

# *Town of Fairhaven*



Town Administrator's Report

FY 20-21

Recommended General Fund Budget

February 10, 2020

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TO: Board of Selectmen  
FROM: Mark H. Rees, Town Administrator  
DATE: February 9, 2020  
RE: Town Administrator's FY20-21 General Fund Recommended Budget  
CC: Finance Committee

Pursuant to Section 2(m) of the Town Administrator Act, I am presenting you with the Town Administrator's FY20-21 General Fund Recommend Budget for your consideration. First and foremost, in developing the budget, compliance with the Board of Selectmen Financial Policies should be demonstrated. What follows is a description of each financial bench mark and how this budget does, or does, not adhere to them.

Adherence to the Financial Management Guidelines:

- Maintain a Surplus Revenue (Free Cash) balance of at least 3-5% of the General Fund Operating Budget. *Free Cash as of July 1, 2019 was certified at \$4,393,392. After actual or proposed transfers, the balance in Free Cash is \$2,042,792 or 3.9 % of the FY21 Recommended Budget of \$52,690,951*
- Maintain a General Fund Stabilization Fund at a minimum of 5% of the General Fund Operating Budget. *The balance in the Stabilization fund as of 12/31/19 was \$3,049,289 or 5.8 % of the FY21 Recommended Budget.*
- Should the Capital Stabilization Fund be used to fund capital projects, ensure that financial plans are in place to replenish the fund within 3 years to amount equal to a minimum of 2-3% of the General Fund Operating budget. *The balance in the Capital Stabilization fund as of 12/31/19 after recommended transfers is \$3,104,900 which is 5.8% of the FY21 Recommended Budget.*
- Maintain a balance in the Health Insurance Trust Fund equal to three months of average costs of Health and Dental Assessments including administrative fees or \$1.6 million dollars whichever is greater. The three-month average trust expenses equals \$1.61 million. *The adjusted Claims Trust balance as of 12/31/19 is \$1.98 million which is \$368,000 more than the benchmark.* This is a significant improvement over the prior year at this time when we were \$540,000 below the benchmark.

- With input from the Board of Assessors, fund the Overlay Reserve for tax abatements and exemptions based on an analysis of historical data and specific circumstances such as a property revaluation project. *The Board of Assessors has not yet determined the amount of overlay they will be requesting for FY21. This budget assumes the same amount as was requested funded in FY20 or \$300,000 into the Overlay (Allowance for abatements and exemptions).*
- Continuing the on-going effort of addressing the Other Post-Employment Benefits (OPEB) unfunded liability by increasing the appropriation from the current \$250,000 to a minimum of \$300,000. *The FY21 Recommended budget provides for \$300,000 into the OPEB Trust Fund*
- The General Fund Operating Budget shall be “structurally balanced” defined as prudent and reasonable revenues projections that are equal to or greater than operating budget appropriations. *FY21 Operating Revenues are projected to be \$52,671,501 and FY21 Operating Expenses are recommended at \$52,671,501<sup>1</sup>*
- The use of one time revenues and other financing sources including Surplus Revenue (Free Cash) should be limited to one-time, non-recurring expenses such as capital improvements, property acquisitions, and contributions to various reserves and/or single-year appropriations. *The Recommended FY21 General Fund Operating Budget does not recommend the use of free cash to balance the budget.*

To further demonstrate the financial health of the community, attached you will find the July 3, 2018 credit rating report from Standard & Poors that speaks to the town’s high level of reserves and strong financial management practices. We currently have a bond rating of AA+, which is one step below S&P’s highest rating of AAA.

### Budget Highlights

In terms of overall service and personnel levels, the recommended FY21 budget is a status quo budget maintaining existing levels of service with no new personnel or services being recommended. However, a few points of interest include:

#### Revenues:

Property Taxes are anticipated to increase by \$918, 621 due to the allowed Prop 2 ½ increase of \$712,121 and a conservative estimate of new growth of \$175,000. These increases are being offset by a decrease in the levy of \$22,825 as we continue to pay down Prop. 2 ½ excluded debt.

State Aid is only expected to increase by 1.5% or \$172,521 over the prior year based on the Governor’s proposed FY21 state budget. This is disappointing because we thought that under the new education funding formula used by the state for education aid (Chapter 70) we would receive more than the 1.7% increase that provided for in the Governor’s budget.

Local Receipts are projected to increase by 3.8% or \$309,000 over FY20 Budget amounts.

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<sup>1</sup> This amount of \$52,671,501 is \$19,450 less than the total budget of \$52,690,951 due to free cash being recommended to fund one time only expenses in minor equipment accounts.

Last year we used \$149,000 in Overlay Surplus to balance the budget, while in FY21, it is not recommended that we allocate any funds from Overlay Surplus due to some large cases pending before the Appellate Tax Board (ATB)

Expenses:

The recommended budget fully funds our collective bargaining agreements for FY21, a 2% COLA for non-union employees as well as step increases for eligible employees. The funding for the COLA currently is placed in a reserve account but will be distributed to department personnel line items prior to presentation at Town Meeting.

Fairhaven Public Schools is recommended to be funded at 21,746,426 or \$200,000 less than what was requested. Other education-related costs include a 5.5% increase or \$103,059 in the Greater New Bedford Vocational Technical High School assessment to \$1,969,375 and a 63% increase or an additional \$100,951 in what the Town is assessed by the state to for pay in tuition costs to send Fairhaven Students to school choice and charter schools.

Consistent with the Board of Selectmen's Budget Policy Guidance, \$7,000 has been placed in the Parks Department for use by the Beautification Committee or Working Group.

Group Insurance, or the employers contribution to the Self-Funded Health Insurance Trust Fund is projected to increase by \$145,818 reflecting a rate increase of 5% which is less than the 8% recommended by the town's health insurance consultant. However, given the strong position of the trust fund, this lower amount is warranted.

In conclusion, the Town Administrator's recommended budget complies with the Board of Selectmen's financial policies, is structurally balanced with conservative revenue projections and prudent expenditure recommendations, and provides the resources to continue implementing the strategic goals and objectives established by the Board. I would like to thank the Budget Team lead by Finance Director Wendy Graves, assisted by Town Accountant Anne Carreiro and Human Resources Director Anne O'Brien for their diligence and dedication in developing this budget. The hard work of the Department Directors and their staff in submitting their budget requests should also be acknowledged. We look forward to working with the Board of Selectmen and Finance Committee as we prepare for the May 2020 Annual Town Meeting.

Sincerely,

  
Mark H. Rees  
Town Administrator

## GENERAL FUND RESERVES

		<u>% of Budget</u>	<u>Recommended</u>
			<u>Level</u>
FY 21 General Fund BOS/TA Recommended Budget	<b>\$52,690,951</b>		
<b>Certified Free Cash 7/1/19</b>	4,393,392		
Less: STM 11-12-19 Transfer to FY20 Operating Bdg	(282,307)		
Less: Transfer to FY 21 Capital Stab Fund	(709,793)		
Less: Transfer to FY 21 Roadwork	(375,000)		
Less: Recommended Use for CIP FY'21	<u>(983,500)</u>		
<b>Balance</b>	<b>2,042,792</b>	2,042,792	3.9%      3-5%
<b>GF Stabilization Fund as of 12-31-19</b>	3,049,289		
Plus: Recommended Transfer from Free Cash FY'21	-		
Less: Recommended Use in FY'21	<u>-</u>		
<b>Balance</b>	<b>3,049,289</b>	3,049,289	5.8%      5%
<b>GF Capital Stabilization Fund as of 12-31-19</b>	5,578,333		
Plus: Recommended Transfer from Free Cash FY'21	709,793		
Less: Reserve for Facility Improvement Plan	<u>(3,183,226)</u>		
<b>Balance</b>	<b>3,104,900</b>	3,104,900	5.9%      2-3%
<b>Total GF Reserves</b>		8,196,981	15.6%      10-12%

## HEALTH INSURANCE TRUST FUND

	<u>12-31-19</u>	<u>Recommended</u>	\$ +/-	% +/-
		<u>Level (note 1)</u>		
Minimum Trust Fund Level	1,980,084	1,612,285	367,799	23%

Note 1: The recommended minimum balance to be the greater of \$1,600,000 or three months of average monthly claims which is calculated to be \$1,612,285 as of 12-31-19.

**Town Administrator Recommended  
FY21 General Fund Operating Budget**

Operating Expenses and Transfers	<u>FY19 Actual</u>	<u>FY20 Budgeted</u>	<u>FY21 Dept Requested</u>	<u>FY21 Town Administrator Recommended</u>	\$ Diff, FY20 Budget & FY21 Rec.	% Diff, FY20 Budget & FY21 Rec.
<b><u>GENERAL GOVERNMENT</u></b>						
<b>MODERATOR</b>						
Salaries & Wages	\$ 800	\$ 800	\$ 800	\$ 800	\$ -	0.0%
<b>SELECTMEN/TOWN ADMINISTRATOR</b>						
Salaries & Wages	\$ 277,248	\$ 298,717	\$ 298,340	\$ 298,340	\$ (377)	-0.1%
Operating Expenses	\$ 35,764	\$ 42,473	\$ 42,473	\$ 42,473	\$ -	0.0%
S/T	\$ 313,012	\$ 341,190	\$ 340,813	\$ 340,813	\$ (377)	-0.1%
<b>HUMAN RESOURCES</b>						
Salary & Wages	\$ 109,417	\$ 117,601	\$ 122,188	\$ 121,188	\$ 3,587	3.1%
Operating Expenses	\$ 15,336	\$ 28,000	\$ 31,545	\$ 25,545	\$ (2,455)	-8.8%
S/T	\$ 124,753	\$ 145,601	\$ 153,733	\$ 146,733	\$ 1,132	0.8%
<b>ACCOUNTING</b>						
Salary & Wages	\$ 132,421	\$ 137,859	\$ 138,240	\$ 138,240	\$ 381	0.3%
Operating Expenses	\$ 45,519	\$ 46,717	\$ 50,376	\$ 50,376	\$ 3,659	7.8%
S/T	\$ 177,940	\$ 184,576	\$ 188,616	\$ 188,616	\$ 4,040	2.2%
<b>FINANCE DIRECTOR (TREASURER/COLLECTOR)</b>						
Salaries & Wages	\$ 343,729	\$ 361,487	\$ 375,950	\$ 373,950	\$ 12,463	3.4%
Operating Expenses	\$ 123,654	\$ 141,310	\$ 145,310	\$ 141,310	\$ -	0.0%
S/T	\$ 467,383	\$ 502,797	\$ 521,260	\$ 515,260	\$ 12,463	2.5%
<b>TOWN CLERK/ELECTIONS</b>						
Salaries & Wages	\$ 144,387	\$ 141,539	\$ 154,323	\$ 153,323	\$ 11,784	8.3%
Operating Expenses	\$ 31,488	\$ 34,995	\$ 43,150	\$ 43,150	\$ 8,155	23.3%
S/T	\$ 175,875	\$ 176,534	\$ 197,473	\$ 196,473	\$ 19,939	11.3%
<b>ASSESSORS</b>						
Salaries & Wages	\$ 166,770	\$ 180,135	\$ 183,703	\$ 183,703	\$ 3,568	2.0%
Operating Expenses	\$ 27,876	\$ 33,113	\$ 30,248	\$ 30,248	\$ (2,865)	-8.7%
S/T	\$ 194,646	\$ 213,248	\$ 213,951	\$ 213,951	\$ 703	0.3%
<b>TOWN HALL</b>						
Salaries & Wages	\$ 62,528	\$ 46,500	\$ 49,212	\$ 49,212	\$ 2,712	5.8%
Operating Expenses	\$ 127,296	\$ 71,016	\$ 65,516	\$ 60,440	\$ (10,576)	-14.9%
S/T	\$ 189,824	\$ 117,516	\$ 114,728	\$ 109,652	\$ (7,864)	-6.7%
<b>TOWN MEETING/FINANCE COMMITTEE</b>						
Salaries & Wages	\$ 725	\$ 1,088	\$ 1,088	\$ 1,088	\$ -	0.0%
Operating Expenses	\$ 6,517	\$ 7,715	\$ 7,745	\$ 7,745	\$ 30	0.4%
S/T	\$ 7,242	\$ 8,803	\$ 8,833	\$ 8,833	\$ 30	0.3%
<b>PLANNING BOARD</b>						
Salaries & Wages	\$ 1,497	\$ 3,200	\$ 3,143	\$ 3,143	\$ (57)	-1.8%
Operating Expenses	\$ 2,721	\$ 3,990	\$ 3,990	\$ 3,990	\$ -	0.0%
S/T	\$ 4,218	\$ 7,190	\$ 7,133	\$ 7,133	\$ (57)	-0.8%
<b>PLANNING AND ECONOMIC DEVELOPMENT</b>						
Salaries & Wages	\$ 105,058	\$ 113,027	\$ 136,519	\$ 115,832	\$ 2,805	2.5%
Operating Expenses	\$ 10,028	\$ 16,799	\$ 16,675	\$ 16,675	\$ (124)	-0.7%
S/T	\$ 115,086	\$ 129,826	\$ 153,194	\$ 132,507	\$ 2,681	2.1%

**Town Administrator Recommended  
FY21 General Fund Operating Budget**

Operating Expenses and Transfers	<u>FY19 Actual</u>	<u>FY20 Budgeted</u>	<u>FY21 Dept Requested</u>	<u>FY21 Town Administrator Recommended</u>	\$ Diff, FY20 Budget & FY21 Rec.	% Diff, FY20 Budget & FY21 Rec.
ECONOMIC DEVELOPMENT COMMITTEE	\$ 1,811	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	0.0%
<b>BOARD OF APPEALS</b>						
Salaries & Wages	\$ 2,612	\$ 2,513	\$ 1,291	\$ 1,291	\$ (1,222)	-48.6%
Operating Expenses	\$ 1,936	\$ 4,100	\$ 3,900	\$ 3,900	\$ (200)	-4.9%
S/T	\$ 4,548	\$ 6,613	\$ 5,191	\$ 5,191	\$ (1,422)	-21.5%
LEGAL EXPENSE	\$ 172,992	\$ 170,000	\$ 170,000	\$ 170,000	\$ -	0.0%
<b>CONSERVATION COMM/SUSTAINABILITY</b>						
Salaries & Wages	\$ 45,587	\$ 75,841	\$ 112,817	\$ 74,288	\$ (1,553)	-2.0%
Operating Expenses	\$ 3,491	\$ 9,495	\$ 13,764	\$ 12,064	\$ 2,569	27.1%
S/T	\$ 49,078	\$ 85,336	\$ 126,581	\$ 86,352	\$ 1,016	1.2%
BUZZARD'S BAY ACTION COMM.	\$ 1,520	\$ 1,520	\$ 1,520	\$ 1,520	\$ -	0.0%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 2,000,728</b>	<b>\$ 2,099,550</b>	<b>\$ 2,211,826</b>	<b>\$ 2,131,834</b>	<b>\$ 32,284</b>	<b>1.5%</b>
<b>PUBLIC SAFETY</b>						
<b>POLICE DEPARTMENT/ANIMAL CONTROL</b>						
Salaries & Wages	\$ 3,536,135	\$ 3,656,575	\$ 3,794,620	\$ 3,747,320	\$ 90,745	2.5%
Operating Expenses	\$ 344,503	\$ 377,625	\$ 390,419	\$ 406,119	\$ 28,494	7.5%
S/T	\$ 3,880,638	\$ 4,034,200	\$ 4,185,039	\$ 4,153,439	\$ 119,239	3.0%
<b>FIRE DEPARTMENT/ENERGENCY MANAGEMENT</b>						
Salaries & Wages	\$ 2,115,435	\$ 2,408,064	\$ 2,692,944	\$ 2,677,944	\$ 269,880	11.2%
Operating Expenses	\$ 281,123	\$ 314,921	\$ 327,245	\$ 322,245	\$ 7,324	2.3%
S/T	\$ 2,396,558	\$ 2,722,985	\$ 3,020,189	\$ 3,000,189	\$ 277,204	10.2%
<b>BUILDING DEPARTMENT</b>						
Salaries & Wages	\$ 161,889	\$ 173,797	\$ 179,041	\$ 179,041	\$ 5,244	3.0%
Operating Expenses	\$ 3,804	\$ 10,300	\$ 11,200	\$ 10,200	\$ (100)	-1.0%
S/T	\$ 165,693	\$ 184,097	\$ 190,241	\$ 189,241	\$ 5,144	2.8%
<b>MARINE RESOURCES</b>						
Salaries & Wages	\$ 114,657	\$ 159,204	\$ 159,778	\$ 159,778	\$ 574	0.4%
Operating Expenses	\$ 48,625	\$ 49,590	\$ 38,040	\$ 36,040	\$ (13,550)	-27.3%
S/T	\$ 163,282	\$ 208,794	\$ 197,818	\$ 195,818	\$ (12,976)	-6.2%
<b>WEIGHTS AND MEASURES</b>						
Salaries & Wages	\$ 7,000	\$ 7,140	\$ 7,140	\$ 7,140	\$ -	0.0%
Operating Expenses	\$ 325	\$ 1,498	\$ 1,498	\$ 1,498	\$ -	0.0%
S/T	\$ 7,325	\$ 8,638	\$ 8,638	\$ 8,638	\$ -	0.0%
STREET LIGHTING	\$ 54,531	\$ 51,000	\$ 40,000	\$ 40,000	\$ (11,000)	-21.6%
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 6,680,183</b>	<b>\$ 7,209,714</b>	<b>\$ 7,641,925</b>	<b>\$ 7,587,325</b>	<b>\$ 377,611</b>	<b>5.2%</b>
<b>EDUCATION</b>						
FAIRHAVEN PUBLIC SCHOOLS	\$ 20,251,020	\$ 21,302,516	\$ 21,946,426	\$ 21,746,426	\$ 443,910	2.1%
GNBRVT HIGH SCHOOL	\$ 1,944,702	\$ 1,866,316	\$ 1,969,375	\$ 1,969,375	\$ 103,059	5.5%
BRISTOL COUNTY AGGIE HS	\$ 41,706	\$ 42,000	\$ 45,000	\$ 45,000	\$ 3,000	7.1%



**Town Administrator Recommended  
FY21 General Fund Operating Budget**

Operating Expenses and Transfers	<u>FY19 Actual</u>	<u>FY20 Budgeted</u>	<u>FY21 Dept Requested</u>	<u>FY21 Town Administrator Recommended</u>	\$ Diff, FY20 Budget & FY21 Rec.	% Diff, FY20 Budget & FY21 Rec.
<b>TOTAL EDUCATION</b>	\$ 22,237,428	\$ 23,210,832	\$ 23,960,801	\$ 23,760,801	\$ 549,969	2.4%
<b><u>PUBLIC WORKS</u></b>						
<b>ADMINISTRATION</b>						
Salaries & Wages	\$ 194,120	\$ 193,695	\$ 284,643	\$ 195,404	\$ 1,709	0.9%
Operating Expenses	\$ 2,200	\$ 6,250	\$ 7,275	\$ 6,275	\$ 25	0.4%
S/T	\$ 196,320	\$ 199,945	\$ 291,918	\$ 201,679	\$ 1,734	0.9%
<b>HIGHWAY DIVISION</b>						
Salaries & Wages	\$ 931,693	\$ 1,108,175	\$ 1,160,832	\$ 1,160,832	\$ 52,657	4.8%
Operating Expenses	\$ 532,137	\$ 610,767	\$ 668,467	\$ 663,017	\$ 52,250	8.6%
Snow and Ice Removal	\$ 58,612	\$ 60,000	\$ 60,000	\$ 60,000	\$ -	0.0%
S/T	\$ 1,522,442	\$ 1,778,942	\$ 1,889,299	\$ 1,883,849	\$ 104,907	5.9%
<b>TREE DEPARTMENT</b>						
Salaries & Wages	\$ 34,460	\$ 40,007	\$ 41,340	\$ 41,340	\$ 1,333	3.3%
Operating Expenses	\$ 19,949	\$ 18,705	\$ 19,160	\$ 18,410	\$ (295)	-1.6%
S/T	\$ 54,409	\$ 58,712	\$ 60,500	\$ 59,750	\$ 1,038	1.8%
<b>SANITATION (Recycling &amp; Waste Disposal)</b>						
Operating Expenses	\$ 1,068,528	\$ 1,386,520	\$ 1,456,336	\$ 1,450,860	\$ 64,340	4.6%
S/T	\$ 1,068,528	\$ 1,386,520	\$ 1,456,336	\$ 1,450,860	\$ 64,340	4.6%
<b>TOTAL PUBLIC WORKS</b>	\$ 2,841,699	\$ 3,424,119	\$ 3,698,053	\$ 3,596,138	\$ 172,019	5.0%
<b><u>HEALTH AND HUMAN SERVICES</u></b>						
<b>BOARD OF HEALTH</b>						
Salaries & Wages	\$ 124,440	\$ 150,735	\$ 160,418	\$ 158,418	\$ 7,683	5.1%
Operating Expenses	\$ 30,061	\$ 33,840	\$ 47,455	\$ 35,055	\$ 1,215	3.6%
S/T	\$ 154,501	\$ 184,575	\$ 207,873	\$ 193,473	\$ 8,898	4.8%
<b>COUNCIL ON AGING</b>						
Salaries & Wages	\$ 158,000	\$ 166,105	\$ 163,924	\$ 163,924	\$ (2,181)	-1.3%
Operating Expenses	\$ 32,945	\$ 35,277	\$ 32,011	\$ 33,947	\$ (1,330)	-3.8%
S/T	\$ 190,945	\$ 201,382	\$ 195,935	\$ 197,871	\$ (3,511)	-1.7%
<b>VETERANS SERVICES</b>						
Salaries & Wages	\$ 46,551	\$ 79,445	\$ 81,026	\$ 81,026	\$ 1,581	2.0%
Operating Expenses	\$ 630,865	\$ 742,400	\$ 741,800	\$ 696,800	\$ (45,600)	-6.1%
S/T	\$ 677,416	\$ 821,845	\$ 822,826	\$ 777,826	\$ (44,019)	-5.4%
<b>COMMISSION ON DISABILITY</b>						
	\$ 700	\$ 1,300	\$ 1,300	\$ 1,300	\$ -	0.0%
<b>RAPE CRISIS PROJECT</b>						
	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.0%
<b>TOTAL HEALTH &amp; HUMAN SERVICES</b>	\$ 1,025,562	\$ 1,211,102	\$ 1,229,934	\$ 1,172,470	\$ (88,632)	-3.2%
<b><u>CULTURE AND RECREATION</u></b>						
<b>MILLICENT LIBRARY</b>						
	\$ 669,283	\$ 684,037	\$ 718,696	\$ 718,696	\$ 34,659	5.1%
<b>RECREATION</b>						
Salaries & Wages	\$ 174,027	\$ 187,349	\$ 187,855	\$ 187,855	\$ 506	0.3%
Operating Expenses	\$ 89,353	\$ 175,775	\$ 162,230	\$ 162,230	\$ (13,545)	-7.7%
S/T	\$ 263,380	\$ 363,124	\$ 350,085	\$ 350,085	\$ (13,039)	-3.6%

**Town Administrator Recommended  
FY21 General Fund Operating Budget**

Operating Expenses and Transfers	<u>FY19 Actual</u>	<u>FY20 Budgeted</u>	<u>FY21 Dept Requested</u>	<u>FY21 Town Administrator Recommended</u>	\$ Diff, FY20 Budget & FY21 Rec.	% Diff, FY20 Budget & FY21 Rec.
<b>PARK DIVISION</b>						
Salaries & Wages	\$ 99,951	\$ 111,348	\$ 159,657	\$ 117,059	\$ 5,711	5.1%
Operating Expenses	\$ 27,484	\$ 38,541	\$ 40,129	\$ 47,129	\$ 8,588	22.3%
S/T	\$ 127,435	\$ 149,889	\$ 199,786	\$ 164,188	\$ 14,299	9.5%
<b>TOURISM</b>						
Salaries & Wages	\$ 67,391	\$ 69,357	\$ 70,867	\$ 70,867	\$ 1,510	2.2%
Operating Expenses	\$ 23,576	\$ 24,155	\$ 31,525	\$ 26,525	\$ 2,370	9.8%
S/T	\$ 90,967	\$ 93,512	\$ 102,392	\$ 97,392	\$ 3,880	4.1%
<b>FINE ARTS</b>						
	\$ 633	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	0.0%
<b>HISTORICAL COMMISSION</b>						
	\$ 11,739	\$ 16,750	\$ 16,750	\$ 16,750	\$ -	0.0%
<b>MEMORIAL DAY</b>						
	\$ 1,820	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	0.0%
<b>CULTURAL COUNCIL</b>						
	\$ 3,350	\$ 2,750	\$ 2,750	\$ 2,750	\$ -	0.0%
<b>TOTAL CULTURE AND RECREATION</b>	<b>\$ 1,168,607</b>	<b>\$ 1,313,762</b>	<b>\$ 1,394,159</b>	<b>\$ 1,353,561</b>	<b>\$ 39,799</b>	<b>3.0%</b>
<b>CONSOLIDATED INFORMATION TECHNOLOGY</b>						
	\$ 404,473	\$ 480,441	\$ 602,354	\$ 511,934	\$ 31,493	6.6%
<b>NON-DEPARTMENTAL</b>						
CONTRIBUTORY RETIREMENT	\$ 3,079,385	\$ 3,227,999	\$ 3,388,344	\$ 3,388,344	\$ 160,345	5.0%
GROUP INSURANCE	\$ 3,889,347	\$ 4,296,182	\$ 4,500,000	\$ 4,442,000	\$ 145,818	3.4%
MA EMPLOYMENT SECURITY	\$ 71,368	\$ 115,000	\$ 115,000	\$ 75,000	\$ (40,000)	-34.8%
TOWN INSURANCE	\$ 844,921	\$ 928,583	\$ 950,000	\$ 917,000	\$ (11,583)	-1.2%
MEDICARE ASSESSMENT (EMPLOYER SHARE)	\$ 373,807	\$ 418,000	\$ 420,000	\$ 420,000	\$ 2,000	0.5%
WINDTURBINE ELECTRIC EXPENSE		\$ 750,000	\$ 700,000	\$ 700,000	\$ (50,000)	-6.7%
<b>TOTAL NON-DEPARTMENTAL</b>	<b>\$ 8,258,828</b>	<b>\$ 9,735,764</b>	<b>\$ 10,073,344</b>	<b>\$ 9,942,344</b>	<b>\$ 206,580</b>	<b>2.1%</b>
<b>DEBT SERVICE</b>						
Principal	\$ 873,293	\$ 803,711	\$ 798,848	\$ 798,848	\$ (4,863)	-0.6%
Interest	\$ 282,787	\$ 294,616	\$ 273,757	\$ 273,757	\$ (20,859)	-7.1%
Principal Authorized but not issued	\$ -	\$ 127,600	\$ 127,600	\$ 127,600	\$ -	0.0%
Interest Authorized but not issued	\$ 15,088	\$ 31,900	\$ 31,900	\$ 31,900	\$ -	0.0%
Interest on Temp Loans	\$ 2,174	\$ 44,500	\$ 44,500	\$ -	\$ (44,500)	-100.0%
<b>TOTAL DEBT SERVICE</b>	<b>\$ 1,173,342</b>	<b>\$ 1,302,327</b>	<b>\$ 1,276,605</b>	<b>\$ 1,232,105</b>	<b>\$ (70,222)</b>	<b>-5.4%</b>
<b>ASSESSMENTS (Cherry sheet charges)</b>						
County Tax	\$ 226,580	\$ 233,108	\$ 238,936	\$ 238,936	\$ 5,828	2.5%
Mosquito Control District	\$ 43,784	\$ 45,585	\$ 48,836	\$ 48,836	\$ 3,251	7.1%
Air Pollution District	\$ 4,820	\$ 4,854	\$ 4,923	\$ 4,923	\$ 69	1.4%
RMV Non-Renewal Surcharge	\$ 16,660	\$ 16,660	\$ 15,460	\$ 15,460	\$ (1,200)	-7.2%
Regional Transit	\$ 34,606	\$ 35,471	\$ 36,358	\$ 36,358	\$ 887	2.5%
Special Education Charges	\$ 1,539	\$ 1,571	\$ -	\$ -	\$ (1,571)	-100.0%
School Choice Sending Tuition	\$ 148,080	\$ 144,288	\$ 181,288	\$ 181,288	\$ 37,000	25.6%
Charter School Sending Tuition	\$ 14,688	\$ 15,687	\$ 79,638	\$ 79,638	\$ 63,951	407.7%
<b>TOTAL ASSESSMENTS</b>	<b>\$ 490,757</b>	<b>\$ 497,224</b>	<b>\$ 605,439</b>	<b>\$ 605,439</b>	<b>\$ 108,215</b>	<b>21.8%</b>
<b>TOTAL GENERAL FUND OPERATING BUDGET</b>	<b>\$ 46,281,607</b>	<b>\$ 50,484,835</b>	<b>\$ 52,694,440</b>	<b>\$ 51,893,951</b>	<b>\$ 1,409,116</b>	<b>2.8%</b>
<b>APPROPRIATIONS TO RESERVES</b>						
OVERLAY RESERVE (ABATEMENTS & REFUNDS)	\$ 250,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ -	0.0%

**Town Administrator Recommended  
FY21 General Fund Operating Budget**

<b>Operating Expenses and Transfers</b>	<u>FY19 Actual</u>	<u>FY20 Budgeted</u>	<u>FY21 Dept Requested</u>	<u>FY21 Town Administrator Recommended</u>	<u>\$ Diff, FY20 Budget &amp; FY21 Rec.</u>	<u>% Diff, FY20 Budget &amp; FY21 Rec.</u>
RESERVE FUND	\$ 16,785	\$ 100,000	\$ 100,000	\$ 75,000	\$ (25,000)	-25.0%
O(ther) P(ost) E(mployment) B(enefits) RESERVE	\$ 200,000	\$ 250,000	\$ 300,000	\$ 300,000	\$ 50,000	20.0%
WAGE AND SALARY RESERVE (Union Employees)	\$ -	\$ 147,772	\$ -	\$ -	\$ (147,772)	-100.0%
COLA FOR NON-UNION EMPLOYEES	\$ -	\$ 100,000	\$ 70,000	\$ 46,000	\$ (54,000)	-54.0%
RESERVE FOR RECLASSIFICATIONS				\$ 10,000	\$ 10,000	
<b>TOTAL APPROPRIATIONS TO RESERVES</b>	<b>\$ 466,785</b>	<b>\$ 897,772</b>	<b>\$ 770,000</b>	<b>\$ 731,000</b>	<b>\$ (166,772)</b>	<b>-18.6%</b>
<i>Total General Fund and Reserves</i>	<i>\$ 46,748,392</i>	<i>\$ 51,382,607</i>	<i>\$ 53,464,440</i>	<i>\$ 52,624,951</i>	<i>\$ 1,242,344</i>	<i>2.4%</i>
<b>FINANCIAL ARTICLES</b>	\$ -	\$ -	\$ -	\$ 66,000	\$ 66,000	
<b>GRAND GENERAL FUND TOTALS</b>	<b>\$ 46,748,392</b>	<b>\$ 51,382,607</b>	<b>\$ 53,464,440</b>	<b>\$ 52,690,951</b>	<b>\$ 1,308,344</b>	<b>2.5%</b>
Revenue	\$ 50,597,606	\$ 51,409,833	\$ 52,690,951	\$ 52,690,951	\$ 1,281,118	2.5%
SURPLUS (DEFICIT)		\$ 27,226	\$ (773,489)	\$ -		

**Town Administrator Recommended FY21 General Fund Operating Budget**

<b>REVENUES &amp; Other Financing Sources</b>	<b>FY19 Actual</b>	<b>FY20 Budgeted</b>	<b>FY21 Available for Appropriation</b>	<b>\$ Diff, FY20 Budget &amp; FY21 Rec.</b>	<b>% Diff, FY20 Budget &amp; FY21 Rec.</b>
<b>PROPERTY TAXES</b>					
Prior Year Levy	\$26,676,342	\$27,566,372	\$28,484,856	\$918,484	3.3%
Add 2 1/2%	\$666,909	\$689,159	\$712,121	\$22,962	3.3%
Add New Growth	\$223,121	\$175,000	\$175,000	\$0	0.0%
<b>TOTAL LEVY (not including Debt Excl Levy)</b>	<b>\$27,566,372</b>	<b>\$28,430,531</b>	<b>\$29,371,977</b>	<b>\$941,446</b>	<b>3.3%</b>
Prop. 2 1/2 Debt Exclusion	\$1,138,502	\$968,988	\$946,163	-\$22,825	-2.4%
<b>TOTAL LEVY</b>	<b>\$28,704,874</b>	<b>\$29,399,519</b>	<b>\$30,318,140</b>	<b>\$918,621</b>	<b>3.1%</b>
<b>STATE AID</b>					
Chapter 70 & Charter Tuition Reimbursement	\$7,798,074	\$8,164,642	\$8,302,176	\$137,534	1.7%
General Government Aid	\$2,331,555	\$2,394,507	\$2,461,553	\$67,046	2.8%
Veterans Benefits	\$483,237	\$521,846	\$491,133	-\$30,713	-5.9%
Exemptions, VBS and Elderly	\$98,943	\$96,784	\$96,320	-\$464	-0.5%
State Owned Land	\$154,041	\$166,179	\$165,297	-\$882	-0.5%
<b>TOTAL STATE AID (not including SBA)</b>	<b>\$10,865,850</b>	<b>\$11,343,958</b>	<b>\$11,516,479</b>	<b>\$172,521</b>	<b>1.5%</b>
<b>LOCAL RECEIPTS</b>					
Motor Vehicle Excise	\$1,982,959	\$2,000,000	\$2,000,000	\$0	0.0%
Other Excise	\$624,138	\$600,000	\$640,000	\$40,000	6.7%
Penalties and Interest on Taxes	\$421,326	\$350,000	\$400,000	\$50,000	14.3%
Payments in Lieu of Taxes	\$167,772	\$170,000	\$80,000	-\$90,000	-52.9%
Charges for Services-Solid Waste Fees	\$107,646	\$80,000	\$100,000	\$20,000	25.0%
Other Charges for Services	\$69,373	\$50,000	\$75,000	\$25,000	50.0%
Fees	\$235,380	\$220,000	\$240,000	\$20,000	9.1%
Medical Marijuana Host Fees	\$96,465	\$100,000	\$104,000	\$4,000	4.0%
Rentals	\$50,421	\$50,000	\$50,000	\$0	0.0%
Dept Revenue-Schools	\$2,674,347	\$2,700,000	\$2,700,000	\$0	0.0%
Dept Revenue-Recreation	\$238,534	\$250,000	\$250,000	\$0	0.0%
Other Dept. Revenue	\$1,046,244	\$850,000	\$1,000,000	\$150,000	17.6%
Licenses and Permits	\$405,084	\$540,000	\$460,000	-\$80,000	-14.8%
Fines and Forfeits	\$7,760	\$5,000	\$5,000	\$0	0.0%
Investment Income	\$327,755	\$80,000	\$250,000	\$170,000	212.5%
Medicaid Reimbursement	\$126,505	\$90,000	\$90,000	\$0	0.0%
Misc. Recurring	\$21,415	\$0	\$0	\$0	
Misc. Non-Recurring	\$51,457	\$0	\$0	\$0	
<b>TOTAL LOCAL RECEIPTS</b>	<b>\$8,654,581</b>	<b>\$8,135,000</b>	<b>\$8,444,000</b>	<b>\$309,000</b>	<b>3.8%</b>
<b>REVENUE APPROPRIATED FOR SPECIFIC PURPOSES</b>					
Waterway Funds	\$89,500	\$64,500	\$79,500	\$15,000	23.3%
Ambulance Funds	\$1,100,000	\$1,000,000	\$1,050,000	\$50,000	5.0%
Title 5 Receipts	\$20,000	\$20,000	\$20,000	\$0	0.0%
Wetland Protection Fund	\$4,000	\$4,000	\$6,000	\$2,000	50.0%
Council on Aging-Social Day Program	\$36,000	\$36,000	\$36,000	\$0	0.0%
Animal Control Gift Account	\$6,000	\$6,000	\$6,000	\$0	0.0%
Storm Water Subdivision Fees	\$10,000	\$10,000	\$10,000	\$0	0.0%
<b>TOTAL REVENUE APPROPRIATED FOR SPECIFIC PUF</b>	<b>\$1,265,500</b>	<b>\$1,140,500</b>	<b>\$1,207,500</b>	<b>\$67,000</b>	<b>5.9%</b>
<b>ENTERPRISE FUND INDIRECT COSTS CHARGES</b>					
Water Enterprise Fund	\$442,211	\$460,931	\$474,759	\$13,828	3.0%
Sewer Enterprise Fund	\$580,590	\$631,725	\$650,677	\$18,952	3.0%
School Cable TV Enterprise Fund	\$0	\$29,100	\$29,973	\$873	3.0%
Town Cable TV Enterprise Fund	\$0	\$29,100	\$29,973	\$873	3.0%
<b>TOTAL ENTERPRISE FUND INDIRECT COSTS CHARGI</b>	<b>\$1,022,801</b>	<b>\$1,150,856</b>	<b>\$1,185,382</b>	<b>\$34,526</b>	<b>3.0%</b>
Overlay Surplus	\$84,000	\$149,000	\$0	-\$149,000	-100.0%
Surplus Revenue (Free Cash)	\$0.00	\$91,000	\$19,450	-\$71,550	-78.6%
<b>TOTAL OPERATING REVENUES</b>	<b>\$50,597,606</b>	<b>\$51,409,833</b>	<b>\$52,690,951</b>	<b>\$1,281,118</b>	<b>2.5%</b>

# Town of Fairhaven

## Board of Selectmen

### FY20-21 Budget Policy Statement

Approved: November 4, 2019

The following policy guidelines are hereby issued to the Town Administrator to provide direction and assistance in developing the Town Administrator's recommended FY20-21 operating and capital budgets.

- Adherence to the Financial Management Policies and Guidelines adopted by the Board of Selectmen on September 19, 2016 including:
  - Maintain a Surplus Revenue (Free Cash) balance of at least 3-5% of the General Fund Operating Budget.
  - Maintain a General Fund Stabilization Fund at minimum of 5% of the General Fund Operating Budget.
  - Should the Capital Stabilization Fund be used to fund capital projects, ensure that financial plans are in place to replenish the fund within 3 years to amount equal to a minimum of 2-3% of the General Fund Operating budget.
  - Maintain a balance in the Health Insurance Trust Fund equal to three months of average costs of Health and Dental Assessments including administrative fees or \$1.6 million dollars whichever is greater.
  - With input from the Board of Assessors, fund the Overlay Reserve for tax abatements and exemptions based on an analysis of historical data and specific circumstances such as a property revaluation project.
  - Continuing the on-going effort of addressing the Other Post-Employment Benefits (OPEB) unfunded liability by increasing the appropriation from the current \$250,000 to a minimum of \$300,000.
  - The General Fund Operating Budget shall be "structurally balanced" defined as prudent and reasonable revenues projections should equal or greater than operating budget appropriations.
  - The use of one time revenues and other financing sources including Surplus Revenue (Free Cash) should be limited to one-time, non-recurring expenses such as capital improvements, property acquisitions, and contributions to various reserves and/or single year appropriations.
- After demonstrating compliance with the Financial Management Policies and Guidelines and to the extent that resources are available, the Town Administrator is referred to the Board of Selectmen's FY21 Policy Goals and Objectives approved on November 4, 2019 with direction to fund those programs, projects and initiatives that will advance the achievement of those goals and objectives. In presenting his budget, the Town Administrator shall specifically identify those

recommended expenditures that are intended to promote the achievement of the Board of Selectmen Policy Goals and Objectives.

- As provided for in the Board of Selectmen FY21 Policy Goals and Objectives, the Town Administrator shall allocate a portion of the Medical Marijuana Host Agreement Revenue in support of the Town's Wellness Program and a portion of the Town's Meals and Room Tax Revenue in support of the Beautification Committee.
- In drafting the Five Year Capital Improvement Plan, the Town Administrator, assisted by the Capital Planning Committee, shall develop and recommend a financing plan for construction of a Public Safety facility
- The May 2016 Town Meeting approved an operating budget for FY16-17 that significantly condensed the number of budget lines in order to improve the efficiency of Town Meeting deliberations and to provide greater flexibility to Town Department Directors to manage their operations. The Town Administrator when presenting his budget for FY20-21 is encouraged to continue further consolidation of budget line items.
- Continue the practice started in the May 2017 Annual Town Meeting of having only one Town Meeting Warrant and not a Special Town Meeting Warrant in addition to the Annual Town Meeting Warrant.

**Town of Fairhaven**

**Board of Selectmen**

**FY21 Policy Goals with Objectives**

**Approved: November 4, 2019**

**Goal 1: Human Resources Improvements**

To strengthen the Town's Human Resources operation in ways that will enhance employee productivity, create an atmosphere of mutual respect and team work, develop an equitable and competitive compensation and benefits plan, and foster employee accountability for job performance.

FY21 Objectives:

- A) Complete Revision of Personnel Rules and Regulations and write Employee Handbook
- B) Work with Department Directors on developing succession and cross training plans for key employees:
- C) Determine the feasibility of revamping the Employee Health Insurance program to incentive healthy living of town employees and dependents<sup>1</sup>.
- D) Successfully negotiate collective bargaining agreements with Police/Fire/Clerical Unions. Assist BPW in negotiations with Highway/Sewer/Water Unions.
- E) Develop written regulations for eligibility to the town's benefits program (Health, Dental and Life Ins) for both active and retired employees and their spouses/dependents.
- F) Conduct an Assessment Center for Sergeant and Lieutenant Promotional List.

**Goal 2: Town Committees Collaboration**

Recognizing that volunteers, both elected and appointed, play an integral part in improving Town government and enhancing civic engagement establish methods and practices that will enhance collaboration and coordination between various boards, improve interaction with the public, and provide educational resources to ensure compliance with applicable federal, state and local laws and regulations.

FY21 Objectives:

- A) Update Committee Handbook to reflect the most current information and put in place a system to ensure distribution and acknowledgement to all current and new members of town committees/boards/commissions.
- B) As part of the annual committee report submission process include a questionnaire requesting information as to adequacy of resources, opportunities for collaboration and future projects/work plans
- C) Continue to improve that effectiveness of Board of Selectmen committees by ensuring that they have written direction as to their purpose, membership and term.

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<sup>1</sup> As part of the FY21 Budget Policy Statement provide for a percentage of marijuana host fee being used in support of the Town's Wellness Program

### Goal 3: Inter and Intra Governmental Cooperation

Identify and advance opportunities for cooperation between Town departments, Fairhaven Public Schools, neighboring municipalities, non-profit organizations and regional governments as ways to improve services and reduce costs.

FY21 Objectives:

- A) Complete Indirect Cost Allocation Agreement with Fairhaven Public Schools
- B) Study the feasibility and necessity of a Revenue Sharing Agreement with Fairhaven Public Schools
- C) Pursuant to the Memorandum of Understanding on Cable Access Television with Fairhaven Public Schools and Town of Fairhaven, document necessary current and projected expenses for the purpose of ascertaining the appropriate distribution of franchise fees between the Schools and the Town.
- D) Review possible ways that the town and school building maintenance can be made more efficient and effective, by applying for Community Compact Grant to study feasibility of establishing a consolidated facility management operation.
- E) Determine the feasibility of establishing a regional Police/Fire 911 Public Safety Answering Point (PSAP)

### Goal 4: Financial Sustainability

Establish long term financial sustainability for the Town by adherence to approved financial policies regarding reserve levels, balanced budgets and capital financing, financial forecasting, controlling fixed costs (pension, OPEB, Health Insurance) and augmenting revenues (tax base expansion, grants, user fees).

FY21 Objectives:

- A) Request that Department Directors report at least annually on their efforts to identify and apply for grants that would benefit their departments.
- B) Develop a monthly Executive Summary Report of Key Financial Indicators
- C) Construct an informational tool (“calculator”) that provides tax payers with graphic information as to what services and functions their tax dollars are being allocated to.
- D) Implement a town “credit card” system with appropriate internal controls.
- E) Improve payroll and leave tracking systems to provide for greater efficiencies and remove duplication of effort.
- F) Review ways cash management at department level can be improved including possible POS software.
- G) Implement requirements of new Other Post-Employment Benefits (OPEB) bylaw.
- H) Address recommendations in Auditor’s Management Letter.
- I) Upgrade Computer Assisted Mass Appraisal (CAMA) software program with funding approved at May, 2019 Annual Town Meeting
- J) Provide assistance and guidance to the Community Preservation Act (CPA) Committee.



### Goal 5: Economic Development

Diversify and expand the Town's property tax base by implementing strategies and programs that will help existing businesses and industries grow and make Fairhaven an attractive place for new businesses and industries to locate within the town. Included in this goal is the redevelopment of underutilized commercial properties along the various retail corridors in Town and the Atlas Tack property.

FY21 Objectives:

- A) Complete the Phase V Harbor Dredging Project
- B) Contract with a consultant who will analyze the retail market in Fairhaven and assist in developing a strategy to strengthen that sector of our economy.
- C) Obtain grant funding to conduct a Rt. 6/240 Redevelopment Study.
- D) Develop a strategy to address large vacant parcels redevelopment such the Atlas Tack Property, and the former Park Motors property
- E) Determine if the Property Assessed Clean Energy (PACE) program is in the town's interest to join.

### Goal 6: Health Welfare and Safety of Town Residents

A primary responsibility for local government is to promote and ensure the health, welfare and safety of its residents. This is done by providing a variety of services and programs that address public health and safety concerns in a coordinated manner between town departments and between local, state and federal agencies.

FY21 Objectives:

- A) Continue and Expand Participation in the Greater New Bedford Opioid Task Force and Fairhaven Working Group on Opioid Prevention
- B) Continue to Revise and Improve the Town's Emergency Management Response Plan including training of town employees in NIMS incident command protocols.
- C) Determine the feasibility of having a "pet friendly" emergency shelter.
- D) Implement new emergency communication system which will greatly enhance the ability to communicate with the public regarding emergency situations.
- E) Establish neighborhood resilience hubs/networks
- F) Re-establish the Local Emergency Response Committee
- G) Update existing fire program software to include pre-fire planning and hazard assessments.
- H) Survey high school and middle school students regarding health related behaviors and needs
- I) Promote Skincare Health for residents and visitors
- J) Develop protocols and procedures to provide effective and up to date security to cyber threats.

K) Develop and implement traffic and speeding control measures throughout the town

Goal 7: Civic Engagement

Recognizing that what makes a municipality a community is the degree of civic engagement by its residents, implement methods and programs to improve communication and involvement between the Town government and residents with a focus of volunteer recruitment, transparency of information, timely response to citizen concerns, and use of modern communication technology, including public access television and social media.

FY21 Objectives:

A) Develop and Implement a standardized reporting system where by Departments report regularly on their activities to the Town Administrator which is then presented to the Board of Selectmen and posted on the Towns Website.

B) Promote expanded programming by volunteers and community organization on the Public Access Channel

C) Integrate Community Television into the Town Fiber Optic System

D) Develop ways and means to effectively enforce town bylaws governing zoning violations, sign regulations, dog behavior, littering, etc.

E) Study the pros and cons of creating a non-profit organization to operate the Town's Government and Public Access Channels. (On hold pending final resolution of FCC regulations governing franchise fees paid to cable T.V. operators)

Goal 8: Long Term Planning

There are number of dynamic changes that will be impacting Fairhaven now and into the future, including the condition of the town's aging infrastructure, sea-level rising, community demographics, energy consumption, and federal/state environmental regulations. To begin addressing these matters, an emphasis must be placed on long-term planning, including work on the Town's Master Plan, Hazard Mitigation Plan, Open Space and Recreation Plan and Capital Improvement Plan.

FY21 Objectives: (See Economic Development Goal for related objectives)

A) Apply to join the "Complete Streets" Program

B) become a certified Municipal Vulnerability Preparedness (MVP) community and apply for at least one "action" grant

C) Begin implementation of the Facility Improvement Plan by commencing the planning for the construction of a new Public Safety Complex.

D) Establish an Open Space Committee and develop a web based inventory of conservation, recreation and open space assets.

E) Monitor progress and provide assistance, as necessary, for the rehabilitation and re-purposing of the Rogers and Oxford School properties.

F) Promote Flood Risk Awareness and Availability of Flood Insurance

G) Using funding from the Green Communities Program complete four energy efficiency projects in town and school buildings.

H) Using META Grant funding, explore additional opportunities for energy conservation and related storage of in-house generated electricity.

I) Draft Policy on Acceptance of Land for Conservation Purposes

J) Conduct a comprehensive review of all Waterways Related bylaws and Rules and Regulations and consolidate them into one document.

#### GOAL 9: Improve Municipal Services:

The Town is in the business of delivering services to residents and businesses and, as such, departments should continually strive to improve municipal services in the most efficient and effective manner possible.

#### FY21 Objectives

A) Assess/Repair Sidewalks on Walnut and William Streets

B) Develop recommendations for Tennis Courts relocation at Cushman Park

C) Improve access and facilities at Livesey Park and Town Beach

D) Develop intergenerational programs in the areas of photography, dining, recreation and student interaction with elders.

E) Fully implement Boat Mooring Software

F) Produce 20<sup>th</sup> Century Maritime History Web Pages

G) Determine most suitable site for a dog park and apply for grant funding for construction.

H) Begin the implementation of town-wide on line land use permitting software by procuring the system and installing first in the Building Department.

I) Reinststitute the Beautification Committee and provide sufficient resources for the Committee to carry out its responsibilities<sup>2</sup>.

J) Address concerns of residents of North Main Street/Benoit Square neighborhood regarding traffic, graffiti, parking, and vacant/deteriorated buildings.

K) Hire a consultant to study the building of a Municipally Owned Fiber Optic Utility for town residents and businesses.

L) Develop a mapping tool that allows property owners to determine the possibility of wetlands on or adjacent to their property and provides information regarding compliance with wetland protection laws.

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<sup>2</sup>In the FY21 Budget Policy Statement provide for a percentage of meals and hotel tax be allocated to support the work of the Beautification Committee.

# RatingsDirect®

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## Summary:

# Fairhaven, Massachusetts; General Obligation

### Primary Credit Analyst:

Christian Richards, Boston (1) 617-530-8325; christian.richards@spglobal.com

### Secondary Contact:

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Rationale

Outlook

Related Research

## Summary:

# Fairhaven, Massachusetts; General Obligation

### Credit Profile

US\$8.425 mil GO mun purp loan bnds ser 2018 due 01/15/2039

*Long Term Rating*

AA+/Stable

New

## Rationale

S&P Global Ratings assigned its 'AA+' long-term rating to Fairhaven, Mass.' 2018 general obligation (GO) municipal purpose bonds. The outlook is stable.

The town's full faith and credit pledge, subject to the limits of Proposition 2-1/2, secures the bonds. We rate the limited-tax GO debt based on the application of our "Issue Credit Ratings Linked To U.S. Public Finance Obligors' Creditworthiness" criteria (published Jan. 22, 2018, on RatingsDirect). Due to the town's operating flexibility under the Proposition 2-1/2 limits, we have not made a rating distinction between the limited and unlimited nature of pledges.

We understand that management intends to use the bond proceeds for a rehabilitation project at the town's wastewater plant and for acquisition of a fire truck.

The long-term rating reflects our assessment of the following factors for the town, specifically its:

- Strong economy, with access to a broad and diverse metropolitan statistical area (MSA);
- Strong management, with "good" financial policies and practices under our Financial Management Assessment (FMA) methodology;
- Strong budgetary performance, with operating surpluses in the general fund and at the total governmental fund level in fiscal 2017;
- Very strong budgetary flexibility, with an available fund balance in fiscal 2017 of 26% of operating expenditures;
- Very strong liquidity, with total government available cash at 37.9% of total governmental fund expenditures and 7.2x governmental debt service, and access to external liquidity we consider strong;
- Strong debt and contingent liability position, with debt service carrying charges at 5.3% of expenditures and net direct debt that is 32.0% of total governmental fund revenue, as well as low overall net debt at less than 3% of market value, but significant medium-term debt plans; and
- Strong institutional framework score.

### Strong economy

We consider Fairhaven's economy strong. The town, with an estimated population of 15,905, is in Bristol County, immediately east of New Bedford. It is in the Providence-Warwick MSA, which we consider to be broad and diverse. The town has a projected per capita effective buying income of 103.8% of the national level and per capita market value of \$128,709. Overall, market value grew by 3.9% over the past year to \$2.0 billion in 2018. The county

unemployment rate was 4.7% in 2017.

Fairhaven and its immediate neighbor New Bedford share a harbor, which has historically led to intertwined economies. Fairhaven generally has provided support services in the way of ship repair to the fishing fleet stationed on the New Bedford side of the harbor. As the Vineyard Wind project progresses, Fairhaven looks to continue that tradition by continuing to offer support services as wind turbine construction begins at the facility in New Bedford. However, management is also focused on developing its independent economy and has recently worked to develop its commercial and retail base. A primarily residential community, many residents commute to Providence and the broader MSA, but Fairhaven is also home to a growing health care industry, as well as being the world headquarters for Titleist, the golf equipment manufacturer. Management anticipates that a new shipbuilding facility, along with the public safety marina on the town-owned wharf will expand marine-related activity, particularly as it looks to redevelop parts of the town-owned parcel.

The town is well integrated into the broader economy, which we believe provides stability. Expansion into new sectors such as health care and energy should help to further stabilize the economy. We expect that management will continue to identify areas in which it can facilitate economic growth. Consequently, we expect the town's economy to remain strong throughout the outlook period.

### **Strong management**

We view the town's management as strong, with "good" financial policies and practices under our FMA methodology, indicating financial practices exist in most areas, but that governance officials might not formalize or monitor all of them on a regular basis.

Management undertakes a number of long-term planning exercises outside the scope of our FMA methodology, but which are important as they factor into budgetary decision-making and financial planning in the shorter term. The town's recently adopted master plan is in its second iteration and guides planning through 2040. Management also recognizes that the town may be susceptible to climate change, particularly through sea-level rise, and worked with an outside consultant to develop a hazard mitigation plan.

Strengths of the town's financial policies within the FMA include strong revenue and expenditure assumptions in the budgeting process. Management has worked to reduce annual budgetary variances, and consequently, has eliminated the use of reserve appropriations in the budget. Management formally reports quarterly to the board and town manager on budget-to-actual performance. The town's long-term financial plan includes five years of revenue projections, but lacks formal five-year projections for expenditures, which management conducts periodically. The capital investment plan (CIP) is updated annually and includes projects and revenue sources for five years. The CIP development includes weighted criteria resulting in a score, which management uses to prioritize projects. The CIP development process also includes debt service and maturity guidelines, which is in addition to the town's debt policy that outlines types of debt that may be issued and authorization procedures. The formal investment policy outlines caretaking and reporting requirements, in addition to formally adopting state limitations on debt; reporting on investments is done quarterly. The town's reserve policy requires that it maintain a balance of 3%-5% free cash, as defined by state law, as well as a stabilization reserve of 5%-7% of general fund expenditures.

### **Strong budgetary performance**

Fairhaven's budgetary performance is strong, in our opinion. The town had operating surpluses of 3.1% of expenditures in the general fund and 3.4% across all governmental funds in fiscal 2017.

For analytical consistency, we adjusted budgetary performance to account for recurring transfers into and out of the general fund. The town has posted strong budgetary performance in each of the last three fiscal years. Management carefully monitors in-year revenues and expenditures against the budget. Over the past three years, the town has generally had positive revenue variances in smaller revenue areas such as excise taxes and licenses and permits, and positive expenditure variances in employee benefits and other departmental turnbacks. Conservative budgeting and management's work to actively reduce end-of-year budgetary variances have resulted in small positive variances across many revenue and expenditure categories, aggregately generating in positive overall results. In fiscal 2017, property taxes accounted for approximately 55% of general fund revenue, followed by intergovernmental at 33%.

In fiscal 2018, management expects similar results to fiscal 2017. The fiscal 2019 budget is an approximately 3% increase to \$47.4 million before transfers to reserves and primarily reflects expenditure increases for education and public safety. Given management's focus on conservative budgeting and demonstrated strong budgetary performance, along with expectations for year-end fiscal 2018 results, we expect that Fairhaven's performance will remain strong throughout the outlook period.

### **Very strong budgetary flexibility**

Fairhaven's budgetary flexibility is very strong, in our view, with an available fund balance in fiscal 2017 of 26% of operating expenditures, or \$12.8 million.

We expect budgetary flexibility to remain very strong. The town has maintained an available fund balance above 20% in each of the past three fiscal years, and given our expectation for budgetary performance, we expect it will continue to do so. We note that the town's available fund balance does not include committed reserves that could be made available through a vote at town meeting, should circumstances warrant.

### **Very strong liquidity**

In our opinion, Fairhaven's liquidity is very strong, with total government available cash at 37.9% of total governmental fund expenditures and 7.2x governmental debt service in 2017. In our view, the town has strong access to external liquidity if necessary.

Fairhaven has maintained very strong cash balances over the past three fiscal years, and its liquidity profile is expected to remain very strong as there is no expectation of any significant deterioration of cash balances. The town also maintains strong access to external liquidity by frequently issuing debt for any capital project needs. In addition, we note it is not aggressive with its use of investments. It does not currently have any variable-rate or direct-purchase debt, reducing its exposure to any contingent liquidity risks.

### **Strong debt and contingent liability profile**

In our view, Fairhaven's debt and contingent liability profile is strong. Total governmental fund debt service is 5.3% of total governmental fund expenditures, and net direct debt is 32.0% of total governmental fund revenue. Overall net debt is low at 0.9% of market value, which is, in our view, a positive credit factor. Negatively affecting our view of the



town's debt profile is its significant medium-term debt plans.

In accordance with the CIP, the town anticipates issuing approximately \$22.6 million in fiscal 2021, of which \$20.5 million is for a new public safety complex. The town also expects to construct a new school administration building and undertake work on the high school's façade; however, those projects are outside of the five-year CIP and the town has yet to determine project scope and funding schedules. As it undertakes these large capital projects, we expect the debt ratios to grow. However, we also expect that management will work to incorporate rising carrying charges into the annual operating budget, as well as structuring the issuances to minimize longer term effects on the town's flexibility to undertake any other necessary capital projects and the effects on taxpayers. We do not anticipate the future debt issuances, as we currently understand them, to have a material effect on our view of the town's overall creditworthiness.

Fairhaven's combined required pension and actual other postemployment benefit (OPEB) contributions totaled 7.6% of total governmental fund expenditures in 2017. Of that amount, 5.2% represented required contributions to pension obligations, and 2.4% represented OPEB payments. The town made 102% of its annual required pension contribution in 2017.

The town participates in the Fairhaven Contributory Retirement System, a multiple-employer pension plan consisting of the town and the Fairhaven Housing Authority. Substantially all town employees participate in the plan, except for those school department employees eligible to participate in the state-administered teachers' retirement plan, for which the town has no liability. Fairhaven has contributed at least its actuarially determined contribution in each of the last three fiscal years and we expect this will continue. The system uses a 7.5% discount rate, which we consider average. The system is 71% funded and has adopted a closed amortization schedule with an expectation of achieving full funding in 2031. The town's proportionate share of the net pension liability is \$21.5 million, as of June 30, 2017.

Fairhaven offers OPEBs in the form of health care and life insurance to eligible retirees and their dependents. In 2011, the town established an irrevocable trust fund, in order to pre-fund OPEBs. The trust currently has an asset value of approximately \$347,000 and the town has a net OPEB liability of \$33.2 million, measured using a 6.25% discount rate. The trust is approximately 1% funded. The town recently adopted a trust funding policy, under which it anticipates contributing \$200,000 in fiscal 2019, with \$50,000 annual increases. Once the pension plan is fully funded, the town will redirect funding toward the OPEB trust. While we do not expect its OPEB contributions prior to the pension plan attaining full funding to have a material effect on the liability, we also do not expect the town's retirement carrying costs to present a budgetary pressure at this time.

### **Strong institutional framework**

The institutional framework score for Massachusetts municipalities is strong.

## **Outlook**

The stable outlook reflects our view that management will continue to focus on long-term financial balance, while incorporating future debt issuances into the annual budget and long-term financial projections. Additional stability is provided by the town's very strong budgetary flexibility and liquidity. Consequently, we do not expect to change the

rating over the two year outlook period.

**Downside scenario**

If increased fixed-cost carrying charges, resulting from future debt issuances or pension/OPEB costs, pressure the town's operating budget we could lower the rating.

**Upside scenario**

Should the town's underlying economic indicators grow to levels we consider commensurate with higher rated peers, we could raise the rating.

**Related Research**

- S&P Public Finance Local GO Criteria: How We Adjust Data For Analytic Consistency, Sept. 12, 2013
- Incorporating GASB 67 And 68: Evaluating Pension/OPEB Obligations Under Standard & Poor's U.S. Local Government GO Criteria, Sept. 2, 2015

Certain terms used in this report, particularly certain adjectives used to express our view on rating relevant factors, have specific meanings ascribed to them in our criteria, and should therefore be read in conjunction with such criteria. Please see Ratings Criteria at [www.standardandpoors.com](http://www.standardandpoors.com) for further information. Complete ratings information is available to subscribers of RatingsDirect at [www.capitaliq.com](http://www.capitaliq.com). All ratings affected by this rating action can be found on S&P Global Ratings' public website at [www.standardandpoors.com](http://www.standardandpoors.com). Use the Ratings search box located in the left column.

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Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
0358	MODERATOR						
001-114-00-5100-00-0358	PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-114-00-5111-00-0358	REGULAR PAY	800.00	800.00	400.00	800.00	800.00	#Error
	SALARY & WAGES	800.00	800.00	400.00	800.00	800.00	#Error
	TOTAL - SALARY & WAGES	800.00	800.00	400.00	800.00	800.00	#Error
	MODERATOR	800.00	800.00	400.00	800.00	800.00	#Error

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 114 MODERATOR</b>					
<b>Account Number: 001-114-00-5100-00-0358</b>					
<b>Name: PERSONAL SERVICES</b>					
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	0.00	
		1 Amount(s):		0.00	
<b>Account Number: 001-114-00-5111-00-0358</b>					
<b>Name: REGULAR PAY</b>					
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			2019	800.00	-800.00
			2020	800.00	-400.00
		1 Amount(s):	07/01/2020	800.00	
				800.00	
<b>2 Account(s) for Department 114:</b>					
			2019	800.00	-800.00
			2020	800.00	-400.00
			Level 2	800.00	

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
<b>0450</b>	<b>SELECTMEN/TOWN ADMINISTRATION</b>						
001-122-00-5100-00-0450	PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-122-00-5111-00-0450	REGULAR PAY	260,530.94	278,657.00	149,658.68	278,279.00	278,279.00	#Error
	<b>SALARY &amp; WAGES</b>	<b>260,530.94</b>	<b>278,657.00</b>	<b>149,658.68</b>	<b>278,279.00</b>	<b>278,279.00</b>	<b>#Error</b>
	<b>TOTAL - SALARY &amp; WAGES</b>	<b>260,530.94</b>	<b>278,657.00</b>	<b>149,658.68</b>	<b>278,279.00</b>	<b>278,279.00</b>	<b>#Error</b>
001-122-00-5200-00-0450	PURCHASE OF SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-122-00-5303-00-0450	ADVERTISING	500.80	1,600.00	189.60	1,600.00	1,600.00	#Error
001-122-00-5342-00-0450	POSTAGE	653.64	2,000.00	362.30	2,000.00	2,000.00	#Error
001-122-00-5390-00-0450	CONTRACTED SERVICES	573.78	2,250.00	2,205.19	650.00	650.00	#Error
	<b>PURCHASE OF SERVICES</b>	<b>1,728.22</b>	<b>5,850.00</b>	<b>2,757.09</b>	<b>4,250.00</b>	<b>4,250.00</b>	<b>#Error</b>
001-122-00-5400-00-0450	SUPPLIES	0.00	0.00	0.00	0.00	0.00	#Error
001-122-00-5420-00-0450	OFFICE SUPPLIES	2,602.50	2,729.00	291.99	2,729.00	2,729.00	#Error
001-122-00-5422-00-0450	PREPRINTED FORMS	210.45	310.00	186.89	310.00	310.00	#Error
001-122-00-5423-00-0450	COPY MACH.DUPLIC.COSTS	1,107.00	1,224.00	0.00	1,224.00	1,224.00	#Error
	<b>SUPPLIES</b>	<b>3,919.95</b>	<b>4,263.00</b>	<b>478.88</b>	<b>4,263.00</b>	<b>4,263.00</b>	<b>#Error</b>
001-122-00-5700-00-0450	OTHER CHARGES & EXPENSES	0.00	0.00	0.00	0.00	0.00	#Error
001-122-00-5712-00-0450	MILEAGE AND CAR ALLOWANCE	5,862.04	0.00	0.00	0.00	0.00	#Error
001-122-00-5713-00-0450	SEMINARS/PROF GATHERINGS	1,586.18	5,000.00	2,602.21	5,000.00	5,000.00	#Error
001-122-00-5731-00-0450	DUES	5,131.00	9,460.00	4,826.00	9,460.00	9,460.00	#Error
001-122-00-5732-00-0450	PUBLIC RELATIONS	0.00	800.00	757.80	800.00	800.00	#Error
	<b>OTHER CHARGES</b>	<b>12,579.22</b>	<b>15,260.00</b>	<b>8,186.01</b>	<b>15,260.00</b>	<b>15,260.00</b>	<b>#Error</b>
001-122-00-5800-00-0450	MINOR EQUIPMENT	0.00	0.00	0.00	0.00	0.00	#Error
001-122-00-5870-00-0450	REPLACEMENT EQUIPMENT	3,336.28	2,900.00	0.00	4,500.00	4,500.00	#Error
	<b>MINOR EQUIPMENT</b>	<b>3,336.28</b>	<b>2,900.00</b>	<b>0.00</b>	<b>4,500.00</b>	<b>4,500.00</b>	<b>#Error</b>
	<b>TOTAL - OPERATING EXPENSES</b>	<b>21,563.67</b>	<b>28,273.00</b>	<b>11,421.98</b>	<b>28,273.00</b>	<b>28,273.00</b>	<b>#Error</b>
	<b>SELECTMEN/TOWN ADMINISTRATION</b>	<b>282,094.61</b>	<b>306,930.00</b>	<b>161,080.66</b>	<b>306,552.00</b>	<b>306,552.00</b>	<b>#Error</b>

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
0451	SELECTMEN SALARIES						
001-122-01-\$100-00-0451	PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-122-01-\$111-00-0451	REGULAR PAY	16,716.60	20,060.00	10,029.96	20,061.00	20,061.00	#Error
	SALARY & WAGES	16,716.60	20,060.00	10,029.96	20,061.00	20,061.00	#Error
	TOTAL - SALARY & WAGES	16,716.60	20,060.00	10,029.96	20,061.00	20,061.00	#Error
	SELECTMEN SALARIES	16,716.60	20,060.00	10,029.96	20,061.00	20,061.00	#Error

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
1243	OPEB						
001-122-04-5201-00-1243	OPEB	200,000.00	250,000.00	250,000.00	300,000.00	300,000.00	#Error
	PURCHASE OF SERVICES	200,000.00	250,000.00	250,000.00	300,000.00	300,000.00	#Error
	TOTAL - OPERATING EXPENSES	200,000.00	250,000.00	250,000.00	300,000.00	300,000.00	#Error
	OPEB	200,000.00	250,000.00	250,000.00	300,000.00	300,000.00	#Error



Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
1244	WAGE & SALARY RESERVE						
001-122-05-5111-00-1244	WAGE & SALARY RESERVE	0.00	16,533.00	0.00	0.00	11,200.00	#Error
	SALARY & WAGES	0.00	16,533.00	0.00	0.00	11,200.00	#Error
	TOTAL - SALARY & WAGES	0.00	16,533.00	0.00	0.00	11,200.00	#Error
001-122-05-5201-01-1244	COLA FOR NON-UNION EMPLOYEE	0.00	0.00	0.00	70,000.00	46,000.00	#Error
	PURCHASE OF SERVICES	0.00	0.00	0.00	70,000.00	46,000.00	#Error
	TOTAL - OPERATING EXPENSES	0.00	0.00	0.00	70,000.00	46,000.00	#Error
	WAGE & SALARY RESERVE	0.00	16,533.00	0.00	70,000.00	57,200.00	#Error

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
0541	TOWN REPORT						
001-195-00-5200-00-0541	PURCHASE OF SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-195-00-5201-00-0541	GENERAL EXPENSE UNCLASS.	3,200.00	3,200.00	0.00	3,200.00	3,200.00	#Error
	PURCHASE OF SERVICES	3,200.00	3,200.00	0.00	3,200.00	3,200.00	#Error
	TOTAL - OPERATING EXPENSES	3,200.00	3,200.00	0.00	3,200.00	3,200.00	#Error
	TOWN REPORT	3,200.00	3,200.00	0.00	3,200.00	3,200.00	#Error

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
1287	SISTER CITY SUPPORT						
001-122-11-5201-18-1287	SISTER CITY SUPPORT	500.00	1,000.00	0.00	1,000.00	1,000.00	#Error
	PURCHASE OF SERVICES	500.00	1,000.00	0.00	1,000.00	1,000.00	#Error
	TOTAL - OPERATING EXPENSES	500.00	1,000.00	0.00	1,000.00	1,000.00	#Error
	SISTER CITY SUPPORT	500.00	1,000.00	0.00	1,000.00	1,000.00	#Error

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
1318	Rogers-Oxford Maint FY19 Art 25						
001-122-12-5201-18-1318	Rogers-Oxford Maint	4,445.63	8,000.00	0.00	8,000.00	8,000.00	#Error
	PURCHASE OF SERVICES	4,445.63	8,000.00	0.00	8,000.00	8,000.00	#Error
	TOTAL - OPERATING EXPENSES	4,445.63	8,000.00	0.00	8,000.00	8,000.00	#Error
	Rogers-Oxford Maint FY19 Art 25	4,445.63	8,000.00	0.00	8,000.00	8,000.00	#Error

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 122 SELECTMEN</b>					
<b>Account Number: 001-122-00-5100-00-0450</b>					
<b>Name: PERSONAL SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-122-00-5111-00-0450</b>					
<b>Name: REGULAR PAY</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		262,430.00	-260,530.94
		2020		278,657.00	-149,658.68
	1 Amount(s):			278,279.00	
<b>Account Number: 001-122-00-5200-00-0450</b>					
<b>Name: PURCHASE OF SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-122-00-5303-00-0450</b>					
<b>Name: ADVERTISING</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
For Advertising Legal Ads(Liquor Lic. & Others Tax Class hearings etc.		2019		600.00	-424.40
		2020		1,600.00	-189.60
	1 Amount(s):			1,600.00	
<b>Account Number: 001-122-00-5342-00-0450</b>					
<b>Name: POSTAGE</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Sufficient amount for postage at this time		2019		1,000.00	-653.64
		2020		2,000.00	-362.30
	1 Amount(s):			2,000.00	
<b>Account Number: 001-122-00-5390-00-0450</b>					
<b>Name: CONTRACTED SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
For Able Pest Control (Old COA Bldg.)Johnson Control (time punch)		2019		650.00	-573.78
		2020		2,250.00	-2,205.19
	1 Amount(s):			650.00	
<b>Account Number: 001-122-00-5400-00-0450</b>					
<b>Name: SUPPLIES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-122-00-5420-00-0450</b>					
<b>Name: OFFICE SUPPLIES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
For supplies in Selectmens Office		2019		2,729.00	-2,519.45
		2020		2,729.00	-291.99
	1 Amount(s):			2,729.00	
<b>Account Number: 001-122-00-5422-00-0450</b>					
<b>Name: PREPRINTED FORMS</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
For pre-printed forms business cards etc		2019		750.00	-210.45
		2020		310.00	-186.89
	1 Amount(s):			310.00	
<b>Account Number: 001-122-00-5423-00-0450</b>					
<b>Name: COPY MACH.DUPLIC.COSTS</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		1,224.00	-1,107.00
		2020		1,224.00	0.00
	1 Amount(s):			1,224.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
Department: 122 SELECTMEN					
Account Number: 001-122-00-5700-00-0450					
Name: OTHER CHARGES & EXPENSES					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
Account Number: 001-122-00-5712-00-0450					
Name: MILEAGE AND CAR ALLOWANCE					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		5,600.00	-5,862.04
	1 Amount(s):			0.00	
Account Number: 001-122-00-5713-00-0450					
Name: SEMINARS/PROF GATHERINGS					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		7,960.00	-1,586.18
		2020		5,000.00	-2,602.21
	1 Amount(s):			5,000.00	
Account Number: 001-122-00-5731-00-0450					
Name: DUES					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		5,000.00	-5,131.00
		2020		9,460.00	-4,826.00
	1 Amount(s):			9,460.00	
Account Number: 001-122-00-5732-00-0450					
Name: PUBLIC RELATIONS					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		800.00	0.00
		2020		800.00	-757.80
	1 Amount(s):			800.00	
Account Number: 001-122-00-5800-00-0450					
Name: MINOR EQUIPMENT					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
Account Number: 001-122-00-5870-00-0450					
Name: REPLACEMENT EQUIPMENT					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		11,500.00	-3,336.28
		2020		2,900.00	0.00
	1 Amount(s):			4,500.00	
Account Number: 001-122-01-5100-00-0451					
Name: PERSONAL SERVICES					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
Account Number: 001-122-01-5111-00-0451					
Name: REGULAR PAY					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		16,717.00	-16,716.60
		2020		20,060.00	-10,029.96
	1 Amount(s):			20,061.00	
Account Number: 001-122-04-5201-00-1243					
Name: OPEB					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		200,000.00	-200,000.00
		2020		250,000.00	-250,000.00
	1 Amount(s):			300,000.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 122 SELECTMEN</b>					
Account Number:	001-122-05-5111-00-1244		2019	27,685.00	0.00
Name:	WAGE & SALARY RESERVE		2020	16,533.00	0.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	11,200.00	
		1 Amount(s):		11,200.00	
Account Number:	001-122-05-5201-01-1244		2019	5,634.00	0.00
Name:	COLA FOR NON-UNION EMPLOYEES				
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	46,000.00	
		1 Amount(s):		46,000.00	
Account Number:	001-122-06-5201-00-1245		2019	1,182,627.00	-1,182,627.00
Name:	CAPITAL STAB FUND		2020	1,925,000.00	-1,925,000.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	0.00	
		1 Amount(s):		0.00	
Account Number:	001-122-11-5201-18-1287		2019	1,000.00	-500.00
Name:	SISTER CITY SUPPORT		2020	1,000.00	0.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	1,000.00	
		1 Amount(s):		1,000.00	
Account Number:	001-122-12-5201-18-1318		2019	8,000.00	-4,255.63
Name:	Rogers-Oxford Maint		2020	8,000.00	0.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	8,000.00	
		1 Amount(s):		8,000.00	
Account Number:	001-122-21-5201-17-1227		2019	760,000.00	-677,327.11
Name:	WIND TURBINE ELECTRIC		2020	750,000.00	-306,677.47
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	700,000.00	
		1 Amount(s):		700,000.00	
Account Number:	001-122-23-5201-00-1262		2019	2,000.00	-2,000.00
Name:	RAPE CRISIS		2020	2,000.00	0.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	2,000.00	
		1 Amount(s):		2,000.00	
Account Number:	001-122-24-5201-00-1263		2019	1,520.00	-1,520.00
Name:	BUZZARDS BAY COMMISSION		2020	1,520.00	-1,520.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	1,520.00	
		1 Amount(s):		1,520.00	
<b>28 Account(s) for Department 122:</b>			2019	2,505,426.00	-2,366,881.50
			2020	3,281,043.00	-2,654,308.09
			Level 2	1,396,333.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 195 TOWN REPORT</b>					
Account Number: 001-195-00-5200-00-0541					
Name: PURCHASE OF SERVICES					
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	0.00	
		1 Amount(s):		0.00	
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Account Number:	001-195-00-5201-00-0541		2019	3,200.00	-3,200.00
Name:	GENERAL EXPENSE UNCLASS.		2020	3,200.00	0.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
payment for the towns annual report to the lowest bidder for printing			07/01/2020	3,200.00	
		1 Amount(s):		3,200.00	
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<b>2 Account(s) for Department 195:</b>			2019	3,200.00	-3,200.00
			2020	3,200.00	0.00
			Level 2	3,200.00	







Town of Fairhaven  
Massachusetts  
Human Resources Office  
40 Center Street  
Fairhaven, MA 02719

Tel: (508) 979-4023  
Fax: (508) 979-4079  
HR@Fairhaven-MA.gov

**MEMO**

Date: November 20, 2019

From: Anne O'Brien, Human Resources Director

To: Budget Team

Re: FY21 Budget Cover Letter – Human Resources and Benefits

The Human Resources Department is responsible for personnel administration for the Town's general government, including personnel policies, collective bargaining agreements, health insurance benefits, worker's compensation, unemployment, Employee Assistance Program, training, and police/fire injured on duty "111F". Attached to this letter, please find a budget proposal for the Human Resources department for FY21.

This budget seeks to fulfill the following Selectmen Goals for FY21:

- Goal 1: Human Resources Improvements
  - A. Personnel policies and procedures is in its final version and ready for the public review process/implementation; following the creation and acceptance of the personnel policies, the handbook will be created based on the accepted policies.
  - B. Once again, this budget includes a new request for funding to send an employee to a Massachusetts Municipal Association course in Local Government leadership, pursuant to the Succession and Cross Training goal
  - C. This budget includes appropriation for employee wellness incentives
  - D. Collective bargaining (2019-2022) is complete and funded for all seven collective bargaining units.
  - E. Written health insurance policies are currently in draft form and are anticipated to be completed and implemented by FY21
  - F. Assessment Center for Sergeant and Lieutenant Promotional List was conducted on November 16, 2019.

Advertising: I am requesting a level-funded amount of \$2,000 for recruitment advertising.

Postage: I am requesting a reduction in funding (\$800) for postage, due to an increase in email correspondence with retirees.

Contracted Services: This estimate of \$8,900 includes:

- A Flexible Spending Account program with an estimated 50 employees with a monthly fee of \$5 per employee (\$3,000)

- \$1,000 for a Massachusetts Equal Pay Act (MEPA) self-evaluation<sup>1</sup>
- \$300 cell phone reimbursement for the HR Director
- \$4,600 for digital personnel policy sign off for 150 employees (including BPW) – please find related “additional funding request” form

Office Supplies: I am requesting a reduction in funding (\$2,500) for office supplies, as the HR office now has all the locking cabinets required for secure storage of personnel and medical files.

Mileage: I am requesting \$500 for mileage to attend professional development opportunities.

Professional Gatherings: This year, I am requesting \$3,820 to fund:

- Massachusetts Municipal Human Resources meetings (formerly MMPA, now MMHR) (\$320)
- The MMHR annual conference (\$500)
- PHR/SHRM credit maintenance (\$1,500)
- ICMA Local Government 101 Online Certificate Program (\$1,500)

Membership and Dues: Requested memberships include MMPA (Massachusetts Municipal Personnel Association) for the Human Resources Director, ICMA and the SHRM. Both ICMA and SHRM offer hundreds of forms and form letters, advice on best practices. Unfortunately, almost all these institutions have indicated that their dues will be increasing in FY21; for that reason, I am requesting \$1,025.

