

FY 2018 BUDGET QUESTIONS & ANSWERS

HIGHWAY/TREE WARDEN

TREE WARDEN

What are the contracted services? YTD actuals were \$23,247.25 as of 12/5/16 vs. reduced FY 18 TMR of \$35,000 (vs. \$50,000 in FY 18 Req). How comfortable are we that there will not be overspending in this account? What is the impact of the reduction on the departments on the departments mission?

Contracted services are anything that has to do with the maintenance of Town trees in the right-of-way, which includes contractors, bucket trucks, police details, tree waste materials, chain saws, etc. We will probably over spend the \$35,000 budget. Any funds needed to mitigate hazardous tree situations will be taken out of the Highway Operating budget.

HIGHWAY OPERATING

PERSONNEL

1. Please explain the \$19,659 reduction from the FY 18 Req of \$698,455 to \$653,301? Is this related to the shared Heavy Eqpt. Operator who was not replaced when incumbent retired and there is now a shared resource with the Rec. Dept?

The \$19,659 was requested to replace a shared employee with the parks dept who left in January of 2016.

2. Is there any operations impact due to a reduction of about \$20,000 on equipment operators (requested vs TMR budget)?

This is a shared position with parks during the winter season we will need to contract out for more snow and ice operators.

3. Please explain the \$10,720 reduction from the \$30,720 in FY 18 Req to \$20,000 in FY 18 TMR.

Budget Reduction was taken by Town Manager

ELECTRICITY

4. Please explain the \$4,000 reduction from the \$35,000 in FY 18 Req to \$31,000 in FY 18 TMR.

Budget Reduction was taken by Town Manager

NATURAL GAS

5. Please explain the \$3,400 reduction from the \$27,400 in FY Req to \$24,000 in FY 18 TMR

Budget Reduction was taken by Town Manager

DIESEL FUEL

6. Please explain the \$9,000 increase from the \$35,000 in FY 18 Req to \$44,000 in FY 18 TMR

Increased by TM to better reflect the actual expenditure in FY 16 of \$44,000

RESURFACE MATERIALS

7. Please explain the \$29,176 reduction from the \$89,176 in FY 18 Req to \$60,000 in FY 18 TMR

Budget Reduction was taken by Town Manager

PERSONNEL

8. Following the FTE allocation between parks and highway I come up with a 12.1 equipment operators in Highway and 3.5 in parks for a total of 15.6. I believe it was like this last year. Looking at it in total I add 21.3 highway, 0.6 cemetery, and 4.7 parks for a total of 26.6. The narrative on page 105 says 25. Is there a calculation hiccup?

We share 8 employees with parks/cemetery, we pay for 20 weeks and they pay for 32 weeks. These employees are compensated at various rates. Of the 8 employees 5 are HEO's the other 3 are an Operations Supervisor and two crew leaders. We have a total of 10 FT highway HEO's, 1 Operations Supervisor, 2 crew leaders, 1 mechanic and 1 Fleet Supervisor (who is out on IOD).

The Personnel Summary on the Parks & Ground budget was changed to 2.9 FTE for the HEO's.

VEHICLE MAINTENANCE

9. (a.) What type of maintenance is running thru the account? (b)The capital priority shows repairs of \$140K for FY11-FY16 on the priority requests but the account has more than that in expense in 1 year. (c)Also, with new equipment replacing some heavily maintained older pieces, would maintenance start declining? (d)Is any maintenance in this account specialized work that the mechanic on staff can't perform or is it parts?

(a) Any repairs to any highway vehicles, including highway, parks

(b) Capital request is for purchasing equipment not for repairing equipment

(c) No we expect an increase due to the inability to fund vehicle replacement requests (please see attachment from highway regarding vehicle replacement plan)

(d) This account includes parts, contracted repairs, dealer specialized repairs and the need to contract out work that is deferred from only having 1 mechanic.

GARAGE

10. How old is the highway garage?

The highway garage was occupied in September 2006.

MISC EXPENSES

11. Could you please provide what type of expenses flow thru (a) drainage maintenance, (b) traffic lines/crosswalk maint., (c) signal maint., (d) brush chipping, and (e) other public works supplies?

