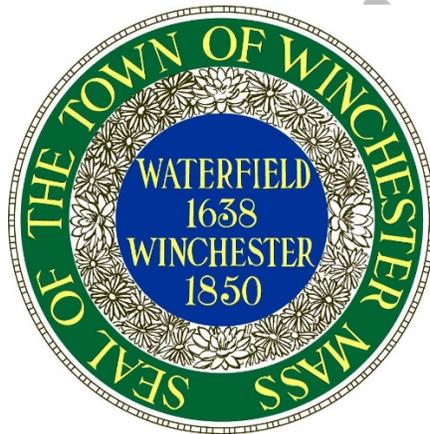


Town of Winchester
Town Manager's Financial Plan
FISCAL 2020



Lisa Wong, Town Manager

Mark J. Twogood, Assistant Town Manager

Stacie A. Ward, Comptroller

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SECTION I

TRANSMITTAL LETTER

and

REVENUES

Printed March 4, 2019



Town of Winchester

Lisa Wong
Town Manager

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February 15, 2019

The Honorable Finance Committee and Select Board
Town of Winchester
Town Hall
71 Mt. Vernon Street
Winchester, MA 01890

Dear Committee and Board Members:

Submitted herewith is the Manager's budget proposals for all departmental activity for Fiscal Year 2020 (July 1, 2019 to June 30, 2020). Two budgets are recommended by the Town Manager. The "No Override" budget is represented as "FY20 Manager". The "Override budget" is represented as "FY20 Manager with Override".

Last year, the town convened a committee to review the need for an override. The committee requested that the Town Manager prepare two budgets – a "No Override" and an "Override" budget. The Override budget reflects the vote recently taken by the Select Board to place a question before the voters on March 26, 2019 asking for a \$10 million operating override, including \$2 million for the capital and stabilization funds.

The No Override budget assumes a \$1.5 million use of free cash. The Override budget assumes a \$900,000 use of free cash and an additional \$6.7 million increase in tax levy from the \$10 million override voted on by the Select Board. Of the \$6.7 million, \$4.7 million is for retention and expansion of town and school operations, and \$2 million is for retention and expansion of capital spending.

A significant amount of time and input has gone into the development of these budgets. The Town understands that the cost to deliver these services has an impact on the ability of residents to afford and stay in Winchester. Town officials and dedicated volunteers are working on a myriad of mitigation efforts, such as expanding senior property tax relief programs and identifying other revenue sources. The Town is committed to exploring collaborations and creative solutions to ensure continued efficiency and a high level of service to the community. Thank you to the volunteers, officials, staff and citizens who provided guidance and compromise.

Sincerely,

Lisa Wong
Town Manager

The chart summarizes the personnel impact of both budgets as recommended by the Town Manager.

Department	FY2020 No Override Manager Budget	Current Staffing	FY2020 Override Manager Budget
Police	<ul style="list-style-type: none"> - 1 Patrol Officer - 2 PT Parking Enforcement - Lose K9 Unit - 12 Crossing Guards 	<ul style="list-style-type: none"> • 36 Uniformed Officers • 5 FT, 2 PT Dispatchers • 23-25 Crossing Guards 	<ul style="list-style-type: none"> + 2 Uniformed Officers + 1 FT Dispatcher + 1 PT Dispatcher
Fire	<ul style="list-style-type: none"> - 4 Firefighters 	50 Firefighters	Retain 2 Firefighter positions when grant ends
DPW	<ul style="list-style-type: none"> - 1 Custodian - 15 PT Summer jobs - Transfer Station closed Tues evenings - Decrease funding for repair and maintenance of buildings, sidewalks, streetlights and other public fixtures 	62.4 DPW Staff (Including 26 Custodians)	+ 3 Custodians
Engineering/ Planning		<ul style="list-style-type: none"> • \$50K Traffic/Engineering safety studies/projects • \$35K Planning Professional Services (Master Plan) 	<ul style="list-style-type: none"> + \$25K for Traffic/Engineering + \$30K for Planning Professional Services

Printed March 4, 2019

REVENUES

REVENUES	FY2018 Actual	FY2019 Budget Projections	FY2020 Level Service	FY2020 No Override	FY2020 Override
TAX REVENUE					
Property Tax Revenue	70,782,146	73,658,709	76,378,072	76,378,072	76,378,072
Property Tax to Cap & Bldg Stab Funds	3,838,003	3,933,954	4,032,303	4,032,303	4,032,303
New Growth Revenue	904,093	856,483	817,941	817,941	817,941
Water & Sewer	4,816,192	4,820,809	4,942,003	4,942,003	4,942,003
Operating Override	-	-	-	-	6,707,929
Debt Exclusion Override Tax Revenue:					
McCall (net of MSBA contract assistance)	365,293	322,768	276,218	276,218	276,218
Lincoln	309,929	302,069	284,349	284,349	284,349
Immediate Repairs	12,856	11,110	10,200	10,200	10,200
Wright-Locke Farm	276,824	271,612	266,401	266,401	266,401
Vinson-Owen	1,299,704	1,280,495	1,245,618	1,245,618	1,245,618
High School	5,798,043	5,720,906	5,497,701	5,497,701	5,497,701
Aberjona River Culvert	146,847	402,008	402,775	402,775	402,775
Skillings Environmental Remediation	108,037	239,971	237,931	237,931	237,931
Skillings Turf	31,188	203,177	205,890	205,890	205,890
McCall Phase I and II	-	299,303	299,909	299,909	299,909
adjustments - from reserves for debt premiums	(116,441)	(6,924)	-	-	-
	8,232,280	9,046,495	8,726,991	8,726,991	8,726,991
TOTAL TAX REVENUE	88,572,714	92,316,450	94,897,310	94,897,310	101,605,239
STATE REVENUE					
State Aid	9,625,830	10,695,524	11,000,220	11,000,220	11,000,220
School Building Assistance	672,082	672,082	672,082	672,082	672,082
TOTAL STATE REVENUE	10,297,912	11,367,606	11,672,302	11,672,302	11,672,302
LOCAL RECEIPTS					
Motor Vehicle Excise	4,037,869	3,775,000	3,775,000	3,775,000	3,775,000
Meals Tax	196,187	190,000	200,000	200,000	200,000
Penalties & Interest	306,584	300,000	310,000	310,000	310,000
Pilot Payment	50,967	50,000	50,000	50,000	50,000
Solid Waste Fees	1,452,405	1,420,000	1,450,000	1,450,000	1,450,000
Fees (includes Ambulance fees)	945,650	945,000	850,000	850,000	850,000
Rentals	54,572	51,000	55,000	55,000	55,000
Cemetery	217,298	210,000	220,000	220,000	220,000
Other Departmental	100,008	75,000	100,000	100,000	100,000
Licenses & Permits	1,606,060	1,600,000	1,600,000	1,600,000	1,600,000
Special Assessments	1,595	1,595	-	-	-
Fines & Forfeits	31,806	31,000	32,000	32,000	32,000
Investment Income	245,254	70,000	75,000	75,000	75,000
Medicaid Reimbursement	100,400	100,000	100,000	100,000	100,000
Misc. Recurring	-	-	-	-	-
Misc. Non-recurring	359,544	-	-	-	-
TOTAL LOCAL RECEIPTS	9,706,199	8,817,000	8,817,000	8,817,000	8,817,000
STABILIZATION FUND TRANSFERS IN					
Building Stabilization	2,525,646	2,440,084	2,361,470	2,361,470	2,361,470
Capital Stabilization	533,581	513,181	499,781	499,781	499,781
Building Stabilization - Capital	200,000	900,000	800,000	800,000	800,000
Capital Stabilization - Capital	1,034,525	805,000	781,200	781,200	781,200
TOTAL STABILIZATION TRANSFERS IN	4,293,752	4,658,265	4,442,451	4,442,451	4,442,451
OTHER TRANSFERS IN					
Enterprise Funds - Indirects & Other	1,635,998	1,657,749	1,779,507	1,779,507	1,779,507
Parking Meter Fund	102,000	152,000	125,000	125,000	125,000
Parking Meter Fund - Wedgemere/Town Center	95,000	80,000	80,000	80,000	80,000
Cemetery Perpetual Care - Operating	70,000	70,000	70,000	70,000	70,000
Cemetery Perpetual Care - Capital/Article	55,000	70,000	70,000	70,000	70,000
Transfer from Other funds	3,362	-	-	-	-
Transfer from Prior Year Article Funds	634,656	-	-	-	-
Unallocated Wage Article Fund	-	-	-	-	-
TOTAL OTHER TRANSFERS IN	2,596,016	2,029,749	2,124,507	2,124,507	2,124,507
FUND BALANCE AND FREE CASH					
Free Cash - annual budget (capital + retiring debt + energy)	-	1,918,852	2,500,000	1,500,000	800,000
Free Cash - deferred maintenance	100,000	100,000	100,000	-	100,000
Free Cash - one-time capital/other uses	1,548,406	302,500	-	-	-
Fund Balance - reserved for debt premiums	116,441	6,914	6,914	-	-
Fund Balance - reserved for overlay	863,000	465,000	-	-	-
TOTAL FUND BALANCE AND FREE CASH	2,627,847	2,793,266	2,606,914	1,500,000	900,000
TOTAL	118,094,439	121,982,336	124,560,484	123,453,570	129,561,499

SECTION II

SUMMARIES

Printed March 4, 2019

Dept. Code	FY18 Actual	FY19 Budget	FY20 Dept Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
GENERAL GOVERNMENT						
1210 Town Manager - Administration	654,195	716,972	729,030	729,030	724,280	729,030
1520 Human Resources	129,000	161,027	159,816	174,118	156,016	174,118
1310 Finance Committee	3,267	6,000	6,000	6,000	6,000	6,000
1330 Comptroller	345,896	363,961	373,431	374,161	373,431	373,431
1340 Assessor	250,077	264,392	275,750	275,750	275,750	275,750
1350 Collector/Treasurer	413,910	473,293	475,600	475,600	475,600	475,600
1360 Audit	76,000	100,000	80,000	80,000	78,000	80,000
1412 Engineering	491,654	530,731	537,349	562,349	532,849	562,349
1431 Building and Zoning	341,423	371,810	372,142	372,142	372,142	372,142
1415 Conservation Commission	51,594	55,812	57,873	57,873	57,873	57,873
1400 Planning Board	114,889	144,935	200,184	376,158	144,984	175,184
1610 Town Clerk	353,310	411,896	399,264	399,264	399,264	399,264
1510 Legal	411,567	375,000	400,000	400,000	400,000	400,000
1530 Information Technology	602,708	638,162	664,176	664,176	640,176	664,176
1540 General Services	123,214	140,275	140,275	140,275	140,275	140,275
Total General Government	4,362,702	4,754,266	4,870,889	5,086,896	4,776,639	4,885,191
CULTURE						
6110 Library	1,852,043	1,977,222	1,989,206	1,989,206	1,989,206	1,989,206
6940 Archival Center	18,012	18,300	18,900	18,900	18,900	18,900
6941 Historical Commission	20,199	12,000	16,500	16,500	16,500	16,500
Total Culture	1,890,255	2,007,522	2,024,606	2,024,606	2,024,606	2,024,606
HEALTH/SOCIAL						
5110 Health	336,197	364,211	361,026	434,324	343,976	361,026
5410 Council on Aging	270,765	288,544	356,052	356,052	344,064	344,064
5420 Veterans' Services	29,315	45,690	45,726	45,726	45,726	45,726
Total Health/Social	636,277	698,445	762,804	836,102	733,766	750,816

Dept. Code	FY18 Actual	FY19 Budget	FY20 Dept Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
PUBLIC SAFETY						
2110 Police Department	4,610,846	4,971,591	5,149,673	5,558,341	4,943,723	5,396,459
2210 Fire Department	4,685,850	5,086,905	5,216,492	5,614,787	5,007,833	5,216,492
2420 Sealer of Weights and Measures	9,440	9,946	9,946	9,946	9,946	9,946
Total Public Safety	9,306,136	10,068,442	10,376,111	11,183,074	9,961,502	10,622,897
PUBLIC WORKS						
4100 DPW	6,425,882	6,651,788	6,673,618	6,983,460	6,325,346	6,807,061
4171 Snow and Ice	693,829	400,000	400,000	400,000	400,000	400,000
Total Public Works	7,119,711	7,051,788	7,073,618	7,383,460	6,725,346	7,207,061
Total Municipal Departments	23,315,080	24,580,463	25,108,028	26,514,138	24,221,859	25,490,571
EDUCATION						
3100 Schools	47,403,159	50,272,465	53,178,213	54,558,094	52,178,244	54,302,001
Vocational School	275,542	248,638	256,097	256,097	256,097	256,097
Total Education	47,678,701	50,521,103	53,434,311	54,814,191	52,434,341	54,558,098
UNALLOCATED EXPENSES	0	100	400,000	400,000	300,000	400,000
Total Municipal and Education Budget	70,993,781	75,101,666	78,942,339	81,728,329	76,956,200	80,448,669
UNDISTRIBUTED						
1910 Energy	2,173,072	2,225,905	2,182,677	2,182,677	2,182,677	2,182,677
Personnel Benefits						
9110 Contributory Retirement	4,472,543	4,815,509	5,143,278	5,143,278	5,143,278	5,372,390
9120 Workers' Compensation	300,000	300,000	450,000	450,000	420,000	450,000
9130 Unemployment Compensation	75,000	75,000	75,000	75,000	75,000	75,000
9140 Health Insurance	10,062,152	11,215,000	11,551,450	12,000,000	11,550,993	11,669,760
9150 Medicare Tax	960,000	960,000	975,000	1,000,000	950,000	985,000
1962 GASB OPEB Fund	250,000	200,000	250,000	250,000	0	250,000

Dept. Code	FY18 Actual	FY19 Budget	FY20 Dept Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
Miscellaneous						
9450 General Insurance	390,339	396,000	430,000	430,000	430,000	430,000
9430 Reserve Fund	400,000	400,000	400,000	400,000	400,000	400,000
9460 Environmental Remediation Services	35,000	38,000	40,000	40,000	40,000	40,000
9910 Transfer to Cultural Council	0	0	5,000	5,000	5,000	5,000
Parking Meter Fund - Wedgemere/Town Center	95,000	80,000	80,000	80,000	80,000	80,000
Master Plan Article	0	0	30,000	30,000	30,000	30,000
Eversource	265,000	70,000	70,000	70,000	70,000	70,000
Prior year bills/Other Expenses	3,851	275,000	600,000	600,000	400,000	500,000
Total Undistributed	19,481,957	21,050,414	22,282,405	22,755,955	21,776,948	22,539,827
Capital Appropriations						
Current Year Expenditures						
Capital Articles (General Fund Rev/Free Cash) - Swanton Street Bridge	220,000	220,000	70,000	70,000	70,000	70,000
Capital Articles (from Cemetery)	55,000	70,000	70,000	70,000	70,000	70,000
Capital/Building Stabilization Fund (Direct Appropriations)	1,234,525	1,705,000	1,581,200	1,581,200	1,581,200	1,581,200
Capital Deferred Maintenance (from Free Cash)	100,000	100,000	100,000	100,000	0	100,000
1711 Funded Debt	6,936,206	7,644,566	7,610,000	7,610,000	7,610,000	7,610,000
1712 Interest on Funded Debt	5,465,005	5,349,183	4,952,913	4,952,913	4,952,913	4,952,913
Sub-Total Current Year Expenditures	14,010,736	15,088,749	14,384,113	14,384,113	14,284,113	14,384,113
Capital Fund Transfers						
1961 Building Stabilization - Annual Appropriation	2,679,365	2,746,349	2,815,008	3,215,008	2,361,470	3,215,008
1962 Capital Stabilization - Annual Appropriation	1,158,639	1,187,606	1,217,296	2,817,296	1,217,296	2,817,296
Capital/Building Stabilization Fund - Retiring Debt	654,120	763,785	775,956	775,956	775,956	0
Capital/Building Stabilization Fund - Energy Rebate	30,000	30,000	30,000	30,000	30,000	30,000
Sub-Total Capital Fund Transfers	4,522,124	4,727,740	4,838,260	6,838,260	4,384,722	6,062,304
Total Capital	18,532,860	19,816,489	19,222,373	21,222,373	18,668,835	20,446,417

Dept. Code	FY18 Actual	FY19 Budget	FY20 Request (Level)	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
Non-Appropriated						
State Assessments	525,611	586,600	568,021	568,021	568,021	568,021
Cherry Sheets	31,454	32,443	32,676	32,676	32,676	32,676
Overlay	386,919	398,914	408,887	408,887	408,887	408,887
Total Non-Appropriated	943,984	1,017,957	1,009,584	1,009,584	1,009,584	1,009,584
Other						
Water & Sewer - Chapter 110 and COLA	4,821,890	4,820,809	4,942,003	4,942,003	4,942,003	4,942,003
Recreation General Fund Subsidy and COLA	197,108	175,000	175,000	175,000	100,000	175,000
	5,018,998	4,995,809	5,117,003	5,117,003	5,042,003	5,117,003
TOTAL GROSS EXPENSES	114,971,580	121,982,335	126,573,703	131,833,243	123,453,570	129,561,500

Printed March 13, 2020

SECTION III

SERVICE PROGRAMS

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TOWN MANAGER

PROGRAM COSTS	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override	FY20 FinCom
Personal Services	571,173	625,322	631,580	631,580	631,580	631,580	
Other Expenses	83,022	91,650	97,450	97,450	92,700	97,450	
Equipment	0	0	0	0	0	0	
TOTAL	654,195	716,972	729,030	729,030	724,280	729,030	
STAFFING							
Managerial	2	2	2	2	2	2	
Clerical	2.6	2.5	2	2	2	2	
Professional/Technical	1	1.5	2	2	2	2	
TOTAL	5.6	6	6	6	6	6	

Program Description

Administration component of the budget covers the expenses of the Board of Selectmen and the salaries and administrative costs of the Town Manager’s Office. The five elected members of the Board of Selectmen are the chief policy-making authority of the Town. The Town Manager is the Chief Administrative Officer for the Town. The Board of Selectmen appoints the Town Manager, and most of his duties and responsibilities are detailed in the Town Charter, first adopted in 1975. The Manager is responsible for the day-to-day affairs of the Town. He appoints department heads and employees not serving directly under elected boards and fixes their salaries within adopted personnel guidelines in the Compensation Plan. The Town Manager is responsible for the enforcement of State Law, Town By-Laws and the Town Charter. The Manager is also responsible for preparing and administering the Town’s annual budget, purchasing supplies and materials for all Town agencies, and awarding all contracts for all agencies including Education.

Mission Statement

The mission of the Town Manager’s Office is to lead the strategic direction and business operations of Town government, to support the policy and licensing role of the Board of Selectmen, and to ensure open and responsive municipal services to the citizens and businesses of the Town of Winchester.

Ranking of Services:

1. Maintain effective and efficient fiscal practices and service delivery to the citizens of the Town.
2. Support the Board of Selectmen by preparing policy documentation and analysis, administration of meetings, and implementation of decisions.
3. Prepare the Town’s annual budget proposal and financial plan.
4. Negotiate collective bargaining agreements, administer personnel practices, and maintain effective labor relations.
5. Represent the Town’s financial and strategic interest before Regional, State, and Federal government agencies.

FY2020 Objectives

- Increase procurement capacity including training existing staff in procurement and updating procurement manual
- Expand the use of MUNIS programs
- Assist new Housing and Human Service Coordinating Council create a resource directory and initiate projects to address the results of the Needs Assessment completed in late 2018
- Expand upon new communication tools created in 2019, such as the Town Manager’s monthly newsletter
- Work on the disposition of publicly owned lots for economic development and housing opportunities
- Develop a metrics based budget and annual work plans for each town department
- Develop a records management system for the town

- Hire a new Fire Chief and complete assessment of fire and emergency operations
- Finalize collective bargaining agreements
- Develop strategies to address global changes in recycling that will impact costs

Prior Year's Accomplishments

- Completed the Needs Assessment, first phase of the Master Plan and submitted the Housing Production Plan
- Developed & presented an OPEB Trust document to Town Meeting for approval
- Obtained funding / Completed various planning exercises, Field Study, Housing Production Plan and Needs Assessment
- Assisted private fundraising group for installation of field lights at McCall School and High School
- Reduced health insurance costs to below projected increase (from 7% to 3% increase, saving \$450,000 in FY2020)
- Coordinated funding for Phase 2 of the McCall School addition
- Obtained funding for the Swanton Street Bridge, second to last project to be completed under the Town's flood mitigation program – Muraco School culvert remaining project
- Assisted Select Board and search committee in the hiring of a new Town Manager
- Development of FY2019 budget and Capital Improvements Program
- Completed Negotiation of Administrative Assistants contract, obtained funding at Town Meeting
- Completed review of all managerial position classifications and job descriptions, presented to Town Meeting for approval.
- Finalized disposition of Winning Farm property, received payment of \$1M
- Continuation, Phase 2 of the lead neck removal program
- Contracted with Verizon for a new phone system for municipal offices

Printed March 4, 2019

HUMAN RESOURCES/ADA

PROGRAM COSTS	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override	FY20 FinCom
Personal Services	117,427	137,877	137,116	151,418	135,616	151,418	
Other Expenses	11,573	23,150	22,700	22,700	20,400	22,700	
Equipment	0	0	0	0	0	0	
TOTAL	129,000	161,027	159,816	174,118	156,016	174,118	
STAFFING							
Director	0.8	1	1	1	1	1	
Clerical	0.54	0.71	1	1	0.7	1	
TOTAL	1.34	1.71	2	2	1.7	2	

Override Impact Statement

The result of an override passing would allow the Human Resources Department to increase the hours of the Administrative Secretary II position from a 25 hour employee (part-time benefits eligible) to a 35 hour employee (full-time benefits eligible).

The increase in hours would allow the Human Resources Department to continue to focus on daily responsibilities of the department and maintain worker’s compensation processes that were transitioned to the department in October 2017. In addition to maintaining current tasks handled by the Human Resources Department, we would be able to continue transitioning human resources related responsibilities currently handled by other departments, including drafting and finalizing appointment letters for all new hires and promotions, drafting and finalizing letters for merit increases for all Town employees, updating the compensation schedule booklet and union contracts with changes approved at Spring and Fall Town Meetings, and streamlining the on-boarding and new hire processes, while providing excellent services and tools to enable the Town of Winchester employees to do their job and serve the residents.

Program Description

The Human Resources Department provides a variety of services to all departments within the Town and assists department heads and employees with all issues related to employment. In addition, the Department is responsible for ADA oversight and compliance and for implementation of the Town’s approved ADA Transition Plan.

Mission Statement

It is the mission of the Human Resources Department to provide prompt, courteous assistance to all employees and to the general public and to make referrals as needed in those instances where we are unable to provide the necessary assistance. It is also our mission to ensure that the Town remains in compliance with the Americans with Disabilities Act as well as with all federal, state and local disability related laws.

FY2020 Objectives

- Increase the Administrative Secretary position from 25 hours to 35 hours (.71 to 1 FTE) to allow the Department to transition HR related responsibilities currently handled by other departments.
- Continue to act as a resource for department heads, employees and the general public.
- Establish and implement a process for all departments regarding new hire/benefits paperwork.
- Create and manage a new process for notification and posting of vacancies.
- Increase the number of employee trainings (customer service/substance abuse seminars etc.).
- Continue to oversee ADA compliance and to work with the Engineering Department in order to complete ADA related projects.
- Continue to work with the Disability Access Commission to increase disability awareness.

Prior Year's Accomplishments

- Increased the Administrative Secretary position from 19 hours to 25 hours (.54 to .71 FTE) to allow the Department to continue to transition HR related responsibilities currently handled by other departments.
- Transitioned the Workers' Compensation process from the Comptroller's Office to the Human Resources Department.
- Assisted department heads in the recruiting and hiring process as well as with other employee related concerns.
- Gathered all personnel files from all departments, excluding Library, Police Department and Fire Department, to store them in the Human Resources Office.
- Separated all personnel/medical documents for all employees and organized them into their appropriate personnel/medical folder.
- Transitioned the drug testing process for the Fire Department employees from the Health Department to the Human Resources Department.
- Provided courteous attention and assistance to our employees as well as the general public.
- Provided trainings on various topics of interest to our employees.
- Worked with the Engineering Department to complete various ADA projects.
- Oversaw the Disability Access Commission and worked with members to promote disability awareness.

Printed March 4, 2019

FINANCE COMMITTEE

PROGRAM COSTS	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override	FY20 FinCom
Personal Services	2,673	3,500	3,500	3,500	3,500	3,500	
Other Expenses	594	2,500	2,500	2,500	2,500	2,500	
Equipment	0	0	0	0	0	0	
TOTAL	3,267	6,000	6,000	6,000	6,000	6,000	
STAFFING							
TOTAL	0	0	0	0	0	0	

Program Description

The Finance Committee consists of fifteen voters appointed for staggered three-year terms. Five appointments are made annually by appointing committee consisting of the Moderator, The Chairman of the Select Board and Finance Committee respectively. Under the provisions of the Town Charter and By-laws, the Finance Committee receives and reviews the proposed budget submitted by the Town Manager, and after public hearings, submits a budget to Town Meeting. The ongoing function of the Committee is to act upon requests for “transfers”, i.e., appropriations from the Reserve Fund to meet extraordinary and unforeseen needs of Town departments and agencies which may arise during the course of the fiscal year.

Printed March 4, 2019

COMPTROLLER

PROGRAM COSTS	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override	FY20 FinCom
Personal Services	341,602	354,161	362,891	362,891	362,891	362,891	0
Other Expenses	4,294	9,800	10,540	11,270	10,540	10,540	0
Equipment	0	0	0	0	0	0	0
TOTAL	345,896	363,961	373,431	374,161	373,431	373,431	0
STAFFING							
Managerial	2	2	2	2	2	2	
Clerical	0	0	0	0	0	0	
Professional/Technical	2	2	2	2	2	2	
TOTAL	4	4	4	4	4	4	

Program Description

The Comptroller is appointed by the Select Board and is responsible by Town Charter and State statute for the general and budgetary accounting records of the Town, preparation of payroll and accounts payable warrants, auditing of the books of various departments, preparation of various financial reports of a statutory and/or administrative nature, developing methods of installation and supervision of all accounting records of the Town, standard practices relating to account matters, and the continuous audit of Town accounts. Additionally, the Comptroller is administratively responsible for employee group insurance and general property/liability insurance.

The Comptroller is the ex-officio voting member of the Winchester Contributory Retirement Board. The Comptroller is also an ex-officio non-voting member of the Commissioners of Trust Funds and the Town’s Retiree Health Insurance Committee.

FY2020 Objectives

- Continue to process timely weekly payroll and bill warrants.
- Continue to manage the MUNIS accounting system and provide financial/budgetary reports and other support for Town Management and departments.
- Continue to provide assistance in the preparation of Town Meeting budgets, warrants, reserve tables/forecasts for Spring, Fall and Special Town meetings.
- Continue to provide monthly year to date budget reports to the Select Board.
- Close the fiscal year in a timely fashion by the end of August.
- Commence the FY19 audit in September of 2019.
- Commence the Department of Revenue’s (DOR’s) balance sheet review and free cash certification process in September of 2019.
- Prepare the FY19 Tax Recap with the Assessor and other Town departments in the fall of 2019 to be certified by the DOR in late November/early December of 2019.
- Prepare and file the FY19 Schedule A by the DOR’s due date.
- Prepare W-2, 1099 and 1095c files for employees and IRS.
- Continue to find ways to make operations more effective and efficient.
- Continue to assist departments with payroll, accounts payable, purchasing, reconciling and other financial areas.

Prior Year’s Accomplishments

- Closed fiscal year 2018 timely in August 2018.
- Commenced the fiscal year 2018 audit in early September 2018. Financial statement drafts were issued in November 2018.
- Obtained DOR’s certification of free cash in September of 2018.
- Obtained DOR’s certified tax rate timely in December of 2018.
- Obtained DOR’s approval of the FY18 Schedule A timely.
- Prepared W-2’s, 1099’s and 1095c by their respective deadlines.

ASSESSOR

PROGRAM COSTS	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override	FY20 FinCom
Personal Services	203,644	216,642	228,000	228,000	228,000	228,000	
Other Expenses	46,432	47,750	47,750	47,750	47,750	47,750	
Equipment	0	0	0	0	0	0	
TOTAL	250,077	264,392	275,750	275,750	275,750	275,750	
STAFFING							
Managerial	1	1	1	1	1	1	
Clerical	2	2	2	2	2	2	
Professional/Technical	0	0	0	0	0	0	
TOTAL	3	3	3	3	3	3	

Program Description

The Board of Assessors consists of three members elected by the voters for three year terms. The Board is part time and meet weekly at Town Hall. Assessors are required by Massachusetts law to value all real and personal property within their community. They also have responsibility for motor vehicle excise tax bills originated by the Registry of Motor Vehicles. By keeping values at the market standard, the Assessors assist in maximizing the resources available to fund municipal services.

Mission Statement

The Assessor’s Office is committed to uniformly and accurately valuing all property, both real and personal, located within Winchester as required by Massachusetts law and to facilitate local taxation.

Ranking of Services:

1. The annual valuation of all real and personal property
2. The administration of exemptions and abatement for real estate taxes
3. The administration of motor vehicle and boat excise taxes.
4. Assisting the public in their request for information.
5. Assisting other Town departments in their requests for information

FY2020 Objectives

- Photograph new construction
- Acquire registry software

Prior Year’s Accomplishments

- Completed timely revaluation
- Maintained balance in overlay account

COLLECTOR/TREASURER

PROGRAM COSTS	FY18	FY19	FY20	FY20	FY20	FY20	FY20
	Actual	Budget	Request	Request w/ Override	Manager	Manager w/ Override	FinCom
Personal Services	315,498	339,043	340,450	340,450	340,450	340,450	
Other Expenses	96,750	134,250	135,150	135,150	135,150	135,150	
Equipment	1,662	0	0	0	0	0	
TOTAL	413,910	473,293	475,600	475,600	475,600	475,600	
STAFFING							
Managerial	2	2	2	2	2	2	
Clerical	2	2	2.4	2.4	2.4	2.4	
Professional/Technical	0	0	0	0	0	0	
TOTAL	4	4	4.4	4.4	4.4	4.4	

(The 4.4 staffing number reflects the Parking Clerk reclassification as a Town employee)

Program Description

The Collector/Treasurer is responsible for all monies that the Town receives and dispenses. The duties and responsibilities of this office are defined in various chapters of Massachusetts General Law. The primary functions of the Treasurer include maintenance of Town funds, custodian of the Board of Retirement and various special trust funds, and investment of Town revenue. The Collector’s responsibilities include collecting parking tickets, issuing municipal lien certificates, reconciling warrants for payroll and payables, and issuing checks.

Mission Statement

The Town of Winchester Collector/Treasurer Office is responsible for managing and directing the tax collection process and for planning, coordinating and directing the Town’s cash management.

Ranking of Services:

1. Provide billing and collection services.
2. Ensure that tax and other bills are created and distributed correctly to enhance timely and accurate collection.
3. Safeguard the monetary assets of the Town through accounts payable, payroll and bank account maintenance and reconciliations.
4. Work in conjunction with the Town’s financial advisor to maximize opportunities for debt borrowing, refunding, and payments.
5. Evaluate and implement new features and enhancements for the Town’s automated financial systems (MUNIS) for applications and efficiency improvements.

FY2020 Objectives

- Continue to review and make appropriate changes to the Town’s banking and investment services to improve efficiency, reduce costs, and increase investment income
- Issue and manage all long & short term debt
- Explore the addition of a second deferred compensation plan as an offering to Town Employees.
- Review all outstanding bonds for the possible refunding at lower interest rates.
- Manage and invest the OPEB Trust Funds.
- Invest and manage the Town’s trust funds in coordination with the Commissioners’ of Trust Funds.
- Manage tax title accounts, and move delinquent accounts into tax title more timely and efficiently to improve collections.
- Continue to improve the Town’s on-line bill payment system to allow for more payment methods and easier access, and explore other vendors providing this service to municipalities.
- Begin the process of allowing for electronic billing for real estate tax bills.
- Make improvements to the MUNIS General Billing System to improve efficiency of processing and collections of Police & Fire details, as well as DPW billings.
- In conjunction with the Water Department, develop more efficient billing and collection methods for water backflow fees and water on/off fees.

- Continue to make improvements and upgrades to the Parking Ticket System to make collection and processing more efficient, as well as exploring vendors that may provide a more efficient system.
- Review current vendor, and explore alternative vendors to be used for non-renewal marking for parking tickets at the RMV in order to improve processing and collection efficiency.

Prior Year's Accomplishments

- Managed the issuance of all General Obligation Bonds, short term Bond Anticipation Notes, and all Advances of Funds in Lieu of Borrowing.
- Reviewed and made appropriate changes in the Town's banking services to improve efficiency, reduce costs, increase investment income, and comply with State statutes.
- Managed the investment of the OPEB Trust Fund, as well as all other Town Trust and Stabilization Funds.
- Served on the Audit Advisory Committee, overseeing the Town's annual audit.
- Coordinated with Police Department, the Parking Hearings Officer, the IT Department, and the Police Computer System vendor, improvements and upgrades to the Parking Ticket Collection System that will make collection and processing more efficient.
- Explored possible vendors for the Town's Parking Ticket Processing system.
- Improved the system for the collection and depositing of Parking Meter funds to insure timelier bank deposits.
- Established cash management and reconciliation procedures for parking meter funds at all Town metered lots.
- Improved the Town's on-line bill payment system to allow for more payment methods and easier access, as well as making the process more efficient and user friendly.
- Reviewed all outstanding bonds for the possible refunding at lower interest rates.
- Reviewed all procedures and implemented improvements to the cash management systems.

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ENGINEERING

PROGRAM COSTS	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override	FY20 FinCom
Personal Services	418,730	452,641	459,259	459,259	459,259	459,259	
Other Expenses	72,924	78,090	78,090	103,090	73,590	103,090	
Equipment	0	0	0	0	0	0	
TOTAL	491,654	530,731	537,349	562,349	532,849	562,349	
STAFFING							
Managerial	3	3	3	3	3	3	
Clerical	1	1	1	1	1	1	
Professional/Technical	1	1	1	1	1	1	
TOTAL	5	5	5	5	5	5	

Override Impact Statement

An additional 20,000 for engineering professional services would be added in the Override budget

Program Description

The Engineering Department is dedicated to meeting the needs of all Town departments, boards, committees, and the residents of Winchester. This office maintains custody of all plans and engineering records for the Town and is involved in various studies consisting of drainage, traffic, water, sewer, flood mitigation, and other public works and planning projects. The Department is responsible for conducting engineering-related plan reviews and field inspections related to private development projects falling under the jurisdiction of the Planning Board, Zoning Board of Appeals, and Conservation Commission. The Department is the issuing authority for commuter and Town Center employee parking permits.

Mission Statement

The mission of the Engineering Department is to improve the quality of life in the Town of Winchester by assisting in the planning, design, construction, and maintenance of municipal infrastructure systems, including water, sewer, and stormwater management.

1. Provide engineering services and related data to all Town departments, boards, committees, and the general public.
2. Assist with the planning, design and construction management of various capital improvement projects, including water, sewer, and drainage projects, and the Town’s flood mitigation projects.
3. Review proposed private development projects and inspect construction of the project’s infrastructure to ensure that they meet the requirement of the Town.
4. Update and enhance the Town’s Geographic Information System (GIS), which serves as the basis for the Town’s Assessor’s and zoning maps.
5. In conjunction with the DPW, administer the Town’s NPDES Phase II stormwater permit.

FY2020 Objectives

- Assist the Town Manager’s office with the implementation of the Town’s Flood Mitigation Program, including design and construction oversight of improvements at the Swanton Street Bridge and at the railroad crossing near the Muraco School.
- Administer Permit Year 2 of EPA’s MS4 stormwater permit, and the Town’s rain barrel program.
- Work with the Select Board, Town Manager, and DPW to develop and implement a stormwater utility, subject to approval by Town Meeting.
- Assist with the management and oversight of the McCall School Phase II addition.
- Assist with the planning, design, and construction management of various water, sewer, drain, and transportation-related capital projects, including projects to remove infiltration and inflow (I&I) from the Town’s sewer system and projects related to the Town’s reservoir system.
- Assist the DPW and Town Manager’s office with implementation of the lead neck removal project, in conjunction with funding from the MWRA.
- Complete engineering reviews of private development projects submitted to the Winchester Planning Board, Zoning Board of Appeals, and Conservation Commission.

- Provide inspectional services for on-going Town and private development projects. Expected projects for FY20 include the continued construction at Winning Farm and the subdivision off of Highland Avenue.
- Lead the Town's Working Group to coordinate with the MBTA regarding the long-term redesign of the Winchester Center Commuter Rail Station.
- Chair the Town's Traffic Review Committee (TRC) and work with the Select Board and Traffic and Transportation Advisory Committee (TTAC) to develop and implement safe pedestrian and motor vehicle transportation policies, and traffic calming projects. Potential projects include construction of improvements at the intersection of Main Street and Highland Avenue, and design and construction of McCall School-related traffic improvements.
- Work with MassDOT on the design of the Safe Routes to School Project at the intersection of Johnson Road and Ridge Street. Complete the Town's responsibilities as it relates to right-of-way acquisitions, easements, and compensations.
- Implement any projects funded in FY20 through MassDOT's Complete Streets Program. Coordinate design of future Complete Streets projects.
- Assist the Town Manager's office with the implementation of the parking plan for the Town Center area and Wedgemere Train Station.
- Oversee updates to the Town's GIS assessor's data, and other data layers.
- Oversee construction of the Eversource 115kV line in Winchester, in conjunction with DPW.
- Coordinate with the Town Manager's office and legal counsel regarding the Town's appeal of Eversource's proposed 345kV transmission in Winchester.
- Administer the Town's FEMA Community Rating System (CRS) program, which provides residents with a discount of 15% on their flood insurance.

Prior Year's Accomplishments

- Assisted in the design, permitting, and/or construction management of various capital improvement projects, including sewer improvement projects to remove sources of infiltration and inflow (I&I), and various municipal building repair projects. On-going and completed projects include: construction of traffic calming improvements at Main Street and Sheridan Circle, and Main Street at Hemingway Street; construction of Stowell Road drainage improvements; design of the Swanton Street bridge flood mitigation project; design of traffic calming improvements at Main Street and Highland Avenue; design of North Reservoir/Saw Mill Brook/Highland Avenue drainage improvements; and design of Wildwood Street drainage improvements.
- Coordinated construction of the Tri-Community Bikeway project with MassDOT and their contractor. The project was substantially complete in spring 2019.
- Administered Year 1 of the EPA's MS4 permit.
- Assisted with the establishment of the Town's new Traffic and Transportation Program, including providing staff support to the newly formed Traffic and Transportation Advisory Committee (TTAC), and chairing the Traffic Review Committee (TRC).
- Oversaw the McCall School traffic study.
- Coordinated with various public utilities on grants of location (GOL) and other infrastructure improvements, including approval of the GOL for Eversource's 115kV transmission line.
- Coordinated with the Town Manager's office and legal counsel regarding the design and construction of Eversource's proposed 345kV line, including the Town's on-going appeal.
- Completed inspectional services for a variety of private development projects.
- Continued coordination with the Town Manager's office and DPW regarding implementation of the Board of Selectmen's parking program in the Town Center.
- Provided technical review for numerous private development projects, including those submitted to the ZBA, Planning Board, and Conservation Commission. Projects included the Winning Farm development and subdivision off of Highland Avenue that includes a land swap with Town property.
- Completed annual activities and recertification associated with FEMA's CRS program that the Town voluntarily participates in to provide discounts to homeowners on their flood insurance.
- Oversaw updates to the Town's GIS parcels database.
- Coordinated with MassDOT on the Safe Routes to School (SRTS) project for the Vinson-Owen School.

BUILDING AND ZONING

PROGRAM COSTS	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override	FY20 FinCom
Personal Services	326,082	343,675	346,776	346,776	346,776	346,776	
Other Expenses	15,342	28,135	25,366	25,366	25,366	25,366	
Equipment	0	0	0	0	0	0	
TOTAL	341,423	371,810	372,142	372,142	372,142	372,142	
STAFFING							
Managerial	1	1	1	1	1	1	
Clerical	1.4	1.4	1.4	1.4	1.4	1.4	
Professional/Technical	1.7	1.7	1.7	1.7	1.7	1.7	
TOTAL	4.1	4.1	4.1	4.1	4.1	4.1	

Program Description

The Building Division is responsible for applying and enforcing the State Building code to all construction within Winchester. In addition, the Building Commissioner acts as the Zoning Enforcement Officer pursuant to Massachusetts law, making formal determinations on the applicable use of land. The Building Department provides staff support to the Zoning Board of Appeals and swerves as a resource to the Town when designing and construction municipal buildings and related projects.

Mission Statement

The mission of the Building Department is to ensure the health and safety of the public through enforcement of the State Building code and to help protect the character and quality of life in Winchester through enforcement of the Town’s Zoning By-Laws and related regulations.

Ranking of Services:

1. Daily inspections of all building projects
2. Review and approve plans for building permit applications
3. Review request for zoning interpretations and investigate complaints of zoning violations.
4. Conduct annual safety inspections of buildings used for public use, such as daycare, hospital, clubs, restaurants, etc.
5. Maintain records of all business carried out by the Building Department.

FY2020 Objectives

The Building Department is re-evaluating on-line permitting along with eliminating outsourcing scanning/storage of documents (permits, plans, etc...) and we are currently devising a plan to keep the process within the Building Department. Review and revise Board of Appeal Rules and Regulations. Issue permits and provide prompt inspections.

Prior Year’s Accomplishments

The Department is continuing to build a digital library for building plans and has begun building a digital library for Board of Appeal petitions and decisions. Revised two Board of Appeal Forms. All inspectors completed continuing education requirements. The Building Department has maintained efficient and courteous service.

CONSERVATION COMMISSION

PROGRAM COSTS	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override	FY20 FinCom
Personal Services	50,032	53,677	55,738	55,738	55,738	55,738	
Other Expenses	1,562	2,135	2,135	2,135	2,135	2,135	
Equipment	0	0	0	0	0	0	
TOTAL	51,594	55,812	57,873	57,873	57,873	57,873	
STAFFING							
Managerial	0	0	0	0	0	0	
Clerical	0	0	0	0	0	0	
Professional/Technical	0.71	0.71	0.71	0.71	0.71	0.71	
TOTAL	0.71	0.71	0.71	0.71	0.71	0.71	

Program Description

The Conservation Commission is appointed by the Board of Selectmen and is responsible for protecting the Town’s natural resources. The Commission implements the Conservation Commission Act, the Wetlands Protecting Act, and the Winchester Wetlands By-law, and oversees implementation of the Open Space and Recreation Plan and manages conservation areas.

Ranking of Services:

1. Implement the Wetlands Protection Act and the Winchester Wetland Bylaw
2. Maintain conservation areas and improve trails
3. Administer the Open Space and Recreation Plan
4. Provide assistance to the Town on conservation and environmental issues, including planning for open space preservation, acquiring land and conservation restrictions and serving on other Town boards and committees.
5. Public awareness and education programs.

FY2020 Objectives

- Provide assistance to Town in permitting the Aberjona River flood control plan.
- Implement the Open Space and Recreation Plan.
- Maintain conservation areas and trails.
- Process filings; provide environmental information and assistance to applicants.
- Distribute information to public regarding natural resources.
- Provide volunteer opportunities for town youth groups.
- Continue work on the “Aberjona Initiative”, a landscaped restoration plan along Mill and Judkins Ponds, and extending to Swanton Street. This will include working with the Cultural Council for public art along the “Riverwalk”.
- Develop new trails at Winning Farm and prepare to open them to the public.
- Pursue grant opportunities regarding natural remedies for water quality and habitat restoration in the Aberjona River and Horn Pond Brook.
- Landscaping at Leonards Pond.
- Preservation of Nike Site at South Border Road.

Prior Year’s Accomplishments

- Provided assistance to Town in permitting Aberjona River flood control plan and field drainage at Skillings Field.
- Bike path completed, along with Aberjona Riverbank restoration at Davidson Park.
- Maintained conservation areas, including trail work at Winning Farm.
- Processed filings; provided environmental information and assistance to applicants.
- Progressed with work on the Aberjona Initiative –landscaping has been installed at Mill Pond.
- Worked with Wright Locke Farm to develop agroforestry program and obtained a Conservation Restriction.
- Aberjona Riverbank restoration at Davidson Park.
- Educational outreach with signs for herring migration.

PLANNING BOARD

PROGRAM COSTS	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override	FY20 FinCom
Personal Services	97,880	103,335	104,234	247,958	104,234	104,234	
Other Expenses	17,009	41,600	95,950	128,200	40,750	70,950	
Equipment	0	0	0	0	0	0	
TOTAL	114,889	144,935	200,184	376,158	144,984	175,184	
STAFFING							
Managerial	1	1	1	1	1	1	
Clerical	0	0	0	0	0	0	
Professional/Technical	0	0	0	2	0	0	
TOTAL	1	1	1	3	1	1	

Override Impact Statement

A part-time person would be able to be outside of the office doing economic development work by working with the Chamber of Commerce and the Manager’s office to bring in more retail to town as well as varied types of housing outlined in the Housing Production Plan. Additionally, splitting the night meetings required for the job would be a bonus, considering I go to 5-7 evening meetings a month.

Program Description

Under the policy direction of the Planning Board and the general administrative oversight of the Town Manager, the Town Planner performs work at both technical and professional levels to assist the Planning Board in the preparation and presentation of studies and plans regarding the long-term physical development of the Town, and in the Planning Board’s recommendations on comprehensive land use planning, zoning analysis, subdivision and site plan review, design review, the planning aspects of specific projects, and other related matters. In the past 3 years, additional work has been required of the Planning Department and includes:

- Assist Town Boards and other staff in responding to 40B proposals.
- Manage Site Plan Review and the Special Permit process within the Center Business District in cases involving the Planning Board as the Permit Granting Authority according to the Town’s updated zoning bylaw.
- Coordinate and direct volunteer committees that arise from various projects planned for the Town.
- Staff the Heritage District Commission and review plans presented to it.
- Act as reviewing authority and case manager for the Heritage District Commission and any potential new Heritage Districts.

Mission Statement

The Planning Board is responsible for making studies and preparing plans concerning the resources, possibilities and needs of the Town. By Town Charter and State statute, the Board is to prepare and approve the Town’s master plan, and develop and propose zoning bylaws to Town Meeting. The Board is also responsible for regulating the subdivision of land within the Town by the adoption of rules and regulations governing development. The Planning Board is required to report annually to the Town giving information regarding the condition of the Town and any plans or proposals known to it affecting the resources, possibilities and needs of the Town.

FY20 short, mid, long-range objectives: The Planning Board has several short, mid, and long-term budgetary needs. The most important short-term need is to secure funding to finish the Master Plan. For the austerity budget, we plan to use the rest of our FY19 Professional Services budget to cover the cost of the Master Plan, as well as the entirety of the FY20 budget. As of now, we have enough money to get us through portions of the end of FY19. For the Override budget, we are requesting an “on-call” design consultant for work related to potential 40B developments, the Center Business District, North Main Street, as well as the Light Industrial zones around Holton and River Street. If the override budget passes, we would be using our Professional Services money for the design consultant and a project on North Main Street. Boards/Committees and other residents have expressed concern in recent months and years that some contractors/developers do not follow guidelines their permits require. The Town should consider a Zoning

Enforcement Officer that would review projects “on the ground” and as-built plans to make sure ZBA decisions and Building Permits are adhered to. The Building Department processes a little more than a hundred permits per month and may not have time to police conformity to Special Permits.

The Town’s Housing Production Plan (HPP) is a few short months away from being accepted by DHCD. The Town’s Master Plan Phase I is nearly complete and the entire plan will be finished in February of 2020. Both of these plans will have clear implementation steps necessary to realize each of the plans. An Assistant Planner was recommended within the HPP to help implement the plan. We know this could only happen through an override budget. Additionally, due to increased night meeting responsibility, the Center Business District now being controlled by the Planning Board, continued historic preservation planning activities, and increased 40B pressure, the Planning Board feels there are enough responsibilities to warrant an additional full-time person. Looking at comparable-sized inner-core communities with similar densities, Winchester trails behind in staffing and funding and feel the time is right to address more traffic, transportation, housing, historic preservation, open space planning initiatives and communication and outreach with the public.

Short-Range (July 2019-Dec 2019)

- Close-out Master Plan (30 of 75K needed included in budget)
- Additional on-call Design Professional (included in Override budget)

Mid-Range (Jan 2020-July 2020)

- Explore part-time Zoning Enforcement Officer (future position, may pay for itself)

Long-Range (Beyond July 2020)

- \$75K (\$55K salary) for full-time Assistant Planner (in dept. override request)
- \$30K for part-time Assistant Planner (in dept. override request)
- \$28K for part-time Grant Writer (in dept. override request)

FY20 Request should be no more than 2.5% greater than FY19.

