

Town of Needham Department Information													
Department	Police Department												
DSR1													
Operational Considerations													
<p>The most significant element of the department operationally is the ongoing deployment of sufficient resources to respond effectively to criminal activity, parking management and traffic control functions, and the broad range of other services that are provided to various segments of the community.</p> <p>Hiring and maintaining a full complement of police personnel is a primary objective of the next year. It will require ongoing effort to identifying and selecting the best candidates available from the civil service list, as well as the continual upgrade and expansion of training programs provided for personnel.</p> <p>Over the past year the department has experienced the military deployment of one officer, some extended injury-related absences and several vacancies. At the same time a traffic program has been initiated with the assignment of a motorcycle officer while school and community service positions have been continuously staffed.</p> <p>Last year the department participated in two performance measurement activities; one through Town-Stat, and the other through the International City Managers Association.</p> <p>The funding request submitted here amounts to an overall increase less than 3.9% above last years <u>adjusted total budget</u>. Personnel expenses reflect increases related to collective bargaining agreements that have been fully negotiated through the fiscal year 2009. The gasoline and petroleum projection reflects an increase of nine percent above the current budget amount.</p> <p>REDUCTION IN EXPENSES</p> <p>Expenses are reduced with the elimination of most uniform allowances, and bottled water purchases.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Uniform expense reduction</td> <td style="text-align: right;">11180</td> </tr> <tr> <td>Bottled water expense reduction</td> <td style="text-align: right;">1000</td> </tr> </table> <p>INCREASE IN EXPENSES</p> <p>Increases in expenses are requested for training and gasoline and petroleum products.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Training expense increase</td> <td style="text-align: right;">3500</td> </tr> <tr> <td>Gas & petroleum expense increase</td> <td style="text-align: right;">6750</td> </tr> </table> <p>REDUCTION IN PURCHASES OF SERVICES</p> <p>Purchases of services are lower due to the purchase of a photocopier, eliminating an expensive maintenance agreement. Outside technical services are also reduced through grant funding and training that was received.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Photocopier service reduction</td> <td style="text-align: right;">5000</td> </tr> <tr> <td>Technical service reduction</td> <td style="text-align: right;">800</td> </tr> </table>		Uniform expense reduction	11180	Bottled water expense reduction	1000	Training expense increase	3500	Gas & petroleum expense increase	6750	Photocopier service reduction	5000	Technical service reduction	800
Uniform expense reduction	11180												
Bottled water expense reduction	1000												
Training expense increase	3500												
Gas & petroleum expense increase	6750												
Photocopier service reduction	5000												
Technical service reduction	800												

Town of Needham Department Information			
Department	Police Department		
INCREASE IN PURCHASES OF SERVICES			
Increases in purchase of services are requested for a communications maintenance agreement and additional rental of range facilities.			
Communications maintenance increase	375		
Range facility rental increase	500		
Overall, petroleum products account for the largest increase in expenses. A modest increase is being requested in the amount provided for training conferences and seminars.			
The capital outlay funding request is slightly lower this year since the vehicle replacement plan calls for replacement of an unmarked mid-sized vehicle and four full-sized marked cruisers, where last year it called for five full-sized marked cruisers.			
Performance Factors			
Work will continue to identify traffic problems at high accident locations.			
Participation in performance measurement activities will occur throughout the year.			
Emergency planning with schools, other departments and regional agencies will continue.			
Community policing will occur through participation in meetings and community events.			
2009 Request Recap			
Description	Base Request DSR2	Additional Request DSR4	Total Request
Personnel	4,502,553		4,502,553
Services, Supplies and Expenses	272,606		272,606
Operating Budget Capital	138,034		138,034
Total Operating Request	4,913,193		4,913,193

