



## 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 2015 – Proposed Town of Groton Operating Budget*

**Date:** *December 31, 2013*

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 2015 Operating Budget for the Town of Groton. This is the sixth budget that I have submitted as your Town Manager. Similar to the last two years, I will be proposing a "needs budget" that allows us to continue to address areas that will improve our overall service delivery to our residents. While this budget utilizes some of the Town's excess levy capacity set aside in previous years, it allows us to expand services in areas we have not been able to in recent years. I will provide more detail later in the Budget Message. Decisions made in previous years have allowed us to set aside the necessary debt service to address capital needs in FY 2015 without increasing taxes more than is allowed under Proposition 2½. The excluded debt budget continues to decrease in FY 2015, providing some relief for our residents and taxpayers. In addition, our financial position will allow us to address Other Post-Employment Benefits in Fiscal Year 2015. I presented this to both the Finance Committee and Board of Selectmen in FY 2014, but the decision was not to fund it last year. I would ask both Boards to reconsider this decision in FY 2015. I am very fortunate to have the outstanding support and assistance of Town Accountant Patricia DuFresne, Principal Assessor Rena Swezey, Treasurer/Collector Michael Hartnett, Assistant Treasurer/Collector Joan Tallent, Human Resources Director Suzanne Loverin and Executive Assistant Dawn Dunbar in developing the proposed operating budget. Their recommendations and cooperation were crucial in the preparation of this budget.

In preparing the FY 2015 Budget, I requested that departments continue to examine the services they provide and determine whether or not to adjust 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 2015. This was an extremely successful approach the last two years and it absolutely repeated itself in preparing this proposed budget. We will have the potential to adjust budgets for the third consecutive year. I strongly believe that we will be able to improve the delivery of services in key departments in FY 2015.

When putting together our estimated revenues for Fiscal Year 2015, 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 will not be released until February 1<sup>st</sup>. State revenue collections have not been consistent in FY 2014. As the Board of Selectmen and Finance Committee are aware, we are very conservative in our revenue projections and we are assuming a ten (10%) percent reduction in State Aid in FY 2015, or \$81,909. Similar to last year, we are planning on using some of our excess levy capacity to offset this reduction. If State Aid is not reduced to this level, we will not use this excess levy capacity to balance the budget. Another important factor to consider is a decision that was made at the 2013 Fall Town Meeting. The Board of Selectmen and Finance Committee recommended, and Town Meeting approved, taking an additional \$100,000 from "Free Cash" to offset the FY 2014 Tax Rate. This increased our unexpended Tax Capacity from \$534,811 to \$634,811. This will not be available in FY 2015 and the relief provided to the residents in FY 2014 will have to be made up with property taxes in FY 2015 in order to maintain and improve the level of services provided to our residents. The following chart shows what we expect to receive in revenues for FY 2015 that can be used for Operational Expenses:

<b><u>Revenue Source</u></b>	<b><u>Budgeted FY 2014</u></b>	<b><u>Estimated FY 2015</u></b>	<b><u>Dollar Change</u></b>	<b><u>Percent Change</u></b>
Property Tax	\$24,895,001	\$25,778,076	\$ 883,075**	3.54%
Unexpended Tax Capacity	\$ (634,811)	\$ (429,663)	\$ 205,148	32.31%
State Aid	\$ 818,909	\$ 737,000	\$ (81,909)	-10.00%
Local Receipts	\$ 2,863,500	\$ 2,915,500	\$ 52,000	1.81%
Free Cash	\$ 100,000	\$ 0	\$(100,000)	-100.00%
Other Available Funds	<u>\$ 160,000</u>	<u>\$ 175,000</u>	<u>\$ 15,000</u>	<u>9.37%</u>
<b>TOTAL</b>	<b>\$28,202,599</b>	<b>\$29,175,913</b>	<b>\$973,314</b>	<b>3.45%</b>

\*\*Includes two and one half percent increase allowed by law and \$15 million in new growth.

Thanks to good financial planning and smart budgeting, we are confident that we have a healthy revenue forecast for Fiscal Year 2015. This will allow us to continue to maintain services and to address areas that we believe will improve the delivery of those services. Similar to the last two years, Health Insurance and Pension Expenses will not overly tax the budget in FY 2015. We will continue to provide affordable health insurance to our employees and fund our unfunded pension liability without a major increase in the operating budget. I would like to call your attention to the following areas as you review the Town Manager's Proposed Fiscal Year 2015 Operating Budget:

## **MOSQUITO CONTROL**

The 2013 Fall Town Meeting voted overwhelmingly to join the Central Massachusetts Mosquito Control Project (CMMCP). As you are aware, this is a mosquito control project established by legislative act, Chapter 583 of the Acts of 1973. It operates under an assessment procedure and provides a year-round program of mosquito control in 40 cities and towns in both Middlesex and Worcester counties. Now that Groton has voted to join, it is anticipated that the Town will be assessed an annual fee of \$73,000 on our Cherry Sheet's State Assessments for at least the next three (3) years for a total of \$219,000. In FY 2014 the Town's state assessments totaled \$104,471. In our budget projections for next year, we have increased this assessment to \$177,471. While it is not a budgeted line item in the Operating Budget, it has a significant impact on overall budget revenues.

## **POLICE AND FIRE COMMUNICATIONS**

Last year, Town Meeting approved funding for an additional Dispatcher in the Communications Department. The Town now has five (5) full-time and one (1) part-time dispatcher. In my budget message last year, I explained how new state mandates had created more work for the dispatchers by requiring them to obtain and follow Emergency Medical Dispatch (EMD) procedures and requirements. 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). This year, the Town also began dispatching for the Dunstable Fire Department which has allowed the Town to apply for even more State Grants to help offset the costs of operating the Communications Center (the Town receives an additional \$5,000 from Dunstable for this added service). The position approved last year has enhanced our dispatching capabilities by allowing the Town to have the busiest times covered by two dispatchers on duty and continue to meet State mandates without impacting public safety. The remaining shifts have been covered by relief dispatchers. Unfortunately this one additional position only scratched the surface of our needs. A thorough review of our Communications operations and increased call volume has proven that we need more shifts covered by two (2) dispatchers. While the relief dispatchers have allowed us to fill some of these shifts, scheduling is not easy since all of our relief dispatchers work other full-time jobs. Based on this, I am proposing that for the second consecutive year the Town add an additional full-time dispatcher in Fiscal Year 2015. I strongly believe that this is a crucial requirement for the safety of our residents as well as our employees. The FY 2015 Budget impact of this proposal is \$60,098 (including benefits).

## **POLICE DEPARTMENT WAGES**

For the past several fiscal years, we have not adequately funded the Police Wage Account. Both Town Meeting and the Finance Committee have been asked to appropriate additional funds each spring (either a line item transfer or Reserve Fund Transfer) to fully fund the Police Wage Account. Due to the timing of setting the budget and the way additional wage issues were budgeted, the Police Wage Account has never fully accounted for contractually obligated increases, overtime coverage or reserve police officers. This has caused deficits in each of the last two fiscal years of between \$80,000 and \$120,000 in that Account. At the direction of the Finance Committee and Board of Selectmen we conducted an audit of the Police Wage Account. The audit was conducted by our Payroll Coordinator Hannah Moller. Ms. Moller did a thorough review of the FY 2013 Police Wage Account and determined how money was expended from that account. The following chart is a breakdown of what was paid out of the wage account other than normal weekly pay:

Police Wage Account Audit Results:

<u>Category</u>	<u>Amount</u>
Stipends	\$8,200
Shift Differential	\$48,000
Holiday Pay	\$45,370
Shift Coverage – Vacation	\$81,000
Shift Coverage – Personal	\$48,000
Shift Coverage – Sick	\$75,500
Shift Coverage – Extraordinary	\$12,000
Longevity	\$9,860
Health Insurance Buyback	\$8,400
FLSA Adjustments	\$2,500
Uniform Cleaning Allowance	\$13,260
Total	\$352,090

When the Fiscal Year 2013 Budget was developed in December, 2012, a full 18 months before the end of the Fiscal Year, \$232,480 was budgeted for additional wages, \$119,610 less than what was actually spent. In addition, the Town expended an additional \$21,000 to pay Reserve Officers to cover additional shifts. The Fiscal Year 2014 Police Wage Account was originally budgeted at \$272,000, which is still less than was expended in FY 2013. The 2013 Fall Town Meeting appropriated an additional \$80,000 for Police Wages to help close this gap.

When you take into consideration the two (2%) percent wage increase for FY 2014 contained in both the Superior Officers and Patrolmen's Union agreements, the Police Wage Account was not fully funded in FY 2014. The Proposed Fiscal Year 2015 Budget addresses this issue by fully funding this line item. The funding proposed in the Police Wage Account is intended to correct the shortfall that has existed for the last several years. We have also provided additional funding (\$19,966) for a part-time Accountant to help monitor and track the police payroll to ensure that the funding provided will be sufficient to complete the fiscal year without any additional appropriation unless an unforeseen emergency arises. The following Chart is a breakdown of how we are proposing to fund this line item in FY 2015 (including funding for Reserve Officers):

FY 2015 Police Wage Account Proposed Appropriation:

<u>Category</u>	<u>Amount</u>
Base Wages	\$997,466
Education Incentive	\$69,127
Administrative Assistant	\$19,966
Stipends	\$8,200
Shift Differential	\$50,161
Holiday Pay	\$55,000
Shift Coverage – Vacation	\$85,000
Shift Coverage – Personal	\$52,000
Shift Coverage – Sick	\$80,000
Shift Coverage – Extraordinary	\$15,000
Longevity	\$11,500
Health Insurance Buyback	\$8,400
FLSA Adjustments	\$2,500
Reserve Officers	\$25,000
Uniform Cleaning Allowance	\$13,260
Total	\$1,492,580

The shaded area in the above chart represents a comparison to what was expended in FY 2013. As stated above, we expended \$352,090 in FY 2013. We are budgeting \$406,021 to fund these expenses in FY 2015, including funding for Reserve Officers that has never been budgeted for in the past. My Finance Team and I are confident that this amount fully funds the Police Wage Account at the beginning of the Fiscal Year for the first time.

### **SARGISSON BEACH**

When setting their annual goals for Fiscal Year 2014, the Board of Selectmen made the re-opening of Sargisson Beach a top priority. The 2013 Fall Town Meeting appropriated \$15,000 as “start-up” costs to open the Beach in May, 2014 after Memorial Day. The Board also appointed the Sargisson Beach Committee and charged them, among other things, with developing an operating budget for Fiscal Year 2015. The Committee has done a thorough job identifying costs associated with operating the Beach. A detailed breakdown is discussed in the Water Safety Budget contained in the Library and Citizen Services section of the proposed budget. They are seeking a budget of \$38,210 which I have included in the Town Manager’s Proposed Operating Budget.

## **PART-TIME EMPLOYEES**

The Finance Team and I conducted a complete review of all part-time positions with standard hours up to and including 20 hours per week. The 2013 Fall Town Meeting had voted to increase two of our 19 hour positions to 20 hours, providing them with benefits. The Board of Selectmen and Finance Committee had requested that a thorough review be done of all part-time positions to determine whether or not changes needed to be made in the way we budget for these positions. The Department with the most part-time positions is the Library. During the budget review, we had an in-depth discussion with the Library Director and a member of the Board of Trustees. All part-time positions at the Library are between 8 and 16 hours per week (other than the Young Adult Librarian that was increased to 20 hours at the Fall Town Meeting). The Library Director felt that having these part-time positions was important for the Library as they provide great flexibility in scheduling. The Library Director did not believe any increases in these positions were warranted and requested that we leave all positions as they are currently constituted. Based on this, we did not make any changes in the Library.

Within the rest of the Operating Budget, there were several part-time positions reviewed. In Town Hall, currently there are three positions that work twenty-hours (20) hours per week. Two of those positions are within the Town Clerk's Office. Based on the debate and decision of the Fall Town Meeting, we determined that we would not make any changes to these positions in FY 2015. The other 20 hour position works as the Sewer Department Administrative Assistant. Based on the workload, both the Sewer and Water Departments requested that this position be increased to 28 hours. We have included funding in the FY 2015 Budget for this increase. Please note that this position is paid for through Sewer Rates and has no impact on the overall operating budget.

There are two nineteen (19) hour positions, one in the IT Department as the Web Developer and the other as the Housing Coordinator. The Web Developer position is a salaried position and the employee currently working as the Web Developer is comfortable at 19 hours and does not want to see this position changed. The IT Director strongly feels that this position provides his department with what it needs and agrees that no change is necessary at this time. While that does not settle the issue with this position, we do not believe a change should be made at this time. We will revisit this issue when/if the current employee leaves the employ of the Town. The Housing Coordinator was thoroughly reviewed and an increase in hours is warranted based on current and expected work load. This position is funded through Community Preservation Act funds. The Land Use Director and I will be meeting with the Community Preservation Committee to request that this position be increased to 25 hours. Please note that any benefit cost associated with this increase will be covered by CPA funds.

The Municipal Buildings Budget currently has two (2) seventeen (17) hour per week positions and the Zoning Board of Appeals has one seventeen (17) hour Administrative Assistant Position. The 2013 Fall Town Meeting voted to increase one of the part-time custodian positions to thirty-five (35) hours in Fiscal Year 2014 to cover the added work created by the new Center Fire Station. This puts the current manpower within that Department at one (1) forty (40) hour position, one (1) thirty-five (35) hour position and one (1) seventeen (17) hour position. In reviewing this in more detail, we have decided to increase the 35 hour position to 40 hours and eliminate the 17 hour position. We believe that two full-time custodians will be able to provide the coverage to address our custodial needs in all Municipal Buildings. With regard to the Zoning Board of Appeals Administrative Assistant position, we have decreased the hours from seventeen (17) per week to fifteen (15) per week. After reviewing the current workload and the increase in hours to the other Land Use Department position, we determined that a decrease in this position was warranted. We will continue to monitor this and address any increase in workload that may impact hours.

The Finance Team and I believe that we have thoroughly addressed any part-time employee issues in the FY 2015 Proposed Operating Budget. We will continue to monitor those few positions on which a decision has been deferred and make any recommendations as they become necessary.

### **UNION CONTRACTS AND BY-LAW EMPLOYEES**

The Town now has seven (7) Collective Bargaining Units. All Agreements run through June 30, 2015. In FY 2015, they all call for a two (2%) percent wage adjustment. Please note that the Supervisors' Union Agreement calls for a two (2%) percent adjustment on June 30, 2014 which will impact the two (2%) percent wage adjustment in FY 2015. Having agreements with all of our unions has allowed us to maintain a stable work force and provide a solid budgetary forecast in FY 2015. I have recommended, and the Board of Selectmen and Personnel Board have agreed, that the remaining three (3) By-Law employees receive the same adjustment as the Supervisors Union. This will be the second year that we have implemented the 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 manager. I am pleased to report that this program continues to be very successful. The Fiscal Year 2015 financial impact of the negotiated and recommended wage adjustment, along with the performance incentive program is as follows:

Total Needed for Wage Adjustment	\$158,834
Total Needed for Performance Incentive	<u>\$ 34,018</u>
Total Budgetary Impact:	\$192,852

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

<b><u>Function</u></b>	<b><u>FY 2014 Appropriation</u></b>	<b><u>FY 2015 Proposed</u></b>	<b><u>Dollar Change</u></b>	<b><u>Percent Change</u></b>
General Government	\$ 1,746,272	\$ 1,783,047	\$ 36,775	2.11%
Land Use Departments	\$ 404,148	\$ 405,834	\$ 1,686	0.42%
Protection of Persons and Property	\$ 3,118,168	\$ 3,341,256	\$223,088	7.15%
Department of Public Works	\$ 2,036,669	\$ 2,090,784	\$ 54,115	2.66%
Library and Citizens Services	\$ 1,606,721	\$ 1,663,126	\$ 56,405	3.51%
Debt Service (within Levy Only)	\$ 715,571	\$ 644,544	\$(71,027)	-9.93%
Employee Benefits	<u>\$ 3,092,424</u>	<u>\$ 3,219,523</u>	<u>\$127,099</u>	<u>4.11%</u>
<b>Municipal Government Total</b>	<b>\$12,719,973</b>	<b>\$13,148,114</b>	<b>\$428,141</b>	<b>3.37%</b>

When developing the Municipal Budget, it was our intent to maintain our unexpended tax capacity at \$500,000 in an effort to keep any proposed tax increase in FY 2015 to two and one-half (2½%) percent. While the FY 2014 unexpended tax capacity is \$634,811, the decision to offset the tax rate by \$100,000 at the Fall Town Meeting raised it to from \$534,811. We will not be using any Free Cash to balance the FY 2015 Budget. In addition to the normal two and one half (2½%) percent increase in the levy limit, we are recommending the use of \$105,148 of the unexpended tax capacity (not including the \$100,000 in Free Cash used to offset the tax rate). The Proposed Budget presented for consideration is \$429,663 under the levy limit, or an increase in the tax rate of 3.43% (please note that the overall tax rate increase is 2.88% due to retirement of some excluded debt). As discussed earlier, there are several factors that have caused us to recommend the use of some of our unexpended tax capacity. The following is a breakdown of those issues:

<b><u>Issue</u></b>	<b><u>Budget Increase/Impact On Tax Levy</u></b>	<b><u>Percent of Municipal Budget</u></b>
Anticipated Reduction in State Aid	\$ 81,909	0.62%
Central Massachusetts Mosquito Control Project	\$ 73,000	0.55%
Additional Communications Officer	\$ 60,098	0.45%
Fully Fund Police Wage Account/New Accounting Position	\$ 73,897	0.56%
Sargisson Beach	<u>\$ 38,210</u>	<u>0.29%</u>
Total	\$327,114	2.93%

We strongly feel that these issues need to be addressed in the FY 2015 Operating Budget and are a good use of a portion of our unexpended tax capacity. 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.

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### **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, 2014. We are required to submit a balanced budget to the Board of Selectmen and Finance Committee by December 31, 2013 that includes budgets for all line items, including the Regional School Department Assessments (Groton-Dunstable, as well as Nashoba Valley Technical High School). For the past five years, I have set aside an increase of 2.5% for the Groton-Dunstable Regional School District (GDRSD). In FY 2015 this would be an increase of \$377,975. Based on reports that they may have a significant budget shortfall in FY 2014 that will impact the FY 2015 Budget, this amount may not meet their needs. In addition, we do not know what Dunstable will be able to contribute towards their Budget. We will need to monitor this closely before we finalize the FY 2015 Town Operating Budget. I am proposing the same 2.5% increase for the Nashoba Valley Technical High School, or \$11,715. 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 2015 Proposed Budgets.



## **CAPITAL BUDGET**

The Capital Budget will be submitted to the Board of Selectmen and Finance Committee under separate cover. The requested FY 2015 Capital Budget is \$1,830,290, with the major expenses being Fire Protection for the Lost Lake Area of Town and a new Ambulance for the Fire Department. The following sources will fund this requested amount:

Borrowing Authorization	\$1,150,000
Capital Asset Fund	\$ 360,290
Sewer Revenue	\$ 40,000
Ambulance Receipts	<u>\$ 280,000</u>
Total	\$1,830,290

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 five 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:

	<b><u>Appropriated FY 2014</u></b>	<b><u>Proposed FY 2015</u></b>	<b><u>Dollar Change</u></b>	<b><u>Percent Change</u></b>
Water Department	\$1,004,768	\$ 979,622	\$ (25,146)	-2.50%
Sewer Department	<u>\$ 836,687</u>	<u>\$ 673,166</u>	<u>\$(163,521)</u>	<u>-19.54%</u>
TOTAL ENTERPRISE FUNDS	\$1,841,455	\$1,652,788	\$(188,667)	-10.25%

## **TAX IMPACT OF THE PROPOSED OPERATING BUDGET**

The total Town Manager's Fiscal Year 2015 Proposed Operating Budget, including Regional School Assessments and excluded debt, is \$31,137,920 or an increase of 2.57%. This proposed budget is \$429,663 under the anticipated FY 2015 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 \$32,351,681. The Fiscal Year 2014 Tax Rate has been certified at \$17.38. Based on the proposed Budget, the estimated Tax Rate in Fiscal Year 2015 is \$17.88, or an increase of \$0.50. In Fiscal Year 2014, the average Tax Bill in the Town of Groton (based on a home valued at \$400,000) is \$6,952. Under this proposed budget, that same homeowner can expect a tax bill of \$7,152 or an increase of \$200. The following chart shows a comparison between FY 2014 and FY 2015:

	<b><u>Actual FY 2014</u></b>	<b><u>Proposed FY 2015</u></b>	<b><u>Dollar Change</u></b>	<b><u>Percent Change</u></b>
Levy Limit	\$24,260,190	\$25,348,413*	\$1,088,223	4.49%*
Tax Rate On Levy Limit	\$16.03	\$16.58	\$0.55	3.43%
Average Tax Bill	\$6,412	\$6,632	\$220	3.43%
Excluded Debt	\$2,049,772	\$1,985,478	\$(64,294)	-3.14%
Tax Rate On Excluded Debt	\$1.35	\$1.30	\$(0.05)	-3.70%
Average Tax Bill	\$540	\$520	\$(20.00)	-3.70%
Final Levy Limit	\$26,309,962	\$27,333,891**	\$1,023,929	3.89%**
Final Tax Rate	\$17.38	\$17.88	\$0.50	2.88%
Average Tax Bill	\$6,952	\$7,152	\$200	2.88%

\*Includes anticipated new growth of \$15 million.

\*\*Please note that the Proposed Budget is \$429,663 under the anticipated FY 2015 Levy Limit.

## **OTHER POST-EMPLOYMENT BENEFITS**

In last year's budget presentation, I discussed the need to address Other Post-Employment Benefits. The Board of Selectmen and Finance Committee decided not to address this issue in FY 2014. It would be irresponsible of me and my Finance Team if we did not address this issue. The following is the same discussion that appeared in last year's budget (updated for FY 2015):

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 2015 Operating Budget is \$429,663 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 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 2015 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 2019, 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 2015 would lower our excess tax capacity to \$329,663 and add \$0.06 to the estimated tax rate (bringing it to \$17.94, an increase of \$0.56 or 3.22%) and cost the average tax payer an additional \$24 (bringing the average tax bill to \$7,176, or an increase of \$224 or 3.22%). Enclosed in the Budget presentation is a five year projection of the impact on the budget by addressing OPEB in FY 2015 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 2015.

## **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 Patricia DuFresne, Rena Swezey, Michael Hartnett, Suzanne Loverin, Joan Tallent and Dawn Dunbar 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 2015 LEVY LIMIT CALCUATION

Revised: 12/14/2013

### I. 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	\$	376,171	
D.	ADD FY 2014 OVERRIDE	\$	-	
E.	FY 2014 SUBTOTAL	\$	24,895,001	\$ 24,895,001
F.	FY 2014 LEVY CEILING	\$	37,923,894	FY 2014 LEVY LIMIT

### II. TO CALCULATE THE FY 2015 LEVY LIMIT

A.	FY 2014 LEVY LIMIT	\$	24,895,001	
A1.	ADD AMENDED FY 2014 NEW GROWTH	\$	-	
B.	ADD TWO AND ONE HALF PERCENT	\$	622,375	
C.	ADD FY 2015 NEW GROWTH	\$	260,700	
D.	ADD FY 2015 OVERRIDE	\$	-	
E.	FY 2015 SUBTOTAL	\$	25,778,076	\$ 25,778,076
F.	FY 2015 LEVY CEILING	\$	37,923,894	FY 2015 LEVY LIMIT

Revised: 12/14/2013

## **TOWN OF GROTON, MASSACHUSETTS FY 2015 TOTAL TAX LEVY CALCULATION**

<b>FY 2015 LEVY LIMIT</b>	<b>\$</b>	<b>25,778,076</b>
CAPITAL EXCLUSION	\$	-
DEBT EXCLUSION - TOWN	\$	774,177
DEBT EXCLUSION - SEWER	\$	-
DEBT EXCLUSION - WATER	\$	-
DEBT EXCLUSION - GDRSD	\$	1,211,301
<b>SUB-TOTAL - EXCLUSIONS</b>	<b>\$</b>	<b>1,985,478</b>
<b>TOTAL TAX LEVY</b>	<b>\$</b>	<b>27,763,554</b>

Revised: 12/14/2013

**TOWN OF GROTON  
FISCAL YEAR 2015  
REVENUE ESTIMATES**

	<b>BUDGETED FY 2014</b>	<b>ESTIMATED FY 2015</b>	<b>CHANGE</b>
<b>PROPERTY TAX REVENUE</b>	\$ 24,895,001	\$ 25,778,076	\$ 883,075
<b>DEBT EXCLUSIONS</b>	\$ 2,049,772	\$ 1,985,478	\$ (64,294)
<b>CHERRY SHEET - STATE AID</b>	\$ 818,909	\$ 737,000	\$ (81,909)
<b>UNEXPENDED TAX CAPACITY</b>	\$ (634,811)	\$ (429,663)	\$ 205,148
<b>LOCAL RECEIPTS:</b>			
General Revenue:			
Motor Vehicle Excise Taxes	\$ 1,285,000	\$ 1,325,000	\$ 40,000
Penalties & Interest on Taxes	\$ 90,000	\$ 90,000	\$ -
Payments in Lieu of Taxes	\$ 190,000	\$ 190,000	\$ -
Other Charges for Services	\$ 66,500	\$ 66,500	\$ -
Fees	\$ 414,000	\$ 375,000	\$ (39,000)
Rentals	\$ 27,000	\$ 25,000	\$ (2,000)
Library Revenues	\$ 15,000	\$ 12,000	\$ (3,000)
Other Departmental Revenue	\$ 492,000	\$ 525,000	\$ 33,000
Licenses and Permits	\$ 256,000	\$ 275,000	\$ 19,000
Fines and Forfeits	\$ 22,000	\$ 22,000	\$ -
Investment Income	\$ 6,000	\$ 10,000	\$ 4,000
Recreation Revenues	\$ 550,000	\$ 550,000	\$ -
Miscellaneous Non-Recurring	\$ -	\$ -	\$ -
<b>Sub-total - General Revenue</b>	<b>\$ 3,413,500</b>	<b>\$ 3,465,500</b>	<b>\$ 52,000</b>
Other Revenue:			
Free Cash	\$ 100,000	\$ -	\$ (100,000)
Stabilization Fund for Minor Capital	\$ -	\$ -	\$ -
Stabilization Fund for Tax Rate Relief	\$ -	\$ -	\$ -
Capital Asset Stabilization Fund	\$ 369,500	\$ 360,290	\$ (9,210)
EMS/Conservation Fund Receipts Reserve	\$ 200,000	\$ 455,000	\$ 255,000
Community Preservation Funds	\$ -	\$ -	\$ -
Water Department Surplus	\$ -	\$ -	\$ -
Sewer Department Surplus	\$ -	\$ -	\$ -
Insurance Reimbursements	\$ 22,000	\$ -	\$ (22,000)
Encumbrances	\$ -	\$ -	\$ -
<b>Sub-total - Other Revenue</b>	<b>\$ 691,500</b>	<b>\$ 815,290</b>	<b>\$ 123,790</b>
<b>WATER DEPARTMENT ENTERPRISE</b>	<b>\$ 1,004,768</b>	<b>\$ 979,622</b>	<b>\$ (25,146)</b>
<b>SEWER DEPARTMENT ENTERPRISE</b>	<b>\$ 836,687</b>	<b>\$ 673,166</b>	<b>\$ (163,521)</b>
<b>TOTAL ESTIMATED REVENUE</b>	<b>\$ 33,075,326</b>	<b>\$ 34,004,469</b>	<b>\$ 929,143</b>

**TOWN OF GROTON  
FISCAL YEAR 2015  
TAX LEVY CALCULATIONS**

**Revised: 12/14/2013**

**FY 2015 PROPOSED EXPENDITURES**

**Town Manager Proposed Budget**

General Government	\$	1,783,047
Land Use Departments	\$	405,834
Protection of Persons and Property	\$	3,341,256
Regional School Districts	\$	17,215,629
Department of Public Works	\$	2,090,784
Library and Citizen Services	\$	1,663,126
Debt Service	\$	1,418,721
Employee Benefits	\$	3,219,523

A. TOTAL DEPARTMENTAL BUDGET REQUESTS	\$	31,137,920
B. CAPITAL BUDGET REQUESTS	\$	640,290
C. ENTERPRISE FUND REQUESTS	\$	1,652,788
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	\$	150,000
10. Other		

E. TOTAL OTHER AMOUNTS TO BE RAISED	\$	171,000
F. STATE AND COUNTY CHERRY SHEET CHARGES	\$	177,471
G. ALLOWANCE FOR ABATEMENTS AND EXEMPTIONS	\$	225,000

<b>TOTAL PROPOSED EXPENDITURES</b>	<b>\$</b>	<b>34,004,469</b>
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**FY 2015 ESTIMATED RECEIPTS**

ESTIMATED TAX LEVY			
Levy Limit	\$	25,778,076	
Debt Exclusion	\$	1,985,478	
A. ESTIMATED TAX LEVY		\$	27,763,554
B. CHERRY SHEET ESTIMATED RECEIPTS		\$	737,000
C. LOCAL RECEIPTS NOT ALLOCATED		\$	3,465,500
C. OFFSET RECEIPTS		\$	-
D. ENTERPRISE FUNDS		\$	1,652,788
E. COMMUNITY PRESERVATION FUNDS		\$	-
F. FREE CASH		\$	-
OTHER AVAILABLE FUNDS			
1. Stabilization Fund			
2. Capital Asset Fund	\$	360,290	
3. EMS/Conservation Fund	\$	455,000	
G. OTHER AVAILABLE FUNDS		\$	815,290
<b>TOTAL ESTIMATED RECEIPTS</b>		<b>\$</b>	<b>34,434,132</b>
<b>FY 2015 SURPLUS/(DEFICIT)</b>		<b>\$</b>	<b>429,663</b>

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

**FISCAL YEAR 2015**

**I. TAX RATE SUMMARY**

Ia.	Total amount to be raised (from IIe)	\$	34,004,469.00
Ib.	Total estimated receipts and other revenue sources (from IIIe)	\$	6,670,578.00
Ic.	Tax levy (Ia minus Ib)	\$	27,333,891.00
Id.	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	93.6530%	\$ 25,599,006.43	\$ 1,431,773,250.00	\$ 17.88	\$ 25,599,006.43
NET OF EXEMPT					\$ -
OPEN SPACE	0.0000%	\$ -	\$ -		\$ -
COMMERCIAL	3.8789%	\$ 1,060,247.73	\$ 59,300,518.00	\$ 17.88	\$ 1,060,247.73
NET OF EXEMPT					\$ -
INDUSTRIAL	0.8689%	\$ 237,507.72	\$ 13,284,000.00	\$ 17.88	\$ 237,507.72
SUBTOTAL	98.4008%		\$ 1,504,357,768.00		\$ 26,896,761.88
PERSONAL	1.5992%	\$ 437,129.12	\$ 24,448,987.00	\$ 17.88	\$ 437,129.12
TOTAL	100.0000%		\$ 1,528,806,755.00		\$ 27,333,891.00

## TAX RATE RECAPITULATION GROTON

**FISCAL YEAR 2015**

**II. AMOUNTS TO BE RAISED**

II a. Appropriations		\$ 33,430,998
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	\$ 150,000	
10. Other		
TOTAL II b.		\$ 171,000
II c. State and County Cherry Sheet Charges		\$ 177,471
II d. Allowance for Abatements and Exemptions (overlay)		\$ 225,000
<b>II e. TOTAL AMOUNT TO BE RAISED</b>		<b>\$ 34,004,469</b>

### III. Estimated Receipts and Other Revenue Sources

#### III a. Estimated Receipts - State

1. Cherry Sheet Estimated Receipts	\$	737,000	
2. Massachusetts School Building Authority Payments			
TOTAL III a.		\$	737,000

#### III b. Estimated Receipts - Local

1. Local Receipts Not Allocated	\$	3,465,500	
2. Offset Receipts	\$	-	
3. Enterprise Funds	\$	1,652,788	
4. Community Preservation Funds	\$	-	
TOTAL III b.		\$	5,118,288

#### III c. Revenue Sources Appropriated for Particular Purposes

1. Free Cash	\$	-	
2. Other Available Funds	\$	815,290	
TOTAL III c.		\$	815,290

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

1a. Free Cash...appropriated on or before June 30, 2014			
1b. Free Cash...appropriated on or after July 1, 2014			
2. Municipal Light Source			
3. Teachers' Pay Deferral			
4. Other Source:			
TOTAL III d.		\$	-

III e. Total Estimated Receipts and Other Revenue Sources		\$	6,670,578
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### IV. Summary of Total Amount to be Raised and Total Receipts from All Sources

a. Total Amount to be Raised		\$	34,004,469
b. Total Estimated Receipts and Other Revenue Sources	\$	6,670,578	
c. Total Real and Personal Property Tax Levy	\$	27,333,891	
d. Total Receipts from All Sources		\$	34,004,469

**TAX RATE RECAPITULATION  
GROTON**

**FISCAL YEAR 2015**

**LOCAL RECEIPTS NOT ALLOCATED**

		<b>BUDGETED RECEIPTS FY 2014</b>	<b>ESTIMATED RECEIPTS FY 2015</b>
		<hr/>	<hr/>
1	MOTOR VEHICLE EXCISE	\$ 1,285,000	\$ 1,325,000
2	OTHER EXCISE	\$ -	\$ -
3	PENALTIES AND INTEREST ON TAXES	\$ 90,000	\$ 90,000
4	PAYMENTS IN LIEU OF TAXES	\$ 190,000	\$ 190,000
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	\$ 66,500	\$ 66,500
10	FEES	\$ 414,000	\$ 375,000
11	RENTAL	\$ 27,000	\$ 25,000
12	DEPARTMENTAL REVENUE - SCHOOLS	\$ -	\$ -
13	DEPARTMENTAL REVENUE - LIBRARIES	\$ 15,000	\$ 12,000
14	DEPARTMENTAL REVENUE - CEMETERIES	\$ -	\$ -
15	DEPARTMENTAL REVENUE - RECREATION	\$ 550,000	\$ 550,000
16	OTHER DEPARTMENTAL REVENUE	\$ 492,000	\$ 525,000
17	LICENSES AND PERMITS	\$ 256,000	\$ 275,000
18	SPECIAL ASSESSMENTS	\$ -	\$ -
19	FINES AND FORFEITS	\$ 22,000	\$ 22,000
20	INVESTMENT INCOME	\$ 6,000	\$ 10,000
21	MISCELLANEOUS RECURRING	\$ -	\$ -
22	MISCELLANEOUS NON-RECURRING	\$ -	\$ -
	<b>TOTAL</b>	<b>\$ 3,413,500</b>	<b>\$ 3,465,500</b>

Revised: 12-14-2013

## TOWN OF GROTON FISCAL YEAR 2015

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE
<b><u>GENERAL GOVERNMENT</u></b>							
<b>MODERATOR</b>							
1000	Salaries	\$ 65	\$ 65	\$ 65	\$ 500	\$ 500	669.23%
1001	Expenses	\$ 78	\$ 54	\$ 80	\$ 80	\$ 80	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 143</b>	<b>\$ 119</b>	<b>\$ 145</b>	<b>\$ 580</b>	<b>\$ 580</b>	<b>300.00%</b>
<b>BOARD OF SELECTMEN</b>							
1020	Salaries	\$ 3,950	\$ 3,950	\$ 3,950	\$ 7,800	\$ 7,800	97.47%
1021	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1022	Expenses	\$ 10,234	\$ 1,376	\$ 1,900	\$ 2,000	\$ 2,000	5.26%
1023	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1024	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 14,184</b>	<b>\$ 5,326</b>	<b>\$ 5,850</b>	<b>\$ 9,800</b>	<b>\$ 9,800</b>	<b>67.52%</b>
<b>TOWN MANAGER</b>							
1030	Salaries	\$ 169,012	\$ 172,069	\$ 179,021	\$ 182,546	\$ 183,649	2.59%
1031	Wages	\$ 50,142	\$ 65,848	\$ 82,060	\$ 84,191	\$ 84,191	2.60%
1032	Expenses	\$ 4,142	\$ 2,797	\$ 3,000	\$ 3,300	\$ 3,300	10.00%
1033	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1034	Performance Evaluations	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 223,296</b>	<b>\$ 240,714</b>	<b>\$ 264,081</b>	<b>\$ 270,037</b>	<b>\$ 271,140</b>	<b>2.67%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>FINANCE COMMITTEE</b>							
1040	Expenses	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	0.00%
1041	Reserve Fund	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 150,000	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ 151,000</b>	<b>\$ 151,000</b>	<b>0.67%</b>
<b>TOWN ACCOUNTANT</b>							
1050	Salaries	\$ 95,684	\$ 104,468	\$ 70,227	\$ 73,064	\$ 73,064	4.04%
1051	Wages	\$ 28,822	\$ 30,585	\$ 31,780	\$ 33,065	\$ 33,065	4.04%
1052	Expenses	\$ 29,098	\$ 33,427	\$ 31,600	\$ 30,560	\$ 30,560	-3.29%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 153,604</b>	<b>\$ 168,480</b>	<b>\$ 133,607</b>	<b>\$ 136,689</b>	<b>\$ 136,689</b>	<b>2.31%</b>
<b>BOARD OF ASSESSORS</b>							
1060	Salaries	\$ 75,205	\$ 77,381	\$ 79,637	\$ 83,246	\$ 83,246	4.53%
1061	Wages	\$ 77,198	\$ 78,328	\$ 84,950	\$ 87,696	\$ 87,696	3.23%
1062	Expenses	\$ 18,906	\$ 12,217	\$ 17,475	\$ 18,050	\$ 18,250	4.43%
1063	Legal Expense	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 171,309</b>	<b>\$ 167,926</b>	<b>\$ 182,062</b>	<b>\$ 188,992</b>	<b>\$ 189,192</b>	<b>3.92%</b>
<b>TREASURER/TAX COLLECTOR</b>							
1070	Salaries	\$ 67,713	\$ 53,919	\$ 77,719	\$ 79,273	\$ 79,273	2.00%
1071	Wages	\$ 103,230	\$ 102,259	\$ 112,738	\$ 92,471	\$ 92,471	-17.98%
1072	Expenses	\$ 27,975	\$ 18,732	\$ 18,840	\$ 20,274	\$ 18,774	-0.35%
1073	Tax Title	\$ 4,349	\$ 2,112	\$ 8,100	\$ 8,100	\$ 6,000	-25.93%
1074	Bond Cost	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 205,767</b>	<b>\$ 179,522</b>	<b>\$ 219,897</b>	<b>\$ 202,618</b>	<b>\$ 199,018</b>	<b>-9.49%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>TOWN COUNSEL</b>							
1080	Expenses	\$ 72,146	\$ 60,765	\$ 90,000	\$ 90,000	\$ 90,000	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 72,146</b>	<b>\$ 60,765</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>0.00%</b>
<b>HUMAN RESOURCES</b>							
1090	Salary	\$ 47,804	\$ 51,927	\$ 68,624	\$ 71,396	\$ 71,396	4.04%
1091	Expenses	\$ 3,215	\$ 4,942	\$ 4,750	\$ 4,450	\$ 4,450	-6.32%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 51,019</b>	<b>\$ 56,869</b>	<b>\$ 73,374</b>	<b>\$ 75,846</b>	<b>\$ 75,846</b>	<b>3.37%</b>
<b>INFORMATION TECHNOLOGY</b>							
1100	Salary	\$ 79,249	\$ 81,626	\$ 115,080	\$ 121,618	\$ 121,618	5.68%
1101	Wages	\$ 4,233	\$ 17,299	\$ 33,305	\$ 34,640	\$ 34,640	4.01%
1102	Expenses	\$ 24,637	\$ 23,960	\$ 25,000	\$ 24,800	\$ 24,800	-0.80%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 108,119</b>	<b>\$ 122,885</b>	<b>\$ 173,385</b>	<b>\$ 181,058</b>	<b>\$ 181,058</b>	<b>4.43%</b>
<b>GIS STEERING COMMITTEE</b>							
1120	Expenses	\$ 15,310	\$ 11,470	\$ 15,400	\$ 15,100	\$ 15,100	-1.95%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 15,310</b>	<b>\$ 11,470</b>	<b>\$ 15,400</b>	<b>\$ 15,100</b>	<b>\$ 15,100</b>	<b>-1.95%</b>
<b>TOWN CLERK</b>							
1130	Salaries	\$ 63,000	\$ 66,193	\$ 68,867	\$ 71,649	\$ 71,649	4.04%
1131	Wages	\$ 42,962	\$ 44,788	\$ 49,185	\$ 53,041	\$ 53,041	7.84%
1132	Expenses	\$ 6,028	\$ 3,223	\$ 10,079	\$ 9,520	\$ 9,520	-5.55%
1133	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 111,990</b>	<b>\$ 114,204</b>	<b>\$ 128,131</b>	<b>\$ 134,210</b>	<b>\$ 134,210</b>	<b>4.74%</b>



LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>ELECTIONS &amp; BOARD OF REGISTRARS</b>							
1140	Stipend	\$ 5,978	\$ 8,982	\$ 3,840	\$ 10,050	\$ 10,050	161.72%
1141	Expenses	\$ 9,275	\$ 12,229	\$ 7,170	\$ 23,606	\$ 12,014	67.56%
1142	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 15,253</b>	<b>\$ 21,211</b>	<b>\$ 11,010</b>	<b>\$ 33,656</b>	<b>\$ 22,064</b>	<b>100.40%</b>
<b>STREET LISTINGS</b>							
1150	Expenses	\$ 4,776	\$ 3,252	\$ 5,870	\$ 5,850	\$ 5,850	-0.34%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 4,776</b>	<b>\$ 3,252</b>	<b>\$ 5,870</b>	<b>\$ 5,850</b>	<b>\$ 5,850</b>	<b>-0.34%</b>
<b>INSURANCE &amp; BONDING</b>							
1160	Insurance & Bonding	\$ 119,084	\$ 127,421	\$ 143,000	\$ 150,000	\$ 143,000	0.00%
1161	Insurance Deductible Reserve - Liability	\$ 3,000	\$ -	\$ 12,000	\$ 12,000	\$ 12,000	0.00%
1162	Insurance Deductible Reserve - 111F	\$ 8,663	\$ 22,402	\$ 25,000	\$ 25,000	\$ 25,000	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 130,747</b>	<b>\$ 149,823</b>	<b>\$ 180,000</b>	<b>\$ 187,000</b>	<b>\$ 180,000</b>	<b>0.00%</b>
<b>TOWN REPORT</b>							
1170	Expenses	\$ 1,500	\$ 1,388	\$ 1,500	\$ 1,500	\$ 1,500	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,500</b>	<b>\$ 1,388</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>POSTAGE/TOWN HALL EXPENSES</b>							
1180	Expenses	\$ 47,588	\$ 47,434	\$ 47,960	\$ 53,000	\$ 53,000	10.51%
1181	Telephone Expenses	\$ 35,324	\$ 38,400	\$ 47,000	\$ 50,000	\$ 50,000	0.00%
1182	Office Supplies	\$ -	\$ 16,352	\$ 17,000	\$ 17,000	\$ 17,000	0.00%
<hr/>							
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 82,912</b>	<b>\$ 102,186</b>	<b>\$ 111,960</b>	<b>\$ 120,000</b>	<b>\$ 120,000</b>	<b>7.18%</b>
<hr/>							
<b>TOTAL GENERAL GOVERNMENT</b>		<b>\$ 1,362,075</b>	<b>\$ 1,406,140</b>	<b>\$ 1,746,272</b>	<b>\$ 1,803,936</b>	<b>\$ 1,783,047</b>	<b>2.11%</b>
<hr/>							
<b><u>LAND USE DEPARTMENTS</u></b>							
<b>CONSERVATION COMMISSION</b>							
1200	Salary	\$ 59,006	\$ 61,116	\$ 62,331	\$ 60,180	\$ 60,180	-3.45%
1201	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1202	Expenses	\$ 6,334	\$ 5,430	\$ 7,950	\$ 7,950	\$ 7,950	0.00%
1203	Engineering & Legal	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1204	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<hr/>							
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 65,340</b>	<b>\$ 66,546</b>	<b>\$ 70,281</b>	<b>\$ 68,130</b>	<b>\$ 68,130</b>	<b>-3.06%</b>
<hr/>							
<b>PLANNING BOARD</b>							
1210	Salaries	\$ 71,341	\$ 73,525	\$ 75,715	\$ 80,788	\$ 80,788	6.70%
1211	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1212	Expenses	\$ 5,535	\$ 4,479	\$ 9,100	\$ 9,100	\$ 8,100	-10.99%
1213	M.R.P.C. Assessment	\$ 2,672	\$ 3,082	\$ 3,160	\$ 3,160	\$ 3,160	0.00%
1214	Legal Budget	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<hr/>							
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 79,548</b>	<b>\$ 81,086</b>	<b>\$ 87,975</b>	<b>\$ 93,048</b>	<b>\$ 92,048</b>	<b>4.63%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>ZONING BOARD OF APPEALS</b>							
1220	Wages	\$ 18,840	\$ 18,967	\$ 20,102	\$ 20,703	\$ 18,267	-9.13%
1221	Expenses	\$ 561	\$ 819	\$ 1,100	\$ 1,400	\$ 1,400	27.27%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 19,401</b>	<b>\$ 19,786</b>	<b>\$ 21,202</b>	<b>\$ 22,103</b>	<b>\$ 19,667</b>	<b>-7.24%</b>
<b>HISTORIC DISTRICT COMMISSION</b>							
1230	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1231	Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>BUILDING INSPECTOR</b>							
1240	Salaries	\$ 36,552	\$ 39,792	\$ 76,195	\$ 79,273	\$ 79,273	4.04%
1241	Wages	\$ 57,519	\$ 62,749	\$ 64,507	\$ 66,831	\$ 62,578	-2.99%
1242	Expenses	\$ 6,205	\$ 423	\$ 7,900	\$ 7,900	\$ 7,900	0.00%
1243	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 100,276</b>	<b>\$ 102,964</b>	<b>\$ 148,602</b>	<b>\$ 154,004</b>	<b>\$ 149,751</b>	<b>0.77%</b>
<b>MECHANICAL INSPECTOR</b>							
1250	Fee Salaries	\$ 21,768	\$ 23,712	\$ 20,000	\$ 25,000	\$ 20,000	0.00%
1251	Expenses	\$ 2,229	\$ 3,204	\$ 3,500	\$ 3,500	\$ 3,500	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 23,997</b>	<b>\$ 26,916</b>	<b>\$ 23,500</b>	<b>\$ 28,500</b>	<b>\$ 23,500</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>EARTH REMOVAL INSPECTOR</b>							
1260	Stipend	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	0.00%
1261	Expenses	\$ 100	\$ 81	\$ 100	\$ 100	\$ 100	0.00%
1262	Minor Capital		\$	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 101</b>	<b>\$ 82</b>	<b>\$ 101</b>	<b>\$ 101</b>	<b>\$ 101</b>	<b>0.00%</b>
<b>BOARD OF HEALTH</b>							
1270	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1271	Expenses	\$ 576	\$ 663	\$ 1,000	\$ 1,150	\$ 1,150	15.00%
1272	Nursing Services	\$ -	\$ -	\$ 10,021	\$ 10,021	\$ 10,021	0.00%
1273	Nashoba Health District	\$ 30,143	\$ 33,103	\$ 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	\$ 9,636	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 40,355</b>	<b>\$ 43,766</b>	<b>\$ 49,887</b>	<b>\$ 50,037</b>	<b>\$ 50,037</b>	<b>0.30%</b>
<b>SEALER OF WEIGHTS &amp; MEASURES</b>							
1280	Fee Salaries	\$ 3,000	\$ 2,060	\$ 2,500	\$ 2,500	\$ 2,500	0.00%
1281	Expenses	\$ 20	\$ 100	\$ 100	\$ 100	\$ 100	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 3,020</b>	<b>\$ 2,160</b>	<b>\$ 2,600</b>	<b>\$ 2,600</b>	<b>\$ 2,600</b>	<b>0.00%</b>
<b>TOTAL LAND USE DEPARTMENTS</b>		<b>\$ 332,038</b>	<b>\$ 343,306</b>	<b>\$ 404,148</b>	<b>\$ 418,523</b>	<b>\$ 405,834</b>	<b>0.42%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE
<b><u>PROTECTION OF PERSONS AND PROPERTY</u></b>							
<b>POLICE DEPARTMENT</b>							
1300	Salaries	\$ 188,068	\$ 213,319	\$ 275,140	\$ 284,676	\$ 284,676	3.47%
1301	Wages	\$ 1,294,589	\$ 1,433,487	\$ 1,398,025	\$ 1,492,580	\$ 1,492,580	6.76%
1302	Expenses	\$ 153,852	\$ 171,411	\$ 151,171	\$ 200,171	\$ 176,171	16.54%
1303	Lease or Purchase of Cruisers	\$ 3,900	\$ 3,900	\$ 3,900	\$ 4,000	\$ 4,000	2.56%
1304	PS Building (Expenses)	\$ 48,787	\$ -	\$ -	\$ -	\$ -	0.00%
1305	Minor Capital	\$ 12,147	\$ 14,603	\$ 15,000	\$ 90,691	\$ 15,000	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,701,343</b>	<b>\$ 1,836,720</b>	<b>\$ 1,843,236</b>	<b>\$ 2,072,118</b>	<b>\$ 1,972,427</b>	<b>7.01%</b>
<b>FIRE DEPARTMENT</b>							
1310	Salaries	\$ 101,650	\$ 104,692	\$ 106,781	\$ 108,912	\$ 108,912	2.00%
1311	Wages	\$ 496,566	\$ 582,051	\$ 625,315	\$ 651,016	\$ 651,016	4.11%
1312	Expenses	\$ 150,948	\$ 128,077	\$ 119,809	\$ 145,659	\$ 120,059	0.21%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 749,164</b>	<b>\$ 814,820</b>	<b>\$ 851,905</b>	<b>\$ 905,587</b>	<b>\$ 879,987</b>	<b>3.30%</b>
<b>GROTON WATER FIRE PROTECTION</b>							
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%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 3,250</b>	<b>\$ 3,250</b>	<b>\$ 3,250</b>	<b>\$ 3,250</b>	<b>\$ 3,250</b>	<b>0.00%</b>
<b>ANIMAL INSPECTOR</b>							
1330	Salary	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	0.00%
1331	Expenses	\$ 191	\$ -	\$ 400	\$ 400	\$ 400	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 2,273</b>	<b>\$ 2,082</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>ANIMAL CONTROL OFFICER</b>							
1340	Salary	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	0.00%
1341	Expenses	\$ -	\$ -	\$ 400	\$ 400	\$ 400	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 2,082</b>	<b>\$ 2,082</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>0.00%</b>
<b>EMERGENCY MANAGEMENT AGENCY</b>							
1350	Salary	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1351	Expenses	\$ 2,321	\$ 4,484	\$ 13,000	\$ 13,000	\$ 13,000	0.00%
1352	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 2,321</b>	<b>\$ 4,484</b>	<b>\$ 13,000</b>	<b>\$ 13,000</b>	<b>\$ 13,000</b>	<b>0.00%</b>
<b>DOG OFFICER</b>							
1360	Salary	\$ 13,973	\$ 13,637	\$ 13,973	\$ 13,973	\$ 13,973	0.00%
1361	Expenses	\$ 5,206	\$ 3,917	\$ 4,800	\$ 4,250	\$ 4,250	-11.46%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 19,179</b>	<b>\$ 17,554</b>	<b>\$ 18,773</b>	<b>\$ 18,223</b>	<b>\$ 18,223</b>	<b>-2.93%</b>
<b>POLICE &amp; FIRE COMMUNICATIONS</b>							
1370	Wages	\$ 234,924	\$ 136,769	\$ 369,815	\$ 491,251	\$ 436,180	17.95%
1371	Expenses	\$ 15,000	\$ 11,650	\$ 13,225	\$ 13,225	\$ 13,225	0.00%
1372	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 249,924</b>	<b>\$ 148,419</b>	<b>\$ 383,040</b>	<b>\$ 504,476</b>	<b>\$ 449,405</b>	<b>17.33%</b>
<b>TOTAL PROTECTION OF PERSONS AND PROPERTY</b>		<b>\$ 2,729,536</b>	<b>\$ 2,829,411</b>	<b>\$ 3,118,168</b>	<b>\$ 3,521,618</b>	<b>\$ 3,341,256</b>	<b>7.15%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE
<b><u>REGIONAL SCHOOL DISTRICT BUDGETS</u></b>							
<b>NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL</b>							
1400	Operating Expenses	\$ 460,799	\$ 449,967	\$ 468,592	\$ 480,307	\$ 480,307	2.50%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 460,799</b>	<b>\$ 449,967</b>	<b>\$ 468,592</b>	<b>\$ 480,307</b>	<b>\$ 480,307</b>	<b>2.50%</b>
<b>GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT</b>							
1410	Operating Expenses	\$ 15,754,296	\$ 15,963,523	\$ 15,118,999	\$ 15,496,974	\$ 15,496,974	2.50%
1411	Debt Service, Excluded	\$ -	\$ -	\$ 1,233,324	\$ 1,211,301	\$ 1,211,301	-1.79%
1412	Debt Service, Unexcluded	\$ -	\$ -	\$ -	\$ 27,047	\$ 27,047	0.00%
1413	Out of District Placement	\$ 18,375	\$ -	\$ 1	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 15,772,671</b>	<b>\$ 15,963,523</b>	<b>\$ 16,352,324</b>	<b>\$ 16,735,322</b>	<b>\$ 16,735,322</b>	<b>2.34%</b>
<b>TOTAL SCHOOLS</b>		<b>\$ 16,233,470</b>	<b>\$ 16,413,490</b>	<b>\$ 16,820,916</b>	<b>\$ 17,215,629</b>	<b>\$ 17,215,629</b>	<b>2.35%</b>
<b><u>DEPARTMENT OF PUBLIC WORKS</u></b>							
<b>HIGHWAY DEPARTMENT</b>							
1500	Salaries	\$ 82,017	\$ 84,520	\$ 87,894	\$ 92,809	\$ 92,809	5.59%
1501	Wages	\$ 585,369	\$ 574,909	\$ 640,030	\$ 657,775	\$ 605,341	-5.42%
1502	Expenses	\$ 147,812	\$ 149,242	\$ 140,300	\$ 140,300	\$ 140,300	0.00%
1503	Highway Maintenance	\$ 88,985	\$ 53,360	\$ 89,000	\$ 89,000	\$ 89,000	0.00%
1504	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 904,183</b>	<b>\$ 862,031</b>	<b>\$ 957,224</b>	<b>\$ 979,884</b>	<b>\$ 927,450</b>	<b>-3.11%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>STREET LIGHTS</b>							
1510	Expenses	\$ 17,800	\$ 13,350	\$ 24,000	\$ 24,000	\$ 24,000	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 17,800</b>	<b>\$ 13,350</b>	<b>\$ 24,000</b>	<b>\$ 24,000</b>	<b>\$ 24,000</b>	<b>0.00%</b>
<b>SNOW AND ICE</b>							
1520	Expenses	\$ 93,928	\$ 227,283	\$ 165,000	\$ 165,000	\$ 165,000	0.00%
1521	Overtime	\$ 195,216	\$ 141,520	\$ 140,000	\$ 140,000	\$ 140,000	0.00%
1522	Hired Equipment	\$ 50,850	\$ 69,714	\$ 35,000	\$ 35,000	\$ 35,000	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 339,994</b>	<b>\$ 438,517</b>	<b>\$ 340,000</b>	<b>\$ 340,000</b>	<b>\$ 340,000</b>	<b>0.00%</b>
<b>TREE WARDEN BUDGET</b>							
1530	Salary	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1531	Expenses	\$ 2,985	\$ 2,810	\$ 3,000	\$ 3,000	\$ 3,000	0.00%
1532	Trees	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	0.00%
1533	Tree Work	\$ 16,356	\$ 10,121	\$ 15,000	\$ 15,000	\$ 15,000	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 19,341</b>	<b>\$ 12,931</b>	<b>\$ 19,500</b>	<b>\$ 19,500</b>	<b>\$ 19,500</b>	<b>0.00%</b>
<b>MUNICIPAL BUILDING AND PROPERTY MAINTENANCE</b>							
1540	Wages	\$ 69,138	\$ 69,297	\$ 75,099	\$ 89,945	\$ 81,180	8.10%
1541	Expenses	\$ 181,059	\$ 229,239	\$ 237,350	\$ 287,350	\$ 272,350	14.75%
1542	Minor Capital	\$ 18,700	\$ 23,549	\$ 30,000	\$ 30,000	\$ 45,000	50.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 268,897</b>	<b>\$ 322,085</b>	<b>\$ 342,449</b>	<b>\$ 407,295</b>	<b>\$ 398,530</b>	<b>16.38%</b>



LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>SOLID WASTE DISPOSAL</b>							
1550	Wages	\$ 79,125	\$ 84,200	\$ 99,660	\$ 127,776	\$ 129,820	30.26%
1551	Expenses	\$ 54,431	\$ 53,768	\$ 54,486	\$ 54,486	\$ 54,486	0.00%
1552	Tipping Fees	\$ 131,996	\$ 130,152	\$ 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	\$ 5,000	\$ 5,000	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 271,402</b>	<b>\$ 283,970</b>	<b>\$ 304,996</b>	<b>\$ 328,112</b>	<b>\$ 330,156</b>	<b>8.25%</b>
<b>PARKS DEPARTMENT</b>							
1560	Wages	\$ 1,040	\$ 1,067	\$ 2,500	\$ 2,540	\$ 2,540	1.60%
1561	Expenses	\$ 36,084	\$ 40,467	\$ 46,000	\$ 48,608	\$ 48,608	5.67%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 37,124</b>	<b>\$ 41,534</b>	<b>\$ 48,500</b>	<b>\$ 51,148</b>	<b>\$ 51,148</b>	<b>5.46%</b>
<b>TOTAL DEPARTMENT OF PUBLIC WORKS</b>		<b>\$ 1,858,741</b>	<b>\$ 1,974,418</b>	<b>\$ 2,036,669</b>	<b>\$ 2,149,939</b>	<b>\$ 2,090,784</b>	<b>2.66%</b>
<b><u>LIBRARY AND CITIZEN'S SERVICES</u></b>							
<b>COUNCIL ON AGING</b>							
1600	Salaries	\$ -	\$ -	\$ 61,160	\$ 66,586	\$ 66,586	0.00%
1601	Wages	\$ 96,824	\$ 112,894	\$ 49,109	\$ 60,413	\$ 50,122	2.06%
1602	Expenses	\$ 6,994	\$ 3,889	\$ 8,454	\$ 11,173	\$ 8,454	0.00%
1603	Minor Capital	\$ -	\$ -	\$ -	\$ 5,500	\$ 4,000	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 103,818</b>	<b>\$ 116,783</b>	<b>\$ 118,723</b>	<b>\$ 143,672</b>	<b>\$ 129,162</b>	<b>8.79%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>SENIOR CENTER VAN</b>							
1610	Wages	\$ 23,894	\$ 27,409	\$ 37,371	\$ 40,806	\$ 40,806	9.19%
1611	Expenses	\$ 6,086	\$ 10,911	\$ 11,166	\$ 11,313	\$ 11,313	1.32%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 29,980</b>	<b>\$ 38,320</b>	<b>\$ 48,537</b>	<b>\$ 52,119</b>	<b>\$ 52,119</b>	<b>7.38%</b>
<b>VETERAN'S SERVICE OFFICER</b>							
1620	Salary	\$ 3,484	\$ 3,484	\$ 3,485	\$ 3,485	\$ 3,485	0.00%
1621	Expenses	\$ 284	\$ 262	\$ 900	\$ 900	\$ 900	0.00%
1622	Veterans' Benefits	\$ 48,412	\$ 54,092	\$ 48,200	\$ 60,000	\$ 50,000	3.73%
1623	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENT TOTAL</b>		<b>\$ 52,180</b>	<b>\$ 57,838</b>	<b>\$ 52,585</b>	<b>\$ 64,385</b>	<b>\$ 54,385</b>	<b>3.42%</b>
<b>GRAVES REGISTRATION</b>							
1630	Salary/Stipend	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	0.00%
1631	Expenses	\$ 660	\$ 660	\$ 660	\$ 660	\$ 660	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 910</b>	<b>\$ 910</b>	<b>\$ 910</b>	<b>\$ 910</b>	<b>\$ 910</b>	<b>0.00%</b>
<b>CARE OF VETERAN GRAVES</b>							
1640	Contract Expenses	\$ 1,000	\$ 1,625	\$ 1,625	\$ 1,550	\$ 1,550	-4.62%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,000</b>	<b>\$ 1,625</b>	<b>\$ 1,625</b>	<b>\$ 1,550</b>	<b>\$ 1,550</b>	<b>-4.62%</b>
<b>OLD BURYING GROUND COMMITTEE</b>							
1650	Expenses	\$ 1,099	\$ 698	\$ 700	\$ 700	\$ 700	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,099</b>	<b>\$ 698</b>	<b>\$ 700</b>	<b>\$ 700</b>	<b>\$ 700</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>LIBRARY</b>							
1660	Salary	\$ 261,547	\$ 273,543	\$ 277,145	\$ 285,878	\$ 285,878	3.15%
1661	Wages	\$ 298,062	\$ 307,549	\$ 318,999	\$ 358,409	\$ 344,992	8.15%
1662	Expenses	\$ 163,560	\$ 169,892	\$ 195,235	\$ 198,335	\$ 198,335	1.59%
1663	Minor Capital	\$ -	\$ -	\$ 13,082	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 723,169</b>	<b>\$ 750,984</b>	<b>\$ 804,461</b>	<b>\$ 842,622</b>	<b>\$ 829,205</b>	<b>3.08%</b>
<b>COMMEMORATIONS &amp; CELEBRATIONS</b>							
1670	Expenses	\$ 444	\$ 444	\$ 500	\$ 500	\$ 500	0.00%
1671	Fireworks	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 444</b>	<b>\$ 444</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>0.00%</b>
<b>WATER SAFETY</b>							
1680	Wages	\$ 1,643	\$ 2,151	\$ 2,640	\$ 2,640	\$ 2,640	0.00%
1681	Expenses and Minor Capital	\$ 436	\$ 422	\$ 15,950	\$ 26,570	\$ 26,570	66.58%
1682	Property Maint. & Improvements	\$ -	\$ -	\$ -	\$ 9,000	\$ 9,000	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 2,079</b>	<b>\$ 2,573</b>	<b>\$ 18,590</b>	<b>\$ 38,210</b>	<b>\$ 38,210</b>	<b>105.54%</b>
<b>WEED MANAGEMENT</b>							
1690	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1691	Expenses: Weed Harvester	\$ 7,703	\$ 1,615	\$ 7,705	\$ 7,705	\$ 4,000	-48.09%
1692	Expenses: Great Lakes	\$ 3,635	\$ 300	\$ 2,385	\$ 2,385	\$ 2,385	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 11,338</b>	<b>\$ 1,915</b>	<b>\$ 10,090</b>	<b>\$ 10,090</b>	<b>\$ 6,385</b>	<b>-36.72%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>GROTON COUNTRY CLUB</b>							
1700	Salary	\$ 118,770	\$ 122,450	\$ 126,764	\$ 133,150	\$ 133,150	5.04%
1701	Wages	\$ 137,944	\$ 136,391	\$ 156,400	\$ 154,200	\$ 154,200	-1.41%
1702	Expenses	\$ 306,772	\$ 284,442	\$ 261,836	\$ 297,170	\$ 257,650	-1.60%
1703	Minor Capital	\$ 3,731	\$ 3,857	\$ 5,000	\$ 5,000	\$ 5,000	0.00%
<hr/>							
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 567,217</b>	<b>\$ 547,140</b>	<b>\$ 550,000</b>	<b>\$ 589,520</b>	<b>\$ 550,000</b>	<b>0.00%</b>
<hr/>							
	<b>TOTAL LIBRARY AND CITIZEN SERVICES</b>	<b>\$ 1,493,234</b>	<b>\$ 1,519,230</b>	<b>\$ 1,606,721</b>	<b>\$ 1,744,278</b>	<b>\$ 1,663,126</b>	<b>3.51%</b>
 <b><u>DEBT SERVICE</u></b>							
<b>DEBT SERVICE</b>							
2000	Long Term Debt - Principal Excluded	\$ 626,646	\$ 737,964	\$ 651,100	\$ 630,640	\$ 630,640	-3.14%
2001	Long Term Debt - Principal Non-Excluded	\$ -	\$ -	\$ 73,268	\$ 352,030	\$ 352,030	0.00%
2002	Long Term Debt - Interest - Excluded	\$ 229,156	\$ 206,432	\$ 165,348	\$ 143,537	\$ 143,537	-13.19%
2003	Long Term Debt - Interest - Non-Excluded	\$ -	\$ -	\$ 15,303	\$ 180,514	\$ 180,514	0.00%
2006	Short Term Debt - Principal - Town	\$ -	\$ -	\$ 127,000	\$ 112,000	\$ 112,000	0.00%
2007	Fire Station and Fitch's Bridge Debt	\$ -	\$ -	\$ 500,000	\$ -	\$ -	0.00%
<hr/>							
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 855,802</b>	<b>\$ 944,396</b>	<b>\$ 1,532,019</b>	<b>\$ 1,418,721</b>	<b>\$ 1,418,721</b>	<b>-7.40%</b>
<hr/>							
	<b>TOTAL DEBT SERVICE</b>	<b>\$ 855,802</b>	<b>\$ 944,396</b>	<b>\$ 1,532,019</b>	<b>\$ 1,418,721</b>	<b>\$ 1,418,721</b>	<b>-7.40%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE
<b><u>EMPLOYEE BENEFITS</u></b>							
<b>EMPLOYEE BENEFITS</b>							
GENERAL BENEFITS							
3000	County Retirement	\$ 1,324,432	\$ 1,377,437	\$ 1,502,924	\$ 1,591,023	\$ 1,591,023	5.86%
3001	State Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
3002	Unemployment Compensation	\$ 45,267	\$ 28,861	\$ 40,000	\$ 40,000	\$ 40,000	0.00%
INSURANCE							
3010	Health Insurance/Employee Expenses	\$ 1,387,790	\$ 1,299,409	\$ 1,447,000	\$ 1,511,000	\$ 1,479,000	2.21%
3011	Life Insurance	\$ 2,138	\$ 2,128	\$ 2,500	\$ 2,500	\$ 2,500	0.00%
3012	Medicare/Social Security	\$ 93,518	\$ 85,070	\$ 100,000	\$ 107,000	\$ 107,000	7.00%
<hr/>							
DEPARTMENTAL TOTAL		\$ 2,853,145	\$ 2,792,905	\$ 3,092,424	\$ 3,251,523	\$ 3,219,523	4.11%
TOTAL EMPLOYEE BENEFITS		\$ 2,853,145	\$ 2,792,905	\$ 3,092,424	\$ 3,251,523	\$ 3,219,523	4.11%
GRAND TOTAL - TOWN BUDGET		\$ 27,718,041	\$ 28,223,296	\$ 30,357,337	\$ 31,524,167	\$ 31,137,920	2.57%

**TOWN OF GROTON  
FISCAL YEAR 2015  
TAX IMPACT BY INDIVIDUAL DEPARTMENTS**

Revised: 12/14/2013

LINE	DEPARTMENT/DESCRIPTION	FY 2015 TOWN MANAGER BUDGET	FY 2015 AVERAGE TAX BILL	FY 2015 PERCENT OF TAX BILL
<b><u>GENERAL GOVERNMENT</u></b>				
<b>MODERATOR</b>				
1000	Salaries	\$ 500	\$ 0.11	0.00%
1001	Expenses	\$ 80	\$ 0.02	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 580</b>	<b>\$ 0.13</b>	<b>0.00%</b>
<b>BOARD OF SELECTMEN</b>				
1020	Salaries	\$ 7,800	\$ 1.72	0.02%
1021	Wages	\$ -	\$ -	0.00%
1022	Expenses	\$ 2,000	\$ 0.44	0.01%
1023	Engineering/Consultant	\$ -	\$ -	0.00%
1024	Minor Capital	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 9,800</b>	<b>\$ 2.17</b>	<b>0.03%</b>
<b>TOWN MANAGER</b>				
1030	Salaries	\$ 183,649	\$ 40.60	0.57%
1031	Wages	\$ 84,191	\$ 18.61	0.26%
1032	Expenses	\$ 3,300	\$ 0.73	0.01%
1033	Engineering/Consultant	\$ -	\$ -	0.00%
1034	Performance Evaluations	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 271,140</b>	<b>\$ 59.94</b>	<b>0.84%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2015 TOWN MANAGER BUDGET	FY 2015 AVERAGE TAX BILL	FY 2015 PERCENT OF TAX BILL
<b>FINANCE COMMITTEE</b>				
1040	Expenses	\$ 1,000	\$ 0.22	0.00%
1041	Reserve Fund	\$ 150,000	\$ 33.16	0.46%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 151,000</b>	<b>\$ 33.38</b>	<b>0.47%</b>
<b>TOWN ACCOUNTANT</b>				
1050	Salaries	\$ 73,064	\$ 16.15	0.23%
1051	Wages	\$ 33,065	\$ 7.31	0.10%
1052	Expenses	\$ 30,560	\$ 6.76	0.09%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 136,689</b>	<b>\$ 30.22</b>	<b>0.42%</b>
<b>BOARD OF ASSESSORS</b>				
1060	Salaries	\$ 83,246	\$ 18.40	0.26%
1061	Wages	\$ 87,696	\$ 19.39	0.27%
1062	Expenses	\$ 18,250	\$ 4.03	0.06%
1063	Legal Expense	\$ -	\$ -	0.00%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 189,192</b>	<b>\$ 41.82</b>	<b>0.58%</b>
<b>TREASURER/TAX COLLECTOR</b>				
1070	Salaries	\$ 79,273	\$ 17.52	0.25%
1071	Wages	\$ 92,471	\$ 20.44	0.29%
1072	Expenses	\$ 18,774	\$ 4.15	0.06%
1073	Tax Title	\$ 6,000	\$ 1.33	0.02%
1074	Bond Cost	\$ 2,500	\$ 0.55	0.01%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 199,018</b>	<b>\$ 44.00</b>	<b>0.62%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2015 TOWN MANAGER BUDGET	FY 2015 AVERAGE TAX BILL	FY 2015 PERCENT OF TAX BILL
<b>TOWN COUNSEL</b>				
1080	Expenses	\$ 90,000	\$ 19.90	0.28%
<b>DEPARTMENTAL TOTAL</b>				
		\$ 90,000	\$ 19.90	0.28%
<b>HUMAN RESOURCES</b>				
1090	Salary	\$ 71,396	\$ 15.78	0.22%
1091	Expenses	\$ 4,450	\$ 0.98	0.01%
<b>DEPARTMENTAL TOTAL</b>				
		\$ 75,846	\$ 16.77	0.23%
<b>INFORMATION TECHNOLOGY</b>				
1100	Salary	\$ 121,618	\$ 26.89	0.38%
1101	Wages	\$ 34,640	\$ 7.66	0.11%
1102	Expenses	\$ 24,800	\$ 5.48	0.08%
<b>DEPARTMENTAL TOTAL</b>				
		\$ 181,058	\$ 40.03	0.56%
<b>GIS STEERING COMMITTEE</b>				
1120	Expenses	\$ 15,100	\$ 3.34	0.05%
<b>DEPARTMENTAL TOTAL</b>				
		\$ 15,100	\$ 3.34	0.05%
<b>TOWN CLERK</b>				
1130	Salaries	\$ 71,649	\$ 15.84	0.22%
1131	Wages	\$ 53,041	\$ 11.73	0.16%
1132	Expenses	\$ 9,520	\$ 2.10	0.03%
1135	Minor Capital	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>				
		\$ 134,210	\$ 29.67	0.41%



LINE	DEPARTMENT/DESCRIPTION	FY 2015 TOWN MANAGER BUDGET	FY 2015 AVERAGE TAX BILL	FY 2015 PERCENT OF TAX BILL
<b>ELECTIONS &amp; BOARD OF REGISTRARS</b>				
1140	Stipend	\$ 10,050	\$ 2.22	0.03%
1141	Expenses	\$ 12,014	\$ 2.66	0.04%
1142	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 22,064</b>	<b>\$ 4.88</b>	<b>0.07%</b>
<b>STREET LISTINGS</b>				
1150	Expenses	\$ 5,850	\$ 1.29	0.02%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 5,850</b>	<b>\$ 1.29</b>	<b>0.02%</b>
<b>INSURANCE &amp; BONDING</b>				
1160	Insurance & Bonding	\$ 143,000	\$ 31.61	0.44%
1161	Insurance Deductible Reserve - Liability	\$ 12,000	\$ 2.65	0.04%
1162	Insurance Deductible Reserve - 111F	\$ 25,000	\$ 5.53	0.08%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 180,000</b>	<b>\$ 39.79</b>	<b>0.56%</b>
<b>TOWN REPORT</b>				
1170	Expenses	\$ 1,500	\$ 0.33	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,500</b>	<b>\$ 0.33</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2015 TOWN MANAGER BUDGET	FY 2015 AVERAGE TAX BILL	FY 2015 PERCENT OF TAX BILL
<b>POSTAGE/TOWN HALL EXPENSES</b>				
1180	Expenses	\$ 53,000	\$ 11.72	0.16%
1181	Telephone Expenses	\$ 50,000	\$ 11.05	0.15%
1182	Office Supplies	\$ 17,000	\$ 3.76	0.05%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 120,000</b>	<b>\$ 26.53</b>	<b>0.37%</b>
<hr/>				
	<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 1,783,047</b>	<b>\$ 394.18</b>	<b>5.51%</b>
 <u><b>LAND USE DEPARTMENTS</b></u>				
<b>CONSERVATION COMMISSION</b>				
1200	Salary	\$ 60,180	\$ 13.30	0.19%
1201	Wages	\$ -	\$ -	0.00%
1202	Expenses	\$ 7,950	\$ 1.76	0.02%
1203	Engineering & Legal	\$ -	\$ -	0.00%
1204	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 68,130</b>	<b>\$ 15.06</b>	<b>0.21%</b>
<hr/>				
<b>PLANNING BOARD</b>				
1210	Salaries	\$ 80,788	\$ 17.86	0.25%
1211	Wages	\$ -	\$ -	0.00%
1212	Expenses	\$ 8,100	\$ 1.79	0.03%
1215	M.R.P.C. Assessment	\$ 3,160	\$ 0.70	0.01%
1216	Legal Budget	\$ -	\$ -	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 92,048</b>	<b>\$ 20.35</b>	<b>0.28%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2015 TOWN MANAGER BUDGET	FY 2015 AVERAGE TAX BILL	FY 2015 PERCENT OF TAX BILL
<b>ZONING BOARD OF APPEALS</b>				
1220	Wages	\$ 18,267	\$ 4.04	0.06%
1221	Expenses	\$ 1,400	\$ 0.31	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 19,667</b>	<b>\$ 4.35</b>	<b>0.06%</b>
<b>HISTORIC DISTRICT COMMISSION</b>				
1230	Wages	\$ -	\$ -	0.00%
1231	Expenses	\$ -	\$ -	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>BUILDING INSPECTOR</b>				
1240	Salaries	\$ 79,273	\$ 17.52	0.25%
1241	Wages	\$ 62,578	\$ 13.83	0.19%
1242	Expenses	\$ 7,900	\$ 1.75	0.02%
1243	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 149,751</b>	<b>\$ 33.11</b>	<b>0.46%</b>
<b>MECHANICAL INSPECTOR</b>				
1250	Fee Salaries	\$ 20,000	\$ 4.42	0.06%
1251	Expenses	\$ 3,500	\$ 0.77	0.01%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 23,500</b>	<b>\$ 5.20</b>	<b>0.07%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2015 TOWN MANAGER BUDGET	FY 2015 AVERAGE TAX BILL	FY 2015 PERCENT OF TAX BILL
<b>EARTH REMOVAL INSPECTOR</b>				
1260	Stipend	\$ 1	\$ 0.00	0.00%
1261	Expenses	\$ 100	\$ 0.02	0.00%
1262	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 101</b>	<b>\$ 0.02</b>	<b>0.00%</b>
<b>BOARD OF HEALTH</b>				
1270	Wages	\$ -	\$ -	0.00%
1271	Expenses	\$ 1,150	\$ 0.25	0.00%
1272	Nursing Services	\$ 10,021	\$ 2.22	0.03%
1273	Nashoba Health District	\$ 22,366	\$ 4.94	0.07%
1274	Herbert Lipton MH	\$ 6,500	\$ 1.44	0.02%
1275	Eng/Consult/Landfill Monitoring	\$ 10,000	\$ 2.21	0.03%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 50,037</b>	<b>\$ 11.06</b>	<b>0.15%</b>
<b>SEALER OF WEIGHTS &amp; MEASURES</b>				
1280	Fee Salaries	\$ 2,500	\$ 0.55	0.01%
1281	Expenses	\$ 100	\$ 0.02	0.00%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 2,600</b>	<b>\$ 0.57</b>	<b>0.01%</b>
<b>TOTAL LAND USE DEPARTMENTS</b>		<b>\$ 405,834</b>	<b>\$ 89.72</b>	<b>1.25%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2015 TOWN MANAGER BUDGET	FY 2015 AVERAGE TAX BILL	FY 2015 PERCENT OF TAX BILL
<b><u>PROTECTION OF PERSONS AND PROPERTY</u></b>				
<b>POLICE DEPARTMENT</b>				
1300	Salaries	\$ 284,676	\$ 62.93	0.88%
1301	Wages	\$ 1,492,580	\$ 329.97	4.61%
1302	Expenses	\$ 176,171	\$ 38.95	0.54%
1303	Lease or Purchase of Cruisers	\$ 4,000	\$ 0.88	0.01%
1304	PS Building (Expenses)	\$ -	\$ -	0.00%
1305	Minor Capital	\$ 15,000	\$ 3.32	0.05%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,972,427</b>	<b>\$ 436.05</b>	<b>6.10%</b>
<b>FIRE DEPARTMENT</b>				
1310	Salaries	\$ 108,912	\$ 24.08	0.34%
1311	Wages	\$ 651,016	\$ 143.92	2.01%
1312	Expenses	\$ 120,059	\$ 26.54	0.37%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 879,987</b>	<b>\$ 194.54</b>	<b>2.72%</b>
<b>GROTON WATER FIRE PROTECTION</b>				
1320	West Groton Water District	\$ 750	\$ 0.17	0.00%
1321	Groton Water Department	\$ 2,500	\$ 0.55	0.01%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 3,250</b>	<b>\$ 0.72</b>	<b>0.01%</b>
<b>ANIMAL INSPECTOR</b>				
1330	Salary	\$ 2,082	\$ 0.46	0.01%
1331	Expenses	\$ 400	\$ 0.09	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 2,482</b>	<b>\$ 0.55</b>	<b>0.01%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2015 TOWN MANAGER BUDGET	FY 2015 AVERAGE TAX BILL	FY 2015 PERCENT OF TAX BILL
<b>ANIMAL CONTROL OFFICER</b>				
1340	Salary	\$ 2,082	\$ 0.46	0.01%
1341	Expenses	\$ 400	\$ 0.09	0.00%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 2,482</b>	<b>\$ 0.55</b>	<b>0.01%</b>
<b>EMERGENCY MANAGEMENT AGENCY</b>				
1350	Salary	\$ -	\$ -	0.00%
1351	Expenses	\$ 13,000	\$ 2.87	0.04%
1352	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 13,000</b>	<b>\$ 2.87</b>	<b>0.04%</b>
<b>DOG OFFICER</b>				
1360	Salary	\$ 13,973	\$ 3.09	0.04%
1361	Expenses	\$ 4,250	\$ 0.94	0.01%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 18,223</b>	<b>\$ 4.03</b>	<b>0.06%</b>
<b>POLICE &amp; FIRE COMMUNICATIONS</b>				
1370	Wages	\$ 436,180	\$ 96.43	1.35%
1371	Expenses	\$ 13,225	\$ 2.92	0.04%
1372	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 449,405</b>	<b>\$ 99.35</b>	<b>1.39%</b>
<b>TOTAL PROTECTION OF PERSONS AND PROPERTY</b>		<b>\$ 3,341,256</b>	<b>\$ 738.65</b>	<b>10.33%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2015 TOWN MANAGER BUDGET	FY 2015 AVERAGE TAX BILL	FY 2015 PERCENT OF TAX BILL
<b><u>REGIONAL SCHOOL DISTRICT BUDGETS</u></b>				
<b>NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL</b>				
1400	Operating Expenses	\$ 480,307	\$ 106.18	1.48%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 480,307</b>	<b>\$ 106.18</b>	<b>1.48%</b>
<b>GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT</b>				
1410	Operating Expenses	\$ 15,496,974	\$ 3,425.92	47.90%
1411	Debt Service, Excluded	\$ 1,211,301	\$ 267.78	3.74%
1412	Debt Service, Unexcluded	\$ 27,047	\$ 5.98	0.08%
1413	Out of District Placement	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 16,735,322</b>	<b>\$ 3,699.68</b>	<b>51.73%</b>
<b>TOTAL SCHOOLS</b>		<b>\$ 17,215,629</b>	<b>\$ 3,805.87</b>	<b>53.21%</b>
<b><u>DEPARTMENT OF PUBLIC WORKS</u></b>				
<b>HIGHWAY DEPARTMENT</b>				
1500	Salaries	\$ 92,809	\$ 20.52	0.29%
1501	Wages	\$ 605,341	\$ 133.82	1.87%
1502	Expenses	\$ 140,300	\$ 31.02	0.43%
1503	Highway Maintenance	\$ 89,000	\$ 19.68	0.28%
1504	Minor Capital	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 927,450</b>	<b>\$ 205.03</b>	<b>2.87%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2015 TOWN MANAGER BUDGET	FY 2015 AVERAGE TAX BILL	FY 2015 PERCENT OF TAX BILL
<b>STREET LIGHTS</b>				
1510	Expenses	\$ 24,000	\$ 5.31	0.07%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 24,000</b>	<b>\$ 5.31</b>	<b>0.07%</b>
<b>SNOW AND ICE</b>				
1520	Expenses	\$ 165,000	\$ 36.48	0.51%
1521	Overtime	\$ 140,000	\$ 30.95	0.43%
1522	Hired Equipment	\$ 35,000	\$ 7.74	0.11%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 340,000</b>	<b>\$ 75.16</b>	<b>1.05%</b>
<b>TREE WARDEN BUDGET</b>				
1530	Salary	\$ -	\$ -	0.00%
1531	Expenses	\$ 3,000	\$ 0.66	0.01%
1532	Trees	\$ 1,500	\$ 0.33	0.00%
1533	Tree Work	\$ 15,000	\$ 3.32	0.05%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 19,500</b>	<b>\$ 4.31</b>	<b>0.06%</b>
<b>MUNICIPAL BUILDING AND PROPERTY MAINTENANCE</b>				
1540	Wages	\$ 81,180	\$ 17.95	0.25%
1541	Expenses	\$ 272,350	\$ 60.21	0.84%
1542	Minor Capital	\$ 45,000	\$ 9.95	0.14%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 398,530</b>	<b>\$ 88.10</b>	<b>1.23%</b>



LINE	DEPARTMENT/DESCRIPTION	FY 2015 TOWN MANAGER BUDGET	FY 2015 AVERAGE TAX BILL	FY 2015 PERCENT OF TAX BILL
<b>SOLID WASTE DISPOSAL</b>				
1550	Wages	\$ 129,820	\$ 28.70	0.40%
1551	Expenses	\$ 54,486	\$ 12.05	0.17%
1552	Tipping Fees	\$ 135,000	\$ 29.84	0.42%
1553	North Central SW Coop	\$ 5,850	\$ 1.29	0.02%
1554	Minor Capital	\$ 5,000	\$ 1.11	0.02%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 330,156</b>	<b>\$ 72.99</b>	<b>1.02%</b>
<b>PARKS DEPARTMENT</b>				
1560	Wages	\$ 2,540	\$ 0.56	0.01%
1561	Expenses	\$ 48,608	\$ 10.75	0.15%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 51,148</b>	<b>\$ 11.31</b>	<b>0.16%</b>
<hr/>				
	<b>TOTAL DEPARTMENT OF PUBLIC WORKS</b>	<b>\$ 2,090,784</b>	<b>\$ 462.21</b>	<b>6.46%</b>
 <u><b>LIBRARY AND CITIZEN'S SERVICES</b></u>				
<b>COUNCIL ON AGING</b>				
1600	Salaries	\$ 66,586	\$ 14.72	0.21%
1601	Wages	\$ 50,122	\$ 11.08	0.15%
1602	Expenses	\$ 8,454	\$ 1.87	0.03%
1603	Minor Capital	\$ 4,000	\$ 0.88	0.01%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 129,162</b>	<b>\$ 28.55</b>	<b>0.40%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2015 TOWN MANAGER BUDGET	FY 2015 AVERAGE TAX BILL	FY 2015 PERCENT OF TAX BILL
<b>SENIOR CENTER VAN</b>				
1610	Wages	\$ 40,806	\$ 9.02	0.13%
1611	Expenses	\$ 11,313	\$ 2.50	0.03%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 52,119</b>	<b>\$ 11.52</b>	<b>0.16%</b>
<b>VETERAN'S SERVICE OFFICER</b>				
1620	Salary	\$ 3,485	\$ 0.77	0.01%
1621	Expenses	\$ 900	\$ 0.20	0.00%
1622	Veterans' Benefits	\$ 50,000	\$ 11.05	0.15%
1623	Minor Capital		\$ -	0.00%
<hr/>				
	<b>DEPARTMENT TOTAL</b>	<b>\$ 54,385</b>	<b>\$ 12.02</b>	<b>0.17%</b>
<b>GRAVES REGISTRATION</b>				
1630	Salary/Stipend	\$ 250	\$ 0.06	0.00%
1631	Expenses	\$ 660	\$ 0.15	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 910</b>	<b>\$ 0.20</b>	<b>0.00%</b>
<b>CARE OF VETERAN GRAVES</b>				
1640	Contract Expenses	\$ 1,550	\$ 0.34	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,550</b>	<b>\$ 0.34</b>	<b>0.00%</b>
<b>OLD BURYING GROUND COMMITTEE</b>				
1650	Expenses	\$ 700	\$ 0.15	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 700</b>	<b>\$ 0.15</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2015 TOWN MANAGER BUDGET	FY 2015 AVERAGE TAX BILL	FY 2015 PERCENT OF TAX BILL
<b>LIBRARY</b>				
1660	Salary	\$ 285,878	\$ 63.20	0.88%
1661	Wages	\$ 344,992	\$ 76.27	1.07%
1662	Expenses	\$ 198,335	\$ 43.85	0.61%
1663	Minor Capital	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 829,205</b>	<b>\$ 183.31</b>	<b>2.56%</b>
<b>COMMEMORATIONS &amp; CELEBRATIONS</b>				
1670	Expenses	\$ 500	\$ 0.11	0.00%
1671	Fireworks	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 500</b>	<b>\$ 0.11</b>	<b>0.00%</b>
<b>WATER SAFETY</b>				
1680	Wages	\$ 2,640	\$ 0.58	0.01%
1681	Expenses and Minor Capital	\$ 26,570	\$ 5.87	0.08%
1682	Property Maint. & Improvements	\$ 9,000	\$ 1.99	0.03%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 38,210</b>	<b>\$ 8.45</b>	<b>0.12%</b>
<b>WEED MANAGEMENT</b>				
1690	Wages	\$ -	\$ -	0.00%
1691	Expenses: Weed Harvester	\$ 4,000	\$ 0.88	0.01%
1692	Expenses: Great Lakes	\$ 2,385	\$ 0.53	0.01%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 6,385</b>	<b>\$ 1.41</b>	<b>0.02%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2015 TOWN MANAGER BUDGET	FY 2015 AVERAGE TAX BILL	FY 2015 PERCENT OF TAX BILL
<b>GROTON COUNTRY CLUB</b>				
1700	Salary	\$ 133,150	\$ 29.44	0.41%
1701	Wages	\$ 154,200	\$ 34.09	0.48%
1702	Expenses	\$ 257,650	\$ 56.96	0.80%
1703	Minor Capital	\$ 5,000	\$ 1.11	0.02%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 550,000</b>	<b>\$ 121.59</b>	<b>1.70%</b>
	<b>TOTAL LIBRARY AND CITIZEN SERVICES</b>	<b>\$ 1,663,126</b>	<b>\$ 367.67</b>	<b>5.14%</b>
	<u><b>DEBT SERVICE</b></u>			
<b>DEBT SERVICE</b>				
2000	Long Term Debt - Principal Excluded	\$ 630,640	\$ 139.42	1.95%
2001	Long Term Debt - Principal Non-Excluded	\$ 352,030	\$ 77.82	1.09%
2002	Long Term Debt - Interest - Excluded	\$ 143,537	\$ 31.73	0.44%
2003	Long Term Debt - Interest - Non-Excluded	\$ 180,514	\$ 39.91	0.56%
2006	Short Term Debt - Principal - Town	\$ 112,000	\$ 24.76	0.35%
2007	Fire Station and Fitch's Bridge Debt	\$ -	\$ -	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,418,721</b>	<b>\$ 313.64</b>	<b>4.39%</b>
	<b>TOTAL DEBT SERVICE</b>	<b>\$ 1,418,721</b>	<b>\$ 313.64</b>	<b>4.39%</b>
	<u><b>EMPLOYEE BENEFITS</b></u>			
<b>EMPLOYEE BENEFITS</b>				
	GENERAL BENEFITS			
3000	County Retirement	\$ 1,591,023	\$ 351.73	4.92%
3001	State Retirement	\$ -	\$ -	0.00%
3002	Unemployment Compensation	\$ 40,000	\$ 8.84	0.12%
				0.00%
	INSURANCE			0.00%
3010	Health Insurance/Employee Expenses	\$ 1,479,000	\$ 326.96	4.57%
3011	Life Insurance	\$ 2,500	\$ 0.55	0.01%
3012	Medicare/Social Security	\$ 107,000	\$ 23.65	0.33%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 3,219,523</b>	<b>\$ 711.74</b>	<b>9.95%</b>
	<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$ 3,219,523</b>	<b>\$ 711.74</b>	<b>9.95%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2015 TOWN MANAGER BUDGET	FY 2015 AVERAGE TAX BILL	FY 2015 PERCENT OF TAX BILL
<b><u>ADDITIONAL APPROPRIATIONS</u></b>				
<b>ADDITIONAL APPROPRIATIONS</b>				
	Capital Budget Request	\$ 640,290	\$ 141.55	1.98%
	Overlay Deficit From Prior Years	\$ 1,000	\$ 0.22	0.00%
	Cherry Sheet Offsets	\$ 20,000	\$ 4.42	0.06%
	Snow and Ice Deficit	\$ 150,000	\$ 33.16	0.46%
	State and County Charges	\$ 177,471	\$ 39.23	0.55%
	Allowance for Abatements/Exemptions	\$ 225,000	\$ 49.74	0.70%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,213,761</b>	<b>\$ 268.33</b>	<b>3.75%</b>
	<b>GRAND TOTAL - TOWN BUDGET</b>	<b>\$ 32,351,681</b>	<b>\$ 7,152</b>	<b>100.00%</b>

**TOWN OF GROTON  
FIVE YEAR BUDGET PROJECTION**

**REVISED: 12/14/2013**

	<u><b>FY 2015</b></u>	<u><b>FY 2016</b></u>	<u><b>FY 2017</b></u>	<u><b>FY 2018</b></u>	<u><b>FY 2019</b></u>	<u><b>FY 2020</b></u>
<u><b>Expenditures</b></u>						
General Government	\$ 1,783,047	\$ 1,827,623	\$ 1,873,314	\$ 1,920,147	\$ 1,968,150	\$ 2,017,354
Land Use Departments	\$ 405,834	\$ 415,980	\$ 426,379	\$ 437,039	\$ 447,965	\$ 459,164
Protection of Persons and Property	\$ 3,341,256	\$ 3,424,787	\$ 3,510,407	\$ 3,598,167	\$ 3,688,121	\$ 3,780,324
Regional School Districts	\$ 16,004,328	\$ 16,404,436	\$ 16,814,547	\$ 17,234,911	\$ 17,665,784	\$ 18,107,428
Department of Public Works	\$ 2,090,784	\$ 2,143,054	\$ 2,196,630	\$ 2,251,546	\$ 2,307,834	\$ 2,365,530
Library and Citizen Services	\$ 1,663,126	\$ 1,704,704	\$ 1,747,322	\$ 1,791,005	\$ 1,835,780	\$ 1,881,674
Debt Service - In Levy Capacity Only	\$ 644,544	\$ 644,544	\$ 644,544	\$ 644,544	\$ 644,544	\$ 644,544
Employee Benefits	\$ 3,219,523	\$ 3,541,475	\$ 3,895,623	\$ 4,285,185	\$ 4,713,704	\$ 5,185,074
Sub-Total Operating Expenses	\$ 29,152,442	\$ 30,106,604	\$ 31,108,766	\$ 32,162,543	\$ 33,271,882	\$ 34,441,093
Additional Appropriations						
Deposit to Stabilization to Maintain 5%	\$ 8,310	\$ (7,110)	\$ 50,549	\$ 53,140	\$ 55,930	\$ 58,935
Deposit to CapStab to Maintain 1.5%	\$ 372,783	\$ 360,167.13	\$ 362,858	\$ 365,884	\$ 369,143	\$ 367,680
Capital Budget Request	\$ 640,290	\$ 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	\$ 150,000	\$ 150,000	\$ 153,750	\$ 157,594	\$ 161,534	\$ 165,572
State and County Charges	\$ 177,471	\$ 181,908	\$ 186,455	\$ 191,117	\$ 195,895	\$ 200,792
Allowance for Abatements/Exemptions	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000
Sub-Total Additional Appropriations	\$ 1,594,854	\$ 1,290,465	\$ 1,359,625	\$ 1,374,273	\$ 1,389,577	\$ 1,400,608
<b>Grand Total Appropriations</b>	<b>\$ 30,747,296</b>	<b>\$ 31,397,069</b>	<b>\$ 32,468,391</b>	<b>\$ 33,536,816</b>	<b>\$ 34,661,459</b>	<b>\$ 35,841,701</b>
<u><b>Revenues</b></u>						
Previous Year Proposition 2½ Levy Limit	\$ 24,895,001	\$ 25,778,076	\$ 26,689,745	\$ 27,630,887	\$ 28,602,405	\$ 29,605,229
Allowed 2½ Increase	\$ 622,375	\$ 644,452	\$ 667,244	\$ 690,772	\$ 715,060	\$ 740,131
New Growth	\$ 260,700	\$ 267,218	\$ 273,898	\$ 280,745	\$ 287,764	\$ 294,958
Proposition 2½ Override	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Aid	\$ 737,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000
Local Receipts	\$ 3,465,500	\$ 3,552,138	\$ 3,640,941	\$ 3,731,964	\$ 3,825,264	\$ 3,920,895
Free Cash	\$ 381,093	\$ 353,058	\$ 413,407	\$ 419,025	\$ 425,073	\$ 426,615
Other Available Funds:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EMS Fund	\$ 455,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000
Stabilization Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Stabilization Fund	\$ 360,290	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
<b>Grand Total Revenues</b>	<b>\$ 31,176,959</b>	<b>\$ 31,804,940</b>	<b>\$ 32,895,235</b>	<b>\$ 33,963,394</b>	<b>\$ 35,065,565</b>	<b>\$ 36,197,828</b>
<b>Surplus/(Deficit)</b>	<b>\$ 429,663</b>	<b>\$ 407,871</b>	<b>\$ 426,844</b>	<b>\$ 426,578</b>	<b>\$ 404,106</b>	<b>\$ 356,127</b>

**TOWN OF GROTON  
FIVE YEAR BUDGET PROJECTION**

**WITH OTHER POST-EMPLOYMENT BENEFITS**

REVISED: 12/14/2013

	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
<b><u>Expenditures</u></b>						
General Government	\$ 1,783,047	\$ 1,827,623	\$ 1,873,314	\$ 1,920,147	\$ 1,968,150	\$ 2,017,354
Land Use Departments	\$ 405,834	\$ 415,980	\$ 426,379	\$ 437,039	\$ 447,965	\$ 459,164
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Sub-Total Operating Expenses	\$ 29,152,442	\$ 30,106,604	\$ 31,108,766	\$ 32,162,543	\$ 33,271,882	\$ 34,441,093
Additional Appropriations						
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Deposit to CapStab to Maintain 1.5%	\$ 372,783	\$ 360,167	\$ 362,858	\$ 365,884	\$ 369,143	\$ 367,680
Other Post-Employment Benefits	\$ 100,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 250,000	\$ 250,000
Capital Budget Request	\$ 640,290	\$ 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
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Sub-Total Additional Appropriations	\$ 1,694,854	\$ 1,490,465	\$ 1,559,625	\$ 1,574,273	\$ 1,639,577	\$ 1,650,608
<b>Grand Total Appropriations</b>	<b>\$ 30,847,296</b>	<b>\$ 31,597,069</b>	<b>\$ 32,668,391</b>	<b>\$ 33,736,816</b>	<b>\$ 34,911,459</b>	<b>\$ 36,091,701</b>
<b><u>Revenues</u></b>						
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New Growth	\$ 260,700	\$ 267,218	\$ 273,898	\$ 280,745	\$ 287,764	\$ 294,958
Proposition 2½ Override	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Aid	\$ 737,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000
Local Receipts	\$ 3,465,500	\$ 3,552,138	\$ 3,640,941	\$ 3,731,964	\$ 3,825,264	\$ 3,920,895
Free Cash	\$ 381,093	\$ 353,058	\$ 413,407	\$ 419,025	\$ 425,073	\$ 426,615
Other Available Funds:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EMS Fund	\$ 455,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000
Stabilization Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Stabilization Fund	\$ 360,290	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
<b>Grand Total Revenues</b>	<b>\$ 31,176,959</b>	<b>\$ 31,804,940</b>	<b>\$ 32,895,235</b>	<b>\$ 33,963,394</b>	<b>\$ 35,065,565</b>	<b>\$ 36,197,828</b>
<b>Surplus/(Deficit)</b>	<b>\$ 329,663</b>	<b>\$ 207,871</b>	<b>\$ 226,844</b>	<b>\$ 226,578</b>	<b>\$ 154,106</b>	<b>\$ 106,127</b>







## TOWN OF GROTON

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

## Board of Selectmen

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

**Town Manager**  
Mark W. Haddad

**To:** *Board of Selectmen*

**From:** *Mark W. Haddad – Town Manager*

**Subject:** *FY 2015 Board of Selectmen Departmental Budgets*

**Date:** *November 25, 2013*

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**

After level funding the Selectmen's Salaries for the last five years, I am proposing a modest increase. We conducted a survey of several Massachusetts communities and the pay to Selectmen is anywhere from \$0 to \$2,500. Based on the commitment and the amount of time the Selectmen spend on Town business, I believe an increase is warranted. I have increased the Selectmen Salaries Line Item to \$7,800. The Chairman's Salary is set at \$1,800, while the four other members will receive \$1,500 each.

