



TOWN OF TRURO

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REMOTE PUBLIC MEETING NOTICE

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NAME OF BOARD: Select Board Budget Task Force Meeting

DATE OF MEETING: Monday, December 13, 2021

TIME OF MEETING: 10:00AM

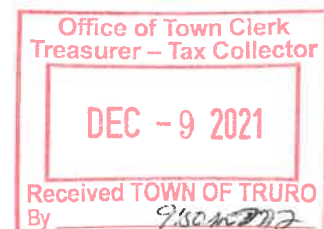
AGENDA:

Discuss/Review FY2023 Budget for the following Departments:

CIP/DPW

Harbor/Shellfish

Other Departments as Necessary



PUBLIC WORKS DEPARTMENT MEMORANDUM

**To: Truro Budget Task Force
Truro Finance Committee
Truro Select Board**

From: Jarrod J. Cabral, Department of Public Works

Date: Oct 20, 2021

Re: Department of Public Works

Dear Members of the Truro Budget Task Force:

As requested, this is a narrative summary for the Department of Public Works 2023 fiscal year budget.

- A. Overview:** Our Mission is accomplished through the deliberate use of resources, and application of technology, and innovation, by leveraging the teamwork of our department and coordinating with other service providers in the Town. A critical component of our ongoing success is our consistent communication, both internal and external to the Department. We partner with neighboring municipalities, the National Park Service, and other federal agencies, and Departments of the Commonwealth. The Truro Public Works Department is comprised of three Divisions including Highway, Building Maintenance, and Transfer Station. The Department is responsible for maintenance and operation of many vital Town Facilities including the Transfer Station, Parks, Beaches, and utilities. The Department is charged with maintaining a vast Town infrastructure that includes parking lots, 40 miles of paved road, and as part of disaster preparedness quarterly maintenance of approximately 20 miles of highly traveled dirt roads. The Public Works staff is also tasked with street sweeping, litter control on roads, site plan review, curb cut inspections, cleaning catch basins, waterways, culverts, and vehicle maintenance for all departments including Police and Fire. The Department is responsible for all Town buildings with the goal of optimally maintaining the buildings, keeping them clean, accessible and ADA compliant and otherwise meet the diverse needs of Truro's community. The Department supports sound initiatives such as single-stream recycling and maintaining our Green Community status; maintains compliance with all state and local regulatory requirements; and demonstrates good stewardship of the Town's resources, including our Environmental resources by supporting critical environmental projects that will simultaneously update and improve Town infrastructure by making safer and more resilient to sea level rise. In Addition, the public Works Department and Truro Central School have a more formal working relationship regarding facility Management.
- B. Status Update:** Truro Central School will require additional infrastructure work regarding HVAC repairs and retro fits with the existing system. In addition, the roof infrastructure at the school will require an engineering structural envelope evaluation to address leaks in multiple areas. All environmental projects will continue to move forward in FY 23 with no additional capital appropriation required. As we move forward into FY23 and beyond the department will continuously review and incorporate methods for minimizing the Town's carbon footprint while also evaluating ways to minimize the towns vulnerability, and consequences of climate change.
- C. Requested Staffing Changes:** None
- D. Recommended Efficiencies: Update:** While our solid waste and recycling tonnage numbers indicate we are the busiest between May and September, single stream recycling allows staff to achieve a more efficient, and balanced DPW operation. This enables department to maintain staffing levels between the DPW Highway and Building Maintenance divisions, and strengthen the Department as we plan, prepare, and execute our traditional seasonal taskings. Ultimately single stream recycling promotes flexibility with how we manage staff particularly on the weekends.
- E. COVID Impacts:** Due to staffing shortfalls, supplier shortages, increased component costs effecting manufacturing, and shipping. The Department has seen an increase in custodial, services, and supplies over the last two budget cycles there will be a small increase to this line item regarding services in the Building Maintenance budget. As for the DPW Highway budget we have seen hourly shop rates for outsourcing vehicle repair

services increase this past year there will be an increase to this line item within DPW Highway budget. Due to the influx of new residents, and seasonal folks extending their stay we have seen an increase in solid waste tonnage from 1,632 ton in FY20 to 1907 ton in FY21.

- F. **Anticipated Cost Increases or Decreases:** For the Transfer Station we will see a contractual increase to solid waste tipping, Landfill/Transfer Station monitoring, and hazardous waste removal. With the anticipated completion of the East Harbor and Eagle Neck Creek environmental projects the Army Core of Engineers has required the Town to complete 5 years of environmental monitoring. The first year of monitoring for both projects will total \$38,412. The Department is also anticipating a significant increase in Gas, diesel Fuel, Propane, and Heating oil.
- G. **Digitization and Technology:** The DPW will continue to work with Chief Calise and Harbor Master Jacket to launch online sales for the Harbor the beginning of the FY23 season, no funding required.
- H. **Select Board Goals and Objectives:** From Paragraph F above: The Transfer Station increases will accomplish Select Board Goal C. Environmental Monitoring will accomplish Select Board goal C and D.
- I. **External Impacts:** Although we are facing a housing stock shortage, a rise in the cost of parts, supplies, coupled with a staffing shortage the DPW will continue to provide our Exemplary level of services. We will continue to be creative, and effective with personnel scheduling, and management of all our resources.
- J. **Revenues:** The Department will not be recommending any fee changes associated with the Transfer Station at this time. The annual permit fee schedule was last adjusted in FY 2015. Our annual permitting fees are the lowest offered when compared to Barnstable County Towns that operate with the same permitting parameters. The white goods fee schedule along with the Commercial tipping fee schedule was last adjusted in FY20.
- K. **Capital Planning:** While compiling the Capital plan I have integrated the Energy Committee, Climate Action, and the Board of Health into some of the planning and input into individual purchases and projects for this current fiscal year and in the years ahead. While doing so I have also kept them up to date on project development, and execution.
- L. **Other:**

