As MMHG accepts more units into the program with employees on legacy plans, prices will continue to increase. For the audited fiscal year (FY) 2014 MMHG had a surplus balance of \$36,094,869. MMHG did use some of this surplus in FY15 and the audited financials should be available soon.

The major challenge is budgeting sufficient funding to provide coverage for new hires and those employees formerly covered elsewhere (e.g. spouse's plan). Spousal job losses can contribute to increased participation in the Town's plan. Recent law changes (e.g. Affordable Health Care) continue to increase the office workload by requiring careful monitoring of employees' eligibility, as well as those declining coverage.

DEPARTMENTAL ACCOMPLISHMENTS

The staff continues to work towards improving and increasing communications with employees, retirees, Mayflower Health Group staff and School Department Human Resource staff in order to insure compliance with new laws and eligibility criteria which are in a constant state of change.

Contributory Group Insurance FY04-17 Year to Year % Change

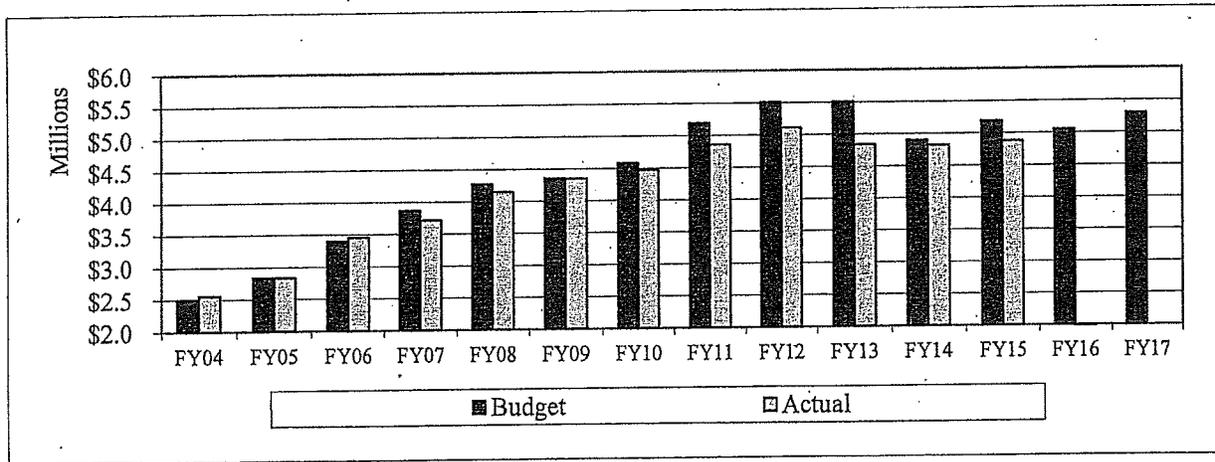


The Town negotiated plan changes with employees effective in FY13.

4. Contributory Health and Life Insurance

In FY 13 plan design changes were negotiated for all employees as the result of new legislation passed in 2012 amending MGL Chapter 32B by adding new sections (21a-23). Health insurance rates are not received from the Mayflower Municipal Health Group (MMHG) until January-February. At this time we are carrying a 5% increase based on guidance previously provided by MMHG. The FY 12 and 13 strong surpluses shown below were as a result of negotiating changes in health care.

	Budget	Actual	Variance
FY17	5,302,779		
FY16	5,050,266	1,975,715	as of 11/10/15
FY15	4,975,632	4,880,239	95,393
FY14	4,900,000	4,818,332	81,668
FY13	5,508,907	4,839,479	669,428
FY12	5,508,907	5,115,061	393,846
FY11	5,193,724	4,860,286	333,438
FY10	4,586,242	4,474,572	111,670
FY09	4,353,000	4,351,147	1,853
<hr/>			
FY08	4,272,554	4,145,935	126,619
FY07	3,866,882	3,716,529	150,353
FY06	3,398,250	3,452,726	(54,476)
FY05	2,837,000	2,837,000	0
FY04	2,500,000	2,556,014	(56,014)



Trend: Rates are voted by the Mayflower Municipal Health Group in January or February after the Town budget is submitted. We have been verbally informed by MMHG to plan on a 5% increase for future years which is reflected here. The Town has experienced 0% increases in premiums from MMHG from FY12-15 and 2-4% increases for FY16. Fluctuations throughout the year in the total enrolled census and claims experience also have minor impacts.

Town of Scituate

Budget-914 Contributory Group Insurance Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 12/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
001.914.0515.5199.0000.0000	CONTRIBUTORY GROUP IN	\$4,880,239.47	\$4,975,266.00	\$2,368,734.93	\$5,302,779.00	\$5,656,298.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: CONTRIBUTORY GROUP INSURANCE		\$5,302,779.00						
Column Total:								
SCHEDULE: EMPLOYEE BENEFITS - 0515		\$4,880,239.47	\$4,975,266.00	\$2,368,734.93	\$5,302,779.00	\$5,656,298.00		
Grand Total:								

End of Report

TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: #916 Federal Taxes

MISSION STATEMENT:

This appropriation funds the Town's federal contribution that matches the employees' 1.45% Medicare contribution.

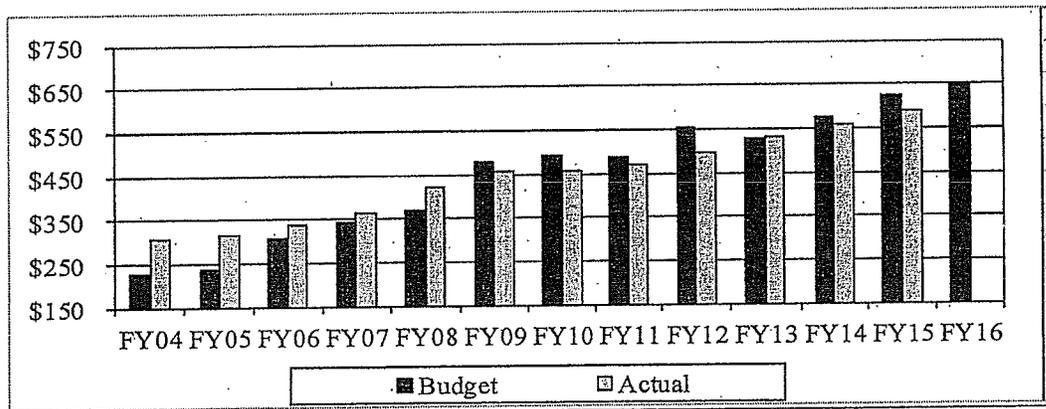
FY 2017 RISKS AND CHALLENGES

The annual challenge is to sufficiently fund the FICA costs to cover fluctuations in employment. This line item will continue to increase as the exempt employee population decreases and wage scales increase.

FY17 reflects a 4% annual increase for COLA, step changes, and continued retirements of exempt employees.

5. Medicare/FICA

	Budget	Actual	Variance
FY17	\$ 668,418		
FY16	652,115	160,939	as of 11/10/15
FY15	626,454	589,430	62,685
FY14	574,729	556,272	18,457
FY13	528,423	531,517	(3,094)
FY12	552,876	498,252	54,624
FY11	487,000	469,321	17,679
FY10	494,266	456,025	38,241
FY09	479,266	456,514	22,752
FY08	370,000	420,846	(50,846)
FY07	343,000	366,255	(23,255)
FY06	308,000	336,356	(28,356)
FY05	237,000	314,263	(77,263)
FY04	226,000	306,781	(80,781)



Trend: This line item will continue to increase as the exempt employee population decreases and wage scales increase.

Town of Scituate

Budget-916 Federal Taxes Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016

To Date: 12/30/2017

Print accounts with zero balance

Round to whole dollars

Account on new page

Definition: FY17 Completed Budget

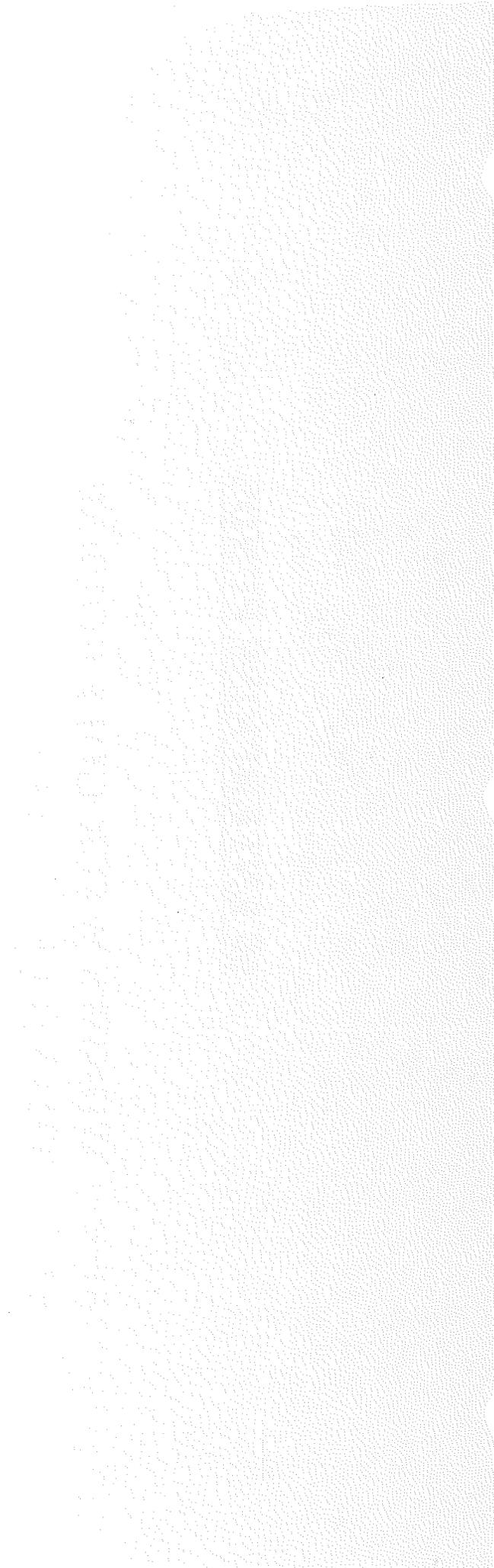
Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
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001.916.0515.5199.0000.0000	FEDERAL TAXES	\$589,430.18	\$652,115.00	\$235,334.51	\$678,200.00	\$678,200.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: FEDERAL TAXES		\$678,200.00						
Column Total:		\$678,200.00						
SCHEDULE: EMPLOYEE BENEFITS - 0515		\$589,430.18	\$652,115.00	\$235,334.51	\$678,200.00	\$678,200.00		
Grand Total:		\$589,430.18	\$652,115.00	\$235,334.51	\$678,200.00	\$678,200.00		

End of Report

60 ENTERPRISE FUNDS

61	WIDOWS WALK GOLF COURSE
63	TRANSFER STATION
64	SEWER
65	WATER
66	WATERWAYS



TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: WIDOW'S WALK

MISSION STATEMENT:

Widow's Walk Golf Course endeavors to offer the best valued golf experience on the South Shore by providing a well-manicured championship layout with friendly customer service. Scituate residents are granted special policies and pricing to encourage a high level of activity from our community members. It is the intent of this Enterprise operation to offset all expenses through the collection of reasonable usage fees.

FY 2017 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

1. Continue development of a long range capital improvement plan to correspond with the retirement of debt in 2017.
 - A. Consult with the Town Administrator, Board of Selectmen, and Facilities Director to clarify a scope of projects, funding options, and a realistic timetable for consideration. (Ongoing)
 - B. Work with the Golf Course Superintendent to develop a plan, prioritize, and determine opportunities for the implementation of possible golf course improvement projects and maintenance equipment replacements. (Apr-Jun)
2. Collaborate with the Economic Development Commission to expand Widow's Walk's recreation resources, and to improve marketing efforts and "storefront" issues.
 - A. Continue rebuilding new responsive website (Ongoing)
 - B. Implement procedures to monitor marketing activities (Oct-Dec)
 - C. Seek viable options to improve Clubhouse surrounds, targeting safety considerations and improved recreational function (Ongoing)
 - D. Explore cost-effective email blast opportunities (Jul-Sep)
3. Explore a "Leave the Course as Found" public awareness program.
 - A. Request a United States Golf Association public service announcement campaign to enlighten golfers of their role to assist golf course operators in delivering consistent playing conditions (Jul-Aug)
 - B. Train Starter and Ranger staff to school golfers on the importance of respecting the golf course and in turn their fellow golfers (Jul-Aug)
 - C. Post informative signage in the Golf Shop (Jul-Aug)
 - D. Strategic placement of course upkeep reminders throughout the golf course (Jul-Aug)
 - E. Originate a "stop course littering" campaign (Jul-Aug)
 - F. Entire staff initiative requesting assistance from patrons to report course etiquette offenders in a timely fashion (Jul-Aug)

MAJOR BUDGET COMPONENTS

In order of total cost, the major expenditures for the golf course come from the following areas:

- IGM golf course maintenance fee
- Long term debt
- Golf operations salaries

Indirect costs
Equipment rentals and leases
Technical services
Electricity
Repairs and maintenance

FY 2017 RISKS AND CHALLENGES

As of June 30, 2017, this budget will retire the current debt payments in excess of \$380,000 annually. This highly anticipated event simply cannot arrive fast enough. Golf is slowly regaining its traction, but recent years of lagging revenues have depleted our Retained Earnings and forced spending freezes. These spending freezes were effective in keeping our operation in the black through this challenging period, although Widow's Walk is behind schedule with much needed Clubhouse and infrastructure repairs and improvements, as well as replacements of important golf equipment and supplies. The elimination of debt should make for a speedy recovery.

Even though revenues are currently on the upswing in the golf industry, a return to the profitability levels of a decade ago is expected to be slow at best. This is particularly true for the South Shore which was very aggressive during the golf course construction boom at the turn of the century. In our area, supply is expected to outpace demand in the near future, likely resulting in a continuation of overly competitive pricing. Our participation will be necessary with discount opportunities continuing to be aimed specifically toward the off-peak hours. Regardless, Widow's Walk appears to be in position to be in the black for the immediate future.

Success in the golf business is primarily influenced by the consistency to deliver superior turf and playing conditions. Course operators need great expertise to properly adjust to Mother Nature's inconsistencies, and Widow's Walk with its' designation as "America's First Environmental Demonstration Course", is faced with additional challenges as good stewards of this initiative and the associated commitments including a limited use of water, pesticides, and fossil fuels. Our patrons are very pleased and increasingly complementary of the product that is being delivered by the outstanding staff of International Golf Maintenance. Once play begins each morning, the job of course upkeep is shifted to the golfers. Sadly, not all golfers are doing their part to maintain admirable conditions throughout the day. We must make a stronger effort to resolve this issue with an increased awareness program.

The final challenge, a welcomed one, will be to come to a consensus on the post debt direction of Widow's Walk. The expected profitability should allow for repairs and improvements that will open new business opportunities for this Enterprise Fund that is enjoyed by so many of our residents.

DEPARTMENTAL ACCOMPLISHMENTS

The playing conditions at Widow's Walk along with the quality of golf operations staffing continue to be a great source of pride and considered very favorable in comparison to our local competition. Combined with our reasonable golf fees, there is no better golfing value currently offered on the South Shore. These factors have contributed to accomplishments/awards in the following areas:

Community Newspapers Reader's Choice, "Best Golf Course", Public Golf Course Regional winner for over a decade consecutively.

South Shore Living Magazine, "Best of the South Shore", Public Golf Course winner for the third consecutive year.

The four year old "Walk the Walk" twilight golf program continues to be a valued green fee category, producing nearly 2,000 rounds and \$32,000 for FY15. This program delivers a three-fold benefit; adding revenue to a previously quiet part of the day, increasing late-day traffic which reduces the opportunities for golf course vandalism, and giving price sensitive clientele another opportunity for affordable golf.

Over a decade of providing the site for the Town's very well attended annual Easter Egg Hunt.

A friendly and supportive host course for the Scituate High School Varsity and Junior Varsity Golf Teams, providing a no cost venue for all practice rounds and golf matches (over 400 rounds annually).

A popular location for many winter activities including dog walking, skating, bird watching, snowshoeing, sledding, and cross country skiing. A large volunteer effort resulted in the construction of a temporary ice skating rink in the Widow's Walk parking lot for the first time in 2015.

Sound environmental and Audubon practices have helped with the attraction of abundant wildlife that is enjoyed by many residents, both golfers and non-golfers alike.

Addition of a Winter Festival to Widow's Walk's offseason activities offerings in February 2016.

Created customized merchandise marketed to our sizeable following of Dog Walkers.