The expense line items cover the cost of the Town's annual dues to the MMA (\$1,300). 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 \$127,405 for FY 2015. I am recommending that the Executive Assistant receive the same increase as members of the Supervisors' Union. This position will receive a total increase of four (4%) percent as spelled out in the Union Agreement. Based on her performance review, I am also increasing her salary by an additional 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 2015. Since both these positions serve multiple departments, I am keeping them in the Town Manager's budget for FY 2015.

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 \$1,800.00. This will require an increase of \$300.00. 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. Based on estimates from the Insurance Company, I am proposing that this budget be funded at \$187,000, an increase of \$7,000.

**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. Based on an anticipated increase in postage, along with an increase in printing costs, I am proposing to increase this line item to \$53,000 in FY 2015. 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 \$47,000 in FY 2014. I am proposing an increase of \$3,000 in FY 2015 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 budgeted \$17,000 in FY 2014. This continues to be very successful. I am proposing that we level fund this budget in FY 2015.

***Board of Selectmen  
FY 2015 Departmental Budget  
November 25, 2013  
page three***

**Town Counsel**

The Board of Selectmen renewed Town Counsel's contract in FY 2014. 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 2015. 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 2014.

**Town Report**

This budget covers the printing cost of the Town Report. The Report itself is prepared by Dawn Dunbar 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 six years ago when the Town reduced the payment to the Water Department from \$36,324 to \$2,500. I had continued this the past five years and am proposing that we level fund this budget at the same level in FY 2015. I am also proposing that we level fund the payment to the West Groton Water District at \$750.

**Town Moderator**

The Town Moderator has been paid a stipend of \$65 for many years. For the same reason that I am proposing an increase in the Selectmen Salaries Line Item, I am proposing a modest increase in the Moderator's Salary as well. The Moderator spends countless hours preparing for Town Meeting and attending and moderating all sessions of the meeting. In the last year alone, the Moderator covered three major Town Meetings spread over seven days/nights. That does not include the many meetings he attends in preparation for the meeting. I believe an increase to \$500 is more than warranted. This budget also pays the expenses of the Moderator. I am level funding this at \$80.

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 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>MODERATOR</b>								
1000	Salaries	\$ 65	\$ 65	\$ 65	\$ 500	\$ 500	669.23%	\$ 0.11
1001	Expenses	\$ 78	\$ 54	\$ 80	\$ 80	\$ 80	0.00%	\$ 0.02
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 143</b>	<b>\$ 119</b>	<b>\$ 145</b>	<b>\$ 580</b>	<b>\$ 580</b>	<b>300.00%</b>	<b>\$ 0.13</b>

**MODERATOR  
114**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 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:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 80.00</b>	<b>\$ 80.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 80.00</b>	<b>\$ -</b>	<b>0.00%</b>

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 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Salaries															
Kauppi	Jason	Elected	Moderator				\$ 65.00			\$ 500.00				\$ 500.00	\$ 500.00
TOTAL SALARIES							\$ 65.00								\$ 500.00
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Wages															
TOTAL WAGES							\$ -								\$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 204 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>BOARD OF SELECTMEN</b>								
1020	Salaries	\$ 3,950	\$ 3,950	\$ 3,950	\$ 7,800	\$ 7,800	97.47%	\$ 1.73
1021	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1022	Expenses	\$ 10,234	\$ 1,376	\$ 1,900	\$ 2,000	\$ 2,000	5.26%	\$ 0.44
1023	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1024	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 14,184</b>	<b>\$ 5,326</b>	<b>\$ 5,850</b>	<b>\$ 9,800</b>	<b>\$ 9,800</b>	<b>67.52%</b>	<b>\$ 2.17</b>

**BOARD OF SELECTMEN**  
**122**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships	\$ 1,200.00	\$ 1,300.00	\$ 100.00	8.33%		\$ 1,300.00		8.33%
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:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 1,900.00</b>	<b>\$ 2,000.00</b>	<b>\$ 100.00</b>	<b>5.26%</b>		<b>\$ 2,000.00</b>	<b>\$ -</b>	<b>5.26%</b>



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 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Salaries															
Cunningham	Peter	Elected Official	Chairman				\$ 910.00			\$ 1,800.00				\$ 1,800.00	\$ 1,800.00
Degen	Joshua	Elected Official	Vice Chairman				\$ 760.00			\$ 1,500.00				\$ 1,500.00	\$ 1,500.00
Eliot	Anna	Elected Official	Clerk				\$ 760.00			\$ 1,500.00				\$ 1,500.00	\$ 1,500.00
Schulman	Stuart	Elected Official	Member				\$ 760.00			\$ 1,500.00				\$ 1,500.00	\$ 1,500.00
Petropoulos	John	Elected Official	Member				\$ 760.00			\$ 1,500.00				\$ 1,500.00	\$ 1,500.00
TOTAL SALARIES							\$ 3,950.00								\$ 7,800.00
FISCAL YEAR 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Wages															

TOTAL WAGES \$ - \$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>TOWN MANAGER</b>								
1030	Salaries	\$ 169,012	\$ 172,069	\$ 179,021	\$ 183,649	\$ 183,649	2.59%	\$ 40.60
1031	Wages	\$ 50,142	\$ 65,848	\$ 82,060	\$ 84,191	\$ 84,191	2.60%	\$ 18.61
1032	Expenses	\$ 4,142	\$ 2,797	\$ 3,000	\$ 3,300	\$ 3,300	10.00%	\$ 0.73
1033	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1034	Performance Evaluations	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 223,296</b>	<b>\$ 240,714</b>	<b>\$ 264,081</b>	<b>\$ 271,140</b>	<b>\$ 271,140</b>	<b>2.67%</b>	<b>\$ 59.94</b>

**TOWN MANAGER**  
**124**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships	\$ 1,500.00	\$ 1,800.00	\$ 300.00	100.00%		\$ 1,800.00		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:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 3,000.00</b>	<b>\$ 3,300.00</b>	<b>\$ 300.00</b>	<b>10.00%</b>		<b>\$ 3,300.00</b>	<b>\$ -</b>	<b>10.00%</b>

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 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Salaries															
Haddad	Mark		Town Manager			40	\$ 123,574.00			\$ 127,405.00				\$ 127,405.00	\$ 127,405.00
Dunbar	Dawn	By-Law	Executive Assistant	9		40	\$ 53,000.00			\$ 55,141.20	2.0%			\$ 56,244.02	\$ 56,244.02
TOTAL SALARIES							\$ 176,574.00								\$ 183,649.02
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Wages															
Beausoleil	Regina	THL	Interdepartmental	7	\$22.50	40	\$ 47,310.00	\$ 22.95	40	\$ 47,919.60	1.0%	\$ 23.18		\$ 48,399.84	\$ 48,399.84
Merrill	Kelly	THL	DPW Office Asst	5	\$19.02	35	\$ 34,749.54	\$ 19.40	35	\$ 35,443.80	1.0%	\$ 19.59		\$ 35,790.93	\$ 35,790.93
TOTAL WAGES							\$ 82,059.54								\$ 84,190.77

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>FINANCE COMMITTEE</b>								
1040	Expenses	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	0.00%	\$ 0.22
1041	Reserve Fund	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 150,000	0.00%	\$ 33.16
<hr/>								
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ 151,000</b>	<b>\$ 151,000</b>	<b>0.67%</b>	<b>\$ 33.38</b>

FINANCE COMMITTEE

131

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships	\$ -	\$ 500.00	\$ 500.00	0.00%		\$ 500.00		0.00%
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:								
<b>TOTAL FUNDS REQUESTED</b>	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%		\$ 1,000.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>TOWN ACCOUNTANT</b>								
1050	Salaries	\$ 95,684	\$ 104,468	\$ 70,227	\$ 73,064	\$ 73,064	4.04%	\$ 16.15
1051	Wages	\$ 28,822	\$ 30,585	\$ 31,782	\$ 33,065	\$ 33,065	4.04%	\$ 7.31
1052	Expenses	\$ 29,098	\$ 33,427	\$ 31,600	\$ 30,560	\$ 30,560	-3.29%	\$ 6.76
<hr/>								
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 153,604</b>	<b>\$ 168,480</b>	<b>\$ 133,609</b>	<b>\$ 136,689</b>	<b>\$ 136,689</b>	<b>2.31%</b>	<b>\$ 30.22</b>

TOWN ACCOUNTANT  
135

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships	\$ 100.00	\$ 100.00	\$ -	0.00%		\$ 100.00		0.00%
Travel and Conferences	\$ 2,500.00	\$ 1,410.00	\$ (1,090.00)	-43.60%	Experienced staff requires less educational support	\$ 1,410.00		-43.60%
Equipment Maintenance								
Printing								
Software/Service Maintenance	\$ 3,000.00	\$ 3,050.00	\$ 50.00	1.67%	anticipating 3% price increase after vendor re-branding	\$ 3,050.00		1.67%
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Local Software Support	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%	Soft Trac	\$ 1,000.00		0.00%
Other: Annual Audit	\$ 23,000.00	\$ 23,000.00	\$ -	0.00%		\$ 23,000.00		0.00%
Other: GASB 45 OPEB Audit	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%	Not a full valuation Year.	\$ 2,000.00		0.00%
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 31,600.00</b>	<b>\$ 30,560.00</b>	<b>\$ (1,040.00)</b>	<b>-3.29%</b>		<b>\$ 30,560.00</b>	<b>\$ -</b>	<b>-3.29%</b>



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 2014								FISCAL YEAR 2015						
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Final Salary	Projected Salary Fiscal 2015
Salaries														
DuFresne	Patricia		Town Accountant			40	\$ 70,227.00			\$ 71,631.54	2.0%		\$ 73,064.17	\$ 73,064.17
TOTAL SALARIES														\$ 73,064.17
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
FISCAL YEAR 2014								FISCAL YEAR 2015						
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Final Salary	Projected Salary Fiscal 2015
Wages														
Mahoney	Sarah	THL	Asst. Town Acct.	7	\$22.55	27	\$ 31,781.97	\$ 23.00	27	\$ 32,416.20	2.0%	\$ 23.46	\$ 33,064.52	\$ 33,064.52
TOTAL WAGES														\$ 33,064.52

**TOWN OF GROTON**

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

[www.townofgroton.org](http://www.townofgroton.org)

**Board of Assessors**

Garrett Boles  
Jenifer Evans  
Rena Swezey

**Principal Assessor**

Rena E. Swezey

December 2, 2013

To: Mark Haddad, Town Manager

From: Rena Swezey, Principal Assessor

Re: FY 2015 Budget

I would like to address changes in my budget for FY 2015 based on some type of restructure of the office staffing I see in the next few years. It is my plan to retire in two or three years. I would like to start an internal training program for my position over a two year period much as had been done in **the Accountant's Office**.

I currently have two staff positions in my office, Assistant Assessor and Office Assistant both of which are 33 hour positions. I would to start the training for the Assistant Assessor to move into the Principal Assessor position in two years. This would be done with no change in hours or wages. I would also like to train another person to be the Assistant Assessor/Data Collector. I do realize the Data Collector position cannot be funded out of the FY 2015 budget. I would like to see that position funded for FY 2016 with time for training in that position.

Presently the Office Assistant is working 12 hours a week in the Tax Collectors office and the balance of 21 hours in this office. All the money **for the position comes out of the Assessor's budget**.

I believe for FY 2015 the 12 hours @ 24.86 should be removed out of the Assessors budget and put into the Tax Collector budget. The remaining 21 hours to be worked by the current employee for FY 2015 and paid out of our budget.

I believe for FY 2016 the Data Collector position could be 15 or 20 hours per week and then move into the 33 hour position as the Assistant Assessor. The 15 or 20 hours position could be a part time office assistant in the future.

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>BOARD OF ASSESSORS</b>								
1060	Salaries	\$ 75,205	\$ 77,381	\$ 79,637	\$ 83,246	\$ 83,246	4.53%	\$ 18.40
1061	Wages	\$ 77,198	\$ 78,328	\$ 84,950	\$ 87,696	\$ 87,696	3.23%	\$ 19.39
1062	Expenses	\$ 18,906	\$ 12,217	\$ 17,475	\$ 18,050	\$ 18,250	4.43%	\$ 4.03
1063	Legal Expense	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 171,309</b>	<b>\$ 167,926</b>	<b>\$ 182,062</b>	<b>\$ 188,992</b>	<b>\$ 189,192</b>	<b>3.92%</b>	<b>\$ 41.82</b>

BOARD OF ASSESSORS

141

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships	\$ 150.00	\$ 150.00	\$ -	0.00%		\$ 150.00		0.00%
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	\$ 1,200.00	\$ 1,200.00	\$ -	0.00%		\$ 1,200.00		0.00%
Other: AGI Maps	\$ 3,500.00	\$ 3,500.00	\$ -	0.00%		\$ 3,500.00		0.00%
Other: Vision Software License	\$ 5,100.00	\$ 5,675.00	\$ 575.00	11.27%	GIS now included in license	\$ 5,675.00		11.27%
Other: Clothing Allowance	\$ -	\$ -	\$ -	0.00%		\$ 200.00		0.00%
Other: Vision Revalue Support	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%		\$ 3,000.00		0.00%
Other: Vision Web Hosting	<u>\$ 2,400.00</u>	<u>\$ 2,400.00</u>	\$ -	0.00%		<u>\$ 2,400.00</u>		0.00%
<b>TOTAL FUNDS REQUESTED</b>	\$ 17,475.00	\$ 18,050.00	\$ 575.00	3.29%		\$ 18,250.00	\$ -	4.43%

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 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary FY 2015
Salaries															
Swezey	Rena	Supervisors	Principal Assessor	14		40	\$ 76,195.00			\$ 79,273.28	1.0%		\$ 750.00	\$ 80,066.01	\$ 80,816.01
Swezey	Rena						\$ 760.00							\$ 760.00	\$ 760.00
Boles	Garrett						\$ 760.00							\$ 760.00	\$ 760.00
Evans	Jenifer						\$ 910.00							\$ 910.00	\$ 910.00
Other Pay							\$ 1,012.00								
TOTAL SALARIES															\$ 83,246.01
FISCAL YEAR 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Wages															
Greeno	Jonathan	THL	Assistant Assessor	9	\$24.75	33	\$ 42,634.35	\$ 25.25	33	\$ 43,495.65	2.0%	\$ 25.76		\$ 44,374.18	\$ 44,374.18
Babcock	Rebecca	THL	Asst to Assessor	6	\$24.37	33	\$ 41,979.76	\$ 24.86	33	\$ 42,823.84	0.5%	\$ 24.98	\$ 291.00	\$ 43,030.55	\$ 43,321.55
Other Pay							\$ 336.00								
TOTAL WAGES															\$ 87,695.73

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>TREASURER/TAX COLLECTOR</b>								
1120	Salaries	\$ 67,713	\$ 53,919	\$ 77,719	\$ 79,273	\$ 79,273	2.00%	\$ 17.53
1121	Wages	\$ 103,230	\$ 102,259	\$ 112,738	\$ 92,471	\$ 92,471	-17.98%	\$ 20.44
1122	Expenses	\$ 27,975	\$ 18,732	\$ 18,840	\$ 20,274	\$ 18,774	0.22%	\$ 4.15
1123	Tax Title	\$ 4,349	\$ 2,112	\$ 8,100	\$ 8,100	\$ 6,000	184.09%	\$ 1.33
1126	Bond Cost	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	0.00%	\$ 0.55
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 205,767</b>	<b>\$ 179,522</b>	<b>\$ 219,897</b>	<b>\$ 202,618</b>	<b>\$ 199,018</b>	<b>10.86%</b>	<b>\$ 44.00</b>

**Questions/Comments-**

1. Proposing funding new PR Coordinator/Asst. to T/C position at 40 hours; Perform add'l HR assistance/duties-
2. T/C Dept. also receives 12 weekly hours in FY15 for Office Asst., Rebecca Babcock....funded out of Assessors budget.  
Pending Mark Haddad further review/discussion/input/approval-
3. Bond Cost- Estimated at \$2,500 for FY15; this is a an Annual Retainer for UniBank bond/borrowing advisory services, including their coordination of the Annual Disclosure requirement filing in February each year. I have asked UniBank (Clark Rowell/Lisa Dickinson) to confirm their FY15 estimated retainer.
4. Requesting that FY15 appropriation remain at \$8,100; FY13 actual was low due to;
  - Misclassification of several Tax Title registry releases that are more appropriate to this dept.158-
  - Less time spent than projected pursuing tax tilte delinquencies; payments and payoffs- this has been addressed thus far in FY14 and will continue in FY15-
  - Anticipated legal expense associated with possible Land of Low Value auctions in FY15-

TREASURER/TAX COLLECTOR

145

LINE ITEM	FY 2014 APPROPRIATION	FY 2015 DEPARTMENT REQUEST	DIFFERENCE	PERCENT CHANGE	REASON FOR CHANGE:	FY 2015 TOWN MANAGER APPROVED	FY 2015 FINCOM APPROVED	PERCENT CHANGE
Postage								
Office Supplies								
Dues & Memberships	\$ 180.00	\$ 180.00	\$ -	0.00%	2- memberships- MCTA	\$ 180.00		0.00%
Travel and Conferences	\$ 800.00	\$ 1,655.00	\$ 855.00	106.88%	Please see breakdown below; (A)-	\$ 1,655.00		106.88%
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Other: Payroll Service	\$ 16,200.00	\$ 8,400.00	\$ (7,800.00)	-48.15%	Avg. payroll charge; + W-2's	\$ 8,400.00		-48.15%
Other: Tax Software Service	\$ -	\$ 4,500.00	\$ 4,500.00	0.00%	Agreement w/CHS..K&R	\$ 4,000.00		0.00%
Other: Lock-Box Service	\$ -	\$ 4,094.00	\$ 4,094.00	0.00%	Based on pro-forma projection...	\$ 3,094.00		0.00%
Other: Banking Service Charges	\$ 500.00	\$ 535.00	\$ 35.00	7.00%	Auditor bank confirmations...	\$ 535.00		7.00%
Other: Deputy Collector	\$ 160.00	\$ 160.00	\$ -	0.00%		\$ 160.00		0.00%
Other: Filing Fees - Release of Liens	\$ 1,000.00	\$ 750.00	\$ (250.00)	-25.00%		\$ 750.00		100.00%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 18,840.00</b>	<b>\$ 20,274.00</b>	<b>\$ 1,434.00</b>	<b>7.61%</b>		<b>\$ 18,774.00</b>	<b>\$ -</b>	<b>-0.35%</b>

Questions/Comments-

1. Please/should break-out Other: Payroll Service to 3- line items: Payroll Service; Tax Software Service; Lock-Box Service....going forward....
2. Would like to address the issue of the customer counter window configuration in the T/C office. As presently set-up, there is a small speaking cut-out as well as a larger square cut-out at counter level. The speaker window is not adequate as almost every counter visitor either crouches down or kneels down to speak through the square work-space window. **Would it be possible to discuss a re-configuration of this counter window set-up.** Tom Delaney looked at the situation; he feels removing the window and simultaneously replacing the front door with an energy efficient door would solve two issues....the counter problem and ongoing heat loss in the front entry way.

(A)- Travel Conferences/Education-

MCTA Annual School-		
- 2- Registrations (MH; HM)	\$ 180.00	
- 1- lodging.parking mileage- (HM)	\$ 275.00	
- Mileage- est.- year-	\$ 200.00	
MCTA- Staff Day Training	\$ 150.00	
Cont. Ed.- <b>(HM)</b> - 2 courses- est	\$ 1,000.00	(new item- est- Mt. Wach. C.C. (Devens)..acctg. Course- (HM)
	\$ 1,805.00	

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 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Salaries															
Hartnett	Michael	Supervisors	Treasurer/Collector	14		40	\$ 76,195.00			\$ 79,273.28				\$ 79,273.28	\$ 79,273.28
FY 2014 Performance Incentive (One Time Payment Since Employee At Top Step)							\$ 1,524.00								
<b>TOTAL SALARIES</b>							<b>\$ 77,719.00</b>								<b>\$ 79,273.28</b>
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Wages															
Moller	Hannah	THL	Asst. Treas/Coll	9	\$25.25	39	\$ 51,403.95	\$ 25.76	39	\$ 52,442.21	2.0%	\$ 26.28		\$ 53,500.82	\$ 53,500.82
Tierney	Barbara	THL	Payroll Coordinator	6	\$20.91	35	\$ 38,202.57	\$ 21.33	35	\$ 38,969.91		\$ 21.33		\$ 38,969.91	\$ 38,969.91
Additional Town Meeting Appropriation and Salary							\$ 23,131.00								
<b>TOTAL WAGES</b>							<b>\$ 112,737.52</b>								<b>\$ 92,470.73</b>



LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>TOWN COUNSEL</b>								
1080	Expenses	\$ 72,146	\$ 60,765	\$ 90,000	\$ 90,000	\$ 90,000	0.00%	\$ 19.90
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 72,146</b>	<b>\$ 60,765</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>0.00%</b>	<b>\$ 19.90</b>

**TOWN COUNSEL**  
**151**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 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:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 90,000.00</b>	<b>\$ 90,000.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 90,000.00</b>	<b>\$ -</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>HUMAN RESOURCES</b>								
1090	Salary	\$ 47,804	\$ 51,927	\$ 68,624	\$ 71,396	\$ 71,396	4.04%	\$ 15.79
1091	Expenses	\$ 3,215	\$ 4,942	\$ 4,750	\$ 4,450	\$ 4,450	-6.32%	\$ 0.98
<hr/>								
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 51,019</b>	<b>\$ 56,869</b>	<b>\$ 73,374</b>	<b>\$ 75,846</b>	<b>\$ 75,846</b>	<b>3.37%</b>	<b>\$ 16.77</b>

# HUMAN RESOURCES

152

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships	\$ 250.00	\$ 450.00	\$ 200.00	0.00%		\$ 450.00		80.00%
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	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%		\$ 1,000.00		0.00%
Other: Employee Dev/Training	\$ 500.00	\$ -	\$ (500.00)	-100.00%		\$ -		-100.00%
Other: HR Director Training	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
<b>TOTAL FUNDS REQUESTED</b>	\$ 4,750.00	\$ 4,450.00	\$ (300.00)	-6.32%		\$ 4,450.00	\$ -	-6.32%

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 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Salaries															
Loverin	Suzanne	By-Law	HR Director	11		40	\$ 68,624.00		40	\$ 71,396.41				\$ 71,396.41	\$ 71,396.41
TOTAL SALARIES							\$ 68,624.00								\$ 71,396.41
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Wages															
TOTAL WAGES															\$ -

## FY 2014 Information Technology Budget

### 154-5400-000 - General Expenses

Type	Amount	Information
High Speed Internet	\$ 9,100.00	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	\$ 5,200.00	Drives, UPS devices, RAM, video cards, cables, monitors
Phones	\$ 1,000.00	Wireless and wired phone services, accessories
Printers and parts	\$ 1,500.00	Printers, drums, fusers and parts
Networking supplies	\$ 1,500.00	Wiring, antennas, patch cables
<b>Total</b>	<b>\$ 24,800.00</b>	

### 154-5115-000 - Salaries

Type	Amount	Information
Salaries	\$ 96,336.46	IT Manager
Salaries	\$ 25,281.72	Web Developer
<b>Total</b>	<b>\$ 121,618.18</b>	

### 154-5120-000 - Wages

Type	Amount	Information
Wages	\$ 34,639.92	Desktop Specialist
<b>Total</b>	<b>\$ 34,639.92</b>	

### 154-5850-9XX - Capital Expenses

Type	Amount	Information
Replacement Computers	\$ 23,000.00	Sixteen new computers for Town Hall/PSB/Fire; 7 for Library
COA server and backup	\$ 4,000.00	Server for the COA
Fiber optic network expansion	\$ 3,000.00	Expand fiber from TH to PSB and new fire station
Server warranty renewals	\$ 2,000.00	Four servers have warranties expiring in FY 2015
Extended battery backup	\$ 2,000.00	Battery backup expansion for Town Hall and Public Safety
Network core switch - layer 3 (PSB)	\$ 6,000.00	Core layer 3 switch for routing and fiber management
<b>Total</b>	<b>\$ 40,000.00</b>	

### 174-5400-000 - General Expenses

Type	Amount	Information
General expenses	\$ 15,100.00	GIS maintenance, upkeep and projects
<b>Total</b>	<b>\$ 15,100.00</b>	

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>INFORMATION TECHNOLOGY</b>								
1100	Salary	\$ 79,249	\$ 81,626	\$ 115,080	\$ 121,618	\$ 121,618	5.68%	\$ 26.89
1101	Wages	\$ 4,233	\$ 17,299	\$ 33,306	\$ 34,640	\$ 34,640	4.01%	\$ 7.66
1102	Expenses	\$ 24,637	\$ 23,960	\$ 25,000	\$ 24,800	\$ 24,800	-0.80%	\$ 5.48
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 108,119</b>	<b>\$ 122,885</b>	<b>\$ 173,386</b>	<b>\$ 181,058</b>	<b>\$ 181,058</b>	<b>4.42%</b>	<b>\$ 40.03</b>

INFORMATION TECHNOLOGY  
154

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 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:	\$ 25,000.00	\$ 24,800.00	\$ (200.00)	-0.80%		\$ 24,800.00		-0.80%
Other:								
Other:								
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 25,000.00</b>	<b>\$ 24,800.00</b>	<b>\$ (200.00)</b>	<b>-0.80%</b>		<b>\$ 24,800.00</b>	<b>\$ -</b>	<b>-0.80%</b>



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 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Salaries															
Bulger	Jason	By-Law	IT Director	17		40	\$ 90,780.00			\$ 94,447.51	2.0%			\$ 96,336.46	\$ 96,336.46
O'Toole	Jessica	THL	Web Developer	9		19	\$ 24,300.00			\$ 24,786.00	2.0%			\$ 25,281.72	\$ 25,281.72
TOTAL SALARIES							\$ 115,080.00								\$ 121,618.18
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Wages															
Bettano	Michael	THL	Desk Top Specialist	5	\$18.23	35	\$ 33,306.21	\$ 18.59	35	\$ 33,963.93	2.0%	\$ 18.96		\$ 34,639.92	\$ 34,639.92
TOTAL WAGES							\$ 33,306.21								\$ 34,639.92

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>GIS STEERING COMMITTEE</b>								
1120	Expenses	\$ 15,310	\$ 11,470	\$ 15,400	\$ 15,100	\$ 15,100	-1.95%	\$ 3.34
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 15,310</b>	<b>\$ 11,470</b>	<b>\$ 15,400</b>	<b>\$ 15,100</b>	<b>\$ 15,100</b>	<b>-1.95%</b>	<b>\$ 3.34</b>

## GIS STEERING COMMITTEE

174

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance	\$ 400.00	\$ 600.00	\$ 200.00	50.00%	2 Assessors licenses added	\$ 600.00		50.00%
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	\$ 12,000.00	\$ 11,500.00	\$ (500.00)	-4.17%		\$ 11,500.00		-4.17%
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 15,400.00</b>	<b>\$ 15,100.00</b>	<b>\$ (300.00)</b>	<b>-1.95%</b>		<b>\$ 15,100.00</b>	<b>\$ -</b>	<b>-1.95%</b>



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

**Phone: 978-448-1100**  
**FAX: 978-448-2030**  
**[mbouchard@townofgroton.org](mailto:mbouchard@townofgroton.org)**

**Office of the Town Clerk – Notary Public**

**Michael F. Bouchard, *Town Clerk***

To: Mark Haddad, Town Manager  
From: Michael Bouchard, Town Clerk  
Subject: FY2015 Budget Submission

Thank you for the opportunity to submit the FY2015 budgets for Town Clerk operations, the conduct of Elections and the Annual Town Census / Street Listing.

The Town Clerk budget incorporates the following:

- 5% reduction in office expenses, excluding labor
- Included in Wages is an allocation for Additional Hours for Town Meeting and Elections. These additional hours are required for preparedness and execution of elections and town meeting. This request is based upon several years of actual experience covering these activities. In FY2015, the Town is scheduled for three elections and two town meetings.
- 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.



**Town of Groton**  
173 Main Street  
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**Office of the Town Clerk – Notary Public**

**Michael F. Bouchard, Town Clerk**

The Elections budget incorporates the following:

- Three elections will occur during FY2015: State Primary September, 2014; State Election November, 2014; Annual Town Election May, 2015. The budget amount is increased from FY2014 due to the increased number of elections.
- Two annual town meetings will occur during FY2015: Fall 2014 and Spring 2015
- This budget includes a request for police detail officers, required by M.G.L. at the polls on election day, and a traffic officer at Prescott School. In previous years, these expenses were born directly by the Police Department, and not budgeted by the Town Clerk. The Town Manager may want to continue that practice and delete this expense from the Elections Budget.
- This budget includes expenses to notify voters of polling location changes. The expense assumes using the U.S. Postal Service at \$.46 per letter. The expense is calculated upon changing location to the Middle School for the State Election in November, 2014 (Gubernatorial Election), and then a return to the Prescott School for the Annual Town Election in May, 2015. This expense and potential voter confusion are concerns with this polling location scenario. The Town Manager and Town Clerk will be convening a task force to review options for polling locations.
- Poll worker salaries are based upon the current minimum wage of \$8.00 per hour.

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. We have engaged Copley Business Systems for 2014 through 2016 to provide this service.
- A postage increase of \$.02 is incorporated for a January 2015 mailing. We have contracted with Copley Business Services for a flat three year service rate (through the 2016 mailing). The 2014 cost is slightly less than the previous vendor's.



**Town of Groton**  
173 Main Street  
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**Office of the Town Clerk – Notary Public**

**Michael F. Bouchard, *Town Clerk***

- The Street Listing process 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,

Michael Bouchard

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>TOWN CLERK</b>								
1130	Salaries	\$ 63,000	\$ 66,193	\$ 68,867	\$ 71,649	\$ 71,649	4.04%	\$ 15.84
1131	Wages	\$ 42,962	\$ 44,788	\$ 49,509	\$ 53,041	\$ 53,041	7.13%	\$ 11.73
1132	Expenses	\$ 6,028	\$ 3,223	\$ 10,079	\$ 9,520	\$ 9,520	-5.55%	\$ 2.10
1133	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 111,990</b>	<b>\$ 114,204</b>	<b>\$ 128,455</b>	<b>\$ 134,210</b>	<b>\$ 134,210</b>	<b>4.48%</b>	<b>\$ 29.67</b>

**TOWN CLERK**  
**161**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage (FEDEX)	\$ 200.00	\$ 200.00	\$ -	0.00%		\$ 200.00		0.00%
Office Supplies	\$ 1,574.00	\$ 1,800.00	\$ 226.00	14.36%	Includes contingency amount	\$ 1,800.00		14.36%
Dues & Memberships	\$ 305.00	\$ 100.00	\$ (205.00)	-67.21%		\$ 100.00		-67.21%
Travel and Conferences	\$ 350.00	\$ 620.00	\$ 270.00	77.14%	incl. Assistant Clerk training and mileage	\$ 620.00		77.14%
Equipment Maintenance								
Printing								
Software/Service Maintenance	\$ 1,200.00	\$ 1,400.00	\$ 200.00	0.00%	Assumed Increase in Maint. Fee	\$ 1,400.00		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)	\$ 6,075.00	\$ 4,875.00	\$ (1,200.00)	-19.75%		\$ 4,875.00		-19.75%
Other: Vital Statistics	\$ 250.00	\$ 400.00	\$ 150.00	60.00%	Anticipated need for "filing sleeves"	\$ 400.00		60.00%
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 10,079.00</b>	<b>\$ 9,520.00</b>	<b>\$ (559.00)</b>	<b>-5.55%</b>		<b>\$ 9,520.00</b>	<b>\$ -</b>	<b>-5.55%</b>



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 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Salaries															
Bouchard	Michael	Elected	Town Clerk				\$ 68,867.00			\$ 71,649.23				\$ 71,649.23	\$ 71,649.23
TOTAL SALARIES							\$ 68,867.00								\$ 71,649.23
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Wages															
Birmingham	Marcia	THL	Asst. Town Clerk	6	\$23.08	20	\$ 24,095.52	\$ 23.54	20	\$ 24,575.76	2.0%	\$ 24.01		\$ 25,066.44	\$ 25,066.44
Pierce	Nancy Ellen	THL	Asst. Town Clerk	6	\$23.08	20	\$ 24,095.52	\$ 23.54	20	\$ 24,575.76	0.5%	\$ 23.66	\$ 175.00	\$ 24,701.04	\$ 24,876.04
Extra Hours for Town Meeting and Town Elections							\$ 1,318.00								
Birmingham	Marcia							\$ 24.01	65	\$ 1,560.65					\$ 1,560.65
Pierce	Nancy Ellen							\$ 23.66	65	\$ 1,537.90					\$ 1,537.90
TOTAL WAGES							\$ 49,509.04								\$ 53,041.03

## Town Clerk Expenses - FY2015

### Dues

\$	50.00	Mass City and Town Clerks Asssoc
\$	50.00	Middlesex Town and City Clerks Assoc
\$	<b>100.00</b>	<b>Total Dues</b>

### Conferences

\$	300.00	(3) Mass Town Clerk
\$	120.00	(4) Middlesex Clerks
\$	200.00	Mileage
\$	<b>620.00</b>	<b>Total Conference</b>

### Office Supplies

\$	450.00	Dog tags
\$	150.00	Notary renewal and supplies
\$	240.00	(6) Namestamps / address stamps
\$	150.00	Time clock repair
\$	60.00	Business stationary
\$	50.00	HEPA air filters
\$	300.00	Voter pens, red pencils, filing supplies, packing tape, bankers boxes, Govenrment appointment cards, etc
\$	400.00	Contingency
\$	<b>1,800.00</b>	<b>Total Office Supplies</b>

### Update ByLaws

\$	1,000.00	Average "Major" By-law update
	3	Number of "Major" bylaw updates
\$	300.00	Average "Minor" By-law update
	5	Number of "Minor" bylaw updates
\$	150.00	CD Copies, Supplements, shipping, etc
\$	225.00	Zoning books (Planning Board - Qty 20)
\$	<b>4,875.00</b>	<b>Total Update Bylaws</b>

### Software/Service Maintenance

\$	1,400.00	General Code e360 Annual Maintenance
----	----------	--------------------------------------

### Vital Records

\$	125.00	Security Paper (Vitals)
\$	125.00	Acid free paper
\$	150.00	Filing Sleeves
\$	<b>400.00</b>	<b>Total Vital Records</b>

### Town Clerk Bond

\$	125.00	Town Clerk Insurance Bond
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LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>ELECTIONS AND BOARD OF REGISTRARS</b>								
1140	Stipend	\$ 5,978	\$ 8,982	\$ 3,840	\$ 10,050	\$ 10,050	161.72%	\$ 2.22
1141	Expenses	\$ 9,275	\$ 12,229	\$ 7,170	\$ 23,606	\$ 12,014	67.56%	\$ 2.66
1142	Minor Capital	\$ -	\$ -	\$ -	\$ -		0.00%	\$ -
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 15,253</b>	<b>\$ 21,211</b>	<b>\$ 11,010</b>	<b>\$ 33,656</b>	<b>\$ 22,064</b>	<b>100.40%</b>	<b>\$ 4.88</b>

**ELECTIONS**

**162**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance-Service Contract	\$ 1,300.00	\$ 1,300.00	\$ -	0.00%		\$ 1,300.00		0.00%
Printing (Town Election Ballots)	\$ 2,200.00	\$ 2,200.00	\$ -	0.00%		\$ 2,200.00		0.00%
Software/Service Maintenance (Election programming)	\$ 2,000.00	\$ 5,000.00	\$ 3,000.00	150.00%		\$ 5,000.00		150.00%
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Election Worker Dinners	\$ 480.00	\$ 1,809.00	\$ 1,329.00	276.88%		\$ 1,809.00		276.88%
Board of Registrars Stipend	\$ 450.00	\$ 450.00	\$ -			\$ 450.00		0.00%
Other: Board of Registrars expenses	\$ 225.00	\$ 225.00	\$ -	0.00%		\$ 225.00		0.00%
Other: Election Miscellaneous	\$ 515.00	\$ 1,030.00	\$ 515.00	100.00%		\$ 1,030.00		100.00%
Other: Police Details	\$ -	\$ 4,680.00	\$ 4,680.00	0.00%	Not Previously Budgeted	\$ -		0.00%
Other: Change Polling Locations	\$ -	\$ 6,912.00	\$ 6,912.00	0.00%	Not Previously Budgeted	\$ -		0.00%
Other: Election Night Help								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 7,170.00</b>	<b>\$ 23,606.00</b>	<b>\$ 16,436.00</b>	<b>229.23%</b>		<b>\$ 12,014.00</b>	<b>\$ -</b>	<b>67.56%</b>

# FY2015 Elections Budget Detail

## Elections Meals

<u>Election</u>	<u>Number of meals</u> <u>(Note 1)</u>	X	<u>Number of Precincts</u>	X	<u>Avg Meal Cost</u>	=	<u>Total Meals</u>	+	<u>Coffee</u>	=	<u>Total Food</u>
May, 2015 Town Election	9		3		\$ 16.00	\$	432.00	\$	75.00	\$	507.00
September , 2014 State Primary	9		3		\$ 16.00	\$	432.00	\$	75.00	\$	507.00
November, 2014 Gubernatorial	15		3		\$ 16.00	\$	720.00	\$	75.00	\$	795.00
									<b>Total</b>		<b>\$ 1,809.00</b>

**Note 1 - Meals** Town Election: Preceinct workers [2 workers per table \* 2 tables + Warden and Clerk ] plus 3 Police Officers, 4 Maintenance; 3 Clerks office  
Gubernatorial Election: add 2 poll workers per precinct (add 6)

## 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, 2015 Town Election	6		3		\$ 8.00		16	\$	2,304.00
September , 2014 State Primary	6		3		\$ 8.00		16	\$	2,304.00
November, 2014 Gubernatorial	8		3		\$ 8.00		16	\$	3,072.00
							<b>Total</b>	\$	<b>7,680.00</b>

### Police Details

May, 2015 Town Election	3		1		\$ 45.00		13	\$	1,755.00	1 at Senior Center; 2 at Prescott School
September , 2014 State Primary	3		1		\$ 45.00		13	\$	1,755.00	1 at Senior Center; 2 at Prescott School
November, 2014 Gubernatorial	2		1		\$ 45.00		13	\$	1,170.00	1 at Senior Center; 1 at Middle School; Additional Security?
							<b>Total</b>	\$	<b>4,680.00</b>	

## 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, 2014	8		1		\$ 8.00		6	\$	384.00
Spring 2015	8		1		\$ 8.00		6	\$	384.00
Adjourned Sessions	8		2		\$ 8.00		6	\$	768.00
Special Town Meeting (if called)	8		1		\$ 8.00		6	\$	384.00
							<b>Total for Town Meetings</b>	\$	<b>1,920.00</b>

Note 2: Assumption: Worst Case - Saturday Sessions @ 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	3		40	\$	120.00	Prom Pack Shipments
Misc				\$	200.00	Recent examples - Binder tabs, storage bins. Note: \$30 of storage bins will be needed in each of these elections
Banner (Date Changes)	6		85	\$	510.00	Main St Banner - Elections and Town Meeting
Toner forVRIS (state) printer CE390A (HP 90A)						
Toner Cartridge, 10,000 Page-Yield, Black				\$	200.00	
						<b>Total for three Elections and two Town Meetings with total of 2 adjourned sessions</b>
				\$	<b>1,030.00</b>	

Note 3: 3 elections; 2 Annual Town Meeting banners and Special Town Meeting

# Elections History - Coding and Ballots

	<u>Cost of Coding</u>	<u>Ballot Printing</u>	Banner Charges
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	\$ 913.71	\$ -	\$ 85.00
April 30, 2013 Special State Primary	\$ -	\$ -	\$ 185.00
April 30 2013 Town Election (incl. state pgmg)	\$ 1,945.01	\$ 1,818.19	\$ -
June 25 2013 Special State Election	\$ 631.76	\$ -	\$ 85.00
Average State	\$ 1,130.32	Paid by State	
Peak	\$ 1,854.50	--	
Average Town	\$ 1,580.03	\$ 1,654.93	
Peak	\$ 1,827.05	\$ 2,062.52	

## FY2015 ELECTIONS CODING

	<u>Coding</u>	<u>Printing</u>	
State Primary - September, 2014	\$ 1,800.00	\$ -	Reference Sept 2010
State General - November, 2014	\$ 1,200.00	\$ -	Reference Nov 2010
Town - May, 2015	\$ 2,000.00	\$ 2,200.00	Reference 2011, 2012 and 2013
<b>Total</b>	<b>\$ 5,000.00</b>	<b>\$ 2,200.00</b>	

## Cost to change a polling location

	Number of P2 and P3 voters	Cost of Postage	Total Cost	
Postage to notify voters (Move to Middle School)	7200	\$ 0.48	\$ 3,456.00	Postage increase for 2015 assumed
Postage to notify voters (move to Prescott)	7200	\$ 0.48	\$ 3,456.00	
		<b>Total</b>	<b>\$ 6,912.00</b>	

Need to find permanent home for P2 and P3 polling locations to avoid this expense

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>STREET LISTINGS</b>								
1150	Expenses	\$ 4,776	\$ 3,252	\$ 5,870	\$ 5,850	\$ 5,850	-0.34%	\$ 1.29
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 4,776</b>	<b>\$ 3,252</b>	<b>\$ 5,870</b>	<b>\$ 5,850</b>	<b>\$ 5,850</b>	<b>-0.34%</b>	<b>\$ 1.29</b>

## STREET LISTINGS

164

<u>LINE ITEM</u>	FY 2015					FY 2015		<u>PERCENT CHANGE</u>
	<u>FY 2014 APPROPRIATION</u>	<u>DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>TOWN MANAGER APPROVED</u>	<u>FINCOM APPROVED</u>	
Telephone								
Postage	\$ 1,800.00	\$ 1,900.00	\$ 100.00	5.56%	Assume increase in bulk postage to \$.38 from \$.36)	\$ 1,900.00		5.56%
Printing (Census and Dog Forms)	\$ 1,850.00	\$ 1,850.00	\$ -	0.00%		\$ 1,850.00		0.00%
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	\$ 1,120.00	\$ 1,000.00	\$ (120.00)	-10.71%		\$ 1,000.00		-10.71%
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 5,870.00</b>	<b>\$ 5,850.00</b>	<b>\$ (20.00)</b>	<b>-0.34%</b>		<b>\$ 5,850.00</b>	<b>\$ -</b>	<b>-0.34%</b>



LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>INSURANCE &amp; BONDING</b>								
1160	Insurance & Bonding	\$ 119,084	\$ 127,421	\$ 143,000	\$ 150,000	\$ 143,000	0.00%	\$ 31.61
1161	Insurance Deductible Reserve - Liabili	\$ 3,000	\$ -	\$ 12,000	\$ 12,000	\$ 12,000	0.00%	\$ 2.65
1162	Insurance Deductible Reserve - 111F	\$ 8,663	\$ 22,402	\$ 25,000	\$ 25,000	\$ 25,000	0.00%	\$ 5.53
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 130,747</b>	<b>\$ 149,823</b>	<b>\$ 180,000</b>	<b>\$ 187,000</b>	<b>\$ 180,000</b>	<b>0.00%</b>	<b>\$ 39.79</b>

**INSURANCE & BONDING**
**193**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Insurance & Bonding	\$ 143,000.00	\$ 150,000.00	\$ 7,000.00	4.90%		\$ 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%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 180,000.00</b>	<b>\$ 187,000.00</b>	<b>\$ 7,000.00</b>	<b>3.89%</b>		<b>\$ 180,000.00</b>	<b>\$ -</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>TOWN REPORT</b>								
1170	Expenses	\$ 1,500	\$ 1,388	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.33
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,500</b>	<b>\$ 1,388</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>0.00%</b>	<b>\$ 0.33</b>

**TOWN REPORT**  
**194**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 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:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 1,500.00</b>	<b>\$ 1,500.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 1,500.00</b>	<b>\$ -</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>POSTAGE/TOWN HALL EXPENSES</b>								
1180	Expenses	\$ 47,588	\$ 47,434	\$ 47,960	\$ 53,000	\$ 53,000	10.51%	\$ 11.72
1181	Telephone Expenses	\$ 35,324	\$ 38,400	\$ 47,000	\$ 50,000	\$ 50,000	6.38%	\$ 11.05
1182	Office Supplies	\$ -	\$ 16,352	\$ 17,000	\$ 17,000	\$ 17,000	0.00%	\$ 3.76
<hr/>								
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 82,912</b>	<b>\$ 102,186</b>	<b>\$ 111,960</b>	<b>\$ 120,000</b>	<b>\$ 120,000</b>	<b>7.18%</b>	<b>\$ 26.53</b>

POSTAGE/TOWN HALL EXPENSES

156

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage	\$ 33,900.00	\$ 35,000.00	\$ 1,100.00	3.24%		\$ 35,000.00		3.24%
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	\$ 5,000.00	\$ 1,000.00	25.00%		\$ 5,000.00		25.00%
Other: Copier	\$ 5,060.00	\$ 6,000.00	\$ 940.00	18.58%		\$ 6,000.00		18.58%
Other: MGL Update	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		0.00%
Other: Envelopes/Paper	\$ 3,000.00	\$ 5,000.00	\$ 2,000.00	66.67%		\$ 5,000.00		66.67%
<b>TOTAL FUNDS REQUESTED</b>	\$ 47,960.00	\$ 53,000.00	\$ 5,040.00	10.51%		\$ 53,000.00	\$ -	10.51%



## **TOWN OF GROTON LAND USE DEPARTMENTS**

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

### **MEMORANDUM**

**DATE:** November 25, 2013

**TO:** Mark Haddad, Town Manager

**FROM:** Michelle Collette, Land Use Director/Town Planner

**RE:** FY 2015 Land Use Budget Requests

---

Please accept the attached Land Use Departments' budget requests for FY 2015.

