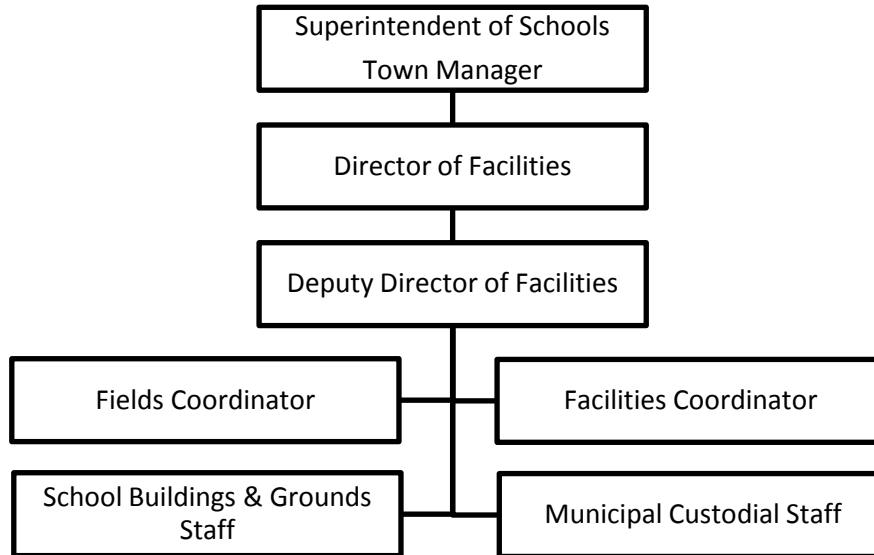


**TOWN OF WESTON
FY16 TOWN MANAGER'S PROPOSED BUDGET AND FINANCING PLAN
FACILITIES TOWN-WIDE**



	Actual FY13	Actual FY14	Budget FY15	Town Manager Recommended FY16 Budget	\$ Change	% Change
FACILITIES MAINTENANCE						
Revenues						
Tax Levy and General Fund Revenues	1,106,021	1,343,602	1,729,603	1,489,037	(240,566)	-13.9%
Rentals	25,555	26,625	13,500	13,500	-	0.0%
Brook School Apartments Enterprise Fund	24,273	26,104	26,532	26,797	265	1.0%
Total	1,155,849	1,396,331	1,769,635	1,529,334	(240,301)	-13.6%
Expenditures						
Salaries	260,083	268,149	278,067	344,746	66,679	24.0%
Expenses	545,555	631,039	669,675	699,600	29,925	4.5%
Facilities Improvements-Town-wide+	350,211	497,143	821,893	484,988	(336,905)	-41.0%
Total	1,155,849	1,396,331	1,769,635	1,529,334	(240,301)	-13.6%

**Town of Weston
FY16 Town Manager’s Proposed Budget**

FACILITIES TOWN-WIDE:

Description of Services

Facilities Town-Wide includes the repair, maintenance, and oversight of all municipal and school buildings and facilities. The Facilities Director is responsible for staffing the Permanent Building Committee and reports to both the Superintendent of Schools and the Town Manager.

This budget includes the salaries for the Director, Deputy Director, and Facilities Coordinator positions, the repair and maintenance costs for all buildings, and the Facilities Improvements Town-Wide continuing balance account. Utility costs, the cost of supplies, and the cost of other personnel (custodial, maintenance, school grounds) remain in departmental budgets for each building.

FY16 Departmental Goals

1. Work with the Permanent Building Committee to oversee multiple projects: completion of the new Police Station, construction of affordable housing units on Warren Avenue, design and implementation of energy software upgrade and new boiler for Fire Headquarters to be funded by energy grant, design and implementation of the last phase of the Case Campus Master Plan, and design of new heating plants for the Brook School Apartments.
2. Plan for future energy improvements in accordance with the requirements of being a state-designated Green Community.
3. Develop a systematic approach and schedule for Town-wide field maintenance; implement coordinated mowing plan.

