



## TOWN OF GROTON

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## Board of Selectmen

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Anna Eliot, *Member*

**Town Manager**  
Mark W. Haddad

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

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

**Subject:** *Fiscal Year 2018 – Proposed Town of Groton Operating Budget*

**Date:** *December 31, 2016*

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 2018 Operating Budget for the Town of Groton. This is the ninth budget that I have submitted as your Town Manager. It is also the second year where the Board of Selectmen and Finance Committee have provided direction prior to the development of the proposed budget in compliance with the revised Financial Policies of the Town. The Finance Committee and Board met 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 2018 Proposed Operating Budget. The Board of Selectmen and Finance Committee voted that overall municipal spending should not increase by more than 2.4% and directed the Finance Team to continue to plan for the future and develop a budget that will be sustainable in future years. In addition, they directed the Finance Team to develop two additional budget scenarios for review. Specifically, they requested that a budget with an increase of no greater than 1.2% and a level funded budget be developed. The Finance Team worked diligently to meet these objectives.

I am pleased to report that the Proposed Fiscal Year 2018 Operating Budget meets the directive of providing a budget that keeps municipal spending to an increase of no more than 2.4%, while continuing to provide the same level of services that our residents currently receive. In addition to this, the Finance Team has provided proposed reductions from the 2.4% Budget that keeps spending at an increase of 1.2% and one that is level funded at the FY 2017 spending level. I want to make it clear to both the Board of Selectmen and Finance Committee that I am very uncomfortable with these two scenarios as they significantly reduce the level of services currently provided and I would urge the Board of Selectmen and Finance Committee to support the proposal that stays within the primary 2.4% directive. This Budget also provides a placeholder for the Groton-Dunstable Regional School District Assessment. I will address this later in my message. This budget does utilize all of the anticipated levy capacity. We will also see another decrease in the excluded debt in FY 2018 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 2018 Budget, I asked the Departments to take into consideration a total Municipal Budget increase of no more than 2.4%. 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 continues the process of stabilizing the Budget for the future.

When putting together our estimated revenues for Fiscal Year 2018, as is always the case, we needed to take into consideration the fact that the Commonwealth has yet to begin its budget deliberations. We determined that State Aid has been very stable over the past four years. Governor Charlie Baker continues to make local aid a priority and we are confident this will not change in Fiscal Year 2018. Therefore, we believe that it is realistic to level fund State Aid in Fiscal Year 2018. We are also pleased to report that the local meals tax continues to have a positive impact on local receipts and have budgeted that at \$100,000. Another factor that positively impacted our Fiscal Year 2018 revenue projections was the final new growth certified for Fiscal Year 2017. When we originally developed the FY 2017 Budget, we estimated approximately \$17 million in new growth, generating about \$319,000 in additional levy capacity. When the final new growth was certified in the beginning of December, 2016, it was certified at approximately \$24 million generating over \$444,000 in additional levy capacity. Taking this into consideration, the final FY 2017 Budget came in \$178,840 under the levy limit. This funding is available for expenditure in Fiscal Year 2018. As stated earlier, we will be using all of our anticipated levy capacity to balance the budget. The following chart shows what we expect to receive in revenues for FY 2018 that can be used to fund the Proposed Operating Budget:

<b><u>Revenue Source</u></b>	<b><u>Budgeted FY 2017</u></b>	<b><u>Estimated FY 2018</u></b>	<b><u>Dollar Change</u></b>	<b><u>Percent Change</u></b>
Property Tax	\$28,151,493	\$29,129,180	\$ 977,687**	3.47%
Unexpended Tax Capacity	\$ (178,840)	\$ 0	\$ 178,840	-100.00%
State Aid	\$ 860,020	\$ 860,020	\$ 0	0.00%
Local Receipts	\$ 3,608,413	\$ 3,718,272	\$ 109,859	3.04%
Free Cash	\$ 0	\$ 0	\$ 0	0.00%
Other Available Funds	\$ 225,000	\$ 225,000	\$ 0	0.00%
<b>TOTAL</b>	<b>\$32,666,086</b>	<b>\$33,932,472</b>	<b>\$1,266,386</b>	<b>3.88%</b>

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

Thanks to our practice of sound financial planning and smart budgeting, we are confident that we have a healthy revenue forecast for Fiscal Year 2018. 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. We are budgeting an increase of 6.96% in our Employee Benefit Budget. While we will not know the final health insurance budget until some time in 2017, we believe the projections are conservative and will meet our obligations next fiscal year. We will continue to monitor these budgets and make any required changes prior to the Budget being voted at the 2017 Spring Town Meeting. 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 2018 Operating Budget:

## **FIRE DEPARTMENT**

The Town of Groton has been very fortunate to have such an outstanding Fire Department consisting of both Career and Call Firefighters. This combination has allowed the Town to provide excellent Fire and EMS services to our residents in an extremely cost effective manner. That said, the Town has struggled to recruit and retain on-call Firefighters and EMT's. This is not just a problem in the Town of Groton, but a national trend that is likely to continue due to the increased training requirements for Call Firefighters. These requirements are very demanding and have been known to be prohibitive to working adults. According to a memorandum sent to the Board of Selectmen by our Fire Chief, Steele McCurdy, *"the training provided today to our firefighters and EMT's has increased significantly over the past 20 years due to the changing mission of the fire service and ever increasing hazards of the modern fire. This increase in initial training coupled with the demands of work and family are proving to be a significant obstacle to the addition of new on-call personnel. The importance of constant recruitment cannot be overstated as the department relies heavily upon the consistent recruitment of personnel to counter the attrition seen from year to year."*

Due to the budgetary constraints the Town is facing in Fiscal Year 2018 and future years, the addition of Full-time Firefighters will be a very difficult proposition. However, the Town needs to take some action in Fiscal Year 2018. The Fire Chief has developed a couple of programs to address recruitment of qualified Call Firefighters. One program is the creation of the Groton Fire Explorer program which allows young adults (ages 14-21) to participate in the Fire Department through the Boy Scouts of America. Participating at a young age will hopefully encourage these individuals to become involved in both the Fire Department and Community, with hope that they will join the Call Department when they get older. The second program that the Chief has developed is the Auxiliary Firefighter/EMT program, which allows individuals interested in joining the Groton Fire Department to participate in a more limited role while they receive their Firefighter training. While both these programs are encouraging for the future, the Town has an immediate problem that needs to be addressed. The Town has seen several calls for ambulance services requiring mutual aid coverage because our Call EMT's were unavailable.

To this end, the Fire Chief proposed in his operating budget a \$73,000 line item to provide compensation to Call EMT's and Officers as an incentive to sign up for call shifts. Under this plan, if an EMT signs up for a shift, he/she will guarantee to be available and will respond to calls should they occur. According to Department policy, members are required to maintain a minimum number of on-call hours each month but are not currently compensated for this time commitment. By offering a financial incentive, we would expect more EMT's will cover shifts that are normally difficult to cover. The most difficult shifts to cover are from 6:00 p.m. to 6:00 a.m. on Fridays, Saturdays and Sundays, although this program would target overnight coverage seven days a week.

While I completely support this proposal, until it is implemented, it is unclear if it will provide the expected results. Due to our budget directive of a municipal increase of no more than 2.4%, I do not want to commit such a substantial increase in the budget that would require reductions in other line items until I can be sure it will be effective. I am, therefore, proposing we set this up as a “Pilot” program in FY 2018 by asking the Town Meeting, through a special article, to appropriate \$73,000 from the Town’s Excess and Deficiency Fund (Free Cash) to pay for the program. Should it prove successful, we can include it as a permanent program in Fiscal Year 2019.

## **GROTON COUNTRY CLUB**

Two years ago, we implemented a plan that we felt would allow us to eliminate the taxpayer subsidy to operate the Groton Country Club. The goal was to eliminate this subsidy within three years. In order to achieve this, we made several changes in the way we manage and operate the Groton Country Club. Through the leadership of our General Manager/Head Golf Professional Shawn Campbell, this plan has been extremely successful. Over the last three years the taxpayer subsidy has decreased from \$273,683 in FY 2015, to approximately \$100,000 last year. Based on recent growth trends and consolidation of expenses, we believe that in Fiscal Year 2018, the Groton Country Club will be completely self-sufficient without the need of any taxpayer subsidy. This includes all operational expenses as well as overhead costs contained within the Town’s Operating Budget. Please note that the requested operational budget for FY 2018 is \$379,620. The following chart shows the total anticipated expenses of the Country Club in FY 2018 and anticipated revenues that are not expected to require any taxpayer subsidy in Fiscal Year 2018:

<b><u>Item</u></b>	<b><u>FY 2018 Expense</u></b>
Country Club Salaries	\$143,285
Country Club Wages	\$113,881
Country Club Expenses	\$122,454
Capital Purchases	\$ 11,600
Wages in Operating Budget	\$ 12,296
Health Insurance	\$ 25,186
Payroll Taxes	\$ 3,907
Insurance	\$ 15,878
Building Costs	\$ 4,000
Unemployment	<u>\$ 8,000</u>
Sub-Total Expense	\$460,487
Less Anticipated FY 2018 Revenue	\$460,487
<b>Taxpayer Subsidy</b>	<b>\$ 0</b>

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

The Town has seven (7) Collective Bargaining Units. All Agreements were renewed in FY 2016 for three (3) years. Fiscal Year 2018 will be the final year of the contracts. Five of the Unions have agreed to a 2% wage adjustment in FY 2018. Both the Patrolmen's Association and Superior Officers' Union do not receive a wage adjustment in FY 2018. 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 \$88,071 in FY 2018. This will be the sixth year that we have implemented the performance incentive program for many 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 2018 impact for this program is \$49,022, bringing the total increase in salaries and wages in FY 2018 to \$137,093.

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

<b><u>Category</u></b>	<b><u>FY 2017</u></b>	<b><u>FY 2018</u></b>	<b><u>Dollar</u></b>	<b><u>Percentage</u></b>
			<b><u>Difference</u></b>	<b><u>Change</u></b>
General Government	\$ 1,889,183	\$ 1,919,980	\$ 30,797	1.63%
Land Use	\$ 425,575	\$ 434,948	\$ 9,373	2.20%
Protection of Persons and Property	\$ 3,677,815	\$ 3,766,073	\$ 88,258	2.40%
Department of Public Works	\$ 2,114,413	\$ 2,136,809	\$ 22,396	1.06%
Library and Citizen Services	\$ 1,565,030	\$ 1,569,350	\$ 4,320	0.28%
Debt Service	\$ 1,282,713	\$ 1,210,119	\$ (72,594)	-5.66%
Employee Benefits	\$ 3,592,512	\$ 3,842,510	\$ 249,998	6.96%
<b>Sub-Total - Municipal</b>	<b>\$ 14,547,241</b>	<b>\$ 14,879,788</b>	<b>\$ 332,547</b>	<b>2.29%</b>

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As you can see, the Proposed Fiscal Year 2018 Municipal Operating Budget increases by 2.29%, or an increase of \$332,547, staying well within the budget directive of the Board of Selectmen and Finance Committee. It is important to reiterate that this budget maintains services for our residents at the same level as Fiscal Year 2017.

## **REGIONAL SCHOOL BUDGETS**

As has been the case over the past several years, we continue to work collaboratively with the Administration of the Groton-Dunstable Regional School District (GDRSD). We have been meeting regularly throughout the year and more frequently during the budget process. The School Department has begun their Fiscal Year 2018 Budget Process, but will not have it completed in time to have its proposed Assessment in the Town Manager's Proposed Operating Budget. As the Board of Selectmen and Finance Committee are aware, I am required to provide a balanced budget by December 31, 2016. Therefore, I need to include a proposed budget for both the Groton Dunstable Regional School District and Nashoba Valley Regional Technical High School. It is important to note that anything provided in this budget, should be considered a placeholder until such time as both School Districts finalize their budgets sometime after the first of the year. To determine what number to use as a placeholder, the Finance Team and I have proposed that we set aside a certain percentage of the anticipated new revenues for Fiscal Year 2018. As noted above, we anticipate \$1,266,386 in new revenues in FY 2018. Currently, School Spending accounts for fifty-seven (57%) of the Town's operating expenses. Therefore, it is proposed that we set aside at least fifty-seven (57%) of the new revenues for the Groton Dunstable Regional School District. This would be an increase of \$721,840. In an effort to provide as much funding as possible, the Fiscal Year 2018 Town Manager's Proposed Operating Budget is proposing an increase in the Operational Assessment of the GDRSD of \$750,000 or 4.08%. 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, 2017.

With regard to the Nashoba Valley Regional Technical High School, the Town has been informed that the number of Groton students attending the School has increased from 37 to 39. Due to this change, we expect a larger increase than we have seen in past years. Using our best judgment, we are proposing an increase in the Nashoba Valley Regional Technical High School Assessment of \$41,444 or 7.27%. We should have their final assessment in January/February, 2017.

## **CAPITAL BUDGET**

The Capital Budget will be submitted to the Board of Selectmen and Finance Committee under separate cover. The requested FY 2018 Capital Budget is \$1,761,692. The following sources will fund this request:

General Obligation Bond	\$ 995,000
Capital Asset Fund	\$ 415,692
Free Cash	\$ 60,000
Water Revenue	\$ 250,000
Ambulance Receipts	<u>\$ 41,000</u>
Total	\$1,761,692

## **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 was the case last year, I approached the Sewer Commission and requested that they continue to fund the Town's portion of the Debt Service for the Pepperell Sewer Relief Fund upgrade. Although I had committed to the Sewer Commission to try and find the funding in the Fiscal Year 2018 Proposed Budget, finding \$27,000 in the Municipal Budget would be extremely difficult given the budget guidance of an increase no greater than 2.4%. The Sewer Commission graciously agreed to fund the debt service again in Fiscal Year 2018. I truly appreciate the Sewer Commission's willingness to help the Town through these difficult financial times. That said, I will continue to look for ways to find funding for this debt service in future years.

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	\$1,024,851	\$1,131,936	\$107,085	10.45%
Sewer Department	\$ 698,276	\$ 699,840	\$ 1,564	0.23%
Community Cable Department	<u>\$ 230,779</u>	<u>\$ 206,454</u>	<u>\$ (24,325)</u>	<u>-10.57%</u>
<b>TOTAL ENTERPRISE FUNDS</b>	<b>\$1,953,906</b>	<b>\$2,038,230</b>	<b>\$ 84,324</b>	<b>4.32%</b>

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

The total Town Manager's Fiscal Year 2018 Proposed Operating Budget, including Regional School Assessments and excluded debt, is \$35,777,299 or an increase of 3.22%. This proposed budget is at the anticipated FY 2018 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 \$38,662,272. The Fiscal Year 2017 Tax Rate has been certified at \$18.26. Based on the Proposed Budget, the estimated Tax Rate in Fiscal Year 2018 is \$18.75, or an increase of \$0.49. In Fiscal Year 2017, the average Tax Bill in the Town of Groton (based on a home valued at \$425,000) is \$7,761. Under this proposed budget, that same homeowner can expect a tax bill of \$7,969 or an increase of \$208. The following chart shows a comparison between FY 2017 and FY 2018:

		<b>Actual</b>	<b>Proposed</b>		<b>Dollar</b>	<b>Percent</b>
		<b><u>FY 2017</u></b>	<b><u>FY 2018</u></b>		<b><u>Change</u></b>	<b><u>Change</u></b>
Levy Capacity Used*		\$ 27,972,653	\$ 29,129,180		\$ 1,156,527	4.13%
Tax Rate on Levy Capacity Used		\$ 16.91	\$ 17.45		\$ 0.54	3.19%
Average Tax Bill		\$ 7,187	\$ 7,416		\$ 230	3.19%
Excluded Debt		\$ 2,232,427	\$ 2,174,878		\$ (57,549)	-2.58%
Tax Rate on Excluded Debt		\$ 1.35	\$ 1.30		\$ (0.05)	-3.70%
Average Tax Bill		\$ 574	\$ 553		\$ (21)	-3.70%
Final Levy Used		\$ 30,205,080	\$ 31,304,058		\$ 1,098,978	3.64%
Final Tax Rate		\$ 18.26	\$ 18.75		\$ 0.49	2.68%
Average Tax Bill		\$ 7,761	\$ 7,969		\$ 208	2.68%
*The FY 2018 Levy Capacity Used includes FY 2017 unexpended tax capacity of \$178,840 and \$15 million in new growth.						

## **FIVE YEAR PROJECTION**

One of the more important documents we are providing with the Proposed Budget is the Five Year Projection. Given the conclusions of the Sustainable Budget Study Committee (and the continued focus of the Finance Committee and Board of Selectmen) that our current spending patterns are unsustainable, the Five Year Projection continues to be more important than ever. Based on the long range projections of the Sustainable Budget Study Committee, the Five Year Projection attempts to keep Municipal Spending in the range of an annual increase of 2.4% and the Groton Dunstable Regional School Assessment in the range of an annual increase of 3.4%. Similar to last year, we have broken out wages and expenses to provide a more detailed examination of what to expect in future years. Since Fiscal Year 2018 is the final year of all of our Union Agreements and the Town will be entering negotiations with all seven (7) of our Unions in FY 2019, the Town has a unique opportunity to address our long range sustainability. 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. Similar to last year, included with the Five Year Projection is a spreadsheet that shows what we anticipate in Health Insurance, Pension, Unemployment, Life Insurance and Medicare. This is then incorporated into the Five Year Projection.

Please understand that this projection is simply that, a projection based on previous years' growth and income. It is subject to change, but gives you a good idea of what to expect. 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.



## **OTHER POST EMPLOYMENT BENEFITS (OPEB)**

At the 2015 Spring Town Meeting, the Board of Selectmen and Finance Committee agreed to request that Town Meeting accept the provisions of Chapter 32B, §20 of the General Laws that established a separate trust fund known as the Other Post-Employment Benefits Liability Trust Fund. Beginning in Fiscal Year 2016, the Town funded this Trust by transferring from the Operating Budget the amount of money necessary to cover the annual liability (about \$200,000) for our retirees' health insurance. While this allows us to cover our annual obligation, it does nothing to address our accrued liability. As you know, GASB 45 requires that a periodic actuarial analysis be done to identify the costs of OPEB that are earned by public employees during their years of service, and then also requires that this cost be reported as an accrued liability and included as a footnote to the Town's financial statements. Groton's liability at the beginning of Fiscal Year 2016 is \$8.1 million (including the Enterprise Funds). While there is still no obligation to fund this liability, choosing to leave it unfunded may negatively impact the Town's ability to maintain a high credit rating and thereby control debt service costs.

The Finance Team and I strongly urge the Board of Selectmen and Finance Committee to begin to address the OPEB unfunded liability, in addition to the annual appropriation that covers the current year's obligation. For the last several years, up until Fiscal Year 2017, the Town Meeting, based on the recommendation of the Board of Selectmen, has voted to transfer up to \$200,000 from our Excess and Deficiency Fund ("Free Cash") to offset the tax rate. The Finance Team and I believe that instead of offsetting the tax rate, this funding be added to our OPEB Trust Fund, bringing our annual contribution to approximately \$400,000. This will allow us to begin to pay down the liability without raising additional taxes. We believe this is a sound financial plan that can be adjusted yearly based on the availability of "Free Cash" in any given year. The Finance Team and I look forward to discussing this in more detail with both the Board of Selectmen and Finance Committee to determine whether or not to address this in Fiscal Year 2018.

## **POTENTIAL BUDGET REDUCTIONS**

As directed by the Finance Committee and Board of Selectmen, the Finance Team developed two additional budget scenarios that would keep spending in Fiscal Year 2018 to an increase of no more than 1.2% and another scenario that would keep municipal spending at the same level as Fiscal Year 2017. As stated earlier, the proposed Municipal Operating Budget increases by 2.29% or \$332,547. To keep spending to an increase of no more than 1.2% would allow for an increase of \$174,566, or a reduction of \$157,981 from the Fiscal Year 2018 Town Manager's Proposed Operating Budget. To achieve this kind of reduction, we reviewed every budget, except the Public Safety Departments and the Council on Aging/Senior Center. While there was no specific directive to hold these Departments harmless in the reduced budgets, the Finance Team and I tried to avoid any reduction at this level due to their importance to both a significant segment of our population and the Town as a whole. The following Chart suggest potential reductions in the Proposed Budgets to bring the increase to no more than 1.2% over the Fiscal Year 2017 Municipal Budget Appropriation:

<u>Budget Line Item</u>	<u>Amount</u>	<u>Description</u>
Reduction in Hours - Town Hall	\$ 50,000	All Non-Exempt Employees Reduced by 2½ Hours Per Week
Emergency Management - Minor Capital	\$ 18,500	Eliminate Funding For Emergency Message Board
Library - Wages	\$ 17,300	Eliminate All Sunday Hours
Town Counsel - Expenses	\$ 15,000	Reduce Appropriation
Veteran's Agent - Benefits	\$ 15,000	Reduce Appropriation
Debt Service	\$ 14,667	Extend Payback on Four Corners Sewer Engineering by One Year
GIS Committee - Expenses	\$ 10,100	Reduce Appropriation - Less Support
Highway Department - Wages	\$ 8,000	Eliminate Summer Help
Emergency Management - Expenses	\$ 7,000	Eliminate Reverse 911 - Code Red Service
Postage and Town Hall - Telephone Expense	\$ 5,000	Reduce Appropriation - Reduce Phone Lines
Conservation Commission - Expenses	\$ 3,000	Eliminate Funding for Land Management
Earth Removal Inspector - Stipend	\$ 1,500	Eliminate Stipend
Increase Unemployment	\$ (7,086)	Cover Additional Unemployment for Reduction in Hours/Positions
<b>Total Reduction From Proposed Budget</b>	<b>\$ 157,981</b>	

To get to the level funded budget would require an additional reduction in the Proposed Operating Budget of \$174,566. Unfortunately, in order to get to this kind of reduction, we could no longer avoid cuts to our Public Safety Departments. We would either have to significantly reduce services at Town Hall, which in our opinion, would be a detriment to the overall operation of the Town, or propose a major reduction to the Library Budget, which could lead to decertification and the elimination of State Funding, along with the ability to borrow items from other libraries. We also avoided cuts to the services provided to our seniors, as the Council on Aging/Senior Center/Municipal Building-Senior Center Expenses (\$251,752) makes up only 0.70% of the Town's Operating Budget and provides services to almost twenty-five (25%) percent of our population.

The following Chart suggest potential reductions in the Proposed Budgets to level fund the Budget at the Fiscal Year 2017 Municipal Budget Appropriation:

<u>Budget Line Item</u>	<u>Amount</u>	<u>Description</u>
Reductions Made at the 1.2% Budget	\$ 157,981	Carry Over
Additional Reduction in Hours	\$ 50,000	All Non-Exempt Employees Reduced by 5 Hours Per Week
Police Department Wages	\$ 59,863	Eliminate One Patrolman Position
Fire Department Wages	\$ 64,337	Eliminate Either One Full-Time or Reduce Call Appropriation
Highway Department - Wages	\$ 43,221	Eliminate One Position
Additional Increase to Unemployment	\$ (42,855)	Cover Additional Unemployment for Reduction in Hours/Positions
<b>Total Reduction From Proposed Budget</b>	<b>\$ 332,547</b>	

Please understand that the Finance Team and I are adamantly opposed to any of these reductions at either of these levels. We would urge the Board of Selectmen and Finance Committee to reject any reductions to the budget and support the Proposed Operating Budget at the original 2.4% Directive Level. You will recall that we level funded the budget in FY 2017 and to do it for two consecutive years would, in our opinion, be a disservice to our residents and taxpayers. We appreciate the opportunity to provide you with this recommendation.

### **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 2018 LEVY LIMIT CALCULATION

Revised: 12/19/2016

### I. 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	\$	446,114	
D.	ADD FY 2017 OVERRIDE	\$	-	
E.	FY 2017 SUBTOTAL	\$	28,151,493	\$ 28,151,493
F.	FY 2017 LEVY CEILING	\$	41,372,682	FY 2017 LEVY LIMIT

### II. TO CALCULATE THE FY 2018 LEVY LIMIT

A.	FY 2017 LEVY LIMIT	\$	28,151,493	
A1.	ADD AMENDED FY 2017 NEW GROWTH	\$	-	
B.	ADD TWO AND ONE HALF PERCENT	\$	703,787	
C.	ADD FY 2018 NEW GROWTH	\$	273,900	
D.	ADD FY 2018 OVERRIDE	\$	-	
E.	FY 2018 SUBTOTAL	\$	29,129,180	\$ 29,129,180
F.	FY 2018 LEVY CEILING	\$	41,354,162	FY 2018 LEVY LIMIT

Revised: 12/19/2016

## **TOWN OF GROTON, MASSACHUSETTS FY 2018 TOTAL TAX LEVY CALCULATION**

<b>FY 2018 LEVY LIMIT</b>	<b>\$</b>	<b>29,129,180</b>
CAPITAL EXCLUSION	\$	-
DEBT EXCLUSION - TOWN	\$	1,097,819
DEBT EXCLUSION - SEWER	\$	-
DEBT EXCLUSION - WATER	\$	-
DEBT EXCLUSION - GDRSD	\$	1,077,059
<b>SUB-TOTAL - EXCLUSIONS</b>	<b>\$</b>	<b>2,174,878</b>
<b>TOTAL TAX LEVY</b>	<b>\$</b>	<b>31,304,058</b>

Revised: 12/19/2016

**TOWN OF GROTON  
FISCAL YEAR 2018  
REVENUE ESTIMATES**

	BUDGETED FY 2017	ESTIMATED FY 2018	CHANGE
<b>PROPERTY TAX REVENUE</b>	\$ 28,151,493	\$ 29,129,180	\$ 977,687
<b>DEBT EXCLUSIONS</b>	\$ 2,232,427	\$ 2,174,878	\$ (57,549)
<b>CHERRY SHEET - STATE AID</b>	\$ 860,020	\$ 860,020	\$ -
<b>UNEXPENDED TAX CAPACITY</b>	\$ (178,840)	\$ -	\$ 178,840
<b>LOCAL RECEIPTS:</b>			
General Revenue:			
Motor Vehicle Excise Taxes	\$ 1,400,000	\$ 1,438,435	\$ 38,435
Meals Tax	\$ 100,000	\$ 100,000	\$ -
Penalties & Interest on Taxes	\$ 90,000	\$ 90,000	\$ -
Payments in Lieu of Taxes	\$ 220,000	\$ 230,000	\$ 10,000
Other Charges for Services	\$ 67,250	\$ 67,250	\$ -
Fees	\$ 325,000	\$ 325,000	\$ -
Rentals	\$ 32,500	\$ 32,500	\$ -
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	\$ 17,000	\$ 17,000	\$ -
Recreation Revenues	\$ 428,600	\$ 460,487	\$ 31,887
Miscellaneous Non-Recurring		\$ -	\$ -
<b>Sub-total - General Revenue</b>	<b>\$ 3,608,413</b>	<b>\$ 3,718,272</b>	<b>\$ 109,859</b>
Other Revenue:			
Free Cash	\$ -	\$ 60,000	\$ 60,000
Stabilization Fund for Minor Capital	\$ -	\$ -	\$ -
Stabilization Fund for Tax Rate Relief	\$ -	\$ -	\$ -
Capital Asset Stabilization Fund	\$ 426,980	\$ 415,692	\$ (11,288)
EMS/Conservation Fund Receipts Reserve	\$ 225,000	\$ 266,000	\$ 41,000
Community Preservation Funds	\$ -	\$ -	\$ -
Water Department Surplus	\$ -	\$ -	\$ -
Sewer Department Surplus	\$ -	\$ -	\$ -
Insurance Reimbursements	\$ -	\$ -	\$ -
Encumbrances	\$ -	\$ -	\$ -
<b>Sub-total - Other Revenue</b>	<b>\$ 651,980</b>	<b>\$ 741,692</b>	<b>\$ 89,712</b>
<b>WATER DEPARTMENT ENTERPRISE</b>	<b>\$ 1,024,851</b>	<b>\$ 1,131,936</b>	<b>\$ 107,085</b>
<b>SEWER DEPARTMENT ENTERPRISE</b>	<b>\$ 698,276</b>	<b>\$ 699,840</b>	<b>\$ 1,564</b>
<b>LOCAL ACCESS CABLE ENTERPRISE</b>	<b>\$ 230,779</b>	<b>\$ 206,454</b>	<b>\$ (24,325)</b>
<b>TOTAL ESTIMATED REVENUE</b>	<b>\$ 37,279,399</b>	<b>\$ 38,662,272</b>	<b>\$ 1,382,873</b>

**TOWN OF GROTON  
FISCAL YEAR 2018  
TAX LEVY CALCULATIONS**

**Revised: 12/19/2016**

**FY 2018 PROPOSED EXPENDITURES**

**Town Manager's Proposed Budget**

General Government	\$	1,919,980
Land Use Departments	\$	434,948
Protection of Persons and Property	\$	3,766,073
Regional School Districts	\$	20,897,511
Department of Public Works	\$	2,136,809
Library and Citizen Services	\$	1,569,350
Debt Service	\$	1,210,119
Employee Benefits	\$	3,842,510

A. TOTAL DEPARTMENTAL BUDGET REQUESTS	\$	35,777,299
B. CAPITAL BUDGET REQUESTS	\$	516,692
C. ENTERPRISE FUND REQUESTS	\$	1,797,281
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	\$	250,000
<b>TOTAL PROPOSED EXPENDITURES</b>	<b>\$</b>	<b>38,662,272</b>

**FY 2018 ESTIMATED RECEIPTS**

ESTIMATED TAX LEVY		
Levy Limit	\$	29,129,180
Debt Exclusion	\$	2,174,878
A. ESTIMATED TAX LEVY	\$	31,304,058
B. CHERRY SHEET ESTIMATED RECEIPTS	\$	860,020
C. LOCAL RECEIPTS NOT ALLOCATED	\$	3,718,272
C. OFFSET RECEIPTS	\$	-
D. ENTERPRISE FUNDS	\$	2,038,230
E. COMMUNITY PRESERVATION FUNDS	\$	-
F. FREE CASH	\$	60,000
OTHER AVAILABLE FUNDS		
1. Stabilization Fund		
2. Capital Asset Fund	\$	415,692
3. EMS/Conservation Fund	\$	266,000
G. OTHER AVAILABLE FUNDS	\$	681,692
<b>TOTAL ESTIMATED RECEIPTS</b>	<b>\$</b>	<b>38,662,272</b>
<b>FY 2018 SURPLUS/(DEFICIT)</b>	<b>\$</b>	<b>0</b>



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

FISCAL YEAR 2018

**I. TAX RATE SUMMARY**

Ia.	Total amount to be raised (from IIe)	\$ 38,662,272.04
Ib.	Total estimated receipts and other revenue sources (from IIIe)	\$ 7,358,214.00
Ic.	Tax levy (Ia minus Ib)	\$ 31,304,058.04
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	94.2169%	\$ 29,493,720.56	\$ 1,572,637,317.00	\$ 18.75	\$ 29,493,720.56
NET OF EXEMPT					\$ -
OPEN SPACE	0.0000%	\$ -	\$ -		\$ -
COMMERCIAL	3.6039%	\$ 1,128,181.69	\$ 60,155,877.00	\$ 18.75	\$ 1,128,181.69
NET OF EXEMPT					\$ -
INDUSTRIAL	0.8386%	\$ 262,502.14	\$ 13,996,900.00	\$ 18.75	\$ 262,502.14
SUBTOTAL	98.6594%		\$ 1,646,790,094.00		\$ 30,884,404.39
PERSONAL	1.3406%	\$ 419,653.65	\$ 22,376,390.00	\$ 18.75	\$ 419,653.65
TOTAL	100.0000%		\$ 1,669,166,484.00		\$ 31,304,058.04

## TAX RATE RECAPITULATION GROTON

**FISCAL YEAR 2018**

### II. AMOUNTS TO BE RAISED

II a. Appropriations		\$ 38,091,272
II b. Other amounts to be raised		
1. Amounts certified for tax title purposes	\$ -	
2. Debt and interest charges not included	\$ -	
3. Final court judgments	\$ -	
4. Total overlay deficits of prior years	\$ -	
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 II b.		\$ 221,000
II c. State and County Cherry Sheet Charges		\$ 100,000
II d. Allowance for Abatements and Exemptions (overlay)		\$ 250,000
<b>II e. TOTAL AMOUNT TO BE RAISED</b>		<b>\$ 38,662,272</b>

