

TOWN OF SCITUATE, MASSACHUSETTS

FISCAL YEAR 2020

TOWN BUDGET



BUDGET MESSAGE

Financial Analysis and Proposed Departmental Budgets/Goals & Objectives

BOARD OF SELECTMEN

John F. Danehey, Chairman
Maura C. Curran, Vice-Chairman
Karen Canfield, Clerk
Shawn Harris
Anthony V. Vegnani

James M. Boudreau, Town Administrator
Nancy Holt, Finance Director/Town Accountant



**TOWN OF SCITUATE
OFFICE OF THE TOWN ADMINISTRATOR**

600 CHIEF JUSTICE CUSHING HIGHWAY
SCITUATE, MA 02066

Tel: (781) 545-8741, Fax: (781) 545-8704

James M. Boudreau
Town Administrator

MEMORANDUM

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

From: James M. Boudreau, Town Administrator

RE: Town Administrator Budget Message

Date: December 18, 2018

cc: Superintendent of Schools, Department Heads and Staff

In accordance with Sections 4-2 (f) (h), 6-2, and 6-3 of the Town of Scituate Town Charter, I hereby submit the Fiscal Year 2020 budget.

The FY 2020 budget is the first to reflect all of the ongoing maintenance and operation costs associated with the renovated library, new center for the performing arts, new middle school and new public safety complex. The FY20 budget continues a commitment to the services upon which the residents of the Town have come to depend. The recommended budget supports level services including funding the position of Assistant Health Director which was included in the FY19 budget.

Overall FY 20 departmental budget requests were \$1,429,375 over FY 19. After funding non-discretionary fixed costs, there remained \$864,580 of additional reductions that needed to be made. The additional revisions were made with department head participation to bring the FY20 recommended budget into balance. In order to maintain level services, the Roads & Seawalls line item was reduced by 50%, but additional funds were added to the Capital Budget to maintain spending levels.

The Forecast Committee met in October to establish the estimated fixed costs and revenues for FY 20 in order to provide a framework for building the budget. Town departments were advised to prepare level service budgets and those requests were

reviewed in the final weeks of November in order to reach the recommended budget presented. The priority over the last several years has been to maintain existing services and to evaluate any requests for additional resources based on availability of funds and need.

Annually during the budget process, the Town addresses the challenge of dealing with increases in fixed costs including health insurance, other post-employment benefits liability (OPEB), pension liability, South Shore Regional High School assessment, workers compensation costs, Medicare tax withholding and general liability and property insurance. These costs, along with debt service, are considered non-discretionary and must be funded. The Financial Forecast Committee has provided their best estimates for these amounts but more definitive information is expected at the end of January and will be evaluated by the Financial Forecast Committee at that time.

The Town Administrator is the Town's chief fiscal, administrative and personnel officer and evaluates and prioritizes departmental requests and makes a recommendation to the Board of Selectmen, Advisory Committee and Capital Planning Committee of what is needed and allocates resources accordingly. A final budget, which maintains the current levels of provided services, while also considering the potential for unanticipated issues, is the final goal of this comprehensive process.

The budget is lengthy and prepared well in advance of the upcoming fiscal year, therefore, estimates can change during the review process and amendments may be necessary. The Town's financial policies and practices provide the framework to adapt to any changes that may occur. The challenge for the Town continues to balance infrastructure and program needs while still maintaining the high level of service expected by citizens. The FY 2020 recommended budget provides resources in a fair and equitable manner to balance infrastructure needs and provide necessary services.

I appreciate the effort extended by all of the department heads and committee members who thoroughly consider their annual goals and the resources necessary and work toward continuous improvement. Thanks are also extended to the Board of Selectmen, Advisory and Capital Planning Committees who will spend the next several months reviewing the Town's recommended operating and capital budgets.

FISCAL YEAR 20 RECOMMENDED OPERATING BUDGET OVERVIEW

Fiscal Year 19 YTD Recap

The Fiscal Year 19 year-to-date revenues and expenses are trending within our financial forecast and are at similar levels to FY 2018 for the same period.

Fixed costs must be satisfied from available revenue prior to operational budget request being evaluated. In FY 19, there was a 4.6% increase in health insurance for employees in the second year with the Town's new joint purchase agreement. The Town's assessment from South Shore Regional High School had increased due to enrollment changes and another increase has been included in this year's budget as well.

Local receipts are within our forecast and 2019 Free Cash was certified at \$2,492,170. The Town leaves approximately \$400,000 of Free Cash unallocated through the budget process in order to ensure there are available reserves for special town meeting in case of any unforeseen events such as the January and March 2018 blizzards last year. These funds close out at the end of the fiscal year and become part of the following year's Free Cash. The majority of the Town's Free Cash still continues to be generated by departmental turn backs and increases in local receipts. This "surplus" is critical as it then becomes available for other uses such as funding our capital plan for the past several years and replacing reserves used to offset storm costs.

The final construction contract in the last phase of the water replacement project will be awarded this spring for completion in the calendar year. The roads impacted by this work will also be addressed at that time. Nearly \$1M in funding for roads is provided in the operational budget, capital plan and through Chapter 90 allocations from the Commonwealth. The FY 2019 Chapter 90 allocation of \$562,212 from the Commonwealth was increased by \$112,442 for a total of \$674,654.

The grant writing skills and determination of multiple departments has resulted in over \$5.1M in funding for equipment, programs and projects exclusive of FEMA storm damage reimbursements since January 1, 2018. The competition for limited grant funds has only increased and the success in this area is a credit to the Town.

General Overview of Fiscal Year 2020 Budget

Section 1 of the Budget Book details the current revenue and expense assumptions compiled by the financial team. Our revenue and expenditure forecasting tool (included here) continues to provide accurate assumptions about what will occur in the coming year. The Financial Forecast Committee met in November and established the allocation of revenues between the Town and School for budget preparation and recommendations. The Financial Forecast Committee will meet again to review after the first of the year.

As always, fixed costs are the major budget drivers but for FY 20 they are particularly troublesome and have added to our budget challenges. For FY 20 these major areas have increases as follows:

<u>Line Item</u>		<u>FY 20 Rec Amount</u>	<u>Variance over FY 19</u>
Pension assessment	\$	4,875,453	\$ 144,900
Health Insurance		6,261,054	235,204
General Liability Insurance		743,052	48,611
FICA		750,613	47,238
Unemployment		65,000	0
South Shore Regional School		808,396	38,495

Fixed costs in pension and health insurance are always expected to increase annually. The FY 20 health insurance is 8%; it was 4.6% last year. The actual percentage increase will be known in February 2019. The current enrollment attending South Shore Regional School also impacts our revenues. Four of the five town collective bargaining agreements have expired and estimated funding to account for contractual bargaining is included in each department.

Facilities

The Public Building Commission has been working with the architectural firm of Bargmann, Hendrie & Archetype, Inc. and other stakeholders including the Recreation Department, Council on Aging, Veterans Services Department, Scituate Cable Television, the Historical Society and abutters to name a few at their public meetings on the design for a new senior center on the site of the old Gates School which was authorized at the April 2018 town meeting.

Road Improvements & Foreshore Protection

The operational budget for roads and seawalls has been reduced by \$100,000 each but the commitment to roads and foreshore protection is still maintained by an increase of the same amount in the capital program. Voters at the November 2018 special town meeting approved a \$4,000,000 authorization to perform the design and engineering work necessary to move forward with repairs to foreshore structures damaged in the 2012 Storm Sandy, 2013 Storm Nemo, 2015 Storm Juno and the 2018 Storm Riley. The \$4,000,000 cost is to be reduced by an estimated 75% reimbursement from FEMA.

Enterprise Funds

A number of infrastructure repair projects are recommended in the water and sewer enterprise funds to address plant issues, water quality and supply.

A committee was being formed as the preparation of this budget to study and make recommendations of improvements to Widows Walk golf course prior to seeking any additional funds for capital changes or expending the current approved items.

A small project to improve pavement markings at the Transfer Station has been recommended. The Waterways Enterprise capital program received support for replacement of the pump-out boat and funds to complete the comprehensive dredge

permit process for the South River. Grant funding will also be sought for the pump-out boat replacement.

Capital. Please refer to the FY 20 Capital Budget Plan contained in a separate binder.

FY 2020 Summary

The FY 2020 recommended budget incorporates the following criteria:

Expenditures

- **Recommended level services budget**
- 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
- Allocates required funding for union/nonunion step increases
- Allocates \$97,509 toward Town's OPEB liability
- Provides \$350,000 in funding for foreshore protection (\$300,000 in capital for repairs, design, grant matching and \$50,000 in support of the Coastal Resources position).
- Provides \$400,000 in funding for roadway improvements.
- Funding is maintained for the additional seasonal assistance for two seasonal workers in Public Grounds and funding provided for the maintenance of the plantings and beds at the library, middle school and public safety complex.

Revenues

- The Town will use all of its levy capacity as allowed by Proposition 2½
- Local Aid projections have been level-funded
- Local Receipts have been also level funded
- New growth estimate has been increased by \$150,000
- Meals Tax revenue has been allocated to promote economic development (\$46,000), to offset the impact of the debt exclusion costs for the building projects (\$100,000) and to be allocated to the support the capital plan (\$84,000).
- \$100,000 of solar array and \$100,000 of wind revenue has been recommended to offset the debt exclusion costs of the building projects.
- \$418,014 of Free Cash has been reserved as a safety net for any variations to the financial forecast for FY 19 and/or unexpected costs for the remainder of FY 19 (i.e. changes in local aid, storm mitigation).

Of Note

Tax Supported Capital. The Town's dependence on use of Free Cash for pay as you go capital has worked extremely well. But over time if Free Cash is reduced the Town needs

to incorporate more of its tax revenue to support capital. We have used \$100,000 of the tax levy to support the capital plan and allocated part of the meals tax revenue as well.

OPEB Liability. The Town annually allocates 2% of its retirement assessment for OPEB liability which is currently \$97,509. Rating agencies are now focusing specifically on OPEB liabilities for bond ratings and reviews. The Town's OPEB liability is \$85M and the funds allocated to date to meet that liability total \$1,029,119.

Contract Settlements. As of the presentation of this budget, four of the five collective bargaining agreements have expired. Allocation of estimated contractual impacts has been included in each department's budget.

Fixed Costs. Continuing increases in fixed costs limit new budget initiatives and challenge the maintenance of existing programs and services.

How to Use this Budget Book

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

The second section contains individual departmental budgets. These requests include goals and objectives identified by the department head to be worked toward during the coming fiscal year. All professional and support staff are evaluated on their achievement of these goals. These goals are a fluid process in that the Board of Selectmen and Town Administrator establish their goals first, which in turn insures that approved departmental goals are in keeping with an overall strategic vision.

Next, the departmental budgets are further broken down into various sections that give staff the opportunity to discuss major budget components, risks and challenges and departmental accomplishments during the past year. Following these are the individual line item budgets. 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 Five-Year Rolling Capital Improvement Plan (CIP) which contains the FY 20 Town Administrator and Finance Director recommended projects and funding. The CIP is not only contains departmental requests for FY 20, but for FY 21-FY 24 as well. This rolling capital plan contains supplemental information about each project.

FISCAL YEAR 20 BUDGET AND CAPITAL REVIEW TIMETABLE

*charter/bylaws language provided for informational purposes only

DATE	ITEM/OBJECTIVE	CHARTER/BYLAW REFERENCE
9/27/2018	Capital Budgets Due to Finance Director	Art. 4, Sec.4-2, f Art. 6, Sec. 6-4
10/2-10/20	Financial Team prepares and finalizes revenue expenses and assumptions	
10/24/2018	Financial Forecast Committee reviews draft forecast for FY20	
11/8/2018	*Charter date Selectmen submit capital budget to Advisory Committee	Art. 6, Sec. 6-6d (five months before ATM)
10/25/2018	Budget instructions & forms to Boards & Departments	Art. 4, Sec. 4-2 Art. 6, Sec. 6-4
11/6/2018	Board of Selectmen votes budget calendar	
11/30/2018	Departmental Non-Monetary Article requests submitted to Town Admin.	
11/15/2018	Departmental Budgets Due to TA/Finance Director	
12/4/2018	Board of Selectmen Open STM & ATM Warrant	
11/20 - 11/21/18	Budgets reviewed with depts, edited and compiled by Town Administrator/Finance Director	
12/18/2018	NOON. Deadline for Articles by Petition	
12/18/2018	Board of Selectmen Reviews Non-Monetary Article Requests	Art. 3, Sec.3-2b

DATE	ITEM/OBJECTIVE	CHARTER/BYLAW REFERENCE
12/18/2018	Budget & Supporting Materials Distributed to Board of Selectmen, Advisory Committee & Capital Planning Committee	Art. 6, Sec. 6-5,a Bylaws, Sec. 20720,D
12/18/2018	TA & Finance Director Present FY20 Town Operating & Capital Budgets to Board of Selectmen	Art. 4, Sec. 4-2, f Art. 6, Sec. 6-2
12/20/2018	Actual date submitted to Advisory	
11/15-2/12/19	Capital Planning Review of TA Recommended Capital Requests	
1/22/2019	Financial Forecasting Committee Quarterly Calendar Year 2018 Forecast due	Art. 6, Sec.6-7, b
12/18/18-2/28/19	Board of Selectmen, Advisory Committee Review of Departmental Operating & Capital Budgets	Art. 6, Sec.6-5 Art. 6, 6-6,b-c
2/14/2019	Bylaw date Board of Selectmen submits warrant articles to Advisory Committee	Bylaws Sec. 20120, Bylaws Sec. 20720, C
2/21/2019	All articles voted by Advisory Committee	Art. 6, Sec. 6-6,d, Bylaws, Sec. 20120
2/19/2019	Capital Planning Committee Presents CIP Recommendations to Selectmen	
2/19/2019	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
3/13/2019	Warrants Delivered to Newspaper (3/21/19 Mariner)	Newspaper deadline (7-14 days)

DATE	ITEM/OBJECTIVE	CHARTER/BYLAW REFERENCE
3/21/2019	Warrants Published in Newspaper , posted on website, blasted, Facebook	General Bylaws
3/26/2019	Statutory & Bylaw Deadline for Posting of Special Town Meeting Warrant	MGL Chap. 39, Sec. 9 2014 Bylaw amendment
3/22/2019	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
4/1/2019	Statutory & Bylaw Deadline for posting Annual Town Meeting Warrant	MGL Chap. 39, Sec. 9
4/8/2019	2019 Annual and Special Town Meeting	Art. 2, Sec. 2-4 Bylaws Sec. 20100

**SELECTMEN, ADVISORY, AND CAPITAL PLANNING
FY 20 BUDGET MEETING SCHEDULE**

**Selectmen, Advisory and Capital Planning Committees
Budget Meeting Schedule**

Fiscal Year 2020

By charter, the Town Administrator conducts an in-depth review of each departmental line 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.

Please note Schedule is subject to change

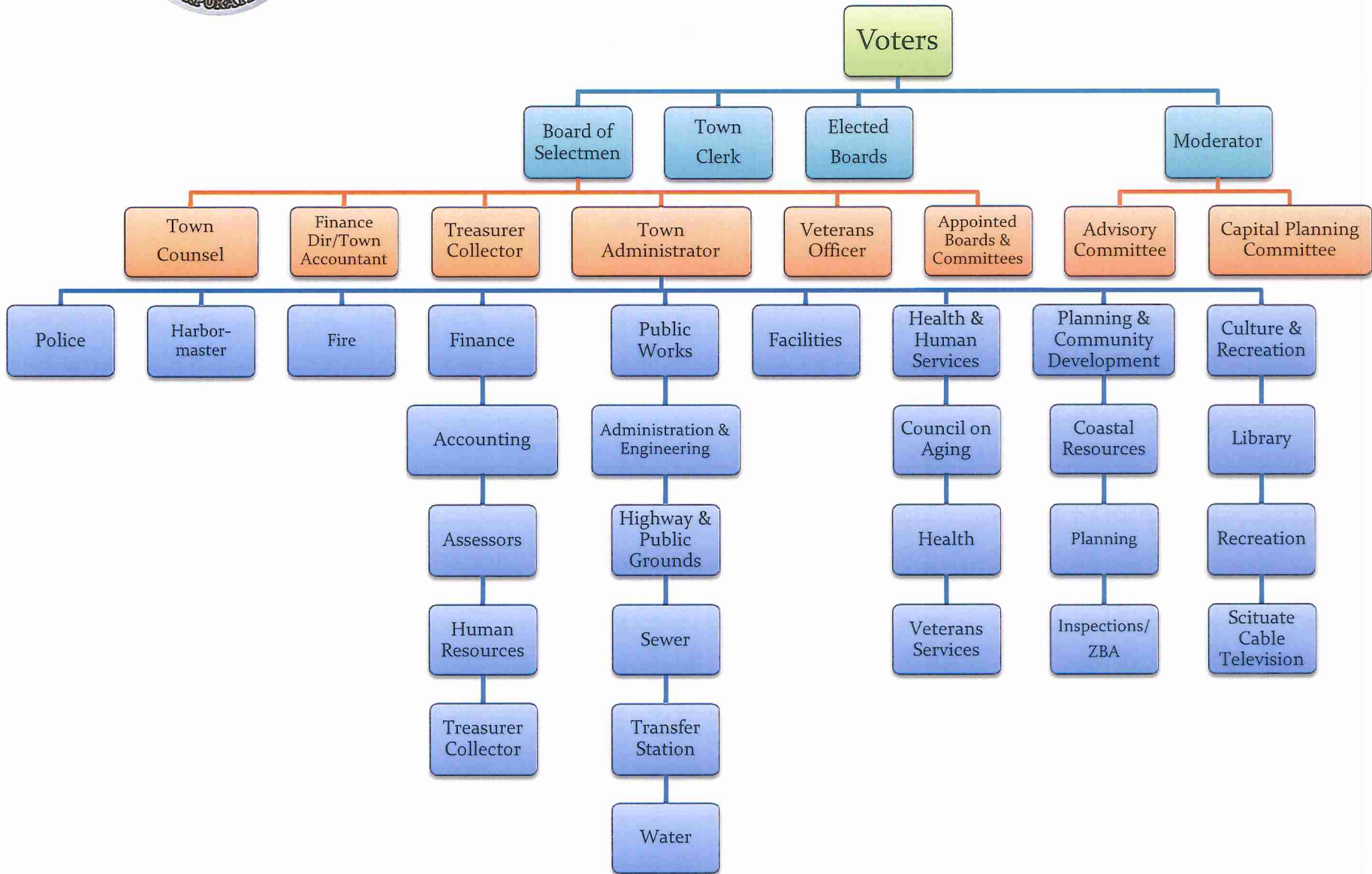
Event/Department	Dept #	Board of Selectmen Review	Capital Planning Committee Review	Advisory Committee Review
Review of Non-Monetary Articles		12/18/2018		
FY20 Budget Presentation		12/18/2018	11/7/2018	12/20/2018
Administration/Board of Selectmen	123	12/18/2018	12/5/2018	12/20/2018
Advisory Committee	131	12/18/2018		12/20/2018
Reserve Fund	132	12/18/2018		12/20/2018
Gen Liab & Property Insurance	192	12/18/2018		12/20/2018
Street Lights	424	12/18/2018		12/20/2018
Workers Compensation	912	12/18/2018		12/20/2018
Unemployment	913	12/18/2018		12/20/2018
Assessors	141	12/18/2018		1/3/2019
Library	610	12/18/2018		1/3/2019
Town Clerk	161	12/18/2018		1/3/2019
Widow's Walk Enterprise	61	12/18/2018	TBD	12/20/2018
Board of Health	510	12/18/2018		1/3/2019
Council on Aging	541	12/18/2018	1/16/2019	12/20/2018
Veterans	543	12/18/2018		12/20/2018
Commission on Disabilities	549	12/18/2018	12/5/2018	12/20/2018
Finance Director/Town Accountant	135	1/8/2019		1/10/2019
Information Technology	155	1/8/2019		1/10/2019
Police	210	1/8/2019		1/10/2019
Fire	220	1/8/2019	12/19/2018	1/3/2019
Public Safety Communications	230	1/8/2019		1/10/2019
Recreation	630	1/8/2019		1/10/2019
Beautification	650	1/8/2019		1/10/2019
Historical	691	1/8/2019		1/10/2019
Waterways Enterprise	66	1/8/2019	12/19/2018	1/17/2019
Shellfish	295	1/8/2019		1/17/2019
Facilities	440	1/8/2019	TBD	1/17/2019
Treasurer Collector	145	1/8/2019		1/17/2019

**SELECTMEN, ADVISORY, AND CAPITAL PLANNING
FY 20 BUDGET MEETING SCHEDULE**

Event/Department	Dept #	Board of Selectmen Review	Capital Planning Committee Review	Advisory Committee Review
Tax Foreclosures	158	1/8/2019		1/17/2019
Debt Service	720	1/8/2019		1/17/2019
Non Contributory Pension	910	1/8/2019		1/17/2019
Plymouth County Retirement	911	1/8/2019		1/17/2019
Contributory Insurance	914	1/8/2019		1/17/2019
Federal Taxes	916	1/8/2019		1/17/2019
Department of Public Works				
Engineering	411	1/22/2019	1/2/2019	1/24/2019
Administration	421	1/22/2019		1/24/2019
Highway	422	1/22/2019	1/2/2019	1/24/2019
Snow & Ice	423	1/22/2019		1/24/2019
Public Grounds	429	1/22/2019	1/2/2019	1/24/2019
Transfer Station Enterprise	433	1/22/2019	1/2/2019	1/24/2019
Sewer Enterprise	440	1/22/2019	1/9/2019	1/24/2019
Water Enterprise	450	1/22/2019	TBD	1/24/2019
Review Petition Articles		1/22/2019		1/3/2019
Community Planning & Development				
Conservation/Coastal Resources	171	2/5/2019		1/31/2019
Planning	175	2/5/2019		1/31/2019
Zoning Board of Appeals	176	2/5/2019		1/31/2019
Economic Development Comm	182	2/5/2019		1/31/2019
Inspections	241	2/5/2019		1/31/2019
Capital Plan Review		2/19/2019		2/14 or 2/21
School	300	2/5/2019	12/5/2018	2/7/2019
South Shore Regional VTHS	310	2/5/2019		2/7/2019
Community Preservation Review		2/5/2019		2/7/2019
Vote all projects/articles		2/19/2019	TBD	2/14 or 2/21
Advisory Booklet Available				3/22/2019



Town of Scituate



Town Organization Summary by Department

Accounting/Finance	Nancy Holt, Finance Director/Town Accountant
Assessing	Joseph Divito, Jr., Director of Assessing
Building	Robert Vogel, Building Commissioner & Zoning Enforcement Officer
Cable Studio	Seth Pfeiffer, Cable Studio Manager
Chief Procurement Officer	James Boudreau, Town Administrator
Conservation	Amy Walkey, Conservation & Natural Resources Officer
Emergency Management/Fire	John Murphy, Emergency Management Director & Fire Chief
Facilities Management	Kevin Kelly, Facilities Director
Harbormaster	Stephen Mone, Harbormaster
Information Technology	William Sheehan, IT Director
Library	Jessi Finnie, Library Director
Planning	Karen Joseph, Town Planner
Plumbing	Philip Von Iderstien
Police	W. Michael Stewart, Police Chief
Public Health	Joan Schmid, Assistant Board of Health Director
Public Works	Kevin Cafferty, Director of Public Works
Recreation	Maura Glancy, Recreation Director
Shellfish Constable	Michael Dimeo
Town Administrator	James Boudreau
Town Clerk	Kathleen Curran
Treasurer Collector	Pamela Avitabile
Veterans Services Officer	Donald Knapp, Graves Agent
Widow's Walk Golf Course	Robert Sanderson, Director of Golf

FORECASTING COMMITTEE: Jim Boudreau, Tony Vegnani, Nancy Holt, Pam Avitabile, Chris Carchia, Peter Gates, Lincoln Heineman, Joe Divito, Paul Donlan, Ronald Griffin

FORECASTING MODEL

DRAFT

	Budget FY 2019	Actual YTD FY 2019	Proposed FY 2020	Projected FY 2021	Projected FY 2022	Projected FY 2023
SOURCES Prior Year	\$ 53,730,738	\$ 55,646,272	\$ 57,842,530	\$ 59,938,593	\$ 61,937,058	\$ 63,985,485
Override						
2.5% Increase	\$ 1,403,657	\$ 1,391,957	\$ 1,446,063	\$ 1,498,465	\$ 1,548,426	\$ 1,599,637
New Growth	\$ 500,000	\$ 804,301	\$ 650,000	\$ 500,000	\$ 500,000	\$ 500,000
TOTAL LEVY	\$ 55,634,395	\$ 57,842,530	\$ 59,938,593	\$ 61,937,058	\$ 63,985,485	\$ 66,085,122
Cherry Sheet/State Aid	\$ 7,806,985	\$ 7,835,793	\$ 7,835,793 [1]	\$ 7,835,793	\$ 7,835,793	\$ 7,835,793
Title V Assessment	\$ 6,858	\$ 6,858	\$ -	\$ -	\$ -	\$ -
Local Receipts	\$ 5,575,000	\$ 5,575,000	\$ 5,575,000	\$ 5,575,000	\$ 5,575,000	\$ 5,575,000
Enterprise Indirect costs	\$ 909,428	\$ 909,428	\$ 940,225 [12]	\$ 959,030	\$ 978,210	\$ 997,774
Overlay Surplus				\$ -	\$ -	\$ -
Meals Tax	\$ 230,000	\$ 230,000	\$ 230,000 [2]	\$ 230,000	\$ 230,000	\$ 230,000
TOTAL ALL REVENUE	\$ 70,162,666	\$ 72,399,609	\$ 74,519,611	\$ 76,536,881	\$ 78,604,488	\$ 80,723,689
USES Offsets	\$ 18,627	\$ 19,016	\$ 19,016	\$ 19,016	\$ 19,016	\$ 19,016
State & County Charges	\$ 762,556	\$ 768,417	\$ 768,417	\$ 768,417	\$ 768,417	\$ 768,417
Overlay	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Economic Development	\$ 49,000	\$ 49,000	\$ 46,000 [2]	\$ 46,000	\$ 46,000	\$ 46,000
TOTAL USES	\$ 1,080,183	\$ 1,086,433	\$ 1,083,433	\$ 1,083,433	\$ 1,083,433	\$ 1,083,433
NET REVENUE	\$ 69,082,483	\$ 71,313,176	\$ 73,436,178	\$ 75,453,448	\$ 77,521,055	\$ 79,640,256
SHARED Reserve Fund	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
COSTS Tax Title	\$ 39,000	\$ 39,000	\$ 39,000	\$ 39,000	\$ 39,000	\$ 39,000
Insurance/Town Bldgs.	\$ 694,441	\$ 694,441	\$ 743,052 [9]	\$ 780,204	\$ 819,215	\$ 860,175
So. Shore Vo. Tech./Norfolk Agric.	\$ 769,901	\$ 769,901	\$ 808,396 [3]	\$ 848,816	\$ 891,257	\$ 935,819
Debt & Interest	\$ 1,541,644	\$ 1,605,762	\$ 1,773,681	\$ 1,773,681	\$ 1,773,681	\$ 1,773,681
- Capital Stabilization/Capital Plan	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
- Capital Stabilization (Meals Tax)	\$ 96,000	\$ 96,000	\$ 84,000 [2]	\$ 84,000	\$ 84,000	\$ 84,000
- Debt Excl MS & PSC (Meals Tax)	\$ 100,000	\$ 100,000	\$ 100,000 [2]	\$ 100,000	\$ 100,000	\$ 100,000
Non-Contributory Pensions	\$ 27,880	\$ 27,880	\$ 28,300 [4]	\$ 28,720	\$ 29,140	\$ 29,560
Plymouth County Retirement Assmt	\$ 4,730,553	\$ 4,730,553	\$ 4,875,453 [5]	\$ 5,265,489	\$ 5,686,728	\$ 6,141,667
Workers' Comp.	\$ 210,000	\$ 210,000	\$ 210,000	\$ 210,000	\$ 210,000	\$ 210,000
Unemployment Insurance	\$ 65,000	\$ 65,000	\$ 65,000 [11]	\$ 65,000	\$ 65,000	\$ 65,000
Contributory Group Insurance	\$ 6,025,850	\$ 6,025,850	\$ 6,261,054 [10]	\$ 6,699,328	\$ 7,168,281	\$ 7,670,060
Federal Taxes	\$ 703,375	\$ 703,375	\$ 750,613 [6]	\$ 780,637	\$ 811,863	\$ 844,337
OPEB	\$ 94,611	\$ 94,611	\$ 97,509 [7]	\$ 105,310	\$ 113,735	\$ 122,833
TOTAL SHARED COSTS	\$ 15,273,255	\$ 15,337,373	\$ 16,011,058	\$ 16,955,186	\$ 17,966,899	\$ 19,051,134
NET AVAILABLE	\$ 53,809,228	\$ 55,975,803	\$ 57,425,120	\$ 58,498,262	\$ 59,554,156	\$ 60,589,122
SPLIT School Share 66.67%	\$ 36,120,900	\$ 37,319,068	\$ 38,285,328	\$ 39,000,791	\$ 39,704,756	\$ 40,394,768
Town Share 33.33%	\$ 18,107,749	\$ 18,656,735	\$ 19,139,793	\$ 19,497,471	\$ 19,849,400	\$ 20,194,354
	\$ 54,228,649	\$ 55,975,803	\$ 57,425,121	\$ 58,498,262	\$ 59,554,156	\$ 60,589,122
Percentage Change			2.59%	1.87%	1.81%	1.74%
TAX RATE Total Levy from above	\$ 55,634,395	\$ 55,634,395	\$ 59,938,593	\$ 61,937,058	\$ 63,985,485	\$ 66,085,122
School Debt Exclusion	\$ 761,377	\$ 737,505	\$ 713,532	\$ 681,947	\$ 655,487	\$ 630,060
Wastewater Debt Exclusion	\$ 655,710	\$ 672,611	\$ 120,476	\$ 97,981	\$ -	\$ -
Library Debt Exclusion	\$ 372,550	\$ 322,438	\$ 350,575	\$ 341,325	\$ 332,075	\$ 322,825
Public Safety Complex Debt Excl	\$ 1,197,575	\$ 1,035,427	\$ 943,125 [8]	\$ 912,875	\$ 882,625	\$ 952,375
Middle School Debt Exclusion	\$ 3,689,000	\$ 3,359,852	\$ 3,321,600 [8]	\$ 3,228,600	\$ 3,135,600	\$ 3,142,600
TOTAL TAX LEVY	\$ 62,310,607	\$ 61,762,228	\$ 65,387,901	\$ 67,199,787	\$ 68,991,272	\$ 71,132,982
TAX RATE	\$ 14.09		\$ 14.37	\$ 14.48	\$ 14.58	\$ 14.74
Total Valuation	\$ 4,275,119,960		\$ 4,532,592,442	\$ 4,623,244,290	\$ 4,715,709,176	\$ 4,810,023,360

See Assumptions on reverse side

ASSUMPTIONS:

- [1] - FY19 State budget amounts including unrestricted local aid, veterans benefits, exemptions for vets and elderly and state owned land.
- [2] - FY19 Meals Tax reduced from prior year due to loss of major restaurant; 20% of original \$230,000 estimate applied to economic development initiatives and \$100,000 applied to the debt service for the middle school and public safety complex and the balance of \$84,000 allocated to the Capital Stabilization fund for future debt.
- [3] - South Shore Voc. Tech - FY20 is 5% increase from FY19 assessment from district until further information received. FY21-23 - 5%
- [4] - Non-contributory pension assessment increased by 3% on \$14,000 COLA base for FY20-23 for one retiree.
- [5] - FY20 preliminary received from PCRS with 8% for FY21-23 as previously advised by Plymouth County Retirement System.
- [6] - Reflects a 8% increase over FY19 due to multiple years of COLAs for expired contracts; FY21-23 - 4% due to exempt employees retiring and COLAs.
- [7] - Pursuant to Town financial policies, 2% of Plymouth County Retirement System assessment.
- [8] - \$100,000 in solar array and wind turbine revenues to offset debt exclusion impact for middle school & public safety complex.
- [9] - 7% increase over FY19 budget due to 2018 winter claims and added flood & cyber insurance, 5% for FY21-23
- [10] - First year of actual experience rating with MIA as rate measure. Conservative estimate of 8% increase on active plans based on current enrollment and 2% mid-year increase over January 2019 rates for Medicare supplemental plan.
- [11] - Barring lay-offs, reduced to normal operating level for FY20-23
- [12] - Actual for FY20 and 2% estimated increase for FY21-23.

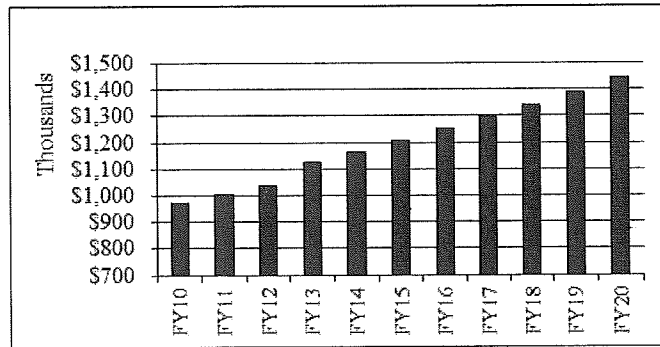
TOWN OF SCITUATE
FY 2020 BUDGET ASSUMPTIONS
 As of October 16, 2018 at 09:15 AM

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 20 by an estimated **\$1,446,043**.

FY 20	\$1,446,043
FY 19	\$1,391,157
FY 18	\$1,343,268
FY 17	\$1,298,102
FY 16	\$1,253,430
FY 15	\$1,209,127
FY 14	\$1,166,926
FY 13	\$1,128,773
FY 12	\$1,040,580*
FY 11	\$1,007,833
FY 10	\$ 974,994

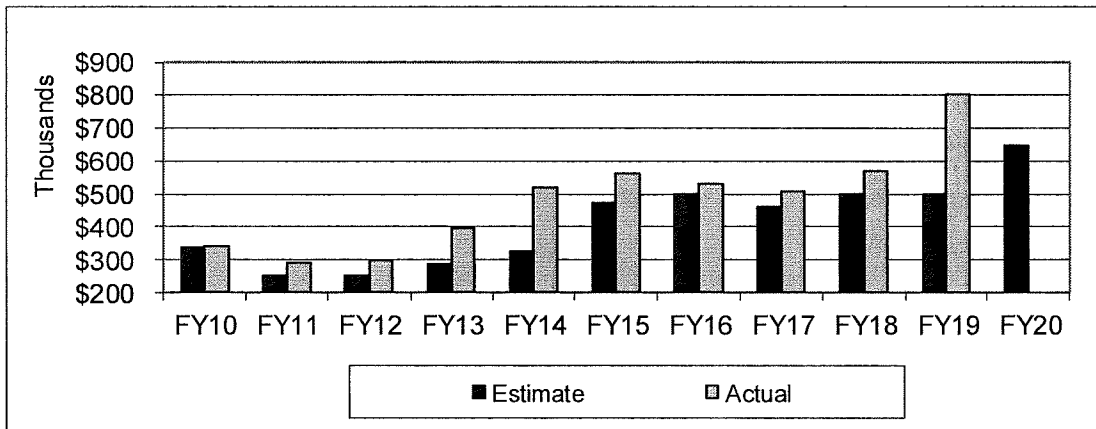


*General Fund Operating Override

2. New Growth

FY 20 new growth is estimated by the Assessors to be \$650,000.

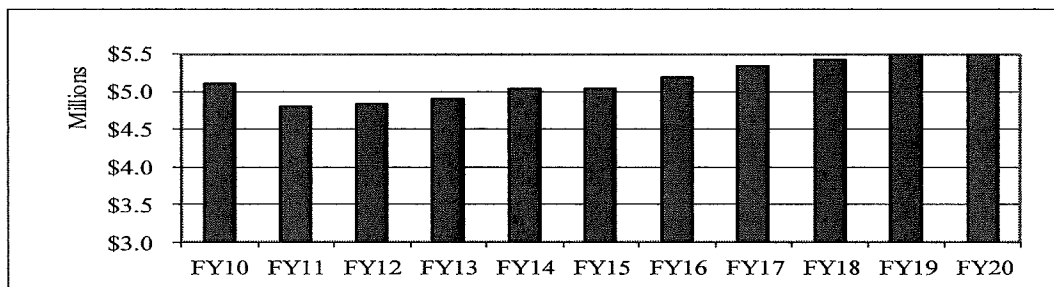
<u>New Growth</u>	<u>Estimate</u>	<u>Actual</u>
FY 20	\$ 650,000	
FY 19	\$ 500,000	\$ 804,301
FY 18	\$ 500,000	\$ 572,266
FY 17	\$ 460,000	\$ 508,572
FY 16	\$ 500,000	\$ 532,715
FY 15	\$ 475,000	\$ 563,697
FY 14	\$ 325,000	\$ 521,126
FY 13	\$ 285,000	\$ 397,351
FY 12	\$ 260,000	\$ 296,981
FY 11	\$ 250,000	\$ 300,000
FY 10	\$ 337,500	\$ 340,459



Trend: The Town has seen a steady new growth in the past several years. There are several large development projects in the permitting pipeline but the actual construction start dates are not yet known and therefore not able to be captured as potential new growth for FY 2020. The increase in the utility personal property valuations has assisted in supporting new growth trend over the last several years.

3. Chapter 70 Aid

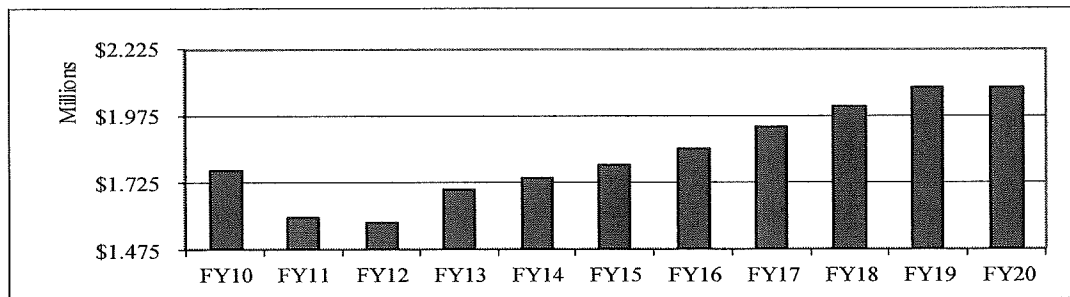
	Actual	December Estimate	Variance
FY 20	\$ 5,521,321		
FY 19	\$ 5,521,321	\$5,434,351	\$ 86,970
FY 18	\$ 5,434,351	\$5,346,391	\$140,960
FY 17	\$ 5,346,391	\$5,185,901	\$160,490
FY 16	\$ 5,185,901	\$5,110,701	\$ 75,200
FY 15	\$ 5,110,701	\$5,034,826	\$ 75,875
FY 14	\$ 5,034,826	\$4,897,576	\$137,525
FY 13	\$ 4,957,576	\$4,832,136	\$125,450
FY 12	\$ 4,832,136		
FY 11	\$ 4,806,334		
FY 10	\$ 5,104,541		



Trend: Chapter 70 Aid is estimated to be level-funded at this time. However, the actual amount is not known for certain until March 2019 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 20 amount is estimated to be level funded at \$ 5,521,321.

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

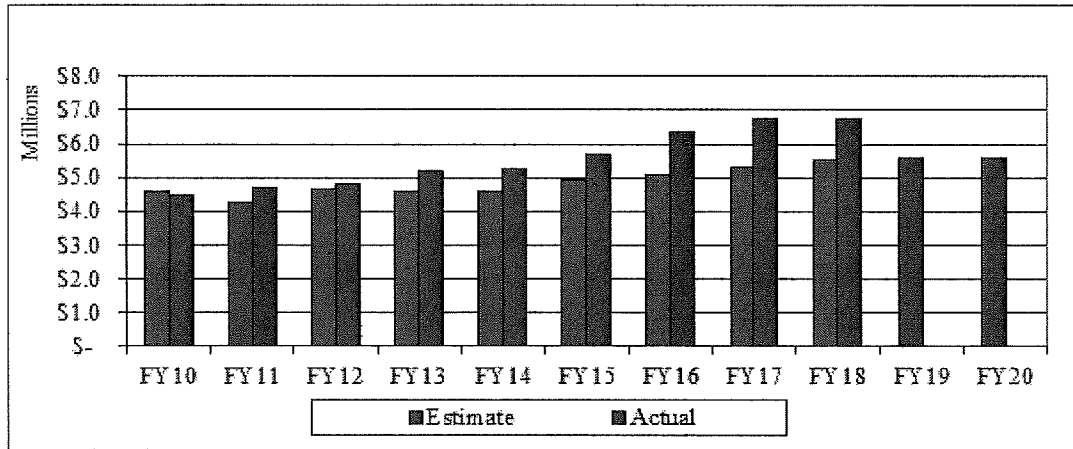
	<u>Actual Unrestricted Aid</u>
FY 20	\$2,080,024
FY 19	\$2,080,024
FY 18	\$2,009,685
FY 17	\$1,934,249
FY 16	\$1,854,505
FY 15	\$1,790,063
FY 14	\$1,741,761
FY 13	\$1,701,540
FY 12	\$1,578,512
FY 11	\$1,701,540
FY 10	\$1,772,437



Trend: FY 20 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 continue to noticeably increase as well resulting in net changes. Two areas of concern continue to be assessments for Charter School and School Choice which have increased substantially in the last five years.

5. General Fund Receipts

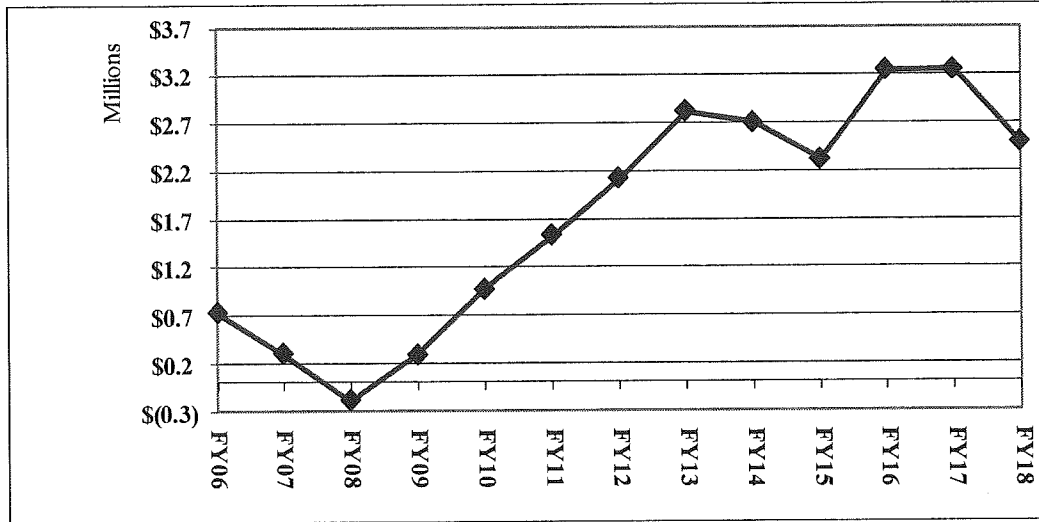
	<u>Estimated</u>	<u>Actual</u>	<u>Variance (+ or -)</u>
FY 20	\$5,575,000		
FY 19	\$5,575,000		
FY 18	\$5,550,000	\$6,728,969	\$1,178,969
FY 17	\$5,302,000	\$6,741,937	\$1,439,937
FY 16	\$5,100,000	\$6,379,831	\$1,279,831
FY 15	\$4,950,000	\$5,684,913	\$ 584,913
FY 14	\$4,600,000	\$5,258,742	\$ 658,742
FY 13	\$4,565,000	\$5,221,089	\$ 656,089
FY 12	\$4,634,681	\$4,837,975	\$ 203,294
FY 11	\$4,276,778	\$4,702,426	\$ 425,648
FY 10	\$4,589,063	\$4,486,115	\$(102,948)



Trend: FY 19 General Fund Receipts decreased by \$12,968 from the prior year including one time revenues of \$232,064 in FEMA reimbursements from prior year storms and \$125,668 in energy rebates predominantly received for conversion of the street lights to LEDs. Motor vehicle excise increased by \$99,010, ambulance receipts decreased by \$42,806, penalties and interest decreased by \$88,108 and licenses and permits decreased by \$2,051. As of 09/30/2018, FY 19 receipts were \$29,613 higher than FY 18 for the first quarter not counting one time revenues of energy rebates and federal reimbursements.

6. Certified Free Cash (As of July 1st following FY close)

FY 18	\$ 2,492,173 (as of July 1, 2018)
FY 17	\$ 3,252,678
FY 16	\$ 3,247,133
FY 15	\$ 2,318,762
FY 14	\$ 2,701,923
FY 13	\$ 2,813,553
FY 12	\$ 2,123,316
FY 11	\$ 1,528,822
FY 10	\$ 976,826
FY 09	\$ 293,677
FY 08	\$ (189,322)
FY 07	\$ 302,274



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

7. Tax Title Collection

	<u>Tax Title Collections</u> <u>Actual (Tax & Special Assessments)</u>	<u>Interest/Fees</u>
FY19	\$ 74,822	\$ 10,423 as of 10/9/18
FY18	\$333,012	100,643
FY17	559,635	177,691
FY16	529,940	169,413
FY15	457,598	175,988
FY14	502,191	134,158
FY13	320,576	71,860
FY12	666,821	213,453
FY11	371,222	80,692
FY10	487,299	81,414

Deferral Collections

	<u>Actual (Tax & Special Assessments)</u>	<u>Interest/Fees</u>
FY19	\$11,328	\$ 4,699 as of 10/9/18
FY18	31,336	5,072
FY17	75,680	31,343

FY16	39,256	8,735
FY15	11,309	1,376
FY14	31,698	3,821
FY13	38,988	12,473
FY12	49,555	15,503
FY11	99,669	69,734
FY10	69,765	30,482

Trend: The Town remains aggressive in its stance with collecting tax titles and pursuing foreclosures. The Treasurer/Collector continues to be dogged in personally contacting delinquent property owners and placing them on payment plans. This results in legal cost savings for tax title. The Town has foreclosed on nine properties in the past six years. Three have been auctioned and restored to the tax rolls. The owners of many of the others have come forward to settle the taxes and the foreclosure decrees were vacated.

8. Medicaid Reimbursement

<u>Medicaid Reimbursements</u>	<u>Estimated</u>	<u>Actual (Net)</u>	<u>Variance</u>
FY 20	\$120,000		
FY 19	\$ 75,000	\$0 as of 10/9/18	
FY 18	\$ 50,000	\$140,415	\$ 90,415
FY 17	\$ 35,000	\$141,633	\$106,633
FY 16	\$ 35,000	\$ 92,016	\$57,016
FY 15	\$ 50,000	\$ 58,243	\$ 8,243
FY 14	\$ 97,600	\$ 50,501	(\$47,099)
FY 13	\$ 97,600	\$ 66,166	(\$31,434)
FY 12	\$123,432	\$ 69,569	(\$53,773)
FY 11	\$100,000	\$123,342	\$23,342
FY 10	\$160,972	\$ 97,600	(\$ 63,372)

Trend: As projected, these revenues can be inconsistent and vary materially 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. Additionally, \$100,000 of wind turbine revenue per year has been identified as a revenue source to offset the debt service for the middle school and public safety building projects. Please note if the turbine ceases operating under the current program for any reason, the revenue, and potential liability exposure for the Town increases.

	<u>Projected Revenue</u>	<u>Net Amount Received</u>
FY 20	\$120,000	
FY 19	\$120,000	(\$ 44,349) as of 10/9/18
FY 18	\$120,000	\$ 89,326
FY 17	\$120,000	\$132,104
FY 16	\$120,000	\$166,232
FY 15	\$120,000	\$272,410
FY 14	\$120,000	\$147,980

FY 13

\$95,437

10. Solar Array Revenue

Operating since September of 2013, the 3.0mw solar array at 280 Driftway matches the other half of the Town's total electrical consumption. A revolving fund was established to receive and disburse monies associated with the production of this electricity. Solar array revenue of approximately \$100,000 per year has been identified as a revenue source to offset the debt service for the middle school and public safety building projects. The revenue from National Grid for the solar array is sporadic and can cause receipts to cross fiscal years giving the appearance of a loss which is actually a timing difference.

	Projected Revenue	Net Amount Received
FY 20	\$150,000	
FY 19	\$150,000	\$ 12,079 as of 10/9/18
FY 18	\$150,000	\$ 47,154
FY 17	\$150,000	\$ (70,730)
FY 16	\$110,000	\$ 97,316
FY 15	\$93,000	\$300,103
FY 14*	\$70,000	\$(25,637)

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

11. Meals Tax

The Town voted to approve the adoption of the meals tax in 2013.

	Revenue Projected	Amount Received
FY 20	\$230,000	
FY 19	\$230,000	\$ 79,778 as of 10/9/18
FY 18	\$245,000	\$261,318
FY 17	\$218,368	\$258,982
FY 16	\$218,368	\$256,452
FY 15	\$218,368	\$234,847
FY 14*	\$204,871	\$164,190

*partial year of revenue in year of adoption

Trend: For FY19, \$100,000 of meals tax revenue was identified as a revenue offset for the new middle school, public safety complex and the library. The FY19 budget allocated 20% of meals tax revenue to fund initiatives recommended by the Economic Development Committee. The revenue projection was lowered in FY19 due to the loss of a major restaurant. This amount will be revisited by the Financial Forecast Committee annually.

EXPENSE ASSUMPTIONS

1. A balanced budget is required by law.

2. Collective Bargaining/Non-Union Staff - Will be updated upon settlement

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	\$ 13,611	expires 6/30/17
A 1% wage increase in the Laborer's contract is	\$ 20,737	settled through 2020*
A 1% wage increase in the AMP contract is	\$ 15,458	6/30/17
A 1% wage increase in the IBPO contract is	\$ 18,063	6/30/17
A 1% wage increase in the IAFF contract is	\$ 31,158	expired 6/30/18
A 1% wage increase for non-union staff	\$ 20,165	35 individuals

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

3. Net School Spending

	Net School Spending	Minimum Threshold	Variance (+/-)
FY 18	<i>still being prepared</i>		
FY 17	42,205,165	29,048,954	13,156,211
FY 16	39,195,316	29,243,888	9,951,428
FY 15	37,390,269	28,997,139	8,393,130
FY 14	35,729,040	29,063,695	6,665,345
FY 13	34,590,857	28,420,385	6,170,472
FY 12	33,381,939	27,631,498	5,750,441
FY 11	31,645,347	27,070,686	4,574,661

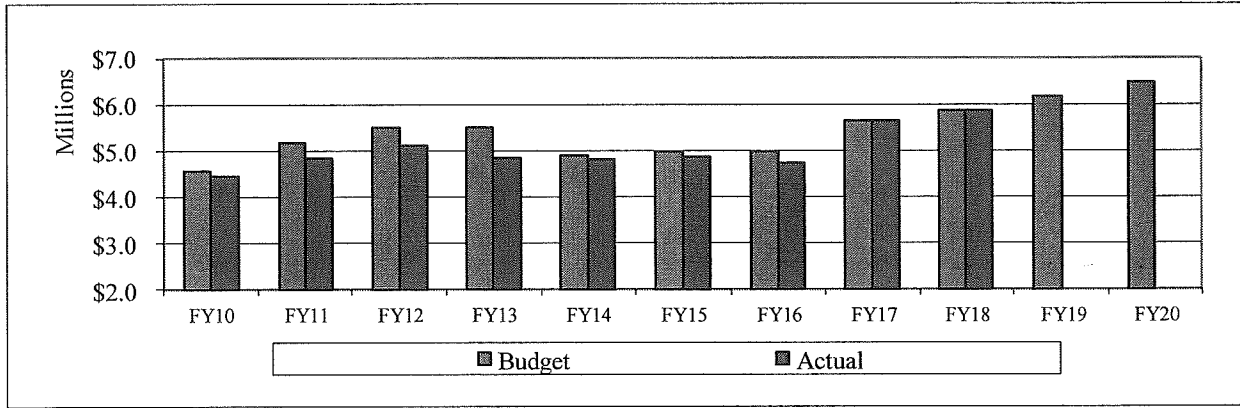
The Town of Scituate Net School Spending amount as budgeted for FY 17 exceeded the minimum amount required under the education reform formula by \$13,156,211.

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). Effective July 1, 2017, the Town changed its health insurance plan administrator to the Massachusetts Interlocal Insurance Association (MIIA). The rates are set by MIIA in late January to early February each year.

	Budget	Actual	Variance
FY20	\$6,261,054	reflects a 8% increase for discussion purposes	
FY19	6,025,850	1,964,889	as of 10/9/18 (4 months paid)
FY18	5,860,000	5,879,559	156,952
FY17	5,662,973	5,662,094	879
FY16	4,975,266	4,732,561	242,705
FY15	4,975,632	4,880,239	95,393
FY14	4,900,000	4,818,332	81,668

FY13	5,508,907	4,839,479	669,428
FY12	5,508,907	5,115,061	393,846
FY11	5,193,724	4,860,286	333,438
FY10	4,586,242	4,474,572	111,670



Trend: The Town received the group average for its increase for active plans for FY19 which was 4.6%. The Medicare supplemental plan, Medex, which accounts for 46% of the Town's health insurance subscribers, now renews as of January 1st and therefore only 6 months of a potential increase needs to be calculated for that population. The Medex rate increased by 2% effective for January 1, 2019 through December 31, 2019.

5. Medicare/FICA

	Budget	Actual	Variance
FY20	\$ 750,613		
FY19	703,375	157,103 as of 10/11/18	
FY18	695,155	671,758	23,397
FY17	678,200	644,102	34,098
FY16	652,115	652,115	0
FY15	626,454	589,430	62,685
FY14	574,729	556,272	18,457
FY13	528,423	531,517	(3,094)
FY12	552,876	498,252	54,624
FY11	487,000	469,321	17,679
FY10	494,266	456,025	38,241
FY04	226,000	306,781	(80,781)

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

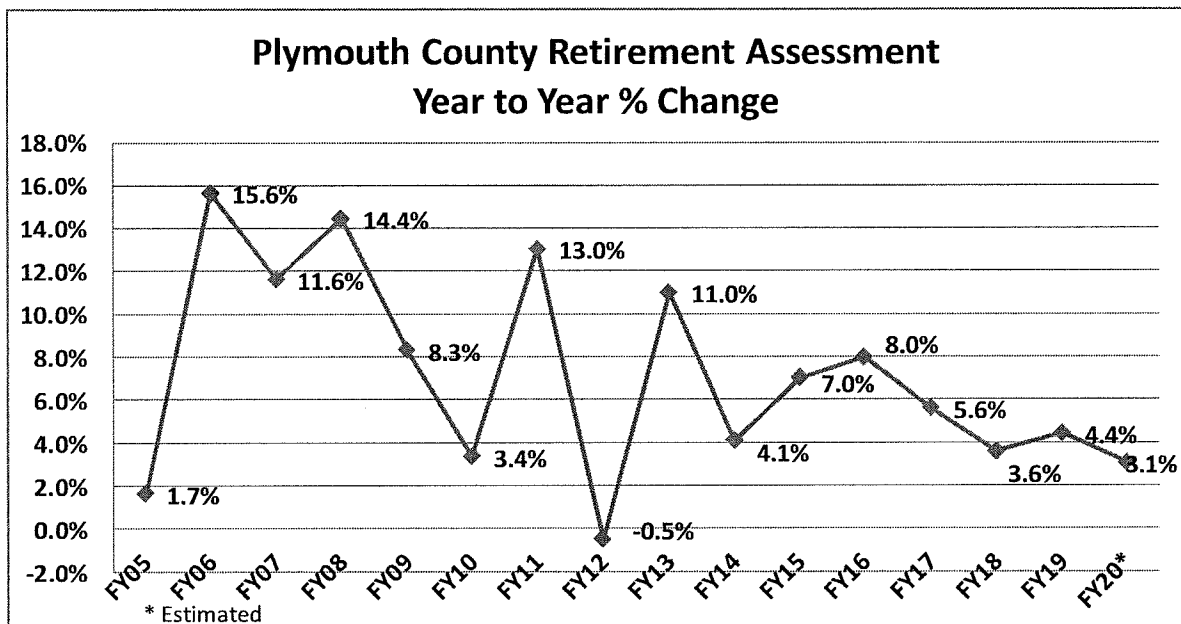
6. Retirement Assessment (Contributory and Non-Contributory)

The FY 20 Retirement Assessment will increase to \$4,875,453. FY 15 was the first year the revised mortality tables are reflected in each community's rate. Plymouth County Retirement Association advised us several years ago that future increases would be at least 8% annually to

reflect the new mortality tables. As this held true for only one year, there is concern about future volatility in this budget line as has been seen in the past and will impact other budgets.

Contributory

	Budget	Actual	Increase (Decrease) over Prior Year	
			Amount	%
FY20	\$4,875,453		144,900	3.1%
FY19	4,730,553	4,730,553	200,278	4.4%
FY18	4,530,275	4,530,275	156,624	3.6%
FY17	4,373,651	4,373,651	231,884	5.6%
FY16	4,141,767	4,141,767	305,638	8.0%
FY15	3,836,129	3,836,129	251,270	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%



Non Contributory

	Budget	Actual	Variance
FY20	\$28,300		
FY19	27,880	6,970 as of 10/9/18	
FY18	27,460	27,460	0
FY17	27,040	27,040	0
FY16	26,620	26,620	0
FY15	65,319	26,230	39,089
FY14	62,979	62,979	0
FY13	62,979	62,979	0
FY12	73,590	61,809	11,781

FY11	88,094	80,878	7,216
FY10	87,094	86,320	774

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. The non-contributory pension reflects one pensioner and includes a 3% COLA on the first \$14,000 of pension for FY20.

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. An updated actuarial study needs to be performed every two years. The unfunded accrued liability as of June 30, 2018 was \$85,651,661.

The Town's financial policy is to allocate 2% of the annual retirement assessment into this fund. Year-end transfers in FY13, FY14 and FY17, for \$75,000, \$12,900 and \$50,000 respectively, have assisted in building this account in addition to a \$200,000 increase in FY16 and this practice will continue to the extent possible. That being said, the 2% annual amount is not as robust as the bond rating agencies would like and this is a major factor in helping the Town achieve a AAA bond rating.

Year	Allocation	Balance 6/30
FY 20	\$ 97,509	
FY 19	\$ 94,611	\$1,025,014 as of 10/9/18
FY 18	\$ 90,606	\$924,837
FY 17	\$ 87,473	\$820,135
FY 16	\$282,835	\$675,923
FY 15	\$ 76,723	\$386,515
FY 14	\$ 84,640	\$296,559
FY 13	\$143,884	\$209,227
FY 12	\$ 64,983*	\$ 65,023

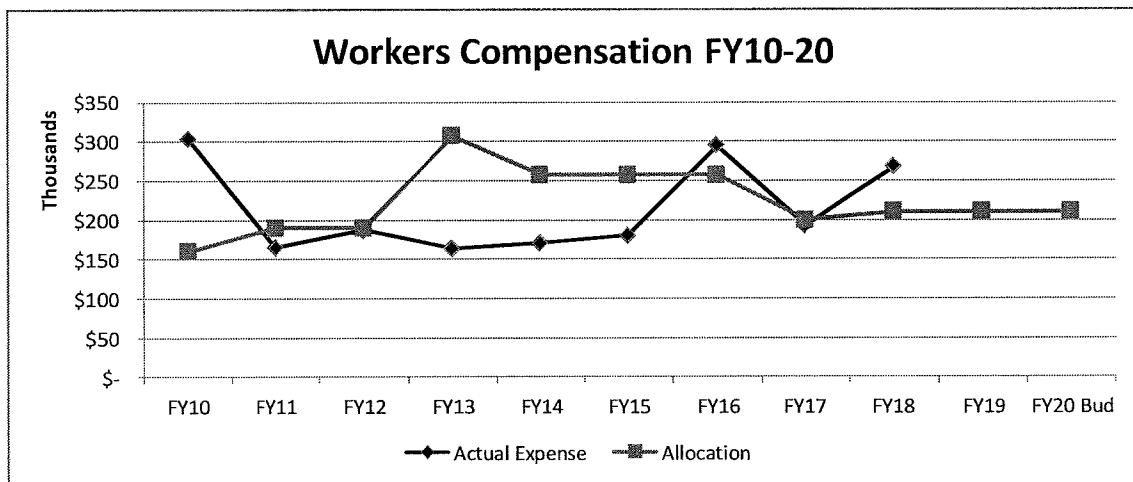
*created in 2011; FY 12 first-year of appropriation

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

8. Workers' Compensation

Budgetary Allocation	Actual Expense	Variance	Fund Balance
----------------------	----------------	----------	--------------

	On June 30 (FY total)			as of June 30th
FY 20	\$ 210,000			
FY 19	\$ 210,000	\$ 49,624	as of 10/11/18	
FY 18	\$ 210,000	\$ 267,624	(\$57,624)	\$456,217
FY 17	\$ 200,000	\$ 192,795	\$ 7,205	\$510,882
FY 16	\$ 257,000	\$ 294,611	(\$37,611)	\$501,780
FY 15	\$ 257,000	\$ 180,156	\$ 76,544	\$536,861
FY 14	\$ 257,000	\$ 170,049	\$ 86,951	\$457,768
FY 13	\$ 307,161	\$ 163,511	\$143,650	\$369,888
	budgeted			
FY 12	\$ 265,000	\$ 187,169	\$ 77,831	\$225,931
FY 11	\$ 285,000	\$ 164,938	\$120,062	\$148,009
FY 10	\$ 160,000	\$ 303,738	(143,738)	



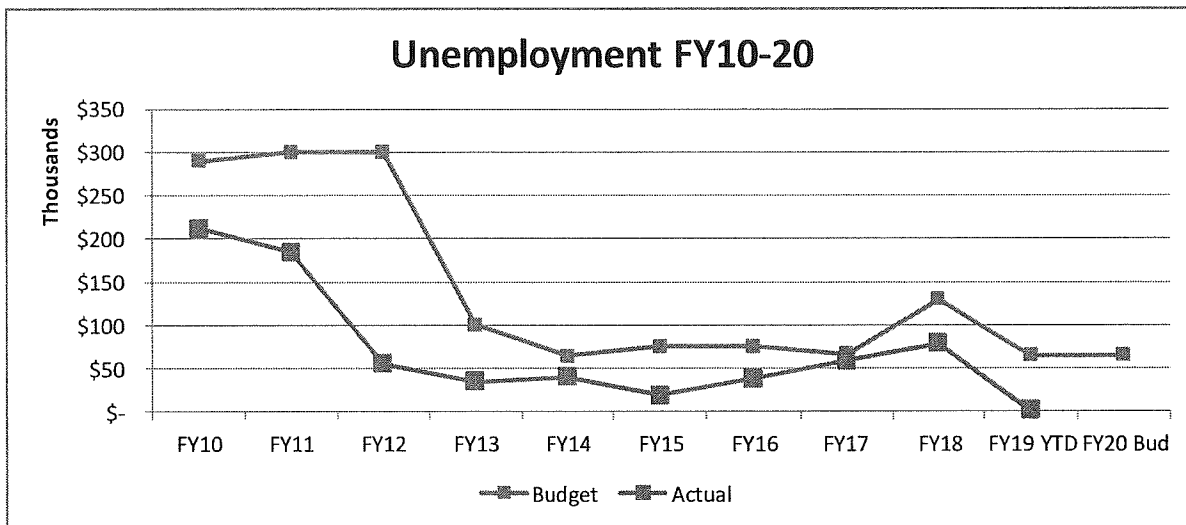
Trend: Before FY 11 this account was severely under-funded. However, the cost obligations for this fund will continue to be high based on settled claims prior to FY 10. Stop/Loss coverage will guard against substantial medical claims. The fund goal is to have the Fund Balance sufficient enough such that 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 fund was well on its way to achieve its goal and the FY17 appropriation was reduced to \$200,000. FY16 saw an increase in claims expense which necessitated increasing the allocation to \$210,000 and maintaining that level for the foreseeable future. This Fund must cover all medical and other costs of employees injured on the job.

9. Unemployment

	Appropriated	Actual	Variance
FY 20	\$ 65,000		
FY 19	\$ 65,000	\$ 10,538	as of 10/11/18
FY 18	\$130,000	\$ 78,630	\$ 51,370
FY 17	\$ 66,000	\$ 58,470	\$ 7,530
FY 16	\$ 75,000	\$ 38,179	\$ 36,821

FY 15	\$ 75,000	\$ 18,914	\$ 56,086
FY 14	\$ 64,000	\$ 40,133	\$ 23,867
FY 13	\$ 92,500	\$ 34,610	\$ 59,890
FY 12	\$300,000	\$ 55,148	\$244,852
FY 11	\$300,000	\$184,232	\$115,768
FY 10	\$290,000	\$211,607	\$ 78,393

Trend: This line item was increased in prior years in anticipation of layoffs as a result of the economic downturn. Budgetary reductions have resulted as the employee census stabilized. The FY18 budget reflected an increase due to staff allocations with the opening of the new middle school and the shift of the sixth grade from each elementary school which would be influenced by any unannounced retirements.



10. Special Education

	Outside Placements	Circuit Breaker Reimbursements
FY 20	\$ 3,200,000	\$1,020,000
FY 19	\$ 3,238,655	\$1,021,359
FY 18	\$ 3,038,442	\$1,047,791
FY 17	\$ 2,725,129	\$ 883,391
FY 16	\$ 2,355,233	\$ 894,663
FY 15	\$ 2,481,164	\$ 792,426
FY 14	\$ 2,218,138	\$ 781,123
FY 13	\$ 2,264,763	\$ 943,008
FY 12	\$ 2,233,054	\$ 837,738
FY 11	\$ 2,014,783	\$ 366,754
FY 10*	\$ 2,111,352	\$ 406,452

* Reflects reduction from 72% to 38%

Trend: The FY20 estimated projection was based on FY 19 and is quite likely subject to change.

