



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 2014 – Proposed Town of Groton Operating Budget*

Date: *December 31, 2012*

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 2014 Operating Budget for the Town of Groton. This is the fifth budget that I have submitted as your Town Manager. Similar to last year, I will be proposing a "needs budget" that, not only provides a stable tax rate, but allows us to continue to address areas that will improve our overall service delivery to our residents. In addition, decisions made in previous years have allowed us to set aside the necessary debt service to address capital needs in FY 2014 without increasing taxes more than is allowed under Proposition 2½. After a significant increase last year, the excluded debt budget decreases slightly in FY 2014, providing some relief for our residents and taxpayers. In addition, our financial position will allow the Board of Selectmen and Finance Committee to address Other Post-Employment Benefits in Fiscal Year 2014. I am very fortunate to have the outstanding support and assistance of Interim Finance Director Valerie Jenkins, Principal Assessor Rena Swezey, Treasurer/Collector Victoria Smith, Town Accountant Patricia DuFresne, Human Resources Director Suzanne Loverin and Executive Assistant Patrice Garvin, as they have assisted me in developing the proposed operating budget. Their recommendations and cooperation were crucial in the preparation of this budget.

In preparing the FY 2014 Budget, I requested that departments continue to examine the services they provide and whether or not the way those services are delivered needs to be adjusted. Departments were asked again to take a hard look at their department operation and provide a realistic outlook for FY 2014. This was an extremely successful approach last year and it absolutely repeated itself in preparing this proposed budget. We will have the potential to adjust budgets for the second consecutive year. I strongly believe that we will be able to improve the delivery of services in key departments in FY 2014.

When putting together our estimated revenues for Fiscal Year 2014, 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, Fiscal Year 2013 State Revenue Collections are well below budgeted revenues and the Governor has made a decision to reduce FY 2013 Local Aid payments to the Cities and Towns. Based on this, we are assuming a decrease in local aid for Fiscal Year 2014. To be conservative, we are budgeting State Aid at the Fiscal 2012 level, or a decrease of 11.01%. To offset this reduction, we are proposing using \$70,612 in excess levy capacity to minimize the impact of this reduction on the proposed operating budget. Obviously, if State Aid is not reduced to this level, we will not use this excess levy capacity to balance the budget. The following chart shows what we expect to receive in revenues for FY 2014 that can be used for Operational Expenses:

<u>Revenue Source</u>	<u>Budgeted FY 2013</u>	<u>Estimated FY 2014</u>	<u>Dollar Change</u>	<u>Percent Change</u>
Property Tax	\$23,920,810	\$24,721,030	\$800,220**	3.34%
Unexpended Tax Capacity	\$ (571,169)	\$ (500,557)	\$ 70,612	12.36%
State Aid	\$ 802,427	\$ 714,000	\$ (88,427)	-11.01%
Local Receipts	\$ 2,788,000	\$ 2,863,500	\$ 75,500	2.70%
Other Available Funds	\$ 160,000	\$ 160,000	\$ 0	0.00%
TOTAL	\$27,100,068	\$27,957,973	\$857,905	3.16%

**Includes two and one half percent increase allowed by law and \$12 million in new growth.

Similar to last year, we are confident that we have a healthy revenue forecast in Fiscal Year 2014. This will allow us to continue to maintain services and continue to address areas that we believe will improve the delivery of services. Similar to last year, Health Insurance and Pension Expenses will not overly tax the budget in FY 2014 as we continue to provide affordable health insurance to our employees and continue to fund our unfunded pension liability without a major increase in the operating budget. In addition, due to the fact that both the Groton Dunstable Regional School District and Nashoba Valley Regional Technical High School either had a small increase or decreased their assessments in FY 2013, budgeting a two and one half (2½%) percent increase in both these line items in FY 2014 will not overly tax new revenues.

As I stated in last year's budget message, the continued 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 2014 Operating Budget:

INFORMATION TECHNOLOGY

Improving our technology capabilities has been a high priority of mine since I became Town Manager. We have been very fortunate over the past three years to have an outstanding IT Director in Jason Bulger. With the help of extremely dedicated volunteers, Jason has been able to improve our capabilities and our IT function. We have seen significant improvements to our equipment and security. In addition, we now

have a state of the art website and our Emergency Operations Center is one of the finest in the State in terms of capabilities. In addition, we have developed software that has helped our departments improve their service delivery to our residents. Our commitment to IT continues in FY 2014. Currently, the Department has one full time Manager and a part-time Desk Top Specialist. In order to continue moving the Department forward, we are proposing to increase the staff by one full-time employee and to reorganize the make-up of the IT Department. The Wage Line Item requests \$57,505, which would fund a part-time (19 hour/week) Web Developer with a salary of \$24,299, and increase the current part time Desk Top Specialist from 19 hours/week to full-time (35 hours/week) at a salary of \$33,206. Many departments suffer inefficiencies due to ongoing maintenance or support issues that result from only a part-time Desktop Specialist. The IT Department has implemented a ticketing system that shows that users on average wait 4 days for a non-emergency problem to be remedied. Adding this position would make great strides to bring that number down. Expanding this position will allow the IT Director to dedicate more time on higher-level issues like managing servers and network devices, planning, purchasing, and special projects. Increasing the Desktop Specialist position to full-time will allow better continuity for users and increase efficiency for all workers.

The new Web Developer position will help the Department tackle two of the department's most profound goals which are to provide a solid public-facing website that adequately communicates all of the Town's information to the public, and improve and expand the back office software system, which saves time and improves the recordkeeping of several departments throughout the Town as well as aid in essential business functions. The current back office system has been under development for several years now, and providing ongoing support and documentation will increase its overall usefulness and ensure its long-term survival. With the work of the employee in this position, the public-facing website will be easier to navigate and search, will contain more documents and pages to provide more information to the public, will offer a mobile version of the site, and will offer the ability to sign up for alerts or notifications for certain events.

HEALTH INSURANCE

Fiscal Year 2014 will be the second year that the Health Reform Legislation will have a positive impact on the Town's Operating Budget. As you will recall from last year, the Health Reform Law 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 was 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. In order to offset some of these additional expenses to employees, the Town implemented a health reimbursement arrangement (HRA) that allows employees and retirees to use the savings to offset higher co-pays and new plan year deductibles. In FY 2013, we appropriated \$60,000 for the HRA, which was twenty (25%) percent of the savings the Town realized with the new plan design. The Board of Selectmen had agreed to request funding for the HRA in the amount of \$60,000 for three years. The Fiscal Year 2014 Budget contains this amount in the Health Insurance Budget.

POLICE AND FIRE COMMUNICATIONS

The Police and Fire Communications Department has had four full-time employees and one part-time employee for many years. As a matter of fact, we have been unable to determine the last time a new position was added to this department. For the past two fiscal years additional funding has been added to the Department's Wage Account to provide relief dispatchers to cover various shifts. This has been a good "stop-gap", but has not fully addressed the needs of the Department. Aside from emergencies, day to day call volumes and walk in traffic has increased quite significantly. From January 1, 2012 to November 21, 2012 the Communications Center has logged approximately 31,159

calls. From January 1, 2011 to December 31, 2011 the Communications Center logged 23,997 calls. This is an increase of approximately 29.85%. In addition, training requirements and other mandates from the State have been implemented over the past year. On July 1, 2012, the Commonwealth of Massachusetts mandated Emergency Medical Dispatch (EMD) procedures and requirements. The Town was fortunate enough to receive grant money (\$36,000) to purchase the software program and complete the EMD training that was required. In order to become a certified EMD dispatcher, the employee must become a certified E911 tele-communicator, obtain and maintain CPR certification, and obtain and maintain EMD certification. Each employee must also complete sixteen (16) hours of state approved continuing education training each year. This new mandate has created more work for the dispatcher(s) as they now need to remain on the phone with the caller and provide pre-arrival medical assistance while dispatching the ambulance, cruiser, and out of town Advanced Life Support (ALS) unit(s) that is required by Fire Department protocol. In addition, they must continue to enter the call into the Computer Aided Dispatch (CAD) system, the EMD Software system, and answer incoming phone calls, all while continuing to dispatch for Dunstable Police and EMS. In order to address this, I am proposing that we add an additional full-time dispatcher in Fiscal Year 2014. By adding this position, the Department will be able to have the busiest times covered by two dispatchers on duty and continue to meet State mandates without impacting public safety. The FY 2014 Budget impact of this proposal is \$59,243 (including benefits).

LIBRARY BOOKS/MATERIALS BUDGET

The Library Trustees have requested that funding be added to their Fiscal Year 2014 Budget that will allow them to change from the current catalog and borrowing system they operate under to one that will dramatically improve their delivery of services to our residents. As it is now constituted, the Groton Public Library (GPL) is a stand-alone system - the last library in eastern Massachusetts that is not part of a network. The GPL purchases its own online catalog system from The Library Corporation (TLC) and is an online affiliate with the Central/Western Massachusetts Automated Resource Sharing network (C/W MARS), for which they receive access to two databases (out of the 53 they offer) and limited access to their catalog system. The current catalog system with TLC will cost \$14,318 in FY 2014, while continuing with C/W MARS for interlibrary loans will cost \$3,100. It is important to note that FY 2014 will be the last year that C/W MARS will offer on-line affiliations. Starting in FY 2015, they will only be offering full memberships. In order to improve the delivery of services, the Library Trustees have requested funding for a full membership in the Merrimack Valley Library Consortium (MVLC). This change would incorporate GPL into a network with 35 other public libraries, increasing their materials collection of 76,000 to over three million items. The annual cost to join the MVLC is \$35,371. Since they will no longer be part of TLC or C/W MARS, the \$17,418 currently being spent can be used to offset the MVLC fee, thereby requiring an additional appropriation of \$17,953 in FY 2014.

The GPL is situated on the border of two large networks: C/W MARS and Merrimack Valley Library Consortium (MVLC). After careful consideration, the Trustees have decided GPL would best fit with MVLC, a network of 35 public libraries in the northeast of Massachusetts. As a full member of MVLC, the GPL would be a part of their online catalog system and receive all the benefits of being a full member. Some of the benefits of joining the MLVC are as follows:

- Easy access to the over 800,000 unique titles and over 3 million volumes available in MVLC's 35 libraries. Patrons will be able to search the entire MVLC library system, place a request online, and pick up their materials at GPL.
- 48-hour turnaround delivery time for most network transfers (compared to the 2 days to 2 weeks timeframe for interlibrary loans now).

- Faster fulfillment of holds: residents will no longer have to wait for Groton's copy to be returned before they can borrow it; if there is an available copy in MVLC, it will be sent to us immediately to fill a patron's request.
- The ability to use their Groton library card at 35 area public libraries, including Dunstable, Westford, Chelmsford, and Lowell.
- Access to more downloadable ebooks and eaudiobooks through Overdrive, a digital media catalog, and eLibrary.

In addition to the above benefits for patrons, library staff would also receive several advantages as part of membership, including: server maintenance, technical and cataloging support, reports assistance, staff training, and money-saving opportunities to purchase computer software and databases as part of a group. Libraries serve their communities better when resources are pooled together. Finally, the GPL is getting pressure from the Massachusetts Board of Library Commissioners for the few remaining stand-alone libraries in the state to join a network in order to eventually become part of a one card statewide system. Joining the MVLC will allow us to stay current with all State requirements should this go into effect. Therefore, I have included the additional funding necessary to join the MVLC in the FY 2014 Proposed Operating Budget.

UNION CONTRACTS AND BY-LAW EMPLOYEES

Due to our efforts last year, the Town entered into three (3) year agreements with all of our Unions. This has allowed us to maintain a stable work force and provide a solid budgetary forecast over the next two years. Our five existing Unions will be entering the second year of three year deals in Fiscal Year 2014. Negotiations with our sixth union, the newly formed Groton Professional Firefighters Association, are still on-going and we hope to have a three (3) year agreement finalized with them in the next several weeks. Each of the five (5) Unions has agreed to a two (2%) percent wage adjustment in Fiscal Year 2014, and I am recommending that all By-Law employees receive the same adjustment. In addition, please recall that last year, we developed and negotiated a new performance incentive program for several of our union employees, as well as our By-Law employees. This program allows employees to earn up to an additional two (2%) percent wage increase based on a review of their performance by their department managers. Fiscal Year 2014 is the first year that the financial impact of this program will be included in the Town's operating budget. I am pleased to report that the first year of this program has gone very well. We have received very positive feedback from employees and department managers. I expect this program to continue to evolve and be an effective tool to measure employee performance. The Fiscal Year 2014 financial impact of the negotiated and recommended wage adjustment, along with the performance incentive program is as follows:

Total Needed for Wage Adjustment	\$112,845
Total Needed for Performance Incentive	<u>\$ 44,759</u>
Total Budgetary Impact:	\$157,604

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

<u>Function</u>	<u>FY 2013 Appropriation</u>	<u>FY 2014 Proposed</u>	<u>Dollar Change</u>	<u>Percent Change</u>
General Government	\$ 1,652,260	\$ 1,699,663	\$ 47,403	2.87%
Land Use Departments	\$ 351,148	\$ 361,123	\$ 9,975	2.84%
Protection of Persons and Property	\$ 2,804,946	\$ 2,974,896	\$169,950	6.06%
Department of Public Works	\$ 1,969,612	\$ 2,032,852	\$ 63,240	3.21%
Library and Citizens Services	\$ 1,545,696	\$ 1,579,221	\$ 33,525	2.17%
Debt Service (within Levy Only)**	\$ 321,000	\$ 715,571	\$394,571	122.91%
Employee Benefits	\$ 3,013,787	\$ 3,092,424	\$ 78,637	2.61%
Municipal Government Total	\$11,658,449	\$12,455,750	\$797,301	6.83%

**Includes anticipated debt service of \$500,000 for the new Center Fire Station and Fitch's Bridge Demolition/Replacement

It is important to note here that if the Fire Station/Fitch's Bridge Debt Service were not included in the proposed operating budget, the proposed increase is \$297,301, or 2.55%, which is less than last year's proposed increase of 2.88%. I would like to commend all Municipal Departments, Boards, Committees and Commissions for their efforts in providing 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, 2013. We are required to submit a balanced budget to the Board of Selectmen and Finance Committee by December 31, 2012 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 four years, we have set aside an increase of 2.5% for the Groton-Dunstable Regional School District, or an increase of \$368,145. We are proposing the same 2.5% increase for the Nashoba Valley Technical High School, or \$11,249. 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 2014 Proposed Budgets.

CAPITAL BUDGET

The Capital Budget will be submitted to the Board of Selectmen and Finance Committee under separate cover. Our plan to set aside levy capacity to fund a portion of the Capital Budget in previous years to provide levy capacity to pay the debt service on the new Center Fire Station without requiring a Debt Exclusion of Proposition 2½ has been extremely successful. This year, we will be returning to our practice of transferring funds from the Capital Stabilization Fund (\$369,500) to pay for our annual Capital Budget. The requested FY 2014 Capital Budget is \$9,799,994, with the major expenses being the new Center Fire Station and the Middle School Roof Repair. The following sources will fund this requested amount:

Borrowing Authorization	\$9,170,494
Capital Stabilization Fund	\$ 369,500
Water Revenue	\$ 80,000
Sewer Revenue	\$ 140,000
Ambulance Receipts	<u>\$ 40,000</u>
Total	\$9,799,994

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 over the last four 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 2013</u>	<u>Proposed FY 2014</u>	<u>Dollar Change</u>	<u>Percent Change</u>
Water Department	\$ 970,686	\$1,004,768	\$ 34,082	3.51%
Sewer Department	<u>\$ 681,116</u>	<u>\$ 836,687</u>	<u>\$155,571</u>	<u>22.84%</u>
TOTAL ENTERPRISE FUNDS	\$1,651,802	\$1,841,455	\$189,653	11.48%

TAX IMPACT OF THE PROPOSED OPERATING BUDGET

The total Town Manager's Fiscal Year 2014 Proposed Operating Budget, including Regional School Assessments and excluded debt, is \$30,060,703 or an increase of 3.93%. This proposed budget is \$500,557 under the anticipated FY 2014 Proposition 2½ Levy Limit. When you take into consideration the proposed Capital Budget and additional appropriations raised on the recap sheet, the total proposed budget is \$30,967,245. The Fiscal Year 2013 Tax Rate has been certified at \$16.85. Based on the proposed Budget, the estimated Tax Rate in Fiscal Year 2014 is \$17.26, or an increase of \$0.41. In Fiscal Year 2013, the average Tax Bill in the Town of Groton (based on a home valued at \$400,000) is \$6,740. Under this proposed budget, that same homeowner can expect a tax bill of \$6,904 or an increase of \$164. The following chart shows a comparison between FY 2013 and FY 2014:

	<u>Actual FY 2013</u>	<u>Proposed FY 2014</u>	<u>Dollar Change</u>	<u>Percent Change</u>
Levy Limit	\$23,349,641	\$24,220,473*	\$870,832	3.72%*
Tax Rate On Levy Limit	\$15.47	\$15.92	\$0.45	2.90%
Average Tax Bill	\$6,188	\$6,368	\$180	2.90%
Excluded Debt	\$2,090,517	\$2,049,772	\$(40,745)	-1.94%
Tax Rate On Excluded Debt	\$1.38	\$1.35	\$(0.03)	-2.17%
Average Tax Bill	\$552	\$540	\$(12.00)	-2.17%
Final Levy Limit	\$25,440,158	\$26,270,245**	\$830,087	3.26%**
Final Tax Rate	\$16.85	\$17.26	\$0.41	2.43%
Average Tax Bill	\$6,740	\$6,904	\$164	2.43%

*Includes anticipated new growth of \$12 million.

**Please note that the Proposed Budget is \$500,557 under the anticipated FY 2013 Levy Limit.

OTHER POST-EMPLOYMENT BENEFITS

There is one additional area that needs to be addressed in developing the Fiscal Year 2014 Proposed Operating Budget. It would be irresponsible of me and my Finance Team if we did not address this issue. Municipal employees are compensated for their services in a number of different ways. In addition to the salary he or she receives while actively employed, an employee may also receive benefits (such as a pension or health insurance) that continue on after the employee has retired from Town service. Other Post-Employment Benefits (commonly referred to as OPEB) are those benefits ***other than pension*** that the Town is responsible to continue providing to the employee after he or she has retired or left Town service. Currently, the Town of Groton provides health insurance and life insurance to its retirees, recognizing the expense during the period of actual distribution rather than in the period during which those benefits are earned. In 2004, the Government Accounting Standards Board (GASB) issued statement number 45 setting forth some requirements for Towns that handle OPEB

costs on a “pay-as-you-go” basis. This was done in an effort to provide interested parties with more complete information regarding the true financial position of municipalities that provide such benefits. To this end, GASB 45 first requires that a periodic actuarial analysis be done to identify the costs of the OPEB that are earned by public employees during their years of service, and then also requires that this cost be reported as an accrued liability and included as a footnote to the Town’s financial statements. At the present time, there is no obligation to fund this liability, however, as the value of these obligations is relatively substantial (Groton’s liability as of the beginning of the Fiscal Year 2013 is \$7,150,656), choosing to leave it unfunded may negatively impact the Town’s ability to maintain a high credit rating and thereby control debt service costs.

As presented, the Proposed Fiscal Year 2014 Operating Budget is \$550,557 under the levy limit. It may be time to utilize some of this excess tax capacity to address OPEB. As you are aware, the Town has recently adopted a policy specifically aimed at providing a method for funding the OPEB liability. This plan involves first establishing a dedicated Stabilization Fund to hold the initial funding appropriation, which would be voted at Town Meeting as part of the fiscal year operating budget. Secondly, in order to reach its Annual Required Contribution (ARC) per the actuarial analysis, the Town could utilize a portion of this excess levy capacity and appropriate \$100,000 in Fiscal Year 2014 to start addressing this liability. Then, the Town can increase that appropriation by \$100,000 every year, as finances allow, until the goal of \$900,000 is reached. Finally, preferably by Fiscal 2018, the OPEB Stabilization Fund will be converted to an Unbreakable Trust. The ARC deposit will then be appropriated yearly with the Town’s Operating Budget. The funds accumulating in this OPEB trust account can only be spent on paying the costs of retiree health and life insurance benefits. By following GASB 45 recommendations, we will be making a more accurate representation of the Town’s finances by recognizing benefit costs in the period when services are rendered. Additionally, this plan will help us to supply information to the public regarding the true cost of promised benefits, as well as providing a tool that will help Town officials to be able to accurately gauge the impact of benefit costs on future cash flow.

To appropriate \$100,000 to start this fund in FY 2014 would lower our excess tax capacity to \$400,557 and add \$0.07 to the estimated tax rate (bringing it to \$17.33, an increase of \$0.48 or 2.84%) and cost the average tax payer an additional \$28 (bringing the average tax bill to \$6,932, or an increase of \$192 or 2.84%). Enclosed in the Budget presentation is a five year projection of the impact on the budget by addressing OPEB in FY 2014 and attempting to increase it over the next five years. The Finance Team and I look forward to discussing this in more detail with both the Board of Selectmen and Finance Committee to determine whether or not to address this in Fiscal Year 2014.

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 Suzanne Loverin 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 2014 LEVY LIMIT CALCUATION

Revised: 12/17/2012

I. 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	\$	283,380	
D.	ADD FY 2013 OVERRIDE	\$	-	
E.	FY 2013 SUBTOTAL	\$	23,920,810	\$ 23,920,810
F.	FY 2013 LEVY CEILING	\$	37,745,042	FY 2013 LEVY LIMIT

II. TO CALCULATE THE FY 2014 LEVY LIMIT

A.	FY 2013 LEVY LIMIT	\$	23,920,810	
A1.	ADD AMENDED FY 2013 NEW GROWTH	\$	-	
B.	ADD TWO AND ONE HALF PERCENT	\$	598,020	
C.	ADD FY 2014 NEW GROWTH	\$	202,200	
D.	ADD FY 2014 OVERRIDE	\$	-	
E.	FY 2014 SUBTOTAL	\$	24,721,030	\$ 24,721,030
F.	FY 2014 LEVY CEILING	\$	37,745,042	FY 2014 LEVY LIMIT

Revised: 12/17/2012

TOWN OF GROTON, MASSACHUSETTS FY 2014 TOTAL TAX LEVY CALCULATION

FY 2014 LEVY LIMIT	\$	24,721,030
CAPITAL EXCLUSION	\$	-
DEBT EXCLUSION - TOWN	\$	816,448
DEBT EXCLUSION - SEWER	\$	-
DEBT EXCLUSION - WATER	\$	-
DEBT EXCLUSION - GDRSD	\$	1,233,324
SUB-TOTAL - EXCLUSIONS	\$	2,049,772
TOTAL TAX LEVY	\$	26,770,802

Revised: 12/17/2012

**TOWN OF GROTON
FISCAL YEAR 2014
REVENUE ESTIMATES**

	BUDGETED FY 2013	ESTIMATED FY 2014	CHANGE
PROPERTY TAX REVENUE	\$ 23,920,810	\$ 24,721,030	\$ 800,220
DEBT EXCLUSIONS	\$ 2,090,517	\$ 2,049,772	\$ (40,745)
CHERRY SHEET - STATE AID	\$ 802,427	\$ 714,000	\$ (88,427)
UNEXPENDED TAX CAPACITY	\$ (571,169)	\$ (500,557)	\$ 70,612
LOCAL RECEIPTS:			
General Revenue:			
Motor Vehicle Excise Taxes	\$ 1,225,000	\$ 1,285,000	\$ 60,000
Penalties & Interest on Taxes	\$ 85,000	\$ 90,000	\$ 5,000
Payments in Lieu of Taxes	\$ 210,000	\$ 210,000	\$ -
Other Charges for Services	\$ 63,500	\$ 63,500	\$ -
Fees	\$ 414,000	\$ 414,000	\$ -
Rentals	\$ 27,000	\$ 27,000	\$ -
Library Revenues	\$ 15,000	\$ 15,000	\$ -
Other Departmental Revenue	\$ 475,000	\$ 475,000	\$ -
Licenses and Permits	\$ 228,500	\$ 256,000	\$ 27,500
Fines and Forfeits	\$ 30,000	\$ 22,000	\$ (8,000)
Investment Income	\$ 15,000	\$ 6,000	\$ (9,000)
Recreation Revenues	\$ 577,120	\$ 550,000	\$ (27,120)
Miscellaneous Non-Recurring	\$ -	\$ -	\$ -
Sub-total - General Revenue	\$ 3,365,120	\$ 3,413,500	\$ 48,380
Other Revenue:			
Free Cash	\$ -	\$ -	\$ -
Stabilization Fund for Minor Capital	\$ -	\$ -	\$ -
Stabilization Fund for Tax Rate Relief	\$ -	\$ -	\$ -
Capital Asset Stabilization Fund	\$ 555,200	\$ 369,500	\$ (185,700)
EMS/Conservation Fund Receipts Reserve	\$ 360,000	\$ 200,000	\$ (160,000)
Community Preservation Funds	\$ -	\$ -	\$ -
Water Department Surplus	\$ -	\$ -	\$ -
Sewer Department Surplus	\$ -	\$ -	\$ -
Encumbrances	\$ -	\$ -	\$ -
Sub-total - Other Revenue	\$ 915,200	\$ 569,500	\$ (345,700)
WATER DEPARTMENT ENTERPRISE	\$ 970,776	\$ 1,004,768	\$ 33,992
SEWER DEPARTMENT ENTERPRISE	\$ 681,440	\$ 836,687	\$ 155,247
TOTAL ESTIMATED REVENUE	\$ 32,175,121	\$ 32,808,700	\$ 633,579

**TOWN OF GROTON
FISCAL YEAR 2014
TAX LEVY CALCULATIONS**

Revised: 12/17/2012

FY 2014 PROPOSED EXPENDITURES

Town Manager Proposed Budget

General Government	\$	1,699,663
Land Use Departments	\$	361,123
Protection of Persons and Property	\$	2,974,896
Regional School Districts	\$	16,788,505
Department of Public Works	\$	2,032,852
Library and Citizen Services	\$	1,579,221
Debt Service	\$	1,532,019
Employee Benefits	\$	3,092,424

A. TOTAL DEPARTMENTAL BUDGET REQUESTS	\$	30,060,703
B. CAPITAL BUDGET REQUESTS	\$	409,500
C. ENTERPRISE FUND REQUESTS	\$	1,841,455
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	\$	20,000
8. Authorized deferral of Teachers' Pay	\$	-
9. Snow and Ice deficit	\$	170,000
10. Other		

E. TOTAL OTHER AMOUNTS TO BE RAISED	\$	191,000
F. STATE AND COUNTY CHERRY SHEET CHARGES	\$	81,042
G. ALLOWANCE FOR ABATEMENTS AND EXEMPTIONS	\$	225,000

TOTAL PROPOSED EXPENDITURES	\$	32,808,700
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FY 2013 ESTIMATED RECEIPTS

ESTIMATED TAX LEVY		
Levy Limit	\$	24,721,030
Debt Exclusion	\$	2,049,772
A. ESTIMATED TAX LEVY	\$	26,770,802
B. CHERRY SHEET ESTIMATED RECEIPTS	\$	714,000
C. LOCAL RECEIPTS NOT ALLOCATED	\$	3,413,500
C. OFFSET RECEIPTS	\$	-
D. ENTERPRISE FUNDS	\$	1,841,455
E. COMMUNITY PRESERVATION FUNDS	\$	-
F. FREE CASH	\$	-
OTHER AVAILABLE FUNDS		
1. Stabilization Fund	\$	-
2. Capital Asset Fund	\$	369,500
3. EMS/Conservation Fund	\$	200,000
G. OTHER AVAILABLE FUNDS	\$	569,500
TOTAL ESTIMATED RECEIPTS	\$	33,309,257
FY 2013 SURPLUS/(DEFICIT)	\$	500,557

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

FISCAL YEAR 2014

I. TAX RATE SUMMARY

la.	Total amount to be raised (from IIe)	\$	32,808,700.00
lb.	Total estimated receipts and other revenue sources (from IIIe)	\$	6,538,455.00
lc.	Tax levy (Ia minus Ib)	\$	26,270,245.00
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	93.6907%	\$ 24,612,767.12	\$ 1,425,786,124.00	\$ 17.26	\$ 24,612,767.12
NET OF EXEMPT					\$ -
OPEN SPACE	0.0000%	\$ -	\$ -		\$ -
COMMERCIAL	3.8566%	\$ 1,013,130.69	\$ 58,689,365.00	\$ 17.26	\$ 1,013,130.69
NET OF EXEMPT					\$ -
INDUSTRIAL	0.7918%	\$ 208,020.65	\$ 12,050,370.00	\$ 17.26	\$ 208,020.65
SUBTOTAL	98.3391%		\$ 1,496,525,859.00		\$ 25,833,918.45
PERSONAL	1.6609%	\$ 436,326.55	\$ 25,275,839.00	\$ 17.26	\$ 436,326.55
TOTAL	100.0000%		\$ 1,521,801,698.00		\$ 26,270,245.00

TAX RATE RECAPITULATION GROTON

FISCAL YEAR 2014

II. AMOUNTS TO BE RAISED

II a. Appropriations		\$ 32,311,658
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	\$ 20,000	
8. Authorized Deferral of Teachers' Pay	\$ -	
9. Snow and Ice deficit	\$ 170,000	
10. Other		
TOTAL II b.		\$ 191,000
II c. State and County Cherry Sheet Charges		\$ 81,042
II d. Allowance for Abatements and Exemptions (overlay)		\$ 225,000
II e. TOTAL AMOUNT TO BE RAISED		\$ 32,808,700

III. Estimated Receipts and Other Revenue Sources

III a. Estimated Receipts - State

1. Cherry Sheet Estimated Receipts	\$	714,000	
2. Massachusetts School Building Authority Payments	\$	-	
TOTAL III a.		\$	714,000

III b. Estimated Receipts - Local

1. Local Receipts Not Allocated	\$	3,413,500	
2. Offset Receipts	\$	-	
3. Enterprise Funds	\$	1,841,455	
4. Community Preservation Funds	\$	-	
TOTAL III b.		\$	5,254,955

III c. Revenue Sources Appropriated for Particular Purposes

1. Free Cash	\$	-	
2. Other Available Funds	\$	569,500	
TOTAL III c.		\$	569,500

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

1a. Free Cash...appropriated on or before June 30, 2013			
1b. Free Cash...appropriated on or after July 1, 2013			
2. Municipal Light Source			
3. Teachers' Pay Deferral			
4. Other Source:			
TOTAL III d.		\$	-

III e. Total Estimated Receipts and Other Revenue Sources		\$	6,538,455
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IV. Summary of Total Amount to be Raised and Total Receipts from All Sources

a. Total Amount to be Raised		\$	32,808,700
b. Total Estimated Receipts and Other Revenue Sources	\$	6,538,455	
c. Total Real and Personal Property Tax Levy	\$	26,270,245	
d. Total Receipts from All Sources		\$	32,808,700

**TAX RATE RECAPITULATION
GROTON**

FISCAL YEAR 2014

LOCAL RECEIPTS NOT ALLOCATED

		BUDGETED RECEIPTS FY 2013	ESTIMATED RECEIPTS FY 2014
		<hr/>	<hr/>
1	MOTOR VEHICLE EXCISE	\$ 1,225,000	\$ 1,285,000
2	OTHER EXCISE	\$ -	\$ -
3	PENALTIES AND INTEREST ON TAXES	\$ 85,000	\$ 90,000
4	PAYMENTS IN LIEU OF TAXES	\$ 210,000	\$ 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	\$ 63,500	\$ 63,500
10	FEES	\$ 414,000	\$ 414,000
11	RENTAL	\$ 27,000	\$ 27,000
12	DEPARTMENTAL REVENUE - SCHOOLS	\$ -	\$ -
13	DEPARTMENTAL REVENUE - LIBRARIES	\$ 15,000	\$ 15,000
14	DEPARTMENTAL REVENUE - CEMETERIES	\$ -	\$ -
15	DEPARTMENTAL REVENUE - RECREATION	\$ 577,120	\$ 550,000
16	OTHER DEPARTMENTAL REVENUE	\$ 475,000	\$ 475,000
17	LICENSES AND PERMITS	\$ 228,500	\$ 256,000
18	SPECIAL ASSESSMENTS	\$ -	\$ -
19	FINES AND FORFEITS	\$ 30,000	\$ 22,000
20	INVESTMENT INCOME	\$ 15,000	\$ 6,000
21	MISCELLANEOUS RECURRING	\$ -	\$ -
22	MISCELLANEOUS NON-RECURRING	\$ -	\$ -
	TOTAL	\$ 3,365,120	\$ 3,413,500

Revised: 12/17/2012

TOWN OF GROTON FISCAL YEAR 2014

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE
<u>GENERAL GOVERNMENT</u>							
MODERATOR							
1000	Salaries	\$ 65	\$ 65	\$ 65	\$ 65	\$ 65	0.00%
1001	Expenses	\$ -	\$ 78	\$ 80	\$ 80	\$ 80	0.00%
DEPARTMENTAL TOTAL		\$ 65	\$ 143	\$ 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	\$ 1,182	\$ 10,234	\$ 1,900	\$ 1,900	\$ 1,900	0.00%
1023	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1024	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 5,132	\$ 14,184	\$ 5,850	\$ 5,850	\$ 5,850	0.00%
TOWN MANAGER							
1030	Salaries	\$ 163,951	\$ 169,012	\$ 172,069	\$ 179,021	\$ 179,021	4.04%
1031	Wages	\$ 42,777	\$ 50,142	\$ 56,345	\$ 80,785	\$ 80,785	43.38%
1032	Expenses	\$ 8,186	\$ 4,142	\$ 2,800	\$ 3,000	\$ 3,000	7.14%
1033	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1034	Performance Evaluations	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 214,914	\$ 223,297	\$ 231,214	\$ 262,806	\$ 262,806	13.66%

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 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	\$ 95,684	\$ 102,080	\$ 70,227	\$ 70,227	-31.20%
1051	Wages	\$ 29,328	\$ 28,822	\$ 30,697	\$ 31,780	\$ 31,780	3.53%
1052	Expenses	\$ 27,903	\$ 29,098	\$ 34,900	\$ 31,600	\$ 31,600	-9.46%
DEPARTMENTAL TOTAL		\$ 129,231	\$ 153,603	\$ 167,677	\$ 133,607	\$ 133,607	-20.32%
BOARD OF ASSESSORS							
1060	Salaries	\$ 74,955	\$ 75,205	\$ 77,381	\$ 79,387	\$ 79,637	2.92%
1061	Wages	\$ 83,308	\$ 77,198	\$ 86,570	\$ 84,600	\$ 84,600	-2.28%
1062	Expenses	\$ 14,847	\$ 18,906	\$ 16,860	\$ 19,475	\$ 17,475	3.65%
1063	Legal Expense	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 173,110	\$ 171,309	\$ 180,811	\$ 183,462	\$ 181,712	0.50%
TREASURER/TAX COLLECTOR							
1070	Salaries	\$ 69,602	\$ 67,713	\$ 70,276	\$ 71,682	\$ 71,682	2.00%
1071	Wages	\$ 102,266	\$ 103,230	\$ 105,356	\$ 88,672	\$ 88,672	-15.84%
1072	Expenses	\$ 28,664	\$ 27,975	\$ 29,807	\$ 23,640	\$ 18,840	-36.79%
1073	Tax Title	\$ 8,100	\$ 4,349	\$ 8,100	\$ 8,100	\$ 8,100	0.00%
1074	Bond Cost	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	0.00%
DEPARTMENTAL TOTAL		\$ 211,132	\$ 205,767	\$ 216,039	\$ 194,594	\$ 189,794	-12.15%

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE
TOWN COUNSEL							
1080	Expenses	\$ 99,253	\$ 72,146	\$ 90,000	\$ 90,000	\$ 90,000	0.00%
DEPARTMENTAL TOTAL		\$ 99,253	\$ 72,146	\$ 90,000	\$ 90,000	\$ 90,000	0.00%
HUMAN RESOURCES							
1090	Salary	\$ 44,390	\$ 47,804	\$ 49,470	\$ 68,624	\$ 68,624	38.72%
1091	Expenses	\$ 3,452	\$ 3,215	\$ 3,475	\$ 4,750	\$ 4,750	36.69%
DEPARTMENTAL TOTAL		\$ 47,842	\$ 51,019	\$ 52,945	\$ 73,374	\$ 73,374	38.59%
INFORMATION TECHNOLOGY							
1100	Salary	\$ 76,870	\$ 79,249	\$ 81,626	\$ 90,780	\$ 90,780	11.21%
1101	Wages	\$ -	\$ 4,233	\$ 17,208	\$ 57,605	\$ 57,605	234.76%
1102	Expenses	\$ 24,306	\$ 24,637	\$ 24,000	\$ 25,000	\$ 25,000	4.17%
DEPARTMENTAL TOTAL		\$ 101,176	\$ 108,119	\$ 122,834	\$ 173,385	\$ 173,385	41.15%
GIS STEERING COMMITTEE							
1120	Expenses	\$ 13,000	\$ 15,310	\$ 16,000	\$ 15,400	\$ 15,400	-3.75%
DEPARTMENTAL TOTAL		\$ 13,000	\$ 15,310	\$ 16,000	\$ 15,400	\$ 15,400	-3.75%
TOWN CLERK							
1130	Salaries	\$ 60,000	\$ 63,000	\$ 66,193	\$ 68,867	\$ 68,867	4.04%
1131	Wages	\$ 42,646	\$ 42,962	\$ 44,968	\$ 48,304	\$ 48,304	7.42%
1132	Expenses	\$ 4,010	\$ 6,028	\$ 9,234	\$ 11,579	\$ 10,079	9.15%
1133	Minor Capital	\$ -	\$ -	\$ -	\$ 4,000	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 106,656	\$ 111,990	\$ 120,395	\$ 132,750	\$ 127,250	5.69%