### III. Estimated Receipts and Other Revenue Sources

#### III a. Estimated Receipts - State

1. Cherry Sheet Estimated Receipts	\$	860,020	
2. Massachusetts School Building Authority Payments	\$	-	
TOTAL III a.			\$ 860,020

#### III b. Estimated Receipts - Local

1. Local Receipts Not Allocated	\$	3,718,272	
2. Offset Receipts	\$	-	
3. Enterprise Funds	\$	2,038,230	
4. Community Preservation Funds	\$	-	
TOTAL III b.			\$ 5,756,502

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

1. Free Cash	\$	60,000	
2. Other Available Funds	\$	681,692	
TOTAL III c.			\$ 741,692

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

1a. Free Cash...appropriated on or before June 30, 2017			
1b. Free Cash...appropriated on or after July 1, 2017			
2. Municipal Light Source			
3. Teachers' Pay Deferral			
4. Other Source:			
TOTAL III d.			\$ -

III e. Total Estimated Receipts and Other Revenue Sources			\$ 7,358,214
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### IV. Summary of Total Amount to be Raised and Total Receipts from All Sources

a. Total Amount to be Raised			\$ 38,662,272
b. Total Estimated Receipts and Other Revenue Sources	\$	7,358,214	
c. Total Real and Personal Property Tax Levy	\$	31,304,058	
d. Total Receipts from All Sources			\$ 38,662,272

**TAX RATE RECAPITULATION  
GROTON**

**FISCAL YEAR 2018**

**LOCAL RECEIPTS NOT ALLOCATED**

		<b>BUDGETED RECEIPTS FY 2017</b>	<b>ESTIMATED RECEIPTS FY 2018</b>
1	MOTOR VEHICLE EXCISE	\$ 1,400,000	\$ 1,438,435
2	OTHER EXCISE	\$ 100,000	\$ 100,000
3	PENALTIES AND INTEREST ON TAXES	\$ 90,000	\$ 90,000
4	PAYMENTS IN LIEU OF TAXES	\$ 220,000	\$ 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	\$ 67,250	\$ 67,250
10	FEES	\$ 325,000	\$ 325,000
11	RENTAL	\$ 32,500	\$ 32,500
12	DEPARTMENTAL REVENUE - SCHOOLS	\$ -	\$ -
13	DEPARTMENTAL REVENUE - LIBRARIES	\$ 12,000	\$ 12,000
14	DEPARTMENTAL REVENUE - CEMETERIES	\$ -	\$ -
15	DEPARTMENTAL REVENUE - RECREATION	\$ 428,600	\$ 460,487
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	\$ 17,000	\$ 17,000
21	MISCELLANEOUS RECURRING	\$ -	\$ -
22	MISCELLANEOUS NON-RECURRING	\$ -	\$ -
	<b>TOTAL</b>	<b>\$ 3,608,413</b>	<b>\$ 3,718,272</b>

Revised: 12/19/2016

## Operating Budget Comparison - Fiscal Year 2017 Vs. Fiscal Year 2018

<u>Category</u>		<u>FY 2017</u>		<u>FY 2018</u>	<u>Dollar Difference</u>	<u>Percentage Change</u>
General Government	\$	1,889,183	\$	1,919,980	\$ 30,797	1.63%
Land Use	\$	425,575	\$	434,948	\$ 9,373	2.20%
Protection of Persons and Property	\$	3,677,815	\$	3,766,073	\$ 88,258	2.40%
Department of Public Works	\$	2,114,413	\$	2,136,809	\$ 22,396	1.06%
Library and Citizen Services	\$	1,565,030	\$	1,569,350	\$ 4,320	0.28%
Debt Service	\$	1,282,713	\$	1,210,119	\$ (72,594)	-5.66%
Employee Benefits	\$	3,592,512	\$	3,842,510	\$ 249,998	6.96%
<b>Sub-Total - Municipal</b>	<b>\$</b>	<b>14,547,241</b>	<b>\$</b>	<b>14,879,788</b>	<b>\$ 332,547</b>	<b>2.29%</b>
Nashoba Tech	\$	570,080	\$	611,524	\$ 41,444	7.27%
Groton-Dunstable Operating	\$	18,399,093	\$	19,149,093	\$ 750,000	4.08%
Groton-Dunstable Excluded Debt	\$	1,086,471	\$	1,077,059	\$ (9,412)	-0.87%
Groton-Dunstable Debt	\$	57,103	\$	59,835	\$ 2,732	4.78%
.						
<b>Sub-Total - Education</b>	<b>\$</b>	<b>20,112,747</b>	<b>\$</b>	<b>20,897,511</b>	<b>\$ 784,764</b>	<b>3.90%</b>
<b>Grand Total - Town Budget</b>	<b>\$</b>	<b>34,659,988</b>	<b>\$</b>	<b>35,777,299</b>	<b>\$ 1,117,311</b>	<b>3.22%</b>

Revised: 12-19-2016

## TOWN OF GROTON FISCAL YEAR 2018

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 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	\$ 21	\$ 19	\$ 80	\$ 80	\$ 80	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 86</b>	<b>\$ 84</b>	<b>\$ 145</b>	<b>\$ 145</b>	<b>\$ 145</b>	<b>0.00%</b>
<b>BOARD OF SELECTMEN</b>							
1020	Salaries	\$ 3,950	\$ 3,891	\$ -	\$ -	\$ -	0.00%
1021	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1022	Expenses	\$ 1,976	\$ 6,284	\$ 2,000	\$ 3,000	\$ 3,000	50.00%
1023	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1024	Minor Capital	\$ -	\$ 26,717	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 5,926</b>	<b>\$ 36,892</b>	<b>\$ 2,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>50.00%</b>
<b>TOWN MANAGER</b>							
1030	Salaries	\$ 183,649	\$ 188,596	\$ 197,572	\$ 204,592	\$ 204,592	3.55%
1031	Wages	\$ 84,452	\$ 95,178	\$ 102,646	\$ 106,780	\$ 106,780	4.03%
1032	Expenses	\$ 3,300	\$ 3,800	\$ 4,000	\$ 4,000	\$ 4,000	0.00%
1033	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1034	Performance Evaluations	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 271,401</b>	<b>\$ 287,574</b>	<b>\$ 304,218</b>	<b>\$ 315,372</b>	<b>\$ 315,372</b>	<b>3.67%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>FINANCE COMMITTEE</b>							
1040	Expenses	\$ -	\$ -	\$ 210	\$ 210	\$ 210	0.00%
1041	Reserve Fund	\$ 97,604	\$ 64,441	\$ 150,000	\$ 150,000	\$ 150,000	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 97,604</b>	<b>\$ 64,441</b>	<b>\$ 150,210</b>	<b>\$ 150,210</b>	<b>\$ 150,210</b>	<b>0.00%</b>
<b>TOWN ACCOUNTANT</b>							
1050	Salaries	\$ 73,064	\$ 81,538	\$ 84,833	\$ 87,395	\$ 87,395	3.02%
1051	Wages	\$ 37,816	\$ 40,950	\$ 42,360	\$ 44,067	\$ 44,067	4.03%
1052	Expenses	\$ 33,037	\$ 34,267	\$ 30,975	\$ 31,185	\$ 31,185	0.68%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 143,917</b>	<b>\$ 156,755</b>	<b>\$ 158,168</b>	<b>\$ 162,647</b>	<b>\$ 162,647</b>	<b>2.83%</b>
<b>BOARD OF ASSESSORS</b>							
1060	Salaries	\$ 83,246	\$ 84,818	\$ 84,875	\$ 85,325	\$ 85,325	0.53%
1061	Wages	\$ 87,704	\$ 93,510	\$ 50,974	\$ 52,782	\$ 52,782	3.55%
1062	Expenses	\$ 13,576	\$ 29,649	\$ 29,135	\$ 23,235	\$ 23,235	-20.25%
1063	Legal Expense	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 184,526</b>	<b>\$ 207,977</b>	<b>\$ 164,984</b>	<b>\$ 161,342</b>	<b>\$ 161,342</b>	<b>-2.21%</b>
<b>TREASURER/TAX COLLECTOR</b>							
1070	Salaries	\$ 79,273	\$ 82,476	\$ 84,125	\$ 84,966	\$ 84,966	1.00%
1071	Wages	\$ 96,280	\$ 97,406	\$ 104,236	\$ 104,658	\$ 104,658	0.40%
1072	Expenses	\$ 18,554	\$ 20,266	\$ 22,855	\$ 22,855	\$ 22,855	0.00%
1073	Tax Title	\$ 4,366	\$ 4,038	\$ 4,500	\$ 4,500	\$ 4,500	0.00%
1074	Bond Cost	\$ 2,500	\$ 3,000	\$ 5,000	\$ 5,000	\$ 5,000	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 200,973</b>	<b>\$ 207,186</b>	<b>\$ 220,716</b>	<b>\$ 221,979</b>	<b>\$ 221,979</b>	<b>0.57%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>TOWN COUNSEL</b>							
1080	Expenses	\$ 101,333	\$ 60,269	\$ 90,000	\$ 90,000	\$ 90,000	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 101,333</b>	<b>\$ 60,269</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>0.00%</b>
<b>HUMAN RESOURCES</b>							
1090	Salary	\$ 68,560	\$ 70,359	\$ 73,202	\$ 75,412	\$ 75,412	3.02%
1091	Expenses	\$ 6,703	\$ 7,491	\$ 9,550	\$ 9,550	\$ 9,550	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 75,264</b>	<b>\$ 77,850</b>	<b>\$ 82,752</b>	<b>\$ 84,962</b>	<b>\$ 84,962</b>	<b>2.67%</b>
<b>INFORMATION TECHNOLOGY</b>							
1100	Salary	\$ 117,974	\$ 122,698	\$ 100,814	\$ 104,888	\$ 104,888	4.04%
1101	Wages	\$ 48,737	\$ 47,286	\$ 47,753	\$ 47,753	\$ 47,753	0.00%
1102	Expenses	\$ 23,789	\$ 23,336	\$ 24,800	\$ 24,800	\$ 24,800	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 190,499</b>	<b>\$ 193,320</b>	<b>\$ 173,367</b>	<b>\$ 177,441</b>	<b>\$ 177,441</b>	<b>2.35%</b>
<b>GIS STEERING COMMITTEE</b>							
1120	Expenses	\$ 6,016	\$ 2,051	\$ 15,100	\$ 15,100	\$ 15,100	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 6,016</b>	<b>\$ 2,051</b>	<b>\$ 15,100</b>	<b>\$ 15,100</b>	<b>\$ 15,100</b>	<b>0.00%</b>
<b>TOWN CLERK</b>							
1130	Salaries	\$ 71,649	\$ 74,544	\$ 77,556	\$ 80,689	\$ 80,689	4.04%
1131	Wages	\$ 48,161	\$ 50,992	\$ 54,536	\$ 54,589	\$ 54,589	0.10%
1132	Expenses	\$ 7,875	\$ 9,175	\$ 11,655	\$ 15,515	\$ 11,515	-1.20%
1133	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 127,685</b>	<b>\$ 134,711</b>	<b>\$ 143,747</b>	<b>\$ 150,793</b>	<b>\$ 146,793</b>	<b>2.12%</b>



LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>ELECTIONS &amp; BOARD OF REGISTRARS</b>							
1140	Stipend	\$ 8,914	\$ 11,472	\$ 11,656	\$ 5,408	\$ 5,408	-53.60%
1141	Expenses	\$ 9,794	\$ 12,046	\$ 10,620	\$ 6,831	\$ 6,831	-35.68%
1142	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 18,708</b>	<b>\$ 23,518</b>	<b>\$ 22,276</b>	<b>\$ 12,239</b>	<b>\$ 12,239</b>	<b>-45.06%</b>
<b>STREET LISTINGS</b>							
1150	Expenses	\$ 5,489	\$ 4,081	\$ 6,000	\$ 6,250	\$ 6,250	4.17%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 5,489</b>	<b>\$ 4,081</b>	<b>\$ 6,000</b>	<b>\$ 6,250</b>	<b>\$ 6,250</b>	<b>4.17%</b>
<b>INSURANCE &amp; BONDING</b>							
1160	Insurance & Bonding	\$ 142,864	\$ 181,075	\$ 200,000	\$ 222,000	\$ 222,000	11.00%
1161	Insurance Deductible Reserve - Liability	\$ 5,649	\$ 3,145	\$ 12,000	\$ 12,000	\$ 12,000	0.00%
1162	Insurance Deductible Reserve - 111F	\$ 3,310	\$ 9,642	\$ 25,000	\$ 25,000	\$ 25,000	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 151,823</b>	<b>\$ 193,862</b>	<b>\$ 237,000</b>	<b>\$ 259,000</b>	<b>\$ 259,000</b>	<b>9.28%</b>
<b>TOWN REPORT</b>							
1170	Expenses	\$ 1,400	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,400</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>POSTAGE/TOWN HALL EXPENSES</b>							
1180	Expenses	\$ 52,323	\$ 59,429	\$ 55,000	\$ 55,000	\$ 55,000	0.00%
1181	Telephone Expenses	\$ 41,713	\$ 31,886	\$ 45,000	\$ 40,000	\$ 40,000	0.00%
1182	Office Supplies	\$ 15,512	\$ 14,841	\$ 17,000	\$ 17,000	\$ 17,000	0.00%
<hr/>							
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 109,548</b>	<b>\$ 106,156</b>	<b>\$ 117,000</b>	<b>\$ 112,000</b>	<b>\$ 112,000</b>	<b>-4.27%</b>
<hr/>							
<b>TOTAL GENERAL GOVERNMENT</b>		<b>\$ 1,692,197</b>	<b>\$ 1,758,227</b>	<b>\$ 1,889,183</b>	<b>\$ 1,923,980</b>	<b>\$ 1,919,980</b>	<b>1.63%</b>
 <b><u>LAND USE DEPARTMENTS</u></b>							
<b>CONSERVATION COMMISSION</b>							
1200	Salary	\$ 61,384	\$ 63,551	\$ 66,118	\$ 68,789	\$ 68,789	4.04%
1201	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1202	Expenses	\$ 4,323	\$ 3,836	\$ 6,679	\$ 6,699	\$ 6,699	0.30%
1203	Engineering & Legal	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1204	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<hr/>							
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 65,707</b>	<b>\$ 67,387</b>	<b>\$ 72,797</b>	<b>\$ 75,488</b>	<b>\$ 75,488</b>	<b>3.70%</b>
<hr/> <b>PLANNING BOARD</b>							
1210	Salaries	\$ 80,788	\$ 94,923	\$ 80,580	\$ 82,192	\$ 82,192	2.00%
1211	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1212	Expenses	\$ 7,178	\$ 6,686	\$ 7,500	\$ 7,850	\$ 7,850	4.67%
1213	M.R.P.C. Assessment	\$ 3,160	\$ 3,319	\$ 3,403	\$ 3,488	\$ 3,488	2.50%
1214	Legal Budget	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<hr/>							
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 91,126</b>	<b>\$ 104,928</b>	<b>\$ 91,483</b>	<b>\$ 93,530</b>	<b>\$ 93,530</b>	<b>2.24%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>ZONING BOARD OF APPEALS</b>							
1220	Wages	\$ 18,255	\$ 18,455	\$ 18,823	\$ 19,285	\$ 19,285	2.45%
1221	Expenses	\$ 986	\$ 1,027	\$ 1,700	\$ 1,700	\$ 1,700	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 19,241</b>	<b>\$ 19,482</b>	<b>\$ 20,523</b>	<b>\$ 20,985</b>	<b>\$ 20,985</b>	<b>2.25%</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	\$ 79,273	\$ 80,858	\$ 82,475	\$ 84,966	\$ 84,966	3.02%
1241	Wages	\$ 60,282	\$ 58,904	\$ 60,174	\$ 61,636	\$ 61,636	2.43%
1242	Expenses	\$ 2,870	\$ 1,950	\$ 5,000	\$ 5,000	\$ 3,500	-30.00%
1243	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 142,426</b>	<b>\$ 141,712</b>	<b>\$ 147,649</b>	<b>\$ 151,602</b>	<b>\$ 150,102</b>	<b>1.66%</b>
<b>MECHANICAL INSPECTOR</b>							
1250	Fee Salaries	\$ 27,156	\$ 31,860	\$ 30,000	\$ 34,000	\$ 30,000	0.00%
1251	Expenses	\$ 3,326	\$ 3,253	\$ 5,000	\$ 5,000	\$ 5,000	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 30,482</b>	<b>\$ 35,113</b>	<b>\$ 35,000</b>	<b>\$ 39,000</b>	<b>\$ 35,000</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>EARTH REMOVAL INSPECTOR</b>							
1260	Stipend	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	0.00%
1261	Expenses	\$ 95	\$ 68	\$ 100	\$ 100	\$ 100	0.00%
1262	Minor Capital			\$ -	\$ -	\$ -	0.00%
<hr/>							
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 95</b>	<b>\$ 68</b>	<b>\$ 1,600</b>	<b>\$ 1,600</b>	<b>\$ 1,600</b>	<b>0.00%</b>
<b>BOARD OF HEALTH</b>							
1270	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1271	Expenses	\$ 787	\$ 673	\$ 1,000	\$ 1,000	\$ 1,000	0.00%
1272	Nursing Services	\$ -	\$ -	\$ 10,787	\$ 11,325	\$ 11,325	4.99%
1273	Nashoba Health District	\$ 31,943	\$ 41,221	\$ 23,636	\$ 36,145	\$ 24,818	5.00%
1274	Mental Health	\$ -	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	0.00%
1275	Eng/Consult/Landfill Monitoring	\$ 10,000	\$ 8,621	\$ 10,000	\$ 10,000	\$ 10,000	0.00%
<hr/>							
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 42,730</b>	<b>\$ 58,515</b>	<b>\$ 53,423</b>	<b>\$ 66,470</b>	<b>\$ 55,143</b>	<b>3.22%</b>
<b>SEALER OF WEIGHTS &amp; MEASURES</b>							
1280	Fee Salaries	\$ 2,870	\$ 1,840	\$ 3,000	\$ 3,000	\$ 3,000	0.00%
1281	Expenses	\$ 29	\$ 30	\$ 100	\$ 100	\$ 100	0.00%
<hr/>							
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 2,899</b>	<b>\$ 1,870</b>	<b>\$ 3,100</b>	<b>\$ 3,100</b>	<b>\$ 3,100</b>	<b>0.00%</b>
<hr/>							
<b>TOTAL LAND USE DEPARTMENTS</b>		<b>\$ 394,704</b>	<b>\$ 429,075</b>	<b>\$ 425,575</b>	<b>\$ 451,775</b>	<b>\$ 434,948</b>	<b>2.20%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE
<b><u>PROTECTION OF PERSONS AND PROPERTY</u></b>							
<b>POLICE DEPARTMENT</b>							
1300	Salaries	\$ 283,340	\$ 311,278	\$ 316,010	\$ 320,822	\$ 320,822	1.52%
1301	Wages	\$ 1,489,613	\$ 1,637,811	\$ 1,643,942	\$ 1,666,539	\$ 1,666,539	1.37%
1302	Expenses	\$ 173,239	\$ 227,571	\$ 192,647	\$ 192,449	\$ 192,449	-0.10%
1303	Lease or Purchase of Cruisers	\$ 3,960	\$ 3,960	\$ 4,000	\$ 4,000	\$ 4,000	0.00%
1304	PS Building (Expenses)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1305	Minor Capital	\$ 10,000	\$ 11,985	\$ 20,000	\$ 29,600	\$ 20,000	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,960,153</b>	<b>\$ 2,192,605</b>	<b>\$ 2,176,599</b>	<b>\$ 2,213,410</b>	<b>\$ 2,203,810</b>	<b>1.25%</b>
<b>FIRE DEPARTMENT</b>							
1310	Salaries	\$ 102,182	\$ 98,880	\$ 102,792	\$ 106,945	\$ 106,945	4.04%
1311	Wages	\$ 680,094	\$ 683,740	\$ 708,243	\$ 734,332	\$ 734,332	3.68%
1312	Expenses	\$ 144,267	\$ 154,381	\$ 168,000	\$ 172,300	\$ 168,300	0.18%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 926,543</b>	<b>\$ 937,001</b>	<b>\$ 979,035</b>	<b>\$ 1,013,577</b>	<b>\$ 1,009,577</b>	<b>3.12%</b>
<b>GROTON WATER FIRE PROTECTION</b>							
1320	West Groton Water District	\$ -	\$ -	\$ 1	\$ 1	\$ 1	0.00%
1321	Groton Water Department	\$ -	\$ -	\$ 1	\$ 1	\$ 1	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ -</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	\$ 400	\$ 130	\$ 400	\$ 400	\$ 400	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 2,482</b>	<b>\$ 2,212</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 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>\$ 2,482</b>	<b>\$ 2,082</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>0.00%</b>
<b>EMERGENCY MANAGEMENT AGENCY</b>							
1350	Salary	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1351	Expenses	\$ 13,000	\$ 13,300	\$ 15,000	\$ 12,750	\$ 12,750	-15.00%
1352	Minor Capital	\$ -	\$ -	\$ -	\$ 18,500	\$ 18,500	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 13,000</b>	<b>\$ 13,300</b>	<b>\$ 15,000</b>	<b>\$ 31,250</b>	<b>\$ 31,250</b>	<b>108.33%</b>
<b>DOG OFFICER</b>							
1360	Salary	\$ 10,400	\$ 13,973	\$ 13,973	\$ 13,973	\$ 13,973	0.00%
1361	Expenses	\$ 3,398	\$ 3,425	\$ 4,250	\$ 4,000	\$ 4,000	-5.88%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 13,798</b>	<b>\$ 17,398</b>	<b>\$ 18,223</b>	<b>\$ 17,973</b>	<b>\$ 17,973</b>	<b>-1.37%</b>
<b>POLICE &amp; FIRE COMMUNICATIONS</b>							
1370	Wages	\$ 238,299	\$ 264,775	\$ 465,742	\$ 480,247	\$ 480,247	3.11%
1371	Expenses	\$ 13,315	\$ 14,230	\$ 18,250	\$ 18,250	\$ 18,250	0.00%
1372	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 251,614</b>	<b>\$ 279,005</b>	<b>\$ 483,992</b>	<b>\$ 498,497</b>	<b>\$ 498,497</b>	<b>3.00%</b>
<b>TOTAL PROTECTION OF PERSONS AND PROPERTY</b>		<b>\$ 3,170,072</b>	<b>\$ 3,443,603</b>	<b>\$ 3,677,815</b>	<b>\$ 3,779,673</b>	<b>\$ 3,766,073</b>	<b>2.40%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE
<b><u>REGIONAL SCHOOL DISTRICT BUDGETS</u></b>							
<b>NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL</b>							
1400	Operating Expenses	\$ 572,775	\$ 596,609	\$ 570,080	\$ 611,524	\$ 611,524	7.27%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 572,775</b>	<b>\$ 596,609</b>	<b>\$ 570,080</b>	<b>\$ 611,524</b>	<b>\$ 611,524</b>	<b>7.27%</b>
<b>GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT</b>							
1410	Operating Expenses	\$ 17,756,023	\$ 18,266,196	\$ 18,399,093	\$ 19,149,093	\$ 19,149,093	4.08%
1411	Debt Service, Excluded	\$ -	\$ -	\$ 1,086,471	\$ 1,077,059	\$ 1,077,059	-0.87%
1412	Debt Service, Unexcluded	\$ -	\$ -	\$ 57,103	\$ 59,835	\$ 59,835	0.00%
1413	Out of District Placement	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 17,756,023</b>	<b>\$ 18,266,196</b>	<b>\$ 19,542,667</b>	<b>\$ 20,285,987</b>	<b>\$ 20,285,987</b>	<b>3.80%</b>
<b>TOTAL SCHOOLS</b>		<b>\$ 18,328,798</b>	<b>\$ 18,862,805</b>	<b>\$ 20,112,747</b>	<b>\$ 20,897,511</b>	<b>\$ 20,897,511</b>	<b>3.90%</b>
<b><u>DEPARTMENT OF PUBLIC WORKS</u></b>							
<b>HIGHWAY DEPARTMENT</b>							
1500	Salaries	\$ 92,809	\$ 96,498	\$ 99,851	\$ 103,824	\$ 103,824	3.98%
1501	Wages	\$ 586,754	\$ 597,818	\$ 635,855	\$ 656,020	\$ 656,020	3.17%
1502	Expenses	\$ 153,744	\$ 133,700	\$ 134,300	\$ 134,300	\$ 134,300	0.00%
1503	Highway Maintenance	\$ 85,677	\$ 84,970	\$ 95,000	\$ 90,000	\$ 90,000	-5.26%
1504	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 918,984</b>	<b>\$ 912,986</b>	<b>\$ 965,006</b>	<b>\$ 984,144</b>	<b>\$ 984,144</b>	<b>1.98%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>STREET LIGHTS</b>							
1510	Expenses	\$ 17,800	\$ 12,500	\$ 20,000	\$ 15,000	\$ 15,000	-25.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 17,800</b>	<b>\$ 12,500</b>	<b>\$ 20,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>-25.00%</b>
<b>SNOW AND ICE</b>							
1520	Expenses	\$ 191,452	\$ 98,714	\$ 165,000	\$ 165,000	\$ 165,000	0.00%
1521	Overtime	\$ 356,192	\$ 266,267	\$ 140,000	\$ 140,000	\$ 140,000	0.00%
1522	Hired Equipment	\$ 111,742	\$ 54,436	\$ 35,000	\$ 35,000	\$ 35,000	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 659,387</b>	<b>\$ 419,417</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	\$ 1,691	\$ 2,349	\$ 3,000	\$ 3,000	\$ 3,000	0.00%
1532	Trees	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	0.00%
1533	Tree Work	\$ 15,127	\$ 10,258	\$ 10,000	\$ 10,000	\$ 10,000	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 16,818</b>	<b>\$ 12,607</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	\$ 81,072	\$ 86,266	\$ 87,252	\$ 90,325	\$ 90,325	3.52%
1541	Expenses	\$ 283,793	\$ 273,295	\$ 280,850	\$ 280,850	\$ 280,850	0.00%
1542	Minor Capital	\$ 17,530	\$ 20,000	\$ 20,000	\$ 50,000	\$ 25,000	25.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 382,395</b>	<b>\$ 379,561</b>	<b>\$ 388,102</b>	<b>\$ 421,175</b>	<b>\$ 396,175</b>	<b>2.08%</b>



LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>SOLID WASTE DISPOSAL</b>							
1550	Wages	\$ 110,970	\$ 114,399	\$ 123,051	\$ 128,236	\$ 128,236	4.21%
1551	Expenses	\$ 52,907	\$ 50,684	\$ 54,486	\$ 54,486	\$ 54,486	0.00%
1552	Tipping Fees	\$ 122,318	\$ 133,857	\$ 130,000	\$ 130,000	\$ 130,000	0.00%
1553	North Central SW Coop	\$ 5,850	\$ 5,850	\$ 5,850	\$ 5,850	\$ 5,850	0.00%
1554	Minor Capital	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	0.00%
<hr/>							
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 297,045</b>	<b>\$ 304,790</b>	<b>\$ 318,387</b>	<b>\$ 318,572</b>	<b>\$ 318,572</b>	<b>0.06%</b>
<b>PARKS DEPARTMENT</b>							
1560	Wages	\$ 2,321	\$ 2,541	\$ 2,659	\$ 2,659	\$ 2,659	0.00%
1561	Expenses	\$ 48,540	\$ 62,902	\$ 65,759	\$ 71,759	\$ 65,759	0.00%
<hr/>							
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 50,861</b>	<b>\$ 65,443</b>	<b>\$ 68,418</b>	<b>\$ 74,418</b>	<b>\$ 68,418</b>	<b>0.00%</b>
<hr/>							
<b>TOTAL DEPARTMENT OF PUBLIC WORKS</b>		<b>\$ 2,343,290</b>	<b>\$ 2,107,304</b>	<b>\$ 2,114,413</b>	<b>\$ 2,167,809</b>	<b>\$ 2,136,809</b>	<b>1.06%</b>
 <b><u>LIBRARY AND CITIZEN'S SERVICES</u></b>							
<b>COUNCIL ON AGING</b>							
1600	Salaries	\$ 66,586	\$ 68,597	\$ 70,669	\$ 73,524	\$ 73,524	0.00%
1601	Wages	\$ 44,852	\$ 54,426	\$ 67,423	\$ 69,809	\$ 69,809	3.54%
1602	Expenses	\$ 7,553	\$ 10,732	\$ 8,454	\$ 8,454	\$ 8,454	0.00%
1603	Minor Capital	\$ 1,495	\$ 2,500	\$ -	\$ -	\$ -	0.00%
<hr/>							
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 120,486</b>	<b>\$ 136,255</b>	<b>\$ 146,546</b>	<b>\$ 151,787</b>	<b>\$ 151,787</b>	<b>3.58%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>SENIOR CENTER VAN</b>							
1610	Wages	\$ 41,125	\$ 43,699	\$ 58,318	\$ 59,892	\$ 59,892	2.70%
1611	Expenses	\$ 9,565	\$ 8,124	\$ 17,673	\$ 17,673	\$ 17,673	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 50,690</b>	<b>\$ 51,823</b>	<b>\$ 75,991</b>	<b>\$ 77,565</b>	<b>\$ 77,565</b>	<b>2.07%</b>
<b>VETERAN'S SERVICE OFFICER</b>							
1620	Salary	\$ 3,484	\$ 3,484	\$ 3,485	\$ 3,485	\$ 3,485	0.00%
1621	Expenses	\$ 266	\$ 59	\$ 650	\$ 600	\$ 600	-7.69%
1622	Veterans' Benefits	\$ 43,824	\$ 33,681	\$ 50,000	\$ 50,000	\$ 50,000	0.00%
1623	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENT TOTAL</b>		<b>\$ 47,574</b>	<b>\$ 37,224</b>	<b>\$ 54,135</b>	<b>\$ 54,085</b>	<b>\$ 54,085</b>	<b>-0.09%</b>
<b>GRAVES REGISTRATION</b>							
1630	Salary/Stipend	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	0.00%
1631	Expenses	\$ 660	\$ 60	\$ 760	\$ 760	\$ 760	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 910</b>	<b>\$ 310</b>	<b>\$ 1,010</b>	<b>\$ 1,010</b>	<b>\$ 1,010</b>	<b>0.00%</b>
<b>CARE OF VETERAN GRAVES</b>							
1640	Contract Expenses	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,550</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	\$ 700	\$ 700	\$ 800	\$ 800	\$ 800	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 700</b>	<b>\$ 700</b>	<b>\$ 800</b>	<b>\$ 800</b>	<b>\$ 800</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>LIBRARY</b>							
1660	Salary	\$ 334,800	\$ 346,391	\$ 357,628	\$ 367,248	\$ 367,248	2.69%
1661	Wages	\$ 277,752	\$ 284,245	\$ 294,867	\$ 307,082	\$ 307,082	4.14%
1662	Expenses	\$ 194,106	\$ 199,054	\$ 206,217	\$ 209,208	\$ 204,346	-0.91%
1663	Minor Capital	\$ -	\$ 12,700	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 806,659</b>	<b>\$ 842,390</b>	<b>\$ 858,712</b>	<b>\$ 883,538</b>	<b>\$ 878,676</b>	<b>2.32%</b>
<b>COMMEMORATIONS &amp; CELEBRATIONS</b>							
1670	Expenses	\$ 464	\$ 464	\$ 500	\$ 500	\$ 500	0.00%
1671	Fireworks	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 464</b>	<b>\$ 464</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>0.00%</b>
<b>WATER SAFETY</b>							
1680	Wages	\$ 1,420	\$ 1,836	\$ 2,640	\$ 2,640	\$ 2,640	0.00%
1681	Expenses and Minor Capital	\$ 13,880	\$ 24,514	\$ -	\$ 27,989	\$ 2,732	0.00%
1682	Property Maint. & Improvements	\$ 5,287	\$ -	\$ 9,000	\$ 9,000	\$ 9,000	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 20,587</b>	<b>\$ 26,350</b>	<b>\$ 11,640</b>	<b>\$ 39,629</b>	<b>\$ 14,372</b>	<b>23.47%</b>
<b>WEED MANAGEMENT</b>							
1690	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1691	Expenses: Weed Harvester	\$ 4,000	\$ 4,000	\$ 7,000	\$ 7,000	\$ 7,000	0.00%
1692	Expenses: Great Lakes	\$ 1,745	\$ 17	\$ 2,385	\$ 2,385	\$ 2,385	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 5,745</b>	<b>\$ 4,017</b>	<b>\$ 9,385</b>	<b>\$ 9,385</b>	<b>\$ 9,385</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>GROTON COUNTRY CLUB</b>							
1700	Salary	\$ 78,192	\$ 129,180	\$ 137,750	\$ 143,285	\$ 143,285	4.02%
1701	Wages	\$ 148,766	\$ 140,006	\$ 135,456	\$ 113,881	\$ 113,881	-15.93%
1702	Expenses	\$ 328,712	\$ 129,120	\$ 131,555	\$ 122,454	\$ 122,454	-6.92%
1703	Minor Capital	\$ 5,000	\$ -	\$ -	\$ -	\$ -	0.00%
<hr/>							
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 560,669</b>	<b>\$ 398,306</b>	<b>\$ 404,761</b>	<b>\$ 379,620</b>	<b>\$ 379,620</b>	<b>-6.21%</b>
<hr/>							
<b>TOTAL LIBRARY AND CITIZEN SERVICES</b>		<b>\$ 1,616,034</b>	<b>\$ 1,499,389</b>	<b>\$ 1,565,030</b>	<b>\$ 1,599,469</b>	<b>\$ 1,569,350</b>	<b>0.28%</b>
 <b><u>DEBT SERVICE</u></b>							
<hr/>							
<b>DEBT SERVICE</b>							
2000	Long Term Debt - Principal Excluded	\$ 982,670	\$ 992,670	\$ 917,210	\$ 892,210	\$ 892,210	-2.73%
2001	Long Term Debt - Principal Non-Excluded	\$ -	\$ -	\$ 71,390	\$ 36,391	\$ 36,391	0.00%
2002	Long Term Debt - Interest - Excluded	\$ 311,453	\$ 265,920	\$ 230,998	\$ 205,609	\$ 205,609	-10.99%
2003	Long Term Debt - Interest - Non-Excluded	\$ -	\$ -	\$ 6,782	\$ 4,909	\$ 4,909	0.00%
2004	Short Term Debt - Principal - Town	\$ 110,000	\$ -	\$ -	\$ -	\$ -	0.00%
2005	Short Term Debt - Interest - Town	\$ 1,158	\$ 9,113	\$ 56,333	\$ 71,000	\$ 71,000	0.00%
<hr/>							
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,405,281</b>	<b>\$ 1,267,703</b>	<b>\$ 1,282,713</b>	<b>\$ 1,210,119</b>	<b>\$ 1,210,119</b>	<b>-5.66%</b>
<hr/>							
<b>TOTAL DEBT SERVICE</b>		<b>\$ 1,405,281</b>	<b>\$ 1,267,703</b>	<b>\$ 1,282,713</b>	<b>\$ 1,210,119</b>	<b>\$ 1,210,119</b>	<b>-5.66%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE
<b><u>EMPLOYEE BENEFITS</u></b>							
<b>EMPLOYEE BENEFITS</b>							
GENERAL BENEFITS							
3000	County Retirement	\$ 1,560,704	\$ 1,737,842	\$ 1,844,224	\$ 2,076,143	\$ 1,966,279	6.62%
3001	State Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
3002	Unemployment Compensation	\$ 40,635	\$ 21,551	\$ 41,140	\$ 41,140	\$ 41,140	0.00%
INSURANCE							
3010	Health Insurance/Employee Expenses	\$ 1,357,580	\$ 1,272,820	\$ 1,583,628	\$ 1,724,000	\$ 1,704,000	7.60%
3011	Life Insurance	\$ 2,123	\$ 2,415	\$ 3,160	\$ 3,160	\$ 3,160	0.00%
3012	Medicare/Social Security	\$ 109,583	\$ 116,860	\$ 120,360	\$ 127,931	\$ 127,931	6.29%
<hr/>							
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 3,070,625</b>	<b>\$ 3,151,488</b>	<b>\$ 3,592,512</b>	<b>\$ 3,972,374</b>	<b>\$ 3,842,510</b>	<b>6.96%</b>
<b>TOTAL EMPLOYEE BENEFITS</b>		<b>\$ 3,070,625</b>	<b>\$ 3,151,488</b>	<b>\$ 3,592,512</b>	<b>\$ 3,972,374</b>	<b>\$ 3,842,510</b>	<b>6.96%</b>
<b>GRAND TOTAL - TOWN BUDGET</b>		<b>\$ 32,021,001</b>	<b>\$ 32,519,594</b>	<b>\$ 34,659,988</b>	<b>\$ 36,002,709</b>	<b>\$ 35,777,299</b>	<b>3.22%</b>

