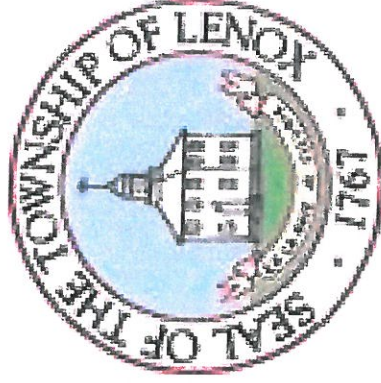


Town of Lenox



Town Manager's Recommended Fiscal Year 2018 Budget

January 25, 2017

SECTION A:

SUMMARY

TOWN OF LENOX

FY2018 BUDGET

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TOWN OF LENOX

FINANCIAL PROJECTION (FY2017-FY2022)

	PROJECTED FISCAL 2017	PROJECTED FISCAL 2018	PROJECTED FISCAL 2019	PROJECTED FISCAL 2020	PROJECTED FISCAL 2021	PROJECTED FISCAL 2022
OPERATING BUDGET SUMMARY:						
GENERAL GOVERNMENT	3,655,967	3,214,085	3,271,367	3,049,794	3,110,790	3,173,006
PUBLIC SAFETY	1,925,161	2,010,293	2,050,499	2,091,509	2,133,339	2,176,006
EDUCATION	12,328,707	12,698,810	13,079,774	13,472,167	13,876,332	14,292,622
PUBLIC WORKS	954,306	969,662	989,055	1,008,836	1,029,013	1,049,593
HEALTH AND HUMAN SERVICES	196,776	199,045	203,026	207,086	211,228	215,453
CULTURE AND RECREATION	365,014	386,768	394,503	402,393	410,441	418,650
LIBRARY	263,551	268,822	276,887	285,193	293,749	302,562
COMMUNITY PRESERVATION FUND	445,030	742,250	742,250	742,250	742,250	742,250
WASTEWATER ENTERPRISE FUND	1,579,444	1,675,851	2,629,368	2,331,955	2,028,594	1,719,166
WATER ENTERPRISE FUND	1,002,840	1,783,944	2,022,954	1,099,035	1,121,015	1,143,436
Total Operating Budget	22,716,796	23,949,530	25,659,682	24,690,220	24,956,753	25,232,743
Capital Plan						
Community Preservation Reservations	1,612,360	1,831,200	1,836,740	1,600,000	1,600,000	1,600,000
Miscellaneous Articles	356,250	356,250	356,250	356,250	356,250	356,250
Enterprise Articles from Free Cash	258,292	175,000	175,000	175,000	175,000	175,000
	-	-	-	-	-	-
OTHER AMOUNTS TO BE RAISED:						
Amounts Certified Tax Title Purposes						
Unprovided Debt & Interest Charges	-	-	-	-	-	-
Allow Abate & Exemp Deficits-Pr Yr						
Cherry Sheet Offsets-Res Dir Exp	1,317,322	1,317,322	1,343,668	1,370,542	1,397,953	1,425,912
Revenue Deficit-Prior Year						
Authorized deferral of teachers' pay						
Snow & Ice Deficit-Prior Year	-	-	-	-	-	-
Other, Severe Storm Deficit	-	-	-	-	-	-
Other Deficits and/or Revenues in Excess of Offsets (Recap Line 10)						
Total Other Amounts to be Raised	1,317,322	1,317,322	1,343,668	1,370,542	1,397,953	1,425,912
State & County Charges(Incl Tuition Assessments)						
	333,778	340,454	347,263	354,208	361,292	368,518
Supplemental Appropriation to Prior Year (to Recap Page 4)	-	-	-	-	-	-
Allowance Abatements & Exemptions (Overlay)						
	106,414	105,000	105,000	105,000	105,000	105,000
TOTAL AMOUNT TO BE RAISED	26,701,212	28,074,755	29,823,603	28,651,219	28,952,247	29,263,423

TOWN OF LENOX						
TOWN MANAGER RECOMMENDED						
FISCAL YEAR 2018 BUDGET						
		APPROPRIATION	RECOMMENDED		\$ Change	% Change
		FISCAL 2017	FISCAL 2018		2017-2018	2017-2018
GENERAL GOVERNMENT						
	ADMINISTRATION AND FINANCE					
	TOWN TREASURER/CLERK	265,351	272,905		7,554	2.8%
	TOWN COLLECTOR	116,699	145,700		29,001	24.9%
	COMPENSATION RESERVE	96,061	80,285		(15,776)	-16.4%
	OPERATIONS SUPPORT	120,000	70,000		(50,000)	-41.7%
	ELECTIONS/REGISTRATION	85,900	85,900		-	0.0%
	LAND USE	11,833	8,870		(2,963)	-25.0%
	ADVERTISING/ECONOMIC DEVELOPMENT	381,075	441,336		60,261	15.8%
	TOWN BUILDINGS	85,000	65,000		(20,000)	-23.5%
	LEGAL/AUDIT/RESERVE	104,309	108,097		3,788	3.6%
	DEBT SERVICE	536,845	592,657		55,812	10.4%
	INSURANCE & BONDS	863,043	304,000		(559,043)	-64.8%
		989,851	1,039,335		49,484	5.0%
	TOTAL GENERAL GOVERNMENT	3,655,967	3,214,085		(441,882)	-12.1%

		APPROPRIATION	RECOMMENDED	\$ Change	% Change
		FISCAL 2017	FISCAL 2018	2017-2018	2017-2018
PUBLIC SAFETY					
	POLICE	1,068,187	1,128,689	60,502	5.7%
	FIRE	412,632	437,182	24,550	5.9%
	EMERGENCY MANAGEMENT	28,299	29,466	1,167	4.1%
	AMBULANCE	416,043	414,956	(1,087)	-0.3%
	TOTAL PUBLIC SAFETY	1,925,161	2,010,293	85,132	4.4%

		APPROPRIATION	RECOMMENDED	\$ Change	% Change
		FISCAL 2017	FISCAL 2018	2017-2018	2017-2018
EDUCATION					
	LENOX PUBLIC SCHOOLS	12,246,621	12,614,020	367,399	3.0%
	TECHNICAL/VOCATIONAL	82,086	84,790	2,704	3.3%
TOTAL EDUCATION		12,328,707	12,698,810	370,103	3.0%

		APPROPRIATION	RECOMMENDED	\$ Change	% Change
		FISCAL 2017	FISCAL 2018	2017-2018	2017-2018
PUBLIC WORKS					
HIGHWAY		573,473	590,262	16,789	2.9%
SNOW		257,005	257,005	-	0.0%
OTHER STORM EMERGENCIES		7,000	-	(7,000)	-100.0%
CEMETERY		116,828	122,395	5,567	4.8%
TOTAL PUBLIC WORKS		954,306	969,662	15,356	1.6%

		APPROPRIATION	RECOMMENDED	\$ Change	% Change
		FISCAL 2017	FISCAL 2018	2017-2018	2017-2018
	HEALTH & HUMAN SERVICES				
	BOARD OF HEALTH	126,663	128,932	2,269	1.8%
	VETERANS SERVICES	70,113	70,113	-	0.0%
	TOTAL HEALTH & HUMAN SERVICES	196,776	199,045	2,269	1.2%

		APPROPRIATION	RECOMMENDED	\$ Change	% Change
		FISCAL 2017	FISCAL 2018	2017-2018	2017-2018
CULTURE & RECREATION					
	COMMUNITY CENTER	343,940	365,694	21,754	6.3%
	ACADEMY BUILDING	7,824	7,824	-	0.0%
	HISTORICAL COMMISSION	10,950	10,950	-	0.0%
	CELEBRATIONS	2,200	2,200	-	0.0%
	HISTORICAL DISTRICT COMMISSION	100	100	-	0.0%
	TOTAL CULTURE & RECREATION	365,014	386,768	21,754	6.0%

		APPROPRIATION	RECOMMENDED	\$ Change	% Change
		FISCAL 2017	FISCAL 2018	2017-2018	2017-2018
LIBRARY					
	LENOX LIBRARY ASSOCIATION	263,551	268,822	5,271	2.0%
TOTAL LIBRARY		263,551	268,822	5,271	2.0%

		APPROPRIATION	RECOMMENDED	\$ Change	% Change
		FISCAL 2017	FISCAL 2018	2017-2018	2017-2018
COMMUNITY PRESERVATION FUND					
	TOTAL ADMINISTRATIVE EXPENSES	18,750	18,750	-	0.0%
	TOTAL CPA AQUISITIONS/PROJECTS	169,290	600,000	430,710	254.4%
	TOTAL CPA OTHER	-	-	-	#DIV/0!
	TOTAL CPA DEBT	256,990	123,500	(133,490)	-51.9%
	TOTAL COMMUNITY PRESERVATION FUND	445,030	742,250	297,220	66.8%

		APPROPRIATION	RECOMMENDED	\$ Change	% Change
		FISCAL 2017	FISCAL 2018	2017-2018	2017-2018
	WASTEWATER ENTERPRISE FUND				
	TOTAL WASTEWATER OPERATING BUDGET	786,547	827,973	41,426	5.3%
	TOTAL WASTEWATER DEBT	584,897	777,878	192,981	33.0%
	TOTAL WASTEWATER CAPITAL	208,000	70,000	(138,000)	-66.3%
	TOTAL SEWER ENTERPRISE FUND	1,579,444	1,675,851	96,407	6.1%

		APPROPRIATION	RECOMMENDED	\$ Change	% Change
		FISCAL 2017	FISCAL 2018	2017-2018	2017-2018
	WATER ENTERPRISE FUND				
	TOTAL WATER OPERATING BUDGET	588,130	626,502	38,372	6.5%
	TOTAL WATER DEBT	214,710	720,054	505,344	235.4%
	TOTAL WATER CAPITAL	200,000	437,388	237,388	118.7%
	TOTAL WATER ENTERPRISE FUND	1,002,840	1,783,944	781,104	77.9%

		APPROPRIATION	RECOMMENDED	\$ Change	% Change
		FISCAL 2017	FISCAL 2018	2017-2018	2017-2018
APPROPRIATION SUMMARY					
	GENERAL GOVERNMENT	3,655,967	3,214,085	(441,882)	-12.1%
	PUBLIC SAFETY	1,925,161	2,010,293	85,132	4.4%
	EDUCATION	12,328,707	12,698,810	370,103	3.0%
	PUBLIC WORKS	954,306	969,662	15,356	1.6%
	HEALTH AND HUMAN SERVICES	196,776	199,045	2,269	1.2%
	CULTURE & RECREATION	365,014	386,768	21,754	6.0%
	LIBRARY	263,551	268,822	5,271	2.0%
	COMMUNITY PRESERVATION FUND	445,030	742,250	297,220	66.8%
	WASTEWATER ENTERPRISE FUND	1,579,444	1,675,851	96,407	6.1%
	WATER ENTERPRISE FUND	1,002,840	1,783,944	781,104	77.9%
	TOTAL OPERATING BUDGET	22,716,796	23,949,530	1,232,734	5.4%

TOWN OF LENOX TAX LEVY DASHBOARD	FISCAL 2017 FINAL	FISCAL 2018 PROJECTED	FISCAL 2019 PROJECTED	FISCAL 2020 PROJECTED
MAXIMUM ALLOWABLE TAX LEVY CALCULATION:				
Base	15,532,904	16,072,858	16,624,679	17,190,296
Maximum allowable tax levy increase (2 1/2%)	388,323	401,821	415,617	429,757
New Growth	151,631	150,000	150,000	150,000
Overrides				
Capital Outlay Exclusions	-	-	-	-
Debt Exclusions Current	(333,951)	-	-	-
Debt Exclusions Authorized/Unissued	-	-	-	-
MAXIMUM ALLOWABLE TAX LEVY	15,738,907	16,624,679	17,190,296	17,770,054
ACTUAL LEVY	14,822,046	15,192,598	15,719,731	16,339,392
EXCESS LEVY CAPACITY	916,861	1,432,082	1,470,566	1,430,662
Tax Levy % Increase	2.44%	2.50%	3.47%	3.94%

SECTION B:
OPERATING BUDGET

Administration & Finance FY18 Operating Budget Request

Department # 122

Department Head: Christopher J. Ketchen, Town Manager

DEPARTMENT EXPENDITURES

Personal Services

Full Time

	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
	\$ 179,944	\$ 213,523	\$ 205,421	\$ 210,198	\$ 210,536	\$ 338	0.16%
Subtotal, Personal Services	179,944	213,523	205,421	210,198	210,536	\$ 338	0.16%

Expenses

	67,352	109,057	44,529	55,154	62,370	\$ 7,216	13.08%
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TOTAL	\$ 247,296	\$ 322,580	\$ 249,950	\$ 265,352	\$ 272,905	\$ 7,553	2.85%
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PERMANENT STAFFING (FTEs)

Position Titles:

Town Manager

Administrative Svcs Director

Town Accountant

	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request
Town Manager	0.85	0.85	0.85	0.85	0.90
Administrative Svcs Director	0.94	0.94	0.94	0.94	1.00
Town Accountant	0.85	0.85	0.85	0.85	0.90

Total Number of Positions

2.6	2.6	2.6	2.6	2.6	2.8
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Administration & Finance FY18 Operating Budget Request

DEPT	OBJ	Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
PERSONAL SERVICES										
122	1110	Salaries		\$ 179,944	\$ 213,523	\$ 205,421	\$ 210,198	\$ 210,536	\$ 338	0.16%
			PERSONAL SERVICES SUBTOTAL	179,944	213,523	205,421	210,198	210,536	338	0.16%
EXPENSES										
122	2012	Litigation Account		-	187	-	-	-	\$ -	#DIV/0!
122	2020	Consultant		-	17,725	1,051	-	-	\$ -	#DIV/0!
122	2099	Legal Advertising		-	514	18	550	1,000	\$ 450	81.82%
122	2100	Training/Dues/Travel	Professional Memberships (ICMA, MMMA, CPA), Training, Contracts, Town Manager is on MMA Board (Boston 9x/year)	4,903	7,273	5,901	8,000	8,000	\$ -	0.00%
122	2200	Benefits	Town portion - employee health insurance and medicare tax; Retirement moved to central budget line	57,314	72,254	36,491	45,104	51,870	\$ 6,766	15.00%
122	2202	Benefits Retirees	Moved to new budget line; not an expense attributable to the department	3,484	3,494	-	-	-	\$ -	#DIV/0!
122	7950	New Equipment		-	6,320	-	-	-	\$ -	#DIV/0!
122	4200	Office Supplies	Realigning to historic averages	1,651	1,290	1,068	1,500	1,500	\$ -	0.00%
			EXPENSES SUBTOTAL	67,352	109,057	44,529	55,154	62,370	\$ 7,216	13.08%
			DEPARTMENT TOTAL	\$ 247,296	\$ 322,580	\$ 249,950	\$ 265,352	\$ 272,905	\$ 7,553	2.85%

