

Town of Groton, Massachusetts



Fiscal Year 2016 Town Manager's Proposed Operating Budget

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Town Manager
Mark W. Haddad

TOWN OF GROTON

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Board of Selectmen

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Anna Eliot, *Vice-Chairman*
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Peter S. Cunningham, *Member*
John G. Petropoulos, *Member*

To: *Honorable Board of Selectmen
Honorable Finance Committee*

From: *Mark W. Haddad – Town Manager*

Subject: *Fiscal Year 2016 – Proposed Town of Groton Operating Budget*

Date: *December 31, 2014*

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 2016 Operating Budget for the Town of Groton. This is the seventh budget that I have submitted as your Town Manager. Similar to the last three 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. This budget will utilize all of the Town's excess levy capacity, as well as all allowable growth under Proposition 2½. It will provide growth in some areas, including the Police Department and Groton Dunstable Regional School District. We have also provided funding in the Debt Service Budget within the levy to address some very important capital needs. I will explain those later in this Budget Message. As you will recall, last year the Town voted to exclude the debt service on our new Center Fire Station from Proposition 2½. That said, the excluded debt budget will decrease in FY 2016, providing some relief for our residents and taxpayers. In addition, the Finance Team and I will be proposing that we address Other Post-Employment Benefits (OPEB) in Fiscal Year 2016. This proposal, also addressed later in this message, will allow the Town to fund OPEB with money already contained in the budget. It will not require a new appropriation. The Town needs to address this issue by Fiscal Year 2018 and I believe the plan presented will allow the Town to start funding this liability two years early.

I am very fortunate to have the outstanding support and assistance of Town Accountant Patricia DuFresne, Principal Assessor Rena Swezey, Treasurer/Collector Michael Hartnett, Human Resources Director Melisa Doig 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 2016 Budget, I provided the Departments with the same guidelines as I did last year. Specifically, I requested that departments continue to examine the services they provide and determine whether or not to adjust the way those services are delivered. Departments were asked again to take a hard look at their department operation and provide a realistic outlook for FY 2016. This was an extremely successful approach the last three years and it absolutely repeated itself in preparing this proposed budget. We will have the potential to adjust budgets for the fourth consecutive year. I strongly believe that we will continue to improve the delivery of services in key departments in FY 2016.

When putting together our estimated revenues for Fiscal Year 2016, as is always the case, we needed to take into consideration the fact that the Commonwealth has yet to begin its budget deliberations. Making this more difficult is the fact that a new Governor will be taking office in 2015 and he will not be submitting his budget until March 1, 2015. That said, even though the Commonwealth has seen a decline in revenues, Governor-Elect Charles Baker has made a commitment not to cut local aid. Based on this, we will be level funding State Aid in Fiscal Year 2016. One factor that will have a positive impact on revenues in FY 2016 is a vote by the 2014 Fall Town Meeting that authorized the collection of a local meals tax. In FY 2016, we are estimating that this new revenue stream will provide an additional \$100,000 in local receipts. As stated earlier, we will be using all of our excess levy capacity to fund the proposed budget. Another important factor to consider is a decision that was made at the 2014 Fall Town Meeting. The Board of Selectmen and Finance Committee recommended, and Town Meeting approved, taking an additional \$150,000 from "Free Cash" to offset the FY 2015 Tax Rate. This increased our unexpended Tax Capacity from \$314,488 to \$464,488. This will not be available in FY 2016 and the relief provided to the residents in FY 2015 will have to be made up with property taxes in FY 2016 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 2016 that can be used to fund the Proposed Operating Budget:

<u>Revenue Source</u>	<u>Budgeted FY 2015</u>	<u>Estimated FY 2016</u>	<u>Dollar Change</u>	<u>Percent Change</u>
Property Tax	\$26,002,556	\$26,926,670	\$ 924,114**	3.56%
Unexpended Tax Capacity	\$ (464,488)	\$ 0	\$ 464,488	100.00%
State Aid	\$ 828,915	\$ 821,981	\$ (6,934)	-0.84%
Local Receipts	\$ 3,054,000	\$ 3,162,000	\$ 108,000	3.54%
Free Cash	\$ 150,000	\$ 0	\$(150,000)	-100.00%
Other Available Funds	\$ 175,000	\$ 200,000	\$ 25,000	14.29%
TOTAL	\$29,745,983	\$31,110,651	\$1,364,668	4.59%

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

Thanks to our practice of sound financial planning and smart budgeting, we are confident that we have a healthy revenue forecast for Fiscal Year 2016. This will allow us to continue to maintain services and to address areas that we believe will improve the delivery of those services. One change from last year is that we will see a major increase in our pension budget of eleven (11%) percent. I will explain the

reasons for this later in this Budget Message. We are budgeting an increase of seven (7%) percent in our health insurance budget. While we will not know the final pension or health budget until some time in early FY 2016, we believe the amounts budgeted are conservative and will meet our obligations next fiscal year. We will continue to monitor these budgets and make any required changes prior to the Budget being voted at the 2015 Spring Town Meeting. I would like to call your attention to the following areas as you review the Town Manager's Proposed Fiscal Year 2016 Operating Budget:

POLICE DEPARTMENT WAGES

The Town of Groton is extremely fortunate to have an exceptional Police Department. Our Department provides excellent services to our residents and has an outstanding reputation throughout the region. The commitment made by the Board of Selectmen and Finance Committee to provide the necessary funding in past years for our Police Department has paid off. I would like to continue that commitment in Fiscal Year 2016. An area of importance is the protection of our students. We are proposing a School Resource Officer be added to the Police Department budget in FY 2016.

The Massachusetts Task Force Report on School Safety and Security published in July 2014 makes several recommendations to the Governor that states that each Municipality should establish a district-level emergency management team, comprised of the town manager, superintendent of schools, police chief, fire chief, emergency management director as well as other public safety officers and that at the secondary level, every school in the commonwealth should have a school resource officer. This will allow for a consolidated set of protocols including evacuation, shelter in place, lock down and family reunification. On a regular basis, districts should direct schools to practice gathering at a primary rallying point and preparedness training should be provided for all staff. Groton has 3 high schools (1 public, 2 private), 2 Middle School Buildings, 1 Elementary School Building, 2 school operated buildings with multi-function use, 1 private K-8 school, 3 Day Care, early education centers and 1 Special needs hospital with a school. Our current staffing includes 2 part-time (P/T) School /Juvenile Officers that perform duties as needed, including DARE. By adding a School Resource Officer, we will be able to improve our delivery of services for our school aged children and address the issues stated above. A full-time officer assigned to the Schools will allow for more direct attention to school and juvenile needs and allow for a second juvenile officer (P/T) as needed. The impact to the FY 2016 Proposed Operating Budget for this position is \$71,000, including benefits.

SARGISSON BEACH

In the Fiscal Year 2015 Proposed Operating Budget, I had included funding to reopen Sargisson Beach. This was based on the desire of the Board of Selectmen to reopen the Beach and the appointment of the Sargisson Beach Committee that was charged with developing a plan for this purpose. Due to the School Budget issues faced in FY 2015, the Board of Selectmen and Finance Committee decided to remove this funding from the budget. It is still a priority of the Board and I am proposing that we fund the opening of the Beach in FY 2016. 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.

PENSION BUDGET

This year's budget reflects an 11% increase in the Middlesex County Retirement component of the Town's Employee Benefits department. According to our Treasurer, Michael Hartnett, the Town is one of 71 members of the Middlesex County Retirement System, whose employees become vested in the pension system after 10 years of service and when they reach age 55. Each individual member city or town is assessed according to many vital statistics, including active employees, new hires, terminated employees who have yet to seek retirement or a return of their money, replacement employees who came from elsewhere in the state retirement system, death and longevity statistics, and investment performance. In addition, the pension system assesses all members on an annual basis for their portion of the unfunded liability of the system, a liability which will be paid in full in 2035. Pension reform legislation was passed by the Massachusetts Legislature in 2012 addressing many deficiencies including age vesting, spiking of earnings, and other areas as well.

The Middlesex County Retirement System, as a whole, set a benchmark of 6.5% annual assessment increases through 2020 (and 4.5% thereafter until 2035), which are adjusted up or down to each city or town, based on the Town's specific circumstances as outlined above. Regarding FY 2016, Groton's increase is largely attributable to several replacement hires in the past two years whose State pension liability from their previous employment has temporarily transferred to Groton. This anomaly whereby a town is responsible for the pension liability of a new hire from another town is not uncommon, however it is a temporary charge and is credited back in future years. Groton's Fiscal 2017 pension assessment has been set at 5.8%, below the system-wide target of 6.5%, further evidencing the year-to-year fluctuations that impact the assessment. PERAC, the State's Public Employee Retirement Administration Commission, monitors and governs all aspects of the Middlesex County Retirement System (MCRS). PERAC consistently identifies MCRS as one of the State's most efficient and well run pension systems in the Commonwealth.

DEBT SERVICE BUDGET

In developing the Capital Plan for Fiscal Year 2016, two important items were included that we believe are crucial for the safety of our residents and employees. The first item is the Fire Protection of the Lost Lake Area. As you will recall, the 2013 Fall Town Meeting appropriated funding to develop a plan to address the shortage of water for firefighting purposes in Lost Lake. We have developed a plan to install water mains, cisterns and dry hydrants to provide this protection. We are in the process of putting this project out to bid with the intention of bringing an article to the 2015 Spring Town Meeting to appropriate approximately \$1.9 million for this purpose. The second area of concern is our public safety radio communications. The Police Chief and Fire Chief are working on a joint radio project to upgrade the radio system. This is a major upgrade. Currently the police and fire department radio systems are inadequate for a community the size of Groton. This issue creates major "dead" areas that are unacceptable and place personnel needlessly at risk. One of the most common contributing factors in firefighter and police officer injuries and deaths are communications issues. We will be seeking to borrow \$650,000 to fund a complete overhaul of our radio system that will improve communications between our Police Department, Fire Department, Highway Department and Water Department. We believe this will dramatically improve the safety of our emergency personnel, as well as improve the delivery of services to our residents. The Fiscal Year 2016 Debt Service Budget contains \$132,500 to cover the first year debt service for these very important projects.

OTHER POST-EMPLOYMENT BENEFITS (OPEB)

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. The Town of Groton made a commitment to Standard and Poor to begin to fund this liability by Fiscal Year 2018,. As stated in last year’s budget presentation, Groton’s Liability is \$7,150,656. We will be required to update this liability in FY 2016 and the Town Accountant’s Budget contains the necessary funding to pay for this update. As noted in last year’s budget presentation, choosing to leave it unfunded may negatively impact the Town’s ability to maintain a high credit rating and thereby control debt service costs.

The only long-term solution to the OPEB liability is to develop a dedicated revenue stream to address this growing obligation. In order to allow the Cities and Towns of Massachusetts to address this, the Legislature has approved Chapter 479 of the Acts of 2008, which provides for the establishment of an “Other Post-Employment Benefits Liability Trust Fund”. The law is a local option that requires approval at Town Meeting. Upon acceptance, the Town may establish an irrevocable trust fund to account for appropriations made to cover its unfunded OPEB liability. We are proposing to establish this Trust in FY 2016. One of the benefits of this Trust is that it can be used to pay for current retiree health insurance. Currently, the Town appropriates approximately \$200,000 in its Operating Budget to pay for retiree health insurance on an annual basis. It will be our recommendation to establish the Trust in FY 2016 and fund it by appropriating the money already allocated for retiree health insurance. We would then use this money to pay our retiree obligations in FY 2016. We would repeat this process in FY 2017 and FY 2018 as well. In FY 2019, the Town will have completely funded the unfunded pension liability created by the early retirements of employees in the 1990’s. This will free up another \$200,000 in the budget that can be used to fund our OPEB Liability without seeking a new appropriation from the Town. We would increase our annual OPEB appropriation to \$400,000 in FY 2018 and every year thereafter. While we would continue to fund current retiree health insurance out of the Trust, we will begin to pay down the liability with additional appropriation currently paying our early retiree pension costs. This plan will address OPEB and not impact our overall delivery of services. I strongly urge both the Board of Selectmen and Finance Committee to support the establishment of this Trust Fund in FY 2016.

GROTON COUNTRY CLUB

As you will recall, during last year’s budget deliberations, due to the fact that the Country Club Budget had run revenue deficits over the past few Fiscal Years, the Finance Committee made it very clear that they wanted to see a plan for the Groton Country Club in FY 2016. Both the Board of Selectmen and I made a commitment to the Finance Committee that we would work over the summer and fall of 2014 to address the Club’s annual operating budget. When General Manager Robert Whalen retired in June, 2014, we used a portion of his salary to hire a consultant to review Club operations and recommend improvements that would increase its long term viability. The Town hired Bill Gustus to develop this report. Some of his recommendations include the following (these are taken from his final report):

A. Hire a General Manager/Golf Pro

There needs to be one manager that coordinates the operations of all divisions and oversees the overall budget for the Country Club. Currently, division heads only see their individual departmental appropriations and have no knowledge of how revenue and expenses are matching up. A General Manager will be able to make operational adjustments to cut spending when necessary to stay within projected revenues. A General Manager will also be able to coordinate activities within the divisions to the benefit of the whole organization. Programs and events that utilize the resources of not only golf, but also the pool and/or the function facilities will provide additional revenue for the overall entity. The General Manager will also be able to coordinate all Marketing activity to the benefit of all divisions. The golf operation will need a Golf Professional to conduct lessons and provide services to members, daily fee players and camp participants. Ideally, the Golf Professional would also be the General Manager of Country Club with oversight over all operational divisions. If it is not possible to find a qualified individual to perform both functions for the amount of money available to fund a dual position, then it is recommended that the duties be split up and the Country Club secure the services of a General Manager and contract with a golf pro to come to the course on a part time basis to perform teaching functions only.

B. Enhance Revenue Through Additional Daily Fee Play

Currently, the Country Club favors its members over daily fee play. While the membership is important, integrating regular daily fee players into leagues, events, outings and tournaments is an important part of returning the Country Club to profitability. Special member events should still be held but events that attract the public should be enhanced. A regular schedule of monthly events should to be developed and marketed to the general public.

C. Increase Membership

The Club should seek to increase membership through additional member benefits including discounts on monthly 9 and Dines, open events and free handicapping services. In addition, the Club should consider providing incentives to current members to recruit new members (\$25 pro shop or cart fee credit for bringing in new members). The Country Club should create "Frequent Player Passes" as an alternative to full membership. 10 and 25 round player passes offered at a discount to full daily fee rates will help to foster club loyalty.

D. Operate Pro-Shop Effectively

The Town should operate the pro shop and all revenue from all sources should flow through to the Town including camp and lesson revenue. Detailed reports from the pro shop should be required, thereby accounting for all revenue.

E. Implement Full Marketing Plan

The current website is underutilized. The website should be used to provide email blasts reminding subscribers of weekly and monthly events and should be sent at least weekly during the season. In addition, print media should be employed in the spring to generate interest in the facilities and local business should be visited to introduce the course to employees. Promotional brochures should be developed and distributed to area businesses and institutions. Strategic partnerships should be forged with area schools to generate additional junior golfers and swim members at the facilities. Specials that allow non-members to use multiple facilities at the Country Club should be established for an all-inclusive daily fee.

We have already begun to implement many of the consultant's recommendations. We are in the process of hiring a new General Manager/Golf Pro for the Country Club. In addition, we are developing a Request for Proposals (RFP) to lease out the Function Hall to a third party vendor. This is similar to what was done last year with Mulligans, which has been successful. Most importantly, we have developed an operating budget for the Country Club in Fiscal Year 2016 that we believe meets the needs of the Club and will allow for the generation of revenues to cover operational expenses. The one caveat to this proposal is if we cannot successfully lease out the Function Hall, we will need to redraft the budget to include funding to cover the Function Hall's expenses. I will continue to update both the Board of Selectmen and Finance Committee as we move through the RFP process. We are requesting a budget of \$416,192 in Fiscal Year 2016.

UNION CONTRACTS AND BY-LAW EMPLOYEES

The Town now has seven (7) Collective Bargaining Units. All Agreements are up for renewal in Fiscal Year 2016. In an effort to provide a Proposed Operating Budget that completely addresses all of our anticipated obligations and expenses in FY 2016, I reached out to all seven unions and asked them to consider negotiating new agreements a full six months prior to the expiration of the current agreements. Due to the outstanding relationships my office has with our Unions and employees, all seven unions agreed to early collective bargaining. I am pleased to report that we have successfully concluded negotiations with all Unions for new three year agreements (five have been ratified by the Board of Selectmen and the other two have Tentative Agreements subject to ratification) that will run from July 1, 2015 through June 30, 2018. These agreements provide the Town with budget stability. I want to thank our employees and Unions for working so cooperatively with the Town to reach these agreements. All costs associated with these new agreements have been included in the Proposed Operating Budget. The following shows the cost of each Union Agreement in FY 2016:

Groton Supervisors Union (2% Wage Adjustment in FY 2016)	\$ 13,383
Groton Patrolmen's Union (0% Wage Adjustment in FY 2016 – Forty Hour Work Week)	\$ 55,201
Groton Superior Officers Union (0% Wage Adjustment in FY 2016 – Forty Hour Work Week)	\$ 20,856
Groton Firefighters Association (2% Wage Adjustment in FY 2016)	\$ 10,578
Groton Communications Union (2% Wage Adjustment in FY 2016)	\$ 10,920
Groton Town Hall/Library Union (2% Wage Adjustment in FY 2016)	\$ 34,664
Groton DPW Union (2% Wage Adjustment in FY 2016)	<u>\$ 20,070</u>
Total Cost	\$165,672

I am recommending that the remaining three (3) By-Law employees receive the same adjustment as the Supervisors Union, which will cost \$4,255 in FY 2016. This will be the third 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 2016 impact for this program is \$38,033 which is a slight increase over the amount budgeted in FY 2015. The total salary impact on the FY 2016 Proposed Budget is \$207,960.

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

<u>Function</u>	<u>FY 2015 Appropriation</u>	<u>FY 2016 Proposed</u>	<u>Dollar Change</u>	<u>Percent Change</u>
General Government	\$ 1,782,384	\$ 1,908,191	\$125,807	7.06%
Land Use Departments	\$ 407,038	\$ 421,918	\$ 14,880	3.66%
Protection of Persons and Property	\$ 3,341,010	\$ 3,561,983	\$220,973	6.61%
Department of Public Works	\$ 2,042,784	\$ 2,094,007	\$ 51,223	2.51%
Library and Citizens Services	\$ 1,633,141	\$ 1,575,399	\$ (57,742)	-3.54%
Debt Service (within Levy Only)	\$ 196,631	\$ 218,545	\$ 21,914	11.15%
Employee Benefits	<u>\$ 3,171,724</u>	<u>\$ 3,465,889</u>	<u>\$294,165</u>	<u>9.27%</u>
Municipal Government Total	\$12,574,712	\$13,245,932	\$671,220	5.34%

There are a few issues that contribute to the proposed 5.34% increase in the Municipal Budget that I would like to call to your attention. Some of these costs are out of our control and we have no choice but to fund them in FY 2016, while others are areas where we think we can improve the delivery of services. Please note the following increases:

Pepperell SRF Debt Service – Board of Selectmen Minor Capital	\$ 27,000
School Resource Officer – Police Department Budget	\$ 71,000
Sargisson Beach – Water Safety Budget	\$ 38,210
Health Insurance – Employee Benefits Budget	\$101,299
County Retirement – Employee Benefits Budget	<u>\$180,066</u>
Total	\$417,575 or 3.32% increase

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 the Proposed Municipal Budget for Fiscal Year 2016 will continue our goal of providing excellent services to all of our residents.

REGIONAL SCHOOL BUDGET

My Finance Team and I have always prided ourselves with the excellent relationship we have with the Administration of the Groton Dunstable Regional School District. We have always and will continue to work cooperatively with them to establish a budget that meets the needs of our children. This was evident last year in our ability to help address a major budget deficit in the GDRSD Budget without negatively impacting the Municipal Budget. I am pleased to say that our strong relationship continues in the development of the Fiscal Year 2016 Budget. Usually, I set aside a two and one half (2½%) increase in the Regional School Assessments as a placeholder to balance the budget. This is done because the School Department does not usually finalize their budget until March. This year, thanks to the outstanding efforts of the School Committee, School Superintendent Kristan Rodriguez and Business Manager Jared Stanton, they have started their budget process much earlier in an effort to provide us with a more realistic assessment when I present the Proposed Operating Budget. This was done in conjunction with representatives from our Board of Selectmen, Finance Committee and officials from Dunstable. While still preliminary and by no means final, the anticipated assessment increase from the GDRSD has been incorporated into the Town Manager's Proposed Operating Budget. At this time, we are proposing an assessment of \$17,087,003 or an additional \$565,196, which translates into an increase of 3.42%. We will continue to work with the School Department through Town Meeting as they finalize their budget, however, I believe this is a realistic increase that will allow the School District to continue to provide an outstanding education to our children. With regard to the Nashoba Valley Regional Technical High School, I am carrying an increase of two and one half (2½%) percent (\$14,319) in their proposed assessment for FY 2016. We should have their final assessment in January.

CAPITAL BUDGET

The Capital Budget will be submitted to the Board of Selectmen and Finance Committee under separate cover. The requested FY 2016 Capital Budget is \$6,336,045, with the major expenses being Fire Protection for the Lost Lake Area, Radio Communications Overhaul and the installation of a Sewer System in the Four Corners Business District. The following sources will fund this request:

Borrowing Authorization	\$5,550,000
Capital Asset Fund	\$ 404,145
Free Cash	\$ 60,000
Previous Year's Capital	\$ 50,000
Fire Station Construction	\$ 165,000
Sewer Revenue	\$ 10,000
Ambulance Receipts	<u>\$ 96,900</u>
Total	\$6,336,045

Minor Capital requests have been included in the Proposed Operating Budget and funded in accordance with normal departmental appropriations.

ENTERPRISE FUND BUDGETS

As has been our custom, we have included the proposed Enterprise Fund Budgets of both the Board of Water Commissioners and Board of Sewer Commissioners with the proposed Budget. A new enterprise fund will be created at the 2015 Spring Town Meeting for our Community Access Cable Department. Recent changes in the General Laws of the Commonwealth have allowed for the creation of an enterprise fund for this purpose and the Cable Advisory Committee has recommended that we create one in FY 2016. Revenues for this new Enterprise Fund will come from money provided to the Town by the licensed Cable providers in Groton. 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 the Water Department, Sewer Department and Community Access Cable Department will meet their proposed expenditures. As noted earlier, the Sewer Commission will not pay for the Town's portion of the Debt Service for the Pepperell SRF upgrade and we have funded it as part of the Municipal Budget. The following is a breakdown of the proposed budgets for our Enterprise Funds:

	<u>Appropriated FY 2015</u>	<u>Proposed FY 2016</u>	<u>Dollar Change</u>	<u>Percent Change</u>
Water Department	\$ 978,677	\$ 997,545	\$ 18,868	1.93%
Sewer Department	\$ 673,162	\$ 662,154	\$(11,008)	-1.64%
Community Cable Department	<u>\$ 271,974</u>	<u>\$ 265,458</u>	<u>\$ (6,516)</u>	<u>-2.40%</u>
TOTAL ENTERPRISE FUNDS	\$1,923,813	\$1,925,157	\$ 1,344	0.07%

TAX IMPACT OF THE PROPOSED OPERATING BUDGET

The total Town Manager's Fiscal Year 2016 Proposed Operating Budget, including Regional School Assessments and excluded debt, is \$33,264,783 or an increase of 3.55%. This proposed budget is balanced with the anticipated FY 2016 Proposition 2½ Levy Limit. When you take into consideration the proposed Capital Budget, Enterprise Fund Budgets and additional appropriations raised on the recap sheet, the total proposed budget is \$36,147,077. The Fiscal Year 2015 Tax Rate has been certified at \$18.27. Based on the proposed Budget, the estimated Tax Rate in Fiscal Year 2016 is \$18.90, or an increase of \$0.63. In Fiscal Year 2015, the average Tax Bill in the Town of Groton (based on a home valued at \$400,000) is \$7,308. Under this proposed budget, that same homeowner can expect a tax bill of \$7,560 or an increase of \$252. The following chart shows a comparison between FY 2015 and FY 2016:

	<u>Actual FY 2015</u>	<u>Proposed FY 2016</u>	<u>Dollar Change</u>	<u>Percent Change</u>
Levy Capacity Used	\$25,538,071	\$26,926,670*	\$1,388,599	5.44%*
Tax Rate On Levy Capacity	\$16.68	\$17.42	\$0.74	4.44%
Average Tax Bill	\$6,672	\$6,968	\$296	4.44%
Excluded Debt	\$2,433,390	\$2,290,932	\$(142,458)	-5.86%
Tax Rate On Excluded Debt	\$1.59	\$1.48	\$(0.11)	-6.92%
Average Tax Bill	\$636	\$592	\$(44)	-6.92%
Final Levy Limit	\$27,971,461	\$29,217,602	\$1,246,141	4.46%
Final Tax Rate	\$18.27	\$18.90	\$0.63	3.45%
Average Tax Bill	\$7,308	\$7,560	\$252	3.45%

*Includes anticipated new growth of \$15 million.

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, Melisa Doig 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 2016 LEVY LIMIT CALCULATION

Revised: 12/19/2014

I. 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	\$	485,180	
D.	ADD FY 2015 OVERRIDE	\$	-	
E.	FY 2015 SUBTOTAL	\$	26,002,556	\$ 26,002,556
F.	FY 2015 LEVY CEILING	\$	38,275,123	FY 2015 LEVY LIMIT

II. TO CALCULATE THE FY 2016 LEVY LIMIT

A.	FY 2015 LEVY LIMIT	\$	26,002,556	
A1.	ADD AMENDED FY 2015 NEW GROWTH	\$	-	
B.	ADD TWO AND ONE HALF PERCENT	\$	650,064	
C.	ADD FY 2016 NEW GROWTH	\$	274,050	
D.	ADD FY 2016 OVERRIDE	\$	-	
E.	FY 2016 SUBTOTAL	\$	26,926,670	\$ 26,926,670
F.	FY 2016 LEVY CEILING	\$	38,275,123	FY 2016 LEVY LIMIT

Revised: 12/19/2014

TOWN OF GROTON, MASSACHUSETTS FY 2016 TOTAL TAX LEVY CALCULATION

FY 2016 LEVY LIMIT	\$	26,926,670
CAPITAL EXCLUSION	\$	-
DEBT EXCLUSION - TOWN	\$	1,172,545
DEBT EXCLUSION - SEWER	\$	-
DEBT EXCLUSION - WATER	\$	-
DEBT EXCLUSION - GDRSD	\$	1,118,387
SUB-TOTAL - EXCLUSIONS	\$	2,290,932
TOTAL TAX LEVY	\$	29,217,602

Revised: 12/19/2014

**TOWN OF GROTON
FISCAL YEAR 2016
REVENUE ESTIMATES**

	BUDGETED FY 2015	ESTIMATED FY 2016	CHANGE
PROPERTY TAX REVENUE	\$ 26,002,556	\$ 26,926,670	\$ 924,114
DEBT EXCLUSIONS	\$ 2,433,390	\$ 2,290,932	\$ (142,458)
CHERRY SHEET - STATE AID	\$ 828,915	\$ 821,981	\$ (6,934)
UNEXPENDED TAX CAPACITY	\$ (464,488)	\$ -	\$ 464,488
LOCAL RECEIPTS:			
General Revenue:			
Motor Vehicle Excise Taxes	\$ 1,375,000	\$ 1,400,000	\$ 25,000
Meals Tax	\$ 40,000	\$ 100,000	\$ 60,000
Penalties & Interest on Taxes	\$ 90,000	\$ 90,000	\$ -
Payments in Lieu of Taxes	\$ 190,000	\$ 200,000	\$ 10,000
Other Charges for Services	\$ 65,000	\$ 65,000	\$ -
Fees	\$ 375,000	\$ 375,000	\$ -
Rentals	\$ 25,000	\$ 25,000	\$ -
Library Revenues	\$ 12,000	\$ 12,000	\$ -
Other Departmental Revenue	\$ 575,000	\$ 575,000	\$ -
Licenses and Permits	\$ 275,000	\$ 275,000	\$ -
Fines and Forfeits	\$ 22,000	\$ 30,000	\$ 8,000
Investment Income	\$ 10,000	\$ 15,000	\$ 5,000
Recreation Revenues	\$ 510,000	\$ 416,192	\$ (93,808)
Miscellaneous Non-Recurring	\$ -	\$ -	\$ -
Sub-total - General Revenue	\$ 3,564,000	\$ 3,578,192	\$ 14,192
Other Revenue:			
Free Cash	\$ 150,000	\$ -	\$ (150,000)
Stabilization Fund for Minor Capital	\$ -	\$ -	\$ -
Stabilization Fund for Tax Rate Relief	\$ -	\$ -	\$ -
Capital Asset Stabilization Fund	\$ 355,190	\$ 404,145	\$ 48,955
EMS/Conservation Fund Receipts Reserve	\$ 175,000	\$ 200,000	\$ 25,000
Community Preservation Funds	\$ -	\$ -	\$ -
Water Department Surplus	\$ -	\$ -	\$ -
Sewer Department Surplus	\$ -	\$ -	\$ -
Insurance Reimbursements	\$ -	\$ -	\$ -
Encumbrances	\$ -	\$ -	\$ -
Sub-total - Other Revenue	\$ 680,190	\$ 604,145	\$ (76,045)
WATER DEPARTMENT ENTERPRISE	\$ 979,622	\$ 997,545	\$ 17,923
SEWER DEPARTMENT ENTERPRISE	\$ 673,166	\$ 662,154	\$ (11,012)
LOCAL ACCESS CABLE ENTERPRISE	\$ 271,974	\$ 265,458	\$ (6,516)
TOTAL ESTIMATED REVENUE	\$ 34,969,325	\$ 36,147,077	\$ 1,177,752

**TOWN OF GROTON
FISCAL YEAR 2016
TAX LEVY CALCULATIONS**

Revised: 12/19/2014

FY 2016 PROPOSED EXPENDITURES

Town Manager Proposed Budget

General Government	\$	1,908,191
Land Use Departments	\$	421,918
Protection of Persons and Property	\$	3,561,983
Regional School Districts	\$	18,846,306
Department of Public Works	\$	2,094,007
Library and Citizen Services	\$	1,575,399
Debt Service	\$	1,391,090
Employee Benefits	\$	3,465,889

A. TOTAL DEPARTMENTAL BUDGET REQUESTS	\$	33,264,783
B. CAPITAL BUDGET REQUESTS	\$	404,145
C. ENTERPRISE FUND REQUESTS	\$	1,925,157
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	\$	20,000
6. Revenue deficits	\$	-
7. Offset Receipts	\$	-
8. Authorized deferral of Teachers' Pay	\$	-
9. Snow and Ice deficit	\$	200,000
10. Other		
E. TOTAL OTHER AMOUNTS TO BE RAISED	\$	221,000
F. STATE AND COUNTY CHERRY SHEET CHARGES	\$	106,992
G. ALLOWANCE FOR ABATEMENTS AND EXEMPTIONS	\$	225,000
	\$	552,992
TOTAL PROPOSED EXPENDITURES	\$	36,147,077

FY 2016 ESTIMATED RECEIPTS

ESTIMATED TAX LEVY		
Levy Limit	\$	26,926,670
Debt Exclusion	\$	2,290,932
A. ESTIMATED TAX LEVY	\$	29,217,602
B. CHERRY SHEET ESTIMATED RECEIPTS	\$	821,981
C. LOCAL RECEIPTS NOT ALLOCATED	\$	3,578,192
C. OFFSET RECEIPTS	\$	-
D. ENTERPRISE FUNDS	\$	1,925,157
E. COMMUNITY PRESERVATION FUNDS	\$	-
F. FREE CASH	\$	-
OTHER AVAILABLE FUNDS		
1. Stabilization Fund		
2. Capital Asset Fund	\$	404,145
3. EMS/Conservation Fund	\$	200,000
G. OTHER AVAILABLE FUNDS	\$	604,145
TOTAL ESTIMATED RECEIPTS	\$	36,147,077
FY 2016 SURPLUS/(DEFICIT)	\$	(0)

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

FISCAL YEAR 2016

I. TAX RATE SUMMARY

la.	Total amount to be raised (from IIe)	\$ 36,147,077.00
lb.	Total estimated receipts and other revenue sources (from IIIe)	\$ 6,929,475.00
lc.	Tax levy (Ia minus Ib)	\$ 29,217,602.00
ld.	Distribution of Tax Rates and Levies	

CLASS	(b) Levy Percentage (from LA -5)	(c) IC above times each percent in col (b)	(d) Valuation by Class (from LA - 4)	(e) Tax Rates (c) x (d) x 1000	(f) Levy by Class (d) x (e)/1000
RESIDENTIAL	93.7810%	\$ 27,400,553.82	\$ 1,449,858,590.00	\$ 18.90	\$ 27,400,553.82
NET OF EXEMPT					\$ -
OPEN SPACE	0.0000%	\$ -	\$ -		\$ -
COMMERCIAL	3.8000%	\$ 1,110,283.06	\$ 58,748,938.00	\$ 18.90	\$ 1,110,283.06
NET OF EXEMPT					\$ -
INDUSTRIAL	0.8592%	\$ 251,051.35	\$ 13,284,000.00	\$ 18.90	\$ 251,051.35
SUBTOTAL	98.4403%		\$ 1,521,891,528.00		\$ 28,761,888.24
PERSONAL	1.5597%	\$ 455,713.76	\$ 24,113,400.00	\$ 18.90	\$ 455,713.76
TOTAL	100.0000%		\$ 1,546,004,928.00		\$ 29,217,602.00

TAX RATE RECAPITULATION GROTON

FISCAL YEAR 2016

II. AMOUNTS TO BE RAISED

II a. Appropriations		\$ 35,594,085
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	\$ 20,000	
6. Revenue deficits	\$ -	
7. Offset receipts deficits	\$ -	
8. Authorized Deferral of Teachers' Pay	\$ -	
9. Snow and Ice deficit	\$ 200,000	
10. Other		
TOTAL II b.		\$ 221,000
II c. State and County Cherry Sheet Charges		\$ 106,992
II d. Allowance for Abatements and Exemptions (overlay)		\$ 225,000
II e. TOTAL AMOUNT TO BE RAISED		\$ 36,147,077

III. Estimated Receipts and Other Revenue Sources

III a. Estimated Receipts - State

1. Cherry Sheet Estimated Receipts	\$	821,981	
2. Massachusetts School Building Authority Payments	\$	-	
TOTAL III a.		\$	821,981

III b. Estimated Receipts - Local

1. Local Receipts Not Allocated	\$	3,578,192	
2. Offset Receipts	\$	-	
3. Enterprise Funds	\$	1,925,157	
4. Community Preservation Funds	\$	-	
TOTAL III b.		\$	5,503,349

III c. Revenue Sources Appropriated for Particular Purposes

1. Free Cash	\$	-	
2. Other Available Funds	\$	604,145	
TOTAL III c.		\$	604,145

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

1a. Free Cash...appropriated on or before June 30, 2015			
1b. Free Cash...appropriated on or after July 1, 2015			
2. Municipal Light Source			
3. Teachers' Pay Deferral			
4. Other Source:			
TOTAL III d.		\$	-

III e. Total Estimated Receipts and Other Revenue Sources		\$	6,929,475
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IV. Summary of Total Amount to be Raised and Total Receipts from All Sources

a. Total Amount to be Raised		\$	36,147,077
b. Total Estimated Receipts and Other Revenue Sources	\$	6,929,475	
c. Total Real and Personal Property Tax Levy	\$	29,217,602	
d. Total Receipts from All Sources		\$	36,147,077

**TAX RATE RECAPITULATION
GROTON**

FISCAL YEAR 2016

LOCAL RECEIPTS NOT ALLOCATED

		BUDGETED RECEIPTS FY 2015	ESTIMATED RECEIPTS FY 2016
1	MOTOR VEHICLE EXCISE	\$ 1,375,000	\$ 1,400,000
2	OTHER EXCISE	\$ -	\$ 100,000
3	PENALTIES AND INTEREST ON TAXES	\$ 90,000	\$ 90,000
4	PAYMENTS IN LIEU OF TAXES	\$ 190,000	\$ 200,000
5	CHARGES FOR SERVICES - WATER	\$ -	\$ -
6	CHARGES FOR SERVICES - SEWER	\$ -	\$ -
7	CHARGES FOR SERVICES - HOSPITAL	\$ -	\$ -
8	CHARGES FOR SERVICES - TRASH DISPOSAL	\$ -	\$ -
9	OTHER CHARGES FROM SERVICES	\$ 65,000	\$ 65,000
10	FEES	\$ 375,000	\$ 375,000
11	RENTAL	\$ 25,000	\$ 25,000
12	DEPARTMENTAL REVENUE - SCHOOLS	\$ -	\$ -
13	DEPARTMENTAL REVENUE - LIBRARIES	\$ 12,000	\$ 12,000
14	DEPARTMENTAL REVENUE - CEMETERIES	\$ -	\$ -
15	DEPARTMENTAL REVENUE - RECREATION	\$ 550,000	\$ 416,192
16	OTHER DEPARTMENTAL REVENUE	\$ 575,000	\$ 575,000
17	LICENSES AND PERMITS	\$ 275,000	\$ 275,000
18	SPECIAL ASSESSMENTS	\$ -	\$ -
19	FINES AND FORFEITS	\$ 22,000	\$ 30,000
20	INVESTMENT INCOME	\$ 10,000	\$ 15,000
21	MISCELLANEOUS RECURRING	\$ -	\$ -
22	MISCELLANEOUS NON-RECURRING	\$ -	\$ -
	TOTAL	\$ 3,564,000	\$ 3,578,192