Staffing Levels	FY13 Funded	FY14 Funded	FY15 Requested	FY16 Requested
Facilities Director	1	1	1	1
Deputy Facilities Director	1	1	1	1
Facilities Coordinator	1	1	1	1
Fields Coordinator	0	0	0	1
Total FTE	3	3	3	4

Budget Recommendations

Level Services: Municipal expenses are increasing due to higher costs for state elevator inspections, more frequent service calls for fire alarm issues, and the need for maintenance of DPW and Fire doors. There is a 5% increase for the Town-wide Facilities Improvements account, consistent with the Town’s reserve policy, to address maintenance issues in all buildings. More information about this account can be found in Section 18. The detail for the School expenses is attached.

New Requests Recommended by Town Manager: A working group of representatives from DPW, Recreation, Facilities, and the Schools is recommending a new position of Fields Coordinator as a first step toward consolidating grounds maintenance and to provide additional resources for maintaining recent investments by the Town and private individuals/organizations in Weston’s fields. Given the demands on existing staff, additional resources are needed to oversee that effort.

New Requests Not Recommended by Town Manager: None

**Town of Weston
FY16 Town Manager's Proposed Budget**

FACILITIES TOWN-WIDE	ACTUAL FY13	BUDGET FY14	ACTUAL FY14	BUDGET FY15	DEP REQ FY16	TOWN MGR'S RECOMMENDATION			\$ Change	% Change
						LEVEL SERVICE	NEW REQ	TOTAL		
Facilities Town-Wide										
Salaries	255,973	266,580	265,910	271,067	275,746	275,746	62,000	337,746	66,679	24.6%
Overtime	4,110	7,000	2,239	7,000	7,000	7,000	-	7,000	-	0.0%
Sub-total Personal Services	260,083	273,580	268,149	278,067	282,746	282,746	62,000	344,746	66,679	24.0%
School Expenses*:	430,893	476,000	522,260	476,000	497,100	497,100	-	497,100	21,100	4.4%
Grounds Maintenance	-	-	-	75,000	75,000	75,000	-	75,000	-	0.0%
Municipal Expenses:										
<u>Facilities Administration</u>	777	-	720	-	-	-	-	-	-	-
<u>Contracts:</u>										
Fire Alarm/Suppression	7,845	10,050	7,095	10,050	11,000	11,000	-	11,000	950	9.5%
Fire Extinguishers	775	1,000	2,827	1,000	1,000	1,000	-	1,000	-	0.0%
HVAC	5,467	9,000	3,407	9,000	9,000	9,000	-	9,000	-	0.0%
Generator	3,595	2,725	3,586	2,725	4,500	4,500	-	4,500	1,775	65.1%
Elevator	8,185	8,400	10,768	8,400	10,200	10,200	-	10,200	1,800	21.4%
Septic Mechanical	2,000	2,000	2,283	2,000	2,000	2,000	-	2,000	-	0.0%
Septic Pumping	9,638	12,400	9,151	12,400	12,400	12,400	-	12,400	-	0.0%
Sub-total Contracts	37,505	45,575	39,115	45,575	50,100	50,100	-	50,100	4,525	9.9%
<u>Repairs:</u>										
Fire Alarm/Suppression	5,422	5,400	3,470	5,400	6,200	6,200	-	6,200	800	14.8%
Roof	1,026	3,000	962	3,000	3,000	3,000	-	3,000	-	0.0%
Oil Separator	-	2,000	-	2,000	2,000	2,000	-	2,000	-	0.0%
HVAC Repair	29,910	27,000	29,319	27,000	27,000	27,000	-	27,000	-	0.0%
Generator	425	5,800	6,714	5,800	5,800	5,800	-	5,800	-	0.0%
Elevator	3,040	5,000	3,168	5,000	5,000	5,000	-	5,000	-	0.0%
Garage Doors	9,576	5,000	12,470	5,000	8,000	8,000	-	8,000	3,000	60.0%
Pest Control	864	900	864	900	900	900	-	900	-	0.0%
Electric	9,345	8,500	5,248	8,500	8,500	8,500	-	8,500	-	0.0%
Plumbing	7,612	5,500	4,149	5,500	6,000	6,000	-	6,000	500	9.1%
Carpentry	9,936	5,000	2,581	5,000	5,000	5,000	-	5,000	-	0.0%
Sub-total Repairs	77,157	73,100	68,944	73,100	77,400	77,400	-	77,400	4,300	5.9%
Sub-total Municipal Expenses	114,662	118,675	108,779	118,675	127,500	127,500	-	127,500	8,825	7.4%
Continuing Balance Account										
Facilities Improvements-Town-wide+	187,838	439,898	221,442	821,893	484,988	484,988	-	484,988	(336,905)	-41.0%
- School Buildings	162,373	-	275,701	-	-	-	-	-	-	-
Sub-total Continuing Balance Acct	350,211	439,898	497,143	821,893	484,988	484,988	-	484,988	(336,905)	-41.0%
Total	1,155,849	1,308,153	1,396,331	1,769,635	1,467,334	1,467,334	62,000	1,529,334	(240,301)	-13.6%