The FY19 budget was \$140,435, while the austerity FY20 budget is \$145,908, a 3.89% increase. However, a mistake was made in the FY19 budget that did not account for a 2-step increase at the time the budget was put together. Because of this, it appears that the current budget is above 2.5% of FY19, when in fact the amount that is changing is closer to 1.5%, simply based on the Planner’s salary going from \$96,045 to \$97,246.50.

FY2020 Objectives

- **Waterfield RFP.** The Board intends to finalize work with the Board of Selectmen to issue an RFP for the redevelopment of the Waterfield parcel. An RFP is planned for the Spring of 2018, but if not, would roll into FY20.
- **Zoning Bylaw.** Continue to update the Zoning Bylaw: dimensional requirements, duplicate or unclear definitions, and zoning classifications. Revisit Site Plan Review triggers to catch all projects that should require such review and exploring the use of a Clearcutting bylaw for trees on private property.
- **Housing Production Plan.** Initiate the implementation phase of the HPP with the help of the Staff, the Select Board, the Housing Partnership Board, and the Housing Authority.
- **Neighborhood Events.** Conduct multiple neighborhood events to elicit feedback on how to shape a more desirable “live-work-play” environment in town and to also foster a sense of community within each of the neighborhoods and the Town as a whole. This could be based around natural landscapes like an Aberjona Herring Fun-Run, events in or near the Fells, or downtown street-closings/pop-up events.
- **Subdivision Close-Outs.** A number of Subdivisions are not closed-out, meaning that several punch list items have not been finished and we are holding bond money but not doing the work. Some of these Subdivisions have been open for 10 years or more. The goal is to work with Legal Counsel to finish all of the necessary work either through accessing and using the bond money or going after the contractor who is skirting their responsibilities to the Town.
- **Main St to Woburn.** The Board aims to continue its work with the CBD with expansion of mixed-use districts up Main Street towards Woburn. Grant applications and professional services funds are planned for this endeavor.

- **Historic Properties Inventory.** Continue the long-term historic resources survey work through grant funding and other funding mechanisms with the help of the Winchester Historical Commission.
- **Modernize Documents.** Procedures for Zoning/Planning, forms, and the Zoning Bylaw should all be coordinated so that there are clear documents and a process for applicants to navigate through all that is necessary for building in town. The Zoning Bylaw needs a full review by the PB and Town Counsel to determine what changes are necessary to have a concise, accurate, and consistent Zoning Bylaw. Additionally, a Planning Board Handbook should be finalized during FY2020 that highlights all of the procedures associated with Board/Committees relative to building in town.
- **Master Plan.** Finish the Master Plan either through a \$30,000 appropriation from Town Meeting using the austerity budget. As of now we are funded through Summer of 2019. We aim to finish the Master Plan by the end of January, 2020.

Prior Year's Accomplishments

- **Zoning Bylaw.** Continued to update the Zoning Bylaw: dimensional requirements, get rid of duplicate or unclear definitions, and zoning classifications. Revisited Site Plan Review triggers to be able to review all necessary projects that impact neighborhoods and the town in general.
- **General Planning.** The Board continued its work to improve coordination and communications between the Planning Board and its staff and other municipal boards, commissions and staff. The Planner has been more involved with the Center Business District Review Subcommittee, the Historical Commission and the Design Review Committee through additional meetings and conversations, although additional support for the CBDRS is warranted.
- **Historic Properties Inventory.** The "Old West Side" historic resources review has been completed with matching grant funds from the Massachusetts Historical Commission.
- **Master Plan.** The Planning Board has initiated work with our consultant and Phase I is complete. We aim to finish the Master Plan by the end of January 2020.

Printed March 2019

TOWN CLERK

PROGRAM COSTS	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override	FY20 FinCom
Personal Services	306,983	343,146	338,214	338,214	338,214	338,214	
Other Expenses	46,327	68,750	61,050	61,050	61,050	61,050	
Equipment	0	0	0	0	0	0	
TOTAL	353,310	411,896	399,264	399,264	399,264	399,264	
STAFFING							
Managerial	1	1	1	1	1	1	
Clerical	2.2	2.2	2.2	2.2	2.2	2.2	
Professional/Technical	1	1	1	1	1	1	
TOTAL	4.2	4.2	4.2	4.2	4.2	4.2	

Program Description

As the primary provider of information, the Town Clerk’s Office serves as the Chief Election Official, Official Recording Officer, and Record’s Access Officer for the Town Government, State Ethics Liaison, Licensing Official, and the Clerk to the Town Meeting, Town Hall Records Administrator, Registrar of Vital Statistics and Registrar of Voters. The Town Clerk’s Department also includes the Town Archives.

It is the mission of the Town Clerk’s Office to promote public confidence, good will and to provide excellent customer service to the general public. The Town Clerk’s Office upholds the integrity of the democratic process, maintains and preserves public records and fosters cooperation and coordination between departments as well as acts in the best interest of the community and the Commonwealth by providing innovative, efficient, quality service.

Additionally, the Winchester Town Clerks Office manages the electoral process through fair, open, transparent and consistent administration of all federal, state and local election laws. The Town Clerk provides educational opportunities to those residents and voters who may be interested in the structure of our town government and its electoral process.

Mission Statement

It is the mission of the office to provide excellent customer service to the general public, along with allowing for educational opportunities to those citizens who may be interested in the structure of our town government and its electoral process. Being the custodian of the Town’s official records, the Town Clerk’s Office will do its best to assist the public in its search for information.

FY2020 Objectives

- To continue to maintain and preserve the official records of the Town of Winchester specifically working to preserve the historical vital records of the 20th century.
- To work collaboratively with all boards and commission members through various education seminars dealing with open meeting law and conflict of interest law.
- Support and train all new staff members in the Town Clerk’s Office in all subject areas listed above to build a strong team to serve the public.
- Provide excellent customer service to the tax payers of Winchester.
- Review and prepare the backlogged Annual Town Reports for publication. This is a large project as outstanding reports are 2012-2017.
- Administer and managed the Annual Town Election March 2019.
- Assist Town Government Departments with the annual Record Retention Clean out Day as the Records Administrator of the Town.
- Reconstitute the Charter Review Commission with the assistance of legal counsel and Town Management.

Prior Year Accomplishments

- Administered the Annual Town Election March 2018
- Administered the spring and fall town meeting sessions. Supported the Town Moderator, boards and commissions and the Representative Town Meeting members with the town meeting process.
- Successfully record kept the Town Meetings minutes and indexes.
- Managed the maintenance of the State Voter Registration Database including the online voter registration and pre-registration database for students 16 and 17 yrs. old.
- Worked in conjunction with the Winchester League of Women Voters to host a Voter Registration Day at WHS. Continued to enhance the registration process by providing online voter registration opportunities to the students.
- Successfully administered the SMART Program – continued administrative support to the DPW concerning permit and bag sales – data collection, reports, marketing and promotion of the program as well as maintenance of data.
- Administered and processed the Transfer Station Permit program for the DPW. Processed over 6000 permits annually with a revenue collection of approximately \$900,000.
- Continued to maintain, inventory and monitor the permanent records housed in the vaults of the Town. Managed the environmental monitoring in both vaults.
- Began Phase One Project in conjunction with the Town Archives to restore the 20th century vital records collection.
- Managed the biennial requirements of the mandatory Conflict of Interest training for all town staff and volunteers. Continued to work with the program designer to enhance data collection.
- Maintained the Capital Project tracking system for capital items passed at town meetings for ease of staffers who interface with the financial requirements on projects that received funding through the town meeting process.
- Supported the Police Department on the SAM's Grant Application database to enable to the department to apply for federal grants. Continued to provide professional support to the Chief of Police and staff in reference to recommendations for record storage.
- Administered and maintained annual Town Clerk's budget with efficiency. Annually received recognition from the Finance Committee.
- Provided Annual Census data tables to the School Superintendent for school age population estimates. Provided additional census data to UMASS Donohue Institute for the Master Plan for the School Department.
- Administered the Annual Town Census and produced the Annual List of Residents.
- Provided continued administrative support to the appointed and elected boards and commissions in the area of open meeting law, public records, campaign finance law and conflict of interest law.
- Sponsored the Open Meeting Law training for approximately 100 volunteers on local boards and committees in conjunction with the Attorney General's Office.

LEGAL

PROGRAM COSTS	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override	FY20 FinCom
Personal Services	0	0	0		0		
Other Expenses	411,567	375,000	400,000	400,000	400,000	400,000	
Equipment	0	0	0	0	0	0	
TOTAL	411,567	375,000	400,000	400,000	400,000	400,000	
STAFFING							
TOTAL	0	0	0	0	0	0	

Program Description

The Legal budget provides funds for all legal services for various Town agencies and offices. The Town Counsel advises various commissions, boards, committees and departments. They prepare or review contracts and other legal instruments for the Town, represents the Town in litigation, and generally supervises all legal matters. Included in this budget item are legal services not directly handled by Town Counsel, such as fees for special counsel retained for extraordinary legal matters as deemed necessary by the Select Board. This budget also provides funds for the labor counsel for collective bargaining and various disputes.

Printed March 4, 2019

INFORMATION TECHNOLOGY

PROGRAM COSTS	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override	FY20 FinCom
Personal Services	111,233	114,874	115,276	115,276	115,276	115,276	
Other Expenses	491,475	523,288	548,900	548,900	524,900	548,900	
Equipment	0	0	0	0	0	0	
TOTAL	602,708	638,162	664,176	664,176	640,176	664,176	
STAFFING							
Managerial	1	1	1	1	1	1	
Clerical							
Professional/Technical	0	0	0	0	0	0	
TOTAL	1	1	1	1	1	1	1

NO Override Budget Impact

In a no override budget approximately 25 desktops as well as other equipment will not be replaced this year.

Program Description

The Information Technology Department reports to the Town Manager and is responsible for managing all the Town’s main computer hardware and software systems and providing support services to all the departments. It also maintains the fiber-optic network connecting all Town and School buildings.

FY2020 Objectives

- Upgrade everyone to Office 2016.
- Continue to maintain the fiber optic network infrastructure.
- Update desktops, laptops, printers, and Application Software.
- Manage the VoIP system

Prior Year’s Accomplishments

- Replaced old phone system with a VoIP system
- Moved the Town to a new anti-virus program.
- Upgraded desktops, laptops, printers, and Application Software as needed.
- Replaced the old AssessPro server with a new one.
- Removed old GIS Server. New server not needed at this time.
- Maintained the fiber optic network infrastructure.
- Worked with the School’s IT Department to resolve network issues.
- Office 2013 upgrade to Office 2016 was put on hold.

GENERAL SERVICES

PROGRAM COSTS	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override	FY20 FinCom
Personal Services	0	0	0	0	0	0	
Other Expenses	123,214	140,275	140,275	140,275	140,275	140,275	
Equipment	0	0	0	0	0	0	
TOTAL	123,214	140,275	140,275	140,275	140,275	140,275	
STAFFING							
TOTAL	0	0	0	0	0	0	

Program Description

The General Services program supports many Town offices. The services are an administrative responsibility of the Comptroller. Supported by this program are the purchase and inventory of commonly used office, printing, and reproducing supplies for the Town Hall offices, Council on Aging, Fire and Police Departments. Also supported are central mailing, printing maintenance of office machines, and operation of intercommunication systems and costs for storage of certain microfilmed Town records.

Printed March 4, 2019

LIBRARY

PROGRAM COSTS	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override	FY20 FinCom
Personal Services	1,455,319	1,557,002	1,564,161	1,564,161	1,564,161	1,564,161	0
Other Expenses	383,491	405,220	409,545	409,545	409,545	409,545	0
Equipment	13,234	15,000	15,500	15,500	15,500	15,500	0
TOTAL	1,852,043	1,977,222	1,989,206	1,989,206	1,989,206	1,989,206	0
STAFFING							
Managerial	2	2	2	2	2	2	
Clerical	8.89	8.89	8.89	8.89	8.89	8.89	
Professional/Technical	10.11	10.11	10.11	10.11	10.11	10.11	
Public Works	1.53	1.53	1.53	1.53	1.53	1.53	
TOTAL	22.53	22.53	22.53	22.53	22.53	22.53	0

Program Description

The Winchester Public Library is under the jurisdiction of a five-member elected Board of Trustees. The Library disseminates information on a broad array of topics related to work, school, and personal life; provides lifelong learning opportunities for adults and children; and endeavors to improve the quality of life for its patrons by providing current topics and titles for their relaxation and reflection. Professional reference librarians guide users to its collection of current materials as well as the combined resources of the Minuteman Library Network and the worldwide resources of information available through technology. Our children’s department supports Winchester’s students and teachers with curriculum enhancing materials and educational and entertaining programs and materials for preschoolers. The Library serves as a community center, connecting citizens to community groups, organizations, and local resources while helping to build a strong sense of community.

Mission Statement

The Winchester Public Library is a dynamic community resource that endeavors to improve the quality of life for its Library patrons by providing

- the resources, services and support they need to make informed decisions, resolve issues or answer questions.
- children and teens with the programs, services and materials they need to succeed in school and satisfy their educational and recreational interests as they grow from infants to young adults.
- the resources they need to explore topics of personal interest and to support intellectual growth throughout their lives.
- a safe and welcoming physical space to meet and interact with others or to sit quietly and read and have access to the ever-growing resources and services available through the library’s web site.

To accomplish these endeavors, the Library relies upon a professional staff, a broad collection of current materials in a variety of formats, current information technology, and a well-maintained facility for patrons.

Use of Meeting Rooms

The library offers quiet study rooms for 1-4 people, space for small group study, and two meeting rooms accommodating from 10 to 65 people.

In FY 2018 our meeting rooms were used 797 times, excluding staff meetings.

In FY 2017 789

In FY 2016 778

In FY 2020 we are constructing two additional study rooms on the main floor to accommodate the growing need for quiet meeting space.

FY2020 Objectives

- Redesign the library web site for improved information architecture.
- Plans are well underway for the construction of two additional study rooms on the main floor.
- Complete a five-year plan.

Prior Year's Accomplishments

- Promoted the use of the Library as a community center by providing meeting space for community groups, sponsoring book discussion groups, arranging for monthly exhibits of local artists, providing the Friends of the Library sponsored programs for children and adults, and offering classes taught by librarians as well as community based professionals.
- Promoted library services outside the walls of the Library through programs such as Rush Out and Read (teens reading aloud to children, as well as adults reading in assisted living centers), and special delivery of books for the homebound. Collaborations with the Jenks Center include professional assistance with personal electronic devices, and a book discussion group that meets at the Jenks.
- Winchester High School yearbooks 1929-2017 were digitized by Digital Commonwealth and are accessible through the library web site.
- Available either for use in the building or to take home we offer: Chromebooks, MacBook Airls, MacBook Air chargers, universal laptop chargers, Apple Lightning chargers, micro USB chargers, Maggie magnifiers, Sprint R850 Mobile Hotspots, ZTE Warp Connect Hotspots, Roku 3s, and a Phillips Picopix Projector.
- New chairs were installed in the computer area, a wood floor was installed in the same area, carpeting was replaced in the reference room and the large meeting room, and comfortable faux leather chairs with laptop desks were added to the magazine area.
- Digital signage was installed near the photocopiers and the lobby and a digital screen was installed in the small meeting room for use by the public.
- Greatly increased the number of educational programs for adults as well as special programming for teens.
- Additional security cameras were added and all were upgraded to high definition with remote access.

External Funding Sources

The Library receives outside funds from four different sources: state aid, grants, donations from private individuals, and endowment and trust fund income.

The Library is eligible each year for a state aid program that is contingent upon the Library meeting state certification requirements. This aid is used to supplement Town funds. FY 2018 award was \$32,034

The Library applies for grants to fund outreach efforts, special programs, and projects. This year the Winchester Co-Operative Bank funded our Summer ROAR program with a grant of \$5,263. In FY 2018 gifts from individuals, all with specified intentions, totaled \$4,370. These gifts from private individuals are held in a designated gift account and used for their intended purpose – typically books in honor someone, museum passes, benches, etc. We are grateful to Mt. Vernon House for their gift of \$2,500 for the purchase of large print books.

Private donations have led to the establishment of Trust Fund accounts and the Endowment Fund. Trust Fund income (\$22,758) is used to make book selections according to the wishes of the donor. Gifts to the Endowment Fund totaled \$39,731. Endowment Fund income (\$50,263) is restricted to enriching and enhancing Library operations and services.

We are grateful for the support of our Friends of the Library. They received grants from the John and Mary Murphy Educational Foundation, En Ka, and the Rotary Club of Winchester as well as generous contributions from private individuals. The Friends fund all of our adult and children's programming throughout the year, Express book collection, museum passes, and the library newsletter sent to all households in Winchester.

ARCHIVAL CENTER

PROGRAM COSTS	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override	FY20 FinCom
Personal Services	0	0	0	0	0	0	
Other Expenses	18,012	18,300	18,900	18,900	18,900	18,900	
Equipment	0	0	0	0	0	0	
TOTAL	18,012	18,300	18,900	18,900	18,900	18,900	
STAFFING							
TOTAL	0	0	0	0	0	0	

Program Description

The Archival Center functions as the repository for historical documents, photographs and media pertaining to the history of the town of Winchester. It is located on the ground floor of Town Hall and is supervised by the Town Clerk and overseen by the Archives Advisory Committee (AAC).

Mission Statement

The Archival Center is dedicated to collecting and preserving materials that document all aspects of Winchester history and the lives of its residents; it facilitates public access to the information contained within these collections.

1. The Center collects, organizes, and conserves documents relative to Winchester history (excluding public records preserved by the Town Clerk).
2. The Center provides public access to the collections and provides information to other town departments, researchers, and the public.
3. The Center organizes and catalogs its collections so they are available electronically through the Center’s database and on-line exhibits.
4. The Center works cooperatively with the Collaborative on preservation issues of historical resources town-wide.

FY2020 Objectives

- To maintain the current twelve open hours/week at the Archival Center.
- To support an intern to enter indexed collections in the online catalog
- To increase public awareness of Winchester history through exhibits and the new Winchester History Online
- To solicit donations of significant collections of photographs and documents

Prior Year’s Accomplishments

- The Town Clerk has administrative responsibility for the Archival Center. Ellen Knight continued her fine work as Reference Archivist. This year she was honored with a Civic Leadership Award from the League of Women Voters for her work with local history. With the resignation of Victoria Hopcroft, the Archives Advisory Committee has included Jo-Ann Michalak and Nancy Schrock (chair).
- The Center was open 12 hours per week (6 hours on Mondays, 6 hours on Wednesdays) staffed by Ellen Knight, who assisted walk-in patrons, answered email and phone questions, and processed collections as time allowed. The revised schedule still allows the Center to be open on Monday evenings, similar to other Town offices.
- The Archivist assisted town departments and boards with information and photographs. With Town Manager support, she has been assisting the WWII 75th Anniversary Committee. A significant special exhibit resulting from this assistance was the WWII Wall of Honor, a compilation of WWII veterans’ photographs, encouraged by the national effort, The Spirit of ’45, which contacted the Archives to laud the Committee’s goals. The Wall (made of paper) attracted much attention when displayed on the wall opposite the Archives, at the Sanborn House, O’Connell Plaza (on Veterans Day), and Town Clerk’s lobby. As new photographs are received, the “wall” may be re-exhibited at appropriate occasions.

- The archives catalog, one of its major projects, now has 4,726 records, including 4,051 photographs, plus entries for maps, finding aids, and other holdings. A volunteer helped enter data into the catalog over the summer.
- The online catalog continues to be a popular resource. By the end of December, users had done 6303 searches.
- Winchester History Online, a project funded with a 2016 Cummings Foundation grant of \$10,500, began to roll out at the end of the year. Although most of the work will be completed in 2018, additions may be made in 2019 (or anytime thereafter), pushing publicity announcing the project into early 2019.
- 18 acquisitions were logged in 2018, including both donated and purchased historic items, the latter using funds in the Revolving Fund. Publicity from the ongoing WWII celebration resulted in donations, including several veterans' photographs and a book written by a fighter pilot.
- The Archives continued to produce exhibits of historical collections in the case outside of the Town Clerk's office and the bulletin board outside the Archival Center Office.
- The Archival Center, under the leadership of AAC Chair Nancy Schrock, led the successful Winchester Mass Memories Road Show on October 20, 2018, at the Jenks Center. The project is part of UMass Boston's effort to create a statewide database that documents the Commonwealth. Over 175 citizens brought photographs and contributed their photographs and gave video interviews, which will be cataloged by UMass staff and available online. The project was a collaborative effort with the Library, Seniors Association, Multi-Cultural Network, WinCAM, and the School Department. The Town received a grant of \$1,000 from the Winchester Cultural Council.

Printed March 4, 2019

HISTORICAL COMMISSION

PROGRAM COSTS	FY18	FY19	FY20	FY20	FY20	FY20	FY20
	Actual	Budget	Request	Request w/ Override	Manager	Manager w/ Override	FinCom
Personal Services	1,500	1,500	1,500	1,500	1,500	1,500	
Other Expenses	18,699	10,500	15,000	15,000	15,000	15,000	
Equipment							
TOTAL	20,199	12,000	16,500	16,500	16,500	16,500	
STAFFING							
Clerical							
TOTAL	0	0	0	0	0	0	

Fiscal Year 2020 Budget Request

The Winchester Historical Commission (WHC) is requesting a total of \$16,500 for FY20, consisting of two primary components. First is a renewal of our existing line item of \$1,500 for the professional services of a recording secretary (same as FY17, FY18 and FY19). The second portion is \$15,000 to continue the work defined in the Master Survey Plan (completed using FY20 funds and a matching Grant from the State).

Background:

During FY17 and FY18, WHC received appropriations from Town Meeting to pursue a number of projects important to the needs of its ongoing preservation planning efforts. In 2016, WHC made a determination that, in order to properly administer the review process under the town’s expanded Chapter 14 bylaw, it needed to update the town’s inventory.

In FY17, WHC obtained an appropriation of \$5,000 from Town Meeting to hire a consultant who researched and developed the Master Survey Plan. This went towards a total of \$10,000 to prepare the plan for multiple years of survey work under the Commonwealth’s program for documenting cultural resources, overseen by the Massachusetts Historical Commission (MHC). WHC applied for and received a 50% matching grant under the MHC’s Survey and Planning Grant Program, which reimbursed the town in the amount of \$5,000 upon completion of that project.

For FY18, WHC obtained an appropriation of \$35,000 from Town Meeting, most of which was earmarked for the first phase of the survey to complete a \$30,000 project to document approximately 140 properties in the “Old West Side,” as recommended in the Master Survey Plan. Again, this appropriation was designed to fund a 50% reimbursable grant from MHC, so half of the town’s budget for this project came back to the town in the amount of \$15,000 upon completion of the project in the fourth quarter of 2018.

In late 2017, WHC learned that the MHC’s Survey and Planning Grant program would be limiting grants to fewer cities and towns due to budgetary constraints. Winchester was not invited to apply for a grant.

This year, however, Winchester was invited to apply for a matching grant and the WHC has done so, asking the Commonwealth for a \$15,000 matching grant to continue our work to fulfill the multi-year survey work. As before, the Town’s \$15,000 appropriation would be matched at the project’s conclusion. So, the Town’s initial appropriation of \$30,000 would be off-set by the \$15,000 grant later in the fiscal year.

BOARD OF HEALTH

PROGRAM COSTS	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override	FY20 FinCom
Personal Services	254,325	274,030	270,626	341,824	270,626	270,626	
Other Expenses	81,873	90,181	90,400	92,500	73,350	90,400	
Equipment	0	0	0	0	0	0	
TOTAL	336,197	364,211	361,026	434,324	343,976	361,026	
STAFFING							
Managerial	1	1	1	1	1	1	
Health Inspector	0	0	0	0.52	0	0	
Clerical	1	1	1	1	1	1	
Nurse	1	1	1	1	1	1	
Community Health Program Mngr	0.49	0.49	0.49	0.49	0.49	0.49	
TOTAL	3.49	3.49	3.49	4.01	3.49	3.49	

NO Override Impact Statement

In a no override budget some services could be eliminated such as the Canada Geese Control Program.

Program Description

The mission of the Board of Health is to promote a healthy community by protecting the public’s health and well-being through prevention and control of communicable disease and environmental health hazards.

Mission Statement

The mission of the Board of Health is to promote a healthy community by protecting the public’s health and well-being through prevention and control of communicable disease and environmental health hazards.

Ranking of Services:

1. Provide medical services including disease surveillance and education, health screenings and vaccination clinics.
2. Inspection, enforce and issues permits for State and local regulations including housing, food establishments, swimming pools and beaches, recreational camps for children and nuisance conditions.
3. Conduct emergency public health preparedness planning for infectious disease outbreaks, biological, and chemical incidents.
4. Provide animal and mosquito-borne disease prevention and control services.
5. Evaluate and consult with public agencies and private entities on environmental issues including indoor air quality, development proposals, and hazardous material releases and waste sites.

FY2020 Objectives

- Continue educational outreach to food establishments on new Food Code requirements.
- Continue to offer vaccination programs including HPV and mandatory childhood vaccines.
- Hold school-based flu immunization clinic program in every school in collaboration with the School Department for the 11th year utilizing electronic registration system.
- Carry out all mandatory inspection and permitting requirements: food service, housing, pools, camps for children, wells, etc.
- Apply for additional funding for mental health assistance.
- Conduct routine annual public immunization clinics including: flu/pneumonia/tetanus
- Conduct health screenings for blood pressure and TB.
- Contract with U.S. Wildlife Service for Canada geese control.
- Provide annual household hazardous waste and medication collection days.

Prior Year's Accomplishments

- Held multiple continuing education trainings utilizing FDA grant funding for all food establishments in order to reduce risks of foodborne illness.
- Implemented new MA regulations regarding recreational camps for children.
- Regional tobacco collaborative grant renewed to allow for retailer compliance assurance with tobacco and e-cigarette products.
- Held second voluntary, school-based HPV (Human Papilloma Virus) immunization clinics at Middle and High Schools for students. 21 students participated.
- Finalized draft of local recycling regulation for trash haulers and residents.
- Assisted in development of plastic bag restriction for retailers.
- In addition to holding monthly meetings of the Winchester Coalition for a Safer Community (WCSC), the Community Health Program Manager (CHPM) arranged for the following programs (highlights):
 - Introduction of Luncheon Speaker Series: 7 on varying topics including overall mental health, anxiety and depression, social and emotional health of preschool and elementary age children, what is local ED hospital staff seeing in our community on a daily basis, and eating disorders.
- Offered 2 Household Hazardous Waste Days, spring and fall.
- Held 2 medication disposal days in collaboration with the U.S. Drug Enforcement Agency, Winchester Police Department and WHS volunteers and continued to collect 24/7 at kiosk in police station lobby. Total collection of 729 lbs of unwanted meds.
- Secured limited amount of new shingles vaccine and began vaccination effort.
- With strong collaboration between the Health Department and School Department for the 10th year, clinics were held in each of the seven school buildings during the school day. FluMist was offered as it was approved for use after a hiatus:
 - 1,302 flu vaccinations given to students (includes booster doses).
 - General Public Flu Clinics – 6 clinics, office appointments and home visits:
 - 2,012 Flu vaccinations (Includes High-dose flu shots)
 - Conducted 21 blood pressure clinics at the Jenks Center.
 - Provided TB screenings throughout the year.
 - Routinely inspected and permitted: all food service activities, camps for children, pools, and beach.
 - Contracted for mosquito control and surveillance of West Nile Virus with the Eastern Middlesex Mosquito Control District.
 - Contracted with U.S. Wildlife Service for Canada geese control.

External Funding

Below is a listing of external funding that the Board of Health should receive for FY20. Please note that the funding is not guaranteed from year to year and while the BOH anticipates receiving the funds, it is not a certainty.

- Emergency Preparedness funds from the MA Department of Public Health – The BOH anticipates receiving approximately \$1,000 in FY20.
- Revolving Fund: In accordance with Massachusetts General Law, Chapter 44, Section 53 ½, this fund is voted each year at Town Meeting to set up an account to receive monies, charged for public health programs, such as flu clinics. Expenses include the cost of the vaccine, printing costs, staff time, and other supplies. Approximately \$100,000 is collected from Medicare and private health insurance claims and fees for flu and other vaccinations.

COUNCIL ON AGING

PROGRAM COSTS	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override	FY20 FinCom
Personal Services	262,904	279,674	336,902	336,902	336,902	336,902	
Other Expenses	7,860	8,870	19,150	19,150	7,162	7,162	
Equipment	0	0	0	0	0	0	
TOTAL	270,765	288,544	356,052	356,052	344,064	344,064	
STAFFING							
Managerial	1	1	1	1	1	1	
Clerical	1	1	1.5	1.5	1.5	1.5	
Professional/Technical	1.6	1.5	2.5	2.5	2.5	2.5	
TOTAL	3.6	3.5	5	5	5	5	

Override Impact Statement

Despite a declining demographic due to increased housing costs and an influx of families to avail of the Winchester public school system, seniors represent approximately 25% of the population. The Council on Aging is housed at the Jenks Center, a private independent entity, working with the WSA to complement services and activities to maximize outcomes for Winchester seniors.

The programs and activities of the Jenks Center impact the lives of a majority of Jenks older adults. While seniors live longer and work longer, the Jenks is working diligently to attract younger seniors (55+) while retaining its core base. Working collaboratively with the WSA and the WSAT, the COA provides cost-effective services to area seniors. The Jenks strives to be a “good neighbor” and works effectively and collaboratively with many Winchester institutions.

Two part-time van drivers have been added to the budget. In the Fall 2018 Town Meeting a van was approved and will be purchased. There is a grant paying for the Transportation Coordinator that expires in June, and since we won't know if the grant will be renewed, that position is included in the budget.

Program Description

The Council on Aging is the local government agency, established by Massachusetts Law, to meet the needs of older adults within the community. The mission of the Winchester COA is to identify the needs of Winchester’s seniors and to meet those needs through services, education and advocacy. The COA is governed by an eleven member Board appointed by the Select Board. Professional staff assist in carrying out its Mission with the help of over 50 volunteers. The services provided by the COA include:

1. Social services and oversight to frail seniors living alone as well as services to all seniors: transportation, in-home services, housing assistance, counseling, information, etc.
2. Health services to promote wellness, coordinate community and healthcare resources and monitor physical progress at home.
3. Monthly facilitation of “Memory Café” for older adults with mild cognitive disorders along with their caregivers.
4. Weekly nutritional meals offered 3 days a week through contract with Minuteman Senior Services.
5. Financial and nutritional services through paid consultants.
6. Transportation services-four different programs to assist Winchester seniors with medical appointments throughout the region, shopping and personal services and taxi vouchers
7. Managing the Community Reimbursement Program to reduce the local tax burden on eligible senior citizens.
8. Referrals/clearing house for Fletcher Fund for all Winchester residents.
9. Planning Jenks Center programs and activities for seniors in conjunction with staff of the Winchester Senior Association.

FY2020 Objectives

- Continue to provide baseline services-health, financial, legal, social services, etc.
- Leverage funds to purchase vehicle for senior transportation services, develop bus routes, designated stops, etc.
- Leverage funds for staffing-two part-time bus drivers through WSA funding.
- Fulfill objectives of Community-Wide Needs Assessment with development of Housing and Human Services Council, prioritize tasks, completion of Resource Directory, availability of social worker for town-wide assistance, etc.
- With newly established workgroup, develop additional tax reduction programs to minimize burden to seniors.
- Continue working with WSA to develop marketing plan to increase participation of attendance of older adults as well as assess why seniors do not attend programs and services at Jenks Center.
- Develop and maximize partnerships and collaborations with community organizations.
- Effectuate strategic planning goals: development of charter and MOUs, continue collaboration with Winchester Senior Association and Winchester Senior Association Trust to maximize patron outcomes and organizational efficiencies.

Prior Year's Accomplishments

- Provided baseline services, i.e., health, financial, legal, education and social services-served as nutritional site for Eating Together Program.
- Enhanced transportation services funded through the Cummings Foundation most notably with technological enhancements.
- With Meg White and Tom Howley, worked with consultants of Human Resources in Action to complete community-wide needs assessment (approximately 2-3 meetings/conference calls a month for 9 months.)
- Continued to maximize community partnerships with Winchester organizations to enhance educational and cultural programs at the Jenks.
- Assisted with successful execution of Mass Memories Road at the Jenks.
- The Transportation program was denied sustained funding from Cummings Foundation citing that the Town should provide financial support. Successful appeal to Town Meeting to fund \$37,500 towards a vehicle providing the COA can leverage necessary additional funding.
- Continue to work collaboratively with the Winchester Senior Association (WSA) and the Winchester Seniors Association Trust (WSAT) to promote organizational and financial efficiencies operating as "The Jenks Center" to serve seniors rather than separate organizations. This includes joint programming and sharing of staff to effectuate services and programs.
- Participation in strategic planning initiative between COA, WSA and WSAT. Designees from each organization and director met weekly for nine months to develop plan to foster collaboration. Presentation to board members of COA, WSA and WSAT in December 2018. To be adopted by respective boards no later than February 2019.

VETERANS SERVICES

PROGRAM COSTS	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override	FY20 FinCom
Personal Services	9,381	9,623	9,659	9,659	9,659	9,659	
Other Expenses	19,935	36,067	36,067	36,067	36,067	36,067	
Equipment	0	0	0	0	0	0	
TOTAL	29,315	45,690	45,726	45,726	45,726	45,726	
STAFFING							
Managerial							
Clerical							
Professional/Technical							
TOTAL	0	0	0	0	0	0	

Program Description

State statute require each Massachusetts municipality to administer the State’s General Assistance to Veterans program rather than require this assistance to filter through the regional general welfare services offices located in various areas of the State. The Veterans’ Agent assists Winchester veterans in obtaining payments they are permitted to receive under various State and Federal laws. The Town is reimbursed for 75% of the payments made. It is noted that over the past several years the annual requirements and payments to eligible veterans has declined.

Printed March 4, 2019

POLICE DEPARTMENT

PROGRAM COSTS	FY18	FY19	FY20	FY20 Request	FY20	FY20	FY20
	Actual	Budget	Request	w/ Override	Manager	Manager w/ Override	FinCom
Personal Services	4,337,426	4,674,041	4,787,138	5,163,606	4,586,188	5,022,924	
Other Expenses	198,420	222,550	272,535	304,735	267,535	283,535	
Equipment	75,000	75,000	90,000	90,000	90,000	90,000	
TOTAL	4,610,846	4,971,591	5,149,673	5,558,341	4,943,723	5,396,459	
STAFFING							
Managerial	1	1	1	1	1	1	
Clerical	2	2	2	2	2	2	
Professional/Technical	4.5	4.5	6.5	7	6.5	6.5	
Police Superior	12	12	12	12	12	12	
Police Patrol	25	25	25	25	24	27	
Public Works	0.5	0.5	0.5	0.5	0.5	0.5	
Parking Wardens	2	2	2	2	2	2	
Crossing Guards (part time)	24	24	27	27	15	27	
TOTAL	71	71	76	76.5	63	78	

NO Override Impact Statement

The following represent the potential impact of a 4% cut to the police department operating budget:
-1 Patrol Position: For 4 days out of an 8 day patrol cycle, from 8am until 12nn, only 3 officers would be assigned to patrol responsibilities, will reduce budgeted sworn officers from 38 to 37.

- Potential increased response times during hours cited above.
- Fewer traffic enforcement posts.
- Less ability to cover school crossing posts when crossing guards call in sick
- Unable to have a patrol officer, at times, fill a dual role in detective bureau to assist with investigations.
- Potentially increases community/officer safety issue with too few officers available to respond to volatile calls for service.
- Could potentially increase overtime at times/events that require more patrol staffing.

-12 School Crossing Guard Positions: Currently we are filling 27 posts with a fluctuating number of school crossing guards (23-25). Patrol officers, on a daily basis fill gaps as manpower allows.

- Reducing the number of school crossing posts throughout the school district could impact the safety of children who walk to school.
- Schools and Parents would have to be advised before start 2019/20 school year of the absence of school crossing guards at locations throughout town.
- Parents would have to take responsibility for the safety of their children when walking to school.

-2 Part Time Downtown Parking Wardens: Currently the police Department employ three parking wardens. 1 full time, 2 part time.

- Reduced parking revenue for the town
- Negligible if any public safety issues.

Override Impact Statement

+2 Patrol Positions: This would increase patrol coverage during the day shift where we see the highest volume of calls for service including, traffic accidents, traffic violations, medical aids, warrant & summons service, alarms, 911 emergency calls, assigned traffic posts, parking complaints and school resource activity.

- Reduce response times during hours cited above.

- More traffic enforcement posts, goal of reducing traffic accidents.
- Greater ability to cover school crossing posts when crossing guards call in sick
- Ability to have a patrol officer, at times, fill a dual role in the detective bureau to assist with investigations, and gain investigative experience
- Increases community/officer safety
- Adequate patrol coverage when 2 officers are assigned to transport, i.e., prisoner transport, warrant of apprehensions transports, arrests.

+1 School Resource Officer: Currently we have 1 School resource Officer at the High School. An additional SRO would allow the police department to staff an SRO at the middle school. The addition of a Middle School SRO would be a tremendous asset within the school community and within the Town of Winchester helping keep our students safe.

Listed are benefits of a second SRO to the town and school district.

- There are projected increases in enrollments throughout school district.
- First and foremost the SRO will be a role model and resource for the middle school age students which is very important as they grow and mature during the formative years and transition to the high school
- Build relationship with students, staff , parents and community
- Assist with school attendance/truancy
- Assists with issues involving social media (cyber bullying/sexting and appropriate use of)
- Alcohol and other drug resource (seeing increase in alcohol, marijuana, edibles and vaping)
- School safety resource/specialist
- Work with and be a positive presence in our elementary schools along with our high school SRO and Safety Officer
- Work with and educate parents prior to and during the formative years to resolve small issues before they become larger ones...

+1 Detective: Currently the Police Department employs a total of 4 detectives, including 1 officer in charge of detectives. 1 out of 4 of these detectives is assigned a reduced caseload due to his primary role as 1) court officer, 2) property officer, 3) LTC photo and fingerprint officer, 4) sex offender registry officer.

1. Investigative efficiency would be enhanced, greater attention to drug issues that come to our attention. Criminal investigations can be complex, time consuming, and require partnerships with other agencies. A typical investigation may include the following:
 - Planning the investigation
 - Collecting data /evidence
 - Analyzing data/evidence gathered
 - Interviewing multiple victims, witnesses or suspects
 - Surveillance
 - Filing preservation letters
 - Filing affidavits for search warrants
 - Executing Warrants
 - Coordinating/partnering with other agencies, federal, state and local
 - Documenting all activity

*Surrounding towns staffing levels in respective detective units: Medford 16; Arlington 13; Woburn 12; Stoneham 8; Lexington 7; Reading 6.

+1.5 Public Safety Dispatchers: Currently public safety dispatch employs 5 full time and 2 part time dispatchers, on a 4/2 schedule, 8 hr shifts. The addition of 1.5 dispatch positions would allow for 2 dispatcher coverage from 8am until midnight.

- The Skyline Group, Independent Consultants in Public Safety, Information, Technology and Infrastructure recommended in a 2015 study, “Winchester should be sure to staff dispatching on all daytime and early night tours with the two dispatchers, “ Winchester’s volume of emergency and non-emergency calls during these two tours...clearly calls for assuring that the two dispatcher positions are filled at all times.”
- EMD efficiency
- Incidents occurring that result in multiple call volume to PSAP
- 2015 documented calls cited in above study 35,000
- 2018 total calls to dispatch 35,407
- Dispatcher stress reduction

Program Description

The Police Department’s primary function is the enforcement of laws and protection of life and property. This includes prevention of crime, preservation of the peace, law enforcement and detection of violators. When law violators are detected, they can be cited, summonsed or arrested. In the case of juveniles and young adults, when appropriate the police department can utilize various diversion programs to prevent a juvenile or young adult from having a criminal record. The Police Department responds to emergencies, provides for the efficient movement of motor vehicle and pedestrian traffic, trains and supervises school crossing guards, animal control officer, public safety dispatchers, and the parking enforcement officer. The Police Department over the past several years has committed to the philosophy of community policing by forming alliances and partnerships with other communities, community groups, instituting new programs and the use of technology. Through an alliance with NEMLEC (North Eastern Massachusetts Law Enforcement Council), the Police Department shares valuable resources with 59 other police departments in northeastern Massachusetts. Locally, the Police Department works closely with many community groups and organizations, such as the School Department, WCSC (Winchester Coalition for a Safer Community through the Health Department) and the Multicultural Network. Community Policing based programs include the STARS Programs (Safety in our schools) and our on-going “Violence in the Work Place” education program for our local businesses and Town departments. Through the use of our Web Page, Twitter, Instagram and Facebook, the Department continues to educate the community in crime prevention and public safety activities.

Mission Statement

The mission of the Winchester Police Department is to provide the highest level of public safety and service to the citizens, visitors and the business community. We emphasize impartiality, honesty, integrity, and professionalism in protecting the future and enhancing the quality of life for everyone in the Town of Winchester.

Ranking of Services:

1. Patrol the community to respond immediately to emergencies, reports of law violation, citizen assistance, and preliminary investigations.
2. Receive calls for service and dispatch the necessary manpower and equipment to respond.
3. Investigate criminal activity by personnel trained in crime scene protection and control, evidence collection and preservation, school safety, and the arrest and prosecution of the perpetrators.
4. Plan, schedule, train and supervise personnel and administer the services and funds allotted to the Department.
5. Administer and supervise school crossing guards and parking enforcement activities.

FY2020 Objectives

- Complete the application, selection, training and equipping of two new officers to fill open spots in patrol that are projected for FY2020.
- Complete the process of destruction of drugs and narcotics in our possession. We currently are on the State Police's Narcotics Inspections Unit wait list for destruction of analyzed items, and waiting for the courts approval for destruction.
- Complete the necessary standardizing and upgrading of equipment needed by officers in the event of an active shooting situation occurring in town. During FY2019 the department purchased protective gear (carriers, ballistic plates and protective head gear) using our forfeiture accounts, but it is necessary to purchase patrol rifles to both standardize and upgrade our inventory.
- On-going objective to provide a proper work environment for all employees to include building cleanliness and maintenance, proper tools and equipment to do their jobs and competent, appropriate and responsive supervision continues. This is a day after day, year after year objective.
- A public service organization needs to evolve and adapt as personnel, needs, demands, perceptions, and especially technology change. I believe the town needs to consider increases in police department personnel and equipment to adequately prepare to meet the needs of the community for the next few years.

Prior Year's Accomplishments

- Computer Aided Dispatch (CAD) Software: Currently, there are 3 separate software providers being used to record the activities of the Police, Fire and EMS functions. Eventually these should be merged into one function for our dispatchers and end users. This can be accomplished in different ways, some costly and some not so costly. It will also require a cooperative effort to find a function that will service all
 - the elements and users. This year I have had conversations with Chief Nash, and negotiated a substantially reduced price for a Microsystems interface for the fire department's current CAD system (QED). This, I believe, represents an inexpensive short term solution.
- Police Department's Indoor Firearms Training Facilities: Although Funding to upgrade the department's indoor range into a live fire, high tech, situational training range was not approved by Capital Committee, we have been able, through some HVAC work, without any expense to the town improve the efficiency of the ventilation system. We furnished and installed new duct work which continued the HVAC system from wall into the range space. We corrected the existing control wiring. Although we still need to have air quality tested, this should safely enable a single qualification with a department issued sidearm.
- In FY2019 the department successfully passed our assessment for re-accreditation. The police department is now accredited for 3 more years and will not be due another assessment until 2022. Among other things, accreditation promotes accountability among agency personnel and provides a means of independent evaluation of agency operations for quality assurance.
- The department has largely completed the process of digitizing all of the department's rules and regulations and policies and procedures, with approximately 90 percent of our policies in a digital format.
- The department completed the process of establishing an active promotional list for the positions of Sergeant and Lieutenant.
- The department continued the process of moving into complete compliance with the State Department of Public health's holding facility guidelines by retro-fitting 3 out of 6 cell toilets with suicide skirts.

FIRE DEPARTMENT

PROGRAM COSTS	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override	FY20 FinCom
Personal Services	4,437,159	4,767,915	4,885,002	5,271,297	4,676,343	4,885,002	0
Other Expenses	214,764	265,490	270,490	282,490	270,490	270,490	0
Equipment	33,928	53,500	61,000	61,000	61,000	61,000	0
TOTAL	4,685,850	5,086,905	5,216,492	5,614,787	5,007,833	5,216,492	0
STAFFING							
Managerial	1	1	1	2	1	2	
Clerical	1	1	1	1	1	1	
Fire Officers	13	13	13	13	13	13	
Fire Fighters	32	34	34	36	34	36	
TOTAL	47	49	49	52	49	52	0

Override Impact Statement

The potential 4% budget reduction in the fire department would reduce total shift strength from 11 firefighters to 10. Without additional overtime funding, this reduction would necessitate the reduction of the minimum manning on each shift from 9 firefighters to 8. Approximately 50% of shifts would operate at that minimum in order to allow for training, vacations, illness, injury, etc. There would be additional shifts unable to staff at the 8 firefighter minimum, which would result in the ambulance, which is staffed by firefighter/paramedics unable to operate. Reliance for emergency ambulance service would be reliant on private providers and fire department ambulances from neighboring communities, which will result in significant delays.

With shift strength of 8 firefighters, the fire engine at the West Side Fire Station would be left with only 2 firefighter for those 50% of shifts. Additionally, this level of staffing would result in the department's inability to meet OSHA requirements and NFPA (National Fire Protection Association) standards for the first arriving piece of fire apparatus at a fire and a delay in firefighting and rescue operations. This level of staffing puts Winchester's residents and its firefighters at an unacceptable elevation of risk.

Winchester's 2 fire engines currently operate with only three-person crews. A landmark study by The National Institute of Standards and Technology, found that the NFPA standard four-person firefighting crews were able to complete 22 essential firefighting and rescue tasks in a typical residential structure 30 percent faster than two-person crews and 25 percent faster than three-person crews.

Program Description

The Fire Department operates two stations: Central Station at 32 Mount Vernon Street and the West Side Station at 45 Lockeland Road. Two fire engines, one aerial ladder truck and one ambulance are staffed with a minimum of 9 firefighters on each of 4 duty shifts; a staffing level below the current professional standard. The department is responsible for: Fire Protection - response to fire emergencies, rescue operation, and protection of property. Also required for this operation is maintenance of equipment and training of personnel to adequately respond to emergencies; Fire Prevention - fire inspections of both public and private buildings to ensure compliance with all safety requirements of laws and regulations; Emergency Medical Assistance - staffing, training, and materials for the delivery of quality emergency medical care.

Impact Statement

The Winchester Fire Department provides life-saving fire and emergency medical response to the citizens in Winchester. Sustained training and certification of personnel ensures highly effective firefighting operations and Advanced Life Support (ALS) level medical care to the ill and injured. Mutual Aid agreements with surrounding communities and other private resources enhance the community's ability to meet the increasing demand for services.

SEALER OF WEIGHTS AND MEASURES

PROGRAM COSTS	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override	FY20 FinCom
Personal Services	7,720	7,924	7,924	7,924	7,924	7,924	
Other Expenses	1,720	2,022	2,022	2,022	2,022	2,022	
Equipment	0	0	0	0	0	0	
TOTAL	9,440	9,946	9,946	9,946	9,946	9,946	
STAFFING							
Managerial							
Clerical							
Professional/Technical							
TOTAL	0	0	0	0	0	0	

Program Description

The purpose of this department is to certify and approval all of the Town’s weighing and measuring systems as required under state law. The majority of the work is with scales and gas station meters checking for their accuracy. Oil trucks are also checked periodically and annually.

FY2020 Objectives

- Continue to perform re-weights on grocery store products.
- Continue to upgrade equipment to assist on inspections.
- Raise current inspection fees on all devises tested.
- Receive more training on scanner inspections.

Prior Year’s Accomplishments

- Collected \$1631 in fees.
- Purchased new Pharmacy Test Weight kit and had it certified.
- Saved Speedway over \$25,000 in lost revenue from meter adjustments made.

Printed March 4, 2019

DEPARTMENT OF PUBLIC WORKS (DPW)

PROGRAM COSTS	FY18	FY19	FY20	FY20	FY20	FY20	FY20
	Actual	Budget	Request	Request w/ Override	Manager	Manager w/ Override	FinCom
Personal Services	4,239,680	4,355,808	4,363,538	4,663,380	4,241,616	4,506,481	
Other Expenses	2,186,002	2,276,480	2,290,580	2,300,580	2,064,230	2,281,080	
Equipment	200	19,500	19,500	19,500	19,500	19,500	
TOTAL	6,425,882	6,651,788	6,673,618	6,983,460	6,325,346	6,807,061	
STAFFING							
Managerial	4	4	4	4	4	4	
Clerical	2.4	3	3	3	3	3	
Public Works	21	21	21	23	21	22	
Professional/Technical	8	8	9	10	9	10	
Custodians - School	26	26	27	29	27	29	
Custodians - Public Works	1	1	1	1	1	1	
TOTAL	62.4	63	65	70	65	69	

Mission Statement

To maintain and improve public health and safety for the citizens of Winchester through the maintenance, repair and improvement of the Town’s infrastructure including municipal and school buildings, streets and sidewalks, parks, water and sewer systems, fleet maintenance and refuse disposal. The sub-programs that provide these services include Administration, Maintenance, Buildings, Garage, Transfer Station, Cemetery and Snow and Ice. The Water and Sewer is budgeted separately as a self-supporting enterprise.

