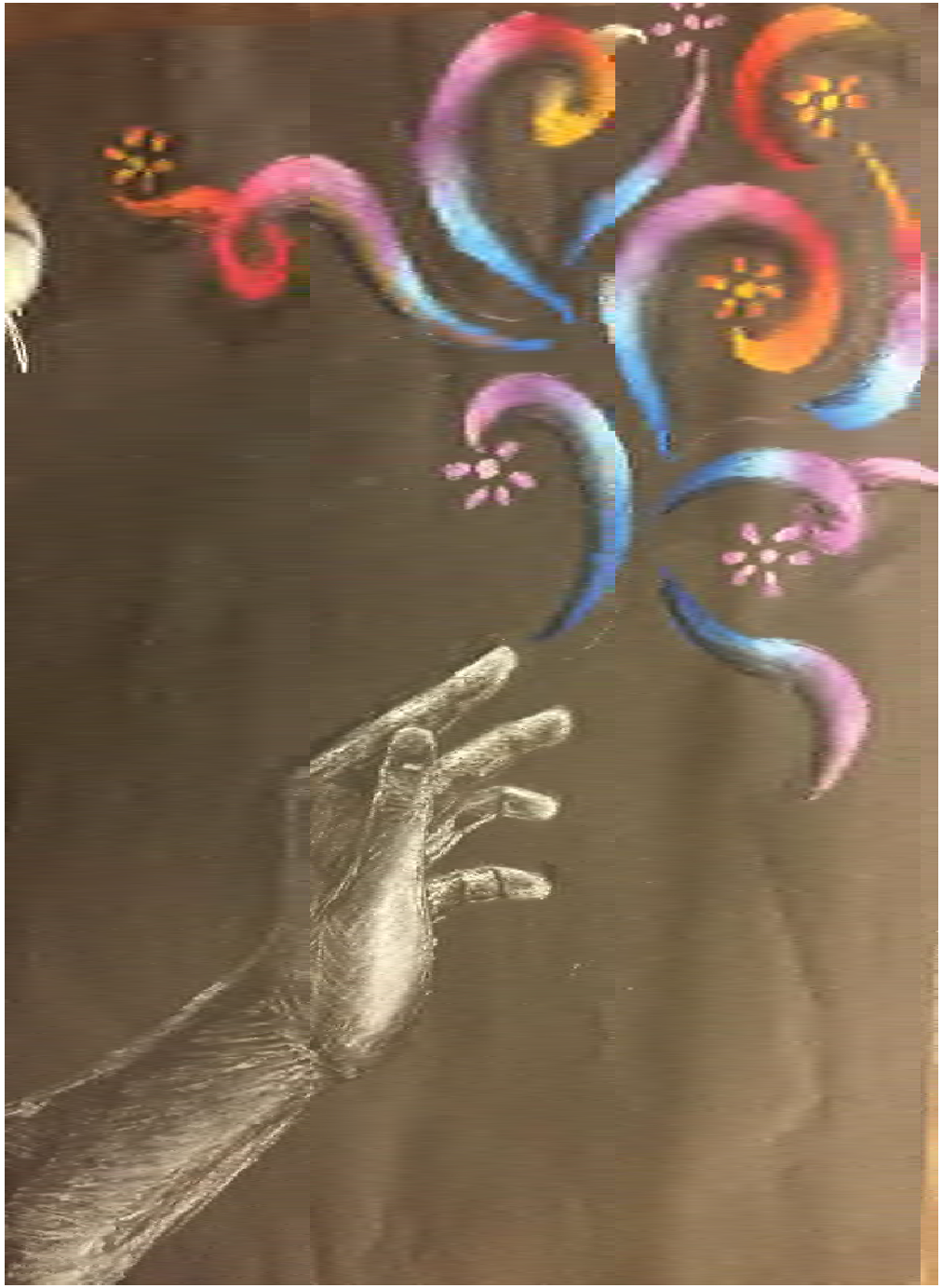
Town of Weston



Town of Weston

In Massachusetts, municipalities that operate their own school district may have certain expenditures made by other municipal departments on behalf of the schools. The Massachusetts Department of Elementary and Secondary Education (MA DESE) regulation (603 Code of Massachusetts Regulation 10.04) requires school districts to report city or town services directly related to the local school department. Since Weston Public Schools is a municipal school district, there are costs related to building maintenance, retirement, insurance and school bus maintenance that are covered by municipal departments. A Town / School agreement provides the terms of how costs are allocated for reporting in the End of Year report to the MA DESE. In Weston, the Town carries the following expenses:

Administrative Services:
The salaries related to human resources, benefit administration, accounting, finance and purchasing are captured in this category. The allocation of costs between the Town and Schools is based on the Town / School agreement currently in place. These costs are carried in the Town of Weston's General Government and Finance budgets. The forecast assumes a 2% increase in FY'19 and beyond.

Pupil Transportation:
All costs incurred as a result of programs transporting students once daily to and from school. The expenses carried in this account includes 50% of the four (4) mechanics salaries and all school bus related parts. These costs are carried in the Town of Weston's Department of Public Works budget. The forecast assumes a 1% increase in FY'19 and beyond.

Maintenance of Building and Grounds:
The direct costs of salaries, supplies, materials and contractual expenses for the ordinary and extraordinary maintenance of school buildings, grounds and equipment. School maintenance expenditures shall be reported for services within a school building or on school grounds. These costs are carried in the Town of Weston's Facilities Town-Wide budget. The forecast assumes a 2% increase in FY'19 and beyond.

Extraordinary Maintenance:
This category may not include employee salaries and is restricted to a per project dollar limit of $150,000. These costs are carried in the Town of Weston's Facilities Town-Wide budget. The forecast assumes a 6% increase in FY'19 and beyond.

Middlesex Retirement Contributions:
The actual costs of pensions paid to school department retirees or the actual costs of assessments paid to state, county or municipal retirement systems on account of school department employees or retirees, including any special assessments for early retirement incentive programs for school department employees. Employees who are licensed by the MA DESE and require a license as part of their contract are members of the Massachusetts Teacher's Retirement System (MTRS). MTRS costs are reported at the state level and are not paid by the Town of Weston. The Middlesex Retirement Contribution are carried in the Town of Weston's Unclassified budget. The forecast assumes a 2% increase in FY'19 and beyond.

Insurance for Active School Employees:
The health insurance premiums for active school department employees after deducting employee contributions and assessments. The expenses carried in this account includes an actual accounting of school active employee costs. These costs are carried in the Town of Weston's Unclassified budget. The forecast assumes a 3.5% increase in FY'19 and beyond.

Insurance for Retired School Employees:
The health insurance premiums for retired school department employees after deducting any retiree contributions and assessments. The expenses carried in this account includes an actual accounting of school retiree's costs. These costs are carried in the Town of Weston's Unclassified budget. The forecast assumes a 3.5% increase in FY'19 and beyond.

Non-Employee Insurance:
The direct insurance premiums for school buildings, grounds, equipment and liability coverage and contributions to non-employee self-insurance trust funds from the municipality's general fund. The expenses carried in this account includes property and casualty insurance, Workers' Compensation benefits, builder's risk and unemployment insurance. These costs are carried in the Town of Weston's Unclassified budget. The forecast assumes a 1% increase in FY'19 and beyond.

Tuition to Mass. Schools:
Massachusetts General Law, Chapter 74, requires municipalities to provide access to vocational education for their students. Weston High School does not offer state approved vocational-technical curriculum that satisfies this requirement. This category reflects the costs associated with the tuition payments for Weston resident students opting to enroll in Minuteman Career and Technical High School, a vocational school in Lexington, Massachusetts. In 2016, Weston residents voted to withdraw as a member district, therefore, the Town of Weston pays a non-member tuition rate for each student accepted to the school. In addition, Weston is responsible for providing transportation daily. These costs are carried in the Town of Weston's Education budget. The forecast assumes a 2% increase in FY'19 and beyond.

Collaborations between municipalities and schools vary community to community. In Weston, we have successfully integrated Town and School resources and manpower in the aspects of technology infrastructure, vehicle maintenance, and building and grounds maintenance. Through these collaborations, we can address multiple needs in a single contract i.e. electrical work across multiple buildings by hiring a contractor for one full day rather than over multiple projects.

