

# **Town of Groton, Massachusetts**



## **Fiscal Year 2017 Town Manager's Proposed Operating Budget**

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## TOWN OF GROTON

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

## Board of Selectmen

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

**Town Manager**  
Mark W. Haddad

**To:** *Honorable Board of Selectmen  
Honorable Finance Committee*

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

**Subject:** *Fiscal Year 2017 – Proposed Town of Groton Operating Budget*

**Date:** *December 31, 2015*

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 2017 Operating Budget for the Town of Groton. This is the eighth budget that I have submitted as your Town Manager. It also marks a departure from the way we have built the Proposed Operating Budget in the past. As you are aware, the last seven operating budgets were built on the premise that we would attempt to maintain services or improve the delivery of services without seeking revenues in excess of what is allowed under Proposition 2½. In other words, it had been our goal to develop a budget that would not seek an override of Proposition 2½. We have been very successful in developing these budgets in each of the last seven years, and, as a matter of fact, have improved the delivery of municipal services. This year, the Board of Selectmen and Finance Committee have decided to provide more direction prior to the development of the proposed budget. The Finance Committee and Board met several times with the Finance Team prior to the issuance of the initial budget instructions to review objectives and develop specific goals that would be followed during the development of the Fiscal Year 2017 Proposed Operating Budget. While no specific vote was taken, it was determined that overall municipal spending should not increase by more than 2.20%. The Board of Selectmen and Finance Committee directed the Finance Team to start planning for the future and develop a budget that will be sustainable in future years. The Finance Team welcomed this direction and worked diligently to meet this objective.

I am pleased to report that the Proposed Fiscal Year 2017 Operating Budget meets this objective and allows the Town to continue to provide the same level of services that it currently receives. In addition to this, the proposed budget also meets the initial requirements of the Groton-Dunstable Regional School District. I will address this later in this message. This budget does not utilize all of the Town's excess levy capacity, leaving a small balance to address any unforeseen budget issues that may arise between now and Town Meeting. We will also see another decrease in the excluded debt in FY 2017 providing some relief for our residents and taxpayers.

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 2017 Budget, I provided the Departments with new guidelines asking them to take into consideration a total Municipal Budget increase of no more than 2.2%. In addition, I requested that Departments do everything in their power to maintain existing services while operating under this very strict guideline. I am very pleased to report that the Departments did an excellent job meeting this objective. Their cooperation made meeting the guideline established by the Board of Selectmen and Finance Committee possible. I strongly believe that this budget maintains services and begins the process of stabilizing the Budget for the future.

When putting together our estimated revenues for Fiscal Year 2017, as is always the case, we needed to take into consideration the fact that the Commonwealth has yet to begin its budget deliberations. In order to realistically determine what State Aid will be in Fiscal Year 2017, we examined the trend over the last several years. During this time period, State Aid has increased slightly and has been quite stable. Therefore, we believe that it is realistic to level fund State Aid in Fiscal Year 2017. Another factor that will continue to have a positive impact on revenues for FY 2017 is the continued collection of a local meals tax. While we still do not have one full year of collections to analyze, it appears that we are on pace for revenues of \$100,000. We have budgeted the same amount in FY 2017. As stated earlier, we will be using most of our FY 2016 excess levy capacity to fund the proposed budget. Another important factor to consider is a decision that was made at the 2015 Fall Town Meeting. The Board of Selectmen and Finance Committee recommended, and Town Meeting approved, taking an additional \$200,000 from "Free Cash" to offset the FY 2016 Tax Rate. This increased our unexpended Tax Capacity from \$51,793 to \$251,793. This will not be available in FY 2017 and the relief provided to the residents in FY 2016 will have to be made up with property taxes in FY 2017 in order to balance the budget and maintain services. The following chart shows what we expect to receive in revenues for FY 2017 that can be used to fund the Proposed Operating Budget:

<b><u>Revenue Source</u></b>	<b><u>Budgeted FY 2016</u></b>	<b><u>Estimated FY 2017</u></b>	<b><u>Dollar Change</u></b>	<b><u>Percent Change</u></b>
Property Tax	\$27,029,638	\$28,024,639	\$ 995,001**	3.68%
Unexpended Tax Capacity	\$ (251,793)	\$ 0	\$ 251,793	-100.00%
State Aid	\$ 856,513	\$ 856,513	\$ 0	0.00%
Local Receipts	\$ 3,644,255	\$ 3,697,950	\$ 53,695	1.47%
Free Cash	\$ 200,000	\$ 0	\$(200,000)	-100.00%
Other Available Funds	\$ 200,000	\$ 225,000	\$ 25,000	12.50%
<b>TOTAL</b>	<b>\$31,678,613</b>	<b>\$32,804,102</b>	<b>\$1,125,489</b>	<b>3.55%</b>

\*\*Includes two and one half percent increase allowed by law and \$17 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 2017. This will allow us to continue to maintain services, stay within the guidelines established by the Board of Selectmen and Finance Committee, and provide initial funding for the Groton Dunstable Regional School District that will allow them to meet contractual obligations in Fiscal Year 2017. We are budgeting an increase of 6.83% in our Employee Benefit Budget. While we will not know the final health budget until some time in 2016, we believe the amount budgeted is 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 2016 Spring Town Meeting. The Proposed Budget also continues to provide funding for the two major initiatives proposed and approved in Fiscal Year 2016. We will continue to fund the School Resource Officer and Sargisson Beach. In addition to that, I would like to call your attention to the following areas as you review the Town Manager's Proposed Fiscal Year 2017 Operating Budget:

### **POLICE DEPARTMENT WAGES**

As you will recall, two years ago we conducted a study to determine proper funding of the Police Department Wage Account. In FY 2015, we proposed to fully fund the Wage Account to address anticipated expenditures. This has been successful the last two years as we have only had to request additional funding during the previous two fiscal years to address a retirement. We will continue this practice in FY 2017. In addition to this, the Police Chief has identified two specific needs that he would like to address in Fiscal Year 2017. Many of the complaints received by the Police Department are traffic related. With additional commercial development on Main Street/Boston Road and the proposed development by Indian Hill Music on Old Ayer Road, as well as the construction of the largest Temple in North America on Boston Road, the Police Department is anticipating a major increase in traffic that will require enforcement. The Police Chief had proposed hiring a dedicated Traffic Officer to address this concern. While he made a strong case for this position, we are not in a position to increase head count in FY 2017. In order to address this situation, we are proposing that we provide additional overtime funding in the Proposed Budget that will allow the Police Chief to bring in extra manpower during peak periods for traffic enforcement. This expenditure of overtime will allow us to address this very important issue, without adding to our long term pension and health insurance obligations. The other area has to do with Emergency Vehicle Operation Training. The main reason for this request is that many of our officers have not had any further emergency vehicle operations training since attending their respective police academies. The Department has also since transitioned from Ford Crown Victorias to Ford Explorer SUV's. These vehicles have many differences from that of the Crown Victoria that our officers were trained on. Our officers should be trained for emergency operations with these new vehicles. The Massachusetts State Police offer a training course at Devens that all of our officers would be required to attend. In our opinion, this training is crucial for both the public's and our officers' safety. The total increase for these two items is \$41,881.

### **MUNICIPAL BUILDING AND PROPERTY MAINTENANCE BUDGET**

In the Fall of 2015, the DPW Director and I proposed adding a new full time custodian position to the Municipal Building and Property Maintenance Budget. The DPW Director had identified various needs within the Public Works Department that required additional personnel. Currently, the Town utilizes a private contractor to provide custodial services at the Country Club, Electric Light Department and act as a fill-in custodian to cover vacations and other needs. This private contractor also provides coverage at the Transfer Station serving as a checker to free up the other workers to do specialized work instead of selling bags and checking to make sure the users of the facility have the required sticker for entry. Having this position at the Transfer Station has allowed us to reduce overtime by not needing to bring in extra help

on the weekends to catch up on work. The Board of Selectmen and Finance Committee supported adding additional funding to the FY 2016 Budget to allow the Town to keep the private contractor for the remainder of FY 2016. The Board stated that if we were to make this a permanent position of the Town, it should be vetted through the annual budget process. There is a definite need for this position and we are adding it to the budget in FY 2017. While the funding for this position will be added to the Municipal Building and Property Maintenance Budget, it will be a hybrid position working at the Transfer Station as well. It will be a Tuesday through Saturday position which will make it an extremely flexible and versatile position within the DPW workforce. We believe that by making this a permanent Town position, we will actually see a reduction in the overall taxpayer expense for this position. In addition, the Groton Electric Light Department will contribute \$12,480 for this position. The following is a breakdown of what we are spending for the private contractor in FY 2016, and what we expect to spend in FY 2017:

<u>Line Item</u>	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
Country Club	\$ 9,600	\$ 0
DPW	\$26,800	\$41,760
Health Insurance	\$ 0	\$ 6,800
FICA	\$ 0	\$ 606
Union Obligations	\$ 0	\$ 400
Life Insurance	<u>\$ 0</u>	<u>\$ 37</u>
<b>Taxpayer Expense</b>	<b>\$36,400</b>	<b>\$49,603</b>
<b>Budget Reductions</b>		
Municipal Building Expenses		\$(13,500)
Solid Waste Overtime		\$( 5,000)
<b>Sub-Total Taxpayer Expense</b>		<b>\$31,103</b>
GELD Payment to Town		\$(12,480)
<b>FY 2017 Taxpayer Expense</b>		<b>\$ 18,623</b>

As you can see, in FY 2016, the Town spent \$36,400 for these services. By making it a permanent position in FY 2017, we will see a reduction in the budget of \$15,777, with an actual taxpayer expense of \$18,623. Not only will this position provide needed services to the DPW, we will actually lower the taxpayer expense. Please note that we will not be increasing overall head count as we are not planning to fill a vacancy in the Board of Assessors' Office due to a retirement.

## **DEBT SERVICE BUDGET**

One of the areas that we examined very closely to determine the long term impact on the budget was our Debt Service Budget. In Fiscal Year 2016, the Town appropriated \$211,045 for debt service within the levy limit. \$125,000 of this funding was set aside to cover short term bonding costs for projects approved at the 2015 Spring Town Meeting (Lost Lake Fire Protection, Radio Repair, Four Corners Sewer Engineering). In determining when to permanently finance this debt, we examined the Five Year Capital Plan and found that it calls for the replacement of the Fire Department's Ladder Truck in FY 2018 at a cost of almost one million dollars. In our opinion, it did not make sense to permanently finance the projects approved in 2015 with such a major purchase that would require bonding the following fiscal year. Therefore, we are recommending that we continue to roll over the interest payments on these issues for the next two fiscal years and permanently finance these issues when we borrow the funds to buy the new Ladder Truck in FY 2018. By waiting, we will see a reduction in our Pension budget of \$190,000 in FY 2020 when we pay off the increased assessment caused by the early retirements approved in the 1990's. This can then be used for Debt Service. This will minimize the impact to our residents. In FY 2017, we are proposing a debt service budget within the levy limit of \$134,505, a reduction of \$76,540. The following Chart illustrates the impact to tax payers by waiting three years to permanently finance the 2015 Capital Projects as well as the Ladder Truck:

	<b><u>FY 2017</u></b>	<b><u>FY 2018</u></b>	<b><u>FY 2019</u></b>	<b><u>FY 2020</u></b>
Debt Service Budget	\$134,505	\$97,383	\$99,180	\$ 333,213
Pension Budget Savings	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$(190,000)</u>
Net Debt Service Budget	\$134,505	\$97,383	\$99,180	\$ 143,213 (Increase of \$44,033)

As you can see, the actual additional impact to the Groton Taxpayers for these projects is less than \$50,000 in FY 2020. We may want to consider utilizing the savings in FY 2018 and FY 2019 in the Debt Service Budget for one time purchases so that the actual increase in the Debt Budget in FY 2020 would be less than \$10,000.

## **GROTON COUNTRY CLUB**

Last year, we made several changes in the way we manage and operate the Groton Country Club. As you will recall, we had hired a consultant who reviewed our operations and made several recommendations that would improve the overall financial viability of the Club. We hired a single individual to serve as the General Manager/Golf Pro, changed the way we collect fees and leased out both the Tavern and Function Hall to a private vendor. We have seen success with these changes in FY 2016 as golf revenues have increased by about 12% year over year, and memberships and summer programs are up by about 7%. While that is a nice start, there is still more that needs to be done to lessen taxpayer support. The following chart shows the total anticipated expenses of the Country Club in FY 2017 and how much of a taxpayer subsidy is required:



<u>Item</u>	<u>FY 2017 Expense</u>
Country Club Salaries	\$137,750
Country Club Wages	\$135,456
Country Club Expenses	\$123,789
Capital Purchases	\$ 32,600
Wages in Operating Budget	\$ 33,236
Health Insurance	\$ 48,174
Payroll Taxes	\$ 4,443
Insurance	\$ 14,865
Building Costs	\$ 10,000
Unemployment	<u>\$ 24,200</u>
Sub-Total Expense	\$564,513
Less Anticipated FY 2017 Revenue	\$428,600
<b>Taxpayer Subsidy</b>	<b>\$135,913</b>

We continue to see a reduction in how much the taxpayers contribute to the operation of the Club. In FY 2015 taxpayers provided \$273,683 in support of the Country Club Operation. We have seen a substantial reduction in just two years. We will continue to work diligently to lessen that burden over the next few years. Please note that the requested operational budget for FY 2017 is \$396,995.

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

The Town now has seven (7) Collective Bargaining Units. All Agreements were renewed in FY 2016 for three (3) years. Fiscal Year 2017 will be the second year of the contracts. Five of the Unions have agreed to a 2% wage adjustment in FY 2017. Both the Patrolmen's Association and Superior Officers' Union do not receive a wage adjustment in FY 2017. As has been our practice, I am recommending that the remaining three (3) By-Law employees receive the same adjustment as the Supervisors' Union, a wage adjustment of two (2%) percent. When you take into consideration these agreements, along with the employees that have contracts, salaries and wages will increase by \$72,519 in FY 2017. This will be the fourth 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 2017 impact for this program is \$50,221, bringing the total increase in salaries and wages in FY 2017 to \$122,740. Please note that salaries and wages increased by \$207,960 in FY 2016.

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

<u>Function</u>	<u>FY 2016 Appropriation</u>	<u>FY 2017 Proposed</u>	<u>Dollar Change</u>	<u>Percent Change</u>
General Government	\$ 1,939,434	\$ 1,922,124	\$ (17,310)	-0.89%
Land Use Departments	\$ 422,912	\$ 432,128	\$ 9,216	2.18%
Protection of Persons and Property	\$ 3,621,983	\$ 3,714,200	\$ 92,217	2.55%
Department of Public Works	\$ 2,102,507	\$ 2,146,673	\$ 44,166	2.10%
Library and Citizens Services	\$ 1,539,710	\$ 1,592,630	\$ 52,920	3.44%
Debt Service	\$ 1,383,590	\$ 1,282,713	\$(100,877)	-7.29%
Employee Benefits	\$ 3,507,389	\$ 3,746,884	\$ 239,495	6.83%
<b>Municipal Government Total</b>	<b>\$14,517,525</b>	<b>\$14,837,352</b>	<b>\$ 319,827</b>	<b>2.20%</b>

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## **REGIONAL SCHOOL BUDGETS**

We continue to work collaboratively with the Administration of the Groton-Dunstable Regional School District (GDRSD). We meet regularly throughout the year and more frequently during the budget process. The School Department has provided the Town with a comprehensive Fiscal Year 2016 Budget Booklet that provides context to the current Fiscal Year's assessments and anticipated spending. The addition of posted monthly and quarterly School District general fund variance reports help keep the Town informed about the current year's budget. The Groton-Dunstable Regional School District engaged in a comprehensive needs assessment that they published this December. The Regional School Committee and District Staff will review the needs assessment and any impact it will have on the proposed Fiscal Year 2017 Budget over the next few months. In order to assist the Town in developing a balanced budget, an increase for GDRSD of \$776,100, with an Operating Assessment of \$17,873,505 (an increase of 4.54%), has been incorporated into the Town Manager's Proposed Operating Budget. We will continue to work with the School Department through Town Meeting as they finalize their budget, understanding that they have not yet provided a proposed assessment and will not do so until their budget is adopted, by the Regional School Committee, in March, 2016. I want to thank the Regional School Committee, School Superintendent Kristan Rodriguez and Business Manager Jared Stanton for their outstanding support and cooperation in the development of this Proposed Budget. With regard to the Nashoba Valley Regional Technical High School, as has been our practice over the last several years, we are carrying an increase of two and one half (2½%) percent (\$14,915) in their proposed assessment for FY 2017. We should have their final assessment in January/February, 2016.

## **CAPITAL BUDGET**

The Capital Budget will be submitted to the Board of Selectmen and Finance Committee under separate cover. The requested FY 2017 Capital Budget is \$549,980, with no request greater than ninety thousand (\$90,000) dollars. The following sources will fund this request:

Capital Asset Fund	\$426,980
Free Cash	\$ 60,000
Water Revenue	\$ 15,000
Sewer Revenue	\$ 10,000
Ambulance Receipts	<u>\$ 38,000</u>
Total	\$549,980

## **ENTERPRISE FUND BUDGETS**

As has been our custom, we have included the proposed Enterprise Fund Budgets of the Board of Water Commissioners, Board of Sewer Commissioners and Community Access Cable Department with the proposed Budget. As you will recall, last year, I was informed by the Sewer Commission that they would no longer pay for the Town's portion of the Debt Service for the Pepperell SRF upgrade and we had to budget for it in the Municipal Operating Budget. Due to the fiscal constraints the Town faces in FY 2017, I requested that the Sewer Commission pay for this in FY 2017. They have agreed and I was able to reduce the General Government Budget by \$27,000. I made a commitment to the Sewer Commission that I would attempt to phase this payment back into the General Government Budget in Fiscal Years 2018 and 2019. I want to thank the Sewer Commission for their willingness to take on this obligation in Fiscal Year 2017. I truly appreciate it. That said, 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. The following is a breakdown of the proposed budgets for our Enterprise Funds:

	<b><u>Appropriated FY 2016</u></b>	<b><u>Proposed FY 2017</u></b>	<b><u>Dollar Change</u></b>	<b><u>Percent Change</u></b>
Water Department	\$1,007,290	\$1,024,851	\$ 17,561	1.74%
Sewer Department	\$ 663,155	\$ 698,276	\$ 35,121	5.30%
Community Cable Department	<u>\$ 267,797</u>	<u>\$ 230,779</u>	<u>\$ (37,018)</u>	<u>-13.82%</u>
<b>TOTAL ENTERPRISE FUNDS</b>	<b>\$1,938,242</b>	<b>\$1,953,906</b>	<b>\$ 15,664</b>	<b>0.81%</b>

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

The total Town Manager's Fiscal Year 2017 Proposed Operating Budget, including Regional School Assessments and excluded debt, is \$34,449,092 or an increase of 3.20%. This proposed budget is \$25,781 under the anticipated FY 2017 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 \$37,375,978. The Fiscal Year 2016 Tax Rate has been certified at \$18.78. Based on the proposed Budget, the estimated Tax Rate in Fiscal Year 2017 is \$19.32, or an increase of \$0.54. In Fiscal Year 2016, the average Tax Bill in the Town of Groton (based on a home valued at \$400,000) is \$7,512. Under this proposed budget, that same homeowner can expect a tax bill of \$7,728 or an increase of \$216. The following chart shows a comparison between FY 2016 and FY 2017:

	<b><u>Actual FY 2016</u></b>	<b><u>Proposed FY 2017</u></b>	<b><u>Dollar Change</u></b>	<b><u>Percent Change</u></b>
Levy Capacity Used	\$26,777,844	\$27,998,858*	\$1,221,014	4.56%*
Tax Rate On Levy Capacity	\$17.31	\$17.90	\$0.59	3.41%
Average Tax Bill	\$6,924	\$7,160	\$236	3.41%
Excluded Debt	\$2,275,350	\$2,216,771	\$(58,579)	-2.57%
Tax Rate On Excluded Debt	\$1.47	\$1.42	\$(0.05)	-3.40%
Average Tax Bill	\$588	\$568	\$(20)	-3.40%
Final Levy Limit	\$29,053,194	\$30,215,629	\$1,162,435	4.00%
Final Tax Rate	\$18.78	\$19.32	\$0.54	2.88%
Average Tax Bill	\$7,512	\$7,728	\$216	2.88%

\*Includes anticipated new growth of \$17million.

## **FIVE YEAR PROJECTION**

One of the more important documents we are providing with the Proposed Budget is the Five Year Projection. Given the focus of the Finance Committee and Board of Selectmen that our current spending patterns are unsustainable, the Five Year Projection is more important than ever. Before developing the five year projection, a look back on Municipal Spending versus School Spending since FY 2013 is important to understand spending patterns. Over the last four fiscal years (FY 2013 – FY 2016), School Spending has increased by 14.92% (3.73% average yearly increase), while the Municipal Budget has increased by 11.51% (2.88% average yearly increase). When you take into consideration the FY 2017 Proposed Operating Budget, School Spending will have increased by 19.49% (3.90% average yearly increase) since FY 2013, while the Municipal Budget has increased by 14.87% (2.97% average yearly increase) during the same time period.

In order to project the future, we have changed the way we prepare the Five Year Projection. In previous years, we simply used an average yearly increase of two and one half (2½%) percent to project future growth, with the exception of employee benefits where we would normally use a yearly increase of ten (10%) percent. This year, we have broken out wages and expenses to provide a more detailed examination of

what to expect in future years. Fiscal Year 2018 is the final year of all of our Union Agreements. They call for a two (2%) percent wage adjustment, with the exception of the Patrolmen's Union and Superior Officers' Union which have no wage adjustment. In addition, some of the Union employees are eligible to receive a performance incentive of up to an additional two (2%) percent. Therefore, in the first year of our Five Year Projection, we are increasing most wage lines by three (3%) percent, while only increasing Protection of Persons and Property by 1.5% to reflect two percent wage adjustments in the Communications Department and Fire Department Line Items (this accounts for a majority of the employees in that category receiving no wage adjustment). Fiscal Year 2019 would be the first year of new agreements and for this exercise, we are increasing all wage line items by two (2%) percent in each of the next four years. This provides us with a range to consider during the next round of negotiations with all of our Unions. With regard to expenses, we have increased all of those line items by one (1%) percent each year to reflect growth in past years. Employee Benefit growth is another area where we wanted to be more realistic in our projections. An additional sheet is included with the Five Year Projection that shows what we anticipate in Health Insurance, Pension, Unemployment, Life Insurance and Medicare. This is then incorporated into the Five Year Projection. As discussed earlier in this presentation, we have provided a realistic debt service budget, within the levy limit, based on our proposed financing plan. Finally we calculated a three (3%) percent annual increase in the Regional Schools Budgets. While we have yet to receive projected budgets from the Groton-Dunstable Regional School District, we believe this amount gives the Board of Selectmen and Finance Committee an idea of what it will take to balance future budgets.

The Finance Team believes this Five Year Projection is the most comprehensive "look" at the future that we have ever provided. We can use this as a baseline and incorporate other scenarios into this Projection to get a complete understanding of long term budget growth and sustainability.

## **BUDGET PRESENTATION**

In addition to the Five Year Projection, we have also attached to this memorandum 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 2017 LEVY LIMIT CALCULATION

Revised: 12/19/2015

### I. 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	\$	377,018	
D.	ADD FY 2016 OVERRIDE	\$	-	
E.	FY 2016 SUBTOTAL	\$	27,029,638	\$ 27,029,638
F.	FY 2016 LEVY CEILING	\$	38,275,123	FY 2016 LEVY LIMIT

### II. TO CALCULATE THE FY 2017 LEVY LIMIT

A.	FY 2016 LEVY LIMIT	\$	27,029,638	
A1.	ADD AMENDED FY 2016 NEW GROWTH	\$	-	
B.	ADD TWO AND ONE HALF PERCENT	\$	675,741	
C.	ADD FY 2017 NEW GROWTH	\$	319,260	
D.	ADD FY 2017 OVERRIDE	\$	-	
E.	FY 2017 SUBTOTAL	\$	28,024,639	\$ 28,024,639
F.	FY 2017 LEVY CEILING	\$	38,275,123	FY 2017 LEVY LIMIT

Revised: 12/19/2015

## **TOWN OF GROTON, MASSACHUSETTS FY 2017 TOTAL TAX LEVY CALCULATION**

<b>FY 2017 LEVY LIMIT</b>	<b>\$</b>	<b>28,024,639</b>
CAPITAL EXCLUSION	\$	-
DEBT EXCLUSION - TOWN	\$	<b>1,145,956</b>
DEBT EXCLUSION - SEWER	\$	-
DEBT EXCLUSION - WATER	\$	-
DEBT EXCLUSION - GDRSD	\$	<b>1,070,815</b>
<b>SUB-TOTAL - EXCLUSIONS</b>	<b>\$</b>	<b>2,216,771</b>
<b>TOTAL TAX LEVY</b>	<b>\$</b>	<b>30,241,410</b>

Revised: 12/19/2015

**TOWN OF GROTON  
FISCAL YEAR 2017  
REVENUE ESTIMATES**

	BUDGETED FY 2016	ESTIMATED FY 2017	CHANGE
<b>PROPERTY TAX REVENUE</b>	\$ 27,029,638	\$ 28,024,639	\$ 995,001
<b>DEBT EXCLUSIONS</b>	\$ 2,290,932	\$ 2,216,771	\$ (74,161)
<b>CHERRY SHEET - STATE AID</b>	\$ 856,513	\$ 856,513	\$ -
<b>UNEXPENDED TAX CAPACITY</b>	\$ (251,793)	\$ -	\$ 251,793
<b>LOCAL RECEIPTS:</b>			
General Revenue:			
Motor Vehicle Excise Taxes	\$ 1,400,000	\$ 1,400,000	\$ -
Meals Tax	\$ 100,000	\$ 100,000	\$ -
Penalties & Interest on Taxes	\$ 90,000	\$ 90,000	\$ -
Payments in Lieu of Taxes	\$ 230,000	\$ 230,000	\$ -
Other Charges for Services	\$ 65,000	\$ 67,250	\$ 2,250
Fees	\$ 375,000	\$ 375,000	\$ -
Rentals	\$ 25,000	\$ 32,500	\$ 7,500
Library Revenues	\$ 12,000	\$ 12,000	\$ -
Other Departmental Revenue	\$ 611,063	\$ 640,600	\$ 29,537
Licenses and Permits	\$ 275,000	\$ 275,000	\$ -
Fines and Forfeits	\$ 30,000	\$ 30,000	\$ -
Investment Income	\$ 15,000	\$ 17,000	\$ 2,000
Recreation Revenues	\$ 416,192	\$ 428,600	\$ 12,408
Miscellaneous Non-Recurring	\$ -	\$ -	\$ -
<b>Sub-total - General Revenue</b>	<b>\$ 3,644,255</b>	<b>\$ 3,697,950</b>	<b>\$ 53,695</b>
Other Revenue:			
Free Cash	\$ -	\$ -	\$ -
Stabilization Fund for Minor Capital	\$ -	\$ -	\$ -
Stabilization Fund for Tax Rate Relief	\$ -	\$ -	\$ -
Capital Asset Stabilization Fund	\$ 404,145	\$ 426,980	\$ 22,835
EMS/Conservation Fund Receipts Reserve	\$ 200,000	\$ 225,000	\$ 25,000
Community Preservation Funds	\$ -	\$ -	\$ -
Water Department Surplus	\$ -	\$ -	\$ -
Sewer Department Surplus	\$ -	\$ -	\$ -
Insurance Reimbursements	\$ -	\$ -	\$ -
Encumbrances	\$ -	\$ -	\$ -
<b>Sub-total - Other Revenue</b>	<b>\$ 604,145</b>	<b>\$ 651,980</b>	<b>\$ 47,835</b>
<b>WATER DEPARTMENT ENTERPRISE</b>	<b>\$ 997,545</b>	<b>\$ 1,024,851</b>	<b>\$ 27,306</b>
<b>SEWER DEPARTMENT ENTERPRISE</b>	<b>\$ 662,154</b>	<b>\$ 698,276</b>	<b>\$ 36,122</b>
<b>LOCAL ACCESS CABLE ENTERPRISE</b>	<b>\$ 265,458</b>	<b>\$ 230,779</b>	<b>\$ (34,679)</b>
<b>TOTAL ESTIMATED REVENUE</b>	<b>\$ 36,098,847</b>	<b>\$ 37,401,759</b>	<b>\$ 1,302,912</b>



**TOWN OF GROTON  
FISCAL YEAR 2017  
TAX LEVY CALCULATIONS**

**Revised: 12/19/2015**

**FY 2017 PROPOSED EXPENDITURES**

**Town Manager Proposed Budget**

General Government	\$	1,922,124
Land Use Departments	\$	432,128
Protection of Persons and Property	\$	3,714,200
Regional School Districts	\$	19,611,740
Department of Public Works	\$	2,146,673
Library and Citizen Services	\$	1,592,630
Debt Service	\$	1,282,713
Employee Benefits	\$	3,746,884

A. TOTAL DEPARTMENTAL BUDGET REQUESTS	\$	34,449,092
B. CAPITAL BUDGET REQUESTS	\$	426,980
C. ENTERPRISE FUND REQUESTS	\$	1,953,906
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	\$	-
5. Total cherry sheet offsets	\$	1,000
6. Revenue deficits	\$	-
7. Offset Receipts	\$	20,000
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	\$	100,000
G. ALLOWANCE FOR ABATEMENTS AND EXEMPTIONS	\$	225,000
<b>TOTAL PROPOSED EXPENDITURES</b>	<b>\$</b>	<b>37,375,978</b>

**FY 2017 ESTIMATED RECEIPTS**

ESTIMATED TAX LEVY		
Levy Limit	\$	28,024,639
Debt Exclusion	\$	2,216,771
A. ESTIMATED TAX LEVY	\$	30,241,410
B. CHERRY SHEET ESTIMATED RECEIPTS	\$	856,513
C. LOCAL RECEIPTS NOT ALLOCATED	\$	3,697,950
C. OFFSET RECEIPTS	\$	-
D. ENTERPRISE FUNDS	\$	1,953,906
E. COMMUNITY PRESERVATION FUNDS	\$	-
F. FREE CASH	\$	-
OTHER AVAILABLE FUNDS		
1. Stabilization Fund		
2. Capital Asset Fund	\$	426,980
3. EMS/Conservation Fund	\$	225,000
G. OTHER AVAILABLE FUNDS	\$	651,980
<b>TOTAL ESTIMATED RECEIPTS</b>	<b>\$</b>	<b>37,401,759</b>
<b>FY 2017 SURPLUS/(DEFICIT)</b>	<b>\$</b>	<b>25,781</b>

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

**FISCAL YEAR 2017**

**I. TAX RATE SUMMARY**

Ia.	Total amount to be raised (from IIe)	\$ 37,375,978.00
Ib.	Total estimated receipts and other revenue sources (from IIIe)	\$ 7,160,349.00
Ic.	Tax levy (Ia minus Ib)	\$ 30,215,629.00
Id.	Distribution of Tax Rates and Levies	

CLASS	( b ) Levy Percentage (from LA -5)	( c ) IC above times each percent in col ( b )	( d ) Valuation by Class (from LA - 4)	( e ) Tax Rates ( c ) x ( d ) x 1000	( f ) Levy by Class ( d ) x ( e ) /1000
RESIDENTIAL	94.0513%	\$ 28,418,206.41	\$ 1,470,989,840.00	\$ 19.32	\$ 28,418,206.41
NET OF EXEMPT					\$ -
OPEN SPACE	0.0000%	\$ -	\$ -		\$ -
COMMERCIAL	3.6511%	\$ 1,103,207.38	\$ 57,104,478.00	\$ 19.32	\$ 1,103,207.38
NET OF EXEMPT					\$ -
INDUSTRIAL	0.8713%	\$ 263,269.16	\$ 13,627,400.00	\$ 19.32	\$ 263,269.16
SUBTOTAL	98.5738%		\$ 1,541,721,718.00		\$ 29,784,682.95
PERSONAL	1.4262%	\$ 430,946.05	\$ 22,306,730.00	\$ 19.32	\$ 430,946.05
TOTAL	100.0000%		\$ 1,564,028,448.00		\$ 30,215,629.00

# **TAX RATE RECAPITULATION GROTON**

**FISCAL YEAR 2016**

**II. AMOUNTS TO BE RAISED**

I I a. Appropriations		\$ 36,829,978
I I 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	\$ -	
5. Total cherry sheet offsets	\$ 1,000	
6. Revenue deficits	\$ -	
7. Offset receipts deficits	\$ 20,000	
8. Authorized Deferral of Teachers' Pay	\$ -	
9. Snow and Ice deficit	\$ 200,000	
10. Other		
TOTAL I I b.		\$ 221,000
I I c. State and County Cherry Sheet Charges		\$ 100,000
I I d. Allowance for Abatements and Exemptions (overlay)		\$ 225,000
<b>I I e. TOTAL AMOUNT TO BE RAISED</b>		<b>\$ 37,375,978</b>

### III. Estimated Receipts and Other Revenue Sources

#### III a. Estimated Receipts - State

1. Cherry Sheet Estimated Receipts	\$	856,513	
2. Massachusetts School Building Authority Payments	\$	-	
TOTAL III a.		\$	856,513

#### III b. Estimated Receipts - Local

1. Local Receipts Not Allocated	\$	3,697,950	
2. Offset Receipts	\$	-	
3. Enterprise Funds	\$	1,953,906	
4. Community Preservation Funds	\$	-	
TOTAL III b.		\$	5,651,856

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

1. Free Cash	\$	-	
2. Other Available Funds	\$	651,980	
TOTAL III c.		\$	651,980

#### 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.		\$	-
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III e. Total Estimated Receipts and Other Revenue Sources		\$	7,160,349
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### IV. Summary of Total Amount to be Raised and Total Receipts from All Sources

a. Total Amount to be Raised		\$	37,375,978
b. Total Estimated Receipts and Other Revenue Sources	\$	7,160,349	
c. Total Real and Personal Property Tax Levy	\$	30,215,629	
d. Total Receipts from All Sources		\$	37,375,978

**TAX RATE RECAPITULATION  
GROTON**

**FISCAL YEAR 2017**

**LOCAL RECEIPTS NOT ALLOCATED**

		<b>BUDGETED RECEIPTS FY 2016</b>	<b>ESTIMATED RECEIPTS FY 2017</b>
		<hr/>	<hr/>
1	MOTOR VEHICLE EXCISE	\$ 1,400,000	\$ 1,400,000
2	OTHER EXCISE	\$ 100,000	\$ 100,000
3	PENALTIES AND INTEREST ON TAXES	\$ 90,000	\$ 90,000
4	PAYMENTS IN LIEU OF TAXES	\$ 230,000	\$ 230,000
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	\$ 67,250
10	FEES	\$ 375,000	\$ 375,000
11	RENTAL	\$ 25,000	\$ 32,500
12	DEPARTMENTAL REVENUE - SCHOOLS	\$ -	\$ -
13	DEPARTMENTAL REVENUE - LIBRARIES	\$ 12,000	\$ 12,000
14	DEPARTMENTAL REVENUE - CEMETERIES	\$ -	\$ -
15	DEPARTMENTAL REVENUE - RECREATION	\$ 416,192	\$ 428,600
16	OTHER DEPARTMENTAL REVENUE	\$ 611,063	\$ 640,600
17	LICENSES AND PERMITS	\$ 275,000	\$ 275,000
18	SPECIAL ASSESSMENTS	\$ -	\$ -
19	FINES AND FORFEITS	\$ 30,000	\$ 30,000
20	INVESTMENT INCOME	\$ 15,000	\$ 17,000
21	MISCELLANEOUS RECURRING	\$ -	\$ -
22	MISCELLANEOUS NON-RECURRING	\$ -	\$ -
	<b>TOTAL</b>	<b>\$ 3,644,255</b>	<b>\$ 3,697,950</b>

Revised: 12-19-2015

## TOWN OF GROTON FISCAL YEAR 2017

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE
<b><u>GENERAL GOVERNMENT</u></b>							
<b>MODERATOR</b>							
1000	Salaries	\$ 65	\$ 65	\$ 65	\$ 65	\$ 65	0.00%
1001	Expenses	\$ 45	\$ 21	\$ 80	\$ 80	\$ 80	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 110</b>	<b>\$ 86</b>	<b>\$ 145</b>	<b>\$ 145</b>	<b>\$ 145</b>	<b>0.00%</b>
<b>BOARD OF SELECTMEN</b>							
1020	Salaries	\$ 3,950	\$ 3,950	\$ 3,950	\$ 3,950	\$ 3,950	0.00%
1021	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1022	Expenses	\$ 1,900	\$ 1,976	\$ 15,000	\$ 2,000	\$ 2,000	-86.67%
1023	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1024	Minor Capital	\$ -	\$ -	\$ 27,000	\$ 27,000	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 5,850</b>	<b>\$ 5,926</b>	<b>\$ 45,950</b>	<b>\$ 32,950</b>	<b>\$ 5,950</b>	<b>-87.05%</b>
<b>TOWN MANAGER</b>							
1030	Salaries	\$ 180,663	\$ 183,649	\$ 188,596	\$ 200,880	\$ 200,880	6.51%
1031	Wages	\$ 78,622	\$ 84,452	\$ 96,327	\$ 99,639	\$ 99,639	3.44%
1032	Expenses	\$ 14,600	\$ 3,300	\$ 4,000	\$ 4,000	\$ 4,000	0.00%
1033	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1034	Performance Evaluations	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 273,885</b>	<b>\$ 271,401</b>	<b>\$ 288,923</b>	<b>\$ 304,519</b>	<b>\$ 304,519</b>	<b>5.40%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>FINANCE COMMITTEE</b>							
1040	Expenses	\$ -	\$ -	\$ -	\$ -	210	0.00%
1041	Reserve Fund	\$ -	\$ 97,604	\$ 150,000	\$ 150,000	\$ 150,000	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ -</b>	<b>\$ 97,604</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,210</b>	<b>0.14%</b>
<b>TOWN ACCOUNTANT</b>							
1050	Salaries	\$ 70,227	\$ 73,064	\$ 81,539	\$ 84,833	\$ 84,833	4.04%
1051	Wages	\$ 31,779	\$ 37,816	\$ 40,950	\$ 42,360	\$ 42,360	3.44%
1052	Expenses	\$ 30,514	\$ 33,037	\$ 35,610	\$ 30,975	\$ 30,975	-13.02%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 132,520</b>	<b>\$ 143,917</b>	<b>\$ 158,099</b>	<b>\$ 158,168</b>	<b>\$ 158,168</b>	<b>0.04%</b>
<b>BOARD OF ASSESSORS</b>							
1060	Salaries	\$ 80,137	\$ 83,246	\$ 84,847	\$ 85,655	\$ 87,305	2.90%
1061	Wages	\$ 85,640	\$ 87,704	\$ 94,130	\$ 95,458	\$ 58,255	-38.11%
1062	Expenses	\$ 11,305	\$ 13,576	\$ 23,475	\$ 24,135	\$ 24,135	2.81%
1063	Legal Expense	\$ -	\$ -	\$ -	\$ -		0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 177,082</b>	<b>\$ 184,526</b>	<b>\$ 202,452</b>	<b>\$ 205,248</b>	<b>\$ 169,695</b>	<b>-16.18%</b>
<b>TREASURER/TAX COLLECTOR</b>							
1070	Salaries	\$ 77,719	\$ 79,273	\$ 82,476	\$ 84,125	\$ 84,125	2.00%
1071	Wages	\$ 111,277	\$ 96,280	\$ 100,742	\$ 104,235	\$ 110,849	10.03%
1072	Expenses	\$ 19,353	\$ 18,554	\$ 20,530	\$ 22,855	\$ 22,855	11.32%
1073	Tax Title	\$ 4,132	\$ 4,366	\$ 4,500	\$ 4,500	\$ 4,500	0.00%
1074	Bond Cost	\$ 2,500	\$ 2,500	\$ 3,000	\$ 3,000	\$ 5,000	66.67%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 214,981</b>	<b>\$ 200,973</b>	<b>\$ 211,248</b>	<b>\$ 218,715</b>	<b>\$ 227,329</b>	<b>7.61%</b>



LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>TOWN COUNSEL</b>							
1080	Expenses	\$ 79,663	\$ 101,333	\$ 90,000	\$ 90,000	\$ 90,000	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 79,663</b>	<b>\$ 101,333</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>0.00%</b>
<b>HUMAN RESOURCES</b>							
1090	Salary	\$ 56,599	\$ 68,560	\$ 70,359	\$ 73,202	\$ 73,202	4.04%
1091	Expenses	\$ 4,444	\$ 6,703	\$ 7,050	\$ 13,050	\$ 9,550	35.46%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 61,043</b>	<b>\$ 75,264</b>	<b>\$ 77,409</b>	<b>\$ 86,252</b>	<b>\$ 82,752</b>	<b>6.90%</b>
<b>INFORMATION TECHNOLOGY</b>							
1100	Salary	\$ 115,080	\$ 117,974	\$ 125,248	\$ 128,180	\$ 128,180	2.34%
1101	Wages	\$ 33,224	\$ 48,737	\$ 46,158	\$ 47,753	\$ 47,753	3.46%
1102	Expenses	\$ 23,621	\$ 23,789	\$ 24,800	\$ 24,800	\$ 24,800	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 171,925</b>	<b>\$ 190,499</b>	<b>\$ 196,206</b>	<b>\$ 200,733</b>	<b>\$ 200,733</b>	<b>2.31%</b>
<b>GIS STEERING COMMITTEE</b>							
1120	Expenses	\$ 13,040	\$ 6,016	\$ 15,100	\$ 15,100	\$ 15,100	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 13,040</b>	<b>\$ 6,016</b>	<b>\$ 15,100</b>	<b>\$ 15,100</b>	<b>\$ 15,100</b>	<b>0.00%</b>
<b>TOWN CLERK</b>							
1130	Salaries	\$ 68,867	\$ 71,649	\$ 74,544	\$ 77,556	\$ 77,556	4.04%
1131	Wages	\$ 48,574	\$ 48,161	\$ 51,930	\$ 54,536	\$ 54,536	5.02%
1132	Expenses	\$ 5,903	\$ 7,875	\$ 11,870	\$ 11,655	\$ 11,655	-1.81%
1133	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 123,344</b>	<b>\$ 127,685</b>	<b>\$ 138,344</b>	<b>\$ 143,747</b>	<b>\$ 143,747</b>	<b>3.91%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>ELECTIONS &amp; BOARD OF REGISTRARS</b>							
1140	Stipend	\$ 3,768	\$ 8,914	\$ 7,880	\$ 11,656	\$ 11,656	47.92%
1141	Expenses	\$ 12,527	\$ 9,794	\$ 9,903	\$ 10,620	\$ 10,620	7.24%
1142	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 16,295</b>	<b>\$ 18,708</b>	<b>\$ 17,783</b>	<b>\$ 22,276</b>	<b>\$ 22,276</b>	<b>25.27%</b>
<b>STREET LISTINGS</b>							
1150	Expenses	\$ 5,195	\$ 5,489	\$ 6,275	\$ 6,000	\$ 6,000	-4.38%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 5,195</b>	<b>\$ 5,489</b>	<b>\$ 6,275</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>-4.38%</b>
<b>INSURANCE &amp; BONDING</b>							
1160	Insurance & Bonding	\$ 132,863	\$ 142,864	\$ 181,000	\$ 190,000	\$ 190,000	4.97%
1161	Insurance Deductible Reserve - Liability	\$ 4,429	\$ 5,649	\$ 12,000	\$ 12,000	\$ 12,000	0.00%
1162	Insurance Deductible Reserve - 111F	\$ 21,060	\$ 3,310	\$ 25,000	\$ 25,000	\$ 25,000	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 158,352</b>	<b>\$ 151,823</b>	<b>\$ 218,000</b>	<b>\$ 227,000</b>	<b>\$ 227,000</b>	<b>4.13%</b>
<b>TOWN REPORT</b>							
1170	Expenses	\$ 1,500	\$ 1,400	\$ 1,500	\$ 1,500	\$ 1,500	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,500</b>	<b>\$ 1,400</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>POSTAGE/TOWN HALL EXPENSES</b>							
1180	Expenses	\$ 46,903	\$ 52,323	\$ 55,000	\$ 55,000	\$ 55,000	0.00%
1181	Telephone Expenses	\$ 40,872	\$ 41,713	\$ 50,000	\$ 50,000	\$ 45,000	0.00%
1182	Office Supplies	\$ 16,870	\$ 15,512	\$ 17,000	\$ 17,000	\$ 17,000	0.00%
<hr/>							
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 104,645</b>	<b>\$ 109,548</b>	<b>\$ 122,000</b>	<b>\$ 122,000</b>	<b>\$ 117,000</b>	<b>-4.10%</b>
<hr/>							
	<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 1,539,430</b>	<b>\$ 1,692,197</b>	<b>\$ 1,939,434</b>	<b>\$ 1,984,353</b>	<b>\$ 1,922,124</b>	<b>-0.89%</b>
<hr/>							
<b><u>LAND USE DEPARTMENTS</u></b>							
<b>CONSERVATION COMMISSION</b>							
1200	Salary	\$ 62,044	\$ 61,384	\$ 63,551	\$ 66,118	\$ 66,118	4.04%
1201	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1202	Expenses	\$ 3,126	\$ 4,323	\$ 7,950	\$ 6,679	\$ 6,679	-15.99%
1203	Engineering & Legal	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1204	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<hr/>							
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 65,170</b>	<b>\$ 65,707</b>	<b>\$ 71,501</b>	<b>\$ 72,797</b>	<b>\$ 72,797</b>	<b>1.81%</b>
<hr/>							
<b>PLANNING BOARD</b>							
1210	Salaries	\$ 76,215	\$ 80,788	\$ 82,358	\$ 83,975	\$ 80,858	-1.82%
1211	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1212	Expenses	\$ 7,531	\$ 7,178	\$ 8,100	\$ 7,500	\$ 7,500	-7.41%
1213	M.R.P.C. Assessment	\$ 3,159	\$ 3,160	\$ 3,320	\$ 3,320	\$ 3,320	0.00%
1214	Legal Budget	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<hr/>							
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 86,905</b>	<b>\$ 91,126</b>	<b>\$ 93,778</b>	<b>\$ 94,795</b>	<b>\$ 91,678</b>	<b>-2.24%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>ZONING BOARD OF APPEALS</b>							
1220	Wages	\$ 20,034	\$ 18,255	\$ 18,467	\$ 18,823	\$ 18,823	1.93%
1221	Expenses	\$ 1,070	\$ 986	\$ 1,400	\$ 1,700	\$ 1,700	21.43%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 21,104</b>	<b>\$ 19,241</b>	<b>\$ 19,867</b>	<b>\$ 20,523</b>	<b>\$ 20,523</b>	<b>3.30%</b>
<b>HISTORIC DISTRICT COMMISSION</b>							
1230	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1231	Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>BUILDING INSPECTOR</b>							
1240	Salaries	\$ 76,195	\$ 79,273	\$ 80,858	\$ 82,475	\$ 82,475	2.00%
1241	Wages	\$ 59,818	\$ 60,282	\$ 65,486	\$ 67,734	\$ 67,734	3.43%
1242	Expenses	\$ 4,648	\$ 2,870	\$ 6,500	\$ 5,000	\$ 5,000	-23.08%
1243	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 140,661</b>	<b>\$ 142,426</b>	<b>\$ 152,844</b>	<b>\$ 155,209</b>	<b>\$ 155,209</b>	<b>1.55%</b>
<b>MECHANICAL INSPECTOR</b>							
1250	Fee Salaries	\$ 21,480	\$ 27,156	\$ 25,000	\$ 30,000	\$ 30,000	20.00%
1251	Expenses	\$ 4,445	\$ 3,326	\$ 5,000	\$ 5,000	\$ 5,000	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 25,925</b>	<b>\$ 30,482</b>	<b>\$ 30,000</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>16.67%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>EARTH REMOVAL INSPECTOR</b>							
1260	Stipend	\$ -	\$ -	\$ 1	\$ 1,500	\$ 1,500	149900.00%
1261	Expenses	\$ 100	\$ 95	\$ 100	\$ 100	\$ 100	0.00%
1262	Minor Capital			\$ -	\$ -	\$ -	0.00%
<hr/>							
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 100</b>	<b>\$ 95</b>	<b>\$ 101</b>	<b>\$ 1,600</b>	<b>\$ 1,600</b>	<b>1484.16%</b>
<b>BOARD OF HEALTH</b>							
1270	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1271	Expenses	\$ 847	\$ 787	\$ 1,000	\$ 1,000	\$ 1,000	0.00%
1272	Nursing Services	\$ -	\$ -	\$ 10,273	\$ 10,273	\$ 10,273	0.00%
1273	Nashoba Health District	\$ 31,943	\$ 31,943	\$ 22,948	\$ 22,948	\$ 22,948	0.00%
1274	Mental Health	\$ -	\$ -	\$ 8,000	\$ 8,000	\$ 8,000	0.00%
1275	Eng/Consult/Landfill Monitoring	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	0.00%
<hr/>							
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 42,790</b>	<b>\$ 42,730</b>	<b>\$ 52,221</b>	<b>\$ 52,221</b>	<b>\$ 52,221</b>	<b>0.00%</b>
<b>SEALER OF WEIGHTS &amp; MEASURES</b>							
1280	Fee Salaries	\$ 1,460	\$ 2,870	\$ 2,500	\$ 3,000	\$ 3,000	20.00%
1281	Expenses	\$ 66	\$ 29	\$ 100	\$ 100	\$ 100	0.00%
<hr/>							
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,526</b>	<b>\$ 2,899</b>	<b>\$ 2,600</b>	<b>\$ 3,100</b>	<b>\$ 3,100</b>	<b>19.23%</b>
<hr/>							
<b>TOTAL LAND USE DEPARTMENTS</b>		<b>\$ 384,181</b>	<b>\$ 394,704</b>	<b>\$ 422,912</b>	<b>\$ 435,245</b>	<b>\$ 432,128</b>	<b>2.18%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE
<b><u>PROTECTION OF PERSONS AND PROPERTY</u></b>							
<b>POLICE DEPARTMENT</b>							
1300	Salaries	\$ 275,298	\$ 283,340	\$ 296,814	\$ 398,026	\$ 308,026	3.78%
1301	Wages	\$ 1,465,476	\$ 1,489,613	\$ 1,613,910	\$ 1,746,134	\$ 1,685,823	4.46%
1302	Expenses	\$ 184,601	\$ 173,239	\$ 230,600	\$ 200,409	\$ 192,647	-16.46%
1303	Lease or Purchase of Cruisers	\$ 3,900	\$ 3,960	\$ 4,000	\$ 4,000	\$ 4,000	0.00%
1304	PS Building (Expenses)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1305	Minor Capital	\$ 14,378	\$ 10,000	\$ 10,000	\$ 59,351	\$ 20,000	100.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,943,653</b>	<b>\$ 1,960,153</b>	<b>\$ 2,155,324</b>	<b>\$ 2,407,920</b>	<b>\$ 2,210,496</b>	<b>2.56%</b>
<b>FIRE DEPARTMENT</b>							
1310	Salaries	\$ 123,171	\$ 102,182	\$ 98,880	\$ 102,792	\$ 102,792	3.96%
1311	Wages	\$ 675,249	\$ 680,094	\$ 685,676	\$ 710,731	\$ 710,731	3.65%
1312	Expenses	\$ 133,066	\$ 144,267	\$ 168,000	\$ 222,999	\$ 168,000	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 931,486</b>	<b>\$ 926,543</b>	<b>\$ 952,556</b>	<b>\$ 1,036,522</b>	<b>\$ 981,523</b>	<b>3.04%</b>
<b>GROTON WATER FIRE PROTECTION</b>							
1320	West Groton Water District	\$ 750	\$ -	\$ 1	\$ 1	\$ 1	0.00%
1321	Groton Water Department	\$ 2,500	\$ -	\$ 1	\$ 1	\$ 1	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 3,250</b>	<b>\$ -</b>	<b>\$ 2</b>	<b>\$ 2</b>	<b>\$ 2</b>	<b>0.00%</b>
<b>ANIMAL INSPECTOR</b>							
1330	Salary	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	0.00%
1331	Expenses	\$ 186	\$ 400	\$ 400	\$ 400	\$ 400	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 2,268</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>ANIMAL CONTROL OFFICER</b>							
1340	Salary	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	0.00%
1341	Expenses	\$ -	\$ 400	\$ 400	\$ 400	\$ 400	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 2,082</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>0.00%</b>
<b>EMERGENCY MANAGEMENT AGENCY</b>							
1350	Salary	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1351	Expenses	\$ 13,000	\$ 13,000	\$ 14,650	\$ 15,000	\$ 15,000	2.39%
1352	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 13,000</b>	<b>\$ 13,000</b>	<b>\$ 14,650</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>2.39%</b>
<b>DOG OFFICER</b>							
1360	Salary	\$ 10,400	\$ 10,400	\$ 13,973	\$ 13,973	\$ 13,973	0.00%
1361	Expenses	\$ 3,655	\$ 3,398	\$ 4,250	\$ 4,250	\$ 4,250	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 14,055</b>	<b>\$ 13,798</b>	<b>\$ 18,223</b>	<b>\$ 18,223</b>	<b>\$ 18,223</b>	<b>0.00%</b>
<b>POLICE &amp; FIRE COMMUNICATIONS</b>							
1370	Wages	\$ 223,185	\$ 238,299	\$ 462,014	\$ 465,742	\$ 465,742	0.81%
1371	Expenses	\$ 12,637	\$ 13,315	\$ 14,250	\$ 14,250	\$ 18,250	28.07%
1372	Minor Capital	\$ -	\$ -	\$ -	\$ 10,000	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 235,822</b>	<b>\$ 251,614</b>	<b>\$ 476,264</b>	<b>\$ 489,992</b>	<b>\$ 483,992</b>	<b>1.62%</b>
<b>TOTAL PROTECTION OF PERSONS AND PROPERTY</b>		<b>\$ 3,145,616</b>	<b>\$ 3,170,072</b>	<b>\$ 3,621,983</b>	<b>\$ 3,972,623</b>	<b>\$ 3,714,200</b>	<b>2.55%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE
<b><u>REGIONAL SCHOOL DISTRICT BUDGETS</u></b>							
<b>NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL</b>							
1400	Operating Expenses	\$ 468,592	\$ 572,775	\$ 596,609	\$ 611,524	\$ 611,524	2.50%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 468,592</b>	<b>\$ 572,775</b>	<b>\$ 596,609</b>	<b>\$ 611,524</b>	<b>\$ 611,524</b>	<b>2.50%</b>
<b>GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT</b>							
1410	Operating Expenses	\$ 16,352,836	\$ 17,756,023	\$ 17,097,405	\$ 17,873,505	\$ 17,873,505	4.54%
1411	Debt Service, Excluded	\$ -	\$ -	\$ 1,118,387	\$ 1,070,815	\$ 1,070,815	-4.25%
1412	Debt Service, Unexcluded	\$ -	\$ -	\$ 50,404	\$ 55,896	\$ 55,896	0.00%
1413	Out of District Placement	\$ -	\$ -	\$ -			0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 16,352,836</b>	<b>\$ 17,756,023</b>	<b>\$ 18,266,196</b>	<b>\$ 19,000,216</b>	<b>\$ 19,000,216</b>	<b>4.02%</b>
<b>TOTAL SCHOOLS</b>		<b>\$ 16,821,428</b>	<b>\$ 18,328,798</b>	<b>\$ 18,862,805</b>	<b>\$ 19,611,740</b>	<b>\$ 19,611,740</b>	<b>3.97%</b>
<b><u>DEPARTMENT OF PUBLIC WORKS</u></b>							
<b>HIGHWAY DEPARTMENT</b>							
1500	Salaries	\$ 88,394	\$ 92,809	\$ 96,498	\$ 99,851	\$ 99,851	3.47%
1501	Wages	\$ 603,918	\$ 586,754	\$ 620,989	\$ 635,855	\$ 635,855	2.39%
1502	Expenses	\$ 167,927	\$ 153,744	\$ 134,300	\$ 134,300	\$ 134,300	0.00%
1503	Highway Maintenance	\$ 85,640	\$ 85,677	\$ 95,000	\$ 95,000	\$ 95,000	0.00%
1504	Minor Capital	\$ -	\$ -	\$ -	\$ -		0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 945,879</b>	<b>\$ 918,984</b>	<b>\$ 946,787</b>	<b>\$ 965,006</b>	<b>\$ 965,006</b>	<b>1.92%</b>



LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>STREET LIGHTS</b>							
1510	Expenses	\$ 17,800	\$ 17,800	\$ 24,000	\$ 24,000	\$ 24,000	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 17,800</b>	<b>\$ 17,800</b>	<b>\$ 24,000</b>	<b>\$ 24,000</b>	<b>\$ 24,000</b>	<b>0.00%</b>
<b>SNOW AND ICE</b>							
1520	Expenses	\$ 174,503	\$ 191,452	\$ 165,000	\$ 165,000	\$ 165,000	0.00%
1521	Overtime	\$ 314,315	\$ 356,192	\$ 140,000	\$ 140,000	\$ 140,000	0.00%
1522	Hired Equipment	\$ 72,910	\$ 111,742	\$ 35,000	\$ 35,000	\$ 35,000	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 561,728</b>	<b>\$ 659,387</b>	<b>\$ 340,000</b>	<b>\$ 340,000</b>	<b>\$ 340,000</b>	<b>0.00%</b>
<b>TREE WARDEN BUDGET</b>							
1530	Salary	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1531	Expenses	\$ 316	\$ 1,691	\$ 3,000	\$ 3,000	\$ 3,000	0.00%
1532	Trees	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	0.00%
1533	Tree Work	\$ 9,729	\$ 15,127	\$ 10,000	\$ 10,000	\$ 10,000	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 10,045</b>	<b>\$ 16,818</b>	<b>\$ 14,500</b>	<b>\$ 14,500</b>	<b>\$ 14,500</b>	<b>0.00%</b>
<b>MUNICIPAL BUILDING AND PROPERTY MAINTENANCE</b>							
1540	Wages	\$ 75,099	\$ 81,072	\$ 84,728	\$ 129,012	\$ 129,012	52.27%
1541	Expenses	\$ 235,649	\$ 283,793	\$ 280,850	\$ 267,350	\$ 267,350	-4.81%
1542	Minor Capital	\$ 40,000	\$ 17,530	\$ 20,000	\$ 20,000	\$ 20,000	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 350,748</b>	<b>\$ 382,395</b>	<b>\$ 385,578</b>	<b>\$ 416,362</b>	<b>\$ 416,362</b>	<b>7.98%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>SOLID WASTE DISPOSAL</b>							
1550	Wages	\$ 87,454	\$ 110,970	\$ 124,305	\$ 123,051	\$ 123,051	-1.01%
1551	Expenses	\$ 54,105	\$ 52,907	\$ 54,486	\$ 54,486	\$ 54,486	0.00%
1552	Tipping Fees	\$ 134,458	\$ 122,318	\$ 135,000	\$ 130,000	\$ 130,000	-3.70%
1553	North Central SW Coop	\$ 5,850	\$ 5,850	\$ 5,850	\$ 5,850	\$ 5,850	0.00%
1554	Minor Capital	\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 291,867</b>	<b>\$ 297,045</b>	<b>\$ 324,641</b>	<b>\$ 318,387</b>	<b>\$ 318,387</b>	<b>-1.93%</b>
<b>PARKS DEPARTMENT</b>							
1560	Wages	\$ 1,957	\$ 2,321	\$ 2,659	\$ 2,659	\$ 2,659	0.00%
1561	Expenses	\$ 39,106	\$ 48,540	\$ 64,342	\$ 65,759	\$ 65,759	2.20%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 41,063</b>	<b>\$ 50,861</b>	<b>\$ 67,001</b>	<b>\$ 68,418</b>	<b>\$ 68,418</b>	<b>2.11%</b>
<b>TOTAL DEPARTMENT OF PUBLIC WORKS</b>		<b>\$ 2,219,130</b>	<b>\$ 2,343,290</b>	<b>\$ 2,102,507</b>	<b>\$ 2,146,673</b>	<b>\$ 2,146,673</b>	<b>2.10%</b>
<b><u>LIBRARY AND CITIZEN'S SERVICES</u></b>							
<b>COUNCIL ON AGING</b>							
1600	Salaries	\$ 59,800	\$ 66,586	\$ 68,597	\$ 70,669	\$ 70,669	0.00%
1601	Wages	\$ 47,365	\$ 44,852	\$ 65,208	\$ 72,295	\$ 72,295	10.87%
1602	Expenses	\$ 6,038	\$ 7,553	\$ 8,454	\$ 8,454	\$ 8,454	0.00%
1603	Minor Capital	\$ -	\$ 1,495	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 113,203</b>	<b>\$ 120,486</b>	<b>\$ 142,259</b>	<b>\$ 151,418</b>	<b>\$ 151,418</b>	<b>6.44%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>SENIOR CENTER VAN</b>							
1610	Wages	\$ 34,387	\$ 41,125	\$ 58,104	\$ 58,318	\$ 58,318	0.37%
1611	Expenses	\$ 10,749	\$ 9,565	\$ 17,673	\$ 17,673	\$ 17,673	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 45,136</b>	<b>\$ 50,690</b>	<b>\$ 75,777</b>	<b>\$ 75,991</b>	<b>\$ 75,991</b>	<b>0.28%</b>
<b>VETERAN'S SERVICE OFFICER</b>							
1620	Salary	\$ 3,484	\$ 3,484	\$ 3,485	\$ 3,485	\$ 3,485	0.00%
1621	Expenses	\$ 237	\$ 266	\$ 900	\$ 650	\$ 650	-27.78%
1622	Veterans' Benefits	\$ 38,866	\$ 43,824	\$ 50,000	\$ 50,000	\$ 50,000	0.00%
1623	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENT TOTAL</b>		<b>\$ 42,587</b>	<b>\$ 47,574</b>	<b>\$ 54,385</b>	<b>\$ 54,135</b>	<b>\$ 54,135</b>	<b>-0.46%</b>
<b>GRAVES REGISTRATION</b>							
1630	Salary/Stipend	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	0.00%
1631	Expenses	\$ 660	\$ 660	\$ 660	\$ 760	\$ 760	15.15%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 910</b>	<b>\$ 910</b>	<b>\$ 910</b>	<b>\$ 1,010</b>	<b>\$ 1,010</b>	<b>10.99%</b>
<b>CARE OF VETERAN GRAVES</b>							
1640	Contract Expenses	\$ 1,625	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,625</b>	<b>\$ 1,550</b>	<b>\$ 1,550</b>	<b>\$ 1,550</b>	<b>\$ 1,550</b>	<b>0.00%</b>
<b>OLD BURYING GROUND COMMITTEE</b>							
1650	Expenses	\$ 692	\$ 700	\$ 700	\$ 800	\$ 800	14.29%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 692</b>	<b>\$ 700</b>	<b>\$ 700</b>	<b>\$ 800</b>	<b>\$ 800</b>	<b>14.29%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>LIBRARY</b>							
1660	Salary	\$ 280,796	\$ 334,800	\$ 346,861	\$ 357,628	\$ 357,628	3.10%
1661	Wages	\$ 324,309	\$ 277,752	\$ 289,138	\$ 305,166	\$ 305,166	5.54%
1662	Expenses	\$ 189,225	\$ 194,106	\$ 202,532	\$ 199,842	\$ 199,842	-1.33%
1663	Minor Capital	\$ 2,350	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 796,680</b>	<b>\$ 806,659</b>	<b>\$ 838,531</b>	<b>\$ 862,636</b>	<b>\$ 862,636</b>	<b>2.87%</b>
<b>COMMEMORATIONS &amp; CELEBRATIONS</b>							
1670	Expenses	\$ 448	\$ 464	\$ 500	\$ 500	\$ 500	0.00%
1671	Fireworks	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 448</b>	<b>\$ 464</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>0.00%</b>
<b>WATER SAFETY</b>							
1680	Wages	\$ 1,576	\$ 142	\$ 2,640	\$ 2,640	\$ 2,640	0.00%
1681	Expenses and Minor Capital	\$ 10,663	\$ 13,880	\$ 26,570	\$ 26,570	\$ 26,570	0.00%
1682	Property Maint. & Improvements	\$ -	\$ 5,287	\$ 9,000	\$ 9,000	\$ 9,000	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 12,239</b>	<b>\$ 19,310</b>	<b>\$ 38,210</b>	<b>\$ 38,210</b>	<b>\$ 38,210</b>	<b>0.00%</b>
<b>WEED MANAGEMENT</b>							
1690	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1691	Expenses: Weed Harvester	\$ 3,748	\$ 4,000	\$ 4,000	\$ 7,000	\$ 7,000	75.00%
1692	Expenses: Great Lakes	\$ 417	\$ 1,745	\$ 2,385	\$ 2,385	\$ 2,385	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 4,165</b>	<b>\$ 5,745</b>	<b>\$ 6,385</b>	<b>\$ 9,385</b>	<b>\$ 9,385</b>	<b>46.99%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>GROTON COUNTRY CLUB</b>							
1700	Salary	\$ 131,026	\$ 78,192	\$ 129,781	\$ 137,750	\$ 137,750	6.14%
1701	Wages	\$ 130,022	\$ 148,766	\$ 123,483	\$ 136,479	\$ 135,456	9.70%
1702	Expenses	\$ 331,031	\$ 328,712	\$ 127,239	\$ 123,789	\$ 123,789	-2.71%
1703	Minor Capital	\$ 4,000	\$ 5,000	\$ -	\$ -	\$ -	0.00%
<hr/>							
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 596,079</b>	<b>\$ 560,669</b>	<b>\$ 380,503</b>	<b>\$ 398,018</b>	<b>\$ 396,995</b>	<b>4.33%</b>
<hr/>							
<b>TOTAL LIBRARY AND CITIZEN SERVICES</b>		<b>\$ 1,613,764</b>	<b>\$ 1,614,756</b>	<b>\$ 1,539,710</b>	<b>\$ 1,593,653</b>	<b>\$ 1,592,630</b>	<b>3.44%</b>
 <b><u>DEBT SERVICE</u></b>							
<b>DEBT SERVICE</b>							
2000	Long Term Debt - Principal Excluded	\$ 959,368	\$ 982,670	\$ 915,640	\$ 917,210	\$ 917,210	0.17%
2001	Long Term Debt - Principal Non-Excluded	\$ -	\$ -	\$ 77,030	\$ 71,390	\$ 71,390	0.00%
2002	Long Term Debt - Interest - Excluded	\$ 373,881	\$ 311,453	\$ 256,905	\$ 230,998	\$ 230,998	-10.08%
2003	Long Term Debt - Interest - Non-Excluded	\$ -	\$ -	\$ 9,015	\$ 6,782	\$ 6,782	0.00%
2004	Short Term Debt - Principal - Town	\$ -	\$ 110,000	\$ -	\$ -	\$ -	0.00%
2005	Short Term Debt - Interest - Town	\$ -	\$ 1,158	\$ 125,000	\$ 56,333	\$ 56,333	0.00%
<hr/>							
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,333,249</b>	<b>\$ 1,405,281</b>	<b>\$ 1,383,590</b>	<b>\$ 1,282,713</b>	<b>\$ 1,282,713</b>	<b>-7.29%</b>
<hr/>							
<b>TOTAL DEBT SERVICE</b>		<b>\$ 1,333,249</b>	<b>\$ 1,405,281</b>	<b>\$ 1,383,590</b>	<b>\$ 1,282,713</b>	<b>\$ 1,282,713</b>	<b>-7.29%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE
<b><u>EMPLOYEE BENEFITS</u></b>							
<b>EMPLOYEE BENEFITS</b>							
GENERAL BENEFITS							
3000	County Retirement	\$ 1,481,574	\$ 1,560,704	\$ 1,771,089	\$ 1,874,224	\$ 1,874,224	5.82%
3001	State Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
3002	Unemployment Compensation	\$ 43,488	\$ 40,635	\$ 41,800	\$ 41,800	\$ 41,800	0.00%
INSURANCE							
3010	Health Insurance/Employee Expenses	\$ 1,383,565	\$ 1,357,580	\$ 1,574,000	\$ 1,708,000	\$ 1,708,000	8.51%
3011	Life Insurance	\$ 1,753	\$ 2,123	\$ 2,500	\$ 2,500	\$ 2,500	0.00%
3012	Medicare/Social Security	\$ 109,304	\$ 109,583	\$ 118,000	\$ 120,360	\$ 120,360	2.00%
<hr/>							
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 3,019,684</b>	<b>\$ 3,070,625</b>	<b>\$ 3,507,389</b>	<b>\$ 3,746,884</b>	<b>\$ 3,746,884</b>	<b>6.83%</b>
<b>TOTAL EMPLOYEE BENEFITS</b>		<b>\$ 3,019,684</b>	<b>\$ 3,070,625</b>	<b>\$ 3,507,389</b>	<b>\$ 3,746,884</b>	<b>\$ 3,746,884</b>	<b>6.83%</b>
<b>GRAND TOTAL - TOWN BUDGET</b>		<b>\$ 30,076,482</b>	<b>\$ 32,019,724</b>	<b>\$ 33,380,330</b>	<b>\$ 34,773,884</b>	<b>\$ 34,449,092</b>	<b>3.20%</b>

**TOWN OF GROTON  
FISCAL YEAR 2017  
TAX IMPACT BY INDIVIDUAL DEPARTMENTS**

Revised: 12/19/2015

LINE	DEPARTMENT/DESCRIPTION	FY 2017 TOWN MANAGER BUDGET	FY 2017 AVERAGE TAX BILL	FY 2017 PERCENT OF TAX BILL
<b><u>GENERAL GOVERNMENT</u></b>				
<b>MODERATOR</b>				
1000	Salaries	\$ 65	\$ 0.01	0.00%
1001	Expenses	\$ 80	\$ 0.02	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 145</b>	<b>\$ 0.03</b>	<b>0.00%</b>
<b>BOARD OF SELECTMEN</b>				
1020	Salaries	\$ 3,950	\$ 0.86	0.01%
1021	Wages	\$ -	\$ -	0.00%
1022	Expenses	\$ 2,000	\$ 0.44	0.01%
1023	Engineering/Consultant	\$ -	\$ -	0.00%
1024	Minor Capital	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 5,950</b>	<b>\$ 1.30</b>	<b>0.02%</b>
<b>TOWN MANAGER</b>				
1030	Salaries	\$ 200,880	\$ 43.83	0.57%
1031	Wages	\$ 99,639	\$ 21.74	0.28%
1032	Expenses	\$ 4,000	\$ 0.87	0.01%
1033	Engineering/Consultant	\$ -	\$ -	0.00%
1034	Performance Evaluations	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 304,519</b>	<b>\$ 66.44</b>	<b>0.86%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2017 TOWN MANAGER BUDGET	FY 2017 AVERAGE TAX BILL	FY 2017 PERCENT OF TAX BILL
<b>FINANCE COMMITTEE</b>				
1040	Expenses	\$ 210	\$ 0.05	0.00%
1041	Reserve Fund	\$ 150,000	\$ 32.73	0.42%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 150,210</b>	<b>\$ 32.77</b>	<b>0.42%</b>
<b>TOWN ACCOUNTANT</b>				
1050	Salaries	\$ 84,833	\$ 18.51	0.24%
1051	Wages	\$ 42,360	\$ 9.24	0.12%
1052	Expenses	\$ 30,975	\$ 6.76	0.09%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 158,168</b>	<b>\$ 34.51</b>	<b>0.45%</b>
<b>BOARD OF ASSESSORS</b>				
1060	Salaries	\$ 87,305	\$ 19.05	0.25%
1061	Wages	\$ 58,255	\$ 12.71	0.16%
1062	Expenses	\$ 24,135	\$ 5.27	0.07%
1063	Legal Expense	\$ -	\$ -	0.00%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 169,695</b>	<b>\$ 37.02</b>	<b>0.48%</b>
<b>TREASURER/TAX COLLECTOR</b>				
1070	Salaries	\$ 84,125	\$ 18.35	0.24%
1071	Wages	\$ 110,849	\$ 24.18	0.31%
1072	Expenses	\$ 22,855	\$ 4.99	0.06%
1073	Tax Title	\$ 4,500	\$ 0.98	0.01%
1074	Bond Cost	\$ 5,000	\$ 1.09	0.01%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 227,329</b>	<b>\$ 49.60</b>	<b>0.64%</b>



LINE	DEPARTMENT/DESCRIPTION	FY 2017 TOWN MANAGER BUDGET	FY 2017 AVERAGE TAX BILL	FY 2017 PERCENT OF TAX BILL
<b>TOWN COUNSEL</b>				
1080	Expenses	\$ 90,000	\$ 19.64	0.25%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 90,000</b>	<b>\$ 19.64</b>	<b>0.25%</b>
<b>HUMAN RESOURCES</b>				
1090	Salary	\$ 73,202	\$ 15.97	0.21%
1091	Expenses	\$ 9,550	\$ 2.08	0.03%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 82,752</b>	<b>\$ 18.05</b>	<b>0.23%</b>
<b>INFORMATION TECHNOLOGY</b>				
1100	Salary	\$ 128,180	\$ 27.96	0.36%
1101	Wages	\$ 47,753	\$ 10.42	0.13%
1102	Expenses	\$ 24,800	\$ 5.41	0.07%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 200,733</b>	<b>\$ 43.79</b>	<b>0.57%</b>
<b>GIS STEERING COMMITTEE</b>				
1120	Expenses	\$ 15,100	\$ 3.29	0.04%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 15,100</b>	<b>\$ 3.29</b>	<b>0.04%</b>
<b>TOWN CLERK</b>				
1130	Salaries	\$ 77,556	\$ 16.92	0.22%
1131	Wages	\$ 54,536	\$ 11.90	0.15%
1132	Expenses	\$ 11,655	\$ 2.54	0.03%
1135	Minor Capital	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 143,747</b>	<b>\$ 31.36</b>	<b>0.41%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2017 TOWN MANAGER BUDGET	FY 2017 AVERAGE TAX BILL	FY 2017 PERCENT OF TAX BILL
<b>ELECTIONS &amp; BOARD OF REGISTRARS</b>				
1140	Stipend	\$ 11,656	\$ 2.54	0.03%
1141	Expenses	\$ 10,620	\$ 2.32	0.03%
1142	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 22,276</b>	<b>\$ 4.86</b>	<b>0.06%</b>
<b>STREET LISTINGS</b>				
1150	Expenses	\$ 6,000	\$ 1.31	0.02%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 6,000</b>	<b>\$ 1.31</b>	<b>0.02%</b>
<b>INSURANCE &amp; BONDING</b>				
1160	Insurance & Bonding	\$ 190,000	\$ 41.45	0.54%
1161	Insurance Deductible Reserve - Liability	\$ 12,000	\$ 2.62	0.03%
1162	Insurance Deductible Reserve - 111F	\$ 25,000	\$ 5.45	0.07%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 227,000</b>	<b>\$ 49.52</b>	<b>0.64%</b>
<b>TOWN REPORT</b>				
1170	Expenses	\$ 1,500	\$ 0.33	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,500</b>	<b>\$ 0.33</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2017 TOWN MANAGER BUDGET	FY 2017 AVERAGE TAX BILL	FY 2017 PERCENT OF TAX BILL
<b>POSTAGE/TOWN HALL EXPENSES</b>				
1180	Expenses	\$ 55,000	\$ 12.00	0.16%
1181	Telephone Expenses	\$ 45,000	\$ 9.82	0.13%
1182	Office Supplies	\$ 17,000	\$ 3.71	0.05%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 117,000</b>	<b>\$ 25.53</b>	<b>0.33%</b>
<hr/>				
	<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 1,922,124</b>	<b>\$ 419.35</b>	<b>5.43%</b>
<hr/>				
<b><u>LAND USE DEPARTMENTS</u></b>				
<b>CONSERVATION COMMISSION</b>				
1200	Salary	\$ 66,118	\$ 14.42	0.19%
1201	Wages	\$ -	\$ -	0.00%
1202	Expenses	\$ 6,679	\$ 1.46	0.02%
1203	Engineering & Legal	\$ -	\$ -	0.00%
1204	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 72,797</b>	<b>\$ 15.88</b>	<b>0.21%</b>
<hr/>				
<b>PLANNING BOARD</b>				
1210	Salaries	\$ 80,858	\$ 17.64	0.23%
1211	Wages	\$ -	\$ -	0.00%
1212	Expenses	\$ 7,500	\$ 1.64	0.02%
1215	M.R.P.C. Assessment	\$ 3,320	\$ 0.72	0.01%
1216	Legal Budget	\$ -	\$ -	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 91,678</b>	<b>\$ 20.00</b>	<b>0.26%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2017 TOWN MANAGER BUDGET	FY 2017 AVERAGE TAX BILL	FY 2017 PERCENT OF TAX BILL
<b>ZONING BOARD OF APPEALS</b>				
1220	Wages	\$ 18,823	\$ 4.11	0.05%
1221	Expenses	\$ 1,700	\$ 0.37	0.00%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 20,523</b>	<b>\$ 4.48</b>	<b>0.06%</b>
<b>HISTORIC DISTRICT COMMISSION</b>				
1230	Wages	\$ -	\$ -	0.00%
1231	Expenses	\$ -	\$ -	0.00%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>BUILDING INSPECTOR</b>				
1240	Salaries	\$ 82,475	\$ 17.99	0.23%
1241	Wages	\$ 67,734	\$ 14.78	0.19%
1242	Expenses	\$ 5,000	\$ 1.09	0.01%
1243	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 155,209</b>	<b>\$ 33.86</b>	<b>0.44%</b>
<b>MECHANICAL INSPECTOR</b>				
1250	Fee Salaries	\$ 30,000	\$ 6.55	0.08%
1251	Expenses	\$ 5,000	\$ 1.09	0.01%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 35,000</b>	<b>\$ 7.64</b>	<b>0.10%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2017 TOWN MANAGER BUDGET	FY 2017 AVERAGE TAX BILL	FY 2017 PERCENT OF TAX BILL
<b>EARTH REMOVAL INSPECTOR</b>				
1260	Stipend	\$ 1,500	\$ 0.33	0.00%
1261	Expenses	\$ 100	\$ 0.02	0.00%
1262	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,600</b>	<b>\$ 0.35</b>	<b>0.00%</b>
<b>BOARD OF HEALTH</b>				
1270	Wages	\$ -	\$ -	0.00%
1271	Expenses	\$ 1,000	\$ 0.22	0.00%
1272	Nursing Services	\$ 10,273	\$ 2.24	0.03%
1273	Nashoba Health District	\$ 22,948	\$ 5.01	0.06%
1274	Herbert Lipton MH	\$ 8,000	\$ 1.75	0.02%
1275	Eng/Consult/Landfill Monitoring	\$ 10,000	\$ 2.18	0.03%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 52,221</b>	<b>\$ 11.39</b>	<b>0.15%</b>
<b>SEALER OF WEIGHTS &amp; MEASURES</b>				
1280	Fee Salaries	\$ 3,000	\$ 0.65	0.01%
1281	Expenses	\$ 100	\$ 0.02	0.00%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 3,100</b>	<b>\$ 0.68</b>	<b>0.01%</b>
<b>TOTAL LAND USE DEPARTMENTS</b>		<b>\$ 432,128</b>	<b>\$ 94.28</b>	<b>1.22%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2017 TOWN MANAGER BUDGET	FY 2017 AVERAGE TAX BILL	FY 2017 PERCENT OF TAX BILL
<b><u>PROTECTION OF PERSONS AND PROPERTY</u></b>				
<b>POLICE DEPARTMENT</b>				
1300	Salaries	\$ 308,026	\$ 67.20	0.87%
1301	Wages	\$ 1,685,823	\$ 367.79	4.76%
1302	Expenses	\$ 192,647	\$ 42.03	0.54%
1303	Lease or Purchase of Cruisers	\$ 4,000	\$ 0.87	0.01%
1304	PS Building (Expenses)	\$ -	\$ -	0.00%
1305	Minor Capital	\$ 20,000	\$ 4.36	0.06%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 2,210,496</b>	<b>\$ 482.26</b>	<b>6.24%</b>
<b>FIRE DEPARTMENT</b>				
1310	Salaries	\$ 102,792	\$ 22.43	0.29%
1311	Wages	\$ 710,731	\$ 155.06	2.01%
1312	Expenses	\$ 168,000	\$ 36.65	0.47%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 981,523</b>	<b>\$ 214.14</b>	<b>2.77%</b>
<b>GROTON WATER FIRE PROTECTION</b>				
1320	West Groton Water District	\$ 1	\$ 0.00	0.00%
1321	Groton Water Department	\$ 1	\$ 0.00	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 2</b>	<b>\$ 0.00</b>	<b>0.00%</b>
<b>ANIMAL INSPECTOR</b>				
1330	Salary	\$ 2,082	\$ 0.45	0.01%
1331	Expenses	\$ 400	\$ 0.09	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 2,482</b>	<b>\$ 0.54</b>	<b>0.01%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2017 TOWN MANAGER BUDGET	FY 2017 AVERAGE TAX BILL	FY 2017 PERCENT OF TAX BILL
<b>ANIMAL CONTROL OFFICER</b>				
1340	Salary	\$ 2,082	\$ 0.45	0.01%
1341	Expenses	\$ 400	\$ 0.09	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 2,482</b>	<b>\$ 0.54</b>	<b>0.01%</b>
<b>EMERGENCY MANAGEMENT AGENCY</b>				
1350	Salary	\$ -	\$ -	0.00%
1351	Expenses	\$ 15,000	\$ 3.27	0.04%
1352	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 15,000</b>	<b>\$ 3.27</b>	<b>0.04%</b>
<b>DOG OFFICER</b>				
1360	Salary	\$ 13,973	\$ 3.05	0.04%
1361	Expenses	\$ 4,250	\$ 0.93	0.01%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 18,223</b>	<b>\$ 3.98</b>	<b>0.05%</b>
<b>POLICE &amp; FIRE COMMUNICATIONS</b>				
1370	Wages	\$ 465,742	\$ 101.61	1.31%
1371	Expenses	\$ 18,250	\$ 3.98	0.05%
1372	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 483,992</b>	<b>\$ 105.59</b>	<b>1.37%</b>
<b>TOTAL PROTECTION OF PERSONS AND PROPERTY</b>		<b>\$ 3,714,200</b>	<b>\$ 810.32</b>	<b>10.49%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2017 TOWN MANAGER BUDGET	FY 2017 AVERAGE TAX BILL	FY 2017 PERCENT OF TAX BILL
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**REGIONAL SCHOOL DISTRICT BUDGETS**

**NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL**

1400 Operating Expenses	\$	611,524	\$	133.42	1.73%
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<b>DEPARTMENTAL TOTAL</b>	<b>\$</b>	<b>611,524</b>	<b>\$</b>	<b>133.42</b>	<b>1.73%</b>
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**GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT**

1410 Operating Expenses	\$	17,873,505	\$	3,899.45	50.46%
1411 Debt Service, Excluded	\$	1,070,815	\$	233.62	3.02%
1412 Debt Service, Unexcluded	\$	55,896	\$	12.19	0.16%
1413 Out of District Placement	\$	-	\$	-	0.00%

<b>DEPARTMENTAL TOTAL</b>	<b>\$</b>	<b>19,000,216</b>	<b>\$</b>	<b>4,145.26</b>	<b>53.64%</b>
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<b>TOTAL SCHOOLS</b>	<b>\$</b>	<b>19,611,740</b>	<b>\$</b>	<b>4,278.67</b>	<b>55.37%</b>
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**DEPARTMENT OF PUBLIC WORKS**

**HIGHWAY DEPARTMENT**

1500 Salaries	\$	99,851	\$	21.78	0.28%
1501 Wages	\$	635,855	\$	138.72	1.80%
1502 Expenses	\$	134,300	\$	29.30	0.38%
1503 Highway Maintenance	\$	95,000	\$	20.73	0.27%
1504 Minor Capital	\$	-	\$	-	0.00%

<b>DEPARTMENTAL TOTAL</b>	<b>\$</b>	<b>965,006</b>	<b>\$</b>	<b>210.53</b>	<b>2.72%</b>
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LINE	DEPARTMENT/DESCRIPTION	FY 2017 TOWN MANAGER BUDGET	FY 2017 AVERAGE TAX BILL	FY 2017 PERCENT OF TAX BILL
<b>STREET LIGHTS</b>				
1510	Expenses	\$ 24,000	\$ 5.24	0.07%
<b>DEPARTMENTAL TOTAL</b>				
		\$ 24,000	\$ 5.24	0.07%
<b>SNOW AND ICE</b>				
1520	Expenses	\$ 165,000	\$ 36.00	0.47%
1521	Overtime	\$ 140,000	\$ 30.54	0.40%
1522	Hired Equipment	\$ 35,000	\$ 7.64	0.10%
<b>DEPARTMENTAL TOTAL</b>				
		\$ 340,000	\$ 74.18	0.96%
<b>TREE WARDEN BUDGET</b>				
1530	Salary	\$ -	\$ -	0.00%
1531	Expenses	\$ 3,000	\$ 0.65	0.01%
1532	Trees	\$ 1,500	\$ 0.33	0.00%
1533	Tree Work	\$ 10,000	\$ 2.18	0.03%
<b>DEPARTMENTAL TOTAL</b>				
		\$ 14,500	\$ 3.16	0.04%
<b>MUNICIPAL BUILDING AND PROPERTY MAINTENANCE</b>				
1540	Wages	\$ 129,012	\$ 28.15	0.36%
1541	Expenses	\$ 267,350	\$ 58.33	0.75%
1542	Minor Capital	\$ 20,000	\$ 4.36	0.06%
<b>DEPARTMENTAL TOTAL</b>				
		\$ 416,362	\$ 90.84	1.18%