Revised: 12-19-2014

TOWN OF GROTON FISCAL YEAR 2016

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE
<u>GENERAL GOVERNMENT</u>							
MODERATOR							
1000	Salaries	\$ 65	\$ 65	\$ 65	\$ 500	\$ 500	669.23%
1001	Expenses	\$ 54	\$ 45	\$ 80	\$ 80	\$ 80	0.00%
DEPARTMENTAL TOTAL		\$ 119	\$ 110	\$ 145	\$ 580	\$ 580	300.00%
BOARD OF SELECTMEN							
1020	Salaries	\$ 3,950	\$ 3,950	\$ 3,950	\$ 9,000	\$ 3,950	0.00%
1021	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1022	Expenses	\$ 1,376	\$ 1,900	\$ 2,000	\$ 2,000	\$ 2,000	0.00%
1023	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1024	Minor Capital	\$ -	\$ -	\$ -	\$ 27,000	\$ 27,000	0.00%
DEPARTMENTAL TOTAL		\$ 5,326	\$ 5,850	\$ 5,950	\$ 38,000	\$ 32,950	453.78%
TOWN MANAGER							
1030	Salaries	\$ 172,069	\$ 180,663	\$ 183,649	\$ 188,596	\$ 188,596	2.69%
1031	Wages	\$ 65,848	\$ 78,622	\$ 84,191	\$ 87,344	\$ 87,344	3.75%
1032	Expenses	\$ 2,797	\$ 14,600	\$ 3,300	\$ 4,000	\$ 4,000	21.21%
1033	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1034	Performance Evaluations	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 240,714	\$ 273,885	\$ 271,140	\$ 279,940	\$ 279,940	3.25%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE
FINANCE COMMITTEE							
1040	Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1041	Reserve Fund	\$ -	\$ -	150,000	150,000	150,000	0.00%
DEPARTMENTAL TOTAL		\$ -	\$ -	150,000	150,000	150,000	0.00%
TOWN ACCOUNTANT							
1050	Salaries	\$ 104,468	\$ 70,227	\$ 73,064	\$ 81,539	\$ 81,539	11.60%
1051	Wages	\$ 30,585	\$ 31,779	\$ 39,135	\$ 40,950	\$ 40,950	4.64%
1052	Expenses	\$ 33,427	\$ 30,514	\$ 30,560	\$ 35,610	\$ 35,610	16.52%
DEPARTMENTAL TOTAL		\$ 168,480	\$ 132,520	142,759	158,099	158,099	10.75%
BOARD OF ASSESSORS							
1060	Salaries	\$ 77,381	\$ 80,137	\$ 83,246	\$ 84,847	\$ 84,847	1.92%
1061	Wages	\$ 78,328	\$ 85,640	\$ 87,696	\$ 94,130	\$ 94,130	7.34%
1062	Expenses	\$ 12,217	\$ 11,305	\$ 18,250	\$ 23,475	\$ 23,475	28.63%
1063	Legal Expense	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 167,926	\$ 177,082	189,192	202,452	202,452	7.01%
TREASURER/TAX COLLECTOR							
1070	Salaries	\$ 53,919	\$ 77,719	\$ 79,273	\$ 82,476	\$ 82,476	4.04%
1071	Wages	\$ 102,259	\$ 111,277	\$ 96,125	\$ 100,742	\$ 100,742	4.80%
1072	Expenses	\$ 18,732	\$ 19,353	\$ 18,774	\$ 22,390	\$ 20,530	9.35%
1073	Tax Title	\$ 2,112	\$ 4,132	\$ 6,000	\$ 6,000	\$ 4,500	-25.00%
1074	Bond Cost	\$ 2,500	\$ 2,500	\$ 2,500	\$ 3,000	\$ 3,000	20.00%
DEPARTMENTAL TOTAL		\$ 179,522	\$ 214,981	202,672	214,608	211,248	4.23%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE
TOWN COUNSEL							
1080	Expenses	\$ 60,765	\$ 79,663	\$ 75,000	\$ 90,000	\$ 90,000	20.00%
DEPARTMENTAL TOTAL		\$ 60,765	\$ 79,663	\$ 75,000	\$ 90,000	\$ 90,000	20.00%
HUMAN RESOURCES							
1090	Salary	\$ 51,927	\$ 56,599	\$ 71,396	\$ 70,359	\$ 70,359	-1.45%
1091	Expenses	\$ 4,942	\$ 4,444	\$ 4,450	\$ 9,550	\$ 7,050	58.43%
DEPARTMENTAL TOTAL		\$ 56,869	\$ 61,043	\$ 75,846	\$ 79,909	\$ 77,409	2.06%
INFORMATION TECHNOLOGY							
1100	Salary	\$ 81,626	\$ 115,080	\$ 121,618	\$ 115,553	\$ 115,553	-4.99%
1101	Wages	\$ 17,299	\$ 33,224	\$ 44,538	\$ 46,158	\$ 46,158	3.64%
1102	Expenses	\$ 23,960	\$ 23,621	\$ 24,800	\$ 24,800	\$ 24,800	0.00%
DEPARTMENTAL TOTAL		\$ 122,885	\$ 171,925	\$ 190,956	\$ 186,511	\$ 186,511	-2.33%
GIS STEERING COMMITTEE							
1120	Expenses	\$ 11,470	\$ 13,040	\$ 15,100	\$ 15,100	\$ 15,100	0.00%
DEPARTMENTAL TOTAL		\$ 11,470	\$ 13,040	\$ 15,100	\$ 15,100	\$ 15,100	0.00%
TOWN CLERK							
1130	Salaries	\$ 66,193	\$ 68,867	\$ 71,649	\$ 74,544	\$ 74,544	4.04%
1131	Wages	\$ 44,788	\$ 48,574	\$ 53,041	\$ 51,755	\$ 51,930	-2.09%
1132	Expenses	\$ 3,223	\$ 5,903	\$ 9,520	\$ 11,870	\$ 11,870	24.68%
1133	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 114,204	\$ 123,344	\$ 134,210	\$ 138,169	\$ 138,344	3.08%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE
ELECTIONS & BOARD OF REGISTRARS							
1140	Stipend	\$ 8,982	\$ 3,768	\$ 10,050	\$ 7,880	\$ 7,880	-21.59%
1141	Expenses	\$ 12,229	\$ 12,527	\$ 12,014	\$ 9,903	\$ 9,903	-17.57%
1142	Minor Capital	\$ -	\$ -	\$ -	\$ 21,000	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 21,211	\$ 16,295	\$ 22,064	\$ 38,783	\$ 17,783	-19.40%
STREET LISTINGS							
1150	Expenses	\$ 3,252	\$ 5,195	\$ 5,850	\$ 6,275	\$ 6,275	7.26%
DEPARTMENTAL TOTAL		\$ 3,252	\$ 5,195	\$ 5,850	\$ 6,275	\$ 6,275	7.26%
INSURANCE & BONDING							
1160	Insurance & Bonding	\$ 127,421	\$ 132,863	\$ 143,000	\$ 181,000	\$ 181,000	26.57%
1161	Insurance Deductible Reserve - Liability	\$ -	\$ 4,429	\$ 12,000	\$ 12,000	\$ 12,000	0.00%
1162	Insurance Deductible Reserve - 111F	\$ 22,402	\$ 21,060	\$ 25,000	\$ 25,000	\$ 25,000	0.00%
DEPARTMENTAL TOTAL		\$ 149,823	\$ 158,352	\$ 180,000	\$ 218,000	\$ 218,000	21.11%
TOWN REPORT							
1170	Expenses	\$ 1,388	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.00%
DEPARTMENTAL TOTAL		\$ 1,388	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE
POSTAGE/TOWN HALL EXPENSES							
1180	Expenses	\$ 47,434	\$ 46,903	\$ 53,000	\$ 55,000	\$ 55,000	3.77%
1181	Telephone Expenses	\$ 38,400	\$ 40,872	\$ 50,000	\$ 50,000	\$ 50,000	0.00%
1182	Office Supplies	\$ 16,352	\$ 16,870	\$ 17,000	\$ 17,000	\$ 17,000	0.00%
<hr/>							
DEPARTMENTAL TOTAL		\$ 102,186	\$ 104,645	\$ 120,000	\$ 122,000	\$ 122,000	1.67%
<hr/>							
TOTAL GENERAL GOVERNMENT		\$ 1,406,140	\$ 1,539,430	\$ 1,782,384	\$ 1,939,926	\$ 1,908,191	7.06%
<hr/>							
<u>LAND USE DEPARTMENTS</u>							
<hr/>							
CONSERVATION COMMISSION							
1200	Salary	\$ 61,116	\$ 62,044	\$ 61,384	\$ 63,551	\$ 63,551	3.53%
1201	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1202	Expenses	\$ 5,430	\$ 3,126	\$ 7,950	\$ 7,950	\$ 7,950	0.00%
1203	Engineering & Legal	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1204	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<hr/>							
DEPARTMENTAL TOTAL		\$ 66,546	\$ 65,170	\$ 69,334	\$ 71,501	\$ 71,501	3.13%
<hr/>							
PLANNING BOARD							
1210	Salaries	\$ 73,525	\$ 76,215	\$ 80,788	\$ 82,358	\$ 82,358	1.94%
1211	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1212	Expenses	\$ 4,479	\$ 7,531	\$ 8,100	\$ 8,100	\$ 8,100	0.00%
1213	M.R.P.C. Assessment	\$ 3,082	\$ 3,159	\$ 3,160	\$ 3,160	\$ 3,160	0.00%
1214	Legal Budget	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<hr/>							
DEPARTMENTAL TOTAL		\$ 81,086	\$ 86,905	\$ 92,048	\$ 93,618	\$ 93,618	1.71%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE
ZONING BOARD OF APPEALS							
1220	Wages	\$ 18,967	\$ 20,034	\$ 18,267	\$ 18,467	\$ 18,467	1.09%
1221	Expenses	\$ 819	\$ 1,070	\$ 1,400	\$ 1,400	\$ 1,400	0.00%
DEPARTMENTAL TOTAL		\$ 19,786	\$ 21,104	\$ 19,667	\$ 19,867	\$ 19,867	1.02%
HISTORIC DISTRICT COMMISSION							
1230	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1231	Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
BUILDING INSPECTOR							
1240	Salaries	\$ 39,792	\$ 76,195	\$ 79,273	\$ 80,858	\$ 80,858	2.00%
1241	Wages	\$ 62,749	\$ 59,818	\$ 62,578	\$ 65,486	\$ 65,486	4.65%
1242	Expenses	\$ 423	\$ 4,648	\$ 7,900	\$ 6,500	\$ 6,500	-17.72%
1243	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 102,964	\$ 140,661	\$ 149,751	\$ 152,844	\$ 152,844	2.07%
MECHANICAL INSPECTOR							
1250	Fee Salaries	\$ 23,712	\$ 21,480	\$ 20,000	\$ 25,000	\$ 25,000	25.00%
1251	Expenses	\$ 3,204	\$ 4,445	\$ 3,500	\$ 5,000	\$ 5,000	42.86%
DEPARTMENTAL TOTAL		\$ 26,916	\$ 25,925	\$ 23,500	\$ 30,000	\$ 30,000	27.66%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE
EARTH REMOVAL INSPECTOR							
1260	Stipend	\$ 1	\$ -	\$ 1	\$ 1	\$ 1	0.00%
1261	Expenses	\$ 81	\$ 100	\$ 100	\$ 100	\$ 100	0.00%
1262	Minor Capital			\$ -	\$ -	\$ -	0.00%
<hr/>							
DEPARTMENTAL TOTAL		\$ 82	\$ 100	\$ 101	\$ 101	\$ 101	0.00%
BOARD OF HEALTH							
1270	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1271	Expenses	\$ 663	\$ 847	\$ 1,150	\$ 1,000	\$ 1,000	-13.04%
1272	Nursing Services	\$ -	\$ -	\$ 10,021	\$ 10,021	\$ 10,021	0.00%
1273	Nashoba Health District	\$ 33,103	\$ 31,943	\$ 22,366	\$ 22,366	\$ 22,366	0.00%
1274	Mental Health	\$ -	\$ -	\$ 6,500	\$ 8,000	\$ 8,000	23.08%
1275	Eng/Consult/Landfill Monitoring	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	0.00%
<hr/>							
DEPARTMENTAL TOTAL		\$ 43,766	\$ 42,790	\$ 50,037	\$ 51,387	\$ 51,387	2.70%
SEALER OF WEIGHTS & MEASURES							
1280	Fee Salaries	\$ 2,060	\$ 1,460	\$ 2,500	\$ 2,500	\$ 2,500	0.00%
1281	Expenses	\$ 100	\$ 66	\$ 100	\$ 100	\$ 100	0.00%
<hr/>							
DEPARTMENTAL TOTAL		\$ 2,160	\$ 1,526	\$ 2,600	\$ 2,600	\$ 2,600	0.00%
<hr/>							
TOTAL LAND USE DEPARTMENTS		\$ 343,306	\$ 384,181	\$ 407,038	\$ 421,918	\$ 421,918	3.66%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE
<u>PROTECTION OF PERSONS AND PROPERTY</u>							
POLICE DEPARTMENT							
1300	Salaries	\$ 213,319	\$ 275,298	\$ 284,676	\$ 384,629	\$ 296,814	4.26%
1301	Wages	\$ 1,433,487	\$ 1,465,476	\$ 1,492,580	\$ 1,613,910	\$ 1,613,910	8.13%
1302	Expenses	\$ 171,411	\$ 184,601	\$ 176,171	\$ 204,500	\$ 190,600	8.19%
1303	Lease or Purchase of Cruisers	\$ 3,900	\$ 3,900	\$ 4,000	\$ 4,000	\$ 4,000	0.00%
1304	PS Building (Expenses)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1305	Minor Capital	\$ 14,603	\$ 14,378	\$ 10,000	\$ 10,000	\$ 10,000	0.00%
DEPARTMENTAL TOTAL		\$ 1,836,720	\$ 1,943,653	\$ 1,967,427	\$ 2,217,039	\$ 2,115,324	7.52%
FIRE DEPARTMENT							
1310	Salaries	\$ 104,692	\$ 123,171	\$ 108,912	\$ 98,880	\$ 98,880	-9.21%
1311	Wages	\$ 582,051	\$ 675,249	\$ 651,016	\$ 745,343	\$ 685,676	5.32%
1312	Expenses	\$ 128,077	\$ 133,066	\$ 128,059	\$ 204,200	\$ 148,000	15.57%
DEPARTMENTAL TOTAL		\$ 814,820	\$ 931,486	\$ 887,987	\$ 1,048,423	\$ 932,556	5.02%
GROTON WATER FIRE PROTECTION							
1320	West Groton Water District	\$ 750	\$ 750	\$ 1	\$ 750	\$ 1	0.00%
1321	Groton Water Department	\$ 2,500	\$ 2,500	\$ 1	\$ 2,500	\$ 1	0.00%
DEPARTMENTAL TOTAL		\$ 3,250	\$ 3,250	\$ 2	\$ 3,250	\$ 2	0.00%
ANIMAL INSPECTOR							
1330	Salary	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	0.00%
1331	Expenses	\$ -	\$ 186	\$ 400	\$ 400	\$ 400	0.00%
DEPARTMENTAL TOTAL		\$ 2,082	\$ 2,268	\$ 2,482	\$ 2,482	\$ 2,482	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE
ANIMAL CONTROL OFFICER							
1340	Salary	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	0.00%
1341	Expenses	\$ -	\$ -	\$ 400	\$ 400	\$ 400	0.00%
DEPARTMENTAL TOTAL		\$ 2,082	\$ 2,082	\$ 2,482	\$ 2,482	\$ 2,482	0.00%
EMERGENCY MANAGEMENT AGENCY							
1350	Salary	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1351	Expenses	\$ 4,484	\$ 13,000	\$ 13,000	\$ 14,650	\$ 14,650	12.69%
1352	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	
DEPARTMENTAL TOTAL		\$ 4,484	\$ 13,000	\$ 13,000	\$ 14,650	\$ 14,650	12.69%
DOG OFFICER							
1360	Salary	\$ 13,637	\$ 10,400	\$ 13,973	\$ 13,973	\$ 13,973	0.00%
1361	Expenses	\$ 3,917	\$ 3,655	\$ 4,250	\$ 4,250	\$ 4,250	0.00%
DEPARTMENTAL TOTAL		\$ 17,554	\$ 14,055	\$ 18,223	\$ 18,223	\$ 18,223	0.00%
POLICE & FIRE COMMUNICATIONS							
1370	Wages	\$ 136,769	\$ 223,185	\$ 436,182	\$ 462,014	\$ 462,014	5.92%
1371	Expenses	\$ 11,650	\$ 12,637	\$ 13,225	\$ 24,250	\$ 14,250	7.75%
1372	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 148,419	\$ 235,822	\$ 449,407	\$ 486,264	\$ 476,264	5.98%
TOTAL PROTECTION OF PERSONS AND PROPERTY		\$ 2,829,411	\$ 3,145,616	\$ 3,341,010	\$ 3,792,813	\$ 3,561,983	6.61%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE
<u>REGIONAL SCHOOL DISTRICT BUDGETS</u>							
NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL							
1400	Operating Expenses	\$ 449,967	\$ 468,592	\$ 572,775	\$ 587,094	\$ 587,094	2.50%
DEPARTMENTAL TOTAL		\$ 449,967	\$ 468,592	\$ 572,775	\$ 587,094	\$ 587,094	2.50%
GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT							
1410	Operating Expenses	\$ 15,963,523	\$ 16,352,836	\$ 16,521,807	\$ 17,087,003	\$ 17,087,003	3.42%
1411	Debt Service, Excluded	\$ -	\$ -	\$ 1,211,301	\$ 1,118,387	\$ 1,118,387	-7.67%
1412	Debt Service, Unexcluded	\$ -	\$ -	\$ 22,915	\$ 53,822	\$ 53,822	0.00%
1413	Out of District Placement	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 15,963,523	\$ 16,352,836	\$ 17,756,023	\$ 18,259,212	\$ 18,259,212	2.83%
TOTAL SCHOOLS		\$ 16,413,490	\$ 16,821,428	\$ 18,328,798	\$ 18,846,306	\$ 18,846,306	2.82%
<u>DEPARTMENT OF PUBLIC WORKS</u>							
HIGHWAY DEPARTMENT							
1500	Salaries	\$ 84,520	\$ 88,394	\$ 92,809	\$ 96,498	\$ 96,498	3.97%
1501	Wages	\$ 574,909	\$ 603,918	\$ 605,341	\$ 620,989	\$ 620,989	2.58%
1502	Expenses	\$ 149,242	\$ 167,927	\$ 127,300	\$ 134,300	\$ 134,300	5.50%
1503	Highway Maintenance	\$ 53,360	\$ 85,640	\$ 89,000	\$ 95,000	\$ 95,000	6.74%
1504	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 862,031	\$ 945,879	\$ 914,450	\$ 946,787	\$ 946,787	3.54%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE
STREET LIGHTS							
1510	Expenses	\$ 13,350	\$ 17,800	\$ 24,000	\$ 24,000	\$ 24,000	0.00%
DEPARTMENTAL TOTAL		\$ 13,350	\$ 17,800	\$ 24,000	\$ 24,000	\$ 24,000	0.00%
SNOW AND ICE							
1520	Expenses	\$ 227,283	\$ 174,503	\$ 165,000	\$ 165,000	\$ 165,000	0.00%
1521	Overtime	\$ 141,520	\$ 314,315	\$ 140,000	\$ 140,000	\$ 140,000	0.00%
1522	Hired Equipment	\$ 69,714	\$ 72,910	\$ 35,000	\$ 35,000	\$ 35,000	0.00%
DEPARTMENTAL TOTAL		\$ 438,517	\$ 561,728	\$ 340,000	\$ 340,000	\$ 340,000	0.00%
TREE WARDEN BUDGET							
1530	Salary	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1531	Expenses	\$ 2,810	\$ 316	\$ 3,000	\$ 3,000	\$ 3,000	0.00%
1532	Trees	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	0.00%
1533	Tree Work	\$ 10,121	\$ 9,729	\$ 15,000	\$ 10,000	\$ 10,000	-33.33%
DEPARTMENTAL TOTAL		\$ 12,931	\$ 10,045	\$ 19,500	\$ 14,500	\$ 14,500	-25.64%
MUNICIPAL BUILDING AND PROPERTY MAINTENANCE							
1540	Wages	\$ 69,297	\$ 75,099	\$ 81,180	\$ 95,413	\$ 84,728	4.37%
1541	Expenses	\$ 229,239	\$ 235,649	\$ 272,350	\$ 272,350	\$ 272,350	0.00%
1542	Minor Capital	\$ 23,549	\$ 40,000	\$ 20,000	\$ 25,000	\$ 20,000	0.00%
DEPARTMENTAL TOTAL		\$ 322,085	\$ 350,748	\$ 373,530	\$ 392,763	\$ 377,078	0.95%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE
SOLID WASTE DISPOSAL							
1550	Wages	\$ 84,200	\$ 87,454	\$ 119,820	\$ 158,178	\$ 124,305	3.74%
1551	Expenses	\$ 53,768	\$ 54,105	\$ 54,486	\$ 54,486	\$ 54,486	0.00%
1552	Tipping Fees	\$ 130,152	\$ 134,458	\$ 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	\$ 5,000	0.00%
<hr/>							
DEPARTMENTAL TOTAL		\$ 283,970	\$ 291,867	\$ 320,156	\$ 358,514	\$ 324,641	1.40%
PARKS DEPARTMENT							
1560	Wages	\$ 1,067	\$ 1,957	\$ 2,540	\$ 2,659	\$ 2,659	4.69%
1561	Expenses	\$ 40,467	\$ 39,106	\$ 48,608	\$ 64,342	\$ 64,342	32.37%
<hr/>							
DEPARTMENTAL TOTAL		\$ 41,534	\$ 41,063	\$ 51,148	\$ 67,001	\$ 67,001	30.99%
<hr/>							
TOTAL DEPARTMENT OF PUBLIC WORKS		\$ 1,974,418	\$ 2,219,130	\$ 2,042,784	\$ 2,143,565	\$ 2,094,007	2.51%
 <u>LIBRARY AND CITIZEN'S SERVICES</u>							
COUNCIL ON AGING							
1600	Salaries	\$ -	\$ 59,800	\$ 66,586	\$ 68,597	\$ 68,597	0.00%
1601	Wages	\$ 112,894	\$ 47,365	\$ 50,122	\$ 65,208	\$ 65,208	30.10%
1602	Expenses	\$ 3,889	\$ 6,038	\$ 8,454	\$ 8,454	\$ 8,454	0.00%
1603	Minor Capital	\$ -	\$ -	\$ 4,000	\$ 6,000	\$ -	0.00%
<hr/>							
DEPARTMENTAL TOTAL		\$ 116,783	\$ 113,203	\$ 129,162	\$ 148,259	\$ 142,259	10.14%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE
SENIOR CENTER VAN							
1610	Wages	\$ 27,409	\$ 34,387	\$ 56,806	\$ 58,104	\$ 58,104	2.28%
1611	Expenses	\$ 10,911	\$ 10,749	\$ 17,913	\$ 17,673	\$ 17,673	-1.34%
DEPARTMENTAL TOTAL		\$ 38,320	\$ 45,136	\$ 74,719	\$ 75,777	\$ 75,777	1.42%
VETERAN'S SERVICE OFFICER							
1620	Salary	\$ 3,484	\$ 3,484	\$ 3,485	\$ 3,485	\$ 3,485	0.00%
1621	Expenses	\$ 262	\$ 237	\$ 900	\$ 900	\$ 900	0.00%
1622	Veterans' Benefits	\$ 54,092	\$ 38,866	\$ 50,000	\$ 50,000	\$ 50,000	0.00%
1623	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENT TOTAL		\$ 57,838	\$ 42,587	\$ 54,385	\$ 54,385	\$ 54,385	0.00%
GRAVES REGISTRATION							
1630	Salary/Stipend	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	0.00%
1631	Expenses	\$ 660	\$ 660	\$ 660	\$ 660	\$ 660	0.00%
DEPARTMENTAL TOTAL		\$ 910	\$ 910	\$ 910	\$ 910	\$ 910	0.00%
CARE OF VETERAN GRAVES							
1640	Contract Expenses	\$ 1,625	\$ 1,625	\$ 1,550	\$ 1,550	\$ 1,550	0.00%
DEPARTMENTAL TOTAL		\$ 1,625	\$ 1,625	\$ 1,550	\$ 1,550	\$ 1,550	0.00%
OLD BURYING GROUND COMMITTEE							
1650	Expenses	\$ 698	\$ 692	\$ 700	\$ 700	\$ 700	0.00%
DEPARTMENTAL TOTAL		\$ 698	\$ 692	\$ 700	\$ 700	\$ 700	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE
LIBRARY							
1660	Salary	\$ 273,543	\$ 280,796	\$ 333,198	\$ 346,861	\$ 346,861	4.10%
1661	Wages	\$ 307,549	\$ 324,309	\$ 279,707	\$ 299,045	\$ 289,138	3.37%
1662	Expenses	\$ 169,892	\$ 189,225	\$ 198,335	\$ 202,532	\$ 202,532	2.12%
1663	Minor Capital	\$ -	\$ 2,350	\$ -	\$ 18,405	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 750,984	\$ 796,680	\$ 811,240	\$ 866,843	\$ 838,531	3.36%
COMMEMORATIONS & CELEBRATIONS							
1670	Expenses	\$ 444	\$ 448	\$ 500	\$ 500	\$ 500	0.00%
1671	Fireworks	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 444	\$ 448	\$ 500	\$ 500	\$ 500	0.00%
WATER SAFETY							
1680	Wages	\$ 2,151	\$ 1,576	\$ 2,640	\$ 2,640	\$ 2,640	0.00%
1681	Expenses and Minor Capital	\$ 422	\$ 10,663	\$ 950	\$ 26,570	\$ 26,570	2696.84%
1682	Property Maint. & Improvements	\$ -	\$ -	\$ -	\$ 9,000	\$ 9,000	0.00%
DEPARTMENTAL TOTAL		\$ 2,573	\$ 12,239	\$ 3,590	\$ 38,210	\$ 38,210	964.35%
WEED MANAGEMENT							
1690	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1691	Expenses: Weed Harvester	\$ 1,615	\$ 3,748	\$ 4,000	\$ 4,000	\$ 4,000	0.00%
1692	Expenses: Great Lakes	\$ 300	\$ 417	\$ 2,385	\$ 2,385	\$ 2,385	0.00%
DEPARTMENTAL TOTAL		\$ 1,915	\$ 4,165	\$ 6,385	\$ 6,385	\$ 6,385	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE
GROTON COUNTRY CLUB							
1700	Salary	\$ 122,450	\$ 131,026	\$ 133,150	\$ 119,781	\$ 119,781	-10.04%
1701	Wages	\$ 136,391	\$ 130,022	\$ 154,200	\$ 169,172	\$ 169,172	9.71%
1702	Expenses	\$ 284,442	\$ 331,031	\$ 257,650	\$ 127,239	\$ 127,239	-50.62%
1703	Minor Capital	\$ 3,857	\$ 4,000	\$ 5,000	\$ -	\$ -	-100.00%
<hr/>							
DEPARTMENTAL TOTAL		\$ 547,140	\$ 596,079	\$ 550,000	\$ 416,192	\$ 416,192	-24.33%
<hr/>							
TOTAL LIBRARY AND CITIZEN SERVICES		\$ 1,519,230	\$ 1,613,764	\$ 1,633,141	\$ 1,609,711	\$ 1,575,399	-3.54%
 <u>DEBT SERVICE</u>							
DEBT SERVICE							
2000	Long Term Debt - Principal Excluded	\$ 737,964	\$ 959,368	\$ 910,640	\$ 915,640	\$ 915,640	0.55%
2001	Long Term Debt - Principal Non-Excluded	\$ -	\$ -	\$ 72,030	\$ 77,030	\$ 77,030	0.00%
2002	Long Term Debt - Interest - Excluded	\$ 206,432	\$ 373,881	\$ 311,450	\$ 256,905	\$ 256,905	-17.51%
2003	Long Term Debt - Interest - Non-Excluded	\$ -	\$ -	\$ 12,601	\$ 9,015	\$ 9,015	0.00%
2006	Short Term Debt - Principal - Town	\$ -	\$ -	\$ 112,000	\$ -	\$ -	0.00%
2007	Short Term Debt - Interest - Town	\$ -	\$ -	\$ -	\$ 132,500	\$ 132,500	0.00%
<hr/>							
DEPARTMENTAL TOTAL		\$ 944,396	\$ 1,333,249	\$ 1,418,721	\$ 1,391,090	\$ 1,391,090	-1.95%
<hr/>							
TOTAL DEBT SERVICE		\$ 944,396	\$ 1,333,249	\$ 1,418,721	\$ 1,391,090	\$ 1,391,090	-1.95%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE
<u>EMPLOYEE BENEFITS</u>							
EMPLOYEE BENEFITS							
GENERAL BENEFITS							
3000	County Retirement	\$ 1,377,437	\$ 1,481,574	\$ 1,591,023	\$ 1,771,089	\$ 1,771,089	11.32%
3001	State Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
3002	Unemployment Compensation	\$ 28,861	\$ 43,488	\$ 40,000	\$ 41,800	\$ 41,800	4.50%
INSURANCE							
3010	Health Insurance/Employee Expenses	\$ 1,299,409	\$ 1,383,565	\$ 1,431,201	\$ 1,548,000	\$ 1,532,500	7.08%
3011	Life Insurance	\$ 2,128	\$ 1,753	\$ 2,500	\$ 2,500	\$ 2,500	0.00%
3012	Medicare/Social Security	\$ 85,070	\$ 109,304	\$ 107,000	\$ 118,000	\$ 118,000	10.28%
<hr/>							
DEPARTMENTAL TOTAL		\$ 2,792,905	\$ 3,019,684	\$ 3,171,724	\$ 3,481,389	\$ 3,465,889	9.27%
TOTAL EMPLOYEE BENEFITS		\$ 2,792,905	\$ 3,019,684	\$ 3,171,724	\$ 3,481,389	\$ 3,465,889	9.27%
GRAND TOTAL - TOWN BUDGET		\$ 28,223,296	\$ 30,076,482	\$ 32,125,600	\$ 33,626,718	\$ 33,264,783	3.55%

**TOWN OF GROTON
FISCAL YEAR 2016
TAX IMPACT BY INDIVIDUAL DEPARTMENTS**

Revised: 12/19/2014

LINE	DEPARTMENT/DESCRIPTION	FY 2016 TOWN MANAGER BUDGET	FY 2016 AVERAGE TAX BILL	FY 2016 PERCENT OF TAX BILL
<u>GENERAL GOVERNMENT</u>				
MODERATOR				
1000	Salaries	\$ 500	\$ 0.10	0.00%
1001	Expenses	\$ 80	\$ 0.02	0.00%
DEPARTMENTAL TOTAL		\$ 580	\$ 0.12	0.00%
BOARD OF SELECTMEN				
1020	Salaries	\$ 3,950	\$ 0.83	0.01%
1021	Wages	\$ -	\$ -	0.00%
1022	Expenses	\$ 2,000	\$ 0.42	0.01%
1023	Engineering/Consultant	\$ -	\$ -	0.00%
1024	Minor Capital	\$ 27,000	\$ 5.65	0.07%
DEPARTMENTAL TOTAL		\$ 32,950	\$ 6.89	0.09%
TOWN MANAGER				
1030	Salaries	\$ 188,596	\$ 39.44	0.52%
1031	Wages	\$ 87,344	\$ 18.27	0.24%
1032	Expenses	\$ 4,000	\$ 0.84	0.01%
1033	Engineering/Consultant	\$ -	\$ -	0.00%
1034	Performance Evaluations	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 279,940	\$ 58.55	0.77%

LINE	DEPARTMENT/DESCRIPTION	FY 2016 TOWN MANAGER BUDGET	FY 2016 AVERAGE TAX BILL	FY 2016 PERCENT OF TAX BILL
FINANCE COMMITTEE				
1040	Expenses	\$ -	\$ -	0.00%
1041	Reserve Fund	\$ 150,000	\$ 31.37	0.41%
<hr/>				
DEPARTMENTAL TOTAL		\$ 150,000	\$ 31.37	0.41%
TOWN ACCOUNTANT				
1050	Salaries	\$ 81,539	\$ 17.05	0.23%
1051	Wages	\$ 40,950	\$ 8.56	0.11%
1052	Expenses	\$ 35,610	\$ 7.45	0.10%
<hr/>				
DEPARTMENTAL TOTAL		\$ 158,099	\$ 33.07	0.44%
BOARD OF ASSESSORS				
1060	Salaries	\$ 84,847	\$ 17.75	0.23%
1061	Wages	\$ 94,130	\$ 19.69	0.26%
1062	Expenses	\$ 23,475	\$ 4.91	0.06%
1063	Legal Expense	\$ -	\$ -	0.00%
<hr/>				
DEPARTMENTAL TOTAL		\$ 202,452	\$ 42.34	0.56%
TREASURER/TAX COLLECTOR				
1070	Salaries	\$ 82,476	\$ 17.25	0.23%
1071	Wages	\$ 100,742	\$ 21.07	0.28%
1072	Expenses	\$ 20,530	\$ 4.29	0.06%
1073	Tax Title	\$ 4,500	\$ 0.94	0.01%
1074	Bond Cost	\$ 3,000	\$ 0.63	0.01%
<hr/>				
DEPARTMENTAL TOTAL		\$ 211,248	\$ 44.18	0.58%

LINE	DEPARTMENT/DESCRIPTION	FY 2016 TOWN MANAGER BUDGET	FY 2016 AVERAGE TAX BILL	FY 2016 PERCENT OF TAX BILL
TOWN COUNSEL				
1080	Expenses	\$ 90,000	\$ 18.82	0.25%
DEPARTMENTAL TOTAL				
		\$ 90,000	\$ 18.82	0.25%
HUMAN RESOURCES				
1090	Salary	\$ 70,359	\$ 14.72	0.19%
1091	Expenses	\$ 7,050	\$ 1.47	0.02%
DEPARTMENTAL TOTAL				
		\$ 77,409	\$ 16.19	0.21%
INFORMATION TECHNOLOGY				
1100	Salary	\$ 115,553	\$ 24.17	0.32%
1101	Wages	\$ 46,158	\$ 9.65	0.13%
1102	Expenses	\$ 24,800	\$ 5.19	0.07%
DEPARTMENTAL TOTAL				
		\$ 186,511	\$ 39.01	0.52%
GIS STEERING COMMITTEE				
1120	Expenses	\$ 15,100	\$ 3.16	0.04%
DEPARTMENTAL TOTAL				
		\$ 15,100	\$ 3.16	0.04%
TOWN CLERK				
1130	Salaries	\$ 74,544	\$ 15.59	0.21%
1131	Wages	\$ 51,930	\$ 10.86	0.14%
1132	Expenses	\$ 11,870	\$ 2.48	0.03%
1135	Minor Capital	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL				
		\$ 138,344	\$ 28.93	0.38%

LINE	DEPARTMENT/DESCRIPTION	FY 2016 TOWN MANAGER BUDGET	FY 2016 AVERAGE TAX BILL	FY 2016 PERCENT OF TAX BILL
ELECTIONS & BOARD OF REGISTRARS				
1140	Stipend	\$ 7,880	\$ 1.65	0.02%
1141	Expenses	\$ 9,903	\$ 2.07	0.03%
1142	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 17,783	\$ 3.72	0.05%
STREET LISTINGS				
1150	Expenses	\$ 6,275	\$ 1.31	0.02%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 6,275	\$ 1.31	0.02%
INSURANCE & BONDING				
1160	Insurance & Bonding	\$ 181,000	\$ 37.86	0.50%
1161	Insurance Deductible Reserve - Liability	\$ 12,000	\$ 2.51	0.03%
1162	Insurance Deductible Reserve - 111F	\$ 25,000	\$ 5.23	0.07%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 218,000	\$ 45.59	0.60%
TOWN REPORT				
1170	Expenses	\$ 1,500	\$ 0.31	0.00%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 1,500	\$ 0.31	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2016 TOWN MANAGER BUDGET	FY 2016 AVERAGE TAX BILL	FY 2016 PERCENT OF TAX BILL
POSTAGE/TOWN HALL EXPENSES				
1180	Expenses	\$ 55,000	\$ 11.50	0.15%
1181	Telephone Expenses	\$ 50,000	\$ 10.46	0.14%
1182	Office Supplies	\$ 17,000	\$ 3.56	0.05%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 122,000	\$ 25.52	0.34%
<hr/>				
	TOTAL GENERAL GOVERNMENT	\$ 1,908,191	\$ 399.09	5.28%
<hr/>				
<u>LAND USE DEPARTMENTS</u>				
<hr/>				
CONSERVATION COMMISSION				
1200	Salary	\$ 63,551	\$ 13.29	0.18%
1201	Wages	\$ -	\$ -	0.00%
1202	Expenses	\$ 7,950	\$ 1.66	0.02%
1203	Engineering & Legal	\$ -	\$ -	0.00%
1204	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 71,501	\$ 14.95	0.20%
<hr/>				
PLANNING BOARD				
1210	Salaries	\$ 82,358	\$ 17.22	0.23%
1211	Wages	\$ -	\$ -	0.00%
1212	Expenses	\$ 8,100	\$ 1.69	0.02%
1215	M.R.P.C. Assessment	\$ 3,160	\$ 0.66	0.01%
1216	Legal Budget	\$ -	\$ -	0.00%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 93,618	\$ 19.58	0.26%

LINE	DEPARTMENT/DESCRIPTION	FY 2016 TOWN MANAGER BUDGET	FY 2016 AVERAGE TAX BILL	FY 2016 PERCENT OF TAX BILL
ZONING BOARD OF APPEALS				
1220	Wages	\$ 18,467	\$ 3.86	0.05%
1221	Expenses	\$ 1,400	\$ 0.29	0.00%
<hr/>				
DEPARTMENTAL TOTAL		\$ 19,867	\$ 4.16	0.05%
HISTORIC DISTRICT COMMISSION				
1230	Wages	\$ -	\$ -	0.00%
1231	Expenses	\$ -	\$ -	0.00%
<hr/>				
DEPARTMENTAL TOTAL		\$ -	\$ -	0.00%
BUILDING INSPECTOR				
1240	Salaries	\$ 80,858	\$ 16.91	0.22%
1241	Wages	\$ 65,486	\$ 13.70	0.18%
1242	Expenses	\$ 6,500	\$ 1.36	0.02%
1243	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
DEPARTMENTAL TOTAL		\$ 152,844	\$ 31.97	0.42%
MECHANICAL INSPECTOR				
1250	Fee Salaries	\$ 25,000	\$ 5.23	0.07%
1251	Expenses	\$ 5,000	\$ 1.05	0.01%
<hr/>				
DEPARTMENTAL TOTAL		\$ 30,000	\$ 6.27	0.08%

LINE	DEPARTMENT/DESCRIPTION	FY 2016 TOWN MANAGER BUDGET	FY 2016 AVERAGE TAX BILL	FY 2016 PERCENT OF TAX BILL
EARTH REMOVAL INSPECTOR				
1260	Stipend	\$ 1	\$ 0.00	0.00%
1261	Expenses	\$ 100	\$ 0.02	0.00%
1262	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
DEPARTMENTAL TOTAL		\$ 101	\$ 0.02	0.00%
BOARD OF HEALTH				
1270	Wages	\$ -	\$ -	0.00%
1271	Expenses	\$ 1,000	\$ 0.21	0.00%
1272	Nursing Services	\$ 10,021	\$ 2.10	0.03%
1273	Nashoba Health District	\$ 22,366	\$ 4.68	0.06%
1274	Herbert Lipton MH	\$ 8,000	\$ 1.67	0.02%
1275	Eng/Consult/Landfill Monitoring	\$ 10,000	\$ 2.09	0.03%
<hr/>				
DEPARTMENTAL TOTAL		\$ 51,387	\$ 10.75	0.14%
SEALER OF WEIGHTS & MEASURES				
1280	Fee Salaries	\$ 2,500	\$ 0.52	0.01%
1281	Expenses	\$ 100	\$ 0.02	0.00%
<hr/>				
DEPARTMENTAL TOTAL		\$ 2,600	\$ 0.54	0.01%
TOTAL LAND USE DEPARTMENTS		\$ 421,918	\$ 88.24	1.17%

LINE	DEPARTMENT/DESCRIPTION	FY 2016 TOWN MANAGER BUDGET	FY 2016 AVERAGE TAX BILL	FY 2016 PERCENT OF TAX BILL
<u>PROTECTION OF PERSONS AND PROPERTY</u>				
POLICE DEPARTMENT				
1300	Salaries	\$ 296,814	\$ 62.08	0.82%
1301	Wages	\$ 1,613,910	\$ 337.54	4.46%
1302	Expenses	\$ 190,600	\$ 39.86	0.53%
1303	Lease or Purchase of Cruisers	\$ 4,000	\$ 0.84	0.01%
1304	PS Building (Expenses)	\$ -	\$ -	0.00%
1305	Minor Capital	\$ 10,000	\$ 2.09	0.03%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 2,115,324	\$ 442.41	5.85%
FIRE DEPARTMENT				
1310	Salaries	\$ 98,880	\$ 20.68	0.27%
1311	Wages	\$ 685,676	\$ 143.41	1.90%
1312	Expenses	\$ 148,000	\$ 30.95	0.41%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 932,556	\$ 195.04	2.58%
GROTON WATER FIRE PROTECTION				
1320	West Groton Water District	\$ 1	\$ 0.00	0.00%
1321	Groton Water Department	\$ 1	\$ 0.00	0.00%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 2	\$ 0.00	0.00%
ANIMAL INSPECTOR				
1330	Salary	\$ 2,082	\$ 0.44	0.01%
1331	Expenses	\$ 400	\$ 0.08	0.00%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 2,482	\$ 0.52	0.01%

LINE	DEPARTMENT/DESCRIPTION	FY 2016 TOWN MANAGER BUDGET	FY 2016 AVERAGE TAX BILL	FY 2016 PERCENT OF TAX BILL
ANIMAL CONTROL OFFICER				
1340	Salary	\$ 2,082	\$ 0.44	0.01%
1341	Expenses	\$ 400	\$ 0.08	0.00%
DEPARTMENTAL TOTAL				
		\$ 2,482	\$ 0.52	0.01%
EMERGENCY MANAGEMENT AGENCY				
1350	Salary	\$ -	\$ -	0.00%
1351	Expenses	\$ 14,650	\$ 3.06	0.04%
1352	Minor Capital	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL				
		\$ 14,650	\$ 3.06	0.04%
DOG OFFICER				
1360	Salary	\$ 13,973	\$ 2.92	0.04%
1361	Expenses	\$ 4,250	\$ 0.89	0.01%
DEPARTMENTAL TOTAL				
		\$ 18,223	\$ 3.81	0.05%
POLICE & FIRE COMMUNICATIONS				
1370	Wages	\$ 462,014	\$ 96.63	1.28%
1371	Expenses	\$ 14,250	\$ 2.98	0.04%
1372	Minor Capital	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL				
		\$ 476,264	\$ 99.61	1.32%
TOTAL PROTECTION OF PERSONS AND PROPERTY		\$ 3,561,983	\$ 744.97	9.85%

