



TOWN OF WINCHENDON
FALL FY19 TOWN MEETING TOWN MANAGER
RECOMMENDED WARRANT ARTICLES

SEPTEMBER 27, 2018

PROPOSED WARRANT ARTICLES

ARTICLE	DESCRIPTION	COST	SOURCE
	SPECIAL TOWN MEETING		
1	Committee Report	N/A	N/A
2	Police Sally Port	\$147,000	Raise and Appropriate or Transfer From Available Funds
3	Transfer to Stabilization	\$100,000	Raise and Appropriate or Transfer From Available Funds
4	FY19 Budget - DPW Vehicle Maintenance	\$14,000	Raise and Appropriate or Transfer From Available Funds
5	FY19 Budget - Dam Inspections	\$4,000	Raise and Appropriate or Transfer From Available Funds
6	FY19 Budget - DPW Highway Personnel	\$11,756	Raise and Appropriate or Transfer From Available Funds
7	FY19 Budget – Fire Personnel – Houseman	\$22,255	Raise and Appropriate or Transfer From Available Funds
8	FY19 Budget – Facility Needs Study	\$75,000	Raise and Appropriate or Transfer From Available Funds
9	FY19 School Budget – Curriculum Director	\$45,000	Raise and Appropriate or Transfer From Available Funds
10	FY18 School Budget – Prior Year Bills	\$3,264	Raise and Appropriate or Transfer From Available Funds
11	Authorize the Use of Free Cash	\$422,275	Free Cash
12	Amend Debt Service Interest Expense and Unemployment Insurance	\$0	Budget Adjustment
13	Water Dept. Enterprise Budget	\$40,000	Retained Earnings
14	Water Dept. Enterprise Budget	\$54,913	Retained Earnings
15	Wastewater Dept. Enterprise Budget	\$4,734	Retained Earnings
16	Wastewater Dept. Enterprise Budget	\$72,467	Retained Earnings

USE OF FREE CASH TO FUND OF WARRANT ARTICLES

▶ Estimated Free Cash		\$1,064,151
▶ Proposed Uses		
▶ Sally port	\$(147,000)	
▶ Trans. To Stabilization	\$(100,000)	
▶ DPW Vehicle Maintenance	\$ (14,000)	
▶ Dam Inspections	\$ (4,000)	
▶ Highway Personnel	\$ (11,756)	
▶ Fire Facility Needs Study	\$ (75,000)	
▶ Fire Personnel	\$ (22,255)	
▶ School Dept. Director of Curriculum	\$ (45,000)	
▶ School Dept. Prior Year Bills	\$ (3,264)	
▶ Deficit Borrowing	<u>\$(311,990)</u>	<u>\$(734,265)</u>
▶ .		
▶ Estimated Remaining Free Cash		<u>\$ 329,886</u>

ARTICLE 2

REQUEST TO FUND POLICE SALLY PORT



To see if the Town will vote to transfer from available funds the sum of \$147,000 for the construction of a Sally Port at the Police Station.

Approved funding sources:

Robinson Broadhurst Grant	\$500,000
State 911 Support and Incentive Grant	\$ 69,000
Taxation	<u>\$122,000</u>
	<u>\$691,000</u>

Additional funding requested:

Free Cash	<u>\$147,000</u>
-----------	------------------

Total Project Cost	<u><u>\$838,000</u></u>
--------------------	-------------------------

ARTICLE 2

REQUEST TO FUND POLICE SALLY PORT

WHY WASN'T THE SALLY PORT CONSTRUCTED WHEN THE COURTHOUSE WAS RENOVATED INTO THE POLICE DEPARTMENT?