LINE	DEPARTMENT/DESCRIPTION	FY 2017 TOWN MANAGER BUDGET	FY 2017 AVERAGE TAX BILL	FY 2017 PERCENT OF TAX BILL
<b>SOLID WASTE DISPOSAL</b>				
1550	Wages	\$ 123,051	\$ 26.85	0.35%
1551	Expenses	\$ 54,486	\$ 11.89	0.15%
1552	Tipping Fees	\$ 130,000	\$ 28.36	0.37%
1553	North Central SW Coop	\$ 5,850	\$ 1.28	0.02%
1554	Minor Capital	\$ 5,000	\$ 1.09	0.01%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 318,387</b>	<b>\$ 69.46</b>	<b>0.90%</b>
<b>PARKS DEPARTMENT</b>				
1560	Wages	\$ 2,659	\$ 0.58	0.01%
1561	Expenses	\$ 65,759	\$ 14.35	0.19%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 68,418</b>	<b>\$ 14.93</b>	<b>0.19%</b>
<hr/>				
	<b>TOTAL DEPARTMENT OF PUBLIC WORKS</b>	<b>\$ 2,146,673</b>	<b>\$ 468.34</b>	<b>6.06%</b>
 <u><b>LIBRARY AND CITIZEN'S SERVICES</b></u>				
<b>COUNCIL ON AGING</b>				
1600	Salaries	\$ 70,669	\$ 15.42	0.20%
1601	Wages	\$ 72,295	\$ 15.77	0.20%
1602	Expenses	\$ 8,454	\$ 1.84	0.02%
1603	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 151,418</b>	<b>\$ 33.03</b>	<b>0.43%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2017 TOWN MANAGER BUDGET	FY 2017 AVERAGE TAX BILL	FY 2017 PERCENT OF TAX BILL
<b>SENIOR CENTER VAN</b>				
1610	Wages	\$ 58,318	\$ 12.72	0.16%
1611	Expenses	\$ 17,673	\$ 3.86	0.05%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 75,991</b>	<b>\$ 16.58</b>	<b>0.21%</b>
<b>VETERAN'S SERVICE OFFICER</b>				
1620	Salary	\$ 3,485	\$ 0.76	0.01%
1621	Expenses	\$ 650	\$ 0.14	0.00%
1622	Veterans' Benefits	\$ 50,000	\$ 10.91	0.14%
1623	Minor Capital	\$	\$ -	0.00%
<hr/>				
	<b>DEPARTMENT TOTAL</b>	<b>\$ 54,135</b>	<b>\$ 11.81</b>	<b>0.15%</b>
<b>GRAVES REGISTRATION</b>				
1630	Salary/Stipend	\$ 250	\$ 0.05	0.00%
1631	Expenses	\$ 760	\$ 0.17	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,010</b>	<b>\$ 0.22</b>	<b>0.00%</b>
<b>CARE OF VETERAN GRAVES</b>				
1640	Contract Expenses	\$ 1,550	\$ 0.34	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,550</b>	<b>\$ 0.34</b>	<b>0.00%</b>
<b>OLD BURYING GROUND COMMITTEE</b>				
1650	Expenses	\$ 800	\$ 0.17	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 800</b>	<b>\$ 0.17</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2017 TOWN MANAGER BUDGET	FY 2017 AVERAGE TAX BILL	FY 2017 PERCENT OF TAX BILL
<b>LIBRARY</b>				
1660	Salary	\$ 357,628	\$ 78.02	1.01%
1661	Wages	\$ 305,166	\$ 66.58	0.86%
1662	Expenses	\$ 199,842	\$ 43.60	0.56%
1663	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 862,636</b>	<b>\$ 188.20</b>	<b>2.44%</b>
<b>COMMEMORATIONS &amp; CELEBRATIONS</b>				
1670	Expenses	\$ 500	\$ 0.11	0.00%
1671	Fireworks	\$ -	\$ -	0.00%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 500</b>	<b>\$ 0.11</b>	<b>0.00%</b>
<b>WATER SAFETY</b>				
1680	Wages	\$ 2,640	\$ 0.58	0.01%
1681	Expenses and Minor Capital	\$ 26,570	\$ 5.80	0.08%
1682	Property Maint. & Improvements	\$ 9,000	\$ 1.96	0.03%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 38,210</b>	<b>\$ 8.34</b>	<b>0.11%</b>
<b>WEED MANAGEMENT</b>				
1690	Wages	\$ -	\$ -	0.00%
1691	Expenses: Weed Harvester	\$ 7,000	\$ 1.53	0.02%
1692	Expenses: Great Lakes	\$ 2,385	\$ 0.52	0.01%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 9,385</b>	<b>\$ 2.05</b>	<b>0.03%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2017 TOWN MANAGER BUDGET	FY 2017 AVERAGE TAX BILL	FY 2017 PERCENT OF TAX BILL
<b>GROTON COUNTRY CLUB</b>				
1700	Salary	\$ 137,750	\$ 30.05	0.39%
1701	Wages	\$ 135,456	\$ 29.55	0.38%
1702	Expenses	\$ 123,789	\$ 27.01	0.35%
1703	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 396,995</b>	<b>\$ 86.61</b>	<b>1.12%</b>
	<b>TOTAL LIBRARY AND CITIZEN SERVICES</b>	<b>\$ 1,592,630</b>	<b>\$ 347.46</b>	<b>4.50%</b>
 <b><u>DEBT SERVICE</u></b>				
<b>DEBT SERVICE</b>				
2000	Long Term Debt - Principal Excluded	\$ 917,210	\$ 200.11	2.59%
2001	Long Term Debt - Principal Non-Excluded	\$ 71,390	\$ 15.58	0.20%
2002	Long Term Debt - Interest - Excluded	\$ 230,998	\$ 50.40	0.65%
2003	Long Term Debt - Interest - Non-Excluded	\$ 6,782	\$ 1.48	0.02%
2006	Short Term Debt - Principal - Town	\$ -	\$ -	0.00%
2007	Short Term Debt - Interest - Town	\$ 56,333	\$ 12.29	0.16%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,282,713</b>	<b>\$ 279.85</b>	<b>3.62%</b>
	<b>TOTAL DEBT SERVICE</b>	<b>\$ 1,282,713</b>	<b>\$ 279.85</b>	<b>3.62%</b>
 <b><u>EMPLOYEE BENEFITS</u></b>				
<b>EMPLOYEE BENEFITS</b>				
GENERAL BENEFITS				
3000	County Retirement	\$ 1,874,224	\$ 408.90	5.29%
3001	State Retirement	\$ -	\$ -	0.00%
3002	Unemployment Compensation	\$ 41,800	\$ 9.12	0.12%
INSURANCE				
3010	Health Insurance/Employee Expenses	\$ 1,708,000	\$ 372.63	4.82%
3011	Life Insurance	\$ 2,500	\$ 0.55	0.01%
3012	Medicare/Social Security	\$ 120,360	\$ 26.26	0.34%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 3,746,884</b>	<b>\$ 817.45</b>	<b>10.58%</b>
	<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$ 3,746,884</b>	<b>\$ 817.45</b>	<b>10.58%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2017 TOWN MANAGER BUDGET	FY 2017 AVERAGE TAX BILL	FY 2017 PERCENT OF TAX BILL
<b><u>ADDITIONAL APPROPRIATIONS</u></b>				
<b>ADDITIONAL APPROPRIATIONS</b>				
	Capital Budget Request	\$ 426,980	\$ 93.15	1.21%
	Overlay Deficit From Prior Years	\$ 1,000	\$ 0.22	0.00%
	Cherry Sheet Offsets	\$ 20,000	\$ 4.36	0.06%
	Snow and Ice Deficit	\$ 200,000	\$ 43.63	0.56%
	State and County Charges	\$ 100,000	\$ 21.82	0.28%
	Allowance for Abatements/Exemptions	\$ 225,000	\$ 49.09	0.64%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 972,980</b>	<b>\$ 212.27</b>	<b>2.75%</b>
	<b>GRAND TOTAL - TOWN BUDGET</b>	<b>\$ 35,422,072</b>	<b>\$ 7,728</b>	<b>100.00%</b>

**TOWN OF GROTON  
FIVE YEAR BUDGET PROJECTION**

**REVISED: 12/19/2015**

		<u><b>FY 2017</b></u>		<u><b>FY 2018</b></u>		<u><b>FY 2019</b></u>		<u><b>FY 2020</b></u>		<u><b>FY 2021</b></u>		<u><b>FY 2022</b></u>
<u><b>Expenditures</b></u>												
General Government - Salaries & Wages	\$	1,165,144	\$	1,200,098	\$	1,224,100	\$	1,248,582	\$	1,273,554	\$	1,299,025
General Government - Expenses	\$	756,980	\$	764,550	\$	772,195	\$	779,917	\$	787,716	\$	795,594
Land Use Departments - Salaries & Wages	\$	350,508	\$	361,023	\$	368,244	\$	375,609	\$	383,121	\$	390,783
Land Use Departments - Expenses	\$	81,620	\$	82,436	\$	83,261	\$	84,093	\$	84,934	\$	85,783
Protection of Persons and Property - Salaries	\$	3,291,251	\$	3,340,620	\$	3,407,432	\$	3,475,581	\$	3,545,092	\$	3,615,994
Protection of Persons and Property - Expenses	\$	422,949	\$	427,178	\$	431,450	\$	435,765	\$	440,122	\$	444,524
Groton Dunstable Regional School	\$	17,873,505	\$	18,409,710	\$	18,962,001	\$	19,530,861	\$	20,116,787	\$	20,720,291
Middle School Roof Debt Service	\$	55,896	\$	55,896	\$	55,896	\$	55,896	\$	55,896	\$	55,896
Nashoba Regional Technical High School	\$	611,524	\$	629,870	\$	648,766	\$	668,229	\$	688,276	\$	708,924
Department of Public Works - Wages	\$	1,130,428	\$	1,164,341	\$	1,187,628	\$	1,211,380	\$	1,235,608	\$	1,260,320
Department of Public Works - Expenses	\$	1,016,245	\$	1,026,407	\$	1,036,672	\$	1,047,038	\$	1,057,509	\$	1,068,084
Library and Citizen Services - Salaries & Wages	\$	1,143,657	\$	1,177,967	\$	1,201,526	\$	1,225,557	\$	1,250,068	\$	1,275,069
Library and Citizen Services - Expenses	\$	448,973	\$	453,463	\$	457,997	\$	462,577	\$	467,203	\$	471,875
Debt Service - In Levy Capacity Only	\$	134,505	\$	97,383	\$	99,180	\$	333,213	\$	330,631	\$	324,971
Employee Benefits	\$	3,746,884	\$	4,027,653	\$	4,330,361	\$	4,466,844	\$	4,754,184	\$	5,083,649
Sub-Total Operating Expenses	\$	32,230,069	\$	33,218,595	\$	34,266,709	\$	35,401,142	\$	36,470,702	\$	37,600,782
Additional Appropriations												
Deposit to Stabilization to Maintain 5%	\$	-	\$	99,630	\$	52,809	\$	57,136	\$	53,902	\$	56,939
Deposit to CapStab to Maintain 1.5%	\$	-	\$	404,998	\$	437,768	\$	442,064	\$	444,323	\$	442,082
Capital Budget Request	\$	426,980	\$	425,000	\$	425,000	\$	425,000	\$	425,000	\$	425,000
Overlay Deficit From Prior Years	\$	1,000	\$	1,000	\$	1,000	\$	1,000	\$	1,000	\$	1,000
Premium on Bond Refinancing	\$	2,252	\$	1,983	\$	1,650	\$	1,263	\$	894	\$	533
Cherry Sheet Offsets	\$	20,000	\$	20,500	\$	21,013	\$	21,538	\$	22,076	\$	22,628
Snow and Ice Deficit	\$	200,000	\$	200,000	\$	205,000	\$	210,125	\$	215,378	\$	220,763
State and County Charges	\$	100,000	\$	102,500	\$	105,063	\$	107,689	\$	110,381	\$	113,141
Allowance for Abatements/Exemptions	\$	225,000	\$	225,000	\$	225,000	\$	225,000	\$	225,000	\$	225,000
Sub-Total Additional Appropriations	\$	975,232	\$	1,480,611	\$	1,474,302	\$	1,490,814	\$	1,497,954	\$	1,507,085
<b>Grand Total Appropriations</b>	<b>\$</b>	<b>33,205,301</b>	<b>\$</b>	<b>34,699,206</b>	<b>\$</b>	<b>35,741,011</b>	<b>\$</b>	<b>36,891,957</b>	<b>\$</b>	<b>37,968,656</b>	<b>\$</b>	<b>39,107,867</b>

**Revenues**

Previous Year Proposition 2½ Levy Limit	\$	27,029,638	\$	28,024,639	\$	28,975,255	\$	29,949,636	\$	30,948,377	\$	31,972,087
Allowed 2½ Increase	\$	675,741	\$	700,616	\$	724,381	\$	748,741	\$	773,709	\$	799,302
New Growth	\$	319,260	\$	250,000	\$	250,000	\$	250,000	\$	250,000	\$	250,000
Proposition 2½ Override	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
State Aid	\$	856,513	\$	800,000	\$	800,000	\$	800,000	\$	800,000	\$	800,000
Local Receipts	\$	3,697,950	\$	3,790,399	\$	3,885,159	\$	3,994,380	\$	4,094,239	\$	4,196,595
Free Cash	\$	-	\$	504,628	\$	490,577	\$	499,199	\$	498,225	\$	499,020
Other Available Funds:	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
EMS Fund	\$	225,000	\$	225,000	\$	225,000	\$	225,000	\$	225,000	\$	225,000
Stabilization Fund	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Capital Stabilization Fund	\$	426,980	\$	425,000	\$	425,000	\$	425,000	\$	425,000	\$	425,000
<b>Grand Total Revenues</b>	<b>\$</b>	<b>33,231,082</b>	<b>\$</b>	<b>34,720,281</b>	<b>\$</b>	<b>35,775,372</b>	<b>\$</b>	<b>36,891,956</b>	<b>\$</b>	<b>38,014,550</b>	<b>\$</b>	<b>39,167,004</b>
<b>Surplus/(Deficit)</b>	<b>\$</b>	<b>25,781</b>	<b>\$</b>	<b>21,075</b>	<b>\$</b>	<b>34,361</b>	<b>\$</b>	<b>(0)</b>	<b>\$</b>	<b>45,895</b>	<b>\$</b>	<b>59,137</b>



**Projected Employee Benefits****Weighted Avg. Components**

	(actual) Fiscal <u>2016</u>	(projected) Fiscal <u>2017</u>	(projected) Fiscal <u>2018</u>	(projected) Fiscal <u>2019</u>	(projected) Fiscal <u>2020</u>	(projected) Fiscal <u>2021</u>	(projected) Fiscal <u>2022</u>	(projected) Fiscal <u>2023</u>
<u>Middlesex County Pension Assessment</u> Assume: 6.5% to 2020; 4.5% to 2035 & expiring ERI Assessment in FY20	1,771,089	1,874,224	1,996,049	2,125,792	2,074,037	2,156,501	2,262,964	2,374,218
<u>Health Insurance</u> Assume: 9% Annual	1,574,000	1,708,000	1,861,720	2,029,275	2,211,910	2,410,981	2,627,970	2,864,487
<u>Life Insurance</u> Assume: 5% Annual	2,500	2,500	2,625	2,756	2,894	3,039	3,191	3,350
<u>Medicare</u> Assume: 2.5% Same rate as wages/salaries	118,000	120,360	123,369	126,453	129,615	132,855	136,176	139,581
<u>Unemployment</u> Assume: 5%	<u>41,800</u>	<u>41,800</u>	<u>43,890</u>	<u>46,085</u>	<u>48,389</u>	<u>50,808</u>	<u>53,349</u>	<u>56,016</u>
	3,507,389	3,746,884	4,027,653	4,330,361	4,466,844	4,754,184	5,083,649	5,437,652



**Town Manager**  
Mark W. Haddad

## TOWN OF GROTON

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

## Board of Selectmen

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

**To:** *Board of Selectmen*

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

**Subject:** *FY 2017 Board of Selectmen Departmental Budgets*

**Date:** *November 16, 2015*

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**

In keeping with the Finance Committee's directive to keep overall spending to a 2.2% increase, I am level funding all of Selectmen expenses in FY 2017. Last year, we needed to add a line item to fund fifty (50%) percent of the Town's debt obligation for upgrades to the Pepperell Sewer Treatment Plant. At this point, I have level funded that line item as well, but I will be requesting that the Sewer Commission assume this debt service in FY 2017 to help keep Municipal expenses to a minimal increase in FY 2017.

### **Town Manager**

At this time, it is unclear whether or not the Board of Selectmen will be renewing the contract of the Town Manager. If the Board does decide to enter into contract negotiations with the Town Manager on a new three (3) year contract, the salary line item of the Town Manager may need to be adjusted. At this time it is level funded at the FY 2016 level. 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 agreed to a two (2%) percent increase in FY 2017. I am keeping them in the Town Manager's budget for FY 2017.

With regard to expenses, as stated above, in keeping with the Finance Committee's directive, I am level funding the expense line item at this time. Depending on what happens with the Town Manager's Contract, a minor adjustment might have to be made to pay for dues and memberships to both the ICMA and MMMA. 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.

### **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. Last year, we increased this budget by \$17,000 and have spent all of the budget on the various insurances. Therefore, I am proposing a \$9,000 increase in anticipation of increases in FY 2017.

**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. 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 2016. I am proposing that we level fund this line item in FY 2017. The third line item was created in FY 2013 to cover Central Purchasing of all departments. This continues to be successful. We budgeted \$17,000 in FY 2016. I am proposing that we level fund this budget in FY 2017.

**Town Counsel**

The Board of Selectmen renewed Town Counsel's contract in FY 2016. 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. I am recommending that we level fund this line item in FY 2017 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**

I see no reason to restore this line item in FY 2017. The Town reduced these two line items to \$1 each in FY 2015 and kept it at that level last year. Therefore, I am recommending that we keep this at that level in FY 2017.

**Board of Selectmen  
FY 2017 Departmental Budget  
November 16, 2015  
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 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>MODERATOR</b>								
1000	Salaries	\$ 65	\$ 65	\$ 65	\$ 65	\$ 65	0.00%	\$ 0.01
1001	Expenses	\$ 45	\$ 21	\$ 80	\$ 80	\$ 80	0.00%	\$ 0.02
<hr/>								
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 110</b>	<b>\$ 86</b>	<b>\$ 145</b>	<b>\$ 145</b>	<b>\$ 145</b>	<b>0.00%</b>	<b>\$ 0.03</b>

**MODERATOR**  
**114**

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 80.00	\$ 80.00	\$ -	0.00%		\$ 80.00		0.00%
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other:								
Other:								
Other:								
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 80.00</b>	<b>\$ 80.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 80.00</b>	<b>\$ -</b>	<b>0.00%</b>

Department Moderator  
 Org # 114  
 COLA % 0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Salaries															
Kauppi	Jason	Elected	Moderator				\$ 65.00			\$ 65.00				\$ 65.00	\$ 65.00
TOTAL SALARIES							\$ 65.00								\$ 65.00
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Wages															

TOTAL WAGES \$ - \$ -



LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>BOARD OF SELECTMEN</b>								
1020	Salaries	\$ 3,950	\$ 3,950	\$ 3,950	\$ 3,950	\$ 3,950	0.00%	\$ 0.86
1021	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1022	Expenses	\$ 1,900	\$ 1,976	\$ 10,000	\$ 2,000	\$ 2,000	-80.00%	\$ 0.44
1023	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1024	Minor Capital	\$ -	\$ -	\$ 27,000	\$ 27,000	\$ -	0.00%	\$ -
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 5,850</b>	<b>\$ 5,926</b>	<b>\$ 40,950</b>	<b>\$ 32,950</b>	<b>\$ 5,950</b>	<b>-85.47%</b>	<b>\$ 1.30</b>

**BOARD OF SELECTMEN**

**122**

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 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:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 2,000.00</b>	<b>\$ -</b>	<b>0.00%</b>

Department Board of Selectmen  
 Org # 122  
 COLA % 0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Salaries															
Degen	Joshua	Elected Official	Member				\$ 760.00			\$ 760.00				\$ 760.00	\$ 760.00
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	Chairman				\$ 910.00			\$ 910.00				\$ 910.00	\$ 910.00
TOTAL SALARIES							\$ 3,950.00								\$ 3,950.00
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Wages															

TOTAL WAGES \$ - \$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>TOWN MANAGER</b>								
1030	Salaries	\$ 180,663	\$ 183,649	\$ 188,596	\$ 200,880	\$ 200,880	6.51%	\$ 43.83
1031	Wages	\$ 78,622	\$ 84,452	\$ 96,327	\$ 99,639	\$ 99,639	3.44%	\$ 21.74
1032	Expenses	\$ 14,600	\$ 3,300	\$ 4,000	\$ 4,000	\$ 4,000	0.00%	\$ 0.87
1033	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1034	Performance Evaluations	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 273,885</b>	<b>\$ 271,401</b>	<b>\$ 288,923</b>	<b>\$ 304,519</b>	<b>\$ 304,519</b>	<b>5.40%</b>	<b>\$ 66.44</b>

**TOWN MANAGER**  
**124**

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships	\$ 2,000.00	\$ 2,000.00	\$ -	100.00%		\$ 2,000.00		100.00%
Travel and Conferences	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%		\$ 1,000.00		0.00%
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Legal Advertising	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%		\$ 1,000.00		0.00%
Other:								
Other:								
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 4,000.00</b>	<b>\$ 4,000.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 4,000.00</b>	<b>\$ -</b>	<b>0.00%</b>

Department Town Manager  
 Org # 124  
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Salaries															
Haddad	Mark		Town Manager			40	\$ 130,080.00			\$ 140,000.00				\$ 140,000.00	\$ 140,000.00
Dunbar	Dawn	By-Law	Executive Assistant	9		40	\$ 58,516.00			\$ 59,686.32	2.0%			\$ 60,880.05	\$ 60,880.05
TOTAL SALARIES							\$ 188,596.00								\$ 200,880.05
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Wages															
Beausoleil	Regina	THL	Interdepartmental	7	\$24.11	40	\$ 50,631.00	\$ 24.59	40	\$ 51,343.92	2.0%	\$ 25.08		\$ 52,367.04	\$ 52,367.04
Hamel	Jean	THL	DPW/CC Off Asst.	6	\$21.76	40	\$ 45,696.00	\$ 22.20	40	\$ 46,353.60	2.0%	\$ 22.64		\$ 47,272.32	\$ 47,272.32
TOTAL WAGES							\$ 96,327.00								\$ 99,639.36

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>FINANCE COMMITTEE</b>								
1040	Expenses	\$ -	\$ -	\$ -	\$ 210	\$ 210	0.00%	\$ 0.05
1041	Reserve Fund	\$ -	\$ 97,604	\$ 150,000	\$ 150,000	\$ 150,000	0.00%	\$ 32.73
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ -</b>	<b>\$ 97,604</b>	<b>\$ 150,000</b>	<b>\$ 150,210</b>	<b>\$ 150,210</b>	<b>0.14%</b>	<b>\$ 32.78</b>

**FINANCE COMMITTEE**

**131**

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships	\$ -	\$ 210.00	\$ 210.00	0.00%		\$ 210.00		0.00%
Travel and Conferences	\$ -	\$ -	\$ -	0.00%				0.00%
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ -</b>	<b>\$ 210.00</b>	<b>\$ 210.00</b>	<b>0.00%</b>		<b>\$ 210.00</b>	<b>\$ -</b>	<b>0.00%</b>





## TOWN OF GROTON

173 Main Street  
Groton, Massachusetts 01450-1237  
Tel: (978) 448-1107  
Fax: (978) 448-1115

### Town Accountant's Office

[Patricia Dufresne](#)  
*Town Accountant*  
[pdufresne@townofgroton.org](mailto:pdufresne@townofgroton.org)  
[Sarah Mahoney](#)  
*Assistant Town Accountant*  
[smahoney@townofgroton.org](mailto:smahoney@townofgroton.org)

Mark Haddad  
Town Manager

November 20, 2015

Dear Mr. Haddad:

The Accounting Department is pleased to submit its budget requests for Fiscal Year 2017. Salary and wage expenses have been increased to meet contractual obligations only; the department does not anticipate a need for additional hours or personnel at this time. Audit expenses account for approximately 74% of the General Expense category, and these are fixed by contract at \$23,000 for the next year. We have been notified by our vendors that software maintenance and support costs for the Fund Accounting system may increase approximately 7% for Fiscal 2017. This amounts to \$275 of additional expense in the budget. However, the GASB 45 (OPEB) analysis cost will decrease by approximately 71% for Fiscal 2017, as the actuary will only perform a "partial valuation" for that year. As a result, I am projecting that Accounting Department General Expenses will decrease by 13% overall for FY2017.

I am anticipating an increase to the Health Insurance budget for FY2017 of approximately 9%; due to an estimated rate increase of 10%. This estimate will be updated once Minuteman Nashoba Health Group advises us of the final rates for FY17. The projected budget of \$1,714,000 includes six vacancies which may or may not be filled during open enrollment, or by employees experiencing qualifying events during the year. The Town is not expecting Boston Mutual to increase Life Insurance premiums for FY2017, therefore that expense is level-funded.

While Unemployment Compensation expenses for FY15 were higher than expected, the five year average still remains within the typically budgeted parameters. Therefore I am recommending level-funding for Unemployment Compensation at the FY16 total (\$41,800).

Medicare matching costs average a 5% increase year over year. However, as expenditures in this category are currently tracking at only 87% of last year's level, I am cautiously recommending a 2% increase for FY17 which would set the budget at \$120,360.

Thank you for your consideration, and I look forward to working with you and the Finance Team during our upcoming budget discussions.

Sincerely,

Patricia Dufresne  
Town Accountant

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>TOWN ACCOUNTANT</b>								
1050	Salaries	\$ 70,227	\$ 73,064	\$ 81,539	\$ 84,833	\$ 84,833	4.04%	\$ 18.51
1051	Wages	\$ 31,779	\$ 37,816	\$ 40,950	\$ 42,360	\$ 42,360	3.44%	\$ 9.24
1052	Expenses	\$ 30,514	\$ 33,037	\$ 35,610	\$ 30,975	\$ 30,975	-13.02%	\$ 6.76
<hr/>								
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 132,520</b>	<b>\$ 143,917</b>	<b>\$ 158,099</b>	<b>\$ 158,168</b>	<b>\$ 158,168</b>	<b>0.04%</b>	<b>\$ 34.51</b>

TOWN ACCOUNTANT  
135

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships	\$ 100.00	\$ 100.00	\$ -	0.00%	no planned increase	\$ 100.00		0.00%
Travel and Conferences	\$ 1,410.00	\$ 1,500.00	\$ 90.00	6.38%	inc supplies for budget mtgs/ & mileage estimate	\$ 1,500.00		6.38%
Equipment Maintenance								
Printing								
Software/Service Maintenance	\$ 3,100.00	\$ 3,300.00	\$ 200.00	6.45%	reflects vendor planned price increase	\$ 3,300.00		6.45%
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Local Software Support	\$ 1,000.00	\$ 1,075.00	\$ 75.00	7.50%	includes contingency for expected rate increase	\$ 1,075.00		7.50%
Other: Annual Audit	\$ 23,000.00	\$ 23,000.00	\$ -	0.00%	contract in place for 6/30/16 audit	\$ 23,000.00		0.00%
Other: GASB 45 OPEB Audit	\$ 7,000.00	\$ 2,000.00	\$ (5,000.00)	-71.43%	OPEB partial reval year	\$ 2,000.00		-71.43%
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 35,610.00</b>	<b>\$ 30,975.00</b>	<b>\$ (4,635.00)</b>	<b>-13.02%</b>		<b>\$ 30,975.00</b>	<b>\$ -</b>	<b>-13.02%</b>

Department Town Accountant  
 Org # 135  
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
FISCAL YEAR 2016								FISCAL YEAR 2017						
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Final Salary	Projected Salary Fiscal 2017
Salaries														
DuFresne	Patricia		Town Accountant			40	\$ 81,539.00			\$ 83,169.78	2.0%		\$ 84,833.18	\$ 84,833.18
TOTAL SALARIES							\$ 81,539.00							\$ 84,833.18
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
FISCAL YEAR 2016								FISCAL YEAR 2017						
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Final Salary	Projected Salary Fiscal 2017
Wages														
Mahoney	Sarah	THL	Asst. Town Acct.	9	\$26.00	30	\$ 40,950.00	\$ 26.52	30	\$ 41,530.32	2.0%	\$ 27.05	\$ 42,360.30	\$ 42,360.30
TOTAL WAGES							\$ 40,950.00							\$ 42,360.30

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>BOARD OF ASSESSORS</b>								
1060	Salaries	\$ 80,137	\$ 83,246	\$ 84,847	\$ 87,305	\$ 87,305	2.90%	\$ 19.05
1061	Wages	\$ 85,640	\$ 87,704	\$ 94,130	\$ 95,458	\$ 58,255	-38.11%	\$ 12.71
1062	Expenses	\$ 11,305	\$ 13,576	\$ 23,475	\$ 24,135	\$ 24,135	2.81%	\$ 5.27
1063	Legal Expense	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 177,082</b>	<b>\$ 184,526</b>	<b>\$ 202,452</b>	<b>\$ 206,898</b>	<b>\$ 169,695</b>	<b>-16.18%</b>	<b>\$ 37.03</b>

**BOARD OF ASSESSORS**

**141**

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 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	\$ 6,000.00	\$ 1,000.00	20.00%	Table Updates for	\$ 6,000.00		20.00%
Vehicle Costs	\$ 1,200.00	\$ 1,200.00	\$ -	0.00%	Revaluation in FY 2017	\$ 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	\$ 5,850.00	\$ 5,510.00	\$ (340.00)	-5.81%		\$ 5,510.00		-5.81%
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>2,450.00</u>	\$ <u>2,450.00</u>	\$ -	0.00%		\$ <u>2,450.00</u>		0.00%
<b>TOTAL FUNDS REQUESTED</b>	\$ 23,475.00	\$ 24,135.00	\$ 660.00	2.81%		\$ 24,135.00	\$ -	2.81%

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 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary FY 2017
Salaries															
Swezey	Rena	Supervisors	Principal Assessor	14		40	\$ 80,858.00			\$ 82,475.16	2.0%		\$ 750.00	\$ 84,124.66	\$ 84,874.66
Swezey	Rena						\$ 760.00							\$ 760.00	\$ 760.00
Boles	Garrett						\$ 910.00							\$ 910.00	\$ 910.00
Evans	Jenifer						\$ 760.00							\$ 760.00	\$ 760.00
Other Pay							\$ 1,559.00								
TOTAL SALARIES															\$ 87,304.66
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Wages															
Greeno	Jonathan	THL	Assistant Assessor	9	\$26.81	35	\$ 49,263.38	\$ 27.35	40	\$ 57,106.80	2.0%	\$ 27.90		\$ 58,255.20	\$ 58,255.20
Babcock	Rebecca	THL	Asst to Assessor	6	\$25.73	33	\$ 44,577.23	\$ 26.24	0	\$ -		\$ 26.24		\$ -	\$ -
Other Pay							\$ 289.00								
TOTAL WAGES															\$ 58,255.20





## TOWN OF GROTON

173 Main Street  
Groton, Massachusetts 01450-1237  
Tel: (978) 448-1103  
Fax: (978) 448-1115

### **Treasurer/Collector**

Michael Hartnett

As in prior years, I have notated the budgets with comments, as well as have included a detail debt summary attachment for the debt service budget.

#### With respect to Debt Service, I have noted several items:

- Long-term debt service is fixed and cannot be changed unless a refinancing opportunity arises;
- Short-term debt...spelled out in detail, including rationale with regards to using Ban's as a budgeting tool etc.
- Long-term bond issues expiring in next 5 years.....to assist in planning, etc.

As the draft budget reflects, I have also included a projected partial pay down of \$30,000 against the 4-Corners Sewer Engineering \$200,000 BAN. We can discuss whether we want to consider this certainly. We may want to start paying this off.

The Debt Service budget does not reflect what might occur with respect to a successful MassWorks 4-Corners Sewer grant. If the project occurs, and it is completed within 2017, I'm assuming it would be a wash.

I am ready to discuss all aspects of debt service with you and the Finance Team when the time is appropriate.

#### With respect to Employee Benefits:

- Brief explanation of the MCRS bi-annual valuation process which has developed a 'smoothing rate' system in order to hopefully reach the goal of fully funding the entire system (including the accrued unfunded liability) by 2034. As noted, MCRS will begin its next system-wide valuation effective 1/1/2016, which will produce our Fiscal 2018 and Fiscal 2019 assessments by the July 2016 time frame.
- Also a brief explanation as to the soon to be expiring ERI-2002 and ERI-2003 components of the total assessment.

With respect to the Treasurer-Collector Budget:

- Melisa wants the ACA reporting and maintenance costs to go through my budget in that we already budget for Harper's payroll service, who is the vendor doing our ACA. We already have \$1,200 to work with here, as Melisa requested this amount for FY16 for a possible employee portal in the Harper's software. She ended up getting this done outside of Harper's with the IT department. We may need as much as \$2,000 total for this ACA service....but I put in \$1,750 to keep the overall T/C increase for general expenses to 2.1%. This actually takes away about \$550 in available T/C budget room that I would have otherwise had. Not the end of the world by any means.....just a mention.
- Payroll- left this alone...for your attention. The only thought I want share is to remind that the T/C department will be losing 14% of its total staff hours (12 hours out of 86) when Becky Babcock retires...not an insignificant amount by any means....which will have to be absorbed within the department. You mentioned earlier that we might discuss adding 5 hours back to this total...possibly through Barbara or perhaps with one of our seniors who work with us on an ongoing basis.

Thanks for your support Mark.

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>TREASURER/TAX COLLECTOR</b>								
1120	Salaries	\$ 77,719	\$ 79,273	\$ 82,476	\$ 84,125	\$ 84,125	2.00%	\$ 18.35
1121	Wages	\$ 111,277	\$ 96,280	\$ 100,742	\$ 104,235	\$ 110,849	10.03%	\$ 24.18
1122	Expenses	\$ 19,353	\$ 18,554	\$ 22,390	\$ 22,855	\$ 22,855	2.08%	\$ 4.99
1123	Tax Title	\$ 4,132	\$ 4,366	\$ 4,500	\$ 4,500	\$ 4,500	0.00%	\$ 0.98
1126	Bond Cost	\$ 2,500	\$ 2,500	\$ 3,000	\$ 5,000	\$ 5,000	66.67%	\$ 1.09
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 214,981</b>	<b>\$ 200,973</b>	<b>\$ 213,108</b>	<b>\$ 220,715</b>	<b>\$ 227,329</b>	<b>6.67%</b>	<b>\$ 49.59</b>

TREASURER/TAX COLLECTOR  
145

LINE ITEM	FY 2016 APPROPRIATION	FY 2017 DEPARTMENT REQUEST	DIFFERENCE	PERCENT CHANGE	REASON FOR CHANGE:	FY 2017 TOWN MANAGER APPROVED	FY 2017 FINCOM APPROVED	PERCENT CHANGE
Postage								
Office Supplies								
Dues & Memberships	\$ 150.00	\$ 180.00	\$ 30.00	20.00%	Small MCTA dues increase-	\$ 180.00		20.00%
Travel and Conferences	\$ 1,655.00	\$ 1,900.00	\$ 245.00	14.80%	Small MCTA conf. fees increase	\$ 1,900.00		14.80%
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Other: Payroll Service- Harper's- T/C	\$ 9,875.00	\$ 9,875.00	\$ -	0.00%	No changes expected- (27 payrolls/W-2's)	\$ 9,875.00		0.00%
Other: Payroll Service- Harper's- ACA	\$ 1,200.00	\$ 1,750.00			Need for NEW ACA Reporting/Maintenance-	\$ 1,750.00		
Other: Tax Software Service- CHS	\$ 4,500.00	\$ 4,500.00	\$ -	0.00%	No changes expected-	\$ 4,500.00		0.00%
Other: Lock-Box Service- Century	\$ 3,500.00	\$ 3,500.00	\$ -	0.00%	No changes expected-	\$ 3,500.00		0.00%
Other: Banking Service Charges	\$ 600.00	\$ 1,000.00	\$ 400.00	66.67%	Needed for Bond Advisor/Audit Confirms-	\$ 1,000.00		66.67%
Other: Deputy Collector	\$ 160.00	\$ -	\$ (160.00)		Doubtful- not needed-	\$ -		-100.00%
Other: Filing Fees - Release of Liens	\$ 750.00	\$ 150.00	\$ (600.00)	-80.00%	Less expected-	\$ 150.00		-80.00%
<b>TOTAL FUNDS REQUESTED</b>	\$ 22,390.00	\$ 22,855.00	\$ (85.00)	2.08%		\$ 22,855.00	\$ -	2.08%

**FY17 Budget Notes:**

**<A>: Travel and Conferences**

**MCTA Annual School-:**

- \* 3 Registrations- 300.00
- \* Lodging (1)- 275.00
- \* Mileage- Est.- 200.00

**MCTA Staff School-:**

- \* Est.-/Mileage; 75.00

**Continuing Ed.-**

- \* Acctg.; Excel; Other- 950.00
- \* Mileage- Est.- 100.00

**<B>: Payroll Service:**

Normal proj. PR- 27 pays (875.00); W-2's (1,100); = 9,875.00  
HR/TC- now required- Ongoing ACA Reporting (Harper's)= 1,200 minimum-

**<C>: Tax Software Service:**

Very reasonable cost for what we get; technical support; upgrades; free  
bill printing; free envelopes; free return envelopes; postage paid for us in advance.

**<D>: Lock-Box Service:**

Based on response rate; holding at 23% for now. Very important service which has  
alleviated proportionate office transaction burden.

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	\$ 80,858.00			\$ 82,475.16	2.0%			\$ 84,124.66	\$ 84,124.66
Other Pay							\$ 1,618.00								
TOTAL SALARIES							\$ 82,476.00								\$ 84,124.66
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	\$27.35	39	\$ 55,999.13	\$ 27.90	39	\$ 56,798.82	2.0%	\$ 28.46		\$ 57,938.87	\$ 57,938.87
Tierney	Barbara	THL	Payroll Coordinator	7	\$24.35	35	\$ 44,743.13	\$ 24.84	40	\$ 51,865.92	2.0%	\$ 25.34		\$ 52,909.92	\$ 52,909.92
TOTAL WAGES							\$ 100,742.26								\$ 110,848.79

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>TOWN COUNSEL</b>								
1080	Expenses	\$ 79,663	\$ 101,333	\$ 90,000	\$ 90,000	\$ 90,000	0.00%	\$ 19.64
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 79,663</b>	<b>\$ 101,333</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>0.00%</b>	<b>\$ 19.64</b>

**TOWN COUNSEL**  
**151**

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Town Counsel Fees	\$ 90,000.00	\$ 90,000.00	\$ -	0.00%		\$ 90,000.00		0.00%
Other:								
Other:								
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 90,000.00</b>	<b>\$ 90,000.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 90,000.00</b>	<b>\$ -</b>	<b>0.00%</b>



## 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, 2015**

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

Dear Town Manager Haddad:

I am submitting my FY 17 Budget for the Human Resources Department. I have level funded all line items except for the advertising and pre-employment line items. Over the past couple of fiscal years this has been increasing due to the amount of job openings and the rates to advertise positions. See below for the cost amounts that have been paid:

FY14 \$4,799.60  
FY15 \$10,457.03\*  
FY16 \$5,935.22\*\*

\*Please note that for FY15 I was able to pay for \$6,113.83 and the remaining \$4,343.20 was covered by the departments.



**\*\*At this point I am expecting to request support from the reserve fund to cover recruitment activity through the end of FY16. I am predicting about and additional \$3,000.00.**

I look forward to meeting with you to discuss and answer any questions yo11 may have.

**Respectfully submitted,**

A handwritten signature in dark ink, appearing to read "Melisa Doig". The signature is fluid and cursive, with the first name "Melisa" written in a larger, more prominent script than the last name "Doig".

Melisa Doig HR Director

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>HUMAN RESOURCES</b>								
1090	Salary	\$ 56,599	\$ 68,560	\$ 70,359	\$ 73,202	\$ 73,202	4.04%	\$ 15.97
1091	Expenses	\$ 4,444	\$ 6,703	\$ 7,050	\$ 13,050	\$ 9,550	35.46%	\$ 2.08
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 61,043</b>	<b>\$ 75,264</b>	<b>\$ 77,409</b>	<b>\$ 86,252</b>	<b>\$ 82,752</b>	<b>6.90%</b>	<b>\$ 18.05</b>

# HUMAN RESOURCES

152

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships	\$ 450.00	\$ 450.00	\$ -	100.00%		\$ 450.00		0.00%
Travel and Conferences	\$ 500.00	\$ 500.00	\$ -	100.00%		\$ 500.00		0.00%
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Wellness	\$ -							
Other: Pre-Employment Physicals	\$ 2,500.00	\$ 1,500.00	\$ (1,000.00)	-40.00%		\$ 1,500.00		-40.00%
Other: Advertising	\$ 1,500.00	\$ 8,500.00	\$ 7,000.00	466.67%		\$ 5,000.00		233.33%
Compliance	\$ 600.00	\$ 600.00	\$ -	100.00%		\$ 600.00		0.00%
Other: Employee Dev/Training	\$ 1,000.00	\$ 1,000.00	\$ -	100.00%		\$ 1,000.00		0.00%
Other: HR Director Training	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 7,050.00</b>	<b>\$ 13,050.00</b>	<b>\$ 6,000.00</b>	<b>85.11%</b>		<b>\$ 9,550.00</b>	<b>\$ -</b>	<b>35.46%</b>

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 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Salaries															
Doig	Melisa	By-Law	HR Director	11		40	\$ 70,359.00		40	\$ 71,766.18	2.0%			\$ 73,201.50	\$ 73,201.50
TOTAL SALARIES							\$ 70,359.00								\$ 73,201.50
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Wages															

TOTAL WAGES \$ -

## FY 2017 Information Technology Budget

### 154-5400-000 - General Expenses

Type	Amount	Information	Why Needed
High Speed Internet	\$ 8,300.00	Recurring Verizon FIOS and Charter	These services allow the municipal buildings access to various other software resources used by each department and are critical to the department's functionality.
Software	\$ 5,800.00	Website, Acrobat, Office, anti-virus	There are consistently changing demands for working with different file formats and software suites as technology moves so fast. In addition we need to be protecting our information systems by utilizing supported versions of software and antivirus definitions.
Computer Supplies	\$ 5,200.00	Drives, UPS devices, RAM, video cards, cables, monitors	General wear and tear on replaceables and consumables, we need these to repair equipment and upgrade hardware to extend the life of our technology investments.
Phones	\$ 2,000.00	Wireless and wired phone services, accessories	Our phones are an important part of our organization and crucial in areas like public safety. We need to make sure we have functioning equipment to support the town's needs.
Printers and parts	\$ 1,500.00	Printers, drums, fusers and parts	Printers are still used frequently in most organizations, they take a lot of wear and tear and need replacement of various components and consumables like toner to continue using them.
Networking supplies	\$ 2,000.00	Wiring, switch components, fiber optics	We are consistently supporting expanded computer usage in the town by expanding our network to department needs. We need to be able to continue to stay up to speed with a fast network and reliable connections to all of our users.
<b>Total</b>	<b>\$ 24,800.00</b>		

### 154-5115-000 - Salaries

Type	Amount	Information
Salaries	\$ 100,814.76	IT Manager
Salaries	\$ 27,365.64	Web Developer
<b>Total</b>	<b>\$ 128,180.40</b>	

### 154-5120-000 - Wages

Type	Amount	Information
Wages	\$ 47,752.56	Desktop Specialist
<b>Total</b>	<b>\$ 47,752.56</b>	

**154-5850-9XX - Capital Expenses**

<i>Type</i>	<i>Amount</i>	<i>Information</i>	<i>Why Needed</i>
Replacement Computers	\$ 23,000.00	Sixteen new computers for Town Hall/PSB/Fire; 6 for Library	Computers do not have an unlimited life span and require replacing over time. It is important to have a replacement program in place so that you don't end up with an obsolete infrastructure.
Server Replacements and Upgrades	\$ 15,000.00	Replace aging servers & storage arrays with newer equipment.	Our computer servers provide the backbone to our computer usage in the town by hosting applications used in every department. Our investments in technology continue to drive increased productivity, efficiency, regulatory compliance, and increased services in the town.
Network Infrastructure	\$ 5,000.00	Investment to enhance Country Club network backend	This project will increase the speeds of the Country Club's network and join them to our existing VoIP phone system letting us lower costs. We expect this project to pay for itself in just over 1 year.
Network Infrastructure	\$ 7,000.00	Network switch upgrades and increased wireless coverage	As network needs grow and expand we need to have resources available to continue to support computing demands. This includes adding additional wireless coverage and securing endpoint access at remote locations.
<b>Total</b>	<b>\$ 50,000.00</b>		

**174-5400-000 - General Expenses**

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

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>INFORMATION TECHNOLOGY</b>								
1100	Salary	\$ 115,080	\$ 117,974	\$ 125,248	\$ 128,180	\$ 128,180	2.34%	\$ 27.96
1101	Wages	\$ 33,224	\$ 48,737	\$ 46,158	\$ 47,753	\$ 47,753	3.46%	\$ 10.42
1102	Expenses	\$ 23,621	\$ 23,789	\$ 24,800	\$ 24,800	\$ 24,800	0.00%	\$ 5.41
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 171,925</b>	<b>\$ 190,499</b>	<b>\$ 196,206</b>	<b>\$ 200,733</b>	<b>\$ 200,733</b>	<b>2.31%</b>	<b>\$ 43.79</b>

INFORMATION TECHNOLOGY  
154

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 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:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 24,800.00</b>	<b>\$ 24,800.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 24,800.00</b>	<b>\$ -</b>	<b>0.00%</b>



Department Information Technology  
 Org # 154  
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Salaries															
Chiasson	Michael	By-Law	IT Director	17		40	\$ 96,900.00			\$ 98,838.00	2.0%			\$ 100,814.76	\$ 100,814.76
O'Toole	Jessica	THL	Web Developer	9		19	\$ 26,303.00			\$ 26,829.06	2.0%			\$ 27,365.64	\$ 27,365.64
Additional Appropriation							\$ 2,045.00								
TOTAL SALARIES							\$ 125,248.00								\$ 128,180.40
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Wages															
Bettano	Michael	THL	Desk Top Specialist	6	\$21.98	40	\$ 46,158.00	\$ 22.42	40	\$ 46,812.96	2.0%	\$ 22.87		\$ 47,752.56	\$ 47,752.56
TOTAL WAGES							\$ 46,158.00								\$ 47,752.56

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>GIS STEERING COMMITTEE</b>								
1120	Expenses	\$ 13,040	\$ 6,016	\$ 15,100	\$ 15,100	\$ 15,100	0.00%	\$ 3.29
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 13,040</b>	<b>\$ 6,016</b>	<b>\$ 15,100</b>	<b>\$ 15,100</b>	<b>\$ 15,100</b>	<b>0.00%</b>	<b>\$ 3.29</b>

GIS STEERING COMMITTEE  
174

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 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:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 15,100.00</b>	<b>\$ 15,100.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 15,100.00</b>	<b>\$ -</b>	<b>0.00%</b>



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

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

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

**Michael F. Bouchard, Town Clerk**

November 17, 2015

To: Mark Haddad, Town Manager  
From: Michael Bouchard, Town Clerk  
Subject: FY2017 Budget Submission

Thank you for the opportunity to submit the FY2017 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 is submitted with no requested increase from FY2016.
- Included in Wages is an allocation for Additional Hours for Town Meeting and three Elections. These additional hours are required for the preparation for and execution of elections and town meeting. In addition, Early Voting will become effective in the Commonwealth for the Presidential Election (November, 2016). I anticipate a high level of interest in this election, and am planning for extended office hours, specifically for Early Voting. Other than the anticipation of Early Voting expenses, this request is based upon several years of actual experience covering these activities. In FY2017, the Town is scheduled for three elections and two town meetings.
- Does not reflect the Performance Improvement recommendations for the Assistant Town Clerks as a result of their annual performance reviews. It is my understanding these recommendations will be addressed in a separate process.