LINE	DEPARTMENT/DESCRIPTION	FY 2016 TOWN MANAGER BUDGET	FY 2016 AVERAGE TAX BILL	FY 2016 PERCENT OF TAX BILL
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REGIONAL SCHOOL DISTRICT BUDGETS

NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL

1400 Operating Expenses	\$	587,094	\$	122.79	1.62%
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DEPARTMENTAL TOTAL	\$	587,094	\$	122.79	1.62%
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GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT

1410 Operating Expenses	\$	17,087,003	\$	3,573.67	47.27%
1411 Debt Service, Excluded	\$	1,118,387	\$	233.91	3.09%
1412 Debt Service, Unexcluded	\$	53,822	\$	11.26	0.15%
1413 Out of District Placement	\$	-	\$	-	0.00%

DEPARTMENTAL TOTAL	\$	18,259,212	\$	3,818.83	50.51%
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TOTAL SCHOOLS	\$	18,846,306	\$	3,941.62	52.14%
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DEPARTMENT OF PUBLIC WORKS

HIGHWAY DEPARTMENT

1500 Salaries	\$	96,498	\$	20.18	0.27%
1501 Wages	\$	620,989	\$	129.88	1.72%
1502 Expenses	\$	134,300	\$	28.09	0.37%
1503 Highway Maintenance	\$	95,000	\$	19.87	0.26%
1504 Minor Capital	\$	-	\$	-	0.00%

DEPARTMENTAL TOTAL	\$	946,787	\$	198.02	2.62%
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LINE	DEPARTMENT/DESCRIPTION	FY 2016 TOWN MANAGER BUDGET	FY 2016 AVERAGE TAX BILL	FY 2016 PERCENT OF TAX BILL
STREET LIGHTS				
1510	Expenses	\$ 24,000	\$ 5.02	0.07%
DEPARTMENTAL TOTAL				
		\$ 24,000	\$ 5.02	0.07%
SNOW AND ICE				
1520	Expenses	\$ 165,000	\$ 34.51	0.46%
1521	Overtime	\$ 140,000	\$ 29.28	0.39%
1522	Hired Equipment	\$ 35,000	\$ 7.32	0.10%
DEPARTMENTAL TOTAL				
		\$ 340,000	\$ 71.11	0.94%
TREE WARDEN BUDGET				
1530	Salary	\$ 3,000	\$ 0.63	0.01%
1531	Expenses	\$ 1,500	\$ 0.31	0.00%
1532	Trees	\$ 10,000	\$ 2.09	0.03%
1533	Tree Work	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL				
		\$ 14,500	\$ 3.03	0.04%
MUNICIPAL BUILDING AND PROPERTY MAINTENANCE				
1540	Wages	\$ 84,728	\$ 17.72	0.23%
1541	Expenses	\$ 272,350	\$ 56.96	0.75%
1542	Minor Capital	\$ 20,000	\$ 4.18	0.06%
DEPARTMENTAL TOTAL				
		\$ 377,078	\$ 78.86	1.04%

LINE	DEPARTMENT/DESCRIPTION	FY 2016 TOWN MANAGER BUDGET	FY 2016 AVERAGE TAX BILL	FY 2016 PERCENT OF TAX BILL
SOLID WASTE DISPOSAL				
1550	Wages	\$ 124,305	\$ 26.00	0.34%
1551	Expenses	\$ 54,486	\$ 11.40	0.15%
1552	Tipping Fees	\$ 135,000	\$ 28.23	0.37%
1553	North Central SW Coop	\$ 5,850	\$ 1.22	0.02%
1554	Minor Capital	\$ 5,000	\$ 1.05	0.01%
<hr/>				
DEPARTMENTAL TOTAL		\$ 324,641	\$ 67.90	0.90%
PARKS DEPARTMENT				
1560	Wages	\$ 2,659	\$ 0.56	0.01%
1561	Expenses	\$ 64,342	\$ 13.46	0.18%
<hr/>				
DEPARTMENTAL TOTAL		\$ 67,001	\$ 14.01	0.19%
<hr/>				
TOTAL DEPARTMENT OF PUBLIC WORKS		\$ 2,094,007	\$ 437.95	5.79%
 <u>LIBRARY AND CITIZEN'S SERVICES</u>				
COUNCIL ON AGING				
1600	Salaries	\$ 68,597	\$ 14.35	0.19%
1601	Wages	\$ 65,208	\$ 13.64	0.18%
1602	Expenses	\$ 8,454	\$ 1.77	0.02%
1603	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
DEPARTMENTAL TOTAL		\$ 142,259	\$ 29.75	0.39%

LINE	DEPARTMENT/DESCRIPTION	FY 2016 TOWN MANAGER BUDGET	FY 2016 AVERAGE TAX BILL	FY 2016 PERCENT OF TAX BILL
SENIOR CENTER VAN				
1610	Wages	\$ 58,104	\$ 12.15	0.16%
1611	Expenses	\$ 17,673	\$ 3.70	0.05%
<hr/>				
DEPARTMENTAL TOTAL		\$ 75,777	\$ 15.85	0.21%
VETERAN'S SERVICE OFFICER				
1620	Salary	\$ 3,485	\$ 0.73	0.01%
1621	Expenses	\$ 900	\$ 0.19	0.00%
1622	Veterans' Benefits	\$ 50,000	\$ 10.46	0.14%
1623	Minor Capital		\$ -	0.00%
<hr/>				
DEPARTMENT TOTAL		\$ 54,385	\$ 11.37	0.15%
GRAVES REGISTRATION				
1630	Salary/Stipend	\$ 250	\$ 0.05	0.00%
1631	Expenses	\$ 660	\$ 0.14	0.00%
<hr/>				
DEPARTMENTAL TOTAL		\$ 910	\$ 0.19	0.00%
CARE OF VETERAN GRAVES				
1640	Contract Expenses	\$ 1,550	\$ 0.32	0.00%
<hr/>				
DEPARTMENTAL TOTAL		\$ 1,550	\$ 0.32	0.00%
OLD BURYING GROUND COMMITTEE				
1650	Expenses	\$ 700	\$ 0.15	0.00%
<hr/>				
DEPARTMENTAL TOTAL		\$ 700	\$ 0.15	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2016 TOWN MANAGER BUDGET	FY 2016 AVERAGE TAX BILL	FY 2016 PERCENT OF TAX BILL
LIBRARY				
1660	Salary	\$ 346,861	\$ 72.54	0.96%
1661	Wages	\$ 289,138	\$ 60.47	0.80%
1662	Expenses	\$ 202,532	\$ 42.36	0.56%
1663	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
DEPARTMENTAL TOTAL		\$ 838,531	\$ 175.38	2.32%
COMMEMORATIONS & CELEBRATIONS				
1670	Expenses	\$ 500	\$ 0.10	0.00%
1671	Fireworks	\$ -	\$ -	0.00%
<hr/>				
DEPARTMENTAL TOTAL		\$ 500	\$ 0.10	0.00%
WATER SAFETY				
1680	Wages	\$ 2,640	\$ 0.55	0.01%
1681	Expenses and Minor Capital	\$ 26,570	\$ 5.56	0.07%
1682	Property Maint. & Improvements	\$ 9,000	\$ 1.88	0.02%
<hr/>				
DEPARTMENTAL TOTAL		\$ 38,210	\$ 7.99	0.11%
WEED MANAGEMENT				
1690	Wages	\$ -	\$ -	0.00%
1691	Expenses: Weed Harvester	\$ 4,000	\$ 0.84	0.01%
1692	Expenses: Great Lakes	\$ 2,385	\$ 0.50	0.01%
<hr/>				
DEPARTMENTAL TOTAL		\$ 6,385	\$ 1.34	0.02%

LINE	DEPARTMENT/DESCRIPTION	FY 2016 TOWN MANAGER BUDGET	FY 2016 AVERAGE TAX BILL	FY 2016 PERCENT OF TAX BILL
GROTON COUNTRY CLUB				
1700	Salary	\$ 119,781	\$ 25.05	0.33%
1701	Wages	\$ 169,172	\$ 35.38	0.47%
1702	Expenses	\$ 127,239	\$ 26.61	0.35%
1703	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 416,192	\$ 87.04	1.15%
	TOTAL LIBRARY AND CITIZEN SERVICES	\$ 1,575,399	\$ 329.49	4.36%
 <u>DEBT SERVICE</u>				
DEBT SERVICE				
2000	Long Term Debt - Principal Excluded	\$ 915,640	\$ 191.50	2.53%
2001	Long Term Debt - Principal Non-Excluded	\$ 77,030	\$ 16.11	0.21%
2002	Long Term Debt - Interest - Excluded	\$ 256,905	\$ 53.73	0.71%
2003	Long Term Debt - Interest - Non-Excluded	\$ 9,015	\$ 1.89	0.02%
2006	Short Term Debt - Principal - Town	\$ -	\$ -	0.00%
2007	Fire Station and Fitch's Bridge Debt	\$ 132,500	\$ 27.71	0.37%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 1,391,090	\$ 290.94	3.85%
	TOTAL DEBT SERVICE	\$ 1,391,090	\$ 290.94	3.85%
 <u>EMPLOYEE BENEFITS</u>				
EMPLOYEE BENEFITS				
GENERAL BENEFITS				
3000	County Retirement	\$ 1,771,089	\$ 370.42	4.90%
3001	State Retirement	\$ -	\$ -	0.00%
3002	Unemployment Compensation	\$ 41,800	\$ 8.74	0.12%
				0.00%
	INSURANCE			0.00%
3010	Health Insurance/Employee Expenses	\$ 1,532,500	\$ 320.52	4.24%
3011	Life Insurance	\$ 2,500	\$ 0.52	0.01%
3012	Medicare/Social Security	\$ 118,000	\$ 24.68	0.33%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 3,465,889	\$ 724.88	9.59%
	TOTAL EMPLOYEE BENEFITS	\$ 3,465,889	\$ 724.88	9.59%

LINE	DEPARTMENT/DESCRIPTION	FY 2016 TOWN MANAGER BUDGET	FY 2016 AVERAGE TAX BILL	FY 2016 PERCENT OF TAX BILL
<u>ADDITIONAL APPROPRIATIONS</u>				
ADDITIONAL APPROPRIATIONS				
	Capital Budget Request	\$ 404,145	\$ 84.53	1.12%
	Enterprise Fund Budgets	\$ 1,925,157	\$ 402.64	5.33%
	Overlay Deficit From Prior Years	\$ 1,000	\$ 0.21	0.00%
	Cherry Sheet Offsets	\$ 20,000	\$ 4.18	0.06%
	Snow and Ice Deficit	\$ 200,000	\$ 41.83	0.55%
	State and County Charges	\$ 106,992	\$ 22.38	0.30%
	Allowance for Abatements/Exemptions	\$ 225,000	\$ 47.06	0.62%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 2,882,294	\$ 602.82	7.97%
	GRAND TOTAL - TOWN BUDGET	\$ 36,147,077	\$ 7,560	100.00%

**TOWN OF GROTON
FIVE YEAR BUDGET PROJECTION**

REVISED: 12/19/2014

	<u>FY 2016</u>		<u>FY 2017</u>		<u>FY 2018</u>		<u>FY 2019</u>		<u>FY 2020</u>		<u>FY 2021</u>	
<u>Expenditures</u>												
General Government	\$	1,908,191	\$	1,955,896	\$	2,004,793	\$	2,054,913	\$	2,106,286	\$	2,158,943
Land Use Departments	\$	421,918	\$	432,466	\$	443,278	\$	454,360	\$	465,719	\$	477,361
Protection of Persons and Property	\$	3,561,983	\$	3,651,033	\$	3,742,308	\$	3,835,866	\$	3,931,763	\$	4,030,057
Groton Dunstable Regional School	\$	17,087,003	\$	17,514,178	\$	17,952,033	\$	18,400,833	\$	18,860,854	\$	19,332,376
Middle School Roof Debt Service	\$	53,822	\$	53,822	\$	53,822	\$	53,822	\$	53,822	\$	53,822
Nashoba Regional Technical High School	\$	587,094	\$	601,771	\$	616,816	\$	632,236	\$	648,042	\$	664,243
Department of Public Works	\$	2,094,007	\$	2,146,357	\$	2,200,016	\$	2,255,017	\$	2,311,392	\$	2,369,177
Library and Citizen Services	\$	1,575,399	\$	1,614,784	\$	1,655,154	\$	1,696,532	\$	1,738,946	\$	1,782,419
Debt Service - In Levy Capacity Only	\$	218,545	\$	250,000	\$	250,000	\$	250,000	\$	250,000	\$	250,000
Employee Benefits	\$	3,465,889	\$	3,777,819	\$	4,117,823	\$	4,488,427	\$	4,892,385	\$	5,332,700
Sub-Total Operating Expenses	\$	30,973,851	\$	31,998,126	\$	33,036,042	\$	34,122,006	\$	35,259,208	\$	36,451,098
Additional Appropriations												
Deposit to Stabilization to Maintain 5%	\$	-	\$	33,165	\$	52,246	\$	54,657	\$	57,228	\$	59,972
Deposit to CapStab to Maintain 1.5%	\$	-	\$	310,058	\$	363,368	\$	366,339	\$	369,532	\$	367,991
Capital Budget Request	\$	404,145	\$	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	\$	200,000	\$	150,000	\$	153,750	\$	157,594	\$	161,534	\$	165,572
State and County Charges	\$	106,992	\$	109,667	\$	112,408	\$	115,219	\$	118,099	\$	121,052
Allowance for Abatements/Exemptions	\$	225,000	\$	225,000	\$	225,000	\$	225,000	\$	225,000	\$	225,000
Sub-Total Additional Appropriations	\$	957,137	\$	1,208,390	\$	1,287,785	\$	1,300,347	\$	1,313,469	\$	1,322,215
Grand Total Appropriations	\$	31,930,988	\$	33,206,516	\$	34,323,826	\$	35,422,353	\$	36,572,677	\$	37,773,313
<u>Revenues</u>												
Previous Year Proposition 2½ Levy Limit	\$	26,002,556	\$	26,926,670	\$	27,880,738	\$	28,865,680	\$	29,882,444	\$	30,932,005
Allowed 2½ Increase	\$	650,064	\$	673,167	\$	697,018	\$	721,642	\$	747,061	\$	773,300
New Growth	\$	274,050	\$	280,901	\$	287,924	\$	295,122	\$	302,500	\$	310,062
Proposition 2½ Override	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
State Aid	\$	821,981	\$	765,000	\$	750,000	\$	750,000	\$	750,000	\$	750,000
Local Receipts	\$	3,578,192	\$	3,667,647	\$	3,759,338	\$	3,853,321	\$	3,949,654	\$	4,048,396
Free Cash	\$	-	\$	343,223	\$	415,614	\$	420,997	\$	426,760	\$	427,963
Other Available Funds:	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
EMS Fund	\$	200,000	\$	200,000	\$	200,000	\$	200,000	\$	200,000	\$	200,000
Stabilization Fund	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Capital Stabilization Fund	\$	404,145	\$	350,000	\$	350,000	\$	350,000	\$	350,000	\$	350,000
Grand Total Revenue	\$	31,930,988	\$	33,206,608	\$	34,340,632	\$	35,456,762	\$	36,608,420	\$	37,791,726
Surplus/(Deficit)	\$	(0)	\$	92	\$	16,805	\$	34,409	\$	35,742	\$	18,414



TOWN OF GROTON

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

Board of Selectmen

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

Town Manager
Mark W. Haddad

To: *Board of Selectmen*

From: *Mark W. Haddad – Town Manager*

Subject: *FY 2016 Board of Selectmen Departmental Budgets*

Date: *November 15, 2014*

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

Last year, I proposed increasing the Selectmen's Salaries. We had 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 believed an increase was warranted. However, due to the School Budget crisis, the Board and Finance Committee did not approve this request and the salaries were level funded. I am renewing my proposal to increase these salaries. I have increased the Selectmen Salaries Line Item to \$9,000. The Chairman's Salary is set at \$2,000, while the four other members will receive \$1,750 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 \$130,080 for FY 2016. 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 two (2%) 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 Interdepartmental 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 not yet agreed to a new contract. I have level funded this line item at this time and will adjust accordingly for FY 2016 once an agreement with the Union is reached. Since both these positions serve multiple departments, I am keeping them in the Town Manager's budget for FY 2016.

With regard to expenses, I am requesting an overall increase of \$700. 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 \$2,000.00. This will require an increase of \$200.00. I am also requesting an increase of \$500 in my travel and conference line item as I plan to attend all meetings of the MMMA in Fiscal Year 2016. I have not done this in the past, but would like to begin attending these meetings as I believe it is important for networking and finding out how other towns are dealing with the many issues facing Groton.

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. We have level funded this budget for many years and it has been able to absorb increases in the Town's many insurance policies. However, based on increases in the last few years and the anticipated increase in FY 2016, I am requesting an increase of \$17,000 in this budget for FY 2016.

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 \$55,000 in FY 2016. 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 \$50,000 in FY 2015. I am proposing that we level fund this line item in FY 2016 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 2015. This continues to be very successful. I am proposing that we level fund this budget in FY 2016.

Town Counsel

The Board of Selectmen renewed Town Counsel's contract in FY 2015. 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 due to the way the Board of Selectmen and Town Manager manages Town Counsel. Due to the School Budget crisis in FY 2015, this budget was reduced by \$15,000. I would like to return this funding in FY 2016 and budget the line item at \$90,000.

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

As was the case with Town Counsel's budget, this budget was reduced to \$2 in FY 2015. As you know, this budget was significantly reduced seven years ago when the Town reduced the payment to the Water Department from \$36,324 to \$2,500. I would like to return this budget to the FY 2014 level in FY 2016. I would also like to return the payment to the West Groton Water Department to \$750 in FY 2016.

***Board of Selectmen
FY 2016 Departmental Budget
November 15, 2014
page four***

Town Moderator

Based on the fact that the Town Moderator had been paid a stipend of \$65 for many years, I proposed in FY 2015 that this stipend be increased to \$500. This was done for the same reason that I had proposed an increase in the Selectmen Salaries Line Item. The Moderator spends countless hours preparing for Town Meeting and attending and moderating all sessions of the meeting. Due to the School Budget crisis, this request was not approved and the stipend was level funded at \$65. I am renewing my request to increase this stipend to \$500 in FY 2016. Overseeing Town Meeting sessions is not the only responsibility of the Moderator. He also attends many meetings 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 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
MODERATOR								
1000	Salaries	\$ 65	\$ 65	\$ 65	\$ 500	\$ 500	669.23%	
1001	Expenses	\$ 54	\$ 45	\$ 80	\$ 80	\$ 80	0.00%	
<hr/>								
	DEPARTMENTAL TOTAL	\$ 119	\$ 110	\$ 145	\$ 580	\$ 580	300.00%	\$ -

MODERATOR
114

<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 80.00	\$ 80.00	\$ -	0.00%		\$ 80.00		0.00%
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other:								
Other:								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 80.00	\$ 80.00	\$ -	0.00%		\$ 80.00	\$ -	0.00%

Department Moderator
 Org # 114
 COLA % 0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
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	14	15	16
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-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Wages															
TOTAL WAGES							\$ -								\$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
BOARD OF SELECTMEN								
1020	Salaries	\$ 3,950	\$ 3,950	\$ 3,950	\$ 9,000	\$ 3,950	0.00%	
1021	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
1022	Expenses	\$ 1,376	\$ 1,900	\$ 2,000	\$ 2,000	\$ 2,000	0.00%	
1023	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
1024	Minor Capital	\$ -	\$ -	\$ -	\$ 27,000	\$ 27,000	0.00%	
DEPARTMENTAL TOTAL		\$ 5,326	\$ 5,850	\$ 5,950	\$ 38,000	\$ 32,950	453.78%	\$ -

BOARD OF SELECTMEN
122

<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships	\$ 1,300.00	\$ 1,300.00	\$ -	0.00%		\$ 1,300.00		0.00%
Travel and Conferences	\$ 700.00	\$ 700.00	\$ -	0.00%		\$ 700.00		0.00%
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Engineering								
Other: Contractors for Minutes								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00	\$ -	0.00%

Department	Board of Selectmen
Org #	122
COLA %	0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
FISCAL YEAR 2015								FISCAL YEAR 2016								
Bargaining				Pay		Annual Salary				Proposed Increase	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary	
Last Name	First Name	Unit	Position	Grade	Rate	Hours	1-Jul-14	Rate	Hours	1-Jul-15	1-Jul-15	Rate	Pay	Salary	Fiscal 2016	
Salaries																
Degen	Joshua	Elected Official	Chairman				\$ 910.00			\$ 910.00				\$ 910.00	\$ 910.00	
Eliot	Anna	Elected Official	Vice Chairman				\$ 760.00			\$ 760.00				\$ 760.00	\$ 760.00	
Schulman	Stuart	Elected Official	Clerk				\$ 760.00			\$ 760.00				\$ 760.00	\$ 760.00	
Cunningham	Peter	Elected Official	Member				\$ 760.00			\$ 760.00				\$ 760.00	\$ 760.00	
Petropoulos	John	Elected Official	Member				\$ 760.00			\$ 760.00				\$ 760.00	\$ 760.00	
TOTAL SALARIES																\$ 3,950.00
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
FISCAL YEAR 2015								FISCAL YEAR 2016								
Bargaining				Pay		Annual Salary				Proposed Increase	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary	
Last Name	First Name	Unit	Position	Grade	Rate	Hours	1-Jul-14	Rate	Hours	1-Jul-15	1-Jul-15	Rate	Pay	Salary	Fiscal 2016	
Wages																

TOTAL WAGES	\$	-	\$	-
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LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
TOWN MANAGER								
1030	Salaries	\$ 172,069	\$ 180,663	\$ 183,649	\$ 188,596	\$ 188,596	2.69%	
1031	Wages	\$ 65,848	\$ 78,622	\$ 84,191	\$ 87,344	\$ 87,344	3.75%	
1032	Expenses	\$ 2,797	\$ 14,600	\$ 3,300	\$ 4,000	\$ 4,000	21.21%	
1033	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
1034	Performance Evaluations	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
<hr/>								
DEPARTMENTAL TOTAL		\$ 240,714	\$ 273,885	\$ 271,140	\$ 279,940	\$ 279,940	3.25%	\$ -

TOWN MANAGER
124

<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships	\$ 1,800.00	\$ 2,000.00	\$ 200.00	100.00%		\$ 2,000.00		100.00%
Travel and Conferences	\$ 500.00	\$ 1,000.00	\$ 500.00	100.00%		\$ 1,000.00		100.00%
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Legal Advertising	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%		\$ 1,000.00		0.00%
Other:								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 3,300.00	\$ 4,000.00	\$ 700.00	21.21%		\$ 4,000.00	\$ -	21.21%

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 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Salaries															
Haddad	Mark		Town Manager			40	\$ 127,405.00			\$ 130,080.00				\$ 130,080.00	\$ 130,080.00
Dunbar	Dawn	By-Law	Executive Assistant	9		40	\$ 56,244.00			\$ 57,368.88	2.0%			\$ 58,516.26	\$ 58,516.26
TOTAL SALARIES							\$ 183,649.00								\$ 188,596.26
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Wages															
Beausoleil	Regina	THL	Interdepartmental	7	\$23.18	40	\$ 48,399.84	\$ 23.64	40	\$ 49,644.00	2.0%	\$ 24.11		\$ 50,631.00	\$ 50,631.00
Merrill	Kelly	THL	DPW Office Asst	5	\$19.59	35	\$ 35,790.93	\$ 19.98	35	\$ 36,713.25		\$ 19.98		\$ 36,713.25	\$ 36,713.25
TOTAL WAGES							\$ 84,190.77								\$ 87,344.25

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
FINANCE COMMITTEE								
1040	Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
1041	Reserve Fund	\$ -	\$ -	150,000	150,000	150,000	0.00%	
<hr/>								
	DEPARTMENTAL TOTAL	\$ -	\$ -	150,000	\$ 150,000	\$ 150,000	0.00%	\$ -

FINANCE COMMITTEE

131

<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships	\$ -	\$ -	\$ -	0.00%				0.00%
Travel and Conferences	\$ -	\$ -	\$ -	0.00%				0.00%
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other:								
TOTAL FUNDS REQUESTED	\$ -	\$ -	\$ -	0.00%		\$ -	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
TOWN ACCOUNTANT								
1050	Salaries	\$ 104,468	\$ 70,227	\$ 73,065	\$ 81,539	\$ 81,539	11.60%	
1051	Wages	\$ 30,585	\$ 31,779	\$ 39,134	\$ 40,950	\$ 40,950	4.64%	
1052	Expenses	\$ 33,427	\$ 30,514	\$ 30,560	\$ 35,610	\$ 35,610	16.52%	
<hr/>								
	DEPARTMENTAL TOTAL	\$ 168,480	\$ 132,520	\$ 142,759	\$ 158,099	\$ 158,099	10.75%	\$ -

TOWN ACCOUNTANT
135

<u>LINE ITEM</u>	FY 2016				<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	FY 2016		<u>PERCENT CHANGE</u>
	<u>FY 2015 APPROPRIATION</u>	<u>DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>				<u>TOWN MANAGER APPROVED</u>	<u>FINCOM APPROVED</u>	
Telephone									
Postage									
Office Supplies									
Dues & Memberships	\$ 100.00	\$ 100.00	\$ -	0.00%	MMAAA membership		\$ 100.00		0.00%
Travel and Conferences	\$ 1,410.00	\$ 1,410.00	\$ -	0.00%			\$ 1,410.00		0.00%
Equipment Maintenance									
Printing									
Software/Service Maintenance	\$ 3,050.00	\$ 3,100.00	\$ 50.00	1.64%	Abila planned price increase for FY16		\$ 3,100.00		1.64%
Space Rental									
Heating Costs									
Electricity									
Vehicle Costs									
Other: Local Software Support	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%	SoftTrac includes contingency for 5% price increase		\$ 1,000.00		0.00%
Other: Annual Audit	\$ 23,000.00	\$ 23,000.00	\$ -	0.00%	Contract locked thru FY16		\$ 23,000.00		0.00%
Other: GASB 45 OPEB Audit	\$ 2,000.00	\$ 7,000.00	\$ 5,000.00	250.00%	FY16 is a full valuation year for GASB 45 OPEB		\$ 7,000.00		250.00%
Other:									
TOTAL FUNDS REQUESTED	\$ 30,560.00	\$ 35,610.00	\$ 5,050.00	16.52%			\$ 35,610.00	\$ -	16.52%

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 2015								FISCAL YEAR 2016						
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Final Salary	Projected Salary Fiscal 2016
Salaries														
DuFresne	Patricia		Town Accountant			40	\$ 73,065.00			\$ 80,000.00		\$ 81,539.00	\$ 81,539.00	\$ 81,539.00
TOTAL SALARIES							\$ 73,065.00							\$ 81,539.00
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
FISCAL YEAR 2015								FISCAL YEAR 2016						
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Final Salary	Projected Salary Fiscal 2016
Wages														
Mahoney	Sarah	THL	Asst. Town Acct.	9	\$24.99	30	\$ 39,134.34	\$ 25.49	30	\$ 40,146.75	2.0%	\$ 26.00	\$ 40,950.00	\$ 40,950.00
TOTAL WAGES							\$ 39,134.34							\$ 40,950.00

TOWN OF GROTON

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

www.townofgroton.org

**Board of Assessors**

Garrett Boles
Jenifer Evans
Rena Swezey

Principal Assessor

Rena E. Swezey

Date: November 19, 2014

To: Mark Haddad, Town Manager

From: Rena Swezey, Principal Assessor

Re: FY 2016 Budget

I would like to address changes in my budget for FY 2016 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 have started an internal training program for my position over a two year period much as had been done in the Accountant's Office. I would like to add an additional two hours per week to take the Assistant Assessor hour's from 33 to 35 per week for the training.

The next change is the FY 2016 budget is an additional contract with RRC for Personal Property. Last year we had a mandate from DOR to do a full list and measure of all the personal property in town. The money appropriated at Town Meeting was \$10,000 which gave us \$5.3 million dollars in value for personal property in new growth. The new contract is for yearly updates, file maintenance, wireless valuations, and software support for a cost of \$5,000 per year.

We had a slight increase in the license fee for software maintenances and Cama Web hosting for Vision.

The rest of the costs for our department remain the same as last year.

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
BOARD OF ASSESSORS								
1060	Salaries	\$ 77,381	\$ 80,137	\$ 83,246	\$ 84,847	\$ 84,847	1.92%	
1061	Wages	\$ 78,328	\$ 85,640	\$ 87,696	\$ 94,130	\$ 94,130	7.34%	
1062	Expenses	\$ 12,217	\$ 11,305	\$ 18,250	\$ 23,475	\$ 23,475	28.63%	
1063	Legal Expense	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
<hr/>								
	DEPARTMENTAL TOTAL	\$ 167,926	\$ 177,082	\$ 189,192	\$ 202,452	\$ 202,452	7.01%	\$ -

BOARD OF ASSESSORS

141

<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
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%
Static Data Base	\$ 125.00	\$ 125.00	\$ -	0.00%		\$ 125.00		0.00%
RRC Personal Property Maintenance	\$ -	\$ 5,000.00	\$ 5,000.00	0.00%		\$ 5,000.00		0.00%
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	\$ 5,675.00	\$ 5,850.00	\$ 175.00	3.08%		\$ 5,850.00		3.08%
Other: Clothing Allowance	\$ 200.00	\$ 200.00	\$ -	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>2,450.00</u>	\$ 50.00	2.08%		\$ <u>2,450.00</u>		2.08%
TOTAL FUNDS REQUESTED	\$ 18,250.00	\$ 23,475.00	\$ 5,225.00	28.63%		\$ 23,475.00	\$ -	28.63%

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 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary FY 2016
Salaries															
Swezey	Rena	Supervisors	Principal Assessor	14		40	\$ 79,273.00			\$ 80,858.46	1.0%		\$ 750.00	\$ 81,667.04	\$ 82,417.04
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							\$ 1,543.00								
TOTAL SALARIES							\$ 83,246.00								\$ 84,847.04
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Wages															
Greeno	Jonathan	THL	Assistant Assessor	9	\$25.76	33	\$ 44,374.18	\$ 26.28	35	\$ 48,289.50	2.0%	\$ 26.81		\$ 49,263.38	\$ 49,263.38
Babcock	Rebecca	THL	Asst to Assessor	6	\$24.98	33	\$ 43,030.55	\$ 25.48	33	\$ 44,144.10	1.0%	\$ 25.73	\$ 289.00	\$ 44,577.23	\$ 44,866.23
Other Pay							\$ 291.00								
TOTAL WAGES							\$ 87,695.73								\$ 94,129.61

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
TREASURER/TAX COLLECTOR								
1120	Salaries	\$ 53,919	\$ 77,719	\$ 79,273	\$ 82,476	\$ 82,476	4.04%	
1121	Wages	\$ 102,259	\$ 111,277	\$ 96,253	\$ 100,742	\$ 100,742	4.66%	
1122	Expenses	\$ 18,732	\$ 19,353	\$ 18,774	\$ 22,390	\$ 20,530	6.08%	
1123	Tax Title- see <A>	\$ 2,112	\$ 4,132	\$ 6,000	\$ 6,000	\$ 4,500	8.91%	
1126	Bond Cost- see 	\$ 2,500	\$ 2,500	\$ 2,500	\$ 3,000	\$ 3,000	20.00%	
<hr/>								
DEPARTMENTAL TOTAL		\$ 179,522	\$ 214,981	\$ 202,800	\$ 214,608	\$ 211,248	-1.74%	\$ -

<A> Tax Title-

* Need to maintain funding to pursue delinquents and coordinate possible other avenues; sales of tax liens, etc..

 Bond Cost-

* Includes; Annual Disclosure filing through Bond Advisor- this cost fluctuates with Unibank depending on level of review required-

TREASURER/TAX COLLECTOR
145

LINE ITEM	FY 2015 APPROPRIATION	FY 2016 DEPARTMENT REQUEST	DIFFERENCE	PERCENT CHANGE	REASON FOR CHANGE:	FY 2016 TOWN MANAGER APPROVED	FY 2016 FINCOM APPROVED
Postage							
Office Supplies							
Dues & Memberships	\$ 180.00	\$ 150.00	\$ (30.00)	-16.67%	MCTA- 3 @ 50/each.	\$ 150.00	
Travel and Conferences	\$ 1,655.00	\$ 1,655.00	\$ -	0.00%	See below. <A>	\$ 1,655.00	
Equipment Maintenance							
Printing							
Software/Service Maintenance							
Other: Payroll Service- Harper's- T/C	\$ 8,400.00	\$ 9,875.00	\$ 1,475.00	17.56%	See below; 27 pay dates; higher PR-based pricing-	\$ 9,625.00	
					See below; HR Director request for employee portal service-		
Other: Payroll Service- Harper's- HR	\$ -	\$ 1,200.00	\$ 1,200.00	100.00%	ESTIMATE...to discuss with HR...	\$ -	
Other: Tax Software Service- CHS	\$ 4,000.00	\$ 4,500.00	\$ 500.00	0.00%	Actual FY16 Pricing- see attached; Very reasonable terms. <C>	\$ 4,500.00	
Other: Lock-Box Service- Century	\$ 3,094.00	\$ 3,500.00	\$ 406.00	0.00%	Increasing taxpayer participation. <D>	\$ 3,500.00	
Other: Banking Service Charges	\$ 535.00	\$ 600.00	\$ 65.00	12.15%	Auditors (Giusti & Hingston) charge to Treasurer- for annual bank confirmations-	\$ 600.00	
Other: Deputy Collector	\$ 160.00	\$ 160.00	\$ -	0.00%		\$ -	
Other: Filing Fees - Release of Liens	\$ 750.00	\$ 750.00	\$ -	0.00%		\$ 500.00	
TOTAL FUNDS REQUESTED	\$ 18,774.00	\$ 22,390.00	\$ 3,616.00	19.26%		\$ 20,530.00	\$ -

FY16 Budget Notes:

<A>: Travel and Conferences:

MCTA- Annual School;
* Registrations- 270.00
* Lodging (1)- 275.00
* Mileage- est.- 100.00

MCTA- Staff School;
* (2)- 100.00
* Mileage- est. - 75.00

Continuing Ed.-
* Excel; Acctg.- 935.00

: Payroll Service:

* Normal Proj. PR Service- 27 Pay Dates (8,775); W-2's (1,100)= 9,875.
* HR Director Request- Employee Portal Service (see est.)- 1,200- budget new item through 145, for convenience. To discuss....

<C>: Tax Software Service:

* See attached. Very reasonable pricing for what we get;
Annual Support; System Upgrades; Printing; Envelopes; -
'Package' easily worth \$10K+

<D>: Lock-Box Service- taxpayer payments-

* Based on participation- projecting annual increase; FY15 proj.- 24%-

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 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Salaries															
Hartnett	Michael	Supervisors	Treasurer/Collector	14		40	\$ 79,273.00			\$ 80,858.46	2.0%			\$ 82,475.63	\$ 82,475.63
TOTAL SALARIES							\$ 79,273.00								\$ 82,475.63
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Wages															
Moller	Hannah	THL	Asst. Treas/Coll	9	\$26.28	39	\$ 53,500.82	\$ 26.81	39	\$ 54,893.48	2.0%	\$ 27.35		\$ 55,999.13	\$ 55,999.13
Tierney	Barbara	THL	Payroll Coordinator	7	\$23.40	35	\$ 42,751.80	\$ 23.87	35	\$ 43,861.13	2.0%	\$ 24.35		\$ 44,743.13	\$ 44,743.13
TOTAL WAGES							\$ 96,252.62								\$ 100,742.26

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
TOWN COUNSEL								
1080	Expenses	\$ 60,765	\$ 79,663	\$ 75,000	\$ 90,000	\$ 90,000	20.00%	
DEPARTMENTAL TOTAL		\$ 60,765	\$ 79,663	\$ 75,000	\$ 90,000	\$ 90,000	20.00%	\$ -

TOWN COUNSEL
151

<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 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	\$ 75,000.00	\$ 90,000.00	\$ 15,000.00	20.00%		\$ 90,000.00		20.00%
Other:								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 75,000.00	\$ 90,000.00	\$ 15,000.00	20.00%		\$ 90,000.00	\$ -	20.00%



TOWN OF GROTON

173 Main Street
Groton, Massachusetts 01450-1237
Tel: (978) 448-1145
Fax: (978) 448-1115

Melisa Doig
Human Resources Director

mdoig@townofgroton.org

November 24, 2014

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

Dear Town Manager Haddad:

I am submitting my FY16 budget for the Human Resources Department. Listed below is an explanation for all line item changes:

EXPENSES:

Travel and Conferences: This is for mileage reimbursement and for professional development.

Advertising: Due to the high volume of recruitment during FY15.

Compliance: This is for Federal and State posters for all the departments, as well as to keep all apprised of ongoing changes in the laws.

Employee Training: To cover cost for additional training regarding policy and procedures.

Wellness: To help subsidize wellness programs (i.e. fit bits, consulting, etc.)

EMPLOYEE BENEFITS:

Unemployment Compensation: Fee's for Unemployment Tax Management (a new third party administration vendor, effective January 1, 2015) to review claims, penalties, and any other fees.

Health Insurance: Recommending a 8.16% increase due to discussion with Minuteman Nashoba Health Group (MNHG), as they recognized preliminary under funding of self-paid claims. This will also allow for any qualifying events and any open enrollment changes. This also includes funding for the Health Reimbursement Account (HRA) and Flexible Spending Account (FSA); this will include all annual fees, monthly fees, and all other administrative fees.

I look forward to meeting with you to discuss and answer any questions you may have.

Respectfully submitted,

Melisa Doig
HR Director

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
HUMAN RESOURCES								
1090	Salary	\$ 51,927	\$ 56,599	\$ 71,525	\$ 70,359	\$ 70,359	-1.63%	
1091	Expenses	\$ 4,942	\$ 4,444	\$ 4,450	\$ 9,550	\$ 7,050	58.43%	
<hr/>								
	DEPARTMENTAL TOTAL	\$ 56,869	\$ 61,043	\$ 75,975	\$ 79,909	\$ 77,409	1.89%	\$ -

HUMAN RESOURCES

152

<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships	\$ 450.00	\$ 450.00	\$ -	0.00%		\$ 450.00		0.00%
Travel and Conferences	\$ -	\$ 500.00	\$ 500.00	100.00%		\$ 500.00		
Equipment Maintenance								
Printing								
Software/Service Maintenance			\$ -	0.00%				
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Wellness	\$ -	\$ 2,000.00	\$ 2,000.00	100.00%		\$ -		0.00%
Other: Pre-Employment Physicals	\$ 2,500.00	\$ 2,500.00	\$ -	0.00%		\$ 2,500.00		0.00%
Other: Advertising	\$ 1,000.00	\$ 2,000.00	\$ 1,000.00	100.00%		\$ 1,500.00		50.00%
Compliance		\$ 600.00	\$ 600.00	100.00%		\$ 600.00		
Other: Employee Dev/Training	\$ -	\$ 1,000.00	\$ 1,000.00	100.00%		\$ 1,000.00		
Other: HR Director Training	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
TOTAL FUNDS REQUESTED	\$ 4,450.00	\$ 9,550.00	\$ 5,100.00	114.61%		\$ 7,050.00	\$ -	58.43%

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 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Salaries															
Doig	Melisa	By-Law	HR Director	11		40	\$ 68,979.00		40	\$ 70,358.58				\$ 70,358.58	\$ 70,358.58
TOTAL SALARIES							\$ 68,979.00								\$ 70,358.58
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Wages															

TOTAL WAGES \$ - \$ -



TOWN OF GROTON

173 Main Street
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Tel: (978) 732-1889
Fax: (978) 448-1115

Information
Technology

November 24, 2014

Mark,

Attached is the Information Technology budgeted for the fiscal year 2016. In general expenses, you'll see a slight decrease in operating costs associated with ongoing FIOS internet connections through out town as well as the usual consumable and repair/update expenses we incur in the IT department. The decrease is realized by reducing the number of internet connections necessary as I move to consolidate resources and equipment.