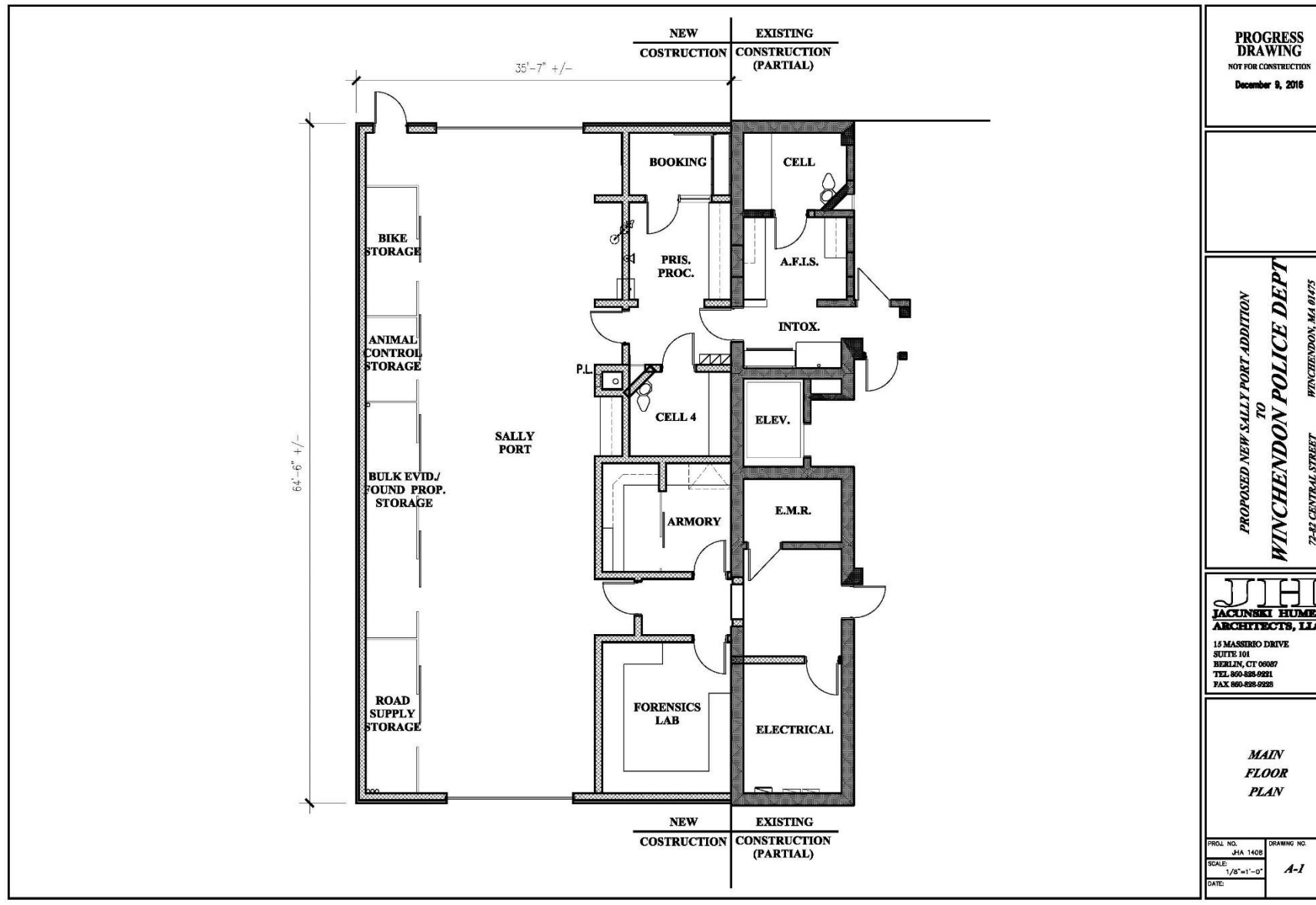
- The funding for the police department project was approved in 2012. Due to legal and other challenges, construction on the project did not begin until early 2016. The cost of construction increased over the 3 to 3 ½ year delay. Due to the increase in construction costs the sally port was removed from the scope of the project.
- A Sally Port is a critical component of any police department providing safety to the public, police officers and prisoners.

