

TOWN OF SCITUATE, MASSACHUSETTS

FISCAL YEAR 2015

TOWN BUDGET



Financial Analysis and Proposed Departmental Budgets/Goals & Objectives

BOARD OF SELECTMEN

Shawn Harris, Chairman
Anthony V. Vegnani, Vice-Chairman
Martin J. O'Toole, Clerk
John F. Danehey
Richard W. Murray

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

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. Since FY 12, each department heads and support staff's performance in meeting their stated goals and objectives is evaluated and those that exceed in this area are eligible for additional merit awards based on his/her performance evaluation.

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. In FY 15, benchmarking was also conducted by each department to see how the Town of Scituate compares with its peer communities.

Most important, the second section discusses the priorities identified by the department head 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 15 Town Administrator recommended projects and funding. The CIP is not only contains departmental requests for FY 15, but for FY 16-FY 19 as well. This is the Town's five-year rolling capital plan and contains supplemental information about each project.

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TOWN OF SCITUATE



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PATRICIA A. VINCHESI
Town Administrator

MEMORANDUM

TO: Board of Selectmen
Advisory Committee

RE: Budget Message

DA: January 3, 2014

Cc: Nancy Holt, Finance Director/Town Accountant
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 2015 budget.

This is the fifth operating budget during my tenure. It's hard to believe but we have managed through yet another year of unprecedented weather events. However, the economic challenges of FY 11-13 have improved and the FY 14 budget reflected an overall increase of approximately 4.2%. While not as robust, the FY 15 budget maintains positive forward motion and our overall finances are in excellent shape with strong planning in place for both short and long-term financial needs. The recommended budget contained herein is a reflection of taking myriad wants and determining which ones to focus upon over the next 12 months or in some cases, several years. Fixed costs remaining a growing concern almost exclusively in the area of employee benefits. It is not just base salary, but "total" compensation (health and life insurance, pension, OPEB, contract roll-ups) that needs to be considered when determining overall budget and staffing needs.

As the Town's chief fiscal, administrative and personnel officer, it is my direct responsibility to weigh all of these needs and recommend to the Board of Selectmen, Advisory Committee and Capital Planning Committee what is needed most not only during the 12 months of the fiscal year but for several years out and allocate resources in those areas accordingly. Incumbent in these recommendations are our goals to always move forward while remaining effective in our service delivery, cost conscious of taxpayer dollars, and safeguard reserves for unforeseen occurrences. 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 14 Recap

As of this writing, the fiscal health of the Town remains in good stead. In a departure from the past several years, we expect that local aid will remain level-funded. FY 14 showed a small increase of about \$151,000. Local receipts were also up over projection, particularly in "new growth," and this has been factored into the FY 15 forecast. Many receipts are "one-time" so we track the source of the funds closely in order not to be caught short later in the fiscal year after the budget has already been established.

The revenue and expenditure forecasting analysis has been expanded this year to include new revenue sources such as the meals tax, solar array and wind turbine. Our 11 years of history help us make fairly accurate assumptions about what will occur in the coming year. The Town of Scituate reached a milestone earlier this year when the commissioning of our 15-acre solar area at the capped landfill on the Driftway resulted in our community becoming the first municipality in Massachusetts to be 100% fueled by clean energy. We maintained our AA+ bond rating, made strong progress on our Public Facilities Master Plan. Free Cash was certified at \$2,813,553. Of this however, \$406,794 was a carryover from FY 13. Similar to other local receipts that may be one-time revenues, Free Cash also has a substantial component of monies received that may not reoccur in a future fiscal year. However, a strong Free Cash balance has allowed us to make several capital acquisitions in recent years and our Financial Policies require that these funds not be used for operating budget purposes. The FY 15 budget allocates \$100,000 to the Capital Stabilization Fund created in 2012 and this fund has worked well in earmarking of some funds for future high cost capital needs. We had four severe storms in the past year and each storm provides us with important information about what we need, or can do, to respond better the next time. The FY 15 budget reflects some of these needs including a new generator at Scituate High School, improvements to radio communications between police and fire, and emergency generators at our water wells. Along these same lines, staff worked diligently to report to FEMA all the infrastructure damage that occurred, and we will receive funds from that agency to make several of these repairs during FY 15.

Numerous changes in staff have occurred this year with a new Finance Director/Town Accountant, Chief of Police, Council on Aging Director, Youth Services Librarian, Co-Recreation Director, Assistant Substance Abuse Coordinator, Outreach Coordinator, Director of Facilities, and Manager of Social Services as well as several support staff. Over the next few months we will welcome a new DPW Superintendent, Board of Health Director, COA Volunteer Coordinator, and Assistant to the Board of Selectmen along with other recommended staffing additions.

Our new Manager of Social Services for the Council on Aging and Substance Abuse Coordinator (funded by a five-year federal grant) will greatly expand Town services and resources in two important areas: assistance to our growing elder population and dealing with substance abuse issues in our youth and the community as a whole.

General Overview of Fiscal Year 2015 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 December and established the allocation of revenues between the Town and School for budget preparation and recommendations. As mentioned above, fixed costs are the major budget drivers. For FY 15, the Town's pension assessment is projected to increase 7%. While much less than the 26% originally projected for FY 15, the annual cost is well above our 2.5% levy increase and will continue to be at about 8% per annum for the foreseeable future. Along these same lines, the Town's most recent actuarial report for its unfunded liability for other post-employment benefits (OPEB), increased by approximately \$10,000,000, bringing it to \$65,117,566. A large portion of this increase was as a result of the previous audit in 2011 undercounting 100 lives in.

In FY 12 and FY 13 we had substantial surpluses in the health insurance accounts as a result of bargaining changes in health care plan design. These savings will not be in evidence in FY 14 or FY 15 as we are now able to accurately project this line item for budgetary purposes and the available revenues programmed elsewhere.

As of this writing, the Economic Development Commission (EDC) has received a draft report from the Metropolitan Area Planning Commission (MAPC) on our current business conditions. This is part one of a three-part study, costing \$23,000, \$5,000 and \$11,000 respectively, and funds have been provided to complete this process in FY 15 and implement recommendations. EDC also requested funds for contracting with an individual or firm for branding and marketing the Town and for the creation of signage throughout the Town to better direct the public. All of these requests were recommended for funding as well as an allocation to the newly created Economic Development Stabilization Fund. Some of the funding for this line item will come from new Meals Tax revenue. At its meeting of December 3, 2013, the Financial Forecast Committee determined that 25% of this new revenue source would be allocated for economic development purposes (\$54,952 of \$218,368 projection). The remaining \$163,416 has been programmed into the Capital Stabilization Fund for reduction of future debt service.

The approval of the library project and its attendant construction will figure prominently in our work the next two years. The library will need to close and relocate to other space. This will reduce services and library hours. The Town will seek a waiver of the required library budget (10% maximum allowed) because of the reduced service during construction. Additional budgetary adjustments will be required at the fall 2014 special town meeting. The library budget for FY 15 reflects a reduced amount; however, a large portion of the budget has been reserved and put into Library Capital Outlay, as it is strongly believed the amounts set aside for moving and rental of space while the library is being constructed is not in sufficient amounts provided by the library grant. More important, the Town is responsible for a significant amount of additional dollars for furnishings and computers with the new library. These obligations are included in the library budget.

In cooperation with the School Department, the Police Department will sunset the D.A.R.E. Program the next school year and a School Resource Officer will be appointed. The Officer will

be jointly funded by the school and town as further evidence of the increasing collaboration between our departments.

For this year's budget, all departments were required to benchmark their departmental operations with eight other selected communities. This was last done in FY 11 and allows town officials to measure how our staffing and budgeting compares with comparable communities. The information is extremely valuable in help make determinations about our level of service and relative cost. The information is included in this document. In the past five years, the Town has added only two positions (IT Director and Facilities Director), yet increased substantially the scope and reach of its operations and town services. As a result, the FY 15 budget recommends much needed staff to address critical town priorities:

Local Inspector, Building Department (\$56,503)- General Fund

The improvement in the economy has led to an increase in building. Two permitted 40B projects, approved years ago, initiated construction in recent months. Stockbridge Woods and Walden Woods combined contain about 116 units. The Town also anticipates that the Gouiston property will be developed encompassing as many as 97 homes. Finally, the MBTA is selling five acres of its Greenbush parking lot in early 2014 and we expect this will be developed for retail or housing over the next two years. All of these projects require multiple inspections and a full-time local inspector position is recommended. The benchmarking data supports this even without the multiple projects described above. In addition, because of stringent licensing requirements required of all new Building Inspectors that can take years to acquire, it is prudent to make this addition for succession planning.

Water Department Light Operator (\$41,906) Water Enterprise Fund

The approval of \$22 million in water projects will be a major undertaking for the Water Department for the next three to four years. Project management and oversight, as well as staff in the field will tax the current resources of the Department. While two positions were requested for FY 15, just one is being recommended at this time until the scope of work better established.

Carpenter/Handyman – Facilities Department (\$37,688) - General Fund

This is the third year of the Town and School Department's collaborative venture on creating a Joint Facilities Department. In FY 13 the position of Facilities Director was established and funded by the Town. In FY 14 the position of Assistant Director of Facilities was established and funded by the school department. For FY 15 funding is recommended for a jack- of- all-trades employee to trouble shoot problems and respond to day- to- day issues. During the past year the Facilities Director has been overwhelmed with work requests in addition to substantial time devoted to storm mitigation, ESCO and repairs to the Scituate Harbor Community Building. During the next two years he will be directly involved in the library construction project, serve as a member of the School Building Committee, and will coordinate with the Public Building Commission relative to the public safety complex and Gates transition. The Scituate Harbor Community Building will also be open for private functions beginning in January of 2014 and we will be in the third year of the \$5.9 million ESCO projects. Both the schools and town departments have identified the need to have a "go-to" person to address problems and this position is supported by the School Superintendent as well.

Coastal Resources Officer (\$56,603 with \$12,453 grant offset)

Finally, and perhaps most important, is the establishment of a Coastal Resources Officer position. During the past five years we have experienced more adverse weather and impacts to our infrastructure that most can recall in recent memory. The Town of Scituate is committed to being at the forefront of planning and responding to the impacts the ocean and its environs cause to property. During the past two years alone we have worked on a grant to look at the effects of sea level rise, continued to participate in FEMA's Hazard Mitigation grant program (elevating structures), filed two highly technical and complex appeals for the proposed new FEMA flood maps, submitted over \$8,000,000 in detailed request for storm mitigation funds from FEMA, and continue the important, but labor intensive program for our Community Rating System (CRS). This is more than a full-time job for one person, and has been accomplished solely through the dedication and commitment of staff from Building, Conservation and Planning. With the increase in building, the ongoing issues with FEMA, and potential Biggert-Waters Act implications, this work is increasing not abating. The work requires one individual to devote their time and attention not only to these issues, but to other areas the Town has an interest such as working on our beach nourishment plans and foreshore protection administration. The proposed position also addresses a goal identified by the Board of Selectmen back in 2012.

Twenty two (22%) of this position will be funded directly by FEMA for administering the flood mitigation program. We expect as many as 17 applications for elevation this year. We have also contacted the Town of Marshfield about a potential cost sharing arrangement.

Even with the addition of these positions, the total staff compliment is not out of line, and in some cases below, the benchmarking data obtained from area and comparable communities. And unlike many other towns, our staff operates under specific goals with measurable objectives and receives annual merit-based performance evaluations based on achievement of these goals. These positions will follow these same provisions and their impact/success can be directly quantified as a result.

FY 2015 Highlights

The FY 2015 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
- Assumes 1% increase in assessment for South Shore Regional School (student enrollment down significantly over prior years)
- Allocates required funding for five union contracts (two settled, two pending, one in arbitration as of 12/13) and non-union staff. This constitutes major town budget increase.
- Increases funding for foreshore protection by \$200,000 (\$300,000 Free Cash, \$200,000 General Fund)
- Recommends critical new staff positions (2.75 General Fund, one Enterprise Fund).
- Allocates \$13,500 to newly created Economic Development Stabilization Fund
- Provides for \$70,000 in funds for mandated triennial revaluation of property
- Funds extra town meeting and election for school/town building projects

- Reduction in library budget as a result of building closure and operations relocation

Revenues

- Local Aid projections have been level-funded
- New growth has 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 for facilities (75%)
- The Town will use all of its levy capacity as allowed by Proposition 2½
- \$100,000 of taxation has been allocated to the Capital Stabilization Fund in accordance with the intent of the Town's financial policy which endeavors to appropriate 2% of net operating revenue each year to capital from taxation
- \$525,877 of Free Cash has been reserved as a safety net for any variations to the financial forecast for FY 15 and/or unexpected costs for the remainder of FY 14 (i.e. changes in local aid, fire overtime storm mitigation).

The challenge for us the past two years has been to balance the Public Facilities Master Plan with the ongoing needs of the Town both operationally and financially. The FY 15 recommended budget addresses these challenges and is balanced.

Fixed Cost Increases

Veterans Services

For the fifth consecutive year, the Veterans Services Department needs an increase in its appropriation to address needs in this important area. We have now gone from a total of \$32,302 in FY 10 to \$218,802 in FY 15. We currently have 17 eligible claimants. Although 75% of support benefits are reimbursable from the Commonwealth, those reimbursements are more than 18 months in arrears at this time.

While important staff additions represent the major recommended priorities for FY 15, numerous worthy requests were not funded. Some examples:

- Additional clerical staff in Building Department
- Additional staff in Water and Highway Departments
- \$5,000 for a FEMA impact study for Economic Development Commission
- Allocations to Conservation Driftway and Acquisition Funds: these requests were not approved because such opportunities for funding are available through the Community Preservation Committee.

Personnel and Collective Bargaining Agreements

All but one of the Town's five union contracts expired June 30, 2013. The Town has executed contracts with DPW through FY 16 and police through 2017. As of this writing, the professional and staff unions are expected to have contracts in place by February, both through 2017. Funding of these agreements has been included in the FY 15 Personal Services line item as well as for non-union staff. Long-term contracts provide stability and predictability for the Town's budget. The recommended budget also has an allowance for other anticipated unit settlements.

As of this date, management has again been unable to reach a contract settlement with the fire union and that contract is currently in mediation with an initial date already set to go before the Joint Labor Management Committee in early 2014. The fire management and staffing analysis funded in the FY 14 budget is now in progress that report is anticipated in late winter. Already the largest town budget, funding levels are not sustainable and the benchmarking data is particularly compelling. Our primary goal is to staff the second ambulance full-time, but contractual obligations, injuries, number of incidences, and paramedic staffing levels create an ongoing challenge in this regard.

Enterprise Funds

Sewer and Water. The Board of Selectmen will be focusing on sewer needs and the next expansion area during 2014. Wherever possible, sewer work will be timed with water pipe replacements. Water rate increased will be voted by the Board once the engineering and cost itemization are completed in February.

Widow's Walk. Despite a significant downturn in round in the golf industry, Widow's Walk continues to hold its own. The maintenance contract was recently rebid and the cost of the new contract may impact finances. This will be known in January and the budget changed accordingly.

Capital Improvement Plan (CIP)

The fourth year of our rolling CIP continues to improve and expand so we can address our infrastructure, building, and equipment needs. This year's plan uses a combination of debt service with pay-as-you go funds such as Free Cash, taxation, and interest from Stabilization. Substantial and detailed information is provided in the CIP and it should be referred to for more specifics.

Summary

For the second year, the budget has been prepared with a new Town Accountant. This presented a unique challenge along with four new department heads that have never prepared goals or a budget under our process. My thanks to Nancy Holt, our new Finance Director/Town Accountant, who participated in all 24 budget meetings with staff and managed to get all the figures for both the capital plan and operating budget inputted and complete.

As noted here each year, because we are preparing a budget seven months in advance, numbers can change and outside forces beyond our control can put things into a tailspin. The tools employed to recommend a balanced budget (Revenue and Expense Assumptions, Financial Forecast Committee, expenditure histories, staff management) serve as guideposts in this process and are vital to our planning. Even given these challenges, the FY 2015 provides for continuing services, expanded services and makes strong inroads relative to long-standing issues.

I would like to extend my sincere thanks to all town department heads and boards who thoughtfully consider their annual goals and submit budget requests that they truly believe is best for the Town. I thank them for their patience and commitment to producing a quality product along with the Board of Selectmen who provide guidance and priorities through its annual goal

setting process. This document is the product of town staff that develops goals and identifies their ongoing challenges as well as initiatives that help us prosper.

My thanks also to IT Director Bill Shoehan, and particularly to my Assistant, Sheila Manning, who compiles both this budget and the ever-growing capital plan each year without complaint and on time. The Town is indeed fortunate to have such dedicated and talented individuals.

In closing, and for the fifth year, I note that this budget document is not simply about dollars. It is about programs, services, activities and people. This defines the overall character of our community and distinguishes us from our neighbors.

Respectfully Submitted,



Patricia A. Vinchesi
Town Administrator

FISCAL YEAR 2015 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>
11/17/13	Budget Instructions & Forms to Boards and Departments	Art. 4, Sec. 4-2 Art. 6, Sec. 6-4
11/14/13	*Charter date Selectmen submit capital budget to Advisory Committee	Art. 6, Sec. 6-6d (five months before ATM)
11/12/13	Board of Selectmen Votes budget calendar	
11/27/13	Capital Budgets Due to Town Administrator	Art. 4, Sec.4-2, f Art. 6, Sec. 6-4
12/03/13	Board of Selectmen Open Warrant	
12/05/13	Departmental Non-Monetary Article Requests submitted to Town Administrator	Art. 4, Sec. 4-2, e-f
12/12/13	Departmental Budgets Due to Town Administrator	
12/15/13- 12/22/13	Budgets reviewed with depts, edited and compiled by Town Administrator/Town Accountant	
12/17/13	Board of Selectmen Reviews Non-Monetary Article Requests	Art. 3, Sec.3-2b
12/17/13	Board of Selectmen Closes Warrant	
01/07/14	Budget & Supporting Materials Distributed to Board of Selectmen Advisory Committee & Capital Planning Committee	Art. 6, Sec. 6-5,a Bylaws, Sec. 20720,D
01/07/14	Town Administrator presents FY 15 Town Operating & Capital Budgets to Board of Selectmen	Art. 4, Sec. 4-2, j Art. 6, Sec. 6-2

<u>DATE</u>	<u>ITEM/OBJECTIVE</u>	<u>CHARTER/BYLAW REF.</u>
01/07/14- 03/04/14	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
01/08/14- 03/05/14	Capital Planning Committee Review of Town Administrator Recommended Capital Requests	
01/24/14	Financial Forecasting Committee Quarterly Calendar Year 2013 Forecast Due	Art. 6, Sec.6-7, b
02/14/14	*Bylaw dates Board of Selectmen submits warrant articles to Advisory Committee	Bylaws Sec. 20120 Bylaws Sec. 20720, C
12/31/13	Actual date submitted to Advisory	
04/07/14*	Bylaw Deadline for Posting Annual Town Meeting Warrant	
03/11/14 (1/14/14)*	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
03/13/14	All articles approved by Advisory Committee	Art. 6, Sec. 6-6,d Bylaws, Sec. 20120
03/20/14	Warrants Delivered to Scituate Mariner	Newspaper deadline
03/27/14	Warrants Published in Scituate Mariner	Bylaws
03/24/14*	Bylaw Deadline for Posting of Special Town Meeting Warrant	
03/31/14	Statutory Deadline for Posting of Special Town Meeting Warrant	MGL. Chap. 39, Sec. 9
03/28/14	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
03/24/14*	Board of Selectmen and Advisory Committee Public Hearing on the Budget	Art. 6, Sec. 6-5 Bylaws 20720, C
04/07/14	Statutory Deadline for Posting of Annual Town Meeting Warrant	MGL. Chap. 39, Sec. 9
04/14/14	2014 Annual and Special Town Meeting	Art. 2, Sec. 2-4/ Bylaws Sec. 20100

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

FISCAL YEAR 2015

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.

<i>Board of Selectmen Review with Dept. Head *</i>	<i>Advisory Committee Review with Departments *</i>	<i>Capital Planning Review with Depts. **</i>
<i>12/17/13 Non-Monetary Article Review</i>	<i>12/19/13 Non-Monetary Article Review</i>	
<i>01/07/14 Assessors Town Clerk Library Inspections, ZBA Widow's Walk Finance Director/Town Acct.</i>	<i>01/16/14 Assessors Widow's Walk Library Inspections, ZBA Finance Director/Town Acct.</i>	<i>01/08/14 Facilities Widow's Walk Library</i>
<i>01/21/14 Fire Police Veterans Services Selectmen Town Administrator Administration Insurance (General & Unemployment), Res. Fund Workers' Compensation Disability Access, Advisory, Facilities IT</i>	<i>01/23/14 Town Clerk Advisory Comm./Res. Fund Facilities Selectmen Town Administrator: Administration, Insurance, Workers Comp., Unemployment Disability Access Includes: [unclear] [unclear]</i>	<i>01/22/14 Fire</i>
<i>02/04/14 Shellfish Waterways Enterprise DPW Admin/Eng. DPW Highway Grounds Snow and Ice Street Lights Water Enterprise</i>	<i>01/30/14 Police Fire Waterways-Enterprise IT Shellfish</i>	<i>02/05/14 DPW Highway & Grounds Snow and Ice Sewer Enterprise Transfer Station Water Enterprise</i>

*Sewer Enterprise
Transfer Station*

02/18/14

*Beautification
Historical
Council on Aging
Recreation
Planning
Conservation
Board of Health*

02/06/14

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

02/19/14

*Council on Aging
Recreation
Library
Waterways*

03/04/14

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

02/20/14

*Planning
Conservation
Beautification
Historical
Council on Aging
Veterans Services
Board of Health
Recreation*

03/05/14

*School Department
Other Items*

03/11/14

*Other Town Mtg. Items
Vote all Articles*

02/27/14

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

03/6/14

School Department

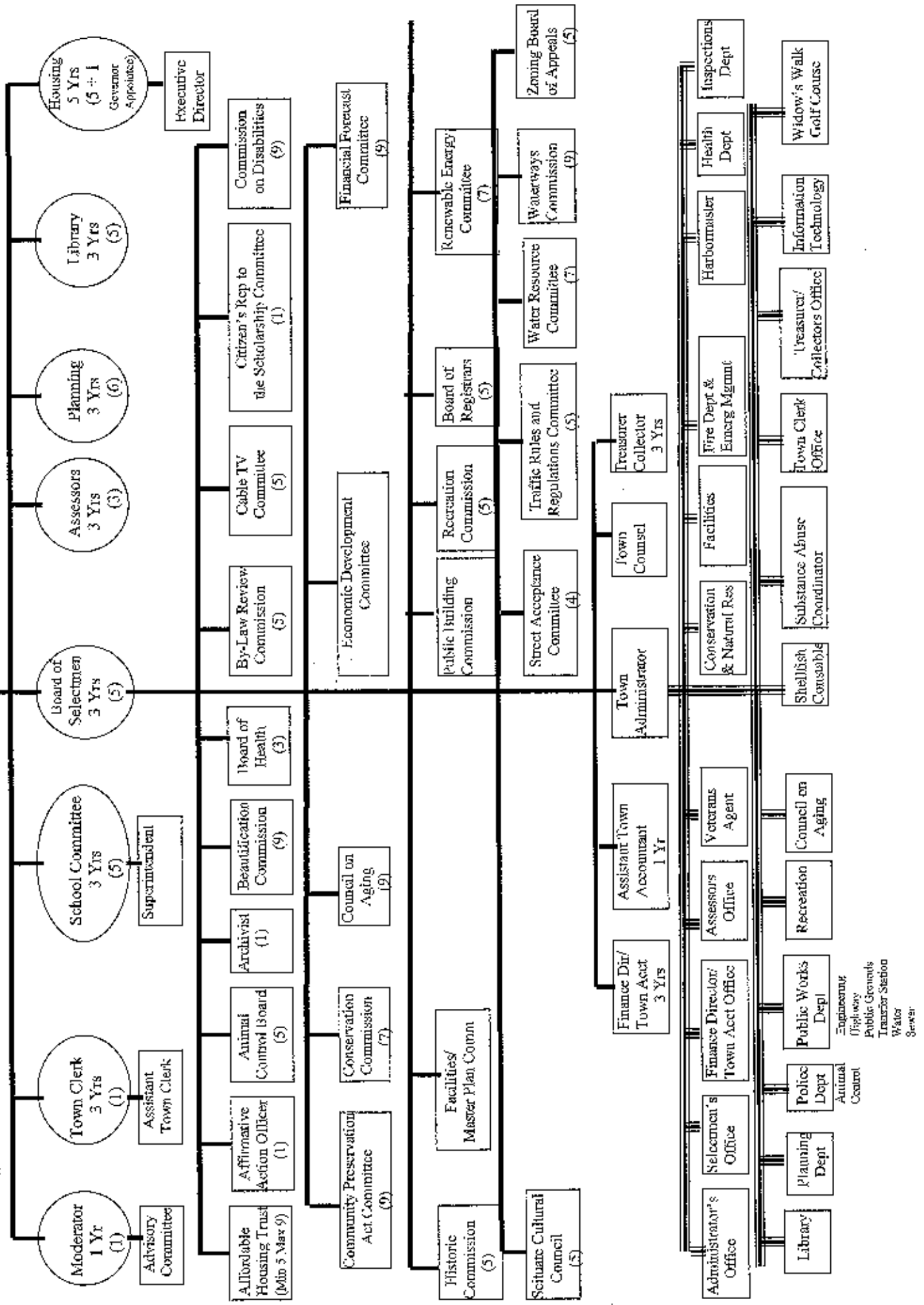
03/13/14

*Other Town Mtg. Items
Vote all articles*

PAV;10/13

TOWN OF SCITUATE

Voters



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	Richard A. Judge, Emergency Mgt. Director
Facilities Management	Kevin Kelly, Facilities Director
Harbormaster	Mark V. Patterson, Harbormaster
Information Technology	William Shechan, IT Director
Library	Jessi Finnie, Library Director
Planning	Laura Harbottle, Town Planner
Plumbing	Phillip Von Inderstein
Police	W. Michael Stewart, Chief of Police
Public Health	Jennifer L. Sullivan, Director, Board of health
Public Works	Albert G. Bangert, Superintendent of Public Works
Recreation	Jennifer Vitelli, Maura Glancy, Co- Recreation Directors
Shellfish Constable	Joseph II. Strazdes
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 Dept Staffing Levels FY11 - FY15 Proposed

	Proposed				
	FY11	FY12	FY13	FY14	FY15
Assessors	3.29	3.29	3.29	3.29	3.29
Board of Health	2.23	2.23	2.23	2.23	2.23
Conservation	2	2.11	2	2	2
Council on Aging	4.71	4.71	4.71	5.71	5.71
DPW	1.5	1.5	1.5	1.5	1.5
Engineering	3.5	3.5	3.5	3.5	3.5
Facilities Manager	0	0	1	3	4
Fire	52.48	53	53	53	53
Harbormaster	3	3	3	3	3
Highway	10	11	11	11	11
Inspections	4.31	4.46	4.46	4.46	5.46
IT	0	1	1	1	1
Library	15.65	14.25	14.25	14.25	14.25
Planning	1.86	2	2	2	3 [1]
Police	34.7	32.57	32.57	32.57	33.57 [2]
Public Grounds	9	9	9	7	8
Recreation	3.11	3.39	3.39	3.39	3.39
Selectmen	1.3	1.29	1.29	1.29	1.29
Sewer	7.57	7.57	7.57	7.57	7.57
Shellfish	1	1	1	1	1
Town Accountant	3	3.58	3	3	3
Town Administrator	2	2.29	2.29	2.29	3.15 [3]
Town Clerk	2.58	2.57	2.57	2.57	2.57
Transfer Station	4	4	4	4	4
Treasurer/Collector	4.72	4.72	4.72	4.72	4.72
Veterans Agent	0.46	0.89	1.42	1.42	1.42
Water	10.86	12	12	12	13
Widows Walk	1	1	1	1	1
ZBA	0.55	0.55	0.55	0.55	0.55
	FY11	FY12	FY13	FY14	FY15
Total	190.38	192.47	193.31	194.31	201.17

[1] Coastal Resource Officer to be paid partially by FEMA grant (22%)

[2] Patrolman's position from 2010 override

[3] FACTS Coordinator paid fully by FACTS grant

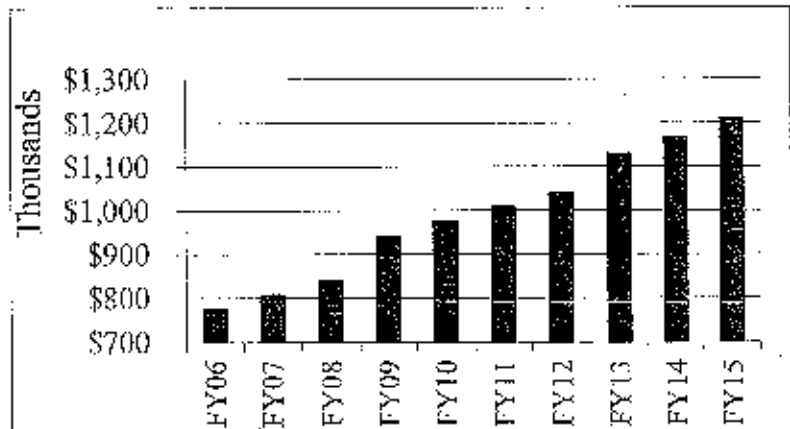
TOWN OF SCITUATE
FY 2015 BUDGET ASSUMPTIONS
 As of December 30, 2013 at 7:53 AM

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 15 by an estimated \$ 1,209,127.

FY 15	\$1,209,127
FY 14	\$1,166,926
FY 13	\$1,128,773
FY12	\$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

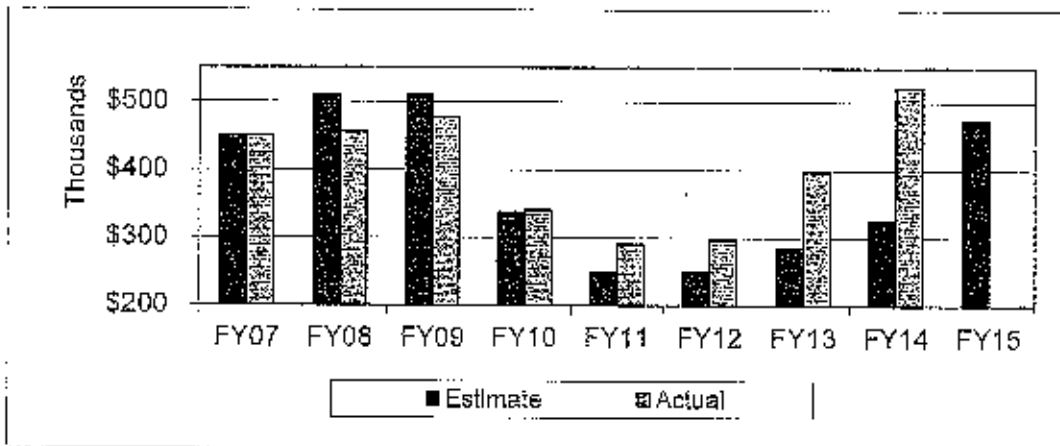


*General Fund Operating Override

2. New Growth

FY 15 new growth is estimated by the Assessors to be \$ 475,000

<u>New Growth</u>	<u>Estimate</u>	<u>Actual</u>
FY 15	\$ 475,000	
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

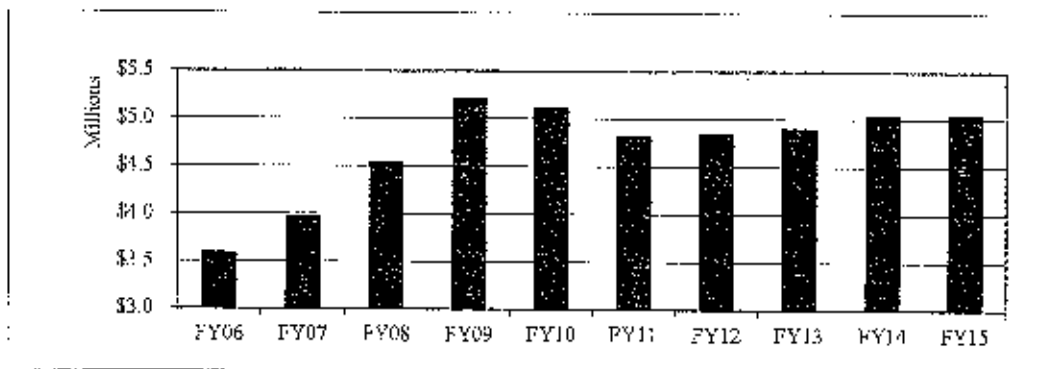


Trend: The Town has seen a significant increase in building starts the past year after several years of moderate growth. The FY 2014 new growth was positively impacted by the completion of the wind turbine. It is expected that growth will continue into FY 2015 as year-to-date building activity continues to be favorable.

3. Chapter 70 Aid

	Actual	December Estimate	Variance
FY 15		\$5,034,826	
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		

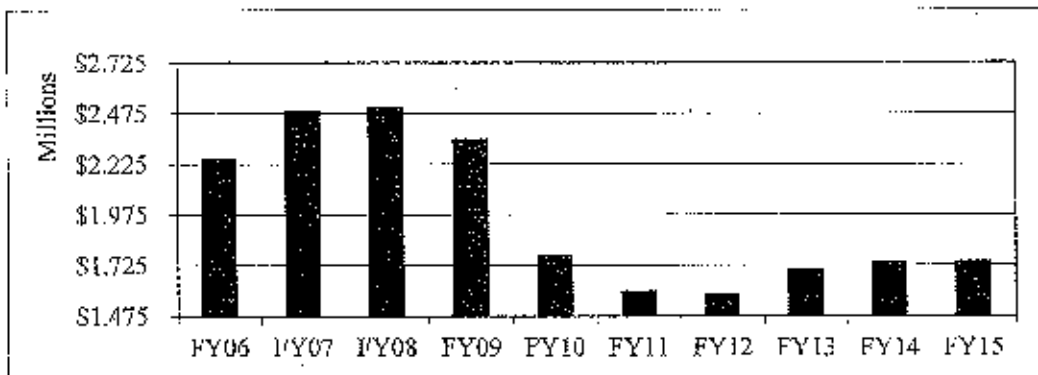
* In FY 09 American Recovery and Reinvestment Act (ARRA) funds were applied as a grant to supplement Chapter 70 payments from the Commonwealth in the amount of \$547,771.



Trend: Chapter 70 Aid is estimated to be level-funded at this time. However, the actual amount is not known for certain until March of 2015 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 15 amount is estimated to be level funded at \$ 5,034,826.

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

	<u>Actual Unrestricted Aid</u>		
FY 15	\$1,741,761		
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

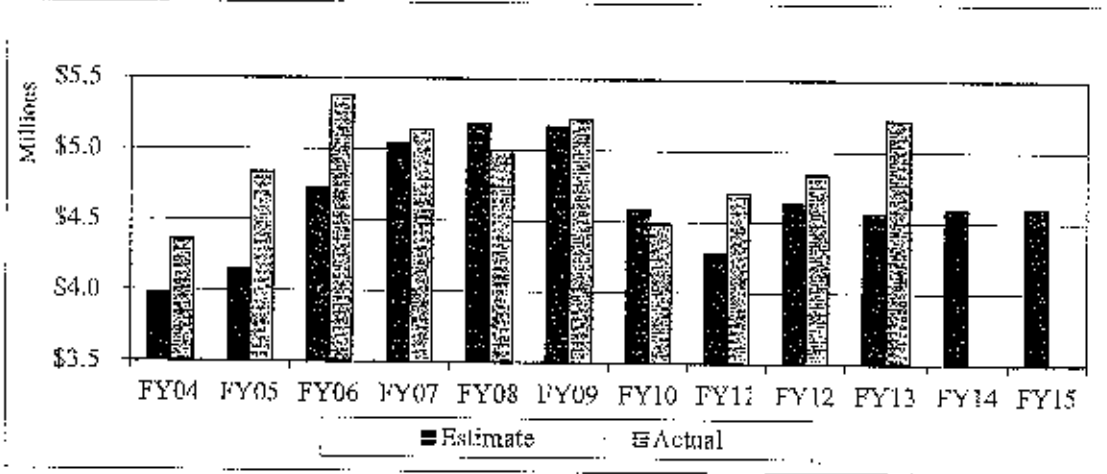


Trend: FY 15 local aid revenues are expected to remain level at this time. The Governor's budget is filed the end of January, but estimated numbers from House Ways and Means are more reliable *and these figures are used for projections*. While local aid did increase, the offsets to the Cherry Sheet have started to noticeably increase as well resulting in net changes. Two areas in particular are Mosquito Control and regional transit funding since the Town began using GATRA in FY 13.

5. **General Fund Receipts**

	<u>Estimated</u>	<u>Actual</u>	<u>Variance (: or -)</u>
FY 15	\$4,950,000		
FY 14	\$4,600,000	\$1,240,574	thru 11/26/13
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



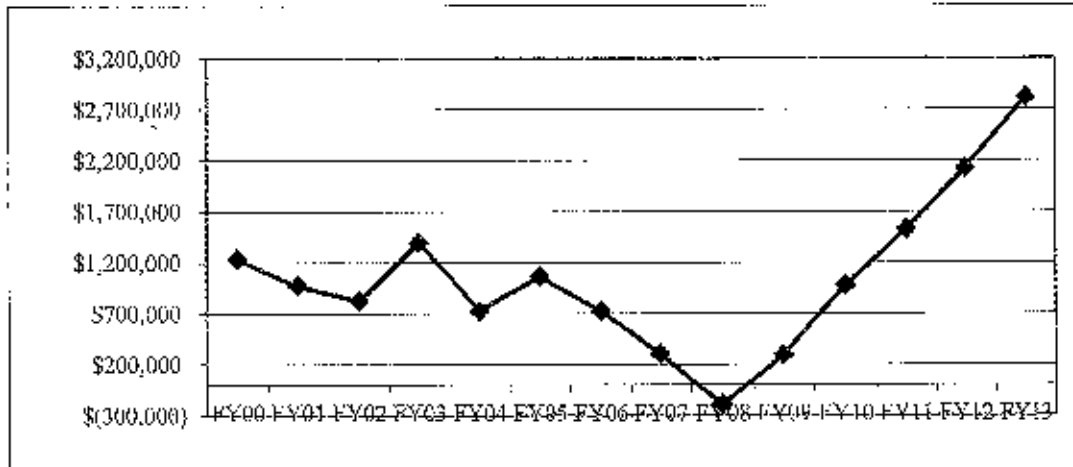
Trend: FY 13 General Fund Receipts increased by \$383,114 from the prior year. Motor vehicle excise increased by \$114,154, ambulance receipts increased by \$158,854, penalties and interest decreased by \$145,352 and licenses and permits increased by \$211,108. In FY 13, the Town also received a one-time increase from the solar array building permit of \$86,176 in August 2012. As of 10/31/2013, FY 14 is slightly below FY 13 by \$75,508 at the same time which is due to the receipt of the solar array permit in the first quarter of FY13. We will reanalyze after second quarter receipts are received.

Note: The ambulance receipts are assumed to be \$40,000 higher than projected above as the payment of the third party biller has historically been made directly from receipts rather than as a budget line item. This practice has been discontinued for FY 2015 and the \$40,000 expense line item may be found in the Treasurer Collector's budget.

6. Certified Free Cash

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 and to replenish the Stabilization Fund when those funds are used for emergency responses.

The fourth year of the new budget process and fiscal discipline continues to improve the Town's financial position. FY 13 Free Cash is certified at \$2,813,553. Of this, \$955,500 was spent at the November 4, 2013 special town meeting to fund replenish the Stabilization Fund for Storm Nemo and Saturn, Hurricane Sandy and the November Nor'Easter. An additional \$27,000 was spent for veterans services and \$200,000 was spent to fully fund the remaining portion of acquiring new fire apparatus.

7. Tax Title Collection

	<u>Tax Title Collections</u> <u>Actual (Tax &</u> <u>Special</u> <u>Assessments)</u>	<u>Interest/Fees</u>
FY14	\$163,096	\$33,400 as of 10/31/13
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
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Deferral Collections

	<u>Actual (Tax & Special Assessments)</u>	<u>Interest/Fees</u>
FY14	\$13,558	\$ 925 as of 10/31/13
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. In a short amount of time, the new Treasurer/Collector has been very successful in personally contacting delinquent property owners and putting them on payment plans. This results in legal cost savings for tax title. The Town has foreclosed on three homes in the past three years. Two have been auctioned and one has only recently been acquired.

8. Medicaid Reimbursement

<u>Medicaid Reimbursements</u>	<u>Estimated</u>	<u>Actual (Net)</u>	<u>Variance</u>
FY 15	\$ 50,000		
FY 14	\$ 97,600	\$ 7,347 as of 11/1/13	
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 is projected to have a positive net balance of \$120,000 in the revolving fund. That being said, pending noise complaints by residents' remains before the Board of Health and noise testing and a flicker study are currently in process. Revenues stay with the Revolving fund so any surpluses would be transferred at year-end by a vote at town meeting. Approximately \$120,000 is anticipated for FY 15. 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. Right now FY 14, YTD net revenue is **\$55,910**.

	Projected Revenue	Amount Received
FY 15	\$120,000	
FY 14	\$120,000	\$55,910 as of 10/31/13
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 is expected to match 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 14 will be the first year of operation and revenue projections are conditional at best but are estimated to be in the range of **\$70,000**.

Please note that the financial mechanisms for handling the intake and expenditure of revenues for both the wind turbine and the solar array may change. The Town of Scituate is the first community to be generating these revenues and the Department of Revenue has to catch up to see what it will require from municipalities for the reporting and handling of these revenues and Scituate will be the model.

	Projected Revenue	Amount Received
FY 15	\$93,000	
FY 14*	\$70,000	\$0 as of 10/31/2013

*only three quarters in operation

11. Meals Tax

At the April 2013 annual town meeting the Town vote 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 15	\$218,368	
FY 14	\$204,871	\$22,895 as of 11/1/13

Trend: Projections based on DOR recommendations with 0% increase in future years until more experience with the revenue source is accumulated.

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	\$ 13,314	expired 6/30/13
A 1% wage increase in the Laborer's contract is	\$ 22,131	settled through 2016*
A 1% wage increase in the AMP contract is	\$ 14,733	6/30/13
A 1% wage increase in the IBPO contract is	\$ 16,243	6/30/13
A 1% wage increase in the IAPF contract is	\$ 26,790	expired 6/30/13
A 1% wage increase for non-union staff	\$ 12,657	15 individuals

The School Department has settled all contracts (1%,1.5%,1.5%) through FY 15.

Negotiations for four of the Town's unions continue. Fire is in mediation. A FY 15 budgetary allowance is needed in FY 15 to accommodate increases in compensation once the contracts are settled.

3. Net School Spending

	Net School Spending	Minimum Threshold	Variance (+/-)
FY 13	34,928,281	28,420,385	6,507,896
FY 12	34,230,587	27,631,498	6,577,530
FY 11	31,036,772	27,070,686	5,506,031

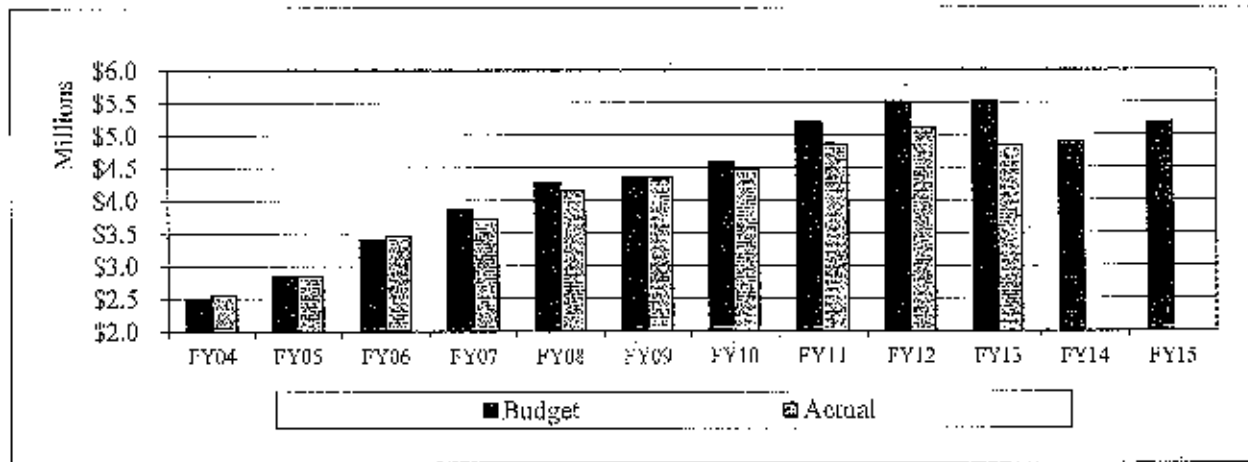
The Town of Scituate Net School Spending amount as budgeted for FY 13 exceeded the minimum amount required under the education reform formula by \$6,507,896.

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). The Town accepted these provisions to address challenges in increasing health care costs. An agreement was executed with all collective bargaining units and retirees through June 30, 2015. Health insurance rates are not received from the Mayflower Municipal Health Group

(MMHG) until January-February. At this time we are being told by MMIIG to expect a 5-7% increase, 6% is being carried currently. However, we believe this is a conservative number and it is likely the FY 15 rate increase will be less. The FY 12 and 13 strong surpluses were as a result of negotiating changes in health care. The budget for FY14 and FY15 reflects these plan changes and will therefore not generate surpluses as in prior years.

	Budget	Actual	Variance
FY15	5,194,000		
FY14	4,900,000	1,984,503	as of 10/31/13
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)

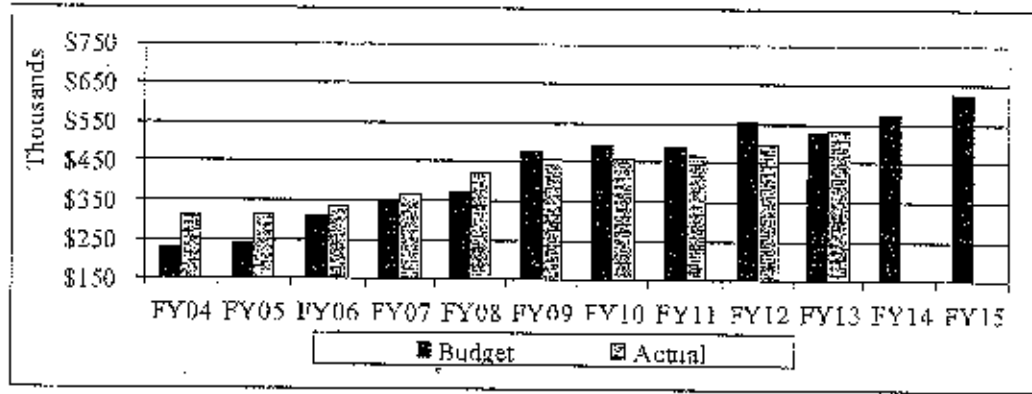


Trend: Rates are voted by the Mayflower Municipal Health Group in January or February after the Town budget is submitted. We have been verbally informed by MMIIG to plan on a 5-7% increase for FY 15 which is reflected here. Fluctuations throughout the year in the total enrolled census also have minor impacts. With the negotiated changes, some stabilization and predictability should return to this large line item.

5. Medicare/FICA

	Budget	Actual	Variance
FY15	\$ 626,454		
FY14	574,729	142,488	as of 10/31/13
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 as was seen in FY 13 which ended with a \$3,094 deficit. Contract settlements in FY 14 will also drive this number up in FY 15.

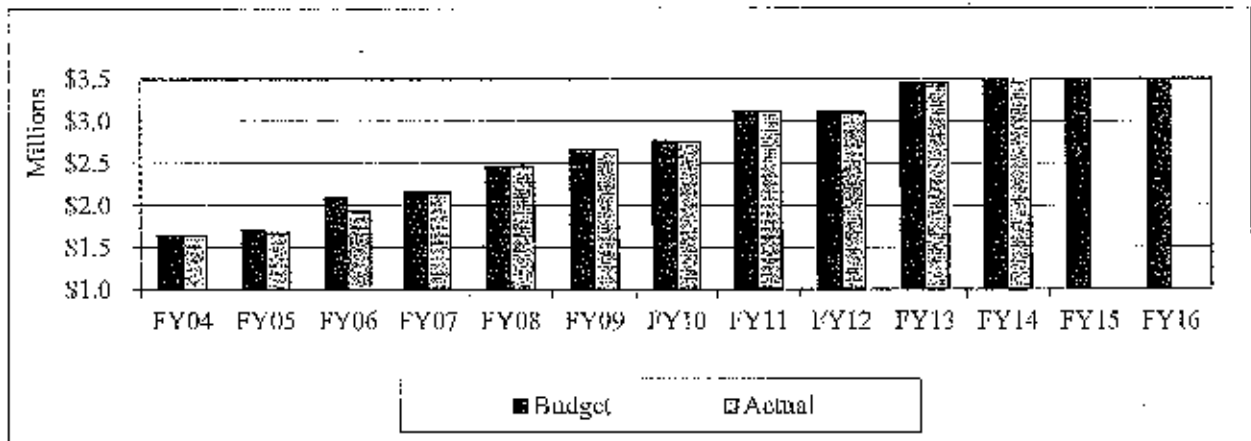
6. Retirement Assessment (Contributory and Non-Contributory)

The FY 15 Retirement Assessment will increase to \$3,836,129. FY 15 marks the first year the revised mortality tables are reflected in each community's rate. To address this cost, the Plymouth County Retirement Board extended the funding schedule from 2030 to 2034. In addition, it will add an annual 8% increase to the annual assessment. The FY16 estimated assessment amount has been released and reflects this increase. This is a budgetary expense that will need to be planned for each fiscal year going forward and will impact other budgets.

Contributory

	Budget	Actual	Increase (Decrease) over Prior Year	
			Amount	%
FY16 est.	\$ 4,141,767		305,638	8.0%
FY15	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
FY15	65,319		
FY14	62,979	26,729	YTD as of 11/15/13
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.

We have three retirees still paid through non-contributory pensions as a result of being enrolled before the current contributory retirement system was established and this amount increases with cost of living adjustments.

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 biennially and the most recent study was completed in October. 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 FY12 and FY13, for \$50,000 and \$75,000 respectively, have assisted in building this account and this practice will continue to the extent possible.

Year	Allocation	Balance 6/30
FY 15	\$ 76,723	
FY 14	\$ 71,740	
FY 13	\$143,884	\$209,227
FY 12	\$ 64,983*	\$ 65,023

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

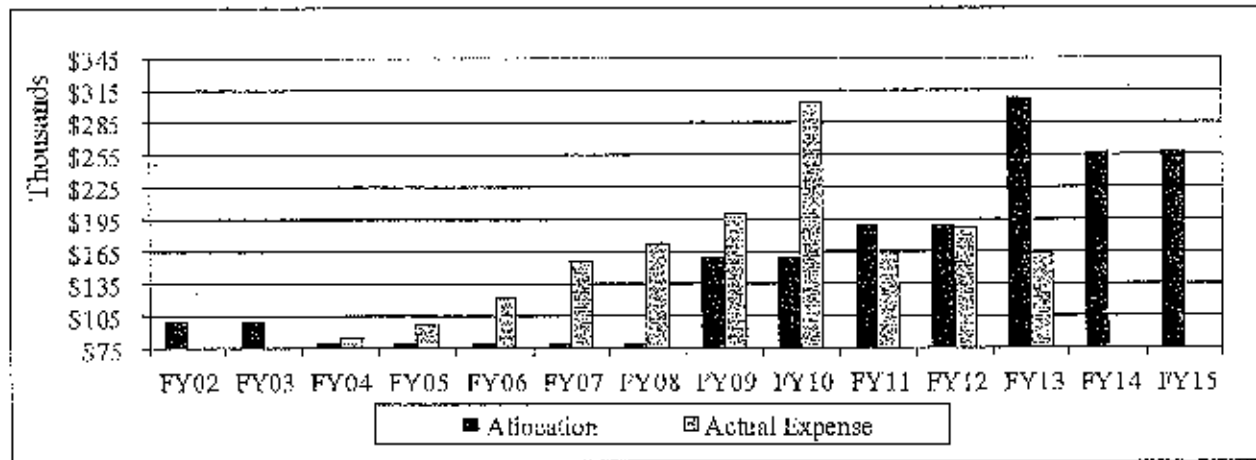
Trend: The Town lags on this fund because it was not created sooner (2011). An allocation of funds must be made each year. It is reviewed for the auditor's management letter as a federal mandate, and a critical review component for bond rating agencies.

8. Workers' Compensation

	Budgetary Allocation On June 30 (FY total)	Actual Expense	Variance
FY 15	\$ 257,000		
FY 14	\$ 257,000	\$ 55,277	as of 11/15/13
FY 13	\$ 307,161 budgeted	\$ 163,511	\$143,650
FY 12	\$ 265,000	\$ 187,169	\$ 77,831
FY 11	\$ 285,000	\$ 164,938	\$120,062
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.

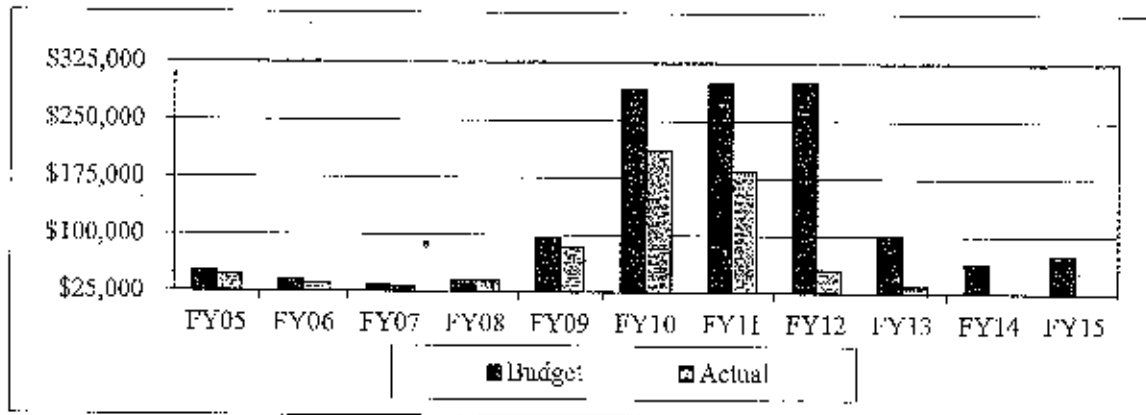
** New budget approach



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 10/31 is \$619,888. 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 15	\$ 75,000		
FY 14	\$ 64,000	\$ 25,704	as of 10/31/13
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, but FY 14 YTD indicates an increase over prior years and the projection has been increased accordingly.

10. Special Education

	<u>Outside Placements</u>	<u>Circuit Breaker Reimbursements</u>
FY 15	\$ 2,300,000	\$ 700,000
FY 14	\$ 2,218,138	\$ 842,575
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 FY15 estimated projection was based on current students.

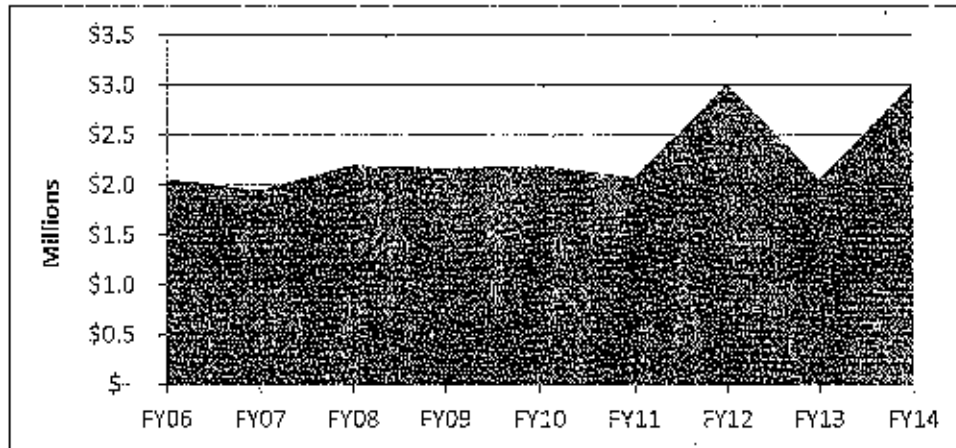
11. Stabilization Fund

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.

	<u>Appropriated</u>	<u>Interest</u>	<u>Expended</u>	<u>Balance 6/30</u>
FY 14	\$1,606,924		\$ 8,219	\$3,010,323 YTD
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

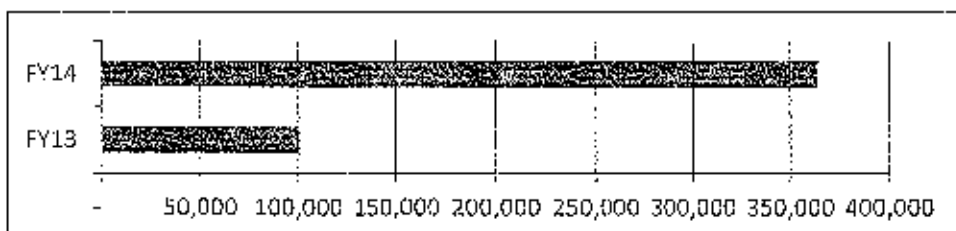


Trend: The Town supported a substantial allocation into the Stabilization Fund at the 2011 STM. \$955,500 in funds used for the four major FY 13 storms was replenished at the November 2013 special town meeting. An additional \$576,424 allocation to the fund was made at the April 2013 annual town meeting as well as an additional \$75,000 to offset increases in the FY 15 pension assessment.

12. Capital Stabilization Fund

Created at the November 2012 Special Town Meeting, the intent of the fund is to allocate funds 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. The balance before the fall town meeting was \$739,000. FY 14 marked the first time that the Town allocated a portion of the Town's tax levy (\$100,000) toward capital. The Town's Financial Policies suggest 2% of the Town's net operating revenue which is approximately \$500,000. However, this is an excellent start.

	Appropriated	Interest	Expended	Balance 6/30
FY 14	\$ 639,000	\$	\$375,000	\$364,004 YTD
FY 13	\$ 100,000	\$ 4	\$ 0	\$100,004



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

	Amount	Purpose
FY 15	\$100,000	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 15	\$90,000		
FY 14	\$90,000	\$ 8,575 as of 11/4/13	
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

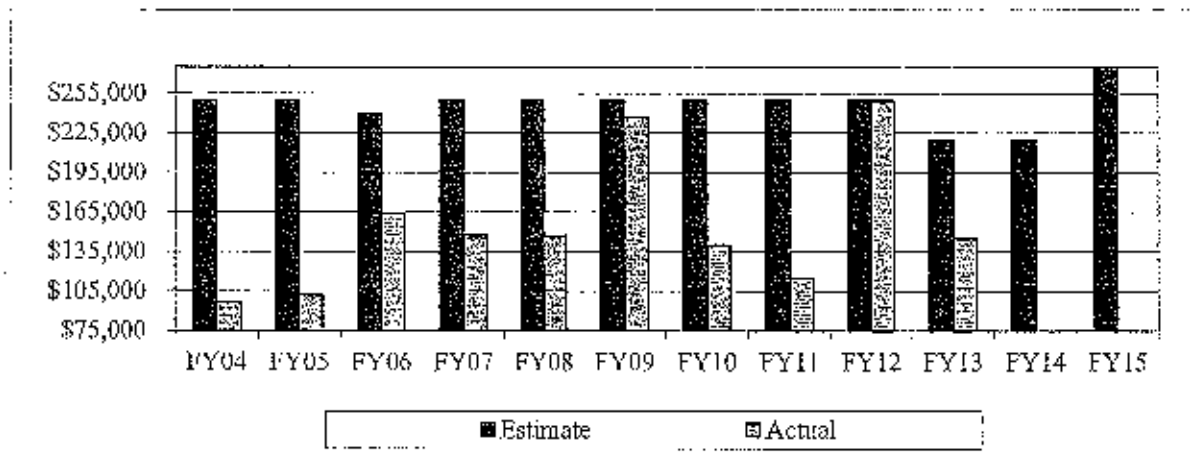
Trend: The Reserve Fund is for emergency or unforeseen events with expenditures voted by the Advisory Committee. This Fund has returned a surplus balance since FY 10.

14. Allowance for Abatements/Exemptions

The allowance for abatements and exemptions for FY 2015 will be approximately **\$275,000**.

	<u>Estimated</u>	<u>Raised</u>	<u>Actual</u>
FY 15*	\$275,000		
FY 14	\$220,000	\$220,000	
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: FY 15 is a revaluation year, and potential overrides for library and school will come into play and potentially others. Our financial policies provide for a five-year rolling average review of the overlay reserve. Part of this reserve (\$85,000) was used to fund part of the School Feasibility Study in 2012.

* Revaluation year/** Veterans exemption allowance increased.

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

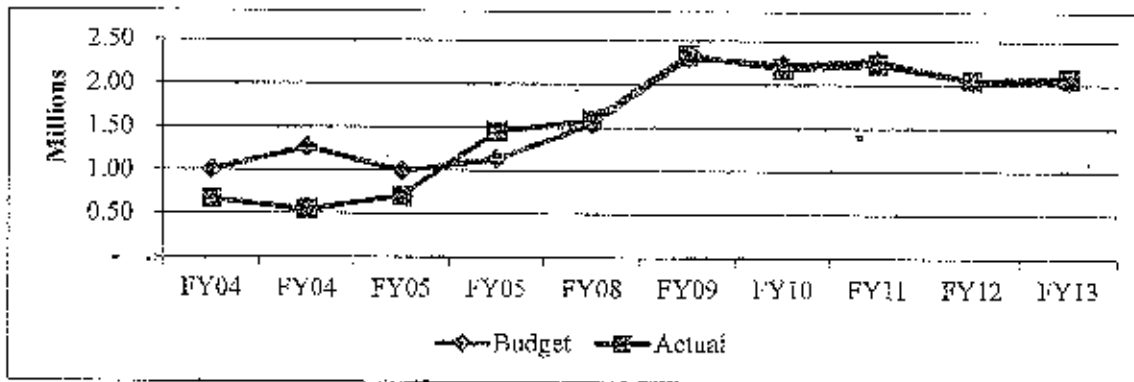
The FY 15 General Fund Debt amount is \$2,365,652, a \$3,019 increase over FY 14. We anticipate significant increases in debt issuances in FY 16 and 17. The golf course debt will be retired in FY 17 but this is an enterprise fund and is not reflected in the General Fund Debt.

General Fund Debt

	Budget	Actual	Debt Exclusion
FY15	2,365,652		\$ 877,537
FY14	2,362,633	1,198,531 YTD	\$ 923,273
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- will be reviewed at the time and our goal is to insure we maintain this rating. Increases in this line item will likely 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.



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 2% guideline is less than in some other comparable communities. 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. As the Public Facilities Master Plan continues to play a key component in how funds are allocated for capital for the foreseeable future. Foregoing use of this financial tool is not recommended.

17. General Liability/Property Insurance

	Budget	Actual	Variance
FY15	430,000		
FY14	430,000	370,842	YTD
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 new insurance company does not provide rate renewal information until March thus making estimates difficult so the FY 15 amount of \$430,000 is projected at this time. However, the Town, depending on claims history, is eligible for premium discounts and credits for safety and other training initiatives it undertakes, and that resulted in a

\$8,200 reduction of premium in FY 14. Savings here has also resulted in the Town being able to add additional coverage and lines that were not previously covered and recommended by the carrier.

PROGRAM ASSUMPTIONS:

Programs, services and staffing should be able to be maintained at current levels which for FY 15 depending upon contract settlements. However, increases in pension, OPEB and debt service may 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.