Fiscal Year 2009 Proposed Budget

Town of Needham Department Expenditure Detail									
Department			Police Department						
DSR2A									
Personnel	FY 2007			FY 2008			FY 2009		
	FT Head Count	PT Head Count	Full Time Equivalent (FTE)	FT Head Count	PT Head Count	Full Time Equivalent (FTE)	FT Head Count	PT Head Count	Full Time Equivalent (FTE)
	58	T	58	58	T	58	58	T	58
Salary and Wage Description								FY 2009 Amount	
1. Salary and Wage Full Time Positions (see PRD-1)								3,649,987	
2. Salary and Wage Part Time Positions									
3. Other Salary and Wage Expenses - (Itemized Below)									
Holiday Pay								218,301	
In-Service Training								120,816	
Sub Total A (1+2+3)								3,989,104	
4. Salary and Wage Seasonal & Temporary Positions (Itemized Below)									
School Crossing Guards (13)								84,961	
Sub Total B (4)								84,961	
5. Salary and Wage Overtime (Itemized Below)									
Shift Vacancies, Court, Emergencies, Investigations								227,986	
Vacation Shift Filling								185,502	
Elections - Polls								15,000	
Sub Total C (5)								428,488	
6. Total Salary and Wages (A+B+C)								4,502,553	

Fiscal Year 2009 Proposed Budget

Town of Needham Department Expenditure Detail			
Department		Police Department	
DSR2B			
Description		Item Total	FY 2009 Amount
Energy			
Repairs & Maintenance	Radio Service Contract	15,375	31,675
	Bldg/Vehicle/Equip Repair	16,300	
Rental & Leases	TTDY, Water Coolers,	3,220	4,720
	Pagers, Unisys, Identikit	1,500	
Other Property Related Services	Range, Radar, Watchman,	3,000	5,571
	Animal Control Services	2,571	
Professional & Technical	Vet/Lab consultation, Boarding Service		1,290
Communications	E-911, Phone/Fax line, Pager/Cell/Laptop Comm.		23,000
Recreation			
Other Purchased Services			4,500
Office Supplies			6,200
Building & Equipment Supplies			
Custodial Supplies			
Grounds Keeping Supplies			
Vehicular Supplies	Gasoline, Oil, Lubricant	81,750	98,250
	Tire/Battery/Accessory	16,500	
Food and Service Supplies			
Medical Supplies			
Public Works Supplies			
Other Supplies & Equipment	Ammunition, Uniforms, Radio/Defib. Battery, Medical Supplies		67,600
Intergovernmental Charges			
Travel & Mileage	Conference/Seminars, Mileage Reimbursements		23,500
Dues & Subscriptions	Metro-LEC, BAPERN, SSPI, NESPIN, County Bidding		6,300
7. Total Expenses			272,606
DSR2C			
Capital Equipment Replacement	Four Marked Cruisers	115,888	138,034
	One Detective Vehicle	22,146	
8. Total Operating Budget Capital			138,034
9. Total Non-Personnel Expenditures (Line 7 + Line 8)			410,640

Town of Needham Department Information	
Department	Fire Department
DSR1	
Operational Considerations	
<p>The Fire Department has three main sources of revenue: the ambulances, fire prevention permits and fire alarm permits. In FY07, the ambulances brought in a total of \$538,657; while fire prevention permits brought in \$58,458 and fire alarm permits \$60,990.</p> <p>As always, we have tried to provide the Town with a cost efficient budget. The following is a short list of increases/decreases which are necessary for us to maintain our current level of service.</p> <p>Salaries</p> <p>Salaries for all members in Local 1706 and the ITWA reflect a contractual cost of living increase of 2.5%. In addition, all Local 1706 contractual items have been included such as an increase of 1% for Paramedic pay (those in rotation only) and a .5% increase for EMT's. Those non-represented members (Dispatchers) do not reflect any raise. The Chief's salary is contractual.</p> <p>\$16,000 in salary monies (overtime) has been requested for the Fire Inspectors and the Fire Alarm Supervisor to work on the Charles River Landing project.</p> <p>Fire Administration</p> <p>\$400 decrease in Repair/Maintenance as our new copier maintenance contract is less.</p> <p>Fire Protection</p> <p>\$200 increase for our portion of the Shared Haz-Mat Regional Vehicle.</p> <p>Fire Prevention</p> <p>\$3,000 increase for a private engineer/consultant for the Charles River Landing project.</p> <p>Line item change – We have moved \$50 from Dues/Subscriptions into Travel/Mileage so that our Inspectors may participate fully in the Fire Prevention Annual Conference.</p> <p>Vehicle Maintenance</p> <p>\$10,000 increase in Repair/Maintenance. Last year was an extremely costly year for repairs as we went over budget by \$28,133. Since July, we have spent \$18,723 on vehicle repairs. This is due, in part, to an increase in parts and labor costs. In order to help keep our fleet of apparatus in good, safe running order we need this increase.</p> <p>EMS</p> <p>\$885 increase in Prof/Tech due to the fact that our Defibrillation unit's maintenance contract increased and we are using more medical oxygen.</p> <p>Line item change – We have moved \$400 from Other Supplies/Equipment into Medical Supplies</p>	