PROPOSED SALLY PORT ADDITION BUDGET



	Budget Presented May 2017	Actual Bid October 2018
Hard Costs:		
Site work and New Addition	\$562,610	\$ 768,000
Soft Costs:		
Furniture/Fixtures/Equipment (FF&E)	\$20,000	Not required
Architectural / Engineering Fees	\$40,000	\$ 40,000
Owner's Project Manager (OPM)	Not required	Not required
A-2 / T-2 Site Survey	\$3,000	Completed
Building Commissioning Services	Not required	Not required
Geotechnical Engineering (soils)	Completed	Completed
Special Inspections / Construction Testing	\$5,000	\$ 5,000
Telephone System (expand existing)	\$2,000	\$ 1,500
Data Systems (expand existing)	\$2,000	\$ 1,500
Building Equipment (maintenance)	\$5,000	Not required
Relocation Costs / Moving Expenses	By Owner	By Owner
Printing, Advertising, Bid Expenses	\$1,000	\$ 2,000
Legal Fees / Bonding Costs / Admin. Costs	By Owner	By Owner
Permit Fees	Assumed waived	Assumed waived
Project Contingency	\$50,000	\$ 20,000
Project Total	\$690,610	\$ 838,000

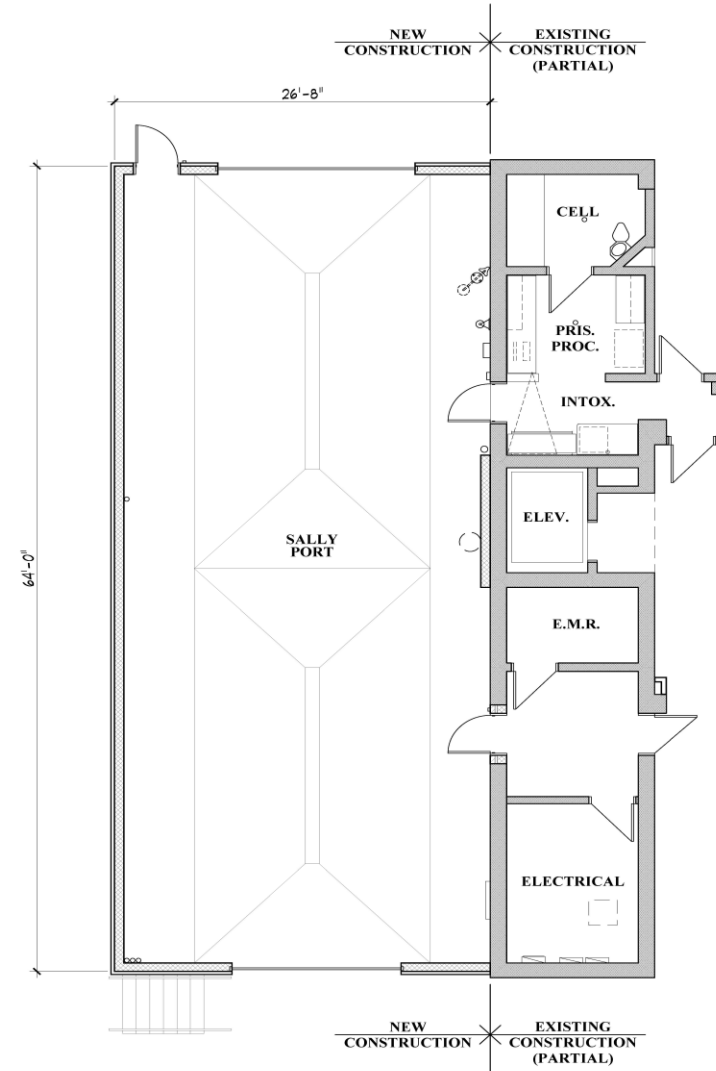
ORIGINAL INTERIOR DESIGN



REVISED INTERIOR DESIGN



The forensic room would be located inside the building as would the armory. These two rooms would require only the purchase of equipment and minor renovations to existing areas. The extra cell can be eliminated since the existing cells have not been filled since occupying the building and the opportunity to transfer arrestees who are overnight holds to the Greenfield House of Correction.