**Building Commissioner – Level Funded**  
**Conservation Commission – Level Funded**  
**Earth Removal Inspector – Level Funded**  
**Planning Board – Level Funded**  
**Sealer of Weights & Measures – Level Funded**  
**Water Safety – Memo to be provided by the Sargisson Beach Committee**

**Board of Health**

The Board of Health expense line item includes an increase of \$150 to cover the cost of mailing Stable License forms and the Agricultural Commission's "Right to Farm" notice required in Chapter 137 Farming. The notices were mailed with tax bills in previous years. In FY 2014, the notices were included in the GELD bills. There is now a cost to mailing the notices with either the tax bills or the GELD bills because the bills are done by private vendors. The cost of the mailing was \$225 in March 2013.

**Mechanical Inspector Budget**

The requested budget for the Mechanical Inspectors includes an increase in the Salary Line Item of \$5000 (from \$20,000 to \$25,000) based upon an increase in the number of inspections during FY 2012, FY 2013, and the first half of FY 2014. The Finance Committee authorized a reserve fund transfer of \$5000 in FY 2012 and FY 2013 to cover additional inspections. The applicants pay permit fees that more than cover the cost of inspections and related expenses.

**Zoning Board of Appeals**

The Zoning Board of Appeals expense line item includes an increase of \$150. The ZBA has experienced an increase in the number of applications this year. The cost of advertising legal notices has also increased slightly. The applicant pays a filing fee that covers the cost of legal notices and mailings to abutters.



LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>CONSERVATION COMMISSION</b>								
1320	Salary	\$ 59,006	\$ 61,116	\$ 62,331	\$ 60,180	\$ 60,180	-3.45%	\$ 13.30
1321	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1322	Expenses	\$ 6,334	\$ 5,430	\$ 7,950	\$ 7,950	\$ 7,950	0.00%	\$ 1.76
1323	Engineering & Legal	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1324	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 65,340</b>	<b>\$ 66,546</b>	<b>\$ 70,281</b>	<b>\$ 68,130</b>	<b>\$ 68,130</b>	<b>-3.06%</b>	<b>\$ 15.06</b>

CONSERVATION COMMISSION  
171

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 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								
Software/Service Maintenance								
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	\$ 2,500.00	\$ 2,500.00	\$ -	0.00%		\$ 2,500.00		0.00%
Other: Appraisals	\$ -	\$ -	\$ -					
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 7,950.00</b>	<b>\$ 7,950.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 7,950.00</b>	<b>\$ -</b>	<b>0.00%</b>

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 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Salaries															
Tada	Takashi	THL	Conservation Admin.	10		40	\$ 59,000.00			\$ 60,180.00				\$ 60,180.00	\$ 60,180.00
Additonal Appropriation for Previous Administrator's Salary							\$ 2,981.00								
TOTAL SALARIES							\$ 61,981.00								\$ 60,180.00
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Wages															
TOTAL WAGES															\$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>PLANNING BOARD</b>								
1210	Salaries	\$ 71,341	\$ 73,525	\$ 76,715	\$ 80,788	\$ 80,788	5.31%	\$ 17.86
1211	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1212	Expenses	\$ 5,535	\$ 4,479	\$ 9,100	\$ 9,100	\$ 8,100	-10.99%	\$ 1.79
1213	M.R.P.C. Assessment	\$ 2,672	\$ 3,082	\$ 3,160	\$ 3,160	\$ 3,160	0.00%	\$ 0.70
1214	Legal Budget	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 79,548</b>	<b>\$ 81,086</b>	<b>\$ 88,975</b>	<b>\$ 93,048</b>	<b>\$ 92,048</b>	<b>3.45%</b>	<b>\$ 20.35</b>

PLANNING BOARD  
175

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Equipment Maintenance								
Printing	\$ 100.00	\$ 100.00	\$ -	0.00%		\$ 100.00		0.00%
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
PB Advertising	\$ 4,000.00	\$ 3,500.00	\$ (500.00)	-12.50%		\$ 3,500.00		-12.50%
Land Use Legal (HDC/Sign Comm)	\$ 1,000.00	\$ 500.00	\$ (500.00)	-50.00%		\$ 500.00		-50.00%
Land Use Banners	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%		\$ 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%		\$ -		-100.00%
Other: ADA/SLI	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%		\$ 1,000.00		0.00%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 9,100.00</b>	<b>\$ 9,100.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 8,100.00</b>	<b>\$ -</b>	<b>-10.99%</b>

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 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Salaries															
Collette	Michelle	Supervisors	Land Use Director/	14		40	\$ 74,715.00			\$ 77,733.49	2.0%		\$ 1,500.00	\$ 79,288.16	\$ 80,788.16
Other Pay							\$ 1,000.00								
TOTAL SALARIES							\$ 75,715.00								\$ 80,788.16
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Wages															
TOTAL WAGES															\$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>ZONING BOARD OF APPEALS</b>								
1220	Wages	\$ 18,840	\$ 18,967	\$ 20,100	\$ 20,703	\$ 18,267	-9.12%	\$ 4.04
1221	Expenses	\$ 561	\$ 819	\$ 1,100	\$ 1,400	\$ 1,400	27.27%	\$ 0.31
<hr/>								
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 19,401</b>	<b>\$ 19,786</b>	<b>\$ 21,200</b>	<b>\$ 22,103</b>	<b>\$ 19,667</b>	<b>-7.23%</b>	<b>\$ 4.35</b>

**ZONING BOARD OF APPEALS**  
**176**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 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	\$ 1,200.00	\$ 300.00	33.33%	Increase in # of applications & cost to advertise	\$ 1,200.00		33.33%
Other:								
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 1,100.00</b>	<b>\$ 1,400.00</b>	<b>\$ 300.00</b>	<b>27.27%</b>		<b>\$ 1,400.00</b>	<b>\$ -</b>	<b>27.27%</b>



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	\$22.65	17	\$ 20,099.61	\$ 23.10	15	\$ 18,087.30	1.0%	\$ 23.33		\$ 18,267.39	\$ 18,267.39
TOTAL WAGES															

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>BUILDING INSPECTOR</b>								
1240	Salaries	\$ 36,552	\$ 39,792	\$ 76,195	\$ 79,273	\$ 79,273	4.04%	\$ 17.53
1241	Wages	\$ 57,519	\$ 62,749	\$ 65,143	\$ 66,831	\$ 62,814	-3.58%	\$ 13.83
1242	Expenses	\$ 6,205	\$ 4,223	\$ 7,900	\$ 7,900	\$ 7,900	0.00%	\$ 1.75
1243	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 100,276</b>	<b>\$ 106,764</b>	<b>\$ 149,238</b>	<b>\$ 154,004</b>	<b>\$ 149,987</b>	<b>0.50%</b>	<b>\$ 33.11</b>

**BUILDING INSPECTOR  
241**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 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:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 7,900.00</b>	<b>\$ 7,900.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 7,900.00</b>	<b>\$ -</b>	<b>0.00%</b>

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 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Salaries															
Cataldo	Edward	Supervisors	Building Comm.	14		40	\$ 76,195.00			\$ 79,273.28				\$ 79,273.28	\$ 79,273.28
TOTAL SALARIES							\$ 76,195.00								\$ 79,273.28
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Wages															
Britko	Daniel	THL	Local Inspector	6	\$23.66	16	\$ 10,857.10	\$ 24.13	10	\$ 6,920.48	1.5%	\$ 24.49		\$ 7,053.12	\$ 7,053.12
Martin	Paula	THL	Administrative Asst.	7	\$25.39	40	\$ 53,014.32	\$ 25.90	40	\$ 54,079.20	2.0%	\$ 26.42	\$ 600.00	\$ 55,160.78	\$ 55,760.78
Other Pay							\$ 636.00								
TOTAL WAGES							\$ 64,507.42								\$ 62,813.90

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>MECHANICAL INSPECTOR</b>								
1250	Fee Salaries	\$ 21,768	\$ 23,712	\$ 20,000	\$ 25,000	\$ 20,000	-8.12%	\$ 4.42
1251	Expenses	\$ 2,229	\$ 3,204	\$ 3,500	\$ 3,500	\$ 3,500	57.02%	\$ 0.78
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 23,997</b>	<b>\$ 26,916</b>	<b>\$ 23,500</b>	<b>\$ 28,500</b>	<b>\$ 23,500</b>	<b>-2.07%</b>	<b>\$ 5.20</b>

**MECHANICAL INSPECTOR  
242**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing	\$ 650.00	\$ 100.00	\$ (550.00)	-84.62%		\$ 100.00		-84.62%
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs	\$ 2,850.00	\$ 3,000.00	\$ 150.00	5.26%		\$ 3,000.00		5.26%
Other: Seminars	\$ -	\$ 400.00	\$ 400.00	0.00%		\$ 400.00		0.00%
Other:								
Other:								
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 3,500.00</b>	<b>\$ 3,500.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 3,500.00</b>	<b>\$ -</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>EARTH REMOVAL INSPECTOR</b>								
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/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 60</b>	<b>\$ 101</b>	<b>\$ 101</b>	<b>\$ 101</b>	<b>101</b>	<b>0.00%</b>	<b>\$ 0.02</b>

**EARTH REMOVAL INSPECTOR**  
**249**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 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:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 100.00</b>	<b>\$ -</b>	<b>0.00%</b>



LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>BOARD OF HEALTH</b>								
1270	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1271	Expenses	\$ 576	\$ 663	\$ 1,000	\$ 1,150	\$ 1,150	15.00%	\$ 0.25
1272	Nursing Services	\$ -	\$ -	\$ 10,021	\$ 10,021	\$ 10,021	0.00%	\$ 2.22
1273	Nashoba Health District	\$ 30,143	\$ 33,103	\$ 22,366	\$ 22,366	\$ 22,366	0.00%	\$ 4.94
1274	Herbert Lipton MH	\$ -	\$ -	\$ 6,500	\$ 6,500	\$ 6,500	0.00%	\$ 1.44
1275	Eng/Consult/Landfill Monitoring	\$ 9,636	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	0.00%	\$ 2.21
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 40,355</b>	<b>\$ 43,766</b>	<b>\$ 49,887</b>	<b>\$ 50,037</b>	<b>\$ 50,037</b>	<b>0.30%</b>	<b>\$ 11.06</b>

BOARD OF HEALTH  
510

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
					Stable license inserts are no longer free with			
Bulk mailing	\$ -	\$ 300.00	\$ 300.00	0.00%	GELD or tax bills	\$ 300.00		0.00%
Dues & Memberships	\$ -	\$ 150.00	\$ 150.00	0.00%	Dues to the Mass Association of BOH	\$ 150.00		0.00%
Advertising public hearings	\$ -	\$ 100.00	\$ 100.00	0.00%	Notices for regulation changes	\$ 100.00		0.00%
Travel/Conferences	\$ 200.00	\$ 200.00	\$ -	0.00%		\$ 200.00		0.00%
Other: Rabies Control	<u>\$ 800.00</u>	<u>\$ 400.00</u>	\$ (400.00)	-50.00%	Less frequent need than in recent years	<u>\$ 400.00</u>		-50.00%
<b>TOTAL FUNDS REQUESTED</b>	\$ 1,000.00	\$ 1,150.00	\$ 150.00	15.00%		\$ 1,150.00	\$ -	15.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>SEALER OF WEIGHTS &amp; MEASURES</b>								
1280	Fee Salaries	\$ 3,000	\$ 2,060	\$ 2,500	\$ 2,500	\$ 2,500	0.00%	
1281	Expenses	\$ 20	\$ 100	\$ 100	\$ 100	\$ 100	0.00%	
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 3,020</b>	<b>\$ 2,160</b>	<b>\$ 2,600</b>	<b>\$ 2,600</b>	<b>\$ 2,600</b>	<b>0.00%</b>	<b>\$ -</b>

SEALER OF WEIGHTS & MEASURES  
244

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 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:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 100.00</b>	<b>\$ -</b>	<b>0.00%</b>



## GROTON POLICE DEPARTMENT

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



**Donald L. Palma, Jr.**  
*Chief of Police*

**James A. Cullen, III**  
*Lieutenant*

November 25, 2013

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

RE: FY2015 Budget

I respectfully submit the attached budgets for FY2015 for the Groton Police Department, Groton Police/Fire/EMS Communications Department, and Groton Emergency Management Agency.

Budgets highlight the following:

### General Expenses –

This reflects a significant increase in fuel costs and cruiser maintenance. For the past two (2) years we have had to request reserve fund transfers for fuel expenses. This budget reflects the estimated cost of fuel for one year and a slight increase in maintenance.

### 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. Our number one priority is a new copier. Our current copier is going on 6 years in service and is showing its age.

### Major Capital –

I have made a request for the purchase of three (3) police cruisers as an ongoing maintenance replacement program.

### Salary & Wages –

This represents contractual agreements for union personnel and agreed upon adjustments for contract employees.

### Communications – *submitted under separate cover*

FISCAL YEAR 2015 TOWN MANAGER'S OPERATING BUDGET

Emergency Management Agency –

This budget is level funded.

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 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>POLICE DEPARTMENT</b>								
1300	Salaries	\$ 188,068	\$ 213,319	\$ 275,140	\$ 284,676	\$ 284,676	3.47%	\$ 62.93
1301	Wages	\$ 1,294,589	\$ 1,433,487	\$ 1,397,769	\$ 1,492,580	\$ 1,492,580	6.78%	\$ 329.97
1302	Expenses	\$ 153,852	\$ 171,411	\$ 151,171	\$ 200,171	\$ 176,171	16.54%	\$ 38.95
1303	Lease or Purchase of Cruisers	\$ 3,900	\$ 3,900	\$ 3,900	\$ 4,000	\$ 4,000	2.56%	\$ 0.88
1304	PS Building (Expenses)	\$ 48,787	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1305	Minor Capital	\$ 12,147	\$ 14,603	\$ 15,000	\$ 90,691	\$ 15,000	0.00%	\$ 3.32
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,701,343</b>	<b>\$ 1,836,720</b>	<b>\$ 1,842,980</b>	<b>\$ 2,072,118</b>	<b>\$ 1,972,427</b>	<b>7.02%</b>	<b>\$ 436.05</b>

**POLICE DEPARTMENT**  
**210**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Boat/ATV								
Community Operations								
Computer Supplies/Fees	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%		\$ 3,000.00		0.00%
Cruiser Maintenance	\$ 14,000.00	\$ 18,000.00	\$ 4,000.00	28.57%		\$ 14,000.00		0.00%
Dues & Memberships	\$ 5,500.00	\$ 5,500.00	\$ -	0.00%		\$ 5,500.00		0.00%
Equipment Maintenance	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%		\$ 5,000.00		0.00%
Fuel	\$ 39,000.00	\$ 84,000.00	\$ 45,000.00	115.38%		\$ 64,000.00		64.10%
Investigation Fund	\$ 4,500.00	\$ 4,500.00	\$ -	0.00%		\$ 4,500.00		0.00%
Mileage	\$ 2,500.00	\$ 2,500.00	\$ -	0.00%		\$ 2,500.00		0.00%
NEMLEC	\$ 5,500.00	\$ 5,500.00	\$ -	0.00%		\$ 5,500.00		0.00%
Physicals/Medical	\$ -	\$ -	\$ -	0.00%		\$ -		0.00%
Printing/Printed Forms	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Prisoner Meals	\$ 300.00	\$ 300.00	\$ -	0.00%		\$ 300.00		0.00%
Professional Development	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		0.00%
Public Safety Supplies	\$ 8,000.00	\$ 8,000.00	\$ -	0.00%		\$ 8,000.00		0.00%
Software/Service Maintenance	\$ 21,811.00	\$ 21,811.00	\$ -	0.00%		\$ 21,811.00		0.00%
Traffic Safety	\$ 300.00	\$ 300.00	\$ -	0.00%		\$ 300.00		0.00%
Training	\$ 11,000.00	\$ 11,000.00	\$ -	0.00%		\$ 11,000.00		0.00%
Travel/Conferences	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		0.00%
Uniforms	\$ 26,260.00	\$ 26,260.00	\$ -	0.00%		\$ 26,260.00		0.00%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 151,171.00</b>	<b>\$ 200,171.00</b>	<b>\$ 49,000.00</b>	<b>32.41%</b>		<b>\$ 176,171.00</b>	<b>\$ -</b>	<b>16.54%</b>



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 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Salaries															
Palma	Donald	Contract	Police Chief			40	\$ 121,575.00			\$ 124,006.50			\$ 520.00	\$ 124,006.50	\$ 124,526.50
Cullen	James	Contract	Police Lieutenant			40	\$ 86,353.00			\$ 89,841.66			\$ 16,209.00	\$ 89,841.66	\$ 106,050.66
Newell	Kathleen	Supervisors	Executive Assistant	7		40	\$ 50,507.00			\$ 52,547.48	2.0%		\$ 500.00	\$ 53,598.43	\$ 54,098.43
Other Pay							\$ 16,705.00								
TOTAL SALARIES															\$ 284,675.59

1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Wages															
Quinn Bill - State							\$ -			\$ -				\$ -	\$ -
Quinn Bill - Town							\$ 54,931.12			\$ 56,029.74				\$ 56,029.74	\$ 56,029.74
Education Incentive							\$ 12,839.75			\$ 13,096.54				\$ 13,096.54	\$ 13,096.54
Beltz	Nicholas	GPA	Patrolman		\$30.37	37.5	\$ 59,449.28	\$ 30.98	37.5	\$ 60,638.26		\$ 30.98		\$ 60,638.26	\$ 60,638.26
Breault	Robert	GPA	Patrolman		\$30.37	37.5	\$ 59,449.28	\$ 30.98	37.5	\$ 60,638.26		\$ 30.98		\$ 60,638.26	\$ 60,638.26
Breslin	Peter	GPA	Patrolman		\$30.37	37.5	\$ 59,449.28	\$ 30.98	37.5	\$ 60,638.26		\$ 30.98		\$ 60,638.26	\$ 60,638.26
Candow	Gordon	GPA	Patrolman		\$30.37	37.5	\$ 59,449.28	\$ 30.98	37.5	\$ 60,638.26		\$ 30.98		\$ 60,638.26	\$ 60,638.26
Connell	Paul	Superior	Sergeant		\$34.93	37.5	\$ 68,375.48	\$ 35.63	37.5	\$ 69,742.98		\$ 35.63		\$ 69,742.98	\$ 69,742.98
Connor	Omar	GPA	Patrolman		\$30.37	37.5	\$ 59,449.28	\$ 30.98	37.5	\$ 60,638.26		\$ 30.98		\$ 60,638.26	\$ 60,638.26
Cooper	Timothy	GPA	Patrolman		\$25.78	37.5	\$ 50,464.35	\$ 26.30	37.5	\$ 51,473.64		\$ 26.30		\$ 51,473.64	\$ 51,473.64
Gemos	Derrick	Superior	Sergeant		\$34.93	37.5	\$ 68,375.48	\$ 35.63	37.5	\$ 69,742.98		\$ 35.63		\$ 69,742.98	\$ 69,742.98
Goodwin	Jason	Superior	Sergeant		\$34.93	37.5	\$ 68,375.48	\$ 35.63	37.5	\$ 69,742.98		\$ 35.63		\$ 69,742.98	\$ 69,742.98
Henehan	Kevin	GPA	Patrolman		\$30.37	37.5	\$ 59,449.28	\$ 30.98	37.5	\$ 60,638.26		\$ 30.98		\$ 60,638.26	\$ 60,638.26
Lynn	Michael	GPA	Patrolman		\$30.37	37.5	\$ 59,449.28	\$ 30.98	37.5	\$ 60,638.26		\$ 30.98		\$ 60,638.26	\$ 60,638.26
Mead	Rachel	GPA	Patrolman		\$30.37	37.5	\$ 59,449.28	\$ 30.98	37.5	\$ 60,638.26		\$ 30.98		\$ 60,638.26	\$ 60,638.26
Pierce	Irmin	GPA	Patrolman		\$30.37	37.5	\$ 59,449.28	\$ 30.98	37.5	\$ 60,638.26		\$ 30.98		\$ 60,638.26	\$ 60,638.26
Rose	Dale	GPA	Patrolman		\$30.37	37.5	\$ 59,449.28	\$ 30.98	37.5	\$ 60,638.26		\$ 30.98		\$ 60,638.26	\$ 60,638.26
Sheridan	Edward	Superior	Sergeant		\$34.93	37.5	\$ 68,375.48	\$ 35.63	37.5	\$ 69,742.98		\$ 35.63		\$ 69,742.98	\$ 69,742.98
Waite	Cory	GPA	Patrolman		\$30.37	37.5	\$ 59,449.28	\$ 30.98	37.5	\$ 60,638.26		\$ 30.98		\$ 60,638.26	\$ 60,638.26
Talent	Joan	THL	Administrative Asst.		\$25.00	15	\$ -	\$ 25.50				\$ 25.50		\$ 19,966.50	\$ 19,966.50
Stipends							\$ 8,200.00			\$ 8,200.00				\$ 8,200.00	\$ 8,200.00
Shift Differential							\$ 48,000.00			\$ 50,161.00				\$ 50,161.00	\$ 50,161.00
Holiday Pay							\$ 45,370.00			\$ 55,000.00				\$ 55,000.00	\$ 55,000.00
Shift Coverage - Vacation Leave							\$ 81,000.00			\$ 85,000.00				\$ 85,000.00	\$ 85,000.00
Shift Coverage - Personal Leave							\$ 48,000.00			\$ 52,000.00				\$ 52,000.00	\$ 52,000.00
Shift Coverage - Sick Leave							\$ 75,500.00			\$ 80,000.00				\$ 80,000.00	\$ 80,000.00
Shift Coverage Extraordinary Leave							\$ 12,000.00			\$ 15,000.00				\$ 15,000.00	\$ 15,000.00
Longevity							\$ 9,860.00			\$ 11,500.00				\$ 11,500.00	\$ 11,500.00
Health Insurance Buyback							\$ 8,400.00			\$ 8,400.00				\$ 8,400.00	\$ 8,400.00
FLSA Adjustments							\$ 2,500.00			\$ 2,500.00				\$ 2,500.00	\$ 2,500.00
Reserve Officers							\$ -			\$ 25,000.00				\$ 25,000.00	\$ 25,000.00
Uniform Cleaning Allowance							\$ 13,260.00			\$ 13,260.00				\$ 13,260.00	\$ 13,260.00

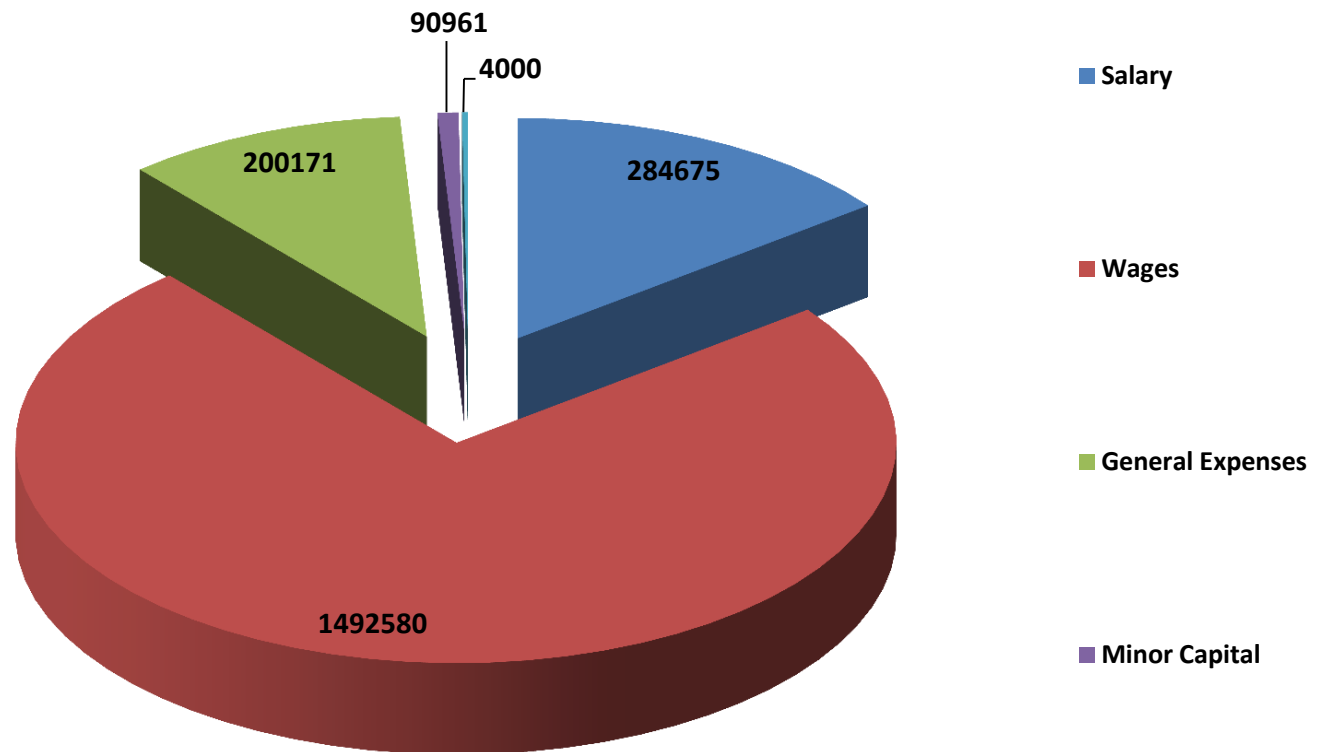
TOTAL WAGES \$ 1,397,769.14 \$ - \$ 1,492,580.22

**GROTON POLICE DEPARTMENT  
FY15 MINOR CAPITAL**

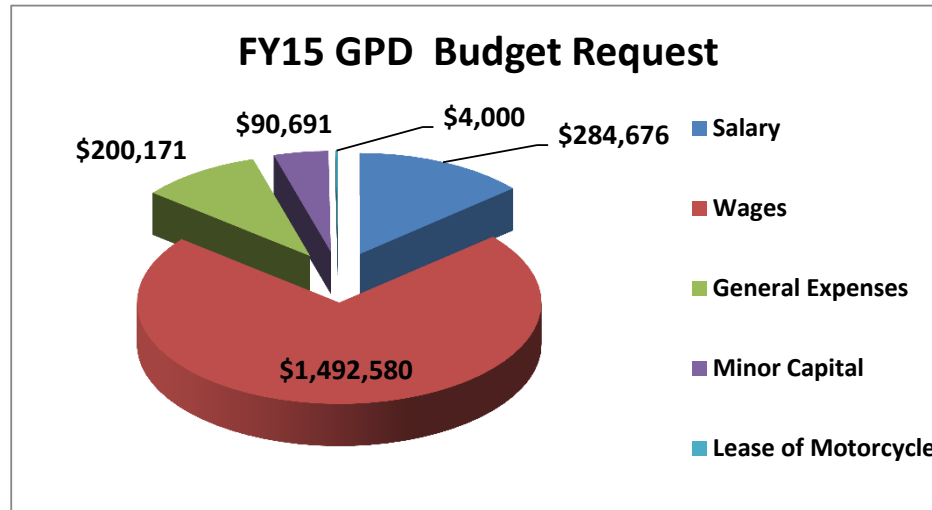
<b>QTY</b>	<b>Item</b>	<b>Cost</b>	<b>Priority</b>	<b>Notes</b>
1	Ricoh MPC4501 Copier	\$8,277.74	1	201.27/48 mos
1	Tactical Breaching Tools	\$1,061.00	1	
1	Night Vision Binoculars	\$1,500	1	
1	Ultrasonic Gun Cleaner	\$700.00	1	
2	Nikon D5100 Digital SLR Camera	\$1,540.00	1	
1	Forensic Light Source Kit	\$500.00	1	
1	Reprocast Silicone Casting Kit	\$320.00	1	
2	Dept Video Camera	\$950.00	1	
3	Police Patrol Bicycles	\$2,100.00	1	
1	Camera Case, Tripod	\$820.00	1	
2	Ballistic Shield	\$3,500.00	2	
2	Portable Breathalyzer Test Units	\$2,350.00	2	
25	Gas Masks, Filter & Pouches	\$16,125.00	2	
1	Traffic Counter	\$4,615.00	3	
1	Dell Laptop for Training	\$1,000.00	3	
1	Crash Data Retrieval Equip	\$10,000.00	3	plus \$899/yr

<b>TOTAL</b>	<b>\$90,261.34</b>
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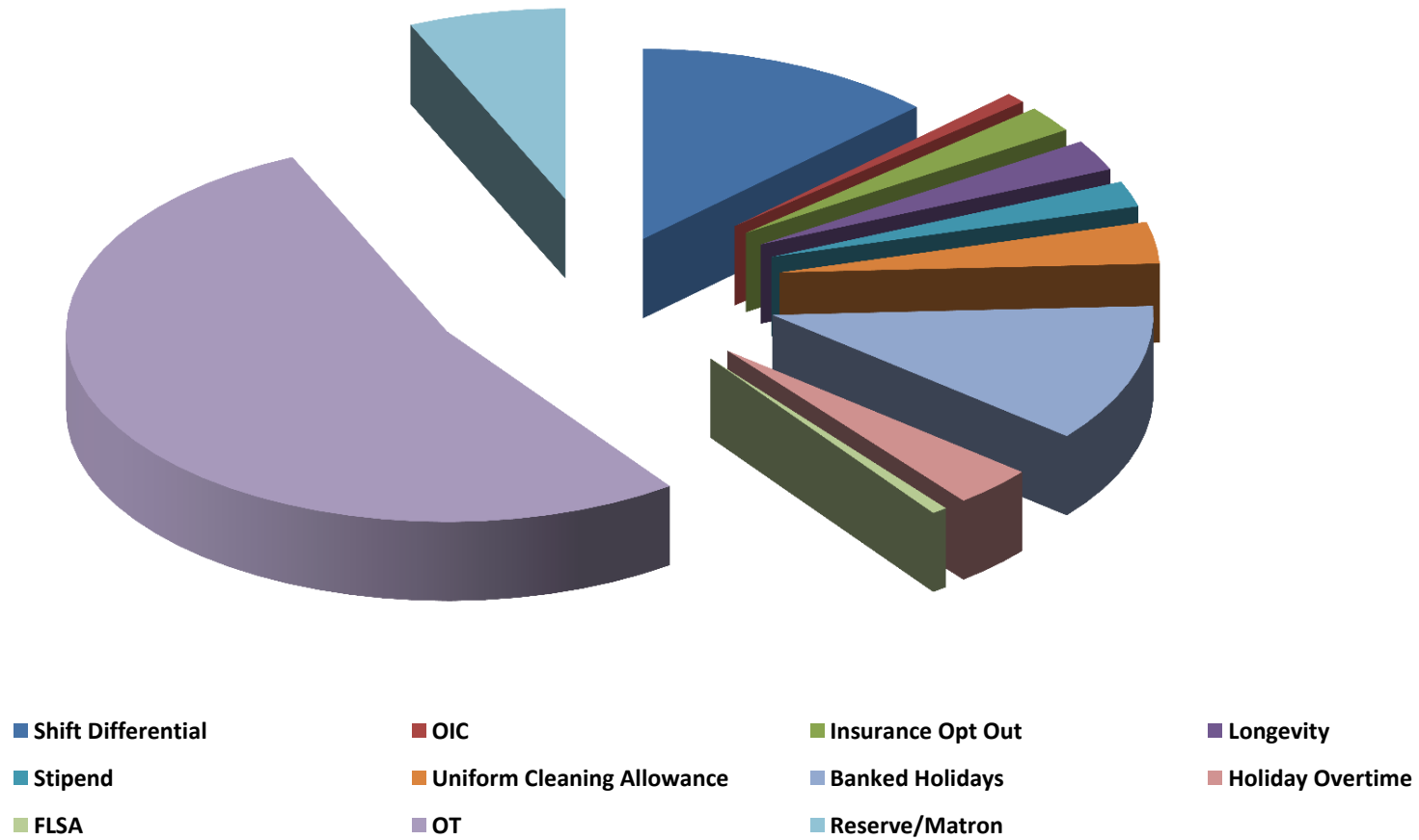
## FY15 GPD Budget Request



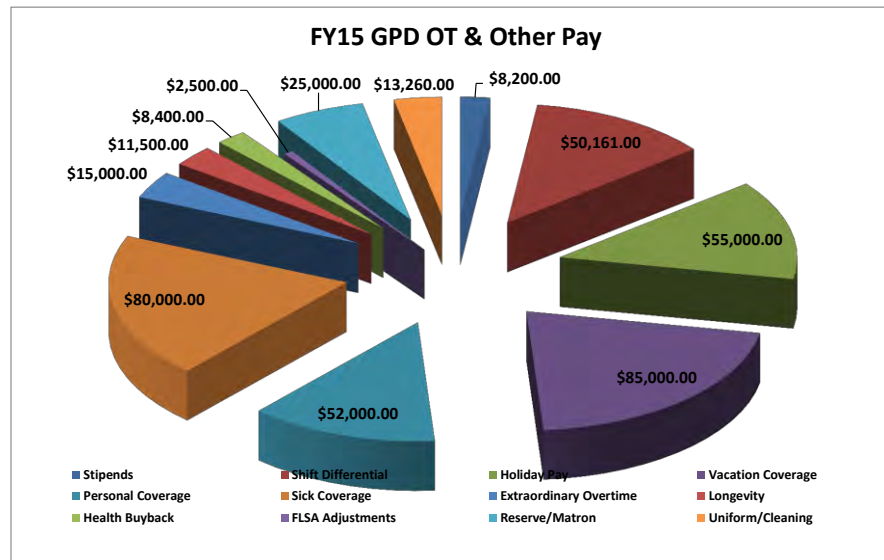
FY15 GPD Budget Request	
Salary	\$ 284,676
Wages	\$ 1,492,580
General Expenses	\$ 200,171
Minor Capital	\$ 90,691
Lease of Motorcycle	\$ 4,000
	\$ 2,072,118.00



## FY15 GPD OT & Other Pay



FY15 GPD OT & Other Pay		
Stipends	\$	8,200.00
Shift Differential	\$	50,161.00
Holiday Pay	\$	55,000.00
Vacation Coverage	\$	85,000.00
Personal Coverage	\$	52,000.00
Sick Coverage	\$	80,000.00
Extraordinary Overtime	\$	15,000.00
Longevity	\$	11,500.00
Health Buyback	\$	8,400.00
FLSA Adjustments	\$	2,500.00
Reserve/Matron	\$	25,000.00
Uniform/Cleaning	\$	13,260.00



## **Groton Fire Department Budget Summary FY 2015**

### **Wages**

There is an increased to the wage line item not only for the hourly wages but for overtime; I have included in the spreadsheet a tab that shows the details of the “Overtime for Shift Coverage”.

I also want to give you background on what the wage line item funds; pays firefighter’s & EMT’s for responding to calls and attending department training. It also funds per-diem shifts for call members to fill shifts during the daytime & weekends when the bulk of the call members are working and not in Town.

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. There is an increase in the expense line item to cover the increase in medical exams and books for the new recruits. I would recommend that the Call Firefighter & EMT wage line item be merged together; there is no difference in hourly rates.

### **Expenses**

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

- Medical exams for 6 new recruits
- Books for 6 Recruits

### **Minor Capital**

Minor capital will purchase (9) new sets of turn-out gear due to the NFPA Standards which require turn-out gear to be retired after 10 years from manufactures date. Also to purchase (20) Hi-Viz EMS Jackets for EMT’s which will replace the current “Blue” EMS Jackets currently being used by the department EMT’s. The last item is to purchase new handlines & LDH supply hoses for the apparatus.

### **Capital**

The capital plan this year is to replace the 2005 Ford F450 ambulance and to convert the old ambulance cab & chassis to a forestry unit which will replace a 1986 military pickup truck which is need of structural body work.

