



# Select Board

December 12, 2023

***FACILITIES MANAGEMENT DEPARTMENT***  
***FY25 OPERATING BUDGET PRESENTATION***



# *FY25 BUDGET HIGHLIGHTS*



# FY25 Budget Requests

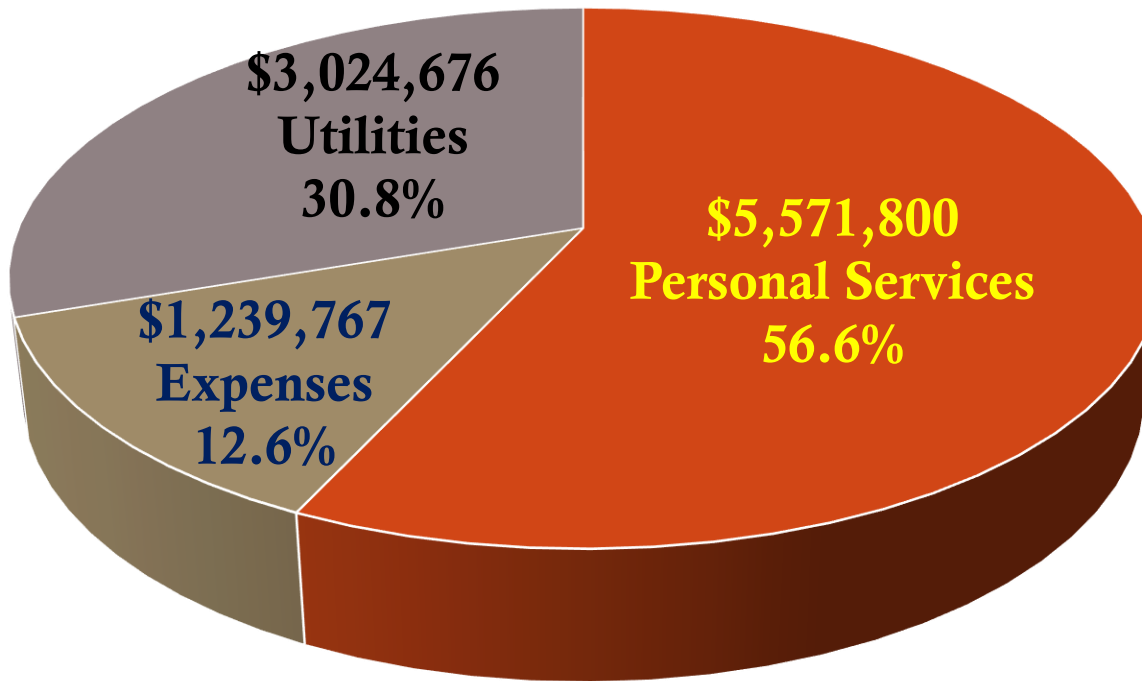
	FY24	FY25	Variance	% Change
Personal Services	\$5,253,750	\$5,571,800	\$318,050 <i>(Incl. \$40k in benefit costs)</i>	6.05% <i>Guideline = 4%</i>
Expenses	\$3,871,918	\$4,264,443	\$392,526	10.14% <i>Guideline = 3%</i>
Total	\$9,125,668	<b>\$9,836,243</b>	\$710,575	<b>7.79%</b>

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*)

