



Select Board

December 12, 2023

FACILITIES MANAGEMENT DEPARTMENT

FY25 OPERATING BUDGET PRESENTATION



FY25 BUDGET HIGHLIGHTS



FY25 Budget Requests

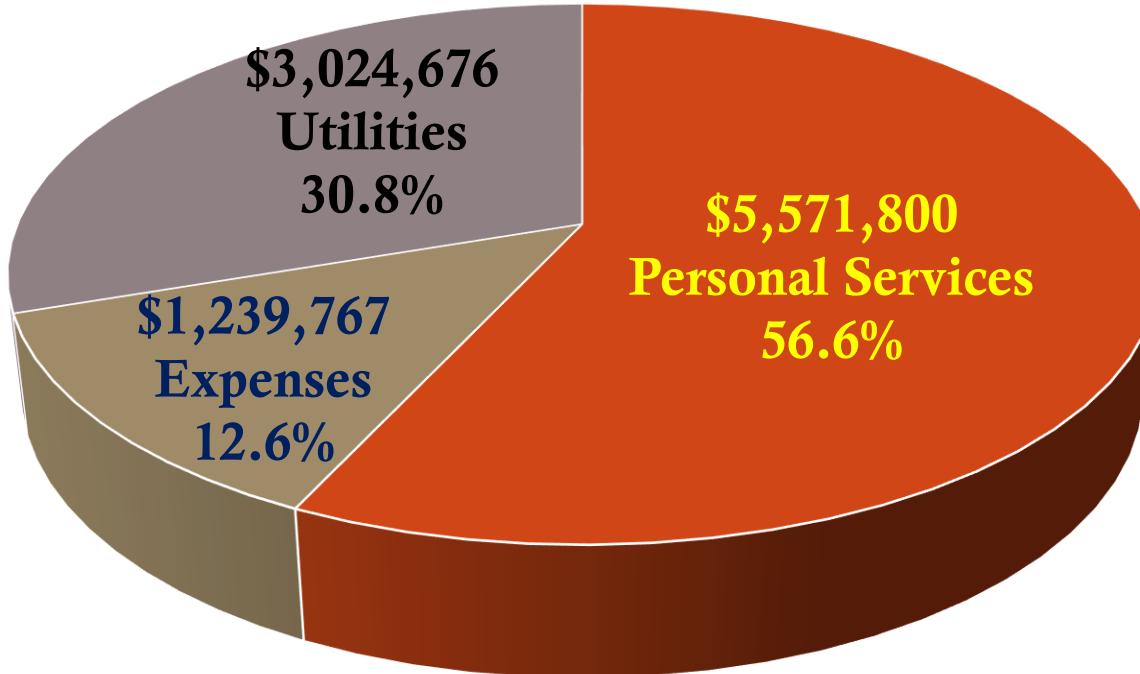
	FY24	FY25	Variance	% Change
Personal Services	\$5,253,750	\$5,571,800	\$318,050 <i>(Incl. \$40k in benefit costs)</i>	6.05% Guideline = 4%
Expenses	\$3,871,918	\$4,264,443	\$392,526	10.14% Guideline = 3%
Total	\$9,125,668	\$9,836,243	\$710,575	7.79%

Request is above guidelines



FY25 Budget Requests

\$9,836,243





FY25 Budget Highlights

- Exceeds Guidelines for PS and Exp.
- New/Renovated/Closed Buildings
- Utility Increases
- 2 New Custodial Positions



FY25 Budget Highlights

➤ Personal Services

- 3% COLA AFSCME/Library contracts
- 4.0% COLA for Series 40 staff
- 2.5% COLA for Series 50/60 staff
 - *Merit Pay Plan also for 50/60 (Thru HR)*
 - Total COLA Increase = \$124,172
- Net Salary Change (Longevity, Step Changes)
 - Total Net Salary Increase = \$49,779



FY25 Budget Highlights

➤ Personal Services (*Continued*)

- New 1.0 FTE Custodian: Hunnewell/Hardy Split
 - 2 New Schools = 30,000 sf > 3 old HHU schools
 - Average school custodian covers 22,000 sf
 - Increase = \$52,055 (+\$20k benefit cost)
- New 1.0 FTE Custodian: DPW & Other Bldgs
 - Response to changing building portfolio
 - 50% of cost offset by reduced overtime
 - Increase = \$52,055 (+\$20k benefit cost)