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

Revised: 12/19/2016

LINE	DEPARTMENT/DESCRIPTION	FY 2018 TOWN MANAGER BUDGET	FY 2018 AVERAGE TAX BILL	FY 2018 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%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 145</b>	<b>\$ 0.03</b>	<b>0.00%</b>
<b>BOARD OF SELECTMEN</b>				
1020	Salaries	\$ -	\$ -	0.00%
1021	Wages	\$ -	\$ -	0.00%
1022	Expenses	\$ 3,000	\$ 0.65	0.01%
1023	Engineering/Consultant	\$ -	\$ -	0.00%
1024	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 3,000</b>	<b>\$ 0.65</b>	<b>0.01%</b>
<b>TOWN MANAGER</b>				
1030	Salaries	\$ 204,592	\$ 44.23	0.55%
1031	Wages	\$ 106,780	\$ 23.08	0.29%
1032	Expenses	\$ 4,000	\$ 0.86	0.01%
1033	Engineering/Consultant	\$ -	\$ -	0.00%
1034	Performance Evaluations	\$ -	\$ -	0.00%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 315,372</b>	<b>\$ 68.17</b>	<b>0.86%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2018 TOWN MANAGER BUDGET	FY 2018 AVERAGE TAX BILL	FY 2018 PERCENT OF TAX BILL
<b>FINANCE COMMITTEE</b>				
1040	Expenses	\$ 210	\$ 0.05	0.00%
1041	Reserve Fund	\$ 150,000	\$ 32.43	0.41%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 150,210</b>	<b>\$ 32.47</b>	<b>0.41%</b>
<b>TOWN ACCOUNTANT</b>				
1050	Salaries	\$ 87,395	\$ 18.89	0.24%
1051	Wages	\$ 44,067	\$ 9.53	0.12%
1052	Expenses	\$ 31,185	\$ 6.74	0.08%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 162,647</b>	<b>\$ 35.16</b>	<b>0.44%</b>
<b>BOARD OF ASSESSORS</b>				
1060	Salaries	\$ 85,325	\$ 18.44	0.23%
1061	Wages	\$ 52,782	\$ 11.41	0.14%
1062	Expenses	\$ 23,235	\$ 5.02	0.06%
1063	Legal Expense	\$ -	\$ -	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 161,342</b>	<b>\$ 34.88</b>	<b>0.44%</b>
<b>TREASURER/TAX COLLECTOR</b>				
1070	Salaries	\$ 84,966	\$ 18.37	0.23%
1071	Wages	\$ 104,658	\$ 22.62	0.28%
1072	Expenses	\$ 22,855	\$ 4.94	0.06%
1073	Tax Title	\$ 4,500	\$ 0.97	0.01%
1074	Bond Cost	\$ 5,000	\$ 1.08	0.01%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 221,979</b>	<b>\$ 47.98</b>	<b>0.60%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2018 TOWN MANAGER BUDGET	FY 2018 AVERAGE TAX BILL	FY 2018 PERCENT OF TAX BILL
<b>TOWN COUNSEL</b>				
1080	Expenses	\$ 90,000	\$ 19.46	0.24%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 90,000</b>	<b>\$ 19.46</b>	<b>0.24%</b>
<b>HUMAN RESOURCES</b>				
1090	Salary	\$ 75,412	\$ 16.30	0.20%
1091	Expenses	\$ 9,550	\$ 2.06	0.03%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 84,962</b>	<b>\$ 18.37</b>	<b>0.23%</b>
<b>INFORMATION TECHNOLOGY</b>				
1100	Salary	\$ 104,888	\$ 22.67	0.28%
1101	Wages	\$ 47,753	\$ 10.32	0.13%
1102	Expenses	\$ 24,800	\$ 5.36	0.07%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 177,441</b>	<b>\$ 38.36</b>	<b>0.48%</b>
<b>GIS STEERING COMMITTEE</b>				
1120	Expenses	\$ 15,100	\$ 3.26	0.04%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 15,100</b>	<b>\$ 3.26</b>	<b>0.04%</b>
<b>TOWN CLERK</b>				
1130	Salaries	\$ 80,689	\$ 17.44	0.22%
1131	Wages	\$ 54,589	\$ 11.80	0.15%
1132	Expenses	\$ 11,515	\$ 2.49	0.03%
1135	Minor Capital	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 146,793</b>	<b>\$ 31.73</b>	<b>0.40%</b>



LINE	DEPARTMENT/DESCRIPTION	FY 2018 TOWN MANAGER BUDGET	FY 2018 AVERAGE TAX BILL	FY 2018 PERCENT OF TAX BILL
<b>ELECTIONS &amp; BOARD OF REGISTRARS</b>				
1140	Stipend	\$ 5,408	\$ 1.17	0.01%
1141	Expenses	\$ 6,831	\$ 1.48	0.02%
1142	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 12,239</b>	<b>\$ 2.65</b>	<b>0.03%</b>
<b>STREET LISTINGS</b>				
1150	Expenses	\$ 6,250	\$ 1.35	0.02%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 6,250</b>	<b>\$ 1.35</b>	<b>0.02%</b>
<b>INSURANCE &amp; BONDING</b>				
1160	Insurance & Bonding	\$ 222,000	\$ 47.99	0.60%
1161	Insurance Deductible Reserve - Liability	\$ 12,000	\$ 2.59	0.03%
1162	Insurance Deductible Reserve - 111F	\$ 25,000	\$ 5.40	0.07%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 259,000</b>	<b>\$ 55.99</b>	<b>0.70%</b>
<b>TOWN REPORT</b>				
1170	Expenses	\$ 1,500	\$ 0.32	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,500</b>	<b>\$ 0.32</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2018 TOWN MANAGER BUDGET	FY 2018 AVERAGE TAX BILL	FY 2018 PERCENT OF TAX BILL
<b>POSTAGE/TOWN HALL EXPENSES</b>				
1180	Expenses	\$ 55,000	\$ 11.89	0.15%
1181	Telephone Expenses	\$ 40,000	\$ 8.65	0.11%
1182	Office Supplies	\$ 17,000	\$ 3.67	0.05%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 112,000</b>	<b>\$ 24.21</b>	<b>0.30%</b>
<hr/>				
	<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 1,919,980</b>	<b>\$ 415.04</b>	<b>5.21%</b>
 <b><u>LAND USE DEPARTMENTS</u></b>				
<b>CONSERVATION COMMISSION</b>				
1200	Salary	\$ 68,789	\$ 14.87	0.19%
1201	Wages	\$ -	\$ -	0.00%
1202	Expenses	\$ 6,699	\$ 1.45	0.02%
1203	Engineering & Legal	\$ -	\$ -	0.00%
1204	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 75,488</b>	<b>\$ 16.32</b>	<b>0.20%</b>
<hr/>				
<b>PLANNING BOARD</b>				
1210	Salaries	\$ 82,192	\$ 17.77	0.22%
1211	Wages	\$ -	\$ -	0.00%
1212	Expenses	\$ 7,850	\$ 1.70	0.02%
1215	M.R.P.C. Assessment	\$ 3,488	\$ 0.75	0.01%
1216	Legal Budget	\$ -	\$ -	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 93,530</b>	<b>\$ 20.22</b>	<b>0.25%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2018 TOWN MANAGER BUDGET	FY 2018 AVERAGE TAX BILL	FY 2018 PERCENT OF TAX BILL
<b>ZONING BOARD OF APPEALS</b>				
1220	Wages	\$ 19,285	\$ 4.17	0.05%
1221	Expenses	\$ 1,700	\$ 0.37	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 20,985</b>	<b>\$ 4.54</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	\$ 84,966	\$ 18.37	0.23%
1241	Wages	\$ 61,636	\$ 13.32	0.17%
1242	Expenses	\$ 3,500	\$ 0.76	0.01%
1243	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 150,102</b>	<b>\$ 32.45</b>	<b>0.41%</b>
<b>MECHANICAL INSPECTOR</b>				
1250	Fee Salaries	\$ 30,000	\$ 6.49	0.08%
1251	Expenses	\$ 5,000	\$ 1.08	0.01%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 35,000</b>	<b>\$ 7.57</b>	<b>0.09%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2018 TOWN MANAGER BUDGET	FY 2018 AVERAGE TAX BILL	FY 2018 PERCENT OF TAX BILL
<b>EARTH REMOVAL INSPECTOR</b>				
1260	Stipend	\$ 1,500	\$ 0.32	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	\$ 11,325	\$ 2.45	0.03%
1273	Nashoba Health District	\$ 24,818	\$ 5.36	0.07%
1274	Herbert Lipton MH	\$ 8,000	\$ 1.73	0.02%
1275	Eng/Consult/Landfill Monitoring	\$ 10,000	\$ 2.16	0.03%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 55,143</b>	<b>\$ 11.92</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>\$ 0.67</b>	<b>0.01%</b>
<b>TOTAL LAND USE DEPARTMENTS</b>		<b>\$ 434,948</b>	<b>\$ 94.02</b>	<b>1.18%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2018 TOWN MANAGER BUDGET	FY 2018 AVERAGE TAX BILL	FY 2018 PERCENT OF TAX BILL
<b><u>PROTECTION OF PERSONS AND PROPERTY</u></b>				
<b>POLICE DEPARTMENT</b>				
1300	Salaries	\$ 320,822	\$ 69.35	0.87%
1301	Wages	\$ 1,666,539	\$ 360.25	4.52%
1302	Expenses	\$ 192,449	\$ 41.60	0.52%
1303	Lease or Purchase of Cruisers	\$ 4,000	\$ 0.86	0.01%
1304	PS Building (Expenses)	\$ -	\$ -	0.00%
1305	Minor Capital	\$ 20,000	\$ 4.32	0.05%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 2,203,810</b>	<b>\$ 476.39</b>	<b>5.98%</b>
<b>FIRE DEPARTMENT</b>				
1310	Salaries	\$ 106,945	\$ 23.12	0.29%
1311	Wages	\$ 734,332	\$ 158.74	1.99%
1312	Expenses	\$ 168,300	\$ 36.38	0.46%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,009,577</b>	<b>\$ 218.24</b>	<b>2.74%</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%
<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%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 2,482</b>	<b>\$ 0.54</b>	<b>0.01%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2018 TOWN MANAGER BUDGET	FY 2018 AVERAGE TAX BILL	FY 2018 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	\$ 12,750	\$ 2.76	0.03%
1352	Minor Capital	\$ 18,500	\$ 4.00	0.05%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 31,250</b>	<b>\$ 6.76</b>	<b>0.08%</b>
<b>DOG OFFICER</b>				
1360	Salary	\$ 13,973	\$ 3.02	0.04%
1361	Expenses	\$ 4,000	\$ 0.86	0.01%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 17,973</b>	<b>\$ 3.89</b>	<b>0.05%</b>
<b>POLICE &amp; FIRE COMMUNICATIONS</b>				
1370	Wages	\$ 480,247	\$ 103.81	1.30%
1371	Expenses	\$ 18,250	\$ 3.95	0.05%
1372	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 498,497</b>	<b>\$ 107.76</b>	<b>1.35%</b>
<b>TOTAL PROTECTION OF PERSONS AND PROPERTY</b>		<b>\$ 3,766,073</b>	<b>\$ 814.10</b>	<b>10.22%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2018 TOWN MANAGER BUDGET	FY 2018 AVERAGE TAX BILL	FY 2018 PERCENT OF TAX BILL
<b><u>REGIONAL SCHOOL DISTRICT BUDGETS</u></b>				
<b>NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL</b>				
1400	Operating Expenses	\$ 611,524	\$ 132.19	1.66%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 611,524</b>	<b>\$ 132.19</b>	<b>1.66%</b>
<b>GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT</b>				
1410	Operating Expenses	\$ 19,149,093	\$ 4,139.40	51.94%
1411	Debt Service, Excluded	\$ 1,077,059	\$ 232.82	2.92%
1412	Debt Service, Unexcluded	\$ 59,835	\$ 12.93	0.16%
1413	Out of District Placement	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 20,285,987</b>	<b>\$ 4,385.16</b>	<b>55.03%</b>
<b>TOTAL SCHOOLS</b>		<b>\$ 20,897,511</b>	<b>\$ 4,517.36</b>	<b>56.69%</b>
<b><u>DEPARTMENT OF PUBLIC WORKS</u></b>				
<b>HIGHWAY DEPARTMENT</b>				
1500	Salaries	\$ 103,824	\$ 22.44	0.28%
1501	Wages	\$ 656,020	\$ 141.81	1.78%
1502	Expenses	\$ 134,300	\$ 29.03	0.36%
1503	Highway Maintenance	\$ 90,000	\$ 19.46	0.24%
1504	Minor Capital	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 984,144</b>	<b>\$ 212.74</b>	<b>2.67%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2018 TOWN MANAGER BUDGET	FY 2018 AVERAGE TAX BILL	FY 2018 PERCENT OF TAX BILL
<b>STREET LIGHTS</b>				
1510	Expenses	\$ 15,000	\$ 3.24	0.04%
<b>DEPARTMENTAL TOTAL</b>				
		\$ 15,000	\$ 3.24	0.04%
<b>SNOW AND ICE</b>				
1520	Expenses	\$ 165,000	\$ 35.67	0.45%
1521	Overtime	\$ 140,000	\$ 30.26	0.38%
1522	Hired Equipment	\$ 35,000	\$ 7.57	0.09%
<b>DEPARTMENTAL TOTAL</b>				
		\$ 340,000	\$ 73.50	0.92%
<b>TREE WARDEN BUDGET</b>				
1530	Salary	\$ -	\$ -	0.00%
1531	Expenses	\$ 3,000	\$ 0.65	0.01%
1532	Trees	\$ 1,500	\$ 0.32	0.00%
1533	Tree Work	\$ 10,000	\$ 2.16	0.03%
<b>DEPARTMENTAL TOTAL</b>				
		\$ 14,500	\$ 3.13	0.04%
<b>MUNICIPAL BUILDING AND PROPERTY MAINTENANCE</b>				
1540	Wages	\$ 90,325	\$ 19.53	0.25%
1541	Expenses	\$ 280,850	\$ 60.71	0.76%
1542	Minor Capital	\$ 25,000	\$ 5.40	0.07%
<b>DEPARTMENTAL TOTAL</b>				
		\$ 396,175	\$ 85.64	1.07%



LINE	DEPARTMENT/DESCRIPTION	FY 2018 TOWN MANAGER BUDGET	FY 2018 AVERAGE TAX BILL	FY 2018 PERCENT OF TAX BILL
<b>SOLID WASTE DISPOSAL</b>				
1550	Wages	\$ 128,236	\$ 27.72	0.35%
1551	Expenses	\$ 54,486	\$ 11.78	0.15%
1552	Tipping Fees	\$ 130,000	\$ 28.10	0.35%
1553	North Central SW Coop	\$ 5,850	\$ 1.26	0.02%
1554	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 318,572</b>	<b>\$ 68.86</b>	<b>0.86%</b>
<b>PARKS DEPARTMENT</b>				
1560	Wages	\$ 2,659	\$ 0.57	0.01%
1561	Expenses	\$ 65,759	\$ 14.21	0.18%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 68,418</b>	<b>\$ 14.79</b>	<b>0.19%</b>
<hr/>				
	<b>TOTAL DEPARTMENT OF PUBLIC WORKS</b>	<b>\$ 2,136,809</b>	<b>\$ 461.91</b>	<b>5.80%</b>
 <b><u>LIBRARY AND CITIZEN'S SERVICES</u></b>				
<b>COUNCIL ON AGING</b>				
1600	Salaries	\$ 73,524	\$ 15.89	0.20%
1601	Wages	\$ 69,809	\$ 15.09	0.19%
1602	Expenses	\$ 8,454	\$ 1.83	0.02%
1603	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 151,787</b>	<b>\$ 32.81</b>	<b>0.41%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2018 TOWN MANAGER BUDGET	FY 2018 AVERAGE TAX BILL	FY 2018 PERCENT OF TAX BILL
<b>SENIOR CENTER VAN</b>				
1610	Wages	\$ 59,892	\$ 12.95	0.16%
1611	Expenses	\$ 17,673	\$ 3.82	0.05%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 77,565</b>	<b>\$ 16.77</b>	<b>0.21%</b>
<b>VETERAN'S SERVICE OFFICER</b>				
1620	Salary	\$ 3,485	\$ 0.75	0.01%
1621	Expenses	\$ 600	\$ 0.13	0.00%
1622	Veterans' Benefits	\$ 50,000	\$ 10.81	0.14%
1623	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
	<b>DEPARTMENT TOTAL</b>	<b>\$ 54,085</b>	<b>\$ 11.69</b>	<b>0.15%</b>
<b>GRAVES REGISTRATION</b>				
1630	Salary/Stipend	\$ 250	\$ 0.05	0.00%
1631	Expenses	\$ 760	\$ 0.16	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 2018 TOWN MANAGER BUDGET	FY 2018 AVERAGE TAX BILL	FY 2018 PERCENT OF TAX BILL
<b>LIBRARY</b>				
1660	Salary	\$ 367,248	\$ 79.39	1.00%
1661	Wages	\$ 307,082	\$ 66.38	0.83%
1662	Expenses	\$ 204,346	\$ 44.17	0.55%
1663	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 878,676</b>	<b>\$ 189.94</b>	<b>2.38%</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	\$ 0.57	0.01%
1681	Expenses and Minor Capital	\$ 2,732	\$ 0.59	0.01%
1682	Property Maint. & Improvements	\$ 9,000	\$ 1.95	0.02%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 14,372</b>	<b>\$ 3.11</b>	<b>0.04%</b>
<b>WEED MANAGEMENT</b>				
1690	Wages	\$ -	\$ -	0.00%
1691	Expenses: Weed Harvester	\$ 7,000	\$ 1.51	0.02%
1692	Expenses: Great Lakes	\$ 2,385	\$ 0.52	0.01%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 9,385</b>	<b>\$ 2.03</b>	<b>0.03%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2018 TOWN MANAGER BUDGET	FY 2018 AVERAGE TAX BILL	FY 2018 PERCENT OF TAX BILL
<b>GROTON COUNTRY CLUB</b>				
1700	Salary	\$ 143,285	\$ 30.97	0.39%
1701	Wages	\$ 113,881	\$ 24.62	0.31%
1702	Expenses	\$ 122,454	\$ 26.47	0.33%
1703	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 379,620</b>	<b>\$ 82.06</b>	<b>1.03%</b>
	<b>TOTAL LIBRARY AND CITIZEN SERVICES</b>	<b>\$ 1,569,350</b>	<b>\$ 339.24</b>	<b>4.26%</b>
 <b><u>DEBT SERVICE</u></b>				
<b>DEBT SERVICE</b>				
2000	Long Term Debt - Principal Excluded	\$ 892,210	\$ 192.87	2.42%
2001	Long Term Debt - Principal Non-Excluded	\$ 36,391	\$ 7.87	0.10%
2002	Long Term Debt - Interest - Excluded	\$ 205,609	\$ 44.45	0.56%
2003	Long Term Debt - Interest - Non-Excluded	\$ 4,909	\$ 1.06	0.01%
2006	Short Term Debt - Principal - Town	\$ -	\$ -	0.00%
2007	Short Term Debt - Interest - Town	\$ 71,000	\$ 15.35	0.19%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,210,119</b>	<b>\$ 261.59</b>	<b>3.28%</b>
	<b>TOTAL DEBT SERVICE</b>	<b>\$ 1,210,119</b>	<b>\$ 261.59</b>	<b>3.28%</b>
 <b><u>EMPLOYEE BENEFITS</u></b>				
<b>EMPLOYEE BENEFITS</b>				
GENERAL BENEFITS				
3000	County Retirement	\$ 1,966,279	\$ 425.04	5.33%
3001	State Retirement	\$ -	\$ -	0.00%
3002	Unemployment Compensation	\$ 41,140	\$ 8.89	0.11%
INSURANCE				
3010	Health Insurance/Employee Expenses	\$ 1,704,000	\$ 368.35	4.62%
3011	Life Insurance	\$ 3,160	\$ 0.68	0.01%
3012	Medicare/Social Security	\$ 127,931	\$ 27.65	0.35%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 3,842,510</b>	<b>\$ 830.62</b>	<b>10.42%</b>
	<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$ 3,842,510</b>	<b>\$ 830.62</b>	<b>10.42%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2018 TOWN MANAGER BUDGET	FY 2018 AVERAGE TAX BILL	FY 2018 PERCENT OF TAX BILL
<b><u>ADDITIONAL APPROPRIATIONS</u></b>				
<b>ADDITIONAL APPROPRIATIONS</b>				
	Capital Budget Request	\$ 516,692	\$ 111.69	1.40%
	Offset Reciepts	\$ 20,000	\$ 4.32	0.05%
	Cherry Sheet Offsets	\$ 1,000	\$ 0.22	0.00%
	Snow and Ice Deficit	\$ 200,000	\$ 43.23	0.54%
	State and County Charges	\$ 100,000	\$ 21.62	0.27%
	Allowance for Abatements/Exemptions	\$ 250,000	\$ 54.04	0.68%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,087,692</b>	<b>\$ 235.12</b>	<b>2.95%</b>
	<b>GRAND TOTAL - TOWN BUDGET</b>	<b>\$ 36,864,991</b>	<b>\$ 7,969</b>	<b>100.00%</b>

**TOWN OF GROTON  
FIVE YEAR PROJECTION**

REVISED: 12/17/2016

	<u>FY 2018</u>	<u>FY 2019</u>	<u>Percent Increase</u>	<u>FY 2020</u>	<u>Percent Increase</u>	<u>FY 2021</u>	<u>Percent Increase</u>	<u>FY 2022</u>	<u>Percent Increase</u>	<u>FY 2023</u>	<u>Percent Increase</u>
<b><u>Expenditures</u></b>											
Municipal Wages	\$ 7,079,918	\$ 7,150,717	1.00%	\$ 7,222,224	1.00%	\$ 7,294,447	1.00%	\$ 7,367,391	1.00%	\$ 7,441,065	1.00%
Employee Benefits	\$ 3,842,510	\$ 4,129,091	7.46%	\$ 4,247,973	2.88%	\$ 4,527,792	6.59%	\$ 4,828,346	6.64%	\$ 5,151,307	6.69%
<b>Sub-Total</b>	<b>\$ 10,922,428</b>	<b>\$ 11,279,809</b>	<b>3.27%</b>	<b>\$ 11,470,198</b>	<b>1.69%</b>	<b>\$ 11,822,238</b>	<b>3.07%</b>	<b>\$ 12,195,737</b>	<b>3.16%</b>	<b>\$ 12,592,372</b>	<b>3.25%</b>
Municipal Expenses	\$ 2,747,241	\$ 2,774,713	1.00%	\$ 2,802,461	1.00%	\$ 2,830,485	1.00%	\$ 2,858,790	1.00%	\$ 2,887,378	1.00%
<b>Sub - Total</b>	<b>\$ 13,669,669</b>	<b>\$ 14,054,522</b>	<b>2.82%</b>	<b>\$ 14,272,658</b>	<b>1.55%</b>	<b>\$ 14,652,724</b>	<b>2.66%</b>	<b>\$ 15,054,527</b>	<b>2.74%</b>	<b>\$ 15,479,750</b>	<b>2.82%</b>
Debt Service - In Levy Capacity Only	\$ 112,300	\$ 112,300	0.00%	\$ 333,213	196.72%	\$ 330,631	-0.77%	\$ 324,971	-1.71%	\$ 324,971	0.00%
<b>Total - Municipal Budget</b>	<b>\$ 13,781,969</b>	<b>\$ 14,166,822</b>	<b>2.79%</b>	<b>\$ 14,605,871</b>	<b>3.10%</b>	<b>\$ 14,983,355</b>	<b>2.58%</b>	<b>\$ 15,379,498</b>	<b>2.64%</b>	<b>\$ 15,804,721</b>	<b>2.76%</b>
Groton Dunstable Regional School	\$ 19,149,093	\$ 19,800,162	3.40%	\$ 20,473,368	3.40%	\$ 21,169,462	3.40%	\$ 21,889,224	3.40%	\$ 22,633,458	3.40%
Middle School Roof Debt Service	\$ 59,835	\$ 59,835	0.00%	\$ 59,835	0.00%	\$ 59,835	0.00%	\$ 59,835	0.00%	\$ 59,835	0.00%
Nashoba Regional Technical High School	\$ 611,524	\$ 626,812	2.50%	\$ 642,482	2.50%	\$ 658,544	2.50%	\$ 675,008	2.50%	\$ 691,883	2.50%
<b>Total - Regional Schools Assessments</b>	<b>\$ 19,820,452</b>	<b>\$ 20,486,809</b>	<b>3.36%</b>	<b>\$ 21,175,685</b>	<b>3.36%</b>	<b>\$ 21,887,842</b>	<b>3.36%</b>	<b>\$ 22,624,067</b>	<b>3.36%</b>	<b>\$ 23,385,176</b>	<b>3.36%</b>
<b>Total Operating Expenses</b>	<b>\$ 33,602,421</b>	<b>\$ 34,653,631</b>	<b>3.13%</b>	<b>\$ 35,781,556</b>	<b>3.25%</b>	<b>\$ 36,871,196</b>	<b>3.05%</b>	<b>\$ 38,003,565</b>	<b>3.07%</b>	<b>\$ 39,189,897</b>	<b>3.12%</b>
Additional Appropriations											
Deposit to Stabilization to Maintain 5%	\$ -	\$ 171,382	0.00%	\$ 56,800	-66.86%	\$ 54,896	-3.35%	\$ 57,043	3.91%	\$ 59,751	4.75%
Deposit to CapStab to Maintain 1.5%	\$ -	\$ 426,523	0.00%	\$ 438,965	2.92%	\$ 441,392	0.55%	\$ 445,265	0.88%	\$ 442,925	-0.53%
Capital Budget Request	\$ 516,692	\$ 425,000	-17.75%	\$ 425,000	0.00%	\$ 425,000	0.00%	\$ 425,000	0.00%	\$ 425,000	0.00%
Overlay Deficit From Prior Years	\$ 1,000	\$ 1,000	0.00%	\$ 1,000	0.00%	\$ 1,000	0.00%	\$ 1,000	0.00%	\$ 1,000	0.00%
Cherry Sheet Offsets	\$ 20,000	\$ 20,500	2.50%	\$ 21,013	2.50%	\$ 21,538	2.50%	\$ 22,076	2.50%	\$ 22,628	2.50%
Snow and Ice Deficit	\$ 200,000	\$ 200,000	0.00%	\$ 205,000	2.50%	\$ 210,125	2.50%	\$ 215,378	2.50%	\$ 220,763	2.50%
State and County Charges	\$ 100,000	\$ 102,500	2.50%	\$ 105,063	2.50%	\$ 107,689	2.50%	\$ 110,381	2.50%	\$ 113,141	2.50%
Allowance for Abatements/Exemptions	\$ 250,000	\$ 225,000	-10.00%	\$ 225,000	0.00%	\$ 225,000	0.00%	\$ 225,000	0.00%	\$ 225,000	0.00%
Sub-Total Additional Appropriations	\$ 1,087,692	\$ 1,571,905	44.52%	\$ 1,477,840	-5.98%	\$ 1,486,640	0.60%	\$ 1,501,143	0.98%	\$ 1,510,208	0.60%
<b>Grand Total Appropriations</b>	<b>\$ 34,690,113</b>	<b>\$ 36,225,536</b>	<b>4.43%</b>	<b>\$ 37,259,396</b>	<b>2.85%</b>	<b>\$ 38,357,836</b>	<b>2.95%</b>	<b>\$ 39,504,708</b>	<b>2.99%</b>	<b>\$ 40,700,105</b>	<b>3.03%</b>

**Revenues**

Previous Year Proposition 2½ Levy Limit	\$ 28,151,493	\$ 29,129,180	3.47%	\$ 30,107,410	3.36%	\$ 31,110,095	3.33%	\$ 32,137,847	3.30%	\$ 33,191,294	3.28%
Allowed 2½ Increase	\$ 703,787	\$ 728,230	3.47%	\$ 752,685	3.36%	\$ 777,752	3.33%	\$ 803,446	3.30%	\$ 829,782	3.28%
New Growth	\$ 273,900	\$ 250,000	-8.73%	\$ 250,000	0.00%	\$ 250,000	0.00%	\$ 250,000	0.00%	\$ 250,000	0.00%
<b>Proposition 2½ Override</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>	
State Aid	\$ 860,020	\$ 801,000	-6.86%	\$ 822,000	2.62%	\$ 800,000	-2.68%	\$ 800,000	0.00%	\$ 800,000	0.00%
Local Receipts	\$ 3,718,272	\$ 3,811,229	2.50%	\$ 3,906,510	2.50%	\$ 4,016,264	2.81%	\$ 4,116,671	2.50%	\$ 4,219,588	2.50%
Free Cash	\$ 60,000	\$ 597,905	0.00%	\$ 495,765	-17.08%	\$ 496,288	0.11%	\$ 502,307	1.21%	\$ 502,677	0.07%
Transfer from Enterprise Funds	\$ 240,949	\$ 258,924	7.46%	\$ 275,987	6.59%	\$ 294,174	6.59%	\$ 313,561	6.59%	\$ 334,224	6.59%
Other Available Funds:	\$ -	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%
EMS Fund	\$ 266,000	\$ 225,000	-15.41%	\$ 225,000	0.00%	\$ 225,000	0.00%	\$ 225,000	0.00%	\$ 225,000	0.00%
Stabilization Fund	\$ -	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%
Capital Stabilization Fund	\$ 415,692	\$ 425,000	2.24%	\$ 425,000	0.00%	\$ 425,000	0.00%	\$ 425,000	0.00%	\$ 425,000	0.00%
<b>Grand Total Revenues</b>	<b>\$ 34,690,113</b>	<b>\$ 36,226,467</b>	<b>4.43%</b>	<b>\$ 37,260,356</b>	<b>2.85%</b>	<b>\$ 38,394,574</b>	<b>3.04%</b>	<b>\$ 39,573,832</b>	<b>3.07%</b>	<b>\$ 40,777,564</b>	<b>3.04%</b>
<b>Surplus/(Deficit)</b>	<b>\$ 0</b>	<b>\$ 931</b>		<b>\$ 960</b>		<b>\$ 36,738</b>		<b>\$ 69,124</b>		<b>\$ 77,459</b>	

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

	(actual) 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	1,844,224	1,966,279	2,094,087	2,040,203	2,132,012	2,227,952	2,328,210
<u>Health Insurance</u> Assume: 9% Annual	1,583,628	1,704,000	1,857,360	2,024,522	2,206,729	2,405,335	2,621,815
<u>Life Insurance</u> Assume: 5% Annual	2,500	3,160	3,318	3,484	3,658	3,841	4,033
<u>Medicare</u> Assume: 2.5% Same rate as wages/salaries	120,360	127,931	131,129	134,408	137,768	141,212	144,742
<u>Unemployment</u> Assume: 5%	<u>41,140</u>	<u>41,140</u>	<u>43,197</u>	<u>45,357</u>	<u>47,625</u>	<u>50,006</u>	<u>52,506</u>
	3,591,852	3,842,510	4,129,091	4,247,973	4,527,792	4,828,346	5,151,307





## 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*  
Joshua A. Degen, *Vice-Chairman*  
Barry A. Pease, *Clerk*  
Peter S. Cunningham, *Member*  
Anna Eliot, *Member*

**Town Manager**  
Mark W. Haddad

**To:** *Board of Selectmen*

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

**Subject:** *FY 2018 Board of Selectmen Departmental Budgets*

**Date:** *November 21, 2016*

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

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

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

### **Board of Selectmen**

I am increasing Dues and Memberships by \$100 in anticipation of an increase in our dues to the Massachusetts Municipal Association. In addition, I am increasing Travel and Conferences by \$150 to fund all five Selectmen attending the annual MMA Conference. There is one new line item in this year's budget and that is to pay the Cable Department \$750 for their cost of covering various meetings (with the exception of the Selectmen's Meetings). Since they are an Enterprise Fund now, we should pay for their services, similar to the way we pay the other Enterprises (Electric, Water and Sewer).