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE
ELECTIONS & BOARD OF REGISTRARS							
1140	Stipend	\$ 8,190	\$ 5,978	\$ 9,600	\$ 3,840	\$ 3,840	-60.00%
1141	Expenses	\$ 9,562	\$ 9,275	\$ 7,040	\$ 7,170	\$ 7,170	1.85%
1142	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<hr/>							
	DEPARTMENTAL TOTAL	\$ 17,752	\$ 15,253	\$ 16,640	\$ 11,010	\$ 11,010	-33.83%
STREET LISTINGS							
1150	Expenses	\$ 4,094	\$ 4,776	\$ 6,250	\$ 5,870	\$ 5,870	-6.08%
<hr/>							
	DEPARTMENTAL TOTAL	\$ 4,094	\$ 4,776	\$ 6,250	\$ 5,870	\$ 5,870	-6.08%
INSURANCE & BONDING							
1160	Insurance & Bonding	\$ 116,111	\$ 119,084	\$ 143,000	\$ 143,000	\$ 143,000	0.00%
1161	Insurance Deductible Reserve - Liability	\$ 1,000	\$ 3,000	\$ 12,000	\$ 12,000	\$ 12,000	0.00%
1162	Insurance Deductible Reserve - 111F	\$ 2,552	\$ 8,663	\$ 25,000	\$ 25,000	\$ 25,000	0.00%
<hr/>							
	DEPARTMENTAL TOTAL	\$ 119,663	\$ 130,747	\$ 180,000	\$ 180,000	\$ 180,000	0.00%
TOWN REPORT							
1170	Expenses	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.00%
<hr/>							
	DEPARTMENTAL TOTAL	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE
POSTAGE/TOWN HALL EXPENSES							
1180	Expenses	\$ 47,959	\$ 47,588	\$ 47,960	\$ 47,960	\$ 47,960	0.00%
1181	Telephone Expenses	\$ 31,000	\$ 35,324	\$ 34,000	\$ 38,000	\$ 38,000	0.00%
1182	Office Supplies	\$ -		\$ 12,000	\$ 12,000	\$ 12,000	0.00%
<hr/>							
	DEPARTMENTAL TOTAL	\$ 78,959	\$ 82,912	\$ 93,960	\$ 97,960	\$ 97,960	4.26%
<hr/>							
	TOTAL GENERAL GOVERNMENT	\$ 1,323,479	\$ 1,362,076	\$ 1,652,260	\$ 1,711,713	\$ 1,699,663	2.87%
<hr/>							
<u>LAND USE DEPARTMENTS</u>							
<hr/>							
CONSERVATION COMMISSION							
1200	Salary	\$ 57,288	\$ 59,006	\$ 60,766	\$ 62,331	\$ 62,331	2.58%
1201	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1202	Expenses	\$ 8,082	\$ 6,334	\$ 8,200	\$ 7,950	\$ 7,950	-3.05%
1203	Engineering & Legal	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1204	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<hr/>							
	DEPARTMENTAL TOTAL	\$ 65,370	\$ 65,339	\$ 68,966	\$ 70,281	\$ 70,281	1.91%
<hr/>							
PLANNING BOARD							
1210	Salaries	\$ 71,341	\$ 71,341	\$ 73,525	\$ 75,715	\$ 75,715	2.98%
1211	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1212	Expenses	\$ 4,501	\$ 5,535	\$ 5,850	\$ 9,100	\$ 9,100	55.56%
1213	M.R.P.C. Assessment	\$ 2,672	\$ 2,672	\$ 3,083	\$ 3,083	\$ 3,083	0.00%
1214	Legal Budget	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<hr/>							
	DEPARTMENTAL TOTAL	\$ 78,514	\$ 79,548	\$ 82,458	\$ 87,898	\$ 87,898	6.60%

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE
ZONING BOARD OF APPEALS							
1220	Wages	\$ 18,776	\$ 18,840	\$ 18,848	\$ 20,102	\$ 20,102	6.65%
1221	Expenses	\$ 929	\$ 561	\$ 1,100	\$ 1,100	\$ 1,100	0.00%
DEPARTMENTAL TOTAL		\$ 19,705	\$ 19,401	\$ 19,948	\$ 21,202	\$ 21,202	6.29%
HISTORIC DISTRICT COMMISSION							
1230	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1231	Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
BUILDING INSPECTOR							
1240	Salaries	\$ 66,349	\$ 36,552	\$ 33,747	\$ 33,247	\$ 33,247	-1.48%
1241	Wages	\$ 55,300	\$ 57,519	\$ 62,041	\$ 64,507	\$ 64,507	3.97%
1242	Expenses	\$ 4,392	\$ 6,205	\$ 7,900	\$ 7,900	\$ 7,900	0.00%
1243	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 126,041	\$ 100,275	\$ 103,688	\$ 105,654	\$ 105,654	1.90%
MECHANICAL INSPECTOR							
1250	Fee Salaries	\$ 21,432	\$ 21,768	\$ 20,000	\$ 25,000	\$ 20,000	0.00%
1251	Expenses	\$ 2,308	\$ 2,229	\$ 3,500	\$ 3,500	\$ 3,500	0.00%
DEPARTMENTAL TOTAL		\$ 23,740	\$ 23,997	\$ 23,500	\$ 28,500	\$ 23,500	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE
EARTH REMOVAL INSPECTOR							
1260	Stipend	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	0.00%
1261	Expenses	\$ 59	\$ 100	\$ 100	\$ 100	\$ 100	0.00%
1262	Minor Capital			\$ -	\$ -	\$ -	0.00%
<hr/>							
DEPARTMENTAL TOTAL		\$ 60	\$ 101	\$ 101	\$ 101	\$ 101	0.00%
BOARD OF HEALTH							
1270	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1271	Expenses	\$ 747	\$ 576	\$ 1,000	\$ 1,000	\$ 1,000	0.00%
1272	Nursing Services	\$ -	\$ -	\$ 10,021	\$ 10,021	\$ 10,021	0.00%
1273	Nashoba Health District	\$ 30,143	\$ 30,143	\$ 22,366	\$ 22,366	\$ 22,366	0.00%
1274	Herbert Lipton MH	\$ -	\$ -	\$ 6,500	\$ 6,500	\$ 6,500	0.00%
1275	Eng/Consult/Landfill Monitoring	\$ 9,879	\$ 9,636	\$ 10,000	\$ 10,000	\$ 10,000	0.00%
<hr/>							
DEPARTMENTAL TOTAL		\$ 40,769	\$ 40,355	\$ 49,887	\$ 49,887	\$ 49,887	0.00%
SEALER OF WEIGHTS & MEASURES							
1280	Fee Salaries	\$ 2,360	\$ 3,000	\$ 2,500	\$ 3,000	\$ 2,500	0.00%
1281	Expenses	\$ -	\$ 20	\$ 100	\$ 100	\$ 100	0.00%
<hr/>							
DEPARTMENTAL TOTAL		\$ 2,360	\$ 3,020	\$ 2,600	\$ 3,100	\$ 2,600	0.00%
<hr/>							
TOTAL LAND USE DEPARTMENTS		\$ 356,559	\$ 332,037	\$ 351,148	\$ 366,623	\$ 361,123	2.84%

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE
<u>PROTECTION OF PERSONS AND PROPERTY</u>							
POLICE DEPARTMENT							
1300	Salaries	\$ 106,335	\$ 188,068	\$ 201,304	\$ 270,340	\$ 270,340	34.29%
1301	Wages	\$ 1,289,451	\$ 1,294,589	\$ 1,310,003	\$ 1,318,025	\$ 1,318,025	0.61%
1302	Expenses	\$ 142,311	\$ 153,852	\$ 140,520	\$ 165,171	\$ 151,171	7.58%
1303	Lease or Purchase of Cruisers	\$ 3,700	\$ 3,900	\$ 4,000	\$ 3,900	\$ 3,900	-2.50%
1304	PS Building (Expenses)	\$ 44,379	\$ 48,787	\$ -	\$ -	\$ -	0.00%
1305	Minor Capital	\$ 18,578	\$ 12,147	\$ 15,000	\$ 90,874	\$ 15,000	0.00%
DEPARTMENTAL TOTAL		\$ 1,604,754	\$ 1,701,344	\$ 1,670,827	\$ 1,848,310	\$ 1,758,436	5.24%
FIRE DEPARTMENT							
1310	Salaries	\$ 97,763	\$ 101,650	\$ 104,692	\$ 106,781	\$ 106,781	2.00%
1311	Wages	\$ 513,057	\$ 496,566	\$ 548,291	\$ 577,043	\$ 566,843	3.38%
1312	Expenses	\$ 138,850	\$ 150,948	\$ 117,805	\$ 133,119	\$ 119,809	1.70%
DEPARTMENTAL TOTAL		\$ 749,670	\$ 749,164	\$ 770,788	\$ 816,943	\$ 793,433	2.94%
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	\$ -	\$ 191	\$ 400	\$ 400	\$ 400	0.00%
DEPARTMENTAL TOTAL		\$ 2,082	\$ 2,273	\$ 2,482	\$ 2,482	\$ 2,482	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 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	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1351	Expenses	\$ 4,500	\$ 2,321	\$ 4,500	\$ 13,000	\$ 13,000	188.89%
1352	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	
DEPARTMENTAL TOTAL		\$ 4,500	\$ 2,321	\$ 4,500	\$ 13,000	\$ 13,000	188.89%
DOG OFFICER							
1360	Salary	\$ 13,973	\$ 13,973	\$ 13,973	\$ 13,973	\$ 13,973	0.00%
1361	Expenses	\$ 4,273	\$ 5,206	\$ 4,800	\$ 4,800	\$ 4,800	0.00%
DEPARTMENTAL TOTAL		\$ 18,246	\$ 19,179	\$ 18,773	\$ 18,773	\$ 18,773	0.00%
POLICE & FIRE COMMUNICATIONS							
1370	Wages	\$ 215,545	\$ 234,924	\$ 320,194	\$ 369,815	\$ 369,815	15.50%
1371	Expenses	\$ 12,367	\$ 15,000	\$ 11,650	\$ 13,225	\$ 13,225	13.52%
1372	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 227,912	\$ 249,924	\$ 331,844	\$ 383,040	\$ 383,040	15.43%
TOTAL PROTECTION OF PERSONS AND PROPERTY		\$ 2,612,496	\$ 2,729,537	\$ 2,804,946	\$ 3,088,280	\$ 2,974,896	6.06%

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE
<u>REGIONAL SCHOOL DISTRICT BUDGETS</u>							
NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL							
1400	Operating Expenses	\$ 536,044	\$ 460,799	\$ 449,967	\$ 461,216	\$ 461,216	2.50%
DEPARTMENTAL TOTAL		\$ 536,044	\$ 460,799	\$ 449,967	\$ 461,216	\$ 461,216	2.50%
GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT							
1410	Operating Expenses	\$ 14,627,099	\$ 15,754,296	\$ 14,725,819	\$ 15,093,964	\$ 15,093,964	2.50%
1411	Debt Service, Excluded	\$ 1,122,626	\$ -	\$ 1,237,704	\$ 1,233,324	\$ 1,233,324	-0.35%
1412	Debt Service, Unexcluded	\$ 4,571	\$ -	\$ -	\$ -	\$ -	-100.00%
1413	Out of District Placement	\$ -	\$ 18,375	\$ 1	\$ 1	\$ 1	0.00%
DEPARTMENTAL TOTAL		\$ 15,754,296	\$ 15,772,671	\$ 15,963,524	\$ 16,327,289	\$ 16,327,289	2.28%
TOTAL SCHOOLS		\$ 16,290,340	\$ 16,233,470	\$ 16,413,491	\$ 16,788,505	\$ 16,788,505	2.28%
<u>DEPARTMENT OF PUBLIC WORKS</u>							
HIGHWAY DEPARTMENT							
1500	Salaries	\$ 82,017	\$ 82,017	\$ 84,520	\$ 87,894	\$ 87,894	3.99%
1501	Wages	\$ 577,807	\$ 585,369	\$ 615,111	\$ 640,030	\$ 640,030	4.05%
1502	Expenses	\$ 138,080	\$ 147,812	\$ 140,300	\$ 140,300	\$ 140,300	0.00%
1503	Highway Maintenance	\$ 87,796	\$ 88,985	\$ 89,000	\$ 109,000	\$ 89,000	0.00%
1504	Minor Capital	\$ -	\$ -	\$ -	\$ 6,500	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 885,700	\$ 904,183	\$ 928,931	\$ 983,724	\$ 957,224	3.05%

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE
STREET LIGHTS							
1510	Expenses	\$ 17,800	\$ 17,800	\$ 24,000	\$ 24,000	\$ 24,000	0.00%
DEPARTMENTAL TOTAL		\$ 17,800	\$ 17,800	\$ 24,000	\$ 24,000	\$ 24,000	0.00%
SNOW AND ICE							
1520	Expenses	\$ 275,665	\$ 93,928	\$ 165,000	\$ 165,000	\$ 165,000	0.00%
1521	Overtime	\$ 126,111	\$ 195,216	\$ 140,000	\$ 140,000	\$ 140,000	0.00%
1522	Hired Equipment	\$ 82,823	\$ 50,850	\$ 35,000	\$ 35,000	\$ 35,000	0.00%
DEPARTMENTAL TOTAL		\$ 484,599	\$ 339,994	\$ 340,000	\$ 340,000	\$ 340,000	0.00%
TREE WARDEN BUDGET							
1530	Salary	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1531	Expenses	\$ 2,725	\$ 2,985	\$ 3,000	\$ 3,000	\$ 3,000	0.00%
1532	Trees	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	0.00%
1533	Tree Work	\$ 11,603	\$ 16,356	\$ 15,000	\$ 15,000	\$ 15,000	0.00%
DEPARTMENTAL TOTAL		\$ 14,328	\$ 19,341	\$ 19,500	\$ 19,500	\$ 19,500	0.00%
MUNICIPAL BUILDING AND PROPERTY MAINTENANCE							
1540	Wages	\$ 69,007	\$ 69,138	\$ 70,556	\$ 71,282	\$ 71,282	1.03%
1541	Expenses	\$ 170,853	\$ 181,059	\$ 231,350	\$ 231,350	\$ 237,350	2.59%
1542	Minor Capital	\$ 43,370	\$ 18,700	\$ 30,000	\$ 30,000	\$ 30,000	0.00%
DEPARTMENTAL TOTAL		\$ 283,230	\$ 268,897	\$ 331,906	\$ 332,632	\$ 338,632	2.03%

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE
SOLID WASTE DISPOSAL							
1550	Wages	\$ 82,144	\$ 79,125	\$ 81,264	\$ 99,660	\$ 99,660	22.64%
1551	Expenses	\$ 46,596	\$ 54,431	\$ 54,486	\$ 54,486	\$ 54,486	0.00%
1552	Tipping Fees	\$ 124,576	\$ 131,996	\$ 135,000	\$ 135,000	\$ 135,000	0.00%
1553	North Central SW Coop	\$ 5,850	\$ 5,850	\$ 5,850	\$ 5,850	\$ 5,850	0.00%
1554	Minor Capital	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	0.00%
<hr/>							
	DEPARTMENTAL TOTAL	\$ 259,166	\$ 271,403	\$ 286,600	\$ 304,996	\$ 304,996	6.42%
PARKS DEPARTMENT							
1560	Wages	\$ 1,302	\$ 1,040	\$ 2,500	\$ 2,500	\$ 2,500	0.00%
1561	Expenses	\$ 31,694	\$ 36,084	\$ 36,175	\$ 57,000	\$ 46,000	27.16%
<hr/>							
	DEPARTMENTAL TOTAL	\$ 32,996	\$ 37,124	\$ 38,675	\$ 59,500	\$ 48,500	25.40%
<hr/>							
	TOTAL DEPARTMENT OF PUBLIC WORKS	\$ 1,977,819	\$ 1,858,741	\$ 1,969,612	\$ 2,064,352	\$ 2,032,852	3.21%
 <u>LIBRARY AND CITIZEN'S SERVICES</u>							
COUNCIL ON AGING							
1600	Wages	\$ 108,927	\$ 96,824	\$ 105,941	\$ 110,269	\$ 110,269	4.09%
1601	Expenses	\$ 3,969	\$ 6,994	\$ 7,313	\$ 5,454	\$ 5,454	-25.42%
1602	Minor Capital	\$ -	\$ -	\$ -	\$ 5,000	\$ -	
<hr/>							
	DEPARTMENTAL TOTAL	\$ 112,896	\$ 103,817	\$ 113,254	\$ 120,723	\$ 115,723	2.18%

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE
SENIOR CENTER VAN							
1610	Wages	\$ 14,866	\$ 23,894	\$ 30,186	\$ 37,371	\$ 37,371	23.80%
1611	Expenses	\$ 4,682	\$ 6,086	\$ 7,013	\$ 8,166	\$ 8,166	16.44%
DEPARTMENTAL TOTAL		\$ 19,548	\$ 29,980	\$ 37,199	\$ 45,537	\$ 45,537	22.41%
VETERAN'S SERVICE OFFICER							
1620	Salary	\$ 3,485	\$ 3,484	\$ 3,485	\$ 3,485	\$ 3,485	0.00%
1621	Expenses	\$ 210	\$ 284	\$ 700	\$ 900	\$ 900	28.57%
1622	Veterans' Benefits	\$ 14,049	\$ 48,412	\$ 48,200	\$ 48,200	\$ 48,200	0.00%
1623	Minor Capital	\$ -					0.00%
DEPARTMENT TOTAL		\$ 17,744	\$ 52,180	\$ 52,385	\$ 52,585	\$ 52,585	0.38%
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	\$ 1,625	\$ 1,625	\$ 1,625	0.00%
DEPARTMENTAL TOTAL		\$ 1,000	\$ 1,000	\$ 1,625	\$ 1,625	\$ 1,625	0.00%
OLD BURYING GROUND COMMITTEE							
1650	Expenses	\$ 700	\$ 1,099	\$ 700	\$ 700	\$ 700	0.00%
DEPARTMENTAL TOTAL		\$ 700	\$ 1,099	\$ 700	\$ 700	\$ 700	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE
LIBRARY							
1660	Salary	\$ 259,253	\$ 261,547	\$ 270,961	\$ 270,645	\$ 270,645	-0.12%
1661	Wages	\$ 283,131	\$ 298,062	\$ 306,705	\$ 318,999	\$ 318,999	4.01%
1662	Expenses	\$ 167,395	\$ 163,560	\$ 170,407	\$ 200,235	\$ 195,235	14.57%
1663	Minor Capital	\$ -	\$ -	\$ -	\$ 13,082	\$ 13,082	0.00%
DEPARTMENTAL TOTAL		\$ 709,779	\$ 723,169	\$ 748,073	\$ 802,961	\$ 797,961	6.67%
COMMEMORATIONS & CELEBRATIONS							
1670	Expenses	\$ 195	\$ 444	\$ 500	\$ 500	\$ 500	0.00%
1671	Fireworks	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 195	\$ 444	\$ 500	\$ 500	\$ 500	0.00%
WATER SAFETY							
1680	Wages	\$ -	\$ 1,643	\$ 2,640	\$ 2,640	\$ 2,640	0.00%
1681	Expenses and Minor Capital	\$ 2,542	\$ 436	\$ 950	\$ 950	\$ 950	0.00%
DEPARTMENTAL TOTAL		\$ 2,542	\$ 2,079	\$ 3,590	\$ 3,590	\$ 3,590	0.00%
WEED MANAGEMENT							
1690	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1691	Expenses: Weed Harvester	\$ 6,174	\$ 7,703	\$ 7,705	\$ 7,705	\$ 7,705	0.00%
1692	Expenses: Great Lakes	\$ 2,132	\$ 3,635	\$ 2,385	\$ 2,385	\$ 2,385	0.00%
DEPARTMENTAL TOTAL		\$ 8,306	\$ 11,338	\$ 10,090	\$ 10,090	\$ 10,090	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE
GROTON COUNTRY CLUB							
1700	Salary	\$ 77,494	\$ 118,770	\$ 122,380	\$ 126,764	\$ 126,764	3.58%
1701	Wages	\$ 40,264	\$ 137,944	\$ 155,425	\$ 156,400	\$ 156,400	0.63%
1702	Expenses	\$ 186,912	\$ 306,772	\$ 294,565	\$ 261,836	\$ 261,836	-11.11%
1703	Minor Capital	\$ 4,920	\$ 3,731	\$ 5,000	\$ 5,000	\$ 5,000	0.00%
<hr/>							
	DEPARTMENTAL TOTAL	\$ 309,590	\$ 567,217	\$ 577,370	\$ 550,000	\$ 550,000	-4.74%
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	TOTAL LIBRARY AND CITIZEN SERVICES	\$ 1,183,210	\$ 1,493,235	\$ 1,545,696	\$ 1,589,221	\$ 1,579,221	2.17%
 <u>DEBT SERVICE</u>							
DEBT SERVICE							
2000	Long Term Debt - Principal Excluded	\$ 753,215	\$ 626,646	\$ 664,500	\$ 651,100	\$ 651,100	-2.02%
2001	Long Term Debt - Principal Non-Excluded	\$ -	\$ -	\$ 73,464	\$ 73,268	\$ 73,268	0.00%
2002	Long Term Debt - Interest - Excluded	\$ 285,926	\$ 229,156	\$ 188,313	\$ 165,348	\$ 165,348	-12.20%
2003	Long Term Debt - Interest - Non-Excluded	\$ -	\$ -	\$ 18,119	\$ 15,303	\$ 15,303	0.00%
2006	Short Term Debt - Principal - Town	\$ -	\$ -	\$ 229,417	\$ 127,000	\$ 127,000	0.00%
2007	Fire Station and Fitch's Bridge Debt	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000	0.00%
<hr/>							
	DEPARTMENTAL TOTAL	\$ 1,039,141	\$ 855,802	\$ 1,173,813	\$ 1,532,019	\$ 1,532,019	30.52%
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	TOTAL DEBT SERVICE	\$ 1,039,141	\$ 855,802	\$ 1,173,813	\$ 1,532,019	\$ 1,532,019	30.52%

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE
<u>EMPLOYEE BENEFITS</u>							
EMPLOYEE BENEFITS							
GENERAL BENEFITS							
3000	County Retirement	\$ 1,226,334	\$ 1,324,432	\$ 1,404,602	\$ 1,502,924	\$ 1,502,924	7.00%
3001	State Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
3002	Unemployment Compensation	\$ 37,345	\$ 45,267	\$ 40,000	\$ 40,000	\$ 40,000	0.00%
INSURANCE							
3010	Health Insurance/Employee Expenses	\$ 1,275,135	\$ 1,387,790	\$ 1,478,685	\$ 1,447,000	\$ 1,447,000	-2.14%
3011	Life Insurance	\$ 2,253	\$ 2,138	\$ 2,500	\$ 2,500	\$ 2,500	0.00%
3012	Medicare/Social Security	\$ 87,888	\$ 93,518	\$ 88,000	\$ 100,000	\$ 100,000	13.64%
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DEPARTMENTAL TOTAL		\$ 2,628,955	\$ 2,853,146	\$ 3,013,787	\$ 3,092,424	\$ 3,092,424	2.61%
TOTAL EMPLOYEE BENEFITS		\$ 2,628,955	\$ 2,853,146	\$ 3,013,787	\$ 3,092,424	\$ 3,092,424	2.61%
GRAND TOTAL - TOWN BUDGET		\$ 27,411,999	\$ 27,718,043	\$ 28,924,753	\$ 30,233,137	\$ 30,060,703	3.93%

TOWN OF GROTON			Revised: 12/15/2012		
FISCAL YEAR 2014					
TAX IMPACT BY INDIVIDUAL DEPARTMENTS					
			FY 2014	FY 2014	FY 2014
LINE	DEPARTMENT/DESCRIPTION		TOWN MANAGER BUDGET	AVERAGE TAX BILL	PERCENT OF TAX BILL
	<u>GENERAL GOVERNMENT</u>				
	MODERATOR				
1000	Salaries	\$	65	\$ 0.01	0.00%
1001	Expenses	\$	80	\$ 0.02	0.00%
	DEPARTMENTAL TOTAL	\$	145	\$ 0.03	0.00%
	BOARD OF SELECTMEN				
1020	Salaries	\$	3,950	\$ 0.88	0.01%
1021	Wages	\$	-	\$ -	0.00%
1022	Expenses	\$	1,900	\$ 0.42	0.01%
1023	Engineering/Consultant	\$	-	\$ -	0.00%
1024	Minor Capital	\$	-	\$ -	0.00%
	DEPARTMENTAL TOTAL	\$	5,850	\$ 1.30	0.02%
	TOWN MANAGER				
1030	Salaries	\$	179,021	\$ 39.91	0.58%
1031	Wages	\$	80,785	\$ 18.01	0.26%
1032	Expenses	\$	3,000	\$ 0.67	0.01%
1033	Engineering/Consultant	\$	-	\$ -	0.00%
1034	Performance Evaluations	\$	-	\$ -	0.00%
	DEPARTMENTAL TOTAL	\$	262,806	\$ 58.59	0.85%

			FY 2014	FY 2014	FY 2014
			TOWN MANAGER	AVERAGE	PERCENT OF
LINE	DEPARTMENT/DESCRIPTION		BUDGET	TAX BILL	TAX BILL
	FINANCE COMMITTEE				
1040	Expenses		\$ -	\$ -	0.00%
1041	Reserve Fund		\$ 150,000	\$ 33.44	0.48%
	DEPARTMENTAL TOTAL		\$ 150,000	\$ 33.44	0.48%
	TOWN ACCOUNTANT				
1050	Salaries		\$ 70,227	\$ 15.66	0.23%
1051	Wages		\$ 31,780	\$ 7.09	0.10%
1052	Expenses		\$ 31,600	\$ 7.05	0.10%
	DEPARTMENTAL TOTAL		\$ 133,607	\$ 29.79	0.43%
	BOARD OF ASSESSORS				
1060	Salaries		\$ 79,637	\$ 17.75	0.26%
1061	Wages		\$ 84,600	\$ 18.86	0.27%
1062	Expenses		\$ 17,475	\$ 3.90	0.06%
1063	Legal Expense			\$ -	0.00%
	DEPARTMENTAL TOTAL		\$ 181,712	\$ 40.51	0.59%
	TREASURER/TAX COLLECTOR				
1070	Salaries		\$ 71,682	\$ 15.98	0.23%
1071	Wages		\$ 88,672	\$ 19.77	0.29%
1072	Expenses		\$ 18,840	\$ 4.20	0.06%
1073	Tax Title		\$ 8,100	\$ 1.81	0.03%
1074	Bond Cost		\$ 2,500	\$ 0.56	0.01%
	DEPARTMENTAL TOTAL		\$ 189,794	\$ 42.31	0.61%

			FY 2014 TOWN MANAGER BUDGET	FY 2014 AVERAGE TAX BILL	FY 2014 PERCENT OF TAX BILL
LINE	DEPARTMENT/DESCRIPTION				
	TOWN COUNSEL				
1080	Expenses		\$ 90,000	\$ 20.07	0.29%
	DEPARTMENTAL TOTAL		\$ 90,000	\$ 20.07	0.29%
	HUMAN RESOURCES				
1090	Salary		\$ 68,624	\$ 15.30	0.22%
1091	Expenses		\$ 4,750	\$ 1.06	0.02%
	DEPARTMENTAL TOTAL		\$ 73,374	\$ 16.36	0.24%
	INFORMATION TECHNOLOGY				
1100	Salary		\$ 90,780	\$ 20.24	0.29%
1101	Wages		\$ 57,605	\$ 12.84	0.19%
1102	Expenses		\$ 25,000	\$ 5.57	0.08%
	DEPARTMENTAL TOTAL		\$ 173,385	\$ 38.66	0.56%
	GIS STEERING COMMITTEE				
1120	Expenses		\$ 15,400	\$ 3.43	0.05%
	DEPARTMENTAL TOTAL		\$ 15,400	\$ 3.43	0.05%
	TOWN CLERK				
1130	Salaries		\$ 68,867	\$ 15.35	0.22%
1131	Wages		\$ 48,304	\$ 10.77	0.16%
1132	Expenses		\$ 10,079	\$ 2.25	0.03%
1135	Minor Capital		\$ -	\$ -	0.00%
	DEPARTMENTAL TOTAL		\$ 127,250	\$ 28.37	0.41%

			FY 2014	FY 2014	FY 2014
			TOWN MANAGER	AVERAGE	PERCENT OF
LINE	DEPARTMENT/DESCRIPTION		BUDGET	TAX BILL	TAX BILL
	ELECTIONS & BOARD OF REGISTRARS				
1140	Stipend		\$ 3,840	\$ 0.86	0.01%
1141	Expenses		\$ 7,170	\$ 1.60	0.02%
1142	Minor Capital		\$ -	\$ -	0.00%
	DEPARTMENTAL TOTAL		\$ 11,010	\$ 2.45	0.04%
	STREET LISTINGS				
1150	Expenses		\$ 5,870	\$ 1.31	0.02%
	DEPARTMENTAL TOTAL		\$ 5,870	\$ 1.31	0.02%
	INSURANCE & BONDING				
1160	Insurance & Bonding		\$ 143,000	\$ 31.88	0.46%
1161	Insurance Deductible Reserve - Liability		\$ 12,000	\$ 2.68	0.04%
1162	Insurance Deductible Reserve - 111F		\$ 25,000	\$ 5.57	0.08%
	DEPARTMENTAL TOTAL		\$ 180,000	\$ 40.13	0.58%
	TOWN REPORT				
1170	Expenses		\$ 1,500	\$ 0.33	0.00%
	DEPARTMENTAL TOTAL		\$ 1,500	\$ 0.33	0.00%

			FY 2014 TOWN MANAGER BUDGET	FY 2014 AVERAGE TAX BILL	FY 2014 PERCENT OF TAX BILL
LINE	DEPARTMENT/DESCRIPTION				
	POSTAGE/TOWN HALL EXPENSES				
1180	Expenses		\$ 47,960	\$ 10.69	0.15%
1181	Telephone Expenses		\$ 38,000	\$ 8.47	0.12%
1182	Office Supplies		\$ 12,000	\$ 2.68	0.04%
	DEPARTMENTAL TOTAL		\$ 97,960	\$ 21.84	0.32%
	TOTAL GENERAL GOVERNMENT		\$ 1,699,663	\$ 378.93	5.49%
	LAND USE DEPARTMENTS				
	CONSERVATION COMMISSION				
1200	Salary		\$ 62,331	\$ 13.90	0.20%
1201	Wages		\$ -	\$ -	0.00%
1202	Expenses		\$ 7,950	\$ 1.77	0.03%
1203	Engineering & Legal		\$ -	\$ -	0.00%
1204	Minor Capital		\$ -	\$ -	0.00%
	DEPARTMENTAL TOTAL		\$ 70,281	\$ 15.67	0.23%
	PLANNING BOARD				
1210	Salaries		\$ 75,715	\$ 16.88	0.24%
1211	Wages		\$ -	\$ -	0.00%
1212	Expenses		\$ 9,100	\$ 2.03	0.03%
1215	M.R.P.C. Assessment		\$ 3,083	\$ 0.69	0.01%
1216	Legal Budget		\$ -	\$ -	0.00%
	DEPARTMENTAL TOTAL		\$ 87,898	\$ 19.60	0.28%

			FY 2014	FY 2014	FY 2014
			TOWN MANAGER	AVERAGE	PERCENT OF
LINE	DEPARTMENT/DESCRIPTION		BUDGET	TAX BILL	TAX BILL
	ZONING BOARD OF APPEALS				
1220	Wages		\$ 20,102	\$ 4.48	0.06%
1221	Expenses		\$ 1,100	\$ 0.25	0.00%
	DEPARTMENTAL TOTAL		\$ 21,202	\$ 4.73	0.07%
	HISTORIC DISTRICT COMMISSION				
1230	Wages		\$ -	\$ -	0.00%
1231	Expenses		\$ -	\$ -	0.00%
	DEPARTMENTAL TOTAL		\$ -	\$ -	0.00%
	BUILDING INSPECTOR				
1240	Salaries		\$ 33,247	\$ 7.41	0.11%
1241	Wages		\$ 64,507	\$ 14.38	0.21%
1242	Expenses		\$ 7,900	\$ 1.76	0.03%
1243	Minor Capital		\$ -	\$ -	0.00%
	DEPARTMENTAL TOTAL		\$ 105,654	\$ 23.56	0.34%
	MECHANICAL INSPECTOR				
1250	Fee Salaries		\$ 20,000	\$ 4.46	0.06%
1251	Expenses		\$ 3,500	\$ 0.78	0.01%
	DEPARTMENTAL TOTAL		\$ 23,500	\$ 5.24	0.08%

			FY 2014 TOWN MANAGER BUDGET	FY 2014 AVERAGE TAX BILL	FY 2014 PERCENT OF TAX BILL
LINE	DEPARTMENT/DESCRIPTION				
	EARTH REMOVAL INSPECTOR				
1260	Stipend		\$ 1	\$ 0.00	0.00%
1261	Expenses		\$ 100	\$ 0.02	0.00%
1262	Minor Capital		\$ -	\$ -	0.00%
	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	\$ 2.23	0.03%
1273	Nashoba Health District		\$ 22,366	\$ 4.99	0.07%
1274	Herbert Lipton MH		\$ 6,500	\$ 1.45	0.02%
1275	Eng/Consult/Landfill Monitoring		\$ 10,000	\$ 2.23	0.03%
	DEPARTMENTAL TOTAL		\$ 49,887	\$ 11.12	0.16%
	SEALER OF WEIGHTS & MEASURES				
1280	Fee Salaries		\$ 2,500	\$ 0.56	0.01%
1281	Expenses		\$ 100	\$ 0.02	0.00%
	DEPARTMENTAL TOTAL		\$ 2,600	\$ 0.58	0.01%
	TOTAL LAND USE DEPARTMENTS		\$ 361,123	\$ 80.51	1.17%

			FY 2014	FY 2014	FY 2014
			TOWN MANAGER	AVERAGE	PERCENT OF
LINE	DEPARTMENT/DESCRIPTION		BUDGET	TAX BILL	TAX BILL
	PROTECTION OF PERSONS AND PROPERTY				
	POLICE DEPARTMENT				
1300	Salaries		\$ 270,340	\$ 60.27	0.87%
1301	Wages		\$ 1,318,025	\$ 293.85	4.26%
1302	Expenses		\$ 151,171	\$ 33.70	0.49%
1303	Lease or Purchase of Cruisers		\$ 3,900	\$ 0.87	0.01%
1304	PS Building (Expenses)		\$ -	\$ -	0.00%
1305	Minor Capital		\$ 15,000	\$ 3.34	0.05%
	DEPARTMENTAL TOTAL		\$ 1,758,436	\$ 392.03	5.68%
	FIRE DEPARTMENT				
1310	Salaries		\$ 106,781	\$ 23.81	0.34%
1311	Wages		\$ 566,843	\$ 126.37	1.83%
1312	Expenses		\$ 119,809	\$ 26.71	0.39%
	DEPARTMENTAL TOTAL		\$ 793,433	\$ 176.89	2.56%
	GROTON WATER FIRE PROTECTION				
1320	West Groton Water District		\$ 750	\$ 0.17	0.00%
1321	Groton Water Department		\$ 2,500	\$ 0.56	0.01%
	DEPARTMENTAL TOTAL		\$ 3,250	\$ 0.72	0.01%
	ANIMAL INSPECTOR				
1330	Salary		\$ 2,082	\$ 0.46	0.01%
1331	Expenses		\$ 400	\$ 0.09	0.00%
	DEPARTMENTAL TOTAL		\$ 2,482	\$ 0.55	0.01%

			FY 2014 TOWN MANAGER BUDGET	FY 2014 AVERAGE TAX BILL	FY 2014 PERCENT OF TAX BILL
LINE	DEPARTMENT/DESCRIPTION				
	ANIMAL CONTROL OFFICER				
1340	Salary		\$ 2,082	\$ 0.46	0.01%
1341	Expenses		\$ 400	\$ 0.09	0.00%
	DEPARTMENTAL TOTAL		\$ 2,482	\$ 0.55	0.01%
	EMERGENCY MANAGEMENT AGENCY				
1350	Salary		\$ -	\$ -	0.00%
1351	Expenses		\$ 13,000	\$ 2.90	0.04%
1352	Minor Capital		\$ -	\$ -	0.00%
	DEPARTMENTAL TOTAL		\$ 13,000	\$ 2.90	0.04%
	DOG OFFICER				
1360	Salary		\$ 13,973	\$ 3.12	0.05%
1361	Expenses		\$ 4,800	\$ 1.07	0.02%
	DEPARTMENTAL TOTAL		\$ 18,773	\$ 4.19	0.06%
	POLICE & FIRE COMMUNICATIONS				
1370	Wages		\$ 369,815	\$ 82.45	1.19%
1371	Expenses		\$ 13,225	\$ 2.95	0.04%
1372	Minor Capital		\$ -	\$ -	0.00%
	DEPARTMENTAL TOTAL		\$ 383,040	\$ 85.40	1.24%
	TOTAL PROTECTION OF PERSONS AND PROPERTY		\$ 2,974,896	\$ 663.24	9.61%

			FY 2014	FY 2014	FY 2014
			TOWN MANAGER	AVERAGE	PERCENT OF
LINE	DEPARTMENT/DESCRIPTION		BUDGET	TAX BILL	TAX BILL
	REGIONAL SCHOOL DISTRICT BUDGETS				
	NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL				
1400	Operating Expenses		\$ 461,216	\$ 102.83	1.49%
	DEPARTMENTAL TOTAL		\$ 461,216	\$ 102.83	1.49%
	GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT				
1410	Operating Expenses		\$ 15,093,964	\$ 3,365.13	48.74%
1411	Debt Service, Excluded		\$ 1,233,324	\$ 274.96	3.98%
1412	Debt Service, Unexcluded		\$ -	\$ -	0.00%
1413	Out of District Placement		\$ 1	\$ 0.00	0.00%
	DEPARTMENTAL TOTAL		\$ 16,327,289	\$ 3,640.09	52.72%
	TOTAL SCHOOLS		\$ 16,788,505	\$ 3,742.92	54.21%
	DEPARTMENT OF PUBLIC WORKS				
	HIGHWAY DEPARTMENT				
1500	Salaries		\$ 87,894	\$ 19.60	0.28%
1501	Wages		\$ 640,030	\$ 142.69	2.07%
1502	Expenses		\$ 140,300	\$ 31.28	0.45%
1503	Highway Maintenance		\$ 89,000	\$ 19.84	0.29%
1504	Minor Capital		\$ -	\$ -	0.00%
	DEPARTMENTAL TOTAL		\$ 957,224	\$ 213.41	3.09%

			FY 2014 TOWN MANAGER BUDGET	FY 2014 AVERAGE TAX BILL	FY 2014 PERCENT OF TAX BILL
LINE	DEPARTMENT/DESCRIPTION				
	STREET LIGHTS				
1510	Expenses		\$ 24,000	\$ 5.35	0.08%
	DEPARTMENTAL TOTAL		\$ 24,000	\$ 5.35	0.08%
	SNOW AND ICE				
1520	Expenses		\$ 165,000	\$ 36.79	0.53%
1521	Overtime		\$ 140,000	\$ 31.21	0.45%
1522	Hired Equipment		\$ 35,000	\$ 7.80	0.11%
	DEPARTMENTAL TOTAL		\$ 340,000	\$ 75.80	1.10%
	TREE WARDEN BUDGET				
1530	Salary		\$ -	\$ -	0.00%
1531	Expenses		\$ 3,000	\$ 0.67	0.01%
1532	Trees		\$ 1,500	\$ 0.33	0.00%
1533	Tree Work		\$ 15,000	\$ 3.34	0.05%
	DEPARTMENTAL TOTAL		\$ 19,500	\$ 4.35	0.06%
	MUNICIPAL BUILDING AND PROPERTY MAINTENANCE				
1540	Wages		\$ 71,282	\$ 15.89	0.23%
1541	Expenses		\$ 237,350	\$ 52.92	0.77%
1542	Minor Capital		\$ 30,000	\$ 6.69	0.10%
	DEPARTMENTAL TOTAL		\$ 338,632	\$ 75.50	1.09%