TOWN OF SCITUATE FY 2017 PERSONAL SERVICES

Fund: 61 WIDOW'S WALK GOLF ENTERPRISE

REGULAR SALARY COMPUTATION:

<u>POSITION TITLE/Incumbents</u>	<u>Start Date</u>	<u># of positions</u>	<u>Weekly Pay</u>	<u># of Weeks</u>	<u>Total</u>
<u>GOLF DIRECTOR</u> Robert Sanderson	01-Feb-99		\$1,412.68	52.4	\$74,024
<u>SEASONAL EMPLOYEES</u>					
Shop Manager		1	\$390.00	40.0	\$15,600
Merchandise Manager		1	\$100.00	36.0	\$3,600
Golf Shop Employee		1	\$220.00	32.0	\$7,040
Golf Shop Employee		1	\$220.00	25.0	\$5,500
Starter/Ranger		1	\$300.00	36.0	\$10,800
Starter/Ranger		1	\$300.00	33.0	\$9,900
Starter/Ranger		1	\$300.00	30.0	\$9,000
Starter/Ranger		1	\$300.00	20.0	\$6,000
Outside Service		1	\$300.00	36.0	\$10,800
Outside Service		1	\$300.00	36.0	\$10,800
Outside Service		1	\$300.00	30.0	\$9,000
Outside Service		1	\$270.00	20.0	\$5,400
Ranger Picker		1	\$108.00	30.0	\$3,240
TOTAL					\$180,704

PERSONAL SERVICES COMPUTATIONS:

<u>POSITION TITLE</u>	<u># Positions</u>	<u>Reg Salary 5110</u>	<u>Seasonal 5190</u>	<u>TOTAL 510</u>
GOLF DIRECTOR	1	\$74,024		\$74,024
SHOP MANAGER	1		\$15,600	\$15,600
MERCHANDISE MANAGER	1		\$3,600	\$3,600
GOLF SHOP EMPLOYEES	2		\$12,540	\$12,540
STARTER/RANGERS	4		\$35,700	\$35,700
OUTSIDE SERVICE	4		\$36,000	\$36,000
RANGER PICKER	1		\$3,240	\$3,240
TOTALS				\$180,704

DESCRIPTION OF REVENUE	FY/14	FY/15 YTD	FY/16 10/31/15	FY/17	Comments
Dues - (Season Pass/Player's Pass)	162,291	155,199	12,618	175,000	
Green fees	681,356	686,607	391,912	705,000	
Rain checks	-3,269	-2,636	-2,101	-3,000	
Cart fees	177,349	186,069	118,277	215,000	
Club rentals	1,609	1,270	1,276	3,000	
Range fees	61,960	64,121	34,320	69,000	
Handicap fees	10,580	10,856	1,190	11,000	
<u>Total usage fees</u>	<u>1,091,876</u>	<u>1,101,486</u>	<u>557,492</u>	<u>1,175,000</u>	
<u>Total merchandise sales</u>	<u>83,952</u>	<u>83,417</u>	<u>48,265</u>	<u>90,000</u>	
<u>Total rentals</u>	<u>48,450</u>	<u>55,000</u>	<u>22,000</u>	<u>49,500</u>	
<u>Total earning on investments</u>	<u>0</u>	<u>40</u>	<u>11</u>	<u>40</u>	
Miscellaneous revenue	0	0	0	0	
Cash over/(under)	7	33	26	26	
<u>Total miscellaneous revenue</u>	<u>7</u>	<u>33</u>	<u>26</u>	<u>26</u>	
<u>Grand total</u>	<u>1,224,285</u>	<u>1,239,976</u>	<u>627,794</u>	<u>1,314,566</u>	

Town of Scituate

Budget 661 Widows Walk Detail

Fiscal Year: 2015-2016

Print accounts with zero balance
 Round to whole dollars
 Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
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061.661.0510.5110.0000.0000	REGULAR SALARIES	\$71,072.27	\$72,573.00	\$31,063.12	\$74,024.00	\$74,024.00		
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Column: [FY17DeptRequest]

Description: REGULAR SALARIES

Column Total:

061.661.0510.5190.0000.0000	SEASONAL SALARIES	\$95,056.50	\$106,680.00	\$59,373.50	\$106,680.00	\$106,680.00		
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Column: [FY17DeptRequest]

Description: SEASONAL SALARIES

Column Total:

SCHEDULE: PERSONAL SERVICES - 0510		\$166,128.77	\$179,253.00	\$90,436.62	\$180,704.00	\$180,704.00		
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061.661.0520.5211.0000.0000	ELECTRICITY	\$19,778.13	\$16,000.00	\$11,236.78	\$19,800.00	\$21,000.00		
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Column: [FY17DeptRequest]

Description: ELECTRICITY

Column Total:

061.661.0520.5213.0000.0000	NATURAL GAS	\$4,601.12	\$4,200.00	\$1,012.26	\$4,600.00	\$4,600.00		
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Column: [FY17DeptRequest]

Description: NATURAL GAS

Column Total:

Town of Scituate

Budget 661 Widows Walk Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
061.661.0520.5240.0000.0000	\$13,311.85	\$16,600.00	\$6,699.32	\$15,400.00	\$15,800.00		

Column: [FY17DeptRequest]

- Description: B C Awning - service & storage
- Description: Electrical and plumbing
- Description: Golf cart repairs
- Description: Misc. clubhouse repairs
- Description: Peter Spencer - annual septic
- Description: Refrigeration, HVAC
- Description: South Shore Disposal

Column Total:

061.661.0520.5270.0000.0000	\$41,626.56	\$56,453.00	\$49,133.06	\$53,476.00	\$53,500.00		
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Column: [FY17DeptRequest]

- Description: (7) 2016 Precedent golf cart 5 yr. lease
- Description: (8) 2014 Precedent golf cart 5 yr. lease
- Description: (8) 2015 Precedent golf cart 5 yr. lease
- Description: (9) 2012 DS golf cart 5 yr. lease
- Description: (9) 2013 DS golf cart 5 yr. lease
- Description: PA WG Green Roller 5 yr. lease
- Description: Toro GroundsmasterTriplex mower 5 yr. lease
- Description: Toro ProCore 648 5 yr. lease

Column Total:

061.661.0520.5301.0000.0000	\$448,056.69	\$486,059.00	\$287,068.20	\$489,677.00	\$489,677.00		
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Column: [FY17DeptRequest]

- Description: International Golf Maintenance

Column Total:

	\$489,677.00						
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Town of Scituate

Budget 661 Widows Walk Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016 To Date: 6/30/2017

Print accounts with zero balance Round to whole dollars Account on new page

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
061.661.0520.5302.0000.0000	MARKETING	\$900.00	\$2,000.00	\$1,873.86	\$2,000.00	\$2,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: MARKETING		\$2,000.00						
Column Total:		\$2,000.00						
061.661.0520.5303.0000.0000	HANDICAP SERVICE	\$5,842.50	\$5,500.00	\$1,638.75	\$5,900.00	\$5,900.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: Massachusetts Golf Association		\$5,900.00						
Column Total:		\$23,477.78	\$23,500.00	\$11,709.95	\$23,500.00	\$23,500.00		\$23,500.00
061.661.0520.5309.0000.0000	TECHNICAL SERVICES	\$23,477.78	\$23,500.00	\$11,709.95	\$23,500.00	\$23,500.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: Associated Fire Systems		\$600.00						
Description: Chelsea Information Systems		\$3,500.00						
Description: Credit card bank charges		\$17,000.00						
Description: Golf Now		\$1,300.00						
Description: Orbit Enterprise		\$1,100.00						
Column Total:		\$23,500.00		\$0.00	\$100.00	\$75.00		
061.661.0520.5321.0000.0000	CONFERENCES/MEETINGS	\$55.00	\$175.00	\$0.00	\$100.00	\$75.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: PGA certification seminars		\$100.00						
Column Total:		\$100.00						
061.661.0520.5341.0000.0000	TELEPHONE	\$1,545.99	\$1,700.00	\$663.62	\$1,600.00	\$1,600.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: Comcast phone and internet		\$1,600.00						
Column Total:		\$1,600.00						

Town of Scituate

Budget 661 Widows Walk Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016 To Date: 6/30/2017

Print accounts with zero balance Round to whole dollars Account on new page

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
061.661.0520.5344.0000.0000	POSTAGE & DELIVERY	\$49.00	\$140.00	\$49.00	\$125.00	\$100.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: UPS, USPS mailings	\$125.00						
	Column Total:	\$125.00						
061.661.0520.5580.0000.0000	OTHER SUPPLIES	\$0.00	\$0.00	(\$952.00)	\$0.00	\$0.00		
061.661.0520.5711.0000.0000	MILEAGE REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: Merchandise shows, seminars	\$50.00						
	Column Total:	\$50.00						
061.661.0520.5731.0000.0000	PROFESSIONAL DUES & SL	\$807.50	\$1,050.00	\$650.00	\$950.00	\$950.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: PGA, USGA, MGA, WGAM annual dues	\$950.00						
	Column Total:	\$950.00						
061.661.0520.5960.0000.0000	INDIRECT COSTS	\$59,391.00	\$54,314.00	\$54,314.00	\$57,716.00	\$57,716.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: INDIRECT COSTS	\$57,716.00						
	Column Total:	\$57,716.00						
SCHEDULE: PURCHASE OF SERVICES - 0520		\$619,443.12	\$667,691.00	\$425,096.80	\$674,894.00	\$676,468.00		
061.661.0540.5420.0000.0000	OFFICE SUPPLIES	\$1,018.24	\$1,700.00	\$762.34	\$1,400.00	\$1,400.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: Copier toner	\$400.00						
	Description: Golf pencils	\$300.00						
	Description: Miscellaneous	\$300.00						
	Description: W.B. Mason	\$400.00						
	Column Total:	\$1,400.00						

Town of Scituate

Budget 661 Widows Walk Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Town Selectman	FY17 Advisory Committee
061.661.0540.5421.0000.0000	MERCHANDISE SUPPLIES	\$44,232.20	\$43,000.00	\$30,836.79	\$54,000.00		\$48,500.00	
Column: [FY17DeptRequest]	Budget		FTE	Position Desc.				
	Description: MERCHANDISE SUPPLIES	\$54,000.00						
Column Total:		\$1,245.14	\$8,000.00	\$691.22	\$7,100.00		\$6,750.00	
061.661.0540.5422.0000.0000	CART SUPPLIES							
Column: [FY17DeptRequest]	Budget		FTE	Position Desc.				
	Description: Country Club Enterprises	\$1,500.00						
	Description: Replacment cart batteries	\$5,600.00						
Column Total:		\$7,100.00						
061.661.0540.5424.0000.0000	RANGE SUPPLIES	\$7,657.12	\$5,750.00	\$2,923.22	\$5,750.00		\$5,750.00	
Column: [FY17DeptRequest]	Budget		FTE	Position Desc.				
	Description: Easy Picker	\$1,000.00						
	Description: Range balls	\$2,500.00						
	Description: Range mats	\$2,250.00						
Column Total:		\$5,750.00						
061.661.0540.5425.0000.0000	PRINTING & FORMS	\$1,773.59	\$1,750.00	\$0.00	\$1,800.00		\$1,800.00	
Column: [FY17DeptRequest]	Budget		FTE	Position Desc.				
	Description: Bond Printing	\$300.00						
	Description: Tiger Press scorecards	\$1,500.00						
Column Total:		\$1,800.00						
061.661.0540.5580.0000.0000	OTHER SUPPLIES	\$358.35	\$600.00	\$1,708.51	\$1,700.00		\$1,600.00	
Column: [FY17DeptRequest]	Budget		FTE	Position Desc.				
	Description: Miscellaneous	\$1,100.00						
	Description: Rental equipment replacement	\$600.00						
Column Total:		\$1,700.00						

Town of Scituate

Budget 661 Widows Walk Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
061.661.0540.5581.0000.0000	CLOTHING	\$618.70	\$900.00	\$854.04	\$900.00	\$900.00	\$900.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: Employee uniforms	\$900.00						
	Column Total:	\$900.00						
	SCHEDULE: MATERIALS & SUPPLIES - 0540	\$56,903.34	\$61,700.00	\$37,776.12	\$72,650.00	\$66,700.00		
061.661.0580.5851.0000.0000	EQUIPMENT	\$0.00	\$0.00	\$3,595.00	\$0.00	\$0.00		
	SCHEDULE: CAPITAL OUTLAY - 0580	\$0.00	\$0.00	\$3,595.00	\$0.00	\$0.00		
061.661.0590.5910.0000.0000	PRINCIPAL ON LONG TERM	\$345,000.00	\$360,000.00	\$360,000.00	\$375,000.00	\$375,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: PRINCIPAL ON LONG TERM DEBT	\$375,000.00						
	Column Total:	\$375,000.00						
	061.661.0590.5915.0000.0000	\$36,300.00	\$22,200.00	\$14,700.00	\$7,500.00	\$7,500.00		
	INTEREST ON LONG TERM							
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: INTEREST ON LONG TERM DEBT	\$7,500.00						
	Column Total:	\$7,500.00						
	SCHEDULE: DEBT - 0590	\$381,300.00	\$382,200.00	\$374,700.00	\$382,500.00	\$382,500.00		
	Grand Total:	\$1,223,775.23	\$1,290,844.00	\$931,604.54	\$1,310,748.00	\$1,306,372.00		

End of Report

TOWN OF SCITUATE FY 2017 PERSONAL SERVICES

Fund: 61 WIDOW'S WALK GOLF ENTERPRISE

REGULAR SALARY COMPUTATION:

<u>POSITION TITLE/Incumbents</u>	<u>Start Date</u>	<u>Weekly Pay</u>	<u># of Weeks</u>	<u>Total</u>
<u>GOLF DIRECTOR</u> Robert Sanderson	01-Feb-99	\$1,412.68	52.4	\$74,024
<u>SEASONAL EMPLOYEES</u>				
	<u># of positions</u>			
Shop Manager	1	\$390.00	40.0	\$15,600
Merchandise Manager	1	\$100.00	36.0	\$3,600
Golf Shop Employee	1	\$220.00	32.0	\$7,040
Golf Shop Employee	1	\$220.00	25.0	\$5,500
Starter/Ranger	1	\$300.00	36.0	\$10,800
Starter/Ranger	1	\$300.00	33.0	\$9,900
Starter/Ranger	1	\$300.00	30.0	\$9,000
Starter/Ranger	1	\$300.00	20.0	\$6,000
Outside Service	1	\$300.00	36.0	\$10,800
Outside Service	1	\$300.00	36.0	\$10,800
Outside Service	1	\$300.00	30.0	\$9,000
Outside Service	1	\$270.00	20.0	\$5,400
Ranger Picker	1	\$108.00	30.0	\$3,240
<u>TOTAL</u>				\$180,704

PERSONAL SERVICES COMPUTATIONS:

<u>POSITION TITLE</u>	<u># Positions</u>	<u>Reg Salary 5110</u>	<u>Seasonal 5190</u>	<u>TOTAL 510</u>
GOLF DIRECTOR	1	\$74,024		\$74,024
SHOP MANAGER	1		\$15,600	\$15,600
MERCHANDISE MANAGER	1		\$3,600	\$3,600
GOLF SHOP EMPLOYEES	2		\$12,540	\$12,540
STARTER/RANGERS	4		\$35,700	\$35,700
OUTSIDE SERVICE	4		\$36,000	\$36,000
RANGER PICKER	1		\$3,240	\$3,240
<u>TOTALS</u>	14	\$74,024	\$106,680	\$180,704

Widow's Walk Enterprise Fund

	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16 budget	FY17 budget
Revenue:									
Dues	114,260	126,160	129,150	107,830	110,014	115,891	111,100	195,000	175,000
Frequent Players	26,630	24,303	29,530	67,964	54,231	46,400	44,099		
Green Fees	759,396	723,283	676,677	712,737	691,134	681,356	686,607	690,000	705,000
Cart Fees	168,081	155,095	153,922	179,912	177,191	177,348	186,069	185,000	215,000
Club Rentals	2,330	2,087	2,130	2,083	1,734	1,609	1,270	1,500	3,000
Range Fees	52,609	55,273	50,981	57,699	59,678	61,960	64,121	69,000	69,000
Handicap Fees	13,610	11,300	10,830	9,980	10,110	10,580	10,856	11,000	11,000
Merchandise Sales	103,479	98,565	93,683	88,849	94,890	83,952	83,417	93,000	90,000
Restaurant Lease Income	33,250	37,000	48,725	42,000	35,700	48,450	55,000	49,500	49,500
Interest Income	3,499	1,495	602	356	433	100	40		40
Miscellaneous	1,807	15	(7)	(7)	13	7	33		26
Rain checks	(6,943)	(3,643)	(3,598)	(4,547)	(3,003)	(3,269)	(2,636)	(3,000)	(3,000)
Total Revenue	1,272,008	1,230,933	1,192,625	1,264,856	1,232,125	1,224,385	1,239,976	1,291,000	1,314,566
Expenses:									
Personal Services	174,912	171,973	172,274	174,474	170,212	168,559	166,129	179,253	180,704
Purchase of Services	605,767	584,752	609,974	602,073	573,803	573,248	560,052	613,377	618,752
Materials & Supplies	61,248	69,592	66,937	59,142	72,117	42,249	56,903	61,700	66,700
Indirect Costs	40,146	40,034	52,567	47,994	49,597	52,858	59,391	54,314	57,716
Capital Outlay	22,250	4,652		6,098	37,347				
Capital Articles						27,997			
Total Operating Expenses	904,323	871,003	901,752	889,781	903,076	864,911	842,475	908,644	923,872
Surplus/(Deficit) before debt payments	367,685	359,930	290,873	375,075	329,050	359,474	397,501	382,356	390,694
Debt Service	381,855	380,415	377,750	378,975	379,125	378,563	381,300	382,200	382,500
Total Surplus/(Deficit)	(14,170)	(20,485)	(86,877)	(3,900)	(50,075)	(19,088)	16,201	156	8,194

Unappropriated Certified Retained Earnings as of November 2, 2015

Less amt needed to balance FY17 budget

Less amt to be used for FY17 Capital

Balance of Retained Earnings after FY17 ATM

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Town of Scituate
Widow's Walk Golf Course Enterprise Fund
Indirect Costs
Fiscal Year 2017 Budget

Description	Basis	Allocation	%*	FY16 Budget	Total
Town Administrator	Administrative, budget, labor counsel, CPO	Personal Services budget	1.73%	551,065	9,515
Town Accountant	Processing of warrants etc.	Total FY16 budget	1.73%	349,676	6,037
Treas/Collector	Collections, bank rec., payroll etc.	Total FY16 budget	1.73%	298,097	5,147
Facilities Director		Personal Services budget	2.00%	92,406	1,848
Insurance	Building, Auto, Liability etc.	From Insurance Company			22,921
Group Insurance	Town's Share of group insurance	Actual Contribution FY15 rates			9,622
Medicare	Town's Share of medicare	Actual FY15	1.45%		2,444
OPEB	Eligible -ees/total eligible X OPEB cost	Based on most recent actuary %	0.10%	182,385	182
Pensions and Retirement	Penison Costs	Based on actuarial breakdown done for PCRS			0
				4.4%	57,716

* based on enterprise FY16 operating budget to total Town operating budget

TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: Transfer Station

MISSION STATEMENT:

To provide an efficient and effective Solid Waste Transfer/Recycling Station for the residents of the Town of Scituate to dispose of household waste and recycling. Focusing on continued improvements and recycling opportunities while meeting the needs of the stakeholders in a clean and pleasant environment.