### **Town Manager**

The Town Manager's Salary Line Item has been adjusted to reflect the employment agreement with the Town. 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 2018.

With regard to expenses, I am level funding the expense line item at this time.

### **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 \$9,000 and needed an additional appropriation of \$10,000 at the Fall Town Meeting to cover actual costs. In anticipation of rate increases, I am proposing an increase this line item of \$22,000 in FY 2018.

### **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 \$45,000 in FY 2017. Based on actual usage and the work done by our Executive Assistant and IT Director to control costs, I am reducing this appropriation by \$5,000 in FY 2018. 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 2017. I am proposing that we level fund this budget in FY 2018.

**Town Counsel**

The Board of Selectmen renewed Town Counsel's contract in FY 2016 for two years. 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 2018 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 2018. The Town reduced these two line items to \$1 each in FY 2015 and kept it at that level last two years. Therefore, I am recommending that we keep this at that level in FY 2018.

**Town Moderator**

I have level funded this budget for FY 2018.

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 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>MODERATOR</b>								
1000	Salaries	\$ 65	\$ 65	\$ 65	\$ 65	\$ 65	0.00%	\$ 0.01
1001	Expenses	\$ 21	\$ 19	\$ 80	\$ 80	\$ 80	0.00%	\$ 0.02
<hr/>								
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 86</b>	<b>\$ 84</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 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 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 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
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	14	15	16
FISCAL YEAR 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
Wages															

TOTAL WAGES \$ - \$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>BOARD OF SELECTMEN</b>								
1020	Salaries	\$ 3,950	\$ 3,891	\$ -	\$ -	-	0.00%	\$ -
1021	Wages	\$ -	\$ -	\$ -	\$ -	-	0.00%	\$ -
1022	Expenses	\$ 1,976	\$ 6,284	\$ 2,000	\$ 3,000	3,000	50.00%	\$ 0.65
1023	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	-	0.00%	\$ -
1024	Minor Capital	\$ -	\$ 26,717	\$ -	\$ -	-	0.00%	\$ -
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 5,926</b>	<b>\$ 36,892</b>	<b>\$ 2,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>50.00%</b>	<b>\$ 0.65</b>

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

<u>LINE ITEM</u>	<u>FY 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships	\$ 1,300.00	\$ 1,400.00	\$ 100.00	7.69%		\$ 1,400.00		7.69%
Travel and Conferences	\$ 700.00	\$ 850.00	\$ 150.00	21.43%		\$ 850.00		21.43%
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Engineering								
Other: Cablecast of Meetings	\$ -	\$ 750.00	\$ 750.00	100.00%		\$ 750.00		
Other:								
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 2,000.00</b>	<b>\$ 3,000.00</b>	<b>\$ 1,000.00</b>	<b>50.00%</b>		<b>\$ 3,000.00</b>	<b>\$ -</b>	<b>50.00%</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 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
Salaries															
Degen	Joshua	Elected Official	Member				\$ -							\$ -	\$ -
Eliot	Anna	Elected Official	Vice Chairman				\$ -							\$ -	\$ -
Schulman	Stuart	Elected Official	Clerk				\$ -							\$ -	\$ -
Cunningham	Peter	Elected Official	Member				\$ -							\$ -	\$ -
Petropoulos	John	Elected Official	Chairman				\$ -							\$ -	\$ -
TOTAL SALARIES							\$ -								\$ -

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
Wages															

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>TOWN MANAGER</b>								
1030	Salaries	\$ 183,649	\$ 188,596	\$ 197,572	\$ 204,592	\$ 204,592	3.55%	\$ 44.23
1031	Wages	\$ 84,452	\$ 95,178	\$ 102,646	\$ 106,780	\$ 106,780	4.03%	\$ 23.08
1032	Expenses	\$ 3,300	\$ 3,800	\$ 4,000	\$ 4,000	\$ 4,000	0.00%	\$ 0.86
1033	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1034	Performance Evaluations	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 271,401</b>	<b>\$ 287,574</b>	<b>\$ 304,218</b>	<b>\$ 315,372</b>	<b>\$ 315,372</b>	<b>3.67%</b>	<b>\$ 68.17</b>

**TOWN MANAGER**  
**124**

<u>LINE ITEM</u>	<u>FY 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 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 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
Salaries															
Haddad	Mark		Town Manager			40	\$ 136,692.00			\$ 141,252.00				\$ 141,252.00	\$ 141,252.00
Dunbar	Dawn	By-Law	Executive Assistant	9		40	\$ 60,880.00			\$ 62,097.60	2.0%			\$ 63,339.55	\$ 63,339.55
TOTAL SALARIES							\$ 197,572.00								\$ 204,591.55
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
Wages															
Eibye	Robin	THL	Interdepartmental	7	\$26.52	40	\$ 55,373.76	\$ 27.05	40	\$ 56,480.40	2.0%	\$ 27.59		\$ 57,607.92	\$ 57,607.92
Hommel	Jean	THL	DPW/CC Off Asst.	6	\$22.64	40	\$ 47,272.32	\$ 23.09	40	\$ 48,211.92	2.0%	\$ 23.55		\$ 49,172.40	\$ 49,172.40
TOTAL WAGES							\$ 102,646.08								\$ 106,780.32

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>FINANCE COMMITTEE</b>								
1040	Expenses	\$ -	\$ -	\$ 210	\$ 210	\$ 210	0.00%	\$ 0.05
1041	Reserve Fund	\$ 97,604	\$ 64,441	\$ 150,000	\$ 150,000	\$ 150,000	0.00%	\$ 32.43
<hr/>								
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 97,604</b>	<b>\$ 64,441</b>	<b>\$ 150,210</b>	<b>\$ 150,210</b>	<b>\$ 150,210</b>	<b>0.00%</b>	<b>\$ 32.47</b>

FINANCE COMMITTEE

131

<u>LINE ITEM</u>	<u>FY 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 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>\$ 210.00</b>	<b>\$ 210.00</b>	<b>\$ -</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 21, 2016

Dear Mr. Haddad:

The Accounting Department is pleased to submit its budget requests for Fiscal Year 2018. 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 fees account for approximately 81% of the General Expense category, and the larger of these is fixed by contract at \$23,000 for the next year. I am anticipating an increase in software maintenance and support costs for the Fund Accounting system of approximately 3% for Fiscal 2018. This amounts to \$110 of additional expense in the budget. The GASB 45 (OPEB) analysis cost has also increased \$200 (due to the new Cable division) even though the actuary will only perform a "partial valuation" for next year. As a result of these increases, I am reducing travel and conference costs in order to level-fund the Accounting expense budget.

I am recommending an increase to the FY18 Health Insurance budget of approximately 9%; due to an estimated rate increase of 12%. This estimate will be updated once Minuteman Nashoba Health Group advises us of the final rates for FY18 (due in January). The projected budget of \$1,724,000 includes no allowance for vacancies. Any new subscriptions filled during open enrollment, or by employees experiencing qualifying events during the year will have to be funded via the Reserve Fund or by means of a line item transfer.

Boston Mutual will not release FY18 rate information until April of 2017, however, given the historically stable nature of those rates, I am comfortable level-funding the standard life insurance amount while adding an additional \$660 for the Town Manager's voluntary life insurance (a total of \$3,160).

Unemployment Compensation expenses vary greatly depending on the level of personnel turnover in a given year. The five year average still remains within the typically budgeted parameters, therefore I am recommending level-funding for Unemployment Compensation at the FY17 total (\$41,140).

Medicare matching costs average a 6.3% increase year over year. We are currently tracking as expected for this line item in FY17, therefore I am recommending an increase of \$7,571 or a total of \$127,931.

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 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>TOWN ACCOUNTANT</b>								
1050	Salaries	\$ 73,064	\$ 81,538	\$ 84,832	\$ 87,395	\$ 87,395	3.02%	\$ 18.89
1051	Wages	\$ 37,816	\$ 40,950	\$ 42,360	\$ 44,067	\$ 44,067	4.03%	\$ 9.53
1052	Expenses	\$ 33,037	\$ 34,267	\$ 30,975	\$ 31,185	\$ 31,185	0.68%	\$ 6.74
<hr/>								
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 143,917</b>	<b>\$ 156,755</b>	<b>\$ 158,167</b>	<b>\$ 162,647</b>	<b>\$ 162,647</b>	<b>2.83%</b>	<b>\$ 35.16</b>

TOWN ACCOUNTANT  
135

<u>LINE ITEM</u>	<u>FY 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE and Expense Prioritization:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships	\$ 100.00	\$ 100.00	\$ -	0.00%	5: (Necessary for CGA Certification) no planned increase	\$ 100.00		0.00%
Travel and Conferences	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%	6: (Annual Conf needed for Certification)Year- end conference funded at 50%	\$ 1,500.00		0.00%
Equipment Maintenance								
Printing								
Software/Service Maintenance	\$ 3,300.00	\$ 3,410.00	\$ 110.00	3.33%	3: Crucial to Dept Ops. Vendor planned rate increase (Abila)	\$ 3,410.00		3.33%
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Local Software Support	\$ 1,075.00	\$ 975.00	\$ (100.00)	-9.30%	4: SoftTrac Abila Support (5 hrs per year USED every year)	\$ 975.00		-9.30%
Other: Annual Audit	\$ 23,000.00	\$ 23,000.00	\$ -	0.00%	1: (Mandated) contract in place for 6/30/17 audit	\$ 23,000.00		0.00%
Other: GASB 45 OPEB Audit	\$ 2,000.00	\$ 2,200.00	\$ 200.00	10.00%	2: (Mandated)Partial Valuation Year includes new cable division	\$ 2,200.00		10.00%
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 30,975.00</b>	<b>\$ 31,185.00</b>	<b>\$ 210.00</b>	<b>0.68%</b>		<b>\$ 31,185.00</b>	<b>\$ -</b>	<b>0.68%</b>
Travel & Conference detail		\$ 740.00			MMAAA Annual Conference			
		\$ 535.00			MMAAA Year End Conference			
		\$ 65.00			MMAAA or ATFC Fall Meeting			
		\$ 50.00			Budget Meeting Supplies			
		\$ 110.00			Mileage			
Total Proposed Travel/Conference Expenses		\$ 1,500.00						

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 2017								FISCAL YEAR 2018								
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018	
Salaries																
DuFresne	Patricia		Town Accountant			40	\$ 83,231.98			\$ 84,896.62	1.0%		\$ 1,648.95	\$ 85,745.59	\$ 87,394.54	
							VBB =	\$ 1,600.01								
TOTAL SALARIES														\$ 84,831.99	\$ 87,394.54	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
FISCAL YEAR 2017								FISCAL YEAR 2018								
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate		Final Salary	Projected Salary Fiscal 2018	
Wages																
Mahoney	Sarah	THL	Asst. Town Acct.	9	\$27.05	30	\$ 42,360.30	\$ 27.59	30	\$ 43,205.94	2.0%	\$ 28.14		\$ 44,067.24	\$ 44,067.24	
TOTAL WAGES														\$ 42,360.30	\$ 44,067.24	

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>BOARD OF ASSESSORS</b>								
1060	Salaries	\$ 83,246	\$ 84,818	\$ 84,875	\$ 85,325	\$ 85,325	0.53%	\$ 18.44
1061	Wages	\$ 87,704	\$ 93,510	\$ 50,973	\$ 52,782	\$ 52,782	3.55%	\$ 11.41
1062	Expenses	\$ 13,576	\$ 29,649	\$ 29,135	\$ 23,235	\$ 23,235	-20.25%	\$ 5.02
1063	Legal Expense	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 184,526</b>	<b>\$ 207,977</b>	<b>\$ 164,983</b>	<b>\$ 161,342</b>	<b>\$ 161,342</b>	<b>-2.21%</b>	<b>\$ 34.87</b>

## BOARD OF ASSESSORS

141

<u>LINE ITEM</u>	<u>FY 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 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	\$ 225.00	\$ 100.00	80.00%		\$ 225.00		80.00%
RRC Personal Property Maintenance	\$ 6,000.00	\$ 5,000.00	\$ (1,000.00)	-16.67%		\$ 5,000.00		-16.67%
Vehicle Costs	\$ 1,200.00	\$ 1,200.00	\$ -	0.00%		\$ 1,200.00		0.00%
Other: AGI Maps	\$ 3,500.00	\$ 3,500.00	\$ -	0.00%		\$ 3,500.00		0.00%
Other: Vision Software License	\$ 5,510.00	\$ 5,510.00	\$ -	0.00%		\$ 5,510.00		0.00%
Other: Clothing Allowance	\$ 200.00	\$ 200.00	\$ -	0.00%		\$ 200.00		0.00%
Other: Vision Revalue Support	\$ 8,000.00	\$ 3,000.00	\$ (5,000.00)	-62.50%		\$ 3,000.00		-62.50%
Other: Vision Web Hosting	\$ 2,450.00	\$ 2,450.00	\$ -	0.00%		\$ 2,450.00		0.00%
<b>TOTAL FUNDS REQUESTED</b>	\$ 29,135.00	\$ 23,235.00	\$ (5,900.00)	-20.25%		\$ 23,235.00	\$ -	-20.25%

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 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary FY 2018
Salaries															
Swezey	Rena	Supervisors	Principal Assessor	14		40	\$ 82,475.00			\$ 84,124.50			\$ 1,200.00	\$ 84,124.50	\$ 85,324.50
Black	Donald						\$ -							\$ -	\$ -
Boles	Garrett						\$ -							\$ -	\$ -
Evans	Jenifer						\$ -							\$ -	\$ -
Other Pay							\$ 2,400.00								
TOTAL SALARIES							\$ 84,875.00								\$ 85,324.50
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2017								FISCAL YEAR 2017							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
Wages															
Greeno	Jonathan	THL	Assistant Assessor	9	\$27.90	35	\$ 50,973.30	\$ 28.46	35	\$ 51,996.42	1.5%	\$ 28.89		\$ 52,782.03	\$ 52,782.03
Other Pay															
TOTAL WAGES							\$ 50,973.30								\$ 52,782.03



Treasurer/Collector  
Michael Hartnett

## TOWN OF GROTON

TREASURER'S OFFICE  
173 MAIN STREET  
GROTON, MASSACHUSETTS 01450

November 7, 2016

To: Mark Haddad, Town Manager  
From: Michael Hartnett, Treasurer-Collector  
Subject: FY2018 Budget Submissions

Dear Mark:

I am respectfully submitting the FY2018 budgets for;

- Treasurer-Collector Department
- Debt Service
- Tax Title
- Bond Costs
- Middlesex County Retirement System- Pension

I would like to note the following comments and budget assumptions with respect to each of these budgets:

### **Treasurer-Collector Department:**

- Does not reflect approved performance incentive merit increases for department staff. These components are taken into account in a separate process coordinated by the Town Manager.

Continued

Continued- Treasurer-Collector Budget Submissions

- Assumes our current staffing levels will remain in place for FY2018. The Treasurer-Collector staffing was reduced in FY2017 with the retirement of the Office Assistant, a position which was not replaced.
- No increases are expected from our two primary software service providers; Harper's Payroll Service, City Hall Systems. Century Bank, our collection Lock Box software provider is being allocated a slight increase of \$500 to account for the increase in lock box response which is now trending to 30%.
- An offsetting decrease of \$500 has been allocated to our ACA compliance requirements, which is now in its second year.
- Conferences, Travel, and Dues are not expected to change from the prior year.

**Debt Service:**

Our debt service plan remains in place with respect to existing long-term debt. We constantly monitor all existing debt for the opportunity to refinance and realize future interest savings.

The Town last refinanced a bond issue in Fiscal 2015, encompassing the Gibbet Hill land acquisition and the Lost Lake Fire Station, which will save approximately \$100,000 in interest costs over the remaining 10 years of the refinanced bond.

At the present time, there are no further bond issues which qualify for refinancing.

The Town's short-term debt schedule is in place, both for the existing notes, as well as expected future borrowing opportunities. We are recommending that we remain short-term with the following debt through Fiscal 2019, at which time we would go to the bond market as follows:

- Lost Lake Fire Protection: \$1,837,000
- Police/Fire Radios: \$ 650,000

This expected FY19 bond issue (debt service starting in FY20) will also possibly include additional borrowing authorizations, which may also impact FY19 short-term debt service, if we borrow in FY18 for one year or less;



Continued

Continued- Treasurer-Collector Budget Submissions

- New fire truck
- Senior Center renovation or construction
- Water wells upgrades (do not impact the general fund)

The specifics of the FY18 debt service budget, contained herein, also references details with respect to expiring excluded and non-excluded debt through FY23. We have been discussing the expiring excluded debt service in FY18, but please note that substantial excluded debt service also expires in FY20 and FY23.

The short-term section of the debt service budget also reflects the continuation of the 4-Corners Sewer Design (\$200,000) authorization from FY15. Annual pay downs of this debt are being projected as well as the intention to keep this debt short-term until it is paid off. We will also monitor and coordinate any potential bridge financing with respect to the 4-Corners Sewer MassWorks Grant project. If approved, this reimbursable grant for construction costs would be borrowed short-term.

**Tax Title:**

No major changes are projected in this area. We will continue to turn over eligible tax title liens through the Massachusetts General Law auction process on an annual basis. Keeping tax title balances owed at the lowest possible level is very important. Deferred tax liens do continue to grow, a sign of the struggles facing some of our fixed income homeowners in Groton.

**Bond Costs:**

Bond costs are comprised of fixed bond advisor retainer fees, annual fee for SEC disclosure compliance, as well as projected short-term borrowing processing fees on temporary notes.

Continued

Continued- Treasurer-Collector Budget Submissions

### **Middlesex County Retirement System- Pension**

This year's 2018 budget reflects a 12.8% increase in the Middlesex County Retirement System component of the Town's Employee Benefits budget. The Town is one of 71 members of the Middlesex County Retirement System, whose employees become vested in the pension system after 10 years of creditable service when they reach age 55 (20 years at age 60 for all post 4/12/12 new hires). Each individual member city or town is assessed according to many vital statistics, including active employees, new hires, terminated employees who have yet to seek retirement benefits or a return of their money, replacement employees transferring from within the state pension system, and death and longevity statistics. In addition, the bi-annual valuation of the system is also very much impacted by investment performance. The bi-annual review and system evaluation results in our calculated pension assessment in two year increments. The 1/1/2016 system review resulted in Fiscal 2018 and Fiscal 2019 assessments.

The pension system assessment contained in this budget line item is comprised of three separate components;

#### **Normal Employer Cost:**

Accounting for approximately 20% of the total assessment, this cost share is primarily formula driven based on current employee's pensionable wages. At 4.4% of pensionable wages, it can be compared to a private employer's 6.2% match for social security wages.

#### **Unfunded Liability:**

The most significant cost share component of our annual pension expense is the Unfunded Liability. It represents approximately 80% of total annual pension expense.

The Unfunded Liability for the Town, as of 1/1/16, is \$8.1M. This number is also adjusted on a bi-annual basis by Middlesex County Retirement in conjunction with its actuary firm and the Public Employee Retirement Administration Commission (PERAC).

Continued

Continued- Treasurer-Collector Budget Submissions

All member cities and towns are amortizing their Unfunded Liability on an amortization schedule currently slated to be completed in the year 2035. The MCRS Retirement Board has the ability to extend the funding schedule for the Unfunded Liability to the year 2040, if so inclined (1), in an effort to mitigate any potential increases primarily due to investment results coming in under projections. The current projected investment rate of return accepted by PERAC on behalf of Middlesex County Retirement is 7.75%. This has become a challenge for all state-wide municipal retirement systems, as this ‘target rate’ can significantly impact the calculation of the Unfunded Liability in either direction.

(1) (Recommended by the Groton Sustainable Budget Committee- October 2016)

In an effort to keep annual projected pension assessment increases on a consistent scale, the following projected baseline system-wide assessment increases were proposed;

Through Fiscal 2020:	6.5%
Fiscal 2021-2035:	4.5%

While not specifically addressed at this point, it remains to be seen how PERAC and Middlesex County Retirement will react to a significant increase to the projected Unfunded Liability, in terms of deviating from the 6.5% and 4.5% scheduled increases.

### **Early Retirement Incentive (ERI):**

The third component of the Town’s annual pension assessment, ERI is a separate non-formula based expense dating back to fiscal 2003. The Town’s ERI is on a fixed 15-year funding schedule and will be completed in Fiscal 2019. **Approximately \$200,000 will therefore be released from the annual assessment starting in Fiscal 2020.**

Continued-  
Continued- Treasurer-Collector Budget Submissions

**Middlesex County Retirement System- Pension-** (continued)

In summary, in that over 80% of the Town's annual pension expense (the Unfunded Liability) is tied to a specific funding schedule which is not significantly impacted by current pensionable wages, there remain limited available remedies or options with respect to reducing this expense.

Middlesex County Retirement is well aware of the challenges we are facing in terms of the economy and its effect on investment rates of return. Middlesex County Retirement has the option to extend the funding schedule of the Unfunded Liability to the year 2040, should that be deemed necessary due to unforeseen investment market losses.

The Town's direct ability to control overall pension expense is therefore limited to the Annual Normal Employer Cost, currently calculated at approximately 4.4% of employee pensionable wages. Therefore, each reduction of \$100,000 in projected annual employee wages would reduce overall pension expense by \$4,400.

Respectfully,

Michael Hartnett  
Treasurer-Collector  
(11/7/2016)

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2017 IMPACT ON AVERAGE TAX BILL
<b>TREASURER/TAX COLLECTOR</b>								
1120	Salaries	\$ 79,273	\$ 82,476	\$ 83,725	\$ 84,966	\$ 84,966	1.48%	\$ 18.37
1121	Wages	\$ 96,280	\$ 97,406	\$ 104,236	\$ 104,658	\$ 104,658	0.40%	\$ 22.62
1122	Expenses	\$ 18,554	\$ 20,266	\$ 22,855	\$ 22,855	\$ 22,855	0.00%	\$ 4.94
1123	Tax Title	\$ 4,366	\$ 4,038	\$ 4,500	\$ 4,500	\$ 4,500	0.00%	\$ 0.97
1126	Bond Cost	\$ 2,500	\$ 3,000	\$ 5,000	\$ 5,000	\$ 5,000	0.00%	\$ 1.08
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 200,973</b>	<b>\$ 207,186</b>	<b>\$ 220,316</b>	<b>\$ 221,979</b>	<b>\$ 221,979</b>	<b>0.75%</b>	<b>\$ 47.98</b>

TREASURER/TAX COLLECTOR  
145

LINE ITEM	FY 2017 APPROPRIATION	FY 2018 DEPARTMENT REQUEST	DIFFERENCE	PERCENT CHANGE	REASON FOR CHANGE:	FY 2018 TOWN MANAGER APPROVED	FY 2018 FINCOM APPROVED	PERCENT CHANGE
Postage								
Office Supplies								
Dues & Memberships	\$ 180.00	\$ 180.00	\$ -	0.00%	No changes expected	\$ 180.00		0.00%
Travel and Conferences	\$ 1,900.00	\$ 1,900.00	\$ -	0.00%	No changes expected	\$ 1,900.00		0.00%
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	\$ 1,750.00	\$ 1,250.00	\$ (500.00)	-28.57%	ACA compliance- year 2.	\$ 1,250.00		
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	\$ 4,000.00	\$ 500.00	14.29%	Increase based on higher response	\$ 4,000.00		14.29%
Other: Banking Service Charges	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%	Bond Advisor Fee/Auditor Confirms-	\$ 1,000.00		0.00%
Other: Filing Fees - Release of Liens	\$ 150.00	\$ 150.00	\$ -	0.00%	No changes expected-	\$ 150.00		0.00%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 22,855.00</b>	<b>\$ 22,855.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 22,855.00</b>	<b>\$ -</b>	<b>0.00%</b>

**FY18 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)

**<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; trending to 25% now. Very important service which alleviates some paper work burden.  
alleviated some paper work handling 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 2017								FISCAL YEAR 2018							
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	\$ 82,475.00			\$ 84,124.50	1.0%			\$ 84,965.75	\$ 84,965.75
Other Pay							\$ 1,250.00								
TOTAL SALARIES							\$ 83,725.00								\$ 84,965.75
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2015								FISCAL YEAR 2018							
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	\$28.46	39	\$ 57,938.87	\$ 29.03	39	\$ 59,099.27	2.0%	\$ 29.61		\$ 60,280.04	\$ 60,280.04
Pantano	Vyctoria	THL	Payroll Coordinator	7	\$23.34	35	\$ 42,642.18	\$ 23.81	35	\$ 43,500.87	2.0%	\$ 24.29		\$ 44,377.83	\$ 44,377.83
TOTAL WAGES							\$ 100,581.05								\$ 104,657.87

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>TOWN COUNSEL</b>								
1080	Expenses	\$ 101,333	\$ 60,269	\$ 90,000	\$ 90,000	\$ 90,000	0.00%	\$ 19.46
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 101,333</b>	<b>\$ 60,269</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>0.00%</b>	<b>\$ 19.46</b>



**TOWN COUNSEL**  
**151**

<u>LINE ITEM</u>	<u>FY 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 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 10, 2016**

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

**Dear Town Manager Haddad:**

**I am submitting my FY18 budget for the Human Resources Department. Due to hiring and replacement decisions expected in FY18, recruiting costs are conservatively projected at the prior year level.**

**I have level funded all other line items at this time, because I feel that they are at adequate levels for my FY18 requirements.**

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

**Respectfully submitted,**

**Melisa Doig  
HR Director**

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>HUMAN RESOURCES</b>								
1090	Salary	\$ 68,560	\$ 70,359	\$ 73,201	\$ 75,412	\$ 75,412	3.02%	\$ 16.30
1091	Expenses	\$ 6,703	\$ 7,491	\$ 9,550	\$ 9,550	\$ 9,550	0.00%	\$ 2.06
<hr/>								
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 75,263</b>	<b>\$ 77,850</b>	<b>\$ 82,751</b>	<b>\$ 84,962</b>	<b>\$ 84,962</b>	<b>2.67%</b>	<b>\$ 18.37</b>

# HUMAN RESOURCES

152

<u>LINE ITEM</u>	<u>FY 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 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	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%		\$ 1,500.00		0.00%
Other: Advertising	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%		\$ 5,000.00		0.00%
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>	\$ 9,550.00	\$ 9,550.00	\$ -	0.00%		\$ 9,550.00	\$ -	0.00%

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 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
Salaries															
Doig	Melisa	By-Law	HR Director	11		40	\$ 73,201.00		40	\$ 74,665.02	1.0%			\$ 75,411.67	\$ 75,411.67
TOTAL SALARIES															\$ 75,411.67
FISCAL YEAR 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
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	\$ 104,888.00	IT Manager
<b>Total</b>	<b>\$ 104,888.00</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	\$ 16,000.00	Ten new computers for Town Hall/PSB/Fire; 5 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	\$ 13,000.00	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
Network Infrastructure Upgrades and Expansions	\$ 5,000.00	Investment to expand our network and keep equipment and maintenance costs current	We are constantly looking to connect more buildings and services into our network. We've been using this money successfully to connect other areas to retain lower long term costs as well as higher efficiencies.
Network Infrastructure	\$ 6,000.00	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>\$ 40,000.00</b>		

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>INFORMATION TECHNOLOGY</b>								
1100	Salary	\$ 117,974	\$ 122,698	\$ 100,815	\$ 104,888	\$ 104,888	4.04%	\$ 22.67
1101	Wages	\$ 48,737	\$ 47,286	\$ 47,753	\$ 47,753	\$ 47,753	0.00%	\$ 10.32
1102	Expenses	\$ 23,789	\$ 23,336	\$ 24,800	\$ 24,800	\$ 24,800	0.00%	\$ 5.36
<hr/>								
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 190,499</b>	<b>\$ 193,320</b>	<b>\$ 173,368</b>	<b>\$ 177,441</b>	<b>\$ 177,441</b>	<b>2.35%</b>	<b>\$ 38.35</b>



INFORMATION TECHNOLOGY

154

<u>LINE ITEM</u>	<u>FY 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 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 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
Salaries															
Chiasson	Michael	By-Law	IT Director	17		40	\$ 100,815.00			\$ 102,831.30	2.0%			\$ 104,887.93	\$ 104,887.93
TOTAL SALARIES							\$ 100,815.00								\$ 104,887.93
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
Wages															
Batchelder	Nick	THL	Desk Top Specialist	6	\$22.20	40	\$ 46,353.60	\$ 22.64	40	\$ 47,272.32	1.0%	\$ 22.87		\$ 47,752.56	\$ 47,752.56
Additional Appropriation							\$ 1,399.00								
TOTAL WAGES							\$ 47,752.60								\$ 47,752.56

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>GIS STEERING COMMITTEE</b>								
1120	Expenses	\$ 6,016	\$ 2,051	\$ 15,100	\$ 15,100	\$ 15,100	0.00%	\$ 3.26
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 6,016</b>	<b>\$ 2,051</b>	<b>\$ 15,100</b>	<b>\$ 15,100</b>	<b>\$ 15,100</b>	<b>0.00%</b>	<b>\$ 3.26</b>

GIS STEERING COMMITTEE  
174

<u>LINE ITEM</u>	<u>FY 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 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](mailto:mbouchard@townofgroton.org)**

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

**Michael F. Bouchard, Town Clerk**

November 20, 2016

To: Mark Haddad, Town Manager  
From: Michael Bouchard, Town Clerk  
Subject: FY2018 Budget Submission

Thank you for the opportunity to submit the FY2018 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 a flat operational expense request, but a significant expense anticipation to update the Groton Charter, assuming the Charter Review Committee's work comes to fruition in FY2108.
- Wages are essentially flat year over year. Anticipated FY2018 wage increases and reduced elections/town meeting support offset the high level elections/town meeting support needed in FY2017. Included in Wages is an allocation for additional hours for town meeting and one election support. These additional hours are required for the preparation for and execution of elections and town meeting. This request is based upon several years of actual experience covering these activities. In FY2018, the Town is scheduled for the Annual Town Election and two town meetings, with adjourned sessions anticipated.
- 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**  
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**Office of the Town Clerk – Notary Public**

**Michael F. Bouchard, Town Clerk**

The Elections budget incorporates the following assumptions:

- One election is scheduled for FY2018: the Annual Town Election May, 2018. This budget reflects Election Day staffing need and the increase in the Massachusetts minimum wage to \$11.00 per hour in CY2017, as well as the ordinary expenses associated with an election.
- Not related to the FY2018 budget, Early Voting for the November 8, 2016 Presidential Election was very popular, utilized by 30% of registered voters (which equates to 37% of voters who actually voted). Early Voting will be in effect in the Commonwealth for biennial state elections (i.e. “even-year” November elections); next in November, 2018 (FY2019). I anticipate a high level of future utilization. The costs of Early voting, which included two weeks of the early voting process, additional hours required by the Town Clerk’s Staff to record and organize early ballots and teams dedicated to processing early ballots on election day totaled \$3800. I do expect a \$500 grant from the Commonwealth, awarded for our voluntary weekend hour opening.
- 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 a \$12.00 wage rate for Precinct Clerks and Wardens.
- Two annual town meetings will occur during FY2018: Fall 2017 and Spring 2018, with adjourned sessions anticipated.
- An expense request is being made to purchase an annual service contract for the Imagecast voting machines. The two year warranty on these new machines will expire in June, 2017.