*detail of these School accounts is attached

Regular School Building Maintenance

Org	Loc	Prog	Obj	Description	FY'12 Actual	FY'13 Actual	FY'14 Actual	FY'15 Budget	FY'16 Budget Request	Custodial Services (4110)	Utility Services (4130)	Maint. Of Grounds (4210)	Maint. Of Bldgs. (4220)	Maint. Of Equip. (4230)
134	01	411	402	Equipment Maintenance					\$ 150	\$ 150				
134	01	411	441	Waste Disposal					\$ 10,000		\$ 10,000			
134	01	411	464	Pest Control					\$ 200				\$ 200	
<i>411 Total Case House Facilities</i>					\$ 1,192	\$ 37,395	\$ 38,970	\$ 10,350	\$ 10,350	\$ 150	\$ 10,000	\$ -	\$ 200	\$ -
134	11	411	402	Equipment Maintenance					\$ 100	\$ 100				
134	11	411	441	Waste Disposal					\$ 6,000		\$ 6,000			
134	11	411	464	Pest Control					\$ 550				\$ 550	
134	11	411	544	Replacement Parts					\$ 250					\$ 250
<i>411 Total Country School Facilities</i>					\$ 5,799	\$ 5,313	\$ 4,796	\$ 6,900	\$ 6,900	\$ 100	\$ 6,000	\$ -	\$ 550	\$ 250
134	12	411	402	Equipment Maintenance					\$ 250	\$ 250				
134	12	411	441	Waste Disposal					\$ 6,000		\$ 6,000			
134	12	411	464	Pest Control					\$ 550				\$ 550	
134	12	411	544	Replacement Parts					\$ 250					\$ 250
<i>411 Total Woodland School Facilities</i>					\$ 5,854	\$ 5,313	\$ 4,669	\$ 7,050	\$ 7,050	\$ 250	\$ 6,000	\$ -	\$ 550	\$ 250
134	14	411	402	Equipment Maintenance					\$ 250	\$ 250				
134	14	411	441	Waste Disposal					\$ 6,000		\$ 6,000			
134	14	411	464	Pest Control					\$ 550				\$ 550	
134	14	411	544	Replacement Parts					\$ 250					\$ 250
<i>411 Total Field School Facilities</i>					\$ 6,021	\$ 5,313	\$ 6,089	\$ 7,050	\$ 7,050	\$ 250	\$ 6,000	\$ -	\$ 550	\$ 250
134	21	411	402	Equipment Maintenance					\$ 250	\$ 250				
134	21	411	441	Waste Disposal					\$ 9,500		\$ 9,500			
134	21	411	442	Hazardous Waste Disposal					\$ 1,000		\$ 1,000			
134	21	411	464	Pest Control					\$ 550				\$ 550	
134	21	411	544	Replacement Parts					\$ 250					\$ 250
<i>411 Total Middle School Facilities</i>					\$ 9,128	\$ 6,378	\$ 6,270	\$ 11,500	\$ 11,550	\$ 250	\$ 10,500	\$ -	\$ 550	\$ 250
134	31	411	402	Equipment Maintenance					\$ 250	\$ 250				
134	31	411	441	Waste Disposal					\$ 9,500		\$ 9,500			
134	31	411	442	Hazardous Waste Disposal					\$ 1,000		\$ 1,000			
134	31	411	464	Pest Control					\$ 550				\$ 550	
134	31	411	544	Replacement Parts					\$ 250					\$ 250
<i>411 Total High School Facilities</i>					\$ 9,128	\$ 8,099	\$ 12,478	\$ 11,550	\$ 11,550	\$ 250	\$ 10,500	\$ -	\$ 550	\$ 250

