

Town of West Tisbury FY 2024 Budget Request Submission

Submitted by (Department/Committee): CONSERVATION COMMISSION

Name of Person Submitting Maria McFarland

Date Approved by Department/Committee December 13, 2022

Narrative:

Please give a brief narrative explaining any significant changes to your department/committee expected to occur in FY 2024 and the budgetary impact of them. This should include any changes to revenues (fees and grants) that will offset the net cost to the town. Especially note any proposed changes to your department or committee staffing. **Also describe any major accomplishments or information on the activities of your department/committee that would be helpful to the Selectmen and Finance Committee.** . **(Feel free to do as separate attachment)**

The Commission does not anticipate a measurable increase in revenue from filing fees

The Conservation Commission Personnel Services item will be increased by a 4.4% wage adjustment if approved by Town Meeting, and a 3% longevity payment to the Board Administrator.

The expense budget has been level funded. There is a shift of \$75 from the professional & technical services line item 5330 to professional & technical training line item 5302 to reflect an increase in members attending training workshops. There is a \$40 increase in the Dues & Membership line item 5730 to reflect an increase announced by MACC. The communication line item 5344 was reduced to affect the dues increase.

There are no proposed or anticipated changes to the department or staffing at this time.

Town of West Tisbury
FY 2024 Budget Request Worksheet

Due by December 21, 2022

Conservation Commission - 171

Revenue

Source/Description of Revenue	Fund	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate
Miscellaneous Department Receipts	General				
Wetlands Protection Fund fees	Special Revenue	1,178	2,380	1,000.00	1,000.00
Conservation Fund - Interest	Trust	501	265	500.00	500.00
Revolving Fund (C 44 S 53E1/2) Local Fees		175	275	100.00	200.00
Total Revenue Generated		1,854	2,920	1,600	1,700.00

Personal Services

	Grade	Step	Hours/Week	Weeks/Year	Hourly Rate*	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2024 Request
Board Administrator	7	8	21.5	52.2	49.83	51,792	56,246	55,924	55,924.21
	Longevity @ 3%							1,678	1,677.73
Total Personal Services						51,792	56,246	57,602	57,601.94
Percent Change									0.0%

* 0.0% Scale Adjustment

Expenses

		FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2024 Request
Energy Services-Electricity	5212				
Energy Services-Heating Oil	5214				
Energy Services-Propane Gas	5216				
Repairs & Maintenance Services	5240	Brandy Brow	75	100	100.00
Rentals & Leases	5270				
Other Property Services (includes custodial)	5290				
Professional & Technical (services)	5300	105	1,170	1,400	1,200.00
Professional & Technical (training/seminars)	5302	710	705	600	800.00
Communication-Postage/Shipping	5342				
Communication-Telephone/Internet	5344				
Communication-Notices/Ads	5346		336	140	100.00
Communication-Publications/TV	5348				
Other Purchased Services	5380				
Office Supplies	5420	263	72	40	40.00
Building & Equipment Supplies	5430				
Custodial & Housekeeping Supplies	5450				
Groundskeeping Supplies	5460				
Vehicular Supplies (includes gasoline)	5480				
Food & Food Service Supplies	5490				
Educational Supplies	5510	150	39		
Other Department Supplies	5580				
Travel	5710			500	500.00
Dues & Memberships	5730	383	383	400	440.00
Insurance Premiums	5740				
Other Unclassified Items	5780				
Expenses		1,611	2,780	3,180	3,180.00
Percent Change					0.0%

Legal Services

Legal Services	5305				
Total Department/Committee		53,402	59,025	60,782	60,781.94
Percent Change					0.0%