Additional Building Maintenance Information:

In FY'08, the Town of Weston and the Weston Public Schools consolidated the Facilities department. The consolidated department is overseen by a Director of Facilities who reports to both the Town Manager and Assistant Superintendent for Finance and Operations. The Town of Weston invests maintenance resources to ensure a long useful life of the structures and fields. The school budget includes information on the Town's continuing balance maintenance account, otherwise known as "small capital," that supports the school department.

Continuing Balance Maintenance Account:

This section outlines the expected maintenance projects in FY'19 (priority 1) and the out years (priority 2 and 3). Since the continuing balance account funds both school and town projects, the Director divides the account between both entities based on known and prioritized needs. Once the funding level is determined, the project prioritization occurs. In FY'19, the expected level of funding is $385K for the school department. As emergencies occur throughout the year, the Director of Facilities and Assistant Superintendent for Finance and Operations meet to discuss the impact and propose the re-arrangement of priorities. When a change may impact the overall funding of the account, the Town Manager is consulted. Some of the most recent accomplishments include:

- The Facilities Department continues to recommission HVAC[1] units to complement the recently upgraded building energy management system.
- The Facilities Department completed the replacement of the Proctor Field track, synthetic turf field, and concession building. In addition, the synthetic turf carpet on Field 1 was replaced.

The FY'18 physical plant and grounds improvements include:

Middle and High School Tree Trimming and Removal	$5,000
Woodland School Erosion Control Design	$7,000
Field School Exterior Building Wood Stain	$9,000
Woodland School Vinyl Composition Tile (VCT) Tile Replacement	$10,000
Middle School Hot Water Boiler Replacements	$15,000
High School Library Commons Renovation of Silent Student and Collaborative Room	$25,000
Upgrades to HVAC[1] Software at Country, Woodland, Middle and High	$50,000
Case House School Administration Rehabilitation Design	$270,000
High School Field 1 Synthetic Turf Field Carpet Replacement	$500,000
High School Proctor Field Support Building	$600,000
Case Campus Master Plan – Phase 4	$1,150,000
High School Proctor Field Track and Synthetic Turf Multi-Use (Football) Field	$3,900,000

In April 2017, the Reserve Policy was revised. The reserve target for the Continuing Balance Maintenance account is 1% of the Town's total insured building value. Until the target is met, the appropriation is expected to increase by 6% or greater on an annual basis. In Weston, the reliance on capital outlays are reserved for building projects rather than building maintenance, school vehicles and school technology.

Town of Weston Detail

The following pages provide detail expenditure data for the school costs carried in the Town of Weston budget. In addition, the anticipated projects, funded through the Continuing Balance Maintenance account, for fiscal year 2019 and beyond are provided by location and project.

[1] HVAC stands for Heating, Ventilating and Air Conditioning.