Capital expense requests have increased \$12,250 over last year. This increase will allow the IT department to deploy a redundant virtual server cluster environment, centrally located at the Police Department. With the planned changes, the town will be operating in an efficient, high performance environment providing all necessary applications and connections required for less expense in the coming years. Equipment replaced would be reapplied for older servers at locations such as the Library.

I have requested a level funded GIS Steering Committee budget for FY2016 as we plan to continue improving our electronic maps and applications that use them and will use these funds towards that end.

Finally, considering the reduction in salaried staff in the IT department, I expect the overall IT budget requests to be only slightly higher when compared to FY2015 and I look forward to reviewing my plans and budget needs with you.

Brian Davis
IT Director
Town of Groton

FY 2016 Information Technology Budget

154-5400-000 - General Expenses

Type	Amount	Information
High Speed Internet	\$ 7,540.00	Recurring Verizon FIOS and Charter
Software	\$ 5,000.00	Website, Photoshop, 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
Total	\$ 23,240.00	

154-5115-000 - Salaries

Type	Amount	Information
Salaries	\$ 87,500.00	IT Manager
Salaries	\$ 25,282.00	Web Developer
Total	\$ 112,782.00	

154-5120-000 - Wages

Type	Amount	Information
Wages	\$ 44,793	Desktop Specialist
Total	\$ 44,793.00	

174-5400-000 - General Expenses

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

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
INFORMATION TECHNOLOGY								
1100	Salary	\$ 81,626	\$ 115,080	\$ 121,618	\$ 115,553	\$ 115,553	-4.99%	
1101	Wages	\$ 17,299	\$ 33,224	\$ 44,538	\$ 46,158	\$ 46,158	3.64%	
1102	Expenses	\$ 23,960	\$ 23,621	\$ 24,800	\$ 24,800	\$ 24,800	0.00%	
<hr/>								
	DEPARTMENTAL TOTAL	\$ 122,885	\$ 171,925	\$ 190,956	\$ 186,511	\$ 186,511	-2.33%	\$ -

INFORMATION TECHNOLOGY

154

<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other:	\$ 24,800.00	\$ 24,800.00	\$ -	0.00%		\$ 24,800.00		0.00%
Other:								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 24,800.00	\$ 24,800.00	\$ -	0.00%		\$ 24,800.00	\$ -	0.00%

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 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Salaries															
Davis	Brian	By-Law	IT Director	17		40	\$ 87,500.00			\$ 89,250.00				\$ 89,250.00	\$ 89,250.00
O'Toole	Jessica	THL	Web Developer	9		19	\$ 25,282.00			\$ 25,787.64	2.0%			\$ 26,303.39	\$ 26,303.39
TOTAL SALARIES							\$ 112,782.00								\$ 115,553.39
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Wages															
Bettano	Michael	THL	Desk Top Specialist	6	\$21.33	40	\$ 44,537.04	\$ 21.76	40	\$ 45,696.00	1.0%	\$ 21.98		\$ 46,158.00	\$ 46,158.00
TOTAL WAGES							\$ 44,537.04								\$ 46,158.00

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
GIS STEERING COMMITTEE								
1120	Expenses	\$ 11,470	\$ 13,040	\$ 15,100	\$ 15,100	\$ 15,100	0.00%	
DEPARTMENTAL TOTAL		\$ 11,470	\$ 13,040	\$ 15,100	\$ 15,100	\$ 15,100	0.00%	\$ -

GIS STEERING COMMITTEE
174

<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance	\$ 600.00	\$ 600.00	\$ -	0.00%		\$ 600.00		0.00%
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Web Hosting	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%		\$ 3,000.00		0.00%
Other: Building Layer								
Other: Technical Assistance	\$ 11,500.00	\$ 11,500.00	\$ -	0.00%		\$ 11,500.00		0.00%
Other:								
TOTAL FUNDS REQUESTED	\$ 15,100.00	\$ 15,100.00	\$ -	0.00%		\$ 15,100.00	\$ -	0.00%



Town of Groton
173 Main Street
Groton, MA 01450

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

Office of the Town Clerk – Notary Public

Michael F. Bouchard, Town Clerk

December 1, 2014

To: Mark Haddad, Town Manager
From: Michael Bouchard, Town Clerk
Subject: FY2016 Budget Submission

Thank you for the opportunity to submit the FY2016 budgets for Town Clerk operations, Elections and the Annual Town Census / Street Listing.

The Town Clerk budget incorporates the following assumptions:

- The expense line item reflects a slight reduction in office expenses, but a \$2000 increase in an allocation for “Bylaw Updates”. Each town meeting generally updates some number of bylaws. Bylaw updates from the Spring 2014 Town Meeting (FY2014) were paid from the FY2015 budget, due to the timing of the updates. That expense was also larger than anticipated, due to the volume of the update. The FY2016 budget request has been increased to cover larger updates. The Planning Board Administrator advises that significant activity in zoning bylaw review and likely changes is probable.
- Included in Wages is an allocation for Additional Hours for Town Meeting and Elections. These additional hours are required for the preparation for and execution of elections and town meeting. This request is based upon several years of actual experience covering these activities. In FY2016, the Town is scheduled for two 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.



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Office of the Town Clerk – Notary Public

Michael F. Bouchard, Town Clerk

The Elections budget incorporates the following assumptions:

- Two elections will occur during FY2016: the Presidential Primary in March, 2016 and the Annual Town Election May, 2016. This budget reflects an additional election day staffing need anticipated for the Presidential Primary and the increase in the Massachusetts minimum wage to \$10.00 per hour in 2016.
- Precinct Clerks and Wardens put in long days and have significantly additional responsibility on election day. They are also asked to help with elections preparation. This budget proposes an \$11.00 wage rate for Precinct Clerks and Wardens.
- Two annual town meetings will occur during FY2016: Fall 2015 and Spring 2016.
- A minor capital request for voting tabulators is included in this budget. The Town uses three OpTech Eagle III-P as precinct ballot tabulators for all elections. These machines are of 1985 design, in use in Groton since the late 1990s. In 2011, the vender (Elections Systems and Software) announced an "end-of-life" for these machines. While these machines have been solid performers, we have noticed a higher than normal service incident rate. ES&S has committed to support of the OpTech Eagle through the 2016 election cycle. However, there will come a day when these machines will no longer be serviceable. I am submitting this minor capital request so that the Town may plan to incorporate replacement machines.

The Street Listings budget incorporates these assumptions:

- We are in the second year of a contract with Copley Business Services to print and mail the census forms. This is a cost effective approach to delivering the town census because of the vendor's expertise, automation and postage permits.



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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 Massachusetts General Law before voter status can be changed, makes this budget challenging to predict. A contingency amount is included.
- An increase in the request of “Non-respondent Cards” is included. There are used during the secondary and tertiary census responses.

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

Respectfully,
Michael Bouchard

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
TOWN CLERK								
1130	Salaries	\$ 66,193	\$ 68,867	\$ 71,649	\$ 74,544	\$ 74,544	4.04%	
1131	Wages	\$ 44,788	\$ 48,574	\$ 53,041	\$ 51,755	\$ 51,930	-2.09%	
1132	Expenses	\$ 3,223	\$ 5,903	\$ 9,520	\$ 11,870	\$ 11,870	24.68%	
1133	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
DEPARTMENTAL TOTAL		\$ 114,204	\$ 123,344	\$ 134,210	\$ 138,169	\$ 138,344	3.08%	\$ -

TOWN CLERK
161

<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage (FEDEX)	\$ 200.00	\$ 200.00	\$ -	0.00%		\$ 200.00		0.00%
Office Supplies	\$ 1,800.00	\$ 1,600.00	\$ (200.00)	-11.11%		\$ 1,600.00		-11.11%
Dues & Memberships	\$ 100.00	\$ 150.00	\$ 50.00	50.00%		\$ 150.00		50.00%
Travel and Conferences	\$ 620.00	\$ 620.00	\$ -	0.00%		\$ 620.00		0.00%
Equipment Maintenance								
Printing								
Software/Service Maintenance	\$ 1,400.00	\$ 1,400.00	\$ -	0.00%		\$ 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%
					Based upon FY15 "to date" and "expected"			
Other: Bylaw updates (General Code)	\$ 4,875.00	\$ 7,375.00	\$ 2,500.00	51.28%	Planning Board activity	\$ 7,375.00		51.28%
Other: Vital Statistics	\$ 400.00	\$ 400.00	\$ -	0.00%		\$ 400.00		0.00%
Other:								
TOTAL FUNDS REQUESTED	\$ 9,520.00	\$ 11,870.00	\$ 2,350.00	24.68%		\$ 11,870.00	\$ -	24.68%

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 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Salaries															
Bouchard	Michael	Elected	Town Clerk				\$ 71,649.00			\$ 73,081.98	2.0%			\$ 74,543.62	\$ 74,543.62
TOTAL SALARIES															\$ 74,543.62

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Wages															
Kenney	Marlene	THL	Asst. Town Clerk	6	\$22.00	20	\$ 22,968.00	\$ 22.44	20	\$ 23,562.00		\$ 22.44		\$ 23,562.00	\$ 23,562.00
Pierce	Nancy Ellen	THL	Asst. Town Clerk	6	\$23.66	20	\$ 24,701.04	\$ 24.13	20	\$ 25,336.50	2.0%	\$ 24.61	\$ 175.00	\$ 25,840.50	\$ 26,015.50
Extra Hours for Town Meeting and Town Elections							\$ 3,099.00								
Other Pay							\$ 175.00								
Kenney	Marlene							\$ 22.44	50	\$ 1,122.00					\$ 1,122.00
Pierce	Nancy Ellen							\$ 24.61	50	\$ 1,230.50					\$ 1,230.50
TOTAL WAGES															\$ 51,930.00

TOTAL WAGES \$ 50,943.04 \$ 51,930.00

Additional Hours for Town Meeting and Town Elections - FY16				\$ 2,352.50									
		Hours per Town Meeting	Number town meetings (incl. adjourned sessions)	Number town meeting hours			Hours per Election	Number of Elections	Number election hours		Total additional hours	Total additional cost	
	Nancy	4	5	20			15.0	2.0	30.0		50.0	\$ 1,230.50	
	Marlene	4	5	20			15.0	2.0	30.0		50.0	\$ 1,122.00	
	Reason	Prepare, Setup and Monitor Town Meeting					Election preparation and election day activities	March 2016 May 2016					

Town Clerk Expenses - FY2015

Dues

\$	100.00	Mass City and Town Clerks Asssoc
\$	50.00	Middlesex Town and City Clerks Assoc
\$	150.00	Total Dues

Conferences

\$	300.00	(3) Mass Town Clerk Conferences
\$	120.00	(4) Middlesex Clerks Quarterly Meetings
\$	200.00	Mileage
\$	620.00	Total Conference

Office Supplies

\$	450.00	Dog tags
\$	150.00	Notary renewal and supplies
\$	-	(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
\$	440.00	Miscellaneous / Contingency
\$	1,600.00	Total Office Supplies

Update ByLaws

\$	3,500.00	Fall 2015 Town Meeting bylaw updates	Note: Anticipated Fall 2014 updates probably more than Spring
\$	3,500.00	Spring 2016 Town Meeting Updates	Note: Spring 2014 updates: \$2722
\$	-	Charter Revisions (FY17?)	
\$	150.00	CD Copies, Supplements, shipping, etc	
\$	225.00	Zoning books (Planning Board - Qty 20)	
\$	7,375.00	Total Update Bylaws	

Software/Service Maintenance

\$	1,400.00	General Code e360 Annual Maintenance
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Vital Records

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

Town Clerk Bond

\$	125.00	Town Clerk Insurance Bond
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LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
ELECTIONS AND BOARD OF REGISTRARS								
1140	Stipend (Election & Town Meeting Wages)	\$ 8,982	\$ 3,768	\$ 10,050	\$ 7,880	\$ 7,880	-21.59%	
1141	Expenses	\$ 12,229	\$ 12,527	\$ 12,014	\$ 9,903	\$ 9,903	-17.57%	
1142	Minor Capital	\$ -	\$ -	\$ -	\$ 21,000	\$ -	0.00%	
<hr/>								
DEPARTMENTAL TOTAL		\$ 21,211	\$ 16,295	\$ 22,064	\$ 38,783	\$ 17,783	-19.40%	\$ -

ELECTIONS

162

<u>LINE ITEM</u>	FY 2016					FY 2016		
	<u>FY 2015</u>	<u>DEPARTMENT</u>		<u>PERCENT</u>	<u>REASON FOR CHANGE:</u>	<u>TOWN MANAGER</u>	<u>FY 2016</u>	<u>PERCENT</u>
	<u>APPROPRIATION</u>	<u>REQUEST</u>	<u>DIFFERENCE</u>	<u>CHANGE</u>		<u>APPROVED</u>	<u>FINCOM</u>	<u>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)	\$ 5,000.00	\$ 4,000.00	\$ (1,000.00)	-20.00%		\$ 4,000.00		-20.00%
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Election Worker Dinners	\$ 1,809.00	\$ 1,158.00	\$ (651.00)	-35.99%		\$ 1,158.00		-35.99%
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	\$ 1,030.00	\$ 570.00	\$ (460.00)	-44.66%		\$ 570.00		-44.66%
Other: Signs to direct voters at precinct (C.Club)								
Other: Change Polling Locations								
Other: Election Night Help								
TOTAL FUNDS REQUESTED	\$ 12,014.00	\$ 9,903.00	\$ (2,111.00)	-17.57%		\$ 9,903.00	\$ -	-17.57%

FY2016 Elections Budget Detail (July 2015 to June 2016)

Elections Meals

<u>Election</u>	<u>Number of meals (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>	
March 2016 Presidential Primary	15		3		\$ 12.00		\$ 540.00		\$ 75.00		\$ 615.00	
May, 2016 Town Election	13		3		\$ 12.00		\$ 468.00		\$ 75.00		\$ 543.00	18
Total											\$ 1,158.00	

Note 1 - Meals Town Election: (2 workers per table * 2 tables + 1 Warden + 1 Clerk * 3 Precincts), 2 poll police officers; 2 traffic police officers; 3 clerk's office
 Presidential Primary (3 workers per table * 2 tables + 1 Warden + 1 Clerk * 3 Precincts), 2 poll police officers; 2 traffic police officers; 3 clerk's office

Elections Payroll

<u>Election</u>	<u>Number of worker:</u>	X	<u>Number of Precincts</u>	X	<u>Hourly rate</u>	X	<u>Hours</u>	=	<u>Payroll</u>	
March 2016 Presidential Primary	6		3		\$ 10.00		15		\$ 2,700.00	o January 2016: Minimum wage increase in Massachusetts to \$10
Warden	1		3		\$ 11.00		15		\$ 495.00	o Proposal: higher rate for Wardens and Clerks (longer hours; more responsibility)
Clerk	1		3		\$ 11.00		15		\$ 495.00	o Additional checker staffing for Presidential Primary
Total for Election										\$ 3,690.00
May, 2016 Town Election	4		3		\$ 10.00		15		\$ 1,800.00	o January 2016: Minimum wage increase in Massachusetts to \$10
Warden	1		3		\$ 11.00		15		\$ 495.00	o Proposal: higher rate for Wardens and Clerks (longer hours; more responsibility)
Clerk	1		3		\$ 11.00		15		\$ 495.00	
Total for Election										\$ 2,790.00

Town Meeting Payroll

<u>Town Meeting</u>	<u>Number of worker:</u>	X	<u>Number of Meetings</u>	X	<u>Hourly rate</u>	X	<u>Hours (Note 2)</u>	=	<u>Payroll</u>	
Fall, 2015	8		1		\$ 10.00		3.5		\$ 280.00	o January 2016: Minimum wage increase in Massachusetts
Spring 2016	8		1		\$ 10.00		3.5		\$ 280.00	
Adjourned Sessions	8		3		\$ 10.00		3.5		\$ 840.00	
Total for Town Meetings										\$ 1,400.00

Note 2: Assume 3.5 hours per session / evening meeting adjourned around 10:00 PM

Miscellaneous Expenses

<u>Election</u>	<u>Number (Note 3)</u>	X	<u>Approx Cost</u>	=	<u>Total Cost</u>	
FedEx	2		40		\$ 80.00	Prom Pack Shipments
Misc					\$ 150.00	I voted stickers, felt pens, storage bins, etc.
Banner (Date Changes)	4		85		\$ 340.00	Main St Banner - Elections and Town Meeting
Total for two Elections and two Town Meetings with total of 2 adjourned sessions					\$ 570.00	

Note 3: 2 elections and 2 town meetings

Elections History - Coding and Ballots				
	<u>State Coding</u>	<u>Town Election 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 2013 Town Election		\$ 1,945.01	\$ 1,818.19	\$ 85.00
April 2013 Special State Primary	Automark incl w/town		\$ -	\$ -
June 2013 Special State Election	\$ 631.76		\$ -	\$ 85.00
April 2014 Special Town Election		\$ 989.71	\$ 1,981.51	\$ 85.00
May 2014 Town Election		\$ 1,889.81	\$ 2,181.65	\$ 85.00
September 2014 State Primary	\$ 1,372.46			\$ 85.00
November 2014 State Election	\$ 1,125.38			\$ 85.00
Average State	\$ 1,148.57			
Peak	\$ 1,854.50			
Average Town		\$ 1,548.86	\$ 1,749.74	
Peak		\$ 1,945.01	\$ 2,181.65	
FY2016 Budget Request	\$ 2,000.00	\$ 2,000.00	\$ 2,200.00	
March '16 Pres Primary		Number of candidates/races biggest driver of coding cost	~7000 ballots - Voter turnout because of contested ATE races?	

Minor Capital

Description: Voting Machines

Reason for request:

The Town uses three OpTech Eagle III-P as precinct ballot tabulators for all elections. These machines are of 1985 design, in use in Groton since the late 1990s. In 2011, the vender (Elections Systems and Software) announced an "end-of-life" for these machines. While these machines have been solid performers, we have noticed a higher than normal service incident rate. We have had 3 service calls in addition to scheduled preventative maintenance in 2014. Service calls were for a motor hum, a printer malfunction and a scanner malfunction. The machines were repaired, tested and used in 2014 elections.

ES&S has committed to support of the Optech Eagle through the 2016 election cycle. However, there will come a day when these machines will no longer be serviceable. This request is being submitted so that the Town may plan to incorporate replacement machines.

Minor Capital Description:

The Commonwealth requires that voting machines be certified to state and federal criteria. Two vendors, LHS Associates and Elections Systems & Software have such machines. The Town Clerk has quotes from each vendor, but has not made a decision on the specific replacement machine, should the Town so approve a purchase. Both vendors price their product equivalently, include warranty and installation acceptance, offer annual maintenance programs, accessories, supplies and services.

Three tabulators are needed, one for each of the Town's precincts. Minor capital request is:

- o Three ballot tabulators, including ballot collection bins \$21,000**

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
STREET LISTINGS								
1150	Expenses	\$ 3,252	\$ 5,195	\$ 5,850	\$ 6,275	\$ 6,275	7.26%	
DEPARTMENTAL TOTAL		\$ 3,252	\$ 5,195	\$ 5,850	\$ 6,275	\$ 6,275	7.26%	\$ -

STREET LISTINGS
164

LINE ITEM	FY 2016					FY 2016	FY 2016	PERCENT CHANGE
	FY 2015 APPROPRIATION	DEPARTMENT REQUEST	DIFFERENCE	PERCENT CHANGE	REASON FOR CHANGE:	TOWN MANAGER APPROVED	FINCOM APPROVED	
Telephone								
Postage	\$ 1,900.00	\$ 1,900.00	\$ -	0.00%		\$ 1,900.00		0.00%
Printing (Census and Dog Forms)	\$ 1,850.00	\$ 1,850.00	\$ -	0.00%	no change - 3rd year of contract	\$ 1,850.00		0.00%
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Street List Books and CDs	\$ 600.00	\$ 400.00	\$ (200.00)	-33.33%	reduced order	\$ 400.00		-33.33%
Other: Contingency	\$ 500.00	\$ 250.00	\$ (250.00)	-50.00%		\$ 250.00		-50.00%
Other: Non-Respondent Cards	\$ 1,000.00	\$ 1,875.00	\$ 875.00	87.50%	1500 cards / 2014 price \$1.20 with postage/ estimated \$1.25 per unit in 2016	\$ 1,875.00		87.50%
Other:								
TOTAL FUNDS REQUESTED	\$ 5,850.00	\$ 6,275.00	\$ 425.00	7.26%		\$ 6,275.00	\$ -	7.26%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
INSURANCE & BONDING								
1160	Insurance & Bonding	\$ 127,421	\$ 132,863	\$ 143,000	\$ 181,000	\$ 181,000	26.57%	
1161	Insurance Deductible Reserve - Liabili	\$ -	\$ 4,429	\$ 12,000	\$ 12,000	\$ 12,000	0.00%	
1162	Insurance Deductible Reserve - 111F	\$ 22,402	\$ 21,060	\$ 25,000	\$ 25,000	\$ 25,000	0.00%	
<hr/>								
	DEPARTMENTAL TOTAL	\$ 149,823	\$ 158,352	\$ 180,000	\$ 218,000	\$ 218,000	21.11%	\$ -

INSURANCE & BONDING

193

<u>LINE ITEM</u>	FY 2015		FY 2016		PERCENT <u>CHANGE</u>	<u>REASON FOR CHANGE:</u>	FY 2016		PERCENT <u>CHANGE</u>
	<u>APPROPRIATION</u>		<u>DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>			<u>TOWN MANAGER APPROVED</u>	<u>FINCOM APPROVED</u>	
Insurance & Bonding	\$ 143,000.00	\$	\$ 181,000.00	\$ 38,000.00	26.57%		\$ 181,000.00		26.57%
Insurance Deductible Reserve - Liability	\$ 12,000.00	\$	\$ 12,000.00	\$ -	0.00%		\$ 12,000.00		0.00%
Insurance Deductible Reserve - 111F	\$ 25,000.00	\$	\$ 25,000.00	\$ -	0.00%		\$ 25,000.00		0.00%
TOTAL FUNDS REQUESTED	\$ 180,000.00	\$	\$ 218,000.00	\$ 38,000.00	21.11%		\$ 218,000.00	\$ -	21.11%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
TOWN REPORT								
1170	Expenses	\$ 1,388	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	
DEPARTMENTAL TOTAL		\$ 1,388	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ -

TOWN REPORT
194

<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Printing Costs	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%		\$ 1,500.00		0.00%
Other:						.		
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%		\$ 1,500.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
POSTAGE/TOWN HALL EXPENSES								
1180	Expenses	\$ 47,434	\$ 46,903	\$ 53,000	\$ 55,000	\$ 55,000	3.77%	
1181	Telephone Expenses	\$ 38,400	\$ 40,872	\$ 50,000	\$ 50,000	\$ 50,000	0.00%	
1182	Office Supplies	\$ 16,352	\$ 16,870	\$ 17,000	\$ 17,000	\$ 17,000	0.00%	
<hr/>								
	DEPARTMENTAL TOTAL	\$ 102,186	\$ 104,645	\$ 120,000	\$ 122,000	\$ 122,000	1.67%	\$ -

POSTAGE/TOWN HALL EXPENSES

156

<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage	\$ 35,000.00	\$ 37,000.00	\$ 2,000.00	5.71%		\$ 37,000.00		5.71%
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Printing - Town Meeting	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%		\$ 5,000.00		0.00%
Other: Copier	\$ 6,000.00	\$ 6,000.00	\$ -	0.00%		\$ 6,000.00		0.00%
Other: MGL Update	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		0.00%
Other: Envelopes/Paper	<u>\$ 5,000.00</u>	<u>\$ 5,000.00</u>	<u>\$ -</u>	0.00%		<u>\$ 5,000.00</u>		0.00%
TOTAL FUNDS REQUESTED	\$ 53,000.00	\$ 55,000.00	\$ 2,000.00	3.77%		\$ 55,000.00	\$ -	3.77%



TOWN OF GROTON LAND USE DEPARTMENTS

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

MEMORANDUM

DATE: November 25, 2014

TO: Mark Haddad, Town Manager

FROM: Michelle Collette, Land Use Director/Town Planner

RE: FY 2016 Land Use Departments Budget Requests

Please accept the attached Land Use Departments' budget requests for FY 2016.

Conservation Commission – Level Funded
Earth Removal Inspector – Level Funded
GIS Committee – Level Funded
Planning Board – Level Funded
Sealer of Weights & Measures – Level Funded
Zoning Board of Appeals – Level Funded

Building Department- The Building Department expense line item has been reduced by \$1400 which reflects a reduction in mileage now that the Building Commissioner is using a Town vehicle and fueling it at the DPW facility. Mileage is still included in the budget for travel to out-of-town workshops and for the Local Inspector.

Board of Health - The Board of Health's Mental Health Services line item includes an increase of \$1500 (from \$6500 to \$8000) to fund Teenage Anxiety and Depression Solutions/Project Interface. As you know, addressing mental health needs is a community wide effort with the participation of Groton-Dunstable Regional School District, public safety departments, the religious community, and nonprofit organizations.

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, FY 2014, and the first half of FY 2015. The Finance Committee authorized a reserve fund transfer of \$5000 in March of FY 2012, FY 2013, and FY 2014 to cover additional inspections. The applicants pay permit fees that more than cover the cost of inspections and related expenses. The expense line item includes a \$1500 increase (from \$3500 to \$5000) in mileage to cover travel for the additional inspections.

Water Safety - The requested budget for Water Safety is the same as the amount requested in FY 2015. The 2015 budget was not funded as a result on cuts made to fund the schools. The Sargisson Beach Committee is requesting that the lifeguard program and other land improvements be funded at the requested amount for FY 2016. Katherine Davis of the Lowell YMCA said the YMCA will provide lifeguard staffing in accordance with the terms and cost stated in the contract for FY 2015.

Thank you very much for your consideration.

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
CONSERVATION COMMISSION								
1320	Salary	\$ 61,116	\$ 62,044	\$ 61,384	\$ 63,551	\$ 63,551	3.53%	
1321	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
1322	Expenses	\$ 5,430	\$ 3,126	\$ 7,950	\$ 7,950	\$ 7,950	0.00%	
1323	Engineering & Legal	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
1324	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
<hr/>								
DEPARTMENTAL TOTAL		\$ 66,546	\$ 65,170	\$ 69,334	\$ 71,501	\$ 71,501	3.13%	\$ -

CONSERVATION COMMISSION

171

<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 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:								
TOTAL FUNDS REQUESTED	\$ 7,950.00	\$ 7,950.00	\$ -	0.00%		\$ 7,950.00	\$ -	0.00%

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 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Salaries															
Tada	Takashi	THL	Conservation Admin.	10		40	\$ 61,384.00			\$ 62,611.68	1.5%			\$ 63,550.86	\$ 63,550.86
TOTAL SALARIES							\$ 61,384.00								\$ 63,550.86
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Wages															
TOTAL WAGES							\$ -								\$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
PLANNING BOARD								
1210	Salaries	\$ 73,525	\$ 76,215	\$ 80,788	\$ 82,358	\$ 82,358	1.94%	
1211	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
1212	Expenses	\$ 4,479	\$ 7,531	\$ 8,100	\$ 8,100	\$ 8,100	0.00%	
1213	M.R.P.C. Assessment	\$ 3,082	\$ 3,159	\$ 3,160	\$ 3,160	\$ 3,160	0.00%	
1214	Legal Budget	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
DEPARTMENTAL TOTAL		\$ 81,086	\$ 86,905	\$ 92,048	\$ 93,618	\$ 93,618	1.71%	\$ -

PLANNING BOARD
175

<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences	\$ 500.00	\$ 300.00	\$ (200.00)	-40.00%		\$ 300.00		-40.00%
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	\$ 3,500.00	\$ 4,000.00	\$ 500.00	14.29%	Increase in number of applications	\$ 4,000.00		14.29%
Land Use Legal (HDC/Sign Comm)	\$ 500.00	\$ 200.00	\$ (300.00)	-60.00%		\$ 200.00		-60.00%
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	\$ -	\$ -	\$ -			\$ -		
Other: ADA/SLI	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%		\$ 1,000.00		0.00%
TOTAL FUNDS REQUESTED	\$ 8,100.00	\$ 8,100.00	\$ -	0.00%		\$ 8,100.00	\$ -	0.00%

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 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Salaries															
Collette	Michelle	Supervisors	Land Use Director/	14		40	\$ 79,273.00			\$ 80,858.46			\$ 1,500.00	\$ 80,858.46	\$ 82,358.46
Other Pay							\$ 1,515.00								
TOTAL SALARIES							\$ 80,788.00								\$ 82,358.46
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Wages															

TOTAL WAGES \$ - \$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
ZONING BOARD OF APPEALS								
1220	Wages	\$ 18,967	\$ 20,034	\$ 18,267	\$ 18,467	\$ 18,467	1.09%	
1221	Expenses	\$ 819	\$ 1,070	\$ 1,400	\$ 1,400	\$ 1,400	0.00%	
<hr/>								
	DEPARTMENTAL TOTAL	\$ 19,786	\$ 21,104	\$ 19,667	\$ 19,867	\$ 19,867	1.02%	\$ -

ZONING BOARD OF APPEALS
176

<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 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	\$ 1,200.00	\$ 1,200.00	\$ -	0.00%		\$ 1,200.00		0.00%
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 1,400.00	\$ 1,400.00	\$ -	0.00%		\$ 1,400.00	\$ -	0.00%

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

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
FISCAL YEAR 2015								FISCAL YEAR 2016									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016		
Salaries																	
TOTAL SALARIES															\$ -		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
FISCAL YEAR 2015								FISCAL YEAR 2016									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016		
Wages																	
Hammer	Margot	THL	Office Assistant	5	\$22.76	15	\$ 17,821.08	\$ 23.22	15	\$ 18,285.75	1.0%	\$ 23.45		\$ 18,466.88	\$ 18,466.88		
TOTAL WAGES															\$ 17,821.08		\$ 18,466.88

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
BUILDING INSPECTOR								
1240	Salaries	\$ 39,792	\$ 76,195	\$ 79,273	\$ 80,858	\$ 80,858	2.00%	
1241	Wages	\$ 62,749	\$ 59,818	\$ 62,578	\$ 65,336	\$ 65,486	4.65%	
1242	Expenses	\$ 423	\$ 4,648	\$ 7,900	\$ 6,500	\$ 6,500	-17.72%	
1243	Minor Capital	\$ -	\$ -	\$ -	\$ -		0.00%	
<hr/>								
DEPARTMENTAL TOTAL		\$ 102,964	\$ 140,661	\$ 149,751	\$ 152,694	\$ 152,844	2.07%	\$ -

**BUILDING INSPECTOR
241**

<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 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	\$ 3,000.00	\$ (2,000.00)	-40.00%	Use of town vehicle by	\$ 3,000.00		-40.00%
Other: Seminars	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%	Buidling Commissioner	\$ 1,500.00		0.00%
					Union contract clothing			
					allowances for both Building			
Other: Clothing & boots	\$ 600.00	\$ 1,200.00	\$ 600.00	100.00%	Commissioner & Building	\$ 1,200.00		100.00%
Other:					Inspector			
TOTAL FUNDS REQUESTED	\$ 7,900.00	\$ 6,500.00	\$ (1,400.00)	-17.72%		\$ 6,500.00	\$ -	-17.72%

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 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Salaries															
Cataldo	Edward	Supervisors	Building Comm.	14		40	\$ 79,273.00			\$ 80,858.46				\$ 80,858.46	\$ 80,858.46
TOTAL SALARIES															\$ 80,858.46
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Wages															
Britko	Daniel	THL	Local Inspector	6	\$24.49	10	\$ 6,813.00	\$ 24.98	10	\$ 7,194.24	1.5%	\$ 25.35		\$ 7,300.80	\$ 7,300.80
Martin	Paula	THL	Administrative Asst.	7	\$26.42	40	\$ 55,164.96	\$ 26.95	40	\$ 56,595.00	1.5%	\$ 27.35	\$ 750.00	\$ 57,435.00	\$ 58,185.00
Other Pay							\$ 600.00								
TOTAL WAGES															\$ 65,485.80

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
MECHANICAL INSPECTOR								
1250	Fee Salaries	\$ 23,712	\$ 21,480	\$ 20,000	\$ 25,000	\$ 25,000	5.43%	
1251	Expenses	\$ 3,204	\$ 4,445	\$ 3,500	\$ 5,000	\$ 5,000	56.05%	
<hr/>								
	DEPARTMENTAL TOTAL	\$ 26,916	\$ 25,925	\$ 23,500	\$ 30,000	\$ 30,000	11.46%	\$ -

**MECHANICAL INSPECTOR
242**

<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing	\$ 100.00	\$ 100.00	\$ -	0.00%		\$ 100.00		0.00%
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
					Increase in the number of permits & required inspections			
Vehicle Costs	\$ 3,000.00	\$ 4,500.00	\$ 1,500.00	50.00%		\$ 4,500.00		50.00%
Other: Seminars	\$ 400.00	\$ 400.00	\$ -	0.00%		\$ 400.00		0.00%
Other:								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 3,500.00	\$ 5,000.00	\$ 1,500.00	42.86%		\$ 5,000.00	\$ -	42.86%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
EARTH REMOVAL INSPECTOR								
1260	Stipend	\$ 1	\$ -	\$ 1	\$ 1	1	0.00%	
1261	Expenses	\$ 100	\$ 100	\$ 100	\$ 100	100	0.00%	
1262	Minor Capital	\$ -	\$ -	\$ -	\$ -	-	0.00%	
<hr/>								
DEPARTMENTAL TOTAL		\$ 101	\$ 100	\$ 101	\$ 101	101	0.00%	\$ -

EARTH REMOVAL INSPECTOR
249

<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 100.00	\$ 100.00	\$ -	0.00%		\$ 100.00		0.00%
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other:								
Other:								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 100.00	\$ 100.00	\$ -	0.00%		\$ 100.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
BOARD OF HEALTH								
1270	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
1271	Expenses	\$ 663	\$ 847	\$ 1,150	\$ 1,000	\$ 1,000	-13.04%	
1272	Nursing Services	\$ -	\$ -	\$ 10,021	\$ 10,021	\$ 10,021	0.00%	
1273	Nashoba Health District	\$ 33,103	\$ 31,943	\$ 22,366	\$ 22,366	\$ 22,366	0.00%	
1274	Mental Health Services	\$ -	\$ -	\$ 6,500	\$ 8,000	\$ 8,000	23.08%	
1275	Eng/Consult/Landfill Monitoring	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	0.00%	
<hr/>								
DEPARTMENTAL TOTAL		\$ 43,766	\$ 42,790	\$ 50,037	\$ 51,387	\$ 51,387	2.70%	\$ -

BOARD OF HEALTH
510

<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Bulk mailing	\$ 300.00	\$ 300.00	\$ -	0.00%		\$ 300.00		0.00%
					Inconsistent membership & not necessary. No apparent benefits to the local BOH since NABH provides services.			
Dues & Memberships	\$ 150.00	\$ -	\$ (150.00)	-100.00%		\$ -		-100.00%
Advertising public hearings	\$ 100.00	\$ 100.00	\$ -	0.00%		\$ 100.00		0.00%
Travel/Conferences	\$ 200.00	\$ 200.00	\$ -	0.00%		\$ 200.00		0.00%
Other: Rabies Control	<u>\$ 400.00</u>	<u>\$ 400.00</u>	\$ -	0.00%		<u>\$ 400.00</u>		0.00%
TOTAL FUNDS REQUESTED	\$ 1,150.00	\$ 1,000.00	\$ (150.00)	-13.04%		\$ 1,000.00	\$ -	-13.04%

Line 1274

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
SEALER OF WEIGHTS & MEASURES								
1280	Fee Salaries	\$ 2,060	\$ 1,460	\$ 2,500	\$ 2,500	\$ 2,500	0.00%	
1281	Expenses	\$ 100	\$ 66	\$ 100	\$ 100	\$ 100	0.00%	
<hr/>								
	DEPARTMENTAL TOTAL	\$ 2,160	\$ 1,526	\$ 2,600	\$ 2,600	\$ 2,600	0.00%	\$ -

SEALER OF WEIGHTS & MEASURES
244

<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 100.00	\$ 100.00	\$ -	0.00%		\$ 100.00		0.00%
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other:								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 100.00	\$ 100.00	\$ -	0.00%		\$ 100.00	\$ -	0.00%



GROTON POLICE DEPARTMENT

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



Donald L. Palma, Jr.
Chief of Police

James A. Cullen, III
Lieutenant

November 26, 2014

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

RE: **FY 2016 Budget**

I respectfully submit the attached budgets for FY2016 for the Groton Police Department, Groton Police/Fire/EMS Communications Department, and Groton Emergency Management Agency.

Budgets highlight the following:

General Expenses –

This reflects an increase in contractual agreements and potential new officer clothing and equipping costs. Additionally, there is an increase in requested Cruiser Maintenance to reflect the true cost of fleet maintenance.

Salary and Wages –

This represents contractual agreements for Union Personnel and agreed upon adjustments for contract employees.

Personnel –

I have requested additional personnel for shift coverage and/or School Resource Officer as well as reinstituting the position of Police Captain under the Deputy Chief.

Major Capital –

I have made a request for the purchase of two (3) police cruisers as an ongoing maintenance replacement program. Additionally, a number of projects of mutual benefit of the Police, Fire, EMA and Highway Departments have been submitted, including a light tower, message board and year two of the building security upgrade and year 1 of radio system replacement.

Communications – *submitted under separate cover*

Emergency Management Agency –

I have requested a modest increase for equipment.