(a)Anything that has to do with maintaining the town's drainage system including pipes, structures, contracted services and specialized equipment. (b)Contracted services for painting center and edge lines. Paint and supplies for crosswalks, stop lines and other in house performed services for pavement marking, town roads and all municipal buildings (not including schools). (c) Cost for contracted services and inhouse parts to maintain town owned traffic signals at 225/27, Rte 40/Dunstable Rd., Forge Village crossing, and Tyngsboro Rd. at Rte 40. (d) To pay employees to work the Saturday brush chipping detail held twice during the year. (e) Anything that is not covered in other expense lines such as tools, brooms, shovels and misc. items.

SNOW & ICE

12. Is equipment maintenance for plow trucks?

Equipment maintenance is for attachments to trucks that perform S&I duties, plows, frames, spreading equipment and all other maintenance that is not covered under vehicle maintenance.

13. What is the actual amount on snow and ice (how much on emergency overtime and how much on expenses?) during FY 17, considering we had very little snow.

We spend various amount depending on the year. We will not know how much is spent until the end of the winter season; it would only be a guess at this point.

14. Personal Services (Emergency Overtime): FY16 was obviously an outlier in terms of snow removal. How does the \$76k for FY18 (and FY17, FY19 & FY20) compare to historical norms?

Personal Services Actual Expense

FY16 - \$208,050.58

FY15 - \$403,398.16

FY14 - \$303,064.90

FY13 - \$235,203.49

FY12 - \$189,509.82

FY11 - \$289,009.37

FY10 - \$173,859.80

15. Sand & Salt: (a) Is the \$70k decrease from FY16 to FY18 (and FY17) a product of the extraordinary winter of FY16? (b) Do the prices of salt & sand and/or stockpiling from one year to another affect the budget for FY18 (and FY17)? (c) Also, where we've had some icing (even though little snow), have we spent much of the FY17 Sand & Salt budget?

(a) The \$70K is actually not a decrease, FY 16 are actual expenditures. This does not reflect the amount of salt used that year. From time to time we are asked to defer purchasing of materials to the next year, for budget purposes. The S&I budget is not allowed to be decreased per state statue. (b) No it does not affect the budget but affects the overall amount of materials purchased. (c) as of January 9, 2017 we have spread approximately 1,700 tons of salt and 50 tons of sand to mitigate snow, freezing rain, ice storms and black ice. To completely cover all of the roads that we plow and parking lots that we maintain it takes on average 95 tons per application. This number can be affected, up or down, if we are only treating main roads, or applying a heavier application as needed or from time to time we do a lighter application (hills, intersections and curves). Please see attached our activity sheet, to date, for snow and ice operations.

STORMWATER

16. Remind me why the big increases in street waste disposal and what are the upgrade services/ Nothing is spent yet in FY 17 but weren't the street sweepers going this fall?

The FY 16 amount does not reflect encumbrances. Upgrade services – is the improvements of the storm water infrastructure. Sweeper sweeps all year long and we wait until we have a minimum tonnage to capture best economy on trucking.

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TOWN OF WESTFORD
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FY17 YTD BUDGET