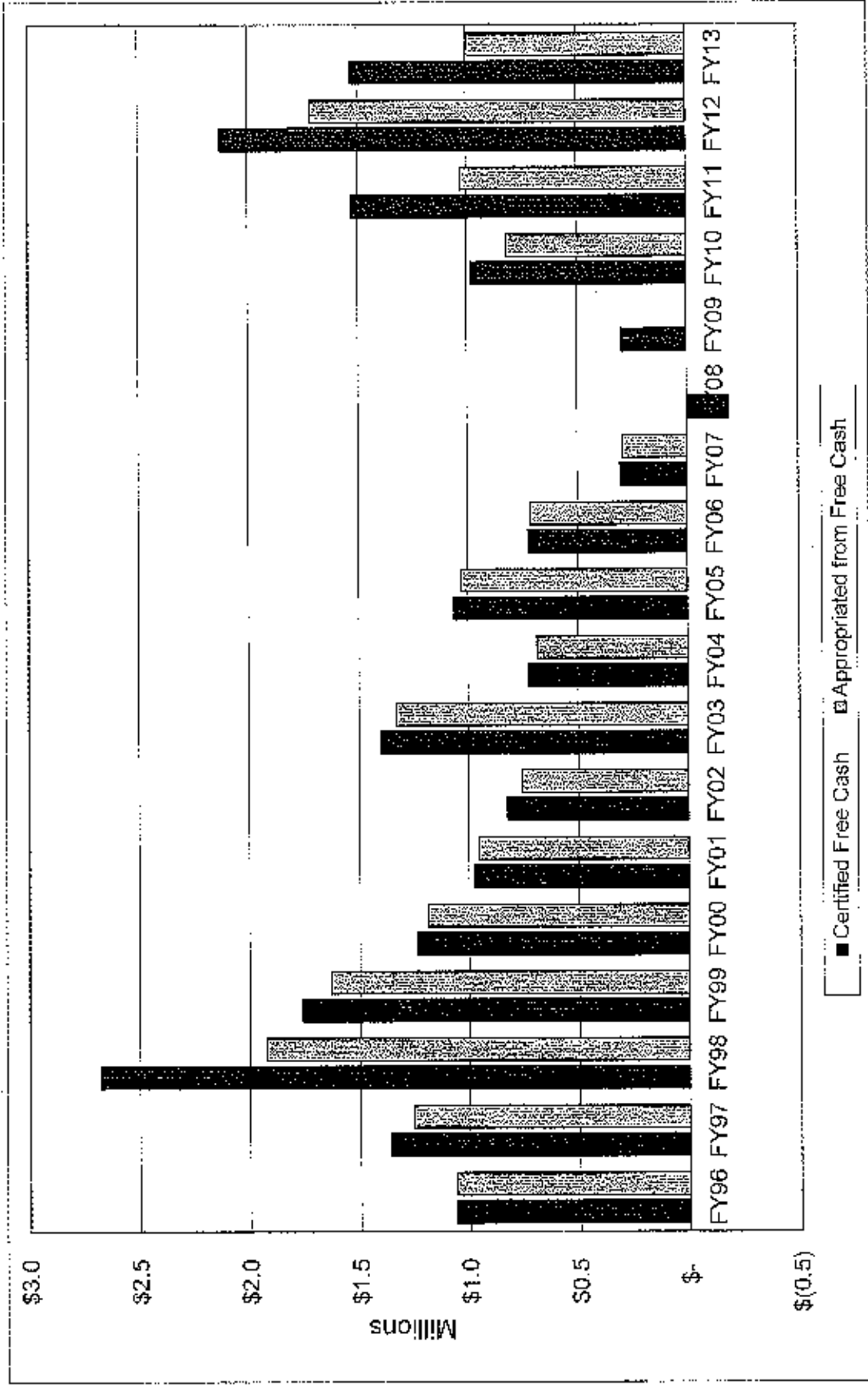
PAV;9/09
Updated: 10/10
Updated:10/11
Updated 12/12
Updated 12/13

Data provided by:

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

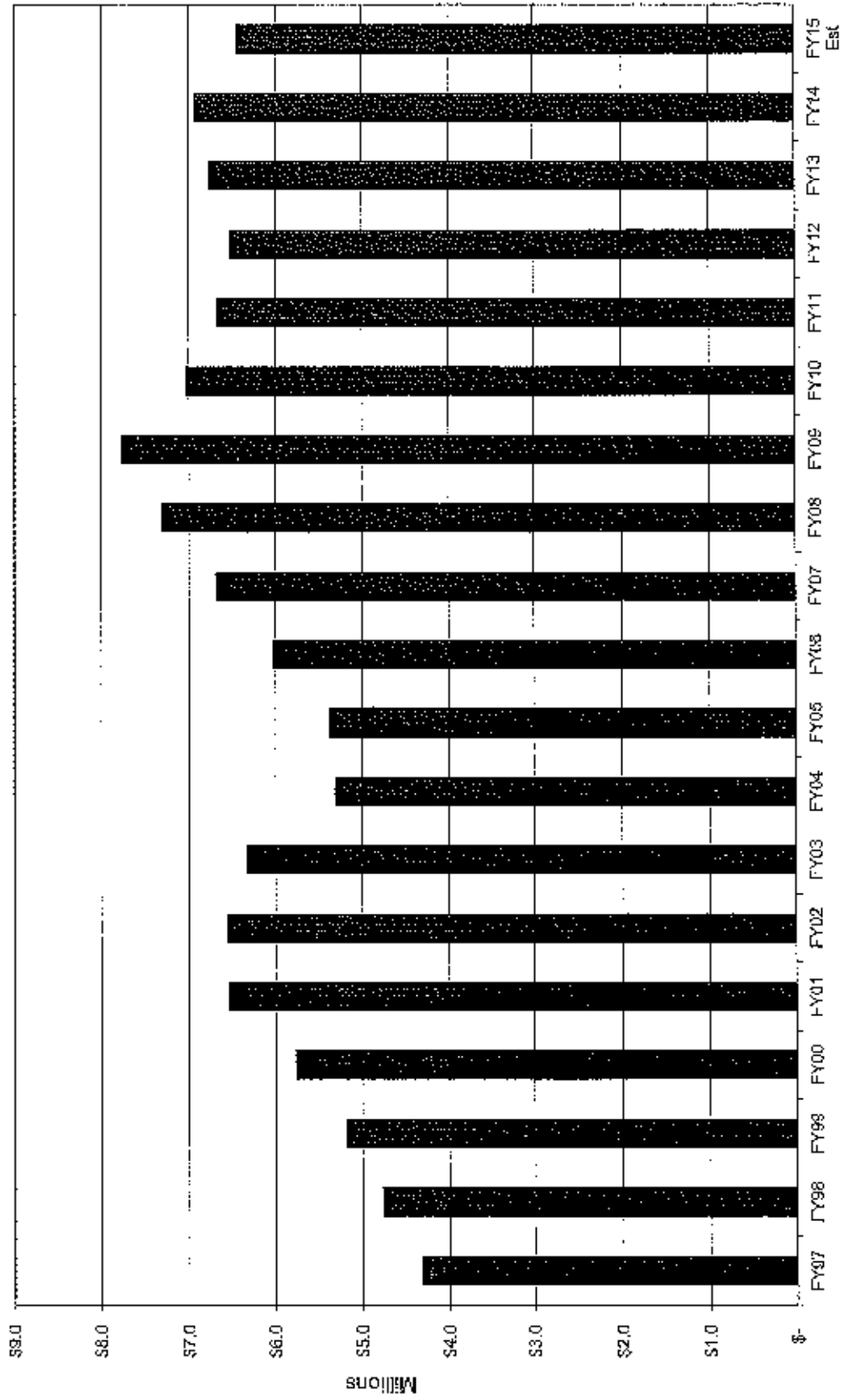


Free Cash

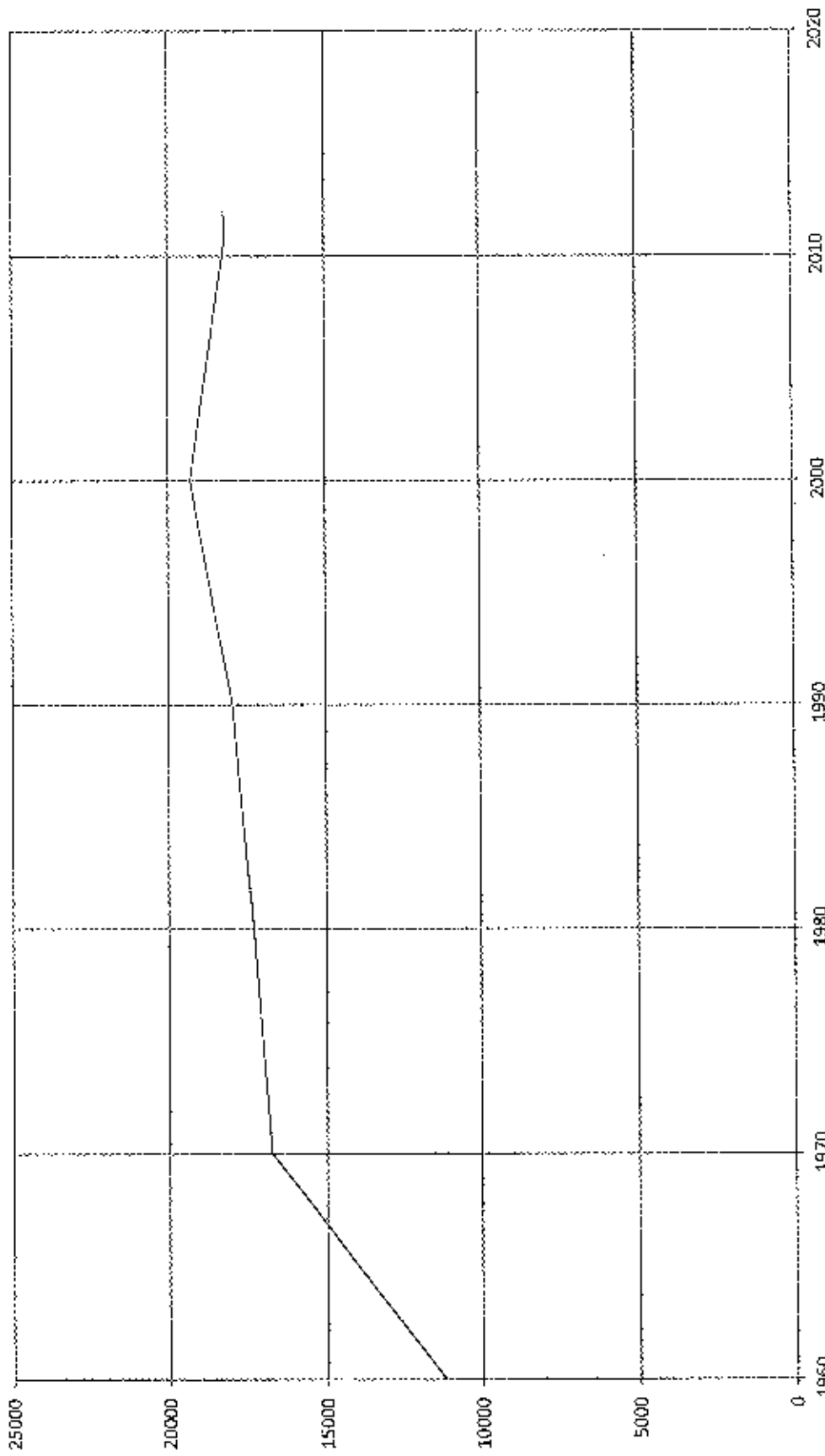


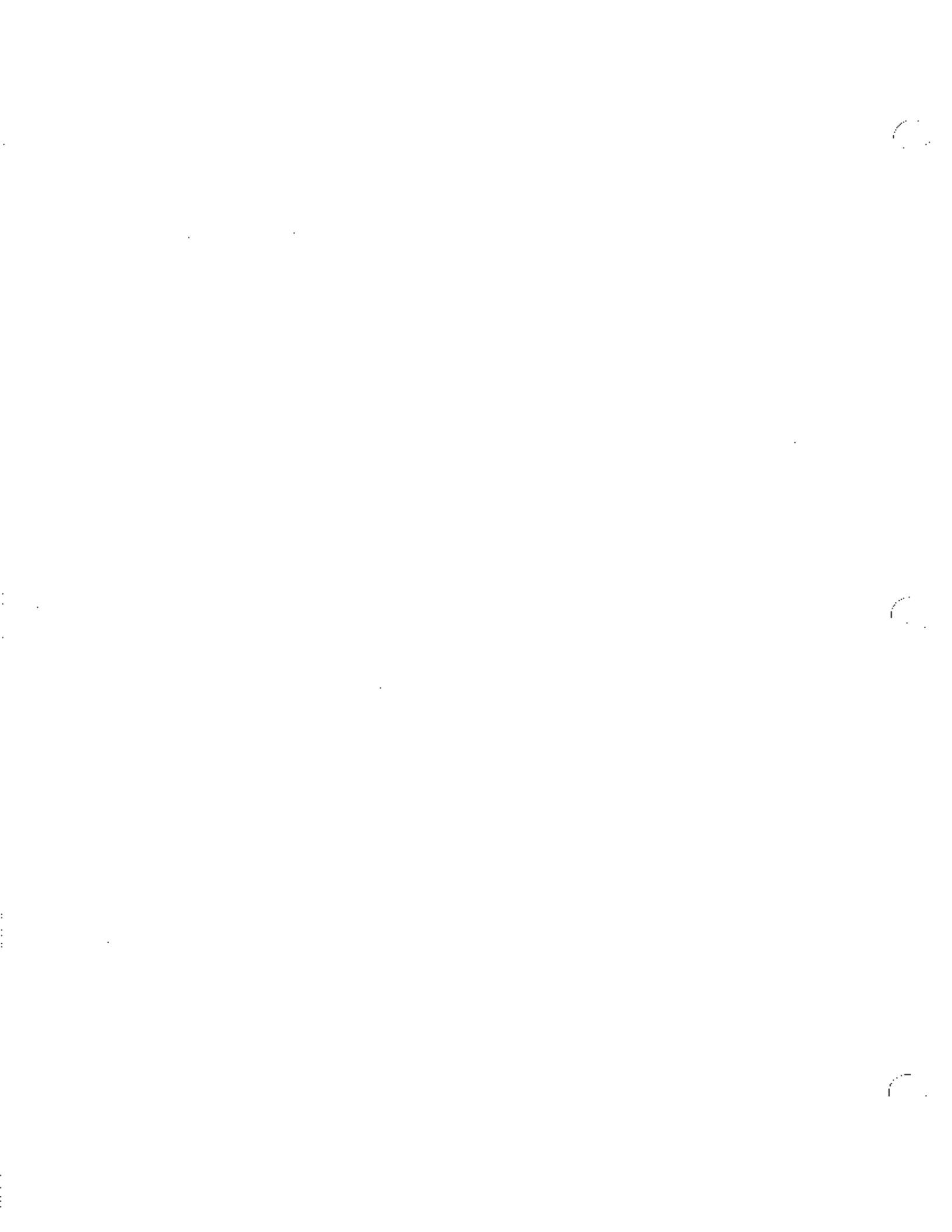
* includes Town Admin. Capital Plan

Projected State Aid

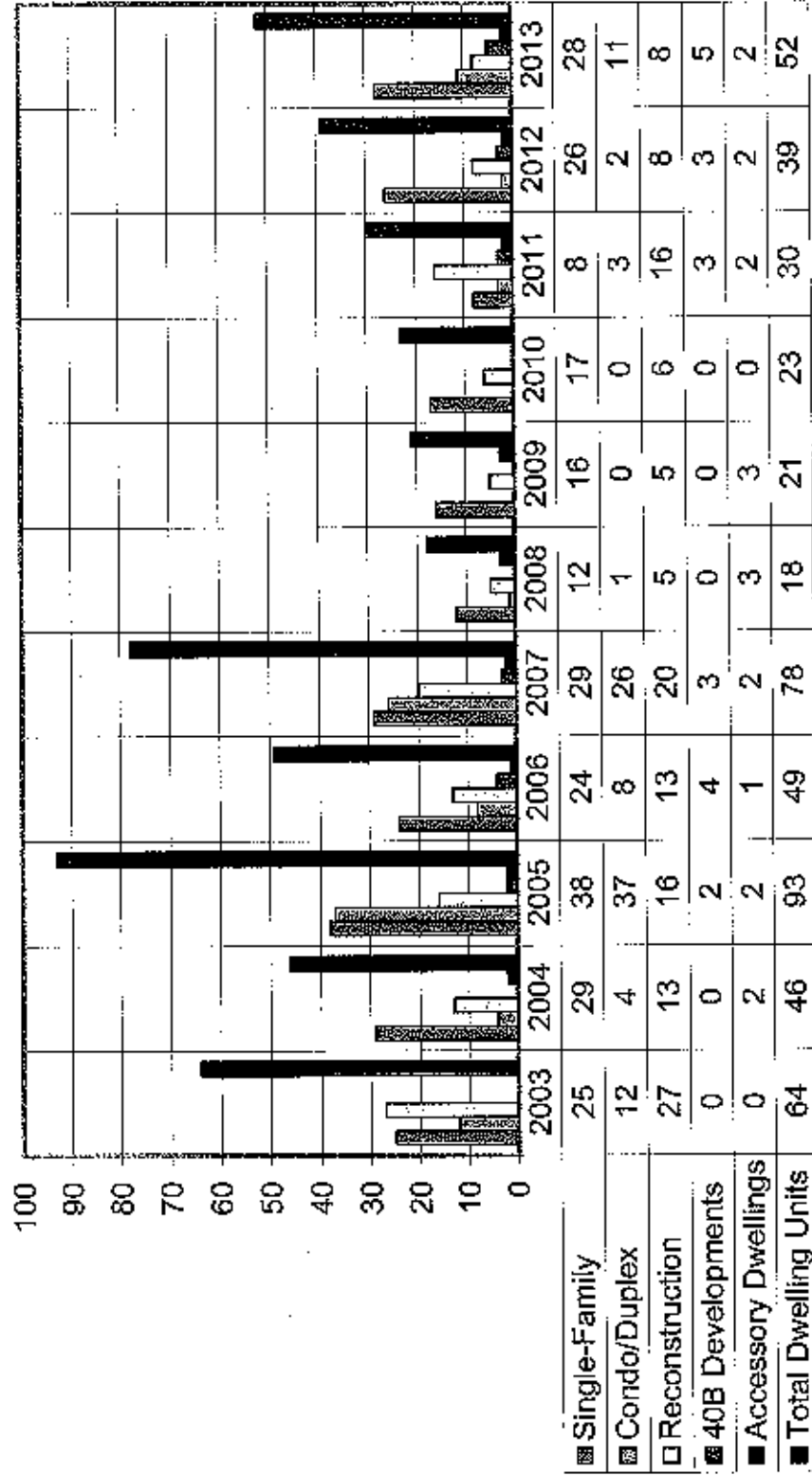


Town of Scituate Population History





Town of Scituate- All Dwelling Units Permitted 2003-2013



Explanation of Bond Ratings and What They Mean

Moody's In- Service Ratings	Standard & Poor's Service Ratings	Scituate's Historical Rating	<p>On November 6, 2012 the Town of Scituate's bond rating was upgraded to AA+ Standard & Poor's cited the Town's very strong income and property wealth levels, stable revenue profile, improved budgeting practices, low overall net debt burden, and modest future capital needs as positive credit factors.</p> <p>Prior to 2011, the Town was rated by Moody's.</p> <p>With the latest upgrade, only 12% of communities rated are rated higher than Scituate.</p>
Aaa	AAA		
Aa1	AA+	2012	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.
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 high quality by all standards. They are rated lower than the AAA 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-		An obligor rated A has strong capacity to meet its financial commitments. Bonds possess many favorable investment attributes and are considered to be upper medium-grade. Factors given security to principal and interest are considered adequate, but elements may be present which suggest a susceptibility to impairment some time in the future.
Aaa1	BBB+		
Baa2	BBB		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.
Baa3	BBB-		
Ba1	BB+		An obligor rated BB is less vulnerable in the near term than other lower-rated obligors. However, it faces major ongoing uncertainties and exposure to adverse business, financial, or economic conditions, which could lead to inadequate capacity to meet its financial commitments. Uncertainty of position characterizes the bonds in this class.
Ba2	BB		
Ba3	BB-		An obligor rated B is more vulnerable. Adverse business, financial, or economic conditions will likely impair the obligor's capacity to meet its financial commitments. The bonds generally lack characteristics of the desirable investment.
B1	B+		
B2	B		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.
B3	B-		
Caa	CCC		An obligor rated CC is currently highly vulnerable. Such issues are often in default or have other marked shortcomings.
Ca	CC		
C	C		An obligor rated C is highly vulnerable. This is the lowest rated class of bonds, and issues so rated can be regarded as having extremely poor prospects of ever attaining any real investment standing.

*Tentative Working List of Special Town Meeting and Annual Town Meeting Articles
as of January 2, 2014
(not voted or in final order of appearance on warrant)*

Special Town Meeting

Reserve for FY 14 budget balancing

Annual Town Meeting

Compensation of Elected Officials

Reauthorization of Revolving Funds: Senior Center, Planning Board, Food Establishment, School Transportation, Beach Stickers, Flu Clinic, Wind Turbine Revenues, Solar Array Revenues

Establishment of Revolving Fund-Scituate Harbor Community Building

Establishment of Stabilization Fund for South Shore Regional School District

Fiscal Year 2015 Capital Improvement Plan and Transfers to Capital Stabilization Fund

Fiscal Year 2015 Operating Budget

Stabilization Fund Transfer

Waterways Enterprise Fund

Golf Course Enterprise Fund

Wastewater Enterprise Fund

Transfer Station Enterprise Fund

Water Enterprise Fund

Community Preservation Act

Community Preservation Act Reconciliations

Reauthorization of South Shore Recycling Cooperative Inter-municipal Agreement

FEMA Maps Acceptance

Glades Road Easements

Walnut Tree Hill Street Acceptance

Massachusetts General Laws Chapter 91 Liability

Zoning Amendment – Water Resources Protection District

Zoning Amendment- Medical Marijuana

Zoning Amendment-Village Overlay District

ARTICLES BY PETITION (Received as of 12/16/13 advertised warrant closing date)

Petition to appropriate \$1,000,000 for seawalls:

"To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds in the Treasurer the sum of \$1,000,000.00 for the purpose of repairing, reconstructing, or maintaining existing foreshore protection structures in the Town of Scituate"

Petition for "Transfer of Funds for Senior Center Needs Assessment:"

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow, pursuant to any applicable statute, the sum of \$25,000.00 to the Town of Scituate's FY 15 budget for the purposes of hiring a consultant to conduct a needs assessment for a new Scituate Senior Center, or take any other action related thereto."

Town Side Budget - FY 2015

Dept #	Department	FY2015			Variance Dept/TA Requested
		FY2014 Appr	Dept Requested	Town Admin Requested	
122	Board of Selectmen (old)	231,834	233,721.00	-	(233,721.00)
123	Board of Selectmen/Town Administrator	462,132	449,779.00	668,763.00	218,984.00
131	Advisory Committee	6,875	6,875.00	7,875.00	1,000.00
135	Town Accountant	257,119	246,176.00	252,197.00	6,021.00
141	Assessors	186,971	188,144.00	264,010.00	75,866.00
145	Treasurer/Collector	287,089	286,722.00	333,255.00	46,533.00
149	Administration	100,333	145,172.00	103,233.00	(41,939.00)
155	Information Technology	268,686	250,836.00	253,825.00	2,989.00
161	Town Clerk	165,450	185,893.00	193,318.00	7,425.00
171	Conservation Comm.	116,212	118,111.00	122,529.00	4,418.00
175	Planning Board	123,268	149,822.00	173,361.00	23,539.00
176	Zoning Board of Appeals	26,712	28,562.00	28,757.00	195.00
182	Economic Development	20,750	97,500.00	91,500.00	(6,000.00)
210	Police	3,513,452	3,547,799.00	3,738,216.00	190,417.00
220	Fire	4,273,116	4,358,726.00	4,332,611.00	(26,115.00)
241	Inspections	229,359	239,426.00	301,383.00	61,957.00
295	Shellfish	12,055	11,789.00	11,874.00	85.00
400	Public Works	2,611,001	2,750,761.20	2,654,867.00	(95,894.20)
410	Facilities	380,922	435,314.00	458,251.00	22,937.00
423	Snow & Ice	490,000	495,401.00	495,401.00	-
424	Street Lights & Beacons	190,000	198,000.00	190,000.00	(8,000.00)
510	Health	147,663	148,063.00	139,022.00	(9,041.00)
541	Council on Aging	297,729	288,614.00	317,928.00	29,314.00
543	Veterans' Benefits/Svcs.	221,090	222,116.00	218,602.00	(3,514.00)
549	Comm. on Disabilities	5,000	5,000.00	5,000.00	-
610	Library	956,456	953,386.00	943,404.00	(9,982.00)
630	Recreation	125,646	127,149.83	130,779.00	3,629.17
650	Beautification	19,500	19,500.00	19,500.00	-
691	Historical Buildings	10,350	11,350.00	11,350.00	-
		\$ 15,736,769.52	\$ 16,199,708.03	\$ 16,460,811.00	\$ 261,102.97

Town Share of Available Revenue
 Overlay Surplus
 Surplus/(Deficit)

16,400,811.00

60,000.00 revaluation services

Dept #	Department	FY13 Expended	FY14 Approp	FY14 Expended to	FY15 Dept Request	FY15 Town Admin Recomm
122	BOARD OF SELECTMEN - 122	\$268,357.18	\$231,834.00	\$71,541.61	\$233,721.00	\$0.00
123	TOWN ADMINISTRATOR - 123	\$303,375.89	\$462,131.52	\$146,657.07	\$449,779.00	\$668,763.00
131	ADVISORY COMMITTEE - 131	\$4,470.96	\$6,875.00	\$1,196.98	\$6,875.00	\$7,875.00
132	RESERVE FUND - 132	\$1,791.00	\$90,000.00	\$8,575.00	\$90,000.00	\$90,000.00
135	TOWN ACCOUNTANT - 135	\$213,951.89	\$257,119.00	\$107,353.91	\$246,176.00	\$252,197.00
141	ASSESSORS - 141	\$182,930.34	\$186,971.00	\$90,755.62	\$188,144.00	\$264,010.00
145	TREASURER/COLLECTOR - 145	\$272,182.02	\$287,089.00	\$130,518.00	\$286,722.00	\$333,255.00
149	TOWN ADMINISTRATION - 149	\$46,535.50	\$100,333.00	\$12,778.95	\$145,172.00	\$103,233.00
155	INFORMATION TECHNOLOGY - 155	\$201,762.14	\$268,686.00	\$122,938.39	\$250,836.00	\$253,825.00
158	TAX FORECLOSURE - 158	\$16,688.99	\$39,000.00	\$6,326.47	\$39,000.00	\$39,000.00
159	CABLE TV - 159	\$77,044.67	\$81,070.00	\$38,452.09	\$119,584.00	\$111,883.00
161	TOWN CLERK - 161	\$175,200.59	\$165,450.00	\$63,723.64	\$185,893.00	\$193,318.00
171	CONSERVATION - 171	\$93,082.99	\$116,212.00	\$52,364.26	\$118,111.00	\$122,529.00
175	PLANNING BOARD - 175	\$117,131.37	\$123,268.00	\$56,698.38	\$149,822.00	\$173,361.00
176	ZONING BOARD OF APPEALS - 176	\$24,576.01	\$26,712.00	\$12,428.27	\$28,562.00	\$28,757.00
182	ECONOMIC DEVELOPMENT COMMISSION - 182	\$0.00	\$20,750.00	\$0.00	\$97,500.00	\$91,500.00
192	LIABILITY/PROPERTY INSURANCE - 192	\$383,039.11	\$430,000.00	\$376,669.83	\$430,000.00	\$430,000.00
210	POLICE DEPT - 210	\$3,552,368.84	\$3,513,452.00	\$1,770,553.96	\$3,547,799.00	\$3,738,216.00
220	FIRE DEPT - 220	\$4,176,223.50	\$4,273,116.00	\$2,130,564.58	\$4,358,726.00	\$4,332,611.00
241	INSPECTIONS - 241	\$207,513.30	\$229,359.00	\$103,205.52	\$239,426.00	\$301,383.00
295	SHELLFISH - 295	\$10,992.88	\$12,055.00	\$5,539.56	\$11,789.00	\$11,874.00
300	SCHOOL - 300	\$29,772,243.59	\$31,419,352.00	\$12,099,076.12	\$32,806,543.00	\$37,806,543.00
310	SOUTH SHORE REGIONAL SCHOOL - 310	\$508,016.00	\$468,127.00	\$233,264.50	\$472,808.00	\$472,808.00
410	FACILITIES MANAGEMENT - 410	\$0.00	\$380,122.00	\$78,289.76	\$435,314.00	\$458,251.00
411	ENGINEERING - 411	\$289,361.11	\$754,027.00	\$390,559.97	\$762,583.00	\$700,503.00
421	DPW ADMINISTRATION - 421	\$201,783.72	\$138,953.00	\$78,716.67	\$125,699.00	\$125,481.00
422	HIGHWAY - 422	\$1,070,244.65	\$1,049,456.28	\$489,281.70	\$1,078,807.00	\$1,084,659.00
423	SNOW & ICE - 423	\$489,631.13	\$490,000.00	\$108,369.77	\$495,401.00	\$495,401.00
424	STREET LIGHTS & BEACONS - 424	\$172,395.74	\$190,000.00	\$85,544.25	\$198,000.00	\$190,000.00
429	PUBLIC GROUNDS - 429	\$855,285.54	\$657,383.00	\$324,226.66	\$783,672.20	\$744,224.00
510	BOARD OF HEALTH - 510	\$140,079.37	\$147,663.00	\$67,798.21	\$148,063.00	\$139,022.00
541	COUNCIL ON AGING - 541	\$221,409.75	\$278,222.00	\$116,319.96	\$288,614.00	\$317,928.00
543	VETERAN'S AGENT - 543	\$168,137.10	\$194,090.00	\$86,905.40	\$722,116.00	\$218,602.00
549	COMMISSION ON DISABILITIES - 549	\$185.75	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00

Dept #	Department	FY13 Expended	FY14 Approp	FY14 Expended to	FY15 Dept	FY15 Town Admin
				Date	Request	Recomm
610	LIBRARY - 610	\$924,578.13	\$956,456.00	\$437,392.10	\$953,386.00	\$943,404.00
630	RECREATION - 630	\$125,147.77	\$125,646.00	\$58,558.94	\$127,149.83	\$130,779.00
650	BEAUTIFICATION - 650	\$19,764.98	\$19,500.00	\$3,519.99	\$19,500.00	\$19,500.00
691	HISTORICAL BUILDINGS - 691	\$5,945.87	\$10,350.00	\$2,878.57	\$11,350.00	\$11,350.00
720	DEBT - 720	\$2,030,757.61	\$2,362,632.00	\$1,246,091.90	\$2,365,652.25	\$2,365,652.00
820	STATE ASSESSMENTS - 820	\$366,892.00	\$428,058.00	\$56,432.00	\$381,528.00	\$381,528.00
830	COUNTY ASSESSMENTS - 830	\$78,870.09	\$78,870.00	\$41,081.44	\$82,163.00	\$82,163.00
910	NON-CONTRIBUTORY PENSIONS - 910	\$62,978.64	\$62,979.00	\$32,074.32	\$65,319.00	\$65,319.00
911	PLYMOUTH COUNTY RETIREMENT - 911	\$3,513,095.00	\$3,656,599.00	\$3,584,859.00	\$3,836,129.00	\$3,836,129.00
912	WORKERS COMPENSATION - 912	\$257,161.00	\$257,000.00	\$0.00	\$257,000.00	\$257,000.00
913	UNEMPLOYMENT INSURANCE - 913	\$34,609.70	\$64,000.00	\$31,044.77	\$75,000.00	\$75,000.00
914	CONTRIBUTORY GROUP INSURANCE - 914	\$4,839,478.72	\$4,900,000.00	\$2,791,274.51	\$4,975,632.00	\$4,975,632.00
916	FEDERAL TAXES - 916	\$531,517.20	\$574,729.00	\$207,074.38	\$626,454.00	\$626,454.00
990	TRANSFERS - 990	\$971,994.00	\$943,508.00	\$2,000,031.00	\$0.00	\$0.00
Totals		\$57,980,183.33	\$61,534,204.80	\$29,959,007.98	\$62,822,520.28	\$63,075,922.00

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 2015 BUDGET

For FY 15, 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
- 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 relieve the tax burden on residential taxpayers
- To move forward on the Town Public Facilities Master Plan
- To reopen and monitor the use of Scituate Harbor Community Center as a meeting place for both private and public functions.

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
- To insure tax exempt property listings are up-to-date
- To be transparent in compliance with the open meeting law and keep residents informed

Public Works and the Environment

- To bring an overarching approach to environmental issues
- 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

Other Items/Miscellaneous

- To investigate potential for daily non-resident parking pass at Town beaches.

**TOWN OF SCITUATE
FY 2015 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 2015 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

1. Goal: Update outdated Board of Selectmen Policy Book (ongoing)
Strategy:
 - a. Review current Selectmen's policies with Selectmen and Town Administrator over the course of six (6) Selectmen's meetings (March – May 2014)
 - b. Selectmen vote and execute updated policies (June 2014)
 - c. Document and compile updated policies and distribute to Selectmen, Town Administrator and Town Clerk

2. Goal: Implement annual license renewal process by e-mail (September/October 2014)
Strategy:
 - a. Continue updating licensee e-mail addresses
 - b. Scan license renewal letters, license applications, fee schedules, etc. and e-mail to applicants
 - c. Compile and print applicant renewal information

3. Goal: Implement on-line payment process for licensees with Treasurer/Collector's office (ongoing)
Strategy:
 - a. Complete data entry for licensees for software company (September/October 2014)
 - b. Coordinate "Notification of Payment" plan between Selectmen's and Treasurer/Collector's office (October 2014)

4. Goal: Solicit Community Preservation Act(CPA) funding for Boston Post Cane presentation case
Strategy:
 - a. Make application to CPA (summer/fall 2014)
 - b. Application accepted – bids for construction of wood/glass presentation case
 - c. Verification of Scituate's oldest citizen with Town Clerk's office and create corresponding, official documents, signed by Board of Selectmen for (1) display in the presentation case and (2) mailed to Scituate's oldest citizen

5. Goal: Streamline preparation time for Board of Selectmen's meetings (ongoing)
Strategy:
 - a. Assist IT Director and Town Administrator in implementing paperless Board meetings
 - b. Shift packet compilation to Administrative or Licensing Assistant (spring 2014)

MAJOR BUDGET COMPONENTS

General legal and litigation bills account for the greatest portion of this budget (\$147,000). Personal Services: one full time Executive Assistant (35 hours/week) and one part-time Administrative Assistant (10 hours/week) and

TOWN OF SCITLATE

FY 2015 BUDGET

DEPARTMENT: SELECTMEN

Selectmen's stipend total \$71,606. Legal advertising for the annual and special Town meetings, printing of the Town Report, employee recognition awards comprise most of the remaining balance.

The Executive Assistant creates the department's budget, administers payroll, drafts and posts meeting agendas, takes minutes at Selectmen's meetings, generates yearly license documents, orders employee recognition awards and certificates, orders office supplies, reviews and pays all Town legal bills, administers the Town memorial program, researches and answers public records requests and addresses resident concerns on a wide variety of issues. Assist and review objectives for Administrative Assistant.

FY 2015 RISKS AND CHALLENGES

The greatest risk to this Department's budget is the challenge of estimating legal bills with any degree of accuracy. Unfortunately, it is not known in advance what cases may arise or be settled during the fiscal year. An ongoing challenge for this office is to achieve optimum productivity in the face of constant interaction with the general public and fellow staff members. This "time management" element continues to improve with IT department innovations as well as the efficient scheduling of work responsibilities. Public records requests have escalated and require staff time to search, segregate, copy and distribute all requests in a timely manner. Answering questions about the Town's memorial program, sewer expansion and betterments, beach seaweed issues, July 3rd and 4th activities, brown water and special event permits continue to be challenging as well as time consuming. Obtaining "up to date" information during and after storm events has greatly improved in terms of (a) inter-departmental communications, (b) web page alerts, (c) reverse 911 calls and (d) a non-profit group coordinating storm victim assistance(SANDS). Continued technological advancements within Town Hall have increased the level and quality of communication between the Selectmen's office, the residents and our co-workers.

DEPARTMENTAL ACCOMPLISHMENTS

- Facilitated schedules, correspondence and directives of the five-member Board of Selectmen and the Town Administrator. Updated Selectmen weekly on community events and meetings.
- Created annual report required by the Alcoholic Beverages Control Commission (ABCC) detailing all administrative liquor license transactions, list of licensees and associated fees. (February 2013)
- Resolved over 325 citizen concerns/questions/complaints (via telephone, office visit, e-mail or US mail) by either putting the person in contact with the proper department or obtaining an answer and generating a response directly to the individual. (2012 & 2013)
- Administered Town memorial gift program with Director of the Department of Public Works(DPW). Generated confirmation letters for memorial applications, verification of inscriptions, deposit checks and place memorial orders with the DPW. Coordinated installation of memorials with DPW and families.
- Compiled packets, agendas and attended 30 regular Selectmen's meetings.
- Arranged for ten Town meeting workers to work at special and annual Town meetings.

**TOWN OF SCITUATE
FY 2015 BUDGET**

DEPARTMENT: SELECTMEN

- Coordinated Employee Recognition Awards & Ceremony. 30 recipients. (August 2013)
- Updated memorandum and Excel spreadsheet for annual licensing inspections by the Building, Fire, Police, and Health departments. (August 2013)
- Handled renewals and applications for 90 licenses. Police Chief and Licensing Agent were notified, in writing of one day wine and malt beverages events at the Scituate Maritime Center and the GAR Hall.
- Composed and executed 20 proclamations and commendations presented by the Board of Selectmen at meetings and various community events.
- Fulfilled multiple public records requests.
- Stepped up recycling efforts in Selectmen's office.
- Regularly update the Selectmen's page on the new website with meeting agendas and accepted minutes.

**TOWN OF SCITUATE
FY 2015 BUDGET**

DEPARTMENT: SELECTMEN

Description of Revenue	FY/12	FY/13	FY/14	FY/15 est.	Comments
Alcohol Licenses	\$33,110.00	\$38,632.00	\$30,830.00*	\$39,000.00	*reflects six months of deposit and one day licenses
Other Licenses	\$2,628.00	\$2,708.00	\$2,090.00	\$2,725.00	
Memorial	\$4,398.75	\$2,680.00	\$5,300.00	?	
Constable Fee		\$30.00		?	
Comcast Tech. Fee	\$243,235.29	\$256,349.12	\$135,377.82*	?	*reflects six months of deposits

TOWN	POPULATION	BOS/TA SUPPORT STAFF	SALARY	DEPT. BUDGET	NOTES
Abington	15,985	Assistant Town Manager (2) Adm. Assistant			No Response to survey
Cohasset	7,542	Asst. to Town Manager - Full Time Adm. Assistant Full Time (2) Human Resources Dept. Newly established	\$55,799 \$46,144	TBD in FY 15 Budget	
Duxbury	15,089	Executive Assistant - Full-time (1.5) Adm. Assistant - Part-time Human Resources Dept.	\$53,170 \$49,628	\$272,515	Legal Services separate budget
Hanover	13,879	Administrative Assistant (3) Executive Assistant Clerk		\$124,985	No response to survey
Hingham	22,157	Assistant Town Administrator (2.5) Licensing Assistant Full-time Adm. Assistant - Part-time Human Resources Manager	\$109,115 \$39,581 \$40,147 \$88,186	\$423,246.00	Legal Services separate budget
Hull	10,293	Office Manager/BOS Full-time (3) Clerk/BOS Full-time Adm. Asst. to TA-Full-time No Human Resources Dept.	\$53,125 \$47,121 \$60,160	BOS - \$129,988 TA - \$227,136	Legal Services separate budget
Kingston	12,225	Asst. to TA/BOS - Full-time (2) Adm. Asst. - Full-time No Human Resources Dept.	\$67,974 \$48,466	\$304,864 (inc. Audit)	Legal Services separate budget
Marshfield	25,132	Office Manager - Full-time Senior Secretary - Full-time No Human Resources Dept.		\$455,750	Legal Services separate budget

TOWN	POPULATION	BOS/TA SUPPORT STAFF	SALARY	DEPT. BUDGET	NOTES
Scituate	18,650	Asst. to Town Administrator - Full-time Exec. Assist./BOS - Full time (2.5) Admin. Assistant - Part-time No Human Resources Dept.	\$54,069 \$56,150 \$21,298	BOS: \$231,834* TA: \$462,786	*includes Legal Services
Norwell	10,506	Assistant to the TA - Full-time BOS Clerk - Part-time (1.5) Human Resources Dept.	\$51,541 \$373/wk (18 hrs.) Newly established	\$284,223 TBD	
Pembroke	17,837	Executive Assistant - Full-time Principal Clerk - Full-time (2) Human Resources	\$51,536 \$35,178	BOS: \$162,492 TA: \$112,023	Duties split between BOS & Treasurer/Collector Office
Rockland	17,489	No Response to survey			

TOWN OF SCITUATE

FY 2015 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 2015 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

(Endorsed by Board of Selectmen September 2013)

Oversee and Coordinate Public Facilities Master Plan (carry forward from FY 14)

1. Work with town officials, boards, committees, staff and citizens to provide information, direction and timely communications toward continued progress on Public Facilities Master Plan.
2. Coordinate with OPM's schematic process for public safety needs and library project construction.
3. Engage stakeholders on next steps for Gates School retrofit/future usage
4. Continue assistance to School Superintendent relative to Gates school project and serve as member of School Building Committee implementing feasibility study recommendations.
5. Working with Public Facilities Master Planning Committee develop timetables and fiscal impacts for overall plan.

Investigate and Recommend Organizational Restructuring of Selected Town Services and Departments (multi-year goal)

1. Continue working with School Superintendent on growth and development of Joint Public Facilities Department
2. Work with Department of Revenue on management study review.
3. Write charge for Board approval and appointment of Government Study Committee to review structure and DOR recommendations for possible implementation/revision of town charter or bylaws.
4. Conduct financial impact for budgetary purposes and managerial needs analysis

Forty Year Plan (multi-year goal)

Working with town departments, officials and the community, prepare a long-term plan that recognizes visioning and planning and establishes a stable course for the future.

1. Examine zoning and planning bylaws and codes regarding coastal building, re-building and long term effects of coastal impacts including but not limited to proposed impacts of flood elevation maps, sea rise/climate changes.
2. Work with Economic Development Commission on implementation of MAPC recommendations as appropriate.
3. Review all existing plans (Open Space, Harbor, Recreation, Affordable Housing) for compilation and centralization into one volume.

Continue to expand and improve Human Resources duties and functions

1. Finalize Personnel Handbook for non-union staff and update personnel policies as needed or warranted.
2. Continue rewriting of job descriptions for position vacancies.
3. Write bid, selected company for integrated financial management software; automate time and attendance for all town employees.

MAJOR BUDGET COMPONENTS

The Town Administrator's budget funds the personal services costs of the Town Administrator and Assistant to the Town Administrator.

The budget also includes funds for compensation adjustments for union and non-union staff, merit-based performance awards, and for the buyback of earned leave, employee payouts from separation, and/or retirements. The other major component is for Labor Counsel and all contract bargaining costs (FY 14 is a contract bargaining year).

FY 15 RISKS AND CHALLENGES

The Office of the Town Administrator, along with the Selectmen's Office, is the conduit for all town operations. Customer inquiries have tripled the past year as a result of four storms, FEMA map changes and general questions. This year we had an unusually high number of employee retirements and separations requiring an extensive amount of time. The benchmarking data illustrates we are somewhat understaffed given that we do not have a Human Resources Department. This is sorely needed, but other more pressing departmental staffing needs (IT, Facilities) have taken precedence. The Department of Revenue has been contacted to perform a management study to analyze current operations and make recommendations for improvements, hopefully some of which can be implemented in FY 15.

Also see Budget Message

DEPARTMENTAL ACCOMPLISHMENTS *(date of hire 7/25/09)*

Summary of Town Administrator Accomplishments (FY 13-FY 14 VTD)

Financial

- Certified FY 13 Free Cash of \$1,811,000.
- Presented balanced FY 14 budget with no use of Free Cash.
- Continued fourth year of new Capital Improvement Process and second year of rolling five year capital plan
- Hired new Finance Director/Town Accountant
- Spent extensive time lobbying for reduced pension assessment from Plymouth County FY 15 projected at 26%, actual 7%).
- Returned significant surpluses in FY 13 health insurance as a result of second year changes in employee health care plan design for all town and school employees.
- Prepared cost-benefit analysis of outsourcing golf maintenance
- Increased lines of General Liability Insurance coverage at less cost than FY 12 levels.
- Attended all Advisory and Financial Forecasting Meetings
- For the fourth year, all TA recommended budget items approved by BOS, Advisory and Town Meeting

- Maintained override approved items on town-side of budget for third year.
- Expanded FY 14 Budget document and Revenue and Expense Forecasting Assumptions

Town Administration & Operations

- Managed response and mitigation of four major storms Winter 2012-13
- Wrote warrants for three town meetings, provided extensive back ground information for each article; worked closely with Advisory Committee on its publications for town meetings
- Held 8 staff meetings
- Planned and held five annual Board of Selectmen Retreat
- Initiated Department of Revenue study to examine selected town operations and budget timetable
- Continued work with School Department on building Joint Facilities Department
- Spent considerable time on FEMA map process and education. Contacted and engaged consultants, filed two appeals by tight deadline; held meeting for Marshfield and Scituate residents attended by 1200 people; lobbied, engaged and met with state senators and representatives, U.S. Senators and representatives

Personnel

- Conducted recruitment, interviews, selection and orientation for the following personnel: Chief of Police, four police officers, two firefighters, five dispatchers, Council on Aging Director, Recording Secretary, DPW Business Manager, DPW Office Manager, Finance Director/Town Accountant, Youth Services Library, Administrative Assistant, Manager of Social Services, Outreach Coordinator, Substance Abuse Coordinator, Volunteer/Activities Coordinator, Recreation Director, DPW Director. Updated or wrote new job descriptions for all.
- Created and implemented job sharing arrangements for Recreation Director and DPW Office Manager positions to retain qualified staff.
- Wrote bid, selected consultant and observed process for first-ever Assessment Center for chief of police
- Settled police contract (1.5%, 1.75%, 2%, 2%). Tentative agreement with TOSCA for same
- Continued merit-based performance evaluation system for professional staff for FY 13. No appeals.
- Continued merit-based performance evaluation system for support staff for FY 13.
- Conducted Sergeant promotional process in Police Department
- Wrote bid and selected consultant for fire management staffing and analysis

Communications

- Served as Public Information Officer for Hurricane Sandy, Storm Saturn, Storm Nemo and November Nor'easter. Wrote all web blasts and media advisories. Assisted with field visits by state and federal officials.
- Worked with public safety officials on second year and fully successful bonfire ban for Fourth of July.
- Redesigned new website with IT Director, developed new Social Media policy and negotiated with unions; supported on-line assessors' parcels for public.
- Met with Hamarock residents along with Board of Selectmen, chiefs and DPW Director to establish ongoing lines of communication.
- Wrote Town Administrator Report for Annual Town Report.
- Town Budget posted on website
- Wrote article for Public Management Magazine (PM) on support organizations (Sept 2013)

Land Use, Facilities and Infrastructure Management

- With DPW Director and Facilities Director successfully implemented first round of ESCO projects
- Initiated solar array project, upon completion Town of Scituate designated first community in Massachusetts to be 100% clean energy
- Wrote CPC applications for town-wide signage and for Gates School renovation into Town Hall

- Worked with Facilities Master Plan Steering Committee on master plan development
- Wrote RFP for Owners Project Manager (OPM) for public safety complex. Negotiated fee
- Assisted with RFP for architect for public safety complex
- Wrote Building and rental use guide for Seimate Harbor Community Building; directed building improvements; retrofitted space for offices for Manager of Social Services and Substance Abuse Coordinator
- Monitored ESCO installations and scheduling of work
- Wrote Board approved guidelines for donation of land to Town
- Serve and attend meetings of School Building Committee

Town of Scituate

Budget 123 Board of Selectmen/Town Administrator

Fiscal Year: 2013-2014

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

From Date: 7/1/2014

To Date: 6/30/2015

Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Admin Recomm	FY15 Board of Selectman	FY15 Advisory Committee
001.123.0510.5110.0000.0000	REGULAR SALARIES	\$201,544.27	\$201,486.00	\$105,180.43	\$205,907.00	\$253,388.00		
001.123.0510.5130.0000.0000	LONGEVITY	\$2,307.00	\$2,307.00	\$2,150.00	\$2,150.00	\$2,150.00		
001.123.0510.5172.0000.0000	SICK LEAVE BUY BACK	\$300.00	\$500.00	\$500.00	\$500.00	\$500.00		
001.123.0510.5180.0000.0000	PART-TIME SALARYS	\$0.00	\$10,649.00	\$0.00	\$8,719.00	\$19,013.00		
001.123.0510.5191.0000.0020	OFFICER SALARY	\$7,099.98	\$10,855.00	\$3,557.09	\$15,803.00	\$11,342.00		
SCHEDULE: PERSONAL SERVICES - 0510		\$211,251.25	\$225,896.00	\$111,387.52	\$228,079.00	\$296,393.00		
001.123.0520.5305.0000.0000	SUPPORT STAFFING & TRA	\$12,487.58	\$30,689.00	\$1,842.00	\$18,800.00	\$23,900.00		
001.123.0520.5309.0000.0000	TECHNICAL SERVICES	\$1,801.58	\$17,075.57	\$90.00	\$300.00	\$6,000.00		
001.123.0520.5321.0000.0000	CONFERENCES/MEETINGS	\$2,166.60	\$3,000.00	\$1,305.86	\$3,000.00	\$7,495.00		
001.123.0520.5343.0000.0000	BINDING & PRINTING	\$122.36	\$0.00	\$132.90	\$0.00	\$1,400.00		
001.123.0520.5344.0000.0000	POSTAGE	\$520.50	\$500.00	\$201.92	\$500.00	\$880.00		
001.123.0520.5346.0000.0000	LEGAL ADVERTISING	\$1,042.50	\$750.00	\$1,008.28	\$1,500.00	\$3,500.00		
001.123.0520.5347.0000.0000	MILEAGE REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$1,280.00		
001.123.0520.5731.0000.0000	PROFESSIONAL DUES & SL	\$1,831.04	\$1,500.00	\$1,662.50	\$1,500.00	\$5,865.00		
SCHEDULE: PURCHASE OF SERVICES - 0520		\$70,872.25	\$62,825.52	\$7,741.44	\$25,700.00	\$50,300.00		
001.123.0530.5310.0000.0000	LEGAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$57,000.00		
001.123.0530.5328.0000.0000	LITIGATION	\$0.00	\$0.00	\$0.00	\$0.00	\$79,945.00		
SCHEDULE: TOWN COUNSEL 0530		\$0.00	\$0.00	\$0.00	\$0.00	\$136,945.00		
001.123.0532.5304.0000.0000	COMMUNAL BARGAINING & C	\$7,753.59	\$172,500.00	\$27,443.03	\$185,000.00	\$172,500.00		
001.123.0532.5308.0000.0000	LABOR COUNSEL	\$62.44	\$0.00	\$0.00	\$0.00	\$0.00		
SCHEDULE: LABOR COUNSEL - 0532		\$7,816.02	\$172,500.00	\$27,443.03	\$185,000.00	\$172,500.00		

Town of Scituate

Budget 123 Board of Selectmen/Town Administrator

Fiscal Year: 2013-2014

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

From Date: 7/1/2014 To Date: 6/30/2015 Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Town Admin Recomm	FY15 Board of Selectman	FY15 Advisory Committee
001.123.0540.5420.0000.0100	OFFICE SUPPLIES	\$236.37	\$1,000.00	\$85.08	\$1,000.00	\$1,500.00		
001.123.0540.5425.0000.0000	PRINTING & FORMS	\$0.00	\$0.00	\$0.00	\$0.00	\$325.00		
001.123.0540.5580.0000.0000	OTHER SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00		
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$236.37	\$1,000.00	\$85.08	\$1,000.00	\$2,625.00		
001.123.0589.5110.0000.0000	SALARY ADJUSTMENTS	\$0.00	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00		
SCHEDULE: F: SALARY ADJUSTMENTS - 0589		\$0.00	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00		
Grand Total:		\$469,375.89	\$469,131.52	\$146,887.07	\$449,779.00	\$668,763.00		

End of Report

Town of Scituate

Budget 122 Selectmen

Fiscal Year: 2013-2014

From Date: 7/1/2014

To Date: 6/30/2015

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

Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Town Admin Recon	FY15 Board of Selectman	FY15 Advisory Committee
001.122.0510.5110.0000.0000	REGULAR SALARIES	\$59,534.28	\$59,650.00	\$23,841.36	\$59,650.00	\$0.00	\$0.00	\$0.00
001.122.0510.5180.0000.0000	LONGEVITY	\$1,307.00	\$1,307.00	\$1,150.00	\$1,150.00	\$0.00	\$0.00	\$0.00
001.122.0510.5180.0000.0000	PART-TIME SALARIES	\$10,608.00	\$10,649.00	\$4,388.90	\$3,354.00	\$0.00	\$0.00	\$0.00
001.122.0510.5181.0000.0000	OTHER SALARIES	\$753.62	\$668.00	\$344.92	\$662.00	\$0.00	\$0.00	\$0.00
SCHEDULE F: PERSONAL SERVICES - 0510		\$72,207.90	\$72,274.00	\$34,525.07	\$70,716.00	\$0.00	\$0.00	\$0.00
001.122.0520.5321.0000.0000	CONFERENCES/MEETINGS	\$1,812.26	\$1,900.00	\$0.00	\$5,295.00	\$0.00	\$0.00	\$0.00
001.122.0520.5343.0000.0000	BINDING & PRINTING	\$1,314.41	\$1,400.00	\$0.00	\$1,400.00	\$0.00	\$0.00	\$0.00
001.122.0520.5344.0000.0000	POSTAGE	\$388.74	\$400.00	\$97.98	\$400.00	\$0.00	\$0.00	\$0.00
001.122.0520.5345.0000.0000	LEGAL ADVERTISING	\$2,781.84	\$2,000.00	\$455.76	\$2,000.00	\$0.00	\$0.00	\$0.00
001.122.0520.5711.0000.0000	MIL LAGR REIMBURSEMENT	\$830.00	\$1,280.00	\$636.00	\$1,280.00	\$0.00	\$0.00	\$0.00
001.122.0520.5731.0000.0000	PROFESSIONAL DUFFS & S	\$4,047.00	\$4,025.00	\$4,113.00	\$4,025.00	\$0.00	\$0.00	\$0.00
SCHEDULE: PURCHASE OF SERVICES - 0520		\$11,204.24	\$10,985.00	\$5,302.74	\$14,380.00	\$0.00	\$0.00	\$0.00
001.122.0530.5319.0000.0000	LEGAL SERVICES	\$125,256.67	\$62,000.00	\$21,823.62	\$62,000.00	\$0.00	\$0.00	\$0.00
001.122.0530.5329.0000.0000	LITIGATION	\$59,212.17	\$65,000.00	\$9,233.34	\$65,000.00	\$0.00	\$0.00	\$0.00
SCHEDULE: TOWN COUNSFI - 0530		\$184,468.84	\$147,000.00	\$31,056.96	\$147,000.00	\$0.00	\$0.00	\$0.00
001.122.0540.5420.0000.0000	OFFICE SUPPLIES	\$476.20	\$500.00	\$112.91	\$500.00	\$0.00	\$0.00	\$0.00
001.122.0540.5425.0000.0000	PRINTING & FORMS	\$0.00	\$325.00	\$115.86	\$325.00	\$0.00	\$0.00	\$0.00
001.122.0540.5580.0000.0000	OTHER SUPPLIES	\$0.00	\$750.00	\$428.07	\$800.00	\$0.00	\$0.00	\$0.00
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$476.20	\$1,575.00	\$656.84	\$1,625.00	\$0.00	\$0.00	\$0.00
Grand Total:		\$268,357.18	\$231,831.00	\$71,541.61	\$233,721.00	\$0.00	\$0.00	\$0.00

End of Report

TOWN OF SCITUATE

FY 2015 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 2015 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 15 RISKS AND CHALLENGES

N/A

DEPARTMENTAL ACCOMPLISHMENTS

DESCRIPTION OF REVENUE	FY/12	FY/13	FY/14	FY 15	Comments
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N/A

Town of Scituate

Budget 131 Advisory Committee

Fiscal Year: 2013-2014

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

From Date: 7/1/2014 To Date: 6/30/2015

Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Admin Recomm	FY15 Board of Selectman	FY15 Advisory Committee
001 131 050 0000	PART-TIME SALARIES	\$1,649.50	\$1,925.00	\$87.50	\$1,925.00	\$1,925.00		
SCHEDULE: PERSONAL SERVICES - 0510		\$1,649.50	\$1,925.00	\$87.50	\$1,925.00	\$1,925.00		
001 131 050 0000	PROFESSIONAL DUES & ST.	\$231.00	\$250.00	\$236.00	\$250.00	\$250.00		
SCHEDULE: PURCHASE OF SERVICES - 0520		\$231.00	\$250.00	\$236.00	\$250.00	\$250.00		
001 131 050 0000	PRINTING & FORMS	\$2,590.46	\$4,700.00	\$873.48	\$4,700.00	\$5,700.00		
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$2,590.46	\$4,700.00	\$873.48	\$4,700.00	\$5,700.00		
Grand Total:		\$4,470.96	\$6,875.00	\$1,196.98	\$6,875.00	\$7,875.00		

End of Report

TOWN OF SCITUATE

DEPARTMENT: RESERVE FUND

FY 2015 BUDGET

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 2015 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

N/A

MAJOR BUDGET COMPONENTS

N/A

FY 15 RISKS AND CHALLENGES

The FY 14 budget appropriated \$90,000 and this amount is again recommended for FY 14. As compared with other communities, the \$90,000 appropriation is very low, a mark of tight budgeting. We continue to manage well with this number, returning a surplus of approximately \$8,275 to the General Fund in FY 12 and amazing \$83,168 in FY 13 and FY 14 YTD are just \$8,575.

Town of Scituate

Budget 132 Reserve Fund

Fiscal Year: 2013-2014

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

From Date: 7/1/2014 To Date: 6/30/2015

Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Town Admin Recomm	FY15 Board of Selectman	FY15 Advisory Committee
011-132-05-70-5789-0000-0000	RESERVE FUND	\$1,791.00	\$90,000.00	\$8,575.00	\$90,000.00	\$90,000.00		
	SCHEDULE: TRANSFERS - 0570	\$1,791.00	\$90,000.00	\$8,575.00	\$90,000.00	\$90,000.00		
Grand Total:		\$1,791.00	\$90,000.00	\$8,575.00	\$90,000.00	\$90,000.00		

End of Report

TOWN OF SCITUATE

FY 2015 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 2015 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

- 1. Enhance financial content of website to enhance accessibility and timeliness of information to the public and internal users.**
 - a. Identify existing areas of site with financial data content and check for accuracy and applicability. *August 2013*
 - b. Develop a plan to augment site to reflect items required in general bylaws, charter and normal public interest. *September-October 2013*
 - c. Meet with Town Administrator and other financial department leaders during monthly meeting to discuss draft plan and siting of documents. *Nov 2013*
 - d. Upload documents and organize webpage(s) for maximum use with input from Information Technology Director. *By December 2013*
 - e. Examine further expansion to aid transparency such as a form of open checkbook reporting feature. *Ongoing*
- 2. Develop in-house procurement training program**
 - a. Poll department heads and town administrator to see areas of concern and or confusion relevant to public procurement. *October 2013*
 - b. Develop multi-level training plan for beginner to advanced including special topics. *Nov 2013 to Feb 2014*
 - c. Conduct one – two hour training groups utilizing Inspector General materials, Town documents and quick reference guides. *April-May 2014*
 - d. Evaluate user feedback and post any updates, information or changes on Extranet. *Ongoing*
- 3. Provide higher level of financial reporting through development of a Consolidated Annual Financial Report.**
 - a. Discuss with other department heads the advantages of a CAFR and explain the service statistics that would be required to be furnished by their departments and the time frame for those requests. *Jul 2013*
 - b. Coordinate data requests and statistical information requirements for compilation of document. *August October 2013*
 - c. Coordinate with independent audit firms to complete CAFR with necessary financial schedules, notes and proof reading. *November – December 2013*
 - d. Submit CAFR to GFOA for award of excellence program and link document to webpage. *December 31, 2014*

MAJOR BUDGET COMPONENTS

The 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. 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 reporting requirements. The office is staffed by three full time employees.

FY 2015 RISKS AND CHALLENGES

The Town Accountant's office has had significant staff changes over the last three fiscal years including three separate town accountants and two interim contracted accountants in addition to staff changes. This has caused the department to be unable to move forward with goals and address the needs of their stakeholders as fully as would be desired. The main goal for FY2014 is consistency in staffing, procedures and interaction. In FY 2015, the department wants to move forward to improve services, strengthen internal controls and perform all day to day functions in a timely and efficient manner.

DEPARTMENTAL ACCOMPLISHMENTS

- Timely submission of balance sheet to DOR, Tax Rate Recap and APIF. The Tax Rate Recap was approved earlier than it has been in the prior two years.
- Improved contract monitoring including creating electronic records to improve efficiency.
- Record purging and organization project conducted with reduced staff.
- Continuing revenue reporting improvements with Treasurer Collector's Office to ensure timely reconciliation of cash and accurate reporting of receipts.
- Continuing to resolve accounts receivable punch list items and incorporate a structured monthly reconciliation program.

DESCRIPTION OF REVENUE	FY/12	FY/13	FY/14 YTD	FY/15 Projected	Comments
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The department does not have a revenue stream for any service it provides.

FY 2015 Budget Submission - Benchmark Data

Town	# of Employees	Department Budget	Payroll	Population	# of Enterprise Funds	CAFR	CFA	FY14 Total Budget all funds	FY13 budget amount
Abington	Town Accountant - FT Administrative Assistant - FT Bookkeeping Clerk - FT	\$106,247	No	15,985	3	No	No	\$47,342,154	
Cohasset	Finance Director/Town Accountant - FT Assistant Town Accountant - FT Vocant Professional Accountant - FT (19)	\$231,426	No	7,542	2	Yes	Yes	\$48,872,907	
Duxbury	Town Accountant - FT Principal Bookkeepers (3) - FT Finance Director FT	\$222,487 \$117,600 separate budget	Yes	15,059	2	Yes	Yes	\$68,317,465	
Hanover	Finance Director/Town Accountant - FT Assistant Town Accountant-FT Accounts Payable Clerk-PT (23)	\$178,199	No	13,879	1	No	Yes	\$53,468,478	
Hingham	Town Accountant FT Staff Accountant - FT Payroll Administrator - FT Accounts Payable Specialist - FT Information Systems Manager IT Systems Analyst - FT (Town Administrator is Finance Director)	\$729,633	Yes	22,157	1	Yes	Yes	\$90,295,835	Includes \$123,698 for IT
Hull	Town Accountant - FT Accounts Payable Clerk - FT	\$156,544	No	10,293	2	No	No	\$35,074,820	
Kingston	Town Accountant - FT Assistant to the Town Accountant - FT	\$130,101	No	12,623	3	No	No	\$13,950,150	
Marsfield	Town Accountant - FT Assistant Town Accountant FT Encumbrance Control Clerk P1 (30)	\$185,119	No	25,332	3	Yes	Yes	\$87,875,323	
Merrill	Finance Director/Town Accountant - FT Assistant Town Accountant - FT Accounts Payable Administrator FT	N/A	No	10,566	0	No	Yes	40,232,377	FY12 budget - would not respond to inquiries
Pembroke	Town Accountant - PT (15) Assistant Town Accountant PT (30)	\$83,090	No	17,837	0	No	Yes	\$55,543,151	
Rockland	Town Accountant - FT Assistant to the Town Accountant - FT Accounts Payable Clerk - FT	\$152,566	No	17,489	0	No	No	\$53,000,000	
Schuette	Finance Director/Town Accountant-FT Assistant Town Accountant - FT Bookkeeper - FT	\$277,110	No	18,466	5	No	Yes	\$60,345,471	

Town of Scituate

Budget 135 Finance Director/Town Accountant

Fiscal Year: 2013-2014

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

From Date: 7/1/2014

To Date: 6/30/2015

Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Admin Recomm	FY15 Board of Selectman	FY15 Advisory Committee
001.135.0510.5110.0000.0000	REGULAR SALARIES	\$157,315.51	\$170,337.00	\$61,401.29	\$189,520.00	\$195,724.00		
001.135.0510.5130.0000.0000	LONGEVITY	\$800.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00		
001.135.0510.5191.0000.0000	OTHER SALARIES	\$505.30	\$867.00	\$243.24	\$511.00	\$528.00		
SCHEDULE: PERSONAL SERVICES - 0510		\$158,620.81	\$172,304.00	\$62,744.53	\$191,131.00	\$197,352.00		
001.135.0520.5308.0000.0000	TRAINING	\$175.00	\$700.00	\$0.00	\$700.00	\$700.00		
001.135.0520.5309.0000.0000	TECHNICAL SERVICES	\$42,800.00	\$80,000.00	\$43,200.00	\$50,000.00	\$50,000.00		
001.135.0520.5321.0000.0000	CONFERENCE/COMMITTEES	\$723.05	\$2,000.00	\$690.00	\$1,800.00	\$1,800.00		
001.135.0520.5344.0000.0000	POSTAGE	\$116.79	\$100.00	\$0.92	\$125.00	\$125.00		
001.135.0520.5711.0000.0000	MILEAGE REIMBURSEMENT	\$197.42	\$200.00	\$0.00	\$400.00	\$400.00		
001.135.0520.5731.0000.0000	PROFESSIONAL DUES & SL	\$205.00	\$215.00	\$375.00	\$420.00	\$420.00		
SCHEDULE: PURCHASE OF SERVICES - 0520		\$54,917.26	\$83,215.00	\$44,174.92	\$63,445.00	\$63,445.00		
001.135.0540.5420.0000.0000	OFFICE SUPPLIES	\$713.82	\$1,600.00	\$434.46	\$1,600.00	\$1,400.00		
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$713.82	\$1,600.00	\$434.46	\$1,600.00	\$1,400.00		
Grand Total:		\$213,351.89	\$257,119.00	\$107,353.91	\$246,176.00	\$252,197.00		

End of Report

TOWN OF SCITUATE

FY 2015 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/2015 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

GOAL: Develop a data quality study.

A data quality study will reveal where data errors may be prevalent or systematic. The following steps will be helpful in identifying any such issues.

OBJECTIVES:

- | | |
|--|------------|
| Select parcels randomly from various neighborhoods for inspection. | April 2015 |
| Re-collect dwelling information for comparison to existing data. | Ongoing |
| Identify issues that may result in adjusted value in absence of permit or sale activity. | Ongoing |
| Implement annual process. | April 2015 |

GOAL: Review and update eligibility and status of non-municipal exempt parcels.

Chapter 59 of the Massachusetts' General Laws provides exemption from real estate taxes for certain properties based on statutory requirements dealing primarily with occupancy, ownership, and use.

OBJECTIVES:

- | | |
|---|------------|
| Audit Articles of Organization forms filed with the Office of the Attorney General. | July 2014 |
| Inspect property for verification of property features and stated use. | July 2014 |
| Determine if real estate qualifies for continued exempt status. | Sept. 2014 |
| Schedule meeting with the Board of Assessors and property owner if any discrepancies exist. | Nov. 2014 |

GOAL: Update existing neighborhood delineations.

The Town is currently divided into nine assessment districts (neighborhoods) for assessment purposes.

These districts have been in their current configuration since FY 2006. It would be appropriate to review existing delineations for trends or patterns that may have recently developed.

OBJECTIVES:

- Evaluate existing neighborhood delineations. July 2014
- Analyze and review sales activity from the last two calendar years from each neighborhood focusing on apparent changes or influences that may affect a particular assessment district. July 2014
- Create new neighborhood maps in Assessor's GIS software to reflect appropriate changes. Sept. 2014

GOAL: Add zoning designations to parcel inventory in appraisal file.

Zoning designations are part of the assessment process in instances where sub-division potential is possible. As the process is now done manually by referencing zoning maps, adding zoning designations to each parcel will improve efficiency and accuracy.

OBJECTIVES:

- Identify with appraisal vendor if any software modifications are required. March 2015
- Acquire zoning layer from town GIS file. April 2015
- Integrate GIS zoning layer with appraisal file and test for accuracy and omissions. May 2015

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 (9000) thousand parcels of property. Included in this total are residential, commercial, industrial, and personal property. In addition, the Assessor's office processes over 15,000 motor vehicle and boat excise 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 list 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 15 RISKS AND CHALLENGES

In FY 2015, the department will once again be scheduled to conduct the triennial re-certification (revaluation) of all property in Scituate. The last re-certification was completed in FY 2012. The Department of Revenue is requiring each community to modify and update its methodology and reporting regarding condominium valuation for FY 2015 and beyond. Fortunately here in Scituate, many of the recommended changes were previously implemented by our office and the contracted appraisal software vendor starting with FY 2006. Regardless, these changes will require adjustments to our revaluation schedule and activities.

In addition...

Effectively deal with an anticipated increase in abatement applications associated with the FY 2015 revaluation and potential overrides.

Maintain inspection schedule despite an expected increase in building permit activity. Two permitted condominium/rental developments will potentially add in excess of 100 new units for inspection, review, and valuation generation.

Recognize that our interaction with the public continues to be much different than many other offices. Dealing with taxpayer's finances can create confrontation that needs to be addressed appropriately and professionally.

DEPARTMENTAL ACCOMPLISHMENTS

Through appropriate analysis and adjustment of FY 2013 assessments prior to tax billing, experienced a significant decrease in abatement applications from the prior fiscal year.

Increased the number of senior taxpayers participating in the real estate tax deferral program.

Continued our policy of processing motor vehicle abatement requests within a day or two of filing.

Completed new growth inspections in September with approval from the Department of Revenue of new growth in mid-October. Additionally, realized an increase in new growth revenue in excess of \$ 120,000 from the prior fiscal year. Included in this total was approval of the appraisal methodology employed in the valuation of the wind turbine and the associated growth revenue (\$ 50,000).

Interim adjustments to assessments as required by the Department of Revenue in non-revaluation years continue to be completed by in-house staff. This function reduces costs by \$ 15,000 vs. typical appraisal vendor charges.

DESCRIPTION OF REVENUE	YTD				Comments
	FY/12	FY/13	FY/14	FY/15	
Property cards Abutters Lists Deeds Assessment Reports	\$ 4,009	\$ 4,854	\$ 1,322 Year to date	\$ 4,000 Projected	

Assessors Benchmark Communities

Scituate Assessors				
Parcel Count	Office Budget	Staffing	Hours	Positions
9750	\$186,971	Director /Assessing	35	1.0
		Chief Clerk	35	1.0
	\$/ Per Parcel	Senior Clerk/Data	30	1.0
	\$19.18	Accounting/Clerk	15	.5
		Total Department Hours	115	3.5
Boat Excise Bills 1,547				
Duxbury Assessors				
Parcel Count	Office Budget	Staffing	Hours	Positions
7028	\$240,400	Director/Assessing	40	1.0
		Appraiser/Lister	40	1.0
	S/Per Parcel	Admin Assistant	37.5	1.0
	\$34.21	Assistant Clerk	37.5	1.0
		Total Department Hours	155	4
Boat Excise Bills 1,088				
Marshfield Assessors				
Parcel Count	Office Budget	Staffing	Hours	Positions
12,994	\$268,575	Assessor/Appraiser	40	1.0
		Admin Assist	40	1.0
	\$/Per Parcel	Clerk	37.5	1.0
	\$20.69	Clerk	37.5	1.0
		Total Department Hours	155	4
Boat Excise Bills 1,158				
Hingham Assessors				
Parcel Count	Office Budget	Staffing	Hours	Positions
8,599	\$292,191	Director/Assessing	35	1.0
		Assistant Assessor	35	1.0
	\$/Per Parcel	Office Clerk	21	.5
	\$33.98	Office Clerk	21	.5
		Total Department Hours	112	3
Boat Excise Bills 1,500				

Assessors Benchmark Communities

Cohasset Assessors				
Parcel Count	Office Budget	Staffing	Hours	Positions
3626	\$203,874	Assessor	35	1.0
		Clerk	35	1.0
	\$/Per Parcel	Clerk	35	1.0
	\$56.22	Total Department Hours	105	3.0
Norwell Assessors				
Parcel Count	Office Budget	Staffing	Hours	Positions
4515	\$138,172	Assessor	37.5	1.0
		Clerk	37.5	1.0
	\$/Per Parcel	Total Department Hours	75	2.0
	\$30.60			
Kingston Assessors				
Parcel Count	Office Budget	Staffing	Hours	Positions
5329	\$154,575	Assessor	35	1.0
		Clerk	35	1.0
	\$/Per Parcel	Clerk	18	0.5
	\$29.06	Total Department Hours	88	2.5
Hull Assessors				
Parcel Count	Office Budget	Staffing	Hours	Positions
7646	\$177,560	Assessor	15	0.5
		Clerk	35	1.0
	\$/Per Parcel	Clerk	35	1.0
	\$23.22	Total Department Hours	85	2.5

Assessors Benchmark Communities

Pembroke Assessors				
Parcel Count	Office Budget	Staffing	Hours	Positions
7,000	\$220,000	Chief Assessor	37.5	1.0
		Assessor	37.5	1.0
	\$/Per Parcel	Office Clerk	37.5	1.0
	\$31.43	Office Clerk	37.5	1.0
		Office Clerk	15	.5
		Total Depart Hrs	165	4.5
Hanover Assessors				
Parcel Count	Office Budget	Staffing	Hours	Positions
5360	\$179,913	Director /Assessing	35	1.0
		Data Collector	35	1.0
	\$/Per Parcel	Clerk	28	1.0
	\$33.57	Total Department Hours	98	3
Abington Assessors				
Parcel Count	Office Budget	Staffing	Hours	Positions
5700	\$188,000	Deputy Assessor	35	1.0
		Admin / Assist	32	1.0
	\$/Per Parcel	Office Clerk	20	.5
	\$32.98	Total Department Hours	87	2.5
Rockland Assessors				
Parcel Count	Office Budget	Staffing	Hours	Positions
6256	\$152,288	Assessor	35	1.0
		Clerk	20	0.5
	\$/Per Parcel	Clerk	15	0.5
	\$24.34	Total Department Hours	70	2.0

Town of Scituate

Budget 141 Board of Assessors

Fiscal Year: 2013-2014

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

From Date: 7/1/2014 To Date: 6/30/2015

Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Town Admin Reconm	FY15 Board of Selectman	FY15 Advisory Committee
001.141.0510.5110.0000.0000	REGULAR SALARIES	\$161,111.27	\$128,894.00	\$78,203.73	\$129,808.00	\$134,000.00		
001.141.0510.5130.0000.0000	LONGEVITY	\$3,100.00	\$1,200.00	\$3,250.00	\$3,250.00	\$3,250.00		
001.141.0510.5172.0000.0000	SICK LEAVE (BY BACK)	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00		
001.141.0510.5180.0000.0000	PART-TIME SALARIES	\$15,226.50	\$49,221.00	\$7,314.10	\$49,221.00	\$50,842.00		
001.141.0510.5191.0000.0000	OTHER SALARIES	\$1,356.77	\$1,601.00	\$736.21	\$1,610.00	\$1,653.00		
SCHEDULE: PERSONAL SERVICES 0510		\$180,794.54	\$183,416.00	\$89,539.94	\$184,389.00	\$190,255.00		
001.141.0520.5241.0000.0000	OFFICE MACHINE MAINT	\$172.80	\$175.00	\$0.00	\$175.00	\$175.00		
001.141.0520.5209.0000.0000	TECHNICAL SERVICES	\$0.00	\$300.00	\$21.00	\$300.00	\$70,300.00		
001.141.0520.5321.0000.0000	CONTRIBUTOR SUPPL. MASS	\$0.00	\$150.00	\$0.00	\$150.00	\$150.00		
001.141.0520.5343.0000.0000	PRINTING & DESIGNING	\$751.42	\$875.00	\$511.35	\$875.00	\$875.00		
001.141.0520.5344.0000.0000	POSTAGE	\$495.02	\$900.00	\$107.48	\$1,000.00	\$1,000.00		
001.141.0520.5711.0000.0000	MILEAGE REIMBURSEMENT	\$215.40	\$400.00	\$100.80	\$400.00	\$400.00		
001.141.0520.5731.0000.0000	PROFESSIONAL DUES & SI.	\$255.00	\$255.00	\$240.00	\$255.00	\$255.00		
SCHEDULE: PURCHASE OF SERVICES - 0520		\$1,889.64	\$2,955.00	\$973.63	\$3,185.00	\$73,155.00		
001.141.0540.5420.0000.0000	OFFICE SUPPLIES	\$218.16	\$600.00	\$242.05	\$600.00	\$600.00		
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$218.16	\$600.00	\$242.05	\$600.00	\$600.00		
Grand Total:		\$182,910.31	\$186,971.00	\$90,755.62	\$188,144.00	\$264,010.00		

End of Report

TOWN OF SCITUATE

FY 2015 BUDGET

DEPARTMENT: #145 Treasurer/Collector

MISSION STATEMENT:

The Town Treasurer/Collector is responsible for collecting, managing, and investing all town funds; to provide efficient, accurate and profession 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.

MAJOR BUDGET COMPONENTS

In FY15, the \$248,601 **Personal Services** component equals 75% of the total \$328,586. Treasurer/Collector's budget, and covers the cost of three full-time, and two part-time employees.

Ambulance Billing is a new expense line in the budget. This represents the payment to Comstar for ambulance collection services. In prior years, this expense was included in the Ambulance Revenue.

Postage is a major component of the Treasurer/Collector's budget due partly to the volume of tax bill mailings, and delinquent notices throughout the fiscal year. It is crucial to stay on top of the receivables in order to collect outstanding amounts. The postage also pays for thousands of vendor checks that are mailed during the year for all the Town's departmental bills.

Training, Mileage and Conferences/Meetings are related to the education of the Treasurer Collector (TC) and the staff. It is imperative that the TC keep abreast of 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 2015 RISKS AND CHALLENGES

The continuing longevity of the economic downturn 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 rates, and does very well as compared to previous monthly collection rates. Increased delinquencies result in increased demand bill mailings that 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 transition from weekly to semi-weekly payroll was a success.

The communication between the Treasurer Collector's (TC) Office and the school business office has improved. School employees are receiving up to date benefit information.

The Treasurer Collector's office is entering all cash receipts into the receivable system making the cash reconciliation process flow with the Accounting department. There are still some issues to be worked out but should be running smoothly by FY15.

Real Estate tax information is no longer faxed or emailed to banks, attorneys, and tax services. A Municipal Lien Certificate (MLC) request must be made including a fee of \$50.00 to the Town.

TOWN OF SCITUATE

FY 2015 BUDGET

DEPARTMENT: #145 Treasurer/Collector

All returned mail is being researched and forwarded to the correct address.

DEPARTMENTAL ACCOMPLISHMENTS (cont.)

The TC Office has remained open until 4:30 pm on tax due dates that fall on a Friday.

As of November 20, 2013, 18 parcels have been redeemed from tax title in FY14. The Treasurer Collector has set up payment plans with several residents. As of December 2013, \$350,000.00 has been collected in tax title FY14.

I have now held the position as Treasurer/Collector (TC) for 1 year. I have spent the last year learning the duties and responsibilities of this position. There has been an additional challenge as a result of the TC position being vacant for several months before my start date and for loss of the Town Accountant in April of this year. There seems to constantly be a situation that needs to be addressed in the TC office.

FY 2015 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

GOAL I: Improve the collection process and timeliness of returned checks and ambulance charges.

(Timeline: FY14-15) This was a FY14 goal but I was unable to complete because of employee turnover.