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

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

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

**Michael F. Bouchard, Town Clerk**

The Elections budget incorporates the following assumptions:

- Three elections will occur during FY2017: the State Primary in September, 2016, the Presidential Election in November and the Annual Town Election May, 2017. This budget reflects an additional Election Day staffing need anticipated for the Presidential Election and the increase in the Massachusetts minimum wage to \$11.00 per hour in CY2017.
- 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 \$12.00 wage rate for Precinct Clerks and Wardens.
- Two annual town meetings will occur during FY2017: Fall 2016 and Spring 2017.

The Street Listings budget incorporates these assumptions:

- Our census vendor, Copley Business Services, has been a disappointment. Responsiveness has been poor and mailings have been late. I anticipate a new vendor 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.
- 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.

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

Respectfully,  
Michael Bouchard

					FY 2017	FY 2017		FY 2017
					DEPARTMENT	TOWN MANAGER	PERCENT	IMPACT ON
LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	REQUEST	BUDGET	CHANGE	AVERAGE TAX BILL
<b>TOWN CLERK</b>								
1130	Salaries	\$ 68,867	\$ 71,649	\$ 74,544	\$ 77,556	\$ 77,556	4.04%	\$ 16.92
1131	Wages	\$ 48,574	\$ 48,161	\$ 51,930	\$ 54,536	\$ 54,536	5.02%	\$ 11.90
1132	Expenses	\$ 5,903	\$ 7,875	\$ 11,870	\$ 11,655	\$ 11,655	-1.81%	\$ 2.54
1133	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 123,344</b>	<b>\$ 127,685</b>	<b>\$ 138,344</b>	<b>\$ 143,747</b>	<b>\$ 143,747</b>	<b>3.91%</b>	<b>\$ 31.36</b>
		Notes	Early voting begins August 2016 for the presidential election. While mandated to be conducted during normal clerk business hours, I would expect that interest in this presidential election would warrant extended early voting hours. 16 hours of Assistant Town Clerk wages are included in this budget for this purpose.					



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 2016						FISCAL YEAR 2017							
		Bargaining		Pay			Annual Salary			Proposed	Proposed	Final				
Last Name	First Name	Unit	Position	Grade	Rate	Hours	1-Jul-15	Rate	Hours	Increase	Performance	Base	Other	Final	Projected Salary	
										1-Jul-16	Increase	Rate	Pay	Salary	Fiscal 2017	
Salaries																
Bouchard	Michael	Elected	Town Clerk				\$ 74,544.00			\$ 76,034.88	2.0%			\$ 77,555.58	\$ 77,555.58	
TOTAL SALARIES							\$ 74,544.00								\$ 77,555.58	
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16	
			FISCAL YEAR 2016						FISCAL YEAR 2017							
		Bargaining		Pay			Annual Salary			Proposed	Proposed	Final				
Last Name	First Name	Unit	Position	Grade	Rate	Hours	1-Jul-15	Rate	Hours	Increase	Performance	Base	Other	Final	Projected Salary	
										1-Jul-16	Increase	Rate	Pay	Salary	Fiscal 2017	
Wages																
Kenney	Marlene	THL	Asst. Town Clerk	6	\$22.44	20	\$ 23,562.00	\$ 22.89	20	\$ 23,897.16	2.0%	\$ 23.35		\$ 24,377.40	\$ 24,377.40	
Pierce	Nancy Ellen	THL	Asst. Town Clerk	6	\$24.49	20	\$ 25,714.50	\$ 24.98	20	\$ 26,079.12	1.0%	\$ 25.23	\$ 175.00	\$ 26,340.12	\$ 26,515.12	
Extra Hours for Town Meeting and Town Elections (1)							\$ 2,478.00									
Other Pay							\$ 175.00									
Kenney	Marlene							\$ 23.35	75	\$ 1,751.25					\$ 1,751.25	
Pierce	Nancy Ellen							\$ 25.23	75	\$ 1,892.25					\$ 1,892.25	
TOTAL WAGES							\$ 51,929.50								\$ 54,536.02	
(1) Extra hours calculation																
	Quantity	Nancy Hours	Marlene Hours	Total hours												
Town Meeting sessions	5	5	5	50												
Elections																
State Primary (Sept/16)																
Prep/setup	1	5	5	10												
Execution	1	8	8	16												
Early Vote	0	0	0	0												
			Total for State Primary	26												
Pres-General (Nov/16)																
Prep/setup	1	8	8	16												
Execution	1	8	8	16												
Early Vote	1	8	8	16												
			Total for Pres-General	48												
Town Election (May/17)																
Prep/setup	1	5	5	10												
Execution	1	8	8	16												
Early Vote	0	0	0	0												
			Total for Town Election	26												
Total for Town Meetings and All Elections		75	75	150												



Town Clerk Expenses - FY 2017										
<b>Dues</b>										
	\$ 100.00	Mass City and Town Clerks Asssoc								
	\$ 50.00	Middlesex Town and City Clerks Assoc								
	<b>\$ 150.00</b>	<b>Total Dues</b>								
<b>Conferences</b>										
	\$ 300.00	(3) Mass Town Clerk Conferences								
	\$ 120.00	(4) Middlesex Clerks Quarterly Meetings								
	\$ 200.00	Mileage								
	<b>\$ 620.00</b>	<b>Total Conference</b>								
<b>Office Supplies</b>										
	\$ 450.00	Dog tags								
	\$ 60.00	Notary renewal and supplies								
	\$ 100.00	Namestamps / address / function stamps								
	\$ 150.00	Time clock repair								
	\$ 60.00	Business stationary								
	\$ 50.00	HEPA air filters								
	\$ 300.00	Voter pens, red pencils, filing supplies, packing tape, bankers boxes, Govenrment appointment cards, etc								
	\$ 400.00	Miscellaneous / Contingency								
	<b>\$ 1,570.00</b>	<b>Total Office Supplies</b>								
<b>Update ByLaws</b>										
	\$ 3,500.00	Fall 2015 Town Meeting bylaw updates				Actuals: Spring 2015	\$ 5,504.57	#17		
	\$ 3,500.00	Spring 2016 Town Meeting Updates				Fall 2014	\$ 2,180.26	#16.1		
	\$ -	Charter Revisions (FY17?)				Spring 2014	\$ 2,722.43	#16		
	\$ 150.00	CD Copies, Supplements, shipping, etc								
	\$ -	Zoning books (Planning Board - Qty 20)								
	<b>\$ 7,150.00</b>	<b>Total Update Bylaws</b>								
<b>Software/Service Maintenance</b>										
	\$ 1,400.00	General Code e360 Annual Maintenance								
<b>Vital Records</b>										
	\$ 125.00	Security Paper (Vitals)								
	\$ 125.00	Acid free paper								
	\$ 150.00	Filing Sleeves								
	<b>\$ 400.00</b>	<b>Total Vital Records</b>								
<b>Town Clerk Bond</b>										
	\$ 125.00	Town Clerk Insurance Bond								

					FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED				
<b>ELECTIONS AND BOARD OF REGISTRARS</b>								
1140	Stipend (Election & Town Meeting Wages)	\$ 3,768	\$ 8,914	\$ 7,880	\$ 11,656	\$ 11,656	47.92%	\$ 2.54
1141	Expenses	\$ 12,527	\$ 9,794	\$ 9,903	\$ 10,620	\$ 10,620	7.24%	\$ 2.32
1142	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 16,295</b>	<b>\$ 18,708</b>	<b>\$ 17,783</b>	<b>\$ 22,276</b>	<b>\$ 22,276</b>	<b>25.27%</b>	<b>\$ 4.86</b>
	Notes:							
	o 3 elections during FY17: Sept 2016 State Primary, November 2016 Presidential Election, May 2017 Annual Town Election							
	o CY16 \$10.00 minimum wage for elections workers; CY17 @ \$11.00							
	o Historical peak costs used for elections machine coding and ballot printing							
	o No service contract expense for voting machines; new machines under warranty							
	o Early voting becomes effective August 2016 - no elections expense anticipated. Town Clerk's budget considers staff impact							

<b>ELECTIONS</b>									
<b>162</b>									
			<b>FY 2017</b>				<b>FY 2017</b>	<b>FY 2017</b>	
		<b>FY 2016</b>	<b>DEPARTMENT</b>		<b>PERCENT</b>		<b>TOWN MANAGER</b>	<b>FINCOM</b>	<b>PERCENT</b>
<b>LINE ITEM</b>		<b>APPROPRIATION</b>	<b>REQUEST</b>	<b>DIFFERENCE</b>	<b>CHANGE</b>	<b>REASON FOR CHANGE:</b>	<b>APPROVED</b>	<b>APPROVED</b>	<b>CHANGE</b>
Telephone									
Postage									
Office Supplies									
Dues & Memberships									
Travel and Conferences									
Equipment Maintenance-Service Contract		\$ 1,300.00	\$ -	\$ (1,300.00)	-100.00%	No expense in FY17 - new machines under warranty	\$ -		-100.00%
Printing (Town Election Ballots)		\$ 2,200.00	\$ 2,200.00	\$ -	0.00%	Reference Assumptions I:57 (historical)	\$ 2,200.00		0.00%
Software/Service Maintenance (Election programming)		\$ 4,000.00	\$ 5,000.00	\$ 1,000.00	25.00%	Reference Assumptions J:57 history for 3 elections	\$ 5,000.00		25.00%
Space Rental									
Heating Costs									
Electricity									
Vehicle Costs									
Other: Election Worker Dinners		\$ 1,158.00	\$ 1,800.00	\$ 642.00	55.44%	Ref Assumptions L9; 3 elections, extra personnel for presidential election	\$ 1,800.00		55.44%
Board of Registrars Stipend		\$ 450.00	\$ 450.00	\$ -		Historical	\$ 450.00		0.00%
Other: Board of Registrars expenses		\$ 225.00	\$ 225.00	\$ -	0.00%	Stamps, seals assoc w/ new registrars	\$ 225.00		0.00%
Other: Election Miscellaneous		\$ 570.00	\$ 945.00	\$ 375.00	65.79%	Ref, Assumptions J48: Fedex and banners: 3 elections / 2 town meetings	\$ 945.00		65.79%
Other: Signs to direct voters at precinct (C.Club)									
Other: Change Polling Locations									
Other: Election Night Help									
<b>TOTAL FUNDS REQUESTED</b>		\$ 9,903.00	\$ 10,620.00	\$ 717.00	7.24%		\$ 10,620.00	\$ -	7.24%

FY2017 Elections Budget Detail									
Elections Meals									
	<u>Number of meals</u> (Note 1)	X	<u>Number of Precincts</u>	X	<u>Avg Meal Cost</u>	=	<u>Total Meals</u>	+	<u>Coffee</u> = <u>Total Food</u>
Election									
May, 2017 Town Election	9		3		\$ 16.00		\$ 432.00		\$ 75.00 = \$ 507.00
September , 2016 State Primary	9		3		\$ 16.00		\$ 432.00		\$ 75.00 = \$ 507.00
November, 2016 Presidential Election	15		3		\$ 16.00		\$ 720.00		\$ 75.00 = \$ 795.00
								<b>Total</b>	<b>\$ 1,809.00</b>
Note 1 - Meals Town Election: Preceinct workers [2 workers per table * 2 tables + Warden and Clerk ] plus 3 Police Officers, Presidential Election: add 2 poll workers per precinct (add total of 6)									
Elections Payroll									
	<u>Number of workers</u> (Note 1)	X	<u>Number of Precincts</u>	X	<u>Hourly rate</u>	X	<u>Hours</u>	=	<u>Payroll</u>
Election									
May, 2017 Town Election	4		3		\$ 11.00		15.5		\$ 2,046.00
Clerks and Wardens	2		3		\$ 12.00		16		\$ 1,152.00
September , 2016 State Primary	4		3		\$ 10.00		15.5		\$ 1,860.00
Clerks and Wardens	2		3		\$ 11.00		16		\$ 1,056.00
November, 2016 Presidential Election	6		3		\$ 10.00		15.5		\$ 2,790.00
Clerks and Wardens	2		3		\$ 11.00		16		\$ 1,056.00
							<b>Total</b>		<b>\$ 9,960.00</b>
Note 1 - Number of workers Town Election: Preceinct workers [2 workers per table * 2 tables + Warden and Clerk ] plus 3 Police Officers, Presidential Election: add 2 poll workers per precinct (add total of 6)									
Police Details (Informational - Not included in Elections Budget)									
May, 2017 Town Election	3		1		\$ 45.00		13		\$ 1,755.00
September , 2016 State Primary	3		1		\$ 45.00		13		\$ 1,755.00
November, 2016 Presidential Election	4		1		\$ 45.00		13		\$ 2,340.00
							<b>Total</b>		<b>\$ 5,850.00</b>
Note: Informational - Police Details not included in Elections Budget									
Town Meeting Payroll									
	<u>Number of workers</u>	X	<u>Number of Meetings</u>	X	<u>Hourly rate</u>	X	<u>Hours (Note 2)</u>	=	<u>Payroll</u>
Town Meeting									
Fall, 2016, including 1 adjourned session	8		2		\$ 10.00		4		\$ 640.00
Spring 2017, including 2 adjourned sessions	8		3		\$ 11.00		4		\$ 1,056.00
Adjourned Sessions	8		0		\$ 11.00		4		\$ -
Special Town Meeting (if called)	8		0		\$ 11.00		4		\$ -
							<b>Total for Town Meetings</b>		<b>\$ 1,696.00</b>
Note 2: Assumption: 6:30 - 10:30 per session; 5 total sessions; No Special Town Meeting									
Miscellaneous Expenses									
	<u>Number (Note 3)</u>	X	<u>Approx Cost</u>	=	<u>Total Cost</u>				
Election									
FedEx	3		\$ 40.00		\$ 120.00		Prom Pack Shipments		
Misc					\$ 200.00		Recent examples -Voting booth lights, Binder tabs, storage bins.		
Banner (Date Changes)	5		\$ 85.00		\$ 425.00		Main St Banner - Elections and Town Meeting		
Toner forVRIS (state) printer CE390A (HP 90A)					\$ 200.00				
Toner Cartridge, 10,000 Page-Yield, Black									
							<b>Misc Expense Total for three Elections and two Town Meetings</b>		<b>\$ 945.00</b>

Note 3: 3 elections; 2 Annual Town Meeting banners									
<b>Elections History - Coding and Ballots</b>									
	<b>Cost of Coding</b>	<b>Ballot Printing</b>	<b>Banner Charges</b>	<b>FY2017 ELECTIONS CODING</b>					
Feb 2008 Primary	\$ 1,854.50	\$ -			<b>Coding</b>	<b>Printing</b>			
Sept 2008 Primary	\$ 1,369.00	\$ -		State Primary - September, 2016	\$ 1,587.81	\$ -	Reference Sept 2010		
Nov, 2008 General	\$ 914.00	\$ -		Presidential - November, 2016	\$ 1,125.38	\$ -	Reference Nov 2014		
May, 2008 ATE	\$ 993.31	\$ 1,402.92		Town - May, 2017	\$ 1,901.31	\$ 2,181.65	Reference May 2014		
Oct 2008 STE	\$ 1,023.50	\$ 1,562.50		<b>Total</b>	<b>\$ 4,614.50</b>	<b>\$ 2,181.65</b>			
May 2009 ATE	\$ 1,812.22	\$ 1,307.53							
Dec 2009 Special Primary	\$ 791.10	\$ -	\$ 85.00						
Jan 2010 Special Election	\$ 587.37	\$ -	\$ 85.00						
May 2010 ATE	\$ 1,827.05	\$ 1,839.32	\$ 85.00						
Sept 2010 Primary	\$ 1,587.81	\$ -	\$ 85.00						
Nov 2010 General	\$ 1,012.23	\$ -	\$ 85.00						
May, 2011 ATE	\$ 1,636.20	\$ 1,591.53	\$ 85.00						
March 2012 Pres Primary	\$ 1,496.13	\$ -	\$ 85.00						
May 2012 Town Election	\$ 1,822.90	\$ 2,062.52	\$ 85.00						
Sept 2012 State Primary	\$ 1,275.92	\$ -	\$ 85.00						
Nov 2012 General Election	\$ 913.71	\$ -	\$ 85.00						
April 30, 2013 Special State Primary	\$ -	\$ -	\$ 185.00						
April 30 2013 Town Election (incl. state pgmg)	\$ 1,945.01	\$ 1,818.19	\$ -						
June 25 2013 Special State Election	\$ 631.76	\$ -	\$ 85.00						
April 1, 2014 Special Town Election	\$ 989.71	\$ 1,981.51	\$ 85.00						
May 20, 2014 Annual Town Election	\$ 1,901.31	\$ 2,181.65	\$ 85.00						
Sept 9, 2014 State Primary	\$ 1,372.46	\$ -	\$ 85.00						
Nov 4, 2014 General Election	\$ 1,125.38	\$ -	\$ 85.00						
May 19, 2015 Annual Town Election	\$ 1,883.66	\$ 1,914.64	\$ 85.00						
Average State	\$ 1,148.57	Paid by State							
Peak	\$ 1,854.50	--							
Average Town	\$ 1,583.49	\$ 1,766.23							
Peak	\$ 1,901.31	\$ 2,181.65							
<b>Historical Analysis: Cost to change a polling location</b>									
	<b>Number of P2 and P3 voters</b>	<b>Cost of Postage</b>	<b>Total Cost</b>						
Postage to notify voters (Move to Middle School)	7200	\$ 0.48	\$ 3,456.00	Postage increase for 2015 assumed					
Postage to notify voters (move to Prescott)	7200	\$ 0.48	\$ 3,456.00						
		<b>Total</b>	<b>\$ 6,912.00</b>						
<b>Need to find permanent home for P2 and P3 polling locations to avoid this expense</b>									
<b>Note: Not included in Elections Budget</b>									

					FY 2017	FY 2017		FY 2017
					DEPARTMENT	TOWN MANAGER	PERCENT	IMPACT ON
LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	REQUEST	BUDGET	CHANGE	AVERAGE TAX BILL
<b>STREET LISTINGS</b>								
1150	Expenses	\$ 5,195	\$ 5,489	\$ 6,275	\$ 6,000	\$ 6,000	-4.38%	\$ 1.31
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 5,195</b>	<b>\$ 5,489</b>	<b>\$ 6,275</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>-4.38%</b>	<b>\$ 1.31</b>
		Notes:						
		o Anticipate new vendor for census printing; early quotes coming in higher than current vendor. Current vendor performance is poor.						
		o 1250 Non Respondent Cards (NRC) needed to communicate with census non-respondents. Follow up communications required by MGL. NRC is the least expensive way to fulfill requirement.						

<b>STREET LISTINGS</b>									
<b>164</b>									
			<b>FY 2017</b>				<b>FY 2017</b>	<b>FY 2017</b>	
		<b>FY 2016</b>	<b>DEPARTMENT</b>		<b>PERCENT</b>		<b>TOWN MANAGER</b>	<b>FINCOM</b>	<b>PERCENT</b>
<b>LINE ITEM</b>		<b>APPROPRIATION</b>	<b>REQUEST</b>	<b>DIFFERENCE</b>	<b>CHANGE</b>	<b>REASON FOR CHANGE:</b>	<b>APPROVED</b>	<b>APPROVED</b>	<b>CHANGE</b>
Telephone									
Postage		\$ 1,900.00	\$ 1,900.00	\$ -	0.00%	Census mailing	\$ 1,900.00		0.00%
Printing (Census and Dog Forms)		\$ 1,850.00	\$ 2,000.00	\$ 150.00	8.11%	Anticipate new vendor	\$ 2,000.00		8.11%
Software/Service Maintenance									
Space Rental									
Heating Costs									
Electricity									
Vehicle Costs									
Other: Street List Books and CDs		\$ 400.00	\$ 350.00	\$ (50.00)	-12.50%		\$ 350.00		-12.50%
Other: Contingency		\$ 250.00	\$ 250.00	\$ -	0.00%		\$ 250.00		0.00%
Other: Non-Respondent Cards		\$ 1,875.00	\$ 1,500.00	\$ (375.00)	-20.00%	1250 cards @\$1.20 each	\$ 1,500.00		-20.00%
Other:									
<b>TOTAL FUNDS REQUESTED</b>		\$ 6,275.00	\$ 6,000.00	\$ (275.00)	-4.38%		\$ 6,000.00	\$ -	-4.38%

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>INSURANCE &amp; BONDING</b>								
1160	Insurance & Bonding	\$ 132,863	\$ 142,864	\$ 181,000	\$ 190,000	\$ 190,000	4.97%	\$ 41.45
1161	Insurance Deductible Reserve - Liabili	\$ 4,429	\$ 5,649	\$ 12,000	\$ 12,000	\$ 12,000	0.00%	\$ 2.62
1162	Insurance Deductible Reserve - 111F	\$ 21,060	\$ 3,310	\$ 25,000	\$ 25,000	\$ 25,000	0.00%	\$ 5.45
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 158,352</b>	<b>\$ 151,823</b>	<b>\$ 218,000</b>	<b>\$ 227,000</b>	<b>\$ 227,000</b>	<b>4.13%</b>	<b>\$ 49.52</b>



**INSURANCE & BONDING**

193

<u>LINE ITEM</u>	FY 2016		FY 2017		PERCENT <u>CHANGE</u>	<u>REASON FOR CHANGE:</u>	FY 2017		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	\$ 181,000.00		\$ 190,000.00	\$ 9,000.00	4.97%		\$ 190,000.00		4.97%
Insurance Deductible Reserve - Liability	\$ 12,000.00		\$ 12,000.00	\$ -	0.00%		\$ 12,000.00		0.00%
Insurance Deductible Reserve - 111F	\$ 25,000.00		\$ 25,000.00	\$ -	0.00%		\$ 25,000.00		0.00%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 218,000.00</b>		<b>\$ 227,000.00</b>	<b>\$ 9,000.00</b>	<b>4.13%</b>		<b>\$ 227,000.00</b>	<b>\$ -</b>	<b>4.13%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>TOWN REPORT</b>								
1170	Expenses	\$ 1,500	\$ 1,400	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.33
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,500</b>	<b>\$ 1,400</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>0.00%</b>	<b>\$ 0.33</b>

**TOWN REPORT**  
**194**

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Printing Costs	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%		\$ 1,500.00		0.00%
Other:						.		
Other:								
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 1,500.00</b>	<b>\$ 1,500.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 1,500.00</b>	<b>\$ -</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>POSTAGE/TOWN HALL EXPENSES</b>								
1180	Expenses	\$ 46,903	\$ 52,323	\$ 55,000	\$ 55,000	\$ 55,000	0.00%	\$ 12.00
1181	Telephone Expenses	\$ 40,872	\$ 41,713	\$ 50,000	\$ 50,000	\$ 45,000	-10.00%	\$ 9.82
1182	Office Supplies	\$ 16,870	\$ 15,512	\$ 17,000	\$ 17,000	\$ 17,000	0.00%	\$ 3.71
<hr/>								
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 104,645</b>	<b>\$ 109,548</b>	<b>\$ 122,000</b>	<b>\$ 122,000</b>	<b>\$ 117,000</b>	<b>-4.10%</b>	<b>\$ 25.53</b>

POSTAGE/TOWN HALL EXPENSES

156

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage	\$ 37,000.00	\$ 37,000.00	\$ -	0.00%		\$ 37,000.00		0.00%
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Printing - Town Meeting	\$ 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	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%		\$ 5,000.00		0.00%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 55,000.00</b>	<b>\$ 55,000.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 55,000.00</b>	<b>\$ -</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>CONSERVATION COMMISSION</b>								
1320	Salary	\$ 62,044	\$ 61,384	\$ 63,551	\$ 66,118	\$ 66,118	4.04%	\$ 14.42
1321	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1322	Expenses	\$ 3,126	\$ 4,323	\$ 7,950	\$ 6,679	\$ 6,679	-15.99%	\$ 1.46
1323	Engineering & Legal	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1324	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 65,170</b>	<b>\$ 65,707</b>	<b>\$ 71,501</b>	<b>\$ 72,797</b>	<b>\$ 72,797</b>	<b>1.81%</b>	<b>\$ 15.88</b>

CONSERVATION COMMISSION  
171

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 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	\$ 3,000.00	\$ (600.00)	-16.67%		\$ 3,000.00		-16.67%
Other: Advertising	\$ 2,500.00	\$ 1,829.00	\$ (671.00)	-26.84%		\$ 1,829.00		-26.84%
Other: Appraisals								
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 7,950.00</b>	<b>\$ 6,679.00</b>	<b>\$ (1,271.00)</b>	<b>-15.99%</b>	to achieve overall zero percent increase	<b>\$ 6,679.00</b>	<b>\$ -</b>	<b>-15.99%</b>

Department Conservation Commission  
 Org # 171  
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Salaries															
Tada	Takashi	THL	Conservation Admin.	10		40	\$ 63,551.00			\$ 64,822.02	2.0%			\$ 66,118.46	\$ 66,118.46
TOTAL SALARIES							\$ 63,551.00								\$ 66,118.46
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Wages															
TOTAL WAGES							\$ -								\$ -



LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>PLANNING BOARD</b>								
1210	Salaries	\$ 76,215	\$ 80,788	\$ 82,358	\$ 83,975	\$ 80,858	-1.82%	\$ 17.64
1211	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1212	Expenses	\$ 7,531	\$ 7,178	\$ 8,100	\$ 7,500	\$ 7,500	-7.41%	\$ 1.64
1213	M.R.P.C. Assessment	\$ 3,159	\$ 3,160	\$ 3,320	\$ 3,320	\$ 3,320	0.00%	\$ 0.72
1214	Legal Budget	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 86,905</b>	<b>\$ 91,126</b>	<b>\$ 93,778</b>	<b>\$ 94,795</b>	<b>\$ 91,678</b>	<b>-2.24%</b>	<b>\$ 20.00</b>

PLANNING BOARD  
175

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences	\$ 300.00	\$ 400.00	\$ 100.00	33.33%	increase in registration fees	\$ 400.00		33.33%
Equipment Maintenance								
Printing	\$ 100.00	\$ 100.00	\$ -	0.00%		\$ 100.00		0.00%
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
PB Advertising	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%		\$ 4,000.00		0.00%
Land Use Legal (HDC/Sign Comm)	\$ 200.00	\$ 500.00	\$ 300.00	150.00%	increase in applications	\$ 500.00		150.00%
Land Use Banners	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%		\$ 1,500.00		0.00%
Engineering	\$ 1,000.00		\$ (1,000.00)	-100.00%				-100.00%
Consultant	\$ -							
Other: ADA/SLI	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%		\$ 1,000.00		0.00%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 8,100.00</b>	<b>\$ 7,500.00</b>	<b>\$ (600.00)</b>	<b>-7.41%</b>		<b>\$ 7,500.00</b>	<b>\$ -</b>	<b>-7.41%</b>

Department Planning Board  
 Org # 175  
 COLA % 0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Salaries															
Collette	Michelle	Supervisors	Land Use Director/	14		40	\$ 80,858.00			\$ 80,858.00			\$ -	\$ 80,858.00	\$ 80,858.00
Other Pay							\$ 1,500.00								
TOTAL SALARIES							\$ 82,358.00								\$ 80,858.00
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Wages															

TOTAL WAGES \$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>ZONING BOARD OF APPEALS</b>								
1220	Wages	\$ 20,034	\$ 18,255	\$ 18,467	\$ 18,823	\$ 18,823	1.93%	\$ 4.11
1221	Expenses	\$ 1,070	\$ 986	\$ 1,400	\$ 1,700	\$ 1,700	21.43%	\$ 0.37
<hr/>								
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 21,104</b>	<b>\$ 19,241</b>	<b>\$ 19,867</b>	<b>\$ 20,523</b>	<b>\$ 20,523</b>	<b>3.30%</b>	<b>\$ 4.48</b>

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

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 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	\$ 1,500.00	\$ 300.00	25.00%	Increase in the number of applications	\$ 1,500.00		25.00%
Other:								
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 1,400.00</b>	<b>\$ 1,700.00</b>	<b>\$ 300.00</b>	<b>21.43%</b>		<b>\$ 1,700.00</b>	<b>\$ -</b>	<b>21.43%</b>

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

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Salaries															
TOTAL SALARIES								\$ -							
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Wages															
Hammer	Margot	THL	Office Assistant	5	\$23.22	15	\$ 18,285.75	\$ 23.68	15	\$ 18,541.44	1.5%	\$ 24.04		\$ 18,823.32	\$ 18,823.32
Addiitonal Appropriation															
TOTAL WAGES								\$ 18,466.75							

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>BUILDING INSPECTOR</b>								
1240	Salaries	\$ 76,195	\$ 79,273	\$ 80,858	\$ 82,475	\$ 82,475	2.00%	\$ 17.99
1241	Wages	\$ 59,818	\$ 60,282	\$ 65,486	\$ 67,734	\$ 67,734	3.43%	\$ 14.78
1242	Expenses	\$ 4,648	\$ 2,870	\$ 6,500	\$ 5,000	\$ 5,000	-23.08%	\$ 1.09
1243	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 140,661</b>	<b>\$ 142,426</b>	<b>\$ 152,844</b>	<b>\$ 155,209</b>	<b>\$ 155,209</b>	<b>1.55%</b>	<b>\$ 33.86</b>

**BUILDING INSPECTOR  
241**

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 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	\$ 3,000.00	\$ 1,500.00	\$ (1,500.00)	-50.00%	Use of Town vehicle	\$ 1,500.00		-50.00%
Other: Seminars	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%		\$ 1,500.00		0.00%
Other: Clothing & boots	\$ 1,200.00	\$ 1,200.00	\$ -	0.00%		\$ 1,200.00		0.00%
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 6,500.00</b>	<b>\$ 5,000.00</b>	<b>\$ (1,500.00)</b>	<b>-23.08%</b>		<b>\$ 5,000.00</b>	<b>\$ -</b>	<b>-23.08%</b>



Department Building Inspector  
 Org # 241  
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Salaries															
Cataldo	Edward	Supervisors	Building Comm.	14		40	\$ 80,858.00			\$ 82,475.16				\$ 82,475.16	\$ 82,475.16
TOTAL SALARIES							\$ 80,858.00								\$ 82,475.16
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Wages															
Britko	Daniel	THL	Local Inspector	6	\$25.35	10	\$ 7,301.00	\$ 25.86	10	\$ 7,447.68	1.5%	\$ 26.25		\$ 7,560.00	\$ 7,560.00
Martin	Paula	THL	Administrative Asst.	7	\$27.35	40	\$ 57,435.00	\$ 27.90	40	\$ 58,255.20	2.0%	\$ 28.46	\$ 750.00	\$ 59,424.48	\$ 60,174.48
Other Pay							\$ 750.00								
TOTAL WAGES							\$ 65,486.00								\$ 67,734.48

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>MECHANICAL INSPECTOR</b>								
1250	Fee Salaries	\$ 21,480	\$ 27,156	\$ 25,000	\$ 30,000	\$ 30,000	39.66%	\$ 6.55
1251	Expenses	\$ 4,445	\$ 3,326	\$ 5,000	\$ 5,000	\$ 5,000	12.49%	\$ 1.09
<hr/>								
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 25,925</b>	<b>\$ 30,482</b>	<b>\$ 30,000</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>35.00%</b>	<b>\$ 7.64</b>

**MECHANICAL INSPECTOR  
242**

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 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								
Vehicle Costs	\$ 4,500.00	\$ 4,500.00	\$ -	0.00%		\$ 4,500.00		0.00%
Other: Seminars	\$ 400.00	\$ 400.00	\$ -	0.00%		\$ 400.00		0.00%
Other:								
Other:								
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 5,000.00</b>	<b>\$ -</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>EARTH REMOVAL INSPECTOR</b>								
1260	Stipend	\$ -	\$ -	\$ 1	\$ 1,500	\$ 1,500	0.00%	\$ 0.33
1261	Expenses	\$ 100	\$ 95	\$ 100	\$ 100	\$ 100	0.00%	\$ 0.02
1262	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 100</b>	<b>\$ 95</b>	<b>\$ 101</b>	<b>\$ 1,600</b>	<b>\$ 1,600</b>	<b>1484.16%</b>	<b>\$ 0.35</b>

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

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 100.00	\$ -	\$ (100.00)	-100.00%				-100.00%
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Public Hearing notices		\$ 100.00			public education notices	100		
Other:								
Other:								
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>	<b>\$ (100.00)</b>	<b>0.00%</b>		<b>\$ 100.00</b>	<b>\$ -</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>BOARD OF HEALTH</b>								
1270	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1271	Expenses	\$ 847	\$ 787	\$ 1,000	\$ 600	\$ 1,000	0.00%	\$ 0.22
1272	Nursing Services	\$ -	\$ -	\$ 10,273	\$ 10,273	\$ 10,273	0.00%	\$ 2.24
1273	Nashoba Health District	\$ 31,943	\$ 31,943	\$ 22,948	\$ 22,948	\$ 22,948	0.00%	\$ 5.01
1274	Mental Health Services	\$ -	\$ -	\$ 8,000	\$ 8,000	\$ 8,000	0.00%	\$ 1.75
1275	Eng/Consult/Landfill Monitoring	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	0.00%	\$ 2.18
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 42,790</b>	<b>\$ 42,730</b>	<b>\$ 52,221</b>	<b>\$ 51,821</b>	<b>\$ 52,221</b>	<b>0.00%</b>	<b>\$ 11.40</b>

BOARD OF HEALTH  
510

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Bulk mailing	\$ 300.00	\$ 300.00	\$ -	0.00%		\$ 300.00		0.00%
Dues & Memberships								
Advertising public hearings	\$ 100.00	\$ 300.00	\$ 200.00	200.00%	Increase in the number of applications	\$ 300.00		200.00%
Travel/Conferences	\$ 200.00	\$ -	\$ (200.00)	-100.00%		\$ -		-100.00%
Other: Rabies Control	<u>\$ 400.00</u>	<u>\$ -</u>	<u>\$ (400.00)</u>	-100.00%		<u>\$ 400.00</u>		0.00%
<b>TOTAL FUNDS REQUESTED</b>	\$ 1,000.00	\$ 600.00	\$ (400.00)	-40.00%		\$ 1,000.00	\$ -	0.00%
Line 1274								
Mental Health Services	\$ 8,000.00	\$ 8,000.00	\$ -	0.00%		\$ 8,000.00		0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>SEALER OF WEIGHTS &amp; MEASURES</b>								
1280	Fee Salaries	\$ 1,460	\$ 2,870	\$ 2,500	\$ 3,000	\$ 3,000	20.00%	\$ 0.65
1281	Expenses	\$ 66	\$ 29	\$ 100	\$ 100	\$ 100	0.00%	\$ 0.02
<hr/>								
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,526</b>	<b>\$ 2,899</b>	<b>\$ 2,600</b>	<b>\$ 3,100</b>	<b>\$ 3,100</b>	<b>19.23%</b>	<b>\$ 0.67</b>



SEALER OF WEIGHTS & MEASURES  
244

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 100.00	\$ 100.00	\$ -	0.00%		\$ 100.00		0.00%
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other:								
Other:								
Other:								
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 100.00</b>	<b>\$ -</b>	<b>0.00%</b>



## GROTON POLICE DEPARTMENT

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



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

**James A. Cullen, III**  
*Deputy Chief*

November 20, 2015

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

RE: **FY 2017 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:

**Police General Expenses** –

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

**Police Salary and Wages** –

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

**Police Personnel** –

I have requested additional personnel for Traffic and Safety.

### **Police Minor Capital –**

As referenced in the budget a number of pieces of necessary police equipment have exceeded their life span and are in desperate need of replacement. This includes our radar/speed guns, bicycles and lap tops.

Additional requested under Minor Capital, Thermal Image Cameras, Training Bags with gear and Ballistic Shields.

The replacement and additional equipment will allow us to operate more efficiency and train under real conditions to ensure each officer's effectiveness and safety.

I have requested the purchase of a copier, with the relocation of the administrative offices with in the building and reassignment of the vacated officers we find that we are in need of an additional copier for operational use.

### **Police Major Capital –**

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

Additionally, as part of the Capital Plan, I am requesting a boat and ATV's to handle the increase in demand for enforcement on our waterways and miles of trails.

To continue our enforcement efforts, I am also requesting speed trailer to address the increasing complaints and demands for traffic enforcement. This piece of equipment has become vital to effectively addressing and curbing the growing traffic related issues.

The Department has been successful using Tasers as a less aggressive means of controlling combative and non-compliant subjects since 2006. The Department's Taser inventory is now obsolete, is no longer supported by the manufacturer and in desperate need of replacement.

Finally, as indicated in the submitted budget request, I am requesting command boxes for the administrative vehicles. As the level of critical situations becomes more complex, the need for equipment to command and control situations at the initial stages has become imperative. The ability to respond quickly with necessary equipment further serves to make us more effective and efficient.

### **Communications –**

#### **Communications General Expenses –**

This has been level funded.

#### **Communications Salary & Wages -**

This represents contractual agreements for union personnel.

**Communications Minor Capital –**

I have requested a new copier for the communications center.

**Communications Major Capital –**

I am requesting \$53,000 to remodel and upgrade the communications center. The current configuration does not meet the needs of the department nor maximize the use of the limited space. This will allow us to reconfigure, remodel and upgrade the dispatchers' work stations and upgrade aged equipment.

**Emergency Management Agency –**

The EMA budget reflects a slight increase to reflect the potential purchase of shelter food and supplies.

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

# Groton Police Department

## FY 2017 Budget Proposal



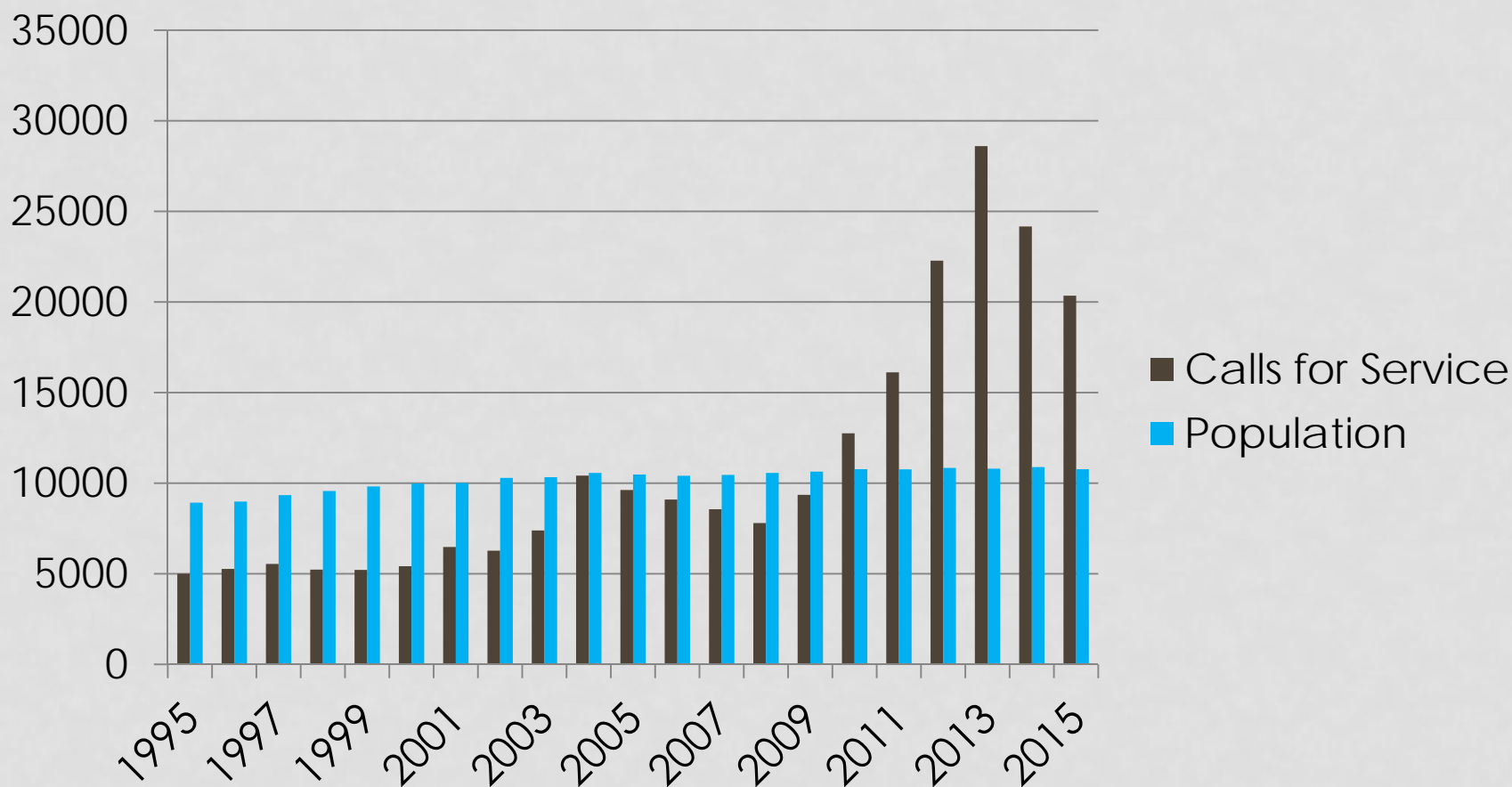


# GROTON POLICE DEPARTMENT FY 2017 BUDGET PROPOSAL

- What we are looking for is.....
- A realistic budget that puts us more in line with our anticipated needs of the town going into the future.
- Staffing levels that put us more in line with anticipated needs and expectations (An additional Supervisor plus a dedicated Traffic Officer)



# CALLS FOR SERVICE





# STATISTICS

	• 2014	2015
• Citations	2126	1784
• Arrests	184	220
• Accidents	221	198





# STAFFING LEVELS

- 2011 FBI statistics showed that New England communities with a population from 10,000-24,999 employ an average of 1.8 Full-time officers per 1,000 residents. In the Northeast the rate is 1.8 per 1,000 and the average nationally is 1.9 per 1,000 residents
- 2013 report from the Bureau of Justice statistics showed that nationwide, “Municipal and township police departments employed an average of 2.1 officers per 1,000 resident”
- 2011 report from the Bureau of Justice statistics showed that in 2008, Massachusetts police departments employed a statewide average of 2.5 – 2.9 Full-time officers per 1,000 residents or at least one officer for every 400 residents
- The staffing levels based upon the population of 10,772 show that GPD is currently operating at a level of about 1.77 Full-time officers per 1,000 residents or 19 officers, just under the FBI New England standard. The national FBI staffing level would be 20.46 officers and the 2013 BOJ staffing would be 22.62 officers and the 2011 BOJ staffing level would be a minimum 26.93 officers



# BUDGET PROPOSAL

- Additional Police Officers
  - 1 – Dedicated Traffic Officer
  - 1 – Supervisor (LT or SGT)



## DEDICATED TRAFFIC OFFICER

- Many of our complaints are traffic related
  - A Traffic Officer would be assigned to handle complaints
  - Work with neighbors to solve their traffic problems
  - Conduct traffic surveys as required
- Having a dedicated Traffic Officer would also:
  - Provide for additional manpower on day to day basis
  - Provide manpower for exceptional circumstances
  - Provide coverage for re-assignment during investigations and special circumstance issues
  - Reduce unanticipated overtime



# LIEUTENANT

- The position of Lieutenant would provide benefit the department in that:
  - Strengthen the overall administration and leadership of the department
  - The Lieutenant would work in conjunction with the Chief and Deputy Chief but would address more operational duties
  - Provide for supervisory coverage when the Chief and Deputy Chief were not on duty
  - Until recently, there has been a history of having a Chief and two administrators going back to 2000 (Chief, Captain and Lieutenant)