0400 DPW Draft 2023 BUDGET REQUEST

ORG	OBJ	ACCT DESCRIPTION	2021 EXPENDED	2022 BUDGET	2023 REQUEST	NOTES	
01040051	510000	BUDGET:SAL & WAGE					
01040051	511000	DPW SALARIES	106,369.25	118,131.04	121,131.04		
01040051	511005	DPW:HOURLY WAGES	326,702.10	350,453.44	355,680.36		
01040051	513000	DPW SAL & WAGE:OT					
01040051	513010	OVERTIME PAY	6,678.51	14,000.00	14,000.00		
01040051	514015	DPW:LONGEVITY	5,170.00	5,580.00	6,055.00		
01040051	515017	DPW: VACATION BUY-BACK	4,037.41	6,288.00	6,434.80		
01040051	515018	DPW: SICK LEAVE BUY-BACK	8,748.00	8,788.80	9,006.80		
01040051	519005	DPW:CLEAN ALLOW	3,294.50	3,600.00	3,600.00		
						Y-o-Y \$	Y-o-Y %
510000 SALARY & WAGE TOTAL:			460,999.77	506,841.28	515,908.00	9,066.72	1.79%

0400 DPW Draft 2023 BUDGET REQUEST

ORG	OBJ	ACCT DESCRIPTION	2021 EXPENDED	2022 BUDGET	2023 REQUEST	NOTES	
01040052	520000	PURCHASE OF SERVICES					
01040052	521000	DPW SVC ELECTRIC					
01040052	521010	INTERNET/WEBSITE SERVICE	51.62	50.00	50.00		
01040052	524000	DPW SVC R&M OFF EQUIP					
01040052	524005	DPW SVC R&M: EQUIPMENT	4,474.88	2,000.00	2,000.00		
01040052	524010	DPW SVC R&M COMMUNICATION LINES					
01040052	524015	DPW SVC R&M TRAFF CONT		500.00	500.00		
01040052	524020	DPW SVC R&M VEHICLES	12,611.90	18,000.00	21,000.00		
01040052	524030	DPW SVC R&M BUILD & GROUND					
01040052	524035	DPW SVC: GROUNDSKEEPING					
01040052	524050	VEHICLES:INSPECTIONS	1,435.00	2,500.00	2,500.00		
01040052	527007	RENT/LEASE:PORTABLE TOILETS	44,154.20	73,128.00	85,000.00		
01040052	527012	RENT/LEASE PUB WORKS EQUIPMENT					
01040052	527015	RENT/LEASE AGMTS:OFF EQUIP/FUR	3,084.14	3,600.00	3,600.00		
01040052	529000	DPW SVC CONTRACTS CUSTODIAL					
01040052	529005	DPW SVC CONTRACTS SOLID WASTE	1,000.00	900.00	900.00		
01040052	530005	DPW SVC PROF/TECH:ENG/ARCHITECTURAL	517.00				
01040052	530008	PROF/TECH: DATA PROCESSING					
01040052	530010	DPW SVC PROF/TECH: CUSTOM DETAILING					
		DPW SVC PROF: MONITORING			38,412.00	Possible re-approp of XS authorization re: E Harbor & ENC; mandatory post-project environmental monitoring	
01040052	530014	PROF/TECH:PRINTING SERVICES					
01040052	530033	RECYCLING FEES:MIXED LOADS					
01040052	534000	DPW SVC: COMMO TELEPHONE LINES					
01040052							
						Y-o-Y \$	
						Y-o-Y %	
520000 PURCHASED SERVICES TOTAL:			67,328.74	100,678.00	153,962.00	53,284.00	52.93%

0400 DPW Draft 2023 BUDGET REQUEST

ORG	OBJ	ACCT DESCRIPTION	2021 EXPENDED	2022 BUDGET	2023 REQUEST	NOTES
01040054	540000	SUPPLIES				
01040054	540315	PROPANE GAS	572.60	250.00	900.00	
01040054	540519	SUPPLIES & MATERIALS				
01040054	542000	SUPPLIES:OFFICE:CONSUMABLES	434.52			
01040054	542005	DPW SUPP OFFICE		500.00	400.00	
01040054	543000	DPW SUPP BUILDING MAINT				
01040054	543010	FUEL/HEATING OIL	4,681.71	7,000.00	9,600.00	
01040054	545000	DPW SUPP HOUSEKEEPING				
01040054	546000	DPW SUPP GROUNDSKEEPING	549.18	2,000.00	2,000.00	
01040054	546050	SUPP:TOOLS & SMALL EQUIPMENT	2,808.07	2,000.00	2,000.00	
01040054	548000	DPW SUPP VEHICLE GAS	12,532.13	25,000.00	46,000.00	
01040054	548005	DPW SUPP VEHICLE TIRES & TUBES	4,418.29	4,000.00	4,000.00	
01040054	548010	DPW SUPP VEHICLE FLUIDS & LUB	6,012.31	5,000.00	5,000.00	
01040054	548015	DPW SUPP VEHICLE PARTS	55,801.07	47,000.00	44,000.00	
01040054	549000	DPW SUPP FOOD SERVICE	262.31	300.00	300.00	
01040054	550005	DPW SUPP MEDICAL GENERAL	2,356.39	1,500.00	1,500.00	
01040054	551000	DPW SUPP TECHNICAL	27,198.63	9,000.00	7,000.00	
01040054	553000	DPW SUPP GENERAL	3,265.20	1,900.00	2,000.00	
01040054	553005	DPW SUPP STREETS	10,896.87	20,500.00	22,500.00	
01040054	553015	DPW SUPP SINAGE	1,320.20	2,500.00	2,500.00	
						Y-o-Y \$
						Y-o-Y %
540000 SUPPLIES TOTAL:			133,109.48	128,450.00	149,700.00	21,250.00
						16.54%