Training (Other Charges): Wherever possible, the HR department will continue to try and obtain no-cost training, from other certified departments and from our insurance carrier; but this appropriation includes a request for \$2,500 to send one employee, to be selected by the Town Administrator, to attend the next available Suffolk University/MMA Local Government Leadership certificate. (Selectmen FY20 Goal 1.2: Succession training and cross-training.) This certificate program is comprised of 15 credits of Masters’-level coursework from Suffolk University’s Moakley Center, and is designed specifically for succession training. Areas of discipline range from Budget Management to Local Government Strategic Management.

This year, I am also requesting \$2,000 to use on all-staff training sessions. In FY20, we had a goals/Gantt training session that was very effective in getting all-staff adoption and implementation of Selectmen goals and objectives. A trained and developed staff will help to fulfill the Selectmen’s goal of “enhancing productivity”, and creating “an atmosphere of mutual respect and teamwork”.

Unemployment: For the third year in a row, I am comfortable with requesting \$115,000 for FY21.

Wellness Committee: The Wellness Committee would like to again request \$7,500 for wellness classes, diabetes prevention programs, weight loss reimbursement programs, and other programs that incentivize Town employees to take charge of their health and fitness. The Wellness

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<sup>1</sup> In the event of a discrimination claim, MEPA provides a complete defense for any employer that has conducted a good faith, reasonable self-evaluation of its pay practices within the previous three years and before an action is filed against it. Please note this allocation was requested in FY20 but used on necessary training instead.

Committee continues to tailor its program to create opportunities that make for happier, healthier employees, while potentially lowering the Town's risk for high health insurance claims.

Thank you for your consideration, in reviewing my budget. I look forward to discussing these requests in detail with you.

Enclosures

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
1345	HUMAN RESOURCES						
001-153-00-5111-00-1345	REGULAR PAY	109,416.49	117,601.00	62,379.80	122,188.00	121,188.00	#Error
	SALARY & WAGES	109,416.49	117,601.00	62,379.80	122,188.00	121,188.00	#Error
	TOTAL - SALARY & WAGES	109,416.49	117,601.00	62,379.80	122,188.00	121,188.00	#Error
001-153-00-5303-00-1345	ADVERTISING	1,744.00	2,000.00	72.00	2,000.00	2,000.00	#Error
001-153-00-5342-00-1345	POSTAGE	557.73	1,200.00	318.75	800.00	800.00	#Error
001-153-00-5390-00-1345	CONTRACTED SERVICES	890.00	6,600.00	3,814.65	8,900.00	8,900.00	#Error
	PURCHASE OF SERVICES	3,191.73	9,800.00	4,205.40	11,700.00	11,700.00	#Error
001-153-00-5420-00-1345	OFFICE SUPPLIES	2,776.78	4,400.00	1,455.99	2,500.00	2,500.00	#Error
	SUPPLIES	2,776.78	4,400.00	1,455.99	2,500.00	2,500.00	#Error
001-153-00-5700-00-1345	OTHER CHARGES	0.00	2,500.00	0.00	4,500.00	0.00	#Error
001-153-00-5712-00-1345	MILEAGE	295.84	0.00	150.80	500.00	500.00	#Error
001-153-00-5713-00-1345	SEMINARS/PROF GATHERING	1,894.63	3,000.00	1,970.00	3,820.00	2,320.00	#Error
001-153-00-5731-00-1345	DUES	1,489.00	800.00	3,309.00	1,025.00	1,025.00	#Error
	OTHER CHARGES	3,679.47	6,300.00	5,429.80	9,845.00	3,845.00	#Error
	TOTAL - OPERATING EXPENSES	9,647.98	20,500.00	11,091.19	24,045.00	18,045.00	#Error
	HUMAN RESOURCES	119,064.47	138,101.00	73,470.99	146,233.00	139,233.00	#Error

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
1345	HUMAN RESOURCES						
001-153-10-5201-00-1345	WELLNESS PROGRAM	5,687.45	7,500.00	0.00	7,500.00	7,500.00	#Error
	PURCHASE OF SERVICES	5,687.45	7,500.00	0.00	7,500.00	7,500.00	#Error
	TOTAL - OPERATING EXPENSES	5,687.45	7,500.00	0.00	7,500.00	7,500.00	#Error
	HUMAN RESOURCES	5,687.45	7,500.00	0.00	7,500.00	7,500.00	#Error

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 153 HUMAN RESOURCES</b>					
<b>Account Number:</b>	001-153-00-5111-00-1345		2019	119,084.00	-109,416.49
<b>Name:</b>	REGULAR PAY		2020	117,601.00	-62,379.80
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	83523 for HR Director and 38351 for Benefits Coordinator	07/01/2020		121,188.00	
	1 Amount(s):			121,188.00	
<b>Account Number:</b>	001-153-00-5303-00-1345		2019	2,000.00	-1,744.00
<b>Name:</b>	ADVERTISING		2020	2,000.00	-72.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Level-funding from previous year	07/01/2020		2,000.00	
	1 Amount(s):			2,000.00	
<b>Account Number:</b>	001-153-00-5342-00-1345		2019	1,000.00	-557.73
<b>Name:</b>	POSTAGE		2020	1,200.00	-318.75
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Reduction from previous year - increase in email notifications	07/01/2020		800.00	
	1 Amount(s):			800.00	
<b>Account Number:</b>	001-153-00-5390-00-1345		2019	6,050.00	-890.00
<b>Name:</b>	CONTRACTED SERVICES		2020	6,600.00	-3,814.65
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	\$3000 for FSA program \$300 cell reimbursement \$1000 MEPA assessment \$4600 digital personnel policy sign off for 150 employees	07/01/2020		8,900.00	
	1 Amount(s):			8,900.00	
<b>Account Number:</b>	001-153-00-5420-00-1345		2019	3,500.00	-2,776.78
<b>Name:</b>	OFFICE SUPPLIES		2020	4,400.00	-1,455.99
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Reducing request from previous year most compliance needs have been met	07/01/2020		2,500.00	
	1 Amount(s):			2,500.00	
<b>Account Number:</b>	001-153-00-5700-00-1345		2020	2,500.00	0.00
<b>Name:</b>	OTHER CHARGES				
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	TA will select another employee to attend MMA Public Management Certificate program	07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number:</b>	001-153-00-5712-00-1345		2019	500.00	-295.84
<b>Name:</b>	MILEAGE		2020	0.00	-150.80
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	For conference travel	07/01/2020		500.00	
	1 Amount(s):			500.00	
<b>Account Number:</b>	001-153-00-5713-00-1345		2019	2,450.00	-1,894.63
<b>Name:</b>	SEMINARS/PROF GATHERING		2020	3,000.00	-1,970.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	320 for MMHR meetings 500 for MMHR annual conference 1500 for credit maintenance 1500 for ICMA 101 certificate program	07/01/2020		2,320.00	
	1 Amount(s):			2,320.00	
<b>Account Number:</b>	001-153-00-5731-00-1345		2019	750.00	-1,489.00
<b>Name:</b>	DUES		2020	800.00	-3,309.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	MMHR: \$450 ICMA: \$200 NEHRA: \$165 SHRM: \$200	07/01/2020		1,025.00	
	1 Amount(s):			1,025.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 153 HUMAN RESOURCES</b>					
<b>Account Number:</b>	001-153-10-5201-00-1345		2019	7,500.00	-5,687.45
<b>Name:</b>	WELLNESS PROGRAM		2020	7,500.00	0.00
<b>Comment</b>			<u>Post Date</u>	<u>Budgeted</u>	
Wellness classes incentives diabetes prevention program weight loss incentive programs			07/01/2020	7,500.00	
1 Amount(s):				7,500.00	
<b>10 Account(s) for Department 153:</b>			2019	142,834.00	-124,751.92
			2020	145,601.00	-73,470.99
			Level 2	146,733.00	



Department Name:	Human Resources		Date of Hire	Years of Service(2)	Union (3)	Step Grade (4)	Step (4)	Hourly Wage (5)	Hrs./ week	Annual Wages(6)	Annual Salary (7)	Date of Step (8)	Cost of Step Inc. (9)	Longevity(10)	Sick Leave Bonus (11)	Sick Leave Buy-Back (12)	Stipend/ Other (18)	Total Compensation	
HR Dir/Asst TA			1/20/2012	9	NU	18	3				\$80,033	7/1/2020	\$2,004	\$400	\$400			\$82,837	
Benefits Coordinator			2/19/2018	3	C	B	2	\$20.53	35.0	\$37,508		2/19/2021	\$443	\$400	\$400			\$38,351	
										\$37,508	\$80,033		\$2,447	\$400	\$800	\$0	\$0	\$121,188	
<b>Comments:</b>																			

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
<b>0526</b>	<b>TOWN ACCOUNTANT</b>						
001-135-00-5111-00-0526	REGULAR PAY	132,421.14	137,859.00	71,804.26	138,240.00	138,240.00	#Error
	<b>SALARY &amp; WAGES</b>	<b>132,421.14</b>	<b>137,859.00</b>	<b>71,804.26</b>	<b>138,240.00</b>	<b>138,240.00</b>	<b>#Error</b>
	<b>TOTAL - SALARY &amp; WAGES</b>	<b>132,421.14</b>	<b>137,859.00</b>	<b>71,804.26</b>	<b>138,240.00</b>	<b>138,240.00</b>	<b>#Error</b>
001-135-00-5420-00-0526	OFFICE SUPPLIES	199.98	200.00	0.00	800.00	800.00	#Error
001-135-00-5422-00-0526	PREPRINTED FORMS	200.00	225.00	204.86	225.00	225.00	#Error
	<b>SUPPLIES</b>	<b>399.98</b>	<b>425.00</b>	<b>204.86</b>	<b>1,025.00</b>	<b>1,025.00</b>	<b>#Error</b>
001-135-00-5712-00-0526	MILEAGE	228.64	553.00	202.88	558.00	558.00	#Error
001-135-00-5713-00-0526	SEMINARS/PROF.GATHERINGS	1,115.04	1,109.00	130.00	2,488.00	2,488.00	#Error
001-135-00-5731-00-0526	DUES	274.78	130.00	115.00	305.00	305.00	#Error
	<b>OTHER CHARGES</b>	<b>1,618.46</b>	<b>1,792.00</b>	<b>447.88</b>	<b>3,351.00</b>	<b>3,351.00</b>	<b>#Error</b>
	<b>TOTAL - OPERATING EXPENSES</b>	<b>2,018.44</b>	<b>2,217.00</b>	<b>652.74</b>	<b>4,376.00</b>	<b>4,376.00</b>	<b>#Error</b>
	<b>TOWN ACCOUNTANT</b>	<b>134,439.58</b>	<b>140,076.00</b>	<b>72,457.00</b>	<b>142,616.00</b>	<b>142,616.00</b>	<b>#Error</b>

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
0528	TOWN AUDIT						
001-135-02-5301-00-0528	TOWN AUDIT	43,500.00	44,500.00	32,000.00	46,000.00	46,000.00	#Error
	PURCHASE OF SERVICES	43,500.00	44,500.00	32,000.00	46,000.00	46,000.00	#Error
	TOTAL - OPERATING EXPENSES	43,500.00	44,500.00	32,000.00	46,000.00	46,000.00	#Error
	TOWN AUDIT	43,500.00	44,500.00	32,000.00	46,000.00	46,000.00	#Error

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 135 TOWN ACCOUNTANT</b>					
<b>Account Number:</b>	001-135-00-5111-00-0526		2019	133,685.00	-132,421.14
<b>Name:</b>	REGULAR PAY		2020	137,859.00	-71,804.26
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	138,240.00	
		1 Amount(s):		138,240.00	
<b>Account Number:</b>	001-135-00-5420-00-0526		2019	400.00	-199.98
<b>Name:</b>	OFFICE SUPPLIES		2020	200.00	0.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
Increase of \$600 for purchase of file cabinets or desks			07/01/2020	800.00	
		1 Amount(s):		800.00	
<b>Account Number:</b>	001-135-00-5422-00-0526		2019	225.00	-200.00
<b>Name:</b>	PREPRINTED FORMS		2020	225.00	-204.86
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
Preprinted forms			07/01/2020	225.00	
		1 Amount(s):		225.00	
<b>Account Number:</b>	001-135-00-5712-00-0526		2019	510.00	-228.64
<b>Name:</b>	MILEAGE		2020	553.00	-202.88
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
DOR annual seminar 58 Vadar seminar 104 Fall accounting conference 113 Umass Amherst school 171 MMAAA annual conference 55 misc accounting meetings 58			07/01/2020	558.00	
		1 Amount(s):		558.00	
<b>Account Number:</b>	001-135-00-5713-00-0526		2019	824.00	-1,115.04
<b>Name:</b>	SEMINARSPROF.GATHERINGS		2020	1,109.00	-130.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
Fall MMAAA conference/ hotel/ meal exp Devons MA 223 Umass Amherst annual school 764 MMAAA annual seminar 446 misc seminars to maintain CPA license 230 Suffolk MMA municipal finance mgt seminar 825			07/01/2020	2,488.00	
		1 Amount(s):		2,488.00	
<b>Account Number:</b>	001-135-00-5731-00-0526		2019	284.46	-274.78
<b>Name:</b>	DUES		2020	130.00	-115.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
MMAAA dues 90 Plymouth Bristol assoc dues 35 Commonwealth of MA CPA license renewal 6-30-21 \$180			07/01/2020	305.00	
		1 Amount(s):		305.00	
<b>Account Number:</b>	001-135-02-5301-00-0528		2019	43,500.00	-43,500.00
<b>Name:</b>	TOWN AUDIT		2020	44,500.00	-32,000.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	46,000.00	
		1 Amount(s):		46,000.00	
<b>7 Account(s) for Department 135:</b>			2019	179,428.46	-177,939.58
			2020	184,576.00	-104,457.00
			Level 2	188,616.00	

Department Name:		Town Accountant														
Job Title	Date of Hire	Years of Service(2)	Union (3)	Grade	Step (4)	Hourly Wage (5)	Hrs./week	Annual Wages(6)	Annual Salary (7)	Date of Step (8)	Cost of Step Inc. (9)	Longevity(10)	Sick Leave Bonus (11)	Sick Leave Buy-Back (12)	Stipend/Other (18)	Total Compensation
Town Accountant	4/10/1995	25	NU	19	9				\$99,326		0	\$1,250	\$400	\$2,855	\$1,000	\$104,831
A/P Clerk II - part time	7/1/2008	12	NU	9	5	\$21.71	19.0	\$21,532		7/1/2020	\$536	\$324	\$400			\$22,792
A/P Clerk I - part time	11/20/2017	2	NU	7	3	\$18.04	11.0	\$10,359		7/1/2020	\$258					\$10,617
								\$31,891	\$99,326		\$794	\$1,574	\$800	\$2,855	\$1,000	\$138,240
<b>Comments:</b>																
Stipend/Other (column 18):																
Town Accountant receives a \$1,000 stipend for maintaining certification as Government Accountant																



TOWN OF  
**FAIRHAVEN**  
MASSACHUSETTS  
*THE FRIENDLY TOWN*

OFFICE OF  
DIRECTOR OF FINANCE/  
TREASURER  
TOWN HALL  
TELEPHONE (508) 979-4023

To: Board of Selectmen  
From: Wendy L. Graves, Finance Director  
Date: January 10, 2020  
Re: Treasurer/Collector Budget Request

The Treasurer/Collector's budget for FY21 has a small increase from FY20. The contracted services are increased by \$2,000.00 for the Harper's Payroll line-item to continue to convert employees to Web time. Also, I am increasing the Tax Title Account by \$2,000.00 because the fee to place or release a tax lien has gone up from \$70.00 each to \$105.00 each.

**Goal 3: Inter & Intra Government Cooperation**

In an effort to improve services and reduce costs, I will work with the Town Administrator on developing a Complete Revenue Sharing program with the Fairhaven Public Schools.

**Goal 4: Financial Sustainability**

I will work with the Town Accountant on developing a monthly Executive Summary Report of Key Financial Indicators for the Town Administrator to disseminate to the Selectmen. We will also explore the feasibility of implementing "Open Check Book" to promote transparency of town financial activity.

**Goal 7: Civic Engagement**

In order to improve communication with the Town and its residents, I will work on developing and implementing a standardized reporting system for the Treasurer/Collector's office on our activities to promote transparency of information.

**Goal 8: Long Term Planning**

In an effort to address the Town's aging infrastructure, I will continue to work with the Town Administrator to complete & adopt the Public Facilities Improvement Plan & begin implementation.

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
<b>0548</b>	<b>TREASURER</b>						
001-145-00-5100-00-0548	PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-145-00-5111-00-0548	REGULAR PAY	343,729.19	361,487.00	194,260.34	375,950.00	373,950.00	#Error
	<b>SALARY &amp; WAGES</b>	<b>343,729.19</b>	<b>361,487.00</b>	<b>194,260.34</b>	<b>375,950.00</b>	<b>373,950.00</b>	<b>#Error</b>
	<b>TOTAL - SALARY &amp; WAGES</b>	<b>343,729.19</b>	<b>361,487.00</b>	<b>194,260.34</b>	<b>375,950.00</b>	<b>373,950.00</b>	<b>#Error</b>
001-145-00-5200-00-0548	PURCHASE OF SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-145-00-5315-00-0548	ADMINISTRATIVE EXPENSE	3,540.36	6,800.00	941.02	6,800.00	6,800.00	#Error
001-145-00-5341-00-0548	TELEPHONE	300.00	300.00	125.00	300.00	300.00	#Error
001-145-00-5342-00-0548	POSTAGE	14,232.19	24,500.00	7,559.23	24,500.00	24,500.00	#Error
001-145-00-5390-00-0548	CONTRACTED SERVICES	34,376.25	38,860.00	22,517.04	40,860.00	38,860.00	#Error
	<b>PURCHASE OF SERVICES</b>	<b>52,448.80</b>	<b>70,460.00</b>	<b>31,142.29</b>	<b>72,460.00</b>	<b>70,460.00</b>	<b>#Error</b>
001-145-00-5400-00-0548	SUPPLIES	0.00	0.00	0.00	0.00	0.00	#Error
001-145-00-5420-00-0548	OFFICE SUPPLIES	6,560.25	8,000.00	3,108.69	8,000.00	8,000.00	#Error
001-145-00-5422-00-0548	PREPRINTED FORMS	2,931.22	4,700.00	1,710.22	4,700.00	4,700.00	#Error
001-145-00-5429-00-0548	CERTIFICATION OF NOTES	550.00	600.00	0.00	600.00	600.00	#Error
	<b>SUPPLIES</b>	<b>10,041.47</b>	<b>13,300.00</b>	<b>4,818.91</b>	<b>13,300.00</b>	<b>13,300.00</b>	<b>#Error</b>
001-145-00-5700-00-0548	OTHER CHARGES & EXPENSES	0.00	0.00	0.00	0.00	0.00	#Error
001-145-00-5712-00-0548	MILEAGE	865.43	1,700.00	985.31	1,700.00	1,700.00	#Error
001-145-00-5713-00-0548	SEMINARS PROF.GATHERINGS	1,225.03	2,570.00	784.49	2,570.00	2,570.00	#Error
001-145-00-5731-00-0548	DUES	235.00	380.00	235.00	380.00	380.00	#Error
001-145-00-5746-00-0548	EMPLOYEE BOND	1,084.00	1,900.00	979.00	1,900.00	1,900.00	#Error
	<b>OTHER CHARGES</b>	<b>3,409.46</b>	<b>6,550.00</b>	<b>2,983.80</b>	<b>6,550.00</b>	<b>6,550.00</b>	<b>#Error</b>
	<b>TOTAL - OPERATING EXPENSES</b>	<b>65,899.73</b>	<b>90,310.00</b>	<b>38,945.00</b>	<b>92,310.00</b>	<b>90,310.00</b>	<b>#Error</b>
	<b>TREASURER</b>	<b>409,628.92</b>	<b>451,797.00</b>	<b>233,205.34</b>	<b>468,260.00</b>	<b>464,260.00</b>	<b>#Error</b>

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
0549	TREASURER/OTHER						
001-145-01-5309-00-0549	TAX TITLES	57,754.15	51,000.00	21,739.63	53,000.00	51,000.00	#Error
	PURCHASE OF SERVICES	57,754.15	51,000.00	21,739.63	53,000.00	51,000.00	#Error
	TOTAL - OPERATING EXPENSES	57,754.15	51,000.00	21,739.63	53,000.00	51,000.00	#Error
	TREASURER/OTHER	57,754.15	51,000.00	21,739.63	53,000.00	51,000.00	#Error



# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 145      TREASURER/COLLECTOR</b>					
<b>Account Number: 001-145-00-5100-00-0548</b>					
<b>Name: PERSONAL SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-145-00-5111-00-0548</b>					
<b>Name: REGULAR PAY</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		347,479.00	-343,729.19
		2020		361,487.00	-194,260.34
	1 Amount(s):			373,950.00	
<b>Account Number: 001-145-00-5200-00-0548</b>					
<b>Name: PURCHASE OF SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-145-00-5315-00-0548</b>					
<b>Name: ADMINISTRATIVE EXPENSE</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
bank fees loan orig fees Financial Advisor fees		2019		5,000.00	-3,540.36
		2020		6,800.00	-941.02
	1 Amount(s):			6,800.00	
<b>Account Number: 001-145-00-5341-00-0548</b>					
<b>Name: TELEPHONE</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
reimb cell phone		2019		300.00	-300.00
		2020		300.00	-125.00
	1 Amount(s):			300.00	
<b>Account Number: 001-145-00-5342-00-0548</b>					
<b>Name: POSTAGE</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
mail RE PP MV boat bills W-2s vendor checks payroll checks		2019		19,500.00	-14,232.19
		2020		24,500.00	-7,559.23
	1 Amount(s):			24,500.00	
<b>Account Number: 001-145-00-5390-00-0548</b>					
<b>Name: CONTRACTED SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Harpers payroll Pitney Bowes postage machine		2019		37,860.00	-34,376.25
		2020		38,860.00	-22,517.04
	1 Amount(s):			38,860.00	
<b>Account Number: 001-145-00-5400-00-0548</b>					
<b>Name: SUPPLIES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-145-00-5420-00-0548</b>					
<b>Name: OFFICE SUPPLIES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
office supplies and paper & toner for finance dept		2019		7,000.00	-6,425.26
		2020		8,000.00	-3,108.69
	1 Amount(s):			8,000.00	
<b>Account Number: 001-145-00-5422-00-0548</b>					
<b>Name: PREPRINTED FORMS</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
letterhead business cards envelopes bills		2019		4,700.00	-2,931.22
		2020		4,700.00	-1,710.22
	1 Amount(s):			4,700.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 145      TREASURER/COLLECTOR</b>					
<b>Account Number:</b>	001-145-00-5429-00-0548		2019	600.00	-550.00
<b>Name:</b>	CERTIFICATION OF NOTES		2020	600.00	0.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
fees			07/01/2020	600.00	
		1 Amount(s):		600.00	
<hr/>					
<b>Account Number:</b>	001-145-00-5700-00-0548				
<b>Name:</b>	OTHER CHARGES & EXPENSES				
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	0.00	
		1 Amount(s):		0.00	
<hr/>					
<b>Account Number:</b>	001-145-00-5712-00-0548		2019	1,700.00	-865.43
<b>Name:</b>	MILEAGE		2020	1,700.00	-985.31
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
meeting & seminars making deposits			07/01/2020	1,700.00	
		1 Amount(s):		1,700.00	
<hr/>					
<b>Account Number:</b>	001-145-00-5713-00-0548		2019	2,570.00	-1,225.03
<b>Name:</b>	SEMINARS PROF.GATHERINGS		2020	2,570.00	-784.49
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
annual school annual meeting seminar fees			07/01/2020	2,570.00	
		1 Amount(s):		2,570.00	
<hr/>					
<b>Account Number:</b>	001-145-00-5731-00-0548		2019	340.00	-235.00
<b>Name:</b>	DUES		2020	380.00	-235.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
MCTA BCCTA MGFOA			07/01/2020	380.00	
		1 Amount(s):		380.00	
<hr/>					
<b>Account Number:</b>	001-145-00-5746-00-0548		2019	1,900.00	-1,084.00
<b>Name:</b>	EMPLOYEE BOND		2020	1,900.00	-979.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
bonds			07/01/2020	1,900.00	
		1 Amount(s):		1,900.00	
<hr/>					
<b>Account Number:</b>	001-145-01-5309-00-0549		2019	57,800.00	-57,754.15
<b>Name:</b>	TAX TITLES		2020	51,000.00	-21,739.63
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
Lien & redemption fees went from \$70 to \$105 each			07/01/2020	51,000.00	
		1 Amount(s):		51,000.00	
<hr/>					
<b>17 Account(s) for Department 145:</b>			2019	486,749.00	-467,248.08
			2020	502,797.00	-254,944.97
			Level 2	515,260.00	

Department Name:	Treasurer/Collector		Step (4)	Hrs./week	Annual Wages(6)	Annual Salary (7)	Date of Step (8)	Cost of Step Inc. (9)	Longevity(10)	Sick Leave Bonus (11)	Sick Leave Buy-Back (12)	Stipend/Ot her (18)	Total Compensation
	Date of Hire	Years of Service(2)											
Finance Director	4/8/2013	7	9		\$113,713			\$0	\$350	\$400		\$2,000	\$116,463
Asst. Treasurer/Collector	2/14/1994	26	6	40.0	\$58,527		7/1/2020	\$1,879	\$1,300	\$400	\$1,736		\$63,842
Financial Assistant	4/26/1988	32	6	40.0	\$53,515		7/1/2020	\$1,733	\$1,600	\$400			\$57,248
Payroll Administrator	5/27/2008	12	6	40.0	\$53,307		7/1/2020	\$1,733	\$600	\$400			\$56,040
Principal Office Assistants	9/10/2001	19	5	35.0	\$40,468		9/10/2020	\$1,114	\$950	\$400			\$42,932
Principal Office Assistants reserve for reclass	11/27/2017	2	2	35.0	\$36,321	\$6,000	11/27/2020	\$705	\$0	\$400			\$37,426
					\$242,138	\$119,713		\$7,164	\$4,800	\$2,400	\$1,736	\$2,000	\$373,950
<b>Comments:</b> Certification Municipal Treasurer \$1,000 Certification Municipal Collector \$1,000													



# Town of Fairhaven, MA Clerk's Office

Town Hall · 40 Center Street · Fairhaven, MA 02719  
Telephone (508) 979-4023 X105/106 · FAX (508)-979-4079

December 6, 2019

Mark Rees & Select Board  
Town Administrator  
40 Center Street  
Fairhaven, MA 02719

Ref: FY 21 Budget Cover Letter-Town Clerk

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## FY21 TOWN CLERK BUDGET & GOALS

The Town Clerk's Office is requesting additional funding in the Town Clerks E&R budget for the three elections in FY 21.

- I expect the 2020 Elections to have an increase in voter turnout. (which is great!)

In the 2016 March Primary Election, the voter turnout was 44% of voters and I expect a higher turnout. The 2016 November Presidential turnout was 77% voter turnout and again I expect a higher turnout. There will be two weeks of early voting for the Presidential Election and potentially 1 week of early voting for the September Primary. With that being said, I respectfully request an increase in the Salary Line Item by \$26,582.00.

Note: I also put the Admin. Asst. position back in the ER budget due to realizing most of the work is related to the elections. (\$15,000 request - an increase of \$5,000)

- This is an "as needed" position and is **necessary** throughout the year for Elections, Census Process, Town Meetings, coverage in the office for seminars, certifying signatures for nomination/petitions. This position also has enhanced the ability in the office to run more efficient during the busiest times throughout the year. This meets the Selectmen's goal #7, "Civic Engagement" by reducing wait time and facilitating excellent and timely customer service for our residents.

I am also requesting an increase of \$3,950.00 in the Town Clerk's. (F/Y 21 TC salary would total \$64,725.38) The Town Clerk did not receive the COLA in FY20.

I have attached a list of Town Clerks Salary in towns with similar populations. This increase will put the Town Clerk's salary closer to being in line with other similar towns.

Respectfully,

Carolyn Hurley

Town Clerk

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
<b>0529</b>	<b>TOWN CLERK</b>						
001-161-00-5100-00-0529	PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-161-00-5111-00-0529	REGULAR PAY	53,822.06	53,295.00	23,191.54	38,012.00	37,012.00	#Error
	<b>SALARY &amp; WAGES</b>	<b>53,822.06</b>	<b>53,295.00</b>	<b>23,191.54</b>	<b>38,012.00</b>	<b>37,012.00</b>	<b>#Error</b>
	<b>TOTAL - SALARY &amp; WAGES</b>	<b>53,822.06</b>	<b>53,295.00</b>	<b>23,191.54</b>	<b>38,012.00</b>	<b>37,012.00</b>	<b>#Error</b>
001-161-00-5200-00-0529	PURCHASE OF SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-161-00-5241-00-0529	REPAIR&MAINT-OFFICE EQUI	463.72	475.00	487.43	525.00	525.00	#Error
001-161-00-5341-00-0529	TELEPHONE	0.00	0.00	0.00	0.00	0.00	#Error
001-161-00-5342-00-0529	POSTAGE	2,623.78	4,900.00	3,195.29	5,100.00	5,100.00	#Error
001-161-00-5390-00-0529	CONTRACTED SERVICES	6,270.53	4,695.00	1,401.84	5,730.00	5,730.00	#Error
	<b>PURCHASE OF SERVICES</b>	<b>9,358.03</b>	<b>10,070.00</b>	<b>5,084.56</b>	<b>11,355.00</b>	<b>11,355.00</b>	<b>#Error</b>
001-161-00-5400-00-0529	SUPPLIES	0.00	0.00	0.00	0.00	0.00	#Error
001-161-00-5420-00-0529	OFFICE SUPPLIES	1,794.71	1,240.00	46.43	1,240.00	1,240.00	#Error
001-161-00-5422-00-0529	PREPRINTED FORMS	589.00	3,650.00	2,476.46	3,930.00	3,930.00	#Error
001-161-00-5425-00-0529	BOOKBINDING	385.00	400.00	385.00	400.00	400.00	#Error
001-161-00-5584-01-0529	DOG LICENSES	393.22	900.00	714.49	900.00	900.00	#Error
	<b>SUPPLIES</b>	<b>3,161.93</b>	<b>6,190.00</b>	<b>3,622.38</b>	<b>6,470.00</b>	<b>6,470.00</b>	<b>#Error</b>
001-161-00-5700-00-0529	OTHER CHARGES & EXPENSES	0.00	0.00	0.00	0.00	0.00	#Error
001-161-00-5712-00-0529	MILEAGE AND CAR ALLOWANCE	0.00	120.00	120.00	120.00	120.00	#Error
001-161-00-5713-00-0529	SEMINARS/PROF.GATHERINGS	75.00	310.00	0.00	150.00	150.00	#Error
001-161-00-5731-00-0529	DUES	110.00	260.00	125.00	125.00	125.00	#Error
001-161-00-5746-00-0529	EMPLOYEE BOND	103.15	105.00	125.00	140.00	140.00	#Error
	<b>OTHER CHARGES</b>	<b>288.15</b>	<b>795.00</b>	<b>370.00</b>	<b>535.00</b>	<b>535.00</b>	<b>#Error</b>
	<b>TOTAL - OPERATING EXPENSES</b>	<b>12,808.11</b>	<b>17,055.00</b>	<b>9,076.94</b>	<b>18,360.00</b>	<b>18,360.00</b>	<b>#Error</b>
	<b>TOWN CLERK</b>	<b>66,630.17</b>	<b>70,350.00</b>	<b>32,268.48</b>	<b>56,372.00</b>	<b>55,372.00</b>	<b>#Error</b>

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
0531	TOWN CLERK SALARY						
001-161-01-5100-00-0531	PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-161-01-5111-00-0531	REGULAR PAY	56,775.00	61,775.00	32,725.00	64,726.00	64,726.00	#Error
	SALARY & WAGES	56,775.00	61,775.00	32,725.00	64,726.00	64,726.00	#Error
	TOTAL - SALARY & WAGES	56,775.00	61,775.00	32,725.00	64,726.00	64,726.00	#Error
	TOWN CLERK SALARY	56,775.00	61,775.00	32,725.00	64,726.00	64,726.00	#Error

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
0145	ELECTION & REGISTRATION						
001-163-00-5100-00-0145	PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-163-00-5111-00-0145	REGULAR PAY	33,789.88	26,469.00	0.00	51,585.00	51,585.00	#Error
	SALARY & WAGES	33,789.88	26,469.00	0.00	51,585.00	51,585.00	#Error
	TOTAL - SALARY & WAGES	33,789.88	26,469.00	0.00	51,585.00	51,585.00	#Error
001-163-00-5200-00-0145	PURCHASE OF SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-163-00-5303-00-0145	ADVERTISING	154.00	160.00	0.00	320.00	320.00	#Error
001-163-00-5342-00-0145	POSTAGE	2,245.93	2,200.00	280.55	3,000.00	3,000.00	#Error
001-163-00-5390-00-0145	CONTRACTED SERVICES	14,969.90	14,500.00	1,500.00	20,250.00	20,250.00	#Error
	PURCHASE OF SERVICES	17,369.83	16,860.00	1,780.55	23,570.00	23,570.00	#Error
001-163-00-5400-00-0145	SUPPLIES	0.00	0.00	0.00	0.00	0.00	#Error
001-163-00-5420-00-0145	OFFICE SUPPLIES	1,302.55	500.00	0.00	600.00	600.00	#Error
001-163-00-5422-00-0145	PREPRINTED FORMS	0.00	500.00	0.00	500.00	500.00	#Error
	SUPPLIES	1,302.55	1,000.00	0.00	1,100.00	1,100.00	#Error
001-163-00-5700-00-0145	OTHER CHARGES & EXPENSES	0.00	0.00	0.00	0.00	0.00	#Error
001-163-00-5712-00-0145	MILEAGE & CAR ALLOWANCE	7.63	80.00	40.08	120.00	120.00	#Error
	OTHER CHARGES	7.63	80.00	40.08	120.00	120.00	#Error
	TOTAL - OPERATING EXPENSES	18,680.01	17,940.00	1,820.63	24,790.00	24,790.00	#Error
	ELECTION & REGISTRATION	52,469.89	44,409.00	1,820.63	76,375.00	76,375.00	#Error



# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 161 TOWN CLERK</b>					
<b>Account Number: 001-161-00-5100-00-0529</b>					
<b>Name: PERSONAL SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-161-00-5111-00-0529</b>					
<b>Name: REGULAR PAY</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Asst. Town Clerk B L7 S2		07/01/2020		37,012.00	
	1 Amount(s):			37,012.00	
<b>Account Number: 001-161-00-5200-00-0529</b>					
<b>Name: PURCHASE OF SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-161-00-5241-00-0529</b>					
<b>Name: REPAIR&amp;MAINT-OFFICE EQUI</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Typewriter Mtn 125.00 & Time Stamp Machine Mtn 400.00		07/01/2020		525.00	
	1 Amount(s):			525.00	
<b>Account Number: 001-161-00-5341-00-0529</b>					
<b>Name: TELEPHONE</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-161-00-5342-00-0529</b>					
<b>Name: POSTAGE</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Office & UPS Mailing 2500 & 2020 Census Postage 2600		07/01/2020		5,100.00	
	1 Amount(s):			5,100.00	
<b>Account Number: 001-161-00-5390-00-0529</b>					
<b>Name: CONTRACTED SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Gen Code Ann Mtn Fee 1230.00 Gen Code/Codification 4000.00 & Parking Tickets 500.00		07/01/2020		5,730.00	
	1 Amount(s):			5,730.00	
<b>Account Number: 001-161-00-5400-00-0529</b>					
<b>Name: SUPPLIES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-161-00-5420-00-0529</b>					
<b>Name: OFFICE SUPPLIES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Envelopes & Misc. 840.00 & Misc. Office Supplies 400.00		07/01/2020		1,240.00	
	1 Amount(s):			1,240.00	
<b>Account Number: 001-161-00-5422-00-0529</b>					
<b>Name: PREPRINTED FORMS</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Vital & Precinct Cards 300.00 Street Books 1500.00 & Printing of Census 2020 2130.00		07/01/2020		3,930.00	
	1 Amount(s):			3,930.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 161 TOWN CLERK</b>					
<b>Account Number:</b>	001-161-00-5425-00-0529		2019	385.00	-385.00
<b>Name:</b>	BOOKBINDING		2020	400.00	-385.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Binding of Vital Books/TM Minutes Book 400.00		07/01/2020	400.00	
		<b>1 Amount(s):</b>		400.00	
<b>Account Number:</b>	001-161-00-5584-01-0529		2019	300.00	-393.22
<b>Name:</b>	DOG LICENSES		2020	900.00	-714.49
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Dog tags Links & Forms		07/01/2020	900.00	
		<b>1 Amount(s):</b>		900.00	
<b>Account Number:</b>	001-161-00-5700-00-0529				
<b>Name:</b>	OTHER CHARGES & EXPENSES				
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
			07/01/2020	0.00	
		<b>1 Amount(s):</b>		0.00	
<b>Account Number:</b>	001-161-00-5712-00-0529		2019	160.00	0.00
<b>Name:</b>	MILEAGE AND CAR ALLOWANCE		2020	120.00	-120.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Travel to Conference or Misc Travel 120.00		07/01/2020	120.00	
		<b>1 Amount(s):</b>		120.00	
<b>Account Number:</b>	001-161-00-5713-00-0529		2019	179.00	-75.00
<b>Name:</b>	SEMINARSPROF.GATHERINGS		2020	310.00	0.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	2 people-Plymouth Conference 150.00		07/01/2020	150.00	
		<b>1 Amount(s):</b>		150.00	
<b>Account Number:</b>	001-161-00-5731-00-0529		2019	135.00	-110.00
<b>Name:</b>	DUES		2020	260.00	-125.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Mass Town Clerks Assoc. Dues 2 people 125.00		07/01/2020	125.00	
		<b>1 Amount(s):</b>		125.00	
<b>Account Number:</b>	001-161-00-5746-00-0529		2019	75.00	-103.15
<b>Name:</b>	EMPLOYEE BOND		2020	105.00	-125.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Bond Fee for Town Clerk 140.00		07/01/2020	140.00	
		<b>1 Amount(s):</b>		140.00	
<b>Account Number:</b>	001-161-01-5100-00-0531				
<b>Name:</b>	PERSONAL SERVICES				
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
			07/01/2020	0.00	
		<b>1 Amount(s):</b>		0.00	
<b>Account Number:</b>	001-161-01-5111-00-0531		2019	56,775.00	-56,775.00
<b>Name:</b>	REGULAR PAY		2020	61,775.00	-32,725.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	TC Salary Request Inc. 3950.00 & Stip for no. of voters 1000.00		07/01/2020	64,726.00	
	Total 65725.38				
		<b>1 Amount(s):</b>		64,726.00	
<b>19 Account(s) for Department 161:</b>			2019	128,018.00	-121,816.81
			2020	132,125.00	-64,993.48
			Level 2	120,098.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 163 ELECTION AND REGISTRATION</b>					
<b>Account Number: 001-163-00-5100-00-0145</b>					
<b>Name: PERSONAL SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-163-00-5111-00-0145</b>					
<b>Name: REGULAR PAY</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Registrars Poll Wrkrs Custodians Police & ER Asst 51670.00		07/01/2020		51,585.00	
	1 Amount(s):			51,585.00	
<b>Account Number: 001-163-00-5200-00-0145</b>					
<b>Name: PURCHASE OF SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-163-00-5303-00-0145</b>					
<b>Name: ADVERTISING</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Advertising for EV for Nov. Election & Possibly Sept. Election		07/01/2020		320.00	
	2 Amount(s):			320.00	
<b>Account Number: 001-163-00-5342-00-0145</b>					
<b>Name: POSTAGE</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Mailings related to 3 Elections 3000.00		07/01/2020		3,000.00	
	1 Amount(s):			3,000.00	
<b>Account Number: 001-163-00-5390-00-0145</b>					
<b>Name: CONTRACTED SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
LHS Ann Mtn Fee 2250.00 Sept& Nov State Elec Card Coding		07/01/2020		20,250.00	
4000.00 Town Elec Card Coding & Ballot Printing 5000.00 ES&S					
Card Coding for 3 Elections 9000.00					
	1 Amount(s):			20,250.00	
<b>Account Number: 001-163-00-5400-00-0145</b>					
<b>Name: SUPPLIES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-163-00-5420-00-0145</b>					
<b>Name: OFFICE SUPPLIES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Election Supplies 400.00 and Toner for State Printer 200.00		07/01/2020		600.00	
	2 Amount(s):			600.00	
<b>Account Number: 001-163-00-5422-00-0145</b>					
<b>Name: PREPRINTED FORMS</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Misc. Forms 500.00		07/01/2020		0.00	
		07/01/2020		500.00	
	2 Amount(s):			500.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 163 ELECTION AND REGISTRATION</b>					
Account Number: 001-163-00-5700-00-0145					
Name: OTHER CHARGES & EXPENSES					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
-----					
Account Number:	001-163-00-5712-00-0145	2019		78.00	-7.63
Name:	MILEAGE & CAR ALLOWANCE	2020		80.00	-40.08
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
Election Custodians mileage	120.00	07/01/2020		120.00	
	2 Amount(s):			120.00	
-----					
<b>11 Account(s) for Department 163:</b>		2019		54,696.00	-52,469.89
		2020		44,409.00	-1,820.63
		Level 2		76,375.00	

Department Name:		Town Clerk														
Job Title	Date of Hire and Asst TC Appt	Years of Service(2)	Union (3)	Grade	Step (4)	Hourly Wage (5)	Hrs./ week	Annual Wages(6)	Annual Salary (7)	Date of Step (8)	Cost of Step Inc. (9)	Longevity(10)	Sick Leave Bonus (11)	Sick Leave Buy-Back (12)	Stipend/ Other (18)	Total Compensation
Asst. Town Clerk	8/1/2018	2	C	B	2	\$19.88	35.0	\$36,321	\$64,725	4/2/2021	\$291		\$400			\$37,012
Elected Town Clerk	10/28/2002	19														\$64,725
	4/2/2019							\$36,321.00	\$64,725		\$291	\$0	\$400	\$0	\$0	\$101,738
<p><b>Comments:</b></p> <p>1. Asst. TC = 7/1/20 @ 19.88 x 39.4 weeks = \$27,415 (Level 7 - Step 2)  Asst. TC = 4/2/21 @ 20.53 x 12.8 weeks = \$9,197 (Level 7 - Step 3)  Sick Bonus = \$400.00  TOTAL ANNUAL PAY = \$37,012</p> <p>2. Town Clerk (Elected) Asking for \$3,950.00 increase  Existing Salary = 60,775.00  Stipend = \$1,000.00  TOTAL ANNUAL SALARY REQUEST: 65,725.38</p>																

Department Name: Elections and Registration		Date of Hire	Years of Service( 2)	Union (3)	Grade	Step (4)	Hourly Wage (5)	Hrs./ week	Annual Wages(6)	Date of Step (8)	Cost of Step Inc. (9)	Longevity( 10)	Sick Leave Bonus (11)	Sick Leave Buy-Back (12)	Stipend/ Other (18)	Total Compensation		
Job Title																		
4 Registrars				NU					\$2,294								\$2,294	
30 Poll Workers				Sch E					\$12,874									\$12,874
Custodians				NU	8				\$850									\$850
Police				P					\$8,752									\$8,752
5 EV - Election Workers				Sch E					\$11,900									\$11,900
Admin Assistant				NU	7	8	\$19.91	14.0	\$14,550	7/15/2020	\$365							\$14,916
									\$51,220		\$365	\$0	\$0	\$0	\$0	\$0		\$51,585

**Comments:**

- 1. 3 Elections in FY21 - one Town election and two State elections
- 2. Election Workers, Custodians and Police Officers may vary in personnel
- 3. 2 Weeks of Early Voting for November, Presidential Election and Possibly 1 week of Early Voting for September, Primary Election
- 4. Moved Administration Asst back to E&R Budget

To: Finance Budget Team

From: Del Garcia  
Principal Assessor

RE: Budget Transmittal Letter

The purpose of this transmittal will highlight the major changes in the budget for the Assessors Department. There are only 3 line items to take into consideration for an increase and they are Acct. # 5390 - Contracted Services; Acct. # 5384 - Deeds probates & recording; & Acct. # 5424 - Map Revisions.

Account # 5390 pertains to upgrading our present CAMA system. This in line with the Board of Selectman FY21 Policy Goals in reference to "Goal 4: Financial Stability". The questions we anticipated for the system upgrade is as follows. What would be the server requirements hardware/software wise that we would need? If we did decide to upgrade, what would be necessary from us on the technology side and also how would the upgrade process affect the workflow for our departments that use the software everyday?

The cost of the program was a major concern and based on our present CAMA system the programs recommended are adaptable to the same platform. Working with the IT department in determining the platforms and the cost are a valuable asset to this department to look into the programs and the feasibility. The following programs are GisPro; Permit Pro; and the AP5

Acct. # 5424 - Map Revisions in conforming MassGIS, Bureau of Local Assessment is now also expecting location ID in our annual LA3 sales report. So, location ID update is also important for that reason. The process begins with a location ID change list that is provided by our map maintenance provider upon completion of our mapping updates. Also we have to maintain our tax maps that must be accurately delineate every parcel and display its land area, based on the legal description in the deed or other title document.

Acct. # 5384 - Deeds probates & recording is being recommended to increase since we anticipated to put liens on taxpayers who request exemption of delaying paying their taxes under Clause 41A. A property tax deferral does not discharge the tax obligation, instead it defers payment until the senior sells the property or passes away. Once the Board of Assessors approve a Clause 41A, we then file a lien on the property in question.

**FY21 Budget Transmittal:**

**#5100 - Regular pay:**

\$181,320 increase an annual wage

**#5241 - Repair & Maint - Office Equipment:**

We anticipate ongoing maintenance cleaning and repair in FY19 and in FY20. This line remains the same. In the amount of \$200

**#5303 - Advertising:**

We do anticipate placing a newspaper article for the classification hearings and notices in FY21. In accordance to IGR no. 16-402, the assessors should also provide notice of any reassessment or valuation adjustment program to taxpayers by (1) having the release include information about the basis of the valuation changes and the program's overall effect on assessments or (2) issuing a separate newspaper or website release before tax billing that provides that information. We do not recommend an increase. \$165.00

**#5342 - Postage:**

We do anticipate mailing out bulk files with documentation to the Appellant Tax Board in Boston arising our abatement filings by the taxpayers; bulk mailing of form of lists, income & expense, abatement correspondence, follow-up on new sales questionnaire letters requesting for interior & exterior inspections as required under MGL. We do not recommend to increase this line item. In the amount of \$1,200

**#5384 - Deeds Probates & Recording:**

We have received deeds and recording of deeds pertaining 41A Seniors Deferred Exemptions. We need to record the deferred exemption lien on the property prior to releasing any exemption. We do recommend to increase this line item for FY21. In the amount of \$250.

**#5390 - Contracted Services:**

Our CAMA vender is Patriot Properties, Inc. will continue their yearly service contract from July 2020 to June 2021 servicing our CAMA system at \$19,500 yearly based on a 3 year service contract. Also on this line item the Principal Assessor is using the MLS PIN for real estate on new sales and market analysis @ \$87.00 quarterly. We also like the finance committee to take into consideration a new service contract to increase our budget to hire the CAMA vendor who is familiar to complete our RE & CIP review in preparation for our FY22 Certification at \$36,175



to be in compliance with our FY20 directives. We also recommend the GIS Internet Services which not only is beneficial in the Assessors Department but as well to the public. The proposal outlines it helps the community publish their parcel data online, print their own maps from home or office and other platforms to provide for the police and fire department as well as business. This system can be interfaced with our present CAMA system. The cost is \$7,750. **We recommend to increase this line item. \$63,512.10.** (Estimate \$25 each (with data entry included) 2,894 x \$25 = \$72,350.00) Total parcels for data collection was 6,629 since 1/1/14. Out of the 6,629, 3,735 has already been inspected to date. The remaining 2,894 parcels need data collection to be in compliance for cyclical.

**#5420 - Office Supplies:**

This figure remains the same and we do not recommend increasing this line item for FY21.  
\$1,500

**#5422 - Preprinted Forms:**

This line item is for preprinted forms such as envelopes; business cards; and we do anticipate printing a total of 850 application forms for business I&E, 2nd homes personal property notices and including questionnaires on new sales. We will be mailing out 2nd notices to taxpayers to make a scheduled appointment to conduct interior & exterior inspections and exterior tape measuring. We do not recommend the increase in this line item for FY 21 in the amount of \$375.00.

**#5424 - Map revisions :**

Since we converted over to digital mapping in FY17 to be in compliance with directives by the DOR / B L A. This covers the digitization of the maps in GIS to our town website for the public to view; updated our three paper maps; GIS Coordinates into our property record cards; and also upgraded the Commonwealth GIS mapping with dor Mass GIS Department in Boston. We need to continue improving and facilitate assessment Administration in accordance with the MassGIS parcel mapping standard. Per Directives a neighborhood map must be created and available for review for the next certification and also to take into consideration any maps changes that have been recorded. **We do recommend increasing this line item for FY21. \$2,000.**

**#5212 - Mileage:**

A personal vehicle is used by the Principal Assessor to conduct field inspections; assess property values; Inspect building construction by receiving building permits from the building department to assess value for new growth; verifying all valid sales; review all abatement applications and inspect property for potential taxpayer filing with the appellate Tax Board To contest valuations of Real Estate and personal property; ongoing cyclical inspections. Principal

Clerks also use their personal vehicles to attend ongoing Professional Clerical and educational seminars. We do not recommend increasing this line item for FY21. \$1,689.00

**#5713 - Seminars Professional Gatherings:**

We have continuing education seminars and courses for the Assessors and Principal Clerks to attend to changes of Municipal Law and Assessment Procedures. Principal Clerks also have the opportunity to attend seminars and annual meetings as members of the BCAA. The Principal Assessor is part of the Executive Board for the Bristol County Assessors Association. We do not recommend increasing this line item for FY 21. In the amount of \$2671.00.

**#5731 - Dues:**

Association dues for Bristol County Assessors Assn. and MAAO dues for board members, Principal Assessor and Principal Clerks. We do recommend increasing this line item for FY 21. In the amount of \$350.00.

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
<b>0030</b>	<b>ASSESSORS</b>						
001-141-00-5111-00-0030	REGULAR PAY	166,769.99	180,135.00	93,295.84	183,703.00	183,703.00	#Error
	<b>SALARY &amp; WAGES</b>	<b>166,769.99</b>	<b>180,135.00</b>	<b>93,295.84</b>	<b>183,703.00</b>	<b>183,703.00</b>	<b>#Error</b>
	<b>TOTAL - SALARY &amp; WAGES</b>	<b>166,769.99</b>	<b>180,135.00</b>	<b>93,295.84</b>	<b>183,703.00</b>	<b>183,703.00</b>	<b>#Error</b>
001-141-00-5241-00-0030	REPAIR&MAINT-OFFICE EQUI	0.00	200.00	0.00	200.00	200.00	#Error
001-141-00-5303-00-0030	ADVERTISING	0.00	165.00	0.00	165.00	165.00	#Error
001-141-00-5342-00-0030	POSTAGE	976.89	1,200.00	760.00	1,200.00	1,200.00	#Error
001-141-00-5384-00-0030	DEEDSPROBATES&RECORDING	130.00	150.00	0.00	250.00	250.00	#Error
001-141-00-5390-00-0030	CONTRACTED SERVICES	19,848.00	23,348.00	19,587.00	19,848.00	19,848.00	#Error
	<b>PURCHASE OF SERVICES</b>	<b>20,954.89</b>	<b>25,063.00</b>	<b>20,347.00</b>	<b>21,663.00</b>	<b>21,663.00</b>	<b>#Error</b>
001-141-00-5420-00-0030	OFFICE SUPPLIES	1,631.66	1,500.00	240.70	1,500.00	1,500.00	#Error
001-141-00-5422-00-0030	PREPRINTED FORMS	243.00	375.00	207.50	375.00	375.00	#Error
001-141-00-5424-00-0030	MAP REVISIONS	1,500.00	1,500.00	0.00	2,000.00	2,000.00	#Error
	<b>SUPPLIES</b>	<b>3,374.66</b>	<b>3,375.00</b>	<b>448.20</b>	<b>3,875.00</b>	<b>3,875.00</b>	<b>#Error</b>
001-141-00-5712-00-0030	MILEAGE & CAR ALLOWANCE	998.24	1,689.00	407.62	1,689.00	1,689.00	#Error
001-141-00-5713-00-0030	SEMINARSPROF.GATHERINGS	2,198.25	2,671.00	853.25	2,671.00	2,671.00	#Error
001-141-00-5731-00-0030	DUES	350.00	315.00	200.00	350.00	350.00	#Error
	<b>OTHER CHARGES</b>	<b>3,546.49</b>	<b>4,675.00</b>	<b>1,460.87</b>	<b>4,710.00</b>	<b>4,710.00</b>	<b>#Error</b>
	<b>TOTAL - OPERATING EXPENSES</b>	<b>27,876.04</b>	<b>33,113.00</b>	<b>22,256.07</b>	<b>30,248.00</b>	<b>30,248.00</b>	<b>#Error</b>
	<b>ASSESSORS</b>	<b>194,646.03</b>	<b>213,248.00</b>	<b>115,551.91</b>	<b>213,951.00</b>	<b>213,951.00</b>	<b>#Error</b>

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 141 ASSESSORS</b>					
<b>Account Number:</b>	001-141-00-5111-00-0030		2019	168,462.00	-166,769.99
<b>Name:</b>	REGULAR PAY		2020	180,135.00	-93,295.84
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	183,703.00	
		1 Amount(s):		183,703.00	
<b>Account Number:</b>	001-141-00-5241-00-0030		2019	200.00	0.00
<b>Name:</b>	REPAIR&MAINT-OFFICE EQUI		2020	200.00	0.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
We anticipate ongoing maintenance cleaning and repair in FY19 and in FY20. This line remains the same.			07/01/2020	200.00	
		1 Amount(s):		200.00	
<b>Account Number:</b>	001-141-00-5303-00-0030		2019	165.00	0.00
<b>Name:</b>	ADVERTISING		2020	165.00	0.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
We do not recommend to increase this line item.			07/01/2020	165.00	
		1 Amount(s):		165.00	
<b>Account Number:</b>	001-141-00-5342-00-0030		2019	1,200.00	-976.89
<b>Name:</b>	POSTAGE		2020	1,200.00	-760.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
We do not recommend to increase this line item.			07/01/2020	1,200.00	
		1 Amount(s):		1,200.00	
<b>Account Number:</b>	001-141-00-5384-00-0030		2019	150.00	-130.00
<b>Name:</b>	DEEDSPROBATES&RECORDING		2020	150.00	0.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
We have received deeds and recording of deeds pertaining 41A Seniors Deferred Exemptions. We need to record the deferred exemption lien on the property prior to releasing any exemption We do recommend to increase this line item for FY21.			07/01/2020	250.00	
		1 Amount(s):		250.00	
<b>Account Number:</b>	001-141-00-5390-00-0030		2019	23,348.00	-19,848.00
<b>Name:</b>	CONTRACTED SERVICES		2020	23,348.00	-19,587.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
MLS PIN for real estate on new sales and market analysis @ \$87.00 quarterly. We also have a service contract for the CAMA system at \$19500 yearly based on a 3 year service contract.			07/01/2020	19,848.00	
		1 Amount(s):		19,848.00	
<b>Account Number:</b>	001-141-00-5420-00-0030		2019	1,500.00	-1,267.75
<b>Name:</b>	OFFICE SUPPLIES		2020	1,500.00	-240.70
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
This figure remains the same and we do not recommend increasing this line item for FY21.			07/01/2020	1,500.00	
		1 Amount(s):		1,500.00	
<b>Account Number:</b>	001-141-00-5422-00-0030		2019	375.00	-243.00
<b>Name:</b>	PREPRINTED FORMS		2020	375.00	-207.50
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
We do not recommend to increase this line item.			07/01/2020	375.00	
		1 Amount(s):		375.00	
<b>Account Number:</b>	001-141-00-5424-00-0030		2019	1,500.00	-1,500.00
<b>Name:</b>	MAP REVISIONS		2020	1,500.00	0.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
Since we converted over to digital mapping in FY17 to be in compliance with directives by the DOR/BLA. This covers the digitization of the maps in GIS to our town website for the public to view updated our three paper maps GIS Coordinates into our prope			07/01/2020	2,000.00	
		1 Amount(s):		2,000.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 141 ASSESSORS</b>					
<b>Account Number:</b>	001-141-00-5712-00-0030		2019	1,689.00	-998.24
<b>Name:</b>	MILEAGE & CAR ALLOWANCE		2020	1,689.00	-407.62
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
	We do not recommend increasing this line item.		07/01/2020	1,689.00	
		1 Amount(s):		1,689.00	
<b>Account Number:</b>	001-141-00-5713-00-0030		2019	2,671.00	-2,198.25
<b>Name:</b>	SEMINARSPROF.GATHERINGS		2020	2,671.00	-853.25
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
	We have continuing education seminars and courses for the Assessors and Principal Clerks to attend to changes of Municipal Law and Assessment Procedures. Principal Clerks also have the opportunity to attend seminars and annual meetings as members of the B		07/01/2020	2,671.00	
		1 Amount(s):		2,671.00	
<b>Account Number:</b>	001-141-00-5731-00-0030		2019	315.00	-350.00
<b>Name:</b>	DUES		2020	315.00	-200.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
	Association dues for Bristol County Assessors Assn. and MAAO dues for board members Principal Assessor and Principal Clerks. We do not recommend increasing this line item for FY 21		07/01/2020	350.00	
		1 Amount(s):		350.00	
<b>12 Account(s) for Department 141:</b>			2019	201,575.00	-194,282.12
			2020	213,248.00	-115,551.91
			Level 2	213,951.00	

Department Name:		Assessors		Years of Service(2)	Union (3)	Grade	Step (4)	Hourly Wage (5)	Hrs./ week	Annual Wages(6)	Annual Salary (7)	Date of Step (8)	Cost of Step Inc. (9)	Longevity(10)	Sick Leave Bonus (11)	Sick Leave Buy-Back (12)	Stipend/ Other (18)	Total Compensation	
Job Title	Date of Hire																		
Principal Assessor	7/1/2013	8	NU	18	3	40					\$80,033	7/1/2020	\$ 2,004.48	\$350	\$400				\$82,788
Principal Office Assistants	6/24/1998	23	C	B	5	35	\$22.20	\$40,559.40				6/24/2020	\$ 20.72	\$1,100	\$400				\$42,080
Principal Office Assistants	12/4/2017	4	C	B	2	35	\$19.88	\$36,320.76				12/4/2020	\$ 673.40	\$0	\$400				\$37,394
Board of Assessor	2/1/2010	11									\$7,147								\$7,147
Board of Assessor	5/18/2009	12									\$7,147								\$7,147
Board of Assessor	10/1/2010	11									\$7,147								\$7,147
								\$76,880		\$101,474			\$0	\$1,450	\$1,200	\$0	\$0		\$183,703
<b>Comments:</b>																			

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
0533	TOWN HALL						
001-192-00-5100-00-0533	PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-192-00-5111-00-0533	REGULAR PAY	61,173.03	44,284.00	21,706.51	45,156.00	45,156.00	#Error
001-192-00-5131-00-0533	OVER-TIME PAY	1,355.18	2,216.00	2,065.90	4,056.00	4,056.00	#Error
	<b>SALARY &amp; WAGES</b>	<b>62,528.21</b>	<b>46,500.00</b>	<b>23,772.41</b>	<b>49,212.00</b>	<b>49,212.00</b>	<b>#Error</b>
	<b>TOTAL - SALARY &amp; WAGES</b>	<b>62,528.21</b>	<b>46,500.00</b>	<b>23,772.41</b>	<b>49,212.00</b>	<b>49,212.00</b>	<b>#Error</b>
001-192-00-5200-00-0533	PURCHASE OF SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-192-00-5244-00-0533	REPAIR & MAINT.-BUILDING	71,884.96	15,600.00	1,192.63	15,600.00	15,600.00	#Error
001-192-00-5245-00-0533	REPAIR & MAINT.-EQUIP.	1,731.39	2,450.00	1,650.35	2,450.00	2,450.00	#Error
001-192-00-5341-00-0533	TELEPHONE	7,665.45	6,630.00	3,884.16	6,630.00	6,630.00	#Error
001-192-00-5344-00-0533	TELEMETRY & ALARMS	0.00	720.00	540.00	720.00	720.00	#Error
001-192-00-5390-00-0533	CONTRACTED SERVICES	4,516.80	4,200.00	3,955.76	4,200.00	4,200.00	#Error
	<b>PURCHASE OF SERVICES</b>	<b>85,798.60</b>	<b>29,600.00</b>	<b>11,222.90</b>	<b>29,600.00</b>	<b>29,600.00</b>	<b>#Error</b>
001-192-00-5212-00-0533	ELECTRICITY	21,941.06	18,500.00	4,819.82	13,000.00	13,000.00	#Error
001-192-00-5220-00-0533	FUEL OIL	11,643.45	14,450.00	5,156.31	14,450.00	14,450.00	#Error
	<b>UTILITIES</b>	<b>33,584.51</b>	<b>32,950.00</b>	<b>9,976.13</b>	<b>27,450.00</b>	<b>27,450.00</b>	<b>#Error</b>
001-192-00-5400-00-0533	SUPPLIES	0.00	0.00	0.00	0.00	0.00	#Error
001-192-00-5431-00-0533	BUILDING MAINT.SUPPLIES	3,110.55	3,265.00	2,032.74	3,265.00	3,265.00	#Error
	<b>SUPPLIES</b>	<b>3,110.55</b>	<b>3,265.00</b>	<b>2,032.74</b>	<b>3,265.00</b>	<b>3,265.00</b>	<b>#Error</b>
001-192-00-5712-00-0533	MILEAGE	86.32	125.00	0.00	125.00	125.00	#Error
	<b>OTHER CHARGES</b>	<b>86.32</b>	<b>125.00</b>	<b>0.00</b>	<b>125.00</b>	<b>125.00</b>	<b>#Error</b>
001-192-00-5870-00-0533	MINOR EQUIPMENT	4,716.33	5,076.00	2,000.00	5,076.00	0.00	#Error
	<b>MINOR EQUIPMENT</b>	<b>4,716.33</b>	<b>5,076.00</b>	<b>2,000.00</b>	<b>5,076.00</b>	<b>0.00</b>	<b>#Error</b>
	<b>TOTAL - OPERATING EXPENSES</b>	<b>127,296.31</b>	<b>71,016.00</b>	<b>25,231.77</b>	<b>65,516.00</b>	<b>60,440.00</b>	<b>#Error</b>
	<b>TOWN HALL</b>	<b>189,824.52</b>	<b>117,516.00</b>	<b>49,004.18</b>	<b>114,728.00</b>	<b>109,652.00</b>	<b>#Error</b>

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
Department: 192 TOWN HALL					
Account Number: 001-192-00-5100-00-0533					
Name: PERSONAL SERVICES					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
Account Number: 001-192-00-5111-00-0533					
Name: REGULAR PAY					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		60,037.00	-60,060.67
		2020		44,284.00	-21,706.51
	1 Amount(s):			45,156.00	
Account Number: 001-192-00-5131-00-0533					
Name: OVER-TIME PAY					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		2,054.00	-1,355.18
		2020		2,216.00	-2,065.90
	1 Amount(s):			4,056.00	
Account Number: 001-192-00-5200-00-0533					
Name: PURCHASE OF SERVICES					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
Account Number: 001-192-00-5212-00-0533					
Name: ELECTRICITY					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Cost for Electricity Town Hall		2019		15,408.23	-13,956.78
		2020		18,500.00	-4,819.82
	1 Amount(s):			13,000.00	
Account Number: 001-192-00-5220-00-0533					
Name: FUEL OIL					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Cost to heat the Town Hall		2019		14,450.00	-11,601.45
		2020		14,450.00	-5,156.31
	1 Amount(s):			14,450.00	
Account Number: 001-192-00-5244-00-0533					
Name: REPAIR & MAINT.-BUILDING					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Costs to maintain Town Hall Repairing & Upkeep.		2019		36,175.44	-31,312.78
		2020		15,600.00	-1,192.63
	1 Amount(s):			15,600.00	
Account Number: 001-192-00-5245-00-0533					
Name: REPAIR & MAINT.-EQUIP.					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Repair of Equipment for Town Hall		2019		2,450.00	-1,731.39
		2020		2,450.00	-1,650.35
	1 Amount(s):			2,450.00	
Account Number: 001-192-00-5341-00-0533					
Name: TELEPHONE					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Telephone Billings for Town Hall		2019		6,630.00	-7,140.45
		2020		6,630.00	-3,884.16
	1 Amount(s):			6,630.00	
Account Number: 001-192-00-5344-00-0533					
Name: TELEMETRY & ALARMS					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Cost for Alarm System at Town Hall-All Security \$180.00 quarterly payments		2020		720.00	-540.00
	1 Amount(s):			720.00	



# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 192 TOWN HALL</b>					
<b>Account Number:</b>	001-192-00-5390-00-0533		2019	3,595.00	-4,490.95
<b>Name:</b>	CONTRACTED SERVICES		2020	4,200.00	-3,955.76
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	To Pay contracts for Verizon(Phone in elevator) Time Clock	07/01/2020		4,200.00	
	So.Shore Gen. Delta Beckwith				
	<b>1 Amount(s):</b>			<b>4,200.00</b>	
<b>Account Number:</b>	001-192-00-5400-00-0533				
<b>Name:</b>	SUPPLIES				
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	<b>1 Amount(s):</b>			<b>0.00</b>	
<b>Account Number:</b>	001-192-00-5431-00-0533		2019	3,250.18	-3,037.94
<b>Name:</b>	BUILDING MAINT.SUPPLIES		2020	3,265.00	-2,032.74
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Supplies for Town Hall	07/01/2020		3,265.00	
	<b>1 Amount(s):</b>			<b>3,265.00</b>	
<b>Account Number:</b>	001-192-00-5712-00-0533		2019	116.82	0.00
<b>Name:</b>	MILEAGE		2020	125.00	0.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Cost to fuel car for Custodian runs out on errands for Town Hall	07/01/2020		125.00	
	<b>1 Amount(s):</b>			<b>125.00</b>	
<b>Account Number:</b>	001-192-00-5870-00-0533		2019	4,716.33	-4,716.33
<b>Name:</b>	MINOR EQUIPMENT		2020	5,076.00	-2,000.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Equipment/ needed for upkeep	07/01/2020		0.00	
	<b>1 Amount(s):</b>			<b>0.00</b>	
<b>15 Account(s) for Department 192:</b>			2019	148,883.00	-139,403.92
			2020	117,516.00	-49,004.18
			Level 2	109,652.00	

Department Name:		Town Hall Maintenance														
Job Title	Date of Hire	Years of Service (2)	Union (3)	Grade	Step (4)	Hourly Wage (5)	Hrs./week	Annual Wages(6)	Annual Salary (7)	Date of Step (8)	Cost of Step Inc. (9)	Longevity(10)	Sick Leave Bonus (11)	Sick Leave Buy-Back (12)	Overtime (15)	Total Compensation
Head Custodian	9/19/2018	3	NU	8	3	\$18.84	40.0	\$39,338		9/19/2018	\$760		\$400		\$4,056	\$44,553
Back up custodian						\$22.40	4.0	\$4,659								\$4,659
								\$43,997	\$0		\$760	\$0	\$400	\$0	\$4,056	\$49,212
<b>Comments:</b>																
28.97 OT rate for Kevin, calculated at 80 hours for snow removal and 60 hours for town events = 4055.80																
PT custodian was included at highest rate to make sure a custodian is available to open, then secure the building and close																
25 hours for homecoming																
25 hours for concerts																
10 hours for old time holiday																

# Fairhaven Budget Worksheet - FY 2021

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
0540	TOWN MEETING						
001-113-00-5100-00-0540	PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-113-00-5111-00-0540	REGULAR PAY	724.66	1,088.00	200.00	1,088.00	1,088.00	#Error
	SALARY & WAGES	724.66	1,088.00	200.00	1,088.00	1,088.00	#Error
	TOTAL - SALARY & WAGES	724.66	1,088.00	200.00	1,088.00	1,088.00	#Error
001-113-00-5200-00-0540	PURCHASE OF SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-113-00-5272-00-0540	EQUIPMENT RENTAL	1,418.75	1,500.00	707.50	1,500.00	1,500.00	#Error
001-113-00-5303-00-0540	ADVERTISING	975.61	1,100.00	0.00	1,100.00	1,100.00	#Error
001-113-00-5342-00-0540	POSTAGE	214.80	400.00	106.58	400.00	400.00	#Error
	PURCHASE OF SERVICES	2,609.16	3,000.00	814.08	3,000.00	3,000.00	#Error
001-113-00-5400-00-0540	SUPPLIES	0.00	0.00	0.00	0.00	0.00	#Error
001-113-00-5422-00-0540	PREPRINTED FORMS	1,337.00	1,400.00	425.00	1,400.00	1,400.00	#Error
	SUPPLIES	1,337.00	1,400.00	425.00	1,400.00	1,400.00	#Error
	TOTAL - OPERATING EXPENSES	3,946.16	4,400.00	1,239.08	4,400.00	4,400.00	#Error
	TOWN MEETING	4,670.82	5,488.00	1,439.08	5,488.00	5,488.00	#Error

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
0201	FINANCE COMMITTEE						
001-131-00-5200-00-0201	PURCHASE OF SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-131-00-5342-00-0201	POSTAGE	0.00	170.00	0.00	200.00	200.00	#Error
	PURCHASE OF SERVICES	0.00	170.00	0.00	200.00	200.00	#Error
001-131-00-5400-00-0201	SUPPLIES	0.00	0.00	0.00	0.00	0.00	#Error
001-131-00-5422-00-0201	PREPRINTED FORMS	2,326.00	2,670.00	0.00	2,670.00	2,670.00	#Error
	SUPPLIES	2,326.00	2,670.00	0.00	2,670.00	2,670.00	#Error
001-131-00-5700-00-0201	OTHER CHARGES & EXPENSES	0.00	0.00	0.00	0.00	0.00	#Error
001-131-00-5731-00-0201	DUES PROF.GATHERINGS	245.00	475.00	245.00	475.00	475.00	#Error
	OTHER CHARGES	245.00	475.00	245.00	475.00	475.00	#Error
	TOTAL - OPERATING EXPENSES	2,571.00	3,315.00	245.00	3,345.00	3,345.00	#Error
	FINANCE COMMITTEE	2,571.00	3,315.00	245.00	3,345.00	3,345.00	#Error

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
0417	RESERVE FUND						
001-131-01-5780-00-0417	RESERVE FUND TRANSFERS	0.00	100,000.00	0.00	100,000.00	75,000.00	#Error
	OTHER CHARGES	0.00	100,000.00	0.00	100,000.00	75,000.00	#Error
	TOTAL - OPERATING EXPENSES	0.00	100,000.00	0.00	100,000.00	75,000.00	#Error
	RESERVE FUND	0.00	100,000.00	0.00	100,000.00	75,000.00	#Error

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
0772	WATER RES FD TRANS-ATM 09						
025-131-01-5780-00-0772	WATER RESERVE FUND TRANSFE	0.00	50,000.00	0.00	50,000.00	50,000.00	#Error
	OTHER CHARGES	0.00	50,000.00	0.00	50,000.00	50,000.00	#Error
	TOTAL - OPERATING EXPENSES	0.00	50,000.00	0.00	50,000.00	50,000.00	#Error
	WATER RES FD TRANS-ATM 09	0.00	50,000.00	0.00	50,000.00	50,000.00	#Error

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
0773	SWR RES FD TRANS-ATM 09						
029-131-01-5780-00-0773	SEWER RES FD TRANSFER	0.00	50,000.00	0.00	50,000.00	50,000.00	#Error
	OTHER CHARGES	0.00	50,000.00	0.00	50,000.00	50,000.00	#Error
	TOTAL - OPERATING EXPENSES	0.00	50,000.00	0.00	50,000.00	50,000.00	#Error
	SWR RES FD TRANS-ATM 09	0.00	50,000.00	0.00	50,000.00	50,000.00	#Error

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 113 TOWN MEETING</b>					
<b>Account Number: 001-113-00-5100-00-0540</b>					
<b>Name: PERSONAL SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-113-00-5111-00-0540</b>					
<b>Name: REGULAR PAY</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		1,088.00	-724.66
		2020		1,088.00	-200.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
To pay Police Off Duty & School Off Duty for Town Meeting		07/01/2020		0.00	
	2 Amount(s):			1,088.00	
<b>Account Number: 001-113-00-5200-00-0540</b>					
<b>Name: PURCHASE OF SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-113-00-5272-00-0540</b>					
<b>Name: EQUIPMENT RENTAL</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		1,500.00	-1,418.75
		2020		1,500.00	-707.50
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
To pay for equipment for sound at Town Meeting		07/01/2020		0.00	
	2 Amount(s):			1,500.00	
<b>Account Number: 001-113-00-5303-00-0540</b>					
<b>Name: ADVERTISING</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		1,100.00	-975.61
		2020		1,100.00	0.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
For Fin Comm. Booklets & Warrants for Town Meeting posters etc.		07/01/2020		0.00	
	2 Amount(s):			1,100.00	
<b>Account Number: 001-113-00-5342-00-0540</b>					
<b>Name: POSTAGE</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		400.00	-214.80
		2020		400.00	-106.58
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Mailing out town meeting booklets & warrants to town meeting members		07/01/2020		0.00	
	2 Amount(s):			400.00	
<b>Account Number: 001-113-00-5400-00-0540</b>					
<b>Name: SUPPLIES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-113-00-5422-00-0540</b>					
<b>Name: PREPRINTED FORMS</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		1,400.00	-1,337.00
		2020		1,400.00	-425.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
To pay for Printing of warrant/booklets to low bid printer Co. for Town Meet.		07/01/2020		0.00	
	2 Amount(s):			1,400.00	
<b>8 Account(s) for Department 113:</b>					
		2019		5,488.00	-4,670.82
		2020		5,488.00	-1,439.08
		Level 2		5,488.00	



# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 131 FINANCE COMMITTEE</b>					
<b>Account Number: 001-131-00-5200-00-0201</b>					
<b>Name: PURCHASE OF SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-131-00-5342-00-0201</b>					
<b>Name: POSTAGE</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
To pay for mailing of Fin.Com. Booklets for Town Meeting & FinCom items		07/01/2020		200.00	
	1 Amount(s):			200.00	
<b>Account Number: 001-131-00-5400-00-0201</b>					
<b>Name: SUPPLIES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-131-00-5422-00-0201</b>					
<b>Name: PREPRINTED FORMS</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
To pay for Fin.Com.Booklets & Warrants Motions & other. Copy paper/Toner & other Supplies		07/01/2020		2,670.00	
	1 Amount(s):			2,670.00	
<b>Account Number: 001-131-00-5700-00-0201</b>					
<b>Name: OTHER CHARGES &amp; EXPENSES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-131-00-5731-00-0201</b>					
<b>Name: DUES PROF.GATHERINGS</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
To pay for yearly dues for Fin. Comm.		07/01/2020		475.00	
	1 Amount(s):			475.00	
<b>Account Number: 001-131-01-5780-00-0417</b>					
<b>Name: RESERVE FUND TRANSFERS</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		75,000.00	
	1 Amount(s):			75,000.00	
<b>Account Number: 025-131-01-5780-00-0772</b>					
<b>Name: WATER RESERVE FUND TRANSFER</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		50,000.00	
	1 Amount(s):			50,000.00	
<b>Account Number: 029-131-01-5780-00-0773</b>					
<b>Name: SEWER RES FD TRANSFER</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		50,000.00	
	1 Amount(s):			50,000.00	
<b>9 Account(s) for Department 131:</b>					
		2019		177,508.00	-2,571.00
		2020		203,315.00	-245.00
		Level 2		178,345.00	

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
<b>0380</b>	<b>PLANNING BOARD</b>						
001-175-00-5100-00-0380	PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-175-00-5111-00-0380	REGULAR PAY	1,496.92	3,200.00	1,378.01	3,143.00	3,143.00	#Error
	<b>SALARY &amp; WAGES</b>	<b>1,496.92</b>	<b>3,200.00</b>	<b>1,378.01</b>	<b>3,143.00</b>	<b>3,143.00</b>	<b>#Error</b>
	<b>TOTAL - SALARY &amp; WAGES</b>	<b>1,496.92</b>	<b>3,200.00</b>	<b>1,378.01</b>	<b>3,143.00</b>	<b>3,143.00</b>	<b>#Error</b>
001-175-00-5200-00-0380	PURCHASE OF SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-175-00-5303-00-0380	ADVERTISING	645.00	400.00	410.20	400.00	400.00	#Error
001-175-00-5306-00-0380	PROFESSIONAL SERVICES	0.00	800.00	0.00	800.00	800.00	#Error
001-175-00-5342-00-0380	POSTAGE	189.59	300.00	382.60	300.00	300.00	#Error
	<b>PURCHASE OF SERVICES</b>	<b>834.59</b>	<b>1,500.00</b>	<b>792.80</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>#Error</b>
001-175-00-5400-00-0380	SUPPLIES	0.00	0.00	0.00	0.00	0.00	#Error
001-175-00-5420-00-0380	OFFICE SUPPLIES	1,327.68	1,250.00	224.09	1,250.00	1,250.00	#Error
001-175-00-5422-00-0380	PREPRINTED FORMS	79.00	200.00	79.00	200.00	200.00	#Error
	<b>SUPPLIES</b>	<b>1,406.68</b>	<b>1,450.00</b>	<b>303.09</b>	<b>1,450.00</b>	<b>1,450.00</b>	<b>#Error</b>
001-175-00-5700-00-0380	OTHER CHARGES & EXPENSES	0.00	0.00	0.00	0.00	0.00	#Error
001-175-00-5711-00-0380	MILEAGE & CAR ALLOWANCE	0.00	310.00	0.00	310.00	310.00	#Error
001-175-00-5731-00-0380	DUES PROF.GATHERINGS	480.00	730.00	0.00	730.00	730.00	#Error
	<b>OTHER CHARGES</b>	<b>480.00</b>	<b>1,040.00</b>	<b>0.00</b>	<b>1,040.00</b>	<b>1,040.00</b>	<b>#Error</b>
	<b>TOTAL - OPERATING EXPENSES</b>	<b>2,721.27</b>	<b>3,990.00</b>	<b>1,095.89</b>	<b>3,990.00</b>	<b>3,990.00</b>	<b>#Error</b>
	<b>PLANNING BOARD</b>	<b>4,218.19</b>	<b>7,190.00</b>	<b>2,473.90</b>	<b>7,133.00</b>	<b>7,133.00</b>	<b>#Error</b>

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 175 PLANNING BOARD</b>					
<b>Account Number: 001-175-00-5100-00-0380</b>					
<b>Name: PERSONAL SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-175-00-5111-00-0380</b>					
<b>Name: REGULAR PAY</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		3,264.00	-1,496.92
		2020		3,200.00	-1,378.01
	1 Amount(s):	07/01/2020		3,143.00	
				3,143.00	
<b>Account Number: 001-175-00-5200-00-0380</b>					
<b>Name: PURCHASE OF SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-175-00-5303-00-0380</b>					
<b>Name: ADVERTISING</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		400.00	-465.00
		2020		400.00	-410.20
	1 Amount(s):	07/01/2020		400.00	
				400.00	
<b>Account Number: 001-175-00-5306-00-0380</b>					
<b>Name: PROFESSIONAL SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		800.00	0.00
		2020		800.00	0.00
	1 Amount(s):	07/01/2020		800.00	
				800.00	
<b>Account Number: 001-175-00-5342-00-0380</b>					
<b>Name: POSTAGE</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		300.00	-189.59
		2020		300.00	-382.60
	1 Amount(s):	07/01/2020		300.00	
				300.00	
<b>Account Number: 001-175-00-5400-00-0380</b>					
<b>Name: SUPPLIES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-175-00-5420-00-0380</b>					
<b>Name: OFFICE SUPPLIES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		1,250.00	-807.55
		2020		1,250.00	-224.09
	1 Amount(s):	07/01/2020		1,250.00	
				1,250.00	
<b>Account Number: 001-175-00-5422-00-0380</b>					
<b>Name: PREPRINTED FORMS</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		200.00	-79.00
		2020		200.00	-79.00
	1 Amount(s):	07/01/2020		200.00	
				200.00	
<b>Account Number: 001-175-00-5700-00-0380</b>					
<b>Name: OTHER CHARGES &amp; EXPENSES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 175 PLANNING BOARD</b>					
<b>Account Number:</b>	001-175-00-5711-00-0380		2019	310.00	0.00
<b>Name:</b>	MILEAGE & CAR ALLOWANCE		2020	310.00	0.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		310.00	
		1 Amount(s):		310.00	
<b>Account Number:</b>	001-175-00-5731-00-0380		2019	645.00	-480.00
<b>Name:</b>	DUES PROF.GATHERINGS		2020	730.00	0.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		730.00	
		1 Amount(s):		730.00	
<b>Account Number:</b>	001-175-01-5100-00-0379				
<b>Name:</b>	PERSONAL SERVICES				
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
		1 Amount(s):		0.00	
<b>Account Number:</b>	001-175-01-5111-00-0379		2019	110,659.00	-105,057.46
<b>Name:</b>	REGULAR PAY		2020	113,027.00	-58,390.35
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		115,832.00	
		1 Amount(s):		115,832.00	
<b>Account Number:</b>	001-175-01-5200-00-0379				
<b>Name:</b>	PURCHASE OF SERVICES				
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
		1 Amount(s):		0.00	
<b>Account Number:</b>	001-175-01-5303-00-0379		2019	200.00	0.00
<b>Name:</b>	ADVERTISING		2020	200.00	0.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		200.00	
		1 Amount(s):		200.00	
<b>Account Number:</b>	001-175-01-5341-00-0379		2019	300.00	-200.00
<b>Name:</b>	TELEPHONE		2020	300.00	-150.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		300.00	
		1 Amount(s):		300.00	
<b>Account Number:</b>	001-175-01-5342-00-0379		2019	200.00	-5.42
<b>Name:</b>	POSTAGE		2020	200.00	0.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		200.00	
		1 Amount(s):		200.00	
<b>Account Number:</b>	001-175-01-5390-00-0379		2019	7,900.00	-4,433.73
<b>Name:</b>	CONTRACTED SERVICES		2020	8,700.00	0.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		8,700.00	
		1 Amount(s):		8,700.00	
<b>Account Number:</b>	001-175-01-5400-00-0379				
<b>Name:</b>	SUPPLIES				
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
		1 Amount(s):		0.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 175 PLANNING BOARD</b>					
<b>Account Number:</b>	001-175-01-5420-00-0379		2019	1,825.00	-897.59
<b>Name:</b>	OFFICE SUPPLIES		2020	2,025.00	-340.90
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		1,025.00	
	1 Amount(s):			1,025.00	
<b>Account Number:</b>	001-175-01-5672-00-0379		2019	2,901.00	-2,900.79
<b>Name:</b>	SPREDD		2020	2,974.00	-2,973.33
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		3,000.00	
	1 Amount(s):			3,000.00	
<b>Account Number:</b>	001-175-01-5700-00-0379				
<b>Name:</b>	OTHER CHARGES & EXPENSES				
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number:</b>	001-175-01-5712-00-0379		2019	1,250.00	-1,036.39
<b>Name:</b>	MILEAGE & CAR ALLOWANCE		2020	1,250.00	-501.01
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		1,250.00	
	1 Amount(s):			1,250.00	
<b>Account Number:</b>	001-175-01-5731-00-0379		2019	1,150.00	-320.00
<b>Name:</b>	DUES PROF. GATHERINGS		2020	1,150.00	-1,271.32
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		2,000.00	
	1 Amount(s):			2,000.00	
<b>Account Number:</b>	001-175-02-5111-00-1240		2019	0.00	-425.73
<b>Name:</b>	ECONOMIC & DEVELOP COMM		2020	0.00	-134.58
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number:</b>	001-175-02-5201-00-1240		2019	8,000.00	-666.92
<b>Name:</b>	ECONOMIC & DEVELOP COMM		2020	8,000.00	0.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		8,000.00	
	1 Amount(s):			8,000.00	
<b>27 Account(s) for Department 175:</b>			2019	141,554.00	-119,462.09
			2020	145,016.00	-66,235.39
			Level 2	147,640.00	

Department Name:	Planning Board		Union (3)	Grade	Step (4)	Hourly Wage (5)	Hrs./week	Annual Wages(6)	Annual Salary (7)	Date of Step (8)	Cost of Step Inc. (9)	Longevity(10)	Sick Leave Bonus (11)	Sick Leave Buy-Back (12)	Stipend/Other (18)	Total Compensation
	Date of Hire	Years of Service(2)														
Recording Secretary	7/1/2016	1	NU	C	1	\$32.73	0.00	\$3,143		10/11/20	\$0	\$0	\$0	\$0	\$0	\$3,143
								\$3,143	\$0		\$0	\$0	\$0	\$0	\$0	\$3,143
<b>Comments:</b>																
Based on an average clerical union administrative rate at 1.5 for number of hours anticipated.																

