

**Warrant Committee Meeting Minutes
February 4, 2019**

Warrant Committee Members	Present: Michael Pastore (chairperson), Amanda Hall, Jack Wolfe, Joanna Hilvert, Sharon Tatro, Robert Sliney, Newton Thompson, Jeremy Marsette (left at 8:10pm), Kristine Barton (arrived at 7:30pm) Absent: n/a
Guests	Kristine Trieweiler – Town Administrator; Georgia Colivas – Treasurer/Tax Collector; Chief Wilhelmi and Georgeanne Gerlach – Police Dept; Chief Carrico – Fire Dept; Michael Marcucci – Selectman; Jessica Reilly – School Committee
Meeting Location	Public Safety Conference Room:
Meeting Times	Meeting convened: 7:02pm Meeting adjourned: 8:56pm
Approval of Previous Meeting Minutes	<ul style="list-style-type: none"> • Meeting minutes of 1/28/19 approved 7-0
Operational Budgets (including votes taken)	<p>Police Department</p> <ul style="list-style-type: none"> - Future needs would be a detective in potentially FY 2020 - Will be at full staff when the two officers currently in the academy graduate but one mandatory retirement happens a month later - Budgets <ul style="list-style-type: none"> o Animal Control – level funded o Police Operations – 3.47% increase requested <ul style="list-style-type: none"> ▪ \$74K related to contract increases ▪ \$12K renewals of equipment maintenance that are the first time to hit the budget as a result of the new building ▪ \$5K in training and education ▪ LTD insurance is being researched so we can go away from self pay o Traffic Signs – 4.82% decrease o Public Safety Bldg – 5.37% increase <p>Fire Department</p> <ul style="list-style-type: none"> - Chief Carrico has been reviewing the past budget against current practices and thus taking a fresh look at the budget. Some items highlighted were: <ul style="list-style-type: none"> o With three person shifts it helps almost guarantee that people will get to take their vacation rather than accumulate it. o All new hires will be required to be an EMT. He is trying to get the current staff that are not EMTs engage is wanting to be trained. o ALS went live on November 30th. 44 calls in the first 10 days of operation. - Budget increase proposed at 9.66% for Operations mainly due to

	<p style="text-align: center;">ALS staffing and service needs.</p> <p>Michael Marcucci discussed the budget process and responsibilities</p> <ul style="list-style-type: none"> - Capital Budget and Reserve Policy was adopted by the Selectman for the Town and was supposed to be adopted by the School Committee to increase the annual OPEB contribution and the Stabilization fund. It also includes a five-year Capital Plan which will result in an approved Capital Budget by November at the beginning of each year’s budget process. This process will be in effect for FY 2021 as the Department heads are currently proposing their five-year plans now and receiving feedback from the Capital Budget committee. It is expected that when their five-year plans are submitted, during the summer of 2019, they will become the basis for all Capital Budget planning. - The Selectman have mandated that this year there will be no dip into Free Cash to fund the budget. Therefore, the budgets will need to be cut in order to have a balanced budget or an override will be necessary. As of today, this would require over \$1M in budget cuts or over a \$1M override. However, budget revisions are still being submitted so the numbers are still fluid. - Selectman Marcucci believes that the Selectmen will be reviewing the budgets with departments and making recommendations for revisions in order to either reduce budgets to achieve a balanced budget or recommend an override at town meeting. - Selectman Marcucci would like the process to be that the Selectmen will then submit their budget recommendations onto the Warrant Committee because it is the Selectman’s responsibility to create the town budget, and then the Warrant Committee’s responsibility to review/recommend it. Therefore, he believes it is the Selectman should determine which budgets should be cut and which are a priority. The Warrant Committee will then review the town budget as provided by the Selectmen, and give a recommendation to be presented at Town Meeting. Based on this, Chairman Pastore indicated that the Warrant Committee is not likely to vote on budgets until the Selectman have completed their process and the Warrant Committee has been provided with final budgets. This is predicated on the Selectmen providing final budgets to the Warrant Committee on a timely basis.
<p>Warrant Articles (including votes taken)</p>	<ul style="list-style-type: none"> • Draft was just finished but not ready for distribution as it hasn’t been seen by the Selectmen yet. Assignments will be made at 2/11 meeting. • Michael Marcucci discussed some articles <ul style="list-style-type: none"> ○ Hinkley Property article for RFP for Senior Housing 40B ○ AFT small by-law change that is more of a house keeping issue

List of all documents and exhibits used	<ul style="list-style-type: none"> • Police Summary • Fire Summary • Police Dept Handouts provided by Chief Wilhelmi • Fire Questions & Answers • Medfield FY2020 Budget Projections by Kristine Trieweiler • Reserve Projections referenced by Michael Marcucci
Other Business	<ul style="list-style-type: none"> • RFT Request – Public Safety <ul style="list-style-type: none"> ○ Replacement of 3 Radio Repeaters (Police, Fire & Backup) <ul style="list-style-type: none"> ▪ The current system is no longer being serviced after 2020 and no parts are available. This is the most important piece of equipment the town owns. ○ Approved 9-0; Motion Jack Wolfe; 2nd Jeremy Marsette • Joanna Hilvert will be spearheading an initiative to improve processes for the committee. Throughout the course of this budget season, she will be collecting comments/suggestions from current and former warrant committee members, such as what works, what doesn't work, what could be improved, etc . The goal is to streamline the “process” discussions so that the committee can focus on budgets and warrant articles through Town Meeting, and then the committee will meet 1-2 times after Town Meeting to discuss results and produce a report, to be reviewed with Town Administrator and/or BOS for future fiscal years. Committee members should feel free to direct any process comments and suggestions to Joanna. • The Vendor Warrant/Accounts Payable has been pulled out of Asst Town Accountant position. Joy will be retiring within a couple of years and the goal is to have the Asst Town Accountant position be groomed into the Town Accountant role.
Follow-ups	<ul style="list-style-type: none"> • The following are dates of meetings and other deadlines upcoming: <ul style="list-style-type: none"> - Feb 6th: School Committee questions due to Mike and Newton to date none have been received. - Feb 11th: Topics will include Capital Budget Update/Senior Housing Survey/Warrant Article assignments - Feb 25th: Schools Budget Presentation - TBD: DPW to do a revised Presentation - TBD: Budget votes (to happen after the Selectman complete their review and recommendations)
Dates for Meetings Other than WC	<ul style="list-style-type: none"> • Other dates of note: <ul style="list-style-type: none"> - Warrant is expected to close Feb 5th
Names of people participating remotely and why	n/a
Other	n/a

Respectfully Submitted: Sharon Tatro

Approved minutes to be sent to: ktrierweiler@medfield.net

Town of Medfield Warrant Committee
February 4, 2019
Fire Department Budget Request

ADMINISTRATION

FY 2019 Appropriated	<u>\$158,894</u>	
FY 2020 Requested	<u>\$158,755</u>	-0.9%

OPERATIONS

FY 2019 Appropriated	<u>\$1,177,107</u>	
FY 2020 Requested	<u>\$1,290,832</u>	9.66%

Key Drivers:

- Cost for 4 new paramedics as a result of ATM vote on ALS = \$262,247.55
- There is also a service increase of \$26,400 to support full ALS

Items of Note:

- Line item "recall salaries" is an estimate based on historical need and future forecast. This budget number is related to use of on-call firefighters, should stay consistent.
- Salary increases are contractual.