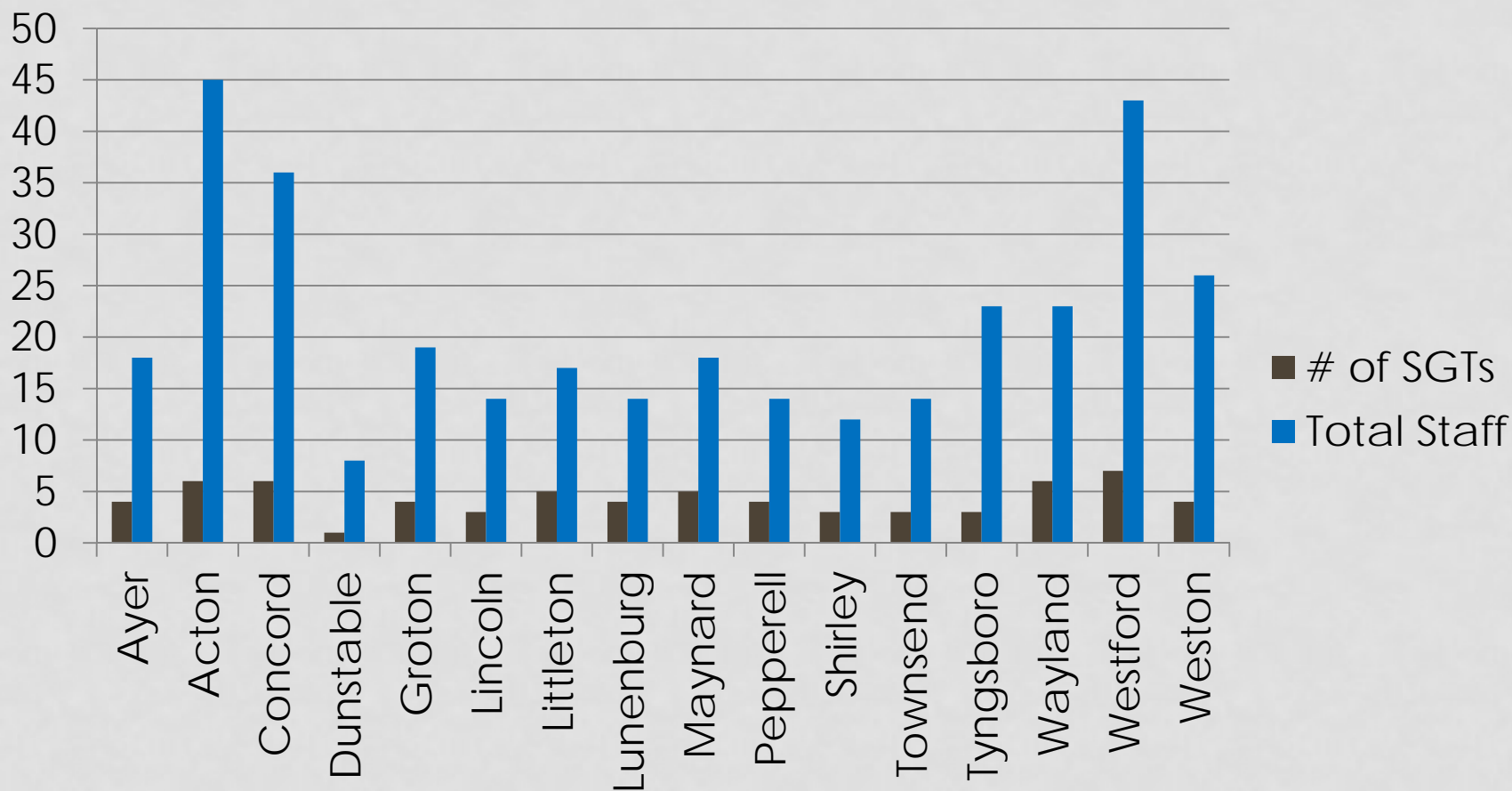


# SERGEANT

- Proper supervision is crucial for the department and it also reduces liability
- An additional sergeant would allow for increased supervision coverage and greater accountability
- Many times a patrolman has been left in charge as OIC



# STAFFING IN AREA TOWNS





## AROUND TOWN

- New England Shirdi Sai Temple
- Parvati Parameswara Temple
- Indian Hill Music facility
- Groton Inn
- As of 12/1/15 there have been 390 building permits issued with 30 being for new home construction
- Impact from surrounding municipalities





## NEW ENGLAND SHIRDI SAI TEMPLE

- America's Largest Sai Temple being built at 1003 Boston Road in Groton



- Artist's rendering of the proposed Shri Shirdi Sai Baba Temple in Groton.
- [www.indiannewengland.com](http://www.indiannewengland.com) and [www.lowellsun.com](http://www.lowellsun.com)





## PARVATI PARAMESWARA TEMPLE

- New Hindu Temple Planned For North Main Street
- The Parvati Parameswara Temple, Inc. has purchased a two-acre property at 546 North Main Street



Phase 1



Phase 2

- [www.nesivatemple.org/nestbuilding](http://www.nesivatemple.org/nestbuilding)

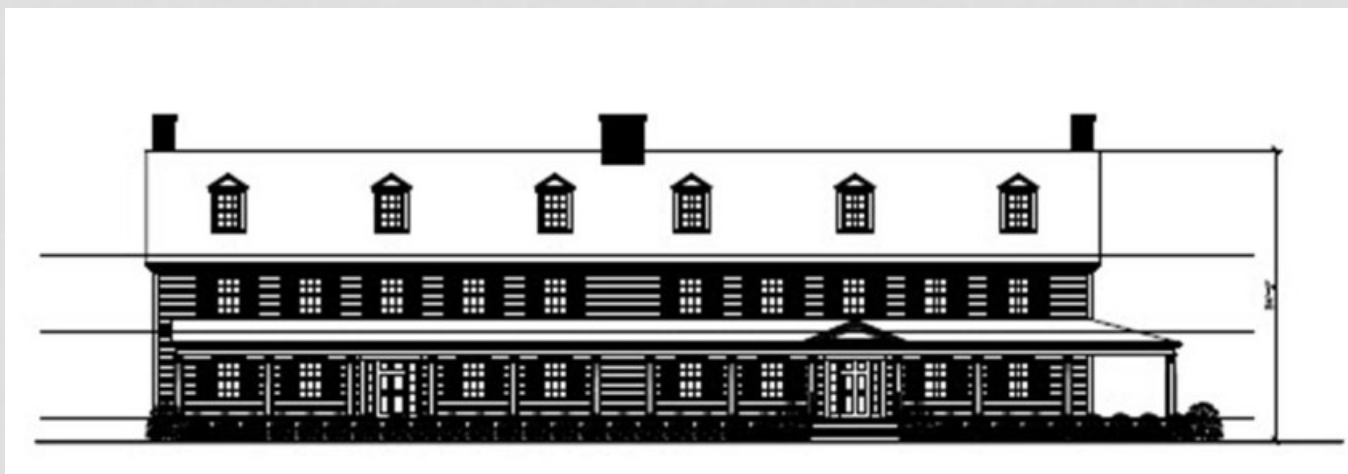


## INDIAN HILL MUSIC

- Indian Hill Music has purchased 110 acres and has also purchased land adjacent to the 122 Old Ayer Road property acquired from Thomas More.
- "Indian Hill is so grateful for this opportunity and we are eager to begin exploring the various options for the property for our long-term future, including the potential construction of a music education and performance center,"
- [http://www.lowellsun.com/breakingnews/ci\\_28734745/college-cancels-move-groton#ixzz3ofbiuitO](http://www.lowellsun.com/breakingnews/ci_28734745/college-cancels-move-groton#ixzz3ofbiuitO)



# GROTON INN





# THE PRICE OF SAFETY

- Out of 351 Communities in Massachusetts,
- Groton ranks near the top for safety
- 2015 – WCVB, Mass. Safest Towns
  - Groton #7
- Source: <http://www.wcvb.com/news/massachusetts-safest-towns/35623388>
- 2015 –Safewise article “50 Safest Cities in Massachusetts”
  - Groton #27
- Source: <http://www.safewise.com/blog/safest-cities-massachusetts-2015/>



# THE FUTURE

- Based upon current trends, what might we expect?
  - Continued traffic congestion and complaints
  - Opiate/drug related issues
  - Public disorder
  - Random acts of violence
  - Bomb threats
  - Weather events



# GROTON POLICE FY17 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 and anticipated needs
- We are a service oriented agency. If we maintain the status quo, we are losing ground



## 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**  
*Deputy Chief*

**To: James Cullen III - Deputy Chief of Police**

**From: Det. Mike Lynn**

**Date: October 19, 2015**

**Re: FY 17 Training Request**

Deputy Chief Cullen,

I am requesting the consideration of funds for next year's budget to allow officers to attend a 1 day course located on Devens MA for an Emergency Vehicle Operations Course (EVOC). As you may know, this course is run by the Massachusetts State Police so that there would be no associated costs for this class, other than wages for our officers to attend. In addition, the Department would be utilizing its SUV cruisers during this training course and overflow vehicles of the State Police; therefore, there would be no cost of materials. The requested training cost would represent that of the officers' overtime pay. I included 4 Sergeants at \$53.44/hr by 8 hours by /four Sergeants is \$1,710.08. Patrol Officers overtime rate is \$46.47/hr by 8 hours by 16 patrolmen is \$5,948.16. I also included for your consideration to offer it to part time officers. I estimated 6 part time officers a total of \$966.40 using their regular hourly rate of pay. The total requested is \$8,624.48.

My reason for this request is that I understand many, if not all, of our officers have not had any further emergency vehicle operations training since attending their respective police academies. The department has also since transitioned from Ford Crown Victorias to Ford Explorer SUV's. These vehicles have many differences from that of the Crown Victorias that ALL of our officers were trained on. These vehicles are SUV's, all wheel drive, and come with many other challenges as well. In light of annual department training, officers participate in firearms qualifications, defensive tactics, taser, and In-Service, just to mention a few. The department, however, has never had further training in vehicle operations. As you know, our officers are out on the road driving around twenty four hours a day seven days a week. Officers drive under sometimes extreme weather conditions to include snow and ice, all while responding to emergency calls that sometimes involve life threatening situations. Statistics show, according to ODMP website which tracks officer involved deaths, that most officers are killed in the line of duty from cruiser related car crashes. I feel this training would be an extreme benefit to our officers, but also the Town of Groton and its residents we serve.

Respectfully Submitted,

Michael Lynn

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>POLICE DEPARTMENT</b>								
1300	Salaries	\$ 275,298	\$ 283,340	\$ 296,814	\$ 398,026	\$ 308,026	3.78%	\$ 67.20
1301	Wages	\$ 1,465,476	\$ 1,489,613	\$ 1,613,910	\$ 1,746,134	\$ 1,685,823	4.46%	\$ 367.79
1302	Expenses	\$ 184,601	\$ 173,239	\$ 230,600	\$ 200,409	\$ 192,647	-16.46%	\$ 42.03
1303	Lease or Purchase of Cruisers	\$ 3,900	\$ 3,960	\$ 4,000	\$ 4,000	\$ 4,000	0.00%	\$ 0.87
1304	PS Building (Expenses)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1305	Minor Capital	\$ 14,378	\$ 10,000	\$ 10,000	\$ 59,351	\$ 25,000	150.00%	\$ 4.36
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,943,653</b>	<b>\$ 1,960,153</b>	<b>\$ 2,155,324</b>	<b>\$ 2,407,920</b>	<b>\$ 2,215,496</b>	<b>2.79%</b>	<b>\$ 482.25</b>



<b>POLICE DEPARTMENT</b>									
<b>210</b>									
			<b>FY 2017</b>				<b>FY 2017</b>	<b>FY 2017</b>	
		<b>FY 2016</b>	<b>DEPARTMENT</b>		<b>PERCENT</b>		<b>TOWN MANAGER</b>	<b>FINCOM</b>	<b>PERCENT</b>
<b>LINE ITEM</b>		<b>APPROPRIATION</b>	<b>REQUEST</b>	<b>DIFFERENCE</b>	<b>CHANGE</b>	<b>REASON FOR CHANGE:</b>	<b>APPROVED</b>	<b>APPROVED</b>	<b>CHANGE</b>
Boat/ATV									
Ammunition		\$ 11,000.00	\$ 20,401.00	\$ 9,401.00	85.46%		\$ 20,401.00		0.00%
Computer Supplies/Fees		\$ 3,000.00	\$ 3,000.00	\$ -	0.00%		\$ 3,000.00		0.00%
Cruiser Maintenance		\$ 20,000.00	\$ 42,642.00	\$ 22,642.00	113.21%		\$ 34,000.00		70.00%
Dues & Memberships		\$ 5,500.00	\$ 9,438.00	\$ 3,938.00	71.60%		\$ 9,438.00		71.60%
Equipment Maintenance		\$ 45,000.00	\$ 1,050.00	\$ (43,950.00)	-97.67%		\$ 1,050.00		-97.67%
Fuel		\$ 59,000.00	\$ 44,120.00	\$ (14,880.00)	-25.22%		\$ 45,000.00		-23.73%
Investigation Fund		\$ 4,500.00	\$ 1,500.00	\$ (3,000.00)	-66.67%		\$ 1,500.00		-66.67%
Mileage		\$ 2,500.00	\$ 2,100.00	\$ (400.00)	-16.00%		\$ 2,100.00		-16.00%
NEMLEC		\$ 6,000.00	\$ 6,000.00	\$ -	0.00%		\$ 6,000.00		0.00%
Physicals/Medical		\$ -	\$ -	\$ -	0.00%		\$ -		0.00%
Printing/Printed Forms		\$ 500.00	\$ 781.00	\$ 281.00	56.20%		\$ 781.00		56.20%
Prisoner Meals		\$ 200.00	\$ 100.00	\$ (100.00)	-50.00%		\$ 100.00		-50.00%
Professional Development		\$ 2,000.00	\$ 4,000.00	\$ 2,000.00	100.00%		\$ 4,000.00		100.00%
Public Safety Supplies		\$ 5,000.00	\$ 7,100.00	\$ 2,100.00	42.00%		\$ 7,100.00		42.00%
Software/Service Maintenance		\$ 21,000.00	\$ 5,000.00	\$ (16,000.00)	-76.19%		\$ 5,000.00		-76.19%
Traffic Safety		\$ 300.00	\$ 300.00	\$ -	0.00%		\$ 300.00		0.00%
Training		\$ 16,000.00	\$ 12,175.00	\$ (3,825.00)	-23.91%		\$ 12,175.00		-23.91%
Travel/Conferences		\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		0.00%
Uniforms		\$ 27,100.00	\$ 38,702.00	\$ 11,602.00	42.81%		\$ 38,702.00		42.81%
<b>TOTAL FUNDS REQUESTED</b>		\$ 230,600.00	\$ 200,409.00	\$ (30,191.00)	-13.09%		\$ 192,647.00	\$ -	-16.46%

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 2016									FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017	
Salaries																
Palma	Donald	Contract	Police Chief			40	\$ 126,487.00			\$ 129,016.74			\$ 740.00	\$ 129,016.74	\$ 129,756.74	
Cullen	James	Contract	Police Deputy Chief			40	\$ 110,000.00			\$ 114,400.00			\$ 6,628.00	\$ 114,400.00	\$ 121,028.00	
Lieutenant - New		Contract	Police Lieutenant			40	\$ -			\$ -				\$ -	\$ -	
Newell	Kathleen	Supervisors	Executive Assistant	7		40	\$ 55,629.00			\$ 56,741.58			\$ 500.00	\$ 56,741.58	\$ 57,241.58	
Other Pay							\$ 4,698.00									
TOTAL SALARIES								\$ 296,814.00	Cullen other pay = 1290 longevity, 2400 ins opt out, 2158 vac buy back, 780 unif clean						\$ 308,026.32	
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16	
FISCAL YEAR 2016									FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017	
Wages																
Quinn Bill - State							\$ -			\$ -				\$ -	\$ -	
Quinn Bill - Town							\$ 56,029.74			\$ 57,046.00				\$ 57,046.00	\$ 57,046.00	
Education Incentive							\$ 13,096.54			\$ 13,452.00				\$ 13,453.00	\$ 13,453.00	
Beltz	Nicholas	GPA	Patrolman		\$30.98	40	\$ 65,058.00	\$ 30.98	40	\$ 64,686.24		\$ 30.98		\$ 64,686.24	\$ 64,686.24	
Breault	Robert	GPA	Patrolman		\$30.98	40	\$ 65,058.00	\$ 30.98	40	\$ 64,686.24		\$ 30.98		\$ 64,686.24	\$ 64,686.24	
Breslin	Peter	GPA	Patrolman		\$30.98	40	\$ 65,058.00	\$ 30.98	40	\$ 64,686.24		\$ 30.98		\$ 64,686.24	\$ 64,686.24	
Candow	Gordon	GPA	Patrolman		\$30.98	40	\$ 65,058.00	\$ 30.98	40	\$ 64,686.24		\$ 30.98		\$ 64,686.24	\$ 64,686.24	
Connell	Paul	Superior	Sergeant		\$35.63	40	\$ 74,823.00	\$ 35.63	40	\$ 74,395.44		\$ 35.63		\$ 74,395.44	\$ 74,395.44	
Connor	Omar	GPA	Patrolman		\$30.98	40	\$ 65,058.00	\$ 30.98	40	\$ 64,686.24		\$ 30.98		\$ 64,686.24	\$ 64,686.24	
Cooper	Timothy	GPA	Patrolman		\$28.67	40	\$ 60,207.00	\$ 28.67	40	\$ 59,862.96		\$ 28.67		\$ 59,862.96	\$ 59,862.96	
Gemos	Derrick	Superior	Sergeant		\$35.63	40	\$ 74,823.00	\$ 35.63	40	\$ 74,395.44		\$ 35.63		\$ 74,395.44	\$ 74,395.44	
Goodwin	Jason	Superior	Sergeant		\$35.63	40	\$ 74,823.00	\$ 35.63	40	\$ 74,395.44		\$ 35.63		\$ 74,395.44	\$ 74,395.44	
Henehan	Kevin	GPA	Patrolman		\$30.98	40	\$ 65,058.00	\$ 30.98	40	\$ 64,686.24		\$ 30.98		\$ 64,686.24	\$ 64,686.24	
Lynn	Michael	GPA	Patrolman		\$30.98	40	\$ 65,058.00	\$ 30.98	40	\$ 64,686.24		\$ 30.98		\$ 64,686.24	\$ 64,686.24	
Mead	Rachel	GPA	Patrolman		\$30.98	40	\$ 65,058.00	\$ 30.98	40	\$ 64,686.24		\$ 30.98		\$ 64,686.24	\$ 64,686.24	
Steward	Gregory	GPA	Patrolman		\$28.67	40	\$ 60,207.00	\$ 28.67	40	\$ 59,862.96		\$ 28.67		\$ 59,862.96	\$ 59,862.96	
Rose	Dale	GPA	Patrolman		\$30.98	40	\$ 65,058.00	\$ 30.98	40	\$ 64,686.24		\$ 30.98		\$ 64,686.24	\$ 64,686.24	
Sheridan	Edward	Superior	Sergeant		\$35.63	40	\$ 74,823.00	\$ 35.63	40	\$ 74,395.44		\$ 35.63		\$ 74,395.44	\$ 74,395.44	
Waite	Cory	GPA	Patrolman		\$30.98	40	\$ 65,058.00	\$ 30.98	40	\$ 64,686.24		\$ 30.98		\$ 64,686.24	\$ 64,686.24	
Timmons	Patrick	GPA	Patrolman		\$26.30	40	\$ 55,230.00	\$ 26.30	40	\$ 54,914.40		\$ 26.30		\$ 54,914.40	\$ 54,914.40	
Tallent	Joan	THL	Administrative Asst.		\$26.01	15	\$ 20,482.88	\$ 26.53	15	\$ 20,773.15	2.0%	\$ 27.06		\$ 21,188.61	\$ 21,188.61	
New Hire base							\$ -	\$ 26.30	0	\$ -		\$ 26.30		\$ -	\$ -	
New Hire wage benefits							\$ -			\$ -				\$ -	\$ -	
Stipends							\$ 8,200.00			\$ 13,100.00				\$ 13,100.00	\$ 13,100.00	
Shift Differential							\$ 45,065.00			\$ 52,440.00				\$ 52,440.00	\$ 52,440.00	
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 Traffic/Train/Range/EVOC (includes Reserves)							\$ -			\$ 41,881.00				\$ 41,881.00	\$ 41,881.00	
Shift Coverage Town Major Events (includes Reserves)							\$ 25,000.00			\$ 36,240.00				\$ 36,240.00	\$ 36,240.00	
Shift Coverage Extraordinary Leave							\$ 15,000.00			\$ 15,000.00				\$ 15,000.00	\$ 15,000.00	
Longevity							\$ 9,360.00			\$ 11,630.00				\$ 11,630.00	\$ 11,630.00	
Health Insurance Buyback							\$ 8,400.00			\$ 12,000.00				\$ 12,000.00	\$ 12,000.00	
FLSA Adjustments							\$ 2,500.00			\$ 5,000.00				\$ 5,000.00	\$ 5,000.00	
Uniform Cleaning Allowance							\$ 13,260.00			\$ 13,260.00				\$ 13,260.00	\$ 13,260.00	
Office in Charge stipend							\$ -			\$ 2,500.00				\$ 2,500.00	\$ 2,500.00	

**Town of Groton, Massachusetts**  
**CAPITAL PLAN**  
**Fiscal Years 2016 - 2021**

		PROPOSED MINOR CAPITAL			
		APPROVED			
Page	Description	FY 2016	FY 2017	Funding Source	
POLICE					
		\$ 10,000			General Fund
	Radar Speed Gun (3)		\$ 2,880		General Fund
	Thermal/Xtra Range Camera		\$ 300		General Fund
	Bicycles (2)		\$ 2,400		General Fund
	Infra Red Lens		\$ 7,900		General Fund
	Laptop/tablet (3)		\$ 4,500		General Fund
	Mobile printer (3)		\$ 1,000		General Fund
	War wagon laptop/monitor		\$ 300		General Fund
	Speed Trailer		\$ 9,750		General Fund
	Tahoe Command Boxes		\$ 8,346		General Fund
	Copier		\$ 8,700		General Fund
	Glock 21gen 4 (25)		\$ 4,375		General Fund
	High Gear Traning suits (2)		\$ 4,600		General Fund
	Training Bags (4)		\$ 800		General Fund
	Red Guns (20)		\$ 1,000		General Fund
	Ballistic shield		\$ 2,500		General Fund
Subtotal		\$ 10,000	\$ 59,351	\$ - \$ - \$ -	-

### **Fire Department Budget Narrative- Fiscal Year 2017**

The FY 17 operating budget reflects the basic needs of the Groton Fire Department in order to maintain the current service levels and address contractual obligations. The budget further looks at a few areas that are underfunded against health and safety standards.

While this budget abides where possible to the budget process it should be noted that the need exists for an additional EMT/Firefighter to the career staff of the department. This position would work a Monday through Friday schedule and will have minimal impact on overtime. The 8-4 part of the day represents not only the busiest times for emergency responses and inspectional services but the times where very few call firefighters and EMT's are available. Approximately 50% of the total department call volume occurs during these weekday hours. While calendar year 2015 has thus far seen a slight decrease in calls for service, this actually falls within a much larger 3 year cycle of call increases for 2 years followed by a 1-5% decrease. Even though the call volume does occasionally drop, the 10 year trend still indicates an average 3.5% increase in calls for service.

Inspections of new homes, home sales and installation of heating products are required under MGL 148 S 26F and 527 CMR 1. These inspections require an approximate 20-30 minute inspection to ensure that smoke detectors, heating components and other criteria meet standards set out by applicable codes. With the number of homes being built, renovated or sold our inspectional services have increased over 25% in the past 3 years with revenues in the area of \$9,000.

In March, the Groton Fire Department reassessed our insurance billing rates for EMS calls. It was discovered that we were billing well below the market average and adjustments were made. EMS billing is conducted by a third party contractor to bill insurance companies for services rendered. Following this increase there has been an approximate 11% increase in returns even though the number of billable calls experienced a decline. The EMS account should continue to be looked at in the future to address EMS related capital purchases and as a source for future staffing.

Wages in FY 17 for current career staff reflect the 2% contractual obligation and one contractual step increase.

Overtime reflects increases in contractual obligations with no additional hours.

On-call wages reflect a 2% or approximately \$3,800 increase COLA for all on-call employees along with a minimal increase for an anticipated growth in service requests. In addition, the on-call wages reflect an \$8,000 transfer from training expenses to training salaries. This money was voted at fall town meeting to recruit additional call firefighters. The transfer will cover instruction for the call programs.

## **Expenses**

*Postage* remains at \$100.00 for FY 17. Postage is utilized for delivery of letters of violation or other certified mailing needs.

*Office Supplies* remains at \$500.00 to support office product needs.

*Dues and Memberships* remains at \$4,000. The Groton Fire Department maintains memberships to the National Fire Protection Association, International Fire Chiefs, Massachusetts Fire Chiefs and District 6 fire mutual aid. These entities provide extensive resources such as continuing education, access to fire codes and standards and resources from other communities.

*Travel and Conferences* remains at \$750 and pays for members to attend classes and conferences.

*Equipment Maintenance* funds are used to maintain breathing apparatus, small engines and Jaws of Life. FY 17 shows a \$2,000 increase to \$4,000. The annual cost of breathing apparatus flow tests, required by NFPA and OSHA standards, run around \$1,900 which in turn expends money available to maintain other equipment. The current budget does not meet the expenditures to maintain the equipment.

*Software* remains at \$8,500 for maintenance of EMS reporting software, as well as fire reporting and tracking software.

*Training* reflects an \$8,000 transfer from training expenses to training wages from \$38,000 to \$30,000. This transfer is needed to cover the instructional costs of recruit training. The account is used for training of new members of the department, leadership training, on-line education, National Core EMS training, and supplies for training of department members.

*Vehicle Costs* remain at \$20,000 for fuel. With the reduction and stabilization of fuel prices no increase is foreseen at this time. Fuel history ranges from \$17,000-\$21,000 in annual fuel usage.

*Other Expenses* has no change over previous year. The account provides for items not classified under other lines such as incident rehab materials, drinking water, cable service, and decontamination supplies.

*Vehicle Maintenance* increases by \$1,000 to \$26,000. Vehicle maintenance covers cost to keep EMS and Fire vehicles in service and safe for operations. The increase in FY 17 is to cover testing of the fire pumps as required by NFPA. It should be noted that in the event of a major breakdown such as a need for an entire pump replacement, additional money will be needed.

*Medical Supplies* remain the same at \$15,000. Medical supplies are the costs associated with keeping the ambulances stocked with oxygen, bandages, and medications needed for patient care.

*Uniforms* reflect an increase of from \$11,000 to \$12,000 for additional on-call uniforms. This line contains \$6,000 in contractual required uniforms and \$6,000 for on-call personnel.

*Books and Periodicals* remain the same to maintain trade journals and purchase books needed for classes attended by personnel.

*Parts and Equipment* remains the same at \$10,000. This line maintains the non-motorized equipment such as hoses, nozzles, hand tools, fire extinguishers and ladders.

*Building Maintenance* is utilized for small odd jobs or equipment related to running of the stations.

### **Minor Capital**

The minor capital for FY 17 includes 5 separate programs. Some of these are carryovers that were unfunded in FY 16.

Firefighter turnout gear remains as an ongoing minor capital request to ensure that all members of the department are wearing up-to-date structural turnout gear. This gear has an expiration dictated by NFPA of 10 years after manufacture. The minor capital program has an \$18,000 installment this year down from \$19,000 in FY 16. Subsequent years will see a drop to \$6,000 in annual maintenance of gear.

The hoses and nozzles are due to be replaced in 2015. Currently there are very few spare sections of fire hose for structural or forestry equipment. \$5,000 will replace worn hose and create some spare hose which is needed when hose becomes damaged or is out of service for cleaning and maintenance.

A patient lift/power load system for all ambulances in the Commonwealth will be mandated within the next couple years. The current power load system installed in the newer ambulance purchased in 2014 allows patients to be loaded in to the ambulance with minimal lifting by the EMT's. Back injuries are the number 1 lost time injury experienced by EMS personnel throughout the country. With the funding of this project both ambulance will be equipped with the identical device. Funding for this project would come from the EMS revenue account. (\$28,500)

The current rescue boat for the Groton Fire Department is rated for 4 people/600lbs and was built in the late 1970's. The current boat is woefully inadequate for rescue or fire operations and must be replaced. A replacement boat with a 2,000lb weight rating and room for rescue equipment to be appropriately deployed is needed to address the hazards of the lakes and two rivers in town. Funding for this project would come from the EMS revenue account. (\$15,000)

One of the thermal imaging devices in use by the department has nearly reached the end of its life. A typical thermal camera has a lifetime of about 10-12 years depending on the type of service seen. Thermal imaging cameras can see infrared radiation (heat) emitted by a target and other objects. Thermal cameras can be used in low light, foggy or smoky conditions to rapidly identify missing, lost or trapped subjects. These pieces of equipment have multiple uses from searches in woods to use on a fire scene to help identify victims or hidden fires. Without this purchase the current older camera would likely need to be taken out of service within the next year due to inability to acquire parts. Funding for this project would come from the EMS revenue account. (\$11,499)

### **Capital**

A single capital request of \$35,000 will be used for the swap loader project. Originally we conservatively estimated at \$20,000 for FY 17, increases in prices of equipment and changes in equipment needs have dictated additional funding to appropriately build out the vehicle. Components for Emergency Management and the fire department will be used on this vehicle.

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>FIRE DEPARTMENT</b>								
1310	Salaries	\$ 123,171	\$ 102,182	\$ 98,800	\$ 102,792	\$ 102,792	4.00%	\$ 22.43
1311	Wages	\$ 675,249	\$ 680,094	\$ 685,676	\$ 710,731	\$ 710,731	3.65%	\$ 155.06
1312	Expenses	\$ 133,066	\$ 144,267	\$ 168,000	\$ 222,999	\$ 168,000	0.00%	\$ 36.65
<hr/>								
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 931,486</b>	<b>\$ 926,543</b>	<b>\$ 952,476</b>	<b>\$ 1,036,521</b>	<b>\$ 981,522</b>	<b>3.05%</b>	<b>\$ 214.14</b>



Fire Department  
220

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage	\$ 100.00	\$ 100.00	\$ -	0.00%		\$ 100.00		0.00%
Office Supplies	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Dues & Memberships	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%		\$ 4,000.00		0.00%
Travel/Conferences	\$ 750.00	\$ 750.00	\$ -	0.00%		\$ 750.00		0.00%
Equipment Maintenance	\$ 2,000.00	\$ 4,000.00	\$ 2,000.00	100.00%	Budget does not meet maintenance	\$ 4,000.00		100.00%
Water - Sprinklers	\$ -	\$ -	\$ -	0.00%	needs for small equipment	\$ -		0.00%
Software/Service Maintenance	\$ 8,500.00	\$ 8,500.00	\$ -	0.00%		\$ 8,500.00		0.00%
Training	\$ 38,000.00	\$ 30,000.00	\$ (8,000.00)	-21.05%	transfer to training wages	\$ 30,000.00		-21.05%
Heating Costs	\$ -	\$ -	\$ -	0.00%		\$ -		0.00%
Electricity	\$ -	\$ -	\$ -	0.00%		\$ -		0.00%
Vehicle Costs	\$ 20,000.00	\$ 20,000.00	\$ -	0.00%		\$ 20,000.00		0.00%
Other Expenses	\$ 9,800.00	\$ 9,800.00	\$ -	0.00%		\$ 9,800.00		0.00%
Repair & Maintenance of Vehicles	\$ 25,000.00	\$ 26,000.00	\$ 1,000.00	4.00%		\$ 26,000.00		4.00%
Medical Supplies	\$ 15,000.00	\$ 15,000.00	\$ -	0.00%		\$ 15,000.00		0.00%
Uniforms & Gear	\$ 11,000.00	\$ 12,000.00	\$ 1,000.00	9.09%	Additional uniforms for call	\$ 12,000.00		9.09%
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	\$ 3,100.00	\$ 3,100.00	\$ -	0.00%		\$ 3,100.00		0.00%
Minor Capital	\$ 19,000.00	\$ 77,999.00	\$ 58,999.00	310.52%		\$ 23,000.00		21.05%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 168,000.00</b>	<b>\$ 222,999.00</b>	<b>\$ 54,999.00</b>	<b>32.74%</b>		<b>\$ 168,000.00</b>	<b>\$ -</b>	<b>0.00%</b>

Department Fire Department  
 Org # 220  
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Salaries															
McCurdy	Steele		Fire Chief			40	\$ 98,800.00			\$ 100,776.00	2.0%			\$ 102,791.52	\$ 102,791.52
<b>TOTAL SALARIES</b>															\$ 102,791.52

1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Wages															
Aiello	Diane	THL	Office Assistant	6	\$26.63	40	\$ 55,923.00	\$ 27.16	40	\$ 56,715.51	2.0%	\$ 27.71	\$ 750.00	\$ 57,849.82	\$ 58,599.82
Crocker	James	IAFF	Lieutenant/EMT		\$31.32	42	\$ 69,060.60	\$ 31.95	42	\$ 70,039.29		\$ 31.95		\$ 70,039.29	\$ 70,039.29
Daly	Susan	IAFF	Captain/EMT		\$35.07	42	\$ 77,329.35	\$ 35.77	42	\$ 78,425.22		\$ 35.77	\$ 1,850.00	\$ 78,425.22	\$ 80,275.22
MacGregor	Michael	IAFF	Firefighter/EMT		\$26.11	42	\$ 57,572.55	\$ 28.77	42	\$ 63,075.35		\$ 28.77		\$ 63,075.35	\$ 63,075.35
McBrearty	Paul	IAFF	Firefighter/EMT		\$28.21	42	\$ 62,203.05	\$ 28.77	42	\$ 63,084.56		\$ 28.77		\$ 63,084.56	\$ 63,084.56
Shute	Tyler	IAFF	Lieutenant/EMT		\$31.32	42	\$ 69,060.60	\$ 31.95	42	\$ 70,039.29		\$ 31.95	\$ 1,800.00	\$ 70,039.29	\$ 71,839.29
Vacant		By-Law				42			42	\$ -		\$ -		\$ -	\$ -
Overtime for Shift Coverage			Overtime				\$ 61,015.00			\$ 63,817.00				\$ 63,817.00	\$ 63,817.00
Call Firefighters/EMTs							\$ 229,512.00			\$ 240,000.00				\$ 240,000.00	\$ 240,000.00
Other Pay							\$ 4,000.00								

**TOTAL WAGES** \$ 685,676.15 \$ 710,730.52

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

	Fiscal Years --->													
	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	
<b>Revenue(net of costs/refunds)</b>														
<b>Balance forward each 7/1</b>	\$ 612,799	\$ 475,021	\$ 555,021	\$ 340,021	\$ 404,021	\$ 365,022	\$ 404,022	\$ 443,022	\$ 482,022	\$ 521,022	\$ 235,022	\$ 274,022	\$ 313,022	
FY 16-25 @ \$22K/mo	\$ 222,222	\$ 240,000	\$ 240,000	\$ 264,000	\$ 264,000	\$ 264,000	\$ 264,000	\$ 264,000	\$ 264,000	\$ 264,000	\$ 264,000	\$ 264,000	\$ 264,000	
<b>Operational Expenses</b>														
Ops Encumb for next fiscal yr	\$ (160,000)	\$ (160,000)	\$ (175,000)	\$ (200,000)	\$ (225,000)	\$ (225,000)	\$ (225,000)	\$ (225,000)	\$ (225,000)	\$ (225,000)	\$ (225,000)	\$ (225,000)	\$ (225,000)	
<b>Capital Expenses</b>														
Various Capital Items	\$ (200,000)													
Ambulance 1 Replacement			\$ (280,000)											
Ambulance 2 Replacement									\$ (325,000)					
Thermal Imaging Camera					\$ (11,499)									
Rescue Boat Replacement					\$ (38,000)									
Patient Lift					\$ (28,500)									
	\$ 475,021	\$ 555,021	\$ 340,021	\$ 404,021	\$ 365,022	\$ 404,022	\$ 443,022	\$ 482,022	\$ 521,022	\$ 235,022	\$ 274,022	\$ 313,022	\$ 352,022	

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>GROTON WATER FIRE PROTECTION</b>								
1320	West Groton Water District	\$ 750	\$ 750	\$ 1	\$ 1	\$ 1	0.00%	\$ -
1321	Groton Water Department	\$ 2,500	\$ 2,500	\$ 1	\$ 1	\$ 1	0.00%	\$ -
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 3,250</b>	<b>\$ 3,250</b>	<b>\$ 2</b>	<b>\$ 2</b>	<b>\$ 2</b>	<b>0.00%</b>	<b>\$ -</b>

GROTON WATER FIRE PROTECTION  
221

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Hydrant Charges - West Groton	\$ 1.00	\$ 1.00	\$ -	0.00%		\$ 1.00		0.00%
Hydrant Charges - Groton	\$ 1.00	\$ 1.00	\$ -	0.00%		\$ 1.00		0.00%
<b>TOTAL FUNDS REQUESTED</b>	\$ 2.00	\$ 2.00	\$ -	0.00%		\$ 2.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>ANIMAL INSPECTOR</b>								
1330	Salary	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	0.00%	\$ 0.45
1331	Expenses	\$ 186	\$ 400	\$ 400	\$ 400	\$ 400	0.00%	\$ 0.09
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 2,268</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>0.00%</b>	<b>\$ 0.54</b>

**ANIMAL INSPECTOR****248**

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 400.00	\$ 400.00	\$ -	0.00%		\$ 400.00		0.00%
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other:								
Other:								
Other:								
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 400.00</b>	<b>\$ 400.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 400.00</b>	<b>\$ -</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>ANIMAL CONTROL OFFICER</b>								
1340	Salary	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	0.00%	\$ 0.45
1341	Expenses	\$ -	\$ 400	\$ 400	\$ 400	\$ 400	0.00%	\$ 0.09
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 2,082</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>0.00%</b>	<b>\$ 0.54</b>



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

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 400.00	\$ 400.00	\$ -	0.00%		\$ 400.00		0.00%
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other:								
Other:								
Other:								
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 400.00</b>	<b>\$ 400.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 400.00</b>	<b>\$ -</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>EMERGENCY MANAGEMENT AGENCY</b>								
1350	Salary	\$ -	\$ -	\$ -	\$ -	-	0.00%	\$ -
1351	Expenses	\$ 13,000	\$ 13,000	\$ 14,650	\$ 15,000	15,000	2.39%	\$ 3.27
1352	Minor Capital	\$ -	\$ -	\$ -	\$ -	-	0.00%	\$ -
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 13,000</b>	<b>\$ 13,000</b>	<b>\$ 14,650</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>2.39%</b>	<b>\$ 3.27</b>

EMERGENCY MANAGEMENT AGENCY  
291

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 300.00	\$ 300.00	\$ -	0.00%		\$ 300.00		0.00%
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	\$ 2,500.00	\$ 2,500.00	\$ -	0.00%		\$ 2,500.00		0.00%
Meals	\$ -	\$ 350.00	\$ 350.00			\$ 350.00		#DIV/0!
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>\$ 10,000.00</u>	<u>\$ 10,000.00</u>	\$ -	0.00%		<u>\$ 10,000.00</u>		0.00%
<b>TOTAL FUNDS REQUESTED</b>	\$ 14,650.00	\$ 15,000.00	\$ 350.00	2.39%		\$ 15,000.00	\$ -	2.39%

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>DOG OFFICER</b>								
1360	Salary	\$ 10,400	\$ 10,400	\$ 13,973	\$ 13,973	\$ 13,973	0.00%	\$ 3.05
1361	Expenses	\$ 3,655	\$ 3,398	\$ 4,250	\$ 4,250	\$ 4,250	0.00%	\$ 0.93
<hr/>								
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 14,055</b>	<b>\$ 13,798</b>	<b>\$ 18,223</b>	<b>\$ 18,223</b>	<b>\$ 18,223</b>	<b>0.00%</b>	<b>\$ 3.98</b>

**DOG OFFICER**  
**292**

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 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:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 4,250.00</b>	<b>\$ 4,250.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 4,250.00</b>	<b>\$ -</b>	<b>0.00%</b>

Department Dog Officer  
 Org # 292  
 COLA % 0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
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 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Wages															

TOTAL WAGES \$ - \$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>POLICE &amp; FIRE COMMUNICATIONS</b>								
1370	Wages	\$ 223,185	\$ 238,299	\$ 468,986	\$ 465,742	\$ 465,742	-0.69%	\$ 101.61
1371	Expenses	\$ 12,637	\$ 13,315	\$ 14,250	\$ 14,250	\$ 18,250	28.07%	\$ 3.98
1372	Minor Capital	\$ -	\$ -	\$ -	\$ 10,000	\$ -	0.00%	\$ -
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 235,822</b>	<b>\$ 251,614</b>	<b>\$ 483,236</b>	<b>\$ 489,992</b>	<b>\$ 483,992</b>	<b>0.16%</b>	<b>\$ 105.59</b>

POLICE & FIRE COMMUNICATIONS

235

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ -	\$ -		0.00%		\$ 4,000.00		0.00%
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	\$ 3,375.00	\$ 3,375.00	\$ -	0.00%		\$ 3,375.00		0.00%
Other: Radio Loops								
Other: Radio Repair	\$ -	\$ -				\$ -		0.00%
<b>TOTAL FUNDS REQUESTED</b>	\$ 14,250.00	\$ 14,250.00	\$ -	0.00%		\$ 18,250.00	\$ -	28.07%



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 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Salaries															
<b>TOTAL SALARIES</b>															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Wages															
Bushnoe	Edward	Comm. Union	Comm. Officer		\$24.85	24	\$ 31,311.00	\$ 25.35	24	\$ 31,758.48		\$ 25.35		\$ 31,758.48	\$ 31,758.48
Gibson	Warren	Comm. Union	Comm. Officer		\$24.85	40	\$ 52,185.00	\$ 25.35	40	\$ 52,930.80		\$ 25.35		\$ 52,930.80	\$ 52,930.80
Supervisor		Comm. Union	Comm. Officer		\$29.68		\$ -	\$ 30.27	40	\$ 63,203.76		\$ 30.27		\$ 63,203.76	\$ 63,203.76
Power	Sarah	Comm. Union	Comm. Officer		\$24.85	40	\$ 52,185.00	\$ 25.35	40	\$ 52,930.80		\$ 25.35		\$ 52,930.80	\$ 52,930.80
Touchette	Darlene	Comm. Union	Comm. Officer		\$24.85	40	\$ 52,185.00	\$ 25.35	40	\$ 52,930.80		\$ 25.35		\$ 52,930.80	\$ 52,930.80
Shattuck	Jonathan	Comm. Union	Comm. Officer		\$24.36	40	\$ 51,156.00	\$ 24.85	40	\$ 51,886.80		\$ 24.85		\$ 51,886.80	
Welch	Samuel	Comm. Union	Comm. Officer		\$24.85	40	\$ 52,185.00	\$ 25.35	40	\$ 52,930.80		\$ 25.35		\$ 52,930.80	\$ 52,930.80
Myers	Catherine	Comm. Union	Comm. Officer		\$21.55	40	\$ 45,255.00	\$ 21.98	40	\$ 45,894.24		\$ 21.98		\$ 45,894.24	\$ 45,894.24
Relief Dispatchers							\$ 27,939.00			\$ 27,939.00				\$ 27,939.00	\$ 27,939.00
Shift Differential							\$ 14,986.00			\$ 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							\$ 36,135.00			\$ 36,135.00				\$ 36,135.00	\$ 36,135.00
Holidays							\$ 24,007.00			\$ 24,007.00				\$ 24,007.00	\$ 24,007.00
Training							\$ 1,625.00			\$ 1,625.00				\$ 1,625.00	\$ 1,625.00
Longevity							\$ 2,600.00			\$ 2,600.00				\$ 2,600.00	\$ 2,600.00
Additional Appropriation							\$ 19,362.00								
<b>TOTAL WAGES</b>							<b>\$ 468,986.00</b>								<b>\$ 465,741.68</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL</b>								
1400	Operating Expenses	\$ 468,592	\$ 572,775	\$ 596,609	\$ 611,524	\$ 611,524	2.50%	\$ 133.42
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 468,592</b>	<b>\$ 572,775</b>	<b>\$ 596,609</b>	<b>\$ 611,524</b>	<b>\$ 611,524</b>	<b>2.50%</b>	<b>\$ 133.42</b>
<b>GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT</b>								
1410	Operating Expenses	\$ 16,352,836	\$ 17,756,023	\$ 17,097,405	\$ 17,873,505	\$ 17,873,505	4.54%	\$ 3,899.45
1411	Debt Service, Excluded	\$ -	\$ -	\$ 1,118,387	\$ 1,070,815	\$ 1,070,815	-4.25%	\$ 233.62
1412	Debt Service, Unexcluded	\$ -	\$ -	\$ 50,404	\$ 55,896	\$ 55,896	0.00%	\$ 12.19
1413	Out of District Placement	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 16,352,836</b>	<b>\$ 17,756,023</b>	<b>\$ 18,266,196</b>	<b>\$ 19,000,216</b>	<b>\$ 19,000,216</b>	<b>4.02%</b>	<b>\$ 4,145.26</b>
<b>TOTAL SCHOOLS</b>		<b>\$ 16,821,428</b>	<b>\$ 18,328,798</b>	<b>\$ 18,862,805</b>	<b>\$ 19,611,740</b>	<b>\$ 19,611,740</b>	<b>3.97%</b>	<b>\$ 4,278.68</b>

## GDRSD FY2017 Debt Assessments - As of 12/7/15 - After Bond Refunding

School	Issue #	Issue Date	Debt	MSBA and	Net Debt	Groton		Dunstable		Excluded	Total	Maturity		Purpose of Borrowing
				Premium <sup>1</sup>		Share	Share	Groton	Dunstable			Date	Fiscal Year	
MS Roof	29	1/30/2015	75,475	2,760	72,715	76.87%	23.13%	55,896	16,819	d		1/30/2025	FY2025	MS Roof
Middle School Building	30	12/18/2015	71,812		71,812	76.87%	23.13%	55,202	16,610	b		8/1/2024	FY2025	Refunding of MS Bldg 8/1/06
Middle School Building	21	8/1/2006	351,935	-	351,935	76.87%	23.13%	270,532	81,403	b		8/1/2024	FY2025	Middle School North
<b>Total Middle School</b>			<b>499,222</b>	<b>2,760</b>	<b>496,462</b>			<b>381,630</b>	<b>114,832</b>		<b>496,462</b>			
High School Building	26	9/22/2011	2,115,550	1,439,463	676,087	73.77%	26.23%	498,749	177,338	b		9/22/2011	FY2022	Refunding of HS Bldg 10/15/01
High School Land	26	9/22/2011	117,500		117,500	73.77%	26.23%	86,680	30,820	b		9/22/2011	FY2021	Refunding of HS Land 10/15/01
High School Land	21	8/1/2006	20,365		20,365	73.77%	26.23%	15,023	5,342	b		8/1/2024	FY2025	Land for HS \$400,000
High School Land	23	10/1/2009	191,800		191,800	73.77%	26.23%	141,491	50,309	b		10/1/2028	FY2029	Land for HS \$2,500,000
HS Land-Refunding	30	12/18/2015	4,254		4,254	73.77%	26.23%	3,138	1,116	b		8/1/2024	FY2025	Refunding of HS Land 8/1/06
<b>Total High School</b>			<b>2,449,469</b>	<b>1,439,463</b>	<b>1,010,006</b>			<b>745,081</b>	<b>264,925</b>		<b>1,010,006</b>			
Total			2,948,691	1,442,223	1,506,468			1,126,711	379,757		1,506,468			
								Excluded	1,070,815	379,757		1,450,572		
								Non-Excluded	55,896	-		55,896		
								<b>Total</b>	<b>1,126,711</b>	<b>379,757</b>		<b>1,506,468</b>		

NET INTEREST ON MS ROOF BOND											
Premium to be amortized over the life of the bond, per MGL Ch. 44, section 20 and DOR Bulletin 2013-01B											
Premium on MS Roof bond	17,321										
Total interest on bond	128,488										
Premium-% of total interest	13.4806% This percentage is applied to each year's interest to determine that year's allocation of the premium										
	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
Interest on MS Roof bond	21,563	20,475	18,550	16,450	14,350	12,075	9,800	7,525	5,075	2,625	128,488
Less premium reserved <sup>1</sup>	2,907	2,760	2,501	2,218	1,934	1,628	1,321	1,014	684	354	17,321
Net interest	18,656	17,715	16,049	14,232	12,416	10,447	8,479	6,511	4,391	2,271	111,167



**Mark Haddad**  
**Town Manager**

**Re Budget for FY17**

**Dear Mark**

I am pleased to submit to you my operating budgets for the FY17 operating year

Right now I am pleased with the current funding and the status of the budgets for the DPW for FY16. All budgets are tracking fairly well and I see no shortfalls at this point.