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
<b>0379</b>	<b>PLAN/ECON DEVELOPMENT</b>						
001-175-01-5100-00-0379	PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-175-01-5111-00-0379	REGULAR PAY	105,057.46	113,027.00	58,390.35	136,519.00	115,832.00	#Error
	SALARY & WAGES	105,057.46	113,027.00	58,390.35	136,519.00	115,832.00	#Error
	TOTAL - SALARY & WAGES	105,057.46	113,027.00	58,390.35	136,519.00	115,832.00	#Error
001-175-01-5200-00-0379	PURCHASE OF SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-175-01-5303-00-0379	ADVERTISING	0.00	200.00	0.00	200.00	200.00	#Error
001-175-01-5341-00-0379	TELEPHONE	250.00	300.00	150.00	300.00	300.00	#Error
001-175-01-5342-00-0379	POSTAGE	5.42	200.00	0.00	200.00	200.00	#Error
001-175-01-5390-00-0379	CONTRACTED SERVICES	4,433.73	8,700.00	0.00	8,700.00	8,700.00	#Error
	PURCHASE OF SERVICES	4,689.15	9,400.00	150.00	9,400.00	9,400.00	#Error
001-175-01-5400-00-0379	SUPPLIES	0.00	0.00	0.00	0.00	0.00	#Error
001-175-01-5420-00-0379	OFFICE SUPPLIES	906.17	2,025.00	340.90	1,025.00	1,025.00	#Error
	SUPPLIES	906.17	2,025.00	340.90	1,025.00	1,025.00	#Error
001-175-01-5672-00-0379	SPREDD	2,900.79	2,974.00	2,973.33	3,000.00	3,000.00	#Error
	INTERGOVERNMENTAL	2,900.79	2,974.00	2,973.33	3,000.00	3,000.00	#Error
001-175-01-5700-00-0379	OTHER CHARGES & EXPENSES	0.00	0.00	0.00	0.00	0.00	#Error
001-175-01-5712-00-0379	MILEAGE & CAR ALLOWANCE	1,211.50	1,250.00	501.01	1,250.00	1,250.00	#Error
001-175-01-5731-00-0379	DUES PROF. GATHERINGS	320.00	1,150.00	1,271.32	2,000.00	2,000.00	#Error
	OTHER CHARGES	1,531.50	2,400.00	1,772.33	3,250.00	3,250.00	#Error
	TOTAL - OPERATING EXPENSES	10,027.61	16,799.00	5,236.56	16,675.00	16,675.00	#Error
	PLAN/ECON DEVELOPMENT	115,085.07	129,826.00	63,626.91	153,194.00	132,507.00	#Error

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
1240	ECON & DEVEL COMM						
001-175-02-5111-00-1240	ECONOMIC & DEVELOP COMM	425.73	0.00	134.58	0.00	0.00	#Error
	SALARY & WAGES	425.73	0.00	134.58	0.00	0.00	#Error
	TOTAL - SALARY & WAGES	425.73	0.00	134.58	0.00	0.00	#Error
001-175-02-5201-00-1240	ECONOMIC & DEVELOP COMM	1,385.04	8,000.00	0.00	8,000.00	8,000.00	#Error
	PURCHASE OF SERVICES	1,385.04	8,000.00	0.00	8,000.00	8,000.00	#Error
	TOTAL - OPERATING EXPENSES	1,385.04	8,000.00	0.00	8,000.00	8,000.00	#Error
	ECON & DEVEL COMM	1,810.77	8,000.00	134.58	8,000.00	8,000.00	#Error





Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
<b>0049</b>	<b>BOARD OF APPEALS</b>						
001-176-00-5100-00-0049	PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-176-00-5111-00-0049	REGULAR PAY	2,611.85	2,513.00	836.49	1,291.00	1,291.00	#Error
	<b>SALARY &amp; WAGES</b>	<b>2,611.85</b>	<b>2,513.00</b>	<b>836.49</b>	<b>1,291.00</b>	<b>1,291.00</b>	<b>#Error</b>
	<b>TOTAL - SALARY &amp; WAGES</b>	<b>2,611.85</b>	<b>2,513.00</b>	<b>836.49</b>	<b>1,291.00</b>	<b>1,291.00</b>	<b>#Error</b>
001-176-00-5200-00-0049	PURCHASE OF SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-176-00-5303-00-0049	ADVERTISING	1,144.80	2,000.00	610.00	2,000.00	2,000.00	#Error
001-176-00-5342-00-0049	POSTAGE	791.18	1,700.00	801.10	1,400.00	1,400.00	#Error
	<b>PURCHASE OF SERVICES</b>	<b>1,935.98</b>	<b>3,700.00</b>	<b>1,411.10</b>	<b>3,400.00</b>	<b>3,400.00</b>	<b>#Error</b>
001-176-00-5400-00-0049	SUPPLIES	0.00	0.00	0.00	0.00	0.00	#Error
001-176-00-5420-00-0049	OFFICE SUPPLIES	0.00	400.00	120.52	500.00	500.00	#Error
	<b>SUPPLIES</b>	<b>0.00</b>	<b>400.00</b>	<b>120.52</b>	<b>500.00</b>	<b>500.00</b>	<b>#Error</b>
001-176-00-5700-00-0049	OTHER CHARGES & EXPENSES	0.00	0.00	0.00	0.00	0.00	#Error
	<b>OTHER CHARGES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>#Error</b>
	<b>TOTAL - OPERATING EXPENSES</b>	<b>1,935.98</b>	<b>4,100.00</b>	<b>1,531.62</b>	<b>3,900.00</b>	<b>3,900.00</b>	<b>#Error</b>
	<b>BOARD OF APPEALS</b>	<b>4,547.83</b>	<b>6,613.00</b>	<b>2,368.11</b>	<b>5,191.00</b>	<b>5,191.00</b>	<b>#Error</b>

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 176 BOARD OF APPEALS</b>					
<b>Account Number: 001-176-00-5100-00-0049</b>			2019	0.00	0.00
<b>Name: PERSONAL SERVICES</b>					
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	0.00	
1 Amount(s):				0.00	
<b>Account Number: 001-176-00-5111-00-0049</b>			2019	2,679.00	-2,611.85
<b>Name: REGULAR PAY</b>			2020	2,513.00	-836.49
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	1,291.00	
1 Amount(s):				1,291.00	
<b>Account Number: 001-176-00-5200-00-0049</b>					
<b>Name: PURCHASE OF SERVICES</b>					
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	0.00	
1 Amount(s):				0.00	
<b>Account Number: 001-176-00-5303-00-0049</b>			2019	2,000.00	-1,144.80
<b>Name: ADVERTISING</b>			2020	2,000.00	-610.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
Legal Notice Advertisements			07/01/2020	2,000.00	
1 Amount(s):				2,000.00	
<b>Account Number: 001-176-00-5342-00-0049</b>			2019	1,400.00	-791.18
<b>Name: POSTAGE</b>			2020	1,700.00	-801.10
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
Notifications Post cards & Correspondence			07/01/2020	1,400.00	
1 Amount(s):				1,400.00	
<b>Account Number: 001-176-00-5400-00-0049</b>					
<b>Name: SUPPLIES</b>					
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	0.00	
1 Amount(s):				0.00	
<b>Account Number: 001-176-00-5420-00-0049</b>			2019	400.00	0.00
<b>Name: OFFICE SUPPLIES</b>			2020	400.00	-120.52
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
Post Card Stock Paper/Ink Cartridges			07/01/2020	500.00	
1 Amount(s):				500.00	
<b>Account Number: 001-176-00-5700-00-0049</b>					
<b>Name: OTHER CHARGES &amp; EXPENSES</b>					
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	0.00	
1 Amount(s):				0.00	
<b>8 Account(s) for Department 176:</b>			2019	6,479.00	-4,547.83
			2020	6,613.00	-2,368.11
			Level 2	5,191.00	



Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
0326	LEGAL SERVICES						
001-151-00-5200-00-0326	PURCHASE OF SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-151-00-5302-00-0326	LEGAL SERVICE	172,992.00	170,000.00	78,248.60	170,000.00	170,000.00	#Error
	PURCHASE OF SERVICES	172,992.00	170,000.00	78,248.60	170,000.00	170,000.00	#Error
	TOTAL - OPERATING EXPENSES	172,992.00	170,000.00	78,248.60	170,000.00	170,000.00	#Error
	LEGAL SERVICES	172,992.00	170,000.00	78,248.60	170,000.00	170,000.00	#Error

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 151      LEGAL SERVICES</b>					
Account Number: 001-151-00-5200-00-0326					
Name: PURCHASE OF SERVICES					
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	0.00	
	1	Amount(s):		0.00	
<b>Account Number: 001-151-00-5302-00-0326</b>					
Name: LEGAL SERVICE					
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
To pay for legal council for the Town of Fairhaven			07/01/2020	170,000.00	
	1	Amount(s):		170,000.00	
<b>2 Account(s) for Department 151:</b>					
			2019	170,000.00	-164,995.65
			2020	170,000.00	-78,248.60
			Level 2	170,000.00	



# CONSERVATION AND SUSTAINABILITY DEPARTMENT

Town Hall · 40 Center Street · Fairhaven, MA 02719  
Telephone: (508) 979-4023, ext. 128 · Fax: (508) 979-4079

Mr. Mark Rees  
Town Administrator

RE: Budget Transmittal Letter

I look forward to further developing the Conservation and Sustainability Department over the coming year, supported by the Conservation Commission, Sustainability Committee, Town Administration and other Departments.

I have provided a review by line item, explaining the recommendations I have requested.

**Regular Pay:** In this budget, I am proposing an increase of \$42,015.52 from FY20 due to a step increase for the Conservation Agent/Sustainability and the addition of a full-time Administrative Assistant. A full-time Administrative Assistant would facilitate the issuance of Conservation permits in a timely manner, introduce faster response time in verifying the completeness of Conservation permit applications and more efficient response time to records requests. Additionally, with the Conservation Agent/Sustainability Coordinator able to delegate administrative duties, the Department will better be able to apply for and manage grants in alignment with the Board of Selectmen’s FY21 Policy Goal #4A, supervise ongoing Conservation projects, research and implement FEMA’s Community Rating System in alignment with Mitigation Action #2 of the Hazard Mitigation Plan, and pursue certifying the Town through the LEED for Cities and Communities Program (formerly STAR Community Rating System) in alignment with Master Plan Sustainability Goal #4-2.

**Advertising:** I am proposing an increase of \$800.00 from FY20 for this budget due to anticipated increases in number of submitted Conservation Commission applications that need to be advertised according to the Wetlands Protection Act and Fairhaven Wetlands Bylaw.

**Training (Education and Outreach):** No changes

**Postage:** I am proposing an increase of \$650.00 from FY20 due to an anticipated increase in number of applications as well as a proposed change to the Wetlands Protection Act Regulations (310 CMR 10.00) requiring copies of all permits issued to be sent to the Massachusetts Department of Environmental Protection via certified mail. Currently, copies of all permits are sent regular mail.

**Contracted Services:** No changes

**Office Supplies:** No changes

**Field Supplies:** This budget proposes an increase of \$285.00 from FY20 in this category in anticipation of getting more Cease and Desist notices printed as well as replenishing field supplies that are used.

**Books/Subscriptions:** This category covers any conservation and sustainability-related books, guides, subscriptions, and other reference materials that could contribute to educational outreach, new grant acquisition, and effective communication regarding Conservation Commission jurisdiction. This budget proposes an increase of \$100.00 from FY20 to cover the cost of a subscription to the MACC Handbook for each Conservation Commissioner (\$15.00/subscription) to assist in their ability to effectively act as a member of the Conservation Commission.

**Uniforms:** No changes

**Dues and Professional Gatherings:** This budget proposes an increase of \$694.00 from FY20.

MACC Dues	\$293.00 (\$6.00 increase)
MACC Agent Membership	\$60.00
MACC Annual Conference Registration (\$125*8 people)	\$1,000.00
MACC Courses (\$110*8 people – 2 courses per person)	\$880.00 (\$440.00 increase)
MSMCP Membership/Dues	\$20.00
Climate Resilience Conference	\$15.00 (new)
Society of Wetland Scientists Membership	\$133.00 (new)
Wetland Professional in Training Application	\$100.00 (new)

The increase in this category is the result of a small increase in annual dues for the Massachusetts Association of Conservation Commissions (MACC), additional budgeting for MACC courses to encourage members of the Conservation Commission to seek certification through the MACC Fundamentals Certificate Program, the registration fee for the Climate Resilience Conference, and the addition of membership to the Society of Wetland Scientists (SWS) as well as their application fee for Wetland Professionals in Training. SWS membership will grant the Conservation Agent/Sustainability Coordinator access to monthly webinars on wetland-related science topics of interest, access to past webinars, discounted registration for events, and discussion forum sections of the website with other wetland professionals, all of which will facilitate better knowledge with which to advise the Conservation Commission and oversee Conservation projects in Town. Certification through SWS as a Wetland Professional in Training (WPIT) signifies that one's academic and work experience meet the standards expected of a practicing wetland professional and provides acknowledgment to one's peers of one's adherence to the professional ethics of the Society of Wetland Scientists Professional Certification Program. Certification will aid in acceptance by other disciplines, especially in multi-disciplinary work environments. Wetland Professional in Training (WPIT) is considered a preliminary step for persons who have completed the educational requirements but do not meet experience requirements. Professional Wetland Scientist (PWS) certification is awarded for those meeting both educational and experience requirements.

**Mileage and Travel:** This category includes travel to conferences, courses, site visits, etc. via a personal vehicle and public transit. This budget proposes an increase of \$1,740 from FY20 due to estimation of mileage traveled for one fiscal year calculated from 4 months of mileage for site



visits and travel extrapolated for 12 months. The FY20 budget underestimated the amount of travel for site visits for Conservation permits.

**Other changes:**

In December 2018, the Town of Fairhaven was designated as a Green Community and awarded a grant of \$174,535. As of December 2019, one of four energy-efficiency projects has been completed and the remaining three should be completed by May 2020, in alignment with the Board of Selectmen's FY21 Policy Goal #8G.

In 2020, I hope to replace two older town vehicles with electric vehicles. The Town received a Massachusetts Electric Vehicle Incentive Program Fleets grant for \$12,500 in November 2019 to support the installation of electric vehicle charging station equipment and lease two electric vehicles.

During 2019, the Town was awarded a \$55,000 Municipal Vulnerability Preparedness Planning Grant to become a certified MVP community. I would like to utilize the information that results from the Planning process to apply for at least one MVP Action Grant in 2020 (Board of Selectmen's Policy Goal #8B).

I would like to collaborate with the Information Technology Department to implement Town-wide GIS web-mapping to provide residents with a resource to see Conservation, Assessors, Flood Zone, and Recreation information in one cohesive location, specific to the Town, in alignment with the Board of Selectmen's Policy Goals #3, #7, #8D, #8,F and 9L. I also hope to improve educational outreach to increase the understanding of the Wetlands Protection Act, Fairhaven's Wetlands Bylaw, and other associated policies under the jurisdiction of the Conservation Commission.

Additionally, I would like to collaborate with the Sustainability Committee and the Media Department to garner town-wide participation in Northwest Earth Institute and Project Drawdown's Drawdown EcoChallenge. This challenge is a 21-day engagement program focused on carbon reduction using solutions to global warming that already exist. These collaborations address the Board of Selectmen's Policy Goals #2, #3, and #7.

I would like to collaborate with the Health Department on their Fix-It clinics as a way of promoting sustainability and community engagement. Repurposing items that would be otherwise thrown away will not only relieve the burden on waste management but will also foster connections among varying age groups. This collaboration is associated with the Board of Selectmen's Policy Goals #2, #3, #6, #7, and #9.

Sincerely,  
Whitney McClees  
Conservation Agent and Sustainability Coordinator

Personal Service	Category	Account Number	FY21 Request	FY20 Budget	Notes	Cost	Different from FY2020?	Reason
Conservation Agent and Sustainability Coordinator			\$74,287.36	\$70,801.33	calculated from payroll sheet	\$3,486.03	Yes	Step increase
Administrative Assistant			\$38,529.49	\$0.00	calculated from payroll sheet	\$38,529.49	Yes	A full-time Administrative Assistant would facilitate the issuance of Conservation permits in a timely manner, introduce faster response time in verifying the completeness of Conservation permit applications and more efficient response time to records requests. Additionally, with the Conservation Agent/Sustainability Coordinator able to delegate administrative duties, the Department will be able to apply for and manage grants in alignment with the Board of Selectmen's FY21 Policy Goal #4A, supervise ongoing Conservation projects, research and implement FEMA's Community Rating System in alignment with Mitigation Action #2 of the Hazard Mitigation Plan, and pursue certifying the Town through the LEED for Cities and Communities Program (formerly STAR Community Rating System) in alignment with Master Plan Sustainability Goal #4-2.
Total Payroll		001-171-00-5111-00-0106	\$112,816.85	\$70,801.33		\$42,015.52	Yes	Step increase, addition of full-time administrative assistant
Purchase of Services								
Advertising Training		001-171-00-5303-00-0106	\$2,000.00	\$1,200.00		\$800.00	Yes	Anticipated increases in number of submitted Conservation Commission applications that need to be advertised according to the Wetlands Protection Act and Fairhaven Wetlands Bylaw.
		001-171-00-5316-00-0106	\$1,000.00	\$1,000.00		\$0.00	No	No changes
Reserve Account (Postage)		001-171-00-5409-00-0106	\$1,000.00	\$350.00		\$650.00	Yes	Anticipated increase in number of applications as well as a proposed change to the Wetlands Protection Act Regulations (310 CMR 10.00) requiring copies of all permits issued to be sent to the Massachusetts Department of Environmental Protection via certified mail. Currently, copies of all permits are sent regular mail.
Contracted Services		001-171-00-5390-00-0106	\$2,500.00	\$2,500.00		\$0.00	No	No changes
Total Purchase of Services			\$6,500.00	\$5,050.00				
Supplies								
Office Supplies		001-171-00-5420-00-0106	\$1,020.00	\$1,020.00		\$0.00	No	No changes
Field Supplies		001-171-00-5432-00-0106	\$500.00	\$215.00		\$285.00	Yes	Anticipation of getting more Cease and Desist notices printed as well as replenishing field supplies that are used.
Books/Subscriptions		001-171-00-5520-00-0106	\$400.00	\$300.00		\$100.00	Yes	To cover the cost of a subscription to the MACC Handbook for each Conservation Commissioner (\$15.00/subscription) to assist in their ability to effectively act as a member of the Conservation Commission.
Uniforms		001-171-00-5582-00-0106	\$380.00	\$380.00		\$0.00	No	No changes
Total Supplies			\$2,300.00	\$1,915.00		\$385.00	Yes	
Dues and Professional Gatherings								
MACC Dues			\$293.00	\$287.00		\$6.00	Yes	Increase in annual dues
MACC Agent Membership			\$60.00	\$60.00		\$0.00	No	No changes
MACC Annual Conference Registration (\$125*8 people)			\$1,000.00	\$1,000.00		\$0.00	No	No changes
MACC Courses (\$110*8 people - 2 courses per person)			\$880.00	\$440.00		\$440.00	Yes	encouraging the Commission to pursue the MACC Fundamentals Certificate
MSMCP Annual Dues			\$20.00	\$20.00		\$0.00	No	No changes
Climate Resilience Conference			\$15.00	\$0.00		\$15.00	Yes	I attended this conference in Fall 2019 and found it to be incredibly helpful in pursuit of Sustainability initiatives and I would like to attend again next year.
Society of Wetland Scientists Membership			\$135.00	\$0.00		\$135.00	Yes	SWS membership will grant the Conservation Agent/Sustainability Coordinator access to monthly webinars on wetland-related science topics of interest, access to past webinars, discounted registration for events, and discussion forum sections of the website with other wetland professionals, all of which will facilitate better knowledge with which to advise the Conservation Commission and oversee Conservation projects in Town. Certification through SWS as a Wetland

											Professional in Training (WPT) signifies that one's academic and work experience meet the standards expected of a practicing wetland professional and provides acknowledgment to one's peers of one's adherence to the professional ethics of the Society of Wetland Scientists Professional Certification Program. Certification will aid in acceptance by other disciplines, especially in multi-disciplinary work environments. Wetland Professional in Training (WPT) is considered a preliminary step for persons who have completed the educational requirements but do not meet experience requirements. Professional Wetland Scientist (PWS) certification is awarded for those meeting both educational and experience requirements. Inclusion of more courses, memberships, seminars, increase in dues (see above)
Wetland Professional in Training Application											
Total Dues and Professional Gatherings	000-474-00-5731-00-0106	\$100.00	\$0.00	\$1,807.00	\$2,501.00						\$100.00 Yes \$694.00 Yes
Mileage and Travel											
Commuter Rail (\$23 round trip pass*5)		\$115.00	\$115.00								\$0.00 No
MBTA Subway Ticket (\$2.75 1-way ticket**10)		\$27.50	\$27.50								\$0.00 No
Mileage (\$0.58*4000 miles)		\$2,320.00	\$580.00								\$1,740.00 Yes
Total Mileage and Travel	000-474-00-5712-00-0106	\$2,462.50	\$722.50								\$1,740.00 yes
<b>TOTAL</b>		\$126,580.35	\$80,795.83								\$46,284.52

**Town of Fairhaven**

**FY20-21 Budget**

**Request to Fund a New and/or Expanded Service or Program**

Name of Department: Conservation/Sustainability

Name of Department Director: Whitney McClees

Is this request for a new service or program  or an expanded service/program

Please describe the service/program:

The addition of an Administrative Assistant to the Department.

What need(s) are being addressed by this service or program:

With the Conservation Agent/Sustainability Coordinator able to delegate administrative duties, the Department will better be able to apply for and manage grants in alignment with the Board of Selectmen's FY21 Policy Goal #4A, supervise ongoing Conservation projects, research and implement FEMA's Community Rating System in alignment with Mitigation Action #2 of the Hazard Mitigation Plan, and pursue certifying the Town through the LEED for Cities and Communities Program (formerly STAR Community Rating System) in alignment with Master Plan Sustainability Goal #4-2.

Describe the benefits to the town of implementing the service/program:

A full-time Administrative Assistant would facilitate the issuance of Conservation permits in a timely manner, introduce faster response time in verifying the completeness of Conservation permit applications and more efficient response time to records requests.

Identify the Board of Selectmen Policy Goal or Department Objective this request is associated with:

See above

Budget Request Detail: (if you are using a line item that is new or not previously used by your department enter "New" under line item number). *Double click on the chart below and it will turn into an excel spreadsheet, after entering your data double click again outside the spreadsheet and it will return to a chart.*

Line Item #	Line Item Name	FY20 Budget Amt	FY21 Level Ser. Budget Request	Add't Funding Request	Total Request
001-171-00-5111-00-0106	Personal Service - Payro	70,801.33	112,816.85	42,015.52	112,816.85

Provide a narrative description that explains/justifies the additional funding request by line item:

In this budget, I am proposing an increase of \$42,015.52 from FY20 due to a step increase for the Conservation Agent/Sustainability and the addition of a full-time Administrative Assistant. A full-time Administrative Assistant would facilitate the issuance of Conservation permits in a timely manner, introduce faster response time in verifying the completeness of Conservation permit applications and more efficient response time to records requests. Additionally, with the Conservation Agent/Sustainability Coordinator able to delegate administrative duties, the Department will better be able to apply for and manage grants in alignment with the Board of Selectmen's FY21 Policy Goal #4A, supervise ongoing Conservation projects, research and implement FEMA's Community Rating System in alignment with Mitigation Action #2 of the Hazard Mitigation Plan, and pursue certifying the Town through the LEED for Cities and Communities Program (formerly STAR Community Rating System) in alignment with Master Plan Sustainability Goal #4-2.

**Town of Fairhaven**

**FY20-21 Budget**

**Request to Fund a New and/or Expanded Service or Program**

Name of Department: Conservation/Sustainability

Name of Department Director: Whitney McClees

Is this request for a new service or program  or an expanded service/program

Please describe the service/program:

The addition of an Administrative Assistant to the Department.

What need(s) are being addressed by this service or program:

With the Conservation Agent/Sustainability Coordinator able to delegate administrative duties, the Department will better be able to apply for and manage grants in alignment with the Board of Selectmen's FY21 Policy Goal #4A, supervise ongoing Conservation projects, research and implement FEMA's Community Rating System in alignment with Mitigation Action #2 of the Hazard Mitigation Plan, and pursue certifying the Town through the LEED for Cities and Communities Program (formerly STAR Community Rating System) in alignment with Master Plan Sustainability Goal #4-2.

Describe the benefits to the town of implementing the service/program:

A full-time Administrative Assistant would facilitate the issuance of Conservation permits in a timely manner, introduce faster response time in verifying the completeness of Conservation permit applications and more efficient response time to records requests.

Identify the Board of Selectmen Policy Goal or Department Objective this request is associated with:

See above

Budget Request Detail: (if you are using a line item that is new or not previously used by your department enter "New" under line item number). *Double click on the chart below and it will turn into an excel spreadsheet, after entering your data double click again outside the spreadsheet and it will return to a chart.*

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**ADMINISTRATIVE ASSISTANT TO THE  
CONSERVATION AGENT/SUSTAINABILITY COORDINATOR**

**FAIRHAVEN, MA**

**Position Purpose:**

This position provides moderately complex administrative support and day-to-day office support for the Conservation Agent/Sustainability Coordinator. This position is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control; performs all other related work as required.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

**Conservation Role:**

- Performs all customer service duties in relation to the daily operation of the office including but not limited to: answering phones, responding to voicemails and emails, general correspondence, face-to-face transactions, answering or directing questions and providing information.
- Provides public assistance on environmental matters and answers to inquiries within the scope of expertise and authority.
- Coordinates conservation permits to ensure customer is getting correct paperwork & paperwork is stamped; making sure all paperwork is completed, approved and signed.
- Provides staff support to the Conservation Office in the administration and enforcement of the Massachusetts Wetlands Protection Act, and Town's Wetland's Protection Bylaw, under the supervision of the Conservation Agent.
- Records and tracks all payments received in the office in an excel spreadsheet.
- Reconciles and makes all deposits to the Financial Assistant in a timely fashion.
- Records and tracks all permit numbers and pertinent information.
- Draft letters, memos and emails as required. Mails and tracks certified letters as necessary.
- Orders supplies for office.
- Maintains budget spreadsheet, recording all payables & payroll on a weekly basis-reconciling budget spreadsheets weekly. Tracks vacations, sick and leaves of absence.
- Completes various monthly reports.
- Attends nightly meetings of the Conservation Commission to record the minutes of the same; submits accurate minutes in a timely manner, prior to the next meeting, for the Conservation Agent to review and for the Commission to accept.
- Performs similar or related work as required, directed or as situation dictates.

**Sustainability Role:**

- Assists in research, grant writing, reporting of sustainability programs, etc., under the direction of the Sustainability Coordinator.
- Attends nightly meetings of the Sustainability Committee to record the minutes of the same; submits accurate minutes in a timely manner, prior to the next meeting, for the Sustainability



**ADMINISTRATIVE ASSISTANT TO THE  
CONSERVATION AGENT/SUSTAINABILITY COORDINATOR**

**FAIRHAVEN, MA**

Coordinator to review and for the Committee to accept.

- Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

High School Degree required, Associate's or Bachelor's Degree preferred; One to three (1-3) years of administrative experience or related field preferred; experience working with computers; experience working with the public and responding to customer service requests or any equivalent combination of education and experience. A valid Massachusetts motor vehicle license is required. Notary Public preferred.

**Knowledge, Ability and Skill:**

***Knowledge:*** General office knowledge including office systems, business communications and basic record keeping, Working knowledge of MS Office Suite, drafting letters and memos. Basic knowledge of the municipal administration process, basic knowledge of the functions of municipal government, basic understanding of the interaction between local government, state government, and federal government, basic working knowledge of business administration, practices, general office procedures, and applicable local, state, and federal laws. Knowledge of Wetlands Protection Act Regulations and ability to read maps is helpful.

***Ability:*** Ability to plan, organize and collaborate with others, ability to communicate effectively, ability to establish and maintain effective working relationships with all town employees, board/committee members, officials and the general public, ability to recognize town-wide priorities and work cooperatively to support their accomplishment, ability to handle and resolve a wide range of situations and complaints, with a high-level of independence and task management, ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure, ability to operate a computer and proficient in the use of MS Office applications and database applications.

***Skills:*** Excellent customer service and organization skills, excellent written and verbal communication skills, excellent computer skills including MS Office applications.

**Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position is frequently required to sit, communicate, or hear; occasionally required to walk, must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 20 pounds. This position requires using a computer terminal for long periods of time. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed.

**Supervision:**

***Supervision Scope:*** Performs routine duties that are clearly defined by protocol and standard operating procedures. This role requires basic knowledge of departmental operations.

**ADMINISTRATIVE ASSISTANT TO THE  
CONSERVATION AGENT/SUSTAINABILITY COORDINATOR**

**FAIRHAVEN, MA**

*Supervision Received:* Works under the general supervision of the Conservation Agent/Sustainability Coordinator.

*Supervision Given:* None.

**Job Environment:**

- Work is performed under typical office conditions; work environment is moderately noisy.
- Operates an automobile, computer, calculator, telephone, copier, facsimile machine, and other standard office equipment.
- Interacts consistently with the public and with other town departments: commercial and residential general contractors, tradespeople, other town departments: treasury, police, fire etc.
- Has access to department-related confidential and/or sensitive information including financial records, the disclosure of which would cause a significant breach of trust and seriously damage the reputation of the department.
- Errors in judgment could result in hardship to the town's citizens, lower standards of service to the community, monetary loss or legal repercussions and possible negative public relations for both the department and the town.

*(This job description does not constitute an employment agreement between the employers and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

0106 CONSERVATION/SUSTAINABILITY OFFICE

001-171-00-5100-00-0106	PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-171-00-5111-00-0106	REGULAR PAY	45,586.95	75,841.00	39,185.97	112,817.00	74,288.00	#Error
	<b>SALARY &amp; WAGES</b>	<b>45,586.95</b>	<b>75,841.00</b>	<b>39,185.97</b>	<b>112,817.00</b>	<b>74,288.00</b>	<b>#Error</b>
	<b>TOTAL - SALARY &amp; WAGES</b>	<b>45,586.95</b>	<b>75,841.00</b>	<b>39,185.97</b>	<b>112,817.00</b>	<b>74,288.00</b>	<b>#Error</b>

001-171-00-5200-00-0106	PURCHASE OF SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-171-00-5303-00-0106	ADVERTISING	1,180.00	1,200.00	1,070.00	2,000.00	2,000.00	#Error
001-171-00-5316-00-0106	TRAINING	0.00	1,000.00	0.00	1,000.00	1,000.00	#Error
001-171-00-5342-00-0106	POSTAGE	393.66	350.00	244.95	1,000.00	1,000.00	#Error
001-171-00-5390-00-0106	CONTRACTED SERVICES	0.00	2,500.00	0.00	2,500.00	2,500.00	#Error
	<b>PURCHASE OF SERVICES</b>	<b>1,573.66</b>	<b>5,050.00</b>	<b>1,314.95</b>	<b>6,500.00</b>	<b>6,500.00</b>	<b>#Error</b>

001-171-00-5400-00-0106	SUPPLIES	0.00	0.00	0.00	0.00	0.00	#Error
001-171-00-5420-00-0106	OFFICE SUPPLIES	781.72	1,020.00	403.76	1,020.00	1,020.00	#Error
001-171-00-5432-00-0106	SUPPLIES	0.00	215.00	6.80	500.00	500.00	#Error
001-171-00-5520-00-0106	BOOKS & SUBSCRIPTIONS	0.00	300.00	208.81	400.00	400.00	#Error
001-171-00-5582-00-0106	UNIFORMS	0.00	380.00	132.50	380.00	380.00	#Error
	<b>SUPPLIES</b>	<b>781.72</b>	<b>1,915.00</b>	<b>751.87</b>	<b>2,300.00</b>	<b>2,300.00</b>	<b>#Error</b>

001-171-00-5700-00-0106	OTHER CHARGES & EXPENSES	0.00	0.00	0.00	0.00	0.00	#Error
001-171-00-5712-00-0106	MILEAGE	0.00	723.00	693.82	2,463.00	1,263.00	#Error
001-171-00-5731-00-0106	DUES PROF GATHERINGS	1,135.16	1,807.00	802.00	2,501.00	2,001.00	#Error
	<b>OTHER CHARGES</b>	<b>1,135.16</b>	<b>2,530.00</b>	<b>1,495.82</b>	<b>4,964.00</b>	<b>3,264.00</b>	<b>#Error</b>
	<b>TOTAL - OPERATING EXPENSES</b>	<b>3,490.54</b>	<b>9,495.00</b>	<b>3,562.64</b>	<b>13,764.00</b>	<b>12,064.00</b>	<b>#Error</b>

	<b>CONSERVATION/SUSTAINABILITY OFFICE</b>	<b>49,077.49</b>	<b>85,336.00</b>	<b>42,748.61</b>	<b>126,581.00</b>	<b>86,352.00</b>	<b>#Error</b>
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# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 171 CONSERVATION COMM</b>					
<b>Account Number: 001-171-00-5100-00-0106</b>					
<b>Name: PERSONAL SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-171-00-5111-00-0106</b>					
<b>Name: REGULAR PAY</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		59,386.00	-45,586.95
		2020		75,841.00	-39,185.97
	1 Amount(s):	07/01/2020		74,288.00	
<b>Account Number: 001-171-00-5200-00-0106</b>					
<b>Name: PURCHASE OF SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-171-00-5303-00-0106</b>					
<b>Name: ADVERTISING</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		1,200.00	-1,180.00
		2020		1,200.00	-1,070.00
	1 Amount(s):	07/01/2020		2,000.00	
<b>Account Number: 001-171-00-5316-00-0106</b>					
<b>Name: TRAINING</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2020		1,000.00	0.00
	1 Amount(s):	07/01/2020		1,000.00	
<b>Account Number: 001-171-00-5342-00-0106</b>					
<b>Name: POSTAGE</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		350.00	-393.66
		2020		350.00	-244.95
	1 Amount(s):	07/01/2020		1,000.00	
<b>Account Number: 001-171-00-5390-00-0106</b>					
<b>Name: CONTRACTED SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		2,390.00	0.00
		2020		2,500.00	0.00
	1 Amount(s):	07/01/2020		2,500.00	
<b>Account Number: 001-171-00-5400-00-0106</b>					
<b>Name: SUPPLIES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-171-00-5420-00-0106</b>					
<b>Name: OFFICE SUPPLIES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		1,020.00	-781.72
		2020		1,020.00	-403.76
	1 Amount(s):	07/01/2020		1,020.00	
<b>Account Number: 001-171-00-5432-00-0106</b>					
<b>Name: SUPPLIES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2020		215.00	-6.80
	1 Amount(s):	07/01/2020		500.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 171 CONSERVATION COMM</b>					
<b>Account Number: 001-171-00-5520-00-0106</b>			2020	300.00	-208.81
<b>Name: BOOKS &amp; SUBSCRIPTIONS</b>					
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	400.00	
1 Amount(s):				400.00	
<b>Account Number: 001-171-00-5582-00-0106</b>			2020	380.00	-132.50
<b>Name: UNIFORMS</b>					
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	380.00	
1 Amount(s):				380.00	
<b>Account Number: 001-171-00-5700-00-0106</b>					
<b>Name: OTHER CHARGES &amp; EXPENSES</b>					
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	0.00	
1 Amount(s):				0.00	
<b>Account Number: 001-171-00-5712-00-0106</b>			2020	723.00	-693.82
<b>Name: MILEAGE</b>					
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	1,263.00	
1 Amount(s):				1,263.00	
<b>Account Number: 001-171-00-5731-00-0106</b>			2019	1,160.00	-1,135.16
<b>Name: DUES PROF GATHERINGS</b>			2020	1,807.00	-802.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	2,001.00	
1 Amount(s):				2,001.00	
<b>15 Account(s) for Department 171:</b>			2019	65,506.00	-49,077.49
			2020	85,336.00	-42,748.61
			Level 2	86,352.00	

Department Name:		Conservation														
Job Title	Date of Hire	Years of Service(2)	Union (3)	Grade	Step (4)	Hourly Wage (5)	Hrs./week	Annual Wages(6)	Annual Salary (7)	Date of Step (8)	Cost of Step Inc. (9)	Longevity(10)	Sick Leave Bonus (11)	Sick Leave Buy-Back (12)	Stipend/Other (18)	Total Compensation
Conservation Agent/Sustainability Administrative Assistant (NEW)	1/2/2019	1	NU C	17 C	2 1	\$34.96 \$20.87	40.0 35.0	\$38,129	\$72,996	1/2/2021	\$891	\$0	\$400		\$0	\$74,288
								\$38,129	\$72,996		\$891	\$0	\$400		\$0	\$74,288
<b>Comments:</b>																
Administrative Assistant would take ConCom minutes																

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
1263	BUZZARDS BAY COMM						
001-122-24-5201-00-1263	BUZZARDS BAY COMMISSION	1,520.00	1,520.00	1,520.00	1,520.00	1,520.00	#Error
	PURCHASE OF SERVICES	1,520.00	1,520.00	1,520.00	1,520.00	1,520.00	#Error
	TOTAL - OPERATING EXPENSES	1,520.00	1,520.00	1,520.00	1,520.00	1,520.00	#Error
	BUZZARDS BAY COMM	1,520.00	1,520.00	1,520.00	1,520.00	1,520.00	#Error

Commonwealth of Massachusetts  
**TOWN OF FAIRHAVEN**  
POLICE DEPARTMENT  
1 Bryant Lane  
Fairhaven, MA 02719  
Phone 508-997-7421  
Fax 508-997-3147  
[www.fairhavenpolice.org](http://www.fairhavenpolice.org)

Michael J. Myers  
Chief of Police

December 6, 2019

In the upcoming year the Fairhaven Police Department is taking several steps and initiatives to further the goals and objectives of the Selectmen.

Goal 1: Human Resources Improvements

Objective F: Conduct an Assessment Center for Sergeant and Lieutenant Promotional List

We conducted an assessment center for both ranks on November 16, 2019 at the town hall. We will be making a promotion from the promotional list that will be generated from the results of the assessment.

Goal 3: Inter and Intra Governmental Cooperation

Objective E: Determine the feasibility of establishing a regional Police/Fire Public Safety Answering Point (PSAP)

One of our three surrounding communities is not currently interested in being part of a regional PSAP. Another of our surrounding communities is the City of New Bedford with a population of over 100,000 people. A municipality of that size generates a call volume that requires it to have its own PSAP committed exclusively to answering emergency calls for service. Therefore, we will continue to run our own PSAP with grant funding from the State 911 Office.

That stated, we are interested in establishing a regional PSAP regardless. In addition to a Regional 911 PSAP center we are interested in establishing a joint communication center which will handle the 911 PSAP as well as combined public safety dispatch.

Goal 4: Financial Sustainability

Objective A: Request for Department Directors report at least annually on their efforts to identify and apply for grants that would benefit their departments



We have applied for and been awarded two grants from the State 911 Office. One grant is for training for all certified call takers and new hires. According to the Code of Massachusetts Regulations, all certified public safety call takers are required to complete annual continuing education courses and there are recertification fees that must be paid. This grant covers the cost for training and recertification fees.

The second 911 grant is a support and incentive grant that can be used to purchase new equipment for our call center that fall within grant guidelines. It can also be used to pay the salary costs for certified public safety call takers and hire additional communications personnel during major weather events, critical incidents, and special events such as the Fourth of July fireworks.

We applied for the Highway Safety Grant from the Executive Officer of Public Safety and Security (EOPSS) again this year. This grant covers the costs and expenses of conducting directed patrols by hiring additional personnel at overtime to curb speeding, impaired driving, distracted driving, and aggressive driving. We utilize this grant to target high risk areas that pose a threat to the motoring public and to address citizen complaints of speeding.

We have reached out to a Senior Program Manager who works for the Grants and Research Department of EOPSS. He has provided us with website information and links to apply for additional grant funding opportunities, and to research other grant opportunities.

#### Goal 6: Health Welfare and Safety of Town Residents

##### Objective A: Continue to expand and participate in the Greater New Bedford Opioid Task Force and Fairhaven Working Group on Opioid Prevention

Department members have been actively involved with the Opioid outreach program conducting in-home visits with substance abusers, as well as their families to provide them with assistance and resources in fighting addiction. This includes distributing informational literature and narcan. Furthermore, three of our Sergeants became certified Recovery Coaches this past year.

All sworn personnel have become certified in the administering of narcan, which reverses the effects of an opiate based overdose. They are now carrying the medication on their person during the regular course of their work shift.

##### Objective K: Develop and implement traffic and speeding control measures throughout the town

Placement of speed detection signs, as well as radar enforcement along this stretch will be a great way to reduce much of the speeding on Route 6, especially on the stretch of highway east of Narragansett Way. Officers on patrol will also not only monitor for speed, but also other infractions such as equipment, altered exhaust, inspection violations as the sight of multiple vehicles stopped in a short period of time will help to deter any residual speeding.

Radar signs have the ability to collect data in a "stealth" mode and can determine whether certain areas are indeed a high speed zone. This information that is collected will be forwarded to supervisors so they can determine whether or not to designate that area as a priority.

With information collected from public input, data collection, and officer suggestions we will be able to designate areas as "Hot Zones" which officers should emphasize in each zone when available to do traffic enforcement. These zones should ideally be changed every week or every other week depending on need.

#### Goal 7: Civic Engagement

Objective A: Develop and implement a standardized reporting system whereby departments report regularly on their activities to the Town Administrator, which is then presented to the Board of Selectmen and posted on the town's website

In the past we have completed Weekly Reports to the Town Administrator that accomplish this goal. We can begin submitting monthly statistics reports to the Town Administrator. At times when we are involved with critical incidents or incidents that attract higher than usual public attention reports will also be submitted.

Objective D: Develop ways and means to effectively enforce town bylaws governing zoning violations, sign regulations, dog behavior, littering, etc.

We have taken a proactive approach at targeting troubled businesses that are the source of public disturbances and other nuisance crimes. We worked with neighbors and business owners in areas surrounding troubled spots to document issues that impact quality of life issues. We then worked with the Board of Selectmen as the licensing authority to compel troubled establishments to abide by town bylaws and town regulations.

Our Safety Officer continually works with community members and the Board of Public Works to address signage issues to ensure the safe and efficient flow of vehicle and pedestrian traffic throughout town. She also reviews and address signage issues to address parking problems in various areas of town.

Our Animal Control Officer addresses disturbances caused by barking dogs and dogs running loose in violation of the town's leash law. When necessary an officer from this

department accompanies him to troubled addresses if there is a concern that the dog owner may become aggressive or enraged at having to comply with pertinent regulations.

Goal 8: Long Term Planning

Object C: Begin the implementation of the Facility Improvement Plan by commencing the planning for the construction of a new Public Safety Complex

This project is already under way. We are in negotiations with G. Bourne Knowles to purchase a parcel of land on which to build the public safety complex. We have also been working with an architecture firm to complete a design plan for the building layout, as well as a media plan to successfully convince the public to vote for a Proposition 2 ½ override.

Goal 9: Improve Municipal Services

Objective J: Address concerns of residents of North Main Street/Benoit Square neighborhood regarding traffic, graffiti, parking, and vacant/deteriorating buildings

We met in a town hall style meeting that was called by residents on North Fairhaven, and held at the headquarters of the North Fairhaven Improvement Association. We listened to their concerns about some of the blighted properties in the area, and the other above mentioned concerns. We have conducted traffic enforcement throughout the North Fairhaven area, and have been ticketing parking violators with fines.

In addition, we compiled traffic statistics along the Sycamore Street corridor that indicated speeding motorists was not a problem in that area. We determined the chief complaint was traffic volume, which is an issue beyond the control of the town.

During the warmer months, our evening shift was diligent in removing vehicles from the Livesey Park lot on Glennhaven Avenue, and people loitering within the park area after sunset in order to reduce disturbances.

We contacted the owner(s) of the building that once housed the former Bijou Theater on Main Street. They managed to clean up most of the graffiti on the front façade of the building. The former Sacred Hearts Church and Rectory have been purchased and renovated. It currently houses a dog grooming business.

Our department has also been in touch with the Massachusetts State Police, the Town of Acushnet, the Massachusetts Department of Transportation, and P.J. Keeting regarding the operation of large, commercial trucks and heavy equipment operation. Historically, P.J. Keeting has been very cooperative to reduce the noise of trucking equipment. All drivers leaving their

plant have been instructed not to engage their Jake Brakes while travelling through town. This reduces the noise level as they travel on our roadways.

Respectfully submitted,

Michael J. Myers

Chief of Police

**Town of Fairhaven**

**FY20-21 Budget**

**Request to Fund a New and/or Expanded Service or Program**

Name of Department: Police

Name of Department Director: Chief Michael J Myers

Is this request for a new service or program  or an expanded service/program

Please describe the service/program:

Custodial services at the Police/Fire and Animal shelter

What need(s) are being addressed by this service or program:

The proper cleaning and maintenance for Town owned buildings

Describe the benefits to the town of implementing the service/program:

Currently the Police Department has only a part time custodian. The Fire Department and Animal Shelter have none. As a result none of these buildings get the required cleaning and maintenance they need. As a result the buildings require additional and expensive repairs that could be avoided with timely and proper cleaning and maintenance.

Identify the Board of Selectmen Policy Goal or Department Objective this request is associated with:

Goals 3, 6, 8 and 9.

Budget Request Detail: (if you are using a line item that is new or not previously used by your department enter "New" under line item number). *Double click on the chart below and it will turn into an excel spreadsheet, after entering your data double click again outside the spreadsheet and it will return to a chart.*

Line Item #	Line Item Name	FY20 Budget Amt	FY21 Level Ser. Budget Request	Add't Funding Request	Total Request
001-210-00-5111-00-0384	Regular Pay	\$3,188,496	\$3,364,958	\$21,168	\$3,386,126

Provide a narrative description that explains/justifies the additional funding request by line item:

The cost is in regular pay salary to increase the custodian pay from 19 hours per week to 40 hours per week. Increasing the hours will allow the custodian to maintain all of the buildings as well as work on maintenance issues to prevent any major and expensive issues before they occur.

# Fairhaven Budget Worksheet - FY 2021

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
<b>0384</b>	<b>POLICE</b>						
001-210-00-5100-00-0384	PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-210-00-5111-00-0384	REGULAR PAY	2,892,743.32	3,257,087.00	1,591,673.74	3,386,126.00	3,358,826.00	#Error
001-210-00-5131-00-0384	OVER-TIME PAY	587,943.81	332,750.00	278,338.15	338,613.00	318,613.00	#Error
	<b>SALARY &amp; WAGES</b>	<b>3,480,687.13</b>	<b>3,589,837.00</b>	<b>1,870,011.89</b>	<b>3,724,739.00</b>	<b>3,677,439.00</b>	#Error
	<b>TOTAL - SALARY &amp; WAGES</b>	<b>3,480,687.13</b>	<b>3,589,837.00</b>	<b>1,870,011.89</b>	<b>3,724,739.00</b>	<b>3,677,439.00</b>	#Error
001-210-00-5200-00-0384	PURCHASE OF SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-210-00-5201-00-0384	GENERAL EXPENSE UNCLASSIFIE	0.00	0.00	149.26	1,000.00	1,000.00	#Error
001-210-00-5240-00-0384	R & M VEHICLES - POLICE	23,490.57	21,500.00	10,647.36	23,000.00	23,000.00	#Error
001-210-00-5244-00-0384	REPAIR & MAINT.-BUILDING	7,796.18	8,000.00	12,305.14	10,000.00	10,000.00	#Error
001-210-00-5245-00-0384	REPAIR & MAINT.-EQUIP.	24,379.18	26,670.00	18,815.30	27,020.00	27,020.00	#Error
001-210-00-5308-00-0384	KEEPER OF LOCKUP	11,250.00	14,000.00	6,500.00	14,000.00	14,000.00	#Error
001-210-00-5311-00-0384	MEDICAL SERVICES	1,088.96	2,500.00	0.00	2,500.00	2,500.00	#Error
001-210-00-5316-00-0384	TRAINING	13,942.00	16,000.00	3,884.82	16,000.00	16,000.00	#Error
001-210-00-5341-00-0384	TELEPHONE	17,463.76	16,320.00	9,256.22	18,500.00	16,500.00	#Error
001-210-00-5343-00-0384	SERVICE & MAINT AGREEMEN	29,422.02	37,874.00	32,526.32	40,613.00	40,613.00	#Error
001-210-00-5390-00-0384	CONTRACTED SERVICES	2,280.15	26,000.00	21,311.31	26,000.00	26,000.00	#Error
	<b>PURCHASE OF SERVICES</b>	<b>131,112.82</b>	<b>168,864.00</b>	<b>115,395.73</b>	<b>178,633.00</b>	<b>176,633.00</b>	#Error
001-210-00-5211-00-0384	HEAT LIGHT & POWER	4,462.49	8,000.00	2,390.98	5,000.00	5,000.00	#Error
001-210-00-5212-00-0384	ELECTRICITY	36,722.50	32,000.00	16,126.29	26,000.00	26,000.00	#Error
	<b>UTILITIES</b>	<b>41,184.99</b>	<b>40,000.00</b>	<b>18,517.27</b>	<b>31,000.00</b>	<b>31,000.00</b>	#Error
001-210-00-5400-00-0384	SUPPLIES	0.00	0.00	0.00	0.00	0.00	#Error
001-210-00-5420-00-0384	OFFICE SUPPLIES	17,357.50	8,500.00	4,388.71	8,500.00	8,500.00	#Error
001-210-00-5422-00-0384	PREPRINTED FORMS	1,087.53	1,500.00	778.51	1,500.00	1,500.00	#Error
001-210-00-5431-00-0384	BUILDING MAINT.SUPPLIES	1,613.14	3,000.00	941.86	3,000.00	3,000.00	#Error
001-210-00-5501-00-0384	MEDICAL SUPPLIES	7,467.25	10,800.00	400.00	10,800.00	10,800.00	#Error
001-210-00-5503-00-0384	FINGERPRINTS/PHOTOS	873.51	2,000.00	0.00	2,000.00	2,000.00	#Error
001-210-00-5520-00-0384	BOOKSSUBSCRIPTIONS	455.26	1,200.00	860.89	1,200.00	1,200.00	#Error
001-210-00-5582-00-0384	UNIFORMS	35,272.64	38,125.00	45,550.00	46,450.00	46,450.00	#Error

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
001-210-00-5585-00-0384	EQUIPMENT FOR PERSONNEL	15,528.36	12,800.00	12,316.39	15,000.00	15,000.00	#Error
	SUPPLIES	79,655.19	77,925.00	65,236.36	88,450.00	88,450.00	#Error
001-210-00-5410-00-0384	GASOLINE & DIESEL	50,032.96	42,000.00	23,965.02	41,200.00	47,200.00	#Error
	GASOLINE	50,032.96	42,000.00	23,965.02	41,200.00	47,200.00	#Error
001-210-00-5700-00-0384	OTHER CHARGES & EXPENSES	0.00	0.00	0.00	0.00	0.00	#Error
001-210-00-5731-00-0384	DUES PROF GATHERINGS	7,965.95	10,656.00	7,755.28	11,756.00	11,756.00	#Error
	OTHER CHARGES	7,965.95	10,656.00	7,755.28	11,756.00	11,756.00	#Error
	TOTAL - OPERATING EXPENSES	309,951.91	339,445.00	230,869.66	351,039.00	355,039.00	#Error
	POLICE	3,790,639.04	3,929,282.00	2,100,881.55	4,075,778.00	4,032,478.00	#Error



Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
<b>0130</b>	<b>ANIMAL CONTROL</b>						
001-292-00-5100-00-0130	PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-292-00-5111-00-0130	REGULAR PAY	55,447.59	66,738.00	31,964.14	63,528.00	63,528.00	#Error
001-292-00-5131-00-0130	OVERTIME PAY	0.00	0.00	692.11	6,353.00	6,353.00	#Error
	<b>SALARY &amp; WAGES</b>	<b>55,447.59</b>	<b>66,738.00</b>	<b>32,656.25</b>	<b>69,881.00</b>	<b>69,881.00</b>	<b>#Error</b>
	<b>TOTAL - SALARY &amp; WAGES</b>	<b>55,447.59</b>	<b>66,738.00</b>	<b>32,656.25</b>	<b>69,881.00</b>	<b>69,881.00</b>	<b>#Error</b>
001-292-00-5200-00-0130	PURCHASE OF SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-292-00-5243-00-0130	REPAIR & MAINT.-VEHICLES	769.73	1,000.00	35.00	1,000.00	1,000.00	#Error
001-292-00-5244-00-0130	REPAIR & MAINT.-BUILDING	1,882.71	2,000.00	1,746.52	2,000.00	12,500.00	#Error
001-292-00-5318-00-0130	VETERINARY EXPENSES	22,176.75	23,000.00	14,871.00	25,000.00	25,000.00	#Error
001-292-00-5341-00-0130	TELEPHONE	1,298.12	2,000.00	1,250.98	1,400.00	1,400.00	#Error
001-292-00-5342-00-0130	POSTAGE	165.00	200.00	44.00	200.00	200.00	#Error
	<b>PURCHASE OF SERVICES</b>	<b>26,292.31</b>	<b>28,200.00</b>	<b>17,947.50</b>	<b>29,600.00</b>	<b>40,100.00</b>	<b>#Error</b>
001-292-00-5211-00-0130	HEATLIGHT & POWER	2,269.07	2,450.00	638.22	2,300.00	2,300.00	#Error
001-292-00-5212-00-0130	ELECTRICITY	3,238.87	3,200.00	1,202.70	3,000.00	3,000.00	#Error
	<b>UTILITIES</b>	<b>5,507.94</b>	<b>5,650.00</b>	<b>1,840.92</b>	<b>5,300.00</b>	<b>5,300.00</b>	<b>#Error</b>
001-292-00-5400-00-0130	SUPPLIES	0.00	0.00	0.00	0.00	0.00	#Error
001-292-00-5420-00-0130	OFFICE SUPPLIES	246.02	250.00	96.54	350.00	350.00	#Error
001-292-00-5422-00-0130	PRE-PRINTED FORMS	65.00	50.00	0.00	100.00	100.00	#Error
001-292-00-5451-00-0130	CLEANING SUPPLIES	174.06	1,200.00	151.58	1,200.00	1,200.00	#Error
001-292-00-5580-00-0130	SUPPLIES/EQUIPMENT	694.04	400.00	400.00	400.00	400.00	#Error
001-292-00-5582-00-0130	UNIFORMS	554.99	600.00	200.00	600.00	600.00	#Error
001-292-00-5584-00-0130	DOG FOOD & SUPPLIES	0.00	550.00	0.00	550.00	550.00	#Error
	<b>SUPPLIES</b>	<b>1,734.11</b>	<b>3,050.00</b>	<b>848.12</b>	<b>3,200.00</b>	<b>3,200.00</b>	<b>#Error</b>
001-292-00-5410-00-0130	GASOLINE & DIESEL	466.43	680.00	239.37	680.00	680.00	#Error
	<b>GASOLINE</b>	<b>466.43</b>	<b>680.00</b>	<b>239.37</b>	<b>680.00</b>	<b>680.00</b>	<b>#Error</b>
001-292-00-5700-00-0130	OTHER CHARGES & EXPENSES	0.00	0.00	0.00	0.00	0.00	#Error
001-292-00-5713-00-0130	SEMINARS PROF GATHERING	550.00	600.00	175.00	600.00	600.00	#Error
	<b>OTHER CHARGES</b>	<b>550.00</b>	<b>600.00</b>	<b>175.00</b>	<b>600.00</b>	<b>600.00</b>	<b>#Error</b>

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
001-292-00-5800-00-0130	MINOR EQUIPMENT	0.00	0.00	0.00	0.00	0.00	#Error
	MINOR EQUIPMENT	0.00	0.00	0.00	0.00	0.00	#Error
	TOTAL - OPERATING EXPENSES	34,550.79	38,180.00	21,050.91	39,380.00	49,880.00	#Error
	ANIMAL CONTROL	89,998.38	104,918.00	53,707.16	109,261.00	119,761.00	#Error

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 210 POLICE</b>					
<b>Account Number: 001-210-00-5100-00-0384</b>					
<b>Name: PERSONAL SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-210-00-5111-00-0384</b>					
<b>Name: REGULAR PAY</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Regular Salary for Police Peresonnel		07/01/2020		3,358,826.00	
	1 Amount(s):			3,358,826.00	
<b>Account Number: 001-210-00-5131-00-0384</b>					
<b>Name: OVER-TIME PAY</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Overtime for Police Personnel		07/01/2020		318,613.00	
	1 Amount(s):			318,613.00	
<b>Account Number: 001-210-00-5200-00-0384</b>					
<b>Name: PURCHASE OF SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-210-00-5201-00-0384</b>					
<b>Name: GENERAL EXPENSE UNCLASSIFIED</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
This line item pays for emergency purchases for personnel who are unable to leave work due to ongoing event. This includes meals for ongoing investigations(Search Warrants) Assessment Center Active shooter training etc.		07/01/2020		1,000.00	
	1 Amount(s):			1,000.00	
<b>Account Number: 001-210-00-5211-00-0384</b>					
<b>Name: HEAT LIGHT &amp; POWER</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
This line item pays for the heating of the Police station.		07/01/2020		5,000.00	
	1 Amount(s):			5,000.00	
<b>Account Number: 001-210-00-5212-00-0384</b>					
<b>Name: ELECTRICITY</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
This line item pays for the electricity for the Police station.		07/01/2020		26,000.00	
	1 Amount(s):			26,000.00	
<b>Account Number: 001-210-00-5240-00-0384</b>					
<b>Name: R &amp; M VEHICLES - POLICE</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
This is an increase of \$1500. The increase is to be more in line with current expenditures. We also will have unknown expenses during our first year of hybrid engine vehicles.		07/01/2020		23,000.00	
	1 Amount(s):			23,000.00	
<b>Account Number: 001-210-00-5244-00-0384</b>					
<b>Name: REPAIR &amp; MAINT.-BUILDING</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
The includes a \$2000 increase that is more in ine with the current expenditures for this line item. Over the past several years the expenses have increase due to the aging of our building.		07/01/2020		10,000.00	
	1 Amount(s):			10,000.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 210 POLICE</b>					
<b>Account Number:</b>	001-210-00-5245-00-0384		2019	26,037.00	-24,379.18
<b>Name:</b>	REPAIR & MAINT.-EQUIP.		2020	26,670.00	-18,815.30
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
Ockers			07/01/2020	1,200.00	
Spindle City			07/01/2020	1,500.00	
All Security			07/01/2020	1,570.00	
Best Buy - Battery back up cell accessories			07/01/2020	2,500.00	
Drager			07/01/2020	200.00	
East Coat Electronics			07/01/2020	3,700.00	
IMC/Pervasive			07/01/2020	6,000.00	
Safe Boat			07/01/2020	7,800.00	
Intergration Partners			07/01/2020	750.00	
Email Archiving - Datto			07/01/2020	900.00	
Antivirus Software			07/01/2020	900.00	
			11 Amount(s):	27,020.00	
<b>Account Number:</b>	001-210-00-5308-00-0384		2019	14,000.00	-11,250.00
<b>Name:</b>	KEEPER OF LOCKUP		2020	14,000.00	-6,500.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
This line item pays the Sheriffs department to house our prisoners outside of court hours. This is a level funded request.			07/01/2020	14,000.00	
			1 Amount(s):	14,000.00	
<b>Account Number:</b>	001-210-00-5311-00-0384		2019	1,500.00	-1,088.96
<b>Name:</b>	MEDICAL SERVICES		2020	2,500.00	0.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
This line item pays for all physical and psychological testing for Officers. This is a level funded request.			07/01/2020	2,500.00	
			1 Amount(s):	2,500.00	
<b>Account Number:</b>	001-210-00-5316-00-0384		2019	10,000.00	-13,942.00
<b>Name:</b>	TRAINING		2020	16,000.00	-3,884.82
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
This line item pays for all training and education requirements for all of our Police Officers and Dispatchers. It also pays for specialized training and professional development classes. This is a level funded request			07/01/2020	16,000.00	
			1 Amount(s):	16,000.00	
<b>Account Number:</b>	001-210-00-5341-00-0384		2019	15,320.00	-16,251.78
<b>Name:</b>	TELEPHONE		2020	16,320.00	-9,256.22
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
This line item pays for all of our cable internet telephone cellular fax and wireless services.			07/01/2020	16,500.00	
			1 Amount(s):	16,500.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
Department:	210	POLICE			
Account Number:	001-210-00-5343-00-0384		2019	30,123.00	-29,302.02
Name:	SERVICE & MAINT AGREEMEN		2020	37,874.00	-32,526.32
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
Bristol County Radio			07/01/2020	1,500.00	
ADR Landscape			07/01/2020	1,650.00	
Advanced Air and Heat			07/01/2020	1,670.00	
TLO investigative services			07/01/2020	1,800.00	
Cybercomm			07/01/2020	1,860.00	
BAPERN Radio Network			07/01/2020	1,900.00	
Mass Police Accreditation Commision			07/01/2020	1,900.00	
IMC/Central Square CAD/RMS software			07/01/2020	16,405.00	
Power DMS Policy manager			07/01/2020	2,435.00	
John Guilfoil web/PIO services			07/01/2020	2,750.00	
Dito - email accounts			07/01/2020	3,600.00	
Hunter systems			07/01/2020	400.00	
Axion copier			07/01/2020	525.00	
GPS monitoring			07/01/2020	625.00	
Info Rad text service			07/01/2020	63.00	
CJIS computer			07/01/2020	730.00	
Crossmatch fingerprint system			07/01/2020	800.00	
		17 Amount(s):		40,613.00	
Account Number:	001-210-00-5390-00-0384		2019	2,800.00	-2,280.15
Name:	CONTRACTED SERVICES		2020	26,000.00	-21,311.31
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
Accreditation/Assessment/Cruiser/Station Certification			07/01/2020	12,560.00	
Axon Taser			07/01/2020	13,440.00	
		2 Amount(s):		26,000.00	
Account Number:	001-210-00-5400-00-0384				
Name:	SUPPLIES				
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	0.00	
		1 Amount(s):		0.00	
Account Number:	001-210-00-5410-00-0384		2019	50,200.00	-50,032.96
Name:	GASOLINE & DIESEL		2020	42,000.00	-23,965.02
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
This pays for all gasoline diesel and oil for all vehicles and marine units.			07/01/2020	47,200.00	
		1 Amount(s):		47,200.00	
Account Number:	001-210-00-5420-00-0384		2019	16,500.00	-17,338.03
Name:	OFFICE SUPPLIES		2020	8,500.00	-4,388.71
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
This line item pays for all office supplies including paper toner etc.			07/01/2020	8,500.00	
		1 Amount(s):		8,500.00	
Account Number:	001-210-00-5422-00-0384		2019	1,500.00	-1,087.53
Name:	PREPRINTED FORMS		2020	1,500.00	-778.51
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
This line item pays for all of our letter head business cards envelopes and stamps.			07/01/2020	1,500.00	
		1 Amount(s):		1,500.00	
Account Number:	001-210-00-5431-00-0384		2019	3,000.00	-1,613.14
Name:	BUILDING MAINT.SUPPLIES		2020	3,000.00	-941.86
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
This pays for all cleaning and maintenance supplies for the Police station.			07/01/2020	3,000.00	
		1 Amount(s):		3,000.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 210 POLICE</b>					
<b>Account Number:</b>	001-210-00-5501-00-0384		2019	10,800.00	-7,467.25
<b>Name:</b>	MEDICAL SUPPLIES		2020	10,800.00	-400.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	This line item covers all medical supplies carried by Officers and the cruiser bags to include Narcan and AEDs.	07/01/2020		10,800.00	
		1 Amount(s):		10,800.00	
<b>Account Number:</b>	001-210-00-5503-00-0384		2019	1,500.00	-873.51
<b>Name:</b>	FINGERPRINTS/PHOTOS		2020	2,000.00	0.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	This line item pays for all camera related equipment including batteries all forensic supplies for fingerprinting and evidence recovery.	07/01/2020		2,000.00	
		1 Amount(s):		2,000.00	
<b>Account Number:</b>	001-210-00-5520-00-0384		2019	1,200.00	-455.26
<b>Name:</b>	BOOKSSUBSCRIPTIONS		2020	1,200.00	-860.89
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	This pays for legal update manuals and law reference guides.	07/01/2020		1,200.00	
		1 Amount(s):		1,200.00	
<b>Account Number:</b>	001-210-00-5582-00-0384		2019	38,125.00	-35,272.64
<b>Name:</b>	UNIFORMS		2020	38,125.00	-45,550.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	This amount is set by labor contracts for both Police and Dispatchers. It includes uniform allowance for both and cleaning allowance for Officers.	07/01/2020		46,450.00	
		1 Amount(s):		46,450.00	
<b>Account Number:</b>	001-210-00-5585-00-0384		2019	12,300.00	-15,528.36
<b>Name:</b>	EQUIPMENT FOR PERSONNEL		2020	12,800.00	-12,316.39
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	this line item pays for all ammunition and replacement of all equipment including that which is not covered by the uniform allowance. The increase is due to te increasing cost of ammunition.	07/01/2020		15,000.00	
		1 Amount(s):		15,000.00	
<b>Account Number:</b>	001-210-00-5700-00-0384				
<b>Name:</b>	OTHER CHARGES & EXPENSES				
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
		1 Amount(s):		0.00	
<b>Account Number:</b>	001-210-00-5731-00-0384		2019	7,966.00	-7,965.95
<b>Name:</b>	DUES PROF.GATHERINGS		2020	10,656.00	-7,755.28
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Fraternal order of Police	07/01/2020		1,000.00	
	Mass chiefs of police Association	07/01/2020		1,000.00	
	MV Chiefs conference	07/01/2020		1,250.00	
	NESPIN	07/01/2020		100.00	
	IACP Travel	07/01/2020		2,000.00	
	Plymouth County bid	07/01/2020		200.00	
	Bristol Chiefs Association	07/01/2020		250.00	
	CHAMPS marine association	07/01/2020		250.00	
	Greater Boston bid	07/01/2020		256.00	
	SEMLEC	07/01/2020		3,000.00	
	Chiefs of Police Assistants Association	07/01/2020		50.00	
	IACP membership	07/01/2020		800.00	
	SEMPCA	07/01/2020		800.00	
		13 Amount(s):		10,956.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 292 ANIMAL CONTROL</b>					
<b>Account Number: 001-292-00-5100-00-0130</b>					
<b>Name: PERSONAL SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-292-00-5111-00-0130</b>					
<b>Name: REGULAR PAY</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
This is the regular pay and overtime for the Animal control department		07/01/2020		63,528.00	
	1 Amount(s):			63,528.00	
<b>Account Number: 001-292-00-5131-00-0130</b>					
<b>Name: OVERTIME PAY</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		6,353.00	
	1 Amount(s):			6,353.00	
<b>Account Number: 001-292-00-5200-00-0130</b>					
<b>Name: PURCHASE OF SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-292-00-5211-00-0130</b>					
<b>Name: HEATLIGHT &amp; POWER</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
This is to pay for the heat at the animal shelter.		07/01/2020		2,300.00	
	1 Amount(s):			2,300.00	
<b>Account Number: 001-292-00-5212-00-0130</b>					
<b>Name: ELECTRICITY</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
This is to pay for the electricity at the animal shelter.		07/01/2020		3,000.00	
	1 Amount(s):			3,000.00	
<b>Account Number: 001-292-00-5243-00-0130</b>					
<b>Name: REPAIR &amp; MAINT.-VEHICLES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
This pays for all repairs and maintenance for the ACO van.		07/01/2020		1,000.00	
	1 Amount(s):			1,000.00	
<b>Account Number: 001-292-00-5244-00-0130</b>					
<b>Name: REPAIR &amp; MAINT.-BUILDING</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
This pays for all repairs and maintenace to the animal shelter. & furnace		07/01/2020		12,500.00	
	1 Amount(s):			12,500.00	
<b>Account Number: 001-292-00-5318-00-0130</b>					
<b>Name: VETERINARY EXPENSES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
This pays for all required veterinary expenses for all animals at the shelter The increase is more in line with our past expenditures.		07/01/2020		25,000.00	
	1 Amount(s):			25,000.00	
<b>Account Number: 001-292-00-5341-00-0130</b>					
<b>Name: TELEPHONE</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
This line item pays for telephone internet cellular services.		07/01/2020		1,400.00	
	1 Amount(s):			1,400.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 292 ANIMAL CONTROL</b>					
<b>Account Number:</b>	001-292-00-5342-00-0130		2019	200.00	-165.00
<b>Name:</b>	POSTAGE		2020	200.00	-44.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	This line item pays for the cost of all mailings envelopes and stamps.	07/01/2020		200.00	
	1 Amount(s):			200.00	
<hr/>					
<b>Account Number:</b>	001-292-00-5400-00-0130				
<b>Name:</b>	SUPPLIES				
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<hr/>					
<b>Account Number:</b>	001-292-00-5410-00-0130		2019	680.00	-466.43
<b>Name:</b>	GASOLINE & DIESEL		2020	680.00	-239.37
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	This pays for the gasoline and oil for the ACO van.	07/01/2020		680.00	
	1 Amount(s):			680.00	
<hr/>					
<b>Account Number:</b>	001-292-00-5420-00-0130		2019	500.00	0.00
<b>Name:</b>	OFFICE SUPPLIES		2020	250.00	-96.54
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	This covers all office supplies including paper toner batteries etc.	07/01/2020		350.00	
	1 Amount(s):			350.00	
<hr/>					
<b>Account Number:</b>	001-292-00-5422-00-0130		2019	50.00	-65.00
<b>Name:</b>	PRE-PRINTED FORMS		2020	50.00	0.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	This pays for letterhead business cards and printed envelopes. The increase is the increase in printing costs.	07/01/2020		100.00	
	1 Amount(s):			100.00	
<hr/>					
<b>Account Number:</b>	001-292-00-5451-00-0130		2019	1,200.00	-174.06
<b>Name:</b>	CLEANING SUPPLIES		2020	1,200.00	-151.58
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	This line item pays for all cleaning supplies for the shelter and kennels.	07/01/2020		1,200.00	
	1 Amount(s):			1,200.00	
<hr/>					
<b>Account Number:</b>	001-292-00-5580-00-0130		2019	400.00	-694.04
<b>Name:</b>	SUPPLIES/EQUIPMENT		2020	400.00	-400.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Pays for supplies associated with the catching and transporting of animals.	07/01/2020		400.00	
	1 Amount(s):			400.00	
<hr/>					
<b>Account Number:</b>	001-292-00-5582-00-0130		2019	600.00	-554.99
<b>Name:</b>	UNIFORMS		2020	600.00	-200.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Pays for uniforms for full time and part time employees.	07/01/2020		600.00	
	1 Amount(s):			600.00	
<hr/>					
<b>Account Number:</b>	001-292-00-5584-00-0130		2019	550.00	0.00
<b>Name:</b>	DOG FOOD & SUPPLIES		2020	550.00	0.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Pays for food to feed the animals at the shelter.	07/01/2020		550.00	
	1 Amount(s):			550.00	
<hr/>					
<b>Account Number:</b>	001-292-00-5700-00-0130				
<b>Name:</b>	OTHER CHARGES & EXPENSES				
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	



# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 292 ANIMAL CONTROL</b>					
<b>Account Number: 001-292-00-5713-00-0130</b>			2019	600.00	-550.00
<b>Name: SEMINARS PROF GATHERING</b>			2020	600.00	-175.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
Pays for training conferences and professional development.			07/01/2020	600.00	
1 Amount(s):				600.00	
<hr/>					
<b>Account Number: 001-292-00-5800-00-0130</b>					
<b>Name: MINOR EQUIPMENT</b>					
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	0.00	
1 Amount(s):				0.00	
<hr/>					
<b>22 Account(s) for Department 292:</b>			2019	96,612.00	-89,299.86
			2020	104,918.00	-53,707.16
			Level 2	119,761.00	



Wendy Graves &lt;wgraves@fairhaven-ma.gov&gt;

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**Amendment to FY 21 Budget request**

1 message

**Michael Myers** <michael.myers@fairhavenpolice.org>

Thu, Jan 30, 2020 at 3:13 PM

To: wgraves@fairhaven-ma.gov

Cc: Mark Rees &lt;mrees@fairhaven-ma.gov&gt;, Michael Botelho &lt;michael.botelho@fairhavenpolice.org&gt;

Ms. Graves,

I am requesting and amendment to our submitted FY21 budget request in the Animal Control Building Maintenance line item, 001-292-00-5244-00-0130, for an additional \$10,500. This will bring the line item to a total of \$12,500.

The reason for the requested increase is we just had to repair the boiler at the Animal Shelter and were informed that we will not be able to get another year out of it. The boiler has been patched fixed and should get us through the rest of this Fiscal Year but most likely will not run again next season. We obtained some quotes to have it replaced and thus our request for the increase.

Thank you and if you have any questions please let me know.

