



TOWN OF GROTON

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Board of Selectmen

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Town Manager
Mark W. Haddad

To: *Honorable Board of Selectmen
Honorable Finance Committee*

From: *Mark W. Haddad – Town Manager*

Subject: *Fiscal Year 2013 – Proposed Town of Groton Operating Budget*

Date: *December 31, 2011*

Pursuant to Article 6, Sections 6-3 and 6-4 of the Charter of the Town of Groton, Massachusetts, I am pleased to submit for your consideration the Town Manager's Proposed Fiscal Year 2013 Operating Budget for the Town of Groton. This is the fourth budget that I have submitted as your Town Manager. Unlike the last three years, I will not be proposing a "maintenance budget" in FY 2013. Departments have done an outstanding job maintaining services without significant increases in appropriations in the last three years. As a matter of fact, the budget that was approved by Town Meeting for Fiscal Year 2012 was actually \$279,000 under the levy limit. Please remember that the Board of Selectmen and Finance Committee recommended, and Town Meeting approved, taking an additional \$200,000 from Free Cash to offset the FY 2012 Budget as well, lowering the overall tax levy by \$479,000. In addition, for the past two years, the Board of Selectmen has approved using the overpayment of funds from the original Central Sewer Project to offset the excluded Municipal debt. In FY 2012, the Town lowered the excluded debt by approximately \$100,000. These funds will not be available in FY 2013. These actions, coupled with the refinancing of debt by the Groton-Dunstable Regional School District, lowered the tax rate from \$16.38 in FY 2011 to \$16.08 in FY 2012, while property values remained stable. The average tax bill in FY 2012 was reduced by an average of \$100. This was good news for the Groton Taxpayers. However, the funds used to lower the excluded debt in FY 2012 will not be available in FY 2013, causing excluded debt to rise from \$1,868,906 to \$2,090,517.

These factors have made developing the FY 2013 Budget challenging. While there are significant new revenues, including the \$479,000 in excess levy capacity, my Finance Team and I wanted to make sure that we kept taxes as stable as possible, while improving the delivery of services. I am very fortunate to have the outstanding support and assistance of Town Accountant Valerie Jenkins, Principal Assessor Rena Swezey, Treasurer/Collector Victoria Smith and Accountant-in-Training Patricia DuFresne assist me in developing the proposed operating budget. Their recommendations and cooperation were crucial in the preparation of this budget.

To that end, in preparing the FY 2013 Budget, I requested that departments take a good look at the services they provide and whether or not changes in the way those services are delivered need to be adjusted. Departments were asked to take a real hard legitimate look at their department operation and provide a realistic outlook for FY 2013. While I am not recommending that the Town go on a “spending spree”, I believe we will have the potential to adjust budgets for the first time in three years. I strongly believe that we will be able to improve the delivery of services in key departments in FY 2013. I am proposing that the Fiscal Year 2013 Budget be classified as a “Needs Budget”. I would define this as a budget that maintains the current level of services and addresses areas that will actually improve the delivery of services to our residents.

When putting together our estimated revenues for Fiscal Year 2013, as is always the case, we needed to take into consideration the fact that the Commonwealth has yet to begin its budget deliberations and the Governor’s Proposed Budget is not released until February 1st. However, for the first time in three years, I believe that we will not see a decrease in State Aid in FY 2013 and that we will be able to maintain the same level of commitment from the Commonwealth. As stated above, a decision was made at the 2011 Fall Town Meeting to use \$200,000 in “Free Cash” to offset the FY 2012 Operating Budget. This will not be available in FY 2013 and the relief provided to the residents in FY 2012 will have to be made up with property taxes in FY 2013 in order to maintain and improve the level of services provided to our residents. The following chart shows what we expect to receive in revenues for FY 2013:

<u>Revenue Source</u>	<u>Budgeted FY 2012</u>	<u>Estimated FY 2013</u>	<u>Dollar Change</u>	<u>Percent Change</u>
Property Tax	\$22,581,341	\$23,830,390	\$1,249,049	5.53%
Unexpended Tax Capacity	\$ 479,566	\$ 0	\$ (479,566)	-100.00%
State Aid	\$ 714,997	\$ 715,000	\$ 3	0.00%
Local Receipts	\$ 2,808,178	\$ 2,788,000	\$ (20,178)	-0.07%
Free Cash	\$ 200,000	\$ 0	\$ (200,000)	-100.00%
Other Available Funds	<u>\$ 110,000</u>	<u>\$ 160,000</u>	<u>\$ 50,000</u>	<u>45.45%</u>
TOTAL	\$26,894,082	\$27,493,390	\$ 599,308	2.22%

Unlike last year, we are confident that we have a healthy revenue forecast in Fiscal Year 2013. This will allow us to not only maintain services, but address areas that we believe will improve the delivery of services. In addition, several factors that were considered budget busters in FY 2012, will not negatively impact the Town in FY 2013. Health Insurance and Pension Expenses will not overly tax the budget in FY 2013 thanks to action taken by the Governor and Legislature in 2011. As you will remember from last year, the Commonwealth allowed up to a ten year increase in the payback schedule of the unfunded pension liability, allowing cities and towns to spread the budget impact up to 40 years. I will comment on Health Insurance later in this presentation. In addition, due to the fact that both the Groton Dunstable Regional School District and Nashoba Valley Regional Technical High School either maintained or decreased their assessments in FY 2012, budgeting a two and one half (2½%) percent increase in both these line items in FY 2013 will not overly tax new revenues.

I am confident that the hard work of all of our Departments, Boards, Committees, and Commissions will allow us to continue to maintain services and improve the delivery of services in key departments. That said, I would like to call your attention to the following areas as you review the Town Manager's Proposed Fiscal Year 2013 Operating Budget.

HEALTH INSURANCE

Early in Fiscal Year 2012, the State Legislature confirmed its intent to relieve the escalating costs of health insurance by adopting Health Reform Legislation. Briefly, this action allowed cities and towns to change health insurance plan designs in order to lower costs without first bargaining that change through union negotiations. The cost reduction is accomplished by shifting more of the out of pocket expenses to employees and retirees in the form of higher co-pays and new deductibles, thereby lowering the monthly premiums and consequently the overall cost of health insurance for the taxpayer. The new law also required that 25% of the first year's estimated savings be returned to employees and retirees. Meetings with the Town's Insurance Advisory Committee, made up of employees from both union and non-union groups, as well as retirees, resulted in agreement to return the savings in the form of a health reimbursement arrangement (HRA). The HRA allows employees and retirees to use the savings to offset higher co-pays and new plan year deductibles. The anticipated FY 2013 twenty-five (25%) percent savings is approximately \$60,000. This amount will be used to fund the HRA in FY 2013. The Board of Selectmen has agreed to request funding for the HRA in the amount of \$60,000 for the next three Fiscal Years.

POLICE DEPARTMENT

Additional Sergeant Position

The Police Department has requested that an additional Sergeant's position be added to the current department structure, bringing the total number of Sergeants to four. They are requesting this position to allow and insure adequate supervision of all personnel 24/7. Currently, with three sergeants, fifteen of twenty-one possible shifts are covered. This leaves approximately 25% of the shifts un-supervised, or only partly supervised when the shift falls on a week day when the Lieutenant or Police Chief is working. This leaves only four late night shifts and two day shifts supervised by a Sergeant. The promotion of an officer to Sergeant would cover five more shifts per week leaving only one shift per week not supervised by a Sergeant. As the demands of the Lieutenant and Police Chief evolve and change, their ability to supervise shifts become more and more difficult. More importantly, the late shift, which tends to have the potential for issues, is only currently supervised a little greater than half the time. One of the Police Department's biggest areas of vulnerability in terms of litigation and personnel issues is in the failure to properly supervise. Lack of adequate supervision leads to potential mistakes or wrong doing on the part of employees. Although supervision will not completely remove these issues, additional supervision will lessen the likelihood of occurrence. The difference in salary between a top step Patrolman and a newly promoted Sergeant is less than Five Thousand Dollars. We have agreed to add this position in the FY 2013 Proposed Operating Budget.

New Patrolman Position

The Police Department has also requested an additional patrolman's position to back fill the additional Sergeant's position. This will bring the total number of sworn full time police officers to eighteen. Activities of the department have grown substantially over the past year. The Department has seen increases in 911 calls, arrests and criminal infractions. These increases do not reflect day to day activities that are currently performed by the uniformed members of the Police Department. As you are aware, we restored a Patrolman's Position in the FY 2011 Operating Budget. With that restoration, the Department has been able to augment the patrol force during critical times, as well as provide investigative assistance to the Department's one (1) full time detective. Adding this additional position will further increase the Department's capabilities and provide for more efficient delivery of police services that will prepare the Department for the future. A major factor in proposing this position is looking to the future. There are several construction projects proposed in both Groton and surrounding towns, including the Main Street project in Groton, a hotel complex in Littleton, and a number of shopping centers and stores in Westford that will draw business, jobs and people to Groton. This will inevitably lead to additional problems, emergencies and issues. This additional position will allow the Department to be prepared to meet future challenges. This position should also allow the Department to better control overtime costs and increase officers on the street. We have agreed to add this position in the FY 2013 Budget at a cost of \$48,037. In order to offset some of the added expense, we have reduced the overall department overtime by approximately \$15,000 in FY 2013.

FIRE DEPARTMENT

The Fire Department is currently staffed with four full-time Firefighter EMTs plus a paid Per Diem shift. During the week, two Firefighter EMTs are on duty from 6AM to 6PM; the Shift Supervisor and Per Diem are on duty from 8AM to 4PM. On weekends, the Department has one Per Diem position from 8AM to 2PM. The remaining coverage is provided by Call Firefighters and EMTs. It has become increasingly difficult to provide an adequate response on weekends. This issue has been ongoing for the last several years. The Department has attempted to solve the problem without increasing headcount with innovative solutions such as the "Call Incentive Plan" which rewarded Call members for weekend responses and by having one Per Diem EMT on duty for a portion of the weekend. Despite these steps, weekend response remains inadequate. Lack of personnel on the weekends has extended response times and resulted in numerous calls that had to be covered through mutual aid. There have been seven calls so far this year that have required mutual aid to transport the patient. This can put residents and patients in jeopardy. In addition, approximately 25% of the time on weekends, the Department is responding to fire calls with only one or two Firefighters. NFPA standards recommend a minimum response of four Firefighters.

To address these very important issues, the Fire Chief has proposed expanding paid coverage to include two (2) Firefighter/EMTs on weekends from 6AM to 6PM. This will help address the issues outlined above. To provide this coverage would require the hiring of a new full-time Firefighter/EMT at a cost of \$46,000, as well as additional overtime pay (\$10,000) for full-time Firefighter/EMT's by increasing their work week from 40 hours to 42 hours. The addition of one person will have a tremendous positive impact on the Fire Department's service to the residents of Groton by providing coverage seven (7) days per week. We have agreed to fund this position in the FY 2013 Operating Budget. In order to help offset this additional manpower, we are proposing to increase the amount used to fund the Operating Budget from the Ambulance Receipts from \$110,000 to \$160,000. We believe the Ambulance Receipts will have sufficient funding to cover this over the next several years, as well as fund the proposed Capital Budget.

OFFICE SUPPLIES

Over the past year, Patrice Garvin, Town Manager's Executive Assistant, and Jason Bulger, IT Director, have been developing a Centralized Purchasing Process. This has been a goal for both me and the Board of Selectmen. I am pleased to report that this system is up and running and we are already realizing a savings in the overall purchase of Office Supplies by the various departments. In order to better control these expenditures, the Proposed FY 2013 Budget has been adjusted to consolidate all Office Supply line items into one budgetary expense. The various departments (excluding Library) had requested \$21,150 to fund their various office supply budgets. Based on past history and the efficiency of our Centralized Purchasing process, I have reduced this amount to \$12,000 in FY 2013 and created a new line item in the Postage/Town Hall Expenses Budget. This will allow us to better monitor these expenses and look for further savings in future fiscal years. Both Patrice and Jason have done an outstanding job bringing this to fruition.

LIBRARY BOOKS/MATERIALS BUDGET

For the past several years, the Board of Library Trustees and the Commissioners of Trust Funds have authorized the expenditure of up to \$60,000 from the various Library Trust Funds to supplement the Library Books and Materials Budget. This has allowed the Town to use its budgetary resources in other areas. The Library Trustees have requested that the Town consider returning the Books/Materials Budget to the Fiscal Year 2008 Level. This would require an increase of approximately \$64,000 in Fiscal Year 2013. I am proposing that we return this budget to the FY 2008 level over the course of the next three (3) fiscal years, and am proposing that we increase this budget by \$20,000 in Fiscal Year 2013.

UNION CONTRACTS

Fiscal Year 2013 will be a very busy year with regard to Union Contracts and negotiations. The Town currently has five (5) Unions with Collective Bargaining Agreements. In addition, I have been notified that a sixth (6th) Union is being formed to represent the full-time Firefighter/EMT's. Four of the current Agreements are set to expire on June 30, 2012, with the fifth Union (Patrolmen's Association) open for salaries only (current agreement is for three years - 2011 through 2014 - with wage re-openers in years two and three). I have already commenced negotiations with three of the Unions (SEIU Highway, Transfer Station & Water Department Employees; SEIU Town Hall and Library Employees; and the Communications Employees) and am waiting to set dates with the other two units (Patrolmen's Association and Police Superior Officers Association). I am also anticipating negotiating a new contract with the International Association of Firefighters, who will be representing the newly formed Firefighter's Union. In order to finalize the Town Manager's FY 2013 Proposed Operating Budget, I have set aside funds in anticipation of settling all six (6) contracts prior to Town Meeting. It is my hope that all of these Agreements will be settled by the 2012 Spring Town Meeting. I will continue to update both the Board of Selectmen and Finance Committee with the status of these negotiations. With regard to Bylaw employees and full-time elected officials, I would like to finalize all Union Negotiations before making a recommendation on any salary adjustments

The following chart is a breakdown of the proposed municipal budget by function:

<u>Function</u>	<u>FY 2012 Appropriation</u>	<u>FY 2013 Proposed</u>	<u>Dollar Change</u>	<u>Percent Change</u>
General Government	\$ 1,614,840	\$ 1,636,834	\$ 21,994	1.36%
Land Use Departments	\$ 373,528	\$ 349,740	\$(23,788)	-6.37%
Protection of Persons and Property	\$ 2,661,603	\$ 2,725,780	\$ 64,177	2.41%
Department of Public Works	\$ 1,900,510	\$ 1,969,612	\$ 69,102	3.64%
Library and Citizens Services	\$ 1,567,475	\$ 1,546,229	\$(21,246)	-1.36%
Debt Service (within Levy Only)	\$ 197,292	\$ 321,000	\$123,708	62.70%
Employee Benefits	\$ 2,996,922	\$ 3,088,962	\$ 92,040	3.07%
Municipal Government Total	\$11,312,170	\$11,638,157	\$325,987	2.88%

I believe it is important to commend all Municipal Departments, Boards, Committees and Commissions for their efforts in providing solid budgets that not only maintain services, but in some areas have actually improved service delivery. I believe this Proposed Budget will continue to allow the Town to provide the outstanding services our residents deserve and have come to expect.

REGIONAL SCHOOL BUDGET

The Groton-Dunstable Regional School District is in the initial stages of their budget development, with a final budget scheduled to be completed in March, 2012. We are required to submit a balanced budget to the Board of Selectmen and Finance Committee by December 31, 2011 that includes budgets for all line items, including the Regional School Department Assessments (Groton-Dunstable, as well as Nashoba Valley Technical High School). While it is too early to determine their exact needs, as well as Dunstable's proposed contribution, we needed to set aside funds in order to balance the Budget. Similar to the last three years, we have set aside an increase of 2.5% for the Groton-Dunstable Regional School District, or an increase of \$365,792. We are proposing the same 2.5% increase for the Nashoba Valley Technical High School, or \$11,520. Please understand that these are place holders at this time and will have to be re-examined as the Regional School Districts finalize their FY 2013 Proposed Budgets.

CAPITAL BUDGET

The Capital Budget will be submitted to the Board of Selectmen and Finance Committee under separate cover. Last year, I proposed that the Capital Budget be funded through the tax levy in order to set aside levy capacity to pay the debt service for a new Center Fire Station. This would allow the Town to repay the debt service on such a project without needing a Debt Exclusion of Proposition 2½. I am proposing that a portion of the FY 2013 Capital Budget continue to be funded through the tax levy to continue to have this option. To summarize that budget, we are proposing a budget of \$967,200 (\$450,000 of this is to replace Engine 3 for our Fire Department). To fund this amount, we

are recommending that \$387,000 be appropriated from the Property Tax Levy and the remaining \$580,200 be appropriated from the Capital Asset Stabilization Fund. Please remember that we appropriated \$300,000 from Free Cash at the 2011 Fall Town Meeting to add to the Capital Asset Stabilization Fund in anticipation of the Fire Engine purchase. Minor Capital requests (under \$25,000) have been included in the Proposed Operating Budget and funded in accordance with normal departmental appropriations.

ENTERPRISE FUND BUDGETS

We have included the proposed Enterprise Fund Budgets of both the Board of Water Commissioners and Board of Sewer Commissioners with the proposed Budget. Proposed expenses and revenues are contained in a separate section of the budget. We reviewed these budgets in the same manner as all department budgets. We are confident that the estimated revenues of both the Water Department and Sewer Department will meet their proposed expenditures. As was the case the last three years, the Sewer Commission has agreed to pay the Town's portion of the Debt Service for the Pepperell SRF upgrade. The following is a breakdown of the proposed budgets of the Water Department and Sewer Department:

	<u>Appropriated FY 2012</u>	<u>Proposed FY 2013</u>	<u>Dollar Change</u>	<u>Percent Change</u>
Water Department	\$ 950,169	\$ 968,600	\$ 18,431	1.94%
Sewer Department	<u>\$ 749,625</u>	<u>\$ 681,440</u>	<u>\$(68,185)</u>	<u>-0.91%</u>
TOTAL ENTERPRISE FUNDS	\$1,699,794	\$1,650,040	\$(49,754)	-2.93%

TAX IMPACT OF THE PROPOSED OPERATING BUDGET

The total Town Manager's Fiscal Year 2013 Proposed Operating Budget, including Regional School Assessments and excluded debt, is \$29,203,027 or an increase of 3.21%. This proposed budget is \$100,000 under the anticipated FY 2013 Proposition 2½ Levy Limit. Please note that excluded debt, which we have no budgetary control over, has increased by \$221,611 or 11.86%. If you remove the excluded debt increase, the Town Manager's FY 2013 Proposed Operating Budget increases by 2.60%. When you take into consideration the proposed Capital Budget and additional appropriations raised on the recap sheet, the total proposed budget is \$30,641,227. The Fiscal Year 2012 Tax Rate has been certified at \$16.08. Based on the proposed Budget, the estimated Tax Rate in Fiscal Year 2013 is \$16.85, or an increase of \$0.77. Please note that \$0.32 of this increase is attributable to the unexpended capacity in FY 2012 and \$0.14 is attributable to the increase in excluded debt in FY 2013. In Fiscal Year 2012, the average Tax Bill in the Town of Groton (based on a home valued at \$400,000) is \$6,432. Under this proposed budget, that same homeowner can expect a tax bill of \$6,740 or an increase of \$308, with \$56 of this increase for excluded debt. The following chart shows a comparison between FY 2012 and FY 2013:

	<u>Actual FY 2012</u>	<u>Proposed FY 2013</u>	<u>Dollar Change</u>	<u>Percent Change</u>
Levy Limit	\$22,581,341	\$23,730,390*	\$1,149,049	5.09%*
Tax Rate On Levy Limit	\$14.85	\$15.48	\$0.63	4.24%
Average Tax Bill	\$5,940	\$6,192	\$252	4.24%
Excluded Debt	\$1,868,906	\$2,090,517	\$221,611	11.86%
Tax Rate On Excluded Debt	\$1.23	\$1.37	\$0.14	11.38%
Average Tax Bill	\$492	\$548	\$56	11.38%
Final Levy Limit	\$24,450,247	\$25,820,907**	\$1,370,660	5.61%
Final Tax Rate	\$16.08	\$16.85	\$0.77	4.79%
Average Tax Bill	\$6,432	\$6,740	\$308	4.79%

*Includes anticipated new growth of \$12 million and FY 2012 unexpended tax capacity of \$479,566.

**Please note that the Proposed Budget is \$100,000 under the anticipated FY 2013 Levy Limit.

BUDGET PRESENTATION

Attached to this memorandum are several documents for you to review as you consider the Proposed Operating Budget. The first section is a summary of the estimated receipts and anticipated tax rate. This is followed by a summary of the overall budget. Next is a breakdown of the tax impact that the various departments have on the average tax bill. The following section contains the individual department budgets broken down by function. Finally, we have provided various charts and graphs to illustrate the overall budget. We hope you find these charts and graphs useful.

CONCLUSION

I would like to take this opportunity to thank all of the Departments, Boards, Committees and Commissions for their outstanding work and cooperation in assisting me in preparing the Proposed Operating Budget. The Finance Team could not have prepared such a thorough budget without their help. I would also like to thank Patrice Garvin, Valerie Jenkins, Victoria Smith, Rena Swezey, Patricia DuFresne and Kathleen LeBlanc for their outstanding efforts and hard work in assisting in the preparation of this document. They are all consummate professionals. The Town is extremely fortunate to have such a dedicated Financial Team. We look forward to meeting with both the Board of Selectmen and Finance Committee to discuss this Proposed Operating Budget.

MWH/rjb

FISCAL YEAR 2013 LEVY LIMIT CALCUATION

Revised: 12/19/2011

I. TO CALCULATE THE FY 2012 LEVY LIMIT

A.	FY 2011 LEVY LIMIT	\$	22,218,554	
A1.	ADD AMENDED FY 2011 NEW GROWTH	\$	-	
B.	ADD TWO AND ONE HALF PERCENT	\$	555,464	
C.	ADD FY 2012 NEW GROWTH	\$	286,889	
D.	ADD FY 2012 OVERRIDE	\$	-	
E.	FY 2012 SUBTOTAL	\$	23,060,907	\$ 23,060,907
F.	FY 2012 LEVY CEILING	\$	38,013,444	FY 2012 LEVY LIMIT

II. TO CALCULATE THE FY 2013 LEVY LIMIT

A.	FY 2012 LEVY LIMIT	\$	23,060,907	
A1.	ADD AMENDED FY 2012 NEW GROWTH	\$	-	
B.	ADD TWO AND ONE HALF PERCENT	\$	576,523	
C.	ADD FY 2013 NEW GROWTH	\$	192,960	
D.	ADD FY 2013 OVERRIDE	\$	-	
E.	FY 2013 SUBTOTAL	\$	23,830,390	\$ 23,830,390
F.	FY 2013 LEVY CEILING	\$	38,013,444	FY 2013 LEVY LIMIT

Revised: 12/19/2011

TOWN OF GROTON, MASSACHUSETTS FY 2013 TOTAL TAX LEVY CALCULATION

FY 2013 LEVY LIMIT	\$	23,830,390
CAPITAL EXCLUSION	\$	-
DEBT EXCLUSION - TOWN	\$	852,813
DEBT EXCLUSION - SEWER	\$	-
DEBT EXCLUSION - WATER	\$	-
DEBT EXCLUSION - GDRSD	\$	1,237,704
SUB-TOTAL - EXCLUSIONS	\$	2,090,517
TOTAL TAX LEVY	\$	25,920,907

Revised: 12/19/2011

**TOWN OF GROTON
FISCAL YEAR 2013
REVENUE ESTIMATES**

	BUDGETED FY 2012	ESTIMATED FY 2013	CHANGE
PROPERTY TAX REVENUE	\$ 22,581,341	\$ 23,830,390	\$ 1,249,049
DEBT EXCLUSIONS	\$ 1,868,906	\$ 2,090,517	\$ 221,611
CHERRY SHEET - STATE AID	\$ 714,997	\$ 715,000	\$ 3
UNEXPENDED TAX CAPACITY	\$ -	\$ 479,566	\$ 479,566
LOCAL RECEIPTS:			
General Revenue:			
Motor Vehicle Excise Taxes	\$ 1,200,000	\$ 1,225,000	\$ 25,000
Penalties & Interest on Taxes	\$ 85,000	\$ 85,000	\$ -
Payments in Lieu of Taxes	\$ 208,178	\$ 210,000	\$ 1,822
Other Charges for Services	\$ 65,000	\$ 63,500	\$ (1,500)
Fees	\$ 370,000	\$ 414,000	\$ 44,000
Rentals	\$ 25,000	\$ 27,000	\$ 2,000
Library Revenues	\$ 20,000	\$ 15,000	\$ (5,000)
Other Departmental Revenue	\$ 510,000	\$ 475,000	\$ (35,000)
Licenses and Permits	\$ 275,000	\$ 228,500	\$ (46,500)
Fines and Forfeits	\$ 30,000	\$ 30,000	\$ -
Investment Income	\$ 20,000	\$ 15,000	\$ (5,000)
Recreation Revenues	\$ 614,850	\$ 577,120	\$ (37,730)
Miscellaneous Non-Recurring	\$ -	\$ -	\$ -
Sub-total - General Revenue	\$ 3,423,028	\$ 3,365,120	\$ (57,908)
Other Revenue:			
Free Cash	\$ 278,152	\$ -	\$ (278,152)
Stabilization Fund for Minor Capital	\$ -	\$ -	\$ -
Stabilization Fund for Tax Rate Relief	\$ -	\$ -	\$ -
Capital Asset Stabilization Fund	\$ -	\$ -	\$ -
EMS/Conservation Fund Receipts Reserve	\$ 146,000	\$ 160,000	\$ 14,000
Community Preservation Funds	\$ -	\$ -	\$ -
Water Department Surplus	\$ -	\$ -	\$ -
Sewer Department Surplus	\$ -	\$ -	\$ -
Encumbrances	\$ -	\$ -	\$ -
Sub-total - Other Revenue	\$ 424,152	\$ 160,000	\$ (264,152)
WATER DEPARTMENT ENTERPRISE	\$ 978,349	\$ 968,600	\$ (9,749)
SEWER DEPARTMENT ENTERPRISE	\$ 749,625	\$ 654,635	\$ (94,990)
TOTAL ESTIMATED REVENUE	\$ 30,740,398	\$ 32,263,828	\$ 1,523,430

**TOWN OF GROTON
FISCAL YEAR 2013
TAX LEVY CALCULATIONS**

Revised: 12/19/2011

FY 2013 PROPOSED EXPENDITURES

Town Manager Proposed Budget

General Government	\$	1,636,834
Land Use Departments	\$	349,740
Protection of Persons and Property	\$	2,725,780
Regional School District	\$	16,712,057
Department of Public Works	\$	1,969,612
Library and Citizen's Services	\$	1,546,229
Debt Service	\$	1,173,813
Employee Benefits	\$	3,088,962

A. TOTAL DEPARTMENTAL BUDGET REQUESTS	\$	29,203,027
B. CAPITAL BUDGET REQUESTS	\$	967,200
C. ENTERPRISE FUND REQUESTS	\$	1,650,040
D. COMMUNITY PRESERVATION REQUEST	\$	-

OTHER AMOUNTS TO BE RAISED

1. Amounts certified for tax title purposes	\$	-
2. Debt and interest charges not included	\$	-
3. Final court judgments	\$	-
4. Total Overlay deficits of prior years	\$	1,000
5. Total cherry sheet offsets	\$	-
6. Revenue deficits	\$	-
7. Offset Receipts	\$	15,000
8. Authorized deferral of Teachers' Pay	\$	-
9. Snow and Ice deficit	\$	150,000
10. Other		

E. TOTAL OTHER AMOUNTS TO BE RAISED	\$	166,000
F. STATE AND COUNTY CHERRY SHEET CHARGES	\$	80,000
G. ALLOWANCE FOR ABATEMENTS AND EXEMPTIONS	\$	225,000

TOTAL PROPOSED EXPENDITURES	\$	32,291,267
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FY 2013 ESTIMATED RECEIPTS

ESTIMATED TAX LEVY		
Levy Limit	\$	23,830,390
Debt Exclusion	\$	2,090,517
A. ESTIMATED TAX LEVY	\$	25,920,907
B. CHERRY SHEET ESTIMATED RECEIPTS	\$	715,000
C. LOCAL RECEIPTS NOT ALLOCATED	\$	3,365,120
C. OFFSET RECEIPTS	\$	-
D. ENTERPRISE FUNDS	\$	1,650,040
E. COMMUNITY PRESERVATION FUNDS	\$	-
F. FREE CASH	\$	-
OTHER AVAILABLE FUNDS		
1. Stabilization Fund	\$	-
2. Capital Asset Fund	\$	580,200
3. EMS/Conservation Fund	\$	160,000
G. OTHER AVAILABLE FUNDS	\$	740,200
TOTAL ESTIMATED RECEIPTS	\$	32,391,267
FY 2013 SURPLUS/(DEFICIT)	\$	100,000

**TOWN OF GROTON, MASSACHUSETTS
DEPARTMENT OF REVENUE
TAX RATE RECAPITULATION**

FISCAL YEAR 2013

I. TAX RATE SUMMARY

la.	Total amount to be raised (from IIe)	\$	32,291,267.00
lb.	Total estimated receipts and other revenue sources (from IIIe)	\$	6,470,360.00
lc.	Tax levy (Ia minus Ib)	\$	25,820,907.00
ld.	Distribution of Tax Rates and Levies		

CLASS	(b) Levy Percentage (from LA -5)	(c) IC above times each percent in col (b)	(d) Valuation by Class (from LA - 4)	(e) Tax Rates (c) x (d) x 1000	(f) Levy by Class (d) x (e)/1000
RESIDENTIAL	93.5195%	\$ 24,147,583.34	\$ 1,433,221,654.00	\$ 16.85	\$ 24,147,583.34
NET OF EXEMPT					\$ -
OPEN SPACE	0.0000%	\$ -	\$ -		\$ -
COMMERCIAL	3.9513%	\$ 1,020,263.79	\$ 60,555,300.00	\$ 16.85	\$ 1,020,263.79
NET OF EXEMPT					\$ -
INDUSTRIAL	0.8313%	\$ 214,640.50	\$ 12,739,470.00	\$ 16.85	\$ 214,640.50
SUBTOTAL	98.3021%		\$ 1,506,516,424.00		\$ 25,382,487.63
PERSONAL	1.6979%	\$ 438,419.37	\$ 26,021,326.00	\$ 16.85	\$ 438,419.37
TOTAL	100.0000%		\$ 1,532,537,750.00		\$ 25,820,907.00

TAX RATE RECAPITULATION GROTON

FISCAL YEAR 2013

II. AMOUNTS TO BE RAISED

II a. Appropriations		\$ 31,820,267
II b. Other amounts to be raised		
1. Amounts certified for tax title purposes	\$ -	
2. Debt and interest charges not included	\$ -	
3. Final court judgments	\$ -	
4. Total overlay deficits of prior years	\$ 1,000	
5. Total cherry sheet offsets	\$ -	
6. Revenue deficits	\$ -	
7. Offset receipts deficits	\$ 15,000	
8. Authorized Deferral of Teachers' Pay	\$ -	
9. Snow and Ice deficit	\$ 150,000	
10. Other		
TOTAL II b.		\$ 166,000
II c. State and County Cherry Sheet Charges		\$ 80,000
II d. Allowance for Abatements and Exemptions (overlay)		\$ 225,000
II e. TOTAL AMOUNT TO BE RAISED		\$ 32,291,267

III. Estimated Receipts and Other Revenue Sources

III a. Estimated Receipts - State

1. Cherry Sheet Estimated Receipts	\$	715,000	
2. Massachusetts School Building Authority Payments	\$	-	
TOTAL III a.		\$	715,000

III b. Estimated Receipts - Local

1. Local Receipts Not Allocated	\$	3,365,120	
2. Offset Receipts	\$	-	
3. Enterprise Funds	\$	1,650,040	
4. Community Preservation Funds	\$	-	
TOTAL III b.		\$	5,015,160

III c. Revenue Sources Appropriated for Particular Purposes

1. Free Cash	\$	-	
2. Other Available Funds	\$	740,200	
TOTAL III c.		\$	740,200

III d. Other Revenue Sources Appropriated Specifically to Reduce the Tax Rate

1a. Free Cash...appropriated on or before June 30, 2012			
1b. Free Cash...appropriated on or after July 1, 2012			
2. Municipal Light Source			
3. Teachers' Pay Deferral			
4. Other Source:			
TOTAL III d.		\$	-

III e. Total Estimated Receipts and Other Revenue Sources		\$	6,470,360
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IV. Summary of Total Amount to be Raised and Total Receipts from All Sources

a. Total Amount to be Raised		\$	32,291,267
b. Total Estimated Receipts and Other Revenue Sources	\$	6,470,360	
c. Total Real and Personal Property Tax Levy	\$	25,820,907	
d. Total Receipts from All Sources		\$	32,291,267

**TAX RATE RECAPITULATION
GROTON**

FISCAL YEAR 2013

LOCAL RECEIPTS NOT ALLOCATED

		BUDGETED RECEIPTS FY 2012	ESTIMATED RECEIPTS FY 2013
		<hr/>	<hr/>
1	MOTOR VEHICLE EXCISE	\$ 1,200,000	\$ 1,225,000
2	OTHER EXCISE	\$ -	\$ -
3	PENALTIES AND INTEREST ON TAXES	\$ 85,000	\$ 85,000
4	PAYMENTS IN LIEU OF TAXES	\$ 208,178	\$ 210,000
5	CHARGES FOR SERVICES - WATER	\$ -	\$ -
6	CHARGES FOR SERVICES - SEWER	\$ -	\$ -
7	CHARGES FOR SERVICES - HOSPITAL	\$ -	\$ -
8	CHARGES FOR SERVICES - TRASH DISPOSAL	\$ -	\$ -
9	OTHER CHARGES FROM SERVICES	\$ 65,000	\$ 63,500
10	FEES	\$ 370,000	\$ 414,000
11	RENTAL	\$ 25,000	\$ 27,000
12	DEPARTMENTAL REVENUE - SCHOOLS	\$ -	\$ -
13	DEPARTMENTAL REVENUE - LIBRARIES	\$ 20,000	\$ 15,000
14	DEPARTMENTAL REVENUE - CEMETERIES	\$ -	\$ -
15	DEPARTMENTAL REVENUE - RECREATION	\$ 614,850	\$ 577,120
16	OTHER DEPARTMENTAL REVENUE	\$ 510,000	\$ 475,000
17	LICENSES AND PERMITS	\$ 275,000	\$ 228,500
18	SPECIAL ASSESSMENTS	\$ -	\$ -
19	FINES AND FORFEITS	\$ 30,000	\$ 30,000
20	INVESTMENT INCOME	\$ 20,000	\$ 15,000
21	MISCELLANEOUS RECURRING	\$ -	\$ -
22	MISCELLANEOUS NON-RECURRING	\$ -	\$ -
	TOTAL	\$ 3,423,028	\$ 3,365,120

Revised: 12/19/2011

TOWN OF GROTON FISCAL YEAR 2013

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE
<u>GENERAL GOVERNMENT</u>							
MODERATOR							
1000	Salaries	\$ 65	\$ 65	\$ 65	\$ 65	\$ 65	0.00%
1001	Expenses	\$ 67	\$ -	\$ 80	\$ 80	\$ 80	0.00%
DEPARTMENTAL TOTAL		\$ 132	\$ 65	\$ 145	\$ 145	\$ 145	0.00%
BOARD OF SELECTMEN							
1020	Salaries	\$ 3,950	\$ 3,950	\$ 3,950	\$ 3,950	\$ 3,950	0.00%
1021	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1022	Expenses	\$ 1,742	\$ 1,182	\$ 1,859	\$ 11,300	\$ 1,900	2.21%
1023	Engineering/Consultant	\$ -	\$ -	\$ 6,000	\$ -	\$ -	0.00%
1024	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 5,692	\$ 5,132	\$ 11,809	\$ 15,250	\$ 5,850	-50.46%
TOWN MANAGER							
1030	Salaries	\$ 156,570	\$ 163,951	\$ 169,383	\$ 169,012	\$ 169,012	-0.22%
1031	Wages	\$ 38,040	\$ 42,777	\$ 50,151	\$ 51,660	\$ 51,660	3.01%
1032	Expenses	\$ 6,103	\$ 8,186	\$ 4,400	\$ 4,500	\$ 2,800	-36.36%
1033	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1034	Performance Evaluations	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 200,713	\$ 214,914	\$ 223,934	\$ 225,172	\$ 223,472	-0.21%

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE
FINANCE COMMITTEE							
1040	Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1041	Reserve Fund	\$ -	\$ -	150,000	150,000	150,000	0.00%
DEPARTMENTAL TOTAL		\$ -	\$ -	150,000	150,000	150,000	0.00%
TOWN ACCOUNTANT							
1050	Salaries	\$ 72,000	\$ 72,000	\$ 97,000	\$ 101,000	\$ 101,000	4.12%
1051	Wages	\$ 29,217	\$ 29,328	\$ 29,809	\$ 30,697	\$ 30,697	2.98%
1052	Expenses	\$ 23,965	\$ 27,903	\$ 30,000	\$ 35,200	\$ 34,900	16.33%
DEPARTMENTAL TOTAL		\$ 125,182	\$ 129,231	\$ 156,809	\$ 166,897	\$ 166,597	6.24%
BOARD OF ASSESSORS							
1060	Salaries	\$ 74,955	\$ 74,955	\$ 74,955	\$ 75,205	\$ 75,205	0.33%
1061	Wages	\$ 81,072	\$ 83,308	\$ 86,070	\$ 86,570	\$ 86,570	0.58%
1062	Expenses	\$ 10,484	\$ 10,347	\$ 13,600	\$ 15,860	\$ 13,360	-1.76%
1063	Update Maps	\$ 4,500	\$ 4,500	\$ 3,500	\$ 3,500	\$ 3,500	0.00%
1064	Legal Expense	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 171,011	\$ 173,110	\$ 178,125	\$ 181,135	\$ 178,635	0.29%
TREASURER/TAX COLLECTOR							
1070	Salaries	\$ 72,775	\$ 69,602	\$ 72,775	\$ 68,229	\$ 68,229	-6.25%
1071	Wages	\$ 98,234	\$ 102,266	\$ 103,967	\$ 105,356	\$ 105,356	1.34%
1072	Expenses	\$ 27,421	\$ 28,664	\$ 29,481	\$ 30,757	\$ 29,807	1.11%
1073	Tax Title	\$ 8,063	\$ 8,100	\$ 8,100	\$ 8,100	\$ 8,100	0.00%
1074	Bond Cost	\$ 2,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	0.00%
DEPARTMENTAL TOTAL		\$ 208,493	\$ 211,132	\$ 216,823	\$ 214,942	\$ 213,992	-1.31%