			FY 2014	FY 2014	FY 2014
			TOWN MANAGER	AVERAGE	PERCENT OF
LINE	DEPARTMENT/DESCRIPTION		BUDGET	TAX BILL	TAX BILL
	SOLID WASTE DISPOSAL				
1550	Wages		\$ 99,660	\$ 22.22	0.32%
1551	Expenses		\$ 54,486	\$ 12.15	0.18%
1552	Tipping Fees		\$ 135,000	\$ 30.10	0.44%
1553	North Central SW Coop		\$ 5,850	\$ 1.30	0.02%
1554	Minor Capital		\$ 10,000	\$ 2.23	0.03%
	DEPARTMENTAL TOTAL		\$ 304,996	\$ 68.00	0.98%
	PARKS DEPARTMENT				
1560	Wages		\$ 2,500	\$ 0.56	0.01%
1561	Expenses		\$ 46,000	\$ 10.26	0.15%
	DEPARTMENTAL TOTAL		\$ 48,500	\$ 10.81	0.16%
	TOTAL DEPARTMENT OF PUBLIC WORKS		\$ 2,032,852	\$ 453.21	6.56%
	LIBRARY AND CITIZEN'S SERVICES				
	COUNCIL ON AGING				
1600	Wages		\$ 110,269	\$ 24.58	0.36%
1601	Expenses		\$ 5,454	\$ 1.22	0.02%
1602	Minor Capital		\$ -	\$ -	0.00%
	DEPARTMENTAL TOTAL		\$ 115,723	\$ 25.80	0.37%

			FY 2014 TOWN MANAGER BUDGET	FY 2014 AVERAGE TAX BILL	FY 2014 PERCENT OF TAX BILL
LINE	DEPARTMENT/DESCRIPTION				
	SENIOR CENTER VAN				
1610	Wages		\$ 37,371	\$ 8.33	0.12%
1611	Expenses		\$ 8,166	\$ 1.82	0.03%
	DEPARTMENTAL TOTAL		\$ 45,537	\$ 10.15	0.15%
	VETERAN'S SERVICE OFFICER				
1620	Salary		\$ 3,485	\$ 0.78	0.01%
1621	Expenses		\$ 900	\$ 0.20	0.00%
1622	Veterans' Benefits		\$ 48,200	\$ 10.75	0.16%
1623	Minor Capital			\$ -	0.00%
	DEPARTMENT TOTAL		\$ 52,585	\$ 11.72	0.17%
	GRAVES REGISTRATION				
1630	Salary/Stipend		\$ 250	\$ 0.06	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	\$ 0.16	0.00%
	DEPARTMENTAL TOTAL		\$ 700	\$ 0.16	0.00%

			FY 2014	FY 2014	FY 2014
			TOWN MANAGER	AVERAGE	PERCENT OF
LINE	DEPARTMENT/DESCRIPTION		BUDGET	TAX BILL	TAX BILL
	LIBRARY				
1660	Salary		\$ 270,645	\$ 60.34	0.87%
1661	Wages		\$ 318,999	\$ 71.12	1.03%
1662	Expenses		\$ 195,235	\$ 43.53	0.63%
1663	Minor Capital		\$ 13,082	\$ 2.92	0.04%
	DEPARTMENTAL TOTAL		\$ 797,961	\$ 177.90	2.58%
	COMMEMORATIONS & CELEBRATIONS				
1670	Expenses		\$ 500	\$ 0.11	0.00%
1671	Fireworks		\$ -	\$ -	0.00%
	DEPARTMENTAL TOTAL		\$ 500	\$ 0.11	0.00%
	WATER SAFETY				
1680	Wages		\$ 2,640	\$ 0.59	0.01%
1681	Expenses and Minor Capital		\$ 950	\$ 0.21	0.00%
	DEPARTMENTAL TOTAL		\$ 3,590	\$ 0.80	0.01%
	WEED MANAGEMENT				
1690	Wages		\$ -	\$ -	0.00%
1691	Expenses: Weed Harvester		\$ 7,705	\$ 1.72	0.02%
1692	Expenses: Great Lakes		\$ 2,385	\$ 0.53	0.01%
	DEPARTMENTAL TOTAL		\$ 10,090	\$ 2.25	0.03%

			FY 2014	FY 2014	FY 2014
LINE	DEPARTMENT/DESCRIPTION		TOWN MANAGER BUDGET	AVERAGE TAX BILL	PERCENT OF TAX BILL
	GROTON COUNTRY CLUB				
1700	Salary		\$ 126,764	\$ 28.26	0.41%
1701	Wages		\$ 156,400	\$ 34.87	0.51%
1702	Expenses		\$ 261,836	\$ 58.38	0.85%
1703	Minor Capital		\$ 5,000	\$ 1.11	0.02%
	DEPARTMENTAL TOTAL		\$ 550,000	\$ 122.62	1.78%
	TOTAL LIBRARY AND CITIZEN SERVICES		\$ 1,579,221	\$ 352.08	5.10%
	DEBT SERVICE				
	DEBT SERVICE				
2000	Long Term Debt - Principal Excluded		\$ 651,100	\$ 145.16	2.10%
2001	Long Term Debt - Principal Non-Excluded		\$ 73,268	\$ 16.33	0.24%
2002	Long Term Debt - Interest - Excluded		\$ 165,348	\$ 36.86	0.53%
2003	Long Term Debt - Interest - Non-Excluded		\$ 15,303	\$ 3.41	0.05%
2006	Short Term Debt - Principal - Town		\$ 127,000	\$ 28.31	0.41%
2007	Fire Station and Fitch's Bridge Debt		\$ 500,000	\$ 111.47	1.61%
	DEPARTMENTAL TOTAL		\$ 1,532,019	\$ 341.56	4.95%
	TOTAL DEBT SERVICE		\$ 1,532,019	\$ 341.56	4.95%
	EMPLOYEE BENEFITS				
	EMPLOYEE BENEFITS				
	GENERAL BENEFITS				
3000	County Retirement		\$ 1,502,924	\$ 335.07	4.85%
3001	State Retirement		\$ -	\$ -	0.00%
3002	Unemployment Compensation		\$ 40,000	\$ 8.92	0.13%
					0.00%
	INSURANCE				0.00%
3010	Health Insurance/Employee Expenses		\$ 1,447,000	\$ 322.60	4.67%
3011	Life Insurance		\$ 2,500	\$ 0.56	0.01%
3012	Medicare/Social Security		\$ 100,000	\$ 22.29	0.32%
	DEPARTMENTAL TOTAL		\$ 3,092,424	\$ 689.44	9.99%
	TOTAL EMPLOYEE BENEFITS		\$ 3,092,424	\$ 689.44	9.99%

			FY 2014	FY 2014	FY 2014
LINE	DEPARTMENT/DESCRIPTION		TOWN MANAGER BUDGET	AVERAGE TAX BILL	PERCENT OF TAX BILL
	ADDITIONAL APPROPRIATIONS				
	ADDITIONAL APPROPRIATIONS				
	Capital Budget Request		\$ 409,500	\$ 91.30	1.32%
	Overlay Deficit From Prior Years		\$ 1,000	\$ 0.22	0.00%
	Cherry Sheet Offsets		\$ 20,000	\$ 4.46	0.06%
	Snow and Ice Deficit		\$ 170,000	\$ 37.90	0.55%
	State and County Charges		\$ 81,042	\$ 18.07	0.26%
	Allowance for Abatements/Exemptions		\$ 225,000	\$ 50.16	0.73%
	DEPARTMENTAL TOTAL		\$ 906,542	\$ 202.11	2.93%
	GRAND TOTAL - TOWN BUDGET		\$ 30,967,245	\$ 6,904	100.00%

**TOWN OF GROTON
FIVE YEAR BUDGET PROJECTION**

REVISED: 12/17/2012

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
<u>Expenditures</u>						
General Government	\$ 1,699,663	\$ 1,742,155	\$ 1,785,708	\$ 1,830,351	\$ 1,876,110	\$ 1,923,013
Land Use Departments	\$ 361,123	\$ 370,151	\$ 379,405	\$ 388,890	\$ 398,612	\$ 408,578
Protection of Persons and Property	\$ 2,974,896	\$ 3,079,017	\$ 3,155,993	\$ 3,234,893	\$ 3,315,765	\$ 3,398,659
Regional School Districts	\$ 15,555,181	\$ 15,944,061	\$ 16,342,662	\$ 16,751,229	\$ 17,170,009	\$ 17,599,260
Department of Public Works	\$ 2,032,852	\$ 2,114,166	\$ 2,167,020	\$ 2,221,196	\$ 2,276,726	\$ 2,333,644
Library and Citizen Services	\$ 1,579,221	\$ 1,618,702	\$ 1,659,169	\$ 1,700,648	\$ 1,743,164	\$ 1,786,744
Debt Service - In Levy Capacity Only	\$ 715,571	\$ 588,571	\$ 588,571	\$ 588,571	\$ 588,571	\$ 588,571
Employee Benefits	\$ 3,092,424	\$ 3,401,666	\$ 3,741,833	\$ 4,116,016	\$ 4,527,618	\$ 4,980,380
Sub-Total Operating Expenses	\$ 28,010,931	\$ 28,858,489	\$ 29,820,361	\$ 30,831,794	\$ 31,896,575	\$ 33,018,847
Additional Appropriations						
Deposit to Stabilization to Maintain 5%	\$ (105,126)	\$ 40,192	\$ 48,441	\$ 50,928	\$ 53,604	\$ 56,488
Deposit to CapStab to Maintain 1.5%	\$ 293,162	\$ 362,058	\$ 361,853	\$ 365,211	\$ 368,827	\$ 366,946
Capital Budget Request	\$ 409,500	\$ 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	\$ 20,000	\$ 20,500	\$ 21,013	\$ 21,538	\$ 22,076	\$ 22,628
Snow and Ice Deficit	\$ 170,000	\$ 174,250	\$ 178,606	\$ 183,071	\$ 187,648	\$ 192,339
State and County Charges	\$ 81,042	\$ 83,068	\$ 85,145	\$ 87,273	\$ 89,455	\$ 91,692
Allowance for Abatements/Exemptions	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000
Sub-Total Additional Appropriations	\$ 1,094,578	\$ 1,265,067	\$ 1,280,058	\$ 1,293,021	\$ 1,306,611	\$ 1,315,093
Grand Total Appropriations	\$ 29,105,509	\$ 30,123,556	\$ 31,100,419	\$ 32,124,815	\$ 33,203,186	\$ 34,333,940
<u>Revenues</u>						
Previous Year Proposition 2½ Levy Limit	\$ 23,920,810	\$ 24,721,030	\$ 25,546,311	\$ 26,397,405	\$ 27,275,088	\$ 28,180,156
Allowed 2½ Increase	\$ 598,020	\$ 618,026	\$ 638,658	\$ 659,935	\$ 681,877	\$ 704,504
New Growth	\$ 202,200	\$ 207,255	\$ 212,436	\$ 217,747	\$ 223,191	\$ 228,771
Proposition 2½ Override	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Aid	\$ 714,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000
Local Receipts	\$ 3,413,500	\$ 3,498,838	\$ 3,586,308	\$ 3,675,966	\$ 3,767,865	\$ 3,862,062
Free Cash	\$ 188,036	\$ 402,249	\$ 410,294	\$ 416,139	\$ 422,431	\$ 423,434
Other Available Funds:						
EMS Fund	\$ 200,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000
Stabilization Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Stabilization Fund	\$ 369,500	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
Grand Total Revenues	\$ 29,606,066	\$ 30,657,398	\$ 31,604,008	\$ 32,577,193	\$ 33,580,452	\$ 34,608,926
Surplus/(Deficit)	\$ 500,557	\$ 533,842	\$ 503,589	\$ 452,377	\$ 377,266	\$ 274,986

**TOWN OF GROTON
FIVE YEAR BUDGET PROJECTION**

REVISED: 12/17/2012

WITH OTHER POST-EMPLOYMENT BENEFITS

	<u>FY 2014</u>		<u>FY 2015</u>		<u>FY 2016</u>		<u>FY 2017</u>		<u>FY 2018</u>		<u>FY 2019</u>	
<u>Expenditures</u>												
General Government	\$	1,699,663	\$	1,742,155	\$	1,785,708	\$	1,830,351	\$	1,876,110	\$	1,923,013
Land Use Departments	\$	361,123	\$	370,151	\$	379,405	\$	388,890	\$	398,612	\$	408,578
Protection of Persons and Property	\$	2,974,896	\$	3,079,017	\$	3,155,993	\$	3,234,893	\$	3,315,765	\$	3,398,659
Regional School Districts	\$	15,555,181	\$	15,944,061	\$	16,342,662	\$	16,751,229	\$	17,170,009	\$	17,599,260
Department of Public Works	\$	2,032,852	\$	2,114,166	\$	2,167,020	\$	2,221,196	\$	2,276,726	\$	2,333,644
Library and Citizen Services	\$	1,579,221	\$	1,618,702	\$	1,659,169	\$	1,700,648	\$	1,743,164	\$	1,786,744
Debt Service - In Levy Capacity Only	\$	715,571	\$	588,571	\$	588,571	\$	588,571	\$	588,571	\$	588,571
Employee Benefits	\$	3,092,424	\$	3,401,666	\$	3,741,833	\$	4,116,016	\$	4,527,618	\$	4,980,380
Sub-Total Operating Expenses	\$	28,010,931	\$	28,858,489	\$	29,820,361	\$	30,831,794	\$	31,896,575	\$	33,018,847
Additional Appropriations												
Deposit to Stabilization to Maintain 5%	\$	(105,126)	\$	40,192	\$	48,441	\$	50,928	\$	53,604	\$	56,488
Deposit to CapStab to Maintain 1.5%	\$	293,162	\$	362,058	\$	361,853	\$	365,211	\$	368,827	\$	366,946
Other Post-Employment Benefits	\$	100,000	\$	200,000	\$	250,000	\$	250,000	\$	275,000	\$	275,000
Capital Budget Request	\$	409,500	\$	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	\$	20,000	\$	20,500	\$	21,013	\$	21,538	\$	22,076	\$	22,628
Snow and Ice Deficit	\$	170,000	\$	174,250	\$	178,606	\$	183,071	\$	187,648	\$	192,339
State and County Charges	\$	81,042	\$	83,068	\$	85,145	\$	87,273	\$	89,455	\$	91,692
Allowance for Abatements/Exemptions	\$	225,000	\$	225,000	\$	225,000	\$	225,000	\$	225,000	\$	225,000
Sub-Total Additional Appropriations	\$	1,194,578	\$	1,465,067	\$	1,530,058	\$	1,543,021	\$	1,581,611	\$	1,590,093
Grand Total Appropriations	\$	29,205,509	\$	30,323,556	\$	31,350,419	\$	32,374,815	\$	33,478,186	\$	34,608,940
<u>Revenues</u>												
Previous Year Proposition 2½ Levy Limit	\$	23,920,810	\$	24,721,030	\$	25,546,311	\$	26,397,405	\$	27,275,088	\$	28,180,156
Allowed 2½ Increase	\$	598,020	\$	618,026	\$	638,658	\$	659,935	\$	681,877	\$	704,504
New Growth	\$	202,200	\$	207,255	\$	212,436	\$	217,747	\$	223,191	\$	228,771
Proposition 2½ Override	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
State Aid	\$	714,000	\$	700,000	\$	700,000	\$	700,000	\$	700,000	\$	700,000
Local Receipts	\$	3,413,500	\$	3,498,838	\$	3,586,308	\$	3,675,966	\$	3,767,865	\$	3,862,076
Free Cash	\$	188,036	\$	402,249	\$	410,294	\$	416,139	\$	422,431	\$	423,434
Other Available Funds:												
EMS Fund	\$	200,000	\$	160,000	\$	160,000	\$	160,000	\$	160,000	\$	160,000
Stabilization Fund	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Capital Stabilization Fund	\$	369,500	\$	350,000	\$	350,000	\$	350,000	\$	350,000	\$	350,000
Grand Total Revenues	\$	29,606,066	\$	30,657,398	\$	31,604,008	\$	32,577,193	\$	33,580,452	\$	34,608,940
Surplus/(Deficit)	\$	400,557	\$	333,842	\$	253,589	\$	202,377	\$	102,266	\$	0



TOWN OF GROTON

173 Main Street
Groton, Massachusetts 01450-1237
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Board of Selectmen

Stuart M. Schulman, *Chairman*
Peter S. Cunningham, *Vice Chairman*
John G. Petropoulos, *Clerk*
Anna Eliot, *Member*
Joshua A. Degen, *Member*

Town Manager
Mark W. Haddad

To: *Board of Selectmen*

From: *Mark W. Haddad – Town Manager*

Subject: *FY 2014 Board of Selectmen Departmental Budgets*

Date: *December 3, 2012*

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 2014. 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.

Town Manager

As per the Town Manager's Contract, the Town Manager's Salary is budgeted at \$123,622 for FY 2014. As I am recommending a two (2%) percent wage adjustment for By-Law employees, I have increased the Executive Assistant's salary by that amount for FY 2014, along with a two (2%) percent performance incentive increase. 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. Both are members of the SEIU, Local 888 which has agreed to a two (2%) percent Wage Adjustment in FY 2014. The Land Use Office Assistant has been recommended for a two (2%) performance incentive increase, while the DPW Office Assistant has been recommended for a one and one half (1½%) increase. Since both these positions serve multiple departments, I am keeping them in the Town Manager's budget for FY 2014.

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 proposed salary, the dues to these two organizations is \$1,500.00. This will require an increase of \$200.00. All other line items have been level funded.

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 three 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 2013. I am proposing an increase of \$4,000 in FY 2014 to cover an anticipated increase in rates. The third line item was created in FY 2013 to cover Central Purchasing of all departments. This has been extremely successful. As you will recall, we had previously budgeted over \$24,000 in the various budgets for Office Supplies. We reduced this to \$12,000 in FY 2013. It appears at this time to be very successful. I am proposing that we level fund this budget in FY 2014.

***Board of Selectmen
FY 2014 Departmental Budget
December 3, 2012
page three***

Town Counsel

The Board of Selectmen renewed Town Counsel's contract in FY 2013. 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 2014. 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 2013.

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 five years ago when the Town reduced the payment to the Water Department from \$36,324 to \$2,500. I had continued this the past four years and am proposing that we level fund this budget at the same level in FY 2014. I am also proposing that we level fund the payment to the West Groton Water District at \$750.

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 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 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 2013 APPROPRIATION</u>	<u>FY 2014 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2014 TOWN MANAGER APPROVED</u>	<u>FY 2014 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	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2013								FISCAL YEAR 2014							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Salaries															
Kauppi	Jason	Elected	Moderator				\$ 65.00								\$ 65.00
TOTAL SALARIES							\$ 65.00								\$ 65.00
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
								FISCAL YEAR 2014							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Wages															

TOTAL WAGES \$ - \$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
BOARD OF SELECTMEN								
1020	Salaries	\$ 3,950	\$ 3,950	\$ 3,950	\$ 3,950	\$ 3,950	0.00%	\$ 0.88
1021	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1022	Expenses	\$ 1,182	\$ 10,234	\$ 1,900	\$ 1,900	\$ 1,900	0.00%	\$ 0.42
1023	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1024	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
	DEPARTMENTAL TOTAL	\$ 5,132	\$ 14,184	\$ 5,850	\$ 5,850	\$ 5,850	0.00%	\$ 1.30

BOARD OF SELECTMEN
122

<u>LINE ITEM</u>	<u>FY 2013 APPROPRIATION</u>	<u>FY 2014 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2014 TOWN MANAGER APPROVED</u>	<u>FY 2014 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships	\$ 1,200.00	\$ 1,200.00	\$ -	0.00%		\$ 1,200.00		0.00%
Travel and Conferences	\$ 700.00	\$ 700.00	\$ -	0.00%		\$ 700.00		0.00%
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Engineering								
Other: Contractors for Minutes								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 1,900.00	\$ 1,900.00	\$ -	0.00%		\$ 1,900.00	\$ -	0.00%

Department Board of Selectmen
 Org # 122
 COLA % 0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
FISCAL YEAR 2013								FISCAL YEAR 2014								
Bargaining		Pay	Annual Salary					Proposed		Proposed	Final	Other	Final	Projected Salary		
Last Name	First Name	Unit	Position	Grade	Rate	Hours	1-Jul-12	Rate	Hours	1-Jul-13	Performance Increase	Base Rate	Pay	Salary	Fiscal 2014	
Salaries																
Schulman	Stuart	Elected Official	Chairman				\$ 910.00								\$ 910.00	
Cunningham	Peter	Elected Official	Vice Chairman				\$ 760.00								\$ 760.00	
Petropoulos	John	Elected Official	Clerk				\$ 760.00								\$ 760.00	
Degen	Joshua	Elected Official	Member				\$ 760.00								\$ 760.00	
Eliot	Anna	Elected Official	Member				\$ 760.00								\$ 760.00	
TOTAL SALARIES																\$ 3,950.00
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
FISCAL YEAR 2013								FISCAL YEAR 2014								
Bargaining		Pay	Annual Salary					Proposed		Proposed	Final	Other	Final	Projected Salary		
Last Name	First Name	Unit	Position	Grade	Rate	Hours	1-Jul-12	Rate	Hours	1-Jul-13	Performance Increase	Base Rate	Pay	Salary	Fiscal 2014	
Wages																

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
TOWN MANAGER								
1030	Salaries	\$ 163,951	\$ 169,012	\$ 172,069	\$ 179,021	\$ 179,021	4.04%	\$ 39.91
1031	Wages	\$ 42,777	\$ 50,142	\$ 59,151	\$ 80,785	\$ 80,785	36.57%	\$ 18.01
1032	Expenses	\$ 8,186	\$ 4,142	\$ 2,800	\$ 3,000	\$ 3,000	7.14%	\$ 0.67
1033	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
DEPARTMENTAL TOTAL		\$ 214,914	\$ 223,296	\$ 234,020	\$ 262,806	\$ 262,806	12.30%	\$ 58.59

TOWN MANAGER
124

<u>LINE ITEM</u>	<u>FY 2013 APPROPRIATION</u>	<u>FY 2014 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2014 TOWN MANAGER APPROVED</u>	<u>FY 2014 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships	\$ 1,300.00	\$ 1,500.00	\$ 200.00	100.00%		\$ 1,500.00		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	\$ 2,800.00	\$ 3,000.00	\$ 200.00	7.14%		\$ 3,000.00	\$ -	7.14%

Department Town Manager
 Org # 124
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2013								FISCAL YEAR 2014							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Salaries															
Haddad	Mark		Town Manager			40	\$ 118,821.00			\$ 121,197.42	2.0%			\$ 123,621.37	\$ 123,621.37
Garvin	Patrice	By-Law	Executive Assistant	9		40	\$ 53,248.00			\$ 54,312.96	2.0%			\$ 55,399.22	\$ 55,399.22
TOTAL SALARIES							\$ 172,069.00								\$ 179,020.59
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Wages															
Dunbar	Dawn	THL	Land Use Assistant	5	\$20.12	35	\$ 36,759.24	\$ 20.52	35	\$ 37,494.42	2.0%	\$ 20.93		\$ 38,244.31	\$ 38,244.31
Dunbar	Dawn	THL	CPC Assistant	4	\$17.94	5	\$ 4,682.34	\$ 18.30	5	\$ 4,775.99	2.0%	\$ 18.66		\$ 4,871.51	\$ 4,871.51
Dunbar	Dawn	THL	CPC Overtime	4	\$26.91	2	\$ 2,809.40	\$ 27.45	2	\$ 2,865.59	2.0%	\$ 28.00		\$ 2,922.90	\$ 2,922.90
Merrill	Kelly	THL	DPW Office Asst	5	\$18.37	35	\$ 14,900.49	\$ 18.74	35	\$ 34,233.23	1.5%	\$ 19.02		\$ 34,746.73	\$ 34,746.73
TOTAL WAGES							\$ 59,151.47								\$ 80,785.45

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
FINANCE COMMITTEE								
1040	Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1041	Reserve Fund	\$ -	\$ -	150,000	150,000	150,000	0.00%	33.44
<hr/>								
	DEPARTMENTAL TOTAL	\$ -	\$ -	150,000	150,000	150,000	0.00%	33.44

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
TOWN ACCOUNTANT								
1050	Salaries	\$ 72,000	\$ 95,684	\$ 67,500	\$ 70,227	\$ 70,227	4.04%	\$ 15.66
1051	Wages	\$ 29,328	\$ 28,822	\$ 30,697	\$ 31,780	\$ 31,780	3.53%	\$ 7.09
1052	Expenses	\$ 27,903	\$ 29,098	\$ 34,900	\$ 31,600	\$ 31,600	-9.46%	\$ 7.05
<hr/>								
	DEPARTMENTAL TOTAL	\$ 129,231	\$ 153,604	\$ 133,097	\$ 133,607	\$ 133,607	0.38%	\$ 29.80

TOWN ACCOUNTANT
135

<u>LINE ITEM</u>	<i>Priority</i>	FY 2013		FY 2014		<u>PERCENT</u>	<u>REASON FOR CHANGE:</u>	FY 2014		<u>PERCENT</u>
		<u>APPROPRIATION</u>	<u>DEPARTMENT</u>	<u>REQUEST</u>	<u>DIFFERENCE</u>			<u>TOWN MANAGER</u>	<u>FINCOM</u>	
						<u>CHANGE</u>		<u>APPROVED</u>	<u>APPROVED</u>	<u>CHANGE</u>
Telephone										
Postage										
Office Supplies										
Dues & Memberships	6	\$ 100.00	\$	100.00	\$ -	0.00%	MMAAA Dues	\$ 100.00		0.00%
Travel and Conferences	5	\$ 2,500.00	\$	2,500.00	\$ -	0.00%		\$ 2,500.00		0.00%
Equipment Maintenance										
Printing										
Software/Service Maintenance	3	\$ 2,800.00	\$	3,000.00	\$ 200.00	7.14%	Vendor pricing increase (Sage GL Software)	\$ 3,000.00		7.14%
Space Rental										
Heating Costs										
Electricity										
Vehicle Costs										
Other: Local Software Support	4	\$ 1,000.00	\$	1,000.00	\$ -	0.00%		\$ 1,000.00		0.00%
Other: Annual Audit	1	\$ 21,500.00	\$	23,000.00	\$ 1,500.00	6.98%	Contracted to provide xtra services for new Accountant	\$ 23,000.00		6.98%
Other: GASB 45 OPEB Audit	2	\$ 7,000.00	\$	2,000.00	\$ (5,000.00)	-71.43%	Reduced for Non-Full Evaluation Year (FY2014)	\$ 2,000.00		-71.43%
Other:										
TOTAL FUNDS REQUESTED		\$ 34,900.00	\$	31,600.00	\$ (3,300.00)	-9.46%		\$ 31,600.00	\$ -	-9.46%

Department Town Accountant
 Org # 135
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
FISCAL YEAR 2013								FISCAL YEAR 2014						
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Final Salary	Projected Salary Fiscal 2014
Salaries														
DuFresne	Patricia		Town Accountant			40	\$ 67,500.00			\$ 68,850.00	2.0%		\$ 70,227.00	\$ 70,227.00
TOTAL SALARIES							\$ 67,500.00							\$ 70,227.00
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
								FISCAL YEAR 2014						
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Final Salary	Projected Salary Fiscal 2014
Wages														
Mahoney	Sarah	THL	Asst. Town Acct.	7	\$21.78	27	\$ 30,696.73	\$ 22.22	27	\$ 31,310.67	1.5%	\$ 22.55	\$ 31,780.33	\$ 31,780.33
TOTAL WAGES							\$ 30,696.73							\$ 31,780.33

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
BOARD OF ASSESSORS								
1060	Salaries	\$ 74,955	\$ 75,205	\$ 77,381	\$ 79,637	\$ 79,637	2.92%	\$ 17.75
1061	Wages	\$ 83,308	\$ 77,198	\$ 86,570	\$ 84,600	\$ 84,600	-2.28%	\$ 18.86
1062	Expenses	\$ 14,847	\$ 18,906	\$ 16,860	\$ 19,475	\$ 17,475	3.65%	\$ 3.90
1063	Legal Expense	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
DEPARTMENTAL TOTAL		\$ 173,110	\$ 171,309	\$ 180,811	\$ 183,712	\$ 181,712	0.50%	\$ 40.51

BOARD OF ASSESSORS

141

<u>LINE ITEM</u>	<u>FY 2013 APPROPRIATION</u>	<u>FY 2014 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2014 TOWN MANAGER APPROVED</u>	<u>FY 2014 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships	\$ 210.00	\$ 150.00	\$ (60.00)	-28.57%		\$ 150.00		-28.57%
Travel and Conferences	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		0.00%
Equipment Maintenance								
Printing								
Software/Service Maintenance	\$ -	\$ 125.00	\$ 125.00	0.00%		\$ 125.00		0.00%
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs	\$ 650.00	\$ 1,200.00	\$ 550.00	84.62%	Reval Year - More fuel costs	\$ 1,200.00		84.62%
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	\$ 5,000.00	\$ 2,000.00	66.67%	Reval Year - Commercial	\$ 3,000.00		0.00%
Other: Vision Web Hosting	<u>\$ 2,400.00</u>	<u>\$ 2,400.00</u>	\$ -	0.00%		<u>\$ 2,400.00</u>		0.00%
TOTAL FUNDS REQUESTED	\$ 16,860.00	\$ 19,475.00	\$ 2,615.00	15.51%		\$ 17,475.00	\$ -	3.65%

Department	Board of Assessors
Org #	141
COLA %	2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
FISCAL YEAR 2013								FISCAL YEAR 2014									
		Bargaining		Pay			Annual Salary			Proposed	Proposed	Final		Final			
Last Name	First Name	Unit	Position	Grade	Rate	Hours	1-Jul-12	Rate	Hours	Increase	Performance	Base	Other	Salary	Projected Salary		
Salaries																	
Swezey	Rena	By-Law	Principal Assessor	14		40	\$ 74,701.00			\$ 76,195.02	1.0%		\$ 250.00	\$ 76,956.97	\$ 77,206.97		
Swezey	Rena						\$ 760.00							\$ 760.00	\$ 760.00		
Boles	Garrett						\$ 760.00							\$ 760.00	\$ 760.00		
Evans	Jenifer						\$ 910.00							\$ 910.00	\$ 910.00		
TOTAL SALARIES																\$ 77,131.00	\$ 79,636.97
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
FISCAL YEAR 2013								FISCAL YEAR 2014									
		Bargaining		Pay			Annual Salary			Proposed	Proposed	Final		Final			
Last Name	First Name	Unit	Position	Grade	Rate	Hours	1-Jul-12	Rate	Hours	Increase	Performance	Base	Other	Salary	Projected Salary		
Wages																	
Greeno	Jonathan	THL	Assistant Assessor	9	\$24.02	33	\$ 41,376.85	\$ 24.50	33	\$ 42,204.39	1.0%	\$ 24.75		\$ 42,626.43	\$ 42,626.43		
Babcock	Rebecca	THL	Asst to Assessor	6	\$23.77	33	\$ 40,946.20	\$ 24.25	33	\$ 41,765.13	0.5%	\$ 24.37		\$ 41,973.95	\$ 41,973.95		
TOTAL WAGES																\$ 82,323.05	\$ 84,600.38

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
TREASURER/TAX COLLECTOR								
1120	Salaries	\$ 69,602	\$ 67,713	\$ 70,276	\$ 71,682	\$ 71,682	5.86%	\$ 15.98
1121	Wages	\$ 102,266	\$ 103,230	\$ 105,356	\$ 88,672	\$ 88,672	-14.10%	\$ 19.77
1122	Expenses	\$ 28,664	\$ 27,975	\$ 29,807	\$ 23,640	\$ 18,840	-32.65%	\$ 4.20
1123	Tax Title	\$ 8,100	\$ 4,349	\$ 8,100	\$ 8,100	\$ 8,100	86.25%	\$ 1.81
1126	Bond Cost	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	0.00%	\$ 0.56
<hr/>								
DEPARTMENTAL TOTAL		\$ 211,132	\$ 205,767	\$ 216,039	\$ 194,593	\$ 189,793	-7.76%	\$ 42.32

TREASURER/TAX COLLECTOR

145

<u>LINE ITEM</u>	FY 2014			PERCENT		FY 2014	FY 2014	PERCENT
	<u>FY 2013</u>	<u>DEPARTMENT</u>	<u>DIFFERENCE</u>	<u>CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>TOWN MANAGER</u>	<u>FINCOM</u>	
	<u>APPROPRIATION</u>	<u>REQUEST</u>				<u>APPROVED</u>	<u>APPROVED</u>	<u>CHANGE</u>
Postage	\$ 295.00	\$ -	\$ (295.00)	-100.00%	Post Office Closed	\$ -		-100.00%
Office Supplies								
Dues & Memberships	\$ 180.00	\$ 180.00	\$ -	0.00%		\$ 180.00		0.00%
Travel and Conferences	\$ 600.00	\$ 800.00	\$ 200.00	33.33%	I would like to attend more classes and seminars	\$ 800.00		33.33%
Equipment Maintenance	\$ 900.00	\$ -	\$ (900.00)	-100.00%	Equipment Maintenance now through IT	\$ -		-100.00%
Printing	\$ 7,000.00	\$ -	\$ (7,000.00)	-100.00%	No longer have to pay for stock bills and envelopes for bills	\$ -		-100.00%
Software/Service Maintenance	\$ 9,672.00	\$ -	\$ (9,672.00)	-100.00%	This was a charge that we use to pay Point Software	\$ -		-100.00%
Other: Payroll Service	\$ 7,500.00	\$ 21,000.00	\$ 13,500.00	180.00%	Adding more services to payroll software	\$ 16,200.00		116.00%
Other: Banking Service Charges	\$ 2,500.00	\$ 500.00	\$ (2,000.00)	-80.00%	Only bank charge is to Unibank for Financial Advisor	\$ 500.00		-80.00%
Other: Deputy Collector	\$ 160.00	\$ 160.00	\$ -	0.00%		\$ 160.00		0.00%
Other: Filing Fees - Release of Liens	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%		\$ 1,000.00		100.00%
TOTAL FUNDS REQUESTED	\$ 29,807.00	\$ 23,640.00	\$ (6,167.00)	-20.69%		\$ 18,840.00	\$ -	-36.79%

Department Treasurer/Tax Collector
 Org # 145
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2013								FISCAL YEAR 2014							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Salaries															
Smith	Victoria	By-Law	Treasurer/Collector	14		40	\$ 70,276.00			\$ 71,681.52				\$ 71,681.52	\$ 71,681.52
TOTAL SALARIES							\$ 70,276.00								\$ 71,681.52
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
								FISCAL YEAR 2014							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Wages															
Moller	Hannah	THL	Payroll Coordinator	6	\$20.50	35	\$ 37,453.50	\$ 20.91	35	\$ 38,202.57	1.5%	\$ 21.22		\$ 38,775.61	\$ 38,775.61
Tallent	Joan	THL	Asst. Treas/Coll	9	\$26.25	35	\$ 47,958.75	\$ 26.78	35	\$ 48,917.93	2.0%	\$ 27.31		\$ 49,896.28	\$ 49,896.28
TOTAL WAGES							\$ 85,412.25								\$ 88,671.89

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
TOWN COUNSEL								
1080	Expenses	\$ 99,253	\$ 72,146	\$ 90,000	\$ 90,000	\$ 90,000	0.00%	\$ 20.07
DEPARTMENTAL TOTAL		\$ 99,253	\$ 72,146	\$ 90,000	\$ 90,000	\$ 90,000	0.00%	\$ 20.07

TOWN COUNSEL
151

<u>LINE ITEM</u>	<u>FY 2013 APPROPRIATION</u>	<u>FY 2014 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2014 TOWN MANAGER APPROVED</u>	<u>FY 2014 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 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
HUMAN RESOURCES								
1090	Salary	\$ 44,390	\$ 47,804	\$ 49,470	\$ 68,624	\$ 68,624	38.72%	\$ 15.30
1091	Expenses	\$ 3,452	\$ 3,215	\$ 3,475	\$ 4,750	\$ 4,750	36.69%	\$ 1.06
DEPARTMENTAL TOTAL		\$ 47,842	\$ 51,019	\$ 52,945	\$ 73,374	\$ 73,374	38.58%	\$ 16.36

HUMAN RESOURCES

152

<u>LINE ITEM</u>	<u>FY 2013 APPROPRIATION</u>	<u>FY 2014 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2014 TOWN MANAGER APPROVED</u>	<u>FY 2014 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone				0.00%				
Postage	\$ 25.00	\$ -	\$ (25.00)	-100.00%		\$ -		-100.00%
Office Supplies								
Dues & Memberships	\$ 250.00	\$ 250.00	\$ -	0.00%		\$ 250.00		0.00%
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance			\$ -	0.00%				
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Pre-Employment Physicals	\$ 2,500.00	\$ 2,500.00	\$ -	0.00%		\$ 2,500.00		0.00%
Other: Advertising	\$ 700.00	\$ 1,000.00	\$ 300.00	42.86%		\$ 1,000.00		42.86%
Other: Employee Dev/Training	\$ -	\$ 500.00	\$ 500.00	0.00%		\$ 500.00		0.00%
Other: HR Director Training		<u>\$ 500.00</u>	<u>\$ 500.00</u>			<u>\$ 500.00</u>		
TOTAL FUNDS REQUESTED	\$ 3,475.00	\$ 4,750.00	\$ 1,275.00	36.69%		\$ 4,750.00	\$ -	36.69%
Postage	Removing postage as this is paid out of the general postage budget							
Dues & Memberships	Keeping memberships & dues static							
Other: Pre-Employment Physicals	Also keeping the amount static as this plans for a reasonable amount of turnover							
Other: Advertising	Increasing advertising budget for hiring and recruiting							
Other: Employee Dev/Training	Allows for personnel training as required or suggested by HR							
Other: HR Director Training	Allows for training courses to be attended by HR Director							

Department Human Resources
 Org # 152
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2013								FISCAL YEAR 2014							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Salaries															
Loverin	Suzanne	By-Law	HR Director	11		40	\$ 65,959.00			\$ 67,278.18	2.0%			\$ 68,623.74	\$ 68,623.74
TOTAL SALARIES							\$ 65,959.00								\$ 68,623.74
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
								FISCAL YEAR 2014							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Wages															

TOTAL WAGES

\$ -

\$ -



TOWN OF GROTON

173 Main Street
Groton, Massachusetts 01450-1237
Tel: (978) 732-1889
Fax: (978) 448-1115

Information
Technology

December 1, 2012

Town Manager,

Attached is the Information Technology budget for the fiscal year 2014. The IT budget I am recommending is different from past years, so I would like to explain and justify those changes.