Submitted by: Maria McFarland

Date Completed: _____

Town of West Tisbury

Monthly Report - ConCom For the Period 01/01/2021 through 06/30/2022

Fiscal Year: 2021-2022

	<u>01/01/2021 - 06/30/2022</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
EXPENSES					
Conservation Commission					
171-5120 ConCom Pers Serv (+)	\$56,245.52	\$56,245.52	\$56,261.01	\$15.49	100.0%
001.171.5120.0000.000 Conservation Commission - Personal Services	\$56,245.52	\$56,245.52	\$56,261.01	\$15.49	
171-5700 ConCom Expenses (+)	\$2,779.91	\$2,779.91	\$3,180.00	\$400.09	87.4%
001.171.5240.0000.000 ConCom - Repair & Maint Services	\$74.53	\$74.53	\$100.00	\$25.47	
001.171.5300.0000.000 ConCom - Professional & Technical	\$1,170.00	\$1,170.00	\$1,200.00	\$30.00	
001.171.5302.0000.000 ConCom - Training/seminars	\$705.42	\$705.42	\$600.00	(\$105.42)	
001.171.5346.0000.000 ConCom Notices / Ads	\$336.00	\$336.00	\$50.00	(\$286.00)	
001.171.5420.0000.000 ConCom - Office Supplies	\$72.31	\$72.31	\$35.00	(\$37.31)	
001.171.5510.0000.000 ConCom - Educational Supplies	\$38.65	\$38.65	\$150.00	\$111.35	
001.171.5710.0000.000 ConCom - Travel	\$0.00	\$0.00	\$650.00	\$650.00	
001.171.5730.0000.000 ConCom - Dues & Memberships	\$383.00	\$383.00	\$395.00	\$12.00	
Sub-total : Conservation Commission	\$59,025.43	\$59,025.43	\$59,441.01	\$415.58	99.3%
Warrant Articles					
Parrot Feather Removal (+)	\$5,350.00	\$5,350.00	\$5,350.00	\$0.00	100.0%
001.171.5300.2021.000 ATM 2021 21 Parrot Feather Removal	\$5,350.00	\$5,350.00	\$5,350.00	\$0.00	
Sub-total : Warrant Articles	\$5,350.00	\$5,350.00	\$5,350.00	\$0.00	100.0%
Total : EXPENSES	\$64,375.43	\$64,375.43	\$64,791.01	\$415.58	99.4%
NET ADDITION/(DEFICIT)	\$64,375.43	\$64,375.43	\$64,791.01	\$415.58	99.4%

End of Report

Operating Statement with Budget

Town of West Tisbury

Conservation Commission Report

From Date: 7/1/2021

Fiscal Year: 2021-2022

- Subtotal by Collapse Mask
 Include pre encumbrance
 Print accounts with zero balance
 Filter
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance
001.171.5120.0000.000	Conservation Commission - Pers	\$56,261.01	\$56,245.52	\$56,245.52	\$15.49

Transaction Detail (Maximum)

Date	Entry	Check Number	Deposit No.	Invoice Number	PO Number	Voucher	Shipment	Memo	Vendor
07/09/2021	1		0	0		0	1	0	Conservation Commission - Pei
07/23/2021	21		0	0		0	2	0	Conservation Commission - Pei
08/06/2021	34		0	0		0	3	0	Conservation Commission - Pei
08/20/2021	141		0	0		0	4	0	Conservation Commission - Pei
09/03/2021	156		0	0		0	5	0	Conservation Commission - Pei
09/17/2021	181		0	0		0	6	0	Conservation Commission - Pei
10/01/2021	197		0	0		0	7	0	Conservation Commission - Pei
10/15/2021	234		0	0		0	8	0	Conservation Commission - Pei
10/29/2021	248		0	0		0	9	0	Conservation Commission - Pei
11/12/2021	262		0	0		0	11	0	Conservation Commission - Pei
11/26/2021	291		0	0		0	12	0	Conservation Commission - Pei
12/10/2021	327		0	0		0	14	0	Conservation Commission - Pei
12/24/2021	348		0	0		0	15	0	Conservation Commission - Pei
01/07/2022	362		0	0		0	16	0	Conservation Commission - Pei
01/21/2022	383		0	0		0	17	0	Conservation Commission - Pei
02/04/2022	402		0	0		0	18	0	Conservation Commission - Pei
02/18/2022	435		0	0		0	19	0	Conservation Commission - Pei
03/04/2022	449		0	0		0	20	0	Conservation Commission - Pei
03/18/2022	472		0	0		0	21	0	Conservation Commission - Pei
04/01/2022	489		0	0		0	22	0	Conservation Commission - Pei
04/15/2022	515		0	0		0	23	0	Conservation Commission - Pei
04/29/2022	533		0	0		0	24	0	Conservation Commission - Pei
05/13/2022	558		0	0		0	26	0	Conservation Commission - Pei
05/27/2022	581		0	0		0	27	0	Conservation Commission - Pei
06/10/2022	596		0	0		0	28	0	Conservation Commission - Pei
06/24/2022	618		0	0		0	29	0	Conservation Commission - Pei
05/27/2022	620		0	0		0	0	0	Reclass M McFarland Longevity
06/30/2022	656		0	0		0	0	0	Accrued Payroll 6/30/22-McFa
									Detail Total:

001.171.5240.0000.000	ConCom - Repair & Maint Servic	\$100.00	\$74.53	\$74.53	\$25.47
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Transaction Detail (Maximum)

Date	Entry	Check Number	Deposit No.	Invoice Number	PO Number	Voucher	Shipment	Memo	Vendor
10/29/2021	284		0	0		0	0	0	Reclass MVRD Parrot Feather Di
									Detail Total:

001.171.5300.0000.000	ConCom - Professional & Techni	\$1,200.00	\$1,170.00	\$1,170.00	\$30.00
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Transaction Detail (Maximum)

Date	Entry	Check Number	Deposit No.	Invoice Number	PO Number	Voucher	Shipment	Memo	Vendor
09/03/2021	160	120878	0	3465		0	2210	0	WAMPANOAG ENVIRON
09/03/2021	160	120878	0	3487		0	2210	0	WAMPANOAG ENVIRON
05/13/2022	562	122359	0	02/25/22-03/23/22		0	2246	0	JOHN ROCKWELL, M.S.
06/30/2022	655	122690	0	JUNE 2022		0	2254	0	JOHN ROCKWELL, M.S.
									Detail Total:

001.171.5300.2021.000	ATM 2021 21 Parrot Feather Rem	\$5,350.00	\$5,350.00	\$5,350.00	\$0.00
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Transaction Detail (Maximum)

Date	Entry	Check Number	Deposit No.	Invoice Number	PO Number	Voucher	Shipment	Memo	Vendor
10/15/2021	235	121101	0	569678		0	2216	0	MV RDRRD
10/15/2021	235	121101	0	569702		0	2216	0	MV RDRRD
10/29/2021	254	121180	0	18130		0	2218	0	MV RDRRD
11/12/2021	268	121286	0	PI-A0096613		0	2220	0	SOLITUDE LAKE MANAC