11. Stabilization Fund

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

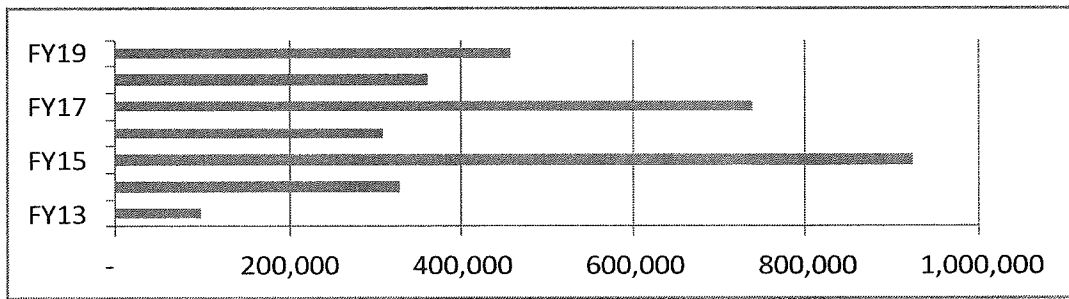
	Appropriated	Interest	Expended	Balance 6/30
FY 19	\$	\$ 10,558		\$2,863,704 as of 10/9/18
FY 18	\$ 219,000	\$ 38,983	\$1,000,000	\$2,853,146
FY 17	\$ 620,457	\$ 23,886	\$ 0	\$3,595,163
FY 16	\$1,358,313	\$ 18,123	\$ 800,000	\$2,950,820
FY 15	\$ 333,081	\$ 12,247	\$1,150,000	\$2,374,384
FY 14	\$ 955,500	\$ 6,943	\$ 488,074	\$3,179,055
FY 13	\$ 0	\$ 7,057	\$ 955,500	\$2,061,481
FY 12	\$ 917,333	\$ 8,129	\$ 0	\$3,009,925
FY 11	\$ 10,218	\$ 10,527	\$ 138,315	\$2,084,462
FY 10	\$ 9,415	\$ 15,814	\$ 0	

Trend: The April 2018 special town meeting voted to transfer \$1,000,000 to the operating budget to cover emergency storm costs incurred from the March 2018 blizzard and severe flooding caused by Storm Riley. A subsequent federal declaration of disaster means the Town will not be eligible for 75% reimbursement for those costs. The November 2018 special town meeting proposes to transfer \$1,000,000 in free cash to the Stabilization Fund to replenish it for those expenses. The April 2017 annual town meeting voted to transfer any excess levy into the fund which amounted to \$219,000. A similar vote was passed for FY 2019. In the past ten years, an additional \$2.3M has been added to the Stabilization Fund by this method.

12. Capital Stabilization Fund

Created at the November 2012 Special Town Meeting, the intent of the fund is to allocate monies for larger capital acquisitions or costs that cannot be absorbed in any one given fiscal year. This will help create stability over time with the intent of avoiding debt spikes. FY 14 marked the first time that the Town allocated a portion of the Town's tax levy (\$100,000) toward capital. The November 2016 special town meeting voted to transfer the \$487,000 in investment earnings generated from the bond funding the three major building projects into the Capital Stabilization Fund for future use. In FY19, \$96,000 was allocated for future capital purchases from the meals tax collections.

	Appropriated	Interest	Expended	Balance 6/30
FY 19	\$ 96,000	\$ 1,351		\$ 458,963 as of 10/9/18
FY 18	\$ 63,776	\$ 6,200	\$446,457	\$ 361,613
FY 17	\$ 650,776	\$ 2,694	\$225,000	\$ 738,094
FY 16	\$ 213,776	\$ 1,777	\$830,000	\$ 309,624
FY 15	\$ 738,776	\$ 3,227	\$147,335	\$ 924,070
FY 14	\$ 639,000	\$ 399	\$410,000	\$ 329,402
FY 13	\$ 100,000	\$ 4	\$ 0	\$ 100,004



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

	Amount	Purpose
FY 19	\$ 96,000	Future debt service
FY 18	\$100,000	Replace Fire pumper
	\$ 63,776	Future debt service
FY 17	\$487,000	Future debt service
	\$ 63,776	Future debt service
FY 16	\$163,776	Future debt service
	\$ 50,000	Replacement of 1986 loader
FY 15	\$ 75,000	Repairs to Humarock fire station
	\$ 50,000	Replace community turf field
	\$ 50,000	Replacement of an ambulance
	\$163,776	Future debt service
	\$400,000	Future debt service
FY 14	\$375,000	Fire apparatus
	\$129,000	Foreshore protection
	\$35,000	Voting machines
	\$100,000	Future debt service
FY 13	\$100,000	Establish fund

13. Reserve Fund

	Budgeted	Expenditures	Variance
FY 20	\$75,000		
FY 19	\$75,000	\$ 0 to date 10/11/18	
FY 18	\$75,000	\$ 0	\$75,000
FY 17	\$90,000	\$ 55,791	\$34,209
FY 16	\$90,000	\$ 0	\$90,000
FY 15	\$90,000	\$ 17,000	\$73,000
FY 14	\$90,000	\$ 27,681	\$62,319
FY 13	\$90,000	\$ 6,837	\$83,163
FY 12	\$90,000	\$ 81,725	\$ 8,275
FY 11	\$81,871	\$ 31,000	\$50,871
FY 10	\$90,000	\$ 81,004	\$ 8,996

Trend: The Reserve Fund is for emergency or unforeseen events with expenditures voted by the Advisory Committee. Our Reserve Fund is significantly lower than most communities. Having a surplus balance each year is an indicator of tight budget oversight and internal controls. The fund was reduced for FY 18 to \$75,000 to reflect the positive budget management that had resulted in fewer occasions to draw upon it.

14. Allowance for Abatements/Exemptions (Overlay)

The allowance for abatements and exemptions for FY 2020 will be approximately **\$250,000**.

	Estimated	Raised	Actual
FY 20	\$250,000		
FY 19*	\$250,000		
FY 18	\$250,000	\$249,617	\$142,793
FY 17	\$250,000	\$250,001	\$164,327
FY 16	\$275,000	\$275,943	\$130,621
FY 15*	\$275,000	\$275,000	\$206,682
FY 14	\$220,000	\$220,000	\$117,559
FY 13	\$220,000	\$219,170	\$144,949
FY 12 *	\$250,000	\$250,000	\$249,524
FY 11	\$250,000	\$250,000	\$114,741
FY 10	\$250,000	\$250,000	\$139,784

Trend: Our financial policies provide for a five-year rolling average review of the overlay reserve. The five year rolling average for FY17 is \$322,996. Exemption asset and income limit thresholds are proposed to be increased which should lead to a modest increase in exemptions which will be supported fully by the Town.

* Revaluation year

15. Maturing Debt and Interest (excluded Enterprise Fund Debt) – Feb 2019 bond will affect amounts

The FY 20 General Fund Debt includes debt service for the three debt exclusion building projects of the middle school, public safety complex and the library renovation.

General Fund Debt

	Budget	Actual	Debt Exclusion
FY20	TBD		TBD – Feb bond
FY19	7,492,792		\$ 6,349,718
FY18	7,589,131	7,539,537	\$ 6,676,211
FY17	7,715,806	7,709,326	\$ 6,824,558
FY16	7,318,537	7,317,890	\$ 5,806,818
FY15	2,365,652	2,340,386	\$ 873,230
FY14	2,362,633	2,352,134	\$ 909,771
FY13	2,047,600	2,030,758	\$ 913,561
FY12	2,055,490	2,054,055	\$ 928,401
FY11	2,276,194	2,235,778	\$1,106,450
FY10	2,228,430	2,181,743	\$1,150,750

Trend: The Town's bond rating AA+ was affirmed in January 2018 prior to the sale of \$14M bond anticipation note. Because of multi-million dollar building projects, General Fund debt requests have been closely monitored and reduced to the extent possible. The operating budget debt service has now increased significantly and we must plan for that in relation to other budgetary needs.

16. Capital Improvement Plan (CIP)

The Town's five-year rolling capital improvement plan requires a continuous commitment and investment of town funds for scheduled maintenance and replacement of equipment, facility maintenance and larger municipal projects. The Town's financial policies state that officials endeavor to allocate 2% of the Town's net operating fund revenue to the CIP from taxation. The hallmark of well-managed communities is the use of tax revenue to fund their capital budgets. In FY14, we did this for the first time using \$100,000. That is less than 1/10 of a percent of our revenues. Some communities allocate as much as 8-10% annually. As we have seen, delaying capital results in higher costs over time. The Capital Stabilization Fund provides a mechanism to address the Town's overwhelming capital needs. The \$100,000 raised by taxation is again recommended to support the capital plan. The Public Facilities Master Plan will continue to play a key role in how funds are allocated for capital for the foreseeable future. Foregoing use of this financial tool is neither recommended nor prudent.

17. General Liability/Property Insurance

	Budget	Actual	Variance
FY20	743,052		
FY19	694,441	639,303	As of 10/11/18
FY18	661,373	609,508	59,365
FY17	552,450	544,216	8,234
FY16	492,000	489,681	2,319
FY15	430,000	439,084	(9,084)
FY14	430,000	391,353	38,647
FY13	495,000	383,039	51,900
FY12	425,000	434,939	(9939)
FY11	404,200	404,844	(644)
FY10	460,000	460,000	0

Trend: Our current provider does not provide rate renewal information until March thus making estimates difficult so the FY 20 amount of \$743,052 is projected as a 7% increase over the FY19 base to account for inflation and higher than normal claims due the severe 2018 winter season. The Town is eligible for premium discounts and credits for safety and other training initiatives it undertakes, and that resulted in a \$5,097 reduction of premium in FY 19. The Town has also added flood insurance to the Scituate Harbor Community Building and cyber insurance.

PROGRAM ASSUMPTIONS:

Programs, services and staffing should be able to be maintained at current levels for FY 20. However, increases in fixed costs including; pension assessment, health insurance, general

liability and property insurance, OPEB and debt service will constrain discretionary budget allocations.

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

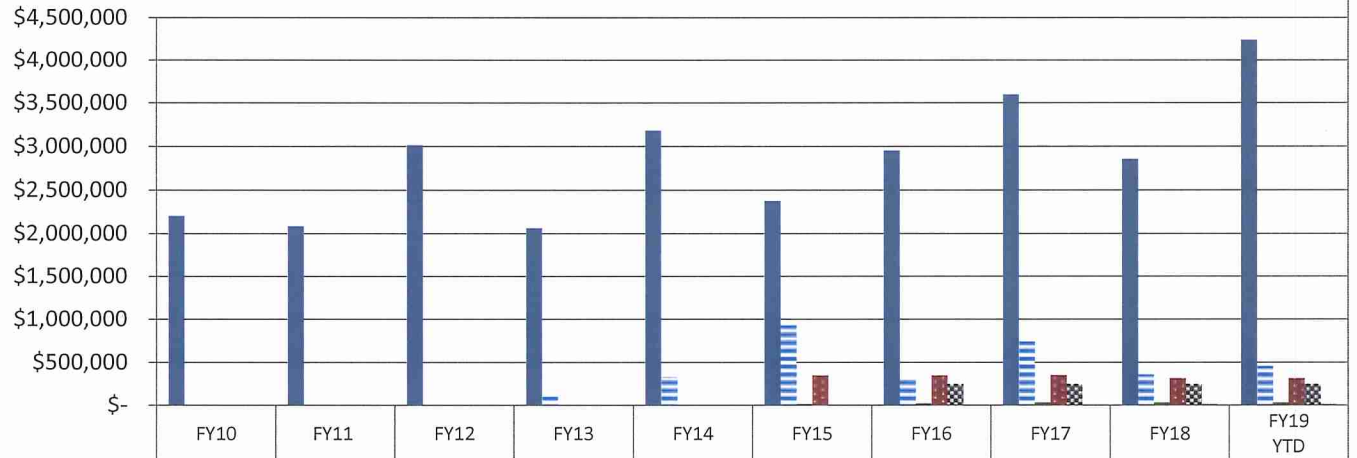
Long-range budget and strategic planning substantiated by established goals and objectives will continue to guide us and has served us well the past few years.

PAV;9/09
Updated: 10/10
Updated:10/11
Updated 12/12
Updated 12/13
Updated 10/14
Updated 12/15
Updated 12/16
Updated 11/17
Updated 10/18

Data provided by:

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

Scituate Stabilization Funds



	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19 YTD
Stabilization Fund Balance	\$2,202,033	\$2,084,463	\$3,012,796	\$2,061,481	\$3,179,056	\$2,374,384	\$2,950,820	\$3,595,163	\$2,853,146	\$4,239,325
Capital Stabilization Fund Balance				\$100,004	\$329,402	\$924,071	\$309,624	\$738,094	\$361,613	\$459,450
Economic Development Stabilization Fund Balance						\$13,540	\$23,619	\$33,722	\$33,888	\$33,962
Sewer Enterprise Capital Stabilization Fund Balance						\$350,446	\$351,570	\$352,746	\$316,202	\$316,889
Water Enterprise Capital Stabilization Fund Balance							\$250,575	\$251,591	\$252,969	\$253,519
Golf Enterprise Capital Stabilization Fund Balance									\$15,006	\$15,039

SCITUATE TAX RATES

YEAR	TAX RATE	REVAL YEAR
1980	\$91.00	
1981	\$95.00	
1982	\$25.90	
1983	\$24.90	
1984	\$24.90	
1985	\$18.90	REVAL
1986	\$18.68	
1987	\$19.78	
1988	\$10.01	REVAL
1989	\$10.27	
1990	\$10.57	
1991	\$11.09	REVAL
1992	\$12.54	
1993	\$12.97	
1994	\$14.50	REVAL
1995	\$14.93	
1996	\$15.33	
1997	\$14.80	REVAL
1998	\$15.19	
1999	\$15.87	
2000	\$13.85	REVAL
2001	\$14.70	
2002	\$15.31	
2003	\$ 9.38	REVAL
2004	\$10.00	
2005	\$ 9.48	
2006	\$ 8.16	REVAL
2007	\$ 8.31	
2008	\$ 9.22	
2009	\$ 9.68	REVAL
2010	\$10.56	
2011	\$11.25	
2012	\$12.34	REVAL
2013	\$12.72	
2014	\$13.05	
2015	\$13.10	REVAL
2016	\$14.14	
2017	\$14.09	
2018	\$13.95	
2019	\$13.74	REVAL

Average Single Family Taxes

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	10 Year Change
Abington											
Average Single Family Value	312,264	298,094	299,481	287,357	281,104	295,431	302,281	322,489	343,041	363,439	
Single Family Tax Bill*	4,328	4,513	4,600	4,756	4,832	5,022	5,420	5,918	6,113	6,320	\$1,992
Rank**	119	112	120	118	122	124	114	102	102		46.0%
Cohasset											
Average Single Family Value	858,006	853,994	851,358	858,072	860,205	874,408	891,548	911,300	959,731	978,800	
Single Family Tax Bill*	9,627	9,898	10,199	10,468	10,787	11,114	11,483	11,902	12,275	12,627	\$3,000
Rank**	10	11	11	12	11	12	13	14	13		31.2%
Duxbury											
Average Single Family Value	611,353	584,588	556,941	560,042	568,428	609,240	626,629	639,897	680,240	727,031	
Single Family Tax Bill*	7,220	7,366	7,680	7,947	9,180	9,504	9,744	9,925	10,312	10,673	\$3,453
Rank**	34	34	36	35	22	22	22	24	24		47.8%
Hanover											
Average Single Family Value	428,538	416,145	417,033	422,921	413,681	435,797	449,649	473,071	491,543	509,802	
Single Family Tax Bill*	5,747	5,901	6,255	6,576	6,706	7,038	7,581	7,815	8,002	8,366	\$2,619
Rank**	55	57	53	50	53	50	48	48	49		45.6%
Hingham											
Average Single Family Value	659,994	651,950	643,360	647,156	655,135	692,686	720,643	749,953	806,181	826,745	
Single Family Tax Bill*	7,108	7,224	7,650	7,973	8,228	8,679	9,001	9,187	9,489	9,764	\$2,656
Rank**	36	37	37	31	33	31	30	34	32		37.4%
Hull											
Average Single Family Value	390,280	371,230	360,305	360,392	361,398	369,506	397,307	399,412	417,731	445,524	
Single Family Tax Bill*	4,477	4,585	4,706	4,854	5,013	5,151	5,356	5,480	5,606	5,814	\$1,337
Rank**	108	107	114	113	114	117	118	122	124		29.9%
Marshfield											
Average Single Family Value	392,400	383,681	380,939	377,424	376,403	386,705	390,060	408,751	433,731	445,983	
Single Family Tax Bill*	4,218	4,332	4,480	4,608	5,002	5,139	5,414	5,608	5,799	5,967	\$1,749
Rank**	126	128	131	127	116	118	116	113	115		41.5%
Norwell											
Average Single Family Value	569,881	533,617	541,723	534,317	538,677	556,544	575,440	598,076	623,791	640,212	
Single Family Tax Bill*	7,266	7,401	7,714	8,603	8,818	9,183	9,495	9,838	10,193	10,499	\$3,233
Rank**	32	33	34	23	25	26	26	26	25		44.5%
Pembroke											
Average Single Family Value	333,182	325,746	326,625	323,709	322,929	333,432	345,620	358,941	373,676	394,650	
Single Family Tax Bill*	4,295	4,388	4,543	4,597	4,744	4,915	5,274	5,420	5,564	5,762	\$1,467
Rank**	122	122	126	129	129	134	123	125	130		34.2%
Rockland											
Average Single Family Value	254,027	258,129	258,894	249,285	248,500	254,487	272,695	283,636	298,661	318,194	
Single Family Tax Bill*	3,655	3,838	4,093	4,382	4,557	4,843	5,042	5,242	5,442	5,702	\$2,047
Rank**	173	170	158	147	145	138	136	135	136		56.0%
Scituate											
Average Single Family Value	505,815	487,302	478,069	476,122	480,342	492,691	508,637	531,954	553,095	576,038	
Single Family Tax Bill*	5,341	5,482	5,899	6,056	6,268	6,454	7,192	7,495	7,716	7,915	\$2,574
Rank**	62	67	61	63	62	64	53	52	53		48.2%

*Does not apply to residential exemption communities (none of the above qualify).

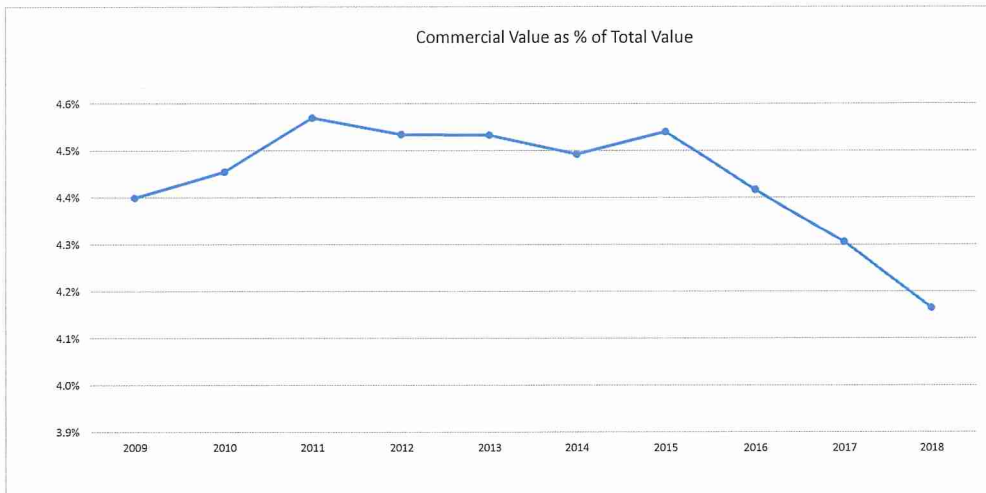
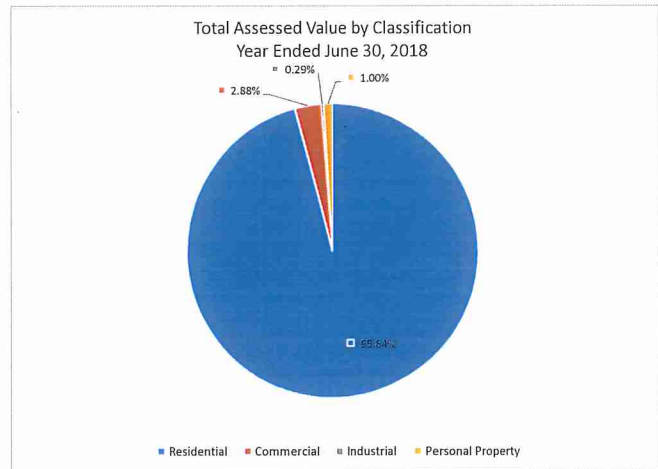
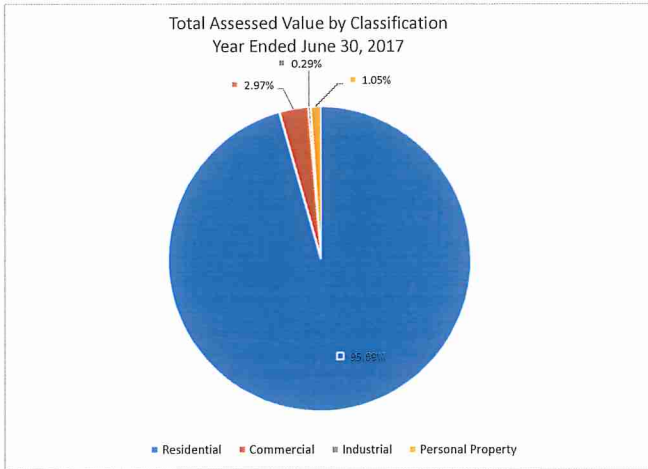
**2019 Rank cannot be set until all 2019 tax rates are set

Source: Department of Revenue Division of Local Services

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

Last Ten Years

Year	Assessed and Actual Values and Tax Rates									
	Residential Value	Residential Tax Rate	Commercial Value	Industrial Value	Personal Property	Total Commercial Value	Commercial Tax Rate	Commercial % of Total Value	Total Direct Rate	Total Town Value
2009	(1) \$4,029,488,420	\$9.68	\$138,848,190	\$6,152,800	\$40,416,000	\$185,416,990	\$9.68	4.4%	\$ 9.68	\$4,214,905,410
2010	\$3,804,980,088	\$10.56	\$130,039,832	\$5,585,400	\$41,772,270	\$177,397,502	\$10.56	4.5%	\$ 10.56	\$3,982,377,590
2011	\$3,675,696,207	\$11.25	\$127,662,193	\$5,585,400	\$42,758,110	\$176,005,703	\$11.25	4.6%	\$ 11.25	\$3,851,701,910
2012	(1) \$3,610,700,846	\$12.34	\$127,007,544	\$5,181,100	\$39,308,800	\$171,497,444	\$12.34	4.5%	\$ 12.34	\$3,782,198,290
2013	\$3,608,700,390	\$12.72	\$126,075,000	\$5,181,100	\$40,087,220	\$171,343,320	\$12.72	4.5%	\$ 12.72	\$3,780,043,710
2014	\$3,654,706,380	\$13.05	\$125,105,420	\$9,112,700	\$37,686,890	\$171,905,010	\$13.05	4.5%	\$ 13.05	\$3,826,611,390
2015	(1) \$3,763,130,865	\$13.10	\$125,426,835	\$12,415,000	\$41,124,550	\$178,966,385	\$13.10	4.5%	\$ 13.10	\$3,942,097,250
2016	\$3,901,948,229	\$14.14	\$126,200,871	\$12,415,000	\$41,692,030	\$180,307,901	\$14.14	4.4%	\$ 14.14	\$4,082,256,130
2017	\$4,091,047,873	\$14.09	\$126,931,317	\$12,397,200	\$44,743,570	\$184,072,087	\$14.09	4.3%	\$ 14.09	\$4,275,119,960
2018	\$4,258,651,412	\$13.95	\$127,874,848	\$12,738,600	\$44,453,220	\$185,066,668	\$13.95	4.2%	\$ 13.95	\$4,443,718,080



(1) Revaluation year.

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

The Town is not subject to any overlapping revenue rates.

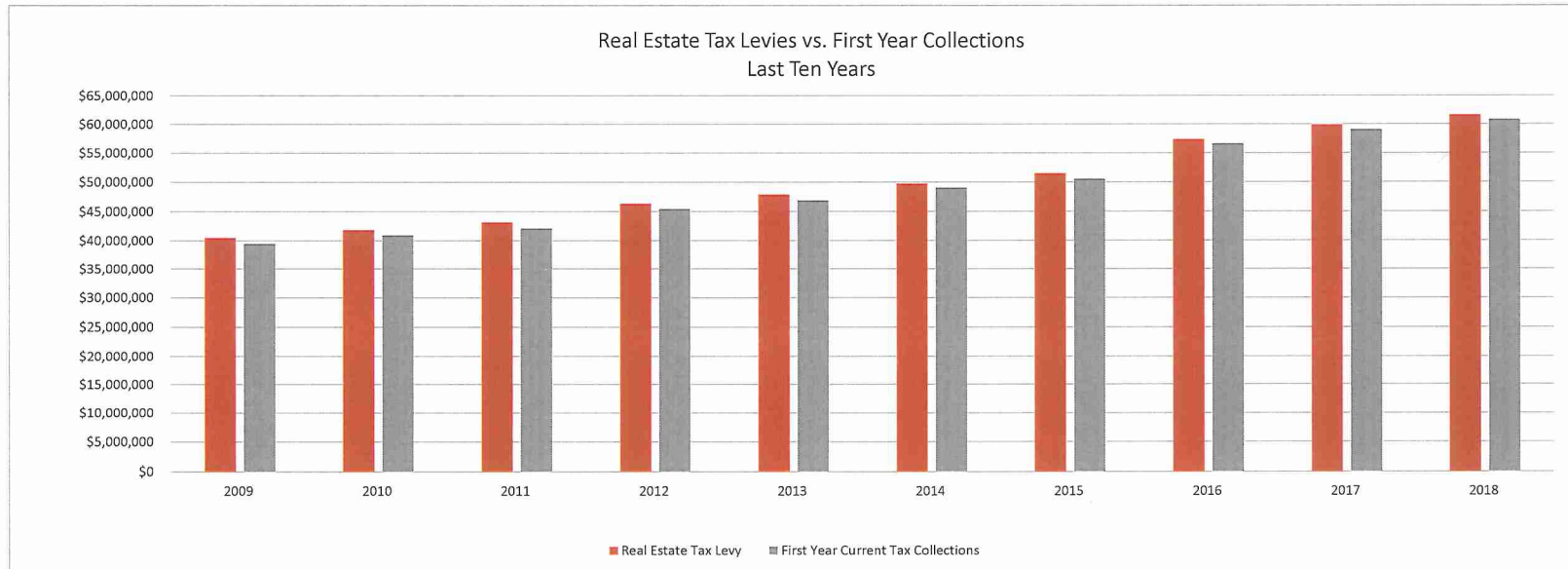
Note: Chapter 59, Section 21C of the Massachusetts General Laws, known as "Proposition 2 1/2", imposes 2 separate limits on the annual tax levy of the Town. The primary limitation is that the tax levy cannot exceed 2 1/2 percent of the full and fair cash value.

The secondary limitation is that the tax levy cannot exceed the maximum levy limit for the preceding year as determined by the State Commissioner of Revenue by more than 2 1/2 percent, subject to an exception for property added to the tax rolls and for certain substantial valuation increases other than as part of a general revaluation. The secondary limit may be exceeded in any year by a majority vote of the voters, however it cannot exceed the primary limitation.

Property Tax Levies and Collections

Last Ten Years

Year		Total Tax Levy	Less Abatements & Exemptions	Net Tax Levy	Net as % of Total	First Year Current Tax Collections	Percent of Net Levy Collected	Delinquent Tax Collections	Total Tax Collections	Percent of Total Tax Collections to Net Tax Levy
2009	(1)	\$40,800,384	\$249,897	\$40,550,487	99.39%	\$39,438,104	97.26%	\$564,340	\$40,002,444	98.65%
2010		\$42,053,907	\$152,088	\$41,901,819	99.64%	\$40,930,180	97.68%	\$489,615	\$41,419,795	98.85%
2011		\$43,334,646	\$115,758	\$43,218,888	99.73%	\$42,119,403	97.46%	\$400,032	\$42,519,435	98.38%
2012	(1)	\$46,672,324	\$249,523	\$46,422,801	99.47%	\$45,433,883	97.87%	\$434,613	\$45,868,496	98.81%
2013		\$48,082,156	\$144,913	\$47,937,243	99.70%	\$46,882,580	97.80%	\$543,692	\$47,426,272	98.93%
2014		\$49,937,279	\$114,882	\$49,822,397	99.77%	\$49,062,343	98.47%	\$466,423	\$49,528,766	99.41%
2015	(1)	\$51,671,474	\$112,627	\$51,558,847	99.78%	\$50,540,571	98.03%	\$449,771	\$50,990,342	98.90%
2016		\$57,723,102	\$275,943	\$57,447,159	99.52%	\$56,591,303	98.51%	\$593,285	\$57,184,588	99.54%
2017		\$60,236,440	\$250,001	\$59,986,439	99.58%	\$59,115,718	98.55%	\$588,786	\$59,704,504	99.53%
2018		\$61,989,867	\$249,617	\$61,740,250	99.60%	\$60,833,576	98.53%	\$0	\$60,833,576	98.53%



(1) Revaluation year.

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

Explanation of Bond Ratings and What They Mean

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

TOWN OF SCITUATE

FY 2020 BUDGET

DEPARTMENT: 123 ADMINISTRATION

MISSION STATEMENT:

The Office of the Town Administrator serves the public in a professional and efficient manner while working collaboratively with all municipal employees. Operational and administrative duties include managing daily office functions, resolving problems and implementing policies and procedures with residents, municipal employees, elected officials, and board and committee members.

FY 2020 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

GOAL 1: Review of past year with Town Administrator

1. Review roles and responsibilities to guarantee on par with Town Administrator directives. 4QFY19
2. Identify any new areas to aid in Town Administrator initiatives. 1QFY20
3. Assist in the organization of files/documents and archival old files. 4QFY19

GOAL 2: Cross train with Board of Selectmen Office

1. Continue to align with the Selectmen Office to provide cross training on insurance procedures, claim processing, and public records requests. 1QFY20
2. Document and streamline processes, organize files, archive, and dispose of unnecessary documents. Ongoing
3. Continue to provide training to part time administrative staff as relevant to all areas of municipal government. Ongoing

GOAL 3: Manage General Liability Insurance programs, coverage, and services

1. Review FY20 General Property and Liability coverage with Insurance Provider (MIA) and Town Administrator 3QFY19
2. Work with MIA to effectively process claims as well as take advantage of training and grant programs. Ongoing
3. Review statement of values and fleet inventory for Workers Compensation renewal. 2QFY20
4. Process annual renewals of flood insured properties. Ongoing
5. Manage all changes in auto fleet. Ongoing

MAJOR BUDGET COMPONENTS

Personal Services: Salaries, Longevity, Part time, other	37%
Purchase of Services: Support staffing and training, technical services, conferences/meetings, binding and printing, legal advertising, mileage reimbursement, professional dues.	17%
Town Counsel: legal services, litigation	14%
Labor Counsel: contract bargaining	28%
Materials and Supplies	.008%

FY 2020 RISKS AND CHALLENGES

In January of 2018 we welcomed our new Town Administrator. The office was dedicated to providing support to ensure a smooth transition. We also welcomed a new part time administrative support professional who started in February. Training is on-going with all day to day functions of both the Town Administrator and Board of Selectmen Offices. Current focus is training for our annual licensing renewal for the 2019 calendar year. The biggest challenge of the office continues to be managing the daily operations of a hectic office while prioritizing and multi-tasking. We strive to provide stellar service to residents and employees alike. The Town Administrator's office continues to receive many public records requests which require the coordination of records from several departments. The time required to devote to this process is lengthy, but is critical to respond in the required timeframe. We continue to look for ways to document, streamline and mechanize manual processes to improve on office organization and management of documents. In addition, our office receives numerous inquiries into current projects and town objectives. Communication to residents continues to be a priority and we strive to provide accurate, timely and thorough information to residents on town issues and projects.

DEPARTMENTAL ACCOMPLISHMENTS

1. Compiled the FY19 Operating Budget and Capital Plan books in a timely manner.
2. Coordinated the 2018 Annual Town Report from edit to print.
3. Reviewed Property and General Liability Insurance to include review of buildings and vehicle fleet to ensure accuracy.
4. Renewal of Stop Loss Insurance for Workers Compensation to include payroll data, building, and vehicle fleet information
5. Prepared Board of Selectmen motion books for Special and Annual Town Meetings.
6. Managed the public records request process to respond within mandated timeframe.
7. Effectively planned and facilitated the Irish delegation visit in September of 2018 to include event planning, budget management, and coordination with all town officials and Sister City Committee.
8. Continued to provide training to part time Administrative Assistant and oversee the license renewal process at year end.
9. Covered Board of Selectmen meetings as necessary when Executive Assistant was unavailable.
10. Updated website and Facebook with relevant posts in a timely manner.
11. Facilitated schedules, correspondence and directives of the Town Administrator and five-member Board of Selectmen.
12. Successfully resolved citizen concerns/questions/complaints received via phone, email, in office visits or US mail as well as staff inquiries/issues.

DESCRIPTION OF REVENUE	FY 17	FY18	FY19 YTD	FY20 Projected
Rentals – Towers, Go Green	\$281,063.38	\$279,050.54	\$105,304.58	\$282,000

*Note:
Special Event and Film Permit Fees are included within “Other Licenses” within the Board of Selectmen Narrative.*

TOWN OF SCITUATE

FY 2020 BUDGET

DEPARTMENT: Board of Selectmen Office

MISSION STATEMENT:

To oversee the efficient and orderly operation of the Board of Selectmen's office and perform all administrative duties of the board and serve as a link between the Board of Selectmen and the residents of the Town of Scituate to insure the delivery of high quality services.

FY 2019 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

GOAL 1: Improve office efficiencies for Selectmen meeting backup prep.

1. Insure Selectmen packet completed by Friday at noon to the greatest extent feasible. ONGOING
2. Work with Department Heads on adhering to deadlines & procedures. ONGOING
3. Communicate and distribute timelines to all stakeholders. 1QFY20

GOAL 2: Continue ongoing training of Administrative Assistant

1. Prepare list of job tasks & functions for increased responsibilities 1QFY20
2. Monitor work activity. 2QFY20
3. Provide feedback to Administrative Assistant. ONGOING

GOAL 3: Develop and submit Cole Parkway project to CPC for approval,

1. Obtain all cost estimates from appropriate sources. 1QFY20
2. Prepare project proposal and submit to CPC. Attend all meetings required. 1QFY20
3. If approved move forward with implementation. 1QFY20
4. Work with facilities to complete work on bandstand 2Q-3QFY20
5. Follow up for all billing and payment & report back to CPC. 3QFY20

GOAL 4: Review & recommend updates for Board of Selectmen Policy Book

1. Review existing Board of Selectmen policies. 1QFY20
2. Recommend to the Town Administrator policies that require updates. 2QFY20
3. Rewrite and revise policies and present to the Selectmen for review & approval. 4QFY20

MAJOR BUDGET COMPONENTS

Personal Services: Salaries, Longevity, Part time, other	37%
Purchase of Services: Support staffing and training, technical services, conferences/meetings, binding and printing, legal advertising, mileage reimbursement, professional dues.	17%
Town Counsel: legal services, litigation	14%
Labor Counsel: contract bargaining	28%
Materials and Supplies	4%

FY 2020 RISKS AND CHALLENGES

- The greatest risk to the budget is the unpredictability of legal and litigation fees. It is not known in advance what cases may arise or be resolved for the next fiscal year.
- Time management is a challenge in the Board of Selectmen's office with residents stopping in, phone calls, US mail and emails. Providing excellent customer service to residents is a major component of this position which at times impedes timely attention to other office duties.
- The manual nature of the work in the Board of Selectmen's office is very challenging with the time constraints. We will be continuing our work to document, streamline and mechanize manual processes in FY20 using existing software programs available to us.

DEPARTMENTAL ACCOMPLISHMENTS FY19

- Developed process for Selectmen to utilize **laptops for daily use & board meetings**.
- Coordinated and streamlined **Employee Recognition Awards** & Ceremony to recognize day of anniversary.
- Composed all requests for **proclamations and resolutions** by the Board of Selectmen.
- Organize & manage 2 individuals utilizing the **Senior Tax Work program for BOS/TA office**.
- Maintain and update Board of Selectmen **website page with all changes** in a timely manner.
- **Revised/Updated Board & Committee handbook July 2018**. Updated changes to Board & Committee Handbook. Used as model for other communities. Invited to present at 2019 licensing training for the Commonwealth of MA.
- Successfully **managed all pole petitions, sewer abatements, and sewer deferrals**.
- Managed all **annual appointments** for Boards and Committees.
- Managed all **Town building rentals** for SMC with paid rentals bringing in revenue \$41,645 FY18 and \$3,500 FY19 YTD to Waterways and booked over 150 Town, School, & Board/Committee meetings and events in FY19 YTD.
- Successfully **managed many events**, coffees and functions throughout the year e.g. Sister City Ireland visit, Meetings in Selectmen Hearing Room, SMC, retirement parties, and holiday parties, etc.
- **Facilitated schedules, correspondence and directives** of the five-member Board of Selectmen and Town Administrator.
- Successfully **resolved over 200 citizen concerns/questions/complaints** received via phone, email, in office visits or US mail.
- **Administered Town memorial gift program** with DPW and Swensen Granite. Coordinated installation of memorial benches with families and DPW.
- **Project Managed and implemented CPC project** for new memorial benches and trash receptacles at Lighthouse on time and under budget. Very well received in the community.
- **Manage Town of Scituate Facebook page & updates. Increased followers by 57%** on Town of Scituate Facebook page to 2,800 followers from 1,779. Update Town of Scituate website communications on behalf of all departments.
- **Manage updates to Town of Scituate Website** for communications in a timely manner.
- Worked with IT department to facilitate **Board and Committee access to update Town of Scituate website** with their agenda's, minutes, etc.
- With resignation of Town Administrator **prepared documents, warrants, and legal posting for Annual Town Meeting** held April 9, 2018 working with legal counsel, Town Accountant and new Town Administrator.

DESCRIPTION OF REVENUE	FY17	FY18	FY19 YTD	FY20	Comments Projected
Alcohol Licenses	\$43,600	\$41,645	\$13,775	\$40,000	
Other Licenses	\$ 7,750	\$ 6,584	\$ 4,527	\$ 6,500	
SMC Rentals	\$ 39,425	\$26,045	\$18,650	\$30,000	included in Waterways budget

**TOWN OF SCITUATE
FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1123510	511000	BOS/TOWN ADMINISTRATION	REGULAR SALARIES	307,973.00	321,978.84	323,183.00	323,183.00	
1123510	512000	BOS/TOWN ADMINISTRATION	OVERTIME	0.00	0.00	0.00	0.00	
1123510	513000	BOS/TOWN ADMINISTRATION	LONGEVITY	1,600.00	3,237.26	1,600.00	1,600.00	
1123510	517200	BOS/TOWN ADMINISTRATION	SICK LEAVE BUY BACK	0.00	0.00	0.00	0.00	
1123510	517400	BOS/TOWN ADMINISTRATION	EMPLOYEE RETIREMENTS	0.00	0.00	0.00	0.00	
1123510	518000	BOS/TOWN ADMINISTRATION	PART-TIME SALARIES	31,958.00	34,075.66	33,934.00	33,934.00	
1123510	519000	BOS/TOWN ADMINISTRATION	SEASONAL SALARIES	0.00	0.00	0.00	0.00	
1123510	519100	BOS/TOWN ADMINISTRATION	OTHER SALARIES	5,500.00	1,440.87	5,500.00	5,500.00	
		BOS/TOWN ADMINISTRATION Total	PERSONAL SERVICES	347,031.00	360,732.63	364,217.00	364,217.00	
1123520	524100	BOS/TOWN ADMINISTRATION	OFFICE MACHINE MAIN	0.00	0.00	0.00	0.00	
1123520	524200	BOS/TOWN ADMINISTRATION	REPAIR/MAINT PROP/EQUIP	0.00	0.00	0.00	0.00	
1123520	530500	BOS/TOWN ADMINISTRATION	SUPPORT STAFFING & TRAINING	15,500.00	19,365.00	20,459.34	20,459.34	
1123520	530800	BOS/TOWN ADMINISTRATION	TRAINING	48,700.00	48,700.00	48,700.00	48,700.00	
1123520	530900	BOS/TOWN ADMINISTRATION	TECHNICAL SERVICES	27,000.00	21,688.26	28,470.00	27,000.00	
1123520	532100	BOS/TOWN ADMINISTRATION	CONFERENCES/MEETINGS/INTGVMTL	12,500.00	7,621.70	12,500.00	12,500.00	
1123520	534100	BOS/TOWN ADMINISTRATION	TELEPHONE	35,000.00	41,400.21	35,096.97	35,000.00	
1123520	534300	BOS/TOWN ADMINISTRATION	BINDING & PRINTING	4,200.00	2,186.01	4,200.00	4,200.00	
1123520	534400	BOS/TOWN ADMINISTRATION	POSTAGE	300.00	144.81	300.00	300.00	
1123520	534600	BOS/TOWN ADMINISTRATION	LEGAL ADVERTISING	7,500.00	13,489.03	7,740.48	7,500.00	
1123520	571100	BOS/TOWN ADMINISTRATION	MILEAGE REIMBURSEMENT	2,000.00	4,222.02	2,000.00	2,000.00	
1123520	573100	BOS/TOWN ADMINISTRATION	PROFESSIONAL DUES & SUBS	6,100.00	4,771.00	6,100.00	6,100.00	
		BOS/TOWN ADMINISTRATION Total	PURCHASE OF SERVICES	158,800.00	163,588.04	165,566.79	163,759.34	
1123530	531900	BOS/TOWN ADMINISTRATION	LEGAL SERVICES	70,000.00	110,649.10	76,166.19	70,000.00	
1123530	532900	BOS/TOWN ADMINISTRATION	LITIGATION	60,000.00	7,078.72	60,000.00	60,000.00	
		BOS/TOWN ADMINISTRATION Total	LEGAL SERVICES	130,000.00	117,727.82	136,166.19	130,000.00	
1123532	517400	BOS/TOWN ADMINISTRATION	EMPLOYEE RETIREMENTS	0.00	0.00	0.00	0.00	
1123532	530400	BOS/TOWN ADMINISTRATION	CONTRACT BARGINING & OTHER SER	104,256.00	90,203.71	278,852.10	110,000.00	
1123532	530900	BOS/TOWN ADMINISTRATION	LABOR COUNSEL	0.00	0.00	0.00	0.00	
		BOS/TOWN ADMINISTRATION Total	CONTRACT BARGAINING	104,256.00	90,203.71	278,852.10	110,000.00	
1123540	542000	BOS/TOWN ADMINISTRATION	OFFICE SUPPLIES	4,900.00	4,803.27	5,259.50	4,900.00	
1123540	542500	BOS/TOWN ADMINISTRATION	PRINTING & FORMS	200.00	0.00	200.00	200.00	
1123540	558000	BOS/TOWN ADMINISTRATION	OTHER SUPPLIES	2,300.00	109.04	2,300.00	2,300.00	
		BOS/TOWN ADMINISTRATION Total	MATERIALS & SUPPLIES	7,400.00	4,912.31	7,759.50	7,400.00	
1123599	511000	BOS/TOWN ADMINISTRATION	SALARY ADJUSTMENTS	10,000.00	20,000.00	20,000.00	10,000.00	
		BOS/TOWN ADMINISTRATION Total	SALARY ADJUSTMENTS	10,000.00	20,000.00	20,000.00	10,000.00	

TOWN OF SCITUATE
FY 2020 BUDGET PROJECTION 20001

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
			BOS/TOWN ADMINISTRATION GRAND TOTAL	757,487.00	757,164.51	972,561.58	785,376.34	

TOWN OF SCITUATE FY 2020 PERSONAL SERVICES DETAIL

Department: 123 BOARD OF SELECTMEN/TOWN ADMINISTRATOR

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Holiday	Other Benefits	Longevity	Total Per Employee
TOWN ADMINISTRATOR James Boudreau	2-Jan-18		N/A		40	\$3,473.66	52.4	\$182,020		\$5,500	\$0	\$187,520
ASSISTANT TO THE TOWN ADMINISTRATOR Michele Seghezzi	25-Nov-13		N/A		40	\$1,116.45	52.4	\$58,502			\$800	\$59,302
ASSISTANT TO THE BOARD Lorraine Devin	03-Apr-14	AMP 1A Eqv	N/A 6		35	\$1,172.98	52.4	\$61,464			\$800	\$62,264
PART TIME SECRETARY Allison Richman	26-Mar-18	Non Union Eqv A6 Step 3		\$20.430	14	\$286.02	52.4	\$14,987			\$0	\$14,987
SPECIAL PROJECT COORDINATOR Albert Bangert	2-Dec-13	Unclassified		\$50.00	5	\$250.00	52.4	\$13,100				\$13,100
PART-TIME CLERICAL Lianne Cataldo - Public Building Committee	10-Oct-17	Recording Sec-Uncl Eqv A5 Step 4		\$18.93	4	\$75.72	52.4	\$3,968				\$3,968
CHAIRMAN, BOARD OF SELECTMEN John Danehey		Elected	N/A					\$1,500				\$1,500.00
MEMBERS, BOARD OF SELECTMEN Maura Curran		Elected	N/A					\$500				\$500.00
Karen Canfield		Elected	N/A					\$500				\$500.00
Shawn Harris		Elected	N/A					\$500				\$500.00
Anthony Vegnani		Elected	N/A					\$500				\$500.00
TOTALS								\$337,541	\$0	\$5,500	\$1,600	\$344,641

POSITION TITLE	Positions #	Reg Salary 5110	Overtime 5120	Longevity 5130	Sick Leave Buy Back 5172	Part-time 5180	Seasonal 5190	Holiday	Other 5191	TOTAL 510
TOWN ADMINISTRATOR	1	\$182,020		\$0					\$5,500	\$187,520
SECRETARY	1	\$58,502		\$800					\$0	\$59,302
ASSISTANT TO THE BOARD	1	\$61,464		\$800					\$0	\$62,264
PART TIME SECRETARY	0.5			\$0		\$14,987		0.00	\$0	\$14,987
SPECIAL PROJECTS COORDINATOR	1					\$13,100				\$13,100
RECORDING SECRETARY	1					\$3,968				\$3,968
CHAIRMAN, BOARD OF SELECTMEN		\$1,500								\$1,500
MEMBERS, BOARD OF SELECTMEN		\$2,000								\$2,000
CONTRACTUAL		\$17,697				\$1,879				\$19,576
TOTALS	5.5	\$323,183	\$0	\$1,600	\$0	\$33,934	\$0	\$0	\$5,500	\$364,217

TOWN OF SCITUATE

FY 2020 BUDGET

DEPARTMENT: ADVISORY COMMITTEE 131

MISSION STATEMENT:

To consider and make recommendations to Town Meeting on all articles, to develop an annual recommendation on town and school budgets for town meeting consideration and provide an attendant report; to review and approve expenditures from the Reserve Fund, established pursuant to Massachusetts General Laws.

FY 2020 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 as the fall special town meeting booklet is no longer copied but sent out to be bound and printed. A small increase is reflected in the budget for FY20 to reflect increases in personnel and printing costs.

FY 20 RISKS AND CHALLENGES

N/A

**TOWN OF SCITUATE
FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1131510	518000	ADVISORY COMMITTEE	PART-TIME SALARIES	1,934.00	1,753.55	2,154.00	2,154.00	
		ADVISORY COMMITTEE Total	PERSONAL SERVICES	1,934.00	1,753.55	2,154.00	2,154.00	
1131520	534300	ADVISORY COMMITTEE	BINDING & PRINTING	0.00	0.00	0.00	0.00	
1131520	534400	ADVISORY COMMITTEE	POSTAGE	0.00	0.00	0.00	0.00	
1131520	573100	ADVISORY COMMITTEE	PROFESSIONAL DUES & SUBS	250.00	245.00	250.00	250.00	
		ADVISORY COMMITTEE Total	PURCHASE OF SERVICES	250.00	245.00	250.00	250.00	
1131540	542000	ADVISORY COMMITTEE	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	
1131540	542500	ADVISORY COMMITTEE	PRINTING & FORMS	4,000.00	4,000.00	4,300.00	4,300.00	
		ADVISORY COMMITTEE Total	MATERIALS & SUPPLIES	4,000.00	4,000.00	4,300.00	4,300.00	
		ADVISORY COMMITTEE GRAND TOTAL		6,184.00	5,998.55	6,704.00	6,704.00	

TOWN OF SCITUATE FY 2020 PERSONAL SERVICES DETAIL**Department: 131 ADVISORY COMMITTEE**

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Total Per Employee
SECRETARY Lianne Cataldo	10-Oct-17			\$18.49	110			\$2,034	\$2,034

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary 5110	Overtime 5120	Longevity 5130	Part-time 5180	Seasonal 5190	Other 5191	TOTAL 510
SECRETARY	0.10				\$2,034			\$2,034
EST CONTRACTUAL					\$120			\$120
TOTALS	0.10	0	0	0	\$2,034	\$0	\$0	\$2,154

TOWN OF SCITUATE

FY 2020 BUDGET

DEPARTMENT: RESERVE FUND 132

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 2020 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

	Budgeted	Expenditures	Variance
FY 20	\$75,000		
FY 19	\$75,000	\$ 0 to date	
FY 18	\$75,000	\$ 0	\$75,000
FY 17	\$90,000	\$ 55,791	\$34,209
FY 16	\$90,000	\$ 0	\$90,000
FY 15	\$90,000	\$ 17,000	\$73,000
FY 14	\$90,000	\$ 27,681	\$62,319
FY 13	\$90,000	\$ 6,837	\$83,163
FY 12	\$90,000	\$ 81,725	\$ 8,275

MAJOR BUDGET COMPONENTS

N/A

FY 20 RISKS AND CHALLENGES

The FY 20 budget appropriated \$75,000 and of this writing none has been used. For the size of the Town's operating budget this is a nominal amount and the fact that it has hardly been used in recent years is commendable. In FY18, \$50,000 was transferred to the OPEB liability and \$5,791 was utilized for an unforeseen repair to fire engine 4. This is a hallmark of tight budgeting. The recommended amount for FY20 remains the same.

**TOWN OF SCITUATE
 FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1132570	578900	RESERVE FUND	RESERVE FUND	75,000.00	0.00	75,000.00	75,000.00	
		RESERVE FUND Total		75,000.00	0.00	75,000.00	75,000.00	
		RESERVE FUND GRAND TOTAL		75,000.00	0.00	75,000.00	75,000.00	

TOWN OF SCITUATE

FY 2020 BUDGET DEPARTMENT: FINANCE

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 2020 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

1. **Assessors:** Develop a robust and consistent interim year valuation update program to include all classes of property which will insure the equitable apportionment of the tax levy. Now that revaluations are only conducted every five years instead of three, it is incumbent on the Assessors to analyze all verified sales and review market trends to produce annual assessments on an interim basis that reflect market value as of the assessment date
 - a. Measure and list each property that is sold or has taken out a permit in the past year. (October 2019 – August 2020)
 - b. Select additional properties, as resources permit, to be measured and listed. (on going)

2. **Treasurer Collector:** Build out the Employee Self Service (ESS) functionality.
 - a. Work with Accounting and Human Resources to determine what documents would be beneficial to employees and payroll. Upload the documents to ESS and have the employee submit to payroll (e.g. W-4s, Direct Deposit information, benefit paperwork)
 - b. Expand the compensation breakout to include all pay types (e.g. longevity, educational incentive) and deductions

3. **Accounting:** Expedite the implementation of financial transparency measures through preparation for an “open checkbook” functionality available through the Town’s website.
 - a. Examine available financial data sets with Public Information Officer to determine those most requested. September 2019
 - b. Review available software with Information Technology department for compatibility with existing website and requirements necessary to publish and maintain information dynamically rather than in a static environment. October - December 2019
 - c. Consult with other municipalities which have implemented financial transparency measures for best practices and recommendations for successful execution. January-March 2020
 - d. Present recommendations to Town Administrator for implementation. April-June 2020

4. **Human Resources:** Develop human resource module of Munis for integration with Employee Self Service and continuation of automatization of payroll and human resource functions.
 - a. Meet with Munis implementer to explore options available in module. July – August 2019
 - b. Build out tables to provide functionality by management and employees of new functionality. November 2019 – January 2020
 - c. Introduce available options to users. March 2020

MAJOR BUDGET COMPONENTS

Personal Services	\$830,737	80.6%
Audit, Postage, Maps, OPEB & Ambulance Billing	\$181,850	17.6%
Dues & Conferences	\$ 6,325	.6%
Materials, Printing & Supplies	\$ 12,300	1.2%

FY 2020 RISKS AND CHALLENGES

Assessors: The department will be working with some new staff and new software which will require an adjustment period in addition to getting the cyclical inspection program off to a solid start.

Treasurer Collector: The members of the office will be settling into the converted software and exploring the options that the new system can afford to them for reporting and functionality.

Accounting: Accounting will circle back with users now that the conversion to Munis is complete to see areas that require additional training and any minor modules that still need to be implemented.

Human Resources: The Human Resources Director has been busy with recruitment and participating in collective bargaining sessions since his arrival. An opportunity to step back and assess the needs of the organization and where risks exist and improvements can be made moving forward.

ACCOMPLISHMENTS

Interdepartmental Cooperation

The departments continued to demonstrate their excellent working relationships by providing support to one another, the public and other departments and staff.

Revaluation

The Director of Assessing and his staff have successfully completed a revaluation in difficult circumstances due to staff transition and DOR requirements.

Conversion

The conversion continues to make steady progress with the payroll system going live on January 1, 2018, utilities on July 1, 2018 and MV & boat excise expected to go live in December 2018. The real estate, personal property and tax title conversion will be in the spring of 2019.

Reporting/Audit

The audit was completed in the fall of 2018 and the FY2018 comprehensive annual financial report should be available by the close of the calendar year.

TOWN OF SCITUATE

FY 2020 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 2020 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

1. Expedite the implementation of financial transparency measures through preparation for an “open checkbook” functionality available through the Town’s website.
 - a. Examine available financial data sets with Public Information Officer to determine those most requested. September 2019
 - b. Review available software with Information Technology department for compatibility with existing website and requirements necessary to publish and maintain information dynamically rather than in a static environment. October - December 2019
 - c. Consult with other municipalities which have implemented financial transparency measures for best practices and recommendations for successful execution. January-March 2020
 - d. Present recommendations to Town Administrator for implementation. April-June 2020
2. Examine, classify and update existing database records for all trust funds, gifts, grants, reserves and revolving funds.
 - a. Examine existing chart of accounts for all such accounts for department affiliation and classification. October-November 2019
 - b. Identify appropriation governing statutes and available balances. December 2019-January 2020
 - c. Prepare documentation relevant to each account and make any necessary reclassifications. February-March 2020
 - d. Provide Town Administrator each affected department with results. April-June 2019
3. Continue digitization of records in office.
 - a. Review those records maintained by the office that are not currently scanned upon receipt or processing. July - September 2019
 - b. Prioritize records for digitization and determine staff member(s) responsible for scanning and indexing records. October 2019
 - c. Scan and index records. November 2019 – April 2020
 - d. Create a master file index of all records retained by office, media type maintained and location. May – June 2020

MAJOR BUDGET COMPONENTS

The Finance Director/Town Accountant's budget contains the funding necessary to address the functions of the office relevant to the timely approval and processing of vendor and payroll payments in compliance with all local, state and federal laws. The budget also contains the cost of the annual independent audit of the Town's finances and the annual Other Post-Employment Benefit Liability rollover calculation by an actuarial firm. The office is staffed by four full-time employees.

Personal Services	\$332,145	83.3%
Purchase of Services	\$ 65,200	16.4%
Materials & Supplies	\$ 1,300	0.3%
Total Budget	\$398,645	100.0%

FY 2020 RISKS AND CHALLENGES

The Accounting Department and Human Resources Director will continue to improve their service delivery by building on the Town's investment in the Munis software. Now that the major components have been converted, it will be time to evaluate remaining training needs and areas where the software can provide efficiencies that are not being maximized.

The Town has access to many prompt payment discounts, state contracts and other tools to maximize budget dollars but in order to be successful it requires education on those opportunities and adherence to procurement requirements and payment terms. Continuing an open dialogue with departments on available contracts and discounts that have been obtained requires additional work but the results benefit all departments in cost savings.

DEPARTMENTAL ACCOMPLISHMENTS

The conversion process to the new payroll system went live on January 1, 2018 followed by the water & sewer conversion go live date on July 1, 2018. The motor vehicle and boat excise conversion is scheduled to go live in December 2018 with the final major component of property tax and tax title in 2019. There are still several smaller components including fixed assets, inventory and work orders that will be brought online during the remainder of fiscal year 2019.

The Assistant Town Accountant and Town Accountant both attended recertification courses and were recertified by the Inspector General's Office with their respective public procurement certifications. The members of the department continue to provide procurement assistance as well as review all contracts prior to submission to the Town Administrator or Board of Selectmen for approval for compliance with form and procurement requirements. The W-9 update program was advanced with countless hours of scanning, indexing, research and outreach with vendors. The department was also pleased to have its annual Comprehensive Annual Financial Report recognized with a Certificate in Achievement for Excellence in Financial Reporting for the fourth straight year.

The Town's new Human Resources Director was busy from his first day with recruitment, training, collective bargaining, case management and the consolidation of personnel records, job descriptions and collective bargaining agreements. He has proven himself a valuable resource and key member of the management team.

DESCRIPTION OF REVENUE	FY17	FY18	FY19 YTD	FY20 Projected	Comments
---------------------------	------	------	-------------	-------------------	----------

The department does not have any revenue accounts.

**TOWN OF SCITUATE
FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1135510	511000	TOWN ACCOUNTANT	REGULAR SALARIES	293,652.00	269,614.18	323,164.00	323,164.00	
1135510	513000	TOWN ACCOUNTANT	LONGEVITY	1,950.00	1,100.00	1,950.00	1,950.00	
1135510	517200	TOWN ACCOUNTANT	SICK LEAVE BUY BACK	500.00	0.00	500.00	500.00	
1135510	519100	TOWN ACCOUNTANT	OTHER SALARIES	4,102.00	2,788.59	6,531.00	6,531.00	
		TOWN ACCOUNTANT Total	PERSONAL SERVICES	300,204.00	273,502.77	332,145.00	332,145.00	
1135520	524100	TOWN ACCOUNTANT	OFFICE MACHINE MAINTENANC	0.00	0.00	0.00	0.00	
1135520	524200	TOWN ACCOUNTANT	REPAIR EQUIPMENT	0.00	0.00	0.00	0.00	
1135520	530800	TOWN ACCOUNTANT	TRAINING	0.00	0.00	0.00	0.00	
1135520	530900	TOWN ACCOUNTANT	TECHNICAL SERVICES	50,000.00	54,589.28	62,000.00	62,000.00	
1135520	532100	TOWN ACCOUNTANT	CONFERENCES/MEETINGS	1,600.00	752.00	1,200.00	1,200.00	
1135520	534300	TOWN ACCOUNTANT	BINDING & PRINTING	0.00	0.00	0.00	0.00	
1135520	534400	TOWN ACCOUNTANT	POSTAGE	0.00	0.00	0.00	0.00	
1135520	571100	TOWN ACCOUNTANT	MILEAGE REIMBURSEMENT	1,000.00	615.26	1,000.00	1,000.00	
1135520	573100	TOWN ACCOUNTANT	PROFESSIONAL DUES & SUBS	1,000.00	820.00	1,000.00	1,000.00	
		TOWN ACCOUNTANT Total	PURCHASE OF SERVICES	53,600.00	56,776.54	65,200.00	65,200.00	
1135540	542000	TOWN ACCOUNTANT	OFFICE SUPPLIES	1,300.00	1,262.07	1,300.00	1,300.00	
		TOWN ACCOUNTANT Total	MATERIALS & SUPPLIES	1,300.00	1,262.07	1,300.00	1,300.00	
		TOWN ACCOUNTANT GRAND TOTAL		355,104.00	331,541.38	398,645.00	398,645.00	

TOWN OF SCITUATE FY 2020 PERSONAL SERVICES DETAIL

Department: 135 FINANCE DIRECTOR/TOWN ACCOUNTANT

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Holiday	Other Sick Leave BB	Longevity	Total Per Employee
FINANCE DIRECTOR/TOWN ACCOUNTANT												
Nancy Holt	21-Oct-13	contract			40	\$2,143.84	52.4	\$112,337		\$5,161	\$800	\$118,298
ASSISTANT TOWN ACCOUNTANT												
Mary Sancinito	10-Sep-03	non-union	Eqv AMP 1A	Step 7	35	\$1,172.86	52.4	\$61,458		\$615	\$1,150	\$63,223
HR DIRECTOR												
Robert Clark	26-Feb-18	non-union			40	\$1,760.50	52.4	\$92,250		\$500	\$0	\$92,250
BOOKKEEPING CLERK												
Robin Myers	16-Feb-16	A-6	5	\$21.390	35	\$748.65	52.4	\$39,229		\$393	\$0	\$39,622
TOTALS								\$305,274	\$0	\$6,669	\$1,950	\$313,893

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary 5110	Longevity 5130	Part-time 5180	Seasonal 5190	Holiday 5110	Other 5191	Sick Leave BB 5191	TOTAL 510
TOWN ACCOUNTANT	1	\$112,337	\$800			\$0	\$5,161		\$118,298
ASST. TOWN ACCOUNTANT	1	\$61,458	\$1,150			\$0	\$615	\$500	\$63,723
HR DIRECTOR	1	\$92,250				\$0	\$0		\$92,250
BOOKKEEPING CLERK	1	\$39,229	\$0			\$0	\$393		\$39,622
EST CONTRACTUAL		\$17,890					\$362		\$18,252
TOTALS	4.0	\$323,164	\$1,950	\$0	\$0	\$0	\$6,531	\$500	\$332,145

TOWN OF SCITUATE

FY 2020 BUDGET

DEPARTMENT: ASSESSORS

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

FY 2020 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

GOAL #1 Accelerate the cyclical re-inspection program to insure that all properties have been inspected at least once in the last ten years by the end of FY2023 as required by the Department of Revenue. This program is critical to fair and equitable assessments and must be completed prior to the Town's next revaluation in FY2024. Approximately 75% (or 5,800) of our properties will need to be inspected by the end of FY2023.

OBJECTIVES:

- A. Measure and list each property that is sold or has taken out a permit in the past year. (October 2019 – August 2020)
- B. Select additional properties, as resources permit, to be measured and listed. (on going)

GOAL#2 Develop a robust and consistent interim year valuation update program to include all classes of property which will insure the equitable apportionment of the tax levy. Now that revaluations are only conducted every five years instead of three, it is incumbent on the Assessors to analyze all verified sales and review market trends to produce annual assessments on an interim basis that reflect market value as of the assessment date.

OBJECTIVES:

- A: Issue Sales Verification Questionnaires for all sales greater than \$100 (on going)
- B: Issue Income and Expense forms to all commercial, industrial and mixed use property owners (February 2019)
- C: Utilize current CAMA system to analyze the verified information obtained from objectives A & B and produce equitable assessments (July 2019 – September 2019).

GOAL#3 Continue to improve our public outreach regarding personal exemptions available to Seniors and others.

- A: Hold informational sessions at the Senior Center and other locations (January 2020 – March 2020).
- B: Improve Assessor webpage for easier navigation and include answers to frequently asked questions (on going)
- C: Mail all previous exemption recipients their applications along with instructions (September 2019). Process those applications received early so that they appear on the 3rd & 4th quarter tax bill. (November –December 2019)

MAJOR BUDGET COMPONENTS

As part of its daily operations, the Assessor's office responds to inquiries from taxpayers, appraisers, attorneys, banks, realtors, surveyors and others. The office also administers or performs the appraisal of over nine (9,000)

thousand parcels of property including all residential, commercial, industrial and personal property. In addition, the Assessor's office processes over sixteen (20,000) thousand 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 300 exemptions were granted last year to disabled veterans, surviving spouses, elderly, blind and Community Preservation Fund applicants. The office also provides abutters list to various departments as part of the public hearing process.

Major expenditures of our department are as follows:

Salaries.....89%.... support staff for taxpayer assistance and inquiries, assessment generation and processing any abatements or exemptions granted by the Board of Assessors. Purchase of services, materials and supplies11% general office requirements such as office supplies, printing and technical services including funds to convert to a complete digital mapping system, the proposed funding of annual valuation update services and property inspections.

FY 2020 RISKS AND CHALLENGES

Our ten year cyclical re-inspection program needs to be accelerated and completed by the Department of Revenue's mandatory deadline of June 30, 2023. With approximately 5,800 properties to measure and list over this short time period (even with third party assistance), it is going to be the most significant challenge our department faces over the next several years.

Full transition from drawing map updates on mylar then digitizing them to GIS to now abandoning the mylars and relying completely on digital maps for GIS and our paper maps will take some time to correct inaccuracies.

Timely completion of our interim update of valuations based on 2018 sales activity and market trends. Before the analysis of assessment can take place the following must be completed: inspection of 2018 sales, building permit inspections, review of sales verification forms, review of income and expense forms for commercial properties and personal property returns.

DEPARTMENTAL ACCOMPLISHMENTS

Completed inspection of 2017 sales and new growth properties (approximately 800) and with the assistance of PK Valuation Group completed the FY19 Revaluation in a timely manner.

Issued exemption forms to ALL of last year recipients in the fall 2018 so that the majority of exemptions will appear on taxpayers 3rd and 4th quarter tax bills.

Took the first step in going all digital in our mapping by working with the IT Director, the existing digital data base was updated with information from our mylars for past three years.

Maintained all assessment functions, including the timely completion of the FY2019 Revaluation, despite staffing shortages due to the retirement of the 29 year veteran Director of Assessing, the transfer of our 11 year veteran senior clerk and other personnel coverage issues.

Added all applications forms and instructions for abatements and exemptions to our town web page.