SALLY PORT ADDITION
TO
72-82 CENTRAL STREET
FOR THE
WINCHENDON POLICE DEPARTMENT
72-82 CENTRAL STREET WINCHENDON, MASSACHUSETTS

JJH
JACUNSKI HUMES
ARCHITECTS, LLC
15 MASSIRIO DRIVE
SUITE 101
BERLIN, CT 06037
TEL 860-828-0221
FAX 860-828-0223

**MAIN
FLOOR
PLAN**


PROJ. NO.	JHTR	DRAWING NO.
SCALE	AS NOTED	A-1
DATE	MARCH 1, 2018	

ARTICLE 3

TRANSFER FUNDS TO STABILIZATION ACCOUNT

To see if the Town will vote to transfer from available funds the sum of \$100,000 into the Stabilization Account.

Purpose of Appropriation: To replenish funds transferred from the Stabilization Account at the May 2018 Town Meeting in the amount of \$94,060.09

Several white lines of varying lengths and orientations are positioned in the bottom right corner of the slide, creating a modern, abstract graphic element.

ARTICLE 4

REQUEST TO INCREASE DPW VEHICLE MAINTENANCE

To see if the Town will vote to raise and appropriate or transfer from available funds the additional sum of \$14,000 to be added to the Department of Public Works Vehicle Maintenance Account voted under Article 6 of the May 21, 2018 Annual Town Meeting, for a total appropriation for FY 2019 of \$123,257, or act in relation thereto.

Purpose of Appropriation: The Department of Public Works had an unanticipated failure of a ten wheel dump truck transmission that cost \$14,000 to repair. The requested funds would replenish the vehicle maintenance account for anticipated repairs for the remainder of the year.

ARTICLE 5

REQUEST TO INCREASE PUBLIC WORKS ADMINISTRATIVE EXPENSES

To see if the Town will vote to raise and appropriate or transfer from available funds the additional sum of \$4,000 to be added to the Department of Public Works Administrative Expense Account voted under Article 6 of the May 21, 2018 Annual Town Meeting, for a total appropriation for FY 2019 of \$25,100, or act in relation thereto.

Purpose of Appropriation: This request would increase the funds available funding emergency action plans for the Red Dam, Lake Monomonac Dam and Whitney Pond Dam. This was an unanticipated expense mandated by MassDEP.

ARTICLE 6

REQUEST TO INCREASE PUBLIC WORKS PERSONNEL ACCOUNT

To see if the Town will vote to raise and appropriate or transfer from available funds the additional sum of \$11,756 to be added to the Department of Public Works Foreman Personnel Account voted under Article 6 of the May 21, 2018 Annual Town Meeting, for a total appropriation for FY 2019 of \$262,361, or act in relation thereto.

Purpose of Appropriation: The Public Works Foreman unexpectedly resigned in July. These funds were paid to the foreman for accrued vacation time upon separation.

ARTICLE 7

REQUEST TO INCREASE FIRE HOUSEMAN PERSONNEL ACCOUNT

To see if the Town will vote to raise and appropriate or transfer from available funds the additional sum of \$22,255 to be added to the Fire Department Houseman Personnel Expense Account voted under Article 6 of the May 21, 2018 Annual Town Meeting, for a total appropriation for FY 2019 of \$892,775, or act in relation thereto.

Purpose of Appropriation: The Deputy Fire Chief retired in July. These funds were paid to the Deputy for accrued vacation time upon separation.

ARTICLE 8

RAISE FUNDS FOR FIRE STATION FACILITY STUDY

To see if the Town will vote to raise and appropriate or transfer from available funds the sum or \$75,000 for the purpose of contracting with a firm to prepare a Central Fire Station Facility Needs Study for future station expansion plans.

Purpose of Appropriation: This request would provide funding to hire an outside consultant to determine the current and future needs that would be addressed during a future expansion of the fire station.

ARTICLE 9

REQUEST TO INCREASE SCHOOL APPROPRIATION FOR A DIRECTOR OF CURRICULUM

To see if the Town will vote to raise and appropriate or transfer from available funds the additional sum of \$45,000 to be added to the School Budget voted under Article 10 of the May 21, 2018 Annual Town Meeting, for a total appropriation for FY 2019 of \$13,424,062.10 , or act in relation thereto.