Clerk/Treasurer FY18 Operating Budget Request

Department # 145

Department Heads: Paula Downer, Treasurer/Kerry Sullivan, Town Clerk

DEPARTMENT EXPENDITURES	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
Personal Services							
Full Time	\$ 77,290	\$ 85,650	\$ 97,025	\$ 84,018	\$ 111,290	\$ 27,272	32.46%
Subtotal, Personal Services	77,290	85,650	97,025	84,018	111,290	\$ 27,272	32.46%
Expenses	39,891	46,527	31,514	32,681	34,410	\$ 1,729	5.29%
TOTAL	\$ 117,181	\$ 132,177	\$ 128,539	\$ 116,699	\$ 145,700	\$ 29,001	24.85%

PERMANENT STAFFING (FTEs)

Position Titles:

Treasurer	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request
Town Clerk	0.94	0.94	0.94	0.94	1.00
	0.47	0.47	0.47	0.47	1.00

Total Number of Positions

1.41	1.41	1.41	1.41	2.00
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Clerk/Treasurer FY18 Operating Budget Request

DEPT	OBJ	Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
PERSONAL SERVICES										
145	1110	Salaries	Eliminate Cross Charging Clerk's Salary to Collector's Department	\$ 77,290	\$ 85,650	\$ 97,025	\$ 84,018	\$ 111,290	\$ 27,272	32.46%
			PERSONAL SERVICES SUBTOTAL	77,290	85,650	97,025	84,018	111,290	27,272	32.46%
EXPENSES										
145	2100	Training/school/meetings/dues		1,674	1,208	1,969	2,400	2,000	\$ (400)	-16.67%
145	2200	Benefits	Town portion - employee health insurance and medicare tax	30,649	33,085	26,841	25,726	29,585	\$ 3,859	15.00%
145	2202	Benefits - Retirees		6,455	6,806	-	-	-	\$ -	#DIV/0!
145	2400	Vault contract		277	285	294	280	300	\$ 20	7.14%
145	4200	Office Supplies		284	4,431	1,993	600	600	\$ -	0.00%
145	4300	Subscriptions		125	125	125	125	125	\$ -	0.00%
145	4500	Book Binding		-	-	200	200	200	\$ -	0.00%
145	7800	Service Charges		336	500	7	3,250	1,500	\$ (1,750)	-53.85%
145	7801	Dog Account		91	87	86	100	100	\$ -	0.00%
			EXPENSES SUBTOTAL	39,891	46,527	31,514	32,681	34,410	\$ 1,729	5.29%
			DEPARTMENT TOTAL	\$ 117,181	\$ 132,177	\$ 128,539	\$ 116,699	\$ 145,700	\$ 29,001	24.85%

Collector FY18 Operating Budget Request

Department # 146

Department Head: Diana Kirby, Town Collector

**DEPARTMENT
EXPENDITURES**

	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
Personal Services							
Full Time	\$ 80,806	\$ 81,850	\$ 66,353	\$ 80,211	\$ 63,242	\$ (16,969)	-21.16%
Subtotal, Personal Services	80,806	81,850	66,353	80,211	63,242	\$ (16,969)	-21.16%
Expenses	<u>31,677</u>	<u>34,565</u>	<u>15,099</u>	<u>15,850</u>	<u>17,043</u>	<u>\$ 1,193</u>	<u>7.52%</u>
TOTAL	\$ 112,483	\$ 116,415	\$ 81,452	\$ 96,061	\$ 80,285	\$ (15,776)	-16.42%

PERMANENT STAFFING (FTEs)

Position Titles:

	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request
Collector	0.94	0.94	0.94	0.94	0.94
Town Clerk	0.47	0.47	0.47	0.47	0.00
Total Number of Positions	1.41	1.41	1.41	1.41	0.94

Collector FY18 Operating Budget Request

DEPT	OBJ	Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY16-17	% Variance FY16-17
PERSONAL SERVICES										
145	1110	Salaries	Eliminate cross-charging for Town Clerk	\$ 80,806	\$ 81,850	\$ 66,353	\$ 80,211	\$ 63,242	\$ (16,969)	-21.16%
			PERSONAL SERVICES SUBTOTAL	80,806	81,850	66,353	80,211	63,242	(16,969)	-21.16%
EXPENSES										
145	2051	Printing Reports		538	318	-	600	600	\$ -	0.00%
145	2100	Training/Meetings/Dues		308	315	677	750	750	\$ -	0.00%
145	2200	Benefits	Town portion - employee health insurance and medicare tax	18,434	22,471	366	7,950	9,143	\$ 1,193	15.00%
145	2202	Benefits - Retirees	Moved to new budget line; not an expense attributable to the department	6,745	6,806	6,785	-	-	\$ -	#DIV/0!
145	2420	Professional Services		5,190	4,333	6,821	6,000	6,000	\$ -	0.00%
145	4200	Supplies		462	322	450	550	550	\$ -	0.00%
			EXPENSES SUBTOTAL	31,677	34,565	15,099	15,850	17,043	\$ 1,193	7.52%
			DEPARTMENT TOTAL	\$ 112,483	\$ 116,415	\$ 81,452	\$ 96,061	\$ 80,285	\$ (15,776)	-16.42%

Compensation Reserve FY18 Operating Budget Request

Department # 152

Department Head: Christopher J. Ketchen, Town Manager

DEPARTMENT EXPENDITURES	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
Personal Services							
Full Time	\$ -	\$ -	\$ 117,416	\$ 120,000	\$ 70,000	\$ (50,000)	-41.67%
Subtotal, Personal Services	-	-	117,416	120,000	70,000	\$ (50,000)	-41.67%
Expenses	-	-	-	-	-	\$ -	#DIV/0!
TOTAL	\$ -	\$ -	\$ 117,416	\$ 120,000	\$ 70,000	\$ (50,000)	-41.67%

Compensation Reserve FY18 Operating Budget Request

DEPT	OBJ	Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
PERSONAL SERVICES										
152	1110	Salaries	Cost of Living Adjustments	-	-	14,765	55,000	25,000	\$ (30,000)	-54.55%
152	1111	Salaries	Allowance for Extraordinary Performance, Classification Changes and Desk Audits	-	-	13,560	5,000	5,000	\$ -	0.00%
152	1112	Salaries	Allowance for retirement transition (i.e. the "Vincent Rule")	-	-	22,962	15,000	15,000	\$ -	0.00%
152	1500	Leave Time	Allowance for Compensated Absences paid at retirement	-	-	66,130	45,000	25,000	\$ (20,000)	-44.44%
			SUBTOTAL	-	-	117,416	120,000	70,000	\$ (50,000)	-41.67%
			DEPARTMENT TOTAL	\$ -	\$ -	\$ 117,416	\$ 120,000	\$ 70,000	\$ (50,000)	-41.67%

Operations Support FY18 Operating Budget Request

Department # 155

Department Head: Mary Ellen Deming, Director of Administrative Services

DEPARTMENT EXPENDITURES	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
Personal Services							
Full Time	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Subtotal, Personal Services	-	-	-	-	-	\$ -	#DIV/0!
Expenses	83,831	67,886	79,845	85,900	85,900	\$ -	0.00%
TOTAL	\$ 83,831	\$ 67,886	\$ 79,845	\$ 85,900	\$ 85,900	\$ -	0.00%

Operations Support FY18 Operating Budget Request

DEPT	OBJ	Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
EXPENSES										
155	2051	Printing Reports		2,990	3,938	2,275	3,000	3,000	\$ -	0.00%
155	2100	Training	Town Planner - APA 2017; Police Chief - IACP 2018; Town Manager - ICMA 2019	-	-	-	3,500	2,000	\$ (1,500)	-42.86%
155	2402	Software Maintenance		23,282	26,077	30,288	25,000	26,200	\$ 1,200	4.80%
155	2410	Town Web and Email Maint.		5,109	4,675	4,675	5,300	5,300	\$ -	0.00%
155	2420	Professional Services		22,061	8,361	9,829	15,000	15,000	\$ -	0.00%
155	2421	Telephone		16,230	13,385	14,905	17,000	17,000	\$ -	0.00%
155	2450	Equipment Maintenance		1,180	1,385	1,560	3,000	3,000	\$ -	0.00%
155	2460	Postage		8,223	6,290	9,333	8,500	8,500	\$ -	0.00%
155	2700	Postage Rental/Machine Maint		787	787	787	900	900	\$ -	0.00%
155	4100	Telephone Repair/Replace		521	-	572	500	500	\$ -	0.00%
155	4200	Office Supplies		2,472	2,087	4,273	3,000	3,000	\$ -	0.00%
155	4215	Envelopes		975	901	1,346	1,200	1,500	\$ 300	25.00%
			DEPARTMENT TOTAL	83,831	67,886	79,845	85,900	85,900	\$ -	0.00%

Elections FY18 Operating Budget Request

Department # 162

Department Head: Kerry Sullivan, Town Clerk

DEPARTMENT EXPENDITURES

Personal Services

Wages

Subtotal, Personal Services

Expenses

DEPARTMENT							
EXPENDITURES							
Personal Services							
Wages							
FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18	
\$ 1,996	\$ 2,328	\$ 2,639	\$ 4,370	\$ 2,870	\$ (1,500)	-34.32%	
1,996	2,328	2,639	4,370	2,870	\$ (1,500)	-34.32%	
5,024	5,714	4,438	7,400	6,000	\$ (1,400)	-18.92%	
TOTAL \$ 7,020 \$ 8,042 \$ 7,077 \$ 11,770 \$ 8,870 \$ (2,900) -24.64%							

Elections FY18 Operating Budget Request

DEPT	OBJ	Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
PERSONAL SERVICES										
162	1110	Salaries	Clerk & Assistant Clerk Stipends	\$ 970	\$ 1,370	\$ 1,137	\$ 1,370	\$ 1,370	\$ -	0.00%
162	1200	PT Salaries	Election Workers	\$ 1,026	\$ 958	\$ 1,502	\$ 3,000	\$ 1,500	\$ (1,500)	-50.00%
			PERSONAL SERVICES SUBTOTAL	1,996	2,328	2,639	4,370	2,870	(1,500)	-34.32%
EXPENSES										
162	2010	Software Support		2,402	3,207	2,162	4,600	3,500	\$ (1,100)	-23.91%
162	2021	Printing Ballots		118	193	436	200	200	\$ -	0.00%
162	2200	Benefits		14	-	-	-	-	\$ -	#DIV/0!
162	4101	Census Mailings		1,650	1,854	1,635	1,800	1,800	\$ -	0.00%
162	4200	Supplies		841	460	205	800	500	\$ (300)	-37.50%
			EXPENSES SUBTOTAL	5,024	5,714	4,438	7,400	6,000	\$ (1,400)	-18.92%
			DEPARTMENT TOTAL	\$ 7,020	\$ 8,042	\$ 7,077	\$ 11,770	\$ 8,870	\$ (2,900)	-24.64%

Land Use Department FY18 Operating Budget Request

Department # 141, 171-176, 241

Department Head: Gwen M. Miller, Land Use Director/Town Planner

**DEPARTMENT
EXPENDITURES**

	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
Personal Services							
Full Time	\$ 42,822	\$ 67,121	\$ 115,886	\$ 239,375	\$ 290,871	\$ 51,496	21.51%
Part Time	\$ 77,876	\$ 81,670	\$ 81,695	\$ 18,850	\$ 18,850	\$ -	0.00%
Subtotal, Personal Services	120,698	148,790	197,581	258,225	309,721	\$ 51,496	19.94%
Expenses	<u>116,107</u>	<u>121,341</u>	<u>197,581</u>	<u>122,850</u>	<u>131,615</u>	<u>\$ 8,765</u>	<u>7.13%</u>
TOTAL	\$ 236,805	\$ 270,131	\$ 395,162	\$ 381,075	\$ 441,336	\$ 60,261	15.81%

PERMANENT STAFFING (FTEs)

Position Titles:

	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request
Land Use Director/Town Planner	0.75	0.50	1.00	1.00	1.00
Building Inspectors	0.78	0.78	2.00	2.00	2.00
Land Use Clerk	0.50	0.50	0.50	0.50	0.50
Assessors/Building Clerk	0.80	0.80	0.80	0.80	1.00
Assessor					1/2 Lee
Total Number of Positions	2.83	2.58	4.30	4.30	5.50

Land Use Department FY18 Operating Budget Request

DEPT	OBJ	Old Dept	Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
PERSONAL SERVICES											
141	1110	Assessors	Salaries	Beginning FY15, position functions as department-wide resource	\$ 21,479	\$ 21,665	\$ -	-	44,370	\$ 44,370	#DIV/0!
170	1110	Land Use	Salaries (New Account)	Salaries for Director and Admin Assts.	\$ -	\$ -	\$ 115,887	122,517	86,971	\$ (35,546)	-29.01%
171	1110	Conservation	Salaries	Beginning FY15, position functions as department-wide resource	\$ 914	\$ 1,047	\$ -	-	-	\$ -	#DIV/0!
175	1110	Planning	Salaries	Beginning FY15, position functions as department-wide resource	\$ 10,214	\$ 33,255	\$ -	-	-	\$ -	#DIV/0!
176	1110	ZBA	Salaries	Beginning FY15, position functions as department-wide resource	\$ 10,214	\$ 11,154	\$ -	-	-	\$ -	#DIV/0!
241	1201	Inspections	Salaries	Salary for Building Commissioner	\$ 21,958	\$ 25,390	\$ 43,033	116,858	159,530	\$ 42,672	36.52%
241	1202	Inspections	Salaries	Salary for Local Inspector	\$ 23,102	\$ 20,320	\$ 13,941	-	-	\$ -	#DIV/0!
241	1203	Inspections	Salaries	Beginning FY15, position functions as department-wide resource	\$ 12,262	\$ 13,005	-	-	-	\$ -	#DIV/0!
241	1204	Inspections	Salaries	Wages for other inspectors (Gas, Sealer, Wire & Assistants)	\$ 20,555	\$ 22,955	\$ 24,720	18,850	18,850	\$ -	0.00%
				PERSONAL SERVICES SUBTOTAL	120,698	148,790	197,581	258,225	309,721	51,496	19.94%

EXPENSES											
141	2020	Assessors	Consultant	Kapinos valuation services contract	41,183	41,050	32,700	41,145	41,145	\$ -	0.00%
141	2030	Assessors	Map Updates	Tax map updates, ArcGIS licenses, and web-based GIS program	2,050	2,050	2,875	2,250	2,250	\$ -	0.00%
141	2100	Assessors	Training/Meetings/Dues	Assessor course, dues, conferences	1,461	533	980	2,150	2,150	\$ -	0.00%
141	2200	Assessors	Benefits		4,983	4,531	-	-	5,211	\$ 5,211	#DIV/0!
141	2202	Assessors	Benefits Retirees		14,060	15,211	-	-	-	\$ -	#DIV/0!
141	4200	Assessors	Supplies		1,237	449	751	700	630	\$ (70)	-10.00%
171	2060	Conservation	Property Maintenance		1,950	2,200	3,275	2,500	2,888	\$ 388	15.50%
171	2070	Conservation	Administration		-	106	-	100	-	\$ (100)	-100.00%
171	2099	Conservation	Legal Advertising		1,570	1,780	3,800	1,500	1,500	\$ -	0.00%
171	2100	Conservation	Training/Meetings/Dues	Increase in MACC dues	287	260	265	260	265	\$ 5	1.92%
171	2200	Conservation	Benefits		3,149	3,411	-	-	-	\$ -	#DIV/0!