Issues to Monitor:

- Equipment/training to reach and maintain full ALS
- Accrued vacation/sick time

Fire Budget Op

How many Paramedics does Medfield currently have? What is staffing minimum for ALS?

The department currently has 7 full-time paramedics. We maintain a minimum of one paramedic and one EMT on duty 24/7.

Provide actual spending for each budget line for FY16, FY17, and FY18

The Accounting Department will be able to provide a full history of the spending for each line item.

Provide some form of context for the proposed budgets – metrics, performance measures, scope, etc.

The fire department budget is designed using seven excel spread sheets which are used to the baseline budget. The sheets are as follows:

- *A cover sheet with the totals for each of the four lines Admin-Salaries, Admin-Ops, Ops-Salaries, and Ops-Ops.*
- *Base pay which includes the annual salaries for each member with regular and OT rates, This sheet includes CBA established longevity rates*
- *Vacation-Holiday-Sick-Personal Time sheet. This sheet calculates the total liability for the fiscal year for the total amount of vacation time, Holiday pay, estimated sick time, and personal time for each of the full-time members.*
- *Recall sheet, calculates the estimated amount of times a member may respond back to emergencies. The form uses percentages based on the previous year's response multiplied by the total expected amount of recalls. All of the department member are allowed to respond back when the box alarm is toned out. The box alarm is the recall alarm.*
- *Stipends sheet. Stipends are based on the negotiated CBA agreement for full-time members and in the Personnel Plan for Call Fire Officers. The Full-time stipends cover the cost of all recertification for maintaining EMT and Medic Certifications. The Call Officer Stipends is based on rank.*
- *Training Sheet, this sheet calculates the amount of trainings the department is expected to attend over the 12 month fiscal year. Twelve two hour trainings per year. We typically we have a large department turn out for trainings.*
- *Expense sheet, this sheet calculates the needed expenses for the fiscal year. I have attached a snapshot of the excel spread sheet I keep when submitting warrants. I maintain this sheet to ensure that I am current with the status of my budget. Unfortunately, the lines do not match department needs and should be adjusted. The purchasing of ALS equipment and supplies have driven up several line items.*

FY 19 Budget						
Fire & Rescue Admin Salary			Appropriated	Spent	Remaining	
122061	510100	F&R Admin Sal Exp	\$ 151,274.00	\$ 87,152.30	\$ 64,121.70	58%
			\$ 151,274.00	\$ 87,152.30	\$ 64,121.70	58%
Fire & Rescue Admin Op Exp						
122062	521700	Dues and Memberships	\$ 1,185.00	\$ 1,100.00	\$ 85.00	93%
122062	521800	Training and Education	\$ 2,500.00	\$ 1,800.53	\$ 699.47	72%
122062	522500	Printing - Postage - Stat	\$ 360.00	\$ 68.47	\$ 291.53	19%
122062	524100	Uniforms	\$ 1,500.00	\$ 585.87	\$ 914.13	39%
122062	540220	Office Supplies	\$ 1,500.00	\$ 279.05	\$ 1,220.95	19%
122062	570010	Car Allowance/Mileage	\$ 575.00	\$ 80.25	\$ 494.75	14%
			\$ 7,620.00	\$ 3,914.17	\$ 3,705.83	51%
Fire & Rescue Admin Salaries/Ops Totals			\$ 158,894.00	\$ 91,066.47	\$ 67,827.53	57%
Fire & Rescue Salaries						
122071	510100	F&R Op Sal Exp	\$ 1,021,741.00	\$ 547,422.21	\$ 474,318.79	54%
122071	510130	Longevity	\$ 5,150.00	\$ -	\$ 5,150.00	0%
			\$ 1,026,891.00	\$ 547,422.21	\$ 479,468.79	53%
Fire & Rescue Op Op Expenses						
122072	520300	EQUIP REPAIR & SERVICE	\$ 35,725.00	\$ 17,251.77	\$ 18,473.23	48%
122072	520500	OTHER EQUIPMENT	\$ 25,190.00	\$ 20,130.49	\$ 5,059.51	80%
122072	520600	EQUIP MAINT CONTRACTS	\$ 5,000.00	\$ 3,766.00	\$ 1,234.00	75%
122072	520610	RADIO MAINTENANCE	\$ 3,500.00	\$ 3,410.26	\$ 89.74	97%
122072	520620	FIRE ALARM MAINTENANCE	\$ 500.00	\$ 350.07	\$ 149.93	70%
122072	521301	GASOLINE	\$ 13,700.00	\$ 7,010.98	\$ 6,689.02	51%
122072	521500	UTIL-TELEPHONE	\$ 1,500.00	\$ 920.22	\$ 579.78	61%
122072	521710	LICENSES	\$ 3,300.00	\$ 390.00	\$ 2,910.00	12%
122072	521800	TRAINING & EDUCATION	\$ 5,500.00	\$ 1,997.02	\$ 3,502.98	36%
122072	521901	MEDICAL SERV+SUPPLIES	\$ 3,500.00	\$ 10,035.27	\$ (6,535.27)	287%
122072	522055	CONTR SVC-AMBUL BILLING SERV	\$ 20,000.00	\$ 7,729.74	\$ 12,270.26	39%
122072	522400	OTHER SUPPLIES	\$ 22,100.00	\$ 3,091.71	\$ 19,008.29	14%
122072	523611	CONTRACTUAL SVCE-MUTUAL AID	\$ 1,500.00	\$ 1,101.50	\$ 398.50	73%
122072	524100	UNIFORMS	\$ 6,000.00	\$ 6,445.91	\$ (445.91)	107%
122072	524110	UNIFORM CLEANG ALLOW	\$ 3,200.00	\$ 3,703.50	\$ 524,100.00	116%
			\$ 150,215.00	\$ 87,334.44	\$ 62,880.56	58%
Fire & Rescue Op and Ops/Salaries total			\$ 1,177,106.00	\$ 634,756.65	\$ 542,349.35	54%
			July 1, 2018	February 2, 2019		59%

I am currently working on a Standard of Cover and a Strategic Plan for the department when I have free time. Performance Metrics will be included with the Standard of Cover and updated annually. Operational goals were included with the department annual report.

Provide organization charts and actual personnel head counts (FTE's)

Deputy Chief/EMT David O'Toole																	
Group 1			Group 2			Group 3			Group 4			On Call Members					
LT/EMT John Monahan			LT/EMT Mike harman			LT/EMTP Jeff Bennotti			LT/EMT Neil Kingsbury			FF/EMT's			FF		
FF/EMT Tom Cronin			FF/EMTI Bill Deking			FF/EMT Scott Donahue			FF/EMTP Bryan Syrett			LT/EMT James Gorman			FF Chris Bonadies		
FF/EMTP Chris Darling			FF/EMTP Eric Littmann			FF/EMTP Adam Shanahan			FF/EMTP Nick Andexler			FF/EMT Robert Bond			FF Geof Brooks		
												FF/EMT Joe Brienze			FF William Donovan		
												FF/EMT Robert			FF Robert Guindon		
												FF/EMT John Kraus			FF William Callow		
												FF/EMT Albert			FF Robert LaPlante		
															FF Al Bonifilio		

Provide actual fuel usage metrics and basis for budget request

The budget line for fuel usage was not increased. A fuel usage report should be available from the Highway Dept. In past departments, the fuel management software should be able to report fuel usage based on each vehicle.

Please provide detail and justification for Holiday & Vacation salary number. Why increase from \$27,508 to proposed \$135,207.32?