Town of Needham Department Information	
Department	Fire Department
<p>where it will help us to purchase all of our necessary supplies and equipment. No dollar amount change.</p> <p>Fire Alarm</p> <p>\$116 increase in Repair/Maintenance due to an increase in our radio system maintenance contract.</p> <p>Emergency Management</p> <p>\$200 decrease in Prof/Tech services.</p> <p>Line item changes – We have moved \$100 from Prof/Tech Services into Repair/Maintenance where it will be used for radio and equipment repairs. \$100 has been moved from Office Supplies into Other Supplies, along with \$210 from Dues and Subscriptions. This additional \$310 will help enable us to purchase new cots and supplies for the shelter.</p>	
Performance Factors	
<p>In May 2004, the Board of Selectmen, along with the Finance Committee commenced a study of the staffing, deployment and operation of the Needham Fire Department to determine if there were potential efficiencies that could be achieved, or operational improvements that could be made. One of the recommendations of this study was that the Town should work toward staffing Rescue 2 as a full-time ALS ambulance. This would require an increase in the number of Paramedics and/or an increase in overtime costs.</p> <p>In June of 2006, the Fire Department participated in a project under the guidance of Performance Partners, Inc. to track the number of ALS incidents vs. BLS incidents; to show the number of simultaneous ALS calls and the number of times we have to rely on mutual aid; estimating the amount of lost revenue; and, forecasting the overall financial impact of additional ALS revenue compared to the increase associated with Paramedic salary rates and training differentials.</p> <p>The results of both of these studies concluded that it would be extremely advantageous to the Fire Department, and the community, to enhance/increase the number of Firefighters that are trained to the Paramedic level. Our goal is to achieve this recommendation through attrition. This means, that when an individual, whether a Paramedic or non-Paramedic, retires or leaves the employment of the Town, we will seek to replace that individual with a trained Paramedic. Paramount to the success of this goal is an efficient working relationship with the Civil Service Commission, as well as an established list of quality candidates.</p> <p>The benefits/objectives of this goal are threefold:</p> <p>To increase the number of our paramedics on the ambulance rotation from sixteen to twenty. This, as previously mentioned, will be achieved through attrition. The benefit of this will be the activation of our second ambulance more often as an Advanced Life Support (ALS) unit which would greatly enhance the EMS services we are currently capable of providing, and in turn would decrease our dependability on mutual aid.</p> <p>To reduce response times in providing ALS services to the patient. Relying on mutual aid to get</p>	

Town of Needham Department Information			
Department	Fire Department		
<p>ALS services to the patient results in increased response times, often up to 8 or 9 minutes. Our ability to provide the use of a second rescue would greatly decrease the response times, bringing them down to our average of 4 minutes 27 seconds.</p> <p>To increase our EMS revenue. Since we depend on mutual aid for all simultaneous ALS calls for service, we lose/miss potential revenue. The augmentation our Paramedic staffing level will help us to realize an increase in EMS revenue.</p> <p>This will be an on-going goal; however, it is imperative that we lay the groundwork for this vital change which will greatly enhance our ability to provide ALS service in the future.</p>			
2009 Request Recap			
Description	Base Request DSR2	Additional Request DSR4	Total Request
Personnel	5,625,826	0	5,625,826
Services, Supplies and Expenses	261,988	0	261,988
Operating Budget Capital		0	
Total Operating Request	5,887,814	0	5,887,814