0400 DPW Draft 2023 BUDGET REQUEST

ORG	OBJ	ACCT DESCRIPTION	2021 EXPENDED	2022 BUDGET	2023 REQUEST	NOTES	
01040057	570000	OTHER CHARGES UNCLASSIFIED	2,298.40	2,800.00	2,600.00		
01040057	571000	DPW IN STATE TRAVEL					
01040057	572000	DPW OUT OF STATE TRAVEL					
01040057	573000	DPW OTH DUE & MEM	621.00	655.00	655.00		
01040057	573010	DPW DRIVER TRAINING			5,000.00		
01040057	577050	DPW OTH STAFF DEV					
01040057	579000	DPW OTH REIM					
01040057	579020	REIMB: PERSONAL CELL PHONE		1,500.00	1,500.00		
						Y-o-Y \$	Y-o-Y %
570000 OTHER UNCLASSIFIED CHARGES TOTAL:			2,919.40	4,955.00	9,755.00	4,800.00	96.87%
01040058	580000	CAPITAL OUTLAY					
01040058	585012	CAPITAL:SEPTIC SYSTEM					
01040058	585015	DPW CAP ADD EQUIP TRUCKS & HVY					
01040058	585070	CAPITAL EXPENSE:TECHNOLOGY					
580000 CAPITAL PURCHASES / PROJECTS TOTAL:			0.00	0.00	0.00	Y-o-Y \$	Y-o-Y %
GRAND TOTAL:			664,357.39	740,924.28	829,325.00	88,400.72	11.93%
			FY 2021	FY 2022	FY 2023 REQUEST		

SALARIES:						
Jarrood Cabral (Director)						
						121,131.04
HOURLY WAGES:						
Timothy King (Foreman/Mechanic)	Code L-2; Step 6					
		\$36.07 X 2088 Hrs. =				75,314.16
Christopher Lucy (Machine Operator)	Code L-5; Step 6					
		\$30.21 X 2088 Hrs. =				63,078.48
Jeffrey Holway (Machine Operator)	Code L-5; Step 6					
		\$30.21 X 1044 Hrs. =				31,539.24
TBD (Truck Driver)	Code L-7; Step 4					
		\$28.18 X 1044 Hrs. =		29,419.92		
		\$28.67 X 1044 Hrs. =		29,932.48		59,351.40
Craig Martin (Machine Operator)	Code L-5; Step 2					
		\$28.07 X 1044 Hrs. =		29,305.08		
		\$28.62 X 1044 Hrs. =		29,879.28		59,184.36
Michael Kaelberer (Office Manager)	Grade 9-B; OA-4; Step 6					
		\$32.19 X 2088 Hrs. =				67,212.72
						355,680.36
LONGEVITY:						
Timothy King		34 Years			3,285.00	
Michael Kaelberer		16 Years			1,200.00	
Jarrood Cabral		11 Years			750.00	
Christopher Lucy		11 Years			540.00	
Jeffrey Holway		7 Years			280.00	
						6,055.00
CLOTHING ALLOWANCE:						
6 employees @ \$600.00/						3,600.00
VACATION BUY-BACK:						
Michael Kaelberer		\$32.19 X 8 Hrs. X 10 Days =		2,575.20		
Timothy King		\$36.07 X 8 Hrs. X 5 Days =		1,442.80		

Christopher Lucy	\$30.21 X 8 Hrs. X 5 Days =			1,208.40	
Jeffrey Holway	\$30.21 X 8 Hrs. X 5 Days =			1,208.40	
					6,434.80
SICK LEAVE BUY-BACK:					
Michael Kaelberer	\$32.19 X 8 Hrs. X 5 Days =			1,287.60	
Timothy King	\$36.07 X 8 Hrs. X 10 Days =			2,885.60	
Christopher Lucy	\$30.21 X 8 Hrs. X 10 Days =			2,416.80	
Jeffrey Holway	\$30.21 X 8 Hrs. X 10 Days =			2,416.80	
					9,006.80
OVERTIME:					
Non-snow overtime for emergency work, beach maintenance & clean-up, and work after normal hours.					14,000.00
					<u>515,908.00</u>

REPAIR & MAINTENANCE:						
	Contracted labor for vehicle & radio repair.					21,000.00
RENTALS & LEASES:						
	Porta-Potties			85,000.00		
	Office Copy Machine			3,600.00		
						88,600.00
CONTRACTED SERVICES:						
	Sign fabrication for Beach and roads			500.00		
	Waste Oil removal			900.00		
	Vaper test for fuel tanks			1,000.00		
	Fuel tank maintenance			1,000.00		
	Post Construction Monitoring at East Harbor and Eagle Neck Creek			38,412.00		
						41,812.00
COMMUNICATION:						
	Cell phones (Verizon)					
	Comcast Land Line					
	Cable TV			50.00		
						50.00
STATE VEHICLE INSPECTIONS:						
	All DPW vehicles					
						2,500.00
						<u>153,962.00</u>

ENERGY SUPPLIES:							
Gas & Diesel for vehicles.							
Gasoline - 6,500 gallons							
							26,000.00
Diesel - 5,000 gallons							
							20,000.00
							46,000.00
Bulk Oil							
							5,000.00
Heating Oil (Garages)							
							9,600.00
approx. 2,400 gallons							
FY '21 Actual							4,681.71
FY '20 Actual -							7,253.40
Propane Heat (Office)							
							900.00
FY '21 Actual							556.30
FY '20 Actual -							163.49
OFFICE SUPPLIES:							
Paper, envelopes, cartridges, etc.							
							400.00
GENERAL SUPPLIES:							
Garage building & equipment repair							
							2,000.00
Custodial Supplies							
							2,000.00
Groundskeeping supplies							
							2,000.00
Vehicular supplies							
Parts & Equipment							41,000.00
Street sweeper							3,000.00
Tires							4,000.00
Food Service supplies							
Coffee service & drinking water							300.00
First Aid supplies							
							1,500.00
PUBLIC WORKS SUPPLIES:							
Road Materials (stone, grates, pre-cast concrete, etc.)							
							15,000.00
Tools, lumber, materials							
							7,000.00
Sign materials (posts and blanks)							
							2,500.00
Line painting supplies							
							2,500.00
Highway maintenance (cold patch, hot mix)							
							5,000.00
							<u>149,700.00</u>