Land Use Department FY18 Operating Budget Request

DEPT	OBJ	Old Dept	Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
175	2020	Planning	Consultant	ESRI Hosting software updates, user assistance, maintenance (2 licenses)	700	4,600	19,231	830	830	\$ -	0.00%
175	2099	Planning	Legal Advertising								
175	2200	Planning	Benefits	Formerly Benefits (Planning, ZBA, ConCom, HDC)	1,225	1,204		2,000	1,000	\$ (1,000)	-50.00%
175	2202	Planning	Benefits Retirees		15,078	13,354	18,406	27,423	31,536	\$ 4,113	15.00%
175	4200	Planning	Supplies	Additional funding for outreach (open houses, land management sessions)	310	269	453	840	840	\$ -	#DIV/0!
175	4301	Planning	Printing		-	120		-	200	\$ 200	#DIV/0!
175	6200	Planning	BRPC Assessment	Annual fee to RPA	3,452	3,539	3,627	3,856	4,085	\$ 229	5.94%
175	7100	Planning	Travel		-	30		250	250	\$ -	0.00%
175	7300	Planning	Dues	APA, AICP dues plus continued certification and state conferences (3)	509	90	353	1,726	1,726	\$ -	0.00%
176	2099	ZBA	Legal Advertising		4,128	3,445	5,623	3,750	3,750	\$ -	0.00%
176	2200	ZBA	Benefits		5,541	5,678		-		\$ -	#DIV/0!
176	4200	ZBA	Supplies		330	263	168	300	300	\$ -	0.00%
176	7300	ZBA	Dues		60			100	-	\$ (100)	-100.00%
241	2200	Inspections	Benefits	Shared Service as of 1/4/16; Coverage for new inspector	667	872	(1,145)	9,490	10,914	\$ 1,424	15.00%
241	2407	Inspections	Contracted Services	Shared Service as of 1/4/16; Cost of all licenses associated with Full Circle	6,200	6,120	6,370	6,200	6,200	\$ -	0.00%
241	2702	Inspections	Copier Lease/Maintenance		-	-	1,032	-	1,032	\$ 1,032	#DIV/0!
241	4200	Inspections	Supplies	Includes Code Book Update	472	378	548	4,646	600	\$ (4,046)	-87.09%
241	7100	Inspections	Travel	In-town mileage for inspector and fuel line for Lenox truck	4,023	4,367	1,321	6,000	6,000	\$ -	0.00%
241	7105	Inspections	Travel-Inspections, Other	In-town mileage for plumbing and wiring inspectors	-	-	1,801	500	1,800	\$ 1,300	260.00%
241	7106	Inspections	Training/Travel-Inspections	Combines seminar travel with trainings, seminars, tolls - shared service	-	-	1,839	2,354	2,354	\$ -	0.00%
241	7300	Inspections	Dues	Shared service as of 1/4/16	1,480	725	180	180	360	\$ 180	100.00%
241	NEW	Inspections	Communications	Shared service as of 1/4/16, Phones	-	-		1,800	1,800	\$ -	0.00%
				EXPENSES SUBTOTAL	116,107	121,341	104,454	122,850	131,615	\$ 8,765	7.13%

Land Use Department FY18 Operating Budget Request

DEPT	OBJ	Old Dept	Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
				DEPARTMENT TOTAL	\$ 236,805	\$ 270,131	\$ 302,035	\$ 381,075	\$ 441,336	\$ 60,261	15.81%

Economic Development FY18 Operating Budget Request

Department # 189

Department Head: Board of Selectmen

**DEPARTMENT
EXPENDITURES**

Personal Services

Full Time

Subtotal, Personal Services

Expenses

	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	-	-	-	-	-	\$ -	#DIV/0!
	<u>65,190</u>	<u>46,239</u>	<u>48,678</u>	<u>85,000</u>	<u>65,000</u>	<u>\$ (20,000)</u>	<u>-23.53%</u>
TOTAL	\$ 65,190	\$ 46,239	\$ 48,678	\$ 85,000	\$ 65,000	\$ (20,000)	-23.53%

Economic Development FY18 Operating Budget Request

DEPT	OBJ	Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
EXPENSES										
189	2130	Advertising	Additional Chamber promotional partnership	65,190	46,239	48,678	85,000	65,000	\$ (20,000)	-23.53%
			EXPENSES SUBTOTAL	65,190	46,239	48,678	85,000	65,000	\$ (20,000)	-23.53%
			DEPARTMENT TOTAL	\$ 65,190	\$ 46,239	\$ 48,678	\$ 85,000	\$ 65,000	\$ (20,000)	-23.53%

Town Buildings FY18 Operating Budget Request

Department # 192

Department Head: Chris O'Brien, Deputy Fire Chief/Building Coordinator

DEPARTMENT EXPENDITURES

Personal Services

	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
Full Time	\$ 38,861	\$ 39,397	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Part Time	\$ 3,675	\$ 3,960	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Overtime	\$ -	\$ 790	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Subtotal, Personal Services	42,536	44,147	-	-	-	\$ -	#DIV/0!
Expenses	105,137	111,494	90,117	104,309	108,097	\$ 3,788	3.63%

TOTAL	\$ 147,673	\$ 155,641	\$ 90,117	\$ 104,309	\$ 108,097	\$ 3,788	3.63%
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PERMANENT STAFFING (FTEs)

Position Titles:

Building Coordinator	0.8	0.8	0.0	0.0	0.0
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Total Number of Positions

	0.8	0.8	0.0	0.0	0.0
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Town Buildings FY18 Operating Budget Request

DEPT	OBJ	Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
PERSONAL SERVICES										
192	1110	Salaries	All Town Building salaries to the Fire Department	\$ 38,861	\$ 39,397	\$ -	\$ -	\$ -	\$ -	#DIV/0!
192	1200	Part Time Salaries	All Town Building salaries to the Fire Department	\$ 3,675	\$ 3,960	\$ -	\$ -	\$ -	\$ -	#DIV/0!
192	1300	Overtime	All Town Building salaries to the Fire Department	\$ -	\$ 790	\$ -	\$ -	\$ -	\$ -	#DIV/0!
192	1500	Leave Time	All Town Building salaries to the Fire Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
			PERSONAL SERVICES SUBTOTAL	42,536	44,147	-	-	-	-	#DIV/0!

EXPENSES										
192	2111	Electricity		27,500	19,790	29,265	37,125	37,125	\$ -	0.00%
192	2120	Natural Gas		16,834	14,376	9,823	17,726	17,726	\$ -	0.00%
192	2200	Benefits		17,101	15,193	-	-	-	\$ -	#DIV/0!
192	2403	Building Maintenance/Repair		-	-	-	-	-	\$ -	#DIV/0!
192	2450	Maintenance	service agreements and inspection fees have been showing a 5-10% hike	24,800	36,538	31,522	27,000	30,000	\$ 3,000	11.11%
192	2500	Water/Sewer Usage	Showing a 8% increase	5,152	4,330	4,088	6,182	6,670	\$ 488	7.89%
192	2900	Rubbish Removal	\$773 per month for 4 accounts	6,750	7,632	8,254	9,276	9,276	\$ -	0.00%
192	4201	Cleaning Supplies		6,500	6,620	6,658	6,500	6,700	\$ 200	3.08%
192	4800	Uniforms		500	585	507	500	600	\$ 100	20.00%
192	7950	New Equipment		-	6,430	-	-	-	\$ -	#DIV/0!
			EXPENSES SUBTOTAL	105,137	111,494	90,117	104,309	108,097	\$ 3,788	3.63%
			DEPARTMENT TOTAL	\$ 147,673	\$ 155,641	\$ 90,117	\$ 104,309	\$ 108,097	\$ 3,788	3.63%

Lenox Police Department FY18 Operating Budget Request

Department # 210

Department Head: Stephen O'Brien, Chief of Police

DEPARTMENT EXPENDITURES

Personal Services

	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
Full Time	\$ 562,001	\$ 599,628	\$ 599,926	\$ 607,182	\$ 634,166	\$ 26,984	4.44%
Part Time	\$ 20,225	\$ 20,155	\$ 20,458	\$ 20,793	\$ 21,209	\$ 416	2.00%
Other	\$ 165,238	\$ 157,484	\$ 177,136	\$ 163,250	\$ 165,850	\$ 2,600	1.59%
Subtotal, Personal Services	747,463	777,267	797,520	791,225	821,226	\$ 30,001	3.79%

Expenses

	401,619	406,839	236,925	276,962	307,464	\$ 30,502	11.01%
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TOTAL	\$ 1,149,083	\$ 1,184,106	\$ 1,034,445	\$ 1,068,187	\$ 1,128,689	\$ 60,502	5.66%
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PERMANENT STAFFING (FTEs)

Position Titles:

	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request
Chief of Police	1.0	1.0	1.0	1.0	1.0
Patrolmen	9.0	9.0	9.0	9.0	9.0
Clerk	0.5	0.5	0.5	0.5	0.5

Total Number of Positions

	10.5	10.5	10.5	10.5	10.5
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Lenox Police Department FY18 Operating Budget Request

DEPT	OBJ	Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
PERSONAL SERVICES										
210	1110-20	Full Time Salaries		\$ 562,001	\$ 599,628	\$ 599,926	\$ 607,182	\$ 634,166	\$ 26,984	4.44%
210	1200	Part Time Office Help		\$ 20,225	\$ 20,155	\$ 20,458	\$ 20,793	\$ 21,209	\$ 416	2.00%
210	1300	Overtime/Fill-ins	Budgeting to FY15 Actual	\$ 148,024	\$ 130,886	\$ 152,871	\$ 130,000	\$ 132,600	\$ 2,600	2.00%
210	1700	Training/Meeting Coverage		\$ 15,651	\$ 24,094	\$ 22,639	\$ 30,000	\$ 30,000	\$ -	0.00%
210	1900	Drug Enforcement		\$ 1,563	\$ 2,504	\$ 1,626	\$ 3,250	\$ 3,250	\$ -	0.00%
		PERSONAL SERVICES SUBTOTAL		747,463	777,267	797,520	791,225	821,226	-	3.79%
EXPENSES										
210	2200	Benefits	BHG Increase anticipated	237,689	241,045	135,754	160,012	184,014	\$ 24,002	15.00%
210	2202	Benefits Retirees		57,476	63,552	-	-	-	\$ -	#DIV/0!
210	2420	Contracted Services		12,082	13,485	16,734	18,600	18,600	\$ -	0.00%
210	2430	Communications (pagers, phones)		1,118	284	-	-	-	\$ -	#DIV/0!
210	2440	Fitness	More officers utilizing this program	400	400	300	900	900	\$ -	0.00%
210	2450	Equipment Repair		14,480	16,929	11,164	16,000	16,000	\$ -	0.00%
210	4200	Supplies		5,075	5,415	6,018	6,000	6,000	\$ -	0.00%
210	4250	Publications	No longer needed	-	154	-	-	-	\$ -	#DIV/0!
210	4800	Uniforms		7,299	8,180	8,549	10,000	10,000	\$ -	0.00%
210	4801	Fuel		34,508	23,450	21,245	26,250	26,250	\$ -	0.00%
210	7100	Travel		135	945	153	200	200	\$ -	0.00%
210	7950	New Equipment (Cruiser)	Anticipated increase in vehicle costs	31,356	33,000	37,008	39,000	40,500	\$ 1,500	3.85%
210	NEW	Respond to Traffic Engineer Recommendations	FY2018 Strategic Initiative	-	-	-	-	5,000	\$ 5,000	#DIV/0!
		EXPENSES SUBTOTAL		401,619	406,839	236,925	276,962	307,464	\$ 30,502	11.01%
		DEPARTMENT TOTAL		\$ 1,149,083	\$ 1,184,106	\$ 1,034,445	\$ 1,068,187	\$ 1,128,689	\$ 60,502	5.66%

Fire Department FY18 Operating Budget Request

Department # 220

Department Head: Daniel Clifford, Fire Chief

DEPARTMENT EXPENDITURES	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
Personal Services							
Full Time	\$ 127,099	\$ 130,113	\$ 171,762	\$ 170,862	\$ 187,930	\$ 17,068	9.99%
Part Time/Temp/Seasonal	48,577	48,652	53,754	73,481	69,461	\$ (4,020)	-5.47%
Overtime	9,804	10,767	9,648	11,202	11,426	\$ 224	2.00%
Other Personnel	41,010	41,546	42,124	50,371	55,233	\$ 4,862	9.65%
Subtotal, Personal Services	226,489	231,078	277,289	305,916	324,050	\$ 18,134	5.93%
Expenses	115,585	117,491	98,509	106,716	113,131	\$ 6,415	6.01%

TOTAL	\$ 342,074	\$ 348,569	\$ 375,798	\$ 412,632	\$ 437,182	\$ 24,550	5.95%
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PERMANENT STAFFING (FTEs)

Position Titles:

Fire Chief	1.0	1.0	1.0	1.0	1.0
Deputy Chief	0.25	0.25	1.0	1.0	1.0
FF/EMT-A	1.0	1.0	1.0	1.2	1.2

Total Number of Positions	2.25	2.25	3.00	3.20	3.20
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Fire Department FY18 Operating Budget Request

DEPT	OBJ	Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
PERSONAL SERVICES										
220	1110	Full-Time Salaries	Fire Chiefs salary needs adjustment with signing of contract	\$ 127,099	\$ 130,113	\$ 171,762	\$ 170,862	\$ 187,930	\$ 17,068	9.99%
220	1200	Relief Workers	FY18 contract rates; with 8 hrs/wk for Administrative Day added in FY17	48,577	48,652	53,754	73,481	69,461	(4,020)	-5.47%
220	1600	Officer Stipends	Added FD & EMS Training positions per contract	8,022	7,659	7,967	7,968	9,582	\$ 1,614	20.26%
220	1700	Staff Training	Adjusted by FY 18 contract rates includes Fire Prevention and Haz Mat Tech training	2,991	4,596	4,153	12,403	12,651	\$ 248	2.00%
220	1601	Volunteer Stipends	Amount has not been adjusted since FY10	29,998	29,291	30,004	30,000	33,000	\$ 3,000	10.00%
220	1300	Overtime	FY18 contract rates	9,804	10,767	9,648	11,202	11,426	\$ 224	2.00%
			PERSONAL SERVICES SUBTOTAL	226,489	231,078	277,289	305,916	324,050	18,134	5.93%