The department request for Line 1101 (Wages) is \$57,505, which breaks out to \$24,299 for a part-time Web Developer and \$33,206 for a full-time Desktop Specialist. This increases the department's total head count from 1.5 to 2.5, expands the Desktop Specialist position to full-time and creates a new part-time Web Developer position. As you know, many departments suffer inefficiencies due to ongoing maintenance or support issues that result from only a part-time Desktop Specialist. Our ticketing system shows that users on average wait 4 days for a non-emergency problem to be remedied, and adding this position would take great strides to bring that number down. More of my time could be much more wisely spent on higher-level issues like managing servers and network devices, planning, purchasing, and special projects if this position is expanded. Increasing the Desktop Specialist position to full-time will allow better continuity for users, increase efficiency for all workers, and allow me to focus on bigger projects.

The new Web Developer position will help us tackle two of the department's most profound goals: 1. providing a solid public-facing website that adequately communicates all of the Town's information to the public, and 2. improving and expanding our backoffice software system, which saves time and improves the recordkeeping of several departments throughout the Town as well as aids in essential business functions. Our backoffice system has been under development for several years now, and providing ongoing support and documentation will increase its overall usefulness and ensure its long-term survival. With the work of the employee in this position, the public-facing website will be easier to navigate and search, will contain more documents and pages to provide more information to the public, will offer a mobile version of the site, and will offer the ability to sign up for alerts or notifications for certain events.

Line 1102 (Expenses) includes annual obligations like our email spam filter and internet service accounts (almost \$9,000) in addition to software licensing, general computer supplies for upkeep of existing equipment and printing and networking supplies for the various Town departments. The modest (\$1,000) increase from FY13 is attributed to both higher internet fees at the Public Safety building and for technology-related supplies that individual departments no longer budget for after the creation of the centralized purchasing system.

Line 1100 (Salary) agrees in Step and Grade with my expectations.

The GIS Budget (174-1120) has been lowered by about 3% due to a reduction in our annual software premium and our new ongoing maintenance plan I put in place with our preferred GIS consultant.

I have broken the budget down into greater detail in the documents attached, and I am happy to provide any further explanation you may require.

Sincerely,

Jason Bulger
IT Director
Town of Groton

FY 2014 Information Technology Budget

154-5400-000 - General Expenses		
<i>Type</i>	<i>Amount</i>	<i>Information</i>
High Speed Internet	\$ 8,300.00	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
Printers and parts	\$ 1,700.00	Printers, drums, fusers and parts
Networking supplies	\$ 1,500.00	Wiring, antennas, patch cables
Total	\$ 25,000.00	

154-5115-000 - Salaries		
<i>Type</i>	<i>Amount</i>	<i>Information</i>
Salaries	\$ 90,780.00	IT Manager
Total	\$ 90,780.00	

154-5120-000 - Wages		
<i>Type</i>	<i>Amount</i>	<i>Information</i>
Wages	\$ 30,115.96	Desktop Specialist
Wages	\$ 24,299.10	Web Developer
Total	\$ 54,415.06	

154-5850-9XX - Capital Expenses		
<i>Type</i>	<i>Amount</i>	<i>Information</i>
Replacement Computers	\$ 23,000.00	Sixteen new computers for Town Hall/PSB/Fire; 7 for Library
Library Server	\$ 5,000.00	Server for the library
Fire Laptop	\$ 4,000.00	Rugged laptop for truck; Mobile software and GPS hardware
Network Attached Storage Device	\$ 8,000.00	Provide backups for critical town/public safety data
Total	\$ 40,000.00	

174-5400-000 - General Expenses		
<i>Type</i>	<i>Amount</i>	<i>Information</i>
General expenses	\$ 15,400.00	GIS maintenance, upkeep and projects
Total	\$ 15,400.00	

Position Evaluated: Web Developer

Evaluator: Jason Bulger

Date Evaluated: 11/28/2012

Factor Evaluated	Degree	Points
1 Education and Basic Knowledge	3	60
2 Experience	4	70
3 Accountability	4	30
4 Judgment	3	50
5 Complexity	4	20
6 Supervision Required	3	20
7 Nature and Purpose of Personal	2	25
8 Work Environment	1	10
9 Physical Demands	1	10
10 Motor Skills	1	10
11 Occupational Risks	1	5
12 Confidentiality	2	20
13 Supervision Responsibility	0	0
14 Supervision Exercised		
A. Staff Size	0	0
B. Complexity of Operations	0	0
C. Stability of Operations	0	0
D. Workforce Dispersion	0	0
Total Points		330
Grade		9

Degree

1	2	3	4	5	6	7	Max
20	40	60	80	100			100
10	30	50	70	90	100		100
5	10	20	30	40	60	80	80
10	20	50	75	100			100
5	10	15	20	25			25
5	10	20	30	40	60		60
10	25	50	75	100			100
10	25	40	65				65
10	25	40	65				65
10	20	35	60				60
5	15	20	25				25
10	20	30					30
20	40	75					75
5	10	15	25	30	35		35
5	10	15	20	25	30		30
5	10	15	20				20
5	10	15					15

Position Evaluated: Desktop Specialist

Evaluator: Jason Bulger

Date Evaluated: 11/29/2012

Factor Evaluated	Degree	Points
1 Education and Basic Knowledge	2	40
2 Experience	2	30
3 Accountability	3	20
4 Judgment	2	20
5 Complexity	3	15
6 Supervision Required	3	20
7 Nature and Purpose of Personal	1	10
8 Work Environment	2	25
9 Physical Demands	2	25
10 Motor Skills	1	10
11 Occupational Risks	2	15
12 Confidentiality	1	10
13 Supervision Responsibility	0	0
14 Supervision Exercised		
A. Staff Size	0	0
B. Complexity of Operations	0	0
C. Stability of Operations	0	0
D. Workforce Dispersion	0	0
Total Points		240
Grade		5

Degree

1	2	3	4	5	6	7	Max
20	40	60	80	100			100
10	30	50	70	90	100		100
5	10	20	30	40	60	80	80
10	20	50	75	100			100
5	10	15	20	25			25
5	10	20	30	40	60		60
10	25	50	75	100			100
10	25	40	65				65
10	25	40	65				65
10	20	35	60				60
5	15	20	25				25
10	20	30					30
20	40	75					75
5	10	15	25	30	35		35
5	10	15	20	25	30		30
5	10	15	20				20
5	10	15					15

Position Evaluated: IT Director

Evaluator: Mark Haddad

Date Evaluated: 11/29/2012

Factor Evaluated	Degree	Points
1 Education and Basic Knowledge	4	80
2 Experience	6	100
3 Accountability	6	60
4 Judgment	4	75
5 Complexity	4	20
6 Supervision Required	5	40
7 Nature and Purpose of Personal	3	50
8 Work Environment	2	25
9 Physical Demands	2	25
10 Motor Skills	2	20
11 Occupational Risks	2	15
12 Confidentiality	3	30
13 Supervision Responsibility	3	75
14 Supervision Exercised		
A. Staff Size	1	5
B. Complexity of Operations	3	15
C. Stability of Operations	3	15
D. Workforce Dispersion	1	5
Total Points		655
Grade		17

Degree

1	2	3	4	5	6	7	Max
20	40	60	80	100			100
10	30	50	70	90	100		100
5	10	20	30	40	60	80	80
10	20	50	75	100			100
5	10	15	20	25			25
5	10	20	30	40	60		60
10	25	50	75	100			100
10	25	40	65				65
10	25	40	65				65
10	20	35	60				60
5	15	20	25				25
10	20	30					30
20	40	75					75
5	10	15	25	30	35		35
5	10	15	20	25	30		30
5	10	15	20				20
5	10	15					15

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
INFORMATION TECHNOLOGY								
1100	Salary	\$ 76,870	\$ 79,249	\$ 81,626	\$ 90,780	\$ 90,780	11.21%	\$ 20.24
1101	Wages	\$ -	\$ 4,233	\$ 17,208	\$ 57,605	\$ 57,605	234.76%	\$ 12.84
1102	Expenses	\$ 24,306	\$ 24,637	\$ 24,000	\$ 25,000	\$ 25,000	4.17%	\$ 5.57
<hr/>								
	DEPARTMENTAL TOTAL	\$ 101,176	\$ 108,119	\$ 122,834	\$ 173,385	\$ 173,385	41.15%	\$ 38.65

INFORMATION TECHNOLOGY

154

<u>LINE ITEM</u>	<u>FY 2013 APPROPRIATION</u>	<u>FY 2014 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2014 TOWN MANAGER APPROVED</u>	<u>FY 2014 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:	\$ 24,000.00	\$ 25,000.00	\$ 1,000.00	4.17%		\$ 25,000.00		4.17%
Other:								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 24,000.00	\$ 25,000.00	\$ 1,000.00	4.17%		\$ 25,000.00	\$ -	4.17%

Department Information Technology
 Org # 154
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2013								FISCAL YEAR 2014							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Salaries															
Bulger	Jason	By-Law	IT Director			40	\$ 81,626.00			\$ 89,000.00	2.0%			\$ 90,780.00	\$ 90,780.00
TOTAL SALARIES							\$ 81,626.00								\$ 90,780.00
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
								FISCAL YEAR 2014							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Wages															
O'Toole	Jessica	THL	Desk Top Specialist	5	\$17.87	19	\$ 17,723.47								
Vacancy		THL	Web Developer	7				\$ 24.50	19	\$ 24,299.10		\$ 24.50		\$ 24,299.10	\$ 24,299.10
Vacancy		THL	Desk Top Specialist	5				\$ 18.23	35	\$ 33,306.21		\$ 18.23		\$ 33,306.21	\$ 33,306.21
TOTAL WAGES							\$ 17,723.47								\$ 57,605.31

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
GIS STEERING COMMITTEE								
1120	Expenses	\$ 15,990	\$ 13,000	\$ 16,000	\$ 15,400	\$ 15,400	-3.75%	\$ 3.43
DEPARTMENTAL TOTAL		\$ 15,990	\$ 13,000	\$ 16,000	\$ 15,400	\$ 15,400	-3.75%	\$ 3.43

GIS STEERING COMMITTEE

174

<u>LINE ITEM</u>	<u>FY 2013 APPROPRIATION</u>	<u>FY 2014 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2014 TOWN MANAGER APPROVED</u>	<u>FY 2014 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance	\$ 500.00	\$ 400.00	\$ (100.00)	-20.00%		\$ 400.00		-20.00%
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	\$ 12,000.00	\$ (500.00)	-4.00%		\$ 12,000.00		-4.00%
Other:								
TOTAL FUNDS REQUESTED	\$ 16,000.00	\$ 15,400.00	\$ (600.00)	-3.75%		\$ 15,400.00	\$ -	-3.75%



Town of Groton
173 Main Street
Groton, MA 01450

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Office of the Town Clerk – Notary Public

Michael F. Bouchard, *Town Clerk*

November 28, 2012

To: Mark Haddad, Town Manager
From: Michael Bouchard, Town Clerk
Subject: FY14 Budget submissions – Town Clerk, Elections, Street Listings

Thank you for the opportunity to submit the FY14 budgets for Town Clerk operations, the conduct of Elections and the Annual Town Census / Street Listing.

The Town Clerk budget incorporates the following assumptions:

- Reduced office supply expense: this office participates in the central purchasing program intended to leverage supply expenses across departments. We have also replaced (very) old copier and printers, and can now participate in the IT program designed to reduce toner expenses.
- Included in Wages is an allocation for Exceptional Circumstances. These circumstances occur particularly with extra time required for preparedness and execution of elections and town meeting.
- Does not reflect the Performance Improvement recommendations for the Assistant Town Clerks as a result of their annual performance reviews. It is my understanding these recommendations will be addressed in a separate process.
- The Town Clerk budget does reflect an increase in salary for the Town Clerk's position. As discussed, this request is consistent with the Performance Improvement Program.
- Expenses include an allocation for dog registration software. Discussion with IT concluded that it would be prudent to include this submission. IT does have dog registration software as a proposed enhancement; however timing is not clear when this could be done. The dog system used by the Clerk's office is unreliable in its reporting and invalidates records even if a single keystroke is in error. This system is the Town's official dog registration record, and can be the affidavit required in legal proceedings. The 12 year old software currently used is "home grown" and has become unsupportable.



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Office of the Town Clerk – Notary Public

Michael F. Bouchard, Town Clerk

- A Minor Capital submission is included to add storage space to the Clerk's Vault. The Vault stores historical and current day records of importance to the Town and its Residents, including vital records, annual reports, voter records and historical documents. We are out of space. This proposal is to install a Bi-File system similar to what one might see in a medical office. I estimate that "shelf inches" would be expanded by 30%.

The Elections budget incorporates these assumptions:

- Town Meeting "checker payroll" expenses are incorporated
- One election will be conducted in FY14 in May, 2014 (annual Town Election)

The Street Listings budget incorporates these assumptions:

- We will continue to use a vendor to print and mail the census forms. This is cost effective. Our vendor has performed this service very well over several years.
- Postage increases of \$.01 and an anticipated similar price increase for vendor services are incorporated. It's worth noting that vendor service pricing has remained constant for the past three years.
- We are continuing to fine tune the Street Listing process, which also includes the execution of the town census, and updates to voter and non-voter listings. The variables involved in the process, especially secondary and tertiary notices which must be sent under MGL before voter status can be changed, makes this budget challenging to predict. A contingency amount is included.

I look forward to discussing our operations and plans with you.

Respectfully submitted,

Michael Bouchard

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
TOWN CLERK								
1130	Salaries	\$ 60,000	\$ 63,000	\$ 66,193	\$ 68,867	\$ 68,867	4.04%	\$ 15.35
1131	Wages	\$ 42,646	\$ 42,962	\$ 44,968	\$ 48,304	\$ 48,304	7.42%	\$ 10.77
1132	Expenses	\$ 4,010	\$ 6,028	\$ 9,234	\$ 11,579	\$ 10,079	9.15%	\$ 2.25
1133	Minor Capital	\$ -	\$ -	\$ -	\$ 4,000	\$ -	0.00%	\$ -
DEPARTMENTAL TOTAL		\$ 106,656	\$ 111,990	\$ 120,395	\$ 132,751	\$ 127,251	5.69%	\$ 28.37

TOWN CLERK
161

<u>LINE ITEM</u>	<u>FY 2013 APPROPRIATION</u>	<u>FY 2014 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2014 TOWN MANAGER APPROVED</u>	<u>FY 2014 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage (FEDEX)	\$ 200.00	\$ 200.00	\$ -	0.00%		\$ 200.00		0.00%
Office Supplies	\$ 959.00	\$ 3,074.00	\$ 2,115.00	220.54%	Includes Dog Registration System	\$ 1,574.00		64.13%
Dues & Memberships	\$ 305.00	\$ 305.00	\$ -	0.00%		\$ 305.00		0.00%
Travel and Conferences	\$ 350.00	\$ 350.00	\$ -	0.00%		\$ 350.00		0.00%
Equipment Maintenance								
Printing								
Software/Service Maintenance		\$ 1,200.00	\$ 1,200.00	0.00%		\$ 1,200.00		0.00%
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Town Clerk Insurance Bond	\$ 125.00	\$ 125.00	\$ -	0.00%		\$ 125.00		0.00%
Other: Bylaw updates (General Code)	\$ 6,945.00	\$ 6,075.00	\$ (870.00)	-12.53%	Update Bylaws for Changes	\$ 6,075.00		-12.53%
Other: Vital Statistics	\$ 350.00	\$ 250.00	\$ (100.00)	-28.57%		\$ 250.00		-28.57%
Other:								
TOTAL FUNDS REQUESTED	\$ 9,234.00	\$ 11,579.00	\$ 2,345.00	25.40%		\$ 10,079.00	\$ -	9.15%

Department Town Clerk
 Org # 161
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2013								FISCAL YEAR 2014							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Salaries															
Bouchard	Michael	Elected	Town Clerk				\$ 66,193.00			\$ 67,516.86	2.0%			\$ 68,867.20	\$ 68,867.20
TOTAL SALARIES							\$ 66,193.00								\$ 68,867.20
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2013								FISCAL YEAR 2014							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Wages															
Birmingham	Marcia	THL	Asst. Town Clerk	6	\$22.40	19	\$ 22,216.32	\$ 22.85	19	\$ 22,660.65	1.0%	\$ 23.08		\$ 22,887.25	\$ 22,887.25
Pierce	Nancy Ellen	THL	Asst. Town Clerk	6	\$22.40	20	\$ 23,385.60	\$ 22.85	20	\$ 23,853.31	1.0%	\$ 23.08		\$ 24,091.85	\$ 24,091.85
Exceptional Circumstances - Town Meeting and Elections - Nancy Pierce								\$ 22.85	32				\$ 731.20		\$ 731.20
Exceptional Circumstances - Town Meeting and Elections - Marcia Birmingham								\$ 22.85	26				\$ 594.10		\$ 594.10
TOTAL WAGES							\$ 45,601.92								\$ 48,304.40

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

		Elections		Town Meetings		Total
		May, 2014	Fall 2013 (2 sessions)	Spring, 2014 (3 sessions)		
Who	Activities					
Nancy	Election preparedness a	8.0				
Nancy	Setup / Monitor Town Meeting		10.0	14.0		32.0
Marcy	Election preparedness a	8.0				
Marcy	Setup / Monitor Town Meeting		7.0	11.0		26.0

Note: There is the potential for a Special Senatorial Primary and Election should John Kerry be re-appointed
 No funds are budgeted for this event. Would request a Reserve Fund Transfer.

Minor Capital Request

What

Filing system

Vendor

Proposed by Donnegan Systems, Inc; procurement regulations to be followed if authorized to proceed

Space Analysis

Existing	<u>Dimensions</u>		<u>Shelves</u>		<u>Lin Inches</u>	<u>Sq Inches</u>	
Back Wall	69" w x 20" d	4 shelves	1 floor		345	6900	
	69" w x 12" d	1 shelf			69	828	
Side Wall	60" w x 12" d	5 shelves	1 floor		360	4320	
					774	12048	Total
Proposed							
Back Wall-1	36w x 18d	7			252	4536	
Back Wall-2	42w x 18d	7			294	5292	
Back Wall -S	36w x 18d	7			252	4536	
Side Wall	18w x 12d	5	1 floor		108	1296	
					906	15660	Total
					17%	30%	% increase

Why?

Reference proposed vault layout diagram

- o Space
 - o Space is at a premium in the Clerk's vault.
 - o The vault is not expandable
 - o The Bi-File Shelving System by Donnegan Systems will expand the linear and square shelf inches
 - o Additionally, shelving can be attached to wall space along the front wall (opposite the system). This space is targeted for oversized volumes, most of which have been rerstored recently.
 - o Total space square inches increase is estimated to be 30% .
- o Security
 - o Sensitive documents are stored in an envirimntally controlled area
 - o Historic documents are secured, yet accessible

Costs

\$	3,600	Donnegan Systems Bi-File Shelving System
\$	400	Associated expenses
\$	4,000	Total

Minor Capital Request

What

Filing system

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\$	4,000	Total

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
ELECTIONS AND BOARD OF REGISTRARS								
1140	Stipend	\$ 8,190	\$ 5,978	\$ 9,600	\$ 3,840	\$ 3,840	-60.00%	\$ 0.86
1141	Expenses	\$ 9,562	\$ 9,275	\$ 7,040	\$ 7,170	\$ 7,170	1.85%	\$ 1.60
1142	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
DEPARTMENTAL TOTAL		\$ 17,752	\$ 15,253	\$ 16,640	\$ 11,010	\$ 11,010	-33.83%	\$ 2.46

ELECTIONS

162

<u>LINE ITEM</u>	FY 2014					FY 2014		FY 2014	
	FY 2013	DEPARTMENT		PERCENT		TOWN MANAGER	FINCOM	PERCENT	
	<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									
Postage									
Office Supplies									
Dues & Memberships									
Travel and Conferences									
Equipment Maintenance-Service Contract	\$ 1,200.00	\$ 1,300.00	\$ 100.00	8.33%		\$ 1,300.00		8.33%	
Printing (Town Election Ballots)	\$ 1,839.00	\$ 2,200.00	\$ 361.00	19.63%		\$ 2,200.00		19.63%	
Software/Service Maintenance (Election programming)	\$ 5,550.00	\$ 2,000.00	\$ (3,550.00)	-63.96%		\$ 2,000.00		-63.96%	
Space Rental									
Heating Costs									
Electricity									
Vehicle Costs									
Other: Election Worker Dinners	\$ 1,531.00	\$ 480.00	\$ (1,051.00)	-68.65%		\$ 480.00		-68.65%	
Board of Registrars Stipend	\$ 450.00	\$ 450.00	\$ -	0.00%		\$ 450.00		0.00%	
Other: Board of Registrars expenses	\$ 225.00	\$ 225.00	\$ -	0.00%		\$ 225.00		0.00%	
Other: Election Miscellaneous	\$ 745.00	\$ 515.00	\$ (230.00)	-30.87%		\$ 515.00		-30.87%	
Other:									
Other: Election Night Help									
TOTAL FUNDS REQUESTED	\$ 11,540.00	\$ 7,170.00	\$ (4,370.00)	-37.87%		\$ 7,170.00	\$ -	-37.87%	

FY2013 Elections Budget Detail

Elections Meals

<u>Election</u>	<u>Number of meals</u> (Notes 1)	X	<u>Number of Precincts</u>	X	<u>Avg Meal Cost</u>	=	<u>Total Meals</u>	+	<u>Coffee</u>	=	<u>Total Food</u>
May, 2014 Town Election	9		3		\$ 15.00	\$	405.00	\$	75.00		\$ 480.00
Total											\$ 480.00

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

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>
May, 2014 Town Election	6		3		\$ 8.00		16	\$	2,304.00
Total									\$ 2,304.00

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 (Note 2)</u>	=	<u>Payroll</u>
Fall, 2013	8		1		\$ 8.00		6	\$	384.00
Spring 2014	8		1		\$ 8.00		6	\$	384.00
Adjourned Sessions	8		2		\$ 8.00		6	\$	768.00
Total for Town Meetings									\$ 1,536.00

Note 2: If Saturday Sessions, assume 6 hours and 1 adjourned session per meeting

Miscellaneous Expenses

<u>Election</u>	<u>Number (Note 3)</u>	X	<u>Approx Cost</u>	=	<u>Total Cost</u>	
FedEx	1		40	\$	40.00	Prom Pack Shipments
Misc				\$	50.00	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 with total of 2 adjourned sessions					\$	515.00
Note 3: 1 election and 4 town meeting banners						

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
March 2012 Pres Primary	\$ 1,496.13	\$ -	\$ 85.00
May 2012 Town Election	\$ 1,822.90	\$ 2,062.52	\$ 85.00
Sept 2012 State Primary	\$ 1,275.92	\$ -	\$ 85.00
Nov 2012 General Election	tbd	\$ -	\$ 85.00
Average State	\$ 1,209.78	Paid by State	
Peak	\$ 1,854.00	--	
Average Town	\$ 1,519.20	\$ 1,627.72	
Peak	\$ 1,854.50	\$ 2,062.52	

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
STREET LISTINGS								
1150	Expenses	\$ 4,094	\$ 4,776	\$ 6,250	\$ 5,870	\$ 5,870	-6.08%	\$ 1.31
DEPARTMENTAL TOTAL		\$ 4,094	\$ 4,776	\$ 6,250	\$ 5,870	\$ 5,870	-6.08%	\$ 1.31

STREET LISTINGS

164

<u>LINE ITEM</u>	FY 2014					FY 2014		FY 2014	
	FY 2013	DEPARTMENT		PERCENT		TOWN MANAGER	FINCOM	PERCENT	
	<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									
Postage	\$ 2,300.00	\$ 1,800.00	\$ (500.00)	-21.74%		\$ 1,800.00		-21.74%	
Printing (Census and Dog Forms)	\$ 1,750.00	\$ 1,850.00	\$ 100.00	5.71%		\$ 1,850.00		5.71%	
Software/Service Maintenance									
Space Rental									
Heating Costs									
Electricity									
Vehicle Costs									
Other: Street List Books and CDs	\$ 600.00	\$ 600.00	\$ -	0.00%		\$ 600.00		0.00%	
Other: Contingency	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%	
Other: Non-Respondent Cards	\$ 1,100.00	\$ 1,120.00	\$ 20.00	1.82%		\$ 1,120.00		1.82%	
Other:									
TOTAL FUNDS REQUESTED	\$ 6,250.00	\$ 5,870.00	\$ (380.00)	-6.08%		\$ 5,870.00	\$ -	-6.08%	

2014 Budget STREET LISTINGS ASSUMPTIONS

Street Listing Process and Summary

Jan	5000 Census Forms sent - Assume \$.36 per piece (Jan 27, 2013 price increase)	\$1,800	Postage
	<u>Note:</u> 1000 pieces with Temp Address Service Requested	\$0	USPS Service
	Form printing and processing @\$.25	\$1,250	Printing
	Dog form print and insert @\$.10	\$500	Printing
	Miscellaneous charges (e.g. Shipping)	\$100	
Mar/Apr	1000 Second Mailings (to people who did not respond the first time)	Town Paid	Postage
	<u>Note:</u> Town budget: \$ 460.00		
June	1000 Non-respondent cards- postage paid (third mailings - can deactivate voters at this point)	\$1,120	Printing and postage
	2014 assumption: \$1.12 per card		
July	Print a combo of 150 street list books and CDs @\$4	\$600	Printing
Contingency		\$500	
Total Cost of Census		\$5,870	

Note 1 Postage calculation

- ASSUMPTION: Bulk rates for Jan 2014 to increase to \$.36 (as of Jan 27, 2013) from \$.35 (until Jan 27, 2013)
- 5000 pieces at \$.36 = **\$1,800** (first mailing - Mark Altman and Assoc bulk rate)
- OPTED TO use Temp Address Service Requested (No charge - piece is either forwarded or returned with UTF)
- o The TASR service costs \$.00 per piece
 - o Clerk ends up disposing of mail pieces; we've no tools to glean and record information
 - o Temp Address Service Requested <http://pe.usps.com/text/qsg300/Q507.htm>

Mailer Endorsement and USPS Action	Priority Mail and First-Class Mail	Standard Mail/ Parcel Select Lightweight	Parcel Post/Pack age Services/ Parcel Select
Temp—Return Service Requested			
Piece returned with new address or reason for nondelivery attached. If temporary change of address, piece forwarded; no separate notice of temporary change of address provided.	No charge.	N/A	N/A

Note 2

a Non-repondent 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
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FY12: 150 books and 25 CDs @\$4	\$	600.00
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FY11: 100 books and 25 CDs @\$3.5	\$	437.50
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FY09: 50 books and 20 CD @ \$234.25 (\$3.34 each)

FY10: 90 books/CD ; additional 20 ordered	\$	315.00
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LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
INSURANCE & BONDING								
1160	Insurance & Bonding	\$ 116,111	\$ 119,084	\$ 143,000	\$ 143,000	\$ 143,000	0.00%	\$ 31.88
1161	Insurance Deductible Reserve - Liabili	\$ 1,000	\$ 3,000	\$ 12,000	\$ 12,000	\$ 12,000	0.00%	\$ 2.68
1162	Insurance Deductible Reserve - 111F	\$ 2,552	\$ 8,663	\$ 25,000	\$ 25,000	\$ 25,000	0.00%	\$ 5.57
<hr/>								
DEPARTMENTAL TOTAL		\$ 119,663	\$ 130,747	\$ 180,000	\$ 180,000	\$ 180,000	0.00%	\$ 40.13

INSURANCE & BONDING

193

<u>LINE ITEM</u>	FY 2013		FY 2014		PERCENT <u>CHANGE</u>	<u>REASON FOR CHANGE:</u>	FY 2014		PERCENT <u>CHANGE</u>
	<u>APPROPRIATION</u>		<u>DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>			<u>TOWN MANAGER APPROVED</u>	<u>FINCOM APPROVED</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 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 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 2013 APPROPRIATION</u>	<u>FY 2014 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2014 TOWN MANAGER APPROVED</u>	<u>FY 2014 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 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
POSTAGE/TOWN HALL EXPENSES								
1180	Expenses	\$ 47,959	\$ 47,588	\$ 47,960	\$ 47,960	\$ 47,960	0.00%	\$ 10.69
1181	Telephone Expenses	\$ 31,000	\$ 35,324	\$ 34,000	\$ 38,000	\$ 38,000	11.76%	\$ 8.47
1182	Office Supplies	\$ -	\$ -	\$ 12,000	\$ 12,000	\$ 12,000	0.00%	\$ 2.68
<hr/>								
	DEPARTMENTAL TOTAL	\$ 78,959	\$ 82,912	\$ 93,960	\$ 97,960	\$ 97,960	4.26%	\$ 21.84

POSTAGE/TOWN HALL EXPENSES

156

<u>LINE ITEM</u>	<u>FY 2013 APPROPRIATION</u>	<u>FY 2014 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2014 TOWN MANAGER APPROVED</u>	<u>FY 2014 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	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%		\$ 3,000.00		0.00%
TOTAL FUNDS REQUESTED	\$ 47,960.00	\$ 47,960.00	\$ -	0.00%		\$ 47,960.00	\$ -	0.00%



TOWN OF GROTON LAND USE DEPARTMENTS

173 Main Street
Groton, Massachusetts 01450
Telephone (978) 448-1105
FAX: (978) 448-1113

MEMORANDUM

DATE: November 28, 2012

TO: Mark Haddad, Town Manager

FROM: Michelle Collette, Land Use Director/Town Planner

RE: FY 2014 Land Use Budget Requests

Please accept the attached Land Use Departments' budget requests for FY 2014. Most budgets are level-funded with the following exceptions:

Planning Board/Land Use Expense

The Planning Board's general expense budget has an increase to cover the costs of legal notices advertised in the newspaper as required by State Statute. The FY 2013 budget appropriated \$3000 for this item. The Board has spent \$1975 for legal notices from July through October as a result of an increase in the number of applications. Therefore, the requested amount is \$4000 for Planning Board legal notices in FY 2014. Please note that the cost of legal notices and mailing to abutters is covered by the filing fees which are turned over to the general fund.

In addition to the cost of advertising legal notices for the Planning Board, there is a new item requesting \$1000 to cover the cost of advertising Historic District Commission and Sign Committee's "Special & Unique circumstances" legal notices. Again, the costs are covered by applicants' filing fees.

As you know, the revised Sign By-law assigned responsibility to the Land Use Departments for administration of the by-law. This includes reviewing applications for banners to be hung across Main Street. The Land Use Departments arrange to have the banners hung by a private contractor at a cost of \$35 per banner. The applicants (other than the Town) pay a permit fee of \$50 to cover the costs. At the present time, this item is paid out of the Building Maintenance budget. It makes more sense to include it in the Land Use Departments' budget where the permits are generated. The annual cost has been \$1500 for the past two years. The requested amount is \$1500 for this expense.

Mechanical Inspector Budget

The requested budget for the Mechanical Inspectors includes an increase in the Salary Line Item for \$20,000 to \$25,000 based upon an increase in the number of inspections during FY 2012 and FY 2013. The Finance Committee authorized a reserve fund transfer in FY 2012 to cover additional inspections. During the first four months of FY 2013, the cost for inspections is \$8500 so the request of \$25,000 seems realistic. The applicants pay permit fees that more than cover the cost of inspections.

Sealer of Weights & Measures

The requested budget for the Sealer of Weights and Measures includes an increase from \$2500 to \$3000 based upon an increase in the number of inspections. The Finance Committee authorized a reserve fund transfer in FY 2012 to cover additional costs resulting from new businesses, sale of businesses or repeat inspections. Again, the applicants pay a permit fee that covers the cost.

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
CONSERVATION COMMISSION								
1320	Salary	\$ 57,288	\$ 59,006	\$ 60,766	\$ 62,331	\$ 62,331	2.58%	\$ 13.90
1321	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1322	Expenses	\$ 8,082	\$ 6,334	\$ 8,200	\$ 7,950	\$ 7,950	-3.05%	\$ 1.77
1323	Engineering & Legal	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1324	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
DEPARTMENTAL TOTAL		\$ 65,370	\$ 65,340	\$ 68,966	\$ 70,281	\$ 70,281	1.91%	\$ 15.67

CONSERVATION COMMISSION
171

<u>LINE ITEM</u>	<u>FY 2013 APPROPRIATION</u>	<u>FY 2014 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2014 TOWN MANAGER APPROVED</u>	<u>FY 2014 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships	\$ 700.00	\$ 700.00	\$ -	0.00%		\$ 700.00		0.00%
Travel and Conferences	\$ 900.00	\$ 900.00	\$ -	0.00%		\$ 900.00		0.00%
Equipment Maintenance	\$ 250.00	\$ 250.00	\$ -	0.00%		\$ 250.00		0.00%
Printing	\$ 350.00	\$ -	\$ (350.00)	-100.00%		\$ -		-100.00%
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	\$ 2,500.00	\$ 100.00	4.17%		\$ 2,500.00		4.17%
Other:								
Other:	\$ -							
TOTAL FUNDS REQUESTED	\$ 8,200.00	\$ 7,950.00	\$ (250.00)	-3.05%		\$ 7,950.00	\$ -	-3.05%

Department Conservation Commission
 Org # 171
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2013								FISCAL YEAR 2014							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Salaries															
Ganem	Barbara	THL	Conservation Admin.	10		40	\$ 60,766.00			\$ 61,981.32			\$ 350.00	\$ 61,981.32	\$ 62,331.32
TOTAL SALARIES							\$ 60,766.00								\$ 62,331.32
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
								FISCAL YEAR 2014							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Wages															
TOTAL WAGES							\$ -								\$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
PLANNING BOARD								
1210	Salaries	\$ 71,341	\$ 71,341	\$ 73,525	\$ 75,715	\$ 75,715	2.98%	\$ 16.88
1211	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1212	Expenses	\$ 4,501	\$ 5,535	\$ 5,850	\$ 9,100	\$ 9,100	55.56%	\$ 2.03
1213	M.R.P.C. Assessment	\$ 2,672	\$ 2,672	\$ 3,083	\$ 3,083	\$ 3,083	0.00%	\$ 0.69
1214	Legal Budget	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
<hr/>								
DEPARTMENTAL TOTAL		\$ 78,514	\$ 79,548	\$ 82,458	\$ 87,898	\$ 87,898	6.60%	\$ 19.60

PLANNING BOARD
175

<u>LINE ITEM</u>	<u>FY 2013 APPROPRIATION</u>	<u>FY 2014 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2014 TOWN MANAGER APPROVED</u>	<u>FY 2014 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences	\$ 750.00	\$ 500.00	\$ (250.00)	-33.33%	Will attend fewer conferences	\$ 500.00		-33.33%
Equipment Maintenance								
Printing	\$ 100.00	\$ 100.00	\$ -	0.00%		\$ 100.00		0.00%
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Advertising	\$ 3,000.00	\$ 4,000.00	\$ 1,000.00	33.33%	Increase in Planning Board applications & required public hearings	\$ 4,000.00		33.33%
Land Use Legal Notices		\$ 1,000.00	\$ 1,000.00	0.00%	HDC and Sign Permit legal notices	\$ 1,000.00		0.00%
Land Use Banners		\$ 1,500.00	\$ 1,500.00	0.00%	Cost to hang banners over Main Street	\$ 1,500.00		0.00%
Engineering	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%		\$ 1,000.00		0.00%
Consultant	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%		\$ 1,000.00		0.00%
Other:								
TOTAL FUNDS REQUESTED	\$ 5,850.00	\$ 9,100.00	\$ 3,250.00	55.56%		\$ 9,100.00	\$ -	55.56%

Department Planning Board
 Org # 175
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2013								FISCAL YEAR 2014							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Salaries															
Collette	Michelle	By-Law	Land Use Director/	14		40	\$ 72,525.00			\$ 73,975.50	1.0%		\$ 1,000.00	\$ 74,715.26	\$ 75,715.26
TOTAL SALARIES							\$ 72,525.00								\$ 75,715.26
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
								FISCAL YEAR 2014							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Wages															

TOTAL WAGES

\$ -

\$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
ZONING BOARD OF APPEALS								
1220	Wages	\$ 18,776	\$ 18,840	\$ 18,848	\$ 20,102	\$ 20,102	6.65%	\$ 4.48
1221	Expenses	\$ 929	\$ 561	\$ 1,100	\$ 1,100	\$ 1,100	0.00%	\$ 0.25
<hr/>								
DEPARTMENTAL TOTAL		\$ 19,705	\$ 19,401	\$ 19,948	\$ 21,202	\$ 21,202	6.28%	\$ 4.73

ZONING BOARD OF APPEALS
176

<u>LINE ITEM</u>	<u>FY 2013 APPROPRIATION</u>	<u>FY 2014 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2014 TOWN MANAGER APPROVED</u>	<u>FY 2014 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
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	\$ 900.00	\$ 900.00	\$ -	0.00%		\$ 900.00		0.00%
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 1,100.00	\$ 1,100.00	\$ -	0.00%		\$ 1,100.00	\$ -	0.00%

Department Zoning Board of Appeals
 Org # 176
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2013								FISCAL YEAR 2014							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Salaries															
TOTAL SALARIES															\$ -
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Wages															
Hammer	Margot	THL	Office Assistant	5	\$21.88	17	\$ 19,416.31	\$ 22.32	17	\$ 19,804.64	1.5%	\$ 22.65		\$ 20,101.71	\$ 20,101.71
TOTAL WAGES															\$ 20,101.71

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
BUILDING INSPECTOR								
1240	Salaries	\$ 66,349	\$ 36,552	\$ 33,747	\$ 33,247	\$ 33,247	-1.48%	\$ 7.41
1241	Wages	\$ 55,300	\$ 57,519	\$ 62,041	\$ 64,507	\$ 64,507	3.98%	\$ 14.38
1242	Expenses	\$ 4,392	\$ 6,205	\$ 7,900	\$ 7,900	\$ 7,900	0.00%	\$ 1.76
1243	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
DEPARTMENTAL TOTAL		\$ 126,041	\$ 100,276	\$ 103,688	\$ 105,654	\$ 105,654	1.90%	\$ 23.55

**BUILDING INSPECTOR
241**

<u>LINE ITEM</u>	<u>FY 2013 APPROPRIATION</u>	<u>FY 2014 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2014 TOWN MANAGER APPROVED</u>	<u>FY 2014 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships	\$ 300.00	\$ 300.00	\$ -	0.00%		\$ 300.00		0.00%
Travel and Conferences								
Equipment Maintenance								
Printing	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
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	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%		\$ 1,500.00		0.00%
Other: Clothing & boots	\$ 600.00	\$ 600.00	\$ -	0.00%		\$ 600.00		0.00%
Other:								
TOTAL FUNDS REQUESTED	\$ 7,900.00	\$ 7,900.00	\$ -	0.00%		\$ 7,900.00	\$ -	0.00%

Department Building Inspector
 Org # 241
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2013								FISCAL YEAR 2014							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Salaries															
Kinney	Milton		Building Comm.	14		18	\$ 32,595.00			\$ 33,246.90				\$ 33,246.90	\$ 33,246.90
TOTAL SALARIES															\$ 33,246.90
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2013								FISCAL YEAR 2014							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Wages															
Britko	Daniel	THL	Local Inspector	6	\$23.08	16	\$ 10,590.95	\$ 23.54	16	\$ 10,802.77	0.5%	\$ 23.66		\$ 10,902.21	\$ 10,902.21
Martin	Paula	THL	Administrative Asst.	7	\$24.52	40	\$ 51,197.76	\$ 25.01	40	\$ 52,221.72	1.5%	\$ 25.39	\$ 600.00	\$ 53,005.04	\$ 53,605.04
TOTAL WAGES															\$ 64,507.25

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
MECHANICAL INSPECTOR								
1250	Fee Salaries	\$ 21,432	\$ 21,768	\$ 20,000	\$ 25,000	\$ 20,000	-6.68%	\$ 4.46
1251	Expenses	\$ 2,308	\$ 2,229	\$ 3,500	\$ 3,500	\$ 3,500	51.65%	\$ 0.78
<hr/>								
	DEPARTMENTAL TOTAL	\$ 23,740	\$ 23,997	\$ 23,500	\$ 28,500	\$ 23,500	-1.01%	\$ 5.24

**MECHANICAL INSPECTOR
242**

<u>LINE ITEM</u>	<u>FY 2013 APPROPRIATION</u>	<u>FY 2014 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2014 TOWN MANAGER APPROVED</u>	<u>FY 2014 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing	\$ 650.00	\$ 650.00	\$ -	0.00%		\$ 650.00		0.00%
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs	\$ 2,850.00	\$ 2,850.00	\$ -	0.00%		\$ 2,850.00		0.00%
Other: Seminars								
Other:								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 3,500.00	\$ 3,500.00	\$ -	0.00%		\$ 3,500.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
EARTH REMOVAL INSPECTOR								
1260	Stipend	\$ 1	\$ 1	\$ 1	\$ 1	1	0.00%	\$ -
1261	Expenses	\$ 59	\$ 100	\$ 100	\$ 100	100	0.00%	\$ 0.02
1262	Minor Capital	\$ -	\$ -	\$ -	\$ -	-	0.00%	\$ -
<hr/>								
DEPARTMENTAL TOTAL		\$ 60	\$ 101	\$ 101	\$ 101	101	0.00%	\$ 0.02

EARTH REMOVAL INSPECTOR
249

<u>LINE ITEM</u>	<u>FY 2013 APPROPRIATION</u>	<u>FY 2014 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2014 TOWN MANAGER APPROVED</u>	<u>FY 2014 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%

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
BOARD OF HEALTH								
1270 Wages	\$	-	\$	-	\$	-	0.00%	\$ -
1271 Expenses	\$	747	\$	576	\$	1,000	0.00%	\$ 0.22
1272 Nursing Services	\$	-	\$	-	\$	10,021	0.00%	\$ 2.23
1273 Nashoba Health District	\$	30,143	\$	30,143	\$	22,366	0.00%	\$ 4.99
1274 Herbert Lipton MH	\$	-	\$	-	\$	6,500	0.00%	\$ 1.45
1275 Eng/Consult/Landfill Monitoring**	\$	9,879	\$	9,636	\$	10,000	0.00%	\$ 2.23
<hr/>								
DEPARTMENTAL TOTAL	\$	40,769	\$	40,355	\$	49,887	0.00%	\$ 11.12

BOARD OF HEALTH
510

<u>LINE ITEM</u>	<u>FY 2013 APPROPRIATION</u>	<u>FY 2014 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2014 TOWN MANAGER APPROVED</u>	<u>FY 2014 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Advertising public hearings								
Travel/Conferences	\$ 200.00	\$ 200.00	\$ -	0.00%		\$ 200.00		0.00%
Other: Rabies Control	<u>\$ 800.00</u>	<u>\$ 800.00</u>	\$ -	0.00%		<u>\$ 800.00</u>		0.00%
TOTAL FUNDS REQUESTED	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%		\$ 1,000.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
SEALER OF WEIGHTS & MEASURES								
1280	Fee Salaries	\$ 2,360	\$ 3,000	\$ 2,500	\$ 3,000	\$ 2,500	0.00%	\$ 0.56
1281	Expenses	\$ -	\$ 20	\$ 100	\$ 100	\$ 100	0.00%	\$ 0.02
<hr/>								
DEPARTMENTAL TOTAL		\$ 2,360	\$ 3,020	\$ 2,600	\$ 3,100	\$ 2,600	0.00%	\$ 0.58

SEALER OF WEIGHTS & MEASURES
244

<u>LINE ITEM</u>	<u>FY 2013 APPROPRIATION</u>	<u>FY 2014 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2014 TOWN MANAGER APPROVED</u>	<u>FY 2014 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%



TOWN OF GROTON

POLICE DEPARTMENT

99 Pleasant Street
Groton, Massachusetts 01450-1237
Tel: (978) 448-5555 Fax: (978) 448-5603

Police Chief

Donald L. Palma, Jr.