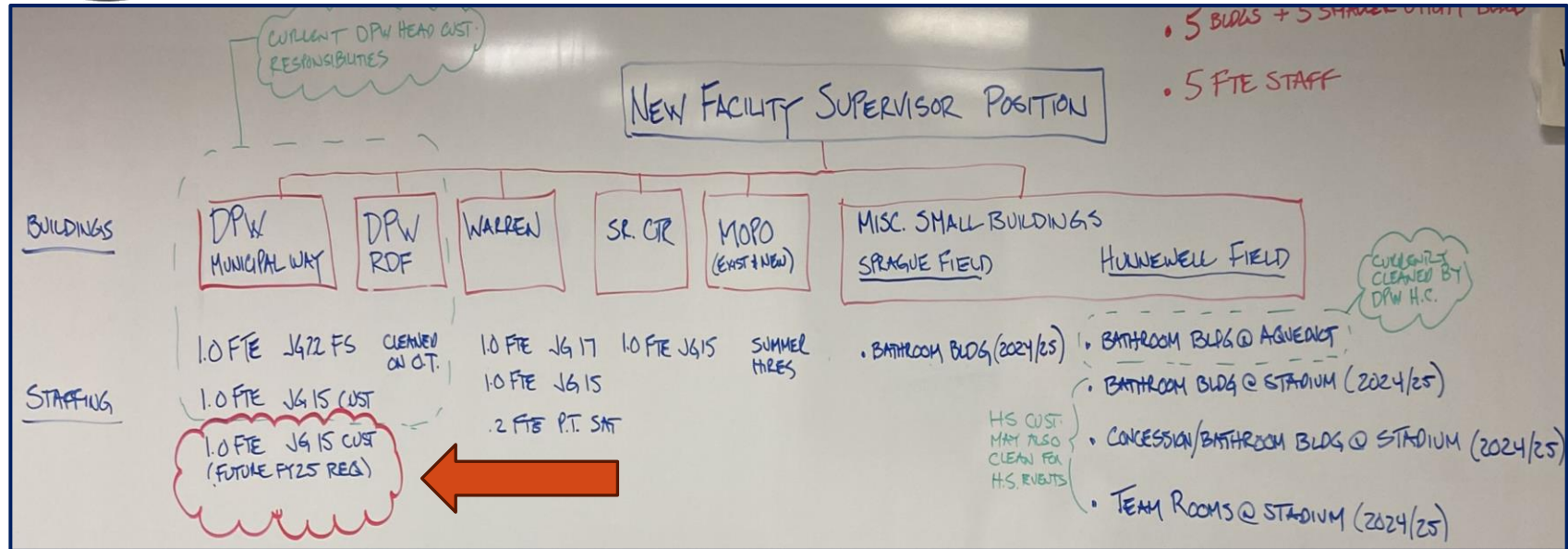
- Custodial & Maintenance at Closed Upham
  - Building checks/inspections/maintenance
  - Increase = \$11,876

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

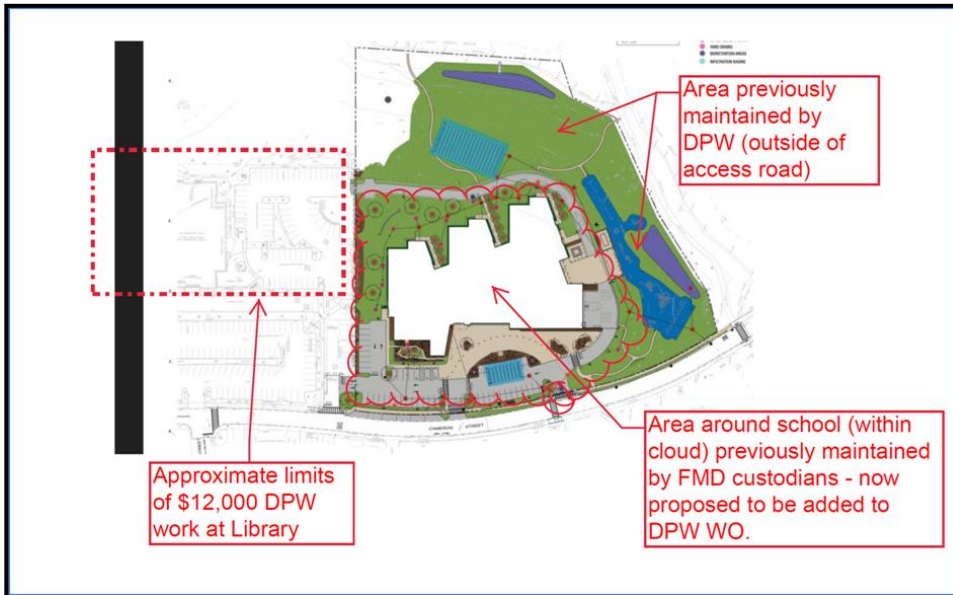
## *MYTH: New Buildings Require No Maintenance*