FY 2017 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

1. Develop a Scituate specific handout for users of the transfer station educating them on the latest changes in recycling and processing of the waste generated.
2. Maximize involvement with outside resources to stay current with cost effective disposal and recycling contracts and available grant funding opportunities.
3. Work with the Treasure to explore non-cash options and establish new policies and stronger internal control for handling cash and transactions at the gatehouse.
4. Upgrade to the Flare and gas collection system in the fall of 2016.

MAJOR BUDGET COMPONENTS

Disposal Costs \$570,000

Personnel \$226,868

Intergovernmental \$142,286

Technical Services \$85,000

Blue Bags \$78,000

Debt \$18,150

Maintenance \$28,750

FY 2017 RISKS AND CHALLENGES

Staffing: Borrowing employees from other departments when a member of the team is using earned time off puts a strain on both departments. Implement a position that can be shared amongst other departments during times of reduced staffing.

The reduction in market value of recyclables has increased costs and degraded services from vendors. This has become a challenge for all south shore towns operating transfer station facilities.

DEPARTMENTAL ACCOMPLISHMENTS

Coordinated the purchase and installation of a new Town owned cardboard compactor with the assistance of a grant from MA DEP. (Sustainable Materials Recovery Program)

Supported Ship-Shape Day and other community clean-up events.

The contract to conduct landfill monitoring was renewed.

The Scituate Transfer Station was awarded by the South Shore Recycling Cooperative for the least disposed of Trash per household.

Renewed three and solicited new vendors to handle various recycling products.

DESCRIPTION OF REVENUE	FY/14	FY/15	FY/16 YTD	FY/17 Projected	Comments
Stickers	\$431,720	\$431,860	\$ 432,885	\$390,000	
Blue Bags	\$466,391	\$497,882	\$190,448	\$500,000	
Bulky Waste	\$245,500	\$227,605	\$111,297	\$230,000	
Recycle	\$ 45,350	\$ 36,164	\$ 23,839	\$ 40,000	
General Fund	\$100,000	\$100,000	\$100,000	\$100,000	
Interest/Other	\$ 2,000	\$ 9,200	\$3,150	\$3,150	

Projected Average Hauling Costs FY2017

Seamass	24000 mo 30000 24000 23000 23000	NER	2061 1573 1967 1885 1698 1865 1783 1800 1300 1600 1300	1784 1594 2043 3100 2279 1775 1600 1885 1897 1800 1628	3500 3204 1689 1689 1525 1689 3500 1925 1146 1948 1440
	\$24,800 Monthly Avgerage				
	\$297,600 annual				
			18832 mo	21385 mo	23255 mo

\$21,157 **Monthly Average**
\$253,888 **annual**

Conigliaro	350 420 1078 658 868 2296 1078 574 840
------------	--

\$1,197 Monthly Average
\$14,364 Annual

Integrated Paper	90 Tons 12 Pulls 95 13 50 8 93 15 50 8 47 7 66 9 491 72 \$19,640 \$12,600
------------------	--

\$32,240 Total
\$4,030.00 Monthly Average
\$48,360 Annual

Total Projected Annual Hauling Average = \$614,212

Conigliaro	\$14.00	Now \$14.00
Bulky (Seamass)	\$89.10/Ton	Now \$90.88/Ton
NER	\$80.19/Ton	Now \$91.00/Ton
CRT	\$850/load	Now \$0.13/lb (Average Bill \$1,300)
Integrated Paper	\$40/Ton	Now \$40/Ton Plus \$175/Pull \$0 paper

Integrated Paper Average Bill 2014 -\$2800

Integrated Paper Estimated 2015-\$4000 Plus (30% Increase)

Town of Scituate

Budget 433 Transfer Station Detail

Fiscal Year: 2015-2016

Print accounts with zero balance
 Round to whole dollars
 Account on new page

From Date: 7/1/2016

To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
063.433.0510.5110.0000.0000	REGULAR SALARIES	\$187,722.96	\$193,105.00	\$83,637.52	\$196,961.00	\$196,210.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: REGULAR SALARIES	\$196,961.00						
	Column Total:	\$31,919.17	\$21,777.00	\$15,506.03	\$21,777.00	\$21,777.00		
063.433.0510.5120.0000.0000	OVERTIME							
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: OVERTIME	\$21,777.00						
	Column Total:	\$1,650.00	\$2,650.00	\$1,350.00	\$2,850.00	\$2,850.00		
063.433.0510.5130.0000.0000	LONGEVITY							
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: LONGEVITY	\$2,850.00						
	Column Total:	\$5,226.00	\$6,580.00	\$3,802.51	\$6,580.00	\$6,580.00		
063.433.0510.5190.0000.0000	SEASONAL SALARIES							
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: SEASONAL SALARIES	\$6,580.00						
	Column Total:	\$2,891.20	\$2,756.00	\$1,284.80	\$3,048.00	\$3,048.00		
063.433.0510.5191.0000.0000	OTHER SALARIES							
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: OTHER SALARIES	\$3,048.00						
	Column Total:	\$229,409.33	\$226,868.00	\$105,580.86	\$231,216.00	\$230,465.00		
SCHEDULE: PERSONAL SERVICES - 0510								

Town of Scituate

Budget 433 Transfer Station Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
063.433.0520.5211.0000.0000	ELECTRICITY	\$11,240.07	\$12,500.00	\$4,296.44	\$12,500.00	\$11,750.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: ELECTRICITY	\$12,500.00						
	Column Total:	\$12,500.00						
063.433.0520.5242.0000.0000	REPAIR & MAINTENANCE	\$8,838.79	\$28,750.00	\$19,223.31	\$28,750.00	\$28,750.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: REPAIR & MAINTENANCE	\$28,750.00						
	Column Total:	\$28,750.00						
063.433.0520.5245.0000.0000	VEHICLE SERVICE	\$5,886.17	\$5,000.00	\$373.13	\$5,000.00	\$5,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: VEHICLE SERVICE	\$5,000.00						
	Column Total:	\$5,000.00						
063.433.0520.5271.0000.0000	HAULING CONTRACTS	\$451,008.32	\$570,000.00	\$269,309.95	\$600,000.00	\$600,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: HAULING CONTRACTS	\$600,000.00						
	Column Total:	\$600,000.00						
063.433.0520.5309.0000.0000	TECHNICAL SERVICES	\$73,475.85	\$85,000.00	\$19,829.81	\$85,000.00	\$84,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: TECHNICAL SERVICES	\$85,000.00						
	Column Total:	\$85,000.00						
063.433.0520.5341.0000.0000	TELEPHONE	\$264.41	\$325.00	\$97.24	\$325.00	\$300.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: TELEPHONE	\$325.00						
	Column Total:	\$325.00						

Town of Scituate

Budget 433 Transfer Station Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016

To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
063.433.0520.5343.0000.0000	BINDING & PRINTING	\$327.12	\$1,200.00	\$0.00	\$1,200.00	\$1,200.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: BINDING & PRINTING	\$1,200.00						
Column Total:		\$1,200.00			\$0.00	\$0.00		
063.433.0520.5711.0000.0000	MILEAGE REIMBURSEMENT	\$157.85	\$0.00	\$0.00	\$0.00	\$0.00		
063.433.0520.5731.0000.0000	PROFESSIONAL DUES & SL	\$4,839.00	\$4,500.00	\$4,575.00	\$4,500.00	\$4,700.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: PROFESSIONAL DUES & SUBS	\$4,500.00						
Column Total:		\$4,500.00			\$737,275.00	\$735,700.00		
SCHEDULE: PURCHASE OF SERVICES - 0520								
063.433.0540.5423.0000.0000	SUPPLIES	\$77,983.06	\$78,000.00	\$58,064.76	\$78,000.00	\$78,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: SUPPLIES	\$78,000.00						
Column Total:		\$78,000.00			\$140.00	\$140.00		
063.433.0540.5425.0000.0000	PRINTING & FORMS	\$1,373.50	\$140.00	\$0.00	\$140.00	\$140.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: PRINTING & FORMS	\$140.00						
Column Total:		\$140.00			\$2,000.00	\$1,300.00		
063.433.0540.5430.0000.0000	BUILDING SUPPLIES	\$1,276.31	\$2,000.00	\$661.08	\$2,000.00	\$1,300.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: BUILDING SUPPLIES	\$2,000.00						
Column Total:		\$2,000.00						

Town of Scituate

Budget 433 Transfer Station Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
063.433.0540.5431.0000.0000	EQUIPMENT PARTS	\$6,102.08	\$16,000.00	\$2,332.79	\$16,000.00	\$16,000.00		
Column:	[FY17DeptRequest]	Budget	FTE	Position Desc.				
	Description: EQUIPMENT PARTS	\$16,000.00						
Column Total:		\$16,000.00	\$400.00	\$875.02	\$400.00	\$800.00		
063.433.0540.5451.0000.0000	CLEANING SUPPLIES	\$20.23	\$400.00	\$875.02	\$400.00	\$800.00		
Column:	[FY17DeptRequest]	Budget	FTE	Position Desc.				
	Description: CLEANING SUPPLIES	\$400.00						
Column Total:		\$400.00	\$600.00	\$667.51	\$600.00	\$750.00		
063.433.0540.5480.0000.0000	VEHICLE SUPPLIES	\$1,396.52	\$600.00	\$667.51	\$600.00	\$750.00		
Column:	[FY17DeptRequest]	Budget	FTE	Position Desc.				
	Description: VEHICLE SUPPLIES	\$600.00						
Column Total:		\$600.00	\$18,000.00	\$4,449.50	\$18,000.00	\$18,000.00		
063.433.0540.5481.0000.0000	FUELS & LUBRICANTS	\$17,749.98	\$18,000.00	\$4,449.50	\$18,000.00	\$18,000.00		
Column:	[FY17DeptRequest]	Budget	FTE	Position Desc.				
	Description: FUELS & LUBRICANTS	\$18,000.00						
Column Total:		\$18,000.00	\$300.00	\$0.00	\$300.00	\$300.00		
063.433.0540.5484.0000.0000	TOOLS & EXPENDABLES	\$563.68	\$300.00	\$0.00	\$300.00	\$300.00		
Column:	[FY17DeptRequest]	Budget	FTE	Position Desc.				
	Description: TOOLS & EXPENDABLES	\$300.00						
Column Total:		\$300.00	\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00		
063.433.0540.5581.0000.0000	CLOTHING	\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00		
Column:	[FY17DeptRequest]	Budget	FTE	Position Desc.				
	Description: CLOTHING	\$2,400.00						
Column Total:		\$2,400.00	\$117,840.00	\$69,450.66	\$117,840.00	\$117,690.00		
SCHEDULE:	MATERIALS & SUPPLIES - 0540	\$108,865.36	\$117,840.00	\$69,450.66	\$117,840.00	\$117,690.00		

Town of Scituate

Budget 433 Transfer Station Detail

Fiscal Year: 2015-2016

Print accounts with zero balance
 Round to whole dollars
 Account on new page

From Date: 7/1/2016 To Date: 6/30/2017 Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
063.433.0561.5960.0000.0000	INDIRECT COSTS	\$132,362.00	\$146,286.00	\$146,286.00	\$153,616.00	\$153,616.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: INDIRECT COSTS	\$153,616.00						
	Column Total:	\$132,362.00	\$146,286.00	\$146,286.00	\$153,616.00	\$153,616.00		
	SCHEDULE: INTERGOVERNMENTAL - 0561							
063.433.0580.5853.0000.0000	OFFICE EQUIPMENT	\$265.85	\$0.00	\$0.00	\$0.00	\$0.00		
	SCHEDULE: CAPITAL OUTLAY - 0580	\$265.85	\$0.00	\$0.00	\$0.00	\$0.00		
063.433.0590.5910.0000.0000	PRINCIPAL ON LONG TERM	\$51,000.00	\$15,000.00	\$0.00	\$15,000.00	\$15,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: PRINCIPAL ON LONG TERM	\$15,000.00						
	Column Total:	\$19,887.00	\$3,150.00	\$1,575.00	\$2,550.00	\$2,550.00		
	SCHEDULE: INTEREST ON LONG TERM							
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: INTEREST ON LONG TERM	\$2,550.00						
	Column Total:	\$70,887.00	\$18,150.00	\$1,575.00	\$17,550.00	\$17,550.00		
	SCHEDULE: DEBT - 0590							
	Grand Total:	\$1,097,827.12	\$1,216,419.00	\$640,597.40	\$1,257,497.00	\$1,255,021.00		

End of Report

TOWN OF SCITUATE FY 2017 PERSONAL SERVICES DETAIL

Fund: 63 TRANSFER STATION

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbent	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay # of Weeks	Salary Total	Longevity	Total Per Employee
FOREMAN Bruce Johnston Sr	04-Oct-96	D	5	\$26.24	40	\$1,049.60	\$54,789	\$1,000	\$55,789
EQUIPMENT OPERATORS Patrick Kelly	16-Jul-10	C	5	\$24.03	40	\$961.20	\$50,175	\$500	\$50,675
Douglas Patterson	6-May-11	C	5	\$24.03	40	\$961.20	\$50,175	\$500	\$50,675
GATE ATTENDENT Paul Goncalves	31-Dec-01	A	5	\$19.67	40	\$786.80	\$41,071	\$850	\$41,921
SEASONAL		Unclass		\$11.75	40	\$470.00	\$6,580		\$6,580
Total							\$202,790	\$2,850	\$205,640

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary	Overtime	Longevity	Part-time	Seasonal	Other	TOTAL
FOREMAN	1	\$54,789	\$3,766	\$1,000	5180	5190	\$762	\$60,317
EQUIPMENT OPERATORS	2	\$100,350	\$7,532	\$1,000			\$1,524	\$110,406
GATE ATTENDENT	1	\$41,071	\$3,766	\$850			\$762	\$46,449
SEASONAL	1		\$6,713			\$6,580		\$6,580
VACATION COVERAGE								\$6,713
TOTALS	5.0	\$196,210	\$21,777	\$2,850	\$0	\$6,580	\$3,048	\$230,465

Transfer Station Enterprise Fund

	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16 budget	FY17 budget
Revenue:									
Transfer Station Stickers	415,979	402,726	472,617	556,176	444,937	431,721	433,395	379,761	390,000
Trash Bags	437,476	493,118	520,561	535,169	465,768	466,392	497,882	490,000	500,000
Recycling	29,701	16,599	29,483	55,646	45,413	45,351	35,100	45,000	40,000
Bulky Waste	167,530	180,763	206,357	225,072	271,226	255,515	227,606	225,000	230,000
Interest Income	26	330	871	1,394	1,075	2,141	2,443	-	3,150
Misc			11,139				12,994		
Total Revenue	1,050,712	1,093,636	1,241,028	1,373,457	1,228,420	1,201,119	1,209,421	1,139,761	1,163,150
Expenses:									
Personal Services	226,333	200,172	178,861	206,713	203,310	213,257	229,409	226,868	230,465
Purchase of Services	724,241	687,614	647,465	696,678	638,759	615,702	556,038	707,275	735,700
Materials & Supplies	127,190	57,093	131,187	42,103	39,394	113,328	108,865	117,840	117,690
Indirect Costs	70,583	66,841	118,515	120,040	128,365	131,025	132,362	146,286	153,616
Capital Outlay	6,973			10,038	3,339	185	266	-	-
Total Operating Expenses	1,155,320	1,011,720	1,076,028	1,075,572	1,013,168	1,073,497	1,026,940	1,198,269	1,237,471
Surplus/(Deficit) before debt payments	(104,608)	81,816	165,000	297,885	215,252	127,622	182,480	(58,508)	(74,321)
Transfer from General Fund	100,000	100,000	100,000	100,000	100,000	100,000	100,000	-	-
Debt Service	(60,953)	(59,843)	(60,603)	(84,373)	(81,417)	(78,967)	(70,887)	(18,150)	(17,550)
Total Surplus/(Deficit)	(65,561)	121,973	204,397	313,512	233,835	148,655	211,593	(76,658)	(91,871)
Unappropriated Certified Retained Earnings as of November 2, 2015									759,112
Less amt needed to balance FY17 budget									(91,871)
Less amt to be used for FY17 Capital									(46,971)
Balance of Retained Earnings after FY17 ATM									620,270

**Town of Scituate
Transfer Station Enterprise Fund
Indirect Costs
Fiscal Year 2017 Budget**

Description	Basis	Allocation	%*	FY16 Budget	Total
Town Administrator	Administrative, budget, labor counsel, CPO	Personal Services budget	1.49%	551,065	8,234
Town Accountant	Processing of warrants etc.	Total FY16 budget	1.49%	349,676	5,225
Treas/Collector	Collections, bank rec., payroll etc.	Total FY16 budget	1.49%	298,097	4,454
Engineering Dept.	Engineering	1/2 of Town Engineer's Salary			41,707
DPW Admin. Dept.	Administration	1/5 of Director's Salary			22,644
Insurance	Building, Auto, Liability etc.	From Insurance Company			5,795
Group Insurance	Town's Share of group insurance.	Actual Contribution FY14 rates			27,062
Medicare	Town's Share of medicare.	Actual Contribution FY15 rates	1.45%		3,088
OPEB	Eligible -ees/total eligible X OPEB cost	Actual FY15	0.60%	182,385	1,094
Pensions and Retirement	Penison Costs	Based on actuarial breakdown done for PCRS			34,313
				12.0%	153,616

* based on enterprise FY16 operating budget to total Town operating budget

TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: SEWER DIVISION

MISSION STATEMENT:

1. Assure the proper collection and treatment of the Town's wastewater in an environmentally sound, safe and cost effective manner to protect human health while meeting NPDES discharge permit and other regulated operating requirements. NPDES permit expires in 2017 the new permit will require more stringent discharge parameters. Our primary objective will be to develop a plan to meet the new requirements.