DUES & MEMBERSHIPS:						
	Mass. Highway Association			105.00		
	Barnstable County Public Works Assoc.			30.00		
	Greater Boston Police Assoc.			260.00		
	American Public Works Assoc.			260.00		
						655.00
UNCLASSIFIED:						
	Training & educational materials; tuition					
	payments; fees & subscriptions			400.00		
	CDL & Hydraulic license fees			600.00		
	CDL physicals & toxic screening tests			600.00		
	Employment physicals			500.00		
	Truck Driving Training			5,000.00		
	Cell phone reimbursements					
		5 employees @ \$300.00/		1,500.00		
	Emergency supplies (Food & coffee					
		during snow removal)		500.00		
						9,100.00
						<u>9,755.00</u>

0423 SNOW REMOVAL 2023 BUDGET REQUEST

ORG	OBJ	ACCT DESCRIPTION	2021 EXPENDED	2022 BUDGET	2023 REQUEST	NOTES
01042351	513010	OVERTIME PAY	31,704	11,700	11,700	Y-o-Y \$ Y-o-Y %
510000 SALARY & WAGE TOTAL:			31,704	11,700	11,700	-20,004 -1
01042352	520000	PURCHASE OF SERVICES	0	500	500	
01042352	524020	SNOW SVC R&M	0	0		
01042352	527005	SNOW SVC RENT/LEASE	0	0		Y-o-Y \$ Y-o-Y %
520000 PURCHASED SERVICES TOTAL:			0	500	500	500 #DIV/0!
01042354	540000	SUPPLIES				
01042354	548015	SNOW SUPP PARTS	7,398	2,800	2,800	
01042354	553010	SNOW SUPP GENERAL	18,470	10,000	10,000	
540000 SUPPLIES TOTAL:			25,868	12,800	12,800	Y-o-Y \$ Y-o-Y %
GRAND TOTAL:			57,572	25,000	25,000	-32,572 -1
			FY 2021	FY 2022	2023 REQUEST	

Overtime wages for DPW employees for snow removal activities:					
				11,700.00	
	FY '21 Actual		31,703.97		
	FY '20 Actual		5,743.04		
	FY '19 Actual		32,223.65		

Contracted snow plowing service, if necessary, and other						
related purchases of services						
				<u>500.00</u>		

Vehicular Supplies - Plow blades, hydraulic hoses, steel for					
		sander repairs			
				2,800.00	
	FY '21 Actual	7,398.14			
	FY '20 Actual	760.39			
	FY '19 Actual	8,380.18			
Sand and Salt				10,000.00	
	FY '21 Actual	18,469.76			
	FY '20 Actual	9,257.96			
	FY '19 Actual	22,307.69			
				<u>12,800.00</u>	

0424 Muni Street Lighting Draft 2023 BUDGET REQUEST

ORG	OBJ	ACCT DESCRIPTION	2021 EXPENDED	2022 BUDGET	2023 REQUEST	NOTES:	
						Y-o-Y \$	Y-o-Y %
01042452	520000	PURCHASE OF SERVICES					
01042452	521000	STREET LIGHTS SVC:ENERGY				Electricity moved to Allocated Energy Account	
01042452	524015	STREET LIGHTS SVC:R&M	1,307	1,000	1,200	Maintenance of street lights (Siemens)	
520000 PURCHASED SERVICES TOTAL:			1,307	1,000	1,200	200	20.00%
GRAND TOTAL:			1,307	1,000	1,200	200	20.00%
			FY 2021	FY 2022	2023 REQUEST		

Maintenance - Siemens Industries							1,000.00
							<u>1,000.00</u>

0430 Transfer Station 2023 BUDGET REQUEST

ORG	OBJ	ACCT DESCRIPTION	2021 EXPENDED	2022 BUDGET	2023 REQUEST	NOTES	Y-o-Y \$	Y-o-Y %
01043051	510000	BUDGET:SAL & WAGE						
01043051	511000	TRANS STA SAL & WAGE						
01043051	511005	HOURLY WAGES	172,375	177,751	184,451	Steps, contractual wage increases		
01043051	513000	TRANS STA S&W:OT						
01043051	513010	OVERTIME PAY	13,833	8,000	8,000			
	514012	STIPENDS						
	514014	CONTRACT EQUITY						
01043051	514015	TRANS STA S&W:LONGEVITY						
01043051	515000	VACATION PAY						
		VACATION BUY-BACK	98					
		SICK LEAVE BUY-BACK						
01043051	515015	TRANS STA:SICK						
01043051	519005	TRANS STA S&W:UNIFORM CLNG	1,797	1,800	1,800			
510000 SALARY & WAGE TOTAL:			188,103	187,551	194,251		6,700	3.57%