OBJECTIVES:

- Review current nonsufficient fund check policy with the Town Accountant to improve the communication between departments. (Timeline: April 2014-June 2014)
- Gather all returned checks and outstanding Comstar bills to date and review what is collectable. Meet with affected staff. (Timeline: July 2015-October 2015)
- Assign accounts for collection of returned checks to Treasurer/Collector (TC) staff. Assign uncollectable Comstar bills to the Deputy Collector. (Timeline: October 2015-January 2016)
- Work with the Police Chief to help with the collection of a returned check after all efforts have been exhausted by the TC office. (Timeline: October 2015-June 2016)

GOAL II: Maximize efforts to collect a minimum of fifteen tax title accounts without incurring additional legal expenses. (Timeline: FY14-FY15)

OBJECTIVES:

- Assign accounts for collection to the Treasurer/Collector (TC) staff. (Timeline: January 2014-November 2014)
- 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 2014-November 2014)
- Increase written correspondence to delinquent taxpayers with copies of updated tax title statements. (Timeline: April 2014-February 2015)

**TOWN OF SCITUATE
FY 2015 BUDGET**

DEPARTMENT: #145 Treasurer/Collector

GOAL III: Create an auction schedule of Town tax possession properties to raise one-time revenues, and to return stagnant parcels to the tax roll for ongoing revenues. (Timeline: FY14-FY15)

OBJECTIVES:

- Review the list of current Town possessions, and choose a group draft for the auction.
(Timeline: April 2014-July 2014)
- Distribute the list to the Director of Assessing, Director of Department of Public Works, Conservation Agent, and the Building Commissioner to get a sense of each parcel's worth.
(Timeline: August 2014-November 2014)
- Confer with the Town Administrator and the Board of Selectmen to review strategies/goals for the auction, or any future municipal needs. Schedule auction. (Timeline: December 2014-April 2015)

TOWN OF SCITUATE
FY 2015 BUDGET

DEPARTMENT: #145 Treasurer/Collector

Description of Revenue	FY/12	FY/13	FY/14	FY/15	Comments
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	
Municipal Lien Certs*	60,800	61,000	21,695	21,695	
Ambulance Receipts	787,664	927,213	736,977	736,977	

Town of Scitri - FY15 Benchmark Communities - Treasurer/Collector (T/C)

I/R

Dept/Dept
Handling
Benefits

Town	Population	FY12 Town Budget	Full-time Staff	Part-time Staff	FY14 T/C Budget	Miscellaneous	I/R
Abington	16,000	46,934,186	4	0	243,472	payroll & benefits, taxes, water/sewer	No - T/C
Cohasset	7,525	44,363,124	4	0	283,323	payroll & benefits, taxes, boats & moorings	No - T/C
Duxbury	15,271	79,901,681	5	0	305,314	taxes, boats & moorings, dump & beach stickers	Yes - HR
Hanover	14,157	46,877,001	5		307,664	payroll & benefits, taxes, boat	Yes - T/C
Fingham	22,394	84,406,120	4	2	348,955	Elected T/C, taxes	Yes - Acctg
Hall	11,050	36,873,411	3	2 (T/C is PT)	321,941	payroll, taxes, moorings	No - Acctg
Kingston	12,160	45,842,716	4	1 (Treasurer is PT)	272,582	Elected Treas. & Elected Coll. payroll & benefits, taxes, water/sewer, boats, farms	No - Treas
Marshfield	24,324	71,361,744	6	0	362,909	payroll & benefits, taxes, water/sewer, trash, moorings, cemetery deeds,	No - T/C
Norwell	10,506	42,857,322	3	2	325,340	payroll, taxes, water, recycling, recreation	Yes - HR
Pembroke	18,982	53,386,847	6	1	376,897	payroll & benefits, taxes, water, trash	No - T/C
Rockland	17,489	45,910,465	4	2	282,166	payroll & benefits, taxes	No - Treas
Scituate	18,133	56,115,258	3	2	287,089	payroll & benefits, taxes, boat, water/sewer, slip fees, police details, school use fees	No - T/C
W. Bridgewater	6,916	22,557,139	4	0	293,000	payroll & benefits, taxes	No - T/C

Town of Scituate

Budget 145 Treasurer/Collector

Fiscal Year: 2013-2014

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

From Date: 7/1/2014 To Date: 6/30/2015

Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp.	FY14 Expended to Date	FY15 Dept Request	FY15 Admin Recomm	FY15 Board of Selectman	FY15 Advisory Committee
001.145.0510.5110.0000.0000	REGULAR SALARIES	\$216,793.24	\$240,207.00	\$114,417.37	\$241,121.00	\$249,121.00		
001.145.0510.5130.0000.0000	LONGEVITY	\$7,800.00	\$2,800.00	\$1,400.00	\$2,800.00	\$2,500.00		
001.145.0510.5131.0000.0000	OTHER SALARIES	\$1,429.03	\$1,607.00	\$728.85	\$1,616.00	\$1,549.00		
SCHEDULE: PERSONAL SERVICES - 0510		\$221,022.27	\$244,614.00	\$116,544.02	\$245,537.00	\$253,270.00		
001.145.0520.5241.0000.0000	OFFICE MACHINE MAINT	\$0.00	\$800.00	\$0.00	\$800.00	\$600.00		
001.145.0520.5248.0000.0000	TRAINING	\$0.00	\$0.00	\$0.00	\$1,000.00	\$600.00		
001.145.0520.5303.0000.0000	TECHNICAL SERVICES	\$0.00	\$1,500.00	\$0.00	\$500.00	\$500.00		
001.145.0520.5310.0000.0000	AMBULANCE BILLING	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00		
001.145.0520.5311.0000.0000	SUPPORT SERVICES	\$21,752.87	\$0.00	\$0.00	\$0.00	\$0.00		
001.145.0520.5321.0000.0000	CONFERENCES/MEETINGS	\$110.00	\$1,000.00	\$1,145.08	\$1,500.00	\$1,200.00		
001.145.0520.5340.0000.0000	BINDING & PRINTING	\$2,616.29	\$1,700.00	\$1,214.32	\$1,700.00	\$1,700.00		
001.145.0520.5344.0000.0000	POSTAGE	\$24,522.97	\$32,000.00	\$10,524.68	\$32,000.00	\$32,000.00		
001.145.0520.5711.0000.0000	MILEAGE REIMBURSEMENT	\$414.16	\$900.00	\$482.88	\$1,000.00	\$1,000.00		
001.145.0520.5731.0000.0000	PROFESSIONAL DUES & SL	\$260.00	\$275.00	\$430.00	\$386.00	\$385.00		
SCHEDULE: PURCHASE OF SERVICES - 0520		\$49,676.24	\$38,175.00	\$13,796.95	\$38,885.00	\$77,985.00		
001.145.0540.5420.0000.0000	OFFICE SUPPLIES	\$1,221.02	\$2,300.00	-\$177.03	\$2,300.00	\$2,000.00		
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$1,221.02	\$2,300.00	\$177.03	\$2,300.00	\$2,000.00		
001.145.0580.5651.0000.0000	EQUIPMENT	\$262.49	\$2,000.00	\$0.00	\$0.00	\$0.00		
SCHEDULE: CAPITAL OUTLAY - 0580		\$262.49	\$2,000.00	\$0.00	\$0.00	\$0.00		
Grand Total:		\$272,182.02	\$287,689.00	\$130,518.00	\$286,722.00	\$338,255.00		

End of Report

TOWN OF SCITUATE FY 2015 BUDGET

DEPARTMENT: Town Administrator

MISSION STATEMENT:

The role of the Town Administrator's Office is to provide services to residents in a professional, courteous, and timely manner. Also to work cooperatively with municipal employees, Elected Officials and Board and Committee members resolving problems and implementing policies and procedures.

FY 2015 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

Administrative Support to Town Administrator

- I. Improve filing and record keeping of important documents.
 1. Review and purge files (July - August)
 2. Update filing (September)
 3. Install new filing systems and units
 4. Update and maintain on ongoing basis

- II. Develop Webpage for Human Resources
 1. Determine content, appropriate forms and downloads (Fall 2014)
 2. Update Town Employment Application
 3. Review current personnel forms for revision/update

- III. Expand Assistant's role to resolve citizen issues and complaints as warranted or appropriate.
 1. Research information; collect data
 2. Facilitate meetings one-on-one with appropriate Department Heads

MAJOR BUDGET COMPONENTS

- Salary of part time recording secretary for various boards and committees.
- Salary for Special Projects Coordinator (10 hours per week)
- Salary for FACTS Coordinator (Grant funded)
- Town Hall telephone bills.
- Paper and supplies for Town Hall

**TOWN OF SCITUATE
FY 2015 BUDGET**

DEPARTMENT: Town Administrator

FY 2015 RISKS AND CHALLENGES

- Addressing citizen concerns has increased considerably with expectations that queries will be answered ASAP
- Managing the Town Administrator's calendar during conversion to shared Outlook
- Substantial increase in HR duties involving advertising, applications, interviews, etc.
- Management of paperwork
- Management and timely filing of General Liability Insurance claims, Unemployment claims, Worker Compensation claims.

The Benchmark data indicates that we have less staff comparatively when Human Resource functions are considered.

DEPARTMENTAL ACCOMPLISHMENTS

Administrative support with hiring of new personnel
Administer Senior Tax Work-off Program
2012 Town Report
Review of Property and General Liability Insurance renewal
Review and preparation of FY 14 Capital Improvement notebooks
Review and preparation of FY 14 Budget Notebooks
Renewal of Stop Loss Insurance for Workers Compensation.
Processing Workers compensation and General Liability insurance claims
Processing Unemployment Assistance claims

TOWN OF SCITUATE
FY 2015 BUDGET

DEPARTMENT: Town Administrator

Description of Revenue	FY/12	FY/13	FY/14	FY/15	Comments
Photocopy Fees	\$349.00	\$391.00	\$10.00		
Special Event Fees	\$550.00	\$2,050.00	\$400.00		
Rentals (Towers & Go Green)	\$256,088.00	\$243,430.00	\$97,064.00		

Town of Scituate

Budget 149 Town Administration

Fiscal Year: 2013-2014 Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2014 To Date: 6/30/2015 Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Admin Recomm	FY15 Board of Selectman	FY15 Advisory Committee
001.149.0510.0180.0000.0000	PART-TIME SALARIES	\$15,413.22	\$5,933.00	\$1,041.59	\$74,372.00	\$31,933.00		
SCHEDULE: PERSONAL SERVICES - 0510		\$15,413.22	\$5,933.00	\$1,041.59	\$74,372.00	\$31,933.00		
001.149.0520.0180.0000.0000	TRAINING	\$0.00	\$30,000.00	\$0.00	\$15,000.00	\$15,000.00		
001.149.0520.0000.0000.0000	TECHNICAL SERVICES	\$1,110.17	\$30,500.00	\$0.00	\$21,000.00	\$21,000.00		
001.149.0520.0241.0200.0000	TELEPHONE	\$25,134.81	\$30,000.00	\$9,527.93	\$30,000.00	\$30,000.00		
001.149.0520.0343.0000.0000	BINDING & PRINTING	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,500.00		
SCHEDULE: PURCHASE OF SERVICES - 0520		\$27,304.98	\$30,500.00	\$9,527.93	\$67,000.00	\$67,500.00		
001.149.0540.0420.0000.0000	OFFICE SUPPLIES	\$3,817.30	\$4,000.00	\$1,328.68	\$3,800.00	\$3,800.00		
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$3,817.30	\$4,000.00	\$1,328.68	\$3,800.00	\$3,800.00		
Grand Total:		\$48,635.50	\$100,333.00	\$11,998.20	\$145,172.00	\$103,233.00		

End of Report

TOWN OF SCITUATE

FY 2015 BUDGET

DEPARTMENT: Economic Development Commission

MISSION STATEMENT

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

FY/2015 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

- Complete final phase of MAPC market study
 - The third and final phase of the MAPC study will identify specific implementation strategies based on the initial assessment conducted in Phase I and the public input solicited during Phase II.
- Transition the EDC's time and effort from study and analysis to implementation and achievement
- Educate the community about the value of economic development to achieving its goals
- Conduct outreach efforts to local business community to ensure that local businesses have a voice in future economic development efforts
- Engage local developers in business development summits focusing on N. Scituate, the Harbor, and the Greenbush area
 - Gain third-party perspective on both the opportunities, challenges, and needs facing developers considering development in Scituate, and their ideas for appropriate development
- Identify the community brand and begin marketing and promoting Scituate businesses and the Town

MAJOR BUDGET COMPONENTS

MAPC Market Study – Phase III	\$11,000
Business Development Summits (3)	2,500
- Meeting room rental costs	
- Food	
- Supplies	
- Outreach	
Professional Services – administrative support contractor	20,000
- Manage implementation efforts, coordinate business summits, identify funding sources, and grant writing	
Signage Implementation	30,000
- Implement the signage recommendations of the 2002 Harbor Charrette. Improving wayfinding and signage is also identified as an opportunity in the preliminary phase of the MAPC study.	
Branding, Business Marketing, & Promotion	20,000
- Establish a brand platform for the town	
- Design and produce demand-generation advertising and collateral materials that market and promote existing businesses and opportunities, beyond the town's borders	
FEMA Business Impact Analysis	5,000
- Conduct an analysis of business costs and impacts of the revised FEMA maps	
Harbor Parking Plan	5,000
- Design parking plan for Front Street and Coie Parkway	
Printing/production	3,000
Administration	<u>1,000</u>
TOTAL	\$97,500

FY 15 RISKS AND CHALLENGES

- A lack of funding will prohibit moving into implementation of economic development strategies and negatively affect the public perception of economic development's significance to the Town's future.
- Infrastructure development needs to be coordinated with economic development goals so the Town can be in a position to take advantage of growth and redevelopment opportunities, particularly as the economy improves.
- The lack of a unified business organization within the community limits the effectiveness of economic development strategies and requires additional resources for coordination that might otherwise be put towards direct implementation.
- The potential that the town facilities audit will not adequately consider economic development implications as part of the assessment

DEPARTMENTAL ACCOMPLISHMENTS

- The majority of the EDC members have turned over this year and the EDC welcomed four new members.
- Completed Phase I of the MAPC Market Study and will complete Phase II by fiscal year-end. The findings from the initial phase have allowed the EDC to assist multiple stakeholders. The early analysis has been informative to both the Planning Board and the developer promoting the proposed expansion of the business overlay district at Greenwash.
- The EDC supported the successful citizen petition to establish the meals tax and the Economic Development Stabilization Fund.
- EDC members have reached-out to the Planning Board, Chamber of Commerce and Harbor Merchants.
- Continued inventory of public lands.

Town of Scituate

Budget 182 Economic Development

Fiscal Year: 2013-2014

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

From Date: 7/3/2014 To Date: 6/30/2015

Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Town Admin Recomm	FY15 Board of Selectman	FY15 Advisory Committee
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001.182.0510.5110.0000.0000	REGULAR SALARIES	\$0.00	\$0.00	\$0.00	\$21,000.00	\$0.00		
SCHEDULE: PERSONAL SERVICES - 0510		\$0.00	\$0.00	\$0.00	\$21,000.00	\$0.00		
001.182.0520.5400.0000.0000	TECHNICAL SERVICES	\$0.00	\$20,000.00	\$0.00	\$71,000.00	\$74,000.00		
001.182.0520.5321.0000.0000	MCCLOSKEY	\$0.00	\$0.00	\$0.00	\$2,500.00	\$1,000.00	✓	
001.182.0520.5343.0000.0000	PRINTING	\$0.00	\$750.00	\$0.00	\$3,000.00	\$3,000.00	✓	
SCHEDULE: PURCHASE OF SERVICES - 0520		\$0.00	\$20,750.00	\$0.00	\$76,500.00	\$78,000.00		
001.182.0570.5950.0000.0000	ECONOMY STABILIZATION	\$0.00	\$0.00	\$0.00	\$0.00	\$13,500.00		
SCHEDULE: TRANSFERS - 0570		\$0.00	\$0.00	\$0.00	\$0.00	\$13,500.00		
001.182.0570.5950.0000.0000	ECONOMY STABILIZATION	\$0.00	\$20,750.00	\$0.00	\$97,500.00	\$91,500.00		
SCHEDULE: ECONOMIC DEVELOPMENT COMMISSION - 182		\$0.00	\$20,750.00	\$0.00	\$97,500.00	\$91,500.00		
Grand Total:		\$0.00	\$20,750.00	\$0.00	\$97,500.00	\$91,500.00		

End of Report

Account to City Report

MEMORANDUM

TO: TOWN OF SCITUATE BOARD OF SELECTMEN
FROM: TOWN OF SCITUATE PLANNING BOARD
DATE: SEPTEMBER 30, 2010
RE: FORMATION OF AN ECONOMIC DEVELOPMENT COMMISSION

The Planning Board has had a number of discussions about the idea of forming an Economic Development Commission. We have also met with Chairman Danchev to discuss the purpose and goals of such a commission. Per further research into the issue, and discussions amongst the Planning Board members, it is our recommendation that the Selectmen re-establish the Scituate Development and Industrial Commission (referred to as the "Commission" herein) as described below. The Scituate Development and Industrial Commission was established by the adoption of MGL Chapter 40, Section 8A in 1961, and is reflected in Section 10500 (Acts of the Legislature Accepted by the Town) of the Town's Bylaws.

This memorandum includes the recommended mission of the Commission; a description and purposes of Development and Industrial Commissions taken directly from Massachusetts General Laws Chapter 40 Section 8A; the roles that the Planning Board and Board of Selectmen would have with respect to the Commission; the steps necessary to re-establish the Commission; suggested tasks of the Commission; and finally the recommended composition of the Commission and how it will interact with non-governmental business organizations.

We recommend that the Scituate Industrial and Development Commission (which title derives from MGL Ch. 40, Section 8A) be known in Town as the Scituate Economic Development Commission.

A. MISSION STATEMENT OF COMMISSION

The mission of the Commission is to enhance the existing business community, attract new business, attract new customers, and encourage redevelopment and new development as may be advisable in order to increase the Town's property tax revenues, income, job base, and overall economic health.

B. MGL Chapter 40, Section 8A, Description

For reference, the following is text taken directly from the enabling statute:

"Such commissioner shall conduct researches into industrial conditions, investigate and assist in the establishment of educational or commercial projects, including projects involving private enterprise, for the purpose of expanding or strengthening the local economy, and shall seek to co-ordinate the activities of unofficial bodies organized for said purposes, and may advertise, prepare, print and distribute books, maps, charts and pamphlets which in its judgment will further the purposes for which it is established. The commission may appoint such clerks and other employees as it may require.

Such commission shall consist of not less than five nor more than fifteen members. The members shall be appointed by the selectmen. The terms of the members shall be for such length, not exceeding five years, and so arranged that the terms of approximately one fifth of the members will expire each year and their successors shall be appointed for terms of five years each. A vacancy occurring otherwise than by expiration of term shall be filled for the unexpired term as provided in MGL Chapter 41, Section 11."

C. ROLES OF BOARD OF SELECTMEN AND PLANNING BOARD

The Commission will report to the Planning Board on a quarterly basis at one of the Planning Board's regularly scheduled meetings, and the Board of Selectmen at least twice annually. The Commission will provide the Planning Board and Board of Selectmen with an overview of its activities as well as any recommendations for any changes to the Master Plan, or Bylaws of the Town. The Commission shall also seek the input of the Planning Board on any of its initiatives which impact the planning of the future physical development of the town and/or which relate to new development projects. In the event the Commission makes any recommendations to the Board of Selectmen for Town funding, changes to Town Bylaws or any other matter, then upon the request of the Board of Selectmen, the Planning Board will review the same and give its analysis and recommendations to the Board of Selectmen. Upon the request of the Board of Selectmen, the Planning Board will also be charged with seeking and qualifying applicants for membership on the Commission, and making recommendations to the Board of Selectmen for appointments to the Commission.

The Commission will provide a written report to the Selectmen once per year as to its activities, initiatives and goals, and may also request funding and recommend changes to Town Bylaws and make other recommendations as it deems appropriate. Pursuant to MGL Chapter 40, Section 8A, the members of the Commission will be appointed by the Board of Selectmen.

A liaison from both the Board of Selectmen and the Planning Board shall also be designated by each respective body. The Commission will work with these liaisons to bring issues to the attention of, and make recommendations to either the Selectmen or the Planning Board as appropriate.

D. STEPS FOR RE-ESTABLISHMENT OF COMMISSION:

1. Board of Selectmen vote to re-establish the Scituate Development and Industrial Commission (which shall be known and referred to as the Scituate Economic Development Commission), and adopt recommendations of the Planning Board, as the same may be modified by the Selectmen.
2. Board of Selectmen authorizes the Planning Board to advertise for members, and to complete a screening process of applicants, resulting in recommendations to the Selectmen as to appointments to the Commission. This task should be accomplished promptly after authorization and no later than the end of this year.
3. Planning Board forwards all applications received to the Board of Selectmen together with its recommendations as to appointments to the Commission.
4. Board of Selectmen make initial appointments to the Commission (and the foregoing process repeats as necessary when vacancies arise).

E. SUGGESTED TASKS AND SHORT TERM GOALS

The Planning Board has come up with the following list of suggested tasks and goals for the consideration of the Commission. We recommend that the initial task of the Commission, once formed, will be to review the following list (including modifying or adding to it as they deem appropriate) and then prioritizing the list. This list is ambitious and therefore we recommend that the Commission initially choose and focus on a small number of tasks from the list which they feel are readily achievable in the first year or two of the Commission, with the balance of the tasks being pursued over time.

1. Investigate and possibly pursue State and Federal programs for potential designation of the Town as an Economic Target Area, Recovery Zone, or other similar designations which might enhance business development opportunities in Town.
2. Conduct a comprehensive survey of undeveloped or underdeveloped land in Scituate and identify areas that are more highly desirable for commercial development and make recommendations as to how to best attract favorable development of those areas (which may or may not include proposing priority development sites).
3. Conduct an inventory of Town owned land, and make recommendations as to any new or differing uses of such land which would encourage business development and/or create new opportunities for the Town to enhance its infrastructure.
4. Hold an open public meeting/brainstorming session with business representatives and members of the public regarding economic development ideas.

5. Put together a survey of questions for existing business owners in Scituate as to the positive and negative aspects of doing business in Scituate, and solicit input as to ways to enhance the business climate in Scituate, needed improvements to infrastructure, services. Conduct survey of business owners and compile and study results from survey.
6. Review and analyze Economic Development Section of Master Plan. Make recommendation as to whether plan needs to be changed or updated. If necessary make recommendation for hiring of outside consultant to work in concert with Commission to update, possibly through Peer to Peer grant program from the State.
7. Examine feasibility of creating Business Improvement Districts, and if advisable work on implementation (The Planning Board and Town Planner have already begun to look into this with respect to the Harbor).
8. Review current business development plans for Scituate Harbor, North Scituate, Hamarock and Greenbush and prioritize recommendations of plans and seek ways to implement those plans (including pursuing funding sources). Solicit input from formal and informal merchant and community organizations in each of those areas through public meetings.
9. Create a Town business marketing pamphlet (online) which positively markets Scituate as a good community to do business in, and provides resources and guidance to existing and prospective business owners. Pamphlet will also include a list of Town, State and Federal resources available to assist businesses in Scituate (numerous other Towns have already done this and so should be easy to re-create), description of permitting process and other helpful information.
10. Examine enhancements to Cole Parkway and Front Street which would enhance business and desirability of area, including but not limited to modifying traffic patterns, parking, and enhancing public spaces and waterfront access.
11. Provide input to any committee formed to examine use of Pier 44 as to any uses which might further stimulate economic development directly or indirectly in Town and/or tie together with general economic development activities in Town (i.e. starting point for a Harborwalk which might benefit Harbor merchants, adding additional marina space to enhance harbor use, and etc.).
12. Examine business development activities of surrounding Towns for guidance and ideas (i.e. funding sources, support from governmental representatives). Examine business enhancement activities of other MA communities for ideas (i.e. Newburyport, Lowell etc.). Reach out to State and regional planning resources for guidance on economic development. Identify funding sources and technical assistance programs. Apply for assistance (i.e. DEICD, peer to peer, etc.).

13. Work in concert with other Boards and Committees in Town on any economic development related activities. Act as a sounding board and resource for other Town departments and committees which can refer matters to the Commission.

14. Sponsor a Scituate Business Summit (maybe annual event) with speakers on everything from small business accounting, legal, management, to also addressing business issues specific to Scituate. Look into co-sponsorship with other organizations. Look into getting a mentor or mentors through the SCORE Program that could assist with any type of Summit, and generally assist and advise the Commission in that person's area of expertise.

15. Participate in certain State sponsored economic development seminars and programs (i.e. DHCD Mass Downtown Initiative). Identify state and federal grants and funding resources available to implement goals. Apply for grants and funding. Solicit assistance from State representatives as necessary.

16. Conduct outreach efforts to attract new businesses to Scituate, and to attract new customers from within and also outside of Scituate.

F. COMPOSITION OF COMMISSION MEMBERSHIP: TERM AND INTERACTION WITH EXISTING BUSINESS ORGANIZATIONS

Composition of Commission: 7 at-large members from general public. The Commission members will elect a Chairman, Vice Chairman, Secretary and such other officers as they deem necessary. We recommend that the Commission meet a minimum of once a month. The commission will comply with and be subject to Massachusetts open meeting laws and regulations. It is expected that basic clerical support for the Commission (i.e. taking of minutes, noticing meetings etc.) will be done by the Secretary of the Commission versus using any paid clerical support.

We recommend using membership terms of three (3) years similar to other Boards and Committees in Town. Initially the Board of Selectmen will appoint three (3) members to serve a three (3) year term each; two (2) members to serve a two (2) year terms each; and two (2) members to serve a one (1) year term each. Thereafter, as terms expire, the subsequent appointments will be for three (3) year terms, so that roughly 1/3rd of the membership expires each year.

Qualifications Desirable:

- *Prior experience with economic development initiatives
- *Prior business planning experience
- *Marketing experience
- *Prior real estate development experience
- *Prior experience as executive of a growing business
- *Specialized skills: legal/government relations, planning, marketing, research, financial, grant writing

The potential conflicts of interest of any applicants (for example: in some cases local landlords and business owners, or large undeveloped land owners may not be best choices for membership on the Commission) will be taken into consideration as the task of the Commission is to enhance the overall economic health of the Town, not just certain areas of Town.

The Commission will request that each unofficial (non-government) body in Town established for the promotion of business appoint a person to act as a liaison to the Commission (i.e. Scituate Chamber of Commerce, Harbor Merchants, Greenbush, Humarock, North Scituate) and shall seek their input where appropriate.

TOWN OF SCITUATE



600 Chief Justice Cushing Hwy.
Scituate, Massachusetts 02066
Telephone (781) 545-8741
Fax (781) 545-8704
pvinchesi@town.scituate.ma.us

PATRICIA A. VINCHESI
Town Administrator

MEMORANDUM

TO: Chris McGonoughy, Chair, Economic Development Commission
FR: Patricia Vinchesi, Town Administrator
RE: FY 15 EDC Budget Request
DA: January 6, 2014

I am writing to follow up on the FY 15 budget request submitted by the Economic Development Commission. Thank you for taking the time to meet with me to discuss the Commission's general budget needs.

Reference is given to my email of December 18, 2013 to you and Colin McNeice asking a number of additional questions and clarifications concerning your budget request of \$97,500 to which I received no response.

As you recall, the Financial Forecast Committee allocated 25% of anticipated meals tax revenue to economic development initiatives. That amount for FY 15 is \$53,025. The EDC did not request any funds for the Economic Development Stabilization Fund created at last year's town meeting by petition and this was a factor in budget development as well.

The budgetary amount I have recommended is detailed below. I believe you will find that it meets almost all of the EDC's wishes, with the exception of those items which are not under its purview or charge. Please note that this is the Town Administrator's budgetary recommendation and is subject to alteration by the Board of Selectmen and/or Advisory Committee.

Request	Amount	TA Recommendation	Comments
MAPC/Phase II	\$11,000	\$11,000	
Bus. Dev. Summits	\$2,500	\$1,000	No funds for private rental
Bus. Coordinator	\$20,000	\$20,000	
Signage Implement.	\$30,000	\$22,000	Under purview of DPW; no detail prov.
Branding & Market.	\$20,000	\$20,000	also for printing/pamphlets
LEMA Bus. Impact	\$5,000	0	Not under EDC purview or needed

Harbor Pkg Plan	\$5,000	0	DPW purview/\$6,000 to DPW*
Printing Production	\$3,000	0	To be incl. with marketing \$ above
Administration	\$1,000	0	no detail provided
Economic Stab. Fund	0	\$13,500	Created at 2013 annual town meeting
TOTAL	\$97,500	\$97,500	

*The EDC charge is to "examine" parking patterns in Cole Parkway. This is not construed to mean to hire an outside consultant to undertake a study. Funds have been provided in DPW Engineering which handles such matters, and EDC can work with the Department on this item.

Your budget review with the Board of Selectmen is scheduled for Tuesday, February 18.

As always, please feel free to contact me with any questions or concerns.

TOWN OF SCITUATE

FY 2015 BUDGET

DEPARTMENT: Information Technology

MISSION STATEMENT:

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

FY 2015 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

Goal 1: Design, Install, and Maintain Anti-SPAM/Malware Filter for Exchange Server (August 2014)

Benefits: Adding an edge Spam filter appliance will reduce the amount of unwanted and unsolicited email that our new Exchange Server and users of the Exchange Server are receiving.

Obstacles: Creation of a Digest and configuring it so that end users can then identify any false positives i.e. email that is labeled as SPAM but is not SPAM.

Action Steps: Procure a SPAM/Malware Filter and updates for said filter then install and configure without incurring any professional services costs.

Goal 2: Research and recommend data deduplication hardware/software to reduce strain on file servers and backup (November 2014)

Benefits: There are many items on our file shares that are duplicates. Leveraging technology to identify those duplicates can reduce our use of file space and reduce the size and time need to backup our data.

Obstacles: Finding the right solution given our existing file server hardware

Action Steps: Interview vendors and find the appropriate solution given our environment

Goal 3: Implement Email and Social Media Archiving solution (January 2015)

Benefits: Supports open meeting, data retention and discovery laws

Obstacles: Learning the solution and installing the solution.

Action Steps: Interview vendors and find the appropriate solution given our environment

Goal 4: Further fine tune technologies that were implemented in FY14 and impact on business processes (Ongoing)

Benefits: There were many Goals for Technology and other implementations outside of the stated Goals &

Objectives for the IT Department that were implemented in FY14. Due to the volume of users and systems impacted there is much more configuration and fine tuning that needs to take place. In addition, there are other features that were not implemented in the initial rollout that will be over FY15

Obstacles: Potential for disruption if business processes that technology supports are changed to take advantage of streamlining or improving operations

Action Steps: Look at opportunities to leverage technology to improve business functions in various departments.

TOWN OF SCITUATE

FY 2015 BUDGET

DEPARTMENT: Information Technology

MAJOR BUDGET COMPONENTS

The Information Technology (IT) department personnel consist of the IT Director. 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.

New Items Prioritized

- 1) Microsoft Exchange Server & Social Media Archiving \$7bd
- 2) Email SPAM Filter \$3,600.00
- 3) Data Deduplication

FY 15 RISKS AND CHALLENGES

Fiscal Year 2015 will mark the completion of connecting all of the remote office back to the Townhall network. This will then pose a challenge in how to better leverage the centralized computer environment at Townhall out to the remote sites for data backup, file sharing, and potential voice over ip expansion.

DEPARTMENTAL ACCOMPLISHMENTS

- 1) Oversaw the implementation of a new website for the Town of Scituate
- 2) Migrated to a new shorter and regulated domain www.scituatema.gov which matches our internal windows Domain
- 3) Implemented MS Exchange 2013 including migrating users from old email domain to new email domain.
- 4) Continued standardization of multi-function printing, network infrastructure, desktops & laptops
- 5) Upgraded Police Detectives to tablet computers
- 6) Upgraded all cruiser's to Verizon Wireless 4G devices
- 7) Migrated and consolidated all Police phones and tablets to single Verizon Wireless account shared minute plan
- 8) Procured new firewall and server for Fire department implementation to be completed prior to close of FY14
- 9) Procured and overseeing the implementation of a Town Wide Permitting and GIS system
- 10) Replacing all XP computers at Town Library
- 11) Implementing a new public internet computer management program at the Library
- 12) Designed an outdoor wireless model for Scituate Harbor and applied for CIC grant to cover the costs of this pilot
- 13) Created new layered GIS application allowing inspections, Planning, and Conservation to quickly determine an individual parcel's past and proposed FEMA flood plain status
- 14) Implement Paperless Board Meetings

Name	Title	FY13 Salary	FY14 Salary
Town of Scituate			
William Sheehan	IT Director	\$86,562.00	\$86,561.00
Salary Total:		<u>\$86,562.00</u>	
Scituate Public Schools			
Richard Long	IT Coordinator	\$91,020.20	N/A
New Position:	Systems Analyst	\$59,999.94	N/A
Salary Total:		<u>\$151,020.14</u>	
Marshfield			
Ron Menard	MIS Director	?	?
Bart	Systems Analyst	?	?
Salary Total:		\$148,490.00	<u>\$157,416.00</u>
Cohasset			
Rob Bonnell	Chief Technology Officer		\$121,950.00
Salary Total:			
Hingham			
Steve Becker	Manager of Information Systems		
Kate Richardson	Systems Analyst	\$129,526.00	<u>N/A</u>
Hanover			
Thomas Nee	Computer Coordinator		\$83,212.00
Abington			
Wayne Norling	Network/Systems Administrator	\$72,000.00	
Duxbury			
Mary MacQuarrie	IS Administrator		
Hull			
Judy Slade	IT Director	N/A	N/A
Kingston			
	Data Processing	N/A	N/A

FY13 Budget FY14 Budget FY15 Budget Town IT School IT #IT Employees

\$115,200.00 \$200,124.00 \$164,275.00 Yes No 1

N/A N/A

No Yes

\$151,668.00 \$169,547.00

Yes No

2

N/A N/A

Yes Yes 1*

Yes No

2

\$136,026.00 N/A

\$184,156.00

\$141,905.22

\$168,530.00

\$99,889.00

2013

3.5% increase FY13 to FY14

*using students to do Tier 1 Support

2014

*Part Time

*IT for only Townhall and COA

Town of Scituate

Budget 155 Information Technology

Fiscal Year: 2013-2014

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

From Date: 7/1/2014 To Date: 6/30/2015

Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Town Admin Recomm	FY15 Board of Selectman	FY15 Advisory Committee
001.155.0510.5110.0000.0000	RECURRING SALARIES	\$86,561.28	\$86,561.00	\$41,809.62	\$86,561.00	\$89,750.00		
001.155.0510.5131.0000.0000	TRAVEL STIPEND	\$0.00	\$0.00	\$0.00	\$0.00	\$480.00		
SCHEDULE: PERSONAL SERVICES - 0510		\$86,561.28	\$86,561.00	\$41,809.62	\$86,561.00	\$90,230.00		
001.155.0520.5271.0000.0000	OFFICE MACHINE MAINTEN	\$13,487.91	\$16,300.00	\$5,500.41	\$17,000.00	\$17,000.00		
001.155.0520.5309.0000.0000	TECHNICAL SERVICES	\$81,036.74	\$153,245.00	\$64,521.73	\$131,595.00	\$131,595.00		
SCHEDULE: PURCHASE OF SERVICES - 0520		\$94,524.65	\$169,545.00	\$70,022.14	\$148,595.00	\$149,595.00		
001.155.0540.5420.0000.0000	OFFICE SUPPLIES	\$1,056.64	\$800.00	\$39.28	\$1,200.00	\$1,000.00		
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$1,056.64	\$800.00	\$39.28	\$1,200.00	\$1,000.00		
001.155.0580.5861.0000.0000	EQUIPMENT	\$18,580.53	\$11,300.00	\$11,232.79	\$14,000.00	\$14,000.00		
SCHEDULE: CAPITAL OUTLAY - 0580		\$18,580.53	\$11,300.00	\$11,232.79	\$14,000.00	\$14,000.00		
Grand Total:		\$201,523.10	\$288,206.00	\$122,903.83	\$250,356.00	\$253,825.00		

End of Report

TOWN OF SCITUATE

FY 2015 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 2015 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

The goal in FY15 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 sizeable 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 FY14, 68 parcels were advertised for delinquent FY13 taxes.

FY 2015 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 and the volume of tax title accounts, (117 as of November 2013), 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 2012 to November 2013 by 60 parcels. FY14 year-to-date, 18 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 to residents, within ten days, 24 parcels for delinquent FY13 taxes were paid in full to avoid advertising.

TOWN OF SCITUATE
FY 2015 BUDGET

DEPARTMENT: #158 Tax Foreclosure

Description of Revenue	FY/12 Actual	FY/13 Actual	FY/14 (As of 12/10)	FY/15	Comments (Payments Received)
Tax Title	666,821	320,576	256,351		Incl. Betterments, Water & Sewer Liens
Fees & Interest	213,453	71,860	76,368		
Totals	880,273	392,435	332,719	0	
Tax Deferrals	49,555	38,988	17,809		
Fees & Interest	15,115	12,473	1,216		
Totals	64,670	51,460	19,026	0	

Town of Scituate

Budget 158 Tax Foreclosures

Fiscal Year: 2013-2014

From Date: 7/1/2014

To Date: 6/30/2015

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

Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Town Admin Recomm	FY15 Board of Selectman	FY15 Advisory Committee
001.158.0521.5309.0000.0000	TAX TITLE FORECLOSURES	\$16,688.99	\$39,000.00	\$6,326.47	\$39,000.00	\$39,000.00		
	SCHEDULE: TAX FORECLOSURES - 0521	\$16,688.99	\$39,000.00	\$6,326.47	\$39,000.00	\$39,000.00		
Grand Total:		\$16,688.99	\$39,000.00	\$6,326.47	\$39,000.00	\$39,000.00		

End of Report

TOWN OF SCITUATE

FY 2015 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/2011 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

Goal #1: Create an Inventory of Lendable Resources for the Scituate Community

Strategy:

- a. Research and explore the efficacy of a lendable equipment program including 'Resource Packs' (camera, mic, editing resource and cables etc). (Months 1-3)
- b. Submit draft for program including contents of Resource Packs to Cable Board and finalize the specifications of the proposal. (Months 3-4)
- c. Have resources ready for lending and use. (Months 5-6)

Goal #2: To Create Formal SCTV Training Workshops For All Citizens

Strategy:

- a. Establish length, time, training staff and content of workshops. (Month 1-3)
- b. Obtain Cable Board support, content and suggestions. (Month 3-4)
- c. Schedule first workshop and training period. (Month 5-6)
- d. Run workshops and training sessions for remainder of FY15. (Month 7-12)

Goal #3: Create SCTV Website with Live Streaming Capacity for 3 PEG Channels

Strategy:

- a. Research website cost and match technical specifications with SCTV signals. (Month 1-2)
- b. Obtain Cable Board and Town Administrator approval. (Month 3-4)
- c. Create website template and initial content. (Month 5-6)
- d. Website testing and streaming signal check. (Month 6-7)
- e. Website live with live streaming for Channels 8, 9 and 22 (Month 8-12)

Goal #4: Broadcast One Live Show per Quarter and increase Original Programming by Users

Strategy:

- a. Create content and acquire cast for a feature length live show. (Month 1-2)
- b. Obtain Cable Board support and finalize live show schedule. (Month 3-4)
- c. Broadcast live show and include citizen feedback and phone calls (Month 5-6)
- d. Increase viewership and online media support (Month 6-7)

MAJOR BUDGET COMPONENTS

Situate Community Television operates with the purpose of reflecting, educating and informing the community. An active and diverse broadcast schedule with live and original content is the continual goal of our Department.

As we look forward to even more regular live and original programming it is essential our TV studio at SFIS is fully functional with technology that allows us to work to the best of our ability. The biggest financial concern for SCTV in FY15 is the update of our TV studio main component the NewTek "Tricaster". This piece equipment is 100% necessary for TV studio recording and live broadcast. The current Tricaster is ending its useful live in FY14 and will need an replacement in FY15. Other major expenditures include lendable resource kits as well as equipment and software updates for our studio editing stations.

Capital Outlay 0580

Budget Item #1: NewTek Tricaster 455 \$12,000.00

Budget Item #2: Lendable Resource Kit #1-3 1,200 X 3 = \$3,600.00

Budget Item #3: Live Broadcasting Hub Tech Support and Install \$6,000.00

Budget Item #4: Furnishing \$2,000.00

Purchase of Services 0520

Budget Item #5: Maintenance of Equipment \$1,500.00

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

Budget Item #7: Telephone \$800.00

Personel Services 0510

Budget Item #8: Annual Director Salary \$53,112.00

Budget Item #9: Annual Part Time Salary \$30,172.00

Material and Supplies 0540

Budget Item #10: Office Supplies \$1,900.00

Budget Item #11: Special Agency Supplies \$950.00

FY 14 RISKS AND CHALLENGES

Because the SCTV Cable TV program is still relatively new to the Scituate Community we are always striving to bring awareness of Community Television to the Town. We also always encourage citizens to participate in our Community TV program in any way they can.

Challenge #1: Participation. We want to encourage every citizen to utilize SCTV in some way. We endeavor to promote awareness and bring SCTV to different aspects of life in Scituate.

Challenge #2: Coverage. SCTV currently records and broadcasts Scituate related events, meetings, games and performances of all different kinds. There is always more to do and a way to better synchronize scheduling with all Scituate Public Education and Government related events.

Challenge #3: Resources. SCTV is a resource that are utilized by students and citizens every day. As we move ahead to FY15 we seek to augment these resources for the betterment of the community.

DEPARTMENTAL ACCOMPLISHMENTS

Accomplishment #1: Our major accomplishment this year was bringing in an entirely new channel to our PEG format. Before this year we had only two channels for Community TV in Scituate, Comcast channels 9 and 22. We now have three channels (Comcast channels 8, 9 and 22) that reflect the PEG format and allow us to differentiate the different aspects of our Community as mandated by contract.

Accomplishment #2: We are now broadcasting live on SCTV! We did not have the facility for live broadcast before the arrival of Channel 8 but are now running regular live broadcasts on Scituate Community TV. We look forward to even more live programming as we move into FY15.

Accomplishment #3: SCTV continues to cover several public meetings every week. The meetings are archived and posted online usually within 24 hours. This has become an integral part of the Scituate town meeting archive and a important resource for the individual departments that use the SCTV recordings regularly.

Accomplishment #4: Integration into the Scituate Schools continues as SCTV has become an important part of several classes at SHS as well as an important resource for most all the schools in the Scituate School system. Students, faculty, citizens count on us every day for help with video and audio projects and ideas.

Accomplishment #5: Our social networking has reached a new level this year as we now have an important online resource for the Scituate Community. You can see our daily progress on Facebook, Twitter and YouTube!

Benchmark Data for Community TV FY15

Marshfield:

2 Fulltime Employees - Executive Director, Access Coordinator

Dept Budget - \$346,227

Serviced by both Comcast & Verizon

Marshfield Community Television is an independent, non-profit organization governed by a Board of Directors from the Marshfield Community whose mission is to help all Marshfield citizens and institutions realize their full potential through community communication and to encourage and facilitate their fullest participation in communicating their message.

Duxbury:

N/A Program has been deferred to Plymouth

Kingston:

N/A Program has been deferred to Plymouth

Hull:

1 Full time employee - Station Manager

The office for Hull Community TV is located at Town Hall.

Hull TV has a full studio facility at Hull High School, a live broadcast facility at Town Hall and another live broadcast facility at Hull High School.

Norwell:

3 Full time employees - Station Manager, Assistant Station Manager, Business Manager

2 Part time employees - Staff Producers

Serviced by both Comcast & Verizon

Norwood Public Access Television (NPA-TV) is an independent, not-for-profit group serving the Community

245 Nichols Street

Norwood, MA 02062

Pembroke:

N/A Program has been deferred to Plymouth

Rockland:

2 Full time employees - General Manager, Operations Manager

1 Part time employee - Operations Assistant

Serviced by both Comcast & Verizon

WRPS is the Rockland, Massachusetts local access community media operation. We telecast on Comcast channels 13, 14 and 15, and Verizon channels 30, 31 and 32. WRPS-FM broadcasts at 88.3fm

Cohasset:

1 Full time employee - Program Director

2 Part time employees - Technical Support, Student Coordinator

Comcast & Verizon

Cohasset Community Television (CCTV) Board of Directors has a President, Treasurer and Secretary

143TV - CCTV

143 Pond Street

Cohasset, Ma

Abington:

2 Full Time employees - President and Board Member, Access Director

1 Part time employee - Webmaster

Serviced by both Comcast & Verizon

Abington Community Access & Media, Inc.

43 Highland Road, Unit G

Abington, MA 02351

781.871.6850 Fax: 781.871.8307

Hingham:

3 Full Time employees - Executive Director, Program Coordinator, Production Coordinator

3 Part time employees - Production Assistants

Serviced by both Comcast & Verizon

Hingham Community Access Media

35 Pond Park Rd., Suite 8

Hingham, MA 02043

Hanover

1 Full Time employee. Cable Access Media Specialist

Hanover CTV

188 Broadway

Hanover MA 02339

Serviced by both Comcast & Verizon

The Hanover Community Access and Media (CAM) Committee was created by action of the Annual Hanover Town Meeting, May 11, 2009, the motion stating "We move that the Town establish a Community Access and Media Committee which will be responsible to provide Public, Educational, and Governmental (PEG) Television services to the cable television subscribers of the Town of Hanover with funds appropriated by Town Meeting and that this committee shall be constituted annually as follows: 1 member appointed by the School Committee, 1 member appointed by the School Superintendent, 2 members appointed by the Board of Selectmen, and 3 members appointed by the Town Moderator, said committee to be appointed as soon as possible and no later than June 30, 2009".

Town of Scituate

Budget 159 Cable TV

Fiscal Year: 2013-2014

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

From Date: 7/1/2014 To Date: 6/30/2015 Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Town Admin Recomm	FY15 Board of Selectman	FY15 Advisory Committee
001.159.0510.0100.0000	REGULAR SALARIES	\$34,154.33	\$44,970.00	\$24,394.75	\$53,112.00	\$52,411.00		
001.159.0510.0100.0000	PART TIME SALARIES	\$19,222.50	\$24,000.00	\$12,198.00	\$30,172.00	\$30,172.00		
SCHEDULE: PERSONAL SERVICES - 0510		\$53,376.83	\$68,970.00	\$36,412.75	\$83,284.00	\$82,583.00		
001.159.0520.0242.0000.0000	REPAIR/MAINTENANCE OF	\$0.00	\$1,500.00	\$0.00	\$1,500.00	\$1,500.00		
001.159.0520.0300.0000.0000	TECHNICAL SERVICES	\$17,541.75	\$3,500.00	\$0.00	\$3,500.00	\$3,500.00		
001.159.0520.0341.0000.0000	INT PHONE	\$0.00	\$800.00	\$0.00	\$900.00	\$800.00		
SCHEDULE: PURCHASE OF SERVICES - 0520		\$17,541.75	\$5,800.00	\$0.00	\$5,800.00	\$5,800.00		
001.159.0540.0020.0000.0000	OFFICE SUPPLIES	\$8,123.09	(\$4,100.00)	\$1,093.67	\$1,900.00	\$1,900.00		
001.159.0540.0423.0000.0000	SPECIAL AGENCY SUPPLIF	\$0.00	\$950.00	\$0.00	\$0.00	\$0.00		
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$8,123.09	(\$3,150.00)	\$1,093.67	\$1,900.00	\$1,900.00		
001.159.0580.0000.0000.0000	EQUIPMENT	\$0.00	\$7,500.00	\$945.67	\$26,600.00	\$21,600.00		
001.159.0580.0502.0000.0000	FURNISHINGS	\$0.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00		
SCHEDULE: CAPITAL OUTLAY - 0580		\$0.00	\$9,500.00	\$945.67	\$28,600.00	\$21,600.00		
DEPT: CABLE TV - 159		\$77,044.67	\$81,070.00	\$38,452.09	\$119,584.00	\$111,883.00		
Grand Total:		\$77,044.67	\$81,070.00	\$38,452.09	\$119,584.00	\$111,883.00		

End of Report

TOWN OF SCITUATE

FY 2015 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 and 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/2015 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

GOAL #1 – ELECTIONS- Implement training sessions as in anticipation of multiple elections.

- A. Identify the individual training needs of election workers and develop core group functions and train accordingly.
- B. Develop and implement training sessions.(August 2014)
- C. Review election training procedures and adjust as warranted. (January 2015).

GOAL #2-TOWN CLERK /STAFF TRAINING-Maintain and expand training.

- A. Attend conferences of the Mass Town Clerk's Association relative to training in elections, vital records, town meetings, and all other aspects of the Town Clerk Office function and accumulate credits that will apply towards Town Clerk certification (at least two sessions per year). (June -February)
- B. Participate in online webinars when they are available.
- C. Continue with weekly staff meetings to review schedules and upcoming events and deadlines.
- D. Periodically review office procedures with positive re-enforcement and to encourage positive attitudes within our work environment.

GOAL #3-HOUSEKEEPING-Storage space continues to be a challenge which means that files need to be purged annually.

- A. Methodically go through each file cabinet. (January 2015)
- B. Identify files that can be scanned and saved into the computer and archive hard copies. (early spring 2015)
- C. Review files in the vault for destruction. (August 2014)
- D. Delete duplicate computer files. (December 2014)

MAJOR BUDGET COMPONENTS

The Town Clerk's office operates almost entirely by statutory obligation, areas of expense are generally fixed and fluctuate based on the number of elections/town meetings during the fiscal year. The major expenditures of the department relate to the administration of elections. There is a proposed law in the works to go on the State Election ballot in November of 2014. This law would raise the minimum wage, which was \$8.00 per hour, to \$9.25 per hour as of January 1, 2015. If this law passes it would have a direct effect on the FY15 personnel budget as this would mean an increase of pay for our election workers.

In November of this year House Law 3647, an Act relative to election laws was passed at the State House and is now in the Senate. This law is related to early voting in Massachusetts. If passed this poses many questions and challenges on procedures, polling location, costs and staffing. The commonwealth would be looking to implement early voting some time in 2016, most likely the Fall.

FY 15 RISKS AND CHALLENGES

RISK #1

The greatest risk to the Town Clerk's office remains the same as in prior years. That is the potential for a sudden need for new election machines. The Commonwealth has not brought forward a new approved machine. New election machines are now being tested and hopefully the state elections division will make its recommendation in the coming year.

Election Services & Software still services our Op-Tech Eagle machines once a year. The Op Tech Eagles continue to operate very well. There are six machines, one per precinct. The Town maintains and programs a spare -- totaling seven machines.

In April of 2013 at the Annual Town meeting \$35,000 was put in the Capital Stabilization Fund for the purpose of purchasing new voting machines. The \$35,000.00 may not be sufficient. Pricing of potential election machines that are now being tested by the election division of the Secretary of State's office is in process. The cost is approximately \$7000.00 each.

CHALLENGES

Due to the onset of another busy state election year, making time for staff training is going to be a challenge. The intent is to send all staff to the annual Mass Town Clerk's Association conference in Falmouth in June and weather permitting the winter conference in Sturbridge, MA. The opportunities are there in all aspects of training for the many functions of the Clerk's office. Staff continues to hold high standards of customer service, and has continued to maintain the quality and efficiency in all areas of work in this office.

Town Archivist Elizabeth Foster, has decided not to be re-appointed, however she continues to volunteer her services to the archives. There is an immediate need to appoint someone to take her place as the responsibilities and requests of archive records continue to grow. Also the archives are in need of new computers that are compatible with the town server. The computers they have now can barely do what needs to be done; the email is not operational as they have not been able to receive emails since October.

The increase in the FY15 budget under "Special Agency Supplies" (the archives) is for the archival supplies such as folders, archival storage materials, work tables and other essential supplies needed in order for safe preservation of archival records.

P.O.S.H. (Preservation Of Scituate's Heritage) has recently disbanded. This was a non-profit group who in the past had raised money to support archive projects. P.O.S.H. had contributed \$200.00 per year for a subscription

to "Ancestry.com" to assist the archives with their research. The archive volunteers use this website frequently and their subscription is paid until November of 2014 at which time they will need funds to re-subscribe to the website which is an essential asset to completing their research in a timely manner. It is recommended that the next Town Archivist be paid a stipend for the duty, responsibility and time involved for the benefit of preserving our town's precious archival records as required by state law.

DEPARTMENTAL ACCOMPLISHMENTS

The reorganization of archived records and installation of shelving in the Town Archives has been completed. This project began in 2011. As part of this process a filing and retrieval method for archived records was implemented. The fire alarm system that was installed in the basement level of Town Hall is now up and running. This provides another level of safety to our precious archived records as this alarm is not only a security alarm but also a humidity and moisture alarm. Another step in protecting our town's resources.

On April 30, 2013, office staff and election workers organized and successfully executed two elections in one day, the town election and a special state primary. This was a first for all staff and after completing training classes and reviewing procedures, the elections went off without any major issues or problems. I am grateful to all who participated in this endeavor with such dedication and enthusiasm.

On June 25, 2013 we had the Special State Election and I extend my many thanks to those workers who gave up a summer day to work at the polls.

Archive volunteers continue with their dedication in research and record retrieval for the public and the Town. Words are not enough to express appreciation for all they do.

DESCRIPTION OF REVENUE	YTD				Comments
	FY/12	FY/13	FY/14- present	FY/15- projection	
Fees, other: Bylaw and Zoning: Certified Copies: Licenses, clam permits raffies, pole locations	\$36,479.85	\$40,939.80	\$16,000.00	\$40,000.00	The first half of FY14 has been somewhat slow in regards to revenue.

TOWN CLERK
BENCHMARK SURVEY
2014

TOWN	POPULATION	REG. VOTERS	TOWN MEETING	TOWN CLERK	SUPPORT STAFF-FI/ PT/	FT HRS	BUDGET	PROGRAMS
Abington	15,985	10,468	Open	Elected	1 PART TIME-19 1/2 HRS	35	\$121,504.00	*
Cohasset	7,542	5,516	Open	Elected	1-FULL TIME	35	\$129,000.00	*
Duxbury	15,089	11,080	Open	Elected	1-FULL TIME	38.5	\$127,490.00	*
Hanover	13,879	9,374	Open	Elected	1-FULL TIME	35	\$181,127.00	*
Hingham	22,157	16,062	Open	Elected	1-FT 1 PT-22 HRS	35	\$170,325.00	*
Hull	10,293	8,007	Open	Elected	1-PART TIME-20 HRS	35 **	\$33,225.00	*
Kingston	12,225	8,629	Open	Elected	2-FULL TIME	35	\$153,382.00	*
Marshfield	25,132	17,957	Open	Elected	1-FULL TIME 1PT-15HRS	37.5	\$121,292.00	*
Norwell	10,506	7,398	Open	Elected	1-FULL TIME	37.5	\$162,703.00	*
Pembroke	17,837	12,166	Open	Elected	1-FULL TIME	37.5	\$185,864.00	*
Rockland	17,489	11,997	Open	Elected	2-FULL TIME	35	\$136,667.60	*
Scituate	18,690	13,941	Open	Elected	2-FULL TIME 1 PT/20 HRS.	35	\$185,893.00	*

*These Town Clerk's offices do not have online payments available.

Note-Hanover has an election commission so the clerk's staff does not handle elections, census, and voter registration.

Norwell's budget includes the \$30,807 for election and \$5,150.00 for registrars.

Town of Scituate

Budget 161 Town Clerk

Fiscal Year: 2013-2014

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

From Date: 7/1/2014 To Date: 6/30/2015

Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Town Admin Recomm	FY15 Board of Selectman	FY15 Advisory Committee
001.161.0510.5110.0000.0000	REGULAR SALARIES	\$101,338.59	\$106,504.00	\$50,359.25	\$106,794.00	\$108,183.00		
001.161.0510.5120.0000.0000	OVERTIME	\$1,904.49	\$1,540.00	\$492.43	\$2,708.00	\$2,891.00		
001.161.0510.5130.0000.0000	LONGEVITY	\$850.00	\$850.00	\$850.00	\$900.00	\$900.00		
001.161.0510.5180.0000.0000	PART-TIME SALARIES	\$39,933.01	\$26,730.00	\$11,874.21	\$35,865.00	\$36,554.00		
001.161.0510.5151.0000.0000	OTHER SALARIES	\$345.96	\$1,076.00	\$188.27	\$1,076.00	\$1,090.00		
	SCHEDULE: PERSONAL SERVICES - 0510	\$144,371.95	\$136,700.00	\$63,569.16	\$147,433.00	\$149,518.00		
001.151.0520.5211.0000.0000	OFFICE MACHINE MAINT	\$0.00	\$150.00	\$0.00	\$150.00	\$0.00		
001.161.0520.5308.0000.0000	TRAINING	\$0.00	\$4.00	\$0.00	\$100.00	\$0.00		
001.161.0520.5311.0000.0000	SUPPORT SERVICES	\$21,195.66	\$18,850.00	(\$1,318.92)	\$25,600.00	\$32,000.00		
001.161.0520.5321.0000.0000	CONFERENCE/SEMI LUNES	\$30.00	\$450.00	\$0.00	\$500.00	\$700.00		
001.161.0520.5343.0000.0000	BINDING & PRINTING	\$1,437.89	\$2,000.00	\$96.48	\$2,420.00	\$2,200.00		
001.161.0520.5344.0000.0000	POSTAGE	\$5,042.80	\$1,000.00	\$196.37	\$4,200.00	\$4,100.00		
001.161.0520.5711.0000.0000	MILEAGE REIMBURSEMENT	\$0.00	\$250.00	\$0.00	\$300.00	\$100.00		
001.151.0530.5731.0000.0000	PROFESSIONAL DUES & SL	\$150.00	\$350.00	\$125.00	\$360.00	\$300.00		
	SCHEDULE: PURCHASE OF SERVICES - 0520	\$27,896.34	\$25,650.00	(\$931.47)	\$33,630.00	\$39,400.00		
001.161.0540.5420.0000.0000	OFFICE SUPPLIES	\$1,895.13	\$2,000.00	\$549.00	\$2,500.00	\$2,200.00		
001.161.0540.5423.0000.0000	SPECIAL AGENCY SUPPLIE	\$75.61	\$500.00	\$36.55	\$1,000.00	\$1,000.00		
001.161.0540.5425.0000.0000	PRINTING & FORMS	\$940.56	\$600.00	\$0.00	\$1,330.00	\$1,100.00		
	SCHEDULE: MATERIALS & SUPPLIES - 0540	\$2,911.30	\$3,100.00	\$585.55	\$4,830.00	\$4,300.00		
Grand Total:		\$175,200.59	\$166,450.00	\$63,223.64	\$185,893.00	\$193,318.00		

End of Report

TOWN OF SCITUATE

FY 2015 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 and the Scituate Community Rating System (CRS) Committee to manage the CRS Program under the National Flood Insurance Program. This program allows residents living in flood zones to receive a discount on their flood insurance premiums.

FY/2015 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

Goal 1: To insure that alterations to wetland resource areas are avoided where possible, minimized when alteration cannot be avoided, and where alterations do occur, the resource area will be successfully restored.

Strategy:

- a. Insure that the requirements of the Massachusetts Wetland Protection Act, the Scituate Wetlands Bylaw & Regulations, the Scituate Stormwater Bylaw, and the MA Dept. of Environmental Protection Stormwater Management Regulations are being followed by homeowners, developers, businesses, and town departments doing work in Scituate. (ongoing)
- b. Continue to educate residents, contractors, and town officials on the importance of complying with these statutes and regulations. Bi-weekly Development Review Team meetings will provide an opportunity to discuss wetland protection issues with town officials and the town website will be used as a resource for educating residents and others about the importance of protecting wetlands. Updated and revised information on wetland protection issues will be on the Conservation Web page.
- c. Expand opportunities and encourage attendance by Commission members at 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 to the Conservation Office.
- e. For each reported violation: 1)the site will be visited; 2)the property owner or contractor will be met on site or called; 3)if a violation has occurred, a violation letter will be written; and 4) if the problem is not resolved, an Enforcement Order will be issued.

Goal 2: Work with the Conservation Commission, the Community Preservation Committee, the Planning Department, and residents to identify, acquire, protect, and promote the use of open space parcels in Scituate.

Strategy:

- a. Coordinate the implementation of the recently completed Scituate Open Space Plan with the Conservation Commission, the Planning Department, the Recreation Department, the Community Preservation Committee, and town residents. Copies of the plan will be distributed and it will be posted on-line.
- b. Work with Commission members and residents to identify parcels of land that could be targeted for purchase with CPC funds.
- c. Work with Commission members and open space proponents to reach out to potential land donors who own desirable parcels of land. Provide information to the Board of Selectmen on the benefits and the challenges of accepting particular parcels as open space.
- d. Assist residents and caretakers of open space areas in protecting and maintaining the trails, acquiring suitable parking for users, developing signage, and permitting for the work proposed in these areas.

Goal 3: Continue to coordinate the activities required for participation in the Community Rating System program under the FEMA National Flood Insurance Program.

Strategy:

- a. Update the floodplain management informational brochure. This brochure will be mailed to all residents living in the floodplain during the current year.
- b. Maintain compliance records for the required CRS activities in order to continue the reduction in flood insurance premiums for all Scituate residents in the floodplain.
- c. Meet regularly (minimum of four times per year) with the CRS Committee to strategize on how best to improve the rating of the Town to achieve a lower insurance premium for residents living in the flood zone.
- d. Meet with state officials and Scituate department directors (Planning, Building, Health, Fire and Public Works) to implement strategies to provide improved flood protection for Scituate residents.

MAJOR BUDGET COMPONENTS

1. The Conservation Department administers the state and local Wetlands Protection Regulations for all proposed activities in or within 100 feet of a wetland resource area. 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. Over 400 site visits will be conducted this year.
2. The Conservation Department coordinates the implementation of FEMA's Community Rating System (CRS) in Scituate.
3. 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 Plan.
4. The Department reviews all pore test plans, zoning variance applications, Planning Board subdivision plans, and most building permit applications for compliance with state and local wetland laws and regulations.
5. The Department responds to all reported violations in wetland resource areas and currently has dozens of enforcement actions in process.

Over 88% of the Conservation budget supports salaries for the Conservation and Natural Resources Coordinator and the Conservation Administrative Secretary. In addition, funds are required for mailing the floodplain brochure to residents in FEMA-mapped floodplain areas. Some funding is also needed in order 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 this site; and the second, the Conservation Fund, is to be used for maintenance and to keep conservation lands safe and accessible. This fund may also be used to cover legal expenses related to acquiring open space parcels either as donated land or as purchased land.

FY RISKS AND CHALLENGES

Coastal storms during the past year 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 Department 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. Upcoming changes to FEMA flood zones and expected impacts from rising sea levels will continue to present significant challenges to the Department.

During FY'14, several residential development projects, including subdivisions, residential apartments, and 40-B projects, have begun construction after several years of minimal residential development. 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. This work, in addition to permitting for single family homes, harbor projects, public works projects, commercial development, and septic systems will be very difficult to manage with the current staffing structure.

The existing Scituate Wetland Bylaw & Regulations were written and adopted several years ago and are in great need of revision in order to protect the town's resource areas. This will be a FY 16 goal.

There are a number on longstanding enforcement issues that need to be resolved. Each of these cases will be very time consuming and several are currently in the court system or under appeal at MA DEP. This will be a long term project for the Department.

The process for filing a permit application under the MA Wetlands Protection Act and the Scituate Wetland Bylaw is quite cumbersome and the Department is attempting to devise a simpler process, including updated instruction sheets and the initiation of a Minor Activities Permit for buffer area work where wetlands are not threatened by the work being proposed.

Numerous permits that had been issued several years ago have not been closed out by property owners with the Registry of Deeds. These open Orders of Conditions will need to be located in the Archives, entered into the database, property owners will need to be contacted, and Certificates of Compliance issued.

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 sometime visit) the projects being permitted by the other inspecting 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.

For the Administrative Assistant, with the exception of permitting activities, the most time consuming work is related to tracking the expired Orders of Conditions and addressing the issuance of Certificates of Compliance.

Maintenance of conservation lands and trails is a challenge as the Town acquires additional open space parcels. Much of the work is 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. However, additional conservation funds are needed to carry out these necessary actions.

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.)

Over 200 site visits were conducted from July-December 2013 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.

Started a trial Minor Activity Permit as a means of simplifying the process for less complicated projects. This has allowed us to focus our attention on projects with greater potential impacts to resource areas. This system appeared to work very well, especially during the winter months when several storms hit the town.

Initiated bi-weekly site visits with Commission members so that questions could be addressed where the work was being proposed.

Re-opened several longstanding enforcement cases. Site visits were made and public hearings were held. There has been progress in restoring wetland areas that had been altered.

Collaborated with the Planning Department for joint review of larger development projects meetings. We have shared the same review engineer and the Conservation and Natural Resources Coordinator has attended the Planning Board meetings.

The Administrative Assistant attended a number of MA DEP trainings that resulted in improved office procedures. She also assisted hundreds of residents who were seeking information regarding permitting for work in the flood zone during the storms this past winter. A Minor Activities Permit tracking system was also developed.

Continued participation in the Scituate Coastal Inundation Project partnering with NOAA, the National Weather Service, and CZM which monitors storm flooding inundation and flood elevations following storms with the ultimate goal of predicting the extent of flooding in particular areas prior to storm landfall. This assists citizens and emergency responders in quicker emergency response and post-storm recovery efforts.

Issued 56 Orders of Conditions, five Amended Orders of Conditions, 18 Determinations of Applicability, 16 Enforcement Orders or Letters, and 52 Full Certificates of Compliance.

Active participation with the Community Preservation Act Committee to prioritize expenditure of Community Preservation Funds.

Contracted with the Conway School to design and create a management plan for 76 acres off Bates Lane and the approximate 48 acres of the Crosbie parcel. They evaluated all aspects of the properties and submitted a bound report outlining management strategies for these parcels.

CONSERVATION BENCHMARKS

Town	Staffing	Salary	Department Budget	Permits issued Enforcement Orders
Duxbury	Agent	\$86,800	\$145,700	NOI 24
		(+\$6,000)*		RDA 24
	Admin. Asst. (30 hours)	\$31,000		ANRAD 0
	Open Space	\$12,000 seasonal		EO 0
Hanover	Agent	\$58,000	\$105,000	NOI 23
	Admin. Asst.	\$42,000		RDA 21
				ANRAD 4 EO ?
Hull	Agent	\$62,000	\$90,000	NOI 29
	Admin. Asst. (17.5 hours)	\$19,600		RDA 16
				ANRAD 0
				EO 10
Kingston	Agent	\$63,500	\$103,000	NOI 10
	Admin. Asst.	\$36,500		RDA 8
				EO 6
Marshfield	Agent	\$69,200	\$125,000	NOI 69
	Admin. Asst.	\$42,000		RDA 7
				ANRAD 2
				EO 4
Weymouth	Agent	\$67,700	\$118,000	NOI 16
	Admin. Asst.	\$45,500		RDA 9
				EO 4

DUTIES

	Enforcement Orders & Permitting	Open Space	Coastal	FEMA	Other
Dunbury	X	X	X	N/A	CPA Admin. Pond Management
Hanover	X	X	N/A	N/A	
Hull	X	X	X	All FEMA Projects	
Kingston	X	X	X	X	Grant Writing Stormwater Management
Marshfield	X	X	X	Minimal	Grant Writing Stormwater Management
Weymouth	X	X	X	?	Pond Management

Town of Scituate

Budget 171 Conservation

Fiscal Year: 2013-2014

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

From Date: 7/1/2014 To Date: 6/30/2015

Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Town Admin Recomm	FY15 Board of Selectman	FY15 Advisory Committee
001.171.0510.5110.0000.0020	REGULAR SALARIES	\$51,841.27	\$101,484.00	\$47,861.25	\$103,031.00	\$108,873.00		
001.171.0510.5130.0000.0020	LONGEVITY	\$900.00	\$900.00	\$900.00	\$900.00	\$900.00		
001.171.0510.5140.0000.0020	SICK LEAVE BUY BACK	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00		
001.171.0510.5191.0000.0000	OTHER SALARIES	\$392.35	\$388.00	\$173.89	\$1,030.00	\$1,081.00		
SCHEDULE: PERSONAL SERVICES - 0510		\$83,433.62	\$103,262.00	\$49,432.14	\$105,461.00	\$110,554.00		
001.171.0520.5241.0000.0000	OFFICE MACHINE MAINT	\$100.00	\$200.00	\$112.00	\$200.00	\$150.00		
001.171.0520.5305.0000.0000	TRAINING	\$95.00	\$300.00	\$95.00	\$800.00	\$000.00		
001.171.0520.5309.0000.0000	TECHNICAL SERVICES	\$1,860.00	\$4,900.00	\$0.00	\$4,000.00	\$4,000.00		
001.171.0520.5321.0000.0000	CONFERENCE/MEETINGS	\$1,060.00	\$1,200.00	\$0.00	\$800.00	\$800.00		
001.171.0520.5343.0000.0020	BINDING & PRINTING	\$292.84	\$2,500.00	\$1,795.48	\$2,500.00	\$2,500.00		
001.171.0520.5344.0000.0000	POSTAGE	\$821.77	\$2,500.00	\$176.04	\$850.00	\$1,100.00		
001.171.0520.5346.0000.0000	LEGAL ADVERTISING	\$0.00	\$210.00	\$0.00	\$280.00	\$250.00		
001.171.0520.5711.0000.0000	MILEAGE REIMBURSEMENT	\$1,269.23	\$600.00	\$121.60	\$1,100.00	\$1,100.00		
001.171.0520.5731.0000.0000	PROFESSIONAL DUES & SL	\$496.00	\$500.00	\$564.00	\$850.00	\$700.00		
SCHEDULE: PURCHASE OF SERVICES - 0520		\$8,014.79	\$12,010.00	\$2,063.87	\$11,150.00	\$10,900.00		
001.171.0540.5420.0000.0000	OFFICE SUPPLIES	\$634.58	\$760.00	\$68.30	\$750.00	\$700.00		
001.171.0540.5425.0000.0000	PRINTING & FORMS	\$0.00	\$250.00	\$0.00	\$750.00	\$375.00		
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$634.58	\$960.00	\$68.30	\$1,500.00	\$1,075.00		
Grand Total:		\$80,082.99	\$116,242.00	\$57,364.26	\$118,111.00	\$122,629.00		

End of Report

TOWN OF SCITUATE

FY 2015 BUDGET

DEPARTMENT: PLANNING

MISSION STATEMENT:

The mission of the Planning Board and Planning Department of the Town of Scituate is 1) to create and implement long-range plans which meet the community's goals and provide direction for its overall physical development; 2) to permit and guide new development in conformance with these plans, local bylaws and standard planning practice, and 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 citizens, elected officials, appointed boards and committees, and other departments of the Town of Scituate.

FY 2015 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

- I. Insure subdivision, stormwater regulations and zoning are applied and understood by developers, homeowners and town officials.
 - Work with IT and other departments on implementation of new GIS-based permitting software. (December 2014)
 - Prepare, distribute and review information on new development with Development Review Team biweekly in order to address issues quickly. (Ongoing)
 - Work with the Building Department to address "fixes" needed to the Zoning Bylaw. (June, 2015)
 - Explore whether Planning conditions can be better implemented through including the Department in the new permitting software, continuing to work closely with the Building Department by drafting letters, making site visits and direct contact with applicants or including Planning in sign-off on building permits. (Ongoing)

- II. Help qualified Scituate residents obtain and use grants to elevate homes to prevent flooding to the greatest extent possible, in a manner which meets FEMA requirements.
 - Maintain information on grants on Town website. Make sure it is relevant and easy to find. Continue to work closely with Building and Conservation Depts on expediting grant applications and permitting elevation projects. (September 2014)
 - Upon approval of grant funding by Congress, distribute information through beach associations and notices on town website. Notify all residents in flood plain if possible; if not, to all applicants who qualify for 90% and 100% reimbursements. (September 2014)
 - Continue oversight over permitting and construction to insure homeowners meet MDTMA requirements for plan review. (Ongoing)

- III. Support efforts to expand the local economy to provide services needed by Scituate residents and enhance the Town's commercial tax base.
 - Assist Economic Development Commission in implementing Market Study recommendations such as drafting new zoning or applying for grants such as Public Works & Economic Development. (June 2014)
 - Working with a variety of Town departments, prepare simplified one to two page Fact Sheet on establishing a new business in Scituate. (June 2015)

TOWN OF SCITUATE

FY 2015 BUDGET

DEPARTMENT: PLANNING

MAJOR BUDGET COMPONENTS

This is a critical period for planning in Scituate. As the housing market makes a comeback, there are currently multiple applications before the Planning Board, more at any one time than in a decade. To make sure the Town gets good development, consistent with local goals and professional engineering standards, our approach, process and regulations must reflect a high level of technical expertise.