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 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
POLICE DEPARTMENT								
1300	Salaries	\$ 213,319	\$ 275,298	\$ 284,676	\$ 384,629	\$ 296,815	4.26%	
1301	Wages	\$ 1,433,487	\$ 1,465,476	\$ 1,492,580	\$ 1,613,910	\$ 1,613,910	8.13%	
1302	Expenses	\$ 171,411	\$ 184,601	\$ 176,171	\$ 204,500	\$ 190,600	8.19%	
1303	Lease or Purchase of Cruisers	\$ 3,900	\$ 3,900	\$ 4,000	\$ 4,000	\$ 4,000	0.00%	
1304	PS Building (Expenses)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
1305	Minor Capital	\$ 14,603	\$ 14,378	\$ 10,000	\$ 10,000	\$ 10,000	0.00%	
<hr/>								
DEPARTMENTAL TOTAL		\$ 1,836,720	\$ 1,943,653	\$ 1,967,427	\$ 2,217,039	\$ 2,115,326	7.52%	\$ -

POLICE DEPARTMENT
210

<u>LINE ITEM</u>	FY 2016				PERCENT CHANGE	REASON FOR CHANGE:	FY 2016	FY 2016	PERCENT CHANGE
	FY 2015 APPROPRIATION	DEPARTMENT REQUEST	DIFFERENCE				TOWN MANAGER APPROVED	FINCOM APPROVED	
Boat/ATV	\$ -	\$ -	\$ -	0.00%			\$ -		0.00%
Ammunition	\$ -	\$ 11,000.00	\$ 11,000.00	0.00%	Contractual		\$ 11,000.00		0.00%
Community Operations	\$ -	\$ -	\$ -	0.00%			\$ -		0.00%
Computer Supplies/Fees	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%			\$ 3,000.00		0.00%
Cruiser Maintenance	\$ 14,000.00	\$ 30,000.00	\$ 16,000.00	114.29%	True Reflection of Maint.		\$ 20,000.00		42.86%
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	\$ 64,000.00	\$ 59,000.00	\$ (5,000.00)	-7.81%			\$ 59,000.00		-7.81%
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	\$ 6,000.00	\$ 500.00	9.09%			\$ 6,000.00		9.09%
Physicals/Medical	\$ -	\$ -	\$ -	0.00%			\$ -		0.00%
Printing/Printed Forms	\$ 500.00	\$ 500.00	\$ -	0.00%			\$ 500.00		0.00%
Prisoner Meals	\$ 300.00	\$ 200.00	\$ (100.00)	-33.33%			\$ 200.00		-33.33%
Professional Development	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%			\$ 2,000.00		0.00%
Public Safety Supplies	\$ 8,000.00	\$ 5,000.00	\$ (3,000.00)	-37.50%			\$ 5,000.00		-37.50%
Software/Service Maintenance	\$ 21,811.00	\$ 21,000.00	\$ (811.00)	-3.72%			\$ 21,000.00		-3.72%
Traffic Safety	\$ 300.00	\$ 300.00	\$ -	0.00%			\$ 300.00		0.00%
Training	\$ 11,000.00	\$ 16,000.00	\$ 5,000.00	45.45%			\$ 16,000.00		45.45%
Travel/Conferences	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%			\$ 2,000.00		0.00%
Uniforms	\$ 26,260.00	\$ 31,000.00	\$ 4,740.00	18.05%	Additional Officers		\$ 27,100.00		3.20%
TOTAL FUNDS REQUESTED	\$ 176,171.00	\$ 204,500.00	\$ 28,329.00	16.08%			\$ 190,600.00	\$ -	8.19%

Department Police
 Org # 210
 COLA % 0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Salaries															
Palma	Donald	Contract	Police Chief			40	\$ 124,007.00			\$ 126,487.14			\$ 660.00	\$ 126,487.14	\$ 127,147.14
Cullen	James	Contract	Police Lieutenant			40	\$ 89,842.00			\$ 110,000.00			\$ 3,405.00	\$ 110,000.00	\$ 113,405.00
<i>Lieutenant or Deputy Chief</i>			Contract	Police Lieutenant		40	\$ -			\$ 90,000.00				\$ -	\$ -
Newell	Kathleen	Supervisors	Executive Assistant	7		40	\$ 53,598.00			\$ 54,669.96	2.0%		\$ 500.00	\$ 55,763.36	\$ 56,263.36
Other Pay							\$ 17,229.00								
TOTAL SALARIES															\$ 296,815.50
FISCAL YEAR 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Wages															
Quinn Bill - State							\$ -			\$ -				\$ -	\$ -
Quinn Bill - Town							\$ 56,029.74			\$ 56,029.74				\$ 56,029.74	\$ 56,029.74
Education Incentive							\$ 13,096.54			\$ 13,096.54				\$ 13,096.54	\$ 13,096.54
Beltz	Nicholas	GPA	Patrolman	\$30.98		37.5	\$ 60,643.35	\$ 30.98	40	\$ 65,058.00		\$ 30.98		\$ 65,058.00	\$ 65,058.00
Breault	Robert	GPA	Patrolman	\$30.98		37.5	\$ 60,643.35	\$ 30.98	40	\$ 64,686.24		\$ 30.98		\$ 65,058.00	\$ 65,058.00
Breslin	Peter	GPA	Patrolman	\$30.98		37.5	\$ 60,643.35	\$ 30.98	40	\$ 64,686.24		\$ 30.98		\$ 65,058.00	\$ 65,058.00
Candow	Gordon	GPA	Patrolman	\$30.98		37.5	\$ 60,643.35	\$ 30.98	40	\$ 64,686.24		\$ 30.98		\$ 65,058.00	\$ 65,058.00
Connell	Paul	Superior	Sergeant	\$35.63		37.5	\$ 69,745.73	\$ 35.63	40	\$ 74,395.44		\$ 35.63		\$ 74,823.00	\$ 74,823.00
Connor	Omar	GPA	Patrolman	\$30.98		37.5	\$ 60,643.35	\$ 30.98	40	\$ 64,686.24		\$ 30.98		\$ 65,058.00	\$ 65,058.00
Cooper	Timothy	GPA	Patrolman	\$26.30		37.5	\$ 51,482.25	\$ 26.30	40	\$ 54,914.40		\$ 28.67		\$ 60,207.00	\$ 60,207.00
Gemos	Derrick	Superior	Sergeant	\$35.63		37.5	\$ 69,745.73	\$ 35.63	40	\$ 74,395.44		\$ 35.63		\$ 74,823.00	\$ 74,823.00
Goodwin	Jason	Superior	Sergeant	\$35.63		37.5	\$ 69,745.73	\$ 35.63	40	\$ 74,395.44		\$ 35.63		\$ 74,823.00	\$ 74,823.00
Henehan	Kevin	GPA	Patrolman	\$30.98		37.5	\$ 60,643.35	\$ 30.98	40	\$ 64,686.24		\$ 30.98		\$ 65,058.00	\$ 65,058.00
Lynn	Michael	GPA	Patrolman	\$30.98		37.5	\$ 60,643.35	\$ 30.98	40	\$ 64,686.24		\$ 30.98		\$ 65,058.00	\$ 65,058.00
Mead	Rachel	GPA	Patrolman	\$30.98		37.5	\$ 60,643.35	\$ 30.98	40	\$ 64,686.24		\$ 30.98		\$ 65,058.00	\$ 65,058.00
Vacancy		GPA	Patrolman	\$30.98		37.5	\$ 60,643.35	\$ 26.30	40	\$ 54,914.40		\$ 26.30		\$ 55,230.00	\$ 55,230.00
Rose	Dale	GPA	Patrolman	\$30.68		37.5	\$ 60,056.10	\$ 30.68	40	\$ 64,059.84		\$ 30.68		\$ 64,428.00	\$ 64,428.00
Sheridan	Edward	Superior	Sergeant	\$35.63		37.5	\$ 69,745.73	\$ 35.63	40	\$ 74,395.44		\$ 35.63		\$ 74,823.00	\$ 74,823.00
Waite	Cory	GPA	Patrolman	\$30.98		37.5	\$ 60,643.35	\$ 30.98	40	\$ 64,686.24		\$ 30.98		\$ 65,058.00	\$ 65,058.00
New Officer							GPA	\$ 26.30	40	\$ 54,914.40		\$ 26.30		\$ 55,230.00	\$ 55,230.00
Talent	Joan	THL	Administrative Asst.	\$25.50		15	\$ 19,966.50	\$ 26.01				\$ 26.01		\$ 20,482.88	\$ 20,482.88
Stipends							\$ 8,200.00			\$ 8,200.00				\$ 8,200.00	\$ 8,200.00
Shift Differential							\$ 50,672.00			\$ 50,672.00				\$ 50,672.00	\$ 50,672.00
Holiday Pay							\$ 55,000.00			\$ 55,000.00				\$ 55,000.00	\$ 55,000.00
Shift Coverage - Vacation Leave							\$ 85,000.00			\$ 85,000.00				\$ 85,000.00	\$ 85,000.00
Shift Coverage - Personal Leave							\$ 52,000.00			\$ 52,000.00				\$ 52,000.00	\$ 52,000.00
Shift Coverage - Sick Leave							\$ 80,000.00			\$ 80,000.00				\$ 80,000.00	\$ 80,000.00
Shift Coverage Extraordinary Leave							\$ 15,000.00			\$ 15,000.00				\$ 15,000.00	\$ 15,000.00
Longevity							\$ 11,500.00			\$ 9,360.00				\$ 9,360.00	\$ 9,360.00
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	\$ 25,000.00
Uniform Cleaning Allowance							\$ 13,260.00			\$ 13,260.00				\$ 13,260.00	\$ 13,260.00

TOTAL WAGES **\$ 1,492,579.53** **\$ -** **\$ 1,613,910.16**

Groton Police Department

FY 2016 Budget Proposal





COMMUNITY GROWTH

- According to a WCVB news survey of the top 70 fastest growing towns in Massachusetts, the Town of Groton is in the top 30, tied with Acton and ahead of both Littleton and Pepperell.
- With a 4.41% population growth from 2010 to 2013 and a current population of 11,115 according to the United States Census federal population estimate.
- <http://www.wcvb.com/news/massachusetts-fastestgrowing-towns/26231812#ixzz3GnLNb9fx>



FASTEST GROWING TOWNS

- The WCVB News report covered 77 towns (due to some ties).
- Area towns in the top 70 are:
 - Concord #2
 - Lunenburg #3
 - Tyngsboro #8
 - Westford #11
 - Shirley #12
 - Ayer #14
 - Dunstable #15
 - Groton/Acton #30
 - Carlisle #54
 - Littleton #56
 - Pepperell #68



THE PRICE OF SAFETY

In August 2012 the Boston Globe released a report titled:

Snapshot: Police Spending Per Resident

It was based on 2011 statistics from the Massachusetts Department of Revenue

- In **GROTON**,
 - The total budget was: \$1,605,139
 - the police budget per resident was: **\$151.**
 - The state rank was: **193 out of 351** communities
 - http://www.boston.com/yourtown/specials/snapshot/snapshot_mass_police_budget_2011/



THE PRICE OF SAFETY

Town	Budget	Budget/person	Rank/351
• Groton	\$1,605,139	\$151	193
• Acton	\$2,891,458	\$132	244
• Ashby	N/A	N/A	N/A
• Ayer	\$1,558,474	\$210	67
• Boxboro	\$1,341,799	\$269	30
• Carlisle	\$1,169,746	\$241	39
• Chelmsford	\$5,470,682	\$162	160
• Concord	\$3,775,276	\$214	63
• Dunstable	\$ 707,710	\$223	54
• Harvard	\$1,045,884	\$160	163
• Lincoln	\$1,409,370	\$222	56
• Lunenburg	\$1,326,865	\$132	244
• Littleton	\$1,271,557	\$142	221
• Maynard	\$1,956,914	\$194	85
• Pepperell	\$1,592,166	\$138	230
• Shirley	\$ 750,559	\$104	281
• Townsend	\$1,358,455	\$152	191
• Tyngsboro	\$2,579,847	\$228	46
• Westford	\$4,407,318	\$181	78



THE PRICE OF SAFETY

In June 2013 the Boston Globe released a report titled:

Snapshot: Police Costs Per Resident, 2012

It was based on 2012 statistics from the Massachusetts Department of Revenue

- In **GROTON**,
 - the police budget per resident was: **\$149**.
 - The state rank was: **194 out of 351** communities
 - http://www.boston.com/yourtown/specials/snapshot/massachusetts_snapshot_police_cost_residents_2012/



THE PRICE OF SAFETY

<u>Town</u>	<u>Budget/Resident</u>	<u>Rank/351</u>
• Groton	\$149	194
• Acton	\$149	191
• Ashby	\$209	59
• Ayer	\$209	64
• Boxboro	\$260	26
• Carlisle	\$259	27
• Chelmsford	\$164	154
• Concord	\$219	49
• Dunstable	\$209	60
• Harvard	\$246	32
• Lincoln	\$167	143
• Littleton	\$145	206
• Lunenburg	\$137	228
• Maynard	\$190	96
• Pepperell	\$144	210
• Shirley	\$ 97	282
• Townsend	\$186	102
• Tyngsboro	\$218	50
• Westford	\$193	88



STAFFING LEVELS

- 2008 Bureau of Justice statistics showed that municipal departments employ an average of 2.3 Full-time officers per 1,000 residents
- 2010 FBI statistics showed that in New England, communities with a population from 10,000-24,999 employ an average of 1.8 Full-time officers per 1,000 residents
- The staffing levels based upon the population of 10,802 from the 2013 Town Report show GPD is currently operating at a level of about 1.67 Full-time officers per 1,000 residents or 18 officers. The BOJ staffing level would be 24.84 officers and the FBI staffing level would be 19.44 officers.
- Using the reported US Census federal population estimate of 11,115, the current GPD staffing would be at a rate of 1.62 officers per thousand residents. The BOJ staffing level would be 25.56 officers and the FBI staffing level would be 20 officers.



GROTON POLICE DEPARTMENT FY 2016 BUDGET PROPOSAL

- What we are looking for is.....
- A realistic budget that puts us more in line with our neighboring towns and the anticipated needs of the town going into the future.
- Staffing levels that put us more in line with currently accepted Law Enforcement standards
- (Supervisor plus two officers, two dispatchers)



BUDGET PROPOSAL

- Addition of 2 Police Officers
 - 1 Deputy Police Chief
 - 1 School Resource Officer



DEPUTY POLICE CHIEF

- Historical Significance
 - 10 + years ago position of Police Captain created within the Groton Police Department
 - By-Law employee
 - Served as second in command to Chief
 - GPD also at that time had a Lieutenant and Sergeants
 - Upon retirement of Captain, position was vacated with department re-organizing with two Lieutenants
 - Duties and Responsibilities were divided and melded into Lieutenants positions
 - Title "Police Captain" does not accurately reflect duties assigned



DEPUTY POLICE CHIEF CONTINUED

- Changes in department and community
- Additional emergency management functions added as well as broadened law enforcement challenges
- Trends in professional circles and area law enforcement communities show a need for this position:
 - Acton
 - Littleton
 - Westford
 - Townsend
 - Tyngsborough
 - Chelmsford

DEPUTY POLICE CHIEF CONTINUED

- Title more accurately reflects position function within the department
- Relays to the community, both Groton and professionally, the position truly speaks for the department in the absence of the Chief
- Provides for seamless direction of the department in achieving goals and success
- Clear “mutual” vision for the department
- Provides for stability at the top for critical actions in the direction of the department
- Means to begin succession planning



SCHOOL RESOURCE OFFICER

- Massachusetts Task Force Report on School Safety and Security published in July 2014
 - Made recommendations to Governor
 - At the District Level (page 27)
 - (2) Each Municipality should establish a district- level emergency management team, comprised of the town manager, superintendent of schools, police chief, fire chief, emergency management director as well as other public safety officers...
 - (3)At the secondary level, every school in the commonwealth should have a school resource officer.....
 - (8)A consolidated set of protocols.....evacuation, shelter in place, lock down, family reunification, etc.....
 - (10)On a regular basis, districts should direct schools to practice gathering at a primary rallying point etc.....



SCHOOL RESOURCE OFFICER (CONTINUED)

- (11) Preparedness training should be provided for all staff, etc...
- (13) Emergency preparedness training for all school bus drivers.....
- Groton has:
 - 3 high schools (1 public, 2 private)
 - 2 Middle School Buildings
 - 1 Elementary School Building
 - 2 school operated buildings with multi-function use
 - 1 private K-8
 - 3 Day care, early education centers
 - 1 Special needs hospital with school



SCHOOL RESOURCE OFFICER CONTINUED

- Current Staffing
 - 2 P/T School / Juvenile Officers
 - Perform duties as needed, including DARE, School based issues and COA liaison
 - Work in patrol schedule (40 hours)
 - All school related work including investigations, DARE, evacuation and lock down, A.L.I.C.E. and other training done on overtime
 - Senior citizen liaison duty done on overtime
 - C4RJ, Community Based Justice done on overtime
- Full time officer assigned as School Resource Officer
 - Allows for more direct attention to school and juvenile needs
 - Allows for second juvenile officer (p/t) as needed
 - Saves on overtime



ADDITIONAL PATROL OFFICER

- Provides for additional manpower on day to day basis
- Allows for consistent manpower assignments
- Reduction of overtime for
 - Sick
 - Holiday
 - Training
- Provides manpower for exceptional circumstances
- Provides ability to re-assign officers to investigative roles when necessary

GROTON POLICE FY16 BUDGET SUMMARY

- Requests were made based on anticipated needs of the community and the department in the near and immediate future
- Expense line increases reflect contractual agreements and actual costs based on current expenditures
- For a police department, if we maintain the status quo, we are losing ground

GROTON POLICE DEPARTMENT
FY16 BUDGET - NEW PERSONNEL REQUEST
DEPUTY CHIEF & LIEUTENANT + 3 New Officers

Salary Budget

CHIEF		\$	126,487.00
DEPUTY CHIEF		\$	110,000.00
LIEUTENANT		\$	90,000.00
TOTAL SALARY			\$ 326,487.00

Wage Budget

SERGEANT	SERGEANT	SERGEANT	SERGEANT	4	\$	74,395.00
					\$	297,580.00
DETECTIVE			SRO	10	\$	64,686.24
PATROL	PATROL	PATROL			\$	646,862.40
PATROL	PATROL	PATROL		4	\$	51,278.00
PATROL	PATROL	PATROL			\$	205,112.00
PATROL	PATROL	PATROL			TOTAL WAGES	\$ 1,149,554.40

\$ 1,476,041.40

Preferred Choice

Fire Department FY 2016 Budget Request Narrative

The FY 16 operating budget reflects the needs of the Groton Fire Department to continue to make positive changes in the department and the community. The role of risk reduction in the community should be an extremely high priority for the fire department. The National Fire Protection Association estimates that for every dollar spent on preventing fires and injuries, it will save an equal or greater amount of response expenses. For this reason, the major change in the FY 16 operating budget reflects the need for this program.

Additionally, through an on-going evaluation process, I have confirmed many of the inefficiencies pointed out by the fire chief recruitment profile. This current budget cycle will reflect the desire to address many of these issues through training/development of personnel, planning for the future, and implementation of new policies.

Currently Lt. Shute is operating in the role of fire prevention officer. While this has allowed for a slightly more streamlined process it is far from perfect. If approved, the budget increase will move Lt Shute out of a supervisory role to focus greater effort on community risk reduction. A major component of the risk reduction process will be to conduct quarterly inspections of businesses in town. These inspections will allow the fire department to better serve the businesses in the event of an emergency by identifying utility locations, access points and hazards to occupants and fire department personnel. While the inspections themselves are not terribly time consuming, the development of pre-incident planning can be. In order to accomplish this needed program I am proposing one additional career position. This firefighter would work a 42 hour week acting in a support position for community risk reduction and removing Lt Shute from the primary response of "routine" calls. While pre-fire planning has a definite benefit to the fire department, it can have an immense benefit to police and dispatch personnel.

The second issue that is raised by the enhancement of this program is the loss of time that Lt. Shute can focus on leadership and administration within the department. I am proposing the promotion of one additional career Lieutenant to assist in the administration of the department including personnel management, updating policies, and training for all personnel. An analysis of the expected workload in the change process would further back up this need due to the complexity and decision making for these projects.

The needs of the call department cannot be overlooked in the FY 16 budget process. Continued engagement of the call department will have an ultimate savings to the community over the long term. This budget request includes a 2% increase of on-call pay rates to maintain increases seen by other town employees and other employees within the fire department. While a 2% increase for 42 on-call personnel may seem like a major investment, the overall budget impact is less than \$4,000. In addition to the increase in the pay rates, the need exists to increase training within the department in order to provide for a safer more efficient work unit. A 3 year look at response and training data was used to calculate the amount needed to operate a call system.

Overtime for FY 16 has increased to reflect the actual liability seen through vacation, personal, and other potential time off. This number however is adjusted to reflect the filling of ¾ of the shifts vacated as a control measure for overtime expenses. While some shifts will be running understaffed, an analysis of data suggests that we can somewhat accurately predict days that can run with less than 4 line personnel i.e. certain holidays and some week days.

Expenses

The expenses in FY 16 have increased in several areas to more accurately reflect historical data and needs of the department. The monies allotted to vehicle expenses, fuel and repairs, have been found to be significantly lower than the actual expenditures over the past 3 years. The result of this is the robbing of other expense lines to make up for the deficiency. Fuel expenses have ranged from \$20,000 to \$22,000 per year over the past 3 fiscal cycles. The current budget splits the difference with a \$21,000 allotment.

Vehicle repairs have unfortunately been far more unpredictable with expenses ranging from \$25,000 to \$69,000 annually. With the anticipated arrival of an ambulance in early 2015, it can be assumed that a \$5-\$10,000 reduction in repair needs will occur. Even though we will likely see that reduction, I am requesting a repair budget of \$27,000 for the next fiscal year. This number is further confirmed by other area fire department vehicle expenses.

Software service and maintenance is increasing in the next year to reflect inflation and the addition of IP scheduling software. Currently schedules are maintained on dry erasable wall calendar. This does not allow for quick or accurate look backs of shift assignments. The costs for these programs will increase the line budget by \$1091.

Uniforms and gear has a significant increase for the purpose of uniforms for on-call personnel. Currently uniforms for call personnel are bought on an as needed basis if the budget allows. I am proposing a \$100/ year uniform expense per call employee or \$4200 in uniform expenses. This money will help to maintain the morale of the department and allow for our personnel to look and present themselves in a professional manner.

While \$100 per employee is inadequate to cover uniform needs, it is my plan to increase this amount in subsequent budgets to cover the cost of a full uniform set per person.

Building maintenance is seeing a small increase to cover the cost of cable at the new center fire station. Currently the TV service is provided through an antenna running one TV in the kitchen.

Minor Capital

Minor Capital has two important programs for FY 16. Many of these were determined through an analysis of the department and evaluation of the equipment currently used. Due to changes in the guidelines by National Fire Protection Association, a consistent gear replacement program is needed. In the past fiscal year the first round of major replacements was completed to bring most of the department personnel in to compliance with the national guidelines. In FY 16 I would like to continue to address these needs to give our personnel the gear that is needed in order to complete their job in a safe manner. Going forward, we will need to have gear replacement in each budget cycle. That said, the amount will decrease over time from the \$19,000 requested this year to \$6,000 by the FY 18 cycle.

Like our aging gear, we are in need of replacing nozzles and hoses at this time. This past September it was discovered that some of the nozzles in use were inadequate for current fire attack models. This issue was a major safety issue that needed to be addressed emergently before the worst could occur. The FY 16 budget request includes monies to replace the remainder of the nozzles to guarantee consistent and up to date equipment. Additionally some of the hose currently used is over 15 years old and is showing signs of significant wear. This money would also address some minor hose replacements so that we can make for a more effective operation.

The final minor capital request is a patient loading device. This device allows the ambulance crew to place a patient in the ambulance with limited need for lifting or maneuvering. The lift device will support the loading of patients up to 750lbs in to the back of the ambulance thus limiting the manpower needed to load larger patients and reducing the risk of back injuries. This equipment would be installed by an authorized dealer at their workshop. With back injuries being the number one cause of injuries to EMS providers, this equipment will pay for itself by eliminating even one serious back injury.

Capital

The capital plan for FY 16 begins the process of a fleet reduction program. While it is generally not advisable to reduce fleet sizes in the fire service, the Town of Groton would be better served by a more multi-role fleet that takes advantage of technology and design to do more with less. While this proposition will be expensive on the front end, the savings in the future is significant allowing the community to allocate resources to other areas.

The first year of the program is looking at our first multiple role apparatus. Utilizing the \$50,000 that was allocated in the FY 15 budget for the building of a brush truck, I would request \$35,000 additional for a swap loader unit. This swap loader would allow quick changes to the body in the rear of the truck to change from the role of a brush truck to a lighting plant or a flatbed truck. The switch out process takes approximately 3-4 minutes and gives a tremendous multi-role capability. The first "module" to be constructed will be the brush unit. This will allow the truck to act as a brush truck in the dry season thus taking out of service a 1985 brush truck currently in use. In cooperation with Chief Palma, a lighting unit will be constructed to allow the vehicle to go to incidents or events and provide a significant power and light source. A flat bed will also be

purchased so that the vehicle can be used to move equipment such as the UTV, boats or other loose equipment to incident scenes or for maintenance.

The current Chief vehicle is in line for replacement this fiscal year. This vehicle will be similar to those purchased by the Police Chief and Lieutenant and allow for the reuse of the current Chief vehicle in the apparatus replacement program. While this would in essence be an addition to the current fleet, it is a key piece to the eventual reduction of major apparatus. The Expedition would be used by personnel to respond to calls and conduct inspections of businesses and residences in town. Currently there are times where a larger piece of apparatus must be used at a greater fuel and maintenance cost. In the future, more low priority calls will be answered using the smaller more efficient vehicle rather than major apparatus.

Chief Palma and I are working on a joint radio project to upgrade the radio system. This is a major upgrade . Currently the police and fire department radio systems are inadequate for a community the size of Groton. This issue creates major “dead” areas that are unacceptable and place personnel needlessly at risk. One of the most common contributing factors in firefighter, police officer injuries and deaths is communications issues. Although not preferable, the project can be built out over a multi-year period. This will require an approximate \$150,000 per fiscal year until the project is complete. While the town at this point appears to be the bearer of the entire project cost, some relief through competitive grants is currently being pursued. Any grant awards will require a matching share from 5%-20% of the award amount.

Evaluation of the radio systems by Chief Palma and myself has also identified the lack of a backup system for dispatch. Currently the only dispatch consoles are maintained at the police station giving a single point of failure. The threat could be a fire at the police station (non-sprinklered) loss of power due to an electrical malfunction, storm damage or manmade threat. With money remaining from the center fire station project, I would like \$35,000 to install a backup radio system in the new center fire station. While the chances of this being needed are fairly low, the town is extremely susceptible to a major failure compromising responders and citizen safety.

Respectfully Submitted,

Steele McCurdy
Fire Chief

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
FIRE DEPARTMENT								
1310	Salaries	\$ 104,692	\$ 123,171	\$ 108,912	\$ 98,880	\$ 98,880	-9.21%	
1311	Wages	\$ 582,051	\$ 675,249	\$ 651,016	\$ 745,343	\$ 685,676	5.32%	
1312	Expenses	\$ 128,077	\$ 133,066	\$ 128,059	\$ 204,200	\$ 148,000	15.57%	
<hr/>								
	DEPARTMENTAL TOTAL	\$ 814,820	\$ 931,486	\$ 887,987	\$ 1,048,423	\$ 932,556	5.02%	\$ -

Fire Department
220

<u>LINE ITEM</u>	FY 2016				<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	FY 2016	FY 2016	<u>PERCENT CHANGE</u>
	<u>FY 2015 APPROPRIATION</u>	<u>DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>				<u>TOWN MANAGER APPROVED</u>	<u>FINCOM APPROVED</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	\$ -	\$ 750.00	\$ 750.00	0.00%			\$ 750.00		0.00%
Equipment Maintenance	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%			\$ 2,000.00		0.00%
Water - Sprinklers	\$ -	\$ -	\$ -	0.00%			\$ -		0.00%
Software/Service Maintenance	\$ 7,409.00	\$ 8,500.00	\$ 1,091.00	14.73%	IMC Software and addition of		\$ 8,500.00		14.73%
Training	\$ 18,000.00	\$ 18,000.00	\$ -	0.00%			\$ 18,000.00		0.00%
Heating Costs									
Electricity									
Vehicle Costs	\$ 16,500.00	\$ 21,000.00	\$ 4,500.00	27.27%	Fuel Underfunded		\$ 20,000.00		21.21%
Other Expenses	\$ 9,800.00	\$ 9,800.00	\$ -	0.00%			\$ 9,800.00		0.00%
Repair & Maintenance of Vehicles	\$ 20,000.00	\$ 27,000.00	\$ 7,000.00	35.00%	Underfunded against history		\$ 25,000.00		25.00%
Medical Supplies	\$ 15,000.00	\$ 15,000.00	\$ -	0.00%			\$ 15,000.00		0.00%
Uniforms & Gear	\$ 6,000.00	\$ 12,200.00	\$ 6,200.00	103.33%	Call Uniforms and add career		\$ 11,000.00		83.33%
Books & Periodicals	\$ 1,250.00	\$ 1,250.00	\$ -	0.00%			\$ 1,250.00		0.00%
Parts/Equipment	\$ 10,000.00	\$ 10,000.00	\$ -	0.00%			\$ 10,000.00		0.00%
Building Maintenance	\$ 2,500.00	\$ 3,100.00	\$ 600.00	24.00%	TV Servcie for New HG		\$ 3,100.00		24.00%
Minor Capital	\$ 15,000.00	\$ 71,000.00	\$ 56,000.00	373.33%			\$ 19,000.00		26.67%
TOTAL FUNDS REQUESTED	\$ 128,059.00	\$ 204,200.00	\$ 76,141.00	59.46%			\$ 148,000.00	\$ -	15.57%

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 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Salaries															
McCurdy	Steele		Fire Chief			40	\$ 96,000.00			\$ 98,880.00				\$ 98,880.00	\$ 98,880.00
Additional Appropriation For Former Fire Chief							\$ 12,912.00								
TOTAL SALARIES							\$ 108,912.00								\$ 98,880.00

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Wages															
Aiello	Diane	THL	Office Assistant	6	\$26.11	40	\$ 54,517.68	\$ 26.63	40	\$ 55,927.62	2.0%	\$ 27.16	\$ 350.00	\$ 57,046.17	\$ 57,396.17
Crocker	James	IAFF	Firefighter/EMT		\$27.66	42	\$ 60,641.78	\$ 28.21	42	\$ 62,203.05		\$ 28.21		\$ 62,203.05	\$ 62,203.05
Daly	Susan	IAFF	Captain/EMT		\$34.08	42	\$ 74,716.99	\$ 35.07	42	\$ 77,329.35		\$ 35.07	\$ 1,850.00	\$ 77,329.35	\$ 79,179.35
MacGregor	Michael	IAFF	Firefighter/EMT		\$25.60	42	\$ 56,125.44	\$ 26.11	42	\$ 57,572.55		\$ 26.11		\$ 57,572.55	\$ 57,572.55
McBrearty	Paul	IAFF	Firefighter/EMT		\$27.66	42	\$ 60,641.78	\$ 28.21	42	\$ 62,203.05		\$ 28.21		\$ 62,203.05	\$ 62,203.05
New Position		IAFF	Firefighter/EMT				\$ -	\$ 23.95	0	\$ -		\$ 23.95		\$ -	\$ -
Shute	Tyler	IAFF	Lieutenant/EMT		\$30.43	42	\$ 66,714.73	\$ 31.32	42	\$ 69,060.60		\$ 31.32	\$ 1,800.00	\$ 69,060.60	\$ 70,860.60
Vacant		By-Law	Deputy Chief		\$23.40	15	\$ 18,322.20	\$ 23.87	15	\$ 18,796.05		\$ 23.87		\$ 18,796.05	\$ 18,796.05
Overtime for Shift Coverage							\$ 52,500.00			\$ 61,015.00				\$ 61,015.00	\$ 61,015.00
Call Firefighters/EMTs							\$ 203,535.00			\$ 216,450.00				\$ 216,450.00	\$ 216,450.00
Other Pay							\$ 3,300.00								

TOTAL WAGES **\$ 651,015.61** **\$ 685,675.82**

Description		Fy 2016	2017	2018	2019	2020
Service 2	Swap loader with Brush module	\$ 35,000.00	\$ 20,000.00			
Chief Vehicle	Scheduled Replacement	\$ 46,900.00				
Patient Lift	Lift for ambulances	\$ 28,000.00				
Joint Radio Project		\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	
Turnout Gear		\$ 19,000.00	\$ 10,000.00	\$ 10,000.00	\$ 6,000.00	
Hose/Nozzles		\$ 24,000.00	\$ 9,000.00			
Backup Console	Backup radio system at FD	\$ 35,000.00				
Ladder 1	Replace and ladder with new ladder truck			\$ 920,000.00		
Engine 5	Refurbishment				\$ 147,000.00	
Service 1 Replacement						\$ 48,000.00
Engine 3	Replace an engine and rescue with Rescue Pump					\$ 558,000.00

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
GROTON WATER FIRE PROTECTION								
1320	West Groton Water District	\$ 750	\$ 750	\$ 1	\$ 750	\$ 1	0.00%	
1321	Groton Water Department	\$ 2,500	\$ 2,500	\$ 1	\$ 2,500	\$ 1	0.00%	
<hr/>								
	DEPARTMENTAL TOTAL	\$ 3,250	\$ 3,250	\$ 2	\$ 3,250	\$ 2	0.00%	\$ -

GROTON WATER FIRE PROTECTION
221

<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Hydrant Charges - West Groton	\$ 1.00	\$ 750.00	\$ 749.00	74900.00%		\$ 1.00		0.00%
Hydrant Charges - Groton	\$ 1.00	\$ 2,500.00	\$ 2,499.00	249900.00%		\$ 1.00		0.00%
TOTAL FUNDS REQUESTED	\$ 2.00	\$ 3,250.00	\$ 3,248.00	162400.00%		\$ 2.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
ANIMAL INSPECTOR								
1330	Salary	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	0.00%	
1331	Expenses	\$ -	\$ 186	\$ 400	\$ 400	\$ 400	0.00%	
<hr/>								
	DEPARTMENTAL TOTAL	\$ 2,082	\$ 2,268	\$ 2,482	\$ 2,482	\$ 2,482	0.00%	\$ -

ANIMAL INSPECTOR
248

<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 400.00	\$ 400.00	\$ -	0.00%		\$ 400.00		0.00%
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other:								
Other:								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 400.00	\$ 400.00	\$ -	0.00%		\$ 400.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
ANIMAL CONTROL OFFICER								
1340	Salary	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	0.00%	
1341	Expenses	\$ -	\$ -	\$ 400	\$ 400	\$ 400	0.00%	
<hr/>								
	DEPARTMENTAL TOTAL	\$ 2,082	\$ 2,082	\$ 2,482	\$ 2,482	\$ 2,482	0.00%	\$ -

ANIMAL CONTROL OFFICER
248

<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 400.00	\$ 400.00	\$ -	0.00%		\$ 400.00		0.00%
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other:								
Other:								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 400.00	\$ 400.00	\$ -	0.00%		\$ 400.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
EMERGENCY MANAGEMENT AGENCY								
1350	Salary	\$ -	\$ -	\$ -	\$ -		0.00%	
1351	Expenses	\$ 4,484	\$ 1,300	\$ 13,000	\$ 14,650	\$ 14,650	12.69%	
1352	Minor Capital	\$ -	\$ -	\$ -	\$ -		0.00%	
<hr/>								
	DEPARTMENTAL TOTAL	\$ 4,484	\$ 1,300	\$ 13,000	\$ 14,650	\$ 14,650	12.69%	\$ -

EMERGENCY MANAGEMENT AGENCY
291

<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 250.00	\$ 300.00	\$ 50.00	20.00%		\$ 300.00		20.00%
Dues & Memberships	\$ 600.00	\$ 600.00	\$ -	0.00%		\$ 600.00		0.00%
Travel and Conferences	\$ 250.00	\$ 250.00	\$ -	0.00%		\$ 250.00		0.00%
Equipment Maintenance	\$ 1,900.00	\$ 2,500.00	\$ 600.00	31.58%		\$ 2,500.00		31.58%
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>\$ 10,000.00</u>	\$ 1,000.00	0.00%		<u>\$ 10,000.00</u>		0.00%
TOTAL FUNDS REQUESTED	\$ 13,000.00	\$ 14,650.00	\$ 1,650.00	12.69%		\$ 14,650.00	\$ -	12.69%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
DOG OFFICER								
1360	Salary	\$ 13,637	\$ 10,400	\$ 13,973	\$ 13,973	\$ 13,973	0.00%	
1361	Expenses	\$ 3,917	\$ 3,655	\$ 4,250	\$ 4,250	\$ 4,250	0.00%	
<hr/>								
	DEPARTMENTAL TOTAL	\$ 17,554	\$ 14,055	\$ 18,223	\$ 18,223	\$ 18,223	0.00%	\$ -

DOG OFFICER
292

<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 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	\$ 750.00	\$ 750.00	\$ -	0.00%		\$ 750.00		0.00%
Other: Care of Dogs	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Other: Seminars	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 4,250.00	\$ 4,250.00	\$ -	0.00%		\$ 4,250.00	\$ -	0.00%

Department Dog Officer
 Org # 292
 COLA % 0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
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	14	15	16
FISCAL YEAR 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Wages															

TOTAL WAGES

\$ -

\$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
POLICE & FIRE COMMUNICATIONS								
1370	Wages	\$ 136,769	\$ 223,185	\$ 436,182	\$ 462,014	\$ 462,014	5.92%	
1371	Expenses	\$ 11,650	\$ 12,637	\$ 13,225	\$ 24,250	\$ 14,250	7.75%	
1372	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
<hr/>								
	DEPARTMENTAL TOTAL	\$ 148,419	\$ 235,822	\$ 449,407	\$ 486,264	\$ 476,264	5.98%	\$ -

POLICE & FIRE COMMUNICATIONS
235

<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 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	\$ 3,375.00	\$ 1,025.00	43.62%		\$ 3,375.00		43.62%
Other: Radio Loops								
Other: Radio Repair	\$ -	\$ 10,000.00				\$ -		0.00%
TOTAL FUNDS REQUESTED	\$ 13,225.00	\$ 24,250.00	\$ 1,025.00	83.36%		\$ 14,250.00	\$ -	7.75%

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 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Salaries															
TOTAL SALARIES															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Wages															
Bushnoe	Edward	Comm. Union	Comm. Officer		\$24.36	24	\$ 30,518.21	\$ 24.85	24	\$ 31,311.00		\$ 24.85		\$ 31,311.00	\$ 31,311.00
Gibson	Warren	Comm. Union	Comm. Officer		\$24.36	40	\$ 50,863.68	\$ 24.85	40	\$ 52,185.00		\$ 24.85		\$ 52,185.00	\$ 52,185.00
Supervisor		Comm. Union	Comm. Officer		\$29.68		\$ -	\$ 30.27	40	\$ 63,567.00		\$ 30.27		\$ 63,567.00	\$ 63,567.00
Power	Sarah	Comm. Union	Comm. Officer		\$24.36	40	\$ 50,863.68	\$ 24.85	40	\$ 52,185.00		\$ 24.85		\$ 52,185.00	\$ 52,185.00
Touchette	Darlene	Comm. Union	Comm. Officer		\$24.36	40	\$ 50,863.68	\$ 24.85	40	\$ 52,185.00		\$ 24.85		\$ 52,185.00	\$ 52,185.00
Shattuck	Jonathan	Comm. Union	Comm. Officer		\$21.12	40	\$ 44,098.56	\$ 21.54	40	\$ 45,234.00		\$ 21.54		\$ 45,234.00	\$ -
Welch	Samuel	Comm. Union	Comm. Officer		\$24.36	40	\$ 50,863.68	\$ 24.85	40	\$ 52,185.00		\$ 24.85		\$ 52,185.00	\$ 52,185.00
Myers	Catherine	Comm. Union	Comm. Officer		\$21.12	40	\$ 44,098.56	\$ 21.54	40	\$ 45,234.00		\$ 21.54		\$ 45,234.00	\$ 45,234.00
Relief Dispatchers							\$ 36,352.00			\$ 27,939.00				\$ 27,939.00	\$ 27,939.00
Shift Differential							\$ 14,000.00			\$ 14,986.00				\$ 14,986.00	\$ 14,986.00
EMT/FR/EMD							\$ 5,870.00			\$ 5,870.00				\$ 5,870.00	\$ 5,870.00
Vacations							\$ 31,000.00			\$ 36,135.00				\$ 36,135.00	\$ 36,135.00
Holidays							\$ 23,000.00			\$ 24,007.00				\$ 24,007.00	\$ 24,007.00
Training							\$ 1,250.00			\$ 1,625.00				\$ 1,625.00	\$ 1,625.00
Longevity							\$ 2,810.00			\$ 2,600.00				\$ 2,600.00	\$ 2,600.00
TOTAL WAGES								\$ 436,452.05							\$ - \$ 462,014.00

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL								
1400	Operating Expenses	\$ 449,967	\$ 468,592	\$ 572,775	\$ 587,094	\$ 587,094	2.50%	
DEPARTMENTAL TOTAL		\$ 449,967	\$ 468,592	\$ 572,775	\$ 587,094	\$ 587,094	2.50%	\$ -
GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT								
1410	Operating Expenses	\$ 15,963,523	\$ 16,352,836	\$ 16,521,807	\$ 17,087,003	\$ 17,087,003	3.42%	
1411	Debt Service, Excluded			\$ 1,211,301	\$ 1,118,387	\$ 1,118,387	-7.67%	
1412	Debt Service, Unexcluded			\$ 22,915	\$ 53,822	\$ 53,822	0.00%	
1413	Out of District Placement			\$ -	\$ -	\$ -	0.00%	
DEPARTMENTAL TOTAL		\$ 15,963,523	\$ 16,352,836	\$ 17,756,023	\$ 18,259,212	\$ 18,259,212	2.83%	\$ -
TOTAL SCHOOLS		\$ 16,413,490	\$ 16,821,428	\$ 18,328,798	\$ 18,846,306	\$ 18,846,306	2.82%	\$ -



Mark Haddad
Town Manager
Re Budget for FY16

Dear Mark

I am pleased to submit to you my operating budgets for the FY16 operating year

Right now I am pleased with the current funding and the status of the budgets for the DPW for FY15. All budgets are tracking fairly well and I see no shortfalls at this point. The operation from the Fire Station may be running a little high as well as Highway expenses due to cuts last year, but as of now I see no shortfalls. General Highway Department budget general expenses are on track for the year and General expenses seem ok for the department but I am requesting a funding level which was the same in fy14. As of now, we are 40 % through the year; we have used 52% of general expenses to date. This is a little uncomfortable but I will try to get it back on with some cuts midstream

I am asking for money in the budget for a new laborer position, which is listed in the Transfer Station budget as it will be a Tuesday through Saturday position which already exists in this department, 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 tens of thousands of dollars throughout the year. This position alone completed the punch list items as well as all miscellaneous wrap up items at the new fire station. 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.

