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| **FY 2022****OPERATING BUDGET****DECISION PACKAGE** |
| **Requesting Dept:** Department of Public Works | **Division:** Admin/Technical |
| **Contact Person:**  | **Dept. Priority:** 1  **of** 3  |
|  |
| 1. **Decision Package Title:** CWMP Funding FY22
 |
| 1. **Strategic Plan Priority:** Environment and Natural Resources
 |
| 1. **Classification**
 | Non-Discretionary (Change in law, utility incr., etc.)**X** | Discretionary |
| 1. **Decision Package Request:**
 |
|  | Maintain current level of service |
|  | Enhanced/Expanded level of service**X** |
|  | Operating Capital |
|  | *New Item* |
| *Replacement* |
| (Describe item, new or replacement, in *Detailed Description* paragraph below) |
| 1. **Detailed Description of Request:**

This request is for the first FY of CWMP implementation in-house costs. This includes funding 7 FTEs (ultimately 25 are projected to be needed by the end of Phase I), and associated expenses, plus miscellaneous technical services to support DPW during the CWMP execution. The FTEs include a Senior Project Manager to lead the Section, a Lead Project Engineer to oversee and run the design side of the operation, a Designer to assist with design development, a Construction Project Manager and two Construction Inspectors to begin managing the construction work (starting in the spring of 2021 with the Strawberry Hill Road Sewer extension associated with the Vineyard Wind project).  |
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| 1. **Rational/Justification for Request:**

The Town’s CWMP is a 30 year plan to ensure all the Town’s estuaries return to healthy nutrient levels. This plan, which is estimated to cost over 1.2 billion dollars, has been approved by the Town and is in the final stages of approval by the State regulators. It will result in over 11,800 parcels being sewered, and the collection of over 2,127,000 gallons of wastewater every day. The end result will be that over 77,000 kg (approximately 170,000 pounds) of nitrogen will be removed from the environment every year. The Town has tasked the DPW to execute this plan. Our analysis has shown that keeping design work in house through at least preliminary design, and managing construction (including inspection) in house can save the community over $15,000,000 in Phase I alone.  |
| 1. **How Efficiency and Effective will this Request be providing this Service? (Explain):**

As noted, doing this work in-house. Vs by consultant, is projected to save the community $15,000,000 over the course of Phase I.  |
| 1. **Impact on Service if Not Funded (Explain):**

Once the CWMP has been approved, regulatory agencies will require the community to execute the plan. Not funding this request, will mean we cannot proceed with the plan, and will likely result in regulatory fines and possibly civil law suits.  |
| 1. **Breakdown of Total Costs By Line Item:**
 |
| Expense Line Item  | Account Number |  |
| Description | Org Code | Object Code | Amount |
| Labor Costs |  |  | $511,000 |
| Benefits (assumed 33% Labor) |  |  | $169,000 |
| Licenses |  |  | $23,500 |
| Computers |  |  | $16,000 |
| Plotters/Printers |  |  | $7,500 |
| Technical Services |  |  | $50,000 |
| Overtime |  |  | $50,000 |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |
|  | Total Expenses | $827,000 |
|  |
| 1. **Revenue Offsets:**
 | Yes | No**X** |
| Explanation if Yes Above Explain By Describing Funding Sources: |
| Funding Offsets (Fees, Grants, Internal, Budget Line Transfer) |
| Proposed Funding Source | What is the Price or Lump Sum? | Amount |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  | Total Offset | $ |
|  | Net Bal. (Expenses – Revenues) | $ |
|  |
| 1. **Further Explanation if Needed:**
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**ATTACHMENT:** Please provide any support (including photos) for cost for materials or comparable personnel wages.

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| **FY 2022****OPERATING BUDGET****DECISION PACKAGE** |
| **Requesting Dept:** Department of Public Works/Admin | **Division:** Admin/Technical |
| **Contact Person:** Robert R. Steen, P.E., Assistant Director | **Dept. Priority:** 2  **of** 3  |
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| 1. **Decision Package Title:** Operating Capital - Vehicles
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| 1. **Strategic Plan Priority:**
 |
| 1. **Classification**
 | Non-Discretionary (Change in law, utility incr., etc.) | Discretionary**X** |
| 1. **Decision Package Request:**
 |
|  | Maintain current level of service**X** |
|  | Enhanced/Expanded level of service |
|  | Operating Capital**X** |
|  | *New Item* |
| *Replacement***X** |
| (Describe item, new or replacement, in *Detailed Description* paragraph below) |
| 1. **Detailed Description of Request:**

**$**500,000 to fund the FY21 Department of Public Works ongoing vehicle/truck replacement budget, via Capital Outlay |
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| 1. **Rational/Justification for Request:**

The DPW has approximately 150 pieces of equipment, which are used to conduct its day-to-day business for the Town and emergency operations. These are replaced when they reach the end of their useful life with monies from the Vehicle Op-cap budget. The DPW has developed and implemented sustainable, long-term, plans for the vehicle program that has resulted in efficiencies and cost savings. These and other initiatives have allowed the DPW to level fund this program at $500,000 for a number of years, which will continue for FY2022. |
| 1. **How Efficiency and Effective will this Request be providing this Service? (Explain):**