Michael J. Myers  
Chief of Police  
Fairhaven Police Department  
1 Bryant Lane  
Fairhaven, Ma 02719  
508-997-7421 Work  
508-997-3147 Fax

michael.myers@fairhavenpolice.org

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# TOWN OF FAIRHAVEN

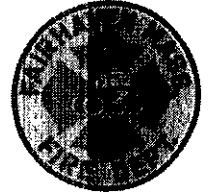
MASSACHUSETTS

## FIRE DEPARTMENT / EMERGENCY MEDICAL SERVICE

146 Washington Street, Fairhaven, MA 02719

Phone: 508 994-1428 • Fax: 508 994-1515

Emergency # 911



Mark Rees  
Town Administrator  
40 Center St.  
Fairhaven, MA 02719

RE: Budget Transmittal Letter.

Mr. Rees,

I am pleased to send to you the following transmittal for our Fiscal Year 2021 budget for the Fairhaven Fire & EMS Department and the Fire Alarm and EM Divisions. The purpose of this letter is to summarize and overview increases in the individual line items.

In addition to standard contractual line item increases, we are requesting funding for the following projects in FY21.

### FIRE:

1. We are requesting for the second of three years and additional \$5,000.00 to replace our stock of aging nozzles.

In FY20 we were given \$5,000.00 to begin the replacement with a modern, lower pressure and more efficient nozzle. This is year two of a three-year process.

2. This department is requesting \$4,196 to repair and maintenance of vehicles to continue the modernization of our radio systems.

Last year we were allocated funds to outfit Engine 3, Engine 4 and Ladder 1 with wireless headsets to help with OSHA compliance. This new project will add headsets to Unit 5 and Engine 1 and also add additional intercom headsets to Engine 3 and Engine 4. In addition, we are adding foot pedals for the driver's side of the vehicles so they can transmit without having to take their hands off the steering wheel or their eyes off the road.

3. We are requesting an additional \$3975.00 in our service and maintenance agreement to handle the service and repair of our stretchers and patient transport devices, and also the Plymovent system in the station.

The town has made a significant investment in stretchers and other patient transport devices. As previously stated it is necessary to ensure that the equipment is properly maintained in order to ensure longevity and meet the Massachusetts DPH regulations. The additional monies will be used to contract with the vendor maintenance division which will cover travel, parts, and labor for all parts and will meet the annual inspection requirement.

The Plymovent system is the exhaust removal system in the station. It is imperative that we service and maintain the motors and system to ensure the exhaust fumes are properly removed from the station.

4. The department is requesting \$5,000.00 to sponsor and hold an advanced confined space program.

Our new staff does not get the training needed to handle our confined space issues within the town. We have numerous requests each week to stand by for a confined space entry. It is important that we get our new personnel trained on the entry and safe removal of patients from a confined space atmosphere.

5. We are asking for \$3,190.00 to continue to replace our aging AED's. This will be year three of a four-year project. These AED's will be placed on Car 1 and Marine 25.
6. We are requesting an additional \$6,500.00 for software to replace our existing fire programs.

The new fire program will not only handle our fire reporting requirements, but it will add a new inspection feature and a pre-fire plan feature. The inspection feature will replace our existing inspection form with an electronic system. This will enable us to conduct an inspection of a facility and promptly deliver an electronic form immediately to the business owner or manager to ensure fire hazards are immediately addressed. In addition, we are looking to enhance our pre-fire planning. This software and IPADS will enable us to provide a more comprehensive and accurate pre-fire plan to our staff prior to their arrival to an occupancy.

7. & 8. We are asking for 9,913.00 in new equipment. This is to add a gear dryer and two IPADS to our IT.

The Dryer is a necessity to ensure that firefighters can properly wash and dry their gear. Currently, the firefighters must wait until the end of their shift to wash their gear. Wearing the same gear after a fire is a health hazard to our firefighters. We are looking to provide more equipment so they can wash and dry their gear in a timely manner so that they can be placed back in service and also reduce their exposure.

The IPAD will have a cellular connection and work with the new software to enhance our inspection process and provide the information needed for a pre-fire plan.

**FIRE ALARM:**

There are no changes to the fire alarm budget and it has been level-funded other than wage changes under the non-union wages.

It should be noted that we continue to replace four pagers annually. There is a slight increase in the cost of the new pagers in 2020.

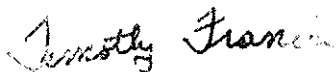
**EM:**

We are looking to fund three projects under the Emergency Management Division.

1. The department is requesting \$3,000.00 to replace one of the three doors at the Sconticut Neck Road complex. We understand that talks are underway for a new public safety complex, but we must ensure the safe entry and egress of the staff and visitors. Due to the aging building, the doors are beginning to stick and fall apart. We recently replaced one of the rear doors and we are looking for funding for an additional door.
2. Volunteers for the EM division are also trained in CPR. Last year we purchased an AED for the new vehicle. It is important that we continue to invest in AED for all front line vehicles to ensure that all first responders have the necessary equipment to handle a sudden cardiac arrest. Our EM Volunteers provide a valuable service by conducting checkpoints, street closures, and shelter operations.
3. Lastly, we are requesting \$4,116.94 to purchase 50 cots and 6 bariatric cots. As we continue to enhance our shelter capability we also need to invest in more hygienic and proper size cots for our population. These cots and new carts will enable us to store them in the new trailer (from a grant) and can be rapidly deployed in any shelter.

Thank you for your consideration and we look forward to discussing these requests in more detail.

Sincerely,



Timothy Francis

Chief of Department

## Town of Fairhaven

### FY21 Budget

#### Request to Fund a New and/or Expanded Service or Program

**Name of Department:** Fairhaven Fire Department

**Name of Department Director:** Chief Timothy Francis

Is this request for a new service or program  or an expanded service/program

**Please describe the service/program:**

1. Expanded: Nozzle Replacement (Multiyear (year 2/3) project)
2. Expanded: Addition of wireless headsets for other vehicles and foot pedals (multiyear year 2/3)
3. Expanded/New: New contract with manufacture for maintenance, inspection and repair of critical patient carrying devices. New maintenance contract with Plymovent® exhaust removal system.
4. Expanded: Training Program for new hires in confined space entry.
5. Expanded: Replacement of AEDs in fire apparatus. Multi-year project (year 3 of 4)
6. Expanded: New software for fire reporting, inspections, pre-fire planning.
7. New: Gear Dryer
8. New: IPADS

**What need(s) are being addressed by this service or program:**

1. Nozzles are an important piece of equipment for firefighters. Our current nozzle selection are beginning to show their age and need replacement. This will be the second year or a three (3) project to replace the nozzles with a dependable, low-pressure design.
2. Implementing headsets for the driver/operator of the of the 3<sup>rd</sup> Engine and Unit 5. In addition we are adding foot pedal switches for the drivers on all 5 pieces and adding 3 intercom sets to the first due fire engines. This will provide a safer atmosphere for the driver and public and meet the new OSHA requirements on hearing protection.
3. The cost of inspections and maintenance of our critical patient transport devices is increasing. We are looking to sign a contract, which covers all routine service, parts and inspection services (required by DPH regulations) for three stretchers, stair chairs, and power systems.
4. Training of our new employees on confined space entry for the purpose of serving our commercial/industrial occupancies with rescue of an injured party in a confined space.

5. Addition of two AEDs: Replacement of two (2) AED's which are at the end of their life span.
6. Adding a new software program for fire related work. This software will replace our existing fire programs and handle inspections and pre-fire planning. The addition of the inspection software will enable us to communicate more efficiently with our commercial and industrial occupancies by delivering in real time the results of their inspection. Currently we are mailing out a report 4 weeks after the inspection. In addition, it will develop our pre-fire plans, which will reduce damage to building and improve the efficient of our response.
7. The addition of the gear dryer will help reduce the effects of carcinogens to our firefighters. Currently we are only able to wash two sets of gear at a time and they are being dried down in the boiler room. The addition of a dryer will enable firefighters to wash their gear and dry it prior to their next shift.
8. The addition of two IPAD's will be part of the new software program. It will enable the fire inspector to conduct an electronic inspection report and deliver it to owner, manager, or homeowner immediately upon completion. The IPAD's will have cellular connection. The IPAD's will also be used by the office of the vehicle to review an occupancy prior to arrival to ensure a quick response to their emergency.

**Describe the benefits to the town of implementing the service/program:**

1. The replacement of our existing nozzles is part of a three-year project replacing our old existing nozzles with a modern design providing a safer more efficient water flow. The nozzles are expected to have a 15/20 year shelf life.
2. The addition of headsets will provide a safer environment to the town. These headsets will provide a more attentive driver on the roadway and reduce medical expenses and/or fines by the introduction of hearing protection to the firefighters working on the fire ground.
3. The town has invested a lot of money out of the EMS account to fund modern stretchers and chairs that help transport injured citizens to the hospital. Properly maintaining the equipment is necessary to ensure the longevity of the equipment and to meet DPH regulations..
4. The new employees do not receive confined space training in the academy. With the amount of new personnel currently on staff, we are looking to provide a training program on confined space rescue. Currently several business or agencies look to the Fairhaven Fire Department as their sole source of rescue in the event of a confined space emergency. These include but not limited to, Fairhaven Shipyard, Steamship Authority, and Nye Lubricants.
5. Automated External Defibrillators (AED's). Our aging fleet of AEDs are reaching the end of their life span. AEDs have been proven to save lives across the world. As first responders it is part of medical equipment that can deliver a life saving shock to any person suffering from sudden cardiac arrest. This is year three (3) of a four (4) year project.



6. We are modernizing our fire software to include a more compressive fire programs which will continue to meet our fire reporting needs, but also add an electronic inspection component and pre-fire planning. This will enable us to be more efficient with our communication and response to the tax payer.
7. Cancer is one of the leading causes of death to firefighters. The addition of a dryer will enable the firefighters to quickly was their gear and dry it in a timely manner so that they can remove the carcinogens from their gear.
8. The IPAD's are designed to work with the new software enabling us to electronically review an occupancy and deliver inspection forms in real time. This will help to communicate more effectively with our taxpayers and reduce the risk of fire.

**Identify the Board of Selectmen Policy Goal or Department Objective this request is associated with:**

1. This request is associated with Goal 9: Improving Municipal Services
2. This request is associated with Goal 9: Improving Municipal Services
3. This request is associated with Goal 6: Health and Welfare of Town Residents
4. This request is associated with Goal 6: Health and Welfare of Town Residents
5. This request is associated with Goal 6: Health and Welfare of Town Residents
6. This request is associated with Goal 7: Civic Engagement
7. This request is associated with Goal 6: Health and Welfare of Town Residents, Goal 1: Human Resource Improvement.
8. This request is associated with Goal 7: Civic Engagement

**Budget Request Detail: (if you are using a line item that is new or not previously used by your department enter "New" under line item number). Double click on the chart below and it will turn into an excel spreadsheet, after entering your data double click again outside the spreadsheet and it will return to a chart.**

Line	Line Item #	Line Item Name	FY20 Budget AMT	FY21 Level Ser. Budget Request	Add't Funding Request	Total Request
1	001-220-00-5242-00-0206	Small Tools	\$10,000.00	\$4,965.00	\$5,035.00	\$10,000.00
2	001-220-00-5243-00-0206	Main Vehicle	\$31,258.00	\$31,258.00	\$4,196.00	35,454.00
3	001-220-00-5343-00-0206	Service/Maint	\$18,100.00	18,100.00	\$3975.00	\$22,075.00
4	001-220-00-5361-00-0206	Training	\$8,336.00	\$3,145.00	\$5,000.00	\$8,145.00
5	001-220-00-5870-00-0206	Repl Equip	\$19,635.00	\$1000.00	\$3190.00	\$4,190.00
6	001-220-00-5390-00-0206	Contracted Ser	\$23,200.00	\$25,411.00	\$8,500.00	\$31,911.00

7	001-220-00-5850-00-0206	New Equipmnt	\$0	0	8795.00	\$8795.00
8	001-220-00-5850-00-0206	New Equipmnt	0	0	\$1,118.00	\$1,118.00
7	001-220-00-5361-00-0206	Training	\$2,525.00	\$3,336.00	\$5,000.00	\$8,336.00
8	001-220-00-5870-00-0206	Replacement Equipment			\$3,190.00	\$3,190.00

**Provide a narrative description that explains/justifies the additional funding request by line item:**

1. This is year 2 of a 3 year project where we replace and modernize our hose line nozzles. The nozzles currently in operations date back to the 70's and 80's and have severe leaks, very heavy and use "old school" pressures to operate. We are looking to modernize our 1 3/4" nozzles and 2 1/2" nozzles with a low pressure design. The nozzles are expected to have a 20/30 year shelf life.
2. In order to comply with the new Massachusetts OSHA standards and create a safer environment for the public, we are looking to add three wireless headsets for the driver/operator of fire trucks. The headsets will be placed on the three front line vehicles (Engine 3, Engine 4, and Ladder 1). The driver will be able to communicate through the headset without need to reach across the console to handle a microphone. This will enable the driver to focus on the road and reduce the chances of a motor vehicle accident. Motor vehicle accidents contribute to 25% of the annual firefighter deaths. (Donoughe, Whitestone, and Gabler 2012)  
In 2018, Massachusetts became an OSHA state. One of the requirements is to ensure hearing protection for firefighters who are exposed to sirens and pumping apparatus. These headsets will protect the firefighter's ears while maintaining radio communication. In addition, it will help reduce the noise of the pumping or aerial apparatus on the fire ground helping to comply with the OSHA mandate. ("Website" n.d.)
3. The town has invested thousands of dollars in patient transportation devices that make the transfer safer for both the firefighter and the patient. We are looking to properly maintain these pieces of equipment to ensure they meet manufacturers guidelines and also meet DPH regulations.
4. The new employees do not receive confined space training in the academy. With the amount of new personnel currently on staff, we are looking to provide a training program on confined space rescue. Currently several business or agencies look to the Fairhaven Fire Department as their sole source of rescue in the event of a confined space emergency. These include but not limited to, Fairhaven Shipyard, Steamship Authority, and Nye Lubricants. It is important that we provide the necessary training to our firefighters to handle this growing demand.
5. Automated External Defibrillators (AED's). Our aging fleet of AED's are reaching the end of their life span. The project will replace two AED's per year over the next four years to ensure our front line pieces of non-ambulance equipment. The AED's will interact with our Paramedic monitor/defibrillators. This interaction will decrease treatment time by our paramedics when they arrive on the scene of a cardiac arrest.
6. We need to enhance our fire software. This new software will also enable us to better track our EM division as well as deliver timely fire safety inspection reports to our taxpayers. Currently we are still typing out inspection results on an excel spreadsheet and either emailing or mailing the report. Valuable time is lost during this transition. By switching to an electronic system, we can deliver the report in real time ensuring that safety hazards are immediately addressed. In

addition, the need to enhance our pre-fire planning software is needed. This new software package will allow us to expand this program.

7. Fire gear should be washed immediately after the firefighter has left a hazardous environment. This is necessary to reduce carcinogens on the gear. Currently our firefighters have to finish their shift before they can wash the gear which exposes them to those carcinogens. If we add a spare set of gear and the ability to dry the gear we can help reduce the chances of exposing our firefighters to unnecessary carcinogens.
8. The IPAD's are needed for the field to work with the new software package. This will handle the pre-fire plans and the inspections in the field and allow us to timely relay critical information.

Sales Rep Name: Anthony Charbatji  
 ProCare Service Rep: Shane Donnelly

3800 E. Centre Ave  
 Portage, MI 49009

Date: 11/22/2019  
 ID #: 191122135153

Account Number: 1186901  
 Account Name: Fairhaven Fire Department  
 Account Address: 146 Washington Street  
 City, State Zip: Fairhaven, MA ,02719

Name: Todd Correia  
 Title: Deputy Chief  
 Phone: (508) 994-1428  
 Email: wilsonm@nortonfire.com

Item No.	Model Number	Model Description	ProCare Program	Qty	Yrs	Total
1	6390	Power-LOAD	EMS Prevent	2	1	\$3,462.00
2	6252	Stair Chair	EMS Prevent NB	2	1	\$472.00
3	6506	Power Cots	EMS Prevent	1	1	\$1,318.00

**EMS Prevent NB:**

- \*Includes parts, labor, travel
- \*Includes 1 annual PM inspection
- \*Includes unscheduled service and product equipment checklists.
- \*Replacement parts do not include mattresses, batteries, and other Disposable or expendable parts.

**EMS Prevent:**

- \*Includes parts, labor, travel
- \*Includes 1 annual PM inspection
- \*Includes unscheduled service
- \*Includes battery replacement
- \*Includes product equipment checklists.
- \*Replacement parts do not include mattresses, and other Disposable or expendable parts.

	ProCare Total	\$5,252.00
<b>FINAL TOTAL</b>		<b>\$5,252.00</b>

Unless otherwise stated on contract, payment is expected upfront.

Start Date: 11/7/2019  
 End Date: 11/6/2020

\_\_\_\_\_  
 Stryker Signature Date

\_\_\_\_\_  
 Customer Signature Date

\_\_\_\_\_  
 Purchase Order Number (MUST INCLUDE HARD COPY)

Check of Purchase Order is not required

Please email signed Proposal and Purchase Order to [procarecoordinators@stryker.com](mailto:procarecoordinators@stryker.com).  
 Information contained within this quotation is considered confidential and proprietary and is not subject to public disclosure.  
 pricing valid for 30 days.

All  
 \*\*Quote



011904 89 SO. MAIN ST. 3771607, FAIRHAVEN, MA 02724  
 Mail P.O. Box 1, Fairhaven, MA 02727  
 Voice 508 878 3310  
 Fax 508 878 5122

**BILL TO**

Fairhaven Fire and EMS  
 146 Washington St.  
 Fairhaven, MA 02719



**ESTIMATE**

Estimate Date
12/2/2019

***This is your Estimate for budgeting purposes. Do NOT pay this Estimate.***

***The Invoice Date on your next AmbuPro EMS Renewal Invoice will be 7/1/2020 and the following Estimate is based on the set of Products and/or Services that are being provided by OCI Software to your organization as of the Estimate Date.***

Description	Quantity	Rate/Amount	Ext. Amount
6/28/2005: Original License Date			
AmbuPro EMS ePCR (invoiced Annually) including:	1.00	7,150.00	\$7,150.00
NextGen Enterprise Edition with: 6 Seats (configured as Workstations and/or Mobile Units) 6 Concurrent Users MA State Export Add-on Modules (Cardiac Monitor, eFax)			

<b>Total Estimate</b>	<b>\$7,150.00</b>
-----------------------	-------------------



### Fairhaven Stair Chair

Quote Number: 10071537  
 Version: 1  
 Prepared For: TOWN OF FAIRHAVEN FIRE DEPT  
 Attn:

Remit to: P.O. Box 93308  
 Chicago, IL 60673-3308  
 Rep: Anthony Charbatji  
 Email: anthony.charbatji@stryker.com  
 Phone Number:

Quote Date: 10/31/2019  
 Expiration Date: 01/29/2020

Delivery Address		End User - Shipping - Billing		Bill To Account	
Name:	TOWN OF FAIRHAVEN FIRE DEPT	Name:	TOWN OF FAIRHAVEN FIRE DEPT	Name:	TOWN OF FAIRHAVEN FIRE DEPT
Account #:	1186901	Account #:	1186901	Account #:	1186901
Address:	146 WASHINGTON ST FAIRHAVEN Massachusetts 02719	Address:	146 WASHINGTON ST FAIRHAVEN Massachusetts 02719	Address:	146 WASHINGTON ST FAIRHAVEN Massachusetts 02719

### Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	6252000000	Stair-PRO Model 6252	1	\$3,981.12	\$3,981.12
1.1	7777881660	1 year parts, labor & travel			
1.2	6252009001	Stair-Pro Operations Manual			
1.3	6250001162	In-Service Video (DVD)			
1.4	6252026000	Common Components			
1.5	6250021000	2 Piece ABS Panel Seat			
1.6	6250160000	Polypropelene Restraint Set(Plastic Buckles)			
1.7	6252023000	Extended Main Frame Assembly			
1.8	6250025000	Extended Length Lower LiftHandles			
1.9	6252029000	Extended Handle Foot Rest Opti			
1.10	6252024000	No IV Clip Option			

Equipment Total: \$3,981.12

### Price Totals:

Grand Total: \$3,981.12

Prices: In effect for 60 days.

Terms: Net 30 Days



1525 Hanover Street  
 Hanover, MA 02339  
 Phone 781-826-9755  
 Fax 781-829-0240

www.aircleaningspecialistsne.com

of New England LLC

**Preventive Maintenance and Service of Source Capture Vehicle Exhaust Removal System**

Customer:	Fire Department Locations:	Vehicles
Fairhaven Fire Department	146 Washington Street	6

Install Date:	Warranty Expire Date:

Contract Start Date:	Contract Expire Date:
July 1, 2020	June 30, 2021

Per station cost of service is \$180.00 initial vehicle, \$149.00 per additional vehicle attached to the Source Capture Vehicle Exhaust Removal System.

Total Number of Vehicles:	Frequency of Service:	Annual Cost of Service:
Six (6) Vehicles	Every twelve (12) months	\$745.00

All prices are for service contract only and do not include parts out of warranty. For service contracts there will be a service charge of \$195.00. All prices are for service only and do not include parts out of warranty.

As a Service Contract Customer all non warranty parts are discounted 6%.

Maintenance program applies to the items specified below.

**Hose Inspection**  
 Hose clearance from ground



FIRE TECH & SAFETY OF NEW ENGLAND, INC.  
 100 Business Park Dr., Unit 6  
 Tyngsborough, MA 01879  
 1-800-256-8700 Fax (978) 649-6833

# Quote

Date	Quote #
10/29/2019	187723

Name / Address
FAIRHAVEN FIRE DEPT-MA 146 WASHINGTON STREET FAIRHAVEN, MA 02719



Project	Terms	Rep
	MA BID_FIR 04	JL

Qty	Description	Unit Price	Total
1	EASTERN LAUNDRY DEXTER T-400 WASHER, 30 LB MACHINE, 1-2 SETS OF GEAR NO PLUMBING OR ELECTRICAL WORK TO FIRE STATION, FIRE TECH AND SAFETY WILL INSTALL 6" STEEL BASE AND ATTACH EXTRACTOR TO BASE. WE WILL HOOK UP TO EXSISTING ELECTRICAL AND PLUMBING ON SITE	6,495.00	6,495.00
1	READY RACK EXTRACTOR EW22, 22LB MACHINE, 1-2 SETS OF GEAR, NO BASE NEEDED, CAN BE SET UP TO EXSISTING PLUMBING AND ELECTRICAL. FIRE DEPT CAN INSTALL MACHINE	4,950.00	4,950.00
1	RAM AIR 4-UNIT AMBIENT AIR TURNOUT GEAR DRYER WITH TOUCHSCREEN CONTROL	7,995.00	7,995.00
1	RAM AIR 4 UNIT SPECIAL OPS GEAR DRYER WITH TOUCHSCREEN CONTROL, REVERSABLE TREE STANDS, THIS UNIT CAN ALSO DRY DIVE SUITS AND ICE SUITS	8,795.00	8,795.00
1	RAM AIR 6 UNIT AMBIENT AIR TURNOUT GEAR DRYER WITH TOUCHSCREEN CONTROL	8,695.00	8,695.00
	SHIPPING AND HANDLING INCLUDED IN PRICE	0.00	0.00

<b>Total</b>		\$36,930.00
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Subscription Order
19344
09/13/2019

ATTN: Deputy Correia  
 Fairhaven Fire Dept  
 146 Washington Street  
 Fairhaven, MA 02719



Start Date: 10/1/2019

Subscription Period: 10/1/2019 - 9/30/2020

Product Description	Qty	Rate	Cost
Department License (Includes 2 Stations)	1	7,000.00	7,000.00
Device License: Desktop (PC, Laptop, MDT)	8	150.00	1,200.00
Device Annual License: Tablet (iPad)	2	150.00	300.00
		<i>Subtotal</i>	\$ 8,500.00
		<i>Annual Total</i>	\$ 8,500.00
<i>Terms: Net 30 - Days</i>		<i>Total Due</i>	\$ 8,500.00



# ProPac, Inc.

2390 Air Park Rd, North Charleston, SC 29406

Phone: (800) 345-3036

Fax: (888) 877-6722

<https://propacusa.com/>

## Quote # 26555

Entered By RJOYNER

Quote Date: 11/13/2019

Source: EST

<b>Quoted To:</b> Client account number: TOW00171		<b>Shipping Location:</b> TOW00171	
<b>Bill To:</b> TOWN OF FAIRHAVEN 40 CENTER ST FAIRHAVEN, MA 02719 US		<b>Ship To:</b> TOWN OF FAIRHAVEN 5 ARSENE ST FAIRHAVEN, MA 02719	
Phone: (508) 994-3607	Fax:	Phone: (508) 965-1453	Fax:
<b>Terms:</b> NET 10 DAYS	<b>Ordered By:</b> MARC JODOIN	<b>Customer PO:</b>	<b>Carrier:</b> ORIGIN
		<b>Service:</b> ORG	<b>Inside Sales::</b> ROBBIE JOYNER
			<b>Outside Sales:</b>

Line #	Item#	Item Description	Quantity	Price	UOM	Extended
1	L2021	ARMY COT	50	47.00	EA	2,350.00
2	L2026	BARIATRIC COT, 600 LBS	5	99.00	EA	495.00

Quote Notes: SAIA QUOTE 7806536/ LIFT GATE

Subtotal: 2,845.00

Freight: 432.02

Sales Tax: 0.00

Total: 3,277.02

**FREIGHT QUOTES ARE ONLY VALID FOR 15 DAYS  
LIFTGATE, INSIDE DELIVERY, RE-DELIVERY, APPOINTMENTS, RESIDENTIAL  
DELIVERY WILL RESULT IN ADDITIONAL CHARGES**



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Shop

Local Ads

Gift Cards

Life Out Here

Neighbors Club

My TSC Store, Fairhaven MA

Order Status

My Account

Free Standard Delivery on Orders over \$29

[Learn More](#)



GroundWork Steel Garden Cart, 1,400 lb. Capacity

SKU: 1147050  
Subtotal: \$639.96

- 4 +

Pickup in Store today (free)

TSC of Fairhaven #2224  
5 Plaza Way  
Fairhaven, MA 02719

(508) 999-1177

[Check Availability at Other Stores](#)

Standard Delivery to 02719

[Change Delivery Location](#)

Tax Exemptions

To apply a tax exemption to an order or for other member services:

[Create a TSC Account](#) or [Sign In](#)

+ Offer Code

Promotions Applied:

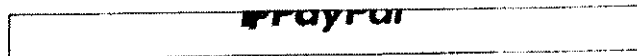
Online orders of this product receive \$50 off oversized standard delivery charges to home or your local TSC store. Some exclusions may apply.

Order Summary

Subtotal (1 items)	\$639.96
Estimated Delivery	\$359.96
Delivery Discount	-\$200.00
Estimated Sales Tax	\$40.00
<b>Total</b>	<b>\$839.92</b>

Taxes, Delivery Fees, Discounts and Gift Cards will be applied during checkout

Secure Checkout



Apply Today  
5% Back In Rewards Plus  
New Accounts get an  
extra \$20 Reward!

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## Shopping Cart

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[Add Item to Cart](#)

Enter CDW # or MFG #

Item	Availability	Price	Quantity	Item Total	Order Summary
 <p data-bbox="235 535 485 609"><b>Apple 10.2-inch iPad Wi-Fi + Cellular - 7th generation - tablet - 128 GB -</b></p> <p data-bbox="235 617 383 669">MFG Part: MW702LL/A CDW Part: 5749373 UNSPSC: 4321509</p> <p data-bbox="243 720 464 743"><a href="#">- Top Recommendations</a></p>	<p data-bbox="508 535 574 556"><b>In Stock</b></p> <p data-bbox="508 560 688 627">Get it Wednesday, December 11 if ordered within 7 hrs 57 mins.</p>	<p data-bbox="704 535 794 558"><b>\$559.00</b></p> <p data-bbox="704 560 826 581">Advertised Price</p>	1	<p data-bbox="1062 531 1166 556"><b>\$1,118.00</b></p> 	<p data-bbox="1299 520 1403 548">Subtotal: <b>\$1,118.00</b></p>

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This page was printed on 12/6/2019 7:03:55 AM.



# Estimate

**Pinnacle Peak Holding Corporation  
dba Setcom Corporation**

3019 Alvin DeVane Blvd., Suite 580  
Austin TX 78741  
United States  
Tax ID: 65-1226637  
650.965.8020  
www.SetcomCorp.com

Date	Expires	Estimate #
12/5/2019	1/4/2020	931102
Comments / Notes		

<b>Bill To</b> Fairhaven Fire Department 146 Washington Street Fairhaven MA 02719	<b>Ship To</b> Fairhaven Fire Department (MA) 146 Washington Street Fairhaven MA 02719
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Page 1 of 3

Terms	Lead Time	Ship Via	FOB	Account Executive
Net 30	Four Weeks	UPS GRD	Austin, TX	Lori Oquendo

Item	Qty	Units	Description	Detailed Description	Rate	Amount
			Existing Truck #1: Currently has 2 Crew 950W4 wireless. Adding two wireless rear intercom-only positions and footswitch for the driver. This will require an external radio transmit base, so added (1) 900W4 BASE as well.			
			Existing Truck #2: Currently has Single Crew Wireless 950W4 - needs to add wireless radio-transmit officer position and footswitch for driver.			
			Existing Truck #3: Currently has Single Crew Wireless 950W4 - needs to add wireless radio-transmit officer position and footswitch for driver.			
			New Truck #1: Single Crew Driver Wireless 950 System with footswitch, Single APX motorola radio interface.			
			New Truck #2: Single Crew Driver Wireless 950 System with footswitch Single APX motorola			

Ref Diagram

Date	Expires	Estimate #
12/5/2019	1/4/2020	931102
Comments / Notes		

Terms	Lead Time	Ship Via	FOB	Account Executive		
Net 30	Four Weeks	UPS GRD	Austin, TX	Lori Oquendo		
Item	Qty	Units	Description	Detailed Description	Rate	Amount
RC-18MU4K	2		radio interface. Radio Cable	Overmolded coaxial 18' Radio Cable, System 900, 1310, or 1600 For Motorola APX/XTL series of mobile radios, dash-mount or remote-mount versions, also for PM1500 Radios.	260.00	520.00
FS-950	5		Footswitch for IM-950, MS-977 or MS-900SP	PTT Footswitch Assembly connects to Micro-Con-X 2pin connector on IM-950. 10ft. Cable length.	120.00	600.00
IM-950	2		Intercom Mixer, System 900	Single Radio Interface, Fully Adjustable Use with RCB or RC-xx__ cable types Full Duplex Intercom 4 Radio Transmit Circuits, TSR Jacks Remote Port for Up to 4 Additional Intercom-Only Positions 2 Footswitch Ports: (1 assignable to HS1 or HS2, 1 assignable to HS3 or HS4) AUX Audio Input Automatic AUX Muting on PTT or Radio RX (selectable), 3-second delayed recovery from AUX Mute Fully Isolated DC Power for Noise Immunity TX Audio PTT Lockout Can connect to 2 radios with RRC-950 (requires 25-0108 cable)	790.00	1,580.00
CSB-900W4 Kit	4		Wireless Headset With Base 1 EA: CSB-900W4 and 900W4-Base	Wireless Headset With Base 1 EA: CSB-900W4 and 900W4 Radio Transmit Base	885.00	3,540.00

Ref Diagram

Date	Expires	Estimate #
12/5/2019	1/4/2020	931102
Comments / Notes		

Terms	Lead Time	Ship Via	FOB	Account Executive		
Net 30	Four Weeks	UPS GRD	Austin, TX	Lori Oquendo		
Item	Qty	Units	Description	Detailed Description	Rate	Amount
CSB-901W4-3 Kit	2		Wireless Headset With Base 1 EA: CSB-900W4 and 901W4-3-Base	Wireless Headset With Base 1 EA: CSB-900W4 and 901W4-3-Base Intercom only (Push-On/Push-Off)	885.00	1,770.00
900W4-BASE	1		Wireless Base Unit: For 900WX Series Wireless Headsets Echo Cancellation Version	Wireless Base Unit: For 900WX Series Wireless Headsets Echo Cancellation Version	340.00	340.00
25-0735-10	5		Adapter Cable: 900 Wireless	Adapter Cable for 900 Series Wireless Headsets and CommandCom Control Module Connects 900 Series Master Station to Wireless Base Unit (900W_-Base & 901W_-Base) Connects 900 Series Master Station to CCCM-900 and CCCM-901-3 10' Straight Cable - For Coil Cord, See 25-0730	90.00	450.00
25-0735-20	2		Adapter Cable: 900 Wireless	Adapter Cable for 900 Series Wireless Headsets and CommandCom Control Module Connects 900 Series Master Station to Wireless Base Unit (900W_-Base & 901W_-Base) Connects 900 Series Master Station to CCCM-900 and CCCM-901-3 20' Straight Cable - For Coil Cord, See 25-0730	135.00	270.00

Items marked with an asterisk (\*) are special order and non-returnable.

We appreciate the opportunity to work with you on this project.

Also, please note our return policy: <http://www.setcomcorp.com/returns.html>

Subtotal	9,070.00
Shipping Cost (UPS GRD)	183.88
<b>Total</b>	<b>\$9,253.88</b>

Ref Diagram



**Town of Fairhaven**

**FY21 Budget**

**Request to Fund a New and/or Expanded Service or Program**

**Name of Department:** Fairhaven EM Division

**Name of Department Director:** Chief Timothy Francis

Is this request for a new service or program  or an expanded service/program

**Please describe the service/program:**

1. New: Replace door on building.
2. Expanded: Add AED to fleet
3. Expanded: Replace aging cots needed for shelter.

**What need(s) are being addressed by this service or program:**

1. We are maintaining an aging building and maintaining security for the structure. The building is in need of sever maintenance and repairs. Pending the outcome of the public safety complex in the near future we are only requesting to address an entry door at this time.
2. Addition of two AEDs: Replacement of two (2) aed's which are at the end of their life span.
3. Maintaining and enhancing our capability to open a shelter for our population by replacing older style cots and offering bariatric cots to our equipment.

**Describe the benefits to the town of implementing the service/program:**

1. Attempting to maintain security in an aging building where there are radios and equipment that are stored for emergency needed. The doors are falling apart and need to be replaced to maintain security and safety.
2. Automated External Defibrillators (AED's). EMA has never had AED's. We added one to the new vehicle last year and looking to add a new AED to the existing front line vehicle.
3. As we expand our services and shelter capability, we need to ensure that we have the equipment to take care of current citizen needs. The new cots will be more sanitary and handle our bariatric population.

**Identify the Board of Selectmen Policy Goal or Department Objective this request is associated with:**

1. This request is associated with Goal 9: Improving Municipal Services
2. This request is associated with Goal 6: Health and Welfare of Town Residents
3. This request is associated with Goal 6: Health and Welfare of Town Residents

**Budget Request Detail: (if you are using a line item that is new or not previously used by your department enter "New" under line item number). Double click on the chart below and it will turn into an excel spreadsheet, after entering your data double click again outside the spreadsheet and it will return to a chart.**

<i>Line</i>	<i>Line Item #</i>	<i>Line Item Name</i>	<i>FY20 Budget AMT</i>	<i>FY21 Level Ser. Budget Request</i>	<i>Add't Funding Request</i>	<i>Total Request</i>
1	001-291-00-5244-00-0076	Repair/Main	\$500.00	500.00	\$3000.00	\$3,500.00
2	001-291-00-5850-00-0076	New Equipment	\$0.00	\$0.00	1,595.00	\$1,595.00
3	001-291-00-5850-00-0076	New Equipment	\$4,116.94	\$0.00	\$4,116.94	\$4,116.94

**Provide a narrative description that explains/justifies the additional funding request by line item:**

1. The building on Scoticut Neck Road is in sever need of major maintenance and repair. As we wait the outcome of the new public safety complex and the future of this building, we still need to provide safe entry and egress of our staff and visitors and maintain security for the thousands of dollars of equipment located inside. We are looking to replace the front door of the complex.
2. Automated External Defibrillators (AED's). We are adding an AED to one of the EM vehicles. Since they are all trained in CPR, it is imperative that we provide them the tools to help a citizen in need.
3. We are researching our needs for proper shelter equipment's. One of the first items it have enough cots for the public in the event of an emergency. In addition, we must be able to transport them safely with minimum personnel and ensure we have adequate cots for our bariatric citizens.

# Fairhaven Budget Worksheet - FY 2021

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
<b>0206</b>	<b>FIRE DEPT.</b>						
001-220-00-5100-00-0206	PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-220-00-5111-00-0206	REGULAR PAY	1,963,247.74	2,290,993.00	1,200,837.10	2,394,256.00	2,394,256.00	#Error
001-220-00-5111-01-0206	EMERGENCY MEDICAL SERVIC	206,437.36	168,310.00	143,721.25	176,831.00	176,831.00	#Error
001-220-00-5131-00-0206	OVER-TIME PAY	136,638.40	96,221.00	89,320.57	101,092.00	86,092.00	#Error
	<b>SALARY &amp; WAGES</b>	<b>2,306,323.50</b>	<b>2,555,524.00</b>	<b>1,433,878.92</b>	<b>2,672,179.00</b>	<b>2,657,179.00</b>	<b>#Error</b>
	<b>TOTAL - SALARY &amp; WAGES</b>	<b>2,306,323.50</b>	<b>2,555,524.00</b>	<b>1,433,878.92</b>	<b>2,672,179.00</b>	<b>2,657,179.00</b>	<b>#Error</b>
001-220-00-5200-00-0206	PURCHASE OF SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-220-00-5201-00-0206	GENERAL EXPENSE UNCLASS.	291.64	150.00	243.88	150.00	150.00	#Error
001-220-00-5242-00-0206	SMALL TOOLSREPAIRS & SU	8,278.78	9,965.00	1,281.05	10,000.00	10,000.00	#Error
001-220-00-5243-00-0206	REPAIR & MAINT.-VEHICLES	33,653.83	41,258.00	35,642.63	35,454.00	35,454.00	#Error
001-220-00-5244-00-0206	REPAIR & MAINT.-BUILDING	22,396.01	9,500.00	6,463.54	9,500.00	9,500.00	#Error
001-220-00-5245-00-0206	REPAIR & MAINT.-EQUIP.	4,480.07	3,990.00	581.03	3,990.00	3,990.00	#Error
001-220-00-5246-00-0206	DEFIBRILLATOR MAINTENANCE	1,448.58	1,500.00	1,961.93	2,000.00	2,000.00	#Error
001-220-00-5311-00-0206	MEDICAL SERVICES	4,370.00	6,000.00	4,185.00	2,850.00	2,850.00	#Error
001-220-00-5341-00-0206	TELEPHONE	4,178.89	5,659.00	3,194.62	6,348.00	6,348.00	#Error
001-220-00-5342-00-0206	POSTAGE	370.33	400.00	256.70	400.00	400.00	#Error
001-220-00-5343-00-0206	SERVICE & MAINT AGREEMEN	11,969.80	18,100.00	9,343.20	22,075.00	22,075.00	#Error
001-220-00-5361-00-0206	TRAINING	3,628.15	8,336.00	1,100.00	8,145.00	8,145.00	#Error
001-220-00-5361-01-0206	TRAINING-CONTINUE EDUCA	13,049.23	14,528.00	9,602.76	14,025.00	14,025.00	#Error
001-220-00-5390-00-0206	CONTRACTED SERVICES	21,166.38	23,200.00	20,631.21	31,911.00	31,911.00	#Error
	<b>PURCHASE OF SERVICES</b>	<b>129,281.69</b>	<b>142,586.00</b>	<b>94,487.55</b>	<b>146,848.00</b>	<b>146,848.00</b>	<b>#Error</b>
001-220-00-5211-00-0206	HEATLIGHT & POWER	4,659.77	4,750.00	1,903.67	4,700.00	4,700.00	#Error
001-220-00-5212-00-0206	ELECTRICITY	463.43	450.00	79.79	450.00	450.00	#Error
	<b>UTILITIES</b>	<b>5,123.20</b>	<b>5,200.00</b>	<b>1,983.46</b>	<b>5,150.00</b>	<b>5,150.00</b>	<b>#Error</b>
001-220-00-5400-00-0206	SUPPLIES	0.00	0.00	0.00	0.00	0.00	#Error
001-220-00-5420-00-0206	OFFICE SUPPLIES	4,088.47	3,000.00	1,868.03	4,500.00	4,500.00	#Error
001-220-00-5431-00-0206	BUILDING MAINT.SUPPLIES	2,118.28	1,500.00	1,026.14	2,000.00	2,000.00	#Error
001-220-00-5432-00-0206	SUPPLIES	980.82	740.00	348.55	740.00	740.00	#Error

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
001-220-00-5501-00-0206	MEDICAL SUPPLIES	42,112.13	42,000.00	21,787.16	42,000.00	42,000.00	#Error
001-220-00-5585-00-0206	EQUIPMENT FOR PERSONNEL	32,235.01	37,350.00	36,644.80	36,150.00	36,150.00	#Error
	SUPPLIES	81,534.71	84,590.00	61,674.68	85,390.00	85,390.00	#Error
001-220-00-5410-00-0206	GASOLINE & DIESEL	21,683.04	25,000.00	11,244.05	25,000.00	21,000.00	#Error
	GASOLINE	21,683.04	25,000.00	11,244.05	25,000.00	21,000.00	#Error
001-220-00-5700-00-0206	OTHER CHARGES & EXPENSES	0.00	0.00	0.00	0.00	0.00	#Error
001-220-00-5731-00-0206	DUES PROF.GATHERINGS	4,514.00	4,954.00	3,015.00	5,060.00	5,060.00	#Error
	OTHER CHARGES	4,514.00	4,954.00	3,015.00	5,060.00	5,060.00	#Error
001-220-00-5850-00-0206	NEW EQUIPMENT	744.40	0.00	0.00	9,913.00	9,913.00	#Error
001-220-00-5870-00-0206	REPLACEMENT EQUIPMENT	3,755.93	19,635.00	13,477.00	13,171.00	13,171.00	#Error
	MINOR EQUIPMENT	4,500.33	19,635.00	13,477.00	23,084.00	23,084.00	#Error
	TOTAL - OPERATING EXPENSES	246,636.97	281,965.00	185,881.74	290,532.00	286,532.00	#Error
	FIRE DEPT.	2,552,960.47	2,837,489.00	1,619,760.66	2,962,711.00	2,943,711.00	#Error

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
<b>0203</b>	<b>FIRE ALARM</b>						
001-225-00-5100-00-0203	PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-225-00-5111-00-0203	REGULAR PAY	13,754.08	16,850.00	7,011.60	16,765.00	16,765.00	#Error
	<b>SALARY &amp; WAGES</b>	<b>13,754.08</b>	<b>16,850.00</b>	<b>7,011.60</b>	<b>16,765.00</b>	<b>16,765.00</b>	<b>#Error</b>
	<b>TOTAL - SALARY &amp; WAGES</b>	<b>13,754.08</b>	<b>16,850.00</b>	<b>7,011.60</b>	<b>16,765.00</b>	<b>16,765.00</b>	<b>#Error</b>
001-225-00-5243-00-0203	REPAIR & MAINT.-VEHICLES	1,795.04	3,735.00	1,038.66	3,735.00	3,735.00	#Error
001-225-00-5245-00-0203	REPAIR & MAINT.-EQUIP.	5,234.97	4,323.00	1,905.25	4,323.00	4,323.00	#Error
	<b>PURCHASE OF SERVICES</b>	<b>7,030.01</b>	<b>8,058.00</b>	<b>2,943.91</b>	<b>8,058.00</b>	<b>8,058.00</b>	<b>#Error</b>
001-225-00-5432-00-0203	SUPPLIES	634.61	1,000.00	67.99	1,000.00	1,000.00	#Error
	<b>SUPPLIES</b>	<b>634.61</b>	<b>1,000.00</b>	<b>67.99</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>#Error</b>
001-225-00-5410-00-0203	GASOLINE	244.55	458.00	110.05	458.00	458.00	#Error
	<b>GASOLINE</b>	<b>244.55</b>	<b>458.00</b>	<b>110.05</b>	<b>458.00</b>	<b>458.00</b>	<b>#Error</b>
001-225-00-5731-00-0203	DUES & SUBSCRIPTIONS	100.00	100.00	0.00	100.00	100.00	#Error
	<b>OTHER CHARGES</b>	<b>100.00</b>	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	<b>100.00</b>	<b>#Error</b>
001-225-00-5870-00-0203	REPLACEMENT EQUIPMENT	2,272.00	2,520.00	2,520.00	2,340.00	2,340.00	#Error
	<b>MINOR EQUIPMENT</b>	<b>2,272.00</b>	<b>2,520.00</b>	<b>2,520.00</b>	<b>2,340.00</b>	<b>2,340.00</b>	<b>#Error</b>
	<b>TOTAL - OPERATING EXPENSES</b>	<b>10,281.17</b>	<b>12,136.00</b>	<b>5,641.95</b>	<b>11,956.00</b>	<b>11,956.00</b>	<b>#Error</b>
	<b>FIRE ALARM</b>	<b>24,035.25</b>	<b>28,986.00</b>	<b>12,653.55</b>	<b>28,721.00</b>	<b>28,721.00</b>	<b>#Error</b>

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
<b>0076</b>	<b>EMERGENCY MGT</b>						
001-291-00-5111-00-0076	REGULAR PAY	1,795.20	4,000.00	1,999.98	4,000.00	4,000.00	#Error
	<b>SALARY &amp; WAGES</b>	<b>1,795.20</b>	<b>4,000.00</b>	<b>1,999.98</b>	<b>4,000.00</b>	<b>4,000.00</b>	<b>#Error</b>
	<b>TOTAL - SALARY &amp; WAGES</b>	<b>1,795.20</b>	<b>4,000.00</b>	<b>1,999.98</b>	<b>4,000.00</b>	<b>4,000.00</b>	<b>#Error</b>
001-291-00-5243-00-0076	REPAIR & MAINT.-VEHICLES	1,857.65	1,700.00	1,016.42	1,700.00	1,700.00	#Error
001-291-00-5244-00-0076	REPAIR & MAINT.-BUILDING	8,040.50	500.00	0.00	3,500.00	2,500.00	#Error
001-291-00-5245-00-0076	REPAIR & MAINT.-EQUIP.	146.22	400.00	26.77	400.00	400.00	#Error
001-291-00-5341-00-0076	TELEPHONE	2,049.83	9,665.00	8,905.79	7,740.00	7,740.00	#Error
	<b>PURCHASE OF SERVICES</b>	<b>12,094.20</b>	<b>12,265.00</b>	<b>9,948.98</b>	<b>13,340.00</b>	<b>12,340.00</b>	<b>#Error</b>
001-291-00-5211-00-0076	HEATLIGHT & POWER	1,969.67	1,650.00	651.69	1,960.00	1,960.00	#Error
001-291-00-5212-00-0076	ELECTRICITY	1,638.41	1,640.00	945.55	1,500.00	1,500.00	#Error
	<b>UTILITIES</b>	<b>3,608.08</b>	<b>3,290.00</b>	<b>1,597.24</b>	<b>3,460.00</b>	<b>3,460.00</b>	<b>#Error</b>
001-291-00-5420-00-0076	OFFICE SUPPLIES	165.30	225.00	42.99	500.00	500.00	#Error
001-291-00-5451-00-0076	CLEANING SUPPLIES	74.24	100.00	42.83	150.00	150.00	#Error
001-291-00-5501-00-0076	MEDICAL SUPPLIES	0.00	100.00	0.00	100.00	100.00	#Error
001-291-00-5585-00-0076	EQUIPMENT FOR MEN	0.00	500.00	274.00	750.00	750.00	#Error
	<b>SUPPLIES</b>	<b>239.54</b>	<b>925.00</b>	<b>359.82</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>#Error</b>
001-291-00-5410-00-0076	GASOLINE & DIESEL	552.71	745.00	220.37	745.00	745.00	#Error
	<b>GASOLINE</b>	<b>552.71</b>	<b>745.00</b>	<b>220.37</b>	<b>745.00</b>	<b>745.00</b>	<b>#Error</b>
001-291-00-5850-00-0076	NEW EQUIPMENT	7,710.35	3,595.00	2,909.10	5,712.00	5,712.00	#Error
	<b>MINOR EQUIPMENT</b>	<b>7,710.35</b>	<b>3,595.00</b>	<b>2,909.10</b>	<b>5,712.00</b>	<b>5,712.00</b>	<b>#Error</b>
	<b>TOTAL - OPERATING EXPENSES</b>	<b>24,204.88</b>	<b>20,820.00</b>	<b>15,035.51</b>	<b>24,757.00</b>	<b>23,757.00</b>	<b>#Error</b>
	<b>EMERGENCY MGT</b>	<b>26,000.08</b>	<b>24,820.00</b>	<b>17,035.49</b>	<b>28,757.00</b>	<b>27,757.00</b>	<b>#Error</b>

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 220 FIRE</b>					
<b>Account Number: 001-220-00-5100-00-0206</b>					
<b>Name: PERSONAL SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-220-00-5111-00-0206</b>					
<b>Name: REGULAR PAY</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		2,394,256.00	
	1 Amount(s):			2,394,256.00	
<b>Account Number: 001-220-00-5111-01-0206</b>					
<b>Name: EMERGENCY MEDICAL SERVIC</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		176,831.00	
	1 Amount(s):			176,831.00	
<b>Account Number: 001-220-00-5131-00-0206</b>					
<b>Name: OVER-TIME PAY</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		86,092.00	
	1 Amount(s):			86,092.00	
<b>Account Number: 001-220-00-5200-00-0206</b>					
<b>Name: PURCHASE OF SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-220-00-5201-00-0206</b>					
<b>Name: GENERAL EXPENSE UNCLASS.</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		150.00	
	1 Amount(s):			150.00	
<b>Account Number: 001-220-00-5211-00-0206</b>					
<b>Name: HEATLIGHT &amp; POWER</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		4,700.00	
	1 Amount(s):			4,700.00	
<b>Account Number: 001-220-00-5212-00-0206</b>					
<b>Name: ELECTRICITY</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		450.00	
	1 Amount(s):			450.00	
<b>Account Number: 001-220-00-5242-00-0206</b>					
<b>Name: SMALL TOOLSREPAIRS &amp; SU</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		10,000.00	
	1 Amount(s):			10,000.00	
<b>Account Number: 001-220-00-5243-00-0206</b>					
<b>Name: REPAIR &amp; MAINT.-VEHICLES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Maintenance and repairs to vehicles. Purchase of additional headsets for apparatus		07/01/2020		35,454.00	
	1 Amount(s):			35,454.00	



# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 220 FIRE</b>					
<b>Account Number:</b>	001-220-00-5244-00-0206		2019	21,000.00	-22,154.03
<b>Name:</b>	REPAIR & MAINT.-BUILDING		2020	9,500.00	-6,463.54
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Repairs to buildings	07/01/2020		9,500.00	
		1 Amount(s):		9,500.00	
<b>Account Number:</b>	001-220-00-5245-00-0206		2019	4,490.00	-4,180.78
<b>Name:</b>	REPAIR & MAINT.-EQUIP.		2020	3,990.00	-581.03
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Sonicwall license \$750. Antivirus \$140. Server warranty \$600. Acronis backup \$1000. General expenses \$1500	07/01/2020		3,990.00	
		1 Amount(s):		3,990.00	
<b>Account Number:</b>	001-220-00-5246-00-0206		2019	1,500.00	-1,448.58
<b>Name:</b>	DEFIBRILLATOR MAINTENANCE		2020	1,500.00	-1,961.93
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Town defibrillator and AED maintenance	07/01/2020		2,000.00	
		1 Amount(s):		2,000.00	
<b>Account Number:</b>	001-220-00-5311-00-0206		2019	4,500.00	-4,370.00
<b>Name:</b>	MEDICAL SERVICES		2020	6,000.00	-4,185.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Medicals \$400 x 3 (1 replacement FF 2 call FF) Psych eval \$450 Annual drug testing \$1200	07/01/2020		2,850.00	
		1 Amount(s):		2,850.00	
<b>Account Number:</b>	001-220-00-5341-00-0206		2019	4,707.00	-3,874.89
<b>Name:</b>	TELEPHONE		2020	5,659.00	-3,194.62
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Transfer of Comcast expenditure from Contracted Services	07/01/2020		6,348.00	
		1 Amount(s):		6,348.00	
<b>Account Number:</b>	001-220-00-5342-00-0206		2019	400.00	-370.33
<b>Name:</b>	POSTAGE		2020	400.00	-256.70
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		400.00	
		1 Amount(s):		400.00	
<b>Account Number:</b>	001-220-00-5343-00-0206		2019	16,075.00	-11,969.80
<b>Name:</b>	SERVICE & MAINT AGREEMEN		2020	18,100.00	-9,343.20
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Axion \$450 A&A Pest \$360 Air Cleaning Spec \$745.00 RA Mitchell \$495 IPS Cascade & Air Pak \$6000 Physio Control defib \$8773 Stryker \$5252	07/01/2020		22,075.00	
		1 Amount(s):		22,075.00	
<b>Account Number:</b>	001-220-00-5361-00-0206		2019	2,525.00	-3,628.15
<b>Name:</b>	TRAINING		2020	8,336.00	-1,100.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Costs associated with fire related PAT tests & conferences \$5000 Confined Space training	07/01/2020		8,145.00	
		1 Amount(s):		8,145.00	
<b>Account Number:</b>	001-220-00-5361-01-0206		2019	13,738.00	-13,049.23
<b>Name:</b>	TRAINING-CONTINUE EDUCA		2020	14,528.00	-9,602.76
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Costs to send 3 personnel to Fire Academy EMS Continuing Ed	07/01/2020		14,025.00	
		1 Amount(s):		14,025.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 220 FIRE</b>					
<b>Account Number:</b>	001-220-00-5390-00-0206		2019	21,000.00	-21,166.38
<b>Name:</b>	CONTRACTED SERVICES		2020	23,200.00	-20,631.21
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Medical Control \$8000 Station Smarts \$8500 NFPA Codes \$1495	07/01/2020		31,911.00	
	Ambulance License \$1200 Bristol CMED \$850 Ambupro \$7100				
	Edispatches \$1548 CrewSense \$3218				
	1 Amount(s):			31,911.00	
<b>Account Number:</b>	001-220-00-5400-00-0206				
<b>Name:</b>	SUPPLIES				
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number:</b>	001-220-00-5410-00-0206		2019	22,400.00	-21,683.04
<b>Name:</b>	GASOLINE & DIESEL		2020	25,000.00	-11,244.05
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		21,000.00	
	1 Amount(s):			21,000.00	
<b>Account Number:</b>	001-220-00-5420-00-0206		2019	3,000.00	-3,617.00
<b>Name:</b>	OFFICE SUPPLIES		2020	3,000.00	-1,868.03
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		4,500.00	
	1 Amount(s):			4,500.00	
<b>Account Number:</b>	001-220-00-5431-00-0206		2019	1,500.00	-2,036.32
<b>Name:</b>	BUILDING MAINT.SUPPLIES		2020	1,500.00	-1,026.14
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		2,000.00	
	1 Amount(s):			2,000.00	
<b>Account Number:</b>	001-220-00-5432-00-0206		2019	740.00	-980.82
<b>Name:</b>	SUPPLIES		2020	740.00	-348.55
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		740.00	
	1 Amount(s):			740.00	
<b>Account Number:</b>	001-220-00-5501-00-0206		2019	45,515.00	-41,012.13
<b>Name:</b>	MEDICAL SUPPLIES		2020	42,000.00	-21,787.16
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		42,000.00	
	1 Amount(s):			42,000.00	
<b>Account Number:</b>	001-220-00-5585-00-0206		2019	33,130.00	-31,975.05
<b>Name:</b>	EQUIPMENT FOR PERSONNEL		2020	37,350.00	-36,644.80
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Clothing allowance \$22950 Contractual repairs to EMS Coats + 1	07/01/2020		36,150.00	
	new \$1050 3 - Class A uniforms \$1350 \$4050 to outfit 1 new				
	firefighter with uniform and gear 1 reserve set of gear \$3250 supplies				
	for department \$3500				
	1 Amount(s):			36,150.00	
<b>Account Number:</b>	001-220-00-5700-00-0206				
<b>Name:</b>	OTHER CHARGES & EXPENSES				
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 220 FIRE</b>					
<b>Account Number:</b>	001-220-00-5731-00-0206		2019	4,514.00	-4,514.00
<b>Name:</b>	DUES PROF.GATHERINGS		2020	4,954.00	-3,015.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	FCAM membership \$600 IAFC Membership \$230 BCFC Membership \$500 NFPA Dues \$175 Medic License recertifications \$2000 Drug license \$300 MAIAAI \$35 IAAI \$100 BC Hazmat dues \$200 BCFC meetings \$360 FCAM meetings \$360 MA Boiler Inspection \$50 IAEMSC \$150	07/01/2020		5,060.00	
		1 Amount(s):		5,060.00	
<b>Account Number:</b>	001-220-00-5850-00-0206		2019	745.00	-744.40
<b>Name:</b>	NEW EQUIPMENT				
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Gear dryer \$8795 2 - iPads \$1118	07/01/2020		9,913.00	
		1 Amount(s):		9,913.00	
<b>Account Number:</b>	001-220-00-5870-00-0206		2019	3,790.00	-3,755.93
<b>Name:</b>	REPLACEMENT EQUIPMENT		2020	19,635.00	-13,477.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Replacement of stair chair \$3982 replacement of computer \$1000 replacement of nozzles \$5000 replacement of 2 Lifepak AEDs \$3190	07/01/2020		13,171.00	
		1 Amount(s):		13,171.00	
<b>31 Account(s) for Department 220:</b>			2019	2,569,946.28	-2,548,389.09
			2020	2,837,489.00	-1,619,760.66
			Level 2	2,943,711.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
Department: 225 FIRE ALARM					
Account Number: 001-225-00-5100-00-0203					
Name: PERSONAL SERVICES					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
Account Number: 001-225-00-5111-00-0203					
Name: REGULAR PAY					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		16,501.72	-13,754.08
		2020		16,850.00	-7,011.60
		07/01/2020		16,765.00	
	1 Amount(s):			16,765.00	
Account Number: 001-225-00-5243-00-0203					
Name: REPAIR & MAINT.-VEHICLES					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		3,735.00	-1,328.54
		2020		3,735.00	-1,038.66
		07/01/2020		3,735.00	
	1 Amount(s):			3,735.00	
Account Number: 001-225-00-5245-00-0203					
Name: REPAIR & MAINT.-EQUIP.					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		4,323.00	-5,234.97
		2020		4,323.00	-1,905.25
		07/01/2020		4,323.00	
	1 Amount(s):			4,323.00	
Account Number: 001-225-00-5410-00-0203					
Name: GASOLINE					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		458.00	-244.55
		2020		458.00	-110.05
		07/01/2020		458.00	
	1 Amount(s):			458.00	
Account Number: 001-225-00-5432-00-0203					
Name: SUPPLIES					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		1,000.00	-464.61
		2020		1,000.00	-67.99
		07/01/2020		1,000.00	
	1 Amount(s):			1,000.00	
Account Number: 001-225-00-5731-00-0203					
Name: DUES & SUBSCRIPTIONS					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		100.00	-100.00
		2020		100.00	0.00
		07/01/2020		100.00	
	1 Amount(s):			100.00	
Account Number: 001-225-00-5870-00-0203					
Name: REPLACEMENT EQUIPMENT					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Continuance of purchasing 4 pagers per year to replace old ones		2019		2,272.00	-2,272.00
		2020		2,520.00	-2,520.00
		07/01/2020		2,340.00	
	1 Amount(s):			2,340.00	
8 Account(s) for Department 225:					
		2019		28,389.72	-23,398.75
		2020		28,986.00	-12,653.55
		Level 2		28,721.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 291 EMERGENCY MANAGEMENT</b>					
<b>Account Number:</b>	001-291-00-5111-00-0076		2019	1,803.00	-1,795.20
<b>Name:</b>	REGULAR PAY		2020	4,000.00	-1,999.98
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		4,000.00	
		1 Amount(s):		4,000.00	
<b>Account Number:</b>	001-291-00-5211-00-0076		2019	1,960.00	-1,912.67
<b>Name:</b>	HEATLIGHT & POWER		2020	1,650.00	-651.69
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		1,960.00	
		1 Amount(s):		1,960.00	
<b>Account Number:</b>	001-291-00-5212-00-0076		2019	2,161.65	-1,471.41
<b>Name:</b>	ELECTRICITY		2020	1,640.00	-945.55
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		1,500.00	
		1 Amount(s):		1,500.00	
<b>Account Number:</b>	001-291-00-5243-00-0076		2019	1,700.00	-1,857.65
<b>Name:</b>	REPAIR & MAINT.-VEHICLES		2020	1,700.00	-1,016.42
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		1,700.00	
		1 Amount(s):		1,700.00	
<b>Account Number:</b>	001-291-00-5244-00-0076		2019	7,902.00	-8,040.50
<b>Name:</b>	REPAIR & MAINT.-BUILDING		2020	500.00	0.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
\$3000 to replace front door		07/01/2020		2,500.00	
		1 Amount(s):		2,500.00	
<b>Account Number:</b>	001-291-00-5245-00-0076		2019	340.00	0.00
<b>Name:</b>	REPAIR & MAINT.-EQUIP.		2020	400.00	-26.77
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		400.00	
		1 Amount(s):		400.00	
<b>Account Number:</b>	001-291-00-5341-00-0076		2019	1,860.00	-1,879.93
<b>Name:</b>	TELEPHONE		2020	9,665.00	-8,905.79
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Telephone fiber optics and Rave Mobile Safety annual fee		07/01/2020		7,740.00	
		1 Amount(s):		7,740.00	
<b>Account Number:</b>	001-291-00-5410-00-0076		2019	745.00	-552.71
<b>Name:</b>	GASOLINE & DIESEL		2020	745.00	-220.37
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		745.00	
		1 Amount(s):		745.00	
<b>Account Number:</b>	001-291-00-5420-00-0076		2019	225.00	-56.34
<b>Name:</b>	OFFICE SUPPLIES		2020	225.00	-42.99
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		500.00	
		1 Amount(s):		500.00	
<b>Account Number:</b>	001-291-00-5451-00-0076		2019	100.00	-74.24
<b>Name:</b>	CLEANING SUPPLIES		2020	100.00	-42.83
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		150.00	
		1 Amount(s):		150.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 291 EMERGENCY MANAGEMENT</b>					
<b>Account Number:</b>	001-291-00-5501-00-0076		2019	100.00	0.00
<b>Name:</b>	MEDICAL SUPPLIES		2020	100.00	0.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	100.00	
	1 Amount(s):			100.00	
<hr/>					
<b>Account Number:</b>	001-291-00-5585-00-0076		2020	500.00	-274.00
<b>Name:</b>	EQUIPMENT FOR MEN				
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	750.00	
	1 Amount(s):			750.00	
<hr/>					
<b>Account Number:</b>	001-291-00-5850-00-0076		2019	7,710.35	-7,710.35
<b>Name:</b>	NEW EQUIPMENT		2020	3,595.00	-2,909.10
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
1 Lifepak AED \$1595	Cots for shelters \$3277.02	Carts for cots	07/01/2020	5,712.00	
\$839.92					
	1 Amount(s):			5,712.00	
<hr/>					
<b>13 Account(s) for Department 291:</b>			2019	26,607.00	-25,351.00
			2020	24,820.00	-17,035.49
			Level 2	27,757.00	

Department Name:	Fire Department			Step (4)	Grade (3)	Union (3)	Years of Service (Z)		Date of Hire	Job Title	Date of Step (8)	Cost of Step Inc. (9)	Longevity (10)	Sick Leave Bonus (11)	Sick Leave Buy-Back (12)	Education Incentive (13)	Holiday Pay Differential (14)	Shift Differential (15)	1st Responder or EMT Pay (16)	Stipend/Other (18)	Total Compensation
	Date	Years	Step																		
	Fire Chief	11/30/1982	37	C					\$121,819.14			\$1,900	\$400	\$30,073.28	\$7,518.36	\$9,000	\$12,531	\$182,841.33			
	Dep. Chief/Medic	7/30/1995	24	DC					\$109,637.74			\$1,250	\$400	\$3,616.65	\$7,233.36	\$8,000	\$138,360.29				
	LT/Medic	7/23/1984	35	F					\$73,091.55			\$1,800	\$400	\$2,174.90	\$4,660.44	\$8,000	\$90,176.89				
	LT/EMT	7/31/1988	31	F					\$73,091.55			\$1,600	\$400	\$1,820.26	\$6,578.25	\$250	\$90,818.78				
	LT/Medic	10/2/1995	24	F					\$73,091.55			\$1,250	\$400	\$529.05	\$10,963.57	\$8,000	\$99,574.73				
	LT/Medic	3/21/2005	14	F					\$73,091.55			\$800	\$400	\$14,618.09	\$5,500.56	\$8,000	\$102,410.20				
	LT/Medic	7/22/1997	22	F					\$73,091.55			\$1,150	\$400	\$5,847.45	\$4,996.56	\$8,000	\$93,485.56				
	FF/EMT	6/18/1990	30	F					\$60,909.70			\$1,550	\$400	\$1,767.71	\$3,787.92	\$5,000	\$73,415.33				
	LT/Medic	8/5/1995	24	F					\$60,909.70			\$1,250	\$400	\$660.05	\$4,872.87	\$8,000	\$82,833.06				
	LT/Medic	7/21/1997	22	F					\$60,909.70			\$1,150	\$400	\$9,136.57	\$4,485.48	\$8,000	\$84,081.75				
	LT/Medic	10/2/2006	13	F					\$60,909.70			\$700	\$400	\$3,960.36	\$5,000	\$2,500	\$76,470.06				
	LT/Medic	4/20/2008	12	F					\$60,909.70			\$650	\$400	\$1,897.14	\$1,827.52	\$8,000	\$77,749.72				
	LT/Medic	8/16/2015	4	F					\$59,424.13	8/16/2020	\$1,292.88	\$400	\$400	\$3,932.24	\$3,932.06	\$8,000	\$73,070.25				
	LT/Medic	3/13/2016	4	F					\$59,424.13	3/13/2021	\$443.14	\$400	\$400	\$1,600.08	\$3,889.16	\$8,000	\$73,859.41				
	LT/Medic	4/3/2016	4	F					\$59,424.13	4/3/2021	\$362.12	\$400	\$400	\$4,359.80	\$4,049.06	\$8,000	\$72,075.41				
	LT/Medic	5/17/2017	3	F					\$57,974.73	5/17/2021	\$218.14	\$400	\$400	\$4,337.08	\$4,033.70	\$8,000	\$75,001.73				
	LT/Medic	8/27/2017	2	F					\$56,441.80	8/27/2020	\$1,292.28	\$400	\$400	\$4,754.37	\$4,140.67	\$8,000	\$74,504.86				
	LT/Medic	11/17/2017	2	F					\$59,424.13			\$400	\$400	\$2,296.44	\$3,879.12	\$8,000	\$76,319.17				
	LT/Medic	12/3/2017	2	F					\$56,441.80	12/3/2020	\$881.10	\$400	\$400	\$4,270.78	\$3,962.60	\$8,000	\$73,486.46				
	LT/Medic	3/25/2018	2	F					\$56,441.80	3/25/2021	\$411.18	\$400	\$400	\$3,718.24	\$3,696.21	\$8,000	\$73,486.46				
	LT/Medic	3/26/2018	2	F					\$56,441.80	3/26/2021	\$406.95	\$400	\$400	\$3,615.36	\$3,615.36	\$8,000	\$73,486.46				
	LT/Medic	8/19/2018	1	F					\$54,907.34	8/19/2020	\$1,327.22	\$400	\$400	\$4,099.42	\$3,829.10	\$8,000	\$70,898.67				
	LT/Medic	6/10/2019	1	F					\$54,907.34	6/10/2021	\$88.20	\$400	\$400	\$1,639.86	\$3,688.09	\$8,000	\$66,918.44				
	LT/Medic	7/8/2019	1	F					\$54,907.34			\$400	\$400	\$4,548.04	\$3,594.06	\$8,000	\$66,561.77				
	LT/Medic	11/16/2019	0	F					\$54,017.23	11/16/2020	\$552.92	\$400	\$400	\$89,424.69	\$117,969.89	\$5,550.48	\$2,259,314.06				
	LT/Medic	11/17/2019	0	F					\$54,017.23	11/17/2020	\$548.04	\$400	\$400	\$10,000	\$42,539.04	\$206,250	\$20,031	\$2,259,314.06			
	LT/Medic	11/18/2019	0	F					\$54,017.23	11/18/2020	\$8,374.65	\$15,050	\$10,000	\$42,539.04	\$117,969.89	\$5,550.48	\$20,031	\$2,259,314.06			
	Executive Asst.	2/1/1993	27	NU	12				\$61,282.80			\$1,350	\$400	\$1,761.00	\$89,425	\$117,970	\$6,749	\$206,250	\$20,031	\$2,259,314.06	
									\$292,740		\$8,375	\$16,400	\$10,400	\$44,300	\$89,425	\$117,970	\$6,749	\$206,250	\$20,031	\$2,259,314.06	

**Comments:**  
 Chauncey Burr, Antone Medeiros & Douglas Silveira are eligible to receive a retirement notification bonus of \$2500 per union contract.  
 Chief Francis possible retirement 1/6/21 - buyout of sick and vacation days included  
 SENIOR MAN ESTIMATE - noted on (15) for inclusion purposes  
 Step 1 rate \$8.70  
 Officers = 20 Weeks  
 Step 2 rate \$8.29  
 hours  
 Step 3 rate \$7.59  
 = 840 hours  
 Step 4 rate \$6.90  
 time x 4 Officers = 96 hours  
 Step 5 rate \$6.23  
 Step 6 rate \$5.56  
 Total \$ 43.27 divided by 6 = 7.21  
 \$7.21 Avg. Senior Man Rate \$7.21 x 936 = \$6,748.56  
 Senior Man Differential





Department Name:	Fire Alarm	Years of Service(2)	Union (3)	Grade	Step (4)	Hourly Wage (5)	Hrs./ week	Annual Wages(6)	Annual Salary (7)	Date of Step (8)	Cost of Step Inc. (9)	Longevity(10)	Sick Leave Bonus (11)	Sick Leave Buy-Back (12)	Stipend/ Other (18)	Total Compensation
Fire Alarm Coord.		1	NU	15	1	\$21.04	8.0	\$4,376	\$12,388.48							\$12,388
Fire Alarm Technician	7/5/2015	1	NU	10	1	\$21.04	8.0	\$4,376	\$12,388		\$0	\$0	\$0		\$0	\$4,376
											\$0	\$0	\$0		\$0	\$16,765
																\$0
																\$0
<b>Comments:</b>																
Calculations for Groundsman were changed to 26 weeks. Does not work a full 52.2.																

Department Name:		EMA - Civil Defense													Total Compensation	
Job Title	Date of Hire	Years of Service(2)	Union (3)	Grade	Step (4)	Hourly Wage (5)	Hrs./ week	Annual Wages(6)	Annual Salary (7)	Date of Step (8)	Cost of Step Inc. (9)	Longevity(10)	Sick Leave Bonus (11)	Sick Leave Buy-Back (12)	Stipend/ Other (18)	Total Compensation
EMA Director	7/1/1992	28	NU	Sched E				\$0	\$4,000.00							\$4,000.00
								\$0								\$0
								\$0								\$0
								\$0								\$0
								\$0	\$4,000		\$0	\$0	\$0	\$0	\$0	\$4,000.00
<b>Comments:</b>																

TO: Fairhaven Board of Selectmen, Mr. Mark Rees

FROM: Kristian White, Building Commissioner

DATE: December 10, 2019

SUBJECT: FY2021 Budget Transmittal Letter with Department Goals/Objectives

**Objective #1: Implement Integrated Permitting System**

The Building Department has been in discussions with Viewpoint, a nationally recognized permitting/licensing software company for municipalities. Recently, Viewpoint held a webinar which was available for Fairhaven municipal employees to view. With the Town Administrators approval and in consultation with the IT Dept. the concept is to be contracted with a permitting software company by January 24, 2020. The plan is to contract starting with (3) departments (Building, Planning, Conservation) and then phase into town wide usage in the future. Each department will be responsible to build/format the software as they see fit for their department (This will take a considerable amount of time).

An additional computer kiosk will be installed for homeowners/contractors within the building department for online permitting/payments. Tablets will be used by all inspectional staff in order to complete, record, and schedule all inspections efficiently.

The goal is to go live with online permitting software on January 1, 2021.

**Objective #2: Update Departmental Fee Schedule**

The Building Department has completed the review process of application fees, including residential building, commercial, electrical, plumbing, and gas permits. This research has been presented to the Board of Selectmen as well as the Economic Development Committee. Departmental fees have not changed since 2013. Many municipalities are using Building Valuation Data provided by the ICC (International Code Council) in order to adjust permitting fees based on square foot construction cost. Until further notice or recommendations from the Board of Selectmen, the fees shall remain the same.

**Objective #3: Develop Monthly Departmental Activity Report (BOS)**

Create reporting document which will include all activities within the building department. The document shall show all inspections by category, all permits issued by category, and additional information as requested. This document shall be submitted to the Town Administrator on a monthly basis.

**Objective #4: Promote Flood Risk Awareness and Availability of Flood Insurance (HMP)**

Consult with FEMA personnel regarding best practices for public notice and seminars in order to notify Fairhaven citizens. Advertise on Building Department website creating links to appropriate informational sites.

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
<b>0058</b>	<b>BUILDING</b>						
001-241-00-5100-00-0058	PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-241-00-5111-00-0058	REGULAR PAY	161,888.76	173,797.00	91,184.63	179,041.00	179,041.00	#Error
	<b>SALARY &amp; WAGES</b>	<b>161,888.76</b>	<b>173,797.00</b>	<b>91,184.63</b>	<b>179,041.00</b>	<b>179,041.00</b>	<b>#Error</b>
	<b>TOTAL - SALARY &amp; WAGES</b>	<b>161,888.76</b>	<b>173,797.00</b>	<b>91,184.63</b>	<b>179,041.00</b>	<b>179,041.00</b>	<b>#Error</b>
001-241-00-5243-00-0058	REPAIR & MAINT.-VEHICLES	174.82	1,500.00	297.72	1,500.00	1,500.00	#Error
001-241-00-5341-00-0058	TELEPHONE	0.00	600.00	0.00	1,000.00	1,000.00	#Error
001-241-00-5342-00-0058	POSTAGE	189.62	600.00	103.40	600.00	600.00	#Error
	<b>PURCHASE OF SERVICES</b>	<b>364.44</b>	<b>2,700.00</b>	<b>401.12</b>	<b>3,100.00</b>	<b>3,100.00</b>	<b>#Error</b>
001-241-00-5400-00-0058	SUPPLIES	0.00	0.00	0.00	0.00	0.00	#Error
001-241-00-5420-00-0058	OFFICE SUPPLIES	969.04	1,000.00	796.51	1,500.00	1,500.00	#Error
001-241-00-5421-00-0058	BOOKS AND SUBSCRIPTIONS	253.50	700.00	123.50	700.00	700.00	#Error
001-241-00-5422-00-0058	PREPRINTED FORMS	429.00	700.00	156.50	700.00	700.00	#Error
001-241-00-5582-00-0058	UNIFORMS	0.00	500.00	280.00	500.00	500.00	#Error
	<b>SUPPLIES</b>	<b>1,651.54</b>	<b>2,900.00</b>	<b>1,356.51</b>	<b>3,400.00</b>	<b>3,400.00</b>	<b>#Error</b>
001-241-00-5410-00-0058	GASOLINE & DIESEL	1,168.41	2,800.00	831.20	2,800.00	1,800.00	#Error
	<b>GASOLINE</b>	<b>1,168.41</b>	<b>2,800.00</b>	<b>831.20</b>	<b>2,800.00</b>	<b>1,800.00</b>	<b>#Error</b>
001-241-00-5700-00-0058	OTHER CHARGES & EXPENSES	0.00	0.00	0.00	0.00	0.00	#Error
001-241-00-5713-00-0058	SEMINARS/PROF.GATHERINGS	619.58	1,900.00	1,024.28	1,900.00	1,900.00	#Error
	<b>OTHER CHARGES</b>	<b>619.58</b>	<b>1,900.00</b>	<b>1,024.28</b>	<b>1,900.00</b>	<b>1,900.00</b>	<b>#Error</b>
	<b>TOTAL - OPERATING EXPENSES</b>	<b>3,803.97</b>	<b>10,300.00</b>	<b>3,613.11</b>	<b>11,200.00</b>	<b>10,200.00</b>	<b>#Error</b>
	<b>BUILDING</b>	<b>165,692.73</b>	<b>184,097.00</b>	<b>94,797.74</b>	<b>190,241.00</b>	<b>189,241.00</b>	<b>#Error</b>

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 241 BUILDING</b>					
<b>Account Number: 001-241-00-5100-00-0058</b>					
<b>Name: PERSONAL SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-241-00-5111-00-0058</b>					
<b>Name: REGULAR PAY</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		167,505.00	-161,888.76
		2020		173,797.00	-91,184.63
	1 Amount(s):			179,041.00	
<b>Account Number: 001-241-00-5243-00-0058</b>					
<b>Name: REPAIR &amp; MAINT.-VEHICLES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Continued Maintenance on Vehicle.		2019		600.00	-174.82
		2020		1,500.00	-297.72
	1 Amount(s):			1,500.00	
<b>Account Number: 001-241-00-5341-00-0058</b>					
<b>Name: TELEPHONE</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
wifi for 4 laptops for online permitting-6 months		2020		600.00	0.00
	1 Amount(s):			1,000.00	
<b>Account Number: 001-241-00-5342-00-0058</b>					
<b>Name: POSTAGE</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Annuals. Correspondence		2019		600.00	-189.62
		2020		600.00	-103.40
	1 Amount(s):			600.00	
<b>Account Number: 001-241-00-5400-00-0058</b>					
<b>Name: SUPPLIES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-241-00-5410-00-0058</b>					
<b>Name: GASOLINE &amp; DIESEL</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Commuting daily inspections & enforcement for zoning		2019		1,800.00	-1,168.41
		2020		2,800.00	-831.20
	1 Amount(s):			1,800.00	
<b>Account Number: 001-241-00-5420-00-0058</b>					
<b>Name: OFFICE SUPPLIES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
3rd office computer with printer for kiosk 4 tablets. Anticipating More Ink		2019		1,128.00	-969.04
		2020		1,000.00	-796.51
	1 Amount(s):			1,500.00	
<b>Account Number: 001-241-00-5421-00-0058</b>					
<b>Name: BOOKS AND SUBSCRIPTIONS</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Books & Subscriptions-Zoning/Building Inspectoral		2019		560.00	-253.50
		2020		700.00	-123.50
	1 Amount(s):			700.00	
<b>Account Number: 001-241-00-5422-00-0058</b>					
<b>Name: PREPRINTED FORMS</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Letterhead Building Permit Cards. Annual Certificates		2019		700.00	-429.00
		2020		700.00	-156.50
	1 Amount(s):			700.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 241 BUILDING</b>					
<b>Account Number:</b> 001-241-00-5582-00-0058			2020	500.00	-280.00
<b>Name:</b> UNIFORMS					
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
Identifiable Clothing/Equipment/Boots			07/01/2020	500.00	
1 Amount(s):				500.00	
<hr/>					
<b>Account Number:</b> 001-241-00-5700-00-0058					
<b>Name:</b> OTHER CHARGES & EXPENSES					
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	0.00	
1 Amount(s):				0.00	
<hr/>					
<b>Account Number:</b> 001-241-00-5713-00-0058			2019	770.00	-619.58
<b>Name:</b> SEMINARSPROF.GATHERINGS			2020	1,900.00	-1,024.28
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
Annual Conferences. Monthly SEMBOA Meetings. Trainings for Inspectors			07/01/2020	1,900.00	
1 Amount(s):				1,900.00	
<hr/>					
<b>13 Account(s) for Department 241:</b>			2019	173,663.00	-165,692.73
			2020	184,097.00	-94,797.74
			Level 2	189,241.00	

Department Name:	Building	Date of Hire	Years of Service(2)	Union (3)	Grade	Step (4)	Hourly Wage (5)	Hrs./ week	Annual Wages(6)	Annual Salary (7)	Date of Step (8)	Cost of Step Inc. (9)	Longevity(10)	Sick Leave Bonus (11)	Sick Leave Buy-Back (12)	Stipend/ Other (18)	Total Compensation
Building Commi		10/29/2018	3	NU	19	4				\$87,780	10/29/2020	1475.52		\$400			\$89,655
Admin Assistant		9/15/2017	4	C	C	3	\$22.26	35.0	\$40,669		10/11/2020	947.52		\$400			\$42,017
																	\$0
																	\$0
									\$40,669	\$87,780		\$2,423	\$0		\$0	\$0	\$131,672
Asst. Building Comm								per yr									
Plumbing Inspector				NU			\$31.49	5	\$157		7/1/2019						
Gas Inspector				NU			\$33.08	360	\$11,909		7/1/2019						
Wiring Inspector				NU			\$33.90	360	\$12,204		7/1/2019						
Backup Bldg Inspct				NU			\$33.08	684	\$22,627		7/1/2019						
				NU			\$31.49	15	\$472		7/1/2019						
									\$47,369					Inspectors:	Plus Inspectors		\$47,369
														Total:			\$179,041

**Comments:**  
For the inspectors we averaged the # of inspections currently to get the wage amount - all approximated.



Timothy Cox  
Harbormaster

Town of Fairhaven  
Massachusetts  
Office of Marine Resources  
40 Center Street  
Fairhaven, MA 02719

Tel: (508) 979-4023 EXT. 124

11/27/19

**Memo:**

**To:** Budget Team

**From:** Timothy Cox

**Date:** December 6, 2019

**Re:** Budget Cover Letter- Marine Resources

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The Marine Resources Department is responsible for harbor patrol, boater safety, distribution of shellfish permits, boat ramp parking, marine and boat ramp maintenance, moorings, propagation of shellfish, lobster basin accounts and aquaculture licenses. Attached to this letter, please find a budget proposal for the Marine Resources department FY21.