FY 2017 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

1. Provide a safe working environment by continuing weekly safety meetings and updating malfunctioning out of date safety equipment.
2. Continue with maintenance & equipment replacement at the wastewater treatment plant & pump stations.
3. Find solution to meet the new copper limit mandated by EPA by working with engineering firms and regulators to find an efficient cost effective solution.
4. Continue with employee development. The goal is for all employees in operations to obtain a grade VI license.
5. Photo ID's for all employees.
6. Continue to identify Inflow & Infiltration which would increase capacity and allow expansion throughout the system (i.e. adding more homes & businesses).

MAJOR BUDGET COMPONENTS

1. Debt Services - \$2,214,731
2. Personnel Services - \$488,942.00 (from FY 2017 personal services detail)
3. Utilities & Fuel - \$427,450.00 (a 3% increase from FY16 applied)
4. Intergovernmental - \$206,553.00 (from indirect cost sheets)
5. Repair & Maintenance - \$176,000.00
6. Equipment & Parts - \$113,000.00
7. Chemical & Lab Supplies - \$109,180.00 (a 3% increase from FY16 applied)

FY 2017 RISKS AND CHALLENGES

1. Identifying & reducing Inflow & Infiltration which reduces groundwater & other non-waste sources which has increased plant capacity.
2. Meeting the upcoming reduced discharge copper limit required by the EPA.
3. Replacing & rebuilding equipment at the wastewater treatment facility & pump stations which have surpassed their useful life by following our multiyear capital plan.
4. Significant increases in chemical & electrical costs.

DEPARTMENTAL ACCOMPLISHMENTS

1. Several essential systems at the treatment plant are beyond their service life and in need of significant repair and/or reconstruction. These systems have been taken out of service and prepared for further work. Several redundant and related systems have been refurbished or replaced to maintain treatment at current capacity. A section of the main influent line, which feeds the entire plant, was repaired.
2. Sand Hills and Chain Pond pump stations have received essential repairs and upgrades to replace failed or outdated equipment; this includes pumps, motors, drives, and instrumentation. The wet wells of all pump stations have been cleaned to reduce wear and tear of new equipment.
3. New equipment has been installed at the plant to address process monitoring and control as well as energy efficiency and networked communications. Several essential components have been replaced or upgraded; such as main blower VFDs, SCADA communications, power backups, and various instrumentation equipment.
4. The treatment plant has undergone extensive replacement and refurbishing of mechanical equipment, such as; primary and secondary pumps and motors, equipment for aeration, collection, and dewatering processes, and components of advanced tertiary treatment and disinfection systems.
5. Several efficiency problems have been addressed by reviewing NPDES permit requirements, installing new controls and energy efficient equipment to reduce energy demands, and adjusting process variables at the plant.
6. The cost of these accomplishments were afforded through repair & maintenance & equipment and parts in FY 2015 & FY 2016, to date totals spent \$284,987.60 (*see attached breakdown of accomplishments).

DESCRIPTION OF REVENUE	FY/14	FY/15	FY/16 YTD	FY/17 Projected	Comments
Sewer Use Fees	\$975,000	\$1,009,000	\$498,000	\$1,050,000	
Disposal Fees	\$234,000	\$217,000	\$96,000	\$210,000	
Connection Fees	\$182,000	\$196,000	\$119,000	\$185,000	
Permits, other	\$17,000	\$14,000	\$5,100	\$14,000	
Tax lien	\$134,000	\$158,300	\$7,900	\$160,000	
Override	\$668,000	\$661,000	\$659,000	\$665,000	
Betterments	\$1,865,000	\$1,300,000	\$86,000	\$1,100,000	
Interest	\$5,300	\$6,100		\$5,500	
Misc.	\$0	\$8,900	\$30		
Total	\$4,080,300	\$3,600,300	\$1,471,030	\$3,389,500	

Detailed List of Accomplishments: Sewer Division

1. Disassembled clarifier #1 to be rebuilt.
2. Disassembled Aeration Tank #4 to be rebuilt.
3. Replaced Return Activated Sludge Pump #1
4. Replaced a section of the main influent line which supports the entire plant
5. Replaced a section of the collection system at Gates school to prevent backups and overflows at the street.
6. Replaced primary pump at Sand Hills Pump Station.
7. Replaced Primary Pump at Peggotty Beach Pump Station.
8. Rebuilt primary and secondary pumps at Herring Brook Pump Station.
9. Restored communications between plant and Herring Brook Pump Station
10. Replaced Uninterrupted Power Supplies units in SCADA control panels.
11. Removed grit and cleaned pump station wet wells.
12. Removed grit and cleaned Aeration Tank #4.
13. Replaced flow monitoring devices at Sand Hills Pump Station.
14. Restored pumps at Chain Pond Pump Station.
15. Installed new motor drives at Chain Pond Pump Station.
16. Installed new level monitoring equipment at Chain Pond Pump Station.
17. Installed new airflow equipment at Chain Pond Pump Station
18. Installed new sewage grinder at Sand Hills Pump Station
19. Installed new wireless network and network controller for SCADA system at the plant.
20. Rebuilt both septage pumps at plant.
21. Rebuilt hydraulics and piston for belt filter press at plant.
22. Restored Vactor truck to working order.
23. Replaced seal on influent pump #2
24. Replaced seal on intermediate pump at plant.
25. Refurbished and reinstalled backwash pump at plant.
26. Installed new Dissolved Oxygen metering equipment to control and monitor aeration rates in main tanks at plant.
27. Rebuilt main aeration blower
28. Rebuilt main aeration blower VFD
29. Installed new Dissolved Oxygen metering equipment to control and monitor aeration rates in post aeration at plant.
30. Rebuilt both methanol pumps.
31. Installed new seal on secondary pump at Sand Hills Pump Station.
32. Installed several new sump pumps at plant and stations.
33. Installed safety railings at Musquashcut Pump Station.
34. Replaced several backflow devices at plant and stations.
35. Replaced several ballasts and bulbs in UV disinfection system at plant.
36. Replaced belt on belt filter press at plant.

37. Created procedure for receiving and servicing dig-safe requests.
38. Replaced a section of piping which supplied digester #3 with air.
39. Refurbished metal aeration ring in Digester #3 and installed additional support structures.
40. Installed new energy efficient transformers at Country Way and Sand Hills Pump Stations.
41. Installed test switch for main power and generator at plant.
42. Established generator repair and maintenance plan and contract.
43. Reviewed NPDES Permit requirements to reduce lab sampling costs.

Town of Scituate

Budget 440 Sewer Enterprise Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	Admin Recomm	FY17 Town Selectman	FY17 Board of	FY17 Advisory Committee
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064.440.0510.5110.0000.0000	REGULAR SALARIES								
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.	FY17 Dept Request	Admin Recomm	FY17 Town Selectman	FY17 Board of	FY17 Advisory Committee
Description: Angland, Michael		\$357,837.81	\$416,202.00	Operator	\$429,031.00		\$429,031.00		
Description: Bailey, Philip		\$47,356.00		Skilled Laborer					
Description: Branton, William		\$43,723.00		Interim Cheif O					
Description: Darni, Kimberly		\$56,501.00		Clerk					
Description: Mosca, Richard		\$39,080.00		Interim Supervi					
Description: Ratcliffe, Nathan		\$58,756.00		Master Mechanic					
Description: Sullivan, Michael		\$52,743.00		Operator					
Description: Vacant		\$54,789.00		Supervisor					
Column Total:		\$429,031.00	\$29,198.00		\$29,198.00		\$29,198.00		
064.440.0510.5120.0000.0000		\$45,449.64		OVERTIME	\$17,278.68				

Column: [FY17DeptRequest]		Budget	FTE	Position Desc.	FY17 Dept Request	Admin Recomm	FY17 Town Selectman	FY17 Board of	FY17 Advisory Committee
Description: Cheif Operator		\$7,097.00							
Description: Master Mechanic		\$2,582.00							
Description: Plant Operator's (3)		\$17,970.00							
Description: Skilled Laborer		\$1,549.00							
Column Total:		\$29,198.00	\$3,150.00		\$2,050.00		\$2,050.00		
064.440.0510.5130.0000.0000		\$2,850.00		LONGEVITY	\$1,550.00				

Column: [FY17DeptRequest]		Budget	FTE	Position Desc.	FY17 Dept Request	Admin Recomm	FY17 Town Selectman	FY17 Board of	FY17 Advisory Committee
Description: longevity		\$500.00		Bailey, Philip					
Description: longevity		\$550.00		Dami, Kimberly					
Description: longevity		\$500.00		Mosca, Richard					
Description: longevity		\$500.00		Sullivan, Micha					
Column Total:		\$2,050.00							

Town of Scituate

Budget 440 Sewer Enterprise Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016 To Date: 6/30/2017

Print accounts with zero balance Round to whole dollars Account on new page

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
064.440.0510.5140.0000.0000	EDUCATIONAL INCENTIVE	\$2,300.00	\$0.00	\$0.00	\$3,900.00	\$3,900.00		
Column: [FY17DeptRequest]								
	Description: Angland, Michael	Budget \$550.00	FTE Operator	Position Desc. Operator				
	Description: Branton, William	\$650.00		Interim Chief O				
	Description: Mosca, Richard	\$1,600.00		Interim Supervi				
	Description: Ratcliffe, Nathan	\$550.00		Master Mechanic				
	Description: Sullivan, Michael	\$550.00		Operator				
	Column Total:	\$3,900.00						
064.440.0510.5172.0000.0000	SICK LEAVE BUY BACK	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
064.440.0510.5190.0000.0000	SEASONAL SALARIES	\$2,964.00	\$4,800.00	\$2,886.00	\$4,800.00	\$4,800.00		
Column: [FY17DeptRequest]								
	Description: Seasonal	Budget \$4,800.00	FTE	Position Desc.				
	Column Total:	\$4,800.00						
064.440.0510.5191.0000.0000	OTHER SALARIES	\$16,076.84	\$14,390.00	\$9,035.47	\$19,963.00	\$19,963.00		
Column: [FY17DeptRequest]								
	Description: Amp Pension	Budget \$762.00	FTE Supervisor	Position Desc. Supervisor				
	Description: Higher Classification	\$2,700.00		Local 1162				
	Description: Laborer's Pension	\$4,572.00						
	Description: Standby	\$11,538.00		Clerk				
	Description: Tosca Pension	\$391.00						
	Column Total:	\$19,963.00						
SCHEDULE: PERSONAL SERVICES - 0510		\$427,478.29	\$467,740.00	\$179,678.33	\$488,942.00	\$488,942.00		

Town of Scituate

Budget 440 Sewer Enterprise Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017 Definition: FY17 Completed Budget

Account	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Town Selectman	FY17 Advisory Committee
064.440.0520.5211.0000.0000 ELECTRICITY	\$383,910.60	\$390,000.00	\$110,901.43	\$401,700.00	\$375,000.00		
Column: [FY17DeptRequest]	Budget	FTE	Position Desc.				
Description: Electricity	\$401,700.00						
Column Total:	\$401,700.00						
064.440.0520.5213.0000.0000 NATURAL GAS	\$39,023.46	\$25,000.00	\$5,119.98	\$25,750.00	\$30,000.00		
Column: [FY17DeptRequest]	Budget	FTE	Position Desc.				
Description: Natural Gas	\$25,750.00						
Column Total:	\$25,750.00						
064.440.0520.5231.0000.0000 WATER/SEWER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
064.440.0520.5241.0000.0000 OFFICE MACHINE MAINTEN	\$363.00	\$300.00	\$52.43	\$929.16	\$200.00		
Column: [FY17DeptRequest]	Budget	FTE	Position Desc.				
Description: Parts	\$300.00						
Description: Ricoh copier	\$629.16		maintenance agr				
Column Total:	\$929.16						
064.440.0520.5242.0000.0000 REPAIR & MAINTENANCE	\$73,709.24	\$176,000.00	\$59,566.95	\$176,000.00	\$75,000.00		
Column: [FY17DeptRequest]	Budget	FTE	Position Desc.				
Description: Emergency vac truck services	\$10,000.00						
Description: Generator Maintenance Contract	\$4,325.00						
Description: Repair & Maintenance	\$119,745.00						
Description: Replace gas detection equipment	\$10,000.00						
Description: Structural Assessment WWTP	\$20,000.00						
Description: Trojan UV Ballast	\$11,930.00						
Column Total:	\$176,000.00						

Town of Scituate

Budget 440 Sewer Enterprise Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016 To Date: 6/30/2017

Print accounts with zero balance Round to whole dollars Account on new page

Definition: FY17 Completed Budget

Account	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
064.440.0520.5245.0000.0000	\$1,450.86	\$900.00	\$527.24	\$1,500.00		\$850.00	
Column: [FY17DeptRequest]	Budget	FTE	Position Desc.				
Description: Vehical Service	\$1,500.00						
Column Total:	\$1,500.00						
064.440.0520.5271.0000.0000	\$156,248.02	\$160,000.00	\$57,889.67	\$160,000.00	\$160,000.00		
Column: [FY17DeptRequest]	Budget	FTE	Position Desc.				
Description: Retails Equipment	\$160,000.00						
Column Total:	\$160,000.00						
064.440.0520.5308.0000.0000	\$980.00	\$750.00	\$1,970.00	\$2,500.00	\$1,750.00		
Column: [FY17DeptRequest]	Budget	FTE	Position Desc.				
Description: Continuing Education	\$2,500.00						
Column Total:	\$2,500.00						
064.440.0520.5309.0000.0000	\$111,913.72	\$20,000.00	\$14,763.85	\$82,500.00	\$20,000.00		
Column: [FY17DeptRequest]	Budget	FTE	Position Desc.				
Description: Laboratory Services	\$20,000.00						
Description: SCADA System	\$62,500.00						
Column Total:	\$82,500.00						
064.440.0520.5319.0000.0000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
064.440.0520.5321.0000.0000	\$313.92	\$0.00	\$0.00	\$500.00	\$300.00		
Column: [FY17DeptRequest]	Budget	FTE	Position Desc.				
Description: Mileage	\$500.00						
Column Total:	\$500.00						
064.440.0520.5341.0000.0000	\$4,921.73	\$4,300.00	\$2,012.64	\$5,000.00	\$4,300.00		
Column: [FY17DeptRequest]	Budget	FTE	Position Desc.				
Description: Telephone	\$5,000.00						
Column Total:	\$5,000.00						

Town of Scituate

Budget 440 Sewer Enterprise Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017 Definition: FY17 Completed Budget
 FY15 Expended FY16 Approp FY16 Expended to Date FY17 Dept Request Admin Recomm FY17 Town Selectman FY17 Board of Selectman FY17 Advisory Committee

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request Admin Recomm	FY17 Town Selectman	FY17 Board of Selectman	FY17 Advisory Committee
064.440.0520.5343.0000.0000	BINDING & PRINTING	\$120.00	\$300.00	\$318.49	\$300.00	\$175.00		
Column: [FY17DeptRequest]	Budget		FTE	Position Desc.				
	Description: Binding & Printing	\$300.00						
Column Total:		\$236.17	\$250.00	\$145.38	\$250.00	\$250.00		
064.440.0520.5344.0000.0000	POSTAGE & DELIVERY							
Column: [FY17DeptRequest]	Budget		FTE	Position Desc.				
	Description: Postage & Delivery	\$250.00						
Column Total:		\$410.00	\$400.00	\$863.00	\$855.00	\$855.00		
064.440.0520.5731.0000.0000	PROFESSIONAL DUES & SL							
Column: [FY17DeptRequest]	Budget		FTE	Position Desc.				
	Description: Licenseing Fee's	\$455.00						
	Description: Organizational Dues	\$400.00						
Column Total:		\$855.00						
SCHEDULE: PURCHASE OF SERVICES - 0520		\$773,600.72	\$778,200.00	\$254,131.06	\$857,784.16	\$668,680.00		
064.440.0540.5420.0000.0000	OFFICE SUPPLIES							
Column: [FY17DeptRequest]	Budget	\$1,490.52	\$750.00	\$537.42	\$750.00	\$750.00		
	Description: Office Supplies	\$750.00						
Column Total:		\$461.22	\$800.00	\$816.02	\$2,200.00	\$1,000.00		
064.440.0540.5423.0000.0000	SUPPLIES							
Column: [FY17DeptRequest]	Budget		FTE	Position Desc.				
	Description: Safety Supplies	\$2,200.00						
Column Total:		\$2,200.00						

Town of Scituate

Budget 440 Sewer Enterprise Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016 To Date: 6/30/2017