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

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

The Street Listings budget incorporates these assumptions:

- In January, 2016, we engaged the services of a new census vendor to print and mail the census forms. LHS Systems performed exceptionally well. The use of a vendor 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, including population growth and the variability of 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

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>TOWN CLERK</b>								
1130	Salaries	\$ 71,649	\$ 74,544	\$ 77,556	\$ 80,689	\$ 80,689	4.04%	\$ 17.44
1131	Wages	\$ 48,161	\$ 50,992	\$ 54,536	\$ 54,589	\$ 54,589	0.10%	\$ 11.80
1132	Expenses	\$ 7,875	\$ 9,175	\$ 11,655	\$ 15,515	\$ 11,515	-1.20%	\$ 2.49
1133	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 127,685</b>	<b>\$ 134,711</b>	<b>\$ 143,747</b>	<b>\$ 150,793</b>	<b>\$ 146,793</b>	<b>2.12%</b>	<b>\$ 31.73</b>



TOWN CLERK  
161

<u>LINE ITEM</u>	<u>FY 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage (FEDEX)	\$ 240.00	\$ 100.00	\$ (140.00)	-58.33%		\$ 100.00		-58.33%
Office Supplies	\$ 1,570.00	\$ 1,570.00	\$ -	0.00%		\$ 1,570.00		0.00%
Dues & Memberships	\$ 150.00	\$ 150.00	\$ -	0.00%		\$ 150.00		0.00%
Travel and Conferences	\$ 620.00	\$ 620.00	\$ -	0.00%		\$ 620.00		0.00%
Equipment Maintenance								
Printing								
Software/Service Maintenance	\$ 1,400.00	\$ 1,400.00	\$ -	0.00%	General Code Subscription	\$ 1,400.00		0.00%
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Town Clerk Insurance Bond	\$ 125.00	\$ 125.00	\$ -	0.00%		\$ 125.00		0.00%
Other: Bylaw updates (General Code)	\$ 7,150.00	\$ 11,150.00	\$ 4,000.00	55.94%	Amount increased because of possible Charter revisions	\$ 7,150.00		0.00%
Other: Vital Statistics	\$ 400.00	\$ 400.00	\$ -	0.00%		\$ 400.00		0.00%
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 11,655.00</b>	<b>\$ 15,515.00</b>	<b>\$ 3,860.00</b>	<b>33.12%</b>		<b>\$ 11,515.00</b>	<b>\$ -</b>	<b>-1.20%</b>

Department	Town Clerk
Org #	161
COLA %	2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
FISCAL YEAR 2017									FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16		Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase				
Salaries																
Bouchard	Michael	Elected	Town Clerk				\$ 77,556.00			\$ 79,107.12	2.0%			\$ 80,689.26	\$ 80,689.26	
TOTAL SALARIES																\$ 80,689.26

1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
Wages															
Kenney	Marlene	THL	Asst. Town Clerk	6	\$23.35	20	\$ 24,377.40	\$ 23.82	20	\$ 24,868.08	2.0%	\$ 24.30		\$ 25,369.20	\$ 25,369.20
Pierce	Nancy Ellen	THL	Asst. Town Clerk	6	\$25.23	20	\$ 26,340.12	\$ 25.73	20	\$ 26,862.12	1.0%	\$ 25.99	\$ 175.00	\$ 27,133.56	\$ 27,308.56
Other Pay (Nancy - Longevity)							\$ 175.00								\$ -
Kenney - Extra Hours for Town Meeting and Town Elections				6	\$23.35	75	\$ 1,751.25		38			\$ 24.30			\$ 923.40
Pierce - Extra Hours for Town Meeitn and Town Elections				6	\$25.23	75	\$ 1,892.25		38			\$ 25.99			\$ 987.62

TOTAL WAGES	54,536.02	\$ 54,588.78
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(1) Extra hours calculation

	<u>Quantity</u>	<u>Nancy Hours</u>	<u>Marlene Hours</u>	<u>Total hours</u>
Town Meeting sessions	5	5	5	50
Elections				
Town Election (May/18)				
Prep/setup	1	5	5	10
Execution	1	8	8	16
Early Vote	0	0	0	0
		Total for Town Election		26
<b>Total for Town Meetings and All Elections</b>		<b>38</b>	<b>38</b>	<b>76</b>

## Town Clerk Expenses - FY2015

### Dues

\$	100.00	Mass City and Town Clerks Asssoc
\$	50.00	Middlesex Town and City Clerks Assoc
<b>\$</b>	<b>150.00</b>	<b>Total Dues</b>

### Conferences

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

### Office Supplies

\$	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>\$</b>	<b>1,570.00</b>	<b>Total Office Supplies</b>

### Update ByLaws

\$	3,500.00	Fall 2016 Town Meeting bylaw updates
\$	3,500.00	Spring 2017 Town Meeting Updates
<b>\$</b>	<b>4,000.00</b>	<b>Charter Revisions (FY18?)</b>
\$	150.00	CD Copies, Supplements, shipping, etc
\$	-	Zoning books (Planning Board - Qty 20)
<b>\$</b>	<b>11,150.00</b>	<b>Total Update Bylaws</b>

#### By-Law Update Expense History:

9/23/2016	\$	4,174.43	#18	
7/15/2016	\$	618.21	#17.2	
4/28/2016	\$	781.64	#17.1	FY16
11/25/2015	\$	5,504.57	#17	\$ 6,286.21
3/11/2015	\$	2,180.26	#16.1	FY15
9/26/2014	\$	2,722.43	#16	\$ 4,902.69

### Software/Service Maintenance

<b>\$</b>	<b>1,400.00</b>	General Code e360 Annual Maintenance
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### Vital Records

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

### Town Clerk Bond

\$	125.00	Town Clerk Insurance Bond
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LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>ELECTIONS AND BOARD OF REGISTRARS</b>								
1140	Stipend (Election & Town Meeting Wages)	\$ 8,914	\$ 11,472	\$ 11,656	\$ 5,408	\$ 5,408	-53.60%	\$ 1.17
1141	Expenses	\$ 9,794	\$ 12,046	\$ 10,620	\$ 6,831	\$ 6,831	-35.68%	\$ 1.48
1142	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 18,708</b>	<b>\$ 23,518</b>	<b>\$ 22,276</b>	<b>\$ 12,239</b>	<b>\$ 12,239</b>	<b>-45.06%</b>	<b>\$ 2.65</b>

**ELECTIONS**

**162**

<u>LINE ITEM</u>	<u>FY 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance-Service Contract	\$ -	\$ 600.00			2 year voting machine warranty expires June 2017 - Annual Service Contract cost	\$ 600.00		
Printing (Town Election Ballots)	\$ 2,200.00	\$ 2,334.00	\$ 134.00	6.09%	1 election	\$ 2,334.00		6.09%
Software/Service Maintenance (Election programming)	\$ 5,000.00	\$ 1,900.00	\$ (3,100.00)	-62.00%	1 election	\$ 1,900.00		-62.00%
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Election Worker Dinners	\$ 1,800.00	\$ 507.00	\$ (1,293.00)	-71.83%		\$ 507.00		-71.83%
Board of Registrars Stipend	\$ 450.00	\$ 450.00	\$ -			\$ 450.00		0.00%
Other: Board of Registrars expenses	\$ 225.00	\$ 225.00	\$ -	0.00%		\$ 225.00		0.00%
Other: Election Miscellaneous	\$ 945.00	\$ 815.00	\$ (130.00)	-13.76%		\$ 815.00		-13.76%
Other: Signs to direct voters at precinct (C.Club)								
Other: Change Polling Locations								
Other: Election Night Help								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 10,620.00</b>	<b>\$ 6,831.00</b>	<b>\$ (4,389.00)</b>	<b>-35.68%</b>		<b>\$ 6,831.00</b>	<b>\$ -</b>	<b>-35.68%</b>

# FY2017 Elections Budget Detail

## Elections Meals

<u>Election</u>	<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>
May, 2018 Town Election	9		3		\$ 16.00	\$	432.00	\$	75.00	\$	507.00
									<b>Total</b>		<b>\$ 507.00</b>

**Note 1 - Meals** Town Election: Preincent workers [2 workers per table \* 2 tables + Warden and Clerk ] plus 3 Police Officers

## Elections Payroll

<u>Election</u>	<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>	
May, 2018 Town Election	4		3		\$ 11.00		15.5	\$	2,046.00	CY18 minimum wage
Clerks and Wardens	2		3		\$ 12.00		16	\$	1,152.00	
							<b>Total</b>	\$	<b>3,198.00</b>	

**Note 1 - Number of workers** Town Election: Preincent workers [2 workers per table \* 2 tables + Warden and Clerk ] plus 3 Police Officers

## Police Details (Informational - Not included in Elections Budget)

May, 2018 Town Election	3		1		\$ 45.00		13	\$	1,755.00	1 at Senior Center; 2 at Country Club (poll and traffic control)
							<b>Total</b>	\$	<b>1,755.00</b>	

**Note: Informational - Police Details not included in Elections Budget**

## Town Meeting Payroll

<u>Town Meeting</u>	<u>Number of workers</u>	X	<u>Number of Meetings</u>	X	<u>Hourly rate</u>	X	<u>Hours (Note 2)</u>	=	<u>Payroll</u>
Fall, 2017, including 1 adjourned session	8		2		\$ 11.00		4	\$	704.00
Spring 2018, including 2 adjourned sessions	8		3		\$ 11.00		4	\$	1,056.00
Additional Adjourned Sessions	8		0		\$ 11.00		4	\$	-
Special Town Meeting (if called)	8		0		\$ 11.00		4	\$	-
							<b>Total for Town Meetings</b>	\$	<b>1,760.00</b>

Note 2: Assumption: 6:30 - 10:30 per session; 5 total sessions; No Special Town Meeting

## Miscellaneous Expenses

<u>Election</u>	<u>Number (Note 3)</u>	X	<u>Approx Cost</u>	=	<u>Total Cost</u>	
FedEx (ship to 2 vendors each election)	2		\$ 30.00	\$	60.00	Flash Memory Card Shipments
Misc				\$	300.00	Recent examples -Voting booth lights, Binder tabs, storage bins. Early Voting privacy shields - possible purchase of "guard rails" for elections observers in FY18
Banner (Date Changes)	3		\$ 85.00	\$	255.00	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</b>	<b>\$ 815.00</b>

Note 3: 1 election ; 2 Annual Town Meeting banners

Elections History - Coding and Ballots					Early Voting Costs		
	Cost of Coding	Ballot Printing	Banner Charges				
Feb 2008 Primary	\$ 1,854.50	\$ -			Early Voting started with the Nov., 2016 election and will be in effect for bi-ennial state elections (even-year Novembers).		
Sept 2008 Primary	\$ 1,369.00	\$ -					
Nov, 2008 General	\$ 914.00	\$ -					
May, 2008 ATE	\$ 993.31	\$ 1,402.92			Early voting costs include:		
Oct 2008 STE	\$ 1,023.50	\$ 1,562.50			o Cost of election workers to staff early voting room		
May 2009 ATE	\$ 1,812.22	\$ 1,307.53			o Miscellaneous supplies costs (e.g. tabletop privacy shields)		
Dec 2009 Special Primary	\$ 791.10	\$ -	\$ 85.00		o Additional Town Clerk Staff time required to record and organize early ballots (based upon early voting volume)		
Jan 2010 Special Election	\$ 587.37	\$ -	\$ 85.00		o Cost of additional teams on election day to process early ballots at the polls		
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				
March 1, 2016 Presidential Primary (LHS)	\$ 1,631.00		\$ 85.00				
May 17, 2016 Town Election (incl. AutoMark)	\$ 1,604.00	\$ 2,334.00	\$ 85.00				
June 30, 2016 Special Town Election (incl AutoMark)	\$ 927.12	\$ 1,627.00	\$ 85.00				
Ballot Information Booklet (incl. \$600 postage)		\$ 1,214.00	\$ -				
September 8, 2016 State Primary	\$ 741.00		\$ 85.00				
November 8, 2016 Presidential Election			\$ 85.00	\$ 3,755.00	30% of registered voters were Early Voters; 37% of voter turnout		
Average State	\$ 1,153.56	Ballots Paid by State		FY2018 ELECTIONS CODING AND PRINTING			
Peak	\$ 1,854.50	--			Coding	Printing	
Average Town	\$ 1,530.50	\$ 1,766.23		Town - May, 2018	\$ 1,900.00	\$ 2,334.00	
Peak	\$ 1,901.31	\$ 2,334.00		Total	\$ 1,900.00	\$ 2,334.00	
						Reference May 2014 and 2016	

#### Historical Analysis: Cost to change a polling location

	Number of P2 and P3 voters	Cost of Postage	Total Cost
Postage to notify voters (Move to Middle School)	7200	\$ 0.48	\$ 3,456.00
Postage to notify voters (move to Prescott)	7200	\$ 0.48	\$ 3,456.00
		Total	\$ 6,912.00

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

Note: Not included in Elections Budget

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>STREET LISTINGS</b>								
1150	Expenses	\$ 5,489	\$ 4,081	\$ 6,000	\$ 6,250	\$ 6,250	4.17%	\$ 1.35
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 5,489</b>	<b>\$ 4,081</b>	<b>\$ 6,000</b>	<b>\$ 6,250</b>	<b>\$ 6,250</b>	<b>4.17%</b>	<b>\$ 1.35</b>

Note: This submitted budget is \$100 over the requested 2.4%. Budget increases are requested to address possible vendor and USPS price increases, and possible growth in Groton households between November 2016 and April, 2018. No additional services are requested or proposed to be provided.



## STREET LISTINGS

164

<u>LINE ITEM</u>	<u>FY 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage	\$ 1,900.00	\$ 2,100.00	\$ 200.00	10.53%	cover possible increase in mailings and postage rates	\$ 2,100.00		10.53%
Printing (Census and Dog Forms)	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		0.00%
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Street List Books and CDs	\$ 350.00	\$ 400.00	\$ 50.00	14.29%	cover possible vendor price increases	\$ 400.00		14.29%
Other: Contingency	\$ 250.00	\$ 250.00	\$ -	0.00%		\$ 250.00		0.00%
Other: Non-Respondent Cards	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%	1250 cards @\$1.20; required by MGL to provide second notice of census to non-respondents	\$ 1,500.00		0.00%
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 6,000.00</b>	<b>\$ 6,250.00</b>	<b>\$ 250.00</b>	<b>4.17%</b>		<b>\$ 6,250.00</b>	<b>\$ -</b>	<b>4.17%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>INSURANCE &amp; BONDING</b>								
1160	Insurance & Bonding	\$ 142,864	\$ 181,075	\$ 200,000	\$ 222,000	\$ 222,000	11.00%	\$ 47.99
1161	Insurance Deductible Reserve - Liabili	\$ 5,649	\$ 3,145	\$ 12,000	\$ 12,000	\$ 12,000	0.00%	\$ 2.59
1162	Insurance Deductible Reserve - 111F	\$ 3,310	\$ 9,642	\$ 25,000	\$ 25,000	\$ 25,000	0.00%	\$ 5.40
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 151,823</b>	<b>\$ 193,862</b>	<b>\$ 237,000</b>	<b>\$ 259,000</b>	<b>\$ 259,000</b>	<b>9.28%</b>	<b>\$ 55.99</b>

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

<u>LINE ITEM</u>	<u>FY 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Insurance & Bonding	\$ 200,000.00	\$ 222,000.00	\$ 22,000.00	11.00%		\$ 222,000.00		11.00%
Insurance Deductible Reserve - Liability	\$ 12,000.00	\$ 12,000.00	\$ -	0.00%		\$ 12,000.00		0.00%
Insurance Deductible Reserve - 111F	\$ 25,000.00	\$ 25,000.00	\$ -	0.00%		\$ 25,000.00		0.00%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 237,000.00</b>	<b>\$ 259,000.00</b>	<b>\$ 22,000.00</b>	<b>9.28%</b>		<b>\$ 259,000.00</b>	<b>\$ -</b>	<b>9.28%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>TOWN REPORT</b>								
1170	Expenses	\$ 1,400	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.32
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,400</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>0.00%</b>	<b>\$ 0.32</b>

**TOWN REPORT**  
**194**

<u>LINE ITEM</u>	<u>FY 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 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 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>POSTAGE/TOWN HALL EXPENSES</b>								
1180	Expenses	\$ 52,323	\$ 59,429	\$ 55,000	\$ 55,000	\$ 55,000	0.00%	\$ 11.89
1181	Telephone Expenses	\$ 41,713	\$ 31,886	\$ 45,000	\$ 40,000	\$ 40,000	-11.11%	\$ 8.65
1182	Office Supplies	\$ 15,512	\$ 14,841	\$ 17,000	\$ 17,000	\$ 17,000	0.00%	\$ 3.67
<hr/>								
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 109,548</b>	<b>\$ 106,156</b>	<b>\$ 117,000</b>	<b>\$ 112,000</b>	<b>\$ 112,000</b>	<b>-4.27%</b>	<b>\$ 24.21</b>

POSTAGE/TOWN HALL EXPENSES

156

<u>LINE ITEM</u>	<u>FY 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 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>



## TOWN OF GROTON

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

## Land Use Departments

Planning Board  
Conservation Commission  
Zoning Board of Appeals  
Building Department  
Housing Coordinator

### Land Use Director/Town Planner

Laurie Bonavita

Hi Mark,

Please see the attached budgets. The only budget that is omitted is the Water Safety budget. We are waiting to hear from the YMCA about any projected changes in their baseline costs for lifeguard services at Sargisson Beach. For the most part, I kept the various line items identical to FY 17 with the exception of salaries, professional memberships (Planning & Con Com only), CMRPC fees, and Nashoba expenses. I added a line item under the Planning Board budget for professional memberships (American Planning Association (APA) and MA Association of Planning Directors (MAPD) memberships) as it does not appear that the Planning Board covered professional memberships previously. The costs for these two memberships will be approximately \$350. The Conservation Commission also contains a small \$20 increase in this line item owing to a 2% increase in member fees to the MA Association of Conservation Commissions (MACC). I increased the line items for MRPC assessment and Nashoba based on estimates received from both of these organizations.

As far as salaries are concerned, I did not make modifications for merit raises as I understand you will do that after going through the reviews. However, I increased the mechanical salary line item by \$4,000 because, based on historic trends and level of service to date for FY 17, \$30,000 isn't going to be sufficient.

I look forward to meeting with you on the 28th to go over any questions or comments.

Sincerely,  
Laurie Bonavita, Director  
Land Use Department  
Town Hall  
173 Main Street  
Groton, MA 01450  
(978) 448-1105



LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>CONSERVATION COMMISSION</b>								
1320	Salary	\$ 61,384	\$ 63,551	\$ 66,118	\$ 68,789	\$ 68,789	4.04%	\$ 14.87
1321	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1322	Expenses	\$ 4,323	\$ 3,836	\$ 6,679	\$ 6,699	\$ 6,699	0.30%	\$ 1.45
1323	Engineering & Legal	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1324	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 65,707</b>	<b>\$ 67,387</b>	<b>\$ 72,797</b>	<b>\$ 75,488</b>	<b>\$ 75,488</b>	<b>3.70%</b>	<b>\$ 16.32</b>

CONSERVATION COMMISSION  
171

<u>LINE ITEM</u>	<u>FY 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships	\$ 700.00	\$ 720.00	\$ 20.00	2.86%	increase in MACC membership dues	\$ 720.00		2.86%
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	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%		\$ 3,000.00		0.00%
Other: Advertising	\$ 1,829.00	\$ 1,829.00	\$ -	0.00%		\$ 1,829.00		0.00%
Other: Appraisals								
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 6,679.00</b>	<b>\$ 6,699.00</b>	<b>\$ 20.00</b>	<b>0.30%</b>		<b>\$ 6,699.00</b>	<b>\$ -</b>	<b>0.30%</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 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
Salaries															
Tada	Takashi	THL	Conservation Admin.	10		40	\$ 66,118.00			\$ 67,440.36	2.0%			\$ 68,789.17	\$ 68,789.17
TOTAL SALARIES							\$ 66,118.00								\$ 68,789.17
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
Wages															
TOTAL WAGES							\$ -								\$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>PLANNING BOARD</b>								
1210	Salaries	\$ 80,788	\$ 94,923	\$ 80,580	\$ 82,192	\$ 82,192	2.00%	\$ 17.77
1211	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1212	Expenses	\$ 7,178	\$ 6,686	\$ 7,500	\$ 7,850	\$ 7,850	4.67%	\$ 1.70
1213	M.R.P.C. Assessment	\$ 3,160	\$ 3,319	\$ 3,403	\$ 3,488	\$ 3,488	2.50%	\$ 0.75
1214	Legal Budget	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 91,126</b>	<b>\$ 104,928</b>	<b>\$ 91,483</b>	<b>\$ 93,530</b>	<b>\$ 93,530</b>	<b>2.24%</b>	<b>\$ 20.22</b>

PLANNING BOARD  
175

<u>LINE ITEM</u>	<u>FY 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships	\$ -	\$ 350.00	\$ 350.00	100.00%	APA & MAPD Memberships	\$ 350.00		100.00%
Travel and Conferences	\$ 400.00	\$ 400.00	\$ -	0.00%		\$ 400.00		0.00%
Equipment Maintenance								
Printing	\$ 100.00	\$ 100.00	\$ -	0.00%		\$ 100.00		0.00%
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
PB Advertising	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%		\$ 4,000.00		0.00%
Land Use Legal (HDC/Sign Comm)	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Land Use Banners	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%		\$ 1,500.00		0.00%
Engineering								
Consultant								
Other: ADA/SLI	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%		\$ 1,000.00		0.00%
<b>TOTAL FUNDS REQUESTED</b>	\$ 7,500.00	\$ 7,850.00	\$ 350.00	4.67%		\$ 7,850.00	\$ -	4.67%

Department Planning Board  
 Org # 175  
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
Salaries															
Bonavita	Laurie	Supervisors	Land Use Director/	14		40	\$ 80,580.00			\$ 82,191.60			\$ -	\$ 82,191.60	\$ 82,191.60
TOTAL SALARIES							\$ 80,580.00								\$ 82,191.60
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
Wages															

TOTAL WAGES \$ - \$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>ZONING BOARD OF APPEALS</b>								
1220	Wages	\$ 18,255	\$ 18,455	\$ 18,823	\$ 19,285	\$ 19,285	2.45%	\$ 4.17
1221	Expenses	\$ 986	\$ 1,027	\$ 1,700	\$ 1,700	\$ 1,700	0.00%	\$ 0.37
<hr/>								
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 19,241</b>	<b>\$ 19,482</b>	<b>\$ 20,523</b>	<b>\$ 20,985</b>	<b>\$ 20,985</b>	<b>2.25%</b>	<b>\$ 4.54</b>

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

<u>LINE ITEM</u>	<u>FY 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 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	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%		\$ 1,500.00		0.00%
Other:								
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 1,700.00</b>	<b>\$ 1,700.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 1,700.00</b>	<b>\$ -</b>	<b>0.00%</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 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
Salaries															
TOTAL SALARIES															\$ -
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
Wages															
Hammer	Margot	THL	Office Assistant	5	\$23.68	15	\$ 18,541.44	\$ 24.15	15	\$ 18,909.45	2.0%	\$ 24.63		\$ 19,285.29	\$ 19,285.29
Addiitonal Appropriation															
TOTAL WAGES															\$ 18,823.44
															\$ 19,285.29

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>BUILDING INSPECTOR</b>								
1240	Salaries	\$ 79,273	\$ 80,858	\$ 82,475	\$ 84,966	\$ 84,966	3.02%	\$ 18.37
1241	Wages	\$ 60,282	\$ 58,904	\$ 60,174	\$ 61,636	\$ 61,636	2.43%	\$ 13.32
1242	Expenses	\$ 2,870	\$ 1,950	\$ 5,000	\$ 5,000	\$ 3,500	-30.00%	\$ 0.76
1243	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 142,426</b>	<b>\$ 141,712</b>	<b>\$ 147,649</b>	<b>\$ 151,602</b>	<b>\$ 150,102</b>	<b>1.66%</b>	<b>\$ 32.45</b>

**BUILDING INSPECTOR  
241**

<u>LINE ITEM</u>	<u>FY 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 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	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%		\$ 1,500.00		0.00%
Other: Seminars	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%		\$ -		-100.00%
Other: Clothing & boots	\$ 1,200.00	\$ 1,200.00	\$ -	0.00%		\$ 1,200.00		0.00%
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 3,500.00</b>	<b>\$ -</b>	<b>-30.00%</b>

Department Building Inspector  
 Org # 241  
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
Salaries															
Cataldo	Edward	Supervisors	Building Comm.	14		40	\$ 82,475.00			\$ 84,124.50	1.0%			\$ 84,965.75	\$ 84,965.75
TOTAL SALARIES															\$ 84,965.75
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
Wages															
Martin	Paula	THL	Administrative Asst.	7	\$28.03	40	\$ 58,526.64	\$ 28.59	40	\$ 59,695.92	2.0%	\$ 29.16	\$ 750.00	\$ 60,886.08	\$ 61,636.08
Other Pay															
TOTAL WAGES															\$ 61,636.08

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>MECHANICAL INSPECTOR</b>								
1250	Fee Salaries	\$ 27,156	\$ 31,860	\$ 30,000	\$ 34,000	\$ 30,000	0.00%	\$ 6.49
1251	Expenses	\$ 3,326	\$ 3,253	\$ 5,000	\$ 5,000	\$ 5,000	0.00%	\$ 1.08
<hr/>								
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 30,482</b>	<b>\$ 35,113</b>	<b>\$ 35,000</b>	<b>\$ 39,000</b>	<b>\$ 35,000</b>	<b>0.00%</b>	<b>\$ 7.57</b>

**MECHANICAL INSPECTOR  
242**

<u>LINE ITEM</u>	<u>FY 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 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 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>EARTH REMOVAL INSPECTOR</b>								
1260	Stipend	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.32
1261	Expenses	\$ 95	\$ 68	\$ 100	\$ 100	\$ 100	0.00%	\$ 0.02
1262	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 95</b>	<b>\$ 68</b>	<b>\$ 1,600</b>	<b>\$ 1,600</b>	<b>\$ 1,600</b>	<b>0.00%</b>	<b>\$ 0.35</b>

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

<u>LINE ITEM</u>	<u>FY 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 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: Public Hearing notices	\$ 100.00	\$ 100.00		0.00%		100		0.00%
Other:								
Other:								
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 100.00</b>	<b>\$ -</b>	<b>0.00%</b>



LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>BOARD OF HEALTH</b>								
1270	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1271	Expenses	\$ 787	\$ 673	\$ 1,000	\$ 1,000	\$ 1,000	0.00%	\$ 0.22
1272	Nursing Services	\$ -	\$ -	\$ 10,787	\$ 11,325	\$ 11,325	4.99%	\$ 2.45
1273	Nashoba Health District	\$ 31,943	\$ 41,221	\$ 23,636	\$ 36,145	\$ 24,818	5.00%	\$ 5.36
1274	Mental Health Services	\$ -	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	0.00%	\$ 1.73
1275	Eng/Consult/Landfill Monitoring	\$ 10,000	\$ 8,621	\$ 10,000	\$ 10,000	\$ 10,000	0.00%	\$ 2.16
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 42,730</b>	<b>\$ 58,515</b>	<b>\$ 53,423</b>	<b>\$ 66,470</b>	<b>\$ 55,143</b>	<b>3.22%</b>	<b>\$ 11.92</b>

BOARD OF HEALTH  
510

<u>LINE ITEM</u>	<u>FY 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 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	\$ 300.00	\$ 300.00	\$ -	0.00%		\$ 300.00		0.00%
Travel/Conferences								
Other: Rabies Control	<u>\$ 400.00</u>	<u>\$ 400.00</u>	\$ -	0.00%		<u>\$ 400.00</u>		0.00%
<b>TOTAL FUNDS REQUESTED</b>	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%		\$ 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 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>SEALER OF WEIGHTS &amp; MEASURES</b>								
1280	Fee Salaries	\$ 2,870	\$ 1,840	\$ 3,000	\$ 3,000	\$ 3,000	0.00%	\$ 0.65
1281	Expenses	\$ 29	\$ 30	\$ 100	\$ 100	\$ 100	0.00%	\$ 0.02
<hr/>								
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 2,899</b>	<b>\$ 1,870</b>	<b>\$ 3,100</b>	<b>\$ 3,100</b>	<b>\$ 3,100</b>	<b>0.00%</b>	<b>\$ 0.67</b>

SEALER OF WEIGHTS & MEASURES  
244

<u>LINE ITEM</u>	<u>FY 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 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:								
<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 18, 2016**

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

RE: FY2018 Budget

I respectfully submit the attached budgets for FY2018 for the Groton Police Department, Groton Communications Department, and Groton Emergency Management Agency.

I have submitted a budget that falls within the guidelines as directed by the Board of Selectmen. In good conscience I cannot endorse this budget. I appreciate the research and hard work of the Sustainability Committee and the need for fiscal restraint. I was hired as a professional in 2007 and tasked with updating a department that was behind in equipment, training and manpower. With the support of the Community, the Groton Police Department has come a long way towards becoming a progressive leader in law enforcement. I have submitted a second option detailing the real need for a fully staffed and equipped department, I would be remiss in my duty as Chief of Police to not advocate for the proper manpower and equipment to ensure that the men and women of the Groton Police Department are properly trained, properly equipped and adequately supported to do their jobs and go home safely at the end of their shift.

Having proper training, up-to-date equipment and sufficient man-power to protect and serve all residents is crucial to sustaining the current level of service that Groton citizens have come to expect. We see the struggles of surrounding towns without adequate man-power and equipment.

The drug epidemic and inherent crime associated has touched Groton, however it has been kept at bay, in a large part due to the very visible and proactive patrol approach adopted by our department.