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

	<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>	<u>2024</u>
<b>Revenue(net of costs/refunds)</b>											
<b>Balance forward each 7/1</b>	\$359,156	\$399,156	\$184,156	\$209,156	\$254,156	\$319,156	\$384,156	\$409,156	\$174,156	(\$110,845)	(\$45,845)
FY 14-24 @ \$20K/mo	\$240,000	\$240,000	\$240,000	\$240,000	\$240,000	\$240,000	\$240,000	\$240,000	\$240,000	\$240,000	\$240,000
<b>Operational Expenses</b>											
Ops Encumb for next fiscal yr	(\$160,000)	(\$175,000)	(\$175,000)	(\$175,000)	(\$175,000)	(\$175,000)	(\$175,000)	(\$175,000)	(\$175,000)	(\$175,000)	(\$175,000)
<b>Capital Expenses</b>											
Land Acquisition or Engineering Fees											
Ambulance 1 Replacement (10 years)									(\$350,000)		
Ambulance 2 Replacement (10 years)		(\$280,000)									
Response Vehicle Replacement (8 years)			(\$40,000)								(\$40,000)
Service Truck Replacement (8 years)							(\$40,000)				
Rescue Truck Replacement (20 years)								(\$300,000)			
Rescue Boat Replacement (10 years)				(\$20,000)							
Rescue Tools Upgrade (20 years)	(\$40,000)										
	\$399,156	\$184,156	\$209,156	\$254,156	\$319,156	\$384,156	\$409,156	\$174,156	(\$110,845)	(\$45,845)	(\$20,845)



LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>FIRE DEPARTMENT</b>								
1310	Salaries	\$ 101,650	\$ 104,692	\$ 106,781	\$ 108,912	\$ 108,912	2.00%	\$ 24.08
1311	Wages	\$ 496,566	\$ 582,051	\$ 625,585	\$ 651,016	\$ 651,016	4.07%	\$ 143.92
1312	Expenses	\$ 150,948	\$ 128,077	\$ 119,809	\$ 145,659	\$ 120,059	0.21%	\$ 26.54
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 749,164</b>	<b>\$ 814,820</b>	<b>\$ 852,175</b>	<b>\$ 905,587</b>	<b>\$ 879,987</b>	<b>3.26%</b>	<b>\$ 194.54</b>

Fire Department  
220

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
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	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%		\$ 4,000.00		0.00%
Travel/Conferences								
Equipment Maintenance	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		0.00%
Water - Sprinklers								
Software/Service Maintenance	\$ 7,409.00	\$ 7,409.00	\$ -	0.00%		\$ 7,409.00		0.00%
Training	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%		\$ 5,000.00		0.00%
Heating Costs								
Electricity								
Vehicle Costs	\$ 16,500.00	\$ 16,500.00	\$ -	0.00%		\$ 16,500.00		0.00%
Other Expenses	\$ 5,000.00	\$ 9,800.00	\$ 4,800.00	96.00%	Cost for 6 recruit's medical exams	\$ 9,800.00		96.00%
Repair & Maintenance of Vehicles	\$ 25,000.00	\$ 25,000.00	\$ -	0.00%		\$ 20,000.00		-20.00%
Medical Supplies	\$ 15,000.00	\$ 15,000.00	\$ -	0.00%		\$ 15,000.00		0.00%
Uniforms & Gear	\$ 6,000.00	\$ 6,000.00	\$ -	0.00%		\$ 6,000.00		0.00%
Books & Periodicals	\$ 800.00	\$ 1,250.00	\$ 450.00	56.25%	Cost for recruit's Books	\$ 1,250.00		56.25%
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%		\$ 2,500.00		0.00%
Minor Capital	<u>\$ 20,000.00</u>	<u>\$ 40,600.00</u>	<u>\$ 20,600.00</u>	103.00%	See Minor Capital Worksheet	<u>\$ 20,000.00</u>		0.00%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 119,809.00</b>	<b>\$ 145,659.00</b>	<b>\$ 25,850.00</b>	<b>21.58%</b>		<b>\$ 120,059.00</b>	<b>\$ -</b>	<b>0.21%</b>

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 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Salaries															
Bosselait	Joseph		Fire Chief			40	\$ 106,531.00			\$ 108,661.62			\$ 250.00	\$ 108,661.62	\$ 108,911.62
Other Pay							\$ 250.00								
<b>TOTAL SALARIES</b>															\$ 108,911.62
FISCAL YEAR 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Wages															
Aiello	Diane	THL	Office Assistant	6	\$25.47	40	\$ 53,181.36	\$ 25.98	40	\$ 54,244.99	2.0%	\$ 26.50	\$ 350.00	\$ 55,329.89	\$ 55,679.89
Crocker	James	IAFF	Firefighter/EMT		\$25.09	42	\$ 55,007.32	\$ 27.66	42	\$ 60,641.78		\$ 27.66		\$ 60,641.78	\$ 60,641.78
Daly	Susan	IAFF	Captain/EMT		\$32.91	42	\$ 72,151.88	\$ 34.08	42	\$ 74,716.99		\$ 34.08	\$ 1,700.00	\$ 74,716.99	\$ 76,416.99
MacGregor	Michael	IAFF	Firefighter/EMT		\$23.02	42	\$ 50,469.05	\$ 25.60	42	\$ 56,125.44		\$ 25.60		\$ 56,125.44	\$ 56,125.44
McBrearty	Paul	IAFF	Firefighter/EMT		\$25.09	42	\$ 55,007.32	\$ 27.66	42	\$ 60,641.78		\$ 27.66		\$ 60,641.78	\$ 60,641.78
Shute	Tyler	IAFF	Lieutenant/EMT		\$28.85	42	\$ 63,250.74	\$ 30.43	42	\$ 66,714.73		\$ 30.43	\$ 1,250.00	\$ 66,714.73	\$ 67,964.73
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							\$ -			\$ -				\$ 52,500.00	\$ 52,500.00
Call Firefighters/EMTs							\$ 199,453.00			\$ 202,357.06				\$ 202,357.06	\$ 202,357.06
Retro-Active Pay							\$ 58,742.00								
<b>TOTAL WAGES</b>															\$ 651,016.32

### Overtime for Shift Coverage

		Vacations	Sick - (1) Weeks @ 42 Hrs	Personal Days - (4) @ 12 hrs days	Training - 48 Hours
Crocker	\$ 27.66	\$ 3,485.16	\$ 1,742.58	\$ 1,991.52	\$ 1,991.52
Daly	\$ 34.08	\$ 6,441.12	\$ 2,147.04	\$ 2,453.76	\$ 2,453.76
MacGregor	\$ 25.60	\$ 3,225.60	\$ 1,612.80	\$ 1,843.20	\$ 1,843.20
McBrearty	\$ 27.66	\$ 3,485.16	\$ 1,742.58	\$ 1,991.52	\$ 1,991.52
Shute	\$ 30.43	\$ 5,751.27	\$ 1,917.09	\$ 2,190.96	\$ 2,190.96
		\$ 22,388.31	\$ 9,162.09	\$ 10,470.96	\$ 10,470.96

OT Shift Cost \$ 52,492.32

\* Vacations totals are based on 3 weeks for Daly & Shute - 2 weeks for Crocker, McBrearty, MacGregor

Minor Capital FY'15 Requests

Turn-out Gear - (9 sets) @ \$2,400 each	\$ 21,600.00
Hi-Viz EMS Jackets - 20 @ \$350	\$ 7,000.00
Replacement Hoses (Handlines & LDH)	<u>\$ 12,000.00</u>
Total	\$ 40,600.00

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>GROTON WATER FIRE PROTECTION</b>								
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%	\$ 0.55
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 3,250</b>	<b>\$ 3,250</b>	<b>\$ 3,250</b>	<b>\$ 3,250</b>	<b>\$ 3,250</b>	<b>0.00%</b>	<b>\$ 0.72</b>

GROTON WATER FIRE PROTECTION  
221

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 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%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 3,250.00</b>	<b>\$ 3,250.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 3,250.00</b>	<b>\$ -</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>ANIMAL INSPECTOR</b>								
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/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 2,273</b>	<b>\$ 2,082</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>0.00%</b>	<b>\$ 0.55</b>



**ANIMAL INSPECTOR**  
**248**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 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:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 400.00</b>	<b>\$ 400.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 400.00</b>	<b>\$ -</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>ANIMAL CONTROL OFFICER</b>								
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/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 2,082</b>	<b>\$ 2,082</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>0.00%</b>	<b>\$ 0.55</b>

**ANIMAL CONTROL OFFICER**  
**248**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 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:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 400.00</b>	<b>\$ 400.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 400.00</b>	<b>\$ -</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>EMERGENCY MANAGEMENT AGENCY</b>								
1350	Salary	\$ -	\$ -	\$ -	\$ -	-	0.00%	\$ -
1351	Expenses	\$ 2,321	\$ 4,484	\$ 13,000	\$ 13,000	13,000	0.00%	\$ 2.87
1352	Minor Capital	\$ -	\$ -	\$ -	\$ -	-	0.00%	\$ -
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 2,321</b>	<b>\$ 4,484</b>	<b>\$ 13,000</b>	<b>\$ 13,000</b>	<b>\$ 13,000</b>	<b>0.00%</b>	<b>\$ 2.87</b>

EMERGENCY MANAGEMENT AGENCY  
291

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 250.00	\$ -		-100.00%		\$ -		-100.00%
Dues & Memberships	\$ 600.00	\$ 600.00		0.00%		\$ 600.00		0.00%
Travel and Conferences	\$ 250.00	\$ 300.00		20.00%		\$ 300.00		20.00%
Equipment Maintenance	\$ 1,900.00	\$ 2,100.00		10.53%		\$ 2,100.00		10.53%
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Training	\$ 1,000.00	\$ 1,000.00		0.00%		\$ 1,000.00		0.00%
Other: Fire Arms								
Other: Equipment								
Other: Community Notification	<u>\$ 9,000.00</u>	<u>\$ 9,000.00</u>		0.00%		<u>\$ 9,000.00</u>		0.00%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 13,000.00</b>	<b>\$ 13,000.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 13,000.00</b>	<b>\$ -</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>DOG OFFICER</b>								
1360	Salary	\$ 13,973	\$ 13,637	\$ 13,973	\$ 13,973	\$ 13,973	0.00%	\$ 3.09
1361	Expenses	\$ 5,206	\$ 3,917	\$ 4,800	\$ 4,250	\$ 4,250	-11.46%	\$ 0.94
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 19,179</b>	<b>\$ 17,554</b>	<b>\$ 18,773</b>	<b>\$ 18,223</b>	<b>\$ 18,223</b>	<b>-2.93%</b>	<b>\$ 4.03</b>

**DOG OFFICER**  
**292**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 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	\$ 750.00	\$ (1,050.00)	-58.33%		\$ 750.00		-58.33%
Other: Care of Dogs	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Other: Seminars		\$ 500.00	\$ 500.00			\$ 500.00		
Other:								
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 4,800.00</b>	<b>\$ 4,250.00</b>	<b>\$ (550.00)</b>	<b>-11.46%</b>		<b>\$ 4,250.00</b>	<b>\$ -</b>	<b>-11.46%</b>

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 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Salaries															
Delaney	Robert T.		Animal Control				\$ 6,987.00			\$ 6,987.00				\$ 6,987.00	\$ 6,987.00
Moore	George		Animal Control				\$ 6,986.00			\$ 6,986.00				\$ 6,986.00	\$ 6,986.00
TOTAL SALARIES							\$ 13,973.00								\$ 13,973.00
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Wages															
TOTAL WAGES															\$ -



LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>POLICE &amp; FIRE COMMUNICATIONS</b>								
1370	Wages	\$ 234,924	\$ 136,769	\$ 369,815	\$ 491,251	\$ 436,180	17.95%	\$ 96.43
1371	Expenses	\$ 15,000	\$ 11,650	\$ 13,225	\$ 13,225	\$ 13,225	0.00%	\$ 2.92
1372	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 249,924</b>	<b>\$ 148,419</b>	<b>\$ 383,040</b>	<b>\$ 504,476</b>	<b>\$ 449,405</b>	<b>17.33%</b>	<b>\$ 99.35</b>

**POLICE & FIRE COMMUNICATIONS**  
**235**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 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	\$ 4,775.00	\$ 4,775.00	\$ -	0.00%		\$ 4,775.00		0.00%
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:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 13,225.00</b>	<b>\$ 13,225.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 13,225.00</b>	<b>\$ -</b>	<b>0.00%</b>

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 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Salaries															
<b>TOTAL SALARIES</b>															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Wages															
Bushnoe	Edward	Comm. Union	Comm. Officer		\$23.88	24	\$ 29,916.86	\$ 24.36	24	\$ 30,518.21		\$ 24.36		\$ 30,518.21	\$ 30,518.21
Gibson	Warren	Comm. Union	Comm. Officer		\$23.88	40	\$ 49,861.44	\$ 24.36	40	\$ 50,863.68		\$ 24.36		\$ 50,863.68	\$ 50,863.68
Supervisor		Comm. Union	Comm. Officer		\$29.10	40	\$ 60,760.80	\$ 29.68	40	\$ 61,971.84		\$ 29.68		\$ 61,971.84	\$ 61,971.84
Power	Sarah	Comm. Union	Comm. Officer		\$23.88	40	\$ 49,861.44	\$ 24.36	40	\$ 50,863.68		\$ 24.36		\$ 50,863.68	\$ 50,863.68
Touchette	Darlene	Comm. Union	Comm. Officer		\$23.88	40	\$ 49,861.44	\$ 24.36	40	\$ 50,863.68		\$ 24.36		\$ 50,863.68	\$ 50,863.68
Shattuck	Jonathan	Comm. Union	Comm. Officer		\$20.71	40	\$ 43,242.48	\$ 21.12	40	\$ 44,098.56		\$ 21.12		\$ 44,098.56	\$ 44,098.56
New Employee		Comm. Union	Comm. Officer			40		\$ 21.12	40	\$ 44,098.56		\$ 21.12		\$ 44,098.56	\$ 44,098.56
New Employee		Comm. Union	Comm. Officer			40		\$ 21.12	0	\$ -		\$ 21.12		\$ -	\$ -
Relief Dispatchers							\$ 13,825.00			\$ 24,972.00				\$ 24,972.00	\$ 24,972.00
Shift Differential							\$ 12,135.00			\$ 14,000.00				\$ 14,000.00	\$ 14,000.00
EMT/FR/EMD							\$ 4,698.00			\$ 5,870.00				\$ 5,870.00	\$ 5,870.00
Vacations							\$ 29,553.00			\$ 31,000.00				\$ 31,000.00	\$ 31,000.00
Holidays							\$ 20,210.00			\$ 23,000.00				\$ 23,000.00	\$ 23,000.00
Training							\$ 1,250.00			\$ 1,250.00				\$ 1,250.00	\$ 1,250.00
Longevity							\$ 4,640.00			\$ 2,810.00				\$ 2,810.00	\$ 2,810.00
<b>TOTAL WAGES</b>							<b>\$ 369,815.46</b>								<b>\$ 436,180.21</b>

## Budget Comparison

FY2015

		FY2014		FY2015	Delta	%Change
Regular Wages	\$	283,504.46	\$	377,376.77	\$ 93,872.31	33.11%
Shift Differential	\$	12,134.68	\$	16,864.89	\$ 4,730.21	38.98%
Emt/FR/EMD	\$	4,698.00	\$	5,872.50	\$ 1,174.50	25.00%
Vacations	\$	29,552.70	\$	33,141.53	\$ 3,588.83	12.14%
Holidays	\$	20,209.91	\$	26,744.06	\$ 6,534.15	32.33%
Training	\$	1,250.00	\$	1,250.00	\$ -	0.00%
Spare Officer/OT	\$	13,825.00	\$	24,972.93	\$ 11,147.93	80.64%
Longevity	\$	4,640.00	\$	2,220.00	\$ (2,420.00)	-52.16%
Totals	\$	369,814.75	\$	488,442.68	\$ 118,627.93	32.08%
EXPENSES	\$	13,225.00	\$	13,225.00	\$ -	0.00%
MINOR CAPITAL	\$	-	\$	-	\$ -	0.00%
TOTALS	\$	383,039.75	\$	501,667.68	\$ 118,627.93	30.97%

Budget FY2015 RATES OF PAY

With new full time dispatcher

July 1, 2014 - June 30, 2015

Rates of Pay 52 Weeks

April Rate	High Range Hrs/Wks/%	Total
\$ 29.68	40	\$ 1,187.20
\$ 1,187.20	52	\$ 61,734.40
\$ 29.68	8	\$ 237.44
\$ 237.44	6.0%	\$ 14.25
\$ 14.25	0	\$ -

\$ 65,014.40	52	\$ 1,250.28
\$ 1,250.28	40	\$ 31.26
\$ 31.26	1.5	\$ 46.89
\$ 46.89	8	\$ 375.12

Darlene Rate	High Range Hrs/Wks/%	Total
\$ 24.36	40	\$ 974.40
\$ 974.40	52	\$ 50,668.80
\$ 24.36	8	\$ 194.88
\$ 194.88	6.0%	\$ 11.69
\$ 194.88	8.0%	\$ 15.59
\$ 11.69	0	\$ -
\$ 15.59	0	\$ -
\$ -	52	\$ -

\$ 52,418.80	52	\$ 1,008.05
\$ 1,008.05	40	\$ 25.20
\$ 25.20	1.5	\$ 37.80
\$ 37.80	8	\$ 302.40

Sarah Rate	High Range Hrs/Wks/%	Total
\$ 24.36	40	\$ 974.40
\$ 974.40	52	\$ 50,668.80
\$ 24.36	8	\$ 194.88
\$ 194.88	6.0%	\$ 11.69
\$ 194.88	8.0%	\$ 15.59
\$ 11.69	1	\$ 11.69
\$ 15.59	4	\$ 62.36
\$ 74.05	52	\$ 3,850.60

\$ 56,109.40	52	\$ 1,079.03
\$ 1,079.03	40	\$ 26.98
\$ 26.98	1.5	\$ 40.47
\$ 40.47	8	\$ 323.76

Base	Shift Diff	Emt/FR/EMD	Longevity	Total
\$ 61,734.40	\$ -	\$ 780.00	\$ 2,500.00	\$ 65,014.40

Holidays  
\$ 4,126.32

Base	Shift Diff	Emt/FR/EMD	Longevity	Total
\$ 50,668.80	\$ -	\$ 780.00	\$ 970.00	\$ 52,418.80

Holidays  
\$ 3,326.40

Base	Shift Diff	Emt/FR/EMD	Longevity	Total
\$ 50,668.80	\$ 3,850.60	\$ 780.00	\$ 810.00	\$ 56,109.40

Holidays  
\$ 3,561.36

Overtime Rates of Pay
New \$ 34.53
April \$ 46.89
Darlene \$ 37.80
Sarah \$ 40.47
Warren \$ 34.53
Jonathan \$ 34.53
Total \$ 228.75
divide by 6 \$ 38.13 x 8 hrs \$ 305.04

Easter
Open \$ 40.46
Sarah \$ 40.47
Warren \$ 34.53
\$ 115.46 x 8 hrs \$ 923.68

Part-time Rates of Pay
Ed \$ 23.88
Relief Rates of Pay
Justin \$ 16.66
\$ 40.54
divide by 2 \$ 20.27 x 8 hrs \$ 162.16

Ed	High Range		Base	Shift Diff	Emt/FR/EMD	Longevity	Total
Rate	Hrs/Wks/%	Total	\$ 30,401.28	\$ 1,215.76	\$ 780.00	\$ -	\$ 32,397.04
\$ 24.36	24	\$ 584.64					
\$ 584.64	52	\$ 30,401.28					
\$ 24.36	8	\$ 194.88					
\$ 194.88	6.0%	\$ 11.69					
\$ 194.88	8.0%	\$ 15.59					
\$ 11.69	2	\$ 23.38					
\$ 15.59	0	\$ -					
\$ 23.38	52	\$ 1,215.76					
\$ 32,397.04	52	\$ 623.02					
\$ 623.02	24	\$ 25.96					
\$ 25.96	1.5	\$ 38.94					
\$ 38.94	8	\$ 311.52					
Holidays							
			\$ 1,869.12				
Warren							
Rate	Hrs/Wks/%	Total	Base	Shift Diff	Emt/FR/EMD	Longevity	Total
\$ 24.36	40	\$ 974.40	\$ 50,668.80	\$ 1,823.64	\$ 780.00	\$ 440.00	\$ 53,712.44
\$ 974.40	52	\$ 50,668.80					
\$ 24.36	8	\$ 194.88					
\$ 194.88	6.0%	\$ 11.69					
\$ 194.88	8.0%	\$ 15.59					
\$ 11.69	3	\$ 35.07					
\$ 15.59	0	\$ -					
\$ 11.69	divide by 8	\$ 1.46					
\$ 1.46	2	\$ 2.92					
\$ 2.92	4	\$ 11.68					
\$ 35.07	52	\$ 1,823.64					
\$ 53,712.44	52	\$ 1,032.93					
\$ 1,022.20	40	\$ 25.56					
\$ 25.56	1.5	\$ 38.34					
\$ 38.34	8	\$ 306.72					
Holidays							
			\$ 3,373.92				
Jonathan							
Rate	Hrs/Wks/%	Total	Base	Shift Diff	Emt/FR/EMD	Longevity	Total
\$ 21.12	40	\$ 844.80	\$ 43,929.60	\$ 3,163.68	\$ 780.00	\$ -	\$ 47,873.28
\$ 844.80	52	\$ 43,929.60					
\$ 21.12	8	\$ 168.96					
\$ 168.96	6.0%	\$ 10.14					
\$ 168.96	8.0%	\$ 13.52					
\$ 10.14	2	\$ 20.28					
\$ 13.52	3	\$ 40.56					
\$ 60.84	52	\$ 3,163.68					
\$ 47,873.28	52	\$ 920.64					
\$ 920.64	40	\$ 23.02					
\$ 23.02	1.5	\$ 34.53					
\$ 34.53	8	\$ 276.24					
Holidays							
			\$ 3,038.64				

New Employee	Low Range		Base	Shift Diff	Emt/FR/EMD	Longevity	Total
Rate	Hrs/Wks/%	Total	\$ 43,929.60	\$ 3,163.68	\$ 780.00	\$ -	\$ 47,873.28
\$ 21.12	40	\$ 844.80					
\$ 844.80	52	\$ 43,929.60					
\$ 21.12	8	\$ 168.96					
\$ 168.96	6.0%	\$ 10.14					
\$ 168.96	8.0%	\$ 13.52					
\$ 10.14	2	\$ 20.28					
\$ 13.52	3	\$ 40.56					
\$ 60.84	52	\$ 3,163.68					
\$ 47,873.28	52	\$ 920.64					
\$ 920.64	40	\$ 23.02					
\$ 23.02	1.5	\$ 34.53					
\$ 34.53	8	\$ 276.24					
New Employee	Low Range		Base	Shift Diff	Emt/FR/EMD	Longevity	Total
Rate	Hrs/Wks/%	Total	\$ 43,929.60	\$ 3,163.68	\$ 780.00	\$ -	\$ 47,873.28
\$ 21.12	40	\$ 844.80					
\$ 844.80	52	\$ 43,929.60					
\$ 21.12	8	\$ 168.96					
\$ 168.96	6.0%	\$ 10.14					
\$ 168.96	8.0%	\$ 13.52					
\$ 10.14	2	\$ 20.28					
\$ 13.52	3	\$ 40.56					
\$ 60.84	52	\$ 3,163.68					
\$ 47,873.28	52	\$ 920.64					
\$ 920.64	40	\$ 23.02					
\$ 23.02	1.5	\$ 34.53					
\$ 34.53	8	\$ 276.24					
Justin	Relief		Base	Shift Diff	Emt/FR/EMD	Longevity	Total
Rate	Hrs/Wks/%	Total	\$ 6,930.56	\$ 485.16	\$ -	\$ -	\$ 7,415.72
\$ 16.66	8	\$ 133.28					
\$ 133.28	52	\$ 6,930.56					
\$ 133.28	6.0%	\$ 8.00					
\$ 133.28	8.0%	\$ 10.66					
\$ 8.00	1.0	\$ 8.00					
\$ 10.66	1.0	\$ 10.66					
\$ 18.66	26.0	\$ 485.16					
\$ 6,930.56	52	\$ 133.28					
\$ 133.28	8	\$ 16.66					
\$ 16.66	1.5	\$ 24.99					
\$ 24.99	8	\$ 199.92					

FY2015

52.2 Weeks

		Police & Fire Communications							TOTAL	
	WAGES	RATE	BASE PAY							
Supervisor	Supervisor	\$29.68	\$61,971.84						\$377,376.77	
Darlene	Comm.Ofc	\$24.36	\$50,863.68							
Sarah	Comm.Ofc	\$24.36	\$50,863.68							
Warren	Comm.Ofc	\$24.36	\$50,863.68							
Ed	Comm.Ofc	\$24.36	\$30,518.21							
Jonathan	Comm.Ofc	\$21.12	\$44,098.56							
New Full Time	Comm.Ofc	\$21.12	\$44,098.56							
New Full Time	Comm.Ofc	\$21.12	\$44,098.56							
<b>Shift Differential</b>										\$16,864.89
\$485.14	\$3,162.93	\$1,824.08	\$1,216.05	\$ 3,850.83	\$3,162.93	\$3,162.93				
Reliefs	New F/T	Warren	Ed	Sarah	Jonathan	New F/T				
<b>EMD/FR</b>										\$5,872.50
\$783.00	\$783.00	\$783.00	\$783.00	\$783.00	\$783.00	\$783.00	\$391.50	\$783.00		
Supervisor	Darlene	Sarah	Warren	Ed	New	Relief	New			
<b>Vacations</b>		126 Days								\$33,141.36
89 Days @	\$304.96			\$27,141.44						
37 Days @	\$162.16			\$5,999.92						



<b>Holidays</b>				<b>\$26,744.14</b>
Supervisor	\$375.08	11 Days	\$4,125.88	
Darlene	\$302.42	11 Days	\$3,326.62	
Sarah	\$323.71	11 Days	\$3,560.81	
Warren	\$306.72	11 Days	\$3,373.92	
Jonathan	\$276.19	11 Days	\$3,038.09	
New Full Time	\$276.19	11 Days	\$3,038.09	
New Full Time	\$276.19	11 Days	\$3,038.09	
Ed	\$311.51	6 Days	\$1,869.06	
Easter	\$	923.58	\$923.58	
Thanks,Xmas,NY's	\$50.00	3 Days	\$450.00	
<b>Overtime</b>				<b>\$24,972.80</b>
	95 Shifts			
67 Shifts @	\$304.96		\$20,432.32	
28 Shifts @	\$162.16		\$4,540.48	
<b>Longevity</b>				<b>\$2,220.00</b>
	\$970.00	\$810.00	\$440.00	
	Darlene	Sarah	Warren	
<b>Training</b>				<b>\$1,250.00</b>
New Employees	\$1,250.00			
<b>Total Budget</b>				<b>\$488,442.46</b>



LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL</b>								
1400	Operating Expenses	\$ 460,799	\$ 449,967	\$ 468,592	\$ 480,307	\$ 480,307	2.50%	\$ 106.18
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 460,799</b>	<b>\$ 449,967</b>	<b>\$ 468,592</b>	<b>\$ 480,307</b>	<b>\$ 480,307</b>	<b>2.50%</b>	<b>\$ 106.18</b>
<b>GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT</b>								
1410	Operating Expenses	\$ 14,631,670	15963523	\$ 15,118,999	\$ 15,496,974	\$ 15,496,974	2.50%	\$ 3,425.93
1411	Debt Service, Excluded	\$ 1,122,626		\$ 1,233,324	\$ 1,211,301	\$ 1,211,301	-1.79%	\$ 267.78
1412	Debt Service, Unexcluded	\$ -		\$ -	\$ 27,047	\$ 27,047	0.00%	\$ 5.98
1413	Out of District Placement	\$ 18,375		\$ -	\$ -	\$ -	0.00%	\$ -
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 15,772,671</b>	<b>\$ 15,963,523</b>	<b>\$ 16,352,323</b>	<b>\$ 16,735,322</b>	<b>\$ 16,735,322</b>	<b>2.34%</b>	<b>\$ 3,699.69</b>
<b>TOTAL SCHOOLS</b>		<b>\$ 16,233,470</b>	<b>\$ 16,413,490</b>	<b>\$ 16,820,915</b>	<b>\$ 17,215,629</b>	<b>\$ 17,215,629</b>	<b>2.35%</b>	<b>\$ 3,805.87</b>





**Mark Haddad**  
**Town Manager**  
**Re Budget for FY15**

**Dear Mark**

I am pleased to submit to you my operating budgets for the FY15 operating year. In this letter I will give you a where we are now in our FY14 budget as well as brief overview of requested FY 15 budget.

Right now I am pleased with the current funding and the status of the budgets for the DPW for FY14. All budgets are tracking well and I see no shortfalls at this point. We did have some unexpected work on the Squanacook River Dam which ran us over budget, but with a transfer from wages to expenses in the spring, we should be al right through the end of the year.

General Highway Department budget general expenses are on track for expenses for the year and being, 40 % through the year; we have used 35% to date. Our Road Maintenance line is lower than I like but this is where we drew the extra money to complete the Dam Project. I see no other major increases in other areas especially fuel, which has stayed constant over the last couple years, so I am requesting level funding in expenses this year.

I am asking for money in the budget for a new laborer position at a cost of 34k. Right now one of our Highway workers is also called a technical laborer. This position, which grew out of the Highway Department, now does almost exclusively, municipal building work. In the last year alone this position has saved us at least 12k in renovations at the police station locker room project, 10k plus in finishing the upstairs bathroom and file area, and the biggest was repainting the pool at the Golf Center. This project had a bid of 34k to complete that our employee completed for around 4k. This doesn't even touch the day to day work this person does in all of the buildings. It is great to have someone who can do this work and save us money but it has become a permanent drain on the Highway Department. The request is to supplement the loss of the employee with an entry level laborer position. I am also asking to follow through with the capital request for a new pickup truck, which is a scheduled replacement and will replace a 1998 pickup. I have removed the replacement of an intermediate truck as the ones we have now are still in good shape. I will push the replacement out a couple of years.

The Transfer Station budget is also on line and barring any difficulties should remain so. Tipping fees as of now are at \$ 40k of 135,000.00 so I expect to be within our budget. As for projected income, as of now we are \$114,474. This breaks down as \$95170 for stickers and bags, \$14700 general recycled material and \$4600 to date in the regional cost share program. This is a little less than this time last year and I believe that this is because a drop in the plastic market. I am hopeful that this will change and prices will creep up. We have over 80,000# of material on hold waiting for an increase. We have found more vendors which will give us more opportunity for price shopping. Projecting out, I would say that if we stay on this track, we are looking at income of \$350,000.00 and that would be a good number for next year.

General expenses are ok for the department and I am requesting level funding for such.

I have asked for a modification in the wage line, by adding a new employee at a cost of 34k. This will increase our productivity in the department by having someone solely dedicated to checking bags and selling stickers instead of having one of the other workers stopping what they are doing to complete the task. This worker would also be used to do the smaller duties at the facility and would be a Tuesday through Saturday employee. Having a Saturday employee can lead to a reduction in the Over time line in this department. Having another set of eyes at the Transfer Station should also catch many of the missed bags in the trash which causes us to lose revenue plus increases out tipping fees. I am also looking for 10k in Minor capital for sealing the driveway and purchase of blocks to create a new recycle bay.

The current Municipal Building budget seems to be in excellent shape and on budget and I am again 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. We are however going to have to increase the Budget for the new Fire Station. The architect has an estimate for operating at 50K. I suggest we start with that and reduce if needed. We are also going to have to increase hours in the hours in the wage line to accommodate. I am requesting bringing one custodian to 40 hours and scaling one back to 10. Having two full time employees is far more versatile than one at 35 and one at 17. The scaled back position will be solely responsible for the senior center. The other two full time workers will handle the rest of the duties.

Minor capital items, totaling 40k are noted in the plan with the priorities indicated.

The Snow and Ice budget request is at level but I am not hopeful starting the year empty of material, remaining under budget.

## 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. Minor capital request of 10k

### **Highway Department**

Level funding for general expenses. In the wage line there is an increase for general wages due to steps and new requested employee. Capital item of Salt Shed and Sign boards also in proposed budget.

### **Building Maintenance**

Increase in general expenses for new Fire station and minor increase in wages. Minor Capital request for 40k.

### **Snow and Ice, Animal Control, Dog Officer, Animal inspector and Tree Department**

Level funding request.

Respectfully submitted

R Thomas Delaney Jr

DPW Director

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>HIGHWAY DEPARTMENT</b>								
1500	Salaries	\$ 82,017	\$ 84,520	\$ 87,894	\$ 92,809	\$ 92,809	5.59%	\$ 20.52
1501	Wages	\$ 585,369	\$ 574,909	\$ 640,030	\$ 657,775	\$ 605,341	-5.42%	\$ 133.82
1502	Expenses	\$ 147,812	\$ 149,242	\$ 140,300	\$ 140,300	\$ 140,300	0.00%	\$ 31.02
1503	Highway Maintenance	\$ 88,985	\$ 53,360	\$ 89,000	\$ 89,000	\$ 89,000	0.00%	\$ 19.67
1504	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 904,183</b>	<b>\$ 862,031</b>	<b>\$ 957,224</b>	<b>\$ 979,884</b>	<b>\$ 927,450</b>	<b>-3.11%</b>	<b>\$ 205.03</b>



HIGHWAY DEPARTMENT  
420

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 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	<u>\$ 5,000.00</u>	<u>\$ 5,000.00</u>	<u>\$ -</u>	0.00%		<u>\$ 5,000.00</u>		0.00%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 140,300.00</b>	<b>\$ 140,300.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 140,300.00</b>	<b>\$ -</b>	<b>0.00%</b>

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 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Salaries															
Delaney	Robert	Supervisors	DPW Director			40	\$ 86,894.00			\$ 90,404.52	1.0%		\$ 1,500.00	\$ 91,308.57	\$ 92,808.57
Other Pay							\$ 1,000.00								
<b>TOTAL SALARIES</b>							<b>\$ 87,894.00</b>								<b>\$ 92,808.57</b>
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Wages															
Barbieri	Brian	Highway	Mechanic	7	\$28.47	40	\$ 59,445.36	\$ 29.04	40	\$ 60,635.52	2.0%	\$ 29.62		\$ 61,846.56	\$ 61,846.56
Conley	Troy	Highway	Heavy Equip Oper	4	\$28.29	40	\$ 59,069.52	\$ 28.86	40	\$ 60,259.68	1.5%	\$ 29.29	\$ 1,250.00	\$ 61,157.52	\$ 62,407.52
Edwards	Steve	Highway	Mechanic	7	\$26.05	40	\$ 54,392.40	\$ 26.57	40	\$ 55,478.16		\$ 26.57		\$ 55,478.16	\$ 55,478.16
Emslie	James	Highway	Truck Driver/Laborer	2	\$21.69	40	\$ 45,288.72	\$ 22.12	40	\$ 46,186.56	1.0%	\$ 22.34		\$ 46,645.92	\$ 46,645.92
Fuller	Kevin	Highway	Truck Driver/Laborer	2	\$22.00	16	\$ 18,374.40	\$ 22.44	0	\$ -	1.5%	\$ 22.78		\$ -	\$ -
Hall	Brian	Highway	Heavy Equip Oper	4	\$17.03	40	\$ 35,558.64	\$ 17.37	40	\$ 36,268.56	0.5%	\$ 17.46		\$ 36,456.48	\$ 36,456.48
May	Donald	Highway	Foreman	8	\$31.73	40	\$ 66,252.24	\$ 32.36	40	\$ 67,567.68	1.0%	\$ 32.68	\$ 1,250.00	\$ 68,235.84	\$ 69,485.84
Moore	Michael	Highway	Heavy Equip Oper	4	\$25.01	40	\$ 52,220.88	\$ 25.51	40	\$ 53,264.88	1.0%	\$ 25.77		\$ 53,807.76	\$ 53,807.76
Roy	David	Highway	Heavy Equip Oper	4	\$27.73	40	\$ 57,900.24	\$ 28.28	40	\$ 59,048.64	1.25%	\$ 28.63	\$ 750.00	\$ 59,779.44	\$ 60,529.44
Shattuck	Warren	Highway	Truck Driver/Laborer	2	\$20.00	40	\$ 41,760.00	\$ 20.40	40	\$ 42,595.20	2.0%	\$ 20.81		\$ 43,451.28	\$ 43,451.28
Shea	Quintin	Highway	Laborer	3	\$22.35	40	\$ 46,666.80	\$ 22.80	40	\$ 47,606.40	1.0%	\$ 23.03		\$ 48,086.64	\$ 48,086.64
Zimmer	Benjamin	Highway	Heavy Equip Oper	4	\$24.92	40	\$ 52,032.96	\$ 25.42	40	\$ 53,076.96	1.5%	\$ 25.80	\$ 275.00	\$ 53,870.40	\$ 54,145.40
New Employee						40		\$ 16.00	0	\$ -		\$ 16.00		\$ -	\$ -
Summer Help							\$ 8,000.00								\$ 8,000.00
Non Snow and Ice Overtime							\$ 5,000.00								\$ 5,000.00
Additional Salary Appropriated							\$ 32,768.00								
Other Pay							\$ 5,300.00								
<b>TOTAL WAGES</b>							<b>\$ 640,030.16</b>						<b>\$ 3,525.00</b>		<b>\$ 605,341.00</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>SNOW AND ICE</b>								
1520	Expenses	\$ 93,928	\$ 227,283	\$ 165,000	\$ 165,000	\$ 165,000	0.00%	\$ 36.48
1521	Overtime	\$ 195,216	\$ 141,520	\$ 140,000	\$ 140,000	\$ 140,000	0.00%	\$ 30.95
1522	Hired Equipment	\$ 50,850	\$ 69,714	\$ 35,000	\$ 35,000	\$ 35,000	0.00%	\$ 7.73
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 339,994</b>	<b>\$ 438,517</b>	<b>\$ 340,000</b>	<b>\$ 340,000</b>	<b>\$ 340,000</b>	<b>0.00%</b>	<b>\$ 75.16</b>

**SNOW AND ICE**  
**423**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 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%
<b>TOTAL FUNDS REQUESTED</b>	\$ 165,000.00	\$ 165,000.00	\$ -	0.00%		\$ 165,000.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>TREE WARDEN BUDGET</b>								
1530	Salary	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1531	Expenses	\$ 2,985	\$ 2,810	\$ 3,000	\$ 3,000	\$ 3,000	0.00%	\$ 0.66
1532	Trees	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.33
1533	Tree Work	\$ 16,356	\$ 10,121	\$ 15,000	\$ 15,000	\$ 15,000	0.00%	\$ 3.32
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 19,341</b>	<b>\$ 12,931</b>	<b>\$ 19,500</b>	<b>\$ 19,500</b>	<b>\$ 19,500</b>	<b>0.00%</b>	<b>\$ 4.31</b>

**TREE WARDEN**  
**492**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 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:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 3,000.00</b>	<b>\$ 3,000.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 3,000.00</b>	<b>\$ -</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>MUNICIPAL BUILDING AND PROPERTY MAINTENANCE</b>								
1540	Wages	\$ 69,138	\$ 69,297	\$ 75,099	\$ 89,945	\$ 81,180	8.10%	\$ 17.95
1541	Expenses	\$ 181,059	\$ 229,239	\$ 237,350	\$ 287,350	\$ 272,350	14.75%	\$ 60.21
1542	Minor Capital	\$ 18,700	\$ 23,549	\$ 30,000	\$ 30,000	\$ 45,000	0.00%	\$ 9.94
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 268,897</b>	<b>\$ 322,085</b>	<b>\$ 342,449</b>	<b>\$ 407,295</b>	<b>\$ 398,530</b>	<b>16.38%</b>	<b>\$ 88.10</b>

**MUNICIPAL BUILDING AND PROPERTY MAINTENANCE**

**192**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 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	\$ 32,000.00	\$ 82,000.00	\$ 50,000.00	156.25%		\$ 67,000.00		109.38%
General	\$ 16,350.00	\$ 16,350.00	\$ -	0.00%		\$ 16,350.00		0.00%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 237,350.00</b>	<b>\$ 287,350.00</b>	<b>\$ 50,000.00</b>	<b>21.07%</b>		<b>\$ 272,350.00</b>	<b>\$ -</b>	<b>14.75%</b>



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

FISCAL YEAR 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Salaries															
TOTAL SALARIES															\$ -

FISCAL YEAR 2014								FISCAL YEAR 2015								
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015	
Wages																
Kuzmitch	James	THL	Custodian II	4	\$17.51	17	\$ 15,538.37	\$ 17.86	40	\$ 37,291.68	2.0%	\$ 18.22		\$ 38,043.36	\$ 38,043.36	
Sinclair	Alan	THL	Custodian I	3	\$16.46	17	\$ 14,606.60	\$ 16.79	0	\$ -		\$ 16.79		\$ -	\$ -	
Walsh	Tryna	THL	Custodian II	4	\$19.70	40	\$ 41,133.60	\$ 20.09	40	\$ 41,947.92	2.0%	\$ 20.49	\$ 350.00	\$ 42,786.88	\$ 43,136.88	
Other Pay																
TOTAL WAGES															\$ 75,098.57	\$ 81,180.24

Water Treatment Public Safety and two fire stations	8k
interior painting various all buildings	10k
brick work town hall	10k
exterior trim public safety materials	2k
carpeting town hall various places	10k

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>SOLID WASTE DISPOSAL</b>								
1550	Wages	\$ 79,125	\$ 84,200	\$ 99,660	\$ 127,776	\$ 129,820	30.26%	\$ 28.70
1551	Expenses	\$ 54,431	\$ 53,768	\$ 54,486	\$ 54,486	\$ 54,486	0.00%	\$ 12.05
1552	Tipping Fees	\$ 131,996	\$ 130,152	\$ 135,000	\$ 135,000	\$ 135,000	0.00%	\$ 29.84
1553	North Central SW Coop	\$ 5,850	\$ 5,850	\$ 5,850	\$ 5,850	\$ 5,850	0.00%	\$ 1.29
1542	Minor Capital	\$ -	\$ 10,000	\$ 10,000	\$ 5,000	\$ 5,000	0.00%	\$ 1.11
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 271,402</b>	<b>\$ 283,970</b>	<b>\$ 304,996</b>	<b>\$ 328,112</b>	<b>\$ 330,156</b>	<b>8.25%</b>	<b>\$ 72.99</b>

**SOLID WASTE DISPOSAL**  
**430**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 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:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 54,486.00</b>	<b>\$ 54,486.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 54,486.00</b>	<b>\$ -</b>	<b>0.00%</b>

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 2014								FISCAL YEAR 2015								
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015	
Salaries																
TOTAL SALARIES															\$ -	
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16	
FISCAL YEAR 2014								FISCAL YEAR 2015								
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015	
Wages																
Burchett	Keith	Highway	Foreman	8	\$28.66	40	\$ 59,842.08	\$ 29.23	40	\$ 61,032.24	1.5%	\$ 29.67	\$ 275.00	\$ 61,950.96	\$ 62,225.96	
Fuller	Kevin	Highway	Heavy Equip Oper.	4	\$22.00	24	\$ 27,561.60	\$ 22.44	40	\$ 46,854.72	1.5%	\$ 22.78		\$ 47,564.64	\$ 47,564.64	
New Employee		Highway	Checker	1		40		\$ 15.81	0	\$ -		\$ 15.81		\$ -	\$ -	
Overtime							\$ 12,006.00							\$ 20,029.00	\$ 20,029.00	
Other Pay							\$ 250.00									
TOTAL WAGES															\$ 99,659.68	\$ 129,819.60

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>STREET LIGHTS</b>								
1510	Expenses	\$ 17,800	\$ 13,350	\$ 24,000	\$ 24,000	\$ 24,000	0.00%	\$ 5.31
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 17,800</b>	<b>\$ 13,350</b>	<b>\$ 24,000</b>	<b>\$ 24,000</b>	<b>\$ 24,000</b>	<b>0.00%</b>	<b>\$ 5.31</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>PARKS DEPARTMENT</b>								
1560	Wages	\$ 1,040	\$ 1,067	\$ 2,500	\$ 2,540	\$ 2,540	1.60%	\$ 0.56
1561	Expenses	\$ 36,084	\$ 40,467	\$ 46,000	\$ 48,608	\$ 48,608	5.67%	\$ 10.75
<hr/>								
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 37,124</b>	<b>\$ 41,534</b>	<b>\$ 48,500</b>	<b>\$ 51,148</b>	<b>\$ 51,148</b>	<b>5.46%</b>	<b>\$ 11.31</b>

**PARKS DEPARTMENT  
650**

<u>LINE ITEM</u>	FY 2015					FY 2015		
	<u>FY 2014</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>
Field Maintenance	\$ 25,000.00	\$ 26,054.00	\$ 1,054.00	4.22%		\$ 26,054.00		4.22%
Waste Management	\$ 5,500.00	\$ 5,890.00	\$ 390.00	7.09%		\$ 5,890.00		7.09%
Commerations/Celebrations	\$ 4,000.00	\$ 4,373.00	\$ 373.00	9.33%		\$ 4,373.00		9.33%
Safety	\$ 8,000.00	\$ 8,320.00	\$ 320.00	4.00%		\$ 8,320.00		4.00%
Electricity	\$ 3,500.00	\$ 3,971.00	\$ 471.00	13.46%		\$ 3,971.00		13.46%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 46,000.00</b>	<b>\$ 48,608.00</b>	<b>\$ 2,608.00</b>	<b>5.67%</b>		<b>\$ 48,608.00</b>	<b>\$ -</b>	<b>5.67%</b>



MANAGE  
12/18/2013

	FY13-14		FY15-16
FY13 Budget	\$ 46,000.00	Est FY15 Overall Budget	\$ 188,000.00
Est FY14 Operating Cost Total	\$ 51,148.18	Operating Cost	\$ 55,000.00
Difference	\$ (5,148.18)	For FY15 Projects	\$ 133,000.00

FISCAL YEAR 2015 TOWN MANAGER'S OPERATING BUDGET



LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>COUNCIL ON AGING</b>								
1600	Salary	\$ -	\$ -	\$ 61,160	\$ 66,586	\$ 66,586	0.00%	\$ 14.72
1601	Wages	\$ 96,824	\$ 112,894	\$ 49,109	\$ 50,122	\$ 50,122	2.06%	\$ 11.08
1601	Expenses	\$ 6,994	\$ 3,889	\$ 8,454	\$ 11,173	\$ 8,454	0.00%	\$ 1.87
1602	Minor Capital	\$ -	\$ -	\$ -	\$ 5,500	\$ 4,000	0.00%	\$ 0.88
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 103,818</b>	<b>\$ 116,783</b>	<b>\$ 118,723</b>	<b>\$ 133,381</b>	<b>\$ 129,162</b>	<b>8.79%</b>	<b>\$ 28.55</b>

COUNCIL ON AGING  
541

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Building Maintenance								
Maintenance/Repair Equipment								
Maintenance Agreements								
Assessments	\$ 2,100.00	\$ 2,100.00	\$ -	0.00%		\$ 2,100.00		0.00%
Advertising	\$ 100.00		\$ (100.00)	-100.00%				-100.00%
Printing/Copying	\$ 471.00	\$ 1,500.00	\$ 1,029.00	218.47%	printing of Emergency Preparedness form	\$ 500.00		6.16%
Telephone					and additional town wide COA needs survey			
Postage					to be inserted in electric bill. \$1,000 for			
NISC Re-Accreditation Jan 2013					program book apply to formula grant			
					\$800 applied to formual grant for dances,			
Programs/Lectures	\$ 5,000.00	\$ 5,800.00	\$ 800.00	16.00%	\$2,000 reimburseable food expense	\$ 5,210.00		4.20%
Contracted Services	\$ -	\$ 990	\$ 990	0.00%	\$990 applied to Formula Grant	\$ -		
Office Supplies					apply to formula grant			
Books/Periodicals								
Drop-In Center Supplies								
Meals Delivery								
Building Supplies	\$ 350.00	\$ 350.00	\$ -	0.00%		\$ 350.00		0.00%
Travel/Conferences								
Dues/Meetings	\$ 294.00	\$ 294.00	\$ -	0.00%		\$ 294.00		0.00%
New Employee Physical	\$ 139.00	\$ 139.00	\$ -	0.00%		\$ -		-100.00%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 8,454.00</b>	<b>\$ 11,173.00</b>	<b>\$ 2,719.00</b>	<b>32.16%</b>	<b>\$2,790 will be applied to Formula Grant</b>	<b>\$ 8,454.00</b>	<b>\$ -</b>	<b>0.00%</b>

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 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Salaries															
Shelp	Kathy	Supervisors	Director	10		40	\$ 64,000.00		40	\$ 66,585.60		66,585.60		\$ 66,585.60	\$ 66,585.60
TOTAL SALARIES							\$ 64,000.00								\$ 66,585.60
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Wages															
Shepard-Jones	Stacey	THL	Outreach Coord.	6	\$21.23	32	\$ 35,462.59	\$ 21.65	32	\$ 36,164.16	1.0%	\$ 21.87		\$ 36,525.80	\$ 36,525.80
St. Germain	Stephanie	THL	Volunteer Coord.	4	\$17.25	26	\$ 23,411.70	\$ 17.60	26	\$ 23,886.72		\$ 17.60	\$ (10,291.00)	\$ 23,886.72	\$ 13,595.72
TOTAL WAGES							\$ 58,874.29								\$ 50,121.52

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>SENIOR CENTER VAN</b>								
1610	Wages	\$ 23,894	\$ 27,409	\$ 37,371	\$ 40,806	\$ 40,806	9.19%	\$ 9.02
1611	Expenses	\$ 6,086	\$ 10,911	\$ 11,166	\$ 11,313	\$ 11,313	1.32%	\$ 2.50
<hr/>								
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 29,980</b>	<b>\$ 38,320</b>	<b>\$ 48,537</b>	<b>\$ 52,119</b>	<b>\$ 52,119</b>	<b>7.38%</b>	<b>\$ 11.52</b>

SENIOR CENTER VAN  
542

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone	\$ 263.00	\$ 410.00	\$ 147.00	0.00%	bill has averaged \$34 per month	\$ 410.00		
Postage								
Office Supplies								
Dues & Memberships								
Travel/Conferences								
Equipment Maintenance								
Printing/Printed Forms								
Safety Training	\$ 100.00	\$ 100.00				\$ 100.00		
Annual Physical Exam	\$ 250.00	\$ 250.00				\$ 250.00		
Testing and Licenses	\$ 300.00	\$ 300.00				\$ 300.00		
Electricity								
Vehicle Costs	\$ 1,740.00	\$ 1,740.00	\$ -	0.00%		\$ 1,740.00		0.00%
Employee and Union								
Consulting and Engineering								
Building Upgrades								
Other: Gas/Oil	\$ 8,000.00	\$ 8,000.00	\$ -	0.00%		\$ 8,000.00		0.00%
Other: Insurance	\$ 513.00	\$ 513.00	\$ -	0.00%		\$ 513.00		0.00%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 11,166.00</b>	<b>\$ 11,313.00</b>	<b>\$ 147.00</b>	<b>1.32%</b>		<b>\$ 11,313.00</b>	<b>\$ -</b>	<b>1.32%</b>

Department Senior Center Van  
 Org # 542  
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Salaries															
TOTAL SALARIES								\$ -							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Wages															
Burnett	Harold	THL	Van Driver	4	\$18.48	18	\$ 17,363.81	\$ 18.85	18	\$ 17,711.08	0.5%	\$ 18.94		\$ 17,799.64	\$ 17,799.64
Per Diem Driver		THL	Van Driver	4	\$16.91	7	\$ 6,367.00	\$ 18.94	4.6	\$ 4,500.91		\$ 18.94		\$ 4,500.91	\$ 4,500.91
Sinclair	Alan	THL	Van Driver	4	\$17.42	15	\$ 13,639.86	\$ 17.77	15	\$ 13,912.66		\$ 17.77		\$ 13,912.66	\$ 13,912.66
St. Germain	Stephanie	THL	Dispatcher	4	\$17.25	5		\$ 17.60	5	\$ 4,592.30		\$ 17.60		\$ 4,592.30	\$ 4,592.30
TOTAL WAGES								\$ 37,370.67							
								\$ 40,805.50							





## TOWN OF GROTON

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

2 December 2013

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

Dear Mark:

This letter is the supporting documentation for the FY2015 Veterans' Services Officer's Budget. I'm requesting 'level funding' since it's already a barebones budget and the likelihood that I will be able to decrease payments of veterans' benefits is rather low due to the general state of the economy. However, we will see a significant State reimbursement stream so the net budget should be considerably lower as noted below.