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0100 GENERAL FUND							
01294100 TREE WARDEN - P/S							
01294100 511020 TREE WARDEN	2,112	0	2,112	1,056.00	.00	1,056.00	50.0%
TOTAL TREE WARDEN - P/S	2,112	0	2,112	1,056.00	.00	1,056.00	50.0%
01294200 TREE WARDEN - EXP							
01294200 530920 CONTRACTED SERVICE	35,000	0	35,000	27,683.75	1,635.19	5,681.06	83.8%
01294200 570000 TOWN FOREST MGMT E	0	8,000	8,000	.00	.00	8,000.00	.0%
TOTAL TREE WARDEN - EXP	35,000	8,000	43,000	27,683.75	1,635.19	13,681.06	68.2%
01294800 TREE WARDEN - ENCUMBRANCES							
01294800 570000 OTHER CHARGES AND	1,250	0	1,250	.00	.00	1,250.00	.0%
TOTAL TREE WARDEN - ENCUMBRANCES	1,250	0	1,250	.00	.00	1,250.00	.0%
TOTAL GENERAL FUND	38,362	8,000	46,362	28,739.75	1,635.19	15,987.06	65.5%
TOTAL EXPENSES	38,362	8,000	46,362	28,739.75	1,635.19	15,987.06	
GRAND TOTAL	38,362	8,000	46,362	28,739.75	1,635.19	15,987.06	65.5%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0100 GENERAL FUND							
01421100 HIGHWAY - P/S							
01421100 511020 HIGHWAY SUPERINTEN	99,413	4,014	103,427	53,892.40	.00	49,534.60	52.1%
01421100 511500 OFFICE MANAGER	59,979	1,499	61,478	32,034.53	.00	29,443.47	52.1%
01421100 511520 ADMIN ASSISTANT	46,980	0	46,980	24,480.00	.00	22,500.00	52.1%
01421100 511610 CREW SUPERVISORS	143,237	3,741	146,978	70,521.81	.00	76,456.19	48.0%
01421100 511611 OPERATIONS SUPERVI	76,505	1,524	78,029	40,658.56	.00	37,370.44	52.1%
01421100 511612 MECHANICS SUPERVIS	64,290	1,670	65,960	15,132.87	.00	50,827.13	22.9%
01421100 511613 PARKS SUPERVISOR	27,096	704	27,800	10,108.84	.00	17,691.16	36.4%
01421100 511614 CEMETERY SUPERVISO	24,931	651	25,582	9,302.40	.00	16,279.60	36.4%
01421100 511630 MECHANIC	56,815	1,462	58,277	30,366.12	.00	27,910.88	52.1%
01421100 511660 EQUIPMENT OPERATOR	642,610	10,691	653,301	319,784.40	.00	333,516.60	48.9%
01421100 512280 SEASONAL STAFF	30,720	0	30,720	9,721.84	.00	20,998.16	31.6%
01421100 513120 OVERTIME-WEEKEND C	38,843	0	38,843	21,388.20	.00	17,454.80	55.1%
01421100 513160 OTHER OVERTIME	21,013	0	21,013	22,033.31	.00	-1,020.31	104.9%*
01421100 514090 DEPARTMENTAL STIPE	61,840	0	61,840	24,018.60	.00	37,821.40	38.8%
01421100 515050 LONGEVITY	20,850	450	21,300	17,750.00	.00	3,550.00	83.3%
TOTAL HIGHWAY - P/S	1,415,122	26,406	1,441,528	701,193.88	.00	740,334.12	48.6%
01421200 HIGHWAY - EXP							
01421200 513250 SPECIAL DETAILS	60,000	0	60,000	33,517.61	7,191.13	19,291.26	67.8%
01421200 517070 UNIFORM ALLOWANCES	20,125	0	20,125	7,315.73	.00	12,809.27	36.4%
01421200 521010 ELECTRICITY	50,000	0	50,000	14,197.29	1,523.12	34,279.59	31.4%
01421200 521020 NATURAL GAS	27,400	0	27,400	2,362.06	.00	25,037.94	8.6%
01421200 523010 WATER	2,000	0	2,000	815.61	.00	1,184.39	40.8%
01421200 524010 BUILDING MAINTENAN	33,500	0	33,500	7,675.56	11,502.00	14,322.44	57.2%