DESCRIPTION OF REVENUE	FY17	FY18	FY19 YTD	FY20 Projected	Comments
Abutter's Lists	\$3,010	\$2,705	\$845	\$3,000	

**TOWN OF SCITUATE
FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1141510	511000	ASSESSORS	REGULAR SALARIES	183,014.00	198,721.97	184,285.00	184,285.00	
1141510	512000	ASSESSORS	OVERTIME	0.00	0.00	0.00	0.00	
1141510	513000	ASSESSORS	LONGEVITY	925.00	2,549.11	0.00	0.00	
1141510	517200	ASSESSORS	SICK LEAVE BUY BACK	500.00	0.00	0.00	0.00	
1141510	518000	ASSESSORS	PART-TIME SALARIES	16,418.00	15,000.42	17,800.00	17,800.00	
1141510	519100	ASSESSORS	OTHER SALARIES	1,975.00	1,274.03	0.00	0.00	
		ASSESSORS Total	PERSONAL SERVICES	202,832.00	217,545.53	202,085.00	202,085.00	
1141520	524100	ASSESSORS	OFFICE MACHINE MAINT	0.00	0.00	0.00	0.00	
1141520	530800	ASSESSORS	TRAINING	0.00	0.00	0.00	0.00	
1141520	530900	ASSESSORS	TECHNICAL SERVICES	3,100.00	2,610.00	22,000.00	22,000.00	
1141520	532100	ASSESSORS	CONFERENCES/MEETINGS	250.00	0.00	250.00	250.00	
1141520	534300	ASSESSORS	BINDING & PRINTING	1,150.00	1,349.86	1,100.00	1,100.00	
1141520	534400	ASSESSORS	POSTAGE	0.00	0.00	0.00	0.00	
1141520	571100	ASSESSORS	MILEAGE REIMBURSEMENT	300.00	256.80	300.00	300.00	
1141520	573100	ASSESSORS	PROFESSIONAL DUES & SUBS	300.00	200.00	300.00	300.00	
		ASSESSORS Total	PURCHASE OF SERVICES	5,100.00	4,416.66	23,950.00	23,950.00	
1141540	542000	ASSESSORS	OFFICE SUPPLIES	500.00	344.63	500.00	500.00	
1141540	542500	ASSESSORS	PRINTING & FORMS	0.00	0.00	0.00	0.00	
		ASSESSORS Total	MATERIALS & SUPPLIES	500.00	344.63	500.00	500.00	
ASSESSORS GRAND TOTAL				208,432.00	222,306.82	226,535.00	226,535.00	

TOWN OF SCITUATE FY 2020 PERSONAL SERVICES DETAIL

Department: 141 BOARD OF ASSESSORS

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Holiday	Sick Leave Buy Back	Longevity	Total Per Employee
CHAIRMAN, BOARD OF ASSESSORS Todd Glowac		Elected	N/A					\$1,200				\$1,200
MEMBERS, BOARD OF ASSESSORS Fred Avila		Elected	N/A					\$400				\$400
Steven Guard		Elected	N/A					\$400				\$400
DIRECTOR OF ASSESSING Joseph DiVito, Jr.	16-Jan-18	AMP 6	7		35	\$1,770.62	52.4	\$92,780			\$0	\$92,780
CHIEF CLERK Vacant		A-7	2	\$21.91	35	\$766.85	52.4	\$40,184			\$0	\$40,184
SENIOR CLERK/DATA ENTRY OPERATOR Mary Sprague	07-Dec-15	A-6	5	\$21.39	35	\$748.65	52.4	\$39,230			\$0	\$39,230
ACCOUNTING CLERK/BOOKKEEPER Jane Frank	06-Mar-17	A-6	5	\$21.39	15	\$320.85	52.4	\$16,814			\$0	\$16,814
TOTALS								\$191,008	\$0	\$0	\$0	\$191,008

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary 5110	Overtime 5120	Longevity 5130	Part-time 5180	Seasonal 5190	Holiday 5110	Other 5191	Sick Leave BB 5110	TOTAL
CHAIRMAN, ASSESSORS	1	\$1,200								\$1,200
MEMBERS, ASSESSORS	2	\$800								\$800
DIRECTOR OF ASSESSING	1	\$92,780		\$0						\$92,780
CHIEF CLERK	1	\$40,184		\$0			\$0			\$40,184
SENIOR CLERK/DATA	1	\$39,230		\$0			\$0			\$39,230
ACCOUNTING CLERK	0.6			\$0	\$16,814		\$0			\$16,814
EST CONTRACTUAL		\$10,091			\$986		\$0	\$0		\$11,077
TOTALS	6.6	\$184,285	\$0	\$0	\$17,800	\$0	\$0	\$0	\$0	\$202,085

TOWN OF SCITUATE

FY 2020 BUDGET

DEPARTMENT: #145 Treasurer/Collector

MISSION STATEMENT:

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

FY 2019 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

1. Goal: Maximize efforts to collect a minimum of 15 tax title accounts without incurring additional legal expense. (Timeline: FY20 - FY21)
 - A. Assign accounts for collection to the Treasurer/Collector (TC) staff. (Timeline: January 2019 – November 2020)
 - B. Delegate research duties to staff for the gathering of data or employ other means of direct contact to aid in obtaining outstanding tax revenues. (Timeline: January 2019 – November 2019)
 - C. Increase written correspondence to delinquent taxpayers with copies of tax title statements. (Timeline: April 2019 – February 2020)
2. Goal: Insure department fluency in the continued conversion of the new integrated financial software. (Timeline FY19 – FY20)
 - A. Continue to attend meetings and training to identify the timelines and requirements for Real Estate, Personal Property, Tax Title, Motor Vehicle and Boat Excise Billing. (FY19-FY20)
 - B. Meet with staff to discuss progress and/or concerns for all phases of the Munis conversion. Have staff create manuals for the Munis process and procedures. (FY19-FY20)
 - C. Work with Accounting, Assessing, and Utility Billing throughout the entire process. (FY19-FY20)
3. Goal: Tax Title – Land of Low Value (Timeline: FY20-FY21)
 - A. Evaluate existing tax liens for those eligible for land of low value process.
 - B. Meet with Assessor, Finance Director, and Town Administrator to review the town owned land that is eligible to sell.
 - C. Gather documentation for submission to Department of Revenue (DOR).
 - D. Advertise town owned land for sale and mail letter to abutters.
 - E. Submit application for land of low value to DOR electronically
 - F. Record subsequent affidavits and arrange auction.
4. Goal: Build out the Employee Self Service (ESS) functionality (FY19-FY20)
 - A. Work with Accounting and Human Resources to determine what documents would be beneficial to employees and payroll. Upload the documents to ESS and have the employee submit to payroll (e.g. W-4s, Direct Deposit information, benefit paperwork).
 - B. Expand the compensation breakout to include all pay types (e.g. longevity, educational incentive) and deductions.

MAJOR BUDGET COMPONENTS

Personal Services	\$306,621.	73%
Ambulance	\$ 44,000.	10%
Postage	\$ 46,500.	11%

- The Treasurer Collector's department consists of five full-time employees. A previous part-time position was changed to full time in order to assist with the change to in-house payroll in FY18.

-**Ambulance Billing** was a new expense line item in FY15. This represents the payment to Comstar for ambulance collection services. In prior years, this expense was included in the Ambulance Revenue. In FY19 four months of \$14,460 has been paid to Comstar, which is running above the budgeted amount.

-**Postage** is a major component for the Treasurer/Collector budget. As of FY17, all postage for the Town is in the T/C budget. The Town Clerk has notified the T/C of an increase in census postage of \$3,000 for FY20 due to the increase of residential units in Town.

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

-**Office Supplies** increased for in FY19 and level funded in FY20. The T/C department now prints all payroll checks and advices in house as of January 1, 2018. In the past the payroll software provider did the printing and the expense was included in the IT budget. This line item has increased because of the addition supplies need. (e.g. envelopes)

-**Printing and Forms** has increased considerably in FY19 with the Munis software conversion. Previously this expense was billed by the software provider and included in the IT budget. The Water/Sewer bill printing and mailing are paid by the Water Enterprise Fund. FY19 is the first year with Globe Direct and currently only water and sewer bills are being printed and mailed.

FY 2020 RISKS AND CHALLENGES

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

DEPARTMENTAL ACCOMPLISHMENTS

In FY18, 36 parcels were redeemed and \$433,655 was collected from tax title.

As of November 14, 2018, 10 parcels have been redeemed from tax title in FY19. The Treasurer/Collector continues to set up payment plans with several residents. To date (4 1/2 months) \$170,648 has been collected in tax title for FY19. The Treasurer Collector has worked with many residents to setup payment plans. The T/C is also working with, social worker, Laura Minier to assist residents with payment plans.

The T/C and Accounting office has worked hard converting the current payroll system into Munis. This has been a long and very time consuming process. Many unforeseen issues have surfaced during the conversion. The go live date for payroll was January 2018. This is an ongoing process. Some aspects of the payroll system can be built out to be more helpful to employees (Employee Self Service). Trying to convince employees to get paperless checks has been a struggle but may not be an issue after the Collective Bargaining is complete. Payroll has worked hard to put together an instruction manual for payroll. This continues to be a work in progress. All miscellaneous receipts and utility billing are now being entered through the Munis software. The next phase to go live in Munis is Motor Vehicle and Boat Excise. The T/C office is working on instruction manuals for all phases of Munis.

The T/C office has worked with all departments to ensure that all turnovers are submitted on a timely basis, uniform excel worksheet format, and includes all information needed to work with the Munis software.

The Town now has a viable Wellness Committee with the enthusiasm to carry it forward. The committee is made up of both Town and School employees and works with a wellness coordinator from MIIA to offer various wellness to all employees. Many programs have been offered to all employees (Dept of Public works had a snowplow stretching class, yoga, line dancing, sleep soundly, fit bit challenge, biggest winner, stretch, strength and balance, plus many self-directed online programs).

The T/C office now offers Auto-Pay for online payment through Unibank. Offering residents a secure, easy and convenient way to pay bills. Residents no longer need to worry about misplacing a bill or missing a due date

Residents are going to be able to pay for Town Clerk services online. The Town Clerk and the Treasurer Collector had a meeting with a Unipay representative and will be returning for some training in the Town Clerks office before the service is offered. All of the school department services can be paid online.

The T/C office has been using social media and email blasts to notify resident of upcoming taxes due.

The T/C office completed a successful Laborers Pension Audit.

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

The T/C continues to research banks for the safest and highest rates of return. In FY18 \$663,705.23 was earned in interest income.

The T/C is looking into different credit card companies to lower fees for Widows Walk, Harbor, and the Transfer Station.

The T/C, Finance Director, and the Board of Health continue work towards implementing the Sewer Program for residents to receive a low interest loan (betterment) in order to repair failed septic system.

The T/C department completed another successful beach and transfer station sticker season. Non-resident Humarock and all beach tickets sold out again this year. To date in calendar year 2018, 13,458 stickers have been sold with total sales of \$703,860.

DESCRIPTION OF REVENUE	FY17	FY18	FY19 YTD	FY20 Projected	Comments
Municipal Lien Certs	40,000	52,200	17,000	40,000	FY19 YTD as of 11/14/18
Ambulance Receipts	915,506	872,700	419,460	850,000	FY18 YTD as of 11/14/18

**TOWN OF SCITUATE
FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1145510	511000	TREASURER COLLECTOR	REGULAR SALARIES	295,124.00	282,929.90	302,111.00	302,111.00	
1145510	512000	TREASURER COLLECTOR	OVERTIME	0.00	282.22	0.00	0.00	
1145510	513000	TREASURER COLLECTOR	LONGEVITY	3,800.00	3,361.71	2,875.00	2,875.00	
1145510	517200	TREASURER COLLECTOR	SICK LEAVE BUY BACK	0.00	0.00	500.00	500.00	
1145510	519100	TREASURER COLLECTOR	OTHER SALARIES	1,573.00	1,594.95	1,126.00	1,126.00	
		TREASURER COLLECTOR Total	PERSONAL SERVICES	300,497.00	288,168.78	306,612.00	306,612.00	
1145520	524100	TREASURER COLLECTOR	OFFICE MACHINE MAINT	0.00	0.00	0.00	0.00	
1145520	530800	TREASURER COLLECTOR	TRAINING	0.00	0.00	0.00	0.00	
1145520	530900	TREASURER COLLECTOR	TECHNICAL SERVICES	6,000.00	2,625.00	6,000.00	6,000.00	
1145520	531000	TREASURER COLLECTOR	AMBULANCE BILLING	42,000.00	34,558.19	44,000.00	44,000.00	
1145520	531100	TREASURER COLLECTOR	SUPPORT SERVICES	0.00	0.00	0.00	0.00	
1145520	532100	TREASURER COLLECTOR	CONFERENCES/MEETINGS	1,200.00	1,601.95	1,200.00	1,200.00	
1145520	534300	TREASURER COLLECTOR	BINDING & PRINTING	0.00	0.00	0.00	0.00	
1145520	534400	TREASURER COLLECTOR	POSTAGE	44,500.00	43,135.58	46,500.00	46,500.00	
1145520	571100	TREASURER COLLECTOR	MILEAGE REIMBURSEMENT	1,000.00	722.00	1,000.00	1,000.00	
1145520	573100	TREASURER COLLECTOR	PROFESSIONAL DUES & SUBS	325.00	225.00	325.00	325.00	
		TREASURER COLLECTOR Total	PURCHASE OF SERVICES	95,025.00	82,867.72	99,025.00	99,025.00	
1145540	542000	TREASURER COLLECTOR	OFFICE SUPPLIES	2,000.00	1,118.78	2,000.00	2,000.00	
1145540	542500	TREASURER COLLECTOR	PRINTING & FORMS	7,000.00	799.50	8,500.00	7,000.00	
		TREASURER COLLECTOR Total	MATERIALS & SUPPLIES	9,000.00	1,918.28	10,500.00	9,000.00	
1145580	585100	TREASURER COLLECTOR	EQUIPMENT	0.00	0.00	0.00	0.00	
		TREASURER COLLECTOR Total	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	
		TREASURER COLLECTOR GRAND TOTAL		404,522.00	372,954.78	416,137.00	414,637.00	

TOWN OF SCITUATE FY 2020 PERSONAL SERVICES DETAIL

11/14/2018

Department: 145 TREASURER/COLLECTOR

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Sick Leave Buy Back	Longevity	Total Per Employee
<u>TREASURER/COLLECTOR</u>											
Pamela Avitabile	01-Oct-12	Non-Union			35	\$1,774.04	52.4	\$92,960		\$800	\$93,760
<u>ASST. TREASURER/COLLECTOR</u>											
Julia Kelley	08-Jul-02	AMP 1A	8		35	\$1,211.40	52.4	\$63,477	\$500	\$1,150	\$65,127
<u>CLERK/BOOKKEEPERS</u>											
Lynn Somerville	05-Jun-17	A-9	3	\$27.060	35	\$947.10	52.4	\$49,628		\$0	\$49,628
Kimberly Fonseca	25-Feb-08	A-6	MAX	\$22.820	35	\$798.70	52.4	\$41,852		\$925	\$42,777
Eileen Knight	26-Apr-18	A-6	3	\$20.430	35	\$715.05	52.4	\$37,470		\$0	\$37,470
TOTALS								\$285,387	\$500	\$2,875	\$288,762

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary 5110	Overtime 5120	Longevity 5130	Part-time 5180	Seasonal 5190	Sick Leave 5172	Other 5191	TOTAL 510
TREASURER/COLLECTOR	1	\$92,960		\$800					\$93,760
ASST. TREASURER/COLLECTOR	1	\$63,477	\$0	\$1,150			\$500	\$635	\$65,762
CLERK/BOOKKEEPERS	3	\$128,950	\$0	\$925				\$428	\$130,303
EST CONTRACTUAL		\$16,724						\$63	\$16,787
TOTALS	5	\$302,111	\$0	\$2,875	\$0	\$0	\$500	\$1,126	\$306,612

TOWN OF SCITUATE

FY 2020 BUDGET

DEPARTMENT: INFORMATION TECHNOLOGY

MISSION STATEMENT:

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

FY 2020 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

1. Goal:
Finalize Implementation of Shoretel telephone system to remaining offices (Highway/Public Grounds, Fire Station 4, FACTS, Widows Walk, Water Distribution/Treatment, Sewer, and Harbormaster (estimated completion 3rd Quarter Fiscal Year 2020)
2. Goal:
Revise existing acceptable use policy and incorporate policies and procedures relating to security and secure use of town computing resources. This includes intervals of cyber security training for new and existing employees. Formalize new employee onboarding regarding use of IT resources and training on IT related policies. (Estimated completion 3rd Quarter Fiscal Year 2020)
3. Goal:
Improve overall Information Technology security
Objectives:
Continue with ongoing multi layered approach to our security by implementing employee cyber security training. Hardening of network hardware. Have third party cyber security assessment and penetration testing (PEN) to identify gaps and remediate. (Estimated completion Ongoing)
4. Goal:
Work with select town departments to create IT outreach to educate residents of Scituate on topics of safe computing and cyber security. (Estimated completion/implementation 4th Quarter Fiscal Year 2020)
5. Goal:
Work with Director of Planning and Development, Conservation, and Planning Departments to further implement online permitting system for cross departmental use. (Estimated completion/implementation 4th Quarter Fiscal Year 2020)

MAJOR BUDGET COMPONENTS

The Information Technology (IT) department personnel consist of two FT employees. 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, social media and website presence. Major budget components include Technical Services, Salaries, and Procurement of hardware.

FY 2020 RISKS AND CHALLENGES

The threat landscape is ever-changing and our ability to implement effective policies and controls coupled with educating end users of the importance of security remain a constant challenge. Effective security controls are multi layered and have to be implemented in a way that creates a balance between usability and security.

The town of Scituate is serviced by one major ISP (Comcast) and we rely heavily on Comcast's ability to provide reliable services in both internet and telephony. Reducing our reliance on Comcast at our public safety sites is paramount. This requires these sites to have independent communication that is storm resistant. Microwave tower communications support these persistent connections. Verizon Wireless is becoming a viable backup for Comcast and has been implemented at choice facilities in the event of a Comcast failure.

DEPARTMENTAL ACCOMPLISHMENTS

1. Implemented Network Monitoring software capable of more sophisticated monitoring of various pieces of critical infrastructure throughout Scituate beyond availability to proactively manage other aspects of equipment including space and performance.
2. Hardened, updated firmware and renewed support and maintenance for all Next Generation Firewalls located at various departments in the Town of Scituate.
3. Implemented Library Analog backup in case of VOIP phone system/Comcast outage/failure
4. Implemented secure remote access to additional building control systems.
5. Supported continuing rollout of Munis software (Utility Billing/Payroll/Tax Collection)
6. Updated Assessor map parcel layer for MASSGIS Oliver and internal GIS including new online program available for both external and internal uses
7. Migrated DR Site from Town Library to Townhall moving production systems to datacenter located at the Public Safety Complex.
8. Installed new network infrastructure at Recreation, Station 1, and Station 4.
9. Rolled out new managed anti-virus software on all town computers and servers
10. Manage 535 Active Directory Users & Groups
11. Manage 250 PCs
12. Supported 18 Offices
13. Manage 40 Networks
14. Manage 28 Servers
15. Manage ~1.75 million emails
16. Manage 78 Mobile Devices

17. DESCRIPTION
OF REVENUE

FY165

FY17

YTD

FY187

Projected

FY19

Comments

**TOWN OF SCITUATE
FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1155510	511000	INFORMATION TECHNOLOGY	REGULAR SALARIES	162,844.00	151,400.00	169,680.00	169,680.00	
1155510	513000	INFORMATION TECHNOLOGY	LONGEVITY	800.00	800.00	800.00	800.00	
1155510	519100	INFORMATION TECHNOLOGY	TRAVEL STIPEND	480.00	480.00	960.00	960.00	
		INFORMATION TECHNOLOGY Total	PERSONAL SERVICES	164,124.00	152,680.00	171,440.00	171,440.00	
1155520	524100	INFORMATION TECHNOLOGY	OFFICE MACHINE MAINTENANCE	21,000.00	13,308.86	23,500.00	23,500.00	
1155520	530900	INFORMATION TECHNOLOGY	TECHNICAL SERVICES	171,250.00	172,805.95	215,937.00	200,000.00	
1155520	571100	INFORMATION TECHNOLOGY	MILEAGE REIMBURSEMENT	0.00	0.00	0.00	0.00	
		INFORMATION TECHNOLOGY Total	PURCHASE OF SERVICES	192,250.00	186,114.81	239,437.00	223,500.00	
1155540	542000	INFORMATION TECHNOLOGY	OFFICE SUPPLIES	500.00	774.03	500.00	500.00	
		INFORMATION TECHNOLOGY Total	MATERIALS & SUPPLIES	500.00	774.03	500.00	500.00	
1155580	585100	INFORMATION TECHNOLOGY	EQUIPMENT	14,000.00	13,306.17	14,000.00	14,000.00	
		INFORMATION TECHNOLOGY Total	CAPITAL OUTLAY	14,000.00	13,306.17	14,000.00	14,000.00	
		INFORMATION TECHNOLOGY GRAND TOTAL		370,874.00	352,875.01	425,377.00	409,440.00	

TOWN OF SCITUATE FY 2020 PERSONAL SERVICES SHEET

Department: 155 INFORMATION TECHNOLOGY

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Sick Leave Buy Back	Travel Stipend	Longevity	Total Per Employee
IT DIRECTOR William Sheehan	21-Mar-11	Non Union				\$1,923.08	52.4	\$100,769		\$480	\$800	\$102,049
IT Specialist Stephen Moberg	25-Jul-16	Non Union				\$1,116.66	52.4	\$58,513		\$480	\$0	\$58,993
TOTALS								\$159,282	\$0	\$960	\$800	\$161,042

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary 5110	Overtime 5120	Longevity 5130	Part-time 5180	Seasonal 5190	Other 5191	Travel Stipend 5191	TOTAL 510
IT DIRECTOR	1.00	\$100,769		\$800				\$480	\$102,049
IT SPECIALIST	1.00	\$59,518						\$480	\$59,998
EST CONTRACTUAL		\$9,393							\$9,393
TOTALS	2.00	\$169,680	\$0	\$800	\$0	\$0	\$0	\$960	\$171,440

TOWN OF SCITUATE

FY 2020 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 statues for tax taking and foreclosure.

FY 2020 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

The goal in FY20 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 proceeding or to negotiate payment arrangements in a reasonable period of time. The first priority is to protect the Town.

MAJOR BUDGET COMPONENTS

The major budget component of the tax foreclosure appropriation is the legal cost of foreclosure to Land Court and title search, especially for estate issues. Additionally, there is a sizable cost to record liens at the time of each annual tax taking. There is a charge of \$77 per item to place a lien either at the Registry of Deeds or Land Court for registered land. In FY19, as of 11/6/18, 93 parcels are delinquent for payment of FY18 taxes. Currently the Treasurer/Collector staff is calling and sending letters to residents that are outstanding. The parcels that are unpaid as of December 1st will be advertised on December 13th and if remain unpaid will be liened.

FY 2020 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 locations of owners, etc.). Another risk is spending valuable time and money on old tax title accounts only to discover that the property title is not clear, or the land's location is in question. Given the high cost of legal action, which continue to rise from year to year, and the volume of tax title accounts, (71 parcels as of November 13, 2018) 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 2017 to November 13, 2018 by 36 parcels. As of November 13, 2018 for FY19, 10 parcels have been redeemed.

There was recently a tax foreclosure in FY19. The Treasurer worked with the previous owner. The Town was paid in full of all outstanding tax obligations; the parcel is now back on the tax roll.

The T/C office has made personal phone calls, and sent letters to residents in tax title asking them to contact the T/C, resulting in the decrease of tax title properties.

Calls and letters are now being sent to residents for delinquent FY18 Real Estate Taxes, to result in many taxes being paid in full to avoid advertising and tax liens.

DESCRIPTION OF REVENUE	FY17	FY18	FY19 11/13 YTD	FY20 Projected	Comments
Tax Title	559,635	333,012	137,625	300,000	Incl. Betterments, Water & Sewer Liens
Fees & Interest	<u>177,691</u>	<u>100,643</u>	<u>33,023</u>	<u>50,000</u>	
Totals	737,326	433,655	170,648	350,000	
Tax Deferrals	75,680	31,336	17,583	-	
Fees & Interest	<u>31,343</u>	<u>5,073</u>	<u>5,880</u>	-	
Totals	107,023	36,409	23,463	-	

**TOWN OF SCITUATE
 FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1158521	530900	TAX FORECLOSURES	TAX TITLE FORECLOSURES	39,000.00	16,398.95	39,000.00	39,000.00	
		TAX FORECLOSURES Total		39,000.00	16,398.95	39,000.00	39,000.00	
		TAX FORECLOSURES GRAND TOTAL		39,000.00	16,398.95	39,000.00	39,000.00	

TOWN OF SCITUATE

FY 2020 BUDGET

DEPARTMENT: Cable Television

MISSION STATEMENT:

Scituate Community Television's mission is to provide all Scituate residents access to the latest equipment, technologies and software related to cable television. SCTV provides training, production facilities, guidance and cablecast time for public, educational and governmental constituencies serving the Town of Scituate. SCTV strives to assist all Scituate residents in creating, producing and presenting creative and informative content for the public. SCTV is Scituate's Very Own Media Source about Scituate, for Scituate, by Scituate.

FY 2020 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

Goal #1. Studio renovation and new production facility.

SCTV's main studio is located within the high school. Though it allows for constant production it has challenges, specifically with easy access for Scituate residents. SCTV is in need of a production facility that allows community members direct access. With that said, SCTV does not want to abandon its current studio within the high school. It not only houses all technology that pushes SCTV's signal to the community, but it also serves as a great resource for future media professionals. SCTV needs to do a basic renovation of the current studio space and continue producing quality programming for Scituate. While that happens, SCTV needs to continue its search efforts for another production location that will give Scituate residents constant access and resources.

Goal #2. Larger staff & more community involvement.

Within the past year SCTV has hired more talented media professionals, many of whom are only available for a short amount of time. Though their production content was entertaining and informative - AND attracted a larger audience to all of SCTV's channels - more staff is needed. With three channels that run around the clock all year, SCTV needs a larger crew to cover more events and happenings in Scituate.

Goal #3. Transitioning to all digital platforms.

The TV landscape has dramatically transformed since SCTV secured its first 10-year contract with Comcast in 2008. The TV medium has diminished as other platforms have moved to the front. These platforms include online content as well as digital devices to deliver programming. SCTV needs to build a larger and more user friendly online division not only for its large volume of videos that are produced on a weekly basis, but also for its social media outreach.

MAJOR BUDGET COMPONENTS

Capital Outlay (58% of budget)

Purchase of Services (38% of budget)

Personal Services (2% of budget)

Material & Supplies (2% of budget)

FY 2020 RISKS AND CHALLENGES

Challenge #1. Visibility

Though SCTV crews are at town events on a daily basis, there's still a lack of awareness of where and what SCTV is and does. Too frequently SCTV crews encounter Scituate residents who have no idea how to watch SCTV. New efforts are needed to raise awareness of all that SCTV crews film and produce as well as how the community can watch the content.

Challenge #2. Program Schedule

Due to state laws, SCTV cannot air its schedule on Comcast's program guide. Therefore, SCTV's only resource currently is with updating its website as well as promoting on social media platforms.

Challenge #3. Compatibility

Over the years several technology companies have been included into the development of all SCTV elements and production facilities. These elements include software, production equipment and technology. Attempting to bring all these aspects together for one consistent product is extremely difficult and at times requires additional resources. SCTV needs to focus on stream lining this process to produce content in a faster manner without having to add additional resources.

DEPARTMENTAL ACCOMPLISHMENTS

Accomplishment #1. New 10-Year Comcast Contract

After months of negotiations, SCTV secured a new 10-year contract with Comcast. This was (and is) no small feat as Comcast has been opting out of contracts with community television outlets throughout the region. With careful language and negotiating skills the SCTV crew, cable board and attorneys were able to secure a deal that will continue Scituate news and events for the entire town through 2028.

Accomplishment #2. Original Programming

SCTV has found great success with its original programming. From Scituate's first news & talk show (Scituate Weekly) to the continuous coverage of all local sports (Scituate Fandom) to regional sports (South Coastal Hockey League) to cooking shows (Eat Well, Melissa' Menu) to hobby shows (The Garage) to educational series (Intro to

High School Basics) SCTV has become a successful programming force. In addition, SCTV has added around the clock local and national news, local weather and traffic, and local and national sports highlights using new programming software.

Accomplishment #3. Scituate Community & PEG Community Involvement

For its first decade in existence SCTV was considered by many its own island that operated in its own world. That perception has shifted within the past year not only here in Scituate but in the PEG (public, education, government) Media world. Dozens of Scituate residents have signed up to learn SCTV's equipment and software after discovering SCTV's channels and content online. In addition, SCTV has joined several PEG Media groups to not only include content on its station from area media outlets, but also share Scituate content with them to expand SCTV and Scituate visibility.

DESCRIPTION OF REVENUE	FY17	FY18	FY19	FY20	Comments
Projected	109,197	126, 720	259, 501	259,563	
YTD					

**TOWN OF SCITUATE
FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1159510	511000	SCTV	REGULAR SALARIES	58,081.00	51,234.62	61,645.00	61,645.00	
1159510	513000	SCTV	LONGEVITY	0.00	0.00	0.00	0.00	
1159510	518000	SCTV	PART-TIME SALARIES	41,920.00	30,257.00	46,846.00	46,846.00	
		SCTV Total	PERSONAL SERVICES	100,001.00	81,491.62	108,491.00	108,491.00	
1159520	524200	SCTV	REPAIR/MAINTENANCE OF EQUIPMEN	1,500.00	0.00	1,500.00	1,500.00	
1159520	530900	SCTV	TECHNICAL SERVICES	5,000.00	1,700.00	5,000.00	5,000.00	
1159520	534100	SCTV	TELEPHONE	0.00	0.00	0.00	0.00	
		SCTV Total	PURCHASE OF SERVICES	6,500.00	1,700.00	6,500.00	6,500.00	
1159540	542000	SCTV	OFFICE SUPPLIES	3,000.00	293.55	2,000.00	2,000.00	
1159540	542300	SCTV	SPECIAL AGENCY SUPPLIES	0.00	250.00	0.00	0.00	
		SCTV Total	MATERIALS & SUPPLIES	3,000.00	543.55	2,000.00	2,000.00	
1159580	585100	SCTV	EQUIPMENT	150,000.00	73,010.55	150,000.00	150,000.00	
1159580	585200	SCTV	FURNISHINGS	0.00	0.00	0.00	0.00	
		SCTV Total	CAPITAL OUTLAY	150,000.00	73,010.55	150,000.00	150,000.00	
		SCTV GRAND TOTAL		259,501.00	156,745.72	266,991.00	266,991.00	

TOWN OF SCITUATE FY 2020 PERSONAL SERVICES DETAIL**Department: 159 CABLE TV**

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Longevity	Total Per Employee
<u>CABLE TV DIRECTOR</u>										
Seth Pfeiffer	17-Jul-17			.		\$1,111.29	52.4	\$58,232		\$58,232
<u>PART TIME</u>										
Briana Trifiro	1/19/2016			\$ 20.50	19	\$ 390	52.4	\$ 20,410		\$ 20,410
Part time personnel				\$ 13.00	35	\$ 455	52.4	\$ 23,842		\$ 23,842
Total								\$102,483	\$0	\$102,483

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions	Reg Salary 5110	Overtime 5120	Longevity 5130	Part-time 5180	Seasonal 5190	Other 5191	TOTAL 510
CABLE TV DIRECTOR		\$58,232		\$ -				\$ 58,232
PART TIME					\$ 44,252			\$ 44,252
EST CONTRACTUAL		\$ 3,413			\$ 2,594			\$ 6,007
TOTALS		\$ 61,645	\$ -	\$ -	\$ 46,846	\$ -	\$ -	\$ 108,490

TOWN OF SCITUATE

FY 2020 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 maintain public confidence and respect for government.

FY 2020 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

GOAL #1-CERTIFICATION PROGRAM TOWN CLERK-Continued from FY19

- A. Finalize process for Certified Massachusetts Municipal Clerk.(CMMC)
- B. Complete class requirements class credits towards certification.
- C. Additional class credits are required for certification, if not attainable in the time frame will need to retake the test in July of 2019.

GOAL #2-STAFF TRAINING

- A. Continued training classes at the Mass Town Clerk's Association conference.
- B. Training review for the 2020 Presidential election year (2020) begins in late summer 2019.
- C. Continue training on the state's Voter Registration Information System in regard to Early Voting, ordering extracts, and census information.

GOAL #3-POLL PAD/ELECTIONS

- A. Purchase poll pads for checking in voters at town meetings. Once approved by the Secretary of the Commonwealth, poll pads can be used for elections. Election use may begin in early 2020 in time for the Presidential Primary and the spring annual town election.
- B. Training staff and election workers on the use of poll pads (fall of 2019 for the special town meeting).
- C. The use of electronic poll pads will speed up the check in and check out process with more efficiency. Voters will have the option to scan their license or check in by name.

GOAL #4-ONLINE PAYMENTS

- A. Implement online payment of dog licenses, and certified copies of vital records such as births, deaths, and marriages.
- B. Requests and payments can be made online through the town's website.
- C. Requesting certain records and dog licensing online is a service this office is looking forward to providing to the public.

MAJOR BUDGET COMPONENTS

There is a need for the Town Clerk to appoint an Assistant Town Clerk by July 1, 2019. A salary step and grade increase should be anticipated with the added responsibilities required of this position.

The Assistant Town Clerk would be responsible for the routine to complex administrative, technical support and supervisory functions, assisting the Town Clerk in keeping official municipal records, issuing licenses and official documents, and providing general information to the general public and town departments and all other related work, as required.

Another potential budget challenge for FY2020 is the increase in "Early Voting" costs if the State approves legislature to implement early voting for primary elections, which is a strong possibility. Currently "Early Voting" is only required for state elections, not primaries. Guidelines are laid out by the Secretary of the Commonwealth's Election Division in regard to staffing the polling location for "Early Voting". Once legislature is passed early voting could begin with the Presidential Primary (Feb/March 2020).

The purchase of poll pads for elections, if approved by the state would prove costly as in addition to the 10 needed for use at town meeting, the town would need to purchase an additional 3 poll pads to cover the six check in tables, six check out tables and a back-up.

FY 2020 RISKS AND CHALLENGES

The biggest risk this department continues to face as is the possibility of the retirement of our Town Archivist. The challenge would be finding someone to fill this position on regular volunteer basis. Increasing public record and archive requests, most of which are of historic or genealogy research has proven to be a challenge for volunteers in the archives. The preservation projects needed of both historical and future vital records, is painstakingly time consuming even for a regular full time staff. This office continues to work with Elizabeth Foster, our present Archivist, to discuss ways in which we can find and mentor someone to eventually fill the position once Betty retires.

The training of an Assistant Town Clerk is essential for the responsibilities that come with the title. Training classes and conferences provided by the Mass Town Clerk's Association are essential for learning the state's statutory and mandated procedures in regard to elections, vital records and procedures of the Town Clerk's office.

DEPARTMENTAL ACCOMPLISHMENTS

As liaison for the Town of Scituate, this office with the assistance of other departments reviewed and updated information on the town's precinct maps for the U.S. Census Bureau's residential list for this jurisdiction. This project also included the review of the addition of new streets and residential addresses.

This was the first portion of the town's participation in preparation for the 2020 Federal Census known as the LUCA program (Local Update of Census Addresses).

In 2018 this office conducted the Annual Town Meeting on April 9, 2018, the Annual Town Election on May 19, 2018, the State Primary on September 4, 2018, the State Election on November 6, 2018, and the Special Town Meeting on November 14, 2018. The annual town meeting is scheduled for April 8, 2019 and the annual town election is scheduled for May 18, 2019.

These events would not be possible without the combined efforts of office and election staff, Scituate Police Department, Scituate Fire Department, the School Department including custodial and food services, Recreation, the Technical Director at SHS, Town Hall staff and Scituate Cable TV.

There are 1115 dogs licensed to date for 2018.
This office issued 70 clam licenses.

The number of vital records registered in the Town of Scituate are as follows:

Births-140

Deaths-165

Marriages-160

DESCRIPTION	FY17	FY18	FY19	Comments	
OF REVENUE	\$38,226.95	\$38,939.50	YTD-\$17,000.00	\$40,000.00	Projected

**TOWN OF SCITUATE
FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1161510	511000	TOWN CLERK	REGULAR SALARIES	118,075.00	112,107.65	123,096.00	123,096.00	
1161510	512000	TOWN CLERK	OVERTIME	1,311.00	1,017.58	1,239.00	1,239.00	
1161510	513000	TOWN CLERK	LONGEVITY	550.00	500.00	550.00	550.00	
1161510	517200	TOWN CLERK	SICK LEAVE BUY BACK	0.00	0.00	0.00	0.00	
1161510	518000	TOWN CLERK	PART-TIME SALARIES	57,791.00	35,407.71	56,272.00	56,272.00	
1161510	519100	TOWN CLERK	OTHER SALARIES	2,328.00	0.00	1,650.00	1,650.00	
		TOWN CLERK Total	PERSONAL SERVICES	180,055.00	149,032.94	182,807.00	182,807.00	
1161520	524100	TOWN CLERK	OFFICE MACHINE MAINT	150.00	0.00	150.00	150.00	
1161520	530800	TOWN CLERK	TRAINING	100.00	0.00	100.00	100.00	
1161520	531100	TOWN CLERK	SUPPORT SERVICES	28,200.00	15,256.97	34,270.00	34,270.00	
1161520	532100	TOWN CLERK	CONFERENCES/MEETINGS	500.00	207.00	500.00	500.00	
1161520	534300	TOWN CLERK	BINDING & PRINTING	4,275.00	2,408.42	3,975.00	3,975.00	
1161520	534400	TOWN CLERK	POSTAGE	0.00	0.00	0.00	0.00	
1161520	571100	TOWN CLERK	MILEAGE REIMBURSEMENT	300.00	0.00	300.00	300.00	
1161520	573100	TOWN CLERK	PROFESSIONAL DUES & SUBS	360.00	160.00	360.00	360.00	
		TOWN CLERK Total	PURCHASE OF SERVICES	33,885.00	18,032.39	39,655.00	39,655.00	
1161540	542000	TOWN CLERK	OFFICE SUPPLIES	2,000.00	1,596.87	2,000.00	2,000.00	
1161540	542300	TOWN CLERK	SPECIAL AGENCY SUPPLIES	1,000.00	816.16	1,000.00	1,000.00	
1161540	542500	TOWN CLERK	PRINTING & FORMS	1,380.00	833.49	1,530.00	1,530.00	
		TOWN CLERK Total	MATERIALS & SUPPLIES	4,380.00	3,246.52	4,530.00	4,530.00	
		TOWN CLERK GRAND TOTAL		218,320.00	170,311.85	226,992.00	226,992.00	

TOWN OF SCITUATE FY 2020 PERSONAL SERVICES DETAIL

11/13/2018

Department: 161 TOWN CLERK

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Holiday	Longevity	Total Per Employee
<u>TOWN CLERK</u>											
Kathleen Curran		Elected	N/A			\$1,498.09	52.4	\$78,500			\$78,500
<u>SENIOR CLERK</u>											
Heather Nugent	08-May-17	A-7	4	\$ 22.97	35	\$803.95	52.4	\$42,127		\$0	\$42,127
Special Town Meeting Fall		Overtime		\$ 34.46	5	\$172.28	1.0	\$172			\$172
Annual Town Meeting		Overtime		\$ 34.46	5	\$172.28	1.0	\$172			\$172
Annual Town Meeting 2nd night		Overtime		\$ 34.46	5	\$172.28	1.0	\$172			\$172
Presidential Primary		Overtime		\$ 34.46	5	\$172.28	1.0	\$172			\$172
Annual Town Election		Overtime		\$ 34.46	14	\$482.37	1.0	\$482			\$482
						<u>TOTAL:</u>					\$43,297
<u>PART TIME RECORDS CLERK</u>											
Ann Breen	23-Jul-12	A-6	6	\$ 21.92	20	\$438.40	52.4	\$22,972		\$550	\$23,522
Special Town Meeting Fall		Overtime		\$ 32.88	5	\$164.40	1.0	\$164			\$164
Annual Town Meeting		Overtime		\$ 32.88	5	\$164.40	1.0	\$164			\$164
Annual Town Meeting 2nd night		Overtime		\$ 32.88	5	\$164.40	1.0	\$164			\$164
Presidential Primary		Overtime		\$ 32.88	15	\$493.20	1.0	\$493			\$493
Early Voting Presidential Primary				\$ 21.92	15	\$328.80	2.0	\$658			\$658
Annual Town Election		Overtime		\$ 32.88	14	\$460.32	1.0	\$460			\$460
						<u>TOTAL:</u>					\$25,625
						<u>TOTALS:</u>					\$147,422
<u>REGISTRARS OF VOTERS</u>											
Kathleen Curran								\$650			\$650
William Francis								\$200			\$200
Laurie Withrow								\$200			\$200
John Whittaker								\$200			\$200
								<u>TOTALS:</u>			\$1,250
<u>ARCHIVIST</u>											
Betty Foster								\$4,000			\$4,000
								<u>TOTALS:</u>			\$4,000

ELECTION WORKERS:

ANNUAL TOWN MEETING

	Hourly Rate	Hours/Day	Daily Pay	#of Days	OT/Position	# Positions	Total
Checkers (10)	\$12.00	5	\$60.00	1	\$60.00	10	\$600

ANNUAL TOWN MEETING (2nd Night)

Checkers (10)	\$12.00	5	\$60.00	1	\$60.00	10	\$600
---------------	---------	---	---------	---	---------	----	-------

SPECIAL TOWN MEETING - Fall

Checkers (10)	\$12.00	5	\$60.00	1	\$60.00	10	\$600
---------------	---------	---	---------	---	---------	----	-------

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Holiday	Longevity	Total Per Employee
<u>ANNUAL TOWN ELECTION</u>											
Wardens (2)				\$14.00	20	\$280.00	1	\$280.00	\$280.00	2	\$560
Deputy Wardens (2)				\$13.00	15	\$195.00	1	\$195.00	\$195.00	2	\$390
Clerks (4)				\$12.00	15	\$180.00	1	\$180.00	\$180.00	4	\$720
Inspectors (24)				\$12.00	15	\$180.00	1	\$180.00	\$180.00	24	\$4,320
Tech Support (1)				\$14.00	20	\$280.00	1	\$280.00	\$280.00	1	\$280
<u>TOTALS:</u>											\$6,270
<u>PRESIDENTIAL PRIMARY ELECTION</u>											
Wardens (2)				\$14.00	20	\$280.00	1	\$280.00	\$280.00	2	\$560
Deputy Wardens (2)				\$13.00	15	\$195.00	1	\$195.00	\$195.00	2	\$390
Clerks (4)				\$12.00	15	\$180.00	1	\$180.00	\$180.00	4	\$720
Inspectors (24)				\$12.00	15	\$180.00	1	\$180.00	\$180.00	24	\$4,320
Tech Support (1)				\$14.00	20	\$280.00	1	\$280.00	\$280.00	1	\$280
Early voting checkers (10)				\$12.00	8	\$96.00	1	\$96.00	\$96.00	10	\$960
<u>TOTALS:</u>											\$7,230
<u>PRESIDENTIAL PRIMARY EARLY VOTING</u>											
Wardens (2)				\$14.00	78	\$1,092.00	1	\$1,092.00	\$1,092.00	2	\$2,184
Inspectors (7)				\$12.00	78	\$936.00	1	\$936.00	\$936.00	7	\$6,552
Tech Support (1)				\$14.00	78	\$1,092.00	1	\$1,092.00	\$1,092.00	1	\$1,092
<u>TOTALS:</u>											\$9,828

	<u>Positions</u>	<u>Reg.Salary</u>	<u>Overtime</u>	<u>Longevity</u>	<u>Part-time</u>	<u>Holiday</u>	<u>Other</u>	<u>Total</u>
TOWN CLERK	1.0	\$78,500					\$1,650	\$80,150
SENIOR CLERK	1.0	\$42,127	\$1,170	\$0		\$0		\$43,297
PART TIME RECORDS CLERK	0.6			\$550	\$25,075	\$0		\$25,625
REGISTRARS OF VOTERS	3.0				\$600			\$600
ARCHIVIST	1.0				\$4,000			\$4,000
ELECTION WORKERS					\$25,128			\$25,128
EST CONTRACTUAL		\$2,469	\$69		\$1,469		\$0	\$4,007
TOTALS:	6.6	\$123,096	\$1,239	\$550	\$56,272	\$0	\$1,650	\$182,807

TOWN OF SCITUATE

FY 2020 BUDGET

DEPARTMENT: CONSERVATION

MISSION STATEMENT:

Administer and enforce the State Wetland and Rivers Protection Acts, Scituate Wetland Bylaw, and Stormwater Bylaw. Assist residents with questions and permitting. Manage public conservation land and perform outreach for education of the town's coastal and inland natural resources, and environmental issues.

FY 2020 GOALS AND OBJECTIVES

1. Improve the permitting process:

- Increase efficiency and turnaround time.
- Ensure that the requirements of applicable regulations are met.

2. Assure alterations of Scituate's Resource Areas are minimized:

- Educate residents, contractors, and town officials on the importance of complying with the Massachusetts Wetland Protection Act (WPA) and Rivers Protection Act (RPA), the Scituate Wetland Bylaw, and the State and Town's Stormwater Regulations.

3. Increase utilization of Town Open Space properties:

- Work with the Conservation Commission and volunteers to permit and construct access and parking areas, new trails, and kiosks. This project has made significant progress but additional work is required and hopeful construction will be completed within FY20.
- Help the Open Space volunteers distribute new trail maps.
- Educate residents about the benefits and beauty of public land and natural resources.

4. Provide ongoing technical assistance to Planning, Building Health, DPW and other town staff; residents, elected officials, appointed boards and committees:

- Participate in Planning and Development meetings.
- Meet with state, federal and Scituate officials (Coastal Manager, Planning, Building, Health, Fire and Public Works) to implement strategies to provide improved storm protection for residents.
- The Conservation Department will streamline the process by offering concise guidance as to the necessary level of permitting required.
- Collaborate with the Coastal Management Officer to help maintain the current CRS Rating.
- Participate as a member of the town's Emergency Management Team to mitigate coastal impacts and refine tools for the management and regulation of coastal development in flood prone areas.
- Work with DPW to insure that public work projects in, or adjacent to, coastal and inland resource areas are performed in compliance with the applicable regulations.
- Educate the public on changing coastal needs and appropriate responses to minimize impacts from coastal storms given climate change, sea level rise and coastal erosion. Educate residents on Coastal resiliency.
- Continue to issue Minor Activity Permits, as appropriate for work in the buffer zone or resource areas to address post severe storm cleanup.

TOWN OF SCITUATE

FY 2020 BUDGET

DEPARTMENT: CONSERVATION

- Review Departmental Policies and Procedures: Review file management systems, enhance accessibility of Departmental documents.

MAJOR BUDGET COMPONENTS

The Conservation Department's budget consists of the following:

- Salary for **three** member staff consisting of the Conservation and Natural Resources Officer, the Coastal Resource Officer, and the Conservation Commission Administrative Assistant;
- Postage, travel and mileage expenses, office supplies;
- Conferences and trainings for both staff and Conservation Commission members;
- Administration of two conservation land trusts: the Driftway Park account for maintenance and development; and the Conservation Fund for maintenance and keeping public conservation land safe and accessible.

FY 2020 RISKS AND CHALLENGES

- **Backlog of Applications.** Development continues to be very active in Scituate. An abundance of meetings regarding the proper planning of new development is very time consuming for the Conservation and Natural Resource Officer.
- **Violations and Enforcement.** The Conservation Commission currently has dozens of open Enforcement cases in process. These cases require a tremendous amount of time and effort to coordinate responses often including legal action. In the past, the Conservation Department employed a part-time Conservation and Natural Resource Officer at 10 hours per week to assist with the difficult ongoing and new enforcement cases. The loss of this critical part time staff continues to present a significant challenge to the Enforcement case management and progress with long standing difficult enforcement cases.
- **Office Management.** Assisting with permit application processing, entering data, providing technical assistance to residents, contractors, and Commission members, organizing and preparing for public meetings in a professional, courteous manner are just some of the duties which are performed by our Administrative Assistant, Jennifer Smith. It continues to be a challenge to manage a very busy office and permit backlog.
- **Economic Development.** Increase of commercial and residential development projects, new single family subdivisions, apartment or condominium and/or affordable housing have been observed. Several 40B projects and subdivisions are anticipated in the latter part of FY19 and in FY20. Many of these projects involve permitting with Conservation as they are cited on marginal land near wetland resource areas or in Scituate's water supply area. These large projects bring additional burden to the office in that they are very time consuming.

TOWN OF SCITUATE

FY 2020 BUDGET

DEPARTMENT: CONSERVATION

ACCOMPLISHMENTS

Oversee permitting of work within jurisdictional areas pursuant to the Massachusetts Wetlands Protection Act, Scituate Wetlands Bylaw, Rivers Protection Act, and Scituate Stormwater Bylaw as follows:

- **71** Notice of Intents (NOI's) and Orders of Conditions (OOCs) for projects that occur close or in the resource areas or have a high probability of having a direct impact;
- **40** Requests for Determinations (RDA) for smaller projects in the outer Buffer Zone, or project with a lesser likelihood of having a direct impact;
- **45** Determinations of Applicability (DOA's) issued;
- **12** Stormwater Permits issued;
- **52** Violations; all complaints of wetland violations on private or public land are investigated.
- **450** site visits to monitor existing permit conditions and to investigation and sign off on new permit applications;
- **104** Minor Activity Permits for projects within the buffer zone where little or no impact is expected or to facilitate post severe storm cleanup;
- **36** Certificates of Compliance (CoC's) when a project has been performed in a manner consistent with their permit. These projects were permitted between inception of the Act in 1983 and current;
- **24** Conservation Commission Public Meetings; public hearings for permit applications;
- Signoffs on ALL new permit applications of Board of Health Title V systems, Building Permit construction projects, and Planning and Zoning Board applications;
- Oversaw permitting and construction of Open Space Trails, North/South River Dredging project, Seaside at Scituate (Toll Bros), several other subdivisions, Scituate Dog Park, and mosquito control dredging project;
- Participated in the Stormwater workgroup to re-write portions of the Stormwater regulations.
- Participated in numerous meetings for the North Humarock road/ berm feasibility and permitting project;
- Assisted the Coastal Resource Officer with the Community Rating System (CRS) maintain a Class 7, resulting in a 15% reduction in flood insurance premiums for all Scituate floodplain residents;
- **18** Extensions
- **36** Emergency Declarations tracking of DEP approved requests

DESCRIPTION OF REVENUE	FY/16	FY/17	FY/18	YTD FY/19	FY/20 Estimate
Filing Fees	\$16,297.30	\$34,182.02	\$27,884.25	\$12,862.50*	\$28,000
				*Only reflects revenues to 11/9/18	

**TOWN OF SCITUATE
FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1171510	511000	CONSERVATION	REGULAR SALARIES	204,676.00	209,652.68	207,789.00	207,789.00	
1171510	512000	CONSERVATION	OVERTIME	0.00	897.68	0.00	0.00	
1171510	513000	CONSERVATION	LONGEVITY	1,025.00	1,825.34	0.00	0.00	
1171510	517200	CONSERVATION	SICK LEAVE BUY BACK	500.00	500.00	0.00	0.00	
1171510	518000	CONSERVATION	PART-TIME SALARIES	0.00	21,850.56	4,500.00	0.00	
1171510	519100	CONSERVATION	OTHER SALARIES	470.00	687.93	470.00	0.00	
		CONSERVATION Total	PERSONAL SERVICES	206,671.00	235,414.19	212,759.00	207,789.00	
1171520	524100	CONSERVATION	OFFICE MACHINE MAINT	100.00	0.00	100.00	100.00	
1171520	530800	CONSERVATION	TRAINING	500.00	0.00	500.00	500.00	
1171520	530900	CONSERVATION	TECHNICAL SERVICES	2,000.00	0.00	2,000.00	2,000.00	
1171520	532100	CONSERVATION	CONFERENCES/MEETINGS	650.00	119.00	650.00	650.00	
1171520	534300	CONSERVATION	BINDING & PRINTING	3,000.00	0.00	2,475.00	2,475.00	
1171520	534400	CONSERVATION	POSTAGE	0.00	0.00	0.00	0.00	
1171520	534600	CONSERVATION	LEGAL ADVERTISING	0.00	0.00	0.00	0.00	
1171520	571100	CONSERVATION	MILEAGE REIMBURSEMENT	350.00	1,022.26	1,000.00	750.00	
1171520	573100	CONSERVATION	PROFESSIONAL DUES & SUBS	675.00	612.00	1,200.00	1,200.00	
		CONSERVATION Total	PURCHASE OF SERVICES	7,275.00	1,753.26	7,925.00	7,675.00	
1171540	542000	CONSERVATION	OFFICE SUPPLIES	600.00	339.01	600.00	600.00	
1171540	542500	CONSERVATION	PRINTING & FORMS	550.00	0.00	550.00	550.00	
1171540	558100	CONSERVATION	CLOTHING	150.00	150.00	150.00	150.00	
		CONSERVATION Total	MATERIALS & SUPPLIES	1,300.00	489.01	1,300.00	1,300.00	
		CONSERVATION GRAND TOTAL		215,246.00	237,656.46	221,984.00	216,764.00	

TOWN OF SCITUATE

FY 2020 BUDGET

DEPARTMENT: Planning and Development

MISSION STATEMENT: The Department of Planning and Development is responsible for coordinating all of the planning and development-related activities in the Town. The Department provides oversight of the regulatory function and enforcement for land development and management which includes land use, planning and zoning, economic development, coastal management, environmental and wetlands protection, and housing initiatives. To accomplish this, the Department is responsible for coordinating and managing the operations of the Building/Inspections, Conservation, and Planning Departments and provides staff support to a number of volunteer boards and committees including: Planning Board, Conservation Commission, Economic Development Commission, Zoning Board of Appeals, Community Preservation Committee, Historical Commission, Affordable Housing Trust, and Coastal Advisory Commission.

FY 2020 GOALS AND KEY OBJECTIVES

- 1. Work with Town Administrator, department heads and staff, boards/committees, and the public to improve Town services and allocation of organizational resources across Town departments.**
 - A. Enhance coordination and collaboration among departments within the Planning and Development Department (i.e., Building/Inspections, Conservation, Planning), other Town departments (i.e., DPW, Health, Fire, Police, Recreation, etc.), and boards/committees.
 - B. Improve coordination and collaboration with local businesses, regional/state/federal agencies, and other external stakeholders.

- 2. Provide direction and support to department heads, town staff and boards/committees in areas pertaining to land use, planning and zoning, economic development, coastal management, and conservation.**
 - A. Oversee Planning Board's effort to update the Town's Master Plan.
 - B. Work with Coastal Management Officer, DPW, CAC and others to prioritize and implement coastal planning initiatives and projects.
 - C. Oversee EDC and Planning Board initiatives in North Scituate, Greenbush and Scituate Harbor.

- 3. Develop, implement and oversee departmental policies, goals and objectives coordinating with other departments for shared vision and strategies**
 - A. Work with Town Administrator, DPW, and others to address town-wide municipal infrastructure issues.
 - B. Work with Planning and Development Departments to implement new file management and permitting systems to streamline project review and enhance accessibility of departmental documents.

MAJOR BUDGET COMPONENTS

<u>Department</u>	<u>Budget</u>
Building and Inspections	\$278,135
Conservation	\$221,334
Planning	\$251,759
Economic Development Commission	\$ 49,000

FY 2020 RISKS AND CHALLENGES

The Planning and Development Department was created to enhance communication and collaboration among Town departments and boards/committees in order to improve the delivery of Town services. In the relatively short amount of time since the Department has been established there have been measureable improvements in the delivery of Town services and inter-departmental and board/committee communications have improved. The following are the biggest risks and challenges to the Department for FY20:

Municipal Infrastructure

A significant challenge in FY20 for the Department includes balancing the need to increase economic development, in order to offset the residential tax burden, while encouraging responsible and sustainable development given the Town's current infrastructure limitations.

Grant Funding

The Department has continued to have great success in securing grant funding from the Commonwealth to supplement available Town resources to undertake important planning studies and to make necessary upgrades to Town infrastructure. A significant challenge for the Department will be to continue to receive these much needed grant funds to implement the backlog of projects (i.e., beach and dune nourishment, sewer installation, etc.)

DEPARTMENTAL ACCOMPLISHMENTS

- Hired new Coastal Management Officer, Kyle Boyd (October 2018).
- Engaged with several Town committees/boards to offer ongoing staff support (i.e. CPC, CAC, Historic Commission, Affordable Housing Trust, Recreation, etc.).
- Reinstated Development Review Team to focus on ongoing projects and upcoming large commercial and residential projects.
- Coordinated internal review of several large projects (e.g., Toll Bros, MBTA parcel, Herring Brook Meadow, etc.).
- Oversaw process to select Town Master Plan consultant.
- Secured \$2.2M MassWorks grant from the Executive Office of Housing and Economic Development to replace aging sewer infrastructure in Cedar Point.
- Secured \$75k Municipal Vulnerability Plan Action Grant from the Executive Office of Energy and Environmental Affairs to develop a resilience feasibility study for the Town's wastewater system.
- Secured \$30k grant from MassHousing to revisit Town policies and regulations in order to promote affordable housing.
- Secured \$37k grant from the Executive Office of Energy and Environmental Affairs to develop resiliency master plan and investigate new zoning for Scituate Harbor.
- Secured grant from Metropolitan Area Planning Commission to develop equitable transit oriented zoning for North Scituate.

**TOWN OF SCITUATE
FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1175510	511000	PLANNING	REGULAR SALARIES	221,775.00	94,119.62	235,316.00	235,316.00	
1175510	513000	PLANNING	LONGEVITY	800.00	550.00	800.00	800.00	
1175510	517200	PLANNING	SICK LEAVE BUY BACK	0.00	0.00	0.00	0.00	
1175510	518000	PLANNING	PART-TIME SALARIES	0.00	0.00	0.00	0.00	
1175510	519100	PLANNING	OTHER SALARIES	747.00	0.00	793.00	793.00	
		PLANNING Total	PERSONAL SERVICES	223,322.00	94,669.62	236,909.00	236,909.00	
1175520	524100	PLANNING	OFFICE MACHINE MAINT	125.00	125.00	125.00	125.00	
1175520	530800	PLANNING	TRAINING	0.00	0.00	0.00	0.00	
1175520	530900	PLANNING	TECHNICAL SERVICES	6,000.00	6,000.00	10,000.00	6,000.00	
1175520	532100	PLANNING	CONFERENCES/MEETINGS	1,000.00	208.98	1,500.00	1,000.00	
1175520	534300	PLANNING	BINDING & PRINTING	1,100.00	997.50	1,100.00	1,100.00	
1175520	534400	PLANNING	POSTAGE	0.00	0.00	0.00	0.00	
1175520	534600	PLANNING	LEGAL ADVERTISING	75.00	0.00	75.00	75.00	
1175520	571100	PLANNING	MILEAGE REIMBURSEMENT	400.00	287.81	500.00	500.00	
1175520	573100	PLANNING	PROFESSIONAL DUES & SUBS	850.00	914.61	850.00	850.00	
		PLANNING Total	PURCHASE OF SERVICES	9,550.00	8,533.90	14,150.00	9,650.00	
1175540	542000	PLANNING	OFFICE SUPPLIES	700.00	651.62	700.00	700.00	
1175540	542500	PLANNING	PRINTING & FORMS	0.00	0.00	0.00	0.00	
		PLANNING Total	MATERIALS & SUPPLIES	700.00	651.62	700.00	700.00	
1175580	585200	PLANNING	FURNISHINGS	0.00	263.59	0.00	0.00	
1175580	585300	PLANNING	OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	
		PLANNING Total	CAPITAL OUTLAY	0.00	263.59	0.00	0.00	
		PLANNING GRAND TOTAL		233,572.00	104,118.73	251,759.00	247,259.00	

TOWN OF SCITUATE FY 2020 PERSONAL SERVICES SHEET

Department: 175 PLANNING BOARD

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Sick Leave Holiday Buy Back	Longevity	Total Per Employee
<u>DIRECTOR OF COMMUNITY PLANNING & DEVELOPMENT</u>											
Bradford Washburn	9/1/2017	Non Union			40	\$1,989.69	52.4	\$104,260			\$104,260
<u>PLANNER</u>											
Karen Joseph	18-Jul-11	AMP 5	3		35	\$1,429.58	52.4	\$74,910		\$800	\$75,710
<u>PLANNING SECRETARY</u>											
Shari Moak Young	02-Jan-18	Tosca A7	5	\$23.510	35	\$822.85	52.4	\$43,117			\$43,117
TOTALS								\$222,287	\$0	\$0	\$223,087

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary 5110	Overtime 5120	Longevity 5130	Part-time 5180	Seasonal 5190	Holiday	Other 5191	TOTAL 510
DIR OF COMM PLANNING & DEV	1	\$104,260							\$104,260
PLANNER	1	\$74,910		\$800				\$749	\$76,459
PLANNING SECRETARY	1	\$43,117		\$0			\$0		\$43,117
EST CONTRACTUAL		\$13,029					\$0	\$44	\$13,073
TOTALS	3.00	\$235,316	\$0	\$800	\$0	\$0	\$0	\$793	\$236,909

TOWN OF SCITUATE FY 2020 BUDGET DEPARTMENT: ZONING BOARD OF APPEALS

MISSION STATEMENT:

The mission of the Scituate Zoning Board of Appeals is to thoughtfully interpret the Scituate Zoning Bylaws and related Massachusetts statutes, and to apply such interpretation in a fair and impartial manner to applications for zoning relief, in the form of Special Permits and/or Findings, brought before the Board. It is the Board's further mission to conduct public hearings and meetings in a proper manner and to render decisions in a courteous, prompt and professional manner that reflects positively on the Town.

FY 20 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

GOAL:

To decide applications before the Board in accord with appropriate regulatory law, consistent with relevant appellate law, and in accordance with rules and regulations of the Town as set forth in the Zoning Bylaws; to comply with all rules and regulations that govern hearings before us; and to author solid, thoughtful decisions proof against appeal.

OBJECTIVE:

Hold hearings that allow each citizen who appears before us, whether as an applicant requesting relief or a person in opposition, to recognize that their concerns have been heard, that they have been treated with respect, that the board applied the law in a fair and impartial manner.

MAJOR BUDGET COMPONENTS

The Department's major budget component is personal services, which is comprised of regular salaries and overtime salaries, exclusively for the 19-hour-per-week Zoning Board Secretary, the remainder of whose time and compensation is allocated to the Inspections Department.

- Salaries - 96%
- Materials and supplies - 4%

FY20 RISKS AND CHALLENGES

In FY 20 the Board will preside over typical single - issue agenda items like pre-existing, non-conforming projects, construction in FEMA and/or Scituate flood zone locations and interpretations of zoning bylaw issues of diverse types. The number of these applications is trending upwards and will very likely continue to do so. In 2019, the Board's single greatest effort was to effectively deal with the Herring Brook Meadow 40B development, overseeing and directing modifications to the development's Comprehensive Permit. Lawson Green, another 40B to be located on the grounds of Central Park Elderly Housing, will provide the Town with additional, badly needed low-income elderly housing. It is co-sponsored by the Scituate Housing Authority and will be employing CPC funding to control rental rates.

DEPARTMENTAL ACCOMPLISHMENTS

During the 2018 fiscal year, the ZBA heard and decided 38 new applications. The year to date decision count is 15, including meetings to discuss modifications to the Herring Brook Comprehensive Permit. Approval of these various projects in Scituate allowed substantial improvements to properties, thereby increasing their value and tax revenue to the Town. The successful resolution of Herring Brook Meadow and its final business model as a rental rather than ownership project, together with the Lawson Green and Stockbridge Landing projects in the pipeline, may insulate the Town from the requirements of 40B development for at least two years.

**TOWN OF SCITUATE
FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1176510	512000	ZONING BOARD OF APPEALS	OVERTIME	1,500.00	1,507.76	1,588.00	1,588.00	
1176510	513000	ZONING BOARD OF APPEALS	LONGEVITY	0.00	0.00	0.00	0.00	
1176510	517200	ZONING BOARD OF APPEALS	SICK LEAVE BUY BACK	0.00	0.00	0.00	0.00	
1176510	518000	ZONING BOARD OF APPEALS	PART-TIME SALARIES	21,772.00	20,235.24	23,651.00	23,651.00	
1176510	519100	ZONING BOARD OF APPEALS	OTHER SALARIES	0.00	0.00	0.00	0.00	
		ZONING BOARD OF APPEALS Total	PERSONAL SERVICES	23,272.00	21,743.00	25,239.00	25,239.00	
1176520	530800	ZONING BOARD OF APPEALS	TRAINING	0.00	0.00	0.00	0.00	
1176520	530900	ZONING BOARD OF APPEALS	TECHNICAL SERVICES	0.00	0.00	0.00	0.00	
1176520	532100	ZONING BOARD OF APPEALS	CONFERENCES/MEETINGS	150.00	0.00	150.00	150.00	
1176520	534400	ZONING BOARD OF APPEALS	POSTAGE	0.00	0.00	0.00	0.00	
1176520	573100	ZONING BOARD OF APPEALS	PROFESSIONAL DUES & SUBS	400.00	75.01	400.00	400.00	
		ZONING BOARD OF APPEALS Total	PURCHASE OF SERVICES	550.00	75.01	550.00	550.00	
1176540	542000	ZONING BOARD OF APPEALS	OFFICE SUPPLIES	400.00	660.75	475.00	475.00	
		ZONING BOARD OF APPEALS Total	MATERIALS & SUPPLIES	400.00	660.75	475.00	475.00	
		ZONING BOARD OF APPEALS GRAND TOTAL		24,222.00	22,478.76	26,264.00	26,264.00	

TOWN OF SCITUATE FY 2020 PERSONAL SERVICES SHEET

Department: 176 ZONING BOARD OF APPEALS

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Sick Leave			Total	
									Holiday	Buy Back	Longevity	Per Employee	
SECRETARY Susan Tice	22-Aug-18	A-7	3	\$22.44	19	\$426.36	52.4	\$22,341				\$0	\$22,341
								TOTALS	\$22,341	\$0	\$0	\$0	\$22,341

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary	Overtime	Longevity	Part-time	Seasonal	Holiday	Other	TOTAL
		5110	5120	5130	5180	5190	5110	5191	510
SECRETARY		\$0	\$1,500	\$0	\$22,341		\$0		\$23,841
EST CONTRACTUAL			\$88		\$1,310				\$1,398
TOTALS		\$0	\$1,588	\$0	\$23,651	\$0	\$0	\$0	\$25,239

TOWN OF SCITUATE

FY 2020 BUDGET

DEPARTMENT: Economic Development Commission 182

MISSION STATEMENT: The mission of the Economic Development Commission (EDC) is to enhance the existing business community, attract new businesses and customers and encourage redevelopment and development as may be advisable in order to increase the Town's tax revenue, income, job base and overall economic health.