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE
TOWN COUNSEL							
1080	Expenses	\$ 103,904	\$ 99,253	\$ 90,000	\$ 90,000	\$ 90,000	0.00%
DEPARTMENTAL TOTAL		\$ 103,904	\$ 99,253	\$ 90,000	\$ 90,000	\$ 90,000	0.00%
HUMAN RESOURCES							
1090	Salary	\$ 37,854	\$ 44,390	\$ 47,804	\$ 49,470	\$ 49,470	3.49%
1091	Expenses	\$ 3,717	\$ 3,452	\$ 3,525	\$ 6,125	\$ 3,475	-1.42%
DEPARTMENTAL TOTAL		\$ 41,571	\$ 47,842	\$ 51,329	\$ 55,595	\$ 52,945	3.15%
INFORMATION TECHNOLOGY							
1100	Salary	\$ 32,068	\$ 76,870	\$ 79,249	\$ 79,249	\$ 79,249	0.00%
1101	Wages	\$ -	\$ -	\$ 11,000	\$ 17,079	\$ 17,079	
1102	Expenses	\$ 24,963	\$ 24,306	\$ 24,820	\$ 24,000	\$ 24,000	-3.30%
DEPARTMENTAL TOTAL		\$ 57,031	\$ 101,176	\$ 115,069	\$ 120,328	\$ 120,328	4.57%
GIS STEERING COMMITTEE							
1120	Expenses	\$ 15,990	\$ 13,000	\$ 16,000	\$ 16,000	\$ 16,000	0.00%
DEPARTMENTAL TOTAL		\$ 15,990	\$ 13,000	\$ 16,000	\$ 16,000	\$ 16,000	0.00%
TOWN CLERK							
1130	Salaries	\$ 60,000	\$ 60,000	\$ 63,000	\$ 66,193	\$ 66,193	5.07%
1131	Wages	\$ 41,049	\$ 42,646	\$ 44,279	\$ 46,606	\$ 44,968	1.56%
1132	Expenses	\$ 3,524	\$ 3,157	\$ 4,617	\$ 3,939	\$ 1,939	-58.00%
1133	Vital Statistics	\$ 198	\$ 251	\$ 350	\$ 250	\$ 250	-28.57%
1134	Update By-laws	\$ 6,564	\$ 602	\$ 6,945	\$ 7,170	\$ 7,170	3.24%
1135	Minor Capital	\$ -	\$ -	\$ -	\$ 3,600	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 111,335	\$ 106,656	\$ 119,191	\$ 127,758	\$ 120,520	1.12%

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE
ELECTIONS & BOARD OF REGISTRARS							
1140	Stipend	\$ 3,350	\$ 8,190	\$ 6,976	\$ 9,600	\$ 9,600	37.61%
1141	Expenses	\$ 6,506	\$ 9,562	\$ 9,445	\$ 7,040	\$ 7,040	-25.46%
1142	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 9,856	\$ 17,752	\$ 16,421	\$ 16,640	\$ 16,640	1.33%
STREET LISTINGS							
1150	Expenses	\$ 4,179	\$ 4,094	\$ 5,725	\$ 6,250	\$ 6,250	9.17%
DEPARTMENTAL TOTAL		\$ 4,179	\$ 4,094	\$ 5,725	\$ 6,250	\$ 6,250	9.17%
INSURANCE & BONDING							
1160	Insurance & Bonding	\$ 118,876	\$ 116,111	\$ 143,000	\$ 143,000	\$ 143,000	0.00%
1161	Insurance Deductible Reserve - Liability	\$ 285	\$ 1,000	\$ 12,000	\$ 12,000	\$ 12,000	0.00%
1162	Insurance Deductible Reserve - 111F	\$ -	\$ 2,552	\$ 25,000	\$ 25,000	\$ 25,000	0.00%
DEPARTMENTAL TOTAL		\$ 119,161	\$ 119,663	\$ 180,000	\$ 180,000	\$ 180,000	0.00%
TOWN REPORT							
1170	Expenses	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.00%
DEPARTMENTAL TOTAL		\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE
POSTAGE/TOWN HALL EXPENSES							
1180	Expenses	\$ 48,049	\$ 47,959	\$ 47,960	\$ 47,960	\$ 47,960	0.00%
1181	Telephone Expenses	\$ -	\$ 31,000	\$ 34,000	\$ 34,000	\$ 34,000	0.00%
1182	Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ 12,000	0.00%
<hr/>							
DEPARTMENTAL TOTAL		\$ 48,049	\$ 78,959	\$ 81,960	\$ 81,960	\$ 93,960	14.64%
<hr/>							
TOTAL GENERAL GOVERNMENT		\$ 1,223,799	\$ 1,323,479	\$ 1,614,840	\$ 1,649,572	\$ 1,636,834	1.36%
<hr/>							
<u>LAND USE DEPARTMENTS</u>							
<hr/>							
CONSERVATION COMMISSION							
1200	Salary	\$ 54,529	\$ 57,288	\$ 59,006	\$ 60,766	\$ 60,766	2.98%
1201	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1202	Expenses	\$ 12,494	\$ 8,082	\$ 8,200	\$ 9,350	\$ 8,200	0.00%
1203	Engineering & Legal	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1204	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<hr/>							
DEPARTMENTAL TOTAL		\$ 67,023	\$ 65,370	\$ 67,206	\$ 70,116	\$ 68,966	2.62%
<hr/>							
PLANNING BOARD							
1210	Salaries	\$ 68,915	\$ 71,341	\$ 71,341	\$ 73,525	\$ 73,525	3.06%
1211	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1212	Expenses	\$ 5,036	\$ 3,421	\$ 4,200	\$ 4,200	\$ 3,700	-11.90%
1213	Engineering	\$ 1,218	\$ 580	\$ 1,000	\$ 5,000	\$ 1,000	0.00%
1214	Consultant	\$ -	\$ 500	\$ 1,000	\$ 1,000	\$ 1,000	0.00%
1215	M.R.P.C. Assessment	\$ 2,673	\$ 2,672	\$ 2,672	\$ 2,808	\$ 2,808	5.09%
1216	Legal Budget	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<hr/>							
DEPARTMENTAL TOTAL		\$ 77,842	\$ 78,514	\$ 80,213	\$ 86,533	\$ 82,033	2.27%

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE
ZONING BOARD OF APPEALS							
1220	Wages	\$ 18,481	\$ 18,776	\$ 18,848	\$ 18,848	\$ 18,848	0.00%
1221	Expenses	\$ 1,054	\$ 929	\$ 1,350	\$ 1,350	\$ 1,100	-18.52%
DEPARTMENTAL TOTAL		\$ 19,535	\$ 19,705	\$ 20,198	\$ 20,198	\$ 19,948	-1.24%
HISTORIC DISTRICT COMMISSION							
1230	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1231	Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
BUILDING INSPECTOR							
1240	Salaries	\$ 56,179	\$ 66,349	\$ 70,341	\$ 32,764	\$ 32,764	-53.42%
1241	Wages	\$ 47,553	\$ 55,300	\$ 59,626	\$ 62,041	\$ 62,041	4.05%
1242	Expenses	\$ 4,967	\$ 4,392	\$ 8,400	\$ 8,400	\$ 7,900	-5.95%
1243	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 108,699	\$ 126,041	\$ 138,367	\$ 103,205	\$ 102,705	-25.77%
MECHANICAL INSPECTOR							
1250	Fee Salaries	\$ 16,603	\$ 21,432	\$ 20,000	\$ 25,000	\$ 20,000	0.00%
1251	Expenses	\$ 2,397	\$ 2,308	\$ 3,500	\$ 3,700	\$ 3,500	0.00%
DEPARTMENTAL TOTAL		\$ 19,000	\$ 23,740	\$ 23,500	\$ 28,700	\$ 23,500	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE
EARTH REMOVAL INSPECTOR							
1260	Stipend	\$ -	\$ 1	\$ 1	\$ 1	\$ 1	0.00%
1261	Expenses	\$ 132	\$ 59	\$ 100	\$ 100	\$ 100	0.00%
1262	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 132	\$ 60	\$ 101	\$ 101	\$ 101	0.00%
BOARD OF HEALTH							
1270	Wages	\$ 1,216	\$ -	\$ -	\$ -	\$ -	0.00%
1271	Expenses	\$ 813	\$ 747	\$ 1,200	\$ 1,200	\$ 1,000	-16.67%
1272	Nursing Services	\$ -	\$ -	\$ 6,243	\$ 10,021	\$ 10,021	60.52%
1273	Nashoba Health District	\$ 30,143	\$ 30,143	\$ 17,400	\$ 22,366	\$ 22,366	28.54%
1274	Herbert Lipton MH	\$ -	\$ -	\$ 6,500	\$ 6,500	\$ 6,500	0.00%
1275	Eng/Consult/Landfill Monitoring	\$ 9,326	\$ 9,879	\$ 10,000	\$ 12,500	\$ 10,000	0.00%
DEPARTMENTAL TOTAL		\$ 41,498	\$ 40,769	\$ 41,343	\$ 52,587	\$ 49,887	20.67%
SEALER OF WEIGHTS & MEASURES							
1280	Fee Salaries	\$ 2,580	\$ 2,360	\$ 2,500	\$ 2,500	\$ 2,500	0.00%
1281	Expenses	\$ -	\$ -	\$ 100	\$ 100	\$ 100	0.00%
DEPARTMENTAL TOTAL		\$ 2,580	\$ 2,360	\$ 2,600	\$ 2,600	\$ 2,600	0.00%
TOTAL LAND USE DEPARTMENTS		\$ 336,309	\$ 356,559	\$ 373,528	\$ 364,040	\$ 349,740	-6.37%

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE
<u>PROTECTION OF PERSONS AND PROPERTY</u>							
POLICE DEPARTMENT							
1300	Salaries	\$ 108,144	\$ 106,335	\$ 188,228	\$ 188,918	\$ 197,450	4.90%
1301	Wages	\$ 1,285,501	\$ 1,289,451	\$ 1,199,394	\$ 1,304,686	\$ 1,252,837	4.46%
1302	Expenses	\$ 145,558	\$ 142,311	\$ 134,960	\$ 148,900	\$ 135,860	0.67%
1303	Lease or Purchase of Cruisers	\$ 12,582	\$ 3,700	\$ 5,000	\$ 5,000	\$ 4,000	-20.00%
1304	PS Building (Expenses)	\$ 44,724	\$ 44,379	\$ 48,000	\$ 48,000	\$ -	-100.00%
1305	Minor Capital	\$ 13,460	\$ 18,578	\$ 13,000	\$ 93,832	\$ 15,000	15.38%
DEPARTMENTAL TOTAL		\$ 1,609,969	\$ 1,604,754	\$ 1,588,582	\$ 1,789,336	\$ 1,605,147	1.04%
FIRE DEPARTMENT							
1310	Salaries	\$ 115,636	\$ 97,763	\$ 101,400	\$ 101,650	\$ 101,650	0.25%
1311	Wages	\$ 470,890	\$ 513,057	\$ 492,334	\$ 558,949	\$ 548,291	11.37%
1312	Expenses	\$ 148,375	\$ 138,850	\$ 122,800	\$ 128,511	\$ 117,805	-4.07%
DEPARTMENTAL TOTAL		\$ 734,901	\$ 749,670	\$ 716,534	\$ 789,110	\$ 767,746	7.15%
GROTON WATER FIRE PROTECTION							
1320	West Groton Water District	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	0.00%
1321	Groton Water Department	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	0.00%
DEPARTMENTAL TOTAL		\$ 3,250	\$ 3,250	\$ 3,250	\$ 3,250	\$ 3,250	0.00%
ANIMAL INSPECTOR							
1330	Salary	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	0.00%
1331	Expenses	\$ -	\$ -	\$ 400	\$ 400	\$ 400	0.00%
DEPARTMENTAL TOTAL		\$ 2,082	\$ 2,082	\$ 2,482	\$ 2,482	\$ 2,482	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE
ANIMAL CONTROL OFFICER							
1340	Salary	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	0.00%
1341	Expenses	\$ -	\$ -	\$ 400	\$ 400	\$ 400	0.00%
DEPARTMENTAL TOTAL		\$ 2,082	\$ 2,082	\$ 2,482	\$ 2,482	\$ 2,482	0.00%
EMERGENCY MANAGEMENT AGENCY							
1350	Salary	\$ 464	\$ -	\$ -	\$ -	\$ -	0.00%
1351	Expenses	\$ 6,233	\$ 4,500	\$ 4,500	\$ 6,000	\$ 4,500	0.00%
1352	Minor Capital	\$ -	\$ -	\$ -	\$ 12,000	\$ -	
DEPARTMENTAL TOTAL		\$ 6,697	\$ 4,500	\$ 4,500	\$ 18,000	\$ 4,500	0.00%
DOG OFFICER							
1360	Salary	\$ 13,973	\$ 13,973	\$ 13,973	\$ 13,973	\$ 13,973	0.00%
1361	Expenses	\$ 5,360	\$ 4,273	\$ 4,800	\$ 4,800	\$ 4,800	0.00%
DEPARTMENTAL TOTAL		\$ 19,333	\$ 18,246	\$ 18,773	\$ 18,773	\$ 18,773	0.00%
POLICE & FIRE COMMUNICATIONS							
1370	Wages	\$ 226,421	\$ 215,545	\$ 310,000	\$ 351,155	\$ 310,000	0.00%
1371	Expenses	\$ 20,455	\$ 12,367	\$ 15,000	\$ 15,000	\$ 11,400	-24.00%
1372	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 246,876	\$ 227,912	\$ 325,000	\$ 366,155	\$ 321,400	-1.11%
TOTAL PROTECTION OF PERSONS AND PROPERTY		\$ 2,625,190	\$ 2,612,496	\$ 2,661,603	\$ 2,989,588	\$ 2,725,780	2.41%

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE
<u>REGIONAL SCHOOL DISTRICT BUDGETS</u>							
NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL							
1400	Operating Expenses	\$ 462,221	\$ 536,044	\$ 460,799	\$ 472,319	\$ 472,319	2.50%
DEPARTMENTAL TOTAL		\$ 462,221	\$ 536,044	\$ 460,799	\$ 472,319	\$ 472,319	2.50%
GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT							
1410	Operating Expenses	\$ 14,323,203	\$ 16,273,610	\$ 14,631,670	\$ 14,997,462	\$ 14,997,462	2.50%
1411	Debt Service, Excluded	\$ 1,605,842	\$ -	\$ 1,122,626	\$ 1,237,704	\$ 1,237,704	10.25%
1412	Debt Service, Unexcluded	\$ 9,781	\$ -	\$ 4,571	\$ 4,571	\$ 4,571	0.00%
1413	Out of District Placement	\$ 16,500	\$ -	\$ 1	\$ 1	\$ 1	0.00%
DEPARTMENTAL TOTAL		\$ 15,955,326	\$ 16,273,610	\$ 15,758,868	\$ 16,239,738	\$ 16,239,738	3.05%
TOTAL SCHOOLS		\$ 16,417,547	\$ 16,809,654	\$ 16,219,667	\$ 16,712,057	\$ 16,712,057	3.04%
<u>DEPARTMENT OF PUBLIC WORKS</u>							
HIGHWAY DEPARTMENT							
1500	Salaries	\$ 80,000	\$ 82,017	\$ 82,017	\$ 84,520	\$ 84,520	3.05%
1501	Wages	\$ 556,516	\$ 577,807	\$ 600,343	\$ 653,195	\$ 615,111	2.46%
1502	Expenses	\$ 137,873	\$ 138,080	\$ 142,300	\$ 142,300	\$ 140,300	-1.41%
1503	Highway Maintenance	\$ 81,501	\$ 87,796	\$ 89,000	\$ 89,000	\$ 89,000	0.00%
1504	Minor Capital	\$ -	\$ -	\$ -	\$ 36,000	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 855,890	\$ 885,700	\$ 913,660	\$ 1,005,015	\$ 928,931	1.67%

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE
STREET LIGHTS							
1510	Expenses	\$ 17,776	\$ 17,800	\$ 24,000	\$ 24,000	\$ 24,000	0.00%
DEPARTMENTAL TOTAL		\$ 17,776	\$ 17,800	\$ 24,000	\$ 24,000	\$ 24,000	0.00%
SNOW AND ICE							
1520	Expenses	\$ 273,589	\$ 275,665	\$ 165,000	\$ 165,000	\$ 165,000	0.00%
1521	Overtime	\$ 113,336	\$ 126,111	\$ 140,000	\$ 140,000	\$ 140,000	0.00%
1522	Hired Equipment	\$ 41,597	\$ 82,823	\$ 35,000	\$ 35,000	\$ 35,000	0.00%
DEPARTMENTAL TOTAL		\$ 428,522	\$ 484,599	\$ 340,000	\$ 340,000	\$ 340,000	0.00%
TREE WARDEN BUDGET							
1530	Salary	\$ 1,443	\$ -	\$ -	\$ -	\$ -	0.00%
1531	Expenses	\$ 2,725	\$ 2,725	\$ 3,000	\$ 3,000	\$ 3,000	0.00%
1532	Trees	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	0.00%
1533	Tree Work	\$ -	\$ 11,603	\$ 15,000	\$ 15,000	\$ 15,000	0.00%
DEPARTMENTAL TOTAL		\$ 4,168	\$ 14,328	\$ 19,500	\$ 19,500	\$ 19,500	0.00%
MUNICIPAL BUILDING AND PROPERTY MAINTENANCE							
1540	Wages	\$ 65,016	\$ 69,007	\$ 73,907	\$ 70,556	\$ 70,556	-4.53%
1541	Expenses	\$ 175,243	\$ 170,853	\$ 183,350	\$ 183,350	\$ 231,350	26.18%
1542	Minor Capital	\$ 11,054	\$ 43,370	\$ 30,000	\$ 52,000	\$ 30,000	0.00%
DEPARTMENTAL TOTAL		\$ 251,313	\$ 283,230	\$ 287,257	\$ 305,906	\$ 331,906	15.54%

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE
SOLID WASTE DISPOSAL							
1550	Wages	\$ 77,567	\$ 82,144	\$ 82,772	\$ 81,264	\$ 81,264	-1.82%
1551	Expenses	\$ 54,683	\$ 46,596	\$ 54,486	\$ 54,486	\$ 54,486	0.00%
1552	Tipping Fees	\$ 126,282	\$ 124,576	\$ 135,000	\$ 135,000	\$ 135,000	0.00%
1553	North Central SW Coop	\$ 6,850	\$ 5,850	\$ 6,850	\$ 6,850	\$ 5,850	-14.60%
1554	Minor Capital	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	0.00%
<hr/>							
	DEPARTMENTAL TOTAL	\$ 265,382	\$ 259,166	\$ 279,108	\$ 287,600	\$ 286,600	2.68%
PARKS DEPARTMENT							
1560	Wages	\$ 1,209	\$ 1,302	\$ 2,500	\$ 2,500	\$ 2,500	0.00%
1561	Expenses	\$ 34,587	\$ 31,694	\$ 34,485	\$ 36,175	\$ 36,175	4.90%
<hr/>							
	DEPARTMENTAL TOTAL	\$ 35,796	\$ 32,996	\$ 36,985	\$ 38,675	\$ 38,675	4.57%
<hr/>							
	TOTAL DEPARTMENT OF PUBLIC WORKS	\$ 1,858,847	\$ 1,977,819	\$ 1,900,510	\$ 2,020,696	\$ 1,969,612	3.64%
 <u>LIBRARY AND CITIZEN'S SERVICES</u>							
COUNCIL ON AGING							
1600	Wages	\$ 105,797	\$ 108,927	\$ 112,927	\$ 104,195	\$ 104,195	-7.73%
1601	Expenses	\$ 5,030	\$ 3,969	\$ 8,016	\$ 8,813	\$ 7,313	-8.77%
1602	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	
<hr/>							
	DEPARTMENTAL TOTAL	\$ 110,827	\$ 112,896	\$ 120,943	\$ 113,008	\$ 111,508	-7.80%

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE
SENIOR CENTER VAN							
1610	Wages	\$ 15,015	\$ 14,866	\$ 28,996	\$ 30,186	\$ 30,186	4.10%
1611	Expenses	\$ 5,088	\$ 4,682	\$ 6,480	\$ 9,113	\$ 7,013	8.23%
DEPARTMENTAL TOTAL		\$ 20,103	\$ 19,548	\$ 35,476	\$ 39,299	\$ 37,199	4.86%
VETERAN'S SERVICE OFFICER							
1620	Salary	\$ 3,485	\$ 3,485	\$ 3,485	\$ 3,485	\$ 3,485	0.00%
1621	Expenses	\$ 442	\$ 210	\$ 700	\$ 700	\$ 700	0.00%
1622	Veterans' Benefits	\$ -	\$ 14,049	\$ 48,200	\$ 48,200	\$ 48,200	0.00%
1623	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENT TOTAL		\$ 3,927	\$ 17,744	\$ 52,385	\$ 52,385	\$ 52,385	0.00%
GRAVES REGISTRATION							
1630	Salary/Stipend	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	0.00%
1631	Expenses	\$ 660	\$ 660	\$ 660	\$ 660	\$ 660	0.00%
DEPARTMENTAL TOTAL		\$ 910	\$ 910	\$ 910	\$ 910	\$ 910	0.00%
CARE OF VETERAN GRAVES							
1640	Contract Expenses	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,625	\$ 1,625	62.50%
DEPARTMENTAL TOTAL		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,625	\$ 1,625	62.50%
OLD BURYING GROUND COMMITTEE							
1650	Expenses	\$ 700	\$ 700	\$ 1,100	\$ 700	\$ 700	-36.36%
DEPARTMENTAL TOTAL		\$ 700	\$ 700	\$ 1,100	\$ 700	\$ 700	-36.36%

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE
LIBRARY							
1660	Salary	\$ 249,780	\$ 259,253	\$ 261,547	\$ 264,701	\$ 264,701	1.21%
1661	Wages	\$ 280,314	\$ 283,131	\$ 300,090	\$ 300,907	\$ 300,907	0.27%
1662	Expenses	\$ 162,599	\$ 167,395	\$ 164,994	\$ 234,817	\$ 184,994	12.12%
1663	Minor Capital	\$ 4,220	\$ -	\$ -	\$ 10,000	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 696,913	\$ 709,779	\$ 726,631	\$ 810,425	\$ 750,602	3.30%
COMMEMORATIONS & CELEBRATIONS							
1670	Expenses	\$ 442	\$ 195	\$ 500	\$ 500	\$ 500	0.00%
1671	Fireworks	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 442	\$ 195	\$ 500	\$ 500	\$ 500	0.00%
WATER SAFETY							
1680	Wages	\$ -	\$ -	\$ 2,640	\$ 2,640	\$ 2,640	0.00%
1681	Expenses and Minor Capital	\$ 2,497	\$ 2,542	\$ 950	\$ 950	\$ 950	0.00%
DEPARTMENTAL TOTAL		\$ 2,497	\$ 2,542	\$ 3,590	\$ 3,590	\$ 3,590	0.00%
WEED MANAGEMENT							
1690	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1691	Expenses: Weed Harvester	\$ 7,705	\$ 6,174	\$ 7,705	\$ 7,705	\$ 7,705	0.00%
1692	Expenses: Great Lakes	\$ 2,073	\$ 2,132	\$ 2,385	\$ 2,385	\$ 2,385	0.00%
DEPARTMENTAL TOTAL		\$ 9,778	\$ 8,306	\$ 10,090	\$ 10,090	\$ 10,090	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE
GROTON COUNTRY CLUB							
1700	Salary	\$ -	\$ 77,494	\$ 118,520	\$ 122,130	\$ 122,130	3.05%
1701	Wages	\$ -	\$ 40,264	\$ 152,355	\$ 155,425	\$ 155,425	2.02%
1702	Expenses	\$ -	\$ 186,912	\$ 322,800	\$ 294,565	\$ 294,565	-8.75%
1703	Minor Capital	\$ -	\$ 4,920	\$ 21,175	\$ 5,000	\$ 5,000	-76.39%
<hr/>							
DEPARTMENTAL TOTAL		\$ -	\$ 309,590	\$ 614,850	\$ 577,120	\$ 577,120	-6.14%
<hr/>							
TOTAL LIBRARY AND CITIZEN SERVICES		\$ 847,097	\$ 1,183,210	\$ 1,567,475	\$ 1,609,652	\$ 1,546,229	-1.36%
 <u>DEBT SERVICE</u>							
DEBT SERVICE							
2000	Long Term Debt - Principal Excluded	\$ 943,346	\$ 753,215	\$ 626,646	\$ 664,500	\$ 664,500	6.04%
2001	Long Term Debt - Principal Non-Excluded	\$ -	\$ -	\$ -	\$ 73,464	\$ 73,464	0.00%
2002	Long Term Debt - Interest - Excluded	\$ 344,422	\$ 285,926	\$ 229,156	\$ 188,313	\$ 188,313	-17.82%
2003	Long Term Debt - Interest - Non-Excluded	\$ -	\$ -	\$ -	\$ 18,119	\$ 18,119	0.00%
2006	Short Term Debt - Principal - Town	\$ -	\$ -	\$ 100,000	\$ 229,417	\$ 229,417	0.00%
2007	Short Term Debt - Interest - Town	\$ 1,212	\$ -	\$ 3,600	\$ -	\$ -	-100.00%
<hr/>							
DEPARTMENTAL TOTAL		\$ 1,288,980	\$ 1,039,141	\$ 959,402	\$ 1,173,813	\$ 1,173,813	22.35%
<hr/>							
TOTAL DEBT SERVICE		\$ 1,288,980	\$ 1,039,141	\$ 959,402	\$ 1,173,813	\$ 1,173,813	22.35%

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE
<u>EMPLOYEE BENEFITS</u>							
EMPLOYEE BENEFITS							
GENERAL BENEFITS							
3000	County Retirement	\$ 1,179,553	\$ 1,226,334	\$ 1,384,788	\$ 1,404,602	\$ 1,404,602	1.43%
3001	State Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
3002	Unemployment Compensation	\$ 16,544	\$ 37,345	\$ 40,000	\$ 40,000	\$ 40,000	0.00%
INSURANCE							
3010	Health Insurance/Employee Expenses	\$ 1,147,024	\$ 1,275,135	\$ 1,485,634	\$ 1,553,860	\$ 1,553,860	4.59%
3011	Life Insurance	\$ 2,358	\$ 2,253	\$ 2,500	\$ 2,500	\$ 2,500	0.00%
3012	Medicare/Social Security	\$ 78,553	\$ 87,888	\$ 84,000	\$ 88,000	\$ 88,000	4.76%
<hr/>							
DEPARTMENTAL TOTAL		\$ 2,424,032	\$ 2,628,955	\$ 2,996,922	\$ 3,088,962	\$ 3,088,962	3.07%
TOTAL EMPLOYEE BENEFITS		\$ 2,424,032	\$ 2,628,955	\$ 2,996,922	\$ 3,088,962	\$ 3,088,962	3.07%
GRAND TOTAL - TOWN BUDGET		\$ 27,021,801	\$ 27,931,313	\$ 28,293,947	\$ 29,608,380	\$ 29,203,027	3.21%

TOWN OF GROTON
FISCAL YEAR 2013
TAX IMPACT BY INDIVIDUAL DEPARTMENTS

Revised: 12/19/2011

LINE	DEPARTMENT/DESCRIPTION	FY 2013 TOWN MANAGER BUDGET	FY 2013 AVERAGE TAX BILL	FY 2013 PERCENT OF TAX BILL
<u>GENERAL GOVERNMENT</u>				
MODERATOR				
1000	Salaries	\$ 65	\$ 0.01	0.00%
1001	Expenses	\$ 80	\$ 0.02	0.00%
<hr/>				
DEPARTMENTAL TOTAL		\$ 145	\$ 0.03	0.00%
BOARD OF SELECTMEN				
1020	Salaries	\$ 3,950	\$ 0.87	0.01%
1021	Wages	\$ -	\$ -	0.00%
1022	Expenses	\$ 1,900	\$ 0.42	0.01%
1023	Engineering/Consultant	\$ -	\$ -	0.00%
1024	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
DEPARTMENTAL TOTAL		\$ 5,850	\$ 1.29	0.02%
TOWN MANAGER				
1030	Salaries	\$ 169,012	\$ 37.18	0.55%
1031	Wages	\$ 51,660	\$ 11.36	0.17%
1032	Expenses	\$ 2,800	\$ 0.62	0.01%
1033	Engineering/Consultant	\$ -	\$ -	0.00%
1034	Performance Evaluations	\$ -	\$ -	0.00%
<hr/>				
DEPARTMENTAL TOTAL		\$ 223,472	\$ 49.16	0.73%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 TOWN MANAGER BUDGET	FY 2013 AVERAGE TAX BILL	FY 2013 PERCENT OF TAX BILL
FINANCE COMMITTEE				
1040	Expenses	\$ -	\$ -	0.00%
1041	Reserve Fund	\$ 150,000	\$ 32.99	0.49%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 150,000	\$ 32.99	0.49%
TOWN ACCOUNTANT				
1050	Salaries	\$ 101,000	\$ 22.22	0.33%
1051	Wages	\$ 30,697	\$ 6.75	0.10%
1052	Expenses	\$ 34,900	\$ 7.68	0.11%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 166,597	\$ 36.65	0.54%
BOARD OF ASSESSORS				
1060	Salaries	\$ 75,205	\$ 16.54	0.25%
1061	Wages	\$ 86,570	\$ 19.04	0.28%
1062	Expenses	\$ 13,360	\$ 2.94	0.04%
1063	Update Maps	\$ 3,500	\$ 0.77	0.01%
1064	Legal Expense	\$ -	\$ -	0.00%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 178,635	\$ 39.29	0.58%
TREASURER/TAX COLLECTOR				
1070	Salaries	\$ 68,229	\$ 15.01	0.22%
1071	Wages	\$ 105,356	\$ 23.17	0.34%
1072	Expenses	\$ 29,807	\$ 6.56	0.10%
1073	Tax Title	\$ 8,100	\$ 1.78	0.03%
1074	Bond Cost	\$ 2,500	\$ 0.55	0.01%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 213,992	\$ 47.07	0.70%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 TOWN MANAGER BUDGET	FY 2013 AVERAGE TAX BILL	FY 2013 PERCENT OF TAX BILL
TOWN COUNSEL				
1080	Expenses	\$ 90,000	\$ 19.80	0.29%
DEPARTMENTAL TOTAL				
		\$ 90,000	\$ 19.80	0.29%
HUMAN RESOURCES				
1090	Salary	\$ 49,470	\$ 10.88	0.16%
1091	Expenses	\$ 3,475	\$ 0.76	0.01%
DEPARTMENTAL TOTAL				
		\$ 52,945	\$ 11.65	0.17%
INFORMATION TECHNOLOGY				
1100	Salary	\$ 79,249	\$ 17.43	0.26%
1101	Wages	\$ 17,079	\$ 3.76	0.06%
1102	Expenses	\$ 24,000	\$ 5.28	0.08%
DEPARTMENTAL TOTAL				
		\$ 120,328	\$ 26.47	0.39%
GIS STEERING COMMITTEE				
1120	Expenses	\$ 16,000	\$ 3.52	0.05%
DEPARTMENTAL TOTAL				
		\$ 16,000	\$ 3.52	0.05%
TOWN CLERK				
1130	Salaries	\$ 66,193	\$ 14.56	0.22%
1131	Wages	\$ 44,968	\$ 9.89	0.15%
1132	Expenses	\$ 1,939	\$ 0.43	0.01%
1133	Vital Statistics	\$ 250	\$ 0.05	0.00%
1134	Update By-laws	\$ 7,170	\$ 1.58	0.02%
1135	Minor Capital	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL				
		\$ 120,520	\$ 26.51	0.39%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 TOWN MANAGER BUDGET	FY 2013 AVERAGE TAX BILL	FY 2013 PERCENT OF TAX BILL
ELECTIONS & BOARD OF REGISTRARS				
1140	Stipend	\$ 9,600	\$ 2.11	0.03%
1141	Expenses	\$ 7,040	\$ 1.55	0.02%
1142	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 16,640	\$ 3.66	0.05%
STREET LISTINGS				
1150	Expenses	\$ 6,250	\$ 1.37	0.02%
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	DEPARTMENTAL TOTAL	\$ 6,250	\$ 1.37	0.02%
INSURANCE & BONDING				
1160	Insurance & Bonding	\$ 143,000	\$ 31.46	0.47%
1161	Insurance Deductible Reserve - Liability	\$ 12,000	\$ 2.64	0.04%
1162	Insurance Deductible Reserve - 111F	\$ 25,000	\$ 5.50	0.08%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 180,000	\$ 39.59	0.59%
TOWN REPORT				
1170	Expenses	\$ 1,500	\$ 0.33	0.00%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 1,500	\$ 0.33	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 TOWN MANAGER BUDGET	FY 2013 AVERAGE TAX BILL	FY 2013 PERCENT OF TAX BILL
POSTAGE/TOWN HALL EXPENSES				
1180	Expenses	\$ 47,960	\$ 10.55	0.16%
1181	Telephone Expenses	\$ 34,000	\$ 7.48	0.11%
1182	Office Supplies	\$ 12,000	\$ 2.64	0.04%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 93,960	\$ 20.67	0.31%
<hr/>				
	TOTAL GENERAL GOVERNMENT	\$ 1,636,834	\$ 360.05	5.34%
 <u>LAND USE DEPARTMENTS</u>				
CONSERVATION COMMISSION				
1200	Salary	\$ 60,766	\$ 13.37	0.20%
1201	Wages	\$ -	\$ -	0.00%
1202	Expenses	\$ 8,200	\$ 1.80	0.03%
1203	Engineering & Legal	\$ -	\$ -	0.00%
1204	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 68,966	\$ 15.17	0.23%
<hr/>				
PLANNING BOARD				
1210	Salaries	\$ 73,525	\$ 16.17	0.24%
1211	Wages	\$ -	\$ -	0.00%
1212	Expenses	\$ 3,700	\$ 0.81	0.01%
1213	Engineering	\$ 1,000	\$ 0.22	0.00%
1214	Consultant	\$ 1,000	\$ 0.22	0.00%
1215	M.R.P.C. Assessment	\$ 2,808	\$ 0.62	0.01%
1216	Legal Budget	\$ -	\$ -	0.00%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 82,033	\$ 18.04	0.27%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 TOWN MANAGER BUDGET	FY 2013 AVERAGE TAX BILL	FY 2013 PERCENT OF TAX BILL
ZONING BOARD OF APPEALS				
1220	Wages	\$ 18,848	\$ 4.15	0.06%
1221	Expenses	\$ 1,100	\$ 0.24	0.00%
<hr/>				
DEPARTMENTAL TOTAL		\$ 19,948	\$ 4.39	0.07%
HISTORIC DISTRICT COMMISSION				
1230	Wages	\$ -	\$ -	0.00%
1231	Expenses	\$ -	\$ -	0.00%
<hr/>				
DEPARTMENTAL TOTAL		\$ -	\$ -	0.00%
BUILDING INSPECTOR				
1240	Salaries	\$ 32,764	\$ 7.21	0.11%
1241	Wages	\$ 62,041	\$ 13.65	0.20%
1242	Expenses	\$ 7,900	\$ 1.74	0.03%
1243	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
DEPARTMENTAL TOTAL		\$ 102,705	\$ 22.59	0.34%
MECHANICAL INSPECTOR				
1250	Fee Salaries	\$ 20,000	\$ 4.40	0.07%
1251	Expenses	\$ 3,500	\$ 0.77	0.01%
<hr/>				
DEPARTMENTAL TOTAL		\$ 23,500	\$ 5.17	0.08%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 TOWN MANAGER BUDGET	FY 2013 AVERAGE TAX BILL	FY 2013 PERCENT OF TAX BILL
EARTH REMOVAL INSPECTOR				
1260	Stipend	\$ 1	\$ 0.00	0.00%
1261	Expenses	\$ 100	\$ 0.02	0.00%
1262	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
DEPARTMENTAL TOTAL		\$ 101	\$ 0.02	0.00%
BOARD OF HEALTH				
1270	Wages	\$ -	\$ -	0.00%
1271	Expenses	\$ 1,000	\$ 0.22	0.00%
1272	Nursing Services	\$ 10,021	\$ 2.20	0.03%
1273	Nashoba Health District	\$ 22,366	\$ 4.92	0.07%
1274	Herbert Lipton MH	\$ 6,500	\$ 1.43	0.02%
1275	Eng/Consult/Landfill Monitoring	\$ 10,000	\$ 2.20	0.03%
<hr/>				
DEPARTMENTAL TOTAL		\$ 49,887	\$ 10.97	0.16%
SEALER OF WEIGHTS & MEASURES				
1280	Fee Salaries	\$ 2,500	\$ 0.55	0.01%
1281	Expenses	\$ 100	\$ 0.02	0.00%
<hr/>				
DEPARTMENTAL TOTAL		\$ 2,600	\$ 0.57	0.01%
TOTAL LAND USE DEPARTMENTS		\$ 349,740	\$ 76.93	1.14%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 TOWN MANAGER BUDGET	FY 2013 AVERAGE TAX BILL	FY 2013 PERCENT OF TAX BILL
<u>PROTECTION OF PERSONS AND PROPERTY</u>				
POLICE DEPARTMENT				
1300	Salaries	\$ 197,450	\$ 43.43	0.64%
1301	Wages	\$ 1,252,837	\$ 275.58	4.09%
1302	Expenses	\$ 135,860	\$ 29.88	0.44%
1303	Lease or Purchase of Cruisers	\$ 4,000	\$ 0.88	0.01%
1304	PS Building (Expenses)	\$ -	\$ -	0.00%
1305	Minor Capital	\$ 15,000	\$ 3.30	0.05%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 1,605,147	\$ 353.08	5.24%
FIRE DEPARTMENT				
1310	Salaries	\$ 101,650	\$ 22.36	0.33%
1311	Wages	\$ 548,291	\$ 120.60	1.79%
1312	Expenses	\$ 117,805	\$ 25.91	0.38%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 767,746	\$ 168.88	2.51%
GROTON WATER FIRE PROTECTION				
1320	West Groton Water District	\$ 750	\$ 0.16	0.00%
1321	Groton Water Department	\$ 2,500	\$ 0.55	0.01%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 3,250	\$ 0.71	0.01%
ANIMAL INSPECTOR				
1330	Salary	\$ 2,082	\$ 0.46	0.01%
1331	Expenses	\$ 400	\$ 0.09	0.00%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 2,482	\$ 0.55	0.01%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 TOWN MANAGER BUDGET	FY 2013 AVERAGE TAX BILL	FY 2013 PERCENT OF TAX BILL
ANIMAL CONTROL OFFICER				
1340	Salary	\$ 2,082	\$ 0.46	0.01%
1341	Expenses	\$ 400	\$ 0.09	0.00%
<hr/>				
DEPARTMENTAL TOTAL		\$ 2,482	\$ 0.55	0.01%
EMERGENCY MANAGEMENT AGENCY				
1350	Salary	\$ -	\$ -	0.00%
1351	Expenses	\$ 4,500	\$ 0.99	0.01%
1352	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
DEPARTMENTAL TOTAL		\$ 4,500	\$ 0.99	0.01%
DOG OFFICER				
1360	Salary	\$ 13,973	\$ 3.07	0.05%
1361	Expenses	\$ 4,800	\$ 1.06	0.02%
<hr/>				
DEPARTMENTAL TOTAL		\$ 18,773	\$ 4.13	0.06%
POLICE & FIRE COMMUNICATIONS				
1370	Wages	\$ 310,000	\$ 68.19	1.01%
1371	Expenses	\$ 11,400	\$ 2.51	0.04%
1372	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
DEPARTMENTAL TOTAL		\$ 321,400	\$ 70.70	1.05%
TOTAL PROTECTION OF PERSONS AND PROPERTY		\$ 2,725,780	\$ 599.58	8.90%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 TOWN MANAGER BUDGET	FY 2013 AVERAGE TAX BILL	FY 2013 PERCENT OF TAX BILL
<u>REGIONAL SCHOOL DISTRICT BUDGETS</u>				
NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL				
1400	Operating Expenses	\$ 472,319	\$ 103.89	1.54%
DEPARTMENTAL TOTAL		\$ 472,319	\$ 103.89	1.54%
GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT				
1410	Operating Expenses	\$ 14,997,462	\$ 3,298.92	48.95%
1411	Debt Service, Excluded	\$ 1,237,704	\$ 272.25	4.04%
1412	Debt Service, Unexcluded	\$ 4,571	\$ 1.01	0.01%
1413	Out of District Placement	\$ 1	\$ 0.00	0.00%
DEPARTMENTAL TOTAL		\$ 16,239,738	\$ 3,572.18	53.00%
TOTAL SCHOOLS		\$ 16,712,057	\$ 3,676.07	54.54%
<u>DEPARTMENT OF PUBLIC WORKS</u>				
HIGHWAY DEPARTMENT				
1500	Salaries	\$ 84,520	\$ 18.59	0.28%
1501	Wages	\$ 615,111	\$ 135.30	2.01%
1502	Expenses	\$ 140,300	\$ 30.86	0.46%
1503	Highway Maintenance	\$ 89,000	\$ 19.58	0.29%
1504	Minor Capital	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 928,931	\$ 204.33	3.03%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 TOWN MANAGER BUDGET	FY 2013 AVERAGE TAX BILL	FY 2013 PERCENT OF TAX BILL
STREET LIGHTS				
1510	Expenses	\$ 24,000	\$ 5.28	0.08%
DEPARTMENTAL TOTAL				
		\$ 24,000	\$ 5.28	0.08%
SNOW AND ICE				
1520	Expenses	\$ 165,000	\$ 36.29	0.54%
1521	Overtime	\$ 140,000	\$ 30.80	0.46%
1522	Hired Equipment	\$ 35,000	\$ 7.70	0.11%
DEPARTMENTAL TOTAL				
		\$ 340,000	\$ 74.79	1.11%
TREE WARDEN BUDGET				
1530	Salary	\$ -	\$ -	0.00%
1531	Expenses	\$ 3,000	\$ 0.66	0.01%
1532	Trees	\$ 1,500	\$ 0.33	0.00%
1533	Tree Work	\$ 15,000	\$ 3.30	0.05%
DEPARTMENTAL TOTAL				
		\$ 19,500	\$ 4.29	0.06%
MUNICIPAL BUILDING AND PROPERTY MAINTENANCE				
1540	Wages	\$ 70,556	\$ 15.52	0.23%
1541	Expenses	\$ 231,350	\$ 50.89	0.76%
1542	Minor Capital	\$ 30,000	\$ 6.60	0.10%
DEPARTMENTAL TOTAL				
		\$ 331,906	\$ 73.01	1.08%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 TOWN MANAGER BUDGET	FY 2013 AVERAGE TAX BILL	FY 2013 PERCENT OF TAX BILL
SOLID WASTE DISPOSAL				
1550	Wages	\$ 81,264	\$ 17.88	0.27%
1551	Expenses	\$ 54,486	\$ 11.99	0.18%
1552	Tipping Fees	\$ 135,000	\$ 29.70	0.44%
1553	North Central SW Coop	\$ 5,850	\$ 1.29	0.02%
1554	Minor Capital	\$ 10,000	\$ 2.20	0.03%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 286,600	\$ 63.04	0.94%
PARKS DEPARTMENT				
1560	Wages	\$ 2,500	\$ 0.55	0.01%
1561	Expenses	\$ 36,175	\$ 7.96	0.12%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 38,675	\$ 8.51	0.13%
<hr/>				
	TOTAL DEPARTMENT OF PUBLIC WORKS	\$ 1,969,612	\$ 433.25	6.43%
 <u>LIBRARY AND CITIZEN'S SERVICES</u>				
COUNCIL ON AGING				
1600	Wages	\$ 104,195	\$ 22.92	0.34%
1601	Expenses	\$ 7,313	\$ 1.61	0.02%
1602	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 111,508	\$ 24.53	0.36%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 TOWN MANAGER BUDGET	FY 2013 AVERAGE TAX BILL	FY 2013 PERCENT OF TAX BILL
SENIOR CENTER VAN				
1610	Wages	\$ 30,186	\$ 6.64	0.10%
1611	Expenses	\$ 7,013	\$ 1.54	0.02%
DEPARTMENTAL TOTAL				
		\$ 37,199	\$ 8.18	0.12%
VETERAN'S SERVICE OFFICER				
1620	Salary	\$ 3,485	\$ 0.77	0.01%
1621	Expenses	\$ 700	\$ 0.15	0.00%
1622	Veterans' Benefits	\$ 48,200	\$ 10.60	0.16%
1623	Minor Capital	\$	\$ -	0.00%
DEPARTMENT TOTAL				
		\$ 52,385	\$ 11.52	0.17%
GRAVES REGISTRATION				
1630	Salary/Stipend	\$ 250	\$ 0.05	0.00%
1631	Expenses	\$ 660	\$ 0.15	0.00%
DEPARTMENTAL TOTAL				
		\$ 910	\$ 0.20	0.00%
CARE OF VETERAN GRAVES				
1640	Contract Expenses	\$ 1,625	\$ 0.36	0.01%
DEPARTMENTAL TOTAL				
		\$ 1,625	\$ 0.36	0.01%
OLD BURYING GROUND COMMITTEE				
1650	Expenses	\$ 700	\$ 0.15	0.00%
DEPARTMENTAL TOTAL				
		\$ 700	\$ 0.15	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 TOWN MANAGER BUDGET	FY 2013 AVERAGE TAX BILL	FY 2013 PERCENT OF TAX BILL
LIBRARY				
1660	Salary	\$ 264,701	\$ 58.22	0.86%
1661	Wages	\$ 300,907	\$ 66.19	0.98%
1662	Expenses	\$ 184,994	\$ 40.69	0.60%
1663	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
DEPARTMENTAL TOTAL		\$ 750,602	\$ 165.11	2.45%
COMMEMORATIONS & CELEBRATIONS				
1670	Expenses	\$ 500	\$ 0.11	0.00%
1671	Fireworks	\$ -	\$ -	0.00%
<hr/>				
DEPARTMENTAL TOTAL		\$ 500	\$ 0.11	0.00%
WATER SAFETY				
1680	Wages	\$ 2,640	\$ 0.58	0.01%
1681	Expenses and Minor Capital	\$ 950	\$ 0.21	0.00%
<hr/>				
DEPARTMENTAL TOTAL		\$ 3,590	\$ 0.79	0.01%
WEED MANAGEMENT				
1690	Wages	\$ -	\$ -	0.00%
1691	Expenses: Weed Harvester	\$ 7,705	\$ 1.69	0.03%
1692	Expenses: Great Lakes	\$ 2,385	\$ 0.52	0.01%
<hr/>				
DEPARTMENTAL TOTAL		\$ 10,090	\$ 2.22	0.03%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 TOWN MANAGER BUDGET	FY 2013 AVERAGE TAX BILL	FY 2013 PERCENT OF TAX BILL
GROTON COUNTRY CLUB				
1700	Salary	\$ 122,130	\$ 26.86	0.40%
1701	Wages	\$ 155,425	\$ 34.19	0.51%
1702	Expenses	\$ 294,565	\$ 64.79	0.96%
1703	Minor Capital	\$ 5,000	\$ 1.10	0.02%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 577,120	\$ 126.95	1.88%
	TOTAL LIBRARY AND CITIZEN SERVICES	\$ 1,546,229	\$ 340.12	5.05%
 <u>DEBT SERVICE</u>				
DEBT SERVICE				
2000	Long Term Debt - Principal Excluded	\$ 664,500	\$ 146.17	2.17%
2001	Long Term Debt - Principal Non-Excluded	\$ 73,464	\$ 16.16	0.24%
2002	Long Term Debt - Interest - Excluded	\$ 188,313	\$ 41.42	0.61%
2003	Long Term Debt - Interest - Non-Excluded	\$ 18,119	\$ 3.99	0.06%
2006	Short Term Debt - Principal - Town	\$ 229,417	\$ 50.46	0.75%
2007	Short Term Debt - Interest - Town	\$ -	\$ -	0.00%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 1,173,813	\$ 258.20	3.83%
	TOTAL DEBT SERVICE	\$ 1,173,813	\$ 258.20	3.83%
 <u>EMPLOYEE BENEFITS</u>				
EMPLOYEE BENEFITS				
GENERAL BENEFITS				
3000	County Retirement	\$ 1,404,602	\$ 308.96	4.58%
3001	State Retirement	\$ -	\$ -	0.00%
3002	Unemployment Compensation	\$ 40,000	\$ 8.80	0.13%
				0.00%
INSURANCE				
3010	Health Insurance/Employee Expenses	\$ 1,553,860	\$ 341.79	5.07%
3011	Life Insurance	\$ 2,500	\$ 0.55	0.01%
3012	Medicare/Social Security	\$ 88,000	\$ 19.36	0.29%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 3,088,962	\$ 679.46	10.08%
	TOTAL EMPLOYEE BENEFITS	\$ 3,088,962	\$ 679.46	10.08%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 TOWN MANAGER BUDGET	FY 2013 AVERAGE TAX BILL	FY 2013 PERCENT OF TAX BILL
<u>ADDITIONAL APPROPRIATIONS</u>				
ADDITIONAL APPROPRIATIONS				
	Capital Budget Request	\$ 967,200	\$ 212.75	3.16%
	Overlay Deficit From Prior Years	\$ 1,000	\$ 0.22	0.00%
	Cherry Sheet Offsets	\$ 15,000	\$ 3.30	0.05%
	Snow and Ice Deficit	\$ 150,000	\$ 32.99	0.49%
	State and County Charges	\$ 80,000	\$ 17.60	0.26%
	Allowance for Abatements/Exemptions	\$ 225,000	\$ 49.49	0.73%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 1,438,200	\$ 316.35	4.69%
	GRAND TOTAL - TOWN BUDGET	\$ 30,641,227	\$ 6,740	100.00%