Print accounts with zero balance Round to whole dollars Account on new page

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
064.440.0540.5425.0000.0000	PRINTING & FORMS	\$0.00	\$0.00	\$0.00	\$350.00	\$100.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: Printing & Forms	\$350.00						
	Column Total:	\$350.00						
064.440.0540.5430.0000.0000	BUILDING SUPPLIES	\$1,656.66	\$1,800.00	\$1,477.71	\$2,500.00	\$1,800.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: Building Supplies	\$2,500.00						
	Column Total:	\$2,500.00						
064.440.0540.5431.0000.0000	EQUIPMENT PARTS	\$103,173.10	\$113,000.00	\$11,305.44	\$113,000.00	\$75,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: EQUIPMENT PARTS	\$58,000.00						
	Description: HVAC	\$10,000.00						
	Description: Plant Water System Repair	\$15,000.00						
	Description: RAS Pump # 2	\$15,000.00						
	Description: RAS Pump # 3	\$15,000.00						
	Column Total:	\$113,000.00						
064.440.0540.5451.0000.0000	CLEANING SUPPLIES	\$782.59	\$400.00	\$245.59	\$400.00	\$400.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: Cleaning Supplies	\$400.00						
	Column Total:	\$400.00						
064.440.0540.5480.0000.0000	VEHICLE SUPPLIES	\$2,015.66	\$375.00	\$485.44	\$500.00	\$500.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: Vehical Supplies	\$500.00						
	Column Total:	\$500.00						

Town of Scituate

Budget 440 Sewer Enterprise Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
064.440.0540.5481.0000.0000	FUELS & LUBRICANTS	\$11,439.65	\$10,000.00	\$3,361.10	\$10,000.00	\$9,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: Fuels & Lubricants		\$10,000.00						
Column Total:		\$0.00	\$0.00	\$8.62	\$500.00	\$75.00		
064.440.0540.5484.0000.0000	TOOLS & EXPENDABLES							
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: Tools		\$500.00						
Column Total:		\$97,449.82	\$106,000.00	\$29,535.63	\$109,180.00	\$101,000.00		
064.440.0540.5581.0000.0000	CHEMICAL & LAB SUPPLIES							
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: Chemical & Lab Supplies		\$109,180.00						
Column Total:		\$3,600.00	\$4,000.00	\$4,200.00	\$3,600.00	\$3,600.00		
064.440.0540.5581.0000.0000	CLOTHING							
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: Angland, Michael		\$600.00	Operator					
Description: Bailey, Philip		\$600.00	Laborer					
Description: Branton, William		\$600.00	Operator					
Description: Mosca, Richard		\$600.00	Interim Supervi					
Description: Ratcliff, Nate		\$600.00	Master Mechanic					
Description: Sullivan, Michael		\$600.00	Operator					
Column Total:		\$3,600.00	\$237,125.00	\$51,972.97	\$242,980.00	\$193,225.00		
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$222,069.22						

Town of Scituate

Budget 440 Sewer Enterprise Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017 Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
064.440.0561.5960.0000.0000	INDIRECT COSTS	\$187,777.00	\$193,115.00	\$193,115.00	\$206,553.00	\$206,553.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: DPW Admin. Dept.	\$22,644.00						
	Description: Engineering Dept.	\$10,427.00						
	Description: Facilities Director	\$1,848.00						
	Description: Group Insurance	\$37,467.00						
	Description: Insurance	\$11,264.00						
	Description: Medicare	\$5,729.00						
	Description: OPEB	\$1,094.00						
	Description: Pensions and Retirement	\$59,428.00						
	Description: Town Accountant	\$16,524.00						
	Description: Town Administrator	\$26,041.00						
	Description: Treasure/Collector	\$14,087.00						
	Column Total:	\$206,553.00						
	SCHEDULE: INTERGOVERNMENTAL - 0561	\$187,777.00	\$193,115.00	\$193,115.00	\$206,553.00	\$206,553.00		

064.440.0580.5851.0000.0000	EQUIPMENT	\$0.00	\$0.00	\$0.00	\$7,000.00	\$6,500.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: Ayacho (wireless ethernet system)	\$5,366.78						
	Description: PC Upgrades & Software Licensing	\$1,633.22						
	Column Total:	\$7,000.00						
	SCHEDULE: CAPITAL OUTLAY - 0580	\$0.00	\$0.00	\$0.00	\$7,000.00	\$6,500.00		

064.440.0590.5910.0000.0000	PRINCIPAL ON LONG TERM	\$1,745,676.56	\$1,785,500.00	\$1,269,931.05	\$1,831,881.00	\$1,831,881.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: PRINCIPAL ON LONG TERM DEBT	\$1,831,881.00						
	Column Total:	\$1,831,881.00						

Town of Scituate

Budget 440 Sewer Enterprise Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016

To Date: 6/30/2017

Definition: FY17 Completed Budget

Print accounts with zero balance

Round to whole dollars

Account on new page

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Town Selectman	FY17 Advisory Committee
064.440.0590.5915.0000.0000	INTEREST ON LONG TERM	\$483,666.99	\$425,708.00	\$190,404.37	\$370,350.00	\$370,350.00		

Column: [FY17DeptRequest]

Description: INTEREST ON LONG TERM DEBT

Column Total:

064.440.0590.5920.0000.0000	OTHER DEBT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
064.440.0590.5925.0000.0000	INTEREST ON SHORT TERM	\$3,033.55	\$5,000.00	\$0.00	\$12,500.00	\$12,500.00		

Column: [FY17DeptRequest]

Description: INTEREST ON SHORT TERM DEBT

Column Total:

064.440.0590.5930.0000.0000	CERT OF NOTES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
SCHEDULE: DEBT - 0590		\$2,232,377.10	\$2,216,208.00	\$1,460,335.42	\$2,214,731.00	\$2,214,731.00		

064.440.0596.5966.0000.0000 Transfer to Trust Funds

SCHEDULE: TRANSFERS - 0596

Grand Total:

\$4,193,302.33 \$3,892,388.00 \$2,139,232.78 \$4,017,990.16 \$3,778,631.00

End of Report

TOWN OF SCITUATE FY 2017 PERSONAL SERVICES DETAIL

Fund: 64-SEWER

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Education	Holiday	Mechanic	Sick Leave Buy Back	Longevity	Total Per Employee
<u>ACTING SUPERVISOR</u> Richard Mosca	04-Oct-10	E	5	\$28.14	40	\$1,125.60	52.2	\$58,756	\$1,600				\$500	\$60,856
CLERK Kimberly Dami *	15-Oct-12	A-6	5	\$21.39	35	\$748.65	52.2	\$39,080					\$550	\$39,630
<u>ACTING CHIEF PLANT OPERATOR</u> William Branton	1-Oct-12	E	4	\$27.06	40	\$1,082.40	52.2	\$56,501	\$650					\$57,151
<u>MASTER MECHANIC</u> Nathan Ratcliffe	02-Jun-14	D	4	\$25.26	40	\$1,010.40	52.2	\$52,743	\$550					\$53,293
<u>PLANT OPERATORS</u> Michael Angland	21-Apr-15	D	1	\$22.68	40	\$907.20	52.2	\$47,356	\$550				\$500	\$47,906
Michael Sullivan	8-Jun-09	D	5	\$26.24	40	\$1,049.60	52.2	\$54,789	\$550				\$500	\$55,839
Neil Mahoney	13-Mar-06	D	5	\$26.24	40	\$1,049.60	52.2	\$54,789	\$1,150				\$500	\$56,439
<u>SKILLED LABORER</u> Philip Bailey	16-Oct-07	B	5	\$20.94	40	\$837.60	52.2	\$43,723					\$500	\$44,223
<u>SEASONAL</u>		Unclass		\$12.00	40	\$480.00	10.0	\$4,800	\$5,050	\$0	\$0	\$0	\$2,550	\$420,137
								\$412,537	\$5,050	\$0	\$0	\$0	\$2,550	\$420,137

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary 5110	Overtime 5120	Longevity 5130	Education 5140	Mechanic	Seasonal 5190	Other 5191	Standby	Out of Class Holiday	TOTAL 510
SUPERVISOR	1	\$78,573		\$500	\$1,600	\$0		\$588			\$81,261
CLERK	1	\$39,080		\$550	\$0	\$0		\$391		\$0	\$40,021
CHIEF PLANT OPERATOR	1	\$66,501	\$7,097	\$0	\$650	\$0		\$762			\$65,010
MASTER MECHANIC	1	\$52,743	\$2,692	\$0	\$550	\$0		\$762			\$56,637
PLANT OPERATORS	3	\$156,934	\$17,970	\$1,000	\$2,250	\$0		\$2,286			\$180,440
SKILLED LABORER	1	\$43,723	\$1,549	\$500	\$0	\$0	\$4,800	\$762			\$46,534
<u>SEASONAL</u>									\$11,538	\$2,700	\$14,238
TOTALS	8	\$427,564	\$29,198	\$2,550	\$5,050	\$0	\$4,800	\$5,552	\$11,538	\$2,700	\$488,942

Sewer Enterprise Fund

	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16 budget	FY17 budget
Revenue:									
Tax Liens	15,605	33,718	11,103	24,136	10,821	8,368	28,921		10,000
Sewer Use Charges	899,253	814,498	923,185	912,338	958,235	975,298	1,008,416	1,100,000	1,100,000
Septage Disposal Fees	151,642	148,890	130,557	185,280	221,602	234,024	216,087	210,000	210,000
Interest/Penalties	7,178	6,607	6,672	9,244	5,059	8,876	10,588		
Sewerage Permits/Licenses	435	460	415	9,586	2,780	8,000	3,350	3,000	14,000
Sewer Connection Fees	10,000	25,000	15,000	25,000	103,000	182,000	196,000	170,000	185,000
Sewer Liens/Committed Interest	124,989	116,263	138,896	121,095	142,602	125,536	129,357	160,000	140,000
Interest Income	13,499	6,805	4,861	3,884	6,097	5,291	6,054	5,000	5,500
Misc		57	44,054	203	(5,557)	-	8,866		
Total Revenue	1,222,601	1,152,298	1,274,743	1,290,766	1,444,640	1,547,392	1,607,638	1,648,000	1,664,500
Expenses:									
Personal Services	373,183	370,051	398,946	415,525	416,571	420,552	427,478	467,740	488,942
Purchase of Services	494,714	509,385	532,095	466,271	398,940	486,410	773,601	778,200	668,680
Materials & Supplies	128,083	122,035	124,864	166,365	184,945	188,255	222,069	237,125	193,225
Indirect Costs	119,527	117,918	164,409	189,373	196,857	199,962	187,777	193,115	206,553
Capital Outlay			3,460	-					6,500
Transfer to Sewer Stabilization Fund						25,000			
Capital Articles		220,009							
Total Operating Expenses	1,115,507	1,339,398	1,223,774	1,237,534	1,197,313	1,320,178	1,610,925	1,676,180	1,563,900
Surplus/(Deficit) before debt payments	107,094	(187,100)	50,969	53,232	247,327	227,214	(3,287)	(28,180)	100,600
Debt Exclusion	647,030	637,867	651,332	630,948	666,615	652,202	660,974	658,717	660,717
Debt Service	(952,259)	(848,685)	(848,343)	(919,436)	(805,942)	(940,855)	(925,403)	(918,268)	(922,964)
Total Surplus/(Deficit) before Betterments	(98,135)	(397,918)	(146,042)	(235,256)	108,001	(61,439)	(267,716)	(287,731)	(161,647)
Betterments									
Revenue	949,643	962,877	898,951	1,255,682	825,266	1,058,087	861,296	1,100,000	860,000
Added to Taxes	207,010	235,101	321,008		144,562	806,770	433,115	50,000	100,000
Paid in Advance			2,432						
Betterment Deferrals									
Debt Service	(845,320)	(910,164)	(925,073)	(1,093,645)	(1,061,110)	(1,271,275)	(1,306,974)	(1,297,940)	(1,291,767)
Net Betterments	311,333	287,814	297,318	162,037	(91,282)	593,581	(12,563)	(147,940)	(331,767)
Net Surplus/(Deficit)	213,198	(110,104)	151,276	(73,219)	16,718	532,142	(280,279)	(435,671)	(493,414)

Unappropriated Certified Retained Earnings as of November 2, 2015

Less amt needed to balance FY17 budget
 Less amt to be used for FY17 Capital
 Less amt to be put in Sewer Stabilization (\$350,756 balance)
 Balance of Retained Earnings after FY17 ATM

Town of Scituate
Sewer Enterprise Fund
Indirect Costs
Fiscal Year 2017 Budget

Description	Basis	Allocation	%*	FY16 Budget	Total
Town Administrator	Administrative, budget, labor counsel, CPO	Personal Services budget	4.73%	551,065	26,041
Town Accountant	Processing of warrants etc.	Total FY16 budget	4.73%	349,676	16,524
Treas/Collector	Collections, bank rec., payroll etc.	Total FY16 budget	4.73%	298,097	14,087
Facilities Director		Personal Services budget	2.00%	92,406	1,848
Engineering Dept.	Engineering	1/8 of Engineer's Salary			10,427
DPW Admin. Dept.	Administration	1/5 of Director's Salary			22,644
Insurance	Building, Auto, Liability etc.	From Insurance Company			11,264
Group Insurance	Town's Share of group insurance	Actual Contribution FY15 rates			37,467
Medicare	Town's Share of medicare.	Actual FY15	1.45%		5,729
OPEB	Eligible -ees/total eligible X OPEB cost	Based on most recent actuary %	0.60%	182,385	1,094
Pensions and Retirement	Penison Costs	Based on actuarial breakdown done for PCRS	0.0%		59,428
* based on enterprise FY16 operating budget to total Town operating budget				5.3%	206,553

TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: DPW Water Division - 450

MISSION STATEMENT:

The Water Division endeavors to provide safe, sanitary, tasty drinking water in sufficient quantities and pressure to meet the personal, commercial and firefighting needs of the community at reasonable and sustainable rates.

FY 2017 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

1. Complete water main project.
 - a. Newer mains will reduce episodes of discolored water
 - b. Absence of corrosion will increase water pressure throughout the system
 - c. Replacing the old fragile mains will decrease water main breaks
2. Pilot test Well 17A
 - a. Additional water source
3. Research design and cost to install a second carbon filter bed at Water Treatment Plant.
 - a. Improve water quality by having one filter running while the other is properly cleaned and backwashed.
 - b. Necessary redundancy in event of primary filter bed failure.
4. Install floating aeration at Old Oaken Bucket Pond.
 - a. Improve water quality.
 - b. Create a soothing visually appealing display.
5. Install hydrant flags on all hydrants.
 - a. Fire safety
 - b. Deter snow plows from knocking them over.
6. Cell phones for Distribution Standby.
 - a. Replace out dated and useless beeper.
 - b. Ensure Police & Fire have designated number to reach Standby Personnel.
7. Photo I.D.s for all Water Division employees.
 - a. Public safety – Residents be assured worker actually works for Scituate Water Division.
8. Enhance security at Water Treatment Plant and Water Division Main Office.
 - a. Personnel safety
 - b. Deter potential thefts from this isolated site with security cameras.
 - c. Fencing in oversized hydrants & pipes too large to fit inside garages.

MAJOR BUDGET COMPONENTS

Debt Service	\$ 1,713,632.00	38.56 %
Personnel Cost	\$ 1,041,635.00	23.44 %
Intergovernmental	\$ 657,531.00	14.79 %
Utilities & Fuel	\$ 357,780.00	8.05 %
Chemicals/Lab Supplies	\$ 255,000.00	5.74 %
Pipes, fittings, etc.	\$ 102,000.00	2.30 %
Service & Repair	\$ 92,000.00	2.07 %
Technical Services	\$ 70,000.00	1.58 %

FY 2017 RISKS AND CHALLENGES

- Meeting water management mandates to find additional sources of water to other users (i.e., fish).
- Changes in regulatory requirements causing additional expense for water testing.
- The uncertainty of future fuel and utility costs.
- Aging and frail distribution system: pipes, gates and shut-offs that need replacing without causing brown water to consumers.
- Monitoring adherence to seasonal water restrictions.
- Water conservation.
- Staffing challenges: maintaining adequate number of employees; hiring qualified & licensed personnel; maintaining positive morale under adverse conditions (understaffing, lack of proper tools, poor truck conditions, and weather conditions).

DEPARTMENTAL ACCOMPLISHMENTS

- Met all regulatory requirements of the DEP and EPA.
- Replaced meters with radio read meters in approximately 600 homes. This includes Doctors Hill, resold houses and homes in the areas of water main construction.
- Purchased and installed software for shut-off tie cards.
- Installed new water tap for Egypt Beach Shower.
- Completed second year of three year water main replacement project. Total of 15 miles of mains replaced to date with seven miles to be done next year. Main were replaced on the following roads: First Parish Road, Country Way, Elm Street, Cudworth Road, Summer Street, Hatherly Road, Glades Road, Bossy Lane, Branch Street, and Lawson Road.
- Installed new sluice gate at Old Oaken Bucket Pond, controlled by SCADA in times of high water levels and flooding.
- Replaced low-band radios in trucks with newer high-band radios.
- Installed generator at Well 22.
- Completed full inspection of both storage tanks to be in compliance with DEP requirements.
- Completed Water Conservation Plan through Water Resource Committee.
- Established new irrigation policy on October 8, 2015. All new irrigation systems must have own water source.
- Located irrigation systems and tested back flow devices.
- Inspected and cleaned clear well at Water Treatment Plant to improve water quality.
- Continued meeting environmental stream flows at Old Oaken Bucket Pond.
- Installed new water tap for future Egypt Beach shower.
- Started weekly work place safety meetings for treatment plant & distribution personnel.
- Personnel now certified in American Heart Association AED CPR (seven) and First Aid (nine).
- Added two more Operator-in-Training positions at Water Treatment Plant.
- Reduced number of water discoloration calls by replacing fifteen miles of old water mains.
- Responded to five (5) water main breaks and numerous residential water line freeze ups and breaks even after snow plowing all day during Nor'easters and Blizzards.