0430 Transfer Station 2023 BUDGET REQUEST

ORG	OBJ	ACCT DESCRIPTION	2021 EXPENDED	2022 BUDGET	2023 REQUEST	NOTES	Y-o-Y \$	Y-o-Y %
01043052	520000	PURCHASE OF SERVICES						
01043052	520150	TRANS STA TIPPING FEES	180,912	184,000	192,575	yearly rate increase and increased tonnage		
01043052	520418	MAINT OF EQUIPMENT CONTR SVCS	11,443	12,000	12,000			
01043052	524010	TRANS STA SVC:R&M COMMO						
01043052	524020	TRANS STA SVC:R&M VEH	546	4,000	4,000			
01043052	524025	TRANS STA SVC:R&M REC FAC						
01043052	524030	TRANS STA SVC:R&M BLDGS & GRND	651	300	300			
01043052	527005	TRANS STA SVC:RENT/LEAS						
01043052	529005	TRANS STA SVC:SVC CONTR	5,135	3,000	3,000			
01043052	529017	TRANS STA SVC: HAULING		10,000				
01043052	530001	PROF/TECH SVCS:MGMT CONSULTING						
01043052	530005	SVC CONTRACTS: ENG/ARCHITECT						
01043052	530008	PROF/TECH:DATA PROCESSING	6,580					
01043052	530013	PROF/TECH:ENGINEERING SERVICES	14,037	24,000	27,625			
01043052	53003*	RECYCLING FEES: MUNICIPAL DEBRIS						
01043052	530031	RECYCLING FEES:TIRES						
01043052	530032	RECYCLING FEES:PROP/GAS TANKS						
01043052	530033	RECYCLING FEES:MIXED LOADS	15,047	6,000	9,500			
01043052	530034	RECYCLING FEES:COMPUTER PARTS	3,825	7,000	7,000			
01043052	530037	RECYCLING: SINGLE STREAM	47,280	60,000	57,000	\$95 per ton		
01043052	530038	RECYCLING: MUNICIPAL DEBRIS	5,657	18,000	18,000			
01043052	534000	COMMO:PHONE,TELE & WIRELESS	311	500	500			
01043053	534000	TRANS STA/DISP SVC: COMCAST						
520000 PURCHASED SERVICES TOTAL:			291,424	328,800	331,500		2,700	0.82%

0430 Transfer Station 2023 BUDGET REQUEST

ORG	OBJ	ACCT DESCRIPTION	2021 EXPENDED	2022 BUDGET	2023 REQUEST	NOTES	Y-o-Y \$	Y-o-Y %
01043054	540000	SUPPLIES						
01043054	540315	PROPANE GAS	114	500	500			
01043054	540515	GENERAL SUPPLIES		1,000				
01043054	542000	TRANS STA SUPP: OFFICE		200	200			
01043054	542005	TRANS STA SUPP: REPLACE EQUIP	5,775	500	500			
01043054	548000	TRANS STA SUPP: DIESEL	20,069	24,000	45,000	Anticipated per gallon increases		
01043054	548005	TRANS STA SUPP: VEHICLES	953	3,500	3,500			
01043054	548010	TRANS STA SUPP: FLUIDS & LUB	4,376	3,500	3,500			
01043054	548015	TRANS STA SUPP: PARTS						
01043054	550005	MEDICAL SUPPLIES: GEN/NON-EMS	412	1,000	1,500			
01043054	558050	TRANS STA SUPP: OFFICE	520	300	300			
540000 SUPPLIES TOTAL:			32,219	34,500	55,000		20,500	59.42%
01043057	558050	DATA PROCESSING SUPPLIES						
01043057	570000	OTHER CHARGES UNCLASSIFIED	200	800	800			
01043057	571000	TRANS STA IN STATE TRAVEL	300	300	300			
01043057	577050	TRANS STA OTHER STAFF DEV		200	200			
1043057	579008	TRANS STA REIMBURSEMENTS			300			
01043057	579000	TRANS STA OTHER REIM					800	
01043057	579020	REIMB: PERSONAL CELL PHONE		600	600			
570000 OTHER UNCLASSIFIED CHARGES TOTAL:			500	1,900	2,200		300	15.79%
01043058	584000	TRANS STA CAPITAL SITES						
580000 CAPITAL EXPENSE TOTAL:			0	0	0		0	0.00%
GRAND TOTAL:			512,246	552,751	582,951		30,200	5.46%
			FY 2021	FY 2022	2023 REQUEST			

HOURLY WAGES:						
Matthew Peterson (Attendant)						
			Code L-4; Step 5			
		\$30.80 X 2048 Hrs. =		63,078.40		
Code L-4; Step 6						
		\$31.38 X 40 Hrs. =		1,255.20	64,333.60	
Jeffrey Holway (Machine Operator)						
			Code L-5; Step 6			
		\$30.21 X 1044 Hrs. =				
						31,539.24
Joseph Martello (Attendant)						
			Code L-8; Step 6			
		\$28.36 X 2088 Hrs. =		59,215.68		
						59,215.68
Paul Iannuzzo (Attendant)						
			Code L-8; Step 3			
		\$26.86 X 400 Hrs. =		10,744.00		
Code L-8; Step 4						
		\$27.38 X 680 Hrs. =		18,618.40		
						29,362.40
						184,450.92
CLOTHING ALLOWANCE:						
3 Employees @ \$600.00/						
						1,800.00
OVERTIME:						
Overtime for Transfer Station work, and to provide substitute labor due to vacations, sick leave, etc.						
						8,000.00
						<u>194,250.92</u>

REPAIRS & MAINTENANCE:						
	Compactor repairs				12,000.00	
	Tractor Trailer repairs				4,000.00	
	Building exterminator				300.00	
	Removal of organic material				3,000.00	
						19,300.00
PROFESSIONAL & TECHNICAL SERVICES:						
	Engineering services				27,625.00	
						27,625.00
COMMUNICATION:						
	Telephones - Verizon					500.00
CONTRACTED SERVICES:						
	SeMass tipping fees					
		1,100 tons @ \$99.25	109,175.00			
		800 tons @ \$104.25	83,400.00			
					192,575.00	
	Municipal debris, mattresses, couches				18,000.00	
	Single stream re-cycling		600 tons		57,000.00	
	Paint, tires, oil, tanks, etc. re-cycling				9,500.00	
	Electronics re-cycling				7,000.00	
						284,075.00
						331,500.00

ENERGY SUPPLIES:					
	Diesel fuel for vehicles & machinery				
	(10,000 gallons)			45,000.00	
	Propane Gas - Office & swap shack			500.00	
		FY '21 Actual	113.68 - No swap		
		FY '20 Actual	145.99 - No swap		
		FY '19 Actual	138.61 - No swap		45,500.00
OFFICE & BUILDING SUPPLIES:					
	Office supplies			200.00	
	Equipment replacement			500.00	
					700.00
VEHICULAR SUPPLIES:					
	Tractor trailer & loader parts and				
	supplies, including tires.				7,000.00
MEDICAL SUPPLIES:					
	First Aid supplies				1,500.00
OTHER SUPPLIES:					
	Drinking water			300.00	
	Re-cycling program supplies & equipment			0.00	
					300.00
					55,000.00