Replacing the vehicles that are in the worst condition will allow us to maintain services (vs. having to decrease services by taking vehicles off the road without replacements). |
| 1. **Impact on Service if Not Funded (Explain):**

Loss of capability as vehicles degrade to the point that they no longer are functional, slower responses especially during emergency operations, higher maintenance costs, less capability to handle projects and snow removal with our equipment. |
| 1. **Breakdown of Total Costs By Line Item:**
 |
| Expense Line Item  | Account Number |  |
| Description | Org Code | Object Code | Amount |
| Vehicles/Trucks ETC.  | 017100 | 702020 | $500,000 |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |
|  | Total Expenses | $ |
|  |
| 1. **Revenue Offsets:**
 | Yes**x** | No |
| Explanation if Yes Above Explain By Describing Funding Sources: |
| Funding Offsets (Fees, Grants, Internal, Budget Line Transfer) |
| Proposed Funding Source | What is the Price or Lump Sum? | Amount |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  | Total Offset | $ |
|  | Net Bal. (Expenses – Revenues) | $ |
|  |
| 1. **Further Explanation if Needed:**
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**ATTACHMENT:** Please provide any support (including photos) for cost for materials or comparable personnel wages.

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| **FY 2022****OPERATING BUDGET****DECISION PACKAGE** |
| **Requesting Dept.:** Department of Public Works | **Division:** Admin/Technical |
| **Contact Person:** Amber Unruh, Senior PM Special Projects | **Dept. Priority:** 3 **of 3** |
|  |
| 1. **Decision Package Title:** Estuaries, Ponds, and Lakes Water Sampling Equipment
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| 1. **Strategic Plan Priority:** Environment and Natural Resources
 |
| 1. **Classification**
 | Non-Discretionary (Change in law, utility incr., etc.) | Discretionary**x** |
| 1. **Decision Package Request:**
 |
|  | Maintain current level of service |
|  | Enhanced/Expanded level of service**x** |
|  | Operating Capital |
|  | *New Item* |
| *Replacement* |
| (Describe item, new or replacement, in *Detailed Description* paragraph below) |
| 1. **Detailed Description of Request:**

This is a request for additional funding for the Town’s estuary, pond, and lake water quality monitoring program. This would provide funding for a variety of supplies needed to expand water quality monitoring in the Town’s estuaries, lakes, ponds, and streams. Equipment for this program include, but are not limited to, supplies for making new sampling poles, weighting secchi disks, purchasing additional dissolved oxygen meters, tool kits, measuring tapes, replacement probes for dissolved oxygen, nitrate, ammonium, pH, conductivity, and turbidity on multiparameter sonde and YSI meters, and nutrient test kits for water quality analysis.  |
| 1. **Rational/Justification for Request:**

The water quality monitoring program is limited by the amount of equipment it currently has for monitoring. The program expects to further engage citizen volunteers, with oversight from the Town, in order to expand the amount of sampling performed each year, particularly within freshwater bodies. This will require a budget for additional equipment and for repairs/replacement to aging equipment. For freshwater bodies, this equipment will be used to collect additional water quality data which will inform pond health and supplement future management plan preparation. Long-term, this data will be especially useful for tracking pond and lake water quality improvements as a result of implementing management solutions. This equipment will also be utilized for the Town’s estuarine sampling program, which is the key component to the CWMP Monitoring Program.  |
| 1. **How Efficiency and Effective will this Request be providing this Service? (Explain):**

Without an appropriate budget for equipment and the ability to replace aging equipment, the water quality monitoring program will not be able to be executed as envisioned. The program plans to engage volunteers to supplement town staff in collecting the data. As such it will be necessary to have redundant pieces of equipment. Purchasing this equipment and providing staff assistance for quality assurance purposes will allow the Town to increase the amount of data that is available as the Town continues to implement management solutions.  |
| 1. **Impact on Service if Not Funded (Explain):**

The quality of the water quality data collected would diminish if any gear is not properly functioning. For pond and lake sampling, the Town would miss an opportunity to tap into the volunteer resources available for collecting additional water quality data, such as pond associations and other citizen groups. |
| 1. **Breakdown of Total Costs By Line Item:**
 |
| Expense Line Item  | Account Number |  |
| Description | Org Code | Object Code | Amount |
| WQ Sampling Equipment |  |  | $5,000  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Total Expenses | $ 5,000  |
|  |
| 1. **Revenue Offsets:**
 | Yes | No**x** |
| Explanation if Yes Above Explain By Describing Funding Sources: |
| Funding Offsets (Fees, Grants, Internal, Budget Line Transfer) |
| Proposed Funding Source | What is the Price or Lump Sum? | Amount |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  | Total Offset | $ |
|  | Net Bal. (Expenses – Revenues) | $ |
|  |
| 1. **Further Explanation if Needed:**
 |

**ATTACHMENT:** Please provide any support (including photos) for cost for materials or comparable personnel wages.