DESCRIPTION OF REVENUE	FY/14	FY/15	FY/16 YTD	FY/17 Projected	Comments
Water Use Charges	2,573,922.59	3,132,137.05	1,541,701.30	4,454,056	19% increase (?)
Water Liens	310,975.17	310,661.49			
Water Installations	200,075.00	228,520.00	91,000.00	250,000	New homes
Tax Liens	18,354.70	13,198.92	6,900.32	13,200	
Interest/Penalties	6,487.96	8,826.73	5,625.89	8,827	
Earnings on Investments	10,033.81	14,250.71			
OTHER:					
Premium Sale of Bonds	1,146.72	1,142,549.88	0	0	
Miscellaneous	2,997.91	84.90	0	0	
Transfer Spec Rev		29,162.19	0	0	
	3,123,993.86	4,568,730.38	1,645,227.51	4,726,083	

Town of Scituate

Budget 450 Water Enterprise Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016 To Date: 6/30/2017

Print accounts with zero balance Round to whole dollars Account on new page

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
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065.450.0510.5110.0000.0000	REGULAR SALARIES	\$619,682.16	\$802,174.00	\$294,184.71	\$903,888.00	\$734,941.00		
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Column: [FY17DeptRequest]

Description:	FTE	Position Desc.	Budget
Description: REGULAR SALARIES		Seasonal	\$6,480.00
Description: REGULAR SALARIES		Supervisor - Ne	\$75,714.00
Description: REGULAR SALARIES		Asst Supervisor	\$82,052.00
Description: REGULAR SALARIES		Equip Operator	\$43,597.00
Description: REGULAR SALARIES		Eq Oper/Mechx2	\$43,598.00
Description: REGULAR SALARIES		Plant OIT x 2	\$89,158.00
Description: REGULAR SALARIES		Equip Operator	\$45,957.00
Description: REGULAR SALARIES		Equip Oper x 3	\$150,525.00
Description: REGULAR SALARIES		Plant Oper x 2	\$103,585.00
Description: REGULAR SALARIES		Foreman	\$48,421.00
Description: REGULAR SALARIES		Chief Operator	\$58,756.00
Description: REGULAR SALARIES		Meter Reader	\$45,665.00
Description: REGULAR SALARIES		PT Clerk - New	\$20,108.00
Description: REGULAR SALARIES		Clerk	\$40,048.00
Description: REGULAR SALARIES		Chief Clerk	\$50,224.00
Column Total:			\$903,888.00

Town of Scituate

Budget 450 Water Enterprise Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Town Selectman	FY17 Board of	FY17 Advisory Committee
065.450.0510.5120.0000.0000	OVERTIME	\$101,363.08	\$127,155.00	\$49,156.96	\$105,967.00		\$101,367.00		

Column: [FY17DeptRequest]

FTE Position Desc.

Description:	Budget	FTE	Position Desc.
OVERTIME	\$2,504.00		Chief Clerk
OVERTIME	\$10,600.00		Chief Operator
OVERTIME	\$2,504.00		Clerk
OVERTIME	\$38,956.00		Equip Operators
OVERTIME	\$12,801.00		Foreman
OVERTIME	\$12,801.00		Meter Reader
OVERTIME	\$21,201.00		Plant Operator
OVERTIME	\$4,600.00		Custodian

Column Total:

065.450.0510.5125.0000.0000	STANDBY	\$18,506.75	\$0.00	\$7,412.22	\$0.00	\$18,913.00
065.450.0510.5130.0000.0000	LONGEVITY	\$6,925.00	\$7,850.00	\$3,450.00	\$7,225.00	\$7,225.00

Column: [FY17DeptRequest]

FTE Position Desc.

Description:	Budget	FTE	Position Desc.
LONGEVITY	\$1,300.00		Supervisor
LONGEVITY	\$800.00		Meter Reader
LONGEVITY	\$1,000.00		Equip Operator
LONGEVITY	\$500.00		Chief Plant Ope
LONGEVITY	\$500.00		Equip Operator
LONGEVITY	\$800.00		Equip Operator
LONGEVITY	\$800.00		Plant Operator
LONGEVITY	\$550.00		Clerk
LONGEVITY	\$975.00		Chief Clerk

Column Total:

		\$7,225.00				
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Town of Scituate

Budget 450 Water Enterprise Detail

Fiscal Year: 2015-2016

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From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
065.450.0510.5140.0000.0000	EDUCATIONAL INCENTIVE	\$0.00	\$3,350.00	\$0.00	\$2,475.00	\$2,100.00		

Column: [FY17DeptRequest]

Description	Budget	FTE	Position Desc.
Description: EDUCATIONAL INCENTIVE	\$375.00		Foreman (2D)
Description: EDUCATIONAL INCENTIVE	\$375.00		Kwiecien (2T)
Description: EDUCATIONAL INCENTIVE	\$575.00		Langlan (3T)
Description: EDUCATIONAL INCENTIVE	\$1,150.00		Mahoney (C3)
Column Total:	\$2,475.00		

065.450.0510.5172.0000.0000	SICK LEAVE BUY BACK	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
065.450.0510.5190.0000.0000	SEASONAL SALARIES	\$3,682.00	\$6,480.00	\$1,638.00	\$6,480.00	\$6,480.00		

Column: [FY17DeptRequest]

Description	Budget	FTE	Position Desc.
Description: SEASONAL SALARIES	\$6,480.00		Seasonal
Column Total:	\$6,480.00		

065.450.0510.5191.0000.0000	OTHER SALARIES	\$11,387.46	\$14,746.00	\$6,531.65	\$15,600.00	\$9,302.00		
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Column: [FY17DeptRequest]

Description	Budget	FTE	Position Desc.
Description: OTHER SALARIES	\$15,600.00		
Column Total:	\$15,600.00		

SCHEDULE: PERSONAL SERVICES - 0510	\$761,546.45	\$961,755.00	\$362,373.54	\$1,041,635.00	\$880,328.00			
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065.450.0520.5211.0000.0000	ELECTRICITY	\$244,975.88	\$253,200.00	\$84,240.96	\$294,000.00	\$284,000.00		
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Column: [FY17DeptRequest]

Description	Budget	FTE	Position Desc.
Description: ELECTRICITY	\$294,000.00		Natn'l Grid
Column Total:	\$294,000.00		

Town of Scituate

Budget 450 Water Enterprise Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
065.450.0520.5213.0000.0000	NATURAL GAS	\$37,539.21	\$21,000.00	\$4,480.34	\$24,780.00	\$24,780.00		
Column: [FY17DeptRequest]								
	Description: NATURAL GAS	Budget \$9,780.00	FTE Columbia	Position Desc. Columbia				
	Description: NATURAL GAS	\$9,000.00		Direct Energy				
	Description: NATURAL GAS	\$6,000.00		Osterman				
	Column Total:	\$24,780.00						
065.450.0520.5231.0000.0000	WATER/SEWER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
065.450.0520.5241.0000.0000	OFFICE MACHINE MAINTEN	\$140.68	\$0.00	\$0.00	\$0.00	\$0.00		
065.450.0520.5242.0000.0000	REPAIR & MAINTENANCE	\$79,956.76	\$82,000.00	\$32,450.14	\$82,000.00	\$82,000.00		
Column: [FY17DeptRequest]								
	Description: REPAIR & MAINTENANCE	Budget \$82,000.00	FTE	Position Desc.				
	Column Total:	\$82,000.00						
065.450.0520.5245.0000.0000	VEHICLE SERVICE	\$5,500.67	\$8,000.00	\$8,014.04	\$10,000.00	\$8,500.00		
Column: [FY17DeptRequest]								
	Description: VEHICLE SERVICE	Budget \$10,000.00	FTE	Position Desc.				
	Column Total:	\$10,000.00						
065.450.0520.5271.0000.0000	EQUIPMENT RENTAL	\$30,774.17	\$24,000.00	\$10,219.45	\$26,915.00	\$26,000.00		
Column: [FY17DeptRequest]								
	Description: EQUIPMENT RENTAL	Budget \$145.00	FTE Beeper - Spok	Position Desc. Beeper - Spok				
	Description: EQUIPMENT RENTAL	\$1,770.00		Copy Machine -				
	Description: EQUIPMENT RENTAL	\$25,000.00		Heavy equipment				
	Column Total:	\$26,915.00						
065.450.0520.5308.0000.0000	TRAINING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		

Town of Scituate

Budget 450 Water Enterprise Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
065.450.0520.5309.0000.0000	TECHNICAL SERVICES	\$61,951.94	\$70,000.00	\$41,608.82	\$70,000.00	\$68,500.00		
Column: [FY17DeptRequest]	Budget		FTE	Position Desc.				
	Description: TECHNICAL SERVICES	\$17,000.00		Backflow testin				
	Description: TECHNICAL SERVICES	\$2,000.00		Calibration & t				
	Description: TECHNICAL SERVICES	\$6,000.00		Dig Safe				
	Description: TECHNICAL SERVICES	\$3,200.00		Greenscapes				
	Description: TECHNICAL SERVICES	\$16,000.00		Lab testing				
	Description: TECHNICAL SERVICES	\$25,200.00		Professional &				
	Description: TECHNICAL SERVICES	\$600.00		Test & recharge				
Column Total:		\$70,000.00			\$5,000.00	\$3,000.00		
065.450.0520.5321.0000.0000	CONFERENCES/MEETINGS	\$1,910.00	\$3,100.00	\$1,375.48	\$5,000.00	\$3,000.00		
Column: [FY17DeptRequest]	Budget		FTE	Position Desc.				
	Description: CONFERENCES/MEETINGS	\$5,000.00						
Column Total:		\$5,000.00			\$15,140.00	\$14,000.00		
065.450.0520.5341.0000.0000	TELEPHONE	\$14,863.53	\$14,000.00	\$5,984.32	\$15,140.00	\$14,000.00		
Column: [FY17DeptRequest]	Budget		FTE	Position Desc.				
	Description: TELEPHONE	\$6,120.00		Cell phones				
	Description: TELEPHONE	\$4,320.00		Tablets				
	Description: TELEPHONE	\$2,700.00		Land/data lines				
	Description: TELEPHONE	\$2,000.00		Internet				
Column Total:		\$15,140.00			\$14,000.00	\$4,689.91		
065.450.0520.5343.0000.0000	BINDING & PRINTING	\$13,739.05	\$14,000.00	\$4,689.91	\$14,000.00	\$14,000.00		
Column: [FY17DeptRequest]	Budget		FTE	Position Desc.				
	Description: BINDING & PRINTING	\$14,000.00						
Column Total:		\$14,000.00						

Town of Scituate

Budget 450 Water Enterprise Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Town Selectman	FY17 Advisory Committee
065.450.0520.5344.0000.0000	POSTAGE & DELIVERY	\$17,730.76	\$18,000.00	\$5,713.92	\$18,000.00		\$18,000.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: POSTAGE & DELIVERY	\$18,000.00						
	Column Total:	\$18,000.00	\$500.00	\$128.64	\$500.00		\$500.00	
065.450.0520.5346.0000.0000	LEGAL ADVERTISING	\$839.00	\$500.00	\$128.64	\$500.00		\$500.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: LEGAL ADVERTISING	\$500.00						
	Column Total:	\$500.00	\$14,500.00	\$3,495.30	\$14,500.00		\$14,500.00	
065.450.0520.5389.0000.0000	INTERDEPARTMENTAL	\$16,231.25	\$14,500.00	\$3,495.30	\$14,500.00		\$14,500.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: INTERDEPARTMENTAL	\$14,500.00						
	Column Total:	\$14,500.00	\$0.00	\$0.00	\$200.00		\$200.00	
065.450.0520.5711.0000.0000	MILEAGE REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$200.00		\$200.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: MILEAGE REIMBURSEMENT	\$200.00		Meetings/Town H				
	Column Total:	\$200.00	\$1,500.00	\$1,020.00	\$2,500.00		\$1,800.00	
065.450.0520.5731.0000.0000	PROFESSIONAL DUES & SL	\$1,804.50	\$1,500.00	\$1,020.00	\$2,500.00		\$1,800.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: PROFESSIONAL DUES & SUBS	\$2,500.00						
	Column Total:	\$2,500.00	\$523,800.00	\$203,421.32	\$577,535.00		\$559,780.00	
065.450.0520.5212.0000.0000	SCHEDULE: PURCHASE OF SERVICES - 0520	\$527,957.40	\$523,800.00	\$203,421.32	\$577,535.00		\$559,780.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: HEATING OIL	\$0.00	\$0.00	\$1,995.00	\$0.00		\$0.00	

Town of Scituate

Budget 450 Water Enterprise Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016

To Date: 6/30/2017

Definition: FY17 Completed Budget

Print accounts with zero balance

Round to whole dollars

Account on new page

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
065.450.0540.5420.0000.0000	OFFICE SUPPLIES	\$2,534.23	\$2,200.00	\$734.86	\$2,500.00	\$2,300.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: OFFICE SUPPLIES		\$2,500.00						
Column Total:		\$102,956.94	\$102,000.00	\$27,425.27	\$102,000.00	\$102,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: SUPPLIES		\$3,000.00		Jugs water				
Description: SUPPLIES		\$87,000.00		Pipes & Fitting				
Description: SUPPLIES		\$4,000.00		Red B Gone				
Description: SUPPLIES		\$8,000.00		Solid fill & gr				
Column Total:		\$102,000.00			\$175.00	\$175.00		\$175.00
065.450.0540.5425.0000.0000	PRINTING & FORMS	\$377.51	\$175.00	\$157.96	\$175.00			
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: PRINTING & FORMS		\$175.00						
Column Total:		\$175.00			\$1,000.00	\$800.00		
065.450.0540.5430.0000.0000	BUILDING SUPPLIES	\$315.40	\$1,000.00	\$299.00	\$1,000.00	\$800.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: BUILDING SUPPLIES		\$1,000.00						
Column Total:		\$1,000.00			\$15,000.00	\$15,000.00		
065.450.0540.5431.0000.0000	EQUIPMENT PARTS	\$23,185.48	\$15,000.00	\$3,658.30	\$15,000.00	\$15,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: EQUIPMENT PARTS		\$15,000.00						
Column Total:		\$15,000.00						

Town of Scituate

Budget 450 Water Enterprise Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Town Selectman	FY17 Advisory Committee
065.450.0540.5451.0000.0000	CLEANING SUPPLIES	\$931.67	\$850.00	\$312.21	\$850.00		\$800.00	
Column: [FY17DeptRequest]	Budget							
	Description: CLEANING SUPPLIES	\$850.00						
Column Total:		\$9,466.99	\$6,000.00	\$6,141.09	\$8,000.00		\$6,500.00	
Column: [FY17DeptRequest]	Budget							
	Description: VEHICLE SUPPLIES	\$8,000.00						
Column Total:		\$27,891.41	\$39,000.00	\$8,130.46	\$39,000.00		\$34,500.00	
Column: [FY17DeptRequest]	Budget							
	Description: FUELS & LUBRICANTS	\$39,000.00						
Column Total:		\$2,246.18	\$1,500.00	\$428.13	\$1,500.00		\$1,500.00	
Column: [FY17DeptRequest]	Budget							
	Description: TOOLS & EXPENDABLES	\$1,500.00						
Column Total:		\$207,320.72	\$255,000.00	\$98,902.12	\$255,000.00		\$250,000.00	
Column: [FY17DeptRequest]	Budget							
	Description: CHEMICALS & LAB SUPPLIES	\$14,000.00						
	Description: CHEMICALS & LAB SUPPLIES	\$21,000.00						
	Description: CHEMICALS & LAB SUPPLIES	\$220,000.00						
Column Total:		\$255,000.00						

Town of Scituate

Budget 450 Water Enterprise Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Request	FY17 Admin Recomm	FY17 Town Selectman	FY17 Advisory Committee
065.450.0640.5581.0000.0000	CLOTHING	\$6,250.00	\$6,600.00	\$6,250.00	\$7,400.00		\$7,400.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: CLOTHING	\$6,600.00	LOCAL 1162					
	Description: CLOTHING	\$300.00	LOCAL 1162					
	Description: CLOTHING	\$500.00	AMP					
	Column Total:	\$7,400.00						
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$383,476.53	\$429,325.00	\$154,434.40	\$432,425.00		\$420,975.00	

065.450.0551.5602.0000.0000 CHARGES & ASSESSMENT

\$297,511.92 \$355,488.08 \$4,850.95 \$333,980.00

Column: [FY17DeptRequest]

Budget

FTE

Position Desc.