Weston Public Sch
FY'16 School Committee Approved Budget

Org	Loc	Prog	Obj Description	FY'12 Actual	FY'13 Actual	FY'14 Actual	FY'15 Budget	FY'16 Budget Request	Custodial Services (4110)	Utility Services (4130)	Maint. Of Grounds (4210)	Maint. Of Bldgs. (4220)	Maint. Of Equip. (4230)
134	42	420	444 Tree Service					\$ 3,000			\$ 3,000		
134	42	420	444 Tree Service					\$ 3,000			\$ 3,000		
134	42	420	461 Diesel Oil					\$ 1,700	\$ 1,700				
134	42	420	469 Field Chemical Contract					\$ 9,000			\$ 9,000		
134	42	420	520 Miscellaneous Maintenance					\$ 450			\$ 450		
134	42	420	528 Gasoline					\$ 200	\$ 200				
134	42	420	540 Machine Repair/Inspection					\$ 13,000					\$ 13,000
134	42	420	542 Fields/Grounds/ Maintenance					\$ 7,500			\$ 7,500		
134	42	420	542 Fields/Grounds/ Maintenance					\$ 1,500			\$ 1,500		
134	42	420	543 Roads/Site Maintenance					\$ 5,050			\$ 5,050		
134	42	420	543 Roads/Site Maintenance					\$ 450			\$ 450		
134	42	420	635 Vehicle Inspection					\$ 200					\$ 200
420 Total District Grounds				\$ 66,128	\$ 84,121	\$ 59,617	\$ 40,100	\$ 45,050	\$ -	\$ 1,900	\$ 29,950	\$ -	\$ 13,200
134	42	422	402 Equipment Maintenance					\$ 2,450					\$ 2,450
134	42	422	405 Software Maintenance					\$ 3,500				\$ 3,500	
134	42	422	406 Printing					\$ 50				\$ 50	
134	42	422	455 Waste Water Treatment Maintenance					\$ 97,000	\$ 97,000				
134	42	422	475 Boiler/Burner Maintenance					\$ 18,000					\$ 18,000
134	42	422	475 Boiler/Burner Maintenance					\$ 2,000					\$ 2,000
134	42	422	476 Protection of Property					\$ 34,000					\$ 34,000
134	42	422	477 Elevator Maintenance					\$ 24,000					\$ 24,000
134	42	422	478 Temperature Control Maintenance					\$ 20,000					\$ 20,000
134	42	422	479 Heating System Maintenance					\$ 20,000					\$ 20,000
134	42	422	480 Plumbing Maintenance					\$ 5,000					\$ 5,000
134	42	422	480 Plumbing Maintenance					\$ 2,000					\$ 2,000
134	42	422	482 Mechanical System Maintenance					\$ 6,300					\$ 6,300
134	42	422	483 Lighting System Maintenance					\$ 12,000					\$ 12,000
134	42	422	484 Electrical Maintenance					\$ 9,000					\$ 9,000
134	42	422	484 Electrical Maintenance					\$ 2,000					\$ 2,000
134	42	422	485 Clock System Maintenance					\$ 3,500					\$ 3,500
134	42	422	486 Intercom System Maintenance					\$ 1,000					\$ 1,000
134	42	422	487 Glass Maintenance					\$ 4,500				\$ 4,500	
134	42	422	488 Hardware Maintenance					\$ 2,000				\$ 2,000	
134	42	422	489 Furniture Maintenance					\$ 900				\$ 900	
134	42	422	490 General Maintenance					\$ 40,000				\$ 40,000	
134	42	422	4* Septic Plumbing					\$ 31,000				\$ 31,000	
134	42	422	505 Software Maintenance					\$ 2,000				\$ 2,000	
134	42	422	5* Boiler Chemicals					\$ 3,750				\$ 3,750	
134	42	422	5* Boiler Chemicals					\$ 150				\$ 150	
134	42	422	551 Printing Maintenance					\$ 5,000				\$ 5,000	