Salaries: This budget reflects the new pay and classification for non-union Harbormaster, Senior Shellfish Deputy and Clerical union.

Level Funded Requests: Lines that were level funded from the previous year include repair & maintenance of vehicles & equipment., dockage & storage, training, preprinted forms, sign making materials, license holders, buoys, uniforms, dues, & gas for boats & vehicles.

Goal 4: Financial Sustainability

Establish long term financial sustainability for the Town by adherence to approved financial policies regarding reserve levels, balanced budgets and capital financing, financial forecasting, controlling fixed costs (pension, OPEB, Health Insurance) and augmenting revenues (tax base expansion, grants, user fees).

FY21 Objectives:

Will report at least annually on the efforts to identify and apply for grants that would benefit the Marine Resources Department.

Goal 5: Economic Development

Diversify and expand the Town's property tax base by implementing strategies and programs that will help existing businesses and industries grow and make Fairhaven an attractive place for new businesses and industries to locate within the town. Included in this goal is the redevelopment of underutilized commercial properties along the various retail corridors in Town and the Atlas Tack property.



FY21 Objectives:

Complete the Phase V Harbor Dredging Project

Goal 7: Civic Engagement

Recognizing that what makes a municipality a community is the degree of civic engagement by its residents, implement methods and programs to improve communication and involvement between the Town government and residents with a focus of volunteer recruitment, transparency of information, timely response to citizen concerns, and use of modern communication technology, including public access television and social media.

FY21 Objectives:

The Marine Resources Department will develop and implement a standardized reporting system where by we report regularly on our activities to the Town Administrator which is then presented to the Board of Selectmen and posted on the Towns Website.

Goal 8: Long Term Planning

There are number of dynamic changes that will be impacting Fairhaven now and into the future, including the condition of the town's aging infrastructure, sea-level rising, community demographics, energy consumption, and federal/state environmental regulations. To begin addressing these matters, an emphasis must be placed on long-term planning, including work on the Town's Master Plan, Hazard Mitigation Plan, Open Space and Recreation Plan and Capital Improvement Plan.

FY21 Objectives:

The Marine Resources Department will review of all Waterways Related bylaws and Rules and Regulations and consolidate them into one document.

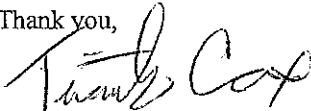
Goal 9: Improve Municipal Services

The Town is in the business of delivering services to residents and businesses and, as such, departments should continually strive to improve municipal services in the most efficient and effective manner possible.

FY 21 Objectives:

Fully implement Boat Mooring Software.

Thank you,



Timothy Cox  
Harbormaster

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
<b>0465</b>	<b>MARINE RESOURCES</b>						
001-298-00-5111-00-0465	REGULAR PAY	114,656.99	159,204.00	62,444.55	159,778.00	159,778.00	#Error
	<b>SALARY &amp; WAGES</b>	<b>114,656.99</b>	<b>159,204.00</b>	<b>62,444.55</b>	<b>159,778.00</b>	<b>159,778.00</b>	<b>#Error</b>
	<b>TOTAL - SALARY &amp; WAGES</b>	<b>114,656.99</b>	<b>159,204.00</b>	<b>62,444.55</b>	<b>159,778.00</b>	<b>159,778.00</b>	<b>#Error</b>
001-298-00-5243-00-0465	REPAIR & MAINT.-VEHICLES	2,001.38	1,020.00	100.41	1,020.00	1,020.00	#Error
001-298-00-5245-00-0465	REPAIR & MAINT.-EQUIP.	7,072.80	4,750.00	3,291.56	2,750.00	2,750.00	#Error
001-298-00-5276-00-0465	DOCKAGE & STORAGE	2,433.53	2,700.00	66.18	2,700.00	2,700.00	#Error
001-298-00-5303-00-0465	ADVERTISING	0.00	195.00	154.00	195.00	195.00	#Error
001-298-00-5342-00-0465	POSTAGE	566.67	175.00	157.25	685.00	685.00	#Error
001-298-00-5361-00-0465	TRAINING	90.00	300.00	100.00	2,800.00	2,800.00	#Error
001-298-00-5390-00-0465	CONTRACTED SERVICES	23,728.16	11,025.00	80.00	9,955.00	9,955.00	#Error
	<b>PURCHASE OF SERVICES</b>	<b>35,892.54</b>	<b>20,165.00</b>	<b>3,949.40</b>	<b>20,105.00</b>	<b>20,105.00</b>	<b>#Error</b>
001-298-00-5212-00-0465	ELECTRICITY	105.64	240.00	42.61	100.00	100.00	#Error
	<b>UTILITIES</b>	<b>105.64</b>	<b>240.00</b>	<b>42.61</b>	<b>100.00</b>	<b>100.00</b>	<b>#Error</b>
001-298-00-5422-00-0465	PREPRINTED FORMS	1,064.00	1,135.00	185.00	1,135.00	1,135.00	#Error
001-298-00-5432-00-0465	SUPPLIES	1,592.39	1,200.00	1,239.52	1,600.00	1,600.00	#Error
001-298-00-5534-00-0465	SIGN MAKING MATERIALS	0.00	150.00	0.00	150.00	150.00	#Error
001-298-00-5536-00-0465	LICENSE HOLDERS	1,605.00	1,900.00	0.00	1,900.00	1,400.00	#Error
001-298-00-5538-00-0465	BUOYS	0.00	200.00	0.00	200.00	200.00	#Error
001-298-00-5580-00-0465	SUPPLIES/EQUIPMENT	1,413.62	2,000.00	691.94	2,250.00	2,250.00	#Error
001-298-00-5582-00-0465	UNIFORMS	739.49	750.00	359.90	1,250.00	1,250.00	#Error
	<b>SUPPLIES</b>	<b>6,414.50</b>	<b>7,335.00</b>	<b>2,476.36</b>	<b>8,485.00</b>	<b>7,985.00</b>	<b>#Error</b>
001-298-00-5410-00-0465	GASOLINE & DIESEL	4,126.92	5,500.00	1,690.91	5,500.00	4,000.00	#Error
001-298-00-5412-00-0465	BOAT GASOLINE	1,955.36	3,500.00	1,565.72	3,500.00	3,500.00	#Error
	<b>GASOLINE</b>	<b>6,082.28</b>	<b>9,000.00</b>	<b>3,256.63</b>	<b>9,000.00</b>	<b>7,500.00</b>	<b>#Error</b>
001-298-00-5731-00-0465	DUES PROF.GATHERINGS	130.00	350.00	0.00	350.00	350.00	#Error
	<b>OTHER CHARGES</b>	<b>130.00</b>	<b>350.00</b>	<b>0.00</b>	<b>350.00</b>	<b>350.00</b>	<b>#Error</b>
001-298-00-5840-00-0465	SITE IMPROVEMENT	0.00	12,500.00	0.00	0.00	0.00	#Error
	<b>MINOR EQUIPMENT</b>	<b>0.00</b>	<b>12,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>#Error</b>

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
	TOTAL - OPERATING EXPENSES	48,624.96	49,590.00	9,725.00	38,040.00	36,040.00	#Error
	MARINE RESOURCES	163,281.95	208,794.00	72,169.55	197,818.00	195,818.00	#Error

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
1247	PROPAGATION OF SHELLFISH						
001-298-01-5201-00-1247	PROPAGATION OF SHELLFISH	14,698.19	28,516.02	5,215.15	15,000.00	15,000.00	#Error
	PURCHASE OF SERVICES	14,698.19	28,516.02	5,215.15	15,000.00	15,000.00	#Error
	TOTAL - OPERATING EXPENSES	14,698.19	28,516.02	5,215.15	15,000.00	15,000.00	#Error
	PROPAGATION OF SHELLFISH	14,698.19	28,516.02	5,215.15	15,000.00	15,000.00	#Error

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 298 MARINE RESOURCES</b>					
<b>Account Number:</b>	001-298-00-5111-00-0465		2019	132,838.00	-113,866.14
<b>Name:</b>	REGULAR PAY		2020	159,204.00	-62,444.55
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	HM \$76692 Sr. Clerk \$36321. Deputies \$42911	07/01/2020		159,778.00	
		1 Amount(s):		159,778.00	
<b>Account Number:</b>	001-298-00-5212-00-0465		2019	240.00	-85.64
<b>Name:</b>	ELECTRICITY		2020	240.00	-42.61
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Lights	07/01/2020		100.00	
		1 Amount(s):		100.00	
<b>Account Number:</b>	001-298-00-5243-00-0465		2019	2,520.00	-2,001.38
<b>Name:</b>	REPAIR & MAINT.-VEHICLES		2020	1,020.00	-100.41
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Maintenance on trucks oil changes etc.	07/01/2020		1,020.00	
		1 Amount(s):		1,020.00	
<b>Account Number:</b>	001-298-00-5245-00-0465		2019	5,560.00	-5,484.84
<b>Name:</b>	REPAIR & MAINT.-EQUIP.		2020	4,750.00	-3,291.56
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Maintenance of all Boats	07/01/2020		2,750.00	
		1 Amount(s):		2,750.00	
<b>Account Number:</b>	001-298-00-5276-00-0465		2019	7,000.00	-2,433.53
<b>Name:</b>	DOCKAGE & STORAGE		2020	2,700.00	-66.18
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Fee for the boat kept at West Island Marina	07/01/2020		2,700.00	
		1 Amount(s):		2,700.00	
<b>Account Number:</b>	001-298-00-5303-00-0465		2020	195.00	-154.00
<b>Name:</b>	ADVERTISING				
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Ads	07/01/2020		195.00	
		1 Amount(s):		195.00	
<b>Account Number:</b>	001-298-00-5342-00-0465		2019	175.00	-566.67
<b>Name:</b>	POSTAGE		2020	175.00	-157.25
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Stamps. Adding \$400.00 for Waterway Bill Mailings adding \$110.00 for Mooring Bill Mailings	07/01/2020		685.00	
		1 Amount(s):		685.00	
<b>Account Number:</b>	001-298-00-5361-00-0465		2019	300.00	-90.00
<b>Name:</b>	TRAINING		2020	300.00	-100.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Keep certification up to date. Adding \$2500 for police academy training	07/01/2020		2,800.00	
		1 Amount(s):		2,800.00	
<b>Account Number:</b>	001-298-00-5390-00-0465		2019	15,200.00	-19,460.95
<b>Name:</b>	CONTRACTED SERVICES		2020	11,025.00	-80.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Mooring Info \$3475 Cad Cell Monitoring \$1480 Pump Out Station \$5000	07/01/2020		9,955.00	
		1 Amount(s):		9,955.00	
<b>Account Number:</b>	001-298-00-5410-00-0465		2019	3,375.00	-4,126.92
<b>Name:</b>	GASOLINE & DIESEL		2020	5,500.00	-1,690.91
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Two trucks to fuel	07/01/2020		4,000.00	
		1 Amount(s):		4,000.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 298 MARINE RESOURCES</b>					
<b>Account Number:</b>	001-298-00-5412-00-0465		2019	2,800.00	-1,955.36
<b>Name:</b>	BOAT GASOLINE		2020	3,500.00	-1,565.72
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Fuel Harbormaster Boat and Shellfish Boats	07/01/2020		3,500.00	
		1 Amount(s):		3,500.00	
<b>Account Number:</b>	001-298-00-5422-00-0465		2019	1,135.00	-1,064.00
<b>Name:</b>	PREPRINTED FORMS		2020	1,135.00	-185.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Envelopes Permit Forms Paper Etc	07/01/2020		1,135.00	
		1 Amount(s):		1,135.00	
<b>Account Number:</b>	001-298-00-5432-00-0465		2019	1,140.00	-1,459.42
<b>Name:</b>	SUPPLIES		2020	1,200.00	-1,239.52
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Hardware day to day.	07/01/2020		1,600.00	
		1 Amount(s):		1,600.00	
<b>Account Number:</b>	001-298-00-5534-00-0465		2019	150.00	0.00
<b>Name:</b>	SIGN MAKING MATERIALS		2020	150.00	0.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Signs for open / closing beds	07/01/2020		150.00	
		1 Amount(s):		150.00	
<b>Account Number:</b>	001-298-00-5536-00-0465		2019	1,900.00	-1,605.00
<b>Name:</b>	LICENSE HOLDERS		2020	1,900.00	0.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Shellfish Permit buttons	07/01/2020		1,400.00	
		1 Amount(s):		1,400.00	
<b>Account Number:</b>	001-298-00-5538-00-0465		2019	200.00	0.00
<b>Name:</b>	BUOYS		2020	200.00	0.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Maintain and change marker buoys	07/01/2020		200.00	
		1 Amount(s):		200.00	
<b>Account Number:</b>	001-298-00-5580-00-0465		2019	650.00	-948.28
<b>Name:</b>	SUPPLIES/EQUIPMENT		2020	2,000.00	-691.94
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Boat materials and supplies. \$250.00 increase from FY20 due to cost of materials going up.	07/01/2020		2,250.00	
		1 Amount(s):		2,250.00	
<b>Account Number:</b>	001-298-00-5582-00-0465		2019	750.00	-739.49
<b>Name:</b>	UNIFORMS		2020	750.00	-359.90
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Harbormaster uniforms. \$500.00 Police Academy uniforms	07/01/2020		1,250.00	
		1 Amount(s):		1,250.00	
<b>Account Number:</b>	001-298-00-5731-00-0465		2019	410.00	-130.00
<b>Name:</b>	DUES PROF.GATHERINGS		2020	350.00	0.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Belong to 3 associations. This pays for the meetings and seminars involved.	07/01/2020		350.00	
		1 Amount(s):		350.00	
<b>Account Number:</b>	001-298-00-5840-00-0465		2020	12,500.00	0.00
<b>Name:</b>	SITE IMPROVEMENT				
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Hoppys Parking Lot	07/01/2020		0.00	
		1 Amount(s):		0.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 298 MARINE RESOURCES</b>					
<b>Account Number:</b> 001-298-01-5201-00-1247			2019	25,247.22	-14,698.19
<b>Name:</b> PROPAGATION OF SHELLFISH			2020	28,516.02	-5,215.15
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
Town Meeting Article			07/01/2020	15,000.00	
1 Amount(s):				15,000.00	
<b>21 Account(s) for Department 298:</b>					
			2019	201,590.22	-170,715.81
			2020	237,310.02	-77,384.70
			Level 2	210,818.00	

Department Name:		Marine Resources														
Job Title	Date of Hire	Years of Service (2)	Union (3)	Grade	Step (4)	Hourly Wage (5)	Hrs./week	Annual Wages(6)	Annual Salary (7)	Date of Step (8)	Cost of Step Inc. (9)	Longevity(10)	Sick Leave Bonus (11)	Sick Leave Buy-Back (12)	Stipend/Other (18)	Total Compensation
Harbormaster	7/16/2007	12	NU	17	4			50	\$76,692	7/1/2020	\$1,920	\$650	\$400	\$2,259		\$80,001
Principal Office Assistant	5/17/2019	1	C	B	2	\$19.88	35.0	\$36,321		5/17/2020	\$146		\$400			\$36,866
Assistant HM/Deputies	Various															\$42,911
																\$0
								\$36,321	\$76,692		\$2,066	\$650	\$800	\$2,259	\$0	\$159,778



0585 WEIGHTS & MEASURES

001-244-00-5100-00-0585	PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-244-00-5111-00-0585	REGULAR PAY	7,000.00	7,140.00	3,570.00	7,140.00	7,140.00	#Error
	SALARY & WAGES	7,000.00	7,140.00	3,570.00	7,140.00	7,140.00	#Error
	TOTAL - SALARY & WAGES	7,000.00	7,140.00	3,570.00	7,140.00	7,140.00	#Error
001-244-00-5200-00-0585	PURCHASE OF SERVICE	0.00	0.00	0.00	0.00	0.00	#Error
001-244-00-5316-00-0585	TRAINING	0.00	127.00	0.00	127.00	127.00	#Error
	PURCHASE OF SERVICES	0.00	127.00	0.00	127.00	127.00	#Error
001-244-00-5400-00-0585	SUPPLIES	0.00	0.00	0.00	0.00	0.00	#Error
001-244-00-5420-00-0585	OFFICE SUPPLIES	0.00	575.00	0.00	575.00	575.00	#Error
	SUPPLIES	0.00	575.00	0.00	575.00	575.00	#Error
001-244-00-5700-00-0585	OTHER CHARGES & EXPENSES	0.00	0.00	0.00	0.00	0.00	#Error
001-244-00-5712-00-0585	MILEAGE & CAR ALLOWANCE	325.00	796.00	0.00	796.00	796.00	#Error
	OTHER CHARGES	325.00	796.00	0.00	796.00	796.00	#Error
	TOTAL - OPERATING EXPENSES	325.00	1,498.00	0.00	1,498.00	1,498.00	#Error
	WEIGHTS & MEASURES	7,325.00	8,638.00	3,570.00	8,638.00	8,638.00	#Error

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 244 WEIGHTS AND MEASURES</b>					
<b>Account Number: 001-244-00-5100-00-0585</b>					
<b>Name: PERSONAL SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-244-00-5111-00-0585</b>					
<b>Name: REGULAR PAY</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		7,000.00	-7,000.00
		2020		7,140.00	-3,570.00
	1 Amount(s):	07/01/2020		7,140.00	
<b>Account Number: 001-244-00-5200-00-0585</b>					
<b>Name: PURCHASE OF SERVICE</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-244-00-5316-00-0585</b>					
<b>Name: TRAINING</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		127.00	0.00
		2020		127.00	0.00
	1 Amount(s):	07/01/2020		127.00	
<b>Account Number: 001-244-00-5400-00-0585</b>					
<b>Name: SUPPLIES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-244-00-5420-00-0585</b>					
<b>Name: OFFICE SUPPLIES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		75.00	0.00
		2020		575.00	0.00
	1 Amount(s):	07/01/2020		575.00	
<b>Account Number: 001-244-00-5700-00-0585</b>					
<b>Name: OTHER CHARGES &amp; EXPENSES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-244-00-5712-00-0585</b>					
<b>Name: MILEAGE &amp; CAR ALLOWANCE</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		796.00	-325.00
		2020		796.00	0.00
	1 Amount(s):	07/01/2020		796.00	
<b>8 Account(s) for Department 244:</b>					
		2019		7,998.00	-7,325.00
		2020		8,638.00	-3,570.00
		Level 2		8,638.00	

Department Name:	Weights and Measures														Total Compensation	
Job Title	Date of Hire	Years of Service(2)	Union (3)	Grade (4)	Step (4)	Hourly Wage (5)	Hrs./week	Annual Wages(6)	Annual Salary (7)	Date of Step (8)	Cost of Step Inc. (9)	Longevity(10)	Sick Leave Bonus (11)	Sick Leave Buy-Back (12)	Stipend/Other (18)	Total Compensation
Sealer of Weights and Measures			NU						\$7,140							\$7,140
Totals									\$7,140						\$0	\$7,140
Comments:																

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
0498	STREET LIGHTS						
001-424-00-5200-00-0498	PURCHASE OF SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
	PURCHASE OF SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-424-00-5212-00-0498	ELECTRICITY	54,531.14	51,000.00	30,236.84	40,000.00	40,000.00	#Error
	UTILITIES	54,531.14	51,000.00	30,236.84	40,000.00	40,000.00	#Error
	TOTAL - OPERATING EXPENSES	54,531.14	51,000.00	30,236.84	40,000.00	40,000.00	#Error
	STREET LIGHTS	54,531.14	51,000.00	30,236.84	40,000.00	40,000.00	#Error

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department:</b>		424	STREET LIGHTS		
<hr/>					
<b>Account Number:</b> 001-424-00-5200-00-0498					
<b>Name:</b> PURCHASE OF SERVICES					
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	0.00	<hr/>
		1 Amount(s):		0.00	
<hr/>					
<b>Account Number:</b>		001-424-00-5212-00-0498	2019	51,000.00	-41,531.14
<b>Name:</b>		ELECTRICITY	2020	51,000.00	-30,236.84
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
Payment for street lights in the town of fairhaven-several locations			07/01/2020	40,000.00	<hr/>
		1 Amount(s):		40,000.00	
<hr/>					
<b>2 Account(s) for Department 424:</b>			2019	51,000.00	-41,531.14
			2020	51,000.00	-30,236.84
			Level 2	40,000.00	<hr/>



**FY21 Preliminary Draft Budget**

**Recommendation from District Administration  
to the Fairhaven School Committee**

## Theory of Action for Budget Development

**If the Fairhaven Public School District strategically allocates its human and financial resources to support high level learning for all, creating safe and supportive learning environments, and provides a professional community centered around a common mission, then our students will graduate from high school ready for college or career opportunities.**

## Plan for District Improvement

A core value within the mission of the Fairhaven Public Schools is to ensure high level learning for all children. The essential components necessary for the achievement of high level learning for all children is a highly effective teacher that delivers instruction within an optimal class size setting. Our educational program is our formal process to ensure high-levels of learning for all children. The school department budget is a policy statement that drives the educational program. It is the tool that provides the support and resources to our mission.

Our budget is developed with the educational programs of the district as a top priority. Our administrative team conducts a full-scale analysis of data and utilizes that information to develop our Goals for District Improvement. This process causes the prioritization of our educational program to take place in all areas for all students. It allows us to take a critical look at all available resources and sets a clear path for what we must do, and more importantly what we will not do. Programs that fall into alignment with the educational objectives of the district may be expanded, and enhanced and programs that do not may be eliminated. Our budget process, in alignment with our District Improvement process, serves as a blueprint with a clear direction for action.

## Vision of the Graduate

The Fairhaven Public School District in partnership with our school community provides opportunities for all of our students to become independent, productive, and successful contributors to a global society.

## Core Values

The dogged implementation of our district's vision for all of our graduates states our shared beliefs regarding the purpose of our schools, the role of our adults, and the fundamental principles and practices around teaching and learning.

1. We strive to provide a **safe and supportive learning environment** and the **climate, conditions, and culture** so that all students have the opportunity to achieve the stated vision of our graduates.
2. We strive to promote the proper **mindsets** to our students so that they may excel in life. The cornerstones of which are **ambition, perseverance, and integrity**.
3. We strive to provide an **educational program** delivered by a consistent **system of teaching and learning** supported by a **continuum of student services** so that all students are ready for the next grade, school, college, career, and life.
4. We strive to place the people, structures, and systems in position to provide the **resources and to support** the vision of our graduates.
5. We strive to **forge strategic partnerships** that promote collaborative planning to identify and advance opportunities for cooperation between town departments, neighboring municipalities, and community organizations, to examine possible areas of collaboration and partnership so as to improve efficiency and effectiveness of the services that we provide.



## Safe and Supportive Environment

- A physically safe environment for learners and adults
- Policies and processes that ensure the safety of learners and adults
- A safe, positive, respectful, and inclusive culture that ensures equity and honors diversity in identity and thought.
- Policies and protocols that define and support respectful treatment of all members of the school community.

## Climate Conditions, and Culture

- Decisions that are made in the best interest of students.
- Decisions that are based upon the integrity of the institution and not on the special interest of the individual.
- Our educators are our greatest assets.
- Our educators are highly effective with a mindset for growth.
- Our educators are responsible for all learners and all learning.
- Our educators possess a spirit of continuous improvement.
- Our educators constructively utilize the time and structures provided for ongoing formal and informal collaboration.
- Our district supports our educators in maintaining expertise in their content area and in content-specific instructional practices.
- Our district values our educators as collaborative problem solvers, curriculum creators, and co-learners
- Our district promotes intellectual risk taking and personal and professional growth.

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## BUDGET BY STATE CODES

The school department budget is presented in compliance with the state classification system. This classification system enables the Commissioner to determine each school district's actual net school spending in the prior year and the estimated net school spending in the current year from information contained in the End-of-Year Pupil and Financial Report. Each school district shall report the following expenditures in the annual Department of Education End-of-Year Pupil and Financial Report in accordance with G.L. c. 72, s.3.

The following State Codes are utilized in the FY21 Budget Proposal:

**1000 ADMINISTRATION:** Activities which have as their purpose the general direction, execution, and control of the affairs of the school district that are system wide and not confined to one school, subject, or narrow phase of school activity.

**2000 INSTRUCTIONAL SERVICES:** Instructional activities involving the teaching of students, supervising of staff, and developing and utilizing curriculum materials and related services.

**3000 OTHER SCHOOL SERVICES:** Services other than instructional provided for students.

**4000 OPERATION and MAINTENANCE OF PLANT:** Housekeeping activities relating to the physical plant and maintenance activities for grounds, buildings, and equipment.

**5000 FIXED CHARGES:** Retirement and insurance programs, rental of land and buildings, debt service for current loans, and other recurring items, which are not generally provided for under another function.

**9000 PROGRAMS WITH OTHER SCHOOL DISTRICTS:** Transfers of payments to other school districts or to non-public schools for services provided to students residing in the sending city or town.

The state code classification system specifies the criteria for reporting functional categories of expenditures and gives the specific items, which should be reported under these categories. Thus, the following presentation of our FY21 Fairhaven Public School District Budget is presented in compliance with the state classification system. We present our budget that is in alignment with the annual Department of Education End-of-Year Pupil and Financial Report in accordance with G.L. c. 72, s.3.

## BUDGET DEVELOPMENT PROCESS

The FY21 budget is presented utilizing the cost centers of District Leadership and Operations, Teaching and Learning (the Elementary Educational Program, the Secondary Educational Program), and Student Services. Each cost center is presented by utilizing the previously described state code system and its corresponding definition provided by the Department of Education.

The services needed to deliver the educational program to our students are presented in the salary portion of each cost center. The operational portion of the each cost center shows the actual expenditures of the previous three years, the budgeted figure for the current year, and the requested figure for FY21.

The figures presented in the salary portion are presented based upon the educational program. Each component of the educational program is broken down by school, department/area, the number of personnel in each area, and the total amount of the expenditure to deliver that specific component of the salary budget. The level service projections of contractual obligations for all collective bargaining units for each current employee determines the increase to the FY21 budget figure. We itemize the base salary of each and every employee taking into consideration any step increases, lane changes, stipends, known retirements, early retirement incentives and longevity, and any other contractual obligations.

To develop the operational portion of the budget, we continue to use a zero-based philosophy - not a percentage-based increase. This process begins at zero. In November, we meet with the building principals and present them with blank templates regarding dues and fees, supplies and materials, new equipment, replacement of equipment, teaching and instructional materials, textbooks and workbooks, and staffing requests. The operational budget development causes building principals to inventory existing items and provision for needed resources for our teachers and students.

This FY21 preliminary budget recommendation from the administration to the school committee begins with the overall salary budget summary and the overall operational budget summary. The details of each cost center and educational program that comprise these summary documents are presented throughout the remainder of the document.

## SALARY SUMMARY

STATE CODE		FY 2021 REQUESTED	
<b>DISTRICT LEADERSHIP AND OPERATIONS</b>			
1000	DISTRICT LEADERSHIP AND ADMINISTRATION	608,460	
	<b>1000 Totals</b>		
4110	CUSTODIAL SERVICES	608,200	
4210	FIELD MAINTENANCE	10,000	
4220	MAINTENANCE OF BUILDINGS	181,353	
4400	TECHNOLOGY	28,000	
	<b>4000 Totals</b>	827,561	
<b>TOTAL</b>	<b>DISTRICT LEADERSHIP AND OPERATIONS</b>	<b>1,436,021</b>	<b>1,436,021</b>
<b>TEACHING AND LEARNING</b>			
2210	Building Leadership/Secretarial	1,279,477	
2305	TEACHERS CLASSROOM		
<b>ELEMENTARY PROGRAM</b>			
	Kindergarten	540,119	
	Primary Grades 1-2	1,094,654	
	Intermediate Grades 3-5	1,400,213	
	Specialists (Art, Music, Phys Ed, Inst. Tech)	513,196	
2330	K-2 Literacy Paraprofessionals	79,164	
<b>SECONDARY PROGRAM</b>			
	English 6 - 12	938,780	
	Social Studies/History 6 - 12	940,951	
	World Language 6 - 12	369,522	
	Mathematics 6 - 12	1,001,440	
	Science and Technology 6 - 12	1,145,142	
	Art	379,232	
	Music	305,461	
	Health and Physical Education	486,006	
	Media/Instructional Technology/Library	83,693	
	English Language Learner	227,796	
	Sick Leave	47,100	
	<b>2305 Totals</b>	9,640,469	
<b>TOTAL</b>	<b>TEACHING AND LEARNING</b>	<b>10,919,946</b>	<b>10,919,946</b>
<b>STUDENT SERVICES</b>			
2120	Curriculum Directors/Supervisory	254,868	
2305	TEACHER SPECIALISTS/PARAPROFESSIONALS		
	Pre-School Program	265,323	
	Inclusion/Reading	1,157,094	
	Child Specific Support	156,288	
	Sub Separate Classrooms	564,724	
	Speech and Occupational Therapists	286,300	
2330	STEP PARAPROFESSIONALS	39,634	
	<b>2305/2330 Totals</b>	2,469,363	
2440	TUTORIAL/INSTRUCTIONAL SERVICES	57,000	
2710	GUIDANCE COUNSELORS	478,571	
2800	PSYCHOLOGICAL SERVICES/SOCIAL WORKERS	493,088	
	<b>Totals</b>	971,659	
<b>TOTAL</b>	<b>STUDENT SERVICES</b>		<b>3,752,890</b>
2325	SUBSTITUTE TEACHERS	272,307	272,307
3200	MEDICAL HEALTH SERVICES	246,041	246,041
<b>2000 INSTRUCTIONAL LEADERSHIP</b>			
2110	Curriculum Directors/Supervisory	52,199	
3510	ATHLETICS	188,663	
3520	STUDENT ACTIVITIES	61,305	
			<b>302,167</b>
3400	CAFETERIA MONITOR	30,705	
3600	SCHOOL SECURITY	28,134	
5550	CROSSING GUARDS	19,252	
			<b>78,091</b>

	FY 2021 REQUESTED	FY 2020 APPROPRIATED	+/-	%
FY 2020 Salary Budget Summary	17,007,463	16,487,662	519,801	3.15%

## OPERATIONAL SUMMARY

State Code		FY17 Actual	FY18 Actual	FY19 Actual	FY20 Budgeted	FY21 Budgeted
1000	District Leadership & Administration	107,093	132,984	178,572	141,110	158,800
2210	School Leadership	33,950	35,304	22,692	40,500	45,525
2250	Tech/Maintenance Agreements	47,425	50,637	54,155	51,630	51,870
2357	Professional Development	78,670	64,161	82,138	66,000	83,650
2410	Textbooks	26,713	84,753	40,165	59,750	61,350
2430	Instructional Equip./General Supplies	170,723	182,504	172,136	136,200	137,000
2440	Other Instructional Services (Tutoring)	140,862	131,726	105,189	128,055	143,180
2450	Instructional Technology	406,482	311,229	276,378	241,746	224,875
2710	Guidance and Adjustment	6,934	1,214	2,254	10,090	10,370
2800	Psychological Services	6,063	1,292	15,726	9,000	9,000
	<b>TOTAL INSTRUCTION</b>	<b>917,822</b>	<b>862,820</b>	<b>770,834</b>	<b>742,971</b>	<b>766,820</b>
3200	Medical Health Services	8,058	4,068	7,620	5,500	6,650
3300	Transportation Services	1,209,973	1,240,890	1,347,543	1,449,253	1,495,400
3500	Athletics/Student Activities	243,002	237,123	221,980	234,065	259,500
3400	Food Service	1,255	857	0	1,200	1,200
4225	Building Security Equipment	10,107	41,779	12,619	10,000	13,392
	<b>TOTAL STUDENT SERVICES</b>	<b>1,472,395</b>	<b>1,524,717</b>	<b>1,589,762</b>	<b>1,700,018</b>	<b>1,776,142</b>
4110	Custodial Services	2,890	2,242	1,394	1,500	1,500
4120	Heating of Buildings	220,436	162,135	175,397	219,500	213,000
4130	Utility Services	351,393	323,902	362,850	405,000	405,000
4200	Maintenance	594,014	365,453	327,403	248,308	327,250
4400	Networking and Telecommunications	7,719	9,706	18,345	0	0
	<b>TOTAL MAINTENANCE</b>	<b>1,176,452</b>	<b>863,438</b>	<b>885,389</b>	<b>874,308</b>	<b>946,750</b>
5250	Non-Employee Insurance	3,390	3,390	3,390	3,390	3,390
9000	Out of District Tuitions	977,312	1,270,656	1,372,944	1,353,057	1,287,261
	<b>OPERATIONAL EXPENDITURES</b>	<b>4,654,464</b>	<b>4,658,005</b>	<b>4,800,891</b>	<b>4,814,854</b>	<b>4,938,963</b>
	<b>SALARY</b>				<b>16,487,662</b>	<b>17,007,463</b>
	<b>TOTAL REQUEST</b>				<b>21,302,516</b>	<b>21,946,426</b>
	<b>INCREASE</b>				<b>643,910</b>	
	<b>PERCENTAGE INCREASE</b>				<b>3.02%</b>	

## DISTRICT LEADERSHIP AND OPERATIONS

District and school leadership includes the School Committee, Office of the Superintendent of Schools, the Director of Student Services, and the Building Principals. District and School Leadership demonstrate effectiveness by having an established and effective team with the same set of expectations for all principals and;

- Designating administrators and/or staff with primary responsibility for conducting a continuous improvement planning cycle in the district, including monitoring progress with implementation and tracking effectiveness of planned activities
- District and School Leadership demonstrate effectiveness by exercising educational and operational leadership among administrators and program directors and;
- Facilitating teacher leadership, collaboration, supervision as well as an evaluation of school practices

Operational systems enhance practices and procedures for the effective supervision and support of custodial, clerical, and other staff effectively so that the buildings are clean, attractive, welcoming, and safe. Our system of Facilities and Maintenance ensures that facilities are clean, safe, well-lit, well-maintained, and conducive to promoting student learning and achievement. Our Fiscal system strives to sustain community support and resources that are needed to implement the educational program and maintain class size goals to obtain an optimum learning environment.

**1000 - DISTRICT LEADERSHIP AND ADMINISTRATION - SALARY**

- *Salaries for School Committee Stipends*
- *Salaries of Superintendent/Assistant Superintendent and office personnel*
- *Salaries for Business and Finance and other District-Wide Administration, and office personnel*

AREA	STAFF CATEGORY	FTE	SALARY
ADMIN	SCHOOL COMMITTEE	STIPEND	
ADMIN	OFFICE OF THE SUPERINTENDENT	4	
ADMIN	DISTRICT OPERATIONS	3	
	TOTAL LEADERSHIP & ADMINISTRATION	7	

**4110 - CUSTODIAL SERVICES - SALARY**

- *Salaries for custodial staff*

AREA	STAFF CATEGORY	FTE	SALARY
DISTRICT	CUSTODIAL STAFF	2	
FHS	CUSTODIAL STAFF	3	
EHMS	CUSTODIAL STAFF	2	
EAST	CUSTODIAL STAFF	3	
WOOD	CUSTODIAL STAFF	3	
	TOTAL	13	

**4220 - MAINTENANCE OF BUILDINGS - SALARY**

- *Salaries for maintenance staff*

AREA	STAFF CATEGORY	FTE	SALARY
DISTRICT	MAINTENANCE STAFF	3	
	TOTAL	3	

**4400 - TECHNOLOGY - SALARY**

- *Salaries for technology staff*

AREA	STAFF CATEGORY	FTE	SALARY
DISTRICT	TECHNOLOGY STAFF	1	
	TOTAL	1	



**1000 - DISTRICT LEADERSHIP AND ADMINISTRATION - OPERATIONAL**

State Code	Line	Description
1110	SCHOOL COMMITTEE	Meeting costs; equipment; travel
1210	SUPERINTENDENT	Expenses of Superintendent and office
1220	ASSISTANT SUPERINTENDENT	Expenses of the Assistant Superintendent and office
1410	BUSINESS AND FINANCE	Expenses for Business and Finance office
1430	LEGAL FEES	School Committee representation for collective bargaining and other litigation
1450	INFORMATION MANAGEMENT/TECH	Expenses for Business and Finance office

STATE CODE	DISTRICT LEADERSHIP & ADMINISTRATION	FY17	FY18	FY19	FY20	FY21
		ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
1110	SCHOOL COMMITTEE	6,227	5,226	5,879	6,000	6,000
1210	SUPERINTENDENT	34,222	18,764	25,161	17,100	17,500
1220	ASSISTANT SUPERINTENDENT	0	5,403	5,556	5,200	5,500
1410	BUSINESS AND FINANCE	40,444	40,427	74,769	42,360	13,100
1430	LEGAL FEES	25,643	61,534	67,207	65,000	65,000
1450	INFORMATION MANAGEMENT/TECH	557	1,603	0	5,450	51,500
	<b>TOTAL LEADERSHIP &amp; ADMINISTRATION</b>	<b>107,093</b>	<b>132,984</b>	<b>178,572</b>	<b>141,110</b>	<b>158,600</b>

**4000 - CUSTODIAL SERVICES - OPERATIONAL**

State Code	Line	Description
4110	CUSTODIAL SERVICES	Expenditures for custodial services including supplies and materials and travel
4210	HEATING OF BUILDINGS	Cost of fuel oil and gas
4130	UTILITY SERVICES	Cost of electricity services, telephone services and non-heating fuels
4210	MAINTENANCE OF GROUNDS	Expenditures for maintenance of grounds including the cost Contracted services, supplies and materials, travel expenses and dues and subscriptions for staff
4220	MAINTENANCE OF BUILDINGS	Expenditures for Maintenance of Buildings including expenses of maintenance personnel, engineers, licensed tradespeople, painters, etc
4230	MAINTENANCE OF EQUIPMENT	Expenditures for Maintenance of Equipment including repair, supplies, materials and tools, equipment parts and replacement of equipment and furnishings.
4400	NETWORKING AND TELECOMMUNICATIONS	Expenditures for Networking and Telecommunication to support the school district's infrastructure.

STATE CODE	MAINTENANCE	FY17 ACTUAL	FY18 ACTUAL	FY19 ACTUAL	FY20 BUDGET	FY21 BUDGET
4110	CUSTODIAL SERVICES	2,890	2,242	1,394	1,500	1,500
4120	HEATING OF BUILDINGS	220,436	162,135	175,397	219,500	213,000
4130	UTILITY SERVICES	351,393	323,902	362,850	405,000	405,000
		<b>571,829</b>	<b>486,037</b>	<b>538,247</b>	<b>624,500</b>	<b>618,000</b>
4210	MAINTENANCE OF GROUNDS	99,843	47,760	30,240	35,000	35,000
4220	MAINTENANCE OF BUILDINGS	483,480	304,966	287,500	200,608	279,550
4230	MAINTENANCE OF EQUIPMENT	10,691	12,727	9,663	12,700	12,700
		<b>594,014</b>	<b>365,453</b>	<b>327,403</b>	<b>248,308</b>	<b>327,250</b>
4440	NETWORKING & TELECOMMUNICATIONS	7,719	9,706	18,345	0	0
	<b>TOTAL MAINTENANCE</b>	<b>1,176,452</b>	<b>863,438</b>	<b>885,389</b>	<b>874,308</b>	<b>946,750</b>

## Educational Program

The Fairhaven Public School Educational Program ensures equity and access to a full range of educational programs and services for all learners.

The Fairhaven Public School Educational Program provides **knowledge, skills, and understandings** in core academic areas of student learning to all of our students.

## Knowledge, skills, and understandings

- Communicate literal, interpretive, and critical understandings in clear expository, narrative, and descriptive writing.
- Write effective persuasive essays by taking a clear position, supporting that position with accurate and relevant information, organizing ideas logically and effectively, and expressing ideas with clarity and fluency.
- Speak clearly and concisely, communicating effectively and accurately in meaningful conversation, so as to defend a position and exchange information.
- Add, subtract, multiply, divide and use numbers in calculation, or educational exercises.
- Understand important mathematical concepts and procedures, and engage in complex mathematical tasks and methods to solve problems.
- Have a knowledge base in the biological, earth, and physical sciences, understanding unifying themes in the science, and applying the scientific principles and methods through research, investigations, and inquiry-based activities.
- Have a fundamental knowledge of a language other than English and understand and respect the diversity of languages and cultures.
- The Fairhaven Public School Educational Program values increasing student membership in co-curricular opportunities to create a sense of belonging in all students.

## System of Teaching and Learning

- The Fairhaven Public School System of Teaching and Learning maximizes the allocation of structured learning time for students with highly effective educators.
- The Fairhaven Public School System of Teaching and Learning provides a vertically articulated curriculum and a corresponding cycle for review and renewal that are aligned with the state standards.
- The Fairhaven Public School System of Teaching and Learning delivers instructional practices that are designed to meet the learning needs of each student.
- The Fairhaven Public School System of Teaching and Learning implements quality assessments and a focused assessment protocol that informs classroom instruction and curriculum renewal, and are able to predict outcomes for statewide criterion referenced indicators.
- The Fairhaven Public School System of Teaching and Learning examines evidence of student learning and well-being to improve the cycle of curriculum, instruction, assessment practices and programs and services.

The essential conditions necessary for the achievement of high level learning for all children is a highly effective teacher that delivers instruction within an optimal class size setting.

Eighteen (18) to twenty (20) for **grades one and two**; and  
 Twenty (20) to twenty-eight (28) for **grades three through twelve**.

### Projected Class Size Goals for the Elementary Program (Grades 1 – 5) for the 2020 - 2021 School-Year

<u>School</u>	<u>Goal</u>	<u>Grade K</u>	<u>Grade 1</u>	<u>Grade 2</u>
East Fairhaven Elementary School	20/23	TBD	12,13,13	17,18,18
LeRoy L. Wood Elementary School	20/23	TBD	19,19,19,18	18,19,19,19

<u>School</u>	<u>Goal</u>	<u>Grade 3</u>	<u>Grade 4</u>	<u>Grade 5</u>
East Fairhaven Elementary School	23/28	19,19,19	24,25,25	24,25,25
LeRoy L. Wood Elementary School	23/28	19,19,19,19	24,24,24	20,20,20,20

### Projected Class Size Goals for the Secondary Program (Grades 6 – 12)

The projected analysis for grades 6 – 12 are all within the class size goals range voted unanimously by the Fairhaven School Committee on September 22, 2006 of twenty (20) to twenty-eight (28) students for grades six through twelve.

**2210 - INSTRUCTIONAL LEADERSHIP - SALARY**

- *Salaries for principal(s) and school office staff.*

SCHOOL	STAFF CATEGORY	FTE	SALARY
FHS	PRINCIPAL	1	
FHS	PRINCIPAL - VICE	2	
FHS	SECRETARY	4	
	<i>TOTAL FHS LEADERSHIP</i>	7	459,305
EHMS	PRINCIPAL	1	
EHMS	PRINCIPAL - VICE	1	
EHMS	SECRETARY	2	
	<i>TOTAL EHMS LEADERSHIP</i>	4	270,184
EAST	PRINCIPAL	1	
EAST	PRINCIPAL - VICE	1	
EAST	SECRETARY	2	
	<i>TOTAL EAST LEADERSHIP</i>	4	275,687
WOOD	PRINCIPAL	1	
WOOD	PRINCIPAL - VICE	1	
WOOD	SECRETARY	2	
WOOD	<i>TOTAL WOOD LEADERSHIP</i>	4	274,301
	<i>TOTAL - SCHOOL LEADERSHIP BUILDING</i>	19	1,279,477

**2200 - INSTRUCTIONAL LEADERSHIP - OPERATIONAL**

State Code	Line	Description
2110	CURRICULUM DIRECTORS SUPERVISORY	Expenditures for Curriculum Directors and Department Heads by program including Director of Student Services.
2210	SCHOOL LEADERSHIP	Expenditures, salaries, and expenses for School Leadership personnel including principal and school office staff.
2250	ADMIN. TECHNOLOGY	Expenditures for non-instructional building technology including hardware and software.

STATE CODE	INSTRUCTION	FY17 ACTUAL	FY18 ACTUAL	FY19 ACTUAL	FY20 BUDGET	FY21 BUDGET
2110	DIRECTOR/SUPERVISORY	6,005	3,646	4,788	7,000	7,000
2210	SCHOOL LEADERSHIP	27,945	31,658	17,904	33,500	38,525
		<b>33,950</b>	<b>35,304</b>	<b>22,692</b>	<b>40,500</b>	<b>45,525</b>
2250	TECH MAINT AGREEMENT	47,425	50,637	54,155	51,630	51,870

## ELEMENTARY EDUCATIONAL PROGRAM (K-5)

All elementary school students are provided the following essential components that comprise the educational program:

- Provide sufficient instructional time for all students in the Core Academic Areas for Student Learning (English Language Arts, Mathematics, Science and Social Studies).
- A highly effective teacher that delivers instruction within an optimal class size setting.
- Each grade level is positioned back door to back door by family (grade level). This allows for team teaching, differentiating instruction, and intervention blocks of time based upon analysis of student data.
- All Primary Grade Level Classrooms (PreK-2) are located within the same neighborhood (floor or level). All Intermediate Grade Level Classrooms (3 – 5) are located within the same neighborhood (floor or level). This structure allows for an efficiency of effort in order to provide services to all children.
- The ability to collaborate and have collegial discourse is provided via a common planning room located within the center of the neighborhood. Each year's learning targets are linked to the previous and following year's targets, providing continuity among grade levels. Teachers are located in the same neighborhood in order to assure effective curricular coordination between and among all grade level teachers within the school.
- All teachers in grades K-5 have scheduled planning periods per day. The advantages of this common time allows teachers to share their best practices; examine benchmarks students are required to master; collaborate to provide students with accurate, timely, and specific feedback; plan effective units and lessons; examine student work; solve common problems of teaching; and consult with special education staff regarding the delivery of inclusion services and regarding I.E.P.s. Planning periods are provided to classroom teachers when their students participate in the Specialty areas of Art, Music, Physical Education and Instructional Technology classes.

# East Fairhaven Elementary School

BY THE NUMBERS

# 392

## ENROLLMENT

HEALTH VISITORS/DAY

# 40

STUDENTS RECEIVING SERVICES

# 17.8%

CLUBS/ACTIVITIES

# 5

FAMILY EVENTS

# 16

CONCERTS

# 2

# 20%

OF STUDENTS PARTICIPATE IN BAND OR CHORUS  
IN ADDITION TO GENERAL MUSIC.

**EAST FAIRHAVEN UPGRADED ITS SECURITY DOOR SYSTEM  
AND BLUETOOTH SPEAKER SYSTEM IN THE GYM FOR 2019-20**



# LEROY L. WOOD ELEMENTARY SCHOOL

BY THE NUMBERS



HEALTH VISITORS/DAY

47

STUDENTS RECEIVING SERVICES

12.5%

CLUBS/ACTIVITIES

9

FAMILY EVENTS

6

CONCERTS

2

18%

OF STUDENTS PARTICIPATE IN MUSIC -  
PLAYING AN INSTRUMENT OR IN CHORUS

70

STUDENTS PARTICIPATE IN DRAMA CLUB



**2305 - CLASSROOM TEACHERS - SALARY**

- Expenditures for salaries of certified teachers.

**KINDERGARTEN**

SCHOOL	STAFF CATEGORY	FTE	SALARY
EAST	KINDERGARTEN TEACHERS	3	
WOOD	KINDERGARTEN TEACHERS	4	
	<i>TOTAL KINDERGARTEN TEACHERS</i>	7	548,119

**PRIMARY GRADES 1-2**

SCHOOL	STAFF CATEGORY	FTE	SALARY
EAST	FIRST GRADE TEACHERS	3	
EAST	SECOND GRADE TEACHERS	3	
	<i>TOTAL EAST PRIMARY TEACHERS</i>	6	
WOOD	FIRST GRADE TEACHERS	4	
WOOD	SECOND GRADE TEACHERS	4	
	<i>TOTAL WOOD PRIMARY TEACHERS</i>	8	
	<i>TOTAL PRIMARY TEACHERS</i>	14	1,094,654

**INTERMEDIATE GRADES 3-5**

SCHOOL	STAFF CATEGORY	FTE	SALARY
EAST	THIRD GRADE TEACHERS	3	
EAST	FOURTH GRADE TEACHERS	3	
EAST	FIFTH GRADE TEACHERS	3	
	<i>TOTAL EAST INTERMEDIATE TEACHERS</i>	9	654,715
WOOD	THIRD GRADE TEACHERS	3	
WOOD	FOURTH GRADE TEACHERS	4	
WOOD	FIFTH GRADE TEACHERS	4	
	<i>TOTAL WOOD INTERMEDIATE TEACHERS</i>	11	825,498
	<i>TOTAL INTERMEDIATE TEACHERS</i>	20	1,480,213

## ELEMENTARY SPECIALTY AREA TEACHERS

SCHOOL	STAFF CATEGORY	FTE	SALARY
EAST	ART TEACHER	1	
WOOD	ART TEACHER	1	
	<i>TOTAL ART TEACHERS</i>	2	141,454
EAST	MUSIC TEACHER	1	
WOOD	MUSIC TEACHER	1	
	<i>TOTAL MUSIC TEACHERS</i>	2	119,523
EAST	PHYSICAL EDUCATION TEACHER	1	
WOOD	PHYSICAL EDUCATION TEACHER	1	
	<i>TOTAL PHYSICAL EDUCATION TEACHERS</i>	2	168,176
ELEM	INNOVATION SPECIALIST	1	84,043
	<i>TOTAL SPECIALTY AREA</i>	7	513,196

## K-2 LITERACY PARAPROFESSIONALS

- *Salaries for Paraprofessionals supporting K-2 Literacy.*

SCHOOL	STAFF CATEGORY	FTE	TOTAL COST
DISTRICT	K-2 PARAPROFESSIONALS	4	
DISTRICT	INTERVENTIONIST	1	
DISTRICT	ASST PRINCIPAL FOR TEACHING & LEARNING	1	
	TOTAL	6	204,374
	GRANT OFFSET	TITLE I	(125,210)
	TOWN BUDGET AMOUNT		79,164

## SECONDARY EDUCATIONAL PROGRAM (6 – 12)

The recommended program of study that Massachusetts high school students need in order to be prepared for college and a career consists of units. A unit represents a full academic year of study or its equivalent in a core academic area.

The Educational Program at the Secondary Level (6 – 12) provides sufficient instructional time in the Core Academic Areas for Student Learning (English Language Arts, Mathematics, Science and Technology, History/Social Science, and World Language). A highly effective teacher delivers this subject matter within a class size that adheres to the district's class size goals. Exploratory/Elective programs are delivered in the areas of Art, Media Production, Library/Instructional Technology, Music, Health and Physical Education.

SUBJECT	UNITS	DESCRIPTION
ENGLISH LANGUAGE ARTS	4	English 9-12; may include AP in Junior and/or Senior year
MATHEMATICS	4	This Academic Pathway should conclude with the completion of Geometry through Algebra II
SCIENCE	3	The Board of Higher Education admissions standards require three (two lab-based) physical and natural science units.
HISTORY/SOCIAL STUDIES	3	The Academic Pathway should conclude with World History and US History I and II.
WORLD LANGUAGE	2	Two units of the same language.

### Academic Pathways (Grades 6 – 12)

The following is an example of the implementation of an Academic Pathway in the area of History/Social Science at the secondary level:

#### *What is the flow of coursework beginning with the end in mind based upon completion of the History/Social Science Program of Studies?*

- History/Social Science 3 Units
- The Academic Pathway should conclude with World History and US History I and II
- Each course will flow from the accomplishment of grade or course specific benchmarks within a content area backwards.

#### **When does the academic pathway begin?**

- Academic Pathways are organized into sequenced units of study that serve as the detailed road map ensuring that all students achieve the desired end.
- The Academic Pathway for History/Social Science shows the sequence of study for coursework in Grades 6 – 12:
  - Grade 6 Geography ½ year course
  - Grade 7 Ancient Civilizations
  - Grade 8 World History
  - Grade 9 World History
  - Grade 10 US History
  - Grade 11 US History

# ELIZABETH HASTINGS MIDDLE SCHOOL

BY THE NUMBERS

# 456

## ENROLLMENT

HEALTH VISITORS/DAY

# 29

STUDENTS RECEIVING SERVICES

# 13.2%

CLUBS/ACTIVITIES

# 12

EVENTS/CONCERTS

# 15

SPORTS OFFERED

# 2

# 61%

 STUDENTS PARTICIPATE IN EITHER  
BAND OR CHORUS

# FAIRHAVEN HIGH SCHOOL

BY THE NUMBERS

701  
ENROLLMENT

HEALTH VISITORS/DAY

80

STUDENTS RECEIVING SERVICES

12.9%

CLUBS/ACTIVITIES

26

AP COURSES OFFERED

12

VARSITY SPORTS

22

TECHNOLOGY:STUDENT RATIO 1:1

**\$2,488,674**

IN SCHOLARSHIPS AND GRANTS RECEIVED BY 70 DIFFERENT STUDENTS  
FROM THE COLLEGES THEY PLANNED TO ATTEND FROM 2018-19



**2305 - CLASSROOM TEACHERS - SALARY**

- Expenditures for salaries of certified teachers.

**ENGLISH LANGUAGE ARTS**

SCHOOL	STAFF CATEGORY	FTE	SALARY
FHS	ENGLISH TEACHERS	7	
EHMS	ENGLISH TEACHERS	6	
	<i>TOTAL ENGLISH TEACHERS</i>	13	938,780

**HISTORY/SOCIAL STUDIES**

SCHOOL	STAFF CATEGORY	FTE	SALARY
FHS	HISTORY TEACHERS	7	
EHMS	HISTORY TEACHERS	5	
	<i>TOTAL HISTORY/SOCIAL STUDIES TEACHERS</i>	12	940,951

**WORLD LANGUAGE**

SCHOOL	STAFF CATEGORY	FTE	SALARY
FHS	WORLD LANGUAGE TEACHERS	4	
EHMS	WORLD LANGUAGE TEACHER	1	
	<i>TOTAL WORLD LANGUAGE TEACHERS</i>	5	369,522

**MATHEMATICS**

SCHOOL	STAFF CATEGORY	FTE	SALARY
FHS	MATHEMATICS TEACHERS	8	
EHMS	MATHEMATICS TEACHERS	6	
	<i>TOTAL MATHEMATICS TEACHERS</i>	14	1,001,440

**SCIENCE/TECHNOLOGY**

SCHOOL	STAFF CATEGORY	FTE	SALARY
FHS	SCIENCE TEACHERS	10	
EHMS	SCIENCE/TECHNOLOGY TEACHERS	6	
	<i>TOTAL SCIENCE/TECH TEACHERS</i>	16	1,145,142

**VISUAL ARTS**

SCHOOL	STAFF CATEGORY	FTE	SALARY
FHS	ART TEACHERS	4	
EHMS	ART TEACHER	1	
	<i>TOTAL VISUAL ARTS</i>	5	379,232

**MUSIC**

SCHOOL	STAFF CATEGORY	FTE	SALARY
DISTRICT	MUSIC TEACHER	1	
FHS	MUSIC TEACHERS	2	
EHMS	MUSIC TEACHER	1	
	<i>TOTAL MUSIC TEACHERS</i>	4	305,461

**HEALTH/PHYSICAL EDUCATION**

SCHOOL	STAFF CATEGORY	FTE	SALARY
FHS	PHYSICAL EDUCATION/HEALTH TEACHERS	3	
EHMS	PHYSICAL EDUCATION/HEALTH TEACHERS	3	
	<i>TOTAL PE/HEALTH TEACHERS</i>	6	486,006

**LIBRARY/MEDIA**

SCHOOL	STAFF CATEGORY	FTE	TOWN BUDGET
FHS	MEDIA PRODUCTION	1	
FHS	LIBRARY/MEDIA CENTER	1	
EHMS	MEDIA PRODUCTION	1	
	<i>TOTAL LIBRARY/MEDIA TEACHER</i>	3	190,225
	<i>GRANT OFFSET</i>	COMCAST	(106,532)
	<i>TOWN BUDGET REQUEST</i>		83,693

**ENGLISH LANGUAGE LEARNER**

SCHOOL	STAFF CATEGORY	FTE	SALARY
DISTRICT	ENGLISH LANGUAGE LEARNER TEACHERS	3	227,796



**INSTRUCTION - OPERATIONAL**

State Code	Line	Description
2356	PROFESSIONAL DEVELOPMENT (INSTRUCTIONAL STAFF)	Expenditures for teachers and instructional support staff to participate in professional development, both inside and outside the district, including stipends, reimbursements to take courses, registration fees, and cost of publications.
2358	PROFESSIONAL DEVELOPMENT (OUTSIDE PROVIDERS)	Expenditures for vendors who provide professional development to instructional staff.
2410	ACADEMIC TEXTBOOKS	Expenditures for Textbooks and Related Software/Media/Materials including consumable workbooks, materials, and accessories, provided as an integrated package as well as printed manuals used to support direct instructional activities.
2415	OTHER INSTRUCTIONAL MATERIALS (LIBRARIES)	Expenditures of Other Instruction Materials including books and other materials excluding textbooks, for use in school libraries or classroom libraries.
2420	INSTRUCTIONAL EQUIPMENT	Expenditures for Instructional Equipment science lab equipment irrespective of unit cost. Also includes lease/purchase of equipment used to produce instructional material.
2430	GENERAL CLASSROOM SUPPLIES	Expenditures for paper, pens, pencils, crayons, chalk, paint, toner printer cartridges, calculators, etc.

STATE CODE	INSTRUCTION	FY17 ACTUAL	FY18 ACTUAL	FY19 ACTUAL	FY20 BUDGET	FY21 BUDGET
2351	PD LEADERSHIP	13,854	910	0	0	0
2356	PD INSTRUCTIONAL	0	0	69,061	60,000	65,500
2357	PD STIPENDS/EXPENSES	64,816	63,251	0	0	0
2358	PD PROVIDERS	0	0	13,077	6,000	18,150
		<b>78,670</b>	<b>64,161</b>	<b>82,138</b>	<b>66,000</b>	<b>83,650</b>
2410	ACADEMIC TEXTBOOKS	24,518	84,753	37,096	56,500	58,600
2415	OTHER INSTRUCT MATL.	2,195	2,377	3,069	3,250	2,750
		<b>26,713</b>	<b>87,130</b>	<b>40,165</b>	<b>59,750</b>	<b>61,350</b>
2420	INSTRUCTIONAL EQUIPMENT	9,030	15,882	14,198	11,500	9,100
2430	CLASSROOM SUPPLIES	161,693	131,726	157,938	124,700	127,900
		<b>170,723</b>	<b>147,608</b>	<b>172,136</b>	<b>136,200</b>	<b>137,000</b>

**2451 - INSTRUCTIONAL TECHNOLOGY - OPERATIONAL**

State Code	Line	Description
2451	CLASSROOM INSTRUCTIONAL TECHNOLOGY	Expenditures such as computers, servers, networks, scanners, digital cameras, etc. used in the classroom or computer laboratories.
2453	OTHER INSTRUCTIONAL HARDWARE	Expenditures for Other Instructional Hardware including computers, servers, networks, scanners, digital cameras, etc. used in school libraries and media centers.
2455	INSTRUCTIONAL SOFTWARE	Expenditures for Instructional Software including the cost of programs and licenses.

STATE CODE	INSTRUCTIONAL TECHNOLOGY	FY17 ACTUAL	FY18 ACTUAL	FY19 ACTUAL	FY20 BUDGET	FY21 BUDGET
2451	INSTRUCTIONAL HARDWARE	20,060	6,917	176,617	143,604	113,000
2453	INSTRUCTIONAL OTHER	295,745	242,639	12,255	0	800
2455	INSTRUCTIONAL SOFTWARE	90,677	61,673	87,506	98,142	111,075
		<b>406,482</b>	<b>311,229</b>	<b>276,378</b>	<b>241,746</b>	<b>224,875</b>

## STUDENT SERVICES

Fairhaven Public School students receive appropriate services to support their academic, social, and emotional success. Identified special education students receive direct services identified in a clearly defined continuum of student services delivered by special education teachers. Students receive services that meet their personal, social, emotional, academic, career, and college counseling needs from effective, certified/licensed professionals. Identified English Language Learners and students with 504 Accommodation Plans receive appropriate programs and services that support their learning from effective, certified/licensed personnel.

The Fairhaven Public Schools have worked extremely hard to ensure the Delivery of Services for Students with Disabilities is executed with fidelity so that highly effective/licensed special education teachers deliver direct services to identified special education students only in the clearly defined continuum of student services. We are proud of the continuum of student services that is clearly defined for our district

**2120 - CURRICULUM DIRECTORS SUPERVISORY - SALARY**

- Salaries for Department Heads at the district level
- Salaries for Director of Special Education and other managers responsible for delivery of student instruction programs at district level and office staff
- Expenditures for salaries of certified teachers.

SCHOOL	STAFF CATEGORY	FTE	TOWN BUDGET
SPED DISTRICT	DIRECTOR OF STUDENT SERVICES	1	
SPED DISTRICT	ASST. DIR. STUDENT SERVICES	1	
SPED DISTRICT	SECRETARY	1	
SPED DISTRICT	SECRETARY	1	
	<i>TOTAL</i>	4	288,309
	<i>TOTAL GRANT OFFSET</i>	SPED IDEA	(33,441)
	<i>TOWN BUDGET REQUEST</i>		254,868

**STUDENT SERVICES - OPERATIONAL**

State Code	Line	Description
2440	OTHER INSTRUCTIONAL SERVICES	Expenditures for Other Instructional Services including field trips and distance learning.
2710	GUIDANCE AND SCHOOL ADJUSTMENT COUNSELORS	Expenses related to Guidance Counselors and School Adjustment Counselors
2720	TESTING & ASSESSMENT	Expenses and materials used for testing and assessing students.
2800	PSYCHOLOGICAL SERVICES	Expenses for psychological evaluation, counseling, and other services provided by a licensed mental health professional (Psychologists, LICSWs)

STATE CODE	STUDENT SERVICES	FY17 ACTUAL	FY18 ACTUAL	FY19 ACTUAL	FY20 BUDGET	FY21 BUDGET
2440	OTHER INSTRUCTIONAL SERVICES	140,862	131,726	105,189	128,055	143,180
2710	GUIDANCE AND SACS	6,934	1,214	1,498	3,500	3,780
2720	TESTING AND ASSESSMENT	0	792	756	6,590	6,590
2800	PSYCHOLOGICAL SERVICES	6,063	1,292	15,726	9,000	9,000
		<b>153,859</b>	<b>135,024</b>	<b>123,169</b>	<b>147,145</b>	<b>162,550</b>

**EARLY CHILDHOOD/PRESCHOOL PROGRAM**

There are three (3) early childhood preschool special education classrooms servicing the district. There are two (2) inclusion preschool classrooms and one (1) substantially separate early childhood preschool classroom. Three certified preschool teachers and four paraprofessionals (one is ABA trained) are needed to service this program.

The capacity of each inclusion preschool is fifteen (15) students; seven (7) special education students and eight (8) peer partner students. The capacity of the substantially separate preschool classroom is nine (9) students.

**PRESCHOOL PROGRAM - SALARY**

- *Salaries for Teachers and Paraprofessionals working in the Early Childhood/Preschool Program.*

SCHOOL	STAFF CATEGORY	FTE	TOWN BUDGET
ELEMENTARY	PRESCHOOL TEACHERS	3	
ELEMENTARY	PARAPROFESSIONALS - PRESCHOOL	2	
ELEMENTARY	PARAPROFESSIONAL - PRESCHOOL	1	
ELEMENTARY	PARAPROFESSIONAL - PRESCHOOL	1	
	<i>TOTAL PRESCHOOL PROGRAM</i>	7	307,657
	<i>GRANT OFFSET</i>	EC/IDEA	(42,334)
	<i>TOWN BUDGET REQUEST</i>		265,323

## SPECIAL EDUCATION INCLUSION PROGRAM

For students whose IEP's prescribe services through an Inclusion model (Full or partial), special education services are delivered primarily by certified, licensed special education teachers. A collaborative, partnership between a certified special education teacher and a highly qualified special education paraprofessional provide consultative, collaborative, and co-teaching services to identified and assigned grade level students.

At the **elementary** level, five (5) certified, special education/phonetic based reading teachers and four (4) counterpart special education paraprofessionals serve the needs of all identified elementary students requiring inclusive services.

At the **secondary** level, seven (7) certified, special education/phonetic based reading teachers and three (9) counterpart special education paraprofessionals serve the needs of all identified middle school aged students requiring inclusive services.

Special education teachers identified for inclusion will be provided with a dedicated partner paraprofessional. This team of two will deliver all inclusion services to all identified students on an Individual Education Plan. All identified highly effective special education personnel must be utilized primarily to deliver direct services to identified special education students only. We will prioritize the scheduling of special education teachers and the identified special education paraprofessionals needed to deliver direct services to identified special education students only. The partner paraprofessional shall be utilized solely for the purpose of special education inclusion services. The special education inclusion teacher will develop a weekly service schedule in collaboration with their partner paraprofessional.

**Resource and Pull-Out Special Education Services:** In addition, for specific services addressed in a partial inclusive setting, Resource and pull-out special education services are also supported and delivered based on a student's identified need by assigned certified, special education personnel identified above. This service also supports students requiring a substantially separate ELA and substantially separate Math section. Groupings are non-categorical and based on the needs of each individual student.

**Specialized Instructional Support Class:** Additionally, At EHMS, as part of their daily schedule to support identified students, certified, Special Education teachers cover one grade level specific period identified as an **Instructional Support Class (ISC)** section in grades 6 - 8. Paraprofessional services support the small group, differentiated instruction as needed.

At FHS, as part of their daily schedule to support identified students, certified, Special Education teachers cover one grade level specific period identified as an **Instructional Support Class (ISC)** section in grades 9 - 12. Paraprofessional services support the small group, differentiated instruction as needed.

## PHONETIC BASED READING SERVICES

Currently **Phonetic Based Reading Services** are offered to identified students grades 3-8. As part of the district's powerful teaching and learning practices, Fairhaven Public Schools maintains a focus on Literacy grades K-2. By the end of grade 2 and beyond, students with an identified language based disability may require phonetic based reading services to support their focus on literacy, language, and reading skills across all content areas. Currently, Special education teachers at the elementary and middle school are certified and trained in phonetic based reading approaches. Program guidelines and requirements regarding service delivery include homogenous student groupings (by what level students are at); daily small group instruction (up to 6 students; 5 x 60 minutes/5 day cycle); or weekly individual instruction (3 x 60 minutes/5 day cycle). For maximum results and progress service delivery must be immediate and consistent upon identification of the student's need. Students receiving this remediation service should move through the specialized program within 3 years of starting the program. Phonetic Based Reading will be provided as prescribed to identified students at a minimum (5 x 45 minutes/5 day cycle).

**Ramp up to Literacy:** At the end of Grade 8 students are assessed on their I-Ready scores. The bottom stanine of students are identified and enrolled into a grade 9 **Ramp up to Literacy** section at FHS, taught by a certified ELA teacher and a certified Special Education Teacher. In Grade 10, the same roster of Grade 9 Ramp up to Literacy students stay together to receive their Grade 10 Bridge, Inclusion ELA class delivered by the same two teachers.

## INCLUSION AND PHONETIC BASED READING PROGRAM - SALARY

SCHOOL	STAFF CATEGORY	FTE	TOWN BUDGET	
EAST	INCLUSION TEACHERS	3		
EAST	PARAPROFESSIONALS	2		
WOOD	INCLUSION TEACHERS	2		
WOOD	PARAPROFESSIONALS	2		
EHMS	INCLUSION TEACHERS	3		
EHMS	INCLUSION TEACHER	1		
EHMS	PARAPROFESSIONALS	3		
FHS	INCLUSION TEACHERS	3		
FHS	PARAPROFESSIONALS	7		
	<i>TOTAL INCLUSION PROGRAM</i>	26		1,238,784
	<i>GRANT OFFSET</i>	IDEA		(81,690)
	<i>TOWN BUDGET REQUEST</i>			1,157,094

## SPECIAL EDUCATION CHILD SPECIFIC SUPPORT

Child specific Paraprofessionals provide student support services that are needed for specific students identified by their IEP as requiring intensive, on- going adult support throughout the day at all levels (PreK-12).

### CHILD SPECIFIC SUPPORT - SALARY

- *Salaries Paraprofessionals working as Child Specific supports.*

SCHOOL	STAFF CATEGORY	FTE	SALARY
EAST	PARAPROFESSIONALS	2	
WOOD	PARAPROFESSIONALS	3	
EHMS	PARAPROFESSIONALS	2	
FHS	PARAPROFESSIONALS	1	
	<i>TOTAL PARAPROFESSIONALS</i>	8	156,288



**SPECIAL EDUCATION SUBSTANTIALLY SEPARATE PROGRAMS**

**AUTISM AND COGNITIVE PROGRAM**

There are two (2) substantially separate ASD/Cognitive classrooms in the district. Two Special Education certified Teachers, holding an Autism Endorsement, service this substantially separate program. This program is currently located in two classrooms (K-2; 3-5) at the East Fairhaven School. There is one ABA Assistant, RBT certified, for the program, and two ABA trained paraprofessionals in each (4 total) room required to support the students in this program.

Related service staff including: BCBA, Speech Pathologist, Occupational Therapist/OTA, Physical Therapist/ PTA, Teacher of the Deaf, Teacher of the Visually Impaired, and School Adjustment Counselor (LICSW) support the students of this program and provide consultative services to the program staff. The projected number of students for capacity within this program is 12-14 students in each classroom.

**AUTISM AND COGNITIVE PROGRAM - SALARY**

- *Salaries Paraprofessionals working in the Autism/Cognitive Program .*

SCHOOL	STAFF CATEGORY	FTE	TOWN BUDGET
EAST	RESOURCE TEACHER	2	
ELEMENTARY	RESOURCE PARAPROFESSIONALS	5	
	TOTAL AUTISM PROGRAMS	7	264,989
	GRANT OFFSET	IDEA	(64,536)
	TOWN BUDGET REQUEST		200,453

**BEHAVIOR AND SOCIAL EMOTIONAL PROGRAM**

There are two (2) substantially separate behavioral based/social emotional classrooms in the district. Two Special Education certified Teachers service this substantially separate behavioral based/social emotional program. This program is currently located in two classrooms (K-2; 3-5) at the Leroy Wood School. There is one Behavioral Assistant, RBT certified, for the program, and two ABA trained paraprofessionals in each room (4 total) required to support the students in this program. One additional behavioral based paraprofessional is required to support the students in this program.

Related service staff including: BCBA, School Adjustment Counselor (LICSW, LMHC), Speech Pathologist, and Occupational Therapist / OTA, support the students of this program and provide consultative services to the program staff. The projected number of students for capacity within this program is 12-14 students.

**BEHAVIOR AND SOCIAL EMOTIONAL PROGRAM - SALARY**

- *Salaries Paraprofessionals working in the Behavior and Social Emotional Programs.*

SCHOOL	STAFF CATEGORY	FTE	TOWN BUDGET
WOOD	RESOURCE TEACHER	2	
ELEMENTARY	RESOURCE PARAPROFESSIONALS	6	
	<i>TOTAL BEHAVIOR PROGRAMS</i>	8	269,821
	<i>GRANT OFFSET</i>	IDEA	(81,683)
	<i>TOWN BUDGET OFFSET</i>		188,138

**LIFE SKILLS PROGRAM**

There are two (2) substantially separate Life Skills classrooms in the district. Two Special Education certified Teachers, holding an Autism Endorsement, service this substantially separate program. This program services middle school level students (grades 6-8), located in the Elizabeth Hastings Middle School, and transitions into Fairhaven High School for 9th grade through graduation/completion. There are two ABA trained paraprofessionals in each class (4 total) required to support the students in this program.

Related service staff including: BCBA, School Adjustment Counselor (LICSW, LMHC), Guidance Counselor, Speech Pathologist, Occupational Therapist / COTA, Physical Therapist / PTA, and Teacher Of the Visually Impaired, support the students of this program and provide consultative services to the program staff. The projected number of students for capacity within this program is 12 -14 students.

**LIFE SKILLS PROGRAM - SALARY**

- *Salaries for Teachers and Paraprofessionals working Life Skills Programs.*

SCHOOL	STAFF CATEGORY	FTE	TOWN BUDGET
EHMS	LIFE SKILLS TEACHER	1	
EHMS	PARAPROFESSIONALS	2	
FHS	LIFE SKILLS TEACHER	1	
FHS	PARAPROFESSIONALS	2	
	<i>TOTAL LIFE SKILLS PROGRAMS</i>	6	257,566
	<i>GRANT OFFSET</i>		(81,433)
	<i>TOWN BUDGET REQUEST</i>		176,133

**SPECIAL EDUCATION RELATED SERVICES**

**SPEECH & OCCUPATIONAL THERAPISTS - SALARY**

- Salaries for speech therapists and occupational therapists.
- Three certified Speech pathologists provide Speech Therapy consultative and direct services. At EHMS and FHS, a Speech Pathologist and Speech Pathologist Aide provide consultative and direct services to the district via contractual services.

SCHOOL	STAFF CATEGORY	FTE	TOWN BUDGET
EAST	SPEECH THERAPISTS	2	
WOOD	SPEECH THERAPISTS	1	
EAST	OCCUPATIONAL THERAPIST	1	
WOOD	OCCUPATIONAL THERAPIST	1	
	TOTAL	5	317,655
	GRANT OFFSET	IDEA	(31,355)
	TOWN BUDGET AMOUNT		286,300

**IN SCHOOL SUSPENSION PARAPROFESSIONALS - SALARY**

- Salaries for In School Suspension paraprofessionals.
- Paraprofessionals (2) provide services for STEP (ISS) and student supervision at EHMS and FHS.

SCHOOL	STAFF CATEGORY	FTE	SALARY
SECONDARY	PARAPROFESSIONALS	2	39,634
	TOTAL	2	39,634

**2440 - OTHER SERVICES**

- Salaries for Tutorial Services.
- Tutorial Services are provided as needed throughout the district.

**TUTORIAL SERVICES**

SCHOOL	STAFF CATEGORY	FTE	SALARY
DISTRICT	TUTORIAL SERVICES	HOURLY	57,000

**2710 - GUIDANCE COUNSELORS - SALARY**

- Salaries for Guidance Counselors.
- Guidance Counselors (5) for Guidance, social adjustments, higher education and career planning.

SCHOOL	STAFF CATEGORY	FTE	SALARY
FHS	GUIDANCE COUNSELORS	3	255,969
EHMS	GUIDANCE COUNSELORS	2	178,762
FHS	SCHOOL TO CAREER	1	43,840
	TOTAL GUIDANCE COUNSELORS	6	478,571

**2800 - SCHOOL COUNSELORS & PSYCHOLOGICAL SERVICES - SALARY**

- Salaries for School Counselors and School Psychologists.
- Early Intervention services in coordination with licensed and certified School Counselors (6) to address social emotional and behavioral issues with PreK – 12 students.
- School Psychologists (2) provide Psychological Services for psychological evaluation, counseling, and other services related to educational intervention and planning.

SCHOOL	STAFF CATEGORY	FTE	TOWN BUDGET
DISTRICT	SCHOOL ADJUSTMENT COUNSELORS	4	
DISTRICT	SCHOOL ADJUSTMENT COUNSELORS	2	
DISTRICT	SCHOOL PSYCHOLOGISTS	2	
	TOTAL GUIDANCE & ADJUSTMENT COUNSELORS	8	664,492
	GRANT OFFSET	TITLE I	(171,404)
	TOWN BUDGET OFFSET		493,088

## OUT-OF-DISTRICT TUITION

MassBudget identified SPED Out-of-District (9000) as grossly underfunded in the foundation budget. The foundation formula understates SPED costs by \$1 billion statewide. Further, the Foundation Budget Review Commission cites the disproportionate rise in special education costs.

The state special education reimbursement program, commonly known as the circuit breaker, was started in FY04 to provide additional state funding to districts for high-cost special education students. The threshold for eligibility is tied to four times the state average foundation budget per pupil as calculated under the Chapter 70 program. The Fairhaven Public Schools utilizes the Circuit Breaker to offset the total tuition costs for out of district students. Whereas most of our students are now placed into collaboratives students are placed in the least restrictive environment, and the threshold for eligibility continues to increase, our district's net claim continues to decrease.