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 fy16**. As of now, we are 40 % through the year; we have used 43% of general expenses to date. This is right on track. I am asking for level funding on lines and increase in wages.

The Transfer Station budget is also on line and barring any difficulties should remain so. Tipping fees as of now are at \$ 47k of 135,000.00 so I expect to be within our budget. As for income, right now we are \$130,210 including all sales of stickers, bags and marketed 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 \$250,000.00 and that would be a good number for next year.

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

I am also looking for 10k in Minor capital for making improvements to the recycle bays and out buildings. I have also **reduced the OT line in wages** but am requesting a new employee which is listed below in the Municipal Building Budget.

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. I believe we are ok on the operation of the new Fire Station as it was an unknown last year, but I believe we have a handle on it now. Last year we were able to do a lot at the Country Club do to no unexpected expenses, this year, I doubt we will be as lucky. We had a rushed roof repair of 22k, boiler at public safety 8k, circulator pumps at town hall 6k. These unforeseen expenses can be handled within the budget we have now, as long as they don't continue. This is however at the top end of what I believe is my reserves in this budget and it is only November.

I am asking for money in the budget for a new custodian position, which is listed in the Municipal Building budget but it will be a hybrid position working at the transfer station as well. It will be a Tuesday through Saturday position which is going to make this position extremely flexible and versatile position within our workforce. We are currently funding a private contractor to fill this major void I have and the results are outstanding. Right now this employee fills two voids which I have been requesting in my budgets for the last few years. I have a need for additional custodial staff. The two employees we have currently do an excellent job but have been stretched thin. Since we have been utilizing the contractor, they have been able to pay more attention to detail and do, in my opinion, a better job as they are not so rushed. This person also covers other buildings when there are vacations. Before when someone was on vacation duties would fall behind and quality suffered. The transfer station is also my other area that is lacking. We used to have a checker at the landfill but have not now for years. The checker is an essential function that allows the workers to do specialized work instead of selling bags and checking stickers. Since we have had a dedicated checker it has helped in a couple of ways. We have the same familiar greeter at the station which means constancy in sales and the checking of disposed items. When no one is there, because the main operators of busy, things get missed. Another very noticeable benefit of this position is since we have been operating like this the past couple of months, I have not had to send additional highway personnel up there once to help catch up. This program works. Another benefit to this will be that once it is a permanent position, there can be a reduction in overtime on weekends for coverage. Right now when one of the current two employees is on vacation we have to pay overtime for coverage. Since this will be a Tuesday through Saturday position, overtime will be less. I have reduced the OT line in the transfer station.

To fund this position I have been creative and have proposed and secured the following. I have worked with GELD to fund 300 dollars per week or \$15600, the Country Club to fund \$185 per week or \$9600 and the balance of \$16560 to come from Municipal Building and the Transfer Station. Since the payment from GELD is more than the hourly rate, the balance can go to offset part of the benefits. I have reduced the OT line in the Transfer Station as well as The Municipal Building budget to absorb most of the cost. I am asking for this to be a benefited position. One of the main reasons I am able to function as well as I can is having the ability to be flexible with cross trained employees. If this is a part time position for two departments I will not have that. I cannot tell a transfer station checker to clean buildings or a custodian to check trash. I need to have a person that I can have that will be able to go anywhere and do anything knowing they are capable of the job no matter what it is. The best way for this to happen is with a full time individual. Another person will also relieve some of the loss for one highway employee who does nothing but municipal building work.

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

Respectfully submitted and available for discussion

R Thomas Delaney Jr

DPW Director

## BRIEF SUMMARY

### Transfer Station

**Level funding in general expenses.** The wage line shows decrease in Overtime. Minor increase in wages for contractual obligations. Minor capital request of 10k, shared Checker, custodial position

### Highway Department

**Level funding for expenses,** wage line increase.

### Building Maintenance

**Small reduction in expenses,** increase in wages for shared checker custodial help.

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

**Level funding request.**

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>HIGHWAY DEPARTMENT</b>								
1500	Salaries	\$ 84,520	\$ 88,394	\$ 96,498	\$ 99,851	\$ 99,851	3.47%	\$ 21.78
1501	Wages	\$ 574,909	\$ 603,918	\$ 620,989	\$ 635,855	\$ 635,855	2.39%	\$ 138.72
1502	Expenses	\$ 149,242	\$ 167,927	\$ 134,300	\$ 134,300	\$ 134,300	0.00%	\$ 29.30
1503	Highway Maintenance	\$ 53,360	\$ 85,640	\$ 95,000	\$ 95,000	\$ 95,000	0.00%	\$ 20.73
1504	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 862,031</b>	<b>\$ 945,879</b>	<b>\$ 946,787</b>	<b>\$ 965,006</b>	<b>\$ 965,006</b>	<b>1.92%</b>	<b>\$ 210.53</b>



HIGHWAY DEPARTMENT  
420

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 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	\$ 10,000.00	\$ 10,000.00	\$ -	0.00%		\$ 10,000.00		0.00%
Vehicle Costs/gas diesel	\$ 32,500.00	\$ 32,500.00	\$ -	0.00%		\$ 32,500.00		0.00%
Employee and Union	\$ 15,000.00	\$ 15,000.00	\$ -	0.00%		\$ 15,000.00		0.00%
Consulting and Engineering	\$ 10,000.00	\$ 10,000.00	\$ -	0.00%		\$ 10,000.00		0.00%
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%
<b>TOTAL FUNDS REQUESTED</b>	\$ 134,300.00	\$ 134,300.00	\$ -	0.00%		\$ 134,300.00	\$ -	0.00%

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 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Salaries															
Delaney	Robert	Supervisors	DPW Director			40	\$ 94,998.00			\$ 96,897.96	1.5%		\$ 1,500.00	\$ 98,351.43	\$ 99,851.43
Other Pay							\$ 1,500.00								
TOTAL SALARIES							\$ 96,498.00								\$ 99,851.43
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Wages															
Barbieri	Brian	Highway	Mechanic	7	\$30.81	40	\$ 64,701.00	\$ 31.43	40	\$ 65,625.84	2.0%	\$ 32.06		\$ 66,941.28	\$ 66,941.28
Conley	Troy	Highway	Foreman	8	\$33.01	40	\$ 69,321.00	\$ 33.67	40	\$ 70,302.96	2.0%	\$ 34.34	\$ 1,250.00	\$ 71,701.92	\$ 72,951.92
Callahan	Brian	Highway	Truck Driver/Laborer	7	\$20.00	40	\$ 42,000.00	\$ 20.40	40	\$ 42,595.20		\$ 20.40		\$ 42,595.20	\$ 42,595.20
Emslie	James	Highway	Equipment Operator	2	\$23.02	40	\$ 48,342.00	\$ 23.48	40	\$ 49,026.24	1.0%	\$ 23.71	\$ 275.00	\$ 49,506.48	\$ 49,781.48
Hall	Brian	Highway	Truck Driver/Laborer	4	\$17.90	40	\$ 37,590.00	\$ 18.26	40	\$ 38,126.88	1.0%	\$ 22.12		\$ 46,186.56	\$ 46,186.56
Boucher	Evan	Highway	Equipment Operator	4	\$23.34	40	\$ 49,014.00	\$ 23.81	40	\$ 49,715.28	2.0%	\$ 24.29		\$ 50,717.52	\$ 50,717.52
Moore	Michael	Highway	Heavy Equip Oper	4	\$26.82	40	\$ 56,322.00	\$ 27.36	40	\$ 57,127.68	1.5%	\$ 27.77	\$ 500.00	\$ 57,983.76	\$ 58,483.76
Roy	David	Highway	Heavy Equip Oper	4	\$29.43	40	\$ 61,803.00	\$ 30.02	40	\$ 62,681.76		\$ 30.02	\$ 750.00	\$ 62,681.76	\$ 63,431.76
Shea	Quintin	Highway	Laborer	3	\$24.20	40	\$ 50,820.00	\$ 24.68	40	\$ 51,531.84	2.0%	\$ 25.17		\$ 52,554.96	\$ 52,554.96
Shattuck	Warren	Highway	Mechanic	2	\$24.81	40	\$ 52,101.00	\$ 25.31	40	\$ 52,847.28		\$ 25.31		\$ 52,847.28	\$ 52,847.28
Zimmer	Benjamin	Highway	Equipment Operator	4	\$26.85	40	\$ 56,385.00	\$ 27.39	40	\$ 57,190.32	2.0%	\$ 27.94	\$ 500.00	\$ 58,338.72	\$ 58,838.72
Summer Help							\$ 12,000.00								\$ 12,000.00
Non Snow and Ice Overtime							\$ 5,000.00								\$ 5,000.00
Additional Appropriation							\$ 12,765.00								\$ -
Other Pay							\$ 2,825.00								\$ 3,525.00
TOTAL WAGES							\$ 620,989.00						\$ 3,275.00		\$ 635,854.44

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>SNOW AND ICE</b>								
1520	Expenses	\$ 174,503	\$ 191,452	\$ 165,000	\$ 165,000	\$ 165,000	0.00%	\$ 36.00
1521	Overtime	\$ 314,315	\$ 356,192	\$ 140,000	\$ 140,000	\$ 140,000	0.00%	\$ 30.54
1522	Hired Equipment	\$ 72,910	\$ 111,742	\$ 35,000	\$ 35,000	\$ 35,000	0.00%	\$ 7.64
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 561,728</b>	<b>\$ 659,387</b>	<b>\$ 340,000</b>	<b>\$ 340,000</b>	<b>\$ 340,000</b>	<b>0.00%</b>	<b>\$ 74.18</b>

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

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance	\$ 10,000.00	\$ 10,000.00	\$ -	0.00%		\$ 10,000.00		0.00%
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs	\$ 8,000.00	\$ 8,000.00	\$ -	0.00%		\$ 8,000.00		0.00%
Electricity								
Vehicle Costs	\$ 12,000.00	\$ 12,000.00	\$ -	0.00%		\$ 12,000.00		0.00%
Salt	\$ 110,000.00	\$ 110,000.00	\$ -	0.00%		\$ 110,000.00		0.00%
Sand	\$ 25,000.00	\$ 25,000.00	\$ -	0.00%		\$ 25,000.00		0.00%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 165,000.00</b>	<b>\$ 165,000.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 165,000.00</b>	<b>\$ -</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>TREE WARDEN BUDGET</b>								
1530	Salary	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1531	Expenses	\$ 316	\$ 1,691	\$ 3,000	\$ 3,000	\$ 3,000	0.00%	\$ 0.65
1532	Trees	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.33
1533	Tree Work	\$ 9,729	\$ 15,127	\$ 10,000	\$ 10,000	\$ 10,000	0.00%	\$ 2.18
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 10,045</b>	<b>\$ 16,818</b>	<b>\$ 14,500</b>	<b>\$ 14,500</b>	<b>\$ 14,500</b>	<b>0.00%</b>	<b>\$ 3.16</b>

**TREE WARDEN**  
**492**

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel/Conferences								
Equipment Maintenance	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		0.00%
Printing/Printed Forms								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Uniform Cleaning								
Trash Bags								
New Trees	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%		\$ 1,000.00		0.00%
Other:								
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 3,000.00</b>	<b>\$ 3,000.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 3,000.00</b>	<b>\$ -</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>MUNICIPAL BUILDING AND PROPERTY MAINTENANCE</b>								
1540	Wages	\$ 75,099	\$ 81,072	\$ 84,728	\$ 129,013	\$ 129,013	<b>52.27%</b>	<b>\$ 28.15</b>
1541	Expenses	\$ 235,649	\$ 283,793	\$ 280,850	\$ 267,350	\$ 267,350	<b>-4.81%</b>	<b>\$ 58.33</b>
1542	Minor Capital	\$ 40,000	\$ 17,530	\$ 20,000	\$ 20,000	\$ 20,000	<b>0.00%</b>	<b>\$ 4.36</b>
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 350,748</b>	<b>\$ 382,395</b>	<b>\$ 385,578</b>	<b>\$ 416,363</b>	<b>\$ 416,363</b>	<b>7.98%</b>	<b>\$ 90.84</b>

**MUNICIPAL BUILDING AND PROPERTY MAINTENANCE**

192

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Town Hall	\$ 70,175.00	\$ 69,175.00	\$ (1,000.00)	-1.43%		\$ 69,175.00		-1.43%
Public Safety Building	\$ 66,175.00	\$ 65,175.00	\$ (1,000.00)	-1.51%		\$ 65,175.00		-1.51%
Legion Hall	\$ 10,250.00	\$ 10,250.00	\$ -	0.00%		\$ 10,250.00		0.00%
Misc Buildings Maint/Repair/Emerg.	\$ 28,500.00	\$ 23,350.00	\$ (5,150.00)	-18.07%		\$ 23,350.00		-18.07%
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%
Country Club	\$ 16,350.00	\$ 10,000.00	\$ (6,350.00)	-38.84%		\$ 10,000.00		-38.84%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 280,850.00</b>	<b>\$ 267,350.00</b>	<b>\$ (13,500.00)</b>	<b>-4.81%</b>		<b>\$ 267,350.00</b>	<b>\$ -</b>	<b>-4.81%</b>



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 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Salaries															
TOTAL SALARIES															\$ -
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Wages															
Kuzmitch	James	THL	Custodian II	4	\$18.86	40	\$ 39,606.00	\$ 19.24	40	\$ 40,173.12	1.0%	\$ 19.43		\$ 40,569.84	\$ 40,569.84
Walsh	Tryna	THL	Custodian II	4	\$21.32	40	\$ 44,772.00	\$ 21.75	40	\$ 45,414.00	2.0%	\$ 22.19	\$ 350.00	\$ 46,332.72	\$ 46,682.72
New Position			Custodian II	4	\$20.00			\$ 20.00	40	\$ 41,760.00		\$ 20.00		\$ 41,760.00	\$ 41,760.00
Other Pay							\$ 350.00								
TOTAL WAGES															\$ 129,012.56

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>SOLID WASTE DISPOSAL</b>								
1550	Wages	\$ 87,454	\$ 110,970	\$ 124,305	\$ 123,051	\$ 123,051	-1.01%	\$ 26.85
1551	Expenses	\$ 54,105	\$ 52,907	\$ 54,486	\$ 54,486	\$ 54,486	0.00%	\$ 11.89
1552	Tipping Fees	\$ 134,458	\$ 122,318	\$ 135,000	\$ 130,000	\$ 130,000	-3.70%	\$ 28.36
1553	North Central SW Coop	\$ 5,850	\$ 5,850	\$ 5,850	\$ 5,850	\$ 5,850	0.00%	\$ 1.28
1542	Minor Capital	\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.00%	\$ 1.09
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 291,867</b>	<b>\$ 297,045</b>	<b>\$ 324,641</b>	<b>\$ 318,387</b>	<b>\$ 318,387</b>	<b>-1.93%</b>	<b>\$ 69.47</b>

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

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel/Conferences								
Equipment Maintenance	\$ 7,700.00	\$ 7,700.00	\$ -	0.00%		\$ 7,700.00		0.00%
Printing/Printed Forms	\$ 600.00	\$ 600.00	\$ -	0.00%		\$ 600.00		0.00%
Software/Service Maintenance								
Space Rental								
Heating Costs	\$ 3,100.00	\$ 3,100.00	\$ -	0.00%		\$ 3,100.00		0.00%
Electricity	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		0.00%
Vehicle Costs	\$ 12,000.00	\$ 12,000.00	\$ -	0.00%		\$ 12,000.00		0.00%
Uniform Cleaning	\$ 400.00	\$ 400.00	\$ -	0.00%		\$ 400.00		0.00%
Trash Bags	\$ 20,000.00	\$ 20,000.00	\$ -	0.00%		\$ 20,000.00		0.00%
Paint Disposal	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%		\$ 5,000.00		0.00%
Hazardous Waste Regional	\$ 3,686.00	\$ 3,686.00	\$ -	0.00%		\$ 3,686.00		0.00%
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 54,486.00</b>	<b>\$ 54,486.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 54,486.00</b>	<b>\$ -</b>	<b>0.00%</b>

Department Solid Waste Disposal  
 Org # 430  
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Salaries															
TOTAL SALARIES															\$ -
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Wages															
Burchett	Keith	Highway	Foreman	8	\$30.71	40	\$ 64,491.00	\$ 31.32	40	\$ 65,396.16	2.0%	\$ 31.95	\$ 350.00	\$ 66,711.60	\$ 67,061.60
Fuller	Kevin	Highway	Heavy Equip Oper.	4	\$23.59	40	\$ 49,539.00	\$ 24.06	40	\$ 50,237.28	1.5%	\$ 24.42		\$ 50,988.96	\$ 50,988.96
New Position							\$ -	\$ -	0			\$ -			\$ -
Overtime							\$ 10,000.00			\$ 5,000.00				\$ 5,000.00	\$ 5,000.00
Other Pay							\$ 275.00								
TOTAL WAGES															\$ 123,050.56

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>STREET LIGHTS</b>								
1510	Expenses	\$ 17,800	\$ 17,800	\$ 24,000	\$ 24,000	\$ 24,000	0.00%	\$ 5.24
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 17,800</b>	<b>\$ 17,800</b>	<b>\$ 24,000</b>	<b>\$ 24,000</b>	<b>\$ 24,000</b>	<b>0.00%</b>	<b>\$ 5.24</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>PARKS DEPARTMENT</b>								
1560	Wages	\$ 1,957	\$ 2,321	\$ 2,321	\$ 2,321	\$ 2,321	0.00%	\$ 0.58
1561	Expenses	\$ 39,106	\$ 48,540	\$ 64,342	\$ 65,759	\$ 65,759	2.20%	\$ 14.35
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 41,063</b>	<b>\$ 50,861</b>	<b>\$ 66,663</b>	<b>\$ 68,080</b>	<b>\$ 68,080</b>	<b>2.13%</b>	<b>\$ 14.93</b>

**PARKS DEPARTMENT  
650**

<u>LINE ITEM</u>	FY 2017				<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	FY 2017		<u>PERCENT CHANGE</u>
	<u>FY 2016 APPROPRIATION</u>	<u>DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>				<u>TOWN MANAGER APPROVED</u>	<u>FINCOM APPROVED</u>	
Field Maintenance	\$ 33,872.00	\$ 34,618.00	\$ 746.00	2.20%	Grub control, irrigation challenges	\$ 34,618.00			2.20%
Waste Management	\$ 7,653.00	\$ 7,822.00	\$ 169.00	2.21%	Need for ADA accessible services per Accessibility Review	\$ 7,822.00			2.21%
Commerations/Celebrations	\$ 5,195.00	\$ 5,309.00	\$ 114.00	2.19%		\$ 5,309.00			2.19%
Safety	\$ 6,442.00	\$ 6,584.00	\$ 142.00	2.20%	Tree removal & Trimming, fencing & repairs	\$ 6,584.00			2.20%
Electricity	\$ 11,180.00	\$ 11,426.00	\$ 246.00	2.20%		\$ 11,426.00			2.20%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 64,342.00</b>	<b>\$ 65,759.00</b>	<b>\$ 1,417.00</b>	<b>2.20%</b>		<b>\$ 65,759.00</b>	<b>\$ -</b>		<b>2.20%</b>



## TOWN OF GROTON

173 Main Street  
Groton, Massachusetts 01450  
Tel (978) 448-1170  
Fax (978) 448-3660

Office of the:  
Council on Aging  
Kathy Shelp, Director

November 20, 2015

Dear Mark,

Please accept the Proposed Council on Aging FY17 Budget and the Proposed Council on Aging FY17 Van Budget for your approval. Please note the following:

I have held funding level for the FY17 COA Van Budget. In November 2014 we secured an additional van which provides transportation to Boston, Concord, Waltham, Burlington, Veterans Administration and other outlying towns for medical appointments. In the FY16 budget we had requested the maximum of 19 hours per week to allow for this transportation. Through the first year of service, which is a building year, we found the need for approximately 71% of those hours. We anticipate continued growth in this area and therefore choose not to make a reduction at this time but will monitor the situation. FY16 expense items for the van is adequate for FY17.

I have also held the FY17 COA operating expenses level by making the following line transfers:

- \$200 decrease in the Assessment line will offset the increase in the Travel/Conference line. In October 2016 the COA staff was able to attend the Mass Council on Aging conference which was paid for through the Office of Elder Affairs Formula Grant. This grant covered the \$900 cost of the conference however, staff absorb the cost of hotel and other travel expenses. I request \$200 to cover this expense for FY17.



- There is an increase in the membership costs for professional organizations and therefore I request an increase of \$150 for the Dues/Meeting line and will offset this with a decrease in the Printing/Copying line. The Printing/coping line is designated for the Emergency Preparedness form which is distributed through the census and the cost for this is anticipated to be about \$350 therefor we are able to transfer the \$150 to the Dues/Meeting line.
- I request an increase of five (5) hours per week for the COA Activities/Volunteer Coordinator, Kathy Santiago. Currently she is scheduled 30 hours per week and I would like to increase her to 35 hours. The number of seniors in Groton continues to grow which puts additional demands on staff.
  - We anticipate our needs assessment will indicate a weakness in our marketing efforts which is due, in part, to limited available time of the staff.
  - Our goal is to create an environment of excellent customer service and time dedicated to Groton's senior residents which limits Kathy's time on administrative tasks included in her job description. An additional 5 hours will free up time for data entry, reminder calls, program planning and implementation.
  - She is also out of the building 3 hours a week (10% of her time) to coordinate a COA walking program we hold offsite at the Twomey Center. Kathy's presence at this program has proven to be invaluable as the number of participants continues to grow. With Kathy present we can offer consistent customer service, quality control and personal outreach to our residents but also decreases her time in the senior center.
  - We are now at building capacity in our programing with a 13% increase in the number of programs offered in FY16 (13% over FY15). Additional programs need additional staff time for set up and implementation of each program and additional customer support.

**Groton Population 60 and older 2010-2015** based on local census

683 increase in 60 years and older population in 5 years – + 42%

2010	2011	2012	2013	2014	2015
1635	no data	1734	1941	2126	2318

**MA Elderly 65+ Projections by Town, 2010-2020 Groton** The Research Unit, Executive Office of Elder Affairs, based on MISER 12/2002 projections

Year	1990	2000	Change 1990-2000	2010	Change 2000-2010	2020	Change 2000-2020
65+ Population	575	668	16.20%	889	33.10%	1455	117.80%

## Groton 55 and older data

### 2010 Ages

50-54	1104
55-59	852
60-69	985
70-79	393
80-89	226
90-104	63

**Total 60 and older** **1667**  
**Total population 18 and older** **8202**  
**Senior population 20% of adult population**

### 2013 Ages

50-54	1223
55-59	983
60-69	1161
70-79	447
80-89	248
90-104	82

**Total 60 and older** **1938**  
**Total population 18 and older** **8469**  
**Senior population 23% of adult population**

### 2015 Ages

50-54	1164
55-59	1059
60-69	1298
70-79	528
80-89	225
90-106	82

**Total 60 and older** **2122**  
**Total population 18 and older** **8535**  
**Senior population 25% of adult population**

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>COUNCIL ON AGING</b>								
1600	Salary	\$ 59,800	\$ 66,586	\$ 68,597	\$ 70,669	\$ 70,669	0.00%	\$ 15.42
1601	Wages	\$ 47,365	\$ 44,852	\$ 65,350	\$ 72,295	\$ 72,295	10.63%	\$ 15.77
1601	Expenses	\$ 6,038	\$ 7,553	\$ 8,454	\$ 8,454	\$ 8,454	0.00%	\$ 1.84
1602	Minor Capital	\$ -	\$ 1,495	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 113,203</b>	<b>\$ 120,486</b>	<b>\$ 142,401</b>	<b>\$ 151,418</b>	<b>\$ 151,418</b>	<b>6.33%</b>	<b>\$ 33.03</b>

COUNCIL ON AGING  
541

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Building Maintenance								
Maintenance/Repair Equipment								
Maintenance Agreements								
Assessments	\$ 2,100.00	\$ 1,900.00	\$ (200.00)	-9.52%		\$ 1,900.00		-9.52%
Advertising								
Printing/Copying	\$ 500.00	\$ 350.00	\$ (150.00)	-30.00%		\$ 350.00		-30.00%
Telephone								
Postage								
NISC Re-Accreditation Jan 2013								
Programs/Lectures	\$ 5,210.00	\$ 5,210.00	\$ -	0.00%		\$ 5,210.00		0.00%
Contracted Services								
Office Supplies								
Books/Periodicals								
Drop-In Center Supplies								
Meals Delivery								
Building Supplies	\$ 350.00	\$ 350.00	\$ -	0.00%		\$ 350.00		0.00%
Travel/Conferences	\$ -	\$ 200.00	\$ 200.00		travel costs to Mass COA Conference for staff	\$ 200.00		
Dues/Meetings	\$ 294.00	\$ 444.00	\$ 150.00	51.02%	MASS COA: \$299.00 National COA: \$145	\$ 444.00		51.02%
New Employee Physical								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 8,454.00</b>	<b>\$ 8,454.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 8,454.00</b>	<b>\$ -</b>	<b>0.00%</b>

Department Council On Aging  
 Org # 541  
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Salaries															
Shelp	Kathy	Supervisors	Director	10		40	\$ 68,597.00		40	\$ 69,968.94	1.0%			\$ 70,668.63	\$ 70,668.63
TOTAL SALARIES							\$ 68,597.00								\$ 70,668.63
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Wages															
Shepard-Jones	Stacey	THL	Outreach Coord.	6	\$22.08	32	\$ 37,094.40	\$ 22.52	32	\$ 37,617.41	1.5%	\$ 22.86		\$ 38,185.34	\$ 38,185.34
Santiago	Kathleen	THL	Volunteer Coord.	4	\$17.94	30	\$ 28,255.50	\$ 18.30	35	\$ 33,434.10	2.0%	\$ 18.67		\$ 34,110.09	\$ 34,110.09
Less Grant															
TOTAL WAGES							\$ 65,349.90								\$ 72,295.43

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>SENIOR CENTER VAN</b>								
1610	Wages	\$ 34,387	\$ 41,125	\$ 58,104	\$ 58,318	\$ 58,318	0.37%	\$ 12.72
1611	Expenses	\$ 10,749	\$ 9,565	\$ 17,673	\$ 17,673	\$ 17,673	0.00%	\$ 3.86
<hr/>								
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 45,136</b>	<b>\$ 50,690</b>	<b>\$ 75,777</b>	<b>\$ 75,991</b>	<b>\$ 75,991</b>	<b>0.28%</b>	<b>\$ 16.58</b>

SENIOR CENTER VAN  
542

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone	\$ 820.00	\$ 820.00	\$ -	0.00%		\$ 820.00		0.00%
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	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%		\$ 5,000.00		0.00%
Employee and Union								
Consulting and Engineering								
Building Upgrades								
Other: Gas/Oil	\$ 10,000.00	\$ 10,000.00	\$ -	0.00%		\$ 10,000.00		0.00%
Other: Insurance	\$ 1,203.00	\$ 1,203.00	\$ -	0.00%		\$ 1,203.00		0.00%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 17,673.00</b>	<b>\$ 17,673.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 17,673.00</b>	<b>\$ -</b>	<b>0.00%</b>



Department Senior Center Van  
 Org # 542  
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Salaries															
TOTAL SALARIES															\$ -
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Wages															
Burnett	Harold	THL	Van Driver	4	\$19.32	18	\$ 18,257.40	\$ 19.71	0	\$ -		\$ 19.71		\$ -	\$ -
Per Diem Drivers								\$ 18.49	21	\$ 25,569.00		\$ 18.49		\$ 20,271.59	\$ 20,271.59
Sinclair	Alan	THL	Van Driver	4	\$18.13	15	\$ 14,277.38	\$ 18.49	19	\$ 18,340.96	2.0%	\$ 18.86		\$ 18,707.78	\$ 18,707.78
Shepard Jones	Stacey	THL	Dispatcher	6	\$22.08	5	\$ 5,796.00	\$ 22.52	5	\$ 5,878.14	1.5%	\$ 22.86		\$ 5,966.31	\$ 5,966.31
Falardeal	Marcel	THL	Van Driver	4	\$17.94			\$ 18.30	14	\$ 13,372.76		\$ 18.30		\$ 13,372.76	\$ 13,372.76
TOTAL WAGES															\$ 58,318.44



## TOWN OF GROTON

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

4 November 2015

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

Dear Mark:

This letter is the supporting documentation for the FY2017 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 had been almost entirely devoted to a single annual session run by the Department of Veterans' Services which reimbursed the Town for nearly all the costs so this line item essentially authorized the initial payments which were then reimbursed – this year there were no up-front costs and the meals were provided, so unless I file for mileage to Leominster and back for four days, there will be no cost – there are at least two other multi-

day training sessions available each year, but it does not appear that they will be required under the Valor Act which was passed by the legislature this year and I THINK I passed all the certification tests so won't need any training other than the mandatory annual training which is tending to be the last week of October now – with this in mind, this expense item could probably be reduced if necessary, not that a reduction of \$250 or so is going to make a major difference on the Town's bottom line.

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 fairly flat year-to-year this year, the FY2017 reimbursements will also be fairly flat year-to-year, 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*

Robert C. Johnson  
Veterans' Services Officer

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>VETERAN'S SERVICE OFFICER</b>								
1620	Salary	\$ 3,484	\$ 3,484	\$ 3,485	\$ 3,485	\$ 3,485	0.00%	\$ 0.76
1621	Expenses	\$ 237	\$ 266	\$ 900	\$ 650	\$ 650	-27.78%	\$ 0.14
1622	Veterans' Benefits	\$ 38,866	\$ 43,824	\$ 50,000	\$ 50,000	\$ 50,000	0.00%	\$ 10.91
1623	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 42,587</b>	<b>\$ 47,574</b>	<b>\$ 54,385</b>	<b>\$ 54,135</b>	<b>\$ 54,135</b>	<b>-0.46%</b>	<b>\$ 11.81</b>

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

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 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	\$ 250.00	\$ (250.00)	-50.00%		\$ 250.00		-50.00%
Equipment Maintenance								
Printing/Printed Forms								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Employee and Union								
Consulting and Engineering								
Misc Minor Equipment								
Building Upgrades								
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 900.00</b>	<b>\$ 650.00</b>	<b>\$ (250.00)</b>	<b>-27.78%</b>		<b>\$ 650.00</b>	<b>\$ -</b>	<b>-27.78%</b>

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 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Salaries															
TOTAL SALARIES															\$ -
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Wages															
Johnson	Robert	By-Law	Veteran's Agent				\$ 3,485.00								\$ 3,485.00
TOTAL WAGES															\$ 3,485.00

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>GRAVES REGISTRATION</b>								
1630	Salary/Stipend	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	0.00%	\$ 0.05
1631	Expenses	\$ 660	\$ 660	\$ 660	\$ 760	\$ 760	15.15%	\$ 0.17
<hr/>								
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 910</b>	<b>\$ 910</b>	<b>\$ 910</b>	<b>\$ 1,010</b>	<b>\$ 1,010</b>	<b>10.99%</b>	<b>\$ 0.22</b>

**GRAVES REGISTRATION**

**493**

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 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	\$ 760.00	\$ 100.00	15.15%		\$ 760.00		15.15%
Other:								
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 660.00</b>	<b>\$ 760.00</b>	<b>\$ 100.00</b>	<b>15.15%</b>		<b>\$ 760.00</b>	<b>\$ -</b>	<b>15.15%</b>



Department Graves Registration  
 Org # 493  
 COLA % 0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Salaries															
Normandin	Deborah		Graves Registrar				\$ 250.00			\$ 250.00					\$ 250.00
TOTAL SALARIES							\$ 250.00								\$ 250.00
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Wages															

TOTAL WAGES \$ - \$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>CARE OF VETERAN GRAVES</b>								
1640	Contract Expenses	\$ 1,625	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550	0.00%	\$ 0.34
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,625</b>	<b>\$ 1,550</b>	<b>\$ 1,550</b>	<b>\$ 1,550</b>	<b>\$ 1,550</b>	<b>0.00%</b>	<b>\$ 0.34</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>OLD BURYING GROUND COMMITTEE</b>								
1650	Expenses	\$ 692	\$ 700	\$ 700	\$ 800	\$ 800	14.29%	\$ 0.17
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 692</b>	<b>\$ 700</b>	<b>\$ 700</b>	<b>\$ 800</b>	<b>\$ 800</b>	<b>14.29%</b>	<b>\$ 0.17</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>LIBRARY</b>								
1660	Salary	\$ 280,796	\$ 334,800	\$ 346,861	\$ 357,628	\$ 357,628	3.10%	\$ 78.02
1661	Wages	\$ 324,309	\$ 277,752	\$ 289,138	\$ 305,166	\$ 305,166	5.54%	\$ 66.58
1662	Expenses	\$ 189,225	\$ 194,106	\$ 202,532	\$ 199,842	\$ 199,842	-1.33%	\$ 43.60
1663	Minor Capital	\$ 2,350	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 796,680</b>	<b>\$ 806,658</b>	<b>\$ 838,531</b>	<b>\$ 862,636</b>	<b>\$ 862,636</b>	<b>2.87%</b>	<b>\$ 188.20</b>

LIBRARY  
610

LINE ITEM	FY 2017		DIFFERENCE	PERCENT CHANGE	REASON FOR CHANGE:	FY 2017		PERCENT CHANGE
	FY 2016 APPROPRIATION	DEPARTMENT REQUEST				TOWN MANAGER APPROVED	FY 2017 FINCOM APPROVED	
Advertising	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Books/Materials	\$ 64,614.00	\$ 60,344.00	\$ (4,270.00)	-6.61%	15% Materials Expenditure because of Sept-May Sundays (with \$60K from Robbins, equals \$120,344)	\$ 60,344.00		-6.61%
Computer	\$ 4,500.00	\$ 4,500.00	\$ -	0.00%		\$ 4,500.00		0.00%
Contracted Services	\$ 4,685.00	\$ 4,685.00	\$ -	0.00%		\$ 4,685.00		0.00%
Dues and Meetings	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%		\$ 1,000.00		0.00%
Electric	\$ 24,277.00	\$ 24,277.00	\$ -	0.00%		\$ 24,277.00		0.00%
Furniture and Equipment	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%		\$ 4,000.00		0.00%
Grounds Maintenance	\$ 2,800.00	\$ 3,400.00	\$ 600.00	21.43%	Quoted increase to keep on top of mature landscaping	\$ 3,400.00		21.43%
Heating	\$ 9,500.00	\$ 9,500.00	\$ -	0.00%		\$ 9,500.00		0.00%
Insurance	\$ 525.00	\$ 570.00	\$ 45.00	8.57%	\$545 last year; usually \$25 annual increase	\$ 570.00		8.57%
Maintenance Agreements - Bldg.	\$ 6,750.00	\$ 6,750.00	\$ -	0.00%		\$ 6,750.00		0.00%
Membership Agreements (MVLC)	\$ 38,281.00	\$ 38,716.00	\$ 435.00	1.14%	Quoted increase	\$ 38,716.00		1.14%
Maintenance and Repairs	\$ 15,300.00	\$ 15,300.00	\$ -	0.00%		\$ 15,300.00		0.00%
Postage and Delivery	\$ 1,400.00	\$ 1,400.00	\$ -	0.00%		\$ 1,400.00		0.00%
Printing and Copying	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		0.00%
Programs and Lectures	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Staff Development								
Supplies	\$ 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	\$ 1,500.00	\$ 500.00	50.00%	Spent \$1,464 in FY15 (more staff development and involvement in network means more travel)	\$ 1,500.00		50.00%
Water and Sewer	\$ 3,500.00	\$ 3,500.00	\$ -	0.00%		\$ 3,500.00		0.00%
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 202,532.00</b>	<b>\$ 199,842.00</b>	<b>\$ (2,690.00)</b>	<b>-1.33%</b>		<b>\$ 199,842.00</b>	<b>\$ -</b>	<b>-1.33%</b>

Department Library  
 Org # 610  
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16						
FISCAL YEAR 2016								FISCAL YEAR 2017													
Bargaining		Pay	Annual Salary		Proposed Increase		Proposed Performance	Final Base	Other Pay	Final Salary	Projected Salary										
Last Name	First Name	Unit	Position	Grade	Rate	Hours	1-Jul-15	Rate	Hours	1-Jul-16	Increase	Rate	Pay	Salary	Fiscal 2017						
Salaries																					
Abraham	Vanessa	Contract	Library Director			40	\$ 79,707.00			\$ 79,707.00	3.0%			\$ 82,098.21	\$ 82,098.21						
Dowson	Deborah	THL	YA/Teen Librarian	8		20	\$ 29,888.00			\$ 30,485.76	2.0%			\$ 31,095.48	\$ 31,095.48						
Dunham	Karen	THL	Head of Childrens	8		40	\$ 59,183.00			\$ 60,366.66	1.0%		\$ 350.00	\$ 60,970.33	\$ 61,320.33						
Olson	Susanne	THL	Reference Librarian	8		40	\$ 60,956.00			\$ 62,175.12	1.5%		\$ 350.00	\$ 63,107.75	\$ 63,457.75						
Pike	Jeffrey	THL	Technology Librarian	8		40	\$ 63,391.00			\$ 64,658.82	2.0%		\$ 750.00	\$ 65,952.00	\$ 66,702.00						
Baylis	Lisa	THL	Head of Circulation	7		37	\$ 50,898.00			\$ 51,915.96	2.0%			\$ 52,954.28	\$ 52,954.28						
Other Pay							\$ 2,838.00														
TOTAL SALARIES								\$ 346,861.00								\$ 1,450.00		\$ 357,628.05			
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16						
FISCAL YEAR 2016								FISCAL YEAR 2017													
Bargaining		Pay	Annual Salary		Proposed Increase		Proposed Performance	Final Base	Other Pay	Final Salary	Projected Salary										
Last Name	First Name	Unit	Position	Grade	Rate	Hours	1-Jul-15	Rate	Hours	1-Jul-16	Increase	Rate	Pay	Salary	Fiscal 2017						
Wages																					
Summer Reading Help: Lib. Asst. I (3)				3	\$ 17.30	481	\$ 8,321.30	\$ 17.65	481	\$ 8,489.65				\$ 8,489.65	\$ 8,489.65						
Sundays: Labor Day to Memorial Day: Custodian II (1)				4	\$ 17.94	48	\$ 861.12	\$ 18.85	108	\$ 2,035.80				\$ 2,035.80	\$ 2,035.80						
Sundays: Labor Day to Memorial Day: Reference Librarian (1)				8	\$ 24.90	72	\$ 1,792.80	\$ 25.40	162	\$ 4,114.80				\$ 4,114.80	\$ 4,114.80						
Sundays: Labor Day to Memorial Day: Shelver (1)				1	\$ 10.78	72	\$ 776.16	\$ 11.00	108	\$ 1,188.00				\$ 1,188.00	\$ 1,188.00						
Sundays: Labor Day to Memorial Day: Lib. Asst. II (4)				4	\$ 17.94	288	\$ 5,166.72	\$ 18.30	612	\$ 11,199.60				\$ 11,199.60	\$ 11,199.60						
Adult Programs, Ref & Circ Asst								THL	Library Asst. II	4	\$ 21.97	22.35	\$ 25,779.05	\$ 22.41	22.35	\$ 26,145.07	0.0%	\$ 22.41		\$ 26,145.07	\$ 26,145.07
Aiello	Phillip	THL	Custodian II	4	\$ 18.21	3	\$ 2,868.08	\$ 18.57	3	\$ 2,908.06	1.5%	\$ 18.85		\$ 2,951.91	\$ 2,951.91						
Belanger	Erica	THL	Library Asst. II	4	\$ 21.76	23.35	\$ 26,675.04	\$ 22.20	23.35	\$ 27,058.91	0.0%	\$ 22.20	\$ 642.00	\$ 27,058.91	\$ 27,700.91						
Coss	Sharon	THL	Library Asst. II	4	\$ 21.97	37.1	\$ 42,792.07	\$ 22.41	37.1	\$ 43,399.65	2.0%	\$ 22.86	\$ 1,020.00	\$ 44,271.13	\$ 45,291.13						
Danti	Samantha	THL	Library Asst. II	4	\$ 17.39	10	\$ 9,129.75	\$ 18.30	10	\$ 9,552.60	1.5%	\$ 18.57		\$ 9,693.54	\$ 9,693.54						
Dumont	Nancy	THL	Library Asst. II	4	\$ 17.30	13	\$ 11,807.25	\$ 18.30	13	\$ 12,418.38	2.0%	\$ 18.67		\$ 12,669.46	\$ 12,669.46						
Johnson	Leroy	THL	Custodian II	4	\$ 21.97	3	\$ 3,460.28	\$ 22.41	3	\$ 3,509.41	0.0%	\$ 22.41	\$ 94.00	\$ 3,509.41	\$ 3,603.41						
6 Extra Hours for Library Assistant II																					
Ladue	Debra	THL	Custodian II	4	\$ 21.97	27	\$ 31,142.48	\$ 22.41	27	\$ 31,584.65	1.0%	\$ 22.63	\$ 506.00	\$ 31,894.72	\$ 32,400.72						
McLaughlin	Callum	THL	Shelver	1	\$ 10.78	4	\$ 2,263.80	\$ 11.00	4	\$ 2,296.80	1.0%	\$ 11.11		\$ 2,319.77	\$ 2,319.77						
Meeds	Connor	THL	Shelver	1	\$ 10.78	5	\$ 2,829.75	\$ 11.00	5	\$ 2,871.00	0.0%	\$ 11.00		\$ 2,871.00	\$ 2,871.00						
Navetta	Mitchell	THL	Shelver	1	\$ 10.78	4	\$ 2,263.80	\$ 11.00	4	\$ 2,296.80	1.5%	\$ 11.17		\$ 2,332.30	\$ 2,332.30						
Perry	Geri	THL	Library Asst. II	4	\$ 20.21	15.35	\$ 16,286.73	\$ 20.61	15.35	\$ 16,514.17	1.5%	\$ 20.92		\$ 16,762.57	\$ 16,762.57						
Rector	Kimberely	THL	Library Asst. I	3	\$ 16.96	10	\$ 8,904.00	\$ 17.30	10	\$ 9,030.60	0.0%	\$ 17.30		\$ 9,030.60	\$ 9,030.60						
Reiff	M. Kathy	THL	Library Asst. I	3	\$ 16.96	9	\$ 8,013.60	\$ 17.30	9	\$ 8,127.54	0.0%	\$ 17.30		\$ 8,127.54	\$ 8,127.54						
Riggs	Margaret	THL	Asst. To Libr. Dir.	6	\$ 24.26	25	\$ 31,841.25	\$ 24.75	25	\$ 32,298.75	1.0%	\$ 25.00	\$ 219.00	\$ 32,625.00	\$ 32,844.00						
Sanchez	Lauren	THL	Library Asst. II	4	\$ 21.43	37	\$ 41,627.78	\$ 21.86	37	\$ 42,220.40	2.0%	\$ 22.30	\$ 324.00	\$ 43,070.22	\$ 43,394.22						
Other Pay							\$ 4,535.19														
TOTAL WAGES								\$ 289,138.00								\$ 2,805.00		\$ 305,166.00			

## SUMMARY SHEET Financial Impact of FY2017 Library Budget Requests

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	FY 2017 FINCOM BUDGET	PERCENT CHANGE
<b>LIBRARY</b>								
1660	Salary	\$ 280,796	\$ 334,800	\$ 346,861	\$ 346,861	\$ 346,861		0.00%
1661	Wages	\$ 324,309	\$ 277,752	\$ 289,138	\$ 289,138	\$ 289,138		0.00%
1662	Expenses	\$ 189,225	\$ 194,106	\$ 202,532	\$ 202,532	\$ 202,532		0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 794,330</b>	<b>\$ 806,658</b>	<b>\$ 838,531</b>	<b>\$ 838,531</b>	<b>\$ 838,531</b>	<b>\$ -</b>	<b>0.00%</b>
<b>FIRST</b>	<b>With Salary &amp; Wage Increases</b>							
	Salary	1660	Salary	\$ 346,861	\$ 357,628	\$ 357,628		3.10%
	(Longevity, Merit, and 2% COLA)	1661	Wages	\$ 289,138	\$ 294,867	\$ 294,867		1.98%
	& Wage	1662	Expenses	\$ 202,532	\$ 202,532	\$ 202,532		0.00%
Increases	<i>Total Additional: \$16,496</i>		Total	<b>\$ 838,531</b>	<b>\$ 855,027</b>	<b>\$ 855,027</b>	<b>\$ -</b>	<b>1.97%</b>
<b>SECOND</b>	<b>All of the Above PLUS</b>							
Operating	<b>Operating Expense Increases</b>	1660	Salary	\$ 346,861	\$ 357,628	\$ 357,628		3.10%
Expense	EXCEPT Books/Materials - see next	1661	Wages	\$ 289,138	\$ 294,867	\$ 294,867		1.98%
Increases		1662	Expenses	\$ 202,532	\$ 204,112	\$ 204,112		0.78%
			Total	<b>\$ 838,531</b>	<b>\$ 856,607</b>	<b>\$ 856,607</b>	<b>\$ -</b>	<b>2.16%</b>
	<i>Total Additional: \$1,580</i>							
<b>THIRD</b>	<b>All of the Above PLUS</b>							
Books/	<b>Increase to Meet 16% Materials</b>	1660	Salary	\$ 346,861	\$ 357,628	\$ 357,628		3.10%
Materials	Expense for State Aid Certification	1661	Wages	\$ 289,138	\$ 294,867	\$ 294,867		1.98%
Increase		1662	Expenses	\$ 202,532	\$ 206,217	\$ 206,217		1.82%
			Total	<b>\$ 838,531</b>	<b>\$ 858,712</b>	<b>\$ 858,712</b>	<b>\$ -</b>	<b>2.41%</b>
	<i>Total Additional: \$2,105</i>							
<b>FOURTH</b>	<b>All of the Above PLUS</b>							
Increase	<b>Adding Sept-Dec AND May Sundays</b>	1660	Salary	\$ 346,861	\$ 357,628	\$ 357,628		3.10%
Wages for	<b>With Lower 15% Materials Exp.</b>	1661	Wages	\$ 289,138	\$ 305,166	\$ 305,166		5.54%
Sept-May			Expenses	\$ 202,532	\$ 199,842	\$ 199,842		-1.33%
Sundays			Total	<b>\$ 838,531</b>	<b>\$ 862,636</b>	<b>\$ 862,636</b>	<b>\$ -</b>	<b>2.87%</b>
	<i>Total Additional: \$3,924</i>							

## STAFFING COSTS FOR SUNDAY HOURS FOR FY2017 (September 2016 - May 2017)

### Hours Reduced By:

1. Having only 1 person per floor open & close (4.5 hrs); 2nd person in for open hours only, 1-5 (4 hrs)
2. Will schedule a Shelver for 3 hours, not 4.5

### PERSONNEL COSTS FOR FY2017 TO BE OPEN 1-5 PM FALL SUNDAYS

September through December is 16 Sundays.