Town of Needham Department Expenditure Detail									
Department			Fire Department						
DSR2A									
Personnel	FY 2007			FY 2008			FY 2009		
	FT Head Count	PT Head Count	Full Time Equivalent (FTE)	FT Head Count	PT Head Count	Full Time Equivalent (FTE)	FT Head Count	PT Head Count	Full Time Equivalent (FTE)
	74	0	74	74	0	74	74	0	74
Salary and Wage Description								FY 2009 Amount	
1. Salary and Wage Full Time Positions								4,902,724	
2. Salary and Wage Part Time Positions									
3. Other Salary and Wage Expenses - (Itemized Below)									
Fire Administration In-Service Training								24,697	
Fire Protection In-Service Training								146,902	
Fire Prevention In-Service Training								5,820	
Fire Civilian Dispatch Holiday Pay								11,836	
Working Out-of-Grade								6,000	
Administrative Office Coverage								1,269	
Director, Emergency Management Stipend								2,000	
Ass't Director, Emergency Management Stipend								1,500	
Town Manager/Fin Com approved								20,000	
Sub Total A (1+2+3)								5,122,748	
4. Salary and Wage Seasonal & Temporary Positions (Itemized Below)									
Sub Total B (4)									
5. Salary and Wage Overtime (Itemized Below)									
Fire Administration Overtime								75,000	
Fire Protection Overtime								360,000	
Fire Prevention Overtime								10,000	
Fire Alarm Overtime								10,000	
Fire Civilian Dispatch Overtime								32,078	
***Please note: In order to cover all Fire Administration, Protection and Prevention vacation/personal days, we would need approximately \$528,800. In addition, approximately \$95,000 - \$105,000 would be needed for storm coverage, NOSL, mutual aid callbacks, holdovers, EMS, meetings, mechanics, etc.									
Charles River Landing Project									
Fire Inspectors								8,000	
Fire Alarm Supervisor								8,000	
Sub Total C (5)								503,078	
6. Total Salary and Wages (A+B+C)								5,625,826	

Fiscal Year 2009 Proposed Budget

Town of Needham Department Expenditure Detail				
Department		Fire Department		
DSR2B				
Description		Item Total	FY 2009 Amount	
Energy				
Repairs & Maintenance	Copier maint contract	275		
	Repair/Maint Firefighter equipment	3,405		
	Outside vehicle repairs	37,610		
	Radio maint contract	3,416		
	Repair communication lines and radios	2,230		
	Repair Em Mgt radios and equipment	400	47,336	
Rental & Leases	Acetylene tank rental	225	225	
Other Property Related Services				
Professional & Technical	Film processing, tailoring, printing, work calendars, and misc expenses	1,700		
	Recharge fire extinguishers, Regional Shared Haz-Mat vehicle	425		
	Private engineer/consultant for Charles River landing project	1,000		
	Inspectors training seminars	3,000		
	Ambulance licenses, EMT/Paramedic State recertification, EMT/Paramedic Refresher training, medical oxygen, debrillator maint contract	235		
	IMSA certification renewal	15,025		
	Sprinkler license renewal	60		
	Technical troubleshooting	50		
	Police details	330		
	Instructor fees	760		
	Swiftreach emergency notification system and training of volunteers	4,500		
	Dispatcher training seminars	9,130		
		200	36,415	
	Communications	Phones, cell phones, blackberry, postage and advertising	9,285	
		Em Mgt Phone, repeater line, legal notices	800	10,085
Recreation				

Fiscal Year 2009 Proposed Budget

Town of Needham Department Expenditure Detail			
Department	Fire Department		
Other Purchased Services			
Office Supplies	Administration general office supplies	3,100	
	Fire Prevention office supplies/forms	400	
	EMS general office supplies and run report forms		
	Em Mgt general office supplies	1,000	
	Civilian Dispatch general office supplies	500	
		300	
Building & Equipment Supplies			
Custodial Supplies			
Grounds Keeping Supplies			
Vehicular Supplies	Fuel	22,000	
	All parts and supplies	21,000	43,000
Food and Service Supplies			
Medical Supplies	All medical supplies	24,075	24,075
Public Works Supplies			
Other Supplies & Equipment	Flags, Officer's uniforms, supplies for special events/mtgs	3,500	
	FF supplies (PAS devices, hose, tools, etc.)	32,100	
	FF uniforms (work pants, shirts, shoes, etc.)	32,370	
	NFPA codes on-line	700	
	Fire Prevention supplies	1,580	
	Educational supplies	1,425	
	Fire Prevention Uniforms	550	
	Fire Alarm supplies (i.e. cable, pole hardware, tools, radios, etc.)	7,000	
	Fire Alarm uniforms	460	
	Dept training materials	1,650	
	Em Mgt clothing, cots, shelter supplies, educational materials, CERT kits	1,835	
	Civilian Dispatch uniforms	2,450	
Intergovernmental Charges			
Travel & Mileage	Monthly MetroFire meetings, MA/Norfolk County Chiefs' meetings, conferences/seminars	3,322	
	Re-imburement for mileage to Fire Academy courses	300	
			5,582