Our School Resource Officer is responsible for approximately 4000 students and staff at 12 different locations (both public and private) in town. In order to effectively serve this vulnerable population, the National Association of School Resource Officers (NASRO) recommends that one SRO is assigned for each 1200 students. The Governor's Council recommends each school have an SRO at the secondary level. While it is obvious that appointing (3) more officers to the SRO program is not sustainable, reassigning an officer as an additional SRO would be an investment in the safety and welfare of our children.

With traffic and related issues being a chief complaint heard by this department, and as I requested last year and have demonstrated, the need for a dedicated officer to handle traffic related issues has not dissipated. Having the ability to have a trained professional proactively address current and potential future issues generated by existing and future construction and anticipated increases in vehicle volume will increase the efficiency, quality and quantity of the flow and movement of vehicles within town. It will certainly improve quality of life, ease of movement of persons and vehicles and will further aid in the sustainability of traffic and business in Groton.

Additionally, as reflected in my previous request for administrative and supervisory personnel is to ensure that the Goal and Objectives of the Groton Police Department are being met and that adequate supervision of personnel is being met 24 hours a day, 7 days a week. This also reduces factors of civil liability, ineffective use of personnel and equipment and allows for decisions and supervision during the initial stages of critical incidents.

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

Sincerely,

Donald L. Palma, Jr.  
Chief of Police

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>POLICE DEPARTMENT</b>								
1300	Salaries	\$ 283,340	\$ 311,278	\$ 316,010	\$ 320,822	\$ 320,822	1.52%	\$ 69.35
1301	Wages	\$ 1,489,613	\$ 1,637,811	\$ 1,643,942	\$ 1,666,539	\$ 1,666,539	1.37%	\$ 360.25
1302	Expenses	\$ 173,239	\$ 227,571	\$ 192,647	\$ 192,449	\$ 192,449	-0.10%	\$ 41.60
1303	Lease or Purchase of Cruisers	\$ 3,960	\$ 3,960	\$ 4,000	\$ 4,000	\$ 4,000	0.00%	\$ 0.86
1304	PS Building (Expenses)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1305	Minor Capital	\$ 10,000	\$ 11,985	\$ 20,000	\$ 29,600	\$ 20,000	0.00%	\$ 4.32
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,960,153</b>	<b>\$ 2,192,605</b>	<b>\$ 2,176,599</b>	<b>\$ 2,213,410</b>	<b>\$ 2,203,810</b>	<b>1.25%</b>	<b>\$ 476.39</b>

**POLICE DEPARTMENT**  
**210**

<u>LINE ITEM</u>	<u>FY 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Boat/ATV								
Ammunition	\$ 20,401.00	\$ 21,040.00	\$ 639.00	3.13%		\$ 21,040.00		3.13%
Computer Supplies/Fees	\$ 3,000.00	\$ 1,000.00	\$ (2,000.00)	-66.67%		\$ 1,000.00		-66.67%
Cruiser Maintenance	\$ 34,000.00	\$ 38,600.00	\$ 4,600.00	13.53%		\$ 38,600.00		13.53%
Dues & Memberships	\$ 9,438.00	\$ 16,678.00	\$ 7,240.00	76.71%	NEMLAC moved to this line	\$ 16,678.00		76.71%
Equipment Maintenance	\$ 1,050.00	\$ 1,050.00	\$ -	0.00%		\$ 1,050.00		0.00%
Fuel	\$ 45,000.00	\$ 38,000.00	\$ (7,000.00)	-15.56%		\$ 38,000.00		-15.56%
Investigation Fund	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%		\$ 1,500.00		0.00%
Mileage	\$ 2,100.00	\$ 1,000.00	\$ (1,100.00)	-52.38%		\$ 1,000.00		-52.38%
NEMLEC	\$ 6,000.00	\$ -	\$ (6,000.00)	-100.00%		\$ -		-100.00%
Physicals/Medical	\$ -	\$ 1,500.00	\$ 1,500.00	0.00%		\$ 1,500.00		0.00%
Printing/Printed Forms	\$ 781.00	\$ 781.00	\$ -	0.00%		\$ 781.00		0.00%
Prisoner Meals	\$ 100.00	\$ 200.00	\$ 100.00	100.00%		\$ 200.00		100.00%
Professional Development	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%		\$ 4,000.00		0.00%
Public Safety Supplies	\$ 7,100.00	\$ 6,200.00	\$ (900.00)	-12.68%		\$ 6,200.00		-12.68%
Software/Service Maintenance	\$ 5,000.00	\$ 9,200.00	\$ 4,200.00	84.00%	\$4k for fingerprint maintenance	\$ 9,200.00		84.00%
Traffic Safety	\$ 300.00	\$ 300.00	\$ -	0.00%		\$ 300.00		0.00%
Training	\$ 12,175.00	\$ 14,400.00	\$ 2,225.00	18.28%		\$ 14,400.00		18.28%
Travel/Conferences/Lowell seat	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		0.00%
Uniforms	\$ 38,702.00	\$ 35,000.00	\$ (3,702.00)	-9.57%		\$ 35,000.00		-9.57%
<b>TOTAL FUNDS REQUESTED</b>	\$ 192,647.00	\$ 192,449.00	\$ (198.00)	-0.10%		\$ 192,449.00	\$ -	-0.10%



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 2017									FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018	
Salaries																
Palma	Donald	Contract	Police Chief			40	\$ 137,000.00			\$ 139,740.00			\$ 800.00	\$ 137,000.00	\$ 137,800.00	
Cullen	James	Contract	Police Deputy Chief			40	\$ 114,400.00			\$ 116,688.00			\$ 6,800.00	\$ 116,688.00	\$ 123,488.00	
Lieutenant - New		Contract	Police Lieutenant			40	\$ -			\$ -				\$ -	\$ -	
Newell	Kathleen	Supervisors	Executive Assistant	7		40	\$ 56,742.00			\$ 57,876.84	2.0%		\$ 500.00	\$ 59,034.38	\$ 59,534.38	
Other Pay							\$ 7,868.00									
TOTAL SALARIES									Cullen other pay = 1360 longevity, 2400 ins opt out, 2240 vac buy back, 780 unif clean							\$ 320,822.38
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16	
FISCAL YEAR 2017									FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018	
Wages																
Quinn Bill - State							\$ -			\$ -				\$ -	\$ -	
Quinn Bill - Town							\$ 56,029.74			\$ 57,046.00				\$ 57,046.00	\$ 57,046.00	
Education Incentive							\$ 13,096.54			\$ 16,675.00				\$ 13,453.00	\$ 13,453.00	
Beltz	Nicholas	GPA	Patrolman		\$30.98	40	\$ 64,686.24	\$ 30.98	40	\$ 64,686.24		\$ 30.98		\$ 64,686.24	\$ 64,686.24	
Breault	Robert	GPA	Patrolman		\$30.98	40	\$ 64,686.24	\$ 30.98	40	\$ 64,686.24		\$ 30.98		\$ 64,686.24	\$ 64,686.24	
Breslin	Peter	GPA	Patrolman		\$30.98	40	\$ 64,686.24	\$ 30.98	40	\$ 64,686.24		\$ 30.98		\$ 64,686.24	\$ 64,686.24	
Candow	Gordon	GPA	Patrolman		\$30.98	40	\$ 64,686.24	\$ 30.98	40	\$ 64,686.24		\$ 30.98		\$ 64,686.24	\$ 64,686.24	
Connell	Paul	Superior	Sergeant		\$35.63	40	\$ 74,395.44	\$ 35.63	40	\$ 74,395.44		\$ 35.63		\$ 74,395.44	\$ 74,395.44	
Connor	Omar	GPA	Patrolman		\$30.98	40	\$ 64,686.24	\$ 30.98	40	\$ 64,686.24		\$ 30.98		\$ 64,686.24	\$ 64,686.24	
Cooper	Timothy	GPA	Patrolman		\$28.67	40	\$ 59,862.96	\$ 30.98	40	\$ 64,686.24		\$ 30.98		\$ 64,686.24	\$ 64,686.24	
Gemos	Derrick	Superior	Sergeant		\$35.63	40	\$ 74,395.44	\$ 35.63	40	\$ 74,395.44		\$ 35.63		\$ 74,395.44	\$ 74,395.44	
Goodwin	Jason	Superior	Sergeant		\$35.63	40	\$ 74,395.44	\$ 35.63	40	\$ 74,395.44		\$ 35.63		\$ 74,395.44	\$ 74,395.44	
Henehan	Kevin	GPA	Patrolman		\$30.98	40	\$ 64,686.24	\$ 30.98	40	\$ 64,686.24		\$ 30.98		\$ 64,686.24	\$ 64,686.24	
Lynn	Michael	GPA	Patrolman		\$30.98	40	\$ 64,686.24	\$ 30.98	40	\$ 64,686.24		\$ 30.98		\$ 64,686.24	\$ 64,686.24	
Mead	Rachel	GPA	Patrolman		\$30.98	40	\$ 64,686.24	\$ 30.98	40	\$ 64,686.24		\$ 30.98		\$ 64,686.24	\$ 64,686.24	
Steward	Gregory	GPA	Patrolman		\$28.67	40	\$ 59,862.96	\$ 28.67	40	\$ 59,862.96		\$ 28.67		\$ 59,862.96	\$ 59,862.96	
Rose	Dale	GPA	Patrolman		\$30.98	40	\$ 64,686.24	\$ 30.98	40	\$ 64,686.24		\$ 30.98		\$ 64,686.24	\$ 64,686.24	
Sheridan	Edward	Superior	Sergeant		\$35.63	40	\$ 74,395.44	\$ 35.63	40	\$ 74,395.44		\$ 35.63		\$ 74,395.44	\$ 74,395.44	
Waite	Cory	GPA	Patrolman		\$30.98	40	\$ 64,686.24	\$ 30.98	40	\$ 64,686.24		\$ 30.98		\$ 64,686.24	\$ 64,686.24	
Timmins	Patrick	GPA	Patrolman		\$26.30	40	\$ 54,914.40	\$ 28.67	40	\$ 59,862.96		\$ 28.67		\$ 59,862.96	\$ 59,862.96	
Tallent	Joan	THL	Administrative Asst.		\$26.53	15	\$ 20,772.99	\$ 27.06	15	\$ 21,188.45		\$ 27.06		\$ 21,188.45	\$ 21,188.45	
Stipends										\$ 22,207.00			\$ 22,207.00	\$ 22,207.00		
Shift Differential							\$ 52,440.00			\$ 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			\$ 80,000.00			\$ 80,000.00	\$ 80,000.00		
Shift Coverage - Personal Leave							\$ 52,000.00			\$ 40,000.00			\$ 40,000.00	\$ 40,000.00		
Shift Coverage - Sick Leave							\$ 80,000.00			\$ 55,000.00			\$ 55,000.00	\$ 55,000.00		
Shift Coverage Traffic/Train/Range/EVOC (includes Reserves)							\$ -			\$ 35,000.00			\$ 35,000.00	\$ 35,000.00		
Shift Coverage Town Major Events (includes Reserves)							\$ 38,028.00			\$ 43,028.00			\$ 43,028.00	\$ 43,028.00		
Shift Coverage Extraordinary Leave							\$ 15,000.00			\$ 15,000.00			\$ 15,000.00	\$ 15,000.00		
Longevity							\$ 11,630.00			\$ 13,060.00			\$ 13,060.00	\$ 13,060.00		
Health Insurance Buyback							\$ 12,000.00			\$ 12,000.00			\$ 12,000.00	\$ 12,000.00		
FLSA Adjustments							\$ 5,000.00			\$ 7,500.00			\$ 7,500.00	\$ 7,500.00		
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	\$ 2,500.00		
TOTAL WAGES															\$ -	\$ 1,666,538.77

POLICE DEPARTMENT  
210

<u>LINE ITEM</u>		FY 2018 DEPARTMENT <u>REQUEST</u>	
<b>Boat/ATV</b>			
<b>Ammunition:</b>		\$	21,040.00
	Ammunition	\$19,400.00	
	Taser cartridges	\$1,640.00	
<b>Computer Supplies/Fees</b>		\$	1,000.00
<b>Cruiser Maintenance</b>		\$	38,600.00
	Oil changes \$2800		
	Inspections \$600		
	Tires \$6500		
	Radar Calibration \$600		
	Detailing \$2000		
	motor cycle detail and maint \$700		
	Parts/Equipment repairs \$24800		
	HOP cleaning supplies \$600		
<b>Dues &amp; Memberships</b>		\$	16,678.00
	Media Relations Guilfoil \$3588		
	MA Law Enforce Firearms \$1570		
	Central MA Law Enforce \$500		
	C4RJ \$1200		
	IACP \$300		
	Ma Chiefs \$1070		
	RAD \$300		
	Middlesex County \$250		
	NEMLEC moved to this line \$6800		Increase in dues by \$2000
	COIN \$1100		
<b>Equipment Maintenance</b>		\$	1,050.00
	Unexpected general equipment problems, damage of equipment		
<b>Fuel</b>		\$	38,000.00
	Police vehicles		
<b>Investigation Fund</b>		\$	1,500.00
	Crime scene processing supplies, evidence supplies, fingerprint, lab kits		
<b>Mileage</b>		\$	1,000.00
	To classes, training/tolls		

NEMLEC Dues and service		\$	-	
Physicals/Medical		\$	1,500.00	
Printing/Printed Forms		\$	781.00	
Printin Solutions business cards \$200				
Quill,Schwaab, WBMason \$580				
Necessary triplicate forms for tickets, mv investigations				
Prisoner Meals		\$	200.00	
Professional Development	Chief and Deputy Chief Contracts	\$	4,000.00	
Public Safety Supplies	24 Trama for cells, Defib batteries Consumable supplies	\$	6,200.00	
Software/Service Maintenance	Fingerprint equipment \$4000 Norel \$2706 BAPERN \$1900 IACP Net \$525	\$	9,200.00	Fingerprint maintenance is new in FY18
Traffic Safety	School traffic light	\$	300.00	
Training	City of Lowell 1 seat \$2000 INS Train Classes \$8800 Books \$600 Institute of Police Train \$3000	\$	14,400.00	
Travel/Conferences	Chief and Deputy Chief contracts	\$	2,000.00	
Uniforms:		\$	<u>35,000.00</u>	
	Uniform Allowance	\$28,200.00		\$1500*18+1200 Contract increase from \$1400 to \$1500
	Vests	\$4,200.00		\$840*5
	NEMLEC	\$2,600.00		Rose, Cooper, Mead
TOTAL FUNDS REQUESTED		\$	192,449.00	

**Town of Groton**  
**Minor Capital Police Department**  
**FY18**

<b>Description</b>	<b>FY2018</b>
Copier	\$8,700.00
Redman Suit	\$1,700.00
Rifle (3)	\$3,000.00
RAD Student Suit (4)	\$1,200.00
Speed Trailer/Message Board	\$10,000.00
Traffic Counter	\$5,000.00
<b>TOTAL</b>	<b>\$29,600.00</b>

**FY18 Wage and Salary Budget Police Department 210**  
**Explanations for line item increases**

<b>Salaries:</b>	<b>New contracts</b> for the Police Chief and Deputy Chief account for the increase
<b>Wages:</b>	<b>Educational Incentive</b> includes and additional officer. (Greg Steward)  <b>Pay rates</b> for two officers were adjusted to the appropriate step rate. ( Cooper and Timmins)  <b>Stipends</b> increase due to contract. \$3000 sgts, (effective FY17 but not noted on FY17 Budget line item) \$6500 patrolmen for gym/physical test \$1000 basic stipends increase from \$7000 to \$8000 FY18
<b>Shift Coverage and FLSA Adjustment:</b>	There is no increase in the total dollar amount for these line items. The amounts change within the line items to reflect the anticipated use.
<b>Longevity:</b>	Contractual increases
<b>TOTAL WAGES INCREASED:</b>	Wages are up by \$11037 which is due to increased in stipends and longevity, which are both contractual.

# Groton Police Department

## FY 2018 Budget Proposal





# GROTON POLICE DEPARTMENT FY 2018 BUDGET PROPOSAL

- As always, 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 the anticipated needs and expectations of our community
- Equipment that will facilitate providing service to our the citizens of our community

# DEPARTMENT BUDGET PLAN A

	FY 15	FY 16	FY 17 Appropriated	FY 18 Request	Percent Change
<b>Salaries</b>	\$283,340	\$311,278	\$308,026	\$317,317	3.02%
<b>Wages</b>	\$1,489,613	\$1,637,811	\$1,643,942	\$1,666,539	1.37%
<b>Expenses</b>	\$173,239	\$227,571	\$192,647	\$192,449	-0.10%
<b>Lease/ Purchase of Cruisers</b>	\$3960	\$3960	\$4000	\$4000	0.00%
<b>Minor Capital</b>	\$10,000	\$11,985	\$20,000	\$29,600	48.00%
<b>Total</b>	<b>\$1,960,153</b>	<b>\$2,192,605</b>	<b>\$2,168,615</b>	<b>\$2,209,905</b>	<b>1.90%</b>



# DEPARTMENT EXPENSES PLAN A – 1 OF 2

Line Item	FY 17	FY 18 Request	Difference	% Change	Reason
Ammunition	\$20401.00	\$21040.00	\$639.00	3.13%	
Computer Supplies & Fees	\$3000.00	\$1000.00	(\$2000.00)	-66.67%	
Cruiser Maintenance	\$34000.00	\$38600.00	\$4600.00	13.53%	
Dues & Memberships	\$9438.00	\$16678.00	\$7240.00	76.71	NEMLEC Moved to dues COIN Membership
Equipment Maintenance	\$1050.00	\$1050.00	-	0.00%	
Fuel	\$45000.00	\$38000.00	(\$7000.00)	-15.56%	
Investigation Fund	\$1500.00	\$1500.00	-	0.00%	
Mileage	\$2100.00	\$1000.00	(\$1100.00)	-52.38%	
NEMLEC	\$6000.00	\$0.00	(\$6000.00)	-100.00%	Moved to dues
Physicals/ Medical	-	\$1500.00	\$1500.00	0.00%	
Printing	\$781.00	\$781.00	-	0.00%	

## DEPARTMENT EXPENSES PLAN A- 2 OF 2

Line Item	FY 17	FY 18 Request	Difference	% Change	Reason
Prisoner Meals	\$100.00	\$200.00	\$100.00	100.00%	
Professional Development	\$4000.00	\$4000.00	-	0.00%	
Public Safety Supplies	\$7100.00	\$6200.00	\$900.00	-12.68%	
Software/ Service Maintenance	\$5000.00	\$9200.00	\$4200.00	84.00%	\$4K for fingerprint maintenance
Traffic Safety	\$300.00	\$300.00	-	0.00%	
Training	\$12175.00	\$14400.00	\$2225	18.28%	
Travel/ Conferences /Lowell Seat	\$2000.00	\$2000.00	-	0.00%	
Uniforms	\$38702.00	\$35000.00	(\$3702.00)	-9.57%	
<b>Total Funds Requested</b>	<b>\$192647.00</b>	<b>\$192449.00</b>	<b>(\$198.00)</b>	<b>-0.10%</b>	

# DEPARTMENT BUDGET PLAN B

	FY 15	FY 16	FY 17 Appropriated	FY 18 Request	Percent Change
<b>Salaries</b>	\$283,340	\$311,278	\$308,026	\$414,902	34.70%
<b>Wages</b>	\$1,489,613	\$1,637,811	\$1,648,890	\$1,880,432	14.04%
<b>Expenses</b>	\$173,239	\$227,571	\$192,647	\$205,449	6.65
<b>Lease/ Purchase of Cruisers</b>	\$3960	\$3960	\$4000	\$4000	0.00%
<b>Minor Capital</b>	\$10,000	\$11,985	\$20,000	\$29,600	48.00%
<b>Total</b>	<b>\$1,960,153</b>	<b>\$2,192,605</b>	<b>\$2,173,563</b>	<b>\$2,539,623</b>	<b>16.60%</b>

# DEPARTMENT EXPENSE PLAN B – 1 OF 2

Line Item	FY 17	FY 18 Request	Difference	% Change	Reason
<b>Ammunition</b>	\$20401.00	\$21040.00	\$639.00	3.13%	
<b>Computer Supplies &amp; Fees</b>	\$3000.00	\$1000.00	(\$2000.00)	-66.67%	
<b>Cruiser Maintenance</b>	\$34000.00	\$38600.00	\$4600.00	13.53%	
<b>Dues &amp; Memberships</b>	\$9438.00	\$16678.00	7240.00	76.71	NEMLEC Moved to dues COIN Membership
<b>Equipment Maintenance</b>	\$1050.00	\$1050.00	-	0.00%	
<b>Fuel</b>	\$45000.00	\$38000.00	(\$7000.00)	-15.56%	
<b>Investigation Fund</b>	\$1500.00	\$1500.00	-	0.00%	
<b>Mileage</b>	\$2100.00	\$1000.00	(\$1100.00)	-52.38%	
<b>NEMLEC</b>	\$6000.00	\$0.00	(\$6000.00)	-100.00%	Moved to dues
<b>Physicals/ Medical</b>	-	\$1500.00	\$1500.00	0.00%	
<b>Printing</b>	\$781.00	\$781.00	\$0.00	0.00%	



# DEPARTMENT EXPENSE PLAN B – 2 OF 2

Line Item	FY 17	FY 18 Request	Difference	% Change	Reason
Prisoner Meals	\$100.00	\$200.00	\$100.00	100.00%	
Professional Development	\$4000.00	\$4000.00	-	0.00%	
Public Safety Supplies	\$7100.00	\$6200.00	\$(900.00)	-12.68%	
Software/ Service Maintenance	\$5000.00	\$9200.00	\$4200.00	84.00%	\$4K for fingerprint maintenance
Traffic Safety	\$300.00	\$300.00	-	0.00%	
Training	\$12175.00	\$20400.00	\$8225.00	67.56%	\$6000 2 Academy New Hires
Travel/ Conferences	\$2000.00	\$2000.00	\$6000.00	0.00%	
Uniforms	\$38702.00	\$42000.00	\$3298.00	8.52%	\$7000 4 new hires
<b>Total Funds Requested</b>	<b>\$192647.00</b>	<b>\$205449.00</b>	<b>\$12,802.00</b>	<b>6.65%</b>	

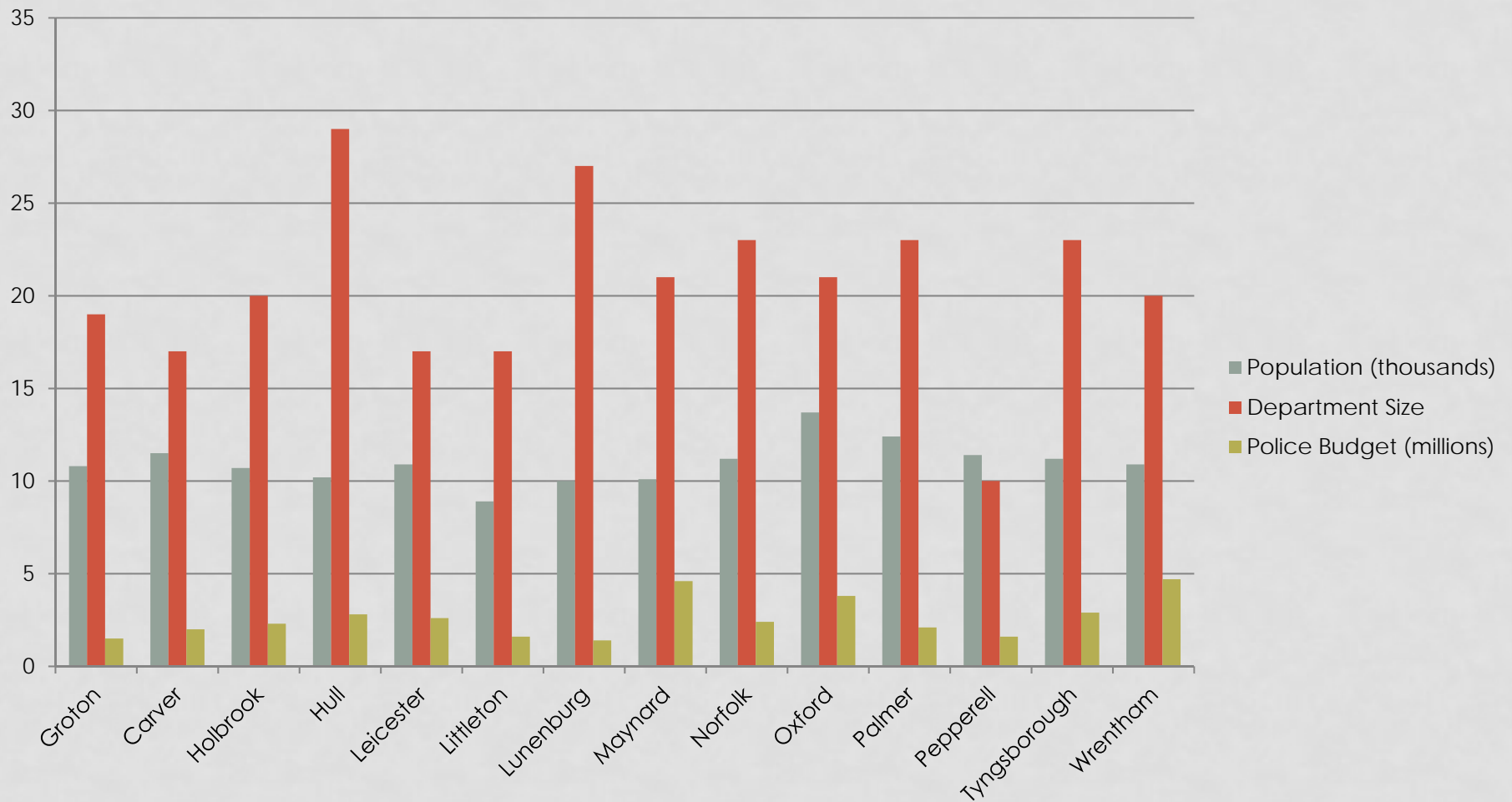
# NEW POSITION BENEFITS AND EXPENSES BREAKDOWN

	Patrolman (2) \$54,308.00	Sergeant \$74,395.00	Lieutenant \$85,555.00
Clean Allowance	\$780	\$780	\$780
OT/Training	\$946	\$946	-
Stipends	-	\$750.00	-
Career Incentive	\$3000.00	-	-
Quinn	-	\$7411.00	\$11250.00
Holiday Payout (10)	\$1610.40	\$2850.00	-
Shift Differential (8%)	\$4770.74	\$5928.78	-
<i>Total Benefits</i>	<i>\$11107.14</i>	<i>\$18665.78</i>	<i>\$12030.00</i>
Expenses	Patrolman (2)	Sergeant	Lieutenant
Academy	\$3000.00		
Uniform Allowance	\$2000.00	\$1500.00	\$1500.00
<i>Total Expenses</i>	<i>\$5000.00</i>	<i>\$1500.00</i>	<i>\$1500.00</i>
<b>Total Cost Per Position</b>	<b>\$70415.14 (2)</b>	<b>\$94560.78</b>	<b>\$99,085</b>

# MINOR CAPITAL

Description	FY2018
Copier	\$8700.00
Redman Suit	\$1700.00
Rifle (3)	\$3000.00
RAD Student Suit (4)	\$1200.00
Speed Trailer/Message Board	\$10000.00
Traffic Counter	\$5000.00
Total Requested	\$29600.00

# COMPARABLE TOWNS: CHIEF'S SURVEY

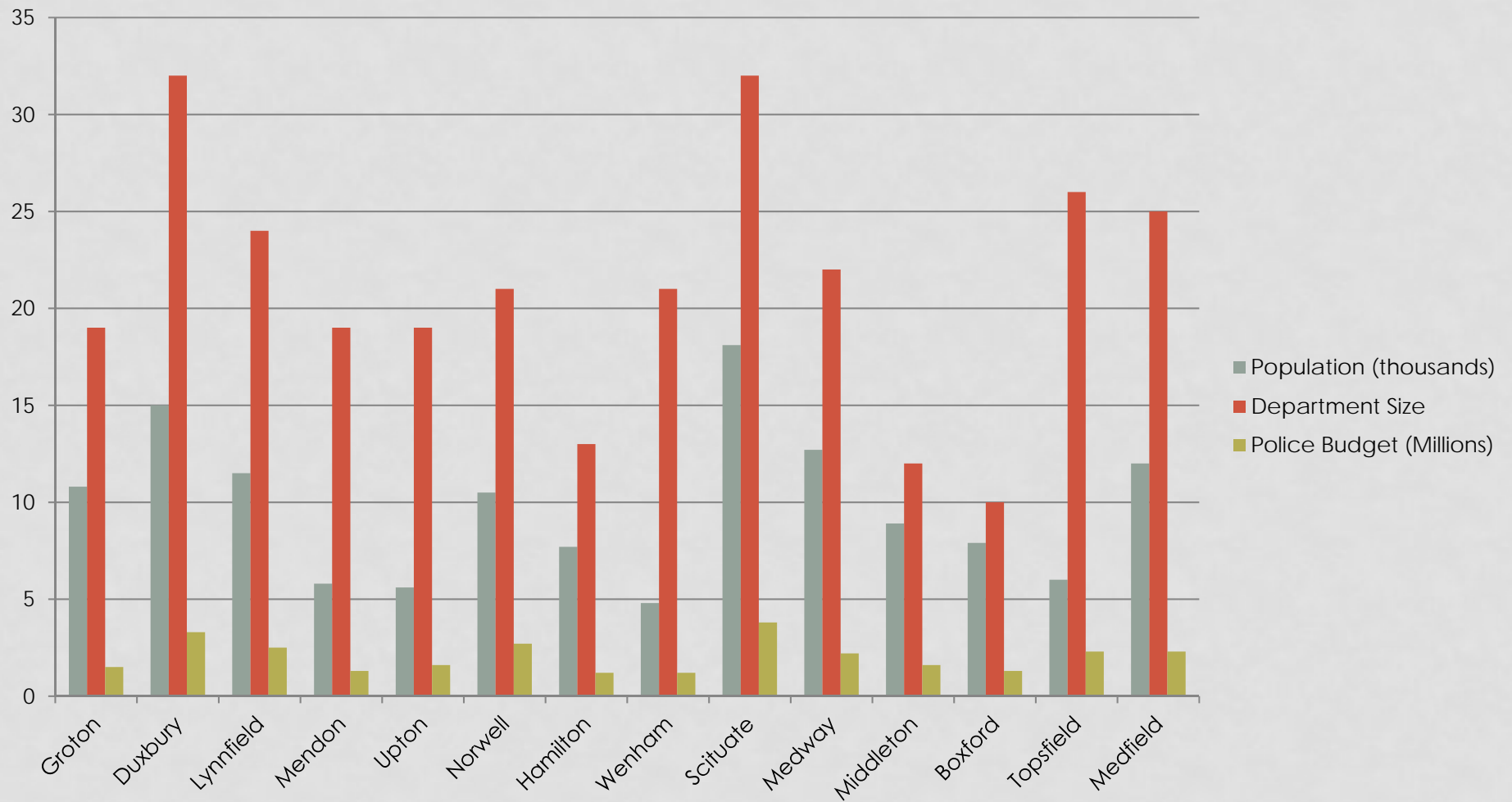




# COMPARABLE TOWNS: CHIEF'S SURVEY

- Holbrook
  - Population – 10791
  - **Department size - 20**
  - Annual Budget - \$33,036,376
  - **Police Budget – 2,382,662 (2016)**
- Hull
  - Population – 10293
  - **Department size - 29**
  - Annual Budget - \$25,115,787
  - **Police Budget - 2,866,846**
- Maynard
  - Population – 10106
  - **Department size - 21**
  - Annual Budget - \$37,521,987
  - **Police Budget – 4,618,566 (2016)**
- Oxford
  - Population – 13709
  - **Department size – 21**
  - **Police Budget - 3,808,382**
- Tyngsborough
  - Population - 11292
  - **Department size - 23**
  - Annual Budget - \$35,002,733
  - **Police Budget – 2,964,370 (2015)**
- Wrentham
  - Population – 10955
  - **Department size - 20**
  - Annual Budget - \$38,548,986
  - **Police Budget – 4,761,365 (2015)**