I have no idea how the previous management determined the amount of monies needed for Vacation, Holidays, and sick time. I have put together the following excel spread sheet based on actual time accrued for each member.

FY 20 Full-time FF Vac - Holiday - Sick - Per Cost Sheet						
Vacation			Step	OT Rate	hrs	
Bennotti	Jeffery	LT/Medic	L6	\$ 49.70	192.00	\$ 9,541.44
Cronin	Thomas	FF/EMT	F8	\$ 45.86	192.00	\$ 8,804.16

De King	William	FF/EMTI	F8	\$ 45.86	192.00	\$ 8,804.16
Donahue	Scott	FF/EMT	F8	\$ 45.86	192.00	\$ 8,804.16
Harman	Michael	LT/EMT	L6	\$ 49.70	192.00	\$ 9,541.44
Kingsbury	Neil	LT/EMT	L6	\$ 49.70	192.00	\$ 9,541.44
Syrett	Bryan	FF/Medic	F4	\$ 40.79	32.00	\$ 1,305.12
Monahan	John	LT/EMT	L5	\$ 48.26	192.00	\$ 9,264.96
Shanahan	Adam	FF/Medic	F4	\$ 40.79	20.00	\$ 815.70
Andexler	Nicholas	FF/Medic	F4	\$ 40.79	20.00	\$ 815.70
Darling	Chris	FF/Medic	F4	\$ 40.79	20.00	\$ 815.70
Littman	Eric	FF/Medic	F4	\$ 40.79	16.00	\$ 652.56
						\$ 68,706.54
* Allowed to carry over Vacation till Sept 30th. Unfunded cost to be determined.						
Holiday						
			Step	ST Rate	hrs	
Bennotti	Jeffery	LT/EMT	L6	\$ 33.13	115.50	\$ 3,826.52
Cronin	Thomas	LT/EMT	F8	\$ 30.57	115.50	\$ 3,530.84
De King	William	LT/EMT	F8	\$ 30.57	115.50	\$ 3,530.84
Donahue	Scott	LT/EMT	F8	\$ 30.57	115.50	\$ 3,530.84
Harman	Michael	LT/EMT	L6	\$ 33.13	115.50	\$ 3,826.52
Kingsbury	Neil	LT/EMT	L6	\$ 33.13	115.50	\$ 3,826.52
Syrett	Bryan	LT/EMT	F4	\$ 27.19	115.50	\$ 3,140.45
Monahan	John	LT/EMT	L5	\$ 32.17	115.50	\$ 3,715.64
Shanahan	Adam	LT/EMT	F4	\$ 27.19	115.50	\$ 3,140.45
Andexler	Nicholas	LT/EMT	F4	\$ 27.19	115.50	\$ 3,140.45
Darling	Chris	LT/EMT	F4	\$ 27.19	115.50	\$ 3,140.45
Littman	Eric	LT/EMT	F4	\$ 27.19	115.50	\$ 3,140.45
						\$ 41,489.91
Sick						
			Step	OT Rate	hrs	
Bennotti	Jeffery	LT/Medic	L6	\$ 49.70	24.00	\$ 1,192.68
Cronin	Thomas	FF/EMT	F8	\$ 45.86	24.00	\$ 1,100.52
De King	William	FF/EMTI	F8	\$ 45.86	24.00	\$ 1,100.52
Donahue	Scott	FF/EMT	F8	\$ 45.86	24.00	\$ 1,100.52
Harman	Michael	LT/EMT	L6	\$ 49.70	24.00	\$ 1,192.68
Kingsbury	Neil	LT/EMT	L6	\$ 49.70	24.00	\$ 1,192.68
Syrett	Bryan	FF/Medic	F4	\$ 40.79		
Monahan	John	LT/EMT	L5	\$ 48.26	24.00	\$ 1,158.12
Shanahan	Adam	FF/Medic	F4	\$ 40.79		\$ -

<i>Andexler</i>	<i>Nicholas</i>	<i>FF/Medic</i>	<i>F4</i>	\$ 40.79		\$ -
<i>Darling</i>	<i>Chris</i>	<i>FF/Medic</i>	<i>F4</i>	\$ 40.79		\$ -
<i>Littman</i>	<i>Eric</i>	<i>FF/Medic</i>	<i>F4</i>	\$ 40.79		\$ -
						\$ 8,037.72
<i>Personal</i>						
			<i>Step</i>	<i>OT Rate</i>	<i>hrs</i>	
<i>Bennotti</i>	<i>Jeffery</i>	<i>LT/Medic</i>	<i>L6</i>	\$ 49.70	<i>31.50</i>	\$ 1,565.39
<i>Cronin</i>	<i>Thomas</i>	<i>FF/EMT</i>	<i>F8</i>	\$ 45.86	<i>31.50</i>	\$ 1,444.43
<i>De King</i>	<i>William</i>	<i>FF/EMTI</i>	<i>F8</i>	\$ 45.86	<i>31.50</i>	\$ 1,444.43
<i>Donahue</i>	<i>Scott</i>	<i>FF/EMT</i>	<i>F8</i>	\$ 45.86	<i>31.50</i>	\$ 1,444.43
<i>Harman</i>	<i>Michael</i>	<i>LT/EMT</i>	<i>L6</i>	\$ 49.70	<i>31.50</i>	\$ 1,565.39
<i>Kingsbury</i>	<i>Neil</i>	<i>LT/EMT</i>	<i>L6</i>	\$ 49.70	<i>31.50</i>	\$ 1,565.39
<i>Syrett</i>	<i>Bryan</i>	<i>FF/Medic</i>	<i>F4</i>	\$ 40.79	<i>31.50</i>	\$ 1,284.73
<i>Monahan</i>	<i>John</i>	<i>LT/EMT</i>	<i>L5</i>	\$ 48.26	<i>31.50</i>	\$ 1,520.03
<i>Shanahan</i>	<i>Adam</i>	<i>FF/Medic</i>	<i>F4</i>	\$ 40.79	<i>31.50</i>	\$ 1,284.73
<i>Andexler</i>	<i>Nicholas</i>	<i>FF/Medic</i>	<i>F4</i>	\$ 40.79	<i>31.50</i>	\$ 1,284.73
<i>Darling</i>	<i>Chris</i>	<i>FF/Medic</i>	<i>F4</i>	\$ 40.79	<i>31.50</i>	\$ 1,284.73
<i>Littman</i>	<i>Eric</i>	<i>FF/Medic</i>	<i>F4</i>	\$ 40.79	<i>31.50</i>	\$ 1,284.73
						\$ 16,973.15
						\$ 135,207.32

Right now there are 830 hours of vacation time that is unfunded. Vacation time carry-over is allowed per the CBA and Personnel Plan. Per FLSA accrued vacation time cannot be taken away.

Please provide detail and justification for Medic Stipends proposed at \$45,000. Why this number, how may staff qualify and what is the value given each?

All paramedics who maintain their certification are eligible for the Medic Stipend. The stipend covers all certification cost and was established in the last CBA. The member is responsible for maintaining their certification. They are required to attend 6 - two hour Medical Rounds with the Medical Director each year, CPR certification every two years, 60 hours of National Core Competency every two years, and Advanced Cardiac Life Support (ACLS) every two years.

Please provide detail and justification for Recall budget request of \$172,465. For on-call fire fighters employed in other departments, were was/is the cost of recall paid from? Home department or from Fire Department Budget?

The Personnel Plan defines how the Call Department is paid when they work for other town departments. Call members are allowed to leave their FT town positions and respond to emergencies. They are paid

straight time fire pay for every hour working for the fire department and they receive their regular department pay. Outside of their regular work day they receive time and a half call firefighter pay.