Fiscal Year 2009 Proposed Budget

Town of Needham Department Expenditure Detail			
Department	Fire Department		
	MA Monthly Fire Prevention meetings	750	
	MA Fire Prevention Assoc. Annual Conference	520	
	Fire Alarm conferences/seminars	500	
	Em Mgt regional meeting	190	
Dues & Subscriptions	Dues for MA, Norfolk, NE Chiefs' Assoc, IAFC memberships, Fire Safety Officers Assoc, subscriptions to various magazine and trade journals	1,570	
	MetroFire Haz-Mat dues	75	
	MA Fire Prevention Assoc MetroFire	70	
	IMSA dues	2,500	
	Trade journals	60	
		75	4,350
7. Total Expenses			261,988
DSR2C			
Capital Equipment Replacement			
8. Total Operating Budget Capital			
9. Total Non-Personnel Expenditures (Line 7 + Line 8)			261,988

Fiscal Year 2009 Proposed Budget

Town of Needham Department Information			
Department		Building Inspector	
DSR1			
Operational Considerations			
<p>Continue to review all building applications. Investigate complaints filed with the office. Issue permits and make necessary inspections in a timely manner. Perform all requested inspections of structures undergoing construction. Inspect places of public assembly, required by applicable Massachusetts code and regulation. Also, issue certificates of occupancies for all building permits when work is complete and all inspected work is in compliance with applicable regulation or code. Continue to adjust and seal devices used in weighing and measuring goods sold to the general public. Last fiscal year Needham property owners reported they spent on average <u>per month</u> more than 7.5 million dollars to construct and remodel over 93 thousand square feet to buildings and structures.</p> <p>Increase to rental & lease line to 680 to cover a 440 photocopy rental expense. Reduced communication line from 4,309 to 3,869 to offset this rental & lease expense. Travel increase of 2,000 for annual International Code Council conference. Uniform increase currently of 50 and subject to further increases.</p>			
Performance Factors			
<p>Number of permits issued for fiscal years: 2005/4,124; 2006/4,144; 2007/4,064. On average, each permit requires 3 to 4 inspections. Fees collected for fiscal years: 2005/754,745; 2006/1,440,021; 2007/1,198,756. The department continues enhancing information regarding all properties under construction and that helps coordinate information other town department use to fulfill their department functions.</p>			
2009 Request Recap			
Description	Base Request DSR2	Additional Request DSR4	Total Request
Personnel	414,590	26,663	441,253
Services, Supplies and Expenses	15,682	7,500	23,182
Operating Budget Capital			
Total Operating Request	430,272	34,163	464,435

Fiscal Year 2009 Proposed Budget

Town of Needham Department Expenditure Detail									
Department				Building Inspector					
DSR2									
Personnel	FY 2007			FY 2008			FY 2009		
	FT Head Count	PT Head Count	Full Time Equivalent (FTE)	FT Head Count	PT Head Count	Full Time Equivalent (FTE)	FT Head Count	PT Head Count	Full Time Equivalent (FTE)
	7	1	7.1	7	1	7.1	7	1	7.1
Salary and Wage Description								FY 2009 Amount	
1. Salary and Wage Full Time Positions								380,248	
2. Salary and Wage Part Time Positions								11,577	
3. Other Salary and Wage Expenses - (Itemized Below)									
Sub Total A (1+2+3)								391,825	
4. Salary and Wage Seasonal & Temporary Positions (Itemized Below)									
Substitute Bldg., Elec., & Plg. & Gas Inspectors/coverage for vacations & meetings								17,702	
Sub Total B (4)								17,702	
5. Salary and Wage Overtime (Itemized Below)									
Bldg., Elec., Plg. & Gas Insp. overtime								5,063	
Sub Total C (5)								5,063	
6. Total Salary and Wages (A+B+C)								414,590	