**TOWN OF GROTON
FIVE YEAR BUDGET PROJECTION**

REVISED: 12/16/2011

		<u>FY 2013</u>		<u>FY 2014</u>		<u>FY 2015</u>		<u>FY 2016</u>		<u>FY 2017</u>		<u>FY 2018</u>
<u>Expenditures</u>												
General Government	\$	1,636,834	\$	1,677,755	\$	1,719,699	\$	1,762,691	\$	1,806,758	\$	1,851,927
Land Use Departments	\$	349,740	\$	358,484	\$	367,446	\$	376,632	\$	386,048	\$	395,699
Protection of Persons and Property	\$	2,725,780	\$	2,793,925	\$	2,863,773	\$	2,935,367	\$	3,008,751	\$	3,083,970
Regional School Districts	\$	15,474,353	\$	15,861,212	\$	16,257,742	\$	16,664,186	\$	17,080,790	\$	17,507,810
Department of Public Works	\$	1,969,612	\$	2,018,852	\$	2,069,324	\$	2,121,057	\$	2,174,083	\$	2,228,435
Library and Citizen Services	\$	1,546,229	\$	1,584,885	\$	1,624,507	\$	1,665,120	\$	1,706,748	\$	1,749,416
Debt Service - In Levy Capacity Only	\$	321,000	\$	614,026	\$	614,026	\$	614,026	\$	614,026	\$	614,026
Employee Benefits	\$	3,088,962	\$	3,397,858	\$	3,737,644	\$	4,036,656	\$	4,359,588	\$	4,708,355
Sub-Total Operating Expenses	\$	27,112,510	\$	28,306,996	\$	29,254,160	\$	30,175,733	\$	31,136,792	\$	32,139,638
Additional Appropriations												
Capital Budget Request	\$	967,200	\$	350,000	\$	350,000	\$	350,000	\$	350,000	\$	350,000
Overlay Deficit From Prior Years	\$	1,000	\$	10,000	\$	10,000	\$	10,000	\$	10,000	\$	10,000
Cherry Sheet Offsets	\$	15,000	\$	15,375	\$	15,759	\$	16,153	\$	16,557	\$	16,971
Snow and Ice Deficit	\$	150,000	\$	153,750	\$	157,594	\$	161,534	\$	165,572	\$	169,711
State and County Charges	\$	80,000	\$	82,000	\$	84,050	\$	86,151	\$	88,305	\$	90,513
Allowance for Abatements/Exemptions	\$	225,000	\$	225,000	\$	225,000	\$	225,000	\$	225,000	\$	225,000
Sub-Total Additional Appropriations	\$	1,438,200	\$	836,125	\$	842,403	\$	848,838	\$	855,434	\$	862,195
Grand Total Appropriations	\$	28,550,710	\$	29,143,121	\$	30,096,563	\$	31,024,571	\$	31,992,226	\$	33,001,834
<u>Revenues</u>												
Previous Year Proposition 2½ Levy Limit	\$	23,060,907	\$	23,830,390	\$	24,623,933	\$	25,442,260	\$	26,286,114	\$	27,156,258
Allowed 2½ Increase	\$	576,523	\$	595,760	\$	615,598	\$	636,057	\$	657,153	\$	678,906
New Growth	\$	192,960	\$	197,784	\$	202,729	\$	207,797	\$	212,992	\$	218,317
Proposition 2½ Override	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
State Aid	\$	715,000	\$	700,000	\$	700,000	\$	700,000	\$	700,000	\$	700,000
Local Receipts	\$	3,365,120	\$	3,449,248	\$	3,535,479	\$	3,623,866	\$	3,714,463	\$	3,807,324
Free Cash	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Other Available Funds	\$	740,200	\$	455,100	\$	455,100	\$	455,100	\$	455,100	\$	455,100
Grand Total Revenues	\$	28,650,710	\$	29,228,281	\$	30,132,840	\$	31,065,080	\$	32,025,821	\$	33,015,906
Surplus/(Deficit)	\$	100,000	\$	85,161	\$	36,277	\$	40,508	\$	33,595	\$	14,072



TOWN OF GROTON

173 Main Street
Groton, Massachusetts 01450-1237
Tel: (978) 448-1111
Fax: (978) 448-1115

Board of Selectmen

Anna Eliot, *Chairman*
George F. Dillon, Jr., *Vice Chairman*
Peter S. Cunningham, *Clerk*
Joshua A. Degen, *Member*
Stuart M. Schulman, *Member*

Town Manager
Mark W. Haddad

To: *Board of Selectmen*

From: *Mark W. Haddad – Town Manager*

Subject: *FY 2013 Board of Selectmen Departmental Budgets*

Date: *December 1, 2011*

In addition to the preparation of the Overall Town Operating Budget, as Town Manager, I am also responsible for the preparation of some individual departmental budgets. The purpose of this memorandum is to submit the proposed budgets for the following departments:

- | | |
|-----------------------------------|----------------------------|
| 1. Board of Selectmen | 5. Town Counsel |
| 2. Town Manager | 6. Town Report |
| 3. Insurance and Bonding | 7. Groton Water Protection |
| 4. Postage and Town Hall Expenses | 8. Town Moderator |

The following is a breakdown of the submitted budgets by department:

Board of Selectmen

I have level funded the Selectmen's Salaries at \$3,950 for FY 2013. The Chairman's Salary is set at \$910, while the four other members will receive \$760 each.

The expense line items cover the cost of the Town's annual dues to the MMA (\$1,200), minor office supplies (\$400) to cover the cost of stamps, binders and costs associated with new members of the Board. I have also budgeted \$700 for the Selectmen to attend the MMA Annual Conference.

Board of Selectmen
FY 2013 Departmental Budget
December 1, 2011
page two

In addition, I am adding an additional line item in the Board of Selectmen expenses for FY 2013. As the Board is aware, in July, 2010, the Open Meeting Law changed. These have changed the way meetings are posted and have added additional requirements on minutes of meetings. Specifically, more detailed minutes are required of every meeting of every town board. Documents used during the meeting are to be made permanent records of the meeting and must become part of the minutes. In addition, they are required to be filed and available to the public within a reasonable amount of time after the meeting. These are requirements that have placed a burden on many of our volunteer boards and committees. Several of our Boards and Committees already have paid staff to attend the meetings and record the minutes. However, there are another 15 Committees that do not have paid staff and rely on volunteers to take the minutes. While the volunteers do a great job in taking the minutes, they are not done in a timely manner to comply with the new requirements of the open meeting law. To that end, I am proposing an additional line item in the Board of Selectmen's expenses in FY 2013. I am requesting \$9,000 to hire independent contractors to attend the meetings and take minutes. I would propose that the contractors be paid \$50 per meeting. This would include attendance at the meeting and drafting the minutes. Since most of these Committees meet once a month, I arrive at the \$9,000 request as follows:

Number of Boards/Committees	15
Number of Meetings per year	180 (15x12)
Payment per meeting	\$50
Annual Cost	\$9,000 (50x180)

I believe this is an important step in bringing the Town into full compliance with the Open Meeting Law that went into effect in July, 2010. The total amount requested for Expenses in FY 2013 is \$11,300.

Town Manager

The Town Manager's Salary is budgeted at \$118,821 for FY 2012. The Board will need to decide what to budget in this line item for FY 2013. The Executive Assistant is eligible for a step increase in FY 2013. With regard to the Wage Line Item, the Land Use Office Assistant and DPW Office Assistant will continue to be budgeted in the Town Manager's Wage Account. The Land Use Office Assistant is scheduled for a step increase in FY 2013, the DPW Office Assistant is not. Since both these positions serve multiple departments, I am keeping them in the Town Manager's budget for FY 2013.

With regard to expenses, one line item has been increased. As provided for in the employment agreement between the Town Manager and the Board of Selectmen, the Town is responsible to pay for the Town Manager's membership to the ICMA and MMMA. Based on the Town Manager's current salary, the dues to these two organizations are \$1,300.00. This will require an increase of \$100.00. All other line items have been level funded.

***Board of Selectmen
FY 2013 Departmental Budget
December 1, 2011
page three***

Insurance and Bonding

This budget pays for the Town's Property and Casualty, Automobile, Worker's Compensation and Public Official Liability Insurances. It also provides funding for deductibles, as well as, Bonds for the Town Manager, Town Treasurer, Assistant Town Treasurer and Town Clerk. I am proposing that this budget be level funded at \$180,000.

Postage and Town Hall Expenses

This budget has two specific line items. The first pays for the cost of postage for all Town Departments that utilize the postage machine located at Town Hall. It also covers the cost of printing the Town Meeting Warrants, copier supplies for the two copiers at Town Hall, and the update to the Massachusetts General Laws. I am proposing to level fund this line item at \$47,960. The second line item is for Telephone expenses. This line item was created in FY 2011 and consolidated all telephone expenses (hard line and cellular) into one budget. It was budgeted at \$34,000 in FY 2012 and I am proposing that we level fund this budget in FY 2013.

Town Counsel

The Board of Selectmen renewed Town Counsel's contract in FY 2012. This contract provides for a retainer to Town Counsel and a base hourly rate of \$170 per hour. This continues to be extremely successful and cost effective for the Town. Town Counsel may be looking for an additional rate increase in FY 2013. However, because of the cost effective manner in which the Board manages Town Counsel, I am planning on level funding the budget at \$90,000, which is the same level as FY 2012.

Town Report

This budget covers the printing cost of the Town Report. The Report itself is prepared by Patrice Garvin in conjunction with the various departments. I am proposing that we level fund this budget at \$1,500.

Groton Water Protection

This budget was significantly reduced four years ago when the Town reduced the payment to the Water Department from \$36,324 to \$2,500. I had continued this the past three years and am proposing that we level fund this budget at the same level in FY 2013. I am also proposing that we level fund the payment to the West Groton Water District at \$750.

***Board of Selectmen
FY 2013 Departmental Budget
December 1, 2011
page four***

Town Moderator

This budget pays the annual salary (\$65) and expenses (\$80) of the Town Moderator. It is being level funded at \$145.

Thank you for the opportunity to present these budgets to you. I look forward to meeting with you to discuss these budgets in more detail.

MWH/rjb

enclosures

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
MODERATOR								
1000	Salaries	\$ 65	\$ 65	\$ 65	\$ 65	\$ 65	0.00%	\$ 0.01
1001	Expenses	\$ 67	\$ -	\$ 80	\$ 80	\$ 80	0.00%	\$ 0.02
<hr/>								
	DEPARTMENTAL TOTAL	\$ 132	\$ 65	\$ 145	\$ 145	\$ 145	0.00%	\$ 0.03

MODERATOR
114

<u>LINE ITEM</u>	<u>FY 2012 APPROPRIATION</u>	<u>FY 2013 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2013 TOWN MANAGER APPROVED</u>	<u>FY 2013 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 80.00	\$ 80.00	\$ -	0.00%		\$ 80.00		0.00%
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other:								
Other:								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 80.00	\$ 80.00	\$ -	0.00%		\$ 80.00	\$ -	0.00%

Department Moderator
 Org # 114
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-11	Date	Step Increase Annual	Wks	To Year End	Date	Other Annual	Projected Salary Fiscal 2013
Gosselin	Robert		Moderator					\$ 65.00							\$ 65.00
								\$ 65.00							\$ 65.00

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
BOARD OF SELECTMEN								
1020	Salaries	\$ 3,950	\$ 3,950	\$ 3,950	\$ 3,950	\$ 3,950	0.00%	\$ 0.87
1021	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1022	Expenses	\$ 1,742	\$ 1,182	\$ 1,859	\$ 11,300	\$ 1,900	2.21%	\$ 0.42
1023	Engineering/Consultant	\$ -	\$ -	\$ 6,000	\$ -	\$ -	0.00%	\$ -
1024	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
DEPARTMENTAL TOTAL		\$ 5,692	\$ 5,132	\$ 11,809	\$ 15,250	\$ 5,850	-50.46%	\$ 1.29

BOARD OF SELECTMEN
122

<u>LINE ITEM</u>	<u>FY 2012 APPROPRIATION</u>	<u>FY 2013 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2013 TOWN MANAGER APPROVED</u>	<u>FY 2013 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 400.00	\$ 400.00	\$ -	0.00%		\$ -		-100.00%
Dues & Memberships	\$ 1,200.00	\$ 1,200.00	\$ -	0.00%		\$ 1,200.00		0.00%
Travel and Conferences	\$ 259.00	\$ 700.00	\$ 441.00	170.27%		\$ 700.00		170.27%
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Engineering	\$ 6,000.00	\$ -	\$ (6,000.00)	-100.00%		\$ -		-100.00%
Other: Contractors for Minutes	\$ -	\$ 9,000.00	\$ 9,000.00	0.00%		\$ -		0.00%
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 7,859.00	\$ 11,300.00	\$ 3,441.00	43.78%		\$ 1,900.00	\$ -	-75.82%

Department Board of Selectmen
 Org # 122
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-11	Date	Step Increase Annual	Wks	To Year End	Date	Other Annual	Projected Salary Fiscal 2013
Wages															
Town Meeting			Checkers			\$8.00		\$ -							\$ -
TOTAL WAGES															\$ -
1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-11	Date	Step Increase Annual	Wks	To Year End	Date	Other Annual	Projected Salary Fiscal 2013
Cunningham	Peter		Selectman					\$ 760.00							\$ 760.00
Degan	Joshua		Selectman					\$ 760.00							\$ 760.00
Dillon	George		Selectman					\$ 760.00							\$ 760.00
Shulman	Stuart		Selectman					\$ 760.00							\$ 760.00
Elliot	Anna		Selectman					\$ 910.00							\$ 910.00

TOTAL SALARIES
\$ 3,950.00
\$ 3,950.00

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
TOWN MANAGER								
1030	Salaries	\$ 156,570	\$ 163,951	\$ 169,383	\$ 169,012	\$ 169,012	-0.22%	\$ 37.18
1031	Wages	\$ 38,040	\$ 42,777	\$ 50,151	\$ 51,660	\$ 51,660	3.01%	\$ 11.36
1032	Expenses	\$ 6,103	\$ 8,186	\$ 4,400	\$ 4,500	\$ 2,800	-36.36%	\$ 0.62
1033	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
DEPARTMENTAL TOTAL		\$ 200,713	\$ 214,914	\$ 223,934	\$ 225,172	\$ 223,472	-0.21%	\$ 49.16

TOWN MANAGER
124

<u>LINE ITEM</u>	<u>FY 2012 APPROPRIATION</u>	<u>FY 2013 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2013 TOWN MANAGER APPROVED</u>	<u>FY 2013 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 1,700.00	\$ 1,700.00	\$ -	0.00%		\$ -		-100.00%
Dues & Memberships	\$ 1,200.00	\$ 1,300.00	\$ 100.00	100.00%		\$ 1,300.00		100.00%
Travel and Conferences	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Legal Advertising	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%		\$ 1,000.00		0.00%
Other:								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 4,400.00	\$ 4,500.00	\$ 100.00	2.27%		\$ 2,800.00	\$ -	-36.36%

Department Town Manager
 Org # 124
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-11	Date	Step Increase Annual	Wks	To Year End	Date	Other Annual	Projected Salary Fiscal 2013
Salaries															
Haddad	Mark		Town Manager				40	\$ 118,821.00							\$ 118,821.00
Garvin	Patrice	By-Law	Executive Assistant	9	4		40	\$ 50,191.00							\$ 50,191.00
TOTAL SALARIES															\$ 169,012.00
1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-11	Date	Step Increase Annual	Wks	To Year End	Date	Other Annual	Projected Salary Fiscal 2013
Wages															
Dunbar	Dawn	THL	Land Use Assistant	5	6	\$20.12	35	\$ 36,759.24							\$ 36,759.24
Iannacone	April	THL	Office Assistant	4	6	\$19.03	15	\$ 14,900.49							\$ 14,900.49

TOTAL SALARIES **\$ 51,659.73** **\$ 51,659.73**

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
FINANCE COMMITTEE								
1040	Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1041	Reserve Fund	\$ -	\$ -	150,000	150,000	150,000	0.00%	32.99
<hr/>								
DEPARTMENTAL TOTAL		\$ -	\$ -	150,000	150,000	150,000	0.00%	32.99

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
TOWN ACCOUNTANT								
1050	Salaries	\$ 72,000	\$ 72,000	\$ 97,000	\$ 101,000	\$ 101,000	4.12%	\$ 22.22
1051	Wages	\$ 29,217	\$ 29,328	\$ 29,809	\$ 30,697	\$ 30,697	2.98%	\$ 6.75
1052	Expenses	\$ 23,965	\$ 27,903	\$ 30,000	\$ 35,200	\$ 34,900	16.33%	\$ 7.68
<hr/>								
	DEPARTMENTAL TOTAL	\$ 125,182	\$ 129,231	\$ 156,809	\$ 166,897	\$ 166,597	6.24%	\$ 36.65

TOWN ACCOUNTANT
135

LINE ITEM	FY 2013				PERCENT CHANGE	REASON FOR CHANGE:	FY 2013		PERCENT CHANGE
	FY 2012 APPROPRIATION	DEPARTMENT REQUEST	DIFFERENCE				TOWN MANAGER APPROVED	FINCOM APPROVED	
Telephone	\$ -		\$ -	0.00%			\$ -		0.00%
Postage									
Office Supplies	\$ 300.00	\$ 300.00	\$ -	0.00%			\$ -		-100.00%
Dues & Memberships	\$ 100.00	\$ 100.00	\$ -	0.00%			\$ 100.00		0.00%
Travel and Conferences	\$ 2,800.00	\$ 2,500.00	\$ (300.00)	-10.71%	See below		\$ 2,500.00		-10.71%
Equipment Maintenance									
Printing									
Software/Service Maintenance	\$ 2,800.00	\$ 2,800.00	\$ -	0.00%			\$ 2,800.00		0.00%
Space Rental									
Heating Costs									
Electricity									
Vehicle Costs									
Other: Local Software Support	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%			\$ 1,000.00		0.00%
Other: Annual Audit	\$ 21,500.00	\$ 21,500.00	\$ -	0.00%			\$ 21,500.00		0.00%
Other: GASB 45 OPEB Audit	\$ 1,500.00	\$ 7,000.00	\$ 5,500.00	366.67%	See below		\$ 7,000.00		
Other:									
TOTAL FUNDS REQUESTED	\$ 30,000.00	\$ 35,200.00	\$ 5,200.00	17.33%			\$ 34,900.00	\$ -	16.33%

Explanations:

Training/Conference Requests:

Both employees are relatively new to the position. Training support is helpful to increasing specific competency levels. Conferences will enhance general knowledge and allow interaction with peers in the field.

Sarah:

Excel:	250	Accounting School	\$1,000
Chart of Accounts	250	Procurement	\$500
Misc Conferences	100	Misc Conferences	\$400

Trisha:

GASB 45 OPEB Audit

Full Valuation takes place every three years; FY 13 is a full valuation year.

Department Town Accountant
 Org # 135
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-11	Step Increase				Other		Projected Salary
									Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2013
Salaries															.
Jenkins	Valerie		Town Accountant				40	\$ 36,000.00							\$ 36,000.00
DuFresne	Patricia		Acct In Training				40	\$ 65,000.00							\$ 65,000.00
TOTAL SALARIES									\$ 101,000.00						\$ 101,000.00

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-11	Step Increase				Other		Projected Salary
									Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2013
Wages															
Mahoney	Sarah	THL	Asst. Town Acct.	7	3	\$21.78	27	\$ 30,696.73							\$ 30,696.73

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-11	Step Increase				Other		Projected Salary
									Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2013
Wages															
Mahoney	Sarah	THL	Asst. Town Acct.	7	3	\$21.78	27	\$ 30,696.73							\$ 30,696.73

TOTAL SALARIES
\$ 30,696.73
\$ 30,696.73

TOWN OF GROTON

173 Main Street
Groton, MA 01450
Tel: 978-448-1127
Fax: 978-448-1115

www.townofgroton.org

**Board of Assessors**

Garrett Boles
Jenifer Evans
Rena Swezey

Principal Assessor

Rena E. Swezey

To: Mark Haddad, Town Manager
From: Rena Swezey, Principal Assessor
Subject: Assessor's Budget FY 2013

Overview of the budget changes for FY 2013

1. Office Supplies include toner for our printers and colored paper for all our forms to be mailed out for Exemptions. Up \$100
2. Dues for Middlesex County Assessors Assoc. and Massachusetts Assessors Assoc. Level Funded
3. Travel/Conferences for training at U-Mass Assessors School and Vision User Group Meeting. Other workshop and seminars. Up \$1000 from last year.
4. Software Maintenance. Last year I spent and additional \$2000 for software update. Taken from other expenses last year.
5. Vision support for revalue if needed. Level funded
6. Vision web hosting Level funded.
7. Vision Static Data Base. Entered separate this year \$125 must be done each year as a requirement by DOR. Has been taken out of office expenses prior and just wanted to itemize separate as it must be done each year.

Request this year is for an additional \$2,260 from last year. Maps ended up costing an additional \$990 for last year and must be a little more based on the many errors we have been correcting from the previous mapping company.

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
BOARD OF ASSESSORS								
1060	Salaries	\$ 74,955	\$ 74,955	\$ 74,955	\$ 75,205	\$ 75,205	0.33%	\$ 16.54
1061	Wages	\$ 81,072	\$ 83,308	\$ 86,070	\$ 86,570	\$ 86,570	0.58%	\$ 19.04
1062	Expenses	\$ 10,484	\$ 10,347	\$ 13,600	\$ 15,860	\$ 13,360	-1.76%	\$ 2.94
1063	Update Maps	\$ 4,500	\$ 4,500	\$ 3,500	\$ 3,500	\$ 3,500	0.00%	\$ 0.77
1064	Legal Expense	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
DEPARTMENTAL TOTAL		\$ 171,011	\$ 173,110	\$ 178,125	\$ 181,135	\$ 178,635	0.29%	\$ 39.29

BOARD OF ASSESSORS

141

<u>LINE ITEM</u>	<u>FY 2012 APPROPRIATION</u>	<u>FY 2013 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2013 TOWN MANAGER APPROVED</u>	<u>FY 2013 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone	\$ -	\$ -	\$ -			\$ -		0.00%
Postage								
Office Supplies	\$ 400.00	\$ 500.00	\$ 100.00	25.00%		\$ -		-100.00%
Dues & Memberships	\$ 200.00	\$ 210.00	\$ 10.00	5.00%		\$ 210.00		5.00%
Travel and Conferences	\$ 1,000.00	\$ 2,000.00	\$ 1,000.00	100.00%		\$ 2,000.00		100.00%
Equipment Maintenance								
Printing								
Software/Service Maintenance	\$ -	\$ 2,000.00	\$ 2,000.00	0.00%		\$ -		0.00%
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs	\$ 500.00	\$ 650.00	\$ 150.00	30.00%		\$ 650.00		30.00%
Other: AGI Maps	\$ 3,500.00	\$ 3,500.00	\$ -	0.00%		\$ 3,500.00		0.00%
Other: Vision Software License	\$ 5,100.00	\$ 5,100.00	\$ -	0.00%		\$ 5,100.00		0.00%
Other: Vision Revalue Support	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%		\$ 3,000.00		0.00%
Other: Vision Web Hosting	<u>\$ 3,400.00</u>	<u>\$ 2,400.00</u>	<u>\$ (1,000.00)</u>	<u>-29.41%</u>		<u>\$ 2,400.00</u>		<u>-29.41%</u>
TOTAL FUNDS REQUESTED	\$ 17,100.00	\$ 15,860.00	\$ 2,260.00	-7.25%		\$ 13,360.00	\$ -	-21.87%

Department Board of Assessors
 Org # 141
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-11	Date	Step Increase Annual	Wks	To Year End	Date	Other Annual	Projected Salary Fiscal 2013
Salaries															
Swezey	Rena		Assistant Assessor	14	8		40	\$ 72,525.00						\$ 250	\$ 72,775.00
Swezey	Rena		Assessor					\$ 760.00							\$ 760.00
Boles	Garrett		Assessor					\$ 760.00							\$ 760.00
Evans	Jenifer		Assessor					\$ 910.00							\$ 910.00
TOTAL SALARIES								\$ 74,955.00							\$ 75,205.00
1	2	3	4	6	7	8	9	10	11	12	13	14	\$ 15	\$ 16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-11	Date	Step Increase Annual	Wks	To Year End	Date	Other Annual	Projected Salary Fiscal 2013
Wages															
Miller	Kathy	THL	Assessors Asst	6	6	\$23.08	33	\$ 39,757.61						\$ 250	\$ 40,007.61
Scribner	Rebecca	THL	Assessors Asst	6	6	\$23.08	33	\$ 39,757.61						\$ 250	\$ 40,007.61
Miller	Kathy	THL	CPC Assistant	4	4	\$17.94	7	\$ 6,555.28							\$ 6,555.28

TOTAL SALARIES \$ 86,070.49 \$ 86,570.49

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
TREASURER/TAX COLLECTOR								
1120	Salaries	\$ 72,775	\$ 69,602	\$ 72,775	\$ 68,229	\$ 68,229	-1.97%	\$ 15.01
1121	Wages	\$ 98,234	\$ 102,266	\$ 103,961	\$ 105,356	\$ 105,356	3.02%	\$ 23.17
1122	Expenses	\$ 27,421	\$ 28,690	\$ 29,481	\$ 30,757	\$ 29,807	3.89%	\$ 6.56
1123	Tax Title	\$ 8,063	\$ 8,100	\$ 8,100	\$ 8,100	\$ 8,100	0.00%	\$ 1.78
1126	Bond Cost	\$ 2,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	0.00%	\$ 0.55
<hr/>								
DEPARTMENTAL TOTAL		\$ 208,493	\$ 211,158	\$ 216,817	\$ 214,942	\$ 213,992	1.34%	\$ 47.07

TREASURER/TAX COLLECTOR
145

<u>LINE ITEM</u>	FY 2013				<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	FY 2013		<u>PERCENT CHANGE</u>
	<u>FY 2012 APPROPRIATION</u>	<u>DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>				<u>TOWN MANAGER APPROVED</u>	<u>FINCOM APPROVED</u>	
Postage	\$ 295.00	\$ 295.00	\$ -	0.00%			\$ 295.00		0.00%
Office Supplies	\$ 1,350.00	\$ 1,350.00	\$ -	0.00%			\$ 400.00		-70.37%
Dues & Memberships	\$ 180.00	\$ 180.00	\$ -	0.00%			\$ 180.00		0.00%
Travel and Conferences	\$ 300.00	\$ 600.00	\$ 300.00	100.00%	Want us to attend more coferences to expand knowledge		\$ 600.00		100.00%
Equipment Maintenance	\$ 900.00	\$ 900.00	\$ -	0.00%			\$ 900.00		0.00%
Printing	\$ 3,750.00	\$ 7,000.00	\$ 3,250.00	86.67%	Want to have outside printing company print our excise bills		\$ 7,000.00		86.67%
Software/Service Maintenance	\$ 11,172.00	\$ 9,272.00	\$ (1,900.00)	-17.01%	One time charge of \$1,900 only for FY12		\$ 9,272.00		-17.01%
Other: Payroll Service	\$ 7,500.00	\$ 7,500.00	\$ -	0.00%			\$ 7,500.00		0.00%
Other: Banking Service Charges	\$ 3,500.00	\$ 2,500.00	\$ (1,000.00)	-28.57%	Hope to get our charges reduced at the banks		\$ 2,500.00		-28.57%
Other: Deputy Collector	\$ 160.00	\$ 160.00	\$ -	0.00%			\$ 160.00		0.00%
Other: Filing Fees - Release of Liens	\$ 375.00	\$ 1,000.00	\$ 625.00	166.67%	Increase in Tax Title lien filings		\$ 1,000.00		100.00%
TOTAL FUNDS REQUESTED	\$ 29,482.00	\$ 30,757.00	\$ 1,275.00	4.32%			\$ 29,807.00	\$ -	1.10%

Department Treasurer/Tax Collector
 Org # 145
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16.00	17
Bargaining				Pay				Annual Salary	Step Increase				Other		Projected Salary
Last Name	First Name	Unit	Position	Grade	Step	Rate	Hours	1-Jul-11	Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2012
Salaries															
Smith	Victoria		Treasurer/Collector	14	6		40	\$ 68,229.00							\$ 68,229.00
TOTAL SALARIES															\$ 68,229.00
1	2	3	4	6	7	8	9	10	11	12	13	14	15	16.00	17
Bargaining				Pay	FY09			Annual Salary	Step Increase				Other		Projected Salary
Last Name	First Name	Unit	Position	Grade	Step	Rate	Hours	1-Jul-10	Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2012
Wages															
Morin	Kathy	THL	Assistant to Treas.	6	7	\$23.77	35	\$ 43,427.79						250.00	\$ 43,677.79
Stevens	Ruth	THL	Office Assistant	4	6	\$19.03	13.5	\$ 13,410.44						-	\$ 13,410.44
Tallent	Joan	THL	Asst. Treas./Coll	9	5	\$26.25	35	\$ 47,958.75						309.00	\$ 48,267.75
TOTAL SALARIES															\$ 105,355.98

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
TOWN COUNSEL								
1080	Expenses	\$ 103,904	\$ 99,253	\$ 90,000	\$ 90,000	\$ 90,000	0.00%	\$ 19.80
DEPARTMENTAL TOTAL		\$ 103,904	\$ 99,253	\$ 90,000	\$ 90,000	\$ 90,000	0.00%	\$ 19.80

TOWN COUNSEL
151

<u>LINE ITEM</u>	<u>FY 2012 APPROPRIATION</u>	<u>FY 2013 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2013 TOWN MANAGER APPROVED</u>	<u>FY 2013 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Town Counsel Fees	\$ 90,000.00	\$ 90,000.00	\$ -	0.00%		\$ 90,000.00		0.00%
Other:								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 90,000.00	\$ 90,000.00	\$ -	0.00%		\$ 90,000.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
HUMAN RESOURCES								
1090	Salary	\$ 37,854	\$ 44,390	\$ 47,804	\$ 49,470	\$ 49,470	3.49%	\$ 10.89
1091	Expenses	\$ 3,717	\$ 3,452	\$ 3,525	\$ 6,125	\$ 3,475	-1.42%	\$ 0.76
DEPARTMENTAL TOTAL		\$ 41,571	\$ 47,842	\$ 51,329	\$ 55,595	\$ 52,945	3.15%	\$ 11.65

HUMAN RESOURCES

152

<u>LINE ITEM</u>	<u>FY 2012 APPROPRIATION</u>	<u>FY 2013 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2013 TOWN MANAGER APPROVED</u>	<u>FY 2013 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone	\$ -	\$ -	\$ -	0.00%				0.00%
Postage	\$ 25.00	\$ 25.00	\$ -	0.00%		\$ 25.00		0.00%
Office Supplies	\$ 350.00	\$ 350.00	\$ -	0.00%		\$ -		-100.00%
Dues & Memberships	\$ 250.00	\$ 250.00	\$ -	0.00%		\$ 250.00		
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance	\$ -	\$ -	\$ -	0.00%		\$ -		
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Pre-Employment Physicals	\$ 2,200.00	\$ 2,500.00	\$ 300.00	13.64%	HR to house budget for all pre-employment costs. This will pay for about 14 pre-employment physicals.	\$ 2,500.00		13.64%
Other: Advertising	\$ 700.00	\$ 3,000.00	\$ 2,300.00	328.57%	HR to house budget for all recruiting costs. \$3,000 will pay for about 6 vacancy postings with either the MMA or Lowell Sun	\$ 700.00		0.00%
Other: Employee Dev/Training	\$ -	\$ -	\$ -	0.00%		.		0.00%
Other:								
TOTAL FUNDS REQUESTED	\$ 3,525.00	\$ 6,125.00	\$ 2,600.00	73.76%		\$ 3,475.00	\$ -	-1.42%