EXPENSES										
220	2111	Electricity		2,121	2,240	2,326	2,863	2,863	\$ -	0.00%
220	2120	Heat		4,175	3,879	2,357	3,600	3,600	\$ -	0.00%
220	2200	Benefits	Town portion - employee health insurance and medicare tax; BCR budgeted	53,954	56,972	34,773	41,768	48,033	\$ 6,265	15.00%
220	2402	Software Maintenance	NFPA Fire Codes, Fire Programs & I am Responding	2,546	2,590	3,676	3,770	3,920	\$ 150	3.98%
220	2450	Equipment Repairs		31,602	29,222	32,848	30,000	30,000	\$ -	0.00%
220	4103	Training		565	361	651	1,000	1,000	\$ -	0.00%
220	4110	Communications		1,669	1,472	1,562	1,600	1,600	\$ -	0.00%
220	4200	Supplies		1,395	1,528	2,195	1,400	1,400	\$ -	0.00%
220	4302	Station Maintenance		4,639	5,493	8,795	5,500	5,500	\$ -	0.00%
220	4800	Uniforms		1,452	993	1,426	1,500	1,500	\$ -	0.00%
220	4801	Fuel		8,276	9,479	3,692	10,400	10,400	\$ -	0.00%

Fire Department FY18 Operating Budget Request

DEPT	OBJ	Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
220	7100	Travel/Meetings		34	91	111	100	100	\$ -	0.00%
220	7300	Dues	WMFC 115, FCAM 400, WMFP 80 & FPAM 120	665	760	595	715	715	\$ -	0.00%
220	7950	New Equipment		2,492	2,411	3,502	2,500	2,500	\$ -	0.00%
			EXPENSES SUBTOTAL	115,585	117,491	98,509	106,716	113,131	\$ 6,415	6.01%
			DEPARTMENT TOTAL	\$ 342,074	\$ 348,569	\$ 375,798	\$ 412,632	\$ 437,182	\$ 24,550	5.95%

Emergency Management FY18 Operating Budget Request

Department # 230

Department Head: Fire Chief Daniel Clifford

DEPARTMENT EXPENDITURES	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
Personal Services							
Full Time	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Subtotal, Personal Services	-	-	-	-	-	\$ -	#DIV/0!
Expenses	<u>26,799</u>	<u>26,799</u>	<u>27,618</u>	<u>28,299</u>	<u>29,466</u>	<u>\$ 1,167</u>	<u>4.12%</u>
TOTAL	\$ 26,799	\$ 26,799	\$ 27,618	\$ 28,299	\$ 29,466	\$ 1,167	4.12%

Emergency Management FY18 Operating Budget Request

DEPT	OBJ	Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
EXPENSES										
230	2116	Dispatch - Berkshire County	As of 12/16/16 Estimate only awaiting actual from Sheriff	21,999	21,999	22,659	23,340	24,507	\$ 1,167	5.00%
230	7950	New Equipment	Code Red contract	4,800	4,800	4,959	4,959	4,959	\$ -	0.00%
			EXPENSES SUBTOTAL	26,799	26,799	27,618	28,299	29,466	\$ 1,167	4.12%
			DEPARTMENT TOTAL	\$ 26,799	\$ 26,799	\$ 27,618	\$ 28,299	\$ 29,466	\$ 1,167	4.12%

Ambulance Squad FY18 Operating Budget Request

Department # 231

Department Head: Christopher Long, FF/EMT-A, EMS Coordinator

DEPARTMENT EXPENDITURES	FY14 Actual	FY15 Actual	FY16 Actual	FY 17 Budget	FY18 Request	\$ Variance FY 17-18	% Variance FY17-18
Personal Services							
Full Time	\$ 150,068	\$ 162,839	\$ 167,924	\$ 170,819	\$ 173,127	\$ 2,308	1.35%
Part Time	\$ -	\$ -	\$ 47,318	\$ 46,504	\$ 60,345	\$ 13,841	29.76%
Overtime	\$ 10,197	\$ 13,266	\$ 11,373	\$ 18,790	\$ 11,426	\$ (7,364)	-39.19%
Subtotal, Personal Services	160,265	176,105	226,615	236,113	244,897	\$ 8,784	3.72%
Expenses	154,550	146,066	166,417	179,930	170,058	\$ (9,872)	-5.49%

TOTAL	\$ 314,814	\$ 322,171	\$ 393,033	\$ 416,043	\$ 414,956	\$ (1,087)	-0.26%
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PERMANENT STAFFING (FTEs)

Position Titles:

FF/EMT-A EMS Director	1.0	1.0	1.0	1.0	1.0
FF/EMT-A	2.0	2.0	2.0	2.0	2.0
Administrative (TM, TA)	0.1	0.1	0.1	0.1	0.0

Total Number of Positions	3.1	3.1	3.1	3.1	3.0
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Ambulance Squad FY18 Operating Budget Request

DEPT	OBJ	Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
PERSONAL SERVICES										
			FY18 contract rates. Removed Enterprise assessments of Manager & Accountant Weekend, Vacation, Personal, Sick & Holiday coverage for FT staff	\$ 150,008	\$ 162,839	\$ 167,924	\$ 170,819	\$ 173,127	\$ 2,308	1.35%
231	1110	Salaries								
231	1200	Part Time Salaries		\$ -	\$ -	\$ 47,318	\$ 48,504	\$ 60,345	\$ 13,841	29.76%
231	1300	Overtime		\$ 10,197	\$ 13,266	\$ 11,373	\$ 18,790	\$ 11,426	\$ (7,364)	-39.19%
			PERSONAL SERVICES SUBTOTAL	160,265	176,105	226,615	236,113	244,897	8,784	3.72%
EXPENSES										
231	2100	Training/Meetings/Dues		-	1,500	1,050	1,500	1,000	\$ (500)	-33.33%
231	2101	Ambulance Billing		75,876	77,758	79,023	85,500	85,500	\$ -	0.00%
231	2200	Benefits		54,059	43,816	47,603	54,836	45,864	\$ (8,972)	-16.36%
231	2202	Retiree Benefits		-	-	9,053	9,894	9,894	\$ -	0.00%
231	2300	Recruitment		375	50	200	300	300	\$ -	0.00%
231	2420	Professional Services		-	-	-	-	-	\$ -	#DIV/0!
231	2430	Communication System		4,167	3,500	3,790	4,200	4,200	\$ -	0.00%
231	2450	Maintenance		2,766	3,613	4,000	3,000	4,000	\$ 1,000	33.33%
231	2950	EMT Recertification		1,120	667	725	1,500	1,500	\$ -	0.00%
231	4200	Supplies		240	271	3,500	400	400	\$ -	0.00%
231	4202	Medical Supplies		7,682	7,828	11,328	11,000	11,000	\$ -	0.00%
231	4550	Vaccines		-	-	-	400	-	\$ (400)	-100.00%
231	4800	Uniforms		198	837	759	1,000	1,000	\$ -	0.00%
231	4801	Fuel		6,967	5,126	4,285	4,300	4,300	\$ -	0.00%
231	7301	License		1,100	1,100	1,100	1,100	1,100	\$ -	0.00%
231	7503	Reserve		-	-	-	1,000	-	\$ (1,000)	-100.00%
			EXPENSES SUBTOTAL	154,550	146,066	166,417	179,930	170,058	\$ (9,872)	-5.49%
			DEPARTMENT TOTAL	\$ 314,814	\$ 322,171	\$ 393,033	\$ 416,043	\$ 414,956	\$ (1,087)	-0.26%

Public Works - Highway FY18 Operating Budget Request

Department # 421

DEPARTMENT EXPENDITURES	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
Personal Services							
Full Time	\$ 268,875	\$ 277,958	\$ 284,178	\$ 281,435	\$ 294,898	\$ 13,463	4.78%
Subtotal, Personal Services	268,875	277,958	284,178	281,435	294,898	\$ 13,463	4.78%
Expenses	<u>306,872</u>	<u>316,933</u>	<u>247,299</u>	<u>292,038</u>	<u>295,364</u>	<u>\$ 3,326</u>	<u>1.14%</u>
TOTAL	\$ 575,746	\$ 594,891	\$ 531,478	\$ 573,473	\$ 590,262	\$ 16,789	2.93%

PERMANENT STAFFING (FTEs)

Position Titles:

	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request
Superintendent	0.4	0.4	0.4	0.4	0.4
Assistant Superintendent	0.5	0.5	0.5	0.5	0.5
Office Manager	0.3	0.3	0.3	0.3	0.3
Equipment Operator	1.8	1.8	1.8	1.8	1.8
Mechanic	0.55	0.55	0.55	0.55	0.55
Laborer/Snow Coordinator	0.9	0.9	0.9	0.9	0.9
Laborer	0.9	0.9	0.9	0.9	0.9
Total Number of Positions	5.4	5.4	5.4	5.4	5.4

Public Works - Highway FY18 Operating Budget Request

DEPT	OBJ	Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
PERSONAL SERVICES										
421	1110	Salaries		\$ 255,206	\$ 261,320	\$ 263,952	\$ 269,054	\$ 282,253	\$ 13,199	4.91%
421	1300	Overtime		\$ 6,901	\$ 9,882	\$ 12,663	\$ 5,381	\$ 5,645	\$ 264	4.91%
421	1400	Call Time		\$ 6,034	\$ 5,977	\$ 6,507	\$ 6,200	\$ 6,200	\$ -	0.00%
421	1910	Compost		\$ 734	\$ 779	\$ 1,056	\$ 800	\$ 800	\$ -	0.00%
			PERSONAL SERVICES SUBTOTAL	268,875	277,958	284,178	281,435	294,898	13,463	4.78%

EXPENSES										
421	2099	Legal Advertising		1,175	1,022	903	1,200	1,200	\$ -	0.00%
421	2100	Training/Meetings/Dues		520	1,655	1,157	2,000	2,000	\$ -	0.00%
421	2102	Street Lights		49,612	51,784	54,281	66,975	66,975	\$ -	0.00%
421	2111	Electricity		4,624	5,664	9,013	6,243	6,243	\$ -	0.00%
421	2120	Gas heat		5,871	5,133	3,449	6,425	6,425	\$ -	0.00%
421	2200	Benefits	Town portion - employee health insurance and medicare tax; BCR costs removed	94,255	94,855	46,127	45,083	51,845	\$ 6,762	15.00%
421	2202	Benefits Retirees	Moved to new budget line; not an expense attributable to the department	10,847	15,890	-	-	-	\$ -	#DIV/0!
421	2407	Contracted Services		9,433	14,803	15,933	17,500	17,500	\$ -	0.00%
421	2450	Maintenance		31,635	36,436	28,399	36,000	36,000	\$ -	0.00%
421	2500	Water/Sewer Usage		1,450	2,035	2,139	2,200	2,376	\$ 176	8.00%
421	2601	DOT Inspections		921	885	1,325	1,000	1,000	\$ -	0.00%
421	2701	Drug/Alcohol Testing		435	490	410	700	700	\$ -	0.00%
421	2905	Hazardous Waste		25	-	1,437	1,100	1,500	\$ 400	36.36%
421	4200	Supplies		13,615	15,151	12,374	15,000	15,000	\$ -	0.00%

Public Works - Highway FY18 Operating Budget Request

DEPT	OBJ	Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
421	4800	Uniforms		7,827	8,118	9,216	9,512	10,500	\$ 988	10.39%
421	4801	Fuel		22,941	27,320	13,571	27,500	27,500	\$ -	0.00%
421	4810	Stone & Gravel		25,983	16,787	17,945	20,000	20,000	\$ -	0.00%
421	4830	Forestry		24,902	12,445	27,128	15,000	15,000	\$ -	0.00%
421	4880	Diesel		-	-	-	-	-	\$ -	#DIV/0!
421	7100	Travel		197	600	752	600	600	\$ -	0.00%
421	7302	Operators Licenses	DOT physicals for cards no longer covered by health insurance	195	345	120	1,000	1,000	\$ -	0.00%
421	7950	New Equipment		409	5,515	1,621	2,000	2,000	\$ -	0.00%
421	NEW	Street Sweeping	Outsourcing street sweeping work; cost avoidance (new equip purchase + labor)	-	-	-	15,000	10,000	\$ (5,000)	-33.33%
			EXPENSES SUBTOTAL	306,872	316,933	247,299	292,038	295,364	\$ 3,326	1.14%
			DEPARTMENT TOTAL	\$ 575,746	\$ 594,891	\$ 531,478	\$ 573,473	\$ 590,262	\$ 16,789	2.93%

Public Works - Snow and Ice FY18 Operating Budget Request

Department # 423

Department Head: Jeff Carpenter, Snow Coordinator

DEPARTMENT EXPENDITURES	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
Personal Services							
Overtime	\$ 49,997	\$ 66,163	\$ 24,177	\$ 38,612	\$ 38,612	\$ -	0.00%
Subtotal, Personal Services	49,997	66,163	24,177	38,612	38,612	\$ -	0.00%
Expenses	<u>193,796</u>	<u>276,946</u>	<u>169,238</u>	<u>218,393</u>	<u>218,393</u>	<u>\$ -</u>	<u>0.00%</u>
TOTAL	\$ 243,794	\$ 343,109	\$ 193,414	\$ 257,005	\$ 257,005	\$ -	0.00%

Public Works - Snow and Ice FY18 Operating Budget Request

DEPT	OBJ	Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
PERSONAL SERVICES										
423	1300	Overtime		\$ 49,997	\$ 66,163	\$ 24,177	\$ 38,612	\$ 38,612	\$ -	0.00%
			PERSONAL SERVICES SUBTOTAL	49,997	66,163	24,177	38,612	38,612	\$ -	0.00%
EXPENSES										
423	2200	Benefits	Town portion - employee health insurance and medicare tax	706	918	322	560	560	\$ -	0.00%
423	2450	Equipment repairs		31,720	38,620	36,470	23,000	23,000	\$ -	0.00%
423	4203	Supplies		1,694	1,030	2,036	5,533	5,533	\$ -	0.00%
423	4305	Salt		123,785	208,079	109,177	155,000	155,000	\$ -	0.00%
423	4310	Sand		4,391	7,076	11,983	4,300	4,300	\$ -	0.00%
423	4801	Fuel		31,500	21,223	9,250	30,000	30,000	\$ -	0.00%
423	4880	Diesel		-	-	-	-	-	\$ -	#DIV/0!
			EXPENSES SUBTOTAL	193,796	276,946	169,238	218,393	218,393	\$ -	0.00%
			DEPARTMENT TOTAL	\$ 243,794	\$ 343,109	\$ 193,414	\$ 257,005	\$ 257,005	\$ -	0.00%