FY 2020 GOALS AND KEY OBJECTIVES

- 1. Work with Planning and Development Department to update zoning bylaws**
 - A. Organize and participate in stakeholder meetings and public workshops to discuss proposed zoning bylaw changes in North Scituate.
 - B. Organize and participate in stakeholder meetings and public workshops on resiliency planning and proposed zoning bylaw changes for Scituate Harbor.
- 2. Work with Board of Selectmen, Planning and Development, DPW, and other Town departments and boards/committees to address infrastructure (e.g., water, sewer, etc.) issues to stimulate economic development**
- 3. Continue program for creating and promoting a Scituate brand to more fully market the Town to visitors, potential customers and new businesses.**
 - A. Install next phases of Sea Scituate signage.
 - B. Coordinate with local businesses to provide support for expansion and branding opportunities.
 - C. Organize new event (e.g., Sea to Table) to support and market local businesses.

MAJOR BUDGET COMPONENTS

The EDC's budget includes three basic components: technical services to support EDC's above-stated goals, support for meetings and printing. Most tasks are carried out by the Planning and Development Director and by one or more consultants, who are overseen by the EDC. Costs include consultant contracts, printing, mailing RFPs and contracts, and similar items.

FY 2020 RISKS AND CHALLENGES

Economic Development is a key source of revenue through contributions to the tax base. If this contribution is not realized, the Town risks a reduction in services including schools, public safety and other essential government functions.

COMMISSION ACCOMPLISHMENTS

- Ongoing implementation of vision plans for North Scituate, Greenbush and the Harbor.
- Supported development of new zoning bylaw for Greenbush.

- Provided funding to support Scituate Heritage Days.
- Supported MassWorks grant application to the Executive Office of Housing and Economic Development.
- Supported Planning for Housing Production grant application to MassHousing.
- Supported Planning Assistance grant application to the Executive Office of Energy and Environmental Affairs.
- Supported Scituate's booth at the New England Boat Show.
- Participated in Scituate Harbor Cultural District.
- Installed new Sea Scituate signage.

**TOWN OF SCITUATE
FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1182520	530900	ECONOMIC DEVELOPMENT	TECHNICAL SERVICES	46,500.00	23,425.00	46,500.00	43,500.00	
1182520	532100	ECONOMIC DEVELOPMENT	MEETINGS	1,000.00	318.75	1,000.00	1,000.00	
1182520	534300	ECONOMIC DEVELOPMENT	PRINTING	1,500.00	0.00	1,500.00	1,500.00	
		ECONOMIC DEVELOPMENT Total	PURCHASE OF SERVICES	49,000.00	23,743.75	49,000.00	46,000.00	
1182570	595900	ECONOMIC DEVELOPMENT	ECON DEV STABILIZATION FUND	0.00	0.00	0.00	0.00	
		ECONOMIC DEVELOPMENT Total		0.00	0.00	0.00	0.00	
		ECONOMIC DEVELOPMENT GRAND TOTAL		49,000.00	23,743.75	49,000.00	46,000.00	

TOWN OF SCITUATE

FY 2020 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.

FY2020 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

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

MIIA does not vote renewal rates until March. As our budget is due the beginning of January, this line item is difficult to project and may be revised when more information is received after the first of the year. We expect that the claims incurred in the January 2018 and March 2018 storms will negatively impact the Town's renewal for FY 20. The Town will continue to maintain flood insurance on the Scituate Harbor Community Building in FY20 at a cost of approximately \$14,000. The Town has received \$11,626 in credits towards its premiums in FY19 for participation in loss prevention measures and will continue that in FY20.

The Town also experienced a 10% increase for FY19 in the police and fire accident and sickness insurance policy. The Town is evaluating deductible and reimbursement structure changes to mitigate the premium.

MAJOR BUDGET COMPONENTS

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

Any insurance renewal is dependent upon two factors: market changes and loss history of the insured. In general, most contractual budgetary amounts from year to year are contingent on losses not exceeding a certain threshold. Our Statement of Values is reviewed annually to insure we are up-to-date and reflective of current market values for the 74 lines of insurance we carry.

FY 20 RISKS AND CHALLENGES

With MIIA we have a strong Loss Control Program with quarterly inspections and regular meetings of a Safety Committee. Annually the statement of values and fleet listings are returned to departments to verify.

**TOWN OF SCITUATE
 FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1192570	574000	GENERAL LIABILITY INSURANCE	LIABILITY/PROPERTY INSURANCE	694,441.00	609,508.08	743,052.00	743,052.00	
		GENERAL LIABILITY INSURANCE Total		694,441.00	609,508.08	743,052.00	743,052.00	
		GENERAL LIABILITY INSURANCE GRAND TOTAL		694,441.00	609,508.08	743,052.00	743,052.00	

TOWN OF SCITUATE

FY 2020 BUDGET

DEPARTMENT: POLICE

MISSION STATEMENT:

Continually strive to ensure public safety by providing responsive, professional police service to residents, businesses and visitors by promoting community based policing in collaboration with our citizens, schools and municipal offices

FY 2020 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

1. Enhance School and Public Building Security.
 - Establish a comprehensive public building threat assessment plan. (1st qtr)
 - Improve existing building video systems and integrate video with panic alarms. (2nd qtr)
 - Public building staff training and instruction. (3rd qtr)
2. Marine Unit Coordination With Harbormaster Units
 - Cross-train Police and Harbormasters in operation of all vessels. (1st qtr)
 - Establish coordinated patrol coverage to improve presence and responses. (1st qtr)
 - Plan Police, Fire and Harbormaster training scenarios. (1st qtr)
3. Assign a Second School Resource Officer to Scituate Public Schools.
 - Determine funding options to support second SRO. (Immed.)
 - Coordinate with School Administrators scheduling and assignments for second SRO(1st qtr)
 - Canvas interested officers to ensure best candidate for assignment. (1st qtr)
4. Establish Safety Plans For All Town Walking and Recreational Parks.
 - Familiarize officers using GPS/Mapping. (1st qtr)
 - Train officers on emergency responses and SAR procedures within these areas. (2nd qtr)
 - Ensure all mapping is available in every cruiser MDT. (2nd qtr)

MAJOR BUDGET COMPONENTS

Administration: The Chief, Deputy Chief, Administrative Assistant, as well as a part-time Records Clerk make up this function. There are other officers who assist in various roles to provide redundancy. Administration manages the budget, creates policy and procedures, record keeping for the department, as well as ensures proper staffing.

Patrol: This function is managed by a Lieutenant Watch Commander. Five Sergeants provide patrol supervision for 25 Patrol Officers scheduled across three shifts daily, as well as several part-time Police Officers.

Specialist: This function is managed by a Lieutenant in charge of Special Operation. The department Specialists' roles include Traffic Enforcement Officer, K-9 Officer, and a School resource Officer. Several other Officers have part-time specialist roles in such functions as SWAT Officers, Evidence Officer, Social Services Officer, Event Planning, Fleet Management, Firearms Instructors, Field Training Officers, and Maritime Special Response Unit Officers.

Investigations: This functions falls under the oversight of the Special Operations Lieutenant. Day to day operation is managed by a Detective Sergeant in charge of two full-time detectives. Criminal Investigations encompass Criminal Prosecutions. The Detectives work with the Old Colony Police Anti-Crime Task Force, Massachusetts State Police, and all Federal Agencies.

FY 2020 RISKS AND CHALLENGES

- Adequately assisting Scituate Public Schools with resources: Scituate Police have one School Resource Officer (SRO). During the months that schools are in session this officer is the busiest officer on the department. The SRO position should focus on all Scituate schools, but the demand from the Middle and High School campus has resulted in 90+ % of the SRO's attention being consumed in these settings. The SRO position is designed to work with troubled or victimized children, parents and families by getting involved and offering social services, intervention, legal advice, mental health resourcing, investigate criminal offenses involving students and families including sexual assaults, child abuse, domestic abuse, bullying and other harassment issues. The work load the one SRO has is not only a testament to how well the program is operating and the dedication of the SRO, but also shows the need for a second full time SRO to lighten the load and provide these same resources to the remaining Scituate Schools. The Scituate Police Department always has been and always will be 100% committed to the safety and security of the Scituate Public Schools.

- Officer training programs: This past year was a very tough year for all Southeast Massachusetts Police Departments. Many of our officers worked and trained with two Officers who were senselessly killed in the line of duty. These deaths hit home. As a Police Chief I need to ensure that all Scituate Police Officers have the requisite training and skills to de-escalate situations, apply sound Tactical Street Survival techniques when threatened or assaulted, and to make quick on scene assessments of suspect characteristics to determine possible underlying mental health causation to the incident. FY 2020 will include a continuation of the MPTC mental health training for officers. We are also developing an in-house training program using simunitions and role playing to teach de-escalation and tactical street survival techniques. Police Officers need continuous training in these skill sets to avoid becoming complacent and ensure their safety.
- Recent legislation has accounted for significant changes to how juveniles under the age of 18 are handled by police and the courts. While law enforcement waits for corrections to this act, anyone under the age of 18 cannot be arrested or charged with a town bylaw violation (public consumption of marijuana or alcohol). Students in school settings cannot be arrested or charged with disorderly or disrupting the school assembly or other common offenses up to an assault and battery in an officer's presence or an assault on a staff member. For example, based on the way the law is written, it would appear that officers who stop a car with three 17 year old juveniles with a case of beer, could not arrest or charge them if it is their first offenses. This does not mean the officer can let them go either due to liability concerns. The officers are still responsible for turning the juvenile over to a parent or other trusted adult. After consulting with the Chief Justice of the Hingham District Court, the District Attorney's Office and the Massachusetts Chief of Police Counsel, it was determined the Scituate Police Policy will be to re-unite juveniles with their parent whenever possible and summons to court when needed. An arrest of a juvenile for certain offenses will take place only after a Patrol Supervisor or Officer in Charge of the shift authorizes the arrest as an absolute last resort. The Department is always concerned for managing juveniles with education first and corrective action as needed. The Juvenile Reform Act, while well intended, has complicated and confused the juvenile processing by law enforcement. We hope for corrective legislation in the near future to better guide department policies.

- The Department graduated one Officer from the Randolph full time Police Academy and currently has two officers in the Plymouth full time Police Academy. Two more Officers will attend an academy in the spring of 2019. The Department currently has 35 full time officers, 8 permanent intermittent and 3 seasonal officers.
- One of our primary goals this season for the Marine Unit involved conducting vessel stops for unsafe conditions as a means to educate boaters on safe operations, and to educate parents on the dangers of under-aged youths with alcohol on boats. The Unit logged 300 + hours underway this season. Marine Unit Officers conducted 90 vessel stops to perform safety inspections, field sobriety testing, enforce wake and bow riding restrictions, vessel overloading, improper safety equipment and no life jackets. These stops resulted in 2 arrests for outstanding warrants, one operator was placed in protective custody and a dozen voyages were terminated for a variety of reasons ranging from safety violations to boat operator arrests. In addition, 18 under-aged youths, across multiple boat stops, were returned to shore and released to the custody of their parents after being found in possession of alcohol. One power boat voyage involving 13 and 10 year old youths was terminated and brought back to shore because neither child possessed a boater safety card. The Marine Unit provided a week long boater safety certificate course for youths ages 10-16. The Unit worked and trained extensively with the United States Coast Guard, Environmental Police and Metro-LEC Marine resources.
- The Department provided more consistent coverage to the Spit area in the summer of 2018 using a newly acquired “All-Terrain Vehicle”. This 4 wheel drive, 4 seat vehicle enables officers assigned to remote areas to carry warm and cold weather supplies, enhanced emergency medical supplies such as EAD’s and trauma kits. This vehicle was very helpful in the winter of 2018 driving town DPW Directors and Engineers to view storm damage from the beaches. This vehicle was purchased using drug asset forfeiture funds at no expense to the town.
- The Department acquired a decommissioned Fed-Ex van and turned it into a highly functional Dive Truck complete with heat, tank storage, suit hanging space, compressor and generator. This vehicle is staged at the Scituate Police Station and available for immediate deployment to dive missions with Quincy Police Dive Unit to all Metro-LEC towns as the Marine Special Response Unit (MSRU). The Department also acquired a rigid inflatable boat to deploy with the dive truck to all MSRU callouts. This boat can operate in shallow water and traverse under bridges, in rivers, creeks, ponds and lakes. This boat has proved valuable as a dive platform

for several MSRU missions and recoveries to date. The dive truck and boat were purchased using drug asset forfeiture funds at no costs to the town.

- The Department purchased and outfitted every officer with new day to day ballistic vests and carriers using a grant. The Department also outfitted every department cruiser with a one size fits all “Active Shooter Kit” consisting of a heavy duty military grade vest with additional rifle magazines and side arm magazines, tourniquets and blood clot, along with a Kevlar helmet. This equipment was purchased through federal grant funding and with drug asset forfeiture funds at no cost to the town.
- The Department purchased, outfitted and trained all officers with Electronic Control Weapons (ECW), also known as Tasers. These tools have already proven effective in de-escalating several potential physical confrontations.

DESCRIPTION OF REVENUE	FY17	FY18	FY19	FY20 Projected
PEDESTRIAN SAFETY GRANT	N/A	N/A	N/A	N/A
911 TRAINING GRANT-POLICE- FIRE	146,482.00	N/A	49,325.99	51,000
911 COMM CENTER SUPPORT GRANT	35,654.00	N/A	36,076.00	36,070
TRAFFIC ENFORCEMENT GRANT	5,000.00	5,000.00	5,000.00	5000.00
UNDERAGE ALCOHOL GRANT	N/A	5,000.00	5000.00	5,000.00
DOMESTIC VIOLENCE GRANT	600.00	600.00	N/A	N/A
DETAIL ADMINISTRATION FEES	40,790.00	40,888.26	15,680.00	
INSURANCE RESTITUTION LDI	6,300.00	21,400.00	3,000.00	
FIREARM PERMIT FEES	5,075.00	4,125.00	1,200.00	
REPORT FEES	700.00	925.00	205.00	
K9 DONATIONS	N/A	N/A	N/A	
PROPERTY ROOM (UNCLAIMED PROP)	720.00	1.80	N/A	
COURT FINES	589.00	950.00	310.00	
ANIMAL CONTROL VIOLATIONS	155.00	710.00	50.00	
TOWN BY LAW VIOLATIONS	280.00	625.00	N/A	
PARKING TICKET FINES	Collectors	Collectors	Collectors	

**TOWN OF SCITUATE
FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1210510	511000	POLICE	REGULAR SALARIES	2,471,821.00	2,350,118.58	2,574,003.00	2,574,003.00	
1210510	512000	POLICE	OVERTIME	345,460.00	423,866.50	448,034.00	448,034.00	
1210510	513000	POLICE	LONGEVITY	23,775.00	19,575.00	21,993.00	21,993.00	
1210510	514000	POLICE	EDUCATIONAL INCENTIVE	291,408.00	258,749.62	292,036.00	292,036.00	
1210510	515000	POLICE	HOLIDAY PAY	99,266.00	87,809.86	97,537.00	97,537.00	
1210510	516000	POLICE	SHIFT DIFFERENTIAL	67,622.00	57,334.37	93,321.00	93,321.00	
1210510	517000	POLICE	SPECIAL EMPLOYEE	25,800.00	5,000.00	49,600.00	49,600.00	
1210510	517200	POLICE	SICK LEAVE BUY BACK	500.00	400.00	500.00	500.00	
1210510	518000	POLICE	PART-TIME SALARIES	17,000.00	34,758.05	17,000.00	17,000.00	
1210510	519000	POLICE	SEASONAL SALARIES	48,600.00	71,402.90	48,600.00	48,600.00	
1210510	519100	POLICE	OTHER SALARIES	1,375.00	7,458.09	1,133.00	1,133.00	
		POLICE Total	PERSONAL SERVICES	3,392,627.00	3,316,472.97	3,643,757.00	3,643,757.00	
1210520	521100	POLICE	ELECTRICITY	0.00	0.00	0.00	0.00	
1210520	521300	POLICE	NATURAL GAS	0.00	0.00	0.00	0.00	
1210520	523100	POLICE	WATER/SEWER	0.00	0.00	0.00	0.00	
1210520	524100	POLICE	OFFICE MACHINE MAINT	27,229.00	22,179.46	28,969.00	28,969.00	
1210520	524200	POLICE	REPAIR/MAINT PROP/EQUIP	750.00	1,286.17	750.00	750.00	
1210520	524500	POLICE	VEHICLE SERVICE	18,750.00	21,056.09	18,750.00	18,750.00	
1210520	527100	POLICE	RENTALS EQUIP/FACILITIES	18,490.00	13,441.81	18,490.00	18,490.00	
1210520	530800	POLICE	TRAINING	0.00	1,733.48	0.00	0.00	
1210520	530900	POLICE	TECHNICAL SERVICES	7,800.00	5,821.31	7,800.00	7,800.00	
1210520	531100	POLICE	SUPPORT SERVICES	16,640.00	17,083.52	16,640.00	16,640.00	
1210520	532100	POLICE	CONFERENCES/MEETINGS	750.00	0.00	750.00	750.00	
1210520	534400	POLICE	POSTAGE	0.00	0.00	0.00	0.00	
1210520	538100	POLICE	LAUNDRY SERVICE	14,000.00	12,800.00	14,000.00	14,000.00	
1210520	571100	POLICE	MILEAGE REIMBURSEMENT	3,000.00	1,662.00	3,000.00	3,000.00	
1210520	573100	POLICE	PROFESSIONAL DUES & SUBS	8,100.00	9,165.00	8,100.00	8,100.00	
		POLICE Total	PURCHASE OF SERVICES	115,509.00	106,228.84	117,249.00	117,249.00	
1210540	542000	POLICE	OFFICE SUPPLIES	3,900.00	3,705.19	2,900.00	2,900.00	
1210540	542300	POLICE	SPECIAL AGENCY SUPPLIES	21,962.00	18,813.96	25,962.00	25,962.00	
1210540	542500	POLICE	PRINTING & FORMS	1,100.00	604.92	1,100.00	1,100.00	
1210540	545100	POLICE	CLEANING SUPPLIES	0.00	0.00	0.00	0.00	
1210540	548000	POLICE	VEHICLE SUPPLIES	27,000.00	33,632.37	27,000.00	27,000.00	
1210540	548100	POLICE	FUELS & LUBRICANTS	0.00	0.00	0.00	0.00	
1210540	550000	POLICE	MEDICAL SUPPLIES	9,150.00	3,247.08	9,150.00	9,150.00	
1210540	558000	POLICE	OTHER SUPPLIES	0.00	0.00	0.00	0.00	
1210540	558100	POLICE	CLOTHING	21,300.00	20,918.65	35,300.00	35,300.00	
		POLICE Total	MATERIALS & SUPPLIES	84,412.00	80,922.17	101,412.00	101,412.00	

TOWN OF SCITUATE
 FY 2020 BUDGET PROJECTION 20001

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1210580	585100	POLICE	EQUIPMENT	166,005.00	147,495.59	178,460.00	166,005.00	
		POLICE Total	CAPITAL OUTLAY	166,005.00	147,495.59	178,460.00	166,005.00	
		POLICE GRAND TOTAL		3,758,553.00	3,651,119.57	4,040,878.00	4,028,423.00	

TOWN OF SCITUATE

FY 2020 BUDGET

DEPARTMENT: FIRE

MISSION STATEMENT:

The Scituate Fire Department is committed to providing the citizens, business owners, and visitors of Scituate an effective, well trained team of professionals to protect lives and property through fire protection and education, emergency medical and rescue services, fire suppression, hazardous materials response, emergency management, and to coordinate with our Communications Center for the most efficient and effective response to emergencies.

FY 2020 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

GOAL:

To improve our coordination and training with our gas and electric companies to be better prepared for a potential large scale utility event.

1. Request our gas and electric utilities to provide additional emergency response training so we can work together efficiently and effectively during a gas or electric emergency.
2. Require our utility companies to identify all of the major components and safety systems of their utility equipment located in our community.
3. Establish a coordinated grid mapping system, especially for our coastal areas that are often impacted by severe storms. This grid would delineate all areas of our coastline and flood prone neighborhoods in case of isolated neighborhoods needing additional resources and to minimize duplication of efforts during our rescue and recovery phases of a significant event.
4. Once this mapping system is established for we will request our utility companies to participate using the same grid system for utility emergencies in Scituate.

GOAL:

To review and improve the departments SOP and SOG program for our department emergency operations.

1. Review our standing SOP's and SOG's to identify where we can improve or update existing policies.
2. Create a standard list of SOP's and SOG's by working with other local fire chiefs to identify what additional policies and guidelines will need to be written.
3. Work with our Station Smarts software coordinators to incorporate an SOP and SOG module into their program to be utilized and maintained under our service plan.
4. Work with my command staff to encourage collaboration with this time consuming but important challenge.

GOAL:

To improve our training for structure fires which have become more dangerous due to the widespread use of synthetic materials in most occupancies and the reduction of structure fires which limits the experience our firefighters obtain to maintain their skills.

1. Update our annual training schedule to include annual fire training requirements focusing on the increased hazards of today's potential for faster spreading fires.
2. Coordinate with the Boston Fire Academy to provide our firefighters with live burn evolutions to provide a more hands on training opportunity.
3. Encourage collaboration with my command staff to promote and accomplish an improved annual fire and hazard response training program.
4. Incorporate this training schedule and completion record into our new Station Smarts training module.

GOAL:

To improve our Firefighters capabilities with fire pump operations.

1. Apply for a regional grant to purchase a fire pump training trailer which will provide an effective working tool to improve our pump training capabilities.
2. Coordinate with Norwell, Hingham, Hull, And Cohasset fire chiefs to coordinate and formulate an Assistance to Firefighters Grant (AFG) application.
3. If the grant is successful we would need to purchase pump trailer and coordinate a training program for our department.
4. Develop a rotation of the training trailer to ensure each Town under the grant has equal opportunity to provide training for each department.
5. Provide FEMA with all of the follow up documentation for the purchase of equipment and training costs.

GOAL:

To manage the Humarock Station 4 new apparatus bay garage construction project and identify the most cost effective solution for the existing fire living space.

1. To format a bid spec to put the building out to bid for the building followed by the foundation and utilities needed for apparatus storage.
2. Work with the building department and facilities manager to see this phase of the project to completion.
3. Establish pricing for the renovation and replacement of the existing living space to promote the most cost effective long term solution for this building.
4. Present this long term solution to the various boards, committees, and Town Meeting for potential approval.
5. Work with the building department and facilities manager to format a bid spec to move forward to the construction of this phase 2 of the Humarock fire station living quarters.

MAJOR BUDGET COMPONENTS

The majority of the fire department budget is personnel (95%). The management of the contractual time off while effectively estimating the potential sick and injury leave is an annual challenge due to the need of filling these vacancies with overtime. The equipment and supplies along with purchase of services will vary each year pending any equipment that may need to be serviced or replaced. We continue to search for grant opportunities to improve the service and reduce the tax burden to our citizens.

Programs: Fire Prevention, SAFE, Sr. SAFE, CERT, CPR, and First Aid classes.

Personnel Budget: 95.35% (75.92% salaries, 18.82% overtime, 5.26% contractual benefits)

Equipment and Supplies: 3.47% (64.81% supplies, 35.19% equipment & maintenance)

Purchase of Services: 1.18%

FY 2020 RISKS AND CHALLENGES

The challenge of staying within the budget is ongoing. Members out on injured on duty leave (IOD) as well as extended illness in conjunction with contractual time off, continue to create overtime challenges. We currently have five firefighters out on long term leave and two vacant positions that need to be staffed on a weekly basis. We have hired three new firefighters this year to fill retirement positions. One will graduate the (MFA) Massachusetts Fire Academy in November, One in February, and the third in August of 2019. From the time of acceptance of a candidate until the time they go to the (MFA) is currently six months. Add approximately three months to complete the MFA bringing the total time of 9 months before a candidate is trained and ready for duty. This is prolonging the time it takes to get these firefighters to full duty and significantly impacts the overtime budget. Ongoing sick leave management will continue with consultation and written awareness to any firefighter with excessive sick leave.

A more recent challenge we are faced with is the hiring of additional paramedics to become firefighters for our department. Due to the increased demand of paramedics by all towns who run their own fire based ambulance service, there are a reduced number of paramedics available to hire. As mentioned above there is also a six month wait to get our candidates into the Mass. Fire Academy (MFA) which delays our opportunity to get these positions filled. This will be an ongoing challenge as firefighter/EMT's continue to retire, needing to be replaced with paramedics.

Coastal storms require significant coordination with local, state resources, and utility companies to ensure all of the demands of emergency services are met. We are looking to meet the potential challenge of a large scale storm with extended power outages and high demand for sheltering, likely a hurricane. This will take additional resources that must be coordinated by the Emergency Management Team. We are looking to expand our sheltering locations to the new Gates Jr. High School giving us two locations to host large numbers of residents if needed.

We continue the process to improve our department's use of technology for records management and improving information dissemination for emergency calls. We have accomplished our goal to remove the use of written log books and utilize a new software program, Station Smarts. This has improved our capability to analyze trends and retrieve information of our department operations. This program has given us the tools to manage most of our daily

operations including fire preplanning and training, two areas we are constantly trying to improve on. The key to this is for all of our command staff to participate with the offered training so we can keep moving forward with each phase of this program. We have offered weekly trainings with this program and this has proven successful to date. We will need to continue this training to utilize all the capabilities of the Station Smarts program.

We need to continue to improve our EMS capability with response to school emergencies and the potential threats that all municipalities are dealing with to ensure our students and faculty are safe at all times. We have conducted training with local police and outside agencies to meet this challenge with interagency cooperation and operational guidelines to facilitate a safe outcome should this happen in Scituate. This challenge will require ongoing training and coordination with Scituate police and potential outside agencies.

We continue to provide a proactive fire prevention program, to improve our training capabilities, train our command staff, and to oversee the emergency management of the Town within the current budget. The demands of our fire prevention and SAFE program continue to grow with the increase in construction development and the demographics of our residents. We have been fortunate enough to receive annual grants for our SAFE program in the schools and our newer program Senior Safe. This program encourages fire safety to seniors and offers safety inspections and replacement of smoke and carbon monoxide detectors free of charge for our senior citizens. This takes additional coordination and execution of inspections by our SAFE Team.

We strive to meet the recommendation of our Emergency Services Consulting International (ESCI) fire department analysis, with a dedicated training and fire prevention officer. With the increase in demands of our EMS program and the reduced incidence of fires we need to enhance our fire ground training in a more comprehensive and consistent manner. The Scituate Fire Department management staff is well below the ratio for a department operating a full time EMS program according to this report. A full time combined training and fire prevention officer would reduce the high work load and provide more consistent and effective training program as well as a more responsive and efficient fire prevention program.

All Massachusetts fire departments will have OSHA oversight starting in February of 2019. This will involve additional management requirements to facilitate ongoing SOP and SOG updates as well as additional training oversight.

We need to replace the departments aging ambulances so we are requesting a three year replacement cycle. This will put each ambulance as a front line ambulance for six years and as a backup ambulance for three years. It is likely in the near future we will have the demand to run a third ambulance with call back personnel, which will put more wear on our ambulance fleet. Currently only our newest ambulance has four wheel drive which presents a challenge of safe travel through snow and ice conditions. All ambulances going forward will have four wheel drive.

Communications resiliency has become more apparent with the construction of the PSC and the use of advanced technology. We currently rely on Comcast and Verizon lines for our communications for our phone and station alerting communications. Town meeting approved new communications towers for station 1 and 4. Management of the construction and communications testing will be essential to be sure this critical component is built to the latest standards to improve our communications resiliency and is completed to our specifications.

Our Humarock Station 4 had significant flooding in the apparatus bay and in the supporting floor system in the living quarters. This station will need to be raised and extensively renovated or replaced to make this station functional and more resilient for the long term. Fortunately we were approved for \$50,000 at Town meeting for

renovations and were able to obtain a Department of Fire Services (DFS) grant for an additional \$100,000. Preliminary estimates are between \$400,000 to \$450,000 to accomplish this major project. We continue to search for additional grant funding as well as present a capital request for the additional funds to bring this 78 year old building to current standards.

As the Emergency Management Director I am responsible for coordinating our Scituate Emergency Management Agency (SCEMA) with the planning, response, and recovery of a significant event in Town. Since 2010 we have had six major coastal storms, four that were eligible for reimbursement from FEMA due to excessive operating costs or damage to our infrastructure. Through ongoing emails, site visits, meetings, and endless paperwork our team consisting of Nancy Holt, Dan Smith, Deputy Elliott, and myself have been able to receive or have obligated in excess of \$11.5 million dollars in funding from FEMA. This has been an ongoing effort and all project requests have been obligated or approved for reimbursement by FEMA for the first three storms. Much of the coastal work is pending design and engineering as well as funding the Town's 25% match in order to move forward with reconstruction of the damaged areas.

We are in the process of working with FEMA to recover over nine million dollars damage from the March 2nd storm on top of the past storms. Our team is working with MEMA and FEMA to potentially bundle all four of our coastal storm foreshore damage into one large project so we can move forward to get our foreshore protection, not only back in place, but improved to withstand the future storms. Our coastal resiliency is imperative for the protection of our homes and businesses along our coastline and flood prone neighborhoods.

Injuries are an unfortunate part of the fire service job and everything we can do to reduce this is critical to employee safety and reduces the cost to the department for firefighters injured on duty. Many of our injuries have been from removing patients from their homes. This can be especially challenging when patients are on the second floor. Through a recent grant we have purchased electric stretchers, Lucas CPR machines, and provided additional training to help reduce these injuries.

We have collaborated with Scituate Police, Harbor Master & other Town agencies with school emergency and dive team training. We continued our active shooter training this past summer with all fire and police personnel taking part. This was very productive and improved the coordination of our fire and police departments so we are best prepared in case of an intrusive event or any similar situation in Town as well as an event involving mutual aid. This is an ongoing challenge for public safety. We will continue to train with police to ensure our response capabilities are the best they can be.

DEPARTMENTAL ACCOMPLISHMENTS

We are in the second year of the combined communications center. We have addressed challenges with bargaining, training, and hiring additional personnel. With patience and perseverance this was accomplished with no significant effects to our emergency services. Both fire & police worked with the new dispatch supervisor and all dispatchers to make sure all training requirements were met, and we worked with IT to resolve any technical issues from the PSC to the two outlying fire stations.

With the use of Station Smarts record management software we have completed the transition from written documentation to electronic tracking of all day to day operations for our department. The training for our officers is ongoing and will likely take at least another year to utilize all the capabilities this program will provide. The

modules we are working on this year are training documentation, pre-planning of commercial properties, and enhancing our SOP's and SOG's. This has already proven to be a significant benefit to our operations and has been willingly accepted by our command staff.

We have promoted a local campaign to encourage local men and women to obtain their EMT and paramedic license to become firefighter candidates after taking the Civil Service exam. We have 15 men and women who have contacted our department expressing their interest to work in Scituate in the future and we have given guidance on how to fulfil their requirements to become a potential firefighter/paramedic for our department. We have encouraged the candidates on this list to stay in contact and provide us with their progress and provide them guidance if needed. We have information posted at Scituate High School and South Shore Vo-Tech to encourage students to consider a future in Public Safety. We will continue to recruit potential candidates through signage, social media, and person to person encouragement.

The SAFE program has provided another successful year promoting fire safety to over 1400 students, pre-school through third grade, culminating with the open house during Fire Prevention month in October. The addition of the Senior Safe program has continued support from the Department of Fire Services, the Red Cross, and the Scituate Fire Department to implement safe homes for seniors. This program will continue to enable our senior citizens to have an evaluation of smoke detector and carbon monoxide alarms in their homes. If needed the detectors will be installed free of charge to ensure their homes are safe in the event of a fire or carbon monoxide condition. The SAFE program is funded by the fire department budget and a grant received from the State for \$7,160.

We have successfully received an Emergency Management Performance Grant (EMPG) grant for \$4,175. We will utilize this grant towards sandbag equipment which will be capable of producing over 400 bags per hour for our flood prone properties in Town. Sandbags were utilized in the March 2nd storm by local residents and businesses, protecting property from extreme flooding.

The Town was impacted by two historic storms as well as multiple others during the winter of 2018. Our emergency management team was well prepared and executed all emergency responses with no significant injuries or death to our public safety personnel or our residents. The major (record) flooding and extreme winds increases the risk of emergency response significantly. I would like to commend all of our public safety personnel who responded to all emergency calls efficiently and effectively to protect our community in this challenging environment.

We continue to search for grants from the state and federal government. On top of the \$630,000 in grants over the last four years, this year we received an EMPG grant (\$4,175), a SAFE grant for \$7,160, a CERT grant for \$3,000, a DFS grant for \$100,000 for Humarock Station 4, and \$40,000 for a mobile de-watering pump to remove pooling water in our flood prone areas. We have submitted a total of \$750,000 in grant applications for the coming year.

Our department was successful in acquiring a Citizens Emergency Response Team grant (CERT), for \$3000. This grant will be used to train and equip volunteer citizens to assist our Emergency Management Team during significant events. Many of these volunteers would be used at our shelters when operational. We are planning a CERT program in the winter of 19' to help us train personnel who would be available during significant events and our ongoing coastal storms.

The second ambulance is now operating out of the PSC and working towards our mission to provide emergency services to our entire Town within the NFPA recommended response times. This program has reduced incoming

mutual aid and improved our EMS capabilities to our citizens. We are operating the second ambulance 24/7 to follow through with our commitment to provide the best service we can to all of our citizens 24 hours a day.

We were able to obtain the services of the Plymouth County Sheriff's Department to paint the exterior of Station 1 with no labor cost, saving the Town approximately \$35,000. Station 1 has been painted light grey to match the public safety complex. The original (1974) kitchen has been outfitted with new cabinets and counters, improving the living conditions for our firefighters. I would like to thank the Plymouth County Sheriff's Department who also painted the interior of this station two years ago. We are working to maintain and improve our fire stations so they will be efficient and effective for long term operations as well as provide a safe and comfortable work place for our firefighters.

DESCRIPTION OF REVENUE	FY17	FY18	FY19 YTD	FY20 Projected	Comments
Permit fees	\$24,160	\$25,059	\$10,745	\$27,000	FY19 YTD 7/1-11/1
Ambulance Revenue	\$915,506	\$872,700	\$417,819	\$900,000	FY19 YTD 7/1-11/1
AFG grant	\$217,000	\$100,000	Pending	\$750,000	Submitted FY19
SAFE grant	\$7,754	\$7,336	\$7,160	\$ 7,000	
CERT grant	\$0	\$3,000	\$3,000	\$3,000	
EMPG grant	\$4,640	\$4,640	\$4,175	\$4,175	
State 911 grant	\$34,550	\$38,000	\$6566	\$6,700	FF Dispatchers
DFS Grant	\$0	\$0	\$140,000		
FY19 Grant total YTD			\$164,335		

**TOWN OF SCITUATE
FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1220510	511000	FIRE	REGULAR SALARIES	3,471,527.00	3,210,524.72	3,608,579.00	3,608,579.00	
1220510	512000	FIRE	OVERTIME	865,305.00	1,053,750.79	898,416.00	898,416.00	
1220510	512100	FIRE	OVERTIME-TRAINING	0.00	0.00	0.00	0.00	
1220510	513000	FIRE	LONGEVITY	29,613.00	26,336.50	30,330.00	30,330.00	
1220510	514000	FIRE	EDUCATIONAL INCENTIVE	67,560.00	61,871.15	73,850.00	64,250.00	
1220510	515000	FIRE	HOLIDAY PAY	143,781.00	127,798.02	148,339.00	148,339.00	
1220510	516000	FIRE	SHIFT DIFFERENTIAL	0.00	2,379.33	0.00	0.00	
1220510	517000	FIRE	SPECIAL EMPLOYEES	0.00	0.00	0.00	0.00	
1220510	517100	FIRE	S.A.F.E. Program	5,000.00	9,034.90	5,000.00	5,000.00	
1220510	517200	FIRE	SICK LEAVE BUY BACK	1,000.00	900.00	2,530.00	2,530.00	
1220510	517300	FIRE	EMERGENCY MANAGEMENT	10,000.00	10,155.11	10,000.00	10,000.00	
1220510	518000	FIRE	PART-TIME SALARIES	0.00	154.08	0.00	0.00	
1220510	519100	FIRE	OTHER SALARIES	4,362.00	0.00	4,362.00	1,367.00	
		FIRE Total	PERSONAL SERVICES	4,598,148.00	4,502,904.60	4,781,406.00	4,768,811.00	
1220520	521100	FIRE	ELECTRICITY	0.00	0.00	0.00	0.00	
1220520	521300	FIRE	NATURAL GAS	0.00	0.00	0.00	0.00	
1220520	523100	FIRE	WATER/SEWER	0.00	0.00	0.00	0.00	
1220520	524100	FIRE	OFFICE MACHINE MAINT	15,000.00	11,998.06	15,000.00	15,000.00	
1220520	524200	FIRE	REPAIR/MAINT PROP/EQUIP	17,688.00	15,579.85	17,688.00	17,688.00	
1220520	524500	FIRE	VEHICLE SERVICE	0.00	0.00	0.00	0.00	
1220520	530900	FIRE	TECHNICAL SERVICES	2,200.00	2,035.15	2,358.00	2,200.00	
1220520	531100	FIRE	SUPPORT SERVICES	18,500.00	17,719.51	19,141.00	18,500.00	
1220520	532100	FIRE	CONFERENCES/MEETINGS	750.00	1,270.98	1,300.00	1,000.00	
1220520	534300	FIRE	BINDING & PRINTING	379.00	57.50	379.00	379.00	
1220520	534400	FIRE	POSTAGE	0.00	0.00	0.00	0.00	
1220520	570200	FIRE	EMERGENCY MGMT	0.00	0.00	0.00	0.00	
1220520	573100	FIRE	PROFESSIONAL DUES & SUBS	1,400.00	1,472.76	2,350.00	2,000.00	
		FIRE Total	PURCHASE OF SERVICES	55,917.00	50,133.81	58,216.00	56,767.00	
1220540	542000	FIRE	OFFICE SUPPLIES	1,828.00	1,792.97	1,828.00	1,828.00	
1220540	542300	FIRE	SPECIAL AGENCY SUPPLIES	3,220.00	1,940.59	3,220.00	3,220.00	
1220540	542500	FIRE	PRINTING & FORMS	0.00	39.20	0.00	0.00	
1220540	543000	FIRE	BUILDING SUPPLIES	3,000.00	1,161.85	4,779.00	3,000.00	
1220540	543100	FIRE	EQUIPMENT PARTS	58,624.00	56,197.74	58,979.00	58,624.00	
1220540	545100	FIRE	CLEANING SUPPLIES	7,300.00	5,903.68	7,300.00	7,300.00	
1220540	548000	FIRE	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	
1220540	548100	FIRE	FUELS & LUBRICANTS	0.00	0.00	0.00	0.00	
1220540	548400	FIRE	TOOLS & EXPENDABLES	0.00	0.00	0.00	0.00	
1220540	550000	FIRE	MEDICAL SUPPLIES	32,000.00	30,521.36	32,120.00	32,120.00	

**TOWN OF SCITUATE
FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1220540	558100	FIRE	CLOTHING	58,300.00	57,159.37	59,399.00	59,399.00	
1220540	570200	FIRE	EMERGENCY MANAGEMENT	0.00	0.00	2,500.00	0.00	
		FIRE Total	MATERIALS & SUPPLIES	164,272.00	154,716.76	170,125.00	165,491.00	
1220580	585100	FIRE	EQUIPMENT	0.00	0.00	0.00	0.00	
		FIRE Total	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	
		FIRE GRAND TOTAL		4,818,337.00	4,707,755.17	5,009,747.00	4,991,069.00	

TOWN OF SCITUATE FY 2020 PERSONAL SERVICES

Department: 220 FIRE

Budget Code: 510 Personal Services

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	EMS Supv	Base Weekly	# of Weeks	Base Yearly	Holiday	Sick Leave			EMD		Longevity	Total Per Employee
											Buy Back	Dive Team	Incentive	Paramedics Education			
FIRE CHIEF																	
John Murphy	10/3/1994						\$2,247.98	52.4	\$117,794	\$4,946				\$5,000	\$10,000	\$925	\$138,665
DEPUTY FIRE CHIEF																	
Alfred Elliot	2/21/1989					\$4,004	\$2,104.62	52.4	\$110,282	\$4,630	\$500		\$5,000	Emerg Mgmt		\$1,300	\$121,712
FIRE CAPTAINS																	
Reilly, Patrick	1/3/2007	F-3 - P	Max				\$1,488.84	52.4	\$78,015	\$3,275		\$100		\$200		\$675	\$82,265
Brian V. McGowan (+2%)	9/29/1980	F-3 - B	Max				\$1,459.03	52.4	\$76,453	\$3,210	\$510		\$5,100			\$944	\$86,217
William Sestito (+2%)	10/19/1992	F-3 - B	Max				\$1,459.03	52.4	\$76,453	\$3,210			\$2,550			\$944	\$83,157
Mark Donovan (4%)	10/21/1989	F-3 - I	Max				\$1,506.72	52.4	\$78,952	\$3,315	\$520					\$962	\$83,749
FIRE LIEUTENANTS																	
David Bortolotto	9/1/1998	F-2 - P	Max			\$7,494	\$1,345.04	52.4	\$70,480	\$2,959			\$5,000	\$200		\$825	\$79,464
Geoffrey Downing	11/15/2004	F-2 - P	Max				\$1,345.04	52.4	\$70,480	\$2,959		\$100	\$5,000	\$200		\$725	\$79,464
Eric Norlin	7/30/2007	F-2 - P	Max				\$1,345.04	52.4	\$70,480	\$2,959			\$5,000	\$200		\$675	\$79,314
Sean J Cashman	11/17/2004	F-2 - P	Max				\$1,345.04	52.4	\$70,480	\$2,959			\$5,000	\$200		\$725	\$79,364
FIREFIGHTERS																	
Barry Shea	7/17/2000	F-1 - P	Max			\$4,519	\$1,216.59	52.4	\$63,749	\$2,676			\$5,000	\$200		\$725	\$72,350
Bradford Kent	7/25/2011	F-1 - P	Max				\$1,216.59	52.4	\$63,749	\$2,676				\$200		\$375	\$67,000
Brian Clark	6/25/1997	F-1 - P	Max			\$4,519	\$1,216.59	52.4	\$63,749	\$2,676				\$200		\$825	\$67,450
Charles Hollis (4%)	2/21/1989	F-1 - B	Max				\$1,204.52	52.4	\$63,117	\$2,650	\$500					\$962	\$67,229
Christopher Collins	7/30/2007	F-1 - P	Max				\$1,216.59	52.4	\$63,749	\$2,676		\$100		\$200		\$675	\$67,400
Christopher Melvin	9/19/2016	F-1 - P	Max				\$1,216.59	52.4	\$63,749	\$2,676				\$200		\$0	\$66,625
Craig Carter	6/19/2006	F-1 - P	Max				\$1,216.59	52.4	\$63,749	\$2,676				\$200		\$675	\$67,300
Daniel Mendes (+2%)	1/25/1988	F-1 - B	Max				\$1,181.35	52.4	\$61,903	\$2,599		\$102				\$944	\$65,548
Daniel Sullivan	4/1/2002	F-1 - P	Max				\$1,216.59	52.4	\$63,749	\$2,676				\$200		\$725	\$67,350
Daniel Tasker	9/28/2015	F-1 - P	Max				\$1,216.59	52.4	\$63,749	\$2,676				\$200		\$0	\$66,625
David Hermance	9/5/1995	F-1 - I	Max				\$1,176.51	52.4	\$61,649	\$2,588						\$825	\$65,062
Elena Cheverie	9/5/1995	F-1 - B	Max				\$1,158.19	52.4	\$60,689	\$2,548						\$825	\$64,062
Francis J. Kiley (4%)	1/25/1988	F-1 - B	Max				\$1,204.52	52.4	\$63,117	\$2,650						\$962	\$66,729
Timothy Nutall	7/30/2018	F-1 - P	2				\$1,149.34	52.4	\$60,225	\$2,529				\$200		\$0	\$62,954
James Sweeney	9/15/2008	F-1 - P	Max				\$1,216.59	52.4	\$63,749	\$2,676				\$200		\$675	\$67,300
Jim Six-Tiger	5/15/2017	F-1 - P	Max				\$1,216.59	52.4	\$63,749	\$2,676				\$200		\$0	\$66,625
Jodi Corrigan	1/25/2016	F-1 - P	4				\$1,216.59	52.4	\$63,749	\$2,676				\$200		\$0	\$66,625
John Bulman	3/5/2012	F-1 - P	Max				\$1,216.59	52.4	\$63,749	\$2,676				\$100	\$200	\$375	\$67,100
John D. Reidy (2%)	7/18/1994	F-1 - B	Max				\$1,181.35	52.4	\$61,903	\$2,599		\$102				\$944	\$65,548
John F. Smith (+4%)	1/2/1985	F-1 - B	Max				\$1,204.52	52.4	\$63,117	\$2,650		\$104				\$962	\$66,833
Joseph W. West	12/2/1999	F-1 - I	Max				\$1,176.51	52.4	\$61,649	\$2,588						\$825	\$65,062
Louis Zaccaria	9/29/2008	F-1 - P	Max				\$1,216.59	52.4	\$63,749	\$2,676				\$200		\$675	\$67,300
Matthew Johannesen	3/3/2014	F-1 - P	Max				\$1,216.59	52.4	\$63,749	\$2,676		\$100	\$5,000	\$200		\$375	\$72,100
Matthew Regan	4/28/2003	F-1 - P	Max				\$1,216.59	52.4	\$63,749	\$2,676				\$200		\$725	\$67,350
Michael Cohen	5/15/2017	F-1 - P	Max				\$1,216.59	52.4	\$63,749	\$2,676			\$5,000	\$200		\$0	\$71,625
Michael Ehlers	3/22/2016	F-1 - P	Max				\$1,216.59	52.4	\$63,749	\$2,676				\$200		\$0	\$66,625
Michael Molla	1/5/2015	F-1 - P	Max				\$1,216.59	52.4	\$63,749	\$2,676				\$200		\$375	\$67,000
Michael Regan	10/2/1989	F-1 - B	Max				\$1,158.19	52.4	\$60,689	\$2,548						\$925	\$64,162
Paul J. MacPherson	10/23/2000	F-1 - P	Max			\$4,519	\$1,216.59	52.4	\$63,749	\$2,676				\$200		\$725	\$67,350
Peter Downes	8/19/1996	F-1 - B	Max				\$1,158.19	52.4	\$60,689	\$2,548						\$825	\$64,062
Raymond D. Sanborn (2%)	4/10/1989	F-1 - B	Max				\$1,181.35	52.4	\$61,903	\$2,599						\$944	\$65,446
Richard Dehn	3/3/2014	F-1 - P	Max				\$1,216.59	52.4	\$63,749	\$2,676				\$200		\$375	\$67,000
Robert Creighton	9/28/2015	F-1 - P	Max				\$1,216.59	52.4	\$63,749	\$2,676			\$5,000	\$200		\$0	\$71,625
Robert G. Rizzotto (4%)	8/22/1992	F-1 - B	Max				\$1,204.52	52.4	\$63,117	\$2,650						\$962	\$66,729
Robert McDonough	6/19/2006	F-1 - P	Max				\$1,216.59	52.4	\$63,749	\$2,676				\$200		\$675	\$67,300
Thomas Doyle	6/14/1999	F-1 - P	Max				\$1,216.59	52.4	\$63,749	\$2,676				\$200		\$825	\$67,450
Crosta, Andrew	11/6/2018	F-1 - P	2				\$1,149.34	52.4	\$60,225	\$2,529				\$200		\$0	\$62,954

TOWN OF SCITUATE FY 2020 PERSONAL SERVICES

Department: 220 FIRE

Budget Code: 510 Personal Services

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	EMS Supv	Base Weekly	# of Weeks	Base Yearly	Holiday	Sick Leave Buy Back	Dive Team	Education Incentive	EMD Paramedics Education	Longevity	Per Employee	Total
Vacant		F-1 - P	2				\$1,149.34	52.4	\$60,225	\$2,529				\$200	\$0		\$62,954
Vacant		F-1 - P	Max				\$1,216.59	52.4	\$63,749	\$2,676				\$200	\$0		\$66,625
Vacant		F-1 - P	Max				\$1,216.59	52.4	\$63,749	\$2,676		\$100		\$200	\$0		\$66,725

ADM ASST

Galvin Maureen	7/14/2008	A-7	Max	25.04	35		\$876.40	52.4	\$45,923		\$500				\$925		\$47,348
----------------	-----------	-----	-----	-------	----	--	----------	------	----------	--	-------	--	--	--	-------	--	----------

TOTALS

									\$3,383,734	\$140,126	\$2,530	\$908	\$57,650	\$16,600	\$30,330		\$3,631,878
--	--	--	--	--	--	--	--	--	-------------	-----------	---------	-------	----------	----------	----------	--	-------------

POSITION TITLE	Positions #	Reg Salary 5110	Overtime 5120	Mechanic OT 5120	EMD Paramedics Education 5140	Holiday 5150	Longevity 5130	EMS Supv 5110	Sick Lv BB 5172	Dive Team 5191	Part-time 5180	SAFE 5171	Other 5191	5173	TOTAL 510
FIRE CHIEF	1	\$117,794			\$5,000	\$4,946	\$925		\$0	\$0				\$10,000	\$138,665
DEPUTY FIRE CHIEF	1	\$110,282			\$5,000	\$4,630	\$1,300	\$4,004	\$500	\$0				\$0	\$125,716
CAPTAINS	4	\$309,873	\$89,370		\$7,850	\$13,010	\$3,525		\$1,030	\$100					\$424,758
LIEUTENANTS	4	\$281,920	\$81,661	\$15,000	\$20,800	\$11,836	\$2,950	\$7,494	\$0	\$100					\$421,761
FIREFIGHTERS	40	\$2,517,942	\$642,806		\$25,600	\$105,704	\$20,705	\$13,557	\$500	\$708					\$3,327,522
SECRETARY	1	\$45,923				\$0	\$925		\$500				\$459		\$47,807
OTHER			\$15,000												\$15,000
Officer Training			\$6,000												\$6,000
Emergency Management (5173)												\$5,000			\$5,000
EST CONTRACTUAL		\$198,321	\$47,699	\$880		\$8,213		\$1,469							\$256,582
TOTALS	51	\$3,582,055	\$882,536	\$15,880	\$64,250	\$148,339	\$30,330	\$26,524	\$2,530	\$908	\$0	\$5,000	\$459	\$10,000	\$4,768,811

Town Of Scituate

FY 2020 BUDGET

DEPARTMENT: Public Safety Communications

MISSION STATEMENT:

Our mission is to partner with police and fire, as well as the community to assist in improving public safety. Continue to make sure all calls are answered and addressed in a timely and courteous manner.

FY 2020 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

- Further continue educating all communication specialists with proper police and fire protocols.
- Keep all specialists up to date and certified with EMD and NextGen911 and mandatory 16- hours of continued education.
- Hire 3 part time communication specialists to properly staff the Communications Center to alleviate the overtime that is created by contractual time off.

MAJOR BUDGET COMPONENTS

- The Communication Center budget is primarily “personal services”. Salaries and overtime make up the bulk of the budget as most of the equipment is new and any changes are usually covered by the yearly 911 grant.
- 16-Hours of yearly training mandates and training for new specialist are also covered by the grant.
- 8 full-time specialists, 1 part-time and 1 specialist who divides time as a specialist and supervisor.

FY 2020 RISKS AND CHALLENGES

- With the anticipated retirement of two long time communication specialists within the next year, lining up part time specialists to fill in as needed to make up the voids created by the specialist using there accumulated time off. This could cause financial strain on the overtime allotment.

- Navigating through the two unions, TOSCA and the Fire, is challenging. Specialists represented by these unions should be merged and be represented by one bargaining unit. Making operational decisions for the communications department without creating a collective bargaining issue with one of the two unions is challenging.
- With the amount of technology streamed into the communication center glitches are inevitable. Training specialists to trouble shoot and work through the issues without interruption to the police and fire radio communications and limiting public risk from down time is challenging.

DEPARTMENTAL ACCOMPLISHMENTS

- The Public Safety Communications department has effectively cross trained all of the specialists to work both police and fire desks efficiently. We are slowly moving in a positive direction with maintaining proper staffing.
- Implemented the new Generation 911 Phase Two Wireless Direct Calls.

**TOWN OF SCITUATE
FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1230510	511000	PUBLIC SAFETY COMMUNICATIONS	Regular Salaries	352,513.00	397,625.36	484,508.00	484,508.00	
1230510	512000	PUBLIC SAFETY COMMUNICATIONS	Overtime	106,582.00	114,969.08	44,402.00	44,402.00	
1230510	513000	PUBLIC SAFETY COMMUNICATIONS	Longevity	4,275.00	5,837.05	4,900.00	4,900.00	
1230510	515000	PUBLIC SAFETY COMMUNICATIONS	Holiday Pay	15,101.00	13,992.80	20,683.00	20,683.00	
1230510	516000	PUBLIC SAFETY COMMUNICATIONS	Shift Differential	9,120.00	7,642.40	12,289.00	12,289.00	
1230510	517200	PUBLIC SAFETY COMMUNICATIONS	Sick Leave Buy Back	1,000.00	500.00	1,000.00	1,000.00	
1230510	518000	PUBLIC SAFETY COMMUNICATIONS	Part-Time Salaries	40,593.00	29,013.27	19,446.00	19,446.00	
1230510	519100	PUBLIC SAFETY COMMUNICATIONS	Other Salaries	2,426.00	709.19	2,371.00	2,371.00	
1230510	558100	PUBLIC SAFETY COMMUNICATIONS	Clothing	1,400.00	864.66	1,925.00	1,925.00	
		PUBLIC SAFETY COMMUNICATIONS Total	PERSONAL SERVICES	533,010.00	571,153.81	591,524.00	591,524.00	
1230520	530800	PUBLIC SAFETY COMMUNICATIONS	TRAINING	2,000.00	1,896.86	2,000.00	2,000.00	
		PUBLIC SAFETY COMMUNICATIONS Total	PURCHASE OF SERVICES	2,000.00	1,896.86	2,000.00	2,000.00	
1230540	542000	PUBLIC SAFETY COMMUNICATIONS	Office Supplies	200.00	200.00	200.00	200.00	
		PUBLIC SAFETY COMMUNICATIONS Total	MATERIALS & SUPPLIES	200.00	200.00	200.00	200.00	
1230580	585200	PUBLIC SAFETY COMMUNICATIONS	Furnishings/Equipment	0.00	0.00	0.00	0.00	
		PUBLIC SAFETY COMMUNICATIONS Total	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	
		PUBLIC SAFETY COMMUNICATIONS GRAND TOTAL		535,210.00	573,250.67	593,724.00	593,724.00	

TOWN OF SCITUATE FY 2020 PERSONAL SERVICES DETAIL

11/26/2018

Department: 230 PUBLIC SAFETY COMMUNICATIONS CENTER

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Base Weekly	# of Weeks	Base Yearly	Longevity	Holiday	Sick Leave Buy Back	Total Per Employee
<u>COMMUNICATION SPECIALIST/DISPATCH COORDINATOR</u>												
Barbara DeWolfe	03-Jun-13	AMP 4	4			1,322.41	52.4	\$70,755	\$800	\$2,993		\$74,548
<u>COMMUNICATION SPECIALISTS</u>												
Theresa M. Duggan	04-Jun-84	A-7	MAX	\$25.04	40	\$1,001.60	52.4	\$52,484	\$1,125	\$2,268	\$500	\$56,377
Mary E. Rappold	05-Sep-86	A-7	MAX	\$25.04	40	\$1,001.60	52.4	\$52,484	\$1,125	\$2,268	\$500	\$56,377
James McCarthy	02-Jan-12	A-7	6	\$24.08	40	\$963.20	52.4	\$50,472	\$925	\$2,174		\$53,571
Bryan Rodday	24-Jul-17	A-7	4	\$22.97	40	\$918.80	52.4	\$48,145	\$0	\$2,037		\$50,182
Stephen Gotter	23-Aug-06	A-7	MAX	\$25.04	40	\$862.10	52.4	\$45,174	\$925	\$1,950		\$48,049
John Guidetti	04-Jan-16	A-7	5	\$23.51	40	\$841.62	52.4	\$44,101	\$0	\$1,866		\$45,967
Anne O'Donnell	09-May-18	A-7	3	\$22.44	40	\$897.60	52.4	\$47,034	\$0	\$1,990		\$49,024
Thomas Decoste	14-May-18	A-7	3	\$22.44	40	\$897.60	52.4	\$47,034	\$0	\$1,990		\$49,024
Part Time	Part Time	A-7	2	\$21.91	16	\$350.56	52.4	\$18,369	\$0	\$0		\$18,369
TOTALS		9						\$405,297	\$4,100	\$16,543	\$1,000	\$426,940
			TOTAL					\$476,052	\$4,900	\$19,537	\$1,000	\$501,489

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary	Overtime	Longevity	Education	Holiday	Shift Diff	Part-time	Sick Leave Buy Back	Clothing	Other Salary	Total Per Employee
		5110	5120	5130	5140	5150	5160	5180	5172	5581	5191	510
Comm Specialist/Dispatch Coordinator	1.0	\$70,755		\$800		\$2,993			\$0	\$175	\$708	\$75,431
Communication Specialist-FT	8.0	\$386,928	\$41,943	\$4,100		\$16,543	\$11,608		\$1,000	\$1,400	\$1,531	\$465,053
Comm Specialist-PT	2.0			\$0		\$0		\$18,369		\$350		\$18,719
Est Contractual		\$26,825	\$2,459			\$1,146	\$681	\$1,077			\$132	\$32,320
TOTALS	11.00	\$484,508	\$44,402	\$4,900	\$0	\$20,683	\$12,289	\$19,446	\$1,000	\$1,925	\$2,371	\$591,524

TOWN OF SCITUATE

FY 2020 BUDGET

DEPARTMENT: INSPECTIONS 241

MISSION STATEMENT:

The mission of the Scituate Inspections Department is to assist the public and to provide the protections of safe and appropriate construction by conscientiously ensuring compliance with codes and standards governing buildings and structures. To accomplish this, the Department enforces the Massachusetts State Building Code (780 CMR), the State Gas and Plumbing Code and the State Electrical Code. Regulations of the Massachusetts Architectural Access Board (521 CMR), Federal and State Emergency Management Authorities (FEMA and MEMA), and regulations concerning Weights and Measures are also enforced by the Department. The department is also charged with zoning enforcement, insuring compliance with State regulations and Town of Scituate Zoning Bylaws, as well as certain applicable Town of Scituate General Bylaws.

FY 20 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

GOAL:

Work toward creating a digitized filing system for Inspections Department and eventually other departments under the direction of the Office of Planning and Development.

OBJECTIVES:

- Cooperate with IT Department to determine most feasible approach to this task.
- Evaluate proposals from firms which perform this service.
- If and when budgeted, retain firm to accomplish this task.
- When task is accomplished, archived information will be available online and can be called up by address, by permit number or by date.
- Subsequent phases of this project would be to incrementally digitize Department's in-office files, then expand process to files of other departments.
- Long term goal is to require all applications, including plans, to be submitted in digital format. (See also following.)

GOAL:

Continue to work toward a consistent Departmental permitting process which would allow building permits to be applied for online as electrical and plumbing permits are now. Eventually expand availability and use of ViewPermit program to all departments involved in building permit approval process.

OBJECTIVES:

- In consultation with IT Department, Planning Director and software vender, determine most feasible route to accomplish this.
- When in place, notify public via Town web site.
- During “transition period” continue to accept paper applications as currently.

GOAL:

Continue to work proactively with Health Department and other Town agencies to address abandoned and derelict properties which are dangerous to the public and create neighborhood blight.

OBJECTIVES:

- Update the list of such properties as necessary.
- Identify owners or responsible parties and notice them of possible violations and consequences.
- As applicable, work with Health Agent to place properties in the State’s Abandoned Housing Initiative (AHI) program.
- Work with present and/or prospective owners to facilitate permitting to allow rehabilitation within State, Town and FEMA regulatory constraints.

GOAL:

Work with other Town Departments, Town Boards, State and Federal agencies, Planning Director, and Town Administrator to refine tools for management and regulation of coastal development and development in other flood prone areas.

OBJECTIVES:

- Participate in working group sessions with Planning Director and Offices of Planning, Health, Conservation and Coastal Resource to discuss Zoning Bylaw revisions to control future development in high-risk, flood prone areas.
- Look at ways to more closely align Zoning Bylaws with FEMA flood zone designations, limits and requirements.
- Consider modification of Zoning Section 470, replacing present language which designates 1972 map as defining Flood Plain and Watershed Protection District with reference to FEMA-based mapping based on newer and more scientific data.
- Review proposed Zoning Bylaw changes with stakeholders and appropriate Town Boards. Solicit feedback. If supported, pursue a vote at Annual Town Meeting.

GOAL:

Assist a consulting firm to be retained by the Town in a comprehensive update of the Transition Plan, detailing issues of barrier-free access to Town facilities.

OBJECTIVES:

- Serve as staff resource to assist selected firm with list of facilities to be surveyed and access to facilities as necessary. Provide plans and other documentation where available.
- Assist consultant to share draft Transition Plan Report with stakeholders for input and comment, review and report to appropriate Town officials, boards and commissions.
- With input from consultant, other Town departments and stakeholders, develop project list in priority order for 5-year rolling capital plan.

MAJOR BUDGET COMPONENTS

Almost the entire Departmental budget is allocated to personnel expenses. In addition to the in-house staff, the department retains three primary and two backup field inspectors who are independent contractors. They are paid a flat fee per inspection with no benefits. The single exception is the electrical inspector who, under the terms of a long-standing contract, is paid a salary with benefits.

- Personnel - 99%
- Other Expenditures (supplies, education, etc.) - 1%

FY 20 RISKS AND CHALLENGES

Challenges to which the Inspections Department responds typically remain consistent in type if not in intensity from year to year. Year to date activity in our core work area of permitting and inspections has significantly outpaced that experienced during the same period in FY19. FY20 appears to be poised to continue this expansion with increasing intensity.

Development

- Toll Brothers' development of the Goulston property, Seaside at Scituate, is underway. FY 2020 will likely be the period of most intense activity in terms of permitting, construction and inspections.
- Stockbridge Landing, as of this writing, appears to be lagging but all permits are in place and construction could start at any time.
- Herring Brook Meadow, a 40B apartment building, is likely to be under construction by the beginning of FY 2020.

- A large development at the Greenbush MBTA parking lot is now in design. This may consist of as many as 70 – 80 apartments and 20,000 square feet of retail space. It is possible this project will be under construction by sometime in FY 2020.
- A new development of approximately 15 to 17 homes off Ann Vinal Road will be under construction during FY 2020.
- Additionally, as in previous years, there are many smaller developments of 3 to 10 homes and many single lot homes being permitted and constructed.

Other Duties

Perhaps the Department's greatest risks and challenges derive from the so-called "peripheral duties" of the Commissioner and staff, responsibilities that fall outside our core work area.

- Revision of zoning regulations regarding construction in high-risk flood zones is a sensitive and important issue.
- Another area posing challenges is that of accessibility and conforming to CMR 521, the requirements of the AAB.
- A third challenge is posed by the need to proactively resolve situations concerning derelict and abandoned properties, "junk bylaw" violations and hoarding. All of these issues are difficult, time consuming, often confrontational and often subject to ultimate resolution only by legal means.

DEPARTMENTAL ACCOMPLISHMENTS

- The Department issued 793 building permits, 891 plumbing and gas permits and 747 electrical permits during the period January 1, 2018 to date. The Department conducted nearly 5,000 inspections during this period.
- Working with the Facilities Director, the Department's planned office redesign is moving closer to full realization. The new office will be enlarged to increase record storage, provide more and better space for client services and a more effective working environment. When complete, we plan to have a new, wheelchair accessible counter with more waiting space; a private conference room to be used for group meetings and sensitive discussions with a large table for plan layout; a more open and, therefore, communicative office environment; updated utilities and refreshed finishes.
- The Department participated in meetings of the Scituate Hoarding Response Taskforce (SHRT) and accompanied Board of Health, Police and Fire Department representatives on numerous site visits in response to reported hoarding situations.
- The Department coordinated efforts with the Health Agent to address numerous instances of housing code violation and tenant – landlord disputes.
- The Department assisted in grant applications and provided technical input to the Harbormaster's Office for electrical and accessibility upgrades to the Cole Parkway Marina; for accessible routes to Minot, Egypt and Peggotty Beaches; for an accessibility evaluation of Cushing School; and in support of several homeowner applications for FEMA Increased Cost of Compliance grants.
- The Department facilitated permitting to allow for the rehabilitation of two derelict properties.