EOY Report	Town of Weston Category	FY'15 Actual	FY'16 Actual	FY'17 Actual	FY'18 Projected Budget	FY'19 Projected Budget	$ Change	% Change	Notes
1410	Accounting/Purchasing	$ 25,734	$ 27,680	$ 35,015	$ 40,570	$ 41,381	$ 811	2.00%	
1410	Treasurer	$ 7,732	$ 7,875	$ 7,812	$ 7,935	$ 8,094	$ 159	2.00%	
1420	Human Resources	$ 26,183	$ 28,074	$ 59,680	$ 62,925	$ 64,184	$ 1,259	2.00%	HR and Benefit Administation
1000 Series	**General Administrative Services**	**$ 59,649**	**$ 63,629**	**$ 102,507**	**$ 111,430**	**$ 113,659**	**$ 2,229**	**2.00%**	
3300	Mechanic Salary	$ 110,394	$ 116,739	$ 118,005	$ 120,060	$ 121,261	$ 1,201	1.00%	
3300	Bus Replacement Parts	$ 76,233	$ 66,467	$ 60,123	$ 70,000	$ 70,700	$ 700	1.00%	
3300 Series	**Pupil Transportation**	**$ 186,627**	**$ 183,206**	**$ 178,128**	**$ 190,060**	**$ 191,961**	**$ 1,901**	**1.00%**	
4110	School Custodial Services	$ 122	$ -	$ -	$ 1,250	$ 1,275	$ 25	2.00%	
4130	School Utility Services	$ 134,347	$ 92,699	$ 100,710	$ 163,900	$ 167,178	$ 3,278	2.00%	
4210	Maintenance of Grounds	$ 68,334	$ 120,167	$ 115,422	$ 201,000	$ 205,020	$ 4,020	2.00%	
4220	Maintenance of Buildigs	$ 230,607	$ 231,364	$ 226,857	$ 137,750	$ 140,505	$ 2,755	2.00%	
4220	Facilities Salaries	$ 110,394	$ 122,840	$ 129,224	$ 144,793	$ 147,689	$ 2,896	2.00%	Director, Asst. Dir., Grounds Coord.
4230	Maintenance of Equipment	$ 115,547	$ 128,394	$ 97,711	$ 209,480	$ 213,670	$ 4,190	2.00%	
2110	Equipment	$ -	$ -	$ 106,598	$ -	$ -	$ -		Facility related equipment
4000 Series	**Operations and Maintenance**	**$ 659,351**	**$ 695,464**	**$ 776,522**	**$ 858,173**	**$ 875,336**	**$ 17,163**	**2.00%**	
4300	Extraordinary Maintenance	$ 290,750	$ 223,172	$ 128,797	$ 267,350	$ 283,391	$ 16,041	6.00%	
4300 Series	**Extraordinary Maintenance**	**$ 290,750**	**$ 223,172**	**$ 128,797**	**$ 267,350**	**$ 283,391**	**$ 16,041**	**6.00%**	
5100	Middlesex Country Retirement Contrib.	$ 1,778,530	$ 1,853,781	$ 1,880,942	$ 1,977,754	$ 2,017,309	$ 39,555	2.00%	Non-Professional Staff
5100 Series	**Employer Retirement Contributions**	**$ 1,778,530**	**$ 1,853,781**	**$ 1,880,942**	**$ 1,977,754**	**$ 2,017,309**	**$ 39,555**	**2.00%**	
5200	Medicare Tax	$ 449,430	$ 459,473	$ 471,787	$ 485,539	$ 502,533	$ 16,994	3.50%	
5200	Group Health Insurance	$ 4,931,878	$ 5,055,803	$ 5,274,753	$ 5,538,490	$ 5,732,337	$ 193,847	3.50%	
5200	Unemployment Insurance	$ 91,180	$ 101,207	$ 34,075	$ 35,779	$ 37,031	$ 1,252	3.50%	
5200	Life Insurance	$ -	$ -	$ 942	$ 970	$ 1,004	$ 34	3.50%	
5200	Workers' Compensation	$ 119,954	$ 139,852	$ 183,774	$ 202,249	$ 209,328	$ 7,079	3.50%	
5200 Series	**Insurance for Active Employees**	**$ 5,592,442**	**$ 5,756,335**	**$ 5,965,331**	**$ 6,263,027**	**$ 6,482,233**	**$ 219,206**	**3.50%**	
5250	Retiree Group Health	$ 1,731,517	$ 1,726,014	$ 1,823,110	$ 1,914,265	$ 1,981,264	$ 66,999	3.50%	
5250	Life Insurance	$ -	$ -	$ 2,117	$ 2,180	$ 2,256	$ 76	3.50%	
5250 Series	**Insurance for Retired Employees**	**$ 1,731,517**	**$ 1,726,014**	**$ 1,825,227**	**$ 1,916,445**	**$ 1,983,521**	**$ 67,076**	**3.50%**	
5260	General School Insurance	$ 143,988	$ 171,516	$ 163,315	$ 165,114	$ 166,765	$ 1,651	1.00%	
5260 Series	**Other Non-Employee Insurance**	**$ 143,988**	**$ 171,516**	**$ 163,315**	**$ 165,114**	**$ 166,765**	**$ 1,651**	**1.00%**	
9100	Mintuteman Vocational Sch. Assessment	$ 110,127	$ 91,498	$ 122,810	$ 122,448	$ 124,897	$ 2,449	2.00%	Non-Member District Costs
9100 Series	**Tuition to Mass. Schools**	**$ 110,127**	**$ 91,498**	**$ 122,810**	**$ 122,448**	**$ 124,897**	**$ 2,449**	**2.00%**	
	Town of Weston Total	**$ 10,552,981**	**$ 10,764,615**	**$ 11,143,579**	**$ 11,871,801**	**$ 12,239,071**	**$ 367,270**	**3.09%**	