Public Works - Other Storm Emergencies FY18 Operating Budget Request

Department # 425

DEPARTMENT EXPENDITURES	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
Personal Services							
Overtime	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ (3,000)	-100.00%
Subtotal, Personal Services	-	-	-	3,000	-	(3,000)	-100.00%
Expenses	-	-	-	4,000	-	(4,000)	-100.00%
TOTAL	\$ -	\$ -	\$ -	\$ 7,000	\$ -	(7,000)	-100.00%

Public Works - Other Storm Emergencies FY18 Operating Budget Request

DEPT	OBJ	Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
PERSONAL SERVICES										
425	1300	Overtime	Moving to State Emergency Reimbursement Fund for FY18	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ (3,000)	-100.00%
			PERSONAL SERVICES SUBTOTAL	-	-	-	3,000	\$ -	\$ (3,000)	-100.00%
EXPENSES										
425	2200	Benefits	Moving to State Emergency Reimbursement Fund for FY18	-	-	-	44	-	\$ (44)	-100.00%
425	2450	Equipment repairs	Moving to State Emergency Reimbursement Fund for FY18	-	-	-	2,500	-	\$ (2,500)	-100.00%
425	4203	Supplies	Moving to State Emergency Reimbursement Fund for FY18	-	-	-	1,000	-	\$ (1,000)	-100.00%
425	4801	Fuel	Moving to State Emergency Reimbursement Fund for FY18	-	-	-	456	-	\$ (456)	-100.00%
			EXPENSES SUBTOTAL	-	-	-	4,000	-	\$ (4,000)	-100.00%
			DEPARTMENT TOTAL	\$ -	\$ -	\$ -	\$ 7,000	\$ -	\$ (7,000)	-100.00%

Public Works - Cemetery FY18 Operating Budget Request

Department # 491

Department Head: Daniel Kirby, Cemetery Foreman

DEPARTMENT EXPENDITURES	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
Personal Services							
Full Time	\$ 62,440	\$ 66,891	\$ 70,082	\$ 68,561	\$ 71,313	\$ 2,752	4.01%
Subtotal, Personal Services	62,440	66,891	70,082	68,561	71,313	\$ 2,752	4.01%
Expenses	<u>32,417</u>	<u>31,030</u>	<u>6,989</u>	<u>48,267</u>	<u>51,082</u>	<u>\$ 2,815</u>	<u>5.83%</u>
TOTAL	\$ 94,857	\$ 97,921	\$ 77,071	\$ 116,828	\$ 122,395	\$ 5,567	4.77%

PERMANENT STAFFING (FTEs)

Position Titles:

Cemetery Foreman	1.0	1.0	1.0	1.0	1.0
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Total Number of Positions	1.0	1.0	1.0	1.0	1.0
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Public Works - Cemetery FY18 Operating Budget Request

DEPT	OBJ	Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
PERSONAL SERVICES										
491	1110	Salaries	Wages for Park/Cemetery Foreman and 2 Summer Laborers (10 weeks)	\$ 49,516	\$ 53,772	\$ 57,152	\$ 58,561	\$ 61,313	\$ 2,752	4.70%
491	1300	Overtime		\$ 12,924	\$ 13,119	\$ 12,930	\$ 10,000	\$ 10,000	\$ -	0.00%
			PERSONAL SERVICES SUBTOTAL	62,440	66,891	70,082	68,561	71,313	\$ 2,752	4.01%

EXPENSES										
491	2200	Benefits	Town portion - employee health insurance and medicare tax; BRC costs removed	21,936	18,420	6,135	18,767	21,582	\$ 2,815	15.00%
491	2202	Benefits Retirees	Moved to new budget line; not an expense attributable to the department	6,423	6,828	453	-	-	\$ -	#DIV/0!
491	4203	Supplies		975	1,569	400	2,500	2,500	\$ -	0.00%
491	7500	New Equipment and Repairs		3,084	2,103	-	2,000	2,000	\$ -	0.00%
491	7502	Headstone Repairs/landscaping		-	2,110	-	25,000	25,000	\$ -	0.00%
			EXPENSES SUBTOTAL	32,417	31,030	6,989	48,267	51,082	\$ 2,815	5.83%
			DEPARTMENT TOTAL	\$ 94,857	\$ 97,921	\$ 77,071	\$ 116,828	\$ 122,395	\$ 5,567	4.77%

Board of Health FY18 Operating Budget Request

Department # 510

DEPARTMENT EXPENDITURES	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
Personal Services							
Full Time	\$ 13,520	\$ 14,133	\$ 12,776	\$ 14,431	\$ 14,630	\$ 199	1.38%
Subtotal, Personal Services	13,520	14,133	12,776	14,431	14,630	\$ 199	1.38%
Expenses	94,231	100,011	102,547	112,233	114,303	\$ 2,070	1.84%
TOTAL	\$ 107,751	\$ 114,144	\$ 115,323	\$ 126,664	\$ 128,932	\$ 2,268	1.79%

Board of Health FY18 Operating Budget Request

DEPT	OBJ	Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
PERSONAL SERVICES										
510	1204	Inspectors		\$ 4,000	\$ 4,500	\$ 4,000	\$ 4,500	\$ 4,500	\$ -	0.00%
510	1205	Animal Control		\$ 9,520	\$ 9,633	\$ 8,776	\$ 9,931	\$ 10,130	\$ 199	2.00%
			PERSONAL SERVICES SUBTOTAL	13,520	14,133	12,776	14,431	14,630	199	1.38%
EXPENSES										
510	2052	Visiting Nurse		3,825	5,000	1,588	5,000	5,000	\$ -	0.00%
510	2054	Tri Town Health		87,747	92,763	98,520	103,483	105,553	\$ 2,070	2.00%
510	2200	Benefits Retirees		58	-	-	-	-	\$ -	#DIV/0!
510	7300	Health Association Dues		-	-	-	-	-	\$ -	#DIV/0!
510	7804	Recycling		-	-	-	750	750	\$ -	0.00%
510	8600	Hazardous Waste Disposal		2,601	2,248	2,439	3,000	3,000	\$ -	0.00%
			EXPENSES SUBTOTAL	94,231	100,011	102,547	112,233	114,303	\$ 2,070	1.84%
			DEPARTMENT TOTAL	\$ 107,751	\$ 114,144	\$ 115,323	\$ 126,664	\$ 128,932	\$ 2,268	1.79%

Public Works - Wastewater FY18 Operating Budget Request

Department # 604

DEPARTMENT EXPENDITURES	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
Personal Services							
Full Time	\$ 179,772	\$ 189,486	\$ 203,162	\$ 189,105	\$ 207,016	\$ 17,911	9.47%
Subtotal, Personal Services	179,772	189,486	203,162	189,105	207,016	\$ 17,911	9.47%
Expenses	564,666	584,849	565,952	597,442	620,957	\$ 23,515	3.94%
TOTAL	\$ 744,439	\$ 774,335	\$ 769,114	\$ 786,547	\$ 827,973	\$ 41,426	5.27%

PERMANENT STAFFING (FTEs)	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request
Position Titles:					
Superintendent	0.2	0.2	0.2	0.2	0.2
Assistant Superintendent	0.1	0.1	0.1	0.1	0.1
Office Manager	0.3	0.3	0.3	0.3	0.3
Wastewater Foreman	1.0	1.0	1.0	1.0	1.0
Wastewater Operator	1.0	1.0	1.0	1.0	1.0
Equipment Operator	0.1	0.1	0.1	0.1	0.1
Mechanic	0.1	0.1	0.1	0.1	0.1
Laborer	0.1	0.1	0.1	0.1	0.1
Administrative (TM, TA)	0.1	0.1	0.1	0.1	0.1
Total Number of Positions	3.0	3.0	3.0	3.0	3.0

Public Works - Wastewater FY18 Operating Budget Request

DEPT	OBJ	Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
PERSONAL SERVICES										
604	1110	Salaries		\$ 146,093	\$ 159,586	\$ 162,562	\$ 163,022	\$ 178,462	\$ 15,440	9.47%
604	1300	Overtime		\$ 27,312	\$ 23,702	\$ 34,209	\$ 19,563	\$ 21,415	\$ 1,852	9.47%
604	1400	Call Time		\$ 6,367	\$ 6,198	\$ 6,391	\$ 6,520	\$ 7,138	\$ 618	9.49%
			PERSONAL SERVICES SUBTOTAL	179,772	189,486	203,162	189,105	207,016	17,911	9.47%
EXPENSES										
604	2012	Litigation		-	-	-	2,000	-	\$ (2,000)	-100.00%
604	2099	Legal Advertising		-	-	28	300	300	\$ -	0.00%
604	2100	Training/Meetings/Dues		250	1,153	437	2,000	2,000	\$ -	0.00%
604	2111	Electricity	Level fund utilities to FY17	78,873	91,702	119,877	106,478	106,478	\$ -	0.00%
604	2120	Gas Heat	Level fund utilities to FY17	8,200	7,012	4,913	11,071	11,071	\$ -	0.00%
604	2200	Benefits	Town portion - employee health insurance and medicare tax; BRC costs	51,727	51,616	37,332	41,519	47,747	\$ 6,228	15.00%
604	2202	Benefit retirees	Beginning FY16 - Just OPEB Portion	12,741	16,745	8,761	9,574	14,361	\$ 4,787	50.00%
604	2301	Pittsfield Sewer Treatment		209,773	223,292	197,804	250,000	250,000	\$ -	0.00%
604	2405	Repairs		-	-	-	-	-	\$ -	#DIV/0!
604	2407	Contracted Services		6,932	16,488	13,047	7,000	7,000	\$ -	0.00%
604	2409	Sludge Disposal	Assume contract increase of 5% in FY18	67,955	83,181	79,242	80,000	84,000	\$ 4,000	5.00%
604	2413	Computer Maintenance		3,007	3,619	3,198	4,500	4,500	\$ -	0.00%
604	2418	Testing		4,786	5,317	3,590	9,000	6,000	\$ (3,000)	-33.33%
604	2450	Maintenance		35,137	3,582	13,696	10,000	10,000	\$ -	0.00%
604	2500	Water/Sewer Usage		8,974	15,069	34,745	8,000	20,000	\$ 12,000	150.00%

Public Works - Wastewater FY18 Operating Budget Request

DEPT	OBJ	Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
604	3104	Refund		-	-	-	-	-	\$ -	#DIV/0!
604	4105	Chlorine		893	7,849	8,273	5,000	6,000	\$ 1,000	20.00%
604	4200	Supplies		68,905	53,916	36,210	42,000	42,000	\$ -	0.00%
604	4800	Uniforms		2,165	2,880	2,459	3,000	3,500	\$ 500	16.67%
604	4801	Fuel		3,941	1,428	1,344	3,500	3,500	\$ -	0.00%
604	7302	Operators Licenses		140	-	215	500	500	\$ -	0.00%
604	7500	Equipment		266	-	780	2,000	2,000	\$ -	0.00%
			EXPENSES SUBTOTAL	564,666	584,849	565,952	597,442	620,957	\$ 23,515	3.94%
			DEPARTMENT TOTAL	\$ 744,439	\$ 774,335	\$ 769,114	\$ 786,547	\$ 827,973	\$ 41,426	5.27%

Public Works - Water FY18 Operating Budget Request

Department # 614

DEPARTMENT EXPENDITURES	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
Personal Services							
Full Time	\$ 228,157	\$ 239,229	\$ 256,893	\$ 242,843	\$ 262,085	\$ 19,242	7.92%
Subtotal, Personal Services	228,157	239,229	256,893	242,843	262,085	\$ 19,242	7.92%
Expenses	<u>278,147</u>	<u>321,818</u>	<u>297,577</u>	<u>345,287</u>	<u>364,417</u>	<u>\$ 19,130</u>	<u>5.54%</u>
TOTAL	\$ 506,303	\$ 561,047	\$ 554,470	\$ 588,130	\$ 626,502	\$ 38,372	6.52%

PERMANENT STAFFING (FTEs)

Position Titles:

	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request
Superintendent	0.4	0.4	0.4	0.4	0.4
Assistant Superintendent	0.4	0.4	0.4	0.4	0.4
Asst. Superintendent (Water)	0.0	0.0	1.0	0.0	0.0
Office Manager	0.4	0.4	0.4	0.4	0.4
Water Foreman	1.0	1.0	1.0	1.0	1.0
Water Operator	1.0	1.0	1.0	1.0	1.0
Equipment Operator	0.1	0.1	0.1	0.1	0.1
Mechanic	0.35	0.35	0.35	0.35	0.35
Laborer	0.1	0.1	0.1	0.1	0.1
Administrative (TM, TA)	0.1	0.1	0.1	0.1	0.1

Total Number of Positions

3.9 3.9 4.9 3.9 3.9

Public Works - Water FY18 Operating Budget Request

DEPT	OBJ	Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
PERSONAL SERVICES										
614	1110	Salaries		\$ 199,595	\$ 204,659	\$ 228,973	\$ 214,905	\$ 231,934	\$ 17,029	7.92%
614	1300	Overtime		\$ 22,804	\$ 28,432	\$ 21,341	\$ 21,491	\$ 23,193	\$ 1,702	7.92%
614	1400	Call Time		\$ 5,757	\$ 6,138	\$ 6,580	\$ 6,447	\$ 6,958	\$ 511	7.93%
			PERSONAL SERVICES SUBTOTAL	228,157	239,229	256,893	242,843	262,085	19,242	7.92%

EXPENSES										
614	2012	Litigation		-	3,247	-	2,000	-	\$ (2,000)	-100.00%
614	2099	Legal Advertising		-	144	144	300	300	\$ -	0.00%
614	2100	Training/Meetings/Dues		1,443	3,978	4,783	4,000	4,000	\$ -	0.00%
614	2111	Electricity		47,387	46,406	49,248	63,972	63,972	\$ -	0.00%
614	2120	Gas Heat		8,418	3,053	3,343	11,364	11,364	\$ -	0.00%
614	2200	Benefits		77,739	70,435	61,271	72,738	83,649	\$ 10,911	15.00%
614	2202	Benefits Retirees	Beginning FY16 - Just OPEB portion	7,808	13,094	14,308	15,638	23,457	\$ 7,819	50.00%
614	2310	Water Purchased		5,936	7,913	5,771	15,000	15,000	\$ -	0.00%
614	2407	Contracted Services		19,953	33,217	37,633	20,000	20,000	\$ -	0.00%
614	2409	Sludge Disposal		1,987	1,825	-	2,500	2,625	\$ 125	5.00%
614	2413	Computer Maintenance		3,007	3,619	10,198	8,000	8,000	\$ -	0.00%
614	2418	Testing		5,094	5,962	4,471	4,600	6,000	\$ 1,400	30.43%
614	2435	Cross Connections		12,144	11,913	11,979	12,500	12,500	\$ -	0.00%
614	2450	Maintenance		14,437	24,125	22,435	19,550	19,550	\$ -	0.00%
614	4105	Chlorine		4,720	6,604	7,067	8,625	9,000	\$ 375	4.35%