Personnel costs are responsible for over 90% of this year's budget. It is vital to maintain staff at the current level to effectively explain, recommend, implement and enforce local development regulations. Much work is done working closely with the elected Planning Board. It is very important that Board members be current with respect to land use law and requirements of their positions for sound decision making. Training for staff is also essential in today's era of rapidly changing regulation. Development regulations must be up to date to accurately reflect departments' expectations, and their high standards for new development.

FY 2015 RISKS AND CHALLENGES

Development is expected to meet broad goals for the community, such as maintaining its existing character, protecting natural resources and promoting residents' health and wellbeing. Commercial development is expected to expand the tax base while providing goods and services that residents need. All development must meet construction standards to insure roads, water mains and stormwater systems are adequate for their expected use and of sufficient quality to serve the Town for many years. Failure to meet these objectives can increase Town costs, affect residents' quality of life, and reduce property values.

At the same time, development is big business, with high financial stakes for developers. Town personnel are often subject to pressure to avoid compliance with local bylaws. If roads, drainage and water mains for private subdivisions are built incorrectly or left incomplete, residents' safety and convenience may be affected, and the Town may be liable for personal or property damage, and costly repairs. There is a high potential for lawsuits in approval of new development, which can be time-consuming and expensive for the Town.

The Town will be completing an economic development study later this year. It is expected that zoning changes will be needed to implement the recommendations of the study. It is important that the public clearly understand what these will do prior to a Town Meeting vote, so the department intends to get good quality illustrations for handouts and presentations. New Zoning Bylaws and Zoning Maps will be needed if such changes are adopted.

The changes in the FEMA maps and FEMA policies on insurance costs are challenges facing a large part of the community. Grants administered by our department help homeowners elevate so they're protected while reducing their costs for flood insurance. Staff identifies projects which meet FEMA's criteria, provide information to homeowners, work with contractors and make sure all projects meet cost limits. FEMA has indicated they will pay for a grants administrator for the

TOWN OF SCITUATE

FY 2015 BUDGET

DEPARTMENT: PLANNING

duration of our upcoming banner grant year. This will help the department carry on its other functions successfully.

The Planning Department addresses these risks and challenges by striving to maintain professionalism and objectivity while educating and informing Town officials, the public and the development community about good land use practices and federal, state and local regulations affecting land use in a fair-minded and proactive way.

DEPARTMENTAL ACCOMPLISHMENTS

- Was awarded Massachusetts Association of Planning Director's Chapter Award for a study of the impacts of sea level rise on the Towns of Scituate, Marshfield and Duxbury.
- Obtained funding, provided technical assistance and oversaw MAPC's completion of an Economic Development and Market Study for the Economic Development Committee.
- Applied to FEMA for over \$2,000,000 to assist with 14 home and two utility elevations. Administered grants for \$350,000 for three home elevations in the Turner Rd. area. Coordinated meeting with FEMA and MEMA officials to publicize grants.
- Attended 25 Planning Board meetings and made recommendations to the Board on development applications, including proposed three lot, nine lot and ten lot subdivisions and a proposed 30 unit mixed use development.
- Prepared draft Findings of Fact and conditions of approval for the Planning Board for special permit and subdivision applications. Wrote and filed decisions in accordance with statutory time frames.
- Fielded questions from hundreds of Scituate residents about changes to the FEMA maps in the office, at a variety of meetings in Scituate and with the Building Commissioner and Conservation Agent & Natural Resources Officer at a six hour workshop in Marshfield.
- Managed consulting engineer services for subdivision review for White Ash Farm, Studley Farm Estates, Blanchard Estates, construction inspections for Deer Common, a 13 lot subdivision. Assisted the ZBA with obtaining consulting engineer services for construction of Walden Woods and Stockbridge Woods.
- Prepared draft zoning articles for Medical Marijuana Moratorium, Medical Marijuana Dispensaries and Extension of the Village Business Overlay District for 2013-14 Annual Town Meetings.
- Staffed biweekly meetings of the Interdepartmental Development Review Team; used management training to encourage teamwork and emphasize constructive results.

**TOWN OF SCITUATE
FY 2015 BUDGET**

DEPARTMENT: PLANNING

Description of Revenue	FY/12	FY/13	FY/14	FY/15	Comments
Application Fees	#####	\$3,080.00	\$7,136.00	\$18,000.00	FY15 amount reflects expected applic of \$7,800 from Toll Bros. and lot relea four subdivisions
FEMA Reimbursement, Grant Administration	#####	\$4,012.00	\$11,588.00	\$30,067.00	increase in FY15 due to large increase

BENCHMARKS

DEPARTMENT: PLANNING 175

FY2015 BUDGET

Town	Staff	Titles/Hours	Programs Offered	Total Budget for FY14	Other Funding Received
Abington Cohasset	1 PT	Adm Asst. - 15 hrs	N/A	\$19,775.00	None
	N/A	N/A	Planning Board Admin. Asst. is within Permitting & Inspections Department.	\$285,351 for salary portion of Permitting & Inspections Dept.	None
Duxbury	1 FT, 1 PT	Town Planner - 40 hrs, Admin. Asst. - 30 hrs	Staffs Economic Advisory, Energy, AHT, Historic, Zoning Review Committees; Sea Level Rise project, disaster mitigation, Comprehensive Plan update.	\$116,749.00	None
Hanover	2 FT	Asst. Town Planner - 35 hrs, Admin. Asst. - 35 hrs	Staffs Planning Board, ZBA, CPC, Affordable Housing Trust.	N/A	CPC and Affordable Housing Trust Funds
Hingham	9 FT, 3 PT	Planning Director, Building Commissioner, other staff	Staffs Planning Board, ZBA, Conservation and Historical Commissions; oversees Building Dept.	\$689,244.00	Wetlands Fund used for Conservation Sec. salary
Hull	1 FT, 2 PT	Comm. Dev. Dir. - 35 hrs, Adm. Assts. - 20 hrs, 16 hrs	Oversees three grants for infrastructure repair; also MAPC DLTIA Grant 50K; MassDevelopment Grant 100K; CDBG 80K.	\$98,800.00	CDBG provides \$17,000 of Comm Dev Adm Asst Salary
Kingston	2 FT	Town Planner - 35 hrs, Admin. Asst. - 35 hrs	Planning Board; Green Communities program lead; update of Master Plan.	\$128,732.00	None
Marshfield	2 FT	Town Planner - 40 hrs, Ex. Asst. - 37.5 hrs	Staffs Planning Board.	\$127,759.00	None
Norwell	1 FT, 1 PT	Town Planner - 37.5 hrs, Asst. to Town Planner - 18.5 hrs	Staffs Planning Board, Pathways Committee, Pedestrian Enhancement Fund.	\$90,000.00	None
Pembroke			NO INFORMATION AVAILABLE		
Rockland			NO INFORMATION AVAILABLE		
Scituate	3 FT	Town Planner - 35 hrs, Planning Board Asst. - 35 hrs	Staffs Planning Board, Economic Development Commission, and Design Review Committee. Leads DRT, administers FEMA grants, administers Stormwater Bylaw (all ongoing), updated Open Space Plan, Sea Level Rise project in FY14	\$114,462.00	FEMA Grant Administration Funds

Town of Scituate

Budget-175 Planning Board

Fiscal Year: 2013-2014

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

From Date: 7/1/2014 To Date: 6/30/2015 Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Admin Recontin	FY15 Board of Selectman	FY15 Advisory Committee
001.175.0510.5110.0000.0000	REGULAR SALARIES	\$111,997.40	\$113,005.00	\$54,078.73	\$113,827.00	\$161,711.00		
001.175.0510.5130.0000.0000	LONGEVITY	\$1,150.00	\$1,150.00	\$1,150.00	\$1,150.00	\$1,150.00		
001.175.0510.5180.0000.0000	PART-TIME SALARIES	\$0.00	\$0.00	\$0.00	\$23,751.00	\$0.00		
001.175.0510.5101.0000.0000	OTHER SALARIES	\$75.08	\$783.00	\$0.00	\$783.00	\$1,250.00		
SCHEDULE F: PERSONAL SERVICES - 0510		\$113,222.46	\$114,938.00	\$55,228.73	\$139,511.00	\$164,111.00		
001.175.0520.5241.0000.0000	OFFICE MACHINE MAINT	\$125.00	\$125.00	\$0.00	\$125.00	\$125.00		
001.175.0520.5308.0000.0000	TRAINING	\$108.00	\$300.00	\$0.00	\$380.00	\$600.00		
001.175.0520.5309.0000.0000	TECHNICAL SERVICES	\$0.00	\$3,500.00	\$0.00	\$3,500.00	\$3,500.00		
001.175.0520.5321.0000.0000	CONFERENCES/MEETINGS	\$40.29	\$500.00	\$190.00	\$500.00	\$500.00		
001.175.0520.5343.0000.0000	BINDING & PRINTING	\$840.37	\$1,000.00	\$477.50	\$1,575.00	\$1,000.00		
001.175.0520.5344.0000.0000	POSTAGE	\$191.06	\$350.00	\$9.07	\$350.00	\$250.00		
001.175.0520.5346.0000.0000	LEGAL ADVERTISING	\$1,005.00	\$1,000.00	\$0.00	\$1,500.00	\$1,500.00		
001.175.0520.5711.0000.0000	MILEAGE REIMBURSEMENT	\$178.40	\$275.00	\$139.43	\$275.00	\$275.00		
001.175.0520.5701.0000.0000	PROFESSIONAL DUES & SL	\$607.00	\$580.00	\$620.00	\$806.00	\$800.00		
SCHEDULE F: PURCHASE OF SERVICES - 0520		\$3,295.12	\$7,630.00	\$1,435.37	\$3,811.00	\$8,550.00		
001.175.0540.5420.0000.0000	OFFICE SUPPLIES	\$613.79	\$700.00	\$33.68	\$700.00	\$700.00		
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$613.79	\$700.00	\$33.68	\$700.00	\$700.00		
Grand Total:		\$117,531.37	\$123,268.00	\$56,698.38	\$149,822.00	\$173,361.00		

End of Report

TOWN OF SCITUATE

FY 2015 BUDGET

DEPARTMENT: ZONING 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 its hearings and meetings in a prompt and professional manner, extending to each member of the public who appears before it a degree of professionalism and courtesy that will reflect positively on the town.

GOALS AND OBJECTIVES:

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 and that the board applied the law in a fair and impartial manner and that the decision has been filed in a timely manner.

ACCOMPLISHMENTS

In 2012, the ZBA heard and decided approximately 25 applications, including several modifications of previously approved 40B developments.

As of December 1, in 2013, the ZBA heard and decided 31 applications, including the permitting of a cell phone tower and modifications of previously approved 40B developments. Approval of these various projects in Scituate allowed substantial improvements to properties; significantly enhanced the safety and security of our citizens and, with the cell phone tower approval, will provide vast improvements to telecommunications services in the community. The ZBA board members are a group of committed and hardworking volunteers who devote dozens of hours reviewing applications, attending meetings and writing decisions. While their decisions can make sometimes make the Board objects of unfair criticism, the Board is dedicated, always open minded and thoughtful. The staff of the Building Department deserves special recognition as an office that is always available to the Board for whatever support is needed to accomplish the goals and objections of the ZBA and to make Scituate a great place in which to live and work.

RESPECTFULLY SUBMITTED,

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

TOWN OF SCITUATE

FY 2015 BUDGET

DEPARTMENT: ZONING 176

DESCRIPTION OF REVENUE	YTD		Projected	COMMENTS	
	FY/12	FY/13	FY/14		
Filing Fees	\$ 5,975.00	\$ 6,700.00	\$ 2,200.00	\$ 5,000.00	

Town of Scituate

Budget 176 Zoning Board

Fiscal Year: 2013-2014

From Date: 7/1/2014

To Date: 6/30/2015

Definition: FY15 Completed Budget

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

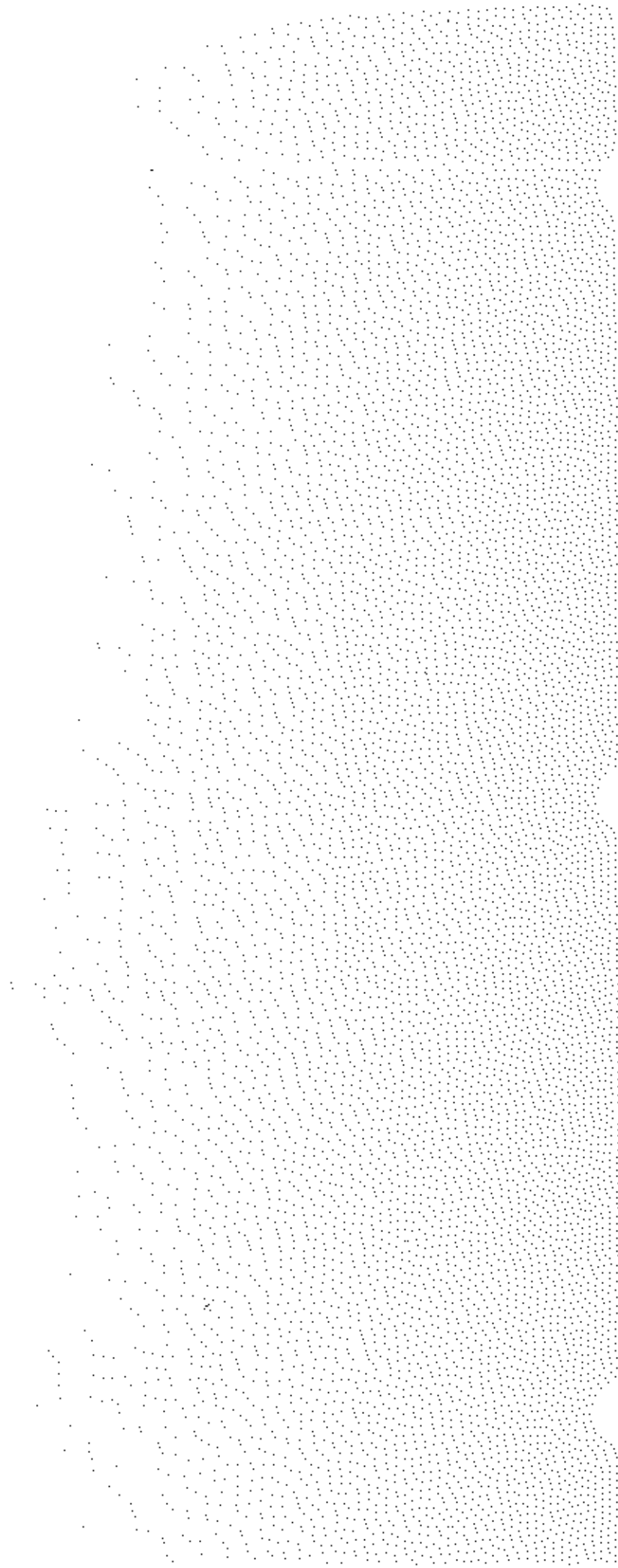
Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Town Admin Recomin	FY15 Board of Selectman	FY15 Advisory Committee
001.176.0510.5120.0000.0000	OVERTIME	\$521.05	\$900.00	\$865.59	\$1,000.00	\$1,033.00		
001.176.0510.5130.0000.0000	LONGEVITY	\$0.00	\$462.00	\$0.00	\$462.00	\$462.00		
001.176.0510.5180.0000.0000	PART-TIME SALARIES	\$22,141.08	\$23,119.00	\$10,544.75	\$23,119.00	\$23,873.00		
001.176.0510.5191.0000.0000	OTHER SALARIES	\$202.06	\$231.00	\$94.10	\$231.00	\$239.00		
SCHEDULE: PERSONAL SERVICES - 0510		\$22,864.21	\$24,712.00	\$11,604.44	\$24,812.00	\$25,607.00		
001.176.0520.5321.0000.0000	CONFERENCES/MEETINGS	\$0.00	\$100.00	\$275.00	\$100.00	\$100.00		
001.176.0520.5344.0000.0000	POSTAGE	\$1,093.74	\$1,000.00	\$149.52	\$1,000.00	\$1,000.00		
001.176.0520.5731.0000.0000	PROFESSIONAL DUES & SL	\$331.24	\$400.00	\$0.00	\$2,150.00	\$1,750.00		
SCHEDULE: PURCHASE OF SERVICES - 0520		\$1,424.78	\$1,500.00	\$424.52	\$3,250.00	\$2,850.00		
001.176.0540.5420.0000.0000	OFFICE SUPPLIES	\$287.02	\$500.00	\$399.31	\$500.00	\$300.00		
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$287.02	\$500.00	\$399.31	\$500.00	\$300.00		
Grand Total:		\$24,576.01	\$26,712.00	\$12,428.27	\$28,562.00	\$28,757.00		

End of Report

200 PUBLIC SAFETY

210
220
241
295

POLICE DEPARTMENT
FIRE DEPARTMENTS
INSPECTIONS
SHELLFISH



TOWN OF SCITUATE

FY 2015 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.

FY2015 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

The Town's general liability insurance was rebid in 2012 and FY 14 marked the second year of a new carrier, 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. With the change came significant cost savings and these savings went into increasing coverage limits or adding some new ones that the Town should have had previously.

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.

	Budget	Actual	Variance
FY 15	430,000		
FY14	430,000	370,842	YTD
FY13	495,000	383,039	\$51,900
FY12	425,000	434,939	(9,939)

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 in the process of being reviewed again to insure we are up-to-date and reflective of current market values for the 74 lines of insurance we carry.

FY 15 RISKS AND CHALLENGES

With MIIA we have a strong Loss Control Program with quarterly inspections and regular meetings of a Safety Committee. The Facilities Director and Assistant Facilities Director for the Town and School have identified a number of needed improvements and have minimized a number of risks. As building improvements are made or new equipment purchased, it is important that they be properly and timely insured and this process has already improved immeasurably in the 18 months with the new carrier.

Town of Scituate

Budget 192 Property/Liability Insurance

Fiscal Year: 2013-2014

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

From Date: 7/1/2014 To Date: 6/30/2015

Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Admin Recomin	FY15 Board of Selectman	FY15 Advisory Committee
001.192.0570.5740.0000.0000	LIABILITY/PROPERTY INSUR	\$383,039.11	\$430,000.00	\$376,669.83	\$430,000.00	\$430,000.00		
	SCHEDULE: TRANSFERS - 0570	\$383,039.11	\$430,000.00	\$376,669.83	\$430,000.00	\$430,000.00		
Grand Total:		\$383,039.11	\$430,000.00	\$376,669.83	\$430,000.00	\$430,000.00		

End of Report

**TOWN OF SCITUATE
FY 2015 BUDGET**

DEPARTMENT: POLICE

MISSION STATEMENT:

Strive to ensure public safety by providing responsive, professional police services to residents, businesses and visitors by promoting community based policing in collaboration with citizens, schools and municipal officials.

FY 2015 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS:

1. Enhance the Department's Community Policing Programs and SPaN (Scituate Police and Neighbors)
 - Strengthen existing SPaN relationships by expanding communication with liaisons, expanding the groups outreach in neighborhoods and encouraging the reporting of suspicious behavior. (First quarter)
 - Expand to include two business districts, Humarock, and the Council on the Aging COA. (First six months)
 - Promote the SPaN Program through social media. (First quarter)
2. Transition the police department's existing public school programming to a School Resource Officer (SRO).
 - Work with the Scituate Public School Administration to establish programming for the SRO. (First quarter)
 - Transition with the D.A.R.E. Officer to train the SRO for continuing necessary safety programs. (First quarter)
 - Announce the SRO Program through news outlets and social media. (First six months)
 - Solicit input from the schools and community regarding the SRO Program. (All year)
3. Research towards the Certification process.
 - Review the requirements for achieving Certification. (First six months)
 - Assemble an Accreditation team consisting of Department members. (First quarter)
 - Assign responsibilities to team members (First quarter) and have monthly meetings to ensure progress. (All year)
 - Establish timeline for accomplishments. (First six months)

TOWN OF SCITUATE

FY 2015 BUDGET

DEPARTMENT: POLICE

- Collectively work towards positive year end results for a multi-year phased approach. (All year)
4. Initiate outreach and education regarding the Police Station and the Scituate Police response needs:
- Meet with business leaders, community leaders and residents regarding the existing facility and needs. (First quarter)
 - Solicit feedback on Scituate Police Department services from the community.
 - Analyze and implement potential changes.
5. Provide support and supervision to the FACTS Program and Grant management.
- Help initiate enforcement and environmental strategies for the FACTS Program. (First quarter)
 - Participate in strategic and grant management meetings in furtherance of grant objectives. (All year)
 - Increase the Department's involvement with FACTS Program and initiatives. (First quarter-year)
6. Work with the Treasurer's Office on delinquent payments.
- Investigate delinquent payment issues for criminal responsibility. (First quarter)
 - Begin notification to delinquent persons and/or businesses. (First six months)
 - Establish protocols and strategies for handling delinquent issues in a timely manner. (Year end result)

MAJOR BUDGET COMPONENTS:

The Scituate Police Department consists of four Divisions:

- Administration
- Patrol
- Investigations
- Prosecutions/Records/Training/Communication

**TOWN OF SCITUATE
FY 2015 BUDGET**

DEPARTMENT: POLICE

FY 2015 RISKS AND CHALLENGES:

The Department is in a transition stage involving many important roles and responsibilities. The transition from Chief Brian Stewart to a new chief has gone well and remains a work in progress. Along with the Chief's replacement, the Department also has two new detectives, one of which is a Sergeant in charge of investigations and prosecutions. We have a new Prosecutor/Detective, a new Licensing Agent, and a new Sergeant. The officers assigned to these positions are attending training and preparing themselves for their new roles.

Five members of the Department have taken the Civil Service written exam in October for the two vacant Lieutenant positions. This examination process will also consist of an assessment center once the written grades are announced.

The Department is providing all dispatchers, permanent intermittent officers and other officers with 9-1-1 training to meet the new training mandates imposed on call takers. This state mandate is funded and will be met and maintained in the future.

The Municipal Police Training Council (MPTC) Refresher Training program which consists of 40 hours of training per year for all officers remains an unfunded mandate. As such, the Massachusetts Chiefs of Police Association has been pressuring law makers to fund or at least clarify their position on the training requirements. Scituate will continue to meet this mandate. The MPTC continues to provide all the necessary training classes to meet the requirements along with other beneficial training opportunities in a number of specialized fields.

The Department has started working closely with the Scituate Public Building Commission, other Town Departments, and the architectural firm hired to design a new Public Safety Building consisting of a Police Headquarters and Fire Station, including a joint dispatch and an Emergency Operations Center. This project represents a tremendous opportunity for the Department to move ahead of the limitations and current challenges that are experienced in our existing building. Every effort will be made to create a building which will move the department forward in technology, professional development, community programs and which serves as a home for and represents the quality of public safety services which the Department proudly provides.

DEPARTMENTAL ACCOMPLISHMENTS:

The Department has worked effectively with two neighborhood groups to address and resolve activity threatening the quality of life within their areas. The Department's neighborhood watch program, SPaN for Scituate Police and Neighbors has been successful in bringing neighborhoods together. This program eliminates many frustrations and misconceptions regarding police procedures and actions by communicating and working with the neighborhood to solve issues directly affecting them. The Department assigns a liaison to meet and work with group members exchanging necessary information to facilitate problem solving practices involving law enforcement issues, but also extending beyond the scope of police issues and help provide direction and suggestions to concerns which affect their neighborhoods.

TOWN OF SCITUATE FY 2015 BUDGET

DEPARTMENT: POLICE

July 3rd, 2013 was the second year of the Town's ban on bonfires. The Police Department, the Fire Department, the State Police Fire Marshall's Office, the Board of Selectmen, and the Town Administrator worked together to communicate the ban and explain the acceptable procedures for smaller, safer campfires. These efforts resulted in the safest and quietest July 3rd-July 4th celebration in over 30 years. The Department received positive feedback from residents in the beach areas regarding the smaller campfires. Many felt the campfires created an environment more conducive to family activities and celebrations as opposed to the attractive nuisances which the bonfires had come to represent over the years.

The Department continues to enjoy the success of the Old Colony Police Anti-Crime Task Force (OCPAC). Together with neighboring towns, partnerships with Federal Law Enforcement and the State Police, the Department has worked to employ strategies to help combat and reverse the trend of dangerous drug use. In early 2013, members of this Department began an investigation with OCPAC, and the Weymouth Police Drug Control Unit into drug distribution in Weymouth, but directly impacting supplies in Scituate. After a one month investigation and search warrant, an ex-Scituate resident was arrested and charged with gun and drug charges that carry a minimum mandatory sentence of up to 15 years in state prison. This person was a major source of supply of cocaine, opiates, bath salts and MDMA into Scituate.

The Department now has a drug take back receptacle in the station lobby thanks to the Plymouth County District Attorney's Office, the Plymouth County Sheriff's office and the Scituate Health Services.

The Department's K-9 program has completed "Patrol and Drug Training".

The Department has two officers in the full time Academy who will graduate in February and two officers will begin their full time training in March. The Department currently has five part time officers and one opening for a full time position.

The storms earlier in the year posed some unique challenges for the Police Department. The storms proved the value of the Department's recent acquisition of Army surplus equipment. The Department, working with the Scituate Fire Department, safely evacuated dozens of residents from dangerous flooding situations and enabled emergency response to medical evacuations in areas which were otherwise inaccessible.

The Department is working on its professional development needs. Training needs are being determined and matched to officer's interests and expertise to create opportunities of personal as well as professional development.

**TOWN OF SCITUATE
FY 2015 BUDGET**

DEPARTMENT: POLICE

Description of Revenue	FY/12	FY/13	FY/14	FY/15	Comments
Pedestrian Safety Grant	N/A	N/A	3,000.00		
F-911 Training Grant	5,288.00	10,000.00	28,000.00	10,000.00	
E-911 Comm. Center Support Grant	35,000.00	36,000.00	36,000.00	36,000.00	
Underage Alcohol Enforcement Grant	5,000.00	N/A	5,000.00		
Domestic Violence Grant	N/A	1,750.00	883.00	1,750.00	Reimburses hours spent at Meetings
Detail Administration Fees	25,765.00	20,497.00	12,486.00	25,000.00	
Insurance Restitution LD!	22,648.00	3,400.00	1,400.00		Reimbursements from Insurance Carrier
Firearm Perm't Fees	2,637.00	6,837.00	7,412.00		Town 1/3 portion
Copeland Family Foundation	5,000.00	5,000.00	5,000.00	5,000.00	Yearly donation received for drug education
Rotary DARE Gift	1,500.00	2,000.00		2,000.00	No monies received for FY14 to date
Report Request Fees	1,072.00	1,020.00	315.00	1,000.00	
K9 Donations	9,776.00	1,250.00			
Court Restitution Fees	891.00	1,036.00	845.00		
Non Criminal M Possession 94C	1,200.00	300.00	100.00		
Property Room-Unclaimed Property	56.74	N/A	504.82		
Court Fines	3,737.00	1,100.00			
Animal Control Fines	400.00	100.00	125.00		Leash Law violations
Town By-law Violations	N/A	N/A	200.00		
Parking Ticket Fines		28,520.00	6,635.00		Collection by J. Brady Deputy Collector

POLICE DEPARTMENT COMPARATIVE BUDGET ANALYSIS

Town	Personnel		Total Budget		Personal Services		Operational		Capital Budget		
	Positions	FTE	Amount	% of Total	Amount	% of Total	Amount	% of Total	Amount	% of Total	
Schaute FY '14	(1) Chief										
	(3) LTs										
	(6) Sgts										
	(20) Officers										
	(2) Detectives										
	(1) DARE										
	(1) K-9										
	(3) PT Dispatch										
	(3) PT Dispatch										
	(2) PT Civilian										
		33	\$ 3,513,452.00	59%	\$ 3,140,287.00	89%	\$ 255,165.00	8%	\$ 108,008.00	3%	
Cohasset FY '14	(1) Chief										
	(1) Dep. Chief										
	(4) LTs										
	(4) LT Detective										
	(4) Sgts										
	(9) Officers										
	(1) Detective										
	(1) K-9										
	(1) Civilian										
			18	\$ 7,047,667.00	81%	\$ 1,650,667.00	16%	\$ 322,000.00	15%	\$ 70,000.00	3%
Hanover FY '14	(1) Chief										
	(2) LTs										
	(5) Sgts										
	(17) Officers										
	(2) Detectives										
	(2) PT Civilian										
			29	\$ 3,425,555.00	91%	\$ 3,107,369.00	91%	\$ 267,186.00	6%	\$ 114,000.00	3%
	Hingham FY '14	(1) Chief									
		(1) Dep. Chief									
		(5) LTs									
(7) Sgts											
(30) Officer											
(3) Detectives											
(2) DARE/SRO											
(1) K-9											
(3) Civilian											
			49	\$ 4,960,727.00	89%	\$ 4,411,314.00	89%	\$ 307,600.00	6%	\$ 211,557.00	4%
Hull FY '14	(1) Chief										
	(1) Captain										
	(5) Sgts										
	(17) Officers										
	(2) Detectives										
	(1) K-9										
			26	\$ 2,628,033.00	92%	\$ 2,430,483.00	92%	\$ 106,650.00	5%	\$ 60,900.00	2%

*Unless Operating Line Item reflects allocation for dispatching services through SPP-C

Town of Scituate

Budget 210 Police Department

Fiscal Year: 2013-2014

From Date: 7/1/2014

To Date: 6/30/2015

Definition: FY15 Completed Budget

Print accounts with zero balance

Round to whole dollars

Account on new page

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Admin Recomm	FY15 Board of Selectman	FY15 Advisory Committee
001.210.0510.5110.0000.0000	REGULAR SALARIES	\$2,122,865.52	\$2,230,724.00	\$1,025,159.04	\$2,217,201.00	\$2,385,314.00		
001.210.0510.5125.0000.0000	OVERTIME	\$52,174.84	\$330,423.00	\$246,231.93	\$339,526.00	\$350,550.00		
001.210.0510.5130.0000.0000	LONGEVITY	\$94,588.94	\$28,175.00	\$10,725.00	\$25,850.00	\$25,850.00		
001.210.0510.5140.0000.0000	FIDUCIARY INCENTIVE	\$288,125.04	\$260,906.00	\$141,800.83	\$284,539.00	\$293,093.00		
001.210.0510.5150.0000.0000	FIDUCIARY PAY	\$82,532.60	\$91,063.00	\$37,729.97	\$91,900.00	\$96,545.00		
001.210.0510.5160.0000.0000	SHIFT DIFFERENTIAL	\$65,988.45	\$78,897.00	\$29,227.31	\$72,835.00	\$74,985.00		
001.210.0510.5170.0000.0000	SPECIAL EMPLOYEE	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00		
001.210.0510.5172.0000.0000	SICK LEAVE BUY BACK	\$9,500.00	\$1,500.00	\$0.00	\$1,000.00	\$1,000.00		
001.210.0510.5180.0000.0000	PAIR TIME SALARIES	\$25,344.22	\$37,425.00	\$10,327.31	\$37,425.00	\$37,425.00		
001.210.0510.5190.0000.0000	SEASONAL SALARIES	\$6,840.00	\$36,000.00	\$2,500.80	\$10,600.00	\$48,600.00		
001.210.0510.5191.0000.0000	OTHER SALARIES	\$990.89	\$2,076.00	\$630.61	\$1,993.00	\$1,944.00		
	SCHEDULE: PERSONAL SERVICES - 0510	\$3,248,978.50	\$3,140,287.00	\$1,513,133.68	\$3,125,529.00	\$3,320,446.00		
001.210.0520.5211.0000.0000	ELECTRICITY	\$230.06	\$150.00	\$122.75	\$150.00	\$150.00		
001.210.0520.5213.0000.0000	NATURAL GAS	\$0.00	\$200.00	\$0.00	\$200.00	\$200.00		
001.210.0520.5241.0000.0000	OFFICE MACHINE MAINT	\$2,573.01	\$21,500.00	\$16,729.38	\$27,245.00	\$27,245.00		
001.210.0520.5242.0000.0000	REPAIRS MAINT PROPS/QUIP	\$48,109.31	\$26,650.00	\$18,847.45	\$27,000.00	\$27,000.00		
001.210.0520.5245.0000.0000	VEHICLE SERVICE	\$0.00	\$0.00	\$0.00	\$22,500.00	\$18,000.00		
001.210.0520.5271.0000.0000	RENTALS EQUIP/FACILITIES	\$17,184.60	\$14,490.00	\$0,325.00	\$14,490.00	\$14,490.00		
001.210.0520.5268.0000.0000	TRAINING	\$14,225.43	\$12,900.00	\$12,897.75	\$11,000.00	\$11,000.00		
001.210.0520.5269.0000.0000	TECHNICAL SERVICES	\$12,000.00	\$0.00	\$0.00	\$14,480.00	\$14,480.00		
001.210.0520.5311.0000.0000	SUPPORT SERVICES	\$25,338.63	\$15,500.00	\$11,568.73	\$13,845.00	\$13,845.00		
001.210.0520.5321.0000.0000	CONFERENCES/MEETINGS	\$0.00	\$1,600.00	\$0.00	\$5,000.00	\$5,000.00		
001.210.0520.5344.0000.0000	POSTAGE	\$977.48	\$1,000.00	\$276.00	\$1,000.00	\$1,426.00		

Town of Scituate

Budget 210 Police Department

Fiscal Year: 2013-2014

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

From Date: 7/1/2014 To Date: 6/30/2015

Definition: FY15 Completed Budget

Account

Description

FY13 Expended

FY14 Approp.

FY14 Expended to Date

FY15 Dept Request

FY15 Town Admin Recomm

FY15 Board of Selectman

FY15 Advisory Committee

Account	Description	FY13 Expended	FY14 Approp.	FY14 Expended to Date	FY15 Dept Request	FY15 Town Admin Recomm	FY15 Board of Selectman	FY15 Advisory Committee
001 210 0520 5591 0000 10000	LAUNDRY SERVICE	\$11,800.00	\$12,400.00	\$8,200.00	\$12,400.00	\$12,400.00		
001 210 0520 5711 0000 0000	MILEAGE REIMBURSEMENT	\$2,004.40	\$3,200.00	\$81.39	\$2,700.00	\$2,700.00		
001 210 0520 5731 0000 0000	PROFESSIONAL DUES & FEES	\$3,357.50	\$5,680.00	\$560.00	\$5,650.00	\$5,650.00		
SCHEDULE: PURCHASE OF SERVICES - 0520		\$133,300.42	\$145,140.00	\$78,508.46	\$157,666.00	\$153,160.00		
001 210 0540 5420 0000 0000	OFFICE SUPPLIES	\$4,671.92	\$8,000.00	\$3,716.72	\$7,850.00	\$7,850.00		
001 210 0540 5423 0000 0000	SPECIAL AGENCY SUPPLIES	\$3,955.89	\$10,775.00	\$8,496.10	\$8,600.00	\$8,600.00		
001 210 0540 5425 0000 0000	PRINTING & FORMS	\$0.00	\$0.00	\$0.00	\$800.00	\$800.00		
001 210 0540 5451 0000 0000	CLEANING SUPPLIES	\$759.45	\$100.00	\$162.24	\$760.00	\$760.00		
001 210 0540 5480 0000 0000	VEHICLE SUPPLIES	\$0.00	\$24,500.00	\$10,401.97	\$24,000.00	\$24,000.00		
001 210 0540 5481 0000 0000	FUELS & LUBRICANTS	\$98,623.19	\$76,250.00	\$44,524.21	\$80,000.00	\$80,000.00		
001 210 0540 5500 0000 0000	MEDICAL SUPPLIES	\$23.27	\$1,400.00	\$187.98	\$800.00	\$800.00		
001 210 0540 5531 0000 0000	CLOTHING	\$17,108.92	\$19,000.00	\$11,141.29	\$20,000.00	\$20,000.00		
SCHEDULE: MATERIALS & SUPPLIES 0540		\$125,160.63	\$138,025.00	\$78,830.51	\$142,610.00	\$142,610.00		
001 210 0580 5551 0000 0000	EQUIPMENT	\$74,929.29	\$120,000.00	\$102,261.31	\$122,000.00	\$122,000.00		
SCHEDULE: CAPITAL OUTLAY - 0580		\$74,929.29	\$120,000.00	\$102,261.31	\$122,000.00	\$122,000.00		
001 210 0900 5200 0000 0000	Police PY Encum 5200	\$280.95	\$2,257.57	\$1,466.51	\$0.00	\$0.00		
001 210 0900 5400 0000 0000	Police PY Encum 5400	\$0.00	\$175.50	\$0.00	\$0.00	\$0.00		
001 210 0900 5500 0000 0000	Police PY Encum 5500	\$33,489.28	\$0.00	\$0.00	\$0.00	\$0.00		
SCHEDULE: PRIOR YEAR ENCUMBRANCES - 0900		\$33,730.23	\$2,443.07	\$1,466.51	\$0.00	\$0.00		
Grand Total:		\$3,595,119.07	\$3,515,896.07	\$1,772,020.47	\$3,547,799.00	\$3,738,216.00		

End of Report

TOWN OF SCITUATE
FY 2015 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 their lives and property through fire protection and education, emergency medical and rescue services, fire suppression, emergency medical dispatch and emergency management.

FY 2015 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

Goal I: Create a manual for the operation of an emergency shelter

February, 2014

1. Define all job descriptions
2. Designate a separate area for tools
3. Develop a transportation plan
4. Recruit additional volunteers

Goal II: Reorganize and condense records

October, 2014

1. Obtain updated Commonwealth of Massachusetts Municipal Records Manual
2. Review currently stored records and properly dispose of records not required to be retained
3. Condense file cabinets and stored file boxes to free up much needed space for future records

Goal III: Review and implement, if applicable, results of the Fire Staffing and Management Analysis performed by BSCI.

December, 2014

1. Share recommendations with command staff and personnel.
2. Develop time frame for what is workable, possible and achievable.
3. Implement changes and monitor their progress.

Goal IV: To continue working with Town officials regarding the public facilities plan.

Ongoing

1. Work with architect concerning public safety needs
2. Solicit input from Fire Department staff to determine needs
3. Work with other Chiefs who have recently constructed new facilities to determine what benefits and challenges they have faced.
4. Continue to attend all meetings concerning this project.

Goal V: Improve inter Departmental communications

Ongoing

1. Hold monthly command staff meetings.
2. Meet monthly with union officers.
3. Identify impediments to effective operations in contract, regulations and standard operating procedures.

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, permitting and inspections.

Programs: SAFE, CERT, CPR and First aid classes.

TOWN OF SCITUATE

FY 2015 BUDGET

DEPARTMENT: FIRE

FY 2015 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. The two new firefighters who were selected in September will not start until March 3, in preparation for attending the Academy on March 24, creating additional overtime in the interim.

Since meeting the requirements of the narrow banding Federal mandate, the Department has been having challenges with radio reception in some areas of town. Narrow banding reduces the width of a frequency's wavelength thereby creating more space for future frequencies. Narrow banding reduces the radios input/output by approximately one third. To combat this deficiency, the Department has replaced the antennas at the Town Hall and Headquarters. The new antennas have improved the radio reception somewhat. More will need to be done to bring the quality of reception to acceptable levels. A new repeater will be needed to replace the existing 20-year old repeater in FY15.

DEPARTMENTAL ACCOMPLISHMENTS

Last winter Scituate experienced three major storms. These storms had devastating impact to the Town causing major flooding, substantial road and property damage and long-term power outages. Throughout these events the members of the Department performed their duties admirably. The fact that there were no storm related fatalities during any of these events is a credit to the work performed, not only to the fire department, but to all the Town Departments who participated.

The Shelter at the Scituate High School was opened for all three storms. The shelter operations were successful with the assistance of the numerous workers and volunteers who put in long hours.

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.

We hired two firefighter/paramedics. They will join the Department on March 3.

Five members of the Department were honored at the annual Commonwealth of Massachusetts Executive Office of Public Safety and Security Firefighter of the Year ceremonies for their courageous and successful efforts to rescue a Marshfield firefighter who was trapped under a collapsed roof at a fire in Humarock.

The apron in front of Headquarters has been re-paved.

We conducted a teen CERT (Citizens Emergency Response Team) class for 20 high school students in May. The response from the students was that the class was outstanding.

We received funding to purchase an aerial device. This new piece of apparatus enables firefighter to accomplish complex fire ground operations with limited manpower. The current ladder truck is being replaced as it is over 26 years old.

Town of Scituate

Budget 220 Fire Department

Fiscal Year: 2013-2014

From Date: 7/1/2014

To Date: 6/30/2015

Definition: FY15 Completed Budget

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

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Request	FY15 Admin Recomm	FY15 Board of Selectman	FY15 Advisory Committee
001.220.0510.5110.0000.0000	REGULAR SALARIES	\$3,046,289.54	\$3,164,242.00	\$1,449,875.84	\$3,155,268.00	\$3,163,265.00		
001.220.0510.5120.0000.0000	OVERTIME	\$586,631.06	\$520,726.00	\$381,753.83	\$555,931.00	\$656,931.00		
001.220.0510.5121.0000.0000	OVERTIME-TRAINING	\$39,043.90	\$60,000.00	\$21,089.37	\$67,500.00	\$67,500.00		
001.220.0510.5130.0000.0000	LONGEVITY	\$31,199.50	\$33,950.00	\$19,605.00	\$33,760.00	\$33,760.00		
001.220.0510.5140.0000.0000	EDUCATIONAL INCENTIVE	\$24,279.00	\$20,120.00	\$23,429.50	\$24,084.00	\$24,084.00		
001.220.0510.5150.0000.0000	HOLIDAY PAY	\$124,119.06	\$131,164.00	\$56,665.56	\$131,197.00	\$131,176.00		
001.220.0510.5160.0000.0000	SHIFT DIFFERENTIAL	\$4,400.04	\$3,700.00	\$1,399.05	\$3,500.00	\$3,500.00		
001.220.0510.5170.0000.0000	S.A.F.E. Program	\$7,401.62	\$5,000.00	\$10,120.13	\$5,000.00	\$5,000.00		
001.220.0510.5172.0000.0000	SICK LEAVE BUY BACK	\$900.00	\$0.00	\$825.00	\$3,750.00	\$3,750.00		
001.220.0510.5173.0000.0000	EMERGENCY MANAGEMENT	\$2,816.77	\$2,750.00	\$115.47	\$5,000.00	\$5,000.00		
001.220.0510.5180.0000.0000	PART-TIME SALARIES	\$5,662.50	\$15,500.00	\$1,803.00	\$35,000.00	\$35,000.00		
001.220.0510.5190.0000.0000	OTHER SALARIES	\$1,919.86	\$8,424.00	\$185.84	\$5,336.00	\$5,350.00		
001.220.0510.5191.0000.0000	OTHER SALARIES	\$3,814,251.64	\$3,959,966.00	\$1,975,866.89	\$4,014,726.00	\$4,023,076.00		
SCHEDULE: PERSONAL SERVICES - 0510								
001.220.0520.5210.0000.0000	ELECTRICITY	\$18,097.98	\$18,000.00	\$6,312.66	\$18,000.00	\$18,000.00		
001.220.0520.5213.0000.0000	NATURAL GAS	\$7,837.90	\$10,000.00	\$865.07	\$10,000.00	\$8,000.00		
001.220.0520.5231.0000.0000	WATER/SEWER	\$295.00	\$0.00	\$0.00	\$0.00	\$0.00		
001.220.0520.5241.0000.0000	OFFICE MACHINT MAINT	\$24,389.64	\$20,000.00	\$9,975.98	\$20,000.00	\$20,000.00		
001.220.0520.5242.0000.0000	REPAIR/MAINT FIRE/VEHIC	\$17,187.20	\$21,000.00	\$4,713.37	\$21,000.00	\$19,500.00		
001.220.0520.5246.0000.0000	VEHICLE SERVICE	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00		
001.220.0520.5300.0000.0000	TECHNICAL SERVICES	\$2,120.00	\$2,500.00	\$0.00	\$2,500.00	\$2,300.00		
001.220.0520.5311.0000.0000	SUPPORT SERVICES	\$20,313.00	\$19,400.00	\$11,402.80	\$19,400.00	\$19,400.00		
001.220.0520.5311.0000.0000	CONFERENCE/MEETINGS	\$2,265.13	\$1,600.00	\$669.00	\$2,500.00	\$2,200.00		
001.220.0520.5340.0000.0000	BINDING & PRINTING	\$635.34	\$600.00	\$0.00	\$900.00	\$900.00		

Town of Scituate

Budget 220 Fire Department

Fiscal Year: 2013-2014

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

From Date: 7/1/2014 To Date: 6/30/2015

Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Admin Recomm	FY15 Town Selectman	FY15 Advisory Committee
001 220 0520 5344 0000 0000	POSTAGE	\$180.00	\$500.00	\$184.00	\$500.00		\$525.00	
001 220 0520 5731 0000 0000	PROFESSIONAL DUES & SA	\$1,519.00	\$1,300.00	\$788.00	\$1,600.00		\$1,520.00	
SCHEDULE: PURCHASE OF SERVICES - 0520		\$1,699.00	\$1,800.00	\$972.00	\$1,600.00		\$1,520.00	
001 220 0510 5420 0000 0000	OFFICE SUPPLIES	\$3,458.75	\$2,000.00	\$815.67	\$2,000.00		\$2,000.00	
001 220 0540 5423 0000 0000	SPECIAL AGENCY SUPPLIES	\$3,833.18	\$4,800.00	\$4,072.88	\$4,800.00		\$8,000.00	
001 220 0540 5430 0000 0000	BUILDING SUPPLIES	\$5,033.71	\$3,200.00	\$2,894.78	\$3,200.00		\$3,200.00	
001 220 0540 5431 0000 0000	EQUIPMENT PARTS	\$59,781.61	\$65,000.00	\$35,993.40	\$65,000.00		\$63,000.00	
001 220 0540 5451 0000 0000	CLIPPING SUPPLIES	\$6,792.00	\$6,000.00	\$3,713.71	\$6,900.00		\$6,800.00	
001 220 0540 5461 0000 0000	FUELS & LUBRICANTS	\$47,256.74	\$45,500.00	\$21,173.16	\$47,500.00		\$47,500.00	
001 220 0540 5466 0000 0000	MEDICAL SUPPLIES	\$23,821.44	\$26,000.00	\$11,454.14	\$28,500.00		\$26,000.00	
001 220 0540 5481 0000 0000	CLOTHING	\$57,345.75	\$62,500.00	\$30,277.92	\$62,500.00		\$67,000.00	
001 220 0540 5702 0000 0000	EMERGENCY MANAGEMENT	\$319.49	\$750.00	\$0.00	\$750.00		\$750.00	
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$297,712.67	\$215,750.00	\$118,345.72	\$220,500.00		\$219,250.00	
001 220 0580 5851 0000 0000	EQUIPMENT	\$0.00	\$5,000.00	\$2,238.99	\$27,000.00		\$0.00	
SCHEDULE: CAPITAL OUTLAY - 0580		\$0.00	\$5,000.00	\$2,238.99	\$27,000.00		\$0.00	
Grand Total:		\$4,176,223.50	\$4,273,116.00	\$2,130,564.58	\$4,368,728.00		\$4,332,671.00	

End of Report

**TOWN OF SCITUATE
FY 2015 BUDGET**

DEPARTMENT: INSPECTIONS 241

MISSION STATEMENT:

The mission of the Scituate Inspections Department is to ensure the 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 floodplain regulations. In addition, the Inspections Department is charged with enforcing the Town of Scituate Zoning Bylaw and applicable General Bylaws.

FY 2015 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

GOAL: Assist Town departments and agencies involved with development with required building code regulations and statutes.

Objectives:

1. Encourage communication with the Development Review Team when projects are first contemplated. (July to September 2014)
2. Review preliminary building plans and provide comments to involved parties. (FY 15)
3. Clearly communicate applicable regulations, departments having jurisdiction and procedures to be followed during the permitting process, construction phase and completion. (FY 15)

GOAL: Provide opportunities for senior volunteers and student interns to maintain current level of excellent customer service and assist staff.

Objectives:

1. Coordinate with SHS to advise them of opportunities for student interns and community service opportunities. (September 2014)
2. Provide work opportunities and in-office training for senior volunteer program participants to ease workload on staff. (FY 15)
3. Allow to work with other departments to encourage replication in their offices. (FY 15)

GOAL: Implement new permitting software to streamline the permitting process.

Objectives:

1. Implement online permitting for projects such as roofing, siding, demolition, temporary storage containers etc. (January to May 2014)

**TOWN OF SCITUATE
FY 2015 BUDGET**

DEPARTMENT: INSPECTIONS 241

2. Train field inspectors in the use of tablets to digitally enter inspection reports (this time consuming chore is currently performed by office staff. (January to May 2014)
3. Cooperate with all departments involved in the permitting process encouraging them to provide timely pertinent information during the permit application period. (FY 15)

GOAL: Provide knowledge based technical assistance to coastal residents.

Objectives:

1. Communicate with local, state and federal officials and community groups involved in coastal issues to stay abreast of current issues and trends. (FY 15)
2. Provide flood plain location verification certificates to homeowners based on latest technology and up to date information. (FY 15)
3. Assist Planning and ConCom with FEMA flood mitigation elevation program and CRS program with community outreach programs. (FY 15)
4. Provide office staff with Flood Plain training opportunities to include disaster response.
(FY 15)

GOAL: Improve overall zoning enforcement

Objectives:

1. Work with the Scituate Police department under the guidance of the Police Chief to create a citation form to impose fines that is acceptable to Hingham District Court.
(FY15)
2. Review general bylaw to make sure ticketing is authorized and appropriate fine levied.
(FY15)
3. Review zoning bylaw to clarify "gray" areas such as the home occupation provision.
(FY 15)

TOWN OF SCITUATE

FY 2015 BUDGET

DEPARTMENT: INSPECTIONS 241

MAJOR BUDGET COMPONENTS

It is the responsibility of the Inspections Department to review all submitted 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 addition, we conduct comprehensive safety inspections of all apartment buildings, schools, nightclubs, restaurants, churches, social clubs and all other places of public assembly as required by the State Building Code.

We promote flood mitigation with resulting protection of life and property by enforcing FEMA regulations adopted by the State Building Code as well as participate in the FEMA Elevation Grant Program and CRS flood mitigation outreach program.

We assist homeowners, real estate agents, builders, architects, engineers, lawyers, prospective homeowners and the public at large on matters regarding land use, State Building Code regulations, FEMA regulations and zoning regulations.

This year, the Inspections Department is requesting a 10 hour clerk without benefits to assist with the current and anticipated increase in new construction in FY 15. We are also requesting a fulltime (35 hour) assistant Building Inspector. The current increase in the Inspection's Department workload is due to an FY 14 spike in building activity including 102 Chapter 40b units and recent changes in FEMA maps and regulations resulting in as many as 2000 requests for information from our office in the past several months. In addition, there are several recently approved subdivisions and several proposed projects which may add nearly 200 dwellings in the near future. Starting the first week of December 2013, the Town Administrator approved a 10 hour a week clerk to assist with the backlog of paper work resulting from the additional workload.

Expenditures: Over 90% of the Inspections Department budget is for essential personnel. Five of the six Inspectors are paid by the inspection and receive no benefits from the Town.

FY 2015 RISKS AND CHALLENGES

Of great concern to the Inspection's Department is the recent increase in the number and severity of severe coastal storms. Since 2010 there have been three major events resulting in extensive property damage. In the aftermath of these storms our ability to perform required daily tasks, which are steadily increasing as the economy improves, is strained to the limit. Our first priority is public safety and unfortunately these storms require us to push other important tasks to the back burner. We are still dealing with reconstruction from last winter's two major storms and hope for a quiet year ahead.

As most are aware, the recent FEMA re-mapping of Scituate coupled with the potentially devastating financial effects of the Biggert-Waters Act on coastal residents has put overwhelming demands on the Inspection's Department staff. Although there may be some temporary relief on the way from Congress, significant changes lay ahead for coastal residents as sea levels rise and budget constraints

TOWN OF SCITUATE

FY 2015 BUDGET

DEPARTMENT: INSPECTIONS 241

erode the willingness to subsidize flood insurance for flood prone properties. The Inspection's Department will continue to be "ground-zero" for coastal residents seeking advice and guidance.

The Inspection's Department is looking forward to implementing new permitting software in FY 15. The new software will facilitate online permitting and greatly increase efficiency when fully implemented. Success of the software is in great part contingent on training field inspectors in the use of tablets to enter the results of their inspections saving hours of staff data entry. This will be challenging since none of them are paid regular hours at Town Hall.

Perhaps the greatest challenge to the Inspection's department in FY 15 will come from the workload which will be created by the permitting of over 100 residential units in two chapter 40b developments and the recent spike in new dwellings (see "new dwelling chart") and proposed subdivisions currently in front of the Planning Board. To that end, additional Inspectional services staffing in FY 15 has been requested.

The Building Commissioner on a daily basis makes decisions involving land use. Many of these decisions are challenging requiring a complex analysis of proposals for the development 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, we have reached out to the Scituate High School career's internship program and to the Senior tax abatement program. In FY 13 we had a Scituate High School intern working with us a few hours a week and two seniors who were of great assistance in helping us keep ahead of our ever increasing workload. It is very gratifying to be able to provide this opportunity to these deserving individuals.
2. Successfully completed requirements of CRS program, which provides a 10% discount to homeowners with Flood Insurance, by participating in community outreach efforts and providing elevation certificates and other required data to CRS Coordinator. We continue to work with the Town Planner and Conservation Commission to mitigate coastal storm damage by elevating susceptible structures with FEMA grant money.
3. Inspection's Department staff assisted as many as 2000 coastal residents who visited the office over a period of several months requesting information regarding recent FEMA map changes and the Biggert-Waters legislation and the effect on their property. We provided written and verbal map determinations to well over a thousand residents and advised them on insurance and mitigation issues spending an average of 10 to 20 minutes with each resident. The department is proud to have provided outstanding, knowledge based service to the coastal residents of Scituate and continues to do so.

TOWN OF SCITUATE
FY 2015 BUDGET

DEPARTMENT: INSPECTIONS 241

Description of Revenue	FY/12	FY/13	FY/14	FY/15	Comments
Certificate of inspections	\$520.00	\$750.00	\$560.00	\$800.00	
Building Permits	\$235,425.00	\$394,608.00	\$171,005.00	\$340,000.00	
Gas & Plumbing Permits	\$38,355.00	\$50,755.00	\$26,765.00	\$50,000.00	
Sealer of W&M	\$4,445.00	\$7,855.00	\$2,625.00	\$7,000.00	
Wire Permits	\$36,973.00	\$42,825.00	\$26,070.00	\$50,000.00	
Certificate of Occupancy	\$1,290.00	\$2,290.00	\$1,170.00	\$2,500.00	
Total:	\$337,008.00	\$499,093.00	\$278,195.00	\$450,300.00	

Inspections Benchmark Communities

Hanover Building Dept		781-826-6400	
Building Permits	FY/13 Budget	Staffing	Hours
540	\$680,000	Building Comm	35
	Combined	Secretary	35
Population		Wiring Inspector	24
13,875		Local Bldg Insp	19
		P&G Inspectors	19
		Total Reg hours	132
Hull Building Dept		781-925-1330	
Building Permits	FY/13 Budget	Staffing	Hours
500	\$181,194	Building Comm	35
	(\$10,000 revolving fund)	Building Inspector	35
		Secretary	35
Population		Wiring Inspector	Per inspection
11,843		P&G Inspectors	Per inspection
		Total Reg hours	105
Marshfield Building Dept		781-834-5555	
Building Permits	FY/13 Budget	Staffing	Hours
1,311	\$204,263	Building Comm	40
		Secretary	37.5
Population		Clerk	12
24,300		Wiring Inspector	20
		Local Bldg Insp	40
		P&G Inspectors	40
		Total Reg Hours	189.50

Inspections Benchmark Communities

Abington Building Dept	781-982-2105		
Building Permits	FY/13 Budget	Staffing	Hours
408	166,605	Building Comm	35
		Secretary	35
Population		Secretary	
10,909		Wiring Inspector	Per Inspection
		P&G Inspectors	Per Inspection
		Total Reg Hours	70
Cohasset Building Dept	781-383-4112		
Building Permits	FY/13 Budget	Staffing	Hours
464	187,108	Building Comm	40
	Combined	Secretary	20
		Wiring Inspector	20
Population		P&G Inspectors	Per Inspection
7,261		Asst. Wire Insp	Per Inspection
		Total Reg Hours	90
Kingston Building Dept	781-585-0505		
Building Permits	FY/13 Budget	Staffing	Hours
378	8124,763	Building Comm	35
	(with revolving fund)	Secretary	35
Population		Wiring Inspector	Per Inspection
12,208		P&G Inspectors	Per Inspection
		Total Reg Hours	70

Inspections Benchmark Communities

Norwell Building Dept	781-659-8018		
Building Permits	FY/13 Budget	Staffing	Hours
305	\$165,192	Building Comm	33.5
		Secretary	37.5
Population		Wiring Inspector	Per Inspection
10,900		P&G Inspectors	Per Inspection
		Total Reg Hours	71
Rockland Building Dept	781-871-0596		
Building Permits	FY/13 Budget	Staffing	Hours
584	\$155,000	Building Comm	35
		Secretary	35
Population		Wiring Inspector	20
17,914		Local Bldg Insp	10
		P&G Inspectors	20
		Total Reg Hours	120

Notes: Scituate, Marshfield and Hull are the only benchmark communities with significant coastal responsibilities. Historically, Scituate has had more repetitive loss properties than either community neither of which has an elevation grants program. Both Marshfield and Hull employ two fulltime building inspectors. Hingham has three fulltime building inspectors.

Inspections Benchmark Communities

Scituate Building Dept	781-545-8716		
Building Permits	FY/13 Budget	Staffing	Hours
833	\$229,359	Building Comm	35
		Secretary	35
Population		Secretary	16
18,000		Clerk	10
		Wiring Inspector	15
		Local Bldg Insp	Per Inspection
		P&G Inspectors	Per Inspection
		Wiring Inspector	Per Inspection
		Total Reg Hours	111
Duxbury Building Dept	781-934-1106		
Building Permits	FY/13 Budget	Staffing	Hours
626	\$418,261	Building Comm	37.5
	Combined	Secretary	75
Population		Secretary	19
15,582		Wiring Inspector	18
		Local Bldg Insp	18
		P&G Inspectors	20
		Total Reg Hours	187.5
Hingham Building Dept	781-741-1420		
Building Permits	FY/13 Budget	Staffing	Hours
964	\$689,244	Building Comm	35
	Combined	Secretary	35
Population		Wiring Inspector	35
22,973		Local Bldg Insp	70
		P&G Inspectors	35
		Total Reg Hours	210

Town of Scituate

Budget 241 Inspections

Fiscal Year: 2013-2014

From Date: 7/1/2014

To Date: 6/30/2015

Print accounts with zero balance

Round to whole dollars

Account on new page

Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Town Admin Reconn	FY15 Board of Selectman	FY15 Advisory Committee
001 241 0510 5110 0000 0000	REGULAR SALARIES	\$119,285.38	\$119,883.00	\$57,296.05	\$124,286.00	\$181,338.00		
001 241 0510 5130 0000 0000	LONGEVITY	\$1,700.00	\$2,088.00	\$1,700.00	\$2,188.00	\$2,188.00		
001 241 0510 5172 0000 0000	SICK LEAVE BUY BACK	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00		
001 241 0510 5180 0000 0000	PAID TIME SALARIES	\$80,058.12	\$92,824.00	\$30,022.80	\$98,749.00	\$102,498.00		
001 241 0510 5191 0000 0000	OTHER SALARIES	\$932.39	\$1,394.00	\$463.63	\$1,403.00	\$1,611.00		
SCHEDULE: PERSONAL SERVICES 0510		\$195,016.39	\$216,689.00	\$98,474.48	\$226,626.30	\$288,133.00		
001 241 0520 5242 0000 0000	REPAIR/MAINT PROGRAMS	\$360.15	\$650.00	\$0.00	\$650.00	\$600.00		
001 241 0520 5321 0000 0000	CONFERENCES/MEETINGS	\$1,616.70	\$1,850.00	\$571.92	\$1,850.00	\$1,700.00		
001 241 0520 5344 0000 0000	POSTAGE	\$146.95	\$275.00	\$67.64	\$275.00	\$225.00		
001 241 0520 5371 0000 0000	MILEAGE REIMBURSEMENT	\$9,449.20	\$6,100.00	\$2,098.40	\$6,100.00	\$7,000.00		
001 241 0520 5731 0000 0000	PROFESSIONAL FEES & SL	\$808.00	\$475.00	\$412.00	\$475.00	\$625.00		
SCHEDULE: PURCHASE OF SERVICES 0520		\$9,178.70	\$9,550.00	\$3,149.96	\$9,550.00	\$10,150.00		
001 241 0540 5420 0000 0000	OFFICE SUPPLIES	\$100.64	\$600.00	\$381.61	\$600.00	\$600.00		
001 241 0540 5423 0000 0000	SOFTWARE AGENCY SUPPLIE	\$730.19	\$300.00	\$350.94	\$300.00	\$350.00		
001 241 0540 5425 0000 0000	PRINTING & FORMS	\$0.00	\$200.00	\$0.00	\$250.00	\$150.00		
001 241 0540 5491 0000 0000	FUELS & LUBRICANTS	\$1,478.38	\$1,500.00	\$848.53	\$1,600.00	\$1,600.00		
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$2,318.21	\$3,120.00	\$1,581.08	\$3,250.00	\$3,100.00		
Grand Total:		\$207,513.30	\$279,359.00	\$103,295.52	\$239,426.00	\$301,383.00		

End of Report

**TOWN OF SCITUATE
FY 2015 BUDGET**

DEPARTMENT:

SHELLFISH

MISSION STATEMENT: The Shellfish Department's mission is to foster, protect and preserve the Town of Scituate's shellfishing resources and habitats in accordance with federal, state and local statutes and regulations.

FY 2015 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

1. To monitor the Town's existing shellfish resources and to insure harvesting in accordance with state and local regulations.
2. To work with Marshfield and the Commonwealth's Division of Marine Fisheries to accumulate data to expand the shellfishing season in the North and South Rivers.
3. To work with the Harbormaster to monitor shellfish areas.
4. To cooperate with NSRWA, Marshfield and Scituate Harbormasters in trying to reintroduce blue mussels in the rivers an in experimental project.

MAJOR BUDGET COMPONENTS

Monitor shellfish habitats

To notify the public of closures

To inspect shoreline property for the presence of shellfish prior to the permitting process for dredging, dock, piers, etc.

FY 2015 RISKS AND CHALLENGES

Solicit interest to find a successor

DEPARTMENTAL ACCOMPLISHMENTS

Continued to monitor the flats and post closures due to pollution

Coordinate with the division of Marine Fisheries

Helped to distribute the NSRWA to monitor shellfish habitat in the rivers

Shellfish season was extended a month in the rivers.

Town of Scituate

295 Shellfish-Summary

Fiscal Year: 2013-2014

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

From Date: 7/1/2014

To Date: 6/30/2015

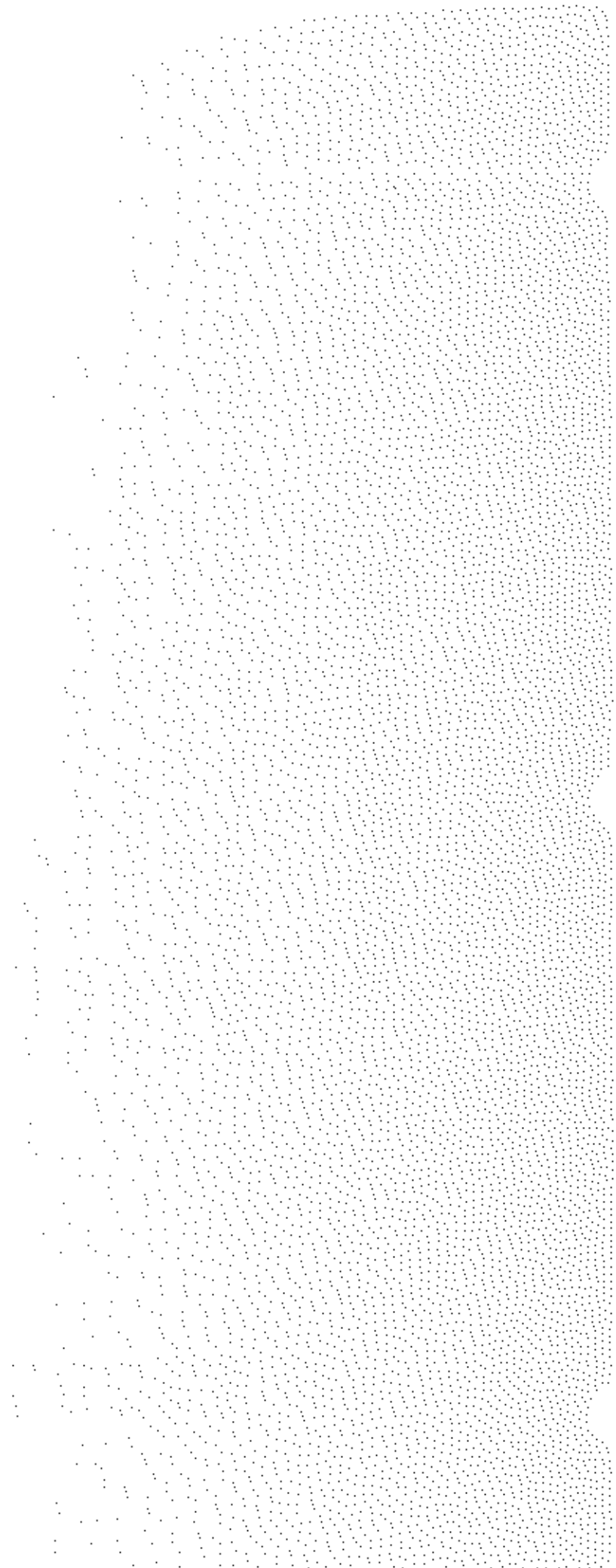
Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Town Admin Recomm	FY15 Board of Selectman	FY15 Advisory Committee
001.295.0510.5180.0000.0000	PART-TIME SALARIES	\$10,233.72	\$10,500.00	\$5,116.86	\$10,234.00	\$10,569.00		
SCHEDULE: PERSONAL SERVICES - 0510		\$10,233.72	\$10,500.00	\$5,116.86	\$10,234.00	\$10,569.00		
001.295.0520.5242.0000.0000	REPAIRMAINT PROPEQUIP	\$95.58	\$200.00	\$99.84	\$219.00	\$200.00		
001.295.0520.5311.0000.0000	SUPP/ORT SERVICES	\$83.73	\$75.00	\$0.00	\$75.00	\$75.00		
001.295.0520.5361.0000.0000	POSTAGE	\$0.00	\$5.00	\$0.00	\$5.00	\$0.00		
001.295.0520.5711.0000.0000	MILITACE REIMBURSEMENT	\$416.00	\$425.00	\$168.00	\$425.00	\$430.00		
SCHEDULE: PURCHASE OF SERVICES - 0520		\$575.31	\$705.00	\$267.84	\$705.00	\$705.00		
001.295.0540.5423.0000.0000	SPECIAL AGENCY SUPPLIE	\$0.00	\$100.00	\$0.00	\$100.00	\$100.00		
001.295.0540.5481.0000.0000	FUELS & LUBRICANTS	\$183.95	\$300.00	\$154.86	\$300.00	\$300.00		
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$183.95	\$400.00	\$154.86	\$400.00	\$400.00		
001.295.0580.5851.0000.0000	EQUIPMENT	\$0.00	\$450.00	\$0.00	\$450.00	\$200.00		
SCHEDULE: CAPITAL OUTLAY - 0580		\$0.00	\$450.00	\$0.00	\$450.00	\$200.00		
DEPT: SHELLFISH - 295		\$10,992.89	\$12,055.00	\$5,539.56	\$11,789.00	\$11,874.00		
Grand Total:		\$10,992.89	\$12,055.00	\$5,539.56	\$11,789.00	\$11,874.00		

End of Report

400 PUBLIC WORKS

400	DEPARTMENT OF PUBLIC WORKS
410	FACILITIES DEPARTMENT
411	ENGINEERING DEPARTMENT
421	DPW ADMINISTRATION
422	HIGHWAY
423	SNOW & ICE
424	STREET LIGHTS
429	PUBLIC GROUNDS



TOWN OF SCITUATE

FY 2015 BUDGET

DEPARTMENT: Department of Public Works

MISSION STATEMENT:

We provide services to the residents and property owners of Scituate:

- Maintaining and improving the roads, the parks, the cemeteries, and the playgrounds
- Delivering fresh water for human consumption and fire protection
- Disposing of municipal solid waste in a responsible manner while encouraging recycling
- Managing the collection and treatment of sanitary waste for the connected customers
- Managing all infrastructure construction projects

We provide these services in the most efficient manner and in accordance with all federal, state and local statutes, regulations and bylaws.

DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS:

- Improve the quality of the public streets in Scituate to better serve the residents and reduce ongoing costs.
 - Continue implementation of the Roadwork Management Plan.
- Improve the appeal and availability of municipal water
 - Implement strategy to reduce reliance upon surface water.
 - Eliminate between 5-8 miles of pre-1935 cast iron pipes.
 - Continue search for innovative pipe cleaning techniques.
- Create more sewer capacity to enable expansion of service to residents
 - Implement "Sump Pump Fee" program.
 - Complete current load of I&I work and determine next steps.
 - Complete analysis of sewer capacity and obtain approval for a revised Sewer Expansion Program.
 - Implement studies required by new NPDES permit.
- Improve the safety of targeted intersections
 - Investigate options and install recommended solutions for the intersections of Country Way/First Parish and Lawson/Beaver Dam/Branch.
 - Implement reconfiguration of 4-5 targeted intersections.
- Make a significant impact upon the Town's energy costs
 - Implement the program to share solar energy with one or several partner municipalities.
 - Complete streetlight audit and implement changes.
 - Evaluate purchase of streetlights from utility company.
- Improve the safety and attractiveness of our roadways
 - Eliminate 30 "double utility poles" each year.
 - Eliminate 250 obsolete or redundant roadway signs.
 - Implement Federal "Retro reflectivity" requirements for signage on rebuilt streets.
- Implement quarterly employee safety training

TOWN OF SCITUATE
FY 2015 BUDGET

DEPARTMENT: Department of Public Works

MAJOR BUDGET COMPONENTS:

Personal Services (\$3,168k) and Debt Service (\$3,040k) make up the biggest components of the total DPW budget (\$11,330K).

Department	Budget	Families Served	Cost per Family per Year
Sewer	\$3,536k	3,000	\$962*
Water	\$2,977k	8,000	\$372
Highway & Grounds	\$1,869k	8,000	\$234
Transfer Station	\$1,367k	5,000	\$274
Engineering	\$ 762k	8,000	\$95
Snow & Ice Removal	\$ 495k	8,000	\$62
Streetlights	\$ 198k	8,000	\$24
Administration	\$ 126k	8,000	\$16

* \$650k of costs absorbed by General Fund from debt exclusion override in early 2000's

RISKS AND CHALLENGES:

- A very challenging construction load is facing the DPW in 2014 and 2015 (water mains, sewalis, FEMA repairs).
- Changing regulatory permit requirements will increase amount of testing WWTP effluent and add additional requirements to NPDES permit.
- Chemicals, fuel and energy prices remain volatile.

DEPARTMENTAL ACCOMPLISHMENTS:

- Dollars
 - Beat all budgets and returned free-cash to the Town and to all three Enterprises at the end of FY13.
 - Installed solar array and brought it on-line in late September 2013.
- Ways & Grounds
 - Rebuilt Common Street, Common Lane, Chester, Stone, Roslyn, portions of Captain Peirce, Cedar, Hazel, Summer, Ocean Drive, and Alden.
 - Completed new sidewalk along Stockbridge Road. Rebuilt sidewalk on Jericho and Captain Peirce Roads. Obtained CPA funding for Country Way Trail.
 - Completed all improvements to newly accepted Pine View Drive & Circle, Persimmon, Hickory, Blossom, and Beech Tree Farm Roads. By using internal resources to engineer and manage the improvements, we beat the budgets for these streets, and pleased the residents with lower than expected betterments.
 - Developed and implemented the Private Way Maintenance Program in Old Mouth.
- Waste Water
 - Managed construction of the sewer expansion to 310 homes in the Musquashouk basin and initiated betterments. Met the timeline and beat the budget for this project by over 1/2 million dollars.
 - Continued reductions in sewer Inflow & Infiltration to create additional, cheap capacity (I&I is more than 1/2 the load on the system during wet seasons and generate no fees! Fixing one lateral leak means increased capacity for 2-3 homes.)