UNCLASSIFIED:							
	CDL & hydraulic license fees					200.00	
	Dump Sticker Reimbursements					300.00	
	Employment physicals					500.00	
	CDL physicals & random toxic screening tests					300.00	
	Cell phone reimbursement		(2)			600.00	
							1,900.00
IN-STATE TRAVEL:							
	Town of Carver hauling license fee						
		(2 trucks @ \$150.00/)					300.00
							<u>2,200.00</u>

0470 Public Building Maintenance 2023 BUDGET REQUEST

ORG	OBJ	ACCT DESCRIPTION	2021 EXPENDED	2022 BUDGET	2023 REQUEST	NOTES
01047051	510000	BUDGET:SAL & WAGE				
01047051	511005	HOURLY WAGES	263,267.78	265,652.64	273,413.44	
01047051	513000	PUB BLDG MAINT:OT	2,856.48	4,200.00	4,200.00	
	514012	STIPENDS				
	514014	CONTRACT EQUITY				
01047051	514015	ADDITIONAL:LONGEVITY BONUS	2,460.00	2,840.00	3,070.00	
01047051	515000	VACATION PAY				
01047051		VACATION BUYBACK	1,230.40	2,428.80	3,635.60	
01047051		SICK LEAVE BUYBACK	2,460.80	4,857.60	7,271.20	
01047051	515015	PUB BLDG MAINT:SICK				
01047051	519005	PUB BLDG MAINT:UNIFORM ALLOW	2,396.00	2,400.00	2,400.00	

					Y-o-Y \$	Y-o-Y %	
510000 SALARY & WAGE TOTAL:			274,671.46	282,379.04	293,990.24	11,611.20	4.11%

01047052	520000	PURCHASE OF SERVICES				
01047052	523000	PUB BLDG MAINT SVC:UTILITIES	2,839.82	4,000.00	4,000.00	
01047052	524030	PUB BLDG MAINT SVC:R&M B & G	33,058.25	29,650.00	32,150.00	
01047052	524035	R&M:GROUNDS/GROUNDSKEEPING	5,767.00	3,000.00	3,000.00	
01047052	529020	MAINT CONTRACTS	35,085.48	53,350.00	54,850.00	
01047052	530005	PUB BLDG MAINT SVC:ENG/ARCH				
01047052	534000	PUB BLDG MAINT SVC:TELEPHONE				

					Y-o-Y \$	Y-o-Y %	
520000 PURCHASED SERVICES TOTAL:			76,750.55	90,000.00	94,000.00	4,000.00	4.44%

0470 Public Building Maintenance 2023 BUDGET REQUEST

ORG	OBJ	ACCT DESCRIPTION	2021 EXPENDED	2022 BUDGET	2023 REQUEST	NOTES	
01047054	540000	SUPPLIES					
01047054	540315	PROPANE GAS	12,286	15,000	18,000		
01047054	543000	PUB BLDG MAINT SUPP BLDG EXT	10,352	7,000	7,000		
01047054	543010	FUEL/HEATING OIL	1,268	750			
01047054	545000	PUB BLDG MAINT SUPP HOUSEKPNG	23,290	20,442	21,000		
01047054	546000	PUB BLDG MAINT SUPP GROUNDS	255				
01047054	546050	SUPP:TOOLS & SMALL EQUIPMENT	2,749	2,000	2,000		
540000 SUPPLIES TOTAL:			50,200	45,192	48,000	Y-o-Y \$ 2,808.00	Y-o-Y % 6.21%
01047057	570000	OTHER CHARGES UNCLASSIFIED			335		
01047057	579000	PUB BLDG MAINT OTHER REIMB	65	335			
01047057	579020	REIMB: PERSONAL CELL PHONE	0	1,500	1,500	Y-o-Y \$	Y-o-Y %
570000 OTHER UNCLASSIFIED CHARGES TOTAL:			65	1,835	1,835	0.00	0.00%
01047058	580000	CAPITAL OUTLAY					
01047058	587000	PUB BLDG MAINT CAP: EQUIP	1,000	1,058	1,200		
01047058	589000	PUB BLDG MAINT CAP: CONSTRUCTION					
580000 CAPITAL PURCHASES / PROJECTS TOTAL:			1,000	1,058	1,200	Y-o-Y \$	Y-o-Y %
GRAND TOTAL:			402,687	420,464	439,025	18,561.20	4.41%
			FY 2021	FY 2022	2023 REQUEST		

HOURLY WAGES:					
Michael Locke (Maint. Lead)	Code L-4; Step 6				
		\$31.38 X 2088 Hrs. =			65,521.44
Kyle Halvorsen (Foreman)	Code L-3; Step 2				
		\$30.56 X 680 Hrs. =	20,780.80		
		\$31.15 X 1408 Hrs. =	43,859.20		64,640.00
Alex Reis (Asst. Custodian)	Code L-8; Step 3				
		\$26.86 X 400 Hrs. =	10,744.00		
		\$27.38 X 1688 Hrs. =	46,217.44		56,961.44
Jeffrey Falk (Asst. Custodian)	Code L-8; Step 6				
		\$28.36 X 2088 Hrs. =			59,215.68
Paul Iannuzzo (Asst. Custodian) - Code L-8; Step 3					
		\$26.86 X 1008 Hrs. =			27,074.88
					273,413.44
LONGEVITY:					
Michael Locke		31 Years		2,790.00	
Kyle Halvorsen		7 Years		280.00	
Jeffrey Falk		6 Years		215.00	
					3,070.00
CLOTHING ALLOWANCE:					
4 Employees @ \$600.00/					2,400.00
VACATION BUY-BACK:					
Michael Locke		\$31.38 X 8 Hrs. X 5 Days =	1,255.20		
Kyle Halvorsen		\$31.15 X 8 Hrs. X 5 Days =	1,246.00		
Jeffrey Falk		\$28.36 X 8 Hrs. X 5 Days =	1,134.40		
					3,635.60
SICK LEAVE BUYBACK:					
Michael Locke		\$31.38 X 8 Hrs. X 10 Days =	2,510.40		
Kyle Halvorsen		\$31.15 X 8 Hrs. X 10 Days =	2,492.00		
Jeffrey Falk		\$28.36 X 8 Hrs. X 10 Days =	2,268.80		
					7,271.20
OVERTIME:					
Non snow removal overtime for emergency work.					4,200.00
					293,990.24