Override Impact Statement

Maintenance Dept.

- Eliminate Summer Help - Low cost staff performs additional jobs over the summer when DPW staff takes vacation.
- Reduction in Off-Duty/Police Details - Less police details for road construction crew- impacts safety of crew and public
- Reduction in Various Expenses - _Impacts on professional services such as street sweeping, line painting, traffic signal repair and streetlight repair. Higher priority projects only, longer response time and back log for road maintenance and maintenance of playing fields and parks/playgrounds

Buildings Dept.

- Custodian Vacancy - reduction in level of cleanliness at the schools
- Summer Help reduction - low cost staff complete bulk unskilled labor needs that take staff away from other projects.
- Overtime reduction - limit to critical custodial coverage and emergency calls. No support for capital and energy projects that require off-hour coverage for extended work hours.
- Repair & Maintenance reduction - deep cuts restrict staff to minimum compliance and will severely back log repairs.

Garage - Reduction in Various Expenses - Impact of reducing budgets for welding supplies, automobile repairs, outside repair and maintenance of vehicles will cause vehicles to be out of service for longer period of time.

Transfer Station - Cutting 4 hours of overtime on a Tuesday night will impact the residents in terms of convenience, not being able to go to the Transfer Station on a Tuesday night after a weekend.

Cemetery

- Reduce clerical position from five to three days - less coverage at the office to assist families in need of services.
- Reduction in various expenses - less professional services to maintain aesthetics of the Wildwood Cemetery.

DPW – ADMINISTRATION

PROGRAM COSTS	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override	FY20 FinCom
Personal Services	343,041	368,909	359,803	360,081	359,881	359,803	
Other Expenses	11,208	20,600	20,600	20,600	13,000	20,600	
Equipment	0	0	0	0	0	0	
TOTAL	354,249	389,509	380,403	380,681	372,881	380,403	
STAFFING							
Managerial	2	2	2	2	2	2	
Clerical	2	2	2	2	2	2	
Professional/Technical							
TOTAL	4	4	4	4	4	4	

Program Description

This sub-program of the Public Works budget is responsible for developing and monitoring departmental operating and capital budgets as well as the Town’s Energy budget. This sub-program provides support for all D.P.W. divisions including the preparation of payroll, accounts payable and receivable, and preparation of specifications and bid documents for contract administration for school and municipal buildings.

FY2020 Objectives

- Continue to work with local volunteer groups and vendors to make recycling efforts more user friendly at the Transfer Station and Town buildings.
- Initiate discussions among civic groups to upgrade the Town Common.
- Upgrade fuel pump software at the DPW.
- Continue to review operational expenses for opportunities to achieve reduction in expenses.

Prior Year’s Accomplishments

- Food waste program at the Transfer Station and pilot program at the Ambrose school.
- Worked with the Energy Conservation Coordinator to implement the Town’s 7th Green Communities Grant in the amount of \$210,700. Projects included the conversion of LED lights at Mystic School/Recreation Department and Muraco Elementary School. Replaced steam valves and actuators at the Recreation Department, and performed recommissioning of classroom unit ventilators and actuators at Ambrose Elementary School.
- Removed and replaced historic wall and demolished dilapidated garages at DPW complex.
- Successfully continued SMART Pilot program for fifth year at the Transfer Station for 1,250 residents for CY 2018 (increased from 750 prior year).

DPW - MAINTENANCE

PROGRAM COSTS	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override	FY20 FinCom
Personal Services	999,265	1,062,859	1,030,972	1,078,821	1,015,972	1,015,972	
Other Expenses	384,574	362,267	362,267	372,267	324,767	352,767	
Equipment	200	19,500	19,500	19,500	19,500	19,500	
TOTAL	1,384,039	1,444,626	1,412,739	1,470,588	1,360,239	1,388,239	
STAFFING							
Managerial	1	1	1	1	1	1	
Professional/Technical	1	1	1	1	1	1	
Public Works	13	13	13	14	13	14	
TOTAL	15	15	15	16	15	16	

Program Description

This is the largest (non-Water & Sewer) component of the D.P.W. and annually maintains 98 miles of streets and all municipal and school grounds, including roadway maintenance, repair, surfacing and sidewalk repair. In addition, it includes (1) roadway cleaning, litter control, dead animal pick-up, and accident cleanup; (2) traffic control including line and crosswalk painting, street sign construction, repair and installations, and traffic signal repair; (3) arbor maintenance including street tree removal and trimming, insect control, storm cleanup, and Christmas tree light setup; (4) horticulture including tractor and hand mowing, pruning and planting, fertilizing, insect and litter control, and irrigation system maintenance; (5) play fields including rolling and leveling, fence and barrier maintenance, bleacher assembly and disassembly & repair; (6) ground maintenance of parks and around Town Hall and Library; and (7) major maintenance of school grounds.

FY2020 Objectives

- Continue street paving program with the procurement of StreetScan software
- Continue sidewalk repair program including ADA issues.
- Continue flood-related projects including clean-up of Aberjona River.
- Continue tree planting program.
- Continue to expand new street signs program.
- Continue the ongoing effort to improve maintenance of open space and recreational areas.
- Continue to review cost-saving measures in the Department.

Prior Year's Accomplishments

- With Chapter 90 funds, Bitcon Corporation resurfaced the following streets: Allen Rd, George Rd., Winslow Rd., Pond St., Seneca Rd. and Wildwood St. (from Woodside Rd. to Cambridge St.)
- New sidewalk construction and installation of 31 ADA ramps on above roads.
- Completed sidewalk repairs on Highland Ave., Belknap Terr., and Holland St.
- Planted 10 new trees in Town as part of the Street Tree program.
- Added new guard rail on Clark St.
- Added sod to Manchester Field.

DPW – BUILDINGS

PROGRAM COSTS	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override	FY20 FinCom
Personal Services	2,053,900	2,090,971	2,102,600	2,249,859	2,040,600	2,256,795	
Other Expenses	701,905	783,293	783,293	783,293	630,293	783,293	
Equipment	0	0	0	0	0	0	
TOTAL	2,755,805	2,874,264	2,885,893	3,033,152	2,710,893	3,040,088	
STAFFING							
Managerial	1	1	1	1	1	1	
Public Works	1	1	1	1	1	1	
Professional/Technical	4	4	5	6	5	6	
Custodians - School	26	26	27	29	27	29	
Custodians - Public Works	1	1	1	1	1	1	
TOTAL	33	33	35	38	35	38	

Program Description

This division is responsible for the maintenance and repair of all school and municipal buildings and for custodial services at all schools and most municipal buildings.

FY2020 Objectives

- Find new and innovative ways to perform all of the maintenance requirements at the technologically-advancements to keep the building running as efficiently as designed.
- Absorb the increased square footage of daily used instructional spaces and services to an increased school population with the least amount of impact to the budget
- Continue with developing and executing energy efficiency projects, retro commissioning and upgrades of various heating control systems at all the Town Facilities, Solar initiative and gas conversion projects.
- Support the upcoming McCall School addition project where needed to achieve an on time on budget education space.

Prior Year’s Accomplishments

- Supported the completion of the space renovation project at the McCall School
- Achieved a successful first year of operations at the completed high school learning and manipulating building systems to run efficiently for occupant needs and efficiency.
- Managed building performance through record cold stretches with minimal negative impact to town and school services.
- Addressed significant detention cell modifications mandated by the State at the Public Safety Building.
- Made technological and aesthetic improvements to the Select Board room.
- Supported the Library during the tragic events that occurred, getting the facility in operating order quickly.

STATISTICS

Maintenance of 1,105,953 square feet of public buildings.

DPW – GARAGE

PROGRAM COSTS	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override	FY20 FinCom
Personal Services	212,006	218,023	220,800	221,047	220,800	221,047	
Other Expenses	209,489	219,950	219,950	219,950	203,200	219,950	
Equipment	0	0	0	0	0	0	
TOTAL	421,495	437,973	440,750	440,997	424,000	440,997	
STAFFING							
Public Works	2	2	2	2	2	2	
Professional/Technical	1	1	1	1	1	1	
TOTAL	3	3	3	3	3	3	

Program Description

The Garage maintains over 120 vehicles and/or equipment in the D.P.W fleet, police cruisers, and Town vehicles in other departments. In addition, the Garage is responsible for maintaining the mechanical equipment at the Transfer Station.

FY2020 Objectives

- Update fleet of Public Works vehicles with two (2) new F-550 dump trucks for the Maintenance Department that are used for hot top, landscaping and snow and ice operations.
- Continue to work with operators to achieve optimum maintenance on machines, i.e. greasing and cleaning, for increased longevity.
- Continue to maintain Transfer Station conveyer belt.
- Continue to keep mechanics up to date with diagnostic tools, training, etc.

Prior Year’s Accomplishments

- Procured a new pickup truck for the Maintenance Department to be used for the sign department and snow and ice operations.
- Procured a new trailer for the Transfer Station to haul trash to Covanta plant.
- Purchased a new Volvo L35G front-end loader
- Maintained transfer station conveyor belt and replaced rollers on the compactor.

Printed March 4, 2019

DPW – TRANSFER STATION

PROGRAM COSTS	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override	FY20 FinCom
Personal Services	478,989	469,045	471,767	520,304	426,767	474,404	
Other Expenses	775,984	777,420	790,470	790,470	790,470	790,470	
Equipment	0	0	0	0	0	0	
TOTAL	1,254,974	1,246,465	1,262,237	1,310,774	1,217,237	1,264,874	
STAFFING							
Professional/Technical	1	1	1	1	1	1	
Public Works	5	5	5	6	5	5	
TOTAL	6	6	6	7	6	6	

Program Description

The primary purpose of this program is to provide the most economical and convenient way to dispose of trash and to recycle items to secondary markets. Recycling results in savings by reducing the amount of material requiring incineration. The Transfer Station, located off Swanton Street, receives refuse from commercial haulers, local businesses, residents and landscapers. There are three components to the operation: operating the refuse collection building and hauling refuse to Covanta in Haverhill; recycling waste ban items as well as supervising the swap shop area, clothing and book collection areas; and managing the yard waste and composting areas producing marketable wood chips and screened or unscreened compost.

FY2020 Objectives

- Continue with SMART program in its 6th year. This past year 1,287 families participated in the pay as you throw program. The pricing structure for 2019 remains the same as 2018 at \$50 for the first vehicle and \$10 for additional vehicles.
- Currently, with a Mass DEP grant for in-kind technical assistance we are working on a mandatory recycling regulation for Winchester residents, businesses and private haulers for increased recycling.
- Continue with organic food waste collection program at transfer station.
- Continue new confidential shredding program offered by JRM twice a year.
- Continue collecting clean white Styrofoam marked 6 PS “Preformed Bulk Packing” and coolers. We contracted with Gold Circuit E-Cycling of Ludlow, MA to pick up the Styrofoam several times a year.
- Continue to compost and trommel screen the fall leaves from the past few years and make a good screened compost soil for residents’ and DPW use.
- Continue recycling mattresses/box springs using a Mass DEP Sustainable Materials Recovery Program.
- Close the swap shop for the winter from December 1, 2018 to April 30, 2019. Plans are to re-open in the spring with a new volunteer program.

Prior Year’s Accomplishments

- Recycling Dividends grant has helped us continue an organic food waste recycling program with JRM Recycling. Weekly collection of food waste recycled is approximately one (1) ton.
- Another program offered by JRM is twice annually confidential paper shredding event. About 2-3 tons of paper was shredded at each event.
- Trash tonnages continue to remain stable at the 9000 ton range.
- Recycling tonnage decreased 12.5% to 1610 tons.
- We continue to recycle many tons of electronics, rechargeable batteries, metal, books, clothing, swap shop items, yard waste, branches, asphalt, concrete and stone. Mercury recycling continues for thermometers, thermostats, fluorescent tubes and other items in the universal waste container.

DPW – CEMETERY

PROGRAM COSTS	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override	FY20 FinCom
Personal Services	152,478	146,001	177,596	233,269	177,596	178,461	
Other Expenses	102,843	112,950	114,000	114,000	102,500	114,000	
Equipment	0	0	0	0	0	0	
TOTAL	255,321	258,951	291,596	347,269	250,096	292,461	
STAFFING							
Public Works	0	0	0	1	0	0	
Clerical	0.4	1	1	1	1	1	
Professional/Technical	1	1	1	1	1	1	
TOTAL	1.4	2	2	3	2	2	

Program Description

Wildwood Cemetery is a municipal cemetery owned by the town, located off Palmer Street. The cemetery is managed and operated by the Department of Public Works. A five-member Cemetery Advisory Committee advises the Board of Selectmen on policy matters relating to the operation and development of the facility. Wildwood Cemetery was conceived and artistically designed as a “rural garden cemetery” for the benefit of Winchester Citizens.

FY2020 Objectives

- Stake out 304 new double deep graves in Lot 5044, Willow Avenue in Memorial Park Section, and 300 new double deep graves in Lot 6075, Saraco Way, Monument Section.
- Complete tree pruning and removal project.
- Remove old fencing on Palmer Street, install new guard rail, clear slope area.
- Purchase new excavator to help dig graves
- Continue to make building improvements to garage/office area.
- Continue to make roadway/sidewalk improvements.

Prior Year’s Accomplishments

- Secured \$25,000.00 in Capital funds to prune and remove trees.
- Sold 30% of the Niche Wall in the Dell.
- Planted 1250 bulbs to create more color in the grave areas.
- Installed two memorial benches on grounds.
- Purchased new frost remover.
- 151 interments on the grounds.

DPW – SNOW AND ICE

PROGRAM COSTS	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override	FY20 FinCom
Personal Services	303,587	123,300	123,300	123,300	123,300	123,300	
Other Expenses	357,701	251,700	251,700	251,700	251,700	251,700	
Equipment	32,540	25,000	25,000	25,000	25,000	25,000	
TOTAL	693,829	400,000	400,000	400,000	400,000	400,000	
STAFFING							
Managerial							
Clerical							
Professional/Technical							
TOTAL	0	0	0	0	0	0	

Program Description

The function of this program is to maintain roads, streets and sidewalks during snow and ice season and to provide for a safe traveling environment to residents and visitors of Winchester. The Snow and Ice budget covers the overtime cost as well as the cost of supplies and materials and equipment repair and rental associated with the removal of snow and ice from the Town's streets and sidewalks.

FY2020 Objectives

- Exploring options for installation GPS (global positioning service) units on salter vehicles to monitor locations to maximize efficiency of snow and ice operations.
- Continue to maintain improved response time during icing conditions.
- Continue evaluation of routes and resources to appropriately service all routes.
- Continue to maintain safe roadways for general public and safety vehicles.
- Implement seven-year program to replace 35-year-old plow blades with new power angle plows for improved plowing operations.

Prior Year’s Accomplishments

- Maintained roads, sidewalks and school grounds during winter that produced 76” inches of snow.
- The DPW performed eight (8) full-scale operations and 19 salt operations for a total of 27 events.

EDUCATION

Winchester Public Schools

Central Office/System Services

Winchester High School

McCall Middle School

Ambrose Elementary

Lincoln Elementary

Lynch Elementary

Muraco Elementary

Vinson Owen Elementary

Special Education

Pupil Services

Technology

Athletics

Vocational Education



**WINCHESTER PUBLIC SCHOOLS
OFFICE OF THE SUPERINTENDENT OF SCHOOLS**

We are pleased to present the proposed Winchester Public Schools' FY20 budget for review and consideration. Development of the FY20 budget has been complex due to the projection of insufficient town revenue to support level services and the long-recognized need by town and school officials for an operating override in 2019. As result, this report contains two proposed budgets. One represents the austerity/non-override request and is a 3.8% increase over FY19. The non-override budget will require significant staffing and expense reductions, along with an increase in fees, since it represents a \$989,772 shortfall to meet needs.

The needs-based/override budget shows a proposed 8.46% increase over FY19 and includes enrollment-related increases, modest program improvements, and mandated special education staffing/services.

Austerity/Non-Override Budget

The proposed 3.8% increase FY20 budget includes the following:

- Actual and anticipated contractual step/lane changes for employees in collective bargaining units
- Anticipated retirement and other personnel savings
- Provisions for anticipated and known cost increases in special education out-of-district tuition, transportation and services.
- A net reduction of 9 teacher-level positions after mandated special education staffing increases (8 teaching assistants and one teacher)
- An increase of \$476,002 for anticipated special education out of district tuition and transportation
- A reduction of:
 - \$50,000 in music lesson salaries
 - Elimination of bus to Mystic and Chinese Language School
 - A 20% reduction in the athletics budget
 - A reduction in supplies and materials.

Proposed FY20 Needs-Based/Override Budget (8.46% Increase)

- Enrollment-related increase for new K-12 teachers: 10.3 FTE increase
- World Language Program Improvement: 3 FTE increase
- Mandated Personnel Increases for Special Education In-district Programs/Classrooms:
 - Board-Certified Behavior Analyst (BCBA) K-12
 - Functional Behavioral Teacher (9-12)
 - 8 FTE SPED Teaching Assistants
- Curriculum Development (Instructional Coaches) 1.5 FTE
- Full-day Kindergarten increase in teaching assistants to 75%: 2.89 FTE
- Program Improvement: Performing Arts .5 FTE (6-8)
- Elementary Adjustment Counselor
- Restoration of K-12 Director of Technology (1.0 FTE)

Budget Development Process and Timeline

The process of initial budget development is driven by consideration of several important factors:

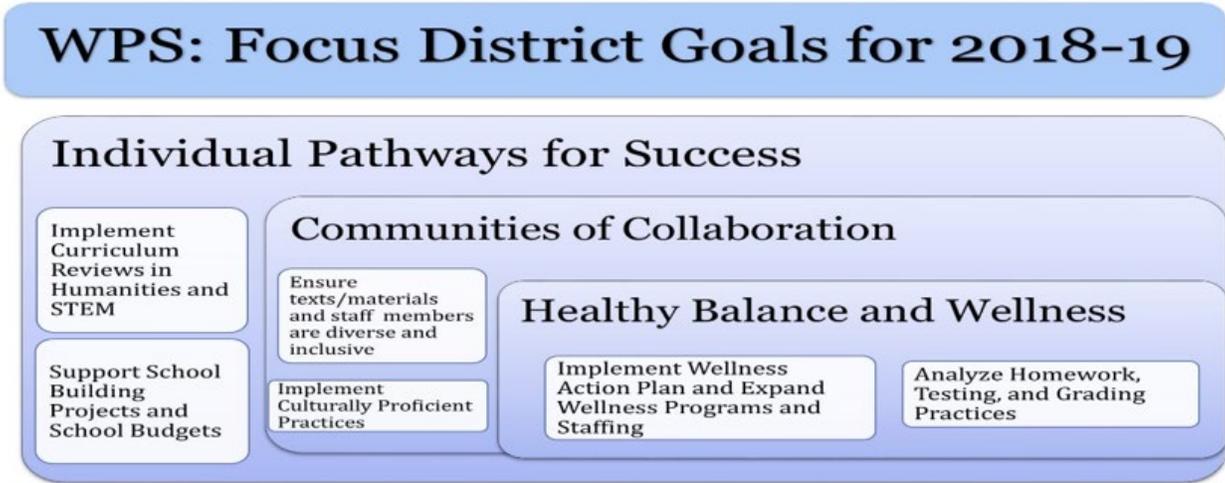
- Projected enrollment-related costs (staffing and materials)
- Projected fixed costs (including employment contract settlements and transportation costs)
- Projected specialized costs (special education staffing and in and out-of-district costs, English Language Learner staffing/materials, and staffing/programs for at-risk students)
- Projected one-time costs (textbook replacement, technology initiatives, professional development)
- Proposed PreK-12 program improvement (technology replacement, staffing and materials costs for curriculum/program enhancement, and athletics/co-curricular programs)
- Individual school and district improvement goals.

As we developed the FY20 budget, we focused on providing high-quality educational programs and services in a cost-effective and efficient manner. To that end, initial budget development first addresses the known costs for level services and the potential increases necessary in several key budget areas (contract settlements, special education, enrollment-based staffing increases). Next, we consider improvement goals

and action plans and the related budget impact, both in the short and long-term. Finally, we consider school and district improvement that may not be feasible as part of short-term budget planning, but that may be considered in future budget years.

The Budget Development Timeline

- Summer 2018: School committee members and district leadership met to identify priority areas for district goals and improvement. A town/school financial planning working group met to review 5-year projections.
- September 2018: District goals discussed and approved.
- October 2018: Long and short-term enrollment projections developed. Core classroom section targets established.
- November/December 2018: Budget Advisory group met to review process and needs. Program improvement needs were reviewed.



District Goals and Improvement Plan: 2018-2019

Continuation Goals

1. Support instruction that meets the needs of individual learners across all classrooms and grade levels by providing training and reviewing/revising practices and structures.
 - Increase the use of flexible grouping practices across content areas and grade levels.
 - Analyze and adjust homework and grading practices to support deep and authentic learning.
 - Increase teacher training in and use of performance-based assessments
 - Review and revise Teacher Resource Team (TRT) and Tier 2 Intervention practices.
2. Support high levels of academic achievement through continuous improvement of teaching and learning, with the following curriculum focus areas:
 - English/Language Arts and Literacy
 - Health, Wellness, Guidance
 - Science/Technology
 - Mathematics
3. Expand purposeful efforts to ensure that school cultures and climates are supportive, inclusive, and welcoming for all students and families of any race, color, religion, national origin, sex, sexual orientation, gender, gender identity, or disability by:
 - Increasing district efforts to attract/retain more diverse staff members
 - Providing training for staff members in culturally proficient practices
 - Reviewing instructional materials to ensure that they are drawn from a variety of global cultures/points of view, and, if possible, written or created by people of diverse racial, religious, ethnic or other identities.

4. Improve students' social-emotional development and wellness through implementation of District Wellness Action Plan.
 - Review and revise formal and informal social-emotional programs
 - Review and revise grade 6-12 Wellness curricula
 - Provide professional development related to Wellness
 - Advocate for additional Wellness personnel in FY20 budget.

New Goals for 2018-2019

5. Work collaboratively with town elected officials and municipal departments to develop a strategy to ensure sufficient financial resources to provide for education needs in annual sustainable budgets for FY20 and beyond.
 - Develop projected staffing and expense reports based on level service, level funding, and sustainability budget projections.
 - Advocate for increased state resources through the Massachusetts Association of School Superintendents and the Massachusetts Association of School Committees.
6. Work with Educational Facilities Planning and Building Committee and town officials to support planned and proposed school building projects.
 - Provide oversight and coordination of the McCall Middle School Expansion Project (Phase II)
 - Work with the Massachusetts School Building Authority on the next phase of the proposed Statement of Interest for the Lynch School replacement/renovation.
 - Support the installation of an elevator to the administrative office building at Parkhurst School and at the Mystic School.
 - Support planning for central office relocation.

Enrollment: 2002-2018

Our schools have seen a dramatic increase in enrollment since 2001-2002, when our enrollment was 3,378. In 2018-2019, our enrollment is 4,756, an increase of 1,378 students since 2002. This significant increase in enrollment has required the addition of new classroom and specialist teachers and has also placed a strain on our school facilities. We are at or over capacity for core classroom spaces at grades PreK-12. The town/district updated our ten-year Master Plan for School Facilities last spring:

<http://www.winchesterps.org/Winchester%20Public%20Schools%20Master%20Plan%20Report-Digital.pdf>

Town meeting approved funding for planning to address space needs at McCall Middle School through a two-phased expansion project: http://winchesterps.org/mccall_expansion_project/index.php. McCall Phase I has been completed on time and on budget and has added three badly-needed classroom spaces, as well as creating an outdoor learning space in an enclosed courtyard.

In preparation for the McCall Middle School Expansion Project, the town/school district worked with consultants from the University of Massachusetts Donahue Institute, to confirm enrollment projections in the short and long term. The full report can be found here:

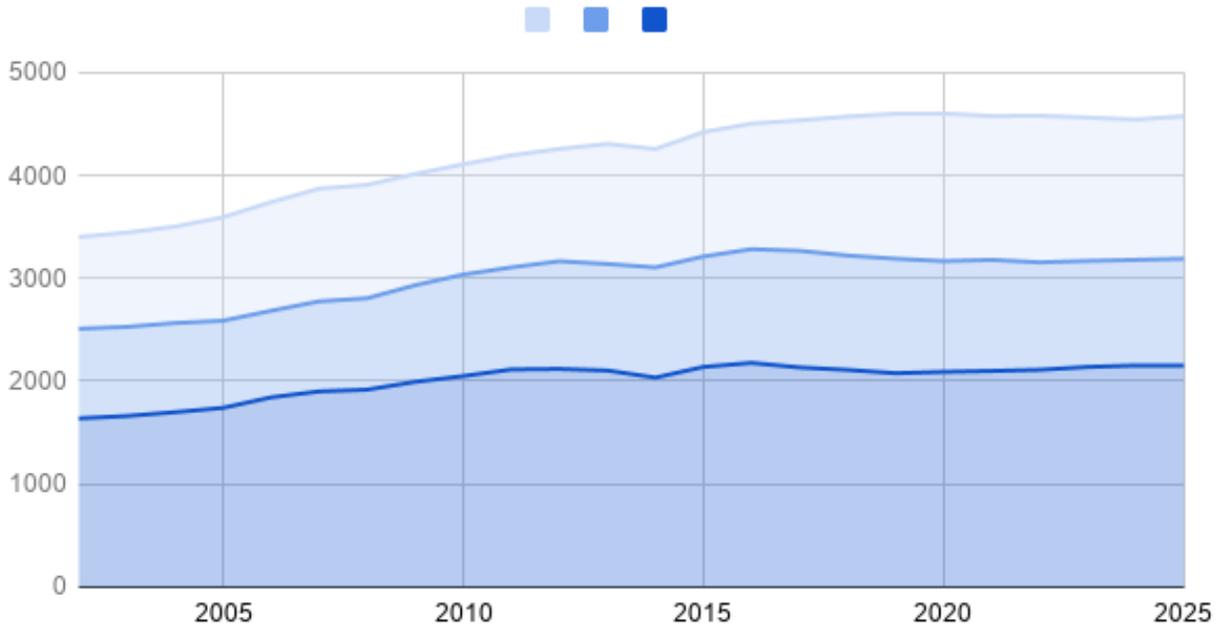
<http://www.winchesterps.org/UMDI%20Winchester%20Enrollment%20Validation%20Study%20v2.pdf>

Enrollment 2019-2020

In 2019-2020, K-5 enrollment is projected to remain stable. We plan to staff 110 K-5 core classrooms in FY20, which remains unchanged from FY19. Grade 6-8 enrollment is projected to increase slightly, to 1,118. At Winchester High School, the grade 9-12 enrollment is projected to increase by about 42 students, bringing the total student population to 1,409. Final staffing needs for 2019-2020 are dependent on the completion of the course selection process. Districtwide, class sizes remain, on average, within school committee targets and below contractual limits for grades K-5. In grades 6-12, staffing levels have not kept pace with enrollment increases. At grades 6-8, 108 classes have 25 or more students, while 28 Physical/Education classes have more than 30 students. Nearly all non-core classes, including World Language, Art, Technology, and Health are over the recommended class size of 24 students. At Winchester High School, over 100 classes have 25 or more students, while 24 have 30 or more students. Classrooms at WHS are sized and furnished to accommodate 24 students.

Please refer to the district historic and projected enrollment tables on the following pages.

WPS Enrollment 2000 - Projected to 2025 (DESE & District)



Winchester Public Schools Enrollment History October 1 Reports Each Year One-Year Projected Enrollment as of November 2018 for 2019-2020																	
Year	K	1	2	3	4	5	6	7	8	9	10	11	12	Total	9-12	6-8	K-5
2001-02	243	285	268	277	280	280	311	270	258	230	227	229	220	3378	906	839	1633
2002-03	252	282	301	268	276	285	285	308	274	239	227	231	220	3448	917	867	1664
2003-04	274	298	286	311	266	281	282	278	308	272	233	213	222	3524	940	868	1716
2004-05	270	326	300	286	302	262	290	279	280	305	267	234	205	3606	1011	849	1746
2005-06	307	306	336	313	288	311	267	295	282	264	294	264	234	3761	1056	844	1861
2006-07	289	349	314	346	310	294	315	266	294	275	266	296	258	3872	1095	875	1902
2007-08	259	324	357	318	345	309	309	309	271	282	276	266	277	3902	1101	889	1912
2008-09	314	310	331	364	320	356	318	306	315	264	280	270	267	4015	1081	939	1995
2009-10	298	368	335	345	381	324	368	308	310	280	256	270	266	4109	1072	986	2051
2010-11	345	336	371	352	330	379	325	361	307	274	282	255	279	4196	1090	993	2113
2011-12	331	378	351	372	351	337	374	316	357	284	275	274	259	4259	1092	1047	2120
2012-13	303	352	389	342	367	352	339	378	318	330	282	278	277	4307	1167	1035	2105
2013-14	324	338	358	391	354	371	359	335	377	292	319	271	268	4357	1150	1071	2136
2014-15	318	361	342	367	398	354	373	365	335	336	282	316	275	4422	1209	1073	2140
2015-16	327	347	373	365	376	391	363	380	362	294	334	277	315	4504	1220	1105	2179
2016-17	312	340	352	390	358	383	386	365	382	359	297	334	278	4541	1268	1133	2140
2017-18	309	348	351	356	402	361	375	381	358	369	345	303	312	4570	1329	1114	2127
2018-19	317	327	349	359	356	398	353	377	375	344	368	339	312	4574	1363	1105	2106
1 Year Rate	106%	100%	102%	100%	99%	98%	101%	98%	96%	100%	98%	103%	100%	100%	103%	99%	99%
3 Year Rate	107.1%	101.7%	102.7%	100.4%	100.6%	98.1%	99.0%	100.4%	97.3%	98.9%	100.1%	98.9%					
5 Year Rate	108%	102%	103%	101%	100%	99%	101%	99%	94%	99%	100%	100%					
10 Year Rate	110%	103%	102%	101%	100%	100%	100%	100%	92%	99%	99%	100%					
15 Year Rate	112%	103%	102%	100%	101%	103%	100%	100%	94%	99%	99%	99%					
2019-20	330	340	332	358	360	358	391	349	378	365	340	368	335	4606	1409	1118	2079

Winchester Public Schools
School Year 2019-2020: K-5 Enrollment Projections
November 15, 2018

	Ambrose	Lincoln	Lynch	Muraco	Vinson-Owen	Totals
Kindergarten	54	65	94	55	62	330
# Sections:	3	4	5	3	3	18
Class Size	18.0	16.3	18.8	18.3	20.7	18.3
Grade 1	59	63	95	55	64	336
# Sections:	3	4	5	3	4	19
Class Size	19.7	15.8	19.0	18.3	16.0	17.7
Grade 2	52	67	90	62	66	337
# Sections:	3	4	5	4	4	20
Class Size	17.3	16.8	18.0	15.5	16.5	16.9
Grade 3	66	85	84	68	60	363
# Sections:	3	4	4	3	3	17
Class Size	22.0	21.3	21.0	22.7	20.0	21.4
Grade 4	76	67	79	60	80	362
# Sections:	4	3	4	3	4	18
Class Size	19.0	22.3	19.8	20.0	20.0	20.1
Grade 5	76	81	60	64	76	357
# Sections:	4	4	3	3	4	18
Class Size	19.0	20.3	20.0	21.3	19.0	19.8
Totals: June 1	383	428	502	364	408	2085
# Sections:	20	23	26	19	22	110
Avg. Class Size	19.2	18.6	19.3	19.2	18.5	19.0

2018-19 Sections	21	21	26	20	22	110
Adjustments	-1	2	0	-1	0	0

Hot Spot Key	
Grade Target	10% Over
K-2	18-20 22
3-5	20-22 24.2

McCall Middle School: 1112 (+8)

Winchester High School 1409 (+42)

FY20 Budget Initiatives

Technology Replacement Plan

This continues year three of a planned multi-year funding replacement source for switches, wireless access points, projectors, servers, specialized labs, and staff devices. (\$211,000)

World Language (WL) Program Improvement (grades 6-8)

Studies about best practices in world language study are clear that beginning a language as early as possible enhances students' mastery of that language. WPS students currently begin WL in grade 7, where their peers in other districts often begin study in grade 5 or 6. As part of a curriculum review, we propose beginning WL in grade 6. In addition, the district does not currently offer a non-western language as part of the WL program, except through online study. We would propose considering adding a non-western language (Mandarin) in FY20. This would require an additional 3.0 FTEs and additional textbooks/instructional materials for the new Mandarin classes.

Restoration of Technology Director

This position was eliminated due to budget cuts several years ago. It is needed to:

- Ensure that our technology plan is well-developed and meets the needs of instruction, business office, and communication.
- Develop and coordinate plan for infrastructure improvements for network and devices and ensure efficient purchasing.
- Support software and digital learning initiatives.

Textbooks/Curriculum Materials/Furniture

In recent years, the overall budget was under-funded in the area of supplies and materials. The 8.46% budget provides for a phased replacement or addition of the following over three years, with FY20 being year one:

- Leveled readers (\$15K)
- K-5 Science materials (\$20K)
- General curriculum materials (\$15K)
- Furniture/rug replacement (\$25K)

Unmet Needs/Future Initiatives

Instructional Coaches K-8

- Instructional coaches would provide support for teachers at the K-8 to review student data, learn new instructional strategies, and support curriculum renewal. (1 FTE each in FY21, FY22)

Wellness

- There is currently one Adjustment Counselor for five elementary schools. The team proposes adding four (4.0 FTE) counselors, so each school can have a dedicated counselor to support students and families. (1.0 FTE each in FY21, FY22, FY23)

Deferred Staffing Increases for FY21

- Grade 6-8 Instructional Technology Specialist (.5 FTE)
- Grade 6-8 Performing Arts (.5 FTE)
- Grade 6-8 Instructional Coach (.5 FTE)
- Grade 9-12 Physical Education (.5 FTE)
- Grade 9-12 Performing Arts (.5 FTE)
- WHS Dean of Students

Support for Full-Day Kindergarten

- Tuition-free Full-Day Kindergarten was established for the 2017-2018 school year with half-time instructional aides in each classroom. In order to best support kindergarten students, we propose increasing aide support, with the goal of having one full-time instructional aide in each kindergarten

classroom to support students. In FY21 we proposed bringing the instructional aides to full-time (4.25 FTE in FY21)

Next Steps in FY20 Budget Development

- Continued monitoring of enrollment and special education costs
- Budget advisory group meetings
- School committee budget discussions
- Annual town meeting: Spring 2017

Financial Section

- Budget summary data by cost centers
- Budget and FTE staffing data by cost centers

Printed March 4, 2019

WINCHESTER HIGH SCHOOL

Principal's Budget Message

Winchester High School is a comprehensive high school serving a growing population of approximately 1370 students in grades nine through twelve. We offer our students a diverse and wide-ranging selection of academic courses and extracurricular activities.

School Accomplishments

- Winchester High School was named a named a Level 1 School by the Massachusetts Department of Secondary Education (highest level of category) for meeting MCAS targets and was ranked at the top 1% of all districts on this test.
- Winchester High School continues to have a large number of Commended students as well as Semi-Finalists and Finalists as part of the National Merit Scholarship Program. Commended students score in the top 5% of all PSAT test takers, and semi-finalists score in the top 16,000 out of the over 1.5 million students who take the PSAT.
- Winchester High School extracurricular clubs/groups like the robotics-based Botball team and Real World Design Challenge team competed at the state, national and global levels. Both teams placed into the top groups of their class and were also specifically recognized for their standout creativity and teamwork.
- The Athletic Program finished number 5 in the Boston Globe's Ames Division 2 Standings for 2017-2018. These standings rank schools by overall winning percentage for every MIAA Sponsored sport that the school offers.
- Winchester High School created what is believed to be a first-ever partnership with Winchester Hospital and Lahey Clinic as well as local lawmakers to educate and assist students and families on making a choice regarding opioid based pain medication following any surgical procedure or health related event.

School Goals 19-20

- Complete the NEASC self-examination process in October of 2019. Complete our work on creating a Vision of a WHS Graduate as well as exploring ways to find common planning time for staff in our daily schedule.
- Continue to expand W.I.N. Block offerings for students with a continued focus on supporting the social and emotional needs of our students.
- Expand the math department curriculum offerings from grade 9 to grade 10 to allow for flexibility and student choices.
- Continue the move to a proficiency-based model for World Languages that follows the American Council of Teaching Foreign Languages (ACTFL) language development model.
- Continue to build connections between WHS and the larger Winchester community by bringing community members into WHS and bringing students out into the community, in part by exploring a Senior Internship program.

MCCALL MIDDLE SCHOOL

Principal's Budget Message

McCall Middle School is a comprehensive middle school serving 1,106 students in Grades 6-8. The projected enrollment for the 2019-2020 school year is approximately 1,130.

As McCall's enrollment continues to increase, so too will our class sizes. We are in the process of discussing schedule changes for the 2019-2020 school year and are finalizing our school's master schedule. At the present time we offer Spanish, Italian, and French to our grades 7 & 8 students. We are hopeful that we will be able to offer these same languages beginning in grade 6 along with Mandarin for the 2019-2020 school year.

With the completion of Phase I of the McCall Renovation Project during the Fall of 2018, we have added three new classrooms as well as an outdoor classroom space to the building. The new classrooms allow us to regain the use of the entire library space and to move classes that used to be held in temporary spaces into permanent classrooms. Phase II of the McCall renovation project will allow us to add an additional 6 classrooms, expand the current cafeteria, and create a teachers' workroom.

School Accomplishments 2019-2020

McCall Middle School continues to offer McCall students an outstanding middle school experience. Our core program consists of English, World Language (French, Italian, and Spanish), Math, Science, and Social Studies. The Exploratory Program consists of Art, Computer Education, Family & Health Science, Music, Physical Education, and Technology/Engineering. We are hoping to add a Drama program in the 19-20 school year in order to expand our Performance Arts program and decrease the amount of time students spend in Study Halls. McCall Middle School also offers a robust after-school extracurricular activities program with over twenty-five activities. McCall Middle School teachers and staff strive toward creating a rigorous and engaging learning experience for all students. McCall teachers are doing so by focusing their teaching on collaborative learning and proficiency-based learning.

In addition to creating an excellent academic experience, McCall Middle School also focuses on the physical, emotional, and social well-being of our students. This year the school delayed its start time to align school schedules to the biological sleep rhythms of adolescents, in keeping with the recommendation of the American Academy of Pediatrics. The school also continues to provide students with a Quiet Reflection Time each morning in order to help them prepare for the school day. We also created a Quiet Space for our students before homeroom and during each lunch to provide students with the chance to take a break in a calming environment. Lastly, McCall Middle School continues to implement its Prime Time Program that includes our Anti-Bullying curriculum, as well as activities such as the whole school Scavenger Hunt that promoted a positive school climate.

McCall students, staff, and parents/guardians supported the school's core values of respect for self and others and service to others with a series of programs and activities including fundraisers such as Pennies for Patients, Haven for Hunger Food Drive, Cradles to Crayons, Pumpkin Patch, Doing Projects, Muscular Dystrophy, Walk for Hunger, Winchester's Got Lunch, Project Purple Initiative, Spread the Word to End the Word, Caught Being Kind, and our annual Call to Service Project for the entire school announced at our assembly to honor Dr. Martin Luther King, Jr. each January.

School Goals 2018-2019

School Climate Goal:

This year the school continues to pursue its goal of reaching a 1-5% increase in the number of students who report feeling safe and enjoy coming to school on the annually administered School Climate Survey for students.

Connection to District Goal I: Continue to strengthen and increase supports and interventions to assist students' social-emotional and mental health needs.

Social/Emotional Health Goal:

This year the school continues to pursue our goal of developing strategies, procedures, and protocols to support the social/emotional health of our students.

Connection to District Goal I: Build a strong and effective system of supports and interventions to ensure that all students' social-emotional and mental health needs are met.

MCAS Goal:

Increase the Student Growth Percentile for our Aggregate and High Needs subgroup. The objective of this goal is to increase our student growth percentile to the range of 40-60 for the aggregate in English, Math, and Science/Technology.

Connection to District Goal II: Review the district's PreK-12 standards-based curriculum and instructional practices to support continued high levels of student growth and achievement.

Printed March 4, 2019

AMBROSE ELEMENTARY SCHOOL

Program Description

The Ambrose Elementary School currently serves 393 students in grades K-5. The projected enrollment for the 2019-2020 school year is approximately 384 students.

FY 2020 Goals

- Focus on providing all students with an outstanding education in a nurturing yet challenging environment that fosters academic achievement.
- Collaborate with staff to ensure our instructional practices, language, and approaches allow for the development of the whole child - academic growth, social and emotional well-being and happiness.
- Support and value a building schedule that allows for collaboration and common planning time for teachers and support staff.
- Continue to work with the district to enrich and foster English Language Arts instruction and ensure standards and corresponding instructional practices are applied across grades.
- Continue to collaborate with the STEM Coordinator to identify, create, and employ practices that support science exploration and hands-on learning of new science standards.
- Continue to ensure our curriculum and our practices support critical thinking skills and application.
- Continue active professional development with a continued focus on differentiation of instruction and creating performance based assessments.
- Continue to implement research-based student interventions.
- Encourage all staff to utilize the Makerspace to support and foster creativity, critical thinking, use of imagination, and spirit.
- Continue the active conversation on homework across all grade levels.
- Collaborate with our new Social Emotional Coach to foster social emotional health and nurture all students as they learn to build resilience and wellbeing into their lives.

Prior Year's Accomplishments

- Using the English/Language Arts standards, teachers are implementing the reader's workshop model to precisely meet the learning needs of all readers.
- The literacy coach continues to work with teachers in coaching cycles to reflect and refine instructional practices in English/Language Arts.
- During common meeting time teachers and staff continue to redesign scheduling as well as curriculum expectations through collaborative planning, design, and implementation.
- The District School Adjustment Counselor continues to coach teachers and staff one-day per week with the specific focus on social-emotional health and well-being.
- Ambrose is in active conversation about current homework practices and additional ways to make our practices more efficient and effective for learning.
- Grade level teachers continue to meet with the STEM Coordinator to identify new lessons, ideas, and hands-on, critical thinking projects to support the new science standards.
- Each grade level is working directly with a worthy charity to help our students Be Their Best Selves, Accept and Include Others, Respect Others, and be Kind (B.A.R.K.)
 - Kindergarten – Jenks Center
 - Grade 1 – Dwelling Place
 - Grade 2 – Environmental Clean-Up
 - Grade 3 – Project Hope
 - Grade 4 – Woburn Council for Social Concern
 - Grade 5 – Cradles to Crayons
- Now an annual tradition, the Ambrose grade 2 students hosted and honored a variety of Ambrose Veterans during its school-wide annual Veterans Day celebration in November.
- In collaboration with the Winchester Recreation Department and Kids' Corner, Ambrose has created a before and after school program for students/families.
- Each grade level is working directly with a worthy charity to help our students Be

Their Best Selves, Accept and Include Others, Respect Others, and be Kind (B.A.R.K.)

Kindergarten- Jenks Center Grade 1

- Dwelling Place

Grade 2 - Environmental Clean-Up

Grade 3 - Project Hope

Grade 4- Woburn Council for Social Concern

Grade 5 - Cradles to Crayons

- Now an annual tradition, the Ambrose grade 2 students hosted and honored a variety of Ambrose Veterans during its school-wide annual Veterans Day celebration in November.
- In collaboration with the Winchester Recreation Department and Kids' Corner, Ambrose has created a before and after school program for students/families.

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LINCOLN ELEMENTARY SCHOOL

Principal's Budget Message

Lincoln School is a K-5 elementary school, which currently serves 433 students.

FY2020 Goals

In alignment with the district goals, Lincoln School will:

- Continue to utilize our weekly common planning time meetings (CPTs) to more deeply analyze quantitative and qualitative data to drive and inform differentiated instruction and performance-based assessment in all classrooms, in order to meet the needs of all learners.
- Continue to embed the use of technology for instruction and communication through collaboration, coaching by the instructional technology specialist, and offering continuous professional development opportunities. We will continue to implement, assess, and provide support for the meaningful use of BYOD in Grade 5. Additionally, we will continue to provide the technological platforms for state mandated testing with WIDA and MCAS assessments.
- Continue to build upon best teaching practices as it relates to our co-teaching models and additional structures, as well as the use of flexible groupings in both literacy and math. We will also continue to guide best practices with the support and expertise our reading coach/teacher position, the district Literacy Specialist and the District Mathematics/Science Specialist.
- Lucy Calkins expansion – we hope to offer Lucy Calkins Workshop Model training for those staff members who have not yet been trained.

Prior Year's Accomplishments

- Academic Performance - Attainment of all achievement target goals as measured by 2018 MCAS 2.0 scores for all grades and subjects tested. Lincoln continues to meet the established target goals as determined by the Department of Elementary and Secondary Education. (DESE)
- Lincoln continues the use of grade level weekly common planning meetings focused on curriculum, assessments, and child study issues. We will continue to analyze and have detailed discussions around student data and student work. We continue to implement flexible math groups throughout grades 1 - 5 in order to more effectively differentiate instruction and learning for all students. Co-taught models of instruction are supported throughout the building.
- In collaboration with the other elementary schools, all classrooms have begun to adopt the Lucy Calkins Readers Workshop Model grades K - 5. In grades K - 2, Lincoln School has also begun piloting the Lucy Calkins phonics program.
- Lincoln continues to provide differentiated experiences for all students through the use of kinesthetic/flexible seating options for all students in grades K - 5.
- Civic and Charitable Initiatives - Students and staff continue to participate in clothing, food, toy, and health product collections. Visits to local nursing/retirement homes also continue. We also raise funds for Pennies for Patients, with The Leukemia and Lymphoma Society. This year we have also adopted a schoolwide service learning initiative entitled, *We Can*. All students in grades K - 5 participate. Each grade level is responsible for coming up with a project that gives back to our communities in some way. Each project is then shared and highlighted at our monthly all school assemblies.
- Lincoln continues to successfully implement the social/emotional learning program, RULER. The staff and School Council have worked collaboratively to create a new behavior matrix that outlines specific expected behaviors throughout the school. Additionally, we have implemented a school-wide Lincoln Lion "PAWSome" Awards – where students are recognized for demonstrating our school-wide core values of: Positive Attitude; Respect; Integrity; Diversity; Effort. Monthly assemblies are organized and implemented by students and staff at each grade level to highlight our core values and student recognition. This year we are also piloting the Second Step Program in grades K - 2. Our school psychologist has been guiding and supporting teachers with the implementation of this program by

modeling these lessons. Also, the new districtwide social worker has been effectively modeling the teaching of social skills for teachers in their classrooms.

- The Lincoln School Green Team is made up of staff, parent volunteers, and students who focus on bringing greater awareness of environmentally friendly practices to our school community. Some of the topics addressed by the team included sponsoring monthly Walk to School Days and ongoing collaboration with the Safe Routes to School program; performing Lunch Trash Audits and sharing results with the community; disseminating Anti-Idling and Green Team pledges; hosting enrichment programs on energy conservation, pedestrian and bicycle safety, and Earth-friendly practices.
- Lincoln continues to build upon our positive school culture and school spirit initiatives. We continue to participate in Monthly All School Assemblies where we celebrate our school community. We have created a school store whereby upper and lower grade students use their real life math skills to sell school items. (Students learn how to count money and make change.) We also have school spirit wear including sweatshirts, T-shirts, and lounge pants with school colors and a logo to wear throughout the school year. Ms. Clough has continued to host *Principal for The Day*, three times a year as opportunities for students - for both upper and lower grade students. Ms. Clough has continued holding monthly grade level parent coffees. This includes in depth topics presented by the district science coordinator, school psychologist, and reading coach. Ms. Clough informs parents with regular communication through the use of School Messenger, The weekly *Lincletter* newsletter and a blog that features many of the wonderful learning experiences and special events happening throughout the school year in grades K - 5. The first grade team has continued to spearhead a "Wish Tree" for this school year that highlights individual student and staff wishes for a better world. We have also continued to hold *Movie Nights*, several times a year, that take place in the evenings for students in grades K - 5.
- Our reading coach/teacher position continues to provide teachers with literacy resources, model lessons in both reading and writing instruction, and assists with data analysis. This role also allows the reading coach to provide professional development during faculty and district-wide PD meetings that includes up-to-date best literacy practices. We have expanded our reading and writing nooks at Lincoln School and built a professional literacy library for staff as a result of having this coaching position. Many new and experienced teachers continue to access the expertise and guidance of the reading coach/teacher. The addition of this role has made a positive difference in assisting both our staff and students with regards to improving literacy. An important role for our coach this year is to continue the support and guidance of the Lucy Calkins Reading Workshop Model. This includes meeting weekly with these grade levels, modeling lessons, and observing teachers on a regular basis. This year, the reading coach and reading teachers are also piloting a co-teaching literacy model which has been very successful to date.
- In collaboration with the Assistant Superintendent, Elementary Principals, and Literacy and Math/Science Coordinators, we have begun to create more flexibility for scheduled meetings across the district. This includes staff and district-wide grade level meetings and professional development. The flexibility has enabled each of our schools to provide each staff member with greater differentiated learning experiences, and more in-depth implementation and analysis across the district, of the new state standards in literacy, math, and science. We have also enlisted the leadership skills and curriculum expertise of many teachers and other staff members throughout the district, to lead and assist with these meetings and professional development workshops.