Description: CHARGES & ASSESSMENTS

MA DEP

\$6,000.00

Description: CHARGES & ASSESSMENTS

MA DEP

\$980.00

Description: CHARGES & ASSESSMENTS

Purchase water

\$327,000.00

\$333,980.00

Town of Scituate

Budget 450 Water Enterprise Detail

Fiscal Year: 2015-2016

Print accounts with zero balance
 Round to whole dollars
 Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
065-450.0561.5960.0000.0000	INDIRECT COSTS	\$257,529.00	\$299,580.00	\$299,580.00	\$323,551.00	\$323,551.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: INDIRECT COSTS	\$22,644.00		DPW Admin				
	Description: INDIRECT COSTS	\$10,427.00		Engineering				
	Description: INDIRECT COSTS	\$30,091.00		Town Admin				
	Description: INDIRECT COSTS	\$37,982.00		Insurance				
	Description: INDIRECT COSTS	\$14,583.00		Treas/Collector				
	Description: INDIRECT COSTS	\$3,283.00		OPEB				
	Description: INDIRECT COSTS	\$111,587.00		Pensions				
	Description: INDIRECT COSTS	\$1,848.00		Facilities Dir				
	Description: INDIRECT COSTS	\$17,106.00		Town Acct				
	Description: INDIRECT COSTS	\$64,149.00		Grp Insurance				
	Description: INDIRECT COSTS	\$9,851.00		Medicare				
	Column Total:	\$323,551.00						
SCHEDULE: INTERGOVERNMENTAL - 0561		\$555,040.92	\$655,068.08	\$304,430.95	\$657,531.00	\$650,531.00		
065-450.0580.5851.0000.0000	EQUIPMENT	\$14,313.04	\$18,000.00	\$15,354.06	\$18,000.00	\$18,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: EQUIPMENT	\$18,000.00						
	Column Total:	\$18,000.00						
065-450.0580.5853.0000.0000	OFFICE EQUIPMENT	\$1,388.62	\$700.00	\$0.00	\$3,200.00	\$3,800.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: OFFICE EQUIPMENT	\$1,200.00		Cell phones				
	Description: OFFICE EQUIPMENT	\$1,200.00		Computers				
	Description: OFFICE EQUIPMENT	\$800.00		Tablets				
	Column Total:	\$3,200.00						
SCHEDULE: CAPITAL OUTLAY - 0580		\$15,701.66	\$18,700.00	\$15,354.06	\$21,200.00	\$21,800.00		

Town of Scituate

Budget 450 Water Enterprise Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
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065.450.0590.5910.0000.0000	PRINCIPAL ON LONG TERM	\$461,000.00	\$991,000.00	\$710,000.00	\$981,000.00	\$981,000.00		
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Column: [FY17DeptRequest]

Description: Principal

Column Total:

065.450.0590.5915.0000.0000	INTEREST ON LONG TERM	\$169,412.02	\$505,997.00	\$207,672.40	\$732,632.00	\$732,632.00		
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Column: [FY17DeptRequest]

Description: Interest

Column Total:

065.450.0590.5925.0000.0000	INTEREST SHORT TERM	\$58,500.00	\$90,000.00	\$0.00	\$0.00	\$0.00		
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SCHEDULE: DEBT - 0590

\$1,713,632.00

065.450.0596.5966.0000.0000	Transfer to Trust Funds	\$0.00	\$250,000.00	\$250,000.00	\$0.00	\$0.00		
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SCHEDULE: TRANSFERS - 0596

\$0.00

Grand Total:

\$4,247,046.00

End of Report

TOWN OF SCITUATE FY 2017 PERSONAL SERVICES DETAIL

Fund: 65 Water

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Education	Holiday	Sick Leave Buy Back	Longevity	Per Employee
SUPERVISOR													
Vacant		AMP 5B	2	\$21.35	40	\$854.00	52.2	\$44,579	\$0	\$0	\$0	\$0	\$44,579
ASST SUPERVISOR													
James DeBarros	23-Nov-87	AMP 5	7	\$27.49	35	\$962.15	52.2	\$50,224	\$575	\$0	\$1,300	\$83,352	
CHIEF CLERK													
Heather Santosuosso	09-Apr-02	A-8	Max	\$21.92	35	\$767.20	52.2	\$40,048	\$0	\$0	\$975	\$51,199	
CLERK													
Nora Finnegan	02-Jan-08	A-6	6	\$23.19	40	\$927.60	52.2	\$48,421	\$0	\$0	\$550	\$40,598	
CHIEF PLANT OPERATOR													
Eric Langlan	17-Feb-10	E	5	\$28.14	40	\$1,125.60	52.2	\$58,756	\$0	\$0	\$500	\$59,831	
PLANT OPERATORS													
Plant Operator	06-Apr-15	D	2	\$23.19	40	\$927.60	52.2	\$48,421	\$375	\$0	\$0	\$48,796	
Michael Kwiscien													
PLANT OPERATORS IN TRAINING													
Bryan Lucas	13-Jul-15	C	2	\$21.35	40	\$854.00	52.2	\$44,579	\$0	\$0	\$0	\$44,579	
John Moran	27-Jul-15	C	2	\$21.35	40	\$854.00	52.2	\$44,579	\$0	\$0	\$0	\$44,579	
DISTRIBUTION FOREMAN													
Vacant		D	2	\$23.19	40	\$927.60	52.2	\$48,421	\$1,150	\$0	\$800	\$50,371	
EQUIPMENT OPERATOR													
Sean Stewart	02-Sep-14	C	3	\$22.01	40	\$880.40	52.2	\$45,957	\$0	\$0	\$0	\$46,957	
Vacant													
Wally Young	14-May-07	C	5	\$24.03	40	\$961.20	52.2	\$50,175	\$0	\$0	\$600	\$50,975	
Scott Trickler	16-Jun-08	C	5	\$24.03	40	\$961.20	52.2	\$50,175	\$0	\$0	\$500	\$50,675	
David Fishery	12-Nov-96	C	5	\$24.03	40	\$961.20	52.2	\$50,175	\$0	\$0	\$1,000	\$51,175	
METER READER													
William Johnrow	01-Nov-04	W-7	5	\$21.87	40	\$874.80	52.2	\$45,665	\$0	\$0	\$800	\$46,465	
SEASONAL													
		Unclass		\$12.00	40	\$480.00	13.5	\$6,480	\$0	\$0	\$0	\$6,480	
TOTALS:													
								\$741,421	\$2,100	\$0	\$0	\$7,225	\$750,746

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary	Overtime	Longevity	Ed. Incentive	Seasonal	Holiday	Other	Standby	TOTAL
SUPERVISOR	1	\$75,714	\$0	\$1,300	\$0	\$0	\$0	\$821	\$0	\$75,714
ASST SUPERVISOR	1	\$82,052	\$0	\$975	\$0	\$0	\$0	\$502	\$0	\$84,173
CHIEF CLERK	1	\$50,224	\$2,504	\$550	\$0	\$0	\$0	\$400	\$0	\$54,205
CLERK	1	\$40,048	\$2,504	\$500	\$575	\$0	\$0	\$689	\$0	\$43,502
CHIEF PLANT OPERATOR	1	\$58,756	\$10,600	\$500	\$375	\$0	\$0	\$1,378	\$0	\$71,120
PLANT OPERATOR	2	\$48,421	\$21,201	\$0	\$0	\$0	\$0	\$1,378	\$0	\$71,375
PLANT OPERATOR IN TRAINING	2	\$89,158	\$12,801	\$800	\$1,150	\$0	\$0	\$689	\$0	\$90,536
DISTRIBUTION FOREMAN	1	\$48,421	\$0	\$2,300	\$0	\$0	\$0	\$2,756	\$0	\$53,877
EQUIPMENT OPERATOR	4	\$196,482	\$38,956	\$2,300	\$0	\$0	\$0	\$689	\$0	\$240,494
METER READER	1	\$45,665	\$12,801	\$800	\$0	\$0	\$0	\$689	\$0	\$59,955
SEASONAL	1	\$6,480	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,480
OTHER										
TOTALS	16	\$734,941	\$101,367	\$7,225	\$2,100	\$6,480	\$0	\$9,302	\$18,913	\$880,328

Water Enterprise Fund

	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16 budget	FY17 budget
Revenue:									
Tax Liens	16,902	25,583	14,197	15,003	11,069	18,355	13,199		13,200
Water Use Charges	2,209,387	1,883,249	2,276,537	2,079,709	2,324,066	2,573,923	3,132,137	3,068,116	3,913,605
Water Installation	110,000	129,500	110,000	111,000	152,750	200,075	228,520	200,200	250,000
Interest/Penalties	6,700	5,186	5,467	5,265	5,788	6,488	8,827		-
Water Liens/Committed Interest	268,106	241,657	293,791	270,047	285,202	310,975	310,661	330,000	
Interest Income	22,405	8,974	6,748	6,474	3,760	10,034	14,251	10,000	8,827
Misc	568	115	154,469	6,218	23,071	4,145	1,171,797		
Total Revenue	2,634,068	2,294,264	2,861,209	2,493,716	2,805,706	3,123,994	4,879,392	3,608,316	4,185,632
Expenses:									
Personal Services	686,109	697,716	640,351	672,234	700,889	724,258	761,546	961,755	880,328
Purchase of Services	542,972	470,786	441,578	447,749	437,182	448,260	527,957	523,800	559,780
Materials & Supplies	553,584	428,801	366,565	399,459	427,956	400,540	680,988	429,325	420,975
Marshfield Water	284,884	306,790	234,730	99,645	270,408	266,597	297,512	355,488	326,980
Indirect Costs	182,136	185,854	226,817	215,984	239,521	244,300	257,529	299,580	323,551
Capital Outlay	11,762	952	3,974	19,934	17,412	22,972	15,702	18,700	21,800
Capital Articles	237,384	332,000	-	450,000					
Total Operating Expenses	2,498,831	2,422,899	1,904,015	2,305,005	2,093,367	2,106,927	2,541,235	2,588,648	2,533,414
Surplus/(Deficit) before debt payments	135,237	(128,635)	957,194	188,711	712,339	1,017,067	2,338,157	1,019,668	1,652,218
Debt Service	186,816	186,870	195,529	588,479	588,314	703,225	688,912	1,315,197	1,713,632
Total Surplus/(Deficit)	(51,579)	(315,505)	761,665	(399,768)	124,025	313,842	1,649,245	(295,529)	(61,414)
Unappropriated Certified Retained Earnings as of November 2, 2015									763,994
Less amt needed to balance FY17 budget									(61,414)
Less amt to be used for FY17 Capital									(210,233)
Balance of Retained Earnings after FY17 ATM									<u>492,347</u>

Town of Scituate
Water Enterprise Fund
Indirect Costs
Fiscal Year 2017 Budget

Description	Basis	Allocation	%*	FY16 Budget	Total
Town Administrator	Administrative, budget, labor counsel, CPO	Personal Services budget	4.89%	551,065	30,091
Town Accountant	Processing of warrants etc.	Total FY16 budget	4.89%	349,676	17,106
Treas/Collector	Collections, bank rec., payroll etc.	Total FY16 budget	4.89%	298,097	14,583
Facilities Director		Personal Services budget	2.00%	92,406	1,848
Engineering Dept.	Engineering	1/8 of Engineer's Salary			10,427
DPW Admin. Dept.	Administration	1/5 of Director's Salary			22,644
Insurance	Building, Auto, Liability etc.	From Insurance Company			37,982
Group Insurance	Town's Share of group insurance	Actual Contribution FY15 rates			64,149
Medicare	Town's Share of medicare	Actual FY15	1.45%		9,851
OPEB	Eligible -ees/total eligible X OPEB cost	Based on most recent actuary %	1.80%	182,385	3,283
Pensions and Retirement	Penison Costs	Based on actuarial breakdown done for PCRS		8.5%	111,587
				7.5%	323,551

* based on enterprise FY16 operating budget to total Town operating budget

TOWN OF SCITUATE

FY 2017 BUDGET

DEPARTMENT: 298 Harbormaster/Waterways Enterprise Fund

MISSION STATEMENT: In accordance with the Scituate Waterways Management Plan and the Scituate Mooring Rules and Regulations and the Town By-Laws, the mission of the Scituate Harbormaster is to ensure the safety of the boating public, preserve and promote order among vessels that habitually moor or transit Scituate waterways, maintain and enhance Town-owned maritime facilities while protecting the integrity of the Harbor as a natural resource and to defray the cost of providing services through the assessment of fees.

FY 2017 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

1. Review and Update Town of Scituate Mooring Rules and Regulations. 9/16
 - a. Remove and correct problematic rules and regulations that create loopholes in management and oversight of the mooring fields throughout the Town of Scituate.
 - b. With corrected rules and regulations, the Harbormaster's office will be better able to administer the mooring list and to award moorings in a more timely and equitable fashion.
 - c. By reviewing and correcting the Mooring Rules and Regulations, it will eliminate the gray areas in management and enforcement.
2. Close out the Salt Marsh Mitigation Project at Scituate Maritime Center. 6/17
 - a. Work closely, with the town consultant U.S. Army Corps of Engineers to ensure that the mitigation project is completed to their requirements and satisfaction.
 - b. Continue to remove storm wrack and debris from the salt marsh area that has been replanted.
 - c. Educate Harbormaster staff on the importance of keeping the general public out of the Salt Marsh Project area so as to not damage the area any further.
3. Review and update Cole Parkway Marina and Scituate Marine Park rules, regulations and slip contract. 1/17
 - a. Review and remove any problematic and contradictory wording in contract.
 - b. The contract will be clearer for the patrons to understand and adhere to.
 - c. This will insure the patrons understand the regulations. And help diminish any damage to town property. Intern this will help reduce operating cost for repairs.
4. Increase effectiveness of department by collaborating with Police marine unit operators with ongoing law enforcement training and education. 4/17
 - a. Work with Chief of Police to determine appropriate programs and resources.
 - b. Develop training schedule of classes for appropriate staff to attend.
 - c. Train with Police and Fire Departments to provide effective service to the boating public.

MAJOR BUDGET COMPONENTS

The Harbormaster is the managing authority over Scituate Waterways. He has one full-time assistant and one business manager, who provide operational and administrative support. He manages 14 seasonal assistants who conduct patrols, search and rescue missions, enforce M.G.L. c. 90B and local ordinances, provide security for, and maintain, all Town-owned maritime facilities. Response to increasing Shark reports and monitors shark buoy

The Harbormaster has the overall responsibility for the operation and administration of the Waterways Enterprise Fund.

He is responsible for creating the budget, authorizing expenditures, projecting revenues and making necessary adjustments to ensure fiscal solvency.

FY 2017 RISKS AND CHALLENGES

In FY 2017, the Department will be challenged with ensuring that the Salt Marsh Mitigation Project is properly completed to the satisfaction of the U.S. Army Corps of Engineers. Until the Army Corps of Engineers is satisfied and signs off on the Project, it could impact permitting future dredging projects in the harbor.

Cole Parkway Marina Anchoring System. The anchoring system that is currently in use today is a mooring stone and chain system. The Marina shifts in different wind directions from side to side. The stones tip over, the chains deteriorates over time and needs constant maintenance throughout the year. The present plan calls for a piling system similar to the one at the Scituate Maritime Center and the Mill Wharf Marina. The present challenge is securing a grant from the Commonwealth of Massachusetts Seaport Economic Council to help pay for the new system and to get approval from the Town of Scituate residents to use Waterways Enterprise funds to match the grant.

DEPARTMENTAL ACCOMPLISHMENTS

1. Completed and received approval for new Commercial Pier Rules and Regulations.
2. Working on finalizing the Salt Marsh Restoration Project.
3. Starting South River dredging projects with Town of Marshfield and the Barnstable County Dredge.

DESCRIPTION OF REVENUE	YTD				Comments
	FY/14	FY/15	FY/16 YTD	FY/117 Forecast	
Slip/Dinghy Fees	\$666,140.00	\$660,864.37	\$46,427.50	\$656,796.22	
Moorings/Chapter 10A	\$99,692.00	\$115,720.00	\$1,504.00	\$104,000.00	
User Fees	\$74,125.00	\$78,000.00	\$51,000.00	\$76,383.00	
Town Pier Dockage	\$14,590.00	\$11,800.00	\$31,214.00	\$12,896.67	
Tie-ups	\$33,278.46	\$16,415.19	\$11,956.00	\$26,311.55	
Mooring Applications	\$2,078.00	\$2,622.00	\$660.00	\$2,600.00	
Ice	\$3,273.00	\$2,421.00	\$2,916.00	\$3,341.33	
Boat Yard/USCG Lease	\$116,245.30	\$127,758.96	\$51,354.15	\$117,859.31	
Pumpout Program	\$10,536.00	\$10,536.00	\$9,400.47	\$10,536.00	
Interest on Earnings	\$3,276.91	\$2,720.00	\$3,250.00	\$3,200.00	
Misc Fees, Tickets	\$419.44	\$40.00	\$0.00	\$250.00	
Excise Tax	\$39,816.37	\$40,359.73	\$0.00		
Premium from Sales of Bonds					
<u>Maritime Center</u>	<u>\$22,950.00</u>	<u>\$28,175.00</u>	<u>\$11,300.00</u>	<u>\$25,562.50</u>	
	\$1,086,420.48	\$1,097,432.25	\$220,982.12	\$1,039,736.58	
				Balance	
<u>Grants & Donations</u>				\$0.00	
SAC Town Pier Rehab Survey	\$12,611.43	\$12,611.43	\$0.00	\$0.00	
SAC Grant Town Pier Rehab	\$129,769.12	\$146,990.85	\$47,281.58	\$47,281.58	
CPC SMP Upland Grant				\$0.00	
"BIG" Grant	\$22,866.72	\$0.00	\$0.00	\$0.00	
Harbor Dredging	\$0.00	\$0.00	\$0.00	\$3,799.69	
DCR SR Dredge Grant	\$0.00	\$0.00	\$0.00	\$44,962.80	
Harborwalk/Gift Account				\$4,221.06	
Marine Park Expansion				\$0.00	
Friends of Sci. Rec Grant	\$3,450.00	\$0.00	\$0.00	\$0.00	

Town of Scituate

Budget 298 Waterways Enterprise Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
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066.298.0510.5110.0000.0000	REGULAR SALARIES	\$153,871.91	\$177,613.00	\$82,901.12	\$192,226.00	\$192,226.00		
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Column: [FY17DeptRequest]

Description	Budget	FTE	Position Desc.
REGULAR SALARIES	\$60,126.00		Asst. Harbormas
REGULAR SALARIES	\$46,437.00		Business Manage
REGULAR SALARIES	\$85,663.00		Harbormaster
Column Total:	\$192,226.00		

066.298.0510.5120.0000.0000

OVERTIME

\$4,500.00

\$4,500.00

Column: [FY17DeptRequest]

Description	Budget	FTE	Position Desc.
OVERTIME	\$4,500.00		
Column Total:	\$4,500.00		

066.298.0510.5130.0000.0000

LONGEVITY

\$2,013.01

\$1,300.00

\$1,300.00

Column: [FY17DeptRequest]

Description	Budget	FTE	Position Desc.
LONGEVITY	\$800.00		Asst. Harbormas
LONGEVITY	\$500.00		Business Manag
Column Total:	\$1,300.00		