	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Actual
Town Contribution	1,086,916	885,136	977,312	1,270,656	1,372,944
Circuit Breaker/ Offsets	567,104	510,133	464,589	235,633	294,465
Total Cost	1,654,020	1,395,269	1,441,901	1,506,289	1,667,409

**9000 - STUDENT SERVICES - OPERATIONAL - TUITION**

State Code	Line	Description
9100	TUITION TO MASS SCHOOLS	Tuition or transfer payments to other public school districts in Massachusetts for resident students
9200	TUITION TO OUT-OF-STATE SCHOOLS	Tuition or transfer payments to school districts in other states for resident students.
9300	TUITION TO NON-PUBLIC SCHOOLS	Tuition or transfer payments to non public schools for resident students.
9400	TUITION TO COLLABORATIVES	Payments of assessments to member collaboratives for administrative and instructional services in accordance with collaborative agreements.

STATE CODE	TUITION	FY17 ACTUAL	FY 18 ACTUAL	FY19 ACTUAL	FY20 BUDGET	FY21 BUDGET
9100	TUITION TO MASS SCHOOLS	0	16,121	2,869	12,049	0
9200	TUITION TO OOS SCHOOLS	121,690	169,700	115,248	132,741	0
9300	TUITION TO NON-PUBLIC SCHOOLS	105,718	122,172	478,482	583,434	412,175
9400	TUITION TO COLLABORATIVES	749,904	962,663	776,345	624,833	875,086
	<b>TOTAL TUITION</b>	<b>977,312</b>	<b>1,270,656</b>	<b>1,372,944</b>	<b>1,353,057</b>	<b>1,287,261</b>

	ACTUAL EXPENSE	FY 2020 CIRCUIT BREAKER CARRYOVER OFFSET	TOWN BUDGETED FIGURE
9100 TUITION TO INSTATE DAY			
9200 TUITION TO OUT OF STATE SCHOOLS			
9300 TUITION TO NON-PUBLIC SCHOOLS			
9400 TOTAL TUITION TO COLLABORATIVES		(\$398,149)	
<b>TOTAL</b>	\$1,685,410		
			<b>\$1,287,261</b>

## TRANSPORTATION SERVICES

### Special Education Transportation

Transportation of special education students is a budgetary item that has increased from \$419,536 in FY 2014 to a projected \$831,400 in FY 2021. Concern is particularly expressed when individual educational plans (IEP's) can dictate the number of students to a transportation vehicle. Districts are required to educate students who have been placed by the state in foster care and state ward settings. If a student has special needs, the town is responsible for that student's education, even if the student is enrolled in a day or residential school that is not in town. Districts are also responsible for the transportation for the student.

This budgetary item is clearly linked to special education out of district services. Neither the placement nor the transportation for a student attending a day collaborative program that is the least restrictive environment for that individual child will reach the threshold for eligibility for circuit breaker relief. The entire fiscal responsibility falls upon the school district.

### Homeless and Foster care Transportation

Federal law requires that schools accept any homeless students who wish to attend the public school. In addition, The McKinney-Vento legislation requires the school district to transport any homeless students living in town to the schools in their old home district. This budgetary item did not exist prior to the enactment of the law.

The total FY 2014 transportation budget was \$892,588.00. The total FY 2021 budgeted expense for transportation is \$1,495,400. The difference between the FY 2021 budget and the FY 2014 transportation budget is \$602,812.

In 2013, the development of the FY 2014 transportation portion of the school department budget did not have homeless transportation as a component of the budget proposal. The FY 2021 budget proposal has a figure of \$65,000 for homeless transportation and \$5,000 for Foster care transportation. The FY 2021 budget shows the prior three-year actual figures for transportation. While homeless transportation was not a line item in the FY 2014 budget, it became an unanticipated expense in FY 2014. Beginning with the FY 2015 budget, homeless transportation became an on-going line item of the total transportation budget that has exceeded the budget figure every year.

It should be noted that the Commonwealth of Massachusetts does reimburse cities and towns a percentage of their homeless and foster care transportation expenses. Those monies go directly to the town and do not go to the schools. The school department must budget for 100% of the expense and has not received the offset from the state for homeless and foster care transportation.



**3300 - TRANSPORTATION SERVICES - OPERATIONAL**

State Code	Line	Description
3300	HOMELESS TRANSPORTATION	Tuition or transfer payments to other public school districts in Massachusetts for resident students
3300	SPED SUMMER TRANSPORT	Tuition or transfer payments to school districts in other states for resident students.
3300	SPED TRANSPORTATION	Tuition or transfer payments to non public schools for resident students.
3300	PUPIL TRANSPORTATION K - 12	Payments of assessments to member collaboratives for administrative and instructional services in accordance with collaborative agreements.

STATE CODE		FY17 ACTUAL	FY18 ACTUAL	FY19 ACTUAL	FY20 BUDGET	FY21 BUDGET
3300	HOMELESS TRANSPORTATION	86,020	74,285	47,566	50,000	65,000
	FOSTER CARE TRANSPORT	0	0	0	0	5,000
	SPED SUMMER TRANSPORT	71,846	61,971	76,722	86,504	74,400
	SPED TRANSPORTATION	488,929	525,245	621,067	702,729	712,000
	PUPIL TRANSPORTATION K - 12	563,178	579,389	602,188	610,020	639,000
		<b>1,209,973</b>	<b>1,240,890</b>	<b>1,347,543</b>	<b>1,449,253</b>	<b>1,495,400</b>

## MEDICAL HEALTH SERVICES BY THE NUMBERS



# HEALTH SERVICES School Nurse Data Report 2018-19

### **SCHOOL NURSE/ STUDENT ENCOUNTERS**

33,794 AS OF 5/31/19  
(STAFF>20 PER MONTH)

(communicable, acute and chronic illness managed, physical and mental health needs addressed, injury assessment/treatment, consultations with parents and primary care)

### **EDUCATIONAL IMPACT OF SCHOOL NURSE INTERVENTIONS/ STUDENT OUTCOMES**

Medical/health barriers which interfere with education minimized or eliminated, contributing to improved student attendance and academic success (healthy learners learn better!) Timely return to class

Timely return to class

### **RETURN TO CLASS RATE**

32266 as of 5/31/19  
95.5%

Student time on learning supported, returning to class in timely fashion. Student is ready to learn, on task; decrease in unnecessary dismissals with professional nursing assessment, intervention and treatment. School nurse provides "safety net" for children in school.

### **SCHOOL NURSE REFERRALS TO PCP**

733 Dental: 72  
\*725 to existing PCP

Appropriate follow up care assures proper medical attention so that students are healthy learners who also have a medical home for preventive care and follow-up.

### **MEDICATION DOSES ADMINISTERED**

5197 (scheduled doses)  
6308 (as needed medications requiring nursing assessment)

Management of acute and chronic illnesses promotes optimal physical/emotional functioning necessary for academic success.

### **STUDENTS WITH SPECIAL HEALTH CARE NEEDS**

667 (2019)  
(Life-threatening allergies, asthma, diabetes, cardiac conditions, ADHD, neurological conditions, concussions, autism, mental health issues)  
Treatments: Students: 33346, Staff:114

Optimal learning can take place. Students are able to attend school regularly and parents are assured that their child's health is safeguarded and carefully monitored while in school. Treatments include nebulizer tx, peak flow assessment, Gastrostomy tube care, diabetic care, urinary catheterization, assessment of medication effects...



# HEALTH SERVICES

## School Nurse Data Report 2018-19

### **MANDATED SCREENINGS**

Vision: 1217  
SBIRT: 172 (7th) 151(9th) less than  
5 positive screen  
Hearing: 1219  
BMI: 1223  
Postural: 738

### **EDUCATIONAL IMPACT OF SCHOOL NURSE INTERVENTIONS/ STUDENT OUTCOMES**

Visual Problems identified and addressed so that students are able to read and learn.

Drug and alcohol conversation, brief intervention and referral if needed. Positive reinforcement and teaching.

Auditory problems identified and addressed so that students can hear and learn.

Unhealthy growth patterns such as underweight or overweight identified and addressed so that students can fully participate in school.

Assessment/referral to possibly prevent need for surgery and prevent absences or disability

### **STUDENT INJURIES**

Intentional: 1  
(assaults, self injury, overdose)  
Unintentional: 75  
(recess, gym, accidents)

Provision of first aid or referral for Emergency Care

Assess, treat and then child is returned to class, able to fully participate.

### **911 TRANSPORT OTHER REFERRALS FOR EMERGENCY CARE**

23 Students, 2 Staff  
13 students, 4 staff  
Concussion Management:38

Immeasurable...

**3200 - MEDICAL HEALTH SERVICES - SCHOOL NURSE - SALARY**

- *Salaries for School Nurses*

SCHOOL	STAFF CATEGORY	FTE	SALARY
EAST	SCHOOL NURSE	1	
WOOD	SCHOOL NURSE	1	
EHMS	SCHOOL NURSE	1	
FHS	SCHOOL NURSE	1	
DISTRICT	SUBSTITUTE SCHOOL NURSE	HOURLY	
	TOTAL SCHOOL NURSES	4	246,041

**3200 - MEDICAL HEALTH SERVICES - OPERATIONAL**

State Code	Line	Description
3200	MEDICAL HEALTH SERVICES	Expenses for providers of medical services

STATE CODE		FY17 ACTUAL	FY18 ACTUAL	FY19 ACTUAL	FY20 BUDGET	FY21 BUDGET
3200	MEDICAL HEALTH SERVICES	8,058	4,068	7,606	5,500	6,650

**3400 - FOOD SERVICES**

State Code	Line	Description
3400	FOOD SERVICES	Expenses for providers of food services

STATE CODE		FY17 ACTUAL	FY18 ACTUAL	FY19 ACTUAL	FY20 BUDGET	FY21 BUDGET
3400	FOOD SERVICE	1,255	857	0	1,200	1,200

**4225 - BUILDING SECURITY**

State Code	Line	Description
4225	BUILDING SECURITY EQUIPMENT	Expenses for Building Security Equipment

STATE CODE		FY17 ACTUAL	FY18 ACTUAL	FY19 ACTUAL	FY20 BUDGET	FY21 BUDGET
4225	BUILDING SECURITY EQUIPMENT	10,107	41,779	12,619	5,120	13,392



# FAIRHAVEN ATHLETICS

BY THE NUMBERS

*Home of the Blue Devils*



## FAIRHAVEN HIGH SCHOOL

**326 = 46.5%**  
STUDENT-ATHLETES OF STUDENT BODY

VARSITY SPORTS

**22**

SUB-VARSITY SPORTS

**16**

**1**

CO-OP TEAM  
(UNIFIED BASKETBALL)

## ELIZABETH HASTINGS MIDDLE SCHOOL

STUDENT-ATHLETES

**130**

SPORTS OFFERED

**2**

**14** STUDENT-ATHLETES PARTICIPATED IN  
ATHLETICS AT FAIRHAVEN HIGH SCHOOL

**2110 CURRICULUM DIRECTORS SUPERVISORY - SALARY**

- Salaries for Department Heads at the district level.
- The Fairhaven Public Schools provides stipends for directors that serve the district in the capacity of K – 12 Music Director and Athletic Director.

SCHOOL	STAFF CATEGORY	FTE	SALARY
DISTRICT	STIPENDS	STIPEND	52,199

**3510 - ATHLETICS - SALARY**

- Salaries and stipends for coaches, trainers, and assistants in intramural and interscholastic sports.
- Athletic Professional Salaries are for the following Athletic Programs.

SCHOOL	STAFF CATEGORY	FTE	SALARY
FHS	ATHLETICS	SALARY	188,663

**3510 - ATHLETICS - OPERATIONAL**

State Code	Line	Description
3510	ATHLETICS	Contracted services; transportation services for students to and from athletic events; athletic rental services; uniforms, athletic supplies and materials; dues and subscription; and travel expenses for staff.

STATE CODE		FY17 ACTUAL	FY18 ACTUAL	FY19 ACTUAL	FY20 BUDGET	FY21 BUDGET
3510	ATHLETICS	232,147	220,616	221,980	206,920	234,190

**5260 - NON-EMPLOYEE INSURANCE - OPERATIONAL**

State Code	Line	Description
5260	ATHLETICS INSURANCE	Insurance premiums for property, fire, liability, fidelity bonds

STATE CODE		FY17 ACTUAL	FY18 ACTUAL	FY19 ACTUAL	FY20 BUDGET	FY21 BUDGET
5260	ATHLETICS INSURANCE	3,390	3,390	3,390	3,390	3,390



# FAIRHAVEN PERFORMING ARTS BY THE NUMBERS

## FAIRHAVEN HIGH SCHOOL

<b>55%</b> OF STUDENT BODY PARTICIPATES IN PERFORMING ARTS	MUSICIANS <b>100</b>	BAND <b>32</b>	ORCHESTRA <b>47</b>
	DRAMA CLUB <b>167</b>	JAZZ BAND <b>21</b>	CHOIR <b>118</b>

## ELIZABETH HASTINGS MIDDLE SCHOOL

<b>61%</b> OF STUDENT BODY PARTICIPATES IN PERFORMING ARTS	MUSICIANS <b>125</b>	DRAMA CLUB <b>20</b>
	CHOIR <b>153</b>	

### *East Fairhaven School*

MUSICIANS <b>79</b>	
BAND <b>44</b>	CHOIR <b>35</b>

### WOOD SCHOOL

MUSICIANS <b>88</b>	
BAND <b>66</b>	CHOIR <b>22</b>

\*FOURTH & FIFTH GRADERS ONLY



**3520 - STUDENT ACTIVITIES - SALARY**

- *Salaries for Salaries and stipends for musical directors, drama coaches, and other extracurricular personnel including the salaries or prorated share of salaries for clerical and support staff.*

SCHOOL	STAFF CATEGORY	FTE	SALARY
DISTRICT	STIPENDS	SALARY	61,305

**3520 - STUDENT ACTIVITIES - OPERATIONAL**

State Code	Line	Description
3520	STUDENT ACTIVITIES	Printing; dues and subscriptions; supplies and materials; travel expenses for staff; and dues and subscriptions

STATE CODE		FY17 ACTUAL	FY18 ACTUAL	FY19 ACTUAL	FY20 BUDGET	FY21 BUDGET
3520	STUDENT ACTIVITIES	10,855	16,507	19,193	27,145	25,310

**3600 SCHOOL SECURITY - SALARY**

- *Salaries for school police, monitors and security personnel.*

SCHOOL	STAFF CATEGORY	FTE	SALARY
FHS	SCHOOL SECURITY	1	
DISTRICT	CAFETERIA MONITORS	4	
DISTRICT	BREAKFAST/BUS DUTY	4	
DISTRICT	CROSSING GUARDS	HOURLY	
	<i>TOTAL SCHOOL SECURITY</i>	5	78,091

## SCHOOL GRANTS

<b>SPED IDEA (240)</b>		<b>FY 2020 Grant Amount</b>	<b>535,476</b>
<b>School</b>	<b>Staff Category</b>	<b>Budgeted FY20 Salary</b>	
<b>Instructional Leadership</b>			
Sped District	Secretary-Special Education		<b>32,176</b>
<b>Teacher Specialists SPED</b>			
East	Autism/Cognitive Teacher	<b>60,260</b>	
Wood	Behavior Program Teacher	<b>79,855</b>	
EHMS	Inclusion Teacher	<b>78,135</b>	
FHS	Special Education Teacher	<b>79,855</b>	
			<b>298,105</b>
<b>Paraprofessionals</b>			
EAST	Inclusion Paraprofessional	<b>23,368</b>	
EAST	Occupational Therapist	<b>28,304</b>	
WOOD	Behavior Paraprofessional	<b>17,842</b>	
WOOD	Occupational Therapist	<b>37,722</b>	
			<b>107,236</b>

<b>TITLE 1 (305)</b>		<b>FY 2020 Grant Amount</b>	<b>394,501</b>
<b>Counseling</b>			
	EHMS Interventionist	<b>77,039</b>	
	Elementary Interventionist	<b>85,820</b>	
	<b>TOTAL</b>		<b>162,859</b>
District	Interventionist	<b>31,096</b>	
District	Assistant Principal for T&L	<b>84,849</b>	
			<b>115,945</b>

<b>EARLY CHILDHOOD (262)</b>		<b>FY 2020 Grant Amount</b>	<b>25,653</b>
<b>Paraprofessionals</b>			
EAST	Pre-school	<b>17,336</b>	
			<b>17,336</b>

<b>TITLE IIA (140)</b>		<b>FY 2020 Grant Amount</b>	<b>72,224</b>
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<b>TITLE IV (309)</b>		<b>FY 2020 Grant Amount</b>	<b>21,782</b>
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## REVOLVING FUNDS

<b>ATHLETIC REVOLVER</b>	9/30/2019 BALANCE	<b>21,778</b>
	YTD Expenditures	\$786
<hr/>		
<b>RENTAL PROPERTY</b>	9/30/2019 BALANCE	<b>42,152</b>
	YTD Expenditures	<b>\$10,187</b>
<hr/>		
<b>TRIPP SCHOOL LEASE</b>	9/30/2019 BALANCE	<b>29,504</b>
	YTD Expenditures	<b>\$420</b>
<hr/>		
<b>PRESCHOOL TUITION</b>	9/30/2019 BALANCE	<b>85,295</b>
	YTD Expenditures	<b>\$30,000</b>

## SPECIAL REVENUE FUNDS

<b>TELECOMM CABLE</b>	9/30/2019 BALANCE	<b>411,502</b>
	YTD Expenditures	
<hr/>		
<b>School</b>	<b>Staff Category</b>	<b>Budgeted FY21 Salary</b>
<hr/>		
<b>TELECOMM CABLE</b>		
FHS	Media Production	60,806
EHMS	Media Production	45,726

<b>CIRCUIT BREAKER</b>	9/30/2019 BALANCE	<b>353,714</b>
	9000 OUT OF DISTRICT TUITION	
	ACTUAL EXPENSE	<b>1,657,215</b>
	CIRCUIT BREAKER OFFSET	-398,149
	TOWN BUDGETED FIGURE	<b>1,259,066</b>

<b>TRUST FUND FHS ROGERS</b>	BALANCE as of 9/30/2019	<b>437,758</b>
	YTD Expenditures	<b>5,550</b>

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
0434	SCHOOL						
001-300-00-5100-00-0434	PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-300-00-5111-00-0434	REGULAR PAY	15,552,718.42	16,487,662.00	6,636,653.03	21,946,426.00	21,746,426.00	#Error
	SALARY & WAGES	15,552,718.42	16,487,662.00	6,636,653.03	21,946,426.00	21,746,426.00	#Error
	TOTAL - SALARY & WAGES	15,552,718.42	16,487,662.00	6,636,653.03	21,946,426.00	21,746,426.00	#Error
001-300-00-5200-00-0434	PURCHASE OF SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-300-00-5201-00-0434	GENERAL EXPENSE UNCLASS.	4,698,301.77	4,814,854.00	2,175,240.83	0.00	0.00	#Error
	PURCHASE OF SERVICES	4,698,301.77	4,814,854.00	2,175,240.83	0.00	0.00	#Error
	TOTAL - OPERATING EXPENSES	4,698,301.77	4,814,854.00	2,175,240.83	0.00	0.00	#Error
	SCHOOL	20,251,020.19	21,302,516.00	8,811,893.86	21,946,426.00	21,746,426.00	#Error

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 300 SCHOOL</b>					
<b>Account Number: 001-300-00-5100-00-0434</b>					
<b>Name: PERSONAL SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-300-00-5111-00-0434</b>					
<b>Name: REGULAR PAY</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		15,958,566.00	-15,552,718.42
		2020		16,487,662.00	-6,636,653.03
	1 Amount(s):			21,746,426.00	
<b>Account Number: 001-300-00-5200-00-0434</b>					
<b>Name: PURCHASE OF SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-300-00-5201-00-0434</b>					
<b>Name: GENERAL EXPENSE UNCLASS.</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		4,424,788.00	-4,624,203.28
		2020		4,814,854.00	-2,175,240.83
	1 Amount(s):			0.00	
<b>Account Number: 001-300-24-5201-18-1322</b>					
<b>Name: Reserve for SPED Fund</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2020		18,400.00	-18,400.00
	1 Amount(s):			0.00	
<b>5 Account(s) for Department 300:</b>					
		2019		20,383,354.00	-20,176,921.70
		2020		21,320,916.00	-8,830,293.86
		Level 2		21,746,426.00	

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
0222	G.N.B.V.H.S.						
001-301-00-5200-00-0222	PURCHASE OF SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-301-00-5201-00-0222	G.N.B.V.H.S.	1,944,702.00	1,866,316.00	1,386,184.00	1,969,375.00	1,969,375.00	#Error
	PURCHASE OF SERVICES	1,944,702.00	1,866,316.00	1,386,184.00	1,969,375.00	1,969,375.00	#Error
	TOTAL - OPERATING EXPENSES	1,944,702.00	1,866,316.00	1,386,184.00	1,969,375.00	1,969,375.00	#Error
	G.N.B.V.H.S.	1,944,702.00 ✓	1,866,316.00 ✓	1,386,184.00	1,969,375.00 ✓	1,969,375.00 ✓	#Error

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 301</b>					
G.N.B.V.H.S					
<b>Account Number: 001-301-00-5200-00-0222</b>					
<b>Name: PURCHASE OF SERVICES</b>					
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	0.00	
		1 Amount(s):		0.00	
<b>Account Number: 001-301-00-5201-00-0222</b>					
<b>Name: G.N.B.V.H.S.</b>					
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			2019	1,956,485.00	-1,944,702.00
			2020	1,866,316.00	-1,386,184.00
			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	1,969,375.00	
		1 Amount(s):		1,969,375.00	
<b>2 Account(s) for Department 301:</b>					
			2019	1,956,485.00	-1,944,702.00
			2020	1,866,316.00	-1,386,184.00
			Level 2	1,969,375.00	

Greater New Bedford Regional Vocational Technical High School

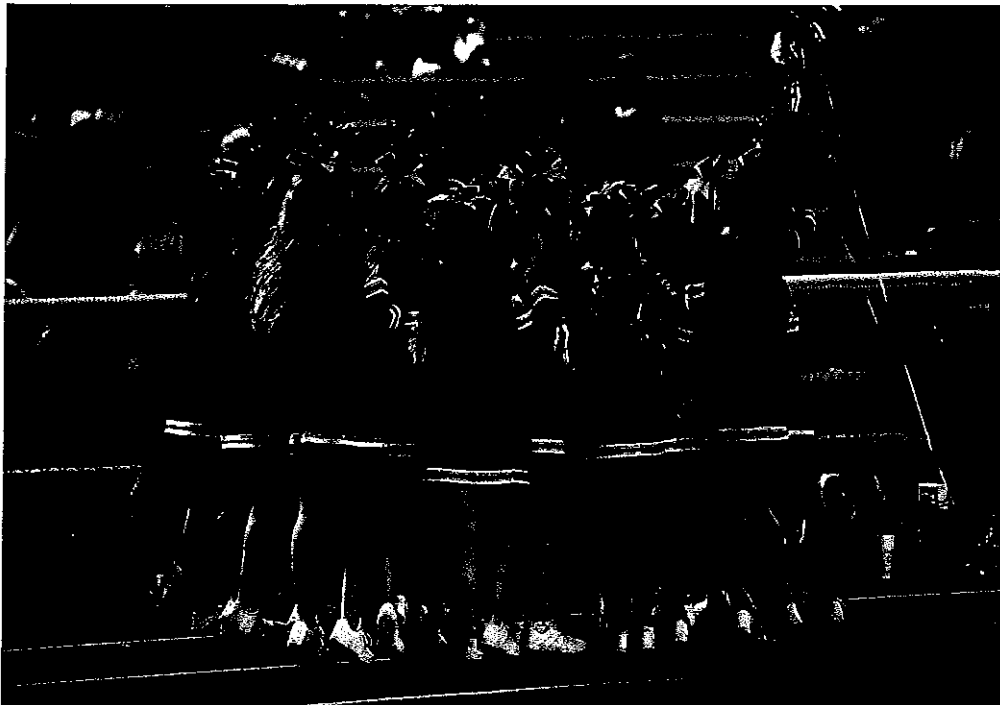
**ESTIMATE 1/22/2020**

Combined Assessments by Community

Town	Enrollment Estimate Based on Prev FY*	Operation Ratio	Minimum Contribution	Transportation	Fixed Assets	Debt	FY2021 Assessment
New Bedford	1,637	77.1%	4,842,698	615,319	138,729	281,224	5,877,970
Fairhaven	162	7.6%	1,866,923	60,893	13,729	27,830	1,969,375
Dartmouth	325	15.3%	5,111,981	122,162	27,542	55,833	5,317,518
<b>Totals</b>	<b>2,124</b>	<b>100.00%</b>	<b>11,821,602</b>	<b>798,373</b>	<b>180,000</b>	<b>364,888</b>	<b>13,164,863</b>

Per Pupil Cost per MA DESE is \$

\* Prior Fiscal Year Enrollment is based on student roster run as of 10/1/19







Wendy Graves <wgraves@fairhaven-ma.gov>

**FY2021 Estimate for Assessment**

1 message

Stuart, Pamela <pamela.stuart@gnbvt.edu>  
To: wgraves@fairhaven-ma.gov, Mark Rees <mrees@fairhaven-ma.gov>

Thu, Jan 23, 2020 at 11:11 AM

Good Morning,

Attached is the file for the FY2021 assessment for all 3 sending communities.

This is an estimate based on the House 1 Budget released on 1/22/2020. There may be changes before the final assessment letter is sent by the GNB Treasurer.

Please do not hesitate with any questions.

Thank you  
Pam



**PAMELA STUART**  
School Business Administrator  
Greater New Bedford Regional Vocational Technical High School  
1121 Ashley Blvd, New Bedford, MA 02745  
e: pamela.stuart@gnbvt.edu t: 508.998.3321 ex:699

Preparation · Passion · Perseverance

This information contained in this email and any attachment(s) is the sole opinion of the author and does not necessarily reflect the views or opinions of the Greater New Bedford Regional Vocational Technical School District.

Our mission is to provide a high quality education that is rigorous, relevant and meaningful to our students, is delivered in a safe, secure and supportive environment, and which results in academic, career and technical proficiency. This dynamic educational experience encourages students to seek excellence and to become lifelong learners who are equipped to compete successfully in an ever-changing global economy.

Greater New Bedford Voc-Tech High School is committed to ensuring equal educational opportunities for all students. The school does not discriminate on the basis of race, color, national origin, limited English proficiency, sex, disability, religion, sexual orientation, gender identity, age, homelessness, immigration status, or veteran status in its education programs and activities, including admission to or employment in such programs or activities.

**fy21 budget - assessment.pdf**  
167K

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
0036	B.C. AGRICULTURAL SCHOOL						
001-302-00-5200-00-0036	PURCHASE OF SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-302-00-5201-00-0036	BRISTOL AGRICULTURAL HS	41,706.00	42,000.00	20,853.00	45,000.00	45,000.00	#Error
	PURCHASE OF SERVICES	41,706.00	42,000.00	20,853.00	45,000.00	45,000.00	#Error
	TOTAL - OPERATING EXPENSES	41,706.00	42,000.00	20,853.00	45,000.00	45,000.00	#Error
	B.C. AGRICULTURAL SCHOOL	41,706.00	42,000.00	20,853.00	45,000.00	45,000.00	#Error

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
Department:	302	B.C AGRICULTURAL SCHOOL			
Account Number:	001-302-00-5200-00-0036				
Name:	PURCHASE OF SERVICES				
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	0.00	
		1 Amount(s):		0.00	
Account Number:	001-302-00-5201-00-0036		2019	41,706.00	-41,706.00
Name:	BRISTOL AGRICULTURAL HS		2020	42,000.00	-20,853.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	45,000.00	
		1 Amount(s):		45,000.00	
2 Account(s) for Department 302:			2019	41,706.00	-41,706.00
			2020	42,000.00	-20,853.00
			Level 2	45,000.00	

*Town of Fairhaven  
Board of Public Works*

*5 Arsene Street*

*Fairhaven, Massachusetts 02719*

*TEL. 508-979-4030*

*FAX. 508-979-4086*

*bpw@fairhaven-ma.gov*



To: Mark Rees, Fairhaven Town Administrator

From: Vinnie Furtado, Public Works Superintendent

A handwritten signature in black ink, appearing to read "V. Furtado", is written over the "From:" line.

Subj: FY 21 BPW Administrative Department Budget

Date: December 5, 2019

By means of this correspondence, please accept the FY 21 BPW Administrative Department Budget.

As per Selectmen Goal 1, current BPW Admin staff will both support and work with the Town's HR.

Per Selectmen Goals 2, 3 and 7, BPW Admin staff take pride in the cooperative effort that we employ with other Town Departments, various Town Committees and the Public.

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
<b>0037</b>	<b>B.P.W.-ADMINISTRATION</b>						
001-421-00-5100-00-0037	PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-421-00-5111-00-0037	REGULAR PAY	194,120.34	193,695.00	102,453.14	284,643.00	195,404.00	#Error
	<b>SALARY &amp; WAGES</b>	<b>194,120.34</b>	<b>193,695.00</b>	<b>102,453.14</b>	<b>284,643.00</b>	<b>195,404.00</b>	<b>#Error</b>
	<b>TOTAL - SALARY &amp; WAGES</b>	<b>194,120.34</b>	<b>193,695.00</b>	<b>102,453.14</b>	<b>284,643.00</b>	<b>195,404.00</b>	<b>#Error</b>
001-421-00-5200-00-0037	PURCHASE OF SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-421-00-5241-00-0037	REPAIR&MAINT-OFFICE EQUI	224.55	325.00	132.25	325.00	325.00	#Error
001-421-00-5303-00-0037	ADVERTISING	187.00	300.00	0.00	300.00	300.00	#Error
001-421-00-5341-00-0037	TELEPHONE	278.13	450.00	178.42	450.00	450.00	#Error
001-421-00-5380-00-0037	MISCELLANEOUS	0.00	0.00	0.00	1,000.00	0.00	#Error
	<b>PURCHASE OF SERVICES</b>	<b>689.68</b>	<b>1,075.00</b>	<b>310.67</b>	<b>2,075.00</b>	<b>1,075.00</b>	<b>#Error</b>
001-421-00-5400-00-0037	SUPPLIES	0.00	0.00	0.00	0.00	0.00	#Error
001-421-00-5420-00-0037	OFFICE SUPPLIES	1,434.08	1,600.00	752.06	1,600.00	1,600.00	#Error
	<b>SUPPLIES</b>	<b>1,434.08</b>	<b>1,600.00</b>	<b>752.06</b>	<b>1,600.00</b>	<b>1,600.00</b>	<b>#Error</b>
001-421-00-5712-00-0037	MILEAGE	69.87	75.00	0.00	100.00	100.00	#Error
001-421-00-5731-00-0037	DUES AND PROF GATHERINGS	6.78	3,500.00	185.00	3,500.00	3,500.00	#Error
	<b>OTHER CHARGES</b>	<b>76.65</b>	<b>3,575.00</b>	<b>185.00</b>	<b>3,600.00</b>	<b>3,600.00</b>	<b>#Error</b>
	<b>TOTAL - OPERATING EXPENSES</b>	<b>2,200.41</b>	<b>6,250.00</b>	<b>1,247.73</b>	<b>7,275.00</b>	<b>6,275.00</b>	<b>#Error</b>
	<b>B.P.W.-ADMINISTRATION</b>	<b>196,320.75</b>	<b>199,945.00</b>	<b>103,700.87</b>	<b>291,918.00</b>	<b>201,679.00</b>	<b>#Error</b>

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 421 B.P.W ADMIN</b>					
<b>Account Number: 001-421-00-5100-00-0037</b>					
<b>Name: PERSONAL SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-421-00-5111-00-0037</b>					
<b>Name: REGULAR PAY</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		194,451.00	-194,120.34
		2020		193,695.00	-102,453.14
		07/01/2020		195,404.00	
	1 Amount(s):			195,404.00	
<b>Account Number: 001-421-00-5200-00-0037</b>					
<b>Name: PURCHASE OF SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-421-00-5241-00-0037</b>					
<b>Name: REPAIR&amp;MAINT-OFFICE EQUI</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Administration share of copy machine contract computer services etc.		2019		325.00	-224.55
		2020		325.00	-132.25
		07/01/2020		325.00	
	1 Amount(s):			325.00	
<b>Account Number: 001-421-00-5303-00-0037</b>					
<b>Name: ADVERTISING</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Printing of envelopes advertisements in local newspapers.		2019		300.00	-187.00
		2020		300.00	0.00
		07/01/2020		300.00	
	1 Amount(s):			300.00	
<b>Account Number: 001-421-00-5341-00-0037</b>					
<b>Name: TELEPHONE</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
1 Cell phone		2019		400.00	-278.13
		2020		450.00	-178.42
		07/01/2020		450.00	
	1 Amount(s):			450.00	
<b>Account Number: 001-421-00-5380-00-0037</b>					
<b>Name: MISCELLANEOUS</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		1.00	0.00
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-421-00-5400-00-0037</b>					
<b>Name: SUPPLIES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-421-00-5420-00-0037</b>					
<b>Name: OFFICE SUPPLIES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Paper toner cartridge for fax machine drum toner developer for copy machine postage filing supplies binders printer cartridges pens pencils etc.		2019		1,500.00	-1,434.08
		2020		1,600.00	-752.06
		07/01/2020		1,600.00	
	1 Amount(s):			1,600.00	
<b>Account Number: 001-421-00-5712-00-0037</b>					
<b>Name: MILEAGE</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Mileage		2019		60.00	-69.87
		2020		75.00	0.00
		07/01/2020		100.00	
	1 Amount(s):			100.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
Department:	421	B.P.W ADMIN			
Account Number:	001-421-00-5731-00-0037		2019	230.00	-6.78
Name:	DUES AND PROF GATHERINGS		2020	3,500.00	-185.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
	Bay State Road Dues NEC membership meetings and parking		07/01/2020	3,500.00	
		1 Amount(s):		3,500.00	
11 Account(s) for Department 421:			2019	197,267.00	-196,320.75
			2020	199,945.00	-103,700.87
			Level 2	201,679.00	

BOARD OF PUBLIC WORKS  
ADMINISTRATION  
FY21

401

	EXPENDED	EXPENDED	EXPENDED	APPROP.	EXPENDED	REQUEST			
	FY17	FY18	FY19	FY20	FY20	FY21	CHANGE	%	Notes
					18 weeks				
SALARIES & WAGES	172,839.88	177,297.49	194,120.34	186,089.00	63,923.70	195,404.16	9,315.16	5.01%	
OPERATING EXPENSES	2,306.81	2,176.54	2,261.79	6,251.00	956.15	7,275.00	1,024.00	16.38%	
Repair Office Equipment	161.00	132.25	224.55	325.00	132.25	325.00	-	0.00%	
Advertising & Printing	397.50	200.90	223.00	300.00		300.00	-	0.00%	
Telephone	301.71	303.91	303.51	450.00	76.41	450.00	-	0.00%	
Misc				1.00	153.14	1,000.00	999.00	99900%	
Purchase of Services	860.21	637.06	751.06	1,076.00	361.80	2,075.00	999.00	87.36%	
Office Supplies	1,393.36	1,488.38	1,434.08	1,600.00	409.35	1,600.00	-	0.00%	
Supplies	1,393.36	1,488.38	1,434.08	1,600.00	409.35	1,600.00	-	0.00%	
Mileage	53.24	51.10	69.87	75.00		100.00	25.00	33.33%	
Dues, Prof. Gatherings	-	-	6.78	3,500.00	185.00	3,500.00	-	0.00%	classes & memberships
Other Charges/Expenses	53.24	51.10	76.65	3,575.00	185.00	3,600.00	25.00	0.70%	
SUBTOTAL:	175,146.69	179,474.03	196,382.13	192,340.00	64,879.85	202,679.16	10,339.16	5.38%	
Minor Equipment	17,561.56								
TOTAL	192,708.25	179,474.03	196,382.13	192,340.00	64,879.85	202,679.16	10,339.16	5.38%	



**BPW ADMINISTRATION  
SALARIES AND WAGES  
FY21**

<u>0% from FY20</u>						
52.2 WEEKS						
<u>Name</u>	<u>Title</u>	<u>Step</u>	<u>Weeks</u>	<u>Hourly</u>	<u>Weekly</u>	<u>Yearly</u>
Vincent Furtado	Superintendent			55.20	2,208.05	115,260.00
Rebecca Vento	Admin. Assistant	15-3	52.2	31.29	1,251.60	65,333.52
Kathy Tripp	Admin. Assistant	9-9	52.2	23.96	455.24	7,921.18
Longevity						900.00
Sick Leave Bonus						800.00
Sick Leave Benefit						5,189.47
						<b>\$ 195,404.16</b>
<u>Justification:</u>						
<u>Longevity</u>						
Vincent Furtado	8 years					450.00
Rebecca Vento	8 years					450.00
						<b>\$ 900.00</b>
<u>Sick Leave Bonus</u>						
Vincent Furtado	0 days					400.00
Rebecca Vento	0 days					400.00
						<b>\$ 800.00</b>
<u>Sick Leave Benefit</u>						
Vincent Furtado						3,312.07
Rebecca Vento						1,877.40
						<b>\$ 5,189.47</b>

**BPW - ADMINISTRATION  
FY21**

JUSTIFICATION

**SALARIES AND WAGES**

\$ 195,404.16

**OPERATING EXPENSES**

**PURCHASE OF SERVICES:**

REPAIR OF OFFICE EQUIPMENT (5241) \$ 325.00  
Administration share of copy machine contract, computer services, etc.

ADVERTISING AND PRINTING (5303) \$ 300.00  
Printing of envelopes, advertisements in local newspapers.

TELEPHONE (5341) \$ 450.00  
1 Cell phone

MISCELLANEOUS (5380) \$ 1,000.00

**SUPPLIES:**

Office Supplies (5420) \$ 1,600.00  
Paper, toner cartridge for fax machine; drum, toner, developer for copy machine;  
postage, filing supplies, binders, printer cartridges, pens, pencils, etc.

**OTHER CHARGES/EXPENSES**

MILEAGE (5712) \$ 100.00  
Mileage

DUES AND PROFESSIONAL GATHERINGS (5731) \$ 3,500.00  
Bay State Road Dues, NEC membership, meetings and parking

**TOTAL OPERATING: \$ 7,275.00**

**MINOR EQUIPMENT**

\$ -

**TOTAL BUDGET: \$ 202,679.16**

Department Name:	BPW Administration										Stipend/ Other (18)	Total Compensation				
	Job Title	Date of Hire	Years of Service(2)	Union (3)	Grade	Step (4)	Hourly Wage (5)	Hrs./ week	Annual Wages(6)	Annual Salary (7)			Date of Step (8)	Cost of Step Inc. (9)	Longevity(10)	Sick Leave Bonus (11)
	Superintendent	8/8/2011	8	NU	S				\$0	\$115,260			\$450	\$400	\$3,312	\$119,422
	Admin. Assistant	11/28/2011	8	NU	15	2	\$30.53	40.0	\$63,747		7/1/2020	\$1,587	\$450	\$400	\$1,877	\$68,061
	Admin. Assistant	7/1/2019	1	NU	9	9	\$23.96	19.0	\$7,921							\$7,921
	Engineer ( NEW)	7/1/2020		NU	17	2				\$72,996						\$0
									\$71,668	\$188,256		\$1,587	\$900	\$800	\$5,189	\$195,404
<b>Comments:</b>																
Vacant Position - Town Engineer would be split between the general fund, water and sewer budgets. Proposed Level 17, budgeted at Step 2 for hiring latitude																

*Town of Fairhaven  
Board of Public Works*

*5 Arsene Street  
Fairhaven, Massachusetts 02719*

*TEL. 508-979-4030*

*FAX. 508-979-4086*

*bpw@fairhaven-ma.gov*



To: Mark Rees, Fairhaven Town Administrator

From: Vinnie Furtado, Public Works Superintendent

A handwritten signature in black ink, appearing to read "Vinnie Furtado", is written over the "From:" line.

Subj: FY 21 Highway Department Budget

Date: December 5, 2019

By means of this correspondence, please accept the FY 21 Highway Department Budget.

This budget falls under the parameters of Selectmen Goal number 3, where we will be complying with the requirements of the jointly signed MS4 permit and have inserted a new budgetary line item in order to do so as well as Selectmen goal number 4, where we, in conjunction with the Fairhaven Bikeway Committee, applied for and received grant funding for Scoticut Neck Rd. Roadway improvements.

Lastly, per Selectmen goal 8, we both have and employ a continually updated highway capital plan which includes pavement management for roadway selection.

# Fairhaven Budget Worksheet - FY 2021

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
<b>0272</b>	<b>HIGHWAY</b>						
001-420-00-5100-00-0272	PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-420-00-5111-00-0272	REGULAR PAY	893,547.48	1,040,748.00	505,662.38	1,106,351.00	1,106,351.00	#Error
001-420-00-5131-00-0272	OVER-TIME PAY	38,145.93	67,427.00	19,674.78	54,481.00	54,481.00	#Error
	<b>SALARY &amp; WAGES</b>	<b>931,693.41</b>	<b>1,108,175.00</b>	<b>525,337.16</b>	<b>1,160,832.00</b>	<b>1,160,832.00</b>	<b>#Error</b>
	<b>TOTAL - SALARY &amp; WAGES</b>	<b>931,693.41</b>	<b>1,108,175.00</b>	<b>525,337.16</b>	<b>1,160,832.00</b>	<b>1,160,832.00</b>	<b>#Error</b>
001-420-00-5200-00-0272	PURCHASE OF SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-420-00-5242-00-0272	SMALL TOOLS/REPAIRS & SU	5,573.24	3,500.00	1,059.29	3,500.00	3,500.00	#Error
001-420-00-5243-00-0272	REPAIR & MAINT.-VEHICLES	73,822.65	60,400.00	40,121.07	60,400.00	60,400.00	#Error
001-420-00-5244-00-0272	REPAIR & MAINT.-BUILDING	22,693.58	18,410.00	5,289.98	18,410.00	15,000.00	#Error
001-420-00-5245-00-0272	REPAIR & MAINT.-EQUIP.	6,110.55	7,300.00	543.15	7,300.00	7,300.00	#Error
001-420-00-5246-00-0272	INSPECTION STICKERS	2,155.00	1,845.00	1,410.00	1,845.00	1,845.00	#Error
001-420-00-5272-00-0272	EQUIPMENT RENTAL	0.00	800.00	0.00	800.00	800.00	#Error
001-420-00-5303-00-0272	ADVERTISING	1,756.80	1,500.00	914.00	1,500.00	1,500.00	#Error
001-420-00-5341-00-0272	TELEPHONE	2,094.94	1,800.00	1,399.98	2,000.00	2,000.00	#Error
001-420-00-5345-00-0272	Stormwater Mgt Compliance	0.00	0.00	0.00	60,000.00	60,000.00	#Error
001-420-00-5356-00-0272	MIDDLE ST PUMP STATION	8.30	640.00	0.00	640.00	640.00	#Error
001-420-00-5380-00-0272	MISCELLANEOUS	2,384.59	1,975.00	1,120.25	1,975.00	1,975.00	#Error
001-420-00-5386-00-0272	DRAINAGE DITCHES	2,471.41	1,800.00	1,842.23	1,800.00	1,800.00	#Error
001-420-00-5390-00-0272	CONTRACTED SERVICES	13,387.18	15,400.00	11,704.57	15,400.00	15,400.00	#Error
	<b>PURCHASE OF SERVICES</b>	<b>132,458.24</b>	<b>115,370.00</b>	<b>65,404.52</b>	<b>175,570.00</b>	<b>172,160.00</b>	<b>#Error</b>
001-420-00-5212-00-0272	ELECTRICITY	7,569.82	12,700.00	1,302.60	7,000.00	7,000.00	#Error
001-420-00-5220-00-0272	FUEL OIL	8,804.14	11,300.00	3,449.45	11,300.00	11,300.00	#Error
	<b>UTILITIES</b>	<b>16,373.96</b>	<b>24,000.00</b>	<b>4,752.05</b>	<b>18,300.00</b>	<b>18,300.00</b>	<b>#Error</b>
001-420-00-5400-00-0272	SUPPLIES	0.00	0.00	0.00	0.00	0.00	#Error
001-420-00-5420-00-0272	OFFICE SUPPLIES	1,487.80	1,500.00	1,378.81	1,700.00	1,700.00	#Error
001-420-00-5483-00-0272	GREASE/OIL	3,016.96	2,700.00	1,466.52	2,700.00	2,700.00	#Error
001-420-00-5531-00-0272	ROAD MATERIALS	18,894.43	20,000.00	5,682.95	20,000.00	20,000.00	#Error
001-420-00-5534-00-0272	SIGN MAKING MATERIALS	5,380.40	9,000.00	6,759.75	12,000.00	9,000.00	#Error

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
001-420-00-5580-00-0272	SUPPLIES/EQUIPMENT	9,563.66	10,000.00	4,859.02	10,000.00	10,000.00	#Error
001-420-00-5582-00-0272	UNIFORMS	13,222.78	12,650.00	7,674.40	12,650.00	12,650.00	#Error
	<b>SUPPLIES</b>	<b>51,566.03</b>	<b>55,850.00</b>	<b>27,821.45</b>	<b>59,050.00</b>	<b>56,050.00</b>	<b>#Error</b>
001-420-00-5410-00-0272	GASOLINE & DIESEL	330.96	8,000.00	888.89	8,000.00	10,960.00	#Error
001-420-00-5415-00-0272	DIESEL	27,997.17	27,000.00	10,808.23	27,000.00	27,000.00	#Error
	<b>GASOLINE</b>	<b>28,328.13</b>	<b>35,000.00</b>	<b>11,697.12</b>	<b>35,000.00</b>	<b>37,960.00</b>	<b>#Error</b>
001-420-00-5731-00-0272	DUES PROF GATHERINGS	1,120.00	1,700.00	865.00	1,700.00	1,700.00	#Error
	<b>OTHER CHARGES</b>	<b>1,120.00</b>	<b>1,700.00</b>	<b>865.00</b>	<b>1,700.00</b>	<b>1,700.00</b>	<b>#Error</b>
001-420-00-5533-00-0272	SNOW & ICE REMOVAL	58,612.26	60,000.00	12,095.85	60,000.00	60,000.00	#Error
	<b>SNOW/ICE REMOVAL</b>	<b>58,612.26</b>	<b>60,000.00</b>	<b>12,095.85</b>	<b>60,000.00</b>	<b>60,000.00</b>	<b>#Error</b>
	<b>TOTAL - OPERATING EXPENSES</b>	<b>288,458.62</b>	<b>291,920.00</b>	<b>122,635.99</b>	<b>349,620.00</b>	<b>346,170.00</b>	<b>#Error</b>
	<b>HIGHWAY</b>	<b>1,220,152.03</b>	<b>1,400,095.00</b>	<b>647,973.15</b>	<b>1,510,452.00</b>	<b>1,507,002.00</b>	<b>#Error</b>

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
0274	HIGHWAY HARDSURFACING						
001-403-32-5249-00-0274	CURBING AND HARDSURFACING	189,666.60	162,000.00	5,825.40	162,000.00	162,000.00	#Error
	PURCHASE OF SERVICES	189,666.60	162,000.00	5,825.40	162,000.00	162,000.00	#Error
	TOTAL - OPERATING EXPENSES	189,666.60	162,000.00	5,825.40	162,000.00	162,000.00	#Error
	HIGHWAY HARDSURFACING	189,666.60	162,000.00	5,825.40	162,000.00	162,000.00	#Error

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
0277	HIGHWAY-SIDEWALK REPAIR						
001-403-33-5201-00-0277	HIGHWAY SIDEWALK REPAIR	29,362.13	43,000.00	34,449.98	43,000.00	43,000.00	#Error
	PURCHASE OF SERVICES	29,362.13	43,000.00	34,449.98	43,000.00	43,000.00	#Error
	TOTAL - OPERATING EXPENSES	29,362.13	43,000.00	34,449.98	43,000.00	43,000.00	#Error
	HIGHWAY-SIDEWALK REPAIR	29,362.13	43,000.00	34,449.98	43,000.00	43,000.00	#Error



Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
0273	HIGHWAY DRAINAGE						
001-403-34-5201-00-0273	DRAINAGE	12,434.20	12,000.00	1,857.22	12,000.00	12,000.00	#Error
	PURCHASE OF SERVICES	12,434.20	12,000.00	1,857.22	12,000.00	12,000.00	#Error
	TOTAL - OPERATING EXPENSES	12,434.20	12,000.00	1,857.22	12,000.00	12,000.00	#Error
	HIGHWAY DRAINAGE	12,434.20	12,000.00	1,857.22	12,000.00	12,000.00	#Error

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
0501	STREET RESURFACING						
001-403-38-5249-00-0501	RESURFACING	66,363.70	150,000.00	76,803.08	150,000.00	150,000.00	#Error
	PURCHASE OF SERVICES	66,363.70	150,000.00	76,803.08	150,000.00	150,000.00	#Error
	TOTAL - OPERATING EXPENSES	66,363.70	150,000.00	76,803.08	150,000.00	150,000.00	#Error
	STREET RESURFACING	66,363.70	150,000.00	76,803.08	150,000.00	150,000.00	#Error

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
0752	SUB DIVISION MGT FEES						
001-403-39-5201-00-0752	SUB DIVISION MGT FEES	4,463.50	9,847.00	0.00	9,847.00	9,847.00	#Error
	PURCHASE OF SERVICES	4,463.50	9,847.00	0.00	9,847.00	9,847.00	#Error
	TOTAL - OPERATING EXPENSES	4,463.50	9,847.00	0.00	9,847.00	9,847.00	#Error
	SUB DIVISION MGT FEES	4,463.50	9,847.00	0.00	9,847.00	9,847.00	#Error

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
0186	ENGINEERING						
001-405-00-5200-00-0186	PURCHASE OF SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-405-00-5310-00-0186	ENGINEERING	0.00	2,000.00	400.00	2,000.00	2,000.00	#Error
	PURCHASE OF SERVICES	0.00	2,000.00	400.00	2,000.00	2,000.00	#Error
	TOTAL - OPERATING EXPENSES	0.00	2,000.00	400.00	2,000.00	2,000.00	#Error
	ENGINEERING	0.00	2,000.00	400.00	2,000.00	2,000.00	#Error

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 420 HIGHWAY</b>					
<b>Account Number: 001-420-00-5100-00-0272</b>					
<b>Name: PERSONAL SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-420-00-5111-00-0272</b>					
<b>Name: REGULAR PAY</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
COLA Steps Longevity Retirement		2019		958,657.00	-893,547.48
		2020		1,040,748.00	-505,662.38
	1 Amount(s):			1,106,351.00	
<b>Account Number: 001-420-00-5131-00-0272</b>					
<b>Name: OVER-TIME PAY</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		47,900.00	-38,145.93
		2020		67,427.00	-19,674.78
	1 Amount(s):			54,481.00	
<b>Account Number: 001-420-00-5200-00-0272</b>					
<b>Name: PURCHASE OF SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-420-00-5212-00-0272</b>					
<b>Name: ELECTRICITY</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
electricity for BPW building and Middle Street pump station		2019		7,700.00	-7,547.40
		2020		12,700.00	-1,302.60
	1 Amount(s):			7,000.00	
<b>Account Number: 001-420-00-5220-00-0272</b>					
<b>Name: FUEL OIL</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
gas heat for BPW building		2019		9,300.00	-8,804.14
		2020		11,300.00	-3,449.45
	1 Amount(s):			11,300.00	
<b>Account Number: 001-420-00-5242-00-0272</b>					
<b>Name: SMALL TOOLSREPAIRS &amp; SU</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
shovels rakes axes handles hammers wrenches screwdrivers		2019		3,500.00	-5,573.24
drills ratchets sockets jacks special tools		2020		3,500.00	-1,059.29
	1 Amount(s):			3,500.00	
<b>Account Number: 001-420-00-5243-00-0272</b>					
<b>Name: REPAIR &amp; MAINT.-VEHICLES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
tires schocks batteries mufflers brakes alternators starters motor		2019		70,000.00	-73,822.65
mounts radiators fuel/water pumps plugs filters rotors regulators		2020		60,400.00	-40,121.07
hoses wiper blades seals rings pins bushings chains sprockets		07/01/2020		60,400.00	
gutter brooms gaskets etc					
	1 Amount(s):			60,400.00	
<b>Account Number: 001-420-00-5244-00-0272</b>					
<b>Name: REPAIR &amp; MAINT.-BUILDING</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
lights paint fire extinguishers plumbing heating a/c telephone		2019		18,410.00	-13,359.58
door replacement		2020		18,410.00	-5,289.98
		07/01/2020		15,000.00	
	1 Amount(s):			15,000.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 420 HIGHWAY</b>					
<b>Account Number:</b>	001-420-00-5245-00-0272		2019	7,300.00	-6,110.55
<b>Name:</b>	REPAIR & MAINT.-EQUIP.		2020	7,300.00	-543.15
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	stump cutter chain saws rotor rooter concrete mixer gas/diesel	07/01/2020		7,300.00	
	pumps wood chipper compressor generator				
	1 Amount(s):			7,300.00	
<b>Account Number:</b>	001-420-00-5246-00-0272		2019	1,845.00	-2,155.00
<b>Name:</b>	INSPECTION STICKERS		2020	1,845.00	-1,410.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	sticker for 27 vehicles 12@35.00 15@95.00	07/01/2020		1,845.00	
	1 Amount(s):			1,845.00	
<b>Account Number:</b>	001-420-00-5272-00-0272		2019	800.00	0.00
<b>Name:</b>	EQUIPMENT RENTAL		2020	800.00	0.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	hiring of miscellaneous pieces of equipment	07/01/2020		800.00	
	1 Amount(s):			800.00	
<b>Account Number:</b>	001-420-00-5303-00-0272		2019	1,500.00	-1,756.80
<b>Name:</b>	ADVERTISING		2020	1,500.00	-914.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	advertising plaques printing of forms and permits	07/01/2020		1,500.00	
	1 Amount(s):			1,500.00	
<b>Account Number:</b>	001-420-00-5341-00-0272		2019	1,660.00	-1,959.94
<b>Name:</b>	TELEPHONE		2020	1,800.00	-1,399.98
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	one office line one fax line one smartphone 2 ipads one alarm line	07/01/2020		2,000.00	
	1 Amount(s):			2,000.00	
<b>Account Number:</b>	001-420-00-5345-00-0272				
<b>Name:</b>	Stormwater Mgt Compliance				
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Mass DEP annual compliance and testing for the MS 4 permit	07/01/2020		60,000.00	
	1 Amount(s):			60,000.00	
<b>Account Number:</b>	001-420-00-5356-00-0272		2019	640.00	-8.30
<b>Name:</b>	MIDDLE ST PUMP STATION		2020	640.00	0.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	repairs to catch basins/covers batteries repairs to pumps propane	07/01/2020		640.00	
	1 Amount(s):			640.00	
<b>Account Number:</b>	001-420-00-5380-00-0272		2019	1,975.00	-2,384.59
<b>Name:</b>	MISCELLANEOUS		2020	1,975.00	-1,120.25
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	mileage 100.00 special fuels license 25.00 5 dot physicals 500.00	07/01/2020		1,975.00	
	hoisting license training 1300.00 boiler inspection 50.00				
	1 Amount(s):			1,975.00	
<b>Account Number:</b>	001-420-00-5386-00-0272		2019	1,800.00	-2,471.41
<b>Name:</b>	DRAINAGE DITCHES		2020	1,800.00	-1,842.23
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	repairs to brush cutters and weed whackers	07/01/2020		1,800.00	
	1 Amount(s):			1,800.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 420 HIGHWAY</b>					
<b>Account Number:</b>	001-420-00-5390-00-0272		2019	14,900.00	-13,187.18
<b>Name:</b>	CONTRACTED SERVICES		2020	15,400.00	-11,704.57
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	drug alcohol testing 1250.00 weed spraying 2000.00 building alarm contract 3000.00 fire/sprinkler panel contract 1350.00 annual contracts for fuel tank testing/permitting 6000.00 time clock contract 800.00 copy machine contract 400.00 legal 600	07/01/2020		15,400.00	
		1 Amount(s):		15,400.00	
<b>Account Number:</b>	001-420-00-5400-00-0272				
<b>Name:</b>	SUPPLIES				
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
		1 Amount(s):		0.00	
<b>Account Number:</b>	001-420-00-5410-00-0272		2019	8,000.00	-330.96
<b>Name:</b>	GASOLINE & DIESEL		2020	8,000.00	-888.89
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	gasoline for vehicles and equipment	07/01/2020		15,960.00	
		1 Amount(s):		15,960.00	
<b>Account Number:</b>	001-420-00-5415-00-0272		2019	34,000.00	-27,997.17
<b>Name:</b>	DIESEL		2020	27,000.00	-10,808.23
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	diesel fuel for vehicles and equipment	07/01/2020		27,000.00	
		1 Amount(s):		27,000.00	
<b>Account Number:</b>	001-420-00-5420-00-0272		2019	1,500.00	-1,487.80
<b>Name:</b>	OFFICE SUPPLIES		2020	1,500.00	-1,378.81
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	stamps pens pencils paper computer supplies ribbons folders ledger books envelopes receipt books etc..	07/01/2020		1,700.00	
		1 Amount(s):		1,700.00	
<b>Account Number:</b>	001-420-00-5483-00-0272		2019	2,700.00	-3,016.96
<b>Name:</b>	GREASE/OIL		2020	2,700.00	-1,466.52
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	grease oil anti-freeze for vehicles and equipment	07/01/2020		2,700.00	
		1 Amount(s):		2,700.00	
<b>Account Number:</b>	001-420-00-5531-00-0272		2019	20,000.00	-18,894.43
<b>Name:</b>	ROAD MATERIALS		2020	20,000.00	-5,682.95
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	stone cold mix hot mix gravel sand cement emulsion	07/01/2020		20,000.00	
		1 Amount(s):		20,000.00	
<b>Account Number:</b>	001-420-00-5533-00-0272		2019	60,000.00	-58,612.26
<b>Name:</b>	SNOW & ICE REMOVAL		2020	60,000.00	-12,095.85
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	sand salt calcium sand barrells repairs to sanders and plows hire equipment and operators	07/01/2020		60,000.00	
		1 Amount(s):		60,000.00	
<b>Account Number:</b>	001-420-00-5534-00-0272		2019	9,000.00	-5,380.40
<b>Name:</b>	SIGN MAKING MATERIALS		2020	9,000.00	-6,759.75
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	letters numbers poles brackets stop signs one way signs special signs painting of street lines stop sign study	07/01/2020		9,000.00	
		1 Amount(s):		9,000.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
Department: 420		HIGHWAY			
Account Number:	001-420-00-5580-00-0272		2019	10,000.00	-9,563.66
Name:	SUPPLIES/EQUIPMENT		2020	10,000.00	-4,859.02
Comment		Post Date		Budgeted	
	gloves rain gear barricades flashers hand cleaner rags soap	07/01/2020		10,000.00	
	toiletries tape medical supplies marking paint film safety glasses				
	flags etc				
	1 Amount(s):			10,000.00	
Account Number:	001-420-00-5582-00-0272		2019	12,650.00	-13,222.78
Name:	UNIFORMS		2020	12,650.00	-7,674.40
Comment		Post Date		Budgeted	
	uniforms 700/mo 8400.00 employee allowance for boots coveralls	07/01/2020		12,650.00	
	overalls safety jackets 17x2504250.00				
	1 Amount(s):			12,650.00	
Account Number:	001-420-00-5731-00-0272		2019	1,300.00	-1,120.00
Name:	DUES PROF GATHERINGS		2020	1,700.00	-865.00
Comment		Post Date		Budgeted	
	member dues 200.00 hoisting license renewals 350.00 cdl license	07/01/2020		1,700.00	
	renewals 200.00 tanker endorsements 550.00 pesticide licenses				
	renewals 400.00				
	1 Amount(s):			1,700.00	
Account Number:	001-420-20-5851-00-1239		2019	837,906.10	-424,026.40
Name:	ROADWORK		2020	763,879.70	-223,413.75
Comment		Post Date		Budgeted	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
31 Account(s) for Department 420:			2019	2,144,943.10	-1,634,487.01
			2020	2,163,974.70	-871,386.90
			Level 2	1,512,002.00	



# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 403 HIGHWAY HARDSURFACING</b>					
<b>Account Number:</b>	001-403-32-5249-00-0274		2019	162,000.00	-162,000.00
<b>Name:</b>	CURBING AND HARDSURFACING		2020	162,000.00	-5,825.40
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Repairs to concrete asphalt and cobblestone curbing. Asphalt patches		07/01/2020	162,000.00	
		1 Amount(s):		162,000.00	
<b>Account Number:</b>	001-403-33-5201-00-0277		2019	43,000.00	-29,362.13
<b>Name:</b>	HIGHWAY SIDEWALK REPAIR		2020	43,000.00	-34,449.98
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	repairs to concrete and asphalt sidewalks. Stump removal.		07/01/2020	43,000.00	
		1 Amount(s):		43,000.00	
<b>Account Number:</b>	001-403-34-5201-00-0273		2019	12,000.00	-11,968.25
<b>Name:</b>	DRAINAGE		2020	12,000.00	-1,857.22
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Purchase of drain pipe manholes catch basins and supplies to make repairs		07/01/2020	12,000.00	
		1 Amount(s):		12,000.00	
<b>Account Number:</b>	001-403-38-5249-00-0501		2019	150,000.00	-66,363.70
<b>Name:</b>	RESURFACING		2020	150,000.00	-76,803.08
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Resurfacing of streets crack sealing and cold planing		07/01/2020	150,000.00	
		1 Amount(s):		150,000.00	
<b>Account Number:</b>	001-403-39-5201-00-0752		2019	9,847.00	-4,463.50
<b>Name:</b>	SUB DIVISION MGT FEES		2020	9,847.00	0.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Fees paid by developers for maintenance of drainage swales and detention ponds		07/01/2020	9,847.00	
		1 Amount(s):		9,847.00	
<b>5 Account(s) for Department 403:</b>			2019	376,847.00	-274,157.58
			2020	376,847.00	-118,935.68
			Level 2	376,847.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 405 ENGINEERING</b>					
<b>Account Number: 001-405-00-5200-00-0186</b>					
<b>Name: PURCHASE OF SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-405-00-5310-00-0186</b>					
<b>Name: ENGINEERING</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		2,000.00	0.00
		2020		2,000.00	-400.00
		07/01/2020		0.00	
For engineering serices that town may need		07/01/2020		2,000.00	
	2 Amount(s):			2,000.00	
<b>2 Account(s) for Department 405:</b>					
		2019		2,000.00	0.00
		2020		2,000.00	-400.00
		Level 2		2,000.00	

HIGHWAY BUDGET - FY21

	EXPENDED FY 17	EXPENDED FY 18	EXPENDED FY19	APPROP. FY 20	EXPENDED FY20	REQUEST FY21	CHANGE		NOTES
					22 WEEKS				
<b>SALARIES &amp; WAGES</b>	<b>949,630.80</b>	<b>869,716.90</b>	<b>931,821.11</b>	<b>1,108,175.00</b>	<b>405,992.53</b>	<b>1,160,832</b>	<b>52,657.00</b>	<b>4.8%</b>	steps/longevity/retirement
<b>OPERATING EXPENSES</b>	<b>240,824.27</b>	<b>287,431.81</b>	<b>292,349.35</b>	<b>291,920.00</b>	<b>89,324.08</b>	<b>355,320.00</b>	<b>63,400.00</b>	<b>21.7%</b>	
Tools	9,365.18	3,695.28	5,573.24	3,500.00	756.71	3,500.00	-	0.0%	
Vehicle Maintenance	69,698.04	74,487.78	74,112.40	60,400.00	28,883.53	60,400.00	-	0.0%	
Building Maintenance	2,640.92	22,432.01	13,359.58	18,410.00	3,944.06	18,410.00	-	0.0%	
Equipment Maintenance	2,883.05	2,240.08	6,110.55	7,300.00	543.15	7,300.00	-	0.0%	
Inspection Stickers	2,080.00	2,130.00	2,155.00	1,845.00	795.00	1,845.00	-	0.0%	
Equipment Rental	800.00	-	-	800.00	-	800.00	-	0.0%	
Advertising & Printing	603.72	1,802.50	1,790.80	1,500.00	79.00	1,500.00	-	0.0%	
Telephone	1,754.55	1,814.77	2,104.20	1,800.00	806.49	2,000.00	200.00	11.1%	Rate increase
Middle Street Station	876.68	307.67	8.30	640.00	-	640.00	-	0.0%	
Miscellaneous	3,068.00	2,016.00	2,533.09	1,975.00	880.25	1,975.00	-	0.0%	
Drainage Ditches	1,774.16	1,842.61	2,471.41	1,800.00	1,775.47	1,800.00	-	0.0%	
Contracted Services	8,650.64	11,058.06	13,187.18	15,400.00	9,822.07	15,400.00	-	0.0%	
Stormwater Mgmt Compliant	-	-	-	-	-	60,000.00	60,000.00	100.0%	New line item
<b>Purchase of Services</b>	<b>104,194.94</b>	<b>123,826.76</b>	<b>123,405.75</b>	<b>115,370.00</b>	<b>48,285.73</b>	<b>175,570.00</b>	<b>60,200.00</b>	<b>52.2%</b>	
Electricity	4,777.33	4,267.35	7,575.92	12,700.00	109.39	12,700.00	-	0.0%	
Fuel Oil	7,645.62	8,940.32	8,883.12	11,300.00	374.96	11,300.00	-	0.0%	
<b>Utilities</b>	<b>12,422.95</b>	<b>13,207.67</b>	<b>16,459.04</b>	<b>24,000.00</b>	<b>484.35</b>	<b>24,000.00</b>	<b>-</b>	<b>0.0%</b>	
Office Supplies	2,498.10	1,739.34	1,487.80	1,500.00	1,149.85	1,700.00	200.00	13.3%	Price increases
Grease and Oil	1,768.54	849.82	3,016.96	2,700.00	822.52	2,700.00	-	0.0%	
Road Materials	18045.44	23,480.78	18,894.43	20,000.00	4,421.28	20,000.00	-	0.0%	
Signs and Lines	10,501.88	10,743.54	8,933.97	9,000.00	6,206.80	12,000.00	3,000.00	33.3%	Stop sign project
Supplies	9,752.39	7,351.56	9,629.31	10,000.00	3,558.49	10,000.00	-	0.0%	
Uniforms	12,719.82	11,152.86	13,222.78	12,650.00	5,997.29	12,650.00	-	0.0%	
<b>Supplies</b>	<b>55,286.18</b>	<b>55,317.90</b>	<b>55,185.25</b>	<b>55,850.00</b>	<b>22,156.23</b>	<b>59,050.00</b>	<b>3,200.00</b>	<b>5.7%</b>	
Gasoline	(5,979.68)	8,387.75	330.96	8,000.00	3,500.00	8,000.00	-	0.0%	
Diesel Fuel	24,205.53	35,561.73	37,176.09	27,000.00	12,528.17	27,000.00	-	0.0%	
<b>Gasoline &amp; Diesel</b>	<b>18,225.85</b>	<b>43,949.48</b>	<b>37,507.05</b>	<b>35,000.00</b>	<b>16,028.17</b>	<b>35,000.00</b>	<b>-</b>	<b>0.0%</b>	
Snow & Ice	49,999.35	50,000.00	58,612.26	60,000.00	1,804.60	60,000.00	-	0.0%	
Dues & Prof Gatherings	695.00	1,130.00	1,180.00	1,700.00	565.00	1,700.00	-	0.0%	
Capital Outlay	-	-	-	19,500.00	14,987.76	-	-	0.0%	
<b>SUBTOTAL</b>	<b>1,190,455.07</b>	<b>1,157,148.71</b>	<b>1,224,170.46</b>	<b>1,419,595.00</b>	<b>495,316.61</b>	<b>1,516,152.00</b>	<b>116,057.00</b>	<b>8.2%</b>	
Exclude Utilities & Gasoline:	1,159,806.27	1,099,991.56	1,170,204.37	1,360,595.00	478,804.09	1,457,152.00	-	0.0%	
<b>DRAINAGE</b>	<b>11,936.01</b>	<b>11,762.88</b>	<b>11,968.25</b>	<b>12,000.00</b>	<b>1,857.22</b>	<b>12,000.00</b>	<b>-</b>	<b>0.0%</b>	
<b>CURBING &amp; HARD-SURF.</b>	<b>161,025.57</b>	<b>162,000.00</b>	<b>162,000.00</b>	<b>162,000.00</b>	<b>5,825.40</b>	<b>162,000.00</b>	<b>-</b>	<b>0.0%</b>	
<b>SIDEWALK REPAIRS</b>	<b>42,327.06</b>	<b>43,000.00</b>	<b>42,802.13</b>	<b>43,000.00</b>	<b>34,449.98</b>	<b>43,000.00</b>	<b>-</b>	<b>0.0%</b>	
<b>STREET RESURFACING</b>	<b>149,592.33</b>	<b>147,357.54</b>	<b>147,225.00</b>	<b>150,000.00</b>	<b>76,803.08</b>	<b>150,000.00</b>	<b>-</b>	<b>0.0%</b>	
<b>SUBDIVISION MGMT FEES</b>	<b>9,482.50</b>	<b>9,847.00</b>	<b>9,467.25</b>	<b>9,847.00</b>	<b>-</b>	<b>9,847.00</b>	<b>-</b>	<b>0.0%</b>	
<b>TOTAL</b>	<b>1,564,818.54</b>	<b>1,531,116.13</b>	<b>1,597,633.09</b>	<b>1,796,442.00</b>	<b>614,252.29</b>	<b>1,892,999.00</b>	<b>96,557.00</b>	<b>5.4%</b>	

HIGHWAY DEPARTMENT - FY 21

NAME	TITLE	STEP	WEEKS	HOUR	WEEKLY	YEARLY
JOHN CHARBONNEAU	SUPT	CONTRACT	52.2	47.58	1903.20	99,347.04
KIM NOGUEIRA	H CLERK	C6+.30	1.2	24.35	852.25	1,022.70
		C7+.30	51	25.63	897.05	45,749.55
KEVIN MCCARRON	GARAGE SUPT	16-1	12.8	31.86	1274.40	16,312.32
		16-2	39.4	32.66	1306.40	51,472.16
JORGE SILVA	WFHMM	9-5+.15	42.6	28.66	1146.40	48,836.64
		9-6+.15	9.6	29.52	1180.80	11,335.68
JOSEPH DESROCHES	WFHMM	9-5+.10	15.6	28.61	1144.40	17,852.64
		9-6+.10	36.6	29.47	1178.80	43,144.08
JOHN GAGLIARDI	WFMER	9A-5+.15	17.2	28.92	1156.80	19,896.96
		9A-6+.15	35	29.78	1191.20	41,692.00
PHILIP CARDOZA	MER	7A-5+.10	6.4	25.34	1013.60	6,487.04
		7A-6+.10	45.8	26.06	1042.40	47,741.92
SEAN SIMONIN	MER	7-2	20.2	22.29	891.60	18,010.32
		7-3	32	22.91	916.40	29,324.80
MANUEL SOUZA	SMEO	7-5+.15	27.2	24.9	996.00	27,091.20
		7-6+.15	25	25.64	1025.60	25,640.00
CHARLES HURLEY	SMEO	7-5+.10	27	24.85	994.00	26,838.00
		7-6+.10	25.2	25.59	1023.60	25,794.72
KYLE WINDERLICK	SMEO	7-5+.15	18.6	24.90	996.00	18,525.60
		7-6+.15	33.6	25.64	1025.60	34,460.16
ALESSANDRO DOSSANTOS	SMEO	7-4+.05	6.2	24.07	962.80	5,969.36
		7-5+.05	46	24.80	992.00	45,632.00
CHRISTOPHER AMARAL	SMEO	7A-1	5	21.43	857.20	4,286.00
		7A-2	47.2	22.19	887.60	41,894.72
JAMES LAWRENCE	HMEO	6-5+.05	24.8	22.51	900.40	22,329.92
		6-6+.05	27.4	23.17	926.80	25,394.32
JOSHUA CUNNINGHAM	HMEO	5A-3	37.4	20.51	820.40	30,682.96
		5A-4	14.8	21.18	847.20	12,538.56
MATTHEW GIROUARD	HMEO	5A-2	5.8	19.89	795.60	4,614.48
		5A-3	46.4	20.51	820.40	38,066.56
DAVID FARLAND	HMEO	5-2	13.2	19.39	775.60	10,237.92
		5-3	39	20.01	800.40	31,215.60
JOHN RODRIGUES	HMEO	6-1	6.8	19.71	788.40	5,361.12
		6-2	45.4	20.33	813.20	36,919.28
VACANT	HMEO	5-1	26	18.70	748.00	19,448.00
		5-2	26.2	19.39	775.60	20,320.72
JAMES MARTIN, JR.	PWL	4-5+.20	39.2	20.28	811.20	31,799.04
		4-6+.20	13	20.88	835.20	10,857.60
SALARIES						148,819.29
WAGES						908,024.40
RETIREMENT BONUS						5,000.00
OVERTIME - SNOW						40,861.10
OVERTIME - REGULAR						13,620.37
WORKING OUT OF CLASS						16,980.00
STIPEND/LICENSES						850.00
SICK LEAVE BONUS						8,000.00
SICK LEAVE BENEFIT						8,526.98
LONGEVITY						10,150.00
						<u>1,160,832.13</u>

HIGHWAY DEPARTMENT - FY 21

<u>SICK LEAVE BONUS</u>	<u>DAYS</u>	
AMARAL, CHRISTOPHER	0	400
CHARBONNEAU, JOHN	0	400
CARDOZA, PHILIP	0	400
CUNNINGHAM, JOSHUA	0	400
DESROCHES, JOSEPH	0	400
DOSSANTOS, ALLESANDRO	0	400
FARLAND, DAVID	0	400
GAGLIARDI, JOHN	0	400
GIROUARD, MATTHEW	0	400
HURLEY, CHARLES	0	400
LAWRENCE, JAMES	0	400
MARTIN, JAMES	0	400
MCCARRON, KEVIN	0	400
RODRIGUES, JOHN	0	400
NOGUEIRA, KIM	0	400
SILVA, JORGE	0	400
SIMONIN, SEAN	0	400
SOUZA, MANUEL	0	400
WINDERLICK, KYLE	0	400
VACANT	0	400
		<u>8,000.00</u>

<u>OVERTIME - SNOW</u>	
75% OF 6% WAGES	40,861.10
<u>OVERTIME - REGULAR</u>	
25% OF 6% WAGES	13,620.37
CONTRACT/CHARBONNEAU	2,700.00
<u>WORKING OUT OF CLASSIFICATION</u>	
SUPT - VACATION, PD	8,400.00
MECH. FOREMAN - VACATION, PD	6,380.00
OTHER - OPERATORS	<u>2,200.00</u>
	16,980.00
<u>RETIREMENT BONUS</u>	
CHARBONNEAU, JOHN	2,500.00
MARTIN, JAMES	<u>2,500.00</u>
	5,000.00

<u>SICK LEAVE BENEFIT</u>	<u>DAYS</u>	
CHARBONNEAU, JOHN	7.5	2,854.80
HURLEY, CHARLES	7.5	1,535.40
MARTIN, JAMES	7.5	1,252.80
NOGUEIRA, KIM	7.5	1,345.58
WINDERLICK, KYLE	7.5	1,538.40
		<u>8,526.98</u>
<u>STIPEND/LICENSES</u>		
PESTICIDE LICENSE - FURTADO		250.00
PESTICIDE LICENSE - HURLEY		250.00
PESTICIDE LICENSE - SOUZA		250.00
LARVACIDE STIPEND-SOUZA		<u>100.00</u>
		850.00

<u>LONGEVITY</u>	<u>YRS</u>	
CARDOZA, PHILIP	12	600
CHARBONNEAU, JOHN	20	1,000.00
DESROCHES, JOSEPH	14	700
DOSSANTOS, ALESSANDRO	6	400
GAGLIARDI, JOHN	16	800
HURLEY, CHARLES	12	600
LAWRENCE, JAMES	6	400
MARTIN, JAMES	33	1,650.00
NOGUEIRA, KIM	29	1,450.00
SILVA, JORGE	16	800
SOUZA, MANUEL	18	900
WINDERLICK, KYLE	17	<u>850</u>
		10,150.00

## HIGHWAY DIVISION – FY 2021

### SALARIES AND WAGES

\$1,160,832

COLA, Steps, longevity, retirement

### OPERATING EXPENSES

#### TOOLS

\$ 3,500.00

Shovels, rakes, axes, shovel handles, hammers, wrenches, screwdrivers, drills, ratchets, sockets, jacks, special tools, etc.

#### VEHICLE MAINTENANCE

\$ 60,400.00

Repairs to vehicles; points, plugs, rotors, condensers, distributor caps, voltage regulators, alternators, starters, hoses, switches, cylinders, wiper blades, brakes, mufflers, clamps, belts, plates, filters, bearings, batteries, seals, rings, pins, bushings, chains, sprockets, gutter brooms, gaskets, fittings, adapters, flywheels, nuts, bolts, washers, fuses, bulbs, battery terminal connectors, shocks, stabilizer links, wire sets, lights, tires, tire repair, brake cleaner, carburetor cleaner, springs, motor mounts, radiators, fuel pumps, water pumps, welding materials, pads, tips, pins, bushings, chain links, bottom rollers, upper idlers, drive sprockets, glass repair, teeth, blades, brackets, etc.

#### BUILDING MAINTENANCE

\$18,410.00

Repairs to the Public Works Building; lights, paint, fire extinguishers, plumbing, heating, air conditioner, telephone repairs, replace two doors (12,500)

#### EQUIPMENT MAINTENANCE

\$ 7,300.00

Repair of stump cutter, chain saws, roto roter, concrete mixer, gasoline pumps, pumps, wood chipper, compressor, and generator.

#### INSPECTION STICKERS

\$ 1,845.00

Vehicle inspection stickers for 27 vehicles from a certified Inspection Station.  
(12 @ 35.00/each; 15 @ 95.00/each)

#### EQUIPMENT RENTAL

\$ 800.00

Hiring of miscellaneous pieces of equipment.

#### ADVERTISING AND PRINTING

\$ 1,500.00

Advertising in newspaper, plaques, printing of forms and permits.

#### TELEPHONE

\$ 2,000.00

One office line, one fax line, one Smartphone, one iPad, one alarm line for Middle Street pump station.

#### MIDDLE STREET PUMPING STATION

\$ 640.00

Repair of catch basins in park area and replacement of covers, batteries and repairs to pumping station, propane.