DESCRIPTION OF REVENUE	YTD			Projected
	FY/17	FY/18	FY/19	FY/20
Certificate of Inspections	\$ 1,040.00	\$ 1,080.00	\$ 1,080.00	\$ 2,496.00
Building Permits	\$ 446,664.00	\$ 412,623.00	\$ 168,360.00	\$ 404,064.00
Gas & Plumbing Permits	\$ 46,810.00	\$ 52,240.00	\$ 23,030.00	\$ 55,272.00
Sealer of W&M	\$ 2,905.00	\$ 3,255.00	\$ 2,520.00	\$ 6,048.00
Wire Permits	\$ 52,339.00	\$ 54,224.00	\$ 19,699.00	\$ 47,278.00
Certificate of Occupancy	<u>\$ 2,310.00</u>	<u>\$ 2,310.00</u>	<u>\$ 810.00</u>	<u>\$ 2,500.00</u>
Total:	\$ 561,887.00	\$ 525,732.00	\$ 215,499.00	\$ 517,658.00

**TOWN OF SCITUATE
FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1241510	511000	INSPECTIONS	REGULAR SALARIES	165,192.00	216,664.92	168,178.00	168,178.00	
1241510	512000	INSPECTIONS	OVERTIME	0.00	0.00	0.00	0.00	
1241510	513000	INSPECTIONS	LONGEVITY	925.00	550.00	500.00	500.00	
1241510	517200	INSPECTIONS	SICK LEAVE BUY BACK	0.00	0.00	0.00	0.00	
1241510	518000	INSPECTIONS	PART-TIME SALARIES	102,707.00	107,024.45	119,717.00	103,637.00	
1241510	519100	INSPECTIONS	OTHER SALARIES	470.00	474.46	470.00	470.00	
		INSPECTIONS Total	PERSONAL SERVICES	269,294.00	324,713.83	288,865.00	272,785.00	
1241520	524100	INSPECTIONS	OFFICE MACHINE MAINT	0.00	0.00	0.00	0.00	
1241520	524200	INSPECTIONS	REPAIR/MAINT PROP/EQUIP	250.00	66.94	250.00	250.00	
1241520	530800	INSPECTIONS	TRAINING	0.00	0.00	0.00	0.00	
1241520	530900	INSPECTIONS	CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	
1241520	532100	INSPECTIONS	CONFERENCES/MEETINGS	2,000.00	1,511.18	2,000.00	2,000.00	
1241520	534300	INSPECTIONS	BINDING & PRINTING	0.00	0.00	0.00	0.00	
1241520	534400	INSPECTIONS	POSTAGE	0.00	0.00	0.00	0.00	
1241520	571100	INSPECTIONS	MILEAGE REIMBURSEMENT	500.00	0.00	0.00	0.00	
1241520	573100	INSPECTIONS	PROFESSIONAL DUES & SUBS	450.00	445.00	450.00	450.00	
		INSPECTIONS Total	PURCHASE OF SERVICES	3,200.00	2,023.12	2,700.00	2,700.00	
1241540	542000	INSPECTIONS	OFFICE SUPPLIES	500.00	241.88	800.00	500.00	
1241540	542300	INSPECTIONS	SPECIAL AGENCY SUPPLIES	650.00	321.76	1,000.00	650.00	
1241540	542500	INSPECTIONS	PRINTING & FORMS	0.00	0.00	300.00	300.00	
1241540	548100	INSPECTIONS	FUELS & LUBRICANTS	0.00	0.00	0.00	0.00	
		INSPECTIONS Total	MATERIALS & SUPPLIES	1,150.00	563.64	2,100.00	1,450.00	
		INSPECTIONS GRAND TOTAL		273,644.00	327,300.59	293,665.00	276,935.00	

TOWN OF SCITUATE FY 2020

Department: 241 INSPECTIONS

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Holiday	Sick BuyBack	Longevity	Total Per Employee
<u>BUILDING COMMISSIONER</u>												
Robert Vogel	7-Jul-2014	AMP 5B	6		35	\$1,607.21	52.4	\$84,218			\$800	\$85,018
<u>LOCAL INSPECTOR PT</u>												
Neil Duggan	1-Sep-2016	Non-Union		\$35.51	18	\$639.18	52.4	\$33,493				\$33,493
<u>CLERKS</u>												
Anne Kelly	5-Jan-2015	A-7	3	\$22.44	35	\$785.40	52.4	\$41,155	\$0		\$500	\$41,655
Susan Tice	22-Aug-2018	A-7	3	\$22.44	16	\$359.04	52.4	\$18,814	\$0		\$0	\$18,814
<u>ASST. BUILDING INSPECTOR</u>												
Jesse Anthony		Unclass	N/A	\$24.00/inspection	900			\$21,600				\$21,600
<u>WIRING INSPECTORS</u>												
Walter Faria		Unclass	N/A	\$2,000/month			12 months	\$24,000				\$24,000
Earl Servant		Unclass	N/A	\$24.00/inspection \$50/Call-out	30			\$720 \$800				\$720 \$800
<u>PLUMBING INSPECTORS</u>												
Philip Vonlderstein		Unclass	N/A	\$24.00/inspection	700			\$16,800				\$16,800
Todd Amelang												
<u>GAS INSPECTORS</u>												
Philip Vonlderstein		Unclass	N/A	\$24.00/inspection	700			\$16,800				\$16,800
Todd Amelang												
<u>SEALER OF WEIGHTS & MEASURES</u>												
Bob Egan		Unclass	N/A	\$250.00 /month			12 months	\$3,000				\$3,000
							Total	\$261,400	\$0	\$0	\$1,300	\$262,700

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Sick		Overtime 5120	Longevity 5130	Part-time 5180	Seasonal 5190	Holiday	Other 5191	TOTAL 510
		Reg Salary 5110	Buy Back 5110							
ACTING BUILDING COMMISSIONER	1	\$84,218	\$0		\$0					\$84,218
LOCAL INSPECTOR	1	\$33,493	\$0		\$0					\$33,493
SENIOR CLERK	1	\$41,155	\$0		\$500			\$0	\$470	\$42,125
PART-TIME CLERK	1		\$0		\$0	\$18,814		\$0		\$18,814
ASST. BUILDING INSPECTOR	1					\$21,600				\$21,600
WIRING INSPECTORS	2					\$25,520				\$25,520
PLUMBING INSPECTORS	2					\$16,800				\$16,800
GAS INSPECTORS	2					\$16,800				\$16,800
SEALER/WEIGHTS & MEASURES	1					\$3,000				\$3,000
EST CONTRACTUAL		\$9,312				\$1,103				\$10,415
TOTALS	12	\$168,178	\$0	\$0	\$500	\$103,637	\$0	\$0	\$470	\$272,785

**TOWN OF SCITUATE
 FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1295510	518000	SHELLFISH	PART-TIME SALARIES	8,000.00	8,000.00	8,000.00	8,000.00	
		SHELLFISH Total		8,000.00	8,000.00	8,000.00	8,000.00	
1295520	524200	SHELLFISH	REPAIR/MAINT PROP/EQUIP	200.00	0.00	200.00	200.00	
1295520	531100	SHELLFISH	SUPPORT SERVICES	0.00	50.00	0.00	0.00	
1295520	534400	SHELLFISH	POSTAGE	0.00	0.00	0.00	0.00	
1295520	571100	SHELLFISH	MILEAGE REIMBURSEMENT	50.00	0.00	50.00	50.00	
		SHELLFISH Total	PURCHASE OF SERVICES	250.00	50.00	250.00	250.00	
1295540	542300	SHELLFISH	SPECIAL AGENCY SUPPLIES	100.00	257.00	100.00	100.00	
1295540	548100	SHELLFISH	FUELS & LUBRICANTS	300.00	0.00	300.00	300.00	
		SHELLFISH Total	MATERIALS & SUPPLIES	400.00	257.00	400.00	400.00	
1295580	585100	SHELLFISH	EQUIPMENT	0.00	0.00	0.00	0.00	
		SHELLFISH Total	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	
		SHELLFISH GRAND TOTAL		8,650.00	8,307.00	8,650.00	8,650.00	

TOWN OF SCITUATE FY 2020 PERSONAL SERVICES DETAIL

11/12/2018

Department: 295 SHELLFISH

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Season	Weekly Pay	# of Weeks	Salary Total	Longevity	Total Per Employee
<u>SHELLFISH CONSTABLE</u> Michael Dimeo	1-Dec-15	Unclass						\$8,000		\$8,000
<u>ASSISTANT SHELLFISH WARDENS</u>		Unclass								\$0
						TOTAL		\$8,000	\$0	\$8,000

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary 5110	Overtime 5120	Longevity 5130	Part-time 5180	Seasonal 5190	Other 5191	TOTAL 510
SHELLFISH CONSTABLE					\$8,000			\$8,000
ASSISTANT SHELLFISH WARDENS					\$0			\$0
TOTALS		\$0	\$0	\$0	\$8,000	\$0	\$0	\$8,000

**TOWN OF SCITUATE
 FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1310560	560000	SOUTH SHORE VOTECH	SO SHORE REGIONAL SCHOOL ASSES	769,901.00	750,263.00	808,396.00	808,396.00	
		SOUTH SHORE VOTECH Total		769,901.00	750,263.00	808,396.00	808,396.00	
		SOUTH SHORE VOTECH GRAND TOTAL		769,901.00	750,263.00	808,396.00	808,396.00	

TOWN OF SCITUATE

FY 2020 BUDGET

DEPARTMENT: FACILITIES 410

MISSION STATEMENT: Provide efficient and cost effective management and programs to effectively Manage all Town owned and operated buildings, including six schools.

FY 2020 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS:

1.) Facilities Department

- A.) Continue to develop funding and staffing plan to better manage all town buildings.
- B.) Establish and Hire an HVAC mechanic for all town buildings (Including 6 schools).
- C.) Establish a plan to hire other trades personnel.
- E.) Maintain automated work request system.

2.) Maintain New Town Buildings

- A.) Implement new Service Contracts for all new buildings and some existing.
- B.) Continue upkeep of all new buildings with aggressive preventive maintenance.
- D.) Train existing staff to better handle new building systems and components.

3.) Secure any available Green Community grants

- A.) Evaluate all potential energy savings needs; in all buildings which are eligible.
- B.) Strive to secure 100% of annual \$250,000 DOER Funds.
- C.) Implement and manage the installation of all approved grant initiatives.
- D.) Fulfill annual Grant reporting needs.

4.) Continue improvements to all Town spaces to better meet new/current needs:

- A.) Assist in development of a new Senior Center.
- B.) Town Hall infrastructure and ADA improvements.
- C.) Improve all Town Building Signage using new signage requirements.
- D.) Capital improvement to Widows Walk and Humarock Fire Station.

MAJOR BUDGET COMPONENTS:

Personal Services	\$339,061	31%
Utilities	\$309,344	23%
Repair & Maint.	\$88,085	8%
Supplies	\$194,041	24%
Technical Serv.	\$5000	1%
Fuel	\$175,547	13%

FY 2020 RISKS AND CHALLENGES:

Complete an in-house Facilities Need Assessment for all buildings.

Protect the Town's investment in new facilities with limited funds and resources.

Establish new and consistent operating procedures in all town buildings.

Improve safety and security in all Town Buildings.

Manage Energy Management systems (EMS) in various buildings.

DEPARTMENTAL ACCOMPLISHMENTS:

- Demolition of Old Police Station.
- Resourceful re-use of discarded items and furnishing as outfitting new spaces.
- Bring three new Public buildings on-line.
- Create new Communications Building for Public Safety and Town communications.
- Create New Board of Health space.
- Move Board of Health to new space.
- Establish Old Gates as Veterans Memorial Gymnasium.
- Manage four new buildings (Public Safety, Library, Middle School Performing Arts and Old Gates).
- Final Stages of 5million dollar ESCO initiatives.
- Completed Green Communities Grant of \$242,506.
- Managed SHCB for various different user groups.
- Continued project close out for new building projects.
- Improved town Signage.
- Continue participation on Middle School Building Committee.
- Continue office improvements in Town Hall.
- Mange all HVAC needs at all location.
- Manage various buildings through extreme weather conditions with limited utilities.
- Continue to make a noticeable and timely impact, on all town building maintenance requests.
- Manage small projects in all town buildings.

**TOWN OF SCITUATE
FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1410510	510000	FACILITIES	PERSONAL SERVICES	0.00	0.00	0.00	0.00	
1410510	511000	FACILITIES	REGULAR SALARIES	287,976.00	277,966.73	302,852.00	302,852.00	
1410510	512000	FACILITIES	OVERTIME	7,063.00	12,079.89	7,143.00	7,143.00	
1410510	513000	FACILITIES	LONGEVITY	2,450.00	2,450.00	3,450.00	3,450.00	
1410510	517300	FACILITIES	EMERGENCY MGMT	0.00	0.00	0.00	0.00	
1410510	518000	FACILITIES	PART-TIME SALARIES	24,980.00	3,360.23	22,712.00	22,712.00	
1410510	519100	FACILITIES	OTHER SALARIES	3,472.00	1,978.77	2,904.00	2,904.00	
		FACILITIES Total	PERSONAL SERVICES	325,941.00	297,835.62	339,061.00	339,061.00	
1410520	520000	FACILITIES	PURCHASE OF SERVICES	0.00	0.00	0.00	0.00	
1410520	521100	FACILITIES	ELECTRICITY	7,241.00	21,683.41	23,000.00	23,000.00	
1410520	521108	FACILITIES	ELECTRICITY-TH	30,000.00	24,227.75	22,000.00	22,000.00	
1410520	521109	FACILITIES	ELECTRICITY-SHCB	10,000.00	12,669.61	9,000.00	9,000.00	
1410520	521110	FACILITIES	ELECTRICITY-PSC	105,000.00	82,160.94	115,000.00	115,000.00	
1410520	521111	FACILITIES	ELECTRICITY-WPA	1,200.00	1,134.23	1,268.00	1,268.00	
1410520	521112	FACILITIES	ELECTRICITY-HWY	17,000.00	14,465.69	16,000.00	16,000.00	
1410520	521113	FACILITIES	ELECTRICITY-COA	0.00	0.00	0.00	0.00	
1410520	521114	FACILITIES	ELECTRICITY-FS1	7,000.00	16,490.53	12,000.00	12,000.00	
1410520	521115	FACILITIES	ELECTRICITY-FS4	6,488.00	2,479.52	2,500.00	2,500.00	
1410520	521116	FACILITIES	ELECTRICITY-Old Gates	15,000.00	18,551.47	17,500.00	17,500.00	
1410520	521300	FACILITIES	Natural Gas	1,200.00	3,080.72	1,217.00	1,217.00	
1410520	521308	FACILITIES	Natural Gas-TH	17,000.00	13,050.27	12,000.00	12,000.00	
1410520	521309	FACILITIES	Natural Gas-SHCB	3,500.00	1,394.21	2,000.00	2,000.00	
1410520	521310	FACILITIES	Natural Gas-PSC	60,000.00	13,425.97	25,000.00	25,000.00	
1410520	521311	FACILITIES	Natural Gas-WPA	1,500.00	1,882.50	1,500.00	1,500.00	
1410520	521312	FACILITIES	Natural Gas-HWY	1,100.00	2,547.24	2,500.00	2,500.00	
1410520	521313	FACILITIES	Natural Gas-COA	0.00	0.00	0.00	0.00	
1410520	521314	FACILITIES	Natural Gas-FS1	4,875.00	3,787.76	4,000.00	4,000.00	
1410520	521315	FACILITIES	Natural Gas-FS4	4,875.00	249.14	2,500.00	2,500.00	
1410520	521316	FACILITIES	Natural Gas-Old Gates	13,800.00	63,463.05	60,000.00	60,000.00	
1410520	523100	FACILITIES	WATER/SEWER	0.00	0.00	0.00	0.00	
1410520	524100	FACILITIES	OFFICE MACHINE MAINTENANCE	85.00	0.00	85.00	85.00	
1410520	524200	FACILITIES	REPAIR/MAINT PROP/EQUIP	24,000.00	32,413.97	50,000.00	24,000.00	
1410520	524500	FACILITIES	VEHICLE SERVICE	2,000.00	0.00	2,000.00	2,000.00	
1410520	527000	FACILITIES	RENTALS & LEASES	4,620.00	2,189.80	2,500.00	2,500.00	
1410520	527100	FACILITIES	RENTALS EQUIP	6,000.00	17,024.12	20,000.00	10,000.00	
1410520	529100	FACILITIES	RUBBISH REMOVAL	1,000.00	0.00	1,000.00	1,000.00	
1410520	530100	FACILITIES	SHCB CONTRACT	0.00	0.00	0.00	0.00	
1410520	530500	FACILITIES	SUPPORT STAFF & TRAINING	0.00	0.00	0.00	0.00	
1410520	530800	FACILITIES	TRAINING	0.00	0.00	0.00	0.00	

**TOWN OF SCITUATE
FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1410520	530900	FACILITIES	TECHINCAL SERVICES	5,000.00	2,233.88	5,000.00	5,000.00	
1410520	532100	FACILITIES	CONFERENCES/MEETINGS	1,500.00	0.00	1,500.00	1,500.00	
1410520	534100	FACILITIES	TELEPHONE	1,200.00	942.40	1,200.00	1,200.00	
1410520	534300	FACILITIES	BONDING/PRINTING	0.00	0.00	0.00	0.00	
1410520	534400	FACILITIES	POSTAGE	0.00	0.00	0.00	0.00	
1410520	534600	FACILITIES	LEGAL ADVERTISING	0.00	0.00	0.00	0.00	
1410520	538200	FACILITIES	CUSTODIAL SERVICES	300.00	0.00	300.00	300.00	
1410520	573100	FACILITIES	PROFESSIONAL DUES	200.00	436.67	500.00	500.00	
		FACILITIES Total	PURCHASE OF SERVICES	352,684.00	351,984.85	413,070.00	377,070.00	
1410540	540000	FACILITIES	MATERIALS & SUPPLIES	2,000.00	2.63	2,000.00	2,000.00	
1410540	542000	FACILITIES	OFFICE SUPPLIES	150.00	508.32	300.00	300.00	
1410540	542100	FACILITIES	MERCHANDISE SUPPLIES	0.00	0.00	0.00	0.00	
1410540	542300	FACILITIES	SPECIAL AGENCY SUPPLIES	300.00	197.72	300.00	300.00	
1410540	542500	FACILITIES	PRINTING & FORMS	0.00	0.00	0.00	0.00	
1410540	543000	FACILITIES	BUILDING SUPPLIES	4,200.00	6,186.63	10,000.00	5,000.00	
1410540	543100	FACILITIES	EQUIPMENT PARTS	2,500.00	2,154.37	3,000.00	2,500.00	
1410540	545100	FACILITIES	Cleaning Supplies	1,300.00	186.69	1,000.00	1,000.00	
1410540	545108	FACILITIES	Cleaning Supplies-TH	6,000.00	5,767.14	7,000.00	6,000.00	
1410540	545109	FACILITIES	Cleaning Supplies-SHCB	0.00	0.00	0.00	0.00	
1410540	545110	FACILITIES	Cleaning Supplies-PSC	10,000.00	1,582.42	10,000.00	10,000.00	
1410540	545111	FACILITIES	Cleaning Supplies-WPA	100.00	0.00	100.00	100.00	
1410540	545112	FACILITIES	Cleaning Supplies-HWY	0.00	0.00	0.00	0.00	
1410540	545113	FACILITIES	Cleaning Supplies-COA	0.00	0.00	0.00	0.00	
1410540	545114	FACILITIES	Cleaning Supplies-FS1	0.00	0.00	0.00	0.00	
1410540	545115	FACILITIES	Cleaning Supplies-FS2	0.00	0.00	0.00	0.00	
1410540	545116	FACILITIES	Cleaning Supplies-Old Gates	0.00	526.84	200.00	200.00	
1410540	546200	FACILITIES	LANDSCAPING SUPPLIES	0.00	0.00	0.00	0.00	
1410540	548000	FACILITIES	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	
1410540	548100	FACILITIES	FUELS & LUBRICANTS	175,547.00	182,149.74	175,547.00	175,547.00	
1410540	548101	FACILITIES	FUELS & LUBRICANTS Police	0.00	0.00	3,000.00	3,000.00	
1410540	548102	FACILITIES	FUELS & LUBRICANTS Fire	0.00	0.00	0.00	0.00	
1410540	548103	FACILITIES	FUELS & LUBRICANTS Inspections	0.00	0.00	0.00	0.00	
1410540	548104	FACILITIES	FUELS & LUBRICANTS Shellfish	0.00	0.00	0.00	0.00	
1410540	548105	FACILITIES	FUELS & LUBRICANTS Engineering	0.00	0.00	0.00	0.00	
1410540	548106	FACILITIES	FUELS & LUBRICANTS Highway	0.00	0.00	0.00	0.00	
1410540	548107	FACILITIES	FUELS & LUBRICANTS Grounds	0.00	0.00	0.00	0.00	
1410540	548108	FACILITIES	FUELS & LUBRICANTS COA	0.00	0.00	0.00	0.00	
1410540	548400	FACILITIES	TOOLS & EXPENDABLES	500.00	432.97	1,000.00	1,000.00	
1410540	558100	FACILITIES	CLOTHING	2,400.00	1,200.00	3,000.00	2,600.00	

**TOWN OF SCITUATE
 FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1410540	570200	FACILITIES	EMERGENCY MGMT	0.00	0.00	0.00	0.00	
		FACILITIES Total	MATERIALS & SUPPLIES	204,997.00	200,895.47	216,447.00	209,547.00	
1410580	585100	FACILITIES	EQUIPMENT	0.00	0.00	0.00	0.00	
1410580	585200	FACILITIES	FURNISHINGS	0.00	0.00	0.00	0.00	
1410580	585300	FACILITIES	OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	
1410580	585400	FACILITIES	FURNISHING/EQUIPMENT REPLACEME	0.00	2,636.39	3,000.00	3,000.00	
1410580	585500	FACILITIES	PUBLIC BUILDINGS	124,000.00	62,351.47	139,500.00	100,000.00	
		FACILITIES Total	CAPITAL OUTLAY	124,000.00	64,987.86	142,500.00	103,000.00	
		FACILITIES GRAND TOTAL		1,007,622.00	915,703.80	1,111,078.00	1,028,678.00	

TOWN OF SCITUATE FY 2020 PERSONAL SERVICES DETAIL

410 FACILITIES DEPT

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Sick Leave Buy Back	Longevity	Total Per Employee
<u>FACILITIES DIRECTOR</u>											
Kevin Kelly	20-Aug-12	Non Union				\$1,814.87	52.4	\$95,099		\$800	\$95,899
<u>CARPENTER/HANDYMAN</u>											
David Biagini	20-Oct-14	Non Union		24.19	40	\$967.60	52.4	\$50,702		\$800	\$51,502
<u>CUSTODIANS</u>											
Kevin Lydon	28-Feb-00	A	5	23.40	40	\$936.00	52.4	\$49,046		\$1,000	\$50,046
Thomas Griems	17-May-04	A	5	23.40	40	\$936.00	52.4	\$49,046		\$850	\$49,896
Nicholas Ribeiro	24-Apr-17	Non Union A-4 Equiv		22.72	40	\$908.80	52.4	\$47,621		\$0	\$47,621
<u>Part Time</u>											
Joseph Bergman	29-Jan-18	Non Union		18.00	15	\$270.00	52.4	\$14,148		\$0	\$14,148
<u>RESERVATIONIST</u>											
Allison Richman	26-Mar-18	Non Union		\$20.43	8	\$163.44	52.4	\$8,564			\$8,564
								\$314,227	\$0	\$3,450	\$317,677

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary 5110	Overtime 5120	Longevity 5130	Part-time 5180	Seasonal 5190	Cell Phone 5191	Other .L. 5191	Buy-back 510	TOTAL 510
FACILITIES DIRECTOR	1	\$95,099		\$800					\$0	\$95,899
CARPENTER/HANDYMAN	1	\$50,702	\$4,029	\$800						\$55,531
CUSTODIANS	4	\$145,714	\$3,114	\$1,850	\$14,148		\$288	\$2,599	\$0	\$167,713
RESERVATIONIST	1			0	\$8,564					\$8,564
Est Contractual		\$11,337					\$17			\$11,354
TOTALS	7.0	\$302,852	\$7,143	\$3,450	\$22,712	\$0	\$305	\$2,599	\$0	\$339,061

TOWN OF SCITUATE

FY 2020 BUDGET

DEPARTMENT: Engineering - 411

MISSION STATEMENT:

The Engineering Department is dedicated to providing professional and cost effective technical engineering services to the citizens of the Town of Scituate and other departments, boards and commissions. Our efforts are focused on providing a high level of expertise for planning, design, filing applications to maximize grant assistance and quality construction management of all public works improvement projects while maintaining budgets and timelines.

FY 2020 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

1. Continue improvements to the municipal water supply and distribution systems.
 - a. Bid and provide construction administration services for the Phase 3C watermain replacement. This will include Oceanside Dr. and service transfers on Gannett Rd, Booth Hill Rd, Turner Rd, Mann Lot Rd and Ocean Ave.
 - b. Design and permitting of a cross country transmission main from Well 17A to Tack Factory Pond.
 - c. Continue with 90% design and permitting for increase in reservoir capacity and fishway improvements.
 - d. Continue to pursue improvements to existing water storage standpipes.
 - e. Evaluation of alternatives to expand water filtration plant capacity.
 - f. Evaluation of alternatives to expand Waste Water Treatment Plant capacity.
2. Bid and provide construction administration services for the replacement of the culverts on Gilson Road and Bailey's Causeway.
3. Implement the initial round of stormwater sampling for compliance with the Municipal Separate Storm Sewer System (MS4) discharge permits issued by the Department of Environmental Protection and the Environmental Protection Agency (EPA).
3. Continue tracking storm damage to coastal foreshore protection infrastructure and work with FEMA to maximize available grant benefits
4. Continue efforts to obtain construction grants for the nourishment of North Scituate Beach. Continue to work with FEMA to maximize grant benefit under foreshore damage claims for SANDY, NEMO, JUNO & RILEY including 404 and 406 mitigation grants to improve structures not simply replace in kind. Continue with design and permitting Central Avenue elevation and dune in repetitive damage areas. Continue with design and permitting of cobble berm improvements at Egypt and Mann Hill Beaches. Continue design and permitting of revetment repairs under SANDY, NEMO, JUNO.
5. Design, Permit and prepare construction documents for the rehabilitation of the Egypt Beach parking lot.

6. Prepare an RFP for design services to prepare construction documents for the replacement of concrete seawall along Turner Road between Scituate Avenue and Wampanoag Avenue.
 7. Provide bidding assistance and construction administration for the replacement of the deep clay sewer system on Lighthouse Road and Rebecca Road with a shallow low pressure system. This area has been identified to contribute large volumes of groundwater to the sewer system increasing flows at the wastewater plant.
- Continue seeking out alternatives to alleviate wastewater treatment plant capacity shortage
- Regionalization with Hull
 - Decentralization (Small satellite package wwtp's)
 - Remove clean extraneous flow into the sewerage collection system
 - Continue evaluation of alternatives to increase capacity of existing wastewater plant

MAJOR BUDGET COMPONENTS

Seawall & Road Spending \$400,000.00

Personnel \$264,002

Technical Services \$28,000.00

FY 2020 RISKS AND CHALLENGES

Water, sewer and seawall infrastructures are aging and at or near end of useful life and in need of upgrading and/or replacement.

- Increased regulatory involvement in the form of more stringent treatment requirements at both the water and wastewater plants (Manganese – Water/ Copper – Wastewater)
- Private beach ownership can be a hindrance to seawall improvements
- Global climate change (warming) and associated tide rise and more frequent high energy storms eroding beaches and damaging to coastal foreshore protection infrastructures.
- Water Supply system is complex and uniquely comprises blending of water from wells and surface water filtration plant. Supply is limited and unable to meet demand with one source out of service.
- Water distribution system is aging and brown water is persistent.
- Wastewater distribution system contains excessive extraneous flow(I/I) particularly during periods of severe coastal flooding when I/I can overwhelm wastewater treatment plant capacity.
Several large new developments on the horizon anticipated to stress water and sewer infrastructures.

The Engineering Department has been challenged with the multitude of projects currently underway. The department has the duty to manage, oversee and maintain timelines, qualities and costs for the numerous infrastructure improvement projects throughout town including but not limited to foreshore protection, drinking water, waste water, roadways, sidewalks, parks and fields.

Grant applications and plan preparation for submission can be extremely time consuming. The Department has focused on grants with a high success rate of being awarded. The Engineering Department has had an outstanding success rate for those grants offered through the Executive Office of Energy and Environmental Affairs.

DEPARTMENTAL ACCOMPLISHMENTS

Successful management and closeout of two water main construction contracts totaling over 7 miles of pipeline.

Utilizing the grant received from the Massachusetts Department of Transportation under Governor Bakers Community Compact Program contracted with VHB and assisted with the preparation of the Complete Street Prioritization Plan for the Town.

Drainage Improvements for the design and permitting for the replacement of culverts on Gilson Road and Baileys Causeway are underway.

Daniel Smith, staff engineer reviewed all coastal infrastructure following Storm Riley and prepared drawings and cost estimates for submission to FEMA. Reviewing conditions following a storm event can be dangerous due to slippery conditions and preparing the documents for submission to FEMA can be extremely detailed and time consuming.

Provided Contract, Engineering and Construction assistance for the following CPC Projects:

1. Roach Field Parking Improvements
2. Scituate Dog Park
3. South Central Field Rehabilitation
4. Cudworth Cemetery Expansion

Jeffrey Chessia, staff engineer provided full-time coordination and construction oversight for the replacement of the water main on Peggotty Beach following storm Riley.

Continued transformation of record documents and plans into electronic files.

Daniel Smith, staff engineer has designed and continues the permitting process through local and state agencies for the installation of a transmission water main from Well 17A to Tack Factory Pond to provide water for storage in the reservoir during peak demands.

Procurement and management of over 75 Contracts.

After receiving a grant from the Executive Office of Energy and Environmental Affairs, Dan Smith staff engineer provided construction oversight for the removal of the Hunter's Pond Dam located on Mordecai Lincoln Road. The removal of this dam will provide system wide benefit to the Bound Brook ecosystem and the diadromous fish population.

Issued and inspected over 190 Street opening permits.

Contracted with Weston & Sampson and assisted the Sewer Department with the permitting and design of a low pressure sewer for Lighthouse Point. Following data obtained from a recent Inflow and Infiltration investigation determined that Lighthouse Point was a large contributor of clean water to the sewer system.

Contracted with Tighe & Bond and assisted the Water Department with the design and permitting for the replacement of the Chemical Tanks and appurtenances at the Water Treatment Plant.

DESCRIPTION OF REVENUE	FY18	FY19	FY19 YTD	FY20 Projected	Comments
---------------------------	------	------	-------------	-------------------	----------

**TOWN OF SCITUATE
FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1411510	511000	ENGINEERING	REGULAR SALARIES	266,373.00	254,113.90	280,560.00	280,560.00	
1411510	512000	ENGINEERING	OVERTIME	0.00	18.92	0.00	0.00	
1411510	513000	ENGINEERING	LONGEVITY	2,063.00	2,224.69	1,600.00	1,600.00	
1411510	517200	ENGINEERING	SICK LEAVE BUY BACK	0.00	0.00	0.00	0.00	
1411510	519100	ENGINEERING	OTHER SALARIES	2,665.00	776.08	0.00	0.00	
ENGINEERING Total				271,101.00	257,133.59	282,160.00	282,160.00	
1411520	524100	ENGINEERING	OFFICE MACHINE MAINT	300.00	300.00	300.00	300.00	
1411520	524200	ENGINEERING	REPAIR/MAINT PROP/EQUIP	100.00	0.00	100.00	100.00	
1411520	524500	ENGINEERING	VEHICLE SERVICE	750.00	320.08	750.00	750.00	
1411520	527100	ENGINEERING	RENTALS EQUIP/FACILITIE	2,000.00	1,758.13	2,000.00	2,000.00	
1411520	530800	ENGINEERING	TRAINING	0.00	0.00	0.00	0.00	
1411520	530900	ENGINEERING	TECHNICAL SERVICES	25,000.00	18,954.69	25,000.00	25,000.00	
1411520	532100	ENGINEERING	CONFERENCES/MEETINGS	750.00	88.39	750.00	750.00	
1411520	534300	ENGINEERING	BINDING & PRINTING	400.00	359.75	400.00	400.00	
1411520	534400	ENGINEERING	POSTAGE	0.00	0.00	0.00	0.00	
1411520	534600	ENGINEERING	LEGAL ADVERTISING	900.00	0.00	900.00	900.00	
1411520	571100	ENGINEERING	MILEAGE REIMBURSEMENT	0.00	0.00	0.00	0.00	
1411520	573100	ENGINEERING	PROFESSIONAL DUES & SUBS	500.00	491.90	500.00	500.00	
ENGINEERING Total				30,700.00	22,272.94	30,700.00	30,700.00	
1411540	542000	ENGINEERING	OFFICE SUPPLIES	750.00	723.14	750.00	750.00	
1411540	542300	ENGINEERING	SPECIAL AGENCY SUPPLIES	0.00	0.00	0.00	0.00	
1411540	542500	ENGINEERING	PRINTING & FORMS	200.00	0.00	200.00	200.00	
1411540	543100	ENGINEERING	EQUIPMENT PARTS	50.00	0.00	50.00	50.00	
1411540	548000	ENGINEERING	VEHICLE SUPPLIES	200.00	0.00	200.00	200.00	
1411540	548100	ENGINEERING	FUELS & LUBRICANTS	0.00	0.00	0.00	0.00	
1411540	548400	ENGINEERING	TOOLS & EXPENDABLES	200.00	102.02	200.00	200.00	
1411540	558100	ENGINEERING	CLOTHING	750.00	929.91	750.00	750.00	
ENGINEERING Total				2,150.00	1,755.07	2,150.00	2,150.00	
1411580	585300	ENGINEERING	OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	
1411580	585600	ENGINEERING	Roads & Seawalls	350,000.00	528,006.03	400,000.00	200,000.00	
ENGINEERING Total				350,000.00	528,006.03	400,000.00	200,000.00	
ENGINEERING GRAND TOTAL				653,951.00	809,167.63	715,010.00	515,010.00	

TOWN OF SCITUATE FY 2020 PERSONAL SERVICES DETAIL

Department: 400 PUBLIC WORKS

411 ENGINEERING DIVISION

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Holiday	Sick Leave Buy Back	Longevity	Total Per Employee
<u>TOWN ENGINEER</u>												
Sean McCarthy	29-Nov-10	AMP 6	6			\$1,727.46	52.4	\$90,519			\$800	\$91,319
<u>ENGINEER</u>												
Jeff Chessia	25-Jan-16	AMP 4	6		35	\$1,429.58	52.4	\$74,910			\$0	\$74,910
Daniel Smith	13-Dec-10	AMP 4	6		35	\$1,429.58	52.4	\$74,910			\$800	\$75,710
<u>SECRETARY</u>												
Lucia Silveira	20-Aug-18	Tosca A8	2	\$24.06	17.5	\$421.05	52.4	\$22,063			\$0	\$22,063
DIVISION Sub-total								\$262,402	\$0	\$0	\$1,600	\$264,002

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary 5110	Overtime 5120	Longevity 5130	Part-time 5180	Seasonal 5190	Holiday	Other .L. 5191	Buy-back 510	TOTAL 510
TOWN ENGINEER	1	\$90,519		\$800				\$905		\$92,224
ENGINEER	2	\$149,820		\$800				\$1,498	\$0	\$152,118
SECRETARY	0.5	\$22,063		\$0	\$0		\$0	\$221	\$0	\$22,284
EST CONTRACTUAL		\$15,380						\$154		\$15,534
TOTALS	3.5	\$277,782	\$0	\$1,600	\$0	\$0	\$0	\$2,778	\$0	\$282,160

TOWN OF SCITUATE

FY 2020 BUDGET

DPW ADMINISTRATION

MISSION STATEMENT:

To provide the residents the following services while complying with all State and Federal Regulations:

1. Maintain roads, cemeteries, parks and playgrounds.
2. Deliver fresh potable water and provide proper fire protection for residential and commercial properties.
3. Disposal of municipal solid waste in a responsible manner while encouraging recycling.
4. Managing the collection and treatment of sanitary waste to all connected customers.
5. Managing all infrastructure construction projects.

FY 2020 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS:

1. Safety: Provide a safe working environment for all DPW Employees
2. Roadways: Improve the quality of Public Streets in Scituate while implementing a bottom down roadway management plan. Improve pedestrian accessibility where applicable.
3. Sewer: Create additional sewer capacity by implementing I/I procedures and policies.
4. Water: Improve the water distribution system and continue to work on eliminating brown water by removing pre-1935 cast iron unlined pipes. Improve existing wells and continue to look for new sources of water for future usage.
5. Transfer Station: Work with the South Shore Recycling Cooperative to look for ways to increase the Town's recycling rate and manage disposal costs.
6. Foreshore Protection: Continue to do routine maintenance at all sections of public foreshore protection as well as look at alternative sources of funding for repairs and replacement. Continue to work with CZM (Coastal Zone Management) to look for funding sources for beach nourishment at the North Scituate Beach along Glades Road.

MAJOR BUDGET COMPONENTS:

DPW	Budget	Families Served	Cost Per Family
HWY and Grounds Dept.	\$1,828,000	8,000	\$234
Engineering	\$700,500	8,000	\$88
Water Department	\$2,658,000	8,000	\$332
Sewer Department	\$3,311,000	3,000	\$1,103
Transfer Station	\$1,286,000	5,000	\$237

Snow and Ice	\$495,402	8,000	\$62
Foreshore Protection	\$200,000	8,000	\$25
Administration	\$148,000	8,000	\$20

FY 2020 RISKS AND CHALLENGES

1. Highway: Maintain roadways as water line project is ongoing. Services will be relocated on Gannet Road while full water line replacement will be completed on Oceanside Drive.
2. Public Grounds: Maintaining the fields as they are currently over used and do not have the ability to be taken off line for a growing season.
3. Water Department: Continue pipe replacement program on Oceanside Drive and Turner Roads while minimizing disruption to residents.
4. Sewer Department: To implement the new copper removal system to comply with the NEPDES Permit.
5. Transfer Station: To keep costs down and avoid increased fees as the market for recyclables fluctuates.
6. Engineering: Complete closeout of Seawall Projects on Oceanside Drive while working with residents for future projects.
7. Foreshore Protection: Working with the Army Corp. of Engineering on replacement of 1,300 feet of seawall along Turner and Lighthouse Roads. Continue working with Government Agencies looking for funding sources.

DEPARTMENTAL ACCOMPLISHMENTS 2020

Highway Department:

- Improved pedestrian accessibility at Hatherly and Jericho Roads by rebuilding the sidewalk, roadway and intersection site lines.
- Paved Route 123, Section of Country Way in North Scituate

Public Grounds:

- Maintained all Town Fields and Public Building Landscaping
- Removed over 50 dead and dying trees from the Public Right of Way

Water Department:

- Began a successful pilot program performing ice pigging on New Kent Street, Driftway and Gilson Road. This process helped to remove iron and manganese build up from the existing pipes
- Increased certification levels of staff in the water treatment plant.
- Replaced 39 water services.

Engineering:

- Submitted a grant request to re-nourish North Scituate Beach.
- Initiated work with the Army Corp of Engineers for seawall improvements along Turner Road.
- Completed construction of Three Oceanside Drive Seawall replacements.

Wastewater:

- Successfully completed the pilot study for the removal of copper from the waste water to comply with the Federal NPDES Permit.
- Continued updating the SCADA system (Supervisory Control and Data Acquisition).

Transfer Station:

- Completed the year with a 62% recycling rate.
- Dealt with fluctuating recyclables market and managed to complete the year under budget.

**TOWN OF SCITUATE
FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1421510	511000	DPW ADMINISTRATION	REGULAR SALARIES	146,495.00	157,368.39	216,106.00	148,418.00	
1421510	513000	DPW ADMINISTRATION	LONGEVITY	1,263.00	1,424.69	1,100.00	1,100.00	
1421510	514000	DPW ADMINISTRATION	EDUCATIONAL INCENTIVE	0.00	0.00	0.00	0.00	
1421510	517200	DPW ADMINISTRATION	SICK LEAVE BUY BACK	0.00	0.00	0.00	0.00	
1421510	519100	DPW ADMINISTRATION	OTHER SALARIES	249.00	1,052.08	0.00	2,839.00	
		DPW ADMINISTRATION Total	PERSONAL SERVICES	148,007.00	159,845.16	217,206.00	152,357.00	
1421520	524100	DPW ADMINISTRATION	OFFICE MACHINE MAINT	0.00	0.00	0.00	0.00	
1421520	524200	DPW ADMINISTRATION	REPAIR/MAINT PROP/EQUIP	300.00	219.85	300.00	300.00	
1421520	527100	DPW ADMINISTRATION	RENTALS EQUIP/FACILITIES	40.00	173.96	40.00	40.00	
1421520	530800	DPW ADMINISTRATION	TRAINING	0.00	0.00	0.00	0.00	
1421520	532100	DPW ADMINISTRATION	CONFERENCES/MEETINGS	50.00	49.00	50.00	50.00	
1421520	534300	DPW ADMINISTRATION	BINDING & PRINTING	100.00	43.45	100.00	100.00	
1421520	534400	DPW ADMINISTRATION	POSTAGE	0.00	0.00	0.00	0.00	
1421520	534600	DPW ADMINISTRATION	LEGAL ADVERTISING	0.00	0.00	0.00	0.00	
1421520	573100	DPW ADMINISTRATION	PROFESSIONAL DUES & SUBS	0.00	0.00	0.00	0.00	
		DPW ADMINISTRATION Total	PURCHASE OF SERVICES	490.00	486.26	490.00	490.00	
1421540	542000	DPW ADMINISTRATION	OFFICE SUPPLIES	225.00	0.00	225.00	225.00	
1421540	542300	DPW ADMINISTRATION	SPECIAL AGENCY SUPPLIES	0.00	0.00	0.00	0.00	
1421540	542500	DPW ADMINISTRATION	PRINTING & FORMS	50.00	0.00	50.00	50.00	
1421540	558100	DPW ADMINISTRATION	CLOTHING	0.00	0.00	0.00	0.00	
		DPW ADMINISTRATION Total	MATERIALS & SUPPLIES	275.00	0.00	275.00	275.00	
1421580	585300	DPW ADMINISTRATION	OFFICE EQUIP	0.00	0.00	0.00	0.00	
		DPW ADMINISTRATION Total	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	
DPW ADMINISTRATION GRAND TOTAL				148,772.00	160,331.42	217,971.00	153,122.00	

TOWN OF SCITUATE FY 2020 PERSONAL SERVICES DETAIL

Department: 400 PUBLIC WORKS

421 ADMINISTRATION

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Longevity	Total Per Employee
<u>DIRECTOR OF PUBLIC WORKS</u> Kevin Cafferty	14-Jul-09	Non Union				\$2,254.52	52.4	\$118,137	\$1,100	\$119,237
<u>SECRETARY</u> Lucia Silveira	20-Aug-18	A8	2	\$24.06	17.5	\$421.05	52.4	\$22,063	\$0	\$22,063
DIVISION Sub-total								\$140,200	\$1,100	\$141,300

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary 5110	Overtime 5120	Longevity 5130	Part-time 5180	Seasonal 5190	Other 5191	TOTAL 510
DIRECTOR OF PUBLIC WORKS	1	\$118,137		\$1,100			\$1,500	\$120,737
SECRETARY	0.5	\$22,063		\$0	\$0			\$22,063
EST CONTRACTUAL		\$8,218					\$88	\$8,306
TOTALS	1.5	\$148,418	\$0	\$1,100	\$0	\$0	\$1,588	\$151,106

TOWN OF SCITUATE

FY 2020 BUDGET
MISSION STATEMENT:

DEPARTMENT: HIGHWAY

To manage the cost and effectiveness of the maintenance and construction of all town roads, sidewalks, drainage systems, street signs and beach entrance openings and closings.

FY 2020 HIGHWAY 422-GOALS:

1. Section of Beaver Dam Road
 - a. Replace 1700 feet of sidewalk.
 - b. Cold plan 2600 ft x 26 Roadway
 - c. Replace 40 feet of drainage pipe

2. Grasshopper Lane @ Whitcomb Road
 - a. Replace 550 feet of drainage pipe.
 - b. Install 6 prefabricated catch basins.

3. Section of Country Way (From First Parish Road to Branch Street)
 - a. Cold Plane 2800 feet x 24 of roadway
 - b. Replace 1900 feet of sidewalk.

MAJOR BUDGET COMPONENTS:

Personnel cost	\$734,654	54%
Purchase of Services	\$419,044	32%
Materials & Supplies	\$162,354	12%
Equipment purchases	\$17,215	2%

FY 2020 RISKS AND CHALLENGES:

1. Stay within budget and managing unexpected costs from ocean storm clean up's, maintenance of roadways and parking lots.
2. Full Moon high tide is challenging in the areas of Cole Parkway and Peggotty Beach.
3. A constant challenge keeping coastal roads open after a northeast storm event. Over wash occurred on Egypt Beach Road, Peggotty Beach Parking lot (route to Inner Harbor Road) Glades Road, Surfside Road, Rebecca Road, Lighthouse Road and Turner Road. Contractors are used in heavy over wash areas and town loaders are used in the "lighter" over wash areas, last winter we responded to 10 over wash incidents.
4. A constant challenge is keeping up with the large number of roadside tree removal that needs to be completed. Working with National grid to identify trees and limbs that may cause utility problem.
5. Keep up with road side over growth/

2019 DEPARTMENTAL ACCOMPLISHMENTS:

- Yearly cleaning of culverts in; North Scituate, Sand Hills, Scituate Center, Greenbush area, Harbor area, Minot area, Shore Acres and the west end to keep water flowing in major area of town.
- Yearly cleaning of 2000 catch basins.
- Completed street sweeping of most roadways and weekly sweeping of the business districts.
- Opened and closed all beach entrances (cleaned out sand, installed and removed Sea gates and railings). Built two new metal sea gates to replace the two sea gates in sand hills area that had rotted out.
- Managed the line painting of main and secondary roadways, intersections, business districts, parking lots and schools.
- Picked up trash from all Ship Shape Day locations, and all beach association clean up debris.
- Cleaned up after four major storm events around coastal areas, hardest hit was during Storm Riley.
- Storm Riley badly damaged areas, include Glades Road, Bailey's causeway, Surfside Road, Stanton Lane, Egypt Beach, Oceanside, Turner Road, Wampatuck, Rebecca, Lighthouse, Otis road, Edward Foster Road, Peggotty Beach, Town Way and Central Ave.
- Used over 75 tons of asphalt to patch 32 areas disturbed by the water department.
- Used over 150+ tons of asphalt for pot hole repairs and trench repairs.
- Yearly cleaning of all best management practices catch basins near the reservoir (Pin Oak Drive, Hughey Road, Satuit Trail, Oakhurst Road, Eisenhower Lane, Colonial Way).
- Emptied trash barrels weekly and when needed in business area (62), beach areas (70), and recycle bins (20).
- Paving of a section of Hatherly Road from Jericho Road to Turner Road.
- Rebuilt sidewalk on Hatherly Road.
- Completed Drainage replacement at Jericho Road on Hatherly Road.
- Completed drainage replacement at Otis Road from Jericho Road to Spaulding Ave.
- Completely rebuilt parking area at Peggotty Beach after major winter over wash storm's
- Repairs to Musquashicut Pond cobble Berm.

**TOWN OF SCITUATE
FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1422510	511000	DPW HIGHWAY	REGULAR SALARIES	587,517.00	548,351.68	604,745.00	604,745.00	
1422510	512000	DPW HIGHWAY	OVERTIME	25,812.00	26,422.15	26,327.00	26,327.00	
1422510	513000	DPW HIGHWAY	LONGEVITY	7,550.00	7,650.00	7,600.00	7,600.00	
1422510	514000	DPW HIGHWAY	EDUCATIONAL INCENTIVE	0.00	0.00	0.00	0.00	
1422510	517200	DPW HIGHWAY	SICK LEAVE BUY BACK	0.00	0.00	0.00	0.00	
1422510	519000	DPW HIGHWAY	SEASONAL SALARIES	12,320.00	234.00	15,360.00	15,360.00	
1422510	519100	DPW HIGHWAY	OTHER SALARIES	28,617.00	19,136.45	25,344.00	25,344.00	
		DPW HIGHWAY Total	PERSONAL SERVICES	661,816.00	601,794.28	679,376.00	679,376.00	
1422520	521100	DPW HIGHWAY	ELECTRICITY	0.00	0.00	0.00	0.00	
1422520	521300	DPW HIGHWAY	NATURAL GAS	0.00	0.00	0.00	0.00	
1422520	523100	DPW HIGHWAY	WATER/SEWER	0.00	0.00	0.00	0.00	
1422520	524100	DPW HIGHWAY	OFFICE MACHINE MAINT	700.00	794.94	700.00	700.00	
1422520	524200	DPW HIGHWAY	REPAIR/MAINT PROP/EQUIP	144,000.00	121,079.16	197,968.00	144,000.00	
1422520	524500	DPW HIGHWAY	VEHICLE SERVICE	9,015.00	14,402.70	9,015.00	9,015.00	
1422520	527100	DPW HIGHWAY	RENTAL EQUIP/FACILITIES	120,000.00	134,977.81	194,620.00	120,000.00	
1422520	530800	DPW HIGHWAY	TRAINING	0.00	0.00	0.00	0.00	
1422520	530900	DPW HIGHWAY	TECHNICAL SERVICES	336.00	418.68	1,466.00	1,466.00	
1422520	532100	DPW HIGHWAY	CONFERENCES/MEETINGS	400.00	150.00	400.00	400.00	
1422520	534300	DPW HIGHWAY	BINDING & PRINTING	175.00	84.00	175.00	175.00	
1422520	534400	DPW HIGHWAY	POSTAGE	0.00	128.85	0.00	0.00	
1422520	538900	DPW HIGHWAY	INTERDEPARTMENTAL SERVICES	14,000.00	4,634.62	14,000.00	14,000.00	
1422520	573100	DPW HIGHWAY	PROFESSIONAL DUES & SUBS	700.00	523.60	700.00	700.00	
		DPW HIGHWAY Total	PURCHASE OF SERVICES	289,326.00	277,194.36	419,044.00	290,456.00	
1422540	542000	DPW HIGHWAY	OFFICE SUPPLIES	400.00	274.18	500.00	500.00	
1422540	542300	DPW HIGHWAY	SPECIAL AGENCY SUPPLIES	6,000.00	3,992.47	9,100.00	9,100.00	
1422540	542500	DPW HIGHWAY	PRINTING & FORMS	0.00	0.00	0.00	0.00	
1422540	543000	DPW HIGHWAY	BUILDING SUPPLIES	4,200.00	4,225.23	5,000.00	5,000.00	
1422540	543100	DPW HIGHWAY	EQUIPMENT PARTS	31,263.00	31,250.43	37,463.00	37,463.00	
1422540	543300	DPW HIGHWAY	ROADWAY MAINT SUPPLIES	71,000.00	77,510.96	78,371.00	78,371.00	
1422540	543400	DPW HIGHWAY	TRAFFIC CONTROL SUPPLIES	27,255.00	11,964.75	24,070.79	24,070.79	
1422540	545100	DPW HIGHWAY	CLEANING SUPPLIES	500.00	512.25	500.00	500.00	
1422540	548000	DPW HIGHWAY	VEHICLE SUPPLIES	900.00	3,607.88	900.00	900.00	
1422540	548100	DPW HIGHWAY	FUELS & LUBRICANTS	0.00	369.88	0.00	0.00	
1422540	548400	DPW HIGHWAY	TOOLS & EXPENDABLES	750.00	1,235.11	750.00	750.00	
1422540	558100	DPW HIGHWAY	CLOTHING	5,700.00	5,643.64	5,700.00	5,700.00	
		DPW HIGHWAY Total	MATERIALS & SUPPLIES	147,968.00	140,586.78	162,354.79	162,354.79	
1422580	585100	DPW HIGHWAY	EQUIPMENT	22,000.00	29,000.00	14,847.88	14,847.88	

**TOWN OF SCITUATE
 FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1422580	585300	DPW HIGHWAY	OFFICE EQUIPMENT	900.00	0.00	0.00	0.00	
		DPW HIGHWAY Total	CAPITAL OUTLAY	22,900.00	29,000.00	14,847.88	14,847.88	
		DPW HIGHWAY GRAND TOTAL		1,122,010.00	1,048,575.42	1,275,622.67	1,147,034.67	

TOWN OF SCITUATE FY 2020 PERSONAL SERVICES DETAIL

Department: 400 PUBLIC WORKS

422 HIGHWAY DIVISION

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Stipend Education	Stipend Mileage	Stipend Mechanic	Longevity	Total Per Employee
<u>SUPERVISOR</u>													
Michael J. Breen	01-Jul-97	AMP 5B	8		40	\$1,688.56	52.4	\$88,480	\$0	\$5,000		\$1,250	\$94,730
<u>FOREMAN</u>													
Kevin Michalkiewicz	25-Jan-88	D	5	28.370	40	\$1,134.80	52.4	\$59,464	\$0			\$1,000	\$60,464
<u>MASTER MECHANIC</u>													
George Mason	30-Aug-04	E	5	29.780	40	\$1,191.20	52.4	\$62,419	\$0		\$1,032	\$850	\$64,301
<u>EQUIPMENT OPERATORS</u>													
Bruce Johnston Jr.	01-Jul-99	B	5	25.730	40	\$1,029.20	52.4	\$53,930	\$0			\$1,000	\$54,930
Mark Kundzicz	02-May-04	B	5	25.730	40	\$1,029.20	52.4	\$53,930	\$0			\$850	\$54,780
Robert Patterson	01-Jan-93	B	5	25.730	40	\$1,029.20	52.4	\$53,930	\$0			\$1,000	\$54,930
Richard Fuller	06-Nov-06	B	5	25.730	40	\$1,029.20	52.4	\$53,930	\$0			\$800	\$54,730
Michael DiNapoli	06-Jul-15	B	5	25.730	40	\$1,029.20	52.4	\$53,930	\$0			\$0	\$53,930
Kenneth Chapman	22-Mar-16	B	5	25.730	40	\$1,029.20	52.4	\$53,930	\$0			\$0	\$53,930
<u>SUPPORT STAFF</u>													
Paula Barry	22-Oct-01	E	4	28.920	40	\$1,156.80	52.4	\$60,616	\$0			\$850	\$61,466
<u>SEASONAL</u>													
			Unclass	12.000	40	\$480.00	16.0	\$7,680					\$7,680
			Unclass	12.000	40	\$480.00	16.0	\$7,680					\$7,680
Division Sub: TOTAL:								\$609,919	\$0	\$5,000	\$1,032	\$7,600	\$623,551

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary 5110	Overtime 5120	Longevity 5130	Stipend Cell Phone 5191	Stipend Mileage 5110	Stipend Mechanic 5191	Stand By 5191	Part-time 5180	Seasonal 5190	Other 5191	TOTAL 510
SUPERVISOR	1	\$88,480		\$1,250		\$5,000					\$885	\$95,615
FOREMAN	1	\$59,464	\$2,798	\$1,000	\$96			\$10,907			\$1,300	\$75,565
MASTER MECHANIC	1.0	\$62,419	\$2,798	\$850	\$96		\$1,032				\$1,300	\$68,495
EQUIPMENT OPERATORS	6	\$323,580	\$18,284	\$3,650	\$576						\$7,797	\$353,887
SUPPORT STAFF	1	\$60,616	\$2,447	\$850	\$0						\$1,300	\$65,213
SEASONAL	2								\$15,360		\$0	\$15,360
EST CONTRACTUAL		\$5,186									\$55	\$5,241
TOTALS	12.0	\$599,745	\$26,327	\$7,600	\$768	\$5,000	\$1,032	\$10,907	\$0	\$15,360	\$12,637	\$679,376

TOWN OF SCITUATE

FY 2020 BUDGET
MISSION STATEMENT:

DEPARTMENT: SNOW & ICE

Insure that all public ways, sidewalks, municipal and school lots are safely passable in the winter.

FY 2020 SNOW & ICE 423 - GOALS

1. Explore multiple options for the most affordable price in getting the town salt and plowing routes on a Computerized mapping system.
2. Continue to provide Driver wellness training to all employees and contractors.
3. Supply food and drinks for drivers during long duration storms.

MAJOR BUDGET COMPONENTS:

Personnel cost	\$107,905	21%
Roadway maintenance	\$193,899	37%
Equipment	\$216,102	42%

FY 2020 RISKS AND CHALLENGES:

1. Utilizing all town employees from all DPW divisions and helping these employees to be versatile in using all the DPW equipment including loaders, backhoes, sidewalk machine, 6 wheeler, 10 wheelers, one-tons, bob cat, and pickup trucks.
2. Keeping all snow plow routes cleared during long duration storms.

DEPARTMENTAL 2019 ACCOMPLISHMENTS:

During the winter we had seventeen full salting events and eight plowing events and twenty three spot Sanding events. Also cleared the following areas of over wash, Central Ave, Oceanside Drive, Surfside Drive, Glades Road, Egypt Beach Road, Turner Road, Lighthouse Road, Rebecca Road and Peggotty Beach parking lot (blocks Inner Harbors Road)

Managed storm over wash/clean up along coastal areas and clean up around Business Districts.

Handled two sand and stone over wash areas in Humarock, four major sand over wash storms At Peggotty Beach Parking lot with town equipment only.

Battled the historic Storm Riley with extreme winds and over wash.

TOWN OF SCITUATE FY 2020 PERSONAL SERVICES DETAIL

Department: 400 PUBLIC WORKS

423 Snow and Ice

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Longevity	Total Per Employee
				38.500	2,803			\$107,905		\$107,905
Division Sub: TOTAL:								\$107,905	\$0	\$107,905

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary 5110	Overtime 5120	Longevity 5130	Part-time 5180	Seasonal 5190	Other 5191	TOTAL 510
SEASONAL	1		\$107,905					\$107,905
TOTALS	1	\$0	\$107,905	\$0	\$0	\$0	\$0	\$107,905

**TOWN OF SCITUATE
FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1423510	512000	SNOW & ICE	OVERTIME	105,102.00	80,431.34	107,905.00	107,905.00	
1423510	519100	SNOW & ICE	OTHER SALARIES	0.00	0.00	0.00	0.00	
		SNOW & ICE Total	PERSONAL SERVICES	105,102.00	80,431.34	107,905.00	107,905.00	
1423520	527100	SNOW & ICE	EQUIPMENT RENTALS	176,909.00	240,391.60	176,909.00	176,909.00	
		SNOW & ICE Total	PURCHASE OF SERVICES	176,909.00	240,391.60	176,909.00	176,909.00	
1423540	543100	SNOW & ICE	EQUIPMENT PARTS	28,000.00	30,151.07	28,000.00	28,000.00	
1423540	543300	SNOW & ICE	ROADWAY MAINTENANCE	186,252.00	205,635.95	183,449.00	183,449.00	
1423540	548000	SNOW & ICE	VEHICLE SUPPLIES	100.00	0.00	100.00	100.00	
1423540	548400	SNOW & ICE	TOOLS & EXPENDABLES	750.00	394.40	750.00	750.00	
		SNOW & ICE Total	MATERIALS & SUPPLIES	215,102.00	236,181.42	212,299.00	212,299.00	
1423580	585100	SNOW & ICE	EQUIPMENT	0.00	0.00	0.00	0.00	
		SNOW & ICE Total	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	
		SNOW & ICE GRAND TOTAL		497,113.00	557,004.36	497,113.00	497,113.00	

**TOWN OF SCITUATE
 FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1424520	521100	STREET LIGHTS	ELECTRICITY	120,000.00	80,786.69	110,000.00	110,000.00	
		STREET LIGHTS Total	PURCHASE OF SERVICES	120,000.00	80,786.69	110,000.00	110,000.00	
		STREET LIGHTS GRAND TOTAL		120,000.00	80,786.69	110,000.00	110,000.00	

TOWN OF SCITUATE

FY 2020 BUDGET

DEPARTMENT: PUBLIC GROUNDS

MISSION STATEMENT:

To insure all public grounds areas, buildings, parks, schools, playgrounds and cemeteries are attractively Maintained and that all public ways are safely passable at all times.

FY 2020 PUBLIC GROUNDS 429 - GOALS

1. Prune/trim trees on Hatherly Road, Gannet Road, Summer Street, Neal Gate Street and Driftway.
2. Sod field and trouble areas at Cushing School.
3. Maintain beach and business districts trash removal in a cost effective way.
4. Remove all dead or dying trees from roadways and trim all over growth on sidewalks in school areas.
5. Survey, line and strip all playing fields; increase our spring maintenance to improve high wear areas and in The Spring dead spots, seed or sod the high wear areas, take soil samples for ph values to upgrade service to all fields without using outside contractors.
6. Implement a computerized management system for Union and Cudworth Cemeteries.

MAJOR BUDGE COMPONENTS:

Personnel cost	\$642,314	70%
Purchase of Services	\$248,334	20%
Material & Supplies	\$67,550	7%
Equipment purchases	\$16,995	3%

FY 2020 RISKS AND CHALLENGES:

1. Maintaining all of the town’s playing fields is a challenge, due to the amount of use. The Town does not have the ability to allow a natural field time off to rejuvenate and most of the fields are used more than they were designed for because of the popularity of the sports programs.
2. Public Grounds maintains the following open space areas with a crew of 8 employees: Hatherly School, Central Park, Gates School, Cudworth playground, Lawson Park, High School grounds, football practice field, Town Hall greenscape, Greenbush open space, Sandhills ballfields, Town Library green space, Elm Park, the Common, Beaver Dam ball field, Jenkins School, Wampatuck School, Cushing School, Cushing field, High school soccer field and Driftway Park, North Scituate Village, Hollett Street at Ann Vinal, Central Fire Station, Edward Foster, Cole Parkway, Teak Sherman Park, Mount Hope Cemetery, Cudworth Cemetery, Egypt Park. Purple Dinosaur playground, North Scituate Playground, Route 3A North River pump station, Country Way, Cedar and Summer Streets. The addition of the Public Safety Building, new School and expanded Library will challenge the team to provide level service in these areas.
3. Organizing two cemeteries with no computerized system.

2019 DEPARTMENTAL ACCOMPLISHMENTS:

- Cut back roadside growth along roads and intersections, cut back growth on all sidewalks.
- Scheduled delivery and pick up of all portable potties at all beach locations.
- Checked tree problems on all roadways throughout the year, to make a comprehensive list.

- Scheduled town crew and contracted crew to remove 35+ dead or dying trees, and trim dead and/or broken branches.
- Mow, weed and edge all large plot areas (40) and small plot areas (20) around town.
- Weed wacked around guard rails on all main roads.
- Watered all beautification islands.
- Emptied trash barrels when needed in business area (64), beach areas (66), and recycle bins (20).
- Cut and weed wack all fields and maintained all school grounds.
- Maintained all ball fields from April through November.
- Maintained all line stripping of athletic fields.
- Maintained and made repairs to all playgrounds.
- Repaired SHS football practice field (on going).
- Tree trimming on Clapp Rd., First Parish Rd, Vernon Rd, Laurel Dr. Maple St. Grove St.
- Repaired fences at Cudworth Road.
- Managed all burials at Cudworth and Union Cemeteries.
- Leaf removal/ fall cleanup for 40 large plot areas and 20 small plot areas around town, and trimming of roadsides on all main roads and secondary roadways.