TOWN OF SCITUATE
FY 2015 BUDGET

DEPARTMENT: Department of Public Works

- Implemented updated Sewer Rules and Regulations, to include Fats, Oils and Grease regulations, increased Connection Fees, and Sump Pump Penalties.
- Potable Water
 - Moved further toward eliminating the Brown Water problem: Obtained broad scale agreement to accelerate old pipe replacement by borrowing \$22,000,000 to be funded by water rates.
 - Continued gate, hydrant, and meter replacement programs.
 - Began implementation of a program to upgrade the skill level of the Water distribution crew.
- Environment
 - Maintained the environmental quality and human safety of Musquashout Pond.
 - Improved environmental health of First Herring Brook by implementing a new operational plan for maintaining stream flow at critical times of migration.
 - Obtained additional grants to study reservoir improvements.
 - Developed team and obtained funds to evaluate removal of Hunters Pond dam to improve environmental quality of Bound Brook.
 - The Department participated in another very successful Ship Shape Day.
- Public Facilities
 - Supported onboarding and development of the new Facilities Director and establishment of Facilities budget for FY 14.

Hingham DPW

Private Water Company

Highway	1 Super
	1 Foreman
	25 Laborer
	1.5 Admin
Water	0 Super
	0 Foreman
	0 Technician
	0 Admin
Sewer	1 Super
	2 Foreman
	2 Technician
	1 Admin
Parks	0 Super
	0 Foreman
	0 Technician
Transfer	0 Admin
	1 Super
	1 Foreman
	5 Technician

41.5 Total

Rockland DPW

Highway	1 Super
	1 Foreman
	6 Laborer
	1 Admin
Water	1 Super
	1 Technician
	13 Technician
	1 Admin
Sewer	1 Super
	1 Foreman
	6 Technician
	1 Admin
Parks	0 Super
	1 Foreman
	2 Technician
Transfer	0 Admin
	0 Super
	1 Foreman
	3 Technician

41 Total

Kingston DPW

Highway	1 Super
	1 Foreman
	9 Laborer
	1 Admin
Water	1 Super
	1 Foreman
	4 Technician
	2 Admin
Sewer	2 Super
	3 Operators
	1 Technician
	1.5 Admin
Parks	0 Super
	0 Foreman
	0 Technician
Transfer	0 Admin
	1 Super
	1 Foreman
	1 Technician

30.5 Total

Duxbury DPW

Director	1
Highway	1 Super
	3 Foreman
	13 Laborer
	2 Admin
Water & Sewer	1 Super
	2 Foreman
	6 Technician
	1 Admin
Animal	1 Super
	0 Foreman
	1 Technician
	0 Admin
Parks	1 Super
	2 Foreman
	9 Technician
Transfer	0 Admin
	0 Super
	1 Foreman
	3 Technician

48 Total

Marshfield DPW

Highway	1 Super 2 Foreman 16 Laborer 1 Admin
Water	1 Super 2 Foreman 14 Technician 3 Admin
Sewer	2 Super 1 Foreman 10 Technician 1 Admin
Parks	0 Super 1 Foreman 9 Technician 0 Admin
Transfer	1 Super 2 Foreman 5 Technician
Engineering	1 Super 2 Staff
	75 Total

Hull DPW

Private Water	1
Director	
Highway	1 Super 1 Foreman 9 Laborer 1 Admin
Water	0 Super 0 Foreman 0 Technician 0 Admin
Sewer	0 Super 2 Foreman 1 Technician 1 Admin
Parks	0 Super 0 Foreman 0 Technician 2 Admin
Transfer	0 Super 0 Foreman 0 Technician
	19 Total

Scituate DPW

Director	1
Highway	1 Super 1 Foreman 7 Laborer 1 Admin
Water	1 Super 1 Foreman 8 Technician 2 Admin
Sewer	1 Super 1 Foreman 3 Technician 0.5 Admin
Parks	0 Super 1 Foreman 7 Technician 0 Admin
Transfer	0 Super 1 Foreman 2 Technician
Engineering	1 Super 2 Staff
	42.5 Total

Town of Scituate

Budget 400 DPW-Summ

Fiscal Year: 2013-2014

From Date: 7/1/2014

To Date: 6/30/2015

Definition: FY15 Completed Budget

Print accounts with zero balance

Round to whole dollars

Account as new page

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Town Admin Recomm	FY15 Board of Selectman	FY15 Advisory Committee
001.000.0510.5110.0000.0000	BI-COLLAR SALARIES	\$1,365,406.55	\$1,200,556.00	\$619,489.57	\$1,291,123.20	\$1,280,697.00		
001.000.0510.5120.0000.0000	OWNTIME	\$53,234.63	\$46,742.00	\$21,677.51	\$51,392.00	\$49,483.00		
001.000.0510.5130.0000.0000	LONGEVITY	\$14,600.00	\$14,450.00	\$7,900.00	\$14,299.00	\$14,299.00		
001.000.0510.5140.0000.0000	EDUCATIONAL INCENTIVE	\$0.00	\$700.00	\$0.00	\$700.00	\$700.00		
001.000.0510.5150.0000.0000	PART-TIME SALARIES	\$0.00	\$10,414.00	\$0.00	\$10,414.00	\$10,414.00		
001.000.0510.5160.0000.0000	SEASONAL SALARIES	\$57,613.50	\$63,570.00	\$31,957.00	\$63,570.00	\$63,570.00		
001.000.0510.5191.0000.0000	OTHER SALARIES	\$26,971.63	\$24,811.00	\$16,217.23	\$27,828.00	\$29,714.00		
SCHEDULE: PERSONAL SERVICES - 0510		\$1,525,825.27	\$1,365,243.00	\$697,211.31	\$1,459,326.20	\$1,448,877.00		
001.000.0520.5211.0000.0000	ELECTRICITY	\$48,167.99	\$10,525.00	\$2,164.03	\$0.00	\$13,000.00		
001.000.0520.5213.0000.0000	NATURAL GAS	\$23,061.76	\$3,000.00	\$1,863.84	\$0.00	\$3,000.00		
001.000.0520.5241.0000.0000	OFFICE MACHINE MAINTEN	\$918.43	\$1,275.00	\$1,211.52	\$1,700.00	\$1,150.00		
001.000.0520.5242.0000.0000	REPAIR/MAINT PROP./EQUIP	\$158,771.24	\$161,925.00	\$26,361.17	\$175,323.00	\$167,800.00		
001.000.0520.5244.0000.0000	VEHICLE SERVICE	\$21,814.25	\$10,100.00	\$143.90	\$19,100.00	\$17,800.00		
001.000.0520.5247.0000.0000	EQUIPMENT RENTALS	\$233,180.85	\$206,060.00	\$131,967.66	\$207,960.00	\$207,560.00		
001.000.0520.5308.0000.0000	TRAINING	\$833.35	\$2,365.00	\$0.00	\$2,515.00	\$2,365.00		
001.000.0520.5309.0000.0000	CHEMICAL SERVICES	\$7,202.40	\$24,200.00	\$10,742.09	\$24,200.00	\$30,200.00		
001.000.0520.5321.0000.0000	CONFERENCE/MEETINGS	\$2,239.00	\$900.00	\$616.00	\$1,450.00	\$1,400.00		
001.000.0520.5345.0000.0000	DINING & PRINTING	\$430.01	\$2,250.00	\$707.02	\$2,400.00	\$1,750.00		
001.000.0520.5344.0000.0000	POSTAGE	\$700.84	\$1,850.00	\$122.74	\$1,900.00	\$1,225.00		
001.000.0520.5348.0000.0000	LEGAL ADVERTISING	\$2,347.80	\$2,100.00	\$9.00	\$2,100.00	\$2,300.00		
001.000.0520.5389.0000.0000	INTERDEPARTMENTAL CHG	\$24,143.67	\$24,000.00	\$9,558.12	\$27,000.00	\$27,000.00		
001.000.0520.5711.0000.0000	MESSAGE REIMBURSEMENT	\$175.80	\$0.00	\$97.20	\$0.00	\$0.00		
001.000.0520.5731.0000.0000	PROFESSIONAL FEES & SL	\$2,006.65	\$5,565.00	\$999.95	\$5,700.00	\$5,515.00		
SCHEDULE: PURCHASE OF SERVICES - 0520		\$525,912.64	\$465,015.00	\$187,164.36	\$471,360.00	\$482,065.00		

Town of Scituate

Budget 400 DPW-Summ

Fiscal Year: 2013-2014

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

From Date: 7/1/2014

To Date: 6/30/2015

Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request Admin	FY15 Town Selection	FY15 Advisory Committee
001 000 0540 5420 0000 0000	OFFICE SUPPLIES	\$2,158.36	\$3,268.00	\$1,006.08	\$3,350.00	\$2,875.00	
001 000 0540 5420 0000 0000	SPECIAL AGENCY SUPPLIE	\$22,674.39	\$20,700.00	\$2,823.74	\$23,280.00	\$21,850.00	
001 000 0540 5420 0000 0000	PRINTING & FORMS	\$46.49	\$875.00	\$685.30	\$975.00	\$800.00	
001 000 0540 5430 0000 0000	BUILDING SUPPLIES	\$12,487.49	\$13,875.92	\$3,833.41	\$14,000.00	\$13,000.00	
001 000 0540 5431 0000 0000	EQUIPMENT PARTS	\$55,629.23	\$55,875.00	\$21,518.67	\$65,375.00	\$58,000.00	
001 000 0540 5433 0000 0000	ROADWAY MAINT SUPPLIE	\$70,335.60	\$67,435.36	\$40,537.60	\$68,000.00	\$68,000.00	
001 000 0540 5434 0000 0000	TRAFFIC CONTROL SUPPLI	\$10,858.43	\$14,000.00	\$1,068.00	\$17,000.00	\$15,000.00	
001 000 0540 5451 0000 0000	CLEANING SUPPLIES	\$6,191.09	\$2,700.00	\$2,105.24	\$2,500.00	\$2,700.00	
001 000 0540 5462 0000 0000	LANDSCAPING SUPPLIES	\$7,239.94	\$12,000.00	\$10,392.17	\$12,000.00	\$12,000.00	
001 000 0540 5480 0000 0000	VEHICLE SUPPLIES	\$491.82	\$950.00	\$415.34	\$1,700.00	\$950.00	
001 000 0540 5481 0000 0000	FUELS & LUBRICANTS	\$99,563.19	\$91,250.00	\$40,148.76	\$91,200.00	\$87,750.00	
001 000 0540 5484 0000 0000	TOOLS & EXPENDABLES	\$2,330.04	\$950.00	\$78.55	\$1,600.00	\$950.00	
001 000 0540 5487 0000 0000	CLOTHING	\$11,035.00	\$11,200.00	\$10,800.00	\$12,000.00	\$12,450.00	
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$302,771.07	\$294,961.28	\$135,563.06	\$313,680.00	\$294,425.00	
001 000 0580 5551 0000 0000	EQUIPMENT	\$15,554.17	\$10,350.00	\$1,021.29	\$32,995.00	\$29,400.00	
001 000 0580 5552 0000 0000	OFFICE EQUIPMENT	\$8,927.67	\$250.00	\$108.75	\$9,500.00	\$100.00	
001 000 0580 5554 0000 0000	FURNISHING-EQUIPMENT S	\$3,470.31	\$0.00	\$0.00	\$0.00	\$0.00	
001 000 0580 5555 0000 0000	REPAIRS-BASINEMENT STO	\$38,675.24	\$0.00	\$0.00	\$0.00	\$0.00	
001 000 0580 5556 0000 0000	ROADSIDE WALLS	\$15,829.65	\$464,000.00	\$261,895.43	\$464,000.00	\$400,000.00	
SCHEDULE: CAPITAL OUTLAY - 0580		\$82,165.04	\$474,600.00	\$262,815.47	\$508,495.00	\$429,500.00	
Grand Total:		\$2,416,675.02	\$2,599,819.28	\$1,262,785.00	\$2,760,761.20	\$2,654,887.00	

End of Report

Town of Scituate

Budget 421 DPW Administration-Summi

Fiscal Year: 2013-2014

Print accounts with zero balance

Round to whole dollars

Account on new page

From Date: 7/1/2014

To Date: 6/30/2015

Definition: FY15 Completed Budget

FY14 Expended to Date

FY15 Dept Request Admin Recommen

FY15 Town

FY15 Board of Selectman

FY15 Advisory Committee

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Town	FY15 Board of Selectman	FY15 Advisory Committee
001 421 0510 5110 0000 0000	REGULAR SALARIES	\$195,989.91	\$132,404.00	\$76,974.16	\$121,259.00	\$121,945.00		
001 421 0510 5130 0000 0000	LONGEVITY	\$0.00	\$1,225.00	\$0.00	\$225.00	\$225.00		
001 421 0510 5101 0000 0000	OTHER SALARIES	\$2,790.00	\$1,324.00	\$1,306.86	\$205.00	\$211.00		
SCHEDULE: PERSONAL SERVICES - 0510		\$198,780.51	\$134,953.00	\$78,281.02	\$121,699.00	\$122,381.00		
001 421 0520 5241 0000 0000	OFFICE MACHINE MAINT	\$0.00	\$250.00	\$0.00	\$250.00	\$0.00		
001 421 0520 5242 0000 0000	REPAIR/MAINT PROPERQUI	\$423.00	\$500.00	\$0.00	\$500.00	\$400.00		
001 421 0520 5271 0000 0000	RENTALS EQUIP/FACILITIES	\$78.90	\$500.00	\$0.00	\$500.00	\$100.00		
001 421 0520 5321 0000 0000	CONFERENCE/MEETINGS	\$518.00	\$200.00	\$82.00	\$200.00	\$200.00		
001 421 0520 5343 0000 0000	TRAINING & PRINTING	\$142.48	\$300.00	\$0.00	\$300.00	\$300.00		
001 421 0520 5344 0000 0000	POSTAGE	\$154.86	\$500.00	\$3.30	\$500.00	\$400.00		
001 421 0520 5345 0000 0000	LEGAL ADVERTISING	\$1,171.68	\$600.00	\$0.00	\$600.00	\$600.00		
001 421 0520 5731 0000 0000	PROFESSIONAL DUES & SL	\$0.00	\$150.00	\$0.00	\$150.00	\$100.00		
SCHEDULE: PURCHASE OF SERVICES - 0520		\$2,488.92	\$3,100.00	\$85.30	\$3,100.00	\$2,400.00		
001 421 0540 5420 0000 0000	OFFICE SUPPLIES	\$514.29	\$800.00	\$350.35	\$800.00	\$800.00		
001 421 0540 5425 0000 0000	PRINTING & FORMS	\$0.00	\$300.00	\$0.00	\$300.00	\$100.00		
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$514.29	\$800.00	\$350.35	\$900.00	\$700.00		
Grand Total:		\$201,783.72	\$138,953.00	\$78,716.67	\$125,999.00	\$125,481.00		

End of Report

TOWN OF SCITUATE

FY 2015 BUDGET

DEPARTMENT: FACILITIES

MISSION STATEMENT:

Provide efficient and cost effective management and programs, to effectively manage all Town owned and operated buildings, including oversight of school buildings and facilities operations.

FY 2015 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

Implement Phase II of ESCO Program into the appropriate Town Buildings:

- 1.) Develop new list of Energy Control Measures to be addressed. (Winter 2014)
- 2.) Approve selected work (Winter/Spring 2014)
- 3.) Commence work (Spring/Summer 2015)
- 4.) Develop and begin programs showing Phase I Return Investment.

Work as Owners Representative on (3) three potential new Buildings:

- 1.) Gates: new Construction and renovation of existing space or renovate existing space to be used as a school.
- 2.) Public Safety- New Public Safety Building. Renovate existing Police Departments dispatch and emergency operations.
- 3.) Library- Addition to existing library.

Manage Scituate Harbor Community Building as a Multi-use, Town-use, Function Building:

- 1.) Implement and make appropriate adjustments to Building Use Policy (Winter 2014)
- 2.) Make additional building improvements which will be dictated by the uses of the space (Summer 2014)
- 3.) As building becomes established and accepted; develop realistic operating budget and 5 year capital improvement plan for the building.

Become more involved in the Facilities Operation and planning in the School System:

- 1.) As the new Assistant Director becomes more accimated to the schools facilities operations; work with Assistant Director on new initiatives. (Spring 2014)
- 2.) Implement new initiatives (Summer / Fall 2014)
- 3.) Evaluate current custodian and maintenance staffing plan. Propose adjustments as needed (Summer 2014)

MAJOR BUDGET COMPONENTS:

- ADA accessibility upgrades at Town Hall and Library.
- Funds for a property maintenance worker.
- Renovate Police dispatch area, to meet current technological and safety demands and to accommodate a second PSAP
- Address cell deficiencies at SPD.
- Security upgrades at various locations (alarms and video monitoring).
- Establish department uniforms.
- Upgrade and coordinate matching bathroom dispensers (hand towels, toilet paper etc.)
- Interior Painting in various buildings.
- Carpet and flooring improvements.

- Roof repairs
- Interior and exterior lighting upgrades at many buildings; in addition to the ESCO retro-fitting.
- Electrical upgrades at various buildings (additional outlets).

PY 2015 RISKS AND CHALLENGES:

The facilities budget is still a new budget and although we are establishing some forecasting; many of our tasks remain reactionary, while dealing with buildings and systems that are both old and have not been properly cared for. While lacking additional and appropriate staff, much time and funding is not used efficiently, as we must have outside vendor's complete needed repairs and maintenance.

The addition of the Harbor Community Building (although needed and exciting) is both a risk and a challenge to the department. Proper upgrades have not been approved and made to the building, in order to provide the use which people anticipate. We will make this work but, it is going to take considerable additional time and potentially more funding, especially in the early stages. However, vendors to manage the rental and cleaning aspects of the building are being engaged.

Library- The renovation, addition, and temporary re-location of the Library, will be a large and extremely time consuming challenge for many individuals and departments (both in costs and time allocation).

DEPARTMENTAL ACCOMPLISHMENTS:

- Worked on back end of Library grant, with Library Director Kathy Meeker.
- Attended MCPPO Public Contracting Training, MCPPO Ch149 training, "Building a Library" State workshop, and "MSBA "How to build a School" workshop.
- Developed a plan for better use the Harbor Community Building.
- Developed renovation plans for Maritime Center.
- Oversaw Phase I of Maritime Center renovations.
- Developed renovation plan for Hemarock fire station.
- Participated in Emergency Response team for two coastal storms.
- Managed remedial work at Maritime Center and Harbor Community Building, as a result of two storms.
- Completed minor painting, carpet and flooring projects at Town Hall.
- Participated in OPM selection process for school project and Public Safety Building.
- Assisted in monitoring data for Hunters Pond study.
- Managed Phase I of ESCO project throughout various buildings.
- Incorporated "Green Communities Act" monies, into four ESCO Energy Savings Measures.
- Lead tour through several town building with Public Facilities Master Plan Committee.
- Presented existing building conditions for six buildings, to the Public Facilities Master Plan Committee.
- Resolved major HVAC issue at Widows Walk, resulting in large savings.
- Installed new HVAC system for sleeping quarters at Fire HQ; utilizing ESCO funds, resulting in budget savings.
- Replaced Fire HQ front concrete apron and asphalt driveway.
- Installed new handicapped accessible door at Town Hall.
- Hired a new Facilities Assistant Director, to work in schools.
- Became more involved in the overall management of facilities, in the schools.
- Assisted school Business Manager with MSBA report.
- Participated in program review for potential new uses of Gates School.

- Developed new accessible and safer counter plan, for the Treasurer Collectors office.
- Addressed leaking roof issues at Widows Walk and Water Department.
- Completed exterior improvements for garage at Water Department.
- Worked with Library Director to help identify and quantify potential renovation costs.

Town of Scituate

Budget 410 Facility - Summ.

Fiscal Year: 2013-2014 From Date: 7/1/2014 To Date: 6/30/2015

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

Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Town Admin Recomm	FY15 Board of Selectman	FY15 Advisory Committee
001.410.0510.5110.0000.0000	REGULAR SALARIES	\$0.00	\$163,254.00	\$37,615.32	\$217,926.00	\$205,433.00		
001.410.0510.5120.0000.0000	OVER TIME	\$0.00	\$2,700.00	\$1,136.88	\$3,100.00	\$8,450.00		
001.410.0510.5130.0000.0000	LONGEVITY	\$0.00	\$1,600.00	\$0.00	\$1,600.00	\$1,600.00		
001.410.0510.5151.0000.0000	OTHER SALARIES	\$0.00	\$2,868.00	\$41.00	\$2,868.00	\$2,868.00		
SCHEDULE F: PERSONAL SERVICES - 0510		\$0.00	\$176,422.00	\$38,793.20	\$225,494.00	\$216,351.00		
001.410.0520.5211.0000.0000	ELECTRICITY - TH COMPLE	\$0.00	\$40,000.00	\$21,522.07	\$43,000.00	\$43,000.00		
001.410.0520.5211.0009.0000	ELECTRICITY - PARKS/OFF	\$0.00	\$8,400.00	\$935.73	\$8,400.00	\$9,400.00		
001.410.0520.5213.0000.0000	NATURAL GAS	\$0.00	\$4.00	\$17.51	\$0.00	\$0.00		
001.410.0520.5213.0000.0000	NATURAL GAS - TH COMPLE	\$0.00	\$29,000.00	\$1,260.78	\$29,870.00	\$29,000.00		
001.410.0520.5213.0000.0000	NATURAL GAS - HARBOR C	\$0.00	\$4,500.00	\$0.00	\$5,000.00	\$4,500.00		
001.410.0520.5241.0000.0000	OFFICE MACHINE MAINTEN	\$0.00	\$200.00	\$0.00	\$200.00	\$200.00		
001.410.0520.5242.0000.0000	REPAIR/MAINT PROPER/UP	\$0.00	\$11,500.00	\$12,279.81	\$20,000.00	\$20,000.00		
001.410.0520.5245.0000.0000	VEHICLE SERVICE	\$0.00	\$300.00	\$197.47	\$1,000.00	\$400.00		
001.410.0520.5270.0000.0000	RENTAL & LEASES	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00		
001.410.0520.5271.0000.0000	RENTALS EQUIP	\$0.00	\$0.00	\$135.31	\$300.00	\$300.00		
001.410.0520.5291.0000.0000	RUBBER REMOVAL	\$0.00	\$0.00	\$0.00	\$700.00	\$700.00		
001.410.0520.5300.0000.0000	TRAINING	\$0.00	\$0.00	\$125.00	\$700.00	\$500.00		
001.410.0520.5300.0000.0000	TECHNICAL SERVICES	\$0.00	\$5,700.00	\$3.00	\$7,000.00	\$11,400.00		
001.410.0520.5321.0000.0000	CONFERENCES/MEETINGS	\$0.00	\$250.00	\$0.00	\$600.00	\$800.00		
001.410.0520.5343.0000.0000	BONDING/PRINTING	\$0.00	\$300.00	\$0.00	\$300.00	\$100.00		
001.410.0520.5344.0000.0000	POSTAGE	\$0.00	\$50.00	\$0.00	\$50.00	\$30.00		
001.410.0520.5392.0000.0000	CUSTOMER SERVICES	\$0.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00		
001.410.0520.5731.0000.0000	PROFESSIONAL FEES	\$0.00	\$0.00	\$210.00	\$600.00	\$210.00		
SCHEDULE: PURCHASE OF SERVICES - 0520		\$0.00	\$103,700.00	\$35,653.88	\$172,138.00	\$123,748.00		

Town of Scituate

Budget 410 Facility -Summ.

Fiscal Year: 2013-2014 Print accounts with zero balance Round to whole dollars Account on now page

From Date: 7/1/2014 To Date: 6/30/2015 Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Admin Recomm	FY15 Board of Selectman	FY15 Advisory Committee
001.410.0540.0000.0000	MATERIALS & SUPPLIES	\$0.00	\$0.00	\$0.00	\$5,000.00	\$1,000.00		
001.410.0540.0000.0000	OFFICE SUPPLIES	\$0.00	\$0.00	\$236.77	\$300.00	\$300.00		
001.410.0540.0000.0000	SPECIAL AGENCY SUPPLIE	\$0.00	\$0.00	\$801.75	\$0.00	\$0.00		
001.410.0540.0000.0000	BUILDING SUPPLIES	\$0.00	\$0.00	\$0.00	\$5,000.00	\$2,000.00		
001.410.0540.0000.0000	EQUIPMENT PARTS	\$0.00	\$0.00	\$25.99	\$1,500.00	\$1,500.00		
001.410.0540.0000.0000	CLEANING SUPPLIES	\$0.00	\$0.00	\$64.08	\$2,500.00	\$2,500.00		
001.410.0540.0000.0000	CLEANING SUPPLIES - IHC	\$0.00	\$5,500.00	\$72.33	\$7,500.00	\$7,480.00		
001.410.0540.0000.0000	LANDSCAPING SUPPLIES	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00		
001.410.0540.0000.0000	VEHICLE SUPPLIES	\$0.00	\$0.00	\$0.00	\$200.00	\$100.00		
001.410.0540.0000.0000	FUELS & LUBRICANTS	\$0.00	\$1,000.00	\$486.24	\$1,500.00	\$1,000.00		
001.410.0540.0000.0000	TOOLS & ACCESSORIES	\$0.00	\$0.00	\$0.00	\$1,000.00	\$500.00		
001.410.0540.0000.0000	CLOTHING	\$0.00	\$0.00	\$0.00	\$650.00	\$650.00		
001.410.0540.0000.0000	EMERGENCY MGMT	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00		
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$0.00	\$0,500.00	\$1,677.06	\$26,150.00	\$17,050.00		
001.410.0580.0000.0000	EQUIPMENT	\$0.00	\$0.00	\$0.00	\$2,000.00	\$0.00		
001.410.0580.0000.0000	OFFICE EQUIPMENT	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00		
001.410.0580.0000.0000	FURNISHING/EQUIPMENT	\$0.00	\$0.00	\$0.00	\$5,200.00	\$5,000.00		
001.410.0580.0000.0000	PUBLIC BUILDINGS	\$0.00	\$100,000.00	\$1,149.82	\$65,000.00	\$98,100.00		
SCHEDULE: CAPITAL OUTLAY - 0580		\$0.00	\$100,000.00	\$1,149.82	\$61,550.00	\$101,100.00		
Grand Total:		\$0.00	\$300,122.00	\$78,289.76	\$436,914.00	\$458,251.00		

End of Report

**TOWN OF SCITUATE
FY 2015 BUDGET**

DEPARTMENT: 411 Engineering

MISSION STATEMENT:

- The Department manages and provides oversight of all municipal infrastructure construction projects while ensuring compliance with Massachusetts General Laws. The Department provides consulting services to all Town Departments, Boards and Commissions.

DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS:

- Complete the updating of the Town's survey benchmark inventory and place them on a GIS layer.
- Develop a program to monitor the drainage system to comply with the unfunded federal "Municipal Separate Storm Sewer System."
- Develop electronic archive system to save old data and plan records electronically.
- Water Lines: Manage \$22-million dollar water main replacement program and develop GIS map of system.
- Seawalls: Manage \$8-million dollar FEMA grant for storm damage repairs.

MAJOR BUDGET COMPONENTS:

• Seawall & Road spending	\$ 464,000	60%
• Personnel	\$ 246,000	34%
• Technical Services	\$ 24,000	3%

RISKS AND CHALLENGES:

- The significant project load challenges the abilities of the limited staff in managing construction. (seawall rebuilds, drainage improvements, major water projects, CPA projects, sidewalk installations, etc.)
- "Municipal Separate Storm Sewer System" is an unfunded federal mandate now requiring outflow testing.
- Ability to obtain funding through grants and other means for infrastructure upgrades is very time consuming.

DEPARTMENTAL ACCOMPLISHMENTS:

- Sewer: Completed Musquashcut Pond expansion to 310 residents and beat the project budget by over 8% (\$500,000).
- Updated first phase of the Town's survey benchmark inventory.
- Completed Street Acceptance improvements on Pine View Drive and Circle, Hickory and Persimmon below original estimates of cost.
- Completed the new sidewalk on Stockbridge Road.
- Made a step-change in pace and methodology in doing sewer collection system "Inflow and infiltration" (I&I) improvements.
- Seawall: Repair breached section of Oceanside/Turner seawall and developed upgraded seawall protection for Lighthouse Point.
- Completed FEMA reimbursement applications.
- Completed grant applications with DCR for seawall repairs.
- Completed FEMA application for new drainage structure in "number streets" area.

Town of Scituate

Budget 411 Engineering-Summ.

Fiscal Year: 2013-2014

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

From Date: 7/1/2014 To Date: 6/30/2015 Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Admin Request	FY15 Board of Selectman	FY15 Advisory Committee
001.411.0510.5110.0000.0000	REGULAR SALARIES	\$242,428.50	\$244,843.00	\$113,292.79	\$212,746.00	\$250,785.00		
001.411.0510.5130.0000.0000	LONGEVITY	\$850.00	\$425.00	\$0.00	\$1,074.00	\$1,074.00		
001.411.0510.5101.0000.0000	OTHER SALARIES	\$1,054.13	\$2,449.00	\$489.82	\$2,428.00	\$2,608.00		
SCHEDULE F: PERSONAL SERVICES - 0510		\$244,332.66	\$247,717.00	\$113,772.61	\$216,218.00	\$254,368.00		
001.411.0520.5921.0000.0000	OFFICE MACHINE MAINT	\$659.43	\$575.00	\$217.50	\$700.00	\$675.00		
001.411.0520.5927.0000.0000	REPAIR/MAINT PROP/QUIP	\$144.04	\$825.00	\$0.00	\$825.00	\$400.00		
001.411.0520.5915.0000.0000	VEHICLE SERVICE	\$97.23	\$690.00	\$159.50	\$600.00	\$600.00		
001.411.0520.5971.0000.0000	RENTALS EQUIP/FACILITIES	\$1,705.89	\$1,250.00	\$732.30	\$1,260.00	\$1,260.00		
001.411.0520.5905.0000.0000	REPAIRING	\$833.05	\$1,750.00	\$0.00	\$1,750.00	\$1,800.00		
001.411.0520.5909.0000.0000	TECHNICAL SERVICES	\$7,024.20	\$24,080.00	\$10,742.09	\$24,000.00	\$30,000.00		
001.411.0520.5921.0000.0000	COMPUTER/CONFERENCING	\$1,601.00	\$630.00	\$64.00	\$1,800.00	\$1,800.00		
001.411.0520.5943.0000.0000	BINDING & PRINTING	\$287.53	\$1,800.00	\$683.00	\$1,800.00	\$1,200.00		
001.411.0520.5974.0000.0000	POSTAGE	\$150.34	\$1,000.00	\$112.14	\$1,000.00	\$600.00		
001.411.0520.5945.0000.0000	TRAVEL ADVERTISING	\$1,176.17	\$1,500.00	\$0.00	\$1,500.00	\$1,400.00		
001.411.0520.5973.0000.0000	PROFESSIONAL FEES & SV	\$1,291.65	\$750.00	\$94.85	\$750.00	\$750.00		
SCHEDULE: PURCHASE OF SERVICES - 0520		\$15,271.19	\$34,560.00	\$13,190.48	\$35,185.00	\$39,485.00		
001.411.0510.5120.0000.0000	OFFICE SUPPLIES	\$37.81	\$1,500.00	\$83.86	\$1,500.00	\$1,100.00		
001.411.0510.5475.0000.0000	SPECIAL AGENCY SUPPLIE	\$89.52	\$500.00	\$0.00	\$500.00	\$350.00		
001.411.0510.5125.0000.0000	PRINTING & FORMS	\$46.49	\$875.00	\$685.90	\$575.00	\$500.00		
001.411.0510.5101.0000.0000	TELEPHONE PAIRS	\$11.39	\$375.00	\$41.13	\$375.00	\$100.00		
001.411.0510.5400.0000.0000	VEHICLE SUPPLIES	\$225.90	\$200.00	\$0.00	\$200.00	\$200.00		
001.411.0510.5401.0000.0000	FUELS & LUBRICANTS	\$1,783.19	\$1,200.00	\$1,012.29	\$4,200.00	\$3,750.00		

Town of Scluate

Budget 411 Engineering-Summ.

Fiscal Year: 2013-2014

Print accounts with zero balance

Round to whole dollars

Account on new page

From Date: 7/1/2014

To Date: 6/30/2015

Definitions: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Town Admin Reconn	FY15 Board of Selection	FY15 Advisory Committee
001 411 0540 5484 0000 0000	TOOLS & EXPENDABLES	\$0.00	\$200.00	\$0.00	\$200.00	\$200.00		
001 411 0540 5501 0000 0000	CLOTHING	\$235.00	\$200.00	\$0.00	\$0.00	\$150.00		
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$5,289.95	\$7,750.00	\$1,892.70	\$8,150.00	\$8,650.00		
001 411 0580 5553 0000 0000	OFFICE EQUIPMENT	\$8,937.67	\$0.00	\$108.75	\$9,000.00	\$0.00		
001 411 0580 5656 0000 0000	Roads & Seawalls	\$15,529.05	\$164,000.00	\$251,685.43	\$464,000.00	\$400,000.00		
SCHEDULE: CAPITAL OUTLAY - 0580		\$24,487.32	\$164,000.00	\$251,794.18	\$473,000.00	\$400,000.00		
Grand Total:		\$289,381.11	\$784,027.00	\$390,550.97	\$762,563.00	\$700,503.00		

End of Report

TOWN OF SCITUATE
FY 2015 BUDGET

DEPARTMENT: 422 Highway and 429 Public Grounds

MISSION STATEMENT:

- Manage the cost effective maintenance and construction of all Town roads, sidewalks, drainage systems, and street signs.
- Ensure that all public grounds, parks, playgrounds, beach entrances, and cemeteries are attractively maintained.
- Ensure that all public ways are safely passable in the winter.

STRATEGIES AND PROJECTS:

- Highway: Improve roadway conditions on the following roads:
 - Grind & pave Lotus Avenue
 - Grind & pave Edith Holmes drive
 - Grind & pave King's Way
 - Grind & pave First Parish Road (Country Way to Route 3A) & repair sidewalk
 - Grind & pave First Parish (Branch to RR tracks), repair drainage & repair sidewalks
 - Overlay Town Hall access road (front, back, bus area).
 - Make drainage repairs on Bailey's Causeway
- Public Grounds:
 - Improve field hockey field at SHS (November 2014)
 - Improve football practice field at SHS (Summer of 2014)
 - Straighten headstones in Union and Cudworth cemeteries.

MAJOR BUDGET COMPONENTS:

• Personnel Costs	\$ 1,103,000	59%
• Road repairs supplies	\$ 344,000	18%
• Grounds supplies	\$ 157,000	8%
• Vehicle costs	\$ 142,000	8%
• Equipment purchases	\$ 34,000	2%
• Police Details	\$ 28,000	2%

RISKS AND CHALLENGES:

- Grounds: Maintaining the number of playing fields with limited personnel is very challenging. The Department is requesting one additional person in the FY 15 Budget.
- Limited space for storage of equipment and materials is a strain on the H&G. We are currently using four locations to store equipment: Minet Fire Station, Beaver Dam Road, Transfer Station brine building, and at the Yard on Captain Peirce Road.
- Staying within budget and managing unexpected cost such as ocean storms cleanup, dead or dying Town trees, maintenance of deteriorating roadways and limited staff for the amount of work coming in.
- Maintaining the number of playing fields with limited personnel is very challenging. The Department is requesting one additional person in the FY 15 Budget.

TOWN OF SCITUATE
FY 2015 BUDGET

DEPARTMENT: 422 Highway and 429 Public Grounds

DEPARTMENTAL ACCOMPLISHMENTS:

- Managed to keep streets open (free of downed trees and snow and storm water) during numerous foul weather conditions.
- Paved Common Lane, Common Street, portions of Captain Peirce Road, Summer Street, Cedar Street, Hazel, Ocean Front, and Alden.
- Raised Peggoty Beach parking lot.
- Extensively cut back trees & limbs on Old Oaken Bucket, Grove, Maple, Clapp, Kane.
- Removed over 50 dead trees.
- Got all parks, cemeteries, streets, schools and grounds in shape for Graduation, Memorial Day Independence Day and veteran's Day ceremonies.
- Replaced flagpole in Cudworth Cemetery.
- Repaired High School soccer field and Flannery Field.
- Assisted private way abutters by providing surplus material for their use in making repairs (Holmes, Bossy, Manor, Marion).

Town of Scituate

Budget 422 Highway Dept

Fiscal Year: 2013-2014

From Date: 7/1/2014

To Date: 6/30/2015

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

Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Town Admin Reconn	FY15 Board of Selectman	FY15 Advisory Committee
001.422.0510.5110.0000.0000	REGULAR SALARIES	\$512,580.81	\$504,985.00	\$249,517.78	\$529,009.00	\$531,687.00		
001.422.0510.5120.0000.0000	OVERTIME	\$24,701.58	\$22,650.00	\$12,118.80	\$24,800.00	\$23,283.00		
001.422.0510.5130.0000.0000	LONGEVITY	\$7,353.00	\$7,400.00	\$4,600.00	\$7,800.00	\$7,800.00		
001.422.0510.5140.0000.0000	EDUCATIONAL INCENTIVE	\$0.00	\$700.00	\$0.00	\$700.00	\$700.00		
001.422.0510.5150.0000.0000	SEASONAL SALARIES	\$2,740.00	\$10,920.00	\$6,175.00	\$10,920.00	\$10,920.00		
001.422.0510.5191.0000.0000	OTHER SALARIES	\$12,362.14	\$11,000.00	\$7,572.99	\$13,723.00	\$15,673.00		
	SCHEDULE: PERSONAL SERVICES - 0510	\$565,724.32	\$557,665.00	\$278,484.57	\$986,452.00	\$989,119.00		
001.422.0520.5211.0000.0000	ELECTRICITY	\$12,752.27	\$10,525.00	\$2,772.71	\$0.00	\$13,000.00		
001.422.0520.5213.0000.0000	NATURAL GAS	\$2,998.85	\$3,000.00	\$203.91	\$0.00	\$3,000.00		
001.422.0520.5241.0000.0000	OFFICE MACHINE MAINT	\$160.00	\$300.00	\$994.07	\$300.00	\$200.00		
001.422.0520.5242.0000.0000	REPAIR/MAINT EQUIPMENT	\$124,614.93	\$135,000.00	\$14,435.61	\$138,000.00	\$135,000.00		
001.422.0520.5245.0000.0000	VEHICLE SERVICE	\$18,467.38	\$13,000.00	\$0.00	\$13,000.00	\$13,000.00		
001.422.0520.5271.0000.0000	RENTAL EQUIP/FACILITIES	\$128,347.87	\$112,000.00	\$181,096.03	\$112,000.00	\$112,000.00		
001.422.0520.5308.0000.0000	TRAINING	\$0.00	\$415.00	\$0.00	\$415.00	\$415.00		
001.422.0520.5325.0000.0000	CONFERENCE/MEETINGS	\$0.00	\$0.00	\$480.00	\$0.00	\$0.00		
001.422.0520.5343.0000.0000	BINDING & PRINTING	\$0.00	\$160.00	\$139.02	\$300.00	\$250.00		
001.422.0520.5344.0000.0000	POSTAGE	\$67.60	\$150.00	\$2.70	\$200.00	\$125.00		
001.422.0520.5308.0000.0000	INTERDEPARTMENTAL SER	\$17,644.29	\$16,000.00	\$4,405.62	\$18,000.00	\$16,000.00		
001.422.0520.5731.0000.0000	PROFESSIONAL SUPPLS & SL	\$355.00	\$4,300.00	\$635.00	\$4,400.00	\$4,300.00		
	SCHEDULE: PURCHASE OF SERVICES - 0520	\$305,407.64	\$294,840.00	\$125,183.72	\$286,815.00	\$299,290.00		
001.422.0540.5420.0000.0000	OFFICE SUPPLIES	\$135.47	\$750.00	\$591.76	\$750.00	\$750.00		
001.422.0540.5423.0000.0000	SPECIAL AGENCY SUPPLIE	\$4,957.92	\$6,200.00	\$658.56	\$7,990.00	\$7,230.00		

Town of Scituate

Budget 422 Highway Dept

Fiscal Year: 2013-2014

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

From Date: 7/1/2014 To Date: 6/30/2015 Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Admin Reconn	FY15 Town Selectman	FY15 Board of	FY15 Advisory Committee
001.422.0540.5430.0020.0000	BUILDING SUPPLIES	\$6,053.02	\$3,575.92	\$2,859.02	\$1,000.00	\$4,000.00			
001.422.0540.5431.0020.0000	EQUIPMENT PARTS	\$30,183.60	\$31,500.00	\$12,810.94	\$35,000.00	\$31,500.00			
001.422.0540.5433.0020.0000	ROADWAY MAINT SUPPLIES	\$70,335.60	\$67,435.36	\$40,537.00	\$60,000.00	\$68,000.00			
001.422.0540.5434.0020.0000	TRAFFIC CONTROL SUPPLIES	\$10,858.43	\$14,000.00	\$1,028.00	\$17,000.00	\$15,000.00			
001.422.0540.5435.10000.0000	CLEANING SUPPLIES	\$1,034.74	\$1,700.00	\$389.85	\$2,000.00	\$1,700.00			
001.422.0540.5440.0020.0000	VEHICLE SUPPLIES	\$175.87	\$0.00	\$415.34	\$0.00	\$0.00			
001.422.0540.5441.0020.0000	FUELS & LUBRICANTS	\$65,212.85	\$55,000.00	\$20,141.26	\$55,000.00	\$52,000.00			
001.422.0540.5444.0020.0000	TOOLS & EXPENDABLES	\$1,138.94	\$0.00	\$0.00	\$0.00	\$0.00			
001.422.0540.5581.0020.0000	CLOTHING	\$5,409.00	\$6,000.00	\$5,400.00	\$6,000.00	\$6,000.00			
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$183,457.94	\$186,461.28	\$94,812.92	\$195,640.00	\$186,460.00			
001.422.0580.0861.0050.0000	EQUIPMENT	\$13,555.45	\$10,360.00	\$1,021.29	\$9,400.00	\$9,400.00			
001.422.0580.5853.0020.0000	OFFICE EXPENSES	\$9.00	\$260.00	\$0.00	\$500.00	\$100.00			
SCHEDULE: CAPITAL OUTLAY - 0580		\$13,564.45	\$10,600.00	\$1,021.29	\$9,900.00	\$9,500.00			
Grand Total:		\$1,070,244.65	\$1,048,456.28	\$489,281.70	\$1,079,807.00	\$1,004,659.00			

End of Report

TOWN OF SCITUATE FY 2015 PERSONAL SERVICES DETAIL

422 HIGHWAY DIVISION

Department: 400 PUBLIC WORKS

REGULAR SALARY COMPUTATION:

POSITION TITLE: Employees

SUPERVISOR

Michael J. Green

FOREMAN

Kevin Michael Nicotriz

MASTER MECHANIC

George Mason

EQUIPMENT OPERATORS

Bruce Johnston Jr.

Robert Patterson

Arthur Johnson

Thomas Smith

Richard Fuller

George Cook

SUPPORT STAFF

Paul Barry

SEASONAL

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary \$/hr	Overtime \$/hr	Longevity \$/hr	Seasonal \$/hr	Pay-Items \$/hr	Seasonal \$/hr	Other \$/hr	TOTAL \$/hr	Wkly Pay	# of Weeks	Secv Total	Shirers Education	Implevly Per Employees	Total
SUPERVISOR	1	\$84,386		\$1,150		\$0		\$2,617	\$88,162	\$1,616.16	52.2	\$84,386	\$1,900	\$1,150	\$87,345
FOREMAN	1	\$62,680		\$1,000		\$0		\$1,434	\$65,114	\$1,009.20	62.2	\$62,680	\$0	\$1,000	\$63,680
MASTER MECHANIC	1	\$62,680		\$500		\$0		\$8,604	\$71,184			\$62,680			\$71,184
EQUIPMENT OPERATORS	6	\$26,384.5		\$4,150		\$0		\$1,434	\$32,068.5			\$62,680			\$62,680
SUPPORT STAFF	1	\$40,057		\$600		\$0		\$0	\$40,657			\$62,680			\$62,680
SEASONAL	2					\$10,920	\$10,920	\$0	\$10,920			\$62,680			\$62,680
TOTALS	12	\$531,687	\$23,269	\$7,600	\$700	\$0	\$10,920	\$15,523	\$569,719			\$62,680		\$7,600	\$582,707

Town of Scituate

Budget 429 Public Grounds-No Detail

Fiscal Year: 2013-2014

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

From Date: 7/1/2014

To Date: 6/30/2015

Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Admin Recomm	FY15 Board of Selectman	FY15 Advisory Committee
001-429-0510-5110-0000-0000	REGULAR SALARIES	\$402,421.51	\$322,324.00	\$181,214.84	\$398,098.20	\$375,279.00		
001-429-0510-5120-0000-0000	OVERTIME	\$28,529.05	\$24,192.00	\$9,558.91	\$26,892.00	\$26,194.00		
001-429-0510-5130-0000-0000	LONGEVITY	\$6,400.00	\$5,400.00	\$3,333.00	\$5,400.00	\$5,400.00		
001-429-0510-5180-0000-0000	PART-TIME SALARIES	\$0.00	\$10,414.00	\$0.00	\$10,414.00	\$10,414.00		
001-429-0510-5190-0000-0000	SEASONAL SALARIES	\$48,873.59	\$52,050.00	\$25,742.00	\$52,060.00	\$52,650.00		
001-429-0510-5191-0000-0000	OTHER SALARIES	\$10,764.72	\$10,038.00	\$6,847.58	\$11,472.00	\$11,472.00		
SCHEMULE: PERSONAL SERVICES - 0510		\$495,988.78	\$424,818.00	\$226,703.34	\$824,927.20	\$824,459.00		
001-429-0520-5211-0000-0000	ELECTRICITY	\$35,435.72	\$0.00	(8388.68)	\$0.00	\$0.00		
001-429-0520-5213-0000-0000	NATURAL GAS	\$20,062.91	\$0.00	\$1,650.83	\$0.00	\$0.00		
001-429-0520-5241-0000-0000	OFFICE MACHINE MAINT	\$0.00	\$150.00	\$0.00	\$150.00	\$275.00		
001-429-0520-5242-0000-0000	REPAIR/MAINT PROPERT	\$33,588.47	\$25,500.00	\$11,925.56	\$36,000.00	\$32,000.00		
001-429-0520-5245-0000-0000	VEHICLE SERVICE	\$3,249.64	\$5,500.00	\$273.50	\$5,500.00	\$4,200.00		
001-429-0520-5271-0000-0000	RENTAL EQUIP/FACILIT	\$103,048.04	\$92,300.00	\$29,639.35	\$94,200.00	\$94,200.00		
001-429-0520-5208-0000-0000	TRAINING	\$0.00	\$200.00	\$0.00	\$350.00	\$350.00		
001-429-0520-5309-0000-0000	TECHNICAL SERVICES	\$178.20	\$200.00	\$0.00	\$200.00	\$200.00		
001-429-0520-5321-0000-0000	CONFERENCES/MEETINGS	\$119.00	\$200.00	\$0.00	\$250.00	\$200.00		
001-429-0520-5344-0000-0000	POSTAGE	\$28.04	\$100.00	\$4.50	\$100.00	\$100.00		
001-429-0520-5380-0000-0000	INTELL/ARTIME NIAL SIVS	\$5,493.38	\$8,000.00	\$5,452.50	\$9,098.00	\$9,000.00		
001-429-0520-5711-0000-0000	MILITARY REIMBURSEMENT	\$175.80	\$0.00	\$97.20	\$0.00	\$0.00		
001-429-0520-5713-0000-0000	PROFESSIONAL DUES & SL	\$360.00	\$365.00	\$270.00	\$500.00	\$365.00		
SCHEDULE: PURCHASE OF SERVICES - 0520		\$219,745.90	\$132,515.00	\$48,724.86	\$146,250.00	\$140,890.00		
001-429-0540-5420-0000-0000	OFFICE SUPPLIES	\$620.69	\$350.00	\$0.00	\$500.00	\$425.00		

Town of Scituate

Budget 429 Public Grounds-No Detail

Fiscal Year: 2013-2014

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

From Date: 7/1/2014

To Date: 6/30/2015

Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Town Admin Recomm	FY15 Board of Selectman	FY15 Advisory Committee
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001.429.0540.5425.0000.0000	SPECIAL AGENCY SUPPL	\$17,676.95	\$14,000.00	\$2,275.18	\$15,000.00	\$14,000.00		
001.429.0540.5430.0000.0000	BUILDING SUPPLIES	\$8,353.57	\$10,000.00	\$1,074.39	\$10,000.00	\$9,000.00		
001.429.0540.5431.0000.0000	EQUIPMENT PARTS	\$25,393.64	\$24,000.00	\$9,896.60	\$30,000.00	\$25,000.00		
001.429.0540.5441.0000.0000	TRAINING SUPPLIES	\$7,186.35	\$1,000.00	\$1,715.39	\$500.00	\$1,000.00		
001.429.0540.5482.0000.0000	LANDSCAPING SUPPLIES	\$7,239.94	\$12,000.00	\$10,392.17	\$12,000.00	\$12,000.00		
001.429.0540.5480.0000.0000	VEHICLE SUPPLIES	\$0.00	\$750.00	\$0.00	\$1,500.00	\$750.00		
001.429.0540.5481.0000.0000	FUELS & LUBRICANTS	\$40,537.15	\$32,000.00	\$18,995.21	\$32,000.00	\$32,000.00		
001.429.0540.5484.0000.0000	TOOLS & EXPENDABLES	\$1,191.10	\$750.00	\$79.55	\$1,400.00	\$750.00		
001.429.0540.5481.0000.0000	CLOTHING	\$5,400.00	\$5,000.00	\$5,400.00	\$5,000.00	\$6,000.00		
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$111,509.49	\$99,850.00	\$48,798.49	\$108,900.00	\$100,925.00		

001.429.0580.5061.0000.0000	EQUIPMENT	\$1,898.72	\$0.00	\$0.00	\$23,595.00	\$20,000.00		
001.429.0580.5062.0000.0000	Furnishing/Equipment Replac	\$3,470.31	\$0.00	\$0.00	\$0.00	\$1.00		
001.429.0580.5063.0000.0000	Refuel/Reassess Storage	\$38,673.24	\$0.00	\$0.00	\$0.00	\$0.00		
SCHEDULE: CAPITAL OUTLAY - 0580		\$41,042.27	\$0.00	\$0.00	\$23,595.00	\$20,000.00		
Grand Total:		\$855,288.54	\$657,383.00	\$324,726.66	\$783,672.20	\$744,723.00		

End of Report

**TOWN OF SCITUATE
FY 2015 BUDGET**

DEPARTMENT: 423 Snow & Ice Removal

MISSION STATEMENT:

- To ensure that police, fire and medical emergency equipment can move safely on Town roads.
- To open main and secondary roads for use by the public.
- To open residential streets (first priority given to publicly owned streets).
- To clear sidewalks used to walk to School.

STRATEGIES AND PROJECTS:

- Continue Snow & Ice fighting strategy – “Fight the Storm from the ground up.”
- Continue use of the saturated salt pre-treatment process.
- Continue with “Straight salt” strategy to improve effectiveness and reduce cost of clean-up.
- Expand cross training and use of all Department’s in snow fighting.
- Maintain the priority focus on public roads. Provide “emergency responders service” to private ways.

MAJOR BUDGET COMPONENTS:

• Contracted snow plows & sanders	\$ 293,000	47%
• Sand & Salt	\$ 165,000	34%
• Overtime	\$ 75,000	15%
• Maintenance	\$ 25,000	5%
• Equipment Replacement	\$ 22,000	4%

RISKS AND CHALLENGES:

- Weather
- Salt availability

DEPARTMENTAL ACCOMPLISHMENTS:

- Completed construction of salt shed to reduce risk of delivery delays and support “straight salt” strategy.
- Kept streets open through-out a very tough winter - snow, seas, blizzards.
- Continued salt brine pre-treatment and ‘straight salt’ strategy.
- Expanded role of Town employees in snow fighting.

Town of Scituate

Budget 423 Snow&Ice Removal

Fiscal Year: 2013-2014

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

From Date: 7/1/2014 To Date: 6/30/2015

Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Town Admin Reconn	FY15 Board of Selectman	FY15 Advisory Committee
001423.0510.520.0000.0000	OVERTIME	\$70,000.00	\$75,000.00	\$19,596.32	\$70,000.00	\$85,409.00		
SCHEDULE: PERSONAL SERVICES - INS10		\$70,000.00	\$75,000.00	\$19,596.32	\$70,000.00	\$85,389.00		
001423.0570.521.0000.0000	EQUIPMENT RENTALS	\$257,380.11	\$202,750.00	\$25,006.62	\$192,000.00	\$192,000.00		
SCHEDULE: PURCHASE OF SERVICES - 0520		\$257,380.11	\$202,750.00	\$25,006.62	\$192,000.00	\$192,000.00		
001423.0540.5401.0000.0000	EQUIPMENT PARTS	\$11,362.90	\$22,000.00	\$9,604.79	\$28,000.00	\$28,400.00		
001423.0540.5403.0000.0000	ROADWAY MAINTENANCE	\$113,476.82	\$165,000.00	\$41,634.04	\$159,475.00	\$189,252.00		
001423.0540.5490.0000.0000	VEHICLE SUPPLIES	\$137.36	\$250.00	\$0.00	\$5,000.00	\$250.00		
001423.0540.5404.0000.0000	TOOLS & EXPENDABLES	\$3,236.53	\$3,000.00	\$0.00	\$5,000.00	\$3,500.00		
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$139,203.61	\$190,250.00	\$61,238.83	\$197,475.00	\$218,002.00		
001422.0580.5801.0000.0000	EQUIPMENT	\$27,047.21	\$22,000.00	\$17,529.00	\$35,925.00	\$0.00		
SCHEDULE: CAPITAL OUTLAY - 0580		\$27,047.21	\$22,000.00	\$17,529.00	\$35,925.00	\$0.00		
Grand Total:		\$489,631.73	\$490,000.00	\$308,389.77	\$495,401.00	\$495,401.00		

End of Report

TOWN OF SCITUATE
FY 2015 BUDGET

DEPARTMENT: 424 Streetlights and Beacons

MISSION STATEMENT:

- Provide adequate street lighting for town streets, roads, intersections, crosswalks, and neighborhoods at an affordable cost within a limited budget.

DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS:

- Complete an audit of all streetlights currently being charged to the Town by National Grid and NStar. To ensure accurate billing.
- Conduct an audit of streetlight placement to be sure that best management practices are being used to locate and size the streetlights most effectively.
- Evaluate option of assuming ownership and maintenance responsibility for streetlights.

MAJOR BUDGET COMPONENTS:

- This line item covers the cost of electricity for the Town's streetlights. The budget proposal is based upon based on historical costs and a recent price increase. National Grid or NStar owns almost all lights. The Town pays for for these through a rental arrangement. Traffic signals and decorative lights in Greenhusk and North Scituate are owned and maintained by the Town. For these, the Town pays for power via meters.

RISKS AND CHALLENGES:

- o In the past Towns have responded to economic challenges by turning off streetlights. This generally causes havoc. The focus for Scituate is to ensure adequate placement and operation vs. a written Policy.

Town of Scituate

Rudget 424 Street Lights/Beacons Summ

Fiscal Year: 2013-2014

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

From Date: 7/1/2014

To Date: 6/30/2015

Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Town Admin Reconnit	FY15 Board of Selectman	FY15 Advisory Committee
991 424 0020 0211 0000 0000	ELECTRICITY	\$ 172,395.74	\$ 190,000.00	\$85,544.25	\$ 190,000.00	\$ 190,000.00		
SCHEDULE: PURCHASE OF SERVICES - 0520		\$ 172,395.74	\$ 190,000.00	\$85,544.25	\$ 198,600.00	\$ 190,000.00		
Grand Total:		\$ 172,395.74	\$ 190,000.00	\$85,544.25	\$ 198,600.00	\$ 190,000.00		

End of Report

500 HUMAN SERVICES

510

BOARD OF HEALTH

541

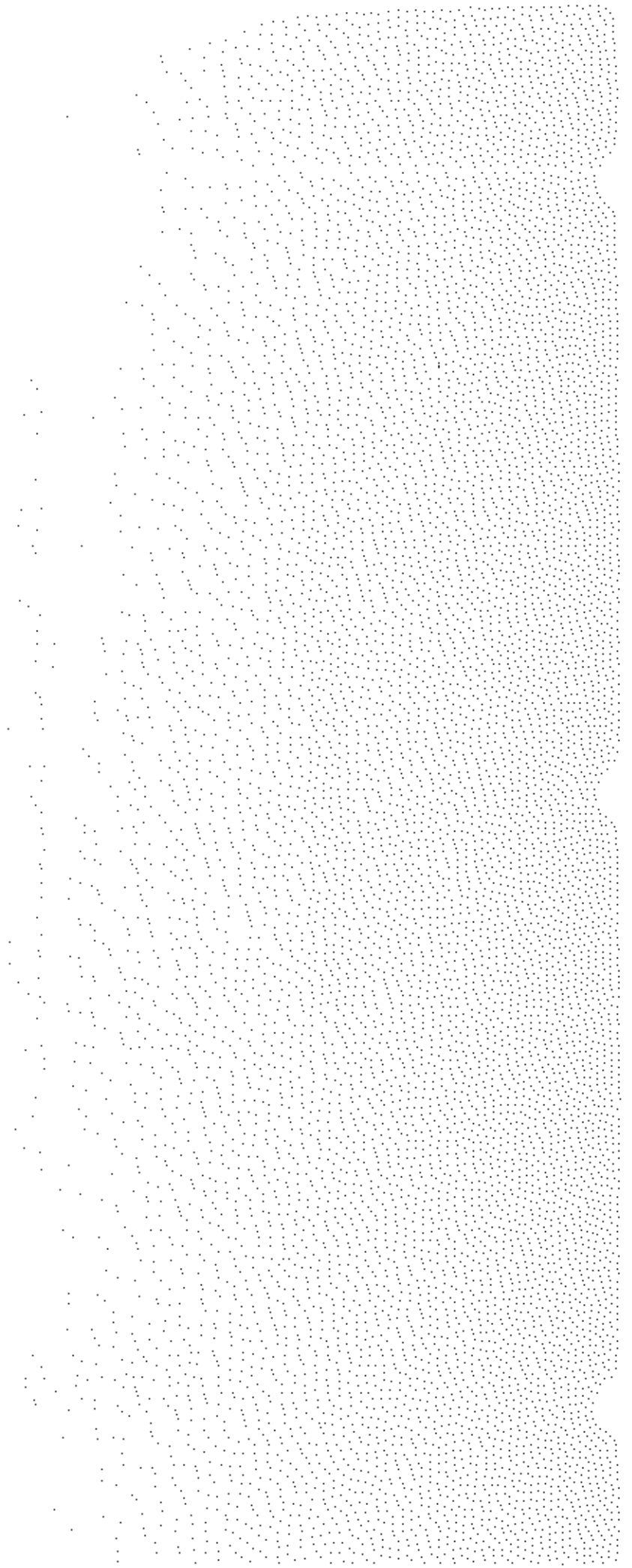
COUNCIL ON AGING

543

VETERANS

549

COMMISSION ON DISABILITIES



**TOWN OF SCITUATE
FY 2015 BUDGET**

DEPARTMENT: Board of Health

MISSION STATEMENT: To provide prevention services and to promote and protect the public and environmental health for the Town of Scituate.

FY 2015 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

1. Work with the Recreation Department to improve communications on beach closures – First Quarter.
 - a. Improve signage
 - b. Create a press release explaining the closure process and post on Website
 - c. Establish e-mail with Beach Associations

2. Work with DPW to improve recycling rates - Ongoing
 - a. Revise Board of Health regulation and/or Town by-laws to require private waste haulers to promote recycling and provide appropriate collection
 - b. Meet with Scituate businesses to promote and discuss recycling
 - c. Expand and regularly update recycling information on the Website

3. Improve contact and coordination with Medical Reserve Corp. (MRC) and Citizens Emergency Response Team (CERT).
 - a. Hold regular meetings and trainings in coordination with the Region 4 B MRC – Ongoing.
 - b. Hold two onsite drills per year, one shelter and one Emergency Dispensing Site (EDS) – Third Quarter.

4. Review Healthy Scituate document and update – Fourth Quarter.

This is a resource that describes healthy activities such as open space trails, playgrounds and fields, sidewalks for walking, boat and canoe landings, restaurants with healthy meals and more all here in Scituate to help promote a healthy lifestyle.

- a. Review with appropriate departments and restaurants.
- b. Seek new or updated maps
- c. Consider new maps, photos or topics

MAJOR BUDGET COMPONENTS

SALARIES: Accounts for over 80% of budget; staff is essential to the mission of the department.

TECHNICAL SERVICES: This funding provides services to meet legal mandates.

**TOWN OF SCITUATE
FY 2015 BUDGET**

DEPARTMENT: Board of Health

MILEAGE: This funds staff travel to complete the mission.

REPAIRS AND MAINTENANCE: Insures safe travel to accomplish mission.

CONFERENCES AND MEETINGS: Allows staff to be aware of new technology and best practices to benefit consumers, department and the Town. Keeps staff up-to-date on new and challenging regulations and unfunded mandates, thereby protecting the Town's liability and helping maintain staff professional credentials.

MEDICAL SUPPLIES: These are essential for the nurse's work with the community.

OFFICE SUPPLIES: Supplies such as printer cartridges, stationery and forms are essential to mandated notification required by regulations.

SPECIAL AGENCY FUNDS: For unexpected special needs such as specialized equipment or testing.

FY 2015 RISKS AND CHALLENGES

The Massachusetts Department of Environmental Protection (DEP) expects to give local Board of Health offices complete responsibility for septic systems under 10,000 gallons per day (gpd) without any DEP application, approvals or reviews. DEP staff will still be available for technical assistance, but not readily as available since they will now be focusing on inspections and enforcement.

As a result of changes in Federal regulations, the Regional Emergency Preparedness units of both local public health and also hospitals will have to merge. It is unknown at this time how this will affect Region 4B as it has its own control over the Regional Coordinator as opposed to the regions having Department of Public Health staff. Whether some funds will continue to be directly dispersed to our local communities is also unknown at this time.

There is the possibility of disintegration of our region due to lack of interest, money or directional control when reorganization proceeds.

Construction of two 40B developments is currently underway and two larger developments, Stockbridge Landing and the Tol. Brother's development of the Gouvison property, are on the horizon, and, an increase in rental units will no doubt lead back to an increase in inspections and potential complaints.

On a positive note, the Massachusetts Department of Public Health (MPH) has re-established the Office of Local Health which will have local regional directors. The office will provide additional resources, training, best practices and networking opportunities to help Boards of Health staff and board members.

**TOWN OF SCITUATE
FY 2015 BUDGET**

DEPARTMENT: Board of Health

DEPARTMENTAL ACCOMPLISHMENTS

Resolved a long-time hoarder to clean out a major portion of her residence.

Manned shelters for Storms NEMO and Saturna.

Presented Power Point on Scituate's shelter experience during storm NEMO to Public Health Emergency Preparedness Region 4 B, a Federal New England Medical Reserve Corps Meeting, and Middlesex County Medical Reserve Corp.

Successful in obtaining sewage disposal systems and written agreements from new owners or habitants at dwellings that were adjacent to the marsh on the front of Peggotty Beach and Town Way Ext. or adjacent to Tack Factory Pond, all sensitive areas.

Worked with Council on Aging (COA) on expanding offerings at the successful Health Fair at the Scituate Harbor Community Building.

Participated in Emergency Preparedness article series in the Scituate Mariner with Firefighter Elena Cheverie, and Animal Control Officer Kim Stewart.

Worked with Chief Brian Stewart to obtain a Medicine Disposal kiosk for the police station lobby.

Overhauled Board of Health filing system including purging and updating of addresses with organization provided by King Information Systems.

Helped resolve long-standing rodent and leak problem at Scituate High School for the Recreation Department.

Permitted the first recreational camp for children in Scituate at the Inly School.

Worked with School Superintendent to provide preventative spraying on school grounds and fields for mosquitoes during West Nile Virus (WNV) and Eastern Equine Encephalitis (EEE) seasons.

Established a Hoarding Task Force to represent town departments and local organizations including Police, Fire, COA, South Shore Visiting Nurses, Norwell Visiting Nurses and the Scituate Housing Authority.