Weston Public Schools
FY'16 School Committee Approved Budget

Org	Loc	Prog	Obj	Description	FY'12 Actual	FY'13 Actual	FY'14 Actual	FY'15 Budget	FY'16 Budget Request	Custodial Services (4110)	Utility Services (4130)	Maint. Of Grounds (4210)	Maint. Of Bldgs. (4220)	Maint. Of Equip. (4230)
134	42	422	552	Roof Repairs					\$ 6,500				\$ 6,500	
134	42	422	552	Roof Repairs					\$ 8,000				\$ 8,000	
134	42	422	554	Carpentry					\$ 7,000				\$ 7,000	
134	42	422	554	Carpentry					\$ 2,000				\$ 2,000	
134	42	422	555	Waste Water Treatment Supplies					\$ 16,000		\$ 16,000			
134	42	422	602	Mileage Reimbursement					\$ 5,000				\$ 5,000	
134	42	422	702	Backflow Preventers					\$ 2,000				\$ 2,000	
422 Total District Maintenance					\$ 324,705	\$ 324,907	\$ 355,550	\$ 381,450	\$ 397,600	\$ -	\$ 113,000	\$ -	\$ 123,350	\$ 161,250
Grand Total					\$ 427,954	\$ 476,840	\$ 488,439	\$ 475,950	\$ 497,100	\$ 1,250	\$ 163,900	\$ 29,950	\$ 126,300	\$ 175,700

Town Accounts After Transfer

School Account Prior to Transfer					Custodial Services 54110	Utility Services 54130	Maint. of Grounds 542100	Maint. of Bldgs. 54220	Maint. of Equip 54230
134-01-411-XXX and 134-01-415-XXX		01193301	01193301	\$ 150	\$ 10,000	\$ -	\$ 200	\$ -	
134-11-411-XXX		01193311	01193311	\$ 100	\$ 6,000	\$ -	\$ 550	\$ 250	
134-12-411-XXX		01193312	01193312	\$ 250	\$ 6,000	\$ -	\$ 550	\$ 250	
134-14-411-XXX		01193314	01193314	\$ 250	\$ 6,000	\$ -	\$ 550	\$ 250	
134-21-411-XXX		01193321	01193321	\$ 250	\$ 10,500	\$ -	\$ 550	\$ 250	
134-31-411-XXX		01193331	01193331	\$ 250	\$ 10,500	\$ -	\$ 550	\$ 250	
134-42-420-XXX and 134-42-422-XXX		01193342	01193342	\$ -	\$ 1,900	\$ 29,950	\$ -	\$ 13,200	
		01193343	01193343	\$ -	\$ 113,000	\$ -	\$ 123,350	\$ 161,250	
		TOTAL	TOTAL	\$ 1,250	\$ 163,900	\$ 29,950	\$ 126,300	\$ 175,700	