**TOWN OF SCITUATE
FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1429510	511000	DPW PUBLIC GROUNDS	REGULAR SALARIES	477,941.00	412,880.47	481,075.00	481,075.00	
1429510	512000	DPW PUBLIC GROUNDS	OVERTIME	28,018.00	34,823.06	28,719.00	28,719.00	
1429510	513000	DPW PUBLIC GROUNDS	LONGEVITY	5,150.00	4,800.00	3,450.00	3,450.00	
1429510	514000	DPW PUBLIC GROUNDS	EDUCATIONAL INCENTIVE	700.00	0.00	0.00	0.00	
1429510	517200	DPW PUBLIC GROUNDS	SICK LEAVE BUY BACK	0.00	0.00	0.00	0.00	
1429510	518000	DPW PUBLIC GROUNDS	PART-TIME SALARIES	6,000.00	0.00	6,000.00	6,000.00	
1429510	519000	DPW PUBLIC GROUNDS	SEASONAL SALARIES	68,200.00	50,544.88	100,320.00	100,320.00	
1429510	519100	DPW PUBLIC GROUNDS	OTHER SALARIES	22,262.00	18,126.31	22,750.00	22,750.00	
		DPW PUBLIC GROUNDS Total	PERSONAL SERVICES	608,271.00	521,174.72	642,314.00	642,314.00	
1429520	521100	DPW PUBLIC GROUNDS	ELECTRICITY	0.00	0.00	0.00	0.00	
1429520	521300	DPW PUBLIC GROUNDS	NATURAL GAS	0.00	0.00	0.00	0.00	
1429520	523100	DPW PUBLIC GROUNDS	WATER/SEWER	0.00	0.00	0.00	0.00	
1429520	524100	DPW PUBLIC GROUNDS	OFFICE MACHINE MAINT	150.00	110.04	150.00	150.00	
1429520	524200	DPW PUBLIC GROUNDS	REPAIR/MAINT PROP/EQ	36,000.00	20,123.31	63,824.00	36,000.00	
1429520	524500	DPW PUBLIC GROUNDS	VEHICLE SERVICE	4,200.00	1,474.45	4,200.00	4,200.00	
1429520	527100	DPW PUBLIC GROUNDS	RENTAL EQUIP/FACILIT	98,000.00	108,554.34	170,760.00	98,000.00	
1429520	530800	DPW PUBLIC GROUNDS	TRAINING	0.00	0.00	0.00	0.00	
1429520	530900	DPW PUBLIC GROUNDS	TECHNICAL SERVICES	50.00	36.07	50.00	50.00	
1429520	532100	DPW PUBLIC GROUNDS	CONFERENCES/MEETINGS	300.00	180.00	300.00	300.00	
1429520	534400	DPW PUBLIC GROUNDS	POSTAGE	50.00	34.22	50.00	50.00	
1429520	538900	DPW PUBLIC GROUNDS	INTERDEPARTMENTAL SERVICES	8,500.00	6,260.48	8,500.00	8,500.00	
1429520	571100	DPW PUBLIC GROUNDS	MILEAGE REIMBURSEMENT	0.00	0.00	0.00	0.00	
1429520	573100	DPW PUBLIC GROUNDS	PROFESSIONAL DUES & SUBS	500.00	806.00	500.00	500.00	
		DPW PUBLIC GROUNDS Total	PURCHASE OF SERVICES	147,750.00	137,578.91	248,334.00	147,750.00	
1429540	542000	DPW PUBLIC GROUNDS	OFFICE SUPPLIES	250.00	174.27	250.00	250.00	
1429540	542300	DPW PUBLIC GROUNDS	SPECIAL AGENCY SUPPL	15,000.00	16,661.32	17,950.00	17,950.00	
1429540	543000	DPW PUBLIC GROUNDS	BUILDING SUPPLIES	3,200.00	758.27	3,200.00	3,200.00	
1429540	543100	DPW PUBLIC GROUNDS	EQUIPMENT PARTS	20,000.00	23,362.03	25,000.00	25,000.00	
1429540	545100	DPW PUBLIC GROUNDS	CLEANING SUPPLIES	750.00	988.44	750.00	750.00	
1429540	546200	DPW PUBLIC GROUNDS	LANDSCAPING SUPPLIES	13,000.00	8,104.52	13,000.00	13,000.00	
1429540	548000	DPW PUBLIC GROUNDS	VEHICLE SUPPLIES	750.00	0.00	750.00	750.00	
1429540	548100	DPW PUBLIC GROUNDS	FUELS & LUBRICANTS	0.00	0.00	0.00	0.00	
1429540	548400	DPW PUBLIC GROUNDS	TOOLS & EXPENDABLES	700.00	2,018.01	900.00	900.00	
1429540	558100	DPW PUBLIC GROUNDS	CLOTHING	5,750.00	4,820.53	5,750.00	5,750.00	
		DPW PUBLIC GROUNDS Total	MATERIALS & SUPPLIES	59,400.00	56,887.39	67,550.00	67,550.00	
1429580	585100	DPW PUBLIC GROUNDS	EQUIPMENT	14,600.00	11,995.88	16,995.50	14,600.00	
1429580	585400	DPW PUBLIC GROUNDS	Furnishing/Equipment Replaceme	0.00	0.00	0.00	0.00	

**TOWN OF SCITUATE
 FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1429580	585500	DPW PUBLIC GROUNDS	Retrofit Basement Storage	0.00	0.00	0.00	0.00	
		DPW PUBLIC GROUNDS Total	CAPITAL OUTLAY	14,600.00	11,995.88	16,995.50	14,600.00	
		DPW PUBLIC GROUNDS GRAND TOTAL		830,021.00	727,636.90	975,193.50	872,214.00	

TOWN OF SCITUATE FY 2020 PERSONAL SERVICES DETAIL

Department: 400 PUBLIC WORKS 429 PUBLIC GROUNDS DIVISION

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Mechanic	Cell Phone	Longevity	Total Per Employee
<u>FOREMAN</u>												
Francis Lydon	02-Sep-85	D	5	\$ 28.37	40	\$1,134.80	52.4	\$59,464		\$96	\$1,000	\$60,560
<u>MECHANIC</u>												
Rick Capone	20-Aug-07	D	5	\$ 28.37	40	\$1,134.80	52.4	\$59,464	\$200	\$96	\$800	\$60,560
<u>EQUIPMENT OPERATORS</u>												
Michael Soper	29-Jul-02	B	5	\$ 25.73	40	\$1,029.20	52.4	\$53,930		\$96	\$850	\$54,876
Andrew Mirarchi	11-Sep-17	B	3	\$ 24.26	40	\$970.40	52.4	\$50,849		\$96	\$0	\$50,945
Scott Trickler	16-Jun-08	B	5	\$ 25.73	40	\$1,029.20	52.4	\$53,930		\$96	\$800	\$54,826
John Kerr	30-May-17	B	4	\$ 24.99	40	\$999.60	52.4	\$52,379		\$96	\$0	\$52,475
Jacob Giorgetti	9-Apr-18	B	3	\$ 24.26	40	\$970.40	52.4	\$50,849		\$96	\$0	\$50,945
Yu Luo	5-Jun-18	B	3	\$ 24.26	40	\$970.40	52.4	\$50,849		\$96	\$0	\$50,945
Jason Crowley	29-Oct-18	B	2	\$ 23.55	40	\$942.00	52.4	\$49,361		\$96	\$0	\$49,457
<u>TREE WARDEN / CEMETERY</u>												
<u>George Story</u>												\$6,000
<u>SUMMER HELP</u>												
Laborer (11)		Unclass	11	\$12.00	40	\$480.00	19.0	\$9,120				\$100,320

DIVISION Sub-total \$490,195 \$200 \$864 \$3,450 \$591,909

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary	Overtime	Longevity	Part-time	Education	Seasonal	Stand by	Mechanic	Cell Phone	Other	TOTAL
FOREMAN	1	\$ 59,464	\$ 3,060	\$ 1,000						\$ 96	\$ 1,300	\$ 64,920
TREE WARDEN	1				\$ 6,000							\$ 6,000
MECHANIC	1	\$ 59,464	\$ 3,060	\$ 800					\$ 200	\$ 96	\$ 1,300	\$ 64,920
EQUIPMENT OPERATORS	6	\$ 362,147	\$ 22,599	\$ 1,650						\$ 672	\$ 7,797	\$ 394,865
SUMMER HELP	9						\$ 100,320					\$ 100,320
TOTALS	18	\$481,075	\$28,719	\$3,450	\$6,000	\$0	\$100,320	\$ 11,289	\$200	\$864	\$10,397	\$642,314

TOWN OF SCITUATE

FY 2020 BUDGET

DEPARTMENT: Board of Health

MISSION STATEMENT:

The mission of the Board of Health is to promote and protect public and environmental health within the community by implementing programs, enacting policies, enforcing regulations, and providing prevention services for the residents of Scituate.

FY 2020 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

GOAL #1 – To improve public education about the risks associated with skin cancer and means of prevention.

- a. Continue ongoing collaboration with outside programs and the Recreation Department to educate members of the community and plan a melanoma event in May (May July and August)

GOAL #2 – Significant improvements have been made to the office space and filing systems. To further improve efficiencies in the office by creating a database to document, track and report on the large number of permits and information for food establishments, temporary food events, vaccine tracking, tobacco retailers, septic system installers, rubbish removal, pump and hauler contractor, Title 5 inspectors, housing and nuisance cases, social service referrals, hoarding, funeral directors, private wells, burials, pools, and camps.

MAJOR BUDGET COMPONENTS

The major budget component is personal services, which currently is comprised of regular salaries, overtime salaries and part-time salaries for the health director, assistant health director, public health nurse, manager of social services, and administrative assistant. Collectively, these salaries account for approximately 95% of the proposed department budget. Technical services account for 4% of the remaining proposed budget and due to the Director position is currently vacant, this year's budget is requesting additional contract of technical services for septic review and inspections.

FY 2019 RISKS AND CHALLENGES

The Board of Health provides inspectional services for food safety; septic systems; public, semi-public and commercial pools; housing; nuisance complaints; and recreational camps and seasonally monitors water quality at public beaches. In November 2018, Town meeting voted the General By Law Amendment- Plastic Bag Reduction Bylaw with the enforcement of this law being the responsibility of Town Administrator/Board of Health. The department also issues permits for food service and retail food establishments, including residential kitchens and mobile vendors; temporary events serving food; tobacco retailers; disposal works installers and inspectors; septic system installations; rubbish removal; pump and haul contractors; private wells; and burials. The part-time public health nurse offers several free flu prevention clinics, conducts weekly blood pressure clinics and reportable disease follow-up, and participates in the annual Health Fair. The department provides the public with reliable information on emerging or widespread public health threats or concerns, such as tick-borne illnesses. The department also responds to environmental health concerns and is engaged in emergency preparedness on both a local and regional scale.

The Town of Scituate has received approval by Town meeting vote to enact the Community Septic Management Program (CSMP). This septic replacement program is made possible by a loan from the Massachusetts Water Pollution Abatement Trust and managed by the Massachusetts Department of Environmental Protection (DEP). This makes loans available to homeowners with a failed septic system in environmentally sensitive areas identified

by the Town of Scituate. To qualify, the residents property must have a failed septic system. This has been a long process with the Board of Health and other Town departments in setting up the process and will be adopted by the Board of Health in December.

The Board of Health and the Police Department make referrals to the Manager of Social Services that include housing insecurities evictions, homelessness, food insecurities, at risk elders, financial crisis, substance use, mental illness, access to healthcare, suicide prevention and emergency preparedness. The Manager of Social Services has worked with over 600 families which all require substantial advocacy efforts and coordination with multiple state and private agencies. These cases often require the Manager of Social Services to respond quickly in a critical situation, where constant communication is required with local hospitals, health care providers and community support services to coordinate community resources. The Manager of Social Services has also developed the Scituate Hoarding Response Team and secured nearly \$45,000 in grant funding for programs and services. The Manager of Social Services also offers training to police officers involving mental health issues.

There continues to be an ever increasing number of known residents that struggle with clutter and related disorders in Scituate, many of whom have a long history of this and related concerns. The large number of hoarding cases requiring a response from one or more Town departments continues to increase partially due to the increased publicity associated with the illness, willingness of neighbors and family members to report their concerns to local officials, and the coordinated response and educational programming provided by the Scituate Hoarding Response Team. Some residents are resistant to change or intervention, others seek assistance to achieve a positive change, and many do not have a private support system to facilitate changes necessary for their health and safety and that of their neighborhoods. Each of these cases require a variety of resources, ongoing collaboration with Town and external personnel with specific areas of expertise, and a significant time commitment to facilitate improvements.

The current food and pool inspector will be retiring on December 31, 2018 and a new health inspector will be hired. Governor Baker issued Executive Order No. 562 directing State agencies to review their regulations and to rescind, revise or simplify such regulations after completion of such review. Following promulgation of the revised regulations at the State level, they will need to be adopted and implemented by local boards of health. This will require that departmental staff learn and implement all of the new regulations and be familiar with the differences between the previous version and newly promulgated regulations. The state just updated new Codes for recreational camps and most recently food safety in October 2018, with others to follow. These new food safety codes will be a new challenge for a new inspector as well as the food establishments.

The number of septic systems permitted through the department continues to increase. There has also been an increase in the number of Title 5 inspection reports to be reviewed and compliance issues and follow up associated with failed systems and operation and maintenance contract requirements to be addressed.

The increased level of current and upcoming development as well as the successful real estate market in the Town is expected to increase the number of planning and review meetings to attend, septic plans and building permits to review, septic systems to inspect.

The Board of Health is engaged in approximately eight to ten housing cases at any one time, often requiring a significant effort to educate landlords and renters about their rights and responsibilities under the State Sanitary Code, Chapter II. These cases often necessitate assistance from and collaboration with members of the Building Department based on their related areas of expertise. In some instances, these cases require legal filings and time in court to resolve concerns identified during inspection and return a property to compliance with the Sanitary Code.

The Board of Health is responsible for investigating and addressing nuisance complaints. The department is actively engaged on approximately six such cases at any one time, often collaborating with the Building Department, which enforces the Junk Bylaw.

The Board of Health adopted a Private Well Regulation in June 2017 and since this adoption there has been an increase in private well applications from previous years. . The adoption of the regulation requires an education campaign so that homeowners, realtors, contractors, developers and other interested parties understand the requirements for both existing and proposed private wells. Additionally, given the water shortage experienced in the recent drought, there has been increased interest in installing private wells in the Town, which, in conjunction with the adoption of the regulation, has led to additional time and resources spent on this area previously unaddressed by this department. This regulation includes private well testing for portable drinking water regardless if the private well is being used just for irrigation.

The Town is home to approximately 100 food establishments. It is a challenge to ensure compliance with State requirements relative to allergen awareness, ServSafe, and choke saver training and communicating those responsibilities to the owner or manager of the food service business. Scituate also hosts a large number of festivals, fundraisers, and other short duration events that include food permitting. The annual permitting process and permitting for large events is time intensive and requires a coordinated effort among the department, vendor, host organization, and, at times, other Town Departments so food is provided in a safe manner by qualified personnel. The Board of Health's food inspector conducts, on average, between 400 and 450 food inspections a year and is retiring December 31, 2018 and a new food inspector will need to be hired. The State has approved and updated the 1999 Food Code to the FDA's 2013 Food Codes in October 2018. This will be a challenge for the food establishments, permitting and the new inspector. The Board of Health needs to adopt the new food codes and therefore food inspection forms will need to be updated to the new state form.

In 2003, the Massachusetts Department of Public Health (DPH) divided the state into seven emergency preparedness regions. Each region currently receives grant funding provided by an agreement with the Centers for Disease Control and Prevention (CDC). In FY 2016, the Town of Scituate was part of Region 4B, which consisted of 26 communities. At the onset of FY 2017, Region 4B merged with Region 4A to now be Region 4AB, which is comprised of 59 communities. Although this increased number of communities participating as a single region leads to more opportunities to network and share both information and resources, it is also more difficult to coordinate this large number of communities, participate in regional projects as required by the grant, and receive timely responses from DPH on specific questions or concerns. Additionally, emergency preparedness funding provided to public health in Scituate from DPH and the CDC was reduced by 20% in FY 2018 for emergency preparedness. It is expected that public health and local communities will not continue to receive local allocations within the next four years and will be reduced incrementally each year until funding is no longer provided. Further, the deliverables and time commitment required has increased coupled with decreased funding in the current fiscal year. The uncertainties in future funding limit local boards of health to plan effectively for future emergency preparedness.

Scituate is unique on the South Shore in that public health is the department responsible for preparing for, operating, staffing, and providing supplies for the emergency shelter and this is a year-round responsibility. It is difficult to efficiently provide these services as there is little notice to such conditions. As in past years, the inter-departmental collaboration is imperative and coordination with regional support services, such as SANDS, CERT, the Medical Reserve Corps, and Region 4AB is critical before, during, and after a storm event to provide this

resource. The needed supplies have been provided through the emergency grant funding; however, current funding has been reduced by approximately 20% and future grant funding is expected to cease, as described above. Additionally, one of the most critical resources needed for successful shelter operations is a sufficient number of able and vetted volunteers to staff the shelter. The number of volunteers needed for a long duration event is great and the list of staff and volunteers is currently insufficient for a lengthy event. Region 4B funding for 2019 has been reduced and the State will no longer fund the volunteer alert system used to inform volunteers when the shelter is opening. Therefore it will be replaced by a database. More information will be forthcoming within the next month.

The Board of Health issues annual permits for food establishments; septic system installers, pump and haulers and inspectors; funeral directors; rubbish haulers; and tobacco retailers at the end of each year, resulting in the office receiving, reviewing and issuing approximately 250 permits in a two month period. This is a very time consuming undertaking, particularly by the administrative assistant, who must follow-up with each potential permittee to identify missing application elements and ensure that each application package is complete before issuing each permit prior to the expiration of the permittee's existing permit.

DEPARTMENTAL ACCOMPLISHMENTS

In October, the Board of Health successfully moved to their new location with adequate space. The Town is home to approximately 100 food establishments, including food service establishments, retail food establishments, residential kitchens, caterers, bed and breakfasts, and mobile carts. To assist with permitting and Federal and State regulation compliance, the department continues to maintain a tracking system so department personnel can review training expiration dates and alert establishments of upcoming training requirements. Additionally, every food establishment with more than 25 seats must have a staff member trained in choke saver procedures present at all times the establishment is open. For the fourth consecutive year, the department, in collaboration with the Scituate Fire Department, hosted a choke saver class for Scituate food establishments, so that they may easily maintain their required certifications with local training opportunities.

In the Spring Town meeting vote to enact the Community Septic Management Program (CSMP) and the department has been working on documentation and a process for implementing the betterment loan program. This has been a long process for the Board of Health and other Town departments and it is scheduled to be adopted by the Board of Health in December.

This department continues to review reports submitted for sites that are required to comply with the Massachusetts Contingency Plan, the MassDEP regulations providing standards and procedures for cleaning up contaminated sites.

The part-time public health nurse has provided approximately 400 plus flu vaccinations free of charge during weekly office hours and at multiple flu clinics held at multiple locations in Town during varied day, evening and weekend hours. The Spring Town meeting voted to update the flu vaccine revolving fund to a vaccine revolving fund to allow the public health nurse to offer other types of vaccines other than flu. She continues to provide health services to members of the community, including administering blood pressure clinics and conducting home visits as needed. She also partnered with Dana Farber to host their mobile Mammography Van in the Spring of 2018 and again in the Fall of 2018 to provide screening mammograms with this year having the most screenings from prior years.

The department has been effectively collaborating with the Manager of Social Services, Council on Aging, Police and Fire Departments, Animal Control, Scituate Housing Authority, Building Department, and external partners to facilitate the Scituate Hoarding Response Team. The team offered four multi-week clutter reductions support groups facilitated by a licensed social worker with expertise in hoarding and providing individualized treatment to clients struggling with clutter.

The Manager of Social Services provided direct case management, advocacy, and supports residents throughout the fiscal year. These cases involved imminent risk of loss of housing and/or eviction, resulting in intensive case management and close collaboration with both private and public agencies and legal aid. There are a number of referrals made to Adult Protective Services for “elder at risk” cases by both the Manager of Social Services and the Outreach Worker at the Council on Aging, resulting in service implementation and ongoing case management. Coordination of mental health services and resources, family support, and advocacy was provided to residents in Scituate.

**TOWN OF SCITUATE
FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1510510	511000	BOARD OF HEALTH	REGULAR SALARIES	242,798.00	150,401.63	255,418.00	255,418.00	
1510510	512000	BOARD OF HEALTH	OVERTIME	0.00	0.00	0.00	0.00	
1510510	513000	BOARD OF HEALTH	LONGEVITY	480.00	0.00	1,725.00	1,725.00	
1510510	517200	BOARD OF HEALTH	SICK LEAVE BUY BACK	0.00	0.00	0.00	0.00	
1510510	518000	BOARD OF HEALTH	PART-TIME SALARIES	13,792.00	14,123.41	13,490.00	13,490.00	
1510510	519100	BOARD OF HEALTH	OTHER SALARIES	1,266.00	0.00	486.00	486.00	
		BOARD OF HEALTH Total	PERSONAL SERVICES	258,336.00	164,525.04	271,119.00	271,119.00	
1510520	519900	BOARD OF HEALTH	PUBLIC SERVICE CONT	0.00	0.00	0.00	0.00	
1510520	524100	BOARD OF HEALTH	OFFICE MACHINE MAIN	0.00	0.00	0.00	0.00	
1510520	524500	BOARD OF HEALTH	REPAIRS & MAINTENAN	100.00	0.00	100.00	100.00	
1510520	530800	BOARD OF HEALTH	TRAINING	0.00	0.00	0.00	0.00	
1510520	530900	BOARD OF HEALTH	TECHNICAL SERVICES	11,250.00	6,310.00	14,150.00	11,250.00	
1510520	532100	BOARD OF HEALTH	CONFERENCES/MEETINGS	1,150.00	1,123.83	1,150.00	1,150.00	
1510520	534300	BOARD OF HEALTH	BINDING & PRINTING	375.00	300.36	375.00	375.00	
1510520	534400	BOARD OF HEALTH	POSTAGE	0.00	0.00	0.00	0.00	
1510520	534600	BOARD OF HEALTH	LEGAL ADVERTISING	0.00	0.00	0.00	0.00	
1510520	571100	BOARD OF HEALTH	MILEAGE REIMBURSEMENT	925.00	1,178.57	1,200.00	1,200.00	
1510520	573100	BOARD OF HEALTH	PROFESSIONAL DUES & SUBS	500.00	305.00	500.00	500.00	
		BOARD OF HEALTH Total	PURCHASE OF SERVICES	14,300.00	9,217.76	17,475.00	14,575.00	
1510540	542000	BOARD OF HEALTH	OFFICE SUPPLIES	800.00	956.84	800.00	800.00	
1510540	542300	BOARD OF HEALTH	SPECIAL AGENCY SUPP	0.00	0.00	0.00	0.00	
1510540	542500	BOARD OF HEALTH	PRINTING & FORMS	300.00	-60.53	300.00	300.00	
1510540	548100	BOARD OF HEALTH	FUELS & LUBRICANTS	0.00	0.00	0.00	0.00	
1510540	550000	BOARD OF HEALTH	MEDICAL SUPPLIES	485.00	465.59	485.00	485.00	
1510540	558100	BOARD OF HEALTH	CLOTHING	150.00	150.00	150.00	150.00	
		BOARD OF HEALTH Total	MATERIALS & SUPPLIES	1,735.00	1,511.90	1,735.00	1,735.00	
1510580	585300	BOARD OF HEALTH	OFFICE EQUIPMENT	125.00	125.00	125.00	125.00	
		BOARD OF HEALTH Total	CAPITAL OUTLAY	125.00	125.00	125.00	125.00	
		BOARD OF HEALTH GRAND TOTAL		274,496.00	175,379.70	290,454.00	287,554.00	

TOWN OF SCITUATE FY 2020 PERSONAL SERVICES DETAIL

11/12/2018

Department: 510 BOARD OF HEALTH

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Holiday	Sick Leave Buy Back	Longevity	Total Per Employee
DIRECTOR OF PUBLIC HEALTH Vacant		AMP 5A	4		35	\$1,501.27	52.4	\$78,667			\$0	\$78,667
ASST DIRECTOR OF PUBLIC HEALTH Joan Schmid	06-Feb-17	AMP 2A	3		35	\$1,189.81	52.4	\$62,346			\$0	\$62,346
SECRETARY Therese Tufts	27-Aug-07	Tosca A-7	Max	\$25.04	35	\$876.40	52.4	\$45,923	\$0		\$925	\$46,848
PUBLIC HEALTH NURSE Eileen Scotti	02-May-88			\$32.18	8	\$257.44	52.4	\$13,490			\$0	\$13,490
MANAGER OF SOCIAL SERVICES Laura Minier	02-Dec-13	Non Union Equiv AMP-2 Step 6			35	\$1,037.04	52.4	\$54,341			\$800	\$55,141
TOTALS								\$254,766	\$0	\$0	\$1,725	\$256,491

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary 5110	Overtime 5120	Longevity 5130	Part-time 5180	Seasonal 5190	Holiday 5110	Sick Leave Other 5191	BuyBack 5110	TOTAL 510
DIRECTOR OF PUBLIC HEALTH	1	\$78,667		\$0						\$78,667
ASST DIRECTOR OF PUBLIC HEALTH	1	\$62,346		\$0				\$0		\$62,346
SECRETARY	1	\$45,923	\$0	\$925			\$0	\$459		\$47,307
PUBLIC HEALTH NURSE	1			\$0	\$13,490					\$13,490
MANAGER OF SOCIAL SERVICES	1	\$54,341		\$800						\$55,141
EST CONTRACTUAL		\$14,142						\$27		\$14,169
TOTALS	5	\$255,418	\$0	\$1,725	\$13,490	\$0	\$0	\$486	\$0	\$271,119

TOWN OF SCITUATE

FY 2020 BUDGET

DEPARTMENT: 541 - Council on Aging

MISSION STATEMENT:

The mission of the Council on Aging is to identify the unique needs and interests of our senior citizens and implement programs that will enhance the quality of life, independence and physical and emotional well-being of a growing aging community.

FY 2020 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

GOAL 1: Continue to plan for new Senior Center building and community campus. (ongoing)

Objectives:

1. Work closely with the architect and OPM to guide the building process and planning for interior and exterior space for the Senior Center building.
2. Provide accurate and timely information to the seniors as progress is made and action or input is required.
3. Provide accurate and timely information to the community to inform of the process and cultivate understanding of the needs to be met by a new senior center now and well into the future.
4. Connect with various community groups and other stakeholders for promoting the opportunities available through the senior center and to advocate for support of the project.

GOAL 2: Facilitate the process of cultivating an Age-Friendly Community through the AARP Network and Scituate's newly organized Age-Friendly Steering Committee.

Objectives:

1. Obtain municipal support, engage partners in the community and publicize work of the committee to broaden the scope and awareness of the initiative as well as benefits to town residents. (ongoing)
2. Function as contact point for the steering committee members and report on progress and projects underway at Board meetings, to Town administration, to seniors and town residents through our newsletter, social and print media, regular Cable program and newspaper outlets, and also to AARP and stakeholders. (ongoing)
3. Identify grant prospects to further enable project opportunities with outside financial support. (ongoing)

GOAL 3: Work through the process of becoming certified as Director through the Mass Council on Aging Director Certification program.

Objectives:

1. Complete the requirements of the MCOA Director Certification Program, including Community Profile and Strategic Plan (JUL-DEC)
2. Engage the COA Board in relevant aspects of the certification requirements, including review of Mission Statement, Community Profile, Strategic Plan, Program Review, and Evaluations (JUL-DEC)
3. Use process as an opportunity to review and streamline staff functions and plan for future. (OCT-JAN)

MAJOR BUDGET COMPONENTS

Programming

A large part of our spending involves bringing programs to the seniors and community. In many cases, the program is a turn-key arrangement, with money coming in to support the lesson or activity. When able, through supplemental funding, we are subsidizing programs so as not to pass on the full cost to the seniors. Other opportunities are created through grant funding. We are constantly seeking new ways to appeal to seniors and a variety of programming needs to be considered to meet the diverse needs and interests of a large older adult population and to connect them with the senior center for socialization and stimulation.

Breakfasts/Lunches and events often have to be catered or out-sourced rather than use office staff to support the kitchen function. Volunteers are helpful in this regard, but there is still the expense of the food and the desire to create an experience for the participants. Entertainment is another area that we cannot support solely on dollars through the attendees, though some time is donated. We also lack a fully supportive fundraising entity (a Friends group) that we could tap for these needs in the future.

Our programs range from Social/Meals/Entertainment to Lifelong Learning, Art and Crafts; technology classes and support, exercise classes, along with health and wellness offerings and other group or recreational activities. We offer many programs that are led by volunteers at no cost to the participants. We have continued to offer certain programming, specifically the Aging Mastery Program and Balance for Life exercise class, that began with grant funding but to retain has to be supported by the participants, the Senior Center, or by funds received through gifts and donations. Our new Job Seekers program was offered through a tax work-off volunteer for the first 6 months, and is now grant-funded through MCOA for the 2019 fiscal year.

Printing/Outreach/Marketing

We continue to manage most of our own printing and distribution of marketing/publicity/informational materials, such as flyers and brochures. However, we do require some professional materials and have used our funds to support that need for larger events. We have begun to work on branding with the use of a new logo and more attention to providing a consistent look and message to the community regarding Senior Center/COA activities, events and programs. The newsletter is still our primary vehicle for publicizing news, information and our schedule of activities. Our My Senior Center database software offers the opportunity to follow-up with broadcast phone calls to seniors to alert or remind them of events.

Office Management/Operations/Staffing

Maintenance has been helped by the provision of a part-time custodian through the Facilities Department, for which we are grateful; the town facilities staff is available to assist with environmental needs and town DPW provides outdoor maintenance. Staff is responsible for kitchen upkeep and cosmetic tidying, set up and breakdown of tables and seating for our variety of activities. Management of activities at remote sites has staff often traveling to and from those locations to provide a connection with participants and help instructors manage the intake and site needs. Volunteers are used as able to supplement staffing, and we were able to use 3 tax work-off placements for providing administrative and program assistance.

Transportation

The transportation function continues to be a primary source of service and connection for many senior adults in the community. This function involves coordination of participant requests, daily schedules for local rides, scheduling of out-of-town medical rides through a contracted source (South Shore Community Action Council), application of

a small amount of funding through our regional state agency (SSES), in-take of rider fees, overseeing of mandated driver requirements and compliance with GATRA and DOT guidelines as well as van/vehicle maintenance for 3 vans. We have added a second van from GATRA to provide more vehicle coverage, and are retaining one older van that the Fire Department likes to use during storm emergencies, which brings total to 4. Mark Donovan of the Fire Department has spent the last year upgrading our radio communication for the vans to have more reliable contact with the Senior Center; GATRA has funded this upgrade.

FY 2020 RISKS AND CHALLENGES

Challenges continue to include:

- reaching the number of seniors that exist in the community to connect them to activities, services;
- retaining our participation levels and instructors for activities given space constraints;
- supporting/scheduling multiple activities with limited space;
- managing multiple locations;
- placing volunteers in meaningful positions with limited space/activities;
- parking capacity and maintenance of parking area/building grounds;
- supporting seniors with diminished capacity for activity opportunities and transportation

In addition, the Formula Grant has been used to fund one part-time position completely, and also to increase the hours for another part-time position, which has restricted opportunities for using the Formula Grant for other needs, such as equipment/furnishings and program/instructor funding. Our combined Activities and Volunteer Coordinator position funded fully through the Formula Grant should become part of the municipal budget and could become two positions or at least some assistance for one or the other function. In addition, the Kitchen function should be supported as a budget line item for provisions and supplies that are currently funded through Programming or donations, as well as through efforts of staff and volunteers.

DEPARTMENTAL ACCOMPLISHMENTS

- Development of a new Logo has brought more branding visibility for our events and materials;
- A few notable new programs include: Men's Yoga addition, Trail Walking group, and a Monthly Dining Out van trip to provide opportunity for a social night out for dinner without having to drive themselves;
- Van Cultural Trips to a variety of destinations are very popular and serve to attract many seniors who may not have come to the senior center for other activities;
- Installation of a new Phone System adding caller ID has improved operations in the center;
- Storm Assistance/Sand Buckets for Seniors was well-received and helpful for many during last winter;
- Several successful social/community events, included:
 - 1st Parade Float participation
 - 2nd Evening of Irish Music (in April)
 - Community Drumming Circle (grant)
 - Family Fun Walk and Navy Band NE Concert Collaboration (recent)
- Acceptance into Age-Friendly Community Network
- Partnering with South Shore Conservatory and Historical Society for activities, speakers
- Launch of 50+ Job Seekers Networking Group
- Grant-funded Nordic Walking poles and Memory Training
- 90th birthday party/recognition

- Intergenerational Programs, including:
 - TECH TIME and Seniors CONNECT iPad/Smart Phone Support (HS Interact Club)
 - Sand Buckets for Seniors Deliveries (HS Interact Club)
 - Projects for a Purpose (Girl scouts, Middle School students)

DESCRIPTION OF REVENUE	FY17	FY18	FY19 YTD	FY20 Projected	Comments
EOEA Formula Grant	\$ 43,340 @\$10 per Elder	\$ 42,040 @\$9.40r per elder	\$ 52,080 @\$12.00 per elder	\$ 63,876* @\$12.00 per elder*	*New Census figure expected
GATRA Budget	101,000	101,000	101,000	101,000	
SES Title III MAP Grant	3,000	3,000	3,000	3,000	Supplements Out- of-Town Medical
Gifts/Donations	3,546	4,210**	180		
Other/Grants:					
Scituate Education Foundation			2,780 800		
Scituate Cultural Council	300	400			
Harvard Pilgrim Healthcare (private Resident Gifts through employer)	1,050	500			

**Gifts/Donations include amounts from Rotary Club, Scituate Health Services, and Jim Cantwell, as well as private donations In Memory Of a deceased senior. In addition, the Friends provided money toward Parade float expenses, exhibitors from the Art Sale donated a percentage of proceeds, and several other miscellaneous donations from individuals in varying amounts.

**TOWN OF SCITUATE
FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1541510	511000	COUNCIL ON AGING	REGULAR SALARIES	123,573.00	136,232.03	132,362.00	132,362.00	
1541510	513000	COUNCIL ON AGING	LONGEVITY	3,250.00	1,915.00	2,325.00	2,325.00	
1541510	517200	COUNCIL ON AGING	SICK LEAVE BUY BACK	0.00	0.00	0.00	0.00	
1541510	518000	COUNCIL ON AGING	PART-TIME SALARIES	74,813.00	31,796.31	31,647.00	31,647.00	
1541510	519100	COUNCIL ON AGING	OTHER SALARIES	1,664.00	0.00	1,298.00	1,298.00	
		COUNCIL ON AGING Total	PERSONAL SERVICES	203,300.00	169,943.34	167,632.00	167,632.00	
1541520	521100	COUNCIL ON AGING	ELECTRICITY	3,500.00	4,064.48	3,500.00	3,500.00	
1541520	521300	COUNCIL ON AGING	NATURAL GAS	2,700.00	2,914.36	3,000.00	3,000.00	
1541520	523100	COUNCIL ON AGING	WATER/SEWER	0.00	0.00	0.00	0.00	
1541520	524200	COUNCIL ON AGING	REPAIR/MAINT PROP/	4,700.00	4,445.29	5,200.00	5,200.00	
1541520	524500	COUNCIL ON AGING	VEHICLE SERVICES	0.00	0.00	0.00	0.00	
1541520	527000	COUNCIL ON AGING	RENTALS & LEASES	960.00	1,090.49	700.00	700.00	
1541520	527400	COUNCIL ON AGING	PARATRANSIT RIDE	0.00	0.00	0.00	0.00	
1541520	531100	COUNCIL ON AGING	SUPPORT SERVICES	1,500.00	1,141.07	1,500.00	1,500.00	
1541520	532100	COUNCIL ON AGING	CONFERENCES/MEETINGS	400.00	150.00	300.00	300.00	
1541520	534400	COUNCIL ON AGING	POSTAGE	2,500.00	0.00	2,500.00	2,500.00	
1541520	571100	COUNCIL ON AGING	MILEAGE REIMBURSEMENT	800.00	507.12	700.00	700.00	
		COUNCIL ON AGING Total	PURCHASE OF SERVICES	17,060.00	14,312.81	17,400.00	17,400.00	
1541540	542000	COUNCIL ON AGING	OFFICE SUPPLIES	1,700.00	1,407.61	1,700.00	1,700.00	
1541540	545100	COUNCIL ON AGING	CLEANING SUPPLIES	500.00	473.70	500.00	500.00	
1541540	548100	COUNCIL ON AGING	FUELS & LUBRICANTS	0.00	0.00	0.00	0.00	
		COUNCIL ON AGING Total	MATERIALS & SUPPLIES	2,200.00	1,881.31	2,200.00	2,200.00	
1541580	585300	COUNCIL ON AGING	EQUIPMENT	500.00	2,000.00	500.00	500.00	
		COUNCIL ON AGING Total	CAPITAL OUTLAY	500.00	2,000.00	500.00	500.00	
		COUNCIL ON AGING GRAND TOTAL		223,060.00	188,137.46	187,732.00	187,732.00	

TOWN OF SCITUATE FY 2020 PERSONAL SERVICES DETAIL

Department: 541 COUNCIL ON AGING

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Longevity	Holiday	Sick Leave Buy Back	Total Per Employee
DIRECTOR Linda Presutti Hayes	30-Dec-13	AMP-5	6		35	\$1,539.48	52.4	\$80,669	\$800			\$81,469
OFFICE ASSISTANT Jill Johnston	26-Oct-04	A-6 <i>grant funded</i>	Max	\$22.82 22.82	25 10	\$570.50 \$228.20	52.4 52.4	\$29,894 \$11,958	\$975			\$30,869 \$11,958
OUTREACH COORDINATOR Jennifer Gerbis	14-Nov-13	Non Union		\$24.19	35	\$846.65	52.4	\$44,364	\$550			\$44,914
ACTIVITIES COORDINATOR Elizabeth Thornton	06-Apr-15	<i>Non Union Grant</i>		20.22	25	\$505.50	52.4	\$26,488	\$550			\$27,038
TRANSPORTATION COORDINATOR Kathleen Clarkeson	09-Jul-18	GATRA Funded										
TOTALS								\$193,373	\$2,875	\$0	\$0	\$196,248

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary 5110	Overtime 5120	Longevity 5130	Part-time 5180	Seasonal 5190	Holiday	Other 5191	Sick Leave Buy Back	TOTAL 510
DIRECTOR	1	\$80,669		\$800				\$807	\$0	\$82,276
OFFICE ASSISTANT/CLERICAL	1			\$975	\$29,894		\$0	\$419	\$0	\$31,288
TRANSPORTION COORDINATOR (GATRA)	1									\$0
OUTREACH COORDINATOR	1	\$44,364		\$550					\$0	\$44,914
ACTIVIES COORDINATOR (grant funded)	1			\$0	\$0					\$0
EST CONTRACTUAL		\$7,329			\$1,753			\$72		\$9,154
TOTALS	5	\$132,362	\$0	\$2,325	\$31,647	\$0	\$0	\$1,298	\$0	\$167,632
Grant					\$38,446					

541 GATRA REVOLVING

Org	Object	Description	2017 Actual	2018 Actual	2019 Actual		2020 Request
					YTD	2019 Budget	
21002195	470000	GATRA - Other Intergovernmental Revenue	\$85,637.00	\$91,104.99	\$49,387.37	\$101,000.00	\$118,268.00
21002195	510000	GATRA - Personal Services	\$26,435.50	\$62,534.43	\$25,226.28	\$35,802.00	\$78,268.00
21002195	524500	GATRA - Vehicle Services	\$1,364.09	\$3,527.12	\$2,005.35	\$2,500.00	\$2,500.00
21002195	527400	GATRA - Paratransit Ride	\$25,144.00	\$35,702.82	\$18,340.57	\$32,500.00	\$32,500.00
21002195	548100	GATRA - Fuels & Lubricants	\$4,472.57	\$5,952.97	\$2,919.05	\$5,000.00	\$5,000.00
21002195	570000	GATRA - Other Charges	\$173.91	\$1,127.73	\$290.06		
						\$25,198.00	\$0.00
TOTAL	Revenue		\$85,637.00	\$91,104.99	\$49,387.37	\$101,000.00	\$118,268.00
TOTAL	Expenditures		\$57,590.07	\$108,845.07	\$48,781.31	\$75,802.00	\$118,268.00

TOWN OF SCITUATE FY 2020 PERSONAL SERVICES DETAIL

Department: 541 COUNCIL ON AGING (GATRA Revolving)

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Longevity	Holiday	Sick Leave Buy Back	Total Per Employee
TRANSPORTATION COORDINATOR Kathleen Clarkeson	7/9/2018	A6	2	19.94	35	\$697.90	52.4	\$36,570				\$36,570
SENIOR SHUTTLE BUS DRIVERS		Unclassified GATRA rates		\$ 14 to 16 \$15.600 Avg	40	\$624.00	52.4	\$32,698				\$32,698
						TOTALS		\$69,268	\$0	\$0	\$0	\$69,268
		Less than 1 year		\$14/hour								
		1-5 years		\$15/hour								
		More than 5 years		\$16/hour								

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary 5110	Overtime 5120	Longevity 5130	Part-time 5180	Seasonal 5190	Holiday	Sick Leave Other 5191	Buy Back	TOTAL 510
SENIOR SHUTTLE BUS DRIVERS					\$32,698					\$32,698
TRANSPORTATION COORDINATOR	1				\$36,570					\$36,570
ADMIN (8.5%)					\$6,857					\$6,857
Estimated Contractual					\$2,143					\$2,143
TOTALS	1	\$0	\$0	\$0	\$78,268	\$0	\$0	\$0	\$0	\$78,268

**TOWN OF SCITUATE
FY 2020 BUDGET**

DEPARTMENT: **Veteran Services Department (543)**

MISSION STATEMENT:

The Scituate Veteran Services Department provides services to eligible veterans and their dependents in need and connects them to the services and benefits for which they are eligible. The department's goal is to deliver accurate, courteous, and timely service.

FY 2020 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS:

GOAL#1:

Establish a Memorial Day Parade and Ceremony Group.

OBJECTIVES:

1. Develop and review a list of possible qualified candidates. (Jul)
2. Contact and interview candidates. (Aug-Jan)
3. Set up and establish the group and policies for the group. (Feb-May)

GOAL#2:

Coordinate and help oversee the Cudworth Veteran's Cemetery expansion.

OBJECTIVES:

1. Review the current plans and timelines for the project. (Jul-Sep)
2. Develop and update new rules for the new burial site. (Oct-Jan)
3. Monitor how the project is progressing towards deadlines. (Ongoing)

GOAL#3

Evaluate and implement the Statewide run Vetra-Spec for use in Scituate's Veteran Services Department.

OBJECTIVES:

1. Ensure that the system is capable of holding all the information from the veteran's records. (Jul-Sep)
2. Review the proper licenses and operating laws. (Oct-Jan)
3. Implement the new system and monitor the results. (Feb-Jun)

MAJOR BUDGET COMPONENTS:

The Veteran Services Department's budget primarily provides monetary assistance to the Town's veterans, widows of veterans, and their family. This assistance meets qualifying needs for food, clothing, shelter, health insurance, and other essential items. Funds may also be used for assisting veterans with fuel allowance when heat is not included in their rent. These benefits fall under the Commonwealth of Massachusetts 108 CMR Chapter 115 and are listed under Subsistence Support and total \$120,750 or 59.06% of the budget. These funds are reimbursed back to the Town at a 75% rate from the State. The budget includes a 12.5-hour per week Administrative Assistant and a 35-hour per week full time Veterans' Service Officer as mandated by State compliance laws. This falls under Personnel Services and total \$78,222 or 38.26% of the budget. The department also attends two Annual Conferences, one in the summer and the second in the winter. There is also a line item for the Graves Officer to help maintain the two veteran's cemeteries and the flagging of all the veteran's graves and Town Memorials on Memorial Day. This is listed under Care of Veterans Graves and totals \$2,600 or 1.28% of the budget. The flagging of the Town's veteran's graves and Memorials are reimbursed at 75% rate from the State.

FY 2020 RISKS AND CHALLENGES:

Since being appointed in February of 2012 as Director of Veteran Services for the Town of Scituate, the office has witnessed firsthand how the responsibilities and needs for services have increased. From the inception, this office's position is to take care of the Town's veterans, widows of veterans, and their families, as stated above. The office has proudly met and exceeded that call. FY20 will once again bring unforeseen challenges in the way of mental health issues, depression, anxiety, psychosis, substance abuse, suicide, Dementia, Alzheimer's, PTSD, and service connected disability claims, to mention a few. Since Veterans and their spouses are living longer, this has caused various complex issues for caregivers. These caregivers seek out guidance from the Town Veteran Services Office to navigate the overwhelming paperwork often required. The FY20 Budget request for the Veteran Services Department are based on present and future analysis which will fulfill the accomplishment's and challenges in providing health care and benefits to Veterans and their eligible dependents in accordance with this Department's mission statement. Once again, Veterans will be seeking more assistance due to increases in property taxes, water taxes, food cost, prescription cost, and heating which will cause forecasting challenges for this department. As in the past years, this department will continue to seek out alternative resources for added relief for these services. Future forecasting will be a challenge due to the ongoing global war on terrorism and the return of veterans from war.

DEPARTMENTAL ACCOMPLISHMENTS:

- This Department continues to conduct wellness checks on the departments Chapter 115 State clients. Calls or home visits are conducted before, during and after serious storms.
- The Veteran Services Department continues to coordinate with local and State resources on a monthly basis. This keeps the department up to date on all new programs available.

- This Department continues to participate in ongoing training and conferences throughout the fiscal year keeping this department one of the leaders in Veteran's benefits knowledge.
- This Department has completed the Annual Statewide Massachusetts Department of Veteran Services training, the Massachusetts Veterans Service Officers Association's winter and summer training conferences.
- This Department continues to help local veteran organizations with Veteran's Day, Wreaths Across America and local events throughout the year.
- Once again, this year's Memorial Day Parade and Ceremony was well attended by Scituate residents and surrounding town residents.

**TOWN OF SCITUATE
FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1543510	511000	VETERANS	REGULAR SALARIES	63,317.00	59,125.05	67,149.00	63,431.00	
1543510	513000	VETERANS	LONGEVITY	800.00	800.00	800.00	800.00	
1543510	518000	VETERANS	PART-TIME SALARIES	13,983.00	13,280.81	14,812.00	13,991.00	
1543510	519100	VETERANS	OTHER SALARIES	141.00	0.00	0.00	0.00	
		VETERANS Total	PERSONAL SERVICES	78,241.00	73,205.86	82,761.00	78,222.00	
1543520	524100	VETERANS	OFFICE MACHINE MAINT	0.00	0.00	0.00	0.00	
1543520	530800	VETERANS	TRAINING	0.00	0.00	0.00	0.00	
1543520	532100	VETERANS	CONFERENCES/MEETINGS	1,250.00	533.71	1,250.00	1,250.00	
1543520	534400	VETERANS	POSTAGE	0.00	0.00	0.00	0.00	
1543520	538500	VETERANS	CARE OF VETERANS GRAVES	2,600.00	2,153.51	2,600.00	2,600.00	
1543520	538900	VETERANS	INTERDEPARTMENTAL CHARGES-HING	0.00	0.00	0.00	0.00	
1543520	571100	VETERANS	MILEAGE REIMBURSEMENT	300.00	148.98	300.00	300.00	
1543520	573100	VETERANS	PROFESSIONAL DUES & SUBS	50.00	50.00	50.00	50.00	
1543520	578100	VETERANS	SUBSIST/INC SUPPORT	120,750.00	91,859.63	120,750.00	120,750.00	
		VETERANS Total	PURCHASE OF SERVICES	124,950.00	94,745.83	124,950.00	124,950.00	
1543540	542000	VETERANS	OFFICE SUPPLIES	325.00	271.80	325.00	325.00	
1543540	542300	VETERANS	SPECIAL AGENCY SUPPLI	925.00	850.00	925.00	925.00	
1543540	546200	VETERANS	LANDSCAPING SUPPLIES	0.00	0.00	0.00	0.00	
		VETERANS Total	MATERIALS & SUPPLIES	1,250.00	1,121.80	1,250.00	1,250.00	
VETERANS GRAND TOTAL				204,441.00	169,073.49	208,961.00	204,422.00	

TOWN OF SCITUATE FY 2020 PERSONAL SERVICES DETAIL

11/13/2018

Department: 543 VETERANS BENEFITS/SERVICES

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Longevity	Total Per Employee
VETERANS AGENT Donald Knapp	08-Feb-12	Non Union AMP 1A Eq	Step 7		35	\$1,181.88	52.4	\$61,931	800	\$64,231
						Veterans Graves Stipend		\$1,500		
PART-TIME CLERK Sarah Inferrara	06-Jul-15	A6	5	\$ 21.39	12.5	\$267.00	52.4	\$13,991	\$0	\$13,991
TOTALS								\$77,422	\$800	\$78,222

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions	Reg Salary 5110	Overtime 5120	Longevity 5130	Part-time 5180	Seasonal 5190	Other 5191	TOTAL 510
VETERANS AGENT		\$63,431		800				\$64,231
PART-TIME CLERK				\$0	\$13,991			\$13,991
EST CONTRACTUAL		\$3,718			\$821		\$0	\$4,539
TOTALS		\$67,149	\$0	\$800	\$14,812	\$0	\$0	\$82,761

TOWN OF SCITUATE

FY 2020 BUDGET

DEPARTMENT: COMMISSION ON DISABILITIES

MISSION STATEMENT:

We are a Commission, all appointed by the Board of Selectmen, who volunteer our time and skills to serve the Town of Scituate and the needs of Individuals with Disabilities.

We provide information, resources and referrals regarding the Americans with Disabilities Act (ADA) as well as other federal and state regulations related to Individuals with Disabilities. We provide information and referral in critical areas such as:

- Housing,
- Employment,
- Education,
- Transportation,
- Voting,
- Communication,
- Health Services,
- Public Accommodations, and
- Access to programs, services and facilities that are available.

MAJOR BUDGET COMPONENTS

Training & Mileage	10%
Support Services	54%
Meetings/Events/Supplies	36%

DEPARTMENTAL ACCOMPLISHMENTS

This Commission on Disabilities provided a second accessible beach wheelchair to the Recreation Department to enable more citizens to access the beaches.

We hosted the second Scituate Accessibility Awareness Event on November 3, 2018. We invited 26+ local providers and resources to exhibit their accessible services and information available to Scituate residents. Guests included the Scituate Fire and Police Departments, Town Health Services, Massachusetts State Agencies, and other public health groups. A copy of the flier is attached.

The CoD reviewed the Request for Proposals for the Update to the ADA Evaluation and Transition Plan authorized by Town Meeting in 2017. The CoD rated the respondents to the request for proposals. Unfortunately, the Town was unable to award a contract for the work as the price proposals far exceeded Town Meeting's authorized amount. The Town is seeking a grant and additional funds at the 2019 annual town meeting to move forward with the project to make Scituate more accessible.



Scituate Accessibility Awareness Event

Saturday, November 3, 2018

11am-2pm, Open House

Scituate Community Building (formerly Pier 44) Jericho Rd, Scituate

To all area residents, including caregivers, friends, and families!

Celebrate Differences and learn about Accessible Services & Resources!

C.O.R.S.E. Foundation (Community of Resources For Special Education)	Scituate Coastal Coalition
Friendship Home	Scituate Council on Aging
GATRA (Greater Attleboro Taunton Regional Transit Authority)	Scituate Etrusco Associates (loans of durable Medical Equipment)
Independence Associates	Scituate Fire & Police Departments
INDEX, Shriver Center, UMass Medical School	Scituate Housing Authority
MA Commission For The Blind	Scituate Special Education Department
MA Commission For The Deaf	Scituate Recreation Department
MA Department of Conservation & Recreation- Universal Access Program	Scituate Town Nurse * (flu shots will be available as supplies last)
MA Equipment Distribution Program	Scituate Town Library
MA Office on Disabilities	South Shore ARC (Autism Resource Center)
MA Rehabilitation Commission	South Shore Elder Services
National Multiple Sclerosis Society	South Shore Peer Recovery
Perkins School for the Blind	Talking Book Library for the Blind
Road to Responsibility	Talking Information Center
SAFE Allergy Group	Wellspring

Artwork created by Scituate Recreation summer students **celebrating our differences** will be on display!

Refreshments and fun activities for kids, including face painting, music, arts and crafts will be provided by our Scituate High School students.

*This is a scent free event!

Organized by the Scituate Commission on Disabilities

**TOWN OF SCITUATE
 FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1549520	530800	COMMISSION ON DISABILITIES	TRAINING	1,000.00	0.00	500.00	500.00	
1549520	531100	COMMISSION ON DISABILITIES	SUPPORT SERVICES	1,000.00	2,295.00	2,700.00	2,700.00	
1549520	532100	COMMISSION ON DISABILITIES	CONFERENCES/MEETINGS	1,000.00	821.75	1,500.00	1,500.00	
1549520	571100	COMMISSION ON DISABILITIES	MILEAGE REIMBURSEMENT	2,000.00	0.00	0.00	0.00	
		COMMISSION ON DISABILITIES Total	PURCHASE OF SERVICES	5,000.00	3,116.75	4,700.00	4,700.00	
1549540	542000	COMMISSION ON DISABILITIES	OFFICE SUPPLIES	0.00	10.54	300.00	300.00	
		COMMISSION ON DISABILITIES Total	MATERIALS & SUPPLIES	0.00	10.54	300.00	300.00	
		COMMISSION ON DISABILITIES GRAND TOTAL		5,000.00	3,127.29	5,000.00	5,000.00	

TOWN OF SCITUATE

FY 2020 BUDGET

DEPARTMENT: Library

MISSION STATEMENT:

The Scituate Town Library is committed to being a safe and welcoming environment that provides and promotes open and free access to learning opportunities, cultural experiences, and informational resources.

FY 2020 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

Goal I. Build a Library website that meets the modern-day needs of our patrons.

- A. Write a request for proposal for library website specifications, including mobile capabilities.
- B. Solicit bids and/or quotes (depending on overall project costs) from web site designers.
- C. Work with designer, staff, Board members, and possibly a small user committee to build the website.
- D. Launch the website to patrons, including marketing and promotion.

Goal II. Create a “Library of Things” to support a variety of patron interests and needs.

- A. Create a committee to build a collection development policy, establish a budget, set up best practices for lending, and create a marketing strategy for a “Library of Things”.
- B. Purchase items that support the library’s mission and allow patrons to utilize objects for recreational or practical needs.
- C. Promote the “Library of Things” through traditional marketing as well as events and outreach.

Goal III. Create a Safety and Preparedness Manual for the Library, incorporating input from Public Safety as needed.

- A. Establish a committee of staff members to update and/or create procedures around various emergency events in the library. This will include procedures related to safety (lockdown, active shooter, missing child, bomb threats); health issues (handling of bodily fluids, hypodermic needles, etc.); weather-related issues; and building-related issues.
- B. Finalize each procedure and compile to form a Safety and Preparedness Manual, distribute to all staff, selected town officials, and public safety officials as needed for suggested revisions.
- C. Make revisions to the Manual, present to the Board of Trustees, and implement in the library.

MAJOR BUDGET COMPONENTS

Salaries and Benefits—\$813,271

- Direct service to the public at four busy service points (Front Desk, Research Desk, Teen Desk, and Children’s Desk) as well as support services (Library Administration and Technical Services)

Materials, OCLN Membership, Supplies, etc.--\$184,836

- Library network membership fee as well as all materials and supplies

Building Management—\$81,474

- Utilities
- Emergency Repairs
- Maintenance Contracts
- Technical Services fees and contracts
- Cleaning Supplies

Capital Outlay--\$1,830

- Purchase of materials and services to support the IT infrastructure

FY 2020 RISKS AND CHALLENGES

The library remains a very busy community hub, with average visits per day in the 300-500 range. In addition to traditional library needs, the new building has brought with it a variety of new and unique patron needs. The library is pleased to offer four dedicated meeting rooms to the community, three of which can be utilized after hours. Meeting rooms were utilized almost 900 times in FY18, but FY19 usage is expected to outpace that. Because of the high demand of the meeting spaces, the library often utilizes two other “overflow” spaces (the Local History Room and the Children’s Program Room) for community meetings. The management of these spaces, working with various groups on booking and utilizing the rooms, training after-hours groups on lock-up procedures and other aspects of the building, are all relatively new tasks for library staff. In addition, the library offers three study rooms. Those study rooms were used over 2,300 times in FY19, and this also requires staff time to book and manage those spaces. While these are all tasks that library staff are willing to and capable of handling, they also take time away from regularly assigned duties.

The Children’s Room has also been exceptionally busy since opening the new building, and Teen Services has likewise greatly expanded. Because of this, the library respectfully requests a new full-time Library Technician that could be shared between Children’s and Teen Services. The addition of a full-time staff member in this area would also free up time for other Library Technicians who routinely assist in those spaces during busy times or times of short-staffing in those areas. It would also free up time for both the heads of Children’s and Teens Services to allow for more outreach and coordination with Scituate Public Schools. The elementary schools do not have professional librarians, and two aides are shared between four elementary schools. For this reason, the town library is often the go-to resource for students and families for school projects. The Children’s and Teens librarians are also often consulted by teachers and curriculum coordinators on school projects and assignments. The library welcomes this role and wants to do everything it can to support the families of Scituate, but this does take time away from their regular duties. Having a dedicated Technician that could support their work would allow them to dedicate the time that they need to both their regular duties as well as SPS-related work.

In addition to staffing needs, the library continues to face challenges with building maintenance. This year, the library has requested funds to assist with grounds maintenance to maintain the minimal planting beds on site. While it is hoped that these beds will become more and more maintenance free, they do require some minimal attention in the spring and fall for weeding and mulching. Aside from the grounds, the library wishes to stay vigilant in taking care of issues as they arise.

Lastly, it must be mentioned that the Old Colony Library Network is currently looking at its fee assessment and attempting to create a fee formula based more heavily on usage. Because Scituate is a heavy user of network

resources, our fee may increase more significantly in the next fiscal year than in other years. In the past two fiscal years, the Network has decided to use reserve funds to supplement overall costs and allow for level-funded increases (no one library's fees to rise more than 3%), but this is not likely sustainable. Therefore, it is possible that network fees will increase more substantially in FY21.

DEPARTMENTAL ACCOMPLISHMENTS

The library continues to be a very well-utilized community resource. Visits to the library in FY18 were close to 150,000, and nearly 230,000 items were borrowed from the library. Electronic usage continues to climb, with nearly 30,000 "e" items circulated in that time period. Electronic circulation now represents 14% of total items loaned (just ten years ago "e" items were 0.18% of total items loaned). Library meeting and study rooms were utilized approximately 3,200 times in the same year. The library ran 463 programs with approximately 13,000 attendees.

The library continues to utilize the new building to try a wide variety of new programs and services. This summer, the library hosted its first Summer Concert Series—six weeks of concerts on the lawn that were attended by between 80-300 people per week. In the fall, the library welcomed an "Art in Bloom" event in partnership with the Garden Club, and 1,300 visitors were treated to a variety of floral arrangements interpreting artistic pieces. The library also held a "Harry Potter" party with nearly 700 visitors in one day. Each week brings new community groups, non-profits, and town boards and committees to the library's meeting rooms, and they are filling up to capacity on most days. Each and every space in the library appears to be well utilized, and library staff continues to hear positive comments and compliments about the space.

The library completed its five-year Strategic Plan this October, for which it formed a committee of 21 community members and issued a community survey with close to 700 responses. The Strategic Plan is a requirement of the Massachusetts Board of Library Commissioners in order to seek grant funding, but also provides the library with a roadmap for the next several years. Just some of the goals that came out of this plan include building up a "Library of Things", creating a modern and patron-friendly library website, providing a place for civic engagement as well as awareness of local issues, and continuing to evaluate the current space for utility and patron-friendliness.

Self-check and self-pickup will be implemented within the next two months, allowing busy library patrons to get their holds and/or check out their items without standing in line at the Service Desk. This will be especially helpful during peak periods. Library staff are always willing to help people at the desk, but this will be a nice option for those "on the go" patrons who want to get in and out quickly.

DESCRIPTION OF REVENUE	FY17	FY18	FY19 YTD	FY20 Projected	Comments
State Aid	\$18,135.85	\$18,672	\$20,000	\$20,000	
Friends' Funding	\$7,030	\$17,388	\$6,931	\$15,000	
Gift Account	\$4,228.95	\$40,476	\$3,131	unknown	
Trust Funds	\$0	\$0	\$0	unknown	
Foundation	*	*	*	unknown	
Lost Books	\$1,970.81	\$2,446	\$1,456.91	unknown	

*The Library Foundation has to date raised over \$1.5 million in cash and pledges towards the Library Building Project, and has given the Town \$1.1 million of the total sum raised. The end of their building campaign will be June of 2019. After this time, the Library may again see direct contributions to its budget.

**TOWN OF SCITUATE
FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1610510	511000	LIBRARY	REGULAR SALARIES	547,667.00	548,048.29	567,809.00	567,809.00	
1610510	512000	LIBRARY	Overtime	0.00	13,086.64	0.00	0.00	
1610510	513000	LIBRARY	LONGEVITY	12,150.00	14,276.30	10,825.00	10,825.00	
1610510	517200	LIBRARY	SICK LEAVE BUY BACK	2,000.00	1,500.00	2,000.00	2,000.00	
1610510	518000	LIBRARY	PART-TIME SALARIES	218,318.00	147,980.44	222,501.00	222,501.00	
1610510	519100	LIBRARY	OTHER SALARIES	7,835.00	3,161.71	8,076.00	8,076.00	
		LIBRARY Total	PERSONAL SERVICES	787,970.00	728,053.38	811,211.00	811,211.00	
1610520	521100	LIBRARY	ELECTRICITY	44,000.00	39,132.56	42,000.00	42,000.00	
1610520	521300	LIBRARY	NATURAL GAS	15,000.00	7,658.41	10,000.00	10,000.00	
1610520	523100	LIBRARY	WATER/SEWER	0.00	0.00	0.00	0.00	
1610520	524100	LIBRARY	OFFICE MACHINE MAINT	5,100.00	964.34	5,130.00	5,130.00	
1610520	524200	LIBRARY	REPAIR/MAINT PROP/EQUIP	6,500.00	11,529.38	14,325.00	14,325.00	
1610520	530800	LIBRARY	TRAINING	0.00	0.00	0.00	0.00	
1610520	530900	LIBRARY	TECHNICAL SERVICES	0.00	0.00	5,219.00	5,219.00	
1610520	532100	LIBRARY	CONFERENCES/MEETINGS	750.00	624.03	750.00	750.00	
1610520	534300	LIBRARY	BINDING & PRINTING	350.00	200.00	300.00	300.00	
1610520	534400	LIBRARY	POSTAGE	500.00	11.86	500.00	500.00	
1610520	538200	LIBRARY	CUSTODIAL SERVICES	1,500.00	1,500.00	1,800.00	1,800.00	
1610520	571100	LIBRARY	MILEAGE REIMBURSEMENT	500.00	687.74	550.00	550.00	
1610520	573100	LIBRARY	PROFESSIONAL DUES & SUBS	808.00	568.00	760.00	760.00	
1610520	573200	LIBRARY	OCLN DUES	35,714.00	34,673.56	36,786.00	36,786.00	
1610520	573300	LIBRARY	OTHER SUBSCRIPTIONS	12,000.00	10,000.00	15,000.00	15,000.00	
		LIBRARY Total	PURCHASE OF SERVICES	122,722.00	107,549.88	133,120.00	133,120.00	
1610540	542000	LIBRARY	OFFICE SUPPLIES	500.00	501.25	1,750.00	1,750.00	
1610540	542300	LIBRARY	SPECIAL AGENCY SUPPLIES	118,000.00	108,000.00	128,000.00	123,000.00	
1610540	542500	LIBRARY	PRINTING & FORMS	500.00	3,590.95	0.00	0.00	
1610540	545100	LIBRARY	CLEANING SUPPLIES	3,500.00	2,867.64	3,000.00	3,000.00	
1610540	558000	LIBRARY	OTHER SUPPLIES	2,500.00	2,519.21	2,500.00	2,500.00	
		LIBRARY Total	MATERIALS & SUPPLIES	125,000.00	117,479.05	135,250.00	130,250.00	
1610580	585100	LIBRARY	EQUIPMENT	500.00	2,000.00	0.00	0.00	
1610580	585200	LIBRARY	FURNISHINGS	0.00	0.00	0.00	0.00	
1610580	588000	LIBRARY	CAPITAL IMPROVEMENTS	0.00	0.00	1,830.00	0.00	
		LIBRARY Total	CAPITAL OUTLAY	500.00	2,000.00	1,830.00	0.00	
LIBRARY GRAND TOTAL				1,036,192.00	955,082.31	1,081,411.00	1,074,581.00	

TOWN OF SCITUATE FY 2020 PERSONAL SERVICES

11/12/2018

Department: 610 LIBRARY

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hrs/Week	Weekly Pay	# of Weeks	Salary Total	Sick Leave Buy Back	Holiday	Longevity	Total Per Employee
LIBRARY DIRECTOR												
Jessi Finnie	03-Dec-12	AMP 6	6		35	\$1,714.27	52.4	\$89,828			\$800	\$90,628
ASSISTANT DIRECTOR												
Antonia Snee	09-May-94	AMP 2A	8		35	\$1,335.88	52.4	\$70,000	\$500		\$1,300	\$71,800
ADULT SERVICES LIBRARIAN												
Susan Pope	23-Jul-01	AMP 1A	8		35	\$1,202.16	52.4	\$62,993	\$500		\$1,150	\$64,643
CIRCULATION SUPERVISOR												
Galen Cunniff	19-Jan-16	AMP 1A	5		35	\$1,116.32	52.4	\$58,495			\$0	\$58,495
CHILDREN'S LIBRARIAN												
Ann Lattinville	30-Jan-12	AMP 1A	6		35	\$1,144.26	52.4	\$59,959			\$800	\$60,759
LIBRARY TECHNICIAN II												
LIBRARY TECHNICIAN I												
Heather Hall	16-Jan-18	A-6	3	20.43	35	\$715.05	52.4	\$37,469			\$0	\$37,469
Kristina Gilberti	18-Sep-17	A-6	3	20.43	35	\$715.05	52.4	\$37,469			\$0	\$37,469
Susan D'Arcangelo	16-Jul-07	A-6	Max	22.82	35	\$798.70	52.4	\$41,852			\$925	\$42,777
Kristin (Norton) Fahey	03-Jul-00	A-6	Max	22.82	25	\$570.50	52.4	\$29,894			\$975	\$30,869
Susan Frankel	14-Oct-97	A-6	Max	22.82	20	\$456.40	52.4	\$23,915	\$500		\$1,025	\$25,440
Claire Kisker	01-Jul-98	A-6	Max	22.82	20	\$456.40	52.4	\$23,915	\$500		\$1,025	\$25,440
Daniel Byrne	11-Jun-18	A-6	3	20.43	20	\$408.60	52.4	\$21,411			\$0	\$21,411
Vacant		A-6	3	20.43	20	\$408.60	52.4	\$21,411			\$0	\$21,411
LIBRARY TECHNICIAN III												
Kelly Stein	06-Aug-07	A-6	Max	22.82	24	\$547.68	52.4	\$28,698			\$925	\$29,623
TECHNICIAN ASSISTANT												
Kathleen Marchetti	23-Jul-07	A-5	Max	20.70	20	\$414.00	52.4	\$21,694			\$925	\$22,619
SR LIB TECHNICIAN												
Ann Zona (Cataloguer)	01-Oct-04	A-7	Max	25.04	35	\$876.40	52.4	\$45,923			\$975	\$46,898
Katherine Jasinski (Teen Assistant)	31-Jul-17	A-7	3	22.44	35	\$785.40	52.4	\$41,155			\$0	\$41,155
UNALLOCATED PART-TIME												
Library Aides/Sub Pool		Unclass		\$15.00	7		52.4	\$5,502				\$5,502
Training				\$22.82	200			\$4,564				\$4,564
Sunday Hours				varies			25	\$20,407				\$20,407
						TOTAL		\$746,554	\$2,000	\$0	\$10,825	\$759,379

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary 5110	Overtime 5120	Longevity 5130	Differential 5160	Part-time 5180	Seasonal 5190	Holiday	Other 5191	Sick Lve BB 5172	TOTAL 510
LIBRARY DIRECTOR	1.00	\$89,828		\$800							\$90,628
ASSISTANT DIRECTOR	1.00	\$70,000		\$1,300					\$700	\$500	\$72,500
LIBRARIANS	3.00	\$181,447		\$1,950					\$1,814	\$0	\$185,211
LIBRARY TECHNICIANS II	-	\$41,155		\$0					\$412	\$500	\$42,067
LIBRARY TECHNICIANS I	8.00	\$79,321		\$3,950		\$158,015			\$3,739	\$1,000	\$246,025
LIBRARY TECHNICIAN III	1.00	\$28,698		\$925					\$287	\$0	\$29,910
LIBRARY TECHNICIAN ASSIST	1.00			\$925		\$21,694			\$217	\$0	\$22,836
SR LIB TECHNICIAN	2.00	\$45,923		\$975					\$459	\$0	\$47,357
UNALLOCATED PART-TIME						\$30,473					\$30,473
EST CONTRACTUAL		\$31,437				\$12,319			\$448		\$44,204
TOTALS:	17	\$567,809	\$0	\$10,825	\$0	\$222,501	\$0	\$0	\$8,076	\$2,000	\$811,211

TOWN OF SCITUATE

FY 2020 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 2020 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

GOAL ONE: Expand our preschool and middle school program offerings.