The Transfer Station budget is also on line and barring any difficulties should remain so. Tipping fees as of now are at \$ 50k of 135,000.00 so I expect to be within our budget. As for income, right now we are \$154,438. This breaks down as approximately \$120,000 for stickers and bags and fees, \$34000 general recycled material. This is a little less than this time last year but the markets are showing signs of strengthening. Projecting out, I would say that if we stay on this track, we are looking at income of around \$275,000.00 and that

would be a good number for next year. This is lower than our projected number for last year but a little more conservative with the markets the way they are now. Last year we had a total income of \$310,843.

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

I am also looking for 10k in Minor capital for making improvements to the recycle bays and out buildings

The current Municipal Building budget seems to be in excellent shape and on budget and I am again comfortable with it for the remainder of the year. The budget still has a great balance for running the day to day operations as well as having enough to handle unexpected emergencies. We are still watching the Budget for the new Fire Station, and it may be more than the 50k estimate from the engineers. Until we have a complete year, I still do not know. However, I believe I have enough to cover the expenses even if they do run more than anticipated.

I am requesting bringing one new custodian to 12 hours per week. The other two full time workers will handle all the buildings now but it is a stretch and I think they lose some detail in the running around. I may also be able to shift a couple of hours a week from this to the country Club to maybe see some cost share and savings.

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, and remaining under budget.

Capital Budget

DPW has a dump truck on schedule for replacement with a request of 180K. The truck may come in a little more but I can offset with state funding.

Transfer Station Tractor unit can be pushed out a year, still in good shape. Move utility tractor from FY17 to FY16.

Keep HVACs repairs and rename legion hall building exterior repairs to just exterior building repairs. This will allow work to Legion as well as Town Hall.

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

Return funding for general expenses to FY14 level

Building Maintenance

12 hours for additional custodial help

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 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
HIGHWAY DEPARTMENT								
1500	Salaries	\$ 84,520	\$ 88,394	\$ 92,809	\$ 96,498	\$ 96,498	3.97%	
1501	Wages	\$ 574,909	\$ 603,918	\$ 605,341	\$ 620,989	\$ 620,989	2.58%	
1502	Expenses	\$ 149,242	\$ 167,927	\$ 127,300	\$ 134,300	\$ 134,300	5.50%	
1503	Highway Maintenance	\$ 53,360	\$ 85,640	\$ 89,000	\$ 95,000	\$ 95,000	6.74%	
1504	Minor Capital	\$ -	\$ -	\$ -	\$ -		0.00%	
<hr/>								
DEPARTMENTAL TOTAL		\$ 862,031	\$ 945,879	\$ 914,450	\$ 946,787	\$ 946,787	3.54%	\$ -

HIGHWAY DEPARTMENT

420

<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 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	\$ 10,000.00	\$ 2,000.00	25.00%		\$ 10,000.00		25.00%
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	\$ 10,000.00	\$ 5,000.00	100.00%		\$ 10,000.00		100.00%
Misc Minor Equipment								
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%
TOTAL FUNDS REQUESTED	\$ 127,300.00	\$ 134,300.00	\$ 7,000.00	5.50%		\$ 134,300.00	\$ -	5.50%

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 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Salaries															
Delaney	Robert	Supervisors	DPW Director			40	\$ 91,309.00			\$ 93,135.18	2.0%		\$ 1,500.00	\$ 94,997.88	\$ 96,497.88
Other Pay							\$ 1,500.00								
TOTAL SALARIES							\$ 92,809.00								\$ 96,497.88
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Wages															
Barbieri	Brian	Highway	Mechanic	7	\$29.62	40	\$ 61,846.56	\$ 30.21	40	\$ 63,441.00	2.0%	\$ 30.81		\$ 64,701.00	\$ 64,701.00
Conley	Troy	Highway	Foreman	8	\$32.36	40	\$ 67,567.68	\$ 33.01	40	\$ 69,321.00	1.5%	\$ 33.51	\$ 1,250.00	\$ 70,371.00	\$ 71,621.00
Edwards	Steve	Highway	Mechanic	7	\$26.57	40	\$ 55,478.16	\$ 27.10	40	\$ 56,910.00		\$ 27.10	\$ -	\$ 56,910.00	\$ 56,910.00
Emslie	James	Highway	Truck Driver/Laborer	2	\$22.34	40	\$ 46,645.92	\$ 22.79	40	\$ 47,859.00	1.0%	\$ 23.02	\$ 275.00	\$ 48,342.00	\$ 48,617.00
Hall	Brian	Highway	Heavy Equip Oper	4	\$17.46	40	\$ 36,456.48	\$ 17.81	40	\$ 37,401.00	0.5%	\$ 17.90		\$ 37,590.00	\$ 37,590.00
Boucher	Evan	Highway	Equipment Operator	4	\$22.66	40	\$ 47,314.08	\$ 23.11	40	\$ 48,531.00	1.0%	\$ 23.34		\$ 49,014.00	\$ 49,014.00
Moore	Michael	Highway	Heavy Equip Oper	4	\$25.77	40	\$ 53,807.76	\$ 26.29	40	\$ 55,209.00	2.0%	\$ 26.82	\$ 275.00	\$ 56,322.00	\$ 56,597.00
Roy	David	Highway	Heavy Equip Oper	4	\$28.70	40	\$ 59,925.60	\$ 29.27	40	\$ 61,467.00	1.5%	\$ 29.71	\$ 750.00	\$ 62,391.00	\$ 63,141.00
Shea	Quintin	Highway	Laborer	3	\$23.26	40	\$ 48,566.88	\$ 23.73	40	\$ 49,833.00	2.0%	\$ 24.20		\$ 50,820.00	\$ 50,820.00
Shattuck	Warren	Highway	Truck Driver/Laborer	2	\$20.60	40	\$ 43,012.80	\$ 21.01	40	\$ 44,121.00	1.5%	\$ 21.33		\$ 44,793.00	\$ 44,793.00
Zimmer	Benjamin	Highway	Heavy Equip Oper	4	\$25.80	40	\$ 53,870.40	\$ 26.32	40	\$ 55,272.00	2.0%	\$ 26.85	\$ 275.00	\$ 56,385.00	\$ 56,660.00
Summer Help							\$ 8,000.00								\$ 12,000.00
Non Snow and Ice Overtime							\$ 5,000.00								\$ 5,000.00
Additional Salary Appropriated							\$ 14,324.00								
Other Pay							\$ 3,525.00								\$ 3,525.00
TOTAL WAGES							\$ 605,341.32								\$ 620,989.00

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
SNOW AND ICE								
1520	Expenses	\$ 227,283	\$ 174,503	\$ 165,000	\$ 165,000	\$ 165,000	0.00%	
1521	Overtime	\$ 141,520	\$ 314,315	\$ 140,000	\$ 140,000	\$ 140,000	0.00%	
1522	Hired Equipment	\$ 69,714	\$ 72,910	\$ 35,000	\$ 35,000	\$ 35,000	0.00%	
<hr/>								
	DEPARTMENTAL TOTAL	\$ 438,517	\$ 561,728	\$ 340,000	\$ 340,000	\$ 340,000	0.00%	\$ -

SNOW AND ICE
423

<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance	\$ 10,000.00	\$ 10,000.00	\$ -	0.00%		\$ 10,000.00		0.00%
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs	\$ 8,000.00	\$ 8,000.00	\$ -	0.00%		\$ 8,000.00		0.00%
Electricity								
Vehicle Costs	\$ 12,000.00	\$ 12,000.00	\$ -	0.00%		\$ 12,000.00		0.00%
Salt	\$ 110,000.00	\$ 110,000.00	\$ -	0.00%		\$ 110,000.00		0.00%
Sand	\$ 25,000.00	\$ 25,000.00	\$ -	0.00%		\$ 25,000.00		0.00%
TOTAL FUNDS REQUESTED	\$ 165,000.00	\$ 165,000.00	\$ -	0.00%		\$ 165,000.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 204 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
TREE WARDEN BUDGET								
1530	Salary	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
1531	Expenses	\$ 2,810	\$ 316	\$ 3,000	\$ 3,000	\$ 3,000	0.00%	
1532	Trees	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	
1533	Tree Work	\$ 10,121	\$ 9,729	\$ 15,000	\$ 10,000	\$ 10,000	-33.33%	
<hr/>								
DEPARTMENTAL TOTAL		\$ 12,931	\$ 10,045	\$ 19,500	\$ 14,500	\$ 14,500	-25.64%	\$ -

TREE WARDEN
492

<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel/Conferences								
Equipment Maintenance	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		0.00%
Printing/Printed Forms								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Uniform Cleaning								
Trash Bags								
New Trees	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%		\$ 1,000.00		0.00%
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%		\$ 3,000.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
MUNICIPAL BUILDING AND PROPERTY MAINTENANCE								
1540	Wages	\$ 69,297	\$ 75,099	\$ 81,180	\$ 95,413	\$ 84,728	4.37%	
1541	Expenses	\$ 229,239	\$ 235,649	\$ 272,350	\$ 272,350	\$ 272,350	0.00%	
1542	Minor Capital	\$ 23,549	\$ 40,000	\$ 20,000	\$ 25,000	\$ 20,000	0.00%	
<hr/>								
	DEPARTMENTAL TOTAL	\$ 322,085	\$ 350,748	\$ 373,530	\$ 392,763	\$ 377,078	0.95%	\$ -

MUNICIPAL BUILDING AND PROPERTY MAINTENANCE

192

<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 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	\$ 67,000.00	\$ 67,000.00	\$ -	0.00%		\$ 67,000.00		0.00%
General	\$ 16,350.00	\$ 16,350.00	\$ -	0.00%		\$ 16,350.00		0.00%
TOTAL FUNDS REQUESTED	\$ 272,350.00	\$ 272,350.00	\$ -	0.00%		\$ 272,350.00	\$ -	0.00%

Department Municipal Buildings & Property Maintenance
 Org # 192
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Salaries															
TOTAL SALARIES															
FISCAL YEAR 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Wages															
Kuzmitch	James	THL	Custodian II	4	\$18.22	40	\$ 38,043.36	\$ 18.58	40	\$ 39,018.00	1.5%	\$ 18.86		\$ 39,606.00	\$ 39,606.00
Walsh	Tryna	THL	Custodian II	4	\$20.49	40	\$ 42,783.12	\$ 20.90	40	\$ 43,890.00	2.0%	\$ 21.32	\$ 350.00	\$ 44,772.00	\$ 45,122.00
New Position			Custodian I	3	\$16.63			\$ 16.96	0	\$ -		\$ 16.96		\$ -	\$ -
Other Pay							\$ 354.00								
TOTAL WAGES															

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
SOLID WASTE DISPOSAL								
1550	Wages	\$ 84,200	\$ 87,454	\$ 119,820	\$ 158,178	\$ 124,305	3.74%	
1551	Expenses	\$ 53,768	\$ 54,105	\$ 54,486	\$ 54,486	\$ 54,486	0.00%	
1552	Tipping Fees	\$ 130,152	\$ 134,458	\$ 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%	
1542	Minor Capital	\$ 10,000	\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000	0.00%	
<hr/>								
DEPARTMENTAL TOTAL		\$ 283,970	\$ 291,867	\$ 320,156	\$ 358,514	\$ 324,641	1.40%	\$ -

SOLID WASTE DISPOSAL
430

<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel/Conferences								
Equipment Maintenance	\$ 7,700.00	\$ 7,700.00	\$ -	0.00%		\$ 7,700.00		0.00%
Printing/Printed Forms	\$ 600.00	\$ 600.00	\$ -	0.00%		\$ 600.00		0.00%
Software/Service Maintenance								
Space Rental								
Heating Costs	\$ 3,100.00	\$ 3,100.00	\$ -	0.00%		\$ 3,100.00		0.00%
Electricity	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		0.00%
Vehicle Costs	\$ 12,000.00	\$ 12,000.00	\$ -	0.00%		\$ 12,000.00		0.00%
Uniform Cleaning	\$ 400.00	\$ 400.00	\$ -	0.00%		\$ 400.00		0.00%
Trash Bags	\$ 20,000.00	\$ 20,000.00	\$ -	0.00%		\$ 20,000.00		0.00%
Paint Disposal	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%		\$ 5,000.00		0.00%
Hazardous Waste Regional	\$ 3,686.00	\$ 3,686.00	\$ -	0.00%		\$ 3,686.00		0.00%
Other:								
TOTAL FUNDS REQUESTED	\$ 54,486.00	\$ 54,486.00	\$ -	0.00%		\$ 54,486.00	\$ -	0.00%

Department	Solid Waste Disposal
Org #	430
COLA %	2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
FISCAL YEAR 2015								FISCAL YEAR 2016									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016		
Salaries																	
TOTAL SALARIES																\$ -	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
FISCAL YEAR 2015								FISCAL YEAR 2016									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016		
Wages																	
Burchett	Keith	Highway	Foreman	8	\$29.67	40	\$ 61,950.96	\$ 30.26	40	\$ 63,546.00	1.5%	\$ 30.71	\$ 275.00	\$ 64,491.00	\$ 64,766.00		
Fuller	Kevin	Highway	Heavy Equip Oper.	4	\$22.78	40	\$ 47,564.64	\$ 23.24	40	\$ 48,804.00	1.5%	\$ 23.59		\$ 49,539.00	\$ 49,539.00		
New Position			Laborer		\$15.81		\$ -	\$ 16.13	0	\$ -		\$ 16.13		\$ -	\$ -		
Overtime							\$ 10,029.00			\$ 10,000.00				\$ 10,000.00	\$ 10,000.00		
Other Pay							\$ 275.00										
TOTAL WAGES																\$ 119,819.60	
																\$ 124,305.00	

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
STREET LIGHTS								
1510	Expenses	\$ 13,350	\$ 17,800	\$ 24,000	\$ 24,000	\$ 24,000	0.00%	
DEPARTMENTAL TOTAL		\$ 13,350	\$ 17,800	\$ 24,000	\$ 24,000	\$ 24,000	0.00%	\$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
PARKS DEPARTMENT								
1560	Wages	\$ 1,067	\$ 1,957	\$ 2,540	\$ 2,659	\$ 2,659	4.69%	
1561	Expenses	\$ 40,467	\$ 39,106	\$ 48,608	\$ 64,342	\$ 64,342	32.37%	
<hr/>								
	DEPARTMENTAL TOTAL	\$ 41,534	\$ 41,063	\$ 51,148	\$ 67,001	\$ 67,001	30.99%	\$ -

PARKS DEPARTMENT
650

<u>LINE ITEM</u>	FY 2016					FY 2016		
	<u>FY 2015</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	\$ 26,054.00	\$ 33,872.00	\$ 7,818.00	30.01%		\$ 33,872.00		30.01%
Waste Management	\$ 5,890.00	\$ 7,653.00	\$ 1,763.00	29.93%		\$ 7,653.00		29.93%
Commerations/Celebrations	\$ 4,373.00	\$ 5,195.00	\$ 822.00	18.80%		\$ 5,195.00		18.80%
Safety	\$ 8,320.00	\$ 6,442.00	\$ (1,878.00)	-22.57%		\$ 6,442.00		-22.57%
Electricity	\$ 3,971.00	\$ 11,180.00	\$ 7,209.00	181.54%		\$ 11,180.00		181.54%
TOTAL FUNDS REQUESTED	\$ 48,608.00	\$ 64,342.00	\$ 15,734.00	32.37%		\$ 64,342.00	\$ -	32.37%

Park Commission Budget Explanation

Payroll	\$24.17 @ 110 hours	\$ 2,658.70									
General Expenses											
Property Maintenance		\$ 33,870.55	Sports Field maintenance was streamlined this past year to include a proactive maintenance schedule. Increase is expected in FY16 due to soil testing and treatment expense increase. This also includes winterizing of irrigation & repair of irrigation. Materials and labor for common areas are also included.								
Waste Management		\$ 7,656.42	Enrollment was up this year across teams, especially this fall. Extra waste management (portapotties) were needed								
Commemorations/Celebrations		\$ 5,193.52	Memorial Day, 4th of July, All Town Flags, Veterans Day								
Safety (signage, inspections, fencing)		\$ 6,441.01	Includes repair work to Old Burial Ground, new skating rink								
Electricity		\$ 11,180.48	All Park Properties								
	FY2016										
Est FY16 Operating Cost Total	\$ 67,000.68		<table><tr><td></td><td>FY16</td></tr><tr><td>Operating Cost</td><td>\$ 67,000.68</td></tr><tr><td>For FY15 Projects</td><td>\$ 122,999.33</td></tr><tr><td>Est FY16 Overall Budget</td><td>\$ 190,000.00</td></tr></table>		FY16	Operating Cost	\$ 67,000.68	For FY15 Projects	\$ 122,999.33	Est FY16 Overall Budget	\$ 190,000.00
	FY16										
Operating Cost	\$ 67,000.68										
For FY15 Projects	\$ 122,999.33										
Est FY16 Overall Budget	\$ 190,000.00										
potential project:											
	CP Walking track	\$	140,000.00								
	Cutler Fencing	\$	15,000.00								
	Woitowicz Parking Lot	\$	15,000.00								
	baseball bleachers - town field	\$	5,000.00								
	Gazebo Repair	\$	15,000.00								
		\$	190,000.00								
Anticipated in 2016 from Capital Plan (capital asset fund)											
	Playground relocation	\$	50,000.00								
	CP Lighting	\$	45,000.00								

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
COUNCIL ON AGING								
1600	Salary	\$ -	\$ 59,800	\$ 66,586	\$ 68,597	\$ 68,597	0.00%	
1601	Wages	\$ 112,894	\$ 47,365	\$ 50,122	\$ 65,208	\$ 65,208	30.10%	
1601	Expenses	\$ 3,889	\$ 6,038	\$ 8,454	\$ 8,454	\$ 8,454	0.00%	
1602	Minor Capital	\$ -	\$ -	\$ 4,000	\$ 6,000	\$ -	0.00%	
<hr/>								
	DEPARTMENTAL TOTAL	\$ 116,783	\$ 113,203	\$ 129,162	\$ 148,259	\$ 142,259	10.14%	\$ -

COUNCIL ON AGING
541

<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 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								
Printing/Copying	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Telephone								
Postage								
NISC Re-Accreditation Jan 2013								
Programs/Lectures	\$ 5,210.00	\$ 5,210.00	\$ -	0.00%		\$ 5,210.00		0.00%
Contracted Services	\$ -			0.00%				
Office Supplies								
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								
TOTAL FUNDS REQUESTED	\$ 8,454.00	\$ 8,454.00	\$ -	0.00%		\$ 8,454.00	\$ -	0.00%

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 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Salaries															
Shelp	Kathy	Supervisors	Director	10		40	\$ 66,586.00		40	\$ 67,917.72	1.0%			\$ 68,596.90	\$ 68,596.90
TOTAL SALARIES							\$ 66,586.00								\$ 68,596.90
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Wages															
Shepard-Jones	Stacey	THL	Outreach Coord.	6	\$21.65	32	\$ 36,164.16	\$ 22.08	32	\$ 37,094.40		\$ 22.08		\$ 37,094.40	\$ 37,094.40
Santiago	Kathleen	THL	Volunteer Coord.	4	\$17.50	26	\$ 23,751.00	\$ 17.85	30	\$ 28,113.75		\$ 17.85		\$ 28,113.75	\$ 28,113.75
Less Grant															
TOTAL WAGES							\$ 59,915.16								\$ 65,208.15

Anticipated Formula Grant : \$13,080

\$1,000 Printing of two bi-annual program books
\$990 Service agreement for My Senior Center data base
\$400 Literature Instructor
\$400 Music Appreciation instructor
\$10,290 Activities Volunteer Coordinator salary

Minor Capital

Replace carpet first floor of the senior center

\$4,000 carpet

\$1,000 tear out

\$1,000 installation

\$6,000

Request of 4 hours per week for the Activities/Volunteer Coordinator

FY14 saw an increase in activity at the COA; an increase in unduplicated participation by 8% and a 30% increase in non-outreach programs. Groton experienced an increase of approximately 18% in the senior population between the 2010 Federal census and the 2013 local census. We anticipate continued growth. Generally speaking the increase in population and programming does not equate to additional program monies (Groton has been generous with program support through our Town Budget, support from the Trust Fund and Friends of the Groton Elders). For example, instructors for 10 in attendance is the same price as it would be for 25, craft classes are "pay as you go" therefore additional participation is covered by the participants. A higher volume of participants and programming requires additional time with general set-up and implementation, there is higher phone call volume and foot traffic at the senior center. Additional staff time will allow for appropriate attention given to participants.

Increase in senior population

2010 Federal Census 1,635 seniors
2014 Local Census 1,941 seniors

Increase in the number of seniors served

FY13 the COA served 764 seniors
FY14 the COA served 951 seniors

FY 14 the COA increased programs by 14 new (non-outreach) programs

These programs included

Cultural excursions	Veterans Wall of Honor
Garden Club	Meditation
Fall Prevention	Pain Management
Long Term Care Forum	Ancestry Research
Ask the Officer	Financial Awareness
Creative Crafts	Mahjong
Dance	Holiday Special Events

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
SENIOR CENTER VAN								
1610	Wages	\$ 27,409	\$ 34,387	\$ 56,806	\$ 58,104	\$ 58,104	2.28%	
1611	Expenses	\$ 10,911	\$ 10,749	\$ 17,913	\$ 17,673	\$ 17,673	-1.34%	
<hr/>								
	DEPARTMENTAL TOTAL	\$ 38,320	\$ 45,136	\$ 74,719	\$ 75,777	\$ 75,777	1.42%	\$ -

SENIOR CENTER VAN
542

<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone	\$ 410.00	\$ 820.00	\$ 410.00	0.00%		\$ 820.00		100.00%
Postage								
Office Supplies								
Dues & Memberships								
Travel/Conferences								
Equipment Maintenance								
Printing/Printed Forms								
Safety Training	\$ 100.00	\$ 100.00	\$ -	0.00%		\$ 100.00		0.00%
Annual Physical Exam	\$ 250.00	\$ 250.00	\$ -	0.00%		\$ 250.00		0.00%
Testing and Licenses	\$ 300.00	\$ 300.00	\$ -	0.00%		\$ 300.00		0.00%
Electricity								
Vehicle Costs	\$ 1,740.00	\$ 5,000.00	\$ 3,260.00	187.36%	maintenance for FY14 was \$2500 for one vehicle	\$ 5,000.00		187.36%
Employee and Union								
Consulting and Engineering								
Building Upgrades								
Other: Gas/Oil	\$ 14,600.00	\$ 10,000.00	\$ (4,600.00)	-31.51%	Gasoline for FY14 was apprx \$7000 for	\$ 10,000.00		-31.51%
Other: Insurance	\$ 513.00	\$ 1,203.00	\$ 690.00	134.50%		\$ 1,203.00		134.50%
TOTAL FUNDS REQUESTED	\$ 17,913.00	\$ 17,673.00	\$ (240.00)	-1.34%		\$ 17,673.00	\$ -	-1.34%

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 2015								FISCAL YEAR 2016									
Bargaining		Pay		Annual Salary				Proposed	Proposed	Final	Other	Final	Projected				
Last Name	First Name	Unit	Position	Grade	Rate	Hours	1-Jul-14	Rate	Hours	1-Jul-15	Increase	Base	Rate	Pay	Salary	Fiscal 2016	
Salaries																	
TOTAL SALARIES																\$ -	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
FISCAL YEAR 2015								FISCAL YEAR 2016									
Bargaining		Pay		Annual Salary				Proposed	Proposed	Final	Other	Final	Projected				
Last Name	First Name	Unit	Position	Grade	Rate	Hours	1-Jul-14	Rate	Hours	1-Jul-15	Increase	Base	Rate	Pay	Salary	Fiscal 2016	
Wages																	
Bos. Med Per Diem		THL	Van Driver	4	\$18.94	18	\$ -	\$ 19.32	18	\$ 18,256.27		\$ 19.32		\$ 18,256.27	\$ 18,256.27		
Burnett		Harold	THL	Van Driver	4	\$18.94	18	\$ 17,796.02	\$ 19.32	18	\$ 18,256.27		\$ 19.32	\$ 18,256.27	\$ 18,256.27		
Per Diem Drivers		THL	Van Driver	4	\$18.94		\$ 20,502.00	\$ 19.32		\$ 1,520.55		\$ 19.32		\$ 1,520.55	\$ 1,520.55		
Sinclair		Alan	THL	Van Driver	4	\$17.77	15	\$ 13,913.91	\$ 18.13	15	\$ 14,273.75		\$ 18.13	\$ 14,273.75	\$ 14,273.75		
Santiago		Kathleen	THL	Dispatcher	4	\$17.50	5	\$ 4,567.50	\$ 17.85	0	\$ -		\$ 17.85	\$ -	\$ -		
Shepard Jones		Stacey	THL	Dispatcher	6	\$21.65	0	\$ -	\$ 22.08	5	\$ 5,796.79		\$ 22.08	\$ 5,796.79	\$ 5,796.79		
TOTAL WAGES																\$ 56,779.43	\$ 58,103.62



TOWN OF GROTON

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

7 November 2014

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

Dear Mark:

This letter is the supporting documentation for the FY2016 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 continue to see a significant (although slightly reduced) 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 – please note that due to the Valor Act which was passed by the legislature this year, there will be additional training requirements, but no further information is available from the Department of Veterans' Services at this time, and probably will not be until next spring. 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 would suggest that we maintain 'level funding' since we have no other information to work with – please note also that since payments were down a bit this year, the FY2016 reimbursements will also be down a bit, although they do not appear in my budget

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 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
VETERAN'S SERVICE OFFICER								
1620	Salary	\$ 3,484	\$ 3,484	\$ 3,485	\$ 3,485	\$ 3,485	0.00%	
1621	Expenses	\$ 262	\$ 237	\$ 900	\$ 900	\$ 900	0.00%	
1622	Veterans' Benefits	\$ 54,092	\$ 38,866	\$ 50,000	\$ 50,000	\$ 50,000	0.00%	
1623	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
<hr/>								
DEPARTMENTAL TOTAL		\$ 57,838	\$ 42,587	\$ 54,385	\$ 54,385	\$ 54,385	0.00%	\$ -

VETERAN'S SERVICE OFFICER
543

<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 400.00	\$ 400.00	\$ -	0.00%		\$ 400.00		0.00%
Dues & Memberships								
Travel/Conferences	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Equipment Maintenance								
Printing/Printed Forms								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Employee and Union								
Consulting and Engineering								
Misc Minor Equipment								
Building Upgrades								
Other:								
TOTAL FUNDS REQUESTED	\$ 900.00	\$ 900.00	\$ -	0.00%		\$ 900.00	\$ -	0.00%

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

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Salaries															
TOTAL SALARIES															
							\$ -								\$ -
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Wages															
Johnson	Robert	By-Law	Veteran's Agent				\$ 3,485.00								\$ 3,485.00
TOTAL WAGES															
							\$ 3,485.00								\$ 3,485.00

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
GRAVES REGISTRATION								
1630	Salary/Stipend	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	0.00%	
1631	Expenses	\$ 660	\$ 660	\$ 660	\$ 660	\$ 660	0.00%	
<hr/>								
	DEPARTMENTAL TOTAL	\$ 910	\$ 910	\$ 910	\$ 910	\$ 910	0.00%	\$ -

GRAVES REGISTRATION

493

<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel/Conferences								
Equipment Maintenance								
Printing/Printed Forms								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Uniform Cleaning								
Trash Bags								
Other: Flags	\$ 660.00	\$ 660.00	\$ -	0.00%		\$ 660.00		0.00%
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 660.00	\$ 660.00	\$ -	0.00%		\$ 660.00	\$ -	0.00%

Department Graves Registration
 Org # 493
 COLA % 0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Salaries															
Normandin	Deborah		Graves Registrar				\$ 250.00			\$ 250.00					\$ 250.00
TOTAL SALARIES							\$ 250.00								\$ 250.00
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Wages															

TOTAL WAGES \$ - \$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
CARE OF VETERAN GRAVES								
1640	Contract Expenses	\$ 1,000	\$ 1,625	\$ 1,550	\$ 1,550	\$ 1,550	0.00%	
<hr/>								
	DEPARTMENTAL TOTAL	\$ 1,000	\$ 1,625	\$ 1,550	\$ 1,550	\$ 1,550	0.00%	\$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
OLD BURYING GROUND COMMITTEE								
1650	Expenses	\$ 698	\$ 692	\$ 700	\$ 700	\$ 700	0.00%	
DEPARTMENTAL TOTAL		\$ 698	\$ 692	\$ 700	\$ 700	\$ 700	0.00%	\$ -

FY2016 Library Budget Notes, Revised 12.3.14

FY2015 Base Budget:

Top Salary and Wage line items listed as voted at Spring Town Meeting in the FY2015 Warrant. Adjustments made to match:

- Over on Salary for 2% COLA increase for Head of Circulation Services beginning July 1, 2014
- Under on Wages because of staffing changes; the Library had three long-term senior staff member retirements (2) and resignation (1) in FY2014, and transferred hours from a senior Custodian to all newly hired staff members, who make significantly less - on the order of \$3.07 to \$4.63 per hour less than their prior counterparts.

FY2016 New Base Budget

- Includes longevity, merit increases, and 2% COLA for permanent staff members
- Does not include amount of cap (amount over maximum salary/wage for their classified grade), which is paid in the first fiscal year payroll as a lump sum (totaled \$2,786 in FY2015.)
- Uses FY15 Salary & Wage Classification Schedule base numbers for temporary/intermittent Sunday and Summer Shelves, Library Assistants, Custodians, and Reference Librarians, as FY16 numbers are not yet available.
- Includes electrical and contract increases in Operating Expenses

FY2016 Base + Custodial Increases (Budget #1)

Not Included, but FYI:

- *Have applied to Human Resources and Town Manager to give our Head Custodian II, Debra Ladue (grade 4) a new job title and description of duties as 'Building & Grounds Supervisor' to better reflect the actual job responsibilities of that position.*
- *If this job title/description is accepted by HR, TM, and the Union, it will likely be reclassified. If it is reclassified to grade 5, there will be no financial impact. If reclassified to grade 6, and bump her up to mid-level, this would increase her hourly rate, and would impact the amount of the increase for 2 additional hours per week.*

FY2016 Base + Custodial + IT Increases (Budget #2):

- \$18 just 6 cents above estimated base rate for Library Assistant II for FY2016

FY2016 Base + Custodial + IT + Summer Reading Help Increases (Budget #3)

- Uses FY2015 base rate for Temp. Library Assistant I's, as FY2016 base rates not yet determined

FY2016 Base + Custodial + IT + Summer Reading Help + Staffing for Fall Sundays (Budget #4)

- Uses FY2015 base rates for Seasonal Shelves, Custodian, Reference Librarian, and Library Assistants, as FY2016 base rates not yet determined.

FY2016 Additional Library Budget Requests Explained Revised 12.3.14

GREATEST STAFFING NEEDS

1. **More Hours for our Head Custodian.** Two (2) More Custodial Hours for Debra Ladue, or 27 Hours per week, instead of 25. ***FYI:** The original request was for 5 more hours, but it was decided that the Head Custodian will absorb Custodian Roy Johnson's duties and his 3 hours/week once he retires. With these 2 additional hours plus Roy's 3 hours, that will make up the full 30 hours that the Head Custodian needs to manage the facility.*

Use of the library facility has increased dramatically. Here are some of the changes that have occurred in the last few years that have had a direct impact on our Head Custodian:

- We added 3 additional service hours in April this year (Fridays 5-6 p.m. and Saturdays 3-5 p.m.), with no increase in staffing. (Also expanded by opening Wednesdays 5-9 p.m. in 2012, with no increase in staffing.)
- In FY2014, we had our highest program attendance numbers ever! We broke 10,000 attendees! 10,256 people attended programs at the Library in FY2014. Ten years ago, it was only 4,424.
- We also offered the highest number of programs ever across all three Departments (Adult, Teen, and Children's)! We offered 522 programs in FY2014, or an average of over 10 programs a week.
- Over 100,000 people came into the Library the last two years. In FY12, the # was 95,287; in FY13, the # was 100,946 (6% increase); in FY14, it was 104,701 (4% increase).
- We added a garden that requires regular maintenance and upkeep.
- We joined a library consortium, MVLC, last October, which has meant a significant increase in interlibrary loans in and out of the building:
 - In FY13, we loaned & borrowed 2,451 items with other libraries.
 - In FY14, with only 9 months as part of the MVLC system, we processed 31,674 items, an increase of almost 1300%!
 - In FY14, our total circulation activity was 237,028, a 6% increase over FY13.
- Out of 52 Mass. Towns in our population group, **Groton ranks # 1** in number of times meeting rooms were used for all purposes for FY13 with 1,579 uses, or an average of over 30 uses per week. And that is only for the room bookings we take – lots of times groups use the rooms without a formal booking. *(FYI: MA state stats usually lag a full fiscal year behind.)*

All the above numbers substantiate what Deb Ladue, our Head Custodian, has been saying for 2-3 years now: that the Library is so much busier, and it is correspondingly messier! She has had to spend so much more time on basic cleaning that she cannot get to other critical building and maintenance duties.

The Architect of our renovation and expansion, Richard Smith, visited this summer. He said this facility was in “amazing shape. Usually when I visit libraries I have designed after several years have gone by, they are trashed. This place looks great.” We hear this sentiment from contractors all the time, as well as comments from patrons on how beautiful the library is. It is a tribute to what a tremendous job Deb does in caring for the facility. Let's give her the time she needs to keep it that way!

2 Hours per week X \$22.30/hour X 52.5 weeks + additional longevity (\$30) = \$2,372.

FY2016 Additional Library Budget Requests Explained Revised 12.3.14

2. **More Off-Desk Time for Technology Librarian to Manage IT.** Add six (6) extra Library Assistant II hours to free Jeff Pike, Technology Librarian, from the Reference Desk so he can have more time to manage the library's ever-expanding IT. This is desperately needed. In 1999, Jeff was doing 12 hours a week on the Reference Desk; now he is doing 18, yet his IT demands have skyrocketed. (He used to do 21 hours per week on Reference, but Susanne Olson took 2 additional hours, and the Library Director took one to help.) We have not added any additional staff to handle the exponential increase in technology and complexity - we have asked Jeff to manage it all. Six hours a week would get Jeff back to his original Ref. Desk commitment of 12 hours a week. (In the same 15 years Jeff has been here, the Town Hall's IT Department has gone from non-existent to a 3-person department with a total of 99 hours per week. Jeff started at 40 hours a week and is still 40 hours a week.)

In 2000, when Jeff was hired and the position created, we had:

- 1 server, 1 laptop, 9 public computers, and 10 staff computers (**total: 21**). Also, no wireless Internet.

In 2014, we have:

- 2 servers, 14 laptops, 18 public computers, 16 staff computers, 3 tablets, and 3 self-checkout machines (**total: 56**) Now have wireless Internet and are regularly upgrading our connection. Coming soon: 3D and wireless printing!

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.

When asked if he would like the Director to fight for a higher pay grade for him (to be more 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."

6 Hours per week X \$18/hour X 52.5 weeks = \$5,670.

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

In response to numerous and perennial requests from parents, we extended the Children's Summer Reading Program from 8 to 9 weeks this year, from the day school gets out to the weekend before school starts. We used to end in mid-August, which was confusing because it was almost 2 weeks before school started. But we will be doing a full length Summer Reading Program from now on, so an additional 37 hours of Summer Reading Help, from 444 hours currently to 481 hours each year, will help us manage this longer program, one of the most important programs the library provides. This past summer, almost 600 kids, nearly 300 teens, and over 200 adults participated in our Summer Reading Programs! Library Assistant I's FY15 rate is \$16.63 per hour.

37 More Hours of Extra Summer Reading Help = \$615.

FY2016 Additional Library Budget Requests Explained Revised 12.3.14

GREATEST PUBLIC SERVICE NEED: FALL SUNDAY HOURS

Funding to Staff Fall Sunday Hours, 1-5 p.m., September (after Labor Day) through December. Winter (January-April) Sunday Hours 1-5 p.m. have been funded by the Town since 2005. **In 2013 and 2014, we added fall Sunday hours (Sept-Dec) as a 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; library staff gets thanked every Sunday for the Library being open. But if this service is to be offered permanently to the Town, it has to be supported by the municipal budget.

We average 354 people in the Library on Sundays in 2013 and 2014. Sunday hours are consistently our busiest in the entire week.

Reasons to be Open Additional Sunday Hours:

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]*

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 two years ago, we extended Friday and Saturday hours this year, and now it is time for more Sunday hours. Library usage statistics bear this out: when we are open Sundays 1-5 pm, they consistently show the highest number of people entering the Library per hour. We average 98 people entering the Library on Sundays 1-2 p.m., the second highest hour in the week after Tuesdays 4-5 p.m. (101). Total average # of visitors per hour is highest on Sundays (85), followed by Saturdays (80), and by Tuesdays (79).

Every Sunday, staff hears multiple times something along the lines of, “This is the only day I (or my kids and I) can come in and enjoy the Library; we are too busy, too rushed, too scheduled Monday through Saturday. We might fly in to pick something up during the week, but Sunday is the only day when we can come in, browse at a leisurely pace, sit and read together, and just enjoy the library.” Sunday afternoons are, for many people, the only unstructured, unscheduled time in their entire week.

2. **Libraries Play an Important Role in Education, and Being Open September through April Sundays Better Serves Our Students.** This is especially true now, as school library funding keeps getting cut. Every Groton-Dunstable school is thrilled to take our discarded library books because they have

FY2016 Additional Library Budget Requests Explained Revised 12.3.14

no money to buy books! To excel, students need access to quality resources and copyrighted works (i.e. not available for free on the Internet) and individual assistance in finding what they need for their particular project or assignment. They also need access to wonderful books for leisure time. We provide help and resources for students of all ages in Groton with school assignments or pleasure reading and do it afternoons, evenings, and weekends (when school libraries are not available.)

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 5 pm on Saturdays and does not re-open 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 have stretched staff as far as we can with the expansion of hours on Wednesdays 5-9, Fridays 5-6, and Saturdays 3-5; there is no way to stretch library staff further into Monday hours.
4. **Sunday Afternoons are the Best Times for Adult Programs.** Our adult program season runs September through May. 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 afternoons.

Funding for Fall Sunday Hours, 1-5, September through December. \$8,361 (FY15 rate). Covers four part-time Library Assistants, one Reference Librarian, one Custodian, and one Shelver to staff the Library for 16 Sundays.

GREATEST OPERATING NEEDS:

1. **Increase Electricity Budget.** Budgeted by Town for FY14: \$21,000. Paid by Library in FY14: \$22,689. Expected increase (from K. Kelley, GELD, Sept. 2014) of 7% for FY15, which is \$1,588 additional, or \$24,277. Simply level-funding for electricity for FY16 represents an 18% increase over FY14's \$21,000 budget – and that is just to catch up to what we anticipate spending this year. \$3,277
2. **Cover New Maintenance Contracts.**
 - a. **Cell phone for Building & Grounds Supervisor \$420.** Staff and contractors need to be able to reach the Head Custodian in the building when it is closed or when she is out on the grounds, as Deb is almost never at her desk. It is also essential for the Director to be able to reach her during an emergency, such as during a snowstorm or other event.
 - b. **Xerox Copier Maintenance Plan \$500.** We purchased two new Xerox copiers this year and the company offered us a maintenance plan, which, after reviewing with Mark Haddad, we decided was to our financial benefit. They will do all maintenance and provide everything (except paper) for both copiers for four years under this plan. **Total: \$920.**

MAJOR CAPITAL: GREATEST NEED:

Carpeting. The 1999 carpeting on the second and third floors of the Library has an estimated life of 10-15 years. 2015 marks the 16th year of this carpet. It is worn and needs replacing. Bonus: this will coincide beautifully with our Space Redesign Project on the 2nd and 3rd floors in the coming year (which will be paid by Library Trust Funds.) \$42,645.