Public Works - Water FY18 Operating Budget Request

DEPT	OBJ	Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
614	4200	Supplies		5,621	2,027	7,667	5,000	5,000	\$ -	0.00%
614	4800	Uniforms		3,331	4,166	4,745	4,800	5,300	\$ 500	10.42%
614	4801	Fuel		4,378	4,474	1,847	5,000	5,000	\$ -	0.00%
614	4810	Stone & Gravel		1,892	1,879	-	2,000	2,000	\$ -	0.00%
614	4812	Meters		9,182	7,274	8,078	8,000	8,000	\$ -	0.00%
614	4813	Water Line Maintenance		32,627	47,155	32,321	25,000	25,000	\$ -	0.00%
614	4816	Chemicals		7,305	11,605	5,441	12,000	12,000	\$ -	0.00%
614	4880	Diesel		-	-	-	-	-	\$ -	#DIV/0!
614	6000	DEP SDWA Assessment		2,049	2,203	1,942	2,200	2,200	\$ -	0.00%
614	7100	Travel		-	-	150	250	250	\$ -	0.00%
614	7302	Operators Licenses		398	-	276	750	750	\$ -	0.00%
614	7500	Equipment		1,290	-	2,459	3,000	3,000	\$ -	0.00%
614	7503	Reserve		-	-	-	1,000	1,000	\$ -	0.00%
614	7601	Dam Inspections		-	5,500	-	5,500	5,500	\$ -	0.00%
614	NEW	Forest Management Plan		-	-	-	10,000	10,000	\$ -	0.00%
			EXPENSES SUBTOTAL	278,147	321,818	297,577	345,287	364,417	\$ 19,130	5.54%
			DEPARTMENT TOTAL	\$ 506,303	\$ 561,047	\$ 554,470	\$ 588,130	\$ 626,502	\$ 38,372	6.52%

Lenox Library Association FY18 Operating Budget Request

Department # 620

DEPARTMENT EXPENDITURES	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
Personal Services							
Full Time	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Subtotal, Personal Services	-	-	-	-	-	\$ -	#DIV/0!
Expenses	<u>248,340</u>	<u>253,317</u>	<u>258,383</u>	<u>263,551</u>	<u>268,822</u>	<u>\$ 5,271</u>	<u>2.00%</u>
TOTAL	\$ 248,340	\$ 253,317	\$ 258,383	\$ 263,551	\$ 268,822	\$ 5,271	2.00%

Lenox Library Association FY18 Operating Budget Request

DEPT	OBJ	Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
EXPENSES										
620	2011	Lenox Library Association		248,340	253,317	258,383	263,551	268,822	\$ 5,271	2.00%
			EXPENSES SUBTOTAL	248,340	253,317	258,383	263,551	268,822	\$ 5,271	2.00%
			DEPARTMENT TOTAL	\$ 248,340	\$ 253,317	\$ 258,383	\$ 263,551	\$ 268,822	\$ 5,271	2.00%

Lenox Community Center FY18 Operating Budget Request

Department # 650

Department Head: Kim Graham, Director

DEPARTMENT EXPENDITURES	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
Personal Services							
Full Time	\$ 190,751	\$ 190,507	\$ 204,585	\$ 218,619	\$ 227,640	\$ 9,021	4.13%
Subtotal, Personal Services	190,751	190,507	204,585	218,619	227,640	\$ 9,021	4.13%
Expenses	<u>118,772</u>	<u>121,949</u>	<u>105,757</u>	<u>125,321</u>	<u>138,054</u>	<u>\$ 12,733</u>	<u>10.16%</u>
TOTAL	\$ 309,523	\$ 312,456	\$ 310,342	\$ 343,940	\$ 365,694	\$ 21,754	6.32%

PERMANENT STAFFING (FTEs)

Position Titles:

Director	1.0	1.0	1.0	1.0	1.0
Senior Services Coordinator	0.7	0.7	0.7	0.7	0.7
Youth Service Coordinator	1.0	1.0	1.0	1.0	1.0
Custodian	1.0	1.0	1.0	1.0	1.0
Van Driver	0.7	0.7	0.7	0.7	0.7

Total Number of Positions

4.3	4.3	4.3	4.4	4.4	4.4
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Lenox Community Center FY18 Operating Budget Request

DEPT	OBJ	Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
PERSONAL SERVICES										
650	1110	Salaries		\$ 159,167	\$ 161,798	\$ 166,528	\$ 163,678	\$ 168,199	\$ 4,521	2.76%
650	1250	Seasonal Salaries	Minimum wage increase (\$4,500)	\$ 31,584	\$ 28,709	\$ 38,057	\$ 54,941	\$ 59,441	\$ 4,500	8.19%
			PERSONAL SERVICES SUBTOTAL	190,751	190,507	204,585	218,619	227,640	\$ 9,021	4.13%
EXPENSES										
650	2099	Legal Advertising		150	55	-	100	200	\$ 100	100.00%
650	2100	Training	MCOA Dues	-	-	-	280	300	\$ 20	7.14%
650	2110	Heat		14,563	15,529	10,877	16,960	16,960	\$ -	0.00%
650	2111	Electricity		6,153	6,896	7,084	8,307	8,307	\$ -	0.00%
650	2200	Benefits	15% increase	44,836	51,002	29,459	36,404	41,865	\$ 5,461	15.00%
650	2407	Contracted Services	Communications, TWC, Elevator, Inspections	18,470	13,542	19,790	15,400	15,400	\$ -	0.00%
650	2408	Minor Repairs		3,356	4,369	4,515	3,400	3,400	\$ -	0.00%
650	2450	Maintenance		2,209	4,888	2,638	3,000	3,000	\$ -	0.00%
650	2500	Water/Sewer Usage	FY16 anomaly due to pipe burst	4,501	1,568	7,195	4,500	4,887	\$ 387	8.60%
650	2900	Rubbish Removal		1,877	2,236	2,524	2,200	2,300	\$ 100	4.55%
650	4304	Program Supplies		9,479	8,806	9,878	9,500	9,500	\$ -	0.00%
650	4401	Custodial Supplies	Increase in supply cost/paper goods	3,864	4,981	5,079	4,500	4,500	\$ -	0.00%
650	4801	Fuel	LCC Maintenance now uses Town truck	7845	6,075	5,161	6,100	7,200	\$ 1,100	18.03%
650	7100	Travel	LCC Maintenance now uses Town truck	1,469	2,002	1,558	2,000	900	\$ (1,100)	-55.00%
650	NEW	Field Maintenance	Care and Maintenance of ballfields	-	-	-	12,670	19,335	\$ 6,665	52.60%
			EXPENSES SUBTOTAL	118,772	121,949	105,757	125,321	138,054	\$ 12,733	10.16%
			DEPARTMENT TOTAL	\$ 309,523	\$ 312,456	\$ 310,342	\$ 343,940	\$ 365,694	\$ 21,754	6.32%

Academy Building FY18 Operating Budget Request

Department # 690

DEPARTMENT EXPENDITURES	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
Personal Services							
Full Time	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Subtotal, Personal Services	-	-	-	-	-	\$ -	#DIV/0!
Expenses	<u>4,613</u>	<u>6,437</u>	<u>4,653</u>	<u>7,824</u>	<u>7,824</u>	<u>\$ -</u>	<u>0.00%</u>
TOTAL	\$ 4,613	\$ 6,437	\$ 4,653	\$ 7,824	\$ 7,824	\$ -	0.00%

Academy Building FY18 Operating Budget Request

DEPT	OBJ	Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
<u>EXPENSES</u>										
690	2110	Gas		2,321	2,174	2,065	3,481	3,481	\$ -	0.00%
690	2111	Electricity		912	1,389	1,134	1,368	1,368	\$ -	0.00%
690	2450	Repairs		855	2,286	712	1,800	1,800	\$ -	0.00%
690	2970	Building Security		502	480	480	1,000	1,000	\$ -	0.00%
690	4203	Supplies		22	108	262	175	175	\$ -	0.00%
			EXPENSES SUBTOTAL	4,613	6,437	4,653	7,824	7,824	\$ -	0.00%
			DEPARTMENT TOTAL	\$ 4,613	\$ 6,437	\$ 4,653	\$ 7,824	\$ 7,824	\$ -	0.00%

Historical Commission FY18 Operating Budget Request

Department # 691

DEPARTMENT EXPENDITURES	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
Personal Services							
Full Time	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Subtotal, Personal Services	-	-	-	-	-	\$ -	#DIV/0!
Expenses	387	530	785	10,950	10,950	\$ -	0.00%
TOTAL	\$ 387	\$ 530	\$ 785	\$ 10,950	\$ 10,950	\$ -	0.00%

Historical Commission FY18 Operating Budget Request

DEPT	OBJ	Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
EXPENSES										
691	4200	Office/photo/framing supplies		387	430	-	500	500	\$ -	0.00%
691	7300	Dues		-	100	-	100	100	\$ -	0.00%
691	NEW	Website Development	Support for the Lenox History website, server, hosting and consulting	-	-	200	850	850	\$ -	0.00%
691	NEW	Educational Sign	Signage for Church on the Hill cemetery	-	-	585	1,000	1,000	\$ -	0.00%
691	NEW	Historical Property	Formal identification of historic properties through Form B inventory	-	-	-	8,500	8,500	\$ -	0.00%
			EXPENSES SUBTOTAL	387	530	785	10,950	10,950	\$ -	0.00%
			DEPARTMENT TOTAL	\$ 387	\$ 530	\$ 785	\$ 10,950	\$ 10,950	\$ -	0.00%

Celebrations FY18 Operating Budget Request

Department # 692

DEPARTMENT EXPENDITURES	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
Personal Services							
Full Time	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Subtotal, Personal Services	-	-	-	-	-	\$ -	#DIV/0!
Expenses	<u>1,305</u>	<u>1,432</u>	<u>2,002</u>	<u>2,200</u>	<u>2,200</u>	<u>\$ -</u>	<u>0.00%</u>
TOTAL	<u><u>\$ 1,305</u></u>	<u><u>\$ 1,432</u></u>	<u><u>\$ 2,002</u></u>	<u><u>\$ 2,200</u></u>	<u><u>\$ 2,200</u></u>	<u><u>\$ -</u></u>	<u><u>0.00%</u></u>

Celebrations FY18 Operating Budget Request

DEPT	OBJ	Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
EXPENSES										
692	4200	Memorial Day		1,106	1,083	1,518	1,700	1,700	\$ -	0.00%
692	7300	Staff Appreciation Events		199	349	485	500	500	\$ -	0.00%
			EXPENSES SUBTOTAL	1,305	1,432	2,002	2,200	2,200	\$ -	0.00%
			DEPARTMENT TOTAL	\$ 1,305	\$ 1,432	\$ 2,002	\$ 2,200	\$ 2,200	\$ -	0.00%

Town Debt and Interest (General Fund) FY18 Operating Budget Request

Department # 710

Department Head: Paula Downer, Town Treasurer

DEPARTMENT EXPENDITURES

Personal Services

Full Time

Subtotal, Personal Services

Expenses

	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
\$	-	\$	-	\$	-	\$	-
	-	-	-	-	-	\$	-
	1,746,963	1,285,612	901,127	863,043	304,000	\$ (559,043)	-64.78%
TOTAL	\$ 1,746,963	\$ 1,285,612	\$ 901,127	\$ 863,043	\$ 304,000	\$ (559,043)	-64.78%

Town Debt and Interest (General Fund) FY18 Operating Budget Request

DEPT	OBJ	Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
EXPENSES										
710	9000	Long Term Debt		1,580,000	1,170,000	825,000	815,000	280,000	\$ (535,000)	-65.64%
710	9200	Interest on Debt		166,963	115,612	70,758	38,043	21,000	\$ (17,043)	-44.80%
710	9250	Short Term Interest		-	-	5,369	10,000	-	\$ (10,000)	-100.00%
710	NEW	Issuance/Reporting		-	-	-	-	3,000	\$ 3,000	#DIV/0!
		EXPENSES SUBTOTAL		1,746,963	1,285,612	901,127	863,043	304,000	\$ (559,043)	-64.78%
		DEPARTMENT TOTAL		\$ 1,746,963	\$ 1,285,612	\$ 901,127	\$ 863,043	\$ 304,000	\$ (559,043)	-64.78%

Audit, Reserve, Other Non-Departmental FY18 Operating Budget Request

Department # 901

Department Head: Christopher J. Ketchen, Town Manager

DEPARTMENT EXPENDITURES	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
Personal Services							
Full Time	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Subtotal, Personal Services	-	-	-	-	-	\$ -	#DIV/0!
Expenses	<u>58,163</u>	<u>90,188</u>	<u>476,954</u>	<u>536,845</u>	<u>592,657</u>	<u>\$ 55,812</u>	<u>10.40%</u>
TOTAL	\$ 58,163	\$ 90,188	\$ 476,954	\$ 536,845	\$ 592,657	\$ 55,812	10.40%

Audit, Reserve, Other Non-Departmental FY18 Operating Budget Request

DEPT	OBJ	Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
EXPENSES										
901	2012	Town Counsel/Litigation		31,663	64,297	42,936	50,000	50,000	\$ -	0.00%
901	2023	Audit		26,000	23,000	23,000	26,000	26,000	\$ -	0.00%
901	6900	Reserve Account		-	2,891	-	50,000	50,000	\$ -	0.00%
901	8076	Group Purchasing Services		500	-	-	600	600	\$ -	0.00%
901	NEW	Berkshire County Retirement	Budgeted centrally in FY16. BCR Assessment minus Enterprise Funds	-	-	411,018	410,245	466,057	\$ 55,812	13.60%
			EXPENSES SUBTOTAL	58,163	90,188	476,954	536,845	592,657	\$ 55,812	10.40%
			DEPARTMENT TOTAL	\$ 58,163	\$ 90,188	\$ 476,954	\$ 536,845	\$ 592,657	\$ 55,812	10.40%

Insurance and Bonds FY18 Operating Budget Request

Department # 919

Department Head: Christopher J. Ketchen, Town Manager

DEPARTMENT EXPENDITURES	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
Personal Services							
Full Time	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Subtotal, Personal Services	-	-	-	-	-	\$ -	#DIV/0!
Expenses	796,649	714,223	883,680	989,851	1,039,335	\$ 49,484	5.00%
TOTAL	\$ 796,649	\$ 714,223	\$ 883,680	\$ 989,851	\$ 1,039,335	\$ 49,484	5.00%