Town of West Tisbury

Conservation Commission Report

From Date: 7/1/2021

Fiscal Year: 2021-2022

- Subtotal by Collapse Mask
 Include pre encumbrance
 Print accounts with zero balance
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 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance				
<u>Transaction Detail (Maximum)</u>									
<u>Date</u>	<u>Entry</u>	<u>Check Number</u>	<u>Deposit No.</u>	<u>Invoice Number</u>	<u>PO Number</u>	<u>Voucher</u>	<u>Shipment</u>	<u>Memo</u>	<u>Vendor</u>
10/29/2021	284		0	0	0	0	0	Reclass MVRD Parrot Feather Di	
									Detail Total:
001.171.5302.0000.000	ConCom - Training/seminars	\$600.00		\$705.42		\$705.42			(\$105.42)
<u>Transaction Detail (Maximum)</u>									
<u>Date</u>	<u>Entry</u>	<u>Check Number</u>	<u>Deposit No.</u>	<u>Invoice Number</u>	<u>PO Number</u>	<u>Voucher</u>	<u>Shipment</u>	<u>Memo</u>	<u>Vendor</u>
09/17/2021	188	120927	0	200008601	0	2212	0		MASS ASSN OF CON CC
10/15/2021	235	121096	0	200009041	0	2216	0		MASS ASSN OF CON CC
10/15/2021	235	121096	0	200009016	0	2216	0		MASS ASSN OF CON CC
10/15/2021	235	121096	0	200009014	0	2216	0		MASS ASSN OF CON CC
02/18/2022	434	121854	0	REGISTER 2/22/2	0	2234	0		JAMES KLINGENSMITH
02/18/2022	434	121862	0	200009759	0	2234	0		MASS ASSN OF CON CC
02/18/2022	434	121862	0	200009743	0	2234	0		MASS ASSN OF CON CC
02/18/2022	434	121862	0	200009785	0	2234	0		MASS ASSN OF CON CC
									Detail Total:
001.171.5346.0000.000	ConCom Notices / Ads	\$50.00		\$336.00		\$336.00			(\$286.00)
<u>Transaction Detail (Maximum)</u>									
<u>Date</u>	<u>Entry</u>	<u>Check Number</u>	<u>Deposit No.</u>	<u>Invoice Number</u>	<u>PO Number</u>	<u>Voucher</u>	<u>Shipment</u>	<u>Memo</u>	<u>Vendor</u>
09/03/2021	160	120876	0	02100034 202107	0	2210	0		VINEYARD GAZETTE
11/12/2021	268	121297	0	02100034 202110	0	2220	0		VINEYARD GAZETTE
									Detail Total:
001.171.5420.0000.000	ConCom - Office Supplies	\$35.00		\$72.31		\$72.31			(\$37.31)
<u>Transaction Detail (Maximum)</u>									
<u>Date</u>	<u>Entry</u>	<u>Check Number</u>	<u>Deposit No.</u>	<u>Invoice Number</u>	<u>PO Number</u>	<u>Voucher</u>	<u>Shipment</u>	<u>Memo</u>	<u>Vendor</u>
09/03/2021	161		0	NHESP MAPS 07/	0	2211	0		McFarland, Maria G
12/10/2021	332		0	2022 CALENDAR	0	2225	0		McFarland, Maria G
									Detail Total:
001.171.5510.0000.000	ConCom - Educational Supplies	\$150.00		\$38.65		\$38.65			\$111.35
<u>Transaction Detail (Maximum)</u>									
<u>Date</u>	<u>Entry</u>	<u>Check Number</u>	<u>Deposit No.</u>	<u>Invoice Number</u>	<u>PO Number</u>	<u>Voucher</u>	<u>Shipment</u>	<u>Memo</u>	<u>Vendor</u>
01/21/2022	387		0	310 CMR 10.00 D	0	2231	0		McFarland, Maria G
02/18/2022	434	121862	0	200009723	0	2234	0		MASS ASSN OF CON CC
									Detail Total:
001.171.5710.0000.000	ConCom - Travel	\$650.00		\$0.00		\$0.00			\$650.00
001.171.5730.0000.000	ConCom - Dues & Memberships	\$395.00		\$383.00		\$383.00			\$12.00
<u>Transaction Detail (Maximum)</u>									
<u>Date</u>	<u>Entry</u>	<u>Check Number</u>	<u>Deposit No.</u>	<u>Invoice Number</u>	<u>PO Number</u>	<u>Voucher</u>	<u>Shipment</u>	<u>Memo</u>	<u>Vendor</u>
08/06/2021	38	120678	0	FY220311	0	2206	0		MASS ASSN OF CON CC
									Detail Total:
Grand Total:				\$64,791.01		\$64,375.43		\$64,375.43	\$415.58