Continuing Balance Maintenance Account:

Program Name	Program	Item Description	Price	Total	Priority 1	Priority 2	Priority 3
Country School	Exterior	Hardscape area by the pre-school playground	15,000		15,000		
	Exterior	Shed for storage by playground 10x12	6,000		6,000		
	HVAC	Extend generator exhaust above roof line	3,000				3,000
	Construction	Exterior window repair; construction defects	37,000			7,000	30,000
	Electric	Relocate stage controls	8,000			8,000	
	Site	Sidewalk repair	5,000			5,000	
	Plumbing	Mixing valves rebuild	4,000			4,000	
	HVAC	Install fixed air condition unit $4,000 per classroom	16,000				16,000
	Paint	Paint interior	5,000			5,000	
	Plumbing	Monitor water usage	3,000			3,000	
	Electric	Monitor power usage in building	3,000				3,000
	Energy	Retrofit with energy efficient lighting	67,000			67,000	
	Energy	Install variable frequency drive (VFD) on heat line pump	8,000				8,000
	Energy	Remaining boiler replacement	210,000			40,000	170,000
	Plumbing	Replace domestic hot water heater	60,000	**450,000**		60,000	
Woodland School	Site	Install outdoor erosion control in rear of building	128,000		128,000		
	Site	Riprap	1,000			1,000	
	Site	Drainage	8,000			8,000	
	Site	Clean sewer manholes	3,000			3,000	
	Carpentry	Replace front office admin windows (energy)	80,000			40,000	40,000
	Floor	Remove carpet and install new tile	12,000				12,000
	Plumbing	Rebuild mixing valve	4,000				4,000
	Electric	Install ceiling fans	4,000			4,000	
	Carpentry	Replace exterior windows in Guidance 107 / SST 106 / Adjustment Counselor	30,000			30,000	
	Paint	Paint	4,000				4,000
	Plumbing	Downspout repair	13,000			8,000	5,000
	Engineering	Engineering on replacement of single glazed	8,000			8,000	
	Energy	Retrofit lighting for energy upgrade	62,000			62,000	
	Energy	Recommissioning	8,000				8,000
	Energy	Boiler replacement (3 sections)	170,000	**535,000**			170,000
Field School	Site	Replace walk adjacent to playground with concrete	25,000	**25,000**	25,000		
Waste Water Treatment Plant	Electric	Replacement of generator (Dept. of Env. Protection Requirement)	125,000	**125,000**		5,000	120,000
Middle School	Engineering	Roof replacement over work shop area	15,000		15,000		
	Roof	Roof replacement over work shop area	150,000			150,000	
	Engineering	Engineer window replacement of single pane glass	15,000			15,000	
	Carpentry	Replace 40 single glazed windows	150,000			150,000	
	Engineering	Review removal of fire pump from generator	8,000		8,000		
	Carpentry	Exterior door frames repair	4,000			2,000	2,000