FY 20 Recall All Personnel			Emergency Recalls				
				Hr rate	OT Rate	hours	total
Bennotti	Jeffery	LT/Medic	L6		\$ 49.70	110	\$ 5,466.45
Cronin	Thomas	FF/EMT	F8		\$ 45.86	110	\$ 5,044.05
De King	William	FF/EMTI	F8		\$ 45.86	10	\$ 458.55
Donahue	Scott	FF/EMT	F8		\$ 45.86	10	\$ 458.55
Harman	Michael	LT/EMT	L6		\$ 49.70	110	\$ 5,466.45
Kingsbury	Neil	LT/EMT	L6		\$ 49.70	110	\$ 5,466.45
Syrett	Bryan	FF/Medic	F4		\$ 40.79	10	\$ 407.85
Monahan	John	LT/EMT	L5		\$ 48.26	110	\$ 5,308.05
Shanahan	Adam	FF/Medic	F4		\$ 40.79	10	\$ 407.85
Andexler	Nicholas	FF/Medic	F4		\$ 40.79	10	\$ 407.85
Darling	Chris	FF/Medic	F4		\$ 40.79	10	\$ 407.85
Littman	Eric	FF/Medic	F4		\$ 40.79	10	\$ 407.85
Bond	Robert	FF/EMT	8	\$ 30.28	\$ 45.42	100	\$ 4,542.00
Bondadies	Christopher	FF	5	\$ 27.70	\$ 41.55	20	\$ 831.00
Bonifilio	Alfred	FF	5	\$ 27.70	\$ 41.55	170	\$ 7,063.50
Brienze	Joseph	FF/EMT	8	\$ 30.28	\$ 45.42	20	\$ 908.40
Brooks	Jeffery	FF	5	\$ 30.18	\$ 45.27	110	\$ 4,979.70
Callow	William	FF	8	\$ 30.28	\$ 45.42	170	\$ 7,721.40
Donovan	William	FF	8	\$ 36.69	\$ 55.04	110	\$ 6,053.85

Gorman	James	Call LT	8	\$ 30.28	\$ 45.42	110	\$ 4,996.20
Guindon	Robert	FF	8	\$ 30.28	\$ 45.42	110	\$ 4,996.20
Harrington	Robert	FF/EMT	3	\$ 28.45	\$ 42.68	170	\$ 7,254.75
Kraus	John	FF/EMT	8	\$ 30.28	\$ 45.42	110	\$ 4,996.20
LaPlante	Robert	FF	8	\$ 30.28	\$ 45.42	170	\$ 7,721.40
Manganello	Albert	FF/EMT	8	\$ 30.28	\$ 45.42	40	\$ 1,816.80
O'toole	David	DEPUTY	90	\$ 39.64	\$ 59.46	170	\$ 10,108.20
							\$ 103,697.40
<i>Recalls</i>	<i>Number</i>	<i>Hours</i>					
2018	180	220				<i>Original</i>	\$ 172,465.80
2017						<i>Reduced</i>	\$ 68,768.40
2016	162	192					
2015	171	190.5					

I have reduced the original Recall number budget. I anticipate 220 recalls in the next fiscal year. Last year we had 180 Box alarm recalls in which we called back every member of the department due to the type of call the dispatching center received. Recall members are critical in assuring there are sufficient members to respond to calls. I adjusted the estimated numbers based on the response history of each of the members. Recall is paid out of the Fire Department Ops Salaries line.

Please provide detail and justification for Training budget in salaries. Why is this in Salaries and not in the line item for Training? Do staff get paid for training? What if they don't show to the training, do they still get paid?

The department has historically had one two hour training with all department members each month. All department members are paid for training. Full-time members receive time and a half and Call department members receive straight time Call FF rate. The Insurance Service Office (ISO) establishes minimum standards for fire department training which are tied into the departments ISO rating. They require the following:

<u>ISO TRAINING REQUIREMENTS</u>			
ALL RECORDS PER NFPA 1401, <i>RECOMMENDED PRACTICE FOR FIRE SERVICE TRAINING REPORTS AND RECORDS</i>			
NEW DRIVER/OPERATOR - NFPA 1002 and NFPA 1451	60 hours	initial	
LIVE FIRE TRAINING FACILITY	18 hours	year	
OFFICER TRAINING - CERTIFICATION AND CONTINUING EDU	12 hours	year	
EXISTING DRIVER TRAINING - NFPA 1002 and NFPA 1451	12 hours	year	
HAZMAT - NFPA 472	6 hours	year	
FIRE PREVENTION	24 hours	year	
FIRE INVESTIGATOR	40 hours	year	
AUTOMATIC AID - WITH MUTUAL AID COMPANIES	3 hours	quarterly	
COMPANY TRAINING (On Duty)- NFPA 1001	16 hours	monthly	

To: Warrant Committee

From: Interim Chief John W Wilhelmi

Re: Fiscal 2020 Budget request

January 28, 2019

Long/ short range needs

Dedicated Police Investigator (Detective)- currently there is no dedicated investigator and Officers perform this on overtime. Larger investigations are handled by the SRO who is a trained investigator-but this is done when she has time. (fiscal 2020 or 2021)

Traffic/Safety Officer-this position would fill an important need for traffic complaints which is one of the larger issues facing us. This Officer would not only do enforcement but would do an audit of all signage and road markings in town and would make recommendations on any safety concerns. They would also seek out grants for traffic/pedestrian and bicycle safety. Currently, this all is done by the Police Chief as time dictates. (fiscal 2020 or 2021)

Staffing for these 2 positions- Once up to full staff (19) I believe it is possible to staff one of these positions from the 19. The second position will have to be an addition (20). I currently have 2 officers in the basic recruit training and they graduate at the end of February, they then will go through field training and be ready to go sometime around the end of April or beginning of May bringing us to full staffing (19). At the end of May, one of my Officers will be retiring bring us back down below full staffing (18). So figuring out when I could pull one of these positions from my current staff is constantly changing.

Accreditation- of the police agency sets professional standards and professional recognition of the agency. By having a new public safety building I believe we can check off most of the boxes towards gaining certification and eventually leading us to accreditation (see attached). There will be costs associated with this, it's too early to stated what that might be as we are just in the exploratory stage (3-4 years).

Calls for service

Calls for service increased by 14 % from 2017 (8568) to 2018 (9760)-better recording what we do is responsible for most of this.

-Traffic and Motor Vehicle complaints are up 10% over last year

-The traffic Enforcement effort is up 8.8%

- Traffic Crashes are down -11.8%
- Vandalism is down -50%
- Larceny is down -50%
- Breaking and Entering is down -42%

This data tells me we have a very safe community and the biggest issue facing us from the police standpoint is traffic and traffic complaints.

- Traffic Citations are up 42.6%
- Investigations are up 18%

These are the 2 biggest areas that need addressing and that is why a need for a dedicated Detective and a Traffic/Safety Officer is important. Although the hope is that you change behavior by good enforcement and citations goes down however we are not yet there.

Fiscal 2020 Budget

Animal Control Budget- level funded

Police Operations-3.47% increase

-\$73,828 in contract obligations-step and longevity increases(note-current contract expires June 2019)

-\$12,015 increase in Equipment Maintenance-many items were in new building capital for past 2-3 years and are now coming due as well as continued increases.