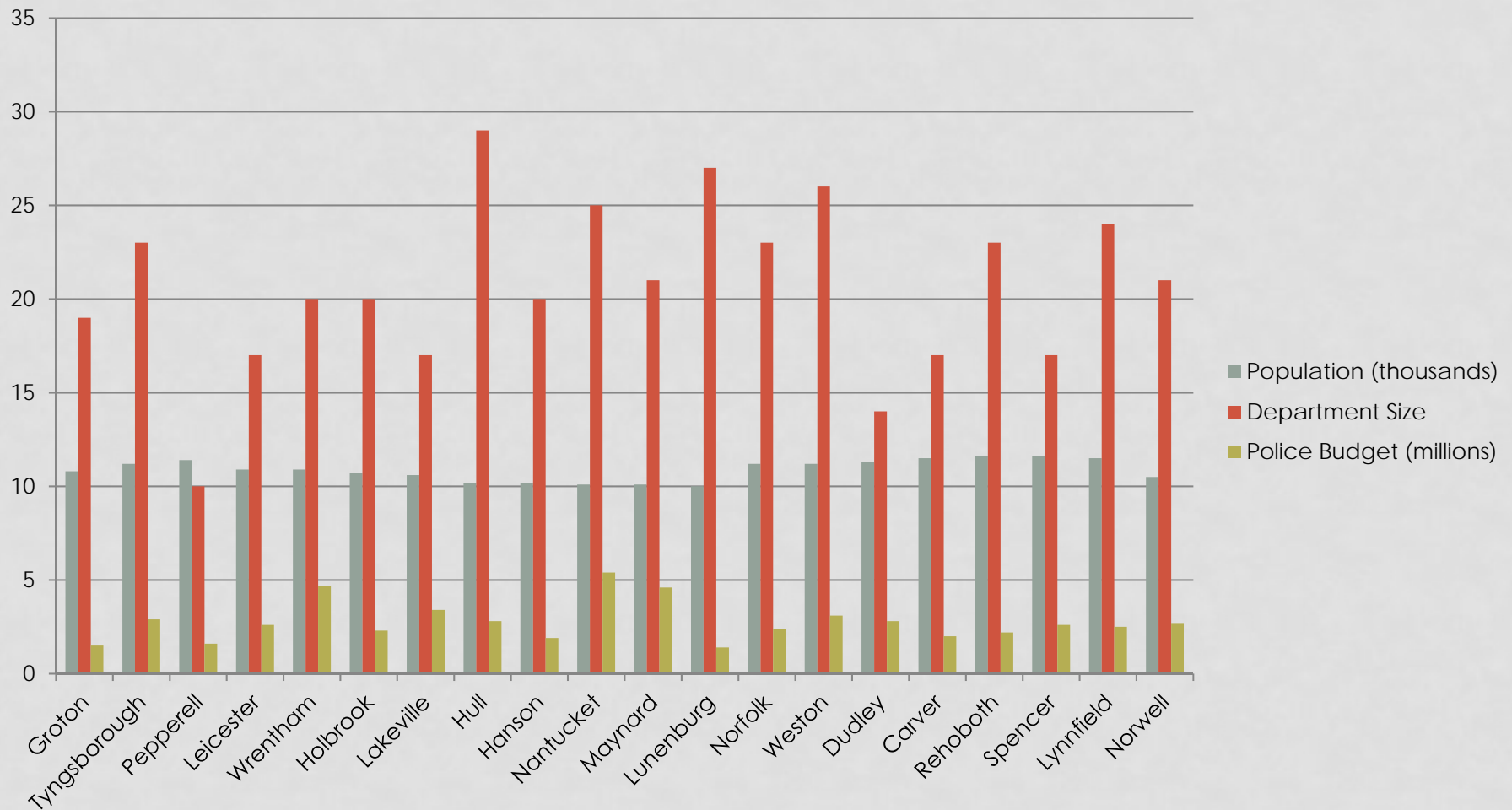
# COMPARABLE TOWNS: GDRSD NEEDS ASSESSMENT



# COMPARABLE TOWNS: GDRSD NEEDS ASSESSMENT

- Duxbury
  - Population - 15059
  - **Department size - 32**
  - Annual Budget - \$36,088,266
  - **Police Budget – 3,339,482 (2015)**
- Lynnfield
  - Population - 11596
  - **Department size - 24**
  - Annual Budget - \$47,668,389
  - Police Budget – 2,599,401 (2016)
- Norwell
  - Population - 10506
  - **Department size - 21**
  - Annual Budget - \$48,583,619
  - **Police Budget – 2,754,003 (2015)**
- Topsfield
  - Population - 6085
  - **Department size – 26** – unknown how many part time
  - Annual Budget - \$25,230,341
  - **Police Budget - 2,339,609**
- Wenham
  - Population - 4875
  - **Department size - 21**
  - Annual Budget - \$17,281,165
  - Police Budget – 1,296,582
- Scituate
  - Population - 18133
  - **Department size - 32**
  - Annual Budget - \$71,456,792
  - **Police Budget – 3,878,128**
- Medway
  - Population - 12752
  - **Department size - 22**
  - Annual Budget - \$46,379,238
  - **Police Budget - 2,207,069**
- Medfield
  - Population - 12024
  - Department size - unknown
  - Annual Budget – 50,817,427
  - **Police Budget - 2,339,609**

# COMPARABLE TOWNS: MA TOWNS WITH POPULATION 10000 TO 12000



## COMPARABLE TOWNS: POPULATION BETWEEN 10000 AND 12000

- Hanson
  - Population – 10209
  - **Department size - 20**
  - Annual Budget - \$22,041,500
  - Police Budget – 1,940,036 (2015)
- Nantucket
  - Population – 10172
  - Department size – not listed
  - Annual Budget - \$75,890,799
  - **Police Budget – 5,703,644**
- Lunenburg
  - Population – 10086
  - **Department size - 27**
  - Annual Budget - \$35,433,425
  - Police Budget - 1,411,982
- Norfolk
  - Population – 11227
  - Department size – not listed
  - Annual Budget - \$37,625,024
  - **Police Budget – 2,422,051**
- Weston
  - Population – 11261
  - **Department size - 26**
  - Annual Budget - \$80,771,353
  - **Police Budget – 3,147,947 (2016)**
- Rehoboth
  - Population – 11608
  - **Department size - 23**
  - Annual Budget - \$25,917,657
  - **Police Budget – 2,280,564**

**Also Tyngsboro, Wrentham, Holbrook, Hull, Maynard, Lynnfield and Norwood, as previously discussed.**



## STAFFING LEVELS

- The current population is **10,927**. Therefore with these federal reports in mind, GPD should be:
  - 2013 BOJ report - **22.95 officers**
  - 2011 BOJ report - **at least 27.32 officers**
  - 2011 FBI report - **19.66 – 20.76 officers**
- These reports are “rules of thumb” and should be used as guides. True staffing needs are based on a staffing analysis and on community expectations



## STAFFING LEVELS

- So.... We conducted a staffing analysis.
- For the department to be fully staffed we would need 27 staff members, as opposed to the current 19 we have employed currently.
- With the size of the community(square miles and population), and the needs of the town and its citizens, this would enable the department to meet all needs for the town: patrol needs, investigation needs, and community policing needs.
- With only four additional officers, GPD would be able to continue to deliver the level of professional service that the residents of our community have come to expect from their police department.





## WORK DAYS PER EMPLOYEE

- Patrol Staff work 7 days a week, 365 days a year (17,520 hours)
- Employees work a 4 on and 2 off schedule
  - They have an additional 43 days of earned time that they may utilize
- Based upon the net annual days off table, the Patrol Staff is scheduled to work 218 days per year each (1,744 hours)





**TABLE 1: NET ANNUAL DAYS OFF  
SERGEANTS AND PATROL OFFICERS**

Type of Time	Number of Days
Scheduled Work Days	261
Vacation Days	15
Sick Days	10
Personal Days	8
Holidays	10
Total # of Days Off	43
Net Annual Work Days	218



## TABLE 2: RELIEF FACTOR SERGEANTS AND PATROL OFFICERS

- If we divide 365, the number of days we need coverage, by 218, the number of days we have officers scheduled to work, we get a relief factor for patrol officers of 1.67, as seen in table 2.

### Determining the Relief Factor

Number of Days Needed to Fill	365
Net annual work days	218
Relief Factor	1.67



## POSITION AND RELIEF FACTOR

- Since the Chief, Deputy Chief, Lieutenant, and Detectives/SRO do not need to be filled, they have a relief factor of 1.

Department Positions	# Assigned
Chief	1
Deputy Chief	1
Lieutenant	0
Detectives/SROs	3
Sergeant	4
Patrol Officers	10
<b>TOTAL OFFICERS</b>	<b>19</b>

Position	Relief Factor
Chief	1
Deputy Chief	1
Lieutenant	1
Detectives/SROs	1
Sergeants	1.67
Patrol Officers	1.67



# MINIMUM STAFF COVERAGE PLAN

POST	DAY (7-3P)	EVE (3-11P)	MIDS (11-7A)	TOTAL	RELIEF FACTOR	TOTAL STAFF	STAFF ROUNDED
Chief	1	-	-	1	1	1	1
Deputy Chief	1	-	-	1	1	1	1
Lieutenant	-	1	-	1	1	1	1
Detectives	1	1	-	2	1	2	2
SRO	2	-	-	2	1	2	2
Sergeants	1	1	1	3	1.67	5.01	5
Patrol Officers	3	3	3	9	1.67	15.03	15
Total Staff						27	



# STAFFING

- By calculating the relief factor for all of the positions we can see that to adequately run the department we are actually short a Lieutenant, Sergeant position, an SRO, and 5 Patrol Officers.
- For the department to be fully staffed we would need 27 staff members, as opposed to the 19 we currently have.
- Currently we are requesting 4, to bring our staffing levels to 23; to accommodate the needs of the town's budget.





# SCHOOL RESOURCE OFFICER

- The current School Resource Officer is responsible for the safety of children and faculty in all of the Groton's schools:
  - GDRSD (2,573 students, 165 faculty)
  - Lawrence Academy (406 students, 80 faculty)
  - Groton School (380 students, 93 faculty )
  - Country Day School (170 students, 30 faculty)
  - Groton community School (100 students, 20 faculty)
  - Children's center at Groton (80 students, 12 faculty)
  - Country Kids (60 students, 10 faculty)
  - Sunshine School (30 students, 2 faculty)
- This adds up to 3799 students, plus 412 faculty. Being responsible for 4211 people is an overwhelming area of responsibility for one person



## SCHOOL RESOURCE OFFICER

- The average ratio based upon NASRO standards is one SRO for 1,200 students. Based upon this standard, GPD should have at least three (3) SRO's to handle their 3799 students
- 2014 Governor's report on school safety states that at the secondary level, every school in the Commonwealth should have a School Resource Officer. At the elementary level, all schools should have an appropriate program that provides both police presence and public safety education. Based upon this recommendation, GPD should have at least three (3) SRO's for just the district schools



## TRAFFIC SAFETY OFFICER

- Traffic issues continue to be a concern of Groton residents
- Traffic issues have an enormous impact on how viable and sustainable a community can be.
- Main Street carries almost 19,000 vehicles per day, with almost 1,500 per hour during rush hours
- Lowell Road carries about 5,400 vehicles per day, almost 500 during rush hours





# TRAFFIC SAFETY OFFICER

- There are many projects in town that will, more likely than not, add additional traffic concerns to town.
  - Indian Hill Music Center
  - Two (2) Temples
  - Groton Inn
  - Pediatrics West Medical Building, Boston Road
  - Relocation of Lawrence Academy driveway
- Having an additional officer dedicated to traffic safety would be a proactive approach to this ongoing issue



# TRAFFIC SAFETY OFFICER

- Having a dedicated Traffic Safety Officer would allow us to:
  - Have a dedicated officer assigned to handle complaints
  - Perform directed patrols
  - Work with citizens to identify, address and solve their areas of concern
  - Conduct traffic surveys as required
  - Proactively address future traffic concerns
  - Monitor closely and address high crash locations
  - Provide for additional manpower on a day to day basis
  - Provide manpower for exceptional circumstances
  - Provide coverage for re-assignment during investigations and special circumstance issues
  - Help to reduce unanticipated overtime



## SERGEANT

- An additional supervisor will assist the department in maintaining overall accountability
- Civil Liability to the Town and the Department are always of concern. The amount of scrutiny and litigation brought against public agencies has greatly increased. Prudence dictates that we strive to mitigate the risk of a potential lawsuit that could cost millions
- A common occurrence in civil liability lawsuits is to cite lack of supervision and/or establish supervisory liability



# LIEUTENANT

- The Police Lieutenant is a mid-level management position.
- The Lieutenant would be responsible for supervising police sergeants and would assist with and oversee operations to ensure that proper staffing levels are maintained and equipment is organized and ready for deployment



# PROFESSIONAL DEVELOPMENT

- Training
  - 40 hrs of yearly in-service through an unfunded mandate
  - Budget cuts will result in officers meeting only minimum standards (firearms, defensive tactics, First Responder, CPR, AED, etc)
- Liability
  - Law enforcement is facing increased scrutiny in light of recent events across the country. One way to establish liability is to show that there is a lack of training, lack of supervision, or deliberate indifference in an area where there is a patently obvious need for training (firearms, defensive tactics, etc)
- Social and emotional needs of the community
  - Officers are continually tasked with doing more with little or no additional training
    - Drug addiction
    - Mental health



# MENTAL HEALTH/OPIATES

- There is ever increasing concern with mental health issues and continued opiate abuse. Dealing with these matters often falls to the police, who are ill equipped to deal with and render long term support for such problems
- The Groton Police has partnered with the Pepperell Police and eight other area police departments to establish the Community Outreach Initiative Network (COIN). Through this group we have begun training our officers in Mental Health First Aid
- This group has received a three year, \$30,000 grant from DMH for a mental health clinician provided by Family Continuity who will coordinate community outreach
- We are seeking additional funding from the participating communities of 10 cents per resident to invest in the program. For Groton, that would mean \$1,092.70.





# WHAT IS COMING

- Body cameras
- Cruiser cameras
- Taser cameras
- Training mandates
- Prisoner transport to central lock up
- Replacing outdated equipment
- Dispatch remodel
- Certification/Accreditation
- Security systems



## WHAT WE NEED

- Personnel:
  - Lieutenant
  - Sergeant
  - School Resource Officer
  - Traffic Safety Officer
- Is our staffing robust enough to allow for recovery following a prolonged, high-profile incident as has been seen elsewhere in Massachusetts and the rest of the country, where overtasked officers work extended hours conducting investigations, searches and raids, with no time for proper debriefing, counseling and rest?
- Do we have enough resources to continue to sustain the level of services that our citizens have come to expect and rely upon? We think not.





# WHAT WE NEED

- Equipment:
  - Message board signs
  - ATVs





## EMERGENCY VEHICLE OPERATOR COURSE





# SAFETY AND PEACE OF MIND

- The Town of Groton is continually ranked in the top group of safest in Massachusetts.
- Safewise rated Groton in their 20 safest towns and cities in Massachusetts for 2016. This year we ranked #17, up from #27 in 2015 and up from #32 in 2014.
- Backgroundchecks.org rated Groton in the Top 50 Safest Cities in Massachusetts for 2016. We ranked #27 with this group.
- Homesnacks.net also rated Groton at #17 in their safest cities review.
- There is a need for us to "be strategic, not reactive."
- Planning for the future is what the Groton Police Department does everyday.

**Fortune favors the prepared.**

### **Fire Department Budget Narrative- Fiscal Year 2018**

The FY 18 operating budget reflects the basic requirements of the Groton Fire Department in order to maintain the current service levels and address contractual obligations.

While this budget does not add additional fulltime positions in order to abide by the budget directions, it should be noted that the need exists for additional EMT/Firefighter's to the career staff of the department. As the community continues to grow, the demands for services continue to rise from inspectional services to fire code enforcement to emergency response and public education. This coupled with significant challenges with the recruitment of on-call firefighters and EMT's points toward the need for addition personnel. Failing to plan for additional personnel in the near future would not only be a disservice to the community, but dangerous to our more vulnerable populations.

As indicted the Groton Fire Department has struggled to recruit on-call firefighters and EMT's. This trend is likely to continue as the initial training requirements are extremely demanding and can therefore be prohibitive to working adults. Over the past year however the Groton Fire Department has worked to develop new programs in order to attract perspective on-call staff. The first to kick off was the Groton Fire Explorer program. This program allows young adults from the ages of 14-21 to participate in fire department activities through the Boy scouts of America. The hope is that this program will attract young adults to the fire department where they can start the training at a younger age.

The second program to begin in earnest in January of 2017 is an Auxiliary Firefighter/EMT program. This allows people interested in the fire department to participate in a more limited role while they receive their firefighter training or operate in a role to support emergency operations.

The Groton Fire Department is committed to maintaining a strong call department; however a balance needs to be struck in order to ensure that tomorrow's challenges are met.

#### **Payroll**

Wages in FY 18 for current career staff reflect the 2% contractual obligations and longevity stipends.

Overtime reflects increases in contractual obligations.

On-call wages reflect a 2% or approximately \$3,800 increase COLA for all on-call employees.

Other pay represents a compensation schedule to give on-call EMT's and officers an incentive to sign up for call shifts. By "signing up" for shifts, EMT's guarantee that they are available and will respond to calls should they occur. Members are required to maintain a minimum number of on-call hours each month and are not currently compensated for this time commitment.

## **Expenses**

*Postage* remains at \$100.00 for FY 18. 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 to pay for members to attend classes and conferences.

*Equipment Maintenance* funds are used to maintain breathing apparatus, small engines and Jaws of Life. FY 18 shows a \$300 increase to \$4,300.

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

*Training* remains \$30,000 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 of fuel prices no increase is foreseen at this time.

*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 to \$30,000. Vehicle maintenance covers cost to keep EMS and Fire vehicles in service and safe for operations. The increase reflects the 3 year history of expense ranging from \$29,876 to \$31,657 annually.

*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* stay at \$12,000. 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* remains at \$3,100 and is utilized for small odd jobs or equipment related to running of the stations.

### **Minor Capital**

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. With the extremely active brush fire seen in the summer of 2016 numerous sets of brush gear is needed to replace worn gear.

### **Capital**

#### **Ladder**

The ladder truck, built in 2002, has been plagued by numerous mechanical issues over its lifetime. Originally scheduled to be refurbished in 2014 for \$125,000 evaluations by service companies revealed a far more complex and thorough refurbishment was needed. Proposals to address the ladder truck issues were estimated between \$250,000 and \$325,000 with an emphasis on having contingency money included for unforeseen issues.

At the same time, Engine 2 built in 1997 has experienced severe corrosion issues and mechanical failures. A refurbishment for engine 2 alone would be around \$210,000 for an approximate 7 year longevity.

With these factors considered, the decision was made to replace engine 2 and ladder 1 with a single truck. At a cost of \$995,000 the new ladder would include equipment necessary to function as an engine or ladder as needed under the current operational model. This cost compared to the replacement of the two trucks individually saves the town approximately \$550,000 in capital expenses along with additional costs for insurance, maintenance, repairs and redundant equipment.

This change in apparatus is part of a larger fleet reduction program which will save the Town around \$900,000 in capital expenses over the next 10 years. That said, the success of this endeavor will rely on having the appropriate equipment to accomplish the objectives of the department.

## **Cascade**

The current cascade/compressor system used by the Groton Fire Department was originally purchased as a used piece of equipment from another department. This compressor is used to refill the air bottles worn by firefighters in hazardous atmospheres. The current compressor unit was built in 1976 and is now hard to get parts for. While the compressor system was designed to fill 3 bottles simultaneously, currently we can only fill 2 at a time. In addition the system is in the West Groton Station meaning that firefighters must drive the bottles to that station in order to fill them. It would be more appropriate for the SCBA filling station to be located at the Center Fire Station where a majority of training and maintenance activities occur. A new compressor and fill station would cost \$37,500 with additional \$3,500 needed for electrical and installation.

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

	<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>	<u>2026</u>	<u>2027</u>
<b>Revenue(net of costs/refunds)</b>											
<b>Balance forward each 7/1</b>	\$ 537,575	\$ 586,076	\$ 591,576	\$ 666,576	\$ 441,576	\$ 516,576	\$ 266,576	\$ 341,576	\$ 91,576	\$ 166,576	\$ 241,576
FY 17-27 @ \$25K/mo	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
<b>Operational Expenses</b>											
Ops Encumb for next fiscal yr	\$ (225,000)	\$ (225,000)	\$ (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											
Ambulance 1 Replacement (10 Yrs)								\$ (325,000)			
Rescue Pumper (\$558)				\$ (300,000)							
Ambulance 2 Replacement (10 Yrs)				.		\$ (325,000)					
Response Vehicle Replacement (8 Yrs)											
Thermal Imaging Camera (10 Yrs)	\$ (11,499)										
SCBA Compressor		\$ (41,000)									
Rescue Boat Replacement	\$ (15,000)										
Rescue Tools Upgrade (20 Yrs)											
Patient Lift (Life of Ambulance)		\$ (28,500)									
	\$ 586,076	\$ 591,576	\$ 666,576	\$ 441,576	\$ 516,576	\$ 266,576	\$ 341,576	\$ 91,576	\$ 166,576	\$ 241,576	\$ 316,576



LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>FIRE DEPARTMENT</b>								
1310	Salaries	\$ 102,182	\$ 98,880	\$ 102,792	\$ 106,945	\$ 106,945	4.00%	\$ 23.12
1311	Wages	\$ 680,094	\$ 683,740	\$ 708,243	\$ 734,332	\$ 734,332	3.68%	\$ 158.74
1312	Expenses	\$ 144,267	\$ 154,381	\$ 168,000	\$ 172,300	\$ 168,300	0.18%	\$ 36.38
<hr/>								
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 926,543</b>	<b>\$ 937,001</b>	<b>\$ 979,035</b>	<b>\$ 1,013,577</b>	<b>\$ 1,009,577</b>	<b>3.12%</b>	<b>\$ 218.24</b>

Fire Department  
220

<u>LINE ITEM</u>	FY 2018				<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	FY 2018	FY 2018	<u>PERCENT CHANGE</u>
	<u>FY 2017 APPROPRIATION</u>	<u>DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>				<u>TOWN MANAGER APPROVED</u>	<u>FINCOM APPROVED</u>	
Telephone									
Postage	\$ 100.00	\$ 100.00	\$ -	0.00%			\$ 100.00		0.00%
Office Supplies	\$ 500.00	\$ 500.00	\$ -	0.00%			\$ 500.00		0.00%
Dues & Memberships	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%			\$ 4,000.00		0.00%
Travel/Conferences	\$ 750.00	\$ 750.00	\$ -	0.00%			\$ 750.00		0.00%
Equipment Maintenance	\$ 4,000.00	\$ 4,300.00	\$ 300.00	7.50%	Increase in repair costs for loose equipment		\$ 4,300.00		7.50%
Water - Sprinklers	\$ -	\$ -	\$ -	0.00%					0.00%
Software/Service Maintenance	\$ 8,500.00	\$ 8,500.00	\$ -	0.00%			\$ 8,500.00		0.00%
Training	\$ 30,000.00	\$ 30,000.00	\$ -	0.00%			\$ 30,000.00		0.00%
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	\$ 26,000.00	\$ 30,000.00	\$ 4,000.00	15.38%	Annual vehicle repairs have ranged from 29k though 31k for the past 3 years		\$ 26,000.00		0.00%
Medical Supplies	\$ 15,000.00	\$ 15,000.00	\$ -	0.00%			\$ 15,000.00		0.00%
Uniforms & Gear	\$ 12,000.00	\$ 12,000.00	\$ -	0.00%			\$ 12,000.00		0.00%
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	\$ 23,000.00	\$ 23,000.00	\$ -	0.00%			\$ 23,000.00		0.00%
<b>TOTAL FUNDS REQUESTED</b>	\$ 168,000.00	\$ 172,300.00	\$ 4,300.00	2.56%			\$ 168,300.00	\$ -	0.18%

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 2017								FISCAL YEAR 2018								
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018	
Salaries																
McCurdy	Steele		Fire Chief			40	\$ 102,792.00			\$ 104,847.84	2.0%			\$ 106,944.80	\$ 106,944.80	
TOTAL SALARIES																\$ 106,944.80
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16	
FISCAL YEAR 2017								FISCAL YEAR 2018								
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018	
Wages																
Aiello	Diane	THL	Office Assistant	6	\$28.03	40	\$ 58,526.64	\$ 28.59	40	\$ 59,697.17	2.0%	\$ 29.16	\$ 750.00	\$ 60,891.12	\$ 61,641.12	
Crocker	James	IAFF	Lieutenant/EMT		\$31.95	42	\$ 70,047.18	\$ 32.59	42	\$ 71,448.12		\$ 32.59	\$ 250.00	\$ 71,448.12	\$ 71,698.12	
Daly	Susan	IAFF	Captain/EMT		\$35.77	42	\$ 78,422.15	\$ 36.49	42	\$ 79,990.59		\$ 36.49	\$ 2,500.00	\$ 79,990.59	\$ 82,490.59	
MacGregor	Michael	IAFF	Firefighter/EMT		\$28.77	42	\$ 63,075.35	\$ 29.35	42	\$ 64,346.94		\$ 29.35	\$ 250.00	\$ 64,346.94	\$ 64,596.94	
McBrearty	Paul	IAFF	Firefighter/EMT		\$28.77	42	\$ 63,075.35	\$ 29.35	42	\$ 64,336.85		\$ 29.35	\$ 250.00	\$ 64,336.85	\$ 64,586.85	
Shute	Tyler	IAFF	Lieutenant/EMT		\$31.95	42	\$ 70,047.18	\$ 32.59	42	\$ 71,448.12		\$ 32.59	\$ 1,800.00	\$ 71,448.12	\$ 73,248.12	
										\$ -		\$ -		\$ -	\$ -	
										\$ -		\$ -		\$ -	\$ -	
Overtime for Shift Coverage							\$ 66,134.00			\$ 71,563.34				\$ 71,563.34	\$ 71,563.34	
Call Firefighters/EMTs							\$ 234,515.00			\$ 240,000.00				\$ 240,000.00	\$ 240,000.00	
Other Pay/Standyby							\$ 4,400.00			\$ -				\$ 4,507.00	\$ 4,507.00	
TOTAL WAGES																\$ 734,332.09

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>GROTON WATER FIRE PROTECTION</b>								
1320	West Groton Water District	\$ -	\$ -	1	\$ 1	1	0.00%	\$ 0.00
1321	Groton Water Department	\$ -	\$ -	1	\$ 1	1	0.00%	\$ 0.00
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>2</b>	<b>\$ 2</b>	<b>2</b>	<b>0.00%</b>	<b>\$ 0.00</b>

GROTON WATER FIRE PROTECTION  
221

<u>LINE ITEM</u>	<u>FY 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 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>	<b>\$ 2.00</b>	<b>\$ 2.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 2.00</b>	<b>\$ -</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 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	\$ 400	\$ 130	\$ 400	\$ 400	\$ 400	0.00%	\$ 0.09
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 2,482</b>	<b>\$ 2,212</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 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 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 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 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>\$ 2,482</b>	<b>\$ 2,082</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 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 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 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>EMERGENCY MANAGEMENT AGENCY</b>								
1350	Salary	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1351	Expenses	\$ 13,000	\$ 13,300	\$ 15,000	\$ 12,750	\$ 12,750	-15.00%	\$ 2.76
1352	Minor Capital: Message Board	\$ -	\$ -	\$ -	\$ 18,500	\$ 18,500	0.00%	\$ 4.00
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 13,000</b>	<b>\$ 13,300</b>	<b>\$ 15,000</b>	<b>\$ 31,250</b>	<b>\$ 31,250</b>	<b>108.33%</b>	<b>\$ 6.76</b>

EMERGENCY MANAGEMENT AGENCY  
291

<u>LINE ITEM</u>	<u>FY 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 300.00	\$ -	\$ (300.00)	-100.00%		\$ -		-100.00%
Dues & Memberships	\$ 600.00	\$ -	\$ (600.00)	-100.00%		\$ -		-100.00%
Travel and Conferences	\$ 250.00	\$ 250.00	\$ -	0.00%		\$ 250.00		0.00%
Equipment Maintenance	\$ 2,500.00	\$ 1,500.00	\$ (1,000.00)	-40.00%		\$ 1,500.00		-40.00%
Meals	\$ 350.00	\$ 1,000.00	\$ 650.00	185.71%		\$ 1,000.00		185.71%
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		\$ 2,000.00				\$ 2,000.00		
Other: Equipment								
Other: Community Notification	<u>\$ 10,000.00</u>	<u>\$ 7,000.00</u>	\$ (3,000.00)	-30.00%		<u>\$ 7,000.00</u>		-30.00%
<b>TOTAL FUNDS REQUESTED</b>	\$ 15,000.00	\$ 12,750.00	\$ (4,250.00)	-15.00%		\$ 12,750.00	\$ -	-15.00%

EMERGENCY MANAGEMENT AGENCY  
291

LINE ITEM	FY 2017		FY 2018		PERCENT CHANGE	FY 2018		
	APPROPRIATION		DEPARTMENT REQUEST	DIFFERENCE		TOWN MANAGER APPROVE	FINCOM APPROVE	PERCENT CHANGE
Telephone								
Postage								
Office Supplies	\$ 300.00		\$ -	\$ (300.00)	-100.00%			-100.00%
Dues & Memberships	\$ 600.00		\$ -	\$ (600.00)	-100.00%			-100.00%
Travel and Conferences	\$ 250.00		\$ 250.00	\$ -	0.00%			-100.00%
Annual Emergency Mgt Conference								
Equipment Maintenance	\$ 2,500.00		\$ 1,500.00	\$ (1,000.00)	-40.00%			-100.00%
radios, light tower, generators								
Meals	\$ 350.00		\$ 1,000.00	\$ 650.00	185.71%			-100.00%
To feed volunteers, residents in shelters if needed during storms								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Training	\$ 1,000.00		\$ 1,000.00	\$ -	0.00%			-100.00%
EOC and shelter training								
Other: Fire Arms								
Other: Equipment			\$ 2,000.00					
EMA supplies (blankets, baracades, cones...)								
Other: Community Notification	\$ 10,000.00		\$ 7,000.00	\$ (3,000.00)	-30.00%			-100.00%
ECN (code red)								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 15,000.00</b>		<b>\$ 12,750.00</b>	<b>\$ (4,250.00)</b>	<b>-15.00%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-100.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>DOG OFFICER</b>								
1360	Salary	\$ 10,400	\$ 13,973	\$ 13,973	\$ 13,973	\$ 13,973	0.00%	\$ 3.02
1361	Expenses	\$ 3,398	\$ 3,425	\$ 4,250	\$ 4,000	\$ 4,000	-5.88%	\$ 0.86
<hr/>								
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 13,798</b>	<b>\$ 17,398</b>	<b>\$ 18,223</b>	<b>\$ 17,973</b>	<b>\$ 17,973</b>	<b>-1.37%</b>	<b>\$ 3.89</b>

**DOG OFFICER  
292**

<u>LINE ITEM</u>	<u>FY 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 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	\$ 500.00	\$ (250.00)	-33.33%		\$ 500.00		-33.33%
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>\$ 4,000.00</b>	<b>\$ (250.00)</b>	<b>-5.88%</b>		<b>\$ 4,000.00</b>	<b>\$ -</b>	<b>-5.88%</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 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
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 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
Wages															

TOTAL WAGES

\$ -

\$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>POLICE &amp; FIRE COMMUNICATIONS</b>								
1370	Wages	\$ 238,299	\$ 264,775	\$ 467,850	\$ 480,247	\$ 480,247	2.65%	\$ 103.81
1371	Expenses	\$ 13,315	\$ 14,230	\$ 18,250	\$ 18,250	\$ 18,250	0.00%	\$ 3.95
1372	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 251,614</b>	<b>\$ 279,005</b>	<b>\$ 486,100</b>	<b>\$ 498,497</b>	<b>\$ 498,497</b>	<b>2.55%</b>	<b>\$ 107.76</b>



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

<u>LINE ITEM</u>	<u>FY 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 4,000.00	\$ 4,000.00	\$ -	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>	\$ 18,250.00	\$ 18,250.00	\$ -	0.00%		\$ 18,250.00	\$ -	0.00%