### 7040 Salary

this amount is set by the Selectmen

### 7041 Expenses

#### Office Supplies

I've spent very little so far this year but am running out of file folders and some other basics – also, I now have to pay for printer toner cartridges and I suspect I will go through about one per year at a cost in the \$100 range – I also have to pay for my efax service which runs around \$60 per year – in a real pinch this could be reduced a bit, but there isn't much left to cut!

#### Travel/Conferences

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

7042 Veterans' Benefits

this is highly unpredictable and the current caseload of three elders and two younger unemployed is a bit below what the Massachusetts Department of Veterans' Services expects for a community like ours – I'm suggesting that the amount be increased to avoid the 'May shuffle' we've had to do for a couple of years now and I have reason to believe I will pick up some additional elders which will probably average \$300 to \$400 per month each, although I have knowing for certain – if there's a surplus late in the year, it can be moved to another department's budget

**Please note that we will also see a significant reimbursement stream in FY2015 which will reduce the NET expenditure since the State reimbursement of 75 percent of the benefits paid for FY2014 will flow in (the reimbursements come about a year or slightly more after the benefits have been paid) – assuming the benefits payments continue at the current rate of about \$12,000 per quarter, the reimbursement stream will be about \$9,000 per quarter for a net outflow of \$3,000 per quarter – if the current benefits payments change up or down, that will directly impact the reimbursement stream, but generally the only way an elder recipient's benefits stop is either death or leaving town and the younger unemployed will see a reduction or end of payments if they become employed**

7043 Minor Capital

no needs so nothing requested

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

Sincerely,

Robert C. Johnson  
Veterans' Services Officer

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>VETERAN'S SERVICE OFFICER</b>								
1620	Salary	\$ 3,484	\$ 3,484	\$ 3,485	\$ 3,485	\$ 3,485	0.00%	\$ 0.77
1621	Expenses	\$ 284	\$ 262	\$ 900	\$ 900	\$ 900	0.00%	\$ 0.20
1622	Veterans' Benefits	\$ 48,412	\$ 54,092	\$ 48,200	\$ 60,000	\$ 50,000	3.73%	\$ 11.05
1623	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 52,180</b>	<b>\$ 57,838</b>	<b>\$ 52,585</b>	<b>\$ 64,385</b>	<b>\$ 54,385</b>	<b>3.42%</b>	<b>\$ 12.02</b>

**VETERAN'S SERVICE OFFICER**  
**543**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 400.00	\$ 400.00	\$ -	0.00%	still have to pay for toner and efax	\$ 400.00		0.00%
Dues & Memberships								
Travel/Conferences	\$ 500.00	\$ 500.00	\$ -	0.00%	annual training remains essential	\$ 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:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 900.00</b>	<b>\$ 900.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 900.00</b>	<b>\$ -</b>	<b>0.00%</b>

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

FISCAL YEAR 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Salaries															
TOTAL SALARIES															\$ -
FISCAL YEAR 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Wages															
Johnson	Robert	By-Law	Veteran's Agent				\$ 3,485.00								\$ 3,485.00
TOTAL WAGES															\$ 3,485.00

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>GRAVES REGISTRATION</b>								
1630	Salary/Stipend	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	0.00%	\$ 0.06
1631	Expenses	\$ 660	\$ 660	\$ 660	\$ 660	\$ 660	0.00%	\$ 0.14
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 910</b>	<b>\$ 910</b>	<b>\$ 910</b>	<b>\$ 910</b>	<b>\$ 910</b>	<b>0.00%</b>	<b>\$ 0.20</b>

**GRAVES REGISTRATION**  
**493**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 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:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 660.00</b>	<b>\$ 660.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 660.00</b>	<b>\$ -</b>	<b>0.00%</b>

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 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
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	15	15	16
FISCAL YEAR 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Wages															
TOTAL WAGES							\$ -								\$ -



## **CARE OF VETERAN'S GRAVES**

### **FY 2015 BUDGET REQUEST**

On behalf of the Groton Cemetery, we respectfully request \$1,550 in FY 2015. \$550 is the estimate to have a veteran marker for John Gould. He has his original Civil War Iron Flag Marker with his name printed on a copper tag. However, his flag holder is constantly being moved to the adjacent monument. He is on the plot plan and the Civil War Memorial. His name deserves to be at his gravesite.

The Groton Cemetery was grateful for the additional funding provided last fiscal year and would appreciate the same consideration in FY 2015. Thank you.

Deborah Beal Normandin  
Clerk of Deeds  
Groton Cemetery

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>CARE OF VETERAN GRAVES</b>								
1640	Contract Expenses	\$ 1,000	\$ 1,625	\$ 1,625	\$ 1,550	\$ 1,550	-4.62%	\$ 0.34
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,000</b>	<b>\$ 1,625</b>	<b>\$ 1,625</b>	<b>\$ 1,550</b>	<b>\$ 1,550</b>	<b>-4.62%</b>	<b>\$ 0.34</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>OLD BURYING GROUND COMMITTEE</b>								
1650	Expenses	\$ 1,099	\$ 698	\$ 700	\$ 700	\$ 700	0.00%	\$ 0.15
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,099</b>	<b>\$ 698</b>	<b>\$ 700</b>	<b>\$ 700</b>	<b>\$ 700</b>	<b>0.00%</b>	<b>\$ 0.15</b>

**Requests for Changes to FY2015 Library Personnel Budget  
In Order, Based on Greatest Need**  
Revised December 3, 2013, after Meeting with Town Manager

**1. Add New P/T Reference Library Assistant II, 13.38 Hours Per Week**

**#1 MOST CRITICAL NEED: Part-Time Reference Library Asst. II at 8.38 Hours/Week (Part A)**

This position is desperately needed to give Jeff time off the Reference Desk to handle all IT in the Library. In 2000, when he was hired as our Technology Services Librarian, he was doing 12 hours a week on the Desk; now he is doing 20, yet his IT demands have skyrocketed. Jeff's responsibilities include:

- a. Managing all computers and servers maintenance and updates
- b. Handling all Internet and Wireless troubleshooting and upgrades
- c. Installing and troubleshooting printers and other equipment
- d. Purchasing and installing all new computers
- e. Recycling older computers into library catalog stations to maximize use of every machine
- f. Researching and installing all software and updates
- g. Serving as the staff's and the public's "tech guru" (and he gets interrupted with questions from staff and patrons at all times, whether on Reference or not)

In 2000, when Jeff was hired, we had:

1 server, 1 laptop, 9 public computers, and 10 staff computers (**total: 21**)

In 2014, Jeff now manages:

2 servers, 14 laptops, 18 public computers, 16 staff computers, and 3 self-checkout machines (**total: 53**)

And this does not count the exponential increase in related equipment and peripherals (printers, receipt printers, barcode scanners, A/V equipment, etc.), nor does it count the explosion of devices available, nor the increase in technology complexity and sheer variety of software, security, platforms, backup, etc., with corresponding increases in staff and public needing help.

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We have asked Jeff to manage these rising, unceasing and increasing complex demands, while at the same time we **increased his public service hours from 12 hours a week to 20 hours a week**. When he is on the desk, there is little IT work he can be doing. In the same period of time that Jeff has been our Technology Librarian, Town Hall has gone from not having an IT Dept. to an IT Dept. of 3 people working 94 hours a week. Jeff was at 40 hours a week and remains at 40 hours a week.

**When asked if he would like the Director to fight for a higher pay grade for him (in line with Town IT staff), Jeff said, "I would rather you take that extra money and put it into getting Reference some part-time help."**

(The 0.38 hours is to attend the monthly staff meeting, as required of all year-round library assistants.)

**Cost for Part A (8.38 hours per week): \$7694.50**

**2<sup>ND</sup> MOST CRITICAL NEED: P/T Reference Library Assistant II at 5 Hours per Week (Part B).**

The second most critical need in the Library is for additional Reference coverage.

**Reference is the most understaffed department in the Library.** Where other service departments have two full-time staff members AND additional part-time staff, Reference has 2 full-time librarians. There are no part-timers in Reference. Jeff and Susanne cover almost every hour of the week between them at the Reference Desk. They both work one night a week and every other Saturday. When one is on vacation, the other does all the other person's hours, including working that second night and every Saturday until the person returns. Jeff is already maxed out at 5 weeks of vacation a year and Susanne will be at 4 weeks starting in Dec. 2014.

**5 Hours a Week Breakdown:**

- **4 hours per week** - To cover Thursday nights, 5-9 pm (Karen Bolduc works 2 nights a week and will be retiring in April 2014 The new Head of Circulation will almost certainly only work 1 night a week. Therefore, we will be short coverage for one evening. Right now, Circ. is able to spare a Lib. Asst. to cover Reference. This will change in April 2014 and then we will not have anyone to cover Thursday nights in Reference.)
- **1 hour per week** - would be to help fill-in with night coverage when Jeff or Susanne are on vacation, when they are out sick, or require other leave.

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**Are people even using Reference these days? Yes.** Actual numbers are down slightly, yes – from our peak of 7114 questions in 2006 to around 5500, which has been holding steady over the past 7 years. Reference services have changed dramatically; it is no longer looking things up in the encyclopedia so much as serving as:

- Technology Help Desk – with personal devices, laptops, troubleshooting Wi-Fi connections, helping patrons on the computers – whether filling out a job application, logging into their Social Security account, helping people with email, or formatting word documents, or watching a TED talk for a lifelong learning course – you name it, we'll help you figure it out.
- Local Career Center
- Business and Investment Information Source
- Research and Homework Help
- Resource for Copyrighted Works, including older & out-of-print publications
- Interlibrary Loan Center – we can borrow almost any materials you need
- Local History and Genealogical Resource Center – Groton is a historic town, and people email, call, and travel here from all over the country to research their ancestors.

We are getting fewer traditional questions at the Reference Desk, but we are handling:

- A lot more technology, computer, software, and Internet support
- Increasingly complex questions, as we now tend to receive the hard questions people cannot find answers to on their own
- More local history and genealogical research
- Help with job applications, cover letters and resumes, college coursework, and other employment support.
- Guiding patrons with the catalog, databases, and downloading e-books, e-audiobooks, and e-music
- Help with finding the materials they need, here or from any other library
- Provide consumer and research support

This position would be for a Library Assistant II, at \$17.59 per hour in FY2015, calculated on a 52.2 week year.

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**Cost for Part B (5 hours per week): \$4590.99**

**TOTAL COST FOR 13.38 hour per week Reference Library Assistant II (Parts A & B): \$12,285.49**

**2. Increase Primary Custodian Hours from 25 to 30 Hours per Week.**

**THE 3<sup>RD</sup> MOST CRITICAL NEED is for 5 more hours for the Primary Custodian.**

Use of the library facility has increased. Here are some of the changes that have occurred just in the last two years that have had a direct impact on our Primary Custodian, Deb Ladue:

- Added a garden that requires regular maintenance and upkeep
- Opened Wednesday nights, 5-9 pm, a 4-hour a week increase, with no increase in staffing
- Started providing and allowing coffee and other covered beverages into the building
- Offered more programs than ever before. From 2011 to 2012, the **# of programs offered increased 11%** (455 to 410). In October 2013, **we offered 11% more programs** than October 2012 (68 to 61). Attendance was even greater: **a 46% increase in program attendees** in October 2013 over October 2012 (1,288 to 880). And more programs means more refreshments, more trash, more bathroom use, and more clean-up.
- We joined the MVLC network as a full member on October 1, 2013, and already the increase in traffic has been considerable. In September and October 2013, **the number of people entering the building climbed 13.8%** over the same period in 2012 (18,301 to 16,076).
- More materials are coming in and going out of the building. We have gone from **receiving 3 delivery bins a week to an average of 27 bins a week**, and these are primarily filled with patron-requested materials from other libraries.
- Combining Circulation with Interlibrary Loans and Network Transfers (between MVLC libraries), 19,414 items were processed at our public service desks in October 2013, an **8% increase** over last October's figures (17,918).
- Meeting Room Usage **increased 22%** from 2011 to 2012 (1,082 to 1,320). When comparing Jan-Oct 2012 Meeting Room Usage versus Jan-Oct 2013, there was an even **larger increase of 38%** (1100 vs. 1520).

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Deb is unable to get to her usual upkeep and maintenance projects because she has gotten too busy with basic cleaning. “It is just messier in here”, she says. And this trend is only going to get worse when we expand three additional hours per week beginning in Spring 2014 (Fridays until 6 pm and Saturdays until 5 pm).

Deb is so much more than just a custodian; she is our building and grounds manager. She is the caretaker of the entire facility. She schedules and supervises all contractors. She schedules all annual inspections (elevator, sprinklers, etc.). She makes sure the work is done correctly, and if they do not meet her standards, she shops around for another company (local, strongly preferred) – who not only does excellent work, but provides good service and at a reasonable cost. She has saved the Library a lot of money over the years by shopping around – not only for contractors, but for custodial supplies as well – to find the best deal.

Deb is working Sundays this fall, and said she is literally running to get everything cleaned up and ready by the time we open and that she can barely get it done in 3 hours – and that she doesn’t have time to clean the bathrooms as thoroughly as she would like – there is no time. We have gone from one large bag of trash a day two years ago to two large bags a day. She had no time for garden maintenance this summer – we had to rely on intermittent volunteers. She sees dust, but cannot get to it because all her time is on high visibility, high priority cleaning.

Primary Custodian Responsibilities:

**Daily Duties:** Collect recycling; remove trash; empty book drops; wash all door windows on first floor and Sibley Hall; vacuum entire building, including stairs and offices; wash all bathrooms (6 in total); wash all bathroom floors; wash kitchen floor; wash service desks; wash water fountains; sweep entryways; wipe computers and keyboards; set up meeting rooms; polish bannisters; schedule and work with contractors as needed.

**Seasonal Duties:** Rake, mow, weed, sweep walkways, remove snow and ice from front and back entryways, fire escape routes on north and south sides of the building, and dumpster. Snow/ice removal takes priority over everything else.

**Monthly Duties:** Above & Beyond Daily Cleaning & Maintenance (These are the tasks that Deb does not have enough time to do regularly any more):

Polish wood 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> floors; clean dome lights 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> floors; polish banisters; wipe stair panels; wash computers and keyboards; dust shelves 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> floors; dust paintings; wash windows and sills; clean Historical Room;



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flush bath drains; clean service desk wood 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> floors; wash 3<sup>rd</sup> floor copier; wash walls 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> floors; clean chair bottoms (wood); clean chair bottoms (computer); clean Karen D's office; clean Karen B's office; clean Meg's office; clean Vanessa's office; clean Jeff's & Susanne's office; clean custodial closet 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> floors; clean storage closets; wash kitchen cabinets; wax kitchen floor; polish wood walls 3<sup>rd</sup> floor; clean door jams 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> floors; dust overhead vents; dust floor vents; wash wall vents; clean quiet study 3<sup>rd</sup> floor; clean small conference room; clean quiet study room 2<sup>nd</sup> floor; polish brass 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> floors; polish wooden walls; clean office windows 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> floors; wipe cobwebs 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> floors; clean sink area 1<sup>st</sup> and 2<sup>nd</sup>, and 3<sup>rd</sup> floors; wash entrance tiles; wash stair tiles; paint touch up; clean elevator.

Contractors come in and comment that, "you would never believe the renovation is 15 years old – this building is so well-maintained." This is Deb's doing. Deb is one of the hardest working people I have ever met. Her work ethic is amazing. She is organized, thorough, and really hustles. If she cannot get all her projects done in 25 hours a week, then no one can. 30 hours is now required for her to do all her upkeep of the building that brings us so many compliments, on a daily, if not hourly, basis. "This Library is so beautiful", they say, in awe. It is a beautiful building, yes, but they would not say it if the building was not being maintained at the level that Debbie achieves. She sets extremely high standards for herself and her work. She was not satisfied with cleaning every surface in the bathrooms (including the undersides – which so many custodians ignore) and getting it sparkling clean; no, she had to bring in her own steamer from home, to clear out all the gunk that collects under the sink washer, faucet handles, and around the toilet pipes. This is just one example of Debbie's amazing attention to detail that makes people oooh and ahhh over the Library: it is that she CARES for the building. Believe me – visit almost any other library and you will see the difference it makes between having a simple custodian versus a building caretaker, which is what Deb is.

Deb Ladue's FY15 hourly rate is \$21.75. Cost is calculated on a 52.2 week year.

**Cost to Add 5 More Hours to our Primary Custodian's Weekly Schedule: \$5,676.75 +\$75 more in longevity = \$5751.75**

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**3. Additional Week (or 37 hours) for Summer Reading Library Assistant I's.**

**THE 4<sup>TH</sup> MOST CRITICAL NEED IS HELP FOR A LONGER SUMMER READING PROGRAM (This is also a top customer service request every summer).**

In response to numerous and perennial requests from parents, we will be extending the Children's Summer Reading Program an additional week in August (instead of ending mid-August, on Friday the 15<sup>th</sup>, it would end the following week on Friday the 22<sup>nd</sup>). School starts the following week.

It confuses people when we stop almost 2 weeks before school starts. Ending on the last week before school is what everyone expects, and we want to respond to parents and kids who want to read more! But to add another week, we would need an additional 37 hours of summer help, moving the total Summer Reading Library Assistant hours from 444 to 481. Library Assistant I's FY15 rate is \$16.63 per hr.

**Cost for 37 More Hours of Extra Summer Reading Help: \$615.31**

**4. Add New 3 Hours a Week Part-Time Custodian I for Saturday Mornings.**

**THE 5<sup>TH</sup> MOST CRITICAL NEED is for a Custodian on Saturdays.**

An essential part of running a public building is having a custodian in to clean every day the facility is open. But the Library does not have any custodial support on Saturdays. No one comes in to clean the building or do meeting room set-ups. Saturday is our busiest day of the week, and Friday is our second busiest.

Once our Primary Custodian leaves Friday morning, the Library is not cleaned until Sunday morning (if we are open) or Monday morning (or even Tuesday morning, if there is a Monday holiday). That is too long for any public building to go without cleaning or trash removal. Library Staff are often pressed into custodian duties on Saturdays to address urgent needs.

The FY15 Custodian I Rate would be \$16.63 per hour, multiplied by 52 Saturdays in FY2015.

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**Cost for Part-Time 3 Hour a Week Saturday Custodian: \$2,594.28**

**5. Open Fall Sundays 1-5 pm, September through December.**

**OUR TOP #1 CUSTOMER SERVICE PRIORITY AND OUR 6<sup>TH</sup> TOP PRIORITY: EXPAND HOURS. Our most popularly requested hours for expansion? SUNDAYS.**

Winter (Jan-Apr) Sunday Hours have been funded by the Town since 2005. **This fall, we added Sunday hours as one-time pilot project using State Aid Funds.** Library Staff and Trustees received and continue to receive praise and positive comments about the additional Sunday hours. Patrons have been thrilled with the expansion of Sunday hours.

We had **490 people in the Library last Sunday**, Nov. 17, with our first-ever Local Authors' Fair, and **480 people in the Library on Sunday, Nov. 3**, when we had Mary Minifie's talk on Edmund C. Tarbell. Without major programming, we are still **averaging 334 people each Sunday this fall**, and that is without a lot of promotion. People are still calling up every Sunday and asking if we really are open, and they are so excited to hear that we are.

**Reasons to be Open Additional Sunday Hours in the Fall:**

1. **Groton Residents are Asking for More Sunday Hours.** In our 2010 town-wide community survey, GPL registered a high level of satisfaction among its patrons. Most write-in comments indicated that people were happy with the Library and its services. However, in the Conclusions and Implications Summary, there was this observation about our hours:

"The one particular aspect receiving the **lowest satisfaction ratings** and the most number of mentions with regard to suggestions for improvement **involved GPL's hours of operation**...There is a strong desire reflected through this survey for the hours of operation to be expanded; to open Mondays (33%), additional evenings (29%), **and in particular to be open Sundays year round (42%).**" *[emphasis added]*

2. **It is in Alignment with the Long Range Goals of the Library Trustees, namely:**
  - a. To increase availability of all library materials
  - b. To continue to be relevant and responsive to users' needs

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Groton is a residential community. Many working residents are primarily in town only during evening and weekend hours. In order to increase the availability of all library materials and to be both relevant and responsive to users' needs, the Library needs to be open when the greatest number are free to use the Library (i.e. evening and weekend hours). We expanded our evening hours last year, and now it is time for more weekend hours. Library usage statistics bear this out. Our number of checkouts per hour open is consistently highest on Saturday, second highest on Sunday, and third highest on Friday. When we are open Sundays 1-5 pm, they are our busiest hours of the week, based on number of people entering the Library per hour, followed by Saturdays and then Fridays.

3. **The Library is Closed Mondays Year-Round.** The Library is closed on Mondays. When we are also closed on Sundays, this means that the Library closes at 3 pm on Saturdays and does not reopen until 10 am on Tuesdays. This is just shy of three entire days in a row. Being closed for such a long stretch of time each week is simply terrible service, but we do not have enough staff to open on Mondays.
4. **Sunday Afternoon is the Best Time for Adult Programs.** Our adult program season runs September through April. If programs are held during the day on a weekday, working residents can't come; but if we have programs on weekday evenings, many seniors won't drive after dark. The best time in the week for most adults – working, parents, retired, or senior – is Sunday afternoon. This has worked really well for January through April programs.
5. **Sunday Hours are the Least Disruptive to Current Staff.** Sundays are an ideal time to add hours, because they can be added to the library schedule without disrupting regular staff schedules. The Library can hire the part-time staff it needs for Sundays, and offer extra hours to regular staff as enticement to work on Sundays.
6. **Top-Ranked Groton Middling to Bottom in Hours & Sundays Comparisons (2012 Data).** While Groton Library is ranked in the top ten for most categories when compared to other libraries serving the same population group, GPL is ranked 29<sup>th</sup> out of 52 libraries in annual hours. Out of all the libraries in our population group that are open on Sundays, Groton was open the fewest Sundays and the fewest hours.

**Cost for Staffing 17 Fall Sundays, Sept-Dec: \$8,883.69**

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**PROPOSED ADDITIONAL FALL SUNDAYS SCHEDULE**

Sep. 7 to Dec. 28, 2014, is 17 Sundays. *Labor Day is Mon., Sep. 1, 2014.*

<b>Job Description</b>	<b>How Many</b>	<b>Hours</b>	<b># of Sundays</b>	<b>Total Hrs</b>	<b>Rate</b>	<b>Total Pay</b>
LA II	4	4.5	17	306	\$ 17.59	\$ 5,382.54
Reference	1	4.5	17	76.5	\$ 24.41	\$ 1,867.37
Shelver	1	4.5	17	76.5	\$ 9.63	\$ 736.70
Custodian II	1	3	17	51	\$ 17.59	\$ 897.09
<b>Total:</b>						<b>\$ 8,883.69</b>

**6. Add 2.5 Hours Per Week to New P/T Reference Library Assistant II (Part C)**

**#7<sup>TH</sup> MOST CRITICAL NEED: 2.5 More Hours for the P/T Reference Library Asst. II at 2.5 Hours/Week (Part C)**

**2.5 hours per week** – To work every third Saturday for 7.5 hours, or 2.5 hours per week average. The Library will be expanding hours in Spring 2014, including adding 2 hours on Saturdays by staying open until 5 pm. To keep the number of Saturday hours worked by library staff the same, staff will be working fewer Saturdays in the year to compensate for the longer day. There are enough staff members in Circulation and Children's to staff an every 3<sup>rd</sup> week rotation over the current every other week rotation, but the Reference Dept. of 2 does not. This position is needed to make up the 3<sup>rd</sup> person in the Saturday Reference rotation.

This position would be for a Library Assistant II, at \$17.59 per hour in FY2015, calculated on a 52.2 week year.

**TOTAL COST FOR 2.5 additional hours per week for the Reference Library Assistant II (Part C): \$2,295.50**

**TOTAL COST FOR PARTS A, B, & C: \$14,580.99**

**TOTAL OF ALL REQUESTS: \$32,426**

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>LIBRARY</b>								
1660	Salary	\$ 261,547	\$ 273,543	\$ 277,145	\$ 285,878	\$ 285,878	3.15%	\$ 63.20
1661	Wages	\$ 298,062	\$ 307,549	\$ 315,990	\$ 358,743	\$ 344,992	9.18%	\$ 76.27
1662	Expenses	\$ 163,560	\$ 169,892	\$ 195,235	\$ 198,335	\$ 198,335	1.59%	\$ 43.84
1663	Minor Capital	\$ -	\$ -	\$ 13,082	\$ -	\$ -	0.00%	\$ -
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 723,169</b>	<b>\$ 750,984</b>	<b>\$ 801,452</b>	<b>\$ 842,956</b>	<b>\$ 829,205</b>	<b>3.46%</b>	<b>\$ 183.31</b>

LIBRARY  
610

<u>LINE ITEM</u>	FY 2015 DEPARTMENT				<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	FY 2015		<u>PERCENT CHANGE</u>
	<u>FY 2014 APPROPRIATION</u>	<u>DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>				<u>TOWN MANAGER APPROVED</u>	<u>FINCOM APPROVED</u>	
Advertising	\$ 500.00	\$ 500.00	\$ -	0.00%			\$ 500.00		0.00%
Books/Materials	\$ 64,614.00	\$ 64,614.00	\$ -	0.00%			\$ 64,614.00		0.00%
Computer	\$ 4,500.00	\$ 4,500.00	\$ -	0.00%			\$ 4,500.00		0.00%
Contracted Services	\$ 4,265.00	\$ 4,265.00	\$ -	0.00%			\$ 4,265.00		0.00%
Dues and Meetings	\$ 500.00	\$ 1,000.00	\$ 500.00	100.00%	More professional memberships & conf. to attend for staff		\$ 1,000.00		100.00%
Electric	\$ 21,000.00	\$ 21,000.00	\$ -	0.00%			\$ 21,000.00		0.00%
Furniture and Equipment	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%			\$ 4,000.00		0.00%
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	\$ 525.00	\$ 525.00	\$ -	0.00%			\$ 525.00		0.00%
Maintenance Agreements - Bldg.	\$ 6,250.00	\$ 6,250.00	\$ -	0.00%			\$ 6,250.00		0.00%
Maintenance Agreements - Comp.	\$ 38,281.00	\$ 38,281.00	\$ -	0.00%			\$ 38,281.00		0.00%
Maintenance and Repairs	\$ 15,300.00	\$ 15,300.00	\$ -	0.00%			\$ 15,300.00		0.00%
Postage and Delivery	\$ 1,400.00	\$ 1,400.00	\$ -	0.00%			\$ 1,400.00		0.00%
Printing and Copying	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%			\$ 2,000.00		0.00%
Programs and Lectures	\$ 500.00	\$ 500.00	\$ -	0.00%			\$ 500.00		0.00%
Staff Development									
Supplies	\$ 13,450.00	\$ 15,500.00	\$ 2,050.00	15.24%	more programs, greater use, more custodial, new printers		\$ 15,500.00		15.24%
Trash Removal	\$ 1,900.00	\$ 1,900.00	\$ -	0.00%			\$ 1,900.00		0.00%
Travel	\$ 450.00	\$ 1,000.00	\$ 550.00	122.22%	more meetings as part of MVLC membership commitment		\$ 1,000.00		122.22%
Water and Sewer	\$ 3,500.00	\$ 3,500.00	\$ -	0.00%			\$ 3,500.00		0.00%
Other:									
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 195,235.00</b>	<b>\$ 198,335.00</b>	<b>\$ 3,100.00</b>	<b>1.59%</b>			<b>\$ 198,335.00</b>	<b>\$ -</b>	<b>1.59%</b>

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 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Salaries															
Abraham	Vanessa	Contract	Library Director			40	\$ 76,681.00			\$ 77,385.00				\$ 77,385.00	\$ 77,385.00
Dowson	Debra	THL	Young Adult Lib.	8		20	\$ 27,161.00			\$ 28,164.22	2.0%			\$ 28,727.50	\$ 28,727.50
Dunham	Karen	THL	Dir. Of Child Ser.	8		40	\$ 55,216.00			\$ 56,320.32	1.5%			\$ 57,165.12	\$ 57,165.12
Olson	Susanne	THL	Reference Librarian	8		40	\$ 57,152.00			\$ 58,295.04	1.0%		\$ 350.00	\$ 58,877.99	\$ 59,227.99
Pike	Jeffrey	THL	Tech Serv. Librarian	8		40	\$ 60,335.00			\$ 61,541.70	2.0%		\$ 600.00	\$ 62,772.53	\$ 63,372.53
Other Pay							\$ 600.00								
<b>TOTAL SALARIES</b>													\$ 950.00		\$ 285,878.14
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Wages															
Summer Reading 3 LA (with extra 37 Hours for extra week)				3			\$ 7,235.00	\$ 16.63	481	\$ 7,379.70				\$ 7,999.03	\$ 7,999.03
Winter (Jan - Apr) Sundays 1 Custodian II				4			\$ 828.00	\$ 17.59	48	\$ 844.56				\$ 844.32	\$ 844.32
Winter (Jan - Apr) Sundays 1 Reference				8			\$ 1,723.00	\$ 24.41	72	\$ 1,757.46				\$ 1,757.52	\$ 1,757.52
Winter (Jan - Apr) Sundays 1 Shelver				1			\$ 380.00	\$ 9.63	72	\$ 387.60				\$ 693.36	\$ 693.36
Winter (Jan - Apr) Sundays 4 LA II				4			\$ 4,967.00	\$ 17.59	288	\$ 5,066.34				\$ 5,065.92	\$ 5,065.92
Belanger	Erica	THL	Library Asst. II	4	\$20.81	23.38	\$ 25,397.27	\$ 21.23	23.38	\$ 25,909.86		\$ 21.23	\$ 348.00	\$ 25,909.86	\$ 26,257.86
Bolduc	Karen	THL	Library Asst. II	7	\$25.38	37	\$ 49,018.93	\$ 25.89	37	\$ 50,003.95	1.0%	\$ 26.15	\$ 1,023.00	\$ 50,506.11	\$ 51,529.11
Coss	Sharon	THL	Library Asst. II	4	\$21.54	37	\$ 41,602.36	\$ 21.97	37	\$ 42,432.86	2.0%	\$ 22.41	\$ 558.00	\$ 43,282.67	\$ 43,840.67
Danti	Samantha	THL	Shelver	1	\$9.44	8.5	\$ 4,188.53	\$ 9.63	8.5	\$ 4,272.83	1.0%	\$ 9.73		\$ 4,317.20	\$ 4,317.20
Dumont	Nancy	THL	Library Asst. I	3	\$16.30	9.38	\$ 7,981.07	\$ 16.63	9.38	\$ 8,142.65		\$ 16.63		\$ 8,142.65	\$ 8,142.65
Giger	Judy	THL	Library Asst. II	4	\$19.70	16.88	\$ 17,358.38	\$ 20.09	16.88	\$ 17,702.02	1.0%	\$ 20.29	\$ 144.00	\$ 17,878.25	\$ 18,022.25
Johnson	Leroy	THL	Custodian II	4	\$21.43	6	\$ 6,711.88	\$ 21.86	6	\$ 6,846.55	0.5%	\$ 21.97	\$ 144.00	\$ 6,881.00	\$ 7,025.00
Martell	Amy	THL	Library Asst. I	3	\$16.30	9.38	\$ 7,981.07	\$ 16.63	9.38	\$ 8,142.65		\$ 16.63		\$ 8,142.65	\$ 8,142.65
Ladue	Debra	THL	Custodian II	4	\$20.91	25	\$ 27,287.55	\$ 21.33	30	\$ 33,402.78	2.0%	\$ 21.76	\$ 450.00	\$ 34,076.16	\$ 34,526.16
Navetta	Benjamin	THL	Shelver	1	\$9.44	5.5	\$ 2,710.22	\$ 9.63	5.5	\$ 2,764.77		\$ 9.63		\$ 2,764.77	\$ 2,764.77
Perry	Geri	THL	Library Asst. II	4	\$19.13	15.38	\$ 15,358.25	\$ 19.51	15.38	\$ 15,663.33	1.5%	\$ 19.80		\$ 15,896.15	\$ 15,896.15
Riggs	Margaret	THL	Asst. To Libr. Dir.	6	\$22.63	25	\$ 29,532.15	\$ 23.08	25	\$ 30,119.40	1.5%	\$ 23.43		\$ 30,576.15	\$ 30,576.15
Sanchez	Lauren	THL	Library Asst. II	4	\$19.80	37	\$ 38,241.72	\$ 20.20	37	\$ 39,014.28	2.0%	\$ 20.60	\$ 326.00	\$ 39,786.84	\$ 40,112.84
Wilson	Ann	THL	Library Asst. II	4	\$20.91	22	\$ 24,013.04	\$ 21.33	22	\$ 24,495.37	1.5%	\$ 21.65	\$ 330.00	\$ 24,862.86	\$ 25,192.86
New Employee				4				\$ 17.59	13.38	\$ 12,285.49		\$ 17.59		\$ 12,285.49	\$ 12,285.49
New Employee				4				\$ 17.59	0	\$ -		\$ 17.59		\$ -	\$ -
Saturday Custodian				3				\$ 16.63	0	\$ -		\$ 16.63		\$ -	\$ -
Other Pay							\$ 3,475.00								
<b>TOTAL WAGES</b>													\$ 3,323.00		\$ 344,991.96



LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>COMMEMORATIONS &amp; CELEBRATIONS</b>								
1670	Expenses	\$ 444	\$ 444	\$ 500	\$ 500	\$ 500	0.00%	\$ 0.11
1671	Fireworks	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 444</b>	<b>\$ 444</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>0.00%</b>	<b>\$ 0.11</b>

COMMEMORATIONS AND CELEBRATIONS

692

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 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:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 500.00</b>	<b>\$ -</b>	<b>0.00%</b>

November 25th,

Town Manager,

Attached is the Water Safety Department Budget (Line 1680-1682), which we would request be renamed Sargisson Beach Budget. This budget represents a proposed significant change in budget 1) due to re-establishment of lifeguards at the beach and 2) the transfer of property maintenance responsibilities from Conservation Committee to the Sargisson Beach Committee. A new budget line item 1682 is being requested to explicitly fund the conservation and land management of the property which requires management and funding more like a park than other town Conservation properties.

For FY 15, the newly formed Sargisson Beach Committee has been focused on restoring the Sargisson beach property and re-opening the beach with safety for both the program and the site as the number one concern.

The Sargisson Beach property has been largely unmaintained since 2009, and as such will have a higher startup costs in both site maintenance, materials, and replacement of safety equipment for FY14 and FY15. As of November 23rd, volunteers have completed a 3rd major beach cleanup of the site with another planned for spring of 2015. Two Eagle Scout projects have been completed to address storm water runoff and stabilize the road leading to the beach. Volunteers have been removing dead trees, clearing brush, removing leaves and weeds. Review of the property with town insurance agent has called out need for more pro-active risk management with dead trees and other liabilities on the property.

The committee is developing a revised swim area/beach layout and improved signage reflecting input from the lifeguard provider, town insurance company's risk management agent and Groton Fire Department/EMS. A dedicated roped in swim area will be located with two lifeguard chairs at the north end of the beach. Docks will be relocated to the southern end of the beach providing dedicated safe area for lake residents to temporarily tie up boats when using the beach, isolated from the swimmers. Kayak rack will be located at the south end of the beach. Swim Area markers and NO-WAKE markers will be placed in accordance with USCG regulations.

The budget submitted includes funds to re-open the beach with lifeguard 5 days a week, Weekdays 11-5 and Weekends 11-7. The beach will remain swim at your own risk, outside the lifeguard hours and on Monday and Tuesday. The schedule is designed to match the school calendar, with shorter hours while school is in session and running from Labor Day Weekend to Memorial Day weekend and full holiday coverage.

The Sargisson Beach Committee evaluated two options for staffing lifeguards at the beach. First contracting lifeguard management to Groton Pool and Golf Club, with lifeguards being seasonal town employees, just as they are at the GPGC. The second model, retains the Greater Lowell YMCA to both manage the lifeguard staff and provide the lifeguards.

This proposed department budget depends on the \$15,000 appropriated in FY14 being allocated to primarily cover majority of startup/safety costs(lifeguard chairs, rescue and medical equipment, such as AED, etc) and lifeguard funding for the May-June. It depends on ConCom to provide funding for required property maintenance and updated signage through end of FY14. If ConCom does not provide the required funding as agreed between the committees for FY14, SBC may be forced to seek additional funding at Spring Town meeting for FY14.

Wage assumptions remain at \$9.00 for the ranger providing 20 hours per week, during the open season. Lifeguard wages were calculated at prevailing wages provided by GPGC or as part of Lowell YMCA proposal. Budget includes contingency amounts to enable additional 3rd lifeguards to be added in weekends in July/August if beach usage requires it to maintain appropriate lifeguard to swimmer ratio and a contingency of \$2,000 on the expense side given this will be the first year re-opening the beach. Please note the FY14 line item 1681 expenses have been re-allocated according to expected expenditures within the allocated \$15,950(15K from fall town meeting, \$950 originally allocated in FY14).

--Andrew Davis  
Chairman, Sargisson Beach Committee

December 4<sup>th</sup>, 2013

Town Manager,

Since our original submission, SBC has received updated proposals from the Groton Pool and Golf Center and the Greater Lowell YMCA.

The beach will be staffed with lifeguards for 491.25 hours(including 15 minutes to prep before opening) over the course of 76 lifeguard days during the season. 26 days(Mondays, Tuesdays) will remain swim at your own risk.

Original budget submitted including a management fee of \$15,000 from Groton Pool and Golf Center. In a revised proposal GPGC proposed to manage the lifeguards for \$7,500 for the season. Note the original budget did not correctly allocate costs for the lifeguard management fee to FY14.

Greater Lowell YMCA had previously managed Sargisson Beach up until 2008. SBC reached out to the YMCA for an updated proposal, following receipt of the initial proposal from GPGC. The YMCA program charges a simple \$30 per day management fee, provide insurance while the lifeguards are on duty, and provides first aid and other disposable supplies. YMCA proposal's include payroll and indirect costs(FICA, SSI) for the lifeguards, so in our efforts to evaluate both proposal's we estimated the indirect payroll costs for Wages of the lifeguards as part of the GPGC proposal, to end up with a comparison of total cost for the town.

On Tuesday December 3<sup>rd</sup>, SBC upon reviewing both proposals selected the Greater Lowell YMCA proposal, based on a lower overall cost to the town and evaluating safety and experience in managing similar programs. A revised version of the Sargisson Beach Proposed Budget is provided.

YMCA was selected because they have experience managing multiple Lake Waterfront facilities and a solid tract record in managing this site in the past.

Total costs comparison including direct and indirect payroll costs showed GPGC to cost over \$4,000 more compared to the YMCA proposal. The management fees alone for YMCA to manager the facility total \$2280 for 76 lifeguard-covered

days compared to \$7,500 for GPGC. YMCA proposal has the lifeguards as employees of the YMCA, pays them a slightly higher wage for more experienced guards/site coordinator, and includes insurance while the lifeguards are on duty. YMCA as a vendor will bill the town, 1 month ahead, and payments due within 30 days, aka May 1<sup>st</sup>, the town will receive a bill for the month of June, which should be paid by June 1<sup>st</sup>. The budget provided assumes that the Town will pay for the month of July on July 1<sup>st</sup>, as part of FY15. A copy of the YMCA 2009 proposal is available and the budget includes Exhibit A YMCA Costs table provided by YMCA showing the proposed monthly billing for 2014 season.

Original budget submission included two contingencies for FY15: 1) the wages section included a ~2500 contingency in wages, and 2) a separate \$2000, contingency in expenses. With two solid proposals and a clear understanding of the wages costs, this has been reduced to a single contingency of \$3000 for FY15. SBC believes this contingency is important to cover events such as above expected level of demand, requiring a 3<sup>rd</sup> lifeguard on weekends in July or August, etc. In FY2016, SBC plans to reduce this contingency to less than 5% of budget after a full year of the beach open being understood.

Overall the original department budget of \$47,426 has been reduced to a request of \$38,210 for FY15.

With cash flow breakdown now understood between FY14 and FY15, SBC will need to seek an additional FY14 allocation of \$3,000 at town meeting to cover the purchase of AED and other safety equipment, compared to original budget submission. SBC requests that the town manager place a placeholder article on the Spring Special Town Meeting, for \$3,000 for FY14.

Respectively submitted by,

Andrew Davis  
Chairman  
Sargisson Beach Committee

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>WATER SAFETY</b>								
1680	Wages	\$ 1,643	\$ 2,151	\$ 2,640	\$ 2,640	\$ 2,640	0.00%	\$ 0.59
1681	Expenses and Minor Capital	\$ 436	\$ 422	\$ 15,950	\$ 26,570	\$ 26,570	66.58%	\$ 5.87
1682	Property Maint & Improvements	\$ -	\$ -	\$ -	\$ 9,000	\$ 9,000	0.00%	\$ 1.99
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 2,079</b>	<b>\$ 2,573</b>	<b>\$ 18,590</b>	<b>\$ 38,210</b>	<b>\$ 38,210</b>	<b>105.54%</b>	<b>\$ 8.45</b>

**WATER SAFETY**  
**699**  
**1681 - Expenses**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Lifeguard Management	\$ 3,717.00	\$ 21,561.00		480.06%		\$ 21,561.00		480.06%
Lifeguard Chairs	\$ 1,382.00	\$ -		-100.00%		\$ -		-100.00%
Rescue Equipment	\$ 1,309.00	\$ 486.00		-62.87%		\$ 486.00		-62.87%
Swim Area Protection/Markers	\$ 2,050.00	\$ 200.00		-90.24%		\$ 200.00		-90.24%
Gear Storage and Transport	\$ 649.00	\$ 171.00		-73.65%		\$ 171.00		-73.65%
Emergency Medical Supplies	\$ 3,243.00	\$ 202.00		-93.77%		\$ 202.00		-93.77%
Rescue Boat, LifeJackets, Radio	\$ 1,650.00	\$ -		-100.00%		\$ -		-100.00%
Contingency	\$ 1,000.00	\$ 3,000.00		200.00%		\$ 3,000.00		200.00%
Toilet Rental	\$ 850.00	\$ 850.00	\$ -	0.00%		\$ 850.00		0.00%
Advertising	\$ 100.00	\$ 100.00	\$ -	0.00%		\$ 100.00		0.00%
Programs	\$ -	\$ -				\$ -		
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 15,950.00</b>	<b>\$ 26,570.00</b>	<b>\$ -</b>	<b>66.58%</b>		<b>\$ 26,570.00</b>	<b>\$ -</b>	<b>66.58%</b>



WATER SAFETY

699

1682 - Property Maintenance and Improvements

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2015 TOWN MANAGER APPROVED</u>	<u>FY 2015 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Chipping and Tree Service	\$ -	\$ 2,400.00		0.00%		\$ 2,400.00		0.00%
Materials	\$ -	\$ 6,600.00		0.00%		\$ 6,600.00		0.00%
<b>TOTAL FUNDS REQUESTED</b>	\$ -	\$ 9,000.00	\$ -	0.00%		\$ 9,000.00	\$ -	0.00%

<b>Exhibit A- Greater Lowell YMCA</b>					
2 Guards According to the Provided Schedule					
	May	June	July	August/September 1	Total
Salaries	\$1,603.00	\$3,622.00	\$4,231.00	\$4,825.00	\$14,281.00
28% for FICA, SSI, Director support	\$449.00	\$1,015.00	\$1,185.00	\$1,351.00	\$4,000.00
Management Fee	\$240.00	\$660.00	\$660.00	\$720.00	\$2,280.00
Supplies	\$125.00	\$125.00	\$125.00	\$125.00	\$500.00
Insurance	\$125.00	\$125.00	\$125.00	\$125.00	\$500.00
Total for 2014	\$2,542.00	\$5,547.00	\$6,326.00	\$7,146.00	\$21,561.00

FY14                      \$8,089.00    FY 15 End of Summer                      \$13,472.00

FY15 Total                      \$21,561.00

Days Open    8                      22                      22                      24

Hours:

Week Day- School in session                      3:30-6:30  
 Weekday    11:00-5:00  
 Saturday    11:00-7:00  
 Sunday    11:00-7:00  
 CLOSED- Monday  
 CLOSED- Tuesday

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>WEED MANAGEMENT</b>								
1690	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1691	Expenses: Weed Harvester	\$ 7,703	\$ 1,615	\$ 7,705	\$ 7,705	\$ 4,000	-48.09%	\$ 0.88
1692	Expenses: Great Lakes	\$ 3,635	\$ 300	\$ 2,385	\$ 2,385	\$ 2,385	0.00%	\$ 0.53
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 11,338</b>	<b>\$ 1,915</b>	<b>\$ 10,090</b>	<b>\$ 10,090</b>	<b>\$ 6,385</b>	<b>-36.72%</b>	<b>\$ 1.41</b>

# MEMORANDUM

---

To: Mark Haddad

From: Bob Whalen

Date: November 25, 2013

Subject: Groton Pool and Golf Center Operating Budget for the Fiscal Year 2015

At your request I have prepared the accompanying 2015 Fiscal Year Operating Budget for the Groton Pool and Golf Center (GP&GC) commencing July 1, 2014.

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

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 2015 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 4th. If you have questions, comments or suggestions in the meantime please let me know. Thanks.