**TOWN OF SCITUATE
FY 2015 BUDGET**

DEPARTMENT:

Description of Revenue	FY/12	FY/12	FY 14	FY/15 EST.	Comments
Perc Applications	\$ 30,375.00	\$ 17,845.00	\$ 19,450.00	\$ 18,500.00	FY15 is estimated
Disposal Works Instalers Permits	\$ 5,825.00	\$ 5,450.00	\$ 5,900.00	\$ 6,050.00	
Pump & Haul Sewage	\$ 700.00	\$ 1,850.00	\$ 1,400.00	\$ 1,400.00	
Rubbish Removal	\$ 800.00	\$ 1,000.00	\$ 1,100.00	\$ 1,200.00	
Misc. Other	\$ 2,000.00	\$ 5,751.57	\$ 6,100.00	\$ 6,100.00	
Swimming Pools	\$ 760.00	\$ 825.00	\$ 800.00	\$ 900.00	
Revolving Food Permits, Reinspections, Temp Food Permits	\$ 14,113.40	\$ 18,433.50	\$ 19,400.00	\$ 20,000.00	
Flu Vaccine	\$ 2,350.00	\$ 2,311.80	\$ 2,220.00	\$ 2,300.00	
Sewage Permits	\$ 16,975.00	\$ 14,610.00	\$ 16,500.00	\$ 15,100.00	Drop in Septic Abandonment Permits
Preparedness Grant	\$ 5,018.00	\$ 6,690.12	\$ 6,020.12	\$ 5,418.00	Expecting funds to be cut

TOWN-KINGSTON	TOWN-SCHULIAIE
Population-12,629	Population-18,650
Percentage of Town on Sewer-25%	Percentage of Town on Sewer-46%
Square Miles-20.5	Square Miles-17.5 Land - 17.0-Water

STAFFING TITLES	STAFFING TITLES
CREDENTIALS/HRS. WORKED	CREDENTIALS/HRS. WORKED
Health Agent - F.T.	Director of Public Health - FT
Admin Assistant - Full Time	CREDENTIALS: R.S., Soil Evaluator, Certified
Food Inspector - No hours indicated	Food Manager, Public Health Lead Paint Determinator
Live Board of Health Members	Secretary - F.T.
	Public Health Nurse - R.N. - 8 Hours/week

CONTRACTED PERSONNEL	CONTRACTED PERSONNEL
None	3 Soil Evaluators - \$70.00 per Hour
	Food Inspector \$62.00 per Inspection

SERVICES OFFERED	SERVICES OFFERED
Biotech or Hazardous Materials-No	Biotech or Hazardous Materials-No
Food Service and Retail Inspections-Yes	Food Service and Retail Inspections-Yes
Nuisances, Complaints-Yes	Nuisances, Complaints-Yes
Title 5-Yes	Title 5-Yes
Wells-Yes	Wells-Working on Regulations
Tanning-Yes	Tanning-Yes
Temp Food Permits-Yes	Temp Food Permits-Yes
Body Art-Yes	Body Art-None Licensed
Emergency Preparedness-Yes	Emergency Preparedness-Yes
Housing Inspections-Yes	Housing Inspections-Yes

SCITUATE BOARD OF HEALTH PUBLIC HEALTH SURVEY

KINGSTON-SERVICES OFFERED CONT.	SCITUATE - SERVICES OFFERED CONT.
Recreational Camps- <i>Yes</i>	Recreational Camps- <i>Yes</i>
Swimming Pools- <i>Yes</i>	Swimming Pools- <i>Yes</i>
Beaches- <i>Yes</i>	Beaches- <i>Yes</i>
Sharps Disposal- <i>Yes</i>	Sharps Disposal- <i>Yes</i>
Tobacco Compliance Checks- <i>Yes</i>	Tobacco Compliance Checks- <i>Working on this</i>
Keeping of Animals- <i>No</i>	Keeping of Animals- <i>No</i>
Trash/Recycling- <i>No</i>	Trash/Recycling- <i>No</i>
Shelter Responsibilities- <i>No</i>	Shelter Responsibilities- <i>Yes</i>
OTHER-None Listed	OTHER-None Listed

PUBLIC HEALTH NURSE	PUBLIC HEALTH NURSE
<i>Yearly Contract</i>	<i>Contracted Amount or Hourly Rate</i>
No Hours Listed	8 Hours per week
PHN SERVICES	PHN SERVICES
Blood Pressure Clinics	Blood Pressure Clinics
Home Visits	Home Visits
Flu Clinics	Flu Clinics
Communicational Disease Follow-up	Well Being Checks
MAYEN	Diabetic Screening
TB Follow-up	Cholesterol Screening
	Communicational Disease Follow-up
	MAYEN

OTHER NURSING SYS. PROVIDED	OTHER NURSING SYS. PROVIDED
Not Applicable	TB Follow-up
	Health Fair

KINGSTON: OTHER SERVICES CONT.	SCITUATE: OTHER SERVICES CONT.
None	Helps with EDS Clinic Drills

MENTAL HEALTH SERVICES	MENTAL HEALTH SERVICES
SOCIAL WORKER SERVICES	SOCIAL WORKER SERVICES
No Mental Health Services	No Mental Health Services
No Social Worker Services	New Social Worker available through COA
AV. # OF HOARDING CASES/YEAR	AV. # OF HOARDING CASES/YEAR
AV. # OF HOARDING CASES ONGOING	AV. # OF HOARDING CASES ONGOING
0 Hoarding Cases	5
SPECIAL INTERESTS	SPECIAL INTERESTS
Wind Turbine	Wind Turbine
	SANDS
	Scituate Coastal Coalition
TOTAL ANNUAL BUDGET	TOTAL ANNUAL BUDGET
\$131,360	\$147,663
	0

SOLID WASTE or TRASH RECYCLING IN BUDGET?	SOLID WASTE or TRASH RECYCLING IN BUDGET?
No	No

BUDGET AMOUNT FOR PERSONNEL SVS.	BUDGET AMOUNT FOR PERSONNEL SVS.
\$116,955	\$138,533
ANY REVOLVING ACCOUNTS?	ANY REVOLVING ACCOUNTS?
Not Applicable	Food and Percolation Tests

SCITUATE BOARD OF HEALTH PUBLIC HEALTH SURVEY

KINGSTON-CONTINUED	SCITUATE CONTINUED
EMERGENCY PREPAREDNESS FUNDS FROM REGION?	EMERGENCY PREPAREDNESS FUNDS FROM REGION?
Yes	Yes
EMERGENCY PREPAREDNESS FUNDED BY TOWN?	EMERGENCY PREPAREDNESS FUNDED BY TOWN?
No	No

TOWN-MARSHFIELD		TOWN-HULL	
Population-21,000	Population-25,000 approx.	Population-11,970	Population-11,970
Percentage of Town on Sewer-35%	Percentage of Town on Sewer-40%	Percentage of Town on Sewer- Not Indicated	Percentage of Town on Sewer- Not Indicated
Square Miles-25.04	Square Miles-23	Square Miles-28.21	Square Miles-28.21

STAFFING TITLES	STAFFING TITLES	STAFFING TITLES	STAFFING TITLES
CREDENTIALS/HRS. WORKED	CREDENTIALS/HRS. WORKED	CREDENTIALS/HRS. WORKED	CREDENTIALS/HRS. WORKED
Exec. Health Officer-B.S., R.S. - Full Time	Director of Public Health - R.S., Degree-FI	Health Director-R.N.Housing, Food, Lead, C	Health Director-R.N.Housing, Food, Lead, C
Public Health Nurse-R.N. 30 Hrs./Week	Asst. Dir. Public Health - R.S. Eligible Food Cert-FI	Public Health Nurse-RN/Housing Insp.	Public Health Nurse-RN/Housing Insp.
Health Agent-R.S. - 30 Hrs./week	Admn. Assistant-Asoc. Degree-Full Time	Outreach Worker - BS	Outreach Worker - BS
Food Inspector FS Certified-20 Hrs./Wk	Clerk - H.S. Diploma -15.5 Hours/Week	Office Manager - FI -35 Hours/Wk.	Office Manager - FI -35 Hours/Wk.
Admnl. Sec.-H.S. Diploma-Full Time			
Health Clerk-H.S. Diploma-20 Hrs./Week			

CONTRACTED PERSONNEL	CONTRACTED PERSONNEL	CONTRACTED PERSONNEL	CONTRACTED PERSONNEL
Professional Engineer-\$80-\$110/Hour	Soil Evaluator Rev. Account	Fill in Housing Insp. -\$28.00/inspection	Fill in Housing Insp. -\$28.00/inspection
	Applicant pays \$95.00 per Hour	ACC-Hired for Animal Inspector-\$1000/Year	ACC-Hired for Animal Inspector-\$1000/Year
	Food Inspector - \$50.00 per Hour		

SERVICES OFFERED	SERVICES OFFERED	SERVICES OFFERED	SERVICES OFFERED
Biotech or Hazardous Materials-Yes	Biotech or Hazardous Materials-No	Biotech or Hazardous Materials-No	Biotech or Hazardous Materials-No
Food Service and Retail Inspections-Yes	Food Service and Retail Inspections-Yes	Food Service and Retail Inspections-Yes	Food Service and Retail Inspections-Yes
Nuisances, Complaints Yes	Nuisances, Complaints-Yes	Nuisances, Complaints-Yes	Nuisances, Complaints-Yes
Title 5-Yes	Title 5-Yes	Title 5-No	Title 5-No
Wells-Yes	Wells-Yes	Wells-Yes	Wells-Yes
Tanning-Yes	Tanning-Yes	Tanning-Yes- Currently None	Tanning-Yes- Currently None
Temp Food Permits-Yes	Temp Food Permits-Yes	Temp Food Permits-Yes	Temp Food Permits-Yes
Body Art-Yes	Body Art-Yes	Body Art-Yes- Currently None	Body Art-Yes- Currently None
Emergency Preparedness-Yes	Emergency Preparedness-Yes	Emergency Preparedness-Yes	Emergency Preparedness-Yes
Housing Inspections-Yes	Housing Inspections-Yes	Housing Inspections-Yes	Housing Inspections-Yes (1200/Year)

SCITUATE BOARD OF HEALTH PUBLIC HEALTH SURVEY

HINGHAM-OTHER SYS. CONT.	MARSHFIELD: OTHER SYS. CONT.	HULL: OTHER SYS. CONT.
Housing		Acupuncture
Hoarding		
Persons at Risk		
Health Education		
Health Referrals		
MENTAL HEALTH SERVICES	MENTAL HEALTH SERVICES	MENTAL HEALTH SERVICES
SOCIAL WORKER SERVICES	SOCIAL WORKER SERVICES	SOCIAL WORKER SERVICES
No Mental Health Services	No Mental Health Services	Community Outreach & Family Support Svc
No Social Worker Services	No Social Worker Services	Community Outreach & Family Support Svc
AV. # OF HOARDING CASES/YEAR	AV. # OF HOARDING CASES/YEAR	AV. # OF HOARDING CASES/YEAR
2-3 per year.	1-2 Per Year	5 Per Year
16-8 ongoing		
SPECIAL INTERESTS	SPECIAL INTERESTS	SPECIAL INTERESTS
	None Listed	None Listed
I.F.O.G		
Recycling		
TOTAL ANNUAL BUDGET	TOTAL ANNUAL BUDGET	TOTAL ANNUAL BUDGET
\$320,000	\$220,000	\$190,014
SOLID WASTE or TRASH RECYCLING IN BUDGET?	SOLID WASTE or TRASH RECYCLING IN BUDGET?	SOLID WASTE or TRASH RECYCLING IN BUDGET?
No	No	Not Listed
BUDGET AMOUNT FOR PERSONNEL SVS.	BUDGET AMOUNT FOR PERSONNEL SVS.	BUDGET AMOUNT FOR PERSONNEL SVS.
\$297,000	Not Listed	\$182,400

HINGHAM-SERVICES OFFERED CONT.	MARSHFIELD - SERVICES OFFERED CONT.	HULL - SERVICES OFFERED CONT.
Recreational Camps-Yes	Recreational Camps-Yes	Recreational Camps-Yes
Swimming Pools-Yes	Swimming Pools-Yes	Swimming Pools-Yes
Beaches-Yes	Beaches-Yes	Beaches-Yes
Sharps Disposal-Yes	Sharps Disposal-Yes BOH function	Sharps Disposal-Yes
Tobacco Compliance Checks-Yes	Tobacco Compliance Checks-No	Tobacco Compliance Checks-No
Keeping of Animals-Yes	Keeping of Animals-No	Keeping of Animals-No
Trash/Recycling-Yes	Trash/Recycling-No	Trash/Recycling-No
Shelter Responsibilities-Yes	Shelter Responsibilities-No	Shelter Responsibilities-Yes
OTHER-P.O.G for restaurants on public sewer	OTHER-None Listed	OTHER-Wellness-Yoga-Acupressure
PUBLIC HEALTH NURSE	PUBLIC HEALTH NURSE	PUBLIC HEALTH NURSE
<i>Contracted Amount or Hourly Rate</i>	<i>Contracted Amount or Hourly Rate</i>	<i>Contracted Amount or Hourly Rate</i>
Works 30.5 Hours per week	Works 30.5 Hours per week	25 Hours@PHN/Wellness 10 Hours - Housing Inspector
PHN SERVICES	PHN SERVICES	PHN SERVICES
Blood Pressure Clinics	Blood Pressure Clinics	Blood Pressure Clinics
Home Visits	Flu Clinics	Home Visits
Flu Clinics	Diabetes Screening	Flu Clinics
Well Being Checks	Communal Disease Follow-up	Communal Disease Follow-up
Communal Disease Follow-up	MAVEN	MAVEN
MAVEN	TB Follow-up	TB Follow-up
School Nursing		Health Fair
Medicare Review		
OTHER NURSING SVS. PROVIDED	OTHER NURSING SVS. PROVIDED	OTHER NURSING SVS. PROVIDED
Emergency Preparedness Compliance	Annual Service Contract - \$18,700.00 Approx.	Wellness
Licensing Tanning Salons	Walk-in Hours - 4 Hours Per Week	Yoga Classes for Seniors and Employees

SCITUATE BOARD OF HEALTH PUBLIC HEALTH SURVEY

HINGHAM - CONTINUED	MARSHFIELD - CONTINUED	HULL - CONTINUED
ANY REVOLVING ACCOUNTS? Professional Engineering Services	ANY REVOLVING ACCOUNTS? Engineer to witness soil tests Title 5 related as needed	ANY REVOLVING ACCOUNTS? Vaccine
		Inspectional - Pays 17.5 hrs/Wk. for <i>Office Manager's Salary</i>
		Inspectional-Pays 10 hrs/wk. for <i>PHN Nurse's Salary</i>
EMERGENCY PREPAREDNESS FUNDS FROM REGION? Yes	EMERGENCY PREPAREDNESS FUNDS FROM REGION? Yes	EMERGENCY PREPAREDNESS FUNDS FROM REGION? No
EMERGENCY PREPAREDNESS FUNDED BY TOWN? No	EMERGENCY PREPAREDNESS FUNDED BY TOWN? No	EMERGENCY PREPAREDNESS FUNDED BY TOWN? Yes

TOWN-DUXBURY	TOWN-NORWELL	TOWN-PEMBROKE
Population-15,000	Population - 10,600	Population - 19,500
Percentage of Town on Sewer- None	Percentage of Town Sewered-None	Percentage of Town Sewered - None
Square Miles-37.6 - 23 miles land/14 - water	Square Miles - 21.2	Square Miles - Not indicated
STAFFING TITLES	STAFFING TITLES	STAFFING TITLES
CREDENTIALS/HRS. WORKED	CREDENTIALS/HRS. WORKED	CREDENTIALS/HRS. WORKED
Health Agent-R.S-Seal Evaluator-CPO - Full Time	Health Agent-R.S. and/or CHO, B.S.-FT	Agent - Full Time
Administrative Assistant-H.S. - Full Time	Administrative Assistant-Associates-FT	Secretary - Full Time
CONTRACTED PERSONNEL	CONTRACTED PERSONNEL	CONTRACTED PERSONNEL
Food Inspector-Paid per Inspection	Food Inspector \$60.00 per Inspection	None
\$50.00 routine/\$25.00 follow-up	VSA - \$40.00 per Hour	
	Pere Witnessing- \$50.00 per Hour	
SERVICES OFFERED	SERVICES OFFERED	SERVICES OFFERED
Biotech or Hazardous Materials- <i>No</i>	Biotech or Hazardous Materials- <i>No</i>	Biotech or Hazardous Materials- <i>No</i>
Food Service and Retail Inspections- <i>Yes</i>	Food Service and Retail Inspections- <i>Yes</i>	Food Service and Retail Inspections- <i>Yes</i>
Nuisances, Complaints- <i>Yes</i>	Nuisances, Complaints- <i>Yes</i>	Nuisances, Complaints- <i>Yes</i>
Title 5- <i>Yes</i>	Title 5- <i>Yes</i>	Title 5- <i>Yes</i>
Wells- <i>Yes</i>	Wells- <i>Yes</i>	Wells- <i>Yes</i>
Tanning-None at this time	Tanning- <i>Yes</i>	Tanning- <i>Yes</i>
Temp Food Permits- <i>Yes</i>	Temp Food Permits- <i>Yes</i>	Temp Food Permits- <i>Yes</i>
Body Art- <i>None at this time</i>	Body Art- <i>None at this time</i>	Body Art- <i>Yes</i>
Emergency Preparedness- <i>Yes</i>	Emergency Preparedness- <i>Yes</i>	Emergency Preparedness- <i>Yes</i>
Housing Inspections- <i>Yes</i>	Housing Inspections- <i>Yes</i>	Housing Inspections- <i>Yes</i>

SCITUATE BOARD OF HEALTH PUBLIC HEALTH SURVEY

DUXBURY - SERVICES OFFERED CONT.	NORWELL-SERVICES OFFERED CONT.	PEABROKE - SERVICES OFFERED CONT.
Recreational Camps- Yes		
Swimming Pools- Yes	Swimming Pools- Yes	Swimming Pools- Yes
Beaches- Yes	Beaches- No	Beaches- Yes
Sharps Disposal- Yes	Sharps Disposal- Yes	Sharps Disposal- Yes
Tobacco Compliance Checks- No	Tobacco Compliance Checks- No	Tobacco Compliance Checks- No
Keeping of Animals- Yes	Keeping of Animals- No	Keeping of Animals- Yes
Trash/Recycling- No	Trash/Recycling- Yes	Trash/Recycling- No
Shelter Responsibilities- Yes	Shelter Responsibilities- Yes	Shelter Responsibilities- Yes
OTHER-	OTHER-	OTHER-
PUBLIC HEALTH NURSE	PUBLIC HEALTH NURSE	PUBLIC HEALTH NURSE
<i>Contracted Amount or Hourly Rate</i>	<i>Contracted Amount or Hourly Rate</i>	<i>Per Case \$18,000.00 Per Contract</i>
Partners Home Care Contracted	vNA as needed per hour	
PHN SERVICES	PHN SERVICES	PHN SERVICES
Blood Pressure Clinics	Blood Pressure Clinics	Blood Pressure Clinics
Home Visits	Home visits	Home Visits
Flu Clinics	Flu Clinics	Flu Clinics
Communicational Disease Follow-up	Well Being Checks	Communicational Disease Follow-up
MAVEN	Diabetes Screening	MAVEN
TB Follow-up	Cholesterol Screening	TB Follow-up
	Cholesterol Screening	
	Communicational Disease Follow-up	
	MAVEN	
	Health Fair	
OTHER NURSING SVS. PROVIDED	OTHER NURSING SVS. PROVIDED	OTHER NURSING SVS. PROVIDED
None Listed	None Listed	None Listed

<p>DUXBURY: OTHER SVS. CONT.</p> <p>None Listed</p>	<p>NORWELL - OTHER SVS. CONT.</p> <p>None Listed</p>	<p>PEMBROKE - OTHER SVS. CONT.</p> <p>None Listed</p>
<p>MENTAL HEALTH SERVICES</p> <p>SOCIAL WORKER SERVICES</p> <p>None Listed for Mental Health Services</p> <p>None Listed for Social Worker Services</p>	<p>MENTAL HEALTH SERVICES</p> <p>SOCIAL WORKER SERVICES</p> <p>None Listed for Mental Health Services</p> <p>None Listed for Social Worker Services</p>	<p>MENTAL HEALTH SERVICES</p> <p>SOCIAL WORKER SERVICES</p> <p>None Listed for Mental Health Services</p> <p>None Listed for Social Worker Services</p>
<p>AV. # OF HOARDING CASES/YEAR</p> <p>AV. # OF HOARDING CASES ONGOING</p>	<p>AV. # OF HOARDING CASES/YEAR</p> <p>AV. # OF HOARDING CASES ONGOING</p>	<p>AV. # OF HOARDING CASES/YEAR</p> <p>AV. # OF HOARDING CASES ONGOING</p>
<p>1 Per Year</p>	<p>1 Ongoing</p>	<p>5</p>
<p>SPECIAL INTERESTS</p> <p>Fluoride</p> <p>Wind Turbine</p>	<p>SPECIAL INTERESTS</p> <p>Old Capped Landfill</p>	<p>SPECIAL INTERESTS</p> <p>None Listed</p>
<p>TOTAL ANNUAL BUDGET</p> <p>Are with Inspectional Services</p> <p><i>Don't have own budget</i></p>	<p>TOTAL ANNUAL BUDGET</p> <p>\$807,433.00</p>	<p>TOTAL ANNUAL BUDGET</p> <p>\$114,500.00</p>
<p>SOLID WASTE or TRASH RECYCLING</p> <p>IN BUDGET?</p> <p>N/A. Handled by DPW</p>	<p>SOLID WASTE or TRASH RECYCLING</p> <p>IN BUDGET?</p> <p>\$626,300.00</p>	<p>SOLID WASTE or TRASH RECYCLING</p> <p>IN BUDGET?</p> <p>\$108,500.00</p>
<p>BUDGET AMOUNT FOR PERSONNEL SVS.</p> <p>With Inspectional Services Budget</p>		

SCITUATE BOARD OF HEALTH PUBLIC HEALTH SURVEY

DUXBURY - CONTINUED	NORWELL - CONTINUED	PEMBROKE - CONTINUED
ANY REVOLVING ACCOUNTS? No	ANY REVOLVING ACCOUNTS? No	ANY REVOLVING ACCOUNTS? No
EMERGENCY PREPAREDNESS FUNDS FROM REGION? Yes	EMERGENCY PREPAREDNESS FUNDS FROM REGION? Yes	EMERGENCY PREPAREDNESS FUNDS FROM REGION? Yes
EMERGENCY PREPAREDNESS FUNDED BY TOWN? No	EMERGENCY PREPAREDNESS FUNDED BY TOWN? No	EMERGENCY PREPAREDNESS FUNDED BY TOWN? No

Town of Scituate

Budget 510 Board of Health

Fiscal Year: 2013-2014

From Date: 7/1/2014

To Date: 6/30/2015

Definition: FY15 Completed Budget

Print accounts with zero balance

Round to whole dollars

Account on new page

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Admin Recomm	FY15 Board of Selectman	FY15 Advisory Committee
001.510.0510.0000.0000	REGULAR SALARIES	\$120,355.56	\$120,504.00	\$57,742.75	\$120,504.00	\$118,269.00		
001.510.0510.5120.0000.0000	OVERTIME	\$0.00	\$0.00	\$0.00	\$500.00	\$616.00		
001.510.0510.5130.0000.0000	LONGEVITY	\$2,150.00	\$2,150.00	\$0.00	\$860.00	\$860.00		
001.510.0510.5140.0000.0000	SICK LEAVE BUY BACK	\$0.00	\$100.00	\$0.00	\$400.00	\$0.00		
001.510.0510.5180.0000.0000	PART TIME SALARIES	\$11,546.22	\$13,774.00	\$5,658.56	\$13,774.00	\$13,774.00		
001.510.0510.5191.0000.0000	OTHER SALARIES	\$1,069.35	\$1,210.00	\$375.98	\$1,205.00	\$1,133.00		
	SCHEDULE: PERSONAL SERVICES - 0510	\$135,021.13	\$138,533.00	\$63,775.30	\$137,233.00	\$129,542.00		
001.510.0520.5300.0000.0000	TECHNICAL SERVICES	\$1,423.25	\$2,600.00	\$1,821.48	\$1,100.00	\$4,100.00		
001.510.0520.5320.0000.0000	CONFERENCE/MEETINGS	\$74.05	\$500.00	\$607.76	\$900.00	\$500.00		
001.510.0520.5340.0000.0000	BINDING & PRINTING	\$200.00	\$400.00	\$207.00	\$400.00	\$400.00		
001.510.0520.5341.0000.0000	POSTAGE	\$912.45	\$600.00	\$68.09	\$500.00	\$600.00		
001.510.0520.5346.0000.0000	LEGAL ADVERTISING	\$0.00	\$700.00	\$0.00	\$700.00	\$700.00		
001.510.0520.5711.0000.0000	MILITARY REIMBURSEMENT	\$980.80	\$1,000.00	\$440.00	\$1,000.00	\$1,000.00		
001.510.0520.5731.0000.0000	PROFESSIONAL FEES & SL	\$135.00	\$230.00	\$102.00	\$230.00	\$230.00		
	SCHEDULE: PURCHASE OF SERVICES - 0520	\$3,725.55	\$6,030.00	\$3,519.36	\$7,830.00	\$7,530.00		
001.510.0540.5120.0000.0000	OFFICE SUPPLIES	\$754.51	\$1,100.00	\$237.09	\$1,000.00	\$750.00		
001.510.0540.5423.0000.0000	SPECIAL AGENCY SUPP	556.50	\$75.00	\$0.00	\$75.00	\$75.00		
001.510.0540.5425.0000.0000	PRINTING & FORMS	\$0.00	\$250.00	\$0.00	\$250.00	\$250.00		
001.510.0540.5500.0000.0000	MEDICAL SUPPLIES	\$381.80	\$675.00	\$266.47	\$675.00	\$526.00		
	SCHEDULE: MATERIALS & SUPPLIES - 0540	\$1,112.61	\$2,100.00	\$503.56	\$2,000.00	\$1,550.00		
001.510.0580.5063.0000.0000	OFFICE EQUIPMENT	\$120.07	\$1,000.00	\$0.00	\$1,000.00	\$100.00		
	SCHEDULE: CAPITAL OUTLAY - 0580	\$120.07	\$1,000.00	\$0.00	\$1,000.00	\$400.00		

Town of Scituate

Budget 510 Board of Health

Fiscal Year: 2013-2014

From Date: 7/1/2014

To Date: 6/30/2015

Print accounts with zero balance

Round to whole dollars

Account on new page

Definition: FY15 Completed Budget

Account	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Town Admin Recomm	FY15 Board of Selectman	FY15 Advisory Committee
Grand Total:	\$140,079.97	\$147,882.00	\$67,798.21	\$148,563.00	\$139,022.80		

End of Report

**TOWN OF SCITUATE
FY 2015 BUDGET**

DEPARTMENT: 541

MISSION STATEMENT:

The purpose of the Council on Aging is to identify needs and implement programs that will enhance the quality of life and the independence of the Seniors of Scituate, and to educate and enlist the support of our Community to provide successful and enriching programs

FY 2015 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

1. Investigate resources for seniors who are diagnosed with mental impairments, but are unable to access Services.
 - Design and implement a survey to the South Shore VNA, the Norwell VNA, and the South Shore VNA regarding the numbers of seniors who demonstrated these impediments, but were unable to receive services.
 - Encourage South Shore Elder Services to form a committee that would encompass all of the South Shore's Senior Centers; invite those providers who are offering services to seniors with Alzheimer's Disease and dementia, as well as any other recognized mental health diagnosis that continue to have unmet needs.
 - Work with the Massachusetts Department of Health to obtain data on numbers of seniors who are currently in the system and determine the growth of these seniors within a five year span. Increase staff trainings to assist in providing services using webinar training, educational forums, as well as trainings that offer CEU's by Ad Care and MCOA.
 - Arrange for the employee to attend or take the time to complete webinar.
 - Increase the use of Cable to highlight programs and events held by the COA.
 - Fundraising activities during fiscal year in order to increase the monies available for seniors at risk.

MAJOR BUDGET COMPONENTS

TOWN OF SCITUATE

FY 2015 BUDGET

DEPARTMENT: 541

Programming: Elder Research has documented that socialization and health and exercise programs are crucial to our Seniors well-being. This is especially important as statistics show that seniors are living well into their nineties. Research and documentation have shown that seniors who are active in social activities, exercise and programs which develop their cognitive abilities, are less apt to have constant hospital stays, have less falls, and live independent lives. Our programs must fit the needs. We are promoting intergenerational programs, younger groups have reached out to us, and we are planning to do more with Recreation. The use of the Scituate Harbor Community Building has allowed us to expand programming. We are now able to offer programming and major events that we could not in the past. Our census is growing, beyond our expectations, and the generosity of our citizens has given us the opportunity to expand our budget and do more. We will have well in excess of 5,000 seniors in Scituate in the near future. At present those using the vans to travel around town and to Cohasset are 75 and older. The group of seniors who use transportation most consistently have no other means of transportation, are between 80 and 100, many of whom no longer drive, and may have handicaps that call for handicap vehicles. The COA has 3 vans, two were donated and the third is the result of an award from the State. We continue to use our (15) volunteer drivers who take seniors to medical appointments and the Town sponsored Link Program takes seniors out of town as far as Boston and Brookline. Many of these passengers ride the van more than once a week as they go through chemotherapy and other lifesaving medical procedures. This program also allows us to pick up handicapped residents under the age of 60. When a frail elder needs assistance we provide a volunteer escort to accompany them. This year we anticipate that we will be doing well over 7,000 rides. We have entered into a contract with GATRA to provide these services.

SOCIAL SERVICES is also a major component of services provided to Scituate Seniors. Seniors today have needs that were not present 10 to 20 years ago. Among those needs is the ever changing status of Medicare and Medicaid, not to mention Prescription D. Each plan has many components, and are available for change and review once a year. This program is so complicated that our staff spends up to an hour with each individual, who must decide what change if any are the best for them. Seniors are also outliving their money. Social Service staff search out any possible resources that will help them live a more comfortable life. The Senior Center takes fuel assistance applications and processes them not only for seniors but for all Scituate residents. Our staff also will make home visits when it is necessary. The addition of the new Manager of Social Services position will mean that the Center will also make these visits to evaluate the home situation when a family member neighbor, police or fire department call on us. A professional assessment will be available quickly. This year we have provided services to 2,763 seniors and 287 under 65 years. We are anticipating at least a 12% growth over the next year.

FY 2015 RISKS AND CHALLENGES

This year we find ourselves facing the same risks and challenges; a population that is growing, the need for services also growing and a lack of space that has become critical. The senior

TOWN OF SCITUATE

FY 2015 BUDGET

DEPARTMENT: 541

population has grown to well over 5,000, during this fiscal year. Every day adds at least one or two new seniors during the biggest growth of seniors in our history. In addition, we are also experiencing seniors who are living well into their nineties, many with a continued need for more services.

Social and Human Services have increased by 20%, yet we fail to meet the requirements of the federal and state mandate for HIPPA: providing privacy and confidentiality for clients and/or their families seeking services. Failure to meet this requirement is often exposing a senior or their families to embarrassment, because of a lack of privacy.

Transportation for local rides has grown 15%, while out of town rides has grown 20%.

Program and Events grew by 17% and we have a waiting list for all new programs. We are holding programs at the Scituate Harbor Community Building, as we do with all large groups and most exercise classes.

DEPARTMENTAL ACCOMPLISHMENTS

In spite of our lack of space, we were able to bring some programs in that have been very successful in attracting the younger seniors that have a great interest in continuing to learn. We had an Italian class that was very well received. We have offered writing classes and art classes and hope to expand both, as well as our new and popular Maps of Scituate. We have hosted Girl Scout projects for the past two years, and will continue two programs at Jenkins Elementary School; one a knitting program and another a reading program. Two events were hosted by the Twelve Women of Scituate, and the Scituate PTO at Cushing School hosted two more. We also hosted a Talent Show for Jenkins second graders during FY14 and hope to do it again. The seniors love being with the children and the children enjoy the seniors.

Another accomplishment in FY:14, was the success of the Health Fair, the Tax Forum, the Art Show, as well as the completion of the SHINE program in December.

DESCRIPTION	FY/12	FY/13	FY/14	FY/15	Comments
OF REVENUE					
FY07 Lag monies GRANT	\$6,300.00				The Formula Grant is based on the # of seniors in town census Our current census # is . The \$ amt is decided by the legislature
Formula Grant Award	\$25,138.00	\$25,138.00	\$30,338.00	\$34,672.00	
Fees, Donations and Gifts	\$4,500.00	\$4,900.00	\$7,787.76	\$8,177.15	
Med Trans					
Program Revolving	\$23,396.07	\$25,000.00	\$74,160.18	\$75,368.50	
Gift Account	\$78,870.69	\$30,000.00	\$30,704.29	\$32,239.50	
Project Safety Net	\$1,500.00	\$2,500.00	\$1,500.00	\$0,000.00	
Healing Acct	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	
Gifts and donations received are earmarked for specific use					

#	Funding* (optional)	\$700/ elder; \$3900 available	\$8100/ elder; \$3900 available	week... w/EL... funds	Note totals for ELD funded positions: X dollars/hour (or unit) X hours/week X number of weeks = Formula amount/s. ID fringe benefits (if applicable).
1_ Director/Coordinator	\$74,469.			35	Director paid by municipal budget Administrative Asst paid by municipal budget
1_ Administrative Ass't Program Coordinator	\$26,597.			25	
X_ Coordinator of Volunteers				30	
Fiscal Manager					
Clerk/Typist					
Secretary					
Receptionist					
Chef/Cook				10	
Site Manager	\$10,000				10 hours wk x52 paid by DPW
1_ Custodian					
4_ Driver	29,421			12	4 drivers paid by municipal budget
1_ Dispatcher	\$38,708.				Transportation Coordinator paid by Municipal budget
X_ Social Service Coord.				25	Combining position of Volunteer Coordinator and Activity Director
X_ Social Worker	\$29,628.		\$23,400.	35	Provides the COA with 30 hours weekly will recruit, train and place volunteers, 15 hrs. \$15x52 weeks, as well as plan and implement all activities, programs and events for 15 hours x \$15x 52 weeks for a total of \$23,400 per year. Fringe paid by municipal budget. Social Service Coordinator Paid for by Municipal Budget 25 hours per week Social Worker paid for by municipal budget 35 hours per week.

Attachment B - COA Formula Grant Allocation Budget - FY 2014

Name of COA

(pg. 2 of 2)

EOEA
Use
Only

Non-Personnel Cost Category	(A)* \$700/elder \$3900 available	(B)* \$800/elder \$3900 available	NOTES
Staff/Volunteer Trans. Client Transportation	N/A		Rate determined locally.
Rent/Mortgage	N/A		(Secure & retain contract/agreement for transportation service/s)
Utilities	N/A		
Renovation/Construction	N/A		Describe concisely. Secure and retain quotes/estimates. Note (estimated) completion date/s.
Equipment/furnishings	N/A	\$1,200	Specify/Itemize and attach to budget.LEASE for xerox printer /copier for 1 year
Officer/program supplies	N/A		(Cite representative items, costs)
Facility Maintenance/supplies	\$548	\$1,200	(Cite representative costs, items) Yearly Maintenance Cost for MY Senior Center soft wear program
Printing/Copying (iron newsletter)			(Cite)
Postage	\$500	\$1,500	Postage for newsletter
Dues	\$700	\$782	MCOA
Newsletter Printing	N/A	N/A	ELD to be recognized as supporting this activity.
Conference/Education Training (Board/Staff)		\$1,820.	Maximums cited in EOEA "THE GUIDE" eligible cost information.
Volunteer Recognition	\$1,000	\$1,500	Note education/in service training. Max. \$16/yr. with Formula S's. VRS required. * Please identify the minimum # of hours required for recognition or indicate "N/A."
Contractors / Other	\$3,270	\$3,270	Arthritis Exercise provided by contract to the Soluteate council of Aging by the Norwell VNA 12 classes x 6sessions 1 hour in length Attachment 2r/Donations are encouraged

\$8,352 — \$11,672
 \$22,338 — \$23,400
***to be confirmed \$34,672**

***Volunteer Resource Sheet to be submitted by 30 August 2013**
 Revised 10,5/13

Town of Scituate

Budget 541 Council on Aging

Fiscal Year: 2013-2014

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

From Date: 7/1/2014

To Date: 6/30/2015

Definition: FY15 Completed Budget

Account

Description

FY13 Expended

FY14 Approp

FY14 Expended to Date

FY15 Dept Request

FY15 Town Admin Commit

FY15 Board of Selectman

FY15 Advisory Committee

001.541.0510.5110.0000.0000	REGULAR SALARIES	\$109,666.64	\$143,909.00	\$63,770.14	\$143,609.00	\$163,436.00			
001.541.0510.5130.0000.0000	LONGEVITY	\$2,200.00	\$2,200.00	\$1,350.00	\$2,200.00	\$1,700.00			
001.541.0510.5180.0000.0000	PART-TIME SALARIES	\$72,552.34	\$81,514.00	\$36,821.83	\$91,708.00	\$87,658.00			
001.541.0510.5191.0000.0000	OTHER SALARIES	\$378.93	\$1,399.00	\$178.32	\$1,399.00	\$1,384.00			
SCHEDULE: PERSONAL SERVICES - 0510		\$181,797.85	\$228,972.00	\$103,120.29	\$239,114.00	\$254,178.00			
001.541.0520.5211.0000.0000	ELECTRICITY	\$2,665.99	\$2,850.00	\$1,170.85	\$2,850.00	\$2,800.00			
001.541.0520.5213.0000.0000	NATURAL GAS	\$7,577.54	\$2,800.00	\$478.75	\$2,800.00	\$2,790.00			
001.541.0520.5242.0000.0000	REPAIR/MAINT PROP.	\$3,989.57	\$6,000.00	\$1,516.83	\$6,000.00	\$22,000.00			
001.541.0520.5245.0000.0000	VEHICLE SERVICES	\$347.90	\$1,200.00	\$36.80	\$1,200.00	\$1,000.00			
001.541.0520.5270.0000.0000	RENTALS & LEASES	\$0.00	\$0.00	\$752.00	\$0.00	\$0.00			
001.541.0520.5274.0000.0000	PARATRANSIT RIDE	\$16,673.25	\$22,000.00	\$6,215.00	\$22,000.00	\$22,000.00			
001.541.0520.5281.0000.0000	SUPPORT SERVICES	\$897.95	\$500.00	\$479.40	\$500.00	\$0.00			
001.541.0520.5321.0000.0000	CONFERENCE/METINGS	\$0.00	\$100.00	\$0.00	\$100.00	\$100.00			
001.541.0520.5344.0000.0000	POSTAGE	\$447.56	\$4,200.00	\$1,779.12	\$3,200.00	\$3,200.00			
001.541.0520.5344.0000.0000	MILEAGE REIMBURSEMENT	\$851.55	\$750.00	\$139.96	\$1,750.00	\$1,100.00			
SCHEDULE: PURCHASE OF SERVICES - 0520		\$28,441.31	\$40,200.00	\$11,618.51	\$40,400.00	\$54,900.00			
001.541.0540.5420.0000.0000	OFFICE SUPPLIES	\$895.33	\$2,189.00	\$618.94	\$2,100.00	\$2,100.00			
001.541.0540.5451.0000.0000	CLEANING SUPPLIES	\$477.21	\$800.00	\$547.13	\$800.00	\$550.00			
001.541.0540.5481.0000.0000	FUELS & LUBRICANTS	\$6,798.05	\$8,100.00	\$2,415.09	\$8,100.00	\$6,200.00			
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$8,170.59	\$9,100.00	\$3,581.16	\$9,100.00	\$8,850.00			
Grand Total:		\$221,409.75	\$276,222.00	\$116,319.96	\$208,614.00	\$317,928.00			

End of Report

TOWN OF SCITUATE

FY 2015 BUDGET

DEPARTMENT: Veteran Services Department

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 2015 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS:

GOAL #1:

Evaluate and review all available Department of Veteran Services directives. Insure that the staff is fully trained and knowledgeable of all requirements and regulations.

OBJECTIVES:

Research and compile all existing Department of Veteran Services directives. (Jul-Sep)

1. Conduct ongoing training with the staff on the enforced directives. (Oct-Jan)
2. Make any necessary or required changes. (Feb-Jun)

GOAL #2:

Research and develop a plan to reduce the amount of file storage space in the Veteran Services Department.

OBJECTIVES:

1. Inventory the types of files being stored in the office space. (Jul-Sep)
2. Develop a plan to archive these files. (Oct-Jan)
3. Establish a schedule for reorganization and implementation of plan. (Feb-Jun)

GOAL #3:

Develop a collaborate working relationship with new Manager of Social Services and the Veteran Services Department.

OBJECTIVES:

1. Insure there is open communication between the two departments. (Jul-Sep)
2. Develop a working relationship plan with definitive categories. (Oct-Jan)
3. Monitor all aspects of the plan to see its effectiveness. (Feb-Jun)
4. Evaluate how this new relationship is helping the department's clients. (Ongoing)

GOAL #4:

Continue efforts to use all available resources for outreach to veterans, and their dependents for services and support.

OBJECTIVES:

1. Research and compile all available resources. (Jul-Sep)
2. Input them into a binder and desktop application. (Oct-Jan)
3. Monitor and make updates as necessary. (Feb-Jun)

MAJOR BUDGET COMPONENTS

The Veteran Services Department's budget is primarily for veterans' assistance, there are currently 17 clients. It is used to provide monetary assistance to veterans in order to meet qualifying needs for food, clothing, shelter, health insurance, and other essential items. Funds may also be used for assisting veterans with a fuel allowance when heat is not included in their rent. These benefits fall under the Commonwealth of Massachusetts 108 CMR Chapter 115. 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.

TOWN OF SCITUATE

FY 2015 BUDGET

DEPARTMENT: Veteran Services Department

The budget includes a 15-hour per week Assistant Veteran Services Officer and a 35 hour per week Veteran Services Officer.

FY 2015 RISKS AND CHALLENGES

As with FY12, FY13 and FY14 we continue to see an upward trend in needs for service in FY15. Increases as a result of younger veterans and their families, or older veterans and their dependents all needing services. An increase in health care continues to be a major concern going forward. The costs for premiums, prescriptions and co-pays have continued to increase year after year. The Department continues to forecast the need for services in an ongoing upward trend environment. The recent government shutdown and furlough only make the upcoming FY15 budget forecasting even more challenging. We continue to receive the commonwealth's 75% reimbursement for the Town's expenditures for veterans and their dependents. However, those reimbursements are currently running 18 months in arrears.

DEPARTMENTAL ACCOMPLISHMENTS

The installation of the new fax line to the commonwealth's DVS has increased the response time for the Chapter 115 client application process. We currently have a submission rate of approximately 2-3 days well below the required 10 day DVS submission window. With the newer technology the department can communicate with DVS and other state agencies in a timely manner. The Department developed a new and more efficient application form used to collect crucial documents and information for the benefit approval process. The overhaul of the past client filing system has streamlined the office clients file. This makes end of the month and paying of clients precise and reconciliations more accurate. The implementation of a new client coding system for client confidentiality was also a positive step in office operations. Attended all possible training opportunities for the department through State, local training seminars, and conferences.

TOWN OF SCITUATE
FY 2015 BUDGET

DEPARTMENT: Veteran Services Department

<u>TOWN:</u>	<u>STAFF:</u>	<u>HOURS FT/PT:</u>	<u>#RESIDENTS:</u>
Abington	1	Full Time	15,985
Cohasset	1	Part Time	7,525
Duxbury	1	District with Hanover/Norwell by appointment only	14,000
Hanover	1	District with Duxbury/Norwell by appointment only	14,000
Lingham	2	Full Time-VSO Part Time Admin. Assist.	22,394
Hull	1	Full Time	11,050
Kingston	2	Share Part Time hours to combine for Full Coverage	11,780
Marshfield	2	Full Time-VSO Part Time-Assist. VSO	25,132
Norwell	1	District with Hanover/Duxbury by appointment only	10,953
Pembroke	2	1-VSO-Full Time 1-Admin-Full Time 2-Graves Officers	18,549
Rockland	1	Full Time	17,644
Scituate	2	Full Time-VSO Part Time-Assist VSO	18,648

All of the above Town's Veteran Services Departments perform the same services. Issuing of Massachusetts Chapter 115 benefits. Federal and State claims. Help with educational benefits, welcome home bonuses, obtaining military records, enrollment into VA Healthcare system, replacement medals and grave markers. Outreach services to local resources for food, heat, children's school programs, Council on Aging services. Help with setting up SIIINE appointments for MEDIGAP coverage and housing.

Town of Scituate

Budget 543 Veterans' Benefits

Fiscal Year: 2013-2014

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

From Date: 7/1/2014 To Date: 6/30/2015 Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Admin Recomm	FY15 Board of Selectman	FY15 Advisory Committee
001.543.0510.5110.0000.0000	REGULAR SALARIES	\$48,084.46	\$49,321.00	\$22,942.00	\$47,993.00	\$50,937.00		
001.543.0510.5130.0000.0000	LONGEVITY	\$236.00	\$236.00	\$0.00	\$236.00	\$236.00		
001.543.0510.5180.0000.0000	PART-TIME SALARIES	\$15,912.00	\$15,973.00	\$7,779.15	\$16,912.00	\$18,113.00		
001.543.0510.5191.0000.0000	OTHER SALARIES	\$0.00	\$160.00	\$0.00	\$169.00	\$181.00		
SCHEDULE: PERSONAL SERVICES - 0510		\$62,242.46	\$65,690.00	\$30,721.15	\$65,271.00	\$69,457.00		
001.543.0520.5241.0000.0000	OFFICE MACHINE MAINT	\$0.00	\$0.00	\$296.19	\$0.00	\$1.00		
001.543.0520.5321.0000.0000	CONFERENCES/MEETINGS	\$497.41	\$750.00	\$621.42	\$1,625.00	\$1,600.00		
001.543.0520.5344.0000.0000	POSTAGE	\$82.40	\$200.00	\$15.98	\$300.00	\$200.00		
001.543.0520.5385.0000.0000	CARE OF VETERANS GRAV	\$1,745.55	\$2,750.00	\$0.00	\$3,000.00	\$2,750.00		
001.543.0520.5711.0000.0000	MILITARY REIMBURSEMENT	\$234.85	\$300.00	\$337.02	\$400.00	\$400.00		
001.543.0520.5731.0000.0000	PROFESSIONAL DUES & SA	\$55.00	\$100.00	\$0.00	\$100.00	\$69.00		
001.543.0520.5761.0000.0000	SUBSCRIPTIONS	\$103,151.76	\$129,000.00	\$54,835.84	\$150,000.00	\$143,000.00		
SCHEDULE: PURCHASE OF SERVICES - 0520		\$106,749.97	\$127,100.00	\$56,176.45	\$156,425.00	\$147,910.00		
001.543.0540.5420.0000.0000	OFFICE SUPPLIES	\$153.67	\$300.00	\$77.80	\$345.00	\$300.00		
001.543.0540.5423.0000.0000	SPECIAL AGENCY SUPPL	\$0.00	\$800.00	\$0.00	\$325.00	\$325.00		
001.543.0540.5462.0000.0000	LANDSCAPING SUPPLIES	\$9.00	\$200.00	\$0.00	\$200.00	\$0.00		
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$153.67	\$1,300.00	\$77.80	\$1,470.00	\$1,225.00		
001.543.0900.5200.0000.0000	Veterans' Benefits - 5200	\$0.00	\$12,320.00	\$0.00	\$0.00	\$0.00		
SCHEDULE: PRIOR YEAR ENCUMBRANCES - 0900		\$0.00	\$12,320.00	\$0.00	\$0.00	\$0.00		
Grand Total:		\$168,737.10	\$206,410.00	\$88,805.40	\$222,116.00	\$215,602.00		

End of Report

TOWN OF SCITUATE

FY 2015 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

FY2015 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 around \$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

Fiscal Year: 2013-2014

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

From Date: 7/1/2014 To Date: 6/30/2015

Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Admin Recomm	FY15 Board of Selectman	FY15 Advisory Committee
001.549.0520.0246.0000.0000	VEHICLE SERVICE	\$185.75	\$4,500.00	\$0.00	\$4,500.00	\$4,500.00		
001.549.0520.0308.0000.0000	TRAINING	\$0.00	\$250.00	\$0.00	\$250.00	\$250.00		
SCHEDULE: PURCHASE OF SERVICES - 0520		\$185.75	\$4,750.00	\$0.00	\$4,750.00	\$4,750.00		
001.549.0540.5420.0000.0000	OFFICE SUPPLIES	\$0.00	\$250.00	\$0.00	\$250.00	\$250.00		
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$0.00	\$250.00	\$0.00	\$250.00	\$250.00		
Grand Total:		\$185.75	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00		

End of Report

SECTION 3: FINANCIAL

A. Eligible / Non-Eligible Project Costs (Page One)

ACTIVITY/ITEM	ELIGIBLE	NON-ELIGIBLE	TOTAL
1.0 General Requirements, OH & P ¹	\$779,561	\$73,137	\$852,698
2.1a Site Work, excluding Landscaping & Paving	\$185,464	\$0	\$185,464
2.1b Landscaping and Paving		\$487,577	\$487,577
3. Concrete	\$108,461	\$0	\$108,461
4. Masonry	\$51,495	\$0	\$51,495
5. Metals	\$269,215	\$0	\$269,215
6. Wood & Plastics	\$217,348	\$0	\$217,348
7. Moisture-Thermal Control	\$269,798	\$0	\$269,798
8. Doors, Windows & Glass	\$709,598	\$0	\$709,598
9. Finishes	\$715,105	\$0	\$715,105
10. Specialties	\$33,300	\$0	\$33,300
11. Fixed Equipment	\$0	\$0	\$0
14. Conveying Systems	\$80,000	\$0	\$80,000
15.3 Fire Protection	\$197,204	\$0	\$197,204
15.4 Plumbing	\$286,535	\$0	\$286,535
15.6 HVAC	\$1,011,300	\$0	\$1,011,300
16.1 Electrical, except Data	\$807,345	\$0	\$807,345
16.2 Data/Communications Wiring	\$123,042	\$0	\$123,042
LEED Registration	\$900	\$0	\$900
LEED Points	\$14,100	\$0	\$14,100
LEED-Qualifying Fixed Costs, such as Solar panels, windmills, green roof, where separate cost estimates are available.	\$150,000	\$0	\$150,000
Other - B. (attach breakdown and explanation)	\$28,000	\$15,000	\$43,000
Construction Subtotal	\$6,037,771	\$575,714	\$6,613,485
Design Contingency (give dollar figure)	\$896,495	\$84,107	\$980,602
Construction Contingency (give dollar figure)	\$603,843	\$55,441	\$659,284
Escalation to (give date) <u>Jan 2014</u> , percentage <u>4 % Avg.</u> , and dollar figure on right	\$1,028,118	\$94,395	\$1,122,511
Page 1 Total	\$8,566,225	\$809,658	\$9,375,882

¹ Item numbers correspond to standard construction divisions used by architects and contractors. Subdivisions have been made in some cases to clarify eligible/non-eligible costs or to ensure that a certain element is accounted for.

Section 3: FINANCIAL

A. Eligible / Non-Eligible Project Costs (Page Two)

ACTIVITY/ITEM	ELIGIBLE	NON-ELIGIBLE	TOTAL
Library Building Consultant, if used	\$0	\$0	\$0
Consultant/Architect/Engineer Fees: Schematic ²	\$47,420	\$0	\$47,420
Consultant/Architect/Engineer Fees: Design Development to Bid Documents	\$480,008	\$0	\$480,008
Construction Administration Cost - Architect	\$351,618	\$0	\$351,618
Commissioning Agent (HVAC)	\$33,710	\$0	\$33,710
LEED Building Consultant, if planned or used	\$0	\$0	\$0
LEED Engineer, if planned	\$0	\$0	\$0
LEED Enhanced Commissioning, if planned	\$0	\$0	\$0
Interior Design Fees	\$52,800	\$0	\$52,800
Owner's Project Manager (OPM)	\$225,000	\$0	\$225,000
Clerk of The Works, if separate from OPM	\$150,000	\$0	\$150,000
Value Engineering	\$0	\$0	\$0
Independent Review prior to bidding, if planned	\$5,500	\$0	\$5,500
Building Permit, if fee not waived by municipality	\$0	\$0	\$0
12.1 Steel Shelving and Metal End Panels	\$120,000	\$0	\$120,000
12.2 All Other Furnishings		\$408,000	\$408,000
12.3 Computer Terminals & Peripherals		\$60,000	\$60,000
Project Subtotal	\$10,032,281	\$1,277,658	\$11,309,939
Project Contingency (give dollar figure)	\$119,801	\$55,725	\$175,526
Land Purchase or Value of Town, School or Gift Land (give date and append documentation) ³	\$0	\$0	\$0
Other - C. (attach breakdown)	\$127,500	\$0	\$127,500
Moving & Related Expenses		\$80,000	\$80,000
Temporary Quarters		\$180,000	\$180,000
Municipal Bonding Costs		\$42,000	\$42,000
PROJECT GRAND TOTAL	\$10,279,582	\$1,635,383	\$11,914,964

²Include only those costs incurred within three years of the date of this application or planned for the future. May include surveys, construction and materials testing, Article 17 structural inspection, and structural peer review. For clarity, you may append a separate budget for this line.

³Purchased land and/or building may be valued up to the actual purchase price. Donated land only may be valued up to cap of \$800,000. In the case of town-owned, school-owned or donated land, do not include a value for any existing town-owned, school-owned or donated BUILDING.

SECTION 3: Financial (Continued)

C. Summary of Costs

1. Current Working Construction Cost Estimate <i>(Total Eligible Cost from Page 24 or Library column on Page 27)</i>			\$8,566,225	
2. Total Gross Square Footage of Library			33,710 SF	
3. Construction cost per square foot <i>(Total Construction cost divided by total gross square footage.)</i>			\$254/SF	
4. Project cost per square foot <i>(Subtotal on page 25 or library subtotal on page 26, divided by total gross square footage)</i>			\$353/SF	
5. FOR RENOVATIONS OR RENOVATION/ADDITIONS ONLY				
a. Cost of new construction ÷ square feet to be built	8,960 SF	\$307/SF		cost per sq.ft new construction
	\$2,750,000			
b. Cost of renovation ÷ square feet to be renovated	24,750 SF	\$235/SF		cost per sq.ft. of renovated space
	\$5,816,225			

6. Date of Cost Estimate 1/11/2011

7. Independent Cost Estimator

Name Hemant Mehta

Firm VT Associates

Address 992 Great Plain Avenue, Suite 27
Needham, MA 02492

e-mail hmehta@vjassociates.com

Telephone (781) 444-8200

VJ Estimate Summary

Renovation & New addition

02200 - Sitework	\$185,464
02220 - Demolition	\$96,362
03100 - Concrete	\$108,461
04060 - Masonry	\$51,495
05120 - Structural Steel	\$269,215
05500 - Miscellaneous Metals	\$35,500
06100 - Rough Carpentry	\$75,648
06400 - Architectural Woodwork & Plastics	\$141,500
07420 - Exterior Siding	\$84,464
07510 - Roofing	\$185,334
08100 - Doors & Windows	\$71,650
08800 - Architectural Metal & Glass	\$637,946
09200 - Drywall & Carpentry	\$392,604
09550 - Flooring	\$208,089
09900 - Paints & Coatings	\$114,412
10160 - Misc Items	\$21,000
10810 - Toilet Accessories	\$12,300
14200 - Elevator	\$80,000
15300 - Sprinkler	\$197,204
15400 - Plumbing	\$286,535
15700 - HVAC	\$1,011,300
16050 - Electrical	\$807,345
16200 - Telecommunications	\$123,042
Subtotal	\$5,197,072
GC Overhead & Profit @15%	\$779,561
Subtotal	\$5,976,633
Design Contingency @15%	\$896,495
Subtotal of Eligible Construction Costs	\$6,873,128
- Non-eligible Sitework (including mark-ups)	\$644,321
	\$7,517,449

OH&P

Design Co

Scituate Town Library
Scituate, MA

Schematic Budget Estimate of Probable Project Cost

20-Jan-11

Construction (WJ Associates Estimate)				Allowable Costs for Grant	
Sitework			\$844,821	\$0	
Now Construct	23,710 SF	\$204/SF	\$6,873,128	\$6,873,128	
PV Array (20 kW)			\$150,000	\$150,000	
Total Construction			\$7,667,949	\$7,023,128	
Escalation					
One Year	2011	12 Months	3%/Year	\$230,038	\$210,694
Two Years	2012	12 Months	5%/Year	\$394,899	\$381,631
Two Years	2013	12 Months	6%/Year	\$497,573	\$455,731
		36 Months		\$1,122,511	\$1,028,119
Total Construction with Escalation			2013	\$8,790,460	\$8,051,249
Furnishings					
Furnishings	21,000 SF	\$22/SF	\$528,000	\$120,000	
Computer Equipment			\$45,000	\$0	
AV Equipment			\$15,000	\$0	
Phone System			\$18,000	\$18,000 other	
Window Treatment			\$15,000	\$0	
Security System			\$10,000	\$10,000 other	
			21,000 SF	\$631,000	\$148,000
Fees					
Architecture Fee		10.00%	\$879,046	\$879,046	
Project Manag at 3% Construction cost			\$225,000	\$225,000	
Clerk-of-Works	16 Months		\$150,000	\$150,000	
Furnishings Fee		10.00%	\$62,800	\$52,800	
			\$1,306,846	\$1,306,846	\$25,000

2/5

Project Expenses

Survey	Allow	\$15,000	\$15,000 other
Testing	Allow	\$25,000	\$25,000 other
LEED Certification Expenses	Allow	\$15,000	\$15,000
Utility packcharges	Allow	\$20,000	\$20,000 other
Misc Expenses	Allow	\$50,000	\$50,000 other
Har. Mat abatement	Allow	\$10,000	\$10,000 other
Printing bid documents	Allow	\$7,500	\$7,500 other
Temporary Quarters	Allow	\$100,000	\$0
Moving	Allow	\$80,000	\$0

		\$402,500	\$142,500	\$127,500
Project Contingency:				
Construction Contingency		\$565,704	\$603,843	\$55,441
Project Contingency	7.5%	\$176,526	\$119,801	\$56,725
		\$834,810	\$723,844	
Total Budget Estimate of Probable Project Cost (Rounded)		\$11,966,000	\$10,372,054	

MBLC Construction Grant		\$4,998,992
Green Incentive Grant - Certified		\$100,000
Total Potential Grant	42.60%	\$5,098,992

Net Cost	57.40%	\$6,867,008
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MBLC Construction Grant

Total Project Costs			\$11,914,984	Using MBLC Form
Allowable Costs			\$10,279,582	Using MBLC Form
First \$3 million	63% of	\$3,000,000	\$1,800,000	
\$3 to 6 million	45% of	\$3,000,000	\$1,350,000	
\$6 to 15 million	40% of	\$4,279,582	\$1,711,833	\$0
			\$4,861,833	\$0
	Need Factor	2.76%	\$135,159	
Total Grant			\$4,996,992	
	Certified	2.00%	\$100,000	\$0.00
	Silver	2.50%	\$124,925	\$0.00
	Gold	3.00%	\$148,910	\$0.00
	Platinum	3.50%	\$174,996	\$0.00
			\$5,056,992	42.78%
				49.58%

SECTION 3: Financial

D. PROJECTED FUNDING SOURCES

Indicate the projected sources of funding for your project. Attach also a narrative describing in detail your fundraising plan.

FUNDING SOURCE	SECURED (In-hand)	PROPOSED	TOTAL
Tax Levy or General Funds			
Bonds		\$6,542,972	\$6,542,972
Accumulated Capital Construction/Improvement Funds			
Library Trust Monies	\$ 50,000		\$50,000
Sale of Library-Owned Assets or Artifacts, with Permission of Town Meeting			
Gifts/Fundraising	\$225,000	\$2,000,000	\$2,225,000
Federal Funds (specify agency or program on a separate page)			
MFCLP Planning Grant			
MA Public Library Construction Program Construction Grant (this proposal)		\$5,096,992	\$5,096,992
Other State Funds (specify agency or program on a separate page.)		\$ 100,000	
Value of Donated Land (up to \$800,000) or Value of Purchased Land and/or Building			
Other (Specify on a separate page.)			
GRAND TOTAL	\$275,000	13,739,964	14,014,964

¹ Give detailed plan for private fundraising

² Note: In this grid, which may include both actual and proposed funding, it is quite possible that your grand total, in the lower right hand-square, may exceed the cost of the project.

Section 3: FINANCIAL

D. Projected Funding Sources, cont.

Other State Funds:

Scituate adopted the Community Preservation Act in 2002. The Trustees will work with the local Community Preservation Committee to identify eligible projects and apply for at least a \$100,000 grant. Eligible costs may include the local history room, the children's story garden, the reading patio/garden, planters, outdoor benches, etc.

Fundraising Plan:

The Board of Trustees will work with the Friends of the Scituate Town Library and the Scituate Library Foundation to continue to raise funds for the building project. The three groups plan to form a Scituate Library Fundraising Committee to oversee and carry out a comprehensive fundraising campaign which will focus on:

1. An informational campaign to alert the community regarding the need to raise private funds to support the upcoming library expansion and renovation project. This will include a comprehensive PR campaign utilizing print media, the local Cable TV and radio stations, email blasts, blogs, the library website, social media, etc. This campaign may include informational programs held at the library, programs held in conjunction with other community groups (garden club, arts association, council on aging, PTOs, Sustainable Scituate, etc.), targeted letter writing, etc.
2. During the campaign, the trustees will seek out community leaders to work on the official fundraising committee. In addition to representatives from the Trustees, Friends and Foundation, the committee will include representatives of all aspects of the community. There will be a comprehensive strategy to recruit an individual, committed to the program, with the necessary leadership skills to provide the drive and focus necessary for this challenging campaign.
3. The committee will be responsible for developing a fundraising strategy that may include: naming opportunities, a "buy a brick" campaign, a campaign to solicit individuals to sign up for automatic deposits to the fundraising account. The committee will also identify, and individually approach, those residents that are likely to make large contributions, probably in conjunction with naming opportunities.
4. Until the fundraising committee is fully functioning, the three groups will continue to raise funds to support the building program. The Foundation will continue with their annual Gala, the current naming program, their Benefactor's Board (\$1,000 donation required) and their "In Lieu of Flowers" program. The Friends will continue, and probably expand their current fundraising efforts which currently include book sales, author events, educational programs, and a membership drive. The Trustees have just completed their third annual "Polar Express Ride" co-sponsored by an active group at the high school and dedicated the proceeds to the building grant.

TOWN OF SCITUATE

FY 2015 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 2015 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

I. Oversee the library building project.

1. Work with the Architect and Owner's Project Manager to go out to bid for various project components, including rental space for temporary library headquarters, moving services, and a general contractor.
2. 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.
3. Prepare the library building, collection, and staff for moving and relocation.
4. Keep the public and all key stakeholders informed of the process.

II. Continue to provide excellent service to town residents during the moving and relocation of the library.

1. Communicate and work with OCLN member libraries to ensure that patron needs will be met during our temporary relocation, when much of our collection will be in storage.
2. Explore short-term rental options for materials such as popular fiction and non-fiction to keep as much space free as possible.
3. Work with all library staff to discuss the services and programs that we will carry with us to a temporary location, and those that we will temporarily drop.

III. Explore best practices for utilization of space in the new library.

1. Work with the MBLC and architect to move schematic design into final design phase. Changes will likely take place in the overall design to ensure staff coverage throughout the two-level building.
2. Assign different work groups to go out and visit various state and local libraries that have undergone recent renovation or new construction to learn from their experiences.
3. Assign different work groups to go out and visit two-level libraries to learn more about their staffing models.
4. Meet with various directors who have participated in renovation, expansion, and new construction projects.

MAJOR BUDGET COMPONENTS

Staffing: \$719,876.00

The library director has recently completed her first year of service. A new Teen Librarian was hired as of November 2013, and is settling in nicely. This budget as configured, qualifies the library for certification by the Massachusetts Board of Library Commissioners.

Direct service to the public:

- Circulation of materials, including check-in/check-out (250,194 items)
- Management of holds (58,248 items coming in for Scituate patrons or going out to other libraries)
- School visits to the library as well as Librarians visits to the schools
- Various book discussion groups for all ages
- Community bulletin boards in the vestibule
- Booking Museum passes and scheduling meeting room

Support services:

- Collection management of materials (ordering, receiving, paying, cataloging, processing, weeding out-of-date materials)
- Magazine collection management (ordering through jobber, cataloging, processing, claiming missing issues, de-accessioning)
- Website management
- Staff training

Administrative services:

- Monthly Trustees Meetings
- Monthly Foundation Meetings
- Payroll
- Weekly deposits
- Staff scheduling and time management
- Bookkeeping
- Grant writing and management

Materials, OCLN Membership, Supplies, etc. \$187,860

- 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

Building Management: \$45,650.00

- Emergency repairs
- Maintenance contracts (elevator, pest control, alarms, etc.)

FY 2015 RISKS AND CHALLENGES

The primary risks and challenges in FY15 center around the library's relocation to a temporary facility in preparation for the building renovation and expansion, as well as keeping the project on track in terms of both timeline and financials.

The library must decide what materials to pay to store, what materials to take with us, and what materials to discard. This is also true for library furnishings and a variety of items that are currently stored in the library's unfinished basement.

The library must find a temporary facility that will be an adequate home for its existing staff, is ADA-compliant, and can bear the weight of 150 lbs. per square foot.

The library must find a way to continue to provide excellent service to its patrons during preparation for the move and the actual relocation.

DEPARTMENTAL ACCOMPLISHMENTS

The library staff, administration, Trustees, and Foundation worked diligently throughout the year to raise awareness, support, and financing for the Library Renovation and Expansion project, which recently passed at a ballot vote and will be moving forward.

New library director Jessi Finnic submitted evaluations for TOSCA and AMP's staff for the first time.

The library continued to partner with a variety of community groups who provided free programming to benefit the community. Some examples of these groups are: South Shore Astronomical Society (weekly "star parties" in warm weather and a yearly "Astronomy Day" that was highly attended); Stellwagen Bank Marine Life Sanctuary (provided three well-attended events in conjunction with the children's room); One Life at Time (provided several resume and interview workshops for job-seeking patrons); Scituate Arts Association (provided 7 "meet the artist" lectures and hands on workshops, as well as monthly rotating displays in the library's new books room); Visiting Angels of the South Shore (provided several lectures on elder care); South Shore Education Collaborative (provided two workshops for pre-school aged children to promote early literacy skills); Science Spectacular (working with this group on future programming, and also a potential grant partnership).

Provided a variety of programming for teens, adults, and children, with a total attendance of 15,305. Programming focused on author talks; early literacy education; artistic programming (both lecture and hands-on); and local history. Enhanced digital offerings with additional e-books; online magazines; an online language learning service; an early literacy application; and a new streaming movie database for independent films.

DESCRIPTION OF REVENUE	FY/12	FY/13	FY/14 YTD	FY/15 Projected	Comments
State Aid	15,665	15,034	15,234	unknown	
Friends of the Library	30,000	33,289	25,603	25,000	
Gifts	2,517	10,963	47,842	unknown	
Trust Funds	145	145	145	145	
Library Foundation	0	0	800*	unknown	*this is for 2 items that we asked them to fund, there could be more coming in FY14
Lost Books	2,741	1,816	2,951	unknown	

Head of Circulation Services
Head of Children's Services

Titles--Duxbury

Director
Head, Children's Services
Head, Circulation
Head, Technical Services
Head, Reference
Library Associate (9)
Reference Librarian (2)
Admin. Asst.
Children's Librarian
Young Adult Librarian

Titles--Kingston

Not listed

Titles--Hull

Library Director
Children's Librarian
Library Associates (4)

Titles--Rockland

Library Director
Reference Librarian
Youth Services Librarian
Library Cataloger
Circulation Chief
Library Technician (3)
Custodian

Titles--Cohasset

Library Director
Circulation
Young Adult and Reference Librarian
Circulation
Children's Librarian
Administrative Assistant
Circulation Head
Acquisitions
Reference and Adult Services Librarian
Circulation

*All data based on FY12, the most current available statistical reporting via Massachusetts Board of Library Service

TOWN/LIBRARY	# OF EMPLOYEES	Full Time	Part Time	# of MLS Staff	TOTAL HOURS WORKED BY ALL STAFF
SCITUATE	19	9	10	5	509
Norwell	12	5	7	5	272
Pembroke	21	6	15	2	390
Marshfield	19	5	14	5	476
Duxbury	21	12	9	9	671
Kingston	10	7	3	4	322
Ipswich	6	3	3	1	159
Rockland	9	6	3	3	298
Cohasset	12	2	10	4	283
Abington	11	5	6	1	264
Hingham	39	13	26	5	828
Hanover	10	5	5	3	270

Please note that not all positions for each of these libraries are listed online.

Titles--Norwell

- Director
- Systems Manager
- Adult and Young Adult Services Librarian
- Children's Services Librarian
- Technical Services Librarian
- Circulation Assistant (5)
- Shelver
- Custodian

Titles--Pembroke

- Library Director
- Youth Services Librarian
- Technical Services Associate (2)
- Circulation Associate (2)
- Circulation Associate

Titles--Marshfield

- Director
- Head of Reference
- Head of Technical Services

rd of Library Commissioners

PROGRAMS OFFERED	BUDGET	CIRCULATION	POPULATION	Items Circulated Per Resident
varies	\$930,665	294866	18133	16
varies	\$531,113	165148	11011	15
varies	\$580,022	171701	17837	10
varies	\$689,553	281398	25132	11
varies	\$1,181,699	291364	15059	19
varies	\$520,094	162839	12629	13
varies	\$235,000	48708	10293	5
varies	\$365,617	86549	17489	5
varies	\$512,169	176579	7542	23
varies	\$411,023	119535	15985	7
varies	\$1,353,539	487748	22157	22
varies	\$508,327	127703	13879	9

Titles--Abington

Director

Children's Librarian

Reference Librarian

Assistant Librarians (3)

Library Assistants (5)

Substitutes (2)

Titles--Hingham

DIRECTOR

BUSINESS ADMINISTRATOR

AUDIOVISUAL SUPERVISOR

HEAD CUSTODIAN

CHILDRENS LIBRARIAN

REFERENCE LIBRARIAN

CIRCULATION SUPERVISOR

CATALOGER

REFERENCE & ADULT

SERVICES SUPERVISOR

ASSISTANT CHILDRENS

LIBRARIAN

REFERENCE LIBRARIAN

Titles--Hanover

Director

Children's Librarian

Reference Librarian

Town of Scituate

Budget 610 Library

Fiscal Year: 2013-2014

From Date: 7/1/2014

To Date: 6/30/2015

Definition: FY15 Completed Budget

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

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Town Admin Recomm	FY15 Board of Selectman	FY15 Advisory Committee
001.610.0510.5110.0000.0000	REGULAR SALARIES	\$512,923.95	\$500,910.00	\$219,813.16	\$498,363.00	\$514,591.00		
001.610.0510.5130.0000.0000	LONGEVITY	\$8,947.95	\$10,300.00	\$7,550.00	\$10,000.00	\$10,600.00		
001.610.0510.5172.0000.0000	SICK LEAVE BUY BACK	\$2,000.00	\$2,500.00	\$1,950.00	\$2,500.00	\$2,500.00		
001.610.0510.5180.0000.0000	PART-TIME SALARIES	\$178,806.20	\$203,816.00	\$86,515.38	\$207,829.00	\$208,076.00		
001.610.0510.5191.0000.0000	OTHER SALARIES	\$4,009.74	\$7,064.00	\$1,705.55	\$6,984.00	\$7,227.00		
SCHEDULE: PERSONAL SERVICES - 0510		\$706,747.84	\$724,590.00	\$317,540.59	\$719,876.00	\$742,994.00		
001.610.0520.5211.0000.0000	ELECTRICITY	\$17,561.85	\$22,000.00	\$8,996.65	\$22,000.00	\$11,000.00		
001.610.0520.5213.0000.0000	NATURAL GAS	\$3,860.48	\$5,000.00	\$377.36	\$8,000.00	\$2,200.00		
001.610.0520.5241.0000.0000	OFFICE MACHINE MAINT	\$709.59	\$900.00	\$352.93	\$1,000.00	\$900.00		
001.610.0520.5242.0000.0000	REPAIR/MAINT PHOTOCOPY	\$9,968.02	\$19,000.00	\$4,533.40	\$14,000.00	\$1,000.00		
001.610.0520.5308.0000.0000	TRAINING	\$36.00	\$200.00	\$0.00	\$950.00	\$200.00		
001.610.0520.5321.0000.0000	CONFERENCE/MEETINGS	\$377.10	\$300.00	\$45.00	\$1,300.00	\$600.00		
001.610.0520.5343.0000.0000	BINDING & PRINTING	\$424.13	\$800.00	\$44.52	\$600.00	\$525.00		
001.610.0520.5344.0000.0000	POSTAGE	\$270.00	\$250.00	\$8.29	\$300.00	\$300.00		
001.610.0520.5382.0000.0000	CUSTOMER SERVICES	\$1,500.00	\$1,500.00	\$8.00	\$1,750.00	\$1,200.00		
001.610.0520.5711.0000.0000	TRAVEL REIMBURSEMENT	\$654.48	\$1,000.00	\$72.98	\$1,200.00	\$750.00		
001.610.0520.5731.0000.0000	PROFESSIONAL DUES & SL	\$956.00	\$925.00	\$100.00	\$780.00	\$32,560.00		
001.610.0520.5732.0000.0000	CLUB DUES	\$31,968.00	\$35,591.00	\$35,871.00	\$32,560.00	\$10,000.00		
001.610.0520.5733.0000.0000	OTHER SUBSCRIPTIONS	\$8,007.91	\$10,000.00	\$2,419.26	\$11,000.00	\$81,135.00		
SCHEDULE: PURCHASE OF SERVICES - 0520		\$79,292.56	\$91,266.00	\$52,517.47	\$91,810.00	\$375.00		
001.610.0540.5420.0000.0000	OFFICE SUPPLIES	\$199.53	\$500.00	\$94.93	\$500.00	\$10,000.00		
001.610.0540.5423.0000.0000	SPECIAL AGENCY SUPPLIE	\$123,894.53	\$124,000.00	\$61,534.54	\$125,000.00	\$110,000.00		

Town of Scituate

Budget 610 Library

Fiscal Year: 2013-2014

From Date: 7/1/2014

To Date: 6/30/2015

Print accounts with zero balance

Round to whole dollars

Account on new page

Definition: FY15 Completed Budget

Account	FY13 Expended	FY14 Approp	FY14 Expended To Date	FY15 Dept Request	FY15 Town Admin Recomm	FY15 Board of Selectman	FY15 Advisory Committee
001.610.0540.0525.0000.0000	\$1,873.16	\$5,000.00	\$1,709.89	\$5,000.00	\$5,000.00		
PRINTING & FORMS							
001.610.0540.0541.0000.0000	\$1,953.15	\$1,900.00	\$1,052.59	\$1,900.00	\$1,900.00		
CLEANING SUPPLIES							
001.610.0540.0580.0000.0000	\$3,552.87	\$4,200.00	\$1,248.62	\$4,300.00	\$2,900.00		
OTHER SUPPLIES							
SCHEDULE: MATERIALS & SUPPLIES 0540	\$134,473.24	\$135,600.00	\$65,690.57	\$138,700.00	\$121,175.00		
001.610.0580.0551.0000.0000	\$1,064.49	\$5,000.00	\$1,643.47	\$5,000.00	\$5,000.00		
EQUIPMENT							
001.610.0580.0580.0000.0000	\$9.00	\$0.00	\$0.00	\$0.00	\$13,100.00		
CAPITAL IMPROVEMENTS							
SCHEDULE: CAPITAL OUTLAY - 0580	\$4,064.49	\$5,000.00	\$1,643.47	\$5,000.00	\$18,100.00		
Grand Total:	\$924,578.13	\$355,456.00	\$437,392.10	\$953,386.00	\$943,404.80		

End of Report

TOWN OF SCITUATE
FY 2015 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 2015 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS:

GOAL ONE: Enhance the efficiency of the department's human resources.

1. Streamline the application process for the seasonal employees and volunteers via the Department's webpage.
 - a. Investigate an on-line application method for submittals (October 2014)
 - b. Meet with I.T. Director to review options (November 2014)
 - c. Implement process January 2015
2. Improve communication to our employees.
 - a. Explore the use of social media to show up to the minute announcements. (January 2015)
 - b. Implement June 2015.
3. Investigate automating the 100+ seasonal employees' time sheets through the use of software or time clocks. (February 2015)
 - a. Meet with I.T. Director and Finance Director to review options (March 2015)
 - b. Implement June 2015.

GOAL TWO: Enrich beach operations.

1. Maximize opportunities to recruit and increase applicant pool for lifeguards.
 - a. Revitalizing the lifeguard waterfront certification program.
 - b. Offer recertification training incentive for lifeguards.
2. Improve communication with beach patrons.
 - a. Replace existing message boards with larger more visible boards. (July 2014)
 - b. Implement use of megaphone "p.a." system to make beach wide announcements. (July 2014)
 - c. Work with the Beach Study Committee to create a webpage dedicated to information on each of the Town's guarded beaches and their individual amenities. (July 2014)

GOAL THREE: Enhance safety at publicly permitted facilities.

1. Investigate the feasibility and purchase of automated external defibrillators (AED's) for athletic fields. (September 2014)
2. Work with Department Public Works and Scituate Public Schools on replenishing the infill at the Turf Community Field before it becomes a public safety issue (10 years old). (July 2014)
3. Collaborate with Department of Public Works, Scituate Public Schools and League Presidents to develop a maintenance schedule for the athletic fields to be taken off line for upkeep & preservation. (November 2014)

GOAL FOUR: Explore Town wide lightening warning system.

1. Identify other Town Department interest and others that may benefit from this system. (October 2014)
2. Meet and discuss with interested parties the viability of such a system. (January 2015)
3. Present findings to Town Administrator and Board of Selectmen. (April 2015)

**TOWN OF SCITUATE
FY 2015 BUDGET**

DEPARTMENT: RECREATION

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 1/2 of a percent of the Town's entire budget.

The Recreation Department's primary function is to provide recreational programming and opportunities to the residents of Scituate.

The department runs approximately 300 programs per year. This entails planning, staffing (155 seasonal employees as well as 200 volunteers...who volunteered over 3100 hours!!) and registering over 4500 participants per 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 six 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 (30 plus guards) and equipping the Town's five beaches (Minot, Egypt, Sandhills, 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 17 athletic fields, bandstand, in-line skating rink, tennis courts 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. We issued 200 permits last year.

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 has written, submitted and approved eight grants (totaling over \$1.8 million).

**TOWN OF SCITUATE
FY 2015 BUDGET**

DEPARTMENT: RECREATION

FY 2015 RISKS AND CHALLENGES

The Department is fortunate to have two Co-Directors blend together to bring the most current and diverse programs to offer to all ages. Our part-time person gives the department her dedication and goes far beyond the job description, but is limited to staying within boundaries of a part-time employee. A department of this size needs full time staff to carry out the quality service to the people of Scituate.

The Recreation Department must comply with ever-changing unfunded mandates, laws and regulations passed down from the Commonwealth and auditors. We are required by M.G.L., Town Counsel, and the Town Auditors to comply with many regulations to insure all participants & residents of Scituate can participate in a safe environment. Each of the department's independent contractors, payroll employees and volunteers must be CORI checked through the Commonwealth of Massachusetts Department of Criminal Justice Information Service, (over 380 individuals). The Department also collects and tracks all required certification for various persons for their employment (CPR certification, lifeguard certification, US Sailing Level 1 certification along with numerous fitness certifications).

Last year 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. All three proposals were granted funds at the Annual Town Meeting in April, 2013. 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.

Scituate residents use the community's 17 fields, basketball courts, bandstand, inline skate rink and skate park to almost capacity. Because of this, the Town fields will be managed with maintenance and repair schedules in the next year for wear and tear. This will be a challenge for the department and users to help safety and security.