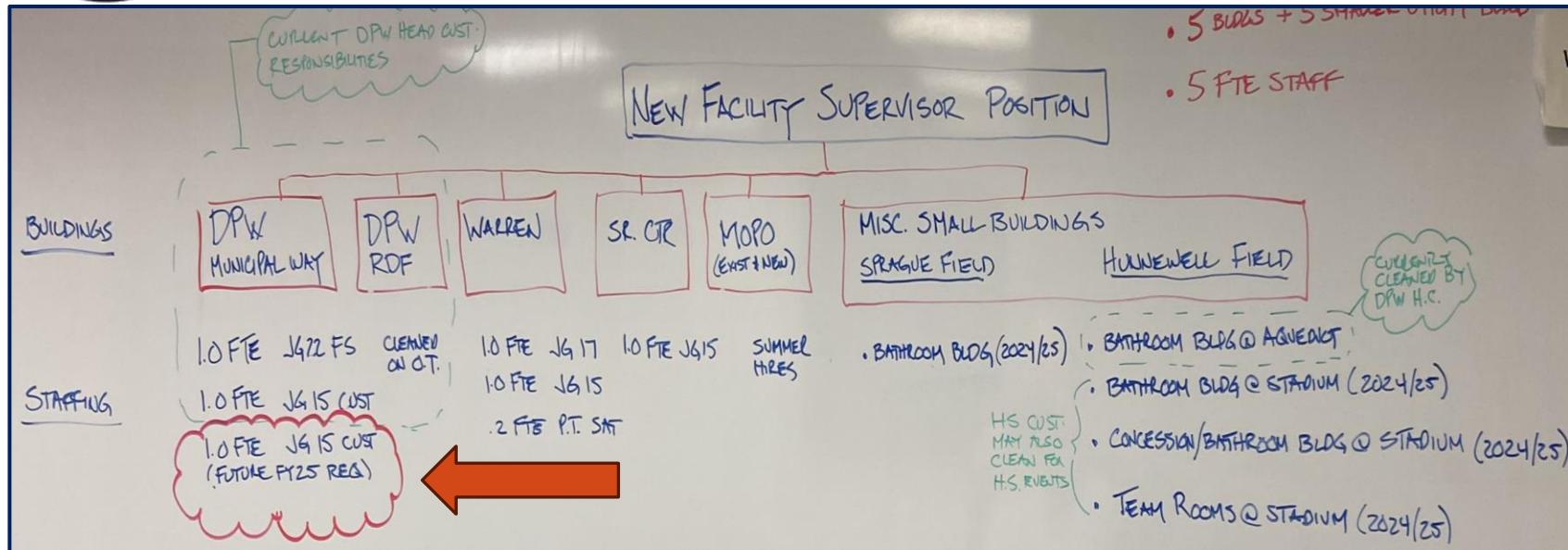
FY25 Budget Highlights

- **Personal Services (Continued)**
 - Custodial & Maintenance at Closed Upham
 - Building checks/inspections/maintenance
 - Increase = \$11,876

Total Personal Services Increase \$318,057
(6.05% of total personal services budget)



New DPW Custodial Position



- Supports New Facility Supervisor Position (Approved FY24)
- Offsets Overtime Paid for RDF Cleaning & Hunnewell Field Bathroom
- Possible custodial support for future small buildings at Sprague Field & Stadium



FY25 Budget Highlights

➤ Expenses

- Town Hall Reopening = \$136,500
- New Hunnewell Reopening (full 12 months) = \$116,877
- New Hardy Reopening = \$97,479
- Upham Closing = \$80,278 reduction
- Utility increases (*excluding Town Hall, Hunnewell, Hardy & Upham*)
 - 5% Electricity (\$64,671)
 - 5% Natural Gas Increase (\$43,543)
 - On Distribution Side - National Grid
 - 4% Water & Sewer increase (\$11,562)
 - 2.5% Trash & Recycling (\$2,170)
- Other Expenses (Custodial, Maintenance, central office)
 - \$0 increase

Total Expense Increase \$392,256 (10.14% of total expense budget)



Reasons for Exceeding Guidelines

➤ Expenses

- \$392,526: Over Guidelines (*10.14% vs 3%*)
 - 69% Due to New Hunnewell/Hardy, Town Hall & Upham
 - 31% Due to Utility Increases
 - 100%+ of total expense increase!