Program Name	Program	Item Description	Price	Total	Priority 1	Priority 2	Priority 3
	Carpentry	Window screens	1,000			1,000	
	Paint	Painting general	5,000				5,000
	Electric	Emergency power / lighting	4,000			4,000	
	Carpentry	Repair interior door frames	5,000				5,000
	HVAC	Duct cleaning	60,000			30,000	30,000
	HVAC	Duct insulation	40,000			20,000	20,000
	HVAC	Boiler controls software	15,000			15,000	
	Project: Science	Demo and new furniture (3 classrooms)	241,500		80,000	161,500	
	Carpentry	Computer lab floor	5,000			5,000	
	Carpentry	Window screens library and various area	2,000				2,000
	Carpentry	Window blinds repair / replace	3,000				3,000
	Floor	Cafeteria tile floor repair	15,000			15,000	
	Plumbing	Rebuilding mixing valves (4 total) boiler room, eyewash station	3,000			3,000	
	Paint	Repaint locker-room floor	20,000			10,000	10,000
	Pool	Remove damaged sheet rock wall replace with glazed block	20,000			20,000	
	Pool	Glazed block replacement with Kalwall insulated glass	15,000			15,000	
	Pool	Install fiberglass tank cover	3,000			3,000	
	Pool	Electric hot water booster heater at pool	3,000				3,000
	Energy	Retrofit all lighting energy upgrade	81,000	883,500		81,000	
High School	Fire alarm	Replace old heads (aged out)	15,000		5,000	5,000	5,000
	Light pole replacement	Damaged light poles in student lot	14,000			7,000	7,000
	Roof	F wing roof replacement	150,000			150,000	
	Roof	Roof repair / reseam	6,000		4,000	2,000	
	Carpentry	Skylight replacement	16,000				16,000
	Carpentry	Access F wing basement	4,000			4,000	
	Carpentry	Windows in various F wing classrooms	20,000		20,000		
	Electric	Emergency light	8,000			4,000	4,000
	Carpentry	Door weather-stripping	10,000			2,000	8,000
	Electric	Install additional circuits in head end room	10,000		10,000		
	Electric	Scenery room vent fan controls	500			500	
	HVAC	Fan coil replacement	6,000			3,000	3,000
	Plumbing	Mixing valve rebuild 3 locations	6,000			6,000	
	HVAC	Air condition room 230 (Business Classroom)	21,000				21,000
	Paint	Paint	10,000			5,000	5,000
	Floor	Carpet in library	40,000		40,000		
	Masonry	Repointing brick (F wing)	20,000			20,000	
	Plumbing	Replace plumbing valves	2,000			2,000	

Program Name	Program	Item Description	Price	Total	Priority 1	Priority 2	Priority 3
	Floor	Media hallway tile repair	27,000		9,000	9,000	9,000
	Electric	Upgrade to energy efficient lights	3,000			3,000	
	Energy	Upgrade all lighting High School	100,000				100,000
	Energy	Remove electric hot water heater and tie into system hot water	4,000	**492,500**			4,000
Grounds & Fields		Parking lot painting	4,000			4,000	
		Mosquito control clean drainage	10,000		10,000		
		Fibar all playgrounds	5,000			5,000	
		Master plan study MS/HS site	7,000			7,000	
		Install drainage Woodland School playground (ConCom issue)	3,000	**29,000**		3,000	
Bus Garage	Security	Swipe cards and lock changes	15,000				15,000
	Carpentry	Reconfiguring and upgrade to new storage facility	15,000			15,000	
	Electric	Fan coil replacement motors	4,000			2,000	2,000
	Plumbing	Replace lift pumps and controls	10,000		10,000		
	Plumbing	Sewer pump replacement (25 years old)	5,000			5,000	
	Paint	Paint exterior	5,000	**54,000**		5,000	
Case House	Electric	Reconfigure electric total	10,000			10,000	
	Electric	Reconfigure data	8,000				8,000
	Site	Repair brick patio	6,000				6,000
	Site	Drainage	4,000			4,000	
	Roof	Roof repair gutter	5,000			5,000	
	Masonry	Chimney	8,000			8,000	
	Plumbing	Plumbing repair	4,000			2,000	2,000
	Carpentry	Roof	15,000				15,000
	Carpentry	Window repairs	7,000			7,000	
	Carpentry	Handicap access entrance (2)	20,000				20,000
	HVAC	Boiler engineering	3,000				3,000
	HVAC	Boiler replacement	20,000				20,000
	HVAC	Boiler steam trap repair	3,000			3,000	
	HVAC	Air condition 3rd floor	12,000				12,000
	HVAC	Air condition 2nd floor	12,000				12,000
	HVAC	Air condition 1st floor	12,000				12,000
	Paint	Exterior paint	30,000			30,000	
	Carpentry	Office upgrade	4,000				4,000
	Energy	Upgrade lighting energy	3,000			3,000	
	Energy	Replace furnaces with condensing boiler	20,000			20,000	
	Energy	Replace electric hot water heater with gas fired tankless	2,000	**208,000**		2,000	
		Grand Total:		**2,802,000**	**385,000**	**1,431,000**	**986,000**