Department Human Resources
 Org # 152
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-11	Date	Annual	Wks	To Year End	Date	Annual	Projected Salary Fiscal 2013
LeBlanc	Kathleen		Human Resources Director	11	6		30	\$ 49,470.00							\$ 49,470.00
								\$ 49,470.00							\$ 49,470.00

FY 2013 Information Technology Budget

154-5400-000 - General Expenses

<i>Type</i>	<i>Amount</i>	<i>Information</i>
High Speed Internet	\$ 7,500.00	Recurring Verizon FIOS and Charter
Software	\$ 5,000.00	Website, Acrobat, Office, anti-virus
Spam Filter	\$ 1,500.00	Yearly cost to maintain email spam filter
Computer Supplies	\$ 6,000.00	Drives, UPS devices, RAM, video cards, cables, monitors
Phones	\$ 1,000.00	Wireless and wired phone services, accessories
Printer Supplies	\$ 1,500.00	Toner, ink, drum cartridges
Networking supplies	\$ 1,500.00	Wiring, atennas, patch cables
Total	\$ 24,000.00	

154-5115-000 - Salaries

<i>Type</i>	<i>Amount</i>	<i>Information</i>
Salaries	\$ 79,249.00	IT Manager
Total	\$ 79,249.00	

154-5120-000 - Wages

<i>Type</i>	<i>Amount</i>	<i>Information</i>
Wages	\$ 17,014.00	Desktop Specialist
Total	\$ 17,014.00	

154-5850-9XX - Capital Expenses

<i>Type</i>	<i>Amount</i>	<i>Information</i>
Replacement Computers	\$ 14,000.00	Fourteen new computers for Town Hall/Safety/Library
Public Safety Server Migration	\$ 10,000.00	Move Fire & EMS server into new Public Safety rack
Network Security devices and setup	\$ 16,000.00	Provide new security infrastructure for Town Hall/Safety
Total	\$ 40,000.00	

174-5400-000 - General Expenses

<i>Type</i>	<i>Amount</i>	<i>Information</i>
General expenses	\$ 16,000.00	GIS maintenance, upkeep and projects
Total	\$ 16,000.00	

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
INFORMATION TECHNOLOGY								
1100	Salary	\$ 32,068	\$ 76,870	\$ 79,249	\$ 79,249	\$ 79,249	0.00%	\$ 17.43
1101	Wages	\$ -	\$ -	\$ 11,000	\$ 17,079	\$ 17,079	55.26%	\$ 3.76
1102	Expenses	\$ 24,963	\$ 24,306	\$ 24,820	\$ 24,000	\$ 24,000	-3.30%	\$ 5.28
<hr/>								
	DEPARTMENTAL TOTAL	\$ 57,031	\$ 101,176	\$ 115,069	\$ 120,328	\$ 120,328	4.57%	\$ 26.47

INFORMATION TECHNOLOGY
154

<u>LINE ITEM</u>	<u>FY 2012 APPROPRIATION</u>	<u>FY 2013 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2013 TOWN MANAGER APPROVED</u>	<u>FY 2013 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other:	\$ 24,820.00	\$ 24,000.00	\$ (820.00)	-3.30%		\$ 24,000.00		-3.30%
Other:								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 24,820.00	\$ 24,000.00	\$ (820.00)	-3.30%		\$ 24,000.00	\$ -	-3.30%

Department Information Technology
 Org # 154
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-11	Step Increase				Other		Projected Salary
									Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2013
Bulger	Jason		IT Manager	16	8		40	\$ 79,249.00							\$ 79,249.00

\$ 79,249.00

\$ 79,249.00

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-11	Step Increase				Other		Projected Salary
									Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2013
Vacant			Desk Top Special	5	2	\$17.22	19	\$ 17,078.80							\$ 17,078.80

\$ 17,078.80

\$ 17,078.80

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
GIS STEERING COMMITTEE								
1120	Expenses	\$ 15,990	\$ 13,000	\$ 16,000	\$ 16,000	\$ 16,000	0.00%	\$ 3.52
DEPARTMENTAL TOTAL		\$ 15,990	\$ 13,000	\$ 16,000	\$ 16,000	\$ 16,000	0.00%	\$ 3.52

GIS STEERING COMMITTEE

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<u>LINE ITEM</u>	<u>FY 2012 APPROPRIATION</u>	<u>FY 2013 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2013 TOWN MANAGER APPROVED</u>	<u>FY 2013 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Web Hosting	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%		\$ 3,000.00		0.00%
Other: Building Layer								
Other: Technical Assistance	\$ 12,500.00	\$ 12,500.00	\$ -	0.00%		\$ 12,500.00		0.00%
Other:								
TOTAL FUNDS REQUESTED	\$ 16,000.00	\$ 16,000.00	\$ -	0.00%		\$ 16,000.00	\$ -	0.00%



Town of Groton
173 Main Street
Groton, MA 01450

Phone: 978-448-1100
FAX: 978-448-2030
mbouchard@townofgroton.org

Office of the Town Clerk

Michael F. Bouchard, *Town Clerk*

To: Mark Haddad, Town Manager
From: Michael Bouchard, Town Clerk
Subject: Town Clerk Budgets Overview

Please find attached the proposed FY13 budgets for:

- Town Clerk
- Elections
- Street Listings

As with previous years, these budgets consider most heavily the cost effective delivery of service. An overview of each budget is provided below

Town Clerk

- Same number of staff members
- Minor adjustment in wage budget to accommodate election and town meeting-related additional duties (such as precinct set-up, town meeting voter management, state requirements for poll opening and voter registrations, etc.). This request does not cover the full extent of these requirements, but does represent the critical requirements.
- Consideration requested to offer Marcy Birmingham holiday and vacation benefits. Marcy is a valuable member of the Clerk's staff with an exceptional performance record. She is the type of employee the Town would want, and deserves, to retain. Her standard hours are at 19 per week, 1 hour short of the threshold for vacation and holiday benefits.
- Consideration of a Town Clerk salary proposal.
- Minor Capital proposal to bind "sleeved" vital records

Elections

- Historical formulas used to support 3 elections and 2 town meetings, with adjourned sessions assumed.
- The Elections budget request is lower than actual expense as State Election Grant monies are planned to offset actual expenses. The Grant fund has been building for a couple of cycles and will be used to partially offset FY13 election costs.
- FY2013 elections will include:
 - September 6, 2012 State Primary
 - November 6, 2012 Presidential Election
 - May 22, 2013 Town Election

Street Lists

- Historically, street list expenses have spanned the FY boundary. This budget takes a hard look at the actual historical costs and anticipated activities.
- Considerations include:
 - Anticipation of postage increase. On January 21, 2012, postage will increase by 2.1%. Given what we read about the USPS, it is likely another postage increase will occur in the FY2013 timeframe, possibly during the census period. Bulk rate postage prior to January 21, 2012 is \$.335, with a 2.1% increase on that date. I budgeted \$.36 for FY13.
 - Use of Temp Address Service from the USPS. This costs \$.50 per forwarded piece. This service eliminates a return of the piece to the Clerk, a second handing of the piece and a \$.44 (non-bulk rate) “forwarding” mailing. For \$.06 per piece, we do not have to handle it a second time.
 - A \$500 Contingency amount. As stated above, fiscal year straddling related to outside influences often occurs in this annual project. This contingency money is requested to enable completion of the census project without line item transfers or reserve fund requests due to relatively minor issues. The contingency may or may not be needed when actual events occur.
 - Minor anticipated increase in processing costs for January, 2013

I look forward to discussing these budget requests in detail.

Respectfully,

Mike



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173 Main Street
Groton, MA 01450

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mbouchard@townofgroton.org

Office of the Town Clerk

Michael F. Bouchard, Town Clerk

To: Mark Haddad, Town Manager
From: Michael Bouchard, Town Clerk
Subject: Town Clerk Salary Proposal – FY2013

The purpose of this memo is to provide the rationale for a budget proposal for a Town Clerk annual compensation of \$66,193.

A similar proposal for the FY12 budget is attached. The discussions during the FY12 budget process allowed that the rationale justified the salary adjustment, but that the actual adjustment request was too large to be supported as one adjustment. The Finance Committee and the Board of Selectmen did recommend 50% of that adjustment, to bring the annual salary of the Town Clerk to \$63,000. This adjustment was approved at the 2011 Spring Town Meeting.

Both bodies supported reconsideration of the original request in the FY13 budget.

The rationale detailed in the attached FY12 Salary Proposal remain accurate. FY12 updates to this proposal include:

- Successful completion of the Mass Town and City Clerk Certification Exam
- Commissioned as a Justice if the Peace
- Installed as a board member of the Middlesex Town and City Clerks Association
- Entering fifth year of service in January, 2013, qualifying at Grade 14 Step 6 if employed as a bylaw employee (\$68,229).
- Increased emphasis on Open Meeting Law, Conflict of Meeting Law and Campaign Finance Law clearing house and request for direction activities
- Chaired the Dog Control Bylaw Review Committee

I remain committed to delivering best in class service to the Town and Townspeople of Groton. I appreciate the opportunity to serve the Town, and look forward to continuation of delivering professional Town Clerk services during what promises to be a busy FY13.

Thank you for your consideration of this request.

Sincerely,
Mike



**Town of Groton
173 Main Street
Groton, MA 01450**

**Phone: 978-448-1100
FAX: 978-448-2030
mbouchard@townofgroton.org**

Office of the Town Clerk

Michael F. Bouchard, *Town Clerk*

To: Mark Haddad, Town Manager
From: Michael Bouchard, Town Clerk
Subject: Town Clerk Salary Proposal – FY2012

This memo is to present the rationale for a budget proposal for a Town Clerk annual compensation of \$67,893.

Since assuming this office in December, 2007, my team and I have delivered quality service to the town, in a sometimes dramatically changing environment. I participate with the Town Manager and his staff as an active department head, and as a member of the team. During Town Manager absences, I have been asked to fill in as the Acting Town Manager. Highlights of service include the execution of eleven special and scheduled elections, transition to new legal environments for Conflict of Interest and Open Meetings, participation in several ad-hoc committees, completion of the federal census on behalf of the town, continued delivery of extensive services, and the assumption of new responsibilities, in a constrained financial environment. The office has been run professionally, with a “no issues” track record.

Rationale for this increase in salary is:

- Demonstrated performance as Town Clerk
- No salary adjustment in FY2011.
- A job description reflective of my duties, and consistent with other town clerk’s job descriptions, was recently graded. If viewed as a “regular” town employee, I would be in Grade 14. I will be in my 4th year of service as of January, 2011, placing me in Step 4. Grade 14, Step 4 carries an annual salary of \$64,205.

- Recent hires to the town have been hired at Step 4. Had I been hired at Step 4, I would be qualified in Step 5, with an annual salary of \$66,193. This is a reasonable scenario, as I entered this position with screening committee interviews finding a strong match for senior level skills a strong work ethic, and the applicability of volunteer elections work as a precinct clerk.
- Mass General Law allows for additional compensation for Town Clerk's who are:
 - A member of Board of Registrars (MGL CH 41 Sec 19 G and J)
 - An additional \$350 to \$700
 - Certified as a Mass Municipal Clerk (MGL Sec 19K).
 - An additional 10% of gross pay, up to \$1000. My plan is to become certified before FY2012. Becoming certified helps one do the job better, and conveys government competence to the public.

While it is true that a newly elected official has no minimum qualifications to meet, I would suggest that town meeting can consider the facts when voting a newly elected clerk's level of compensation. Similarly, I believe a clerk's experience, performance and qualifications should also be able to be considered by town meeting. Even though I am elected official, I am performing full time responsibilities with competence and dedication, and should not be financially penalized because of the classification of the position.

Groton is proud of its character, its services and its people. I am proud to be a member of the town government service delivery team. I look forward to continued service and the accomplishment of many good things for the town. Thank you for your considerations of this request.

Sincerely,
Mike

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
TOWN CLERK								
1130	Salaries	\$ 60,000	\$ 60,000	\$ 63,000	\$ 66,193	\$ 66,193	5.07%	\$ 14.56
1131	Wages	\$ 41,049	\$ 42,646	\$ 44,279	\$ 44,968	\$ 44,968	1.56%	\$ 9.89
1132	Expenses	\$ 3,524	\$ 3,157	\$ 4,617	\$ 3,939	\$ 1,939	-58.00%	\$ 0.43
1133	Vital Statistics	\$ 198	\$ 251	\$ 350	\$ 250	\$ 250	-28.57%	\$ 0.05
1134	Update By-laws	\$ 6,564	\$ 602	\$ 6,945	\$ 7,170	\$ 7,170	3.24%	\$ 1.58
1135	Minor Capital	\$ -	\$ -	\$ -	\$ 3,600	\$ -	0.00%	\$ -
DEPARTMENTAL TOTAL		\$ 111,335	\$ 106,656	\$ 119,191	\$ 126,120	\$ 120,520	1.11%	\$ 26.51

TOWN CLERK
161

	FY 2013					FY 2013	FY 2013	
	FY 2012	DEPARTMENT		PERCENT		TOWN MANAGER	FINCOM	PERCENT
<u>LINE ITEM</u>	<u>APPROPRIATION</u>	<u>REQUEST</u>	<u>DIFFERENCE</u>	<u>CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>APPROVED</u>	<u>APPROVED</u>	<u>CHANGE</u>
Telephone	\$ -		\$ -	0.00%				0.00%
Postage (FEDEX)	\$ 200.00	\$ 200.00	\$ -	0.00%		\$ 200.00		0.00%
Office Supplies	\$ 2,972.00	\$ 2,959.00	\$ (13.00)	-0.44%		\$ 959.00		-67.73%
Dues & Memberships	\$ 270.00	\$ 305.00	\$ 35.00	12.96%		\$ 305.00		12.96%
Travel and Conferences	\$ 700.00	\$ 350.00	\$ (350.00)	-50.00%		\$ 350.00		-50.00%
Equipment Maintenance	\$ 350.00		\$ (350.00)	-100.00%				-100.00%
Printing	\$ -		\$ -	0.00%				
Software/Service Maintenance (General Code)	\$ -		\$ -					
Space Rental	\$ -		\$ -					
Heating Costs	\$ -		\$ -					
Electricity	\$ -		\$ -					
Vehicle Costs	\$ -		\$ -					
Other: Town Clerk Insurance Bond	\$ 125.00	\$ 125.00	\$ -	0.00%		\$ 125.00		0.00%
Other: Bylaw upates (General Code)	\$ -							
Other:								
TOTAL FUNDS REQUESTED	\$ 4,617.00	\$ 3,939.00	\$ (678.00)	-14.68%		\$ 1,939.00	\$ -	-58.00%
Update By-Laws								
	\$ 7,170.00	Total for Update Bylaws						
	\$ 1,295.00	Subscription service						
	\$ 1,000.00	Average "Major" By-law update						
	4	Number of "Major" bylaw updates						
	\$ 300.00	Average "Minor" By-law update						
	5	Number of "Minor" bylaw updates						
	\$ 150.00	CD Copies, Supplements, shipping, etc						
	\$ 225.00	Zoning books (Planning Board - Qty 20)						
	\$ 5,875.00	Total Update expenses						
Vital Records								
	\$ 125.00	Security Paper (Vitals)						
	\$ 125.00	Acid free paper						
	\$ 250.00	Total Vital Records						
Vital Record Binding								
	\$ 900.00	Marriage						
	\$ 1,800.00	Birth						
	\$ 900.00	Death						
	\$ 3,600.00	Total						

Department Town Clerk
 Org # 161
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-11	Date	Annual	Wks	To Year End	Date	Annual	Projected Salary Fiscal 2013
Salaries															
Bouchard	Michael	By-law	Town Clerk	14	5		40	\$ 66,193.00							\$ 66,193.00
TOTAL SALARIES								\$ 66,193.00							\$ 66,193.00
1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate		Annual Salary 1-Jul-11	Date	Annual	Wks	To Year End	Date	Annual	Projected Salary Fiscal 2013
Wages															
Pierce	Nancyellen	THL	Asst. Town Clerk	6	5	\$22.41	20	\$ 23,396.04							\$ 23,396.04
Birmingham	Marcia	THL	Asst. Town Clerk	6	4	\$21.75	19	\$ 21,571.65							\$ 21,571.65
Exceptional circumstance salary - Nancy						\$22.41	0	\$ -							\$ -
Exceptional circumstance salary - Marcy						\$21.75	0	\$ -							\$ -

TOTAL SALARIES \$ 44,967.69 \$ 44,967.69

Exceptional Circumsatnce - Town Meeting and Elections Salaries - Beyond office hours

FY2013 Town Clerk Budget Assumptions

Office Supplies

Linen paper (letterhead/document) @ \$ 27.00 2 \$ 54.00
 notary supplies @ \$ 60.00 2 \$ 120.00

	Toner			\$ 760.00
LaserJet 1020	clerk	\$ 88.00	2	\$ 176.00
LaserJet 6MP	office	\$ 102.00	2	\$ 204.00
HP 1050 Fax	fax	\$ 40.00	2	\$ 80.00
Canon PC 940	copier	\$ 100.00	3	\$ 300.00

Office Supplies - Not Central Purchasing \$ 1,500.00

Voter pens, red pencils, filing supplies,
 packing tape, bankers boxes, Government
 appointment cards, etc

	\$ 300.00	1	\$ 300.00
regular envelopes	\$ 0.19	2500	\$ 475.00
window envelopes	\$ 0.27	2500	\$ 675.00
HEPA filters	\$ 25.00	2	\$ 50.00

1000 for dogs; also used for voter notifications

Dog Tags \$ 400.00 1 \$ 400.00

Time Clock Repair \$ 125.00 1 \$ 125.00

Recent history of annual repair

Total \$ 2,959.00

Wish List - Not included in budget

Scanner	\$ 450.00	Requested of IT Budget as a "B" item
Dog license SW	\$ -	Will be incorporated in Permitting Software - available Jan 1, 2012

Update ByLaws

\$ 1,295.00 Subscription service
 \$ 1,000.00 Average "Major" By-law update
 4 Number of "Major" bylaw updates
 \$ 300.00 Average "Minor" By-law update
 5 Number of "Minor" bylaw updates
 \$ 150.00 CD Copies, Supplements, shipping, etc
 \$ 225.00 Zoning books (Planning Board - Qty 20)
\$ 7,170.00 Total Update Bylaws

Vital Records

\$ 125.00 Security Paper (Vitals)
 \$ 125.00 Acid free paper
\$ 250.00 Total Vital Records

MINOR CAPITAL - Assumptions

Vital Records - Bookbinding

Total Approximate Cost: \$ 3,600.00 for all records eligible for binding

Estimating methodology

Rule of Thumb: 5 to 6" of sleeved records = approx 2.5" of bound paper

Binding: \$300 per 2.5" of paper

Groton Records

Death		Births		Marriage	
<u>Year</u>	<u>Sleeved inches</u>	<u>Year</u>	<u>Sleeved inches</u>	<u>Year</u>	<u>Sleeved inches</u>
97-01	2	97	1.5	97-00	2
02-05	2	98	1.5	01-04	2
06-10	3	99	2.5	05-10	3
Total sleeved inches	7	01-02	2.5	Total sleeved inches	7
Approx bound inches	3	03-04	2	Approx bound inches	3
Approx Cost \$	900.00	05-06	2	Approx Cost \$	900.00
		07-09	3		
		Total sleeved inches	15		
		Approx bound inches	6		
		Approx Cost \$	1,800.00		

Why?

- o Space
 - o Space is at a premium in the Clerk's vault.
 - o "Sleeving" is a convenient method of organizing current documents. However, sleeving requires a lot of storage space - approximately 3.5" per box.
 - o "Binding" utilizes space at a positive 2:1 ratio (calculated)
 - o Example - 27 years of bound birth records (1969 to 1996) occupies 19" of shelf space; 14 years of sleeved records (1997 to 2011) occupies 29" of shelf space
 - o Groton vital records have not been bound since 1997
- o Security
 - o Sleeved records are, by design, removable from sleeves for copying and necessary reorganization (adding records, resequencing)
 - o Bound records are not removable from their book. Copying is done from the book.
 - o Once two years have passed, there is rare need to add a record to a year.

Costs

- o The sleeving system is not inexpensive. A 50 pack of sleeves (100 records) costs \$50. Binders cost \$25. Clerk's office uses approximately a pack of sleeves per year per vital record type, and a binder every second year (\$67.50 per record type per year; 3 record types)
- o Sleeving uses much more shelf sapce (which is at a premium)
- o Future binding every two to three years would cost approximately \$300 per record type. Reuse of the current sleeving system for current records would avoid approximately \$125 in sleeve and binder costs per record type. Shelf space would be reclaimed.

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
ELECTIONS AND BOARD OF REGISTRARS								
1140	Stipend	\$ 3,350	\$ 8,190	\$ 6,976	\$ 9,600	\$ 9,600	37.61%	\$ 2.11
1141	Expenses	\$ 6,506	\$ 9,562	\$ 9,445	\$ 11,540	\$ 11,540	22.18%	\$ 1.55
1142	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
	State Grant (470-2500) - available funds				\$ (4,500)	\$ (4,500)		
<hr/>								
	DEPARTMENTAL TOTAL	\$ 9,856	\$ 17,752	\$ 16,421	\$ 16,640	\$ 16,640	1.33%	\$ 3.66

ELECTIONS

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<u>LINE ITEM</u>	FY 2013					FY 2013		<u>PERCENT</u> <u>CHANGE</u>
	<u>FY 2012</u> <u>APPROPRIATION</u>	<u>DEPARTMENT</u> <u>REQUEST</u>	<u>DIFFERENCE</u>	<u>CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>TOWN MANAGER</u> <u>APPROVED</u>	<u>FINCOM</u> <u>APPROVED</u>	
Telephone		\$ -	\$ -			\$ -		
Postage	\$ -	\$ -	\$ -	0.00%		\$ -		
Office Supplies	\$ 525.00	\$ -	\$ (525.00)	-100.00%		\$ -		-100.00%
Dues & Memberships		\$ -	\$ -	0.00%		\$ -		0.00%
Travel and Conferences		\$ -	\$ -			\$ -		
Equipment Maintenance-Service Contract	\$ 1,200.00	\$ 1,200.00	\$ -	0.00%		\$ 1,200.00		0.00%
Printing (Town Election Ballots)	\$ 1,600.00	\$ 1,839.00	\$ 239.00	14.94%	See Assumptions -1 election	\$ 1,839.00		14.94%
Software/Service Maintenance (Election programming)	\$ 3,565.00	\$ 5,550.00	\$ 1,985.00	55.68%	See Assumptions - 3 elections	\$ 5,550.00		55.68%
Space Rental		\$ -	\$ -			\$ -		
Heating Costs		\$ -	\$ -			\$ -		
Electricity		\$ -	\$ -			\$ -		
Vehicle Costs		\$ -	\$ -			\$ -		
Other: Election Worker Dinners	\$ 1,030.00	\$ 1,531.00	\$ 501.00	48.64%	See Assumptions	\$ 1,531.00		48.64%
Board of Registrars Stipend	\$ 450.00	\$ 450.00	\$ -			\$ 450.00		
Other: Board of Registrars expenses	\$ 225.00	\$ 225.00	\$ -	0.00%		\$ 225.00		0.00%
Other: Election Miscellaneous	\$ 250.00	\$ 745.00	\$ 495.00	198.00%	See Assumptions	\$ 745.00		
Other:	\$ -	\$ -	\$ -			\$ -		
Other: Election Night Help	\$ 200.00	\$ -	\$ (200.00)	-100.00%	Election Tear Down assistance - DPW or Clerk expense?	\$ -		
TOTAL FUNDS REQUESTED	\$ 9,045.00	\$ 11,540.00	\$ 2,495.00	27.58%		\$ 11,540.00	\$ -	27.58%

FY2013 Elections Budget Detail

Elections Meals

<u>Election</u>	<u>Number of meals</u> <u>(Notes 1 and 2)</u>	X	<u>Number of Precincts</u>	X	<u>Avg Meal Cost</u>	=	<u>Total Meals</u>	+	<u>Coffee</u>	=	<u>Total Food</u>
Sept 6, 2012 State Primary	9		3		\$ 15.00	\$	405.00	\$	75.00	\$	480.00
Nov 6, 2012 General Election	11		3		\$ 15.00	\$	495.00	\$	75.00	\$	570.00
May 22, 2013 Town Election	9		3		\$ 15.00	\$	405.00	\$	76.00	\$	481.00
Total for Three Elections										\$ 1,531.00	

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Note 1 - Meals State Primary: (2 workers per table * 2 tables + 2 Wardens and Clerks * 3 Precincts); 2 Police Officers, 3 Maintenance; 3 Clerks office
General Election: (3 workers per table * 2 tables + 2 Wardens and Clerks * 3 Precincts); 2 Police Officers, 4 Maintenance; 3 Clerks office

Note 2 - Workers Anticipate the Nov 6 General Election to require one additional checker person per table

Elections Payroll

<u>Election</u>	<u>Number of workers</u>	X	<u>Number of Precincts</u>	X	<u>Hourly rate</u>	X	<u>Hours</u>	=	<u>Payroll</u>
Sept 6, 2012 State Primary	6		3		\$ 8.00		16	\$	2,304.00
Nov 6, 2012 General Election	8		3		\$ 8.00		16	\$	3,072.00
May 22, 2013 Town Election	6		3		\$ 8.00		16	\$	2,304.00
Total for Three Elections									\$ 7,680.00

Note 2 - Workers Anticipate the Nov 6 General Election to require one additional checker person per In and Out tables

Town Meeting Payroll

<u>Town Meeting</u>	<u>Number of workers</u>	X	<u>Number of Meetings</u>	X	<u>Hourly rate</u>	X	<u>Hours</u>	=	<u>Payroll</u>
Fall, 2012	8		1		\$ 8.00		5	\$	320.00
Spring 2013	8		1		\$ 8.00		5	\$	320.00
Adjourned Sessions	8		4		\$ 8.00		5	\$	1,280.00
Total for Town Meetings									\$ 1,920.00

Miscellaneous Expenses

<u>Election</u>	<u>Number</u>	X	<u>Approx Cost</u>	=	<u>Total Cost</u>	
FedEx	3		40	\$	120.00	Prom Pack Shipments
Misc				\$	200.00	Recent example - New banner @\$385
Banner (Date Changes)	5		85	\$	425.00	Main St Banner - Elections and Town Meeting
Total for three Elections and two Town Meetings						\$ 745.00

Elections History - Coding and Ballots

	<u>Cost of Coding</u>	<u>Ballot Printing</u>	<u>Banner Charges</u>
Feb 2008 Primary	\$ 1,854.50	\$ -	
Sept 2008 Primary	\$ 1,369.00	\$ -	
Nov, 2008 General	\$ 914.00	\$ -	
May, 2008 ATE	\$ 993.31	\$ 1,402.92	
Oct 2008 STE	\$ 1,023.50	\$ 1,562.50	
May 2009 ATE	\$ 1,812.22	\$ 1,307.53	
Dec 2009 Special Primary	\$ 791.10	\$ -	\$ 85.00
Jan 2010 Special Election	\$ 587.37	\$ -	\$ 85.00
May 2010 ATE	\$ 1,827.05	\$ 1,839.32	\$ 85.00
Sept 2010 Primary	\$ 1,587.81	\$ -	\$ 85.00
Nov 2010 General	\$ 1,012.23	\$ -	\$ 85.00
May, 2011 ATE	\$ 1,636.20	\$ 1,591.53	\$ 85.00
Average State	\$ 1,159.43	Paid by State	
Peak	\$ 1,854.00	--	
Average Town	1458.456	\$ 1,540.76	
Peak	\$ 1,827.00	\$ 1,839.00	

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
STREET LISTINGS								
1150	Expenses	\$ 4,179	\$ 4,094	\$ 5,725	\$ 6,250	\$ 6,250	9.17%	\$ 1.37
DEPARTMENTAL TOTAL		\$ 4,179	\$ 4,094	\$ 5,725	\$ 6,250	\$ 6,250	9.17%	\$ 1.37

STREET LISTINGS
164

<u>LINE ITEM</u>	<u>FY 2012 APPROPRIATION</u>	<u>FY 2013 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2013 TOWN MANAGER APPROVED</u>	<u>FY 2013 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage	\$ 1,656.00	\$2,300	\$ 644.00	38.89%	See assumptions (postage, Temp Retrun Svc)	\$ 2,300.00		38.89%
Printing (Census and Dog Forms)	\$ 1,650.00	\$1,750	\$ 100.00	6.06%	See assumptions (Census, Dog, Misc (inbound shipping))	\$ 1,750.00		6.06%
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Street List Books and CDs	\$ 600.00	\$600	\$ -		See assumptions	\$ 600.00		
Other: Contingency	\$ 500.00	\$500	\$ -		See assumptions	\$ 500.00		
Other: Non-Respondent Cards	\$ 1,100.00	\$1,100	\$ -		See assumptions	\$ 1,100.00		
Other:								
TOTAL FUNDS REQUESTED	\$ 5,506.00	\$ 6,250.00	\$ 744.00	13.51%		\$ 6,250.00	\$ -	13.51%

Postage

- o \$.34 for 2012
- o 2.1% postage increase identified if not mailed by Jan 22, 2012
- o \$.36 for 2013 assumed
- o 5000 mailings

2013 Budget STREET LISTINGS ASSUMPTIONS

Street Listing Process and Summary

Jan	5000 Census Forms sent - Assume \$.02 Increase to \$.36	\$1,800	Postage
	<u>Note:</u> 1000 pieces with Temp Address Service Requested	\$500	USPS Service
	Form printing and processing @\$.23	\$1,150	Printing
	Dog form print and insert @\$.10	\$500	Printing
	Miscellaneous charges (Shipping,	\$100	
Mar/Apr	1000 Second Mailings (to people who did not respond the first time)	Town	Postage
	<u>Note:</u> Town budget: \$ 460.00		
June	1000 Non-respondent cards (third mailings - can deactivate voters at this point)	\$1,100	Printing and postage
	2013 assumption: \$1.10 per card		
July	Print a combo of 150 street list books and CDs @4	\$600	Printing
Contingency		\$500	
Total Cost of Census		\$6,250	

Note 1 Postage calculation

ASSUMPTION: Bulk rates for Jan 2013 to increase to \$.36 from \$.34
 5000 pieces at \$.36 = **\$1,800** (first mailing - Mark Altman and Assoc bulk rate)
 OPTED TO use Temp Address Service Requested (COST of \$.50/address forwarded; we're notified of address change)
 Alternative is to receive mail pieces at town hall and remail @\$.44.
 The ASR service costs \$.06 piece but eliminates 2x handling and additional window envelopes (which cost \$0.25)

Note 2

a Non-respondent cards

FY13: 1000 NRC cards to be budgeted @\$1.10
 FY09 purchase: 500 cards at \$475 (\$.95 each) / Used some leftover from FY08 and added postage
 FY09 : 1000 mailed
 FY10: 1000 NR cards used
 FY12: purchased 1000 cards for \$1,059

b Census printing

FY13 : Process 5000 census forms @\$.23 = \$ 1,150.00
 5000 forms:print/fold/insert dog forms @\$.1 = \$500
 FY12 : Process census forms \$ 1,063.06
 Print/fold/insert dog forms \$ 415.98

c. Printing

FY13: 100 books and 25 CDs @\$4	\$ 600.00
FY12: 150 books and 25 CDs @\$4	\$ 600.00
FY11: 100 books and 25 CDs @\$3.5	\$ 437.50
FY09: 50 books and 20 CD @ \$234.25 (\$3.34 each)	
FY10: 90 books/CD ; additional 20 ordered	\$ 315.00

d FY2013 Summary

Variance from FY2012

Non-Respondent Cards	\$1,100	\$ 50.00	
Census form processing	\$1,150	\$ -	
Dog Inserts	\$500	\$ -	
Books/CDs Printing	\$600	\$ -	
Mailing Postage	\$1,800	\$ -	
Temp Address Service Requested	\$500	\$ -	
Miscellaneous	\$100	\$ 100.00	
Contingency	\$500	\$ 500.00	Example - FY12 carryover cost of Non-respondent or printing
TOTAL	\$6,250	\$ 650.00	

e. Historical cost analysis

FY11 Actual	\$ 4,094.00		
FY12 Actual and anticipated	\$ 6,703.00	\$ 1,059.00	thru Nov/2011 (Non-respondent cards related to 2011 census)
		\$ 5,644.00	Expected Jan - June/ 2012
Average of FY11 and FY12		\$ 1,544.00	2012 postage Escrow
\$ 5,398.50		\$ 250.00	Additonal postage not escrowed
		\$ 1,150.00	Census form processing
		\$ 500.00	Dog insert
		\$ 500.00	Temp Address Service
		\$ 1,100.00	Non-respondent cards (related to 2012 census)
		\$ 600.00	Book / CD printing (may defer to FY2013)
		\$ -	Misc / Contingency (not budgeted)

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
INSURANCE & BONDING								
1160	Insurance & Bonding	\$ 118,876	\$ 116,111	\$ 143,000	\$ 143,000	\$ 143,000	0.00%	\$ 31.45
1161	Insurance Deductible Reserve - Liabili	\$ 285	\$ 1,000	\$ 12,000	\$ 12,000	\$ 12,000	0.00%	\$ 2.64
1162	Insurance Deductible Reserve - 111F	\$ -	\$ 2,552	\$ 25,000	\$ 25,000	\$ 25,000	0.00%	\$ 5.50
<hr/>								
DEPARTMENTAL TOTAL		\$ 119,161	\$ 119,663	\$ 180,000	\$ 180,000	\$ 180,000	0.00%	\$ 39.59

INSURANCE & BONDING

193

<u>LINE ITEM</u>	<u>FY 2012 APPROPRIATION</u>	<u>FY 2013 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2013 TOWN MANAGER APPROVED</u>	<u>FY 2013 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Insurance & Bonding	\$ 143,000.00	\$ 143,000.00	\$ -	0.00%		\$ 143,000.00		0.00%
Insurance Deductible Reserve - Liability	\$ 12,000.00	\$ 12,000.00	\$ -	0.00%		\$ 12,000.00		0.00%
Insurance Deductible Reserve - 111F	\$ 25,000.00	\$ 25,000.00	\$ -	0.00%		\$ 25,000.00		0.00%
TOTAL FUNDS REQUESTED	\$ 180,000.00	\$ 180,000.00	\$ -	0.00%		\$ 180,000.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
TOWN REPORT								
1170	Expenses	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.33
DEPARTMENTAL TOTAL		\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.33

TOWN REPORT
194

<u>LINE ITEM</u>	<u>FY 2012 APPROPRIATION</u>	<u>FY 2013 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2013 TOWN MANAGER APPROVED</u>	<u>FY 2013 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Printing Costs	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%		\$ 1,500.00		0.00%
Other:								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%		\$ 1,500.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
POSTAGE/TOWN HALL EXPENSES								
1180	Expenses	\$ 48,049	\$ 47,959	\$ 47,960	\$ 47,960	\$ 47,960	0.00%	\$ 10.55
1181	Telephone Expenses	\$ -	\$ 31,000	\$ 34,000	\$ 34,000	\$ 34,000	0.00%	\$ 7.48
1182	Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ 12,000	0.00%	\$ 2.64
<hr/>								
DEPARTMENTAL TOTAL		\$ 48,049	\$ 78,959	\$ 81,960	\$ 81,960	\$ 93,960	14.64%	\$ 20.67

POSTAGE/TOWN HALL EXPENSES

156

<u>LINE ITEM</u>	<u>FY 2012 APPROPRIATION</u>	<u>FY 2013 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2013 TOWN MANAGER APPROVED</u>	<u>FY 2013 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage	\$ 33,900.00	\$ 33,900.00	\$ -	0.00%		\$ 33,900.00		0.00%
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Printing - Town Meeting	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%		\$ 4,000.00		0.00%
Other: Copier	\$ 5,060.00	\$ 5,060.00	\$ -	0.00%		\$ 5,060.00		0.00%
Other: MGL Update	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		0.00%
Other: Envelopes/Paper	<u>\$ 3,000.00</u>	<u>\$ 3,000.00</u>	<u>\$ -</u>	0.00%		<u>\$ 3,000.00</u>		0.00%
TOTAL FUNDS REQUESTED	\$ 47,960.00	\$ 47,960.00	\$ -	0.00%		\$ 47,960.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
CONSERVATION COMMISSION								
1320	Salary	\$ 54,529	\$ 57,288	\$ 59,006	\$ 60,766	\$ 60,766	2.98%	\$ 13.37
1321	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1322	Expenses	\$ 12,494	\$ 8,082	\$ 8,200	\$ 9,350	\$ 8,200	0.00%	\$ 1.80
1323	Engineering & Legal	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1324	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
DEPARTMENTAL TOTAL		\$ 67,023	\$ 65,370	\$ 67,206	\$ 70,116	\$ 68,966	2.62%	\$ 15.17

CONSERVATION COMMISSION
171

<u>LINE ITEM</u>	<u>FY 2012 APPROPRIATION</u>	<u>FY 2013 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2013 TOWN MANAGER APPROVED</u>	<u>FY 2013 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone	\$ -	\$ -	\$ -	0.00%		\$ -		0.00%
Postage								
Office Supplies	\$ 700.00	\$ 700.00	\$ -	0.00%		\$ -		-100.00%
Dues & Memberships	\$ 1,000.00	\$ 700.00	\$ (300.00)	-30.00%		\$ 700.00		-30.00%
Travel and Conferences	\$ 150.00	\$ 900.00	\$ 750.00	500.00%	This will allow continuing education for members & staff.	\$ 900.00		500.00%
Equipment Maintenance	\$ 250.00	\$ 250.00	\$ -	0.00%		\$ 250.00		0.00%
Printing	\$ 100.00	\$ 800.00	\$ 700.00	700.00%	Printing of 2013 Open Space & Recreation Plan	\$ 350.00		250.00%
Software/Service Maintenance	\$ -		\$ -	0.00%				0.00%
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs			\$ -	0.00%				0.00%
Other: Land Maintenance	\$ 3,600.00	\$ 3,600.00		0.00%		\$ 3,600.00		0.00%
Other: Advertising	\$ 2,400.00	\$ 2,400.00		0.00%		\$ 2,400.00		0.00%
Other:								
Other:	\$ -	\$ -	\$ -			\$ -		
TOTAL FUNDS REQUESTED	\$ 8,200.00	\$ 9,350.00	\$ 1,150.00	14.02%		\$ 8,200.00	\$ -	0.00%

Department Conservation Commission
 Org # 171
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-10	Step Increase				Other		Projected Salary
									Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2012
Salaries															
Ganem	Barbara	THL	Con Administrator	10	4		40	\$ 60,766.00							\$ 60,766.00
TOTAL SALARIES								\$ 60,766.00							\$ 60,766.00

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
PLANNING BOARD								
1210	Salaries	\$ 68,915	\$ 71,341	\$ 71,341	\$ 73,525	\$ 73,525	3.06%	\$ 16.17
1211	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1212	Expenses	\$ 5,036	\$ 3,421	\$ 4,200	\$ 4,200	\$ 3,700	-11.90%	\$ 0.81
1213	Engineering*	\$ 1,218	\$ 580	\$ 1,000	\$ 5,000	\$ 1,000	0.00%	\$ 0.22
1214	Consultant	\$ -	\$ 500	\$ 1,000	\$ 1,000	\$ 1,000	0.00%	\$ 0.22
1215	M.R.P.C. Assessment	\$ 2,673	\$ 2,672	\$ 2,672	\$ 2,808	\$ 2,808	5.09%	\$ 0.62
1216	Legal Budget	\$ -	\$ -	\$ -			0.00%	
DEPARTMENTAL TOTAL		\$ 77,842	\$ 78,514	\$ 80,213	\$ 86,533	\$ 82,033	2.27%	\$ 18.04

*The Board is requesting \$5000 in its engineering budget to work on revisions to the stormwater management provisions of the Subdivisin and Site Plan Review regulations.