- Create a new preschool drop off program to fill vacant time on weekday mornings.
- Generate and implement new middle school programs ideas (i.e. Photography, Yoga).
- Collaborate with Town Departments to help assist with middle school program ideas and needs.

GOAL TWO: To manage and uphold policies for the Town's permitted athletic fields and facilities at the highest standards of safety and equality, while ensuring the Town's athletic fields are being used to their potential without overusing.

- Field Coordinator will organize informational meetings with user groups twice a year.
- Strictly enforce a no blanket permitting policy by supervising actual used time vs. permitted time.
- Work closely with Public Grounds on the maintenance, cleaning, lining and conditions of the fields/facilities.

GOAL THREE: Assist with enrichment of beaches' and amenities, while continuing to provide exceptional lifeguard services on the four beaches.

- Organize an annual meeting with the Scituate Beach Commission along with the 6 established beach associations to discuss beach enhancements.
- Work to provide the best lifeguard training available. This collaborates four departments to make this a successful event - Harbormaster, Fire and Police.
- Explore incentive options to try and keep lifeguards through Labor Day.
- Educate lifeguards on the dangers of riptides and marine life as well as other beach hazards.
- Make necessary upgrades to lifeguard equipment each year including new handheld radios for the four guarded beaches.

MAJOR BUDGET COMPONENTS

The Recreation budget 630:

This account provides two full time employees Director, Assistant Director and a part-time Clerk as well as minimal office supplies.

Totaling \$166,454.00

Beach Sticker Revolving Account budget:

This account is used for lifeguard payroll, supplies, equipment and cost associated with the Scituate Beaches. Various Departments use the funds generated from this account.

Totaling \$242,390.85

Recreation Revolving Account budget:

The Recreation Revolving Account revolved \$496,224.46 this year. After staff payroll and expenses the account ends the year with a small amount of revenue.

Totaling \$2,041.93

Included in the Recreation Revolving Account,

Field Account: the payroll of the Field Coordinator, field studies, maintenance/sanitizing Turf

Total: \$4,936.43

RISKS AND CHALLENGES FY 2020

-The possibility of our third move in four years for the department and making sure all of our records are in order and programming is uninterrupted.

-Veterans Memorial Gymnasium and Recreation Office safety, security and maintenance.

-The Town and Youth Sports have continued to grow over the years but our field space has not. Our limited field space does not currently meet the needs of field users. The Community Turf/Track Field is in need of complete restoration. We're at the early stages of design/engineering for the Field Restoration Project. This includes the Community Track and Turf, Baseball and Softball fields on Scituate High School Campus.

-CPC projects require our full attention. Whether it is a playground, field, basketball court, skate park, etc. The Department always has to be prepared to handle any issues. The two most recently completed CPC projects are the North Scituate playground and the Central North Field during FY19. Central Field South project is awaiting the Field Restoration Project outcome.

-Our two largest summer all day programs currently use Jenkins Elementary School. It is a great spot for them and fits all of our needs, while integrating us with the Scituate Public Schools Early Childhood program.

-Lifeguard staffing at the end of the summer is a concern. Many of the lifeguards leave for school by the middle of August and it leaves us with a limited amount of guards for the last weeks of summer. This is a challenge every year.

DEPARTMENTAL ACCOMPLISHMENTS

- The **Engineering Design of the Field Restoration Project** up at Scituate High School was passed during the Spring 2018 Town Meeting. A working resident group was formed to review potential fields' designs, details and fundraising.
- We have successfully moved into the Former Gates School Building, now **Recreation Department and Veteran's Memorial Gymnasium**. Rooms have been renovated with new flooring/paint and cleaned.
- Successfully back programming at the **Harbor Community Building**. It is an ideal spot that the community enjoys.
- **Adult Pickleball** has been one of our most popular programs since starting in January 2018.
- **The Short Fuse Theatre Project'** drama program is a success every season. We take pride in our collaboration with the Historical Society (use of GAR Hall) and SCTV has made a positive impact on the success of the program.
- Our **Summer Extended Day Option** received a respectable increase in popularity and registrations. This option provides parents an opportunity to drop off early and/or pick up late. This is due to our exceptional staff and the reformatting of program times.
- Our growing partnership with the **CORSE Foundation (Community of Resource for Special Education)** led us to creating the **CORSE Internship program**. This program was created for teenaged children of all needs and abilities, to give them the opportunity to be employed with Recreation. Our partnership include programs such as; iCAN Bike program, Little Shooters, Maritime Adventures, Jiu Jitsu, Nautical Mile – These programs integrate children of all needs and abilities.
- Successfully ran our **Adult Mercury and J24 programs**. Adjusted program times this past year to cater to the participant's needs. This minor adjustment to the program times increased registration numbers.
- Purchased a **new chase boat** for the sailing program. The new boat was heavily used on a daily basis.
- Current **new programs** include: Photography for Kids and also Adults. Adult Art classes, Kick Boxing, Ukulele, revamped our Craft Workshops.
- To help support community spirit; our **Little Shooters K-1 Basketball program** incorporates parents as volunteer coaches as well as SHS Varsity Girls and Boys as referees.

- Our **Unlimited Spin program** continues to flourish; we have purchased seven brand new KEISER M3i spin bikes.
- We're awarding **The Mr. C's Community Spirit Award this year to Officer Ed Gibbons** of the Scituate Police Department. Ed volunteered his time for over 10 years running our Boating Certification Course twice a year.
- Teamed up with **Scituate FACTS to help create Free Fun Fridays**, which was an after school program for middle schoolers. This ran last year during the winter season. Recreation also offered free childcare to those attending the 1st Annual FACTS conference.
- The Department created **Field Calendar on the Town website**, allowing groups and organizations to view the current field schedules and any openings.
- New **Facility/Field Use Rental Fee Chart** were recently voted on to be put in place winter 2018. This is very similar to the Scituate Public Schools Facility Fee Chart.
- Our new **Science Summer Spectacular program** sold out very quickly and was a huge success.

**TOWN OF SCITUATE
FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1630510	511000	RECREATION	REGULAR SALARIES	134,206.00	126,383.92	142,017.00	142,017.00	
1630510	513000	RECREATION	LONGEVITY	1,100.00	1,100.00	1,100.00	1,100.00	
1630510	517200	RECREATION	SICK LEAVE BUY BACK	0.00	0.00	0.00	0.00	
1630510	518000	RECREATION	PART-TIME SALARIES	19,605.00	19,257.31	20,766.00	0.00	
1630510	519000	RECREATION	SEASONAL SALARIES	0.00	149.50	0.00	0.00	
1630510	519100	RECREATION	OTHER SALARIES	1,021.00	805.25	876.00	876.00	
		RECREATION Total	PERSONAL SERVICES	155,932.00	147,695.98	164,759.00	143,993.00	
1630520	524100	RECREATION	OFFICE MACHINE MAINT	0.00	0.00	0.00	0.00	
1630520	531100	RECREATION	SUPPORT SERVICES	0.00	0.00	0.00	0.00	
1630520	532100	RECREATION	CONFERENCES/MEETINGS	595.00	558.60	595.00	595.00	
1630520	534400	RECREATION	POSTAGE	0.00	0.00	0.00	0.00	
1630520	571100	RECREATION	MILEAGE REIMBURSEMENT	200.00	0.00	200.00	200.00	
1630520	573100	RECREATION	PROFESSIONAL DUES & SUBS	250.00	250.00	250.00	250.00	
		RECREATION Total	PURCHASE OF SERVICES	1,045.00	808.60	1,045.00	1,045.00	
1630540	542000	RECREATION	OFFICE SUPPLIES	150.00	150.00	150.00	150.00	
1630540	542300	RECREATION	SPECIAL AGENCY SUPPLIES	0.00	0.00	0.00	0.00	
1630540	545100	RECREATION	CLEANING SUPPLIES	0.00	0.00	0.00	0.00	
1630540	558100	RECREATION	CLOTHING	0.00	0.00	0.00	0.00	
		RECREATION Total	MATERIALS & SUPPLIES	150.00	150.00	150.00	150.00	
1630580	585100	RECREATION	EQUIPMENT	500.00	0.00	500.00	500.00	
		RECREATION Total	CAPITAL OUTLAY	500.00	0.00	500.00	500.00	
		RECREATION GRAND TOTAL		157,627.00	148,654.58	166,454.00	145,688.00	

TOWN OF SCITUATE FY 2020 PERSONAL SERVICES

Department: 630 RECREATION

REGULAR SALARY COMPUTATION:

<u>POSITION TITLE/Incumbents</u>	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Total Employee	Holiday	Sick Leave Buy Back	Longevity	Salary Total
<u>RECREATION DIRECTOR</u> Maura Glancy	31-Oct-05	AMP 5	7		35	\$1,577.92	52.4	\$82,683			\$1,100	\$83,783
<u>ASSISTANT DIRECTOR</u> Nicholas Lombardo	18-Jul-16	Non Union Eq: AMP 1 Step 4			40	\$982.27	52.4	\$51,471			\$0	\$51,471
<u>CLERK/BOOKKEEPER</u> Sarah Inferrara	06-Jul-15	A6	5	21.39	17.50		52.4				\$0	\$0
								TOTAL			\$1,100	\$135,254

POSITION TITLE	Positions #	Reg Salary 5110	Overtime 5120	Longevity 5130	Part-time 5180	Seasonal 5190	Holiday	Other 5191	TOTAL 510
RECREATION DIRECTOR	1	\$82,683		\$1,100				\$827	\$84,610
ASSISTANT DIRECTOR	1	\$51,471		\$0				\$0	\$51,471
CLERK/BOOKKEEPER	0.56			\$0	\$0				\$0
EST CONTRACTUAL		\$7,863			\$0			\$49	\$7,912
TOTALS	2.56	\$142,017	\$0	\$1,100	\$0	\$0	\$0	\$876	\$143,993

FIELD REVOLVING ACCOUNT BUDGET FY19

Turf Field

Opening Balance			\$7,776.00
Revenue			
Scallywags	Lacrosse	+	200.00
Achieve Lacrosse		+	\$2,000.00
Expenses			
cleaning, disinfecting, rubber fill		-	\$3,200.00
Closing Balance			\$6,776.00

Other Fields

Opening Balance			\$43,942.43
Revenue			
Scituate Youth Sports		+	2,475.00
Men's softball		+	850.00
Scituate Soccer Club		+	8,145.00
Legion Baseball		+	180.00
Scituate Little League		+	2,810.00
Scituate Youth Lacrosse		+	2,180.00
Scituate Youth Football			
Scituate Men's Baseball		+	180.00
Flag Football		+	3,065.00
*Projected field design Central Field South		-	\$45,000.00
Expenses			
Field Coordinator		-	\$13,891.00
Closing Balance			\$4,936.43

Program Revolving
Account Budget FY19

Open Balance \$ 8,209.16

Revenue

Total Regular Income	\$ 496,224.46
Scholarships	\$ 4,944.00
Refunds and Credits	\$ 46,090.18
Total Income	\$ 445,190.28

Expenses for programs \$ 376,979.59

Total after expenses \$ **68,210.69**

Additional Expenses

Free Fun Fridays	\$ 950.00
Copier Supplies and Maintenance	\$ 1,984.72
Building restoration	\$ 5,323.84
Office supplies above budgeted amount	\$ 1,585.24
Comcast	\$ 951.51
Office payroll not associated w/ programs	\$ 20,446.62
Total	\$ 36,968.76

**Projected for the
Department**

Expected building repairs	\$ 15,000.00
Minimum wage	\$ 14,200.00
Total	\$ 29,200.00

Total Additional Expense supported by Revolving \$ **66,168.76**

Net Revenue form Programs	\$ 68,210.69
Additional expenses unrelated to programs	\$ 66,168.76
Total	\$ 2,041.93

BEACH REVOLVING ACCOUNT
FY20 BUDGET DETAILS

Environmental testing – level funded, no increase requested.

Clothing – no increase.

Equipment – level funded.

Lifeguard Supplies – Radio replacement, a few each year. Also for broken gear that needs to be replaced.

Overtime-trash pickup – level funded, no increase requested

Portable Sanitation – level funded.

Printing and Postage – level funded.

Seasonal salaries – slight dip from last season due to Sand Hills no longer being guarded.

Storage Services – level funded.

Support Services – level funded.

Training – increased due to added lifeguard safety training and increased CPR and First Aid costs.

Parking Enforcement – increased.

**Beach Sticker Revolving Fund Analysis
FY 11-20**

Description	Actual FY 2011	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Actual FY 2016	Actual FY 2017	Actual FY 2018	Actual FY 2019 YTD	BUDGET FY 2019	BUDGET FY 2020 <i>Estimated</i>
Opening Fund Balance	\$ 65,965.00	\$ 119,892.77	\$ 219,696.79	\$ 271,734.91	\$ 343,746.87	\$ 325,546.33	\$ 332,107.70	\$ 414,870.35	\$ 507,926.78	\$ 507,926.78	\$ 222,984.93
(+) Beach Sticker Sales (A)	\$ 244,858.81	\$ 290,630.00	\$ 242,789.96	\$ 254,190.00	\$ 251,310.00	\$ 282,865.00	\$ 277,563.00	\$ 271,580.00	* \$ 24,030.00	\$ 240,000.00	\$ 240,000.00
(-) Personal Services	\$ 114,016.09										
(-) Seasonal Salaries		\$ 111,689.46	\$ 111,242.96	\$ 101,350.75	\$ 102,529.46	\$ 156,579.46	\$ 144,164.24	\$ 115,832.91	\$ 64,829.61	\$ 164,300.00	\$ 155,000.00
(-) Parking Enforcement		\$ 6,165.00	\$ 4,588.13	\$ 5,811.75	\$ 2,189.63	\$ 12,526.88	\$ 4,631.77	\$ 11,253.31	\$ 7,681.64	\$ 7,500.00	\$ 7,700.00
(-) Training*					\$ 3,000.00	\$ 3,000.00	\$ 3,150.00	\$ 3,464.00	\$ 1,336.00	\$ 4,066.00	\$ 5,100.00
(-) Overtime-Trash Pick-up		\$ 13,717.81	\$ 12,626.93	\$ 12,832.75	\$ 16,189.69	\$ 15,972.80	\$ 12,108.30	\$ 17,353.50	\$ 14,604.43	\$ 17,000.00	\$ 17,000.00
(-) Support Services		\$ 4,640.00	\$ 5,570.40	\$ 7,415.77	\$ 20,513.92	\$ 5,169.73	\$ 1,997.35	\$ 3,952.00		\$ 10,525.00	\$ 10,525.00
(-) Technical Services*						\$ -	\$ 3,854.75		\$ -		
(-) Environmental Testing*					\$ 805.00	\$ 3,792.85	\$ 2,150.00	\$ 2,630.00	\$ 1,340.00	\$ 3,510.00	\$ 3,510.00
(-) Portable Sanitation*					\$ 6,665.57	\$ 9,127.07	\$ 5,877.00	\$ 9,950.58	\$ 6,320.00	\$ 11,000.00	\$ 11,000.00
(-) Storage Services*					\$ 782.64	\$ 1,871.00	\$ 1,560.00	\$ 2,678.00	\$ 895.00	\$ 1,424.00	\$ 1,424.00
(-) Postage & Printing		\$ 1,265.00	\$ 608.02	\$ 2,010.25	\$ 1,995.59	\$ 2,296.18	\$ 2,841.43	\$ 2,453.21		\$ 2,200.00	\$ 2,200.00
(-) Lifeguard Supplies		\$ 2,068.89	\$ 2,475.97	\$ (184.20)	\$ 4,387.17	\$ 4,187.22	\$ 2,520.30	\$ 274.95	\$ 4,247.90	\$ 6,431.85	\$ 6,431.85
(-) Clothing		\$ 2,920.55	\$ 2,730.14	\$ 4,085.35	\$ 3,605.48	\$ 1,026.00	\$ 4,100.50	\$ 1,545.45		\$ 3,425.00	\$ 3,500.00
(-) Other Charges*	\$ 37,474.79	\$ 7,256.89	\$ 7,938.28	\$ 1,950.00	\$ -	\$ 12,355.44	\$ 74.84	\$ 5,180.66	\$ 395.50		
(-) Mileage Reimbursement		\$ 758.40	\$ 470.00	\$ 348.00	\$ 787.30	\$ -	\$ -				
(-) Prior Year Encumbrances		\$ 24,691.63	\$ 27,981.79			\$ -					
(-) Equipment		\$ 14,137.35	\$ 6,526.98	\$ 288.12	\$ 3,552.63	\$ 1,671.40	\$ 5,769.87	\$ 1,955.00		\$ 20,000.00	
(-) Parking Lot Improvements		\$ 1,515.00	\$ 7,992.24	\$ 46,269.50	\$ 102,506.46	\$ 46,727.60	\$ -			\$ 273,560.00	\$ 20,000.00
Total Expenses (B)	\$ 151,490.88	\$ 190,825.98	\$ 190,751.84	\$ 182,178.04	\$ 269,510.54	\$ 276,303.63	\$ 194,800.35	\$ 178,523.57	\$ 101,650.08	\$ 524,941.85	\$ 243,390.85
(-) Encumbrances	\$ 39,440.16	\$ -	\$ -	\$ -							
Closing Fund Balance	\$ 119,892.77	\$ 219,696.79	\$ 271,734.91	\$ 343,746.87	\$ 325,546.33	\$ 332,107.70	\$ 414,870.35	\$ 507,926.78		<i>Estimated</i> \$ 222,984.93	
Revenue Over Expenses (A - B)	\$ 53,927.77	\$ 99,804.02	\$ 52,038.12	\$ 72,011.96	\$ (18,200.54)	\$ 6,561.37	\$ 82,762.65	\$ 93,056.43			<i>*Stickers sold in spring</i>
Cumulative Surplus (Deficit)	\$ 53,927.77	\$ 153,731.79	\$ 205,769.91	\$ 277,781.87	\$ 259,581.33	\$ 266,142.70	\$ 348,905.35	\$ 441,961.78			

*Other Charges account closed in favor of more specific line item descriptions. In FY16, Other Charges included repairs to beach gates.

TOWN OF SCITUATE

FY 2020 BUDGET

DEPARTMENT: BEAUTIFICATION 650

MISSION STATEMENT:

It is the Mission of the Beautification Commission to enhance the beauty of Scituate through planting and maintaining selected public spaces using community resources.

FY 2020 GOALS AND OBJECTIVES WITH KEY RESULT AREAS:

In addition to funding Ship Shape Day, and maintaining Scituate's railroad crossing and street islands, the Commissioners have adopted the following goals:

- Improve appearance and longevity of railroad crossing island plantings:
 - Use compost instead of mulch to improve growing conditions in islands for better drought tolerance and more prolific blooms.
 - Split or replace poorly performing plants on a rotating basis.
- Enhance and extend plant performance in volunteer maintained Adopt-a-Lots.
 - Offer compost instead of mulch to improve growing conditions.
 - Arrange a second plant distribution to offer late season perennials.
- Enhance appearance of Town Hall Main Entrance: (Spring '19)
 - Redesign planting bed to reduce size, and replant.
 - Clean up and replant perimeter planter.
 - Work with Building and Grounds to establish regimen for weed and invasive plant removal and pruning.
- Continue to fund Adopt-a-Lot and Merchants' plant purchase programs.
- Organize an event to recognize volunteers for their work.

MAJOR BUDGET COMPONENTS

The Beautification Commission requests the same amount as last year: \$ 23,650.

- 34% - Purchase of plants and materials
- 47% - Contract Labor
- 10% - Ship Shape Day supplies, soil tests, etc.

FY 2020 RISKS AND CHALLENGES:

- We are dependent on volunteers for planting and maintenance of Adopt-a-Lots.
 - It is a constant challenge to attract volunteers.
- Climate change and resulting weather patterns will affect our herbaceous material in ways we can't always predict.
 - Adapting plants, soil and pest management so that we continue to have great looking gardens is a continuing challenge.
 - As the sea level rises and storms worsen, flooding may increasingly impact some of our Adopt-a-Lot locations, resulting in replacement costs.
- Our labor costs can be highly variable. Loss of volunteers or extreme weather conditions can result in higher labor costs.
- Cost of our Merchant Flowers Program is unpredictable. Every business in the Harbor, North Scituate and Greenbush is offered a \$50 voucher that can be used at a local greenhouse for flowers. Out of more than 200 vouchers, 67 were used in 2018, but potentially all could be used.

ACCOMPLISHMENTS

- Maintained 25 Adopt-a-Lots around Town in beautiful, colorful condition with the help of 25 volunteer Caretakers of record.
- Managed our Merchant Flowers Program in North Scituate, Greenbush and the Harbor with 67 merchants participating.
- Increased in participation in Ship Shape Day over last year as residents turned out to clean up trash, litter and storm debris in the community and town marshes. We provided grabbers for a deposit, vests, gloves and bags. We continue to ask volunteers to sort recyclables into an orange bag and compliance was very good.
- Worked with a professional under contract to maintain 12 large Railroad Crossing Islands and 7 traffic islands.
- Solicited competitive quotes for RR Island maintenance and awarded new contract to lowest, keeping costs down.
- Replanted RR Crossing islands on First Parish and Beaver Dam to fill in gaps.
- Replanted Harbormaster's Adopt-a-lot, which suffered extensive damage from March storms.
- Renovated Adopt-a-Lot #31, Branch/Curtis/Country Way, by removing overgrown perennials and shrubs.

**TOWN OF SCITUATE
FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1650520	524200	BEAUTIFICATION	REPAIR/MAINT PROP/EQ	0.00	0.00	0.00	0.00	
1650520	530900	BEAUTIFICATION	TECHNICAL SERVICES	0.00	0.00	0.00	0.00	
1650520	534400	BEAUTIFICATION	POSTAGE	0.00	0.00	0.00	0.00	
		BEAUTIFICATION Total	PURCHASE OF SERVICES	0.00	0.00	0.00	0.00	
1650540	542000	BEAUTIFICATION	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	
1650540	542500	BEAUTIFICATION	PRINTING & FORMS	0.00	0.00	0.00	0.00	
1650540	546200	BEAUTIFICATION	LANDSCAPING SUPPLIES	23,650.00	22,694.38	23,650.00	23,650.00	
		BEAUTIFICATION Total	MATERIALS & SUPPLIES	23,650.00	22,694.38	23,650.00	23,650.00	
		BEAUTIFICATION GRAND TOTAL		23,650.00	22,694.38	23,650.00	23,650.00	

TOWN OF SCITUATE

FY 2020 BUDGET

DEPARTMENT: Historical Buildings

MISSION STATEMENT:

A municipality is judged in good part by how well its historical properties are maintained. The Town of Scituate has seven town-owned historical structures: Cudworth House (1797), Scituate Lighthouse (1811), Mann Farmhouse (1825), Massachusetts Humane Boathouse (1896), Lawson Tower (1902), Lawson Gates (1902). And the Bates House circa 1665 acquired with CPC funds in May of 2011.

Our mission is to maintain these important structures for future generations and to provide educational opportunities at these properties so the public has a good understanding of the role these buildings played in the development and history of the town.

FY 2020 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

The Scituate Historical Society oversees the operation and maintenance needs of the seven town-owned historical properties.

At the request of the Scituate Historical Society, the 1968 Annual Town Meeting gave custody and administration of Scituate Lighthouse to the Society. The Town also gave custody and administration of the Lawson Gates to the Society at the 1972 Town Meeting. The Society was also given administration to the Cudworth House. When the Bates House was acquired by the Town, the Society set aside \$25,000 for maintenance and other costs. Mrs. Twomey, the life estate tenant, passed away in September 2018. The Society is now getting ready to do work on the house and a tenant has been selected. When the new tenant moves into the Bates House sometime early in 2019, the Society will collect rents from the new tenant and will pay for routine maintenance and other costs. The Scituate Historical Society acts on the town's behalf overseeing the other town-owned historical sites.

Our goal continues to ensure that all town-owned sites are well maintained and can be enjoyed by and open to 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 2019 we requested \$10,000.00 for repairs. For FY 2020 we are requesting \$11,000 for routine maintenance and repairs. Most of the repairs needed in FY 2020 are not eligible for CPA funding.

For many years Scituate Historical Society members have provided oversight for town owned historical buildings. Each year the time commitment has increased. Members respond to alarm activation, oversee repair projects, write bid requests, track expenditures, coordinate inspections, and arrange and supervise field tips to town owned historical sites. We know that what we are requesting doesn't come close to the amount of time spent, but we are willing to accept a modest amount of compensation. The amount of the request for FY 2019 was \$3,800.00. For FY 2020 we are requesting \$4,000.

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 is no tenant at the Cudworth House so all repairs must come from the town. The same is true for Lawson Tower, the Lawson Gates on Branch Street, and the Massachusetts Humane Boathouse.

FY 2020 RISKS AND CHALLENGES

If there is not adequate funding to maintain the town's historic properties, small problems will escalate to major problems. When that happens repair cost quickly escalate.

The town has spent a large sum of money in recent years at Lawson Tower. 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. The good news is that the most recent inspection of the bells found them to be in good condition.

Scituate Lighthouse: The Lighthouse Rental Account should be able to handle ordinary repairs required there. The balance in the rental account as of October 26, 2018 is \$31,389.61. A Community Preservation Project has been funded to address needed work on the Lantern Room of the Lighthouse.

Mann House: The balance in the Mann House Rental Account as of October 26, 2018 is \$10,524.56. There are adequate funds in the Mann House Rental account to handle common repairs there.

Cudworth House: Several repairs are anticipated at the Cudworth House in FY 2020. Work needed include replacement of at least two windows on the second floor, windows repairs and painting to all other windows, more repairs to the foundation, repair of powder post beetle damage, and repainting of some interior room walls. The exact cost is not known, but will likely exceed \$6,000.00.

Massachusetts Humane Society Boathouse:

The Scituate Historical Society has submitted to the Scituate Community Preservation Committee an application for reroofing the Boathouse other work anticipated there includes some repair to trim boards and miscellaneous painting. The estimated cost there is \$5,000.00

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 is no tenant at the Cudworth House so all repairs must come from the town. The same is true for Lawson Tower, the Lawson Gates on Branch Street, and the Massachusetts Humane Boathouse.

DEPARTMENTAL ACCOMPLISHMENTS

Thousands of guests visit all of the historic sites in all seasons and each year the number of visitors increases. Each spring all Scituate grade three students visit several of our historical sites. In addition, we often have surrounding schools visit our sites as well as Cub Scout, Boy Scout, Girl Scout, and adult groups visit our sites.

Over the last two years the Society has been working on new archive space at the Little Red Schoolhouse. This is a major project that will allow us to move all of the artifacts and important documents that are now stored in the basement into the new archive space. The project cost is \$135,000.00. Community Preservation Funds are paying for \$108,000.00 of the cost and the Society is paying \$27,000.00 of the cost.

DESCRIPTION OF REVENUE	FY17	FY18	FY19	Comments Projected
	\$13,744	\$13,744	\$18,000	\$19,100

**TOWN OF SCITUATE
FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1691520	521100	HISTORICAL	ELECTRICITY	1,500.00	1,535.90	1,500.00	1,500.00	
1691520	521300	HISTORICAL	NATURAL GAS	900.00	807.02	900.00	900.00	
1691520	523100	HISTORICAL	WATER/SEWER	0.00	0.00	0.00	0.00	
1691520	524200	HISTORICAL	REPAIR/MAINT PROP/EQ	15,300.00	11,144.50	16,400.00	16,400.00	
1691520	534100	HISTORICAL	TELEPHONE	300.00	275.82	300.00	300.00	
		HISTORICAL Total	PURCHASE OF SERVICES	18,000.00	13,763.24	19,100.00	19,100.00	
		HISTORICAL GRAND TOTAL		18,000.00	13,763.24	19,100.00	19,100.00	



THE SCITUATE HISTORICAL SOCIETY

KATHLEEN LAIDLAW HISTORICAL CENTER

P.O. Box 276
SCITUATE, MA 02066
781-545-1083

October 30, 2018

Mr. James Boudreau, Town Administrator and Ms. Nancy Holt, Town Accountant

Scituate Town Hall
600 Chief Justice Cushing Highway
Scituate, MA 02066

Dear Mr. Boudreau and Ms. Holt

Attached is our budget request for fiscal year 2020 for Historical Buildings line #691.

Included again this year in the budget is compensation for oversight services. We have kept close track of oversight time spent so far in FY 2018. The FY 2018 request was based on four hours per week. It is clear that the actual time spent will be approximately 4.75 hours per week with a rate of pay of \$16.00/hour so we have increased the budget request to \$4,000.00 for FY 2019.

One other concern we have is the Maintenance of Buildings line. As of October 26, 2018 the Lighthouse Rental Account balance is \$31,389.61 and the Mann House Rental Account balance is \$10524.56. Those accounts should be adequate to cover repairs and maintenance costs at those buildings. However, there is no income stream from the Cudworth House, Massachusetts Humane Society Boathouse, Lawson Tower, and the Lawson Gates. We know that repair costs at the Cudworth House might be close to \$6,000 and possibly \$5,000 at the Massachusetts Humane Society Boathouse. We have therefore increased our repair cost request for town owned historical buildings from \$10,000 in FY 2019 to \$11,000 for FY 2020.

A breakdown of the budget request is as follows:

Electricity	\$1,500.00
Natural gas	\$ 900.00
Telephone	\$300.00
Monitoring of alarm systems and alarm repairs	\$1,400.00
Maintenance of buildings	\$11,000.00
Scituate Historical Society compensation for oversight services	\$4,000.00
Total request:	\$19,100.00

Sincerely,

David Ball, President Scituate Historical Society

TOWN OF SCITUATE

FY 2020 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 station, water, and waterways). This includes the various short-term and long-term debt plan options for existing, and proposed borrowings, (e.g. bond anticipated notes (BANS); general obligation bonds; Massachusetts Clean Water Trust (formerly MWPAT) interim short-term, and long-term bonds; and interfund advance borrowings). The Treasurer/Collector works closely with the Town's financial advisor, and bond counsel on 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 2020 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

Goal 1:

Continue to collaborate with the Town's financial advisor to obtain best borrowing rates for the Town.

Goal 2:

Provide timely funding needed by town departments for debt projects and maintain sufficient cash flow.

Goal 3:

Maintain the Town's positive bond rating and outlook.

MAJOR BUDGET COMPONENTS

For FY20, the total existing debt-excluded and tax-supported debt is \$1,663,879 while the total revenue supported Enterprise Fund debt is \$5,850,281.

General Fund Debt Includes:

- Tax-Supported Non-Exempt Debt of \$1,113,681 (principal and interest)
- Tax-Supported Exempt Debt of \$5,731,606 (principal and interest)
- Projected Tax-Supported Debt of \$522,850 (principal and interest)
- Projected Tax-Supported Exempt Debt of \$88,550 (principal and interest)
- Projected Short-Term Interest of \$50,974 (paydown and interest)
- Post Compliance Arbitrage Analysis \$6,500

Five Enterprise Fund Debt Budgets: (found within department budget submitted as follows)

- Sewer \$1,781,359 (incl. \$228,108 in Projected Debt)
- Water \$2,429,688 (incl. \$926,929 in Projected Debt)
- Transfer Station \$15,750
- Waterways \$409,039 (incl. \$59,975. in Projected Debt)
- Widows Walk \$-0-

FY 2020 RISKS AND CHALLENGES

The debt plan is a comprehensive summary of existing debt service as well as debt service projections for future borrowing. When reviewing the future borrowing needs, the Town plans to take advantage of the decline in debt service costs over the next several years before issuing additional long term debt. Increases in this line item will continue and the financial policies direct that the amount rolling off for debt stay within the debt service line item to fund other much needed capital. It is a challenging task to foresee the proper timing of borrowing throughout the fiscal years based on multiple conversations with relevant department heads, construction cash flows, project permitting approvals, proper weather conditions, additional grant sources, IRS arbitrage spending benchmarks and the costs of issuing such debt. The town will continue to strive to consolidate future capital projects into larger, less frequent bond issues in order to save on issuance costs. The amortization schedule for each project is constrained by Massachusetts General Laws as the borrowing cannot exceed the useful life of each capital project. It is the Town's intention to issue BANs (short term financing) for new projects until the existing debt service Payments have declined so that the overall debt service impact on taxpayers remains constant or level.

There is a bond anticipation note (BAN) that will mature in February 2018, at that time the Town will be issuing a Bond and another BAN.

DEPARTMENTAL ACCOMPLISHMENTS

The Town continues to be able to borrow at very low interest rates and maintain a strong financial performance. Despite difficult economic times, the Town's has continues to have a bond rating of AA+ bond rating with Standard and Poor's.

**TOWN OF SCITUATE
FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1720590	591000	DEBT SERVICE	PRINCIPAL ON LONG-TERM DEBT	4,392,080.00	4,302,158.72	4,439,782.00	4,439,782.00	
1720590	591500	DEBT SERVICE	INTEREST ON LONG-TERM DEBT	2,928,282.00	3,108,728.51	3,025,905.00	3,025,905.00	
1720590	592000	DEBT SERVICE	OTHER DEBT SERVICES	5,000.00	9,660.00	6,500.00	6,500.00	
1720590	592500	DEBT SERVICE	INTEREST ON SHORT-TERM NOTES	167,387.00	118,989.83	41,974.00	41,974.00	
1720590	593000	DEBT SERVICE	CERTIFICATION OF NOTES	0.00	0.00	0.00	0.00	
		DEBT SERVICE Total		7,492,749.00	7,539,537.06	7,514,161.00	7,514,161.00	

TOWN OF SCITUATE

FY 2020 BUDGET

DEPARTMENT: #911 Plymouth County Retirement

MISSION STATEMENT:

This fund pays for the retirement benefits of current Town and School retirees, and contributes to the unfunded liability of the Retirement System.

MAJOR BUDGET COMPONENTS

Plymouth County Retirement (PCR) bills the Town annually for its share of its fiscal year appropriation.

Employees of all member units of the Plymouth County Retirement Association who are employed for a minimum of 20 hours per week and earn a minimum of \$5,000 per year must become members of the retirement association. Scituate's assessment has increased 3.1% over the FY19 assessment.

FY15 marks the first year the revised mortality tables were reflected in each community's rate. The Town takes advantage of the savings benefit by paying an annual July assessment rather than the higher cost of the semi-annual payment that includes interest. For FY20, the savings to the Town equals \$93,793.

The FY17, FY18, FY19, and FY20 Assessments were expected to increase by 8%. The unrecognized gains for the last couple of years created a net asset gain decreasing the Assessment.

FY 2020 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 balance. Returns greater than 8% will be deferred to the next year; smoothing is hiding \$7.7M of additional gains as of 2015. Units expanding their payroll at a greater rate than the group, hiring older workers or hiring more Public Safety will see the largest increases in appropriation. To date 63.5% has been funded. The funding schedule currently calls for completion by 2029 (decreased from 2031 and 2034).

Currently the unfunded liability for Other Post-Employment Benefits (OPEB) is \$80,000,000. Per the Town's Financial Policy, 2% of the amount paid to Plymouth County Retirement is applied toward OPEB. As of October 31, 2018, the Town has \$1,027,073.78 in the OPEB account.

**TOWN OF SCITUATE
 FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1911512	519900	PENSION ASSESSMENT	PLYMOUTH COUNTY RETIREMENT	4,730,553.00	4,530,275.00	4,875,453.00	4,875,453.00	
1911512	596600	PENSION ASSESSMENT	TRANSFER TO OPEB LIABILITY FUN	94,611.00	90,605.00	97,509.00	97,509.00	
PENSION ASSESSMENT Total				4,825,164.00	4,620,880.00	4,972,962.00	4,972,962.00	
PENSION ASSESSMENT GRAND TOTAL				4,825,164.00	4,620,880.00	4,972,962.00	4,972,962.00	

TOWN OF SCITUATE

FY 2020 BUDGET

DEPARTMENT: WORKERS' COMPENSATION 912

MISSION STATEMENT

Town of Scituate
Analysis of Workers' Compensation Trust Fund

FY 2017 (Jul-Nov)

Current Year Monthly Amounts	
Per	CY Actual
00 SOY	.00
01 JUL	11,668.56
02 AUG	4,376.03
03 SEP	12,823.05
04 OCT	8,655.65
05 NOV	15,460.71
06 DEC	3,603.89
07 JAN	.00
08 FEB	.00
09 MAR	.00
10 APR	.00
11 MAY	.00
12 JUN	.00
13 EOY	.00
TOTALS	56,587.89

FY2018 (Jul-Nov)

Current Year Monthly Amounts	
Per	CY Actual
00 SOY	.00
01 JUL	2,260.96
02 AUG	15,573.48
03 SEP	4,865.29
04 OCT	20,294.75
05 NOV	63,891.41
06 DEC	.00
07 JAN	.00
08 FEB	.00
09 MAR	.00
10 APR	.00
11 MAY	.00
12 JUN	.00
13 EOY	.00
TOTALS	106,685.89

FY 2019 (Jul-Nov 12)

Current Year Monthly Amounts	
Per	CY Actual
00 SOY	.00
01 JUL	.00
02 AUG	.00
03 SEP	19,623.64
04 OCT	33,960.19
05 NOV	609.79
06 DEC	.00
07 JAN	.00
08 FEB	.00
09 MAR	.00
10 APR	.00
11 MAY	.00
12 JUN	.00
13 EOY	.00
TOTALS	54,193.62

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. While this line item was reduced in FY17 by \$57,000 for this first time since 2010, utilization in FY17 and FY18 has required that the budget allocation be increased by \$10,000 for FY18 – FY20. The Financial Forecast Committee reviews the balance in the trust fund annually.

FY 20 RISKS AND CHALLENGES

Increasing claims for the last two years, a few of a long term nature, has driven costs and the Town has resolved some of these open cases in FY 2019 and is working with its insurer to resolve the remaining claims. Our Trust Fund goal is \$750,000 and we are still short of that with a balance as of June 30, 2018 of \$456,217.

Prior to 2010, 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. The optimum goal long term is that the interest generated annually from the fund pay its ongoing administrative expenses such as the cost of the third party administrator and stop/loss premium cost.

This Fund is liquid and as a result, is viewed as an additional reserve asset by bond rating agencies.

Our insurance carrier, MIIA, provides a variety of training programs and staff takes advantage of several offerings. The Town has a Safety Committee composed of employees and management that reviews claims and injuries. Our continuing goal is to minimize risk and injury through training. These training sessions also reduce our annual premiums.

**TOWN OF SCITUATE
 FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1912515	519900	WORKERS COMPENSATION	WORKERS COMPENSATION	210,000.00	210,000.00	210,000.00	210,000.00	
		WORKERS COMPENSATION Total		210,000.00	210,000.00	210,000.00	210,000.00	
		WORKERS COMPENSATION GRAND TOTAL		210,000.00	210,000.00	210,000.00	210,000.00	

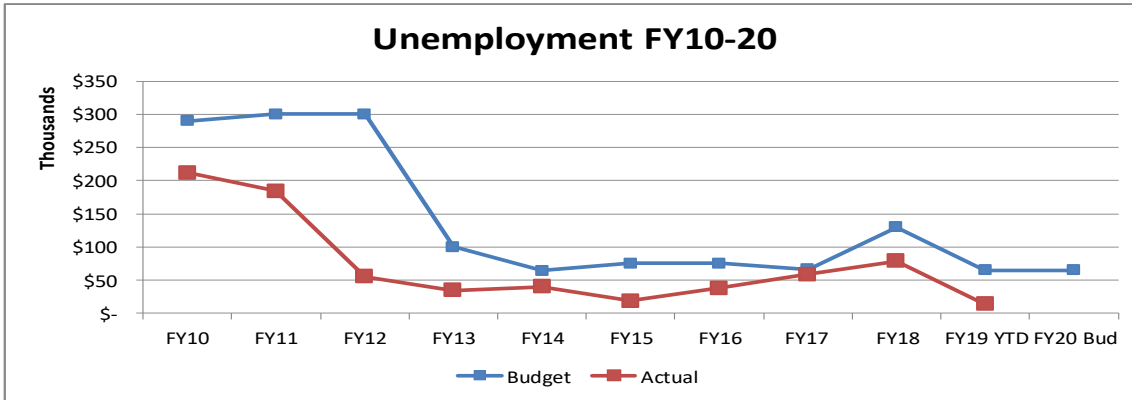
TOWN OF SCITUATE

FY 2020 BUDGET

DEPARTMENT: UNEMPLOYMENT 913

MISSION STATEMENT:

N/A



	Budget	Actual
FY10	\$ 290,000	\$ 211,607
FY11	\$ 300,000	\$ 184,232
FY12	\$ 300,000	\$ 55,148
FY13	\$ 100,000	\$ 34,610
FY14	\$ 64,000	\$ 40,133
FY15	\$ 75,000	\$ 18,914
FY16	\$ 75,000	\$ 38,179
FY17	\$ 66,000	\$ 58,470
FY18	\$ 130,000	\$ 78,630
FY19 YTD	\$ 65,000	\$ 13,459
FY20 Bud	\$ 65,000	

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 18 budget was increased as a result of personnel staffing totals changing with the change in grades from Gates to the new Middle School.

FY 20 RISKS AND CHALLENGES

This line item fluctuates with the economy and personnel matters. It can vary widely in any given year so we typically take an average over expenditures over several years.

**TOWN OF SCITUATE
 FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1913515	519900	UNEMPLOYMENT	UNEMPLOYMENT INSURANCE	65,000.00	78,630.33	65,000.00	65,000.00	
		UNEMPLOYMENT Total		65,000.00	78,630.33	65,000.00	65,000.00	
		UNEMPLOYMENT GRAND TOTAL		65,000.00	78,630.33	65,000.00	65,000.00	

TOWN OF SCITUATE

FY 2020 BUDGET

DEPARTMENT: #914 Contributory Group Insurance

MISSION STATEMENT:

This appropriation funds the Town's share of health and life insurance premiums for all eligible Town employees and retirees. Pursuant to MA General Law Chapter 32B, any active permanent Town employee working a minimum of twenty hours per week is eligible for group insurance as a benefit of employment.

FY 2020 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

The department goal is to provide quality health insurance plan options to all school and town employees, and retirees, as well as timely information regarding insurance benefits and regulations. Contributions from all participants are managed through the Treasurer/Collector's office, a time-consuming and labor-intensive process. Referrals to appropriate parties are given as necessary. It is necessary to keeping abreast of changes in the law (e.g. Affordable Health Care Act).

Our health insurance contribution rate is on average, 53% town and 47% employee.

MAJOR BUDGET COMPONENTS

Health Insurance rates are set by Massachusetts Interlocal Insurance Association (MIIA) in late January to early February each year. Increase based on quoted rates from MIIA and current enrollment with 8% (estimated increase). The Medicare supplemental plans, which account for 46% of the Town's health insurance subscribers, now renew as of January 1st and therefore only 6 months of a potential increase needs to be calculated for that population. Every 1% increase in the rate amounts to approximately \$52,750.00.

FY 2020 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. In FY19 the yearly average cost to the Town for an individual plan is \$6,605 and for a family plan the average is \$14,510. Recent law changes (e.g. Affordable Health Care) continue to increase the office workload by requiring careful monitoring of employees' eligibility, as well as those declining coverage.

DEPARTMENTAL ACCOMPLISHMENTS

The Town is now entering the third year with (MIIA).

The Treasurer/Collector's (T/C) office worked with members of MIIA to make the transition from Mayflower Municipal Health Group to MIIA successful for Town employees and retirees. The T/C office worked with MIIA to implement COBRA administration with Total Administrative Services Corp. (TASC). The Town has created a Wellness Committee made up of employees from the town and school through the direction of MIIA. By offering a variety of wellness programs for all town employees the goal is to keep health costs down. The T/C staff continues to work towards improving and increasing communication with employees, retirees, insurance providers 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
 FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1914515	519900	CONTRIBUTORY INSURANCE	CONTRIBUTORY GROUP INSURANCE	6,025,850.00	5,879,558.54	6,261,054.00	6,261,054.00	
		CONTRIBUTORY INSURANCE Total		6,025,850.00	5,879,558.54	6,261,054.00	6,261,054.00	
		CONTRIBUTORY INSURANCE GRAND TOTAL		6,025,850.00	5,879,558.54	6,261,054.00	6,261,054.00	

TOWN OF SCITUATE

FY 2020 BUDGET

DEPARTMENT: #916 Federal Taxes

MISSION STATEMENT:

This appropriation funds the Town's federal contribution that matches the employees' 1.45% Medicare contribution.

FY 2020 RISKS AND CHALLENGES

The annual challenge is to sufficiently fund the FICA costs to cover fluctuations in employment and changes in wages. This line item will continue to increase as the exempt employee population decreases and wage scales increase.

FY20 reflects an 7% annual increase over FY19 budget due to Collective Bargaining Agreements settling for COLA (3yrs), step changes, and continued retirement of exempt employees.

**TOWN OF SCITUATE
 FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/ADV Comm
1916515	519900	FEDERAL TAXES	FEDERAL TAXES	703,375.00	671,757.55	750,613.00	750,613.00	
		FEDERAL TAXES Total		703,375.00	671,757.55	750,613.00	750,613.00	
		FEDERAL TAXES GRAND TOTAL		703,375.00	671,757.55	750,613.00	750,613.00	

TOWN OF SCITUATE

FY 2020 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 2020 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

1. Continued development of a long range capital improvement plan aimed at creating new revenue opportunities through possible renovations to the golf course, Clubhouse, parking lot and surrounds.
 - A. Team with newly approved golf committee to recommend improvements and priorities for individual projects based on urgency and return on investment. (Jan-Dec)
 - B. Meet with the Board of Selectmen, Town Administrator, Finance Director, and Facilities Director to clarify the scope of recommended projects, funding options, and a realistic timeline for consideration. (Ongoing)
 - C. Work with the Golf Course Superintendent to develop a plan, prioritize, and determine opportunities for the implementation of possible golf course improvement projects and maintenance equipment replacements. (Ongoing)
 - D. Collaborate with IGM management and selected irrigation design contractor to decide on preferences for a golf course irrigation system replacement with special attention to water supply issues. (Ongoing)
 - E. Research solar options to offset substantial electricity expenses. (Oct-Dec)
2. Begin the process to develop a succession plan for the Golf Director position.
 - A. Speak with Town Administrator regarding his wishes for a transition plan. (Feb-Apr)
 - B. Assist with the search for a qualified candidate if requested. (Mar-Jun)

MAJOR BUDGET COMPONENTS

In order of total cost, expenditures for the golf course come from the following areas:

• IGM golf course maintenance fee	\$531,457	54%
• Golf operations salaries	211,364	21.5
• Equipment rentals and leases	71,940	7.5
• Indirect costs	53,251	5.5
• Technical services	28,569	3
• Repairs and maintenance	25,850	2.5
• Electricity	21,000	2
• Cart supplies	9,500	1
• Equipment	8,632	1
• Range supplies	5,000	0.5
• Natural Gas	4,000	0.5

• Others	<u>10,700</u>	<u>1</u>
*Total	\$981,263	100%

* Figures above intentionally exclude “Merchandise Supplies” and “Handicap Service”. These line items are truly profit sources with associated revenues exceeding expenses by approximately 30%.

FY 2020 RISKS AND CHALLENGES

The revenues at Widow’s Walk have been moving on a slow downward trajectory since 2007. It is rather simple to recognize the years that could be attributed to undesirable weather or a poor economic climate, as well as the one exception to the trend that was undeniably the result of very favorable weather in FY16. The bottom line is that we are looking at a large enough sample size to recognize that there is a problem beyond those mentioned. As many of our local competitors have invested in improvements to their facilities, our property from the street to the Clubhouse is deteriorating. It is worth noting that our Clubhouse has never been favorable with respect to attracting a public course operator’s best revenue sources, namely golf outing groups and “Member for a Day” clientele. Scituate is a destination zip code, and if matched with an inviting facility, the customer base in those categories should improve dramatically, delivering a healthy revenue stream when combined with the continued support from our local patrons. The formation of a golf committee was recently approved by the Board of Selectmen. The committee’s primary focus at the onset will be to make fiscally responsible recommendations for improvements that will stand the test of time, and this assignment should be treated with some urgency. Action on these recommendations will require a commitment to new debt, along with a priority shift away from the irrigation system replacement that was voted in at the previous Annual Town Meeting. Improvements to the Clubhouse and surrounds should prove to be a better return on investment, with real expectations for increased revenues totally offsetting the debt service, and possibly helping to fund the irrigation project in time. While on hold, water supply issues should be addressed. After all, an irrigation system will only be as effective as its water supply.

Widow’s Walk is a valuable asset to the Town of Scituate and the envy of many individuals from surrounding towns who help support our business. Now, twenty two years beyond our Grand Opening and still awaiting a finished product, our loyal patrons have high hopes that the operation will finally reach its full potential in the near future. Undoubtedly, without adequate retained earnings, there will be a bit of risk involved in bringing this facility to the next level. But, if the decision is to be risk averse at this point, it may be wise to explore options to outsource the business to an interested party with the means of making immediate upgrades, rather than increasing the likelihood of this golf operation, that opened to much fanfare, facing long term financial struggles. The downside of the later choice would come from the standpoint of providing an affordable golf option in town, which was an important factor to many if not most of the residents who voted for the construction of this municipal course.

DEPARTMENTAL ACCOMPLISHMENTS

The maintenance department has the golf course in superior playing condition. Their choice of seeding varieties to repair extensive turf damage from the 2016 drought has proven to be a winner. The feedback from our clientele has been very positive. The golf operations staff continues to be a great source of pride and considered very favorable in comparison to our local competition. These factors have contributed to accomplishments/awards in the following areas:

Community Newspapers Reader’s Choice, “Best Golf Course”, Public Golf Course Regional winner over 90 % of the years since course inception.

South Shore Living Magazine, “Best of the South Shore”, Public Golf Course winner four of the past six years.

The “Walk the Walk” twilight golf program continues to be a valued green fee category, producing over 1,200 rounds and \$20,000 in drought recovering FY18. This program delivers a three-fold benefit; adding revenue to a previously quiet part of the day, increasing late-day traffic and in turn reducing opportunities for golf course vandalism, and giving price sensitive clientele another opportunity for exceptionally affordable golf.

Over a decade of providing the site for the Town’s very well attended annual Easter Egg Hunt.

A friendly and supportive host course for the Scituate High School Varsity and Junior Varsity Golf Teams, providing a no cost venue for all practice rounds and golf matches (over 400 rounds annually).

A popular location for many winter activities including dog walking, skating, bird watching, snowshoeing, sledding, and cross country skiing.

Sound environmental practices associated with our status as an “Audubon Certified Cooperative Sanctuary” have helped with the attraction of abundant wildlife that is enjoyed by many residents, both golfers and non-golfers alike.

Development of a scorecard introducing two new blended tee options, bringing our total to six course choices, in an attempt to satisfy a wider range of golfer proficiency levels.

DESCRIPTION OF REVENUE	FY17	FY18	FY19 YTD 9/30	FY20 Projected	Comments
Dues – Season/Freq.Player	165,872	156,709	11,358	160,000	rate increase
Green fees	571,483	588,212	295,914	640,000	rate increase
Rain checks	-2,051	-2,445	-1,663	-3,000	
Cart fees	168,391	198,080	100,634	200,000	rate increase
Club rentals	1,445	1,491	960	3,000	
Range fees	49,447	54,998	25,644	60,000	rate increase
Handicap fees	11,450	11,020	980	11,000	
Golf Lessons	9,505	8,288	6,850	9,250	
Total usage fees	<u>975,542</u>	<u>1,016,353</u>	<u>440,677</u>	<u>1,080,250</u>	
Total merchandise sales	<u>67,989</u>	<u>75,427</u>	<u>32,729</u>	<u>80,000</u>	
Total rentals	<u>71,502</u>	<u>12,834</u>	<u>12,834</u>	<u>38,502</u>	
Total earning on investments	<u>117</u>	<u>135</u>	<u>388</u>	<u>0</u>	
Total miscellaneous revenue	<u>47</u>	<u>58</u>	<u>6</u>	<u>40</u>	
Grand total	<u>1,115,197</u>	<u>1,104,807</u>	<u>486,634</u>	<u>1,198,792</u>	

**TOWN OF SCITUATE
FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/Adv Comm
61661510	511000	WIDOWS WALK	REGULAR SALARIES	84,504.00	73,736.59	86,832.00	86,832.00	
61661510	519000	WIDOWS WALK	SEASONAL SALARIES	117,088.00	98,329.75	124,532.00	124,532.00	
		WIDOWS WALK Total	PERSONAL SERVICES	201,592.00	172,066.34	211,364.00	211,364.00	
61661520	521100	WIDOWS WALK	ELECTRICITY	21,000.00	19,657.53	21,000.00	21,000.00	
61661520	521300	WIDOWS WALK	NATURAL GAS	4,000.00	3,565.86	4,000.00	4,000.00	
61661520	524000	WIDOWS WALK	REPAIRS & MAINTENANCE	24,650.00	23,143.28	40,850.00	40,850.00	
61661520	527000	WIDOWS WALK	RENTALS & LEASES	78,128.00	59,070.30	71,940.00	71,940.00	
61661520	530100	WIDOWS WALK	MANAGEMENT FEE	508,260.00	500,749.50	531,457.00	531,457.00	
61661520	530200	WIDOWS WALK	MARKETING	2,000.00	500.00	2,000.00	2,000.00	
61661520	530300	WIDOWS WALK	HANDICAP SERVICE	7,000.00	6,502.75	7,000.00	7,000.00	
61661520	530900	WIDOWS WALK	TECHNICAL SERVICES	27,969.00	24,241.72	28,569.00	28,569.00	
61661520	532100	WIDOWS WALK	CONFERENCES/MEETINGS	100.00	-	100.00	100.00	
61661520	534100	WIDOWS WALK	TELEPHONE	1,900.00	1,962.28	2,000.00	2,000.00	
61661520	534400	WIDOWS WALK	POSTAGE & DELIVERY	100.00	20.00	100.00	100.00	
61661520	571100	WIDOWS WALK	MILEAGE REIMBURSEMENT	50.00	-	50.00	50.00	
61661520	573100	WIDOWS WALK	PROFESSIONAL DUES & SUBS	950.00	887.50	900.00	900.00	
61661520	596000	WIDOWS WALK	INDIRECT COSTS	65,211.00	66,575.00	53,251.00	53,251.00	
		WIDOWS WALK Total	PURCHASE OF SERVICES	741,318.00	706,875.72	763,217.00	763,217.00	
61661540	542000	WIDOWS WALK	OFFICE SUPPLIES	1,400.00	1,045.47	1,000.00	1,000.00	
61661540	542100	WIDOWS WALK	MERCHANDISE SUPPLIES	65,000.00	42,696.22	57,000.00	57,000.00	
61661540	542200	WIDOWS WALK	CART SUPPLIES	9,000.00	10,191.58	9,500.00	9,500.00	
61661540	542400	WIDOWS WALK	RANGE SUPPLIES	5,300.00	5,138.15	5,000.00	5,000.00	
61661540	542500	WIDOWS WALK	PRINTING & FORMS	1,950.00	1,229.00	1,850.00	1,850.00	
61661540	558000	WIDOWS WALK	OTHER SUPPLIES	1,500.00	996.59	2,200.00	2,200.00	
61661540	558100	WIDOWS WALK	CLOTHING	500.00	517.90	500.00	500.00	
		WIDOWS WALK Total	MATERIALS & SUPPLIES	84,650.00	61,814.91	77,050.00	77,050.00	
61661560	578000	WIDOWS WALK	EMERGENCY RESERVE FUND	15,000.00	-	15,000.00	15,000.00	
		WIDOWS WALK Total	EMERGENCY RESERVE	15,000.00	0.00	15,000.00	15,000.00	
61661580	585100	WIDOWS WALK	EQUIPMENT	1,100.00	11,617.55	8,632.00	8,632.00	
		WIDOWS WALK Total	CAPITAL OUTLAY	1,100.00	11,617.55	8,632.00	8,632.00	
WIDOWS WALK GRAND TOTAL				1,043,660.00	952,374.52	1,075,263.00	1,075,263.00	

TOWN OF SCITUATE FY 2020 PERSONAL SERVICES

Fund: 61 WIDOW'S WALK GOLF ENTERPRISE

REGULAR SALARY COMPUTATION:

<u>POSITION TITLE/Incumbents</u>	<u>Start Date</u>	<u>Weekly Pay</u>	<u># of Weeks</u>	<u>Total</u>
<u>GOLF DIRECTOR</u> Robert Sanderson	01-Feb-99	\$1,565.34	52.4	\$82,024

SEASONAL EMPLOYEES

of positions

Less than five years \$12-\$13/hour
 Five or more years \$13-\$14/hour

Shop Manager	1	\$430.00	42.0	\$18,060
Merchandise Manager	1	\$110.00	38.0	\$4,180
Golf Shop Employee	1	\$242.00	34.0	\$8,228
Golf Shop Employee	1	\$242.00	34.0	\$8,228
Golf Shop Employee	1	\$220.00	27.0	\$5,940
Starter/Ranger	1	\$300.00	38.0	\$11,400
Starter/Ranger	1	\$300.00	35.0	\$10,500
Starter/Ranger	1	\$300.00	32.0	\$9,600
Starter/Ranger	1	\$300.00	22.0	\$6,600
Outside Service	1	\$300.00	38.0	\$11,400
Outside Service	1	\$300.00	38.0	\$11,400
Outside Service	1	\$300.00	32.0	\$9,600
Outside Service	1	\$270.00	22.0	\$5,940
Ranger Picker	1	\$108.00	32.0	\$3,456
Added 2 Weeks		TOTAL		\$206,556

PERSONAL SERVICES COMPUTATIONS:

<u>POSITION TITLE</u>	<u>Positions</u>	<u>#</u>	<u>Reg Salary 5110</u>	<u>Seasonal 5190</u>	<u>TOTAL 510</u>
GOLF DIRECTOR		1	\$82,024		\$82,024
SHOP MANAGER		1		\$18,060	\$18,060
MERCHANDISE MANAGER		1		\$4,180	\$4,180
GOLF SHOP EMPLOYEES		2		\$22,396	\$22,396
STARTER/RANGERS		4		\$38,100	\$38,100
OUTSIDE SERVICE		4		\$38,340	\$38,340
RANGER PICKER		1		\$3,456	\$3,456
EST CONTRACTUAL			\$4,808		\$4,808
TOTALS		14	\$86,832	\$124,532	\$211,364

Widow's Walk Enterprise Fund

	Actual FY13	Actual FY14	Actual FY15	Actual FY16	DROUGHT Actual FY17	Actual FY18	Rate Inc Final FY19 budget	Proposed FY20 budget
Revenue:								
Dues	110,014	115,891	111,100	125,025	124,100	120,185	160,000	160,000
Frequent Players	54,231	46,400	44,099	58,138	41,772	36,524		
Green Fees	691,134	681,356	686,607	742,270	571,483	588,212	680,000	640,000
Cart Fees	177,191	177,348	186,069	209,633	168,391	198,080	210,000	200,000
Club Rentals	1,734	1,609	1,270	171	1,445	1,491	3,000	3,000
Range Fees	59,678	61,960	64,121	62,568	49,447	54,998	69,000	60,000
Handicap Fees	10,110	10,580	10,856	11,440	11,450	11,020	11,000	11,000
Merchandise Sales	94,890	83,952	83,417	93,093	67,989	75,427	90,000	80,000
Restaurant Lease Income	35,700	48,450	55,000	49,500	71,502	12,834	38,502	38,502
Interest Income	433	100	40	186	117	135	40	40
Miscellaneous	13	7	33	26	47	58		
Rain checks	(3,003)	(3,269)	(2,636)	(2,936)	(2,051)	(2,445)	(3,000)	(3,000)
Total Revenue	1,232,125	1,224,385	1,239,976	1,349,113	1,105,692	1,096,519	1,258,542	1,189,542
Expenses:								
Personal Services	170,212	168,559	166,129	173,114	168,332	172,066	201,592	211,364
Purchase of Services	573,803	573,248	560,052	632,784	655,308	640,301	676,107	709,966
Materials & Supplies	72,117	42,249	56,903	59,034	47,599	61,815	84,650	77,050
Indirect Costs	49,597	52,858	59,391	54,314	57,716	66,575	65,211	53,251
Capital Outlay	37,347					11,618	1,100	8,632
Emergency Reserve						500	15,000	15,000
Capital Articles		27,997			105,000	-	70,000	-
Transfer to W Walk Cap Stab						185,000		-
Total Operating Expenses	903,076	864,911	842,475	919,247	1,033,955	1,137,875	1,113,660	1,075,263
Surplus/(Deficit) before debt	329,050	359,474	397,501	429,866	71,737	(41,356)	144,882	114,279
Transfer from General Fund				11,500				
Transfer from W Walk Cap Stab						170,000		
Debt Service	379,125	378,563	381,300	382,200	382,500			
Total Surplus/(Deficit)	(50,075)	(19,088)	16,201	59,166	(310,763)	(41,356)	144,882	114,279

Unappropriated Certified Retained Earnings as of October 29, 2018	-
Less amount proposed for Fall 2018 STM	-
Less amt needed to balance FY20 budget	-
Less amt to be used for FY20 Capital	-
Balance of Retained Earnings after FY19 STM	-

**Town of Scituate
Widow's Walk Golf Course Enterprise Fund
Indirect Costs
Fiscal Year 2020 Budget**

Description	Basis	Allocation	%*	FY19 Budget	Total
Town Administrator	Administrative, budget, labor counsel, CPO	Personal Services budget	1.18%	502,013	5,908
Town Accountant	Processing of warrants etc.	Total FY19 budget	1.18%	355,104	4,179
Treas/Collector	Collections, bank rec., payroll etc.	Total FY19 budget	1.18%	404,522	4,761
Facilities Director		Personal Services budget	2.00%	96,863	1,937
Insurance	Building, Auto, Liability etc.	From Insurance Company			19,570
Group Insurance	Town's Share of group insurance	Actual Contribution FY18 rates			3,474
Medicare	Town's Share of medicare	Actual FY18	1.45%		2,119
OPEB	Eligible -ees/total eligible X OPEB cost	Based on most recent actuary %	0.10%	97,509	98
Pensions and Retirement	Penison Costs	Based on actuarial breakdown done for PCRS	0.23%	4,875,453	11,205
				5.1%	53,251

* based on enterprise FY19 operating budget to total Town operating budget

TOWN OF SCITUATE

FY 2020 BUDGET

DEPARTMENT: Transfer Station - 433

MISSION STATEMENT:

To provide an efficient and effective Solid Waste Transfer/Recycling Station for the residents of the Town of Scituate to dispose of household waste and recycling. Strive to provide expanded recycling opportunities while meeting the needs of the stakeholders in a clean and pleasant environment.

FY 2020 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

1. Identify and implement emerging methods for improved management and handling of all waste including additional separation of recyclable materials such as glass and plastic and utilizing compactors to reduce hauling costs.
2. Evaluate and compare current rates on pay-to-throw away items such as construction and demolition debris, electronics and appliances to improve revenue rates.
3. Educate users of the Transfer Station of proper recycling techniques to provide a cleaner product to our vendors.
4. Identify incentives to increase the participation in the use of the Scituate Transfer Station.

MAJOR BUDGET COMPONENTS

Disposal Costs \$675,800

Personnel \$276,283

Intergovernmental \$159,419

Technical Services \$85,000

Blue Bags \$78,000

Debt \$15,750

Maintenance \$28,750

FY 2020 RISKS AND CHALLENGES

With limited outlets for recyclable products, costs are on the rise with an increase in disposal cost. Minimal vendors available to provide cost effective services to handle waste and recyclables within budget.

Staffing-Due to retirements and vacancies, hiring and training new staff impacted the budget by requiring overtime to maintain the facility. The Transfer Station originally opened with a staff of six. Over the past few years the station has operated with only four.

As the facility ages, maintain the facility and upgrade equipment for a safe, clean and efficient disposal and recycling center continues to be demanding.

After 16 years of committed service at the Scituate Transfer Station, gate house attendant Paul Goncalves retired.

DEPARTMENTAL ACCOMPLISHMENTS

Renewed a grant from the Massachusetts Department of Environmental Protection Sustainable Materials Recovery Program for the recycling of mattresses.

Received a grant from the Massachusetts Department of Environmental Protection Recycling Dividends Program for the solid waste and recycling program at the Scituate Transfer Station for \$13,200.00.

Supported Ship-Shape Day and other community clean-up events.

The recycling rate for 2018 averaged 62%.