Purpose of Appropriation: This request would fund the wages for a Director of Curriculum position from January through June. The School Department would include this position in their FY20 budget request.

ARTICLE 10

SCHOOL DEPARTMENT PRIOR YEAR INVOICES

To see if the Town will vote to transfer from Free Cash the sum of \$3,264 for the payment of bills of a prior fiscal year for the Winchendon Public Schools, as follows:

<u>Name</u>	<u>Fiscal Year</u>	<u>Invoice Amount</u>
Joseph E. Brogna	2018	\$1,200
Joseph E. Brogna	2018	\$300
Waste Management	2018	\$1,764
		<u>\$3,264</u>

Purpose of Appropriation: This request would fund expenses incurred but not paid From the FY18 budget.

ARTICLE 11

USE OF FREE CASH

To see if the Town will vote to transfer from Free Cash the sum of \$422,275 to offset the FY19 tax rate; or take any act in relation thereto.

Purpose of Appropriation: This request would fund the additional expenditures requested in Articles 2-10.

Several thin, white, parallel diagonal lines are positioned in the bottom right corner of the slide, extending from the right edge towards the center.

ARTICLE 12

APPROPRIATION TRANSFER

To see if the Town will vote to amend the FY19 Operating Budget as voted under Article 6 of the May 21, 2018 Annual Town Meeting by making the following changes:

Decrease Unemployment Insurance	\$(14,626)
Increase Debt Service Interest Expense-Short Term Interest	\$ 14,626

Purpose of Appropriation: This request would use savings from the Unemployment Insurance appropriation and transfer that savings to the Short Term Debt Service Interest appropriation to fund short term borrowing not included in the FY19 approved budget.

ARTICLE 13

USE OF WATER RETAINED EARNINGS

To see if the Town will vote to transfer from Water Retained Earnings the additional sum of \$40,000 to be added to the Water Enterprise Fund Water System Maintenance Expense Account voted under Article 7 of the May 21, 2018 Annual Town Meeting, for a total appropriation for FY 2019 of \$966,720, or act in relation thereto.

Purpose of Appropriation: This request would fund an additional \$40,000 from Water Retained Earnings to fund hydrant repair/replacement.

Estimated Retained Earnings 6/30/18	\$	208,653
<u>Proposed Uses</u>		
System Maint. (Hydrant Replacement	\$	(40,000)
Offset Rates	\$	(54,913)
Estimated Retained Earnings after Proposed Uses	\$	113,740

ARTICLE 14

USE OF WATER RETAINED EARNINGS

To see if the Town will vote to transfer from Water Retained Earnings the sum of \$54,913 to offset water rates voted under Article 7 of the May 21, 2018 Annual Town Meeting.

Purpose of Appropriation: This request allows a transfer of available Retained Earnings to offset the FY19 water rates.

ARTICLE 15

USE OF WASTEWATER RETAINED EARNINGS

To see if the Town will vote to transfer from Wastewater Retained Earnings the additional sum of \$4,734 to be added to the Wastewater Enterprise Fund Chief Operator Personnel Account voted under Article 8 of the May 21, 2018 Annual Town Meeting, for a total appropriation for FY 2019 of \$1,235,534, or act in relation thereto.

Purpose of Appropriation: An employee of the Wastewater Department resigned in September. This request would fund the payout due the employee at the time of separation.

Estimated Retained Earnings 6/30/18		\$ 674,486
<u>Proposed Uses</u>		
Personnel		\$ (4,734)
Offset Rates		\$ (72,467)
Estimated Retained Earnings after Proposed Uses		\$ 597,285

ARTICLE 16

USE OF WASTEWATER RETAINED EARNINGS

To see if the Town will vote to transfer from Wastewater Retained Earnings the sum of \$72,467 to offset wastewater rates voted under Article 8 of the May 21, 2018 Annual Town Meeting.

Purpose of Appropriation: This request allows a transfer of available Retained Earnings to offset the FY19 wastewater rates.

A series of three parallel white diagonal lines are located in the bottom right corner of the slide, extending from the right edge towards the center.