PLANNING BOARD
175

<u>LINE ITEM</u>	<u>FY 2012 APPROPRIATION</u>	<u>FY 2013 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2013 TOWN MANAGER APPROVED</u>	<u>FY 2013 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone	\$ -		\$ -	0.00%		\$ -		0.00%
Postage								
Office Supplies	\$ 500.00	\$ 350.00	\$ (150.00)	-30.00%	Office supply purchase consolidation	\$ -		-100.00%
Dues & Memberships			\$ -					
Travel and Conferences	\$ 400.00	\$ 750.00	\$ 350.00		AICP accreditation requirements for Town Planner	\$ 750.00		
Equipment Maintenance								
Printing	\$ 300.00	\$ 100.00	\$ (200.00)	-66.67%		\$ 100.00		-66.67%
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Advertising	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%		\$ 2,850.00		-5.00%
Other: Assessors Maps								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 4,200.00	\$ 4,200.00	\$ -	0.00%		\$ 3,700.00	\$ -	-11.90%

Department Planning Board
 Org # 175
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-11	Date	Step Increase Annual	Wks	To Year End	Date	Other Annual	Projected Salary Fiscal 2013
Salaries															
Collette	Michelle		Land Use Director	14	7		40	\$ 72,525.00						\$ 1,000.00	\$ 73,525.00
TOTAL SALARIES															\$ 73,525.00

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
ZONING BOARD OF APPEALS								
1220	Wages	\$ 18,481	\$ 18,776	\$ 18,848	\$ 18,848	\$ 18,848	0.00%	\$ 4.15
1221	Expenses	\$ 1,054	\$ 929	\$ 1,350	\$ 1,350	\$ 1,100	-18.52%	\$ 0.24
<hr/>								
	DEPARTMENTAL TOTAL	\$ 19,535	\$ 19,705	\$ 20,198	\$ 20,198	\$ 19,948	-1.24%	\$ 4.39

ZONING BOARD OF APPEALS
176

<u>LINE ITEM</u>	<u>FY 2012 APPROPRIATION</u>	<u>FY 2013 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2013 TOWN MANAGER APPROVED</u>	<u>FY 2013 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage	\$ -		\$ -	0.00%				0.00%
Office Supplies	\$ 400.00	\$ 250.00	\$ (150.00)	-37.50%	Office supply purchase consolidation	\$ -		-100.00%
Dues & Memberships								
Travel and Conferences	\$ 200.00	\$ 200.00	\$ -	0.00%		\$ 200.00		0.00%
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Clerical Support								
Other: Advertising	\$ 750.00	\$ 900.00	\$ 150.00	20.00%	Increase in applications & publication costs	\$ 900.00		20.00%
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 1,350.00	\$ 1,350.00	\$ -	0.00%		\$ 1,100.00	\$ -	-18.52%

Department Zoning Board of Appeals
 Org # 176
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-11	Step Increase				Other		Projected Salary
									Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2013
Salaries															
Hammer	Margo	THL	Zoning Board Office	5	8	\$21.24	17	\$ 18,848.38							\$ 18,848.38
TOTAL WAGES															\$ 18,848.38

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
BUILDING INSPECTOR								
1240	Salaries	\$ 56,179	\$ 66,349	\$ 70,341	\$ 32,764	\$ 32,764	-53.42%	\$ 7.21
1241	Wages	\$ 47,553	\$ 55,300	\$ 59,626	\$ 62,041	\$ 62,041	4.05%	\$ 13.65
1242	Expenses	\$ 4,967	\$ 4,392	\$ 8,400	\$ 8,400	\$ 7,900	-5.95%	\$ 1.73
1243	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
DEPARTMENTAL TOTAL		\$ 108,699	\$ 126,041	\$ 138,367	\$ 103,205	\$ 102,705	-25.77%	\$ 22.59

BUILDING INSPECTOR
241

<u>LINE ITEM</u>	<u>FY 2012 APPROPRIATION</u>	<u>FY 2013 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2013 TOWN MANAGER APPROVED</u>	<u>FY 2013 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone	\$ -		\$ -	0.00%		\$ -		0.00%
Postage								
Office Supplies	\$ 1,250.00	\$ 500.00	\$ (750.00)	-60.00%	office supply purchase consolidation	\$ -		-100.00%
Dues & Memberships	\$ 300.00	\$ 300.00	\$ -	0.00%		\$ 300.00		0.00%
Travel and Conferences								
Equipment Maintenance								
Printing	\$ 650.00	\$ 500.00	\$ (150.00)	-23.08%	permitting software should reduce printing costs	\$ 500.00		-23.08%
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%		\$ 5,000.00		0.00%
Other: Seminars	\$ 1,200.00	\$ 1,500.00	\$ 300.00	0.00%		\$ 1,500.00		0.00%
Other: Clothing & boots		\$ 600.00			clothing & boots for both inspectors	\$ 600.00		
Other:								
TOTAL FUNDS REQUESTED	\$ 8,400.00	\$ 8,400.00		0.00%		\$ 7,900.00	\$ -	-5.95%

Department Building Inspector
 Org # 241
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-11	Date	Step Increase Annual	Wks	To Year End	Date	Other Annual	Projected Salary Fiscal 2013
Salaries															
Kinney	Milton		Building Comm.	14	7		18	\$ 32,764.00							\$ 32,764.00
TOTAL SALARIES								\$ 32,764.00							\$ 32,764.00
1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-11	Date	Step Increase Annual	Wks	To Year End	Date	Other Annual	Projected Salary Fiscal 2013
Wages															
Kinney	Donald	THL	Local Inspector	6	6	\$23.08	17	\$ 10,593.72							\$ 10,593.72
Martin	Paula	THL	Administrative Asst.	7	7	\$24.52	40	\$ 51,197.76						\$ 250.00	\$ 51,447.76
TOTAL WAGES								\$ 61,791.48							\$ 62,041.48

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
MECHANICAL INSPECTOR								
1250	Fee Salaries	\$ 16,603	\$ 21,432	\$ 20,000	\$ 25,000	\$ 20,000	20.46%	\$ 4.40
1251	Expenses	\$ 2,397	\$ 2,308	\$ 3,500	\$ 3,700	\$ 3,500	46.02%	\$ 0.77
<hr/>								
DEPARTMENTAL TOTAL		\$ 19,000	\$ 23,740	\$ 23,500	\$ 28,700	\$ 23,500	23.68%	\$ 5.17

MECHANICAL INSPECTOR
242

<u>LINE ITEM</u>	<u>FY 2012 APPROPRIATION</u>	<u>FY 2013 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2013 TOWN MANAGER APPROVED</u>	<u>FY 2013 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing	\$ 650.00	\$ 300.00	\$ (350.00)	0.00%	Standard state forms & permitting software should reduce printing costs	\$ 300.00		0.00%
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs	\$ 2,850.00	\$ 3,000.00	\$ 150.00	0.00%	Increase in the number of inspections (& fees)	\$ 3,000.00		0.00%
Other: Seminars		\$ 400.00			Traning sessions, as needed, for code changes	\$ 200.00		
Other:								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 3,500.00	\$ 3,700.00	\$ (200.00)	5.71%		\$ 3,500.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
EARTH REMOVAL INSPECTOR								
1260	Stipend	\$ -	\$ 1	\$ 1	\$ 1	1	0.00%	\$ -
1261	Expenses	\$ 132	\$ 59	\$ 100	\$ 100	100	0.00%	\$ 0.02
1262	Minor Capital	\$ -	\$ -	\$ -	\$ -	-	0.00%	\$ -
<hr/>								
DEPARTMENTAL TOTAL		\$ 132	\$ 60	\$ 101	\$ 101	101	0.00%	\$ 0.02

EARTH REMOVAL INSPECTOR
249

<u>LINE ITEM</u>	<u>FY 2012 APPROPRIATION</u>	<u>FY 2013 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2013 TOWN MANAGER APPROVED</u>	<u>FY 2013 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 100.00	\$ 100.00	\$ -	0.00%		\$ 100.00		0.00%
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other:								
Other:								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 100.00	\$ 100.00	\$ -	0.00%		\$ 100.00	\$ -	0.00%

FY 2013 PROPOSED ASSESSMENT FROM THE NASHOBA ASSOCIATED BOARDS OF HEALTH

Dear Board Member,

The Nashoba Associated Boards of Health (Agency) is funded by the assessments to its member communities and the fees collected for service provided in those communities. The assessments to the communities have seen only modest increases in the past twenty-five (25) years; Environmental Services 7.5% and Nursing Services 11.5%. In 2009 an individual from a member Board of Health inquired as to how the assessments were determined. The inquiry has led to a couple of years of discussions, a review of the Agency minutes and a review of the services provided to the Member communities. The By-Laws of the Agency state that the member communities pay the share of the Agency budget. The inquiry at the time questioned the assessments since it was not apparent from their dollar amounts and the member communities' populations how they were determined.

A review of twenty-five (25) years of minutes did not indicate how the assessments were originally set, though there are some indications they were done on a per capita basis. In that time there was no reallocation of the assessment based on changes in community populations; the assessment has only been adjusted by the percentage listed above. The population of the member communities has changed at different rates; this appears to have created differences in the per capita cost paid by each community. The Agency's per capita cost for services provided in 2009 were as follows: Environmental Services \$2.27 and Nursing Services \$1.02. At that time your Community's assessment for the Environmental and Nursing Services were \$1.82 and \$0.65 respectively.

The Executive Committee and the full membership have reviewed the service information, community valuations and the number of multifamily units per community in an effort to determine how a member community's assessment should be derived. Most recently, the Executive 4Committed determined that assigning assessments to the member communities on a per capita basis was the fairest manner for the following reasons:

- 1.) Agency staff is available to all of the member communities as needed.
- 2.) The services provided to any community may vary from year to year, but the Agency is there to insure those services are delivered as needed.
- 3.) The housing stock data did not indicate that it would be a significant factor in determine services needed.

At the upcoming Agency's Quarterly meeting an explanation of how the adjustments to member communities' assessments will be provided as well as an opportunity for member communities to discuss those changes. It is the Agency's hope that all concerns can be addressed by the annual budget meeting in December to allow adequate lead time for you communities' budget process. The new per capita cost to your community for the Environment service will be \$2.10. The new per capita cost to your community for the Nursing services will be \$0.94.

Based on the 2010 U.S. census numbers your community's Nashoba Assessment would be as listed below:

US census population for Groton is 10646

2012-2013: Environmental Assessment \$22,365.96

Nursing Assessment \$ 10,020.51

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
BOARD OF HEALTH								
1270	Wages	\$ 1,216	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1271	Expenses	\$ 813	\$ 747	\$ 1,200	\$ 1,200	\$ 1,000	-16.67%	\$ 0.22
1272	Nursing Services*	\$ -	\$ -	\$ 6,243	\$ 10,021	\$ 10,021	60.52%	\$ 2.20
1273	Nashoba Health District*	\$ 30,143	\$ 30,143	\$ 17,400	\$ 22,366	\$ 22,366	28.54%	\$ 4.92
1274	Herbert Lipton MH	\$ -	\$ -	\$ 6,500	\$ 6,500	\$ 6,500	0.00%	\$ 1.43
1275	Eng/Consult/Landfill Monitoring**	\$ 9,326	\$ 9,879	\$ 10,000	\$ 12,500	\$ 10,000	0.00%	\$ 2.20
<hr/>								
DEPARTMENTAL TOTAL		\$ 41,498	\$ 40,769	\$ 41,343	\$ 52,587	\$ 49,887	20.67%	\$ 10.97

*The NABH line items are based upon estimates provided by the NABH.

**The contract with Terracon is in its third year. The Board of Health will do a Request for Proposals in the winter for Landfill Monitoring Services.

BOARD OF HEALTH
510

<u>LINE ITEM</u>	<u>FY 2012 APPROPRIATION</u>	<u>FY 2013 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2013 TOWN MANAGER APPROVED</u>	<u>FY 2013 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone	\$ -		\$ -	0.00%		\$ -		0.00%
Postage								
Office Supplies	\$ 200.00	\$ -	\$ (200.00)	-100.00%	Office supply order consolidation	\$ -		-100.00%
Dues & Memberships								
Advertising public hearings		\$ 400.00			Landfill capping RFP & new well regs	\$ 400.00		
Travel/Conferences	\$ 200.00							
Other: Rabies Control	<u>\$ 800.00</u>	<u>\$ 800.00</u>	\$ -	0.00%		<u>\$ 600.00</u>		-25.00%
TOTAL FUNDS REQUESTED	\$ 1,200.00	\$ 1,200.00	\$ (200.00)	0.00%		\$ 1,000.00	\$ -	-16.67%

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
SEALER OF WEIGHTS & MEASURES								
1280	Fee Salaries	\$ 2,580	\$ 2,360	\$ 2,500	\$ 2,500	\$ 2,500	0.00%	\$ 0.55
1281	Expenses	\$ -	\$ -	\$ 100	\$ 100	\$ 100	0.00%	\$ 0.02
<hr/>								
DEPARTMENTAL TOTAL		\$ 2,580	\$ 2,360	\$ 2,600	\$ 2,600	\$ 2,600	0.00%	\$ 0.57

SEALER OF WEIGHTS & MEASURES
244

<u>LINE ITEM</u>	<u>FY 2012 APPROPRIATION</u>	<u>FY 2013 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2013 TOWN MANAGER APPROVED</u>	<u>FY 2013 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 100.00	\$ 100.00	\$ -	0.00%		\$ 100.00		0.00%
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other:								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 100.00	\$ 100.00	\$ -	0.00%		\$ 100.00	\$ -	0.00%



GROTON POLICE DEPARTMENT

99 Pleasant Street
Groton, MA 01450
Tel: (978) 448-5555 • Fax: (978) 448-5603



Donald L. Palma, Jr.
Chief of Police

James A. Cullen, III
Lieutenant

November 29, 2011

Mr. Mark Haddad, Town Manager
Town Hall
173 Main Street
Groton, MA 01450

RE: **FY2013 Budget**

I respectfully submit the attached budgets for FY2013 for the Groton Police Department, Groton Police/Fire/EMS Communications Department, and Groton Emergency Management Agency.

I am most appreciative for the Board of Selectmen's, Finance Committee's, taxpayers and specifically for your support over the past four budget submissions. Town meeting vote has granted me the money and equipment needed to improve and sustain the level of service currently provided by the Groton Police Department. Because of this forward thinking I have been able to replace obsolete equipment and make necessary upgrades to the department.

Budgets highlight the following:

Personnel -

I am requesting a salary increase for my Lieutenant, a reclassification for my Administrative Assistant, and reinstatement of Office Assistant/Records Clerk hours previously removed. Additionally, I am requesting the increase of Sergeants to four, with the addition of a patrolman to backfill. Justification and tables in the following pages.

General Expenses -

- Minor increase to cover the cost of increases in fuel, dues, and maintenance agreements.

Minor Capital –

I have enclosed a prioritized list of Minor Capital items. I realize that only a part of this list may be funded. This list should serve as illustration of some of the current needs of the department. With Police cruiser and related equipment prices predicted to come in much higher than anticipated, I will ask that the funding of those be given priority.

Major Capital –

I have made a request for the purchase of two (2) police cruisers as an ongoing maintenance replacement program.

Salary & Wages –

This represents contractual agreements for union personnel and agreed upon adjustments for by-law, contractual and non-sworn personnel.

Public Safety Building –

I have level funded the Public Safety Building budget.

Communications – *submitted under separate cover*

Emergency Management Agency –

This budget reflects a slight increase (\$1,500) for equipment for the Emergency Management Agency to maintain current service levels and update equipment.

Additionally, I have requested \$12,000 in minor capital for half the cost of a variable message board. The other half of the cost is requested by the DPW Superintendant. This board will be shared by all town departments as required. The board will also have a GPS locator in the event of theft or loan to another agency and the ability to be programmed or have the message changed remotely.

I remain at your service to discuss any questions you may have related to the attached budgets.

Sincerely,

Donald L. Palma, Jr.
Chief of Police

LINE	DEPARTMENT/DESCRIPTION	FY2010 ACTUAL	FY2011 ACTUAL	FY2012 APPROPRIATED	FY2013 DEPARTMENT REQUEST	FY2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
POLICE DEPARTMENT								
1300	Salaries	\$ 108,144	\$ 106,335	\$ 197,450	\$ 197,450	\$ 197,450	0.00%	\$ 43.44
1301	Wages	\$ 1,285,501	\$ 1,289,451	\$ 1,199,394	\$ 1,252,837	\$ 1,252,837	4.46%	\$ 275.58
1302	Expenses	\$ 145,558	\$ 142,311	\$ 134,960	\$ 148,900	\$ 135,860	0.67%	\$ 29.88
1303	Lease or Purchase of Cruisers	\$ 12,582	\$ 3,700	\$ 5,000	\$ 5,000	\$ 4,000	-20.00%	\$ 0.88
1304	PS Building (Expenses)	\$ 44,724	\$ 44,379	\$ 48,000	\$ 48,000	\$ -	-100.00%	\$ -
1305	Minor Capital	\$ 13,460	\$ 18,579	\$ 13,000	\$ 93,832	\$ 15,000	15.38%	\$ 3.30
<hr/>								
DEPARTMENTAL TOTAL		\$ 1,609,969	\$ 1,604,755	\$ 1,597,804	\$ 1,746,019	\$ 1,605,147	0.46%	\$ 353.08

POLICE DEPARTMENT
210

<u>LINE ITEM</u>	<u>FY2013</u>				<u>PERCENT</u> <u>CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2013</u>	<u>FY 2013</u>	<u>PERCENT</u> <u>CHANGE</u>
	<u>FY2012</u> <u>APPROPRIATION</u>	<u>DEPARTMENT</u> <u>REQUEST</u>	<u>DIFFERENCE</u>				<u>TOWN MANAGER</u> <u>APPROVED</u>	<u>FINCOM</u> <u>APPROVED</u>	
Telephone	\$ -	\$ -	\$ -	0.00%			\$ -		0.00%
Postage	\$ -	\$ -	\$ -	0.00%			\$ -		0.00%
Office Supplies	\$ 3,700.00	\$ 3,700.00	\$ -	0.00%			\$ -		-100.00%
Dues & Memberships	\$ 5,300.00	\$ 5,500.00	\$ 200.00	3.77%	Increases		\$ 5,300.00		0.00%
Travel/Conferences	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%			\$ 2,000.00		0.00%
Fuel	\$ 35,360.00	\$ 38,000.00	\$ 2,640.00	7.47%			\$ 35,360.00		0.00%
Equipment Maintenance	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%			\$ 5,000.00		0.00%
Printing/Printed Forms	\$ 500.00	\$ 500.00	\$ -	0.00%			\$ 500.00		0.00%
Cruiser Maintenance	\$ 14,000.00	\$ 18,000.00	\$ 4,000.00	28.57%	inc. Maintenance &Tires (10) vehicles		\$ 14,000.00		0.00%
Traffic Safety	\$ 300.00	\$ 300.00	\$ -	0.00%			\$ 300.00		0.00%
Mileage	\$ 2,500.00	\$ 2,500.00	\$ -	0.00%			\$ 2,500.00		0.00%
Physicals/Medical	\$ -	\$ -	\$ -				\$ -		0.00%
NEMLEC	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%			\$ 5,000.00		0.00%
Software/Service Maintenance	\$ 16,000.00	\$ 16,500.00	\$ 500.00	3.13%	Increases		\$ 16,000.00		0.00%
Investigation Fund	\$ 4,500.00	\$ 4,500.00	\$ -	0.00%			\$ 4,500.00		0.00%
Prisoner Meals	\$ 300.00	\$ 300.00	\$ -	0.00%			\$ 300.00		0.00%
Computer Supplies/Fees	\$ 2,500.00	\$ 2,500.00	\$ -	0.00%			\$ 2,500.00		0.00%
Uniforms	\$ 17,000.00	\$ 21,600.00	\$ 4,600.00	27.06%	Contractural Increase		\$ 21,600.00		27.06%
Boat/ATV	\$ -	\$ -	\$ -	0.00%			\$ -		0.00%
Training	\$ 11,000.00	\$ 11,000.00	\$ -	0.00%			\$ 11,000.00		0.00%
MDT Cellular Service	\$ -	\$ -	\$ -				\$ -		0.00%
Professional Development	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%	Contract + Management Courses		\$ 2,000.00		0.00%
Cleaning	\$ -	\$ -	\$ -				\$ -		0.00%
Community Operations	\$ -	\$ -	\$ -				\$ -		0.00%
Public Safety Supplies	\$ 8,000.00	\$ 10,000.00	\$ 2,000.00	25.00%			\$ 8,000.00		0.00%
TOTAL FUNDS REQUESTED	\$ 134,960.00	\$ 148,900.00	\$ 13,940.00	10.33%			\$ 135,860.00	\$ -	0.67%

P Police Department
Org # 210
COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-11	Step Increase				Other		Projected Salary
									Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2013
Salaries															
Palma	Donald		Police Chief				40	\$ 113,000.00						\$ 450.00	\$ 113,450.00
Cullen	James	By Law	Lieutenant				40	\$ 83,000.00						\$ 1,000.00	\$ 84,000.00
TOTAL SALARIES								\$ 196,000.00							\$ 197,450.00

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-11	Step Increase				Other		Projected Salary
									Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2013
Wages															
Quinn Bill - State		Police Union		1	2	\$0.00	49	-							\$ -
Quinn Bill - Town		Police Union		1	2	\$28.34	49	61,001.00							\$ 61,001.00
Breault	Robert	Police Union	Patrolman	1	5	\$28.91	37.5	\$ 56,591.33						\$ 14,000.00	\$ 70,591.33
Breslin	Peter	Police Union	Patrolman	1	5	\$28.91	37.5	\$ 56,591.33						\$ 14,000.00	\$ 70,591.33
Candow	Gordon	Police Union	Patrolman	1	5	\$28.91	37.5	\$ 56,591.33						\$ 14,000.00	\$ 70,591.33
Connell	Paul	Police Union	Sergeant	3	3	\$33.25	37.5	\$ 65,086.88						\$ 14,000.00	\$ 79,086.88
New Sergeant		Police Union	Sergeant	3	1	\$31.08	37.5	\$ 60,839.10						\$ 14,000.00	\$ 74,839.10
Gemos	Derrick	Police Union	Sergeant	3	3	\$33.25	37.5	\$ 65,086.88						\$ 14,000.00	\$ 79,086.88
Back fill		Police Union	Sergeant	3	2	\$32.38	37.5	\$ 63,383.85						\$ 14,000.00	\$ 77,383.85
Goodwin	Jason	Police Union	Patrolman	1	5	\$28.91	37.5	\$ 56,591.33						\$ 14,000.00	\$ 70,591.33
Pierce	Irmin	Police Union	Patrolman	1	5	\$28.91	37.5	\$ 56,591.33						\$ 14,000.00	\$ 70,591.33
Rose	Dale	Police Union	Patrolman	1	5	\$28.91	37.5	\$ 56,591.33						\$ 14,000.00	\$ 70,591.33
Sheridan	Edward	Police Union	Patrolman	1	5	\$28.91	37.5	\$ 56,591.33						\$ 14,000.00	\$ 70,591.33
Newell	Kathy	By Law	Admin. Asst.	7	6b	\$22.57	40	\$ 47,126.16						\$ -	\$ 47,126.16
Waite	Cory	Police Union	Patrolman	1	5	\$28.91	37.5	\$ 56,591.33						\$ 14,000.00	\$ 70,591.33
Henehan	Kevin	Police Union	Patrolman	1	3	\$26.75	37.5	\$ 52,363.13						\$ 14,000.00	\$ 66,363.13
Mead	Rachael	Police Union	Patrolman	1	5	\$28.91	37.5	\$ 56,591.33						\$ 14,000.00	\$ 70,591.33
Beltz	Nicholas	Police Union	Patrolman	1	5	\$28.91	37.5	\$ 56,591.33						\$ 14,000.00	\$ 70,591.33
Patrolman		Police Union	Patrolman	1	1	\$24.54	37.5	\$ 48,037.05						\$ 14,000.00	\$ 62,037.05

TOTAL WAGES **\$ 1,028,837.29** **\$ 224,000.00 \$ 1,252,837.29**

Personnel Request / Change

Sergeant / Back fill Patrolman

I am requesting that the position of Sergeant be added to the current department structure. This would bring the total number of Sergeants to four. The primary reason for this request is to allow and insure adequate supervision of all personnel 24/7. Currently, with three sergeants, fifteen of twenty one possible shifts are covered. This leaves approximately 25% of the shifts un-supervised, or only partly supervised when the shift falls on a week day when the Lieutenant or I are on station. The reality is that only four late night shifts and two day shifts are supervised by a Sergeant. The promotion of an officer to Sergeant would cover five more shifts per week leaving only one shift per week not supervised by a Sergeant.

As demands on the Lieutenant and I evolve and change, we find that increasingly we are either unavailable at meetings, or attending to other police business that prevent either of us from properly supervising a shift. Additionally, the late shift, which tends to have the potential for issues, is only currently supervised a little greater than half the time. Both Littleton and Pepperell police departments have gone with four sergeants for 24/7 supervision with success.

One of our biggest areas of vulnerability in terms of litigation and personnel issues is in the failure to properly supervise. Lack of adequate supervision leads to potential mistakes or wrong doing on the part of employees. Although supervision will not completely remove these issues, I believe it will lessen the likelihood of occurrence.

The difference in salary between a top step Patrolman and newly promoted Sergeant is less than Five Thousand Dollars. (Reflected in tables on following pages).

I am also requesting the addition of a patrolman to back fill this promotion bringing the total number of sworn full time police officers to eighteen.

As reflected in tables in the following pages, activities of the department have grown substantially over the past year. We have seen increases in 911 calls, arrests and criminal infractions. These increases do not reflect day to day activities that we find ourselves doing, from stopping to check on motorists looking for directions, answering questions on the side of the road or involvement in a number of town activities, or calls that are handled by officers on the business telephone lines. I was fortunate to have a position that had been vacant restored last year. With that restoration I have been able to not only augment the patrol force during critical times, but also provide for investigative assistance to our one full time detective. I would like to further increase our capabilities provide for more efficient delivery of police services and prepare for the future. A good manager provides for the current and looks to the future. With construction projects looming in the surrounding towns, as well as the beginnings of a number of large projects in town, it is my belief that we as a department will only get busier. With these projects, including a hotel complex in Littleton, a number of shopping centers and stores in Westford as well as the Main Street project in Groton, I expect that these projects will draw business, jobs and people to our town. With people come problems, emergencies and issues. I look to be prepared for this rather than waiting and having to catch up, as a number of neighboring towns were forced to do.

Funding for a position now increases the likelihood we will be prepared to meet future challenges. This position should also allow me to better control overtime costs, and increase officers on the street. I am aware that no time is a good time to increase a budget or employees of a town. I am hoping that as forward thinkers that you see as I see the future, and permit me to prepare rather than face a crisis or tragedy later.

Thank you for your consideration of this request.

Promotion and Backfill Empty Patrolman position

Personnel (Sworn Officers)			
To promote from Step 5 <i>Patrolman</i> to Step 1 Sergeant:			
Step 5 Patrolman	Step 1 Sergeant		
\$ 56,372.46	\$ 60,600.00		
\$	4,227.54	Difference in Base	
To backfill vacant patrolman's position (from Promotion):			
Step 1 Patrolman	\$ 47,851.25		
Step 3 Patrolman	\$ 49,974.42		
To fill vacant positions:			
Promote 4th Sgt.	\$ 4,227.54		
Fill Step 3 Patrolman	\$ 49,974.42		
Total	\$ 54,201.96	cost of Promotion & fill patrolman spot	

Administrative Assistant: In 2008 the By-law Appendix Grade 7 covered the position of Administrative Assistant to the Chief of Police and Administrative Assistant to the Board of Selectmen. The Administrative Assistant to the BOS in 2009 was jumped 2 grades and re-titled as Executive Assistant to the Town Manager without any discernable change in duties. The Police Administrative Assistant has absorbed the responsibilities of the vacant Office Assistant/Records Clerk position, as well as become the Administrator of the burgeoning Emergency Management Agency with no change in compensation.

Grade 7/Step 6b \$46,951
 Grade 9/Step 6b \$53,332

\$ 6,381

Office Assistant/Records Clerk: This position was vacated in August 2010 and has remained vacant. This is a part-time position union position.

Proposed:

18 hours/week @ Step 1 \$14.58 = \$13,647 (*based on available FY10 rates*)

16 hours/week @ Step 1 \$14.58 = \$12,131

Summary - Additional Personnel Costs		
Position	Cost	
Sergeant	\$ 4,228.00	cost of Promotion
Patrolman	\$ 49,974.00	backfill position
Sworn Personnel	\$ 54,202.00	
Administrative Assistant to Executive Assistant	\$ 6,381.00	Grade 9 Step 6b
Office Assistant	\$ 13,647.00	18 hrs/week
Non-Sworn Personnel	\$ 20,028.00	

Total New or Promoted	\$ 74,230.00
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Comparison of Patrolman (Step 5), Sergeants (Steps 1-3), Lieutenant (Steps 1-8), Captain (Steps 1-8)

PAY STEP COMPARISON

FY11 Rates

	Annual	OT (1)	Shift Diff (2)	Quinn (3)	Longevity (4)	
Step 5 Patrolman	\$56,372.46	\$5,896.96	\$3,382.35	\$5,637.25	\$ 450.00	\$ 71,739.01
Step 1 Sergeant	\$60,600.40	\$6,340.32	\$3,636.02	\$6,060.04	\$ 520.00	\$ 77,156.78
Step 3 Sergeant	\$64,828.33	\$6,782.32	\$3,889.70	\$6,482.83	\$ 660.00	\$ 82,643.18
Step 1 Lieutenant	\$61,800.00			\$6,180.00	\$ 800.00	\$ 68,780.00
Step 2 Lieutenant	\$63,714.00			\$6,371.40	\$ 870.00	\$ 70,955.40
Step 3 Lieutenant	\$65,677.00			\$6,567.70	\$ 940.00	\$ 73,184.70
Step 4 Lieutenant	\$67,715.00			\$6,771.50	\$ 1,010.00	\$ 75,496.50
Step 5 Lieutenant	\$69,800.00			\$6,980.00	\$ 1,080.00	\$ 77,860.00
Step 6 Lieutenant	\$71,960.00			\$7,196.00	\$ 1,150.00	\$ 80,306.00
Step 7 Lieutenant	\$74,194.00			\$7,419.40	\$ 1,220.00	\$ 82,833.40
Step 8 Lieutenant	\$76,476.00			\$7,647.60	\$ 1,290.00	\$ 85,413.60
Step 1 Captain	\$64,034.00			\$6,404.40	\$ 800.00	\$ 71,238.40
Step 2 Captain	\$65,998.00			\$6,599.80	\$ 870.00	\$ 73,467.80
Step 3 Captain	\$68,058.00			\$6,805.80	\$ 940.00	\$ 75,803.80
Step 4 Captain	\$70,169.00			\$7,016.90	\$ 1,010.00	\$ 78,195.90
Step 5 Captain	\$72,329.00			\$7,232.90	\$ 1,080.00	\$ 80,641.90
Step 6 Captain	\$74,562.00			\$7,456.20	\$ 1,150.00	\$ 83,168.20
Step 7 Captain	\$76,870.00			\$7,687.00	\$ 1,220.00	\$ 85,777.00
Step 8 Captain	\$79,249.00			\$7,924.90	\$ 1,290.00	\$ 88,463.90
Chief	\$113,000.00					\$ 113,000.00

Totals vary upon individual officers shift, education & longevity, for example:

- (1) Overtime based on 17 (8) hour shifts worked per year (the average patrolman's OT is \$10-20,000)
- (2) Shift Differential varies ex: based on 6% (evening shift) of annual base
- (3) Quinn varies ex: based on town portion of Bachelor's degree (10% of base)
- (4) Longevity varies ex: based on Step 5 Patrolman 5 yrs; Step 1 Sgt 6 yrs; Step 3 Sgt 7 yrs; Step 1 Lt. 10 yrs.
- (5) Patrolmen/Sgts work a 4 day on 2 day off schedule or 17 days less than Lt., Capt or Chief
- (6) The Captain's position has been vacant for 5+ years and there is only \$2773 difference between top step pay.



GROTON POLICE DEPARTMENT

99 Pleasant Street

Groton, MA 01450

Tel: (978) 448-5555 • Fax: (978) 448-5603



Donald L. Palma, Jr.
Chief of Police

James A. Cullen, III
Lieutenant

FY13 Personnel

I am requesting additional funding for increase of the Lieutenant's salary as well as the removal of the position from by law employee to contract employee.

Lieutenant: The by-law position of Police Lieutenant is underpaid. The starting salary for a Police Lieutenant is \$61,800 to the high end of \$76,476. The position does not allow for over-time, shift differential and is a 4/2 schedule vs. the patrol and superior officers 4/2 schedule.

The following example shows the difference between patrol and superior officers annual pay based on 4/2 rotation and 5/2 work week. The step 1 Lieutenant's position pays \$5,428 more than a Step 5 Patrolman and \$3,028.33 less than a Step 3 Sergeant.

Currently a Step 1 Lt. would work 17 days more, make \$3,028.33 less (than a Step 3 Sergeant), and be ineligible for Overtime, shift differential, or holiday buy back earning potential.

	Annual on 4/2 Schedule	Annual ** if on 5/2 Schedule
Step 5 Patrolman	\$56,372.00	\$60,058.49
Step 1 Sergeant	\$60,600.30	\$64,563.10
Step 3 Sergeant	\$64,828.33	\$69,067.71
Step 1 Lieutenant		\$61,800.00

Lt. Salary Survey

Salary

Town	Low		Top	Contract		Phone
Acton	\$ 71,895.74		\$ 84,045.98	yes	1/2 Quinn .50 shift diff	(978) 264-9638
Ayer	\$ 81,320.12			yes	no	(978) 772-8200
Carlisle	\$ 81,485.00			yes	full Quinn	(978) 369-1818
Concord	\$ 62,045.00	\$ 77,818.00	\$ 93,590.00	no	yes	(978) 318-3400
Harvard	no LT position					(978) 456-1212
Littleton	\$ 72,820.00		\$ 86,401.00	yes		(978) 952-2300
Pepperell	\$ 75,524.80	\$ 79,289.60	\$ 83,241.60	no	ed incentive	(978) 433-2511
Townsend	\$ 75,000.00			yes	full Quinn \$ 97,850.00	(978) 597-1718
Tyngsboro						(978) 649-7504
Westford	\$ 73,230.08	\$ 76,929.75	\$ 80,727.30	no	?	(978) 399-2025

as of 11/28/11

x

Lt. Salary Comparison

Town	Salary	Quinn 12.5% (town share)	Total	with Full Quinn 25%
Groton	\$ 74,194.00	\$ 9,274.25	\$ 83,468.25	
Acton	\$ 84,045.98	\$ 10,505.75	\$ 94,551.73	
Westford	\$ 80,727.30	?	\$ 80,727.30	
Concord	\$ 93,590.00	\$ 11,698.75	\$ 105,288.75	\$ 116,987.50
Pepperell	\$ 83,241.60	10% Ed	\$ 83,241.60	\$ 91,565.76
Ayer	\$ 81,320.12	No Quinn ? Ed	\$ 81,320.00	
Littleton	\$ 86,401.00	?	\$ 86,401.00	
Townsend	\$ 75,000.00	\$ 9,375.00	\$ 84,375.00	\$ 93,750.00
Carlisle	\$ 81,485.00	\$ 10,185.63	\$ 91,670.63	\$ 101,856.25
Tyngsboro	no repsonse			
Harvard	No LT. position			

ed incentive

Long \$4100

Groton Police Department
FY2011 Minor Capital Budget Request

FY13 POLICE DEPARTMENT MINOR CAPITAL

Dept	Item	#	Cost/Unit	Total	Priority	Notes
Safety	Gas Mask pouches & Extra filters	25	\$ 110.00	\$ 2,750.00	1	
	Gas Mask	25	\$ 560.00	\$ 14,000.00	1	
Safety	Ballistic Kevlar Helmets	25	\$ 310.00	\$ 7,750.00	1	
Safety	Tactical Breaching Tools	1	\$ 1,052.00	\$ 1,052.00	1	
Patrol	Night Vision Binoculars	1	\$ 1,000.00	\$ 1,000.00	1	
Dept	Ultrasonic Gun Cleaner	1	\$ 650.00	\$ 650.00	1	
Investigation	Nikon D5100 Digital SLR	2	\$ 770.00	\$ 1,540.00	1	
Investigation	Crime Scene Investigative Tools	2	\$ 410.00	\$ 820.00	1	
Investigation	Forensic Light Source Kit	1	\$ 500.00	\$ 500.00	1	
Investigation	Reprocast Silicone Casting Kit	2	\$ 160.00	\$ 320.00	1	
Dept	Philips HeartStart FRx - AED Defib	3	\$ 1,600.00	\$ 4,800.00	1	\$ 35,182.00
Investigation	Nikon Camera CASE & Tripod	2	\$ 410.00	\$ 820.00	2	
Safety	Ballistic Tactical Vest	5	\$ 1,050.00	\$ 5,250.00	2	
Safety	Tactical Shield	1	\$ 3,400.00	\$ 3,400.00	2	
Patrol	Portable Breathalyzer Test Units	2	\$ 1,175.00	\$ 2,350.00	2	\$ 11,820.00
Comm Policing	Shirts & Caps (Community Policing)	25	\$ 50.00	\$ 1,250.00	3	
Traffic Unit	Traffic Counter	1	\$ 4,615.00	\$ 4,615.00	3	
RAD	Red Man Equipment Bag	2	\$ 100.00	\$ 200.00	3	
RAD	Red Man Suit XP/XP Instructor Suit	2	\$ 1,400.00	\$ 2,800.00	3	
Dept	Dell Laptop (for training) 500-1000	1	\$ 1,000.00	\$ 1,000.00	3	
Dept	Ricoh MPC 4501 Color Copier	1	\$ 8,014.34	\$ 8,014.34	3	<i>may lease for \$197/mo</i>
Dept	Dress Uniforms	20	\$ 1,400.00	\$ 28,000.00	3	
Dept	Video Camera	1	\$ 950.00	\$ 950.00	3	
						\$ 46,829.34
				\$ 93,831.34		

**Groton Fire Department
Budget Summary
FY 2013**

Compensation

Increases to the wage & salary line items will be scheduled step increases or contractual agreements.

I am also proposing (1) additional fulltime Firefighter/EMT to expand coverage to include Saturdays & Sunday between the hours of 6 AM to 6 PM. This will improve our response time dramatically during the weekend times. (See attached document for more details) This additional person can be funded by the Ambulance Receipt Account.

Another change is the funding for the SAFER Grant that pays for one of the full-time Firefighter/EMT's, Fiscal 2013 the funding has stopped and the town needs to pay 100% of the wages for this person.

Wages

The wage line item has step increases for Lieut. Susan Daly, Firefighter/EMT Jim Crocker & Paul McBrearty.

I am proposing an increase of 2 ½ percent to the call Firefighter, EMT & Rescue hourly wages due to the fact that the call members have not received an increase since July 2007, this increase will impact the wage line item by \$5,347.

I also want to give you background on what the wage line item funds; pays the Firefighter's, EMT's & Rescue personnel for responding to calls and department training. It also funds per-diem shifts that provide call members to fill shifts daytime & weekends during times the bulk of the call members are working and not in Town; this is funded by the ambulance receipt account.