➤ Personal Services

- \$318,057: Over Guidelines (*6.05% vs 4%*)
 - Two new custodial positions requested
 - Would be within guidelines at 3.3% without
 - Important positions



Preventive Maintenance for New Buildings

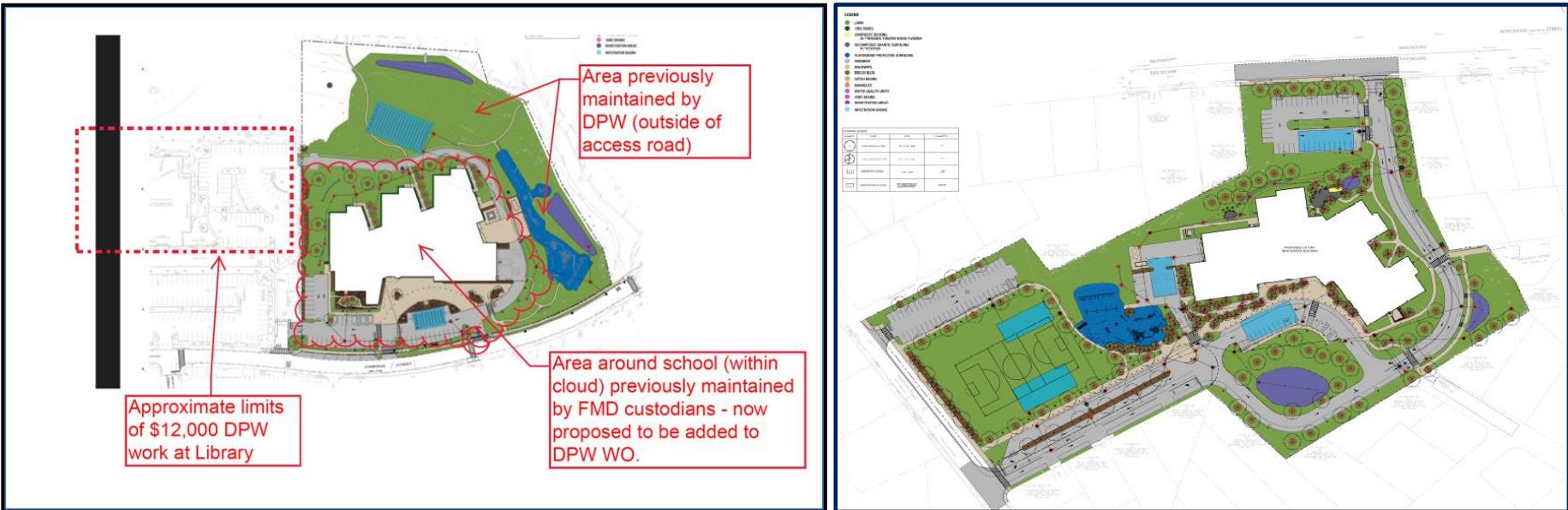
MYTH: New Buildings Require No Maintenance

Typical Building Systems Requiring PM (Critical Systems) ●

Item	Equipment Description			PM		18	3	Plumbing	Grease Traps	●	X
	Group	Class	Type	Inhouse	Outsource						
1	1	Electrical	Electrical (MSB, PBs, MCCs)	X		19	3	Plumbing	HW Tanks	● X	
2	1	Electrical	Generators/ATs	●	X	20	3	Plumbing	Hydration Stations/Filters	● X	
3	2	HVAC	AHUs	● X		21	3	Plumbing	Sewage Ejection Pumps	● X	
4	2	HVAC	Boilers/Furnaces	●	X	22	3	Plumbing	Sump Pumps	● X	
5	2	HVAC	Chillers	●	X	23	4	Safety	CO/CO2 Systems	● X	
6	2	HVAC	Circulation Pumps	● X		24	4	Safety	Elevators/Inspections		X
7	2	HVAC	Controls (PM before others)	● X		25	4	Safety	Fire Alarm	● X	
8	2	HVAC	Cooling Towers	●	X	26	4	Safety	Fire Extinguishers	● X	
9	2	HVAC	ERUs	● X		27	4	Safety	Fire Pumps	● X	
10	2	HVAC	Fans	● X		28	4	Safety	Security - Cameras		X
11	2	HVAC	FCUs/FPBs/HPs/CUHs	● X		29	4	Safety	Security - Access		X
12	2	HVAC	Heat Exchangers	● X		30	4	Safety	Sprinkler System	● X	
13	2	HVAC	Packaged AC Units	● X		31	5	Other	Acid Tank System (MS)		X
14	2	HVAC	UVs	● X		32	5	Other	Chemical/Water Treatment		X
15	2	HVAC	VAVs	● X		33	5	Other	OH Doors		X
16	2	HVAC	VRF Compressors	●	X	34	5	Other	PH Neutralization (HS)		X
17	2	HVAC	VRF Panels	●	X	35	5	Other	Rainwater Harvesting		X
						36	5	Other	Roof Inspections		X
						37	5	Other	Vehicle Gates		X