-\$5,000 Training and Education- our in-service tuition doubled from \$1,500 to \$3,000 and it costs \$3,000 for each new recruit to attend basic academy (we anticipate 2 this year-replacements).

-\$1,000 decrease in radio maintenance—as we will be requesting an RFT for replacement of the police and fire departments repeaters-see attached sheet.

Traffic Markings and signs-4.82% decrease

-\$6,000 decrease in traffic markings as a complete line painting was done in fiscal 2019 and not all will be required to be done in fiscal 2020.

-\$2,700 increase for signs to pay for electronic crosswalk signs at Pound and South St's

Overall the 3 Police Department budgets it's a 3.1 % increase request

Public Safety Building—5.37% increase

-\$1,000 decrease in natural gas-to bring it more in line with what we actually use

-\$550 increase in water and sewer- anticipated use increase due to new hires (F.D.)

-\$1,971 increase in telephones-more in line with what is used.

-\$5,500 increase in electricity-more in line with what is used. This is always a problem for us as we usually run short. (note-The Town Accountant is doing a breakdown report on the solar credits the town gets back from the solar panels-as of this report I do not have those figures).

Note- we are currently getting quotes to get long term disability insurance for all our officers as we currently pay medical bills from injuries out of our budget. These should be completed shortly and in time to put on the town's insurance budget for town meeting. We do have a line item for medical service and supplies of \$10,000 so there is a possibility for savings there.

The Commission offers two professional credentialing programs: **Certification and Accreditation.**

The Certification Program currently consists of 159 standards, all of which are mandatory. These carefully selected standards impact officer and public safety, address high liability/risk management issues, and generally promote operational efficiency throughout an agency. Any standard that is not a function or responsibility of the agency will be deemed *not applicable* and will be waived through a formal waiver process.

Since the 159 standards for certification are part of the 257 mandatory standards for accreditation, certification is a significant milestone towards accreditation. It is the policy of the Commission that agencies must successfully achieve certification before being assessed for accreditation.

Standards for national accreditation as established by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) provide the framework for the standards in the Massachusetts Police Accreditation Program.

Below are the topical areas that are covered in the Certification Program

- | | |
|---|--|
| <p>Chapter 1: Law Enforcement Role & Authority</p> <ul style="list-style-type: none"> 1.1.1 Oath of Office 1.1.2 Code of Ethics 1.2.1 Legal Authority Defined 1.2.2 Legal Authority to Carry/Use Weapons 1.2.3 Compliance w/ Constitutional Requirements 1.2.4 Search and Seizure 1.2.5 Arrest With/Without Warrant 1.2.8 Strip / Body Cavity Search 1.3.1 Use of Necessary Force 1.3.2 Use of Deadly Force 1.3.3 Warning Shots 1.3.4 Use of Authorized Less Lethal Weapons 1.3.5 Rendering Aid After Use of Weapons 1.3.6 Reporting Uses of Force 1.3.7 Reviewing Reports of 1.3.6 1.3.8 Removal from Line of Duty Assignment, Use of Force 1.3.9 Authorization: Weapons and Ammunition 1.3.10 Demonstrating Proficiency with Weapons 1.3.11 Annual/Biennial Proficiency Training 1.3.12 Issuing Written Directives 1.3.13 Analyze Reports from 1.3.6 <p>Chapter 11: Organization and Administration</p> <ul style="list-style-type: none"> 11.1.2 Organizational Chart 11.4.3 Accreditation Maintenance <p>Chapter 12: Direction</p> <ul style="list-style-type: none"> 12.1.3 Obey Lawful Orders 12.2.1 The Written Directive System 12.2.2 Dissemination and Storage <p>Chapter 16: Allocation & Distribution of Personnel/Alternatives</p> <ul style="list-style-type: none"> 16.3.1 Reserve Program Description 16.3.2 Selection Criteria 16.3.3 Entry Level Training 16.3.5 In-Service Training 16.3.6 Use of Force Training and Firearms Proficiency 16.3.7 Bonding/Liability Protection 16.3.9 Educational Requirements | <p>Chapter 16: Personnel/Alternatives (continued)</p> <ul style="list-style-type: none"> 16.4.1 Auxiliary Program Description 16.4.2 Training 16.4.3 Uniforms <p>Chapter 17: Fiscal Management and Agency Property</p> <ul style="list-style-type: none"> 17.4.2 Cash Fund / Accounts Maintenance <p>Chapter 22: Compensation Benefits, and Conditions of Work</p> <ul style="list-style-type: none"> 22.2.7 Employee Identification <p>Chapter 26: Disciplinary Procedures</p> <ul style="list-style-type: none"> 26.1.1 Code of Conduct and Appearance 26.1.3 Harassment <p>Chapter 32: Selection</p> <ul style="list-style-type: none"> 32.2.1 Background Investigations 32.2.2 Training 32.2.7 Medical Examinations 32.2.8 Emotional Stability / Psychological Fitness Examinations <p>Chapter 33: Training and Career Development</p> <ul style="list-style-type: none"> 33.1.6 Employee Training Record Maintenance 33.1.7 Training Class Records Maintenance 33.2.4 Outside Academy, Agency-Specific Training 33.4.1 Entry Level Training Required 33.5.1 Annual Retraining Program 33.5.4 Accreditation Manager Training 33.6.2 Tactical Team Training Program 33.8.2 Skill Development Training Upon Promotion <p>Chapter 41: Patrol</p> <ul style="list-style-type: none"> 41.1.2 Shift Briefing 41.1.4 Agency Animals 41.2.1 Responding Procedures 41.2.2 Pursuit of Motor Vehicles 41.2.3 Roadblocks and Forcible Stopping 41.2.5 Missing Persons (Adults) 41.2.6 Missing Children 41.3.1 Patrol Vehicles: Lights, Sirens 41.3.3 Occupant Safety Restraints 41.3.4 Authorized Personal Equipment 41.3.5 Protective Vests 41.3.6 Protective Vests/Pre-Planned, High Risk Situations |
|---|--|

Chapter 42: Criminal Investigation

- 42.2.7 Informants
- 42.2.10 Interview Rooms
- 42.2.11 Line-ups
- 42.2.12 Show-ups

Chapter 44: Juvenile Operations

- 44.2.1 Handling Offenders
- 44.2.2 Procedures for Custody
- 44.2.3 Custodial Interrogation

Chapter 46: Critical Incidents, Special Operations and Homeland Security

- 46.1.1 Planning Responsibility
- 46.1.2 All-Hazard Plan
- 46.1.3 Command Function
- 46.1.4 Operations Function
- 46.1.5 Planning Function
- 46.1.6 Logistics Function
- 46.1.7 Finance/Administration Function
- 46.1.8 Equipment Inspection
- 46.2.1 Special Operations Activities
- 46.2.3 Tactical Team Equipment
- 46.3.1 Liaison for Exchange of Terrorism Information
- 46.3.2 Reporting and Relaying Terrorism Information

Chapter 52: Internal Affairs

- 52.1.1 Complaint Investigation
- 52.1.2 Records, Maintenance and Security
- 52.1.3 CEO, Direct Accessibility
- 52.2.1 Complaint Types
- 52.2.2 CEO, Notification
- 52.2.5 Statement of Allegations / Rights
- 52.2.6 Submission to Tests, Procedures
- 52.2.7 Relieved from Duty
- 52.2.8 Conclusion of Fact

Chapter 55: Victim/Witness Assistance

- 55.2.2 Assistance, Threats
- 55.2.6 Next-of-Kin Notification

Chapter 61: Traffic

- 61.1.2 Uniform Enforcement Procedures
- 61.1.7 Stopping / Approaching
- 61.1.11 DUI Procedures