066.298.0510.5190.0000.0000

SEASONAL SALARIES

\$130,890.63

\$176,972.00

\$173,972.00

Column: [FY17DeptRequest]

Description	Budget	FTE	Position Desc.
SEASONAL SALARIES	\$23,384.00		Maintenance
SEASONAL SALARIES	\$42,645.00		Police
SEASONAL SALARIES	\$34,348.00		Security
SEASONAL SALARIES	\$76,595.00		Asst Harbormast
Column Total:	\$176,972.00		

Town of Scituate

Budget 298 Waterways Enterprise Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017 Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
066.298.0510.5191.0000.0000	OTHER SALARIES	\$958.74	\$2,145.00	\$262.80	\$2,291.00	\$2,291.00	\$2,291.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: OTHER SALARIES	\$1,434.00		Business Manage				
	Description: OTHER SALARIES	\$857.00		Harbormaster				
	Column Total:	\$288,683.92	\$354,435.00	\$197,997.13	\$377,289.00	\$374,289.00		
SCHEDULE: PERSONAL SERVICES - 0510								
066.298.0520.5211.0000.0000	ELECTRICITY	\$20,484.84	\$21,000.00	\$11,469.18	\$25,000.00	\$22,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: ELECTRICITY	\$25,000.00						
	Column Total:	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	
066.298.0520.5231.0000.0000	WATER/SEWER	\$10,000.00	\$250.00	\$410.90	\$500.00	\$500.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: WATER/SEWER	\$10,000.00						
	Column Total:	\$105.03	\$250.00	\$410.90	\$500.00	\$500.00	\$500.00	
066.298.0520.5241.0000.0000	OFFICE MACHINE MAINTEN	\$500.00	\$40,000.00	\$18,879.01	\$146,580.00	\$40,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: OFFICE MACHINE MAINTENANCE	\$500.00						
	Column Total:	\$41,201.81	\$40,000.00	\$18,879.01	\$146,580.00	\$40,000.00	\$40,000.00	
066.298.0520.5242.0000.0000	REPAIR & MAINTENANCE	\$71,580.00	\$75,000.00	\$75,000.00				
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: REPAIR & MAINTENANCE	\$71,580.00						
	Description: REPAIR & MAINTENANCE	\$75,000.00						
	Column Total:	\$146,580.00						

Town of Scituate

Budget 298 Waterways Enterprise Detail

Fiscal Year: 2015-2016

Print accounts with zero balance
 Round to whole dollars
 Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
066.298.0520.5291.0000.0000	RUBBISH REMOVAL	\$4,632.61	\$6,100.00	\$4,390.21	\$6,100.00	\$6,100.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: RUBBISH REMOVAL		\$6,100.00						
Column Total:		\$6,100.00						
066.298.0520.5301.0000.0000	MARINE PARK O & M COST:	\$16,694.12	\$27,000.00	\$8,059.34	\$92,720.00	\$24,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: MARINE PARK O & M COSTS		\$47,720.00						
Description: MARINE PARK O & M COSTS		\$45,000.00						
Column Total:		\$92,720.00						
066.298.0520.5308.0000.0000	TRAINING	\$150.00	\$1,000.00	\$0.00	\$1,000.00	\$400.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: TRAINING		\$1,000.00						
Column Total:		\$1,000.00						
066.298.0520.5309.0000.0000	TECHNICAL SERVICES	\$5,365.97	\$24,000.00	\$5,890.18	\$44,000.00	\$44,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: TECHNICAL SERVICES		\$24,000.00						
Description: TECHNICAL SERVICES		\$20,000.00						
Column Total:		\$44,000.00						
066.298.0520.5321.0000.0000	CONFERENCES/MEETINGS	\$37.00	\$0.00	\$0.00	\$0.00	\$0.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: CONFERENCES/MEETINGS		\$0.00						
Column Total:		\$0.00						
066.298.0520.5341.0000.0000	TELEPHONE	\$212.00	\$625.00	\$374.91	\$625.00	\$625.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: TELEPHONE		\$625.00						
Column Total:		\$625.00						

Town of Scituate

Budget 298 Waterways Enterprise Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
066.298.0520.5343.0000.0000	BINDING & PRINTING	\$646.00	\$1,000.00	\$980.00	\$1,000.00	\$1,000.00	\$1,000.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: BINDING & PRINTING	\$1,000.00						
	Column Total:	\$1,000.00						
066.298.0520.5344.0000.0000	POSTAGE & DELIVERY	\$1,261.95	\$1,000.00	\$156.34	\$1,000.00	\$1,000.00	\$1,000.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: POSTAGE & DELIVERY	\$1,000.00						
	Column Total:	\$1,000.00						
066.298.0520.5346.0000.0000	LEGAL ADVERTISING	\$0.00	\$0.00	\$0.00	\$175.00	\$0.00	\$0.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: LEGAL ADVERTISING	\$175.00						
	Column Total:	\$175.00						
066.298.0520.5711.0000.0000	MILEAGE REIMBURSEMENT	\$0.00	\$50.00	\$0.00	\$50.00	\$50.00	\$50.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: MILEAGE REIMBURSEMENT	\$50.00						
	Column Total:	\$50.00						
066.298.0520.5731.0000.0000	PROFESSIONAL DUES & SL	\$495.00	\$300.00	\$175.00	\$300.00	\$300.00	\$300.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: PROFESSIONAL DUES & SUBS	\$300.00						
	Column Total:	\$300.00						
066.298.0520.5960.0000.0000	INDIRECT COSTS	\$55,981.00	\$57,749.00	\$57,749.00	\$55,731.00	\$55,731.00	\$55,731.00	
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: INDIRECT COSTS	\$55,731.00						
	Column Total:	\$55,731.00						
SCHEDULE: PURCHASE OF SERVICES - 0520		\$147,267.33	\$180,074.00	\$108,534.07	\$384,781.00	\$195,706.00		

Town of Scituate

Budget 298 Waterways Enterprise Detail

Fiscal Year: 2015-2016

From Date: 7/1/2016 To Date: 6/30/2017

Print accounts with zero balance Round to whole dollars Account on new page

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
066.298.0540.5420.0000.0000	OFFICE SUPPLIES	\$706.69	\$900.00	\$287.61	\$900.00	\$750.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: OFFICE SUPPLIES	\$900.00						
	Column Total:	\$900.00						
066.298.0540.5423.0000.0000	SUPPLIES	\$18,312.34	\$25,000.00	\$21,956.00	\$40,000.00	\$30,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: SUPPLIES	\$40,000.00						
	Column Total:	\$40,000.00						
066.298.0540.5425.0000.0000	PRINTING & FORMS	\$526.50	\$600.00	\$0.00	\$600.00	\$575.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: PRINTING & FORMS	\$600.00						
	Column Total:	\$600.00						
066.298.0540.5430.0000.0000	BUILDING SUPPLIES	\$2,624.22	\$3,000.00	\$2,122.08	\$4,000.00	\$3,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: BUILDING SUPPLIES	\$4,000.00						
	Column Total:	\$4,000.00						
066.298.0540.5451.0000.0000	CLEANING SUPPLIES	\$1,410.10	\$1,700.00	\$1,189.67	\$2,000.00	\$1,700.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: CLEANING SUPPLIES	\$2,000.00						
	Column Total:	\$2,000.00						
066.298.0540.5462.0000.0000	LANDSCAPING SUPPLIES	\$386.00	\$725.00	\$0.00	\$725.00	\$500.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
	Description: LANDSCAPING SUPPLIES	\$725.00						
	Column Total:	\$725.00						

Town of Scituate

Budget 298 Waterways Enterprise Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
066.298.0540.5481.0000.0000 FUELS & LUBRICANTS	\$11,878.87	\$18,000.00	\$11,541.23	\$24,000.00	\$21,000.00		
Column: [FY17DeptRequest]	Budget	FTE	Position Desc.				
Description: FUELS & LUBRICANTS	\$24,000.00						
Column Total:	\$24,000.00						
066.298.0540.5581.0000.0000 CLOTHING	\$1,295.50	\$2,000.00	\$1,461.00	\$2,500.00	\$2,000.00		
Column: [FY17DeptRequest]	Budget	FTE	Position Desc.				
Description: CLOTHING	\$2,500.00						
Column Total:	\$2,500.00						
SCHEDULE: MATERIALS & SUPPLIES - 0540	\$37,140.22	\$51,925.00	\$38,557.59	\$74,725.00	\$59,525.00		
066.298.0580.5851.0000.0000 EQUIPMENT	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00		
Column: [FY17DeptRequest]	Budget	FTE	Position Desc.				
Description: EQUIPMENT	\$3,000.00						
Column Total:	\$3,000.00						
066.298.0580.5881.0000.0000 CAPITAL DEPRECIATION	\$0.00	\$0.00	\$0.00	\$20,000.00	\$0.00		
Column: [FY17DeptRequest]	Budget	FTE	Position Desc.				
Description: CAPITAL DEPRECIATION	\$20,000.00						
Column Total:	\$20,000.00						
066.298.0580.5882.0000.0000 CAPITAL REPLACEMENT	\$2,993.88	\$5,000.00	\$4,990.00	\$5,000.00	\$5,000.00		
Column: [FY17DeptRequest]	Budget	FTE	Position Desc.				
Description: CAPITAL REPLACEMENT	\$5,000.00						
Column Total:	\$5,000.00						
SCHEDULE: CAPITAL OUTLAY - 0580	\$2,993.88	\$5,000.00	\$4,990.00	\$28,000.00	\$8,000.00		

Town of Scituate

Budget 298 Waterways Enterprise Detail

Fiscal Year: 2015-2016

Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2016 To Date: 6/30/2017

Definition: FY17 Completed Budget

Account	Description	FY15 Expended	FY16 Approp	FY16 Expended to Date	FY17 Dept Request	FY17 Town Admin Recomm	FY17 Board of Selectman	FY17 Advisory Committee
066.298.0590.5910.0000.0000	PRINCIPAL ON LONG TERM	\$325,000.00	\$325,000.00	\$0.00	\$325,000.00	\$325,000.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: PRINCIPAL ON LONG TERM DEBT		\$325,000.00						
Column Total:		\$325,000.00						
066.298.0590.5915.0000.0000	INTEREST ON LONG TERM	\$126,078.76	\$113,254.00	\$56,264.38	\$100,429.00	\$100,429.00		
Column: [FY17DeptRequest]		Budget	FTE	Position Desc.				
Description: INTEREST ON LONG TERM DEBT		\$100,429.00						
Column Total:		\$100,429.00						
SCHEDULE: DEBT - 0590		\$451,078.76	\$438,254.00	\$56,264.38	\$425,429.00	\$425,429.00		
Grand Total:		\$927,164.11	\$1,029,688.00	\$406,343.17	\$1,290,224.00	\$1,062,949.00		

End of Report

TOWN OF SCITUATE FY 2017 PERSONAL SERVICES

Fund: 66 WATERWAYS ENTERPRISE

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hours/Week	Weekly Pay	# of Weeks	Per Employee	Total Sick Leave Buy Back	Longevity	Salary Total
HARBOR MASTER										
Stephen Mone	31-Jul-15	AMP 5b	7	35	\$1,641.05	52.2	\$85,663			\$85,663
ASSISTANT HARBORMASTER										
Michael Bearse	01-Jul-08	AMP 2	5	40	\$1,151.84	52.2	\$60,126		\$800	\$60,926
BUSINESS MANAGER										
Ellen Talbot	17-Jan-12	SS	2	40	\$889.60	52.2	\$46,437		\$500	\$46,937
SEASONAL										
ASSISTANT HARBORMASTERS										
Unit A	10 yr & above	Unclassified		40	\$640.00	26.5	\$16,960			\$16,960
Unit B		Unclassified		40	\$640.00	26.5	\$16,960			\$16,960
Unit C		Unclassified		40	\$640.00	22.5	\$14,400			\$14,400
Unit D	5-9 year	Unclassified		40	\$680.00	22.5	\$13,050			\$13,050
Unit E		Unclassified		10	\$136.30	52.2	\$7,115			\$7,115
Michele Seghezzi (65%)	Reservationist	Unclassified		4	\$81.72	52.2	\$4,266			\$4,266
Lindsey Desimone	Recording Sec	Unclassified		4	\$70.32	12.0	\$844			\$844
MAINTENANCE										
Employee #1		Unclassified		40	\$441.20	19	\$8,383			\$8,383
Employee #2		Unclassified		40	\$441.20	19	\$8,383			\$8,383
Employee #3		Unclassified		40	\$441.20	15	\$6,618			\$6,618
SECURITY										
Employee #1		Unclassified		40	\$545.20	22.5	\$12,267			\$12,267
Employee #2		Unclassified		40	\$545.20	22.5	\$12,267			\$12,267
Employee #3		Unclassified		32	\$436.16	22.5	\$9,814			\$9,814
POLICE										
Marine Patrol Officer				56	\$1,565.03	15.8	\$24,728			\$24,728
Permanent Intermittent				56	\$1,134.00	15.8	\$17,917			\$17,917
TOTAL							\$366,198	\$0	\$1,300	\$367,498

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary 5110	Overtime 5120	Longevity 5130	Part-time 5180	Seasonal 5190	Other Sick Leave BB 5191	TOTAL 510
HARBOR MASTER	1	\$85,663		\$0			\$857	\$86,520
ASST. HARBORMASTER	1	\$60,126	\$800					\$60,926
BUSINESS MANAGER	1	\$46,437	\$500					\$48,371
ASSISTANT HARBORMASTERS	5		\$4,500			\$68,485		\$72,985
MAINTENANCE(Seasonal)	3					\$23,384		\$23,384
RESERVATIONIST	1					\$4,266		\$4,266
RECORDING SECRETARY	1					\$844		\$844
POLICE (Seasonal)	2					\$42,645		\$42,645
SECURITY(Seasonal)	3					\$34,348		\$34,348
TOTALS	18	\$192,226	\$4,500	\$1,300	\$0	\$173,972	\$2,291	\$374,289

Waterways Enterprise Fund

	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16 budget	FY17 budget
Revenue:									
Boat Excise	37,432	41,583	43,153	41,136	36,042	39,816	40,360	38,000	39,500
Slip Fees	581,316	631,868	654,909	652,205	643,385	666,140	660,864	650,000	656,796
Mooring Fees	109,822	104,267	103,621	101,994	93,585	99,692	115,720	99,000	104,000
Marina User Fees	78,209	77,850	89,925	73,475	77,000	74,125	78,000	74,000	76,383
Town Pier Fees	22,875	23,575	25,000	22,900	12,300	14,590	11,800	14,000	12,897
Overnight Tie-ups	20,354	20,307	20,421	29,614	29,242	33,278	16,415	30,000	26,311
Mooring Waiting List	1,470	1,704	1,035	1,349	4,482	2,078	2,622	1,500	2,600
Sale of Ice	3,702	4,662		4,330	4,330	3,273	2,421	3,200	3,341
Lease Income	33,526	81,572	103,250	102,979	109,574	116,245	127,759	124,000	138,000
Fines		91							
Interest Income	8,948	3,972	3,323	2,996	3,280	3,277	2,720	3,000	3,200
State Grants	5,000	6,449							
Misc	735	20,182	78,445	15,688	396	419	10,576	250	250
Total Revenue	903,389	1,018,082	1,123,082	1,044,336	1,013,616	1,052,934	1,069,257	1,036,950	1,063,278
Expenses:									
Personal Services	257,344	262,568	277,416	286,490	240,914	304,915	288,684	354,435	374,289
Purchase of Services	78,158	69,535	85,779	83,933	76,230	97,650	91,286	122,325	139,975
Materials & Supplies	29,363	47,302	35,067	33,327	38,391	40,450	37,140	51,925	59,525
Indirect Costs	76,029	77,784	83,865	88,326	91,185	83,124	55,981	57,749	55,731
Capital Outlay	8,456	21,965	21,965	19,561	8,388	21,500	2,994	5,000	8,000
Capital Articles									
Total Operating Expenses	449,350	457,189	504,092	511,637	455,108	547,639	476,085	591,434	637,520
Surplus/(Deficit) before debt payments	454,039	560,893	618,990	532,699	558,508	505,295	593,172	445,516	425,758
Debt Service	448,692	428,792	451,489	513,247	488,986	473,554	451,079	438,254	425,429
Total Surplus/(Deficit)	5,347	132,101	167,501	19,452	69,522	31,742	142,093	7,262	329
Unappropriated Certified Retained Earnings as of November 2, 2015									611,675
Less amt needed to balance FY17 budget									(74,483)
Less amt to be used for FY17 Capital									
Balance of Retained Earnings after FY17 ATM									537,192

**Town of Scituate
Waterways Enterprise Fund
Indirect Costs
Fiscal Year 2017 Budget**

Description	Basis	Allocation	%*	FY16 Budget	Total
Town Administrator	Administrative, budget, labor counsel, CPO	Personal Services budget	1.36%	551,065	7,479
Town Accountant	Processing of warrants etc.	Total FY16 budget	1.36%	349,676	4,746
Treas/Collector	Collections, bank rec., payroll etc.	Total FY16 budget	1.36%	298,097	4,046
Assessors	Part-time clerk in charge of Boat Excise	1/2 of clerk's salary.	50.00%	15,614	7,807
Facilities Director		Personal Services budget	2.00%	92,406	1,848
Insurance	Building, Auto, Liability etc.	From Insurance Company			2,222
Group Insurance	Town's Share of group insurance	Actual Contribution FY15 rates			13,176
Medicare	Town's Share of medicare	Actual FY15	1.45%		4,190
OPEB	OPEB liability	Based on most recent actuary %	0.40%	182,385	730
Pensions and Retirement	Penison Costs	Based on actuarial breakdown done for PCRS		0.7%	9,487
				5.2%	55,731

* based on enterprise FY16 operating budget to total Town operating budget