Insurance and Bonds FY18 Operating Budget Request

DEPT	OBJ	Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
EXPENSES										
919	7400	Worker's Compensation		\$ 44,811	\$ 48,497	\$ 52,061	\$ 56,000	\$ 61,000	\$ 5,000	8.93%
919	7460	Multi-Peril Package	FY15 trends indicate dividends and discounts becoming less generous	\$ 134,833	\$ 139,438	\$ 142,011	\$ 151,500	\$ 165,000	\$ 13,500	8.91%
919	7470	Bonds for staff		\$ 1,291	\$ 1,291	\$ 1,670	\$ 1,400	\$ 1,400	\$ -	0.00%
919	7490	Unemployment Compensation	Anticipate potential disciplinary issues leading to termination	\$ -	\$ 773	\$ -	\$ 2,500	\$ 2,500	\$ -	0.00%
919	7495	Health Insurance Contingency		\$ 3,581	\$ 24,711	\$ 34,625	\$ 30,000	\$ 30,000	\$ -	0.00%
919	7491	Retiree Buy Back Account	Moved to Compensation Reserve Budget	\$ 7,133	\$ 3,771	\$ -	\$ -	\$ -	\$ -	#DIV/0!
919	7496	Deductible on Insurance Claims		\$ 5,000	\$ (4,258)	\$ 275	\$ 2,000	\$ 2,000	\$ -	0.00%
919	7498	OPEB Trust	Proposed FY18 Appropriation to OPEB Trust = \$575,000 less \$35,106 from EFs	\$ 600,000	\$ 500,000	\$ 494,031	\$ 539,894	\$ 539,894	\$ -	0.00%
919	5636	Retiree Health Insurance	Budgeted centrally in FY16. Prior years budgeted by departments	\$ -	\$ -	\$ 159,007	\$ 206,557	\$ 237,541	\$ 30,984	15.00%
			EXPENSES SUBTOTAL	\$ 796,649	\$ 714,223	\$ 883,680	\$ 989,851	\$ 1,039,335	\$ 49,484	5.00%
			DEPARTMENT TOTAL	\$ 796,649	\$ 714,223	\$ 883,680	\$ 989,851	\$ 1,039,335	\$ 49,484	5.00%

Veterans Services FY18 Operating Budget Request

Department # 543

DEPARTMENT EXPENDITURES	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
Personal Services							
Full Time	\$ 4,110	\$ 2,940	\$ 5,460	\$ 5,040	\$ 5,040	\$ -	0.00%
Subtotal, Personal Services	4,110	2,940	5,460	5,040	5,040	\$ -	0.00%
Expenses	<u>48,447</u>	<u>44,898</u>	<u>43,282</u>	<u>65,073</u>	<u>65,073</u>	<u>\$ 0</u>	<u>0.00%</u>
TOTAL	\$ 52,557	\$ 47,838	\$ 48,742	\$ 70,113	\$ 70,113	\$ 0	0.00%

Veterans Services FY18 Operating Budget Request

DEPT	OBJ	Account Title	Explanation	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Budget	FY17 Request	\$ Variance FY16-17	% Variance FY16-17
PERSONAL SERVICES										
543	1110	Salaries	3.5 hrs/week for 48 weeks at \$30/hr	\$ 4,110	\$ 2,940	\$ 5,460	\$ 5,040	\$ 5,040	\$ -	0.00%
			PERSONAL SERVICES SUBTOTAL	4,110	2,940	5,460	5,040	5,040	-	0.00%
EXPENSES										
543	2200	Benefits		13	26	59	73	73	\$ 0	0.11%
543	7700	Veterans Benefits		48,434	44,872	43,223	65,000	65,000	\$ -	0.00%
			EXPENSES SUBTOTAL	48,447	44,898	43,282	65,073	65,073	\$ 0	0.00%
			DEPARTMENT TOTAL	\$ 52,557	\$ 47,838	\$ 48,742	\$ 70,113	\$ 70,113	\$ 0	0.00%

SECTION C:
CAPITAL BUDGET

TOWN OF LENOX

FY2018 CAPITAL BUDGET REQUEST

AND

FY2018-2022 CAPITAL IMPROVEMENT PROGRAM

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		Sewer (Wastewater)
		Water

Town of Lenox
Fiscal Years 2018 - 2022
Departmental Capital Budget Request Summary

Requesting Department(s)	Project Description	Recommended Funding Source (Town Manager)	FY2018	FY2019	FY2020	FY2021	FY2022	5 Year Total
Buildings	Central Roof	General Fund Cash	200,000					200,000
Buildings	Town Hall - Lower Retaining Wall (PD)	General Fund Cash		250,000				250,000
Buildings	Town Hall Auditorium Floor	General Fund Cash			60,000			60,000
Buildings	Town Hall 1st Floor carpets/floors	General Fund Cash				30,000		30,000
Buildings	Town Hall 1st Floor Painting	General Fund Cash					20,000	20,000
Buildings	Contingency (Library/Center School)	General Fund Cash	100,000					100,000
Town Clerk	Records Law Implementation (retention)	General Fund Cash	25,000					25,000
Town Clerk	Replace Voting Machines	General Fund Cash		8,000				8,000
Land Use	Kennedy Park Kiwi	General Fund Cash	35,000	5,000	5,000	5,000	5,000	55,000
Land Use	Community-wide Historic Preservation Plan	General Fund Cash	12,500					12,500
Land Use	Town Hall Auditorium Improvements	General Fund Cash	30,000					30,000
Land Use	West Dugway Road Dog Park	General Fund Cash	50,000					50,000
Academy	General Building Repairs	General Fund Cash			50,000			50,000
Police	Server Upgrade	General Fund Cash	20,000					20,000
Police	Unmarked Administrative Sedan	General Fund Cash		30,000				30,000
Police	Replacement of fleet radios	General Fund Cash				25,000		25,000
Police/Fire	Public Safety Complex	Bond (GF)			3,000,000	21,000,000		24,000,000
Fire	Equipment Replacement	General Fund Cash	20,000	20,000	20,000	20,000	20,000	100,000
Fire	Replace Major Apparatus	Stabilization	500,000				700,000	1,200,000
Ambulance	Replace Ambulance	General Fund Cash	165,000					165,000
Community Ctr	New Roof	General Fund Cash		300,000				300,000
Community Ctr	Heating System Replacement	General Fund Cash	550,000					550,000
Community Ctr	Furniture, Fixtures and Equipment (FFE)	General Fund Cash	13,500					13,500
Community Ctr	Replace hardwood Floors Downstairs & HW room	General Fund Cash		33,740				33,740
Community Ctr	Replace hardwood floors in Gameroom	General Fund Cash			36,400			36,400
Community Ctr	Replace Hardwood floors in Ballroom	General Fund Cash				28,000		28,000
School	Departmental GF Contribution	General Fund Cash	370,200	150,000	370,200	370,200	370,200	1,630,800
School	Roof Repairs/Replacements	General Fund Cash		1,000,000	1,000,000			2,000,000
DPW - Highway	Paving Plan	GF Cash/Chapter 90	290,000	540,000	600,000	1,000,000	1,000,000	3,430,000
DPW - Highway	Replace International Truck/Plow	General Fund Cash		190,000	190,000		190,000	570,000
DPW - Highway	Replace Ford Pick-up Truck (w/plow capability)	General Fund Cash	80,000		40,000		40,000	160,000
DPW - Highway	Replace JD Backhoe	General Fund Cash	150,000					150,000
DPW - Highway	Mower	General Fund Cash	10,000					10,000
DPW - Highway	Replace JD Loader	General Fund Cash			150,000			150,000
DPW - Highway	Sewer Washer (Joint Purchase with Town of Lee)	General Fund Cash				200,000		200,000
Sewer	Walker Street Sewer Main (TIP Non-participating)	Bond (SEF)	614,562					614,562
Sewer	II/I Mitigation	Sewer Enterprise Cash	70,000	70,000	70,000	70,000	70,000	350,000
Sewer	Crystal Street Electrical and Building	Bond (SEF)		500,000	3,000,000			3,500,000
Sewer	CSTP Upgrade	Bond (SEF)				1,500,000	35,000,000	36,500,000
Sewer	Reline Sewer Main Housatonic St - CSTP	Sewer Enterprise Cash				500,000		500,000
Water	Water Line on Lee Road	Water Enterprise Cash	1,000,000					1,000,000
Water	Walker Street Water Main (TIP Non-participating)	Bond (WEF)	437,388					437,388
Water	Replace Water Utility Truck	Water Enterprise Cash		130,000				130,000
Water	New Main - Reservoir to Cliffwood	Bond (WEF)		250,000	4,000,000			4,250,000
Water	New Treatment Plant (FY2022)	Bond (WEF)					1,000,000	1,000,000
Total Capital Requests			4,743,150	3,476,740	12,591,600	24,748,200	38,415,200	83,974,890

Funding Sources	FY2018	FY2019	FY2020	FY2021	FY2022	5 Year Total
General Fund Cash	1,831,200	1,836,740	1,831,600	1,388,200	1,355,200	8,242,940
Sewer Enterprise Cash	70,000	70,000	70,000	570,000	70,000	850,000
Water Enterprise Cash	1,000,000	130,000	-	-	-	1,130,000
CPA Cash						-
Stabilization	500,000	-	-	-	700,000	1,200,000
MSBA Grant	-	400,000	400,000	-	-	800,000
Chapter 90	290,000	290,000	290,000	290,000	290,000	1,450,000
Bond (GF)	-	-	3,000,000	21,000,000	-	24,000,000
Bond (SEF)	614,562	500,000	3,000,000	1,500,000	35,000,000	40,614,562
Bond (WEF)	437,388	250,000	4,000,000	-	1,000,000	5,687,388
	4,743,150	3,476,740	12,591,600	24,748,200	38,415,200	83,974,890

Town of Lenox
Fiscal Years 2018 - 2022
Capital Budget Request

Department	Town Buildings	Project Title	Central Roof
Date	1.25.17	Project Cost	\$ 200,000

FY2018 Priority # 1 out of 2 Requests

Project Type: Non-Recurring

The Central Fire Station roof is in the process of being designed and bid in advance of Town Meeting. The roof is metal and has begun to leak. The Town has hired edm from Pittsfield to design the new roof system

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)
 [INSERT FUNDING SOURCE HERE]

Impact on Annual Operating Budget
 [DESCRIBE IMPACT ON ANNUAL BUDGET (IF ANY) HERE]

Category	Total Amount Requested					5 Year Total
	FY2018	FY2019	FY2020	FY2021	FY2022	
Building and Improvements	200,000					200,000
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology						-
Other						-
TOTAL	200,000	-	-	-	-	200,000

Town of Lenox
Fiscal Years 2018 - 2022
Capital Budget Request

Department	Town Buildings	Project Title	Contingency - Ctr School/LXLB
Date	1.25.17	Project Cost	\$ 100,000
FY2018 Priority # <u>2</u> out of <u>2</u> Requests			
Project Type: Non-Recurring			

The Center School and the Lenox Library buildings are both Town-owned buildings rented and operated by non-profit institutions. This appropriation request would provide funding for repairs for both facilities in order to properly maintain these assets and meet our lease obligations.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)
 General Fund Cash

Impact on Annual Operating Budget
 [DESCRIBE IMPACT ON ANNUAL BUDGET (IF ANY) HERE]

Category	Total Amount Requested					5 Year Total
	FY2018	FY2019	FY2020	FY2021	FY2022	
Building and Improvements	100,000					100,000
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology						-
Other						-
TOTAL	100,000	-	-	-	-	100,000

Town of Lenox
Fiscal Years 2018 - 2022
Capital Budget Request

Department	Town Clerk	Project Title	Public Records Law Implementation
Date	01.25.17	Project Cost	25,000

FY2018 Priority # 1 out of 1 Requests

Project Type: Non-Recurring

Technology needs to implement the new Public Records Law and Archival Work. A private firm has been hired to assist us with Record Retention/Removal/Storage etc.

Funding Source:
General Fund Cash

Impact on Annual Operating Budget:
None

Category	Total Amount Requested					5 Year Total
	FY2018	FY2019	FY2020	FY2021	FY2022	
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology	25,000					25,000
Other						-
						-
TOTAL	25,000	-	-	-	-	25,000

Town of Lenox
Fiscal Years 2018 - 2022
Capital Budget Request

Department	Land Use	Project Title	Hardy Kiwi Management
Date	11/14/2016	Project Cost	\$55,000

FY2018 Priority 1 out of 3 requests

Project Type: Recurring

The Town seeks funds to continue removing hardy kiwi from Kenney Park and Pleasan Valley Sanctuary. Follow up funds in subsequent years will allow for monitoring and selective treatment for recurring kiwi growth as necessary or matching funds for state or local grant funding opportunities. The Town is seeking a NHESP grant award which must be spent by June 31, 2017. If this grant award is received, the \$33,500 capital request may be reduced or not used, depending on how much NHESP awards the town. The figure of \$35,000 is supported by the attached quote from Native Habitat Restoration of \$33,500 for the remaining 76 acres of kiwi to treat.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)
 Grants, general fund-cash, CPA

Impact on Annual Operating Budget
 None

Category	Total Amount Requested					5 Year Total
	FY2018	FY2019	FY2020	FY2021	FY2022	
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology						-
Other	35,000	5,000	5,000	5,000	5,000	55,000
						-
TOTAL	35,000	5,000	5,000	5,000	5,000	55,000

Town of Lenox
Fiscal Years 2018 - 2022
Capital Budget Request

Department	Land Use	Project Title	Community Wide Historic Preservation Plan
Date		Project Cost	\$20,000

FY2018 Priority 2 out of 3

Project Type: Non-Recurring

The purpose of a Historic Preservation Plan is to guide the Town, specifically the Land Use Department, Board of Selectmen, Community Preservation Committee and Historical Commission, toward actions supportive of Historic Preservation in the next two to ten years. The plan will be conducted by an objective, third-party consultant with expertise in historic preservation planning and implementation, and will evaluate historic landscapes, sites, buildings and structures in town and guide a prioritization process to enable the Town to make informed funding and policy decisions regarding historic preservation. Which historic buildings are in most need of stabilization? Which have already been so converted through adaptive reuse and code compliance that we are not longer preserving but celebrating the site's history? If the Town were to adopt a demolition delay bylaw, which criteria would we use to select properties? How do we define historically significant? A Historic Preservation Plan will guide the Town to these answers and promote informed, effective decision making and policy development. The Land Use Director has submitted a Letter of Intent to the Mass Historical Commission requesting \$12,500 in matching funds to procure a consultant to develop this plan. The Land Use Director will oversee the funds and planning process.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)
 \$12,500 from Capital
 \$12,500 from State

Impact on Annual Operating Budget
 None

Category	Total Amount Requested					5 Year Total
	FY2018	FY2019	FY2020	FY2021	FY2022	
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology						-
Other	12,500					12,500
						-
TOTAL	12,500	-	-	-	-	12,500

Town of Lenox
Fiscal Years 2018 - 2022
Capital Budget Request

Department	Land Use	Project Title	Town Hall Auditorium Improvements
Date	11/14/2016	Project Cost	\$30,000
FY2018 Priority 3 out of 3 requests			
Project Type: Non-Recurring			