Chapter 70: Detainee Transportation

- 70.1.1 Pre-Transport Prisoner Searches
- 70.1.2 Searching Transport Vehicles
- 70.1.3 Procedures, Transporting by Vehicle
- 70.1.4 Interruption of Transport
- 70.1.6 Procedures, Transport Destination
- 70.1.7 Procedures, Escape
- 70.2.1 Prisoner Restraint Requirement
- 70.3.1 Sick, Injured, Disabled
- 70.3.2 Hospital Security and Control
- 70.4.1 Vehicle Safety Barriers
- 70.4.2 Rear Compartment Modifications
- 70.5.1 Prisoner ID and Documentation

Chapter 71: Processing and Temporary Detention

- 71.1.1 Designate Rooms or Areas
- 71.2.1 Training of Personnel
- 71.3.1 Procedures
- 71.3.2 Securing to Immovable Objects
- 71.3.3 Security
- 71.4.1 Physical Conditions
- 71.4.2 Fire Prevention / Suppression
- 71.4.3 Inspections
- 71.5.1 Security Concerns

Chapter 72: Holding Facility

- 72.1.1 Training User Personnel
- 72.1.2 Access, Nonessential Persons
- 72.2.1 Minimum Conditions
- 72.3.1 Fire, Heat, Smoke Detection: Systems, Inspections
- 72.3.2 Posted Evacuation Plan
- 72.4.1 Securing Firearms
- 72.4.2 Entering Occupied Cells
- 72.4.3 Key Control
- 72.4.5 Security Checks
- 72.4.7 Tool and Culinary Equipment
- 72.4.8 Alerting Control Point
- 72.4.9 Panic Alarms
- 72.4.10 Procedures, Escape
- 72.4.11 Report, Threats to Facility
- 72.5.1 Detainee Searches
- 72.5.2 Intake Forms
- 72.5.3 Sight and Sound Separation
- 72.5.4 Segregation
- 72.5.7 Identification, Released Detainees
- 72.6.1 Procedure, Medical Assistance
- 72.6.2 First Aid Kit
- 72.6.3 Receiving-Screening Information
- 72.6.5 Dispensing Pharmaceuticals
- 72.7.1 Procedure, Detainee Rights
- 72.8.1 24-Hour Supervision
- 72.8.3 Supervision, Opposite Sex
- 72.8.4 Receiving Mail / Packages
- 72.8.5 Visiting

Chapter 81: Communications

- 81.2.2 Continuous, Two-Way Capability
- 81.2.8 Recording and Playback
- 81.3.2 Alternate Power Source

Chapter 82: Central Records

- 82.1.1 Privacy and Security
- 82.1.2 Juvenile Records
- 82.1.7 Computerized Security Protocol

Chapter 83: Collection and Preservation of Evidence

- 83.2.1 Guidelines and Procedures

Chapter 84: Property and Evidence Control

- 84.1.1 Evidence / Property Control System
- 84.1.2 Storage and Security
- 84.1.3 Temporary Security
- 84.1.4 Controlled Substances, Weapons: Training/Investigations
- 84.1.5 Records, Status of Property
- 84.1.6 Inspections and Reports

Request for Transfer from the Reserve Fund

Date 01/29/19

Warrant Committee
Town of Medfield

Dear Committee Members:

Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6, of the Massachusetts General Laws:

- 1. Amount requested: \$ 43,041.90
- 2. To be transferred to: 0121022 520610
(Give Name and No. of Appropriation)
- 3. Present balance in said appropriation: \$ 587.07

4. The amount requested will be used for (give specific purpose):
Replacement of 3 radio repeaters (Police, Fire, backup) for our radio system. They are currently 28 years old. We have been informed by Motorola that after 2020 they will no longer support or provide parts for these repeaters. They need to be replaced now.

- 5. This expenditure is extraordinary and/or unforeseen for the following reasons:
The police repeater has failed twice in the past few months and is nearing it's life cycle. The fire radio is bleeding conversations through the police radio. This is a safety issue.

John N. Velazquez

 Officer or Department Head

Action of Warrant Committee

Date of Meeting _____ Number Present and Voting _____

Transfer voted in the sum of \$ _____ Transfer disapproved

Warrant Committee Chair

Request must be made and transfer voted before any expenditure in excess of appropriation is incurred.



Quote Number: QU0000460041
 Effective: 26 NOV 2018
 Effective To: 25 JAN 2019

Bill-To:
 MEDFIELD POLICE DEPT, TOWN OF
 112 N ST
 MEDFIELD, MA 02052
 United States

Ultimate Destination:
 MEDFIELD POLICE DEPT, TOWN OF
 112 N ST
 MEDFIELD, MA 02052
 United States

Attention:
Name: RAY BURTON
Email: n1kue@yahoo.com

Sales Contact:
Name: Kevin Jay
Email: kjay@cybercomminc.com
Phone: 7816471010

Contract Number: ITT57 MA STATE
Freight terms: FOB Destination
Payment terms: Net 45

Item	Quantity	Nomenclature	Description	List price	Your price	Extended Price
1	1	T7039A	GTR 8000 Base Radio	-	-	-
(Notes)MEDFIELD PD & FD GTR8000 REPEATERS						
1a	1	X153AW	ADD: RACK MOUNT HARDWARE	\$50.00	\$40.50	\$40.50
1b	1	CA00718AA	ADD: ASTRO SYSTEM RELEASE 7.18	-	-	-
1c	1	CA01949AA	ADD: ANALOG ONLY CONV SW	\$6,000.00	\$4,860.00	\$4,860.00
1d	1	X640AL	ADD: UHF R2 (435-524 MHZ)	\$6,300.00	\$5,103.00	\$5,103.00
1e	1	X182BZ	ADD: DUPLEXER, UHF	\$1,380.00	\$1,117.80	\$1,117.80
1f	1	X265AP	ADD: BR PRESELECTOR 380-512 MHZ	\$500.00	\$405.00	\$405.00
1g	1	CA01951AA	ADD: ANALOG CONVENTIONAL VOTING SOFTWARE	-	-	-
1h	3	CA00975AA	ADD: BATTERY TEMP SENSOR EXTENSION CABLE	\$200.00	\$162.00	\$486.00
2	1	T7039A	GTR 8000 Base Radio	-	-	-
2a	1	X153AW	ADD: RACK MOUNT HARDWARE	\$50.00	\$40.50	\$40.50
2b	1	CA00718AA	ADD: ASTRO SYSTEM RELEASE 7.18	-	-	-
2c	1	CA01949AA	ADD: ANALOG ONLY CONV SW	\$6,000.00	\$4,860.00	\$4,860.00
2d	1	X640AL	ADD: UHF R2 (435-524 MHZ)	\$6,300.00	\$5,103.00	\$5,103.00
2e	1	X182BZ	ADD: DUPLEXER, UHF	\$1,380.00	\$1,117.80	\$1,117.80
2f	1	X265AP	ADD: BR PRESELECTOR 380-512 MHZ	\$500.00	\$405.00	\$405.00
2g	1	CA01951AA	ADD: ANALOG CONVENTIONAL VOTING SOFTWARE	-	-	-
2h	1	CA00975AA	ADD: BATTERY TEMP SENSOR EXTENSION CABLE	\$200.00	\$162.00	\$162.00
3	1	T7039A	GTR 8000 Base Radio	-	-	-
3a	1	X153AW	ADD: RACK MOUNT HARDWARE	\$50.00	\$40.50	\$40.50
3b	1	CA00718AA	ADD: ASTRO SYSTEM RELEASE 7.18	-	-	-
3c	1	CA01949AA	ADD: ANALOG ONLY CONV SW	\$6,000.00	\$4,860.00	\$4,860.00
3d	1	X640AL	ADD: UHF R2 (435-524 MHZ)	\$6,300.00	\$5,103.00	\$5,103.00
3e	1	X182BZ	ADD: DUPLEXER, UHF	\$1,380.00	\$1,117.80	\$1,117.80
3f	1	X265AP	ADD: BR PRESELECTOR 380-512 MHZ	\$500.00	\$405.00	\$405.00
3g	1	CA01951AA	ADD: ANALOG CONVENTIONAL VOTING SOFTWARE	-	-	-
3h	1	CA00975AA	ADD: BATTERY TEMP SENSOR EXTENSION CABLE	\$200.00	\$162.00	\$162.00