Job Description	How Many	Hours	# of Sundays	Total Hrs	Rate*	Total Pay
Shelver	1	3	16	48	\$ 11.00	\$ 528.00
Custodian II	1	3	16	48	\$ 18.85	\$ 904.80
Ref. Librarian	1	4.5	16	72	\$ 25.40	\$ 1,828.80
Lib. Assistant II	2	4	16	128	\$ 18.30	\$ 2,342.40
Lib. Assistant II	2	4.5	16	144	\$ 18.30	\$ 2,635.20
				272		
<b>Total:</b>						<b>\$ 8,239.20</b>

### PERSONNEL COSTS FOR FY2017 TO BE OPEN 1-5 PM WINTER & SPRING SUNDAYS

January through May is 20 Sundays.

Job Description	How Many	Hours	# of Sundays	Total Hrs	Rate*	Total Pay
Shelver	1	3	20	60	\$ 11.00	\$ 660.00
Custodian II	1	3	20	60	\$ 18.85	\$ 1,131.00
Ref. Librarian	1	4.5	20	90	\$ 25.40	\$ 2,286.00
Lib. Assistant II	2	4	20	160	\$ 18.30	\$ 2,928.00
Lib. Assistant II	2	4.5	20	180	\$ 18.30	\$ 3,294.00
				340		
<b>Total:</b>						<b>\$ 10,299.00</b>

*\*Rate is the base rate for the position, unless exact staff member is known (as is the case with the Custodian II)*

**TOTAL FOR 36 SUNDAYS, FY17, SEPT - MAY: \$ 18,538.20**



LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>COMMEMORATIONS &amp; CELEBRATIONS</b>								
1670	Expenses	\$ 448	\$ 464	\$ 500	\$ 500	\$ 500	0.00%	\$ 0.11
1671	Fireworks	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 448</b>	<b>\$ 464</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>0.00%</b>	<b>\$ 0.11</b>

COMMEMORATIONS AND CELEBRATIONS

692

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel/Conferences								
Equipment Maintenance								
Printing/Printed Forms								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Miscellaneous Fireworks	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Other:								
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 500.00</b>	<b>\$ -</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>WATER SAFETY</b>								
1680	Wages	\$ 1,576	\$ 142	\$ 2,640	\$ 2,640	\$ 2,640	0.00%	\$ 0.58
1681	Expenses and Minor Capital	\$ 10,663	\$ 13,880	\$ 26,570	\$ 26,570	\$ 26,570	0.00%	\$ 5.80
1682	Property Maint & Improvements	\$ -	\$ 5,287	\$ 9,000	\$ 9,000	\$ 9,000	0.00%	\$ 1.96
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 12,239</b>	<b>\$ 19,310</b>	<b>\$ 38,210</b>	<b>\$ 38,210</b>	<b>\$ 38,210</b>	<b>0.00%</b>	<b>\$ 8.34</b>

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

<u>LINE ITEM</u>	FY 2017					FY 2017		FY 2017	
	<u>FY 2016</u>	<u>DEPARTMENT</u>	<u>DIFFERENCE</u>	<u>PERCENT</u>	<u>REASON FOR CHANGE:</u>	<u>TOWN MANAGER</u>	<u>FINCOM</u>	<u>PERCENT</u>	
	<u>APPROPRIATION</u>	<u>REQUEST</u>		<u>CHANGE</u>		<u>APPROVED</u>	<u>APPROVED</u>	<u>CHANGE</u>	
Lifeguard Management*	\$ 21,561.00	\$ 23,838.00	\$ 2,277.00	10.56%	per YMCA of Greater Lowell	\$ 23,838.00		10.56%	
Lifeguard Chairs									
Rescue Equipment	\$ 486.00	\$ 486.00	\$ -	0.00%		\$ 486.00		0.00%	
Swim Area Protection/Markers	\$ 200.00	\$ 200.00	\$ -	0.00%		\$ 200.00		0.00%	
Gear Storage and Transport	\$ 171.00	\$ 171.00	\$ -	0.00%		\$ 171.00		0.00%	
Emergency Medical Supplies	\$ 202.00	\$ 202.00	\$ -	0.00%		\$ 202.00		0.00%	
Rescue Boat, LifeJackets, Radio									
Contingency	\$ 3,000.00	\$ 723.00	\$ (2,277.00)	-75.90%		\$ 723.00		-75.90%	
Toilet Rental	\$ 850.00	\$ 850.00	\$ -	0.00%		\$ 850.00		0.00%	
Advertising	\$ 100.00	\$ 100.00	\$ -	0.00%		\$ 100.00		0.00%	
Programs									
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 26,570.00</b>	<b>\$ 26,570.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 26,570.00</b>	<b>\$ -</b>	<b>0.00%</b>	

**WATER SAFETY****699****1682 - Property Maintenance and Improvements**

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Chipping and Tree Service	\$ 2,400.00	\$ 2,400.00		0.00%		\$ 2,400.00		0.00%
Materials	\$ 6,600.00	\$ 6,600.00		0.00%		\$ 6,600.00		0.00%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 9,000.00</b>	<b>\$ 9,000.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 9,000.00</b>	<b>\$ -</b>	<b>0.00%</b>

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
<b>WEED MANAGEMENT</b>								
1690	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1691	Expenses: Weed Harvester	\$ 3,748	\$ 4,000	\$ 4,000	\$ 7,000	\$ 7,000	75.00%	\$ 1.53
1692	Expenses: Great Lakes	\$ 417	\$ 1,745	\$ 2,385	\$ 2,385	\$ 2,385	0.00%	\$ 0.52
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 4,165</b>	<b>\$ 5,745</b>	<b>\$ 6,385</b>	<b>\$ 9,385</b>	<b>\$ 9,385</b>	<b>46.99%</b>	<b>\$ 2.05</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>COUNTRY CLUB</b>								
1700	Salary	\$ 131,026	\$ 78,192	\$ 129,781	\$ 137,750	\$ 137,750	6.14%	\$ 30.05
1701	Wages	\$ 130,022	\$ 148,766	\$ 123,483	\$ 135,456	\$ 135,456	9.70%	\$ 29.55
1702	Expenses	\$ 331,031	\$ 328,712	\$ 127,539	\$ 123,789	\$ 123,789	-2.94%	\$ 27.01
1703	Minor Capital	\$ 4,000	\$ 5,000	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 596,079</b>	<b>\$ 560,669</b>	<b>\$ 380,803</b>	<b>\$ 396,995</b>	<b>\$ 396,995</b>	<b>4.25%</b>	<b>\$ 86.61</b>

**COUNTRY CLUB**

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Golf Expenses								
Supplies	\$ 11,500	\$ 13,750	\$ 2,250	19.57%	Tournament Scoreboards	\$ 13,750		19.57%
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	\$ 9,000	\$ 9,000	\$ -	0.00%		\$ 9,000		0.00%
Camp Expenses	\$ 12,880	\$ 12,880	\$ -	0.00%		\$ 12,880		0.00%
Function Hall								
Beer/Wine/Soda/Liquor								
Expenses/Utilities	\$ 5,000	\$ 7,000	\$ 2,000	40.00%	Annual Oil/Heat for the Tavern	\$ 7,000		40.00%
Expenses/General								
Building and Grounds								
Course Maintenance	\$ 26,500	\$ 28,500	\$ 2,000	7.55%	Annual Fairway Aerification	\$ 28,500		7.55%
Building Expenses	\$ 9,600	\$ 9,600	\$ -	0.00%		\$ 9,600		0.00%
Club Overhead								
Marketing	\$ 8,000	\$ 8,000	\$ -	0.00%		\$ 8,000		0.00%
Office Supplies	\$ 2,500	\$ 2,500	\$ -	0.00%		\$ 2,500		0.00%
Utilities	\$ 11,000	\$ 11,000	\$ -	0.00%		\$ 11,000		0.00%
Insurance								
Merchant Bank Charges	\$ 10,000		\$ (10,000)	-100.00%				-100.00%
Sales/Meal Tax								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 127,539</b>	<b>\$ 123,789</b>	<b>\$ (3,750)</b>	<b>-2.94%</b>		<b>\$ 123,789</b>	<b>\$ -</b>	<b>-2.94%</b>



Department Country Club  
 Org # \_\_\_\_\_  
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Salaries															
Campbell	Shawn	Supervisors	GM/Golf Pro	16		40	\$ 65,000.00			\$ 75,000.00				\$ 75,000.00	\$ 75,000.00
Colby	William	Supervisors	Grounds Supt	10		40	\$ 60,784.00			\$ 61,999.68			\$ 750.00	\$ 61,999.68	\$ 62,749.68
Other Pay							\$ 3,997.00								
TOTAL SALARIES							\$ 129,781.00								\$ 137,749.68
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Wages															
Building and Grounds							\$ 55,000.00			\$ 64,654.00				\$ 64,654.00	\$ 64,654.00
Pool							\$ 31,296.00			\$ 31,892.00				\$ 31,892.00	\$ 31,892.00
Golf							\$ 21,000.00			\$ 22,430.00				\$ 22,430.00	\$ 22,430.00
Snack Bar							\$ -			\$ -				\$ -	\$ -
Function Hall							\$ -			\$ -				\$ -	\$ -
Camp							\$ 16,187.00			\$ 16,480.00				\$ 16,480.00	\$ 16,480.00
TOTAL WAGES							\$ 123,483.00								\$ 135,456.00

**REVENUES**

Full Memberships	\$	12,000
Golf Membeships	\$	50,000
Golf Academy		
Swim Memberships	\$	47,500
Summer Camp Revenues	\$	60,000
Pool Program Revenues	\$	80,000
Golf Greens Fees	\$	107,000
Driving Range Fees	\$	5,000
Cart Fees	\$	44,000
GHIN Fees	\$	2,500
Pull Carts	\$	500
Golf Shop Sales	\$	9,000
Tavern Lease Revenue	\$	3,600
Function Hall Lease Revenue	\$	7,500
<b>TOTAL REVENUES</b>	<b>\$</b>	<b>428,600</b>

DEBT SERVICE- FISCAL 2017										
LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2016 ACTUAL	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL	
<b>DEBT SERVICE</b>										
2000	Long Term Debt - Principal Excluded	\$ 737,964	\$ 959,368	\$ 915,640	\$ 915,640	\$ 917,210	\$ 917,210	0.17%	\$	200.11
2001	Long Term Debt - Principal Non-Excluded	\$ -	\$ -	\$ 77,030	\$ 77,030	\$ 71,390	\$ 71,390	0.00%	\$	15.58
2002	Long Term Debt - Interest - Excluded	\$ 206,432	\$ 373,881	\$ 256,905	\$ 256,905	\$ 230,998	\$ 230,998	-10.08%	\$	50.40
2003	Long Term Debt - Interest - Non-Excluded	\$ -	\$ -	\$ 9,015	\$ 9,015	\$ 6,782	\$ 6,782	0.00%	\$	1.48
2004	Short Term Debt- Notes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$	12.29
	Unclassified- placeholder (C)-			\$ 2,000	\$ -					
	4-Corners Engineering (200,000) (D-1)	\$ -	\$ -	\$ -	\$ 1,494	\$ 35,333	\$ 35,333			
	Lost Lake Fire Protection (1,837,000)	\$ -	\$ -	\$ -	\$ 5,518	\$ 15,000	\$ 15,000			
	Radio Project (650,000)	\$ -	\$ -	\$ -	\$ 2,101	\$ 6,000	\$ 6,000			
2005	Long Term Debt- P/I- Non- Excluded-							0.00%	\$	-
	- Lost Lake Fire Protection	\$ -	\$ -	\$ 42,750	\$ -	\$ -	\$ -			
	- Police/Fire Radio Program	\$ -	\$ -	\$ 14,625	\$ -	\$ -	\$ -			
	- Four Corners Commercial Sewer	\$ -	\$ -	\$ 67,500	\$ -	\$ -	\$ -			
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 944,396</b>	<b>\$ 1,333,249</b>	<b>\$ 1,385,465</b>	<b>\$ 1,267,703</b>	<b>\$ 1,282,713</b>	<b>\$ 1,282,713</b>	<b>-7.42%</b>	<b>\$</b>	<b>279.86</b>
						<b>\$ (102,752)</b>				

Comments/To Consider-

(A): Short-Term Detail- Projected- to Discuss:

We have borrowing options to consider with respect to our existing short-term notes as follows:

- \$ 200,000 4-Corners Engineering- BAN matures on 6/10/16 (FY16)- Renew for another year ? Partial Pay Down ?
- \$1,837,000- Lost Lake Fire Protection- BAN matures on 4/1/16 (FY16)- Renew for another year ? Partial Pay Down ?
- \$ 650,000- Radio Projects- BAN matures on 4/1/16 (FY16)- Renew for another year ? Partial Pay Down ?

For budget discussion purposes...the above reflects:

1. Renew LLFP BAN (\$1,837,000)- 1 Year- interest only.
2. Renew Radio Project BAN (\$650,000)- 1 Year- interest only.
2. Renew 4- Corners Engineering BAN (\$200,000)- 1 Year- interest; & optional paydown (\$33,333)

(B). Long-Term Planning:

Please see attached FY17 summary of debt;

Irrespective of new borrowing that may occur, going forward, please note the following borrowing issues that will mature:

Bond Issue	Matures	Debt Service Expiring
<b>Excluded:</b>		
GF- 2981- Sr. Center	FY17	8,415
GF- 2972- Library #1	FY18	97,925
GF- 2973- Library #2	FY18	19,681
GF- 2983- Town Hall	FY18	132,467
		258,488
<b>Non-Excluded:</b>		
GF- 2990- Fire Truck	FY17	35,350
GF- 2986- Shattuck	FY20	29,470
		64,820
CPC- 012- Surrenden Farm	FY22	476,143

(D): 4-Corners Sewer Project:

Questions:

1. MassWorks Grant NOT approved: Need to renew \$200K BAN w/interest only....OR....make a designated principal paydown....see above (and following)- \$30,000 ?

**\$200,000 @ .75%- 12 months- (\$1,500); BAN Fee- (\$500); Voluntary Paydown- (\$33,333)= \$35,3**

How do we handle the \$200,000 4-Corners Engineering repayment. Leave it short-term and pay it 4-6 years with BAN's and partial pay downs.....To discuss.  
Reflected in FY17 budget above as a BAN rollover with a \$30,333 pay down.

# **Debt Service Scenarios**

REVISED- 12/7/15

Proposed Borrowing Authorizations- Spring 2015 Town Meeting- Projected Schedule  
Proposed LongTerm General Fund Debt Service Impact; Including FY19 Planned New Ladder Truck Purchase  
Projected Non-Excluded/Non-Self Supporting General Fund Debt Service- FY17-FY24

## Projected **GENERAL FUND** Debt Service (impact)

Scenario-	Short-Term Borrowing- FY16; FY17; FY18; FY19 Bond Issue Beginning in FY19 (amort. eff. FY20)		actual	budgeted	budgeted	budgeted	budgeted	budgeted	budgeted	budgeted	
			Fiscal 16	Fiscal 17	Fiscal 18	Fiscal 19	Fiscal 20	Fiscal 21	Fiscal 22	Fiscal 23	Fiscal 24
			s/t (9 mos.)	s/t (12 mos.)	I/t	I/t	I/t	I/t	I/t	I/t	
Spring 2015 Town Meeting Proposed Project	Amount										
Police/Fire Radio Program	650,000	(10-Years)	2,101	6,000	6,000	82,550	84,500	82,550	80,600	78,650	76,700
Lost Lake Fire Protection	1,837,000	(29- Years)	5,518	15,000	15,000	15,000	112,350	116,300	115,100	113,900	112,700
4-Corners Commercial Sewer	300,000	(6 Years)	1,495	35,333	35,085	35,000	34,500	34,000	33,500	-	-
New FD Ladder Truck	987,000	(20-Years*)	-	-	-	-	86,460	82,900	81,400	79,900	78,400
	3,774,000		9,114	56,333	56,085	132,550	317,810	315,750	310,600	272,450	267,800

## **Assumptions:**

- Permanent bond issue in FY19- 3,474,000- Amortization beginning in FY20.
- P/I includes all projected borrowing costs-
- BAN costs for 4-Corners Engineering (6 years) included applicable borrowing fees- Will not be bonded but paid through State House Notes over 6 years-
- BAN (9 months) in FY16
- BAN (12 months) in FY17
- BAN (12 months) in FY18
- \* Requires BOS useful life vote at time of borrowing-

## **Projected Non-Excluded/Non-Self Supporting General Fund Debt Service- FY17-FY23-**

ID-2990	Fire Truck (matures 2017)	35,350	-	-	-	-	-	-	-	-
ID-2994	Project Eval.- town share (matures 2024)	13,352	12,845	15,879	15,403	14,881	14,371	13,819	13,319	
ID-2986	Shattuck Property (matures 2020)	29,471	28,453	27,301	-	-	-	-	-	-
NEW- appropriated	Lost Lake Fire Protection (\$1,837,000)- 28 years	15,000	15,000	15,000	112,350	116,300	115,100	113,900	112,700	
NEW- appropriated	Police/Fire Radio Program (\$650,000)- 10 years	6,000	6,000	6,000	84,500	82,550	80,600	78,650	76,700	
NEW- appropriated	4 Corners Commercial Sewer (\$200,000)- 6 years *	35,333	35,085	35,000	34,500	34,000	33,500	-	-	-
NEW- proposed FY19	Fire Dept. Ladder Truck (\$987,000)- 20 years	-	-	-	86,460	82,900	81,400	79,900	78,400	
		134,505	97,383	99,180	333,213	330,631	324,971	286,269	281,119	
* Tentatively planned to pay off through BAN's- 6 years.										
Offsetting Expiring ERI Funding to mitigate		-	-	-	(189,931)	(209,346)	(209,346)	(209,346)	(209,346)	(209,346)
Net General Fund Debt Service for planning purposes-		134,505	97,383	99,180	143,282	121,285	115,625	76,923	71,773	

**Long Term Debt By Year****Fiscal 2017**

(Tax(s):Private:TreasurersFiles:Debt:LongTermDebt2013-2017)

**CC:****General Fund****CPC****Water****GELD****Sewer****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	\$43,630.00	\$6,857.80	\$50,487.80	
2989	Bissell Property	7/15/2001	7/15/2019	\$1,075,000	Exempt	\$54,880.00	\$8,615.30	\$63,495.30	
2992	Gibbet Hill	11/15/2003	11/15/2022	\$3,000,000	Exempt	\$160,000.00	\$26,250.00	\$186,250.00	<b><u>REFUNDED</u> in FY15</b>
2972	Library #1	7/15/1999	7/15/2017	\$1,831,464	Exempt	\$92,780.00	\$5,155.60	\$97,935.60	
2973	Library #2	7/15/1999	7/15/2017	\$364,000	Exempt	\$18,600.00	\$1,081.60	\$19,681.60	
2991	Lost Lake Fire	11/15/2003	11/15/2022	\$1,450,000	Exempt	\$75,000.00	\$13,050.00	\$88,050.00	<b><u>REFUNDED</u> in FY15</b>
2987	Norris Property	7/15/2001	7/15/2019	\$750,000	Exempt	\$38,700.00	\$6,112.00	\$44,812.00	
2981	Senior Center	7/15/1999	7/15/2016	\$151,110	Exempt	\$8,250.00	\$165.00	\$8,415.00	
2983	Town Hall	7/15/1999	7/15/2017	\$2,500,000	Exempt	\$125,370.00	\$7,097.80	\$132,467.80	
2912	Center Fire Station	4/18/2013	6/30/2035	\$7,730,000	Exempt	\$300,000.00	\$156,612.52	\$456,612.52	<b><u>EXEMPTED</u> in FY15</b>
<b>Total Exempt</b>						<b>\$917,210.00</b>	<b>\$230,997.62</b>	<b>\$1,148,207.62</b>	
2990	Fire Truck	11/15/2003	11/15/2016	\$485,000	Non-Exempt	\$35,000.00	\$350.00	\$35,350.00	<b><u>REFUNDED</u> in FY15</b>
2994	Project Eval	11/1/2003	2/1/2024	\$330,000	Non-Exempt	\$10,950.00	\$2,401.51	\$13,351.51	
2986	Shattuck Property	7/15/2001	7/15/2019	\$500,000	Non-Exempt	\$25,440.00	\$4,030.90	\$29,470.90	
xxxx	<b>Lost Lake Fire Prot.</b>	???	???	\$1,837,000	Non-Exempt	\$0.00	\$0.00	\$0.00	<b>Projected Short term in FY 2017</b>
xxxx	<b>Police/Fire Radio</b>	???	???	\$650,000	Non-Exempt	\$0.00	\$0.00	\$0.00	<b>Projected Short term in FY 2017</b>
xxxx	<b>4-Corner Sewer Eng.</b>	???	???	\$200,000	Non-Exempt	\$0.00	\$0.00	\$0.00	<b>Projected Short term in FY 2017</b>
<b>Total Non-Exempt</b>						<b>\$71,390.00</b>	<b>\$6,782.41</b>	<b>\$78,172.41</b>	
<b><u>Summary for General Fund</u></b>						<b>Total for General Fund</b>	<b>\$988,600.00</b>	<b>\$237,780.03</b>	<b>\$1,226,380.03</b>

<b><u>GELD</u></b>								
2995	GELD- Transformer	7/15/2001	7/15/2019	\$750,000	Non-Exempt	\$37,350.00	\$5,884.00	\$43,234.00
2998	GELD- Headqtrs.	8/1/2014	11/1/2033	\$2,000,000	Non-Exempt	\$85,000.00	\$56,350.00	\$141,350.00

<b><u>Summary for GELD</u></b>	<b>Total Non-Exempt for GELD</b>	<b>\$122,350.00</b>	<b>\$62,234.00</b>	<b>\$184,584.00</b>
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<b><u>CPC</u></b>								
012	Surrenden Farm	7/6/2007	12/15/2021	\$5,015,000	Non-Exempt	\$385,000.00	\$91,143.75	\$476,143.75

<b><u>Summary for CPC</u></b>	<b>Total Non-Exempt for CPC</b>	<b>\$385,000.00</b>	<b>\$91,143.75</b>	<b>\$476,143.75</b>
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<b><u>Sewer</u></b>								
<u>ID</u>	<u>Name</u>	<u>Issued</u>	<u>Matures</u>	<u>Orig Amt</u>	<u>Exempt/</u> <u>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	\$6,700.62	\$23,348.12
2911	Old Ayer Rd	10/26/2007	10/1/2025	\$155,960	Non-Exempt	\$8,352.50	\$3,361.88	\$11,714.38
9994	Project Eval	11/1/2003	2/1/2024	\$330,000	Non-Exempt	\$4,050.00	\$888.24	\$4,938.24

<b><u>Summary for Sewer</u></b>	<b>Total Non-Exempt for Sewer</b>	<b>\$29,050.00</b>	<b>\$10,950.74</b>	<b>\$40,000.74</b>
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<b><u>Title V</u></b>								
2993	Title Five	8/1/2002	8/1/2023	\$197,403	Non-Exempt	\$10,400.00	\$0.00	\$10,400.00

<b><u>Summary for Title V</u></b>	<b>Total Non-Exempt for TitleV</b>	<b>\$10,400.00</b>	<b>\$0.00</b>	<b>\$10,400.00</b>
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<b><u>Water</u></b>								
2997	Water SRF Loan 2	12/14/2006	7/15/2026	\$1,234,434	Non-Exempt	\$60,807.00	\$15,271.40	\$76,078.40
2909	Water System	11/23/2004	8/1/2024	\$4,417,366	Non-Exempt	\$225,000.00	\$55,637.72	\$280,637.72

<b><u>Summary for Water</u></b>	<b>Total for Water</b>	<b>\$285,807.00</b>	<b>\$70,909.12</b>	<b>\$356,716.12</b>
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<b>FY17 Totals-</b>	<b>\$1,821,207.00</b>	<b>\$473,017.64</b>	<b>2,294,224.64</b>
	ok	ok	ok

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>EMPLOYEE BENEFITS</b>								
GENERAL BENEFITS								
3000	County Retirement	\$ 1,481,574	\$ 1,560,704	\$ 1,771,089	\$ 1,874,224	\$ 1,874,224	5.82%	\$ 408.90
3001	State Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
3002	Unemployment Compensation	\$ 43,488	\$ 40,635	\$ 41,800	\$ 41,800	\$ 41,800	0.00%	\$ 9.12
INSURANCE								
3010	Health Insurance	\$ 1,383,565	\$ 1,357,580	\$ 1,574,000	\$ 1,714,000	\$ 1,714,000	8.89%	\$ 372.63
3011	Life Insurance	\$ 1,753	\$ 2,123	\$ 2,500	\$ 2,500	\$ 2,500	0.00%	\$ 0.55
3012	Medicare/Social Security	\$ 109,304	\$ 109,583	\$ 118,000	\$ 120,360	\$ 120,360	2.00%	\$ 26.26
<b>DEPARTMENTAL TOTAL</b>								
		\$ 3,019,684	\$ 3,070,625	\$ 3,507,389	\$ 3,752,884	\$ 3,752,884	7.00%	\$ 817.46

**FY17 Budget Notes:**

County Retirement:

FY17 represents 2nd year of 2-year 1/1/14 system-wide valuation by MCRS and its actuarial firm. FY16 increase to Groton of 11.3% was reflective of various 1-time liability charges for new employees transferring to Groton from other MCRS communities. MCRS projected a system-wide increase for both FY16 and FY17 of 6.5% under its revised funding plan to fully fund the system by 2034. The base increase of 6.5% for these two years is then adjusted up or down for each member community, the adjustment of which relates to member-only specifics...age of retirees; new hires; disabilities (if applicable), etc...

Groton for FY17 fell under the system-wide average of 6.5% at 5.82%. An additional full year pre-paid discount of 2% is allowed by MCRS.

MCRS has projected (expected to be completed and published in July 2016) a new system-wide base increase for FY18 and FY19 of 4.5%.....again adjusted further up or down given each member community's specifics. Where Groton comes out is yet to be determined for FY18 and FY19.

Inclusive in the FY17 County Retirement assessment shown are the following 15-year annual amortized separate assessments for an Early Retirement Incentive (ERI) program participated in, in FY2002 and FY2003;

Payment on 2002 ERI-	189,931
Payment on 2003 ERI-	19,415
	<u>209,346</u>

The 2002 ERI Amortization will expire effective FY18. The 2003 ERI Amortization will expire effective FY19.

## Health Insurance

### Budget: FY 2017

ACTUAL based on  
NOV. 2015 Enrollment  
Using GBS Rates Update 2/3/15  
FY16 rates incr 10% FY17  
then 10% for FY18 (starts 6/16)

	Tufts		Harvard		Fallon SC		Fallon DC		1.02	Tufts Med Supp		Tufts Med Pref	
<b>Rates</b>	11 mos.	12th mo.	11 mos.	12th mo.	11 mos.	12th mo.	11 mos.	12th mo.		6 mos	6 mos	6 mos	6 mos
Ind	701	771	714	785	586	645	553	564		376		414	294
I-Weighted		707		720		591		554				395	280
Fam	1,903	2,093	1,876	2,063	1,566	1,723	1,480	1,509				0	0
F-Weighted		1,919		1,891		1,579		1,482					

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

	# Enrolled:	Town	GEL	Water	Sewer	Cable	Total Ind	Total Fam	Total Med Ret
Tufts: Individual	17	15	2				34	69	46
Family	31	26	2	3			9	5	
ER Ind	7	4	3				25	64	
ER Family	4	4							
Harv: Individual	1	1							
Family	9	6	2			1			
ER Ind	2	2							
ER Family	1	1							
FalSC: Individual	6	6							
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	45	36	6	2	1				
Ret Pref Ind	1	1							

149

Vacancies: 5.7 Fam-Tufts (1 reserved Planning, 1 Police, 1 DPW)  
cost per vacancy = \$18,421.00  
RET 0 Tufts  
adjustments made for upcoming events:

149 total on insurance plans  
89 active employees  
14 early retirees  
46 medicare eligible retirees

*vacancies spoken for after 2017 budget process:*



Cost of health Insurance  
FY 2017 Budget

	Town		GEL		Water		Sewer		Cable		Totals		Townwide Retiree Expense	
	Town	EE	Town	EE	Town	EE	Town	EE	Town	EE	Town	EE		
Tufts: Individual	\$101,742	\$25,435	\$14,837	\$2,120	\$0	\$0	\$0	\$0	\$0	\$0	\$116,579	\$27,555		
Family	\$478,947	\$119,737	\$40,296	\$5,757	\$55,263	\$13,816	\$0	\$0	\$0	\$0	\$574,506	\$139,309		
ER Ind	\$22,044	\$11,870	\$16,533	\$8,902	\$0	\$0	\$0	\$0	\$0	\$0	\$38,577	\$20,772		\$265,187
ER Family	\$59,868	\$32,237	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$59,868	\$32,237	\$1,009,404	
Harv: Individual	\$6,911	\$1,728	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,911	\$1,728		
Family	\$108,929	\$27,232	\$39,714	\$5,673	\$0	\$0	\$0	\$0	\$18,155	\$4,539	\$166,798	\$37,444		
ER Ind	\$11,230	\$6,047	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,230	\$6,047		
ER Family	\$14,751	\$7,943	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,751	\$7,943	\$252,850	
FalS: Individual	\$34,052	\$8,513	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$34,052	\$8,513		
Family	\$272,930	\$68,232	\$66,337	\$9,477	\$10,114	\$2,528	\$20,212	\$5,053	\$0	\$0	\$369,592	\$85,290		
ER Ind	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
ER Family	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$497,448	
FalD: Individual	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,321	\$1,330	\$5,321	\$1,330		
Family	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
ER Ind	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
ER Family	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,651	\$1,766,352
Ret Tufts Supp: Ind.	\$110,860	\$59,694	\$18,477	\$9,949	\$6,159	\$3,316	\$3,079	\$1,658	\$0	\$0	\$138,575	\$74,617	\$213,192	
Ret Tufts Pref. Ind.	\$2,187	\$1,177	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,187	\$1,177	\$3,364	\$216,556 Medicare Retirees
<b>Totals</b>	\$1,224,450	\$369,845	\$196,194	\$41,878	\$71,536	\$19,660	\$23,291	\$6,711	\$23,475	\$5,869	\$1,538,946		\$1,982,909	
		\$1,594,294		\$238,071		\$91,196		\$30,003		\$29,344				
Vacancies----->	\$105,000										\$105,000	<-----	Vacancies 5.7	
active											\$64,000	<-----	Cont cost of HRC Cards & admin fees (est 4,000)	
	\$0										\$1,707,946	<-----	Total ALL	
retired											\$1,708,000	<-----	Projected FY17 Budget Dec 2015	
Total Return from Enterprises/GEL/Cable				\$314,496							\$1,574,000	<-----	Last year FY2016	
Requested budget:	\$1,708,000												\$134,000 Budget Increase	8.51%
Retiree payments														
from OPEB Trust =	\$220,939												Estimated Budget Surplus ---->	\$54

## FY 2017 ENTERPRISE FUND BUDGETS

LINE	DEPARTMENT/DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 APPROPRIATED	FY 2017 DEPARTMENT REQUEST	FY 2017 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>WATER DEPARTMENT</b>							
	WD Salaries	\$ 128,932	\$ 117,062	\$ 118,265	\$ 122,201	\$ 122,201	3.33%
	WD Wages	\$ 141,139	\$ 149,314	\$ 158,374	\$ 162,633	\$ 162,633	2.69%
	WD Expenses	\$ 472,978	\$ 422,026	\$ 371,800	\$ 383,301	\$ 383,301	3.09%
	WD Debt Service	\$ 361,606	\$ 361,218	\$ 358,851	\$ 356,716	\$ 356,716	-0.59%
<b>100</b>	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,104,655</b>	<b>\$ 1,049,620</b>	<b>\$ 1,007,290</b>	<b>\$ 1,024,851</b>	<b>\$ 1,024,851</b>	<b>1.74%</b>
<b>SEWER DEPARTMENT</b>							
	Sewer Salaries	\$ -	\$ 17,585	\$ 18,026	\$ 18,755	\$ 18,755	4.04%
	Sewer Wages	\$ 21,290	\$ 26,066	\$ 31,046	\$ 31,801	\$ 31,801	2.43%
	Sewer Expense	\$ 664,942	\$ 595,553	\$ 572,662	\$ 606,126	\$ 606,126	5.84%
	Sewer Debt Service	\$ 5,435	\$ 5,278	\$ 41,420	\$ 41,594	\$ 41,594	0.42%
<b>200</b>	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 691,667</b>	<b>\$ 644,482</b>	<b>\$ 663,155</b>	<b>\$ 698,276</b>	<b>\$ 698,276</b>	<b>5.30%</b>
<b>LOCAL ACCESS CABLE DEPARTMENT</b>							
	Cable Salaries	\$ 58,297	\$ 65,000	\$ 65,000	\$ 67,295	\$ 67,295	3.53%
	Cable Wages	\$ 49,589	\$ 56,533	\$ 56,529	\$ 50,410	\$ 50,410	-10.83%
	Cable Expenses	\$ 48,143	\$ 143,925	\$ 81,268	\$ 73,075	\$ 73,075	-10.08%
	Cable Minor Capital	\$ 16,540	\$ 65,000	\$ 65,000	\$ 40,000	\$ 40,000	-38.46%
<b>300</b>	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 172,569</b>	<b>\$ 330,458</b>	<b>\$ 267,797</b>	<b>\$ 230,779</b>	<b>\$ 230,779</b>	<b>-13.82%</b>
<b>TOTAL ENTERPRISE FUNDS</b>		<b>\$ 1,968,891</b>	<b>\$ 2,024,560</b>	<b>\$ 1,938,242</b>	<b>\$ 1,953,906</b>	<b>\$ 1,953,906</b>	<b>0.81%</b>

**WATER DEPARTMENT ENTERPRISE FUND**

**100**

<u>LINE ITEM</u>	<b>FY 2016</b>		<b>FY 2017</b>		<b>PERCENT</b>	<b>REASON FOR CHANGE:</b>	<b>FY 2017</b>	<b>FY 2017</b>	<b>PERCENT</b>
	<u>APPROPRIATION</u>	<u>DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>CHANGE</u>			<u>TOWN MANAGER APPROVED</u>	<u>FINCOM APPROVED</u>	
Propane Heat	\$ 8,400.00	\$ 8,400.00	\$ -	0.00%			\$ 8,400.00		0.00%
Electricity	\$ 53,000.00	\$ 56,000.00	\$ 3,000.00	5.66%			\$ 56,000.00		5.66%
Building Maintenance	\$ 500.00	\$ 1,000.00	\$ 500.00	100.00%			\$ 1,000.00		100.00%
Equipment Maintenance	\$ 10,000.00	\$ 10,000.00	\$ -	0.00%			\$ 10,000.00		0.00%
Vehicle Maintenance	\$ 2,500.00	\$ 2,500.00	\$ -	0.00%			\$ 2,500.00		0.00%
Maintenance Agreements	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%			\$ 4,000.00		0.00%
Well Testing	\$ 9,500.00	\$ 9,500.00	\$ -	0.00%			\$ 9,500.00		0.00%
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	\$ 600.00	\$ 100.00	20.00%			\$ 600.00		20.00%
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	\$ 16,600.00	\$ 18,000.00	\$ 1,400.00	8.43%			\$ 18,000.00		8.43%
Telephone	\$ 2,000.00	\$ 2,100.00	\$ 100.00	5.00%			\$ 2,100.00		5.00%
Postage	\$ 2,000.00	\$ 2,700.00	\$ 700.00	35.00%			\$ 2,700.00		35.00%
Contracted Services	\$ 40,000.00	\$ 40,000.00	\$ -	0.00%			\$ 40,000.00		0.00%
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	\$ 8,500.00	\$ 8,500.00	\$ -	0.00%			\$ 8,500.00		0.00%
Chemicals	\$ 30,000.00	\$ 35,000.00	\$ 5,000.00	16.67%			\$ 35,000.00		16.67%
Uniforms	\$ 2,000.00	\$ 2,400.00	\$ 400.00	20.00%			\$ 2,400.00		20.00%
Intergovernmental	\$ 140,000.00	\$ 140,301.00	\$ 301.00	0.22%			\$ 140,301.00		0.22%
Dues/Meetings/Trainings	\$ 1,800.00	\$ 1,800.00	\$ -	0.00%			\$ 1,800.00		0.00%
Licensing	\$ 500.00	\$ 500.00	\$ -	0.00%			\$ 500.00		0.00%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 371,800.00</b>	<b>\$ 383,301.00</b>	<b>\$ 11,501.00</b>	<b>3.09%</b>			<b>\$ 383,301.00</b>	<b>\$ -</b>	<b>3.09%</b>

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 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Salaries															
Orcutt	Thomas	Supervisors	Superintendent	14		40	\$ 80,858.00			\$ 82,475.16	2.0%			\$ 84,124.66	\$ 84,124.66
Iannacone	April	THL	Business Manager	9		40	\$ 36,598.12			\$ 37,330.08	2.0%			\$ 38,076.68	\$ 38,076.68
Other Pay							\$ 809.00								
TOTAL SALARIES							\$ 118,265.12								\$ 122,201.35
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Wages															
Brackett	George	Highway	Sr. Technician	6	\$31.80	40	\$ 66,780.00	\$ 32.44	40	\$ 67,726.37	2.0%	\$ 33.08		\$ 69,080.90	\$ 69,080.90
Knox	Steven	Highway	Sr. Technician	5	\$27.06	40	\$ 56,826.00	\$ 27.60	40	\$ 57,631.31	2.0%	\$ 28.15		\$ 58,783.93	\$ 58,783.93
Summer Help					\$10.00	40	\$ 5,600.00	\$ 10.00	40					\$ 5,600.00	\$ 5,600.00
Other Pay							\$ 29,168.00							\$ 29,168.00	\$ 29,168.00
TOTAL WAGES							\$ 158,374.00								\$ 162,632.83