Fiscal Year 2009 Proposed Budget

Town of Needham Department Expenditure Detail			
Department		Building Inspector	
DSR2			
Description	Item Total	FY 2009 Amount	
Energy			
Repairs & Maintenance			
Rental & Leases	Unifirst uniforms		680
Other Property Related Services			
Professional & Technical			
Communications	Mobile phones, mailings, Constable service, mandated forms		3,869
Recreation			
Other Purchased Services	Annual newspaper advertisement for Weights & Measures		100
Office Supplies	Folders,binders,paper, Applications,desk Accessories, office equip.		4,149
Building & Equipment Supplies			
Custodial Supplies			
Grounds Keeping Supplies			
Vehicular Supplies			
Food and Service Supplies			
Medical Supplies			
Public Works Supplies			
Other Supplies & Equipment			
Intergovernmental Charges			
Travel & Mileage	Continuing education Meetings & conferences		6,049
Dues & Subscriptions	Annual dues,all insp. Updated codebooks		835
7. Total Expenses			15,682
DSR2			
Capital Equipment Replacement			
8. Total Operating Budget Capital			
9. Total Non-Personnel Expenditures (Line 7 + Line 8)			15,682

Town of Needham Performance Improvement Funding Request			
Department	Building Department		
Request Title	Accreditation	Priority #	1
DSR4			
Reason for the Request			
<p>An accreditation process is independent, transparent, provides the town assurance that the services rendered are of good quality, and have been evaluated and proven. The process will help improve the quality of our building department through internal studies that identify the extent to which documented procedures are followed and effectiveness of current processes. Accreditation will provide opportunity for code enforcement experts to identify problem areas, increase department efficiency, result in fewer complaints from the public, potentially lower insurance premiums, and create a plan for improvements. The community will have greater security in knowing that an accredited department is providing services that are up to nationally accepted standard for building departments</p>			
Expected Results			
<p>Documented proof from a leading independent accreditation agency that the department is operating effectively maintains high standards, has property protection to the jurisdiction it serves and creates a plan for improvements.</p>			
Expenditure Description			
Fees and Travel			
Expenditure Classification	Frequency		Amount
	Recurring	One-Time	
Personnel			
Expenses		X	5,000
Capital			
Other (explain)			
Total Request			5,000
Other Budgetary Considerations			
	YES	NO	
Does this request include technology?		X	
If so, has it been reviewed by the Information Technology Center?		X	
Will specialized training or licensing be required?		X	
Will additional supplies or services be required if this request is funded?		X	
Are there other recurring costs related to the request which is not included above?		X	
If this request is funded will it produce new (additional) revenue for the Town?		X	
If this request is not funded will Town revenues be negatively impacted?		X	
Does this request address a documented health or safety issue?		X	
Outlined above under "Expected Results" section.			

Town of Needham Performance Improvement Funding Request			
Department	Building Department		
Request Title	Additional Local Building Inspector	Priority #	2
DSR4			
Reason for the Request			
Additional Local Building Inspector: (part time)			
Expected Results			
<p>To devote time assisting property owners who are requesting to close old building permits, enhancing customer service. This assistance can be very time consuming. Public safety concerns exist without required inspections to secure safety to life and property.</p> <p>To assist in performing State mandated annual inspections on places of assembly, i.e. schools, dormitories, restaurants, places of worship, hospitals care facilities, childcare facilities, etc.</p> <p>Participation will help create internal audit process of permit applications from the time of formal office review, through its circulation of other town departments and to its issuance, streamlining permit process.</p>			
Expenditure Description			
Local Building Inspector NR-5 (20 hrs) \$26,663.00 Salary \$ 1,500.00 Office set up / education \$ 1,000.00 Travel \$29,163.00 Total			
Expenditure Classification	Frequency		Amount
	Recurring	One-Time	
Personnel	X		26,663
Expenses	X	X	2,500
Capital			
Other (explain)			
Total Request			29,163
Other Budgetary Considerations			
	YES	NO	
Does this request include technology?		X	
If so, has it been reviewed by the Information Technology Center?		X	
Will specialized training or licensing be required?		X	
Will additional supplies or services be required if this request is funded?	X		
Are there other recurring costs related to the request which is not included above?	X		
If this request is funded will it produce new (additional) revenue for the Town?		X	
If this request is not funded will Town revenues be negatively impacted?		X	
Does this request address a documented health or safety issue?		X	