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>COUNTRY CLUB</b>								
1700	Salary	\$ 118,770	\$ 122,450	\$ 126,764	\$ 133,150	\$ 133,150	0.00%	\$ 29.44
1701	Wages	\$ 137,944	\$ 136,391	\$ 156,400	\$ 154,200	\$ 154,200	0.00%	\$ 34.09
1702	Expenses	\$ 306,772	\$ 284,442	\$ 261,836	\$ 297,170	\$ 257,650	0.00%	\$ 56.96
1703	Minor Capital	\$ 3,731	\$ 3,857	\$ 5,000	\$ 5,000	\$ 5,000	0.00%	\$ 1.10
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 567,217</b>	<b>\$ 547,140</b>	<b>\$ 550,000</b>	<b>\$ 589,520</b>	<b>\$ 550,000</b>	<b>0.00%</b>	<b>\$ 121.59</b>

**COUNTRY CLUB**

<u>LINE ITEM</u>	FY 2015 DEPARTMENT					FY 2015 TOWN MANAGER		FY 2015 FINCOM	
	<u>FY 2014 APPROPRIATION</u>	<u>REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>APPROVED</u>		<u>APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone	\$ 4,500.00	\$ 5,000.00	\$ 500.00	11.11%		\$ 5,000.00			11.11%
Postage	\$ 200.00	\$ 200.00	\$ -	0.00%		\$ 200.00			0.00%
Office Supplies	\$ 3,500.00	\$ 3,500.00	\$ -	0.00%		\$ 3,500.00			0.00%
Printing	\$ 1,750.00	\$ 1,750.00	\$ -	0.00%		\$ 1,750.00			0.00%
Dues & Memberships	\$ 450.00	\$ 500.00	\$ 50.00	11.11%		\$ 500.00			11.11%
Domain Licenses/Tech Services	\$ 500.00	\$ 750.00	\$ 250.00	50.00%		\$ 750.00			50.00%
Heating Costs	\$ 8,500.00	\$ 8,000.00	\$ (500.00)	-5.88%		\$ 8,000.00			-5.88%
Electricity	\$ 22,420.00	\$ 23,360.00	\$ 940.00	4.19%		\$ 23,360.00			4.19%
Insurance	\$ 18,725.00	\$ 20,400.00	\$ 1,675.00	8.95%		\$ 20,400.00			8.95%
Golf Course Equipment Maint.	\$ 8,500.00	\$ 8,500.00	\$ -	0.00%		\$ 8,500.00			0.00%
Irrigation Repairs	\$ 2,500.00	\$ 3,500.00	\$ 1,000.00	40.00%		\$ 3,500.00			40.00%
Chemicals	\$ 8,000.00	\$ 10,000.00	\$ 2,000.00	25.00%		\$ 10,000.00			25.00%
Golf Course Improvements	\$ 3,750.00	\$ 5,000.00	\$ 1,250.00	33.33%		\$ 5,000.00			33.33%
Fule for Equipment	\$ 2,000.00	\$ 2,500.00	\$ 500.00	25.00%		\$ 2,500.00			25.00%
Building Supplies/Trash Removal	\$ 3,950.00	\$ 4,000.00	\$ 50.00	1.27%		\$ 4,000.00			1.27%
Building Repairs	\$ 3,250.00	\$ 4,000.00	\$ 750.00	23.08%		\$ 4,000.00			23.08%
Golf, Pool, Camp, Event Mgr.	\$ 48,910.00	\$ 62,860.00	\$ 13,950.00	28.52%		\$ 62,860.00			28.52%
Sargisson Beach Mgt.	\$ -	\$ 7,500.00	\$ 7,500.00	0.00%		\$ 7,500.00			0.00%
Pool Repairs	\$ 6,000.00	\$ 5,000.00	\$ (1,000.00)	-16.67%		\$ 5,000.00			-16.67%
Propane	\$ 5,500.00	\$ 7,000.00	\$ 1,500.00	27.27%		\$ 7,000.00			27.27%
Licenses, Permits, Inspections	\$ 3,925.00	\$ 3,850.00	\$ (75.00)	-1.91%		\$ 3,850.00			-1.91%
Merchant Fees	\$ 13,800.00	\$ 18,500.00	\$ 4,700.00	34.06%		\$ 18,500.00			34.06%
Marketing	\$ 10,000.00	\$ 12,500.00	\$ 2,500.00	25.00%		\$ 12,500.00			25.00%
Water	\$ 6,850.00	\$ 5,850.00	\$ (1,000.00)	-14.60%		\$ 5,850.00			-14.60%
Other:	\$ 74,356.00	\$ 73,150.00	\$ (1,206.00)	-1.62%		\$ 33,630.00			-54.77%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 261,836.00</b>	<b>\$ 297,170.00</b>	<b>\$ 35,334.00</b>	<b>13.49%</b>		<b>\$ 257,650.00</b>	<b>\$ -</b>		<b>-1.60%</b>

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 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Salaries															
Whalen	Robert	Supervisors	General Manager	16		40	\$ 70,461.00			\$ 73,307.62	1.0%			\$ 74,040.70	\$ 74,040.70
Colby	William	Supervisors	Grounds Supt	10		40	\$ 56,053.00			\$ 58,317.54	0.5%		\$ 500.00	\$ 58,609.13	\$ 59,109.13
Other Pay							\$ 250.00								
TOTAL SALARIES							\$ 126,764.00								\$ 133,149.83
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Wages															
Hommel	Jean	THL	Administrative Asst.	4	\$17.41	15	\$ 13,632.03	\$ 17.76	15	\$ 13,904.67	0.5%	\$ 17.85		\$ 14,000.00	\$ 14,000.00
Building and Grounds							\$ 62,000.00			\$ 60,200.00				\$ 60,200.00	\$ 60,200.00
Pool							\$ 35,000.00			\$ 32,500.00				\$ 32,500.00	\$ 32,500.00
Golf							\$ 20,600.00			\$ 21,000.00				\$ 21,000.00	\$ 21,000.00
Snack Bar							\$ 13,250.00			\$ 14,000.00				\$ 14,000.00	\$ 14,000.00
Camp							\$ 11,918.00			\$ 12,500.00				\$ 12,500.00	\$ 12,500.00
TOTAL WAGES							\$ 156,400.03								\$ 154,200.00

				12/18/13 3:27 PM		GP&GC			Town Presentation				
						2015 Budget		Members	Revenues	Salary	Wages	Expenses	Min Cap
						590,000		139,500	450,500	133,630	154,200	297,170	5,000
				Revenues									
				Membership Revenues, net									
				Full Club Membership									
				4105 · Full Club Family Resident									
				4110 · Full Club Family Non Resident									
				4120 · Full Club Single Non Resident									
				4122 · Discounts/Allowances Full Club									
				Full Club Membership		17,500		17,500					
				Golf Memberships									
				4125 · Family Full Week Resident									
				4130 · Family Full Week Non Resident									
				4135 · Single Full Week Resident									
				4140 · Single Full Week Non Resident									
				4145 · Family Weekdays Resident									
				4150 · Family Weekdays Non Resident									
				4155 · Single Weekdays Resident									
				4160 · Single Weekdays Non Resident									
				4165 · Junior Golf Resident									
				4166 · Junior Golf Non Resident									
				4169 · Discounts/Allowances Golf									
				Golf Memberships		58,000		58,000					



					2015 Budget		Members	Revenues	Salary	Wages	Expenses	Min Cap
				Golf Academy Revenue								
				4167 · Golf Academy Resident Revenue								
				4168 · Golf Academy Non Res. Revenue								
				Golf Academy Fees		12,250		12,250				
				Swim Memberships								
				4170 · Family Resident Swim								
				4175 · Family Non Resident Swim								
				4180 · Single Resident Swim								
				4187 · Discounts/Allowances Swim								
				Swim Memberships		64,000	64,000					
				Membership and Jr Golf Academy Revenues		151,750						

				2015 Budget	Members	Revenues	Salary	Wages	Expenses	Min Cap
			<b>Golf Revenues-</b>							
			<b>Greens Fees</b>	125,000		125,000				
			<b>Driving Range Fees</b>	3,500		3,500				
			<b>4240 · MGA Handicap Revenues</b>							
			4241 · MGA Handicap Fees Resident	4,050		4,050				
			<b>MGA Handicap Revenues</b>	4,050						
			<b>4250 · Golf Cart Revenues</b>							
			4251 · Motorized Golf Cart Revenues	50,500		50,500				
			4252 · Pull Cart Revenues	750		750				
			<b>Golf Cart Fees</b>	51,500						
			<b>Golf Outings</b>	3,000		3,000				
			<b>Golf Revenues</b>	186,800						
			<b>4300 · Pro Shop Revenues</b>							
			<b>4315 · Pro Shop Goods Sold</b>							
			4317 · Hard Goods Sold							
			4319 · Soft Goods Sold							
			<b>Total 4315 · Pro Shop Goods Sold</b>	600						
			<b>4335 · Golf Club Rentals</b>							
			<b>4336 · Club Repair</b>							
			<b>4339 · Miscellaneous Sales</b>							
			<b>Pro Shop Revenues</b>	600		600				
			<b>4400 · Indoor Golf Revenues</b>							
			4499 · Misc. Revenue Indoor Golf							
			4425 · Administrative Charge Ind Golf							
			4410 · Rent Income Indoor Golf							
			4415 · Due From Pro							
			4417 · Inventory Transfer to Golf Pro							
			4420 · Indoor Sales							
			<b>Indoor Golf Revenues</b>							

					2015 Budget	Members	Revenues	Salary	Wages	Expenses	Min Cap
				4500 · Mulligan's Snack Bar Revenues							
				4505 · Lease Income Mulligan's							
				4508 · Due from Lessee							
				4515 · Food & Beverage Sales							
				4516 · Soda & Water Sales	5,200		5,200				
				4517 · Beer and Wine Sales	24,500		24,500				
				4518 · Chips/Candy/Snack Sales	1,500		1,500				
				Ice Cream Sales	3,500		3,500				
				4519 · Grill Food Sales	10,000		10,000				
				4520 · Liquor Sales	3,750		3,750				
				Total 4515 · Food & Beverage Sales	48,450						
				4521 · Sale of Inventory							
				4525 · CC Tips Paid							
				4526 · Register Payouts Supplies							
				4531 · Camp Lunch Sales							
				4535 · League Food & Beverage Sales							
				4536 · League Beverage Sales							
				4599 · Misc. Mulligans Revenue							
				Snack Bar Revenues	48,450						

					2015 Budget	Members	Revenues	Salary	Wages	Expenses	Min Cap
				<b>Pool Revenues-</b>							
				<b>Guest Fees</b>	25,000		25,000				
				<b>Swim Lesson Fees-</b>							
				<b>Private Swim Lesson Fees</b>	4,500		4,500				
				<b>Group Swim Lesson Fees</b>	18,000		18,000				
				<b>4634 · Swim Team Fees</b>							
				<b>4635 · Member Swim Team Fees</b>	9,500		9,500				
				<b>4636 · Non Member Swim Team Fees</b>	26,000		26,000				
				<b>4634 · Swim Team Fees - Other</b>	2,500		2,500				
				<b>Swim Team Fees</b>	38,000						
				<b>Masters Swim Fees</b>	750		750				
				<b>Swim Clinic Fees</b>	1,500		1,500				
				<b>Swim Lesson Fees</b>	62,750						
				<b>Swim Parties</b>	2,000		2,000				
				<b>Sargisson Beach Management Fee</b>	7,500		7,500				
				<b>Pool Revenues</b>	97,250						
				<b>4700 · Summer Camps Revenues</b>							
				<b>4730 · Summer Camp Fees</b>	50,000						
				<b>4731 · Discounts Summer Camp</b>							
				<b>Summer Camps Revenues</b>	50,000		50,000				

					2015 Budget	Members	Revenues	Salary	Wages	Expenses	Min Cap
				4800 · Function Hall Revenues							
				4805 · Function Hall Lease Revenue							
				Room Rental Fees	20,000		20,000				
				Cleaning Fees	-						
				Ceremony Setup Fees	900		900				
				Caterer Kitchen Fees	-						
				Equipment Rental Fees	3,000		3,000				
				4816 · Soda Sales Function Hall							
				4817 · Beer & Wine Sales Function Hall	27,500		27,500				
				4818 · Food Sales Function Hall							
				4819 · Gratuity Income							
				4826 · Register Pay Outs - Supplies							
				4830 · Function Hall Rental Income							
				4832 · Dance Class Fees	3,750						
				4838 · Other Function Hall Rental Fees							
				Total 4830 · Function Hall Rental Income	3,750		3,750				
				4899 · Misc. Function Hall Revenue - Fundraiser, net							
				Event Revenues	55,150						
				Total Revenues	590,000						

				2015 Budget	Members	Revenues	Salary	Wages	Expenses	Min Cap
	Expenses									
	Golf Expenses-									
	Payroll - Salaries			24,000					24,000	
	Payroll - Salaries			3,000					3,000	
	Payroll - Hourly			21,000				21,000		
	5220 · Golf Cart Expenses									
	5221 · Gasoline for Golf Carts			6,500					6,500	
	5222 · Repairs & Maint. Golf Carts			2,500					2,500	
	5220 · Golf Cart Expenses - Other									
	Golf Cart Expenses			9,000						
	5240 · Golf Academy Expenses									
	5241 · Golf Academy Paid to Pro			2,450					2,450	
	5242 · Golf Academy Equip. & Supplies			750					750	
	Golf Academy Expenses			3,200						
	5250 · MGA Handicap Expenses									
	5251 · GHIN Payment Discount									
	5250 · MGA Handicap Expenses - Other			2,000						
	MGA Handicap Expenses			2,000					2,000	
	5260 · Golf Lesson Expenses									
	5265 · Lessons - Due to Pro									
	Dues & Subscriptions			500					500	

					2015 Budget	Members	Revenues	Salary	Wages	Expenses	Min Cap
				5300 · Pro Shop Expenses							
				5315 · Cost of Pro Shop Goods Sold							
				5317 · Hard Goods Sold							
				5319 · Soft Goods Sold							
				5315 · Cost of Pro Shop Goods Sold - Other							
				Total 5315 · Cost of Pro Shop Goods Sold							
				5330 · Golf Club Sales Expense							
				5332 · Due to Pro							
				Total 5330 · Golf Club Sales Expense							
				5335 · Golf Club Rental Expense							
				5337 · Amounts Due to Pro							
				Total 5335 · Golf Club Rental Expense							
				5338 · Golf Club Repair Due to Pro							
				5339 · Miscellaneous Sales Expense							
				5340 · Utility Expense Pro Shop							
				5341 · Electricity Expense Pro Shop	860						
				Total 5340 · Utility Expense Pro Shop	860					860	
				5350 · Equipment & Supplies Pro Shop	750					750	
				5399 · Miscellaneous Pro Shop Expense							
				5300 · Pro Shop Expenses - Other							
				Pro Shop Expenses	1,610						
				5400 · Indoor Golf Expense							
				5420 · Simulator Amounts Due to Pro							
				Salary							
				Electricity							
				Oil							
				Propane							
				Cable Connection							
				Indoor Golf Expense							
				Golf Expenses	64,310						

					2015 Budget		Members	Revenues	Salary	Wages	Expenses	Min Cap
				<b>Snack Bar Expenses-</b>								
				<b>Payroll - Hourly</b>	14,000					14,000		
				<b>5515 · Cost of Goods Sold Mulligan's</b>								
				<b>5516 · Cost of Soda Sold</b>	2,000						2,000	
				<b>5517 · Cost of Beer/Liquor Sold</b>	6,800						6,800	
				<b>Cost of Ice Cream Sold</b>	2,000						2,000	
				<b>5518 · Cost of Chips/Candy/Snacks</b>	750						750	
				<b>5519 · Cost of Grill Food</b>	4,000						4,000	
				<b>Cost of camp lunches</b>	-							
				<b>Cost of paper goods/bar supplies</b>	1,000						1,000	
				<b>Cost of Goods Sold</b>	16,550							
				<b>Supplies</b>	650						650	
				<b>5540 · Utilities Mulligan's Snack Bar</b>								
				<b>5541 · Electricity Mulligan's</b>	6,500						6,500	
				<b>5542 · Oil Heat Mulligan's</b>	2,000						2,000	
				<b>5543 · Propane - Mulligan's</b>	1,500						1,500	
				<b>5549 · Cable Connection Mulligan's</b>	1,200						1,200	
				<b>Utilities</b>	11,200							
				<b>Cleaning</b>								
				<b>Food Service Licenses</b>	850						850	
				<b>Equipment Purchases and Repairs</b>	250						250	
				<b>Snack Bar Expenses</b>	43,500							



				2015 Budget	Members	Revenues	Salary	Wages	Expenses	Min Cap
			Pool Expenses-							
			Payroll - Salaries	12,610					12,610	
			Payroll - Sargisson Beach	7,500					7,500	
			Payroll - Hourly	32,500				32,500		
			Swim Lesson Expenses	2,750					2,750	
			Swim Team Expenses	750					750	
			5640 · Utility Expenses Pool							
			5643 · Propane - Pool	5,000						
			Utility Expenses Pool	5,000					5,000	
			Swim Party Expense	400					400	
			Equipment & Supplies	1,000					1,000	
			Water	1,850					1,850	
			Chemicals	2,750					2,750	
			Repairs & Maintenance	5,000					5,000	
			Miscellaneous Expense	-						
			Pool Expenses	72,110						
			Summer Camps Expense-							
			Payroll - Salaries	5,250					5,250	
			Payroll - Hourly	12,500				12,500		
			Lunch Expense	4,000					4,000	
			Equipment & Supplies	1,250					1,250	
			Summer Camps Expense	23,000						

					2015 Budget	Members	Revenues	Salary	Wages	Expenses	Min Cap
				Event Expenses-							
				Payroll - Hourly	18,000					18,000	
				Bartender Exp	2,500					2,500	
				Event Setup Exp	1,000					1,000	
				Entertainment Expense							
				5815 · Reception Hall COGS							
				5816 · Cost of Soda Sold							
				5817 · Cost of Beer/Wine Sold							
				5818 · Cost of Food Sold							
				Cost of Goods Sold	6,850					6,850	
				5840 · Utility Expenses Function Hall							
				5841 · Electricity Exp Function Hall	16,000					16,000	
				Oil Exp	6,000					6,000	
				5843 · Propane Exp Reception Hall	500					500	
				Utility Expenses	22,500						
				Advertising & Promotion	500					500	
				Equipment & Supplies	3,500					3,500	
				Repairs & Maintenance	1,000					1,000	
				Cleaning Service & Supplies	4,000					4,000	
				Licenses/Permits/ Inspections	3,000					3,000	
				Miscellaneous Expense							
				Event Expenses	62,850						

					2015 Budget	Members	Revenues	Salary	Wages	Expenses	Min Cap
				<b>Buildings &amp; Grounds Expenses-</b>							
				<b>Payroll - Salaries</b>	59,105			59,105			
				<b>Payroll - Hourly</b>	60,200				60,200		
				<b>Golf Course Maintenance-</b>							
				<b>Seed for Golf Course</b>	1,500					1,500	
				<b>Chemicals for Golf Course</b>	10,000					10,000	
				<b>Sand &amp; Gravel for Golf Course</b>	1,000					1,000	
				<b>Fuel for Golf Course</b>	2,500					2,500	
				<b>Supplies for Golf Course</b>	750					750	
				<b>Irrigation Repairs &amp; Upgrades</b>	3,500					3,500	
				<b>Equipment Repairs</b>	8,500					8,500	
				<b>Tools &amp; Small Equipmt Expense</b>	750					750	
				<b>Repairs &amp; Maintenance Other</b>	-						
				<b>Golf Course Improvements</b>	5,000					5,000	
				<b>Golf Course Maintenance</b>	33,500						
				<b>Buildings Maintenance-</b>							
				<b>Building Maintenance Supplies</b>	2,000					2,000	
				<b>Building Maintenance Cleaning</b>							
				<b>Rubbish Removal</b>	2,000					2,000	
				<b>Landscaping Maintenance</b>	1,000					1,000	
				<b>6070 · Repairs &amp; Maintenance</b>							
				<b>6071 Pro Shop Repairs &amp; Maint</b>	1,000					1,000	
				<b>6072 · Mulligan's Repairs &amp; Maint.</b>	1,000					1,000	
				<b>6073 · Reception Hall Repair/Maint.</b>	500					500	
				<b>6075 · Maint. Shop Repairs/Maint.</b>	500					500	
				<b>6079 · Other Repair &amp; Maintenance</b>	-					-	
				<b>Repairs &amp; Maintenance</b>	3,000						
				<b>Buildings Maintenance</b>	8,000						
				<b>Buildings &amp; Grounds Expenses</b>	160,805						

					2015 Budget	Members	Revenues	Salary	Wages	Expenses	Min Cap
				General Overhead Expenses-							
				Administrative Expenses-							
				Payroll - Salaries	74,525			74,525			
				Payroll - Hourly	14,000				14,000		
				7020 · Marketing							
				7022 · Marketing Club	12,500						
				Marketing	12,500					12,500	
				7030 · Office Expenses							
				7032 · Office Supplies Expense	3,500					3,500	
				7033 Printing & Copy Expense	1,750					1,750	
				7034 · Technology Services	750					750	
				7036 · Postage & Delivery Expense	200					200	
				7038 · Office Equipment Expense	500					500	
				7039 · Miscellaneous Office Expense							
				Office Expenses	6,700						
				7040 · General Overhead Utilities							
				7041 · Electricity Exp Gen'l Overhead	1,250					1,250	
				7042 · Oil Exp General Overhead							
				7044 · Telephone Gen'l Overhead	5,000					5,000	
				7046 · Water Gen'l Overhead	4,000					4,000	
				7048 · Internet Connection	800					800	
				7049 · Cable Connection							
				General Overhead Utilities	11,050						

					2015 Budget	Members	Revenues	Salary	Wages	Expenses	Min Cap
				<b>7050 · Insurance Expenses</b>							
				7051 · D & O Ins.	2,300					2,300	
				7053 · Workers Compensation Ins.	2,500					2,500	
				7055 · General Liability Insurance							
				7056 · Pool General Liability Ins.							
				7057 · Camp General Liability Ins.	2,250					2,250	
				7058 · Other General Liability Ins.							
				7055 · General Liability Insurance - Other	13,000					13,000	
				<b>Total 7055 · General Liability Insurance</b>	20,050						
				7059 · Other Insurance	350					350	
				<b>Insurance Expenses</b>	20,400						
				<b>7060 · Professional Services Expense</b>							
				7061 · Audit Expense							
				7062 · Bookkeeping Expenses							
				7063 · Bookkeeping Payroll Hourly							
				7065 · Payroll Tax Expense Bookkeeping							
				7066 · Bookkeeping Consultant Fees							
				7068 · Payroll Services	750						
				7062 · Bookkeeping Expenses - Other							
				<b>Total 7062 · Bookkeeping Expenses</b>	750					750	
				7069 · Legal Services							
				7060 · Professional Services Expense - Other							
				<b>Professional Services Expense</b>	750						

						2015 Budget		Members	Revenues	Salary	Wages	Expenses	Min Cap
					7070 · Fees/Penalty/Late Charges/Taxes								
					7072 · Bank Service Charges								
					7074 · Merchant Bank Svc Chgs	12,000						12,000	
					7076 · Penalties/Late Fees								
					7080 · Taxes								
					7082 · Sales Tax	2,500						2,500	
					7084 · Meals Tax	4,000						4,000	
					Total 7080 · Taxes	6,500							
					7087 · Licensing Fees								
					7090 · Bad Debts								
					7070 · Fees/Penalty/Late Charges/Taxes - Other								
					Fees & Sales and Meals Taxes	18,500							
					Other Miscellaneous General Expenses	5,000							5,000
					General Overhead Expenses	163,425							
					Total Expenses	590,000							
						-							
					Net Income	0		139,500	450,500	133,630	154,200	297,170	5,000

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>DEBT SERVICE</b>								
2000	Long Term Debt - Principal Excluded	\$ 626,646	\$ 737,964	\$ 651,100	\$ 630,640	\$ 630,640	-3.14%	\$ 139.42
2001	Long Term Debt - Principal Non-Excluded	\$ -	\$ -	\$ 73,268	\$ 352,030	\$ 352,030	0.00%	\$ 77.82
2002	Long Term Debt - Interest - Excluded	\$ 229,156	\$ 206,432	\$ 165,348	\$ 143,537	\$ 143,537	-13.19%	\$ 31.73
2003	Long Term Debt - Interest - Non-Excluded	\$ -	\$ -	\$ 15,303	\$ 180,514	\$ 180,514	0.00%	\$ 39.91
2004	Short Term Debt - Principal - Town	\$ -	\$ -	\$ 127,000	\$ 112,000	\$ 112,000	0.00%	\$ 24.76
2005	Fire Station Debt In FY 2014	\$ -	\$ -	\$ 500,000	\$ -	\$ -	0.00%	\$ -
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 855,802</b>	<b>\$ 944,396</b>	<b>\$ 1,532,019</b>	<b>\$ 1,418,721</b>	<b>\$ 1,418,721</b>	<b>-7.40%</b>	<b>\$ 313.64</b>

**Short-Term Detail-**

Short-Term: \$112,000	
Lost Lake Sewer Design BAN:	
Original Amt.	350,000.00
Paydown (2/15/13)	(120,000.00)
Paydown (2/15/14)	(120,000.00)
Paydown (2/15/15)	(110,000.00)
	(350,000.00)
FY 2015- Paydown	110,000.00
Interest- Est.	2,000.00
	112,000.00

**Questions-**

1. Any potential May 2014 ATM borrowing authorizations will have to be evaluated for short-term or long-term borrowing treatment. At this time, we have just the \$110,000 final year paydown for Lost Lake Sewer Design as outstanding short-term debt. If any borrowing authorizations occur at Spring ATM.....they would be initiated in FY15, and likely have no FY15 debt service applicable....short-term maturities would be in FY16, unless we bridge a short-term BAN within FY15....in anticipation of a permanent borrowing later in FY15..... Clark Rowell (UniBank) is coming in during December to discuss/update various options.

Long Term Debt By Year						Fiscal 2015			
General Fund									
ID	Name	Issued	Matures	Orig Amt	Exempt/ Non-Exempt	Principal	Interest	Total	
2988	Bernier Bissell	7/15/2001	7/15/2019	\$850,000	Exempt	\$44,720.00	\$10,190.00	\$54,910.00	
2989	Bissell Property	7/15/2001	7/15/2019	\$1,075,000	Exempt	\$56,250.00	\$12,806.65	\$69,056.65	
2992	Gibbet Hill	11/15/2003	11/15/2022	\$3,000,000	Exempt	\$160,000.00	\$53,410.00	\$213,410.00	
2972	Library #1	7/15/1999	7/15/2017	\$1,831,464	Exempt	\$96,560.00	\$12,246.40	\$108,806.40	
2973	Library #2	7/15/1999	7/15/2017	\$364,000	Exempt	\$19,360.00	\$2,502.80	\$21,862.80	
2991	Lost Lake Fire	11/15/2003	11/15/2022	\$1,450,000	Exempt	\$75,000.00	\$25,837.50	\$100,837.50	
2987	Norris Property	7/15/2001	7/15/2019	\$750,000	Exempt	\$39,670.00	\$9,067.85	\$48,737.85	
2981	Senior Center	7/15/1999	7/15/2016	\$151,110	Exempt	\$8,600.00	\$796.60	\$9,396.60	
2983	Town Hall	7/15/1999	7/15/2017	\$2,500,000	Exempt	\$130,480.00	\$16,679.20	\$147,159.20	
Total Exempt						\$630,640.00	\$143,537.00	\$774,177.00	
2990	Fire Truck	11/15/2003	11/15/2016	\$485,000	Non-Exempt	\$35,000.00	\$3,307.50	\$38,307.50	
2994	Project Eval	11/1/2003	2/1/2024	\$330,000	Non-Exempt	\$10,950.00	\$3,319.47	\$14,269.47	
2986	Shattuck Property	7/15/2001	7/15/2019	\$500,000	Non-Exempt	\$26,080.00	\$5,974.10	\$32,054.10	
2912	Center Fire Station	4/18/2013	6/30/2035	\$7,730,000	Non-Exempt	\$280,000.00	\$167,912.52	\$447,912.52	
Total Non-Exempt						\$352,030.00	\$180,513.59	\$532,543.59	
Summary for General Fund				Total for General Fund		\$982,670.00	\$324,050.59	\$1,306,720.59	
GELD									
2995	GELD	7/15/2001	7/15/2019	\$750,000	Non-Exempt	\$38,280.00	\$8,736.40	\$47,016.40	
Summary for GELD						Total Non-Exempt for GELD	\$38,280.00	\$8,736.40	\$47,016.40
CPC									
012	Surrenden Farm	7/6/2007	12/15/2021	\$5,015,000	Non-Exempt	\$355,000.00	\$131,475.00	\$486,475.00	
Summary for CPC						Total Non-Exempt for CPC	\$355,000.00	\$131,475.00	\$486,475.00



Long Term Debt By Year						Fiscal 2015		
Sewer								
ID	Name	Issued	Matures	Orig Amt	Exempt/ Non-Exempt	Principal	Interest	Total
2910	Boston Road	10/26/2007	10/1/2025	\$310,940	Non-Exempt	\$16,647.50	\$8,365.37	\$25,012.87
2911	Old Ayer Rd	10/26/2007	10/1/2025	\$155,960	Non-Exempt	\$8,352.50	\$4,197.13	\$12,549.63
9994	Project Eval	11/1/2003	2/1/2024	\$330,000	Non-Exempt	\$4,050.00	\$1,227.75	\$5,277.75
Summary for Sewer				Total Non-Exempt for Sewer		\$29,050.00	\$13,790.25	\$42,840.25
Title V								
2993	Title Five	8/1/2002	8/1/2023	\$197,403	Non-Exempt	\$10,400.00	\$0.00	\$10,400.00
Summary for TitleV				Total Non-Exempt for TitleV		\$10,400.00	\$0.00	\$10,400.00
Water								
2997	Water SRF Loan 2	12/14/2006	7/15/2026	\$1,234,434	Non-Exempt	\$58,422.00	\$17,834.55	\$76,256.55
2909	Water System	11/23/2004	8/1/2024	\$4,417,366	Non-Exempt	\$210,515.00	\$74,444.59	\$284,959.59
Summary for Water				Total for Water		\$268,937.00	\$92,279.14	\$361,216.14
FY15 Totals-						1,684,337.00	566,331.02	



LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2015 IMPACT ON AVERAGE TAX BILL
<b>EMPLOYEE BENEFITS</b>								
	GENERAL BENEFITS							
3000	County Retirement	\$ 1,324,432	\$ 1,377,437	\$ 1,502,924	\$ 1,591,023	\$ 1,591,023	5.86%	\$ 351.73
3001	State Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
3002	Unemployment Compensation	\$ 45,267	\$ 28,861	\$ 40,000	\$ 40,000	\$ 40,000	0.00%	\$ 8.84
	INSURANCE							
3010	Health Insurance	\$ 1,387,790	\$ 1,299,409	\$ 1,447,000	\$ 1,511,000	\$ 1,479,000	2.21%	\$ 326.96
3011	Life Insurance	\$ 2,138	\$ 2,128	\$ 2,500	\$ 2,500	\$ 2,500	0.00%	\$ 0.56
3012	Medicare/Social Security	\$ 93,518	\$ 85,070	\$ 100,000	\$ 107,000	\$ 107,000	7.00%	\$ 23.65
<hr/>								
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 2,853,145</b>	<b>\$ 2,792,905</b>	<b>\$ 3,092,424</b>	<b>\$ 3,251,523</b>	<b>\$ 3,219,523</b>	<b>4.11%</b>	<b>\$ 711.74</b>

Middlesex County Retirement System amount reflects the projected FY 2015 Assessment if paid in two installments during the year. MCRS offers a single-pay (by 7/7/14) discount amount of \$1,560,704.

Projected Apportionment:	General Fund	\$ 1,238,358
	Cable	\$ 20,163
	GELD	\$ 264,407
	Sewer Dept.	\$ 4,461
	Water Dept.	\$ 56,397
	Trust Funds	<u>\$ 7,237</u>
		\$ 1,591,023

# Health Insurance

## Budget: FY 2015

ACTUAL based on  
Nov 2013 Enroll.  
assumes 0 increase over  
FY14 rates for FY15, then  
3% for FY16 (6/15 - 5/16)

	Tufts	1.03	Harvard	1.03	Fallon SC	1.03	Fallon DC	1.03	Tufts Med Supp	1.03	Tufts Med Pref	1.05
<b>Rates</b>	11 mos.	12th mo.	11 mos.	12th mo.	11 mos.	12th mo.	11 mos.	12th mo.	6 mos	6 mos	6 mos	6 mos
Ind	601	619	626	645	578	595	537	553	349	359	252	265
I-Weighted		603		628		579		538		354		258
Fam	1,629	1,678	1,641	1,690	1,551	1,598	1,447	1,490		0		0
F-Weighted		1,633		1,645		1,555		1,451				

<b>Cost Share</b>	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
Tufts: Individual	17	15	2			
Family	28	22	2	3	1	
ER Ind	11	7	3	1		
ER Family	3	3				
Harv: Individual	3	2				1
Family	9	7	2			
ER Ind	1	1				
ER Family	0					
FalSC: Individual	3	3				
Family	24	19	4	1		
ER Ind	0					
ER Family	0					
FalDC: Individual	1					1
Family	1	1				
ER Ind	0					
ER Family	0					
Ret Supp Ind	42	33	6	2	1	
Ret Pref Ind	1	1				

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Total Ind	36	Total Fam	65	Active	Total Med Ret	43
	12		3	Early Ret		
Vacancies: 8 Fam-Tufts (Active: Dispatch 2, ConsCom 0, Payroll 1, Cable 1?)						
Custodial 1?, 3 vacancies)						
RET 3 Tufts Retirees: (Bldg Dpt 1?, 2 vacant)						
adjustments made for upcoming events:						
B.Ganem	2	Ind plans in Dec 2013	Retired			
A.Moulton	Early Retiree					
J.Tallent	Early Retiree					
R.Beausoleil	new family Tufts plan	Active				
P.Garvin	1 HPHC Ind plan deleted					
(already added to spreadsheet above)						

## FY 2015 ENTERPRISE FUND BUDGETS

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>WATER DEPARTMENT</b>							
	WD Salaries	\$ 124,776	\$ 131,728	\$ 128,932	\$ 117,061	\$ 117,061	-9.21%
	WD Wages	\$ 132,587	\$ 128,380	\$ 133,541	\$ 146,855	\$ 146,855	9.97%
	WD Expenses	\$ 411,634	\$ 420,926	\$ 384,689	\$ 354,489	\$ 354,489	-7.85%
	WD Debt Service	\$ 362,349	\$ 361,980	\$ 357,606	\$ 361,217	\$ 361,217	1.01%
<b>100</b>	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,031,346</b>	<b>\$ 1,043,014</b>	<b>\$ 1,004,768</b>	<b>\$ 979,622</b>	<b>\$ 979,622</b>	<b>-2.50%</b>
<b>SEWER DEPARTMENT</b>							
	Sewer Salaries	\$ -	\$ -	\$ -	\$ 17,585	\$ 17,585	0.00%
	Sewer Wages	\$ 19,206	\$ 19,126	\$ 20,882	\$ 30,115	\$ 30,115	44.22%
	Sewer Expense	\$ 588,554	\$ 559,158	\$ 770,305	\$ 582,615	\$ 582,615	-24.37%
	Sewer Debt Service	\$ 121,333	\$ 5,439	\$ 45,500	\$ 42,851	\$ 42,851	-5.82%
<b>200</b>	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 729,093</b>	<b>\$ 583,723</b>	<b>\$ 836,687</b>	<b>\$ 673,166</b>	<b>\$ 673,166</b>	<b>-19.54%</b>
<b>TOTAL ENTERPRISE FUNDS</b>		<b>\$ 1,760,439</b>	<b>\$ 1,626,737</b>	<b>\$ 1,841,455</b>	<b>\$ 1,652,788</b>	<b>\$ 1,652,788</b>	<b>-10.25%</b>

**WATER DEPARTMENT ENTERPRISE FUND**

<u>LINE ITEM</u>	<u>FY 2015 DEPARTMENT</u>					<u>FY 2015 TOWN MANAGER</u>		<u>FY 2015 FINCOM</u>	
	<u>FY 2014</u>	<u>DEPARTMENT</u>	<u>DIFFERENCE</u>	<u>PERCENT</u>	<u>REASON FOR CHANGE:</u>	<u>APPROVED</u>		<u>APPROVED</u>	<u>PERCENT</u>
	<u>APPROPRIATION</u>	<u>REQUEST</u>		<u>CHANGE</u>					<u>CHANGE</u>
Propane Heat	\$ 4,000.00	\$ 5,000.00	\$ 1,000.00	25.00%		\$ 5,000.00			25.00%
Electricity	\$ 50,000.00	\$ 51,000.00	\$ 1,000.00	2.00%		\$ 51,000.00			2.00%
Building Maintenance	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00			0.00%
Equipment Maintenance	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%		\$ 5,000.00			0.00%
Vehicle Maintenance	\$ 3,000.00	\$ 2,000.00	\$ (1,000.00)	-33.33%		\$ 2,000.00			-33.33%
Maintenance Agreements	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%		\$ 4,000.00			0.00%
Well Testing	\$ 7,000.00	\$ 7,000.00	\$ -	0.00%		\$ 7,000.00			0.00%
DEP Assessment	\$ 1,400.00	\$ 1,400.00	\$ -	0.00%		\$ 1,400.00			0.00%
Meters	\$ 7,500.00	\$ 10,000.00	\$ 2,500.00	33.33%		\$ 10,000.00			33.33%
Cable	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00			0.00%
Engineering	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%		\$ 3,000.00			0.00%
Legal	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00			0.00%
TrafficControl	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00			0.00%
Advertising	\$ 500.00	\$ 600.00	\$ 100.00	20.00%		\$ 600.00			20.00%
Printing/Copying	\$ 4,000.00	\$ 3,500.00	\$ (500.00)	-12.50%		\$ 3,500.00			-12.50%
Insurance	\$ 13,000.00	\$ 16,000.00	\$ 3,000.00	23.08%		\$ 16,000.00			23.08%
Telephone	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00			0.00%
Postage	\$ 2,000.00	\$ 1,500.00	\$ (500.00)	-25.00%		\$ 1,500.00			-25.00%
Contracted Services	\$ 45,000.00	\$ 45,000.00	\$ -	0.00%		\$ 45,000.00			0.00%
Office Supplies/Equipment	\$ 1,000.00	\$ 3,000.00	\$ 2,000.00	200.00%		\$ 3,000.00			200.00%
Parts/Equipment (System)	\$ 17,500.00	\$ 17,500.00	\$ -	0.00%		\$ 17,500.00			0.00%
Gas and Oil	\$ 7,000.00	\$ 7,200.00	\$ 200.00	2.86%		\$ 7,200.00			2.86%
Chemicals	\$ 32,000.00	\$ 32,000.00	\$ -	0.00%		\$ 32,000.00			0.00%
Uniforms	\$ 2,000.00	\$ 1,200.00	\$ (800.00)	-40.00%		\$ 1,200.00			-40.00%
Intergovernmental	\$ 139,489.00	\$ 132,289.00	\$ (7,200.00)	-5.16%		\$ 132,289.00			-5.16%
New Vehicle	\$ 30,000.00	\$ -	\$ (30,000.00)	-100.00%		\$ -			-100.00%
Dues/Meetings/Trainings	\$ 1,800.00	\$ 1,800.00	\$ -	0.00%		\$ 1,800.00			0.00%
Licensing	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00			0.00%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 384,689.00</b>	<b>\$ 354,489.00</b>	<b>\$ (30,200.00)</b>	<b>-7.85%</b>		<b>\$ 354,489.00</b>	<b>\$ -</b>		<b>-7.85%</b>

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 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Salaries															
Orcutt	Thomas	By-Law	Superintendent	14		40	\$ 76,195.00			\$ 79,273.28	2.0%			\$ 80,858.74	\$ 81,358.74
Iannacone	April	THL	Business Manager	9		40	\$ 51,725.00			\$ 35,349.00	1.0%		\$ 500.00	\$ 35,702.49	\$ 35,702.49
Other Pay							\$ 1,012.00								
TOTAL SALARIES							\$ 128,932.00								\$ 117,061.23
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Wages															
Brackett	George	Highway	Sr. Technician	6	\$29.58	40	\$ 61,763.04	\$ 30.17	40	\$ 62,998.30	2.0%	\$ 30.78		\$ 64,258.27	\$ 64,258.27
Knox	Steven	Highway	Sr. Technician	5	\$25.00	40	\$ 52,200.00	\$ 25.50	40	\$ 53,244.00	2.0%	\$ 26.01		\$ 54,308.88	\$ 54,308.88
Summer Help					\$10.00	40	\$ 4,000.00	\$ 10.00	40					\$ 4,000.00	\$ 4,000.00
Other Pay							\$ 15,578.00							\$ 24,287.68	\$ 24,287.68
TOTAL WAGES							\$ 133,541.04								\$ 146,854.83

## Pay to: Town of Groton

Interdepartmental Reimbursement

1/28/2011

FY 2015 Budget Projection

### Water Department

Active Employees	George B.	Stephen K.	April I	Tom O.	Totals
Health Insurance	\$16,100.00	\$16,100.00	\$10,000.00	\$16,100.00	\$58,300.00
Life Insurance	\$40.00	\$27.00	\$40.00	\$40.00	\$147.00
Town Share: Medicare					\$4,700.00
Town Share: Retirement (See attached)					\$55,000.00
<b>Retired Employees</b>	<b>J. Walsh</b>	<b>W. Boucher</b>	<b>S. Collette</b>		
Health Insurance	\$3,047.00	\$2,953.00	\$6,100.00		\$12,100.00
Life Insurance	\$14.00	\$14.00	\$14.00		\$42.00
<b>Overhead</b>					
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** ----->

**\$132,289.00**

Medicare Matching:

Retirement Assessment:Based on Treasurer's Report





**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 2015 Revenue Projections :**

<b>Rates</b>	\$ 703,125.00
<b>Processing Charge</b>	\$ 70,000.00
<b>Construction</b>	\$ 105,000.00
<b>Miscellaneous</b>	\$ 5,000.00
<b>Public Fire Protection</b>	\$ 32,000.00
<b>Town Paid Fire Protection</b>	\$ 2,500.00
<b>Private Hydrants</b>	\$ 23,000.00
<b>Fire Sprinklers</b>	\$ 24,000.00
<b>Other Non-Rate Fees</b>	\$ 15,000.00
<b>Transfers</b>	\$ -
<b>Total Revenue</b>	\$ 979,625.00
 <b>Total Expenses</b>	 \$ 979,622.00
 <b>Projected Surplus (Deficit)</b>	 \$ <u>3.00</u>

## Groton Water Department

### Connection Fees Forecast for FY 2015

<b>Project:</b>	<b># of units</b>	<b>Total Value</b>	<b>%</b>	<b>Value in FY2015</b>
Cross Roads Plaza (4x2”R + 4x4”F)	4 C/4C	\$60,000.00	0%	\$0.00
Monarch Path (15 x 1-1/2”R)	15R/12R	\$75,000.00	7%	\$5,000.00
Oak Ridge Estates (36R + 9-4”F)	36R/36R	\$260,000.00	0%	\$ 0.00
Rocky Hill (84R)	84R/52R	\$315,000.00	5%	\$15,000.00
#134 Main Street (1-4”F & 3-2”F)	17R/10R 4C/3C	\$63,750.00 \$37,500.00	23% 20%	\$11,250.00 \$ 0.00
#128 Main Street	11R 2C	\$41,250.00 \$15,000.00	0% 0%	\$0.00 \$15,000.00
Woodle Residences	6R/5R	\$22,500.00	33%	\$3,750.00
Miscellaneous	4 R 1 C	\$ 15,000.00 <u>\$ 15,000.00</u>	100% 0%	\$15,000.00 <u>\$0.00</u>
Total Value		\$856,250.00		\$65,000.00

**Total Anticipated Revenue for FY 2015      \$65,000.00**

Other notable projects under consideration by developers/landowners:

Groton Electric - 4” Fire Service (1” domestic equivalent)	\$ 3,750.00
Myette’s - Doctor’s Office 2” Domestic Service	\$ 7,500.00
Chestnut Hill (Webber) 4 - 1” Domestic	\$11,250.00
Groton School – New Science Wing	\$15,000.00
Chamberlain Mills	\$30,000.00

# **2015 TOWN OF GROTON MINOR CAPITAL PLAN**

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

**Reason for need:** In Fiscal Year 2015, 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.

<b>Meters w/Radio's</b>	\$7,500
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<b>Total Cost</b>	\$ 7,500
-------------------	----------

**Funding Source:** Water Revenue

## SEWER DEPARTMENT ENTERPRISE FUND

<u>LINE ITEM</u>	FY 2015					FY 2015		
	<u>FY 2014</u>	<u>DEPARTMENT</u>	<u>DIFFERENCE</u>	<u>PERCENT</u>	<u>REASON FOR CHANGE:</u>	<u>TOWN MANAGER</u>	<u>FINCOM</u>	<u>PERCENT</u>
	<u>APPROPRIATION</u>	<u>REQUEST</u>				<u>APPROVED</u>	<u>APPROVED</u>	<u>CHANGE</u>
Treatment	\$ 350,000.00	\$ 325,000.00	\$ (25,000.00)	-7.14%		\$ 325,000.00		-7.14%
System Maintenance	\$ 88,000.00	\$ 88,000.00	\$ -	0.00%		\$ 88,000.00		0.00%
Gas	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%		\$ 1,000.00		0.00%
Electricity	\$ 8,600.00	\$ 9,000.00	\$ 400.00	4.65%		\$ 9,000.00		4.65%
Telemetry	\$ 3,000.00	\$ 3,250.00	\$ 250.00	8.33%		\$ 3,250.00		8.33%
Water Meter Repairs	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		0.00%
1/3 Bus. Man. Salary	\$ 17,300.00	\$ -	\$ (17,300.00)	-100.00%		\$ -		-100.00%
Sewer Commission Asst. Fringe	\$ 14,520.00	\$ -	\$ (14,520.00)	-100.00%		\$ -		-100.00%
Business Manager Fringe	\$ 8,600.00	\$ -	\$ (8,600.00)	-100.00%		\$ -		-100.00%
Postage/Printing	\$ 1,200.00	\$ 2,200.00	\$ 1,000.00	83.33%		\$ 2,200.00		83.33%
Office Supplies	\$ 500.00	\$ 1,000.00	\$ 500.00	100.00%		\$ 1,000.00		100.00%
Office Phone	\$ 275.00	\$ -	\$ (275.00)	-100.00%		\$ -		-100.00%
Overhead/Intergovernmental/Benefits	\$ 6,500.00	\$ 33,354.65	\$ 26,854.65	413.15%		\$ 33,354.65		413.15%
Legal Expenses	\$ 6,000.00	\$ 4,000.00	\$ (2,000.00)	-33.33%		\$ 4,000.00		-33.33%
Easements/Surveying	\$ 2,500.00	\$ 2,500.00	\$ -	0.00%		\$ 2,500.00		0.00%
Miscellaneous - manhole maintenance	\$ 40,000.00	\$ 10,000.00	\$ (30,000.00)	-75.00%		\$ 10,000.00		-75.00%
Treatment Plant - Expansion/Upgrade	\$ 83,810.00	\$ 83,810.00	\$ -	0.00%		\$ 83,810.00		0.00%
Pump Station Upgrades	\$ 100,000.00	\$ -	\$ (100,000.00)	-100.00%		\$ -		-100.00%
Other:MIIA	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
SRF Funding	\$ 5,435.00	\$ 5,280.00	\$ (155.00)	-2.85%		\$ 5,280.00		-2.85%
Other Debt	\$ 40,065.00	\$ 24,806.00	\$ (15,259.00)	-38.09%		\$ 24,806.00		-38.09%
Software Support	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		0.00%
Woodard & Curran	\$ 34,000.00	\$ 15,000.00	\$ (19,000.00)	-55.88%		\$ 15,000.00		-55.88%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 770,305.00</b>	<b>\$ 582,614.65</b>	<b>\$ (187,690.35)</b>	<b>-24.37%</b>		<b>\$ 582,614.65</b>	<b>\$ -</b>	<b>-24.37%</b>

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 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Salaries															
Iannacone	April	THL	Business Manager	9		13	\$ -		13	\$ 17,411.00	1.0%			\$ 17,585.11	\$ 17,585.11
TOTAL SALARIES							\$ -								\$ 17,585.11
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Wages															
Stevens	Ruth	THL	Office Assistant	5	\$20.00	20	\$ 20,881.60	\$ 20.40	28	\$ 29,816.64	1.0%	\$ 20.60		\$ 30,114.81	\$ 30,114.81
TOTAL WAGES							\$ 20,881.60								\$ 30,114.81

## Sewer Assistant Hour Increase Justification

There have been many changes and shifting of responsibilities in the office over the past 2 years. Due to the changes in responsibility and office functions the following list explains the request for an increase in hours for the sewer assistant.