SEWER DEPARTMENT ENTERPRISE FUND  
200

LINE ITEM	FY 2017				PERCENT CHANGE	REASON FOR CHANGE:	FY 2017		PERCENT CHANGE
	FY 2016 APPROPRIATION	DEPARTMENT REQUEST	DIFFERENCE				TOWN MANAGER APPROVED	FINCOM APPROVED	
Treatment	\$ 335,000.00	\$ 320,000.00	\$ (15,000.00)	-4.48%			\$ 320,000.00		-4.48%
System Maintenance	\$ 91,000.00	\$ 111,000.00	\$ 20,000.00	21.98%			\$ 111,000.00		21.98%
Gas	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%			\$ 1,000.00		0.00%
Electricity	\$ 10,000.00	\$ 10,000.00	\$ -	0.00%			\$ 10,000.00		0.00%
Telemetry	\$ 3,250.00	\$ 3,250.00	\$ -	0.00%			\$ 3,250.00		0.00%
Water Meter Repairs	\$ 2,500.00	\$ 5,000.00	\$ 2,500.00	100.00%			\$ 5,000.00		100.00%
Postage/Printing	\$ 2,200.00	\$ 2,300.00	\$ 100.00	4.55%			\$ 2,300.00		4.55%
Office Supplies	\$ 1,000.00	\$ 750.00	\$ (250.00)	-25.00%			\$ 750.00		-25.00%
Overhead/Intergovernmental/Benefits	\$ 35,745.00	\$ 41,642.00	\$ 5,897.00	16.50%			\$ 41,642.00		16.50%
Legal Expenses	\$ 4,000.00	\$ 3,000.00	\$ (1,000.00)	-25.00%			\$ 3,000.00		-25.00%
Easements/Surveying	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%			\$ 1,500.00		0.00%
Miscellaneous - manhole maintenance	\$ 10,000.00	\$ 7,500.00	\$ (2,500.00)	-25.00%			\$ 7,500.00		-25.00%
Treatment Plant - Expansion/Upgrade	\$ 56,917.00	\$ 83,634.00	\$ 26,717.00	46.94%			\$ 83,634.00		46.94%
Other:MIIA	\$ 550.00	\$ 550.00	\$ -	0.00%			\$ 550.00		0.00%
SRF Funding	\$ 5,280.00	\$ 5,280.00	\$ -	0.00%			\$ 5,280.00		0.00%
Other Debt	\$ 36,314.00	\$ 36,314.00	\$ -	0.00%			\$ 36,314.00		0.00%
Software Support	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%			\$ 2,000.00		0.00%
Woodard & Curran	\$ 16,000.00	\$ 13,000.00	\$ (3,000.00)	-18.75%			\$ 13,000.00		-18.75%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 572,662.00</b>	<b>\$ 606,126.00</b>	<b>\$ 33,464.00</b>	<b>5.84%</b>			<b>\$ 606,126.00</b>	<b>\$ -</b>	<b>5.84%</b>

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 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Salaries															
Iannacone	April	THL	Business Manager	9		13	\$ 18,026.38		13	\$ 18,386.91	2.0%			\$ 18,754.65	\$ 18,754.65
TOTAL SALARIES							\$ 18,026.38								\$ 18,754.65
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2016								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017
Wages															
Stevens	Ruth	THL	Office Assistant	5	\$21.12	28	\$ 31,046.40	\$ 21.54	28	\$ 31,486.37	1.0%	\$ 21.76		\$ 31,801.24	\$ 31,801.24
TOTAL WAGES							\$ 31,046.40								\$ 31,801.24

LOCAL ACCESS CABLE DEPARTMENT  
300

<u>LINE ITEM</u>	<u>FY 2016 APPROPRIATION</u>	<u>FY 2017 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2017 TOWN MANAGER APPROVED</u>	<u>FY 2017 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone/internet	\$ 3,000.00	\$ 3,500.00		16.67%	Offer more web related services	\$ 3,500.00		16.67%
Postage	\$ 20.00	\$ 20.00		0.00%		\$ 20.00		0.00%
Office Supplies	\$ 1,200.00	\$ 1,200.00		0.00%		\$ 1,200.00		0.00%
Dues & Memberships	\$ 200.00	\$ 200.00		0.00%		\$ 200.00		0.00%
Travel and Conferences	\$ 2,000.00	\$ 2,000.00		0.00%		\$ 2,000.00		0.00%
Equipment Maintenance	\$ 1,000.00	\$ 1,000.00		0.00%		\$ 1,000.00		0.00%
Printing								
Software/Service Maintenance	\$ 2,000.00	\$ 2,000.00		0.00%		\$ 2,000.00		0.00%
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other:Benefits	\$ 53,108.00	\$ 53,155.00		0.09%	Reflects increased costs	\$ 53,155.00		0.09%
Other:Contracted Videography Teacher	\$ 9,240.00	\$ -		-100.00%	No longer funding position	\$ -		-100.00%
Other:Legal	\$ 1,000.00	\$ 1,000.00		0.00%		\$ 1,000.00		0.00%
Other: Freelance Meeting Coverage	\$ 3,500.00	\$ 3,500.00		0.00%		\$ 3,500.00		0.00%
Other: Merit Bonus								
Other: Advertising/Marketing	\$ 1,000.00	\$ 1,500.00		50.00%	want to increase public awareness	\$ 1,500.00		50.00%
Other:Summer Interns	<u>\$ 4,000.00</u>	<u>\$ 4,000.00</u>		0.00%		<u>\$ 4,000.00</u>		0.00%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 81,268.00</b>	<b>\$ 73,075.00</b>	<b>\$ -</b>			<b>\$ 73,075.00</b>	<b>\$ -</b>	<b>-10.08%</b>

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

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
FISCAL YEAR 2016								FISCAL YEAR 2017								
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017	
Salaries																
Colman	Robert	Supervisors	Manager	8		40	\$ 65,000.00			\$ 66,300.00	1.5%			\$ 67,294.50	\$ 67,294.50	
TOTAL SALARIES																\$ 67,294.50
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16	
FISCAL YEAR 2016								FISCAL YEAR 2017								
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-15	Rate	Hours	Proposed Increase 1-Jul-16	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2017	
Wages																
Crewe	Brendan	Highway	Production Tech	4	\$17.90	40	\$ 37,590.00	\$ 18.26	40	\$ 38,122.70	2.0%	\$ 18.62		\$ 38,885.16	\$ 38,885.16	
Vacant		THL	Production Asst.	2	\$14.43	25	\$ 18,939.38	\$ 14.72	15	\$ 11,524.66		\$ 14.72		\$ 11,524.66	\$ 11,524.66	
TOTAL WAGES																\$ 50,409.82





**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:*

David P. Crocker

James L. Gmeiner

John J. McCaffrey

**Fiscal Year 2017 Revenue Projections :**

<b>Rates</b>	\$ 745,000.00
<b>Processing Charge</b>	\$ 75,000.00
<b>Construction</b>	\$ 108,000.00
<b>Miscellaneous</b>	\$ 1,500.00
<b>Public Fire Protection</b>	\$ 33,000.00
<b>Town Paid Fire Protection</b>	\$ 2,500.00
<b>Private Hydrants</b>	\$ 23,000.00
<b>Fire Sprinklers</b>	\$ 24,000.00
<b>Other Non-Rate Fees</b>	\$ 15,000.00
<b>Transfers</b>	\$ -
<b>Total Revenue</b>	<u>\$ 1,027,000.00</u>
 <b>Total Expenses</b>	 \$ 1,023,919.00
 <b>Projected Surplus (Deficit)</b>	 <u><u>\$ 3,081.00</u></u>

**Fiscal Year 2017 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	\$ 2,400.06	\$ 2,400.06	\$ 369.24	\$ 246.16	\$ 1,200.03	\$ 6,500.00	\$1,250.00
Stephen Knox	\$ 28.15	\$ 42.23	\$ 56.30	\$ 2,195.70	\$ 2,195.70	\$ 337.80	\$ 225.20	\$ 1,097.85	\$ 6,500.00	\$400.00

Total Scheduled & Unscheduled OT	\$ 12,667.80
On-Call Compensation	\$ 13,000.00
Longevity & Cross Connection Stipend	\$3,500.00
<b><u>GRAND TOTAL</u></b>	<b>\$ 29,167.80</b>

**FY 2017 Budget**                      **\$29,168.00**

**GROTON WATER DEPARTMENT**

**Overtime Totals - 7 Year Average**

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

**Pay to: Town of Groton****Interdepartmental Reimbursement****FY 2017 Budget Projection****Water Department**

<b>Active Employees</b>	<b>George B.</b>	<b>Stephen K.</b>	<b>April I</b>	<b>Tom O.</b>		<b>Totals</b>
Health Insurance	\$18,269.00	\$18,269.00	\$10,026.00	\$18,269.00		\$64,833.00
Life Insurance	\$40.00	\$40.00	\$40.00	\$40.00		\$160.00
Town Share: Medicare					\$5,000.00	\$5,000.00
Town Share: Retirement (See attached)					\$62,070.00	\$62,070.00
<b>Retired Employees</b>	<b>J. Walsh</b>	<b>S. Collette</b>				
Health Insurance	\$3,105.00	\$3,105.00				\$6,210.00
Life Insurance	\$14.00	\$14.00				\$28.00
<b>Overhead</b>						
Electricity/Heat/Maint.(2%of 100,000)	\$2,000.00					\$2,000.00
Salaries (TM,TA,TC&T)	\$0.00					\$0.00
<b>Total All Charges</b> ----->						<b>\$140,301.00</b>

Medicare Matching:

Retirement Assessment:Based on Treasurer's Report

## Water Income - 9 Year Analysis

RATES	2015	2014	2013	2012	2011**	2010*	2009*	2008	Avg.	FY17 Budget Recommendation
Use Chgs	\$ 786,600.00	\$ 789,178.00	\$ 804,988.95	\$ 783,201.47	868,965.42	682,023.23	679,310.21	734,203.52	766,058.85	745,000.00
Other Fees	\$ 17,984.00	\$ 12,465.00	\$ 18,301.78	\$ 16,904.86	14,924.87	15,387.16	11,429.32	15,718.77	15,389.47	4,700.00
Hydrants	\$ 23,957.00	\$ 23,957.00	\$ 22,922.38	\$ 22,922.38	23,841.03	23,479.71	18,120.24	17,737.12	22,117.11	23,000.00
Sprinklers	\$ 23,162.00	\$ 23,162.00	\$ 24,075.87	\$ 24,075.87	22,513.81	23,212.41	17,166.38	17,136.50	21,813.11	24,000.00
Public Fire Protection	\$ 33,849.00	\$ 33,632.00	\$ 32,013.20	\$ 31,950.68	31,928.18	31,842.88	4,875.00	-	25,011.37	33,000.00
Processing Fee	\$ 75,690.00	\$ 74,510.00	\$ 70,498.00	\$ 70,378.00	69,764.47	69,178.37	69,220.94	67,379.68	70,827.43	75,000.00
<b>Totals</b>	<b>961,242.00</b>	<b>956,904.00</b>	<b>972,800.18</b>	<b>949,433.26</b>	<b>1,031,937.78</b>	<b>845,123.76</b>	<b>800,122.09</b>	<b>852,175.59</b>	<b>921,217.33</b>	<b>904,700.00</b>
<b>CONSTRUCTION</b>										
System Development	\$ 90,000.00	\$ 76,250.00	\$ 98,750.00	\$ 65,000.00	36,268.38	51,731.62	42,750.00	60,250.00	65,125.00	62,500.00
Service Install/Repairs	\$ 26,003.00	\$ 28,440.00	\$ 29,185.84	\$ 22,977.07	46,574.22	29,334.01	19,064.77	32,657.93	29,279.61	45,500.00
<b>Totals</b>	<b>116,003.00</b>	<b>104,690.00</b>	<b>127,935.84</b>	<b>87,977.07</b>	<b>82,842.60</b>	<b>81,065.63</b>	<b>61,814.77</b>	<b>92,907.93</b>	<b>94,404.61</b>	<b>108,000.00</b>
<b>MISCELLANEOUS</b>										
Fire Protection	\$ -	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	2,500.00	2,500.00	2,500.00	36,324.00	6,415.50	2,500.00
Backflows	\$ 14,200.00	\$ 10,700.00	\$ 14,400.00	\$ 3,700.00	10,350.00	15,600.00	11,150.00	11,100.00	11,400.00	10,300.00
Sewer Reimbursements	\$ 1,424.00	\$ 17,995.00	\$ 20,133.70	\$ 18,145.25	20,193.89	16,370.68	19,371.94	12,426.75	15,757.65	1,000.00
Other Reimb Expenses	\$ 2,505.00	\$ 18,936.00	\$ 847.83	\$ 1,405.55	340.08	939.52	4,288.25	1,103.29	3,795.69	500.00
<b>Totals</b>	<b>18,129.00</b>	<b>50,131.00</b>	<b>37,881.53</b>	<b>25,750.80</b>	<b>33,383.97</b>	<b>35,410.20</b>	<b>37,310.19</b>	<b>60,954.04</b>	<b>37,368.84</b>	<b>14,300.00</b>

\$ **1,027,000.00**

\*Wet summers

\*\*Economic Slowdown

ID#	Description	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27
2909	Water System Upgrade	\$ 285,551.97	\$ 285,262.39	\$ 284,959.59	\$ 282,682.27	\$ 280,637.72	\$ 281,233.72	\$ 281,838.17	\$ 282,368.79	\$ 282,653.04	\$ 282,596.67	\$ 281,511.78	\$ 279,893.15	\$ 279,395.13		
2997	Water SRF Loan 2	\$ 76,428.18	\$ 76,343.18	\$ 76,256.55	\$ 76,167.80	\$ 76,078.40	\$ 75,985.84	\$ 75,891.62	\$ 75,796.18	\$ 75,697.97	\$ 75,598.44	\$ 75,496.01	\$ 75,393.09	\$ 75,287.08	\$ 75,178.39	\$ 75,068.40
Total Per Fiscal Year		\$ 361,980.15	\$ 361,605.57	\$ 361,216.14	\$ 358,850.07	\$ 356,716.12	\$ 357,219.56	\$ 357,729.79	\$ 358,164.97	\$ 358,351.01	\$ 358,195.11	\$ 357,007.79	\$ 355,286.24	\$ 354,682.21	\$ 75,178.39	\$ 75,068.40

<b>Sewer Full Budget FY2017</b>											
	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Qtr 1</b>	<b>Budget</b>
	<b>FY2012</b>	<b>FY2012</b>	<b>FY2013</b>	<b>FY2013</b>	<b>FY2014</b>	<b>FY2014</b>	<b>FY2015</b>	<b>FY2015</b>	<b>FY2016</b>	<b>FY2016</b>	<b>FY2017</b>
	7% rate decr.		10% T1 decr.								
<b>INCOME:</b>											
Rates	606,735.00	591,091.52	<b>558,787.74</b>	<b>564,247.08</b>	<b>536,525.00</b>	<b>524,435.76</b>	<b>536,525.00</b>	<b>537,950.00</b>	<b>536,525.00</b>	<b>210,069.95</b>	<b>536,525.00</b>
Sewer Rate Relief											
Perm. Priv. Asses./GBF	11,245.00	32,500.00	17,745.00	37,245.00	20,000.00	6,500.00	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	10,133.20	9,410.00	3,619.00	8,686.00
Inspec/Apl. Fees/Drainlayer Fees & Other Miscellaneous	500.00	912.58	500.00	375.00	500.00	150.00	500.00	800.00	500.00	425.00	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	24,395.86	21,000.00	1,102.07	24,000.00
Capacity Access Fee										-	
Interest - MMDT	1,600.00	802.53	550.00	822.13	550.00	724.34	500.00	664.70	600.00	247.74	600.00
Boston Rd. - Debt					15,260.00		15,257.00		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		7,345.00
Old Ayer Rd. - Debt					2,484.00		3,967.00		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		1,875.00
Interest - General Fund	1,800.00	1,482.24	1,000.00	568.28	1,000.00	1,700.77	600.00	1,095.47	600.00		900.00
Hollis Street Construction & Interest Payments			1,653.22		2,200.00	787.90	2,000.00	999.18	1,000.00		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	13,151.25	14,364.00		13,152.00
<b>Reserve Transfer - Pump Station Upgrades</b>	<b>66,388.00</b>	<b>96,387.00</b>	<b>26,805.01</b>	<b>26,805.01</b>	<b>120,000.00</b>	<b>120,000.00</b>			-		-
<b>Reserve Transfer</b>					90,000.00	190,000.00	56,884.00	156,884.00	48,459.00	48,216.00	51,252.00
<b>Prior Year Encumbrance</b>								1,750.00		300.00	
<b>TOTAL INCOME</b>	<b>707,906.00</b>	<b>769,873.56</b>	<b>641,377.50</b>	<b>675,544.19</b>	<b>850,113.00</b>	<b>876,602.66</b>	<b>673,166.00</b>	<b>747,823.66</b>	<b>662,154.00</b>	<b>263,979.76</b>	<b>671,559.00</b>
<b>EXPENSES</b>											
<b>OPERATING EXPENSE</b>											
Treatment	300,000.00	335,015.55	318,000.00	291,029.66	350,000.00	314,037.44	325,000.00	306,663.50	335,000.00	60,592.94	320,000.00
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	108,279.01	91,000.00	28,713.32	111,000.00
Fuel (Gas/ Propane)	500.00	986.24	550.00	434.37	1,000.00	531.56	1,000.00	564.86	1,000.00	88.02	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	8,480.42	10,000.00	1,273.41	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	2,903.38	3,250.00	803.04	3,250.00
Pepperell Upgrade	53,754.50	83,754.50	<b>53,609.56</b>	53,609.65	53,610.00	53,459.32	53,610.00	53,307.09	53,434.00	-	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	29,985.24	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	25,458.48	16,000.00	-	13,000.00

<b>OFFICE EXPENSE</b>											
Wages	19,545.00	19,205.34	19,867.32	19,125.67	20,883.00	21,290.00	30,115.00	26,065.18	30,865.00	7,904.07	31,801.00
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	17,584.65	18,026.00	6,008.76	18,755.00
Intergovernmental	20,765.00	12,255.90	14,520.00	19,432.54	14,520.00	33,623.98	33,355.00	32,593.10	34,926.00	8,492.68	41,642.00
Postage/Printing	1,000.00	884.90	1,200.00	833.43	1,200.00	1,773.82	2,200.00	2,185.45	2,200.00	541.08	2,300.00
Office Supplies	500.00	747.21	772.20	2,203.26	500.00	446.72	1,000.00	188.66	1,000.00	72.49	750.00
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	246.00	4,000.00	45.00	3,000.00
Easements/Surveying	5,000.00		2,500.00		2,500.00		2,500.00		1,500.00	-	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	11,806.00	10,000.00	-	7,500.00
Software Service Contract	2,500.00	7,098.10	2,000.00		2,000.00	1,454.40	2,000.00	1,465.01	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	356.10	2,500.00	-	5,000.00
MIIA	500.00	412.90	500.00	457.90	500.00	487.89	500.00	517.44	550.00	529.92	550.00
Other Misc Expenses		\$ 7,098.10		15,098.77				1,746.49	-	218.71	-
<i>Other Financing Uses (Hollis St payoff)</i>											
<b>DEBT SERVICE</b>											
<b>Debt Service - Town</b>											
Principal		3712.23									
Interest		1729.13									
<b>Boston Road - Principal</b>					16,650.00		16,648.00		16,648.00		16,648.00
<b>Boston Road - Interest</b>					10,030.00		8,370.00		7,533.00		7,345.00
<b>Old Ayer Road - Principal</b>					8,353.00		8,353.00		8,353.00		8,353.00
<b>Old Ayer Road Interest</b>					5,032.00		4,200.00		3,780.00		3,968.00
<b>Deferred debt payment per agreement with Town</b>	115,891.00	115,891.00									
<b>Other Financing Uses - Hollis St payoff from E&amp;D</b>											
<b>SRF Funding - \$330,000</b>											
Principal	3,712.00	3,712.23	3,870.18	3,870.18	4,035.00	4,034.61	4,050.00	4,050.00	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	1,227.75	1,056.00	429.39	1,230.00
<b>TOTAL EXPENSES</b>	<b>695,966.50</b>	<b>764,291.86</b>	<b>626,357.50</b>	<b>583,721.54</b>	<b>821,588.00</b>	<b>691,665.56</b>	<b>673,166.00</b>	<b>644,480.01</b>	<b>688,871.00</b>	<b>119,762.83</b>	<b>671,559.00</b>
<b>Balance</b>											
<b>Net Income</b>	11,939.50	5,581.70	15,020.00	91,822.65	28,525.00	184,937.10	-	103,343.65	(26,717.00)	144,216.93	-



## Pay to: Town of Groton

### Interdepartmental Reimbursement

### FY 2017 Budget Projection

### Sewer Department

Active Employees	Ruth S.	April I.	Totals
Health Insurance	\$15,163.00	\$5,013.00	\$20,176.00
Life Insurance	\$40.00		\$40.00
Town Share: Medicare		\$465.00	\$465.00
Town Share: Retirement (See attached)		\$10,397.00	\$10,397.00
<b>Retired Employees</b>	<b>D. Peterson</b>		
Health Insurance	\$3,105.00		\$3,105.00
Life Insurance			\$0.00
<b>Overhead</b>			
Electricity/Heat/Maint.(0.006% of 100,000)	\$600.00		\$600.00
Salaries - TM (2.25% of \$140,080)	\$3,150.00		\$3,150.00
TA - (2.25% of \$79,058)	\$1,779.00		\$1,779.00
TT - (2.25% of \$85,774)	\$1,930.00		\$1,930.00
<b>Total All Charges</b> ----->			<b>\$41,642.00</b>

Medicare Matching:

Retirement Assessment:Based on Treasurer's Report

**Town of Groton  
Sewer Department  
Fiscal Year 2017 Debt Payment**

<b>Design Cost</b>		FY 2017
Principal	\$	18,000
Interest	\$	5,837
Total Design P&I	\$	<u>23,837</u>
<b>Groton Obligation @ 25%</b>	<b>\$</b>	<b>5,959</b>
<b>Construction</b>		FY 2017
Principal	\$	245,000
Interest 8/1/16	\$	23,204
Interest 2/1/17	\$	<u>34,388</u>
	Total Interest	\$ <u>57,592</u>
Total Construction P&I	\$	302,592
<b>Groton Obligation @ 25%</b>	<b>\$</b>	<b>75,648</b>
<b>Administration Fees</b>		FY 2017
7/31/2016	\$	1,909
1/31/2017	\$	<u>1,725</u>
Total Administration Fees	\$	3,634
<b>Groton Obligation @ 25%</b>	<b>\$</b>	<b>908</b>
<b>Total Project Cost</b>	<b>\$</b>	<b><u>82,516</u></b>

Calculation of Upgrade and Expansion Portions of Project Cost.  
(64% is portioned to Upgrade, 36% is portioned to Expansion)

<b>Upgrade</b>		
Design and Construction	\$	52,228
MWPAT Fee	\$	<u>581</u>
Total Upgrade Cost		\$ 52,810
<b>Expansion</b>		
Design and Construction	\$	29,379
MWPAT Fee	\$	327
Total Expansion Cost		\$ 29,706
<b>Total Project Cost</b>		<b><u>\$ 82,516</u></b>

**2017  
TOWN OF GROTON  
MINOR CAPITAL PLAN**

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

**Reason for need:** In Fiscal Year 2017, 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 line items in the Sewer Department's Operating Budget and not from the Sewer Enterprise Reserves Fund transfers. This is the Sewer Department's contribution to the on-going Meter Replacement Program.

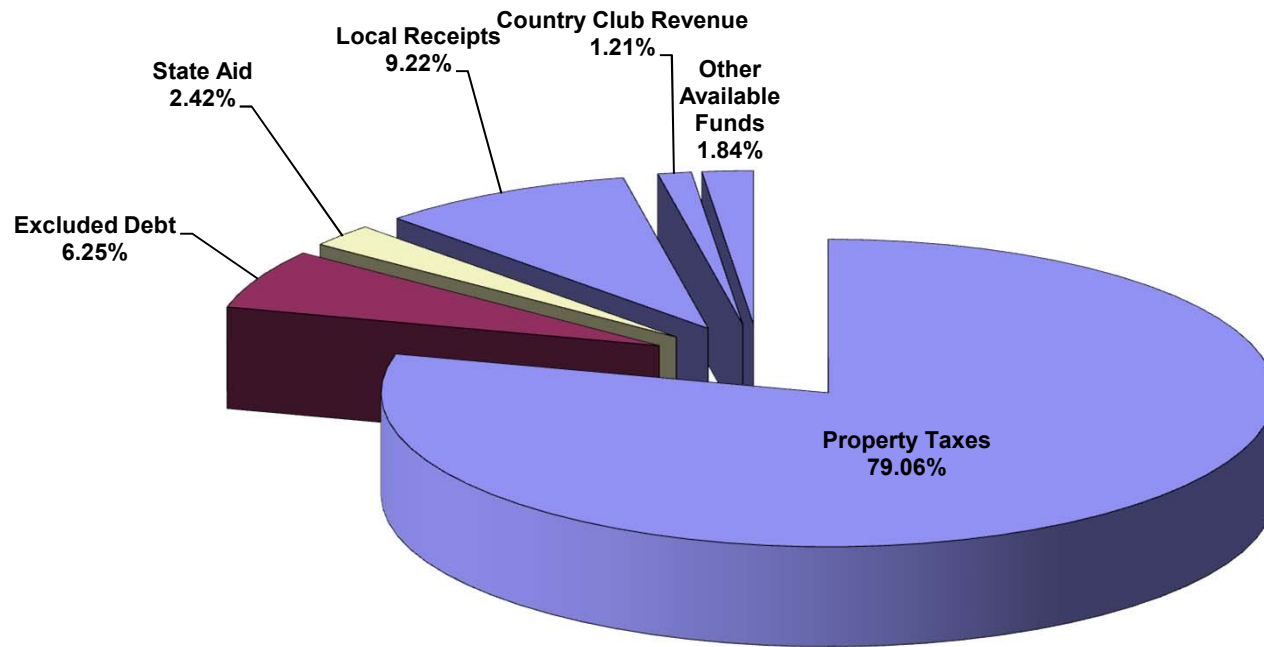
<b>Meters w/Radio's</b>	\$5,000.00
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<b>Total Cost</b>	\$5,000.00
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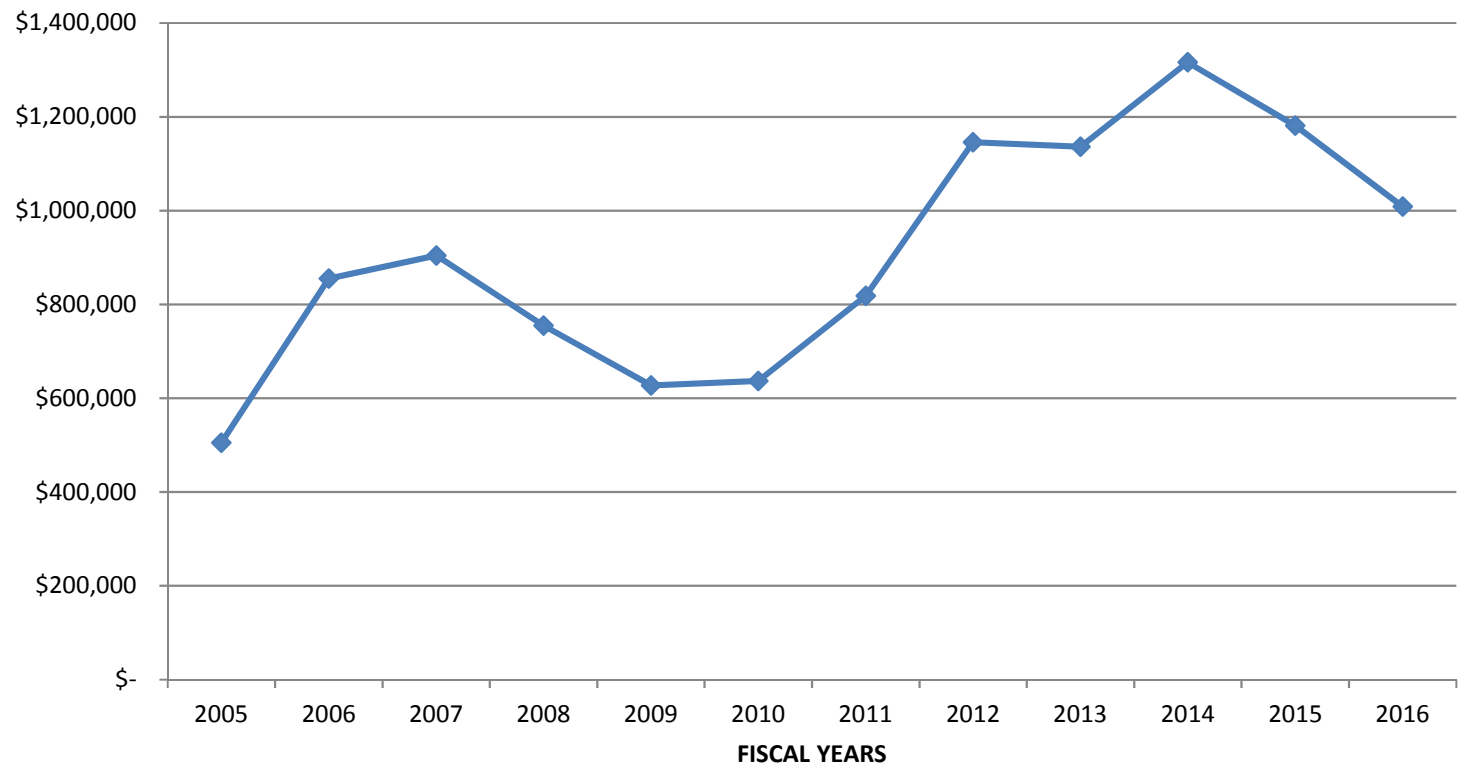
**Funding Source:** Sewer Revenue

# Sources of Revenue

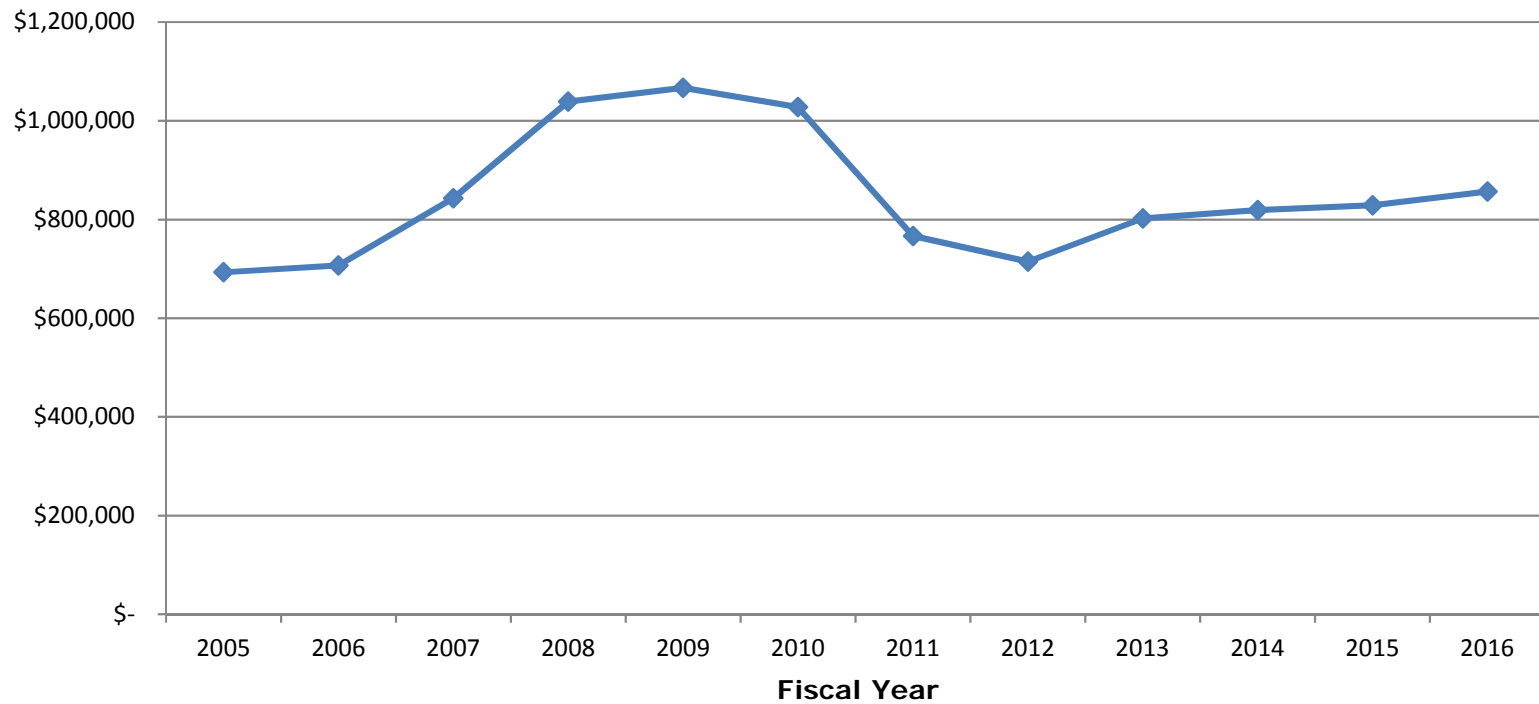
## Fiscal Year 2017



**TOWN OF GROTON  
FREE CASH HISTORY  
FISCAL YEARS 2005 - 2016**

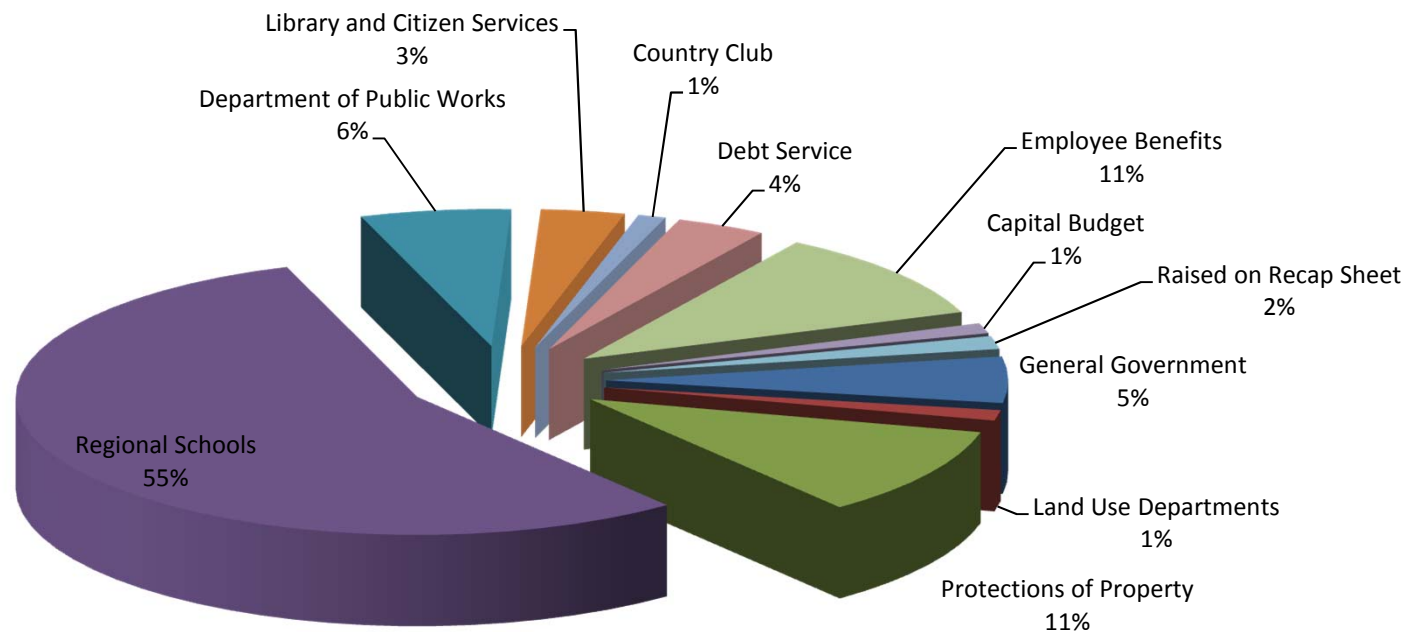


**TOWN OF GROTON  
STATE AID HISTORY  
FISCAL YEARS 2005 - 2016**



# "Where Your Tax Dollars Go"

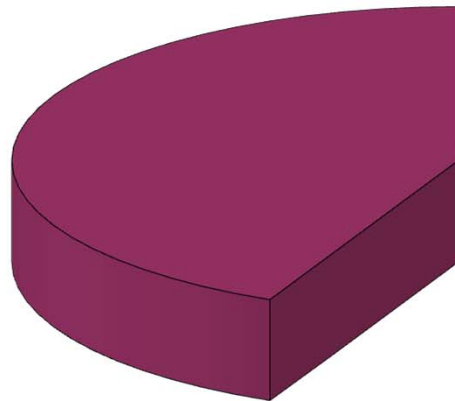
## Fiscal Year 2017 Expenditure Analysis



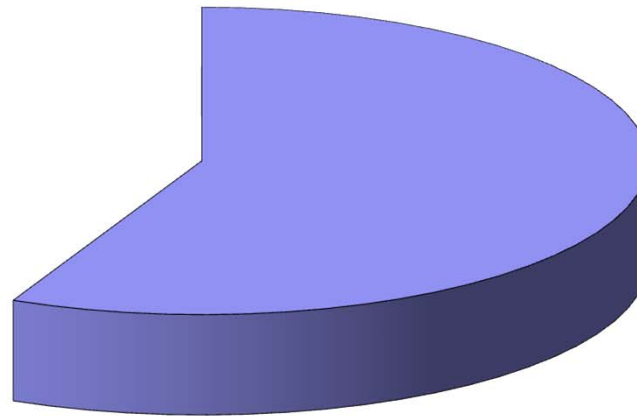
# PROPERTY TAX IMPACT

## Fiscal Year 2017

**Municipal Budget**  
**43.07%**

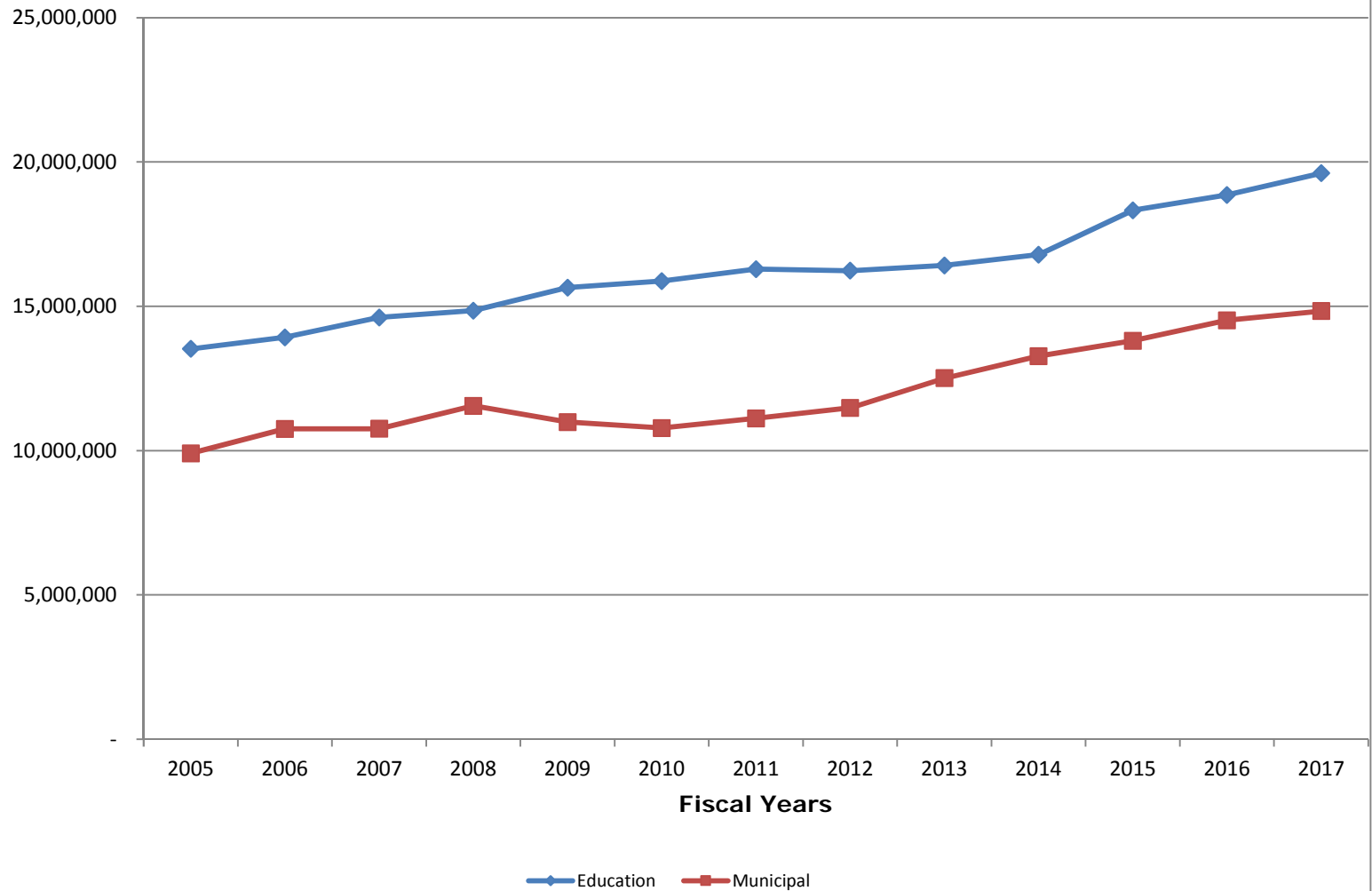


**Regional Schools Budget**  
**56.93%**

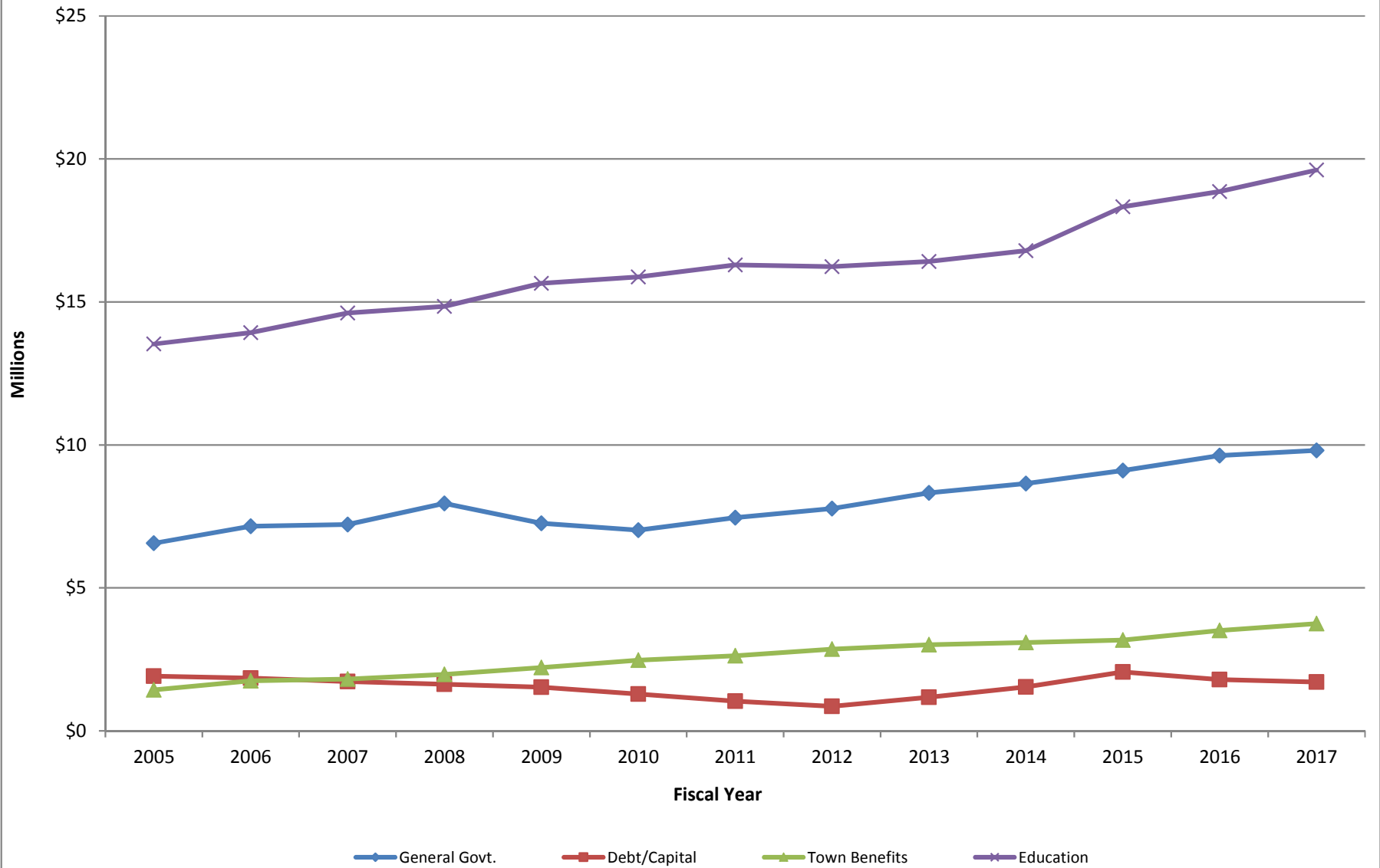




## Trends in Muncipal/Education Spending Fiscal Years 2005-2017



## Municipal Spending by Function Fiscal Years 2005 - 2017



Source: Town Operating Budgets