SUMMARY SHEET FY2016 Additional Library Budget Requests Revised 12.3.14

GREATEST STAFFING NEEDS:

1. **More Hours for our Head Custodian.** Two (2) More Custodial Hours for Debra Ladue, or 27 Hours per week, instead of 25, so she can get to building and grounds maintenance going undone because of the increase in use, wear and tear, from extra hours the Library is open each week (7 hours added in the past 3 years!), large network deliveries, and traffic from our increasing number of programs and attendees. \$22.30/hour, 2 hours per week, 52.5 weeks + \$30 additional longevity = \$2,372.
2. **More Off-Desk Time for Technology Librarian to Manage IT.** Six (6) Extra Library Assistant II Hours to relieve Jeff Pike, Technology Librarian, from the Reference Desk, so he can have more time to manage our ever-expanding IT demands. \$18/hour, 6 hours/wk., 52.5 weeks = \$5,670.
3. **One Additional Week of Summer Reading Program Support.** 37 more hours for Library Assistant I's to help with our newly expanded, 9 week, full summer length Summer Reading Program. Increase from 444 to 481 hours for the summer. At FY15 rate, 16.63/hour, 37 hours = \$615.

GREATEST PUBLIC SERVICE NEED: FALL SUNDAY HOURS

Funding to Staff Fall Sunday Hours, 1-5 p.m., September (after Labor Day) through December. \$8,361 (at FY15 rates).
January through April Sunday Hours have been funded by the Town for the past 10 years.

GREATEST OPERATING NEEDS:

1. **Increase electricity budget.** This is the amount needed just to catch up to what we anticipate spending this year. \$3,277.
2. **Cover New Maintenance Contracts.** Cell phone for custodian \$420. Xerox Copier Maintenance Plan \$500. Total \$920.

MAJOR CAPITAL:

CARPETING. The 1999 carpeting on the 2nd and 3rd floors is 16 years old (lifespan is 10-15 years.) It is worn and needs replacing. \$42,645.

FY2016 LIBRARY BUDGET REQUESTS IN PRIORITY ORDER:

1. Electricity Increases	Operating	\$3,277
2. 2 More Hours for Head Custodian	Wages	\$2,372
3. 6 More Library Assistant II Hours to Help with IT	Wages	\$5,670
4. New Phone and Copier Maintenance Contracts	Operating	\$920
5. 37 Hours Extra Summer Reading Help for Longer Program	Wages	\$615
6. Replace 16-Year-Old Carpeting on the 2 nd and 3 rd Floors	Major Capital	\$42,645
7. Add Fall Sunday Hours, 1-5 p.m., Sept.-Dec.	Wages	\$8,361

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
LIBRARY								
1660	Salary	\$ 273,543	\$ 280,796	\$ 333,198	\$ 346,861	\$ 346,861	4.10%	
1661	Wages	\$ 307,549	\$ 324,309	\$ 279,707	\$ 299,045	\$ 289,138	3.37%	
1662	Expenses	\$ 169,892	\$ 189,225	\$ 198,335	\$ 202,532	\$ 202,532	2.12%	
1663	Minor Capital	\$ -	\$ 2,350	\$ -	\$ 18,405	\$ -	0.00%	
DEPARTMENTAL TOTAL		\$ 750,984	\$ 796,680	\$ 811,240	\$ 866,843	\$ 838,531	3.36%	\$ -

LIBRARY
610

<u>LINE ITEM</u>	FY 2016				<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	FY 2016		<u>PERCENT CHANGE</u>
	<u>FY 2015 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	\$ 4,685.00	\$ 420.00	9.85%	\$420 for Cell Phone For Custodian		\$ 4,685.00		9.85%
Dues and Meetings	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%			\$ 1,000.00		0.00%
Electric	\$ 21,000.00	\$ 24,277.00	\$ 3,277.00	15.60%	FY14 Actual: \$22,689; 7% Increase Per GELD		\$ 24,277.00		15.60%
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	\$ 6,750.00	\$ 500.00	8.00%	Annual Maintenance Contract for new Xerox copiers - \$500		\$ 6,750.00		8.00%
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	\$ -	\$ -	\$ -	0.00%			\$ -		0.00%
Supplies	\$ 15,500.00	\$ 15,500.00	\$ -	0.00%			\$ 15,500.00		0.00%
Trash Removal	\$ 1,900.00	\$ 1,900.00	\$ -	0.00%			\$ 1,900.00		0.00%
Travel	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%			\$ 1,000.00		0.00%
Water and Sewer	\$ 3,500.00	\$ 3,500.00	\$ -	0.00%			\$ 3,500.00		0.00%
Other:									
TOTAL FUNDS REQUESTED	\$ 198,335.00	\$ 202,532.00	\$ 4,197.00	2.12%			\$ 202,532.00	\$ -	2.12%

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 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Salaries															
Abraham	Vanessa	Contract	Library Director			40	\$ 77,385.00			\$ 77,385.00	3.0%			\$ 79,706.55	\$ 79,706.55
Dowson	Deborah	THL	Teen/Young Adult	8		20	\$ 28,727.50			\$ 29,762.05	2.0%			\$ 30,357.29	\$ 30,357.29
Dunham	Karen	THL	Head of Childrens	8		40	\$ 57,165.12			\$ 58,308.42	1.5%			\$ 59,183.05	\$ 59,183.05
Olson	Susanne	THL	Reference Librarian	8		40	\$ 58,877.99			\$ 60,055.55	1.5%		\$ 350.00	\$ 60,956.38	\$ 61,306.38
Pike	Jeffrey	THL	Technology Librarian	8		40	\$ 62,148.00			\$ 63,390.96	2.0%		\$ 750.00	\$ 64,658.78	\$ 65,408.78
Baylis	Lisa	THL	Head of Circulation	7		37	\$ 48,922.00			\$ 49,900.44	2.0%			\$ 50,898.45	\$ 50,898.45
Other Pay							\$ 950.00								
TOTAL SALARIES								\$ 334,175.61							\$ 346,860.50
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Wages															
Summer Reading 3 LA (with extra 37 Hours for extra week)				3	\$ 16.63		\$ 7,999.03	\$ 16.96	481	\$ 8,157.76				\$ 8,157.76	\$ 8,157.76
Winter (Jan - Apr) Sundays 1 Custodian II				4	\$ 17.59		\$ 844.32	\$ 17.94	48	\$ 861.12				\$ 861.12	\$ 861.12
Winter (Jan - Apr) Sundays 1 Reference				8	\$ 24.41		\$ 1,757.52	\$ 24.90	72	\$ 1,792.80				\$ 1,792.80	\$ 1,792.80
Winter (Jan - Apr) Sundays 1 Shelver				1	\$ 9.63		\$ 693.36	\$ 10.78	72	\$ 776.16				\$ 776.16	\$ 776.16
Winter (Jan - Apr) Sundays 4 Lib. Asst. II				4	\$ 17.59		\$ 5,065.92	\$ 17.94	288	\$ 5,166.72				\$ 5,166.72	\$ 5,166.72
Aiello	Phillip	THL	Custodian II	4	\$ 17.59	3	\$ 2,754.59	\$ 17.94	3	\$ 2,825.55	1.5%	\$ 18.21		\$ 2,868.08	\$ 2,868.08
Belanger	Erica	THL	Library Asst. II	4	\$ 21.23	23.35	\$ 25,876.61	\$ 21.65	23.38	\$ 26,574.29	0.5%	\$ 21.76	\$ 643.00	\$ 26,709.31	\$ 27,352.31
Coss	Sharon	THL	Library Asst. II	4	\$ 21.54	37.1	\$ 41,714.79	\$ 21.97	37.1	\$ 42,792.07	2.0%	\$ 22.41	\$ 1,018.00	\$ 43,649.08	\$ 44,667.08
Danti	Samantha	THL	Library Asst. I	3	\$ 16.79	10	\$ 8,764.38	\$ 17.13	10	\$ 8,993.25	1.5%	\$ 17.39		\$ 9,129.75	\$ 9,129.75
Dumont	Nancy	THL	Library Asst. I	3	\$ 16.63	15.5	\$ 13,455.33	\$ 16.96	15.5	\$ 13,801.20	2.0%	\$ 17.30		\$ 14,077.88	\$ 14,077.88
Johnson	Leroy	THL	Custodian II	4	\$ 21.54	3	\$ 3,373.16	\$ 21.97	3	\$ 3,460.28	0.5%	\$ 22.08	\$ 94.00	\$ 3,477.60	\$ 3,571.60
6 Extra Hours for Library Assisant II				4				\$ 18.00	6	\$ 5,670.00		\$ 18.00		\$ 5,670.00	\$ 5,670.00
Ladue	Debra	THL	Custodian II	4	\$ 21.54	25	\$ 28,109.70	\$ 21.97	27	\$ 31,142.48	1.5%	\$ 22.30	\$ 506.00	\$ 31,610.25	\$ 32,116.25
McLaughlin	Callum	THL	Shelver	1	\$ 9.63	4	\$ 2,010.74	\$ 10.78	4	\$ 2,263.80		\$ 10.78		\$ 2,263.80	\$ 2,263.80
Navetta	Benjamin	THL	Shelver	1	\$ 9.63	5	\$ 2,513.43	\$ 10.78	5	\$ 2,829.75	1.0%	\$ 10.89		\$ 2,858.63	\$ 2,858.63
Navetta	Mitchell	THL	Shelver	1	\$ 9.63	4	\$ 2,010.74	\$ 10.78	4	\$ 2,263.80	0.0%	\$ 10.78		\$ 2,263.80	\$ 2,263.80
Perry	Geri	THL	Library Asst. II	4	\$ 19.81	15.35	\$ 15,873.16	\$ 20.21	15.38	\$ 16,318.56	1.5%	\$ 20.51		\$ 16,560.80	\$ 16,560.80
Rector	Kimberely	THL	Library Asst. I	3	\$ 16.63	10	\$ 8,680.86	\$ 16.96	10	\$ 8,904.00		\$ 16.96		\$ 8,904.00	\$ 8,904.00
Riggs	Margaret	THL	Asst. To Libr. Dir.	6	\$ 23.43	25	\$ 30,576.15	\$ 23.90	25	\$ 31,368.75	1.5%	\$ 24.26		\$ 31,841.25	\$ 31,841.25
Sanchez	Lauren	THL	Library Asst. II	4	\$ 20.60	37	\$ 39,786.84	\$ 21.01	37	\$ 40,811.93	2.0%	\$ 21.43	\$ 324.00	\$ 41,627.78	\$ 41,951.78
Wilson	Ann	THL	Library Asst. II	4	\$ 21.54	22.1	\$ 24,848.97	\$ 21.97	22.1	\$ 25,490.69	1.5%	\$ 22.30	\$ 413.00	\$ 25,873.58	\$ 26,286.58
Other Pay							\$ 21,694.00								
TOTAL WAGES								\$ 288,403.60							\$ 289,138.15

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
COMMEMORATIONS & CELEBRATIONS								
1670	Expenses	\$ 444	\$ 448	\$ 500	\$ 500	\$ 500	0.00%	
1671	Fireworks	\$ -	\$ -	\$ -			0.00%	
<hr/>								
DEPARTMENTAL TOTAL		\$ 444	\$ 448	\$ 500	\$ 500	\$ 500	0.00%	\$ -

COMMEMORATIONS AND CELEBRATIONS

692

<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel/Conferences								
Equipment Maintenance								
Printing/Printed Forms								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Miscellaneous Fireworks	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
WATER SAFETY								
1680	Wages	\$ 2,151	\$ 1,576	\$ 2,640	\$ 2,640	\$ 2,640	0.00%	
1681	Expenses and Minor Capital	\$ 422	\$ 10,663	\$ 950	\$ 26,570	\$ 26,570	2696.84%	
1682	Property Maint & Improvements	\$ -	\$ -	\$ -	\$ 9,000	\$ 9,000	0.00%	
<hr/>								
DEPARTMENTAL TOTAL		\$ 2,573	\$ 12,239	\$ 3,590	\$ 38,210	\$ 38,210	964.35%	\$ -

WATER SAFETY

699

1681 - Expenses

<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Lifeguard Management*	\$ 950.00	\$ 21,561.00		2169.58%	The Sargission Beach Committee is resubmitting its original request for FY 2015	\$ 21,561.00		2169.58%
Lifeguard Chairs	\$ -							
Rescue Equipment	\$ -	\$ 486.00				\$ 486.00		
Swim Area Protection/Markers	\$ -	\$ 200.00				\$ 200.00		
Gear Storage and Transport	\$ -	\$ 171.00				\$ 171.00		
Emergency Medical Supplies	\$ -	\$ 202.00				\$ 202.00		
Rescue Boat, LifeJackets, Radio	\$ -							
Contingency	\$ -	\$ 3,000.00				\$ 3,000.00		
Toilet Rental	\$ -	\$ 850.00	\$ 850.00			\$ 850.00		
Advertising	\$ -	\$ 100.00	\$ 100.00			\$ 100.00		
Programs	\$ -	\$ -				\$ -		
TOTAL FUNDS REQUESTED	\$ 950.00	\$ 26,570.00	\$ 950.00	2696.84%		\$ 26,570.00	\$ -	2696.84%

WATER SAFETY

699

1682 - Property Maintenance and Improvements

<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 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%
TOTAL FUNDS REQUESTED	\$ -	\$ 9,000.00	\$ -	0.00%		\$ 9,000.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
WEED MANAGEMENT								
1690	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
1691	Expenses: Weed Harvester	\$ 1,615	\$ 3,748	\$ 4,000	\$ 4,000	\$ 4,000	0.00%	
1692	Expenses: Great Lakes	\$ 300	\$ 417	\$ 2,385	\$ 2,385	\$ 2,385	0.00%	
<hr/>								
	DEPARTMENTAL TOTAL	\$ 1,915	\$ 4,165	\$ 6,385	\$ 6,385	\$ 6,385	0.00%	\$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
COUNTRY CLUB								
1700	Salary	\$ 122,450	\$ 131,026	\$ 59,109	\$ 119,781	\$ 119,781	102.64%	
1701	Wages	\$ 136,391	\$ 130,022	\$ 189,160	\$ 169,172	\$ 169,172	-10.57%	
1702	Expenses	\$ 284,442	\$ 331,031	\$ 296,731	\$ 127,239	\$ 127,239	-57.12%	
1703	Minor Capital	\$ 3,857	\$ 4,000	\$ 5,000	\$ -	\$ -	-100.00%	
<hr/>								
	DEPARTMENTAL TOTAL	\$ 547,140	\$ 596,079	\$ 550,000	\$ 416,192	\$ 416,192	0.00%	\$ -

COUNTRY CLUB

<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Golf Expenses								
Supplies	\$ 11,500	\$ 11,500	\$ -	0.00%		\$ 11,500		0.00%
Pro Shop	\$ 4,000	\$ 4,000	\$ -	0.00%		\$ 4,000		0.00%
Utilities	\$ 1,000	\$ 1,000	\$ -	0.00%		\$ 1,000		0.00%
Pool Expenses								
Swim Team	\$ 15,459	\$ 15,459	\$ -	0.00%		\$ 15,459		0.00%
Lessons	\$ 1,100	\$ 1,100	\$ -	0.00%		\$ 1,100		0.00%
Pool Maintenance	\$ 13,642	\$ 9,000	\$ (4,642)	-34.03%		\$ 9,000		-34.03%
Camp Expenses	\$ 12,880	\$ 12,880	\$ -	0.00%		\$ 12,880		0.00%
Function Hall								
Beer/Wine/Soda/Liquor	\$ 19,700	\$ -	\$ (19,700)	-100.00%		\$ -		-100.00%
Expenses/Utilities	\$ 22,700	\$ 5,000	\$ (17,700)	-77.97%		\$ 5,000		-77.97%
Expenses/General	\$ 26,000	\$ -	\$ (26,000)	-100.00%		\$ -		-100.00%
Building and Grounds								
Course Maintenance	\$ 27,300	\$ 27,300	\$ -	0.00%		\$ 27,300		0.00%
Building Expenses	\$ 8,500	\$ 8,500	\$ -	0.00%		\$ 8,500		0.00%
Club Overhead								
Marketing	\$ 11,100	\$ 8,000	\$ (3,100)	-27.93%		\$ 8,000		-27.93%
Office Supplies	\$ 5,200	\$ 2,500	\$ (2,700)	-51.92%		\$ 2,500		-51.92%
Utilities	\$ 11,000	\$ 11,000	\$ -	0.00%		\$ 11,000		0.00%
Insurance	\$ 21,000	\$ -	\$ (21,000)	-100.00%		\$ -		-100.00%
Merchant Bank Charges	\$ 14,000	\$ 10,000	\$ (4,000)	-28.57%		\$ 10,000		-28.57%
Sales/M meal Tax	\$ 7,000	\$ -	\$ (7,000)	-100.00%		\$ -		-100.00%
Additional FY 2015 Appropriation	\$ 63,650	\$ -	\$ (63,650)	-100.00%		\$ -		-100.00%
TOTAL FUNDS REQUESTED	\$ 296,731	\$ 127,239	\$ (169,492)	-57.12%		\$ 127,239	\$ -	-57.12%

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 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Salaries															
Vacant		Supervisors	GM/Golf Pro	16		40	\$ -			\$ 60,000.00				\$ 60,000.00	\$ 60,000.00
Colby	William	Supervisors	Grounds Supt	10		40	\$ 58,609.13			\$ 59,781.31				\$ 59,781.31	\$ 59,781.31
Other Pay							\$ 500.00								
TOTAL SALARIES							\$ 59,109.13								\$ 119,781.31
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Wages															
Hommel	Jean	THL	Administrative Asst.	6	\$21.33	40	\$ 44,537.04	\$ 21.76	40	\$ 45,688.86		\$ 21.76		\$ 45,688.86	\$ 45,688.86
Building and Grounds							\$ 62,000.00			\$ 55,000.00				\$ 55,000.00	\$ 55,000.00
Pool							\$ 35,000.00			\$ 31,296.00				\$ 31,296.00	\$ 31,296.00
Golf							\$ 25,000.00			\$ 21,000.00				\$ 21,000.00	\$ 21,000.00
Snack Bar							\$ 10,705.00			\$ -				\$ -	\$ -
Function Hall							\$ -			\$ -				\$ -	\$ -
Camp							\$ 11,918.00			\$ 16,187.00				\$ 16,187.00	\$ 16,187.00
TOTAL WAGES							\$ 189,160.04								\$ 169,171.86

REVENUES

Full Memberships	\$	9,000
Golf Membeships	\$	48,000
Golf Academy	\$	8,000
Swim Memberships	\$	47,500
Summer Camp Revenues	\$	68,000
Pool Program Revenues	\$	72,500
Golf Greens Fees	\$	107,792
Driving Range Fees	\$	3,000
Cart Fees	\$	40,000
Tavern Lease Revenue	\$	2,400
Function Hall Lease Revenue	\$	10,000

TOTAL REVENUES	\$	416,192
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LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
DEBT SERVICE								
2000	Long Term Debt - Principal Excluded	\$ 737,964	\$ 959,368	\$ 630,640	\$ 915,640	\$ 915,640	45.19%	
2001	Long Term Debt - Principal Non-Excluded	\$ -	\$ -	\$ 352,030	\$ 77,030	\$ 77,030	0.00%	
2002	Long Term Debt - Interest - Excluded	\$ 206,432	\$ 373,881	\$ 143,537	\$ 256,905	\$ 256,905	78.98%	
2003	Long Term Debt - Interest - Non-Excluded	\$ -	\$ -	\$ 180,514	\$ 9,015	\$ 9,015	0.00%	
2004	Short Term Debt - Principal - Town	\$ -	\$ -	\$ 112,000	\$ -	\$ -	0.00%	
2005	Short Term Debt - Interest - Town	\$ -	\$ -	\$ -	\$ 132,500	\$ 132,500	0.00%	
DEPARTMENTAL TOTAL		\$ 944,396	\$ 1,333,249	\$ 1,418,721	\$ 1,391,090	\$ 1,391,090	-1.95%	\$ -

Short-Term Detail-

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) (A)
	(350,000.00)
Balance @ 6/30/15-	- Paid Off

\$2,000 FY16 requested appropriation represents potential short-term borrowing costs associated with BAN maturity processing on 2/13/15 and/or possible higher charge from Financial Advisor with respect to required Annual Disclosure to SEC, which fluctuates from year-to-year depending on disclosure parameters.

Comments/To Consider-

1. Any potential May 2015 ATM borrowing authorizations will have to be evaluated for short-term or long-term borrowing treatment. At this time, our existing short-term note for Lost Lake Sewer Design (orig.- \$350,000) was paid off in FY 2015. If any borrowing authorizations occur at Spring ATM.....they would be initiated in FY16, and likely have no FY16 debt service applicable....short-term maturities would be in FY17, unless we bridge a short-term BAN within FY16....in anticipation of a permanent borrowing later in FY16/17, the latter being unlikely, but should be discussed.

2. Long-Term Planning:

Please see attached FY16 summary of debt; Irrespective of new borrowing that may occur, going forward, please note the following borrowing issues that will mature;

<u>Bond Issue</u>	<u>Matures</u>	<u>Debt Service To Be Eliminated</u>
<u>Excluded:</u>		
GF- 2981- Sr. Center	FY17	8,500
GF- 2972- Library #1	FY18	100,000
GF- 2973- Library #2	FY18	20,000
<u>Non-Excluded:</u>		
GF- 2980- Fire Truck	FY17	40,000
GF- 2986- Shattuck	FY20	30,000
CPC- 012- Surrenden	FY22	480,000

Long Term Debt By Year**Fiscal 2016** (Tax(s):Private:TreasurersFiles:Debt:LongTermDebt2013-2016)**CC:**General Fund
GELDCPC
SewerWater
Title V**General Fund**

<u>ID</u>	<u>Name</u>	<u>Issued</u>	<u>Matures</u>	<u>Orig Amt</u>	<u>Exempt/ Non-Exempt</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	
2988	Bernier Bissell	7/15/2001	7/15/2019	\$850,000	Exempt	\$44,720.00	\$8,624.80	\$53,344.80	
2989	Bissell Property	7/15/2001	7/15/2019	\$1,075,000	Exempt	\$56,250.00	\$10,837.90	\$67,087.90	
2992	Gibbet Hill	11/15/2003	11/15/2022	\$3,000,000	Exempt	\$165,000.00	\$29,500.00	\$194,500.00	REFUNDED in FY15
2972	Library #1	7/15/1999	7/15/2017	\$1,831,464	Exempt	\$94,670.00	\$8,904.60	\$103,574.60	
2973	Library #2	7/15/1999	7/15/2017	\$364,000	Exempt	\$18,970.00	\$1,833.00	\$20,803.00	
2991	Lost Lake Fire	11/15/2003	11/15/2022	\$1,450,000	Exempt	\$75,000.00	\$14,550.00	\$89,550.00	REFUNDED in FY15
2987	Norris Property	7/15/2001	7/15/2019	\$750,000	Exempt	\$39,670.00	\$7,679.40	\$47,349.40	
2981	Senior Center	7/15/1999	7/15/2016	\$151,110	Exempt	\$8,440.00	\$498.80	\$8,938.80	
2983	Town Hall	7/15/1999	7/15/2017	\$2,500,000	Exempt	\$127,920.00	\$12,163.60	\$140,083.60	
2912	Center Fire Station	4/18/2013	6/30/2035	\$7,730,000	Exempt	\$285,000.00	\$162,312.52	\$447,312.52	EXEMPTED in FY15
Total Exempt						\$915,640.00	\$256,904.62	\$1,172,544.62	
2990	Fire Truck	11/15/2003	11/15/2016	\$485,000	Non-Exempt	\$40,000.00	\$1,100.00	\$41,100.00	REFUNDED in FY15
2994	Project Eval	11/1/2003	2/1/2024	\$330,000	Non-Exempt	\$10,950.00	\$2,853.64	\$13,803.64	
2986	Shattuck Property	7/15/2001	7/15/2019	\$500,000	Non-Exempt	\$26,080.00	\$5,061.30	\$31,141.30	
Total Non-Exempt						\$77,030.00	\$9,014.94	\$86,044.94	
Total for General Fund						\$992,670.00	\$265,919.56	\$1,258,589.56	

Summary for General Fund**GELD**

2995	GELD- Transformer	7/15/2001	7/15/2019	\$750,000	Non-Exempt	\$38,280.00	\$7,396.60	\$45,676.60	
2998	GELD- Headqtrs.	8/1/2014	11/1/2033	\$2,000,000	Non-Exempt	\$80,000.00	\$58,000.00	\$138,000.00	NEW IN 2015
Total Non-Exempt for GELD						\$118,280.00	\$65,396.60	\$183,676.60	

Summary for GELD

CPC								
012	Surrenden Farm	7/6/2007	12/15/2021	\$5,015,000	Non-Exempt	\$370,000.00	\$112,850.00	\$482,850.00

<u>Summary for CPC</u>					Total Non-Exempt for CPC	\$370,000.00	\$112,850.00	\$482,850.00
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Sewer

<u>ID</u>	<u>Name</u>	<u>Issued</u>	<u>Matures</u>	<u>Orig Amt</u>	<u>Exempt/ Non-Exempt</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2910	Boston Road	10/26/2007	10/1/2025	\$310,940	Non-Exempt	\$16,647.50	\$7,532.99	\$24,180.49
2911	Old Ayer Rd	10/26/2007	10/1/2025	\$155,960	Non-Exempt	\$8,352.50	\$3,779.51	\$12,132.01
9994	Project Eval	11/1/2003	2/1/2024	\$330,000	Non-Exempt	\$4,050.00	\$1,055.46	\$5,105.46

<u>Summary for Sewer</u>					Total Non-Exempt for Sewer	\$29,050.00	\$12,367.96	\$41,417.96
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Title V

2993	Title Five	8/1/2002	8/1/2023	\$197,403	Non-Exempt	\$10,400.00	\$0.00	\$10,400.00
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<u>Summary for Title V</u>					Total Non-Exempt for TitleV	\$10,400.00	\$0.00	\$10,400.00
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Water

2997	Water SRF Loan 2	12/14/2006	7/15/2026	\$1,234,434	Non-Exempt	\$59,602.00	\$16,565.80	\$76,167.80
2909	Water System	11/23/2004	8/1/2024	\$4,417,366	Non-Exempt	\$210,515.00	\$67,682.27	\$278,197.27

<u>Summary for Water</u>					Total for Water	\$270,117.00	\$84,248.07	\$354,365.07
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FY16 Totals-					\$1,790,517.00	\$540,782.19	2,331,299.19
					ok	ok	ok

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2016 IMPACT ON AVERAGE TAX BILL
EMPLOYEE BENEFITS								
	GENERAL BENEFITS							
3000	County Retirement	\$ 1,377,437	\$ 1,481,574	\$ 1,591,023	\$ 1,771,089	\$ 1,771,089	11.32%	
3001	State Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
3002	Unemployment Compensation	\$ 28,861	\$ 43,488	\$ 40,000	\$ 41,800	\$ 41,800	4.50%	
	INSURANCE							
3010	Health Insurance	\$ 1,299,409	\$ 1,383,565	\$ 1,431,201	\$ 1,548,000	\$ 1,532,500	7.08%	
3011	Life Insurance	\$ 2,128	\$ 1,753	\$ 2,500	\$ 2,500	\$ 2,500	0.00%	
3012	Medicare/Social Security	\$ 85,070	\$ 109,304	\$ 107,000	\$ 118,000	\$ 118,000	10.28%	
<hr/>								
	DEPARTMENTAL TOTAL	\$ 2,792,905	\$ 3,019,684	\$ 3,171,724	\$ 3,481,389	\$ 3,465,889	9.27%	\$ -

(a) Amount shown reflects MCERS projected FY16 assessment if paid in two installments during year; MCERS offers a single-pay (by 7/7/15) discount amount of \$1,735,667. **We should budget the higher amount as unforeseen cash-flow circumstances (whatever they might be) could prevent the 1-time early pay option**

Complete detail for Groton's FY16 assessment will be released by MCERS at its 12/18/14 advisory council annual meeting....demographic data; retiree detail; payroll detail; etc.

<u>Projected Apportionment:</u>	General Fund	1,386,866
	Cable	23,914
	GELD	285,709
	Sewer Dept.	5,000
	Water Dept.	61,864
	Trust Funds	<u>7,736</u>
		1,771,089

Health Insurance

Budget: FY 2016

ACTUAL based on
Nov 2014 Enroll.
assumes 7% increase over
FY15 rates for FY16 (7/15-5/16),
then 7% for FY17 (6/16)

	Tufts	1.07	Harvard	1.07	Fallon SC	1.07	Fallon DC	1.07	Tufts Med Supp	1.07	Tufts Med Pref	1.07
Rates	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	622	665	633	678	560	599	528	564	349	373	252	270
I-Weighted		625		637		563		531		361		261
Fam	1,687	1,806	1,663	1,779	1,494	1,598	1,411	1,510		0		0
F-Weighted		1,697		1,672		1,502		1,420				

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

	# Enrolled:	Town	GEL	Water	Sewer	Cable	Total Ind	Total Fam	Total Med Ret
Tufts: Individual	19	16	2			1	37	68	43
Family	30	25	2	3			10	5	
ER Ind	9	6	3				27	63	
ER Family	5	5							
Harv: Individual	2	1				1			
Family	9	7	2						
ER Ind	1	1							
ER Family	0								
FalSC: Individual	5	5							
Family	24	18	4	0.667	1.333				
ER Ind	0								
ER Family	0								
FalDC: Individual	1					1			
Family	0								
ER Ind	0								
ER Family	0								
Ret Supp Ind	42	32	6	3	1				
Ret Pref Ind	1	1							

148

Vacancies: 6 Fam-Tufts (1-Police, 1-Fire, 4 Vacancies)

RET 0 Tufts
adjustments made for upcoming events:
J.Ganem Medicare 14-Nov

148 total on insurance plans
90 active employees
15 early retirees
43 medicare eligible retirees

vacancies spoken for after 2016 budget process:

FY 2016 ENTERPRISE FUND BUDGETS

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 APPROPRIATED	FY 2016 DEPARTMENT REQUEST	FY 2016 TOWN MANAGER BUDGET	PERCENT CHANGE
WATER DEPARTMENT							
	WD Salaries	\$ 131,728	\$ 128,932	\$ 116,487	\$ 118,265	\$ 118,265	1.53%
	WD Wages	\$ 128,380	\$ 141,139	\$ 146,484	\$ 151,875	\$ 151,875	3.68%
	WD Expenses	\$ 420,926	\$ 472,978	\$ 354,489	\$ 368,554	\$ 368,554	3.97%
	WD Debt Service	\$ 361,980	\$ 361,606	\$ 361,217	\$ 358,851	\$ 358,851	-0.66%
<hr/>							
100	DEPARTMENTAL TOTAL	\$ 1,043,014	\$ 1,104,655	\$ 978,677	\$ 997,545	\$ 997,545	1.93%
<hr/>							
SEWER DEPARTMENT							
	Sewer Salaries	\$ -	\$ -	\$ 17,585	\$ 18,026	\$ 18,026	2.51%
	Sewer Wages	\$ 19,126	\$ 21,290	\$ 30,111	\$ 30,865	\$ 30,865	2.50%
	Sewer Expense	\$ 559,158	\$ 664,942	\$ 582,615	\$ 571,843	\$ 571,843	-1.85%
	Sewer Debt Service	\$ 5,439	\$ 5,435	\$ 42,851	\$ 41,420	\$ 41,420	-3.34%
<hr/>							
200	DEPARTMENTAL TOTAL	\$ 583,723	\$ 691,667	\$ 673,162	\$ 662,154	\$ 662,154	-1.64%
<hr/>							
LOCAL ACCESS CABLE DEPARTMENT							
	Cable Salaries	\$ 55,312	\$ 58,297	\$ 60,521	\$ 62,657	\$ 62,657	3.53%
	Cable Wages	\$ 41,974	\$ 49,589	\$ 54,293	\$ 56,533	\$ 56,533	4.12%
	Cable Expenses	\$ 40,263	\$ 48,143	\$ 69,160	\$ 81,268	\$ 81,268	17.51%
	Cable Minor Capital	\$ 15,675	\$ 16,540	\$ 88,000	\$ 65,000	\$ 65,000	-26.14%
<hr/>							
300	DEPARTMENTAL TOTAL	\$ 153,224	\$ 172,569	\$ 271,974	\$ 265,458	\$ 265,458	-2.40%
<hr/>							
TOTAL ENTERPRISE FUNDS		\$ 1,779,961	\$ 1,968,891	\$ 1,923,813	\$ 1,925,157	\$ 1,925,157	0.07%

WATER DEPARTMENT ENTERPRISE FUND
100

<u>LINE ITEM</u>	FY 2016				PERCENT	REASON FOR CHANGE:	FY 2016	FY 2016	PERCENT
	FY 2015	DEPARTMENT					TOWN MANAGER	FINCOM	
	<u>APPROPRIATION</u>	<u>REQUEST</u>	<u>DIFFERENCE</u>	<u>CHANGE</u>			<u>APPROVED</u>	<u>APPROVED</u>	<u>CHANGE</u>
Propane Heat	\$ 5,000.00	\$ 8,400.00	\$ 3,400.00	68.00%			\$ 8,400.00		68.00%
Electricity	\$ 51,000.00	\$ 53,000.00	\$ 2,000.00	3.92%			\$ 53,000.00		3.92%
Building Maintenance	\$ 500.00	\$ 500.00	\$ -	0.00%			\$ 500.00		0.00%
Equipment Maintenance	\$ 5,000.00	\$ 10,000.00	\$ 5,000.00	100.00%			\$ 10,000.00		100.00%
Vehicle Maintenance	\$ 2,000.00	\$ 2,500.00	\$ 500.00	25.00%			\$ 2,500.00		25.00%
Maintenance Agreements	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%			\$ 4,000.00		0.00%
Well Testing	\$ 7,000.00	\$ 9,500.00	\$ 2,500.00	35.71%			\$ 9,500.00		35.71%
DEP Assessment	\$ 1,400.00	\$ 1,400.00	\$ -	0.00%			\$ 1,400.00		0.00%
Meters	\$ 10,000.00	\$ 10,000.00	\$ -	0.00%			\$ 10,000.00		0.00%
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	\$ 600.00	\$ 600.00	\$ -	0.00%			\$ 600.00		0.00%
Printing/Copying	\$ 3,500.00	\$ 3,500.00	\$ -	0.00%			\$ 3,500.00		0.00%
Insurance	\$ 16,000.00	\$ 16,600.00	\$ 600.00	3.75%			\$ 16,600.00		3.75%
Telephone	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%			\$ 2,000.00		0.00%
Postage	\$ 1,500.00	\$ 2,000.00	\$ 500.00	33.33%			\$ 2,000.00		33.33%
Contracted Services	\$ 45,000.00	\$ 40,000.00	\$ (5,000.00)	-11.11%			\$ 40,000.00		-11.11%
Office Supplies/Equipment	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%			\$ 3,000.00		0.00%
Parts/Equipment (System)	\$ 17,500.00	\$ 17,500.00	\$ -	0.00%			\$ 17,500.00		0.00%
Gas and Oil	\$ 7,200.00	\$ 8,500.00	\$ 1,300.00	18.06%			\$ 8,500.00		18.06%
Chemicals	\$ 32,000.00	\$ 30,000.00	\$ (2,000.00)	-6.25%			\$ 30,000.00		-6.25%
Uniforms	\$ 1,200.00	\$ 2,000.00	\$ 800.00	66.67%			\$ 2,000.00		66.67%
Intergovernmental	\$ 132,289.00	\$ 136,754.00	\$ 4,465.00	3.38%			\$ 136,754.00		3.38%
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%
TOTAL FUNDS REQUESTED	\$ 354,489.00	\$ 368,554.00	\$ 14,065.00	3.97%			\$ 368,554.00	\$ -	3.97%

Department Water Department Enterprise Fund
 Org # 100
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Salaries															
Orcutt	Thomas	Supervisors	Superintendent	14		40	\$ 79,273.00			\$ 80,858.46	1.0%			\$ 81,667.04	\$ 81,667.04
Iannacone	April	THL	Business Manager	9		40	\$ 35,702.00			\$ 36,416.04	0.5%			\$ 36,598.12	\$ 36,598.12
Other Pay							\$ 1,512.00								
TOTAL SALARIES							\$ 116,487.00								\$ 118,265.16
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Wages															
Brackett	George	Highway	Sr. Technician	6	\$30.17	40	\$ 62,994.96	\$ 30.77	40	\$ 64,254.86	2.0%	\$ 31.39		\$ 65,916.62	\$ 65,916.62
Knox	Steven	Highway	Sr. Technician	5	\$25.50	40	\$ 53,244.00	\$ 26.01	40	\$ 54,308.88	2.0%	\$ 26.53		\$ 55,713.42	\$ 55,713.42
Summer Help					n/a	40	\$ 5,600.00	\$ 10.00	40					\$ 5,600.00	\$ 5,600.00
Other Pay							\$ 24,645.00							\$ 24,645.00	\$ 24,645.00
TOTAL WAGES							\$ 146,483.96								\$ 151,875.04



**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 2016 Revenue Projections :

Rates	\$ 740,000.00
Processing Charge	\$ 72,000.00
Construction	\$ 105,000.00
Miscellaneous	\$ 5,000.00
Public Fire Protection	\$ 33,000.00
Town Paid Fire Protection	\$ 2,500.00
Private Hydrants	\$ 23,000.00
Fire Sprinklers	\$ 24,000.00
Other Non-Rate Fees	\$ 15,000.00
Transfers	\$ -
Total Revenue	\$ 1,019,500.00
 Total Expenses	 \$ 1,017,635.00
 Projected Surplus (Deficit)	 \$ 1,865.00

Groton Water Department

Connection Fees Forecast for FY 2016

Project:	# of units	Total Value	%	Value in FY2016
Cross Roads Plaza (4x2”R + 4x4”F)	4R/4C	\$60,000.00	0%	\$0.00
Monarch Path (15 x 1-1/2”R)	15R	\$75,000.00	7%	\$5,000.00
NE Shirdi Temple (8R + 3-4”F)	8R/3C	\$75,000.00	33%	\$0.00
Chamberlain Woods	8R	\$30,000.00	25%	\$7,500.00
Rocky Hill (84R)	84R/52R	\$315,000.00	2%	\$7,500.00
#134 Main Street (1-4”F & 3-2”F)	7R	\$26,250.00	0%	\$11,250.00
	3C	\$37,500.00	0%	
#128 Main Street (3-4”F – 11R)	11R	\$26,250.00	0%	\$7,500.00
	2C	\$55,000.00	0%	\$7,500.00
Miscellaneous	1 R	<u>\$ 3,750.00</u>		<u>\$15,000.00</u>
Total Value		\$703,750.00		\$61,250.00
Total Anticipated Revenue for FY 2015				\$61,250.00

Fiscal Year 2016 Budget
Overtime Calculations

	HOURLY RATE	OVERTIME	DOUBLE TIME	SATURDAYS	SUNDAYS	4 HOLIDAYS	2 HOLIDAYS	EMERGENCY Call- OUTS	ON CALL PAY	LONGEVITY & CROSS CONN. STIPEND
George Brackett	\$ 30.77	\$ 46.16	\$ 61.54	\$ 1,200.03	\$ 2,400.06	\$ 369.24	\$ 246.16	\$ 1,200.03	\$ 6,500.00	\$1,250.00
Stephen Knox	\$ 26.01	\$ 39.02	\$ 52.02	\$ 1,014.39	\$ 2,028.78	\$ 312.12	\$ 208.08	\$ 1,014.39	\$ 6,500.00	\$400.00

Total Scheduled & Unscheduled OT	\$ 9,993.28
On-Call Compensation	\$ 13,000.00
Longevity & Cross Connection Stipend	\$1,650.00
<u>GRAND TOTAL</u>	\$ 24,643.28

FY 2016 Budget **\$24,645.00**

GROTON WATER DEPARTMENT

Overtime Totals - 5 Year Average

	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>Average</u>	<u>FY16 Budget Recommendation</u>
Overtime	\$ 9,995.00	9,608.00	23,366.00	22,647.84	21,292.71	20,406.54	19,558.21	21,454.26	\$ 9,995.00
On-Call Pay	\$ 13,000.00	\$ 13,000.00							\$ 13,000.00
Longevity	\$ 1,250.00	\$ 1,250.00	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 1,750.00	\$ 1,250.00
X Conn Stipend	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 350.00	\$ 350.00	\$ 375.00	\$ 400.00
Totals	\$ 24,645.00	24,258.00	24,766.00	24,047.84	23,692.71	22,756.54	21,908.21	23,579.26	\$ 24,645.00

\$ 997,100.00

2016 TOWN OF GROTON MINOR CAPITAL PLAN

Program Water

Lead Department Water Department

Project Name Water Meters

New Yes **Replacement** No

Current Age N/A **Estimated Life** Varies

Reason for need: In Fiscal Year 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.