The Town Hall auditorium is in need of investment. Its sound quality is very poor though it is a beautiful space for public meetings, hearings and performances. An improved sound system will greatly enhance the ability of officials and the public to hear and comprehend important decision making deliberations, and even boost the attractiveness of the auditorium as a venue for theatrical and musical performances. This request will fund the replacement of dated audio equipment with an improved sound mixer and portable speakers. This request will also fund acoustic paneling. This paneling will mitigate the root cause of audio issues in the auditorium: the size of the room and the floor materials.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)
General Fund-Cash

Impact on Annual Operating Budget
None

Category	Total Amount Requested					5 Year Total
	FY2018	FY2019	FY2020	FY2021	FY2022	
Building and Improvements	30,000					30,000
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology						-
Other						-
TOTAL	30,000	-	-	-	-	30,000

**Town of Lenox
Fiscal Years 2018 - 2022
Capital Budget Request**

Department	Land Use	Project Title	West Dugway Road Dog Park
Date	1/25/2017	Project Cost	\$50,000.00

FY2018 Priority # 4 out of 4 Requests

Project Type: Non-Recurring

In conjunction with the Kennedy Park Committee, the Land Use Department is exploring opportunity to build a 2-acre dog park on land in Kennedy Park along West Dugway Road. Conceptual plans have been completed by Foresight. The 2-acre dog park would contain some cleared area, and retain a wooded area for dogs and owners. The area will be fenced. The existing parking area will be expanded to allow for anticipated, increased use due to the dog park attraction. Dog parks allow residents of all ages to access a social space for themselves and their dogs, and can be an important consideration when visitors plan their trips: can they bring their dog? If so, where will their dog be able to get outside, off-leash? Ultimately, the park will be managed by a committee such as "Friends of the Lenox Dog Park", and DPW will assist w/ the maintenance and clean-up as necessary. Owners will be responsible for the clean up of excrement and ensuring their dogs are behaved and lend to a clean safe, social environment for all.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)
General Fund Cash

Impact on Annual Operating Budget
TBD

Category	Total Amount Requested					5 Year Total
	FY2018	FY2019	FY2020	FY2021	FY2022	
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology						-
Other	50,000					50,000
						-
TOTAL	50,000	-	-	-	-	50,000

Town of Lenox
Fiscal Years 2018 - 2022
Capital Budget Request

Department	Police	Project Title	Replacement server
Date	11/3/2016	Project Cost	\$20,000
FY2018 Priority #1 out of <u>1</u> Requests			
Project Type: Non-Recurring			

The existing server is running at a slower speed than normal, but is manageable at this point. It is currently 12 years old and is in need a replacement to keep up with the upgrades that have come with our record management system.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)
 General fund

Impact on Annual Operating Budget
 None

Category	Total Amount Requested					5 Year Total
	FY2018	FY2019	FY2020	FY2021	FY2022	
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology	20,000					20,000
Other						-
						-
TOTAL	20,000	-	-	-	-	20,000

Town of Lenox
Fiscal Years 2018 - 2022
Capital Budget Request

Department	Fire	Project Title	Fire Truck Replacement	
Date	11/9/2016	Project Cost	\$175,000	
FY2018 Priority # <u>1</u> out of <u>2</u> Requests				
Project Type: Recurring				

This is the annual appropriation into the Fire Truck replacement account. The Ladder truck is the next apparatus scheduled to be replaced in FY2024 at approximately 1.5 million. The replacement plan is 8 years to replace the Ladder Truck and then every five years to replace an Engine. The Ladder truck will be 29 years old at the time of it's retirement and will not meet NFPA standards for safety and operations. The NFPA recommends moving fire apparatus to a reserve status after 20 years of front line service.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)

Fire Engine Stabilization Fund/Old Fire Engine Capital

Impact on Annual Operating Budget

[DESCRIBE IMPACT ON ANNUAL BUDGET (IF ANY) HERE]

Category	Total Amount Requested					5 Year Total
	FY2018	FY2019	FY2020	FY2021	FY2022	
Building and Improvements						-
Vehicle(s)	685,000	175,000	175,000	175,000	175,000	1,385,000
Equipment						-
Infrastructure						-
Information technology						-
Other						-
TOTAL	685,000	175,000	175,000	175,000	175,000	1,385,000

**Town of Lenox
Fiscal Years 2018 - 2022
Capital Budget Request**

Department	Fire	Project Title	Equipment Replacement
Date	11/9/2016	Project Cost	\$ 20,000

FY2018 Priority # 2 out of 2 Requests

Project Type: Recurring

Annual replacement of wornout, noncompliant, unsafe and outdated fire equipment. This equipment list includes Firefighter turnout coats, pants, boots, helmets, hose, nozzles and any other equipment identified as being unsafe and in the need of replacement. Firefighter turnout is only certified for 5 years and then must be replaced to be compliant. We have been replacing 5 to 8 sets of turnout per year to insure meeting this requirement. Lenox's Firefighters are one of its most important assets of the town and the need to provide them with certified safety equipment allows them to protect our community.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)
[INSERT FUNDING SOURCE HERE]

Impact on Annual Operating Budget
[DESCRIBE IMPACT ON ANNUAL BUDGET (IF ANY) HERE]

Category	Total Amount Requested					5 Year Total
	FY2018	FY2019	FY2020	FY2021	FY2022	
Building and Improvements						-
Vehicle(s)						-
Equipment	20,000	20,000	20,000	20,000	20,000	100,000
Infrastructure						-
Information technology						-
Other						-
TOTAL	20,000	20,000	20,000	20,000	20,000	100,000

Town of Lenox
Fiscal Years 2018 - 2022
Capital Budget Request

Department	Ambulance	Project Title	Ambulance Replacement	
Date	11/14/2016	Project Cost	\$165,000	
FY2018 Priority # <u>1</u> out of <u>1</u> Requests				
Project Type: Recurring				

Replacement of a 2010 Ambulance Box and 2012 Ambulance chassis with 82,000 miles on it. Ambulance is replaced, typically, every 5 years. We have been able to get additional life out of the current ambulance due to a prior chassis replacement from a MVA.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)
General fund capital expense

Impact on Annual Operating Budget
[DESCRIBE IMPACT ON ANNUAL BUDGET (IF ANY) HERE]

Category	Total Amount Requested					5 Year Total
	FY2018	FY2019	FY2020	FY2021	FY2022	
Building and Improvements						-
Vehicle(s)	165,000					165,000
Equipment						-
Infrastructure						-
Information technology						-
Other						-
TOTAL	165,000	-	-	-	-	165,000

**Town of Lenox
Fiscal Years 2018 - 2022
Capital Budget Request**

Department	LCC	Project Title	Heating System	
Date	12/1/2016	Project Cost	\$ 550,000	

FY2018 Priority # 1 out of 2 Requests

Project Type: Non-Recurring

Late last winter, the boiler at the Community Center suffered a catastrophic failure. While investigating short-term and permanent solutions, the Permanent Building Committee determined that the boiler replacement served as an opportunity to upgrade the entire heating system - currently steam - to a forced hot water system. BLW Engineers was hired through a competitive RFQ process to design the system. The project is currently out to bid and the PBC is expecting to seek appropriation from Town Meeting with bids-in-hand.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)
General Fund Cash

Impact on Annual Operating Budget
None

Category	Total Amount Requested					5 Year Total
	FY2018	FY2019	FY2020	FY2021	FY2022	
Building and Improvements	550,000					550,000
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology						-
Other						-
TOTAL	550,000	-	-	-	-	550,000

Town of Lenox
Fiscal Years 2018 - 2022
Capital Budget Request

Department	LCC	Project Title	Fixtures, Furniture and Equipment (FF&E)
Date	12/1/2016	Project Cost	\$ 13,500
FY2018 Priority # <u>2</u> out of <u>2</u> Requests			
Project Type: Non-Recurring			

Replace tables, chairs and Game Room furniture. Upgrades include furniture needed to meet fire code.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)
General Fund Cash

Impact on Annual Operating Budget
None

Category	Total Amount Requested					5 Year Total
	FY2018	FY2019	FY2020	FY2021	FY2022	
Building and Improvements						-
Vehicle(s)						-
Equipment	13,500					13,500
Infrastructure						-
Information technology						-
Other						-
TOTAL	13,500	-	-	-	-	13,500

Town of Lenox
Fiscal Years 2018 - 2022
Capital Budget Request

Department	Highway	Project Title	Replace JD Backhoe
Date	1.25.17	Project Cost	\$ 150,000

FY2018 Priority # 1 out of 4 Requests

Project Type: Recurring

This machine reached the 5,000 hour threshold earlier than expected. Originally, this backhoe was proposed for replacement in FY2019. However, due to frequent maintenance and the critical nature of the work performed, it has been elevated to the department's highest priority request a year sooner. The new backhoe is a 2017 John Deere Power Tech Plus. The trade-in value of the current backhoe (\$45,000) will be used to off-set the cost of the new backhoe.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)
 General Fund Cash

Impact on Annual Operating Budget
 None

Category	Total Amount Requested					5 Year Total
	FY2018	FY2019	FY2020	FY2021	FY2022	
Building and Improvements						-
Vehicle(s)	150,000					150,000
Equipment						-
Infrastructure						-
Information technology						-
Other						-
TOTAL	150,000	-	-	-	-	150,000

**Town of Lenox
Fiscal Years 2018 - 2022
Capital Budget Request**

Department	Highway	Project Title	2 Pick Up Trucks
Date	1.25.17	Project Cost	\$ 80,000

FY2018 Priority # 2 out of 4 Requests

Project Type: Recurring

This request will fund the scheduled replacement of a smaller vehicle "handed down" to the Community Center as well as an unanticipated engine failure of a second vehicle originally scheduled for replacement in FY2019. Both trucks need to be plow-capable.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)
General Fund Cash

Impact on Annual Operating Budget
None

Category	Total Amount Requested					5 Year Total
	FY2018	FY2019	FY2020	FY2021	FY2022	
Building and Improvements						-
Vehicle(s)	80,000		40,000		40,000	160,000
Equipment						-
Infrastructure						-
Information technology						-
Other						-
TOTAL	80,000	-	40,000	-	40,000	160,000

Town of Lenox
Fiscal Years 2018 - 2022
Capital Budget Request

Department	Highway	Project Title	Mower
Date	1.25.17	Project Cost	\$ 10,000
FY2018 Priority # <u>3</u> out of <u>4</u> Requests			
Project Type: Non-Recurring			

Replace aging Highway mower, which will replace an even older mower via hand-me-down at the WWTP.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)
General Fund Cash

Impact on Annual Operating Budget
None

Category	Total Amount Requested					5 Year Total
	FY2018	FY2019	FY2020	FY2021	FY2022	
Building and Improvements						-
Vehicle(s)						-
Equipment	10,000					10,000
Infrastructure						-
Information technology						-
Other						-
TOTAL	10,000	-	-	-	-	10,000

Town of Lenox
Fiscal Years 2018 - 2022
Capital Budget Request

Department	Highway	Project Title	FY2018 Paving
Date	1.25.17	Project Cost	\$ 290,000

FY2018 Priority # 4 out of 4 Requests

Project Type: Recurring

The \$290,000 figure represents the anticipated revenue from the State Chapter 90 program. The Town does not plan a General Fund paving project in FY2018. The paving of Crystal Street and Richmond Mountain Road will be funded from other sources while simultaneously meeting the Town's ongoing re-investment goals. General Fund support for paving will resume in FY2019. FY2018 Chapter 90 funds will be carried forward to help fund future projects.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)
 Chapter 90

Impact on Annual Operating Budget
 None

Category	Total Amount Requested					5 Year Total
	FY2018	FY2019	FY2020	FY2021	FY2022	
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure	290,000	540,000	600,000	1,000,000	1,000,000	3,430,000
Information technology						-
Other						-
TOTAL	290,000	540,000	600,000	1,000,000	1,000,000	3,430,000

Town of Lenox
Fiscal Years 2018 - 2022
Capital Budget Request

Department	Wastewater	Project Title	Walker Street Sewer Main
Date	1.25.17	Project Cost	\$ 614,562

FY2018 Priority # 1 out of 2 Requests

Project Type: Non-Recurring

The \$6 million reconstruction of Walker Street is on the Transportation Improvement Plan for state funding in FY2019. However, the so-called "non-participating" portion of the project includes wastewater and water line upgrades that the Town must fund.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)
 Enterprise Fund Cash, Debt and Retained Earnings

Impact on Annual Operating Budget
 None

Category	Total Amount Requested					5 Year Total
	FY2018	FY2019	FY2020	FY2021	FY2022	
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure	614,562					614,562
Information technology						-
Other						-
						-
TOTAL	614,562	-	-	-	-	614,562

**Town of Lenox
Fiscal Years 2018 - 2022
Capital Budget Request**

Department	Wastewater	Project Title	I/I Mitigation
Date	1.25.17	Project Cost	70000
FY2018 Priority # <u>2</u> out of <u>2</u> Requests			
Project Type: Recurring			

Engineer/Map/Replace areas of sewer main where I/I is an issue, per DEP regulations.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)
Enterprise Fund Cash

Impact on Annual Operating Budget
None

Category	Total Amount Requested					5 Year Total
	FY2018	FY2019	FY2020	FY2021	FY2022	
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure	70,000	70,000	70,000	70,000	70,000	350,000
Information technology						-
Other						-
TOTAL	70,000	70,000	70,000	70,000	70,000	350,000

Town of Lenox
Fiscal Years 2018 - 2022
Capital Budget Request

Department	Water	Project Title	Lee Road Water Main
Date	12.21.16	Project Cost	\$1,000,000

FY2018 Priority # 1 out of 2 Requests

Project Type: Recurring

Replacement of 2" water main from Rosebank to Barbury with 12" ductile iron pipe. This section of pipe has been subject of multiple breaks. FY2017 capital budget provided for the engineering portion of this project. The FY2018 request will cover construction.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)
Combination Enterprise Fund Cash and unused portion of Richmond Mountain Road budget

Impact on Annual Operating Budget
None

Category	Total Amount Requested					5 Year Total
	FY2018	FY2019	FY2020	FY2021	FY2022	
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure	1,000,000					1,000,000
Information technology						-
Other						-
						-
TOTAL	1,000,000	-	-	-	-	1,000,000

Town of Lenox
Fiscal Years 2018 - 2022
Capital Budget Request

Department	Water	Project Title	Walker Street Water Main
Date	1.25.17	Project Cost	\$ 437,388
FY2018 Priority # <u>2</u> out of <u>2</u> Requests			
Project Type: Non-Recurring			

The \$6 million reconstruction of Walker Street is on the Transportation Improvement Plan for state funding in FY2019. However, the so-called "non-participating" portion of the project includes wastewater and water line upgrades that the Town must fund.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)
 Enterprise Fund Cash, Debt and Retained Earnings

Impact on Annual Operating Budget
 None

Category	Total Amount Requested					5 Year Total
	FY2018	FY2019	FY2020	FY2021	FY2022	
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure	437,388					437,388
Information technology						-
Other						-
						-
TOTAL	437,388	-	-	-	-	437,388