LYNCH ELEMENTARY SCHOOL

Principal's Budget Message

Lynch continues to be an active, diverse and welcoming community, currently serving 492 students kindergarten through grade five (540+ including Pre-School). An instructional goal for our faculty this year has been to have our students actively engage with their classmates to better develop language skills, exposure to different learning styles and enhance acceptance. As a school, we continue to educate staff and develop best practices to support student emotional needs in a healthy and safe environment. We stay committed and proud of our consistent practice of inclusion within our community. The goal at Lynch has always been for our students to leave Lynch an eager lifelong learner, a positive sense of self-esteem, academically challenged, a respectful person and good friend/teammate to others.

School Goals FY19-20

- Continued an ongoing evaluation to improve our tri-teacher models and differentiation practices through all grades while also looking moving towards a similar model with our ELL students. The focus and goals are to continue to be flexible with small-group instruction and meet the academic and emotional needs of all children within the least restrictive environment.
- Along with the positive impact our district social and emotional coach, school psychologists and classroom teachers - continue to monitor and improve upon our student's emotional health and overall well-being.
- To continue to collaborate with district leaders and school staff to provide and differentiate professional development to foster student learning. To foster an environment where faculty are supported, challenged and appreciated.
- To assess our school goals and progress in conjunction with our district's strategic visioning.

Prior Year's Accomplishments

- As a faculty we continue to collaborate on lessons, analyzing student data for effective instruction and concentration on the social and emotional needs of each student at weekly collaborative team and monthly faculty meetings. Within our meetings, we continue to use student data to effectively differentiate instruction and successfully meet the needs of all Lynch students. We continue to provide a safe and collaborative learning environment for our students on individualized educational plans in the "tri-teach & co-teach" models. We have this model in grades 3 and 5 currently. Our English language and reading faculty continue to demonstrate effective collaboration with grade level teachers to plan and co-instruct for as much in-class instruction as possible.
- We continue to foster an active and accepting school community. This year we initiated a "Core Values" team to identify our four beliefs for our student and community. Teachers from across grade levels along with the principal collaborated, gathered feedback from faculty and fifth grade students on our overarching themes. We were proud to roll out our – T.E.A.M Core Values to the Lynch community in early January 2018. Try our best, Everyone is included, Always be kind and Make safe choices will be our focus throughout the campus and building. We are excited to continue lead our students towards positive behaviors and a common language for expectations which we hope leads to our student's successes and health.
- One of our community highlights are our annual fifth grade vs. faculty basketball game in mid-February (11th year!) and our yearly (and popular) Lynch International Festival in mid-March. This continues to be an extremely well-attended event which have over 500+ people attending to eat foods from around the world and watch performances from Lynch students, families and area multicultural artists. The goal is to continue to strengthen our sense of community and Core Value focus of Inclusion.

MURACO ELEMENTARY SCHOOL

Principal's Budget Message

Muraco School serves a population of 372 students in grades K-5.

Our students thrive as a result of general educators, special education teachers, and reading specialists working collaboratively to plan, design, and implement differentiated lessons to meet the needs of our diverse group of learners.

Regarding supplies and materials, our plan continues to be to expand our leveled libraries in the classrooms and our shared book closet. We have gaps in our collection, especially nonfiction text that ties to the curriculum, particularly in the area of science. It is critical to the success of our students to have a variety of books at their level in all areas of the content, K-5.

We continue to budget for updates to our furniture in the classrooms. Additionally, we will continue to request funding for alternative seating, which continues to help meet the needs of many of our students.

School Accomplishments FY 18/19

- Successful continuation of the co teaching model in grades 3, 4 and 5.
- Successful integration of co-teaching for our Kindergarten students during literacy time each day, with our reading teachers.
- Educators in grades 3-5 continue to integrate Google Classroom into lessons/units.
- Explored assistive technology opportunities for our students.
- Educators continued to share their expertise with colleagues.
- Year three implementation of BYOD in grade 5, this year beginning in September
- Teachers in grades 1, 3 and 4 successfully implementing performance-based assessments.

School Goals FY20

- Continue to develop differentiated units/lessons according to students' readiness, interest, and learning profile.
- Continue to provide opportunities for teachers to collaborate, to observe one another, and to share expertise.
- Continue to find ways to enhance our home/school partnership.
- Expand school based opportunities for implementation of performance-based assessments.

VINSON-OWEN ELEMENTARY SCHOOL

Principal's Budget Message

The Vinson-Owen School serves a population of 447 students in grades PreK-5. The projected enrollment for FY20 is expected to be 437 students.

This past year, we added a 1.0 FTE classroom teacher to support increased enrollment.

In regards to supplies and materials, we continue to need additional leveled books for our shared book closets. In addition, we are in need of materials that support math and literacy instruction.

School Accomplishments FY 18-19

Goal #1: Global Citizenship

We helped students to understand their role in taking responsibility for others in the world and showing respect to people from all cultures. To that end, we held an International Night. Also as part of helping those in need, we continued to link with organizations locally (Woburn Food Pantry, Linus Project), and world-wide (Vinson-Owen Learning Center, our sister school in India and UNICEF). As part of these partnerships, we did practical activities like collecting supplies and raising funds. With each initiative we supported, we used a special Global Citizenship logo in our presentation with students, which reinforced the message that our efforts are connected as one collective effort to make a difference in the world.

Goal #2: STEAM

We provided learning opportunities in the STEAM disciplines that challenged students to think at higher levels. STEAM is an educational approach to learning that uses Science, Technology, Engineering, the Arts, and Mathematics to guide students' inquiry, dialogue, and critical thinking. The goal was for students to take thoughtful risks, engage in experimental learning, persevere with problem solving, collaborate with others, and discover the creative process. As part of this goal, we utilized a maker space within our school that provided students with the opportunity to create, invent, and learn using a variety of hands on materials. We purchased new robotics and added additional hands-on materials that were used for problem solving.

Goal #3: Best-Self

We were committed to helping students to develop their best-self, which can be encouraged through reinforcement of our core values, in explicitly teaching students to show respect, responsibility, kindness, confidence, and honesty. In addition, we knew that in planning our school day, students were more apt to show their best self if we built in movement breaks, brain breaks, and a focus on mindfulness (the focus on being fully present and aware). As such, in addition to continuing to promote our core values, we focused on integrating breaks and mindfulness to encourage students to be their best selves.

School Goals FY 19-20

Goal #1: Kindness Counts

We are committed to promoting kindness in our school community. We plan to install a buddy bench near our front playground. Students will be encouraged to sit at the buddy bench if they are looking for a friend to play with at recess. Other students will be encouraged to invite those sitting on the buddy bench to play with them. We will also be promoting this value in our community meetings, core values assemblies, and in our classrooms.

Goal #2: Global Citizenship

We continue to be committed to helping students to understand their roles in taking responsibility for others in the world and showing respect to people from all cultures. To that end, we will once again be having an International Night. Also as part of helping those in need, we will continue to link with organizations locally (Woburn Food Pantry, Linus Project), and world-wide (Vinson-Owen Learning Center, our sister school in India and UNICEF). As part of these partnerships, we will be doing practical activities like collecting supplies and raising funds. With each initiative we support, we will be using a special Global Citizenship logo in our presentation with students, which will reinforce the message that our efforts are connected as one collective effort to make a difference in the world.

Goal #3: STEAM- Science, Technology, Engineering, Art, & Mathematics We continue to be committed to providing learning opportunities in the STEAM disciplines that will challenge students to think at higher levels. STEAM is an educational approach to learning that uses Science, Technology, Engineering, the Arts, and Mathematics to guide students' inquiry, dialogue, and critical thinking. The goal is for students to be take thoughtful risks, engage in experimental learning, persevere with problem solving, collaborate *with* others, and discover the creative process. As part of this goal, we have a maker space within our school that provides students with the opportunity to create, invent, and learn using a variety of hands on materials. This year we will be looking for ways to enhance the offerings in this space, purchasing new robotics, and adding additional hands-on materials that can be used for problem solving.

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TECHNOLOGY

Department Budget Message

The Technology Department supports acquisition and maintenance of hardware, software and network infrastructure, provides training to faculty and staff on administrative and educational programs, and is the primary reporting source for data on both students and staff to the DESE.

Goals FY19-20

- Continue to support staff in using technology resources throughout the school
- Implement innovative technology focused on STEM
- Expand (Bring your own device) BYOD into 11th grade and continue to support grades 5-10
- Replace aging student devices
- Begin multi-year effort to right size replacement budget to cover infrastructure, staff: and student devices - this has been our goal for the past couple of years, but it has not been realized due to funding limitations
- Expand budgetary support for specialized/personalized equipment for high needs students and areas
- Replace infrastructure needs that are coming to end of life, including:
 - servers which authenticate users, house educational applications, and store staff data
 - network switches and access points which provide access to network resources and the internet
 - uninterruptible power supplies to protect infrastructure against harmful shutdowns
- Replace aging projectors in classrooms (many of which are over 10 years old)

Accomplishments FY18-19 so far

- BYOD Starting Sept. for grade 5 and expanded through grade 10
- Kept the teacher devices on the newly-established 4 year cycle
- Migrated staff data from aging physical servers to new virtual secure servers

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TOWN MANAGER	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51101 PERMANENT	594,291	567,542	616,672	622,930	622,930	622,930	622,930
51161 SICK LEAVE BUYBACK - NON-UNION	3,400	1,504	3,400	3,400	3,400	3,400	3,400
TOTAL PERMANENT	597,691	569,045	620,072	626,330	626,330	626,330	626,330
51251 TEMPORARY	2,250	1,517	2,250	2,250	2,250	2,250	2,250
TOTAL TEMPORARY	2,250	1,517	2,250	2,250	2,250	2,250	2,250
51359 OVERTIME	3,000	611	3,000	3,000	3,000	3,000	3,000
TOTAL OVERTIME	3,000	611	3,000	3,000	3,000	3,000	3,000
PERSONAL SERVICES TOTAL	602,941	571,173	625,322	631,580	631,580	631,580	631,580
52101 OFFICE SUPPLIES	7,000	13,464	7,000	8,000	8,000	8,000	8,000
52103 PRINTING AND REPRODUCTION SUPPLIES	2,500	0	2,500	1,500	1,500	1,500	1,500
52105 COMPUTER SUPPLIES	100	0	100	100	100	100	100
52106 BOOKS AND PERIODICALS	450	62	450	450	450	450	450
52180 FOOD & GROCERIES	2,000	1,694	2,000	2,000	2,000	2,000	2,000
TOTAL SUPPLIES & MATERIALS	12,050	15,221	12,050	12,050	12,050	12,050	12,050
53101 PRINTING STATIONERY	1,200	0	1,200	1,200	1,200	1,200	1,200
53105 DPTMENTL REPORTS	1,000	0	1,000	1,000	1,000	1,000	1,000
53110 TELEPHONE TOWN BLDGS	6,200	7,802	6,200	8,000	8,000	8,000	8,000
53115 ADVERTISING	6,000	3,235	6,000	5,000	5,000	5,000	5,000
53116 BIND & BK REPAIRS	0	0	0	0	0	0	0
53117 AUTO ALLOWANCE	5,000	4,500	5,000	10,000	10,000	10,000	10,000
53118 PROF SERVICES	45,000	39,883	45,000	45,000	45,000	45,000	45,000
53122 TRAVEL	50	127	1,000	1,000	1,000	750	1,000
53123 OUT OF STATE TRAVEL	0	2,111	1,000	1,000	1,000	500	1,000
53161 R&M FURNITURE/EQUIPMENT	200	0	200	200	200	200	200
53166 TUITION	8,200	2,680	4,000	4,000	4,000	2,000	4,000
TOTAL CONTRACTUAL SERVICES	72,850	60,338	70,600	76,400	76,400	73,650	76,400
54101 DUES AND MEMBERSHIPS	8,500	7,318	8,500	8,500	8,500	6,500	8,500
54102 RENTALS AND STORAGE	0	145	0	0	0	0	0
54106 INSURANCE/SURETY	500	0	500	500	500	500	500
TOTAL CHARGES & OBLIGATIONS	9,000	7,463	9,000	9,000	9,000	7,000	9,000
EXPENSES TOTAL	93,900	83,022	91,650	97,450	97,450	92,700	97,450
EQUIPMENT TOTAL	0	0	0	0	0	0	0
TOWN MANAGER TOTAL	696,841	654,195	716,972	729,030	729,030	724,280	729,030

HUMAN RESOURCES/ADA	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51101 PERMANENT	119,430	117,427	137,877	135,616	149,918	135,616	149,918
51161 SICK LEAVE BUYBACK - NON-UNION	0		0	0	0	0	0
TOTAL PERMANENT	119,430	117,427	137,877	135,616	149,918	135,616	149,918
53159 OVERTIME	0	0	0	1,500	1,500	0	1,500
TOTAL OVERTIME	0	0	0	1,500	1,500	0	1,500
PERSONAL SERVICES TOTAL	119,430	117,427	137,877	137,116	151,418	135,616	151,418
52101 OFFICE SUPPLIES	1,000	839	1,500	1,500	1,500	1,200	1,500
52105 COMPUTER SUPPLIES	200	0	200	200	200	200	200
52106 BOOKS AND PERIODICALS	500	0	500	250	250	250	250
52180 FOOD & GROCERIES	500	0	500	250	250	250	250
TOTAL SUPPLIES & MATERIALS	2,200	839	2,700	2,200	2,200	1,900	2,200
53101 PRINTING STATIONERY	500	85	500	500	500	500	500
53102 PRINT BKS DIR	1,000	0	1,000	500	500	500	500
53105 DPTMENTL REPORTS	0	0	0	0	0	0	0
53110 TELEPHONE TOWN BLDGS	300	641	750	1,500	1,500	1,500	1,500
53115 ADVERTISING	0	0	0	0	0	0	0
53117 AUTO ALLOWANCE	0	0	0	0	0	0	0
53118 PROF SERVICES	11,200	8,580	12,000	12,000	12,000	10,000	12,000
53122 TRAVEL	500	50	500	500	500	500	500
53166 TUITION	1,000	0	1,000	1,000	1,000	1,000	1,000
TOTAL CONTRACTUAL SERVICES	14,500	9,356	15,750	16,000	16,000	14,000	16,000
54101 DUES AND MEMBERSHIPS	500	459	500	500	500	500	500
54102 RENTALS AND STORAGE	0	919	4,200	4,000	4,000	4,000	4,000
54106 INSURANCE/SURETY	0	0	0	0	0	0	0
TOTAL CHARGES & OBLIGATIONS	500	1,378	4,700	4,500	4,500	4,500	4,500
EXPENSES TOTAL	17,200	11,573	23,150	22,700	22,700	20,400	22,700
EQUIPMENT TOTAL	0	0	0	0	0	0	0
HUMAN RESOURCES TOTAL	136,630	129,000	161,027	159,816	174,118	156,016	174,118

FINANCE COMMITTEE	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51251 TEMPORARY	3,500	2,673	3,500	3,500	3,500	3,500	3,500
TOTAL TEMPORARY	3,500	2,673	3,500	3,500	3,500	3,500	3,500
PERSONAL SERVICES TOTAL	3,500	2,673	3,500	3,500	3,500	3,500	3,500
53101 PRINTING AND REPRODUCTION SUPPLIES	2,500	0	1,500	1,500	1,500	1,500	1,500
53115 ADVERTISING	0	0	0	0	0	0	0
TOTAL SUPPLIES & MATERIALS	2,500	0	1,500	1,500	1,500	1,500	1,500
54101 DUES AND MEMBERSHIPS	0	594	1,000	1,000	1,000	1,000	1,000
TOTAL CHARGES & OBLIGATIONS	0	594	1,000	1,000	1,000	1,000	1,000
EXPENSES TOTAL	2,500	594	2,500	2,500	2,500	2,500	2,500
EQUIPMENT TOTAL	0	0	0	0	0	0	0
FINANCE COMMITTEE TOTAL	6,000	3,267	6,000	6,000	6,000	6,000	6,000

COMPTRROLLER	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51101 PERMANENT	344,853	340,224	351,911	361,766	361,766	361,766	361,766
51161 SICK LEAVE BUYBACK - NON-UNION	2,250	1,021	2,250	1,125	1,125	1,125	1,125
TOTAL PERMANENT	347,103	341,245	354,161	362,891	362,891	362,891	362,891
51251 TEMPORARY	0	357	0	0	0	0	0
TOTAL OVERTIME	0	357	0	0	0	0	0
PERSONAL SERVICES TOTAL	347,103	341,602	354,161	362,891	362,891	362,891	362,891
52101 OFFICE SUPPLIES	300	0	300	300	300	300	300
52137 SUPPLIES, SMALL EQUIP	0	0	0	0	0	0	0
TOTAL SUPPLIES & MATERIALS	300	0	300	300	300	300	300
53101 PRINTING STATIONERY	100	0	100	0	0	0	0
53110 TELEPHONE TOWN BLDGS	800	632	800	800	800	800	800
53115 ADVERTISING	0	546	0	0	0	0	0
53118 PROF SERVICES	5,000	0	5,000	5,000	5,000	5,000	5,000
53122 TRAVEL	800	1,043	800	850	1,240	850	850
53161 R&M FURNITURE/EQUIPMENT	0	0	0	740	740	740	740
53166 TUITION	2,000	1,015	2,000	2,000	2,070	2,000	2,000
TOTAL CONTRACTUAL SERVICES	8,700	3,236	8,700	9,390	9,850	9,390	9,390
54101 DUES AND MEMBERSHIPS	800	1,058	800	850	1,120	850	850
TOTAL CHARGES & OBLIGATIONS	800	1,058	800	850	1,120	850	850
EXPENSES TOTAL	9,800	4,294	9,800	10,540	11,270	10,540	10,540
EQUIPMENT TOTAL	0	0	0	0	0	0	0
COMPTRROLLER TOTAL	356,903	345,896	363,961	373,431	374,161	373,431	373,431

ASSESSOR	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51101 PERMANENT	205,512	203,618	215,620	227,000	227,000	227,000	227,000
51155 SICK LEAVE BUYBACK - NON-UNION	0	0	0	0	0	0	0
TOTAL PERMANENT	205,512	203,618	215,620	227,000	227,000	227,000	227,000
51359 OVERTIME	1,000	27	1,022	1,000	1,000	1,000	1,000
TOTAL OVERTIME	1,000	27	1,022	1,000	1,000	1,000	1,000
PERSONAL SERVICES TOTAL	206,512	203,644	216,642	228,000	228,000	228,000	228,000
52101 OFFICE SUPPLIES	250	720	250	250	250	250	250
52106 BOOKS AND PERIODICALS	500	75	500	500	500	500	500
TOTAL SUPPLIES & MATERIALS	750	795	750	750	750	750	750
53101 PRINTING STATIONERY	750	228	750	750	750	750	750
53106 REPRODUCTION SVC	50	0	50	50	50	50	50
53110 TELEPHONE TOWN BLDGS	1,300	626	1,300	1,300	1,300	1,300	1,300
53117 AUTO ALLOWANCE	3,500	5,820	3,500	3,500	3,500	3,500	3,500
53118 PROF SERVICES	48,700	36,899	38,700	38,700	38,700	38,700	38,700
53128 COM R&M TOOLS & EQUIPMENT	500	304	500	500	500	500	500
53149 CO/R&M FURN & OFFICE	750	184	750	750	750	750	750
53161 R&M FURNITURE/EQUIPMENT	750	0	750	750	750	750	750
TOTAL CONTRACTUAL SERVICES	56,300	44,060	46,300	46,300	46,300	46,300	46,300
54101 DUES AND MEMBERSHIPS	700	1,577	700	700	700	700	700
TOTAL CHARGES & OBLIGATIONS	700	1,577	700	700	700	700	700
EXPENSES TOTAL	57,750	46,432	47,750	47,750	47,750	47,750	47,750
EQUIPMENT TOTAL	0	0	0	0	0	0	0
ASSESSOR TOTAL	264,262	250,077	264,392	275,750	275,750	275,750	275,750

TREASURER/COLLECTOR	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51101 PERMANENT	316,405	314,621	333,530	334,950	334,950	334,950	334,950
51155 SICK LEAVE BUYBACK - NAGE	2,000	0	2,000	2,000	2,000	2,000	2,000
51161 SICK LEAVE BUYBACK - NON-UNION	1,500	375	1,500	1,500	1,500	1,500	1,500
TOTAL PERMANENT	319,905	314,996	337,030	338,450	338,450	338,450	338,450
51251 TEMPORARY	1,000	0	1,000	1,000	1,000	1,000	1,000
TOTAL TEMPORARY	1,000	0	1,000	1,000	1,000	1,000	1,000
51359 OVERTIME	1,000	501	1,013	1,000	1,000	1,000	1,000
TOTAL OVERTIME	1,000	501	1,013	1,000	1,000	1,000	1,000
PERSONAL SERVICES TOTAL	321,905	315,498	339,043	340,450	340,450	340,450	340,450
52101 OFFICE SUPPLIES	2,000	1,851	2,500	2,500	2,500	2,500	2,500
TOTAL SUPPLIES & MATERIALS	2,000	1,851	2,500	2,500	2,500	2,500	2,500
53101 PRINTING STATIONERY	9,600	8,857	9,600	9,600	9,600	9,600	9,600
53110 TELEPHONE TOWN BLDGS	700	645	700	700	700	700	700
53115 ADVERTISING	1,500	400	1,500	1,500	1,500	1,500	1,500
53118 PROF SERVICES	63,900	53,552	65,100	66,000	66,000	66,000	66,000
53122 TRAVEL	1,200	228	1,200	1,200	1,200	1,200	1,200
TOTAL CONTRACTUAL SERVICES	76,900	63,681	78,100	79,000	79,000	79,000	79,000
54101 DUES AND MEMBERSHIPS	1,200	604	1,200	1,200	1,200	1,200	1,200
54102 RENTALS AND STORAGE	0	0	2,000	2,000	2,000	2,000	2,000
54129 BANK SERVICE CHARGES	50,000	30,614	50,000	50,000	50,000	50,000	50,000
53166 TUITION	0	0	0				
56001 MISC EXPENSES	450	0	450	450	450	450	450
TOTAL CHARGES & OBLIGATIONS	51,650	31,218	53,650	53,650	53,650	53,650	53,650
EXPENSES TOTAL	130,550	96,750	134,250	135,150	135,150	135,150	135,150
55 OFFICE EQUIPMENT	2,000	1,662	0	0	0	0	0
EQUIPMENT TOTAL	2,000	1,662	0	0	0	0	0
TREASURER/COLLECTION TOTAL	454,455	413,910	473,293	475,600	475,600	475,600	475,600

ENGINEERING	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51101 PERMANENT	442,508	418,730	447,438	454,059	454,059	454,059	454,059
51155 SICKLV BUYBACK WOCA	4,200	0	4,200	4,200	4,200	4,200	4,200
TOTAL PERMANENT	446,708	418,730	451,638	458,259	458,259	458,259	458,259
51359 OVERTIME	1,000	0	1,003	1,000	1,000	1,000	1,000
TOTAL OVERTIME	1,000	0	1,003	1,000	1,000	1,000	1,000
PERSONAL SERVICES TOTAL	447,708	418,730	452,641	459,259	459,259	459,259	459,259
52101 OFFICE SUPPLIES	2,000	2,850	2,000	2,000	2,000	2,000	2,000
52103 PRINTING AND REPRODUCTION SUPPLIES	13,000	6,455	13,000	13,000	13,000	13,000	13,000
52105 COMPUTER SUPPLIES	300	0	300	300	300	300	300
52106 BOOKS AND PERIODICALS	100	69	100	100	100	100	100
52123 HARDWARE	50	0	50	50	50	50	50
52138 SUPPLIES, AUTOMOBILE	400	0	400	400	400	400	400
TOTAL SUPPLIES & MATERIALS	15,850	9,374	15,850	15,850	15,850	15,850	15,850
53101 PRINTING STATIONERY	500	160	500	500	500	500	500
53106 REPRODUCING SVC	1,000	0	1,000	1,000	1,000	1,000	1,000
53110 TELEPHONE TOWN BLDGS	3,240	2,769	3,240	3,240	3,240	3,240	3,240
53115 ADVERTISING	500	34	500	500	500	500	500
53118 PROF SERVICES	50,000	50,000	50,000	50,000	75,000	50,000	75,000
53122 TRAVEL	250	100	250	250	250	250	250
53128 COM R&M TOOLS & EQUIPMENT	500	0	500	500	500	500	500
53161 R&M FURNITURE/EQUIPMENT	10,000	10,187	5,000	5,000	5,000	500	5,000
53166 TUITION	750	0	750	750	750	750	750
TOTAL CONTRACTUAL SERVICES	66,740	63,250	61,740	61,740	86,740	57,240	86,740
54101 DUES AND MEMBERSHIPS	500	300	500	500	500	500	500
TOTAL CHARGES & OBLIGATIONS	500	300	500	500	500	500	500
EXPENSES TOTAL	83,090	72,924	78,090	78,090	103,090	73,590	103,090
EQUIPMENT TOTAL	0	0	0	0	0	0	0
ENGINEERING TOTAL	530,798	491,654	530,731	537,349	562,349	532,849	562,349

BUILDING & ZONING	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51101 PERMANENT	314,920	316,981	330,031	333,685	333,685	333,685	333,685
51155 SICKLV BUYBACK WOCA	3,175	3,238	3,689	3,412	3,412	3,412	3,412
51161 SICK LEAVE BUYBACK - NON UNION	2,700	1,393	2,700	2,679	2,679	2,679	2,679
TOTAL PERMANENT	320,795	321,612	336,420	339,776	339,776	339,776	339,776
51251 TEMPORARY	3,000	2,585	3,000	3,000	3,000	3,000	3,000
TOTAL TEMPORARY	3,000	2,585	3,000	3,000	3,000	3,000	3,000
51359 OVERTIME	4,000	1,884	4,255	4,000	4,000	4,000	4,000
TOTAL OVERTIME	4,000	1,884	4,255	4,000	4,000	4,000	4,000
PERSONAL SERVICES TOTAL	327,795	326,082	343,675	346,776	346,776	346,776	346,776
52101 OFFICE SUPPLIES	1,250	1,327	1,250	1,250	1,250	1,250	1,250
52106 BOOKS AND PERIODICALS	600	281	600	600	600	600	600
TOTAL SUPPLIES & MATERIALS	1,850	1,608	1,850	1,850	1,850	1,850	1,850
53101 PRINTING STATIONERY	1,050	899	1,050	1,050	1,050	1,050	1,050
53106 REPRODUCING SVC	200	0	200	200	200	200	200
53110 TELEPHONE TOWN BLDGS	1,100	2,575	3,050	3,050	3,050	3,050	3,050
53117 AUTO ALLOWANCE	8,000	7,715	8,000	8,000	8,000	8,000	8,000
53122 TRAVEL	100	0	100	100	100	100	100
53118 PROFESSIONAL SERVICES	13,300	0	10,900	8,100	8,100	8,100	8,100
53161 R&M FURNITURE/EQUIPMENT	1,815	1,815	1,815	1,846	1,846	1,846	1,846
53167 TUITION	600	420	600	600	600	600	600
TOTAL CONTRACTUAL SERVICES	26,165	13,423	25,715	22,946	22,946	22,946	22,946
54101 DUES AND MEMBERSHIPS	570	310	570	570	570	570	570
TOTAL CHARGES & OBLIGATIONS	570	310	570	570	570	570	570
EXPENSES TOTAL	28,585	15,342	28,135	25,366	25,366	25,366	25,366
EQUIPMENT TOTAL	0	0	0	0	0	0	0
BUILDING & ZONING TOTAL	356,380	341,423	371,810	372,142	372,142	372,142	372,142

CONSERVATION	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51101 PERMANENT	50,134	50,032	53,039	55,100	55,100	55,100	55,100
51161 SICK LEAVE BUYBACK - NON UNION	638	0	638	638	638	638	638
TOTAL PERMANENT	50,772	50,032	53,677	55,738	55,738	55,738	55,738
PERSONAL SERVICES TOTAL	50,772	50,032	53,677	55,738	55,738	55,738	55,738
52101 OFFICE SUPPLIES	100	259	300	300	300	300	300
52106 BOOKS AND PERIODICALS	0	0	100	100	100	100	100
TOTAL SUPPLIES & MATERIALS	100	259	400	400	400	400	400
53106 REPRODUCING SVC	300	0	300	300	300	300	300
53110 TELEPHONE TOWN BLDGS	240	218	240	240	240	240	240
53115 ADVERTISING	0	208	0	0	0	0	0
53118 PROF SERVICES	0	0	0	0	0	0	0
53122 TRAVEL	100	52	100	100	100	100	100
53166 TUITION	300	60	300	300	300	300	300
TOTAL CONTRACTUAL SERVICES	940	537	940	940	940	940	940
54101 DUES AND MEMBERSHIPS	770	765	795	795	795	795	795
TOTAL CHARGES & OBLIGATIONS	770	765	795	795	795	795	795
EXPENSES TOTAL	1,810	1,562	2,135	2,135	2,135	2,135	2,135
EQUIPMENT TOTAL	0	0	0	0	0	0	0
CONSERVATION TOTAL	52,582	51,594	55,812	57,873	57,873	57,873	57,873

PLANNING BOARD	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51101 PERMANENT	101,482	92,574	103,335	104,234	247,958	104,234	104,234
TOTAL PERMANENT	101,482	92,574	103,335	104,234	247,958	104,234	104,234
51359 OVERTIME	0	5,306	0	0	0	0	0
TOTAL OVERTIME	0	5,306	0	0	0	0	0
PERSONAL SERVICES TOTAL	101,482	97,880	103,335	104,234	247,958	104,234	104,234
52101 OFFICE SUPPLIES	150	141	150	150	150	150	150
52103 PRINTING AND REPRODUC SUPPLIES	1,700	30	1,200	1,000	1,000	1,000	1,000
52105 COMPUTER SUPPLIES	750	0	750	600	600	600	600
52106 BOOKS AND PERIODICALS	100	220	100	300	300	100	300
TOTAL SUPPLIES & MATERIALS	2,700	391	2,200	2,050	2,050	1,850	2,050
53110 TELEPHONE TOWN BLDGS	300	212	300	300	300	300	300
53115 ADVERTISING	2,500	785	3,000	2,500	2,500	2,500	2,500
53118 PROFESSIONAL SERVICES	35,000	15,000	35,000	90,000	120,000	35,000	65,000
53122 TRAVEL	500	96	500	500	2,500	500	500
53161 R&M FURNITURE/EQUIPMENT	0	525	0	0	250	0	0
TOTAL CONTRACTUAL SERVICES	38,300	16,618	38,800	93,300	125,550	38,300	68,300
54101 DUES AND MEMBERSHIPS	0	0	600	600	600	600	600
TOTAL CHARGES & OBLIGATIONS	0	0	600	600	600	600	600
EXPENSES TOTAL	41,000	17,009	41,600	95,950	128,200	40,750	70,950
EQUIPMENT TOTAL	0	0	0	0	0	0	0
PLANNING BOARD TOTAL	142,482	114,889	144,935	200,184	376,158	144,984	175,184

CLERK	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51101 PERMANENT	290,435	274,241	286,850	297,026	297,026	297,026	297,026
51155 SICK LEAVE BUYBACK - UNION	0	0	0	0	0	0	0
51161 SICK LEAVE BUYBACK - NON UNION	1,000	863	0	0	0	0	0
TOTAL PERMANENT	291,435	275,103	286,850	297,026	297,026	297,026	297,026
51251 TEMPORARY	12,891	21,337	38,360	27,188	27,188	27,188	27,188
TOTAL TEMPORARY	12,891	21,337	38,360	27,188	27,188	27,188	27,188
51359 OVERTIME	6,250	7,531	8,936	7,500	7,500	7,500	7,500
51365 OFF DUTY	3,000	3,012	9,000	6,500	6,500	6,500	6,500
TOTAL OVERTIME	9,250	10,543	17,936	14,000	14,000	14,000	14,000
PERSONAL SERVICES TOTAL	313,576	306,983	343,146	338,214	338,214	338,214	338,214
52101 OFFICE SUPPLIES	5,350	4,187	6,350	5,500	5,500	5,500	5,500
52106 BOOKS AND PERIODICALS	500	342	500	1,000	1,000	1,000	1,000
TOTAL SUPPLIES & MATERIALS	5,850	4,529	6,850	6,500	6,500	6,500	6,500
53101 PRINTING STATIONERY	27,000	16,195	29,050	27,550	27,550	27,550	27,550
53106 REPRODUCING SVC	8,000	3,244	8,000	6,500	6,500	6,500	6,500
53108 POSTAGE - GEN SERVI	0	0	0	0	0	0	0
53110 TELEPHONE TOWN BLDGS	1,600	1,477	1,600	1,600	1,600	1,600	1,600
53115 ADVERTISING	750	2,098	2,500	2,500	2,500	2,500	2,500
53116 BIND & BK REPAIRS	750	529	1,000	1,000	1,000	1,000	1,000
53118 PROF SERVICES	12,000	8,930	12,500	9,500	9,500	9,500	9,500
53122 TRAVEL	500	159	750	500	500	500	500
53161 R&M FURNITURE/EQUIPMENT	5,100	8,224	5,100	4,500	4,500	4,500	4,500
53166 TUITION	850	240	1,000	500	500	500	500
TOTAL CONTRACTUAL SERVICES	56,550	41,097	61,500	54,150	54,150	54,150	54,150
54101 DUES AND MEMBERSHIPS	400	310	400	400	400	400	400
54102 RENTALS AND STORAGE	0	391	0				
TOTAL CHARGES & OBLIGATIONS	400	701	400	400	400	400	400
EXPENSES TOTAL	62,800	46,327	68,750	61,050	61,050	61,050	61,050
EQUIPMENT TOTAL	0	0	0	0	0	0	0
CLERK TOTAL	376,376	353,310	411,896	399,264	399,264	399,264	399,264

LEGAL	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
53118 PROF SERVICES							
533081 LEGAL EXPENSES / IN	280,000	264,628	264,000	265,000	265,000	265,000	265,000
533082 LEGAL EXPENSES / OUT	135,000	146,940	111,000	135,000	135,000	135,000	135,000
LEGAL EXPENSES	415,000	411,567	375,000	400,000	400,000	400,000	400,000
EXPENSES TOTAL	415,000	411,567	375,000	400,000	400,000	400,000	400,000
EQUIPMENT TOTAL	0	0	0	0	0	0	0
LEGAL TOTAL	415,000	411,567	375,000	400,000	400,000	400,000	400,000

INFORMATION TECHNOLOGY	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51101 PERMANENT	112,396	111,233	114,124	114,526	114,526	114,526	114,526
51161 SICK LEAVE BUYBACK	0	0	750	750	750	750	750
TOTAL PERMANENT	112,396	111,233	114,874	115,276	115,276	115,276	115,276
PERSONAL SERVICES TOTAL	112,396	111,233	114,874	115,276	115,276	115,276	115,276
52105 COMPUTER SUPPLIES	50,000	65,468	50,000	50,000	50,000	32,000	50,000
52185 SOFTWARE	8,000	4,536	8,000	8,000	8,000	4,000	8,000
TOTAL SUPPLIES & MATERIALS	58,000	70,004	58,000	58,000	58,000	36,000	58,000
53101 PRINTING & STATIONERY	500	197	500	500	500	500	500
53110 TELEPHONE TOWN BLDGS	2,000	949	2,000	2,000	2,000	2,000	2,000
53115 ADVERTISING	0	0	0				
53118 PROF SERVICES	49,100	55,866	57,500	57,500	57,500	57,500	57,500
53238 S/W & MAINTENANCE RENEWALS	395,434	364,459	399,588	425,200	425,200	425,200	425,200
53122 TRAVEL	100	0	100	100	100	100	100
53161 R&M FURNITURE/EQUIPMENT	500	0	500	500	500	500	500
53166 TUITION	5,000	0	5,000	5,000	5,000	3,000	5,000
TOTAL CONTRACTUAL SERVICES	452,634	421,471	465,188	490,800	490,800	488,800	490,800
54101 DUES AND MEMBERSHIPS	0	0	100	100	100	100	100
TOTAL CHARGES & OBLIGATIONS	0	0	100	100	100	100	100
EXPENSES TOTAL	510,634	491,475	523,288	548,900	548,900	524,900	548,900
55103 OFFICE EQUIPMENT	0	0	0	0	0	0	0
EQUIPMENT TOTAL	0	0	0	0	0	0	0
INFORMATION TECHNOLOGY TOTAL	623,030	602,708	638,162	664,176	664,176	640,176	664,176

GENERAL SERVICES	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
PERSONAL SERVICES TOTAL	0	0	0	0	0	0	0
52101 OFFICE SUPPLIES	14,000	7,274	14,000	11,215	11,215	11,215	11,215
TOTAL SUPPLIES & MATERIALS	14,000	7,274	14,000	11,215	11,215	11,215	11,215
53101 PRINTING STATIONERY	23,200	16,848	23,200	23,200	23,200	23,200	23,200
53108 POSTAGE - GEN SERVICES	76,500	83,119	76,475	83,000	83,000	83,000	83,000
53110 TELEPHONE TOWN BLDGS	5,600	1,122	5,600	2,000	2,000	2,000	2,000
53118 PROFESSIONAL SERVICES	0	0	0	600	600	600	600
53128 ADVERTISING	0	0	0	0	0	0	0
53161 R&M FURNITURE/EQUIPMENT	4,500	2,393	7,500	6,760	6,760	6,760	6,760
53166 TUITION	0	0	0	0	0	0	0
TOTAL CONTRACTUAL SERVICES	109,800	103,482	112,775	115,560	115,560	115,560	115,560
54102 RENTALS AND STORAGE	13,500	12,458	13,500	13,500	13,500	13,500	13,500
TOTAL CHARGES & OBLIGATIONS	13,500	12,458	13,500	13,500	13,500	13,500	13,500
EXPENSES TOTAL	137,300	123,214	140,275	140,275	140,275	140,275	140,275
EQUIPMENT TOTAL	0	0	0	0	0	0	0
GENERAL SERVICES TOTAL	137,300	123,214	140,275	140,275	140,275	140,275	140,275

LIBRARY	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51101 PERMANENT	1,360,068	1,323,732	1,366,400	1,385,394	1,385,394	1,385,394	1,385,394
51161 SICK LEAVE BUYBACK - NON UNION	11,036	4,961	13,349	9,267	9,267	9,267	9,267
TOTAL PERMANENT	1,371,104	1,328,693	1,379,749	1,394,661	1,394,661	1,394,661	1,394,661
51251 TEMPORARY	113,567	77,146	122,850	115,000	115,000	115,000	115,000
TOTAL TEMPORARY	113,567	77,146	122,850	115,000	115,000	115,000	115,000
51359 OVERTIME	47,240	49,481	54,403	54,500	54,500	54,500	54,500
TOTAL OVERTIME	47,240	49,481	54,403	54,500	54,500	54,500	54,500
PERSONAL SERVICES TOTAL	1,531,911	1,455,319	1,557,002	1,564,161	1,564,161	1,564,161	1,564,161
52101 OFFICE SUPPLIES	15,850	17,006	16,700	17,200	17,200	17,200	17,200
52103 PRINTING AND REPRODUC SUPPLI	850	349	850	850	850	850	850
52106 BOOKS AND PERIODICALS	250,000	251,126	255,000	258,000	258,000	258,000	258,000
52113 CLEANING SUPPLIES	1,200	1,249	1,320	1,320	1,320	1,320	1,320
52115 HOUSEHOLD SUPPLIES	3,200	3,524	3,500	3,500	3,500	3,500	3,500
52116 ELECTRICAL SUPPLIES	300	140	1,500	1,500	1,500	1,500	1,500
52123 HARDWARE	400	258	500	500	500	500	500
52125 PAINTING SUPPLIES	400	601	550	550	550	550	550
52143 SMALL TOOLS & IMPLANT	350	70	450	400	400	400	400
52153 CHEMICALS	1,000	910	1,200	1,200	1,200	1,200	1,200
52180 FOOD & GROCERIES	450	433	450	475	475	475	475
TOTAL SUPPLIES & MATERIALS	274,000	275,665	282,020	285,495	285,495	285,495	285,495
53101 PRINTING & STATIONERY	4,500	3,559	6,500	6,000	6,000	6,000	6,000
53107 POSTAGE	2,550	968	1,550	1,500	1,500	1,500	1,500
53110 TELEPHONE TOWN BLDGS	2,200	2,098	2,200	2,250	2,250	2,250	2,250
53115 ADVERTISING	400	0	750	750	750	750	750
53122 TRAVEL	1,500	852	1,450	1,400	1,400	1,400	1,400
53124 CLEAN & SANITARY	18,000	13,798	18,500	19,000	19,000	19,000	19,000
53125 LANDSCAPING	10,000	7,201	7,500	7,500	7,500	7,500	7,500
53128 COM R&M TOOLS&EQUIPMENT	1,450	130	1,450	850	850	850	850
53143 R&M BLDG&STRUCT	15,000	12,608	16,000	16,000	16,000	16,000	16,000
53161 R&M FURNITURE/EQUIPMENT	800	0	800	800	800	800	800
53166 TUITION	500	798	850	850	850	850	850
53172 CONTRACTUAL SERVICE	62,500	64,974	64,500	66,000	66,000	66,000	66,000
TOTAL CONTRACTUAL SERVICES	119,400	106,986	122,050	122,900	122,900	122,900	122,900

LIBRARY	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
54101 DUES AND MEMBERSHIPS	1,085	840	1,150	1,150	1,150	1,150	1,150
TOTAL CHARGES & OBLIGATIONS	1,085	840	1,150	1,150	1,150	1,150	1,150
EXPENSES TOTAL	394,485	383,491	405,220	409,545	409,545	409,545	409,545
533101 FURNITURE AND FIXTURES	13,500	13,234	15,000	15,500	15,500	15,500	15,500
EQUIPMENT TOTAL	13,500	13,234	15,000	15,500	15,500	15,500	15,500
LIBRARY TOTAL	1,939,896	1,852,043	1,977,222	1,989,206	1,989,206	1,989,206	1,989,206

LIBRARY ADMINISTRATION	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51101 PERMANENT	260,703	256,561	267,171	268,905	268,905	268,905	268,905
51155 SICK LEAVE BUYBACK - NAGE	0	0	0	0	0	0	0
51161 SICK LEAVE BUYBACK - NON UNION	1,875	539	1,875	1,875	1,875	1,875	1,875
TOTAL PERMANENT	262,578	257,100	269,046	270,780	270,780	270,780	270,780
PERSONAL SERVICES TOTAL	262,578	257,100	269,046	270,780	270,780	270,780	270,780
52101 OFFICE SUPPLIES	1,850	1,855	2,200	2,200	2,200	2,200	2,200
52103 PRINTING AND REPRODUC SUPPLI	850	349	850	850	850	850	850
TOTAL SUPPLIES & MATERIALS	2,700	2,204	3,050	3,050	3,050	3,050	3,050
53107 POSTAGE	2,000	822	1,200	1,200	1,200	1,200	1,200
53110 TELEPHONE TOWN BLDGS	2,200	2,098	2,200	2,250	2,250	2,250	2,250
53115 ADVERTISING	400	0	750	750	750	750	750
53122 TRAVEL	600	509	600	600	600	600	600
TOTAL CONTRACTUAL SERVICES	5,200	3,428	4,750	4,800	4,800	4,800	4,800
54101 DUES AND MEMBERSHIPS	500	525	525	550	550	550	550
TOTAL CHARGES & OBLIGATIONS	500	525	525	550	550	550	550
EXPENSES TOTAL	8,400	6,158	8,325	8,400	8,400	8,400	8,400
EQUIPMENT TOTAL	0	0	0	0	0	0	0
LIBRARY ADMINISTRATION TOTAL	270,978	263,258	277,371	279,180	279,180	279,180	279,180

LIBRARY SERVICES	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51101 PERMANENT	1,024,695	987,775	1,018,512	1,035,105	1,035,105	1,035,105	1,035,105
51161 SICK LEAVE BUYBACK - NON UNION	9,161	3,744	10,928	6,910	6,910	6,910	6,910
TOTAL PERMANENT	1,033,856	991,519	1,029,440	1,042,015	1,042,015	1,042,015	1,042,015
51251 TEMPORARY	113,567	77,146	122,850	115,000	115,000	115,000	115,000
TOTAL TEMPORARY	113,567	77,146	122,850	115,000	115,000	115,000	115,000
51359 OVERTIME	32,690	37,804	38,903	39,000	39,000	39,000	39,000
TOTAL OVERTIME	32,690	37,804	38,903	39,000	39,000	39,000	39,000
PERSONAL SERVICES TOTAL	1,180,113	1,106,469	1,191,193	1,196,015	1,196,015	1,196,015	1,196,015
52101 OFFICE SUPPLIES	14,000	15,150	14,500	15,000	15,000	15,000	15,000
52106 BOOKS AND PERIODICALS	250,000	251,126	255,000	258,000	258,000	258,000	258,000
52180 FOOD & GROCERIES	450	433	450	475	475	475	475
TOTAL SUPPLIES & MATERIALS	264,450	266,709	269,950	273,475	273,475	273,475	273,475
53101 PRINTING & STATIONERY	4,500	3,559	6,500	6,000	6,000	6,000	6,000
53107 POSTAGE	550	146	350	300	300	300	300
53122 TRAVEL	900	344	850	800	800	800	800
53128 COM R&M TOOLS & EQUIPMENT	1,100	23	1,100	500	500	500	500
53166 TUITION	500	797.99	850	850	850	850	850
53172 CONTRACTUAL SERVICE	62,500	64,974	64,500	66,000	66,000	66,000	66,000
TOTAL CONTRACTUAL SERVICES	70,050	69,845	74,150	74,450	74,450	74,450	74,450
54101 DUES AND MEMBERSHIPS	585	315	625	600	600	600	600
TOTAL CHARGES & OBLIGATIONS	585	315	625	600	600	600	600
EXPENSES TOTAL	335,085	336,869	344,725	348,525	348,525	348,525	348,525
55101 FURNITURE AND FIXTURES	13,500	13,234	15,000	15,500	15,500	15,500	15,500
EQUIPMENT TOTAL	13,500	13,234	15,000	15,500	15,500	15,500	15,500
LIBRARY SERVICES TOTAL	1,528,698	1,456,571	1,550,918	1,560,040	1,560,040	1,560,040	1,560,040

LIBRARY MAINTENANCE	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override	Finance Committee
51101 PERMANENT	74,670	79,396	80,717	81,384	81,384	81,384	81,384	81,384
51161 SICK LEAVE BUYBACK-NON UNION	0	678	546	482	482	482	482	482
TOTAL PERMANENT	74,670	80,074	81,263	81,866	81,866	81,866	81,866	81,866
51359 OVERTIME	14,550	11,676	15,500	15,500	15,500	15,500	15,500	15,500
TOTAL OVERTIME	14,550	11,676	15,500	15,500	15,500	15,500	15,500	15,500
PERSONAL SERVICES TOTAL	89,220	91,750	96,763	97,366	97,366	97,366	97,366	97,366
52113 CLEANING SUPPLIES	1,200	1,249	1,320	1,320	1,320	1,320	1,320	1,320
52115 HOUSEHOLD SUPPLIES	3,200	3,524	3,500	3,500	3,500	3,500	3,500	3,500
52116 ELECTRICAL SUPPLIES	300	140	1,500	1,500	1,500	1,500	1,500	1,500
52123 HARDWARE	400	258	500	500	500	500	500	500
52125 PAINTING SUPPLIES	400	601	550	550	550	550	550	550
52143 SMALL TOOLS & IMPLMT	350	70	450	400	400	400	400	400
52153 CHEMICALS	1,000	910	1,200	1,200	1,200	1,200	1,200	1,200
TOTAL SUPPLIES & MATERIALS	6,850	6,751	9,020	8,970	8,970	8,970	8,970	8,970
53124 CLEAN & SANITARY	18,000	13,798	18,500	19,000	19,000	19,000	19,000	19,000
53125 LANDSCAPING	10,000	7,201	7,500	7,500	7,500	7,500	7,500	7,500
53128 COM R&M TOOLS & EQUIPMENT	350	107	350	350	350	350	350	350
53143 R&M BLDG & STRUCT	15,000	12,608	16,000	16,000	16,000	16,000	16,000	16,000
53161 R&M FURNITURE/EQUIPMENT	800	0	800	800	800	800	800	800
TOTAL CONTRACTUAL SERVICES	44,150	33,713	43,150	43,650	43,650	43,650	43,650	43,650
EXPENSES TOTAL	51,000	40,464	52,170	52,620	52,620	52,620	52,620	52,620
EQUIPMENT TOTAL	0	0	0	0	0	0	0	0
LIBRARY MAINTENANCE TOTAL	140,220	132,214	148,933	149,986	149,986	149,986	149,986	149,986