Item	Quantity	Nomenclature	Description	List price	Your price	Extended Price
4	2250	SVC03SVC0124D	SUBSCRIBER INSTALL - CUST LOCATION	\$1.00	\$1.00	\$2,250.00
(Notes)INSTALLATION SERVICES						

Total Quote in USD

\$37,638.90

1. Terms subject to ITT57 as modified by the clarifications and terms/conditions. For a full list of terms/conditions please contact you Motorola representative.

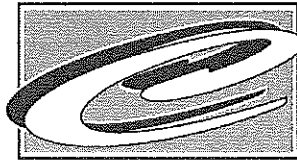
2. PO Issued to Motorola Solutions Inc. must:

- >Be a valid Purchase Order (PO)/Contract/Notice to Proceed on Company Letterhead. Note: Purchase Requisitions cannot be accepted
- >Have a PO Number/Contract Number & Date
- >Identify "Motorola Solutions Inc." as the Vendor
- >Have Payment Terms or Contract Number
- >Be issued in the Legal Entity's Name
- >Include a Bill-To Address with a Contact Name and Phone Number
- >Include a Ship-To Address with a Contact Name and Phone Number
- >Include an Ultimate Address (only if different than the Ship-To)
- >Be Greater than or Equal to the Value of the Order
- >Be in a Non-Editable Format
- >Identify Tax Exemption Status (where applicable)
- >Include a Signature (as Required)

3. Quotes are exclusive of all installation and programming charges (unless expressly stated) and all applicable taxes.

4. Prices quoted are valid for thirty(30) days from the date of this quote.

5. Unless otherwise stated, payment will be due within forty five day of invoice. Invoicing will occur concurrently with shipping. MOTOROLA DISCLAIMS ALL OTHER WARRANTIES WITH RESPECT TO THE ORDERED PRODUCTS, EXPRESS OR IMPLIED INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. MOTOROLA'S TOTAL LIABILITY ARISING FROM THE ORDERED PRODUCTS WILL BE LIMITED TO THE PURCHASE PRICE OF THE PRODUCTS WITH RESPECT TO WHICH LOSSES OR DAMAGES ARE CLAIMED. IN NO EVENT WILL MOTOROLA BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES.



CYBERCOMM INC.

Prepared by: Kevin Jay
Date: January 28, 2019

Prepared For: **Medfield Police Department**
110 North Street
Medfield, MA 02052

Attn.: Chief John W Wilhelm

<u>ITEM</u>	<u>QTY</u>	<u>DESCRIPTION</u>	<u>PRICE</u>	<u>EXTENDED</u>
		<u>Motorola GTR8000 UPS BACKUP</u> -UPS for (1) one site	\$ 5,038.00	\$ 5,038.00
1	1	Outdoor Hardened UPS		
2	1	UPS Rack Mount Kit		
3	4	Battery Harness_48 volt kit		
4	1	12vdc-130Ah Battery		
5	1	Single Mode SFP / 10Km		

Equipment Total:	\$	5,038.00
Tax:		Exempt
Labor/Installation:	\$	300.00
Shipping:	\$	65.00
TOTAL:	\$	5,403.00

Reserves Projection

	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
SBAB	\$5,042,675	\$3,879,140	\$2,730,605	\$1,587,070	\$583,535	0	
Stabilization ¹	\$1.1 million	\$1.3 million	\$1.5 million	\$1.7 million	\$1.9 million	\$2.1 million	\$2.3million
Free Cash	\$2.8 million	\$1,750,000	\$1,750,000	\$1,750,000	\$1,750,000	\$1,750,000	\$1,750,000
Total	\$8.9 million	\$6,929,140	\$5,980,605	\$ 5,037,070	\$4,233,535	\$3,850,000	\$4,050,000
% of Expenditures ²	13.8%	10.3%	8.6%	7%	5.8%	5.13%	5.12%

¹ Assumes \$200,000 annual appropriation.

² Assumes annual growth of 3%.

Medfield FY2020 Budget Projections

Revenues	FY18 Actuals	FY19 Estimated Revenues	FY20 Estimated Revenues	FY20WC Estimated Revenues
Property Tax Levy	\$ 44,013,868	\$ 45,233,348	\$ 48,085,875	
Operational Overrides	\$ -	\$ 1,913,103	\$ -	
Capital Overrides	\$ -	\$ 300,000	\$ -	
Stabilization Fund Override	\$ -	\$ 1,000,000	\$ 1,000,000	
State Aid	\$ 7,695,291	\$ 7,822,174	\$ 7,924,887	
Local Receipts	\$ 4,272,240	\$ 4,237,566	\$ 4,387,566	
Other Available General Funds	\$ 2,173,679	\$ 3,835,224	\$ 4,544,526	
Revolving Funds	\$ 358,500	\$ 430,000	\$ 500,000	
Other Free Cash	\$ 200,000	\$ 225,000	\$ 300,000	
Enterprise Fund Revenue	\$ 3,909,014	\$ 4,571,565	\$ 3,943,898	
Subtotal	\$ 62,622,592	\$ 69,567,980	\$ 70,686,752	\$ -

Expenses	FY18 Actuals	FY19 ATM Budget	FY20 Dept Request	FY20 WC Recommendation
01-912 Workers Compensation Ins	\$ 242,937	\$ 256,000	\$ 266,240	
01-914 Life	\$ 11,275	\$ 12,499	\$ 12,499	
01-914 Health	\$ 4,058,153	\$ 4,428,172	\$ 4,547,220	
01-945 Prop & Liability	\$ 150,000	\$ 179,065	\$ 197,500	
01-945 Fire & EMT Med/Disb	\$ 22,000	\$ 30,000	\$ 30,000	
01-945 Indemnification-Retired Police	\$ 8,000	\$ 8,000	\$ 8,000	
Total Insurance	\$ 4,492,365	\$ 4,913,736	\$ 5,061,459	\$ -

01-913 Unemployment Comp	\$ 30,000	\$ 50,000	\$ 50,000	
01-916 Medicare/Fed Mandates	\$ 476,700	\$ 500,700	\$ 525,735	
01-911 County Retirement	\$ 2,354,129	\$ 2,578,193	\$ 2,826,048	
Sub Total Town and School Employee Benefits	\$ 7,353,194	\$ 8,042,629	\$ 8,463,242	

01-710 Town Debt - Principal	\$ 4,902,352	\$ 4,864,753	\$ 4,802,954	
01-751 Town Debt - Interest	\$ 1,761,451	\$ 1,595,763	\$ 1,430,571	
Sub Total Debt	\$ 6,663,803	\$ 6,460,516	\$ 6,233,525	