End of Report

Town of West Tisbury

Monthly Report - ConCom For the Period 07/01/2022 through 11/10/2022

Fiscal Year: 2022-2023

	<u>07/01/2022 - 11/10/2022</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
EXPENSES					
Conservation Commission					
171-5120 ConCom Pers Serv (+)	\$18,636.43	\$18,636.43	\$57,601.94	\$38,965.51	32.4%
001.171.5120.0000.000 Conservation Commission - Personal Services	\$18,636.43	\$18,636.43	\$57,601.94	\$38,965.51	
171-5700 ConCom Expenses (+)	\$497.00	\$497.00	\$3,180.00	\$2,683.00	15.6%
001.171.5240.0000.000 ConCom - Repair & Maint Services	\$0.00	\$0.00	\$100.00	\$100.00	
001.171.5300.0000.000 ConCom - Professional & Technical	\$0.00	\$0.00	\$1,400.00	\$1,400.00	
001.171.5302.0000.000 ConCom - Training/seminars	\$110.00	\$110.00	\$600.00	\$490.00	
001.171.5346.0000.000 ConCom Notices / Ads	\$0.00	\$0.00	\$140.00	\$140.00	
001.171.5420.0000.000 ConCom - Office Supplies	\$0.00	\$0.00	\$40.00	\$40.00	
001.171.5710.0000.000 ConCom - Travel	\$0.00	\$0.00	\$500.00	\$500.00	
001.171.5730.0000.000 ConCom - Dues & Memberships	\$387.00	\$387.00	\$400.00	\$13.00	
Sub-total : Conservation Commission	\$19,133.43	\$19,133.43	\$60,781.94	\$41,648.51	31.5%
Total : EXPENSES	\$19,133.43	\$19,133.43	\$60,781.94	\$41,648.51	31.5%
NET ADDITION/(DEFICIT)	\$19,133.43	\$19,133.43	\$60,781.94	\$41,648.51	31.5%

End of Report

Operating Statement with Budget

Town of West Tisbury

Conservation Commission Report

From Date: 7/1/2022

Fiscal Year: 2022-2023

- Subtotal by Collapse Mask
 Include pre encumbrance
 Print accounts with zero balance
 Filter
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance
001.171.5120.0000.000	Conservation Commission - Pers	\$57,601.94	\$18,636.43	\$18,636.43	\$38,965.51

Transaction Detail (Maximum)

Date	Entry	Check Number	Deposit No.	Invoice Number	PO Number	Voucher	Shipment	Memo	Vendor
07/08/2022	4		0	0		0	1	0	Conservation Commission - Pei
07/22/2022	16		0	0		0	2	0	Conservation Commission - Pei
08/05/2022	34		0	0		0	3	0	Conservation Commission - Pei
08/19/2022	51		0	0		0	4	0	Conservation Commission - Pei
09/02/2022	162		0	0		0	5	0	Conservation Commission - Pei
09/16/2022	187		0	0		0	6	0	Conservation Commission - Pei
09/30/2022	202		0	0		0	7	0	Conservation Commission - Pei
10/14/2022	223		0	0		0	8	0	Conservation Commission - Pei
10/28/2022	251		0	0		0	9	0	Conservation Commission - Pei
11/10/2022	265		0	0		0	10	0	Conservation Commission - Pei

Detail Total:

001.171.5240.0000.000	ConCom - Repair & Maint Servic	\$100.00	\$0.00	\$0.00	\$100.00
001.171.5300.0000.000	ConCom - Professional & Techni	\$1,400.00	\$0.00	\$0.00	\$1,400.00
001.171.5302.0000.000	ConCom - Training/seminars	\$600.00	\$110.00	\$110.00	\$490.00

Transaction Detail (Maximum)

Date	Entry	Check Number	Deposit No.	Invoice Number	PO Number	Voucher	Shipment	Memo	Vendor
10/28/2022	253	123387	0	200011173		0	2319	0	MASS ASSN OF CON CC
10/28/2022	253	123387	0	200011168		0	2319	0	MASS ASSN OF CON CC

Detail Total:

001.171.5346.0000.000	ConCom Notices / Ads	\$140.00	\$0.00	\$0.00	\$140.00
001.171.5420.0000.000	ConCom - Office Supplies	\$40.00	\$0.00	\$0.00	\$40.00
001.171.5710.0000.000	ConCom - Travel	\$500.00	\$0.00	\$0.00	\$500.00
001.171.5730.0000.000	ConCom - Dues & Memberships	\$400.00	\$387.00	\$387.00	\$13.00

Transaction Detail (Maximum)

Date	Entry	Check Number	Deposit No.	Invoice Number	PO Number	Voucher	Shipment	Memo	Vendor
08/05/2022	39	122917	0	FY230311		0	2306	0	MASS ASSN OF CON CC

Detail Total:

Grand Total:		\$60,781.94	\$19,133.43	\$19,133.43	\$41,648.51
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End of Report