01421200 524014 ROAD MAINTENANCE	72,625	0	72,625	26,189.83	.00	46,435.17	36.1%
01421200 524020 VEHICLE MAINTENANC	167,795	0	167,795	64,049.45	1,095.64	102,649.91	38.8%
01421200 524030 EQUIPMENT MAINTENA	5,500	0	5,500	2,849.43	.00	2,650.57	51.8%
01421200 524060 COMMUNICATIONS EQU	5,670	0	5,670	.00	.00	5,670.00	.0%
01421200 524100 BLDG MAINT-HVAC	3,500	0	3,500	8,183.06	.00	-4,683.06	233.8%*
01421200 524110 BLDG MAINT-ELEVATO	1,100	0	1,100	627.50	.00	472.50	57.0%
01421200 524112 BLDG MAINT-FIRE/AL	2,500	0	2,500	1,100.00	.00	1,400.00	44.0%
01421200 525020 DRAINAGE MAINTENAN	34,000	0	34,000	7,815.85	.00	26,184.15	23.0%
01421200 525030 SIDEWALK MAINTENAN	10,000	0	10,000	2,218.47	.00	7,781.53	22.2%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01421200 525040 TRAFFIC LINES/CROS	34,500	0	34,500	1,393.18	.00	33,106.82	4.0%
01421200 525050 SIGNAL MAINTENANCE	3,500	0	3,500	1,567.42	.00	1,932.58	44.8%
01421200 525092 TREE/BRUSH DEBRIS	2,650	0	2,650	1,274.08	.00	1,375.92	48.1%
01421200 529090 DAM REPAIR- PROP R	2,000	0	2,000	.00	8,400.00	-6,400.00	420.0%*
01421200 530310 DRUG AND ALCOHOL T	1,270	0	1,270	365.00	.00	905.00	28.7%
01421200 530500 TRAINING & DEVELOP	3,000	0	3,000	150.00	.00	2,850.00	5.0%
01421200 530920 CONTRACTED SERVICE	8,000	0	8,000	1,600.00	.00	6,400.00	20.0%
01421200 534030 ADVERTISING	800	0	800	1,155.00	.00	-355.00	144.4%*
01421200 541020 DIESEL FUEL	35,000	0	35,000	11,764.99	16,896.46	6,338.55	81.9%
01421200 542010 OFFICE SUPPLIES	2,500	0	2,500	1,153.19	.00	1,346.81	46.1%
01421200 552030 SIGNS/POSTS SUPPLI	11,000	0	11,000	15,605.89	.00	-4,605.89	141.9%*
01421200 554010 RESURFACE MATERIAL	89,176	0	89,176	.00	.00	89,176.00	.0%
01421200 554100 OTHER PUBLIC WORKS	8,000	0	8,000	1,600.79	.00	6,399.21	20.0%
01421200 571100 MEETINGS & CONFERE	3,000	0	3,000	2,032.35	.00	967.65	67.7%
01421200 573010 DUES AND MEMBERSHI	325	0	325	280.00	.00	45.00	86.2%
TOTAL HIGHWAY - EXP	700,436	0	700,436	218,859.34	46,608.35	434,968.31	37.9%
01421412 FY 2012 ART14 3/11 CAP \$150K							
01421412 580000 ENG RTE 40 WALL/CU	24,912	0	24,912	10,692.50	.00	14,219.53	42.9%
TOTAL FY 2012 ART14 3/11 CAP \$150K	24,912	0	24,912	10,692.50	.00	14,219.53	42.9%
01421414 FY14 ART#16 3/13 \$120K CAPITAL							
01421414 580001 1-TON TRUCK \$50K	1,895	0	1,895	1,890.00	.00	5.42	99.7%
TOTAL FY14 ART#16 3/13 \$120K CAPITAL	1,895	0	1,895	1,890.00	.00	5.42	99.7%
01421415 FY15 ART#6 3/15 \$659,135 CAPTL							
01421415 580000 1- 3/4 TRUCK \$45K	45,000	0	45,000	44,995.00	.00	5.00	100.0%
01421415 580003 EXCAVATOR \$225K	8,287	0	8,287	.00	8,210.00	76.60	99.1%
TOTAL FY15 ART#6 3/15 \$659,135 CAPTL	53,287	0	53,287	44,995.00	8,210.00	81.60	99.8%
01421416 FY16 ART#7 4/16 \$196,310 CAP							
01421416 580000 PLOW TRUCK 196,310	196,310	0	196,310	.00	196,310.00	.00	100.0%