DESCRIPTION OF REVENUE	FY18	FY19	FY19 YTD	FY20 Projected	Comments
Stickers	\$444,738	\$433,000	\$ 25,260	\$440,000	
Blue Bags	\$459,608	\$460,000	\$220,750	\$460,000	
Bulky Waste	\$330,406	\$245,000	\$212,773	\$295,000	
Recycle	\$ 23,115	\$ 20,000	\$ 8,120	\$ 10,000	
General Fund	\$0	\$0	\$0	\$0	
Interest/Other	\$ 7,878	\$ 5,000	\$ 5,000	\$ 5,000	

**TOWN OF SCITUATE
FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/Adv Comm
63433510	511000		REGULAR SALARIES	198,993.00	195,804.47	207,379.00	207,379.00	
63433510	512000		OVERTIME	22,105.00	25,063.04	50,347.00	50,347.00	
63433510	513000		LONGEVITY	500.00	1,079.86	500.00	500.00	
63433510	519000		SEASONAL SALARIES	6,160.00	4,416.75	9,120.00	9,120.00	
63433510	519100		OTHER SALARIES	4,988.00	3,908.02	8,553.00	8,937.00	
		TRANSFER STATION Total	PERSONAL SERVICES	232,746.00	230,272.14	275,899.00	276,283.00	
63433520	521100		ELECTRICITY	11,000.00	11,951.31	11,000.00	11,000.00	
63433520	524200		REPAIR & MAINTENANCE	28,750.00	25,949.66	28,750.00	28,750.00	
63433520	524500		VEHICLE SERVICE	5,000.00	3,682.67	15,000.00	15,000.00	
63433520	527100		HAULING CONTRACTS	629,000.00	680,242.20	775,000.00	686,000.00	
63433520	530900		TECHNICAL SERVICES	84,000.00	34,700.69	88,689.72	88,690.00	
63433520	534100		TELEPHONE	300.00	430.46	300.00	300.00	
63433520	534300		BINDING & PRINTING	1,200.00	76.27	1,200.00	1,200.00	
63433520	573100		PROFESSIONAL DUES & SUBS	4,850.00	4,985.00	4,850.00	4,850.00	
		TRANSFER STATION Total	PURCHASE OF SERVICES	764,100.00	762,018.26	924,789.72	835,790.00	
63433540	542300		SUPPLIES	80,000.00	80,123.57	80,000.00	80,000.00	
63433540	542500		PRINTING & FORMS	140.00	113.24	140.00	140.00	
63433540	543000		BUILDING SUPPLIES	1,300.00	838.96	1,300.00	1,300.00	
63433540	543100		EQUIPMENT PARTS	16,000.00	5,082.48	16,000.00	16,000.00	
63433540	545100		CLEANING SUPPLIES	800.00	776.85	800.00	800.00	
63433540	548000		VEHICLE SUPPLIES	750.00	320.96	750.00	750.00	
63433540	548100		FUELS & LUBRICANTS	18,000.00	11,322.05	18,000.00	18,000.00	
63433540	548400		TOOLS & EXPENDABLES	300.00	-	300.00	300.00	
63433540	558100		CLOTHING	2,400.00	2,400.00	2,400.00	2,400.00	
		TRANSFER STATION Total	MATERIALS & SUPPLIES	119,690.00	100,978.11	119,690.00	119,690.00	
63433560	596000		INDIRECT COSTS	159,419.00	164,846.00	159,419.00	142,760.00	
		TRANSFER STATION Total	INDIRECT COSTS	159,419.00	164,846.00	159,419.00	142,760.00	
63433590	591000		PRINCIPAL ON LONG TER	15,000.00	15,000.00	15,000.00	15,000.00	
63433590	591500		INTEREST ON LONG TERM	1,350.00	1,950.00	1,350.00	1,350.00	
		TRANSFER STATION Total	DEBT SERVICE	16,350.00	16,950.00	16,350.00	16,350.00	
TRANSFER STATION GRAND TOTAL				1,292,305.00	1,275,064.51	1,496,147.72	1,390,873.00	

TOWN OF SCITUATE FY 2020 PERSONAL SERVICES DETAIL

Fund: 63 TRANSFER STATION

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumben	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Longevity	Total Per Employee
<u>FOREMAN</u>										
Patrick Kelly	16-Jul-10	D	5	\$28.37	40	\$1,134.80	52.4	\$59,464	\$500	\$59,964
<u>EQUIPMENT OPERATORS</u>										
Justin MacGregor	30-May-17	B	3	\$24.26	40	\$970.40	52.4	\$50,849	\$0	\$50,849
James Mullarkey	30-Oct-17	B	3	\$24.26	40	\$970.40	52.4	\$50,849	\$0	\$50,849
<u>GATE ATTENDENT</u>										
Timothy Collins	25-Sep-17	A	3	\$22.05	40	\$882.00	52.4	\$46,217	\$0	\$46,217
<u>SEASONAL</u>										
		Unclass		\$12.00	40	\$480.00	19.0	\$9,120		\$9,120
Total								\$216,499	\$500	\$216,999

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary 5110	Overtime 5120	Longevity 5130	Part-time 5180	Seasonal 5190	Cell Phone Stipend 5191	Sunday Diff 5191	Other 5191	TOTAL 510
FOREMAN	1	\$59,464	\$3,899	\$500			\$96	\$838	\$1,300	\$66,097
EQUIPMENT OPERATORS	2	\$101,698	\$7,798	\$0			\$192	\$1,677	\$2,600	\$113,965
GATE ATTENDENT	1	\$46,217	\$3,899	\$0			\$96	\$838	\$1,300	\$52,350
SEASONAL	1					\$9,120				\$9,120
ACCRUAL COVERAGE			\$34,751							\$34,751
TOTALS	4.0	\$207,379	\$50,347	\$500	\$0	\$9,120	\$384	\$3,353	\$5,200	\$276,283

Transfer Station Enterprise Fund

	Actual FY13	Actual FY14	Actual FY15	Actual FY16	Actual FY17	Actual FY18	<i>Rate Inc</i> Final FY19 budget	Proposed FY20 budget
Revenue:				<i>Rate reduction</i>	<i>Rate reduction</i>	<i>Rate restored</i>	<i>Bulky fees incld</i>	
Transfer Station Stickers	444,937	431,721	433,395	385,195	379,493	444,738	433,000	440,000
Trash Bags	465,768	466,392	497,882	494,721	457,479	459,607	460,000	460,000
Recycling	45,413	45,351	35,100	24,378	20,359	23,115	20,000	20,000
Bulky Waste	271,226	255,515	227,606	264,120	247,582	330,406	245,000	466,400
Interest Income	1,075	2,141	2,443	5,117	5,744	7,878	5,000	5,000
Misc			12,994	255	642	1,908		
Total Revenue	1,228,420	1,201,119	1,209,421	1,173,786	1,111,299	1,267,651	1,163,000	1,391,400
Expenses:								
Personal Services	203,310	213,257	229,409	232,493	230,465	230,272	232,126	275,899
Purchase of Services	638,759	615,702	556,038	759,559	705,216	762,018	764,100	924,790
Materials & Supplies	39,394	113,328	108,865	146,286	95,204	100,978	119,690	119,690
Indirect Costs	128,365	131,025	132,362	90,738	153,616	164,846	159,419	142,760
Emergency Reserve								
Capital Outlay	3,339	185	266	-	-	-	-	-
Total Operating Expenses	1,013,168	1,073,497	1,026,940	1,229,076	1,184,501	1,258,115	1,275,335	1,463,139
Surplus/(Deficit) before debt payments	215,252	127,622	182,480	(55,290)	(73,202)	9,537	(112,335)	(71,739)
Transfer from General Fund	100,000	100,000	100,000	-	-	-	-	-
Debt Service	(81,417)	(78,967)	(70,887)	(18,150)	(17,550)	(16,950)	(16,350)	(16,350)
Total Surplus/(Deficit)	233,835	148,655	211,593	(73,440)	(90,752)	(7,413)	(128,685)	(88,089)
Unappropriated Certified Retained Earnings as of October 29, 2018								266,188
Less amount proposed for Fall 2018 STM								(2,017)
Less amt needed to balance FY20 budget								(88,089)
Less amt to be used for FY20 Capital								(30,274)
Balance of Retained Earnings after FY19 STM								145,808

12/12/2018; 12:53 PM

**Town of Scituate
Transfer Station Enterprise Fund
Indirect Costs
Fiscal Year 2020 Budget**

Description	Basis	Allocation	%*	FY19 Budget	Total
Town Administrator	Administrative, budget, labor counsel, CPO	Personal Services budget	1.46%	502,013	7,318
Town Accountant	Processing of warrants etc.	Total FY19 budget	1.46%	355,104	5,177
Treas/Collector	Collections, bank rec., payroll etc.	Total FY19 budget	1.46%	404,522	5,897
Engineering Dept.	Engineering	1/2 of Town Engineer's Salary			44,218
DPW Admin. Dept.	Administration	1/5 of Director's Salary			23,787
Insurance	Building,Auto, Liability etc.	From Insurance Company			5,660
Group Insurance	Town's Share of group insurance.	Actual Contribution FY18 rates			5,152
Medicare	Town's Share of medicare.	Actual FY18	1.45%		3,419
OPEB	Eligible -ees/total eligible X OPEB cost	Based on most recent actuary %	0.28%	97,509	270
Pensions and Retirement	Penison Costs	Based on actuarial breakdown done for PCRS	0.86%	4,875,453	41,862
				11.0%	142,760

* based on enterprise FY19 operating budget to total Town operating budget

TOWN OF SCITUATE

FY 2020 BUDGET

DEPARTMENT: SEWER

MISSION STATEMENT:

Assure the proper collection and treatment of the Town's wastewater in an environmentally sound, safe and cost effective manner to protect human health while meeting NPDES (National Pollution Discharge and Elimination System) discharge permit and other regulated operating requirements. NPDES permit expired at the end of 2017. The new permit will require more stringent discharge parameters. Our primary objective will be to implement our plans to meet the new requirements. Our secondary objective is to make investments, repairs, and modernize equipment and treatment processes to increase resiliency of the wastewater systems and decrease ongoing operating and maintenance costs.

FY 2020 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS:

1. Provide a safe working environment by continuing weekly staff meetings and promoting training opportunities.
2. Continue with equipment replacement and modernization at the WWTP and pump stations.
3. Continue to identify and mitigate sources of Inflow and Infiltration to provide capacity for sewer collection system expansions.
4. Position department to support sewer expansions. The goal is for North Scituate and areas within phases V and VI of the planned sewer expansion to be provided sewer service as part of a regional system. If the regional system goes as planned then the department will focus on expanding sewer in area IV (The Tree Streets) of the sewer expansion plan.
5. Implement solutions to optimize the new copper removal process at the WWTP. Several improvements can be made to treatment systems ahead of the copper system to reduce chemical use while continuing to meet permitted limits.
6. Enhance resiliency of systems against more frequent and more severe storm events. Projects will include: remote SCADA control of pump stations subject to severe flooding, replacing structures with water tight structures, installing flood mitigation equipment and structures, and acquiring portable pumps and generators for emergency conditions.

MAJOR BUDGET COMPONENTS:

1. Debt Services – \$1,781,359

2. Personal Services – \$567,340

3. Purchase of Services - \$788,385

- Utilities – 46.4% = \$365,740.00

- Rental Equipment- 26.3% = \$207,096.50 (South Shore Disposal FY 2018 actual total = \$147,000.00)

- Repair & Maintenance – 19.4% = \$152,700.00

- Technical Services – 6.4% = \$50,214.56 (SCADA, outside lab testing, Sandhill's PS flood insurance)

4. Materials & Supplies – \$310,110

- Chemicals & Lab Supplies – 50% = \$155,000.00

- Equipment \$ Parts – 43.7% = \$135,460.00

- Fuels & lubes – 3.4% = \$10,500.00

5. Intergovernmental – \$257,395

FY 2020 RISKS AND CHALLENGES:

1. The facilities NPDES permit expired at the end of 2017 and we are currently operating off of an approved continuance of the old permit. A new permit may bring with it more stringent discharge parameters that are difficult to account for. Department needs to be ready to undergo additional testing and will likely need to seek technical services to determine impact of new limits and feasibility of new treatment systems.
2. The sewer collection system is significantly impacted by inflow and infiltration. These I/I flow limit capacity of the system and increase operational costs. Coastal areas of significant importance; coastal flooding and salt water intrusion have move severe impacts on system capacity and wear and tear of equipment.
3. Rag and debris removal. Materials which are untreatable (such as flushable wipes) are a plague on the collection system and equipment at the plant. Standards at landfills are becoming more stringent and a new separate disposal contract may be required for the disposal of septage rags and debris. Equipment in the headworks at the plant is not sufficient for removal of the untreatable materials entering the plant to the level that would be required to avoid damage to equipment in downstream processes.
4. Staffing: Due to the high grade level of the WWTP facility and high costs of living, it has been difficult to attract and maintain a full staff for the sewer division. The absence of a full staff has been a burden to accomplishing goals for improvement while maintaining service.

DEPARTMENTAL ACCOMPLISHMENTS:

1. The department has made significant improvements while undergoing a major maintenance overhaul over the last two years. When possible, systems are identified and replaced with modernized equipment with the benefit of increasing efficiency or capacity and reducing ongoing maintenance costs. Thanks to the continued investment made in recent years the department has made substantial gains in restoring WWTP and pump station function and redundancy. Continuing these improvements will lead to reduced wear and tear on equipment, fewer and less severe overtime events, and reduced energy costs.
2. Copper limit permit compliance achieved. The department has been successful in designing, constructing and operating our new copper removal treatment system. This system represents a substantial cost savings for the department. The next best alternative would have cost upwards of 15 Million dollars, vs. the roughly \$130,000 already invested and about \$500,000 in planned improvements remaining to bring the system to full scale.
3. Belt filter press sludge pumps. The department has replaced one of the original sludge feed pumps for the press and has acquired a pump to replace a second original feed pump. New pump technology will allow these pumps to operate without being subject to the same rag induced breakdowns the old pumps were subject to.

4. As part of a phased program, the SCADA systems at the WWTP and pump stations is being replaced and updated. The new SCADA system will have added support for treatment systems that were previously manually operated. When complete the new SCADA system will save the department money by increasing efficiency of operations and allowing for automation of systems.
5. The Town has been participating in a regional group to study the feasibility of providing sewer service to North Scituate. This group project has been largely funded by grants. The group is close to preparing proposals for plans to provide sewer service in North Scituate and other nearby areas.
6. Digitizing of records. The department received a \$58,000 grant for the purpose of establishing a GIS database for all sewer infrastructure and individual lot cards. The grant application was submitted by the sewer department and included resources and funds to support updating the GIS records for the water department as well. It should be noted that sewer division office manager Kim Dami has gone above and beyond to hand scan records and generally support the GIS project. This in-house effort is what allowed the grant amount to cover both the sewer and water departments.
7. Vactor: The sewer division's jet and vac truck has been restored to service. This equipment has allowed the department to reduce its dependency on outside contractors.
8. Providing a safe work environment is a high priority for the sewer division. In 2018 the department received a MIIA workplace safety grant for \$7,000 to acquire safety equipment for the DPW.
9. Green Communities Grants: Received \$84,602 in grant funding to support energy efficiency improvement projects for the sewer division. Special thank you to Kevin Kelly for his efforts in helping us secure grant funding for energy efficiency projects.
10. Received \$2.2 Million in Mass Works grant funding to support the Cedar Point Sewer Capacity Improvement Project. Special thank you to Brad Washburn and his staff for their efforts in helping us secure grant funding for energy efficiency projects.
11. Received \$75,000 in grant funding to conduct a Comprehensive Wastewater Resilience Feasibility Study. Special thank you to Brad Washburn and his staff for their efforts in helping us secure this grant opportunity.

DESCRIPTION OF REVENUE:	FY17	FY18	FY19 YTD	FY20 Projected	Comments
Tax Liens	\$34,382	\$9,214	\$6,331	\$9,000	
Sewer Use Charges	\$1,160,054	\$1,295,226	\$494,822	\$1,360,000	
Septage Disposal Fees	\$257,958	\$296,906	\$115,647	\$278,200	
Interest/Penalties	\$8,048	\$10,072	\$2,548	\$7,000	
Sewer Permits/Licenses	\$2,350	\$1,360	\$475	\$1,400	
Sewer Connection Fees	\$77,000	\$77,000	\$87,250	\$138,000	
Sewer Liens/Com. Interest	\$109,348	\$137,614	\$3,280	\$130,000	
Interest Income	\$15,012	\$20,657	\$1,787	\$8,500	
Misc.	\$7,731	\$2,422	\$0	\$0	
Betterment	\$1,291,767	\$1,283,332	\$82,758	\$1,271,549	
Total	\$2,963,365	\$3,133,803	\$794,898	\$3,203,649	

**TOWN OF SCITUATE
FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/Adv Comm
64440510	511000		REGULAR SALARIES	449,652.00	346,241.47	467,183.00	467,183.00	
64440510	512000		OVERTIME	38,111.00	42,265.53	38,873.00	38,873.00	
64440510	513000		LONGEVITY	2,725.00	2,225.00	3,225.00	3,225.00	
64440510	514000		EDUCATIONAL INCENTIVE	2,500.00	1,875.00	1,900.00	1,900.00	
64440510	519000		SEASONAL SALARIES	4,400.00	3,110.25	7,680.00	7,680.00	
64440510	519100		OTHER SALARIES	36,731.00	21,306.78	48,479.00	48,479.00	
		SEWER Total	PERSONAL SERVICES	534,119.00	417,024.03	567,340.00	567,340.00	
64440520	521100		ELECTRICITY	300,000.00	327,489.35	334,000.00	330,000.00	
64440520	521300		NATURAL GAS	24,000.00	24,877.07	25,500.00	25,000.00	
64440520	524100		OFFICE MACHINE MAINTENANCE	420.00	252.83	420.00	420.00	
64440520	524200		REPAIR & MAINTENANCE	135,000.00	74,893.50	152,700.00	102,000.00	
64440520	524500		VEHICLE SERVICE	1,000.00	1,000.00	4,000.00	4,000.00	
64440520	527100		RENTALS EQUIPMENT	170,000.00	156,271.45	207,096.50	173,000.00	
64440520	530800		TRAINING	4,000.00	2,447.57	6,200.00	4,000.00	
64440520	530900		TECHNICAL SERVICES	42,550.00	33,144.86	50,214.56	40,000.00	
64440520	532100		CONFERENCES/MEETINGS	350.00	175.00	350.00	350.00	
64440520	534100		TELEPHONE	6,000.00	4,417.04	6,240.00	5,000.00	
64440520	534300		BINDING & PRINTING	350.00	299.52	350.00	350.00	
64440520	534400		POSTAGE & DELIVERY	300.00	334.32	350.00	350.00	
64440520	573100		PROFESSIONAL DUES & SUBS	855.00	753.72	964.00	964.00	
		SEWER Total	PURCHASE OF SERVICES	684,825.00	626,356.23	788,385.06	685,434.00	
64440540	542000		OFFICE SUPPLIES	750.00	692.91	750.00	750.00	
64440540	542300		SUPPLIES	1,000.00	1,000.00	1,000.00	1,000.00	
64440540	542500		PRINTING & FORMS	300.00	-	300.00	300.00	
64440540	543000		BUILDING SUPPLIES	1,800.00	1,718.67	1,800.00	1,800.00	
64440540	543100		EQUIPMENT PARTS	108,000.00	86,914.31	135,460.00	90,000.00	
64440540	545100		CLEANING SUPPLIES	400.00	349.36	400.00	400.00	
64440540	548000		VEHICLE SUPPLIES	500.00	500.00	500.00	500.00	
64440540	548100		FUELS & LUBRICANTS	9,000.00	10,389.52	10,500.00	10,500.00	
64440540	548400		TOOLS & EXPENDABLES	200.00	185.50	200.00	200.00	
64440540	550100		CHEMICAL & LAB SUPPLIES	106,000.00	92,370.95	155,000.00	106,000.00	
64440540	558100		CLOTHING	4,200.00	3,700.00	4,200.00	4,200.00	
		SEWER Total	MATERIALS & SUPPLIES	232,150.00	197,821.22	310,110.00	215,650.00	
64440560	596000		INDIRECT COSTS	241,985.00	238,646.00	257,394.00	257,395.00	
		SEWER Total	INDIRECT COSTS	241,985.00	238,646.00	257,394.00	257,395.00	

**TOWN OF SCITUATE
 FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/Adv Comm
64440580	585100		EQUIPMENT	-	5,000.00	-	-	
		SEWER Total	CAPITAL OUTLAY	0.00	5,000.00	0.00	0.00	
64440590	591000		PRINCIPAL ON LONG TERM DEBT	1,908,427.00	1,842,687.89	1,466,674.00	1,466,674.00	
64440590	591500		INTEREST ON LONG TERM DEBT	253,593.00	291,388.68	278,797.00	278,797.00	
64440590	592000		OTHER DEBT SERVICES	14,476.00	17,210.03	12,280.00	12,280.00	
64440590	592500		INTEREST ON SHORT TERM DEBT	30,241.00	20,443.06	23,608.00	23,608.00	
		SEWER Total	DEBT SERVICE	2,206,737.00	2,171,729.66	1,781,359.00	1,781,359.00	
SEWER GRAND TOTAL				3,899,816.00	3,651,577.14	3,704,588.06	3,507,178.00	

TOWN OF SCITUATE FY 2020 PERSONAL SERVICES DETAIL

Fund: 64 SEWER

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Education	Stipend	Mechanic	Sick Leave Buy Back	Longevity	Total Per Employee
<u>ACTING SUPERVISOR</u>														
Vacant		5B	4		40	\$1,529.73	52.4	\$80,158						\$80,158
<u>CLERK</u>														
Kimberly Dami *	15-Oct-12	A-6	MAX	\$22.82	35	\$798.70	52.4	\$41,852					\$925	\$42,777
<u>CHIEF PLANT OPERATOR</u>														
William Branton	1-Oct-12	F	5	\$31.27	40	\$1,250.80	52.4	\$65,542	\$700	\$1,500			\$500	\$68,242
<u>MECHANIC</u>														
Robert Kirkland	13-Feb-17	D	4	\$27.54	40	\$1,101.60	52.4	\$57,724			\$200		\$0	\$57,924
<u>PLANT OPERATORS</u>														
Michael Angland	21-Apr-15	B	5	\$25.73	40	\$1,029.20	52.4	\$53,930	\$550				\$500	\$54,980
Nathan Ratcliffe	02-Jun-14	E	5	\$29.78	40	\$1,191.20	52.4	\$62,419	\$650				\$500	\$63,569
Damian Bellotti	30-Jul-18	B	2	\$23.55	40	\$942.00	52.4	\$49,361					\$0	\$49,361
<u>SKILLED LABORER</u>														
Philip Bailey	16-Oct-07	A	5	\$23.40	40	\$936.00	52.4	\$49,046					\$800	\$49,846
<u>SEASONAL</u>														
			Unclass	\$12.00	40	\$480.00	16.0	\$7,680						\$7,680
TOTAL								\$467,712	\$1,900	\$1,500	\$200	\$0	\$3,225	\$474,537

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary 5110	Overtime 5120	Longevity 5130	Education 5140	Mechanic	Seasonal 5190	Holiday 5110	Other 5191	Cell Phone 5191	Standby 5191	Out of Class Stipend 5191	5191	TOTAL 510
SUPERVISOR	1	\$80,158		\$0	\$0	\$0				\$0		\$11,700		\$91,858
CLERK	1	\$41,852		\$925	\$0	\$0		\$0		\$0				\$42,777
CHIEF PLANT OPERATOR	1	\$65,542	\$9,425	\$500	\$700	\$0			\$1,300	\$96	\$11,628	\$1,596	14500	\$105,287
MASTER MECHANIC	1	\$57,724	\$5,250	\$0	\$0	\$200			\$1,300	\$96		\$96		\$64,666
PLANT OPERATORS	3	\$165,710	\$22,157	\$1,000	\$1,200	\$0			\$3,899	\$288		\$288		\$194,542
SKILLED LABORER	1	\$49,046	\$2,041	\$800	\$0	\$0			\$1,300	\$96		\$96		\$53,379
SEASONAL							\$7,680							\$7,680
EST CONTRACTUAL		\$7,151												\$7,151
TOTALS	8	\$467,183	\$38,873	\$3,225	\$1,900	\$200	\$7,680	\$0	\$7,799	\$576	\$11,628	\$13,776	\$14,500	\$567,340

Sewer Enterprise Fund

	Actual FY13	Actual FY14	Actual FY15	Actual FY16	DROUGHT Actual FY17 *	Actual FY18	5% Rate Inc Final FY19* budget	Proposed FY20 budget
Revenue:								
Tax Liens	10,821	8,368	28,921	40,668	34,382	9,214	10,000	9,000
Sewer Use Charges*	958,235	975,298	1,008,416	1,017,776	1,160,054	1,295,226	1,360,000	1,360,000
Septage Disposal Fees*	221,602	234,024	216,087	263,694	257,958	296,906	260,000	328,000
Interest/Penalties	5,059	8,876	10,588	6,961	8,048	10,072	6,000	7,000
Sewerage Permits/Licenses	2,780	8,000	3,350	2,425	2,350	1,360	2,400	1,400
Sewer Connection Fees	103,000	182,000	196,000	273,000	77,000	77,000	120,000	138,000
Sewer Liens/Committed Interest	142,602	125,536	129,357	133,573	109,348	137,614	130,000	130,000
Interest Income	6,097	5,291	6,054	10,474	15,012	20,657	5,500	8,500
Misc	(5,557)	-	8,866	11,677	7,731	2,422	-	-
Total Revenue	1,444,640	1,547,392	1,607,638	1,760,248	1,671,883	1,850,470	1,893,900	1,981,900
Expenses:								
Personal Services	416,571	420,552	427,478	418,474	414,824	417,024	527,764	567,340
Purchase of Services	398,940	486,410	773,601	636,760	617,189	626,356	709,825	685,434
Materials & Supplies	184,945	188,255	222,069	219,950	199,917	197,821	325,150	215,650
Indirect Costs	196,857	199,962	187,777	193,115	206,553	238,646	241,985	257,395
Capital Outlay					3,276	5,000	-	-
Transfer to Sewer Stabilization Fund								-
Emergency Reserve								-
Capital Articles		25,000						-
Total Operating Expenses	1,197,313	1,320,178	1,610,925	1,468,299	1,441,758	1,484,847	1,804,724	1,725,819
Surplus/(Deficit) before debt payments	247,327	227,214	(3,287)	291,950	230,124	365,623	89,176	256,081
Debt Exclusion	666,615	652,202	660,974	658,718	660,771	655,710	672,611	120,476
Debt Service	(805,942)	(940,855)	(925,403)	(918,268)	(897,538)	(888,398)	(935,188)	(1,086,318)
Total Surplus/(Deficit) before Betterments	108,001	(61,439)	(267,716)	32,400	(6,642)	132,935	(173,401)	(709,761)
Betterments								
Revenue								
Added to Taxes	825,266	1,058,087	861,296	1,120,904	1,055,334	1,007,644	950,000	950,000
Paid in Advance	144,562	806,770	433,115	253,230	243,151	326,522	200,000	200,000
Betterment Deferrals					6,259			
Debt Service	(1,061,110)	(1,271,275)	(1,306,974)	(1,297,526)	(1,291,767)	(1,283,332)	(1,271,549)	(695,041)
Net Betterments	(91,282)	593,581	(12,563)	76,607	12,978	50,834	(121,549)	454,959
Net Surplus/(Deficit)	16,718	532,142	(280,279)	109,007	6,335	183,769	(294,950)	(254,802)
Unappropriated Certified Retained Earnings as of October 29, 2018								758,292
Less amount proposed for Fall 2018 STM								(26,000)
Less amt needed to balance FY20 budget								(253,001)
Less amt to be used for FY20 Capital								(260,000)
Balance of Retained Earnings after FY19 STM								219,291

**Town of Scituate
Sewer Enterprise Fund
Indirect Costs
Fiscal Year 2020 Budget**

Description	Basis	Allocation	%*	FY19 Budget	Total
Town Administrator	Administrative, budget, labor counsel, CPO	Personal Services budget	4.40%	502,013	22,084
Town Accountant	Processing of warrants etc.	Total FY19 budget	4.40%	355,104	15,621
Treas/Collector	Collections, bank rec., payroll etc.	Total FY19 budget	4.40%	404,522	17,795
Facilities Director		Personal Services budget	2.00%	96,863	1,937
Engineering Dept.	Engineering	1/8 of Engineer's Salary			11,055
DPW Admin. Dept.	Administration	1/5 of Director's Salary			23,787
Insurance	Building,Auto, Liability etc.	From Insurance Company			24,352
Group Insurance	Town's Share of group insurance	Actual Contribution FY18 rates			50,915
Medicare	Town's Share of medicare.	Actual FY18	1.45%		5,912
OPEB	Eligible -ees/total eligible X OPEB cost	Based on most recent actuary %	0.52%	97,509	509
Pensions and Retirement	Penison Costs	Based on actuarial breakdown done for PCRS	1.71%	4,875,453	83,427
* based on enterprise FY18 operating budget to total Town operating budget				6.6%	257,395

TOWN OF SCITUATE

FY 2020 BUDGET

DEPARTMENT: DPW Water Division - 450

MISSION STATEMENT:

The Water Division endeavors to provide the highest quality drinking water in sufficient quantities and pressure to meet the personal, commercial and firefighting needs of the community at reasonable and sustainable rates.

FY 2020 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

1. Continue efforts to eliminate brown water issues in hardest hit areas.
 - a. Resume Ice Pigging program in Spring, 2019
 - b. Strategically evaluate, target and execute additional ice pigging and flushing programs if water resources are available.
 - c. Collect and externally disseminate data from residents on brown water occurrences via established communication channels.
2. Continue Surface Water Treatment Plant (SWTP) evaluation.
 - a. Review engineering report findings to determine most practical and financially responsible plan of action for SWTP.
 - b. Kick off plan of action as determined.
3. Increase level of certification and training for current and new Water Division operators.
 - a. Provide resources and motivate staff to attend Treatment and Distribution educational classes and attain additional licensing.
4. Continue to bring additional ground water into the system.
 - a. Finish design of green sand filter plant for Well 17A and begin construction.
 - b. Continue ground water exploration at Dolan Well fields and potential at West End location.
5. Address unaccountable water in Humarock.
 - a. Install pressure reduction valves on existing feeds to Humarock
 - b. Continue leak detection services.
 - c. Begin initial phases of water main replacement.

MAJOR BUDGET COMPONENTS

Debt Service	\$1,749,204.00	38.5 %
Personnel Cost	\$1,088,682.00	24.0 %
Intergovernmental	\$ 377,832.00	8.3 %
Charges & Assessments	\$ 354,000.00	7.8 %
Utilities and Fuel	\$ 285,550.00	6.3 %
Chemicals/Lab Supplies	\$ 250,000.00	5.5 %
Pipes, fittings, etc.	\$ 102,000.00	2.2 %
Service & Repairs	\$ 98,500.00	2.2 %
Technical Services	\$ 75,000.00	1.7 %

FY 2020 RISKS AND CHALLENGES

- Changes in regulatory requirements causing additional expense for water testing.
- Lack of incentive for operators to obtain additional certification and licensing.
- Appropriate funding to hire and retain valued employees.
- Meeting streamflow guidelines for the First Herring Brook from the reservoir while maintaining a sufficient supply for drinking water which affects other department initiatives, ex. flushing.
- Unavailable water resources to perform ongoing water main flushing program
- Educating residents on water conservation in a positive and proactive way.
- Meeting future water demand usage based on current level of new construction and population increase.
- Safety, education and training of both Distribution and Treatment Operators.

DEPARTMENTAL ACCOMPLISHMENTS

- Investigated, evaluated, contracted and successfully completed Phase 1 of Ice Pigging program.
- Increased certification levels for operators within Water Department. 2 Distribution operators and 2 Treatment Plant operators have attained higher level licensing.
- Replaced roof on storage garage and completed refit of the internal space for inventory control, warehousing and workspace for tool maintenance, cleaning and repairs.
- Replaced older style meters with radio read meters in approximately 545 homes as part of ongoing meter replacement program.
- Completed conversion of data record keeping and billing software for 8000+ water/sewer records with no disruption to regular billing cycles and deadlines. Performed cross training of administrative staff on new billing software.
- Redeveloped and replaced major components of Well 19.
- Inspected and cleaned Clear Well Tank at Surface Water Treatment Plant.
- Replaced 39 water services and repaired 15 water main breaks.
- Installed satellite well at Well 22 gaining much needed additional capacity.

DESCRIPTION OF REVENUE	FY17	FY18	FY19 BUDGET	FY20 Projected	Comments
Water Use Charges	3,644,210	3,690,971	3,671,085	4,341,085	
Water Liens	338,181	338,319	310,000	325,000	
Water Installations	127,500	200,007	200,000	425,000	
Tax Liens	37,159	9,079	13,200	9,000	
Interest/Penalties	12,951	11,579	5,000	8,000	
Earnings on Investments	57,836	70,002	8,827	40,000	
<hr/>					
TOTAL REVENUE	4,261,805	4,324,865	4,208,112	5,148,085	

**TOWN OF SCITUATE
FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/Adv Comm
65450510	511000		REGULAR SALARIES	805,826.00	722,788.10	924,128.00	924,128.00	
65450510	512000		OVERTIME	108,518.00	102,136.01	111,303.00	111,303.00	
65450510	512500		STANDBY	18,877.00	9,311.50	18,877.00	18,877.00	
65450510	513000		LONGEVITY	3,253.00	3,112.33	4,130.00	4,130.00	
65450510	514000		EDUCATIONAL INCENTIVE	2,400.00	-	2,775.00	2,775.00	
65450510	517200		SICK LEAVE BUY BACK	-	-	-	-	
65450510	519000		SEASONAL SALARIES	5,940.00	-	7,680.00	7,680.00	
65450510	519100		OTHER SALARIES	16,798.00	26,320.50	19,789.00	19,789.00	
		WATER Total	PERSONAL SERVICES	961,612.00	863,668.44	1,088,682.00	1,088,682.00	
65450520	521100		ELECTRICITY	250,000.00	210,381.91	240,000.00	240,000.00	
65450520	521300		NATURAL GAS	21,000.00	18,219.17	21,000.00	21,000.00	
65450520	523100		WATER/SEWER	-	41.21	-	-	
65450520	524100		OFFICE MACHINE MAINTENANCE	-	392.91	1,500.00	1,500.00	
65450520	524200		REPAIR & MAINTENANCE	90,000.00	81,024.17	90,000.00	90,000.00	
65450520	524500		VEHICLE SERVICE	8,500.00	8,116.76	8,500.00	8,500.00	
65450520	527100		EQUIPMENT RENTAL	26,000.00	25,512.54	26,000.00	26,000.00	
65450520	530800		TRAINING	-	-	-	-	
65450520	530900		TECHNICAL SERVICES	68,500.00	125,692.71	75,000.00	75,000.00	
65450520	532100		CONFERENCES/MEETINGS	5,000.00	2,546.00	6,500.00	6,500.00	
65450520	534100		TELEPHONE	14,000.00	13,928.94	15,000.00	15,000.00	
65450520	534300		BINDING & PRINTING	14,000.00	13,932.80	15,000.00	15,000.00	
65450520	534400		POSTAGE & DELIVERY	18,000.00	13,706.73	22,000.00	22,000.00	
65450520	534600		LEGAL ADVERTISING	1,500.00	-	1,500.00	1,500.00	
65450520	538900		INTERDEPARTMENTAL	14,500.00	12,139.98	14,500.00	14,500.00	
65450520	571100		MILEAGE REIMBURSEMENT	200.00	5.30	200.00	200.00	
65450520	573100		PROFESSIONAL DUES & SUBS	2,500.00	1,806.61	3,000.00	3,000.00	
		WATER Total	PURCHASE OF SERVICES	533,700.00	527,447.74	539,700.00	539,700.00	
65450540	521200		HEATING OIL	-	-	-	-	
65450540	542000		OFFICE SUPPLIES	3,000.00	2,144.74	3,000.00	3,000.00	
65450540	542300		SUPPLIES	102,000.00	103,664.44	102,000.00	102,000.00	
65450540	542500		PRINTING & FORMS	300.00	105.70	300.00	300.00	
65450540	543000		BUILDING SUPPLIES	1,575.00	538.66	1,575.00	1,575.00	
65450540	543100		EQUIPMENT PARTS	15,000.00	14,830.00	15,000.00	15,000.00	
65450540	545100		CLEANING SUPPLIES	1,500.00	777.42	1,500.00	1,500.00	
65450540	548000		VEHICLE SUPPLIES	6,500.00	4,252.23	6,500.00	6,500.00	
65450540	548100		FUELS & LUBRICANTS	24,500.00	22,266.30	24,500.00	24,500.00	
65450540	548400		TOOLS & EXPENDABLES	2,500.00	1,646.63	2,500.00	2,500.00	

**TOWN OF SCITUATE
FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/Adv Comm
65450540	550100		CHEMICALS & LAB SUPPLIES	250,000.00	224,469.98	250,000.00	250,000.00	
65450540	558100		CLOTHING	6,850.00	6,567.52	7,500.00	7,500.00	
		WATER Total	MATERIALS & SUPPLIES	413,725.00	381,263.62	414,375.00	414,375.00	
65450560	560200		CHARGES & ASSESSMENTS	342,000.00	332,236.33	354,000.00	354,000.00	
		WATER Total	INDIRECT COSTS	342,000.00	332,236.33	354,000.00	354,000.00	
65450561	596000		INDIRECT COSTS	362,939.00	342,684.00	377,832.00	377,832.00	
		WATER Total	INDIRECT COSTS	362,939.00	342,684.00	377,832.00	377,832.00	
65450580	585100		EQUIPMENT	18,000.00	246,356.33	28,130.45	28,130.00	
65450580	585300		OFFICE EQUIPMENT	3,500.00	1,105.28	3,500.00	3,500.00	
		WATER Total	CAPITAL OUTLAY	21,500.00	247,461.61	31,630.45	31,630.00	
65450590	591000		PRINCIPAL ON LONG TERM DEBT	905,000.00	955,000.00	1,576,000.00	1,463,000.00	
65450590	591500		INTEREST ON LONG TERM DEBT	651,209.00	690,308.76	666,859.00	666,859.00	
65450590	592500		INTEREST SHORT TERM	174,963.00	110,309.99	299,829.00	299,829.00	
		WATER Total	DEBT SERVICE	1,731,172.00	1,755,618.75	2,542,688.00	2,429,688.00	
		WATER GRAND TOTAL		4,366,648.00	4,450,380.49	5,348,907.45	5,235,907.00	

TOWN OF SCITUATE FY 2019 PERSONAL SERVICES DETAIL Main

Fund: 65 Water

REGULAR SALARY COMPUTATION:

POSITION TITLE/Incumbents	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Salary Total	Education	Holiday	Longevity	Per Employee
<u>SUPERVISOR</u>												
Sean Anderson	28-Mar-16	AMP 5B	6			\$1,594.94	52.4	\$83,575			\$0	\$83,575
<u>ASSISTANT SUPERVISOR</u>												
Vacant		Not rated				\$1,431.30	52.4	\$75,000			\$0	\$75,000
<u>CHIEF CLERK</u>												
Nora Finnegan	02-Jan-08	A-8	5	\$25.82	35	903.7	52.4	\$47,354			\$925	\$48,279
<u>CLERK</u>												
Linda Fulton	10-Oct-17	A-6	3	\$20.43	35	\$715.05	52.4	\$37,469			\$0	\$37,469
<u>CHIEF PLANT OPERATOR</u>												
Eric Langlan	17-Feb-10	F	5	\$31.27	40	\$1,250.80	52.4	\$65,542	\$575		\$800	\$66,917
<u>PLANT OPERATORS</u>												
Michael Kwicien	06-Apr-15	E	4	\$28.92	40	\$1,156.80	52.4	\$60,616	\$675		\$500	\$61,791
Niel Mahoney	13-Mar-05	D	5	\$28.37	40	\$1,134.80	52.4	\$59,464	\$1,150		\$850	\$61,464
<u>PLANT OPERATORS IN TRAINING</u>												
Bryan Lucas	13-Jul-15	D	3	\$26.74	40	\$1,069.60	52.4	\$56,047	\$375		\$0	\$56,422
John Moran	27-Jul-15	B	5	\$25.73	40	\$1,029.20	52.4	\$53,930	\$0		\$0	\$53,930
<u>DISTRIBUTION FOREMAN</u>												
Jim Costello (Acting Distribution Fr)	29-Aug-16	E	2	\$26.73	40	\$1,069.20	52.4	\$56,026	\$0		\$0	\$56,026
<u>EQUIPMENT OPERATOR</u> SHB Cs												
Dennis Witt	17-Apr-18	C	4	\$26.23	40	\$1,049.20	52.4	\$54,978	\$0		\$0	\$54,978
Philip O'Neil	17-Apr-18	C	4	\$26.23	40	\$1,049.20	52.4	\$54,978	\$0		\$0	\$54,978
Marc Saccocia	09-Apr-18	C	4	\$26.23	40	\$1,049.20	52.4	\$54,978	\$0		\$0	\$54,978
James Hottleman	11-Sep-17	C	2	\$24.72	40	\$988.80	52.4	\$51,813	\$0		\$0	\$51,813
<u>SKILLED LABORERS</u>												
David Flaherty	12-Nov-96	A	5	\$23.40	40	\$936.00	52.4	\$49,046	\$0		\$1,000	\$50,046
<u>METER READER</u>												
William Johndrow	01-Nov-04	A	5	\$23.40	40	\$936.00	52.4	\$49,046	\$0		\$850	\$49,896
<u>SEASONAL</u>												
		Unclass		\$12.00	40	\$480.00	16.0	\$7,680			\$0	\$7,680
TOTALS:								\$917,542	\$2,775	\$0	\$4,925	\$925,242

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary	Overtime	Longevity	Ed. Incentive	Seasonal	Holiday	Cell Phone Stipend	Other	Standby	TOTAL
		5110	5120	5130	5140	5190	5110		5191		510
SUPERVISOR	1	\$83,575			\$0				\$2,400		\$85,975
ASSISTANT SUPERVISOR	2	\$75,000			\$0						\$75,000
CHIEF CLERK	1	\$47,354	\$2,734	\$925	\$0			\$0	\$474		\$51,487
CLERK	1	\$37,469	\$2,734	\$0	\$0			\$0			\$40,203
CHIEF PLANT OPERATOR	1	\$65,542	\$11,560	\$800	\$575			\$96	\$1,300		\$79,873
PLANT OPERATOR	2	\$120,080	\$23,227	\$500	\$1,825			\$192	\$2,599		\$148,423
PLANT OPERATOR IN TRAINING	2	\$109,977		\$0	\$375			\$192	\$2,599		\$113,143
DISTRIBUTION FOREMAN	1	\$56,026	\$14,025	\$0	\$0			\$96	\$1,300		\$71,447
EQUIPMENT OPERATOR	4	\$216,747	\$42,677	\$0	\$0			\$384	\$5,198		\$265,006
SKILLED LABORERS	1	\$49,046		\$1,000	\$0			\$96	\$1,300		\$51,442
METER READER	1	\$49,046	\$14,025	\$850	\$0			\$96	\$1,300		\$65,317
SEASONAL	1					\$7,680					\$7,680
OTHER										\$18,877	\$18,877
EST CONTRACTUAL		\$14,266	\$321	\$55	\$0	\$0		\$0	\$169		\$14,811
TOTALS	18	\$924,128	\$111,303	\$4,130	\$2,775	\$7,680	\$0	\$1,152	\$18,637	\$18,877	\$1,088,682

Water Enterprise Fund

	Actual FY13	Actual FY14	Actual FY15	Actual FY16	DROUGHT Actual FY17	Actual FY18	20% rate Inc Final FY19 budget	Proposed FY20 budget
Revenue:		10%	19%	19%	0%	0%		
Tax Liens	11,069	18,355	13,199	16,662	37,159	9,079	13,200	9,000
Water Use Charges*	2,324,066	2,573,923	3,132,137	3,671,085	3,644,210	3,690,971	3,671,085	4,429,166
Water Installation	152,750	200,075	228,520	280,500	127,500	200,007	200,000	425,000
Interest/Penalties	5,788	6,488	8,827	11,457	12,951	11,579	5,000	8,000
Water Liens/Committed Interest	285,202	310,975	310,661	432,979	338,181	338,319	310,000	325,000
Interest Income	3,760	10,034	14,251	43,517	57,836	70,002	8,827	40,000
Misc	23,071	4,145	1,171,797	8,646	43,968	4,908	-	-
Total Revenue	2,805,706	3,123,994	4,879,392	4,464,847	4,261,805	4,324,865	4,208,112	5,236,166
Expenses:								
Personal Services	700,889	724,258	761,546	823,881	848,639	863,668	961,612	1,088,682
Purchase of Services	437,182	448,260	527,957	525,679	447,507	527,448	533,700	539,700
Materials & Supplies	427,956	400,540	680,988	323,529	342,039	381,264	413,725	414,375
Marshfield Water	270,408	266,597	297,512	257,060	328,337	332,236	342,000	354,000
Indirect Costs	239,521	244,300	257,529	299,580	323,551	342,684	362,939	377,832
Capital Outlay	17,412	22,972	15,702	25,680	57,604	247,462	21,500	31,631
Capital Articles								
Total Operating Expenses	2,093,367	2,106,927	2,541,235	2,255,408	2,347,676	2,694,762	2,635,476	2,806,220
Surplus/(Deficit) before debt payments	712,339	1,017,067	2,338,157	2,209,439	1,914,129	1,630,104	1,572,636	2,429,946
Debt Service	588,314	703,225	688,912	1,576,996	1,733,706	1,755,619	1,731,172	2,429,688
Total Surplus/(Deficit)	124,025	313,842	1,649,245	632,443	180,423	(125,515)	(158,536)	258

Unappropriated Certified Retained Earnings as of October 29, 2018

Less amount proposed for Fall 2018 STM	687,104
Less amt needed to balance FY20 budget	(396,411)
Less amt to be used for FY20 Capital	-
Balance of Retained Earnings after FY19 STM	(16,902)
	273,791

12/12/2018; 1:08 PM

**Town of Scituate
Water Enterprise Fund
Indirect Costs
Fiscal Year 2020 Budget**

Description	Basis	Allocation	%*	FY19 Budget	Total
Town Administrator	Administrative, budget, labor counsel, CPO	Personal Services budget	4.93%	502,013	27,860
Town Accountant	Processing of warrants etc.	Total FY19 budget	4.93%	355,104	17,491
Treas/Collector	Collections, bank rec., payroll etc.	Total FY19 budget	4.93%	404,522	19,926
Facilities Director		Personal Services budget	2.00%	96,863	1,937
Engineering Dept.	Engineering	1/8 of Engineer's Salary			11,055
DPW Admin. Dept.	Administration	1/5 of Director's Salary			23,787
Insurance	Building,Auto, Liability etc.	From Insurance Company			42,336
Group Insurance	Town's Share of group insurance	Actual Contribution FY18 rates			67,028
Medicare	Town's Share of medicare	Actual FY18	1.45%		12,101
OPEB	Eligible -ees/total eligible X OPEB cost	Based on most recent actuary %	1.09%	97,509	1,061
Pensions and Retirement	Penison Costs	Based on actuarial breakdown done for PCRS	3.14%	4,875,453	153,249
				8.7%	377,832

* based on enterprise FY18 operating budget to total Town operating budget

TOWN OF SCITUATE

FY 2020 BUDGET

DEPARTMENT: 298

Harbormaster/Waterways Enterprise Fund

MISSION STATEMENT:

In accordance with the Scituate Waterways Management Plan and the Scituate Mooring Rules and Regulations and 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 2020 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

1. Train with Scituate FD, Scituate PD
 - a. Establish responsibilities, 90b and other boating laws HM, felonies PD, fires EMS FD. 7-20
 - b. Work with Fire Chief and Police to streamline response in emergency situations on the waterways of Scituate. Ongoing
 - c. Train with SFD and SPD to provided effective response during emergency situations. 10-19
 - d. Train USCG and other local agencies to provide the best possible service to the boaters. 1-20

2. Continue and enhance training for Assistant Harbormasters to improve a positive experience at the Harbor
 - a. Educate and train assistants on how to maintain a professional composure during stressful situations with patrons. 7-19
 - b. Train Assistant Harbormasters on how to respond to difficult patrons in a positive light. 10-19
 - c. Work with full time staff on how to respond to patrons in a timely fashion. 1-20
 - d. Work with assistants in how to make the boaters that their concerns are being addressed. 4-20

3. Establish comprehensive dredge permit for the waterways of Scituate
 - a. Work with consultant to identify areas to permit. 7-19
 - b. Review with Waterways at WW meetings the plans of areas identified by the consultant, 9-19
 - c. Provide input to the required all permitting agencies. 1-20
 - d. Receive required permits and apply for all available grants to implement dredge plan. 4-20

4. Closeout Cole Parkway Marina Project
 - a. Work with Consultant (GEI) and Town Engineer on bid documents 7-19
 - b. Work with GEI, Engineering and contractor to prepare to commence demo. 9-19
 - c. Work with GEI, Engineering and contactor to commence construction. 1-20
 - d. Work with GEI, Engineering and contactor on punch list and open marina. 4-20

MAJOR BUDGET COMPONENTS

FY20	Personnel	\$415,197	43%
	Debt Services	\$167,239	17%
	Services	\$130,720	14%
	Boat Repairs	\$ 80,000	8%
	Supplies/Materials	\$ 66,375	7%
	Electricity	\$ 38,500	4%
	Marine Park O&M	\$ 34,700	4%
	Fuel	\$ 22,000	2%
	Tech Services/Moor Info	\$ 12,000	1%
	Total	\$966,731	

FY 2020 RISKS AND CHALLENGES

1. The MA DEP Permit for the Cole Parkway Marina project.
2. Necessary dredging to keep all the waterways of Scituate navigable and the funding associated with dredging.
3. Docks are deteriorating are in need of replacement, and the cost associated with the replacement.
4. Restrooms and showers at the Harbormasters office are kept clean but are dated, not ADA compliant.
5. Rates and fees must be addressed to keep up the level of service that the public expects.

DEPARTMENTAL ACCOMPLISHMENTS

Harbormasters stop the bleed training with South Shore Hospital Sim-lab along with SFD Coast Guard medical emergency at sea, man overboard, stokes basket, Search and Rescue training

In-service training Plymouth Police Academy

Harbormasters joining/attending Cape and Island Harbormaster meetings

Trained with SFD dive team search patterns and dive operations

Harbormasters diving inspecting moorings, inspect the inspector

Harbormasters and Coastguard offered safety inspections at CPM or other marinas

Marina inspection program

Replaced building carpets

Rearranged office for business manager

New Harbormaster log

Mapped and identified all moorings

Rebuilt the pump-out station

Trained all Assistant Harbormasters on dispatch duty, computer skills for online transient reservations and reaching Harbormaster Department online
Installed wall mount computers for news and satellite weather as it happens
Harbormaster outreach program through Constant Contact able to reach all patrons
Repaired electrical components on the docks, isolated power between docks
Deiced all Town owned floats saving cost of approximately 50,000 yearly
Reconfigured slips at CPM and SMP utilizing slip footage
Updated and added new medical supplies for all HM boats and HM building
Purchased a shallow draft 16ft inflatable boat equipped with lifesaving abilities for shallow draft rescues, rivers, beaches.
Continued with educating the public, Harbormaster life jacket loaner program
Formed a MOU with the SFD and spec the new Harbormaster Unit 3 and had SFD work with builder to spec Firefighting pump, equipment / EMS equipment
Implement policy for all HM staff underway to wear a life jacket while on boats
Replaced marine radios
Received Port Security Cameras thru grant received by Mass Harbormasters
Received \$5,000 FLIR camera thru grant received by Cape and Island Harbormasters Association
Added floating informational Welcome to Scituate sign
Worked on Clean Energy program along with Covanta and Commercial Fishermen to clean up the Massachusetts waterways
Worked with Scituate PD on parking enforcement on the pier for commercial parking
Worked with MA Environmental Police and DPW, and Atlantic White Shark Conservancy, Dr. Skomal White Shark studies
Created a HM Facebook account
Created a HM Instagram account

**DESCRIPTION OF
REVENUE**

	FY/17	FY/18	FY/19 YTD	FY/20 Forecast	Comments
Slip/Dinghy Fees	\$673,380.00	\$674,005.00	\$38,605.00	\$670,000.00	
Moorings/Chapter 10A	\$114,642.00	\$95,561.00	\$5,102.00	\$96,000.00	
Waterways Maintenance User Fee	\$160,750.00	\$156,795.00	\$21,500.00	\$155,000.00	
Town Pier Dockage	\$27,200.00	\$16,700.00	\$4,875.00	\$15,000.00	
Tie-ups	\$23,742.00	\$28,381.00	\$12,720.80	\$20,000.00	
Mooring Applications	\$3,690.00	\$9,050.00	\$2,385.00	\$3,600.00	
Ice	\$3,126.00	\$2,961.00	\$2,764.00	\$3,000.00	
Boat Yard/USCG Lease	\$136,441.00	\$153,822.00	\$77,376.82	\$140,000.00	
Pump-out Program	\$10,164.56	\$10,536.00	\$9,823.63	\$10,000.00	
Interest on Earnings	\$8,984.00	\$14,868.00	\$3,000.00	\$3,000.00	
Misc. Fees, Tickets	\$100.00	\$2,639.00	\$2,639.00	\$0.00	
Excise Tax	\$39,761.00	\$40,378.00	\$307.50	\$39,500.00	
Premium from Sales of Bonds	\$0.00	\$2,638.70	\$2,638.70	\$0.00	
Maritime Center	<u>\$94,967.93</u>	<u>\$115,412.69</u>	<u>\$134,262.69</u>		
	\$1,296,948.49	\$1,323,747.39	\$318,000.14	\$1,155,100.00	
<u>Grants & Donations</u>				<u>Balance</u>	
SAC Grant Town Pier Rehab	\$41,274.96	\$41,274.96	\$41,274.96	\$41,274.96	
Harbor Dredging	\$0.00	\$3,799.69	\$3,799.69	\$0.00	
DCR SR Dredge Grant	\$44,962.80	\$44,492.75	\$33,911.50	\$33,911.50	
Harborwalk/Gift Account	\$0.00	\$4,211.06	\$4,211.06	\$4,211.06	
PJ Steverman Donation	\$5,200.00	\$5,200.00	\$5,200.00	\$5,200.00	
Shellfish Donation		\$25.00	\$25.00	\$25.00	
Richard Clay Bequest		\$644.38	\$644.38	\$644.38	

**TOWN OF SCITUATE
FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/Adv Comm
66298510	511000		REGULAR SALARIES	202,564.00	195,871.17	213,502.00	213,502.00	
66298510	512000		OVERTIME	4,636.00	6,984.83	4,500.00	4,500.00	
66298510	513000		LONGEVITY	1,600.00	1,300.00	1,600.00	1,600.00	
66298510	519000		SEASONAL SALARIES	178,357.00	168,072.56	193,183.00	193,183.00	
66298510	519100		OTHER SALARIES	3,457.00	1,001.20	2,413.00	2,413.00	
		WATERWAYS Total	PERSONAL SERVICES	390,614.00	373,229.76	415,198.00	415,198.00	
66298520	521100		ELECTRICITY	37,310.00	24,903.91	38,500.00	30,500.00	
66298520	524100		OFFICE MACHINE MAINTENANCE	500.00	1,308.56	500.00	500.00	
66298520	524200		REPAIR & MAINTENANCE	60,350.00	26,390.19	80,000.00	50,000.00	
66298520	529100		RUBBISH REMOVAL	6,550.00	3,002.75	-	-	
66298520	530100		MARINE PARK O & M COSTS	25,524.00	24,298.68	34,700.00	25,000.00	
66298520	530800		TRAINING	650.00	55.00	1,400.00	1,400.00	
66298520	530900		TECHNICAL SERVICES	19,000.00	14,437.45	23,200.00	23,200.00	
66298520	532100		CONFERENCES/MEETINGS	-	164.05	2,500.00	2,500.00	
66298520	534100		TELEPHONE	725.00	520.08	3,078.12	3,078.00	
66298520	534300		BINDING & PRINTING	2,000.00	1,226.00	2,000.00	2,000.00	
66298520	534400		POSTAGE & DELIVERY	1,500.00	879.64	1,500.00	1,500.00	
66298520	534600		LEGAL ADVERTISING	-	121.68	-	-	
66298520	571100		MILEAGE REIMBURSEMENT	120.00	51.09	130.00	130.00	
66298520	573100		PROFESSIONAL DUES & SUBS	300.00	279.00	425.00	425.00	
66298520	596000		INDIRECT COSTS	79,874.00	78,199.00	108,987.00	108,987.00	
		WATERWAYS Total	PURCHASE OF SERVICES	234,403.00	175,837.08	296,920.12	249,220.00	
66298540	542000		OFFICE SUPPLIES	750.00	745.74	750.00	750.00	
66298540	542300		SUPPLIES	32,500.00	30,636.84	53,130.00	33,130.00	
66298540	542500		PRINTING & FORMS	575.00	729.38	575.00	575.00	
66298540	543000		BUILDING SUPPLIES	3,000.00	2,982.91	3,500.00	3,500.00	
66298540	545100		CLEANING SUPPLIES	2,500.00	1,778.07	3,200.00	3,200.00	
66298540	546200		LANDSCAPING SUPPLIES	1,600.00	1,036.26	1,600.00	1,600.00	
66298540	548100		FUELS & LUBRICANTS	18,000.00	15,812.48	22,000.00	16,000.00	
66298540	558100		CLOTHING	3,100.00	1,974.84	3,620.00	3,620.00	
		WATERWAYS Total	MATERIALS & SUPPLIES	62,025.00	55,696.52	88,375.00	62,375.00	
66298580	585100		EQUIPMENT	3,300.00	1,595.00	3,400.00	3,400.00	
66298580	588200		CAPITAL REPLACEMENT	8,000.00	4,649.98	15,000.00	5,000.00	
		WATERWAYS Total	CAPITAL OUTLAY	11,300.00	6,244.98	18,400.00	8,400.00	
66298590	591000		PRINCIPAL ON LONG TERM DEBT	315,000.00	300,000.00	120,000.00	325,000.00	

**TOWN OF SCITUATE
 FY 2020 BUDGET PROJECTION 20001**

ORG	OBJ	DEPARTMENT	DESCRIPTION	FY19 Budget	FY18 Actual	Dept Request	Town Admin	BOS/Adv Comm
66298590	591500		INTEREST ON LONG TERM DEBT	66,064.00	78,063.76	33,264.00	70,064.00	
66298590	592500		INTEREST ON SHORT TERM DEBT	4,861.00	3,889.17	13,975.00	13,975.00	
		WATERWAYS Total	DEBT SERVICE	385,925.00	381,952.93	167,239.00	409,039.00	
		WATERWAYS GRAND TOTAL		1,084,267.00	992,961.27	986,132.12	1,144,232.00	

TOWN OF SCITUATE FY 2020 PERSONAL SERVICES

Fund: 66 WATERWAYS ENTERPRISE

REGULAR SALARY COMPUTATION:

<u>POSITION TITLE/Incumbents</u>	Start Date	Job Class	Step	Hourly Rate	Hours/Week	Weekly Pay	# of Weeks	Total Per Employee	Sick Leave Buy Back	Longevity	Salary Total
<u>HARBORMASTER</u>											
Stephen Mone	31-Jul-15	AMP 5B	7		35	\$1,647.37	52.4	\$86,322		\$0	\$86,322
<u>ASSISTANT HARBORMASTER</u>											
Michael Bearce	01-Jul-08	AMP 2	MAX		40	\$1,245.17	52.4	\$65,247		\$1,100	\$66,347
<u>BUSINESS MANAGER</u>											
Ellen Talbot	17-Jan-12	SS I	5	\$25.31	40	\$1,012.40	52.4	\$53,050		\$500	\$53,550
<u>SEASONAL</u>											
<u>ASSISTANT HARBORMASTERS</u>											
Unit A	10 yr & above	Unclassified		\$17.00	40	\$680.00	26.5	\$18,020			\$18,020
Unit B		Unclassified		\$17.00	40	\$680.00	26.5	\$18,020			\$18,020
Unit C		Unclassified		\$17.00	40	\$680.00	22.5	\$15,300			\$15,300
Unit D	5-9 year	Unclassified		\$15.50	40	\$620.00	22.5	\$13,950			\$13,950
Unit E		Unclassified		\$14.63	10	\$146.30	52.0	\$7,608			\$7,608
Allison Richman	3/26/2018	Unclassified		\$20.43	8	\$163.44	52.0	\$8,499			\$8,499
Lianne Cataldo	Recording Sec	Unclassified		\$18.49	4	\$73.96	12.0	\$888			\$888
<u>MAINTENANCE</u>											
Employee #1		Unclassified		\$12.03	40	\$481.20	21	\$10,105			\$10,105
Employee #2		Unclassified		\$12.03	40	\$481.20	21	\$10,105			\$10,105
Employee #3		Unclassified		\$12.03	40	\$481.20	17	\$8,180			\$8,180
<u>SECURITY</u>											
Employee #1		Unclassified		\$14.63	40	\$585.20	22.5	\$13,167			\$13,167
Employee #2		Unclassified		\$14.63	40	\$585.20	22.5	\$13,167			\$13,167
Employee #3		Unclassified		\$14.63	32	\$468.16	22.5	\$10,534			\$10,534
<u>POLICE</u>											
Marine Patrol Officer				\$30.71	56	\$1,719.78	15.8	\$27,172			\$27,172
Permanent Intermittent				\$20.25	56	\$1,134.00	15.8	\$17,917			\$17,917
<u>Added 2 weeks</u>							TOTAL	\$397,252	\$0	\$1,600	\$398,852

TOWN OF SCITUATE FY 2020 PERSONAL SERVICES

Fund: 66 WATERWAYS ENTERPRISE

REGULAR SALARY COMPUTATION:

<u>POSITION TITLE/Incumbents</u>	<u>Start Date</u>	<u>Job Class</u>	<u>Step</u>	<u>Hourly Rate</u>	<u>Hours/Week</u>	<u>Weekly Pay</u>	<u># of Weeks</u>	<u>Per Employee</u>	<u>Total Sick Leave Buy Back</u>	<u>Longevity</u>	<u>Salary Total</u>
----------------------------------	-------------------	------------------	-------------	--------------------	-------------------	-------------------	-------------------	---------------------	----------------------------------	------------------	---------------------

PERSONAL SERVICES COMPUTATIONS:

POSITION TITLE	Positions #	Reg Salary	Overtime	Longevity	Part-time	Seasonal	Other	Sick Leave BB	TOTAL
		5110	5120	5130	5180	5190	5191		
HARBORMASTER	1	\$86,322		\$0				\$0	\$86,322
ASST. HARBORMASTER	1	\$65,247		\$1,100			\$979		\$67,326
BUSINESS MANAGER	1	\$53,050		\$500			\$1,300		\$54,850
ASSISTANT HARBORMASTERS	5		\$4,500			\$72,898			\$77,398
MAINTENANCE(Seasonal)	3					\$28,390			\$28,390
RESERVATIONIST	1					\$8,499			\$8,499
RECORDING SECRETARY	1					\$888			\$888
POLICE (Seasonal)	2					\$45,090			\$45,090
SECURITY(Seasonal)	3					\$36,868			\$36,868
EST CONTRACTUAL		\$8,883				\$550	\$134		\$9,567
TOTALS	18	\$213,502	\$4,500	\$1,600	\$0	\$193,183	\$2,413	\$0	\$415,197

Waterways Enterprise Fund

	Actual FY13	Actual FY14	Actual FY15	Actual FY16	Actual FY17	Actual FY18	Final FY19 budget	Proposed FY20 budget
Revenue:								
Boat Excise	36,042	39,816	40,360	40,692	39,761	40,378	39,500	39,500
Slip Fees	643,385	666,140	660,864	675,384	673,380	674,005	660,000	670,000
Mooring Fees	93,585	99,692	115,720	78,426	114,642	95,561	100,000	96,000
Marina User Fees*	77,000	74,125	78,000	150,500	160,750	156,795	150,500	155,000
Town Pier Fees	12,300	14,590	11,800	12,338	27,200	16,700	12,000	15,000
Overnight Tie-ups	29,242	33,278	16,415	18,924	23,742	28,381	18,000	20,000
Mooring Waiting List	4,482	2,078	2,622	5,706	3,690	9,050	2,600	3,600
Sale of Ice	4,330	3,273	2,421	3,530	3,126	2,961	3,000	3,000
Lease Income	109,574	116,245	127,759	143,502	136,441	153,822	138,000	140,000
Fines					100			
Interest Income	3,280	3,277	2,720	3,051	8,984	14,868	3,000	3,000
State Grants				9,400		10,165		
Misc	396	419	10,576	40	1,406	2,640	-	-
Total Revenue	1,013,616	1,052,934	1,069,257	1,141,492	1,193,222	1,205,326	1,126,600	1,145,100
Expenses:								
Personal Services	240,914	304,915	288,684	354,576	374,181	373,230	390,614	415,198
Purchase of Services	76,230	97,650	91,286	101,113	112,886	97,638	154,529	140,233
Materials & Supplies	38,391	40,450	37,140	54,389	48,425	55,697	66,025	62,375
Indirect Costs	91,185	83,124	55,981	57,749	55,731	78,199	79,874	108,987
Capital Outlay	8,388	21,500	2,994	4,990	7,525	6,245	11,300	8,400
Capital Articles								
Total Operating Expenses	455,108	547,639	476,085	572,816	598,749	611,008	702,342	735,193
Surplus/(Deficit) before debt payments	558,508	505,295	593,172	568,676	594,473	594,318	424,258	409,907
Debt Service	488,986	473,554	451,079	438,254	405,136	381,953	385,925	409,039
Total Surplus/(Deficit)	69,522	31,742	142,093	130,422	189,337	212,365	38,333	868
Unappropriated Certified Retained Earnings as of October 29, 2018								676,026
Less amount proposed for Fall 2018 STM								(70,000)
Less amt needed to balance FY20 budget								-
Less amt to be used for FY20 Capital								(119,061)
Balance of Retained Earnings after FY19 STM								486,965

12/12/2018; 1:18 PM

**Town of Scituate
Waterways Enterprise Fund
Indirect Costs
Fiscal Year 2020 Budget**

Description	Basis	Allocation	%*	FY19 Budget	Total
Town Administrator	Administrative, budget, labor counsel, CPO	Personal Services budget	1.22%	502,013	6,140
Town Accountant	Processing of warrants etc.	Total FY19 budget	1.22%	355,104	4,343
Treas/Collector	Collections, bank rec., payroll etc.	Total FY19 budget	1.22%	404,522	4,948
Assessors	Clerk in charge of Boat Excise	1/2 of clerk's salary.	50.00%	19,029	9,514
Facilities Director		Personal Services budget	2.00%	96,863	1,937
Insurance	Building,Auto, Liability etc.	From Insurance Company			26,527
Group Insurance	Town's Share of group insurance	Actual Contribution FY18 rates			25,917
Medicare	Town's Share of medicare	Actual FY18	1.45%		4,206
OPEB	OPEB liability	Based on most recent actuary %	0.25%	97,509	245
Pensions and Retirement	Penison Costs	Based on actuarial breakdown done for PCRS	0.52%	4,875,453	25,210
				10.1%	108,987

* based on enterprise FY19 operating budget to total Town operating budget