ARCHIVES	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
PERSONAL SERVICES TOTAL	0	0	0	0	0	0	0
52101 OFFICE SUPPLIES	400	111	400	400	400	400	400
TOTAL SUPPLIES & MATERIALS	400	111	400	400	400	400	400
53101 PRINTING & STATIONERY	0	0	0	0	0	0	0
53106 REPRODUCING SVC	0	0	0	0	0	0	0
53101 PRINTING & STATIONERY	0	0	0	0	0	0	0
52106 BOOKS AND PERIODICALS	0	0	0	0	0	0	0
53110 TELEPHONE TOWN BLDGS	250	208	250	250	250	250	250
53118 PROF SERVICES	17,200	17,243	17,200	17,800	17,800	17,800	17,800
TOTAL CONTRACTUAL SERVICES	17,450	17,451	17,450	18,050	18,050	18,050	18,050
54101 DUES AND MEMBERSHIPS	450	450	450	450	450	450	450
TOTAL CHARGES & OBLIGATIONS	450	450	450	450	450	450	450
EXPENSES TOTAL	18,300	18,012	18,300	18,900	18,900	18,900	18,900
EQUIPMENT TOTAL	0	0	0	0	0	0	0
ARCHIVES TOTAL	18,300	18,012	18,300	18,900	18,900	18,900	18,900

HISTORICAL COMMISSION		FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51251	TEMPORARY	1,500	1,500	1,500	1,500	1,500	1,500	1,500
	PERSONAL SERVICES TOTAL	1,500	1,500	1,500	1,500	1,500	1,500	1,500
52101	OFFICE SUPPLIES							
52106	BOOKS AND PERIODICALS	0		0	0	0	0	0
52180	FOOD & GROCERIES	0		0	0	0	0	0
	TOTAL SUPPLIES & MATERIALS	0		0	0	0	0	0
53101	PRINTING & STATIONERY	0		0	0	0	0	0
53106	REPRODUCING SVC	0		0	0	0	0	0
53101	PRINTING & STATIONERY							
52106	BOOKS AND PERIODICALS							
53115	ADVERTISING	0	199	0	0	0	0	0
53116	BINDING & BOOK REPAIRS	0	0	0	0	0	0	0
53118	PROF SERVICES	35,000	18,500	10,500	15,000	15,000	15,000	15,000
	EXPENSES TOTAL	35,000	18,699	10,500	15,000	15,000	15,000	15,000
HISTORICAL COMMISSION TOTAL		36,500	20,199	12,000	16,500	16,500	16,500	16,500

HEALTH	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51101 PERMANENT	257,781	252,739	271,344	267,551	338,749	267,551	267,551
51161 SICK LEAVE BUYBACK	575	0	575	575	575	575	575
TOTAL PERMANENT	258,356	252,739	271,919	268,126	339,324	268,126	268,126
51251 TEMPORARY	1,000	548	1,000	1,000	1,000	1,000	1,000
TOTAL TEMPORARY	1,000	548	1,000	1,000	1,000	1,000	1,000
51359 OVERTIME	1,000	1,037	1,111	1,500	1,500	1,500	1,500
TOTAL OVERTIME	1,000	1,037	1,111	1,500	1,500	1,500	1,500
PERSONAL SERVICES TOTAL	260,356	254,325	274,030	270,626	341,824	270,626	270,626
52101 OFFICE SUPPLIES	700	565	700	700	1,500	700	700
52103 PRINTING AND REPRODUC SUPPLI	700	428	700	700	1,000	700	700
52106 BOOKS AND PERIODICALS	100	56	100	100	100	100	100
52179 MEDICAL & DENTAL	3,000	2,984	3,000	3,000	3,000	3,000	3,000
TOTAL SUPPLIES & MATERIALS	4,500	4,033	4,500	4,500	5,600	4,500	4,500
53101 PRINTING STATIONERY	300	100	300	300	300	300	300
53110 TELEPHONE TOWN BLDGS	752	739	752	800	1,500	800	800
53115 ADVERTISING	100	0	100	100	100	100	100
53118 PROF SERVICES	73,168	75,018	81,731	82,050	82,050	65,000	82,050
53122 TRAVEL	700	0	700	700	1,000	700	700
53161 R&M FURNITURE/EQUIPMENT	0	0	0	0	0	0	0
53166 TUITION	250	65	250	0	0	0	0
54102 RENTALS AND STORAGE	1,598	1,598	1,598	1,600	1,600	1,600	1,600
TOTAL CONTRACTUAL SERVICES	76,868	77,520	85,431	85,550	86,550	68,500	85,550
54101 DUES AND MEMBERSHIPS	250	320	250	350	350	350	350
TOTAL CHARGES & OBLIGATIONS	250	320	250	350	350	350	350
EXPENSES TOTAL	81,618	81,873	90,181	90,400	92,500	73,350	90,400
EQUIPMENT TOTAL	0	0	0	0	0	0	0
HEALTH TOTAL	341,974	336,197	364,211	361,026	434,324	343,976	361,026

COUNCIL ON AGING	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51101 PERMANENT	269,361	260,502	277,466	333,931	333,931	333,931	333,931
51155 SICKLV BUYBACK NAGA	2,971	2,172	2,202	2,971	2,971	2,971	2,971
51161 SICKLV BUYBACK	0	0	0	0	0	0	0
51359 OVERTIME	0	230	6	0	0	0	0
TOTAL PERMANENT	272,332	262,904	279,674	336,902	336,902	336,902	336,902
PERSONAL SERVICES TOTAL	272,332	262,904	279,674	336,902	336,902	336,902	336,902
52101 OFFICE SUPPLIES	842	895	850	850	850	850	850
52105 COMPUTER SUPPLIES	789	786	800	800	800	800	800
TOTAL SUPPLIES & MATERIALS	1,631	1,681	1,650	1,650	1,650	1,650	1,650
53101 PRINTING STATIONERY	1,343	1,343	1,400	1,200	1,200	1,200	1,200
53110 TELEPHONE TOWN BLDGS	4,291	4,169	2,208	1,500	1,500	1,500	1,500
53118 PROF SERVICES	0	0	2,000	1,800	1,800	1,800	1,800
53122 TRAVEL	598	247	600	0	0	0	0
53161 R&M FURNITURE/EQUIPMENT	0	0	0	0	0	0	0
53166 TUITION	1,095	409	1,000	1,000	1,000	1,000	1,000
TOTAL CONTRACTUAL SERVICES	7,327	6,168	7,208	5,500	5,500	5,500	5,500
54102 RENTALS AND STORAGE	12	12	12	12,000	12,000	12	12
TOTAL CHARGES & OBLIGATIONS	12	12	12	12,000	12,000	12	12
EXPENSES TOTAL	8,970	7,860	8,870	19,150	19,150	7,162	7,162
EQUIPMENT TOTAL	0	0	0	0	0	0	0
COUNCIL ON AGING TOTAL	281,302	270,765	288,544	356,052	356,052	344,064	344,064

VETERANS SERVICES		FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51101 PERMANENT		9,232	9,381	9,623	9,659	9,659	9,659	9,659
	PERSONAL SERVICES TOTAL	9,232	9,381	9,623	9,659	9,659	9,659	9,659
52112 FLAGS		2,550	2,275	2,550	2,550	2,550	2,550	2,550
52136 AGRICULTURE AND HORTICULTURE		1,930	1,359	1,930	1,930	1,930	1,930	1,930
52180 FOOD & GROCERIES		0	0	0				
	TOTAL SUPPLIES & MATERIALS	4,480	3,635	4,480	4,480	4,480	4,480	4,480
53118 PROF SERVICES		8,362	0	8,362	8,362	8,362	8,362	8,362
53122 TRAVEL		300	0	300	300	300	300	300
	TOTAL CONTRACTUAL SERVICES	8,662	0	8,662	8,662	8,662	8,662	8,662
54101 DUES AND MEMBERSHIPS		75	0	75	75	75	75	75
54112 DIRECT CASH GRANTS		29,638	13,505	20,000	20,000	20,000	20,000	20,000
54115 MEDICAL, SURGICAL		0	0	0				
54122 FOOD & CLOTHING ASSIST		300	0	300	300	300	300	300
54126 CURRENT CHARGES		2,550	2,795	2,550	2,550	2,550	2,550	2,550
	TOTAL CHARGES & OBLIGATIONS	32,563	16,300	22,925	22,925	22,925	22,925	22,925
	EXPENSES TOTAL	45,705	19,935	36,067	36,067	36,067	36,067	36,067
	EQUIPMENT TOTAL	0	0	0	0	0	0	0
	VETERANS TOTAL	54,937	29,315	45,690	45,726	45,726	45,726	45,726

POLICE	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51101 PERMANENT	3,573,069	3,459,058	3,741,197	3,803,110	4,166,602	3,733,867	3,995,494
51145 HOLIDAY	126,075	124,229	134,237	137,780	150,307	134,992	144,549
51155 SICKLV BUYBACK WOCA	3,175	3,344	6,447	6,437	6,437	6,437	6,437
51157 SICKLV BUYBACK - SUPER OFFIC	55,782	62,851	66,819	69,411	69,411	68,996	69,411
51158 SICKLV BUYBACK - POLICE OFFI	63,137	45,304	65,970	67,372	71,821	63,985	71,821
51161 SICK LEAVE BUYBACK - NON UNION	5,625	1,875	5,625	5,625	5,625	5,625	5,625
TOTAL PERMANENT	3,826,863	3,696,662	4,020,295	4,089,735	4,470,203	4,013,902	4,293,337
51251 TEMPORARY	235,906	198,305	241,024	264,996	264,996	139,879	297,180
TOTAL TEMPORARY	235,906	198,305	241,024	264,996	264,996	139,879	297,180
51359 OVERTIME	380,591	424,121	389,072	400,815	396,815	400,815	400,815
53163 SICK LEAVE COVERAGE	14,370	4,357	8,250	16,192	16,192	16,192	16,192
53164 COURT TIME	15,400	13,980	15,400	15,400	15,400	15,400	15,400
TOTAL OVERTIME	410,361	442,459	412,722	432,407	428,407	432,407	432,407
PERSONAL SERVICES TOTAL	4,473,130	4,337,426	4,674,041	4,787,138	5,163,606	4,586,188	5,022,924
52101 OFFICE SUPPLIES	5,000	7,796	5,000	5,200	5,200	5,200	5,200
52103 PRINTING AND REPRODUC SUPPLIES	1,000	0	1,000	1,000	1,000	1,000	1,000
52106 BOOKS AND PERIODICALS	250	0	250	250	250	250	250
52113 CLEANING SUPPLIES	4,500	1,283	4,000	4,000	4,000	4,000	4,000
52115 HOUSEHOLD SUPPLIES	1,600	2,786	1,600	1,600	1,600	1,600	1,600
52123 HARDWARE	800	566	700	700	700	700	700
52125 PAINTING SUPPLIES	200	0	200	200	200	200	200
52138 SUPPLIES , AUTOMOTIVE	6,700	8,032	6,700	6,700	6,700	6,700	6,700
52142 TIRES, TUBES & CHAINS	7,600	6,876	7,600	7,800	7,800	7,800	7,800
52143 SMALL TOOLS & IMPLMT	100	0	100	100	100	100	100
52180 FOOD & GROCERIES	1,600	1,442	1,600	1,600	1,600	1,600	1,600
52181 PUBLIC SAFETY SUPPLY	19,000	32,364	20,200	52,700	52,700	52,700	52,700
52184 CLOTHING & UNIFORM	32,400	27,462	32,900	42,900	63,100	37,900	47,900
52186 SUPPLIES & MATERIALS	2,950	907	1,450	1,450	1,450	1,450	1,450
52217 AUXILIARY UNIFORMS/EQUIPMENT	4,000	1,476	4,000	4,000	4,000	4,000	4,000
TOTAL SUPPLIES & MATERIALS	87,700	90,989	87,300	130,200	150,400	125,200	135,200

POLICE	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
53101 PRINTING & STATIONERY	3,300	3,843	3,300	3,300	3,300	3,300	3,300
53107 POSTAGE	900	313	900	900	900	900	900
53110 TELEPHONE TOWN BLDGS	30,500	31,575	30,500	31,585	31,585	31,585	31,585
53115 ADVERTISING	300	336	300	300	300	300	300
53118 PROF SERVICES	22,000	11,920	16,000	16,000	16,000	16,000	16,000
53122 TRAVEL	2,800	114	2,800	2,800	2,800	2,800	2,800
53127 R&M AUTOMOTIVE	10,600	6,919	10,600	10,600	10,600	10,600	10,600
53128 COM R&M TOOLS & EQUIPMENT	53,000	28,363	40,500	40,500	40,500	40,500	40,500
53138 R&M BLDG & STRUCT	50	0	50	50	50	50	50
53143 AMBROSE/R&M BLDG & STRUC	3,500	1,726	3,500	3,500	3,500	3,500	3,500
53167 TUITION	15,150	10,537	15,150	21,150	33,150	21,150	27,150
TOTAL CONTRACTUAL SERVICES	142,100	95,647	123,600	130,685	142,685	130,685	136,685
54101 DUES AND MEMBERSHIPS	1,730	1,608	1,850	1,850	1,850	1,850	1,850
54115 MEDICAL, SURGICAL	1,000	135	1,000	1,000	1,000	1,000	1,000
54117 PAYMENTS TO MUNICIPALITIES	8,000	10,041	8,800	8,800	8,800	8,800	8,800
TOTAL CHARGES & OBLIGATIONS	10,730	11,784	11,650	11,650	11,650	11,650	11,650
EXPENSES TOTAL	240,530	198,420	222,550	272,535	304,735	267,535	283,535
55109 PUBLIC SAFETY	75,000	75,000	75,000	90,000	90,000	90,000	90,000
EQUIPMENT TOTAL	75,000	75,000	75,000	90,000	90,000	90,000	90,000
POLICE TOTALS	4,788,660	4,610,846	4,971,591	5,149,673	5,558,341	4,943,723	5,396,459

POLICE ADMINISTRATION	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51101 PERMANENT	272,214	264,323	285,648	289,152	289,152	289,152	289,152
51145 HOLIDAY	5,984	6,324	6,662	7,150	7,150	7,150	7,150
51155 SICKLV BUYBACK WOCA	3,175	3,344	6,447	6,437	6,437	6,437	6,437
51157 SICKLV BUYBACK - SUPER OFFIC	0	0	0	0	0	0	0
51158 SICKLV BUYBACK - POLICE OFFI	0	0	0	0	0	0	0
51161 SICK LEAVE BUYBACK - NON UNION	1,125	750	1,125	1,125	1,125	1,125	1,125
TOTAL PERMANENT	282,498	274,741	299,882	303,864	303,864	303,864	303,864
51359 OVERTIME	15,000	9,474	16,333	15,000	15,000	15,000	15,000
51360 OT-SECTY	0	0	0	0	0	0	0
53163 SICK LEAVE COVERAGE	0	0	0	0	0	0	0
TOTAL OVERTIME	15,000	9,474	16,333	15,000	15,000	15,000	15,000
PERSONAL SERVICES TOTAL	297,498	284,214	316,215	318,864	318,864	318,864	318,864
52101 OFFICE SUPPLIES	5,000	7,679	5,000	5,000	5,000	5,000	5,000
52106 BOOKS AND PERIODICALS	250	0	250	250	250	250	250
52142 TIRES, TUBES & CHAINS	400	0	400	400	400	400	400
52180 FOOD & GROCERIES	500	440	500	500	500	500	500
52181 PUBLIC SAFETY SUPPLY	1,000	2,904	1,000	1,000	1,000	1,000	1,000
52184 CLOTHING & UNIFORM	750	203	750	750	750	750	750
52217 AUXILIARY UNIFORMS/EQUIPMENT	4,000	1,476	4,000	4,000	4,000	4,000	4,000
TOTAL SUPPLIES & MATERIALS	11,900	12,702	11,900	11,900	11,900	11,900	11,900
53101 PRINTING & STATIONERY	800	78	800	800	800	800	800
53107 POSTAGE	600	313	600	600	600	600	600
53115 ADVERTISING	300	336	300	300	300	300	300
53118 PROF SERVICES	22,000	11,920	16,000	16,000	16,000	16,000	16,000
53122 TRAVEL	1,000	0	1,000	1,000	1,000	1,000	1,000
53167 TUITION	0	0	0	0	0	0	0
TOTAL CONTRACTUAL SERVICES	24,700	12,647	18,700	18,700	18,700	18,700	18,700
54101 DUES AND MEMBERSHIPS	1,480	1,479	1,600	1,600	1,600	1,600	1,600
54102 RENTALS AND STORAGE	0	0	0	0	0	0	0
TOTAL CHARGES & OBLIGATIONS	1,480	1,479	1,600	1,600	1,600	1,600	1,600
EXPENSES TOTAL	38,080	26,828	32,200	32,200	32,200	32,200	32,200
EQUIPMENT TOTAL	0	0	0	0	0	0	0
POLICE ADMINISTRATION TOTAL	335,578	311,043	348,415	351,064	351,064	351,064	351,064

POLICE PATROL	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51101 PERMANENT	2,524,539	2,417,794	2,641,123	2,700,519	2,881,322	2,631,276	2,762,898
51145 HOLIDAY	102,634	101,481	109,236	111,579	118,844	108,791	114,086
51157 SICKLV BUYBACK - SUPER OFFIC	49,582	56,753	60,337	63,607	63,607	63,192	63,607
51158 SICKLV BUYBACK - POLICE OFFI	54,177	40,769	57,127	58,266	58,266	54,879	58,266
TOTAL PERMANENT	2,730,932	2,616,797	2,867,823	2,933,971	3,122,039	2,858,138	2,998,857
51359 OVERTIME	266,056	314,239	271,304	279,769	279,769	279,769	279,769
53163 SICK LEAVE COVERAGE	8,250	3,689	8,250	9,950	9,950	9,950	9,950
51364 COURT TIME	14,000	12,511	14,000	14,000	14,000	14,000	14,000
51365 OFF DUTY	0	0	0	0	0	0	0
TOTAL OVERTIME	288,306	330,439	293,554	303,719	303,719	303,719	303,719
PERSONAL SERVICES TOTAL	3,019,238	2,947,236	3,161,377	3,237,690	3,425,758	3,161,857	3,302,576
52101 OFFICE SUPPLIES	0	118	0	200	200	200	200
52142 TIRES, TUBES & CHAINS	6,500	6,876	6,500	6,500	6,500	6,500	6,500
52180 FOOD & GROCERIES	1,100	1,002	1,100	1,100	1,100	1,100	1,100
52181 PUBLIC SAFETY SUPPLY	17,500	28,445	18,000	50,500	50,500	50,500	50,500
52184 CLOTHING & UNIFORM	28,000	24,325	28,000	38,000	58,000	33,000	43,000
52186 SUPPLIES & MATERIALS	200	0	200	200	200	200	200
TOTAL SUPPLIES & MATERIALS	53,300	60,765	53,800	96,500	116,500	91,500	101,500
53101 PRINTING & STATIONERY	2,500	3,765	2,500	2,500	2,500	2,500	2,500
53122 TRAVEL	800	114	800	800	800	800	800
53128 COM R&M TOOLS&EQUIPMENT	18,500	7,787	18,500	18,500	18,500	18,500	18,500
53167 TUITION	14,400	10,537	14,400	20,400	32,400	20,400	26,400
TOTAL CONTRACTUAL SERVICES	36,200	22,203	36,200	42,200	54,200	42,200	48,200
54115 MEDICAL, SURGICAL	1,000	135	1,000	1,000	1,000	1,000	1,000
TOTAL CHARGES & OBLIGATIONS	1,000	135	1,000	1,000	1,000	1,000	1,000
EXPENSES TOTAL	90,500	83,103	91,000	139,700	171,700	134,700	150,700
55109 PUBLIC SAFETY	75,000	75,000	75,000	90,000	90,000	90,000	90,000
EQUIPMENT TOTAL	75,000	75,000	75,000	90,000	90,000	90,000	90,000
POLICE PATROL TOTAL	3,184,738	3,105,339	3,327,377	3,467,390	3,687,458	3,386,557	3,543,276

POLICE INVESTIGATION	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51101 PERMANENT	326,802	321,144	342,807	341,935	419,256	341,935	419,256
51145 HOLIDAY	13,457	13,446	14,309	14,051	17,313	14,051	17,313
51157 SICKLV BUYBACK - SUPER OFFIC	6,200	6,099	6,482	5,804	5,804	5,804	5,804
51158 SICKLV BUYBACK - POLICE OFFI	8,960	4,535	8,843	9,106	13,555	9,106	13,555
TOTAL PERMANENT	355,419	345,223	372,441	370,896	455,928	370,896	455,928
51359 OVERTIME	19,631	32,921	19,926	24,000	20,000	24,000	24,000
51364 COURT TIME	1,400	1,469	1,400	1,400	1,400	1,400	1,400
TOTAL OVERTIME	21,031	34,390	21,326	25,400	21,400	25,400	25,400
PERSONAL SERVICES TOTAL	376,450	379,613	393,767	396,296	477,328	396,296	481,328
52103 PRINTING AND REPRODUC SUPPLI	1,000	0	1,000	1,000	1,000	1,000	1,000
52142 TIRES, TUBES & CHAINS	600	0	600	600	600	600	600
52181 PUBLIC SAFETY SUPPLY	500	1,014	1,200	1,200	1,200	1,200	1,200
52184 CLOTHING & UNIFORM	1,500	616	2,000	2,000	2,000	2,000	2,000
52186 SUPPLIES & MATERIALS	2,500	907	1,000	1,000	1,000	1,000	1,000
TOTAL SUPPLIES & MATERIALS	6,100	2,537	5,800	5,800	5,800	5,800	5,800
53122 TRAVEL	1,000	0	1,000	1,000	1,000	1,000	1,000
53166 TUITION	0	1,494	0	0	0	0	0
53167 TUITION	750	0	750	750	750	750	750
TOTAL CONTRACTUAL SERVICES	1,750	1,494	1,750	1,750	1,750	1,750	1,750
54101 DUES AND MEMBERSHIPS	250	0	250	250	250	250	250
TOTAL CHARGES & OBLIGATIONS	250	0	250	250	250	250	250
EXPENSES TOTAL	8,100	4,031	7,800	7,800	7,800	7,800	7,800
EQUIPMENT TOTAL	0	0	0	0	0	0	0
POLICE INVESTIGATION TOTAL	384,550	383,644	401,567	404,096	485,128	404,096	489,128

POLICE COMMUNICATION		FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51101 PERMANENT		305,753	289,878	318,763	322,868	428,236	322,868	375,552
51145 HOLIDAY		4,000	2,979	4,030	5,000	7,000	5,000	6,000
51161 SICKLV BUYBACK - NON UNION		3,375	0	3,375	3,375	3,375	3,375	3,375
	TOTAL PERMANENT	313,128	292,856	326,168	331,243	438,611	331,243	384,927
51251 TEMPORARY		65,047	54,167	66,344	64,369	64,369	64,369	96,553
	TOTAL TEMPORARY	65,047	54,167	66,344	64,369	64,369	64,369	96,553
51359 OVERTIME		63,348	48,973	63,682	64,149	64,149	64,149	64,149
51363 SICK LEAVE COVERAGE		6,120	669	0	6,242	6,242	6,242	6,242
	TOTAL OVERTIME	69,468	49,641	63,682	70,391	70,391	70,391	70,391
	PERSONAL SERVICES TOTAL	447,643	396,664	456,194	466,003	573,371	466,003	551,871
52184 CLOTHING & UNIFORM		800	1,090	800	800	1,000	800	800
	TOTAL SUPPLIES & MATERIALS	800	1,090	800	800	1,000	800	800
53110 TELEPHONE TOWN BLDGS		29,800	30,885	29,800	30,885	30,885	30,885	30,885
53128 COM R&M TOOLS & EQUIPMENT		34,500	20,577	22,000	22,000	22,000	22,000	22,000
	TOTAL CONTRACTUAL SERVICES	64,300	51,462	51,800	52,885	52,885	52,885	52,885
54101 DUES AND MEMBERSHIPS		0	129	0	0	0	0	0
54117 PAYMETS TO MUNICIPALITIES		8,000	10,041	8,800	8,800	8,800	8,800	8,800
	TOTAL CHARGES & OBLIGATIONS	8,000	10,170	8,800	8,800	8,800	8,800	8,800
	EXPENSES TOTAL	73,100	62,722	61,400	62,485	62,685	62,485	62,485
	EQUIPMENT TOTAL	0	0	0	0	0	0	0
	POLICE COMMUNICATION TOTAL	520,743	459,386	517,594	528,488	636,056	528,488	614,356

POLICE MAINTENANCE		FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51101	PERMANENT	24,081	25,987	24,734	24,810	24,810	24,810	24,810
51158	SICKLV BUYBACK - POLICE OFFI	0	0	0				
	TOTAL PERMANENT	24,081	25,987	24,734	24,810	24,810	24,810	24,810
51359	OVERTIME	2,566	485	2,647	2,657	2,657	2,657	2,657
	TOTAL OVERTIME	2,566	485	2,647	2,657	2,657	2,657	2,657
	PERSONAL SERVICES TOTAL	26,647	26,472	27,381	27,467	27,467	27,467	27,467
52113	CLEANING SUPPLIES	4,500	1,283	4,000	4,000	4,000	4,000	4,000
52115	HOUSEHOLD SUPPLIES	1,500	2,786	1,500	1,500	1,500	1,500	1,500
52123	HARDWARE	700	566	600	600	600	600	600
52125	PAINTING SUPPLIES	200	0	200	200	200	200	200
52138	SUPPLIES, AUTOMOBILE	6,500	8,032	6,500	6,500	6,500	6,500	6,500
52143	SMALL TOOLS & IMPLMT	100	0	100	100	100	100	100
	TOTAL SUPPLIES & MATERIALS	13,500	12,666	12,900	12,900	12,900	12,900	12,900
53127	R&M AUTOMOTIVE	9,500	6,919	9,500	9,500	9,500	9,500	9,500
53143	AMBROSE/R&M BLDG & STRUC	3,500	1,726	3,500	3,500	3,500	3,500	3,500
	TOTAL CONTRACTUAL SERVICES	13,000	8,645	13,000	13,000	13,000	13,000	13,000
	EXPENSES TOTAL	26,500	21,311	25,900	25,900	25,900	25,900	25,900
	EQUIPMENT TOTAL	0	0	0	0	0	0	0
	POLICE MAINTENANCE TOTAL	53,147	47,784	53,281	53,367	53,367	53,367	53,367

SCHOOL TRAFFIC		FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51101 PERMANENT		83,388	105,593	90,973	86,546	86,546	86,546	86,546
	TOTAL PERMANENT	83,388	105,593	90,973	86,546	86,546	86,546	86,546
51251 TEMPORARY		170,859	144,139	174,680	200,627	200,627	75,510	200,627
	TOTAL TEMPORARY	170,859	144,139	174,680	200,627	200,627	75,510	200,627
51359 OVERTIME		1,530	4,094	1,530	1,541	1,541	1,541	1,541
	TOTAL OVERTIME	1,530	4,094	1,530	1,541	1,541	1,541	1,541
PERSONAL SERVICES TOTAL		255,777	253,826	267,183	288,714	288,714	163,597	288,714
52184 CLOTHING & UNIFORMS		1,000	1,057	1,000	1,000	1,000	1,000	1,000
	TOTAL SUPPLIES & MATERIALS	1,000	1,057	1,000	1,000	1,000	1,000	1,000
EXPENSES TOTAL		1,000	1,057	1,000	1,000	1,000	1,000	1,000
EQUIPMENT TOTAL		0	0	0	0	0	0	0
SCHOOL TRAFFIC TOTAL		256,777	254,883	268,183	289,714	289,714	164,597	289,714

DOG CONTROL	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51101 PERMANENT	36,292	34,339	37,149	37,280	37,280	37,280	37,280
51161 SICK LEAVE BUYBACK NON UNION	1,125	1,125	1,125	1,125	1,125	1,125	1,125
TOTAL PERMANENT	37,417	35,464	38,274	38,405	38,405	38,405	38,405
51359 OVERTIME	12,460	13,935	13,650	13,699	13,699	13,699	13,699
TOTAL OVERTIME	12,460	13,935	13,650	13,699	13,699	13,699	13,699
PERSONAL SERVICES TOTAL	49,877	49,399	51,924	52,104	52,104	52,104	52,104
52115 HOUSEHOLD SUPPLIES	100	0	100	100	100	100	100
52123 HARDWARE	100	0	100	100	100	100	100
52138 SUPPLIES, AUTOMOBILE	200	0	200	200	200	200	200
52142 TIRES, TUBES & CHAINS	100	0	100	300	300	300	300
52143 SMALL TOOLS & IMPLMT	0	0	0	0	0	0	0
52184 CLOTHING & UNIFORMS	350	172	350	350	350	350	350
52186 SUPPLIES & MATERIALS	250	0	250	250	250	250	250
TOTAL SUPPLIES & MATERIALS	1,100	172	1,100	1,300	1,300	1,300	1,300
53107 POSTAGE	300	0	300	300	300	300	300
53110 TELEPHONE TOWN BLDGS	700	690	700	700	700	700	700
53127 R&M AUTOMOTIVE	1,100	0	1,100	1,100	1,100	1,100	1,100
53138 R&M BLDG & STRUCT	50	0	50	50	50	50	50
TOTAL CONTRACTUAL SERVICES	2,150	690	2,150	2,150	2,150	2,150	2,150
TOTAL CHARGES & OBLIGATIONS	0	0	0	0	0	0	0
EXPENSES TOTAL	3,250	862	3,250	3,450	3,450	3,450	3,450
EQUIPMENT TOTAL	0	0	0	0	0	0	0
DOG CONTROL TOTAL	53,127	50,261	55,174	55,554	55,554	55,554	55,554

FIRE	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51101 PERMANENT	3,708,021	3,730,824	3,910,506	4,036,810	4,382,197	3,757,058	4,036,810
51145 HOLIDAY	187,351	194,042	199,545	207,757	227,303	193,057	207,757
51155 SICKLV BUYBACK WOCA	3,166	3,302	3,229	3,411	3,411	3,411	3,411
51157 SICKLV BUYBACK - SUPER OFFIC	158,313	112,905	160,250	139,682	147,363	139,682	139,682
51159 SICKLV BUYBACK - FIREFIGHTER	7,245	7,089	7,290	7,307	7,307	7,307	7,307
51161 SICK LEAVE BUYBACK - NON UNION	750	750	750	750	8,431	750	750
51901 CLOTHING ALLOWANCE	27,000	27,600	28,800	30,000	33,000	27,600	30,000
TOTAL PERMANENT	4,091,846	4,076,513	4,310,370	4,425,717	4,809,012	4,128,865	4,425,717
51359 OVERTIME	394,293	360,646	393,121	394,700	397,700	482,893	394,700
53163 SICK LEAVE COVERAGE	63,436	0	64,424	64,585	64,585	64,585	64,585
TOTAL OVERTIME	457,729	360,646	457,545	459,285	462,285	547,478	459,285
PERSONAL SERVICES TOTAL	4,549,575	4,437,159	4,767,915	4,885,002	5,271,297	4,676,343	4,885,002
52101 OFFICE SUPPLIES	8,500	7,712	8,700	8,700	8,700	8,700	8,700
52103 PRINTING AND REPRODUC SUPPLIES	400	380	400	400	400	400	400
52105 COMPUTER SUPPLIES	1,000	901	1,000	1,000	1,000	1,000	1,000
52106 BOOKS AND PERIODICALS	1,000	480	1,000	1,000	1,000	1,000	1,000
52113 CLEANING SUPPLIES	2,000	2,000	2,500	2,500	2,500	2,500	2,500
52115 HOUSEHOLD SUPPLIES	1,200	1,182	1,700	1,700	1,700	1,700	1,700
52116 ELECTRICAL SUPPLIES	740	725	740	740	740	740	740
52117 FIRE ALARM SUPPLIES	11,000	6,645	11,000	11,000	11,000	11,000	11,000
52123 HARDWARE	300	287	300	300	300	300	300
52125 PAINTING SUPPLIES	600	599	600	600	600	600	600
52127 PLUMBING, HEATING & VENTILAT	200	179	200	200	200	200	200
52138 SUPPLIES , AUTOMOTIVE	18,900	11,863	18,900	18,900	18,900	18,900	18,900
52142 TIRES, TUBES & CHAINS	3,600	3,600	3,600	3,600	3,600	3,600	3,600
52143 SMALL TOOLS & IMPLMT	1,600	1,387	1,600	1,600	1,600	1,600	1,600
52179 MEDICAL & DENTAL	34,434	33,796	45,000	45,000	45,000	45,000	45,000
52181 PUBLIC SAFETY SUPPLY	8,000	7,980	10,000	10,000	10,000	10,000	10,000
52184 CLOTHING & UNIFORM	21,000	21,881	26,000	31,000	43,000	31,000	31,000
52186 SUPPLIES & MATERIALS	1,400	1,182	1,500	1,500	1,500	1,500	1,500
TOTAL SUPPLIES & MATERIALS	115,874	102,779	134,740	139,740	151,740	139,740	139,740

FIRE	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
53101 PRINTING & STATIONERY	1,350	1,201	1,350	1,350	1,350	1,350	1,350
53107 POSTAGE	300	300	300	300	300	300	300
53110 TELEPHONE TOWN BLDGS	15,000	14,837	15,000	15,000	15,000	15,000	15,000
53115 ADVERTISING	200	0	200	200	200	200	200
53118 PROF SERVICES	10,000	8,614	10,000	10,000	10,000	10,000	10,000
53122 TRAVEL	2,000	540	2,000	2,000	2,000	2,000	2,000
53124 CLEAN & SANITARY	1,000	1,000	1,000	1,000	1,000	1,000	1,000
53127 R&M AUTOMOTIVE	6,750	6,593	6,750	6,750	6,750	6,750	6,750
53128 COM R&M TOOLS & EQUIPMENT	3,500	3,499	3,500	3,500	3,500	3,500	3,500
53138 R&M BLDG & STRUCT	3,000	2,900	3,000	3,000	3,000	3,000	3,000
53160 R&M ALARM	750	608	750	750	750	750	750
53166 TUITION	34,000	32,438	34,000	34,000	34,000	34,000	34,000
53172 CONTRACTUAL SERVICES	40,700	34,779	46,700	46,700	46,700	46,700	46,700
53303 LICENSE REIMBURSEMENT	2,000	1,320	2,000	2,000	2,000	2,000	2,000
TOTAL CONTRACTUAL SERVICES	120,550	108,629	126,550	126,550	126,550	126,550	126,550
54101 DUES AND MEMBERSHIPS	1,650	1,659	1,650	1,650	1,650	1,650	1,650
54102 RENTALS AND STORAGE	500	331	500	500	500	500	500
54115 MEDICAL, SURGICAL	1,000	532	1,200	1,200	1,200	1,200	1,200
TOTAL CHARGES & OBLIGATIONS	4,000	3,355	4,200	4,200	4,200	4,200	4,200
EXPENSES TOTAL	240,424	214,764	265,490	270,490	282,490	270,490	270,490
55101 FURNITURE AND FIXTURES	500	500	500	500	500	500	500
55103 OFFICE EQUIPMENT	500	500	500	500	500	500	500
55109 PUBLIC SAFETY	30,500	16,160	37,500	45,000	45,000	45,000	45,000
55112 EQUIPMENT, NOT OTHERWISE CLA	18,000	16,767	15,000	15,000	15,000	15,000	15,000
EQUIPMENT TOTAL	49,500	33,928	53,500	61,000	61,000	61,000	61,000
FIRE TOTALS	4,839,499	4,685,850	5,086,905	5,216,492	5,614,787	5,007,833	5,216,492

FIRE ADMINISTRATION	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51101 PERMANENT	206,790	207,335	214,799	236,485	342,988	236,485	236,485
51145 HOLIDAY	6,225	6,360	6,380	6,823	12,456	6,823	6,823
51155 SICKLV BUYBACK WOCA	3,166	3,302	3,229	3,411	3,411	3,411	3,411
51159 SICKLV BUYBACK - FIREFIGHTER	0	0	0	0	0	0	0
51161 SICKLV BUYBACK - NON UNION	750	750	750	750	8,431	750	750
51901 CLOTHING ALLOWANCE	600	0	600	600	1,200	600	600
TOTAL PERMANENT	217,531	217,746	225,758	248,069	368,486	248,069	248,069
51359 OVERTIME	3,000	1,532	3,040	3,000	6,000	3,000	3,000
TOTAL OVERTIME	3,000	1,532	3,040	3,000	6,000	3,000	3,000
PERSONAL SERVICES TOTAL	220,531	219,278	228,798	251,069	374,486	251,069	251,069
52101 OFFICE SUPPLIES	250	161	250	250	250	250	250
52103 PRINTING AND REPRODUC SUPPLIES	400	380	400	400	400	400	400
52105 COMPUTER SUPPLIES	1,000	901	1,000	1,000	1,000	1,000	1,000
52117 FIRE ALARM SUPPLIES	0	0	0	0	0	0	0
52184 CLOTHING & UNIFORM	0	0	0	0	0	0	0
52186 SUPPLIES & MATERIALS	200	0	200	200	200	200	200
TOTAL SUPPLIES & MATERIALS	1,850	1,442	1,850	1,850	1,850	1,850	1,850
53101 PRINTING & STATIONERY	300	300	300	300	300	300	300
53107 POSTAGE	200	200	200	200	200	200	200
53115 ADVERTISING	200	0	200	200	200	200	200
53122 TRAVEL	400	250	400	400	400	400	400
53128 COM R&M TOOLS & EQUIPMENT	800	799	800	800	800	800	800
TOTAL CONTRACTUAL SERVICES	1,900	1,549	1,900	1,900	1,900	1,900	1,900
54101 DUES AND MEMBERSHIPS	1,050	1,059	1,050	1,050	1,050	1,050	1,050
54115 MEDICAL, SURGICAL	1,000	532	1,200	1,200	1,200	1,200	1,200
TOTAL CHARGES & OBLIGATIONS	2,050	1,591	2,250	2,250	2,250	2,250	2,250
EXPENSES TOTAL	5,800	4,582	6,000	6,000	6,000	6,000	6,000
55101 FURNITURE AND FIXTURES	500	500	500	500	500	500	500
55103 OFFICE EQUIPMENT	500	500	500	500	500	500	500
EQUIPMENT TOTAL	1,000	1,000	1,000	1,000	1,000	1,000	1,000
FIRE ADMINISTRATION TOTAL	227,331	224,860	235,798	258,069	381,486	258,069	258,069

FIRE FIGHTERS	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51101 PERMANENT	3,375,929	3,401,364	3,569,533	3,673,852	3,912,736	3,394,100	3,673,852
51145 HOLIDAY	175,814	182,569	187,819	195,575	209,488	180,875	195,575
51159 SICKLV BUYBACK - FIREFIGHTER	158,313	112,905	160,250	139,682	147,363	139,682	139,682
51901 CLOTHING ALLOWANCE	26,400	27,600	28,200	29,400	31,800	27,000	29,400
TOTAL PERMANENT	3,736,456	3,724,438	3,945,802	4,038,509	4,301,387	3,741,657	4,038,509
51359 OVERTIME	348,537	331,263	348,130	349,000	349,000	437,193	349,000
51363 SICK LEAVE COVERAGE	63,436	0	64,424	64,585	64,585	64,585	64,585
TOTAL OVERTIME	411,973	331,263	412,554	413,585	413,585	501,778	413,585
PERSONAL SERVICES TOTAL	4,148,429	4,055,701	4,358,356	4,452,094	4,714,972	4,243,435	4,452,094
52179 MEDICAL & DENTAL	8,000	7,377	8,200	8,200	8,200	8,200	8,200
52181 PUBLIC SAFETY SUPPLY	6,000	6,000	8,000	8,000	8,000	8,000	8,000
52184 CLOTHING & UNIFORM	20,000	20,000	25,000	30,000	42,000	30,000	30,000
52186 SUPPLIES & MATERIALS	900	883	1,000	1,000	1,000	1,000	1,000
TOTAL SUPPLIES & MATERIALS	34,900	34,260	42,200	47,200	59,200	47,200	47,200
53101 PRINTING & STATIONERY	300	300	300	300	300	300	300
53122 TRAVEL	1,000	0	1,000	1,000	1,000	1,000	1,000
53166 TUITION	6,000	5,475	6,000	6,000	6,000	6,000	6,000
53172 CONTRACTUAL SERVICES	4,200	4,200	4,200	4,200	4,200	4,200	4,200
53303 LICENSE REIMBURSEMENT	2,000	1,320	2,000	2,000	2,000	2,000	2,000
TOTAL CONTRACTUAL SERVICES	13,500	11,295	13,500	13,500	13,500	13,500	13,500
54102 RENTALS AND STORAGE	500	331	500	500	500	500	500
TOTAL CHARGES & OBLIGATIONS	500	331	500	500	500	500	500
EXPENSES TOTAL	48,900	45,886	56,200	61,200	73,200	61,200	61,200
55109 PUBLIC SAFETY	10,000	10,000	20,000	20,000	20,000	20,000	20,000
EQUIPMENT TOTAL	10,000	10,000	20,000	20,000	20,000	20,000	20,000
FIRE FIGHTER TOTAL	4,207,329	4,111,587	4,434,556	4,533,294	4,808,172	4,324,635	4,533,294

FIRE PREVENTION	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51101 PERMANENT	103,354	100,971	104,000	104,244	104,244	104,244	104,244
51145 HOLIDAY	5,312	5,113	5,346	5,359	5,359	5,359	5,359
51159 SICKLV BUYBACK - FIRE FIGHTER	7,245	7,089	7,290	7,307	7,307	7,307	7,307
TOTAL PERMANENT	115,911	113,173	116,636	116,910	116,910	116,910	116,910
51359 OVERTIME	4,581	2,200	4,495	4,500	4,500	4,500	4,500
TOTAL OVERTIME	4,581	2,200	4,495	4,500	4,500	4,500	4,500
PERSONAL SERVICES TOTAL	120,492	115,373	121,131	121,410	121,410	121,410	121,410
52101 OFFICE SUPPLIES	150	107	150	150	150	150	150
52106 BOOKS AND PERIODICALS	1,000	480	1,000	1,000	1,000	1,000	1,000
52181 PUBLIC SAFETY SUPPLY	2,000	1,980	2,000	2,000	2,000	2,000	2,000
TOTAL SUPPLIES & MATERIALS	3,150	2,567	3,150	3,150	3,150	3,150	3,150
53101 PRINTING & STATIONERY	350	273	350	350	350	350	350
53107 POSTAGE	100	100	100	100	100	100	100
53122 TRAVEL	500	265	500	500	500	500	500
TOTAL CONTRACTUAL SERVICES	950	638	950	950	950	950	950
54101 DUES AND MEMBERSHIPS	400	400	400	400	400	400	400
TOTAL CHARGES & OBLIGATIONS	400	400	400	400	400	400	400
EXPENSES TOTAL	4,500	3,606	4,500	4,500	4,500	4,500	4,500
EQUIPMENT TOTAL	0	0	0	0	0	0	0
FIRE PREVENTION TOTAL	124,992	118,978	125,631	125,910	125,910	125,910	125,910

FIRE COMMUNICATION		FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51101 PERMANENT		7,879	7,429	7,957	7,977	7,977	7,977	7,977
	TOTAL PERMANENT	7,879	7,429	7,957	7,977	7,977	7,977	7,977
51359 OVERTIME		18,324	12,235	17,979	18,000	18,000	18,000	18,000
	TOTAL OVERTIME	18,324	12,235	17,979	18,000	18,000	18,000	18,000
	PERSONAL SERVICES TOTAL	26,203	19,664	25,936	25,977	25,977	25,977	25,977
52101 OFFICE SUPPLIES		100	67	100	100	100	100	100
52117 FIRE ALARM SUPPLIES		11,000	6,645	11,000	11,000	11,000	11,000	11,000
52143 SMALL TOOLS & IMPLMT		1,100	893	1,100	1,100	1,100	1,100	1,100
	TOTAL SUPPLIES & MATERIALS	12,200	7,604	12,200	12,200	12,200	12,200	12,200
53110 TELEPHONE TOWN BLDGS		15,000	14,837	15,000	15,000	15,000	15,000	15,000
53122 TRAVEL		100	25	100	100	100	100	100
53127 R&M AUTOMOTIVE		250	250	250	250	250	250	250
53128 COM R&M TOOLS & EQUIPMENT		1,500	1,500	1,500	1,500	1,500	1,500	1,500
53160 R&M ALARM		750	608	750	750	750	750	750
53172 CONTRACTUAL SERVICE		13,500	8,046	13,500	13,500	13,500	13,500	13,500
	TOTAL CONTRACTUAL SERVICES	31,100	25,266	31,100	31,100	31,100	31,100	31,100
54101 DUES AND MEMBERSHIPS		200	200	200	200	200	200	200
54117 PAYMETS TO MUNICIPALITIES		850	833	850	850	850	850	850
	TOTAL CHARGES & OBLIGATIONS	1,050	1,033	1,050	1,050	1,050	1,050	1,050
	EXPENSES TOTAL	44,350	33,903	44,350	44,350	44,350	44,350	44,350
55112 EQUIPMENT, NOT OTHERWISE CLA		18,000	16,767	15,000	15,000	15,000	15,000	15,000
	EQUIPMENT TOTAL	18,000	16,767	15,000	15,000	15,000	15,000	15,000
	FIRE COMMUNICATION TOTAL	88,553	70,334	85,286	85,327	85,327	85,327	85,327

FIRE MAINTENANCE		FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51101 PERMANENT		8,820	8,557	8,912	8,934	8,934	8,934	8,934
	TOTAL PERMANENT	8,820	8,557	8,912	8,934	8,934	8,934	8,934
51359 OVERTIME		10,307	10,005	10,113	10,200	10,200	10,200	10,200
	TOTAL OVERTIME	10,307	10,005	10,113	10,200	10,200	10,200	10,200
	PERSONAL SERVICES TOTAL	19,127	18,562	19,025	19,134	19,134	19,134	19,134
52113 CLEANING SUPPLIES		2,000	2,000	2,500	2,500	2,500	2,500	2,500
52115 HOUSEHOLD SUPPLIES		1,200	1,182	1,700	1,700	1,700	1,700	1,700
52116 ELECTRICAL SUPPLIES		740	725	740	740	740	740	740
52123 HARDWARE		300	287	300	300	300	300	300
52125 PAINTING SUPPLIES		600	599	600	600	600	600	600
52127 PLUMBING, HEATING & VENTILAT		200	179	200	200	200	200	200
52138 SUPPLIES, AUTOMOBILE		16,600	9,563	16,600	16,600	16,600	16,600	16,600
52142 TIRES, TUBES & CHAINS		3,000	3,000	3,000	3,000	3,000	3,000	3,000
52143 SMALL TOOLS & IMPLMT		300	295	300	300	300	300	300
52186 SUPPLIES & MATERIALS		300	299	300	300	300	300	300
	TOTAL SUPPLIES & MATERIALS	25,240	18,129	26,240	26,240	26,240	26,240	26,240
53118 PROF SERVICES		0	0	0	0	0	0	0
53124 CLEAN & SANITARY		1,000	1,000	1,000	1,000	1,000	1,000	1,000
53127 R&M AUTOMOTIVE		6,500	6,343	6,500	6,500	6,500	6,500	6,500
53128 COM R&M TOOLS & EQUIPMENT		1,200	1,200	1,200	1,200	1,200	1,200	1,200
53138 R&M BLDG & STRUCTURE		3,000	2,900	3,000	3,000	3,000	3,000	3,000
53172 CONTRACTUAL SERVICE		11,000	10,892	11,000	11,000	11,000	11,000	11,000
	TOTAL CONTRACTUAL SERVICES	22,700	22,335	22,700	22,700	22,700	22,700	22,700
	EXPENSES TOTAL	47,940	40,464	48,940	48,940	48,940	48,940	48,940
55109 PUBLIC SAFETY		3,000	2,853	0	3,000	3,000	3,000	3,000
	EQUIPMENT TOTAL	3,000	2,853	0	3,000	3,000	3,000	3,000
	FIRE MAINTENANCE TOTAL	70,067	61,879	67,965	71,074	71,074	71,074	71,074