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TOTAL FY16 ART#7 4/16 \$196,310 CAP	196,310	0	196,310	.00	196,310.00	.00	100.0%
01421454 FY14 ART#9 3/14 \$710K CAPITAL							
<u>01421454 580004 MAIN ST DESIGN 225</u>	132,001	0	132,001	37,477.74	.00	94,523.15	28.4%
<u>01421454 580005 ROAD MAINT \$250K</u>	13,164	0	13,164	13,163.99	.00	.00	100.0%
TOTAL FY14 ART#9 3/14 \$710K CAPITAL	145,165	0	145,165	50,641.73	.00	94,523.15	34.9%
01421455 FY15 ART#9 3/15 \$33K CLARE CIR							
<u>01421455 580000 CLARE CIR ROAD IMP</u>	27,725	0	27,725	13,018.14	.00	14,706.86	47.0%
TOTAL FY15 ART#9 3/15 \$33K CLARE CIR	27,725	0	27,725	13,018.14	.00	14,706.86	47.0%
01421800 HIGHWAY DEPT - ENCUMBRANCES							
<u>01421800 570000 OTHER CHARGES AND</u>	133,775	0	133,775	128,905.80	4,790.00	78.79	99.9%
TOTAL HIGHWAY DEPT - ENCUMBRANCES	133,775	0	133,775	128,905.80	4,790.00	78.79	99.9%
01423100 SNOW & ICE - P/S							
<u>01423100 513110 EMERGENCY OVERTIME</u>	76,000	0	76,000	104,645.13	.00	-28,645.13	137.7%*
TOTAL SNOW & ICE - P/S	76,000	0	76,000	104,645.13	.00	-28,645.13	137.7%
01423200 SNOW & ICE - EXP							
<u>01423200 524030 EQUIPMENT MAINTENA</u>	32,345	0	32,345	7,225.73	1,900.00	23,219.27	28.2%
<u>01423200 529030 CONTRACTED SNOW RE</u>	101,090	0	101,090	.00	25,000.00	76,090.00	24.7%
<u>01423200 541010 GASOLINE</u>	11,820	0	11,820	.00	.00	11,820.00	.0%
<u>01423200 548050 PLOW BLADES</u>	5,720	0	5,720	.00	2,651.00	3,069.00	46.3%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>01423200 554020 SAND AND SALT</u>	173,025	0	173,025	.00	173,025.00	.00	100.0%
TOTAL SNOW & ICE - EXP	324,000	0	324,000	7,225.73	202,576.00	114,198.27	64.8%
01424200 STREET LIGHTING							
<u>01424200 521010 ELECTRICITY</u>	109,500	0	109,500	41,891.95	5,512.83	62,095.22	43.3%
<u>01424200 525015 STREET LIGHT MAINT</u>	5,000	0	5,000	11,543.69	.00	-6,543.69	230.9%*
TOTAL STREET LIGHTING	114,500	0	114,500	53,435.64	5,512.83	55,551.53	51.5%
01424800 STREET LIGHTING-ENCUMBRANCES							
<u>01424800 570000 OTHER CHARGES AND</u>	1,436	0	1,436	1,435.04	.00	.77	99.9%
TOTAL STREET LIGHTING-ENCUMBRANCES	1,436	0	1,436	1,435.04	.00	.77	99.9%
01427200 STORMWATER MANAGEMENT EXP							
<u>01427200 529060 STREET WASTE DISPO</u>	30,000	0	30,000	.00	.00	30,000.00	.0%
<u>01427200 529080 TESTING/WATER QUAL</u>	5,000	0	5,000	.00	.00	5,000.00	.0%
<u>01427200 530700 ENGINEERING SERVIC</u>	5,000	0	5,000	.00	.00	5,000.00	.0%
<u>01427200 530920 SYSTEM UPGRADE SER</u>	8,000	0	8,000	.00	.00	8,000.00	.0%
TOTAL STORMWATER MANAGEMENT EXP	48,000	0	48,000	.00	.00	48,000.00	.0%
01427800 STORMWATER MGT - ENCUMBRANCES							
<u>01427800 570000 OTHER CHARGES AND</u>	23,340	0	23,340	3,723.95	19,616.05	.00	100.0%
TOTAL STORMWATER MGT - ENCUMBRANCES	23,340	0	23,340	3,723.95	19,616.05	.00	100.0%
TOTAL GENERAL FUND	3,285,902	26,406	3,312,308	1,340,661.88	483,623.23	1,488,023.22	55.1%
TOTAL EXPENSES	3,285,902	26,406	3,312,308	1,340,661.88	483,623.23	1,488,023.22	
GRAND TOTAL	3,285,902	26,406	3,312,308	1,340,661.88	483,623.23	1,488,023.22	55.1%

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