Grounds Maintenance for Hunnewell and Hardy



Hunnewell Site = 5.64 Acres

\$20,000 Annual DPW Estimate

Hardy Site = 8.95 Acres

\$25,000 Annual DPW Estimate



New Hardy Budget

New Hardy School (Organization Code: 01192213): FY25 Operational Budget - Expenses

Budget Category	Object Code	Budgets				Comments
		FY22	FY23	FY24	FY25	
Electricity	521010				\$125,000	<i>Based on energy model results</i>
Water	523010				\$4,700	
Sewer	523020				\$7,000	
Fuel Oil (Diesel for generator)	521030				\$1,500	<i>Use minimal amount</i>
Building Maintenance	524010				\$36,500	<i>Outsourced preventive maintenance</i>
Other Contractual Services-Maintenance	524090				\$8,500	<i>Outsourced repair maintenance</i>
Building Maintenance & Repair Supplies	543010				\$19,000	<i>Parts & supplies needed for in-house maintenance/custodians</i>
Custodial Maintenance & Repair Supplies	543060				\$15,750	<i>Consumable paper/soap, cleaning products and equipment</i>
Other Contractual Services-Custodial	524091				\$2,000	<i>Outsourced custodial services</i>
Grounds Maintenance	524015				\$12,000	<i>DPW grounds maintenance of entire site (6 months only)</i>
Work clothing	542130				\$2,000	<i>Uniforms for Hardy staff</i>
Trash	529020				\$4,000	<i>Outsourced</i>
Recycling	529050				\$3,500	<i>Outsourced</i>
Equipment Maintenance	524030				\$5,000	<i>Personnel lifts, mowers, blowers, etc.</i>
Total Expense Budget		\$136,429	\$144,456	\$148,971	\$246,450	

Year-to-Year Budget Increases	% Increase	Comments
FY22 to FY25	80.64%	NA
FY23 to FY25	70.61%	NA
FY24 to FY25	65.43%	<i>Full Year - Old vs New School</i>

Old Hardy:

Electricity + NG = \$99,174
\$2.16/sf

New Hardy:

Electricity = \$125,000
\$1.57/sf



New Hunnewell Budget

New Hunnewell School (Organization Code: 01192114): FY25 Operational Budget - Expenses

Budget Category	Object Code	Budgets				Comments
		FY22	FY23	FY24	FY25	
Electricity	521010	\$121,000	<i>Based on energy model results</i>			
Water	523010					
Sewer	523020					
Fuel Oil (Diesel for generator)	521030					
Building Maintenance	524010					
Other Contractual Services-Maintenance	524090					
Building Maintenance & Repair Supplies	543010					
Custodial Maintenance & Repair Supplies	543060					
Other Contractual Services-Custodial	524091					
Grounds Maintenance	524015					
Work clothing	542130					
Trash	529020					
Recycling	529050					
Equipment Maintenance	524030					
Total Expense Budget		\$148,733	\$0	\$129,373	\$246,250	

Year-to-Year Budget Increases	% Increase	Comments
FY22 to FY25	65.57%	<i>FY22 Last full year of old Hunnewell budget</i>
FY23 to FY25	NA	<i>No budget</i>
FY24 to FY25	90.34%	<i>7 month budget in new school</i>



Renovated Town Hall Budget

Renovated Town Hall (Organization Code: 01192201): FY25 Operational Budget - Expenses