ENERGY/UTILITIES:					
	Water - Town of Provincetown				4,000.00
	FY '21 Actual -				
		Safety Facility	1,614.49		
		Beach Office	224.60		
		Comm. Center	490.20		
		Library	510.53		
				2,839.82	
COMMUNICATION:					
	Telephones				0.00
REPAIRS & MAINTENANCE:					
	Delta/Beckwith Elevator			2,800.00	
	(Town Hall; Safety Facility)				
	(Library elevator in Library budget)				
	Emergency Elevator repairs			2,000.00	
	Town Hall & Comm. Center bldgs.			18,350.00	
	Safety Facility building			5,000.00	
	Septic Pumping - all buildings			4,000.00	
	(every other year)				
					32,150.00
GROUNDSKEEPING:					
	Safety facility, Comm. Center, parks,				
	Snow's Field				3,000.00
PROFESSIONAL & TECHNICAL SERVICES:					
	Electrician			10,000.00	
	Plumber			8,350.00	
	Exterminator			5,000.00	
	Fire Suppression Monitoring			10,000.00	
	HVAC/Burner Service			8,000.00	
	Generators			8,700.00	
	Kitchen Maintenance			1,000.00	
	Movable Walls Maintenance			2,000.00	
	Gym Floor Maintenance			1,800.00	
					54,850.00
					94,000.00

ENERGY SUPPLIES:					
	Propane Heat				15,000.00
		Actual -	FY '20	FY '21	
		Comm. Center	4,534.89	4,883.19	
		Safety Facility	5,949.33	7,261.19	
		Snow's Field	78.21	98.75	
	(Oil)	Beach Office		714.09	
			<u>10,562.43</u>	<u>12,957.22</u>	
BUILDING & EQUIPMENT REPAIRS & SUPPLIES:					
	Power tools, paint, supplies				7,000.00
CUSTODIAL & HOUSEKEEPING SUPPLIES:					
	Vacuum repair & bags			1,000.00	
	Wax, shampoo & buffing pads			1,000.00	
	Trash bags & paper products			10,000.00	
	Electric bulbs/lamps			1,000.00	
	Custodial supplies			7,000.00	
	Miscellaneous general supplies			1,000.00	
					21,000.00
VEHICLE SUPPLIES:					
	Supplies for two (2) maintenance vans				2,000.00
					<u>45,000.00</u>

LICENSES, FEES, REIMBURSEMENTS:					
	CDL License Fees			100.00	
	CDL physical & toxic screening tests			200.00	
	DEP safe drinking water assessment			35.00	
	Cell phone reimbursements				
	5 Employees @ \$300.00/			1,500.00	
					<u>1,835.00</u>

EQUIPMENT REPLACEMENT:					
	Two (2) new Windsor Versamatic vacuums.				
					1,200.00
					<u>1,200.00</u>

HARBOR / SHELLFISH DEPARTMENT MEMORANDUM

**To: Truro Budget Task Force
Truro Finance Committee
Truro Select Board**

From: Tony Jackett, Harbormaster/Shellfish Constable

Date: November 11, 2021

Re: Harbor/Shellfish Budget Narrative

Dear Members of the Truro Budget Task Force:

As requested, this is a narrative summary for the harbor/shellfish department's 2023 fiscal year budget.

- A. Overview:** The Harbor/Shellfish Department's budget remains relatively constant providing the necessary services to the community. The number one responsibility is safety. Enforcement of applicable marine and shellfish laws, regulations, and policies concerning water and town properties while educating the public, being polite, courteous, and respectful to its citizens who use the harbor and shellfish areas for recreational pleasure. Currently we have three Assistant Harbormasters that also serve as Deputy Shellfish Constables. They are seasonal employees, and we are fortunate to have them return year after year
- B. Status Update:** This coming year the State Fishing Boat Access will be replacing the main floating docks and repair the boat ramp. The Barnstable County Dredge recently arrived at Pamet Harbor and will dredge the basin and the inner and outer channel. The sand will be used for beach nourishment in the Corn Hill beach area. Thus, we continue to have a functional harbor.
- C. Requested Staffing Changes:** None
- D. Recommended Efficiencies:** There is a bill before legislature to move Harbormasters into Group 2. Harbormaster Law Enforcement Training is being scheduled for January 2022
- E. COVID Impacts:** **No issues**
- F. Anticipated Cost Increases or Decreases:** We recently hauled the town docks which the state is replacing, and it is recommended to replace the two dingy docks that the town would be responsible for. If we don't do it 22, we will do it 23.
Also, under any law enforcement changes being brought about by proposed Police Reform Law(s) funds have been added to the 2023 budget request for training.
- G. Digitization and Technology:** We recently implemented sticker tracker with the goal to have for example our mooring applications done electronically. The plan is to add shellfish licensing procedures to the electronic / remote application process.
- H. Select Board Goals and Objectives:** At the Harbor we hope to maintain the unique character and charm the Pamet Area has historically enjoyed and make improvements year to year, encourage more aquaculture as a means for economic development. Pamet Harbor is a popular destination as it has a desirable location to the fishing grounds; we hope to provide the annual dredging of the harbor; the continuous flushing helps keep our shellfish stocks healthy with better water quality and an amazing sand dune creating protection from erosion.
- I. External Impacts:** People love their boats and love to shellfish; it is important for us to remain stewards of the resource and aid and not to rule with a heavy hand.
- J. Revenues:** We last increased our Pamet Harbor fees in 2018 by adding a water ways fee as well as adding a one week \$25.00 non-resident shellfish license. It's important to remember that the State controls fees that can be charged for use of the boat ramp and that Truro is not allowed to charge for parking at Pamet Harbor. We also get funding from the State administered by Barnstable County to help replenish shellfish stocks. On

November 9th, 2021, we were awarded a grant totaling \$10,000, funding provided by the National Sea Grant program through the Woods Hole and MIT Sea Grant programs.