FIRE AMBULANCE		FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51101 PERMANENT		5,249	5,169	5,305	5,318	5,318	5,318	5,318
	TOTAL PERMANENT	5,249	5,169	5,305	5,318	5,318	5,318	5,318
51359 OVERTIME		9,544	3,412	9,364	10,000	10,000	10,000	10,000
	TOTAL OVERTIME	9,544	3,412	9,364	10,000	10,000	10,000	10,000
	PERSONAL SERVICES TOTAL	14,793	8,581	14,669	15,318	15,318	15,318	15,318
52138 SUPPLIES, AUTOMOBILE		2,300	2,300	2,300	2,300	2,300	2,300	2,300
52142 TIRES, TUBES & CHAINS		600	600	600	600	600	600	600
52143 SMALL TOOLS & IMPLMT		200	200	200	200	200	200	200
52179 MEDICAL & DENTAL		34,434	33,796	45,000	45,000	45,000	45,000	45,000
52184 CLOTHING & UNIFORM		1,000	1,881	1,000	1,000	1,000	1,000	1,000
	TOTAL SUPPLIES & MATERIALS	38,534	38,777	49,100	49,100	49,100	49,100	49,100
53101 PRINTING & STATIONERY		400	328	400	400	400	400	400
53118 PROFESSIONAL SERVICES		10,000	8,614	10,000	10,000	10,000	10,000	10,000
53166 TUITION		28,000	26,963	28,000	28,000	28,000	28,000	28,000
53172 CONTRACTUAL SERVICE		12,000	11,641	18,000	18,000	18,000	18,000	18,000
	TOTAL CONTRACUTAL SERVICES	50,400	47,546	56,400	56,400	56,400	56,400	56,400
	EXPENSES TOTAL	88,934	86,323	105,500	105,500	105,500	105,500	105,500
55109 PUBLIC SAFETY		17,500	3,307	17,500	22,000	22,000	22,000	22,000
	EQUIPMENT TOTAL	17,500	3,307	17,500	22,000	22,000	22,000	22,000
	FIRE AMBULANCE TOTAL	121,227	98,212	137,669	142,818	142,818	142,818	142,818

SEALER OF WEIGHTS & MEASURES		FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51101 PERMANENT		7,721	7,720	7,924	7,924	7,924	7,924	7,924
	TOTAL PERMANENT	7,721	7,720	7,924	7,924	7,924	7,924	7,924
	PERSONAL SERVICES TOTAL	7,721	7,720	7,924	7,924	7,924	7,924	7,924
52101 OFFICE SUPPLIES		170	84	170	170	170	170	170
52143 SMALL TOOLS & IMPLMT		1,102	1,124	1,102	1,102	1,102	1,102	1,102
	TOTAL SUPPLIES & MATERIALS	1,272	1,208	1,272	1,272	1,272	1,272	1,272
53117 AUTO ALLOWANCE		150	147	150	150	150	150	150
53166 TUITION		350	215	350	350	350	350	350
	TOTAL CONTRACTUAL SERVICES	500	362	500	500	500	500	500
54101 DUES AND MEMBERSHIPS		250	150	250	250	250	250	250
	TOTAL CHARGES & OBLIGATIONS	250	150	250	250	250	250	250
	EXPENSES TOTAL	2,022	1,720	2,022	2,022	2,022	2,022	2,022
	EQUIPMENT TOTAL	0	0	0	0	0	0	0
SEALER OF WEIGHTS & MEASURES TOTAL		9,743	9,440	9,946	9,946	9,946	9,946	9,946

DPW ADMINISTRATION	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51101 PERMANENT	344,587	337,307	364,979	356,131	356,131	356,131	356,131
51155 SICKLV BUYBACK - NAGE	750	30	1,500	1,500	1,500	1,500	1,500
51161 SICKLV BUYBACK - NON UNION	0	250	1,050	1,050	1,050	1,050	1,050
TOTAL PERMANENT	345,337	337,588	367,529	358,681	358,681	358,681	358,681
51359 OVERTIME	1,122	5,453	1,380	1,122	1,400	1,200	1,122
TOTAL OVERTIME	1,122	5,453	1,380	1,122	1,400	1,200	1,122
PERSONAL SERVICES TOTAL	346,459	343,041	368,909	359,803	360,081	359,881	359,803
52101 OFFICE SUPPLIES	2,400	2,708	2,400	2,400	2,400	2,400	2,400
52103 PRINTING AND REPRODUC SUPPLIES	300	0	300	300	300	0	300
52106 BOOKS AND PERIODICALS	0	0	0	0	0	0	0
52186 SUPPLIES & MATERIALS	1,300	540	1,300	1,300	1,300	500	1,300
TOTAL SUPPLIES & MATERIALS	4,000	3,249	4,000	4,000	4,000	2,900	4,000
53101 PRINTING & STATIONERY	400	0	400	400	400	400	400
53110 TELEPHONE	3,300	3,039	3,300	3,300	3,300	3,300	3,300
53115 ADVERTISING	2,000	1,381	2,000	2,000	2,000	1,500	2,000
53118 PROF SERVICES	2,000	790	2,000	2,000	2,000	1,000	2,000
53122 TRAVEL	300	0	300	300	300	0	300
53166 TUITION	1,300	0	1,300	1,300	1,300	0	1,300
53172 CONTRACTUAL SERVICE	3,500	418	3,500	3,500	3,500	500	3,500
TOTAL CONTRACTUAL SERVICES	12,800	5,627	12,800	12,800	12,800	6,300	12,800
54101 DUES AND MEMBERSHIPS	300	287	300	300	300	300	300
54102 RENTALS AND STORAGE	3,500	2,045	3,500	3,500	3,500	3,500	3,500
TOTAL CHARGES & OBLIGATIONS	3,800	2,332	3,800	3,800	3,800	3,800	3,800
EXPENSES TOTAL	20,600	11,208	20,600	20,600	20,600	13,000	20,600
EQUIPMENT TOTAL	0	0	0	0	0	0	0
DPW ADMINISTRATION TOTAL	367,059	354,249	389,509	380,403	380,681	372,881	380,403

DPW MAINTENANCE	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51101 PERMANENT	948,104	883,590	953,450	921,563	967,864	921,563	921,563
51155 SICKLV BUYBACK WOCA	1,500	0	0	0	0	0	0
51160 SICK LEAVE BUYBACK - DPW	1,275	3,325	1,275	1,275	1,275	1,275	1,275
51161 SICKLV BUYBACK - NON UNION	750	0	750	750	750	750	750
TOTAL PERMANENT	951,629	886,915	955,475	923,588	969,889	923,588	923,588
51251 TEMPORARY	10,000	10,160	10,000	10,000	10,000	0	0
TOTAL TEMPORARY	10,000	10,160	10,000	10,000	10,000	0	0
51359 OVERTIME	69,900	87,918	77,384	77,384	78,932	77,384	77,384
53165 OFF DUTY	20,000	14,272	20,000	20,000	20,000	15,000	15,000
TOTAL OVERTIME	89,900	102,190	97,384	97,384	98,932	92,384	92,384
PERSONAL SERVICES TOTAL	1,051,529	999,265	1,062,859	1,030,972	1,078,821	1,015,972	1,015,972
52112 FLAGS	400	0	400	400	400	400	400
52116 ELECTRICAL SUPPLIES	1,300	1,188	1,300	1,300	1,300	1,300	1,300
52123 HARDWARE	2,200	779	2,200	2,200	2,200	2,200	2,200
52125 PAINTING SUPPLIES	5,000	6,005	5,000	5,000	5,000	5,000	5,000
52126 ATHLETIC RECREATIONAL	3,500	490	3,500	3,500	3,500	3,500	3,500
52128 BITUMINOUS PRODUCTS	22,000	26,851	22,000	22,000	22,000	22,000	22,000
52129 MASONRY SUPPLIES	2,500	4,235	2,500	2,500	2,500	2,500	2,500
52130 SAND, GRAVEL & LOAM	10,000	1,931	10,000	10,000	10,000	5,000	5,000
52131 STONE	1,000	0	1,000	1,000	1,000	500	500
52133 READY MIX CONCRETE	15,000	3,514	15,000	15,000	15,000	15,000	15,000
52134 LUMBER AND WOOD PRODUCTS	2,300	835	2,300	2,300	2,300	2,300	2,300
52135 IRON CASTINGS	750	0	750	750	750	750	750
52136 AGRICULTURE AND HORTICULTURE	38,000	25,398	38,000	38,000	38,000	33,000	33,000
52137 SUPPLIES, SMALL EQUIPMENT	6,000	2,704	6,000	6,000	6,000	3,000	3,000
52138 SUPPLIES, AUTOMOBILE	259	0	259	259	259	259	259
52140 GAS OIL & LUBES	0	0	0	0	0	0	0
52143 SMALL TOOLS & IMPLMT	1,500	3,123	1,500	1,500	1,500	1,500	1,500
52153 CHEMICALS	1,000	0	1,000	1,000	1,000	0	0
52155 PIPE & FITTINGS	3,500	1,073	3,500	3,500	3,500	3,500	3,500
52176 RECREATIONAL SUPPLIES	5,000	11,324	5,000	5,000	5,000	5,000	5,000
52181 PUBLIC SAFETY SUPPLIES	15,000	24,627	15,000	15,000	15,000	15,000	15,000
52184 CLOTHING & UNIFORMS	8,000	10,419	8,000	8,000	8,000	8,000	8,000
52186 SUPPLIES & MATERIALS	6,482	22,207	6,482	6,482	6,482	6,482	6,482
TOTAL SUPPLIES & MATERIALS	150,691	146,703	150,691	150,691	150,691	136,191	136,191

DPW MAINTENANCE	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
53110 TELEPHONE	2,500	2,226	2,500	2,500	2,500	2,500	2,500
53115 ADVERTISING	0	0	0	0	0	0	0
53118 PROF SERVICES	198,063	224,795	185,063	185,063	195,063	175,063	190,063
53125 LANDSCAPING	1,200	1,200	1,200	1,200	1,200	1,200	1,200
53126 HIRED EQUIPMENT	13,000	4,365	13,000	13,000	13,000	0	13,000
53128 COM R&M TOOLS & EQUIPMENT	7,222	3,868	7,222	7,222	7,222	7,222	7,222
53166 TUITION	500	59	500	500	500	500	500
53303 LICENSE REIMBURESEMENT	1,500	1,018	1,500	1,500	1,500	1,500	1,500
TOTAL CONTRACTUAL SERVICES	223,985	237,531	210,985	210,985	220,985	187,985	215,985
54101 DUES AND MEMBERSHIPS	250	0	250	250	250	250	250
54126 CURRENT CHARGES	341	340	341	341	341	341	341
TOTAL CHARGES & OBLIGATIONS	591	340	591	591	591	591	591
EXPENSES TOTAL	375,267	384,574	362,267	362,267	372,267	324,767	352,767
55111 LANDSCAPING EQUIPMENT	19,500	200	19,500	19,500	19,500	19,500	19,500
EQUIPMENT TOTAL	19,500	200	19,500	19,500	19,500	19,500	19,500
DPW MAINTENANCE TOTAL	1,446,296	1,384,039	1,444,626	1,412,739	1,470,588	1,360,239	1,388,239

DPW BUILDING	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51101 PERMANENT	621,773	579,925	611,561	616,084	681,084	616,084	681,084
51113 CUSTODIANS	1,315,024	1,313,455	1,331,526	1,338,632	1,418,296	1,298,632	1,418,296
51160 SICK LEAVE BUYBACK - DPW	6,150	7,088	6,150	6,150	6,150	6,150	6,150
TOTAL PERMANENT	1,942,947	1,900,468	1,949,237	1,960,866	2,105,530	1,920,866	2,105,530
51251 TEMPORARY	12,000	12,757	12,000	12,000	12,000	0	12,000
TOTAL TEMPORARY	12,000	12,757	12,000	12,000	12,000	0	12,000
51359 OVERTIME	117,674	140,675	129,734	129,734	132,329	136,534	139,265
TOTAL OVERTIME	117,674	140,675	129,734	129,734	132,329	119,734	139,265
PERSONAL SERVICES TOTAL	2,072,621	2,053,900	2,090,971	2,102,600	2,249,859	2,040,600	2,256,795
52113 CLEANING SUPPLIES	0	0	0				
52114 CUST SUP N CONS	110,000	131,033	110,000	110,000	110,000	110,000	110,000
52115 HOUSEHOLD SUPPLIES	0	0	0	0	0	0	0
52116 ELECTRICAL SUPPLIES	31,043	28,136	31,043	31,043	31,043	31,043	31,043
52123 HARDWARE	8,500	12,966	8,500	8,500	8,500	8,500	8,500
52125 PAINTING SUPPLIES	5,000	1,725	5,000	5,000	5,000	5,000	5,000
52126 ATHLETIC RECREATIONAL	0	0	0	0	0	0	0
52127 PLUMBING, HEATING & VENTILAT	5,000	7,525	5,000	5,000	5,000	5,000	5,000
52130 SAND, GRAVEL & LOAM	0	0	0	0	0	0	0
52134 LUMBER AND WOOD PRODUCTS	1,000	50	1,000	1,000	1,000	1,000	1,000
52136 AGRICULTURE AND HORTICULTURE	0	0	0	0	0	0	0
52137 SUPPLIES, SMALL EQUIPMENT	15,000	6,545	30,000	30,000	30,000	30,000	30,000
52143 SMALL TOOLS & IMPLMT	2,000	768	2,000	2,000	2,000	2,000	2,000
52176 RECREATIONAL SUPPLIES	0	0	0	0	0	0	0
52179 MEDICAL & DENTAL	0	0	0	0	0	0	0
52184 CLOTHING & UNIFORMS	9,000	12,650	9,000	9,000	9,000	9,000	9,000
52186 SUPPLIES & MATERIALS	9,000	16,772	9,000	9,000	9,000	9,000	9,000
TOTAL SUPPLIES & MATERIALS	195,543	218,170	210,543	210,543	210,543	210,543	210,543

DPW BUILDING	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
53110 TELEPHONE TOWN BLDG	13,000	14,870	13,000	13,000	13,000	13,000	13,000
53115 ADVERTISING	500	0	500	500	500	500	500
53118 PROF SERVICES	170,000	160,580	170,000	170,000	170,000	170,000	170,000
53126 HIRED EQUIPMENT	0	0	0	0	0	0	0
53128 COM R&M TOOLS & EQUIPMENT	0	0	0	0	0	0	0
53136 BEACH HOUSE/R&M BLDG	0	0	0	0	0	0	0
53138 R&M BLDG & STRUCT	329,250	128,590	384,250	384,250	384,250	231,250	384,250
53139 CH/R&M BLDG & STRUCT	0	0	0	0	0	0	0
53140 HS/R&M BLDG & STRUCT	0	27,797	0	0	0	0	0
53141 LY/R&M BLDG & STRUCT		6,683	0	0	0	0	0
53142 MC/R&M BLDG & STRUCT	27,000	34,992	0	0	0	0	0
53143 AMBROSE/R&M BLDG & STRUC	0	22,902	0	0	0	0	0
53144 LI/R&M BLDG & STRUCT	0	16,521	0	0	0	0	0
53145 MU/R&M BLDG & STRUCT	0	6,045	0	0	0	0	0
53146 MY/R&M BLDG & STRUCT	0	3,287	0	0	0	0	0
53147 SANBORN/R&M BLDG & STRUCT	0	0	0	0	0	0	0
53148 VO/R&M BLDG & STRUCT	0	5,627	0	0	0	0	0
53166 TUITION	2,500	1,290	2,500	2,500	2,500	2,500	2,500
53218 PUBLIC SAFETY/R&M BLDG & STR	0	2,839	0	0	0	0	0
53219 DPW/R&M BLDG & STRUCT	0	6,533	0	0	0	0	0
53220 TOWN HALL/R&M BLDG & STRUCT	2,500	25,427	2,500	2,500	2,500	2,500	2,500
53234 LIB/R&M BLDG & STR	0	14	0	0	0	0	0
53243 TS&DP/R&M BLDG & STR	0	0	0	0	0	0	0
53240 PH/R&M BLDG & STR	0	13,533	0	0	0	0	0
53240 WTRFLD TAIN/R&M BLD	0	52	0	0	0	0	0
53241 TRTMT PLT/R&M BLDG &	0	608	0	0	0	0	0
53243 TS&DP/R&M BLDG & STR	0	591	0	0	0	0	0
53244 CEM/R&M BLDG & SR	0	1,726	0	0	0	0	0
53245 WESTSIDE/R&M BLDG &	0	1,938	0	0	0	0	0
53303 LICENSE REIMBURSEMENT	0	1,017	0	0	0	0	0
TOTAL CONTRACTUAL SERVICES	544,750	483,459	572,750	572,750	572,750	419,750	572,750
54101 DUES AND MEMBERSHIPS	0	275	0	0	0	0	0
54126 CURRENT CHARGES	0	0	0	0	0	0	0
TOTAL CHARGES & OBLIGATIONS	0	275	0	0	0	0	0
EXPENSES TOTAL	740,293	701,905	783,293	783,293	783,293	630,293	783,293
55112 EQUIPMENT			0				
EQUIPMENT TOTAL	0	0	0	0	0	0	0
DPW BUILDING TOTAL	2,812,914	2,755,805	2,874,264	2,885,893	3,033,152	2,710,893	3,040,088

DPW GARAGE	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51101 PERMANENT	199,857	194,226	202,847	205,624	205,624	205,624	205,624
51160 SICK LEAVE BUYBACK	750	0	1,850	1,850	1,850	1,850	1,850
51161 SICKLV BUYBACK - NON UNION	1,000	0	1,000	1,000	1,000	1,000	1,000
TOTAL PERMANENT	201,607	194,226	205,697	208,474	208,474	208,474	208,474
51359 OVERTIME	11,628	17,780	12,326	12,326	12,573	12,326	12,573
51367 OFF DUTY WATER	0	0	0	0	0	0	0
TOTAL OVERTIME	11,628	17,780	12,326	12,326	12,573	12,326	12,573
PERSONAL SERVICES TOTAL	213,235	212,006	218,023	220,800	221,047	220,800	221,047
52113 CLEANING SUPPLIES	3,000	2,178	3,000	3,000	3,000	2,000	3,000
52123 HARDWARE	3,000	5,559	3,000	3,000	3,000	3,000	3,000
52124 WELDING SUPPLIES	6,000	5,687	6,000	6,000	6,000	3,000	6,000
52125 PAINTING SUPPLIES	500	1,019	500	500	500	500	500
52138 SUPPLIES, AUTOMOBILE	92,100	84,082	92,100	92,100	92,100	89,100	92,100
52142 TIRES, TUBES & CHAINS	13,000	10,834	13,000	13,000	13,000	10,000	13,000
52143 SMALL TOOLS & IMPLMT	2,000	5,307	2,000	2,000	2,000	2,000	2,000
52179 MEDICAL & DENTAL	0	0	0	0	0	0	0
52184 CLOTHING & UNIFORMS	2,300	3,202	2,300	2,300	2,300	2,300	2,300
52186 SUPPLIES & MATERIALS	15,000	15,250	15,000	15,000	15,000	15,000	15,000
TOTAL SUPPLIES & MATERIALS	136,900	133,117	136,900	136,900	136,900	126,900	136,900
53110 TELEPHONE TOWN BLDS	750	281	750	750	750		750
53118 PROF SERVICES	47,000	51,697	40,000	40,000	40,000	40,000	40,000
53127 R&M AUTOMOTIVE	30,000	23,546	38,000	38,000	38,000	35,000	38,000
53128 COM R&M TOOLS & EQUIPMENT	4,000	847	4,000	4,000	4,000	1,000	4,000
53138 R&M BLDG & STRUCT	0	0	0	0	0	0	0
53303 LICENSE REIMBURSEMENT	300	0	300	300	300	300	300
TOTAL CONTRACTUAL SERVICES	82,050	76,372	83,050	83,050	83,050	76,300	83,050
54101 DUES AND MEMBERSHIPS	0	0	0	0	0	0	0
TOTAL CHARGES & OBLIGATIONS	0	0	0	0	0	0	0
EXPENSES TOTAL	218,950	209,489	219,950	219,950	219,950	203,200	219,950
EQUIPMENT TOTAL	0	0	0	0	0	0	0
DPW GARAGE TOTAL	432,185	421,495	437,973	440,750	440,997	424,000	440,997

DPW TRANSFER STATION	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51101 PERMANENT	350,100	350,992	356,749	359,471	405,772	359,471	405,772
51161 SICKLV BUYBACK - DPW	500	0	500	500	500	500	500
TOTAL PERMANENT	350,600	350,992	357,249	359,971	406,272	359,971	406,272
51359 OVERTIME	105,468	127,640	111,796	111,796	114,032	66,796	68,132
51365 OFF DUTY	3,000	357	0	0	0	0	0
TOTAL OVERTIME	108,468	127,997	111,796	111,796	114,032	66,796	68,132
PERSONAL SERVICES TOTAL	459,068	478,989	469,045	471,767	520,304	426,767	474,404
52116 ELECTRICAL SUPPLIES	300	0	300	300	300	300	300
52123 HARDWARE	380	277	380	380	380	380	380
52137 SUPPLIES, SMALL EQUIPMENT	0	125	0	0	0	0	0
52150 INCINERATOR SUPPLIES	0	0	0	0	0	0	0
52153 CHEMICALS	0	0	0	0	0	0	0
52179 MEDICAL & DENTAL	0	0	0	0	0	0	0
52181 PUBLIC SAFETY SUPPLY	500	0	500	500	500	500	500
52184 CLOTHING & UNIFORMS	3,650	1,381	3,650	3,650	3,650	3,650	3,650
52186 SUPPLIES & MATERIALS	11,000	4,687	11,000	11,000	11,000	11,000	11,000
TOTAL SUPPLIES & MATERIALS	15,830	6,469	15,830	15,830	15,830	15,830	15,830
53101 PRINTING & STATIONERY	450	872	450	450	450	450	450
53115 ADVERTISING	600	488	600	600	600	600	600
53118 PROF SERVICES	91,450	97,332	91,450	91,450	91,450	91,450	91,450
53126 HIRED EQUIPMENT	32,250	17,844	32,250	32,250	32,250	32,250	32,250
53128 COM R&M TOOLS & EQUIPMENT	2,000	2,500	2,000	2,000	2,000	2,000	2,000
53164 RECYCLING SERVICES	98,500	104,150	110,000	110,000	110,000	110,000	110,000
53165 SOLID WASTE DISPOSAL	537,160	545,382	523,440	536,490	536,490	536,490	536,490
53172 CONTRACTURAL SERVICE	400	612	400	400	400	400	400
53303 LICENSE REIMBURESEMENT	1,000	90	1,000	1,000	1,000	1,000	1,000
TOTAL CONTRACTUAL SERVICES	763,810	769,270	761,590	774,640	774,640	774,640	774,640
54101 DUES AND MEMBERSHIPS	0	245	0	0	0	0	0
54117 PAYMENTS TO MUNICIPALITIES	0	0	0	0	0	0	0
TOTAL CHARGES & OBLIGATIONS	0	245	0	0	0	0	0
EXPENSES TOTAL	779,640	775,984	777,420	790,470	790,470	790,470	790,470
55106 GARAGE & SHOP							
EQUIPMENT TOTAL	0	0	0	0	0	0	0
TRANSFER STATION TOTAL	1,238,708	1,254,974	1,246,465	1,262,237	1,310,774	1,217,237	1,264,874

DPW CEMETERY	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51101 PERMANENT	95,674	95,344	102,003	133,598	188,406	133,598	133,598
51161 SICKLV BUYBACK -	750	750	750	750	750	750	750
TOTAL PERMANENT	96,424	96,094	102,753	134,348	189,156	134,348	134,348
51359 OVERTIME	40,800	56,385	43,248	43,248	44,113	43,248	44,113
TOTAL OVERTIME	40,800	56,385	43,248	43,248	44,113	43,248	44,113
PERSONAL SERVICES TOTAL	137,224	152,478	146,001	177,596	233,269	177,596	178,461
52112 FLAGS	350	1,537	350	350	350	350	350
52123 HARDWARE	0	0	0	0	0	0	0
52125 PAINTING SUPPLIES	100	24	100	100	100	100	100
52129 MASONRY SUPPLIES	0	0	0	0	0	0	0
52130 SAND, GRAVEL & LOAN	3,000	2,354	3,000	3,000	3,000	3,000	3,000
52133 READY MIX CONCRETE	1,000	1,270	1,000	1,000	1,000	500	1,000
52134 LUMBER AND WOOD PRODUCTS	500	0	500	500	500	500	500
52136 ARGICULTURE AND HORTICULTURE	5,000	3,491	5,000	5,000	5,000	5,000	5,000
52137 SUPPLIES, SMALL EQUIPMENT	2,500	2,959	2,500	2,500	2,500	2,500	2,500
52138 SUPPLIES , AUTOMOBILE	0	53	0	0	0	0	0
52143 SMALL TOOLS & IMPLMT	1,500	1,638	1,500	1,500	1,500	1,500	1,500
52152 PIPE & FITTINGS	750	2,677	750	750	750	750	750
52153 CHEMICALS	0	0	0	0	0	0	0
52156 CONCRETE PIPE	0	0	0	0	0	0	0
52179 MEDICAL & DENTAL	0	0	0	0	0	0	0
52181 PUBLIC SAFETY SUPPLY	0	10	0	0	0	0	0
52184 CLOTHING & UNIFORMS	0	256	0	0	0	0	0
52186 SUPPLIES & MATERIALS	4,700	7,654	4,700	4,700	4,700	4,700	4,700
TOTAL SUPPLIES & MATERIALS	19,400	23,922	19,400	19,400	19,400	18,900	19,400
53101 PRINTING & STATIONERY	250	73	250	250	250	250	250
53116 BIND & BK REPAIRS	200	0	200	200	200	200	200
53118 PROF SERVICES	8,000	11,009	8,000	8,000	8,000	8,000	8,000
53128 COM R&M TOOLS & EQUIPMENT	0	0	0	0	0	0	0
53172 CONTRACTURAL SERVICE	85,000	66,788	85,000	85,000	85,000	74,000	85,000
53303 LICENSE REIMBURSEMENT	100	0	100	100	100	100	100
TOTAL CONTRACTUAL SERVICES	93,550	77,870	93,550	93,550	93,550	82,550	93,550
54101 DUES AND MEMBERSHIPS	0	1,050	0	1,050	1,050	1,050	1,050
TOTAL CHARGES & OBLIGATIONS	0	1,050	0	1,050	1,050	1,050	1,050
EXPENSES TOTAL	112,950	102,843	112,950	114,000	114,000	102,500	114,000
EQUIPMENT TOTAL	0	0	0	0	0	0	0
CEMETERY TOTAL	250,174	255,321	258,951	291,596	347,269	250,096	292,461

SNOW AND ICE		FY18 Budget	FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override
51359	OVERTIME	303,587	303,587	123,300	123,300	123,300	123,300	123,300
	TOTAL OVERTIME	303,587	303,587	123,300	123,300	123,300	123,300	123,300
	PERSONAL SERVICES TOTAL	303,587	303,587	123,300	123,300	123,300	123,300	123,300
52123	HARDWARE	1,000	1,630	1,000	1,000	1,000	1,000	1,000
52125	PAINTING SUPPLIES	1,000	1,041	1,000	1,000	1,000	1,000	1,000
52130	SAND, GRAVEL & LOAM	16,000	0	16,000	16,000	16,000	16,000	16,000
52138	SUPPLIES, AUTOMOBILE	128,882	64,646	25,000	25,000	25,000	25,000	25,000
52142	TIRES, TUBES & CHAINS	10,000	10,253	10,000	10,000	10,000	10,000	10,000
52143	SMALL TOOLS & IMPLMT	500	0	500	500	500	500	500
52153	CHEMICALS	125,000	167,500	125,000	125,000	125,000	125,000	125,000
52184	CLOTHING & UNIFORMS	0	0	0	0	0	0	0
52186	SUPPLIES & MATERIALS	2,000	861	2,000	2,000	2,000	2,000	2,000
	TOTAL SUPPLIES & MATERIALS	284,382	245,932	180,500	180,500	180,500	180,500	180,500
53118	PROF SERVICES	1,500	34,383	1,500	1,500	1,500	1,500	1,500
53126	HIRED EQUIPMENT	70,191	77,387	68,700	68,700	68,700	68,700	68,700
53127	R&M TOOLS & EQUIPMENT	1,000	0	1,000	1,000	1,000	1,000	1,000
	TOTAL CONTRACTUAL SERVICES	72,691	111,769	71,200	71,200	71,200	71,200	71,200
	EXPENSES TOTAL	357,073	357,701	251,700	251,700	251,700	251,700	251,700
55111	LANDSCAPE EQUIPMENT	38,102	32,540	25,000	25,000	25,000	25,000	25,000
	EQUIPMENT TOTAL	38,102	32,540	25,000	25,000	25,000	25,000	25,000
	SNOW & ICE TOTAL	698,762	693,829	400,000	400,000	400,000	400,000	400,000

SCHOOL CENTRAL OFFICE		FY18	FY19	FY20	FY20 Request w/	FY20	FY20	FY20
		Actual	Budget	Request	Override	Manager	Manager w/	FinCom
							Override	
111	51102 SUPERINTENDENCY	614,546	635,934					
111	51103 DIRECTOR/COORDINATOR	811,120	865,541					
111	51111 SECRETARIES/CLERKS	384,281	422,161					
111	51112 CURRICULUM WORKSHOPS	116,560	116,500					
111	51117 IN-SERVICE WORKSHOPS	65,173	42,000					
111	51121 SCHOOL RESOURCE OFFICER	30,000	0					
111	51127 MED/ATTEN AFICRS	20,412	20,327					
111	51163 UNSPECIFIED ADDITIONS	50,850	55,985					
	TOTAL PERMANENT	2,092,942	2,158,448	0	0	0	0	0
111	51201 INSTRUCTIONAL SUBSTITUTES	364,119	349,765					
111	51202 SECRETARIAL SUBSTITUTES	2,747	10,000					
111	51204 EARLY RETIREMENT	0	7,900					
111	51205 LONG TERM SUBSTITUTES	160,348	150,000					
111	52107 STUDENT INTERVENTION	0	29,000					
	TOTAL TEMPORARY	527,213	546,665	0	0	0	0	0
	PERSONAL SERVICES TOTAL	2,620,156	2,705,113	0	0	0	0	0
111	52101 OFFICE SUPPLIES	8,762	4,000					
111	52102 IMT SUPPLIES	606	2,500					
111	52103 PRINTING AND REPRODUC SUPPLI	2,518	2,500					
111	52106 BOOKS AND PERIODICALS	28	750					
111	52162 MUSIC SUPPLIES	780	10,000					
111	52167 CURRICULUM SUPPLIES	36,153	51,500					
111	52180 FOOD & GROCERIES	1,785	1,500					
111	52245 ELL SUPPLIES	7,909	8,000					
	TOTAL SUPPLIES & MATERIALS	58,541	80,750	0	0	0	0	0
111	53107 POSTAGE	6,774	10,000					
111	53109 TELEPHONE	44,739	23,400					
111	53115 ADVERTISING	8,187	15,160					
111	53117 AUTO ALLOWANCE	9,379	5,000					
111	53118 PROF SERVICES	108,236	117,550					
111	53119 PROFESSIONAL DEVELOPMENT	33,950	43,300					
111	53122 TRAVEL	5,405	3,500					
111	53123 TRAVEL	63	0					
111	53126 HIRED EQUIPMENT	10,115	10,600					

SCHOOL CENTRAL OFFICE		FY18	FY19	FY20	FY20 Request w/	FY20	FY20	FY20
		Actual	Budget	Request	Override	Manager	Manager w/	FinCom
							Override	
111	53127 R&M AUTOMTOIVE	126	200					
111	53128 COM R&M TOOLS & EQUIPMENT	3,478	6,500					
111	53162 TRANSPORTATION	355,144	371,489					
111	53166 TUITION	113,318	36,295					
	53167 TUITION - SUMMER	0	32,000					
	53168 TUITION - FALL	0	24,000					
	53169 TUITION - SPRING	0	24,000					
111	53222 STAFF RECOGNITION	369	6,500					
111	53300 ELL PROFESSIONAL SERVICE	17,018	12,000					
111	53999 PY EXPENSES	0	0					
	TOTAL CONTRACTUAL SERVICES	716,299	741,494	0	0	0	0	0
111	54101 DUES AND MEMBERSHIPS	29,871	34,650					
	TOTAL CHARGES & OBLIGATIONS	29,871	34,650	0	0	0	0	0
	EXPENSE TOTAL	804,712	856,894	0	0	0	0	0
	EQUIPMENT TOTAL	0	0	0	0	0	0	0
	CENTRAL OFFICE TOTAL	3,424,867	3,562,007	0	0	0	0	0

HIGH SCHOOL		FY18	FY19	FY20	FY20 Request w/	FY20	FY20	FY20
		Actual	Budget	Request	Override	Manager	Manager w/	FinCom
							Override	
112	51104 PRINCIPALS/ASST PRINCIPALS	372,051	383,138					
	51106 TEACHER SPECIALISTS	5,986	0					
112	51111 SECRETARIES/CLERKS	289,668	294,939					
112	51114 EXTRACURRICULAR	70,295	61,472					
112	51170 ENGLISH TEACHERS	1,002,938	1,023,603					
112	51171 MATH TEACHERS	1,056,617	1,101,222					
112	51172 SCIENCE TEACHERS	1,124,719	1,169,351					
112	51173 SOCIAL STUDIES TEACHERS	848,285	897,387					
112	51174 FOREIGN LANGUAGE TEACHERS	891,393	961,207					
112	51175 ART TEACHERS	302,630	310,960					
112	51176 PE TEACHERS	235,139	244,650					
112	51177 MUSIC TEACHERS	132,786	138,393					
112	51178 FACS TEACHERS	123,900	129,639					
112	51179 READING TEACHING	53,346	57,481					
112	51180 ENG/TECH TEACHERS	115,314	118,759					
112	51181 LIBRARY MEDIA	66,634	71,547					
112	51182 COMPUTER ED TEACHERS	111,626	115,666					
112	51198 ELL TEACHERS	56,924	55,503					
	TOTAL PERMANENT	6,860,252	7,134,917	0	0	0	0	0
112	51206 IN SCHOOL SUSPENSION	0	0					
	TOTAL TEMPORARY	0	0	0	0	0	0	0
	PERSONAL SERVICES TOTAL	6,860,252	7,134,917	0	0	0	0	0
112	52101 OFFICE SUPPLIES	8,075	21,361					
112	52103 PRINTING AND REPRODUC SUPPLI	17,805	16,378					
112	52105 COMPUTER SUPPLIES	7,510	13,315					
112	52108 INSTRUCTIONAL MATERIALS	219	0					
112	521081 TEXTBOOKS - ENGLISH	18,586	14,399					
112	521082 TEXTBOOKS - MATH	13,435	18,937					
112	521083 TEXTBOOKS - SCIENCE	2,715	5,200					
112	521084 TEXTBOOKS - SOCIAL STUDIES	5,551	14,800					
112	521085 TEXTBOOKS - FOREIGN LANGUAGE	14,212	8,383					
112	521086 TEXTBOOKS - ELECTIVE	3,199	3,330					
112	52110 PUPIL SUBSCRIPTIONS	4,336	4,687					
112	52111 LIBRARY BOOKS	5,635	7,374					
112	52158 STUDENT SUPPORT	1,079	5,374					

HIGH SCHOOL		FY18	FY19	FY20	FY20 Request w/	FY20	FY20	FY20
		Actual	Budget	Request	Override	Manager	Manager w/	FinCom
							Override	
112	52159 ART SUPPLIES	15,962	16,000					
112	52160 FAMILY/COMSUMER SUPPLIES	10,531	9,304					
112	52161 TECHNOLOGY SUPPLIES	13,790	16,125					
112	52162 MUSIC SUPPLIES	999	6,578					
112	52163 PHYSICAL EDUCATION SUPPLIES	1,221	5,601					
112	52165 SCIENCE SUPPLIES	14,587	12,925					
112	52169 MATH SUPPLIES	1,856	1,202					
112	52170 ENGLISH	0	4,626					
112	52171 SOCIAL STUDIES	1,113	2,110					
112	52172 AUDIO-VISUAL SUPPLIES	0	461					
112	52174 FOREIGN LANGUAGE	0	8,472					
112	52180 FOOD & GROCERIES	3,786	2,600					
	TOTAL SUPPLIES & MATERIALS	166,201	219,542	0	0	0	0	0
112	53101 PRINTING & STATIONERY	2,641	3,700					
112	53107 POSTAGE	3,508	5,500					
112	53109 TELEPHONE	7,718	6,250					
112	53118 PROF SERVICES	13,185	5,443					
112	53122 TRAVEL	1,170	1,170					
112	53124 CLEAN & SANITARY	1,375	2,000					
112	53126 HIRED EQUIPMENT	27,554	32,275					
112	53128 COM R&M TOOLS & EQUIPMENT	3,118	7,000					
112	53162 TRANSPORTATION	3,060	4,400					
112	53221 GRADUATION	8,057	10,575					
	TOTAL CONTRACTUAL SERVICES	71,386	78,313	0	0	0	0	0
112	54101 DUES AND MEMBERSHIPS	20,766	22,442					
	TOTAL CHARGES & OBLIGATIONS	20,766	22,442	0	0	0	0	0
	EXPENSE TOTAL	258,353	320,297	0	0	0	0	0
112	55107 EDUCATIONAL	0	500					
112	55108 AUDIO VISUAL	818	2,240					
	EQUIPMENT TOTAL	818	2,740	0	0	0	0	0
	HIGH SCHOOL TOTAL	7,119,423	7,457,954	0	0	0	0	0

MCCALL SCHOOL		FY18	FY19	FY20	FY20 Request w/	FY20	FY20	FY20
		Actual	Budget	Request	Override	Manager	Manager w/	FinCom
							Override	
113	51104 PRINCIPALS/ASST PRINCIPALS	369,157	364,430					
113	51111 SECRETARIES/CLERKS	117,196	129,062					
113	51114 EXTRACURRICULAR	5,644	0					
113	51116 LUNCHROOM SUPERVISION	10,040	0					
113	51170 ENGLISH TEACHERS	840,885	895,726					
113	51171 MATH TEACHERS	956,924	999,898					
113	51172 SCIENCE TEACHERS	855,746	901,269					
113	51173 SOCIAL STUDIES TEACHERS	959,764	996,563					
113	51174 FOREIGN LANGUAGE TEACHERS	385,534	398,592					
113	51175 ART TEACHERS	153,061	160,126					
113	51176 PE TEACHERS	161,276	169,067					
113	51177 MUSIC TEACHERS	193,117	213,086					
113	51178 FACS TEACHERS	196,336	204,750					
113	51179 READING TEACHING	162,146	172,846					
113	51180 ENG/TECH TEACHERS	160,141	165,297					
113	51181 LIBRARY MEDIA	85,169	86,751					
113	51182 COMPUTER ED TEACHERS	193,314	200,674					
113	51198 ELL TEACHERS	84,214	86,751					
	TOTAL PERMANENT	5,889,665	6,144,888	0	0	0	0	0
113	51304 TEAMING	45,946	42,060					
	TOTAL OVERTIME	45,946	42,060	0	0	0	0	0
	PERSONAL SERVICES TOTAL	5,935,611	6,186,948	0	0	0	0	0
113	52101 OFFICE SUPPLIES	1,810	1,444					
113	52103 PRINTING AND REPRODUC SUPPLI	17,606	16,600					
113	52105 COMPUTER SUPPLIES	817	0					
113	521081 TEXTBOOKS - ENGLISH	9,641	4,672					
113	521083 TEXTBOOKS - SCIENCE	0	28,980					
113	521084 TEXTBOOKS - SOCIAL STUDIES	7,551	4,400					
113	521085 TEXTBOOKS - FOREIGN LANGUAGE	9,048	7,660					
113	521086 TEXTBOOKS - ELECTIVE	2,892	6,780					
113	52110 PUPIL SUBSCRIPTIONS	3,313	4,752					
113	52111 LIBRARY BOOKS	3,465	4,000					
113	52158 STUDENT SUPPORT	8,968	10,500					

MCCALL SCHOOL		FY18	FY19	FY20	FY20 Request w/	FY20	FY20	FY20
		Actual	Budget	Request	Override	Manager	Manager w/	FinCom
							Override	
113	52159 ART SUPPLIES	9,039	10,000					
113	52160 FAMILY/COMSUMER SUPPLIES	6,997	7,400					
113	52161 TECHNOLOGY SUPPLIES	11,506	13,000					
113	52162 MUSIC SUPPLIES	4,473	7,289					
113	52163 PHYSICAL EDUCATION SUPPLIES	1,460	1,750					
113	52164 READING TESTING SUPPLIES	510	817					
113	52165 SCIENCE SUPPLIES	8,548	3,943					
113	52168 EXTRA-CURRICULAR SUPPLIES	2,917	1,400					
113	52169 MATH SUPPLIES	6,458	6,400					
113	52170 ENGLISH	1,458	1,306					
113	52171 SOCIAL STUDIES	2,055	5,450					
113	52173 BUSINESS	1,859	2,471					
113	52174 FOREIGN LANGUAGE	382	5,250					
	52174 SCIENCE EQUIPMENT	0	7,057					
	TOTAL SUPPLIES & MATERIALS	122,772	163,321	0	0	0	0	0
113	53101 PRINTING & STATIONERY	6,650	6,750					
113	53107 POSTAGE	2,661	5,844					
113	53109 TELEPHONE	2,993	3,060					
113	53116 BIND & BK REPAIRS	640	1,000					
113	53118 PROF SERVICES	2,679	0					
113	53126 HIRED EQUIPMENT	42,516	27,800					
113	53128 COM R&M TOOLS & EQUIPMENT	8,895	7,500					
113	53162 TRANSPORTATION	2,225	3,200					
	TOTAL CONTRACTUAL SERVICES	69,258	55,154	0	0	0	0	0
113	54101 DUES AND MEMBERSHIPS	1,267	1,650					
	TOTAL CHARGES & OBLIGATIONS	1,267	1,650	0	0	0	0	0
	EXPENSE TOTAL	193,298	220,125	0	0	0	0	0
113	55101 FURNITURE & FIXTURES	8,867	1,000					
113	55107 EDUCATIONAL	306	0					
	EQUIPMENT TOTAL	9,173	1,000	0	0	0	0	0
MCCALL SCHOOL TOTAL		6,138,081	6,408,073	0	0	0	0	0

AMBROSE SCHOOL		FY18	FY19	FY20	FY20 Request w/	FY20	FY20	FY20
		Actual	Budget	Request	Override	Manager	Manager w/	FinCom
							Override	
114	51104 PRINCIPALS/ASST PRINCIPALS	166,835	171,852					
114	51105 TEACHERS	1,681,382	1,807,754					
114	51108 INSTRUCTIONAL AIDES	13,791	73,805					
114	51111 SECRETARIES/CLERKS	36,261	39,392					
114	51116 LUNCHROOM SUPERVISION	0	4,000					
114	51146 BUS MONITORS	2,333	3,050					
114	51175 ART TEACHERS	50,361	53,719					
114	51176 PE TEACHERS	62,753	67,594					
114	51177 MUSIC TEACHERS	94,214	96,751					
114	51179 READING TEACHING	280,905	292,701					
114	51181 LIBRARY MEDIA	77,130	82,842					
114	51198 ELL TEACHERS	80,020	84,146					
	TOTAL PERMANENT	2,545,986	2,777,606	0	0	0	0	0
	PERSONAL SERVICES TOTAL	2,545,986	2,777,606	0	0	0	0	0
114	52101 OFFICE SUPPLIES	3,062	3,000					
114	52103 PRINTING AND REPRODUC SUPPLI	9,679	9,300					
114	52108 INSTRUCTIONAL MATERIALS	4,884	5,500					
114	52111 LIBRARY BOOKS	2,321	1,800					
114	52158 STUDENT SUPPORT	11,805	12,300					
114	52159 ART SUPPLIES	2,347	2,500					
114	52162 MUSIC SUPPLIES	823	700					
114	52163 PHYSICAL EDUCATION SUPPLIES	646	700					
114	52164 READING TESTING SUPPLIES	336	400					
114	52165 SCIENCE SUPPLIES	546	800					
114	52169 MATH SUPPLIES	10,319	11,000					
114	52170 ENGLISH SUPPLIES	6,012	6,500					
114	52171 SOCIAL STUDIES	0	600					
	TOTAL SUPPLIES & MATERIALS	52,780	55,100	0	0	0	0	0
114	53107 POSTAGE	0	200					
114	53109 TELEPHONE	3,512	2,400					
114	53126 HIRED EQUIPMENT	13,374	11,800					
114	53128 COM R&M TOOLS & EQUIPMENT	2,873	3,000					
114	53162 TRANSPORTATION	200	200					
	TOTAL CONTRACTUAL SERVICES	19,958	17,600	0	0	0	0	0
114	54101 DUES AND MEMBERSHIPS	0	300					
	TOTAL CHARGES & OBLIGATIONS	0	300	0	0	0	0	0
	EXPENSE TOTAL	72,739	73,000	0	0	0	0	0
114	55101 FURNITURE & FIXTURES	0	3,771					
	EQUIPMENT TOTAL	0	3,771	0	0	0	0	0
AMBROSE SCHOOL TOTAL		2,618,724	2,854,377	0	0	0	0	0

LINCOLN SCHOOL		FY18	FY19	FY20	FY20 Request w/	FY20	FY20	FY20
		Actual	Budget	Request	Override	Manager	Manager w/	FinCom
							Override	
115	51104 PRINCIPALS/ASST PRINCIPALS	175,650	180,917					
115	51105 TEACHERS	1,526,102	1,655,009					
115	51108 INSTRUCTIONAL AIDES	20,329	70,767					
115	51111 SECRETARIES/CLERKS	32,381	35,073					
115	51116 LUNCHROOM SUPERVISION	0	4,000					
115	51146 BUS MONITORS	500	2,333					
115	51175 ART TEACHERS	97,155	100,053					
115	51176 PE TEACHERS	97,155	100,053					
115	51177 MUSIC TEACHERS	107,155	110,053					
115	51179 READING TEACHING	276,086	286,836					
115	51181 LIBRARY MEDIA	93,000	95,802					
115	51198 ELL TEACHERS	75,551	81,214					
	TOTAL PERMANENT	2,501,063	2,722,110	0	0	0	0	0
	PERSONAL SERVICES TOTAL	2,501,063	2,722,110	0	0	0	0	0
115	52101 OFFICE SUPPLIES	558	800					
115	52103 PRINTING AND REPRODUC SUPPLI	5,594	7,000					
115	52111 LIBRARY BOOKS	1,755	2,000					
115	52158 STUDENT SUPPORT	10,833	13,000					
115	52159 ART SUPPLIES	2,259	2,600					
115	52162 MUSIC SUPPLIES	1,011	1,000					
115	52163 PHYSICAL EDUCATION SUPPLIES	528	800					
115	52165 SCIENCE SUPPLIES	1,315	1,500					
115	52169 MATH SUPPLIES	10,429	10,500					
115	52170 ENGLISH SUPPLIES	7,848	9,000					
115	52171 SOCIAL STUDIES	876	1,000					
	TOTAL SUPPLIES & MATERIALS	43,005	49,200	0	0	0	0	0
115	53107 POSTAGE	196	0					
115	53109 TELEPHONE	2,251	2,100					
115	53126 HIRED EQUIPMENT	8,962	8,000					
115	53128 COM R&M TOOLS & EQUIPMENT	3,608	3,000					
	TOTAL CONTRACTUAL SERVICES	15,017	13,100	0	0	0	0	0
115	54101 DUES AND MEMBERSHIPS	535	1,200					
	TOTAL CHARGES & OBLIGATIONS	535	1,200	0	0	0	0	0
	EXPENSE TOTAL	58,556	63,500	0	0	0	0	0
115	55101 FURNITURE & FIXTURES	714	1,000					
	EQUIPMENT TOTAL	714	1,000	0	0	0	0	0
LINCOLN SCHOOL TOTAL		2,560,334	2,786,610	0	0	0	0	0