Budget Category	Object Code	Budgets				Comments
		FY22	FY23	FY24	FY25	
Electricity	521010				\$63,000	<i>Based on energy model results</i>
Water	523010				\$3,000	
Sewer	523020				\$5,000	
Fuel Oil (Diesel for generator)	521030				\$1,500	<i>Use minimal amount</i>
Building Maintenance	524010				\$35,000	<i>Outsourced preventive maintenance</i>
Other Contractual Services-Maintenance	524090				\$5,000	<i>Outsourced repair maintenance</i>
Building Maintenance & Repair Supplies	543010				\$5,000	<i>Parts & supplies needed for in-house maintenance/custodians</i>
Custodial Maintenance & Repair Supplies	543060				\$8,000	<i>Consumable paper/soap, cleaning products and equipment</i>
Other Contractual Services-Custodial	524091				\$5,000	<i>Outsourced custodial work and DPW grounds</i>
Work clothing	542130				\$2,000	<i>Uniforms for Town Hall staff</i>
Trash	529020				\$1,500	<i>Outsourced</i>
Recycling	529050				\$1,500	<i>Outsourced</i>
Equipment Maintenance	524030				\$1,000	<i>Personnel lifts, mowers, blowers, etc.</i>
Total Expense Budget		\$96,234	\$102,948	\$0	\$136,500	

Year-to-Year Budget Increases	% Increase	Comments
FY22 to FY25	41.84%	
FY23 to FY25	32.59%	<i>FY23 Last full year of old TH budget</i>
FY24 to FY25	NA	<i>No budget</i>



Closed Upham Budget

Closed Upham School (Organization Code: 01192217): FY25 Operational Budget - Expenses

Budget Category	Object Code	Budgets				Comments
		FY22	FY23	FY24	FY25	
Electricity	521010				\$8,000	Assume 25% of FY24 budget (\$31k)
Natural Gas	521020				\$20,000	Assume 50% of FY24 budget (\$40k)
Water	523010				\$400	Minimum usage assumed
Sewer	523020				\$600	Minimum usage assumed
Building Maintenance	524010				\$2,500	Boilers
Other Contractual Services-Maintenance	524090				\$2,500	Outsourced repair maintenance
Building Maintenance & Repair Supplies	543010				\$2,500	Parts & supplies needed for in-house maintenance/custodians
Custodial Maintenance & Repair Supplies	543060				\$1,500	Consumable paper/soap, cleaning products and equipment
Grounds Maintenance	524015				\$5,000	DPW grounds maintenance (grass cutting and snow plow)
Trash	529020				\$250	DPW RDF
Recycling	529050				\$250	DPW RDF
Equipment Maintenance	524030				\$1,000	Personnel lifts, mowers, blowers, etc.
Total Expense Budget		\$114,209	\$121,449	\$124,778	\$44,500	

Year-to-Year Budget Increases	% Decrease	Comments
FY22 to FY25	-61.04%	
FY23 to FY25	-63.36%	
FY24 to FY25	-64.34%	Decrease



New Hunnewell & Hardy Schools

HHU: Old Schools vs New School Expenses (Using FY25 Budget Estimates)						Comments	
	*3 Old Schools			2 New Schools			
	Hunnewell	Hardy	Upham	Hunnewell	Hardy		
Expense Cost	\$158,000	\$150,500	\$126,500	\$246,250	\$246,450		
Bldg Size (SF)	45,000	46,000	36,000	76,500	79,700		
Total Size (SF)	127,000			156,200		23% larger	
Total Cost	\$435,000			\$492,700		\$57,700 incr.	
SF Cost	\$3.43			\$3.15		9% less	

* Note: Budget for “3 Old Schools” is the “theoretical” FY25 budget using the last full years’ budgets and escalating by 2% per year to FY25



Hunnewell, Hardy, TH and Upham Expense Budget Summary

New/Renovated/Closed Buildings Summary				
Building	Budget		Change	% Change
	FY24	FY25		
New Hunnewell	\$129,373	\$246,250	\$116,877	65.57%
New Hardy	\$148,971	\$246,450	\$97,479	65.43%
Renovated Town Hall	\$0	\$136,500	\$136,500	NA
Closed Upham	\$124,778	\$44,500	-\$80,278	-64.34%
Totals	\$403,122	\$673,700	\$270,578	67.12%

\$270,578 represents 69% of total expense increase!



QUESTIONS?

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