## HIGHWAY DIVISION – FY 2021

MISCELLANEOUS	\$ 1,975.00
Mileage (100.00), Special Fuels License (25.00), DOT Physicals for 5 employees @100.00 each (500.00), Hoisting License Training (1,300.00), Boiler Inspection (50.00).	
DRAINAGE DITCHES	\$ 1,800.00
Repairs to brush cutters and weed whackers.	
CONTRACTED SERVICES	\$ 15,400.00
Random drug and alcohol testing for 17 employees @75.00 each (1,250.00), weed spraying of hurricane dike (2,000.00), building alarm contract (3,000.00), fire alarm and sprinkler panel contract (1,350.00), annual contracts for fuel tank testing – semi-annual, vapor recovery and monthly compliance testing (6,000.00), Time Clock (800.00), Copy Machine (400.00). Legal Fees (600.00).	
STORMWATER MGMT COMPLIANCE	\$ 60,000.00
Mass DEP annual compliance and testing for the MS 4 permit.	
ELECTRICITY	\$ 12,700.00
Electricity for the Public Works Building and the Middle Street Pumping Station.	
FUEL OIL	\$ 11,300.00
Gas heat for the Public Works Building.	
OFFICE SUPPLIES	\$ 1,700.00
Stamps, Pens, pencils, paper, computer supplies, ribbons, folders, ledger books, envelopes, receipt books, etc.	
GREASE AND OIL	\$ 2,700.00
Grease, oil, anti-freeze for vehicles and equipment.	
ROAD MATERIALS	\$ 20,000.00
Process stone, cold mix, hot mix, gravel, crushed stone, sand and cement, cost increases for all materials.	
SIGNS AND LINES	\$ 12,000.00
Letters, numbers, sign blanks, paper, brackets, stop signs, one way signs, hand painted signs, poles, special signs, painting of lines in streets and sidewalks, stop sign study.	
SUPPLIES	\$ 10,000.00
Gloves, rain gear, barricades, flashers, hand cleaner, rags, soap, toiletries, tape, medical supplies, marking paint, film, safety glasses, flags, etc.	

## HIGHWAY DIVISION – FY 2021

<b>UNIFORMS</b>	<b>\$ 12,650.00</b>
Uniforms for personnel – Town 100%. Cintas 700.00 per month (8400.00). (250.00 for 17 employees for boots, coveralls, bib overalls, safety jackets (4250.00).	
<b>GASOLINE</b>	<b>\$ 8,000.00</b>
Gasoline for vehicles and equipment.	
<b>DIESEL FUEL</b>	<b>\$ 27,000.00</b>
Diesel fuel for vehicles and equipment.	
<b>SNOW AND ICE</b>	<b>\$ 60,000.00</b>
Sand, salt, calcium, possibility of hiring equipment and operators to supplement any equipment breakdown, repairs of sanders and plows.	
<b>DUES &amp; PROFESSIONAL GATHERINGS</b>	<b>\$ 1,700.00</b>
Member dues (200.00), Hoisting License Renewals for 6 employees @ 60.00 (360.00), CDL License Renewal for 8 employee @ 25.00 (200.00). Tanker Endorsement for 10 employees @ 55.00 (550.00). Pesticide License annual renewal (400.00).	
<b>DRAINAGE</b>	<b>\$ 12,000.00</b>
Purchase of drainage pipe, manholes, catch basins and supplies for repairs to Town drainage system.	
<b>CURBING AND HARDSURFACING</b>	<b>\$ 162,000.00</b>
Repairs to concrete, asphalt and cobblestone curbing. Asphalt patches.	
<b>SIDEWALK REPAIRS</b>	<b>\$ 43,000.00</b>
Repairs to concrete and asphalt sidewalks. Stump removal.	
<b>STREET RESURFACING</b>	<b>\$ 150,000.00</b>
Resurfacing of streets, crack-sealing, and cold planing.	
<b>SUBDIVISION MANAGEMENT FEES</b>	<b>\$ 9,847.00</b>
Fees paid by developers for maintenance of drainage swales and detention ponds.	
Shannon Meadows -	4,360.00
Hilton Estates -	200.00
McKensie Lane -	2,095.00
Oak Grove Estates -	1,290.00
Howland Heights -	702.00
Welcome Street -	1,200.00



Department Name:	Job Title	Highway		Years of Service (2)	Union (3)	Grade	Step (4)	Hourly Wage (5)	Hrs./week	Annual Wages(6)	Annual Salary (7)	Date of Step (8)	Cost of Step Inc. (9)	Longevity (10)	Sick Leave Bonus (11)	Sick Leave Buy-Back (12)	Stipend/Other (18)	Total Compensation	
		Date of Hire	CONTRACT																
	Superintendent	7/24/2000	CONTRACT					\$47.58	40.0		\$99,347			\$1,000	\$400	\$2,855	\$5,200	\$108,802	
	Principal Clerk	4/1/1991	C	29	C	6		\$24.35	35.0		\$44,487	7/9/2020	\$2,285	\$1,450	\$400	\$1,346		\$49,968	
	Garage Supt	9/30/2019	NU	0	NU	16	1	\$31.86	40.0	\$66,524		9/30/2020	\$1,261	\$0	\$400			\$68,184	
	WFHMM	4/26/2004	H	16	H	9	5	\$28.66	40.0	\$59,842		4/26/2021	\$330	\$800	\$400			\$61,372	
	WFHMM	9/18/2006	H	14	H	9	5	\$28.61	40.0	\$59,738		10/18/2020	\$1,259	\$700	\$400			\$62,097	
	WFMER	11/8/2004	H	16	H	9A	5	\$28.92	40.0	\$60,385		10/30/2020	\$1,204	\$800	\$400			\$62,789	
	IMER	8/18/2008	H	12	H	7A	5	\$25.34	40.0	\$52,910		8/15/2020	\$1,319	\$600	\$400			\$55,229	
	IMER	1/30/2017	H	3	H	7	2	\$22.29	40.0	\$46,542		11/20/2020	\$794	\$400	\$400			\$47,735	
	SMEO	3/11/2002	H	17	H	7	5	\$24.90	40.0	\$51,991		1/7/2021	\$740	\$900	\$400	\$350		\$54,381	
	SMEO	7/9/2008	H	11	H	7	5	\$24.85	40.0	\$51,887		1/4/2021	\$746	\$600	\$400	\$1,535	\$250	\$55,418	
	SMEO	4/14/2003	H	17	H	7	5	\$24.90	40.0	\$51,991		11/8/2020	\$995	\$850	\$400	\$1,538		\$55,774	
	SMEO	8/8/2014	H	6	H	7	4	\$24.07	40.0	\$50,258		8/14/2020	\$1,343	\$400	\$400			\$52,401	
	SMEO	10/9/2018	H	2	H	7A	1	\$21.43	40.0	\$44,746		8/6/2020	\$1,435	\$400	\$400			\$46,581	
	HMEO	12/22/2014	H	6	H	6	5	\$22.51	40.0	\$47,001		12/22/2020	\$723	\$400	\$400			\$48,524	
	HMEO	3/19/2018	H	2	H	5A	3	\$20.51	40.0	\$42,825		3/19/2021	\$397	\$400	\$400			\$43,622	
	HMEO	8/10/2018	H	2	H	5A	2	\$19.89	40.0	\$41,530		8/10/2020	\$1,151	\$400	\$400			\$43,081	
	HMEO	1/16/2018	H	2	H	5	1	\$19.39	40.0	\$40,486		10/2/2019	\$967	\$400	\$400			\$41,854	
	HMEO	10/9/2018	H	2	H	6	1	\$19.71	40.0	\$41,154		8/19/2019	\$1,126	\$400	\$400			\$42,680	
	HMEO	4/1/1987	H	2	H	5	1	\$18.70	40.0	\$39,046		1/4/2021	\$723	\$400	\$400			\$40,169	
	PWL	8/8/2011	NU	33	H	4	5	\$20.28	40.0	\$42,345		4/1/2021	\$312	\$1,650	\$400	\$1,253	\$2,500	\$48,459	
	BPW Supt.																\$250	\$50	\$54,481
										\$891,200	\$143,834		\$19,109	\$10,150	\$8,000	\$8,527	\$80,011	\$1,160,832	
<b>Comments:</b>																			
<b>STIPEND/OTHER (18)</b>																			
Overtime - 6% of Highway Union Wages \$54,481																			
Working out of Classification \$16,980																			
Pesticide /Mosquito License Stipends \$850																			
Retirement Bonus (2) \$5,000																			
Contract Increase/Charbonneau \$2,700																			

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
0553	TREE WARDEN						
001-294-00-5111-00-0553	REGULAR PAY	7,177.00	7,177.00	3,588.54	7,177.00	7,177.00	#Error
	SALARY & WAGES	7,177.00	7,177.00	3,588.54	7,177.00	7,177.00	#Error
	TOTAL - SALARY & WAGES	7,177.00	7,177.00	3,588.54	7,177.00	7,177.00	#Error
	TREE WARDEN	7,177.00	7,177.00	3,588.54	7,177.00	7,177.00	#Error

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
0552	TREE DEPT.						
001-295-00-5111-00-0552	REGULAR PAY	27,282.49	32,830.00	14,746.08	34,163.00	34,163.00	#Error
	SALARY & WAGES	27,282.49	32,830.00	14,746.08	34,163.00	34,163.00	#Error
	TOTAL - SALARY & WAGES	27,282.49	32,830.00	14,746.08	34,163.00	34,163.00	#Error
001-295-00-5242-00-0552	SMALL TOOLSREPAIRS & SU	8,821.86	1,326.00	402.82	1,400.00	1,400.00	#Error
001-295-00-5245-00-0552	REPAIR & MAINT.-EQUIP.	8,085.46	5,000.00	485.97	5,000.00	5,000.00	#Error
001-295-00-5314-00-0552	TREE PURCHASES	0.00	5,000.00	0.00	5,000.00	5,000.00	#Error
001-295-00-5341-00-0552	TELEPHONE	375.41	612.00	331.83	700.00	700.00	#Error
001-295-00-5359-00-0552	TREE REMOVAL	114.00	3,162.00	0.00	3,200.00	3,200.00	#Error
	PURCHASE OF SERVICES	17,396.73	15,100.00	1,220.62	15,300.00	15,300.00	#Error
001-295-00-5461-00-0552	CHEMICALS FOR TREES	0.00	255.00	0.00	350.00	350.00	#Error
	SUPPLIES	0.00	255.00	0.00	350.00	350.00	#Error
001-295-00-5410-00-0552	GASOLINE & DIESEL	1,865.10	2,500.00	988.08	2,500.00	2,500.00	#Error
	GASOLINE	1,865.10	2,500.00	988.08	2,500.00	2,500.00	#Error
001-295-00-5712-00-0552	MILEAGE & CAR ALLOWANCE	517.36	750.00	0.00	750.00	0.00	#Error
001-295-00-5731-00-0552	DUES	170.00	100.00	0.00	260.00	260.00	#Error
	OTHER CHARGES	687.36	850.00	0.00	1,010.00	260.00	#Error
	TOTAL - OPERATING EXPENSES	19,949.19	18,705.00	2,208.70	19,160.00	18,410.00	#Error
	TREE DEPT.	47,231.68	51,535.00	16,954.78	53,323.00	52,573.00	#Error

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 294 TREE WARDEN</b>					
<b>Account Number: 001-294-00-5111-00-0553</b>			2019	7,177.00	-7,177.00
<b>Name: REGULAR PAY</b>			2020	7,177.00	-3,588.54
<b><u>Comment</u></b>			<b><u>Post Date</u></b>	<b><u>Budgeted</u></b>	
			07/01/2020	7,177.00	
			<b>1 Amount(s):</b>	7,177.00	
<b>1 Account(s) for Department 294:</b>					
			2019	7,177.00	-7,177.00
			2020	7,177.00	-3,588.54
			Level 2	7,177.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 295 TREE DEPT</b>					
<b>Account Number:</b>	001-295-00-5111-00-0552		2019	32,722.00	-27,282.49
<b>Name:</b>	REGULAR PAY		2020	32,830.00	-14,746.08
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		34,163.00	
		1 Amount(s):		34,163.00	
<b>Account Number:</b>	001-295-00-5242-00-0552		2019	1,326.00	-8,821.86
<b>Name:</b>	SMALL TOOLSREPAIRS & SU		2020	1,326.00	-402.82
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		1,400.00	
		1 Amount(s):		1,400.00	
<b>Account Number:</b>	001-295-00-5245-00-0552		2019	12,500.00	-8,085.46
<b>Name:</b>	REPAIR & MAINT.-EQUIP.		2020	5,000.00	-485.97
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		5,000.00	
		1 Amount(s):		5,000.00	
<b>Account Number:</b>	001-295-00-5314-00-0552		2019	6,550.00	0.00
<b>Name:</b>	TREE PURCHASES		2020	5,000.00	0.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		5,000.00	
		1 Amount(s):		5,000.00	
<b>Account Number:</b>	001-295-00-5341-00-0552		2019	612.00	-375.41
<b>Name:</b>	TELEPHONE		2020	612.00	-331.83
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		700.00	
		1 Amount(s):		700.00	
<b>Account Number:</b>	001-295-00-5359-00-0552		2019	3,162.00	-114.00
<b>Name:</b>	TREE REMOVAL		2020	3,162.00	0.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		3,200.00	
		1 Amount(s):		3,200.00	
<b>Account Number:</b>	001-295-00-5410-00-0552		2019	1,900.00	-1,865.10
<b>Name:</b>	GASOLINE & DIESEL		2020	2,500.00	-988.08
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		2,500.00	
		1 Amount(s):		2,500.00	
<b>Account Number:</b>	001-295-00-5461-00-0552		2019	5.00	0.00
<b>Name:</b>	CHEMICALS FOR TREES		2020	255.00	0.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		350.00	
		1 Amount(s):		350.00	
<b>Account Number:</b>	001-295-00-5712-00-0552		2019	750.00	-517.36
<b>Name:</b>	MILEAGE & CAR ALLOWANCE		2020	750.00	0.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
		1 Amount(s):		0.00	
<b>Account Number:</b>	001-295-00-5731-00-0552		2019	100.00	-170.00
<b>Name:</b>	DUES		2020	100.00	0.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		260.00	
		1 Amount(s):		260.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
Department:	295	TREE DEPT			
10 Account(s) for Department 295:			2019	59,627.00	-47,231.68
			2020	51,535.00	-16,954.78
			Level 2	52,573.00	

Department Name:	Tree Department		Years of Service(2)	Union (3)	Grade	Step (4)	Hourly Wage (5)	Hrs./ week	Annual Wages(6)	Annual Salary (7)	Date of Step (8)	Cost of Step Inc. (9)	Longevity(10)	Sick Leave Bonus (11)	Sick Leave Buy-Back (12)	Stipend/ Other (18)	Total Compensation	
Job Title	Date of Hire																	
Laborer	7/1/2018		2	Nu	5	3	\$15.77	10.0	\$8,232								\$8,232	
Laborer	7/1/2018		2	NU	5	3	\$15.77	10.0	\$8,232								\$8,232	
Laborer	7/1/2018		2	NU	5	3	\$15.77	10.0	\$8,232								\$8,232	
Laborer	7/1/2018		2	NU	5	3	\$15.77	10.0	\$8,232								\$8,232	
Overtime							\$23.66	1.0	\$1,235	\$0		\$0					\$1,235	
Totals									\$34,163	\$0		\$0					\$34,163	
<b>Comments:</b>																		
\$1,240 allowance for Overtime reflects 52 hours for total year for weeks worked in excess of 40 hours, if needed.																		

*Town of Fairhaven  
Board of Public Works*

*5 Arsene Street  
Fairhaven, Massachusetts 02719  
TEL. 508-979-4030  
FAX. 508-979-4086  
bpw@fairhaven-ma.gov*



To: Mark Rees, Fairhaven Town Administrator  
From: Vinnie Furtado, Public Works Superintendent  
Subj: FY 21 Sanitation Department Budget  
Date: December 5, 2019

A handwritten signature in black ink, appearing to read "Vinnie Furtado", is written over the "From:" line of the letterhead.

By means of this correspondence, please accept the FY 21 Sanitation Department Budget.

As per Selectmen Goals 3, 4 and 7, the implementation of this budget requires fiscal management to ensure that disposal fees are being applied correctly as well as fostering a cooperative effort with other Town Departments and the Public.



Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
1407	SANITATION						
001-431-01-5390-00-1407	TRASH-CONTRACTED SERVICES	0.00	563,623.00	336,280.06	580,532.00	580,532.00	#Error
	PURCHASE OF SERVICES	0.00	563,623.00	336,280.06	580,532.00	580,532.00	#Error
	TOTAL - OPERATING EXPENSES	0.00	563,623.00	336,280.06	580,532.00	580,532.00	#Error
	SANITATION	0.00	563,623.00	336,280.06	580,532.00	580,532.00	#Error

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
1407	SANITATION						
001-431-02-5390-00-1407	RECYCLING-CONTRACTED SERVIC	0.00	389,397.00	217,429.20	404,864.00	399,388.00	#Error
	PURCHASE OF SERVICES	0.00	389,397.00	217,429.20	404,864.00	399,388.00	#Error
	TOTAL - OPERATING EXPENSES	0.00	389,397.00	217,429.20	404,864.00	399,388.00	#Error
	SANITATION	0.00	389,397.00	217,429.20	404,864.00	399,388.00	#Error

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
1407	SANITATION						
001-431-03-5390-00-1407	HAZARDOUS WASTE-CONTRACTE	0.00	21,000.00	13,314.30	21,000.00	21,000.00	#Error
	PURCHASE OF SERVICES	0.00	21,000.00	13,314.30	21,000.00	21,000.00	#Error
	TOTAL - OPERATING EXPENSES	0.00	21,000.00	13,314.30	21,000.00	21,000.00	#Error
	SANITATION	0.00	21,000.00	13,314.30	21,000.00	21,000.00	#Error

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
1407	SANITATION						
001-431-04-5390-00-1407	SEMASS-CONTRACTED SERVICES	0.00	351,650.00	141,401.29	385,000.00	385,000.00	#Error
	PURCHASE OF SERVICES	0.00	351,650.00	141,401.29	385,000.00	385,000.00	#Error
	TOTAL - OPERATING EXPENSES	0.00	351,650.00	141,401.29	385,000.00	385,000.00	#Error
	SANITATION	0.00	351,650.00	141,401.29	385,000.00	385,000.00	#Error

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
1407	SANITATION						
001-431-05-5390-00-1407	LANDFILL-CONTRACTED SERVICES	0.00	24,700.00	16,185.00	27,000.00	27,000.00	#Error
	PURCHASE OF SERVICES	0.00	24,700.00	16,185.00	27,000.00	27,000.00	#Error
	TOTAL - OPERATING EXPENSES	0.00	24,700.00	16,185.00	27,000.00	27,000.00	#Error
	SANITATION	0.00	24,700.00	16,185.00	27,000.00	27,000.00	#Error

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
1407	SANITATION						
001-431-06-5390-00-1407	TRANSFER STATION/LANDFILL	0.00	36,150.00	8,128.30	37,940.00	37,940.00	#Error
	PURCHASE OF SERVICES	0.00	36,150.00	8,128.30	37,940.00	37,940.00	#Error
	TOTAL - OPERATING EXPENSES	0.00	36,150.00	8,128.30	37,940.00	37,940.00	#Error
	SANITATION	0.00	36,150.00	8,128.30	37,940.00	37,940.00	#Error

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
	Summary for 431-SANITATION	0.00	1,386,520.00	732,738.15	1,456,336.00	1,450,860.00	#Error

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 431 SANITATION</b>					
<b>Account Number:</b>	001-431-01-5390-00-1407		2020	563,623.00	-336,280.06
<b>Name:</b>	TRASH-CONTRACTED SERVICES				
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Trash Agreement and Leaf Collection 3% increase		07/01/2020		580,532.00	
	1 Amount(s):			580,532.00	
<b>Account Number:</b>	001-431-02-5390-00-1407		2020	389,397.00	-217,429.20
<b>Name:</b>	RECYCLING-CONTRACTED SERVICES				
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Recycle Agreement \$266144 3% increase Recycle Roll-offs at Recycle Center \$7000 Recyclable Material Processing Agreement \$1550 ton @\$85/ton \$131750		07/01/2020		399,388.00	
	1 Amount(s):			399,388.00	
<b>Account Number:</b>	001-431-03-5390-00-1407		2020	21,000.00	-13,314.30
<b>Name:</b>	HAZARDOUS WASTE-CONTRACTED SERVICES				
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Vendor \$19500 Paint \$400 Police \$260 Medical Waste from Fire Department \$70 x 12 months \$840.00		07/01/2020		21,000.00	
	1 Amount(s):			21,000.00	
<b>Account Number:</b>	001-431-04-5390-00-1407		2020	351,650.00	-141,401.29
<b>Name:</b>	SEMASS-CONTRACTED SERVICES				
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Agreement with SEMASS for the disposal of Towns trash 5100 tons @ \$75.46/ton		07/01/2020		385,000.00	
	1 Amount(s):			385,000.00	
<b>Account Number:</b>	001-431-05-5390-00-1407		2020	24,700.00	-16,185.00
<b>Name:</b>	LANDFILL-CONTRACTED SERVICES				
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Contract for Inspections \$17000 Grass Mowing \$5000 Fill and Materials \$5000		07/01/2020		27,000.00	
	1 Amount(s):			27,000.00	
<b>Account Number:</b>	001-431-06-5390-00-1407		2020	36,150.00	-8,128.30
<b>Name:</b>	TRANSFER STATION/LANDFILL				
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Tire Disposal \$1500 Propane Tank Disposal \$300 Electronics Disposal \$8100 Oil and Filter Disposal \$600 Port-a-Jon Rental \$1140 Brush Chipping \$20000 C&D Roll-off \$4000 Receipt Books \$200 Recycle Permits \$1000 Scrap Metal \$600		07/01/2020		37,940.00	
	1 Amount(s):			37,940.00	
<b>6 Account(s) for Department 431:</b>		2020		1,386,520.00	-732,738.15
		Level 2		1,450,860.00	



**SANITATION AND RECYCLING BUDGET FY21**

# 431

FY21	ABC DISPOSAL AGREEMENT	Account			FY21 REQUEST	FY20 APPROP.	
A.	Trash	01	Contract Increase		561,992.00	545,623.00	3%
B.	Recycling	02	Contract Increase		266,114.00	258,363.00	3%
	Recycle Roll-offs Transfer Station	02			7,000.00	(716.00)	110%
C.	Recyclable Material Processing Adjustment	02	\$85/ton - Estimate 1550 tons		131,750.00	131,750.00	0%
E.	Leaf Collection	01	Contract Increase		18,540.00	18,000.00	3%
F.	Roll-Off Disposal		Contract Increase				
	1. Disposal		\$96/ton				
	2. Hauling Fee - Round Trip		\$155				
	Household Hazardous Waste Day	03			21,000.00	21,000.00	0%
	Event			19,500.00			
	Paint			400.00			
	Police			260.00			
	Medical Waste		\$70 x 12	840.00			
	SEMASS	04			385,000.00	351,650.00	9%
	Landfill Services	05			27,000.00	24,700.00	9%
	Brown and Caldwell - (Est.)			17,000.00			
	Grass Mowing - (Est.)			5,000.00			
	Fill and Materials			5,000.00			
	Recycle Center (Transfer Station)	06			37,940.00	36,150.00	5%
	Tire Disposal			1,500.00			
	Propane Tank Disposal			300.00			
	Electronic Disposal		\$1350/load x 6	8,100.00			
	Oil & Filter Disposal			600.00			
	Freon Disposal			1,100.00			
	Port-a-John Rental		\$95 x 12	1,140.00			
	Brush Chipping			20,000.00			
	Roll-Off Disposal BPW Bldg		\$500 x 8	4,000.00			
	Receipt Books			200.00			
	Recycle Permits			1,000.00			
	Mid-City Scrap			600.00			
<b>TOTAL</b>					<b>1,456,336.00</b>	<b>1,386,520.00</b>	<b>5%</b>
	Trash-Contracted Services	01			580,532.00		
	Recycling-Contracted Services	02			404,864.00		
	Hazardous Waste	03			21,000.00		
	SEMASS	04			385,000.00		
	Landfill Services	05			27,000.00		
	Transfer Station	06			37,940.00		
					<b>1,456,336.00</b>		



# Town of Fairhaven

## Board of Health

Town Hall • 40 Center Street • Fairhaven, MA 02719  
Telephone: (508) 979-4023 ext. 125 • Fax: (508) 979-4079

Mr. Mark Rees  
Town Administrator

RE: Budget Transmittal Letter

Noting Changes:

This has been quite an interesting year for me yet again. I would like to thank MY BOH as well as the Town administration, Finance Committee and other Departments for all the support with the various community projects we embarked on this year.

The renewal process went rather smoothly once again. We began our online permitting and payment system which was well received. The participation in the Retail Food Standards program has been extremely helpful allowing us to guide Food Service establishments to a standard operating procedure which ensures a safe and sanitary food supply is provided to the public. We had no reportable Food Borne Illness this year.

I have provided a review by line item explaining the recommendation I have requested.

**Regular Pay:** Changes are scheduled increases plus certification stipend and sick-time bonus.

**Repairs and Maintenance:** No changes

**Pest Control:** No changes

**Advertising:** No Changes

**Telephone:** No changes

**Postage:** No changes

**Supplies (Fix It Clinic):** No changes

**Gas and Diesel:** No changes. Possible reduction if we obtain electric car. TBD.

**Office supplies:** No changes

**New Equipment:** \$4,000.00 purchase office equipment for relocation of HD to give area to Veterans agent for handicapped access to veterans. Files, cabinets, desks, book shelves, etc.

**Preprinted forms:** No changes

**Uniforms:** increased to \$680 to include Board members

**Lab Supplies:** No changes

**Clinics:** I would like to investigate an additional clinic sponsored by the Health Dept and community partners and municipal partners (Library, BPW, COA) . This would be a tool lending library. Residents could donate tools and other residents could borrow tools and equipment. By doing this the town would be awarded additional money from DEP Grants. We would also be reducing our MSW tipping fees and create an environment that could bring youth and senior citizens , retirees and people who lack purpose together to increase a sense of community while having fun. The School Dept is looking for a way to connect to our youth , especially young males. The clinic would be approximately 3 hours each time. We would ask for some volunteer staff or ask for additional funding through DEP SMRF grant funding. Families could borrow tools rather than purchase them. That would allow people to spend more money on family outings and allocate their disposable income into other needs thereby reducing stress to the home.

We are again sponsoring a clinic for CPR/Anti choking (Required for a food Establishment having 25 seats or more) included in this training is EPIpen training and Narcan training available for the community partners. We have availability to host the events at the auditorium or partner with the Seaport Inn. They have offered their room for any overdose awareness initiatives.

We will be hosting a Food Safety meeting with our Food Establishments including overdose awareness and Narcan Training. This is thru a grant received from AFDO and NACCHO. This program will also include overdose and Narcan training.

**Med. Community Services:** No changes. Community Nurse contract.

**Mileage & Car allowance:** No changes

**Seminars and Trainings:** Increase of \$375.00 for Certified Pool operator/Inspector

**Dues:** increase to \$1,120; addition of NACCHO (\$230) and AFDO (\$50)

**Board Member Salary:** No changes

### **Other changes:**

I have been in contact and met with DEP in reference to applying for grant money which would assist in offsetting some of the recycle charges due to the unfavorable market. We have called for two collections for Mattress recycling/ recovery. We received \$14,300 dollars because we recycle items rather than dispose of them in the trash. There is money available for conducting school recycle programs it has been difficult connecting with the schools to move this forward.

We installed textile recovery boxes to reduce textiles being disposed of in the MSW and therefore reduced MSW tipping fees. We hosted e waste, paper shred and textile recovery events in partnership with Fairhaven Rotary and the former EJ'S. There is another event planned for the spring to collect toys, textiles, and paper shredding and possibly e waste. The company we work with, BayState Textile Services pays us \$100.00 per ton for the textiles. This past year we recovered over 25,380 Lbs of textiles removed from the waste stream. This generated \$1,269.00 as of November 2019 to be used for Hoarding remediation programs. We collected/ repurposed over 10,000 lbs of latex paint at HHW this year. We purchased and distributed silicone reusable straws and attached them to our recycle flyers and gave them to the community at our events which reduces our waste and allows a conversation about recycling. We offered Rain barrels and compost bins. We partnered with Rotary Club to provide Compost bins with a \$27 subsidy from DEP at \$10.00 final cost to the residents of Fairhaven. DEP gives us additional funds because we divert those items out of the landfill and lowered our tipping fees.

I along with the media Dept. we produce a few PSA videos. We made a how do you dispose of your unwanted medications PSA. We put together a PSA for holiday light recovery, We will be visiting Recolor Paints to show residents what happens to the paint we recover. We along with the Fire Dept. would like to produce a PSA about what and where would you go in an emergency to put residents especially the elderly at ease in an emergency situation like hurricanes.?

We also created PSA's for protecting yourself from Tick bites and reducing your exposure to mosquito bites; therefore reducing the chance of contracting EEE or West Nile virus.

I work with Police and Fire, COA and elderly housing to identify hoarders and get those populations in distress connected with social programs available in the region. I along with Amanda currently host 2 Buried in Treasures 20 week remediation and 26 week maintenance BIT course to work with Fairhaven residents on this initiative in a 20 week Buried in Treasures remediation class. Hoarding represents approximately 5%-8 % of the population and is a huge revenue expense to municipalities. The cost is dramatically reduced when people are identified and situations are managed before we face a crisis situation putting the safety of our Town and personnel in jeopardy. We have partnered with Marion, Mattapoisett, Westport, Acushnet and Dartmouth and New Bedford on municipal Hoarding remediation. The textile boxes help but we have more work to do. Thru Hoarding remediation grants we conducted aroma therapy for anxiety and stress. We created what we call rolling recovery which is a suitcase filled with a computer, scanner, shredder, files, Planners and thumb drives, earbuds for stress reduction and downloaded relaxing music on the computer. We still are leaders in innovative Ideas at the Statewide Steering committee on Hoarding in partnership with Mass Housing where we are seeking designated State funding.

**New Programs:** Organization classes for youth \$1,000.00 (materials)

We propose to conduct organization classes with Fairhavens youth in partnership with the Rec Center to help our students to organize their lives and the materials they need daily. This is hopes that we can offer resources for people while they are young and we could avoid a hoarding situation in the future.

Many Hoarders find that they can trace back their issues to when they were children and were described as scatterbrains. I say lacking organizational skills.

Purchase Relevant Food inspection program \$3,600/yr and 2 Ipads \$2,000.00. This online program is expanding to include all Health Dept . inspections. (We are using this program on a grant this year)

**Expanded Programs:** purchase and install sunscreen dispensers and products at all the schools and provide maintenance for the dispensers. \$1,500.00.

I believe these proposals meet the Selectman's goals as follows:

#2 Town Collaboration( COA- Youth/senior group/recycling)

BPW-( recycling, sunscreen, tick EEE signage, collection of broken holiday lights for recycling)

Recreation( youth /senior program? organizational classes)

School( wellness committee, youth survey, recycling, Green team recycling, smoking cessation, emergency preparedness, overdose awareness and drug abuse, suicide, alcohol consumption, teen dating violence. Crayon recovery program )

Media( PSA's, social media informational posting )

Fire( Hoarding, Emergency Preparedness, recycling collection, Inclusion of all populations in EP planning programs, overdose remediation programs)

Police( opioid Task force, residents inclusion programs, Housing, overdose/ naran,) )

Housing( tobacco control, hoarding, wellness, overdose/ naran,)

Harbormaster( life jacket recovery, waterfront task force, overdose/ naran)

Conservation( share town car, cooperative program for septic approval and perc testing in vulnerable resource areas)

#3 Inter and Intra Governmental Cooperation (working cooperatively with Fairhaven Greater New Bedford partners on Overdose/ opioid programs, youth prevention programs, fishermen's partnership, tobacco control, Laborers union fresh start, CCIT, ) We were invited to present at the Mass Elder services seminar on Hoarding programs.

#4 Financial Sustainability, (A) WE continuously apply for more Grant funding to subsidise our community programs..We reduced our tipping fees by collecting and repurposing textiles, paint, holiday lights, life Jackets, Mattresses, crayons.

#5 Economic Developments (A, B, C ) Welcome to Fairhaven resource book informing new residents of where and how we operate in the Health Dept. Moving from Fairhaven resource booklet how to dispose of items purposefully( textiles, donation resources)

#6 Health and Welfare of Town Residents: (A, B) Narcan training, opioid awareness, smoking cessation programs, sunscreen, protection from mosquitoes and ticks. Food safety resources. Fresh start, Community crisis team, Greater New Bedford Opioid Task Force, Greater New Bedford Tobacco control program, Statewide Steering committee on Hoarding, Waterfront opioid Task force, Fairhaven Task force, Life Jacket recovery and recertification donation program

#7 A,B,C: Civic Engagements: I Love Fairhaven and hope to help this community to understand that the Municipality is an extension of the residents. I love any event we can use to promote what we do and how Fairhaven always has the wellbeing of its residents in the forefront of all decisions made by the

government body. There is a strong bond between the municipal staff and the residents of Fairhaven. I appreciate being able to become part of that strong bond and always promote Fairhaven in a positive light within the town, regionally, with the State and also in my dealings with the Federal Government. We again set up an informational booth at public events to help the public understand who the Health Department is and what we do. Generally the public only thinks we inspect restaurants. They were very surprised to find all the things we regulate and inspect. I have gathered informational pamphlets and give aways from the state to give to the public at these events. This year we participated in Homecoming, National night out, Huttleston Marketplace, Alden Rd Farmers market, Construction Laborers union open house, Fire Dept open house, Harvest festival. We provided resources for food Safety, FOG disposal, medication lock boxes, and proper / safe medication disposal packets, Emergency preparedness tote bags and flashlights and pill containers, reusable silicone straws . We gave prizes to children who participated in our recycle relay game. We had coloring books and cartoon books. We had resources for domestic violence, elder resources, recycling alternatives and collection locations. We hosted and provided Narcan administration and overdose awareness training and provided each participant with Narcan.

#8: C) I hope that the Health Dept is included in the Public Safety facility and we feel our office should be relocated to that facility.

# 9: A & B) This year we were awarded grants for recycling, retail food trainings and to meet the FDA Retail Foods Standards, hoarding remediation, tobacco control, technical assistance to investigate what a new recycle looks like . We applied for a NOAA grant to remove waste from our waterways, NACCHO grant for inclusion of all residents into emergency preparedness planning, a \$50,000.00 Grant to increase opioid overdose recovery resources.

I am currently hoping to secure additional funding to install Sunscreen dispensers at the schools and hire a part time person to clean, refill and maintain the dispenser for 12 weeks 3 hrs per week. In hopes of being proactive in helping to reduce skin cancer. We acquired free signage to post at walking trails to inform residents proper protection protocols to prevent tick EEE and West Nile Virus exposure in Fairhaven's residents.

I have been working with the Greater New Bedford Opioid Task force with opioid reduction strategies and trainings. I secured a commitment from our two hotels for entire staff training for Narcan administration. We completed one training and I am in the process of securing commitments from the other Hotel. I secured grants from AFDO and NACCHO to provide safety training for our Food Establishments for the same training.

I am still recommending we sign on and commit to a regional approach for an EDS Emergency dispensing Site for major incidents. Foxboro's Gillette Stadium would be the location. The Town's responsibility would be to gather and bus the residents to that location. By a regional approach we would be assigned State Police escorts to and from that location. EP is an area We have been working on with the Fire Dept. Deputy Chief Correira has been attending the Bristol County Emergency Preparedness meetings where we are working on inclusion of all populations in our Emergency Preparedness plans. We have moved to the new tracking program required by the state thru the HAAN and OPEM and have begun Quarterly EDS drills and maintain monthly meetings tracking that data.

Sincerely,  
Mary Freire-Kellogg, Town Of Fairhaven BOH Agent

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
<b>0267</b>	<b>HEALTH</b>						
001-510-00-5100-00-0267	PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-510-00-5111-00-0267	REGULAR PAY	120,132.24	145,565.00	71,548.76	155,248.00	153,248.00	#Error
	<b>SALARY &amp; WAGES</b>	<b>120,132.24</b>	<b>145,565.00</b>	<b>71,548.76</b>	<b>155,248.00</b>	<b>153,248.00</b>	<b>#Error</b>
	<b>TOTAL - SALARY &amp; WAGES</b>	<b>120,132.24</b>	<b>145,565.00</b>	<b>71,548.76</b>	<b>155,248.00</b>	<b>153,248.00</b>	<b>#Error</b>
001-510-00-5200-00-0267	PURCHASE OF SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-510-00-5243-00-0267	REPAIRS & MAINT.-VEHICLE	467.37	500.00	35.00	580.00	80.00	#Error
001-510-00-5248-00-0267	PEST CONTROL	1,760.00	2,400.00	800.00	2,400.00	2,400.00	#Error
001-510-00-5303-00-0267	ADVERTISING	500.00	500.00	70.00	500.00	500.00	#Error
001-510-00-5341-00-0267	TELEPHONE	300.00	300.00	175.00	300.00	300.00	#Error
001-510-00-5342-00-0267	POSTAGE	252.06	600.00	277.70	600.00	600.00	#Error
	<b>PURCHASE OF SERVICES</b>	<b>3,279.43</b>	<b>4,300.00</b>	<b>1,357.70</b>	<b>4,380.00</b>	<b>3,880.00</b>	<b>#Error</b>
001-510-00-5420-00-0267	OFFICE SUPPLIES	1,595.79	1,600.00	1,006.78	1,600.00	1,600.00	#Error
001-510-00-5422-00-0267	PREPRINTED FORMS	781.57	500.00	0.00	500.00	500.00	#Error
001-510-00-5582-00-0267	UNIFORMS	0.00	600.00	0.00	680.00	680.00	#Error
001-510-00-5588-00-0267	LAB. SUPPLIES	1,480.97	1,400.00	500.00	1,400.00	1,400.00	#Error
001-510-00-5590-00-0267	CLINICS	994.94	1,000.00	0.00	9,880.00	1,000.00	#Error
	<b>SUPPLIES</b>	<b>4,853.27</b>	<b>5,100.00</b>	<b>1,506.78</b>	<b>14,060.00</b>	<b>5,180.00</b>	<b>#Error</b>
001-510-00-5410-00-0267	GASOLINE & DIESEL	278.07	600.00	72.00	600.00	0.00	#Error
	<b>GASOLINE</b>	<b>278.07</b>	<b>600.00</b>	<b>72.00</b>	<b>600.00</b>	<b>0.00</b>	<b>#Error</b>
001-510-00-5671-00-0267	MED. COMMUNITY SERVICE	16,999.96	17,000.00	8,500.02	17,000.00	17,000.00	#Error
	<b>INTERGOVERNMENTAL</b>	<b>16,999.96</b>	<b>17,000.00</b>	<b>8,500.02</b>	<b>17,000.00</b>	<b>17,000.00</b>	<b>#Error</b>
001-510-00-5712-00-0267	MILEAGE & CAR ALLOWANCE	800.00	1,000.00	499.15	1,000.00	1,000.00	#Error
001-510-00-5713-00-0267	SEMINARS/PROF.GATHERINGS	1,920.00	2,500.00	415.00	2,875.00	2,875.00	#Error
001-510-00-5731-00-0267	DUES	430.26	840.00	190.00	1,120.00	1,120.00	#Error
	<b>OTHER CHARGES</b>	<b>3,150.26</b>	<b>4,340.00</b>	<b>1,104.15</b>	<b>4,995.00</b>	<b>4,995.00</b>	<b>#Error</b>
001-510-00-5800-00-0267	MINOR EQUIPMENT	0.00	0.00	0.00	0.00	0.00	#Error
001-510-00-5850-00-0267	NEW EQUIPMENT	1,500.00	1,000.00	0.00	4,000.00	4,000.00	#Error
	<b>MINOR EQUIPMENT</b>	<b>1,500.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>4,000.00</b>	<b>4,000.00</b>	<b>#Error</b>

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
	TOTAL - OPERATING EXPENSES	30,060.99	32,340.00	12,540.65	45,035.00	35,055.00	#Error
	HEALTH	150,193.23	177,905.00	84,089.41	200,283.00	188,303.00	#Error



Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
0268	HEALTH BOARD SALARY						
001-510-01-5111-00-0268	REGULAR PAY	4,308.00	5,170.00	2,584.99	5,170.00	5,170.00	#Error
	SALARY & WAGES	4,308.00	5,170.00	2,584.99	5,170.00	5,170.00	#Error
	TOTAL - SALARY & WAGES	4,308.00	5,170.00	2,584.99	5,170.00	5,170.00	#Error
	HEALTH BOARD SALARY	4,308.00	5,170.00	2,584.99	5,170.00	5,170.00	#Error

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 510 HEALTH</b>					
<b>Account Number: 001-510-00-5100-00-0267</b>					
<b>Name: PERSONAL SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-510-00-5111-00-0267</b>					
<b>Name: REGULAR PAY</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Agent Adm Inspector - HA stipend & sick time bonus		07/01/2020		153,248.00	
	1 Amount(s):			153,248.00	
<b>Account Number: 001-510-00-5200-00-0267</b>					
<b>Name: PURCHASE OF SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-510-00-5243-00-0267</b>					
<b>Name: REPAIRS &amp; MAINT.-VEHICLE</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
maintenance & sticker		07/01/2020		80.00	
	1 Amount(s):			80.00	
<b>Account Number: 001-510-00-5248-00-0267</b>					
<b>Name: PEST CONTROL</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
monthly service		07/01/2020		2,400.00	
	1 Amount(s):			2,400.00	
<b>Account Number: 001-510-00-5303-00-0267</b>					
<b>Name: ADVERTISING</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		500.00	
	1 Amount(s):			500.00	
<b>Account Number: 001-510-00-5341-00-0267</b>					
<b>Name: TELEPHONE</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Health Agent \$25 per month reimbursement		07/01/2020		300.00	
	1 Amount(s):			300.00	
<b>Account Number: 001-510-00-5342-00-0267</b>					
<b>Name: POSTAGE</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		600.00	
	1 Amount(s):			600.00	
<b>Account Number: 001-510-00-5410-00-0267</b>					
<b>Name: GASOLINE &amp; DIESEL</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-510-00-5420-00-0267</b>					
<b>Name: OFFICE SUPPLIES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		1,600.00	
	1 Amount(s):			1,600.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 510 HEALTH</b>					
<b>Account Number:</b>	001-510-00-5422-00-0267		2019	800.00	-781.57
<b>Name:</b>	PREPRINTED FORMS		2020	500.00	0.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		500.00	
	1 Amount(s):			500.00	
<b>Account Number:</b>	001-510-00-5582-00-0267		2020	600.00	0.00
<b>Name:</b>	UNIFORMS				
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		680.00	
	1 Amount(s):			680.00	
<b>Account Number:</b>	001-510-00-5588-00-0267		2019	1,435.00	-1,360.97
<b>Name:</b>	LAB. SUPPLIES		2020	1,400.00	-500.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
beach water testing & retesting		07/01/2020		1,400.00	
	1 Amount(s):			1,400.00	
<b>Account Number:</b>	001-510-00-5590-00-0267		2019	1,000.00	-994.94
<b>Name:</b>	CLINICS		2020	1,000.00	0.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Fix It clinic Community Cancer Sunscreen Prevention program Food Inspection Program		07/01/2020		1,000.00	
	1 Amount(s):			1,000.00	
<b>Account Number:</b>	001-510-00-5671-00-0267		2019	17,000.00	-16,999.96
<b>Name:</b>	MED. COMMUNITY SERVICE		2020	17,000.00	-8,500.02
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Community Nurse contract		07/01/2020		17,000.00	
	1 Amount(s):			17,000.00	
<b>Account Number:</b>	001-510-00-5712-00-0267		2019	800.00	-800.00
<b>Name:</b>	MILEAGE & CAR ALLOWANCE		2020	1,000.00	-499.15
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		1,000.00	
	1 Amount(s):			1,000.00	
<b>Account Number:</b>	001-510-00-5713-00-0267		2019	2,500.00	-1,920.00
<b>Name:</b>	SEMINARSPROF.GATHERINGS		2020	2,500.00	-415.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Certified Pool Operator		07/01/2020		2,875.00	
	1 Amount(s):			2,875.00	
<b>Account Number:</b>	001-510-00-5731-00-0267		2019	600.00	-430.26
<b>Name:</b>	DUES		2020	840.00	-190.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
MAHB MEHA NACCHO AFDO		07/01/2020		1,120.00	
	1 Amount(s):			1,120.00	
<b>Account Number:</b>	001-510-00-5800-00-0267				
<b>Name:</b>	MINOR EQUIPMENT				
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number:</b>	001-510-00-5850-00-0267		2019	1,500.00	-1,500.00
<b>Name:</b>	NEW EQUIPMENT		2020	1,000.00	0.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
New Office Equipment		07/01/2020		4,000.00	
	1 Amount(s):			4,000.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 510 HEALTH</b>					
Account Number: 001-510-01-5111-00-0268			2019	4,308.00	-4,308.00
Name: REGULAR PAY			2020	5,170.00	-2,584.99
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
Board Member Salary			07/01/2020	5,170.00	
1 Amount(s):				5,170.00	
<hr/>					
Account Number: 024-510-02-5201-20-1470					
Name: Hoarding Remediation Expd					
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	0.00	
1 Amount(s):				0.00	
<hr/>					
22 Account(s) for Department 510:			2019	173,675.00	-154,018.10
			2020	183,075.00	-86,674.40
			Level 2	193,473.00	

**Town of Fairhaven**

**FY20-21 Budget**

**Request to Fund a New and/or Expanded Service or Program**

Name of Department : Health

Name of Department Director: Mary Freire-Kellogg

Is this request for a new service or program x or an expanded service/program

Please describe the service/program:

ORGANIZATION CLASSES WITH YOUTH AT REC. CENTER, COA and Housing

What need(s) are being addressed by this service or program:

Reduction of stressful situations for families and youth. Helping to provide a skill set so that hoarding situations will be reduced in the future. Every person attending our Buried in Treasures classes has stated that they lack organizational skills. If that is something learned at a young age than that will reduce stress to the child as well as the family.

Describe the benefits to the town of implementing the service/program:

This is a minimal investment, increase harmony in the family. Reduce stress and trauma in the home, free up time for more family activities; reduce hoarding tendencies in the future.

Identify the Board of Selectmen Policy Goal or Department Objective this request is associated with:

Goal 2 Collaboration #3, Working with BIT groups, Mass Housing, Fairhaven recreation center, Fairhaven Public Schools.#4, Hoarding remediation is a massive expense to a municipality .This would reduce cost.# 5, Reduce and remediate Hoarding properties around town.#6, Improve the quality of life of our residents of all age groups. Reduce the chance of first responders getting injured or loss of life when there is a fire involving a hoarding situation.#9 again improve the quality of life respectfully for all residents by teaching skill sets and remediation programs.

Budget Request Detail: (if you are using a line item that is new or not previously used by your department enter "New" under line item number). *Double click on the chart below and it will turn into an excel spreadsheet, after entering your data double click again outside the spreadsheet and it will return to a chart.*

Line Item #	Line Item Name	FY20 Budget Amt	FY21 Level Ser. Budget Request	Add't Funding Request	Total Request
	Organization classes			1000	1000
	supplies.				

Provide a narrative description that explains/justifies the additional funding request by line item:

The money would be used to purchase organization supplies to be used during the classes for residents at COA, Recreational Center and Housing.

Respectfully submitted,

Mary Freire-Kellogg

Health Agent

**Town of Fairhaven**

**FY20-21 Budget**

**Request to Fund a New and/or Expanded Service or Program**

Name of Department: Health

Name of Department Director: Mary Freire-Kellogg

Is this request for a new service or program x or an expanded service/program

Please describe the service/program:

New Office equipment

What need(s) are being addressed by this service or program:

Veteran's agent will move to our office to make a handicapped accessible space close to the rest room for veterans.

Describe the benefits to the town of implementing the service/program:

This will allow handicapped access and privacy to our veterans and veteran's agent.

Identify the Board of Selectmen Policy Goal or Department Objective this request is associated with:

Goal 2 Collaboration, civic engagement, compliance with Federal laws #3, Cooperation between departments, organizations, other government organizations, improve services.# 6, Allows private interviewing and increased services and benefits to residents there by reducing financial hardship and stress .Promoting overall wellness. #9 again improves the quality of life respectfully for all veterans and their families.

Budget Request Detail: (if you are using a line item that is new or not previously used by your department enter "New" under line item number). *Double click on the chart below and it will turn into an excel spreadsheet, after entering your data double click again outside the spreadsheet and it will return to a chart.*

Line Item #	Line Item Name	FY20 Budget Amt	FY21 Level Ser. Budget Request	Add't Funding Request	Total Request
	Office equipment			4000	4000
	book cases, cabunets, desks				

Provide a narrative description that explains/justifies the additional funding request by line item:

We will have to move our office to allow a handicapped accessible /private area for the veteran's agent to conduct business. We will be losing a wall of storage and the office furniture is falling apart.



**Town of Fairhaven**

**FY20-21 Budget**

**Request to Fund a New and/or Expanded Service or Program**

Name of Department : Health

Name of Department Director: Mary Freire-Kellogg

Is this request for a new service or program x or an expanded service/program

Please describe the service/program:

Expand Sunscreen protection program to the schools by installing dispensers at all schools and provide a maintenance program and sunscreen.

What need(s) are being addressed by this service or program:

We are decreasing the occurrence of Melanoma while encouraging the use of outdoor public spaces. This will increase wellness as well as increase physical activity and foster community as people will interact with each other.

Describe the benefits to the town of implementing the service/program: foster community, promote health and wellness. Promote of outdoor activities.

Identify the Board of Selectmen Policy Goal or Department Objective this request is associated with:

Goal 2, Goal 6, Goal 7, Goal 8: collaboration, civic engagement, interaction between public and departments. This initiative helps to promote wellness by decreasing illness, decreasing stress., spotlights wellness initiatives and promotion of self care. Shows the community we care about our resident's wellness. Promotes the use of open spaces for recreation within our community.

Budget Request Detail: (if you are using a line item that is new or not previously used by your department enter "New" under line item number). *Double click on the chart below and it will turn into an excel spreadsheet, after entering your data double click again outside the spreadsheet and it will return to a chart.*

Line Item #	Line Item Name	FY20 Budget Amt	FY21 Level Ser. Budget Request	Add't Funding Request	Total Request
	Expanded sunscreen				1600
	program				
	12 weeks of maintenance			500	
	hrs/wk				
	5 Dispensers/schools			500	
	Sunscreen			600	
	3 Cs of 4 packs				
	600 applications				

We will be promoting overall health while bringing awareness to a growing concern of cancer incidences. Melanoma is not always a health concern people think of outside of the beach. Many family members / residents of Fairhaven sit in the stands watching their youth play sports or bring their child to the field to practice or play never thinking about sunscreen application. If we make it available then the public will apply more often. There by decreasing the number of residents having to survive a diagnosis and treatment which uproots any family and causes increased stress.

[OUR SUNSCREEN DISPENSERS](#)

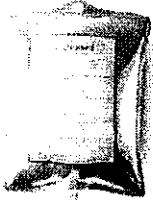
[SHOP](#)

[DISPENSER SPECS](#)

[INSTALLATION VIDEOS](#)

[WINDOW CUSTOMIZATION](#)

**SHOP**



Natural SPF 30 Sunsc...  
\$200.00



Camp Starter Kit  
\$125.00



Hybrid SPF 30 Sunsc...  
\$180.00



Single Sunblock Disp...  
\$70.00

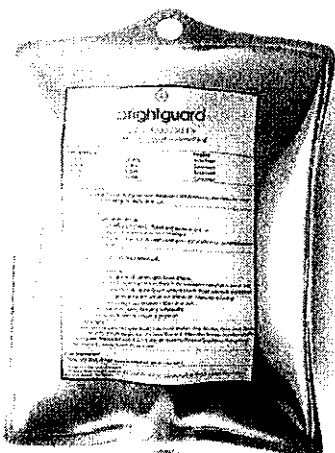


Pole Mount Unit  
\$100.00



Sport Waterproof SP...  
\$150.00

[Home](#) / [Sport Waterproof SPF 30 Sunscreen Refills \(Case of 4\)](#)



## **SPORT WATERPROOF SPF 30 SUNSCREEN REFILLS (CASE OF 4)**

**\$150.00**

BrightGuard Sport Sunscreen Lotion SPF 30 is specially formulated to withstand vigorous activities. It provides superior broad-spectrum UVA/UVB protection that resists wear off from water, rubbing, sweat or wiping. 1 bag contains approximately 1000 dispenses

- Broad Spectrum UVA/UVB
- Water Resistant (80min)
- Resists sweat off
- Won't clog pores
- Won't cause breakouts
- PABA-free

**SUBMIT AN ORDER**

**Additional information**

[Ingredients](#)

[Directions](#)

[Warnings](#)

### **Additional information**

**Weight**     **9.4 lbs**

**Town of Fairhaven**

**FY20-21 Budget**

**Request to Fund a New and/or Expanded Service or Program**

Name of Department: Health

Name of Department Director: Mary Freire-Kellogg

Is this request for a new service or program x or an expanded service/program

Please describe the service/program:

Computerized inspection program for food and expanding to Housing and Pools. Purchase 2 Ipad's and cases.

What need(s) are being addressed by this service or program:

We are part of the Retail Food standardization program which recommends moving to a computerized inspection platform. This maintains a set standard and procedure for out inspectors and our food establishments to follow. Having computerized inspections allows us to identify Priority issues not in compliance in real time. We can email the reports to the owners or responsible parties' instantly. This initiates a timely response to gain compliance sooner.

Describe the benefits to the town of implementing the service/program:

Food establishments will be in compliance or gain compliance in the most efficient manner. The program provides compliance and reduction of Food Borne Illnesses. Provide safe and sanitary food and food establishments. Every food establishment and inspector will provide the same inspection along with documentation of inclusion of pictures of violations that are time stamped.

Identify the Board of Selectmen Policy Goal or Department Objective this request is associated with:

Goal 3, Provides a standard operating form and procedure recommended by the FDA as well as Mass DPH and the local establishments .Goal 4 Working to reduce paper documents, reducing purchasing paper, ink and labor hours to file these documents. Goal 5: sets a standard that all operators will be working with. Increases food protection with the government body and allows a clear concise document for review with staff members at the establishments. Goal 6: Our food supply is paramount in my duties at the BOH. This program keeps all food establishments and inspectors on the same page with the same standards in real time this ensures all people can feel comfortable eating at any food establishment in our town. Goal 7: we are able to respond to complaints faster with supporting documentation and pictures in an organized logical manor. Sometimes Social media takes over an issue. This would allow us the platform to prove the facts. Goal 9: This is the way most departments are headed as are we in Fairhaven. Standards are set goals are achieved. All workers are conducting a standardized inspection ensuring no items are overlooked during the inspections. Everyone gets the same inspection every time. This platform also allows us to include specific information relevant to our town such as Crayon recovery programs, the new requirements, DEP waste reduction recycling program grant opportunities for businesses.

**Budget Request Detail:** (if you are using a line item that is new or not previously used by your department enter "New" under line item number). *Double click on the chart below and it will turn into an excel spreadsheet, after entering your data double click again outside the spreadsheet and it will return to a chart.*

Line Item #	Line Item Name	FY20 Budget Amt	FY21 Level Ser. Budget Request	Add't Funding Request	Total Request
NEW	Inspection Program			3600	5600
	2 ipads			2000	

Provide a narrative description that explains/justifies the additional funding request by line item:

I have applied for funding for this program. This moves our process of inspections into the new computerized forum.

Department Name:	Health	Job Title	Date of Hire	Years of Service(2)	Union Grade (3)	Step (4)	Hourly Wage (5)	Hrs./week	Annual Wages(6)	Annual Salary (7)	Date of Step (8)	Cost of Step Inc. (9)	Longevity(10)	Sick Leave Bonus (11)	Sick Leave Buy-Back (12)	Stipend/Other (18)	Total Compensation
		Agent	8/7/2017	3	17	4	\$36.73	40.0	\$76,692	\$76,692	7/1/2020	\$1,921		\$400			\$79,013
		Administrative Assistant	10/16/2017	3	C	4	\$23.75	35.0	\$43,391		10/16/2020	\$986		\$400			\$44,778
		PT Inspector	3/11/2019	1	14	1	\$28.53	19.0	\$28,296		3/11/2021	\$227					\$28,523
		Board							\$5,170								\$5,170
									\$76,857	\$76,692		\$3,134	\$0	\$800	\$0	\$0	\$157,484
																	Under \$934
<b>Comments:</b> Certifications Maintained:																	
FOOD																	
Certified Food protection Manager, Allergen, Anti Choking,																	
Certified Mass Phit food Inspector																	
Certified Mass Phit food Inspecto Field Trainer,																	
FDA 207,312,																	
Housing																	
Certified Mass Phitt housing																	
Certified Mass Phit Housing Field inspector Trainer,																	
Mass DPH Lead determinator																	
Local Public Health Institute BedBug certification																	
Certified Pool Operator/ Inspector																	
Certified Pest Control Operator																	
Certified Title V inspector																	
Mass DEP septic inspector for LBOH																	
Compost Site Operations Management																	
Certified Mass Housing Hoarding																	
Community Crisis Intervention Team																	
Motonatrional interviewing																	
Emergency Preparedness																	
Stop the Bleed																	



# Town of Fairhaven Massachusetts

## COUNCIL ON AGING INFORMATION AND REFERRAL CENTER

229 Huttleston Avenue  
Fairhaven, Massachusetts 02719-1956  
Telephone: (508) 979-4029 / (508) 979-4081  
Fax: (508) 979-4116  
ASilvia@Fairhaven-MA.Gov

December 18, 2018

Dear Selectmen, Finance Committee Members and Mr. Rees,

This letter reflects changes noted between the FY20 and FY21 budget.

### Personnel Services:

FY20 \$166,105

FY21 \$163,946

The difference of a \$2,159 decrease reflects the fact that the senior clerk and previous custodian will not have buy back sick time FY21. There is also a difference in the previous custodian's salary (\$20.80) and the new custodian's salary (\$18.34).

Contracted services reflects an increase of \$182.00 (from \$2,888 to \$3070)

NB Office Supply (copier) \$ 600.00 (Same)

Core (copier) 441.00 (Same)

SE Fire Equipment 200.00 (increase of \$100.00)

My Senior Center 1,071.00 (same)

Wayne Electric 258.00 (same)

HVAC Maintenance ? 500.00 (May not be needed. Awaiting return call from Araujo Plumbing Heating for info on maintenance status after installation)

The remaining budget line items have no changes.

Respectfully Submitted,

Anne Silvia, Director

Fairhaven Council on Aging



Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
<b>0109</b>	<b>COUNCIL ON AGING</b>						
001-541-00-5111-00-0109	REGULAR PAY	157,999.99	166,105.00	94,925.27	163,924.00	163,924.00	#Error
	<b>SALARY &amp; WAGES</b>	<b>157,999.99</b>	<b>166,105.00</b>	<b>94,925.27</b>	<b>163,924.00</b>	<b>163,924.00</b>	<b>#Error</b>
	<b>TOTAL - SALARY &amp; WAGES</b>	<b>157,999.99</b>	<b>166,105.00</b>	<b>94,925.27</b>	<b>163,924.00</b>	<b>163,924.00</b>	<b>#Error</b>
001-541-00-5200-00-0109	PURCHASE OF SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-541-00-5241-00-0109	REPAIR&MAINT-OFFICE EQUI	0.00	147.00	120.00	147.00	147.00	#Error
001-541-00-5243-00-0109	REPAIR & MAINT.-VEHICLES	1,273.00	1,273.00	523.43	1,773.00	1,773.00	#Error
001-541-00-5244-00-0109	REPAIR & MAINT.-BUILDING	6,486.57	3,580.00	3,228.72	3,580.00	3,580.00	#Error
001-541-00-5303-00-0109	ADVERTISING	0.00	168.00	0.00	168.00	168.00	#Error
001-541-00-5341-00-0109	TELEPHONE	1,532.92	1,576.00	1,015.44	1,576.00	1,576.00	#Error
001-541-00-5342-00-0109	POSTAGE	368.00	368.00	220.00	368.00	368.00	#Error
001-541-00-5390-00-0109	CONTRACTED SERVICES	2,663.05	2,960.00	2,169.83	3,070.00	3,070.00	#Error
	<b>PURCHASE OF SERVICES</b>	<b>12,323.54</b>	<b>10,072.00</b>	<b>7,277.42</b>	<b>10,682.00</b>	<b>10,682.00</b>	<b>#Error</b>
001-541-00-5211-00-0109	HEATLIGHT & POWER	12,495.45	16,422.00	7,962.71	12,600.00	12,600.00	#Error
	<b>UTILITIES</b>	<b>12,495.45</b>	<b>16,422.00</b>	<b>7,962.71</b>	<b>12,600.00</b>	<b>12,600.00</b>	<b>#Error</b>
001-541-00-5400-00-0109	SUPPLIES	0.00	0.00	0.00	0.00	0.00	#Error
001-541-00-5420-00-0109	OFFICE SUPPLIES	760.81	813.00	328.24	813.00	813.00	#Error
001-541-00-5423-00-0109	COPY MACH.DUPLIC.COSTS	809.57	758.00	169.96	758.00	758.00	#Error
001-541-00-5451-00-0109	CLEANING SUPPLIES	1,288.62	1,288.00	725.83	1,288.00	1,288.00	#Error
	<b>SUPPLIES</b>	<b>2,859.00</b>	<b>2,859.00</b>	<b>1,224.03</b>	<b>2,859.00</b>	<b>2,859.00</b>	<b>#Error</b>
001-541-00-5410-00-0109	GASOLINE & DIESEL	5,216.74	5,564.00	2,473.83	5,564.00	7,500.00	#Error
	<b>GASOLINE</b>	<b>5,216.74</b>	<b>5,564.00</b>	<b>2,473.83</b>	<b>5,564.00</b>	<b>7,500.00</b>	<b>#Error</b>
001-541-00-5700-00-0109	OTHER CHARGES & EXPENSES	0.00	0.00	0.00	0.00	0.00	#Error
001-541-00-5731-00-0109	DUES PROF.GATHERINGS	50.59	360.00	0.00	306.00	306.00	#Error
	<b>OTHER CHARGES</b>	<b>50.59</b>	<b>360.00</b>	<b>0.00</b>	<b>306.00</b>	<b>306.00</b>	<b>#Error</b>
	<b>TOTAL - OPERATING EXPENSES</b>	<b>32,945.32</b>	<b>35,277.00</b>	<b>18,937.99</b>	<b>32,011.00</b>	<b>33,947.00</b>	<b>#Error</b>
	<b>COUNCIL ON AGING</b>	<b>190,945.31</b>	<b>201,382.00</b>	<b>113,863.26</b>	<b>195,935.00</b>	<b>197,871.00</b>	<b>#Error</b>

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 541 COUNCIL ON AGING</b>					
<b>Account Number:</b>	001-541-00-5111-00-0109		2019	159,376.00	-155,037.60
<b>Name:</b>	REGULAR PAY		2020	166,105.00	-94,925.27
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		163,924.00	
	1 Amount(s):			163,924.00	
<hr/>					
<b>Account Number:</b>	001-541-00-5200-00-0109				
<b>Name:</b>	PURCHASE OF SERVICES				
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<hr/>					
<b>Account Number:</b>	001-541-00-5211-00-0109		2019	12,922.00	-12,495.45
<b>Name:</b>	HEATLIGHT & POWER		2020	16,422.00	-7,962.71
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Remains the same as last year		07/01/2020		12,600.00	
	1 Amount(s):			12,600.00	
<hr/>					
<b>Account Number:</b>	001-541-00-5241-00-0109		2019	147.00	0.00
<b>Name:</b>	REPAIR&MAINT-OFFICE EQUI		2020	147.00	-120.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Remains the same as last year		07/01/2020		147.00	
	1 Amount(s):			147.00	
<hr/>					
<b>Account Number:</b>	001-541-00-5243-00-0109		2019	1,273.00	-1,273.00
<b>Name:</b>	REPAIR & MAINT.-VEHICLES		2020	1,273.00	-523.43
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Requesting an increase of \$500.00 as the 2012 and 2008 vans are requiring more work. Social Days van repairs comes out of SD.		07/01/2020		1,773.00	
	1 Amount(s):			1,773.00	
<hr/>					
<b>Account Number:</b>	001-541-00-5244-00-0109		2019	7,080.00	-6,486.57
<b>Name:</b>	REPAIR & MAINT.-BUILDING		2020	3,580.00	-3,228.72
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Remaining the same as last year. New HVAC will be installed.		07/01/2020		3,580.00	
	1 Amount(s):			3,580.00	
<hr/>					
<b>Account Number:</b>	001-541-00-5303-00-0109		2019	168.00	0.00
<b>Name:</b>	ADVERTISING		2020	168.00	0.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Remaining the same as last year.		07/01/2020		168.00	
	1 Amount(s):			168.00	
<hr/>					
<b>Account Number:</b>	001-541-00-5341-00-0109		2019	1,576.00	-1,422.92
<b>Name:</b>	TELEPHONE		2020	1,576.00	-1,015.44
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Remaining the same as last year.		07/01/2020		1,576.00	
	1 Amount(s):			1,576.00	
<hr/>					
<b>Account Number:</b>	001-541-00-5342-00-0109		2019	368.00	-368.00
<b>Name:</b>	POSTAGE		2020	368.00	-220.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Remaining the same as last year		07/01/2020		368.00	
	1 Amount(s):			368.00	
<hr/>					
<b>Account Number:</b>	001-541-00-5390-00-0109		2019	2,888.00	-2,367.41
<b>Name:</b>	CONTRACTED SERVICES		2020	2,960.00	-2,169.83
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
My Senior Center \$1071 NB Office Supply \$600 (copier) Core \$441 (copier) SE fire Equip \$200 Wayne Electric Alarms \$258 HVAC Maintenance \$500 (may not be needed)		07/01/2020		3,070.00	
	1 Amount(s):			3,070.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 541 COUNCIL ON AGING</b>					
<b>Account Number: 001-541-00-5400-00-0109</b>					
<b>Name: SUPPLIES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-541-00-5410-00-0109</b>					
<b>Name: GASOLINE &amp; DIESEL</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Remaining the same as last year.		07/01/2020		7,500.00	
	1 Amount(s):			7,500.00	
<b>Account Number: 001-541-00-5420-00-0109</b>					
<b>Name: OFFICE SUPPLIES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Remaining the same as last year.		07/01/2020		813.00	
	1 Amount(s):			813.00	
<b>Account Number: 001-541-00-5423-00-0109</b>					
<b>Name: COPY MACH.DUPLIC.COSTS</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Remaining the same as last year.		07/01/2020		758.00	
	1 Amount(s):			758.00	
<b>Account Number: 001-541-00-5451-00-0109</b>					
<b>Name: CLEANING SUPPLIES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		1,288.00	
	1 Amount(s):			1,288.00	
<b>Account Number: 001-541-00-5700-00-0109</b>					
<b>Name: OTHER CHARGES &amp; EXPENSES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-541-00-5731-00-0109</b>					
<b>Name: DUES PROF.GATHERINGS</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Remaining the same as last year.		07/01/2020		306.00	
	1 Amount(s):			306.00	
<b>17 Account(s) for Department 541:</b>					
		2019		194,527.00	-187,577.28
		2020		201,382.00	-113,863.26
		Level 2		197,871.00	

Department Name: Council on Aging		Job Title	Date of Hire	Years of Service(2)	Union (3)	Grade	Step (4)	Hourly Wage (5)	Hrs./week	Annual Wages(6)	Annual Salary (7)	Date of Step (8)	Cost of Step Inc. (9)	Longevity(10)	Sick Leave Bonus (11)	Sick Leave Buy-Back (12)	Stipend/Other (18)	Total Compensation	
		Director	10/3/2011	8	nu	15	3	\$31.29	40.0	\$40,559	\$65,334	7/1/2020	\$1,650	\$450	\$400	\$0	\$0	\$67,834	
		Senior Office Assistant	7/6/1998	21	c	B	5	\$22.20	35.0	\$40,559	\$43,411	7/6/2020	\$1,352	\$1,100	\$400	\$0	\$0	\$43,411	
		Custodian	11/18/2019		nu	8	1	\$18.38	35.0	\$33,580	\$34,141	10/29/2019	\$560					\$34,141	
		Van Driver	6/28/1996	24	nu	3	9	\$18.34	19.0	\$18,190	\$18,190	*						\$18,190	
		Van Driver	9/20/2000	19	nu	3	9	\$18.34		\$348	\$348	*						\$348	
										\$92,677	\$65,334		\$3,562	\$1,550	\$800	\$0	\$0	\$163,924	
<b>Comments:</b> *Paul Simmons and Frank Barcellos are at their last step and have been for several years . They have been receiving COLA raises . COST of Step #9 Anne Silvia .79 Cindy Vandenburgh .74																			



# Department of Veterans' Services

Town of Fairhaven

January 16, 2020

## Veterans' Services Officers – indispensable public servants to your community

For more than 100 years a Veterans' Service Officer has been available in every Massachusetts city and town to provide an array of services to America's veterans and their dependents. Veterans' Service Officers offer a helping hand to anyone in their community in need of guidance or assistance in matters relating to military service. Their departments serve every citizen by providing information and direction concerning:

• Annuities • Awards & Medals • Burial Information • Chapter 115 Benefits • Clothing • Education • Elder Services • Employment • Flags and Markers • Financial Assistance • Food • Graves Care • Housing • License Plates • Medical Assistance • Pensions • Pharmaceuticals • Real Estate Tax Abatements.. • Record Retention • Sales Tax Exemptions • Shelter and Veterans' Services

### Objective #1- Memorial Day Parade:

1. Help Veterans groups in town to coordinate flagging of town cemetery's and help coordinate meetings with committee members once a week for 6 weeks and setting up for the parade itself.

### Objective #2- Fourth of July Parade:

1. Coordinate at least one meeting per month starting in February with committee members and Police Dept. on parade route and setting up line up.

### Objective #3- Veterans Day Parade:

1. Help Veterans groups in town coordinate meetings with committee members once a week for 6 weeks and then help set up parade itself.

### Objective #4- Wreaths across Fairhaven:

1. Coordinate at least one meeting per month starting in May with committee members and start fund raising.
2. Coordinate purchasing wreaths
3. Coordinate date and time for laying of the wreaths.

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
<b>0567</b>	<b>VETERANS</b>						
001-543-00-5100-00-0567	PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-543-00-5111-00-0567	REGULAR PAY	46,550.86	79,445.00	40,089.05	81,026.00	81,026.00	#Error
	<b>SALARY &amp; WAGES</b>	<b>46,550.86</b>	<b>79,445.00</b>	<b>40,089.05</b>	<b>81,026.00</b>	<b>81,026.00</b>	<b>#Error</b>
	<b>TOTAL - SALARY &amp; WAGES</b>	<b>46,550.86</b>	<b>79,445.00</b>	<b>40,089.05</b>	<b>81,026.00</b>	<b>81,026.00</b>	<b>#Error</b>
001-543-00-5200-00-0567	PURCHASE OF SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-543-00-5311-00-0567	MEDICAL SERVICES	304,852.52	346,000.00	161,432.52	346,000.00	301,000.00	#Error
001-543-00-5342-00-0567	POSTAGE	423.36	1,100.00	271.50	1,100.00	1,100.00	#Error
	<b>PURCHASE OF SERVICES</b>	<b>305,275.88</b>	<b>347,100.00</b>	<b>161,704.02</b>	<b>347,100.00</b>	<b>302,100.00</b>	<b>#Error</b>
001-543-00-5400-00-0567	SUPPLIES	0.00	0.00	0.00	0.00	0.00	#Error
001-543-00-5420-00-0567	OFFICE SUPPLIES	1,563.27	1,000.00	423.13	1,000.00	1,000.00	#Error
	<b>SUPPLIES</b>	<b>1,563.27</b>	<b>1,000.00</b>	<b>423.13</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>#Error</b>
001-543-00-5700-00-0567	OTHER CHARGES & EXPENSES	0.00	0.00	0.00	0.00	0.00	#Error
001-543-00-5712-00-0567	MILEAGE	206.55	1,100.00	261.93	500.00	500.00	#Error
001-543-00-5713-00-0567	SEMINARSPROF.GATHERINGS	533.19	1,000.00	166.95	1,000.00	1,000.00	#Error
001-543-00-5731-00-0567	DUES	0.00	200.00	15.00	200.00	200.00	#Error
001-543-00-5770-00-0567	VETERANS BENEFITS	323,286.57	392,000.00	194,934.08	392,000.00	392,000.00	#Error
	<b>OTHER CHARGES</b>	<b>324,025.31</b>	<b>394,300.00</b>	<b>195,377.96</b>	<b>393,700.00</b>	<b>393,700.00</b>	<b>#Error</b>
	<b>TOTAL - OPERATING EXPENSES</b>	<b>630,864.46</b>	<b>742,400.00</b>	<b>357,505.11</b>	<b>741,800.00</b>	<b>696,800.00</b>	<b>#Error</b>
	<b>VETERANS</b>	<b>677,415.32</b>	<b>821,845.00</b>	<b>397,594.16</b>	<b>822,826.00</b>	<b>777,826.00</b>	<b>#Error</b>

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 543 VETERANS</b>					
<b>Account Number: 001-543-00-5100-00-0567</b>					
<b>Name: PERSONAL SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-543-00-5111-00-0567</b>					
<b>Name: REGULAR PAY</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		73,023.00	-46,550.86
		2020		79,445.00	-40,089.05
	1 Amount(s):			81,026.00	
<b>Account Number: 001-543-00-5200-00-0567</b>					
<b>Name: PURCHASE OF SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-543-00-5311-00-0567</b>					
<b>Name: MEDICAL SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		346,000.00	-286,262.32
		2020		346,000.00	-161,432.52
	1 Amount(s):			301,000.00	
<b>Account Number: 001-543-00-5342-00-0567</b>					
<b>Name: POSTAGE</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		1,100.00	-423.36
		2020		1,100.00	-271.50
	1 Amount(s):			1,100.00	
<b>Account Number: 001-543-00-5400-00-0567</b>					
<b>Name: SUPPLIES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-543-00-5420-00-0567</b>					
<b>Name: OFFICE SUPPLIES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		1,800.00	-1,563.27
		2020		1,000.00	-423.13
	1 Amount(s):			1,000.00	
<b>Account Number: 001-543-00-5700-00-0567</b>					
<b>Name: OTHER CHARGES &amp; EXPENSES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-543-00-5712-00-0567</b>					
<b>Name: MILEAGE</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		0.00	-205.55
		2020		1,100.00	-261.93
	1 Amount(s):			500.00	
<b>Account Number: 001-543-00-5713-00-0567</b>					
<b>Name: SEMINARSPROF.GATHERINGS</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		700.00	-533.19
		2020		1,000.00	-166.95
	1 Amount(s):			1,000.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 543 VETERANS</b>					
Account Number:	001-543-00-5731-00-0567		2019	200.00	0.00
Name:	DUES		2020	200.00	-15.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	200.00	
		1 Amount(s):		200.00	
<hr/>					
Account Number:	001-543-00-5770-00-0567		2019	442,000.00	-323,286.57
Name:	VETERANS BENEFITS		2020	392,000.00	-194,934.08
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	392,000.00	
		1 Amount(s):		392,000.00	
<hr/>					
<b>12 Account(s) for Department 543:</b>			2019	864,823.00	-658,825.12
			2020	821,845.00	-397,594.16
			Level 2	777,826.00	



Department Name:		Veterans														
Job Title	Date of Hire	Years of Service(2)	Union (3)	Grade	Step (4)	Hourly Wage (5)	Hrs./ week	Annual Wages(6)	Annual Salary (7)	Date of Step (8)	Cost of Step Inc. (9)	Longevity(10)	Sick Leave Bonus (11)	Sick Leave Buy-Back (12)	Stipend/ Other (18)	Total Compensation
Veteran Services Director	1/28/2019	1	NU	14	3	40.0		\$61,053	\$61,053	1/28/2021	\$645	\$400	\$400			\$62,098
Administrative Assistant	10/1/2013	6	NU	7	3	19.0	\$18.04	\$17,892		7/1/2020	\$446	\$189	\$400			\$18,927
																\$0
																\$0
								\$17,892	\$61,053		\$1,092	\$189	\$800	\$0	\$0	\$81,026

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
0096	COMMISSION ON DISABILITY						
001-190-00-5200-00-0096	PURCHASE OF SERVICE	0.00	0.00	0.00	0.00	0.00	#Error
001-190-00-5316-00-0096	TRAINING	700.00	825.00	50.00	825.00	825.00	#Error
	PURCHASE OF SERVICES	700.00	825.00	50.00	825.00	825.00	#Error
001-190-00-5400-00-0096	SUPPLIES	0.00	0.00	0.00	0.00	0.00	#Error
001-190-00-5420-00-0096	OFFICE SUPPLIES	0.00	75.00	0.00	75.00	75.00	#Error
	SUPPLIES	0.00	75.00	0.00	75.00	75.00	#Error
001-190-00-5700-00-0096	OTHER CHARGES & EXPENSES	0.00	0.00	0.00	0.00	0.00	#Error
001-190-00-5713-00-0096	SEMINARS PROF.GATHERING	0.00	400.00	0.00	400.00	400.00	#Error
	OTHER CHARGES	0.00	400.00	0.00	400.00	400.00	#Error
	TOTAL - OPERATING EXPENSES	700.00	1,300.00	50.00	1,300.00	1,300.00	#Error
	COMMISSION ON DISABILITY	700.00	1,300.00	50.00	1,300.00	1,300.00	#Error

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 190 COMMISSION ON DISABILITY</b>					
<b>Account Number: 001-190-00-5200-00-0096</b>					
<b>Name: PURCHASE OF SERVICE</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-190-00-5316-00-0096</b>					
<b>Name: TRAINING</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		825.00	-700.00
		2020		825.00	-50.00
		07/01/2020		825.00	
	1 Amount(s):			825.00	
<b>Account Number: 001-190-00-5400-00-0096</b>					
<b>Name: SUPPLIES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-190-00-5420-00-0096</b>					
<b>Name: OFFICE SUPPLIES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		75.00	0.00
		2020		75.00	0.00
		07/01/2020		75.00	
	1 Amount(s):			75.00	
<b>Account Number: 001-190-00-5700-00-0096</b>					
<b>Name: OTHER CHARGES &amp; EXPENSES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-190-00-5713-00-0096</b>					
<b>Name: SEMINARS PROF.GATHERING</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		400.00	0.00
		2020		400.00	0.00
		07/01/2020		400.00	
	1 Amount(s):			400.00	
<b>6 Account(s) for Department 190:</b>					
		2019		1,300.00	-700.00
		2020		1,300.00	-50.00
		Level 2		1,300.00	

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
1262	RAPE CRISIS						
001-122-23-5201-00-1262	RAPE CRISIS	2,000.00	2,000.00	0.00	2,000.00	2,000.00	#Error
	PURCHASE OF SERVICES	2,000.00	2,000.00	0.00	2,000.00	2,000.00	#Error
	TOTAL - OPERATING EXPENSES	2,000.00	2,000.00	0.00	2,000.00	2,000.00	#Error
	RAPE CRISIS	2,000.00	2,000.00	0.00	2,000.00	2,000.00	#Error

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
<b>0327</b>	<b>LIBRARY</b>						
001-611-00-5200-00-0327	PURCHASE OF SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-611-00-5390-00-0327	CONTRACTED SERVICES	669,282.92	684,037.00	462,691.36	718,696.00	718,696.00	#Error
	PURCHASE OF SERVICES	669,282.92	684,037.00	462,691.36	718,696.00	718,696.00	#Error
	TOTAL - OPERATING EXPENSES	669,282.92	684,037.00	462,691.36	718,696.00	718,696.00	#Error
	LIBRARY	669,282.92	684,037.00	462,691.36	718,696.00	718,696.00	#Error

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 611 LIBRARY</b>					
Account Number: 001-611-00-5200-00-0327					
Name: PURCHASE OF SERVICES					
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	0.00	
	1	Amount(s):		0.00	
-----					
Account Number: 001-611-00-5390-00-0327					
Name: CONTRACTED SERVICES					
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			2019	669,283.00	-669,282.92
			2020	684,037.00	-462,691.36
			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	718,696.00	
	1	Amount(s):		718,696.00	
-----					
<b>2 Account(s) for Department 611:</b>					
			2019	669,283.00	-669,282.92
			2020	684,037.00	-462,691.36
			Level 2	718,696.00	



Wendy Graves &lt;wgraves@fairhaven-ma.gov&gt;

## Library appropriation for FY21

4 messages

**Wendy Graves** <wgraves@fairhaven-ma.gov>  
To: Carolyn Longworth <clongworth@sailsinc.org>

Wed, Jan 8, 2020 at 8:04 AM

Hi Carolyn,

Can you send me the appropriation amount for FY21 please?