LYNCH SCHOOL		FY18	FY19	FY20	FY20 Request w/	FY20	FY20	FY20
		Actual	Budget	Request	Override	Manager	Manager w/	FinCom
							Override	
116	51104 PRINCIPALS/ASST PRINCIPALS	207,679	213,909					
116	51105 TEACHERS	1,773,709	1,899,698					
116	51108 INSTRUCTIONAL AIDES	27,047	101,112					
116	51111 SECRETARIES/CLERKS	39,550	42,367					
116	51116 LUNCHROOM SUPERVISION	0	4,000					
116	51146 BUS MONITORS	1,000	1,000					
116	51175 ART TEACHERS	61,935	66,219					
116	51176 PE TEACHERS	52,430	56,147					
116	51177 MUSIC TEACHERS	76,993	81,922					
116	51179 READING TEACHING	263,678	301,544					
116	51181 LIBRARY MEDIA	80,420	86,233					
116	51198 ELL TEACHERS	166,172	177,640					
TOTAL PERMANENT		2,750,612	3,031,791	0	0	0	0	0
PERSONAL SERVICES TOTAL		2,750,612	3,031,791	0	0	0	0	0
116	52101 OFFICE SUPPLIES	1,714	1,100					
116	52103 PRINTING AND REPRODUC SUPPLI	8,870	8,500					
116	52108 INSTRUCTIONAL MATERIALS	1,437	1,500					
116	52111 LIBRARY BOOKS	1,993	1,500					
116	52158 STUDENT SUPPORT	10,969	16,300					
116	52159 ART SUPPLIES	1,414	2,200					
116	52162 MUSIC SUPPLIES	937	1,200					
116	52163 PHYSICAL EDUCATION SUPPLIES	460	1,000					
116	52165 SCIENCE SUPPLIES	1,932	1,500					
116	52169 MATH SUPPLIES	10,631	11,607					
116	52170 ENGLISH SUPPLIES	9,304	7,830					
116	52171 SOCIAL STUDIES	793	1,300					
116	52244 TEACHER SUPPLIES	101	0					
TOTAL SUPPLIES & MATERIALS		50,556	55,537	0	0	0	0	0
116	53107 POSTAGE	0	500					
116	53109 TELEPHONE	2,252	2,100					
116	53118 PROF SERVICES	1,240	0					
116	53126 HIRED EQUIPMENT	16,967	15,200					
116	53128 COM R&M TOOLS & EQUIPMENT	5,837	3,500					
116	53162 TRANSPORTATION	900	500					
TOTAL CONTRACTUAL SERVICES		27,196	21,800	0	0	0	0	0
116	54101 DUES AND MEMBERSHIPS	0	1,000					
TOTAL CHARGES & OBLIGATIONS		0	1,000	0	0	0	0	0
EXPENSE TOTAL		77,752	78,337	0	0	0	0	0
116	55101 FURNITURE & FIXTURES	962	2,000					
EQUIPMENT TOTAL		962	2,000	0	0	0	0	0
LYNCH SCHOOL TOTAL		2,829,326	3,112,128	0	0	0	0	0

MURACO SCHOOL		FY18	FY19	FY20	FY20 Request w/	FY20	FY20	FY20
		Actual	Budget	Request	Override	Manager	Manager w/	FinCom
							Override	
117	51104 PRINCIPALS/ASST PRINCIPALS	146,866	162,553					
117	51105 TEACHERS	1,647,563	1,860,977					
117	51108 INSTRUCTIONAL AIDES	27,432	73,392					
117	51111 SECRETARIES/CLERKS	40,751	43,208					
117	51116 LUNCHROOM SUPERVISION	0	4,000					
117	51146 BUS MONITORS	1,000	1,000					
117	51175 ART TEACHERS	76,652	79,160					
117	51176 PE TEACHERS	55,448	59,457					
117	51177 MUSIC TEACHERS	103,000	105,802					
117	51179 READING TEACHING	280,734	290,850					
117	51181 LIBRARY MEDIA	89,888	95,645					
117	51198 ELL TEACHERS	84,214	86,751					
	TOTAL PERMANENT	2,553,548	2,862,795	0	0	0	0	0
	PERSONAL SERVICES TOTAL	2,553,548	2,862,795	0	0	0	0	0
117	52103 PRINTING AND REPRODUC SUPPLI	3,894	5,000					
117	52111 LIBRARY BOOKS	3,631	2,500					
117	52158 STUDENT SUPPORT	13,053	14,200					
117	52159 ART SUPPLIES	2,727	2,300					
117	52162 MUSIC SUPPLIES	1,025	950					
117	52163 PHYSICAL EDUCATION SUPPLIES	558	703					
117	52165 SCIENCE SUPPLIES	1,279	1,500					
117	52169 MATH SUPPLIES	9,249	10,000					
117	52170 ENGLISH SUPPLIES	130	5,500					
117	52171 SOCIAL STUDIES	74	0					
	TOTAL SUPPLIES & MATERIALS	35,621	42,653	0	0	0	0	0
117	53107 POSTAGE	98	0					
117	53109 TELEPHONE	1,106	1,200					
117	53126 HIRED EQUIPMENT	12,597	12,500					
117	53128 COM R&M TOOLS & EQUIPMENT	3,967	3,500					
117	53162 TRANSPORTATION	0	200					
	TOTAL CONTRACTUAL SERVICES	17,769	17,400	0	0	0	0	0
117	54101 DUES AND MEMBERSHIPS	0	600					
	TOTAL CHARGES & OBLIGATIONS	0	600	0	0	0	0	0
	EXPENSE TOTAL	53,389	60,653	0	0	0	0	0
117	55101 FURNITURE & FIXTURES	6,417	2,450					
	EQUIPMENT TOTAL	6,417	2,450	0	0	0	0	0
MURACO SCHOOL TOTAL		2,613,354	2,925,898	0	0	0	0	0

VINSON-OWEN SCHOOL		FY18	FY19	FY20	FY20 Request w/	FY20	FY20	FY20
		Actual	Budget	Request	Override	Manager	Manager w/	FinCom
							Override	
118	51104 PRINCIPALS/ASST PRINCIPALS	174,467	174,909					
118	51105 TEACHERS	1,508,909	1,597,043					
118	51108 INSTRUCTIONAL AIDES	24,900	71,673					
118	51111 SECRETARIES/CLERKS	41,531	42,283					
118	51116 LUNCHROOM SUPERVISION	0	4,000					
118	51146 BUS MONITORS	2,000	2,000					
118	51175 ART TEACHERS	59,586	63,801					
118	51176 PE TEACHERS	55,687	59,634					
118	51177 MUSIC TEACHERS	79,135	83,647					
118	51179 READING TEACHING	259,352	273,245					
118	51181 LIBRARY MEDIA	71,493	76,553					
118	51198 ELL TEACHERS	69,067	74,055					
	TOTAL PERMANENT	2,346,128	2,522,843	0	0	0	0	0
	PERSONAL SERVICES TOTAL	2,346,128	2,522,843	0	0	0	0	0
118	52101 OFFICE SUPPLIES	1,684	1,600					
118	52103 PRINTING AND REPRODUC SUPPLI	10,029	10,021					
118	52111 LIBRARY BOOKS	1,880	2,000					
118	52158 STUDENT SUPPORT	16,559	15,500					
118	52159 ART SUPPLIES	2,452	2,500					
118	52162 MUSIC SUPPLIES	1,133	1,500					
118	52163 PHYSICAL EDUCATION SUPPLIES	1,507	1,500					
118	52165 SCIENCE SUPPLIES	0	1,310					
118	52169 MATH SUPPLIES	9,647	11,861					
118	52170 ENGLISH	4,153	5,633					
118	52171 SOCIAL STUDIES	0	500					
	TOTAL SUPPLIES & MATERIALS	49,044	53,925	0	0	0	0	0
118	53109 TELEPHONE	1,947	1,500					
118	53126 HIRED EQUIPMENT	14,787	15,861					
118	53128 COM R&M TOOLS & EQUIPMENT	1,695	3,500					
	TOTAL CONTRACTUAL SERVICES	18,430	20,861	0	0	0	0	0
118	54101 DUES AND MEMBERSHIPS	885	713					
	TOTAL CHARGES & OBLIGATIONS	885	713	0	0	0	0	0
	EXPENSE TOTAL	68,359	75,499	0	0	0	0	0
118	55101 FURNITURE & FIXTURES	567	0					
	EQUIPMENT TOTAL	567	0	0	0	0	0	0
VINSON-OWEN SCHOOL TOTAL		2,415,053	2,598,342	0	0	0	0	0

SPECIAL EDUCATION		FY18	FY19	FY20	FY20 Request w/	FY20	FY20	FY20
		Actual	Budget	Request	Override	Manager	Manager w/	FinCom
							Override	
119	51103 DIRECTOR/COORDINATOR	142,238	231,505					
119	51109 SPEC NEEDS IN/PROC/OTH	262,954	277,257					
119	51111 SECRETARIES/CLERKS	204,615	217,101					
119	51148 OCCUPATIONAL THERAPISTS	396,866	409,196					
119	51163 UNSPECIFIED ADDITIONS	93,504	93,504					
119	51190 SE SUPERVISOR/COORDINATOR	591,283	607,553					
119	51191 WHS SE TEACHER	1,109,842	1,259,898					
119	51192 MS SE TEACHER	1,192,134	1,270,383					
119	51193 PK-5 SE TEACHER	2,487,326	2,558,819					
119	51194 PSYCHOLOGISTS	955,132	1,054,082					
119	51195 SPEECH & LANGUAGE THERAPISTS	1,070,308	1,128,119					
119	51196 PHYSICAL THERAPISTS	81,768	83,812					
119	51197 ASSISTIVE TECHNOLOGISTS	32,674	33,525					
119	51199 SE TEACHING ASSISTANTS	1,013,277	1,082,856					
	TOTAL PERMANENT	9,633,920	10,307,610	0	0	0	0	0
119	51201 INSTUCTIONAL SUBSTITUTES	994	0					
	TOTAL TEMPORARY	994	0	0	0	0	0	0
	PERSONAL SERVICES TOTAL	9,634,914	10,307,610	0	0	0	0	0
119	52101 OFFICE SUPPLIES	1,640	4,550					
119	52106 BOOKS AND PERIODICALS	0	0					
119	52108 INSTRUCTIONAL MATERIALS	600	0					
119	52158 STUDENT SUPPORT	11,593	19,500					
119	52167 CURRICULUM SUPPLIES	0	0	0	0	0	0	0
119	53107 POSTAGE	30	0					
119	53109 TELEPHONE	3,249	0					
119	53117 AUTO ALLOWANCE	863	1,800					
119	53118 PROF SERVICES	649,747	401,795					
119	53122 TRAVEL	33	500					
119	53126 HIRED EQUIPMENT	368	0					
119	53162 TRANSPORTATION	989,808	970,723					
119	53166 TUITION	2,578,001	2,902,163					
119	53171 TESTING/SCHOOL	19,471	21,000					
	TOTAL CONTRACTUAL SERVICES	4,241,569	4,297,981	0	0	0	0	0
119	54101 DUES AND MEMBERSHIPS	6,640	6,300					
	TOTAL CHARGES & OBLIGATIONS	6,640	6,300	0	0	0	0	0
	EXPENSE TOTAL	4,262,042	4,328,331	0	0	0	0	0
119	55107 EDUCATIONAL	10,090	15,000					
	EQUIPMENT TOTAL	10,090	15,000	0	0	0	0	0
	SPECIAL EDUCATION TOTAL	13,907,045	14,650,941	0	0	0	0	0

ATHLETICS		FY18	FY19	FY20	FY20 Request w/	FY20	FY20	FY20
		Actual	Budget	Request	Override	Manager	Manager w/	FinCom
							Override	
120	51103 DIRECTOR/COORDINATOR		0					
120	51134 COACHES							
	TOTAL PERMANENT		0		0		0	
120	56001 MISC EXPENSE		0					
	EXPENSE TOTAL		0		0		0	
120	59761 TRANSFER TO REVOLVING	495,048	508,353					
	EQUIPMENT TOTAL	495,048	508,353		0		0	
ATHLETICS TOTAL		495,048	508,353		0		0	

TECHNOLOGY		FY18	FY19	FY20	FY20 Request w/	FY20	FY20	FY20
		Actual	Budget	Request	Override	Manager	Manager w/	FinCom
							Override	
121	51110 OTHER SUPERVISORY/TECH	250,211	266,768					
121	51111 SECRETARIES/CLERKS	100,794	110,403					
121	51186 REPAIR TECHNICIANS	234,802	249,319					
	TOTAL PERMANENT	585,808	626,490	0	0	0	0	0
	PERSONAL SERVICES TOTAL	585,808	626,490	0	0	0	0	0
121	52104 COMPUTER REPAIRS	3,101	27,000					
121	52105 COMPUTER SUPPLIES	21,277	27,000					
121	52185 SOFTWARE	198,215	166,025					
	TOTAL SUPPLIES & MATERIALS	222,593	220,025	0	0	0	0	0
121	53117 AUTO ALLOWANCE	0	1,500					
121	53118 PROF SERVICES	57,964	68,454					
121	53122 TRAVEL	0	500					
	TOTAL CONTRACTUAL SERVICES	57,964	70,454	0	0	0	0	0
121	54101 DUES AND MEMBERSHIPS	1,390	2,000					
	TOTAL CHARGES & OBLIGATIONS	1,390	2,000	0	0	0	0	0
	EXPENSE TOTAL	281,947	292,479	0	0	0	0	0
121	55107 EDUCATIONAL	294,317	331,000					
	EQUIPMENT TOTAL	294,317	331,000	0	0	0	0	0
TECHNOLOGY TOTAL		1,162,071	1,249,969	0	0	0	0	0

PUPIL SERVICES		FY18	FY19	FY20	FY20 Request w/	FY20	FY20	FY20
		Actual	Budget	Request	Override	Manager	Manager w/	FinCom
							Override	
122	51106 TEACHER SPECIALISTS	421,972	452,679					
122	51107 COUNSELORS	926,959	959,293					
122	51118 TUTORIAL SVCS	46,924	43,870					
122	51147 NURSES	735,187	698,571					
	TOTAL PERMANENT	2,131,041	2,154,413	0	0	0	0	0
	PERSONAL SERVICES TOTAL	2,131,041	2,154,413	0	0	0	0	0
122	52218 NURSING SUPPLIES	4,818	3,400					
	TOTAL SUPPLIES & MATERIALS	4,818	3,400	0	0	0	0	0
	EXPENSE TOTAL	4,818	3,400	0	0	0	0	0
	EQUIPMENT TOTAL	0	0	0	0	0	0	0
PUPIL SERVICES TOTAL		2,135,859	2,157,813	0	0	0	0	0

KINDERGARTEN ALLOCATION		FY18	FY19	FY20	FY20 Request w/	FY20	FY20	FY20
		Actual	Budget	Request	Override	Manager	Manager w/	FinCom
							Override	
	51105 TEACHERS	329,447	0					
	51108 INSTRUCTIONAL AIDES	241,553	0					
	TOTAL PERMANENT	571,000	0	0	0	0	0	0
	PERSONAL SERVICES TOTAL	571,000	0	0	0	0	0	0
	EXPENSE TOTAL	0	0	0	0	0	0	0
	EQUIPMENT TOTAL	0	0	0	0	0	0	0
KINDERGARTEN ALLOCATION TOTAL		571,000	0	0	0	0	0	0

SCHOOL DEPARTMENT	FY18	FY19	FY20	FY20 Request w/	FY20	FY20
	Actual	Budget	Request	Override	Manager	Manager w/ Override
51102 SUPERINTENDENCY	614,546	635,934		0	0	
51103 DIRECTOR/COORDINATOR	953,358	1,097,046		0	0	
51104 PRINCIPALS/ASST PRINCIPALS	1,612,705	1,651,708		0	0	
51105 TEACHERS	8,137,665	8,820,481		0	0	
51106 TEACHER SPECIALIST	421,972	452,679		0	0	
51107 COUNSELORS	926,959	959,293		0	0	
51108 INSTRUCTIONAL AIDES	113,499	390,749		0	0	
51109 SPEC NEEDS IN/PROC/OTH	262,954	277,257		0	0	
51110 OTHER SUPERVISORY/TECH	250,211	266,768		0	0	
51111 SECRETARIES/CLERKS	1,287,028	1,375,989		0	0	
51112 CURRICULUM WORKSHOPS	116,560	116,500		0	0	
51114 EXTRACURRICULAR	75,939	61,472		0	0	
51116 LUNCHROOM SUPERVISOR	0	20,000		0	0	
51117 IN-SERVICE WORKSHOPS	65,173	42,000		0	0	
51118 TUTORIAL SERVICES	46,924	43,870		0	0	
51119 STUDENT INTERVENTION	30,000	0		0	0	
51127 MED/ATTEN AFICRS	20,412	20,327		0	0	
51146 BUS MONITORS	6,833	9,383		0	0	
51147 NURSES	735,187	698,571		0	0	
51148 OCCUPATIONAL THERAPIST	396,866	409,196		0	0	
51163 UNSPECIFIED ADDITIONS	379,156	398,808		0	0	
51170 ENGLISH TEACHERS	1,843,823	1,919,329		0	0	
51171 MATH TEACHERS	2,013,541	2,101,120		0	0	
51172 SCIENCE TEACHERS	1,980,465	2,070,620		0	0	
51173 SOCIAL STUDIES TEACHERS	1,808,050	1,893,950		0	0	
51174 FOREIGN LANGUAGE TEACHERS	1,276,927	1,359,799		0	0	
51175 ART TEACHERS	801,381	834,038		0	0	
51176 PE TEACHERS	719,888	756,602		0	0	
51177 MUSIC TEACHERS	786,399	829,654		0	0	
51178 FACS TEACHERS	320,236	334,389		0	0	
51179 READING TEACHING	1,576,246	1,675,503		0	0	
51180 ENG/TECH TEACHERS	275,455	284,056		0	0	
51181 LIBRARY MEDIA	563,734	595,373		0	0	
51182 COMPUTER ED TEACHERS	304,940	316,340		0	0	
51190 SE SUPERVISOR/COORDINATOR	591,283	607,553		0	0	
51191 WHS SE TEACHER	1,109,842	1,259,898		0	0	
51192 MS SE TEACHER	1,192,134	1,270,383		0	0	

SCHOOL DEPARTMENT	FY18	FY19	FY20	FY20 Request w/	FY20	FY20	FY20
	Actual	Budget	Request	Override	Manager	Manager w/	FinCom
						Override	
51193 PK-5 SE TEACHER	2,487,326	2,558,819		0	0		
51194 PSYCHOLOGISTS	955,132	1,054,082		0	0		
51195 SPEECH & LANGUAGE THERAPISTS	1,070,308	1,128,119		0	0		
51196 PHYSICAL THERAPISTS	81,768	83,812		0	0		
51197 ASSISTIVE TECHNOLOGISTS	32,674	33,525		0	0		
51198 ELL TEACHERS	616,161	646,060		0	0		
51199 SE TEACHING ASSISTANTS	1,013,277	1,082,856		0	0		
TOTAL PERMANENT	39,874,937	42,443,911		0	0		
51201 INSTRUCTIONAL SUBSTITUTES	364,119	349,765		0	0		
51202 SECRETARIAL SUBSTITUTES	3,741	10,000		0	0		
51204 EARLY RETIREMENT	0	7,900		0	0		
51205 LONG TERM SUBSTITUTES	160,348	150,000		0	0		
51207 STUDENT INTERVENTION	0	29,000		0	0		
TOTAL TEMPORARY	528,207	546,665		0	0		
51304 TEAMING	45,946	42,060		0	0		
TOTAL OVERTIME	45,946	42,060		0	0		
PERSONAL SERVICES TOTAL	40,449,090	43,032,636		0	0		
52101 OFFICE SUPPLIES	27,305	37,855		0	0		
52102 IMT SUPPLIES	606	2,500		0	0		
52103 PRINTING AND REPRODUC SUPPLI	75,996	75,299		0	0		
52104 COMPUTER REPAIRS	3,101	27,000		0	0		
52105 COMPUTER SUPPLIES	29,604	40,315		0	0		
52106 BOOKS AND PERIODICALS	28	750		0	0		
52108 INSTRUCTIONAL MATERIALS	7,140	7,000		0	0		
521081 TEXTBOOKS - ENGLISH	28,228	19,071		0	0		
521082 TEXTBOOKS - MATH	13,435	18,937		0	0		
521083 TEXTBOOKS - SCIENCE	2,715	34,180		0	0		
521084 TEXTBOOKS - SOCIAL STUDIES	13,102	19,200		0	0		
521085 TEXTBOOKS - FOREIGN LANGUAGE	23,260	16,043		0	0		
521086 TEXTBOOKS - ELECTIVE	6,091	10,110		0	0		
52110 PUPIL SUBSCRIPTIONS	7,649	9,439		0	0		
52111 LIBRARY BOOKS	20,679	21,174		0	0		
52158 STUDENT SUPPORT	84,859	106,674		0	0		
52159 ART SUPPLIES	36,200	38,100		0	0		
52160 FAMILY/COMSUMER SUPPLIES	17,528	16,704		0	0		
52161 TECHNOLOGY SUPPLIES	25,296	29,125		0	0		
52162 MUSIC SUPPLIES	11,181	29,217		0	0		
52163 PHYSICAL EDUCATION SUPPLIES	6,380	12,054		0	0		
52164 READING TESTING SUPPLIES	846	1,217		0	0		
52165 SCIENCE SUPPLIES	28,207	23,478		0	0		
52167 CURRICULUM SUPPLIES	36,153	51,500		0	0		

SCHOOL DEPARTMENT	FY18	FY19	FY20	FY20 Request w/	FY20	FY20	FY20
	Actual	Budget	Request	Override	Manager	Manager w/	FinCom
						Override	
52168 EXTRA-CURRICULAR SUPPLIES	2,917	1,400		0	0		
52169 MATH SUPPLIES	58,588	62,570		0	0		
52170 ENGLISH	28,904	40,395		0	0		
52171 SOCIAL STUDIES	4,910	10,960		0	0		
52172 AUDIO-VISUAL SUPPLIES	0	461		0	0		
52173 BUSINESS	1,859	2,471		0	0		
52174 FOREIGN LANGUAGE	382	5,250		0	0		
52179 MEDICAL & DENTAL	0	8,472		0	0		
52180 FOOD & GROCERIES	5,571	4,100		0	0		
52185 SOFTWARE	198,215	166,025		0	0		
52218 NURSING SUPPLIES	4,818	3,400		0	0		
52244 TEACHER SUPPLIES	101	0		0	0		
52245 ELL SUPPLIES	7,909	8,000		0	0		
TOTAL SUPPLIES & MATERIALS	819,764	960,446		0	0		
53101 PRINTING & STATIONERY	9,291	10,450		0	0		
53107 POSTAGE	13,266	22,044		0	0		
53109 TELEPHONE	69,768	42,010		0	0		
53115 ADVERTISING	8,187	15,160		0	0		
53116 BIND & BK REPAIRS	640	1,000		0	0		
53117 AUTO ALLOWANCE	10,241	8,300		0	0		
53118 PROF SERVICES	833,049	593,242		0	0		
53119 PROFESSIONAL DEVELOPMENT	33,950	43,300		0	0		
53122 TRAVEL	6,608	5,670		0	0		
53123 TRAVEL	63	0		0	0		
53124 CLEAN & SANITARY	1,375	2,000		0	0		
53126 HIRED EQUIPMENT	147,240	134,036		0	0		
53127 R&M AUTOMTOIVE	126	200		0	0		
53128 COM R&M TOOLS & EQUIPMENT	33,471	37,500		0	0		
53162 TRANSPORTATION	1,351,336	1,350,712		0	0		
53166 TUITION	2,691,319	2,938,458		0	0		
53171 TESTING/SCHOOL	19,471	21,000		0	0		
53221 GRADUATION	8,057	10,575		0	0		
53222 STAFF RECOGNITION	369	6,500		0	0		
53308 ELL SERVICES	17,018	12,000		0	0		
TOTAL CONTRACTUAL SERVICES	5,254,846	5,254,157		0	0		

SCHOOL DEPARTMENT	FY18	FY19	FY20	FY20 Request w/	FY20	FY20	FY20
	Actual	Budget	Request	Override	Manager	Manager w/	FinCom
						Override	
54101 DUES AND MEMBERSHIPS	61,354	70,855		0	0		
TOTAL CHARGES & OBLIGATIONS	61,354	70,855		0	0		
EXPENSE TOTAL	6,135,964	6,285,458		0	0		
55101 FURNITURE & FIXTURES	17,527	10,221		0	0		
55103 OFFICE EQUIPMENT	0	0		0	0		
55105 CONSTRUCTION	0	0		0	0		
55107 EDUCATIONAL	304,712	346,500		0	0		
55108 AUDIO VISUAL	818	2,240		0	0		
59761 TRANSFERS TO REVOLVING	495,048	508,353		0	0		
EQUIPMENT TOTAL	818,106	867,314		0	0		
SCHOOL DEPARTMENT TOTAL	47,403,159	50,272,465	53,178,213	54,558,094	52,178,244	0	

UNDISTRIBUTED

Energy

Personnel Benefits

Contributory Retirement

Non-contributory Retirement

Workers' Compensation

Public Safety Medical Coverage

Unemployment Compensation

Health Insurance

F.I.C.A./Medicare Tax & Refunds

Debt & Interest

Long Term Debt – Principal

Long Term Debt – Interest

Bond Anticipation Notes

Miscellaneous Interest Refund & Changes

Miscellaneous

Audit

General Insurance

Reserve Fund

Environmental Remediation Services

Energy Champion Rebate

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ENERGY

The Energy budget is a consolidated account that funds all energy costs for Town and School departments. It includes the cost of heating oil, natural gas, and electricity as well as gasoline and diesel fuel for Town vehicles.

The Energy Management Committee (EMC), formed in 2006, has worked with town boards and departments to implement energy saving measures. EMC initiatives have resulted in over \$7.0 million in avoided costs cumulatively since the committee's inception. During FY19 EMC projects will generate an additional \$41,655 in avoided costs each year.

Energy usage is tracked on the state's Mass Energy INsights, or MEIN. This information is uploaded from the utilities and is used by EMC to drive decision-making. Energy Management Committee established the Building Champions Program, designed to encourage energy conservation across all town buildings. EMC initiated policies include Temperature Set Points; Air Conditioner Policies; Fuel Efficient Vehicles and Idling policies; Peak Electricity Load Shedding; Life Cycle Costing for new construction projects and more.

An Energy Revolving Fund has been created to fund Energy Conservation Projects along with Utility Incentives and grant funding. Through the Green Communities program and grants, our goal is to save an additional 20% in energy usage. 2018's Green Communities Grant and energy revolving fund have been put to work, providing phase II of McCall LED lighting, Muraco LED lighting and Rec Department LED lighting, insulation above the police department offices as well as insulating the soffets at the Muraco School. Two Green Communities projects will wrap up in spring 2019: installation of heating zone valves at the Recreation Department and repairs of 26 unit ventilators in Ambrose class rooms. In addition, Lincoln and Ambrose Schools will switch from heating with oil to natural gas in the near future – this project was delayed by a year due to the National Grid lock out in 2018.

ENERGY PROGRAM	FY18 Actual	FY19 Budget	FY20 Request	FY20 Manager	FY20 FinCom
Unleaded Gasoline & Diesel	165,503	177,324	192,351	192,351	0
Heating Fuel	161,872	115,646	189,348	189,348	0
Professional Services	68,373	70,000	63,500	63,500	0
Light/Power	1,333,128	1,460,697	1,363,543	1,363,543	0
Natural Gas	444,197	402,238	373,935	373,945	0
ENERGY Detail					
ENERGY DETAIL					
Unleaded Gasoline & Diesel					
Gasoline - Highway & Street	91,231	90,905	105,451	105,451	
Diesel - DPW	74,272	86,419	86,900	86,900	
Subtotal	165,503	177,324	192,351	192,351	0
#2 Heating Fuel					
Fuel Oil - Westside Station	4,045	4,780	6,768	6,768	
Fuel Oil - AUX	1,630	963	1,593	1,593	
Fuel Oil - McCall School			0	0	
Fuel Oil - Ambrose School	38,349	10,561	42,768	42,768	
Fuel Oil - Lincoln School	41,417	33,852	48,468	48,468	
Fuel Oil - Lynch School	64,797	53,256	75,533	75,533	
Fuel Oil - Vinson Owen		0	0	0	
Fuel Oil - Cemetery	3,273	2,105	3,558	3,558	
Fuel Oil - Dog Pound	1,600	1,371	1,870	1,870	
Fuel Oil - Waterfield Station	3,994	4,984	5,383	5,383	
Fuel Oil - Wright/Locke Farm	2,766	3,774	3,410	3,410	
Subtotal	161,872	115,646	189,348	189,348	0
Professional Services					
Energy Coordinator, Streetlight	68,373	70,000	63,500	63,500	
Subtotal	68,373	70,000	63,500	63,500	0

ENERGY DETAIL	FY18 Actual	FY19 Budget	FY20 Request	FY20 Manager	FY20 FinCom
Light/Power					
Light/Power - Wright Locke Farm	5,446	4,023	4,735	4,735	
Light/Power - Town Buildings			0	0	
Light/Power - Library	63,582	58,200	60,694	60,694	
Light/Power - West Side Station	14,882	7,109	7,431	7,431	
Light/Power - Public Safety Building	53,827	56,719	53,895	53,895	
Light/Power - AUX	922	1,003	965	965	
Light/Power - Transfer Station	25,316	28,177	28,787	28,787	
Light/Power - Grounds	12,176	12,932	12,554	12,554	
Light/Power - DPW Complex	21,561	24,215	24,538	24,538	
Light/Power - Street Lights	38,421	38,037	38,719	38,719	
Light/Power - High School	405,488	506,399	421,772	421,772	
Light/Power - McCall School	184,011	207,211	194,131	194,131	
Light/Power - Ambrose School	79,259	79,830	77,373	77,373	
Light/Power - Lincoln School	99,724	116,484	114,426	114,426	
Light/Power - Lynch School	66,042	66,032	66,950	66,950	
Light/Power - Muraco School	61,043	59,258	57,924	57,924	
Light/Power - Vinson Owen	84,988	85,214	86,007	86,007	
Light/Power - Street Drains	2,218	2,214	2,216	2,216	
Light/Power - Traffic Lights	8,929	6,219	7,574	7,574	
Light/Power - Scale House	1,683	1,497	1,590	1,590	
Light/Power - Cemetery	2,578	2,645	2,496	2,496	
Light/Power - Mystic	10,474	10,585	10,406	10,406	
Light/Power - Sanborn House	156	601	381	381	
Light/Power - Town Hall	52,840	48,845	50,562	50,562	
Light/Power - Waterfield Station	4,408	5,549	4,821	4,821	
Light/Power - Wedgemere Station	6,193	5,766	5,911	5,911	
Light/Power - Park Garage	2,604	2,640	2,622	2,622	
Light/Power - Dog Pound	1,746	1,423	1,585	1,585	
Light/Power - Parkhurst	20,892	19,800	20,582	20,582	
Light/Power - Sussex/Grove	106	108	107	107	
Light/Power - School Athletics	1,416	1,740	1,578	1,578	
Light/Power - McDonald Field	199	222	211	211	
Subtotal	1,333,128	1,460,697	1,363,543	1,363,543	0
Natural Gas					
Natural Gas - Parkhurst School	31,442	33,372	30,110	30,110	
Natural Gas - DPW Complex	33,890	11,233	12,214	12,214	
Natural Gas - Park Garage	319	357	338	347	
Natural Gas - Mystic	35,369	26,978	28,600	28,600	
Natural Gas - Library Bldg	13,972	9,466	9,636	9,636	
Natural Gas - Town Hall	19,023	13,950	14,219	14,219	
Natural Gas - High School	97,548	145,200	101,412	101,412	
Natural Gas - McCall School	119,286	74,250	82,620	82,620	
Natural Gas - Lynch School	3,219	2,112	2,217	2,217	
Natural Gas - Muraco	60,353	42,258	45,918	45,918	
Natural Gas - Public Safety	29,829	21,881	22,228	22,228	
Natural Gas - Water			0	0	
Natural Gas - Vinson-Owen	31,388	21,181	24,423	24,423	
Subtotal	444,197	402,238	373,935	373,945	0
EXPENSES TOTAL	2,173,072	2,225,905	\$2,182,677	\$2,182,686	0

Personnel Benefits

This budget includes the cost of benefits associated with Town and School employment. As a service organization, these expenses represent a high percentage of the Town's costs. This category includes Pensions (Contributory and Non-Contributory), Workers Compensation, Unemployment Compensation, FICA/Medicare and Health Insurance.

Contributory Retirement

The Board of Retirement is established in accordance with Massachusetts General Law. The Board is made up of the Comptroller, 2 representatives elected by the employees, an appointee of the Selectmen, and an at-large member. The Board administers the statewide retirement program for all Town of Winchester municipal employees and certain education employees. The annual payment into the system is determined by the Commonwealth of Massachusetts based upon an actuarially funded schedule. The normal rate of increase for the Schedule is about 4.5% per year. There are currently 274 retirees.

Non-Contributory Retirement

This account, under jurisdiction of the Board of Retirement, provides funding for the payment of the retirement allowances to former employees or their widows who were hired prior to July 1, 1939, the inception date of the Town's contributory retirement system. There is currently no survivors whose pension is funded from this budget.

Worker's Compensation/Police & Fire Injured on Duty (IOD)

The Town self-insures its Worker's Compensation and Police/Fire IOD liability. The Worker's Compensation/IOD budget supports pay-as-you-go claim payments made in accordance with Massachusetts General Law (MGL) Chapter 152 as well as MGL Chapter 111f (medical costs only) which include the following:

- Administration costs for third party claims administration
- Legal costs associated with claims requiring legal advice and representation
- Salaries for job related time loss (except for Police & Fire whose full salaries are paid out of their respective departmental budget)
- Medical and other costs related injuries sustained on the job

Unemployment Compensation

In 1976, unemployment compensation was extended by the Federal Government to State and local government workers. On January 1, 1978, government units in Massachusetts became liable for the costs of these benefits. Unlike private employers, public employers can choose between two methods of payment (participation) of unemployment compensation costs: either through a "tax" of 1% of gross payroll (which could increase in future years) or reimbursement of actual costs. Winchester has chosen to follow the reimbursement method. Thus, each month, the Town is billed by the Division of Employment Security for any claims attributable to the Town.

F.I.C.A. & Medicare Tax

The Town is required to match the 1.45% Federal Medicare premium paid by Town employees.

Health Insurance

In an effort to offset the increasing cost of health insurance and in effort to address the un-sustainability of rising costs the Town, on July 1, 2012, changed insurance providers. The Town now offers Harvard Pilgrim Health Care to its employees and retirees. These changes including increasing co-pays for its members' in the areas of office visits, emergency room visits and facility co-pays were added for in-patient hospital admission as well as out-patient surgery. The Health Insurance budget also includes costs associated with the Wellness Program, Retiree Mitigation, Medicare Part-B reimbursement and other health care related costs.

The town's most prominent plan is Harvard Pilgrim Health Care (HPHC) HMO. We currently have 574 employees and 71 retirees participating in the HPHC HMO Plan. Winchester additionally offers retiree only plans including HPHC Medicare Enhanced and Tufts Medicare Preferred.

Active Employees and Non-Medicare Retirees

Harvard Pilgrim Health Care PPO – 11

Harvard Pilgrim Health Care HMO – 645

Medicare Eligible Retirees (includes spousal plans)

Harvard Pilgrim Health Care Medicare Enhance – 493

Tufts Medicare Preferred – 11

Total Subscribers – 1,160

DEBT SERVICE

Principal and interest payments for FY2020 will be \$12,562,913.78. Of this amount, \$7,610,000.00 represents principal payments and \$4,952,913.78 represents interest.

<u>FY 2020 Debt Service Budget</u>			
<i>Current Debt Only</i>			
Prop 2½ Excluded	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
McCall School	1,010,000.00	238,208.76	1,248,208.76
Lincoln School	255,000.00	29,348.72	284,348.72
School Building Remodeling	10,000.00	200.00	10,200.00
Wright Locke Farm	173,721.00	92,679.86	266,400.86
Vinson Owen School	748,000.00	497,617.50	1,245,617.50
High School	2,577,000.00	2,920,701.26	5,497,701.26
Aberjona Culvert	155,000.00	247,775.00	402,775.00
Skillings Environmental Remediation	90,000.00	147,931.26	237,931.26
Skillings Turf Field	115,000.00	90,890.00	205,890.00
Subtotal Prop 2½ Excluded	5,133,721.00	4,265,352.36	9,399,073.36
Building Stabilization Fund	1,860,500.00	500,970.02	2,361,470.02
Capital Stabilization Fund	380,000.00	119,781.26	499,781.26
General Fund	235,779.00	66,810.14	302,589.14
TOTAL	7,610,000.00	4,952,913.78	12,562,913.78

Winchester, Massachusetts
Fiscal Year 2020 Debt Service Reconciliation (as of 12/11/2018)

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
Override			
July 1 2005 -Adv Ref July 15,1999 School Building Remodeling (IE) \$1,390,000*	10,000.00	200.00	10,200.00
July 1 2006 -Lincoln School (IE)	25,000.00	5,668.72	30,668.72
August 15 2009 - Cur Ref July 1 2001 McCall School (IE)	895,000.00	53,300.00	948,300.00
April 28 2011 - Vinson-Owen School (OE)	640,000.00	434,400.00	1,074,400.00
May 16 2012 - Adv Ref July 1 2004 Series B Lincoln School (EI)	230,000.00	23,680.00	253,680.00
July 1 2014 - Vinson-Owen School Construction (OE)	88,000.00	43,230.00	131,230.00
July 1 2014 - High School Feasibility Study (OE)	42,000.00	20,632.50	62,632.50
July 1 2015 - High School Feasibility Study (E)	5,000.00	625.00	5,625.00
July 1 2015 - High School Construction I (E)	150,000.00	151,087.50	301,087.50
July 1 2015 - High School Construction II (E)	930,000.00	985,637.50	1,915,637.50
July 1 2015 - High School Construction III (E)	1,015,000.00	1,115,800.00	2,130,800.00
July 1 2015 - Vinson-Owen School Construction (E)	15,000.00	7,825.00	22,825.00
October 29 2015 - Land Acquisition (IE)	173,721.00	92,679.86	266,400.86
October 27 2016 - High School Construction (OE)	435,000.00	646,918.76	1,081,918.76
June 27, 2018 - Aberjona River Culvert (IE)	155,000.00	247,775.00	402,775.00
June 27, 2018 - Skillings Field Construction & Remediation (OE)	90,000.00	147,931.26	237,931.26
June 27, 2018 - Skillings Field Design & Construction (IE)	115,000.00	90,890.00	205,890.00
June 27, 2018 - Vinson-Owen School (OE)	5,000.00	12,162.50	17,162.50
June 27, 2018 - McCall Middle School Phase II (IE)	115,000.00	184,908.76	299,908.76
Building Stabilization			
July 1 2005 -School Remodeling (I) Immediate Repairs \$3,143,000 of \$6,246,101	165,000.00	37,606.26	202,606.26
July 1 2005 -Town Building Remodeling (I) \$375,000 Immediate Repairs of \$943,336	20,000.00	4,275.00	24,275.00
July 1 2006 -Ambrose School (I) \$1,660,000	85,000.00	22,886.26	107,886.26
July 1 2006 -Building Remodeling & Plans 1 (I) \$440,000 of \$1,028,336	20,000.00	5,385.00	25,385.00
July 1 2006 -Building Remodeling & Plans 2 (I) \$412,850	15,000.00	4,038.76	19,038.76
July 1 2006 -School Remodeling (I) \$1,162,950	60,000.00	16,155.00	76,155.00
July 1 2008 - School (I) \$2,968,000	175,000.00	46,606.22	221,606.22
July 1 2008 - McCall Middle School Design (I) \$562,000	30,000.00	10,250.00	40,250.00
July 1 2008 - McCall Middle School Addition (I) \$6,188,000	310,000.00	123,500.00	433,500.00
July 1 2008 - School Classrooms (I) \$1,110,000	80,000.00	10,893.76	90,893.76
July 1 2008 - Building Remodeling & Plans (I) \$128,000	8,000.00	1,830.00	9,830.00
July 1 2008 - Public safety Building (I) \$1,556,000	81,000.00	29,566.26	110,566.26
July 1 2008 - Town Hall/Veteran's Memorial (I) \$2,100,000	106,000.00	41,597.50	147,597.50
May 1 2009 - Public Safety Building (I) \$1,644,000	80,000.00	29,600.00	109,600.00
May 1 2009 - DPW Complex (I) \$1,000,000	50,000.00	18,500.00	68,500.00
May 1 2009 - School Fire Alarms/Corridor/ADA (I) \$960,000	50,000.00	16,975.00	66,975.00
April 15 2010 - Muraco School HVAC	85,000.00	17,850.00	102,850.00
April 15 2010 - DPW Facility Repairs	10,000.00	3,605.00	13,605.00
April 28 2011 - Lynch School Roof (I)	50,000.00	20,975.00	70,975.00
April 28 2011 - Muraco HVAC (I)	5,000.00	1,200.00	6,200.00
May 16 2012 - Adv Ref July 1 2004 Series A Ambrose School (I)	375,500.00	37,675.00	413,175.00
Water & Sewer			
July 1 2005 -Adv Ref July 15, 1999 Water Mains (O) Water System Imp \$4,600,000	195,204.10	3,904.08	199,108.18
July 1 2005 -Adv Ref July 15, 1999 Water Mains (O) \$850,000	33,888.40	677.77	34,566.17
July 1 2006 Drainage 2 (I) \$2,149,000	90,772.50	28,114.63	118,887.13
May 1 2009 - Phase III Drainage (I) \$750,000	30,257.50	11,195.28	41,452.78
April 15 2010 - Drainage	77,805.00	28,048.70	105,853.70
May 16 2012 - Adv Ref July 1 2004 Series B Drainage (I)	138,320.00	13,918.45	152,238.45
May 16 2012 - Sewer Pump Station	12,967.50	1,426.43	14,393.93
July 1 2014 - Drainage Improvements (I)	12,967.50	6,370.29	19,337.79
July 1 2014 - Sewer System Repairs (I)	12,967.50	6,224.40	19,191.90
March 2 2015 MWRA Water (O)	43,225.00	-	43,225.00
March 2 2015 MWRA Sewer (I)	14,501.99	-	14,501.99
July 1 2015 - South Reservoir Dam Improvements I (O)	56,192.50	40,458.60	96,651.10
July 1 2015 - South Reservoir Dam Improvements II (O)	12,967.50	9,336.60	22,304.10
August 22 2016 - MWRA Sewer (I)	1,882.45	-	1,882.45
February 27, 2017 - MWRA Water (O)	51,870.00	-	51,870.00
August 14, 2017 - MWRA Sewer (I)	14,002.74	-	14,002.74
June 11, 2018 - MWRA Water (O)	58,353.75	-	58,353.75

General Fund			
July 1 2005 -Adv Ref July 15, 1999 School Engineering (I) \$300,000 Lincoln	15,000.00	300.00	15,300.00
July 1 2005 -Equipment and Planning (I) \$272,000	5,000.00	100.00	5,100.00
May 16 2012 - Adv Ref July 1 2004 Series B Lincoln School (I)	10,000.00	1,010.00	11,010.00
May 16 2012 - Adv Ref July 1 2004 Series B Capital Improvements (I)	60,000.00	2,860.00	62,860.00
May 16 2012 - Adv Ref July 1 2004 Series B Sewer & Dam Improvements (I)	5,500.00	255.00	5,755.00
May 16 2012 - Adv Ref July 1 2004 Series B Sewer (I)	10,500.00	1,075.00	11,575.00
May 16 2012 - Adv Ref July 1 2004 Series B Roads (I)	23,500.00	695.00	24,195.00
October 29 2015 - Land Acquisition (I)	1,279.00	682.64	1,961.64
Public Safety Repair authorized Nov 2014 transfer from exempt school project*	60,000.00	1,200.00	61,200.00
June 27, 2018 - McCall Middle School Phase I (I)	25,000.00	42,010.00	67,010.00
June 27, 2018 - McCall Middle School Expansion (I)	5,000.00	3,997.50	8,997.50
June 27, 2018 - Skillings Field Athletic Lighting (I)	15,000.00	12,625.00	27,625.00
Capital Stabilization Fund			
July 1 2005 -Drainage - Cross Street (I) \$375,000	20,000.00	4,275.00	24,275.00
July 1 2008 - Transfer Station/Landfill Use Restoration (O) \$390,000	20,000.00	7,581.26	27,581.26
May 1 2009 - Manchester Field (I) \$1,350,000	90,000.00	15,525.00	105,525.00
April 28 2011 - Flood Mitigation Aberjona River (I)	200,000.00	87,300.00	287,300.00
May 16 2012 - Flood Control	50,000.00	5,100.00	55,100.00
Total Debt (authorized and issued)	8,468,145.93	5,102,589.00	13,570,734.93
*Unspent \$295,859 balance transferred to public safety project - November 2014			

MISCELLANEOUS

General Insurance

Appropriations under this budget are for fire and casualty, motor fleet, limited public liability, non-statutory employee bonding, money and securities equipment, surety bonds, and numerous other types of policies. The town contracts with a non-profit pool of municipalities managed by the Massachusetts Interlocal Insurance Association (MIIA).

Reserve Fund

The Reserve Fund is, in effect, a contingency fund under the jurisdiction of the Finance Committee to provide for extraordinary and unforeseen expenses of various Town agencies and departments. Direct expenditures from this Fund are not made; rather, transfers are made to budgetary accounts. State law permits an appropriation of not more than 5% of the tax levy.

Environmental Remediation Services

This account is budgeted for \$40,000, covering the cost of cleaning municipal land, and other environmental testing and mitigation services as may be necessary and as mandated by the Department of Environmental Protection.

CAPITAL FUND TRANSFERS

Building and Capital Stabilization Funds

Pursuant to the Acts of 2002 Chapter 69 the Town established the Building and Capital Stabilization Funds. The Town approved to fund these stabilization funds with a proposition 2 ½ override (referendum vote). The original appropriation to establish the Building Stabilization Fund started at \$1,850,000 and the original appropriation to establish the Capital Stabilization Fund started at \$800,000. Annual appropriations are made to these funds based on the Prop 2.5% growth rate.

Retiring Debt

Each year the Town appropriates funds into the Capital Stabilization Fund for the reduction in General Debt Service in comparison to the base year of Fiscal Year 2008. General Debt Service is debt service that is not funded with stabilization funds, debt exclusions or other dedicated revenue sources including but not limited to betterments.

Energy Rebate

The annual costs savings associated with the installation of the new gas burning boiler at the Muraco School was approximately \$44,000 per year (at the time of the installation). Savings continue to run \$35,000 to \$50,000 annually, depending on use and fuel prices. Management supports the allocation of \$30,000 per year, to apply to the debt service costs for the FY2014 Muraco School Boiler Project via a transfer out to the Building Stabilization Fund (the fund that pays the debt service annually).

Printed March 4, 2019

SECTION IV

NON-APPROPRIATED EXPENSES

Printed March 4, 2019

NON-APPROPRIATED EXPENSES

This category includes mandated expenditures and assessments that are automatically added to the tax rate with appropriation.

PROGRAM	FY18 Actual	FY19 Budget	FY20 Request	FY20 Manager	FY20 FinCom
State Assessments	525,611	586,600	568,021	568,021	
Cherry Sheet Offsets	31,545	32,443	32,676	32,676	
Tax Abatement Overlay	386,919	398,914	408,887	408,887	
Total Non-Appropriated Expenses	944,075	1,017,957	1,009,584	1,009,584	0

MBTA

The MBTA provide rapid transit and other mass transit services to 175 cities and towns including Winchester. Prior to the 1999 enactment of the reform package that overhauled the budgeting and assessment procedures for the MBTA (Commonly referred to as “forward-funding”), only 78 communities were assessed, totaling \$145 million and increasing 2½% annually.

For purposes of determining each community’s assessment, the expenses are broken down into two categories: Local and express service. Express service, which basically involves rapid transit service, is assessed 75% by the commuter count (the number of people who live in the town but work elsewhere), and 25% by the number of people boarding in the community. The boarding count is taken for a one-week period each spring. The local service is assessed 50% by the total deficit divided by the route miles in a community.

The MBTA is required by law to notify the State Treasurer of the amount of the Net Assessable Cost of Service to be assessed to the municipalities within the district.

Registry of Motor Vehicles Non-Renewal Surcharge

If after proper notices, a motorist fails to pay a parking fine, motor vehicle excise tax, or a charge for abandonment of a motor vehicle, the Town notifies the Registrar of Motor Vehicles (RMV) not to renew the license and registration of that motorist. To cover the RMV’s administrative costs of entering the necessary information into its computer system, the RMV assesses the Town a fee of \$20 for each notification it receives. This fee, which comes through as a charge on the Cherry Sheet, is recovered by the Town by adding this amount and other penalties to the original fine print.

Metropolitan Area Planning Council

The Metropolitan Area Planning Council (MAPC) is a regional planning agency representing 101 cities and towns in the metropolitan Boston area. Created by an act of the Legislature in 1963, it serves as an independent public body of the Commonwealth with which state and local officials can address issues of regional importance.

Air Pollution Control District

General Laws Chapter 11, Section 142B, requires that communities be assessed for a portion of the costs incurred by the State Department of Environmental Protection (DEP) to monitor air pollution levels and enforce air quality standards at industrial, commercial, and institutional facilities. Expenditures made for such purposes are assessed against the metropolitan communities, one-half in proportion to the equalized valuations and one-half by the population of each community.

Cherry Sheet Offsets

Included in the estimated amount of aid to be received from the State are grant funds for the Schools and Libraries. These funds are reserved for direct expenditure by the departments and cannot as general available revenues. Consequently, as part of the tax rate preparation process, whatever amount is included within the State aid estimates is also included in the non-appropriated expense section as offsetting debits.

The Town receives two such grants annually – one for school lunch and one for public libraries. The school lunch is actually a partial reimbursement for operating a school lunch program.