November 30, 2012

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

RE: FY2014 Budget

I respectfully submit the attached budgets for FY2014 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 five 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 renew my request for the reclassification for my Administrative Assistant to Executive Assistant and reinstatement of Office Assistant/Records Clerk position which has been vacant for the past two (2) years.

General Expenses -

This reflects a significant increase in fuel costs, computer software support, and a minimal increase in dues and fees.

FY 2014 Police Department
Budget Memorandum
November 30, 2012
Page two

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.

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.

Communications - submitted under separate cover

Emergency Management Agency –

This budget reflects an increase \$8,500 for lease of Emergency Citizen Notification system (Reverse Notification).

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	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
POLICE DEPARTMENT								
1300	Salaries	\$ 106,335	\$ 188,068	\$ 201,304	\$ 270,340	\$ 270,340	34.29%	\$ 60.27
1301	Wages	\$ 1,289,451	\$ 1,294,589	\$ 1,310,003	\$ 1,318,025	\$ 1,318,025	0.61%	\$ 293.85
1302	Expenses	\$ 142,311	\$ 153,852	\$ 140,520	\$ 165,171	\$ 151,171	7.58%	\$ 33.70
1303	Lease or Purchase of Cruisers	\$ 3,700	\$ 3,900	\$ 4,000	\$ 3,900	\$ 3,900	-2.50%	\$ 0.87
1304	PS Building (Expenses)	\$ 44,379	\$ 48,787	\$ -	\$ -	\$ -	0.00%	\$ -
1305	Minor Capital	\$ 18,578	\$ 12,147	\$ 15,000	\$ 90,874	\$ 15,000	0.00%	\$ 3.34
<hr/>								
DEPARTMENTAL TOTAL		\$ 1,604,754	\$ 1,701,343	\$ 1,670,827	\$ 1,848,311	\$ 1,758,437	5.24%	\$ 392.03

POLICE DEPARTMENT
210

<u>LINE ITEM</u>	<u>FY 2013 APPROPRIATION</u>	<u>FY 2014 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2014 TOWN MANAGER APPROVED</u>	<u>FY 2014 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships	\$ 5,300.00	\$ 5,500.00	\$ 200.00	3.77%	Increase in Fees	\$ 5,500.00		3.77%
Travel/Conferences	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		0.00%
Fuel	\$ 35,360.00	\$ 50,000.00	\$ 14,640.00	41.40%	Increase in Fuel Cost	\$ 39,000.00		10.29%
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	\$ 17,000.00	\$ 3,000.00	21.43%	Tires and Cost to Re-purpose Cruiser	\$ 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%		\$ -		0.00%
NEMLEC	\$ 5,000.00	\$ 5,500.00	\$ 500.00	10.00%	Increase in Fees	\$ 5,500.00		10.00%
Software/Service Maintenance	\$ 16,000.00	\$ 21,811.00	\$ 5,811.00	36.32%	Increase in IMC Software Support	\$ 21,811.00		36.32%
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	\$ 3,000.00	\$ 500.00	20.00%	Increase in Fees	\$ 3,000.00		20.00%
Uniforms	\$ 26,260.00	\$ 26,260.00	\$ -	0.00%		\$ 26,260.00		0.00%
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%		\$ -		0.00%
Professional Development	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		0.00%
Cleaning	\$ -	\$ -	\$ -	0.00%		\$ -		0.00%
Community Operations	\$ -	\$ -	\$ -	0.00%		\$ -		0.00%
Public Safety Supplies	\$ 8,000.00	\$ 8,000.00	\$ -	0.00%		\$ 8,000.00		0.00%
TOTAL FUNDS REQUESTED	\$ 140,520.00	\$ 165,171.00	\$ 24,651.00	17.54%		\$ 151,171.00	\$ -	7.58%

Department Police
 Org # 210
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2013								FISCAL YEAR 2014							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Salaries															
Palma	Donald	Contract	Police Chief			40	\$ 116,854.00			\$ 119,191.08	2.0%		\$ 450.00	\$ 121,574.90	\$ 122,024.90
Cullen	James	Contract	Police Lieutenant			40	\$ 83,000.00			\$ 84,660.00	2.0%		\$ 11,455.00	\$ 86,353.20	\$ 97,808.20
Newell	Kathleen	By-Law	Executive Assistant	7		40	\$ 48,546.00			\$ 49,516.92	2.0%			\$ 50,507.26	\$ 50,507.26
TOTAL SALARIES															\$ 270,340.36
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Wages															
Quinn Bill - State							\$ -			\$ -				\$ -	\$ -
Quinn Bill - Town							\$ 53,854.00			\$ 54,931.08				\$ 54,931.08	\$ 54,931.08
Education Incentive							\$ 12,838.52			\$ 13,095.29				\$ 13,095.29	\$ 13,095.29
Breault	Robert	GPA	Patrolman		\$29.78	37.5	\$ 58,294.35	\$ 30.38	37.5	\$ 59,460.24		\$ 30.38	\$ 17,000.00	\$ 59,460.24	\$ 76,460.24
Breslin	Peter	GPA	Patrolman		\$29.78	37.5	\$ 58,294.35	\$ 30.38	37.5	\$ 59,460.24		\$ 30.38	\$ 17,000.00	\$ 59,460.24	\$ 76,460.24
Candow	Gordon	GPA	Patrolman		\$29.78	37.5	\$ 58,294.35	\$ 30.38	37.5	\$ 59,460.24		\$ 30.38	\$ 17,000.00	\$ 59,460.24	\$ 76,460.24
Connell	Paul	Superior	Sergeant		\$34.24	37.5	\$ 67,024.80	\$ 34.92	37.5	\$ 68,365.30		\$ 34.92	\$ 17,000.00	\$ 68,365.30	\$ 85,365.30
Sheridan	Edward	Superior	Sergeant		\$34.24	37.5	\$ 67,024.80	\$ 34.92	37.5	\$ 68,365.30		\$ 34.92	\$ 17,000.00	\$ 68,365.30	\$ 85,365.30
Gemos	Derrick	Superior	Sergeant		\$34.24	37.5	\$ 67,024.80	\$ 34.92	37.5	\$ 68,365.30		\$ 34.92	\$ 17,000.00	\$ 68,365.30	\$ 85,365.30
Goodwin	Jason	Superior	Sergeant		\$34.24	37.5	\$ 67,024.80	\$ 34.92	37.5	\$ 68,365.30		\$ 34.92	\$ 17,000.00	\$ 68,365.30	\$ 85,365.30
Waite	Corey	GPA	Patrolman		\$29.78	37.5	\$ 58,294.35	\$ 30.38	37.5	\$ 59,460.24		\$ 30.38	\$ 17,000.00	\$ 59,460.24	\$ 76,460.24
Pierce	Irmin	GPA	Patrolman		\$29.78	37.5	\$ 58,294.35	\$ 30.38	37.5	\$ 59,460.24		\$ 30.38	\$ 17,000.00	\$ 59,460.24	\$ 76,460.24
Rose	Dale	GPA	Patrolman		\$29.78	37.5	\$ 58,294.35	\$ 30.38	37.5	\$ 59,460.24		\$ 30.38	\$ 17,000.00	\$ 59,460.24	\$ 76,460.24
Connor	Omar	GPA	Patrolman		\$29.78	37.5	\$ 58,294.35	\$ 30.38	37.5	\$ 59,460.24		\$ 30.38	\$ 17,000.00	\$ 59,460.24	\$ 76,460.24
Lynn	Michael	GPA	Patrolman		\$29.78	37.5	\$ 58,294.35	\$ 30.38	37.5	\$ 59,460.24		\$ 30.38	\$ 17,000.00	\$ 59,460.24	\$ 76,460.24
Henehan	Kevin	GPA	Patrolman		\$29.78	37.5	\$ 58,294.35	\$ 30.38	37.5	\$ 59,460.24		\$ 30.38	\$ 17,000.00	\$ 59,460.24	\$ 76,460.24
Mead	Rachel	GPA	Patrolman		\$29.78	37.5	\$ 58,294.35	\$ 30.38	37.5	\$ 59,460.24		\$ 30.38	\$ 17,000.00	\$ 59,460.24	\$ 76,460.24
Beltz	Nicholas	GPA	Patrolman		\$29.78	37.5	\$ 58,294.35	\$ 30.38	37.5	\$ 59,460.24		\$ 30.38	\$ 17,000.00	\$ 59,460.24	\$ 76,460.24
Cooper	Timothy	GPA	Patrolman		\$25.28	37.5	\$ 49,485.60	\$ 25.79	37.5	\$ 50,475.31		\$ 25.79	\$ 17,000.00	\$ 50,475.31	\$ 67,475.31
New Position		THL	Office Assistant	4	\$16.91	18	\$ 15,888.64	\$ 17.25	0	\$ -		\$ 17.25		\$ -	\$ -
TOTAL WAGES															\$ 1,318,025.47

FY14 POLICE DEPARTMENT MINOR CAPITAL

Dept	Item	#	Cost/Unit	Total	Priority	Notes
Safety	Gas Mask, pouches & Extra filters	25	\$ 645.00	\$ 16,125.00	1	
Safety	Ballistic Kevlar Helmets	18	\$ 450.00	\$ 8,100.00	1	
Safety	Tactical Breaching Tools	1	\$ 1,061.00	\$ 1,061.00	1	
Patrol	Night Vision Binoculars	1	\$ 1,000.00	\$ 1,000.00	1	
Dept	Ultrasonic Gun Cleaner	1	\$ 700.00	\$ 700.00	1	
Investigation	Digital Camera, bag, tripod	2	\$ 769.90	\$ 1,539.80	1	
Investigation	Forensic Light Source Kit	1	\$ 250.00	\$ 250.00	1	
Investigation	Reprocast Silicone Casting Kit	2	\$ 160.00	\$ 320.00	1	
Traffic Unit	Decatur Hand Held Traffic Radar Gun	2	\$ 1,200.00	\$ 2,400.00	1	
						\$ 31,495.80
Safety	Ballistic Tactical Vest	5	\$ 1,050.00	\$ 5,250.00	2	
Safety	Tactical Shield	1	\$ 3,430.00	\$ 3,430.00	2	
Patrol	Portable Breathalyzer Test Units	2	\$ 1,175.00	\$ 2,350.00	2	
Dept	Ricoh MPC 4501 Color Copier	1	\$ 8,277.74	\$ 8,277.74	2	172.76/60 mo
						\$ 19,307.74
Safety	Thermal Imaging Unit	1	\$ 4,000.00	\$ 4,000.00	3	
Traffic Unit	Traffic Counter	1	\$ 4,970.00	\$ 4,970.00	3	
RAD	Red Man Suit XP/XP Instructor Suit	1	\$ 2,900.00	\$ 2,900.00	3	
Traffic Unit	Tint Meter	1	\$ 200.00	\$ 200.00	3	
Dept	Dress Uniforms	20	\$ 1,400.00	\$ 28,000.00	3	
						\$ 40,070.00
				\$ 90,873.54		

11/26/2012

Name	Hourly										Banked	
Last	Rate	Base	Quinn	Ed Incent	Shift Diff	OIC	Ins Opt Out	Longevity	Stipend	Cleaning Allowance	Holiday Payout	Holidays Worked
Beltz	\$ 30.37	\$ 59,224.91		\$ 2,903.18	\$ 3,553.49	\$ 160.00			\$ 392.86	\$ 780.00	\$ 2,672.56	11 Holidays
Breault	\$ 30.37	\$ 59,224.91	\$ 5,806.36			\$ 160.00			\$ 892.86	\$ 780.00	\$ 2,672.56	
Breslin	\$ 30.37	\$ 59,224.91	\$ 7,257.96		\$ 3,553.49	\$ 160.00	\$ 2,400.00	\$ 660.00	\$ 392.86	\$ 780.00	\$ 2,672.56	
Candow	\$ 30.37	\$ 59,224.91				\$ 160.00			\$ 1,178.58	\$ 780.00	\$ 2,672.56	
Connell	\$ 34.93	\$ 68,108.64	\$ 8,346.65		\$ 2,724.35			\$ 1,080.00		\$ 780.00	\$ 3,073.84	2 Ptl/shift
Connor	\$ 30.37	\$ 59,224.91	\$ 5,806.36		\$ 3,553.49	\$ 160.00	\$ 2,400.00			\$ 780.00	\$ 2,672.56	x 3 shifts
Cooper	\$ 25.78	\$ 50,272.52		\$ 2,903.18	\$ 4,021.80		\$ 1,200.00			\$ 780.00	\$ 2,268.64	\$ 8,017.68
Gemos	\$ 34.93	\$ 68,108.64	\$ 6,677.32		\$ 4,086.52			\$ 1,080.00		\$ 780.00	\$ 3,073.84	1 Sgt/shift
Goodwin	\$ 34.93	\$ 68,108.64		\$ 500.00	\$ 5,448.69			\$ 1,150.00		\$ 780.00	\$ 3,073.84	x 3 shifts
Henchan	\$ 30.37	\$ 59,224.91		\$ 2,903.18	\$ 4,737.99	\$ 160.00	\$ 2,400.00		\$ 392.86	\$ 780.00	\$ 2,672.56	\$ 4,610.76
Lynn	\$ 30.37	\$ 59,224.91	\$ 2,903.18		\$ 3,553.49	\$ 160.00			\$ 392.86	\$ 780.00	\$ 2,672.56	
Mead	\$ 30.37	\$ 59,224.91		\$ 3,628.98	\$ 4,737.99	\$ 160.00				\$ 780.00	\$ 2,672.56	OT paid
Pierce	\$ 30.37	\$ 59,224.91	\$ 5,806.36			\$ 160.00		\$ 2,030.00		\$ 780.00	\$ 2,672.56	for holidays
Rose	\$ 30.37	\$ 59,224.91				\$ 160.00		\$ 660.00	\$ 392.86	\$ 780.00	\$ 2,672.56	worked
Sheridan	\$ 34.93	\$ 68,108.64	\$ 8,346.65		\$ 5,448.69			\$ 870.00		\$ 780.00	\$ 3,073.84	
Waite	\$ 30.37	\$ 59,224.91	\$ 2,903.18			\$ 160.00		\$ 660.00	\$ 1,964.30	\$ 780.00	\$ 2,672.56	
		\$ 974,181.09	\$ 53,854.02	\$ 12,838.52	\$ 45,420.01	\$ 1,760.00	\$ 8,400.00	\$ 8,190.00	\$ 6,000.04	\$ 12,480.00	\$ 43,962.16	\$ 12,628.44

\$ 82,250.05

\$ 56,590.60

\$ 138,840.65

Undesignated Contractual Benefits

* OIC - for budgeting purposes est 8 OIC shifts/officer/year

Total Sworn Officer Wages

\$ 1,179,714.29

Designated Base & All Contractual Benefits

*Base, Quinn & Ed Incentive are designated in the annual salary

*Shift Diff, OIC, Insurance Opt Out & Cleaning Allowance are paid ea pay period

*Longevity is paid on anniversary date and adjusted yearly.

*Stipends are contractual and paid annually in July

*Banked Holidays (unless used as time off) are paid out unless used in (2) increments, Dec & June

\$ 1,326,025.49

FY14 Budget minus the Office Asst. Position

\$ 1,179,714.29

FY14 Base Wage & Benefits

\$ 146,311.20

Remainder in Other Pay for FY14 OT, Reserve Officers, Matrons, Extraordinary & Community Events Coverage, Shift Differential for OT

Community Events - Memorial Day,
Fireworks, School Events, Halloween

**Groton Fire Department
Budget Summary
FY 2014**

Wages

The wage line item has a 2% “Performance Incentive” increases for Diane Aiello per the union contract.

The Firefighter union contract may increase the wage line item not only for the hourly wages but for overtime, we are right on target for the wages currently but may need to increase the overtime line item based upon the final agreement signed.

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

The increases to the expense budget are to fund the following items:

- Telephone line item was increased to pay for the monthly charges for the laptop modem cards.
- Dues line item was increased to cover the Hospital charges for “medical control”.
- Two laptops were added to the software/maintenance line item for the IMC dispatch software & E-Fusion EMS Electronic Run Reporting Software.
- Electricity line item increased due to last year’s usage cost.
- The uniforms & gear line item was increased due to the firefighters union contract.

- Building Maintenance was increased to cover the water usage, sewer & sprinklers for the fire stations and for outside building maint/landscaping.

Minor Capital

Minor capital will purchase 6 new sets of turn-out gear and a new laptop for another front line engine to enable the use of the IMC software.

Capital

The capital plan this year is to replace the hydraulic spreaders, rams and pump system on the Rescue truck. The current tools are “70 vintage” and no longer have replacement parts to fix if fail. I am holding off from putting in something for FY18 until I get estimates on refurbishing the Ladder & Engine 2.



INDUSTRIAL PROTECTION SERVICES

P.O. Box 685 • 220 Ballardvale St. • Wilmington, MA 01887

Tel: 978 657-4740

Fax: 978 658-0257

November 29, 2012

Groton Fire Department
173 Main St
Groton, MA 01450

Attn: Chief Joe Bosselait

Groton V-Force Turnout Gear Specifications

V-Force Coat

- Outer Shell: Fusion - Bronze
- Thermal Liner Code K7: 2.3 oz Dri & 1.5 oz Araflo Dri Quilted to 3.5 oz Glide II facecloth. Crosstech 2C laminated to 3.75 oz Nomex Pajama Check
- Zipper coat closure with Velcro storm flap
- Self Fabric Shoulders and Cuffs
- Polymer coated aramid elbow - Gold
- 8" Iso-Dri Wristlets
- 8.5 X 9 Handwarmer Pockets
- NYC Triple Trim – Scotchlite – Lime/Silver
- Radio Pocket and Mic Tab – Right chest
- Flashlight Strap and Mic Tab – Left Chest
- 3" Scotchlite lime/yellow Letters "GROTON" on yoke – (arched)
- 3" Scotchlite lime/yellow Letters "FIRE" below Groton – (straight)

V-Force High Back Pant

- Outer Shell: Fusion - Bronze
- Thermal Liner Code: K7
- Zipper Pant Closure with Velcro Storm Flap
- Trim – Scotchlite Triple Trim – Lime/Silver
- Polymer Coated Notched Knee with additional layer of lite-n-dri foam - Gold

- Self Fabric Cuff Reinforcements
- 10" x 10" x 2" Full Bellows Pocket (1 each) left thigh
- 10" x 10" x 2" Split Bellows Pocket 5" x 5" split (1 each)
right thigh with 2" x 5" self fabric tab located at the top of the rear bellows

Total Coat and Pant: \$2,500.00



David Giberti
Industrial Protection Services

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

	Fiscal Years --->										
	<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>	<u>2023</u>
Revenue(net of costs/refunds)											
Balance forward each 7/1	\$719,156	\$581,156	\$603,156	\$418,156	\$458,156	\$518,156	\$578,156	\$638,156	\$658,156	\$278,156	\$38,156
July -Oct 2011 Actual											
Nov 11-Jun 12 @18.5K/mo											
FY 13 @18.5K/mo	\$222,000										
FY 14-23 @ 18.5K/mo		\$222,000	\$222,000	\$222,000	\$222,000	\$222,000	\$222,000	\$222,000	\$222,000	\$222,000	\$222,000
Operational Expenses											
Ops Encumb for next fiscal yr	(\$160,000)	(\$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	(\$200,000)										
Ambulance 1 Replacement (10 years)										(\$300,000)	
Ambulance 2 Replacement (10 years)			(\$245,000)								
Explorer Replacement (8 years)									(\$40,000)		
Service Truck Replacement (8 years)								(\$40,000)			
Rescue Truck Replacement (20 years)									(\$400,000)		
Rescue Boat Replacement (10 years)				(\$20,000)							
Rescue Tools Upgrade (20 years)		(\$40,000)	(\$2,000)	(\$2,000)	(\$2,000)	(\$2,000)	(\$2,000)	(\$2,000)	(\$2,000)	(\$2,000)	(\$2,000)
	\$581,156	\$603,156	\$418,156	\$458,156	\$518,156	\$578,156	\$638,156	\$658,156	\$278,156	\$38,156	\$98,156

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
FIRE DEPARTMENT								
1310	Salaries	\$ 97,763	\$ 101,650	\$ 104,692	\$ 106,781	\$ 106,781	2.00%	\$ 23.81
1311	Wages	\$ 513,057	\$ 496,566	\$ 548,291	\$ 566,843	\$ 566,843	3.38%	\$ 126.37
1312	Expenses	\$ 138,850	\$ 150,948	\$ 117,805	\$ 133,119	\$ 119,809	1.70%	\$ 26.71
<hr/>								
DEPARTMENTAL TOTAL		\$ 749,670	\$ 749,164	\$ 770,788	\$ 806,743	\$ 793,433	2.94%	\$ 176.89

Fire Department
220

<u>LINE ITEM</u>	FY 2014					FY 2014		<u>PERCENT CHANGE</u>
	<u>FY 2013</u>	<u>DEPARTMENT</u>	<u>REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>TOWN MANAGER</u>	<u>FINCOM</u>
	<u>APPROPRIATION</u>						<u>APPROVED</u>	<u>APPROVED</u>
Telephone	\$ -	\$ 3,360.00	\$ 3,360.00		0.00%	7 Laptop Modem Cards	\$ -	
Postage	\$ 100.00	\$ 100.00	\$ -		0.00%		\$ 100.00	0.00%
Office Supplies	\$ 500.00	\$ 500.00	\$ -		0.00%		\$ 500.00	0.00%
Dues & Memberships	\$ 1,500.00	\$ 4,000.00	\$ 2,500.00		166.67%	Medical Control with Hospital	\$ 4,000.00	166.67%
Travel/Conferences								
Equipment Maintenance	\$ 2,000.00	\$ 2,000.00	\$ -		0.00%		\$ 2,000.00	0.00%
Wager Sprinklers								
Software/Service Maintenance	\$ 6,405.00	\$ 8,609.00	\$ 2,204.00		34.41%	Two more laptops	\$ 7,409.00	15.68%
Training	\$ 5,000.00	\$ 5,000.00	\$ -		0.00%		\$ 5,000.00	0.00%
Heating Costs								
Electricity	\$ 6,000.00	\$ 7,000.00	\$ 1,000.00		16.67%	Based on Last Year's Charges	\$ -	-100.00%
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	\$ 6,000.00	\$ 2,000.00		50.00%	Union Contract	\$ 6,000.00	50.00%
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		\$ 2,500.00	\$ 2,500.00		0.00%	Outside Build. Maint & Water Use	\$ 2,500.00	0.00%
Minor Capital	\$ 20,000.00	\$ 21,750.00	\$ 1,750.00		8.75%	6 Sets of New Gear and Laptop	\$ 20,000.00	0.00%
TOTAL FUNDS REQUESTED	\$ 117,805.00	\$ 133,119.00	\$ 15,314.00		13.00%		\$ 119,809.00	\$ - 1.70%

Department Fire Department
 Org # 220
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2013								FISCAL YEAR 2014							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Salaries															
Bosselait	Joseph		Fire Chief			40	\$ 104,442.00			\$ 106,530.84			\$ 250.00	\$ 106,530.84	\$ 106,780.84
TOTAL SALARIES								\$ 104,442.00							
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Wages															
Aiello	Diane	THL	Office Assistant	6	\$24.48	40	\$ 51,114.24	\$ 24.97	40	\$ 52,136.52	2.0%	\$ 25.47	\$ 350.00	\$ 53,179.26	\$ 53,529.26
Crocker	James	IAFF	Firefighter/EMT		\$24.13	42	\$ 50,383.44	\$ 24.61	42	\$ 53,960.66		\$ 24.61		\$ 53,960.66	\$ 53,960.66
Daly	Susan	IAFF	Fire/EMS Manager		\$29.41	42	\$ 61,408.08	\$ 30.00	42	\$ 65,768.05		\$ 30.00		\$ 65,768.05	\$ 65,768.05
McBrearty	Paul	IAFF	Firefighter/EMT		\$24.13	42	\$ 50,383.44	\$ 24.61	42	\$ 53,960.66		\$ 24.61		\$ 53,960.66	\$ 53,960.66
Shute	Tyler	IAFF	Firefighter/EMT		\$25.61	42	\$ 51,928.56	\$ 26.12	42	\$ 57,270.31		\$ 26.12		\$ 57,270.31	\$ 57,270.31
MacGregor	Michael	IAFF	Firefighter/EMT		\$22.67	42	\$ 45,956.88	\$ 23.12	42	\$ 50,695.74		\$ 23.12		\$ 50,695.74	\$ 50,695.74
Jefferson	Clarence	By-Law	Deputy Chief		\$23.40	15	\$ 18,322.20	\$ 23.87	15	\$ 18,688.64		\$ 23.87		\$ 18,688.64	\$ 18,688.64
Overtime for Shift Coverage							\$ -			\$ -				\$ -	\$ -
Call Firefighters							\$ 138,782.00			\$ 141,557.64				\$ 141,557.64	\$ 141,557.64
Call EMTs							\$ 70,012.00			\$ 71,412.24				\$ 71,412.24	\$ 71,412.24
TOTAL WAGES								\$ 538,290.84							

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
GROTON WATER FIRE PROTECTION								
1320	West Groton Water District	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	0.00%	\$ 0.17
1321	Groton Water Department	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	0.00%	\$ 0.56
<hr/>								
	DEPARTMENTAL TOTAL	\$ 3,250	\$ 3,250	\$ 3,250	\$ 3,250	\$ 3,250	0.00%	\$ 0.73

GROTON WATER FIRE PROTECTION
221

<u>LINE ITEM</u>	<u>FY 2013 APPROPRIATION</u>	<u>FY 2014 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2014 TOWN MANAGER APPROVED</u>	<u>FY 2014 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 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 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	\$ -	\$ 191	\$ 400	\$ 400	\$ 400	0.00%	\$ 0.09
<hr/>								
DEPARTMENTAL TOTAL		\$ 2,082	\$ 2,273	\$ 2,482	\$ 2,482	\$ 2,482	0.00%	\$ 0.55

ANIMAL INSPECTOR
248

<u>LINE ITEM</u>	<u>FY 2013 APPROPRIATION</u>	<u>FY 2014 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2014 TOWN MANAGER APPROVED</u>	<u>FY 2014 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 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 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 2013 APPROPRIATION</u>	<u>FY 2014 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2014 TOWN MANAGER APPROVED</u>	<u>FY 2014 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 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
EMERGENCY MANAGEMENT AGENCY								
1350	Salary	\$ -	\$ -	\$ -	\$ -	-	0.00%	\$ -
1351	Expenses	\$ 4,500	\$ 2,321	\$ 4,500	\$ 13,000	13,000	188.89%	\$ 2.90
1352	Minor Capital	\$ -	\$ -	\$ -	\$ -	-	0.00%	\$ -
<hr/>								
DEPARTMENTAL TOTAL		\$ 4,500	\$ 2,321	\$ 4,500	\$ 13,000	13,000	188.89%	\$ 2.90

EMERGENCY MANAGEMENT AGENCY

291

<u>LINE ITEM</u>	<u>FY 2013 APPROPRIATION</u>	<u>FY 2014 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2014 TOWN MANAGER APPROVED</u>	<u>FY 2014 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
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	\$ 250.00		-50.00%		\$ 250.00		-50.00%
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	\$ 1,000.00		-20.00%		\$ 1,000.00		-20.00%
Other: Fire Arms								
Other: Equipment								
Other: Community Notification	\$ -	\$ 9,000.00		0.00%		\$ 9,000.00		0.00%
TOTAL FUNDS REQUESTED	\$ 4,500.00	\$ 13,000.00	\$ -	188.89%		\$ 13,000.00	\$ -	188.89%

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
DOG OFFICER								
1360	Salary	\$ 13,973	\$ 13,973	\$ 13,973	\$ 13,973	\$ 13,973	0.00%	\$ 3.12
1361	Expenses	\$ 4,273	\$ 5,206	\$ 4,800	\$ 4,800	\$ 4,800	0.00%	\$ 1.07
<hr/>								
	DEPARTMENTAL TOTAL	\$ 18,246	\$ 19,179	\$ 18,773	\$ 18,773	\$ 18,773	0.00%	\$ 4.19

DOG OFFICER
292

<u>LINE ITEM</u>	<u>FY 2013 APPROPRIATION</u>	<u>FY 2014 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2014 TOWN MANAGER APPROVED</u>	<u>FY 2014 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	\$ 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	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2013								FISCAL YEAR 2014							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Salaries															
Hogan	Suan		Dog Officer				\$ 13,973.00			\$ 13,973.00				\$ 13,973.00	\$ 13,973.00
TOTAL SALARIES							\$ 13,973.00								\$ 13,973.00
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
								FISCAL YEAR 2014							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Wages															

TOTAL WAGES

\$ -

\$ -



TOWN OF GROTON

POLICE DEPARTMENT

99 Pleasant Street
Groton, Massachusetts 01450-1237
Tel: (978) 448-5555 Fax: (978) 448-5603

Police Chief

Donald L. Palma, Jr.

November 30, 2012

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

RE: Communications Department FY2014 Budget

Dear Mr. Haddad

Enclosed, please find the Police and Fire Communications Budget for FY 2014. This proposed budget contains an increase of 23.76%. The justifications in this budget request for a new full time communications officer, union obligations, maintenance expenses for the EMD mandated software and sick leave buy back for an employee who is retiring. Additional personnel having been added to the Fire Department and the Dunstable Police Department, and beginning July 1, 2012 the new Emergency Medical Dispatch became mandated. These additions are a serious impact on the Communications Center Employees as most of the shifts are manned by one dispatcher per shift. It has become increasingly difficult to dispatch units and give medical direction to the caller, enter the call into CAD and answer the responding units on the radio with only one dispatcher on duty. By hiring a full time dispatcher we will be able to have the busiest time covered by two dispatchers on duty.

Aside from emergencies, day to day call volume and walk in traffic has increased. From January 1, 2012 to November 21, 2012, the Communications Department has logged approximately 31,159 calls. From January 1, 2011 to December 31, 2011, the Communications Department logged 23,997 calls. This is an increase of approximately 29.85%.

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

Respectfully submitted,

April Moulton
Dispatch Supervisor

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
POLICE & FIRE COMMUNICATIONS								
1370	Wages	\$ 215,545	\$ 234,924	\$ 320,194	\$ 369,815	\$ 369,815	15.50%	\$ 82.45
1371	Expenses	\$ 12,367	\$ 15,000	\$ 11,650	\$ 13,225	\$ 13,225	13.52%	\$ 2.95
1372	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
	DEPARTMENTAL TOTAL	\$ 227,912	\$ 249,924	\$ 331,844	\$ 383,040	\$ 383,040	15.43%	\$ 85.40

POLICE & FIRE COMMUNICATIONS
235

<u>LINE ITEM</u>	<u>FY 2013 APPROPRIATION</u>	<u>FY 2014 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2014 TOWN MANAGER APPROVED</u>	<u>FY 2014 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance	\$ 2,100.00	\$ 2,100.00	\$ -	0.00%		\$ 2,100.00		0.00%
Printing								
Software/Service Maintenance	\$ 3,200.00	\$ 4,775.00	\$ 1,575.00	49.22%	Mandate EMD Software	\$ 4,775.00		49.22%
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	\$ 2,350.00	\$ 2,350.00	\$ -	0.00%		\$ 2,350.00		0.00%
Other: Radio Loops								
Other:				0.00%				
TOTAL FUNDS REQUESTED	\$ 11,650.00	\$ 13,225.00	\$ 1,575.00	13.52%		\$ 13,225.00	\$ -	13.52%

Department Police & Fire Communications
 Org # 235
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2013								FISCAL YEAR 2014							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Salaries															
TOTAL SALARIES															\$ -
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Wages															
Bushnoe	Edward	Comm. Union	Comm. Officer		\$23.41	24	\$ 29,328.05	\$ 23.88	24	\$ 29,914.61		\$ 23.88	\$ 12,040.00	\$ 29,914.61	\$ 41,954.61
Gibson	Warren	Comm. Union	Comm. Officer		\$23.41	40	\$ 48,880.08	\$ 23.88	40	\$ 49,857.68		\$ 23.88	\$ 14,658.00	\$ 49,857.68	\$ 64,515.68
Moulton	April	Comm. Union	Comm. Officer		\$28.53	40	\$ 59,570.64	\$ 29.10	40	\$ 60,762.05		\$ 29.10	\$ 1,392.00	\$ 60,762.05	\$ 62,154.05
Power	Sarah	Comm. Union	Comm. Officer		\$23.41	40	\$ 48,880.08	\$ 23.88	40	\$ 49,857.68		\$ 23.88	\$ 14,658.00	\$ 49,857.68	\$ 64,515.68
Touchette	Darlene	Comm. Union	Comm. Officer		\$23.41	40	\$ 48,880.08	\$ 23.88	40	\$ 49,857.68		\$ 23.88	\$ 14,658.00	\$ 49,857.68	\$ 64,515.68
Relief Dispatchers							\$ 25,750.00			\$ 26,265.00			\$ 2,652.00	\$ 26,265.00	\$ 28,917.00
New Full-Time Employee		Comm. Union	Comm Officer					\$ 20.71	40	\$ 43,242.48		\$ 20.71		\$ 43,242.48	\$ 43,242.48
TOTAL WAGES															\$ 369,815.19

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL								
1400	Operating Expenses	\$ 536,044	\$ 460,799	\$ 449,967	\$ 461,216	\$ 461,216	2.50%	\$ 102.83
DEPARTMENTAL TOTAL		\$ 536,044	\$ 460,799	\$ 449,967	\$ 461,216	\$ 461,216	2.50%	\$ 102.83
GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT								
1410	Operating Expenses	\$ 14,627,099	\$ 14,631,670	\$ 14,725,819	\$ 15,093,964	\$ 15,093,964	2.50%	\$ 3,365.13
1411	Debt Service, Excluded	\$ 1,122,626	\$ 1,122,626	\$ 1,237,704	\$ 1,237,704	\$ 1,237,704	0.00%	\$ 274.96
1412	Debt Service, Unexcluded	\$ 4,571	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1413	Out of District Placement	\$ -	\$ 18,375	\$ 1	\$ 1	\$ 1	0.00%	\$ -
DEPARTMENTAL TOTAL		\$ 15,754,296	\$ 15,772,671	\$ 15,963,524	\$ 16,331,669	\$ 16,331,669	2.31%	\$ 3,640.09
TOTAL SCHOOLS		\$ 16,290,340	\$ 16,233,470	\$ 16,413,491	\$ 16,792,885	\$ 16,792,885	2.31%	\$ 3,742.92



Mark Haddad
Town Manager

Re Budget for FY14

Dear Mark

I am pleased to submit to you my operating budgets for the FY14 operating year. I will present to you an estimate of our current position in our budget as well as brief overview of requested budget.