### *Typical Building Systems Requiring PM (Critical Systems) ●*

Item	Equipment Description			PM						
	Group	Class	Type	Inhouse	Outsource					
1	1	Electrical	Electrical (MSB, PBs, MCCs)	X		18	3	Plumbing	Grease Traps	● X
2	1	Electrical	Generators/ATSs	●	X	19	3	Plumbing	HW Tanks	● X
3	2	HVAC	AHUs	● X		20	3	Plumbing	Hydration Stations/Filters	● X
4	2	HVAC	Boilers/Furnaces	●	X	21	3	Plumbing	Sewage Ejection Pumps	● X
5	2	HVAC	Chillers	●	X	22	3	Plumbing	Sump Pumps	● X
6	2	HVAC	Circulation Pumps	● X		23	4	Safety	CO/CO2 Systems	● X
7	2	HVAC	Controls (PM before others)	● X		24	4	Safety	Elevators/Inspections	● X
8	2	HVAC	Cooling Towers	●	X	25	4	Safety	Fire Alarm	● X
9	2	HVAC	ERUs	● X		26	4	Safety	Fire Extinguishers	● X
10	2	HVAC	Fans	● X		27	4	Safety	Fire Pumps	● X
11	2	HVAC	FCUs/FPBs/HPs/CUHs	● X		28	4	Safety	Security - Cameras	● X
12	2	HVAC	Heat Exchangers	● X		29	4	Safety	Security - Access	● X
13	2	HVAC	Packaged AC Units	● X		30	4	Safety	Sprinkler System	● X
14	2	HVAC	UVs	● X		31	5	Other	Acid Tank System (MS)	● X
15	2	HVAC	VAVs	● X		32	5	Other	Chemical/Water Treatment	● X
16	2	HVAC	VRF Compressors	●	X	33	5	Other	OH Doors	● X
17	2	HVAC	VRF Panels	●	X	34	5	Other	PH Neutralization (HS)	● 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	Based on energy model results
Water	523010				\$4,700	
Sewer	523020				\$7,000	
Fuel Oil (Diesel for generator)	521030				\$1,500	Use minimal amount
Building Maintenance	524010				\$36,500	Outsourced preventive maintenance
Other Contractual Services-Maintenance	524090				\$8,500	Outsourced repair maintenance
Building Maintenance & Repair Supplies	543010				\$19,000	Parts & supplies needed for in-house maintenance/custodians
Custodial Maintenance & Repair Supplies	543060				\$15,750	Consumable paper/soap, cleaning products and equipment
Other Contractual Services-Custodial	524091				\$2,000	Outsourced custodial services
Grounds Maintenance	524015				\$12,000	DPW grounds maintenance of entire site (6 months only)
Work clothing	542130				\$2,000	Uniforms for Hardy staff
Trash	529020				\$4,000	Outsourced
Recycling	529050				\$3,500	Outsourced
Equipment Maintenance	524030				\$5,000	Personnel lifts, mowers, blowers, etc.
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%	Full Year - Old vs New School

## 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	Based on energy model results
Water	523010				\$4,500	
Sewer	523020				\$6,750	
Fuel Oil (Diesel for generator)	521030				\$1,500	Use minimal amount
Building Maintenance	524010				\$35,000	Outsourced preventive maintenance
Other Contractual Services-Maintenance	524090				\$8,000	Outsourced repair maintenance
Building Maintenance & Repair Supplies	543010				\$18,000	Parts & supplies needed for in-house maintenance/custodians
Custodial Maintenance & Repair Supplies	543060				\$15,000	Consumable paper/soap, cleaning products and equipment
Other Contractual Services-Custodial	524091				\$2,000	Outsourced custodial services
Grounds Maintenance	524015				\$20,000	DPW grounds maintenance of entire site
Work clothing	542130				\$2,000	Uniforms for Hunnewell staff
Trash	529020				\$4,000	Outsourced
Recycling	529050				\$3,500	Outsourced
Equipment Maintenance	524030				\$5,000	Personnel lifts, mowers, blowers, etc.
<b>Total Expense Budget</b>		\$148,733	\$0	\$129,373	<b>\$246,250</b>	

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



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

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





# 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.
<b>Total Expense Budget</b>		\$114,209	\$121,449	\$124,778	<b>\$44,500</b>	

Year-to-Year Budget Increases	% Decrease	Comments
FY22 to FY25	-61.04%	
FY23 to FY25	-63.36%	
FY24 to FY25	-64.34%	<u>Decrease</u>



# New Hunnewell & Hardy Schools

HHU: Old Schools vs New School Expenses (Using FY25 Budget Estimates)

	<b>*3 Old Schools</b>			<b>2 New Schools</b>		<b>Comments</b>
	<b>Hunnewell</b>	<b>Hardy</b>	<b>Upham</b>	<b>Hunnewell</b>	<b>Hardy</b>	
<b>Expense Cost</b>	\$158,000	\$150,500	\$126,500	\$246,250	\$246,450	
<b>Bldg Size (SF)</b>	45,000	46,000	36,000	76,500	79,700	
<b>Total Size (SF)</b>	127,000			156,200		<b>23% larger</b>
<b>Total Cost</b>	\$435,000			\$492,700		<b>\$57,700 incr.</b>
<b>SF Cost</b>	\$3.43			\$3.15		<b>9% less</b>

*\* 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	<b>\$270,578</b>	67.12%

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



# QUESTIONS?

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