01-122 Selectmen	\$ 51,025	\$ 15,900	\$ 17,250	
01-123 Town Administrator	\$ 926,438	\$ 951,566	\$ 952,086	
01-131 Warrant Committee	\$ 300	\$ 300	\$ 300	
01-134 Town Accountant	\$ 213,453	\$ 241,577	\$ 234,712	
01-141 Assessors	\$ 116,557	\$ 113,406	\$ 126,261	
01-145 Treasurer/Tax Collector	\$ 179,235	\$ 182,406	\$ 183,601	
01-151 Town Counsel	\$ 111,038	\$ 112,335	\$ 114,793	
01-152 Human Resource	\$ 20,337	\$ 51,900	\$ 32,500	
01-155 Information Technology	\$ 165,646	\$ 253,155	\$ 284,792	
01-161 Town Clerk/Election Registrm	\$ 104,209	\$ 101,537	\$ 97,957	
01-171 Conservation Comm.	\$ 42,343	\$ 43,371	\$ 43,371	
01-175 Planning Board	\$ 98,041	\$ 100,637	\$ 100,687	
01-176 Zoning Board of Appeals	\$ 5,000	\$ 5,000	\$ 5,000	
01-192 Publ Bldgs+Prop Maint	\$ 285,118	\$ 323,033	\$ 373,080	
01-195 Town Report/Meeting	\$ 9,300	\$ 10,000	\$ 15,000	
01-210-1 Pol Admin/Public Safety Bldg	\$ 138,997	\$ 130,679	\$ 139,500	
01-210-2 Police Operations	\$ 2,539,666	\$ 2,575,207	\$ 2,674,368	
01-210-4 Traffic Markings/Signs	\$ 68,324	\$ 59,324	\$ 71,024	
01-220-6 Fire & Rescue Administration	\$ 156,070	\$ 158,035	\$ 158,755	
01-220-7 Fire & Rescue Operations	\$ 876,582	\$ 912,109	\$ 1,359,600	
01-241 Inspection Dept	\$ 136,579	\$ 150,198	\$ 158,341	
01-244 Sealer	\$ 2,885	\$ 2,939	\$ 2,949	
01-292 Animal Control Officer	\$ 107,464	\$ 109,024	\$ 109,024	
01-294 Tree Care	\$ 66,722	\$ 67,175	\$ 68,175	
01-422 Highway	\$ 1,300,178	\$ 1,277,838	\$ 1,303,015	
01-423 Snow & Ice	\$ 293,432	\$ 293,432	\$ 293,432	
01-424 Street Lights	\$ 48,260	\$ 48,260	\$ 50,000	
01-426 Equip. Repair/Main.	\$ 291,039	\$ 343,358	\$ 349,990	
01-429 Sidewalks	\$ 30,000	\$ 30,000	\$ 40,000	
01-430 Public Works/Utilities	\$ 101,514	\$ 101,514	\$ 101,514	
01-433 Solid Waste Disposal	\$ 590,106	\$ 631,558	\$ 653,826	
01-491 Cemetery **	\$ 184,614	\$ 190,314	\$ 193,330	
01-512 Board of Health	\$ 55,321	\$ 55,321	\$ 55,321	
01-522 Public Health	\$ 10,921	\$ 10,921	\$ 10,921	
01-523 Mental Health	\$ 7,988	\$ 7,988	\$ 7,988	
01-541 Council on Aging	\$ 235,286	\$ 236,878	\$ 253,535	
01-543 Veterans	\$ 63,110	\$ 56,996	\$ 60,024	
01-599 Outreach	\$ 150,959	\$ 154,991	\$ 155,541	
01-610 Library	\$ 726,856	\$ 745,411	\$ 759,824	
01-630 Park & Recreation	\$ 330,641	\$ 334,495	\$ 343,348	
01-650 Historical Commission	\$ 1,500	\$ 1,500	\$ 1,500	
01-692 Grave Markers/Flags	\$ 2,000	\$ 2,000	\$ -	
01-693 Memorial Day/Veterans Day	\$ 2,020	\$ 1,800	\$ 1,800	
01-699 Arts/Cultural Council	\$ 4,600	\$ 4,600	\$ 5,000	
01-996 Stabilization Fund	\$ 200,000	\$ 200,000	\$ 300,000	
01-997 Reserve Fund	\$ 150,000	\$ 150,000	\$ 150,000	
Total Town Budgets	\$ 11,201,674	\$ 11,549,988	\$ 12,413,035	

60-410	Water Department	\$ 959,805	\$ 982,196	\$ 989,742
61-420	Sewer Department	\$ 1,095,606	\$ 1,155,375	\$ 1,225,986
Total Enterprise Funds		\$ 2,055,411	\$ 2,137,571	\$ 2,215,728

01-301	School, Vocational	\$ 160,285	\$ 181,279	\$ 181,279
01-910 etc	Schools	\$ 33,035,766	\$ 34,026,839	\$ 36,661,454
Total School Budget		\$ 33,196,051	\$ 34,208,118	\$ 36,842,733

Total Town Meeting Appropriations		\$ 60,470,133	\$ 62,398,822	\$ 66,168,263
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Expenditures Not Requiring Appropriation	FY18	FY19	FY20	FY20
	Actuals	Actuals	Estimates	Estimates
<i>Snow Defecit/Land Damages/Tax Title</i>	\$ 69,869	\$ 122,665	\$ 125,000	
<i>Cherry Sheet Offsets</i>	\$ 16,164	\$ 16,901	\$ 17,000	
<i>Cherry Sheet Charges</i>	\$ 875,522	\$ 858,574	\$ 829,018	
<i>Overlay</i>	\$ 203,838	\$ 223,481	\$ 200,000	
Total	\$ 1,165,393	\$ 1,221,621	\$ 1,171,018	

Total Operating Budget	\$ 61,635,526	\$ 63,620,443	\$ 67,339,281
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Monetary Articles	FY18	FY19	FY20	FY20
	Actuals	Actuals	Estimates	Estimates
Capital Budget	\$ 472,623	\$ 1,183,000	\$ 1,247,738	
Transfer into Building Stabilization Fund	NA	\$ 1,000,000	\$ 1,000,000	
Transfer out of Building Stabilization Fund		\$ 1,000,000	\$ 767,125	
Downtown Improvements	\$ 15,000	\$ 15,000	\$ 15,000	
Sewer Betterment Paid in Advance to Stabilization	\$ 158,287	\$ 106,235	\$ 95,000	
OPEB Appropriation	\$ 400,000	\$ 400,000	\$ 425,000	
Revolving Funds	\$ 358,500	\$ 430,000	\$ 500,000	
All Other Articles	\$ 643,271	\$ 2,745,713	\$ 617,000	
Total Monetary Articles	\$ 2,047,681	\$ 6,879,948	\$ 4,666,863	\$ -

Total Appropriated and Non Appropriated	\$ 63,683,207	\$ 70,500,391	\$ 72,006,144
Revenues	\$ 62,622,592	\$ 69,567,980	\$ 70,686,752
General Fund Surplus/Deficit	\$ (1,060,615)	\$ (932,411)	\$ (1,319,392)

Deficit Financed from Free Cash	\$ 1,092,000	\$ 1,450,000	\$ -
Unexpended Tax Levy	\$ 31,385	\$ 517,589	\$ (1,319,392)
Balanced Budget	0	0	