I am pleased by the operations of all departments under my control. All the budgets right now are on track for expenses for the year to date.

General Highway Department budget is on track for expenses for the year and as of now we are, 40 % through the year I am at 37.91% to date. This is a good track and has room for unanticipated issues. Road Maintenance as well as the other lines in the budget is also on track. I am requesting a 20k increase in the road maintenance line to reflect increases in line painting as well as police details which are being required more often than not with projects and the budget reflects this increase. I am also asking to follow through with the capital request for \$175,000 for the scheduled replacement of our Salt Shed. This will be set aside from one of our existing structure that is decaying and needs replacement. Once complete we will continue to have covered salt and sand with salt which are a requirement of DEP. Also we have the addition of two sign boards which are a carryover from last year. These will be used by multiple departments to assist in public safety as well as a way to get out public information. These will be indispensable assets for the town.

The Transfer Station budget is also on line and no unanticipated large expenditures, planned or foreseen. Tipping fees as of now are at \$ 55,439.28 of 135,000.00 k so I expect to be within our budget. As for projected income, last year's total were \$ 351,759.88 and this year we are \$134,804.04 at this time. Projecting out I would say that if we stay on the track of last year we are looking at income of \$ 385,000.00. I have asked for a modification in the wage line, by adding a half time employee with 20 hours which will be utilized by both Highway and Transfer , including Saturday work, which will also be shared with the Water Department. This will increase our productivity in the department as well as having another set of eyes at the Transfer Station on the weekend. Saturday is the busiest day of the week at the station

and the extra eyes will help to monitor for placement of materials in the wrong areas which either can increase our tipping fees or cause a loss of revenue because of someone sneaking material into the wrong bin.

The Municipal Building budget is in excellent shape and on budget and I am very comfortable with it coming into the expensive heating season. The budget has a great balance for running the day to day operations as well as having enough to handle unexpected emergencies. With that I am requesting that the budget remain the same as it was last year except for minor wage increases. Minor capital items are noted in the plan with the priorities indicated. I have added a pickup in the capital plan to replace an old model which is in poor condition.

The Snow and Ice budget has again been a moving target when it comes to actual spent. I have requested an increase to start to get us to a more realistic number. Starting the season with a full salt shed thanks to buying on last years deficit will give us a great actual starting point for a winter season.

BRIEF SUMMARY

Transfer Station

Level funding in general expenses. The wage line shows increase due to proposed new employee. Minor increase in wages for contractual obligations.

Highway Department

Level funding for general expenses. Increase in road maintenance to realize increases in construction costs and police detail requirements. In the wage line there is an increase for general wages due to steps. Capital item of Salt Shed and Sign boards also in proposed budget.

Building Maintenance

Level funding except for general expenses and minor increase in wages. Minor Capital items are noted for priority.

Snow and Ice Animal Control and Tree Department

Level funding request.

Respectfully submitted

R Thomas Delaney Jr

DPW Director

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
HIGHWAY DEPARTMENT								
1500	Salaries	\$ 82,017	\$ 82,017	\$ 84,520	\$ 87,894	\$ 87,894	3.99%	\$ 19.60
1501	Wages	\$ 577,807	\$ 585,369	\$ 615,111	\$ 640,030	\$ 640,030	4.05%	\$ 142.69
1502	Expenses	\$ 138,080	\$ 147,812	\$ 140,300	\$ 140,300	\$ 140,300	0.00%	\$ 31.28
1503	Highway Maintenance	\$ 87,796	\$ 88,985	\$ 89,000	\$ 109,000	\$ 89,000	0.00%	\$ 19.84
1504	Minor Capital	\$ -	\$ -	\$ -	\$ 6,500	\$ -	0.00%	\$ -
<hr/>								
DEPARTMENTAL TOTAL		\$ 885,700	\$ 904,183	\$ 928,931	\$ 983,724	\$ 957,224	3.05%	\$ 213.41

HIGHWAY SURVEYOR
420

<u>LINE ITEM</u>	<u>FY 2013 APPROPRIATION</u>	<u>FY 2014 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2014 TOWN MANAGER APPROVED</u>	<u>FY 2014 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
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	\$ 140,300.00	\$ 140,300.00	\$ -	0.00%		\$ 140,300.00	\$ -	0.00%

Minor Capital Request

I am requesting 6500 for to replace one of our older beat up plows.
no modification would be required on any truck and is interchangeable
between all large vehicles.

Department Highway Department
 Org # 420
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2013								FISCAL YEAR 2014							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Salaries															
Delaney	Robert	By-Law	DPW Director			40	\$ 83,520.00			\$ 85,190.40	2.0%		\$ 1,000.00	\$ 86,894.21	\$ 87,894.21
TOTAL SALARIES							\$ 83,520.00								\$ 87,894.21
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2013								FISCAL YEAR 2014							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Wages															
Conley	Troy	Highway	Heavy Equip Oper	4	\$27.74	40	\$ 57,921.12	\$ 28.29	40	\$ 59,079.54	2.0%	\$ 28.86	\$ 1,250.00	\$ 60,261.13	\$ 61,511.13
Emslie	James	Highway	Truck Driver	2	\$20.85	40	\$ 43,534.80	\$ 21.27	40	\$ 44,405.50	2.0%	\$ 21.69		\$ 45,293.61	\$ 45,293.61
Hall	Robert	Highway	Heavy Equip Oper	4	\$27.74	40	\$ 57,921.12	\$ 28.29	40	\$ 59,079.54	0.5%	\$ 28.44	\$ 750.00	\$ 59,374.94	\$ 60,124.94
May	Donald	Highway	Foreman	8	\$31.11	40	\$ 64,957.68	\$ 31.73	40	\$ 66,256.83	1.5%	\$ 32.21	\$ 1,250.00	\$ 67,250.69	\$ 68,500.69
Fuller	Kevin	Highway	Equip Operator	4	\$21.25	16	\$ 17,748.00	\$ 21.68	16	\$ 18,102.96	1.5%	\$ 22.00		\$ 18,374.50	\$ 18,374.50
Moore	Michael	Highway	Heavy Equip Oper	7	\$24.16	40	\$ 50,446.08	\$ 24.64	40	\$ 51,455.00	1.5%	\$ 25.01	\$ 750.00	\$ 52,226.83	\$ 52,976.83
Roy	David	Highway	Heavy Equip Oper	4	\$26.92	40	\$ 56,208.96	\$ 27.46	40	\$ 57,333.14	1.0%	\$ 27.73	\$ 750.00	\$ 57,906.47	\$ 58,656.47
Senecal	John	Highway	Mechanic	7	\$27.91	40	\$ 58,276.08	\$ 28.47	40	\$ 59,441.60		\$ 28.47	\$ 275.00	\$ 59,441.60	\$ 59,716.60
Tuttle	Wayne	Highway	Equip Operator	3	\$22.78	40	\$ 47,564.64	\$ 23.24	40	\$ 48,515.93		\$ 23.24		\$ 48,515.93	\$ 48,515.93
Shea	Quintin	Highway	Laborer	1	\$21.48	40	\$ 44,850.24	\$ 21.91	40	\$ 45,747.24	2.0%	\$ 22.35		\$ 46,662.19	\$ 46,662.19
Edwards	Steven	Highway	Mechanic	7	\$25.54	40	\$ 53,327.52	\$ 26.05	40	\$ 54,394.07		\$ 26.05		\$ 54,394.07	\$ 54,394.07
Zimmer	Benjamin	Highway	Equip Operator	3	\$23.95	40	\$ 50,007.60	\$ 24.43	40	\$ 51,007.75	2.0%	\$ 24.92	\$ 275.00	\$ 52,027.91	\$ 52,302.91
Summer Help							\$ 8,000.00								\$ 8,000.00
Non Snow and Ice Overtime							\$ 5,000.00								\$ 5,000.00

TOTAL WAGES **\$ 615,763.84** **\$ 640,029.87**

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
SNOW AND ICE								
1520	Expenses	\$ 275,665	\$ 93,928	\$ 165,000	\$ 165,000	\$ 165,000	0.00%	\$ 36.79
1521	Overtime	\$ 126,111	\$ 195,216	\$ 140,000	\$ 140,000	\$ 140,000	0.00%	\$ 31.21
1522	Hired Equipment	\$ 82,823	\$ 50,850	\$ 35,000	\$ 35,000	\$ 35,000	0.00%	\$ 7.80
<hr/>								
DEPARTMENTAL TOTAL		\$ 484,599	\$ 339,994	\$ 340,000	\$ 340,000	\$ 340,000	0.00%	\$ 75.80

SNOW AND ICE
423

<u>LINE ITEM</u>	<u>FY 2013 APPROPRIATION</u>	<u>FY 2014 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2014 TOWN MANAGER APPROVED</u>	<u>FY 2014 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 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
TREE WARDEN BUDGET								
1530	Salary	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1531	Expenses	\$ 2,725	\$ 2,985	\$ 3,000	\$ 3,000	\$ 3,000	0.00%	\$ 0.67
1532	Trees	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.33
1533	Tree Work	\$ 11,603	\$ 16,356	\$ 15,000	\$ 15,000	\$ 15,000	0.00%	\$ 3.34
<hr/>								
DEPARTMENTAL TOTAL		\$ 14,328	\$ 19,341	\$ 19,500	\$ 19,500	\$ 19,500	0.00%	\$ 4.34

TREE WARDEN
492

<u>LINE ITEM</u>	<u>FY 2013 APPROPRIATION</u>	<u>FY 2014 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2014 TOWN MANAGER APPROVED</u>	<u>FY 2014 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 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
MUNICIPAL BUILDING AND PROPERTY MAINTENANCE								
1540	Wages	\$ 69,007	\$ 69,138	\$ 70,556	\$ 71,282	\$ 71,282	1.03%	\$ 15.89
1541	Expenses	\$ 170,853	\$ 181,059	\$ 231,350	\$ 231,350	\$ 237,350	2.59%	\$ 52.92
1542	Minor Capital	\$ 43,370	\$ 18,700	\$ 30,000	\$ 30,000	\$ 30,000	0.00%	\$ 6.69
<hr/>								
DEPARTMENTAL TOTAL		\$ 283,230	\$ 268,897	\$ 331,906	\$ 332,632	\$ 338,632	2.03%	\$ 75.50

MUNICIPAL BUILDING AND PROPERTY MAINTENANCE

192

<u>LINE ITEM</u>	<u>FY 2013 APPROPRIATION</u>	<u>FY 2014 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2014 TOWN MANAGER APPROVED</u>	<u>FY 2014 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Town Hall	\$ 70,175.00	\$ 70,175.00	\$ -	0.00%		\$ 70,175.00		0.00%
Public Safety Building	\$ 66,175.00	\$ 66,175.00	\$ -	0.00%		\$ 66,175.00		0.00%
Legion Hall	\$ 10,250.00	\$ 10,250.00	\$ -	0.00%		\$ 10,250.00		0.00%
Misc Buildings Maint/Repair/Emerg.	\$ 20,000.00	\$ 20,000.00	\$ -	0.00%		\$ 20,000.00		0.00%
Senior Center	\$ 22,400.00	\$ 22,400.00	\$ -	0.00%		\$ 22,400.00		0.00%
Fire Department	\$ 26,000.00	\$ 26,000.00	\$ -	0.00%		\$ 32,000.00		23.08%
General	\$ 16,350.00	\$ 16,350.00	\$ -	0.00%		\$ 16,350.00		0.00%
TOTAL FUNDS REQUESTED	\$ 231,350.00	\$ 231,350.00	\$ -	0.00%		\$ 237,350.00	\$ -	2.59%

Department	<u>Municipal Buildings & Property Maintenance</u>
Org #	<u>192</u>
COLA %	2.00%

FISCAL YEAR 2013								FISCAL YEAR 2014									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014		
Salaries																	
TOTAL SALARIES																\$ -	
FISCAL YEAR 2013								FISCAL YEAR 2014									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014		
Wages																	
Kuzmitch	James	THL	Custodian II	4	\$16.91	17	\$ 15,005.93	\$ 17.25	17	\$ 15,306.05	1.5%	\$ 17.51		\$ 15,535.64	\$ 15,535.64		
Sinclair	Alan	THL	Custodian I	3	\$15.98	17	\$ 14,180.65	\$ 16.30	17	\$ 14,464.27	1.0%	\$ 16.46		\$ 14,608.91	\$ 14,608.91		
Walsh	Tryna	THL	Custodian II	4	\$19.03	40	\$ 39,734.64	\$ 19.41	40	\$ 40,529.33	1.5%	\$ 19.70		\$ 41,137.27	\$ 41,137.27		
TOTAL WAGES																\$ 68,921.23	\$ 71,281.82

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
SOLID WASTE DISPOSAL								
1550	Wages	\$ 82,144	\$ 79,125	\$ 81,264	\$ 99,660	\$ 99,660	22.64%	\$ 22.22
1551	Expenses	\$ 46,596	\$ 54,431	\$ 54,486	\$ 54,486	\$ 54,486	0.00%	\$ 12.15
1552	Tipping Fees	\$ 124,576	\$ 131,996	\$ 135,000	\$ 135,000	\$ 135,000	0.00%	\$ 30.10
1553	North Central SW Coop	\$ 5,850	\$ 5,850	\$ 5,850	\$ 5,850	\$ 5,850	0.00%	\$ 1.30
1542	Minor Capital	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	0.00%	\$ 2.23
<hr/>								
DEPARTMENTAL TOTAL		\$ 259,166	\$ 271,402	\$ 286,600	\$ 304,996	\$ 304,996	6.42%	\$ 68.00

SOLID WASTE DISPOSAL
430

<u>LINE ITEM</u>	<u>FY 2013 APPROPRIATION</u>	<u>FY 2014 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2014 TOWN MANAGER APPROVED</u>	<u>FY 2014 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%

Minor Capital

I would like to install a waste oil burner at the garage at the transfer station currently we have two oil units in the building and I would like to use some of our extra oil to heat this facility.

Department	Solid Waste Disposal
Org #	430
COLA %	2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2013								FISCAL YEAR 2014							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Salaries															
TOTAL SALARIES															\$ -
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Wages															
Burchett	Keith	Highway	Foreman	8	\$27.55	40	\$ 57,524.40	\$ 28.10	40	\$ 58,674.89	2.0%	\$ 28.66	\$ 250.00	\$ 59,848.39	\$ 60,098.39
Fuller	Kevin	Highway	Heavy Equip Oper.	4	\$21.25	24	\$ 26,622.00	\$ 21.68	24	\$ 27,154.44	1.5%	\$ 22.00		\$ 27,561.76	\$ 27,561.76
Overtime										\$ 12,000.00				\$ 12,000.00	\$ 12,000.00

TOTAL WAGES	\$ 84,146.40	\$ 99,660.14
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LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
STREET LIGHTS								
1510	Expenses	\$ 17,800	\$ 17,800	\$ 24,000	\$ 24,000	\$ 24,000	0.00%	\$ 5.35
DEPARTMENTAL TOTAL		\$ 17,800	\$ 17,800	\$ 24,000	\$ 24,000	\$ 24,000	0.00%	\$ 5.35

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
PARKS DEPARTMENT								
1560	Wages	\$ 1,302	\$ 1,040	\$ 2,500	\$ 2,500	\$ 2,500	0.00%	\$ 0.56
1561	Expenses	\$ 31,694	\$ 36,084	\$ 36,175	\$ 57,000	\$ 46,000	27.16%	\$ 10.26
<hr/>								
	DEPARTMENTAL TOTAL	\$ 32,996	\$ 37,124	\$ 38,675	\$ 59,500	\$ 48,500	25.40%	\$ 10.82

PARKS DEPARTMENT
650

<u>LINE ITEM</u>	FY 2014			PERCENT			FY 2014	FY 2014	PERCENT
	FY 2013	DEPARTMENT		CHANGE	REASON FOR CHANGE:		TOWN MANAGER	FINCOM	
	<u>APPROPRIATION</u>	<u>REQUEST</u>	<u>DIFFERENCE</u>				<u>APPROVED</u>	<u>APPROVED</u>	<u>CHANGE</u>
Electricity	\$ 4,000.00	\$ 5,000.00	\$ 1,000.00	25.00%	Increased Demand		\$ 5,000.00		25.00%
Equipment Repairs	\$ 2,000.00	\$ 4,000.00	\$ 2,000.00	100.00%	Preventative Maintenance		\$ 4,000.00		100.00%
Fencing	\$ 2,500.00	\$ 6,000.00	\$ 3,500.00	140.00%	For Hazel Grove		\$ 4,000.00		60.00%
Fertilization	\$ 7,100.00	\$ 15,600.00	\$ 8,500.00	119.72%	Actual Cost		\$ 9,000.00		26.76%
Field Materials	\$ 4,500.00	\$ 4,500.00	\$ -	0.00%			\$ 4,500.00		0.00%
Maintenance - Sub Contracts	\$ 4,275.00	\$ 6,000.00	\$ 1,725.00	40.35%	Work formerly done by the DPW		\$ 4,275.00		0.00%
Repairs - Fields and Commons	\$ 2,500.00	\$ 4,500.00	\$ 2,000.00	80.00%	Actual Cost		\$ 4,500.00		80.00%
Sanitation	\$ 6,300.00	\$ 6,300.00	\$ -	0.00%			\$ 6,300.00		0.00%
Sprinkler Maintenance	\$ 3,000.00	\$ 4,500.00	\$ 1,500.00	50.00%	Actual Cost		\$ 3,825.00		27.50%
Telephone	\$ -	\$ 100.00	\$ 100.00	0.00%			\$ 100.00		0.00%
Public Safety	\$ -	\$ 500.00	\$ 500.00	0.00%			\$ 500.00		0.00%
Other:									
TOTAL FUNDS REQUESTED	\$ 36,175.00	\$ 57,000.00	\$ 20,825.00	57.57%			\$ 46,000.00	\$ -	27.16%

MEMO

To: Mark Haddad

Fr: Martha A. Campbell

Re: 2014 Van Budget/ 2014 COA Budget

Date: November 30, 2012

Council on Aging: I successfully reduced the expenses of the COA budget. Please note Minor Capital for \$5000 requesting a new copier. In April 2013, IKON will not renew our contract and our cannon copier is acting up and we have called IKON only to be told it is time to replace. Through the State bid list, Jason found a copier lightweight color for \$5000. I also changed the Director position to open position and got the figure \$54,098.00 was the minimum given to me by from Valerie.

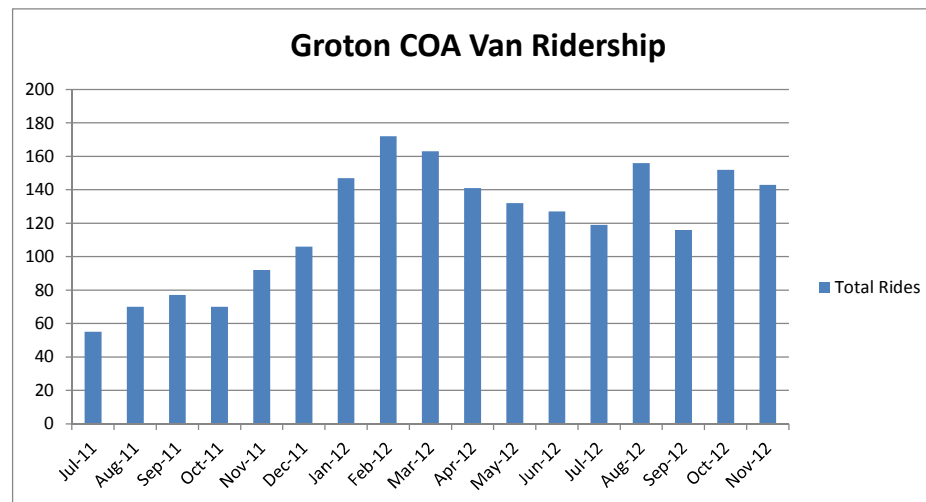
Senior Center Van: Under reason for change, I have noted changes on the van line items. Many of the appropriation were no longer needed and the increase for vehicle costs and gas/oil are functional costs based on increase ridership. We are requesting increased van hours to 40 hrs. The increase in community ridership reflects the need for more hours. This is a 5 hour increase to be used as needed, not exceed 19hours per week, per driver.

Attached: Cover letter, Van Budget, COA budget, Transportation Numbers, Operating Agreement between LRTA and Groton COA

	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12
Services / Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0
Employment/ Volunteer	0	0	0	2	12	11	13	34	31	34	39	42	50	51	47	51	45
Socialization	21	25	36	44	46	43	89	78	83	54	48	44	25	56	37	62	61
Shopping / Errands	26	20	17	8	13	28	17	26	16	16	2	14	10	25	11	15	19
Hairdresser	0	0	0	0	0	0	0	2	2	2	2	3	3	2	8	0	2
Medical / Dental	8	25	24	16	21	22	28	32	31	35	41	24	31	22	10	24	16
Veterinarian	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0
Total Rides	55	70	77	70	92	106	147	172	163	141	132	127	119	156	116	152	143
Revenue	\$46.00	\$49.00	\$109.00	\$114.00	\$70.00	\$175.00	\$136.00	\$245.00	\$230.75	\$178.20	\$151.50	\$93.79	\$187.00	\$187.00	\$109.00	\$159.77	\$228.00

Percent increase from Previous year

116% 123% 51% 117% 55%



LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
COUNCIL ON AGING								
1600	Wages	\$ 108,927	\$ 96,824	\$ 105,941	\$ 110,269	\$ 110,269	4.09%	\$ 24.58
1601	Expenses	\$ 3,969	\$ 6,994	\$ 7,313	\$ 5,454	\$ 5,454	-25.42%	\$ 1.22
1602	Minor Capital	\$ -	\$ -	\$ -	\$ 5,000	\$ -	0.00%	\$ -
<hr/>								
DEPARTMENTAL TOTAL		\$ 112,896	\$ 103,818	\$ 113,254	\$ 120,723	\$ 115,723	2.18%	\$ 25.80

COUNCIL ON AGING

541

<u>LINE ITEM</u>	<u>FY 2013 APPROPRIATION</u>	<u>FY 2014 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2014 TOWN MANAGER APPROVED</u>	<u>FY 2014 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Building Maintenance								
Maintenance/Repair Equipment	\$ 500.00	\$ -	\$ (500.00)	-100.00%	DPW Does Repairs	\$ -		-100.00%
Maintenance Agreements								
Assessments	\$ 1,000.00	\$ 2,100.00	\$ 1,100.00	110.00%	Actual Plus 5% - Underfunded FY 13	\$ 2,100.00		110.00%
Advertising	\$ 100.00	\$ 100.00	\$ -	0.00%		\$ 100.00		0.00%
Printing/Copying	\$ 100.00	\$ 471.00	\$ 371.00	371.00%	Outreach	\$ 471.00		371.00%
Telephone								
Postage								
NISC Re-Accreditation Jan 2013	\$ 1,500.00	\$ -	\$ (1,500.00)			\$ -		
Programs/Lectures	\$ 2,500.00	\$ 2,000.00	\$ (500.00)	-20.00%	Trending Downward	\$ 2,000.00		-20.00%
Contracted Services								
Office Supplies								
Books/Periodicals	\$ 60.00	\$ -	\$ (60.00)	-100.00%	On-Line Information	\$ -		-100.00%
Drop-In Center Supplies								
Meals Delivery								
Building Supplies	\$ 150.00	\$ 350.00	\$ 200.00	133.33%	Moison's - Underfunded FY 13	\$ 350.00		133.33%
Travel/Conferences	\$ 600.00	\$ -	\$ (600.00)	-100.00%	MCOA Conference	\$ -		-100.00%
Dues/Meetings	\$ 678.00	\$ 294.00	\$ (384.00)	-56.64%	MCOA/NCOA	\$ 294.00		-56.64%
New Employee Physical	\$ 125.00	\$ 139.00	\$ 14.00	11.20%	Expected New Hire	\$ 139.00		0.00%
TOTAL FUNDS REQUESTED	\$ 7,313.00	\$ 5,454.00	\$ (1,859.00)	-25.42%		\$ 5,454.00	\$ -	-25.42%

Department Council On Aging
 Org # 541
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2013								FISCAL YEAR 2014							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Salaries															
TOTAL SALARIES															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Wages															
Campbell	Martha	By-Law	Director	10		40	\$ 59,960.00		40	\$ 61,159.20				\$ 61,159.20	\$ 61,159.20
Shepard-Jones	Stacey	THL	Outreach Coord.	6	\$20.51	32	\$ 34,259.90	\$ 20.92	32	\$ 34,945.10	1.5%	\$ 21.23		\$ 35,469.28	\$ 35,469.28
Loveless	Bethany	THL	Volunteer Coord.	4	\$16.91	15	\$ 13,240.53	\$ 17.25	15	\$ 13,505.34	1.0%	\$ 17.42		\$ 13,640.39	\$ 13,640.39
TOTAL WAGES															

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
SENIOR CENTER VAN								
1610	Wages	\$ 14,866	\$ 23,894	\$ 30,186	\$ 37,371	\$ 37,371	23.80%	\$ 8.33
1611	Expenses	\$ 4,682	\$ 6,086	\$ 7,013	\$ 8,166	\$ 8,166	16.44%	\$ 1.82
<hr/>								
	DEPARTMENTAL TOTAL	\$ 19,548	\$ 29,980	\$ 37,199	\$ 45,537	\$ 45,537	22.42%	\$ 10.15

SENIOR CENTER VAN
542

<u>LINE ITEM</u>	FY 2014			PERCENT		FY 2014	FY 2014	PERCENT
	<u>FY 2013</u>	<u>DEPARTMENT</u>	<u>DIFFERENCE</u>	<u>CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>TOWN MANAGER</u>	<u>FINCOM</u>	
	<u>APPROPRIATION</u>	<u>REQUEST</u>				<u>APPROVED</u>	<u>APPROVED</u>	<u>CHANGE</u>
Telephone		\$ 263.00	\$ 263.00	0.00%		\$ 263.00		
Postage	\$ 2,000.00	\$ -	\$ (2,000.00)	-100.00%	No Longer Needed	\$ -		-100.00%
Office Supplies								
Dues & Memberships								
Travel/Conferences								
Equipment Maintenance	\$ 50.00	\$ -	\$ (50.00)	-100.00%	No Longer Needed	\$ -		-100.00%
Printing/Printed Forms								
Safety Training		\$ 100.00				\$ 100.00		
Annual Physical Exam		\$ 250.00				\$ 250.00		
Testing and Licenses		\$ 300.00				\$ 300.00		
Electricity								
Vehicle Costs	\$ 1,500.00	\$ 1,740.00	\$ 240.00	16.00%	Maintenance	\$ 1,740.00		16.00%
Employee and Union	\$ 250.00	\$ -	\$ (250.00)	-100.00%	No Longer Needed	\$ -		-100.00%
Consulting and Engineering								
Building Upgrades								
Other: Gas/Oil	\$ 2,700.00	\$ 5,000.00	\$ 2,300.00	85.19%	Increase in Ridership and Fuel Pricing	\$ 5,000.00		85.19%
Other: Insurance	\$ 513.00	\$ 513.00	\$ -	0.00%	Increase not Known	\$ 513.00		0.00%
TOTAL FUNDS REQUESTED	\$ 7,013.00	\$ 8,166.00	\$ 1,153.00	16.44%		\$ 8,166.00	\$ -	16.44%

Department	Senior Center Van
Org #	542
COLA %	2.00%

12345678								910111213141516								
FISCAL YEAR 2013								FISCAL YEAR 2014								
		Bargaining		Pay		Annual Salary				Proposed	Proposed	Final	Other	Final	Projected Salary	
Last Name	First Name	Unit	Position	Grade	Rate	Hours	1-Jul-12	Rate	Hours	Increase	Performance	Base	Pay	Salary	Fiscal 2014	
Salaries																
TOTAL SALARIES								\$	-							\$
12345678								910111213151516								
FISCAL YEAR 2013								FISCAL YEAR 2014								
		Bargaining		Pay		Annual Salary				Proposed	Proposed	Final	Other	Final	Projected Salary	
Last Name	First Name	Unit	Position	Grade	Rate	Hours	1-Jul-12	Rate	Hours	Increase	Performance	Base	Pay	Salary	Fiscal 2014	
Wages																
Burnett	Harold	THL	Van Driver	4	\$17.94	15	\$ 14,047.02	\$ 18.30	18	\$ 17,193.55	1.0%	\$ 18.48		\$ 17,365.49	\$ 17,365.49	
Lovelace	Bethany	THL	Van Driver	4	\$16.91	10	\$ 8,827.02	\$ 17.25	4	\$ 3,601.42	1.0%	\$ 17.42		\$ 3,637.44	\$ 3,637.44	
Sinclair	Alan	THL	Van Driver	4	\$16.91	10	\$ 8,827.02	\$ 17.25	18	\$ 16,206.41	1.0%	\$ 17.42		\$ 16,368.47	\$ 16,368.47	
TOTAL WAGES								\$	31,701.06						\$	



TOWN OF GROTON

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

29 November 2012

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

Dear Mark:

I now have to pay for toner for my printer/fax machine and inbound electronic fax, both of which are CRITICAL for my operations, so I've increased my office request by \$200 to cover the additional expenses. As always, the 'benefits' category is a wild card, but I don't have any real basis for making changes. One of my elders just passed away and lately I've had only two unemployed veterans on the rolls, so my outflow has been a bit lower lately, but that can change on very short notice. As long as we can make adjustments during the year to cover 'benefits', I'm fine with keeping the current line item unchanged.

FYI, most of the travel expense is reimbursed in 4QFY14 so the NET cost isn't very much, but we have to expend the funds up front. Our reimbursements for prior benefits payments would be as follows:

1QFY14 [paid 7/13]	\$9,932.22 certified [based on 4QFY14 expended]
2QFY14 [paid 10/13]	\$12,504.35 certified [based on 1QFY13 expended]
3QFY14 [paid 1/14]	\$9,691.43 projected [based on 2QFY13 projected]
4QFY14 [paid 4/14]	\$8,479.73 projected [based on 3QFY13 projected]

The total reimbursements certified/projected for FY14 would be \$40,607.73 if the projected FY13 benefits payments are made. Based on the most recent reimbursement [received 10/2 which covered 1QFY12] the timings I'm projecting are about right, although the reimbursement schedule could vary slightly. As an approximation, you can take 75 percent of this year's benefits payments as the approximate amount of the next year's reimbursements, subject to minor timing discrepancies.

Veteran's Service Officer
FY 2014 Budget
November 29, 2012
Page two

If you get any word of expanded low-income/senior/public/affordable/apartment housing projects, please let me know, as those sorts of things are the most likely sources of significant new benefits payouts. Any transitional/halfway/etc. housing projects are even more likely to generate significant new benefits payouts, although these tend to be of shorter duration and MAY qualify for 100 percent reimbursement instead of the usual 75 percent reimbursement (but still the fifth fiscal quarter later).

Please let me know if you have any questions.

Bob Johnson
Veterans' Services Officer
Town of Groton

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
VETERAN'S SERVICE OFFICER								
1620	Salary	\$ 3,485	\$ 3,484	\$ 3,485	\$ 3,485	\$ 3,485	0.00%	\$ 0.78
1621	Expenses	\$ 210	\$ 284	\$ 700	\$ 900	\$ 900	28.57%	\$ 0.20
1622	Veterans' Benefits	\$ 14,049	\$ 48,412	\$ 48,200	\$ 48,200	\$ 48,200	0.00%	\$ 10.75
1623	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
DEPARTMENTAL TOTAL		\$ 17,744	\$ 52,180	\$ 52,385	\$ 52,585	\$ 52,585	0.38%	\$ 11.73

VETERAN'S SERVICE OFFICER
543

<u>LINE ITEM</u>	<u>FY 2013 APPROPRIATION</u>	<u>FY 2014 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2014 TOWN MANAGER APPROVED</u>	<u>FY 2014 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 200.00	\$ 400.00	\$ 200.00	100.00%	Now have to pay for Toner	\$ 400.00		100.00%
Dues & Memberships								
Travel/Conferences	\$ 500.00	\$ 500.00	\$ -	0.00%	For Annual Training	\$ 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	\$ 900.00	\$ 200.00	28.57%		\$ 900.00	\$ -	28.57%

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

FISCAL YEAR 2013								FISCAL YEAR 2014								
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014	
Salaries																
TOTAL SALARIES								\$								\$
FISCAL YEAR 2013								FISCAL YEAR 2014								
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014	
Wages																
Johnson	Robert	By-Law	Veteran's Agent				\$ 3,485.00								\$ 3,485.00	
TOTAL WAGES								\$								\$

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
GRAVES REGISTRATION								
1630	Salary/Stipend	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	0.00%	\$ 0.06
1631	Expenses	\$ 660	\$ 660	\$ 660	\$ 660	\$ 660	0.00%	\$ 0.15
<hr/>								
	DEPARTMENTAL TOTAL	\$ 910	\$ 910	\$ 910	\$ 910	\$ 910	0.00%	\$ 0.21

GRAVES REGISTRATION
493

<u>LINE ITEM</u>	<u>FY 2013 APPROPRIATION</u>	<u>FY 2014 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2014 TOWN MANAGER APPROVED</u>	<u>FY 2014 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	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2013								FISCAL YEAR 2014							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Salaries															
Normandin	Deborah		Graves Registrar				\$ 250.00			\$ 250.00					\$ 250.00
TOTAL SALARIES							\$ 250.00								\$ 250.00
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
								FISCAL YEAR 2014							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Wages															

TOTAL WAGES \$ - \$ -

CARE OF VETERAN'S GRAVES

FY 2014 BUDGET REQUEST

On behalf of the Groton Cemetery, we respectfully request an additional \$550 in FY 2014 to clean headstones on the following Civil War Soldiers. The Families cannot be located:

TIMOTHY J. BLOOD
GEORGE A. FULLICK
HENRY HAYDEN

JAMES P.S. HITCHINGS
JAMES TURNER

FRANK E. TURNER
JOHN REED

We have an estimate for the work from Al Garside Monuments who has done work for the Cemetery in the past. The cleaning will allow visitors to read them more readily. Some of the stones tell where they were killed and make you think of that soldier's sacrifice.

The Groton Cemetery was grateful for the additional funding provided last fiscal year and would appreciate the same consideration in FY 2014. Thank you.

Deborah Beal Normandin
Clerk of Deeds
Groton Cemetery

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
CARE OF VETERAN GRAVES								
1640	Contract Expenses	\$ 1,000	\$ 1,000	\$ 1,625	\$ 1,625	\$ 1,625	0.00%	\$ 0.36
DEPARTMENTAL TOTAL		\$ 1,000	\$ 1,000	\$ 1,625	\$ 1,625	\$ 1,625	0.00%	\$ 0.36

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
OLD BURYING GROUND COMMITTEE								
1650	Expenses	\$ 700	\$ 1,099	\$ 700	\$ 700	\$ 700	0.00%	\$ 0.16
DEPARTMENTAL TOTAL		\$ 700	\$ 1,099	\$ 700	\$ 700	\$ 700	0.00%	\$ 0.16

FY14 LIBRARY BUDGET NOTES: Updated 11/29/12

Overview

Total request of \$929,364, including Minor/Major Capital.

- General Expense request of \$200,235 (up 1.8%) includes MVLC, level funded book budget.
- Total S/W of \$589,673 (up 1.8%) includes cola, merit, Director salary (\$73,700) and 16 Sundays.
- Minor Capital request of \$13,082
- Major Capital request of \$126,374

General Expenses include a recommendation to change from current borrowing system (TLC & CW/MARS to the Merrimack Valley Library Consortium (MVLC). Change would network GPL in to the MVLC membership system with 35 other area libraries, increasing our materials collection from approximately 81,000 items to over 2 million items. MVLC will manage all cataloging of these materials and allow our patrons to take advantage of 24 hour turnaround time for interlibrary loans. One card, thirty-five libraries.

MVLC, \$40,371

One time charge for membership	\$ 5,000
Quoted annual cost for FY14	\$35,371

Current System (FY14 Quote), \$21, 418

CW/MARS	\$ 3,100
TLC	\$14,318
One time charge for new server	\$ 4,000

Notes on Operating Budget related to MVLC move:

- Operating expenses total increase from FY13 to FY14 is \$29,828. Of that, \$22,953 is the cost of the change to MVLC (\$17,953 net annual cost and \$5,000 one-time cost). Net increase, without MVLC, is \$6,875 or a 3.3% increase.

Book budget with current figures is \$138,151. Town contribution of \$64,614 (level funded for FY14 per agreement with Town Manager if Town pays for MVLC costs). Remaining amount of \$73,537 necessary to meet State Aid requirements to come from other funding source(s).

FY14 Draft Book Budget Calculation:

Take Operating Expenses (w/MVLC, no books)	\$135,621
Add Salary/Wages	<u>\$589,673</u>
	\$725,294
Multiply by .19047617, equals	\$138,151

Minor Capital (\$13,082) includes replacement of staff and patron copiers. They are over six years old and are beginning to show wear and tear. Original staff copier purchased in 2007 for \$3,840. In five years machine has produced 96,900 copies, averaging 19,380 per year of use. Patron copier purchased in 2006 for \$5,342. In six years machine has produced approximately 54,000 copies, averaging 9,000 copies per year of use. Replacement for B/W copier quoted at \$4,295, patron color copier at \$8,787. Costs are offset by 3 year warranties (saving \$1,971 over three years), less expensive per page copy costs and network cards allowing printing directly to copier for patrons and staff, saving staff time and additional printer at Information Desk. Copiers used more heavily now for language and learning classes, SRP flyers, etc.