The other important part of this line item is to hold an annual recruit Firefighter class & train new EMT's for the department. There is a need to constantly recruit and train new department members to maintain an active call department. This is an ongoing challenge to have the appropriate size and number of call Firefighter's & EMT's in town at all times to respond to emergency calls and replace members as they retire or leave the department.

Expenses

I have level funded the expense line item due to the fact we are right on target for this current years expenses except for the October snow storm. The major increase to the expense budget is to fund the software maintenance contracts for the new IMC dispatch software & E-Fusion EMS Electronic Run Reporting Software.

Building

The building line item takes care of the electricity, water (domestic & sprinklers), general supplies. Any issues to the buildings for maintenance such as painting/repairs or upgrades get sent to Tom Delany.

Minor Capital

This line item is traditionally used for upgrading firefighter's turn-out gear and refurbishment of vehicles in the fleet to prolong the useful life of the apparatus. I am continuing the process of upgrading turn-out gear and this year to replace our Combustible Gas Meters with (4) new up-to-date meters with data recording built in. The current meters are over 11 years old and have either been repaired or re-furbished at the factory multiply times and have come to their "end of life" usage.

Capital

The capital plan this year is to replace a 22 year old engine; we are currently developing spec's for the replacement engine and will be sent out to bid prior to the Spring Town Meeting in April so we will have up-to-date cost of the truck. Preliminary talks with multiple vendors indicate that due to inflation the cost of the vehicle has increased significantly and could be in the price range of \$450,000.

Looking out into future years I have updated the Capital Plan to reflect the following changes:

FY 2015 – add \$40,000 to convert the ambulance being replace to a Forestry Truck, the cost would include body work to the ambulance to close up the "walk-thru" cab and all other work to make a functional forestry unit.

FY 2016 – \$125,000 to refurbish Ladder 1 to take care of body corrosion, repair any necessary equipment and/or ongoing maintenance issues with the truck.

FY 2017 – \$75,000 to refurbish Engine 2 to take care of body corrosion, repair any necessary equipment and/or ongoing maintenance issues with the truck.

**Groton Fire Department
FY 2013 Budget Proposal
Justification for Additional Staffing**

Background:

The Fire Department is currently staffed with four full-time Firefighter EMTs plus a paid Per Diem shift. During the week, two Firefighter EMTs are on duty from 6AM to 6PM; the Shift Supervisor and Per Diem are on duty from 8AM to 4PM. On weekends, we have one Per Diem position from 8AM to 2PM. The remaining coverage is provided by Call Firefighters and EMTs.

It has been increasingly difficult to provide an adequate response on weekends. This issue has been ongoing for the last several years. We have attempted to solve the problem without increasing headcount with innovative solutions such as the "Call Incentive Plan" which rewarded Call members for weekend responses and by having one Per Diem EMT on duty for a portion of the weekend. Despite the steps we have taken, our weekend response remains inadequate.

The problems that we face on weekends due to lack of personnel include extended response times, numerous calls that we were unable to cover, and having to respond to fire calls with unsafe staffing levels. Specific examples include:

- Extended Response Times - Approximately 50% of the time on weekends it takes the ambulance more than ten minutes to arrive on scene. 15% of the time (24 times) it took longer than fifteen minutes to arrive on scene. There were two cardiac arrests where it took the ambulance 12 minutes to arrive on scene. Compare to weekdays when we are staffed, the ambulance was on scene within ten minutes 97% of the time. The 3% of the time it took longer than ten minutes was generally due to two calls going on at the same time.
- Mutual Aid – So far this year, we were unable to cover seven ambulance calls on weekends and required mutual aid to transport the patient. This means unacceptable delays to patient care. It takes several minutes once the tones go off to establish that Groton is unable to cover the call, then additional time to tone another department and travel time from another town. This can take twenty minutes or more for an ambulance to arrive on scene.

- Inadequate Fire Staffing Levels – Approximately 25% of the time on weekends, we are responding to fire calls with only one or two Firefighters. Our goal is a minimum of three; preferably four Firefighters. NFPA standards recommend a minimum response of four Firefighters. We are unable to do our job effectively and safely with one or two Firefighters. We had a reported structure fire this past year and had only three firefighters respond on the initial tone. Thankfully no civilians or Firefighters were injured, but this did delay firefighting operations and required a significant mutual aid response.

Proposal:

We would like to expand our paid coverage to include two Firefighter EMTs on weekends from 6AM to 6PM. This will help address the three significant issues outlined above. We respectfully request the following additions:

1 Full time Firefighter EMT	\$46,000
Additional pay for new shift schedule (4 Firefighters will increase from 40 hour work week to 42 hours)	\$10,000
Total additional cost	\$56,000

Our plan is to fund the additional person with ambulance receipts rather than tax dollars. Please review the attached spreadsheets which show how the ambulance receipts are allocated on both an annual basis and a ten year projection.

The addition of one person will have a tremendous positive impact on our service to the town by allowing us to provide coverage seven days per week.

Thank you for considering this request.

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
FIRE DEPARTMENT								
1310	Salaries	\$ 115,636	\$ 97,763	\$ 101,400	\$ 101,650	\$ 101,650	0.25%	\$ 22.36
1311	Wages	\$ 470,890	\$ 513,057	\$ 492,334	\$ 548,291	\$ 548,291	11.37%	\$ 120.61
1312	Expenses	\$ 148,375	\$ 138,850	\$ 122,800	\$ 128,511	\$ 117,805	-4.07%	\$ 25.91
<hr/>								
DEPARTMENTAL TOTAL		\$ 734,901	\$ 749,670	\$ 716,534	\$ 778,452	\$ 767,746	7.15%	\$ 168.88

Fire Department
220

<u>LINE ITEM</u>	<u>FY 2012 APPROPRIATION</u>	<u>FY 2013 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2013 TOWN MANAGER APPROVED</u>	<u>FY 2013 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone	\$ -	\$ -	\$ -	0.00%		\$ -		0.00%
Postage	\$ 100.00	\$ 100.00	\$ -	0.00%		\$ 100.00		0.00%
Office Supplies	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 500.00		-75.00%
Dues & Memberships	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%		\$ 1,500.00		0.00%
Travel/Conferences			\$ -	0.00%				
Equipment Maintenance	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		0.00%
Wager Sprinklers			\$ -	0.00%				
Software/Service Maintenance	\$ 694.00	\$ 6,405.00	\$ 5,711.00	822.91%		\$ 6,405.00		822.91%
Training	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%		\$ 5,000.00		0.00%
Heating Costs			\$ -	0.00%				
Electricity	\$ 6,000.00	\$ 6,000.00	\$ -	0.00%		\$ 6,000.00		0.00%
Vehicle Costs	\$ 16,500.00	\$ 16,500.00	\$ -	0.00%		\$ 16,500.00		0.00%
Other Expenses	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%		\$ 5,000.00		0.00%
Repair & Maintenance of Vehicles	\$ 25,000.00	\$ 25,000.00	\$ -	0.00%		\$ 25,000.00		0.00%
Medical Supplies	\$ 15,000.00	\$ 15,000.00	\$ -	0.00%		\$ 15,000.00		0.00%
Uniforms & Gear	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%		\$ 4,000.00		0.00%
Books & Periodicals	\$ 800.00	\$ 800.00	\$ -	0.00%		\$ 800.00		0.00%
Parts/Equipment	\$ 10,000.00	\$ 10,000.00	\$ -	0.00%		\$ 10,000.00		0.00%
Building Maintenance	\$ 9,206.00	\$ 9,206.00	\$ -	0.00%		\$ -		-100.00%
Minor Capital	<u>\$ 20,000.00</u>	<u>\$ 20,000.00</u>	<u>\$ -</u>	<u>0.00%</u>		<u>\$ 20,000.00</u>		<u>0.00%</u>
TOTAL FUNDS REQUESTED	\$ 122,800.00	\$ 128,511.00	\$ 5,711.00	4.65%		\$ 117,805.00	\$ -	-4.07%

Department Fire Department
 Org # 220
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-11	Step Increase				Other		Projected Salary
									Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2013
Salaries															
Bosselait	Joseph		Fire Chief				40	\$ 101,400.00						\$ 250	\$ 101,650.00
TOTAL SALARIES									\$ 101,400.00						\$ 101,650.00
1	2	3	4	6	7	8	9	10	11	12	13	14	\$ 15	\$ 16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-11	Step Increase				Other		Projected Salary
									Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2013
Wages															
Aiello	Diane	THL	Office Assistant	6	7	\$23.77	40	\$ 49,631.76							\$ 49,631.76
Crocker	Jim		Firefighter/Emt	9	4	\$24.13	40	\$ 50,383.44							\$ 50,383.44
Daly	Susan		Fire/EMS Manager	10	6	\$29.41	40	\$ 61,408.08							\$ 61,408.08
McBrearty	Paul		Firefighter/Emt	9	4	\$24.13	40	\$ 50,383.44							\$ 50,383.44
Shute	Tyler		Firefighter/Emt	9	5	\$24.87	40	\$ 51,928.56							\$ 51,928.56
New Employee			Firefighter/Emt	9	1	\$22.01	40	\$ 45,956.88							\$ 45,956.88
Jefferson	Clarence		Deputy Chief			\$23.40	15	\$ 18,322.20							\$ 18,322.20
Overtime for Shift Coverage								\$ 10,000.00							\$ 10,000.00
															\$ -
Call Firefighters								\$ 138,782.00							\$ 138,782.00
Call EMT's								71,495.00							\$ 71,495.00
															\$ -
TOTAL SALARIES									\$ 548,291.36						\$ 548,291.36

**Groton Fire Department
Ambulance Receipts
Annual Look FY 2013**

	<u>Monthly</u>	<u>Annual</u>	
Receipts	18,500	222,000	
Capital:			
Ambulance 1	300,000	10	30,000
Ambulance 2	300,000	10	30,000
Service Truck	40,000	8	5,000
Rescue Truck	400,000	20	20,000
Rescue Boat	20,000	10	2,000
AEDs and Diagnostic Equipment	15,000	5	3,000
Total Amount Needed to Fund Capital Purchases			90,000
Wages funded by Ambulance Receipts:			
Per Diem	21.00	2,088	43,848
Full Time Firefighter (formerly funded by SAFER grant)	24.13	2,088	50,383
Proposed New Firefighter for Weekend Coverage	22.01	2,088	45,957
Total Amount Needed to Fund Wages			140,188
Total Annual Amount Needed for Capital and Wages			230,188
Net Annual Receipts*			(8,188)

Note: The balance in the ambulance receipt account going into FY 2013 is estimated to be approximately \$600,000.

**Groton Fire Department
Ambulance Receipt Account
10 Year Plan**

	Fiscal Years --- >										
	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Revenue(net of costs/refunds)											
Balance forward each 7/1	\$482,626	\$612,799	\$521,799	\$586,799	\$386,799	\$431,799	\$496,799	\$561,799	\$626,799	\$651,799	\$316,799
July -Oct 2011 Actual	\$92,173										
Nov 11-Jun 12 @18.5K/mo	\$148,000										
FY 13 @18.5K/mo		\$222,000									
FY 14-17 @ 19K/mo			\$228,000	\$228,000	\$228,000	\$228,000	\$228,000	\$228,000	\$228,000	\$228,000	\$228,000
Operational Expenses											
Ops Encumb for next fiscal yr	(\$110,000)	(\$160,000)	(\$160,000)	(\$160,000)	(\$160,000)	(\$160,000)	(\$160,000)	(\$160,000)	(\$160,000)	(\$160,000)	(\$160,000)
Capital Expenses											
Land Acquisition or Engineering Fees		(\$150,000)									
Ambulance 1 Replacement (10 years)											(\$300,000)
Ambulance 2 Replacement (10 years)				(\$265,000)							
Service Truck Replacement (8 years)								(\$40,000)			
Rescue Truck Replacement (20 years)										(\$400,000)	
Rescue Boat Replacement (10 years)					(\$20,000)						
AEDs and Diagnostic Equipment (Ongoing)		(\$3,000)	(\$3,000)	(\$3,000)	(\$3,000)	(\$3,000)	(\$3,000)	(\$3,000)	(\$3,000)	(\$3,000)	(\$3,000)
	\$612,799	\$521,799	\$586,799	\$386,799	\$431,799	\$496,799	\$561,799	\$626,799	\$651,799	\$316,799	\$81,799

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
GROTON WATER FIRE PROTECTION								
1320	West Groton Water District	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	0.00%	\$ 0.16
1321	Groton Water Department	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	0.00%	\$ 0.55
<hr/>								
	DEPARTMENTAL TOTAL	\$ 3,250	\$ 3,250	\$ 3,250	\$ 3,250	\$ 3,250	0.00%	\$ 0.71

GROTON WATER FIRE PROTECTION
221

<u>LINE ITEM</u>	<u>FY 2012 APPROPRIATION</u>	<u>FY 2013 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2013 TOWN MANAGER APPROVED</u>	<u>FY 2013 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Hydrant Charges - West Groton	\$ 750.00	\$ 750.00	\$ -	0.00%		\$ 750.00		0.00%
Hydrant Charges - Groton	\$ 2,500.00	\$ 2,500.00	\$ -	0.00%		\$ 2,500.00		0.00%
TOTAL FUNDS REQUESTED	\$ 3,250.00	\$ 3,250.00	\$ -	0.00%		\$ 3,250.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
ANIMAL INSPECTOR								
1330	Salary	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	0.00%	\$ 0.46
1331	Expenses	\$ -	\$ -	\$ 400	\$ 400	\$ 400	0.00%	\$ 0.09
<hr/>								
DEPARTMENTAL TOTAL		\$ 2,082	\$ 2,082	\$ 2,482	\$ 2,482	\$ 2,482	0.00%	\$ 0.55

ANIMAL INSPECTOR
248

<u>LINE ITEM</u>	<u>FY 2012 APPROPRIATION</u>	<u>FY 2013 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2013 TOWN MANAGER APPROVED</u>	<u>FY 2013 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 400.00	\$ 400.00	\$ -	0.00%		\$ 400.00		0.00%
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other:								
Other:								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 400.00	\$ 400.00	\$ -	0.00%		\$ 400.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
ANIMAL CONTROL OFFICER								
1340	Salary	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	0.00%	\$ 0.46
1341	Expenses	\$ -	\$ -	\$ 400	\$ 400	\$ 400	0.00%	\$ 0.09
<hr/>								
DEPARTMENTAL TOTAL		\$ 2,082	\$ 2,082	\$ 2,482	\$ 2,482	\$ 2,482	0.00%	\$ 0.55

ANIMAL CONTROL OFFICER
248

<u>LINE ITEM</u>	<u>FY 2012 APPROPRIATION</u>	<u>FY 2013 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2013 TOWN MANAGER APPROVED</u>	<u>FY 2013 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 400.00	\$ 400.00	\$ -	0.00%		\$ 400.00		0.00%
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other:								
Other:								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 400.00	\$ 400.00	\$ -	0.00%		\$ 400.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
EMERGENCY MANAGEMENT AGENCY								
1350	Salary	\$ 464	\$ -	\$ -	\$ -	-	0.00%	\$ -
1351	Expenses	\$ 6,233	\$ 4,500	\$ 4,500	\$ 6,000	4,500	0.00%	\$ 0.99
1352	Minor Capital	\$ -	\$ -	\$ -	\$ 12,000	-	0.00%	\$ -
<hr/>								
DEPARTMENTAL TOTAL		\$ 6,697	\$ 4,500	\$ 4,500	\$ 18,000	4,500	0.00%	\$ 0.99

EMERGENCY MANAGEMENT AGENCY
291

<u>LINE ITEM</u>	<u>FY 2012 APPROPRIATION</u>	<u>FY 2013 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2013 TOWN MANAGER APPROVED</u>	<u>FY 2013 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone	\$ -	\$ -		0.00%		\$ -		0.00%
Postage								
Office Supplies	\$ 250.00	\$ 250.00		0.00%		\$ 250.00		0.00%
Dues & Memberships	\$ 600.00	\$ 600.00		0.00%		\$ 600.00		0.00%
Travel and Conferences	\$ 500.00	\$ 500.00		0.00%		\$ 500.00		0.00%
Equipment Maintenance	\$ 1,900.00	\$ 1,900.00		0.00%		\$ 1,900.00		0.00%
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Training	\$ 1,250.00	\$ 1,250.00		0.00%		\$ 1,250.00		0.00%
Other: Fire Arms	\$ -			0.00%				0.00%
Other: Equipment		\$ 1,500.00				\$ -		
Other:								
TOTAL FUNDS REQUESTED	\$ 4,500.00	\$ 6,000.00	\$ -	33.33%		\$ 4,500.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
DOG OFFICER								
1360	Salary	\$ 13,973	\$ 13,973	\$ 13,973	\$ 13,973	\$ 13,973	0.00%	\$ 3.07
1361	Expenses	\$ 5,360	\$ 4,273	\$ 4,800	\$ 4,800	\$ 4,800	0.00%	\$ 1.06
<hr/>								
DEPARTMENTAL TOTAL		\$ 19,333	\$ 18,246	\$ 18,773	\$ 18,773	\$ 18,773	0.00%	\$ 4.13

DOG OFFICER
292

<u>LINE ITEM</u>	<u>FY 2012 APPROPRIATION</u>	<u>FY 2013 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2013 TOWN MANAGER APPROVED</u>	<u>FY 2013 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone	\$ -		\$ -					0.00%
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		0.00%
Electricity	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Vehicle Costs	\$ 1,800.00	\$ 1,800.00	\$ -	0.00%		\$ 1,800.00		0.00%
Other: Care of Dogs	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Other: Seminars								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 4,800.00	\$ 4,800.00	\$ -	0.00%		\$ 4,800.00	\$ -	0.00%

Department Dog Officer
 Org # 292
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-11	Date	Step Increase Annual	Wks	To Year End	Date	Other Annual	Projected Salary Fiscal 2013
Salary															
Hogan	Susan		Dog Officer					\$ 13,973.00							\$ 13,973.00
TOTAL SALARIES								\$ 13,973.00							\$ 13,973.00



Donald L. Palma, Jr.
Chief of Police

GROTON POLICE DEPARTMENT

99 Pleasant Street
Groton, Massachusetts 01450



Telephone: (978) 448-5555
Fax: (978) 448-5603

Mr. Mark Haddad
Town of Groton Town Manager
173 Main Street
Groton, Massachusetts 01450

Dear Mr. Haddad:

Enclosed please find the Police & Fire Communications Budget for FY2013. As shown on the budget the department is requesting a new full time communications officer. This request would expand the Police & fire Communications dispatchers from four full-time to five full-time officers.

In the past two years budget extra monies were added to place two dispatchers on duty at the same time during some of the busiest times of the day. This has been a great benefit to the other dispatchers, officers and general public. This has helped to alleviate some of the stress for one dispatcher who works alone at the busiest times of the day.

With the new EMD (Emergency Medical Dispatch) mandate by the state. All dispatchers, and officers who will answer the 911 phone must be 911 and EMD certified. Current employees need to be certified by June 30, 2012 and all new hires are required to successfully complete two days of 911 equipment and basic telecommunicator training offered by the State 911 Department and a minimum of forty hours of State 911 Department-approved basic telecommunicator training.

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It will be increasingly difficult to dispatch units and also give medical direction to the caller requesting it with one dispatcher on duty. By increasing the hours of the second dispatcher to full time status we will be able to put a second dispatcher on for more shifts.

Aside from emergencies, day to day call volume and walk in traffic has increased. From January 1, 2010 to November 22, 2011 the Communications Center has logged approximately 31,257 incidents into the in-house computer. The Communications Center has received 20 percent more calls today than it did one year ago. This does not include handling additional calls for reports, scheduling, directions and general phone calls.

The additional full time dispatcher would put a second dispatcher on duty during high call volume hours. Additionally, with EMS and fire duty personnel doing daily activities, police officers on patrol or handling calls, one dispatcher can find themselves overwhelmed, and frequently not have time for lunch, much less breaks. At some times during the dispatchers shift there are four to five Police Officers, three to four EMT / firefighters, one to three Dunstable Police Officers working and only one dispatcher on duty to handle all of their requests. A savings of overtime could be realized with scheduling and not filling first out sick. Vacations could also be filled at less overtime and an opportunity to increase training within existing funds could also be realized.

If you need any further information, please do not hesitate to contact me.

Sincerely,

April Moulton,
Dispatch Supervisor

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
POLICE & FIRE COMMUNICATIONS								
1370	Wages	\$ 226,421	\$ 215,545	\$ 310,000	\$ 310,000	\$ 310,000	0.00%	\$ 68.19
1371	Expenses	\$ 20,455	\$ 12,367	\$ 15,000	\$ 15,000	\$ 11,400	-24.00%	\$ 2.51
1372	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
DEPARTMENTAL TOTAL		\$ 246,876	\$ 227,912	\$ 325,000	\$ 325,000	\$ 321,400	-1.11%	\$ 70.70

POLICE & FIRE COMMUNICATIONS
235

<u>LINE ITEM</u>	<u>FY 2012 APPROPRIATION</u>	<u>FY 2013 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2013 TOWN MANAGER APPROVED</u>	<u>FY 2013 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone	\$ -		\$ -	0.00%		\$ -		
Postage								
Office Supplies	\$ 3,200.00	\$ 3,600.00	\$ 400.00	12.50%		\$ -		-100.00%
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance	\$ 2,075.00	\$ 2,100.00	\$ 25.00	1.20%		\$ 2,100.00		1.20%
Printing								
Software/Service Maintenance	\$ 3,000.00	\$ 3,200.00	\$ 200.00	6.67%		\$ 3,200.00		6.67%
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Equipment Repairs/Purchase	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%		\$ 4,000.00		0.00%
Other: Uniforms	\$ 1,925.00	\$ 2,100.00	\$ 175.00	9.09%		\$ 2,100.00		9.09%
Other: Radio Loops	\$ 800.00	\$ -	\$ (800.00)	-100.00%		\$ -		-100.00%
Other:				0.00%				
TOTAL FUNDS REQUESTED	\$ 15,000.00	\$ 15,000.00	\$ -	0.00%		\$ 11,400.00	\$ -	-24.00%

Department Police & Fire Communications
 Org # 235
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17	18
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Extra Hours	Annual Salary 1-Jul-11	Step Increase				Other		Projected Salary
										Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2013
Wages																
Bushnoe	Edward	Communications	Comm. Officer	1	6	\$22.73	24	12.1	\$ 28,476.14						\$ 11,803.02	\$ 40,279.16
Gibson	Warren	Communications	Comm. Officer	1	6	\$22.73	40	12.1	\$ 47,460.24						\$ 14,370.29	\$ 61,830.53
Moulton	April	Communications	Comm. Officer	2	6	\$27.70	40	15.85	\$ 57,837.60						\$ 1,391.65	\$ 59,229.25
Power	Sarah	Communications	Comm. Officer	1	6	\$22.73	40	12.1	\$ 47,460.24						\$ 14,370.29	\$ 61,830.53
Touchette	Darlene	Communications	Comm. Officer	1	6	\$22.73	40	12.1	\$ 47,460.24						\$ 14,370.29	\$ 61,830.53
Relief Dispatchers		Communications	Comm. Officer			\$16.39	28		\$ 25,000.00							\$ 25,000.00
New Full Time	New	Communications	Comm. Officer	1	1	\$19.71	40		\$ -							\$ -
TOTAL WAGES										\$ 253,694.46				\$ 56,305.54		\$ 310,000.00

1391.65

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL								
1400	Operating Expenses	\$ 462,221	\$ 536,044	\$ 460,799	\$ 472,319	\$ 472,319	2.50%	\$ 103.89
DEPARTMENTAL TOTAL		\$ 462,221	\$ 536,044	\$ 460,799	\$ 472,319	\$ 472,319	2.50%	\$ 103.89
GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT								
1410	Operating Expenses	\$ 14,323,203	\$ 16,273,610	\$ 14,631,670	\$ 14,997,462	\$ 14,997,462	2.50%	\$ 3,298.92
1411	Debt Service, Excluded	\$ 1,605,842	\$ -	\$ 1,122,626	\$ 1,237,704	\$ 1,237,704	10.25%	\$ 272.25
1412	Debt Service, Unexcluded	\$ 9,781	\$ -	\$ 4,571	\$ 4,571	\$ 4,571	0.00%	\$ 1.01
1413	Out of District Placement	\$ 16,500	\$ -	\$ 1	\$ 1	\$ 1	0.00%	\$ -
DEPARTMENTAL TOTAL		\$ 15,955,326	\$ 16,273,610	\$ 15,758,868	\$ 16,239,738	\$ 16,239,738	3.05%	\$ 3,572.18
TOTAL SCHOOLS		\$ 16,417,547	\$ 16,809,654	\$ 16,219,667	\$ 16,712,057	\$ 16,712,057	3.04%	\$ 3,676.07



Mark Haddad
Town Manager
Re Budget for FY13

Dear Mark

I am pleased to submit to you my operating budgets for the FY13 operating year. I will present to you a quick picture of my operations followed by a quick budget explanation for each department. I am pleased by the operations of all departments under my control. All the budgets right now are on a great track for expenses for the year to date.

General Highway Department budget is on track for expenses for the year. The Road Maintenance as well as the other lines in the budget is also on track and the majority of our road work money continues to come from the state through the CH-90 program. I am not anticipating any increases right now in this area and the budget reflects that. I have asked for a modification in the wage line, by adding another summer helper as well as another Full Time employee in our Highway division. This will increase our productivity in the department to begin to get back to moving forward with projects. I am also asking to follow through with the capital request for \$135,000 for the scheduled replacement of our dump truck as well as a new pickup truck. We will be trading in a pickup truck towards the new one but I would like to retain the older dump truck which would be used as a spare until its failure and not be rebuilt.

The Transfer Station budget is also on line and no unanticipated large expenditures, planned or unanticipated are foreseen. Tipping fees are on track so I expect to be within our budget at the end of the year. As for projected income from recycling, we are \$25,000 in revenue higher than last year's number which is about 30%. For projecting out I would estimate that if we stay on track we are looking at about \$350,000.00. The regional recycling Facility has begun to bring in revenue and with only Dunstable shipping Material at this time we have increased or revenue by 6500 so far this year after we deduct our operating expenses of labor and material. Once we start to receive more material our numbers will go up accordingly. I was hoping to be at full operation now but we were held up with DEP requirements from the grant.

The Municipal Building budget is becoming more understood and we are adjusting our various lines accordingly within our budget. All our buildings are in good condition and great shape coming into the expensive heating season. I feel we have a good balance right now with our budget for normal operating expenses but also enough for emergencies or unexpected needs. With that I am requesting that the budget remain the same as it was last year. Minor capital items are noted in the plan with the priorities indicated.

The Snow and Ice budget has again been a moving target when it comes to actual spent and the way we started in October is not going to help us. We will be cleaning brush from this storm until spring, but hopefully Federal aid will be available to help with the cleanup costs. Starting the season with 75% of our capacity in our Salt Shed is a great starting point for a winter season.

The Tree as well as Animal Control are level funded. The Tree budget is in good shape because of the ability to draw from some federal funds still left from the ice storm of 09, and the Animal Control is minimal for minor expenses.

BRIEF SUMMARY

Transfer Station

Level funding in general expenses. The wage line shows decrease because of hiring new employee at lower level than last year. Minor capital items are listed in budget. Capital item of Bobcat is a scheduled replacement.

Highway Department

Level funding for general expenses. In the wage line there is an increase for general wages due to steps, summer help and the new employee and extra admin help. Capital items of pickup truck and Dump Truck are scheduled replacement.

Building Maintenance

Level funding except for general expenses and minor increase in wages.

Snow and Ice

No increase requested.

Animal Control

There is no need for an increase in this budget. This money is for incidental supplies.

Respectfully submitted

R Thomas Delaney Jr

DPW Director

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
HIGHWAY DEPARTMENT								
1500	Salaries	\$ 80,000	\$ 82,017	\$ 82,017	\$ 84,520	\$ 84,520	3.05%	\$ 18.59
1501	Wages	\$ 556,516	\$ 577,807	\$ 600,343	\$ 615,111	\$ 615,111	2.46%	\$ 135.30
1502	Expenses	\$ 137,873	\$ 138,080	\$ 142,300	\$ 142,300	\$ 140,300	-1.41%	\$ 30.86
1503	Highway Maintenance	\$ 81,501	\$ 87,796	\$ 89,000	\$ 89,000	\$ 89,000	0.00%	\$ 19.58
1504	Minor Capital	\$ -	\$ -	\$ -	\$ 36,000	\$ -	0.00%	\$ -
<hr/>								
DEPARTMENTAL TOTAL		\$ 855,890	\$ 885,700	\$ 913,660	\$ 966,931	\$ 928,931	1.67%	\$ 204.33

HIGHWAY SURVEYOR
420

<u>LINE ITEM</u>	FY 2013				<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	FY 2013		<u>PERCENT CHANGE</u>
	<u>FY 2012 APPROPRIATION</u>	<u>DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>				<u>TOWN MANAGER APPROVED</u>	<u>FINCOM APPROVED</u>	
Telephone									
Postage									
Office Supplies	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%			\$ -		-100.00%
Dues & Memberships	\$ 200.00	\$ 200.00	\$ -	0.00%			\$ 200.00		0.00%
Travel/Conferences									
Equipment Maintenance	\$ 34,100.00	\$ 34,100.00	\$ -	0.00%			\$ 34,100.00		0.00%
Printing/Printed Forms									
Software/education	\$ 3,500.00	\$ 3,500.00	\$ -	0.00%			\$ 3,500.00		0.00%
Space Rental									
Heating Costs	\$ 11,000.00	\$ 11,000.00	\$ -	0.00%			\$ 11,000.00		0.00%
Electricity	\$ 8,000.00	\$ 8,000.00	\$ -	0.00%			\$ 8,000.00		0.00%
Vehicle Costs/gas diesel	\$ 32,500.00	\$ 32,500.00	\$ -	0.00%			\$ 32,500.00		0.00%
Employee and Union	\$ 15,000.00	\$ 15,000.00	\$ -	0.00%			\$ 15,000.00		0.00%
Consulting and Engineering	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%			\$ 5,000.00		0.00%
Misc Minor Equipment	\$ 13,000.00	\$ 13,000.00	\$ -	0.00%			\$ 13,000.00		0.00%
Building Upgrades	\$ 13,000.00	\$ 13,000.00	\$ -	0.00%			\$ 13,000.00		0.00%
Dam Inspections	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%			\$ 5,000.00		0.00%
TOTAL FUNDS REQUESTED	\$ 142,300.00	\$ 142,300.00	\$ -	0.00%			\$ 140,300.00	\$ -	-1.41%

Department Highway Department
 Org # 420
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17	18
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Extra Hours	Annual Salary 1-Jul-11	Step Increase				Other		Projected Salary
										Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2013
Delaney	Robert		DPW Director	17	6		40		\$ 83,520.00						\$ 1,000.00	\$ 84,520.00
TOTAL SALARIES									\$ 83,520.00							\$ 84,520.00

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17	18
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Extra Hours	Annual Salary 1-Jul-11	Step Increase				Other		Projected Salary
										Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2013
Wages																
Conley	Troy	Highway	Heavy Equip Op	4	10	\$26.93	40	1.925	\$ 56,229.84						\$ 1,000.00	\$ 57,229.84
Emslie	James	Highway	Truck Driver	2	6	\$20.85	40		\$ 43,534.80							\$ 43,534.80
Hall	Robert	Highway	Heavy Equip Op	4	10	\$26.93	40	0.201	\$ 56,229.84						\$ 500.00	\$ 56,729.84
May	Donald	Highway	Foreman	8	10	\$30.20	40	0.714	\$ 63,057.60						\$ 1,000.00	\$ 64,057.60
Fuller	Kevin	Highway	Equip Operator	4	2	\$21.25	16		\$ 17,748.00							\$ 17,748.00
Moore	Michael	Highway	Heavy Equip Op	7	2	\$23.46	40		\$ 48,984.48						\$ 500.00	\$ 49,484.48
Roy	David	Highway	Heavy Equip Op	4	9	\$26.14	40	0.21	\$ 54,580.32						\$ 500.00	\$ 55,080.32
Senecal	John	Highway	Mechanic	7	7	\$27.10	40	0.2	\$ 56,584.80						\$ 250.00	\$ 56,834.80
Tuttle	Wayne	Highway	Equip Operator	3	5	\$22.78	40		\$ 47,564.64							\$ 47,564.64
Shea	Quintin	Highway	Laborer	1	5	\$21.47	40		\$ 44,829.36							\$ 44,829.36
Edwards	Steve	Highway	Mechanic	7	4	\$24.80	40		\$ 51,782.40							\$ 51,782.40
Zimmer	Benjamin	Highway	Equip Operator	3	6	\$23.46	40		\$ 48,984.48						\$ 250.00	\$ 49,234.48
New Position		Highway	Truck Driver	2	1	\$16.22	0		\$ -							\$ -
Iannacone	April	Town Hall	Administrative Help	4	6	\$19.03	0		\$ -							\$ -
Summer help						\$10.00	40		\$ 8,000.00							\$ 8,000.00
Summer help						\$10.00	40		\$ 8,000.00							\$ 8,000.00
NON SNOW AND ICE OT									\$ 5,000.00							\$ 5,000.00

TOTAL SALARIES \$ 611,110.56 \$ 4,000.00 \$ 615,110.56

Minor Capital

Sign Board	\$10,000.00
(Cost shared with Police Dept)	
Sand Body	\$17,000.00
Plow	\$9,000.00
<u>Total:</u>	\$36,000.00

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
SNOW AND ICE								
1520	Expenses	\$ 273,589	\$ 275,665	\$ 165,000	\$ 165,000	\$ 165,000	0.00%	\$ 36.29
1521	Overtime	\$ 113,336	\$ 126,111	\$ 140,000	\$ 140,000	\$ 140,000	0.00%	\$ 30.80
1522	Hired Equipment	\$ 41,597	\$ 82,823	\$ 35,000	\$ 35,000	\$ 35,000	0.00%	\$ 7.70
<hr/>								
DEPARTMENTAL TOTAL		\$ 428,522	\$ 484,599	\$ 340,000	\$ 340,000	\$ 340,000	0.00%	\$ 74.79

SNOW AND ICE
423

<u>LINE ITEM</u>	<u>FY 2012 APPROPRIATION</u>	<u>FY 2013 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2013 TOWN MANAGER APPROVED</u>	<u>FY 2013 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance	\$ 10,000.00	\$ 10,000.00	\$ -	0.00%		\$ 10,000.00		0.00%
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs	\$ 8,000.00	\$ 8,000.00	\$ -	0.00%		\$ 8,000.00		0.00%
Electricity								
Vehicle Costs	\$ 12,000.00	\$ 12,000.00	\$ -	0.00%		\$ 12,000.00		0.00%
Salt	\$ 110,000.00	\$ 110,000.00	\$ -	0.00%		\$ 110,000.00		0.00%
Sand	\$ 25,000.00	\$ 25,000.00	\$ -	0.00%		\$ 25,000.00		0.00%
TOTAL FUNDS REQUESTED	\$ 165,000.00	\$ 165,000.00	\$ -	0.00%		\$ 165,000.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
TREE WARDEN BUDGET								
1530	Salary	\$ 1,443	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1531	Expenses	\$ 2,725	\$ 2,725	\$ 3,000	\$ 3,000	\$ 3,000	0.00%	\$ 0.66
1532	Trees	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.33
1533	Tree Work	\$ -	\$ 11,603	\$ 15,000	\$ 15,000	\$ 15,000	0.00%	\$ 3.30
<hr/>								
DEPARTMENTAL TOTAL		\$ 4,168	\$ 14,328	\$ 19,500	\$ 19,500	\$ 19,500	0.00%	\$ 4.29

TREE WARDEN
492

<u>LINE ITEM</u>	<u>FY 2012 APPROPRIATION</u>	<u>FY 2013 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2013 TOWN MANAGER APPROVED</u>	<u>FY 2013 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel/Conferences								
Equipment Maintenance	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		0.00%
Printing/Printed Forms								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Uniform Cleaning								
Trash Bags								
New Trees	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%		\$ 1,000.00		0.00%
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%		\$ 3,000.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
MUNICIPAL BUILDING AND PROPERTY MAINTENANCE								
1540	Wages	\$ 65,016	\$ 69,007	\$ 73,907	\$ 70,556	\$ 70,556	-4.53%	\$ 15.52
1541	Expenses	\$ 175,243	\$ 170,853	\$ 183,350	\$ 183,350	\$ 231,350	26.18%	\$ 50.89
1542	Minor Capital	\$ 11,054	\$ 43,370	\$ 30,000	\$ 52,000	\$ 30,000	0.00%	\$ 6.60
<hr/>								
DEPARTMENTAL TOTAL		\$ 251,313	\$ 283,230	\$ 287,257	\$ 305,906	\$ 331,906	15.54%	\$ 73.01

MUNICIPAL BUILDING AND PROPERTY MAINTENANCE

192

<u>LINE ITEM</u>	<u>FY 2012 APPROPRIATION</u>	<u>FY 2013 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2013 TOWN MANAGER APPROVED</u>	<u>FY 2013 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Town Hall	\$ 76,200.00	\$ 70,175.00	\$ (6,025.00)	-7.91%		\$ 70,175.00		-7.91%
Public Safety Building	\$ -	\$ -	\$ -	0.00%		\$ 48,000.00		0.00%
Legion Hall	\$ 14,050.00	\$ 10,250.00	\$ (3,800.00)	-27.05%		\$ 10,250.00		-27.05%
Misc Buildings Maint/Repair/Emerg.	\$ 6,900.00	\$ 20,000.00	\$ 13,100.00	189.86%		\$ 20,000.00		189.86%
Senior Center	\$ 25,550.00	\$ 22,400.00	\$ (3,150.00)	-12.33%		\$ 22,400.00		-12.33%
Police Station	\$ 14,000.00	\$ 18,175.00	\$ 4,175.00	29.82%		\$ 18,175.00		29.82%
Fire Department	\$ 30,300.00	\$ 26,000.00	\$ (4,300.00)	-14.19%		\$ 26,000.00		-14.19%
General	<u>\$ 16,350.00</u>	<u>\$ 16,350.00</u>	<u>\$ -</u>	<u>0.00%</u>		<u>\$ 16,350.00</u>		0.00%
TOTAL FUNDS REQUESTED	\$ 183,350.00	\$ 183,350.00	\$ -	0.00%		\$ 231,350.00	\$ -	26.18%

Department Municipal Building & Property Maintenance
 Org # 192
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17	18
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Extra Hours	Annual Salary 1-Jul-11	Step Increase				Other		Projected Salary
										Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2013
Wages																
Griffin	Thomas	THL	Custodian II	4	5	\$18.48	17		\$ 16,399.15							\$ 16,399.15
Sinclair	Alan	THL	Custodian I	3	2	\$15.97	17		\$ 14,171.78							\$ 14,171.78
Walsh	Tryna	THL	Custodian II	4	6	\$19.03	40		\$ 39,734.64						\$ 250	\$ 39,984.64

TOTAL SALARIES \$ 70,305.57 \$ 70,555.57

Municipal Buildings
Maintenance Department

FY 13 Budget	Town	Legion	Misc Bldgs	Senior	Police	Fire Dept	General	Total
	Hall	Hall		center	Station			
Fuel Oil		2,750				4,150		6,900
Gas	12,000			3,600	police	5,000		20,600
Electric	22,000	500		5,000	police			27,500
Water/Sewer	2,750	200		700	police			3,650
Fire Alarm	900	800		800	police			2,500
Sprinkler/Extinguishers	800	70		750	police	500		2,120
Elevator	4,000				4,000			8,000
Overhead Door					1,500	2,500		4,000
HVAC	5,600	2,000		3,000	7,500	3,000		21,100
Landscaping	1,000	200		100	500	500		2,300
Pest Control	625	530		550	700	700		3,105
Generator	1,000			1,000	1,500	3,000		6,500
Septic/grease				1,200		1,200		2,400
Emerg.lights		200		200	police	300	1,000	1,700
gas/mileage							2,000	2,000
Gen.Maint/Sup/Emerg	19,500	3,000	20,000	5,500	2,475	4,850	9,350	64,675
Roof Inspection						300	4,000	4,300
Total	70,175	10,250	20,000	22,400	18,175	26,000	16,350	183,350