K. Capital Planning: Capital improvements provided by the Office of Fishing and Boating Access. We will need to clean out our catch basins which the DPW will contract out and it was suggested it could be paid by fees collected at the boat ramp. Additional funds have been added to the FY 2023 budget request 5 to add tie-up rails for dinghies on the new floats.

L. Other: N/A

0661 Harbor_Shellfish Operations 2023 BUDGET REQUEST

ORG	OBJ	ACCT DESCRIPTION	2021 EXPENDED	2022 BUDGET	2023 REQUEST	NOTES
	510000	BUDGET:SAL & WAGE				
01066151	511000	SALARIES	84,630	84,552	85,912	Y-o-Y \$ salaried position projected @ 40hrs/week current
01066151	511005	HOURLY WAGES	33,099	32,110	24,370	Y-o-Y % 2@ step 6 est 24.37 hr x 500 = 25,000
01066151	512000	HARBOR:SEASONAL WAGES			6,882	1 @ step 4 est 22.94 hr x 300 = 6,900
01066151	512000	HARBOR:SEASONAL WAGES			2,753	additional hourly post season shellfish monitoring est. 23.00 x 5 months x 4 sundays x 6hrs each 2,760
01066151	513010	OVERTIME PAY / Buy-Back				
01066151	514015	ADDITIONAL: LONGEVITY BONUS	390	390	570	4th year of eligibility
01066151	515000	VACATION PAY / Buy-Back	3,240	3,240	3,292	10-day buy back
510000 SALARY & WAGE TOTAL:			121,359	120,292	123,779	3,487 2.90%
01066152	520000	PURCHASE OF SERVICES				
01066152	521000	HARBOR OPS SVC: UTILITIES				
01066152	523000	WATER BILL		500	500	turn water on/off for the season
01066152	524000	HARBOR OPS SVC: R&M		1,000	1,000	floats docks, building repairs
01066152	524020	HARBOR OPS SVC: R&M VEH	1,341	3,000	3,000	boat and engine service; to winterize engine, boat
01066152	530000	HARBOR OPS SVC:EMPL TRNG		800	1,500	in service training: increase due to Police Reform Bill
01066152	530002	HARBOR OPS SVC:ADVERTISING		50	50	public hearings and public notifications
01066152	530008	DATA PROCESSING: CC FEES	758	1,000	1,000	
01066152	527012	HARBOR OPS SVC:PROVINCETOWN BARGE USE FEE		1,000	1,000	mooring service, ADA, diving to check and replace
01066152	534050	HARBOR OPS SVC:PHONE DATA FAX			805	67.05 monthly
01066152		HARBOR OPS SVC: PRINTING	722	1,000	1,000	ramp permit and stickers
520000 PURCHASED SERVICES TOTAL:			2,822	8,350	9,855	1,505 18.02%

0661 Harbor_Shellfish Operations 2023 BUDGET REQUEST

ORG	OBJ	ACCT DESCRIPTION	2021 EXPENDED	2022 BUDGET	2023 REQUEST	NOTES
01066154	540000	SUPPLIES				
01066154	540515	GENERAL SUPPLIES	4,220	5,000	5,000	chain, shackles, navigational aids, buoy lights, mooring blocks, etc.
01066154	542000	HARBOR OPS SUPP:OFFICE	395	500	500	printer ink, paper, pens etc.
01066154	542005	HARBOR OPS SUPP:REPLACE EQUIP	500	500	750	winch for boat, prop, paint, rails on floats for dinghy tie up
01066154	548000	HARBOR OPS SUPP:VEHICLE/BOAT GAS	133		300	increase in gas; may have access to town pump
01066154	548010	HARBOR OPS SUPP:FLUIDS & LUB		500	200	gas additive, oil
01066154	548015	HARBOR OPS SUPP:PARTS	77	300	500	tools, rope some of the above
01066154	558015	HARBOR OPS SUPP:UNIFORMS		500	500	boots, gloves, shirts
01066054		HARBOR OPS SUPP: SODA FOR VENDING MACHINE	359	700	400	
		HARBOR OPS SUPP: ICE			500	
		HARBOR OPS SUPP: SHELLFISH STOCK	6,344	6,600	7,000	projected increase in cost of fuel etc.
540000 SUPPLIES TOTAL:			12,028	14,600	15,650	1,050 7.19%
01066157	570000	OTHER CHARGES UNCLASSIFIED				
01066157	573000	HARBOR OPS OTH:DUE & MEM	266	250	300	harbor and shellfish dues
01066157	578050	PETTY CASH		330	330	
01066157	579000	HARBOR OPS OTH:REIM	1,700	1,700	1,700	mileage for personal vehicle use
570000 OTHER UNCLASSIFIED CHARGES TOTAL:			1,966	2,280	2,330	50 2.19%
01066158	580000	CAPITAL OUTLAY		1,000	2,000	replace town dingy docks
01066158	584000	HARBOR OPS CAP:SITE				
580000 CAPITAL PURCHASES / PROJECTS TOTAL:			0	1,000	2,000	1,000 100.00%
GRAND TOTAL:			138,175	146,522	153,614	7,092 4.84%
			FY 2021	FY 2022	2023 REQUEST	