The Recreation Department takes pride in the Town's cherished shoreline, constantly implementing improvements. After flooding the greater Boston area with vacancies for lifeguard jobs last season, the department still came up short of lifeguard applicants, and only to staff four out of five beaches. With proposed incentives and offering additional training, we are optimistic for to the upcoming season.

As in other years, the department's lack of dedicated space is one of the department's major challenges. Finding adequate space for current programming and equipment storage can be a very time consuming process. We are grateful to numerous town departments for their help and support with this issue so we can provide a wide range of programming.

**TOWN OF SCITUATE
FY 2015 BUDGET**

DEPARTMENT: RECREATION

DEPARTMENTAL ACCOMPLISHMENTS:

- With the change in the Community Preservation Act (CPA) law the Recreation Department worked closely with the Recreation Commission and the community putting together a multi-year plan for funding improvement and renovation to fields and parks.
- Wrote three grants for FY 2014 round of CPA grants and were awarded all three.
- Negotiated a compromise with Scituate Public Schools to accommodate our Town's special needs students in the Recreation summer programming (summer 2012).
- Worked closely with Scituate High School assisting them in establishing the first high school sailing team (using the Recreation Department's equipment).
- Facilitated and staffed an open gym for the community during Hurricane Nemo.
- Awarded the "Compass Award" by the CORSE Foundation for leading by example and demonstrating commitment and compassion to children with special needs and their families.
- Special Citation from the Massachusetts Recreation and Park Association in recognition of dedication on behalf of Parks and Recreation.
- Through the Department's volunteer program, over 3100 hours were given back to the community by both students and adults.

**TOWN OF SCITUATE
FY 2015 BUDGET**

DEPARTMENT: RECREATION

REVOLVING ACCOUNT BUDGET
FY 2013

Opening Balance for FY13: \$9442.08

Total Income	Credits/Refunds	Total Revenue	Minus (Expenses from programs related to Programs)	Net Revenue
\$421,057.23	\$59,254.82	\$361,802.41	\$325,659.48	\$ 36,330.43

Expenses supported by the Recreation Revolving Account un-related to a program:

OFFICE SUPPLIES

Copier Supplies and Maintenance (includes monthly lease, toner and maintenance above and beyond budgeted amount)	\$	1768.08
MRPA and NRPA membership		530.00
Office Supplies (Pens, paper clips, printer cart, colored paper, tape, files, mouse, batteries, posters, etc.)		2465.45
Poland Springs		49.97
Total Office Supplies:		\$4,813.50

CAPITAL IMPROVEMENTS

Rug for the Multi-Purpose Room	4,270.00
Sound System	1,350.00
Total improvements	\$5,620.00

COMPUTER SUPPORT

Adapters	133.25
Total Computer Support	\$133.25

OFFICE STAFF PAYROLL

Office payroll (not associated with a program)	\$25,027.72
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TOTAL ADDITIONAL EXPENSE SUPPORT BY REVOLVING:	\$35,594.47
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NET REVENUE FROM PROGRAMS:	\$ 36,330.43
EXPENSES NOT RELATED TO PROGRAM:	<u>-35,594.47</u>

\$ 735.96

**TOWN OF SCITUATE
FY 2015 BUDGET**

DEPARTMENT: RECREATION

Field Fees and Rentals
FY2013

<u>Organization:</u>			
<u>Summer 2012</u>			
		<u>fees</u>	<u>turf rental</u>
Scituate Youth Center	tennis	\$ 525.00	
Friends of Field Hockey	field hockey		\$ 1,500.00 8/22/2012
Mass Elite	lacrosse		\$ 2,000.00 7/19/2012
<u>Fall 2012</u>			
Scituate Youth Center	soccer	\$ 3,760.00	12/21/12 & 10/31/12
Scituate Youth Football	football	\$ 1,645.00	1/16/2013
<u>Spring 2013</u>			
Girls Travel Softball	softball	\$ 275.00	6/27/2013
Men's Senior Softball League	softball	\$ 850.00	2/7/2013
Scituate Youth Lacrosse	lacrosse	\$ 2,000.00	2/17/2013
Scituate Soccer Club	soccer	\$ 4,575.00	5/13/2013
Men's Senior Baseball League	baseball	\$ 200.00	9/3/2012
Scituate Little League	baseball	\$ 3,350.00	5/16/2012
<u>Scituate Youth Center</u>	<u>softball</u>	<u>\$ 515.00</u>	<u>4/29/2013</u>
		\$ 17,695.00	\$ 3,500.00
Field Coordinator		\$ 10,320.00	
Expenses (fencing & turf repair kit)		\$ 632.15	
turf cleaning & disinfecting		\$ 925.00	
Total Expenses		\$ 10,952.15	
Net Revenue		\$ 6,742.85	

TOWN OF SCITUATE
FY 2015 BUDGET

DEPARTMENT: RECREATION

BEACH STICKER REVOLVING ACCOUNT
FISCAL YEAR 2015 BUDGET

510 Personal Services			
5190	Seasonal Salaries	\$141,170.00.00	Lifeguard Salaries (represents a 5% increase for the new, veteran and head guards hourly rates; new & veteran guards have not had increase since 2008)
5120	Overtime Trash	\$ 11,636.00	Overtime Trash Removal
5191	Parking Enforcement	\$ 7,500.00	Parking Enforcement
Personal Services Total:		<u>\$160,286.00</u>	
520 Purchase of Services			
5311	Support Services	\$ 5,600.00	Pre-Season training for lifeguards & Maintenance of Lifeguard Equipment
		2,000.00	Environmental Testing
		2,500.00	Portable Toilets
		12,000.00	Orange Trash Bags
		700.00	Annual Maintenance for Beach Sticker Program
		1,950.00	3 temporary storage units for lifeguard Equipment (rental & delivery for 2 months)
		<u>1,200.00</u>	Fees & supplies for Red Cross Cert.
Purchase of Services Total:		<u>\$25,950.00</u>	
5711	Mileage	800.00	Mileage (daily rounds at beaches)
540 Materials and Supplies			
5344	Postage/Printing	\$ 2,578.00	Postage and Printing
5423	Special Agency Supplies	2,175.00	Misc. Lifeguard equipment (detailed Spreadsheet attached)
5581	Clothing	3,232.50	Lifeguard Apparel (jackets, shirts, swim Suit, whistle, lanyard, fanny packs and CPR Mask)

**TOWN OF SCITUATE
FY 2015 BUDGET**

DEPARTMENT: RECREATION

580 Capital Outlay

5851	Equipment Seaweed Removal	\$ 20,000.00	Seaweed Removal
	Rescue Equipment	3,263.35	3 Rescue Boards; 10 Rescue Tubes (& shipping)
	Beach Wheelchair	<u>1,500.00</u>	Replace the chair it has become unsafe
	Equipment Total	\$27,764.00	
5890	Parking Lot Improvements	\$126,357.56	Huntarock Parking Lot Improvements
TOTAL:		\$340,357.56	

FY15 Revenue: \$212,789.96

Supplement Requests

630:

Beach Sticker Revolving Fund Analysis
FY 11-14

Description	Actual FY 2011	Actual FY 2012	Actual FY 2013	BUDGET FY 2014
Opening Fund Balance	\$ 65,965.00	\$ 119,892.77	\$ 219,696.79	\$ 259,094.35
(+) Beach Sticker Sales (A)	\$ 244,858.81	\$ 290,630.00	\$ 242,789.96	\$ 240,000.00
(-) Personal Services	\$ 114,016.09			
(-) Seasonal Salaries		\$ 111,689.46	\$ 111,242.96	\$ 133,628.00
(-) Parking Enforcement		\$ 6,165.00	\$ 4,588.13	\$ 7,500.00
(-) Overtime-Trash Pick-up		\$ 13,717.81	\$ 12,626.93	\$ 11,616.00
(-) Support Services		\$ 4,640.00	\$ 5,570.40	\$ 22,950.00
(-) Postage & Printing		\$ 1,265.00	\$ 608.02	\$ 2,578.00
(-) Lifeguard Supplies		\$ 2,068.89	\$ 2,475.97	\$ 2,555.00
(-) Clothing		\$ 2,920.55	\$ 2,730.14	\$ 3,213.00
(-) Other Charges	\$ 37,474.79	\$ 7,256.89	\$ 7,938.28	\$ 2,000.00
(-) Mileage Reimbursement		\$ 758.40	\$ 470.00	\$ 800.00
(-) Prior Year Encumbrances		\$ 24,692.63	\$ 27,981.79	
(-) Equipment		\$ 14,137.35	\$ 6,526.98	\$ 25,639.00
(-) Parking Lot Improvements		\$ 1,515.00	\$ 7,992.24	\$ 80,000.00
Total Expenses (B)	\$ 151,490.88	\$ 190,825.98	\$ 190,751.84	\$ 292,479.00
(-) Encumbrances	\$ 39,440.16	\$ -	\$ 12,640.56	
Closing Fund Balance	\$ 119,892.77	\$ 219,696.79	\$ 259,094.35	\$ 206,615.35
Revenue Over Expenses (A - B)	\$ 53,927.77	\$ 99,804.02	\$ 39,397.56	\$ (52,479.00)
Cumulative Surplus (Deficit)	\$ 53,927.77	\$ 153,731.79	\$ 193,129.35	\$ 140,650.35

*Assumption of \$240,000 in sticker sales; \$20,695 as of 12/6/13 - most sales April-June.

**TOWN OF SCITUATE
FY 2015 BUDGET**

DEPARTMENT: RECREATION

It is the Recreation Department's desire to increase the Recreation Clerk hours by fifteen minutes bringing the position to 20 hours per week. The justification for the increase is to encourage retention within the position. In the past three years the position has been filled four times and vacated three times.

The increase is an additional \$247.95 for the year which would increase the position salary from \$19,599.00 to \$19,846.95.

Beach Revolving Account:

It is the Recreation Commission's recommendation to increase the lifeguard (new, veteran and head guards). This increase does not pertain to the Director or Assistant Lifeguard Director hourly rates. The new and veteran guards have not had an increase since 2008.

The suggested hourly rates would be as follows:

- New Guard: \$10.45
- Veteran Guard: \$11.50
- Head Guard: \$13.65

Benchmark Brief for the
FY 2014 Budget

	A	B	C	D	E	F
1	Town:					
2	Population:	18,000	7,900	22,000	12,000	11,000
3	Departmental Budget (FY2014)	\$125,671	\$108,019	\$78,000	\$250,000	\$74,075.92
4	Do you have a revolving account	yes	yes	yes	yes	\$264,239.79
5	If you have more than list each one:	Rec.Rev. \$371,606	\$525,000	Rec. Rev. \$663,000	Rec. Rev. \$185,000	based on FY13
6		Beach Rev. \$290,000		road race \$85,000	53D Rev. \$120,000	
7		Field Rev. \$17,000				
8	Number of employees (budget)	\$3,000	\$2	1	Dir. Part time	1
9	Titles & full time or part time:	Co-Dir. P/T (20 hours)	Dir.(salary)	Dir.(35 hours)	Assl. P/T	Dir. (37.5)
10		Co-Dir.P/T (30 hours)	Asst. (35 hours)		Custodial P/T	
11		Clerk P/T (19 hours)			50 seasonal	80-90
12	Number of employees (revolving)	\$150	\$75	100	P/T	P/T
13	Full time or part time	P/T, seasonal	P/T, seasonal	2 Full, 98 P/T	over 200	2001
14	Programs offered	330	200	100		
15	Rec.responsible for:		yes	some/not schools	yes	yes
16	Field permitting for the Town	yes	no	no	no	no
17	Field permitting for the Schools	yes	no	no	yes/one	no
18	Staff/equipping beach, pool, pond	yes, beaches	no	no		
19			yes	yes	yes	yes
20	Community have CPA tax	yes	2	5	4	
21	How many Recreation CPA grants	\$1.8 million	\$50,000	\$350,000	over \$800,000	
22	Total dollar value?					

Town of Scituate

Beach Sticker Revolving-Summary

Fiscal Year: 2013-2014

From Date: 7/1/2014

To Date: 6/30/2015

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

Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Admin Recomm	FY15 Board of Selectman	FY15 Advisory Committee
022.123.2205.4418.0000.0000	Beach Sticker Revolving-Bees	(\$242,709.98)	\$0.00	(\$20,695.00)	\$0.00	\$0.00	\$0.00	\$0.00
022.123.2205.5001.0000.0000	Beach Sticker Revolving-Cure	\$0.00	\$271,734.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
022.123.2205.5120.0000.0000	Overtime-Under pickup	\$12,826.93	\$11,616.00	\$10,073.51	\$11,616.00	\$11,616.00		
022.123.2205.5170.0000.0000	Other	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00		
022.123.2205.5190.0000.0000	Seasonal Salaries	\$111,242.96	\$133,628.00	\$83,287.71	\$141,170.00	\$141,170.00		
022.123.2205.5191.0000.0000	Parking Enforcement	54,588.13	\$7,500.00	\$5,811.75	\$7,500.00	\$7,500.00		
022.123.2205.53*1.0000.0000	Support Services	\$5,570.40	\$22,950.00	\$1,229.03	\$25,950.00	\$25,950.00		
022.123.2205.5344.0000.0000	Per stage and printing	\$608.02	\$2,578.00	513.34	\$2,578.00	\$2,578.00		
022.123.2205.5423.0000.0000	Liaison Supplies	\$2,475.97	\$2,255.00	\$671.55	\$2,175.00	\$2,175.00		
022.123.2205.5581.0000.0000	Cabling	\$2,730.14	\$3,213.00	\$0.00	\$5,232.50	\$3,232.00		
022.123.2205.5700.0000.0000	Beach Sticker Revolving-Other	\$7,938.28	\$0.00	\$3,873.26	\$0.00	\$0.00		
022.123.2205.5711.0000.0000	Miscellaneous	\$470.00	\$800.00	\$348.00	\$800.00	\$800.00		
022.123.2205.5798.0000.0000	First Year Fundraising	\$27,981.78	\$0.00	\$0.00	\$0.00	\$0.00		
022.123.2205.5851.0000.0000	Equipment	\$8,526.98	\$25,638.00	\$635.29	\$24,783.45	\$24,783.00		
022.123.2205.5990.0000.0000	Parking Improvements	\$7,992.24	\$80,000.00	\$5,561.54	\$123,857.58	\$123,857.50		
Grand Total:		(\$52,008.12)	\$863,913.91	\$10,803.17	\$343,642.41	\$343,641.56		

End of Report

Town of Scituate

Budget 630 Recreation

Fiscal Year: 2013-2014

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

From Date: 7/1/2014 To Date: 6/30/2015

Definition: FY15 Completed Budget

Account

Description

FY13 Expended

FY14 Approp

FY14 Expended to Date

FY15 Dept Request

FY15 Admin Recomi

FY15 Board of Selection

FY15 Advisory Committee

001 630 0510 0300 0000	REGULAR SALARIES	\$78,197.16	\$78,274.00	\$40,840.53	\$101,170.00	\$104,185.00		
001 630 0510 0000 0000	LONGEVITY	\$1,800.00	\$1,800.00	\$550.00	\$2,050.00	\$2,050.00		
001 630 0510 5180 0000 0000	PART-TIME SALARIES	\$43,711.58	\$42,435.00	\$16,891.22	\$19,846.95	\$20,249.00		
001 630 0510 5191 0000 0000	OT/FR SALARIES	\$819.65	\$1,062.00	\$483.81	\$1,071.00	\$1,045.00		
SCHEDULE: PERSONAL SERVICES - 0510		\$124,528.39	\$123,571.00	\$58,465.56	\$124,077.95	\$127,829.00		
001 630 0520 5321 0000 0000	CONFERENCE/MEETINGS	\$195.00	\$475.00	\$0.00	\$450.00	\$300.00		
001 630 0520 5344 0000 0000	POSTAGE	2424.38	\$800.00	\$93.38	\$800.00	\$800.00		
001 630 0520 5711 0000 0000	MAIL SAGE REIMBURSEMENT	\$0.00	\$150.00	\$0.00	\$150.00	\$150.00		
SCHEDULE: PURCHASE OF SERVICES - 0520		\$619.38	\$1,425.00	\$93.38	\$1,400.00	\$1,250.00		
001 630 0540 0420 0000 0000	OFFICE SUPPLIES	\$0.00	\$375.00	\$0.00	\$375.00	\$375.00		
001 630 0540 5451 0000 0000	CHANGING SUPPLIES	\$0.00	\$275.00	\$0.00	\$275.00	\$275.00		
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$0.00	\$650.00	\$0.00	\$650.00	\$650.00		
001 630 0580 5851 0000 0000	EQUIPMENT	\$0.00	\$0.00	\$0.00	\$1,021.88	\$1,050.00		
SCHEDULE: CAPITAL OUTLAY - 0580		\$0.00	\$0.00	\$0.00	\$1,021.88	\$1,050.00		
Grand Total:		\$125,147.77	\$125,616.00	\$58,558.94	\$127,149.83	\$130,779.00		

End of Report

TOWN OF SCITUATE

FY 2015 BUDGET

DEPARTMENT: BEAUTIFICATION COMMISSION 650

MISSION STATEMENT:

To enhance the beauty of Scituate through planting and maintaining selected public spaces using community resources.

FY 2015 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

1. Sustain Scituate's twelve railroad-crossing islands with their singularly attractive plantings.
 - Obtain competitive quotes for the labor to maintain these islands at a reasonable price.
 - Keep costs down by finding alternative perennials for ones that need frequent replanting.
 - Use the Town's Summer Interns to water plantings.
2. Realize our mission by continuing to:
 - Provide annuals and perennials for our Merchant Flower Program and Adopt-a-Lot Program.
 - Provide support to our Merchant participants and Volunteer Caretakers.
 - Maintain traffic islands that are unsafe for volunteers or do not have Caretakers by using a professional landscape firm.
3. Further our mission by increasing Merchant participation in the Harbor and North Scituate Merchant Flowers Programs.
 - Solicit feedback from Merchants who don't participate in our Program to understand their issues and address those issues, if possible.
 - Give timely recognition of Merchants' efforts as warranted.
4. Expand our mission to include elimination of trash and litter from streets and roadways.
 - 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 to develop a means of recycling the glass that is picked up on Ship Shape Day.
 - Work with DPW Transfer Station employees to verify that recyclables have been correctly sorted and obtain a count.
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.
 - Redesign Web page to publicize SBC accomplishments and opportunities.
 - Generate interest by creating a program for SCITV, which highlights Caretakers and their islands.
 - Find an IT volunteer who can help us make better use of current technology like Facebook and Twitter to reach potential volunteers.

TOWN OF SCITUATE FY 2015 BUDGET

DEPARTMENT: BEAUTIFICATION COMMISSION 650

6. Raise awareness of invasive Japanese Knotweed in the local area.
 - Use SBC 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.

MAJOR BUDGET COMPONENTS

We are requesting \$19,500 in the FY 2014-2015 Budget, which is the same as the previous year. The Town Accountant suggested that, since our Budget is so small, we could omit allocating funds to specific codes. However, for our planning purposes, we expect our expenses to be about:

- 50% - 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, Adopt-a-Lot Program for which volunteers provide labor, plus 6 other traffic islands and 12 Railroad Crossing islands which are maintained by a professional landscaper.
- 48% - Labor costs for professional landscaper to maintain 6 highly visible "gateway" islands, which traffic volume has rendered unsafe for volunteers, twelve Railroad Crossing islands, also unsafe for volunteers, and to assist volunteer Caretakers with heavy work like plant dividing.

FY 2015 RISKS AND CHALLENGES

- As the ocean level rises and storms worsen, flooding will increasingly impact some of our Harbor front gardens. Costs for replacements and restoration of these gardens cannot be anticipated.
- Changing climate and weather patterns will affect our herbaceous material in ways we can't always foresee. 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 exactly what problems we will face next summer.

TOWN OF SCITUATE
FY 2015 BUDGET

DEPARTMENT: BEAUTIFICATION COMMISSION 650

provided reflective safety vests to our volunteers along with grabbers, which we offer for a refundable deposit.

- Participated in the Scituate Schools Science Spectacular to draw attention to Beautification's goals and programs.
- Began eradication of invasive knotweed in one of our former Adopt-a-Lot locations along Satuit Brook through the use of a new, environmentally safe product called A.D.I.O.S. A test supply was donated to us by NSRWA and was applied to a few of the plants in our target area. Results won't be observable until spring.
- Established a Facebook page for Beautification.

TOWN OF SCITUATE

FY 2015 BUDGET

DEPARTMENT: BEAUTIFICATION COMMISSION 650

- Significant increases in costs for landscape supplies will reduce the materials and plants available to accomplish our mission. Increases in the cost of heating oil and gas, for example, can affect the prices our growers and service providers pass on to us.
- 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 charges for labor.
- It is a constant challenge to attract volunteers to be Caretakers, Caretaker helpers and to serve on the Commission.

DEPARTMENTAL ACCOMPLISHMENTS

- Maintained 30 Adopt-a-Lots and 6 traffic islands around Town in beautiful, colorful condition with the help of 33 Volunteer Caretakers of record.
- Began the refurbishment of Town Hall landscaping by removing some of the overgrown shrubbery and planting a variety of evergreens for color and textural effects in a portion of the main bed in front of the building. A volunteer was found to maintain the area.
- Accepted the large planter that hugs the corner of the Town Hall building as an Adopt-a-Lot and two Caretakers have volunteered to make it their maintenance project.
- Replaced a large Concord fir in the lawn in front of Town Hall that was felled by strong winds during a winter storm.
- Organized a major replanting of the Railroad Crossing Islands. A new plant, Salvia "New Dimension Rose," replaced dianthus where it has disappeared from the islands. Some sedums were replanted while we continue to search for a substitute that will be more resilient.
- Continued our Merchant Flowers Program in North Scituate and the Harbor with 49 merchants participating.
- Enjoyed outstanding participation from the community on Ship Shape Day, resulting in nearly 11 tons of trash being collected. We focused on proper sorting of recyclables for the orange bag to get better compliance, and

Town of Scituate

Budget 650 Beautification Commission

Fiscal Year: 2013-2014

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

From Date: 7/1/2014 To Date: 6/30/2015 Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Admin Recomm	FY15 Town Selectman	FY15 Advisory Committee
001.650.0520.5742.0000.0000	REPAIR/MAINT PROJ/EQ	\$8,412.88	\$0.00	\$0.00	\$0.00		\$0.00	
	SCHEDULE: PURCHASE OF SERVICES - 0520	\$8,412.88	\$0.00	\$0.00	\$0.00		\$0.00	
001.650.0540.5420.0000.0000	OFFICE SUPPLIES	\$130.97	\$0.00	\$0.00	\$0.00		\$0.00	
001.650.0540.5425.0000.0000	PRINTING & FORMS	\$321.38	\$0.00	\$0.00	\$0.00		\$0.00	
001.650.0540.5432.0000.0000	LANDSCAPING SUPPLIES	\$10,899.75	\$19,500.00	\$3,519.99	\$19,500.00		\$19,500.00	
	SCHEDULE: MATERIALS & SUPPLIES - 0540	\$11,352.10	\$19,500.00	\$3,519.99	\$19,500.00		\$19,500.00	
Grand Total:		\$19,764.98	\$19,500.00	\$3,519.99	\$19,500.00		\$19,500.00	

End of Report

TOWN OF SCITUATE

FY 2015 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 House (1825), Massachusetts Humane Boathouse (1896), Irish Moss Shed (1899), 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 2015 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

The Scituate Historical Society oversees the operation and maintenance needs of the eight 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, 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 at no cost to the town.

Our goal continues to ensure that all town-owned historical 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. In FY 2014 we requested \$5,500.00 for repairs. Numerous repairs are needed especially at the Cudworth House, Humane Boathouse and the Irish Moss Storage Shed. For FY 2015 we are requesting \$6,000.

We attempt to anticipate one to five years in advance what repairs will be required at all sites, but invariably unexpected repairs will always manifest themselves. The Lighthouse Rental Account and the Mann House Rental Account are used to fund the majority of repairs at those two buildings. There

TOWN OF SCITUATE
FY 2015 BUDGET

DEPARTMENT: HISTORICAL BUILDINGS-694-

is no tenant at the Cudworth House so all repairs must come from the town. The same is true for Lawson Tower, the Massachusetts Humane Boathouse, and the Irish Moss Shed.

FY 2015 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. There are two issues there. The bells need to be inspected on a regular basis due to the salt air environment. The company that does the inspection strongly recommends that inspections be done twice a year.

Scituate Lighthouse: The Lighthouse Rental Account should be able to handle ordinary repairs required there. The balance in the rental account as of late November 2013 was \$34,998.14.

Mann House: The balance in the Mann House Rental Account as of mid-November 2013 was \$2,590.76. Since that time several repairs have been done there so the balance available is close to zero. A new tenant will move into the apartment on December 1, 2013.

Cudworth House: Several repairs are anticipated at the Cudworth House in FY 2015. Repairs needed include repairs to two windows, installation of several interior storm windows and repair of powder post beetle damage. The exact cost is not known, but probably less than \$5,000.

DEPARTMENTAL ACCOMPLISHMENTS

A number of repairs have been completed at the Cudworth House and Mann House. All work is now complete at the Massachusetts Humane Boathouse including a new handicap ramp and painting of trim.

The Lighthouse sustained significant damage during and after the February 2013 Blizzard. The greatest damage resulted from loss of electricity and the subsequent frozen pipes and water leaks. All of that damage has been repaired.

All sites were open to the public five times this year and many school groups visited the sites at other times during the year.

In August work started on the revetment at Scituate Light. This is a CPC project and will be completed in December 2013. This revetment will provide excellent protection to the lighthouse and also Lighthouse Park.

DESCRIPTION OF REVENUE	YTD				Comments
	FY/12	FY/13	FY/14	FY/15	
	\$6,700.00	\$12,200.00	\$10,350.00	\$11,350.00	

Town of Scituate

Budget 691 Historical Buildings

Fiscal Year: 2013-2014

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

From Date: 7/1/2014 To Date: 6/30/2015

Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Town Admin Recomm	FY15 Board of Selectman	FY15 Advisory Committee
001 691 0520 5211 0000 0000	ELECTRICITY	\$1,389.10	\$1,500.00	\$734.26	\$1,500.00	\$1,500.00		
001 691 0520 5213 0000 0000	NATURAL GAS	\$303.80	\$1,500.00	\$92.00	\$1,500.00	\$1,500.00		
001 691 0520 0942 0000 0000	REPAIR/MAINT PROPEIO	\$2,660.00	\$5,500.00	\$178.00	\$5,500.00	\$5,500.00		
001 691 0520 5341 0000 0000	TELEPHONE	\$1,331.97	\$1,850.00	\$1,576.31	\$1,850.00	\$1,850.00		
SCHEDULE: PURCHASE OF SERVICES - 0520		\$5,045.87	\$10,350.00	\$2,878.57	\$11,350.00	\$11,350.00		
Grand Total:		\$5,945.87	\$10,350.00	\$2,878.57	\$11,350.00	\$11,350.00		

End of Report

720 DEBT & INTEREST

720 Debt & Interest

900 EMPLOYEE BENEFITS

910 Non-Contributory Pensions

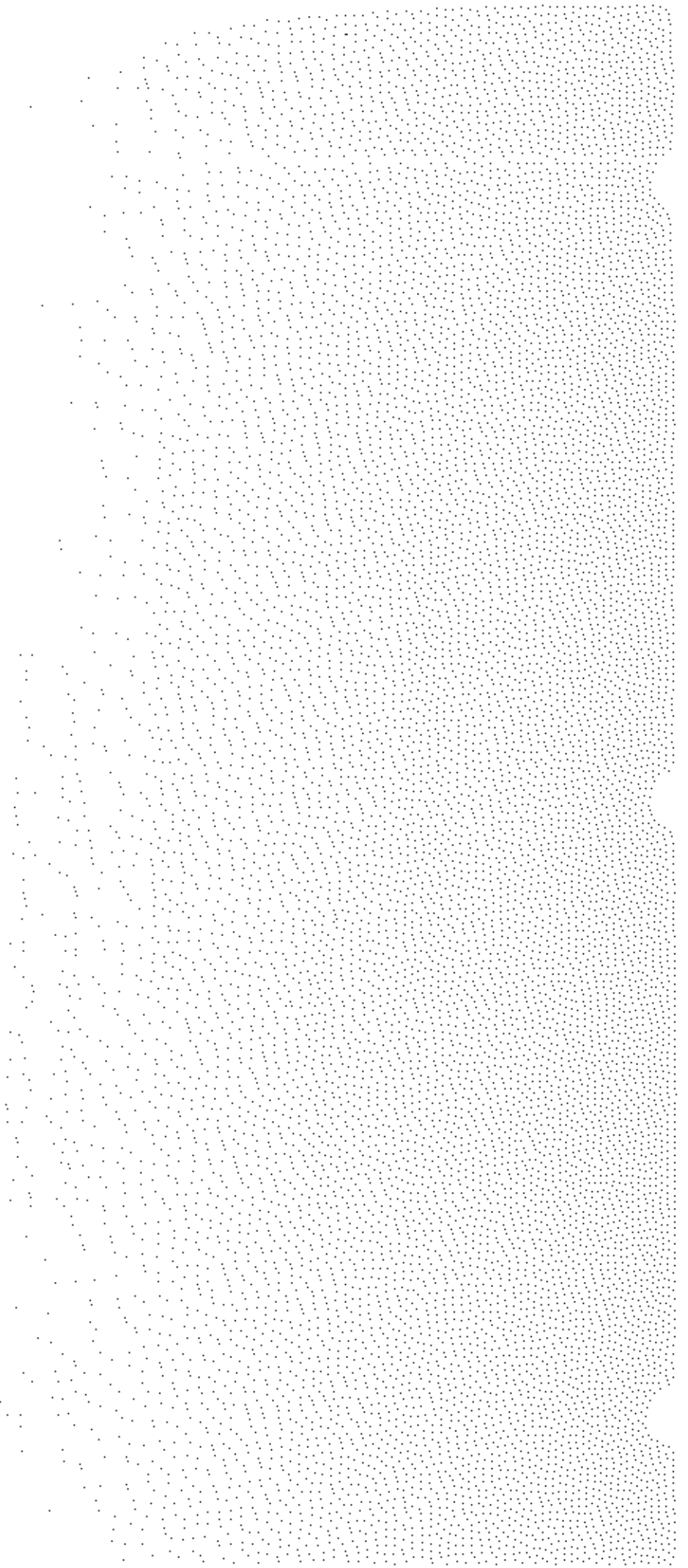
911 Plymouth County Retirement

912 Workers Compensation

913 Unemployment Insurance

914 Contributory Group Insurance

916 Federal Taxes



TOWN OF SCITUATE

FY 2015 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 Water Pollution Abatement Trust (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 2015 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

- GOAL I: Continue to collaborate with the Town's financial advisor to obtain best borrowing rates for the Town.
- GOAL II: Provide timely funding needed by town departments for debt projects and maintain sufficient cash flow.
- GOAL III: Maintain the Town's positive bond rating and outlook.

MAJOR BUDGET COMPONENTS

For FY15, the total existing debt-excluded and tax-supported debt is \$2,325,652 while the total revenue-supported Enterprise Fund debt is \$4,075,883:

General Fund Debt Includes:

- Tax-Supported Non-Exempt Debt of \$1,208,644 (principal and interest)
- Tax-Supported Exempt Debt of \$890,662 (principal and interest)
- Short-term Debt of \$226,346 (principal and interest-Nov BAN)
- Estimate for FY15 borrowing \$40,000

Five individual Enterprise Fund Debt Budgets: (found within department budgets submitted as follows)

- Sewer \$2,229,344 (excludes Nov BAN)
- Water \$630,412
- Transfer \$70,887
- Waterways \$451,079
- Golf \$381,300

FY 2015 RISKS AND CHALLENGES

The debt plan is a comprehensive summary of existing debt. It is a challenging task to foresee the proper timing of borrowing throughout the fiscal years based on multiple conversations with relevant department heads, and convey that to the financial advisor. Projects are often based on permitting approvals, proper weather conditions, additional grant sources, best case scenario timeline, etc. that can cause delays, and/or urgent cash flow needs. The long-term borrowing interest rates have increased since FY13.

**TOWN OF SCITUATE
FY 2015 BUDGET**

DEPARTMENT: #720 Debt

DEPARTMENTAL ACCOMPLISHMENTS

The Town was able to borrow at very low interest rates. Despite difficult economic times, the Town has been able to maintain a strong financial performance.

Town of Scituate, Massachusetts Long-Term Net Debt Service

Date of Issue	Purpose	Type of Paving			
		2012	2013	2014	2015
Existing Debt Service					
	Total Principal	3,938,564	3,771,064	4,714,546.69	4,509,532.10
	Total Interest	1,490,179	1,573,436	1,447,770	1,327,829
	Total Admin. Fees	22,351	20,865	24,553	24,966
		5,451,093	5,365,365	6,186,869.79	5,862,327
Net Existing Debt Service					
Tax-Supported Non-Exempt Debt Service					
	Total Principal	882,470	822,000	1,147,000	965,000
	Total Interest	239,619	258,777	277,359	243,644
	Total Payment	1,122,089	1,080,777	1,424,359	1,208,644
Tax-Supported Exempt Debt Service					
	Total Principal	591,858	591,858	620,877	616,856
	Total Interest	336,543	321,706	304,396	273,806
	Total Payment	928,401	913,564	925,273	890,662
Senior Enterprise Debt Service					
	Total Principal	1,353,747	1,157,200	1,743,177	1,745,877
	Total Interest	460,665	565,151	474,400	488,301
	Total Admin. Fees	23,351	20,865	24,553	24,966
	Total Payment	1,837,763	1,743,215	2,242,130	2,259,144
Water Pollution Control Debt Service					
	Total Principal	1,150,000	1,150,000	1,150,000	1,150,000
	Total Interest	10,000	10,000	10,000	10,000
	Total Payment	1,160,000	1,160,000	1,160,000	1,160,000
Transfer Station Enterprise Debt Service					
	Total Principal	57,000	57,000	57,000	51,000
	Total Interest	26,142	24,417	21,967	19,887
	Total Payment	83,142	81,417	78,967	70,887
Waterways Enterprise Debt Service					
	Total Principal	348,489	335,000	335,000	325,000
	Total Interest	164,758	153,116	148,554	126,079
	Total Payment	513,247	488,116	483,554	451,079
Wastewater Enterprise Debt Service					
	Total Principal	110,000	104,000	104,000	105,000
	Total Interest	16,675	15,475	14,500	13,500
	Total Payment	126,675	119,475	118,500	118,500

Town of Scituate

Budget 720 Debt

Fiscal Year: 2013-2014

From Date: 7/1/2014

To Date: 6/30/2015

Print accounts with zero balance

Definition: FY15 Completed Budget

Round to whole dollars

Account on new page

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Admin Recorpin	FY15 Board of Selectman	FY15 Advisory Committee
001.720.0590.5810.0000.00200	PRINCIPAL ON LONG-TERM	\$1,413,858.06	\$1,757,877.00	\$943,879.06	\$1,581,858.00	\$1,581,856.00		
001.720.0590.5815.0000.00300	INTEREST ON LONG-TERM	\$575,390.00	\$573,755.00	\$299,212.71	\$577,450.00	\$577,450.00		
001.720.0590.5820.0000.00300	OTHER DEBT SERVICES	\$0.00	\$0.00	\$0.00	\$225,000.00	\$225,000.00		
001.720.0590.5825.0000.00300	INTEREST ON SHORT-TERM	\$19,573.98	\$15,000.00	\$783.90	\$41,346.25	\$41,346.00		
001.720.0590.5900.0000.00000	CERTIFICATION OF NOTES	\$21,935.57	\$0.00	\$2,216.23	\$0.00	\$0.00		
SCHEDULE: DEBT - 0590		\$2,030,757.61	\$2,362,632.00	\$1,246,091.90	\$2,365,652.25	\$2,365,652.00		
Grand Total:		\$2,030,757.61	\$2,362,632.00	\$1,246,091.90	\$2,365,652.25	\$2,365,652.00		

End of Report

MUNICIPAL PURPOSE LOAN

Town of Southgate, Massachusetts

\$536,000 General Obligation Bond Anticipation Notes

Sale Date: 01/12/2013
 Debt Date: 01/27/2013
 Delivery Date: 02/27/2013
 Due Date: 03/28/2014

First Southwest

Purpose	Note Date(s)	Reference	Amount Authorized	Previous Issues	Bonds and/or Paydowns	Renewal This Issue	New Title Issue	Total Title Issue	Balance Unissued	Original Issue Date	Private Interest	Prior Premium
Sewer Extension	4/23/2009	Ch. 44, s.8(15)	\$1,500,000	\$211,000	\$5,888,000	\$211,000	\$0	\$211,000	\$400,000	5/20/2013	\$1,800.62	\$0.00
Facilities Design/Engineering Services	08/2012	Ch. 44, s.7(2)	\$375,000	\$225,000	\$0	\$225,000	\$0	\$225,000	\$150,000	5/20/2013	\$304.25	\$0.00
Totals			\$1,875,000	\$436,000	\$5,888,000	\$436,000	\$0	\$436,000	\$550,000		\$2,104.87	\$0.00

TOWN OF SCITUATE
FY 2015 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 are three remaining individuals receiving the pension benefit.

MAJOR BUDGET COMPONENTS

The COLA base is \$13,000 for retirees with a 3% increase.

Town of Scituate

Budget 910 Non-Contributory Pensions

Fiscal Year: 2013-2014

From Date: 7/1/2014

To Date: 6/30/2015

Print accounts with zero balance

Round to whole dollars

Account on new page

Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Admin Recomm	FY15 Board of Selectman	FY15 Advisory Committee
061.910.0512.5179.0003.0000	NON-CONTRIBUTORY PENS	\$62,978.64	\$62,979.00	\$32,014.32	\$65,319.00	\$65,319.00		
	SCHEDULE: PENSION - 0512	\$62,978.64	\$62,979.00	\$32,074.32	\$65,319.00	\$65,319.00		
Grand Total:		\$62,978.64	\$62,979.00	\$32,074.32	\$65,319.00	\$65,319.00		

End of Report

**TOWN OF SCITUATE
FY 2015 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 FY15 assessment is 6.6% of the total PCR assessment.

MAJOR BUDGET COMPONENTS

Scituate's assessment has increased 7% over the FY 14 assessment. This fund pays for the retirement benefits of current Town and School retirees, and contributes to the unfunded liability of the Retirement System. 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 FY15, the savings to the Town equals \$76,016. The FY16 Assessment is expected to increase by 8%.

FY 2015 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. The funding schedule currently calls for completion by 2034.

Town of Scituate

Budget 911 Contributory Pensions

Fiscal Year: 2013-2014

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

From Date: 7/1/2014

To Date: 6/30/2015

Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Town Admin Recomm	FY15 Board of Selectman	FY15 Advisory Committee
001.911.0512.5189.0000.0000	PLYMOUTH COUNTY RETIR	\$3,444,211.00	\$3,584,859.00	\$3,384,859.00	\$3,836,129.00	\$3,836,129.00		
001.911.0512.5986.0000.0000	TRANSFER TO OPEB LIABIL	\$68,884.00	\$71,740.00	\$0.00	\$0.00	\$76,723.00		
SCHEDULE: PENSION - 0512		\$3,513,095.00	\$3,656,599.00	\$3,584,859.00	\$3,836,129.00	\$3,912,852.00		
Grand Total:		\$3,513,095.00	\$3,656,599.00	\$3,584,859.00	\$3,836,129.00	\$3,912,852.00		

End of Report

11/28/2013
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PLYMOUTH COUNTY RETIREMENT ASSOCIATION
FY 2015 ASSESSMENT

TOWN	PERCENTAGE	PLYMOUTH	2002	2003	2010	Military	TOTAL
		FUND	ERI	ERI	ERI	Sec. Fund	
County	5.04997%	2,997,840					2,997,840
Abrington	3.72108%	2,193,664		25,300			2,208,964
Abrington Housing	0.05082%	25,166		5,000			30,166
Acushnet, Marion, Rock Health	0.01679%	9,568					9,568
Bridgewater	4.95233%	2,836,275	103,600				2,939,875
Bridgewater Housing Authority	0.12360%	66,593	10,600	5,300			73,493
Bridgewater Raynham Regional	2.34919%	1,277,736	45,600	71,200			1,394,536
Carver	2.92941%	1,674,392	136,200		28,406		1,739,997
Carver Housing	0.02992%	16,929					16,929
Carver, Marion, Wareham Refuse	0.06759%	40,126					40,126
Duxbury	3.06113%	3,004,465					3,004,465
Duxbury Sewing	0.03909%	23,203					23,203
East Bridgewater	3.45701%	2,052,200					2,052,200
E. Bridgewater Housing	0.05894%	29,796	6,200				34,996
Halifax	1.60559%	953,136					953,136
Halifax Housing	0.04665%	27,694					27,694
Haverer	4.53027%	2,688,323					2,688,323
Hanson	2.00650%	1,181,129					1,181,129
Hanson Housing	0.04592%	27,260					27,260
Kingston	3.08181%	1,797,777			19,982		1,817,759
Kingston Housing	0.09893%	5,303					5,303
Lakeville	1.45320%	862,672					862,672
Marion	3.38598%	1,826,705					1,826,705
Marshfield	3.18647%	1,847,897					1,847,897
Marshfield Housing	0.05274%	31,901					31,901
Mattapoisett	1.55930%	925,656					925,656
Mattapoisett Housing	0.02551%	15,146					15,146
Middleborough	0.99123%	5,319,606		17,900			5,337,506
Middleborough Housing	0.13820%	80,238	1,800				82,038
Norwall	3.42122%	2,036,949					2,036,949
Norwall Housing	0.03974%	23,593					23,593
Old Rochester Regional	0.89235%	530,322					530,322
Onset Fire	0.36943%	195,521	11,900				207,421
Pembroke	4.42428%	2,577,632		46,400		2,375	2,626,407
Pembroke Housing	0.12753%	75,700					75,700
Plymouth County Mosquito	0.29476%	153,171	21,900				174,971
Plymouth County Retirement	0.16472%	97,786					97,786
Plympton	0.66049%	374,891	17,200				392,091
Rochester	1.01460%	572,401	29,900				602,301
Rockland	5.41836%	3,134,327		62,200			3,196,527
Rockland Housing	0.08438%	50,092					50,092
Scituate	6.59016%	3,912,145					3,912,145
Scituate Housing	0.18168%	89,852	18,000				107,852
Silver Lake Regional	1.00517%	596,825					596,825
South Shore Mosquito Control	0.00622%	369					369
South Shore Regional School	0.50349%	298,891					298,891
South Shore Tax Town Dev	0.16565%	98,932					98,932
Wareham	5.50532%	3,054,859	168,900	42,100		2,988	3,268,847
Wareham Fire District	0.94767%	546,688	15,900				562,588
Wareham Housing	0.02718%	16,135					16,135
West Bridgewater	2.65556%	1,576,492					1,576,492
West Bridgewater Housing	0.01904%	11,306					11,306
Whitman	2.74868%	1,631,682					1,631,682
Whitman Hanson Regional	1.87459%	994,097					994,097
Whitman Housing	0.09603%	46,869	4,200				51,069
TOTALS	100.00000%	58,428,317	591,200	296,400	42,288	5,253	59,363,468

TOWN OF SCITUATE

**FY 2015 BUDGET
MISSION STATEMENT**

DEPARTMENT: WORKERS' COMPENSATION 912

Town of Scituate
Analysis of Workers' Compensation Trust Fund

	<u>Allocation</u>	<u>Actual Expense</u>	
FY 15	\$ 257,000		
FY 14	\$ 257,000	\$ 57,442	as of 12/20/13
FY 13	\$ 307,161	\$ 163,511	\$143,650
FY 12	\$ 265,000	\$ 187,169	\$ 77,831
FY 11	\$ 285,000	\$ 164,938	\$120,062
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.

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 15 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 bond rating 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

Fiscal Year: 2013-2014

From Date: 7/1/2014

To Date: 6/30/2015

Definition: FY15 Completed Budget

Print accounts with zero balance

Round to whole dollars

Account on new page

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Town Admin Reconstr	FY15 Board of Selectman	FY15 Advisory Committee
061912-9615-5199-0000	WORKERS COMPENSATION	\$257,461.00	\$257,000.00	\$0.00	\$237,000.00	\$257,000.00		
SCHEDULE F: FMP OFF BENEFITS - 0515		\$257,461.00	\$257,000.00	\$0.00	\$257,000.00	\$257,000.00		
Grand Total:		\$257,461.00	\$257,000.00	\$0.00	\$257,000.00	\$257,000.00		

End of Report

TOWN OF SCITUATE

DEPARTMENT: UNEMPLOYMENT 913

FY 2015 BUDGET

MISSION STATEMENT:

N/A

	Appropriated	Actual	Variance
FY 15	\$ 75,000		
FY 14	\$ 64,000	\$ 31,045	as of 12/20/13
FY 13	\$ 92,500	\$ 34,610	\$ 59,890
FY 12	\$300,000	\$244,852	\$ 55,148
FY11	\$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

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 14 recommended amount reflects recent year positive trends but is up slightly and the line item has been modestly increased for FY 15.

FY 15 RISKS AND CHALLENGES

See above.

DESCRIPTION OF REVENUE	FY/12	FY/13	FY/14	FY/15	Comments
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N/A

Town of Scituate

Budget 913 Unemployment

Fiscal Year: 2013-2014 Print accounts with zero balance Round to whole dollars Account on new page

From Date: 7/1/2014 To Date: 6/30/2015 Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Admin Recomm	FY15 Town Selectman	FY15 Board of	FY15 Advisory Committee
001.913.0515.0000.0000	UNEMPLOYMENT INSURAN	\$34,609.70	\$64,000.00	\$31,044.77	\$75,000.00		\$75,000.00		
	SCHEDULE: EMPLOYEE BENEFITS - 0515	\$34,609.70	\$64,000.00	\$31,044.77	\$75,000.00		\$75,000.00		
Grand Total:		\$34,609.70	\$64,000.00	\$31,044.77	\$75,000.00		\$75,000.00		

End of Report

TOWN OF SCITUATE FY 2015 BUDGET

DEPARTMENT: #914 Contributory Group Insurance

MISSION STATEMENT:

This appropriation funds the Town's share of the 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 Massachusetts General Law Chapter 32B, any active permanent Town employee working a minimum of 20 hours per week is eligible for group insurance as a benefit of employment.

FY 2015 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. In addition to keeping abreast of changes in the law (e.g. Affordable Health Care Act), and attending MMHG meetings, the Treasurer/Collector works with the Town Administrator and the Insurance Advisory Committee along with the Assistant Treasurer/Collector.

MAJOR BUDGET COMPONENTS

The Town has seen substantial savings in health insurance costs as a result of negotiating the premium health insurance changes and now offering Rate Saver and Benchmark Plans to employees. Some savings will continue for FY15 although there will be an increase in the cost of some plans and the rates are projected to increase.

FY 2015 RISKS AND CHALLENGES

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) have increased the office workload by requiring careful monitoring of employees' eligibility, as well as those declining coverage. There are always challenges coordinating COBRA for those no longer employed by the Town. Health Insurance Reform now requires a reconciliation of dollars owed to the Town for retirees' health insurance premiums, and a billing process for municipalities to assess the costs to former public employers of current retirees. This mandate is under review for a delayed implementation date in order to create a process for this new procedure. It will be a challenging year while maneuvering through new processes in reformed health care.

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.

Town of Scituate

Budget 914 Contributory Group Insurance

Fiscal Year: 2013-2014

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

From Date: 7/1/2014

To Date: 6/30/2015

Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Admin Recomm	FY15 Board of Selectman	FY15 Advisory Committee
051914.0515.5199.0000.0000	CONTRIBUTORY GROUP IN	\$4,839,478.72	\$4,900,000.00	\$2,791,274.51	\$4,975,632.00	\$4,975,632.00		
SCHEDULE: EMPLOYEE BENEFITS - 0515		\$4,839,478.72	\$4,900,000.00	\$2,791,274.51	\$4,975,632.00	\$4,975,632.00		
Grand Total:		\$4,839,478.72	\$4,900,000.00	\$2,791,274.51	\$4,975,632.00	\$4,975,632.00		

End of Report

1/25/15

Town of Scituate
Mayflower Municipal Health Group FY15 Increase impact

BLUE CROSS PLANS	FY14		FY15		1%	2%	3%	4%	5%
	Full Monthly Rate	Jan-14 Enrolled	Full Monthly Rate	Full Monthly Rate					
Network Blue Rate Saver Individual	\$ 607.00	218	\$ 607.00	218	\$ 15,879	\$ 31,758	\$ 47,637	\$ 63,516	\$ 79,398
Network Blue Rate Saver Family	\$ 1,618.00	200	\$ 1,618.00	200	\$ 38,832	\$ 77,664	\$ 116,496	\$ 155,328	\$ 194,160
Network Blue Benchmark Individual	\$ 581.00	6	\$ 581.00	6	\$ 418	\$ 837	\$ 1,255	\$ 1,673	\$ 2,092
Network Blue Benchmark Family	\$ 1,549.00	4	\$ 1,549.00	4	\$ 744	\$ 1,487	\$ 2,230	\$ 2,974	\$ 3,718
BCE PPO Rate Saver Individual	\$ 883.00	15	\$ 883.00	15	\$ 1,580	\$ 3,179	\$ 4,768	\$ 6,358	\$ 7,947
BCE PPO Rate Saver Family	\$ 2,084.00	14	\$ 2,084.00	14	\$ 3,516	\$ 7,036	\$ 10,554	\$ 14,072	\$ 17,590
BCE PPO Benchmark Individual	\$ 824.00	2	\$ 824.00	2	\$ 198	\$ 396	\$ 593	\$ 791	\$ 989
BCE PPO Benchmark Family	\$ 1,954.00	0	\$ 1,954.00	0	\$ -	\$ -	\$ -	\$ -	\$ -
Medox III	\$ 410.00	342	\$ 410.00	342	\$ 16,826	\$ 33,653	\$ 50,479	\$ 67,308	\$ 84,132
HARVARD PILGRIM PLANS									
HPHC Rate Saver Individual	\$ 642.00	27	\$ 642.00	27	\$ 2,080	\$ 4,160	\$ 6,240	\$ 8,320	\$ 10,400
HPHC Rate Saver Family	\$ 1,710.00	19	\$ 1,710.00	19	\$ 3,899	\$ 7,798	\$ 11,696	\$ 15,595	\$ 19,494
HPHC Benchmark Individual	\$ 615.00	3	\$ 615.00	3	\$ 221	\$ 443	\$ 664	\$ 886	\$ 1,107
HPHC Benchmark Family	\$ 1,638.00	1	\$ 1,638.00	1	\$ 187	\$ 393	\$ 590	\$ 786	\$ 983
HPHC Enhanced Medicare	\$ 439.00	0	\$ 439.00	0	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Totals		851							
Increase Only									
			Ind - 73%	\$ 13,577	\$ 27,154	\$ 40,732	\$ 54,309	\$ 67,886	
			Fam - 53%	\$ 23,146	\$ 46,291	\$ 69,437	\$ 92,582	\$ 115,728	
			PPO - 50%	\$ 2,653	\$ 5,305	\$ 7,958	\$ 10,610	\$ 13,263	
			Med - 50%	\$ 8,413	\$ 16,826	\$ 25,240	\$ 33,653	\$ 42,066	
				\$ 47,789	\$ 95,577	\$ 143,366	\$ 191,154	\$ 238,943	

BLUE CROSS PLANS	FY14		FY15		1%	2%	3%	4%	5%
	Full Monthly Rate	Jan-14 Enrolled	Full Monthly Rate	Full Monthly Rate					
Network Blue Rate Saver Individual	\$ 607.00	218	\$ 607.00	218	\$ 1,603,791	\$ 1,619,870	\$ 1,635,549	\$ 1,651,428	\$ 1,667,308
Network Blue Rate Saver Family	\$ 1,618.00	200	\$ 1,618.00	200	\$ 3,822,032	\$ 3,960,864	\$ 3,999,696	\$ 4,038,528	\$ 4,077,360
Network Blue Benchmark Individual	\$ 581.00	6	\$ 581.00	6	\$ 42,250	\$ 42,669	\$ 43,087	\$ 43,505	\$ 43,924
Network Blue Benchmark Family	\$ 1,549.00	4	\$ 1,549.00	4	\$ 75,096	\$ 75,839	\$ 76,583	\$ 77,326	\$ 78,070
BCE PPO Rate Saver Individual	\$ 883.00	15	\$ 883.00	15	\$ 160,529	\$ 162,119	\$ 163,708	\$ 165,298	\$ 166,887
BCE PPO Rate Saver Family	\$ 2,084.00	14	\$ 2,084.00	14	\$ 355,310	\$ 358,828	\$ 362,346	\$ 365,864	\$ 369,382
BCE PPO Benchmark Individual	\$ 824.00	2	\$ 824.00	2	\$ 19,974	\$ 20,172	\$ 20,369	\$ 20,567	\$ 20,765
BCE PPO Benchmark Family	\$ 1,954.00	0	\$ 1,954.00	0	\$ -	\$ -	\$ -	\$ -	\$ -
Medox III	\$ 410.00	342	\$ 410.00	342	\$ 1,699,466	\$ 1,716,293	\$ 1,733,119	\$ 1,749,946	\$ 1,766,772
HARVARD PILGRIM PLANS									
HPHC Rate Saver Individual	\$ 642.00	27	\$ 642.00	27	\$ 210,088	\$ 212,168	\$ 214,248	\$ 216,328	\$ 218,408
HPHC Rate Saver Family	\$ 1,710.00	19	\$ 1,710.00	19	\$ 383,779	\$ 397,678	\$ 401,576	\$ 405,475	\$ 409,374
HPHC Benchmark Individual	\$ 615.00	3	\$ 615.00	3	\$ 22,381	\$ 22,583	\$ 22,804	\$ 23,026	\$ 23,247
HPHC Benchmark Family	\$ 1,638.00	1	\$ 1,638.00	1	\$ 19,853	\$ 20,049	\$ 20,246	\$ 20,442	\$ 20,639
HPHC Enhanced Medicare	\$ 439.00	0	\$ 439.00	0	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Totals		851							
FY15 Full Budget									
			Ind - 73%	\$ 1,371,298	\$ 1,384,876	\$ 1,398,453	\$ 1,412,030	\$ 1,425,607	
			Fam - 53%	\$ 2,337,702	\$ 2,360,848	\$ 2,383,993	\$ 2,407,139	\$ 2,430,284	
			PPO - 50%	\$ 267,907	\$ 270,559	\$ 273,212	\$ 275,864	\$ 278,517	
			Med - 50%	\$ 349,733	\$ 358,146	\$ 366,560	\$ 374,973	\$ 383,386	
				\$ 4,826,640	\$ 4,874,429	\$ 4,922,217	\$ 4,970,006	\$ 5,017,794	



TOWN OF SCITUATE
FY 2015 BUDGET

DEPARTMENT: #916 Federal Taxes

MISSION STATEMENT:

This appropriation funds the Town's federal contribution that matches the employees' 1.45% Medicare contribution.

FY 2015 RISKS AND CHALLENGES

The annual challenge is to sufficiently fund the FICA costs to cover fluctuations in employment.

FY15 represents a 9% increase

Town of Scituate

Budget 916 Federal Taxes

Fiscal Year: 2013-2014

From Date: 7/1/2014

To Date: 6/30/2015

Print accounts with zero balance

Round to whole dollars

Account on new page

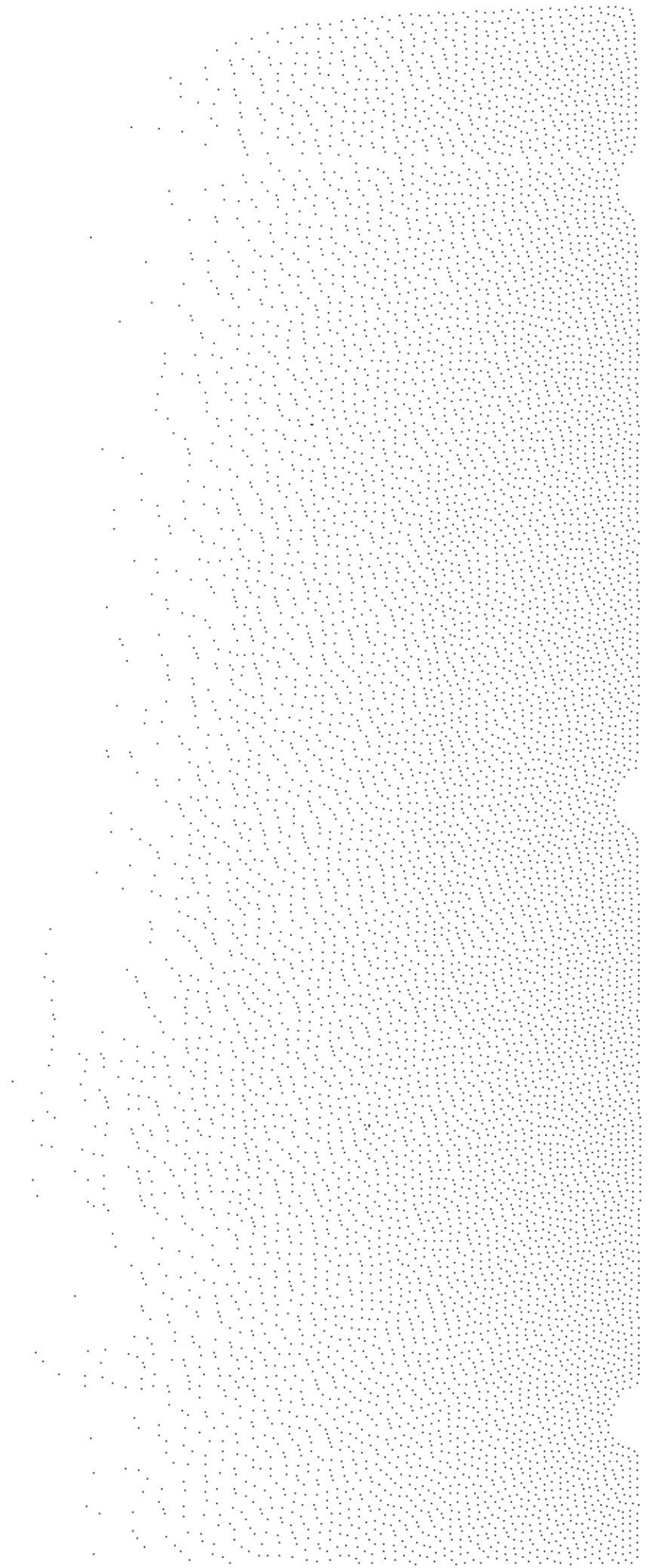
Definition: FY15 Completed Budget

Account	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Town Admin Recomin	FY15 Board of Selectman	FY15 Advisory Committee
001.916.0515-5199.JUN00 0000 FEDERAL TAXES	\$531,517.20	\$574,729.00	\$207,074.38	\$626,454.00	\$626,454.00		
SCHEDULE: EMPLOYEE BENEFITS - 0515	\$531,517.20	\$574,729.00	\$207,074.38	\$626,454.00	\$626,454.00		
Grand Total:	\$531,517.20	\$574,729.00	\$207,074.38	\$626,454.00	\$626,454.00		

End of Report

60 ENTERPRISE FUNDS

61	WIDOWS WALK GOLF COURSE
63	TRANSFER STATION
64	SEWER
65	WATER
66	WATERWAYS



**TOWN OF SCITUATE
FY 2015 BUDGET**

DEPARTMENT: Widow's Walk

Our plan for continued purchases of these important items with cash is now impacted. We are faced with the unenviable position of either increasing lease expenditures, still below the levels of FY12, or taking a chance of damaging the hard-earned reputation for superior golf course conditioning that Widow's Walk has earned in recent years. With our current annual debt in excess of \$380,000 set to be retired at the end of FY17, the first option should be to upgrade needed equipment.

Widow's Walk is the only full time daily fee golf course accessible to all Scituate residents. The facility also serves as a convenient location for surrounding towns that lack a public course of their own such as Cohasset, Norwell, Hull, and Danover; as well as a more affordable option for some of the towns with public golf such as Hingham, Marshfield, Plymouth, and Quincy. We also provide our residents with the only public driving range/practice area within a reasonable driving distance. Although we encourage any and all play, we offer cost saving opportunities and reservation privileges exclusive to Scituate residents. Widow's Walk serves as the home of the Scituate High School Golf Team and is the site for all Scituate Recreation golf programs as well as the annual town Easter Egg Hunt. The course is available to our residents in the off-season for other recreational activities. The facility is also an excellent choice for hosting fundraising activities, whether it is a sizeable golf tournament and/or a limited size banquet.

In order of total cost, the major expenditures for the golf course come from the following areas:

- *IGM course maintenance fee
- *Long term debt
- *Golf operations salaries
- *Indirect costs
- *Equipment rentals and leases
- *Technical services
- *Electricity
- *Repairs and maintenance:

FY 2015 RISKS AND CHALLENGES:

The challenge currently facing Widow's Walk is that of golf supply outpacing demand. This is not a situation unique to our area, but rather one that has the grip on the majority of the country. The residents of Scituate made a wise decision back in the mid 90's with their overwhelming vote to build a golf course. At the time of the decision, the South Shore had a real shortage of golf courses, particularly courses with public access. Now fast forward 17 years and there are too many courses for even a healthy economy to support and golf rounds have been on a slow decline nationwide for a number of years.

The South Shore has reached the point where a rebalancing of golf supply and demand is in order. Industry leaders are all working diligently to "grow the game", but that will not occur fast enough. Not to wish harm on any fellow golf course operators, but a few local course failures would make for a more healthy golf landscape. Those that carry excessive debt have been forced into underpricing the competition in order to gain market share. This panic strategy is simply a recipe for disaster and should not keep those operations afloat for long. Regardless, this has resulted in responsible operators suffering a loss of golf rounds.

TOWN OF SCITUATE FY 2015 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 2015 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS:

- I. Increase the combined revenues from dues, green fees, cart fees, and range fees by five percent with program adjustments along with selective and responsible promotional offerings.
 - Search for one to three promotional green fee "partners" that are willing assist our efforts in filling starting time vacancies as well as introducing new clientele to our facility.
 - Make slight adjustments to the Season Pass and Player's Pass programs to attract additional patrons.
 - Advertise the elimination of weekend rates on all Fridays to increase play and revenue.
 - Analyze tee sheets to identify historically slow periods for special promotional considerations.
 - Check with IT Director regarding Internet search placement.
 - Work with Scituate Cable TV to develop Widow's Walk content for production.
 - Prepare for earlier March openings should Mother Nature cooperate.
 - Make minor changes to our driving range volume discounting program to enhance revenue.
- II. Begin the process of developing a long range capital improvement plan to correspond with the retirement of our long term debt in 2017.
 - Consult with the Town Administrator and Facilities Director to clarify a scope of projects, funding options, and a realistic timetable for consideration. (Aug – Oct)
 - Seek advice from the Facilities Director about possible clubhouse repairs and expansion options. (Aug – Oct)
 - Confer with the DPW Director, Facilities Director, and course maintenance company management for thoughts on completing the parking lot and clubhouse landscaping. (Jul – Aug)
 - Discuss possible golf course improvement projects and maintenance equipment replacements with the Golf Course Superintendent. (Jul – Aug)

MAJOR BUDGET COMPONENTS:

Hopes of maintaining the majority of our Golf Retained Earnings at this time a year ago took a bit of a hit at the end of FY13 with news of a small operating deficit. As we entered the new golf season, a repeat of the favorable weather conditions that were instrumental in the Retained Earnings accumulation could not be expected, although we were encouraged that recent fee increases and an improving economy would keep the operation somewhat profitable. That did not turn out to be the case.

The FY13 Retained Earnings have been put to good use with the replacement of two much needed and overdue pieces of maintenance equipment. Unfortunately, additional equipment is passing its useful life.

**TOWN OF SCITUATE
FY 2015 BUDGET**

DEPARTMENT: Widow's Walk

Scituate was early to the golf course construction craze and is very close to satisfying the initial debt. This should bode well for the likelihood of future success.

Our revenues for the first half of FY14 have been trending similar to the past year. This is particularly disappointing in that the weather has been pretty normal and Widow's Walk has been in exceptional playing condition for the entire season. Our daily fee structure seems well aligned with the quality of our product. All of these factors leave this department with the task of focusing most of our energy into increasing revenues by means of volume of play while resisting panic discounting measures.

DEPARTMENTAL ACCOMPLISHMENTS:

The playing conditions of 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 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", Regional winner over a decade consecutively.

*South Shore Living Magazine, "Best of the South Shore", Public Golf Course winner 2013".

The three year old "Walk the Walk" twilight golf program continues to add to its loyal following, growing to over 2,100 rounds and \$33,000 in calendar year 2013. 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.

As the host course for the Scituate High School Golf Team, a number of starting times are sacrificed annually resulting in a savings in excess of \$7,000 for the school athletic budget.

**TOWN OF SCITUATE
FY 2015 BUDGET**

DEPARTMENT: Widow's Walk

Description of Revenue	FY/12	FY/13	FY/14 - 10/31	FY/15 Forecast	Comments
Dues - (Season Pass / Player's Pass)	175,794	164,245	6,493	170,000	
Green fees	712,737	691,134	394,933	725,000	See goals
Rain checks	-4,547	-3,003	-2,434	-4,000	
Cart fees	179,912	177,191	105,683	190,000	See goals
Club rentals	2,083	1,734	1,133	2,000	
Range fees	57,699	59,676	30,270	66,500	See goals
Handicap fees	9,980	10,110	1,480	20,500	
Total usage fees	1,133,652	1,101,089	537,550	1,160,000	
Total merchandise sales	88,849	94,890	45,922	97,000	
Total rentals	42,000	35,700	21,400	48,600	
Total earning on investments	356	0	0	0	
Miscellaneous revenue	0	0	0	0	
Cash over/(under)	-7	13	-2	0	
Total miscellaneous revenue	-7	13	-2	0	
Grand total	2,264,856	2,231,692	604,880	1,305,600	

Widow's Walk Benchmarking

There are only two of the communities listed for benchmarking that have a golf course, and only Hingham has an 18-hole facility. Unlike most town departments, golf operations are very unique. Even Hingham's operation has only one seemingly useful comparison. That being the golf operations staffing levels and associated costs which are listed below:

South Shore C.C. (Hingham)

Full Time (2)	Golf Professional & Assistant Golf Pro	\$ 106,930
Seasonal	Untitled	\$ 121,000
Total Golf Operations		\$ 365,430
Total Golf Budget		\$1,689,456

2013 Local Golf Course 18-Hole Rate Comparisons

<u>COURSE</u>	<u>W/D G.F.</u>	<u>W/E G.F.</u>	<u>CART</u>
Widow's Walk	\$39	\$47	\$16
Atlantic C.C. (Plymouth)	\$48	\$58	\$18
Braintree G.C.	\$33	\$41	\$16
Crosswinds (Plymouth)	\$32	\$50	\$16
Green Harbor (Marshfield)	\$36	\$42	N/A
North Hill G.C. (Duxbury)	\$35	\$38	\$20
Pembroke C.C.	\$39	\$49	\$18
South Shore C.C. (Hingham)	\$37	\$52	\$17

Widow's Walk Enterprise Fund

	FY09	FY10	FY11	FY12	FY13	FY14 budget	FY15 budget
Revenue:							
Dues	114,280	128,160	129,150	107,830	110,014	160,470	170,000
Frequent Players	26,630	24,303	29,530	67,964	54,231	29,530	
Green Fees	752,163	719,640	673,072	708,190	691,134	695,000	725,000
Cart Fees	168,081	155,095	153,922	179,912	177,191	195,000	190,000
Club Rentals	2,330	2,087	2,130	2,983	1,734	2,000	2,000
Range Fees	52,610	55,273	50,981	57,699	59,678	62,000	66,500
Handicap Fees	13,610	11,300	10,830	9,980	10,110	10,000	10,500
Tournament Fees							
Merchandise Sales	103,479	96,565	93,683	88,849	94,890	95,000	97,000
Restaurant Lease Income	33,250	37,000	48,725	42,000	36,700	46,400	48,600
Interest Income	3,499	1,495	602	349	446	350	
Rain checks	1,807	15			(3,003)	(4,500)	(4,000)
Total Revenue	1,272,009	1,230,933	1,192,625	1,264,856	1,232,125	1,291,250	1,305,600
Expenses:							
Personal Services	174,912	171,973	172,274	174,474	170,212	172,902	177,830
Purchase of Services	605,767	584,752	609,974	602,073	573,803	600,841	604,449
Materials & Supplies	61,248	69,592	66,937	59,142	72,117	76,050	78,600
Indirect Costs	40,146	40,034	52,567	47,994	49,597	52,858	59,391
Capital Outlay	22,250	4,652		6,098	37,347		
Capital Articles							
Total Operating Expenses	904,323	871,003	901,752	889,781	903,076	904,651	920,270
Surplus/(Deficit) before debt payments	367,686	359,930	290,873	375,075	329,050	386,599	385,330
Debt Service	381,855	380,415	377,750	378,975	379,125	378,563	381,300
Total Surplus/(Deficit)	(14,169)	(20,485)	(86,877)	(3,900)	(50,075)	8,036	4,030

Unappropriated Certified Retained Earnings as of November 5, 2013
 Less amt needed to balance FY15 budget
 Less amt to be used for FY15 Capital
 Balance of Retained Earnings after FY14 ATM

3,408
 3,408

Town of Scituate
Widow's Walk Golf Course Enterprise Fund
Indirect Costs
Fiscal Year 2015 Budget

Description	Basis	Allocation	%*	FY14 Budget	Total
Town Administrator	Administrative, budget, labor counsel, CPO	Personal Services budget	0.0205	229,151	4,689.00
Town Accountant	Processing of warrants etc.	Total FY14 budget	0.0205	259,674	5,313.00
Treas/Collector	Collections, bank rec., payroll etc.	Total FY14 budget	0.0205	290,692	5,948.00
Facilities Director		Personal Services budget	0.02	88,305	1,766.10
Insurance	Building, Auto, Liability etc.	From Insurance Company			19,506.00
Group Insurance	Town's Share of group insurance	Actual Contribution FY13 rates			10,505.14
Medicare	Town's Share of medicare	Actual FY13	1.45%		2,422.36
OPEB	Eligible -ees/total eligible X OPEB cost				151.03
Pensions and Retirement	Penison Cosis	Plymouth County suggests using 13% of Gross Payroll (no season)	13%	69,922	9,090.00
					59,390.63

* based on enterprise FY14 operating budget to total Town operating budget

Town of Scituate

Budget 661 Widows Walk

Fiscal Year: 2013-2014

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

From Date: 7/1/2014

To Date: 6/30/2015

Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Town Admin Recomm	FY15 Board of Selectmen	FY15 Advisory Committee
061 061 0520 5110 0000 0000	REGULAR SALARIES	\$68,998.25	\$67,542.00	\$32,596.93	\$68,893.00	\$71,150.00		
061 061 0520 5190 0000 0000	SEASONAL SALARIES	\$101,213.50	\$105,360.00	\$58,992.25	\$105,360.00	\$105,980.00		
	SCHEDULE: PERSONAL SERVICES - 0510	\$170,211.75	\$172,902.00	\$91,589.18	\$174,253.00	\$177,930.00		
061 061 0520 5211 0000 0000	ELECTRICITY	\$14,054.19	\$18,000.00	\$9,381.41	\$15,000.00	\$16,000.00		
061 061 0520 5213 0000 0000	NATURAL GAS	\$2,852.01	\$4,500.00	\$2,141.23	\$4,000.00	\$3,400.00		
061 061 0520 5240 0000 0000	REPAIRS & MAINT NARROW	\$16,205.81	\$16,700.00	\$1,612.50	\$15,900.00	\$16,800.00		
061 061 0520 5270 0000 0000	RENTALS & LEASES	\$14,319.71	\$47,791.00	\$90,434.72	\$57,109.00	\$57,109.00		
061 061 0520 5301 0000 0000	MANAGEMENT FEE	\$464,554.17	\$477,000.00	\$202,880.04	\$482,000.00	\$475,000.00		
061 061 0520 5302 0000 0000	MARKETING	\$562.41	\$3,000.00	\$0.00	\$2,000.00	\$2,000.00		
061 061 0520 5303 0000 0000	HANDICAL SERVICE	\$5,515.69	\$5,800.00	\$1,532.50	\$5,800.00	\$5,700.00		
061 061 0520 5309 0000 0000	IT CHEMICAL SERVICES	\$22,716.41	\$21,600.00	\$14,198.29	\$21,600.00	\$21,600.00		
061 061 0520 5321 0000 0000	CONFERENCES/MEETINGS	\$0.00	\$650.00	\$0.00	\$250.00	\$250.00		
061 061 0520 5341 0000 0000	TELEPHONE	\$1,603.79	\$1,650.00	\$984.71	\$1,700.00	\$1,700.00		
061 061 0520 5344 0000 0000	POSTAGE & DELIVERY	\$119.35	\$150.00	\$43.96	\$150.00	\$140.00		
061 061 0520 5711 0000 0000	MESSAGE REIMBURSEMENT	\$0.00	\$100.00	\$0.00	\$100.00	\$50.00		
061 061 0520 5731 0000 0000	PROFESSIONAL DUES & SL	\$800.00	\$900.00	\$650.00	\$900.00	\$900.00		
061 061 0520 5800 0000 0000	INDIRECT COSTS	\$49,597.00	\$52,858.00	\$52,858.00	\$58,728.00	\$59,391.00		
	SCHEDULE: PURCHASE OF SERVICES - 0520	\$623,399.85	\$653,699.00	\$378,787.36	\$668,935.00	\$663,640.00		
061 061 0540 5420 0000 0000	OFFICE SUPPLIES	\$2,113.88	\$1,500.00	\$460.54	\$1,950.00	\$1,850.00		
061 061 0540 5421 0000 0000	MERCHANDISE SUPPLIES	\$60,129.22	\$88,000.00	\$18,082.33	\$69,000.00	\$59,000.00		
061 061 0540 5422 0000 0000	CART SUPPLIES	\$6,912.95	\$9,500.00	\$349.89	\$9,500.00	\$9,500.00		
061 061 0540 5424 0000 0000	RANGE SUPPLIES	\$847.57	\$4,750.00	\$1,886.88	\$4,600.00	\$4,600.00		

Town of Scituate

Budget 661 Widows Walk

Fiscal Year: 2013-2014

From Date: 7/1/2014

To Date: 6/30/2015

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

Account

Description

FY13 Expended

FY14 Approp

FY14 Expended to Date

FY15 Dept Request

FY15 Town Admin Reconnit

FY15 Board of Selectman

FY15 Advisory Committee

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Town Admin Reconnit	FY15 Board of Selectman	FY15 Advisory Committee
061.661.0540.5425.0000.0000	PRINTING & FORMS	\$613.18	\$1,900.00	\$1,347.00	\$2,000.00	\$2,000.00		
061.661.0540.5580.0000.0000	OTHER SUPPLIES	\$1,500.00	\$1,500.00	\$383.49	\$750.00	\$750.00		
061.661.0540.5581.0000.0000	CLOTHING	\$0.00	\$900.00	\$0.00	\$900.00	\$900.00		
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$72,116.78	\$78,050.00	-\$22,310.13	\$79,700.00	\$79,700.00		
061.661.0580.5910.0000.0000	CAPITAL EXPENSES	\$2,758.60	\$0.00	\$0.00	\$0.00	\$0.00		
061.661.0580.5981.0000.0000	EQUIPMENT	\$35,078.60	\$28,000.00	\$0.00	\$9.00	\$9.00		
SCHEDULE: CAPITAL OUTLAY - 0580		\$37,347.20	\$28,000.00	\$0.00	\$0.00	\$0.00		
061.661.0590.5910.0000.0000	PRINCIPAL ON LONG TERM	\$320,400.00	\$330,000.00	\$330,000.00	\$345,000.00	\$345,000.00		
061.661.0590.5915.0000.0000	INTEREST ON LONG TERM	\$59,125.00	\$48,563.00	\$26,962.50	\$36,300.00	\$36,300.00		
SCHEDULE: DEBT - 0590		\$379,125.00	\$378,563.00	\$358,962.50	\$381,300.00	\$381,300.00		
Grand Total:		\$1,202,200.58	\$1,311,214.00	\$649,551.17	\$1,303,189.00	\$1,301,570.00		

End of Report

**TOWN OF SCITUATE
FY 2015 BUDGET**

DEPARTMENT: 433 Transfer Station

MISSION STATEMENT:

- To cost effectively dispose of household waste while meeting the needs of the stakeholders in a clean and pleasant environment.

DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS:

- Continue to increase the Scituate recycling rate.
- Add an additional \$100,000 in positive cash flow to the Transfer Station Enterprise by FY end by examining current contractual obligations.
- Find and implement a cost-effective solution to the flare problem at the Transfer Station by December 2014.
- Explore bio-waste (compost/energy recovery) alternatives and recommend program for inclusion in FY16 budget if warranted.
- Conduct a "Please-the-Customer" events during FY 15.
- Begin replacement of recycle compactors to enable more flexible recycle contracting.
- Explore increasing customer base with neighboring communities.

MAJOR BUDGET COMPONENTS:

• Disposal costs	\$ 600,000	44%
• Personnel	\$ 230,000	17%
• Intergovernmental	\$ 130,000	10%
• Technical Services	\$ 100,000	7%
• "Blue Bags"	\$ 80,000	6%
• Debt	\$ 79,000	6%
• Maintenance	\$ 66,000	5%

RISKS AND CHALLENGES:

- Flare: The Methane being generated by the landfill is declining, causing problems with the older flare which requires updates to comply with DEP.
- The Roll-off truck and puller truck are each very old and could be an issue with maintenance or down time.

DEPARTMENTAL ACCOMPLISHMENTS:

- Improved Scituate's recycling from 53% to 55%.
- Generated positive cash flow for 4th year in a row. Generated -\$240k in FY13
- Upgraded equipment to increase reliability and reduce repair costs.
- Implemented the use of credit cards as a customer service.
- Supported Ship-Shape Day and other community clean-up events.
- Completed DEP permitting process for cell tower.
- Implemented security cameras to reduce incidence of theft and off-hours entry.
- Supported construction of Solar Array on the landfill
- Transfer Station crews fully participated in snow removal and emergency storm clean-ups.
- Had 7th-grade field trip to encourage recycling.

**TOWN OF SCITUATE
FY 2015 BUDGET**

DEPARTMENT: 433 Transfer Station

Revenue	FY 11	FY12	FY 13	FY 14 Projection	FY 15 Projection
Stickers	473,000	557,000*	445,000	470,000	470,000
Blue Bags	521,000	535,000	466,000	500,000	500,000
Bulky Waste	206,000	225,000	269,000	225,000	225,000
Recycle	29,000	56,000	45,000	50,000	50,000
General Fund	100,000	100,000	100,000	100,000	100,000
Interest/Other	12,000	2,000	4,000	0	0
Total	1,341,000	1,475,000	1,329,000	1,345,000	1,345,000

* jump in Sticker Sales related to moving up expiration date to April

Transfer Station Enterprise Fund

	FY09	FY10	FY11	FY12	FY13	FY14 budget	FY15 budget
Revenue:							
Transfer Station Sickers	415,979	402,726	472,617	556,176	444,937	470,000	470,000
Trash Bags	437,476	493,118	520,561	535,169	465,768	535,000	490,000
Recycling	29,701	16,599	29,483	55,646	45,413	50,000	46,000
Bulky Waste	167,530	180,763	206,357	225,072	271,226	225,000	225,000
Interest Income	26	330	871	1,394	1,075	871	-
Misc			11,139				
Total Revenue	1,050,712	1,093,536	1,241,028	1,373,457	1,228,420	1,280,871	1,230,000
Expenses:							
Personal Services	226,333	200,172	178,861	206,713	203,310	214,484	223,232
Purchase of Services	724,241	687,614	647,465	696,678	638,759	734,575	726,975
Materials & Supplies	127,190	57,093	131,187	42,103	39,394	125,000	126,400
Indirect Costs	70,583	66,841	118,515	120,040	128,365	131,025	132,362
Capital Outlay	8,973		10,038		3,339	16,000	38,750
Total Operating Expenses	1,155,320	1,011,720	1,076,028	1,075,572	1,013,168	1,221,084	1,217,719
Surplus/(Deficit) before debt payments	(104,608)	81,816	165,000	297,885	215,252	59,787	(17,719)
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)
Total Surplus/(Deficit)	(65,561)	121,973	204,397	313,512	233,835	80,820	11,394
Unappropriated Certified Retained Earnings as of November 5, 2013							674,852
Less amt needed to balance FY15 budget							(65,000)
Less amt to be used for FY15 Capital							609,852
Balance of Retained Earnings after FY14 ATM							

Town of Scituate
 Transfer Station Enterprise Fund
 Indirect Costs
 Fiscal Year 2015 Budget

Description	Basis	Allocation	%*	FY14 Budget	Total
Town Administrator	Administrative, budget, labor counsel, CPO	Personal Services budget	0.0194	229,151	4,455.00
Town Accountant	Processing of warrants etc.	Total FY14 budget	0.0194	259,674	5,049.00
Treas/Collector	Collections, bank rec., payroll etc.	Total FY14 budget	0.0194	290,692	5,652.00
Engineering Dept.	Engineering	1/2 of Town Engineer's Salary			43,487.68
DPW Admin. Dept.	Administration	1/5 of Director's Salary			20,163.00
Insurance	Building, Auto, Liability etc.	From Insurance Company			5,069.00
Group Insurance	Town's Share of group insurance.	Actual Contribution FY13 rates			21,933.43
Medicare	Town's Share of medicare.	Actual FY13	1.45%		2,807.34
OPEB	Eligible -ees/total eligible X OPEB cost				604.12
Pensions and Retirement	Pension Costs	Plymouth County suggests using 13% of Gross Payroll (No seasonal)	13%	178,007	23,141.00
					132,361.57

* based on enterprise FY14 operating budget to total Town operating budget

Town of Scituate

Budget 433 Transfer Station

Fiscal Year: 2013-2014

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

From Date: 7/1/2014 To Date: 6/30/2015 Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Town Adm'n Recomm	FY15 Board of Selectman	FY15 Advisory Committee
063-433-0510-5110-0000-0000	REGULAR SALARIES	\$174,383.49	\$182,115.00	\$86,577.48	\$188,600.00	\$188,600.00		
063-433-0510-5120-0000-0000	OVERTIME	\$21,513.66	\$21,509.00	\$9,315.68	\$30,000.00	\$21,777.00		
063-433-0510-5130-0000-0000	LONGEVITY	\$1,650.00	\$1,650.00	\$850.00	\$1,650.00	\$1,650.00		
063-433-0510-5150-0000-0000	SEASONAL SALARIES	\$3,474.88	\$5,460.00	\$2,736.00	\$5,460.00	\$5,460.00		
063-433-0510-5191-0000-0000	OTHER SALARIES	\$2,299.00	\$3,750.00	\$974.40	\$6,736.00	\$5,736.00		
SCHEDULE: PERSONAL SERVICES - 0510		\$203,310.03	\$214,484.00	\$100,453.56	\$231,455.00	\$223,232.00		
063-433-0520-5211-0000-0000	ELECTRICITY	\$6,336.64	\$11,200.00	\$3,255.16	\$11,200.00	\$10,400.00		
063-433-0520-5242-0000-0000	REPAIR & MAINTENANCE	\$26,994.23	\$37,000.00	\$9,204.16	\$30,000.00	\$30,000.00		
063-433-0520-5245-0000-0000	VEHICLE SERVICE	\$8,892.47	\$10,000.00	\$488.45	\$10,000.00	\$10,000.00		
063-433-0520-5271-0000-0000	HAULING CONTRACTS	\$638,705.92	\$600,000.00	\$220,844.25	\$600,000.00	\$570,000.00		
063-433-0520-5208-0000-0000	TECHNICAL SERVICES	\$51,541.62	\$70,000.00	\$14,167.02	\$100,000.00	\$100,000.00		
063-433-0520-5521-0000-0000	TELEPHONE	\$402.45	\$475.00	\$132.53	\$475.00	\$475.00		
063-433-0520-5543-0000-0000	BINDING & PRINTING	\$1,206.00	\$1,400.00	\$0.00	\$1,400.00	\$1,300.00		
063-433-0520-5731-0000-0000	PROFESSIONAL DUES & FEES	\$4,680.00	\$4,500.00	\$4,500.00	\$5,000.00	\$4,800.00		
SCHEDULE: PURCHASE OF SERVICES - 0520		\$638,759.33	\$734,575.00	\$262,589.57	\$758,075.00	\$728,975.00		
063-433-0540-5423-0000-0000	SUPPLIES	\$1,264.98	\$80,000.00	\$74,494.29	\$80,000.00	\$80,000.00		
063-433-0540-5425-0000-0000	PRINTING & FORMS	\$134.03	\$600.00	\$0.00	\$600.00	\$300.00		
063-433-0540-5430-0000-0000	BUILDING SUPPLIES	\$1,922.05	\$1,700.00	\$258.00	\$5,000.00	\$5,000.00		
063-433-0540-5431-0000-0000	EQUIPMENT PARTS	\$18,075.27	\$21,000.00	\$11,381.62	\$21,000.00	\$21,000.00		
063-433-0540-5461-0000-0000	CLEANING SUPPLIES	\$0.00	\$100.00	\$531.33	\$400.00	\$400.00		
063-433-0540-5480-0000-0000	VEHICLE SUPPLIES	\$624.99	\$200.00	\$464.30	\$600.00	\$683.00		
063-433-0540-5481-0000-0000	TIRE & LUBRICANTS	\$14,672.52	\$18,000.00	\$8,929.24	\$17,000.00	\$16,000.00		

Town of Scituate

Budget 433 Transfer Station

Fiscal Year: 2013-2014

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

From Date: 7/1/2014 To Date: 6/30/2015

Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Town Admin Recomm.	FY15 Board of Selectman	FY15 Advisory Committee
063-433-0540-0000-0000	TOOLS & EXPENDABLES	\$300.00	\$300.00	\$204.97	\$300.00	\$300.00	\$300.00	
063-433-0540-0000-0000	CLIPPING	\$2,400.00	\$2,800.00	\$2,400.00	\$2,800.00	\$2,800.00	\$2,800.00	
063-433-0540-0000-0000	SCHEDULE: MATERIALS & SUPPLIES - 0540	\$39,339.79	\$125,000.00	\$88,653.55	\$177,700.00	\$176,400.00	\$176,400.00	
063-433-0561-0000-0000	INDIRECT COSTS	\$128,365.60	\$131,025.00	\$131,025.00	\$132,362.00	\$132,362.00	\$132,362.00	
063-433-0561-0000-0000	SCHEDULE: INTERGOVERNMENTAL - 0561	\$128,365.60	\$131,025.00	\$131,025.00	\$132,362.00	\$132,362.00	\$132,362.00	
063-433-0580-0000-0000	EQUIPMENT	\$3,186.48	\$16,000.00	\$0.00	\$10,000.00	\$38,000.00	\$38,000.00	
063-433-0580-0000-0000	OFFICE EQUIPMENT	\$182.84	\$0.00	\$0.00	\$4,000.00	\$750.00	\$750.00	
063-433-0580-0000-0000	SCHEDULE: CAPITAL OUTLAY - 0580	\$3,339.36	\$16,000.00	\$0.00	\$4,000.00	\$38,750.00	\$38,750.00	
063-433-0590-0000-0000	FINANCIAL CONSULTING	\$57,000.00	\$57,000.00	\$21.00	\$51,000.00	\$51,000.00	\$51,000.00	
063-433-0590-0000-0000	INTEREST ON LONG TERM	\$24,417.00	\$21,987.00	\$10,983.50	\$19,887.00	\$19,887.00	\$19,887.00	
063-433-0590-0000-0000	SCHEDULE: DEBT - 0590	\$81,417.00	\$78,987.00	\$10,983.50	\$70,887.00	\$70,887.00	\$70,887.00	
Grand Total:		\$1,034,634.51	\$1,300,451.00	\$593,745.29	\$4,364,479.00	\$1,318,805.00	\$1,318,805.00	

End of Report

TOWN OF SCITUATE
FY 2015 BUDGET

DEPARTMENT: 440 Sewer Enterprise

MISSION STATEMENT:

- Assure the proper collection and treatment of wastewater in an environmentally sound and cost effective manner to protect human health while meeting NPDES discharge permit and other regulated operating requirements.
- Expand capacity of the system to serve new customers by taking steps to eliminate or reduce ground water infiltration (I&I program)
- Maintain a high quality effluent and meet all regulatory requirements.

DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS:

- Maintain an efficient, continuous operation of the sewer system so that all legal requirements are met at a reasonable cost and without unnecessary consumption of resources.
- Provide a safe, enjoyable, workplace environment that promotes a strong work ethic.
- Train new Master Mechanic in department operations and procedures.
- Connect 310 new sewer customers in the Musquashcut expansion area.
- Establish and maintain a good public relations strategy that will address concerns and meet expectations of our customer base.
- Identify and eliminate sump pump connections to sewer mains by implementing the sump pump fee program.
- Meet requirements on new EPA copper Consent Order.

MAJOR BUDGET COMPONENTS:

• Debt Services	\$2,258,000	64%
• Personnel Services	\$ 446,000	12%
• Utilities & Fuel	\$ 247,000	7%
• Intergovernmental	\$ 199,000	6%
• Sludge Disposal	\$ 147,000	4%
• Chemicals	\$ 105,000	3%
• Maintenance	\$ 95,000	3%
• Technical Services	\$ 27,000	1%

RISKS AND CHALLENGES:

- Growing additional system capacity by reducing I&I continue to be a challenge (redirecting sump pump discharges and locating lateral leaks).
- Changing regulatory permit requirements will increase amount of testing WWTP effluent and add additional requirements to NPDES permit.
- Chemical costs have recently been erratic and hard to predict.
- Finding a new master mechanic will be a challenge.

TOWN OF SCITUATE

FY 2015 BUDGET

DEPARTMENT: 440 Sewer Enterprise

DEPARTMENTAL ACCOMPLISHMENTS:

- Customer Service: Completed construction and start-up of 310-connection expansion of sewer services to Musquashcut area.
- Regulatory: Obtained renewed NPDES operating permit and implemented new Sewer Rules and Regulations.
- Safety: Completed the year without any personnel injuries.
- Finances: Beat the FY13 budget and at the same time increased operating revenue.
- Personnel development: Mr. Branton trained to pass Grade V license, Mr. Young trained to pass Grade VI license, Mrs. Dami on-boarded and trained as office manager.
- Maintained all operations during series of very significant storms and blizzards.
- Continued I&E work by inspecting manholes, sewer mains and laterals.
- Upgraded UV system with the installation of new PLC and components.

Revenue	FY 11	FY 12	FY 13	FY 14 Projections	FY 15 Projections
Sewer Use Fees	923,000	912,000	958,000	972,000	1,050,000
Disposal fees	131,000	185,000	222,000	197,000	200,000
Connection fees	15,000	15,000	103,000	70,000	70,000
Permits, other	14,000	19,000	8,000	24,000	20,000
Tax liens	139,000	145,000	154,000	154,000	160,000
Override	651,000	631,000	667,000	650,000	650,000
Betterments	1,222,000	1,256,000	971,000	1,500,000	2,000,000
Interest	4,000	4,000	6,000	0	0
Total	3,099,000	3,167,000	3,089,000	3,567,000	4,150,000

Town of Scituate
Sewer Enterprise Fund
Indirect Costs
Fiscal Year 2015 Budget

Description	Basis	Allocations	%*	FY14 Budget	Total
Town Administrator	Administrative, budget, labor counsel, CPO	Personal Services budget	0.0554	229,151	12,693.00
Town Accountant	Processing of warrants etc.	Total FY14 budget	0.0554	259,674	14,384.00
Treas/Collector	Collections, bank rec., payroll etc.	Total FY14 budget	0.0554	290,692	16,102.00
Facilities Director		Personal Services budget	0.02	88,305	1,766.10
Engineering Dept.	Engineering	1/8 of Engineer's Salary			10,871.92
DPW Admin. Dept.	Administration	1/5 of Director's Salary			20,163.00
Insurance	Building, Auto, Liability etc.	From Insurance Company			10,147.00
Group Insurance	Town's Share of group insurance	Actual Contribution FY13 rates			43,760.67
Medicare	Town's Share of medicare.	Actual FY13	1.45%		5,851.35
OPEB	Eligible -ees/total eligible X OPEB cost				1,208.24
Pensions and Retirement	Pension Costs	Plymouth County suggests using 13% of Gross Payroll (no seasonal).	13%	390,995	50,829.00
					187,776.27

* based on enterprise FY14 operating budget to total Town operating budget

Sewer Enterprise Fund

	FY09	FY10	FY11	FY12	FY13	FY14 budget	FY15 budget
Revenue:							
Tax Liens	16,605	33,718	11,103	24,136	10,821	15,105	
Sewer Use Charges	899,253	814,498	923,185	912,338	958,236	840,000	1,050,000
Severage Disposal Fees	151,642	148,890	130,557	186,290	221,602	197,000	200,000
Interest/Permittees	7,178	6,807	6,872	9,214	5,059		
Sewerage Permits/Licenses	136	490	415	9,588	2,780	19,000	20,000
Sewer Connection Fees	10,000	25,000	15,000	25,000	103,000	70,000	70,000
Sewer Liens/Committed Interest	124,989	116,263	138,896	121,095	142,602	138,895	160,000
Interest Income	13,498	6,805	4,861	3,884	6,087		
Misc		57	44,054	203	(5,557)		
Total Revenue	1,222,601	1,162,293	1,274,743	1,290,766	1,444,640	1,388,000	1,500,000
Expenses:							
Personal Services	373,183	370,051	398,946	415,525	416,571	471,870	450,574
Purchase of Services	494,714	509,385	532,085	466,271	398,340	467,879	464,820
Materials & Supplies	128,083	122,035	124,884	166,365	184,945	142,775	166,895
Indirect Costs	119,527	117,818	164,409	189,373	196,857	199,962	187,777
Capital Outlay		220,000	3,460	-	-	-	-
Capital Facilities							
Total Operating Expenses	1,115,507	1,339,398	1,223,774	1,287,534	1,197,313	1,272,486	1,270,666
Surplus/(Deficit) before debt payments	107,094	(187,105)	50,969	53,232	247,327	115,514	229,334
Debt Exclusion	647,030	637,867	651,332	630,948	626,511	668,508	660,974
Debt Service	(862,259)	(843,685)	(948,343)	(919,438)	(805,942)	(905,902)	(842,033)
Total Surplus/(Deficit) before Betterments	(98,135)	(397,918)	(146,042)	(235,258)	87,897	(121,880)	48,875
Betterments							
Revenue							
Added to Taxes	949,643	952,577	898,951	1,255,682	825,286	1,350,000	1,100,000
Paid in Advance	207,010	235,101	321,008		144,562		50,000
Betterment Deferrals			2,432				
Debt Service	(845,320)	(910,164)	(925,073)	(1,093,645)	(1,061,110)	(1,362,184)	(1,387,311)
Net Betterments	311,333	287,814	297,318	162,037	(91,282)	(2,184)	(237,311)
Net Surplus/(Deficit)	213,198	(110,104)	151,276	(73,219)	(3,388)	(124,084)	(188,436)
Un-appropriated Certified Retained Earnings as of November 5, 2013							1,069,630
Less amt needed to balance FY15 budget							(188,436)
Less amt to be used for FY15 Capital							(200,000)
Balance of Retained Earnings after FY14 ATM							681,194

Town of Scituate

Budget 440 Sewer Enterprise

Fiscal Year: 2013-2014

From Date: 7/1/2014

To Date: 6/30/2015

Definition: FY15 Completed Budget

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

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Town Admin Recomm	FY15 Board of Selectman	FY15 Advisory Committee
064.440.0510.5110.0000.0000	REGULAR SALARIES	\$366,450.76	\$127,199.00	\$186,264.54	\$395,280.00	\$398,596.00		
064.440.0510.5120.0000.0000	OVERTIME	\$29,787.33	\$25,442.00	\$14,485.59	\$78,272.00	\$29,189.00		
064.440.0510.5130.0000.0000	LONGEVITY	\$1,000.00	\$4,000.00	\$1,858.77	\$3,065.00	\$3,065.00		
064.440.0510.5140.0000.0000	EDUCATIONAL INCENTIVE	\$0.00	\$0.00	\$0.00	\$2,300.00	\$2,300.00		
064.440.0510.5190.0000.0000	SEASONAL SALARIES	\$3,572.00	\$4,000.00	\$2,366.00	\$4,000.00	\$4,000.00		
064.440.0510.5191.0000.0000	OTHER SALARIES	\$12,770.49	\$11,729.00	\$9,369.96	\$13,381.00	\$13,415.00		
	SCHEDULE: PERSONAL SERVICES - 0510	\$418,670.58	\$471,870.00	\$214,338.86	\$416,278.00	\$450,571.00		
064.440.0520.5211.0000.0000	ELECTRICITY	\$208,097.37	\$216,025.00	\$99,014.41	\$218,185.00	\$216,000.00		
064.440.0520.5213.0000.0000	NATURAL GAS	\$23,251.62	\$22,000.00	\$8,892.21	\$22,220.00	\$22,220.00		
064.440.0520.5231.0000.0000	WATER/SEWER	\$0.00	\$11,529.00	\$0.00	\$0.00	\$0.00		
064.440.0520.5241.0000.0000	OFFICE MACHINE MAINTEN	\$0.00	\$100.00	\$0.00	\$200.00	\$150.00		
064.440.0520.5242.0000.0000	REPAIR & MAINTENANCE	\$15,832.43	\$32,000.00	\$5,651.40	\$32,000.00	\$32,000.00		
064.440.0520.5245.0000.0000	VEHICLE SERVICE	\$702.70	\$500.00	\$813.36	\$1,000.00	\$775.00		
064.440.0520.5271.0000.0000	RENTALS EQUIPMENT	\$134,175.40	\$143,000.00	\$62,252.89	\$160,514.00	\$160,000.00		
064.440.0520.5308.0000.0000	TRAINING	\$837.05	\$900.00	\$375.00	\$800.00	\$800.00		
064.440.0520.5309.0000.0000	TECHNICAL SERVICES	\$14,100.00	\$25,000.00	\$0.00	\$25,500.00	\$25,500.00		
064.440.0520.5321.0000.0000	CONFERENCES/MEETINGS	\$75.00	\$800.00	\$9.00	\$500.00	\$500.00		
064.440.0520.5341.0000.0000	TELEPHONE	\$4,117.45	\$5,200.00	\$1,957.83	\$5,100.00	\$4,800.00		
064.440.0520.5343.0000.0000	BINDING & PRINTING	\$0.00	\$0.00	\$297.30	\$300.00	\$325.00		
064.440.0520.5344.0000.0000	POSTAGE & DELIVERY	\$320.04	\$225.00	\$74.78	\$250.00	\$250.00		
064.440.0520.5131.0000.0000	PROFESSIONAL FEES & S.	\$441.00	\$700.00	\$75.00	\$700.00	\$700.00		
	SCHEDULE: PURCHASE OF SERVICES - 0520	\$390,939.96	\$457,879.00	\$174,287.18	\$468,520.00	\$464,820.00		

Town of Scituate

Budget 440 Sewer Enterprise

Fiscal Year: 2013-2014

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

From Date: 7/1/2014

To Date: 6/30/2015

Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Town Admin Recmnd	FY15 Board of Selectman	FY15 Advisory Committee
064.440.0540.0520.0000.0000	OFFICE SUPPLIES	\$426.87	\$750.00	\$508.83	\$750.00	\$750.00		
064.440.0540.0423.0000.0000	SUPPLIES	\$303.77	\$900.00	\$1,231.44	\$910.00	\$800.00		
064.440.0510.0125.0000.0000	PRINTING & FORMS	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00		
064.440.0510.0130.0000.0000	BUILDING SUPPLIES	\$3,757.99	\$2,000.00	\$905.43	\$2,040.00	\$2,000.00		
064.440.0540.0431.0000.0000	EQUIPMENT PARTS	\$74,495.81	\$35,000.00	\$20,142.05	\$45,000.00	\$45,000.00		
064.440.0540.0451.0000.0000	CLEANING SUPPLIES	\$12.81	\$650.00	\$101.57	\$650.00	\$575.00		
064.440.0540.0420.0000.0000	VEHICLE SUPPLIES	\$803.39	\$150.00	\$203.58	\$500.00	\$450.00		
064.440.0540.0518.0000.0000	FUELS & LUBRICANTS	\$7,545.01	\$7,125.00	\$5,702.71	\$7,267.00	\$7,270.00		
064.440.0510.0484.0000.0000	TOOLS & EXPEN PARTS	\$0.00	\$0.00	\$50.90	\$0.00	\$0.00		
064.440.0540.0501.0000.0000	CHMICAL & LAB SUPPLIES	\$94,100.12	\$92,000.00	\$51,174.30	\$102,775.00	\$106,000.00		
064.440.0540.0561.0000.0000	CLOTHING	\$3,600.00	\$3,400.00	\$3,806.30	\$4,050.00	\$4,050.00		
	SCHEDULE: MATERIALS & SUPPLIES - 0540	\$181,945.77	\$142,775.00	\$91,800.63	\$163,432.00	\$166,885.00		
064.440.0551.0365.0000.0000	INDIRECT COSTS	\$196,857.00	\$199,962.00	\$199,962.00	\$187,616.00	\$187,777.00		
	SCHEDULE: INTERGOVERNMENTAL - 0581	\$196,857.00	\$199,962.00	\$199,962.00	\$187,616.00	\$187,777.00		
064.440.0600.0511.0000.0000	PRINCIPAL ON LONG TERM	\$1,269,331.31	\$1,743,281.00	\$1,222,187.14	\$1,745,677.00	\$1,745,677.00		
064.440.0600.0915.0000.0000	INTEREST ON LONG TERM	\$580,929.25	\$514,825.00	\$714,318.43	\$483,667.00	\$483,667.00		
064.440.0600.0920.0000.0000	OTHER SHORT SERVICES	\$0.00	\$0.00	\$0.00	\$311,000.00	\$0.00		
064.440.0590.0925.0000.0000	INTEREST ON SHORT TERM	\$16,781.01	\$0.00	\$0.00	\$1,861.00	\$0.00		
	SCHEDULE: DL - 0550	\$1,867,081.57	\$2,258,086.00	\$1,436,505.57	\$2,542,205.00	\$2,229,344.00		
	Grand Total:	\$3,061,364.38	\$3,830,572.00	\$2,116,974.30	\$3,808,060.00	\$3,499,410.00		

End of Report

**TOWN OF SCITUATE
FY 2015 BUDGET**

DEPARTMENT: 450 Water Enterprise

MISSION STATEMENT:

- 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. Invest in infrastructure improvements to eliminate incidents of "brown water."

DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS:

- Commence work on replacing old cast iron water mains at the rate of seven miles per year.
- Replace at least 350 meters to reduce time and accuracy.
- Continue with hydrant flushing to improve water quality.
- Install emergency generators at wells as required by DEP.
- Resume study of additional well water sources By Water Resource Commission with focus on Well 17.
- Maintain water conservation and usage through water restrictions.
- Continue with hydrant replacement and painting.
- Redevelop Well 19 to improve well production.
- Continue dam slope maintenance for dam inspections on two-year cycle as required by Commonwealth.
- Continue working with Facilities Manager to improve our building facilities.
- Comply with new no lead policy in water pipes and fittings as mandated by EPA.

MAJOR BUDGET COMPONENTS:

• Personnel costs	\$ 862,000	29%
• Debt Service	\$ 703,000	24%
• Purchased water cost	\$ 264,000	9%
• Chemicals	\$ 255,000	9%
• Intergovernmental charges	\$ 244,000	8%
• Utilities & fuels	\$ 227,000	8%
• Service & Repairs	\$ 119,000	4%
• Technical Services	\$ 75,000	3%

**TOWN OF SCITUATE
FY 2015 BUDGET**

DEPARTMENT: 450 Water Enterprise

RISKS AND CHALLENGES:

- Managing major water infrastructure improvements while maintaining day-to-day services and response.
- Uncertainty of future chemical costs (9% of spending).
- Uncertainty of future fuel costs.
- Changes in regulatory requirements (extent and frequency of testing) add costs.
- Aging and frail distribution system: pipes, gates and shut-offs need to be replaced without generating brown water issues for our customers.
- Meeting WMA mandates to find additional sources of water to provide water to other users (i.e., fish).

DEPARTMENTAL ACCOMPLISHMENTS:

- Met all regulatory requirements of the DEP and EPA.
- Maintained facility and personnel licensing requirements according to regulations.
- Replaced water pipes on Pine View Circle.
- Removed two dead ends from system to improve water quality.
- Transferred customer service locations to digital format.
- Installed 350 radio read (drive-by) meters.
- Replaced pre-chlorination equipment at water treatment plant.
- Cleaned clear well at the water treatment plant.
- Redeveloped Well 18B to improve well production.
- Completed DEP three-year sanitary inspections of operations and compliance.
- Completed SCADA upgrade at water treatment plant.
- Replaced low-band radios in some trucks.
- Completed Dam sloop maintenance for dam inspections.
- Continued meeting environmental stream flows at OOB Pond.
- Completed DEP mandated lead and copper testing (required every three years) for 30 resident locations and two schools in Scituate.
- Held "Emergency Response Training" class given by Woodard & Curran for all Water Division employees.

Water Enterprise Fund

	FY09	FY10	FY11	FY12	FY13	FY14 budget	FY15 budget
Revenue:							
Tax Liens	16,902	25,583	14,197	15,003	11,069		
Water Use Charges	2,209,387	1,883,249	2,276,537	2,079,709	2,324,068	2,392,000	2,400,000
Water Installation	110,000	129,500	110,000	111,000	152,750	110,000	150,000
Interest/Penalties	6,700	5,186	5,467	5,265	5,788		
Water Liens/Committed Interest	268,106	241,657	293,791	270,047	285,202	328,000	360,000
Interest Income	22,405	8,974	6,748	6,474	3,760	10,000	10,000
Misc	568	115	154,469	6,218	23,071		
Total Revenue	2,634,068	2,294,264	2,861,209	2,493,716	2,805,706	2,840,000	2,920,000
Expenses:							
Personal Services	686,109	697,716	640,351	672,234	700,889	724,290	808,763
Purchase of Services	512,972	470,786	441,578	447,749	437,182	428,533	445,685
Materials & Supplies	553,564	428,801	356,565	399,459	427,956	420,250	431,641
Marshfield Water	284,884	306,790	234,730	99,645	270,408	249,000	270,000
Indirect Costs	182,136	185,854	226,817	215,984	239,521	244,300	257,529
Capital Outlay	11,762	952	3,974	19,934	17,412	23,020	19,000
Capital Articles	237,384	332,000	-	450,000			
Total Operating Expenses	2,498,031	2,422,899	1,904,015	2,305,005	2,093,367	2,089,493	2,232,618
Surplus/(Deficit) before debt payments	135,237	(128,635)	957,194	188,711	712,339	750,507	687,382
Debt Service	186,816	186,870	195,529	588,479	588,314	703,225	682,912
Total Surplus/(Deficit)	(51,579)	(315,505)	761,665	(399,768)	124,025	47,282	4,470
Unappropriated Certified Retained Earnings as of November 5, 2013							2,133,453
Less amt needed to balance FY15 budget							(317,000)
Less amt to be used for FY15 Capital							1,816,453
Balance of Retained Earnings after FY14 ATM							

**TOWN OF SCITUATE
FY 2015 BUDGET**

DEPARTMENT: 450 Water Enterprise

Revenue	FY 11	FY 12	FY 13	FY 14 Projection	FY 15 Projection
Water Use Fees	2,277,000	2,080,000	2,324,000	2,560,000	2,800,000
Connection fees	110,000	111,000	153,000	150,000	150,000
Water liens	308,000	285,000	296,000	325,000	360,000
Other	154,000	18,000	25,000	10,000	10,000
Total	2,854,000	2,494,000	2,798,000	3,045,000	3,320,000

Town of Scluuate

Budget 450 Water Enterprise

Fiscal Year: 2013-2014

Print accounts with zero balance

Round to whole dollars

Account on new page

From Date: 7/1/2014 To Date: 6/30/2015

Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Town Admin Recomm	FY15 Board of Selectman	FY15 Advisory Committee
065.450.0510.5110.0000.0000	REGULAR SALARIES	\$566,916.77	\$584,370.00	\$263,892.77	\$692,841.00	\$650,091.00		
065.450.0510.5120.0000.0000	OVERTIME	\$103,425.53	\$110,727.00	\$53,813.30	\$135,377.00	\$127,155.00		
065.450.0510.5130.0000.0000	LONGEVITY	\$6,500.00	\$6,550.00	\$3,650.00	\$7,350.00	\$7,350.00		
065.450.0510.5140.0000.0000	EDUCATIONAL INCENTIVE	\$0.00	\$2,775.00	\$0.00	\$7,775.00	\$2,775.00		
065.450.0510.5190.0000.0000	SEASONAL SALARIES	\$4,384.00	\$5,400.00	\$2,184.00	\$5,400.00	\$5,400.00		
065.450.0510.5191.0000.0000	OTHER SALARIES	\$19,752.40	\$14,488.00	\$14,956.39	\$17,388.00	\$15,892.00		
SCHEDULE: PERSONAL SERVICES - 0510		\$700,888.70	\$724,790.00	\$338,296.37	\$861,632.00	\$808,763.00		
065.450.0620.5211.0000.0000	ELECTRICITY	\$138,892.70	\$165,000.00	\$89,795.50	\$186,650.00	\$165,000.00		
065.450.0620.5213.0000.0000	NATURAL GAS	\$27,523.61	\$20,750.00	\$3,854.37	\$21,000.00	\$21,000.00		
065.450.0620.5231.0000.0000	WATER/SEWER	\$0.00	\$1,020.00	\$0.00	\$0.00	\$0.00		
065.450.0620.5241.0000.0000	OFFICE MACHINE MAINTEN	\$0.00	\$1,100.00	\$0.00	\$100.00	\$0.00		
065.450.0620.5242.0000.0000	REPAIR & MAINTENANCE	\$50,924.32	\$80,800.00	\$47,683.28	\$92,416.00	\$82,000.00		
065.450.0620.5245.0000.0000	VEHICLE SERVICE	\$10,082.81	\$9,500.00	\$6,737.08	\$10,000.00	\$10,000.00		
065.450.0620.5271.0000.0000	EQUIPMENT RENTAL	\$47,215.55	\$5,100.00	\$8,522.50	\$24,000.00	\$24,000.00		
065.450.0620.5309.0000.0000	TECHNICAL SERVICES	\$94,145.02	\$74,000.00	\$34,715.55	\$75,480.00	\$75,480.00		
065.450.0620.5321.0000.0000	CONFERENCE/STAFF MEETINGS	\$3,020.76	\$1,913.00	\$2,641.24	\$2,500.00	\$2,500.00		
065.450.0620.5341.0000.0000	TELEPHONE	\$12,375.71	\$19,600.00	\$4,993.01	\$15,000.00	\$14,000.00		
065.450.0620.5343.0000.0000	BINDING & PRINTING	\$13,938.39	\$14,000.00	\$3,789.32	\$14,280.00	\$14,280.00		
065.450.0620.5344.0000.0000	POSTAGE & DELIVERY	\$16,863.70	\$18,750.00	\$4,742.32	\$2,380.00	\$18,750.00		
065.450.0620.5346.0000.0000	LOCAL ADVERTISING	\$591.03	\$780.00	\$0.00	\$714.00	\$500.00		
065.450.0620.5399.0000.0000	INTERDEPARTMENTAL	\$25,594.07	\$15,300.00	\$7,714.56	\$21,000.00	\$17,000.00		
065.450.0620.5711.0000.0000	MILEAGE REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$75.00	\$0.00		
065.450.0620.5731.0000.0000	PROFESSIONAL DUES & SL	\$1,014.00	\$1,100.00	\$732.80	\$1,175.00	\$1,175.00		
SCHEDULE: PURCHASE OF SERVICES - 0520		\$437,181.37	\$428,633.00	\$195,206.73	\$435,770.00	\$446,685.00		

Town of Scituate
Water Enterprise Fund
Indirect Costs
Fiscal Year 2015 Budget

Description	Basis	Allocation	%*	FY14 Budget	Total
Town Administrator	Administrative, budget, labor counsel, CPO	Personal Services budget	0.0424	229,151	9,712.00
Town Accountant	Processing of warrants etc.	Total FY14 budget	0.0424	259,674	11,006.00
Treas/Collector	Collections, bank rec., payroll etc.	Total FY14 budget	0.0424	290,692	12,320.00
Facilities Director		Personal Services budget	0.02	88,305	1,766.10
Engineering Dept.	Engineering	1/8 of Engineer's Salary			10,871.92
DPW Admin. Dept.	Administration	1/5 of Director's Salary			20,163.00
Insurance	Building, Auto, Liability etc.	From Insurance Company			33,133.00
Group Insurance	Town's Share of group insurance	Actual Contribution FY13 rates			69,051.35
Medicare	Town's Share of medicare	FY13 Actual	1.45%		8,746.24
OPEB	Eligible -ces/total eligible X OPEB cost				1,812.35
Pensions and Retirement	Pension Costs	Plymouth County suggests using 13% of Gross Payroll (no seasonal).	13%	607,282	78,947.00
					257,528.96

* based on enterprise FY14 operating budget to total Town operating budget

Town of Scituate

Budget 450 Water Enterprise

Fiscal Year: 2013-2014

From Date: 7/1/2014

To Date: 6/30/2015

Print accounts with zero balance

Definition: FY15 Completed Budget

Round to whole dollars

Account on new page

FY15 Dept Request Admin Recomm FY15 Town Selectman FY15 Advisory Committee

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Admin Recomm	FY15 Town Selectman	FY15 Advisory Committee
065-450-0540-0000-0000	OFFICE SUPPLIES	\$2,570.21	\$2,050.00	\$1,278.33	\$2,500.00	\$2,500.00	\$2,500.00	
065-450-0540-0000-0000	SUPPLIES	\$118,746.56	\$102,750.00	\$35,889.98	\$104,805.00	\$104,000.00	\$104,000.00	
065-450-0540-0000-0000	PRINTING & FORMS	\$181.19	\$400.00	\$0.00	\$408.00	\$225.00	\$225.00	
065-450-0540-0000-0000	BUILDING SUPPLIES	\$2,943.94	\$1,000.00	\$980.66	\$1,020.00	\$1,000.00	\$1,000.00	
065-450-0540-0000-0000	EQUIPMENT PARTS	\$9,089.36	\$21,000.00	\$240.13	\$21,420.00	\$15,000.00	\$15,000.00	
065-450-0540-0000-0000	CLEANING SUPPLIES	\$843.64	\$800.00	\$454.18	\$816.00	\$816.00	\$816.00	
065-450-0540-0000-0000	VEHICLE SUPPLIES	\$5,757.79	\$750.00	\$4,629.56	\$5,700.00	\$5,700.00	\$5,700.00	
065-450-0540-0000-0000	FUEL & LUBRICANTS	\$40,904.70	\$35,000.00	\$17,133.97	\$39,000.00	\$39,000.00	\$39,000.00	
065-450-0540-0000-0000	TOOLS & EXPENDABLES	\$1,454.72	\$2,000.00	\$448.93	\$2,000.00	\$1,800.00	\$1,800.00	
065-450-0540-0000-0000	CHEMICALS & LAB SUPPLIES	\$241,171.96	\$250,000.00	\$134,742.88	\$255,000.00	\$255,000.00	\$255,000.00	
065-450-0540-0000-0000	CLOTHING	\$5,300.00	\$4,500.00	\$4,800.00	\$5,600.00	\$6,600.00	\$6,600.00	
065-450-0540-0000-0000	SCHEDULE: MATERIALS & SUPPLIES - 0540	\$427,955.76	\$420,250.00	\$200,618.82	\$439,269.00	\$431,641.00	\$431,641.00	
065-450-0561-0000-0000	CHARGES & ASSESSMENT	\$270,408.15	\$249,000.00	\$148,853.12	\$270,000.00	\$270,000.00	\$270,000.00	
065-450-0561-0000-0000	INDIRECT COSTS	\$239,521.00	\$244,300.00	\$244,300.00	\$257,529.00	\$257,529.00	\$257,529.00	
065-450-0561-0000-0000	SCHEDULE: INTERGOVERNMENTAL - 0561	\$608,929.16	\$493,300.00	\$393,153.12	\$527,529.00	\$527,529.00	\$527,529.00	
065-450-0580-0000-0000	EQUIPMENT	\$15,625.50	\$22,000.00	\$6,552.67	\$22,000.00	\$18,000.00	\$18,000.00	
065-450-0580-0000-0000	OFFICE EQUIPMENT	\$1,788.68	\$1,020.00	\$0.00	\$1,040.00	\$1,000.00	\$1,000.00	
065-450-0580-0000-0000	SCHEDULE: CAPITAL OUTLAY - 0580	\$17,412.18	\$23,020.00	\$6,552.67	\$23,040.00	\$19,000.00	\$19,000.00	
065-450-0580-0000-0000	PRINCIPAL ON LONG TERM	\$398,000.00	\$511,490.00	\$130,493.00	\$461,000.00	\$461,000.00	\$461,000.00	
065-450-0590-0000-0000	INTEREST ON LONG TERM	\$19,112.89	\$101,732.00	\$92,918.43	\$169,412.00	\$169,412.00	\$169,412.00	
065-450-0590-0000-0000	INTEREST SHORT TERM	\$9,171.16	\$0.00	\$0.00	\$52,500.00	\$52,500.00	\$52,500.00	
065-450-0590-0000-0000	SCHEDULE: DER1 - 0590	\$39,295.11	\$703,225.00	\$223,411.43	\$682,912.00	\$682,912.00	\$682,912.00	

Town of Scituate

Budget 450 Water Enterprise

Fiscal Year: 2013-2014

From Date: 7/1/2014

To Date: 6/30/2015

Print accounts with zero balance

Round to whole dollars

Account on new page

Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Town Admin Reconn	FY15 Board of Selectman	FY15 Advisory Committee
Grand Total:		\$2,681,681.52	\$2,792,718.00	\$1,957,249.54	\$2,970,457.00	\$2,915,530.00		

End of Report

TOWN OF SCITUATE

FY 2015 BUDGET

DEPARTMENT: 298 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/2015 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

Review and update Waterways Management Plan.

1. With the Waterways Commission create a working group to review the Town of Scituate Waterways Management Plan (WMP). (July 2014)
2. Identify elements of management plan that have been completed or need to be updated. (Sept – Nov 2014)
3. Incorporate selected recommendations into action items for next 38 months. (Feb 2015).

Expand Department's role in managing shellfish areas and enforcing shellfish regulations.

1. Schedule training in shellfish regulations for appropriate staff. (July 2014).
2. Investigate other communities' shellfish and aquaculture programs. (Aug-Oct 2014).
3. Designate Assistant Harbormaster as Assistant Shellfish Constable. (Nov 2014).
4. Investigate areas/resources for expanding shellfish seeding and potential aquaculture. (April 2015).
5. Hold Scituate's first Quahog Festival. (Nov 2014).

Increase effectiveness of Department through increased law enforcement training and education.

1. Develop training schedule for appropriate staff. (Ongoing).
2. Review and compile standard operating procedures for inter-Departmental maritime law enforcement with Chief of Police. (July 2014).
3. Schedule attendance to classes. (Ongoing).
4. Develop training schedule for appropriate staff. (Ongoing).

Increase transient boating activity/revenue at municipal mooring by ten per cent.

1. Create marketing strategy with Business Manager. (Sept – Nov 2014).
2. Partner with Widow's Walk to promote cooperative campaign. (Ongoing).
3. Identify the tactics being used to reach market group, i.e. flyers, website, festivals, etc. for review and update. (Sept – Nov 2014).
4. Participate in "Stay Local" boating program. (May-Oct 2014).

MAJOR BUDGET COMPONENTS

The Harbormaster is the managing authority over Scituate waterways. The Department has one full-time business manager and one full-time assistant who provide administrative and operational support. There are 14 seasonal assistants who conduct patrols, search and rescue missions, enforce MGL CH 90B, and local ordinances, and provide security for and maintain all town-owned maritime facilities.

The Harbormaster has the overall responsibility for the operation and administration for the Waterways Enterprise Fund and is responsible for creating the budget, authorizing expenditures, projecting revenues, and making necessary adjustments to ensure fiscal solvency.

FY 15 RISKS AND CHALLENGES

In FY/15 the Department will be challenged with finishing or substantially completing all remaining Waterways Capital Improvement Projects that are currently underway. These include the rehabilitation of the Town Pier, dredging the South River, completing required salt marsh restoration and renovations to the Harbormaster's building. Dredging and installing pilings at Cole Parkway Marina will not be completed by end of FY/15, but design, engineering and permitting should be. Delays in completing these projects could result in interruption of services, cost increases or enforcement action by regulatory agencies.

Since the purchase of the Scituate Marine Park in October 2004, the Department has undertaken a number of major capital improvement projects and other significant initiatives. After ten years the Department has completed entirely or substantially parks, buildings, dredging, and launching ramp. Lease agreements have been negotiated and the Waterways Management Plan completed.

Over the next several years the five year capital plan has been tailored to focus on updating and modernizing our fleet and equipment. This, coupled with training and education, will improve the Department's ability to deal with safety and enforcement issues. Last July's regional "Training Day for Harbormasters and Marine Units", organized and hosted by Scituate, is a good example of what needs to continue during FY/15.

During that time planning efforts will shift from one of rehabilitating and modernizing infrastructures to, in accordance with the Town of Scituate Master Plan, Waterways Management Plan, and other planning documents, identifying and creating a more comprehensive vision for the use of the Waterways and abutting properties. Along with this will be long-term maintenance plans for certain elements and assets that warrant: Parking lot and drainage swale maintenance and coastal dunes and planted area monitoring are examples.

Included will be initiatives and programs that utilize the harbor and rivers for water dependent activities that promote the goals and objectives of the Management Plans. Some of those uses are established like the public marinas but others will need more planning as their uses are evolving. The commercial pier and Scituate Maritime Center are examples:

With the rehabilitation of the Town Pier comes the reality that outside pressures being exerted on the fishing industry are having an impact on users, as demonstrated by the drop in revenues generated by this facility.

The need to look at the expanded utilization of the pier is more imminent than ever. The Department is in

discussions with several groups and hopes to attract a family charter fishing boat, and in June of 2014 the Hyannis Tunafest has expressed an interest in using the pier for a weigh station for its' South Shore participants.

Another challenge will be the operation of the Scituate Maritime Center in what will be the first full year of the Town overseeing the coordination of functions and reservations. Thus far the transition has been smooth and the search for a Reservation Agent is underway. Improvements in caterer's access and storage are still unfinished.

By implementing and standardizing uses for facilities like the Town Pier and the Scituate Maritime Center along with continuing the current high level of services being provided the Department can continue working toward a vibrant and sustainable Scituate Harbor and Waterways.

DEPARTMENTAL ACCOMPLISHMENTS

- July 1, 2012 \$50K grant for Engineering & Permitting for South River Dredging.
- June 12, 2013 Expanded shellfish reseeding program to include areas at mouth of Herring River.
- Feb - July 6, 2013 Organized and hosted first "Scituate Harbor In-Water Boat Show".
- May 2013 Initiated single-stream recycling at municipal marinas; nearly 2.5 tons recycled.
- July 29, 2013 Hosted regional training day for South Shore Harbormasters and Marine Units.
- July 2013 Took over operations of Scituate Maritime Center function coordination.
- Nov 7, 2013 Received \$293,000.00 grant from Seaport Advisory Council; for Rehab of Town Pier.

DESCRIPTION OF REVENUE	YTD				Comments
	FY/12	FY/13	FY/14 YTD	FY/15 Forecast	
Slip/Dingy Fees	\$632,205.00	\$642,385.00	\$54,145.00	\$643,385.00	
Moorings/Chapter 10A	\$101,994.00	\$93,585.00	\$5,476.00	\$93,585.00	
User Fees	\$73,475.20	\$77,000.00	\$28,750.00	\$77,000.00	
Town Pier Dockage	\$32,900.00	\$12,300.00	\$3,250.00	\$12,300.00	
Tie-ups	\$29,614.00	\$29,241.00	\$20,127.36	\$29,241.00	
Mooring Applications	\$1,349.00	\$4,482.00	\$860.00	\$4,482.00	
Ice	\$5,286.00	\$4,330.00	\$3,147.00	\$4,330.00	
Boat Yard/USCG Lease	\$102,979.13	\$109,573.66	\$63,807.83	\$109,573.66	
Pumpout Program	\$9,806.90	\$22,931.00	\$0.00		
Interest on Earnings	\$2,996.27	\$0.00	\$0.00		
Misc Fees, Tickets	\$591.85	\$396.22	\$0.00	\$396.22	
Excise Tax	\$41,135.84	\$36,041.59	\$0.00	\$36,041.59	
Premium from Sales of Bonds	\$0.00	\$0.00	\$0.00	\$0.00	
<u>Maritime Center</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$15,000.00</u>	<u>\$0.00</u>	
	\$1,044,356.19	\$1,032,265.77	\$195,573.15	\$1,030,234.77	
<u>Grants & Donations</u>					
SAC Town Pier Rehab Survey	\$13,201.43	\$13,201.43	\$13,201.43		
SAC Grant Town Pier Rehab		\$325,000.00	\$293,000.00		
CPC SMP Upland Grant	\$132,423.62	\$7,053.57	\$7,053.57		
"BIG" Grant	\$18,653.46	\$22,886.73	\$22,866.73		
Harbor Dredging	\$3,799.69	\$3,799.72	\$3,799.69		
DCR SR Dredge Grant			\$50,000.00		
Harborwalk/Gift Account	\$43,441.06	\$31,944.88	\$36,737.88		
Marine Park Expansion	\$207,427.47	\$136,102.88	\$115,284.13		
Friends of Sei. Res Grant			\$5,200.00		

2014 Harbormaster's Bandmarking Questionnaire

Community	Fulltime Staff	Seasonal Staff	Total Staff In Season	# of Vessels in Harbor	Miles of Coast	# of HM Vessels	# of HM Vehicles	# of Municipal Marinas/TI + slips	Slip Fees	Commercial Pier	Other Facilities Overseen by HM	Mooring Fees	2013 Revenues	2014 Budget
Colchester	Did not respond													
Duxbury	4	22	60+	1500	32	5	5	0	0	2	Ranch Mtg Division	\$8.57 & \$15.70	\$2,300,000.00	\$459,571.00
Hingham	Did not respond													
Tull	1	4	5	800	27	3	1	0	0	2	Commuter boats, Piers, Waiting Station, Granite Walls	55/ft	\$150,000.00	\$150,000.00
Kingson	Closed in off season - no response.													
Marshfield	1	16	16	900	27	6	2	0	2.00 per foot on Town pier	2	ramps/piers/park/boats	\$6.00 per foot	\$85,000.00	Not final yet
Norwell	1	0	1	1	13	1	0	1	\$3.25/ft	0	e-Kayak landings	\$1.5/ft	\$9,497.07	57,806.00
Plymouth	4	15	19	900	35	4	3	0	Water Use Fee \$3/ft res, \$5/ft homes \$100/ft - res. \$140/ft homes.	2	Royal Ramp, Piers/Ponds	58/ft	\$200,000.00	\$325,000.00
Seitfane	3	14	17	1200	26	3	1	2/250		1	Boulevard/Marine Center/Commercial Pier	\$6/ft	\$1,033,000.00	\$1,021,000.00

+ Total staff includes Endangered species staffing, monitors & scientists.

Town of Scituate
 Waterways Enterprise Fund
 Indirect Costs
 Fiscal Year 2015 Budget

Description	Basis	Allocation	%*	FY14 Budget	Total
Town Administrator	Administrative, budget, labor counsel, CPO	Personal Services budget	1.56%	229,151	3,575.00
Town Accountant	Processing of warrants etc.	Total FY14 budget	1.56%	259,674	4,051.00
Treas/Collector	Collections, bank rec., payroll etc.	Total FY14 budget	1.56%	290,692	4,535.00
Assessors	Part-time clerk in charge of Boat Excise	1/2 of clerk's salary.	50.00%	16,873	8,437.00
Facilities Director		Personal Services budget	2.00%	88,305	1,766.10
Insurance	Building, Auto, Liability etc.	From Insurance Company			3,723.00
Group Insurance	Town's Share of group insurance	Actual Contribution FY13 rates			8,481.06
Medicare	Town's Share of medicare	Actual FY13	1.45%		3,528.84
OPEB	Eligible -ees/total eligible X OPEB cost				453.09
Pensions and Retirement	Pension Costs	Plymouth County suggests using 13% of Gross Payroll(no seasonal)	13%	134,079	17,430.00
					55,980.09

* based on enterprise FY14 operating budget to total Town operating budget

Town of Scituate

Budget 298 Waterways Enterprise

Fiscal Year: 2013-2014

From Date: 7/1/2014

To Date: 6/30/2015

Print accounts with zero balance

Round to whole dollars

Account on new page

Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Town Admin Recomm.	FY15 Board of Selectman	FY15 Advisory Committee
066 298 0510 5150 0000 0000	REGULAR SALARIES	\$129,383.56	\$173,970.00	\$83,971.43	\$179,382.00	\$183,701.00		
066 298 0510 5120 0000 0000	OVERTIME	\$1,047.21	\$4,500.00	\$1,732.32	\$4,500.00	\$4,500.00		
066 298 0510 5130 0000 0000	LONGEVITY	\$1,600.00	\$1,950.00	\$1,000.00	\$1,950.00	\$1,950.00		
066 298 0510 5172 0000 0000	SICK LEAVE BUY BACK	\$150.00	\$500.00	\$0.00	\$500.00	\$500.00		
066 298 0510 5190 0000 0000	SEASONAL SALARIES	\$107,377.80	\$121,711.00	\$75,329.17	\$121,711.00	\$125,671.00		
066 298 0510 5181 0000 0000	OTHER SALARIES	\$1,355.15	\$7,204.00	\$580.00	\$2,217.00	\$2,242.00		
066 298 0510 5181 0000 0000	SCHEDULE: PERSONAL SERVICES - 0510	\$240,913.73	\$304,915.00	\$163,513.31	\$310,270.00	\$310,584.00		
066 298 0520 6211 0000 0000	ELECTRICITY	\$15,821.49	\$18,000.00	\$10,287.74	\$18,450.00	\$18,450.00		
066 298 0520 6231 0000 0000	WATER SERVICE	30.00	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00		
066 298 0520 6241 0000 0000	OFFICE MACHINE MAINTEN	\$1,372.88	\$500.00	\$0.00	\$500.00	\$500.00		
066 298 0520 6242 0000 0000	REPAIR & MAINTENANCE	\$34,150.38	\$39,000.00	\$16,253.24	\$39,000.00	\$37,530.00		
066 298 0520 6251 0000 0000	RUBBISH REMOVAL	\$6,769.13	\$6,500.00	\$3,502.35	\$6,500.00	\$7,000.00		
066 298 0520 6301 0000 0000	MARINE PARK GAS CROSSI	\$10,792.28	\$16,000.00	\$14,804.93	\$21,000.00	\$21,000.00		
066 298 0520 6303 0000 0000	TRAINING	\$799.00	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00		
066 298 0520 6309 0000 0000	TECHNICAL SERVICES	\$3,791.71	\$1,200.00	\$771.77	\$1,200.00	\$1,400.00		
066 298 0520 6321 0000 0000	CONFERENCES/MEETINGS	\$0.00	\$300.00	\$0.00	\$300.00	\$200.00		
066 298 0520 6341 0000 0000	TELEPHONE	\$643.22	\$650.00	\$299.40	\$650.00	\$725.00		
066 298 0520 6343 0000 0000	BINDING & PRINTING	\$770.50	\$750.00	\$967.63	\$750.00	\$1,100.00		
066 298 0520 6344 0000 0000	POSTAGE & DELIVERY	\$940.87	\$900.00	\$176.08	\$900.00	\$900.00		
066 298 0520 6346 0000 0000	LEGAL ADVERTISING	\$0.00	\$250.00	\$0.00	\$250.00	\$175.00		
066 298 0520 6711 0000 0000	MILITARY REIMBURSEMENT	\$0.00	\$200.00	\$0.00	\$200.00	\$150.00		
066 298 0520 6731 0000 0000	PROFESSIONAL FEES & SL	\$250.00	\$400.00	\$0.00	\$400.00	\$400.00		
066 298 0520 6900 0000 0000	INDIRECT COSTS	\$91,185.00	\$83,124.00	\$83,124.00	\$83,124.00	\$55,981.00		
066 298 0520 6900 0000 0000	SCHEDULE: PURCHASE OF SERVICES - 0520	\$167,415.24	\$180,774.00	\$130,161.14	\$185,224.00	\$160,981.00		

Town of Scituate

Budget 298 Waterways Enterprise

Fiscal Year: 2013-2014

From Date: 7/1/2014

To Date: 6/30/2015

Definition: FY15 Completed Budget

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

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Town Admin Recomin	FY15 Board of Selectman	FY15 Advisory Committee
066.298.0540.0000.0000	OFFICE SUPPLIES	\$8,40.56	\$1,000.00	\$8,16.31	\$1,000.00	\$300.00		
066.298.0540.0000.0000	SUPPLIES	\$20,908.40	\$21,000.00	\$7,352.64	\$21,000.00	\$21,000.00		
066.298.0540.0000.0000	PRINTING & FORMS	\$885.00	\$500.00	\$246.00	\$600.00	\$750.00		
066.298.0540.0000.0000	BUILDING SUPPLIES	\$2,463.90	\$3,000.00	\$311.05	\$3,600.00	\$3,000.00		
066.298.0540.0000.0000	CLEANING SUPPLIES	\$2,038.71	\$2,200.00	\$602.60	\$2,200.00	\$2,500.00		
066.298.0540.0000.0000	LANDSCAPING SUPPLIES	\$971.26	\$850.00	\$0.00	\$850.00	\$725.00		
066.298.0540.0000.0000	FUELS & LUBRICANTS	\$9,706.75	\$10,500.00	\$10,635.46	\$13,500.00	\$13,500.00		
066.298.0540.0000.0000	CLOTHING	\$1,276.00	\$1,300.00	\$609.00	\$1,300.00	\$1,300.00		
	SCHEDULE: MATERIALS & SUPPLIES - 0540	\$38,380.60	\$40,450.00	\$20,364.06	\$43,450.00	\$43,175.00		
066.208.0580.0000.0000	EQUIPMENT	\$850.00	\$1,500.00	\$0.00	\$1,500.00	\$100.00		
066.298.0580.0000.0000	CAPITAL DEPRECIATION	\$721.55	\$10,000.00	\$0.00	\$10,000.00	\$0.00		
066.298.0580.0000.0000	CAPITAL REPLACEMENT	\$6,816.69	\$10,000.00	\$4,432.00	\$10,000.00	\$5,000.00		
	SCHEDULE: CAPITAL OUTLAY - 0580	\$8,388.25	\$21,500.00	\$4,432.00	\$21,500.00	\$5,100.00		
066.298.0590.0000.0000	PRINCIPAL ON LONG TERM	\$335,000.00	\$335,000.00	\$0.00	\$325,000.00	\$325,000.00		
066.298.0590.0000.0000	INTEREST ON LONG TERM	\$153,116.26	\$138,553.76	\$68,564.38	\$126,079.00	\$126,079.00		
066.298.0590.0000.0000	INTEREST ON SHORT TERM	\$670.00	\$0.00	\$0.00	\$0.00	\$0.00		
	SCHEDULE: DEBT - 0590	\$408,866.26	\$473,553.76	\$68,564.38	\$451,079.00	\$451,079.00		
Grand Total:		\$944,094.08	\$1,021,192.76	\$387,034.89	\$1,012,523.00	\$978,899.60		

End of Report

Town of Scituate

Budget 298 Waterways Enterprise

Fiscal Year: 2013-2014

From Date: 7/1/2014

To Date: 6/30/2015

Print accounts with zero balance

Round to whole dollars

Account on new page

Definition: FY15 Completed Budget

Account	Description	FY13 Expended	FY14 Approp	FY14 Expended to Date	FY15 Dept Request	FY15 Admin Recomm	FY15 Board of Selectman	FY15 Advisory Committee
066.298.0540.0000.0000	OFFICE SUPPLIES	\$840.50	\$1,000.00	\$718.31	\$1,000.00	\$890.00		
066.298.0540.5423.0000.0000	SUPPLIES	\$20,808.40	\$21,000.00	\$7,352.64	\$21,000.00	\$21,000.00		
066.298.0540.5425.0000.0000	FRIMING & TRIMMS	\$585.00	\$600.00	\$246.00	\$600.00	\$750.00		
066.298.0540.5430.0000.0000	BUILDING SUPPLIES	\$2,463.90	\$3,000.00	\$311.05	\$3,000.00	\$3,000.00		
066.298.0540.5451.0000.0000	CLEANING SUPPLIES	\$7,036.71	\$2,700.00	\$602.60	\$2,200.00	\$2,000.00		
066.298.0540.5402.0000.0000	LANDSCAPING SUPPLIES	\$671.26	\$650.00	\$0.00	\$650.00	\$725.00		
066.298.0540.5481.0000.0000	FUELS & LUBRICANTS	\$9,705.75	\$10,500.00	\$10,635.45	\$13,500.00	\$13,500.00		
066.298.0540.5581.0000.0000	CLOTHING	\$1,275.00	\$1,300.00	\$500.00	\$1,300.00	\$1,300.00		
SCHEDULE: MATERIALS & SUPPLIES - 0540		\$49,000.60	\$40,450.00	\$20,364.05	\$43,450.00	\$43,175.00		
066.298.0580.5851.0000.0000	FURNITURE	\$950.00	\$1,500.00	\$0.00	\$1,500.00	\$100.00		
066.298.0580.5881.0000.0000	CAPITAL DEPRECIATION	\$724.56	\$10,000.00	\$0.00	\$10,000.00	\$0.00		
066.298.0580.5882.0000.0000	CAPITAL REPLACEMENT	\$6,846.83	\$10,000.00	\$4,432.00	\$10,000.00	\$5,000.00		
SCHEDULE: CAPITAL OULAY - 0580		\$8,368.25	\$21,500.00	\$4,432.00	\$21,500.00	\$5,100.00		
066.298.0590.5910.0000.0000	PRINCIPAL ON LONG TERM	\$335,000.00	\$335,000.00	\$0.00	\$325,000.00	\$325,000.00		
066.298.0590.5915.0000.0000	INTEREST ON LONG TERM	\$153,148.26	\$138,553.76	\$68,564.38	\$126,079.00	\$126,079.00		
066.298.0590.5925.0000.0000	INTEREST ON SHORT TERM	\$870.00	\$0.00	\$0.00	\$0.00	\$0.00		
SCHEDULE: DEBT - 0590		\$488,986.26	\$473,553.76	\$68,564.38	\$451,079.00	\$451,079.00		
Grand Total:		\$944,094.08	\$1,021,192.76	\$387,034.89	\$1,012,523.00	\$978,699.00		

End of Report

TOWN OF SCITUATE FY 2015 PERSONAL SERVICES

Fund: 66 WATERWAYS ENTERPRISE

REGULAR SALARY COMPUTATION:

POSITION TITLE	Account	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Per Employee	Longevity	Salary Total	
HARBOR MASTER										Total Sick Leave		
Mark Pellegrini		25-Sep-06	AMP 5	3		36	\$1,548.62	52.2	\$50,038	\$500	\$1,150	\$82,458
ASSISTANT HARBOR MASTER												
Michael Buarca			AMP 2	3		40	\$1,053.75	52.2	\$55,000			\$55,000
BUSINESS MANAGER												
Jill Buckley		01 Jul-04	SS	5	\$22.92	40	\$916.80	52.2	\$47,957	\$800		\$48,657
SEASONAL												
ASSISTANT HARBOR MASTERS												
Unit A	10 yr & above		Unclassified		\$18.00	40	\$640.00	26.5	\$16,960			\$16,960
Unit B	5-9 year		Unclassified		\$14.50	40	\$580.00	26.5	\$15,370			\$15,370
Unit C			Unclassified		\$13.83	40	\$553.20	22.5	\$12,267			\$12,267
Unit D			Unclassified		\$13.63	40	\$545.20	22.5	\$12,267			\$12,267
Unit E			Unclassified		\$13.63	10	\$136.30	52.2	\$7,115			\$7,115
Trolley Driver (15%)			Unclassified		\$15.00	40	\$600.00	12	\$1,980			\$1,980
MAINTENANCE												
Employee #1			Unclassified		\$11.03	40	\$441.20	19	\$8,383			\$8,383
Employee #2			Unclassified		\$11.03	40	\$441.20	19	\$8,383			\$8,383
Employee #3			Unclassified		\$11.03	40	\$441.20	15	\$6,615			\$6,615
SECURITY												
Employee #1			Unclassified		\$13.63	40	\$545.20	22.5	\$12,267			\$12,267
Employee #2			Unclassified		\$13.63	40	\$545.20	22.5	\$12,267			\$12,267
Employee #3			Unclassified		\$13.63	32	\$436.16	22.5	\$9,814			\$9,814
TOTAL									\$309,372	\$500	\$1,350	\$311,222

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary	Over/Time	Longevity	Part-time	Seasonal	Other	Sick Leave	TOTAL
HARBOR MASTER	1	\$80,838	\$120	\$1,150	\$180	\$180	\$308	\$500	\$83,256
ASST. HARBOR MASTER	1	\$55,000	\$0	\$0					\$55,000
TROLLEY DRIVER	1								
BUSINESS MANAGER	1	\$47,957	\$4,500	\$800		\$3,960	51,134	\$50,081	\$60,473
ASSISTANT HARBOR MASTERS	5					\$83,879		\$83,879	\$23,384
MAINTENANCE (Seasonal)	2					\$25,394		\$25,394	\$24,340
SECURITY (Seasonal)	3					\$34,948		\$34,948	
TOTALS	15	\$183,791	\$4,500	\$1,950	\$0	\$125,671	\$2,212	\$500	\$318,564

Town of Scituate
 Waterways Enterprise Fund
 Indirect Costs
 Fiscal Year 2015 Budget

Description	Basis	Allocation	%*	FY14 Budget	Total
Town Administrator	Administrative, budget, labor counsel, CPO	Personal Services budget	1.56%	229,151	3,575.00
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Treas/Collector	Collections, bank rec., payroll etc.	Total FY14 budget	1.56%	290,692	4,535.00
Assessors	Part-time clerk in charge of Boat Excise	1/2 of clerk's salary.	50.00%	16,873	8,437.00
Facilities Director		Personal Services budget	2.00%	88,305	1,766.10
Insurance	Building, Auto, Liability etc.	From Insurance Company			3,723.00
Group Insurance	Town's Share of group insurance	Actual Contribution FY13 rates			8,481.06
Medicare	Town's Share of medicare	Actual FY13	1.45%		3,526.84
OPEB	Eligible -ees/total eligible X OPEB cost				453.09
Pensions and Retirement	Penison Costs	Plymouth County suggests using 13% of Gross Payroll(no seasonal)	13%	134,079	17,430.00
					55,980.09

* based on enterprise FY14 operating budget to total Town operating budget

	<u>Water</u>	<u>Sewer</u>	<u>School</u>	<u>Harbormaster</u>	<u>Golf (Widow's Walk)</u>	<u>Transfer Station</u>	<u>Town</u>	<u>Total</u>
Property	\$12,835	\$6,718	\$48,837	\$882	\$789	\$948	\$14,139	\$84,946
General Liability	\$10,403	\$0	\$5,880	\$183	\$15,872	\$0	\$18,526	\$50,884
Boiler Machinery	\$1,172	\$623	\$4,529	\$82	\$73	\$88	\$1,077	\$7,644
Automobile	\$7,590	\$2,530	\$21,712	\$678	\$0	\$3,208	\$49,064	\$84,782
Inland Marine	\$710	\$189	\$0	\$118	\$2,222	\$714	\$19,970	\$23,923
Umbrella Liability	\$623	\$87	\$1,428	\$30	\$550	\$111	\$3,309	\$6,138
Law							\$9,412	\$9,412
Professors							\$24,080	\$24,080
Public Officials								
School Board			\$8,941					\$8,941
TOTAL	\$33,133	\$10,147	\$81,327	\$1,973	\$19,506	\$5,089	\$139,577	\$300,732

Source: MIA FY14 rate breakdown

\$1,750 added in Marine Operators & Watercraft Pollution