Misc. Bldgs Includes

Squannacook Hall
Highway Garages
Country Club
Tarbell
Any Unexpected Emergency Repairs

Actual spent FY2011 177,450.00
Budgeted FY12 183,350.00

Senior Center**Town Hall**

Carpet	\$20,000.00
Refinish Stairs	\$6,000.00

Police Station

Paint Outside Trim	\$20,000.00
Carpet	\$1,000.00

Fire Stations

Overhead Door Maint	\$5,000.00
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Legion Hall

Total	\$52,000.00
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LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
SOLID WASTE DISPOSAL								
1550	Wages	\$ 77,567	\$ 82,144	\$ 82,772	\$ 81,264	\$ 81,264	-1.82%	\$ 17.88
1551	Expenses	\$ 54,683	\$ 46,596	\$ 54,486	\$ 54,486	\$ 54,486	0.00%	\$ 11.99
1552	Tipping Fees	\$ 126,282	\$ 124,576	\$ 135,000	\$ 135,000	\$ 135,000	0.00%	\$ 29.69
1553	North Central SW Coop	\$ 6,850	\$ 5,850	\$ 6,850	\$ 6,850	\$ 5,850	-14.60%	\$ 1.29
1542	Minor Capital	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	0.00%	\$ 2.19
<hr/>								
DEPARTMENTAL TOTAL		\$ 265,382	\$ 259,166	\$ 279,108	\$ 287,600	\$ 286,600	2.68%	\$ 63.04

SOLID WASTE DISPOSAL
430

<u>LINE ITEM</u>	<u>FY 2012 APPROPRIATION</u>	<u>FY 2013 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2013 TOWN MANAGER APPROVED</u>	<u>FY 2013 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone	\$ -							
Postage								
Office Supplies								
Dues & Memberships								
Travel/Conferences								
Equipment Maintenance	\$ 7,700.00	\$ 7,700.00	\$ -	0.00%		\$ 7,700.00		0.00%
Printing/Printed Forms	\$ 600.00	\$ 600.00	\$ -	0.00%		\$ 600.00		0.00%
Software/Service Maintenance								
Space Rental								
Heating Costs	\$ 3,100.00	\$ 3,100.00	\$ -	0.00%		\$ 3,100.00		0.00%
Electricity	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		0.00%
Vehicle Costs	\$ 12,000.00	\$ 12,000.00	\$ -	0.00%		\$ 12,000.00		0.00%
Uniform Cleaning	\$ 400.00	\$ 400.00	\$ -	0.00%		\$ 400.00		0.00%
Trash Bags	\$ 20,000.00	\$ 20,000.00	\$ -	0.00%		\$ 20,000.00		0.00%
Paint Disposal	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%		\$ 5,000.00		0.00%
Hazardous Waste Regional	\$ 3,686.00	\$ 3,686.00	\$ -	0.00%		\$ 3,686.00		0.00%
Other:								
TOTAL FUNDS REQUESTED	\$ 54,486.00	\$ 54,486.00	\$ -	0.00%		\$ 54,486.00	\$ -	0.00%

Department Solid Waste Disposal
 Org # 430
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17	18
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Extra Hours	Annual Salary 1-Jul-11	Step Increase				Other		Projected Salary
										Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2013
Wages																
Burchette	Keith	Highway	Foreman	8	5	\$26.05	40		\$ 54,392.40						\$ 250.00	\$ 54,642.40
Fuller	Kevin	Highway	Heavy Equip Op	4	2	\$21.25	24		\$ 26,622.00							\$ 26,622.00

TOTAL SALARIES \$ 81,014.40 \$ 250.00 \$ 81,264.40

Minor Capital

Recycling Shed Roof Replacement	\$10,000.00
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<u>Total:</u>	\$10,000.00
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LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
STREET LIGHTS								
1510	Expenses	\$ 17,776	\$ 17,800	\$ 24,000	\$ 24,000	\$ 24,000	0.00%	\$ 5.28
DEPARTMENTAL TOTAL		\$ 17,776	\$ 17,800	\$ 24,000	\$ 24,000	\$ 24,000	0.00%	\$ 5.28

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
PARKS DEPARTMENT								
1560	Wages	\$ 1,209	\$ 1,302	\$ 2,500	\$ 2,500	\$ 2,500	0.00%	\$ 0.55
1561	Expenses	\$ 34,587	\$ 31,694	\$ 34,485	\$ 36,175	\$ 36,175	4.90%	\$ 7.96
<hr/>								
	DEPARTMENTAL TOTAL	\$ 35,796	\$ 32,996	\$ 36,985	\$ 38,675	\$ 38,675	4.57%	\$ 8.51

PARKS DEPARTMENT
650

<u>LINE ITEM</u>	FY 2013					FY 2013		FY 2013	
	<u>FY 2012</u>	<u>DEPARTMENT</u>		<u>PERCENT</u>	<u>REASON FOR CHANGE:</u>	<u>TOWN MANAGER</u>	<u>FINCOM</u>	<u>PERCENT</u>	
	<u>APPROPRIATION</u>	<u>REQUEST</u>	<u>DIFFERENCE</u>	<u>CHANGE</u>		<u>APPROVED</u>	<u>APPROVED</u>	<u>CHANGE</u>	
Electricity	\$ 2,600.00	\$ 4,000.00	\$ 1,400.00	53.85%	New Field,Parking Lot,Sprinkler and Basketball Court Lighting	\$ 4,000.00		53.85%	
Equipment Repairs	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		0.00%	
Fencing	\$ 2,500.00	\$ 2,500.00	\$ -	0.00%		\$ 2,500.00		0.00%	
Fertilization	\$ 7,110.00	\$ 7,100.00	\$ (10.00)	-0.14%		\$ 7,100.00		-0.14%	
Field Materials	\$ 4,500.00	\$ 4,500.00	\$ -	0.00%		\$ 4,500.00		0.00%	
Maintenance - Sub Contracts	\$ 4,275.00	\$ 4,275.00	\$ -	0.00%		\$ 4,275.00		0.00%	
Repairs - Fields and Commons	\$ 2,500.00	\$ 2,500.00	\$ -	0.00%		\$ 2,500.00		0.00%	
Sanitation	\$ 6,300.00	\$ 6,300.00	\$ -	0.00%		\$ 6,300.00		0.00%	
Sprinkler Maintenance	\$ 2,200.00	\$ 3,000.00	\$ 800.00	36.36%	More sprinkler systems to maintain	\$ 3,000.00		36.36%	
Telephone									
Public Safety	\$ 500.00	\$ -	\$ (500.00)	-100.00%		\$ -		-100.00%	
Other:									
TOTAL FUNDS REQUESTED	\$ 34,485.00	\$ 36,175.00	\$ 1,690.00	4.90%		\$ 36,175.00	\$ -	4.90%	

GIFTS OR IN KIND

COW POND WELL	\$19,000.00
COW POND FOOTBALL FIELD IRRIGATION	\$8,000.00
COW POND FOOTBALL FIELD GOAL POSTS	\$10,000.00
COW POND PARKING LOT LIGHTING	\$12,000.00
MAN HOUR MAINT - SOCCER	\$7,000.00
MAN HOUR MAINT - BASEBALL	\$8,500.00
MAN HOUR MAINT - LACROSSE	\$4,000.00
MAN HOUR MAINT - FOOTBALL	\$5,000.00
RIDING AND DRIVING / GROTON PONY CLUB	\$16,000.00
GROTON GARDEN CLUB (HANSON MEMORIAL,BLUE STAR)	\$7,500.00
JULY 4TH CONTRIBUTIONS	\$8,000.00

TOTAL	\$105,000.00
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LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
COUNCIL ON AGING								
1600	Wages	\$ 105,797	\$ 108,927	\$ 112,927	\$ 104,195	\$ 104,195	-7.73%	\$ 22.92
1601	Expenses	\$ 5,030	\$ 3,969	\$ 8,016	\$ 8,813	\$ 7,313	-8.77%	\$ 1.61
1602	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
DEPARTMENTAL TOTAL		\$ 110,827	\$ 112,896	\$ 120,943	\$ 113,008	\$ 111,508	-7.80%	\$ 24.53

COUNCIL ON AGING
541

<u>LINE ITEM</u>	<u>FY 2012 APPROPRIATION</u>	<u>FY 2013 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2013 TOWN MANAGER APPROVED</u>	<u>FY 2013 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Building Maintenance								
Maintenance/Repair Equipment	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Maintenance Agreements			\$ -					
Assessments	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%		\$ 1,000.00		0.00%
Advertising	\$ 100.00	\$ 100.00	\$ -	0.00%		\$ 100.00		0.00%
Printing/Copying	\$ 100.00	\$ 100.00	\$ -	0.00%		\$ 100.00		0.00%
Telephone								
Postage	\$ 528.00	\$ -	\$ (528.00)	-100.00%	Transferred to town postage	\$ -		-100.00%
NISC Re-Accreditation Jan 2013		\$ 1,500.00	\$ 1,500.00			\$ 1,500.00		
Programs/Lectures	\$ 2,500.00	\$ 2,500.00	\$ -	0.00%		\$ 2,500.00		0.00%
Contracted Services			\$ -					
Office Supplies	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%		\$ -		-100.00%
Books/Periodicals	\$ 60.00	\$ 60.00	\$ -	0.00%		\$ 60.00		0.00%
Drop-In Center Supplies	\$ 300.00	\$ -	\$ (300.00)	-100.00%		\$ -		-100.00%
Meals Delivery			\$ -					
Building Supplies	\$ 150.00	\$ 150.00	\$ -	0.00%		\$ 150.00		0.00%
Travel/Conferences	\$ 600.00	\$ 600.00	\$ -	0.00%		\$ 600.00		0.00%
Dues/Meetings	\$ 678.00	\$ 678.00	\$ -	0.00%		\$ 678.00		0.00%
New Employee Physical		\$ 125.00	\$ 125.00		Actual cost	\$ 125.00		0.00%
TOTAL FUNDS REQUESTED	\$ 8,016.00	\$ 8,813.00	\$ 797.00	9.94%		\$ 7,313.00	\$ -	-8.77%

Department Council on Aging
 Org # 541
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17	18
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Extra Hours	Annual Salary 1-Jul-11	Step Increase				Other		Projected Salary
										Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2013
Wages																
Campbell	Martha	THL	Director	8	8	\$27.88	40		\$ 58,213.44						\$ 250.00	\$ 58,463.44
Jones	Stacey	THL	Outreach Coord	6	2	\$20.50	32		\$ 34,243.20							\$ 34,243.20
Loveless	Bethany	THL	Activity Coordinator	4	2	\$16.91	3		\$ 2,648.11							\$ 2,648.11
Merrill	Kelly	THL	Administrative Asst.	2	2	\$11.29	15		\$ 8,840.07							\$ 8,840.07
TOTAL SALARIES									\$ 103,944.82							\$ 104,194.82

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
SENIOR CENTER VAN								
1610	Wages	\$ 15,015	\$ 14,866	\$ 28,996	\$ 30,186	\$ 30,186	4.10%	\$ 6.64
1611	Expenses	\$ 5,088	\$ 4,682	\$ 6,480	\$ 9,113	\$ 7,013	8.23%	\$ 1.54
<hr/>								
DEPARTMENTAL TOTAL		\$ 20,103	\$ 19,548	\$ 35,476	\$ 39,299	\$ 37,199	4.86%	\$ 8.18

SENIOR CENTER VAN
542

<u>LINE ITEM</u>	<u>FY 2012 APPROPRIATION</u>	<u>FY 2013 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2013 TOWN MANAGER APPROVED</u>	<u>FY 2013 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		0.00%
Office Supplies	\$ 1,600.00	\$ 800.00	\$ (800.00)	-50.00%	over estimated	\$ -		-100.00%
Dues & Memberships								
Travel/Conferences								
Equipment Maintenance	\$ 50.00	\$ 50.00	\$ -	0.00%		\$ 50.00		0.00%
Printing/Printed Forms								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs	\$ 750.00	\$ 1,500.00	\$ 750.00	100.00%		\$ 1,500.00		100.00%
Employee and Union	\$ 250.00	\$ 250.00	\$ -	0.00%		\$ 250.00		
Consulting and Engineering								
Building Upgrades								
					additional van hours/@ \$3.60			
Other: Gas/Oil	\$ 1,330.00	\$ 4,000.00	\$ 2,670.00	0.00%	per gal	\$ 2,700.00		
Other: Insurance	\$ 500.00	\$ 513.00	\$ 13.00	0.00%	actual cost	\$ 513.00		
TOTAL FUNDS REQUESTED	\$ 6,480.00	\$ 9,113.00	\$ 2,633.00	40.63%		\$ 7,013.00	\$ -	8.23%

Department Senior Center Van
 Org # 542
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17	18
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Extra Hours	Annual Salary 1-Jul-11	Step Increase				Other		Projected Salary
										Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2013
Wages																
Burnett	Harold	THL	Van Driver	4	4	\$17.94	15		\$ 14,047.02							\$ 14,047.02
Merrill	Kelly	THL	Receptioin	2	4	\$11.97	4		\$ 2,499.34							\$ 2,499.34
New Van Driver		THL	Van Driver	4	3	\$17.42	15		\$ 13,639.86							\$ 13,639.86
TOTAL SALARIES									\$ 30,186.22							\$ 30,186.22



TOWN OF GROTON

Veterans' Services Officer
173 Main Street
Groton, Massachusetts 01450
Office (978) 448-1175
veteran@townofgroton.org

21 November 2011

Mark W. Haddad, Town Manager
Town of Groton
173 Main Street
Groton, MA 01450

Dear Mark:

This letter is the supporting documentation for the FY2013 Veterans' Services Officer's Budget. I'm requesting 'level funding' since it's already a barebones budget and the likelihood that I will be able to decrease payments of veterans' benefits is rather low due to the general state of the economy. However, we will see a significant State reimbursement stream so the net budget should be considerably lower as noted below.

7040 Salary

this amount is set by the Selectmen

7041 Expenses

Office Supplies

I've spent nothing so far this year but am running out of file folders and some other basics – also, I now have to pay for printer toner cartridges and I suspect I will go through about one per year at a cost in the \$100 range – in a real pinch this could be reduced a bit, but there isn't much left to cut!

Travel/Conferences

this is almost entirely devoted to a single annual session run by the Department of Veterans' Services which reimburses the Town for nearly all the costs so this line item essentially authorizes the initial payments which are then reimbursed – there's usually another session which is an afternoon "day trip" with mileage to Leominster or Worcester the only Town expense. I have either discontinued all other expenses or pay them myself [Dues & Memberships being the main one that I pay]

Veteran's Service Officer
FY 2013 Budget
November 21, 2011
Page two

7042 Veterans' Benefits

this is highly unpredictable but the current caseload of three elders and two younger unemployed is about what the Massachusetts Department of Veterans' Services expects for a community like ours – we can get an increase if needed as we've done this fiscal year and if there's a surplus late in the year, it can be moved to another department's budget. Please note that we will also see a significant reimbursement stream in FY2013 which will reduce the NET expenditure since the State reimbursement of 75 percent of the benefits paid for FY2012 will flow in (the reimbursements come about a year or slightly more after the benefits have been paid) – assuming the benefits payments continue at the current rate of about \$12,000 per quarter, the reimbursement stream will be about \$9,000 per quarter for a net outflow of \$3,000 per quarter – if the current benefits payments change up or down, that will directly impact the reimbursement stream, but generally the only way an elder recipient's benefits stop is either death or leaving town and the younger unemployed will see a reduction or end of payments if they become employed

7043 Minor Capital

no needs so nothing requested

Please let me know if you need to discuss anything but I think this is pretty straightforward.

Sincerely,

Robert C. Johnson
Veterans' Services Officer

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
VETERAN'S SERVICE OFFICER								
1620	Salary	\$ 3,485	\$ 3,485	\$ 3,485	\$ 3,485	\$ 3,485	0.00%	\$ 0.77
1621	Expenses	\$ 442	\$ 210	\$ 700	\$ 700	\$ 700	0.00%	\$ 0.15
1622	Veterans' Benefits	\$ -	\$ 14,049	\$ 48,200	\$ 48,200	\$ 48,200	0.00%	\$ 10.60
1623	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
DEPARTMENTAL TOTAL		\$ 3,927	\$ 17,744	\$ 52,385	\$ 52,385	\$ 52,385	0.00%	\$ 11.52

VETERAN'S SERVICE OFFICER
543

<u>LINE ITEM</u>	<u>FY 2012 APPROPRIATION</u>	<u>FY 2013 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2013 TOWN MANAGER APPROVED</u>	<u>FY2013 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 200.00	\$ 200.00	\$ -	0.00%		\$ 200.00		0.00%
Dues & Memberships								
Travel/Conferences	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Equipment Maintenance								
Printing/Printed Forms								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Employee and Union								
Consulting and Engineering								
Misc Minor Equipment								
Building Upgrades								
Other:								
TOTAL FUNDS REQUESTED	\$ 700.00	\$ 700.00	\$ -	0.00%		\$ 700.00	\$ -	0.00%

Department Veteran's Service Officer
 Org # 543
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17	18
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Extra Hours	Annual Salary 1-Jul-11	Step Increase				Other		Projected Salary
										Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2013
Wages																
Johnson	Robert		Veteran's Agent						\$ 3,485.00							\$ 3,485.00
TOTAL SALARIES									\$ 3,485.00							\$ 3,485.00

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
GRAVES REGISTRATION								
1630	Salary/Stipend	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	0.00%	\$ 0.05
1631	Expenses	\$ 660	\$ 660	\$ 660	\$ 660	\$ 660	0.00%	\$ 0.15
<hr/>								
DEPARTMENTAL TOTAL		\$ 910	\$ 910	\$ 910	\$ 910	\$ 910	0.00%	\$ 0.20

GRAVES REGISTRATION
493

<u>LINE ITEM</u>	<u>FY 2012 APPROPRIATION</u>	<u>FY 2013 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2013 TOWN MANAGER APPROVED</u>	<u>FY 2013 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel/Conferences								
Equipment Maintenance								
Printing/Printed Forms								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Uniform Cleaning								
Trash Bags								
Other: Flags	\$ 660.00	\$ 660.00	\$ -	0.00%		\$ 660.00		0.00%
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 660.00	\$ 660.00	\$ -	0.00%		\$ 660.00	\$ -	0.00%

Department Graves Registration
 Org # 493
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17	18
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Extra Hours	Annual Salary 1-Jul-11	Step Increase				Other		Projected Salary
										Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2013
Salary/Stipend																
Normandin	Deborah		Graves Registrar						\$ 250.00							\$ 250.00
TOTAL SALARIES									\$ 250.00							\$ 250.00

CARE OF VETERANS' GRAVES SUMMARY OF REQUEST FY 2013

In 1992, Isabel Beal, a Trustee of the Groton Cemetery, asked the Town of Groton to help with the care of the Veterans' Graves for Memorial Day. \$500 was generously allocated, with the following allocations made in subsequent years:

1992 - \$500	1996 - \$750	2000 - \$1,000
1993 - \$500	1997 - \$850	
1994 - \$500	1998 - \$850	
1995 - \$750	1999 - \$850	

It has been at \$1,000 since 2000. In FY 2013, on behalf of the Groton Cemetery, I would respectfully request an additional \$625 to fix specific Veterans' Headstones that are in desperate need of repair. They are broken and some are fallen over. The families of these Civil War soldiers cannot be located. The soldiers are:

Peabody Keyes
George B. Darling
Samuel Jaquith Lot
Frank Buffum
Charles Livermore

I have attached a quote for this work from Al Garside Monuments. The Groton Cemetery is grateful for the \$1,000 in funding that goes toward mowing and fall clean-up. The additional \$625 will enhance the Cemetery and show a visual pride and true care of our Veterans.

I would respectfully request that you take this under consideration. As you know, the Town of Groton holds its Veterans in high regard and does a lot for them.

Respectfully submitted,

Deborah Beal Normandin
Clerk of Deeds
Groton Cemetery

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
CARE OF VETERAN GRAVES								
1640	Contract Expenses	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,625	\$ 1,625	62.50%	\$ 0.36
DEPARTMENTAL TOTAL		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,625	\$ 1,625	62.50%	\$ 0.36

OLD BURYING GROUND COMMITTEE

SUMMARY OF REQUEST

\$200 – This request is to pay for the private police detail for Grotonfest.

\$50 – This request is to pay for trash removal and recycling removal after Grotonfest.

\$450 – This pays for ink, paper, photos, telephone bills, gas (travel). In addition it covers reimbursement for maintenance and research requests, as well as data entry and repair of damaged stones.

Respectfully submitted,

Deborah Beal Normandin

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
OLD BURYING GROUND COMMITTEE								
1650	Expenses	\$ 700	\$ 700	\$ 1,100	\$ 700	\$ 700	-36.36%	\$ 0.15
DEPARTMENTAL TOTAL		\$ 700	\$ 700	\$ 1,100	\$ 700	\$ 700	-36.36%	\$ 0.15

Groton Public Library
FY13 Budget Overview
12.1.11

Salary	\$264,701	
Wages	\$300,907	(S/W = \$565,609; steps/longevity only)
Expenses Town	\$234,817	
Minor Capital	<u>\$ 10,000</u>	
Subtotal:	\$810,425	

Notes:

- The vast majority of the increase for FY '13 (\$63,416) is to restore the book/material budget to pre FY '08 level when the operating budget fully funded books/materials line.
Additional increases include:
 - Staff Development \$1,000
 - Window washing \$1,100 (alternate years)
 - Furnish/equipment +\$2,000 (reupholster window seats in kids room)
 - Other contract/cost increases comprise the remainder.
- Request of \$10,000 is to repair and repave the parking lot (built in 1991) which has sunken areas and is past due. Work is needed now to prevent a larger expenditure.
- Computer request is for \$3,600 for 4 pcs which is in the IT Department budget.
- There are no Capital Expenditures anticipated in the next 5 years.

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
LIBRARY								
1660	Salary	\$ 249,780	\$ 259,253	\$ 261,547	\$ 264,701	\$ 264,701	1.21%	\$ 58.22
1661	Wages	\$ 280,314	\$ 283,131	\$ 300,090	\$ 300,907	\$ 300,907	0.27%	\$ 66.20
1662	Expenses	\$ 162,599	\$ 167,395	\$ 164,994	\$ 234,817	\$ 184,994	12.12%	\$ 40.69
1663	Minor Capital	\$ 4,220	\$ -	\$ -	\$ 10,000	\$ -	0.00%	\$ -
<hr/>								
DEPARTMENTAL TOTAL		\$ 696,913	\$ 709,779	\$ 726,631	\$ 810,425	\$ 750,602	3.30%	\$ 165.11

Minor Capital Request:
Parking Lot Repair - \$10,000

LIBRARY
610

LINE ITEM	FY 2013				PERCENT CHANGE	REASON FOR CHANGE:	FY 2013	FY 2013	PERCENT CHANGE
	FY 2012 APPROPRIATION	DEPARTMENT REQUEST	DIFFERENCE	TOWN MANAGER APPROVED			FINCOM APPROVED		
Books/Materials	\$ 64,614.00	\$ 128,068.00	\$ 63,454.00	98.20%	Back to FY08 (and preceding years) funding level.	\$ 84,614.00			
Computer	\$ 2,300.00	\$ 2,850.00	\$ 550.00	23.91%	Peripherals, battery replacements,wifi upgrade, etc.	\$ 2,300.00		0.00%	
Contracted Services	\$ 975.00	\$ 975.00	\$ -	0.00%		\$ 975.00		0.00%	
Dues and Meetings	\$ 544.00	\$ 500.00	\$ (44.00)	-8.09%		\$ 544.00		0.00%	
Electric	\$ 21,000.00	\$ 21,000.00	\$ -	0.00%		\$ 21,000.00		0.00%	
Furniture and Equipment	\$ 3,500.00	\$ 5,500.00	\$ 2,000.00	57.14%	Upholstery schedule (worn, not done in 12 years)	\$ 3,500.00		0.00%	
Grounds Maintenance	\$ 2,500.00	\$ 2,800.00	\$ 300.00	12.00%	Quoted, enlarged by new garden in back	\$ 2,500.00		0.00%	
Heating	\$ 9,500.00	\$ 9,500.00	\$ -	0.00%		\$ 9,500.00		0.00%	
Insurance	\$ 490.00	\$ 450.00	\$ (40.00)	-8.16%		\$ 490.00		0.00%	
Maintenance Agreements - Bldg	\$ 6,140.00	\$ 6,550.00	\$ 410.00	6.68%	Anticipated increases in contracts.	\$ 6,140.00		0.00%	
Maintenance Agreements - Comp.	\$ 18,766.00	\$ 19,059.00	\$ 293.00	1.56%		\$ 18,766.00		0.00%	
Maintenance and Repairs	\$ 15,000.00	\$ 16,000.00	\$ 1,000.00	6.67%	Anticipated increases.	\$ 15,000.00		0.00%	
Postage and Delivery	\$ 1,200.00	\$ 1,200.00	\$ -	0.00%		\$ 1,200.00		0.00%	
Printing and Copying	\$ 250.00	\$ 250.00	\$ -	0.00%		\$ 250.00		0.00%	
Programs and Lectures	\$ 200.00	\$ 500.00	\$ 300.00	150.00%	To FY08 levels.	\$ 200.00		0.00%	
Staff Development	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%	To FY08 levels.	\$ -		0.00%	
Supplies	\$ 12,715.00	\$ 12,715.00	\$ -	0.00%		\$ 12,715.00		0.00%	
Trash Removal	\$ 2,200.00	\$ 2,200.00	\$ -	0.00%		\$ 2,200.00		0.00%	
Travel	\$ 250.00	\$ 300.00	\$ 50.00	20.00%	Anticipated increases.	\$ 250.00		0.00%	
Water and Sewer	\$ 2,850.00	\$ 3,400.00	\$ 550.00	19.30%	Anticipated increases.	\$ 2,850.00		0.00%	
Other:	\$ -	\$ -	\$ -	0.00%		\$ -		0.00%	
TOTAL FUNDS REQUESTED	\$ 164,994.00	\$ 234,817.00	\$ 69,823.00	42.32%		\$ 184,994.00	\$ -	12.12%	

Department Library
 Org # 610
 COLA % 0.00%

Bargaining										Step Increase				Other		Projected Salary	
Last Name	First Name	Unit	Position	Pay Grade	Step	Rate	Hours	Extra Hours	Annual Salary 1-Jul-11	Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2013	
Salary																	
Dowson	Debra	THL	Young Adult Lib	7	4		19		\$ 22,164.00							\$ 22,164.00	
Dunham	Karen	THL	Director of Child Ser.	8	5		40		\$ 53,333.00							\$ 53,333.00	
Olson	Susanne	THL	Reference Librarian	8	6		40		\$ 54,933.00							\$ 54,933.00	
Pike	Jeffrey	THL	Tech Services Lib	8	7		40		\$ 56,581.00						\$ 250.00	\$ 56,831.00	
Smith Shuman	Owen		Director				40		\$ 76,440.00						\$ 1,000.00	\$ 77,440.00	
TOTAL SALARIES										\$ 263,451.00						\$ 1,250.00	\$ 264,701.00

Bargaining										Step Increase				Other		Projected Salary	
Last Name	First Name	Unit	Position	Pay Grade	Step	Rate	Hours	Extra Hours	Annual Salary 1-Jul-11	Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2013	
Wages																	
Summer Reading			Library Asst. I						\$ 6,887.00							\$ 6,887.00	
Sunday 1 Custodian			Custodian II						\$ 788.16							\$ 788.16	
Sunday 1 Reference			Reference Librarian						\$ 1,640.16							\$ 1,640.16	
Sunday 1 Shelver			Shelver						\$ 646.56							\$ 646.56	
Sunday 4 LA II			Library Asst. II						\$ 4,728.96							\$ 4,728.96	
Belanger	Erica	THL	Library Asst. II	4	7	\$19.61	23.38		\$ 23,932.75						\$ 292.19	\$ 24,224.94	
Bolduc	Karen	THL	Library Asst. II	7	6	\$23.80	37		\$ 45,967.32						\$ 462.50	\$ 46,429.82	
Coss	Sharon	THL	Library Asst. II	4	8	\$20.10	37		\$ 38,821.14						\$ 462.50	\$ 39,283.64	
Giger	Judy	THL	Library Asst. II	4	6	\$19.03	16.88		\$ 16,768.02							\$ 16,768.02	
Johnson	Leroy	THL	Custodian II	4	8	\$20.10	6	0.164	\$ 6,295.32						\$ 125.00	\$ 6,420.32	
Ladue	Debra	THL	Custodian II	4	8	\$20.10	25		\$ 26,230.50						\$ 156.25	\$ 26,386.75	
Breen	Sarah	THL	Shelver	1	2	\$9.25	8.5		\$ 4,104.23							\$ 4,104.23	
Ouellette	Maureen	THL	Library Asst. II	4	6	\$19.03	18.38		\$ 18,258.07						\$ 114.84	\$ 18,372.91	
Perry	Geri	THL	Library Asst. II	4	5	\$18.48	15.38		\$ 14,836.41							\$ 14,836.41	
Riggs	Margaret	THL	Library Asst. II	6	4	\$21.75	25		\$ 28,383.75							\$ 28,383.75	
Sanchez	Lauren	THL	Library Asst. II	4	5	\$18.48	37		\$ 35,692.27							\$ 35,692.27	
Danti	Samantha	THL	Shelver	1	2	\$9.25	5.5		\$ 2,655.68							\$ 2,655.68	
Wilson	Ann	THL	Library Asst. II	4	7	\$19.61	22		\$ 22,520.12						\$ 137.50	\$ 22,657.62	
TOTAL SALARIES										\$ 299,156.41						\$ 1,750.78	\$ 300,907.19

Total S/W \$ 565,608.19

FY09 through FY12 - Budgeted

Fiscal Year	Salary	Wage	Operating Expenses	Sub-Total	% Chg	Minor Capital	Total
FY09	\$239,190	\$270,238	\$198,070	\$707,498	-2%	\$12,984	\$720,482
FY10	\$249,780	\$280,314	\$162,599	\$692,693	-2%	\$4,220	\$696,913
FY11	\$259,253	\$283,131	\$167,395	\$709,779	2%	\$0	\$709,779
FY12	\$261,547	\$300,090	\$164,994	\$726,631	2%	\$0	\$726,631
FY13	\$264,701	\$300,907	\$234,817	\$800,425	10%	\$10,000	\$810,425

NOTE: FY13 numbers are drafts. FY12 S/W increase includes wages for DL FMLA coverage

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
COMMEMORATIONS & CELEBRATIONS								
1670	Expenses	\$ 442	\$ 195	\$ 500	\$ 500	\$ 500	0.00%	\$ 0.11
1671	Fireworks	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
DEPARTMENTAL TOTAL		\$ 442	\$ 195	\$ 500	\$ 500	\$ 500	0.00%	\$ 0.11

COMMEMORATIONS AND CELEBRATIONS

692

<u>LINE ITEM</u>	<u>FY 2012 APPROPRIATION</u>	<u>FY 2013 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2013 TOWN MANAGER APPROVED</u>	<u>FY 2013 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel/Conferences								
Equipment Maintenance								
Printing/Printed Forms								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Miscellaneous Fireworks	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
WATER SAFETY								
1680	Wages	\$ -	\$ -	\$ 2,640	\$ 2,640	\$ 2,640	0.00%	\$ 0.58
1681	Expenses and Minor Capital	\$ 2,497	\$ 2,542	\$ 950	\$ 950	\$ 950	0.00%	\$ 0.21
<hr/>								
DEPARTMENTAL TOTAL		\$ 2,497	\$ 2,542	\$ 3,590	\$ 3,590	\$ 3,590	0.00%	\$ 0.79

WATER SAFETY
699

<u>LINE ITEM</u>	<u>FY 2012 APPROPRIATION</u>	<u>FY 2013 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2013 TOWN MANAGER APPROVED</u>	<u>FY 2013 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 250.00	\$ -	\$ (250.00)	-100.00%	Office supply purchase consolidation	\$ -		-100.00%
Dues & Memberships								
Travel/Conferences								
Equipment Maintenance								
Printing/Printed Forms								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Toilet Rental	\$ 600.00	\$ 850.00	\$ 600.00	41.67%		\$ 850.00		41.67%
Advertising	\$ 100.00	\$ 100.00	\$ 100.00	0.00%		\$ 100.00		0.00%
Programs								
TOTAL FUNDS REQUESTED	\$ 950.00	\$ 950.00	\$ 450.00	0.00%		\$ 950.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
WEED MANAGEMENT								
1690	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1691	Expenses: Weed Harvester	\$ 7,705	\$ 6,174	\$ 7,705	\$ 7,705	\$ 7,705	0.00%	\$ 1.70
1692	Expenses: Great Lakes	\$ 2,073	\$ 2,132	\$ 2,385	\$ 2,385	\$ 2,385	0.00%	\$ 0.52
<hr/>								
DEPARTMENTAL TOTAL		\$ 9,778	\$ 8,306	\$ 10,090	\$ 10,090	\$ 10,090	0.00%	\$ 2.22

MEMORANDUM

To: Mark Haddad

From: Bob Whalen

Date: November 30, 2011

Subject: Groton Pool and Golf Center Budget for the Fiscal Year 2013

At your request I have prepared the accompanying 2013 Fiscal Year budget for the Groton Pool and Golf Center (GP&GC) commencing July 1, 2012.

I have made a number of assumptions in the development of this budget as follows:

The current club operating model will remain unchanged and is comprised of five business units; golf, pool, camps, snack bar, and the event business.

I have assumed the current prices for memberships and summer programs remain unchanged.

I have assumed no change to the existing staff complement of salaried employees and independent contractors. The attached budget worksheet details the salaries and hourly wages for each department which I've then translated to the town format presentation of salaries, wages, and expenses. As you know, the Golf Pro, Event Manager and the Pool and Camp Director are independent contractors whose compensation is recognized as general expense.

I have included in the budget \$5,000 for minor capital expenditures which results in a breakeven budget result for the year. The GG&PC operation is self funded in the 2013 fiscal year with no requirement for town contributions other than any approved capital items which are detailed separately in the capital budget schedule.

At your request I can provide additional detail for these revenue and expense categories and can modify the presentation to meet your needs.

I look forward to reviewing this proposed budget with you and others on December 7th. If you have questions, comments or suggestions in the meantime please let me know.

Thanks.