Tax Levy Overlay

State law requires that the Assessors put aside funds from each tax levy in a reserve that is called Overlay. This account is established in anticipation that a certain percentage of the tax levy may end up being abated. Individual tax abatements are paid out of this fund. The amount of the overlay account, the final value of which is determined by the Assessors, is added to the tax rate without appropriation.

Printed March 4, 2019

SECTION V

ENTERPRISE FUNDS

Printed March 4, 2019

WATER & SEWER & DRAINAGE SYSTEM

PROGRAM COSTS	FY18	FY19	FY20	FY20	FY20	FY20
	Actual	Budget	Request	Request w/ Override	Manager	Manager w/ Override
STAFFING						
Managerial	1	1	1	1	1	1
Clerical	2	2	2	2	2	2
Professional/Technical	2	2	2	2	2	2
Public Works	13	13	13	13	13	13
TOTAL	18	18	18	18	18	18

Program Description

The Water and Sewer Department operates as a division of Public Works and is funded on a formal enterprise basis effective in FY2003. This division is responsible for maintaining and improving water storage, treatment, and distribution systems as well as eight sewer pumping stations, the sewer collection system and the Town's drainage system.

FY2020 Objectives

- Work with the Town Engineering department and Weston & Sampson on MS4 Requirements.
- Address deficiencies at North Reservoir Dam and Low Level Outlet
- Continue with Sewer and Drain Cleaning and Maintenance Program.
- Continue to upgrade the Town's drainage systems to mitigate flooding.
- Continue with lead gooseneck and lead service line replacement through MWRA loan program.
- Continue to replace aging non-draining fire hydrants.

Prior Year's Accomplishments

- Upgraded Programmable Logic Controllers (Scada System) at the Water Treatment Plant.
- Purchased new dump truck for Water/Sewer Department.
- Repaired 5 main water leaks
- Cleaned over 200 catch basins
- Repaired 45 catch basins and manholes
- Repaired 12 water services
- Replaced 5 water services that were lead and galvanized steel with new copper
- Replaced 57 lead goosenecks
- Replaced 4 non-draining fire hydrants and repaired 6 hydrants

FY20 WATER SEWER ENTERPRISE BUDGET

Moved that \$9,851,038 be appropriated for the water and sewer enterprise fund of which \$1,365,260 is for personal services and \$8,485,778 is for expenses; that \$1,414,812 be included in appropriations from the general fund for indirect costs and be allocated to the water and sewer enterprise fund, and that \$11,265,850 be raised as follows:

Department receipts	6,113,816.00			
Retained Earnings	210,031.72			
Chapter 110 Tax Levy	4,942,002.45			
FY20 Enterprise Fund Expenses		Personal Svcs	Expenses	Capital
Sewer Operations	1,818,879.00	349,539.00	1,469,340.00	
Water Operations	2,315,556.80	1,015,720.80	1,299,836.00	
Equipment (Capital Outlay)	-			-
Local Funded Debt	1,499,785.02		1,499,785.02	
MWRA Debt	4,216,817.00		4,216,817.00	
Total Enterprise Fund Expenses	9,851,037.82	1,365,259.80	8,485,778.02	-
FY20 Indirect Expenses				
Health Insurance	260,529.42			
Pension	168,050.99			
Shared Employees	815,820.53			
General Svcs/Audit/Legal/Energy/Ins	102,220.85			
Workers Comp/Unemployment/FICA	68,190.56			
FY20 Indirect Expenses	1,414,812.35			
Total Expenses	11,265,850.17	1,365,259.80	8,485,778.02	
FY20 Revenues				
Service charge	130,284.00	<i>based on FY18 actuals</i>		
Usage charges	5,689,474.00	<i>3-year average</i>		
Sprinkler fee	17,497.00	<i>based on FY18 actuals</i>		
Interest earned	14,745.00	<i>based on FY18 actuals</i>		
Liens/interest	167,146.00	<i>based on FY18 actuals</i>		
Other	94,670.00	<i>based on FY18 actuals</i>		
Sub total	\$ 6,113,816.00			
Retained earnings	\$ 210,031.72			Total debt
Chapter 110 Tax Levy	\$ 4,942,002.45	86.45%	\$ 5,716,602	
Total FY20 Estimated	\$ 11,265,850.17			
Certified Retained Earnings - 9/2018	\$ 1,386,803.00			
Additional Approps FTM 2019	\$ (239,017.00)			
Potential STM 2019	\$ (200,000.00)	<i>(MS4 permitting)</i>		
Above for FY20	\$ (210,031.72)			
Unappropriated Balance after FTM	\$ 737,754.28			
	6.55%	<i>R/E as a percentage of the total budget</i>		

	FY19		Water and Sewer	
	Approved	Percent of	Allocation	
Department	Orig Budget	Budget	Methodology	Amount
Town Manager*	\$ 704,691	0.6%	See Town Manager Tab	\$ 67,438
Human Resources*	\$ 157,311	0.1%	See Human Resources Tab	\$ 14,993
Finance Committee	\$ 6,000	0.0%		
Comptroller*	\$ 363,111	0.3%	See Comptroller Tab	\$ 35,601
Assessors	\$ 252,828	0.2%		
Audit*	\$ 100,000	0.1%	7.6% of the Audit Budget	\$ 7,589
Data Processing*	\$ 635,532	0.5%	See Data Processing Tab	\$ 50,787
Collector/Treasurer*	\$ 453,652	0.4%	See Collector/Treasurer Tab	\$ 169,968
Engineering*	\$ 516,943	0.4%	See Engineering Tab	\$ 162,150
Building Zoning	\$ 358,525	0.3%		
Conservation	\$ 53,999	0.0%		
Planning Board	\$ 140,435	0.1%		
Legal*	\$ 375,000	0.3%	See Legal Tab	\$ 28,460
General Services	\$ 140,275	0.1%		
Town Clerk	\$ 399,108	0.3%		
Library	\$ 1,943,689	1.6%		
Archival Center	\$ 18,300	0.0%		
Historical Commission	\$ 12,000	0.0%		
Board of Health	\$ 352,523	0.3%	See Board of Health Tab	\$ 701
Council on Aging	\$ 277,000	0.2%		
Verterans' Services	\$ 45,274	0.0%		
Police	\$ 4,935,745	3.9%	See Police Tab	\$ 5,086
Fire	\$ 5,076,549	4.1%	See Fire Tab	\$ 52,531
Sealer of Weights	\$ 9,761	0.0%		
DPW*	\$ 6,609,196	5.3%	See DPW Tab	\$ 256,564
Snow & Ice	\$ 400,000	0.3%		
Education	\$ 50,272,465	40.1%		
Vocational Education	\$ 248,638	0.2%		
Energy	\$ 2,225,905	1.8%	See Energy Tab	\$ 33,839
Contributory Retirement*	\$ 4,800,073	3.8%	See Contributory Retire Tab	\$ 168,051
Workers' Compensation*	\$ 300,000	0.2%	See Workers' Comp Tab	\$ 45,000
Unemployment Compensation	\$ 75,000	0.1%	See Unemployment Tab	\$ 6,360
Health Insurance*	\$ 11,215,000	9.0%	See Health Ins Tab	\$ 260,529
FICA/Medicare	\$ 960,000	0.8%	See FICA Tab	\$ 16,831
Non-Contributory Retirement	\$ -	0.0%		
Reserve Fund	\$ 400,000	0.3%		
General Insurance*	\$ 396,000	0.3%	See Property Insurance Tab	\$ 32,333
Environmental Remediation	\$ 38,000	0.0%		
GASB 45 - opeb	\$ 200,000	0.2%	See GASB 45 Tab	\$ -
7120 Funded Debt Interest	\$ 7,676,565	6.1%		
7110 Funded Debt Principal	\$ 5,120,650	4.1%		
Total Yellow Sheet	\$ 108,265,743	86.5%		
Capital (funded by GF)	320,000	0.3%		
Bldg & Cap Stabilization Transfers	3,933,953	3.1%		
Water and Sewer Enterprise	\$ 9,458,878	7.6%		
Recreation Enterprise	\$ 1,722,225	1.4%		
Total Operational/Capital Budgets	\$ 123,700,799	98.79%		
<u>Articles</u>				
Add'l BSF/CSF (STM A25)	\$ 793,785	0.6%		
COLA Increases - GF (STM A40)	\$ 169,860	0.1%		
COLA Increases - WS (STM A40)	\$ 10,376	0.0%		
COLA Increases - Rec (STM A40)	\$ 26,762	0.0%		
Unallocated wages (STM A40)	\$ 105,140	0.1%		
FY19 supplemental - GF (FTM A23)	\$ 256,976	0.2%		
FY19 supplemental - WS (FTM A24)	\$ 25,741	0.0%		
FY19 supplemental - Rec (FTM A25)	\$ 110,000	0.1%		
COLA Increases - GF (FTM A40)	\$ -	0.0%	(funded by unallocated - already accounted for)	
COLA Increases - WS (FTM A40)	\$ 8,230	0.0%		
COLA Increases - Rec (FTM A40)	\$ 12,344	0.0%		
Totals	\$125,220,013	100.0%		\$ 1,414,812

SEWER OPERATIONS		FY18 Actual	FY19 Budget	FY20 Request	FY20 Request w/ Override	FY20 Manager	FY20 Manager w/ Override	FY20 FinCom
51101	PERMANENT	259,912	289,296	304,914				
51160	SICK LEAVE BUYBACK - DPW	780	850					
	TOTAL PERMANENT	260,692	290,146	304,914		0		0
51359	OVERTIME	69,898	42,500	44,625				
51368	OFF DUTY SEWER	0	500					
	TOTAL OVERTIME	69,898	43,000	44,625		0		0
	PERSONAL SERVICES TOTAL	330,590	333,146	349,539		0		0
52116	ELECTRICAL SUPPLIES	-	4,000	4,000				
52123	HARDWARE	0	500	500				
52125	PAINTING SUPPLIES	0	200	200				
52127	PLUMBING, HEATING & VENTILAT	0	200	200				
52128	BITUMINOUS PRODUCTS	0	1,000	1,000				
52129	MASONRY SUPPLIES	0	500	500				
52130	SAND, GRAVEL & LOAM	0	500	500				
52137	SUPPLIES, SMALL EQUIPMENT	3,430	12,500	12,500				
52143	SMALL TOOLS & IMPLMT	274	2,000	2,000				
52152	PIPE & FITTINGS	1,455	10,000	10,000				
52153	CHEMICALS	-	1,000	1,000				
52181	PUBLIC SAFETY SUPPLY	986	1,000	1,000				
52184	CLOTHING & UNIFORMS	36	4,200	4,200				
52186	SUPPLIES & MATERIALS	3,560	12,500	12,500				
	TOTAL SUPPLIES & MATERIALS	9,739	50,100	50,100		0		0
53110	TELEPHONE TOWN BLDS	1,338	1,500	1,500				
53112	LIGHT/PWR TWN BLDS	12,852	20,000	16,000				
53118	PROF SERVICES	17,954	25,000	25,000				
53128	COM R&M TOOLS & EQUIPMENT	0	300	300				
53138	R&M BLDG & STRUCT	0	2,000	2,000				
53159	R&M WATER	0	0	0				
	TOTAL CONTRACTUAL SERVICES	32,145	48,800	44,800		0		0
54101	DUES AND MEMBERSHIPS	0	500	500				
54104	MWRA ASSESSMENT	1,110,368	1,187,465	1,303,940				
54117	PAYMENTS TO MUNICIPALITIES	65,856	70,000	70,000				
	TOTAL CHARGES & OBLIGATIONS	1,176,224	1,257,965	1,374,440		0		0
	EXPENSES TOTAL	1,218,108	1,356,865	1,469,340		0		0
	SEWER TOTAL	1,548,697	1,690,011	1,818,879		0		0

WATER OPERATIONS		FY18 Actual	FY19 Budget	FY20 Request	FY20	FY20	FY20
					Request w/ Override	Manager	Manager w/ Override
51101	PERMANENT	712,846	843,225	864,558			
51155	SICK LEAVE BUYBACK - NAGE	2,174	2,043	1,000			
51161	SICK LEAVE BUYBACK - NON UNION	1,350	1,350	2,500			
	TOTAL PERMANENT	716,371	846,618	868,058		0	0
51251	TEMPORARY	15,040	15,000	15,000			
	TOTAL TEMPORARY	15,040	15,000	15,000		0	0
51359	OVERTIME	102,135	102,536	107,663			
51367	OFF DUTY WATER	7,689	25,000	25,000			
	TOTAL OVERTIME	109,823	127,536	132,663		0	0
	PERSONAL SERVICES TOTAL	841,234	989,154	1,015,721		0	0
52101	OFFICE SUPPLIES	607	1,500	1,500			
52113	CLEANING SUPPLIES	16	400	400			
52116	ELECTRICAL SUPPLIES	1,210	1,200	1,200			
52123	HARDWARE	408	1,400	1,400			
52125	PAINTING SUPPLIES	0	700	700			
52127	PLUMBING, HEATING & VENTILATION	0	0	0			
52128	BITUMINOUS PRODUCTS	5,464	6,000	6,000			
52129	MASONRY SUPPLIES	0	0	0			
52130	SAND, GRAVEL & LOAM	1,570	3,000	3,000			
52131	STONE	1,510	500	500			
52133	READY MIX CONCRETE	0	300	300			
52134	LUMBER AND WOOD PRODUCTS	0	250	250			
52135	IRON CASTINGS	0	1,000	1,000			
52136	AGRICULTURE AND HORTICULTURE	0	100	100			
52137	SUPPLIES, SMALL EQUIPMENT	6,452	7,000	10,000			
52138	SUPPLIES, AUTOMOBILE	0	0	0			
52143	SMALL TOOLS & IMPLMT	2,247	3,000	3,000			
52152	PIPE & FITTINGS	990	0	0			
52153	CHEMICALS	44,289	42,000	42,000			
52154	METERS & PARTS	40,000	25,000	50,000			
52155	PIPE & FITTINGS	22,342	30,000	30,000			
52181	PUBLIC SAFETY SUPPLY	8,375	12,000	12,000			
52184	CLOTHING & UNIFORMS	10,672	3,000	3,000			
52186	SUPPLIES & MATERIALS	11,617	12,000	12,000			
	TOTAL SUPPLIES & MATERIALS	157,770	150,350	178,350		0	0
53101	PRINTING & STATIONERY	6,113	11,500	11,500			
53107	POSTAGE	14,618	10,500	10,500			
53110	TELEPHONE TOWN BLDGS	11,523	12,000	12,000			
53112	LIGHT/PWR TOWN BLDGS	77,191	70,000	70,000			
53115	ADVERTISING	142	500	500			
53118	PROF SERVICES	142,703	100,000	120,000			
53128	COM R&M TOOLS & EQUIPMENT	0	500	500			
53138	R&M BLDG & STRUCT	0	1,000	1,000			
53159	R & M WATER	65,500	100,000	150,000			
53166	TUITION	696	2,000	2,000			
53223	NATURAL GAS - WATER TREATMEN	10,867	14,000	14,000			
53303	LICENSE REIMBURSEMENT	737	1,000	1,000			
	TOTAL CONTRACTUAL SERVICES	330,090	323,000	393,000		0	0
54101	DUES AND MEMBERSHIPS	0	500	500			
54102	RENTALS AND STORAGE	0	2,200	2,200			
54104	MWRA ASSESSMENT	852,413	728,353	715,786			
54117	PAYMENTS TO MUNICIPALITIES	6,239	10,000	10,000			
54127	MISC EXPENSES/OTHER	0	0	0			
	TOTAL CHARGES & OBLIGATIONS	858,652	741,053	728,486		0	0
	EXPENSES TOTAL	1,346,512	1,214,403	1,299,836		0	0
	EQUIPMENT TOTAL	0	0	0		0	0
	WATER TOTAL	2,187,746	2,203,557	2,315,557		0	0

RECREATION DEPARTMENT

PROGRAM COSTS	FY18	FY19	FY20	FY20	FY20	FY20
	Actual	Budget	Request	Request w/ Override	Manager	Manager w/ Override
STAFFING						
Managerial	1	1	1	1	1	1
Clerical	2	2	2	2	2	2
Professional/Technical	3	3	3	3	3	3
TOTAL	6	6	6	6	6	6

Override Impact Statement

With a \$100,000 Town Allocation the Recreation Department will eliminate 2 Full Time positions and limit the part-time employees. This will cause a reduction in revenue and the number of Winchester families we service. The Recreation Department will have to balance the FY20 budget with Retained Earning causing budget issues in the future.

With \$175,000 Town Allocation the Recreation Department will be able to continue operate without staff reductions. We will be able to service the same if not more Winchester Families. We will need to use limited Retained Earning to balance the FY20 Budget leaving the Recreation Department in good shape for the next few years.

Program Description

The Recreation Department provides a broad-based program of leisure and recreational activities that are physical, social, and culture in nature, which cover the various age groups in the community. In producing these programs the department provides assistance to, and works cooperatively with, many groups and organizations within the Town. The Department also runs the community Education program. The Youth Center has a wide variety of activities weekdays after school.

FY2020 Objectives

- Successfully administer the Recreation and Community Education Department as an Enterprise Fund using limited funds from the Town.
- Continue to improve and maintain our home at the old Mystic School, 263 Main Street. By installing an ADA accessible elevator and an ADA access ramp to the playground and paving the parking lots and play area at the Mystic. Replace windows. Also, installing ductless heating units or installing valve checks to maximize heating throughout the building.
- Increase security at the Mystic School by installing a safety lock on main entrance similar to the Winchester Public Schools.
- Increase program opportunities for Middle and High School students.
- Investigate opportunities to bring back the Youth Center. Look for possible locations to house the Youth Center/Community Center. Look to hire a New Youth Center Coordinator.
- Reach out to surrounding communities to offer regional recreation opportunities.
- Create new revenue streams to assist with our scholarship program and Enterprise Fund. Sponsorship on our website, donations and fund raising.
- Continue to review playgrounds and fields and our current home, the Mystic School for ADA accessibility and improve sites to allow for access. Work with the Field Master Plan Committee to finalize and complete the Field Master Plan.
- Continue to improve conditions at the Packer Ellis Tennis Courts and Borggaard Beach. Work with the Winchester Tennis Association to increase enrollment at Tennis Courts and Tennis Tournaments. Increase offering at Beach to encourage memberships. Looking into adding sailing to activities at Wedge Pond.

- Work with the Field Management Committee to create a 5-year field maintenance plan and possible funds for renovation of fields. Looking at Mullen, Leonard, Lynch and Skillings Field. Renovate the lights at Ginn to a computerized control switch.
- Encourage partnerships with local businesses to continue the Summer Concert Series.
- Continue to offer more “in house programs” to reduce expenses and maximize revenues.
- Build strong relationships with Schools to offer more after-school opportunities.
- Continue to maintain the field permitting process for the Town.
- Increase professional development for staff. Need to increase wages for lifeguards to retain lifeguards for Borggaard Beach.

Prior Year’s Accomplishments

- Completed our eighth Recreation Budget as an Enterprise Fund with a surplus.
- Increased the variety of programs offer to the community. Added 6 new programs to our offerings with successful results.
- Successfully operated the Borggaard Beach and Splash Park. Increased treatment to Wedge Pond allowed more days open for the public.
- Continued to offer Community Events, Halloween Window Painting, Halloween Horrible Parade, Breakfast with Santa, Daddy Daughter Dance, Town Championship Track Meet.
- Increase communication with residents through social media networks, email blasts, etc.
- Created the new WRAP Around Program offering a before and after-school program to accommodate the new school start and ending times.
- Collaborated with the Field Management Committee in the implementation of Field Permit Policy and Field Fees. Created a new Knowlton Stadium Light Policy for lights at Knowlton Stadium. Handled the collection of all Field Fees (Grass and Turf Field).
- Created an online Field Schedule Master Schedule to show field availability to all field users. Increased the revenue of turf permitting.
- Constantly upgrading our online Registration System that is user friendly and enables better communication with residents by email blasts and text messages.
- Successful organized fundraising opportunities, Thanksgiving Pie Sale and Spring Butter Bread/Cookie Sale and continued our Super Hero Wrestling, with successful results.
- Increased our Financial Aid opportunities to residents.
- Continued to offer educational and Recreational Programs at affordable prices for the Community.

Recreation Enterprise Fund FY2020 Budget

REVENUE	\$	1,904,000.00
EXPENSE	\$	1,970,174.00
INDIRECTS	\$	365,534.00
TOTAL	\$	(431,708.00)
TOWN ALLOCATION	\$	175,000.00
NEW TOTAL	\$	(256,708.00)
RETAINED EARNINGS	\$	256,708.00
TOTAL	\$	-

	FY18 Actual	FY19 Estimate	FY19 As of 12/10	FY20 Estimate
Youth Programs	\$ 715,741.53	\$ 695,000.00	\$ 413,980.25	\$ 730,000.00
Adult Programs	\$ 42,722.00	\$ 50,000.00	\$ 17,265.00	\$ 45,000.00
Year Round Programs	\$ 1,062,619.00	\$ 975,000.00	\$ 395,249.25	\$ 1,085,000.00
Trips and Special Events	\$ 36,874.40	\$ 55,000.00	\$ 7,710.00	\$ 44,000.00
Int Earned on Savings				
Total	\$ 1,857,956.93	\$ 1,775,000.00	\$ 834,204.50	\$ 1,904,000.00

RECREATION		FY15 Budget	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Request	FY20 Request
51101	PERMANENT	370,166	362,005	353,282	377,036	349,617	424,212	427,987
51161	SICK LEAVE BUYBACK - NO	2,000	0	0	675	0	1,000	1,000
	TOTAL PERMANENT	372,166	362,005	353,282	377,711	349,617	425,212	428,987
51251	TEMPORARY	617,250	631,618	657,200	706,736	741,977	848,904	948,910
51359	OVERTIME	7,756	3,546	4,797	6,223	8,549	6,719	8,977
	TOTAL OVERTIME	625,006	635,164	661,997	712,960	750,526	855,623	957,887
	PERSONAL SERVICES TOTAL	997,172	997,169	1,015,279	1,090,671	1,100,143	1,280,835	1,386,874
52101	OFFICE SUPPLIES	2,000	3,390	5,351	3,789	3,768	3,800	3,800
52105	COMPUTER SUPPLIES	300	372	0	0	0	0	0
52125	PAINTING SUPPLIES	300	232	273	0	0	0	0
52176	RECREATIONAL SUPPLIES	14,500	31,662	21,524	23,708	22,504	20,000	23,000
52180	FOOD & GROCERIES	3,000	1,582	1,787	966	1,701	1,000	500
52184	CLOTHING & UNIFORMS	2,000	2,406	2,000	2,500	0	2,500	0
52186	SUPPLIES & MATERIALS	4,000	7,272	4,945	5,041	5,950	5,000	6,000
	TOTAL SUPPLIES & MATERIALS	26,100	46,915	35,879	36,004	33,922	32,300	33,300
53101	PRINTING & STATIONERY	1,000	371	0	400	0	400	0
53107	POSTAGE	6,500	0	500	1,678	4,288	3,500	0
53110	TELEPHONE TOWN BUILDING	4,000	3,350	3,033	2,951	2,790	3,500	3,000
53112	LIGHT/PWR TWN BLDS	2,500	0	0	0	0	0	0
53115	ADVERTISING	2,500	1,410	2,928	997	2,056	1,500	2,000
53118	PROF SERVICES	441,750	394,247	405,437	424,691	468,373	466,421	475,000
53162	TRANSPORTATION	10,000	10,130	6,060	5,500	18,160	19,000	18,500
	TOTAL CONTRACTUAL SERVICES	468,250	409,507	417,958	436,218	495,668	494,321	498,500
54101	DUES AND MEMBERSHIPS	1,000	175	65	0	450	450	450
54102	RENTALS AND STORAGE	2,500	1,708	150	321	8	0	0
54129	BANK SERVICE CHARGES	54,000	41,451	44,839	45,074	42,884	50,000	50,000
	TOTAL CHARGES & OBLIGATIONS	57,500	43,334	45,054	45,395	43,342	50,450	51,500
	EXPENSES TOTAL	551,850	499,756	498,892	517,617	572,932	577,071	1,970,174
59700	TRANSFER OUT	258,144	258,144	286,362	337,950	344,768	343,621	365,534
	TRANSFER TOTAL	258,144	258,144	286,362	337,950	344,768	343,621	365,534
	RECREATION TOTAL	1,807,166	1,755,070	1,800,533	1,946,238	2,017,842	2,201,527	2,335,708

<u>Department</u>	<u>FY19 Budget</u>	<u>Percent of Budget</u>	<u>Recreation</u>	
			<u>Allocation Methodology</u>	<u>FY19 Indirects</u>
Town Manager*	687,550	0.58%	See Town Manager Tab	12,419
Human Resources*	134,230	0.11%	See Human Resources Tab	2,429
Finance Committee	6,000	0.01%		
Comptroller*	351,964	0.29%	See Comptroller Tab	6,522
Assessors	258,176	0.22%		
Audit*	80,000	0.07%	1.43% of \$80,000 budget	1,148
Information Technology*	620,568	0.52%	1.43% of \$630,568 budget	8,903
Collector/Treasurer*	444,692	0.37%	See Collector/Treasurer Tab	7,078
Engineering	523,458	0.44%		
Building/Zoning	350,061	0.29%		
Conservation Commission	50,789	0.04%		
Planning Board	138,676	0.12%		
Legal*	350,000	0.29%	1.43% of \$350,000 budget	5,021
General Services*	137,300	0.12%	1.43% of \$137,300 budget	1,970
Town Clerk	367,911	0.31%		
Library	1,905,500	1.60%		
Archival Center	18,300	0.02%		
Historical Commission	36,500	0.03%		
Board of Health	334,995	0.28%		
Council on Aging	274,555	0.23%		
Verterans' Services	54,760	0.05%		
Police	4,565,625	3.82%		
Fire	4,584,909	3.84%		
Sealer of Weights	9,572	0.01%		
DPW*	6,271,756	5.25%	See DPW Tab	25,254
Snow & Ice	400,000	0.34%		
Education	47,419,300	39.72%		
Vocational Education	273,694	0.23%		
Energy	2,445,627	2.05%	See Energy Tab	25,167
Contributory Retirement*	4,472,543	3.75%	See Contributory Retire Tab	75,873
Workers' Compensation	350,000	0.29%	See Workers Comp Tab	30,864
Unemployment Compensation	75,000	0.06%	See Unemployment Tab	-
Health Insurance*	10,059,884	8.43%	See Health Ins Tab	112,297
FICA/Medicare	915,000	0.77%	See Medicare/FICA Tab	16,664
Non-Contributory Retirement	-	0.00%		
Reserve Fund	400,000	0.34%		
General Insurance*	380,000	0.32%	See General Prop Insurance Tab	4,696
Environmental Remediation	35,000	0.03%		
Transfer to OPEB	250,000	0.21%	See GASB 45 Tab	-
7120 Interest on Debt	5,409,702	4.53%		
7110 Funded Debt Principal	6,936,206	5.81%		
Total Yellow Sheet	102,379,803	85.76%		
Capital GF only	220,000	0.18%		
Bldg & capital stabilization fund transfers	3,838,003	3.21%		
Water and Sewer Enterprise	9,477,189	7.94%		
Recreation Enterprise	1,690,712	1.42%		
Total	117,605,707	98.51%		

SECTION VI

CAPITAL PLANNING COMMITTEE REPORT

Printed March 4, 2019



Town of Winchester

Helen S. Philliou, Chairman, Capital Planning Committee

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Winchester, MA 01890
Phone: 781-721-7133
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October 26, 2018

To: Town Meeting

cc: Select Board
Richard C. Howard, Town
Manager Peter Haley, Town
Moderator Finance Committee

We are pleased to submit our annual FY 20 report of the Capital Planning Committee (CPC). The CPC has completed its evaluation of all capital project requests for the next five Fiscal Years.

The state of the Stabilization Funds is poor – literally.

These funds are the Town's primary way of paying for essential capital projects such as building repairs like new roofs and asbestos removal from schools, road and bridge repairs, replacement of vehicles such as Fire Trucks and Ambulances and snow plows and salters, repair of traffic signals, flood mitigation projects, repair and modernization of our parks and athletic fields. If you are a resident of Winchester, your life is impacted by these funds.

In FY 19 the Building Stabilization Fund (BSF) produced approximately \$306K in *Funds Available for Use*. *Funds Available for Use* is defined as money flowing into the fund less required payments for debt secured to the Fund. The BSF was heavily encumbered in the early 2000's with debt that will not be paid off until the middle of the next decade. As debt is paid off, *Funds Available for Use* will increase.

In FY 19 the Capital Stabilization Fund (CSF) produced approximately \$725K in Funds Available for Use. While the money generated by the CSF is the only amount that is guaranteed for use on Town Capital projects, Town Meeting has traditionally transferred an amount that represents so-called "Retiring Debt" to supplement the Capital Stabilization Fund.

"Retiring Debt" was created approximately ten years ago to roughly reflect the amount of General Fund Capital Debt. To keep a similar amount of money flowing to Town capital projects, as the Town paid off that old debt, a like amount of funds traditionally have been transferred from the General Revenues of the Town to the Capital Stabilization Fund each fiscal year. In FY 19 that amount was approximately \$764K.

Additionally, recognizing the magnitude of the Town's Capital needs and the historic underfunding of the Towns capital projects for more than a decade now the Town Manager has supplemented the Capital Stabilization Fund with \$220K from Free Cash. These two additional sources of funding are entirely discretionary and are not guaranteed. Those funds, which may be needed in the future to meet Town operational expenses or other priorities, represent approximately 58% of the funds the Town invests in Capital Projects. ***Loss of "Retiring Debt" and the Town Managers contribution would result in the effective collapse of the funds for the foreseeable future as any significant future project would likely require bonding, further reducing Funds Available for Use.*** This cycle would continue until both funds were fully committed to debt service at which time no money would be available for any new projects until older projects were fully paid off.

The amount of known and anticipated Town capital needs are very large. This year there were approximately \$20 million in capital requests and the 5 year planning window has in excess of \$66 million of capital requirements. The schools alone have nearly \$11 million in level 1 (critical) repairs projected over the next 5 year planning window. Since the amount of Funds Available for Use in each fund is very limited and for the above reasons, the Capital Planning Committee has voted against taking on additional debt. Because of the small amount of money available for Building and Capital projects relative to the annual and anticipated capital needs of the Town, coupled with the potential loss of Retiring Debt and/or the Town Manager's Free Cash contribution, the Capital Planning Committee has largely been constrained to a triage approach to capital projects funding mostly emergency, public safety and mandated projects. Even some of those projects have had to be staged over several years or cautiously delayed to accommodate budget restraints. This has the effect of both increased risks and costs to the Town as projects are postponed.

When created, it was envisioned that the funds would allow some money to accumulate year to year so that there would be money available for planned large capital items such as Fire Engines, anticipated significant building repairs, etc. as the need arose. As it stands now, with funding as limited as it is, the funds are usually spent down each year covering only the highest priority town needs. Some years, given unanticipated urgent capital requirements, only a few planned capital requests have been fulfilled.

The committee has determined that additional \$2 million of funding are needed annually to begin working down the backlog of projects as well as the new ones. Currently the two funds generate \$1.7 million (assuming retiring debt continues to be allocated to the CSF) which cannot come close to tackling the \$20 million in requests this year alone. As a result, most of these projects will be deferred to future years adding to the backlog of projects. By 2024 it is estimated that the funds will generate a healthier \$2.6 million, though that is still vastly insufficient for the known need of \$66 million over that time period. If additional funding of \$2 million were available, a significant number of projects could be completed in a given year, leaving more of the newly generated stabilization fund dollars to be spent on new projects.

Obviously, even with these additional funds we will still be unable to fund every request as it would require close to \$13 million per year, and The CPC appreciates that such a sum is unfeasible. However, the additional funding will allow the CPC to plan and strategically fund those projects that have the highest need. For too many years the Capital Planning Committee has been unable to plan, but rather simply reacted to the current essential needs. The triage approach we currently employ means that too many projects are deferred and end up costing the town more in the long run.

To date there is no short or long-term plan to provide additional funding for the Capital needs of the Town. Failure to maintain or replace capital items lead to the following:

- Increased public health issues and risks
- Potential failure to meet mandates
- Increased cost to the taxpayers

The Committee recommended funding options such as the following:

1. General Fund override to supplement Building and Capital Stabilization Funds.
2. Bundle Immediate Repair Projects for Buildings, Flood Mitigation, ADA and Technology for possible override.
3. Increase General Fund Appropriation for Capital.
4. Allocate Free Cash for Capital Projects (non-recurring expense.) This is consistent with the Select Board's Operating Reserve Policy, while making sure we always maintain our Aaa bondrating.

This year with the expectation that Town Meeting will continue to transfer Retiring Debt for the General Fund the CPC is recommending use of the following funds for the FY 20 Capital Projects (excluding Water & Sewer Enterprise and Cemetery Permanent Care):

Capital Stabilization Fund	\$1,325,000
Building Stabilization	\$ 800,000
General Fund	<u>\$ 220,000</u>
Total	\$2,345,000

Capital Planning Process

The process for evaluating capital project requests is a long and arduous one. It begins in June of every year and culminates at Fall Town Meeting. Requests for potential capital planning projects for the next five years are distributed to all elected and appointed Boards and Committees and municipal and school departments in order to create a comprehensive five-year needs assessment for the Town. This involves participation of the EFPBC, School Committee, Select Board, Town Manager, Energy Management Committee, Disabilities Access Committee, Library Trustees and department heads. These requests are prepared by professional staff and submitted to the CPC for review and prioritization.

The CPC consists of the following members per the Town's charter. Two members appointed by the Finance Committee, one member appointed by the Planning Board, one member appointed by the School Committee and three members appointed by the Select Board. The makeup of the CPC was designed to be inclusive of all Town agencies and relies on each member representing an appointed Board or Committee to report back to said Committee and also bring forward concerns and/or issues back to the CPC.

The CPC in evaluating each project relies on each Town entity submitting a proposal to take into consideration their immediate and long term capital needs. A major tool that is used by the Town in developing our long term immediate building repairs is the VFA/Accruent Building Envelope Program. This program helps to develop the expected life cycle and cost estimates for building system maintenance upgrade and replacement. This program allows for long term capital planning which helps the Town prioritize its five-year plan.

Additionally, the Department of Public Works and the Engineering Department have developed a comprehensive program for sewer, water, drainage, roads, traffic, sidewalks and flood mitigation projects. The Field Management Committee together with the DPW and School Department is developing a five-year field capital improvements plan. All of these tools utilized by the various Town agencies contribute to the development of a comprehensive plan for maintaining and improving the Town infrastructure and assets. It is important to note that per the Town Charter the CPC makes its final recommendation for its annual plan to the Town Manager who then approves the final Capital Plan.

Project Evaluation Criteria

The backbone to the Capital Planning process was the establishment of a ranking process that allows the CPC to evaluate each individual project in a consistent manner. The ranking is based on the following criteria:

- Public Health and Safety
- Mandates by State or Federal Government
- Necessary for Maintenance of Town Assets
- Demonstrated Increased Efficiency and /or Cost Savings

Each project request is required to address the following items when submitting to the CPC.

- 1) Expected lifetime of the item/project.
- 2) Expected operating costs of and manpower available to complete or use the item or project.
- 3) Comparison of purchasing versus leasing or outside contracting of the service and, where relevant, the cost of multi-town sharing of resources or equipment.
- 4) Need for the item/project and its effect on the operating budget-what it might save in maintenance and repair.
- 5) Departmental priorities for the current year's projects/items.
- 6) Estimated cost estimates of the item/project, supported by bids or quotes whenever possible.
- 7) A plan detailing item/projects awarded during the past three (3) years and those to be requested over the next three (3) years.
- 8) A schedule of implementation for approved items and projects, including a time line within the proposed FY.

One of the critical steps in completing the CPC's evaluation of each project is meeting with the individual responsible for requesting the project. At this meeting we discuss with the individual where the request fits into the overall goals for their long range capital plans. During this time we make sure that alternative strategies for meeting their needs have been evaluated. We also require that each party submitting a request has looked at utilizing alternative funding sources as well.

Printed March 4, 2019

**Long Term Capital
Requests**

Capital 5-Year Request Summary Table			
Department	FY 20 Request	FY 21-24 Request	Total Five Year Request
ADA	\$ 125,000.00	\$ 500,000.00	\$ 625,000.00
DPW Buildings	\$ 1,375,000.00	\$ 5,255,000.00	\$ 6,630,000.00
DPW Cemetery	\$ 130,000.00	\$ 405,000.00	\$ 535,000.00
DPW Roads and Sidewalks	\$ 400,000.00	\$ 1,600,000.00	\$ 2,000,000.00
DPW Vehicles	\$ 411,000.00	\$ 1,410,000.00	\$ 1,821,000.00
DPW Water/Sewer*	\$ 1,260,000.00	\$ 5,090,000.00	\$ 6,350,000.00
I&I 10 Year Plan*	\$ 1,750,000.00	\$ 1,900,000.00	\$ 3,650,000.00
Engineering Stormwater & Drainage*	\$ 257,000.00	\$ 2,100,000.00	\$ 2,357,000.00
Engineering Traffic	\$ 865,000.00	\$ 1,905,000.00	\$ 2,770,000.00
Fire Department	\$ 8,169,000.00	\$ 1,560,000.00	\$ 9,729,000.00
Town Manager Flood	\$ 3,130,000.00	\$ 5,000,000.00	\$ 8,130,000.00
Town Manager Other	\$ 75,000.00	\$ 150,000.00	\$ 225,000.00
MIS	\$ 30,000.00	\$ 330,000.00	\$ 360,000.00
Police Department	\$ 35,000.00	\$ 230,000.00	\$ 265,000.00
Field Management	\$ 125,000.00	\$ 1,900,500.00	\$ 2,025,500.00
Recreation Department	\$ 27,000.00	\$ 942,363.00	\$ 969,363.00
School Department	\$ 2,023,000.00	\$ 15,828,250.00	\$ 17,851,250.00
Total FY 20 Request \$ 20,187,000.00			
Year 2-4 Requests		\$ 46,106,113.00	
Total Five Year Requests			\$ 66,293,113.00
* Funded though H2o/Sewer Enterprise/Ch. 110			

This year alone there were in excess of \$20 million in Capital Stabilization Fund, Building Stabilization Fund and Water Sewer requests. The Building Stabilization Fund (BSF) is to be used for building maintenance, repairs and new construction. The Capital Stabilization Fund (CSF) is to be used for fields and playgrounds, roads and sidewalks, equipment, flood mitigation and bridge repair. Two projects recommended for funding this year are highlighted below for emphasis. We would also like to point out that there are several critical projects on the list that we were not able to fund this year that we feel must be funded next year. The Waterfield Bridge repairs is one of the most critical but others that will need to be addressed are various improvements to our parks and playgrounds, completion of the DPW complex and repairs to the Muraco and Lynch Schools if they are not slated for replacement in the near future. We know already that we will be committing over 1.3 million dollars next year for reoccurring projects or one we have postponed. They are:

- DPW Roads and Sidewalks - \$350,000
- ADA Projects - 125,000
- Public Safety Radios Year 3 - 125,000
- Waterfield Rd Bridge 700,000
- Total for FY 21 \$1,300,000

Library HVAC – this project has been on our list for many years but due to the lack of available funds we had to keep deferring it. Thankfully the current system has continued to operate and the town didn’t need to seek emergency funding. We finally have enough in the Building Stabilization Fund so we are moving forward with our recommendation for funding of this critical project.

Flood Mitigation - One of the CPC’s top priorities **continues to be funding projects that are part of the Select Boards Flood Mitigation Program**. The CPC’s evaluation criteria remains; public safety/public health and projects that have a high rate of return (on a cost benefit basis). Since the Town has experienced numerous devastating flood events over the last 2 decades, with financial losses in excess of \$25M, the CPC believes it is imperative to complete the program, as outlined in the MEPA Certificate, as soon as possible. The final two projects; Swanton Street Bridge Improvements and the Railroad Bridge near Muraco School have both been partially funded. The preliminary engineering for the Railroad Bridge near Muraco School is currently ongoing and we will be seeking funds in the future for the final engineering and construction. The final design and engineering of plans and specifications for the Swanton Street Bridge Culvert project has been fully funded at previous Town Meetings and that work is complete.

The CPC is recommending this year to the Select Board and Town Management that Project 8 – Swanton Street Culvert be funded through bonding. We propose to pay the debt services moving forward from the Town Managers annual contribution of \$220k from Free Cash. The CPC feels strongly that the commitment that was made to town residents some 20 years ago be completed by funding the two remaining projects.

FY 20 CPC Recommended Projects

Fall Town Meeting Building Stabilization Fund

Library HVAC Replacement	\$	600,000
Supplemental Funds for DPW Roofs		200,000
Total	\$	800,000

Fall Town Meeting Capital Stabilization Fund

Lynch School Cafeteria Floor & Ceiling Abatement & Replacement	\$	100,000
Lincoln School Exterior Maintenance & Repair of Flatwork & Stairs		50,000
Total	\$	150,000

Fall Town Meeting Water & Sewer Enterprise Fund

Municipal Separate Storm Sewer System (MS4) Permit Year 1	\$	27,000
North Reservoir and Saw Mill Brook Drainage Improvements		500,000
North Reservoir Dam and Low Level Outlet Engineering		160,000
Stormwater Utility Establishment		30,000
Total	\$	717,000

Spring Town Meeting Capital Stabilization Fund

DPW Roads and Sidewalks		325,000
Public Safety Radios – Police & Fire Year 2 of 4		125,000
ADA Projects	\$	125,000
Generators at Public Safety Building and Town Hall		300,000
DPW Highway Dept. Truck 15		60,000
Main Street at Highland Ave. Construction		150,000
DPW M5 Dump Truck		60,000
DPW Dump Truck 24		60,000
MIS Ethernet Cabling Phase 2		30,000
Total	\$	1,235,000

Spring Town Meeting Water & Sewer Enterprise Fund

Lead Neck Removal & Replacement (MWRA Loan)	\$	600,000
Phase II Sewer System Rehabilitation (MWRA Loan /Grant)		1,750,000
Dump Truck		130,000
Municipal Separate Storm Sewer System (MS4) Permit Year 2		200,000
Mini Excavator		10,000
Total	\$	2,690,000

Spring Town Meeting Cemetery Trust Fund

Mini Excavator	\$	70,000
Total	\$	70,000

FY 20 Project Descriptions – Fall Funding

Fall Town Meeting Building Stabilization Fund

Library HVAC Replacement

The Library HVAC Replacement Project will replace an existing 23 year old system that is currently failing and requires constant maintenance. The current system will be replaced with a high efficiency system.

Supplemental Funds for DPW Roofs

Town Meeting previously appropriated funds for this project. Given the current bidding climate we are seeking additional funding. These two buildings are vital to DPW daily operations and life extension/protection of the Town's major equipment. The roofs on both buildings are well beyond standard life expectancies and roof leaks are constantly repaired. The large overhead doors are constant repair items due to the continual leaking and are creating a safety and security concern.

Fall Town Meeting Capital Stabilization Fund

Lynch School Cafeteria Floor & Ceiling Abatement & Replacement

The Lynch School Cafeteria Floor & Ceiling Abatement and Replacement project will replace the cafeteria floor and ceilings. The existing floor is cracked and crumbling and needs to be replaced. The popcorn ceiling contains asbestos and it presents risk of exposure if not abated and replaced.

Lincoln School Exterior Maintenance & Repair of Flatwork & Stairs

The Lincoln School Exterior Maintenance & Repair of Flatwork & Stairs project will make repairs to exterior stairways and walkways in need of immediate repair due to their deteriorated and unsafe conditions.

Fall Town Meeting Water & Sewer Enterprise Fund

Municipal Separate Storm Sewer System (MS4) Permit Year 1

In the spring of 2017 Town Meeting funded Year I Permit requirements. The permit was delayed by a year and over the past year the funds were used to fund the analysis of a Stormwater Utility, which could be used as a long term funding mechanism for the MS4 permit requirements. This request is to replenish the money that was used so that the Year I Permit (effective July 1, 2018) requirements can be met.

North Reservoir and Saw Mill Brook Drainage Improvements

North Reservoir discharges to Saw Mill Brook, where it enters a culvert under Highland Avenue and ties into the Town's drainage system, which ultimately discharges to the Aberjona River near Sunset Road. The town has historically had flooding problems downstream of the North Reservoir and along Highland Avenue during periods of heavy rain. This appropriation would fund the final engineering, construction and construction administration services.

North Reservoir Dam and Low Level Outlet Engineering

The North Reservoir Dam consists of an earthen embankment with a benched downstream slope, a primary spillway, and a gatehouse with two outlets. This appropriation would provide funding for the preliminary engineering services for the rehabilitation of the Dam and the Low Level Outlet.

Stormwater Utility Establishment

The Select Board is considering the establishment of a Stormwater Utility fee to assist with the funding of stormwater related expenses and MS4 permit requirements. This appropriation would provide funding for consultant services to help with the initial costs associated with setting and establishing the fees.



Town of Winchester

Helen S. Philliou, Chairman, Capital Planning Committee

71 Mt. Vernon Street
Winchester, MA 01890
Phone: 781-721-7133
Fax: 781-756-0505

TO: Winchester Select Board
FROM: Helen Philliou, Chairperson, Capital Planning Committee
DATE: January 10, 2019
SUBJECT: REDUCTION OF CAPITAL FUNDING

Dear Mr. Grenzeback and Members of the Select Board:

The Capital Planning Committee (CPC) would like to share with you its extreme concern regarding the partial loss of retiring debt allocated to its funding. This reduction consists of two components; 1) general reduction of \$200k due to the projected FY20 budget deficit, and 2) the McCall Middle School Phase I Expansion Project and the Skilling's Field Athletic Lights debt service now reducing the retiring debt available to CPC for FY20 by approximately \$100k. This reduction of approximately \$300K cripples an already feeble CPC budget for not only FY20 but for the foreseeable future. This action has forced the CPC to re-evaluate the FY 20 existing (appropriated at fall Town Meeting) and projected FY 20 projects (spring Town Meeting).

We were assured that the capital funding would be held harmless for both the McCall School addition and the lights at Skilling's Field. These two projects did not go through the capital process and, as such, were never ranked by the Capital Planning Committee. If they had gone through our review undoubtedly projects would have been ranked very differently.

The loss of retiring debt is a major loss to capital funding. For many years it has been the policy of the Town to allocate retiring debt back to Capital in order to fund new projects. If this funding source is lost it will severely compromise our ability to move forward with new projects. And while we realize all portions of the town budget will be squeezed if an override is not passed, we feel that since Capital has historically been so underfunded, it deserves special consideration for protection.

It is CPC's responsibility to review projects based on health and safety issues, and federal and state mandates. As stated above we are currently reviewing again both the projects currently approved for Spring Town Meeting as well as any requested major projects for the next two years. To highlight just two major unfunded projects, we now have two bridges that have been identified as having major structural deficiencies and are in need of repair. They are the Waterfield Bridge and the Lake Street Bridge. Both bridges are being evaluated but we estimate that the two bridges combined would cost in excess of one million dollars. Because of inadequate CPC funding these two projects alone could consume the entire FY20 budget as the repairs will need to be made otherwise the bridges could be rated or in the worst case closed. This would eliminate funding for all other project in FY 20 including Roads and Sidewalks and ADA. There are many more crucial projects on our list that would be affected, too many to list

here. Every project recommended for spring town meeting appropriation (with the exception of water/sewer and cemetery) in our fall report is up for reconsideration including projects approved in fall Town Meeting that have not begun.

In recent years the town's budget provided approximately one million per year between retiring debt and the general fund allocation to the Capital Budget. On a budget of approximately 120 million dollars this represent less than 1%. .This amount by any standard would be considered grossly inadequate for the needs of the Town.

We respectively ask that you reconsider these two reductions of retiring debt.

Thank you.

Printed March 4, 2019



Town of Winchester

Helen S. Philliou, Chairman, Capital Planning Committee

71 Mt. Vernon Street
Winchester, MA 01890
Phone: 781-721-7133
Fax: 781-756-0505

January 29, 2019

To: Aaron Kutyllo, Chairman, Finance Committee
From: Helen Philliou, Chairperson, Capital Planning Committee

The Capital Planning Committee (CPC) has recently been informed that the retiring debt allocation for FY 2020 will be reduced by \$200,000 and that the Strategic Capital Maintenance Fund will not be funded if the override vote is not successful.

The CPC felt it was prudent to reevaluate the capital projects that were included in the FY2020 Capital Report and recommends the following changes for approval at Spring Town Meeting.

Project	Original	Revised
Roads & Sidewalks	\$325,000	\$300,000
Public Safety Radios	\$125,000	\$125,000
Generators	\$356,200	\$356,200
ADA	\$125,000	\$0
Main St. @ Highland Construction	\$150,000	\$0
Ethernet Cabling Phase 2	\$30,000	\$0
Active Shooter Rifles	\$27,000	\$0

Sincerely,

Helen Philliou, Chairperson