- 1) Current office assistant tasks completed in 20 hours a week; Payment processing; filing, organizing, coding and copying expense warrant invoices; answering phones/handling customer inquiries; scheduling final readings; generating final bills; generating meter change letters; completing Treasurer/Tax Collector MLC Requests; assisting with billing & estimating unread meters.
- 2) Minutes for both commissions are now being done by the Office Manager instead of the office assistant, while they are getting caught up and done more regularly, it takes time away from the other tasks needing to be done that the assistant does not have time to learn. I would like to either have the assistant attend the Sewer Commission meetings to take those minutes again, or shift over another small task to the assistant if the business manager continues the meetings/minutes.
- 3) If more time were allotted to the assistant position, she could also be taught about the betterments the sewer commission currently handles in order to be able to go in and maintain records of payments and payoffs. Also a better understanding of the betterment process will help when she is processing the MLC requests from the Treasurer's Office so she will remember those properties that are still paying on betterments.
- 4) It would be extremely helpful to teach the assistant the process of generating past due notices from start to finish and monitoring past due accounts.
- 5) Backflow prevention device database maintenance and testing scheduling is being done by the Business Manager now rather than being done by the technician, as well as all the billing that needs to follow the testing. It would be easier for the Business Manager to maintain this water task if the assistant took on a few more of the smaller sewer operation tasks.

Sewer Full Budget FY2015	Budget FY2012	Actual FY2012	Budget FY2013	Actual FY2013	Budget FY2014	YTD 10/30/13 FY2014	Budget FY2015
	7% rate decr.		10% T1 decr.				
<b>INCOME:</b>							
Rates	606,735.00	591,091.52	558,787.74	564,247.08	536,525.00	141,091.36	536,525.00
Sewer Rate Relief							
Perm. Priv. Asses./GBF	11,245.00	32,500.00	17,745.00	37,245.00	20,000.00		6,500.00
Capacity	2,895.00	13,621.84	4,342.80	5,790.40	5,000.00		4,345.00
Inspec/App'l. Fees/Drainlayer Fees & Other Miscellaneous	500.00	912.58	500.00	375.00	500.00	50.00	500.00
GDRHS O & M Charge (ps & system)		12,346.58	15,130.00	24,270.31	16,000.00	3,954.89	20,000.00
Capacity Access Fee							
Interest - MMDT	1,600.00	802.53	550.00	822.13	550.00		500.00
Boston Rd. - Debt					15,260.00		15,257.00
Boston Rd. - GBF					7,475.00		
Boston Rd. - Capacity					4,540.00		
Boston Rd. - Interest					11,318.00		9,332.00
Old Ayer Rd. - Debt					2,484.00		3,967.00
Old Ayer Rd. - GBF					975.00		
Old Ayer Rd. - Capacity					435.00		
Old Ayer Rd. - Interest					2,426.00		2,392.00
Interest - General Fund	1,800.00	1,482.24	1,000.00	568.28	1,000.00		600.00
Hollis Street Construction & Interest Payments			1,653.22		2,200.00		2,000.00
GBF/Capacity - Old Ayer & Boston Betterments	16,743.00	20,729.27	14,863.73	15,420.98	13,425.00		14,364.00
<b>Reserve Transfer - Pump Station Upgrades</b>	66,388.00	96,387.00	26,805.01	26,805.01	120,000.00		
<b>Reserve Transfer - Rates</b>					90,000.00		56,884.00
<b>TOTAL INCOME</b>	<b>707,906.00</b>	<b>769,873.56</b>	<b>641,377.50</b>	<b>675,544.19</b>	<b>850,113.00</b>	<b>145,096.25</b>	<b>673,166.00</b>
<b>EXPENSES</b>							
<b>OPERATING EXPENSE</b>							
Treatment	300,000.00	335,015.55	318,000.00	291,029.66	350,000.00	73,849.12	325,000.00
System Maintenance (PS & System) - Pepperell	89,000.00	86,767.42	85,500.00	85,891.72	88,000.00	27,658.03	88,000.00
Fuel (Gas/ Propane)	500.00	986.24	550.00	434.37	1,000.00	70.81	1,000.00
Electric	8,500.00	8,086.82	8,600.00	9,102.83	8,600.00	2,110.64	9,000.00
Telemetry	3,000.00	2,909.95	3,000.00	3,057.81	3,000.00	1,022.87	3,250.00
Pepperell Upgrade	53,754.50	83,754.50	53,609.56	53,609.65	53,610.00		53,610.00
Pepperell Expansion	30,237.00	30,237.57	30,155.38	30,155.42	30,200.00		30,200.00
Nod Rd/PB Woods Pump Station Upgrades					100,000.00	2,898.15	-
Environmental Partners (Prev W&C) Engineering		2,148.75	5,000.00	7,816.92	34,000.00	5,428.75	15,000.00
<b>OFFICE EXPENSE</b>							
Wages	19,545.00	19,205.34	19,867.32	19,125.67	20,883.00	6,400.00	30,115.00
1/3 of Bus. Mgr.	16,650.00	18,039.68	17,670.00	18,522.30	17,300.00	4,267.25	17,585.00
Intergovernmental	20,765.00	12,255.90	14,520.00	19,432.54	14,520.00	5,725.28	33,355.00
Postage/Printing	1,000.00	884.90	1,200.00	833.43	1,200.00	287.93	2,200.00
Office Supplies	500.00	747.21	772.20	2,203.26	500.00	303.18	1,000.00
Telephone	275.00		275.00		275.00		-
Legal/ Advertising Expenses	2,000.00	1,415.10	6,000.00	40.50	6,000.00		4,000.00
Easements/Surveying	5,000.00		2,500.00		2,500.00		2,500.00
Misc.-repair, infiltr, manholes, etc.	20,000.00	20,309.54	50,000.00	19,528.88	40,000.00	562.20	10,000.00
Software Service Contract	2,500.00	7,098.10	2,000.00		2,000.00		2,000.00
Meter Repairs	800.00	144.57	1,200.00	1,941.87	2,000.00		2,000.00
MIA	500.00	412.90	500.00	457.90	500.00	487.89	500.00
Other Misc Expenses		\$ 7,098.10		15,098.77			-
Other Financing Uses (Hollis St payoff)							
<b>DEBT SERVICE</b>							
<b>Debt Service - Town</b>							
Principal		3712.23					
Interest		1729.13					
Boston Road - Principal					16,650.00		16,648.00
Boston Road - Interest					10,030.00		8,370.00
Old Ayer Road - Principal					8,353.00		8,353.00
Old Ayer Road Interest					5,032.00		4,200.00
Deferred debt payment per agreement with Town	115,891.00	115,891.00					
Other Financing Uses - Hollis St payoff from E&D							
<b>SRF Funding - \$330,000</b>							
Principal	3,712.00	3,712.23	3,870.18	3,870.18	4,035.00	4,034.61	4,050.00
Interest	1,837.00	1,729.13	1,567.86	1,567.86	1,400.00	601.35	1,230.00
<b>TOTAL EXPENSES</b>	<b>695,966.50</b>	<b>764,291.86</b>	<b>626,357.50</b>	<b>583,721.54</b>	<b>821,588.00</b>	<b>135,708.06</b>	<b>673,166.00</b>
<b>Balance</b>							
	11,939.50						
<b>Net Income</b>	<b>11,939.50</b>	<b>5,581.70</b>	<b>15,020.00</b>	<b>91,822.65</b>	<b>28,525.00</b>	<b>9,388.19</b>	<b>-</b>

Sewer Operations Only FY2015							
	Budget FY2012	Actual FY2012	Budget FY2013	Actual FY2013	Budget FY2014	YTD 10/30/13 FY2014	Budget FY2015
	7% rate decr.		10% T1 decr.				
<b>INCOME:</b>							
Rates	606,735.00	591,091.52	558,787.74	564,247.08	536,525.00	141,091.36	536,525.00
Sewer Rate Relief							
Perm. Priv. Asses./GBF	11,245.00	32,500.00	17,745.00	37,245.00	20,000.00		6,500.00
Capacity	2,895.00	13,621.84	4,342.80	5,790.40	5,000.00		4,345.00
Inspec/Apl. Fees/Drainlayer Fees & Other Miscellaneous	500.00	912.58	500.00	375.00	500.00	50.00	500.00
GDRHS O & M Charge (ps & system)		12,346.58	15,130.00	24,270.31	16,000.00	3,954.89	20,000.00
Capacity Access Fee							
Interest - MMDT	1,600.00	802.53	550.00	822.13	550.00		500.00
Interest - General Fund	1,800.00	1,482.24	1,000.00	568.28	1,000.00		600.00
Hollis Street Construction & Interest Payments			1,653.22		2,200.00		2,000.00
GBF/Capacity - Old Ayer & Boston Betterments	16,743.00	20,729.27	14,863.73	15,420.98	13,425.00		14,364.00
Reserve Transfer - Pump Station Upgrades	66,388.00	96,387.00	26,805.01	26,805.01	120,000.00		
Reserve Transfer - Rates					90,000.00		50,000.00
<b>TOTAL INCOME</b>	<b>707,906.00</b>	<b>769,873.56</b>	<b>641,377.50</b>	<b>675,544.19</b>	<b>805,200.00</b>	<b>145,096.25</b>	<b>635,334.00</b>
<b>EXPENSES</b>							
<b>OPERATING EXPENSE</b>							
Treatment	300,000.00	335,015.55	318,000.00	291,029.66	350,000.00	73,849.12	325,000.00
System Maintenance (PS & System) - Pepperell	89,000.00	86,767.42	85,500.00	85,891.72	88,000.00	27,658.03	88,000.00
Fuel (Gas/ Propane)	500.00	986.24	550.00	434.37	1,000.00	70.81	1,000.00
Electric	8,500.00	8,086.82	8,600.00	9,102.83	8,600.00	2,110.64	9,000.00
Telemetry	3,000.00	2,909.95	3,000.00	3,057.81	3,000.00	1,022.87	3,250.00
Pepperell Upgrade	53,754.50	83,754.50	53,609.56	53,609.65	53,610.00		28,804.78
Pepperell Expansion	30,237.00	30,237.57	30,155.38	30,155.42	30,200.00		30,200.00
Nod Rd/PB Woods Pump Station Upgrades					100,000.00	2,898.15	
Environmental Partners (Prev W&C) Engineering		2,148.75	5,000.00	7,816.92	34,000.00	5,428.75	15,000.00
<b>OFFICE EXPENSE</b>							
Wages	19,545.00	19,205.34	19,867.32	19,125.67	20,883.00	6,400.00	30,115.00
1/3 of Bus. Mgr.	16,650.00	18,039.68	17,670.00	18,522.30	17,300.00	4,267.25	17,586.00
Intergovernmental	20,765.00	12,255.90	14,520.00	19,432.54	14,520.00	5,725.28	33,355.00
Postage/Printing	1,000.00	884.90	1,200.00	833.43	1,200.00	287.93	2,200.00
Office Supplies	500.00	747.21	772.20	2,203.26	500.00	303.18	1,000.00
Telephone	275.00		275.00		275.00		
Legal/ Advertising Expenses	2,000.00	1,415.10	6,000.00	40.50	6,000.00		4,000.00
Easements/Surveying	5,000.00		2,500.00		2,500.00		2,500.00
Misc.-repair, infiltr, manholes, etc.	20,000.00	20,309.54	50,000.00	19,528.88	40,000.00	562.20	10,000.00
Software Service Contract	2,500.00	7,098.10	2,000.00		2,000.00		2,000.00
Meter Repairs	800.00	144.57	1,200.00	1,941.87	2,000.00		2,000.00
MIIA	500.00	412.90	500.00	457.90	500.00	487.89	500.00
Other Misc Expenses		\$ 7,098.10		15,098.77			
Other Financing Uses (Hollis St payoff)							
<b>DEBT SERVICE</b>							
<b>Debt Service - Town</b>							
Principal		3712.23					
Interest		1729.13					
Deferred debt payment per agreement with Town	115,891.00	115,891.00					
Other Financing Uses - Hollis St payoff from E&D							
<b>SRF Funding - \$330,000</b>							
Principal	3,712.00	3,712.23	3,870.18	3,870.18	4,035.00	4,034.61	4,050.00
Interest	1,837.00	1,729.13	1,567.86	1,567.86	1,400.00	601.35	1,230.00
<b>TOTAL EXPENSES</b>	<b>695,966.50</b>	<b>764,291.86</b>	<b>626,357.50</b>	<b>583,721.54</b>	<b>781,523.00</b>	<b>135,708.06</b>	<b>610,790.78</b>
<b>Balance</b>							
	11,939.50						
<b>Net Income</b>	<b>11,939.50</b>	<b>5,581.70</b>	<b>15,020.00</b>	<b>91,822.65</b>	<b>23,677.00</b>	<b>9,388.19</b>	<b>24,543.22</b>



Betterments Budget Only

Betterments Budget Only FY2015							
	Budget FY2011	Actual FY2011	Budget FY2012	Actual FY2012	Budget FY2013	Budget FY2014	Budget FY2015
<b>INCOME:</b>							
Boston Rd/Old Ayer Rd Payments							
<i>Hollis St. Debt</i>	1,111.00	1,111.20	1,111.00			1,112.00	\$ 1,112.00
<i>Hollis St. Debt Inter.</i>	697.00	696.88	619.00			545.00	\$ 388.00
<i>Hollis St. GBF</i>						\$ 500.00	\$ 500.00
<i>Boston Rd. Debt</i>	17,050.00	14,359.87	15,257.00	15,256.63	15,256.63	15,260.00	\$ 15,257.00
<i>Boston Rd. GBF</i>						7,475.00	\$ 7,475.00
<i>Boston Rd. Capacity</i>						4,540.00	\$ 4,540.00
<i>Boston Rd. Interest</i>	15,289.00	12,311.48	12,310.00	11,317.49	11,317.49	11,318.00	\$ 9,332.00
<i>Old Ayer Rd. Debt</i>	8,934.00	8,933.62	8,934.00	3,966.81	3,966.81	2,484.00	\$ 3,967.00
<i>Old Ayer Rd. GBF</i>						975.00	\$ 1,625.00
<i>Old Ayer Rd. Capacity</i>						435.00	\$ 724.00
<i>Old Ayer Rd. Interest</i>	4,071.00	4,071.05	3,489.00	2,907.89	2,907.89	2,426.00	\$ 2,392.00
Total GBF/Capacity Revenue							
Other Financing Sources - Interfund Transfers In	13,000.00	13,000.00					
Rsrvd for Approp. - Debt	11,461.00			6,613.68	6,613.68	-	
Reserved for Hollis St Debt Service	40,486.00					-	
<b>TOTAL INCOME</b>	<b>112,099.00</b>	<b>54,484.10</b>	<b>41,720.00</b>	<b>40,062.50</b>	<b>40,062.50</b>	<b>47,070.00</b>	<b>47,312.00</b>
<b>EXPENSES</b>							
<b>DEBT SERVICE</b>							
Other Financing Uses - Hollis St payoff from E&D							
<i>Hollis Street Debt</i>						0	0
<i>Principal</i>	23,525.00	7,630.00				0	0
<i>Reserve for Debt Service</i>	40,486.00	40,486.00				0	0
<i>Interest</i>		2,895.00				0	0
Old Ayer Project							
Boston Rd. Debt							
<i>Principal</i>	19,977.00	19,977.00	16,647.50	16,647.50	16,647.50	16,648.00	16,648.00
<i>Interest</i>	12,045.00	12,044.47	10,945.73	10,030.12	10,030.12	10,030.00	8,370.00
Old Ayer Rd. Debt							
<i>Principal</i>	10,023.00	10,023.00	8,352.50	8,352.50	8,352.50	8,352.00	8,353.00
<i>Interest</i>	6,043.00	6,043.03	5,491.77	5,032.38	5,032.38	5,032.00	4,200.00
Boston/Old Ayer Short Term Interest							
<b>TOTAL EXPENSES</b>	<b>112,099.00</b>		<b>41,437.50</b>	<b>40,062.50</b>	<b>40,062.50</b>	<b>40,062.00</b>	<b>37,571.00</b>
Balance	-						
			282.50	-	-	7,008.00	
<b>Net Income</b>	<b>-</b>	<b>54,484.10</b>	<b>282.50</b>	<b>-</b>	<b>-</b>	<b>7,008.00</b>	<b>9,741.00</b>

**Pay to: Town of Groton**

**Interdepartmental Reimbursement**

**FY 2015 Budget Projection**

**Sewer Department**

<b>Active Employees</b>	<b>Ruth S.</b>	<b>April I.</b>	<b>Totals</b>
Health Insurance	\$16,100.00	\$5,000.00	\$21,100.00
Life Insurance	\$40.00	\$14.00	\$54.00
Town Share: Medicare			\$212.00
Town Share: Retirement (See attached)			\$7,465.00
<b>Retired Employees</b>	<b>D. Peterson</b>		
Health Insurance	\$2,800.00		\$2,800.00
Life Insurance			\$0.00
<b>Overhead</b>			
Electricity/Heat/Maint.(0.006% of 100,000)	\$150.00		\$150.00
Salaries - TM (2.25% of \$127,405)	\$716.65		\$716.65
TA - (2.25% of \$73,064)	\$411.00		\$411.00
TT - (2.25% of \$79,273)	\$446.00		\$446.00
<b>Total All Charges -----&gt;</b>			<b>\$33,354.65</b>

Medicare Matching:

Retirement Assessment:Based on Treasurer's Report

Fiscal Year 2015 - Groton Dunstable Regional High School  
O&M Charges billed to School

<u>Date</u>	<u>O&amp;M Charges</u> <u>Charge</u>	<u>Treatment</u> <u>Rates Chg</u>	<u>Units</u>	<u>Treatment</u> <u>Est for FY15</u>
6/30/2013	2,259.49	359.34		1,011.90
5/30/2013	1,302.90	532.63		1,920.82
4/30/2013	1,087.46	549.94		1,686.26
3/31/2013	951.72	583.38		2,199.36
2/28/2013	990.28	536.26		1,656.94
1/31/2013	1,137.46	490.99		1,334.42
12/31/2012	1,096.52	435.25		1,715.58
11/30/2012	5,757.00	518.08		1,730.24
10/31/2012	2,317.88	574.68		1,891.50
9/30/2012	2,358.00	621.25		1,964.80
8/31/2012	932.16	132.91		381.52
7/31/2012	1,008.79	176.51		381.52
	<b>21,199.66</b> <i>Total FY2013</i>	<b>5,511.22</b> <i>Total FY2013</i>		<b>17,874.86</b> <i>(current rates)</i>

## Capacity/PPA Estimate for FY2015 Sewer Budget

<b>Project</b>	<b>Est Pay Date</b>	<b>Est Capacity</b>	<b>Est GBF/PPA</b>	<b>Comments</b>
Thomas More College	FY2016	\$ 42,770.00	\$ 874,120.00	6500 gpd @ 6.58
Boynton Meadows	FY2014	\$ 29,610.00	\$ -	4500 gpd @ 6.58
Boynton Meadows	FY2015	\$ 29,610.00	\$ -	4500 gpd @ 6.58
Steve Webber - 14 Station Ave	FY2015	\$ 4,342.80		6 Bedrooms @6.58 x 110
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	FY2015	\$ 2,171.40	\$ 6,500.00	Est 3 additional bedrooms plus 1 new GBF/PPA
FY15 Budget Impact =		<u>\$ 36,124.20</u>	<u>\$ 6,500.00</u>	Myette & Groton Residential Gardens

FY2015 Betterment Income Projected

<u>Project</u>	<u>GBF</u>	<u>Capacity</u>	<u>Totals</u>	
Old Ayer	\$ 1,625.00	\$ 724.00	\$ 2,349.00	
Boston Rd	\$ 7,475.00	\$ 4,540.00	\$ 12,015.00	
Hollis St	\$ 500.00	\$ -	\$ 500.00	
Totals	<u>\$ 9,600.00</u>	<u>\$ 5,264.00</u>	<u>\$ 14,864.00</u>	<b>\$ 14,864.00</b>

<u>Project</u>	<u>Construction</u>	<u>Interest</u>	<u>Totals</u>	
Old Ayer	\$ 3,967.00	\$ 2,392.00	\$ 6,359.00	
Boston Rd	\$ 15,257.00	\$ 9,332.00	\$ 24,589.00	
Hollis St	\$ 1,111.20	\$ 387.16	\$ 1,498.36	
Totals	<u>\$ 20,335.20</u>	<u>\$ 12,111.16</u>	<u>\$ 32,446.36</u>	<b>\$ 32,446.36</b>

Total Betterment Income Expected for FY2015 = **\$ 47,310.36**

Hollis St	\$ 1,998.36
Old Ayer	\$ 8,708.00
Boston Rd	\$ 36,604.00
Total	<u>\$ 47,310.36</u>

Pepperell WWTP Debt Service

FY2015 Calculation of Groton Cost Share for Budget

FY2015	Engineering Principal =	18,000.00			
	Engineering Interest =	<u>8,491.50</u>		Construction	
	Total	26,491.50	+	Total =	308,568.28
	x	<u>0.25</u>		x	<u>0.25</u>
	Groton Share = 25%	6,622.88			77,142.07

**Total Eng + Construction**      **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 =	<u>49,370.92</u>
	Total Upgrade	53,609.56
	Town Share 50% =	26,804.78
<b>Upgrade Cost</b>	<b>Sewer Dept 50% =</b>	<b><u>26,804.78</u></b>
		53,609.56

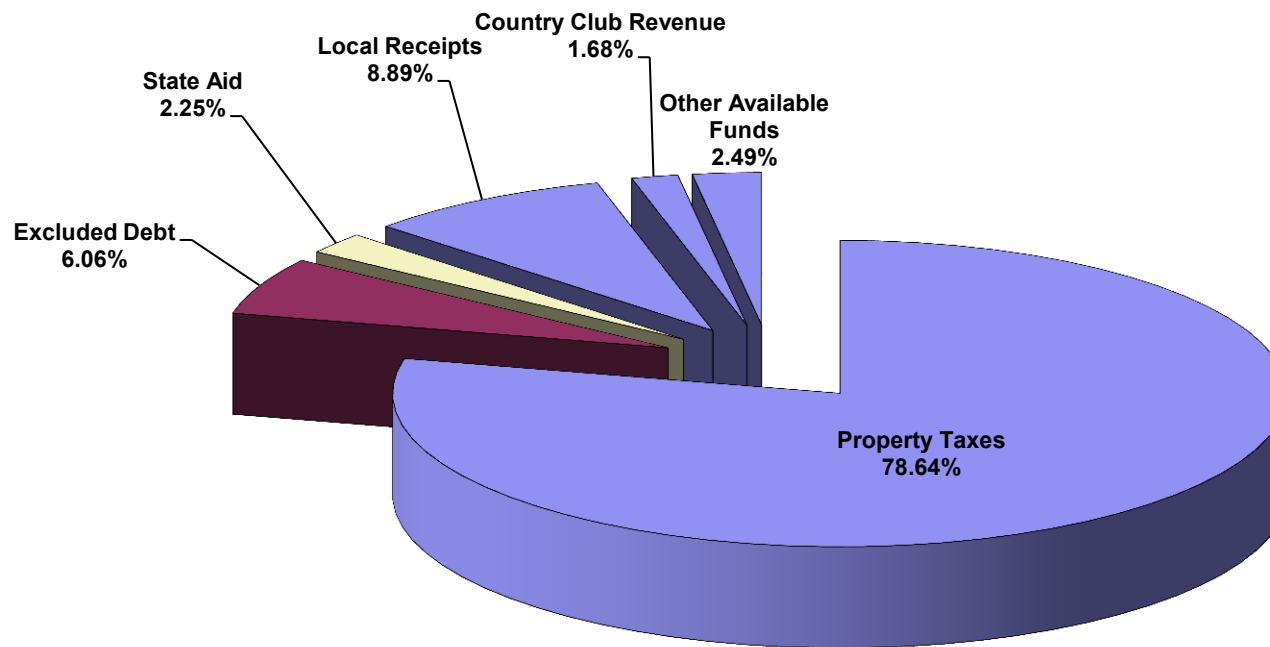
36% Expansion Engineering =	6,622.88 x .36 =	2,384.24
36% Expansion Construction =	77,142.07 x .36 =	<u>27,771.15</u>
	Total Expansion	30,155.38
<b>Expansion Cost</b>	<b>Sewer Dept pays 100%</b>	<b>30,155.38</b>

Town pays 50% of Upgrade portion of loan only

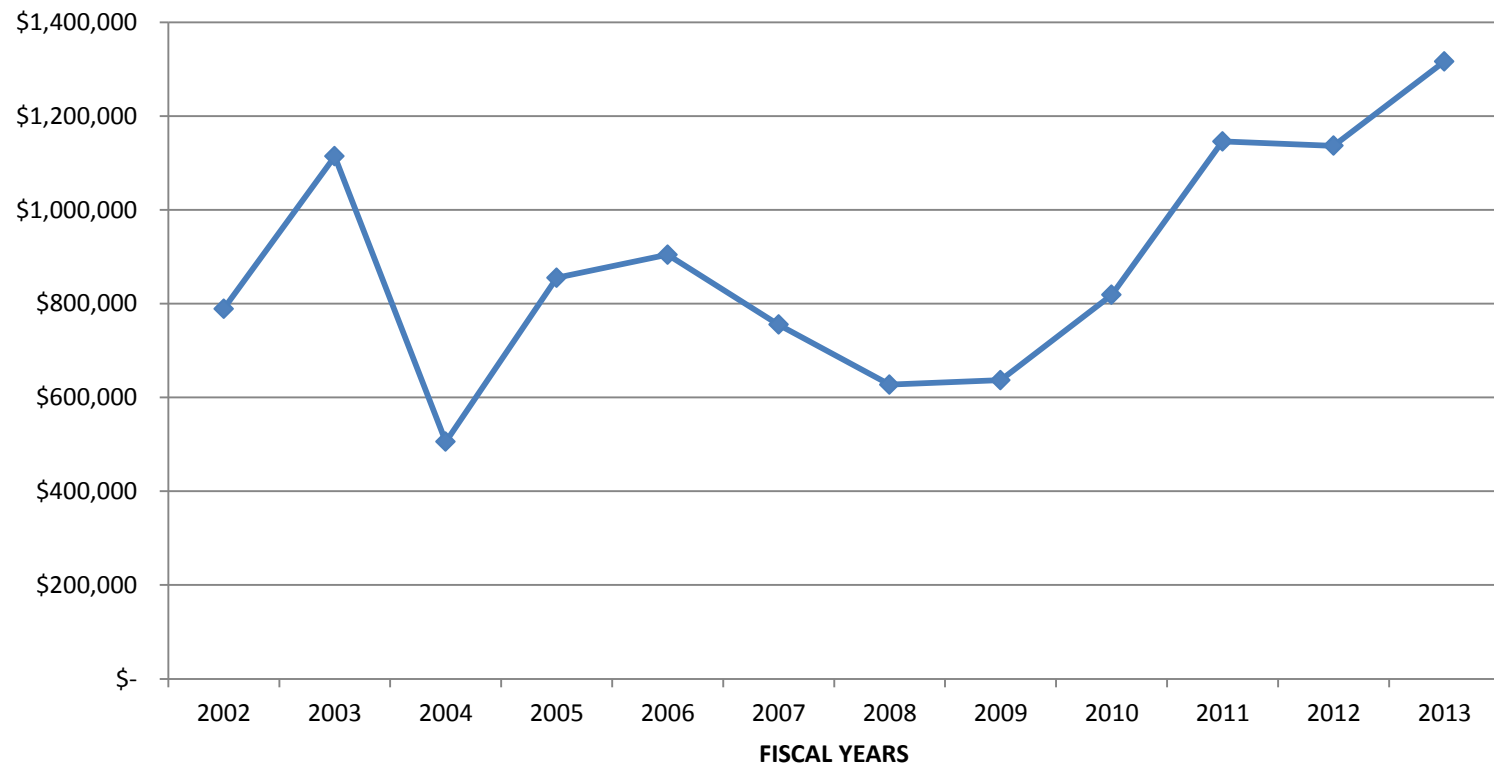
Sewer Department pays remaining 50% of Upgrade and 100% of Groton Share of Expansion

# Sources of Revenue

## Fiscal Year 2015

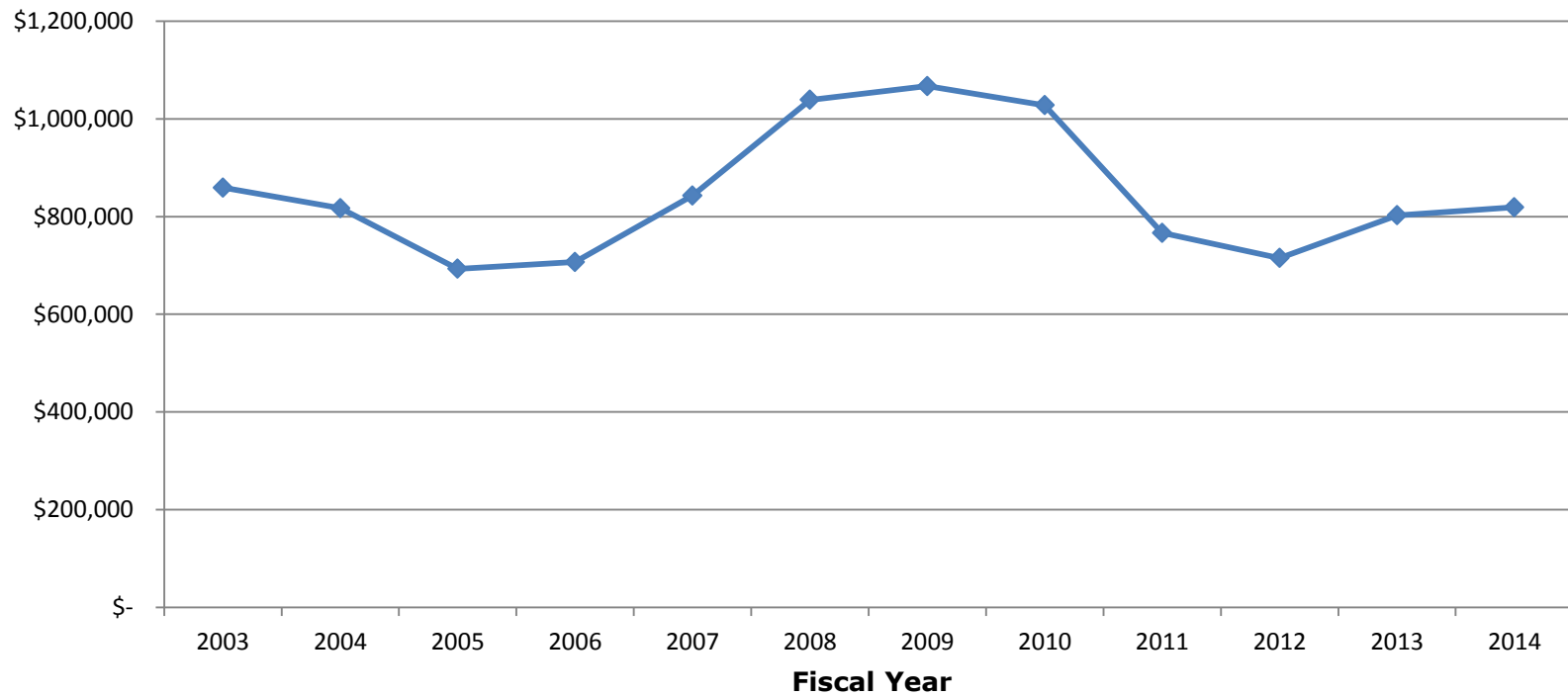


**TOWN OF GROTON  
FREE CASH HISTORY  
FISCAL YEARS 2002 - 2013**



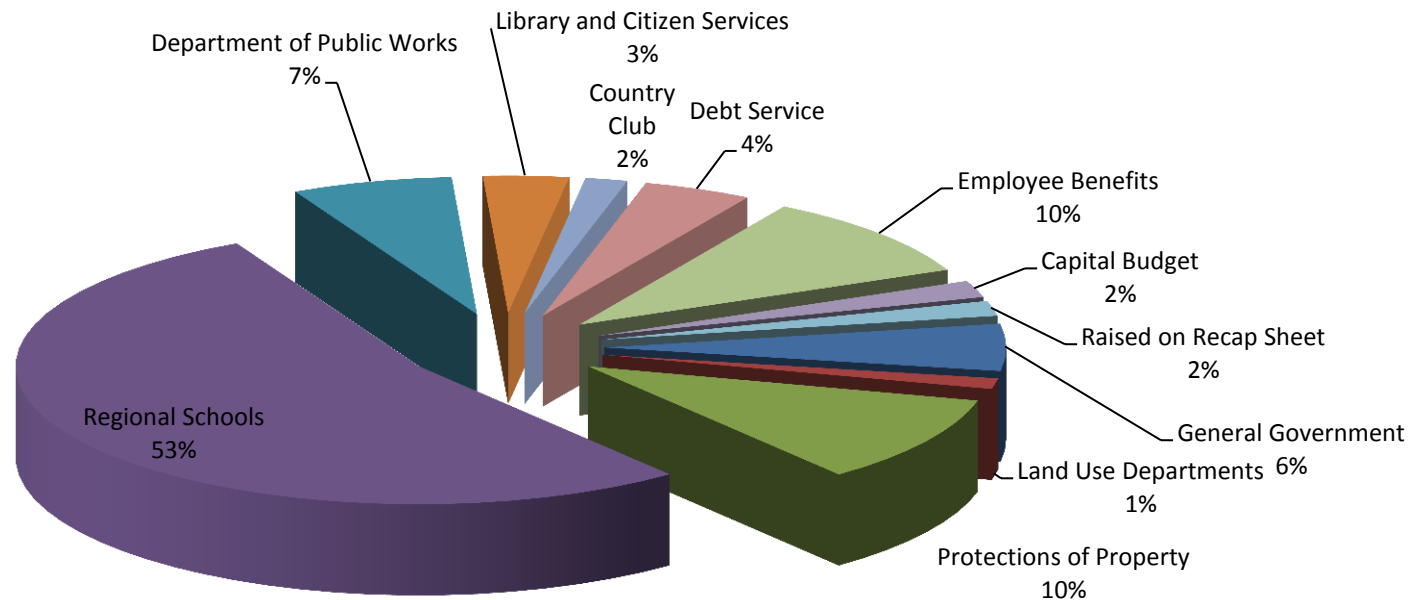


**TOWN OF GROTON  
STATE AID HISTORY  
FISCAL YEARS 2003 - 2014**



# "Where Your Tax Dollars Go"

## Fiscal Year 2015 Expenditure Analysis

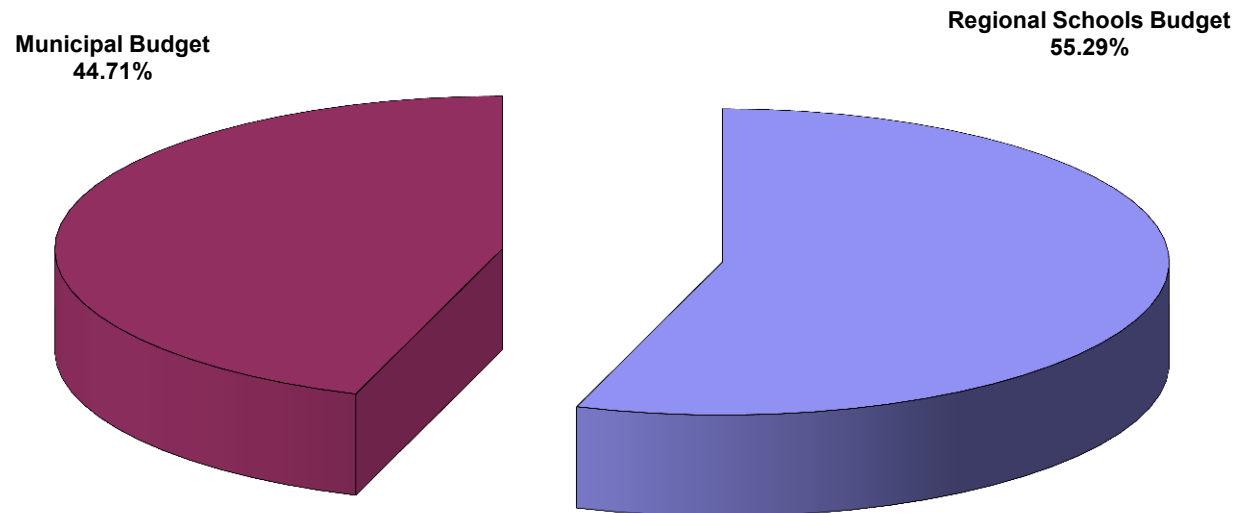


\* Percentage total may not equal 100% due to rounding.

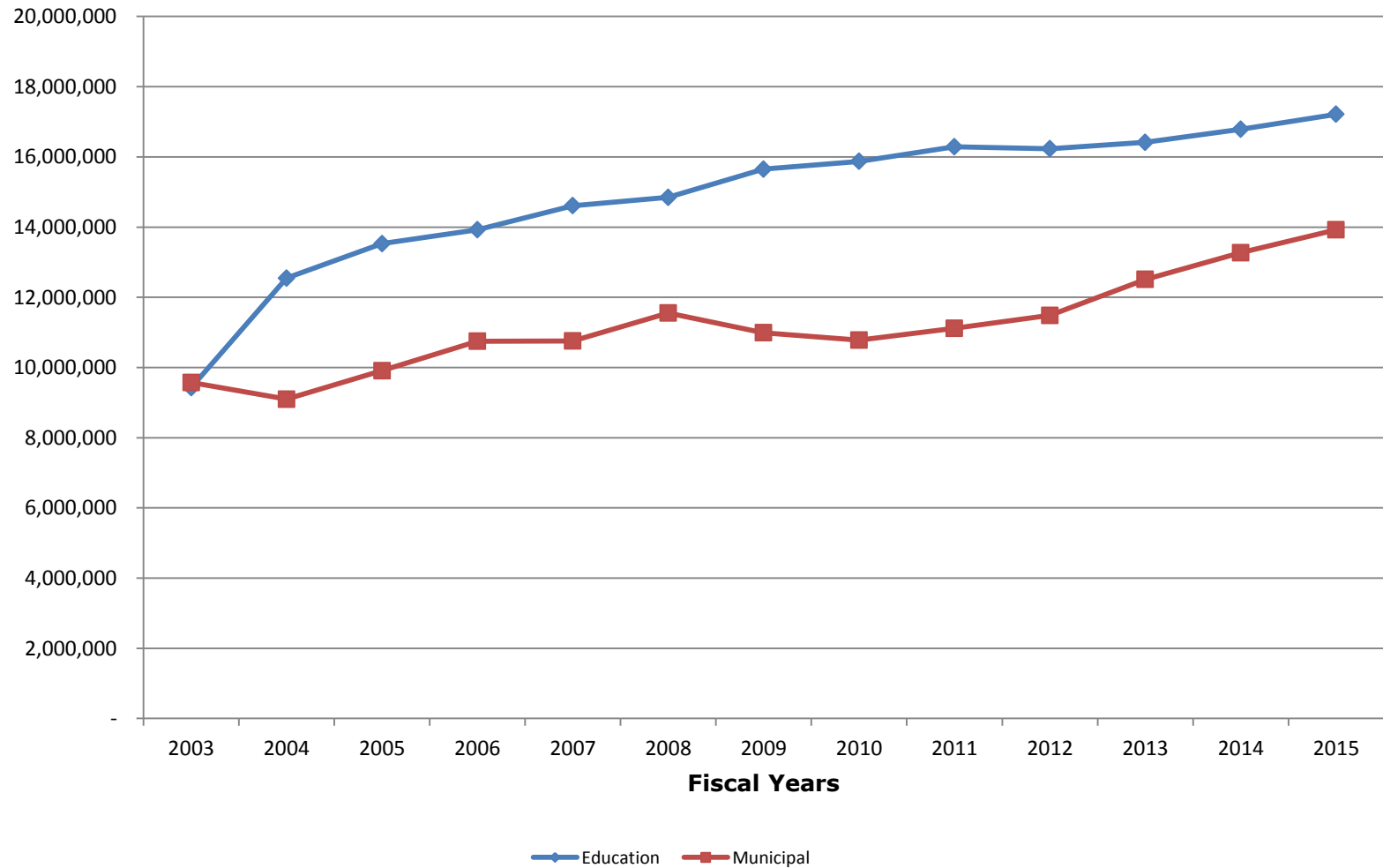
FISCAL YEAR 2015 TOWN MANAGER'S OPERATING BUDGET

# PROPERTY TAX IMPACT

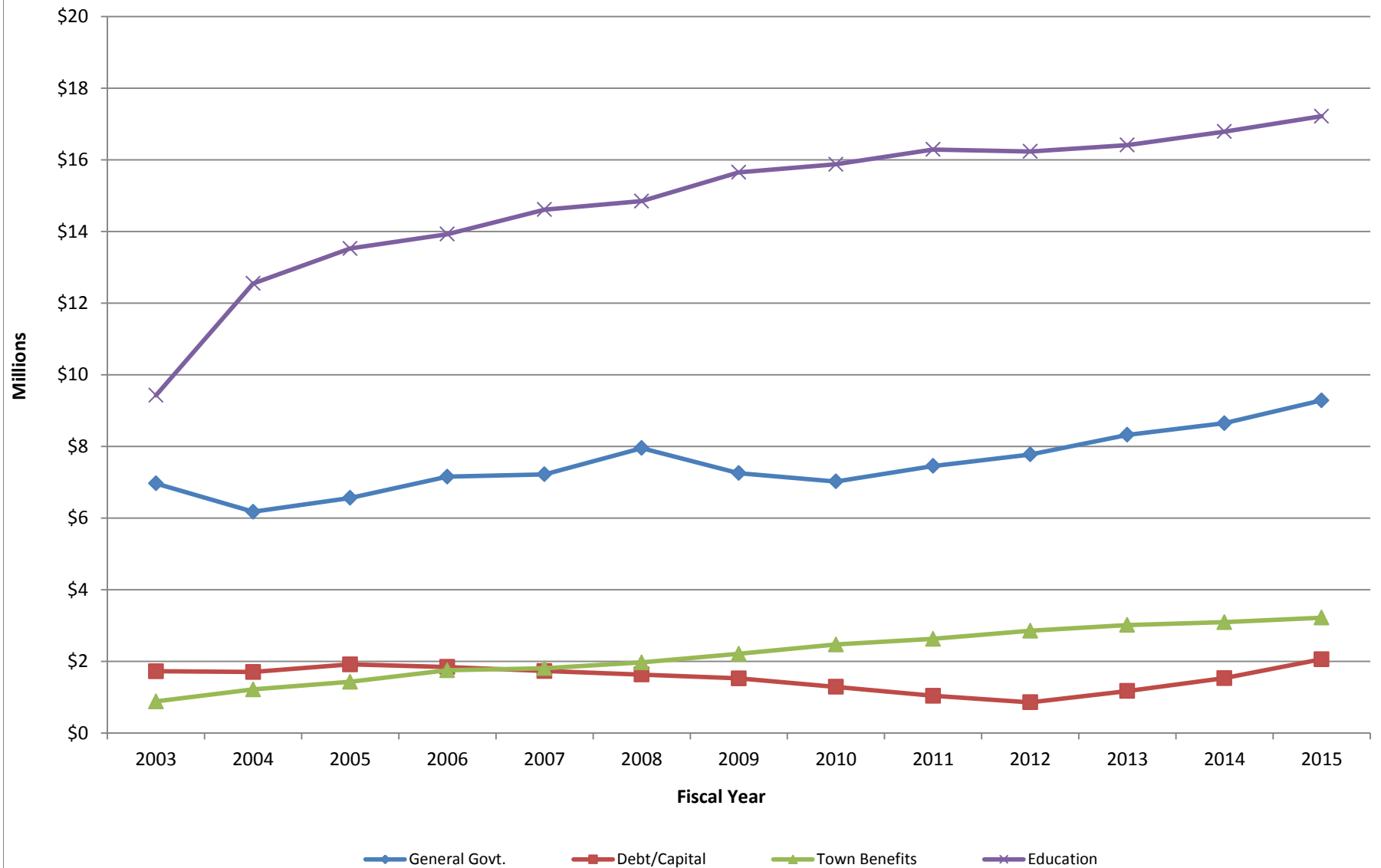
## Fiscal Year 2015



## Trends in Municipal/Education Spending Fiscal Years 2003-2015



## Municipal Spending by Function Fiscal Years 2003 - 2015



Source: Town Operating Budgets