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
COUNTRY CLUB								
1700	Salary	\$ -	\$ 77,494	\$ 118,520	\$ 122,130	\$ 122,130	0.00%	\$ 26.86
1701	Wages	\$ -	\$ 40,264	\$ 152,355	\$ 155,425	\$ 155,425	0.00%	\$ 34.19
1702	Expenses	\$ -	\$ 186,912	\$ 322,800	\$ 294,565	\$ 294,565	0.00%	\$ 64.79
1703	Minor Capital	\$ -	\$ 4,920	\$ 21,175	\$ 5,000	\$ 5,000	0.00%	\$ 1.11
<hr/>								
DEPARTMENTAL TOTAL		\$ -	\$ 309,590	\$ 614,850	\$ 577,120	\$ 577,120	0.00%	\$ 126.95

COUNTRY CLUB

<u>LINE ITEM</u>	FY 2013					FY 2013		<u>PERCENT CHANGE</u>
	<u>FY 2012</u>	<u>DEPARTMENT</u>	<u>REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>TOWN MANAGER</u>	<u>FY 2013</u>	
	<u>APPROPRIATION</u>				<u>REASON FOR CHANGE:</u>	<u>APPROVED</u>	<u>FINCOM</u>	<u>APPROVED</u>
Telephone	\$ 4,400.00	\$ 4,400.00	\$ -	0.00%		\$ 4,400.00		0.00%
Postage	\$ 600.00	\$ 750.00	\$ 150.00	25.00%		\$ 750.00		0.00%
Office Supplies	\$ 3,750.00	\$ 3,750.00	\$ -	0.00%		\$ 3,750.00		0.00%
Dues & Memberships	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Travel and Conferences	\$ -	\$ -	\$ -					0.00%
Equipment Maintenance	\$ 12,500.00	\$ 20,000.00	\$ 7,500.00	60.00%		\$ 20,000.00		0.00%
Printing	\$ 1,500.00	\$ 1,750.00	\$ 250.00	16.67%		\$ 1,750.00		0.00%
Software/Service Maintenance	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Space Rental	\$ -	\$ -	\$ -					0.00%
Heating Costs	\$ 10,600.00	\$ 10,100.00	\$ (500.00)	-4.72%		\$ 10,100.00		0.00%
Electricity	\$ 21,500.00	\$ 20,750.00	\$ (750.00)	-3.49%		\$ 20,750.00		-3.49%
Utility Costs	\$ -	\$ -	\$ -					0.00%
Other: Legal Advertising	\$ 250.00	\$ 250.00	\$ -	0.00%		\$ 250.00		0.00%
Other:	\$ 246,400.00	\$ 211,590.00	\$ (34,810.00)	-14.13%		\$ 211,590.00		-14.13%
Other: Insurance	\$ 20,300.00	\$ 20,225.00	\$ (75.00)	-0.37%		\$ 20,225.00		-0.37%
Other:	\$ -	\$ -	\$ -					0.00%
TOTAL FUNDS REQUESTED	\$ 322,800.00	\$ 294,565.00	\$ (28,235.00)	-8.75%		\$ 294,565.00	\$ -	-8.75%

Department Country Club
 Org # _____
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-11	Step Increase				Other		Projected Salary
									Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2013
Salaries															
Whalen	Robert	By Law	General Manager	16	3			\$ 68,058.00							\$ 68,050.00
Colby	William	By Law	Grounds Supt	10	2			\$ 54,142.00							\$ 54,080.00
TOTAL SALARIES															\$ 122,130.00
1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-11	Step Increase				Other		Projected Salary
									Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2013
Wages															
															\$ -
															\$ -
B&G															\$ 62,500.00
Admin															\$ 14,300.00
Pool															\$ 34,850.00
Golf															\$ 18,100.00
Snack Bar															\$ 13,150.00
Camp															\$ 12,525.00
															\$ -
															\$ -
TOTAL SALARIES															\$ 155,425.00

					2013 Bud	Members	Revenues	Salary	Wages	Expenses	Min Cap
				MGA Handicap Expenses	2,775					2,775	
				Dues & Subscriptions	500					500	
				Pro Shop Expenses	1,350					1,350	
				Indoor Golf Expense	5,540					5,540	
				Golf Expenses	60,685						
				Snack Bar Expenses-							
				Payroll - Hourly	13,150				13,150		
				Cost of Goods Sold	18,575					18,575	
				Supplies	750					750	
				Utilities	7,825					7,825	
				Cleaning	250					250	
				Food Service Licenses	150					150	
				Equipment Purchases and Repairs	850					100	
				Snack Bar Expenses	41,550						
				Pool Expenses-							
				Payroll - Salaries	13,230					13,230	
				Payroll - Hourly	34,850				34,850		
				Swim Lesson Expenses	1,400					1,400	
				Swim Team Expenses	750					750	
				Utility Expenses Pool	3,250					3,250	
				Swim Party Expense	250					250	
				Equipment & Supplies	1,000					1,000	
				Water	2,000					2,000	
				Chemicals	3,750					3,750	
				Repairs & Maintenance	5,000					5,000	
				Miscellaneous Expense	90					90	
				Pool Expenses	65,570						
				Summer Camps Expense-							
				Payroll - Salaries	5,500					5,500	
				Payroll - Hourly	12,525				12,525		
				Lunch Expense	4,250					4,250	
				Equipment & Supplies	1,250					1,250	
				Summer Camps Expense	23,525						
				Event Expenses-							
				Payroll - Hourly	8,775						
				Bartender Exp	1,700						
				Event Setup Exp	840						
				Entertainment Expense	2,400						
				Cost of Goods Sold	6,630						

				2013 Bud	Members	Revenues	Salary	Wages	Expenses	Min Cap
			Utility Expenses	18,600						
			Advertising & Promotion	1,500						
			Equipment & Supplies	500						
			Repairs & Maintenance	4,000						
			Cleaning Service & Supplies	1,560						
			Licenses/Permits	600						
			Miscellaneous Expense	500						
			Event Expenses	47,605					47,605	
			Buildings & Grounds Expenses-							
			Payroll - Salaries	54,080			54,080			
			Payroll - Hourly	62,500				62,500		
			Golf Course Maintenance-							
			Seed for Golf Course	1,000						
			Chemicals for Golf Course	8,000						
			Sand & Gravel for Golf Course	1,750						
			Fuel for Golf Course	1,500						
			Supplies for Golf Course	750						
			Irrigation Repairs & Upgrades	3,000						
			Equipment Repairs	20,000						
			Tools & Small Equipmt Expense	350						
			Repairs & Maintenance Other	850						
			Golf Course Improvements	4,000						
			Golf Course Maintenance	41,200					41,200	
			Buildings Maintenance-							
			Building Maintenance Supplies	1,750						
			Building Maintenance Cleaning							
			Rubbish Removal	2,200						
			Landscaping Maintenance	750						
			Repairs & Maintenance	2,000						
			Buildings Maintenance	6,700					6,700	
			Buildings & Grounds Expenses	164,480						
			General Overhead Expenses-							
			Administrative Expenses-							
			Payroll - Salaries	68,050			68,050			
			Payroll - Hourly	14,300				14,300		
			Administrative Expenses	82,350						
			Marketing	10,000					10,000	
			Office Expenses	8,500					8,500	
			General Overhead Utilities	13,180					13,180	

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
DEBT SERVICE								
2000	Long Term Debt - Principal Excluded	\$ 943,346	\$ 753,215	\$ 626,646	\$ 664,500	\$ 664,500	6.04%	\$ 146.17
2001	Long Term Debt - Principal Non-Excluded	\$ -	\$ -	\$ -	\$ 73,464	\$ 73,464	0.00%	\$ 16.16
2002	Long Term Debt - Interest - Excluded	\$ 344,422	\$ 285,926	\$ 229,156	\$ 188,313	\$ 188,313	-17.82%	\$ 41.42
2003	Long Term Debt - Interest - Non-Excluded	\$ -	\$ -	\$ -	\$ 18,119	\$ 18,119	0.00%	\$ 3.99
2004	Short Term Debt - Principal - Town	\$ -	\$ -	\$ 100,000	\$ 229,417	\$ 229,417	0.00%	\$ 50.46
2005	Short Term Debt - Interest - Town	\$ 1,212	\$ -	\$ 3,600	\$ -	\$ -	-100.00%	\$ -
<hr/>								
DEPARTMENTAL TOTAL		\$ 1,288,980	\$ 1,039,141	\$ 959,402	\$ 1,173,813	\$ 1,173,813	22.35%	\$ 258.20

8040 Short Term Debt Principal provides \$100,000 pay down on CWMP BAN, leaving a 100K balance for FY13

8060 Provides \$845 for interest CWMP BAN, plus \$1,500 for misc short term borrowing.

Long Term Debt By Year						Fiscal Year 2013			
General Fund									
ID	Name	Issued	Matures	Orig Amt	Exempt/ Non-Exempt	Principal	Interest	Total	
2988	Bernier Bissell	7/15/2001	7/15/2019	\$850,000	Exempt	\$47,500.00	\$12,965.90	\$60,465.90	
2989	Bissell Property	7/15/2001	7/15/2019	\$1,075,000	Exempt	\$60,250.00	\$16,320.55	\$76,570.55	
2992	Gibbet Hill	11/15/2003	11/15/2022	\$3,000,000	Exempt	\$160,000.00	\$66,970.00	\$226,970.00	
2972	Library #1	7/15/1999	7/15/2017	\$1,831,464	Exempt	\$105,850.00	\$18,344.95	\$124,194.95	
2973	Library #2	7/15/1999	7/15/2017	\$364,000	Exempt	\$20,480.00	\$3,692.60	\$24,172.60	
2991	Lost Lake Fire	11/15/2003	11/15/2022	\$1,450,000	Exempt	\$75,000.00	\$32,193.75	\$107,193.75	
2987	Norris Property	7/15/2001	7/15/2019	\$750,000	Exempt	\$41,750.00	\$11,513.15	\$53,263.15	
2981	Senior Center	7/15/1999	7/15/2016	\$151,110	Exempt	\$9,100.00	\$1,325.50	\$10,425.50	
2983	Town Hall	7/15/1999	7/15/2017	\$2,500,000	Exempt	\$144,570.00	\$24,986.95	\$169,556.95	
Total Exempt						\$664,500.00	\$188,313.35	\$852,813.35	
2990	Fire Truck	11/15/2003	11/15/2016	\$485,000	Non-Exempt	\$35,000.00	\$6,273.75	\$41,273.75	
2994	Project Eval	11/1/2003	2/1/2024	\$330,000	Non-Exempt	\$10,463.82	\$4,239.01	\$14,702.83	
2986	Shattuck Property	7/15/2001	7/15/2019	\$500,000	Non-Exempt	\$28,000.00	\$7,606.10	\$35,606.10	
Total Non-Exempt						\$73,463.82	\$18,118.86	\$91,582.68	
Summary for General Fund				Total for General Fund		\$737,963.82	\$206,432.21	\$944,396.03	
GELD									
2995	GELD	7/15/2001	7/15/2019	\$750,000	Non-Exempt	\$42,500.00	\$11,194.30	\$53,694.30	
Summary for GELD						Total Non-Exempt for GELD	\$42,500.00	\$11,194.30	\$53,694.30
CPC									
012	Surrenden Farm	7/6/2007	12/15/2021	\$5,015,000	Non-Exempt	\$325,000.00	\$162,887.50	\$487,887.50	
Summary for CPC						Total Non-Exempt for CPC	\$325,000.00	\$162,887.50	\$487,887.50

Long Term Debt By Year						Fiscal Year 2013		
Sewer								
ID	Name	Issued	Matures	Orig Amt	Exempt/ Non-Exempt	Principal	Interest	Total
2910	Boston Road	10/26/2007	10/1/2025	\$310,940	Non-Exempt	\$16,647.50	\$10,030.12	\$26,677.62
2911	Old Ayer Rd	10/26/2007	10/1/2025	\$155,960	Non-Exempt	\$8,352.50	\$5,032.38	\$13,384.88
9994	Project Eval	11/1/2003	2/1/2024	\$330,000	Non-Exempt	\$3,870.18	\$1,567.86	\$5,438.04
Summary for Sewer				Total Non-Exempt for Sewer		\$28,870.18	\$16,630.36	\$45,500.54
Title V								
2993	Title Five	8/1/2002	8/1/2023	\$197,403	Non-Exempt	\$10,400.00	\$0.00	\$10,400.00
Summary for TitleV				Total Non-Exempt for TitleV		\$10,400.00	\$0.00	\$10,400.00
Water								
2997	Water SRF Loan 2	12/14/2006	7/15/2026	\$1,234,434	Non-Exempt	\$56,131.00	\$20,297.19	\$76,428.19
2909	Water System	11/23/2004	8/1/2024	\$4,417,366	Non-Exempt	\$196,605.00	\$88,946.97	\$285,551.97
Summary for Water				Total for Water		\$252,736.00	\$109,244.16	\$361,980.16

Long Term Debt By Year						Fiscal Year 2014			
General Fund									
ID	Name	Issued	Matures	Orig Amt	Exempt/ Non-Exempt	Principal	Interest	Total	
2988	Bernier Bissell	7/15/2001	7/15/2019	\$850,000	Exempt	\$46,420.00	\$11,557.10	\$57,977.10	
2989	Bissell Property	7/15/2001	7/15/2019	\$1,075,000	Exempt	\$58,880.00	\$14,533.60	\$73,413.60	
2992	Gibbet Hill	11/15/2003	11/15/2022	\$3,000,000	Exempt	\$160,000.00	\$59,970.00	\$219,970.00	
2972	Library #1	7/15/1999	7/15/2017	\$1,831,464	Exempt	\$102,080.00	\$15,226.00	\$117,306.00	
2973	Library #2	7/15/1999	7/15/2017	\$364,000	Exempt	\$19,740.00	\$3,089.30	\$22,829.30	
2991	Lost Lake Fire	11/15/2003	11/15/2022	\$1,450,000	Exempt	\$75,000.00	\$28,912.50	\$103,912.50	
2987	Norris Property	7/15/2001	7/15/2019	\$750,000	Exempt	\$40,800.00	\$10,274.90	\$51,074.90	
2981	Senior Center	7/15/1999	7/15/2016	\$151,110	Exempt	\$8,780.00	\$1,057.30	\$9,837.30	
2983	Town Hall	7/15/1999	7/15/2017	\$2,500,000	Exempt	\$139,400.00	\$20,727.40	\$160,127.40	
Total Exempt						\$651,100.00	\$165,348.10	\$816,448.10	
2990	Fire Truck	11/15/2003	11/15/2016	\$485,000	Non-Exempt	\$35,000.00	\$4,742.50	\$39,742.50	
2994	Project Eval	11/1/2003	2/1/2024	\$330,000	Non-Exempt	\$10,908.39	\$3,784.42	\$14,692.81	
2986	Shattuck Property	7/15/2001	7/15/2019	\$500,000	Non-Exempt	\$27,360.00	\$6,775.70	\$34,135.70	
Total Non-Exempt						\$73,268.39	\$15,302.62	\$88,571.01	
Summary for General Fund						Total for General Fund	\$724,368.39	\$180,650.72	\$905,019.11
GELD									
2995	GELD	7/15/2001	7/15/2019	\$750,000	Non-Exempt	\$41,540.00	\$9,933.70	\$51,473.70	
Summary for GELD						Total Non-Exempt for GELD	\$41,540.00	\$9,933.70	\$51,473.70
CPC									
012	Surrenden Farm	7/6/2007	12/15/2021	\$5,015,000	Non-Exempt	\$340,000.00	\$147,112.50	\$487,112.50	
Summary for CPC						Total Non-Exempt for CPC	\$340,000.00	\$147,112.50	\$487,112.50

Long Term Debt By Year						Fiscal Year 2014		
Sewer								
ID	Name	Issued	Matures	Orig Amt	Exempt/ Non-Exempt	Principal	Interest	Total
2910	Boston Road	10/26/2007	10/1/2025	\$310,940	Non-Exempt	\$16,647.50	\$9,197.75	\$25,845.25
2911	Old Ayer Rd	10/26/2007	10/1/2025	\$155,960	Non-Exempt	\$8,352.50	\$4,614.75	\$12,967.25
9994	Project Eval	11/1/2003	2/1/2024	\$330,000	Non-Exempt	\$4,034.61	\$1,399.71	\$5,434.32
Summary for Sewer				Total Non-Exempt for Sewer		\$29,034.61	\$15,212.21	\$44,246.82
Title V								
2993	Title Five	8/1/2002	8/1/2023	\$197,403	Non-Exempt	\$10,400.00	\$0.00	\$10,400.00
Summary for TitleV				Total Non-Exempt for TitleV		\$10,400.00	\$0.00	\$10,400.00
Water								
2997	Water SRF Loan 2	12/14/2006	7/15/2026	\$1,234,434	Non-Exempt	\$57,265.00	\$19,078.18	\$76,343.18
2909	Water System	11/23/2004	8/1/2024	\$4,417,366	Non-Exempt	\$204,275.00	\$80,897.39	\$285,172.39
Summary for Water				Total for Water		\$261,540.00	\$99,975.57	\$361,515.57

Long Term Debt By Year						Fiscal 2015			
General Fund									
ID	Name	Issued	Matures	Orig Amt	Exempt/ Non-Exempt	Principal	Interest	Total	
2988	Bernier Bissell	7/15/2001	7/15/2019	\$850,000	Exempt	\$44,720.00	\$10,190.00	\$54,910.00	
2989	Bissell Property	7/15/2001	7/15/2019	\$1,075,000	Exempt	\$56,250.00	\$12,806.65	\$69,056.65	
2992	Gibbet Hill	11/15/2003	11/15/2022	\$3,000,000	Exempt	\$160,000.00	\$53,410.00	\$213,410.00	
2972	Library #1	7/15/1999	7/15/2017	\$1,831,464	Exempt	\$96,560.00	\$12,246.40	\$108,806.40	
2973	Library #2	7/15/1999	7/15/2017	\$364,000	Exempt	\$19,360.00	\$2,502.80	\$21,862.80	
2991	Lost Lake Fire	11/15/2003	11/15/2022	\$1,450,000	Exempt	\$75,000.00	\$25,837.50	\$100,837.50	
2987	Norris Property	7/15/2001	7/15/2019	\$750,000	Exempt	\$39,670.00	\$9,067.85	\$48,737.85	
2981	Senior Center	7/15/1999	7/15/2016	\$151,110	Exempt	\$8,600.00	\$796.60	\$9,396.60	
2983	Town Hall	7/15/1999	7/15/2017	\$2,500,000	Exempt	\$130,480.00	\$16,679.20	\$147,159.20	
Total Exempt						\$630,640.00	\$143,537.00	\$774,177.00	
2990	Fire Truck	11/15/2003	11/15/2016	\$485,000	Non-Exempt	\$35,000.00	\$3,307.50	\$38,307.50	
2994	Project Eval	11/1/2003	2/1/2024	\$330,000	Non-Exempt	\$10,950.00	\$3,319.47	\$14,269.47	
2986	Shattuck Property	7/15/2001	7/15/2019	\$500,000	Non-Exempt	\$26,080.00	\$5,974.10	\$32,054.10	
Total Non-Exempt						\$72,030.00	\$12,601.07	\$84,631.07	
Summary for General Fund				Total for General Fund		\$702,670.00	\$156,138.07	\$858,808.07	
GELD									
2995	GELD	7/15/2001	7/15/2019	\$750,000	Non-Exempt	\$38,280.00	\$8,736.40	\$47,016.40	
Summary for GELD						Total Non-Exempt for GELD	\$38,280.00	\$8,736.40	\$47,016.40
CPC									
012	Surrenden Farm	7/6/2007	12/15/2021	\$5,015,000	Non-Exempt	\$355,000.00	\$131,475.00	\$486,475.00	
Summary for CPC						Total Non-Exempt for CPC	\$355,000.00	\$131,475.00	\$486,475.00

Long Term Debt By Year						Fiscal 2015		
Sewer								
ID	Name	Issued	Matures	Orig Amt	Exempt/ Non-Exempt	Principal	Interest	Total
2910	Boston Road	10/26/2007	10/1/2025	\$310,940	Non-Exempt	\$16,647.50	\$4,365.37	\$21,012.87
2911	Old Ayer Rd	10/26/2007	10/1/2025	\$155,960	Non-Exempt	\$8,352.50	\$4,197.13	\$12,549.63
9994	Project Eval	11/1/2003	2/1/2024	\$330,000	Non-Exempt	\$4,050.00	\$1,227.75	\$5,277.75
Summary for Sewer				Total Non-Exempt for Sewer		\$29,050.00	\$9,790.25	\$38,840.25
Title V								
2993	Title Five	8/1/2002	8/1/2023	\$197,403	Non-Exempt	\$10,400.00	\$0.00	\$10,400.00
Summary for TitleV				Total Non-Exempt for TitleV		\$10,400.00	\$0.00	\$10,400.00
Water								
2997	Water SRF Loan 2	12/14/2006	7/15/2026	\$1,234,434	Non-Exempt	\$58,422.00	\$17,834.55	\$76,256.55
2909	Water System	11/23/2004	8/1/2024	\$4,417,366	Non-Exempt	\$210,515.00	\$74,444.59	\$284,959.59
Summary for Water				Total for Water		\$268,937.00	\$92,279.14	\$361,216.14

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2013 IMPACT ON AVERAGE TAX BILL
EMPLOYEE BENEFITS								
	GENERAL BENEFITS							
3000	County Retirement	\$ 1,179,553	\$ 1,226,334	\$ 1,384,788	\$ 1,404,602	\$ 1,404,602	1.43%	\$ 308.96
3001	State Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
3002	Unemployment Compensation	\$ 16,544	\$ 37,345	\$ 40,000	\$ 40,000	\$ 40,000	0.00%	\$ 8.80
	INSURANCE							
3010	Health Insurance	\$ 1,147,024	\$ 1,275,135	\$ 1,485,634	\$ 1,553,860	\$ 1,553,860	4.59%	\$ 341.79
3011	Life Insurance	\$ 2,358	\$ 2,253	\$ 2,500	\$ 2,500	\$ 2,500	0.00%	\$ 0.55
3012	Medicare/Social Security	\$ 78,553	\$ 87,888	\$ 84,000	\$ 88,000	\$ 88,000	4.76%	\$ 19.36
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	DEPARTMENTAL TOTAL	\$ 2,424,032	\$ 2,628,955	\$ 2,996,922	\$ 3,088,962	\$ 3,088,962	3.07%	\$ 679.46

Health Reform Savings and Mitigation Plan

Cost Share Options	
25% of First Year Savings	\$56,817
Max Variance Allowed by Town Mgr	\$3,183
Target number	\$60,000

Reimbursible Charges:	<i>Amts Reimb</i>
Office Visit/Specialist Co-pays	\$10/\$10
Medication Co-pays / Month	\$5/\$15/\$25
Medication Co-pays / Mail-In	\$10/\$30/\$60
Plan Year Deductibles	\$250/\$750
In-pt/Outpt/ER Co-pays	\$500/\$150/\$100
Speciality Test Co-pays	\$100

HRA Deposits	Amount	# Enrolled	Totals
EE -Ind	\$325	20	\$6,500
EE-Fam	\$675	63	\$42,525
ER-Ind	\$150	9	\$1,350
ER-Fam	\$275	2	\$550
R-Med	\$150	44	\$6,600
			\$57,525

Average Annual Premium Savings	Ind	Fam
Employee	\$214	\$525
Early Retiree	\$380	\$900
Medicare Retiree	\$240	

Total Savings First Year w/ HRA	Ind	Fam
Employee	\$539	\$1,200
Early Retiree	\$530	\$1,175
Medicare Retiree	\$390	

FY 2013 ENTERPRISE FUND BUDGETS

LINE	DEPARTMENT/DESCRIPTION	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 APPROPRIATED	FY 2013 DEPARTMENT REQUEST	FY 2013 TOWN MANAGER BUDGET	PERCENT CHANGE
WATER DEPARTMENT							
	WD Salaries	\$ 170,454	\$ 138,524	\$ 122,729	\$ 125,771	\$ 125,771	2.48%
	WD Wages	\$ 134,973	\$ 138,035	\$ 133,953	\$ 118,401	\$ 118,401	-11.61%
	WD Expenses	\$ 295,750	\$ 356,601	\$ 331,138	\$ 362,448	\$ 362,448	9.46%
	WD Debt Service	\$ 397,749	\$ 399,344	\$ 362,349	\$ 361,980	\$ 361,980	-0.10%
<hr/>							
100	DEPARTMENTAL TOTAL	\$ 998,926	\$ 1,032,504	\$ 950,169	\$ 968,600	\$ 968,600	1.94%
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SEWER DEPARTMENT							
	Sewer Wages	\$ 20,762	\$ 16,550	\$ 19,543	\$ 19,867	\$ 19,867	1.66%
	Sewer Expense	\$ 494,274	\$ 479,431	\$ 567,204	\$ 616,072	\$ 616,072	-100.00%
	Sewer Debt Service	\$ 231,395	\$ 152,231	\$ 46,987	\$ 45,501	\$ 45,501	-3.16%
	Pepperell SRF Reserve Account	\$ 10,162	\$ 16,115	\$ -	\$ -	\$ -	0.00%
	Deferred Debt Repayment to G/F	\$ -	\$ -	\$ 115,891	\$ -	\$ -	-100.00%
<hr/>							
200	DEPARTMENTAL TOTAL	\$ 756,593	\$ 664,327	\$ 749,625	\$ 681,440	\$ 681,440	-9.10%
<hr/>							
TOTAL ENTERPRISE FUNDS		\$ 1,755,519	\$ 1,696,831	\$ 1,699,794	\$ 1,650,040	\$ 1,650,040	-2.93%

WATER DEPARTMENT ENTERPRISE FUND Budget B

LINE ITEM	FY 2011		FY 2012		FY 2013		PERCENT CHANGE	REASON FOR CHANGE:	FY 2013		PERCENT CHANGE		
	ACTUAL SPENDING	APPROPRIATION	DEPARTMENT REQUEST	DIFFERENCE	TOWN MANAGER APPROVED	FINCOM APPROVED							
Propane Heat	\$	4,247.87	\$	3,000.00	\$	4,000.00	\$	1,000.00	33.33%	adj to meet FY11 actual spending	\$	4,000.00	33.33%
Electricity	\$	54,185.74	\$	50,000.00	\$	50,000.00	\$	-	0.00%		\$	50,000.00	0.00%
Building Maintenance	\$	358.00	\$	500.00	\$	500.00	\$	-	0.00%		\$	500.00	0.00%
Equipment Maintenance	\$	4,927.55	\$	4,000.00	\$	5,000.00	\$	1,000.00	25.00%	adj to meet FY11 actual spending	\$	5,000.00	25.00%
Vehicle Maintenance	\$	1,395.67	\$	3,000.00	\$	1,500.00	\$	(1,500.00)	-50.00%		\$	1,500.00	-50.00%
Maintenance Agreements	\$	1,562.32	\$	2,000.00	\$	2,000.00	\$	-	0.00%		\$	2,000.00	0.00%
Equipment Rental	\$	-	\$	500.00	\$	-	\$	(500.00)	0.00%		\$	-	-100.00%
Well Testing	\$	5,784.00	\$	7,000.00	\$	7,000.00	\$	-	0.00%		\$	7,000.00	0.00%
DEP Assessment	\$	1,338.14	\$	1,400.00	\$	1,400.00	\$	-	0.00%		\$	1,400.00	0.00%
Meters	\$	14,808.06	\$	5,000.00	\$	10,000.00	\$	5,000.00	100.00%	no longer rebuilding meters	\$	10,000.00	100.00%
Cable	\$	479.88	\$	500.00	\$	500.00	\$	-	0.00%		\$	500.00	0.00%
Engineering	\$	-	\$	5,000.00	\$	5,000.00	\$	-	0.00%		\$	5,000.00	0.00%
Legal	\$	3,591.50	\$	1,000.00	\$	500.00	\$	(500.00)	0.00%		\$	500.00	0.00%
TrafficControl	\$	1,585.88	\$	500.00	\$	500.00	\$	-	0.00%		\$	500.00	0.00%
Advertising	\$	45.00	\$	500.00	\$	500.00	\$	-	0.00%		\$	500.00	0.00%
Printing/Copying	\$	3,356.76	\$	3,500.00	\$	3,500.00	\$	-	0.00%		\$	3,500.00	0.00%
Insurance	\$	12,415.34	\$	15,000.00	\$	13,000.00	\$	(2,000.00)	-13.33%		\$	13,000.00	-13.33%
Telephone	\$	2,109.25	\$	2,500.00	\$	2,300.00	\$	(200.00)	-8.00%		\$	2,300.00	-8.00%
Postage	\$	2,137.04	\$	2,500.00	\$	2,500.00	\$	-	0.00%		\$	2,500.00	0.00%
Contracted Services	\$	60,214.79	\$	34,000.00	\$	40,000.00	\$	6,000.00	17.65%		\$	40,000.00	17.65%
Office Supplies/Equipment	\$	2,444.39	\$	1,000.00	\$	1,000.00	\$	-	0.00%		\$	1,000.00	0.00%
Parts/Equipment (System)	\$	24,802.56	\$	15,000.00	\$	17,500.00	\$	2,500.00	16.67%		\$	17,500.00	16.67%
Gas and Oil	\$	6,329.50	\$	7,000.00	\$	7,000.00	\$	-	0.00%		\$	7,000.00	0.00%
Chemicals	\$	27,591.21	\$	36,000.00	\$	30,295.00	\$	(5,705.00)	-15.85%	adj to meet FY11 actual spending	\$	30,295.00	-15.85%
Uniforms	\$	1,940.68	\$	2,500.00	\$	2,500.00	\$	-	0.00%		\$	2,500.00	0.00%
Intergovernmental	\$	117,289.19	\$	125,938.00	\$	152,153.00	\$	26,215.00	20.82%	includes health ins for 2 add'l ee's & 1 add'l retiree	\$	152,153.00	20.82%
New Vehicle	\$	-	\$	-	\$	-	\$	-	0.00%		\$	-	0.00%
Dues/Meetings/Trainings	\$	1,433.25	\$	1,800.00	\$	1,800.00	\$	-	0.00%		\$	1,800.00	0.00%
Licensing	\$	227.00	\$	500.00	\$	500.00	\$	-	0.00%		\$	500.00	0.00%
TOTAL FUNDS REQUESTED	\$	356,600.57	\$	331,138.00	\$	362,448.00	\$	31,310.00	9.46%		\$	362,448.00	\$ - 9.46%

Department Water Department Enterprise Fund
 Org # _____
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17	18
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Extra Hours	Annual Salary 1-Jul-11	Step Increase				Other		Projected Salary
										Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2013
Salary																
Orcutt	Thomas		Superintendent	14	8		40		\$ 72,525.00				\$ 250.00			\$ 72,775.00
Pellecchia	Sandy		Business Manager	9	4		40		\$ 52,996.00							\$ 52,996.00
TOTAL SALARIES													\$ 250.00		\$ -	\$ 125,771.00
1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17	18
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Extra Hours	Annual Salary 1-Jul-11	Step Increase				Other		Projected Salary
										Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2013
Wages													Long/xconn	On-Call	S-OT/CO-OT	
Brackett	George	Highway	SR. Technician	6	10	\$27.60	40		\$ 57,628.80				\$ 1,400.00	\$ 4,550.00	\$ 2,704.80	\$ 66,283.60
Unknown		Highway	SR. Technician	5	1	\$21.76	40		\$ 45,434.88				\$ -	\$ 4,550.00	\$ 2,132.48	\$ 52,117.36
Unknown		Highway	Tr Driver/Technician	2	1	\$0.00	20		\$ -				\$ -	\$ -	\$ -	\$ -
Emergency Call Outs															\$ 1,925.04	
TOTAL WAGES													\$ 1,400.00	\$ 9,100.00	\$ 6,762.32	\$ 118,400.96
TOTAL SALARIES & WAGES													\$ 1,650.00	\$ 9,100.00	\$ 6,762.32	\$ 244,171.96

SEWER DEPARTMENT ENTERPRISE FUND

<u>LINE ITEM</u>	FY 2013					FY 2013		
	<u>FY 2012</u>	<u>DEPARTMENT</u>	<u>DIFFERENCE</u>	<u>PERCENT</u>	<u>REASON FOR CHANGE:</u>	<u>TOWN MANAGER</u>	<u>FINCOM</u>	<u>PERCENT</u>
	<u>APPROPRIATION</u>	<u>REQUEST</u>		<u>CHANGE</u>		<u>APPROVED</u>	<u>APPROVED</u>	<u>CHANGE</u>
Treatment	\$ 300,000.00	\$ 318,000.00	\$ 18,000.00	6.00%	est Pepperrell rate increase	\$ 318,000.00		6.00%
System Maintenance	\$ 89,000.00	\$ 85,500.00	\$ (3,500.00)	-3.93%		\$ 85,500.00		-3.93%
Gas	\$ 500.00	\$ 550.00	\$ 50.00	10.00%		\$ 550.00		10.00%
Electricity	\$ 8,500.00	\$ 8,600.00	\$ 100.00	1.18%		\$ 8,600.00		1.18%
Telemetry	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%		\$ 3,000.00		0.00%
Water Meter Repairs	\$ 800.00	\$ 1,200.00	\$ 400.00	50.00%	Overdue meter replacement program to be remedied	\$ 1,200.00		50.00%
Reimburse 1/3 Bus. Man. Salary	\$ 16,650.00	\$ 17,670.00	\$ 1,020.00	6.13%	New Employee - Step 4	\$ 17,670.00		6.13%
Sewer Commission Asst. Fringe	\$ 20,765.00	\$ 14,520.00	\$ (6,245.00)	-30.07%	Decrease Health Ins for Retiree	\$ 14,520.00		-30.07%
Business Manager Fringe	\$ 3,254.00	\$ 8,600.00	\$ 5,346.00	164.29%	New Business Mgr placeholder for health ins expense	\$ 8,600.00		164.29%
Postage	\$ 1,000.00	\$ 1,200.00	\$ 200.00	20.00%		\$ 1,200.00		20.00%
Office Supplies	\$ 500.00	\$ 771.97	\$ 271.97	54.39%		\$ 771.97		54.39%
Office Phone	\$ 275.00	\$ 275.00	\$ -	0.00%		\$ 275.00		0.00%
Overhead	\$ 3,968.00	\$ 6,420.00	\$ 2,452.00	61.79%	Increase reimb for management salaries	\$ 6,420.00		61.79%
Legal Expenses	\$ 2,000.00	\$ 6,000.00	\$ 4,000.00	200.00%	easement work & IMA review	\$ 6,000.00		200.00%
Easements/Surveying	\$ 5,000.00	\$ 4,500.00	\$ (500.00)	-10.00%		\$ 4,500.00		-10.00%
Miscellaneous - manhole maintenance	\$ 22,500.00	\$ 50,000.00	\$ 27,500.00	122.22%	I & I initiative	\$ 50,000.00		122.22%
Treatment Plant - Expansion/Upgrade	\$ 83,992.00	\$ 83,764.94	\$ (227.06)	-0.27%	TOG to pay its share of Pepperrell plant upgrade	\$ 83,764.94		-0.27%
Other:MIIA	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Woodard & Curran	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%		\$ 5,000.00		0.00%
TOTAL FUNDS REQUESTED	\$ 567,204.00	\$ 616,071.91	\$ 48,867.91	8.62%		\$ 616,071.91	\$ -	8.62%

Department Sewer Department Enterprise Fund

Org # _____

COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17	18
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Extra Hours	Annual Salary 1-Jul-08	Step Increase			To Year End	Other		Projected Salary
										Date	Annual	Wks		Date	Annual	Fiscal 2010
Wages																
Iannacone	April	THL	Office Assistant	4	6	\$19.03	20	0	\$ 19,867.32							\$ 19,867.32
TOTAL SALARIES										\$ 19,867.32				\$ -		\$ 19,867.32



**TOWN OF GROTON
Water Department**

173 Main Street. Town Hall
Groton, Massachusetts 01450

Office: 978-448-1122

Fax: 978-448-1123

Superintendent:

Thomas D. Orcutt

Business Manager:

Patricia A. Dufresne

Commissioners:

Gary Hoglund

James Gmeiner

Alvin Collins, Jr

Fiscal Year 2013 Revenue Projections :

Rates	\$ 679,000.00
Processing Charge	\$ 69,500.00
Construction	\$ 97,000.00
Miscellaneous	\$ 30,800.00
Public Fire Protection	\$ 31,800.00
Town Paid Fire Protection	\$ 2,500.00
Private Hydrants	\$ 23,500.00
Fire Sprinklers	\$ 22,500.00
Other Non-Rate Fees	\$ 12,000.00
Transfers	\$ -
Total Revenue	\$ 968,600.00
 Total Expenses	 \$ 968,600.00
 Projected Surplus (Deficit)	 \$ -

Pay to: Town of Groton

12/20/2011 10:34 AM

Interdepartmental Reimbursement

1/28/2011

FY 2013 Budget Projection

Water Department

Active Employees	George B.	Unknown	Sandy P.	Tom O.	Unknown	Totals
Health Insurance	\$16,100.00	\$16,100.00	\$16,100.00	\$16,100.00		\$64,400.00
Life Insurance	\$40.00	\$40.00	\$40.00	\$40.00		\$160.00
Town Share: Medicare						\$4,725.00
Town Share: Retirement (See attached)						\$68,726.00
Retired Employees	J. Walsh	W. Boucher	S. Collette			
Health Insurance	\$3,047.00	\$2,953.00	\$6,100.00			\$12,100.00
Life Insurance	\$14.00	\$14.00	\$14.00			\$42.00
Overhead						
Electricity/Heat/Maint.(2%of 100,000)	\$2,000.00					\$2,000.00
Salaries (TM,TA,TC&T)	\$2,500.00					\$0.00

Total All Charges ----->

\$152,153.00

Medicare Matching:

Retirement Assessment:Based on Treasurer's Report

Groton Water Department

Vehicle Inventory

Vehicle I.D.	User	Make	Model	Year	Mileage*	2010	2011
						Mileage*	
Water 1 (W-1):	T. Orcutt	Ford	Ranger	2002	37,364	45,502	
Water 2 (W-2):	G. Brackett	Ford	F 350	2003	73,075	84,652	
Water 3 (W-3):	S. Collette	Ford	Ranger	2006	55,643	68,737	
Water 4 (W-4):	Spare	Ford	Ranger	1999	103,240	103,975	

*Mileage as of 11/01/10

*Mileage as of 11/11/11

Groton Water Department

Connection Fees Forecast for FY 2013

Project:	# of units	Total Value	%	Value in FY2013
Cross Roads Plaza (4x2”R + 4x4”F)	4 C	\$60,000.00	0 %	\$0.00
Monarch Path (15 x 1-1/2”R)	15 R	\$75,000.00	7 %	\$5,000.00
North Main Street (2”R + 4”F)	1C	\$22,500.00	0 %	\$0.00
Oak Ridge Estates (36R + 9-4”F)	36 R	\$260,000.00	0 %	\$ 0.00
Rocky Hill (84R)	84 R	\$315,000.00	5 %	\$15,000.00
#134 Main Street (5-4”F)	17 R	\$63,750.00	23%	\$15,000.00
	5 C	\$75,000.00	20%	\$15,000.00
Woodle Residences	6 R	\$22,500.00	33%	\$7,500.00
Miscellaneous	5 R	\$ 18,750.00	20%	\$7,500.00
	1 C	<u>\$ 15,000.00</u>	0%	<u>\$0.00</u>
Total Value		\$927,500.00		\$65,000.00

Total Anticipated Revenue for FY 2013 \$65,000.00

Other notable projects under review with the Planning Board:

Station Ave. – GELD 4” Fire Service (1” domestic equivalent) = \$3,750.00

Myette’s – Doctor’s Office 2” Domestic Service = \$7,500.00

FY2013 Budget

Overtime Calculations

G. Brackett:	$\$27.44/\text{hr.} \times 1.5 = \$41.16 \text{ (1.5x rate)}$	$\$27.44/\text{hr.} \times 2.0 = \$54.88 \text{ (2.0x rate)}$
Unknown :	$\$21.14/\text{hr.} \times 1.5 = \$31.71 \text{ (1.5x rate)}$	$\$21.14/\text{hr.} \times 2.0 = \$42.28 \text{ (2.0x rate)}$

Weekend/Holiday Scheduled Overtime Calculations: George Brackett

26 Sundays @ 2 hrs/day @ 1.5X = 52 hours	52hrs. x \$41.16 /hr = \$2,140.32
4 holidays @ 2 hrs/day @ (1.5x) = 8 hours	8 hrs. x \$41.16/hr = \$ 329.28
<u>2 holidays @ 2 hrs/day @ (2x) = 4 hours</u>	<u>4 hrs. x \$54.88/hr = \$ 219.52</u>
Total Hours = 64	Total = \$2,689.12

Weekend/Holiday Scheduled Overtime Calculations: Unknown

26 Sundays @ 2 hrs/day @ 1.5X = 52 hours	52 hrs. x \$31.71 /hr = \$ 1,648.92
4 holidays @ 2 hrs/day @ (1.5x) = 8 hours	8 hrs. x \$31.71/hr = \$ 253.68
<u>2 holidays @ 2 hrs/day @ (2x) = 4 hours</u>	<u>4 hrs. x \$42.28/hr = \$ 169.12</u>
Total Hours = 64	Total = \$2,071.72

Emergency (unscheduled) Call-Outs:

G. Brackett	13 calls at 2 hr. minimum (26 hrs. x \$41.16/hr)	\$1,070.16
Unknown	13 calls at 2 hr. minimum (26 hrs. x \$31.71/hr)	<u>\$ 824.46</u>
	Total =	\$1,894.62

Total \$6,655.46

Scheduled and Unscheduled Overtime	\$ 6,655.46
On-Call compensation @ \$175.00/wk x 52 weeks = \$9,100.00	\$ 9,100.00
Longevity and Cross Connection Stipend	<u>\$ 1,400.00</u>
	\$17,155.46

Grand Total \$17,155.46

Schedule of Water Department Principal and Interest Payments Due by Year

Loan Description	Date of Maturity	G/LID	2008	2009	2010	2011	2012	2013
Water Route 40	11/1/2008	2904	5,478.75	4,100.00	-	-	-	-
Water Mains Lost Lake	11/1/2008	2903	28,260.00	24,600.00	-	-	-	-
Land on Martins Pond Rd.	11/15/2008	2907	52,775.00	50,925.00	-	-	-	-
Water Lost Lake	11/1/2009	2908	3,317.50	3,167.50	1,896.25	-	-	-
Water Res Roof #1	7/1/2010	2905	1,512.14	1,425.07	1,337.03	1,114.47	-	-
Water Res Roof #2	7/1/2010	2906	32,985.00	32,250.00	31,462.50	35,525.00	-	-
Water System Upgrade	8/1/2024	2909	292,078.83	286,640.45	286,379.32	286,111.14	285,836.29	285,551.97
Water SRF Loan #2	7/15/2026	2997	83,749.89	76,752.58	76,673.29	76,593.28	76,512.07	76,428.19
Totals by Year			500,157.11	479,860.60	397,748.39	399,343.89	362,348.36	361,980.16

2013 TOWN OF GROTON MINOR CAPITAL PLAN

Program	Water		
Lead Department	Water Department		
Project Name	Miscellaneous Minor Capital Projects		
New	Yes	Replacement	No
Current Age	N/A	Estimated Life	Varies

Reason for need: In Fiscal Year 2013, it is anticipated that the following Minor Capital Items will be required (Minor Capital Items are considered items less than \$5,000.00).It is anticipated that these purchases would be from existing lines items in the Water Department's Operating Budget and not from the Water Enterprise Reserves Fund transfers.

Meters w/Radio's	\$ 10,000.00
Total Cost	\$10,000.00

Funding Source: Water Revenue



**TOWN OF GROTON
Sewer Department**

173 Main Street. Town Hall
Groton, Massachusetts 01450

Office: 978-448-1122

Fax: 978-448-1123

Business Manager:

Patricia A. Dufresne

Commissioners:

Thomas Orcutt
James Gmeiner
Thomas Hartnett

Sewer Operations Only

Fiscal Year 2013 Revenue Projections :

	<i>Operations</i>	<i>Betterments</i>	<i>Total</i>
Debt/Int Old Ayer/Boston Rd		\$ 33,448.82	\$ 33,448.82
Rates	\$ 558,787.74		\$ 558,787.74
PPA/GBF	\$ 17,745.00		\$ 17,745.00
PPA/GBF Betterments	\$ 14,863.73		\$ 14,863.73
Miscellaneous	\$ 2,153.22		\$ 2,153.22
GDRHS O & M	\$ 15,130.00		\$ 15,130.00
Capacity Purchases	\$ 4,342.80		\$ 4,342.80
Interest Earnings	\$ 1,550.00		\$ 1,550.00
Reserve Transfers	\$ 26,805.01	\$ 6,613.68	\$ 33,418.69
Total Revenue	\$ 641,377.50	\$ 40,062.50	\$ 681,440.00
 Total Expenses	 \$ 641,377.50	 \$ 40,062.50	 \$ 681,440.00
 Projected Surplus (Deficit)	 \$ -	 \$ -	 \$ -