Meters w/Radio's \$10,000.00

Total Cost \$ 10,000.00

Funding Source: Water Revenue

Groton Water Enterprise Retained Earnings Disposition:

9/9/2014

	<u>Date</u>	<u>Balance</u>	<u>Unfunded Liability</u>	<u>Capital Projects Reserve</u> <u>System Devt. Receipts</u>	<u>Unallocated</u>	<u>Proof</u>
Beginning Balance :						
Certified Free Cash 6/30/13		\$ <u>319,521.00</u>	20,000.00	115,000.00	184,521.00	\$ 319,521.00
FY2014						
Town Meeting Transfer	04/29/14	\$ (100,000.00)		(30,000.00)	(70,000.00)	\$ (100,000.00)
Transfers In to (Out of) E&D at Year End	+/-	\$ 100,120.00	10,000.00	76,250.00	13,870.00	\$ 100,120.00
<u>Total E & D Balance FY2014</u>		<u>\$ 319,641.00</u>	<u>\$ 30,000.00</u>	<u>\$ 161,250.00</u>	<u>\$ 128,391.00</u>	<u>\$ 319,641.00</u>

Groton Water Department

Fiscal Year 2015 Vehicle Inventory

<u>Vehicle I.D.</u>	<u>User</u>	<u>Make</u>	<u>Model</u>	<u>Year</u>	2012 <u>Mileage*</u>	2013 <u>Mileage*</u>	2014 <u>Mileage</u>
Water 1 (W-1):	T. Orcutt	Ford	Ranger	2006	47,000	47,109	52,204
Water 2 (W-2):	G. Brackett	Ford	F 250	2014	-	-	5,448
Water 3 (W-3):	S. Knox	Ford	F 150	2012	-	21,984	25,261
Water 4 (W-4):	Spare	Ford	Ranger	2002	74,342	79,735	81,000

Pay to: Town of Groton

12/22/2014 6:03 PM

Interdepartmental Reimbursement

1/28/2011

FY 2016 Budget Projection

Water Department

Active Employees	George B.	Stephen K.	April I	Tom O.		Totals
Health Insurance	\$16,294.00	\$16,294.00	\$9,617.00	\$16,294.00		\$58,499.00
Life Insurance	\$40.00	\$40.00	\$40.00	\$40.00		\$160.00
Town Share: Medicare					\$4,000.00	\$4,888.00
Town Share: Retirement (See attached)					\$61,864.00	\$61,864.00
Retired Employees	J. Walsh	W. Boucher	S. Collette			
Health Insurance	\$3,105.00	\$3,105.00	\$3,105.00			\$9,315.00
Life Insurance	\$14.00		\$14.00			\$28.00
Overhead						
Electricity/Heat/Maint.(2%of 100,000)	\$2,000.00					\$2,000.00
Salaries (TM,TA,TC&T)	\$0.00					\$0.00
Total All Charges ----->						\$136,754.00

Medicare Matching:

Retirement Assessment:Based on Treasurer's Report

SEWER DEPARTMENT ENTERPRISE FUND
200

<u>LINE ITEM</u>	FY 2016 DEPARTMENT					FY 2016 TOWN MANAGER		
	<u>FY 2015 APPROPRIATION</u>	<u>REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>APPROVED</u>	<u>FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Treatment	\$ 325,000.00	\$ 335,000.00	\$ 10,000.00	3.08%		\$ 335,000.00		3.08%
System Maintenance	\$ 88,000.00	\$ 91,000.00	\$ 3,000.00	3.41%		\$ 91,000.00		3.41%
Gas	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%		\$ 1,000.00		0.00%
Electricity	\$ 9,000.00	\$ 10,000.00	\$ 1,000.00	11.11%		\$ 10,000.00		11.11%
Telemetry	\$ 3,250.00	\$ 3,250.00	\$ -	0.00%		\$ 3,250.00		0.00%
Water Meter Repairs	\$ 2,000.00	\$ 2,500.00	\$ 500.00	25.00%		\$ 2,500.00		25.00%
Postage/Printing	\$ 2,200.00	\$ 2,200.00	\$ -	0.00%		\$ 2,200.00		0.00%
Office Supplies	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%		\$ 1,000.00		0.00%
Overhead/Intergovernmental/Benefits	\$ 33,355.00	\$ 34,926.00	\$ 1,571.00	4.71%		\$ 34,926.00		4.71%
Legal Expenses	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%		\$ 4,000.00		0.00%
Easements/Surveying	\$ 2,500.00	\$ 1,500.00	\$ (1,000.00)	-40.00%		\$ 1,500.00		-40.00%
Miscellaneous - manhole maintenance	\$ 10,000.00	\$ 10,000.00	\$ -	0.00%		\$ 10,000.00		0.00%
Treatment Plant - Expansion/Upgrade	\$ 83,810.00	\$ 56,917.00	\$ (26,893.00)	-32.09%		\$ 56,917.00		-32.09%
Other:MIIA	\$ 500.00	\$ 550.00	\$ 50.00	10.00%		\$ 550.00		10.00%
SRF Funding	\$ 5,280.00	\$ 5,280.00	\$ -	0.00%		\$ 5,280.00		0.00%
Other Debt	\$ 24,806.00	\$ 36,314.00	\$ 11,508.00	46.39%		\$ 36,314.00		46.39%
Software Support	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		0.00%
Woodard & Curran	\$ 15,000.00	\$ 16,000.00	\$ 1,000.00	6.67%		\$ 16,000.00		6.67%
TOTAL FUNDS REQUESTED	\$ 582,615.00	\$ 571,843.00	\$ (10,772.00)	-1.85%		\$ 571,843.00	\$ -	-1.85%

Department Sewer Department Enterprise Fund
 Org # 200
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Salaries															
Iannacone	April	THL	Business Manager	9		13	\$ 17,585.00		13	\$ 17,936.70	0.5%			\$ 18,026.38	\$ 18,026.38
TOTAL SALARIES							\$ 17,585.00								\$ 18,026.38
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2015								FISCAL YEAR 2016							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Wages															
Stevens	Ruth	THL	Office Assistant	5	\$20.60	28	\$ 30,111.27	\$ 21.01	28	\$ 30,711.14	0.5%	\$ 21.12		\$ 30,864.69	\$ 30,864.69
TOTAL WAGES							\$ 30,111.27								\$ 30,864.69

Sewer Full Budget FY2016

	Budget FY2012	Actual FY2012	Budget FY2013	Actual FY2013	Budget FY2014	Actual FY2014	Budget FY2015	through 11/30 FY2015	Budget FY2016
	7% rate decr.		10% T1 decr.						
INCOME:									
Rates	606,735.00	591,091.52	558,787.74	564,247.08	536,525.00	524,435.76	536,525.00	241,289.47	536,525.00
Perm. Priv. Asses./GBF	11,245.00	32,500.00	17,745.00	37,245.00	20,000.00	6,500.00	6,500.00		-
Capacity	2,895.00	13,621.84	4,342.80	5,790.40	5,000.00	1,447.60	4,345.00	2,895.20	9,410.00
Inspec/Apl. Fees/Drainlayer Fees & Other Miscellaneous	500.00	912.58	500.00	375.00	500.00	150.00	500.00	525.00	500.00
GDRHS O & M Charge (ps & system)		12,346.58	15,130.00	24,270.31	16,000.00	17,182.08	20,000.00	12,438.52	21,000.00
Capacity Access Fee									
Interest - MMDT	1,600.00	802.53	550.00	822.13	550.00	724.34	500.00		600.00
Boston Rd. - Debt					15,260.00		15,257.00		15,257.00
Boston Rd. - GBF					7,475.00				
Boston Rd. - Capacity					4,540.00				
Boston Rd. - Interest					11,318.00		9,332.00		8,338.00
Old Ayer Rd. - Debt					2,484.00		3,967.00		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		2,134.00
Interest - General Fund	1,800.00	1,482.24	1,000.00	568.28	1,000.00	1,700.77	600.00		600.00
Hollis Street Construction & Interest Payments			1,653.22		2,200.00	787.90	2,000.00		1,000.00
GBF/Capacity - Old Ayer & Boston Betterments	16,743.00	20,729.27	14,863.73	15,420.98	13,425.00	13,674.21	14,364.00		14,364.00
Reserve Transfer - Pump Station Upgrades	66,388.00	96,387.00	26,805.01	26,805.01	120,000.00	120,000.00	-		-
Reserve Transfer - Rates					90,000.00	190,000.00	56,884.00	56,884.00	48,216.00
Prior Year Encumbrance								1,750.00	
TOTAL INCOME	707,906.00	769,873.56	641,377.50	675,544.19	850,113.00	876,602.66	673,166.00	315,782.19	661,911.00
EXPENSES									
OPERATING EXPENSE									
Treatment	300,000.00	335,015.55	318,000.00	291,029.66	350,000.00	314,037.44	325,000.00	56,404.11	335,000.00
System Maintenance (PS & System) - Pepperell	89,000.00	86,767.42	85,500.00	85,891.72	88,000.00	98,756.35	88,000.00	26,385.97	91,000.00
Fuel (Gas/ Propane)	500.00	986.24	550.00	434.37	1,000.00	531.56	1,000.00	114.84	1,000.00
Electric	8,500.00	8,086.82	8,600.00	9,102.83	8,600.00	7,861.76	9,000.00	1,886.02	10,000.00
Telemetry	3,000.00	2,909.95	3,000.00	3,057.81	3,000.00	3,002.42	3,250.00	968.97	3,250.00
Pepperell Upgrade	53,754.50	83,754.50	53,609.56	53,609.65	53,610.00	53,459.32	53,610.00		26,717.00
Pepperell Expansion	30,237.00	30,237.57	30,155.38	30,155.42	30,200.00	30,070.86	30,200.00		30,200.00
Nod Rd/PB Woods Pump Station Upgrades					100,000.00	69,029.00	-	8,806.20	-
Environmental Partners (Prev W&C) Engineering		2,148.75	5,000.00	7,816.92	34,000.00	5,428.75	15,000.00	33,092.98	16,000.00

OFFICE EXPENSE

Wages	19,545.00	19,205.34	19,867.32	19,125.67	20,883.00	21,290.00	30,115.00	9,764.48	30,711.00
1/3 of Bus. Mgr.	16,650.00	18,039.68	17,670.00	18,522.30	17,300.00	12,801.75	17,585.00	7,439.73	17,937.00
Intergovernmental	20,765.00	12,255.90	14,520.00	19,432.54	14,520.00	33,623.98	33,355.00	8,118.13	34,926.00
Postage/Printing	1,000.00	884.90	1,200.00	833.43	1,200.00	1,773.82	2,200.00	566.98	2,200.00
Office Supplies	500.00	747.21	772.20	2,203.26	500.00	446.72	1,000.00	180.44	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	825.20	4,000.00	195.00	4,000.00
Easements/Surveying	5,000.00		2,500.00		2,500.00		2,500.00		1,500.00
Misc.-repair, infiltr, manholes, etc.	20,000.00	20,309.54	50,000.00	19,528.88	40,000.00	29,355.86	10,000.00		10,000.00
Software Service Contract	2,500.00	7,098.10	2,000.00		2,000.00	1,454.40	2,000.00		2,000.00
Meter Repairs	800.00	144.57	1,200.00	1,941.87	2,000.00	1,994.16	2,000.00	1,988.10	2,500.00
MIIA	500.00	412.90	500.00	457.90	500.00	487.89	500.00	517.44	550.00
Other Misc Expenses		\$ 7,098.10		15,098.77			-		-

*Other Financing Uses (Hollis St payoff)***DEBT SERVICE****Debt Service - Town**

Principal		3712.23							
Interest		1729.13							
Boston Road - Principal					16,650.00		16,648.00		16,648.00
Boston Road - Interest					10,030.00		8,370.00		7,533.00
Old Ayer Road - Principal					8,353.00		8,353.00		8,353.00
Old Ayer Road Interest					5,032.00		4,200.00		3,780.00
Deferred debt payment per agreement with Town	115,891.00	115,891.00							
Other Financing Uses - Hollis St payoff from E&D									
SRF Funding - \$330,000									
Principal	3,712.00	3,712.23	3,870.18	3,870.18	4,035.00	4,034.61	4,050.00	4,050.00	4,050.00
Interest	1,837.00	1,729.13	1,567.86	1,567.86	1,400.00	1,399.71	1,230.00	515.54	1,056.00
TOTAL EXPENSES	695,966.50	764,291.86	626,357.50	583,721.54	821,588.00	691,665.56	673,166.00	160,994.93	661,911.00
Balance	11,939.50								
Net Income	11,939.50	5,581.70	15,020.00	91,822.65	28,525.00	184,937.10	-	154,787.26	-

Pay to: Town of Groton

Interdepartmental Reimbursement

FY 2016 Budget Projection

Sewer Department

Active Employees	Ruth S.	April I.	Totals
Health Insurance	\$14,424.00	\$4,808.00	\$19,232.00
Life Insurance	\$40.00		\$40.00
Town Share: Medicare		\$455.00	\$455.00
Town Share: Retirement (See attached)		\$5,000.00	\$5,000.00
Retired Employees	D. Peterson		
Health Insurance	\$3,105.00		\$3,105.00
Life Insurance			\$0.00
Overhead			
Electricity/Heat/Maint.(0.006% of 100,000)	\$600.00		\$600.00
Salaries - TM (2.25% of \$130,080)	\$2,927.00		\$2,927.00
TA - (2.25% of \$76,017)	\$1,711.00		\$1,711.00
TT - (2.25% of \$82,475)	\$1,856.00		\$1,856.00
Total All Charges ----->			\$34,926.00

Medicare Matching:

Retirement Assessment:Based on Treasurer's Report

LOCAL ACCESS CABLE DEPARTMENT
300

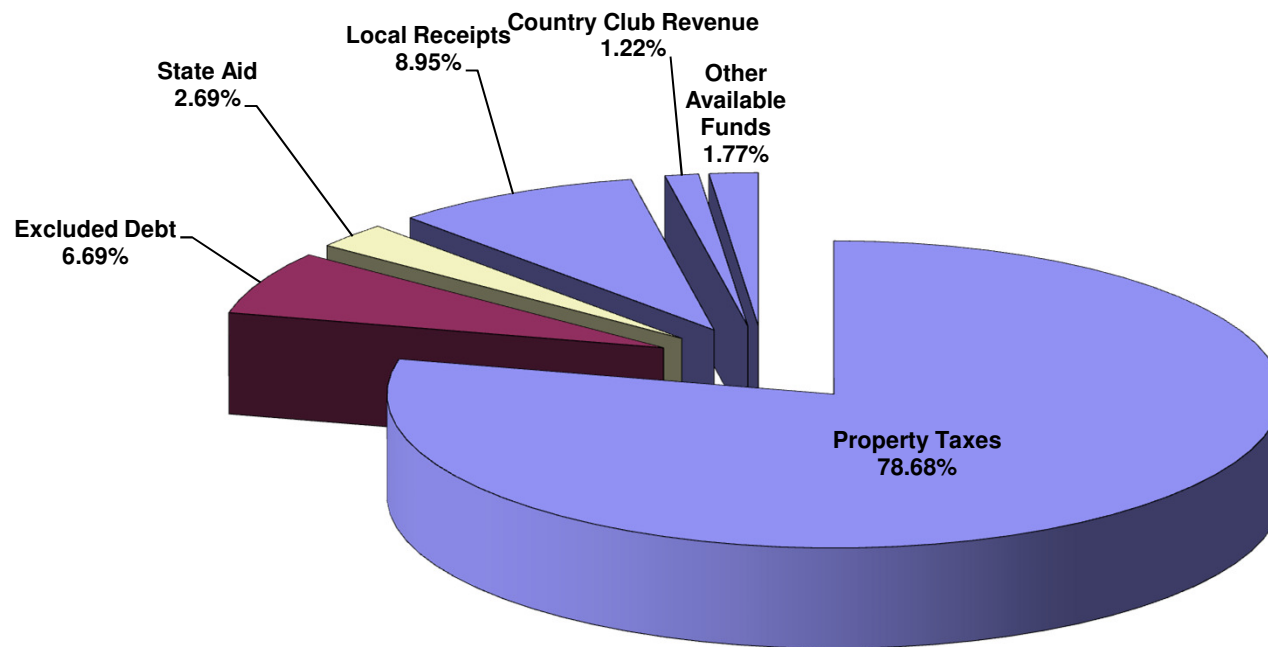
<u>LINE ITEM</u>	<u>FY 2015 APPROPRIATION</u>	<u>FY 2016 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2016 TOWN MANAGER APPROVED</u>	<u>FY 2016 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone/internet	\$ 2,000.00	\$ 3,000.00	\$ 1,000.00	50.00%	Adding Streaming Capabilities	\$ 3,000.00		50.00%
Postage	\$ 20.00	\$ 20.00	\$ -	0.00%		\$ 20.00		0.00%
Office Supplies	\$ 1,000.00	\$ 1,200.00	\$ 200.00	20.00%	Hi-Def-media	\$ 1,200.00		20.00%
Dues & Memberships	\$ 500.00	\$ 200.00	\$ (300.00)	-60.00%	Dropping National Org.	\$ 200.00		-60.00%
Travel and Conferences	\$ 3,000.00	\$ 2,000.00	\$ (1,000.00)	-33.33%	Dropping National Conference	\$ 2,000.00		-33.33%
Equipment Maintenance	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%		\$ 1,000.00		0.00%
Printing	\$ 500.00	\$ -	\$ (500.00)	-100.00%	Not doing Survey in FY 16	\$ -		-100.00%
Software/Service Maintenance	\$ 1,800.00	\$ 2,000.00	\$ 200.00	11.11%	anticipating upgrades	\$ 2,000.00		11.11%
Space Rental	\$ -							
Heating Costs	\$ -							
Electricity	\$ -							
Vehicle Costs	\$ -							
Other:Benefits	\$ 35,500.00	\$ 53,108.00	\$ 17,808.00	49.60%	Premiums/Change to family plan	\$ 53,108.00		49.60%
Other:Contracted Videography Teacher	\$ 9,240.00	\$ 9,240.00	\$ -	0.00%	TBD - One Time Jump Start?	\$ 9,240.00		0.00%
Other:Legal	\$ 4,500.00	\$ 1,000.00	\$ (3,500.00)	-77.78%	No licenses due	\$ 1,000.00		-77.78%
Other: Freelance Meeting Coverage	\$ 3,500.00	\$ 3,500.00	\$ -	0.00%		\$ 3,500.00		0.00%
Other: Merit Bonus	\$ 500.00	\$ -	\$ (500.00)	-100.00%	(included in Salary Figure)	\$ -		-100.00%
Other: Advertising/Marketing	\$ 1,800.00	\$ 1,000.00	\$ (800.00)	-44.44%	Skipping SWAG this year	\$ 1,000.00		-44.44%
Other:Summer Interns	\$ 4,300.00	\$ 4,000.00	\$ (300.00)	-6.98%	scaling back	\$ 4,000.00		-6.98%
TOTAL FUNDS REQUESTED	\$ 69,160.00	\$ 81,268.00	\$ 12,308.00			\$ 81,268.00	\$ -	17.51%

Department	Local Access Cable Department
Org #	300
COLA %	2.00%

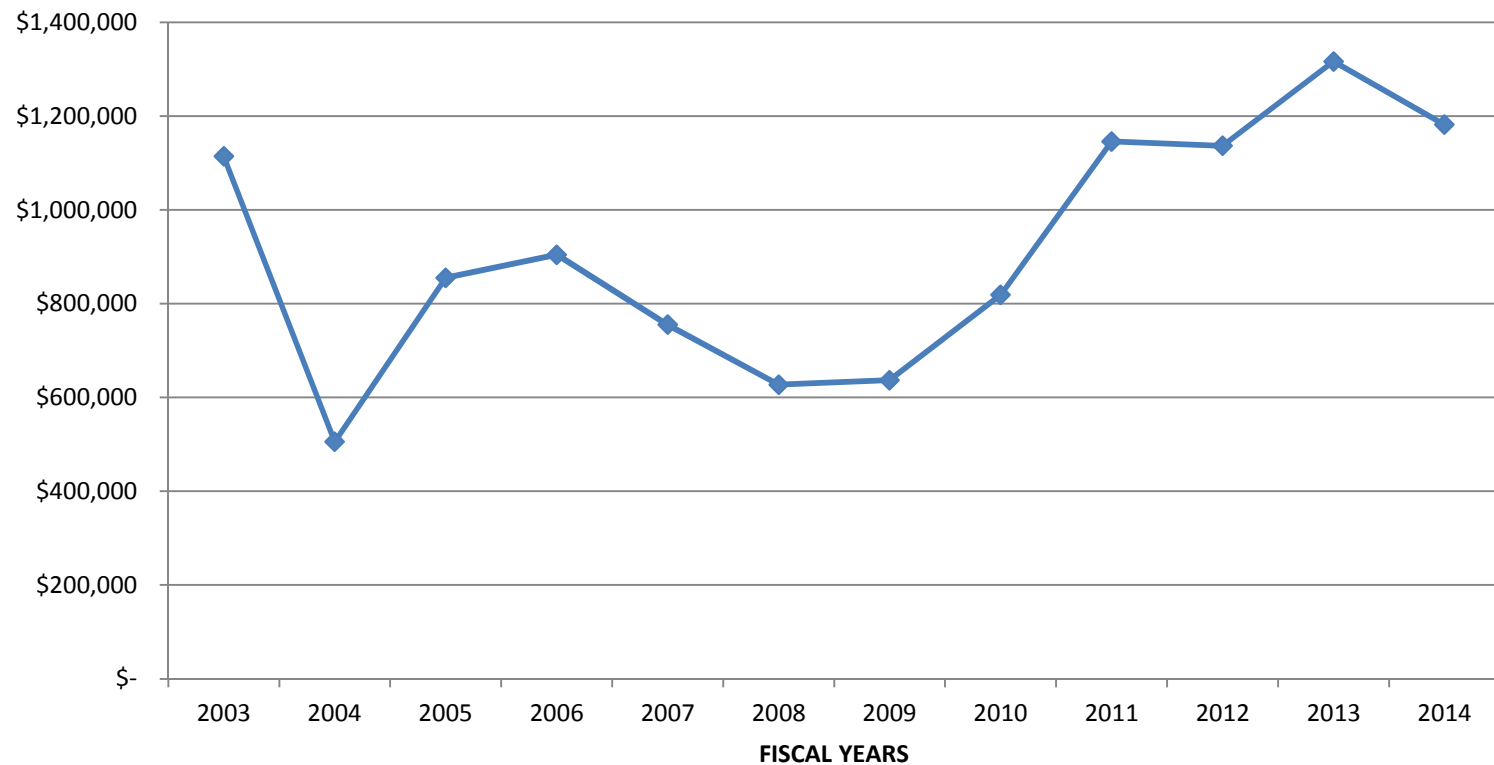
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FISCAL YEAR 2015									FISCAL YEAR 2016						
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Salaries															
Colman	Robert	Supervisors	Manager	8		40	\$ 60,521.00			\$ 61,731.42	1.5%			\$ 62,657.39	\$ 62,657.39
TOTAL SALARIES															\$ 62,657.39
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2015									FISCAL YEAR 2016						
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-14	Rate	Hours	Proposed Increase 1-Jul-15	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2016
Wages															
Crewe	Brendan	Highway	Production Tech	4	\$17.29	40	\$ 36,101.52	\$ 17.64	40	\$ 37,035.18	1.5%	\$ 17.90		\$ 37,590.71	\$ 37,590.71
Marini	Gina	THL	Production Asst.	2	\$13.94	25	\$ 18,191.70	\$ 14.22	25	\$ 18,662.18	1.5%	\$ 14.43		\$ 18,942.11	\$ 18,942.11
TOTAL WAGES															\$ 56,532.82

Sources of Revenue

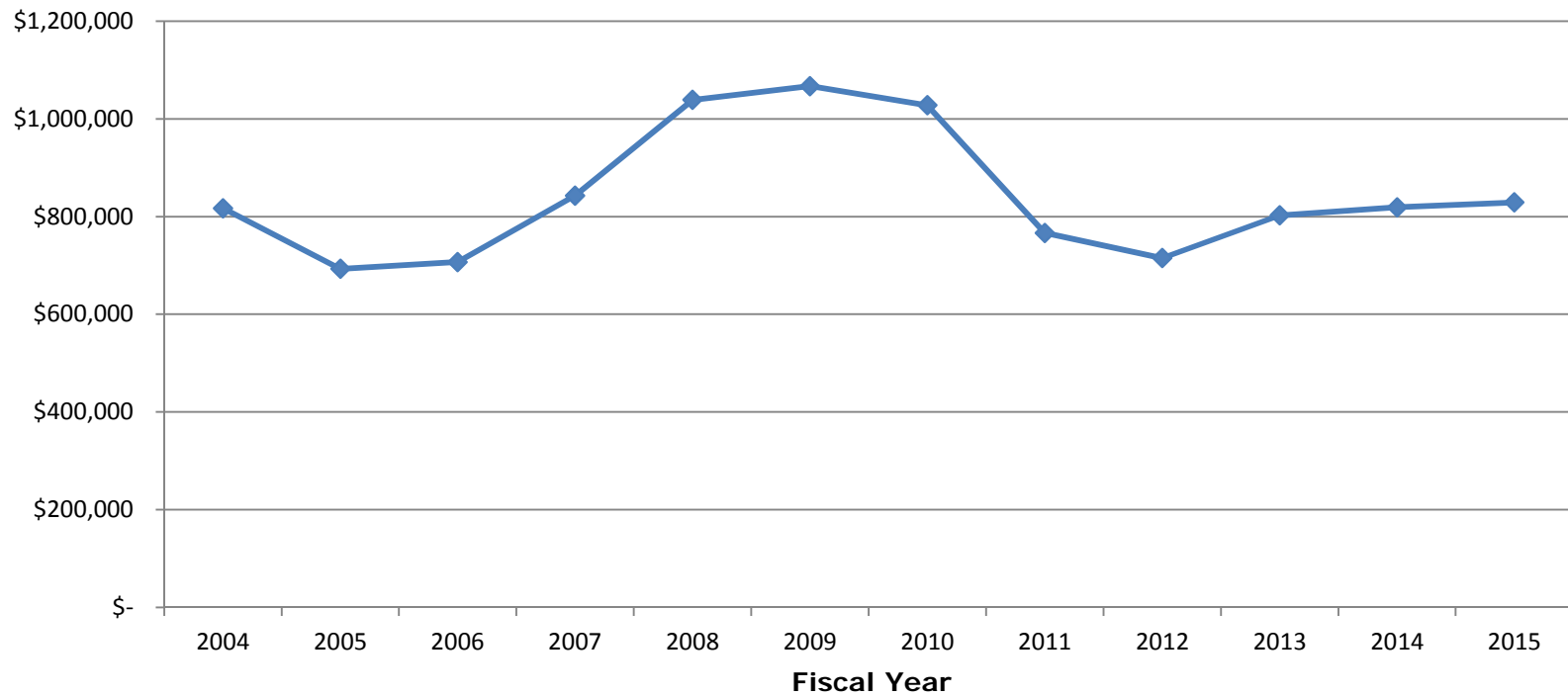
Fiscal Year 2016



**TOWN OF GROTON
FREE CASH HISTORY
FISCAL YEARS 2003 - 2014**

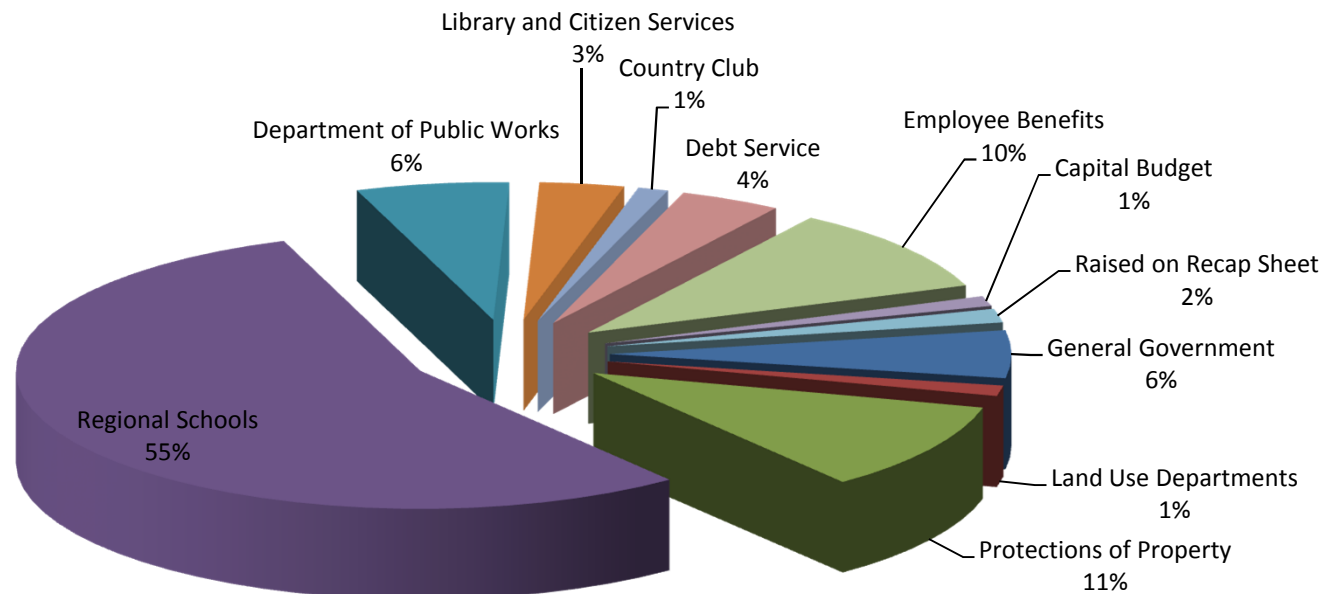


**TOWN OF GROTON
STATE AID HISTORY
FISCAL YEARS 2004 - 2015**



"Where Your Tax Dollars Go"

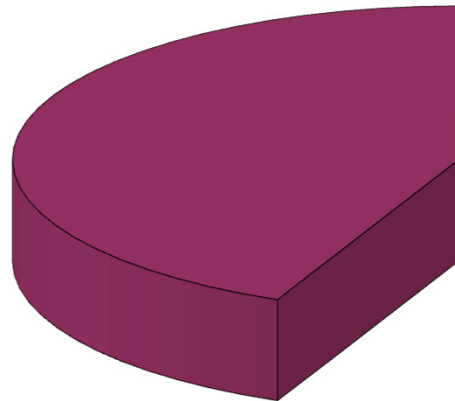
Fiscal Year 2016 Expenditure Analysis



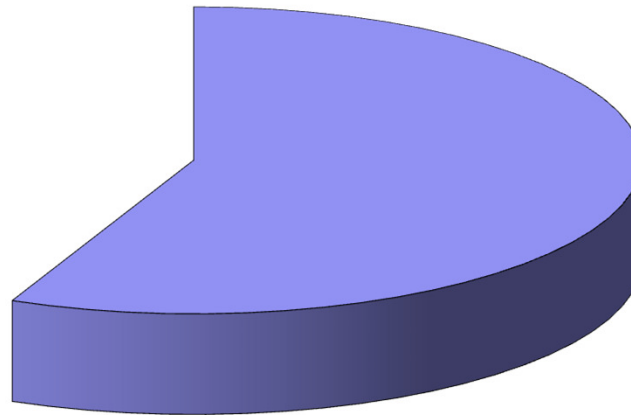
PROPERTY TAX IMPACT

Fiscal Year 2016

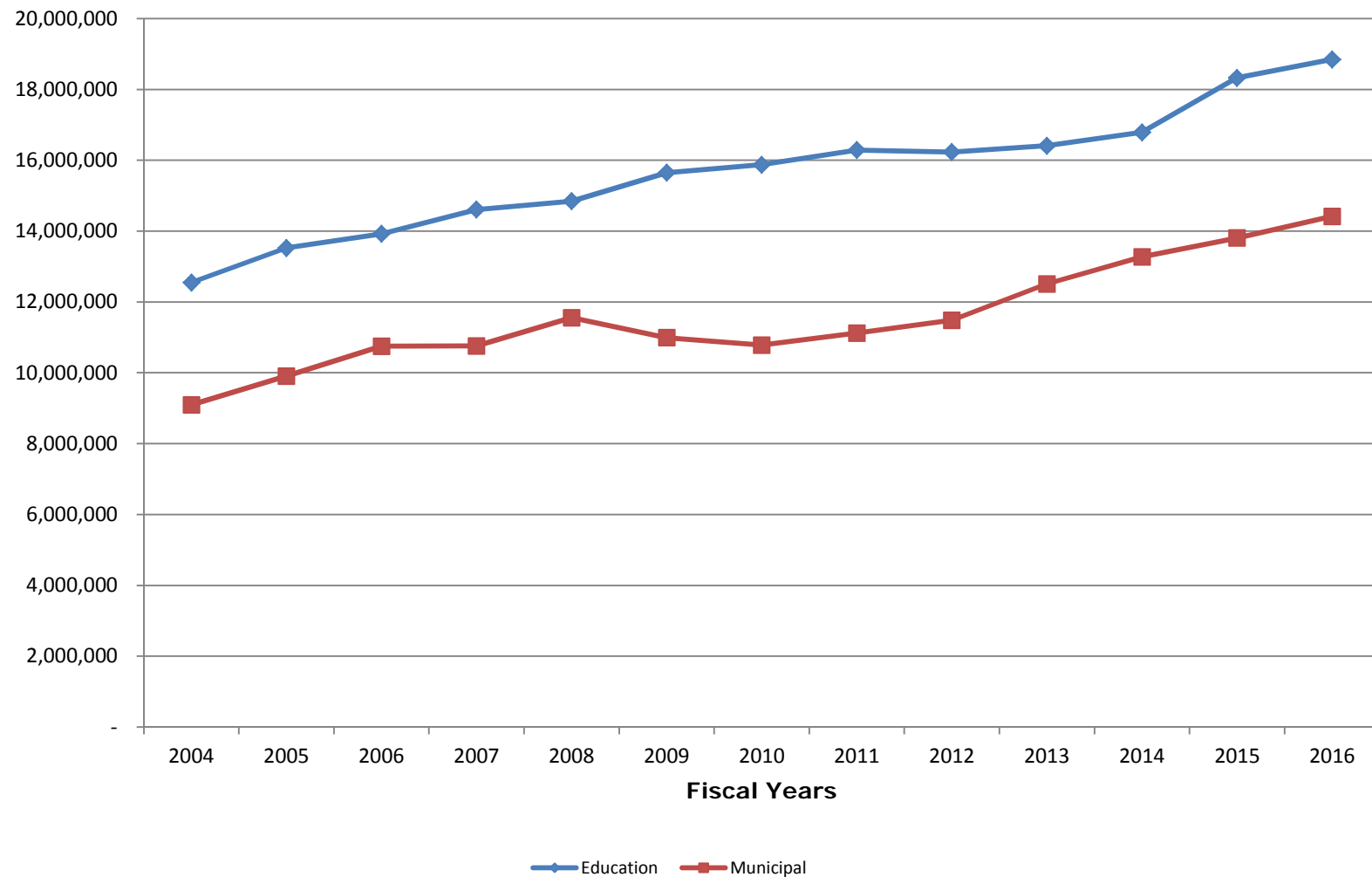
Municipal Budget
43.34%



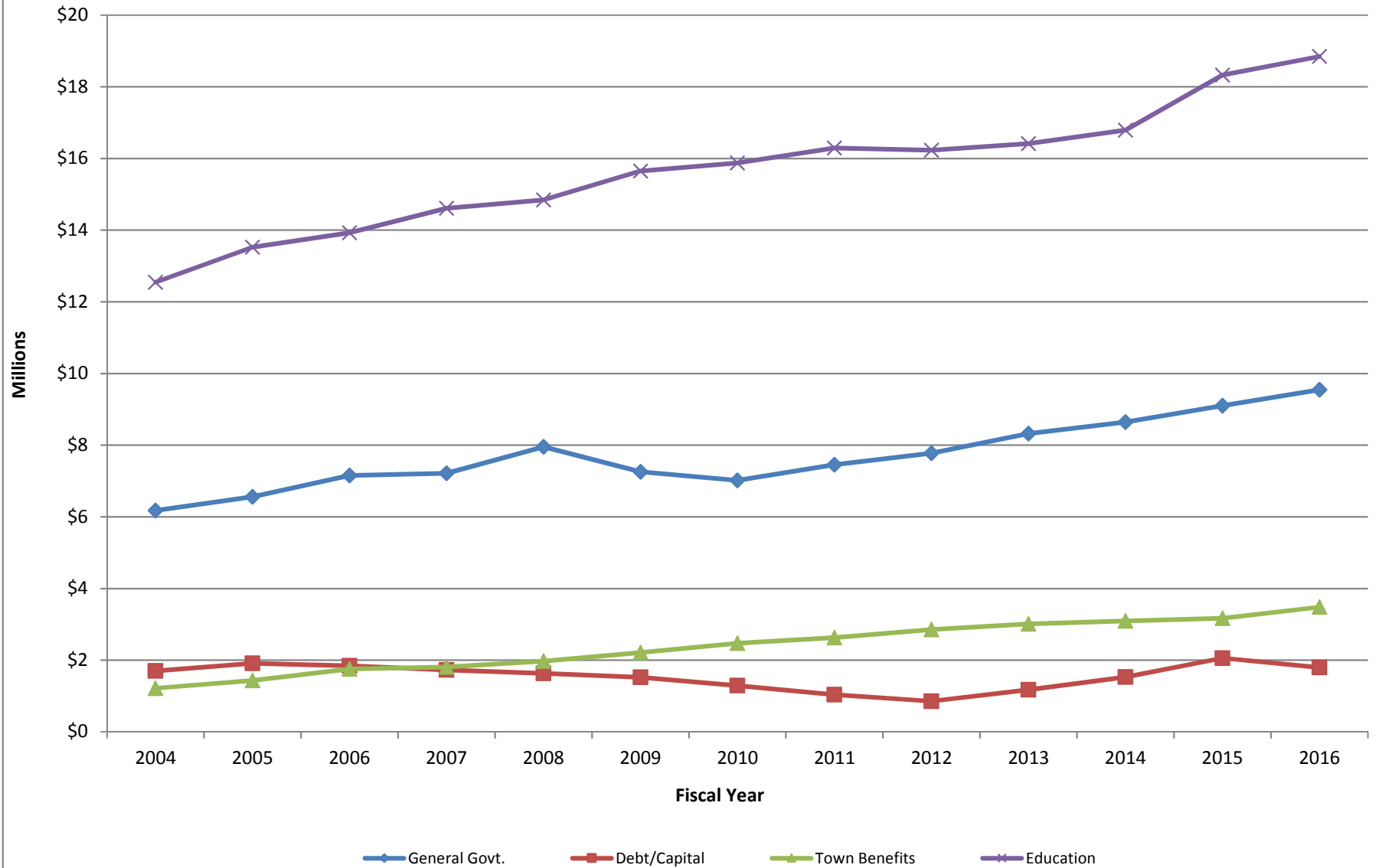
Regional Schools Budget
56.66%



Trends in Muncipal/Education Spending Fiscal Years 2004-2016



Municipal Spending by Function Fiscal Years 2004 - 2016



Source: Town Operating Budgets