Major Capital (totaling \$126,374) includes rooftop heating units due for replacement (\$84,500) and re-carpeting (total of \$41,874) for 2nd floor (\$20,523) and 3rd floor (\$21,351). Lamco repaired three heating units this past April for \$1,111 and noted that they are all starting to fail and will require replacement shortly. Cost to replace each of the units was quoted in October 2012 as follows:

RTU's 1, 3 & 5 (10 Ton Units)	\$14,000.00 Each (\$42,000 total)
RTU 2 (7.5 Ton Unit)	\$12,000.00
RTU 4 (6 Ton Unit)	\$ 7,500.00
RTU 6 (12.5 Ton Unit)	\$16,000.00
RTU 7 (4 Ton Unit)	\$ 7,000.00

IT Request (\$11,000) covers replacements of 7 staff computers at \$1000 each and a new server at \$4000. If GPL becomes part of the MVLC network the new server will not be necessary.

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
LIBRARY								
1660	Salary	\$ 259,253	\$ 261,547	\$ 270,961	\$ 270,645	\$ 270,645	-0.12%	\$ 60.34
1661	Wages	\$ 283,131	\$ 298,062	\$ 306,705	\$ 318,999	\$ 318,999	4.01%	\$ 71.12
1662	Expenses	\$ 167,395	\$ 163,560	\$ 170,407	\$ 200,235	\$ 195,235	14.57%	\$ 43.53
1663	Minor Capital	\$ -	\$ -	\$ -	\$ 13,082	\$ 13,082	0.00%	\$ 2.92
<hr/>								
DEPARTMENTAL TOTAL		\$ 709,779	\$ 723,169	\$ 748,073	\$ 802,962	\$ 797,962	6.67%	\$ 177.91

LIBRARY
610

<u>LINE ITEM</u>	<u>FY 2014</u>				<u>PERCENT</u> <u>CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2014</u>	<u>FY 2014</u>	<u>PERCENT</u> <u>CHANGE</u>
	<u>FY 2013</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>	
Advertising	\$ -	\$ 500.00	\$ 500.00	0.00%	Additional Line item to reflect previous FY expenses - more	\$ 500.00			0.00%
Books/Materials	\$ 64,614.00	\$ 64,614.00	\$ -	0.00%	Level Funded Per MH. Remainder to meet State Aid	\$ 64,614.00			0.00%
Computer	\$ 2,850.00	\$ 4,500.00	\$ 1,650.00	57.89%	Additional to reflect prev FY Expenses	\$ 4,500.00			57.89%
Contracted Services	\$ 975.00	\$ 4,265.00	\$ 3,290.00	337.44%	Added 3M Contract for Self Checkout	\$ 4,265.00			337.44%
Dues and Meetings	\$ 544.00	\$ 500.00	\$ (44.00)	-8.09%		\$ 500.00			-8.09%
Electric	\$ 21,000.00	\$ 21,000.00	\$ -	0.00%		\$ 21,000.00			0.00%
Furniture and Equipment	\$ 5,500.00	\$ 4,000.00	\$ (1,500.00)	-27.27%	Anticipated Expenses	\$ 4,000.00			-27.27%
Grounds Maintenance	\$ 2,800.00	\$ 2,800.00	\$ -	0.00%		\$ 2,800.00			0.00%
Heating	\$ 9,500.00	\$ 9,500.00	\$ -	0.00%		\$ 9,500.00			0.00%
Insurance	\$ 450.00	\$ 525.00	\$ 75.00	16.67%	To Reflect Actual Costs.	\$ 525.00			16.67%
Maintenance Agreements - Bldg	\$ 6,550.00	\$ 6,250.00	\$ (300.00)	-4.58%	Contracts Renegotiated	\$ 6,250.00			-4.58%
Maintenance Agreements - Comp.	\$ 19,059.00	\$ 43,281.00	\$ 24,222.00	127.09%	Network Membership	\$ 38,281.00			100.86%
Maintenance and Repairs	\$ 16,000.00	\$ 15,300.00	\$ (700.00)	-4.38%	Anticipated Expenses	\$ 15,300.00			-4.38%
Postage and Delivery	\$ 1,200.00	\$ 1,400.00	\$ 200.00	16.67%	Anticipated Expenses	\$ 1,400.00			16.67%
Printing and Copying	\$ 250.00	\$ 2,000.00	\$ 1,750.00	700.00%	To Reflect Actual Costs.	\$ 2,000.00			700.00%
Programs and Lectures	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00			0.00%
Staff Development									
Supplies	\$ 12,715.00	\$ 13,450.00	\$ 735.00	5.78%	Anticipated Expenses	\$ 13,450.00			5.78%
Trash Removal	\$ 2,200.00	\$ 1,900.00	\$ (300.00)	-13.64%	Contracts Renegotiated	\$ 1,900.00			-13.64%
Travel	\$ 300.00	\$ 450.00	\$ 150.00	50.00%	New Director meetings, etc.	\$ 450.00			50.00%
Water and Sewer	\$ 3,400.00	\$ 3,500.00	\$ 100.00	2.94%	Anticipated Expenses	\$ 3,500.00			2.94%
Other:									
TOTAL FUNDS REQUESTED	\$ 170,407.00	\$ 200,235.00	\$ 29,828.00	17.50%		\$ 195,235.00	\$ -		14.57%

Department Library
 Org # 610
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2013								FISCAL YEAR 2014							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Salaries															
Abraham	Vanessa	Contract	Library Director			40	\$ 80,338.00			\$ 73,700.00				\$ 73,700.00	\$ 73,700.00
Dowson	Debra	THL	Young Adult Lib.	7		19	\$ 22,836.00			\$ 23,292.72	1.5%			\$ 23,642.11	\$ 23,642.11
Dunham	Karen	THL	Dir. Of Child Ser.	8		40	\$ 53,333.00			\$ 54,399.66	1.5%			\$ 55,215.65	\$ 55,215.65
Olson	Susanne	THL	Reference Librarian	8		40	\$ 54,933.00			\$ 56,031.66	2.0%			\$ 57,152.29	\$ 57,152.29
Pike	Jeffrey	THL	Tech Serv. Librarian	8		40	\$ 58,278.00			\$ 59,443.56	1.5%		\$ 600.00	\$ 60,335.21	\$ 60,935.21
TOTAL SALARIES															\$ 270,645.27
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2013								FISCAL YEAR 2014							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Wages															
Summer Reading							\$ 7,093.61			\$ 7,235.48				\$ 7,235.48	\$ 7,235.48
Sunday 1 Custodian							\$ 811.68			\$ 827.91				\$ 827.91	\$ 827.91
Sunday 1 Reference							\$ 1,689.12			\$ 1,722.90				\$ 1,722.90	\$ 1,722.90
Sunday 1 Shelver							\$ 665.96			\$ 679.28				\$ 679.28	\$ 679.28
Sunday 4 LA II							\$ 4,870.08			\$ 4,967.48				\$ 4,967.48	\$ 4,967.48
Belanger	Erica	THL	Library Asst. II	4	\$20.20	23.38	\$ 24,652.81	\$ 20.60	23.38	\$ 25,145.86	1.0%	\$ 20.81	\$ 348.00	\$ 25,397.32	\$ 25,745.32
Bolduc	Karen	THL	Library Asst. II	7	\$24.51	37	\$ 47,338.61	\$ 25.00	37	\$ 48,285.39	1.5%	\$ 25.38	\$ 1,023.00	\$ 49,009.67	\$ 50,032.67
Coss	Sharon	THL	Library Asst. II	4	\$20.70	37	\$ 39,979.98	\$ 21.11	37	\$ 40,779.58	2.0%	\$ 21.54	\$ 558.00	\$ 41,595.17	\$ 42,153.17
Giger	Judy	THL	Library Asst. II	4	\$19.03	16.88	\$ 16,768.02	\$ 19.41	16.88	\$ 17,103.38	1.5%	\$ 19.70	\$ 143.50	\$ 17,359.93	\$ 17,503.43
Johnson	Leroy	THL	Custodian II	4	\$20.70	6	\$ 6,483.24	\$ 21.11	6	\$ 6,612.90	1.5%	\$ 21.43	\$ 143.00	\$ 6,712.10	\$ 6,855.10
Ladue	Debra	THL	Custodian II	4	\$20.20	25	\$ 26,361.00	\$ 20.60	25	\$ 26,888.22	1.5%	\$ 20.91	\$ 220.50	\$ 27,291.54	\$ 27,512.04
Breen	Sarah	THL	Shelver	1	\$9.25	8.5	\$ 4,104.23	\$ 9.44	8.5	\$ 4,186.31		\$ 9.44		\$ 4,186.31	\$ 4,186.31
Ouellette	Maureen	THL	Library Asst. II	4	\$19.60	18.38	\$ 18,804.95	\$ 19.99	18.38	\$ 19,181.04	1.0%	\$ 20.19	\$ 157.50	\$ 19,372.85	\$ 19,530.35
Perry	Geri	THL	Library Asst. II	4	\$18.48	15.38	\$ 14,836.41	\$ 18.85	15.38	\$ 15,133.14	1.5%	\$ 19.13		\$ 15,360.13	\$ 15,360.13
Riggs	Margaret	THL	Library Asst. II	6	\$21.75	25	\$ 28,383.75	\$ 22.19	25	\$ 28,951.43	2.0%	\$ 22.63		\$ 29,530.45	\$ 29,530.45
Sanchez	Lauren	THL	Library Asst. II	4	\$19.03	37	\$ 36,754.54	\$ 19.41	37	\$ 37,489.63	2.0%	\$ 19.80		\$ 38,239.43	\$ 38,239.43
Danti	Samantha	THL	Shelver	1	\$9.25	5.5	\$ 2,655.68	\$ 9.44	5.5	\$ 2,708.79		\$ 9.44		\$ 2,708.79	\$ 2,708.79
Wilson	Ann	THL	Library Asst. II	4	\$20.20	22	\$ 23,197.68	\$ 20.60	22	\$ 23,661.63	1.5%	\$ 20.91	\$ 192.50	\$ 24,016.56	\$ 24,209.06
TOTAL WAGES															\$ 318,999.31

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
COMMEMORATIONS & CELEBRATIONS								
1670	Expenses	\$ 195	\$ 444	\$ 500	\$ 500	\$ 500	0.00%	\$ 0.11
1671	Fireworks	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
DEPARTMENTAL TOTAL		\$ 195	\$ 444	\$ 500	\$ 500	\$ 500	0.00%	\$ 0.11

COMMEMORATIONS AND CELEBRATIONS

692

<u>LINE ITEM</u>	<u>FY 2013 APPROPRIATION</u>	<u>FY 2014 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2014 TOWN MANAGER APPROVED</u>	<u>FY 2014 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 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
WATER SAFETY								
1680	Wages	\$ -	\$ 1,643	\$ 2,640	\$ 2,640	\$ 2,640	0.00%	\$ 0.59
1681	Expenses and Minor Capital	\$ 2,542	\$ 436	\$ 950	\$ 1,000	\$ 1,000	5.26%	\$ 0.21
<hr/>								
DEPARTMENTAL TOTAL		\$ 2,542	\$ 2,079	\$ 3,590	\$ 3,640	\$ 3,640	1.39%	\$ 0.80

WATER SAFETY
699

<u>LINE ITEM</u>	<u>FY 2013 APPROPRIATION</u>	<u>FY 2014 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2014 TOWN MANAGER APPROVED</u>	<u>FY 2014 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								
Toilet Rental	\$ 850.00	\$ 900.00	\$ 50.00	5.88%		\$ 900.00		5.88%
Advertising	\$ 100.00	\$ 100.00	\$ -	0.00%		\$ 100.00		0.00%
Programs								
TOTAL FUNDS REQUESTED	\$ 950.00	\$ 1,000.00	\$ 50.00	5.26%		\$ 1,000.00	\$ -	5.26%

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
WEED MANAGEMENT								
1690	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1691	Expenses: Weed Harvester	\$ 6,174	\$ 7,703	\$ 7,705	\$ 7,705	\$ 7,705	0.00%	\$ 1.72
1692	Expenses: Great Lakes	\$ 2,132	\$ 3,635	\$ 2,385	\$ 2,385	\$ 2,385	0.00%	\$ 0.53
<hr/>								
DEPARTMENTAL TOTAL		\$ 8,306	\$ 11,338	\$ 10,090	\$ 10,090	\$ 10,090	0.00%	\$ 2.25

MEMORANDUM

To: Mark Haddad

From: Bob Whalen

Date: November 30, 2012

Subject: Groton Pool and Golf Center Operating Budget for the Fiscal Year 2014

At your request I have prepared the accompanying 2014 Fiscal Year Operating Budget for the Groton Pool and Golf Center (GP&GC) commencing July 1, 2013.

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 an event business.

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

I reviewed the results of operations for last season and used the expenses for this period as a base reference point in the development of expense projections for FY 2014. As mentioned on occasion, many of our expenses are to some extent fixed, particularly those related to hourly staff wages and certain recurring operating expenses. I have modified expenses for known changes in current circumstances. Others I have cut simply because the projected revenue base will not support higher levels of expenditures notwithstanding the fact such increases are both needed and easily justified. Moreover, this budget provides no cushion for the inevitable expense “surprises” often related to maintenance and repairs, nor is there an adequate minor capital provision to make needed purchases of equipment not qualified for consideration in the capital budget.

I have assumed no change to the existing staff complement of salaried employees and independent contractors.

The proposed budget calls for expenses of \$550,000 which is about \$16,000 less than was spent in the last fiscal year. Most of the projected expense reduction is attributable to the continuing downsizing and refocus of the event business.

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 2014 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 6th. If you have questions, comments or suggestions in the meantime please let me know.

Thanks.

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
COUNTRY CLUB								
1700	Salary	\$ 77,494	\$ 118,770	\$ 122,380	\$ 126,764	\$ 126,764	0.00%	\$ 28.26
1701	Wages	\$ 40,264	\$ 137,944	\$ 155,425	\$ 156,400	\$ 156,400	0.00%	\$ 34.87
1702	Expenses	\$ 186,912	\$ 306,772	\$ 294,565	\$ 261,836	\$ 261,836	0.00%	\$ 58.38
1703	Minor Capital	\$ 4,920	\$ 3,731	\$ 5,000	\$ 5,000	\$ 5,000	0.00%	\$ 1.11
<hr/>								
DEPARTMENTAL TOTAL		\$ 309,590	\$ 567,217	\$ 577,370	\$ 550,000	\$ 550,000	0.00%	\$ 122.62

COUNTRY CLUB

<u>LINE ITEM</u>	FY 2014					FY 2014		<u>PERCENT CHANGE</u>
	<u>FY 2013</u>	<u>DEPARTMENT</u>	<u>REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>TOWN MANAGER</u>	<u>FY 2014</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	\$ 750.00	\$ 750.00	\$ -	0.00%		\$ 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								
Equipment Maintenance	\$ 20,000.00	\$ 20,000.00	\$ -	0.00%		\$ 20,000.00		0.00%
Printing	\$ 1,750.00	\$ 1,750.00	\$ -	0.00%		\$ 1,750.00		0.00%
Software/Service Maintenance	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Space Rental			\$ -					
Heating Costs	\$ 10,100.00	\$ 10,100.00	\$ -	0.00%		\$ 10,100.00		0.00%
Electricity	\$ 20,750.00	\$ 20,750.00	\$ -	0.00%		\$ 20,750.00		0.00%
Utility Costs								
Other: Legal Advertising	\$ 250.00	\$ 250.00	\$ -	0.00%		\$ 250.00		0.00%
Other:	\$ 211,590.00	\$ 178,861.00	\$ (32,729.00)	-15.47%		\$ 178,861.00		-15.47%
Other: Insurance	\$ 20,225.00	\$ 20,225.00	\$ -	0.00%		\$ 20,225.00		0.00%
Other:	\$ -	\$ -	\$ -			\$ -		
TOTAL FUNDS REQUESTED	\$ 294,565.00	\$ 261,836.00	\$ (32,729.00)	-11.11%		\$ 261,836.00	\$ -	-11.11%

Department Country Club
 Org # _____
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2013								FISCAL YEAR 2014							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Salaries															
Whalen	Robert	By-Law	General Manager	16		40	\$ 68,058.00			\$ 69,419.16	1.5%			\$ 70,460.45	\$ 70,460.45
Colby	William	By-Law	Grounds Supt	10		40	\$ 54,142.00			\$ 55,224.84	1.5%		\$ 250.00	\$ 56,053.21	\$ 56,303.21
TOTAL SALARIES							\$ 122,200.00								\$ 126,763.66
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
								FISCAL YEAR 2014							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Wages															
Building and Grounds							\$ 62,500.00			\$ 62,000.00				\$ 62,000.00	\$ 62,000.00
Administration							\$ 14,300.00			\$ 13,150.00				\$ 13,150.00	\$ 13,150.00
Pool							\$ 34,850.00			\$ 35,000.00				\$ 35,000.00	\$ 35,000.00
Golf							\$ 18,100.00			\$ 20,600.00				\$ 20,600.00	\$ 20,600.00
Snack Bar							\$ 13,150.00			\$ 13,150.00				\$ 13,150.00	\$ 13,150.00
Camp							\$ 12,525.00			\$ 12,500.00				\$ 12,500.00	\$ 12,500.00
TOTAL WAGES							\$ 155,425.00								\$ 156,400.00

	GP&GC	Town Presentation					
	2014 Budget	Members	Revenues	Salary	Wages	Expenses	Min Cap
		134,000	416,000	126,620	156,400	261,980	5,000
Revenues							
Season Pass Revenues, net							
Full Club	13,000	13,000					
Golf	57,500	57,500					
Jr. Golf Academy Fees	12,250		12,250				
Swim	63,500	63,500					
Season Pass Revenues, net	146,250						
Golf Revenues-							
Greens Fees	122,500		122,500				
Driving Range Fees	3,250		3,250				
MGA Handicap Revenues	4,150		4,150				
Golf Cart Fees	44,250		44,250				
Golf Revenues	174,150						
Pro Shop Revenues	3,300		3,300				
Indoor Golf Revenues	7,650		7,650				
Snack Bar Revenues	48,750		48,750				
Pool Revenues-							
Guest Fees	23,000						
Swim Lesson Fees-							
Private Swim Lesson Fees	4,500						
Group Swim Lesson Fees	25,000						
4634 - Swim Team Fees							
4635 - Member Swim Team Fees	9,500						
4636 - Non Member Swim Team Fees	23,000						
4634 - Swim Team Fees - Other	750						
Swim Team Fees	33,250						
Masters Swim Fees	750						
Swim Clinic Fees	1,500						
Swim Lesson Fees	65,000						
Swim Parties	1,500						
Pool Revenues	89,500		89,500				
Summer Camps Revenues	45,900		45,900				
Event Revenues	34,500		34,500				
Total Revenues	550,000						
Expenses							

Golf Expenses-

Payroll - Salaries	22,050		22,050
Payroll - Hourly	20,600	20,600	
5220 - Golf Cart Expenses			
5221 - Gasoline for Golf Carts	6,500		
5222 - Repairs & Maint. Golf Carts	2,500		
5220 - Golf Cart Expenses - Other			
Golf Cart Expenses	9,000		9,000
Golf Academy Expenses	2,950		2,950
MGA Handicap Expenses	2,625		2,625
Dues & Subscriptions	450		450
Pro Shop Expenses	920		920
Indoor Golf Expense	4,275		4,275

Golf Expenses 62,870

Snack Bar Expenses-

Payroll - Hourly	13,150	13,150	
Cost of Goods Sold	17,150		17,150
Supplies	1,850		1,850
5540 - Utilities Mulligan's Snack Bar			
5541 - Electricity Mulligan's	4,750		
5542 - Oil Heat Mulligan's	1,000		
5543 - Propane - Mulligan's	1,500		
5549 - Cable Connection Mulligan's	825		
Utilities	8,075		8,075
Licenses/Permits/Inspections	825		825
Equipment Purchases and Repairs	350		350

Snack Bar Expenses 41,400

Pool Expenses-

Payroll - Salaries	12,610		12,610
Payroll - Hourly	35,000	35,000	
Swim Lesson Expenses	2,250		2,250
Swim Team Expenses	750		750
5640 - Utility Expenses Pool			
5643 - Propane - Pool	5,500		
Utility Expenses Pool	5,500		5,500
Swim Party Expense	300		300
Equipment & Supplies	1,500		1,500
Water	1,850		1,850
Chemicals	3,750		3,750
Repairs & Maintenance	6,000		6,000
Miscellaneous Expense	1,000		1,000

Pool Expenses 70,510

Summer Camps Expense-			
Payroll - Salaries	5,250		5,250
Payroll - Hourly	12,500	12,500	
Lunch Expense	3,700		3,700
Equipment & Supplies	1,500		1,500
Summer Camps Expense	22,950		
Event Expenses-			
Payroll - Hourly	9,000		9,000
Bartender Exp	1,000		1,000
Event Setup Exp	500		500
Cost of Goods Sold	3,000		3,000
5840 - Utility Expenses Function Hall			
5841 - Electricity Exp Function Hall	16,000		
Oil Exp	6,000		
5843 - Propane Exp Reception Hall	600		
Utility Expenses	22,600		22,600
Advertising & Promotion	750		750
Equipment & Supplies	5,475		5,475
Repairs & Maintenance	1,500		1,500
Cleaning Service & Supplies	3,000		3,000
Licenses/Permits/ Inspections	3,100		3,100
Event Expenses	49,925		
Buildings & Grounds Expenses-			
Payroll - Salaries	56,220	56,220	
Payroll - Hourly	62,000		62,000
Golf Course Maintenance-			
Seed for Golf Course	1,000		
Chemicals for Golf Course	8,000		
Sand & Gravel for Golf Course	1,000		
Fuel for Golf Course	2,000		
Supplies for Golf Course	650		
Irrigation Repairs & Upgrades	2,500		
Equipment Repairs	8,500		
Tools & Small Equipmt Expense	500		
Golf Course Improvements	3,750		
Golf Course Maintenance	27,900		27,900
Buildings Maintenance-			
Building Maintenance Supplies	1,750		
Rubbish Removal	2,200		
Landscaping Maintenance	500		
6070 - Repairs & Maintenance			
6071 Pro Shop Repairs & Maint	250		

6072 - Mulligan's Repairs & Maint.	250					
6073 - Reception Hall Repair/Maint.	250					
6075 - Maint. Shop Repairs/Maint.	250					
6079 - Other Repair & Maintenance	750					
Repairs & Maintenance	1,750					
Buildings Maintenance	6,200				6,200	
Buildings & Grounds Expenses	152,320					
General Overhead Expenses-						
Administrative Expenses-						
Payroll - Salaries	70,400	70,400				
Payroll - Hourly	13,150			13,150		
Administrative Expenses	83,550					
Marketing	10,000				10,000	
7030 - Office Expenses						
7032 - Office Supplies Expense	3,500					
7033 Printing & Copy Expense	1,750					
7034 - Technology Services	500					
7036 - Postage & Delivery Expense	200					
7038 - Office Equipment Expense	500					
7039 - Miscellaneous Office Expense						
Office Expenses	6,450				6,450	
7040 - General Overhead Utilities						
7041 - Electricity Exp Gen'l Overhead	1,500					
7042 - Oil Exp General Overhead						
7044 - Telephone Gen'l Overhead	4,500					
7046 - Water Gen'l Overhead	5,000					
7048 - Internet Connection	750					
7049 - Cable Connection						
General Overhead Utilities	11,750				11,750	
Insurance Expenses	18,725				18,725	
Professional Services Expense	750				750	
Fees & Sales and Meals Taxes	13,800				13,800	
Other Misc General Expenses - Minor Capital	5,000					5,000
General Overhead Expenses	150,025					
Total Expenses	550,000					
	-					
Net Income	0	134,000	416,000	126,620	156,400	261,980
						5,000

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
DEBT SERVICE								
2000	Long Term Debt - Principal Excluded	\$ 753,215	\$ 626,646	\$ 664,500	\$ 651,100	\$ 651,100	-2.02%	\$ 115.16
2001	Long Term Debt - Principal Non-Excluded	\$ -	\$ -	\$ 73,464	\$ 73,268	\$ 73,268	0.00%	\$ 16.33
2002	Long Term Debt - Interest - Excluded	\$ 285,926	\$ 229,156	\$ 188,313	\$ 165,348	\$ 165,348	-12.20%	\$ 36.86
2003	Long Term Debt - Interest - Non-Excluded	\$ -	\$ -	\$ 18,119	\$ 15,303	\$ 15,303	0.00%	\$ 3.41
2004	Short Term Debt - Principal - Town	\$ -	\$ -	\$ 229,417	\$ 127,000	\$ 127,000	0.00%	\$ 28.31
2005	Fire Station and Fitch's Bridge Debt	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000	0.00%	\$ 111.47
<hr/>								
DEPARTMENTAL TOTAL		\$ 1,039,141	\$ 855,802	\$ 1,173,813	\$ 1,532,019	\$ 1,532,019	30.52%	\$ 311.54

Long Term Debt By Year

Fiscal Year 2014

General Fund

ID	Name	Date of Issue	Date of Maturity	Original Amount	Exempt/ Non-Exempt	Principal Payment	Interest Payment	Total
2988	Bernier Bissell Property	7/15/2001	7/15/2019	\$850,000.00	Exempt	\$46,420.00	\$11,557.10	\$57,977.10
2989	Bissell Property	7/15/2001	7/15/2019	\$1,075,000.00	Exempt	\$58,880.00	\$14,533.60	\$73,413.60
2992	Gibbet Hill	11/15/2003	11/15/2022	\$3,000,000.00	Exempt	\$160,000.00	\$59,970.00	\$219,970.00
2972	Library #1	7/15/1999	7/15/2017	\$1,831,464.00	Exempt	\$102,080.00	\$15,226.00	\$117,306.00
2973	Library #2	7/15/1999	7/15/2017	\$364,000.00	Exempt	\$19,740.00	\$3,089.30	\$22,829.30
2991	Lost Lake Fire Station	11/15/2003	11/15/2022	\$1,450,000.00	Exempt	\$75,000.00	\$28,912.50	\$103,912.50
2987	Norris Property	7/15/2001	7/15/2019	\$750,000.00	Exempt	\$40,800.00	\$10,274.90	\$51,074.90
2981	Senior Center	7/15/1999	7/15/2016	\$151,110.00	Exempt	\$8,780.00	\$1,057.30	\$9,837.30
2983	Town Hall	7/15/1999	7/15/2017	\$2,500,000.00	Exempt	\$139,400.00	\$20,727.40	\$160,127.40
						<i>\$651,100.00</i>	<i>\$165,348.10</i>	<i>\$816,448.10</i>
2990	Fire Truck	11/15/2003	11/15/2016	\$485,000.00	Not Exempt	\$35,000.00	\$4,742.50	\$39,742.50
2994	Project Eval Report	11/1/2003	2/1/2024	\$330,000.00	Not Exempt	\$10,908.39	\$3,784.42	\$14,692.81
2986	Shattuck Property	7/15/2001	7/15/2019	\$500,000.00	Not Exempt	\$27,360.00	\$6,775.70	\$34,135.70
						<i>\$73,268.39</i>	<i>\$15,302.62</i>	<i>\$88,571.01</i>

Summary for General Fund

\$724,368.39 \$180,650.72 \$905,019.11

GELD

2995	GELD Transformer	7/15/2001	7/15/2019	\$750,000.00	Not Exempt	\$41,540.00	\$9,933.70	\$51,473.70
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Summary for GELD

\$41,540.00 \$9,933.70 \$51,473.70

CPC

012	Surrenden Farm	7/6/2007	12/15/2021	\$5,015,000.00	Not Exempt	\$340,000.00	\$147,112.50	\$487,112.50
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Summary for CPC

\$340,000.00 \$147,112.50 \$487,112.50

Long Term Debt By Year

Fiscal Year 2014

Sewer

ID	Name	Date of Issue	Date of Maturity	Original Amount	Exempt/ Non-Exempt	Principal Payment	Interest Payment	Total
2910	Boston Road Sewer Ext.	10/26/2007	10/1/2025	\$310,940.00	Not Exempt	\$16,647.50	\$9,197.75	\$25,845.25
2911	Old Ayer Rd Sewer Ext.	10/26/2007	10/1/2025	\$155,960.00	Not Exempt	\$8,352.50	\$4,614.75	\$12,967.25
9994	Project Eval Sewer Share	11/1/2003	2/1/2024	\$330,000.00	Not Exempt	\$4,034.61	\$1,399.71	\$5,434.32
Summary for Sewer						\$29,034.61	\$15,212.21	\$44,246.82

Title V

2993	Title Five	8/1/2002	8/1/2023	\$197,403.00	Not Exempt	\$10,400.00	\$0.00	\$10,400.00
Summary for Title V						\$10,400.00	\$0.00	\$10,400.00

Water

2997	Water SRF Loan 2	12/14/2006	7/15/2026	\$1,234,434.00	Not Exempt	\$57,265.00	\$19,078.18	\$76,343.18
2909	Water System Upgrade	11/23/2004	8/1/2024	\$4,417,366.00	Not Exempt	\$204,275.00	\$80,987.39	285262.39
Summary for Water						\$261,540.00	\$100,065.57	\$361,605.57

Long Term Debt By Year

Fiscal Year 2015

General Fund

ID	Name	Date of Issue	Date of Maturity	Original Amount	Exempt/ Non-Exempt	Principal Payment	Interest Payment	Total
2988	Bernier Bissell Property	7/15/2001	7/15/2019	\$850,000.00	Exempt	\$44,720.00	\$10,190.00	\$54,910.00
2989	Bissell Property	7/15/2001	7/15/2019	\$1,075,000.00	Exempt	\$56,250.00	\$12,806.65	\$69,056.65
2992	Gibbet Hill	11/15/2003	11/15/2022	\$3,000,000.00	Exempt	\$160,000.00	\$53,410.00	\$213,410.00
2972	Library #1	7/15/1999	7/15/2017	\$1,831,464.00	Exempt	\$96,560.00	\$12,246.40	\$108,806.40
2973	Library #2	7/15/1999	7/15/2017	\$364,000.00	Exempt	\$19,360.00	\$2,502.80	\$21,862.80
2991	Lost Lake Fire Station	11/15/2003	11/15/2022	\$1,450,000.00	Exempt	\$75,000.00	\$25,837.50	\$100,837.50
2987	Norris Property	7/15/2001	7/15/2019	\$750,000.00	Exempt	\$39,670.00	\$9,067.85	\$48,737.85
2981	Senior Center	7/15/1999	7/15/2016	\$151,110.00	Exempt	\$8,600.00	\$796.60	\$9,396.60
2983	Town Hall	7/15/1999	7/15/2017	\$2,500,000.00	Exempt	\$130,480.00	\$16,679.20	147159.2
						\$630,640.00	\$143,537.00	\$774,177.00
2990	Fire Truck	11/15/2003	11/15/2016	\$485,000.00	Not Exempt	\$35,000.00	\$3,307.50	\$38,307.50
2994	Project Eval Report	11/1/2003	2/1/2024	\$330,000.00	Not Exempt	\$10,950.00	\$3,319.47	\$14,269.47
2986	Shattuck Property	7/15/2001	7/15/2019	\$500,000.00	Not Exempt	\$26,080.00	\$5,974.10	\$32,054.10
						\$72,030.00	\$12,601.07	\$84,631.07

Summary for General Fund

\$702,670.00 \$156,138.07 \$858,808.07

GELD

2995	GELD Transformer	7/15/2001	7/15/2019	\$750,000.00	Not Exempt	\$38,280.00	\$8,736.40	\$47,016.40
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Summary for GELD

\$38,280.00 \$8,736.40 \$47,016.40

CPC

012	Surrenden Farm	7/6/2007	12/15/2021	\$5,015,000.00	Not Exempt	\$355,000.00	\$131,475.00	\$486,475.00
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Summary for CPC

\$355,000.00 \$131,475.00 \$486,475.00

Sewer		Long Term Debt By Year				Fiscal Year 2015		
ID	Name	Date of Issue	Date of Maturity	Original Amount	Exempt/ Non-Exempt	Principal Payment	Interest Payment	Total
2910	Boston Road Sewer Ext.	10/26/2007	10/1/2025	\$310,940.00	Not Exempt	\$16,647.50	\$8,365.37	\$25,012.87
2911	Old Ayer Rd Sewer Ext.	10/26/2007	10/1/2025	\$155,960.00	Not Exempt	\$8,352.50	\$4,197.13	\$12,549.63
9994	Project Eval Sewer Share	11/1/2003	2/1/2024	\$330,000.00	Not Exempt	\$4,050.00	\$1,227.75	\$5,277.75
Summary for Sewer						\$29,050.00	\$13,790.25	\$42,840.25
Title V								
2993	Title Five	8/1/2002	8/1/2023	\$197,403.00	Not Exempt	\$10,400.00	\$0.00	\$10,400.00
Summary for Title V						\$10,400.00	\$0.00	\$10,400.00
Water								
2997	Water SRF Loan 2	12/14/2006	7/15/2026	\$1,234,434.00	Not Exempt	\$58,422.00	\$17,834.55	\$76,256.55
2909	Water System Upgrade	11/23/2004	8/1/2024	\$4,417,366.00	Not Exempt	\$210,515.00	\$74,444.59	\$284,959.59
Summary for Water						\$268,937.00	\$92,279.14	\$361,216.14

Long Term Debt By Year

Fiscal Year 2016

General Fund

ID	Name	Date of Issue	Date of Maturity	Original Amount	Exempt/ Non-Exempt	Principal Payment	Interest Payment	Total
2988	Bernier Bissell Property	7/15/2001	7/15/2019	\$850,000.00	Exempt	\$44,720.00	\$8,624.80	\$53,344.80
2989	Bissell Property	7/15/2001	7/15/2019	\$1,075,000.00	Exempt	\$56,250.00	\$10,837.90	\$67,087.90
2992	Gibbet Hill	11/15/2003	11/15/2022	\$3,000,000.00	Exempt	\$160,000.00	\$47,450.00	\$207,450.00
2972	Library #1	7/15/1999	7/15/2017	\$1,831,464.00	Exempt	\$94,670.00	\$8,904.60	\$103,574.60
2973	Library #2	7/15/1999	7/15/2017	\$364,000.00	Exempt	\$18,970.00	\$1,833.00	\$20,803.00
2991	Lost Lake Fire Station	11/15/2003	11/15/2022	\$1,450,000.00	Exempt	\$75,000.00	\$23,043.75	\$98,043.75
2987	Norris Property	7/15/2001	7/15/2019	\$750,000.00	Exempt	\$39,670.00	\$7,679.40	\$47,349.40
2981	Senior Center	7/15/1999	7/15/2016	\$151,110.00	Exempt	\$8,440.00	\$498.80	\$8,938.80
2983	Town Hall	7/15/1999	7/15/2017	\$2,500,000.00	Exempt	\$127,920.00	\$12,163.60	\$140,083.60
						\$625,640.00	\$121,035.85	\$746,675.85
2990	Fire Truck	11/15/2003	11/15/2016	\$485,000.00	Not Exempt	\$35,000.00	\$2,003.75	\$37,003.75
2994	Project Eval Report	11/1/2003	2/1/2024	\$330,000.00	Not Exempt	\$10,950.00	\$2,853.64	\$13,803.64
2986	Shattuck Property	7/15/2001	7/15/2019	\$500,000.00	Not Exempt	\$26,080.00	\$5,061.30	\$31,141.30
						\$72,030.00	\$9,918.69	\$81,948.69

Summary for General Fund

\$697,670.00 \$130,954.54 \$828,624.54

GELD

2995	GELD Transformer	7/15/2001	7/15/2019	\$750,000.00	Not Exempt	\$38,280.00	\$7,396.60	\$45,676.60
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Summary for GELD

\$38,280.00 \$7,396.60 \$45,676.60

CPC

012	Surrenden Farm	7/6/2007	12/15/2021	\$5,015,000.00	Not Exempt	\$370,000.00	\$112,850.00	\$482,850.00
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Summary for CPC

\$370,000.00 \$112,850.00 \$482,850.00

Long Term Debt By Year

Fiscal Year 2016

Sewer

ID	Name	Date of Issue	Date of Maturity	Original Amount	Exempt/ Non-Exempt	Principal Payment	Interest Payment	Total
2910	Boston Road Sewer Ext.	10/26/2007	10/1/2025	\$310,940.00	Not Exempt	\$16,647.50	\$7,532.99	\$24,180.49
2911	Old Ayer Rd Sewer Ext.	10/26/2007	10/1/2025	\$155,960.00	Not Exempt	\$8,352.50	\$3,779.51	\$12,132.01
9994	Project Eval Sewer Share	11/1/2003	2/1/2024	\$330,000.00	Not Exempt	\$4,050.00	\$1,055.46	\$5,105.46
Summary for Sewer						\$29,050.00	\$12,367.96	\$41,417.96

Title V

2993	Title Five	8/1/2002	8/1/2023	\$197,403.00	Not Exempt	\$10,400.00	\$0.00	\$10,400.00
Summary for Title V						\$10,400.00	\$0.00	\$10,400.00

Water

2997	Water SRF Loan 2	12/14/2006	7/15/2026	\$1,234,434.00	Not Exempt	\$59,602.00	\$16,565.80	\$76,167.80
2909	Water System Upgrade	11/23/2004	8/1/2024	\$4,417,366.00	Not Exempt	\$215,000.00	\$67,682.27	\$282,682.27
Summary for Water						\$274,602.00	\$84,248.07	\$358,850.07

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2014 IMPACT ON AVERAGE TAX BILL
EMPLOYEE BENEFITS								
	GENERAL BENEFITS							
3000	County Retirement	\$ 1,226,334	\$ 1,324,432	\$ 1,404,602	\$ 1,502,924	\$ 1,502,924	7.00%	\$ 335.07
3001	State Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
3002	Unemployment Compensation	\$ 37,345	\$ 45,267	\$ 40,000	\$ 40,000	\$ 40,000	0.00%	\$ 8.92
	INSURANCE							
3010	Health Insurance	\$ 1,275,135	\$ 1,387,790	\$ 1,478,685	\$ 1,447,000	\$ 1,447,000	-2.14%	\$ 322.60
3011	Life Insurance	\$ 2,253	\$ 2,138	\$ 2,500	\$ 2,500	\$ 2,500	0.00%	\$ 0.56
3012	Medicare/Social Security	\$ 87,888	\$ 93,518	\$ 88,000	\$ 100,000	\$ 100,000	13.64%	\$ 22.29
<hr/>								
	DEPARTMENTAL TOTAL	\$ 2,628,955	\$ 2,853,145	\$ 3,013,787	\$ 3,092,424	\$ 3,092,424	2.61%	\$ 689.44

Health Insurance

Budget: FY 2014

ACTUAL based on
Dec 2012 Enroll.