Thank you,  
Wendy

**Carolyn Longworth** <clongworth@sailsinc.org>  
To: Wendy Graves <wgraves@fairhaven-ma.gov>

Fri, Jan 10, 2020 at 9:27 AM

Hi, Wendy,  
We usually only get the figure from the state in February, but I will check on it anyway.

Carolyn

[Quoted text hidden]

--

Carolyn Longworth  
Library Director  
The Millicent Library  
PO Box 30  
Fairhaven, MA 02719

**Carolyn Longworth** <clongworth@sailsinc.org>  
To: Wendy Graves <wgraves@fairhaven-ma.gov>

Mon, Jan 13, 2020 at 2:05 PM

Hi, Wendy,

The appropriation for the library for Fy2021 should be **718,696**. I'll get a letter signed by the Trustees over next week to make it official!

Fiscal Year	Per capita figure	Actual Population (town clerk)	-Other income (fines, fees, etc.) From audit	Town appropriation
2021	45.99	15,733	4,865	718,696

[Quoted text hidden]

**Wendy Graves** <wgraves@fairhaven-ma.gov>  
To: Carolyn Longworth <clongworth@sailsinc.org>

Mon, Jan 13, 2020 at 2:06 PM

Thank you so much!

[Quoted text hidden]

# TOWN OF FAIRHAVEN RECREATION DEPARTMENT

227 Huttleston Ave. Fairhaven, MA 02719  
Phone 508-993-9269 Fax 508-993-9257  
e-mail [wrensehausen@fairhaven-ma.gov](mailto:wrensehausen@fairhaven-ma.gov)  
[www.fairhaven-ma.gov](http://www.fairhaven-ma.gov)



December 6, 2019

Dear Mark,

As instructed by the Budget preparation letter from Wendy for FY 2021, I am writing this letter of transmittal highlighting major changes in my budget from the previous year and connects my budget request to the Board of Selectmen's policy goals and/or my Department's goals and objectives.

The Recreation Department's budget request for FY 2021 has changed with the personnel where the only changes are due to longevity pay and performance increases. There is an increase in the Books and subscriptions line that would purchase study guides and an exam fee for me to sit for the CPRP exam. I currently have the APRP (Associate Parks and Recreation Professional) and would like to sit for the Certified Parks and Recreation Professional certification.

Our current Department constantly tries to align ourselves with other Town Departments for collaboration whenever possible, This past year we worked very closely with the Wellness Committee to fulfill offering healthy activities by using our gymnasium for Volleyball and offering employees the opportunity to participate in all of our Cardio /wellness programs, also we are working on offering additional recreation opportunities to the Senior population and are awaiting the responses of a survey that was distributed in their monthly newsletter from the COA.

We are currently working with the BPW , Planning department and Conservation Agent on several projects involving mapping, open space and facilities at Cushman and the Town Beach.

Respectfully Submitted,

Warren Rensehausen, APRP  
Director of Recreation



Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
0412	RECREATION CENTER						
001-640-00-5100-00-0412	PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-640-00-5111-00-0412	REGULAR PAY	174,027.31	187,349.00	97,177.09	187,855.00	187,855.00	#Error
	SALARY & WAGES	174,027.31	187,349.00	97,177.09	187,855.00	187,855.00	#Error
	TOTAL - SALARY & WAGES	174,027.31	187,349.00	97,177.09	187,855.00	187,855.00	#Error
001-640-00-5200-00-0412	PURCHASE OF SERVICE	0.00	0.00	0.00	0.00	0.00	#Error
001-640-00-5244-00-0412	REPAIR & MAINT - BUILDING	5,053.61	5,000.00	4,176.84	5,000.00	5,000.00	#Error
001-640-00-5245-00-0412	REPAIR & MAINT - EQUIP	1,068.63	800.00	788.00	800.00	800.00	#Error
001-640-00-5303-00-0412	ADVERTISING	1,400.50	1,500.00	1,219.73	1,500.00	1,500.00	#Error
001-640-00-5341-00-0412	TELEPHONE	520.84	500.00	442.90	500.00	500.00	#Error
001-640-00-5342-00-0412	POSTAGE	45.59	75.00	0.00	75.00	75.00	#Error
001-640-00-5361-00-0412	TRAINING	0.00	150.00	0.00	150.00	150.00	#Error
001-640-00-5390-00-0412	CONTRACTED SERVICES	3,628.43	3,900.00	1,525.13	3,900.00	3,900.00	#Error
	PURCHASE OF SERVICES	11,717.60	11,925.00	8,152.60	11,925.00	11,925.00	#Error
001-640-00-5211-00-0412	HEAT LIGHTPOWER	21,158.62	25,000.00	6,060.95	21,000.00	21,000.00	#Error
	UTILITIES	21,158.62	25,000.00	6,060.95	21,000.00	21,000.00	#Error
001-640-00-5400-00-0412	SUPPLIES	0.00	0.00	0.00	0.00	0.00	#Error
001-640-00-5420-00-0412	OFFICE SUPPLIES	839.31	1,200.00	744.09	1,200.00	1,200.00	#Error
001-640-00-5431-00-0412	SUPPLIES - BLDG MAINT	1,773.13	1,600.00	924.93	1,600.00	1,600.00	#Error
001-640-00-5432-00-0412	SUPPLIES	0.00	0.00	0.00	0.00	0.00	#Error
001-640-00-5520-00-0412	BOOKS & SUBSCRIPTIONS	0.00	50.00	0.00	505.00	505.00	#Error
001-640-00-5580-00-0412	SUPPLIES-EQUIPMENT	0.00	400.00	240.95	400.00	400.00	#Error
	SUPPLIES	2,612.44	3,250.00	1,909.97	3,705.00	3,705.00	#Error
001-640-00-5700-00-0412	OTHER CHARGES & EXPENSES	0.00	0.00	0.00	0.00	0.00	#Error
001-640-00-5731-00-0412	DUES PROF. GATHERINGS	375.00	600.00	375.00	600.00	600.00	#Error
	OTHER CHARGES	375.00	600.00	375.00	600.00	600.00	#Error
001-640-00-5800-00-0412	MINOR EQUIPMENT	0.00	0.00	0.00	0.00	0.00	#Error
001-640-00-5850-00-0412	NEW EQUIPMENT	2,859.00	10,000.00	8,580.00	0.00	0.00	#Error
	MINOR EQUIPMENT	2,859.00	10,000.00	8,580.00	0.00	0.00	#Error

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
	TOTAL - OPERATING EXPENSES	38,722.66	50,775.00	25,078.52	37,230.00	37,230.00	#Error
	RECREATION CENTER	212,749.97	238,124.00	122,255.61	225,085.00	225,085.00	#Error

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
0412	RECREATION CENTER						
001-640-01-5201-01-0412	PROGRAM EXPENSE	50,630.20	125,000.00	23,226.35	125,000.00	125,000.00	#Error
	PURCHASE OF SERVICES	50,630.20	125,000.00	23,226.35	125,000.00	125,000.00	#Error
	TOTAL - OPERATING EXPENSES	50,630.20	125,000.00	23,226.35	125,000.00	125,000.00	#Error
	RECREATION CENTER	50,630.20	125,000.00	23,226.35	125,000.00	125,000.00	#Error

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 640 RECREATION CENTER</b>					
<b>Account Number: 001-640-00-5100-00-0412</b>					
<b>Name: PERSONAL SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-640-00-5111-00-0412</b>					
<b>Name: REGULAR PAY</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		179,436.00	-174,027.31
		2020		187,349.00	-97,177.09
	1 Amount(s):			187,855.00	
<b>Account Number: 001-640-00-5200-00-0412</b>					
<b>Name: PURCHASE OF SERVICE</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-640-00-5211-00-0412</b>					
<b>Name: HEAT LIGHTPOWER</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		21,000.00	-20,908.62
		2020		25,000.00	-6,060.95
	1 Amount(s):			21,000.00	
<b>Account Number: 001-640-00-5244-00-0412</b>					
<b>Name: REPAIR &amp; MAINT - BUILDING</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
level		2019		5,000.00	-5,053.61
		2020		5,000.00	-4,176.84
	1 Amount(s):			5,000.00	
<b>Account Number: 001-640-00-5245-00-0412</b>					
<b>Name: REPAIR &amp; MAINT - EQUIP</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		800.00	-1,068.63
		2020		800.00	-788.00
	1 Amount(s):			800.00	
<b>Account Number: 001-640-00-5303-00-0412</b>					
<b>Name: ADVERTISING</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		1,600.00	-1,400.50
		2020		1,500.00	-1,219.73
	1 Amount(s):			1,500.00	
<b>Account Number: 001-640-00-5341-00-0412</b>					
<b>Name: TELEPHONE</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		450.00	-475.84
		2020		500.00	-442.90
	1 Amount(s):			500.00	
<b>Account Number: 001-640-00-5342-00-0412</b>					
<b>Name: POSTAGE</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		50.00	-45.59
		2020		75.00	0.00
	1 Amount(s):			75.00	
<b>Account Number: 001-640-00-5361-00-0412</b>					
<b>Name: TRAINING</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		150.00	0.00
		2020		150.00	0.00
	1 Amount(s):			150.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 640 RECREATION CENTER</b>					
<b>Account Number:</b>	001-640-00-5390-00-0412		2019	3,900.00	-3,628.43
<b>Name:</b>	CONTRACTED SERVICES		2020	3,900.00	-1,525.13
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	3,900.00	
		1 Amount(s):		3,900.00	
<hr/>					
<b>Account Number:</b>	001-640-00-5400-00-0412				
<b>Name:</b>	SUPPLIES				
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	0.00	
		1 Amount(s):		0.00	
<hr/>					
<b>Account Number:</b>	001-640-00-5420-00-0412		2019	1,200.00	-839.31
<b>Name:</b>	OFFICE SUPPLIES		2020	1,200.00	-744.09
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	1,200.00	
		1 Amount(s):		1,200.00	
<hr/>					
<b>Account Number:</b>	001-640-00-5431-00-0412		2019	1,600.00	-1,773.13
<b>Name:</b>	SUPPLIES - BLDG MAINT		2020	1,600.00	-924.93
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	1,600.00	
		1 Amount(s):		1,600.00	
<hr/>					
<b>Account Number:</b>	001-640-00-5432-00-0412				
<b>Name:</b>	SUPPLIES				
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	0.00	
		1 Amount(s):		0.00	
<hr/>					
<b>Account Number:</b>	001-640-00-5520-00-0412		2019	50.00	0.00
<b>Name:</b>	BOOKS & SUBSCRIPTIONS		2020	50.00	0.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	505.00	
		1 Amount(s):		505.00	
<hr/>					
<b>Account Number:</b>	001-640-00-5580-00-0412		2019	400.00	0.00
<b>Name:</b>	SUPPLIES-EQUIPMENT		2020	400.00	-240.95
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	400.00	
		1 Amount(s):		400.00	
<hr/>					
<b>Account Number:</b>	001-640-00-5700-00-0412				
<b>Name:</b>	OTHER CHARGES & EXPENSES				
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	0.00	
		1 Amount(s):		0.00	
<hr/>					
<b>Account Number:</b>	001-640-00-5731-00-0412		2019	600.00	-375.00
<b>Name:</b>	DUES PROF. GATHERINGS		2020	600.00	-375.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	600.00	
		1 Amount(s):		600.00	
<hr/>					
<b>Account Number:</b>	001-640-00-5800-00-0412				
<b>Name:</b>	MINOR EQUIPMENT				
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	0.00	
		1 Amount(s):		0.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 640 RECREATION CENTER</b>					
<b>Account Number: 001-640-00-5850-00-0412</b>			2019	2,900.00	-2,859.00
<b>Name: NEW EQUIPMENT</b>			2020	10,000.00	-8,580.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	0.00	
			<b>1 Amount(s):</b>	<b>0.00</b>	
<b>Account Number: 001-640-01-5201-01-0412</b>			2019	125,000.00	-49,070.22
<b>Name: PROGRAM EXPENSE</b>			2020	125,000.00	-23,226.35
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	125,000.00	
			<b>1 Amount(s):</b>	<b>125,000.00</b>	
<b>22 Account(s) for Department 640:</b>			2019	344,136.00	-261,525.19
			2020	363,124.00	-145,481.96
			Level 2	350,085.00	

Department Name: Recreation		Date of Hire	Years of Service(2)	Union (3)	Grade	Step (4)	Hourly Wage (5)	Hrs./ week	Annual Wages(6)	Annual Salary (7)	Date of Step (8)	Cost of Step Inc. (9)	Longevity(10)	Sick Leave Bonus (11)	Sick Leave Buy-Back (12)	Stipend/ Other (18)	Total Compensation
Recreation Director	8/11/2008	11	NU	15	4	\$32.08	40.0	\$66,983	\$66,983	7/1/2020	\$1,670	\$600	\$400				\$69,653
Program Coordinator	10/4/2003	16	NU	10	5	\$23.24	40.0	\$48,525	\$48,525	7/1/2020	\$1,211	\$850	\$400	\$1,429			\$52,415
Rachel						\$35.73	30.0	\$1,072									\$1,072
Custodian	5/14/2015	5	NU	8	3	\$18.84	15.0	\$14,752	\$14,752	7/1/2020	\$384						\$15,120
Receptionist	12/23/2013	6	NU	1	9	\$14.20	19.0	\$14,084	\$14,084	7/1/2020							\$14,084
Receptionist	4/23/2013	6	NU	1	9	\$14.20	10.0	\$7,412	\$7,412	7/1/2020							\$7,412
Receptionist	9/1/2015	5	NU	1	9	\$13.85	10.0	\$7,230	\$7,230	7/1/2020	\$183						\$7,412
Receptionist			NU	1	6	\$12.86	10.0	\$6,713	\$6,713	7/1/2020	\$172						\$6,885
Receptionist			NU	1	2	\$12.24	10.0	\$6,389	\$6,389	7/1/2020							\$6,389
Receptionist	7/2/2015	4	NU	1	9	\$13.85	10.0	\$7,230	\$7,230	7/1/2020	\$183		\$800	\$1,429	\$0		\$187,855
								\$113,407	\$66,983		\$3,620	\$1,450	\$800	\$1,429	\$0		\$187,855
<p><b>Comments:</b> Amount required would be due to positive performance reviews for all staff. Overtime for Program Coordinator: 30 hours at 1.5 anticipated rate of \$23.82</p>																	

*Town of Fairhaven  
Board of Public Works*

*5 Arsene Street  
Fairhaven, Massachusetts 02719  
TEL. 508-979-4030  
FAX. 508-979-4086  
bpw@fairhaven-ma.gov*



To: Mark Rees, Fairhaven Town Administrator  
From: Vinnie Furtado, Public Works Superintendent  
Subj: FY 21 Park Department Budget

A handwritten signature in black ink, appearing to read "Vinnie Furtado", is written over the "From" line of the header.

Date: December 9, 2019

By means of this correspondence, please accept the FY 21 Park Department Budget.

This budget falls under the parameters of Selectmen Goals 3 & 7 where we are very much involved with civic, as well as intra government, engagement with the maintenance of and events held in our parks and beaches.

As part of this effort, we are respectfully requesting one additional person who will be necessary to comply with Selectmen Goal number 7, meeting the needs of the Public.

As the Town's responsibility of areas to maintain, grass/brush wise, has grown to more than 50 % additional acreage without increasing the staff one person, we are seeking to add to our labor force in the Park Department

Every summer season, the Highway Department, during their busiest time of the year (construction season) has to supply labor force to the Park Department in order to get the required work completed, causing delays to various construction.

As a result, we would like the consideration of hiring this additional person whom we need.



# Fairhaven Budget Worksheet - FY 2021

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
<b>0376</b>	<b>PARK</b>						
001-650-00-5100-00-0376	PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-650-00-5111-00-0376	REGULAR PAY	98,514.00	108,360.00	70,859.63	154,021.00	111,423.00	#Error
001-650-00-5131-00-0376	OVER-TIME PAY	1,436.87	2,988.00	1,495.73	5,636.00	5,636.00	#Error
	<b>SALARY &amp; WAGES</b>	<b>99,950.87</b>	<b>111,348.00</b>	<b>72,355.36</b>	<b>159,657.00</b>	<b>117,059.00</b>	<b>#Error</b>
	<b>TOTAL - SALARY &amp; WAGES</b>	<b>99,950.87</b>	<b>111,348.00</b>	<b>72,355.36</b>	<b>159,657.00</b>	<b>117,059.00</b>	<b>#Error</b>
001-650-00-5200-00-0376	PURCHASE OF SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-650-00-5201-00-0376	GENERAL EXPENSE UNCLASS.	0.00	0.00	0.00	0.00	0.00	#Error
001-650-00-5245-00-0376	REPAIR & MAINT.-EQUIP.	7,155.56	8,000.00	11,458.99	8,000.00	8,000.00	#Error
001-650-00-5353-00-0376	BEAUTIFICATION	0.00	0.00	0.00	0.00	7,000.00	#Error
001-650-00-5356-00-0376	PLAYGROUND EXPENSE	5,163.07	6,140.00	1,907.51	6,500.00	6,500.00	#Error
001-650-00-5358-00-0376	BEACH EXPENSE	3,464.35	12,422.00	6,926.69	12,500.00	12,500.00	#Error
001-650-00-5380-00-0376	MISCELLANEOUS	1,126.78	600.00	0.00	1,600.00	1,600.00	#Error
001-650-00-5390-00-0376	CONTRACTED SERVICES	148.50	250.00	65.00	500.00	500.00	#Error
	<b>PURCHASE OF SERVICES</b>	<b>17,058.26</b>	<b>27,412.00</b>	<b>20,358.19</b>	<b>29,100.00</b>	<b>36,100.00</b>	<b>#Error</b>
001-650-00-5212-00-0376	ELECTRICITY	2,016.82	2,300.00	847.99	2,000.00	2,000.00	#Error
	<b>UTILITIES</b>	<b>2,016.82</b>	<b>2,300.00</b>	<b>847.99</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>#Error</b>
001-650-00-5400-00-0376	SUPPLIES	0.00	0.00	0.00	0.00	0.00	#Error
001-650-00-5432-00-0376	SUPPLIES	1,606.98	1,500.00	536.61	1,700.00	1,700.00	#Error
001-650-00-5531-00-0376	ROAD MATERIALS	1,593.06	2,000.00	0.00	2,000.00	2,000.00	#Error
	<b>SUPPLIES</b>	<b>3,200.04</b>	<b>3,500.00</b>	<b>536.61</b>	<b>3,700.00</b>	<b>3,700.00</b>	<b>#Error</b>
001-650-00-5410-00-0376	GASOLINE & DIESEL	4,185.14	4,229.00	2,300.90	4,229.00	4,229.00	#Error
	<b>GASOLINE</b>	<b>4,185.14</b>	<b>4,229.00</b>	<b>2,300.90</b>	<b>4,229.00</b>	<b>4,229.00</b>	<b>#Error</b>
001-650-00-5800-00-0376	MINOR EQUIPMENT	0.00	0.00	0.00	0.00	0.00	#Error
001-650-00-5850-00-0376	NEW EQUIPMENT	1,023.92	1,100.00	1,039.92	1,100.00	1,100.00	#Error
	<b>MINOR EQUIPMENT</b>	<b>1,023.92</b>	<b>1,100.00</b>	<b>1,039.92</b>	<b>1,100.00</b>	<b>1,100.00</b>	<b>#Error</b>

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
	TOTAL - OPERATING EXPENSES	27,484.18	38,541.00	25,083.61	40,129.00	47,129.00	#Error
	PARK	127,435.05	149,889.00	97,438.97	199,786.00	164,188.00	#Error

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
	Summary for 650-PARK	127,435.05	149,889.00	97,438.97	205,422.00	162,824.00	#Error

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
<b>Grand Total</b>		51,670,385.58	58,788,771.72	32,292,549.47	58,247,565.71	57,403,496.71	#Error

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 650 PARK</b>					
<b>Account Number: 001-650-00-5100-00-0376</b>					
<b>Name: PERSONAL SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-650-00-5111-00-0376</b>					
<b>Name: REGULAR PAY</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		100,114.00	-98,514.00
		2020		108,360.00	-70,859.63
	1 Amount(s):			117,059.00	
<b>Account Number: 001-650-00-5131-00-0376</b>					
<b>Name: OVER-TIME PAY</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		2,965.00	-1,436.87
		2020		2,988.00	-1,495.73
	1 Amount(s):			5,636.00	
<b>Account Number: 001-650-00-5200-00-0376</b>					
<b>Name: PURCHASE OF SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-650-00-5201-00-0376</b>					
<b>Name: GENERAL EXPENSE UNCLASS.</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-650-00-5212-00-0376</b>					
<b>Name: ELECTRICITY</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Cushman Park - playing field and security lights Livesey Park and West Island Town Beach - restroom and security lights.		2019		2,300.00	-1,943.70
		2020		2,300.00	-847.99
	1 Amount(s):			2,000.00	
<b>Account Number: 001-650-00-5245-00-0376</b>					
<b>Name: REPAIR &amp; MAINT.-EQUIP.</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Repairs and parts for vehicles tractors and equipment tires filters belts springs bearings blades etc.		2019		8,000.00	-7,155.56
		2020		8,000.00	-11,458.99
	1 Amount(s):			8,000.00	
<b>Account Number: 001-650-00-5353-00-0376</b>					
<b>Name: BEAUTIFICATION</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		7,000.00	
	1 Amount(s):			7,000.00	
<b>Account Number: 001-650-00-5356-00-0376</b>					
<b>Name: PLAYGROUND EXPENSE</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Repairs to 17 parks and buildings caused by vandalism. Repairs to the playground equipment for children etc. bike path signage graffiti removal.		2019		5,250.46	-5,058.07
		2020		6,140.00	-1,907.51
	1 Amount(s):			6,500.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
Department: 650		PARK			
<b>Account Number:</b>	001-650-00-5358-00-0376	2019		1,200.00	-1,601.55
<b>Name:</b>	BEACH EXPENSE	2020		12,422.00	-6,926.69
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Supplies for restroom trailer and beach first aid kit supplies for lifeguards bathing suits beach permits expenses to open and close beach.	07/01/2020		12,500.00	
	1 Amount(s):			12,500.00	
<b>Account Number:</b>	001-650-00-5380-00-0376	2019		600.00	-1,126.78
<b>Name:</b>	MISCELLANEOUS	2020		600.00	0.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Hoisting license renewal (\$60 every 2 years - FY22 \$60) Hoisting License Training (\$200) DOT Physical (\$100) CDL license renewal (\$25 every 5 years - FY22 \$0) reimbursement of safety clothing (\$225) hi-vis t-shirts (\$250) and safety glasses (\$300 - 1 pair)	07/01/2020		1,600.00	
	1 Amount(s):			1,600.00	
<b>Account Number:</b>	001-650-00-5390-00-0376	2019		250.00	-148.50
<b>Name:</b>	CONTRACTED SERVICES	2020		250.00	-65.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Drug and alcohol testing.	07/01/2020		500.00	
	1 Amount(s):			500.00	
<b>Account Number:</b>	001-650-00-5400-00-0376				
<b>Name:</b>	SUPPLIES				
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number:</b>	001-650-00-5410-00-0376	2019		4,229.00	-4,185.14
<b>Name:</b>	GASOLINE & DIESEL	2020		4,229.00	-2,300.90
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Gasoline diesel and oil for all vehicles tractors and lawn mowers.	07/01/2020		4,229.00	
	1 Amount(s):			4,229.00	
<b>Account Number:</b>	001-650-00-5432-00-0376	2019		1,389.54	-1,606.98
<b>Name:</b>	SUPPLIES	2020		1,500.00	-536.61
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Paint brushes weed killer pesticides mitts etc.	07/01/2020		1,700.00	
	1 Amount(s):			1,700.00	
<b>Account Number:</b>	001-650-00-5531-00-0376	2019		2,000.00	-1,593.06
<b>Name:</b>	ROAD MATERIALS	2020		2,000.00	0.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Loam lime fill stone dust and grass seed for parks and ballfields.	07/01/2020		2,000.00	
	1 Amount(s):			2,000.00	
<b>Account Number:</b>	001-650-00-5800-00-0376				
<b>Name:</b>	MINOR EQUIPMENT				
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number:</b>	001-650-00-5850-00-0376	2019		1,100.00	-1,023.92
<b>Name:</b>	NEW EQUIPMENT	2020		1,100.00	-1,039.92
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Equipment - 2 weed wackers	07/01/2020		1,100.00	
	1 Amount(s):			1,100.00	
<b>18 Account(s) for Department 650:</b>		2019		129,398.00	-125,394.13
		2020		149,889.00	-97,438.97
		Level 2		169,824.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level: 2 FY21 Recommended Admin	Fiscal Year	Allocated	Expended
18 Account(s) for 1 Department(s):	2019	53,958,124.78	-51,668,344.66
	2020	58,976,098.72	-32,380,664.07
	Level 2	169,824.00	

PARK DEPARTMENT BUDGET  
FY21

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	EXPENDED	EXPENDED	EXPENDED	APPROP	EXPENDED	REQUEST			
	FY17	FY18	FY19	FY20	FY20	FY21	CHANGE	%	Notes
SALARIES & WAGES	91,082.92	96,064.35	99,950.87	111,348.00	59,200.34	161,700.43	50,352.43	45.2%	
OPERATING EXPENSES	25,411.65	31,495.42	24,763.13	37,441.00	22,759.49	39,329.00	1,888.00	5.0%	
Electricity	1,528.79	1,217.19	2,057.77	2,300.00	478.11	2,300.00	0.00	0.0%	
Utilities	1,528.79	1,217.19	2,057.77	2,300.00	478.11	2,300.00	0.00	0.0%	
Equipment Repair	11,274.85	7,442.12	7,155.56	8,000.00	11,458.99	8,000.00	0.00	0.0%	
Playground Expense	2,807.15	7,898.36	5,052.61	6,140.00	1,403.97	6,500.00	360.00	5.9%	increase cost of playground woodchips
West Island Beach Expense	2,784.72	6,422.32	1,601.55	12,422.00	6,907.70	12,500.00	78.00	0.6%	
Miscellaneous	174.25	530.00	1,126.78	600.00	0.00	1,600.00	1,000.00	166.7%	new employee
Contracted Services	0.00	148.50	148.50	250.00	65.00	500.00	250.00	100.0%	new employee
Purchase of Services	17,040.97	22,441.30	15,085.00	27,412.00	19,835.66	29,100.00	1,688.00	6.2%	
Gasoline & Diesel	3,437.72	4,370.82	4,185.14	4,229.00	2,097.55	4,229.00	0.00	0.0%	
Gasoline & Diesel	3,437.72	4,370.82	4,185.14	4,229.00	2,097.55	4,229.00	0.00	0.0%	
Supplies	919.97	1,058.83	1,842.16	1,500.00	348.17	1,700.00	200.00	13.3%	increase cost of mitt mitts
Road Materials	2,484.20	2,407.28	1,593.06	2,000.00	0.00	2,000.00	0.00	0.0%	
Supplies	3,404.17	3,466.11	3,435.22	3,500.00	348.17	3,700.00	200.00	5.7%	
SUBTOTAL:	116,494.57	127,559.77	124,714.00	148,789.00	81,959.83	201,029.43	52,240.43	35.1%	
<b>MINOR EQUIP</b>									
<b>CAPITAL OUTLAY</b>	1,095.94	1,023.92	1,023.92	1,100.00	0.00	1,100.00	0.00	0.0%	2 weed wackers
TOTAL	117,590.51	128,583.69	125,737.92	149,889.00	81,959.83	202,129.43	76,391.51	51.0%	



<u>NAME</u>	<u>TITLE</u>	<u>STEP</u>	<u>WEEKS</u>	<u>HOUR</u>	<u>WEEKLY</u>	<u>YEARLY</u>
Richard Pinard	Park Maint. Crafts.	7-6	52.2	25.70	1028.00	53,661.60
Vacant	HMEO	6A-1	52.2	20.21	808.40	42,198.48
Vacant	Laborer - Temp	4-3	14.0	14.73	589.20	8,248.80
Vacant	Laborer - Temp	4-3	14.0	14.73	589.20	8,248.80
Vacant	Laborer - Temp	4-3	14.0	14.73	589.20	8,248.80
Vacant	Head Lifeguard	4-5	9.0	15.47	541.45	4,873.05
Vacant	Asst. Lifeguard	4-4	9.0	15.10	528.50	4,756.50
Vacant	Lifeguard	4-4	9.0	15.10	528.50	4,756.50
Vacant	Lifeguard	4-2	9.0	14.37	502.95	4,526.55
Vacant	Lifeguard	4-2	9.0	14.37	502.95	4,526.55
Vacant	Gate Attendant	1-3	9.0	12.24	306.00	2,754.00
Vacant	Gate Attendant	1-3	9.0	12.24	306.00	2,754.00
Vacant	Gate Attendant	1-3	9.0	12.24	244.80	2,203.20

WAGES	151,756.83
OVERTIME - REGULAR	5,751.60
STIPEND/LICENSES	100.00
SICK LEAVE BONUS	800.00
SICK LEAVE BENEFIT	1,542.00
LONGEVITY	1,750.00
	<u>161,700.43</u>

<u>SICK LEAVE BONUS</u>	<u>DAYS</u>	
Richard Pinard	0	400.00
Vacant	0	400.00
		<u>800.00</u>

<u>SICK LEAVE BENEFIT</u>	<u>DAYS</u>	
Richard Pinard	7.50	1,542.00
		<u>1,542.00</u>

<u>STIPEND/LICENSES</u>	
PESTICIDE LICENSE	100.00
	<u>100.00</u>

<u>LONGEVITY</u>	
Richard Pinard	1,750.00
	<u>1,750.00</u>

**PARK DEPARTMENT  
FY21**

**SALARIES AND WAGES** \$ 161,700.43

**OPERATING EXPENSES**

***Purchase of Services:***

**EQUIPMENT REPAIR (5345)** \$ 8,000.00  
Repairs and parts for vehicles, tractors and equipment; tires, filters, belts, springs, bearings, blades, etc.

**PLAYGROUND EXPENSE (5356)** \$ 6,500.00  
Repairs to 17 parks and buildings caused by vandalism. Repairs to the playground equipment for children, etc., bike path, signage, graffiti removal.

**BEACH EXPENSE (5358)** \$ 12,500.00  
Supplies for restroom trailer and beach; first aid kit, supplies for lifeguards, bathing suits, beach permits, expenses to open and close beach.

**MISCELLANEOUS (5380)** \$ 1,600.00  
Hoisting license renewal (\$60 every 2 years - FY22 \$60), Hoisting License Training (\$200), DOT Physical (\$100), CDL license renewal (\$25 every 5 years - FY22 \$0), reimbursement of safety clothing (\$225) hi-vis t-shirts (\$250) and safety glasses (\$300 - 1 pair every 3

**CONTRACTED SERVICES (5390)** \$ 500.00  
Drug and alcohol testing.

***Utilities:***

**ELECTRICITY (5212)** \$ 2,300.00  
Cushman Park - playing field and security lights, Livesey Park, and West Island Town Beach - restroom and security lights.

***Supplies:***

**SUPPLIES (5432)** \$ 1,700.00  
Paint, brushes, weed killer, pesticides, mutt mitts, etc.

**ROAD MATERIALS (5531)** \$ 2,000.00  
Loam, lime, fill, stone dust and grass seed for parks and ballfields.

***Gasoline and Diesel:***

**GASOLINE AND DIESEL (5410)** \$ 4,229.00  
Gasoline, diesel and oil for all vehicles, tractors and lawn mowers.

**TOTAL OPERATING: \$ 39,329.00**

**CAPITAL OUTLAY (5850)** \$ 1,100.00  
Equipment - 2 weed wackers

**TOTAL BUDGET \$ 202,129.43**

Department Name:	Park	Job Title	Date of Hire	Years of Service(2)	Union (3)	Grade	Step (4)	Hourly Wage (5)	Hrs./ week	Annual Wages(6)	Annual Salary (7)	Date of Step (8)	Cost of Step Inc. (9)	Longevity(10)	Sick Leave Bonus (11)	Sick Leave Buy-Back (12)	Stipend/ Other (18)	Total Compensation	
		Park Maint. Crafts.	4/1/1985	35	H	7	5	\$24.47	40.0	\$51,093.36		4/1/2021	\$640	\$1,750	\$400	\$1,542	\$100	\$55,526	
		HIMEO (NEW)	7/1/2020		H	6A	1	\$20.21	40.0	\$42,198.48								\$0	
		Laborer - Temp	14 weeks		NU	4	3	\$14.73	40.0	\$8,248.80								\$8,249	
		Laborer - Temp	14 weeks		NU	4	3	\$14.73	40.0	\$8,248.80								\$8,249	
		Laborer - Temp	14 weeks		NU	4	3	\$14.73	40.0	\$8,248.80								\$8,249	
		Head Lifeguard	9 weeks		NU	4	5	\$15.47	35.0	\$4,873.05								\$4,873	
		Asst. Head Lifeguard	9 weeks		NU	4	4	\$15.10	35.0	\$4,756.50								\$4,757	
		Lifeguard	9 weeks		NU	4	4	\$15.10	35.0	\$4,756.50								\$4,757	
		Lifeguard	9 weeks		NU	4	2	\$14.37	35.0	\$4,526.55								\$4,527	
		Gate Attendant	9 weeks		NU	1	3	\$12.24	25.0	\$2,754.00								\$2,754	
		Gate Attendant	9 weeks		NU	1	3	\$12.24	25.0	\$2,754.00								\$2,754	
		Gate Attendant	9 weeks		NU	1	3	\$12.24	20.0	\$2,203.20								\$2,203	
		Overtime								\$5,635.89								\$5,636	
										\$154,824.48	\$0		\$640	\$1,750	\$400	\$1,542.00	\$100	\$117,059	
<b>Comments:</b>																			
(6) Line 19 6% Overtime																			



TOWN OF FAIRHAVEN, MA

## Office of Tourism & Visitors Center

141 Main Street, Fairhaven, MA 02719

508-979-4085 FairhavenTours@fairhaven-ma.gov

<http://FairhavenTours.com>

Christopher J. Richard, Director of Tourism

### Office of Tourism FY'21 Budget Transmittal Letter

To: Budget Committee From: Christopher Richard, Director of Tourism

Date: December 16, 2019

The submitted budget addresses the following Selectmen's Policy Goals/Objectives:

**Goal 5 Economic Development:** While the FY21 list has no Economic Development Objectives specifically addressed to the Office of Tourism, virtually all of the Office of Tourism budget boosts economic development by attracting tourists to Fairhaven, helping them plan their visits, and providing them with information, services, and activities while they are here. This done each year through print advertising, a website, and social media to promote the town and its tourism-related businesses, and by developing and promoting events and activities intended to draw visitors to the town. The Huttleston Marketplace, developed and operated by the Office of Tourism, helps economic development by providing a venue for artists, craftspeople, farmers, and other vendors to sell their locally produced goods during the summer months. During FY21, the Huttleston Marketplace will be a farmers market officially certified by the Massachusetts Department of Agricultural Resources, allowing local farm vendors to collect and redeem WIC and Senior Nutrition Program coupons.

Additionally, regular Office of Tourism activities address **Goal 7 Civic Engagement** through the use of press releases, the Office of Tourism website, social media, and recruiting and training volunteers. And it meets Objective A by providing a monthly report to the Town Administrator and Board of Selectmen.

**Goal 9 Improve Municipal Services:** Objective F, Produce 20th Century Maritime History Web Pages is currently being worked on. I also plan to also add other 20th Century history into the website and programming as suggested in the town Master Plan.

My attached budget request for FY21 documents includes three changes from FY20.

The **REGULAR PAY** line assumes a step increase on July 1, and its resulting adjustment to sick day buy-back. The personnel spreadsheet is attached.

The **ADVERTISING** line item reflects an increase of \$7,500. Of that, \$2,500 is to pay for regular advertising and printing costs needed to maintain level services and to take advantage of some newer advertising opportunities that have arisen in recent years. It would cover spring through fall advertising in "The South Coast Insider," "Traveler," "Along Route 28," "South Coast Almanac" (adding a second fall edition). "Cape Cod Best Read Guide" (enlarging ad size and adding another edition). It also covers hotel in-room directories including Fairfield Inn in New Bedford, the Residence Inn in Dartmouth, the Seaport Inn (rebooted their guest book this year) and

Fairhaven Hampton Inn (started a new in-house magazine this year). It is expected that an in-room guest book will be published for the new Harbor Hotel in New Bedford. There is a small ad for the Visitors Center that runs all year in the Neighborhood News. And the printing of the annual, Visitors Guide, a 28-page booklet with a glossy cover. Additionally, larger ads are run locally to promote Monday Morning Fun, Harvest Fun Day, and the Old-Time Holiday.

An additional \$5,000 is being requested to begin online advertising with Google, Facebook, and other social media platforms. Internet advertising is becoming increasingly important in reaching the public.

The **PHONE** line item (which includes internet costs) has a small decrease (\$130) which is savings brought on by the switch to the Town-wide fiber optic system.

The **CONTRACTED SERVICES** line, which has no change, covers some of the fees associated with programs run by the Office of Tourism, including Bounce House rental for Monday Morning Fun and guest presenters, performers, porta-john rental, etc. A larger portion of these expenses is paid out of the Tourism Gift Account, which receives donations for that purpose.

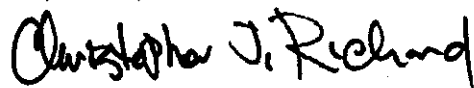
The **POSTAGE** line is primarily to mail guide books to people who request them. There is no change.

The **SUPPLIES** line, also with no change, is for cleaning and bathroom supplies, office supplies, and supplies related to programs such as Monday Morning Fun.

It should be noted that all of the expenses related to the Huttleston Marketplace, including additional porta-john rental, fees to performing musicians, printing, and extra advertising, are covered entirely by the vendors' donations to the Tourism Gift Account. Those donations, and additional gift account receipts, also cover some expenses of programs such as Monday Morning Fun, Fort Phoenix Pirates and Privateers, Harvest Fun Day, and the Old-Time Holiday.

I'll be happy to answer any other questions about my budget requests.

Respectfully,

A handwritten signature in black ink that reads "Christopher J. Richard". The signature is written in a cursive, slightly slanted style.

Christopher J. Richard, Director of Tourism

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
<b>0523</b>	<b>TOURISM COMMITTEE</b>						
001-189-00-5100-00-0523	PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-189-00-5111-00-0523	REGULAR PAY	67,390.90	69,357.00	36,368.80	70,867.00	70,867.00	#Error
	<b>SALARY &amp; WAGES</b>	<b>67,390.90</b>	<b>69,357.00</b>	<b>36,368.80</b>	<b>70,867.00</b>	<b>70,867.00</b>	<b>#Error</b>
	<b>TOTAL - SALARY &amp; WAGES</b>	<b>67,390.90</b>	<b>69,357.00</b>	<b>36,368.80</b>	<b>70,867.00</b>	<b>70,867.00</b>	<b>#Error</b>
001-189-00-5200-00-0523	PURCHASE OF SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-189-00-5303-00-0523	ADVERTISING	20,149.14	20,500.00	2,835.00	28,000.00	23,000.00	#Error
001-189-00-5341-00-0523	TELEPHONE	1,054.06	1,080.00	595.36	950.00	950.00	#Error
001-189-00-5342-00-0523	POSTAGE	33.25	75.00	11.35	75.00	75.00	#Error
001-189-00-5390-00-0523	CONTRACTED SERVICES	1,320.54	1,500.00	1,025.00	1,500.00	1,500.00	#Error
	<b>PURCHASE OF SERVICES</b>	<b>22,556.99</b>	<b>23,155.00</b>	<b>4,466.71</b>	<b>30,525.00</b>	<b>25,525.00</b>	<b>#Error</b>
001-189-00-5400-00-0523	SUPPLIES	0.00	0.00	0.00	0.00	0.00	#Error
001-189-00-5536-00-0523	SUPPLIES	1,019.23	1,000.00	709.08	1,000.00	1,000.00	#Error
	<b>SUPPLIES</b>	<b>1,019.23</b>	<b>1,000.00</b>	<b>709.08</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>#Error</b>
	<b>TOTAL - OPERATING EXPENSES</b>	<b>23,576.22</b>	<b>24,155.00</b>	<b>5,175.79</b>	<b>31,525.00</b>	<b>26,525.00</b>	<b>#Error</b>
	<b>TOURISM COMMITTEE</b>	<b>90,967.12</b>	<b>93,512.00</b>	<b>41,544.59</b>	<b>102,392.00</b>	<b>97,392.00</b>	<b>#Error</b>

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 189 TOURISM</b>					
<b>Account Number: 001-189-00-5100-00-0523</b>					
<b>Name: PERSONAL SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-189-00-5111-00-0523</b>					
<b>Name: REGULAR PAY</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Includes funds for possible step increase as of 7/1/21		07/01/2020		70,867.00	
	1 Amount(s):			70,867.00	
<b>Account Number: 001-189-00-5200-00-0523</b>					
<b>Name: PURCHASE OF SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-189-00-5303-00-0523</b>					
<b>Name: ADVERTISING</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
increase due to price increases additional ads and new internet advertising on Facebook Google etc.		07/01/2020		23,000.00	
	1 Amount(s):			23,000.00	
<b>Account Number: 001-189-00-5341-00-0523</b>					
<b>Name: TELEPHONE</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Lower due to Comcast savings		07/01/2020		950.00	
	1 Amount(s):			950.00	
<b>Account Number: 001-189-00-5342-00-0523</b>					
<b>Name: POSTAGE</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
No change		07/01/2020		75.00	
	1 Amount(s):			75.00	
<b>Account Number: 001-189-00-5390-00-0523</b>					
<b>Name: CONTRACTED SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Same. Bounce house rental and programs for Monday Morning Fun		07/01/2020		1,500.00	
	1 Amount(s):			1,500.00	
<b>Account Number: 001-189-00-5400-00-0523</b>					
<b>Name: SUPPLIES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-189-00-5536-00-0523</b>					
<b>Name: SUPPLIES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Cleaning & bathroom supplies supplies for programs office supplies		07/01/2020		1,000.00	
	1 Amount(s):			1,000.00	
<b>9 Account(s) for Department 189:</b>					
		2019		91,731.00	-89,547.83
		2020		93,512.00	-41,544.59
		Level 2		97,392.00	





Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
1242	FINE ARTS						
001-691-00-5201-00-1242	FINE ARTS	632.50	1,200.00	112.00	1,200.00	1,200.00	#Error
	PURCHASE OF SERVICES	632.50	1,200.00	112.00	1,200.00	1,200.00	#Error
	TOTAL - OPERATING EXPENSES	632.50	1,200.00	112.00	1,200.00	1,200.00	#Error
	FINE ARTS	632.50	1,200.00	112.00	1,200.00	1,200.00	#Error

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
Department: 691		FINE ARTS			
Account Number: 001-691-00-5201-00-1242			2019	1,200.00	-632.50
Name: FINE ARTS			2020	1,200.00	-112.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	1,200.00	
1 Amount(s):				1,200.00	
1 Account(s) for Department 691:			2019	1,200.00	-632.50
			2020	1,200.00	-112.00
			Level 2	1,200.00	



# Fairhaven Historical Commission

40 Center Street  
Fairhaven, MA 02719

Wayne Oliveira  
Chairman

December 13, 2019

The Fairhaven Historical Commission is responsible for the preservation, protection and development of the historical or archeological assets within Fairhaven. The Commission oversees certain historical building and acts as a consultant for matters relating to our historical assets and for the purpose of protecting and preserving such places.

Below, please find a budget proposal for the Historical Commission for FY21.

Our budget will remain level funded for FY21. Utilities are the biggest portion of our budget. I feel that we have sufficient funds for the Academy Building, Spring Street Firehouse and Fort Phoenix to cover all of the fixed cost and still do some of the preventive maintenance. All of the properties use electric utilities and 2 of the 3 have alarm monitoring services (Academy and Firehouse). Cost for these services have been consistent over the past few years we are keeping our requests level funded for this coming year.

Last year we established a maintenance fund for our 3 antique fire apparatus that are registered to the town. These trucks are under the care of the Fairhaven Protecting Society, a non-profit organization that was established in the early 1800's. Member of this Society have been gracious in caring for these trucks over the years, sometimes putting in their own money to buy parts and to have repairs made. We seek to keep this item in the budget so that we can continue to maintain these vehicles for years to come.

Additionally, we plan to install surveillance camera at the Fairhaven Academy building after the ADA compliant entrances are completed. This building serves as the Office of Tourism as well as a museum run by the Historical Society. The building is alarmed but has no visual monitoring of the property should there be an issue with theft or a record of visitors coming and going from the building. I believe that we will be able to cover that project with existing funds as long as we have no surprise expenses.

**FY21 BUDGET REQUEST BY PROPERTY**

- Commission – Operating Expense: .....\$500.\*
- Academy Building: ..... \$7,000. *Utilities*
- Fire Museums: Spring St. & Washington St. .... \$1,500. *Utilities*
- Fort Phoenix: Including parking lot lighting.....\$3,000. *Maint.*
- Old Stone Schoolhouse: ..... \$750.
- Fire Apparatus Maintenance: ..... \$1,000.\*

Subtotal            \$13,750.00

- Manjiro Building: ..... \$ 3,000.

**GRAND TOTAL            \$16,750.00**

*\* HISTORICAL COMM ACCT*

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
1241	HISTORICAL COMM						
001-670-00-5201-00-1241	HISTORICAL COMMISSION	793.83	1,500.00	1,177.04	1,500.00	1,500.00	#Error
001-670-00-5201-01-1241	ACADEMY BUILDING	6,731.19	7,000.00	2,369.40	7,000.00	7,000.00	#Error
001-670-00-5201-02-1241	FIRE MUSEUM	935.47	1,500.00	1,511.95	1,500.00	1,500.00	#Error
001-670-00-5201-03-1241	FORT PHOENIX	2,745.61	3,000.00	751.35	3,000.00	3,000.00	#Error
001-670-00-5201-04-1241	OLD STONE SCHOOLHOUSE	533.10	750.00	0.00	750.00	750.00	#Error
001-670-00-5201-05-1241	MANJIRO BUILDING	0.00	3,000.00	0.00	3,000.00	3,000.00	#Error
	PURCHASE OF SERVICES	11,739.20	16,750.00	5,809.74	16,750.00	16,750.00	#Error
	TOTAL - OPERATING EXPENSES	11,739.20	16,750.00	5,809.74	16,750.00	16,750.00	#Error
	HISTORICAL COMM	11,739.20	16,750.00	5,809.74	16,750.00	16,750.00	#Error

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 670 HISTORICAL COMM</b>					
Account Number:	001-670-00-5201-00-1241		2019	500.00	-793.83
Name:	HISTORICAL COMMISSION		2020	1,500.00	-1,177.04
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	1,500.00	
		1 Amount(s):		1,500.00	
Account Number:	001-670-00-5201-01-1241		2019	6,500.00	-6,731.19
Name:	ACADEMY BUILDING		2020	7,000.00	-2,369.40
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	7,000.00	
		1 Amount(s):		7,000.00	
Account Number:	001-670-00-5201-02-1241		2019	1,250.00	-935.47
Name:	FIRE MUSEUM		2020	1,500.00	-1,511.95
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	1,500.00	
		1 Amount(s):		1,500.00	
Account Number:	001-670-00-5201-03-1241		2019	2,750.00	-2,745.61
Name:	FORT PHOENIX		2020	3,000.00	-751.35
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	3,000.00	
		1 Amount(s):		3,000.00	
Account Number:	001-670-00-5201-04-1241		2019	750.00	-533.10
Name:	OLD STONE SCHOOLHOUSE		2020	750.00	0.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	750.00	
		1 Amount(s):		750.00	
Account Number:	001-670-00-5201-05-1241		2020	3,000.00	0.00
Name:	MANJIRO BUILDING				
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	3,000.00	
		1 Amount(s):		3,000.00	
<b>6 Account(s) for Department 670:</b>			2019	11,750.00	-11,739.20
			2020	16,750.00	-5,809.74
			Level 2	16,750.00	

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
0345	MEMORIAL VETERANS DAY						
001-692-00-5200-00-0345	PURCHASE OF SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-692-00-5201-00-0345	MEMORIAL-VETERANS DAY	1,820.32	2,500.00	449.00	2,500.00	2,500.00	#Error
	PURCHASE OF SERVICES	1,820.32	2,500.00	449.00	2,500.00	2,500.00	#Error
	TOTAL - OPERATING EXPENSES	1,820.32	2,500.00	449.00	2,500.00	2,500.00	#Error
	MEMORIAL VETERANS DAY	1,820.32	2,500.00	449.00	2,500.00	2,500.00	#Error

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
Department: 692 MEMORIAL DAY					
Account Number: 001-692-00-5200-00-0345					
Name: PURCHASE OF SERVICES					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
Account Number: 001-692-00-5201-00-0345					
Name: MEMORIAL-VETERANS DAY					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		2,500.00	-1,820.32
		2020		2,500.00	-449.00
	1 Amount(s):			2,500.00	
2 Account(s) for Department 692:					
		2019		2,500.00	-1,820.32
		2020		2,500.00	-449.00
		Level 2		2,500.00	

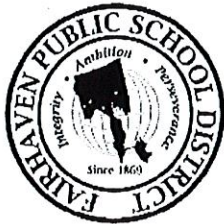


Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
1248	CULTURAL COUNCIL FUNDING						
001-690-00-5201-00-1248	CULTURAL COUNCIL FUNDING	3,350.00	2,750.00	0.00	2,750.00	2,750.00	#Error
	PURCHASE OF SERVICES	3,350.00	2,750.00	0.00	2,750.00	2,750.00	#Error
	TOTAL - OPERATING EXPENSES	3,350.00	2,750.00	0.00	2,750.00	2,750.00	#Error
	CULTURAL COUNCIL FUNDING	3,350.00	2,750.00	0.00	2,750.00	2,750.00	#Error

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 690</b> CULTURAL COUNCIL					
<b>Account Number:</b> 001-690-00-5201-00-1248			2019	3,350.00	-3,350.00
<b>Name:</b> CULTURAL COUNCIL FUNDING			2020	2,750.00	0.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	2,750.00	
			1 Amount(s):	2,750.00	
<b>1 Account(s) for Department 690:</b>					
			2019	3,350.00	-3,350.00
			2020	2,750.00	0.00
			Level 2	2,750.00	

#106



Town of Fairhaven  
Fairhaven Public Schools  
Information Technology Department



December 5, 2019

Dear Town Officials,

The Information Technology Department budget was developed maintaining existing levels of service. With that said, the IT department would like to allocate more resources to implement cybersecurity protocols and procedures. (The additional requests support the Board of Selectmen Goals and Objectives - #6J - *Develop protocols and procedures to provide effective and up to date security to cyber threats.*)

In fiscal year 2020, the Information Technology Department began consulting with a cybersecurity firm on a trial basis. Given the level of cybersecurity threats around the world, this is a critical time we need to focus more of our efforts and resources to ensure that the Town is protected and plans are in place. The recent addition of the fiber network allowed for the removal of some items from the contracted services line allowing for the reallocation of funding.

Secondly, when the town and schools first consolidated IT departments, a proposal was given to Dr. Baldwin and Mr. Rees for the recommended number of staff to support this initiative. At the time, the Police Department stated they would continue their partnership with their outside technology consulting firm. Over the past few years, Detective Scott Gordon and the Town IT department have become increasingly involved in the daily operations of the Police Department's technology needs resulting in the elimination of the consultant. Unfortunately, this added need is causing an undue burden on the IT department and the services provided. In order for the department to continue to offer an exceptional level of service as well as enhance cybersecurity protocols, I am requesting one additional staff member with a starting salary of \$47,500.

Lastly, The FY21 budget proposal includes the Building Department's software request for \$40,000.

Respectfully submitted,

Nicole V. Potter

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
<b>0119</b>	<b>INFORMATION TECHNOLOGY</b>						
001-155-00-5111-00-0119	REGULAR PAY	322,302.00	377,016.00	193,855.76	428,209.00	377,789.00	#Error
	<b>SALARY &amp; WAGES</b>	<b>322,302.00</b>	<b>377,016.00</b>	<b>193,855.76</b>	<b>428,209.00</b>	<b>377,789.00</b>	<b>#Error</b>
	<b>TOTAL - SALARY &amp; WAGES</b>	<b>322,302.00</b>	<b>377,016.00</b>	<b>193,855.76</b>	<b>428,209.00</b>	<b>377,789.00</b>	<b>#Error</b>
001-155-00-5200-00-0119	PURCHASE OF SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-155-00-5245-00-0119	REPAIR & MAINT.-EQUIP.	168.92	2,000.00	0.00	2,000.00	2,000.00	#Error
001-155-00-5316-00-0119	TRAINING/TUITION	0.00	7,000.00	0.00	7,000.00	7,000.00	#Error
001-155-00-5341-00-0119	TELEPHONE	0.00	0.00	0.00	0.00	0.00	#Error
001-155-00-5390-00-0119	CONTRACTED SERVICES	80,859.17	92,425.00	64,920.72	163,145.00	123,145.00	#Error
	<b>PURCHASE OF SERVICES</b>	<b>81,028.09</b>	<b>101,425.00</b>	<b>64,920.72</b>	<b>172,145.00</b>	<b>132,145.00</b>	<b>#Error</b>
001-155-00-5400-00-0119	SUPPLIES	0.00	0.00	0.00	0.00	0.00	#Error
001-155-00-5432-00-0119	SUPPLIES	1,143.08	2,000.00	109.73	2,000.00	2,000.00	#Error
	<b>SUPPLIES</b>	<b>1,143.08</b>	<b>2,000.00</b>	<b>109.73</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>#Error</b>
	<b>TOTAL - OPERATING EXPENSES</b>	<b>82,171.17</b>	<b>103,425.00</b>	<b>65,030.45</b>	<b>174,145.00</b>	<b>134,145.00</b>	<b>#Error</b>
	<b>INFORMATION TECHNOLOGY</b>	<b>404,473.17</b>	<b>480,441.00</b>	<b>258,886.21</b>	<b>602,354.00</b>	<b>511,934.00</b>	<b>#Error</b>

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 155 INFORMATION TECHNOLOGY</b>					
<b>Account Number:</b>	001-155-00-5111-00-0119		2019	327,200.00	-322,302.00
<b>Name:</b>	REGULAR PAY		2020	377,016.00	-193,855.76
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
Salary			07/01/2020	377,789.00	
	1 Amount(s):			377,789.00	
<b>Account Number:</b>	001-155-00-5200-00-0119				
<b>Name:</b>	PURCHASE OF SERVICES				
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	0.00	
	1 Amount(s):			0.00	
<b>Account Number:</b>	001-155-00-5245-00-0119		2019	2,000.00	-168.92
<b>Name:</b>	REPAIR & MAINT.-EQUIP.		2020	2,000.00	0.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
Misc Repairs to equipment			07/01/2020	2,000.00	
	1 Amount(s):			2,000.00	
<b>Account Number:</b>	001-155-00-5316-00-0119		2020	7,000.00	0.00
<b>Name:</b>	TRAINING/TUITION				
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
Nicole Potter - \$1500. Steve Rosa - \$1100. Christopher Camara - \$1100. Patrick Galvao - \$1100. Jessica Illingsworth - \$1100.			07/01/2020	7,000.00	
	1 Amount(s):			7,000.00	
<b>Account Number:</b>	001-155-00-5341-00-0119				
<b>Name:</b>	TELEPHONE				
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	0.00	
	1 Amount(s):			0.00	
<b>Account Number:</b>	001-155-00-5390-00-0119		2019	95,197.00	-75,246.09
<b>Name:</b>	CONTRACTED SERVICES		2020	92,425.00	-64,920.72
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
Acronis License - Backup Solution			07/01/2020	1,000.00	
Tyler Tech - School Remote			07/01/2020	1,200.00	
Citrix - Software Support			07/01/2020	1,500.00	
Backupify - Email Archiving			07/01/2020	1,980.00	
Cybersecurity Consultant			07/01/2020	10,000.00	
Patriot - Assessors Software Support			07/01/2020	11,500.00	
All Covered - Hardware Support for Vadar			07/01/2020	14,040.00	
Axion Photocopier Lease			07/01/2020	14,500.00	
TeamViewer Software Subscription			07/01/2020	2,000.00	
SonicWall subscription			07/01/2020	2,200.00	
Microsearch - CIP Software			07/01/2020	2,500.00	
Antivirus Subscription			07/01/2020	2,500.00	
SSI Certificate			07/01/2020	250.00	
VADAR - Financial Software Support			07/01/2020	30,000.00	
DOTGOV Domain Renewal			07/01/2020	425.00	
Virtual Town Hall - Website			07/01/2020	5,000.00	
Comm-Tract Maintenance and Service Contract (Fiber)			07/01/2020	6,900.00	
Archive Social - Archive social media records			07/01/2020	7,300.00	
GSUITE Subscription			07/01/2020	7,500.00	
Customized Data Services - Assessor Files			07/01/2020	850.00	
	20 Amount(s):			123,145.00	
<b>Account Number:</b>	001-155-00-5400-00-0119				
<b>Name:</b>	SUPPLIES				
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	0.00	
	1 Amount(s):			0.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
Department: 155 INFORMATION TECHNOLOGY					
Account Number:	001-155-00-5432-00-0119		2019	2,000.00	-1,143.08
Name:	SUPPLIES		2020	2,000.00	-109.73
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
Misc. Supplies - Cables Small Equipment			07/01/2020	2,000.00	
		1 Amount(s):		2,000.00	
8 Account(s) for Department 155:					
			2019	426,397.00	-398,860.09
			2020	480,441.00	-258,886.21
			Level 2	511,934.00	

Department Name: Information Technology																
Job Title	Date of Hire	Years of Service(2)	Union (3)	Grade	Step (4)	Hourly Wage (5)	Hrs./ week	Annual Wages(6)	Annual Salary (7)	Date of Step (8)	Cost of Step Inc. (9)	Longevity (10)	Sick Leave Bonus (11)	Sick Leave Buy-Back (12)	Stipend/ Other (18)	Total Compensation
Director of IT								\$0	\$69,227		\$2,077					\$71,304
Network & Infrastructure Manager								\$0	\$78,030		\$2,341					\$80,371
Informational Technology Specialist Manager								\$0	\$69,092		\$2,073				\$420	\$71,585
Informational Technology Specialis								\$0	\$50,827		\$1,525				\$420	\$52,772
District Data Analyst								\$0	\$50,407		\$1,512					\$51,919
Media & Communications Specialist								\$0	\$48,450		\$969				\$420	\$49,839
PD Position (NEW)								\$0	\$50,000							\$0
								\$0	\$416,033		\$10,496	\$0	\$0	\$0	\$1,680	\$377,790

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
0193	FAIRHAVEN RETIREMENT						
001-911-00-5100-00-0193	PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-911-00-5170-04-0193	EMPLOYEE BFT-RETIREMENT	3,079,385.00	3,227,999.00	3,227,999.00	3,388,344.00	3,388,344.00	#Error
	SALARY & WAGES	3,079,385.00	3,227,999.00	3,227,999.00	3,388,344.00	3,388,344.00	#Error
	TOTAL - SALARY & WAGES	3,079,385.00	3,227,999.00	3,227,999.00	3,388,344.00	3,388,344.00	#Error
	FAIRHAVEN RETIREMENT	3,079,385.00	3,227,999.00	3,227,999.00	3,388,344.00	3,388,344.00	#Error



# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 911 FAIRHAVEN RETIREMENT</b>					
<b>Account Number: 001-911-00-5100-00-0193</b>					
<b>Name: PERSONAL SERVICES</b>					
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	0.00	
		1 Amount(s):		0.00	
<b>Account Number: 001-911-00-5170-04-0193</b>					
<b>Name: EMPLOYEE BFT-RETIREMENT</b>					
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			2019	3,079,385.00	-3,079,385.00
			2020	3,227,999.00	-3,227,999.00
		1 Amount(s):		3,388,344.00	
<b>2 Account(s) for Department 911:</b>					
			2019	3,079,385.00	-3,079,385.00
			2020	3,227,999.00	-3,227,999.00
			Level 2	3,388,344.00	

**Fairhaven Retirement Board**  
 Appropriation by Governmental Unit

Fiscal Year 2021 - July 1, 2020 to June 30, 2021

Aggregate amount of appropriation: **\$3,515,609**

UNIT	Percent of Aggregate Amount	Funding Schedule (excluding ERI)	ERI	Total Appropriation
Town of Fairhaven	96.38%	\$3,388,344	\$0	\$3,388,344
Fairhaven Housing Authority	3.62%	\$127,265	\$0	\$127,265
<b>UNIT TOTAL</b>	<b>100%</b>	<b>\$3,515,609</b>	<b>\$ 0</b>	<b>\$3,515,609</b>

The Total Appropriation column shown above is in accordance with your current funding schedule and the scheduled payment date(s) in that schedule. Whenever payments are made after the scheduled date(s), the total appropriation should be revised to reflect interest at the rate assumed in the most recent actuarial valuation. Payments should be made before the end of the fiscal year.

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
0264	GROUP INSURANCE						
001-924-00-5100-00-0264	PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-924-00-5170-01-0264	BLUE CROSS-BLUE SHIELD	3,658,652.98	4,296,182.00	2,312,720.98	4,500,000.00	4,442,000.00	#Error
001-924-00-5170-02-0264	DENTAL INSURANCE	230,693.50	0.00	136,894.00	0.00	0.00	#Error
	SALARY & WAGES	3,889,346.48	4,296,182.00	2,449,614.98	4,500,000.00	4,442,000.00	#Error
	TOTAL - SALARY & WAGES	3,889,346.48	4,296,182.00	2,449,614.98	4,500,000.00	4,442,000.00	#Error
	GROUP INSURANCE	3,889,346.48	4,296,182.00	2,449,614.98	4,500,000.00	4,442,000.00	#Error

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 924                      GROUP INSURANCE</b>					
<b>Account Number: 001-924-00-5100-00-0264</b>					
<b>Name: PERSONAL SERVICES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-924-00-5170-01-0264</b>					
<b>Name: BLUE CROSS-BLUE SHIELD</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		3,718,489.00	-3,658,652.98
		2020		4,296,182.00	-2,312,720.98
	1 Amount(s):			4,442,000.00	
<b>Account Number: 001-924-00-5170-02-0264</b>					
<b>Name: DENTAL INSURANCE</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		238,488.00	-230,693.50
		2020		0.00	-136,894.00
	1 Amount(s):			0.00	
<b>3 Account(s) for Department 924:</b>					
		2019		3,956,977.00	-3,889,346.48
		2020		4,296,182.00	-2,449,614.98
		Level 2		4,442,000.00	



**FAIRHAVEN HEALTH BUDGET- FISCAL YEAR 202**  
**For Period 7/01/20 Through 6/30/21**  
**5% Increase - Preliminary as of 2/6/20**

Plan Name	Enrollment	I/F	# of Months	Rate	Share	EMPLOYEE		EMPLOYEE TOTAL	
						Cost	Share	Cost	Cost
BLUE CARE ELECT	44	I	2	1007.92	604.75	53,218	403.17	35,479	88,697
	39	F	2	2396.34	1437.80	112,149	958.54	74,766	186,915
<b>BLUE CARE ELECT TOTALS:</b>						<b>165,367</b>		<b>110,245</b>	<b>275,611</b>
BLUE CARE ELECT	44	I	10	1058.32	634.99	279,395	423.33	186,264	465,659
5%	39	F	10	2516.16	1509.69	588,781	1006.46	392,520	981,301
<b>BLUE CARE ELECT TOTALS:</b>						<b>868,176</b>		<b>578,784</b>	<b>1,446,960</b>
NETWORK BLUE NE	97	I	2	796.79	478.07	92,746	318.72	61,831	154,577
	123	F	2	1959.78	1175.87	289,264	783.91	192,842	482,106
<b>HMO BLUE TOTALS:</b>						<b>382,010</b>		<b>254,673</b>	<b>636,683</b>
NETWORK BLUE NE	97	I	10	836.63	501.98	486,918	334.65	324,612	811,531
5%	123	F	10	2057.77	1234.66	1,518,634	823.11	1,012,422	2,531,056
<b>HMO BLUE TOTALS:</b>						<b>2,005,552</b>		<b>1,337,035</b>	<b>3,342,586</b>
MEDEX 0%	306	I	6	325.00	195.00	358,020	130.00	238,680	596,700
0% estimate - 1/1/20	306	I	6	325.00	195.00	358,020	130.00	238,680	596,700
<b>MEDEX TOTALS:</b>						<b>716,040</b>		<b>477,360</b>	<b>1,193,400</b>
DENTAL BLUE	407	I	2	40.00	20.00	16,280	20.00	16,280	32,560
	250	F	2	99.00	49.50	24,750	49.50	24,750	49,500
<b>MASTER DENTAL TOTALS:</b>						<b>41,030</b>		<b>41,030</b>	<b>82,060</b>
DENTAL BLUE	407	I	10	42.40	21.20	86,284	21.20	86,284	172,568
6%	250	F	10	104.94	52.47	131,175	52.47	131,175	262,350
<b>MASTER DENTAL TOTALS:</b>						<b>217,459</b>		<b>217,459</b>	<b>434,918</b>
<b>Totals</b>						<b>4,395,634</b>		<b>3,016,586</b>	<b>7,412,219</b>
<b>Medicare Part B Penalty:</b>						<b>45,982</b>			
<b>TOTALS:</b>						<b>4,441,616</b>			
14 Post 65 Retirees transferred to Medex									
Assumes rate change as of 9/1/20									

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
0561	UNEMPLOYMENT COMPENSATION						
001-913-00-5100-00-0561	PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-913-00-5170-03-0561	EMPLOYE BFT-UNEMPLOY COMP	71,267.82	115,000.00	22,823.22	115,000.00	75,000.00	#Error
	SALARY & WAGES	71,267.82	115,000.00	22,823.22	115,000.00	75,000.00	#Error
	TOTAL - SALARY & WAGES	71,267.82	115,000.00	22,823.22	115,000.00	75,000.00	#Error
	UNEMPLOYMENT COMPENSATION	71,267.82	115,000.00	22,823.22	115,000.00	75,000.00	#Error

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 913 UNEMPLOYMENT COMPENSATION</b>					
Account Number: 001-913-00-5100-00-0561					
Name: PERSONAL SERVICES					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
-----					
Account Number:	001-913-00-5170-03-0561	2019		115,000.00	-61,267.82
Name:	EMPLYE BFT-UNEMPLOY COMP	2020		115,000.00	-22,823.22
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		75,000.00	
	1 Amount(s):			75,000.00	
-----					
2 Account(s) for Department 913:		2019		115,000.00	-61,267.82
		2020		115,000.00	-22,823.22
		Level 2		75,000.00	

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
0597	TOWN INSURANCE						
001-925-00-5700-00-0597	OTHER CHARGES & EXPENSES	0.00	0.00	0.00	0.00	0.00	#Error
001-925-00-5740-00-0597	INSURANCE	423,188.00	578,583.00	440,545.27	600,000.00	600,000.00	#Error
001-925-00-5740-01-0597	WORKERS COMP INSUR	421,732.67	350,000.00	308,079.88	350,000.00	317,000.00	#Error
	OTHER CHARGES	844,920.67	928,583.00	748,625.15	950,000.00	917,000.00	#Error
	TOTAL - OPERATING EXPENSES	844,920.67	928,583.00	748,625.15	950,000.00	917,000.00	#Error
	TOWN INSURANCE	844,920.67	928,583.00	748,625.15	950,000.00	917,000.00	#Error



# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 925 TOWN INSURANCE</b>					
<b>Account Number: 001-925-00-5700-00-0597</b>					
<b>Name: OTHER CHARGES &amp; EXPENSES</b>					
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	0.00	
		1 Amount(s):		0.00	
<b>Account Number: 001-925-00-5740-00-0597</b>					
<b>Name: INSURANCE</b>					
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
Cost to insure Town Bldge Autos and all insurance policies for town			2019	530,000.00	-421,319.00
			2020	578,583.00	-440,545.27
		1 Amount(s):		600,000.00	
<b>Account Number: 001-925-00-5740-01-0597</b>					
<b>Name: WORKERS COMP INSUR</b>					
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
pays for Workers Comp. policy & injured on duty & 111F payments			2019	350,000.00	-421,732.67
			2020	350,000.00	-308,079.88
		1 Amount(s):		317,000.00	
<b>3 Account(s) for Department 925:</b>					
			2019	880,000.00	-843,051.67
			2020	928,583.00	-748,625.15
			Level 2	917,000.00	

<u>COMPANY</u>	<u>LINE OF BUSINESS</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
				<u>ACTUAL</u>	<u>BUDGET</u>
TRIDENT	PROP/AUTO/UMB/EPLI/GL/UMB/SB	\$151,723	\$364,260	\$397,876	\$421,717
CHUBB	PROPERTY	\$193,699	N/A	N/A	N/A
DARWIN	SCHOOL BOARD	\$21,611	N/A	N/A	N/A
ATLANTIC	BOAT	\$18,309	\$17,996	\$14,106	\$15,000
CHUBB	POLICE & FIRE ACCIDENT	\$37,499	\$37,499	\$37,499	\$37,499
MEGA	WORKERS COMPENSATION	\$329,620	\$386,984	\$346,790	\$346,790
NATIONAL UNION FIRE	CYBER LIABILITY	\$7,908	\$5,542	\$9,006	\$15,285
TRAVELERS	BONDS	\$1,084	\$1,262	\$1,209	\$1,209
CABLE ACCESS	Professional/Inland Marine	\$2,061	\$2,401	\$3,418	\$3,418
<b>TOTAL</b>		<b>\$763,514</b>	<b>\$815,944</b>	<b>\$809,904</b>	<b>\$840,918</b>
	Additional Costs				
	Sylvia Fee--\$22,000				
	Stephenson & Brook--\$6,000				
	Cabot Claim Fee--\$5,000				
	Workers Comp 2019-2020 Audit--\$23,000				
	<b>Bonds--</b>				
	Brian Lacroix--\$35,000				
	Wendy Graves--\$150,000				
	Pamela Bettencourt--\$37,500				
	Lisa Rose--\$50,000				
	Carolyn Hurly--\$15,000				



Wendy Graves &lt;wgraves@fairhaven-ma.gov&gt;

**FY21 Insurance Budget**

1 message

John Beauregard &lt;jbeauregard@sylviagroup.com&gt;

Tue, Jan 28, 2020 at 12:37 PM

To: Wendy Graves &lt;wgraves@fairhaven-ma.gov&gt;

Cc: "Mark Rees (mrees@fairhaven-ma.gov)" &lt;mrees@fairhaven-ma.gov&gt;, Monica DaSilva &lt;mdasilva@sylviagroup.com&gt;

Good afternoon Wendy,

Per your request, attached are the Budgeted projections for the July 1 Commercial Insurance Program for the Town of Fairhaven. Please note that these are budgets and not actual quotes as we are still too far out to receive hard quotes for the renewal. In speaking with the Trident underwriter, they indicated they would be looking for a 4% to 6% rate increase plus exposure changes for the coming year. I have budgeted it at the 6% increase limit and our hope is to bring the renewal premium in at less than the 6% including both the rate and exposure changes.

Trident has noted that the Commercial Auto and Employment Practices Liability policies are not performing well on a national level. Cost of repairs and distracted driving are killing commercial auto and harassment, discrimination and wrongful termination claims have spiked causing all companies to raise rates. Trident has indicated they will work with us on the other lines so the overall impact will be in line with what I described above.

Please note that I left the Workers Comp premium at the same level as last year. We did receive some good news in that we expect the Experience Modification factor to lower from 1.37 to a 1.27. This is a result of the Town's improving claims history. In addition, this state has accounted an overall 3.2% average rate reduction for July 1 so we could see a bit of a reduction there as well. I have left the premium level because we will be requesting for Anne O'Brien to provide updates payroll figures so that increase should offset the experience mod/rate reduction.

Finally, if you review the spreadsheet, you will see a significant reduction in the Workers Comp between the 2018-2019 and 2019-2020 policy periods. This is because the 2018-2019 figure of \$386,984 included the audit while the 2019-2020 policy has not been audited. I have advised to include about \$23,000 in the budget as that is what we expect the 2019-2020 audit to be.

Please review and don't hesitate to call with any questions. Always happy to get together to review in more detail. Just let me know. Thanks!

John

**John R. Beauregard, CIC, LIA**

Senior Partner

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Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
0192	F.I.C.A.-MEDICARE INS						
001-918-00-5100-00-0192	PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00	#Error
001-918-00-5150-00-0192	EMPLOYER BENEFIT F.I.C.A	373,806.48	418,000.00	209,143.97	420,000.00	420,000.00	#Error
	SALARY & WAGES	373,806.48	418,000.00	209,143.97	420,000.00	420,000.00	#Error
	TOTAL - SALARY & WAGES	373,806.48	418,000.00	209,143.97	420,000.00	420,000.00	#Error
	F.I.C.A.-MEDICARE INS	373,806.48	418,000.00	209,143.97	420,000.00	420,000.00	#Error

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 918                    MEDICARE</b>					
<b>Account Number: 001-918-00-5100-00-0192</b>					
<b>Name: PERSONAL SERVICES</b>					
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	0.00	
		<b>1 Amount(s):</b>		<b>0.00</b>	
<b>Account Number: 001-918-00-5150-00-0192</b>					
<b>Name: EMPLOYER BENEFIT F.I.C.A</b>					
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			2019	398,000.00	-373,806.48
			2020	418,000.00	-209,143.97
		<b>1 Amount(s):</b>		<b>420,000.00</b>	
<b>2 Account(s) for Department 918:</b>					
			2019	398,000.00	-373,806.48
			2020	418,000.00	-209,143.97
			Level 2	420,000.00	

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
1227	WIND TURBINE ELECTRIC						
001-122-21-5201-17-1227	WIND TURBINE ELECTRIC	677,327.11	750,000.00	306,677.47	700,000.00	700,000.00	#Error
	PURCHASE OF SERVICES	677,327.11	750,000.00	306,677.47	700,000.00	700,000.00	#Error
	TOTAL - OPERATING EXPENSES	677,327.11	750,000.00	306,677.47	700,000.00	700,000.00	#Error
	WIND TURBINE ELECTRIC	677,327.11	750,000.00	306,677.47	700,000.00	700,000.00	#Error

Account Number	Account Name	FY19 Exp.	FY20 Bud.	FY20 YTD Exp.	FY21 Requested	FY21 Recommend Admin	FY21 Recommend BOS
0121	DEBT SERVICE						
001-710-00-5900-00-0121	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	#Error
001-710-00-5910-00-0121	MATURING PRINCIPAL	873,292.98	803,711.00	858,710.78	798,848.00	798,848.00	#Error
001-710-00-5910-01-0121	AUTHORIZED BUT NOT ISSUED	0.00	127,600.00	0.00	127,600.00	127,600.00	#Error
001-710-00-5915-00-0121	INTEREST ON DEBT	282,786.78	294,616.00	293,551.46	273,757.00	273,757.00	#Error
001-710-00-5915-01-0121	INTEREST AUTHORIZED BUT NOT I	15,087.50	31,900.00	0.00	31,900.00	31,900.00	#Error
001-710-00-5925-00-0121	INTEREST ON LOANS	2,174.13	44,500.00	3,019.16	44,500.00	0.00	#Error
	MINOR EQUIPMENT	1,173,341.39	1,302,327.00	1,155,281.40	1,276,605.00	1,232,105.00	#Error
	TOTAL - OPERATING EXPENSES	1,173,341.39	1,302,327.00	1,155,281.40	1,276,605.00	1,232,105.00	#Error
	DEBT SERVICE	1,173,341.39	1,302,327.00	1,155,281.40	1,276,605.00	1,232,105.00	#Error

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
Department: 710 DEBT SERVICE					
Account Number: 001-710-00-5900-00-0121					
Name: DEBT SERVICE					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
Account Number: 001-710-00-5910-00-0121					
Name: MATURING PRINCIPAL					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		873,294.00	-873,292.98
		2020		803,711.00	-858,710.78
		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		798,848.00	
	1 Amount(s):			798,848.00	
Account Number: 001-710-00-5910-01-0121					
Name: AUTHORIZED BUT NOT ISSUED					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		39,400.00	0.00
		2020		127,600.00	0.00
		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		127,600.00	
	1 Amount(s):			127,600.00	
Account Number: 001-710-00-5915-00-0121					
Name: INTEREST ON DEBT					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		284,074.00	-282,786.78
		2020		294,616.00	-293,551.46
		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		273,757.00	
	1 Amount(s):			273,757.00	
Account Number: 001-710-00-5915-01-0121					
Name: INTEREST AUTHORIZED BUT NOT ISSUED					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		32,375.00	-15,087.50
		2020		31,900.00	0.00
		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		31,900.00	
	1 Amount(s):			31,900.00	
Account Number: 001-710-00-5925-00-0121					
Name: INTEREST ON LOANS					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		60,000.00	-2,174.13
		2020		44,500.00	-3,019.16
		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
Account Number: 025-710-00-5900-00-0122					
Name: DEBT SERVICE					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		0.00	
	1 Amount(s):			0.00	
Account Number: 025-710-00-5910-00-0122					
Name: MATURING PRINCIPAL					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		46,888.00	-46,887.87
		2020		47,582.00	-47,581.25
		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		48,289.00	
	1 Amount(s):			48,289.00	
Account Number: 025-710-00-5915-00-0122					
Name: INTEREST ON DEBT					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		14,786.00	-14,785.74
		2020		13,774.00	-13,597.12
		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		12,747.00	
	1 Amount(s):			12,747.00	
Account Number: 029-710-00-5910-00-0123					
Name: MATURING PRINCIPAL					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2019		270,671.00	-265,744.99
		2020		506,099.00	-246,110.27
		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2020		507,497.00	
	1 Amount(s):			507,497.00	



# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY21 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 710 DEBT SERVICE</b>					
Account Number:	029-710-00-5915-00-0123		2019	62,892.00	-60,401.37
Name:	INTEREST ON DEBT		2020	302,881.00	-161,565.69
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2020	284,089.00	
		1 Amount(s):		284,089.00	
<b>11 Account(s) for Department 710:</b>					
			2019	1,684,380.00	-1,561,161.36
			2020	2,172,663.00	-1,624,135.73
			Level 2	2,084,727.00	