	Tufts		Harvard		Fallon SC		Tufts Ret1		Tufts Ret2	
Rates	11 mos.	12th mo.	11 mos.	12th mo.	11 mos.	12th mo.	6 mos	6 mos	6 mos	6 mos
Ind	613	656	631	675	578	618	345	359	279	290
I-Weighted		617		635		581		352		285
Fam	1,662	1,778	1,651	1,767	1,551	1,660		0		0
F-Weighted		1,672		1,661		1,560				

Cost Share	Town	GEL	Water	Sewer	Cable
Town	80%	87.5%	80%	80%	80%
Employee	20%	12.5%	20%	20%	20%
Town	65%	65%	65%	65%	65%
Retiree	35%	35%	35%	35%	35%

	# Enrolled:	Town	GEL	Water	Sewer	Cable	Total Ind	Total Fam	Total Med Ret
Tufts: Individual	15	13	2				32	61	45
Family	27	23	2	2			(9 ER)	(3 ER)	
ER Ind	8	4	3	1					
ER Family	3	3							
Harv: Individual	3	2				1			
Family	8	6	2						
ER Ind	1	1							
ER Family	0								
FalS: Individual	5	5							
Family	23	18	4		1				
ER Ind	0								
ER Family	0								
Ret1: Individual	44	34	7	2	1				
Ret2: Individual	1	1							
	138								
Vacancies: EE		8 Fam-Tufts	(1 (shared Water/Sewer), 1 IT, 6 unknown)						
RET		0 Tufts							

Cost of health Insurance
FY 2014 Budget

	Town		GEL		Water		Sewer		Cable		Totals			
	Town	EE	Town	EE	Town	EE	Town	EE	Town	EE	Town	EE		
Tufts: Individual	\$76,949	\$19,237	\$12,948	\$1,850	\$0	\$0	\$0	\$0	\$0	\$0	\$89,897	\$21,087		
Family	\$369,110	\$92,278	\$35,106	\$5,015	\$32,097	\$8,024	\$0	\$0	\$0	\$0	\$436,312	\$105,317		
ER Ind	\$19,237	\$10,358	\$14,428	\$7,769	\$4,809	\$2,590	\$0	\$0	\$0	\$0	\$38,474	\$20,717		
ER Family	\$39,118	\$21,063	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$39,118	\$21,063	\$771,985	
Harv: Individual	\$12,186	\$3,046	\$0	\$0	\$0	\$0	\$0	\$0	\$6,093	\$1,523	\$18,279	\$4,570		
Family	\$95,652	\$23,913	\$34,873	\$4,982	\$0	\$0	\$0	\$0	\$0	\$0	\$130,526	\$28,895		
ER Ind	\$4,951	\$2,666	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,951	\$2,666		
ER Family	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$189,885	
FalS: Individual	\$27,906	\$6,976	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$27,906	\$6,976		
Family	\$269,576	\$67,394	\$65,522	\$9,360	\$0	\$0	\$14,976	\$3,744	\$0	\$0	\$350,075	\$80,498		
ER Ind	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
ER Family	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$465,455	\$1,427,326
Ret1: Individual	\$93,324	\$50,251	\$19,214	\$10,346	\$5,490	\$2,956	\$2,745	\$1,478	\$0	\$0	\$120,772	\$65,031	\$185,803	
Ret2: Individual	\$2,220	\$1,195	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,220	\$1,195	\$3,415	\$189,218
Totals	\$1,010,228	\$298,379	\$182,091	\$39,322	\$42,395	\$13,570	\$17,721	\$5,222	\$6,093	\$1,523	\$1,258,528		\$1,616,544	
		\$1,308,607		\$221,412		\$55,965		\$22,943		\$7,616				
Vacancies----->	\$128,386										\$128,386 <-----		Vacancies	
											\$60,000 <-----		Cont cost of Hlth Reform	
	\$0										\$1,446,915 <-----		Total ALL	
											\$1,447,000 <-----		Final FY 14 Budget	
											\$1,449,694 <-----		Last year	
Total Return from Enterprises/GEL/Cable				\$248,300										
Requested budget:											\$191,166		(year on year savings - no vacancies)	
											\$2,779		Yr-> Yr saved w/vac and hlt reform)	
											Estimated Budget Surplus ---->		\$85	



TOWN OF GROTON

173 Main St
GROTON, MASSACHUSETTS 01450-0380

Treasurer's Office
(978) 448-1103
Fax 978-448-1115

TO: Mark Haddad, Town Manager

FROM: Victoria Smith, Tax Collector-Treasurer

DATE: December 19, 2012

SUBJECT: Retirement Assessments to Enterprise & Other Self Sustaining Funds

The Middlesex Retirement estimated assessment for all departments for FY14 is \$1,502,924. This is an increase of \$98,322 over last year's assessment. I have submitted reports to each of the Enterprise Funds and departments responsible for reimbursing the general fund for their share of the retirement assessment. The portions were determined by calculating the department's retirement wages as a percent of total retirement wages. That percentage is then applied to the assessment. Departments that did not have any employees in the Early Retirement Incentives are not charged for that portion of our assessment. The following amounts were distributed to departments earlier today:

<u>Department</u>	<u>Assessment</u>
Cable Committee	17,623.48
Groton Electric	259,318.61
Groton Water	54,182.81
Groton Sewer	4,348.19
Trust Funds	7,002.56
<u>Total Estimated Reimbursement:</u>	<u>342,475.66</u>

If you have any questions or would like to see the back up, please feel free to call me. I will send you an updated sheet when I have the actual figures.

cc: File
Patricia DuFresne – Town Accountant

FY 2014 ENTERPRISE FUND BUDGETS

LINE	DEPARTMENT/DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 APPROPRIATED	FY 2014 DEPARTMENT REQUEST	FY 2014 TOWN MANAGER BUDGET	PERCENT CHANGE
WATER DEPARTMENT							
	WD Salaries	\$ 138,524	\$ 124,776	\$ 127,947	\$ 128,932	\$ 128,932	0.77%
	WD Wages	\$ 138,035	\$ 132,587	\$ 118,401	\$ 129,541	\$ 129,541	9.41%
	WD Expenses	\$ 356,601	\$ 411,634	\$ 362,448	\$ 384,689	\$ 384,689	6.14%
	WD Debt Service	\$ 399,344	\$ 362,349	\$ 361,890	\$ 361,606	\$ 361,606	-0.08%
<hr/>							
100	DEPARTMENTAL TOTAL	\$ 1,032,504	\$ 1,031,346	\$ 970,686	\$ 1,004,768	\$ 1,004,768	3.51%
<hr/>							
SEWER DEPARTMENT							
	Sewer Wages	\$ 16,550	\$ 19,206	\$ 19,543	\$ 20,882	\$ 20,882	6.85%
	Sewer Expense	\$ 479,431	\$ 588,554	\$ 616,072	\$ 770,305	\$ 770,305	25.03%
	Sewer Debt Service	\$ 152,231	\$ 119,603	\$ 45,501	\$ 40,065	\$ 40,065	-11.95%
	Pepperell SRF Reserve Account	\$ 16,115	\$ 1,730	\$ -	\$ 5,435	\$ 5,435	0.00%
	Deferred Debt Repayment to G/F	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<hr/>							
200	DEPARTMENTAL TOTAL	\$ 664,327	\$ 729,093	\$ 681,116	\$ 836,687	\$ 836,687	22.84%
<hr/>							
TOTAL ENTERPRISE FUNDS		\$ 1,696,831	\$ 1,760,439	\$ 1,651,802	\$ 1,841,455	\$ 1,841,455	11.48%

WATER DEPARTMENT ENTERPRISE FUND

<u>LINE ITEM</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>DIFFERENCE</u>	<u>PERCENT</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2014</u>	<u>FY 2014</u>	<u>PERCENT</u>
	<u>ACTUAL</u>		<u>DEPARTMENT</u>				<u>TOWN MANAGER</u>	<u>FINCOM</u>	
	<u>SPENDING</u>	<u>APPROPRIATION</u>	<u>REQUEST</u>		<u>CHANGE</u>		<u>APPROVED</u>	<u>APPROVED</u>	<u>CHANGE</u>
Propane Heat	\$ 2,410.02	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%		\$ 4,000.00		0.00%
Electricity	\$ 54,590.66	\$ 50,000.00	\$ 50,000.00	\$ -	0.00%		\$ 50,000.00		0.00%
Building Maintenance	\$ 287.46	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Equipment Maintenance	\$ 2,483.48	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%		\$ 5,000.00		0.00%
Vehicle Maintenance	\$ 4,149.43	\$ 1,500.00	\$ 3,000.00	\$ 1,500.00	100.00%		\$ 3,000.00		100.00%
Maintenance Agreements	\$ 1,837.11	\$ 2,000.00	\$ 4,000.00	\$ 2,000.00	100.00%		\$ 4,000.00		100.00%
Well Testing	\$ 6,425.00	\$ 7,000.00	\$ 7,000.00	\$ -	0.00%		\$ 7,000.00		0.00%
DEP Assessment	\$ 1,140.52	\$ 1,400.00	\$ 1,400.00	\$ -	0.00%		\$ 1,400.00		0.00%
Meters	\$ 12,101.46	\$ 10,000.00	\$ 7,500.00	\$ (2,500.00)	-25.00%		\$ 7,500.00		-25.00%
Cable	\$ 479.88	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Engineering	\$ 13,750.54	\$ 5,000.00	\$ 3,000.00	\$ (2,000.00)	-40.00%		\$ 3,000.00		-40.00%
Legal	\$ 920.50	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
TrafficControl	\$ 852.72	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Advertising	\$ 1,206.89	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Printing/Copying	\$ 3,932.79	\$ 3,500.00	\$ 4,000.00	\$ 500.00	14.29%		\$ 4,000.00		14.29%
Insurance	\$ 12,965.85	\$ 13,000.00	\$ 13,000.00	\$ -	0.00%		\$ 13,000.00		0.00%
Telephone	\$ 1,891.40	\$ 2,300.00	\$ 2,000.00	\$ (300.00)	-13.04%		\$ 2,000.00		-13.04%
Postage	\$ 1,416.09	\$ 2,500.00	\$ 2,000.00	\$ (500.00)	-20.00%		\$ 2,000.00		-20.00%
Contracted Services	\$ 42,754.85	\$ 40,000.00	\$ 45,000.00	\$ 5,000.00	12.50%		\$ 45,000.00		12.50%
Office Supplies/Equipment	\$ 927.94	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%		\$ 1,000.00		0.00%
Parts/Equipment (System)	\$ 25,293.21	\$ 17,500.00	\$ 17,500.00	\$ -	0.00%		\$ 17,500.00		0.00%
Gas and Oil	\$ 6,334.51	\$ 7,000.00	\$ 7,000.00	\$ -	0.00%		\$ 7,000.00		0.00%
Chemicals	\$ 31,757.80	\$ 30,295.00	\$ 32,000.00	\$ 1,705.00	5.63%		\$ 32,000.00		5.63%
Uniforms	\$ 1,654.17	\$ 2,500.00	\$ 2,000.00	\$ (500.00)	-20.00%		\$ 2,000.00		-20.00%
Intergovernmental	\$ 128,502.64	\$ 152,153.00	\$ 139,489.00	\$ (12,664.00)	-8.32%		\$ 139,489.00		-8.32%
New Vehicle	\$ 24,600.00		\$ 30,000.00	\$ 30,000.00	0.00%		\$ 30,000.00		0.00%
Dues/Meetings/Trainings	\$ 1,460.51	\$ 1,800.00	\$ 1,800.00	\$ -	0.00%		\$ 1,800.00		0.00%
Unkety Brook Easement	\$ 25,000.00								
Licensing	\$ 478.00	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
TOTAL FUNDS REQUESTED	\$ 411,605.43	\$ 362,448.00	\$ 384,689.00	\$ 22,241.00	6.14%		\$ 384,689.00	\$ -	6.14%

Department Water Department Enterprise Fund
 Org # _____
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
FISCAL YEAR 2013									FISCAL YEAR 2014							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014	
Salaries																
Orcutt	Thomas	By-Law	Superintendent	14		40	\$ 74,701.00			\$ 76,195.02	1.0%		\$ 250.00	\$ 76,956.97	\$ 77,206.97	
Iannacone	April	THL	Business Manager	9		40	\$ 49,961.00			\$ 50,960.22	1.5%			\$ 51,724.62	\$ 51,724.62	
TOTAL SALARIES															\$ 128,931.59	
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16	
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014	
Wages																
Brackett	George	Highway	Sr. Technician	6	\$28.43	40	\$ 59,361.84	\$ 29.00	40	\$ 60,549.08	2.0%	\$ 29.58	\$ 11,873.00	\$ 61,760.06	\$ 73,633.06	
Loughlin	Kevin	Highway	Sr. Technician	5	\$21.77	40	\$ 45,455.76	\$ 22.21	40	\$ 46,364.88		\$ 22.21	\$ 9,543.00	\$ 46,364.88	\$ 55,907.88	
															\$ -	
TOTAL WAGES															\$ 129,540.93	



**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:
April R. Iannacone

Commissioners:
James Gmeiner
Gary Hoglund

Fiscal Year 2014 Revenue Projections :

Rates	\$	687,468.00	
Processing Charge	\$	70,000.00	2738
Construction	\$	90,000.00	
Miscellaneous	\$	30,800.00	
Public Fire Protection	\$	32,000.00	
Town Paid Fire Protection	\$	2,500.00	
Private Hydrants	\$	23,000.00	
Fire Sprinklers	\$	24,000.00	
Other Non-Rate Fees	\$	15,000.00	
Transfers	\$	30,000.00	
Total Revenue	\$	1,004,768.00	
 Total Expenses	\$	1,004,768.00	
 Projected Surplus (Deficit)	\$	-	

Groton Water Enterprise Retained Earnings Disposition:

10/15/2012

	<u>Date</u>	<u>Balance</u>	<u>Unfunded Liability</u>	<u>Capital Projects Reserve</u> <u>System Devt. Receipts</u>	<u>Unallocated</u>	<u>Proof</u>
Beginning Balance :						
Certified Free Cash 6/30/12		<u>\$ 225,932.00</u>	10,000.00	40,000.00	175,932.00	\$ 225,932.00
FY2012						
Transfer out of E & D for FY11 prior yr bills:	10/17	\$ (572.21)			(572.21)	\$ (572.21)
Transfers In to (Out of) E&D at Year End	+/-				-	\$ -
<u>Total E & D Balance FY2012</u>		<u>\$ 225,359.79</u>	<u>\$ 10,000.00</u>	<u>\$ 40,000.00</u>	<u>\$ 175,359.79</u>	<u>\$ 225,359.79</u>

Groton Water Department

Connection Fees Forecast for FY 2014

Project:	# of units	Total Value	%	Value in FY2014
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
Oak Ridge Estates (36R + 9-4''F)	36 R	\$260,000.00	0 %	\$ 0.00
Rocky Hill (84R)	84 R	\$315,000.00	5 %	\$11,250.00
#134 Main Street (1-4''F & 3-2''F)	17 R	\$63,750.00	23%	\$12,250.00
	4 C	\$37,500.00	20%	\$7,500.00
Woodle Residences	6 R	\$22,500.00	33%	\$7,500.00
Miscellaneous	2 R	\$ 7,500.00	100%	\$7,500.00
	1 C	<u>\$ 15,000.00</u>	0%	<u>\$0.00</u>
Total Value		\$856,250.00		\$51,000.00
Total Anticipated Revenue for FY 2013				\$51,000.00

GROTON WATER DEPARTMENT

Overtime Totals - 4 Year Average

	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>Average</u>	<u>FY13 Budget Recommendation</u>
Overtime \$	18,942.71	20,406.54	19,558.21	20,672.63	20,816.22	20,363.40	20,500.00
Longevity	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 1,500.00	\$ 1,500.00	\$ 1,750.00	\$ 2,000.00
X Conn Stipend	\$ 400.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ -	\$ 350.00	\$ 400.00 *per contract
Totals	21,342.71	22,756.54	21,908.21	22,522.63	22,316.22	22,463.40	22,900.00

Groton Water Department

Fiscal Year 2014 Vehicle Inventory

Vehicle I.D.	User	Make	Model	Year	2010 Mileage*	2011 Mileage*	2012 Mileage
Water 1 (W-1):	T. Orcutt	Ford	Ranger	2006	55,643	68,737	74,342
Water 2 (W-2):	G. Brackett	Ford	F 350	2003	73,075	84,652	94,099
Water 3 (W-3):	K. Loughlin	Ford	F 150	2012	-	-	3,034
Water 4 (W-4):	Spare	Ford	Ranger	2002	37,364	45,502	47,000

Note: The Water Department's spare 1999 Ford Ranger w/approximately 105,000 miles was traded in with the purchase of the new Ford F 150 (received \$1,000.00 as a parts vehicle).

*Mileage as of 11/01/10

*Mileage as of 11/11/11

*Mileage as of 11/01/12

Water Rates 5 Year Analysis

RATES	2012	2011	2010	2009	2008	Avg.	FY13 Budget Recommendation
Use Chgs	\$ 783,201.47	868,965.42	682,023.23	679,310.21	734,203.52	749,540.77	740,000.00
Other Fees	\$ 16,904.86	14,924.87	15,387.16	11,429.32	15,718.77	14,873.00	12,000.00
Hydrants	\$ 22,922.38	23,841.03	23,479.71	18,120.24	17,737.12	21,220.10	23,500.00 rate change 2009
Sprinklers	\$ 24,075.87	22,513.81	23,212.41	17,166.38	17,136.50	20,820.99	22,500.00 rate change 2009
Public Fire Protection	\$ 31,950.68	31,928.18	31,842.88	4,875.00	-	20,119.35	31,800.00 new chg in 2009
Processing Fee	\$ 70,378.00	69,764.47	69,178.37	69,220.94	67,379.68	69,184.29	69,500.00
Totals	949,433.26	1,031,937.78	845,123.76	800,122.09	852,175.59	895,758.50	899,300.00
CONSTRUCTION							
System Development	\$ 65,000.00	36,268.38	51,731.62	42,750.00	60,250.00	51,200.00	50,000.00
Service Install/Repairs	\$ 22,977.07	46,574.22	29,334.01	19,064.77	32,657.93	30,121.60	32,000.00
Totals	87,977.07	82,842.60	81,065.63	61,814.77	92,907.93	81,321.60	82,000.00
MISCELLANEOUS							
Fire Protection	\$ 2,500.00	2,500.00	2,500.00	2,500.00	36,324.00	9,264.80	2,500.00
Backflows	\$ 3,700.00	10,350.00	15,600.00	11,150.00	11,100.00	10,380.00	10,300.00
Sewer Reimbursements	\$ 18,145.25	20,193.89	16,370.68	19,371.94	12,426.75	17,301.70	20,000.00
Other Reimb Expenses	\$ 1,405.55	340.08	939.52	4,288.25	1,103.29	1,615.34	500.00 lost GIS income FY10
Totals	25,750.80	33,383.97	35,410.20	37,310.19	60,954.04	38,561.84	33,300.00

Pay to: Town of Groton

12/19/2012 11:44 AM

Interdepartmental Reimbursement

1/28/2011

FY 2014 Budget Projection

Water Department

Active Employees	George B.	Kevin L.	April I	Tom O.	Totals
Health Insurance	\$16,100.00	\$0.00	\$16,100.00	\$16,100.00	\$48,300.00
Life Insurance	\$40.00	\$40.00	\$40.00	\$40.00	\$160.00
Town Share: Medicare					\$4,725.00
Town Share: Retirement (See attached)					\$72,162.00
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 ----->

\$139,489.00

Medicare Matching:

Retirement Assessment:Based on Treasurer's Report

2014 TOWN OF GROTON MINOR CAPITAL PLAN

Program	Water		
Lead Department	Water Department		
Project Name	Water Meters		
New	Yes	Replacement	No
Current Age	N/A	Estimated Life	Varies

Reason for need: In Fiscal Year 2014, it is anticipated that the following Minor Capital Items (Water Meters) will be required as part of the Water Department's annual water meter replacement program. 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	\$ 7,500.00
Total Cost	\$ 7,500.00

Funding Source: Water Revenue

FY2014 Budget
Overtime Calculations

	HOURLY RATE	OVERTIME	DOUBLE TIME	SUNDAYS	4 HOLIDAYS	2 HOLIDAYS	EMERGENCY Call- OUTS	ON CALL PAY	LONGEVITY & CROSS CONN. STIPEND
George Brackett	\$ 29.00	\$ 43.50	\$ 58.00	\$ 2,262.00	\$ 348.00	\$ 232.00	\$ 1,131.00	\$ 6,500.00	\$1,000.00
Kevin Loughlin	\$ 22.21	\$ 33.32	\$ 44.42	\$ 1,732.38	\$ 266.52	\$ 177.68	\$ 866.19	\$ 6,500.00	\$400.00

Total Scheduled & Unscheduled OT	\$ 7,015.77
On-Call Compensation	\$ 13,000.00
Longevity & Cross Connection Stipend	\$1,400.00
<u>GRAND TOTAL</u>	\$ 21,415.77

SEWER DEPARTMENT ENTERPRISE FUND

<u>LINE ITEM</u>	FY 2014					FY 2014		
	<u>FY 2013</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>
Treatment	\$ 318,000.00	\$ 350,000.00	\$ 32,000.00	10.06%		\$ 350,000.00		10.06%
System Maintenance	\$ 85,500.00	\$ 88,000.00	\$ 2,500.00	2.92%		\$ 88,000.00		2.92%
Gas	\$ 550.00	\$ 1,000.00	\$ 450.00	81.82%		\$ 1,000.00		81.82%
Electricity	\$ 8,600.00	\$ 8,600.00	\$ -	0.00%		\$ 8,600.00		0.00%
Telemetry	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%		\$ 3,000.00		0.00%
Water Meter Repairs	\$ 1,200.00	\$ 2,000.00	\$ 800.00	66.67%		\$ 2,000.00		66.67%
Reimburse 1/3 Bus. Man. Salary	\$ 17,670.00	\$ 17,300.00	\$ (370.00)	-2.09%		\$ 17,300.00		-2.09%
Sewer Commission Asst. Fringe	\$ 14,520.00	\$ 14,520.00	\$ -	0.00%		\$ 14,520.00		0.00%
Business Manager Fringe	\$ 8,600.00	\$ 8,600.00	\$ -	0.00%		\$ 8,600.00		0.00%
Postage	\$ 1,200.00	\$ 1,200.00	\$ -	0.00%		\$ 1,200.00		0.00%
Office Supplies	\$ 771.97	\$ 500.00	\$ (271.97)	-35.23%		\$ 500.00		-35.23%
Office Phone	\$ 275.00	\$ 275.00	\$ -	0.00%		\$ 275.00		0.00%
Overhead	\$ 6,420.00	\$ 6,500.00	\$ 80.00	1.25%		\$ 6,500.00		1.25%
Legal Expenses	\$ 6,000.00	\$ 6,000.00	\$ -	0.00%		\$ 6,000.00		0.00%
Easements/Surveying	\$ 4,500.00	\$ 2,500.00	\$ (2,000.00)	-44.44%		\$ 2,500.00		-44.44%
Miscellaneous - manhole maintenance	\$ 50,000.00	\$ 40,000.00	\$ (10,000.00)	-20.00%		\$ 40,000.00		-20.00%
Treatment Plant - Expansion/Upgrade	\$ 83,764.94	\$ 83,810.00	\$ 45.06	0.05%		\$ 83,810.00		0.05%
Pump Station Upgrades	\$ -	\$ 100,000.00	\$ 100,000.00	0.00%		\$ 100,000.00		0.00%
Other:MIIA	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
SRF Funding	\$ -	\$ 5,435.00	\$ 5,435.00	0.00%		\$ 5,435.00		0.00%
Other Debt	\$ -	\$ 40,065.00	\$ 40,065.00	0.00%		\$ 40,065.00		0.00%
Software Support	\$ -	\$ 2,000.00	\$ 2,000.00	0.00%		\$ 2,000.00		0.00%
Woodard & Curran	\$ 5,000.00	\$ 34,000.00	\$ 29,000.00	580.00%		\$ 34,000.00		580.00%
TOTAL FUNDS REQUESTED	\$ 616,071.91	\$ 770,305.00	\$ 199,733.09	25.03%		\$ 770,305.00	\$ -	25.03%

Department Sewer Department Enterprise Fund
 Org # _____
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2013								FISCAL YEAR 2014							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Salaries															
TOTAL SALARIES															
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014
Wages															
Stevens	Ruth	THL	Office Assistant	5	\$19.61	20	\$ 20,472.84	\$ 20.00	20	\$ 20,882.30		\$ 20.00		\$ 20,882.30	\$ 20,882.30
TOTAL WAGES															

Sewer Fund Only FY2014	Budget FY2011	Actual FY2011	Budget FY2012	Actual FY2012	Budget FY2013	YTD 11-30-12 FY2013	Budget FY2014
		5% rate decr.	7% rate decr.		10% T1 decr.		
INCOME:							
Rates	639,023.00	632,833.82	606,735.00	591,091.52	558,787.74	249,890.84	536,000.00
Sewer Rate Relief							
Perm. Priv. Asses./GBF	11,245.00	17,745.00	11,245.00	32,500.00	17,745.00	19,500.00	20,000.00
Capacity	2,895.00	5,050.15	2,895.00	13,621.84	4,342.80	5,790.40	5,000.00
Inspec/App'l. Fees/Drainlayer Fees & Other Miscellaneous	500.00	650.00	500.00	912.58	500.00	250.00	500.00
GDRHS O & M Charge (ps & system)	700.00	15,727.35		12,346.58	15,130.00	7,369.60	16,000.00
Capacity Access Fee							
Interest - MMDT	2,500.00	1,151.28	1,600.00	802.53	550.00		550.00
Boston Rd. - Debt							15,260.00
Boston Rd. - GBF							7,475.00
Boston Rd. - Capacity							4,540.00
Boston Rd. - Interest							11,318.00
Old Ayer Rd. - Debt							2,484.00
Old Ayer Rd. - GBF							975.00
Old Ayer Rd. - Capacity							435.00
Old Ayer Rd. - Interest							2,426.00
Interest - General Fund	2,000.00	1,790.21	1,800.00	1,482.24	1,000.00	182.07	1,000.00
Hollis Street Construction & Interest Payments					1,653.22		2,200.00
GBF/Capacity - Old Ayer & Boston Betterments		24,600.45	16,743.00	20,729.27	14,863.73		
Reserve Transfer - Pump Station Upgrades	53,000.00	103,000.00	66,388.00	96,387.00	26,805.01		120,000.00
Reserve Transfer - Rates							90,000.00
TOTAL INCOME	711,863.00	802,548.26	707,906.00	769,873.56	641,377.50	282,982.91	836,163.00
EXPENSES							
OPERATING EXPENSE							
Treatment	274,555.00	264,012.89	300,000.00	335,015.55	318,000.00	80,302.85	350,000.00
System Maintenance (PS & System) - Pepperell	91,660.00	73,871.24	89,000.00	86,767.42	85,500.00	50,011.39	88,000.00
Fuel (Gas/ Propane)	650.00	527.60	500.00	986.24	550.00	229.69	1,000.00
Electric	8,000.00	8,552.55	8,500.00	8,086.82	8,600.00	2,107.02	8,600.00
Telemetry	3,000.00	2,767.18	3,000.00	2,909.95	3,000.00	1,058.33	3,000.00
Pepperell Upgrade	53,898.00	53,917.35	53,754.50	83,754.50	53,609.56		27,000.00
Pepperell Expansion	30,300.00	30,300.00	30,237.00	30,237.57	30,155.38		30,200.00
Nod Rd/PB Woods Pump Station Upgrades							120,000.00
W&C Engineering	5,000.00	-		2,148.75	5,000.00		40,000.00
OFFICE EXPENSE							
Wages	21,500.00	16,549.92	19,545.00	19,205.34	19,867.32	6,575.27	20,883.00
Reimb. 1/3 of Bus. Mgr.	13,998.00	15,521.55	16,650.00	18,039.68	17,670.00	6,777.16	17,300.00
Asst. to Sewer Commission Fringe	20,690.00	17,049.80	20,765.00	12,255.90	14,520.00	2,927.18	14,520.00
Bus. Mgr. Fringe	2,670.00	3,386.25	3,254.00	2,611.25	8,600.00		8,600.00
Postage	1,000.00	1,077.59	1,000.00	884.90	1,200.00	253.26	1,200.00
Office Supplies	500.00	606.54	500.00	747.21	772.20	1,166.59	500.00
Telephone	275.00	182.30	275.00		275.00		275.00
Overhead/Enterprise/Mgmt Salaries	3,870.00	5,085.72	3,968.00	4,727.61	6,420.00	1,647.64	6,500.00
Legal/ Advertising Expenses	2,000.00	341.00	2,000.00	1,415.10	6,000.00		6,000.00
Easements/Surveying	5,000.00	-	5,000.00		2,500.00		2,500.00
Misc.-repair, infiltr, manholes, etc.	20,000.00	-	20,000.00	20,309.54	50,000.00		40,000.00
Miscellaneous-other	2,500.00	723.80	2,500.00	7,098.10	2,000.00		2,000.00
Meter Repairs	500.00	1,088.59	800.00	144.57	1,200.00		2,000.00
MIIA	500.00	418.96	500.00	412.90	500.00	457.90	500.00
Other Misc Expenses				\$ 7,098.10			
<i>Other Financing Uses (Hollis St payoff)</i>		12,899.95					
DEBT SERVICE							
Debt Service - Town	56,375.00						
Principal				3712.23			
Interest				1729.13			
Boston Road - Principal							16,650.00
Boston Road - Interest							10,030.00
Old Ayer Road - Principal							8,353.00
Old Ayer Road Interest							5,032.00
Deferred debt payment per agreement with Town	93,625.00	93,625.00	115,891.00	115,891.00			
Other Financing Uses - Hollis St payoff from E&D	13,000.00	55,000.00					
SRF Funding - \$330,000							
Principal	3,605.00	3,605.58	3,712.00	3,712.23	3,870.18	3,870.18	4,035.00
Interest	1,840.00	3,214.72	1,837.00	1,729.13	1,567.86	683.68	1,400.00
TOTAL EXPENSES	730,511.00	664,326.08	703,188.50	771,630.72	641,377.50	158,068.14	836,078.00
Balance	(18,648.00)						
			4,717.50				
Net Income	(18,648.00)	138,222.18	4,717.50	(1,757.16)	-	124,914.77	85.00

Capacity/PPA Estimate for FY2014 Sewer Budget

Project	Est Pay Date	Est Capacity	Est GBF/PPA	Comments
Groton Residential Gardens	FY2013	\$ 2,171.40	\$ -	\$4,342.80 owed at 11/09/11 (6 bedrooms)
Thomas More College	FY2016	\$ 42,770.00	\$ 874,120.00	6500 gpd @ 6.58
Boynton Meadows	FY2014	\$ 59,220.00	\$ -	9000 gpd @ 6.58
Steve Webber - 14 Station Ave	FY2015	\$ 4,342.80		6 Bedrooms @6.58 x 110
Gibbet Hill Grill	FY2013	\$ -	\$ 11,245.00	Final installment payment for GBF
PC Myette 120 Boston Rd	FY2014	\$ 19,740.00		3000 gpd @ 6.58 for medical office
May & Hally Off Court St	FY2014	\$ 2,171.40		300 gpd @ 6.58
Unforeseen connections	FY2013	\$ 2,171.40	\$ 6,500.00	Est 3 additional bedrooms plus 1 new GBF/PPA
FY13 Budget Impact =		<u>\$ 4,342.80</u>	<u>\$ 17,745.00</u>	Myette & Groton Residential Gardens

FY2014 Betterment Income Projected

<u>Project</u>	<u>GBF</u>	<u>Capacity</u>	<u>Totals</u>	
Old Ayer	\$ 975.00	\$ 435.00	\$ 1,410.00	
Boston Rd	\$ 7,475.00	\$ 4,540.00	\$ 12,015.00	
Hollis St	\$ 500.00	\$ -	\$ 500.00	
Totals	<u>\$ 8,950.00</u>	<u>\$ 4,975.00</u>	<u>\$ 13,925.00</u>	\$ 13,925.00

<u>Project</u>	<u>Construction</u>	<u>Interest</u>	<u>Totals</u>	
Old Ayer	\$ 2,484.00	\$ 2,426.00	\$ 4,910.00	
Boston Rd	\$ 15,260.00	\$ 11,318.00	\$ 26,578.00	
Hollis St	\$ 1,112.00	\$ 545.00	\$ 1,657.00	
Totals	<u>\$ 18,856.00</u>	<u>\$ 14,289.00</u>	<u>\$ 33,145.00</u>	\$ 33,145.00

Total Betterment Income Expected for FY2013 = **\$ 47,070.00**

Hollis St	\$ 2,157.00
Old Ayer	\$ 6,320.00
Boston Rd	\$ 38,593.00
Total	<u>\$ 47,070.00</u>

OVERHEAD/BENEFITS COSTS FOR SEWER BUDGET FISCAL YEAR 2014

Sewer Assistant

Wages	Grade 4, Step 6	\$20.01 x 20 x 52.2	\$ 20,890.44
Longevity			\$ -
Total			\$ 20,890.44

Water/Sewer Business Manager Reimbursement

Salary	Grade 9 Step 2	(1/3 reimbursement)	\$ 17,244.78
Life Insurance	(40 x 1/3)		\$ 13.33
Health Insurance	(16,100 x 1/3)		\$ 5,366.67
Medicare Withholding	(51724 x .0145 x .3334)		\$ 256.00
Retirement	2,637 x 1.10		\$ 4,350.00
Total Reimbursable Salary & Benefits for Business Mgr			\$ 27,230.78

Retiree Benefits

Health Insurance	(385 * .65 * 12)		\$ 3,003.00
Life Insurance			\$ -
Total			\$ 3,003.00

Sewer Assistant Benefits

Health Insurance	(16,100 /35*20)		\$ 9,200.00
Life Insurance	(40.00/35*20)		\$ 23.00
Medicare Withholding	(19,867.32 * .0145 /35*20)		\$ 164.61
Retirement - Level plus 10%	(4,640.84 x 1.10)		\$ 4,500.00
Total			\$ 13,887.61

Overhead/Intergovernmental Costs

Electricity/Heat/Maint	(.6% of 100,000)		\$ 600.00
Town Accountant	(2.25% x 1.02 x 70,000)		\$ 1,606.50
Town Treasurer	(2.25% x 1.02 x 68,229)		\$ 1,565.86
Town Manager	(2.25% x 1.02 x 115,360)		\$ 2,647.51
Total			\$ 6,419.87

Groton Sewer Enterprise Retained Earnings Disposition:

	<u>Balance</u>	<u>Unfunded Liability</u>	<u>Capital Projects Reserve</u> <u>GBF/PPA Receipts</u>	<u>Unallocated</u>	Proof
Beginning Balance :					
Certified Free Cash 6/30/12	<u>\$ 702,936.00</u>	10,000.00	129,869.93	563,066.07	\$ 702,936.00
FY2012					
Transfers In to (Out of) E&D at Year End +/-					\$ -
Total Certified Free Cash 6/30/12	<u>\$ 702,936.00</u>	<u>10,000.00</u>	<u>129,869.93</u>	<u>563,066.07</u>	\$ 702,936.00

Sewer Rates Billing Analysis

	<u>Fiscal Year</u>			
	2011	2010	2009	Avg
Rates Income (includes GDRHS)	632,833.82	614,851.58	627,703.00	625,129.47
Estimate FY13	625,129.47			

OR....

Given 10% Tier 1 Rate Decrease:

Tier 1 = 45% of Total Revenue

$$625,129.47 \times 45\% = 281,308.26$$

$$281,308.26 \times 90\% = 253,177.43 \quad \text{Tier 1 less 10\%}$$

$$625,129.47 \times 55\% = \underline{343,821.21} \quad \text{Tier 2 \& 3}$$

$$\underline{\underline{596,998.64}} \quad \text{Rates Revenue Estimate}$$

Sewer Rates Billing FY12 vs. FY11

	<u>FY12 Billing</u>	<u>FY11 Billing</u>	<u>Change</u>	<u>% Change</u>
July	99,651	107,745	(8,095)	(0.08)
August	38,793	38,761	32	0.00
Sept	17,975	19,257	(1,282)	(0.07)
Oct	88,153	94,602	(6,449)	(0.07)
Nov	36,274	37,994	(1,720)	(0.05)
			-	
Totals	280,845	298,359	(17,515)	(0.06)

2011 Softwater Billing	618,862
2011 GDRHS Rates Billing	<u>18,766</u>
Total	637,628
Less 10% rate Decrease	<u>(63,763)</u>
FY13 Est rates revenue	<u>573,865</u>

Pepperell WWTP Debt Service

FY2014 Calculation of Groton Cost Share for Budget

FY2014	Engineering Principal =	18,000.00			
	Engineering Interest =	8,491.50		Construction	
	Total	26,491.50	+	Total =	308,568.28
	x	0.25		x	0.25
	Groton Share = 25%	6,622.88			77,142.07

Total Eng + Constsruction **83,764.95**
 (Groton Share 25%)

64% of Loan = Upgrade, 36% of Loan = Expansion

64% Upgrade Engineering =	6,622.88 x .64 =	4,238.64
64% Upgrade Construction =	77,142.07 x .64 =	49,370.92
	Total Upgrade	53,609.56
	Town Share 50% =	26,804.78
Upgrade Cost	Sewer Dept 50% =	<u>26,804.78</u>
		53,609.56

36% Expansion Engineering =	6,622.88 x .36 =	2,384.24
36% Expansion Construction =	77,142.07 x .36 =	27,771.15
	Total Expansion	30,155.38
Expansion Cost	Sewer Dept pays 100%	30,155.38

Town pays 50% of Upgrade portion of loan only

Sewer Department pays remaining 50% of Upgrade and 100% of Groton Share of Expansion

Fiscal Year 2014 - Groton Dunstable Regional High School
O&M Charges billed to School

<u>Date</u>	<u>O&M Charges</u> <u>Charge</u>	<u>Treatment</u> <u>Rates Chg</u>	<u>Units</u>	<u>Treatment</u> <u>Est for FY14</u>
9/30/2011	1,462.21	1,554.32	112	
8/30/2011	1,242.86	572.10	45	
7/31/2011	1,151.50	241.39	22	
	3,856.57	2,367.81		
	<i>Est for FY12</i>			
	15,426.28			
6/30/2012	1,485.21	1,030.10	75	1,011.90
5/30/2012	1,302.16	1,932.37	137	1,920.82
4/30/2012	1,408.14	1,903.38	121	1,686.26
3/31/2012	1,408.14	1,903.38	156	2,199.36
2/28/2012	1,408.14	1,903.38	119	1,656.94
1/31/2012	1,326.24	1,653.77	97	1,334.42
12/31/2012	1,326.24	1,653.77	123	1,715.58
11/30/2012	1,326.24	1,653.77	124	1,730.24
10/31/2012	1,381.41	1,474.86	135	1,891.50
9/30/2012	1,381.41	1,474.86	140	1,964.80
8/31/2012	1,381.41	1,474.86	32	381.52
7/31/2012	1,186.67	1,223.50	32	381.52
6/30/2012	1,186.67	1,223.50	81	1,099.86
	17,508.08	20,505.50		18,974.72
	<i>Total FY2011</i>	<i>Total FY2011</i>		<i>(current rates)</i>