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 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
Salaries															
<b>TOTAL SALARIES</b>															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
Wages															
Bushnoe	Edward	Comm. Union	Comm. Officer		\$25.35	24	\$ 31,758.48	\$ 25.86	24	\$ 32,397.41		\$ 25.86		\$ 32,397.41	\$ 32,397.41
Gibson	Warren	Comm. Union	Comm. Officer		\$25.35	40	\$ 52,930.80	\$ 25.86	40	\$ 53,995.68		\$ 25.86		\$ 53,995.68	\$ 53,995.68
Supervisor		Comm. Union	Comm. Officer		\$26.50		\$ -	\$ 27.03	40	\$ 56,438.64		\$ 27.03		\$ 56,438.64	\$ 56,438.64
Power	Sarah	Comm. Union	Comm. Officer		\$25.35	40	\$ 52,930.80	\$ 25.86	40	\$ 53,995.68		\$ 25.86		\$ 53,995.68	\$ 53,995.68
Touchette	Darlene	Comm. Union	Comm. Officer		\$25.35	40	\$ 52,930.80	\$ 25.86	40	\$ 53,995.68		\$ 25.86		\$ 53,995.68	\$ 53,995.68
Shattuck	Jonathan	Comm. Union	Comm. Officer		\$24.85	40	\$ 51,886.80	\$ 25.35	40	\$ 52,930.80		\$ 25.35		\$ 52,930.80	\$ 52,930.80
Welch	Samuel	Comm. Union	Comm. Officer		\$25.35	40	\$ 52,930.80	\$ 25.86	40	\$ 53,995.68		\$ 25.86		\$ 53,995.68	\$ 53,995.68
Myers	Catherine	Comm. Union	Comm. Officer		\$23.00	40	\$ 48,024.00	\$ 23.46	0	\$ -		\$ 23.46		\$ -	\$ -
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							\$ 11,296.00			\$ 9,335.00				\$ 9,335.00	\$ 9,335.00
<b>TOTAL WAGES</b>							<b>\$ 467,850.48</b>						<b>\$ -</b>		<b>\$ 480,246.57</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL</b>								
1400	Operating Expenses	\$ 572,775	\$ 596,609	\$ 570,080	\$ 611,524	\$ 611,524	7.27%	\$ 132.19
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 572,775</b>	<b>\$ 596,609</b>	<b>\$ 570,080</b>	<b>\$ 611,524</b>	<b>\$ 611,524</b>	<b>7.27%</b>	<b>\$ 132.19</b>
<b>GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT</b>								
1410	Operating Expenses	\$ 17,756,023	\$ 18,266,196	\$ 18,399,093	\$ 19,149,093	\$ 19,149,093	4.08%	\$ 4,139.40
1411	Debt Service, Excluded	\$ -	\$ -	\$ 1,086,471	\$ 1,077,059	\$ 1,077,059	-0.87%	\$ 232.82
1412	Debt Service, Unexcluded	\$ -	\$ -	\$ 57,503	\$ 59,835	\$ 59,835	4.06%	\$ 12.93
1413	Out of District Placement	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 17,756,023</b>	<b>\$ 18,266,196</b>	<b>\$ 19,543,067</b>	<b>\$ 20,285,987</b>	<b>\$ 20,285,987</b>	<b>3.80%</b>	<b>\$ 4,385.16</b>
<b>TOTAL SCHOOLS</b>		<b>\$ 18,328,798</b>	<b>\$ 18,862,805</b>	<b>\$ 20,113,147</b>	<b>\$ 20,897,511</b>	<b>\$ 20,897,511</b>	<b>3.90%</b>	<b>\$ 4,517.36</b>

## GDRSD FY2018 Debt Assessments - As of 12/12/2016

School	Issue #	Issue Date	Debt	MSBA and Premium	Net Debt Assessed	Groton		Dunstable		Excluded	Total	Maturity		Purpose of Borrowing
						Share	Share	Groton	Dunstable			Date	Fiscal Year	
MS Roof	29	1/30/2015	78,550	2,501	76,049	78.68%	21.32%	59,835	16,214	d		1/30/2025	FY2025	MS Roof
Middle School Building	30	12/18/2015	425,500	672	424,828	78.68%	21.32%	334,255	90,573	b		8/1/2024	FY2025	Refunding of MS Bldg 8/1/06
<b>Total Middle School</b>			<b>504,050</b>	<b>3,173</b>	<b>500,877</b>			<b>394,090</b>	<b>106,787</b>		<b>500,877</b>			
High School Building	26	9/22/2011	2,018,800	1,344,063	674,737	74.40%	25.60%	502,004	172,733	b		9/22/2011	FY2022	Refunding of HS Bldg 10/15/01
High School Land	26	9/22/2011	112,500		112,500	74.40%	25.60%	83,700	28,800	b		9/22/2011	FY2021	Refunding of HS Land 10/15/01
High School Land	23	10/1/2009	187,600		187,600	74.40%	25.60%	139,574	48,026	b		10/1/2028	FY2029	Land for HS \$2,500,000
HS Land-Refunding	30	12/18/2015	23,600	43	23,557	74.40%	25.60%	17,526	6,031	b		8/1/2024	FY2025	Refunding of HS Land 8/1/06
<b>Total High School</b>			<b>2,342,500</b>	<b>1,344,106</b>	<b>998,394</b>			<b>742,804</b>	<b>255,590</b>		<b>998,394</b>			
Total			2,846,550	1,347,279	1,499,271			1,136,894	362,377		1,499,271			
							Excluded	1,077,059	362,377		1,439,436			
							Non-Excluded	59,835	-		59,835			
							<b>Total</b>	<b>1,136,894</b>	<b>362,377</b>		<b>1,499,271</b>			
							Debt Assessments	Groton	Dunstable		Total			



**Mark Haddad**  
**Town Manager**  
**Re Budget for FY18**

**Dear Mark**

I am pleased to submit to you my operating budgets for the FY18 operating year. Right now I am pleased with the current funding and the status of the budgets for the DPW for FY17. 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 looking good. As of now, we are 40 % through the year; we have used 40% of general expenses to date. This is right on track. I do not anticipate any major changes coming and almost all of our capital work is from state funding which will not affect this budget as long as it continues. I will always have a one year warning when it comes to any state funding issues because, I only spend the prior year allocation. By doing this I already know how much money I will have next year to spend because it was already allocated. As long as this continues I do not anticipate any major shortfalls in or paving schedules. Overall all or equipment and facilities are in great shape and with regular maintenance, I see no unexpected challenges. In summary for Highway, I am asking for **level funding** on general expense lines, increase in wage in wage line due to cola and performance, and a slight reduction in road maintenance, which I can offset with state funding. This results in a **1.71% increase** in general highway.

The Transfer Station budget is also on line and barring any difficulties should remain so. Tipping fees as of now are at \$ 30k of 135,000.00 so I expect to be within our budget. Expenses are also tracking well with 36% used at this point in time. As for income, right now we are around \$125k including all sales of stickers, bags and marketed material. This is a little less than this time last year and we are still awaiting a rebound of recycle markets. We have added a new primary vendor, Georgia Pacific, who is paying a little more for our premium products and hopefully this will increase our bottom line in the long run. We are also making sure we have no shortfalls in our fee system, to insure we are not operating at a loss. Projecting out, I would say that if we stay on this track, we are

looking at income of around \$225,000.00 that I would estimate for next year. General expenses are ok for the department and I am requesting **level funding** for such.

In summary for the Transfer Station, level funding expenses, increase in wages for cola and performance increase, remove minor capital this year and make do by making repairs in house. This results in a budget of **-.27% less** than last year.

The current Municipal Building budget appears to be steady and on budget and baring any major difficulties I am 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 and do minor improvements and repairs. We are continuing to dial in new Fire Station as it still has some unknowns last year but I believe we are getting a handle on it now. Last year we did what we had to at the Country Club but this year we need to start to be more proactive. I am not budgeting extra for minor items as we will continue to do them in-house. I am not asking for money in the budget this year for a new custodian position, but I am looking at some alternatives to try to meet my staffing needs throughout multiple departments but maintain our level of service. As soon as I see if it is beneficial to the department I may make some slight modifications to my budget.

In summary for Building Maintenance, **level funded** expenses, increase in wages for cola and performance resulting in a **.71% increase**.

The following other budgets are submitted with a **level increase**, The Snow and Ice budget, Tree Warden, Animal Control, Animal Inspector, and Dog officer.

Respectfully submitted and available for discussion

R Thomas Delaney Jr  
DPW Director

# Budget overview

## Transfer Station

**Level funding in general expenses.** Minor increase in wages for contractual obligations. Reduction of minor capital.

Net result **-.72** overall decrease.

## Highway Department

**Level funding for expenses,** wage line increase. Slight reduction road maintenance.

**Net result 1.71** increase.

## Building Maintenance

**Level funding in expenses,** increase in wages for contractual obligations.

**Net result .71** overall increase.

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

**Level funding request.**

**Net result 0%** increase.

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>HIGHWAY DEPARTMENT</b>								
1500	Salaries	\$ 92,809	\$ 96,498	\$ 99,851	\$ 103,824	\$ 103,824	3.98%	\$ 22.44
1501	Wages	\$ 586,754	\$ 597,818	\$ 635,855	\$ 656,020	\$ 656,020	3.17%	\$ 141.81
1502	Expenses	\$ 153,744	\$ 133,700	\$ 134,300	\$ 134,300	\$ 134,300	0.00%	\$ 29.03
1503	Highway Maintenance	\$ 85,677	\$ 84,970	\$ 95,000	\$ 90,000	\$ 90,000	-5.26%	\$ 19.46
1504	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 918,984</b>	<b>\$ 912,986</b>	<b>\$ 965,006</b>	<b>\$ 984,144</b>	<b>\$ 984,144</b>	<b>1.98%</b>	<b>\$ 212.74</b>



HIGHWAY DEPARTMENT

420

<u>LINE ITEM</u>	<u>FY 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 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 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
Salaries															
Delaney	Robert	Supervisors	DPW Director			40	\$ 98,351.00			\$ 100,318.02	2.0%		\$ 1,500.00	\$ 102,324.38	\$ 103,824.38
Other Pay							\$ 1,500.00								
TOTAL SALARIES							\$ 99,851.00								\$ 103,824.38
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
Wages															
Barbieri	Brian	Highway	Mechanic	7	\$32.06	40	\$ 66,941.28	\$ 32.70	40	\$ 68,277.60	2.0%	\$ 33.35		\$ 69,634.80	\$ 69,634.80
Conley	Troy	Highway	Foreman	8	\$33.67	40	\$ 70,302.96	\$ 34.34	40	\$ 71,701.92	2.0%	\$ 35.03	\$ 1,250.00	\$ 73,142.64	\$ 74,392.64
Callahan	Brian	Highway	Truck Driver/Laborer	7	\$19.89	40	\$ 41,530.32	\$ 20.29	40	\$ 42,365.52	2.0%	\$ 20.70		\$ 43,221.60	\$ 43,221.60
Emslie	James	Highway	Equipment Operator	2	\$23.71	40	\$ 49,506.48	\$ 24.18	40	\$ 50,487.84	1.0%	\$ 24.42	\$ 500.00	\$ 50,988.96	\$ 51,488.96
Hall	Brian	Highway	Truck Driver/Laborer	4	\$22.12	40	\$ 46,186.56	\$ 22.56	40	\$ 47,105.28	1.0%	\$ 22.79		\$ 47,585.52	\$ 47,585.52
Boucher	Evan	Highway	Equipment Operator	4	\$24.29	40	\$ 50,717.52	\$ 24.78	40	\$ 51,740.64	2.0%	\$ 25.28		\$ 52,784.64	\$ 52,784.64
Moore	Michael	Highway	Heavy Equip Oper	4	\$27.77	40	\$ 57,983.76	\$ 28.33	40	\$ 59,153.04	1.5%	\$ 28.75	\$ 500.00	\$ 60,030.00	\$ 60,530.00
Roy	David	Highway	Heavy Equip Oper	4	\$30.02	40	\$ 62,681.76	\$ 30.62	40	\$ 63,934.56	1.0%	\$ 30.93	\$ 1,000.00	\$ 64,581.84	\$ 65,581.84
Shea	Quintin	Highway	Laborer	3	\$25.17	40	\$ 52,554.96	\$ 25.67	40	\$ 53,598.96	2.0%	\$ 26.18		\$ 54,663.84	\$ 54,663.84
Shattuck	Warren	Highway	Mechanic	2	\$25.31	40	\$ 52,847.28	\$ 25.82	40	\$ 53,912.16	1.0%	\$ 26.08		\$ 54,455.04	\$ 54,455.04
Zimmer	Benjamin	Highway	Equipment Operator	4	\$27.94	40	\$ 58,338.72	\$ 28.50	40	\$ 59,508.00	1.5%	\$ 28.93	\$ 750.00	\$ 60,405.84	\$ 61,155.84
Summer Help							\$ 12,000.00								\$ 12,000.00
Non Snow and Ice Overtime							\$ 5,000.00								\$ 5,000.00
Additional Appropriation							\$ 6,438.00								\$ -
Other Pay							\$ 2,825.00								\$ 3,525.00
TOTAL WAGES							\$ 635,854.60						\$ 4,000.00		\$ 656,019.72

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>SNOW AND ICE</b>								
1520	Expenses	\$ 191,452	\$ 98,714	\$ 165,000	\$ 165,000	\$ 165,000	0.00%	\$ 35.67
1521	Overtime	\$ 356,192	\$ 266,267	\$ 140,000	\$ 140,000	\$ 140,000	0.00%	\$ 30.26
1522	Hired Equipment	\$ 111,742	\$ 54,436	\$ 35,000	\$ 35,000	\$ 35,000	0.00%	\$ 7.57
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 659,386</b>	<b>\$ 419,417</b>	<b>\$ 340,000</b>	<b>\$ 340,000</b>	<b>\$ 340,000</b>	<b>0.00%</b>	<b>\$ 73.50</b>

**SNOW AND ICE  
423**

<u>LINE ITEM</u>	<u>FY 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance	\$ 10,000.00	\$ 10,000.00	\$ -	0.00%		\$ 10,000.00		0.00%
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs	\$ 8,000.00	\$ 8,000.00	\$ -	0.00%		\$ 8,000.00		0.00%
Electricity								
Vehicle Costs	\$ 12,000.00	\$ 12,000.00	\$ -	0.00%		\$ 12,000.00		0.00%
Salt	\$ 110,000.00	\$ 110,000.00	\$ -	0.00%		\$ 110,000.00		0.00%
Sand	\$ 25,000.00	\$ 25,000.00	\$ -	0.00%		\$ 25,000.00		0.00%
<b>TOTAL FUNDS REQUESTED</b>	\$ 165,000.00	\$ 165,000.00	\$ -	0.00%		\$ 165,000.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>TREE WARDEN BUDGET</b>								
1530	Salary	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1531	Expenses	\$ 1,691	\$ 2,349	\$ 3,000	\$ 3,000	\$ 3,000	0.00%	\$ 0.65
1532	Trees	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.32
1533	Tree Work	\$ 15,127	\$ 10,258	\$ 10,000	\$ 10,000	\$ 10,000	0.00%	\$ 2.16
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 16,818</b>	<b>\$ 12,607</b>	<b>\$ 14,500</b>	<b>\$ 14,500</b>	<b>\$ 14,500</b>	<b>0.00%</b>	<b>\$ 3.13</b>

**TREE WARDEN**  
**492**

<u>LINE ITEM</u>	<u>FY 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 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 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>MUNICIPAL BUILDING AND PROPERTY MAINTENANCE</b>								
1540	Wages	\$ 81,072	\$ 86,266	\$ 87,253	\$ 90,325	\$ 90,325	3.52%	\$ 19.53
1541	Expenses	\$ 283,793	\$ 273,295	\$ 280,850	\$ 280,850	\$ 280,850	0.00%	\$ 60.71
1542	Minor Capital	\$ 17,530	\$ 20,000	\$ 20,000	\$ 50,000	\$ 25,000	25.00%	\$ 5.40
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 382,395</b>	<b>\$ 379,561</b>	<b>\$ 388,103</b>	<b>\$ 421,175</b>	<b>\$ 396,175</b>	<b>2.08%</b>	<b>\$ 85.64</b>

**MUNICIPAL BUILDING AND PROPERTY MAINTENANCE**

**192**

<u>LINE ITEM</u>	<u>FY 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Town Hall	\$ 69,175.00	\$ 69,175.00	\$ -	0.00%		\$ 69,175.00		0.00%
Public Safety Building	\$ 65,175.00	\$ 65,175.00	\$ -	0.00%		\$ 65,175.00		0.00%
Legion Hall	\$ 10,250.00	\$ 10,250.00	\$ -	0.00%		\$ 10,250.00		0.00%
Misc Buildings Maint/Repair/Emerg.	\$ 36,850.00	\$ 36,850.00	\$ -	0.00%		\$ 42,850.00		16.28%
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	\$ 10,000.00	\$ 10,000.00	\$ -	0.00%		\$ 4,000.00		-60.00%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 280,850.00</b>	<b>\$ 280,850.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 280,850.00</b>	<b>\$ -</b>	<b>0.00%</b>



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

1		2		3		4		5		6		7		8		9		10		11		12		13		14		15		16			
FISCAL YEAR 2017								FISCAL YEAR 2018																									
Last Name		First Name		Bargaining Unit		Position		Pay Grade		Rate		Hours		Annual Salary 1-Jul-16		Rate		Hours		Proposed Increase 1-Jul-17		Proposed Performance Increase		Final Base Rate		Other Pay		Final Salary		Projected Salary Fiscal 2018			
Salaries																																	
TOTAL SALARIES																																	
1		2		3		4		5		6		7		8		9		10		11		12		13		15		15		16			
FISCAL YEAR 2017								FISCAL YEAR 2018																									
Last Name		First Name		Bargaining Unit		Position		Pay Grade		Rate		Hours		Annual Salary 1-Jul-16		Rate		Hours		Proposed Increase 1-Jul-17		Proposed Performance Increase		Final Base Rate		Other Pay		Final Salary		Projected Salary Fiscal 2018			
Wages																																	
Kuzmitch		James		THL		Custodian II		4		\$19.43		40		\$ 40,569.84		\$ 19.82		40		\$ 41,384.16				\$ 19.82				\$ 41,384.16		\$ 41,384.16			
Walsh		Tryna		THL		Custodian II		4		\$22.19		40		\$ 46,332.72		\$ 22.63		40		\$ 47,251.44		2.0%		\$ 23.08		\$ 750.00		\$ 48,191.04		\$ 48,941.04			
Other Pay																																	
TOTAL WAGES																																	

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>SOLID WASTE DISPOSAL</b>								
1550	Wages	\$ 110,970	\$ 114,399	\$ 123,051	\$ 128,236	\$ 128,236	4.21%	\$ 27.72
1551	Expenses	\$ 52,907	\$ 50,684	\$ 54,486	\$ 54,486	\$ 54,486	0.00%	\$ 11.78
1552	Tipping Fees	\$ 122,318	\$ 133,857	\$ 130,000	\$ 130,000	\$ 130,000	0.00%	\$ 28.10
1553	North Central SW Coop	\$ 5,850	\$ 5,850	\$ 5,850	\$ 5,850	\$ 5,850	0.00%	\$ 1.26
1542	Minor Capital	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	0.00%	\$ -
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 297,045</b>	<b>\$ 304,790</b>	<b>\$ 318,387</b>	<b>\$ 318,572</b>	<b>\$ 318,572</b>	<b>0.06%</b>	<b>\$ 68.86</b>

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

<u>LINE ITEM</u>	<u>FY 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 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 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
Salaries															
TOTAL SALARIES															
FISCAL YEAR 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
Wages															
Burchett	Keith	Highway	Foreman	8	\$31.95	40	\$ 66,711.60	\$ 32.59	40	\$ 68,047.92	2.0%	\$ 33.24	\$ 500.00	\$ 69,405.12	\$ 69,905.12
Fuller	Kevin	Highway	Heavy Equip Oper.	4	\$24.42	40	\$ 50,988.96	\$ 24.91	40	\$ 52,012.08	2.0%	\$ 25.41	\$ 275.00	\$ 53,056.08	\$ 53,331.08
Overtime										\$ 5,000.00				\$ 5,000.00	\$ 5,000.00
Other Pay															
TOTAL WAGES															

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>STREET LIGHTS</b>								
1510	Expenses	\$ 17,800	\$ 12,500	\$ 20,000	\$ 15,000	\$ 15,000	-25.00%	\$ 3.24
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 17,800</b>	<b>\$ 12,500</b>	<b>\$ 20,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>-25.00%</b>	<b>\$ 3.24</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>PARKS DEPARTMENT</b>								
1560	Wages	\$ 2,321	\$ 2,541	\$ 2,659	\$ 2,659	\$ 2,659	0.00%	\$ 0.57
1561	Expenses	\$ 48,540	\$ 62,902	\$ 65,759	\$ 71,759	\$ 65,759	0.00%	\$ 14.21
<hr/>								
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 50,861</b>	<b>\$ 65,443</b>	<b>\$ 68,418</b>	<b>\$ 74,418</b>	<b>\$ 68,418</b>	<b>0.00%</b>	<b>\$ 14.79</b>

**PARKS DEPARTMENT**  
**650**

<u>LINE ITEM</u>	FY 2018					FY 2018		
	<u>FY 2017</u>	<u>DEPARTMENT</u>		<u>PERCENT</u>	<u>REASON FOR CHANGE:</u>	<u>TOWN MANAGER</u>	<u>FINCOM</u>	<u>PERCENT</u>
	<u>APPROPRIATION</u>	<u>REQUEST</u>	<u>DIFFERENCE</u>	<u>CHANGE</u>		<u>APPROVED</u>	<u>APPROVED</u>	<u>CHANGE</u>
Field Maintenance	\$ 34,618.00	\$ 37,618.00	\$ 3,000.00	8.67%		\$ 34,618.00		0.00%
Waste Management	\$ 7,822.00	\$ 7,822.00	\$ -	0.00%		\$ 7,822.00		0.00%
Commerations/Celebrations	\$ 5,309.00	\$ 5,309.00	\$ -	0.00%		\$ 5,309.00		0.00%
Safety	\$ 6,584.00	\$ 6,584.00	\$ -	0.00%		\$ 6,584.00		0.00%
Electricity	\$ 11,426.00	\$ 14,426.00	\$ 3,000.00	26.26%		\$ 11,426.00		0.00%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 65,759.00</b>	<b>\$ 71,759.00</b>	<b>\$ 6,000.00</b>	<b>9.12%</b>		<b>\$ 65,759.00</b>	<b>\$ -</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>COUNCIL ON AGING</b>								
1600	Salary	\$ 66,586	\$ 68,597	\$ 70,669	\$ 73,524	\$ 73,524	4.04%	\$ 15.89
1601	Wages	\$ 44,852	\$ 54,426	\$ 67,423	\$ 69,809	\$ 69,809	3.54%	\$ 15.09
1601	Expenses	\$ 7,553	\$ 10,732	\$ 8,454	\$ 8,454	\$ 8,454	0.00%	\$ 1.83
1602	Minor Capital	\$ 1,495	\$ 2,500	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 120,486</b>	<b>\$ 136,255</b>	<b>\$ 146,546</b>	<b>\$ 151,787</b>	<b>\$ 151,787</b>	<b>3.58%</b>	<b>\$ 32.81</b>



COUNCIL ON AGING  
541

<u>LINE ITEM</u>	<u>FY 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Building Maintenance								
Maintenance/Repair Equipment								
Maintenance Agreements								
Assessments	\$ 1,900.00	\$ 1,900.00	\$ -	0.00%		\$ 1,900.00		0.00%
Advertising								
Printing/Copying	\$ 350.00	\$ 350.00	\$ -	0.00%		\$ 350.00		0.00%
Telephone								
Postage								
NISC Re-Accreditation Jan 2013								
Programs/Lectures	\$ 5,210.00	\$ 5,210.00	\$ -	0.00%		\$ 5,210.00		0.00%
Contracted Services								
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	\$ 200.00			\$ 200.00		
Dues/Meetings	\$ 444.00	\$ 444.00	\$ -	0.00%		\$ 444.00		0.00%
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 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
Salaries															
Shelp	Kathy	Supervisors	Director	10		40	\$ 70,669.00		40	\$ 72,082.38	2.0%			\$ 73,524.03	\$ 73,524.03
TOTAL SALARIES							\$ 70,669.00								\$ 73,524.03
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
Wages															
Shepard-Jones	Stacey	THL	Outreach Coord.	6	\$22.86	32	\$ 38,185.34	\$ 23.32	32	\$ 38,953.73	1.5%	\$ 23.67		\$ 39,538.37	\$ 39,538.37
Santiago	Kathleen	THL	Volunteer Coord.	4	\$18.67	30	\$ 29,237.22	\$ 19.04	30	\$ 29,816.64	1.5%	\$ 19.33		\$ 30,270.78	\$ 30,270.78
Less Grant															
TOTAL WAGES							\$ 67,422.56								\$ 69,809.15

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>SENIOR CENTER VAN</b>								
1610	Wages	\$ 41,125	\$ 43,699	\$ 58,318	\$ 59,892	\$ 59,892	2.70%	\$ 12.95
1611	Expenses	\$ 9,565	\$ 8,124	\$ 17,673	\$ 17,673	\$ 17,673	0.00%	\$ 3.82
<hr/>								
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 50,690</b>	<b>\$ 51,823</b>	<b>\$ 75,991</b>	<b>\$ 77,565</b>	<b>\$ 77,565</b>	<b>2.07%</b>	<b>\$ 16.77</b>

**SENIOR CENTER VAN  
542**

<u>LINE ITEM</u>	<u>FY 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 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 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
Salaries															
TOTAL SALARIES								\$ -							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
Wages															
Per Diem Drivers		THL	Van Driver	4	\$18.86		\$ 16,452.00	\$ 19.24		\$ 16,452.00		\$ 19.24		\$ 16,452.00	\$ 16,452.00
Sinclair	Alan	THL	Van Driver	4	\$18.86	19	\$ 18,705.35	\$ 19.24	19	\$ 19,079.45	2.0%	\$ 19.62		\$ 19,461.04	\$ 19,461.04
Shepard Jones	Stacey	THL	Dispatcher	6	\$22.86	5	\$ 5,966.46	\$ 23.32	5	\$ 6,085.79	1.5%	\$ 23.67		\$ 6,177.08	\$ 6,177.08
Falardeal	Marcel	THL	Van Driver	4	\$18.30	18	\$ 17,194.68	\$ 18.67	18	\$ 17,538.57	1.5%	\$ 18.95		\$ 17,801.65	\$ 17,801.65
TOTAL WAGES								\$ 58,318.49							
								\$ 59,891.77							



## TOWN OF GROTON

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

4 November 2016

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

Dear Mark:

This letter is the supporting documentation for the FY2018 Veterans' Services Officer's Budget. I've trimmed \$50 out of travel since the MA Dept of Veterans Services pays for all the training costs. If you need the last \$200, you can probably take it, but that would leave nothing for contingency. I've kept the \$400 in office supplies since I will need to buy box of 2 toner cartridges this year (every other year – it's much cheaper to get a two-pack), I need electronic fax, and I may need some more classification (case) jackets.

I've kept the benefits budget at \$50,000 since one never knows how that's going to work out. Two of my 'heavy' unemployed cases dropped off, but I'm now picking up more retired/elderly cases who tend to be smaller payments but on for the rest of their life.

Sincerely,

*Robert C. Johnson*

Robert C. Johnson  
Veterans' Services Officer

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 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%	\$ 0.75
1621	Expenses	\$ 266	\$ 59	\$ 650	\$ 600	\$ 600	-7.69%	\$ 0.13
1622	Veterans' Benefits	\$ 43,824	\$ 33,681	\$ 50,000	\$ 50,000	\$ 50,000	0.00%	\$ 10.81
1623	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 47,574</b>	<b>\$ 37,224</b>	<b>\$ 54,135</b>	<b>\$ 54,085</b>	<b>\$ 54,085</b>	<b>-0.09%</b>	<b>\$ 11.69</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%	no change, but will need to buy	\$ 400.00		0.00%
Dues & Memberships								
Travel/Conferences	\$ 250.00	\$ 200.00	\$ (50.00)	-20.00%	no travel identified, but would like	\$ 200.00		-20.00%
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>\$ 650.00</b>	<b>\$ 600.00</b>	<b>\$ (50.00)</b>	<b>-7.69%</b>		<b>\$ 600.00</b>	<b>\$ -</b>	<b>-7.69%</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 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
Salaries															
TOTAL SALARIES															
							\$ -								\$ -
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
Wages															
Johnson	Robert	By-Law	Veteran's Agent				\$ 3,485.00								\$ 3,485.00
TOTAL WAGES															
							\$ 3,485.00								\$ 3,485.00

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 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	\$ 760	\$ 760	\$ 760	0.00%	\$ 0.16
<hr/>								
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 910</b>	<b>\$ 910</b>	<b>\$ 1,010</b>	<b>\$ 1,010</b>	<b>\$ 1,010</b>	<b>0.00%</b>	<b>\$ 0.22</b>

**GRAVES REGISTRATION**  
**493**

<u>LINE ITEM</u>	<u>FY 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 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	\$ 760.00	\$ 760.00	\$ -	0.00%		\$ 760.00		0.00%
Other:								
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 760.00</b>	<b>\$ 760.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 760.00</b>	<b>\$ -</b>	<b>0.00%</b>

Department Graves Registration  
 Org # 493  
 COLA % 0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
Salaries															
Normandin	Deborah		Graves Registrar				\$ 250.00			\$ 250.00					\$ 250.00
TOTAL SALARIES							\$ 250.00								\$ 250.00
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
Wages															

TOTAL WAGES \$ - \$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>CARE OF VETERAN GRAVES</b>								
1640	Contract Expenses	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550	0.00%	\$ 0.34
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,550</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 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>OLD BURYING GROUND COMMITTEE</b>								
1650	Expenses	\$ 700	\$ 700	\$ 800	\$ 800	\$ 800	0.00%	\$ 0.17
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 700</b>	<b>\$ 700</b>	<b>\$ 800</b>	<b>\$ 800</b>	<b>\$ 800</b>	<b>0.00%</b>	<b>\$ 0.17</b>

## FY18 Library Budget Scenarios for Mark Haddad Rev 11.25.16

LINE	DEPARTMENT/DESCRIPTION	LIBRARY		FY 2017 APPROPRIATED	FY2018 DEPT REQUEST	PERCENT CHANGE
<b>LIBRARY</b>						
<b>2.85%</b>	<b>Add Sundays Sept-Dec &amp; May</b>	Adds 5 Months of Add'l Sunday Staffing, but get a 1% drop in Materials Exp. (16% to 15%) for meeting the min.	Salary	\$ 357,628	\$ 367,598	2.79%
<b>\$ 665</b>	To be open Sundays 1-5 pm from Labor Day to Mem. Day Wknd	# of weekly hours open of the next size pop. grp (15-25K), we can adopt that group's 15% Mats Exp. Req.	Wages	\$ 294,867	\$ 314,488	6.65%
<u>Budget A</u>			Expenses	\$ 206,217	\$ 201,106	-2.48%
<b>\$ 9,966</b>	(Has to be 9 mos. to get mats drop)		<b>Total</b>	<b>\$ 858,712</b>	<b>\$ 883,192</b>	<b>2.85%</b>
<b>2.77%</b>	<b>Adds Merit Increases</b>		Salary	\$ 357,628	\$ 367,598	2.79%
<b>\$ 9,301</b>			Wages	\$ 294,867	\$ 305,098	3.47%
<u>Budget B</u>			Expenses	\$ 206,217	\$ 209,831	1.75%
<b>\$ 9,301</b>			<b>Total</b>	<b>\$ 858,712</b>	<b>\$ 882,527</b>	<b>2.77%</b>
<b>1.69%</b>	<b>No Merit</b>	<b>Meets 2.4% Guideline by not Funding Merit Raises</b>	<i>Salary</i>	\$ 357,628	\$ 363,958	<b>1.77%</b>
<b>FY2018</b>	(Meets 2.4% Guideline)	<i>Keeps 2% COLA and Longevity Increases</i>	<i>Wages</i>	\$ 294,867	\$ 300,925	<b>2.05%</b>
<b>BASE</b>			<i>Expenses</i>	\$ 206,217	\$ 208,343	<b>1.03%</b>
<b>BUDGET C</b>			<i>Total</i>	<b>\$ 858,712</b>	<b>\$ 873,226</b>	<b>1.69%</b>
<b>1.17%</b>	<b>Cuts Sunday Hours 50% (16 to 8)</b>	Winter Sundays (Jan-Apr) have been funded by the	Salary	\$ 357,628	\$ 363,958	<b>1.77%</b>
<b>\$ 4,471</b>	<b>Lays Off Intermittent Staff (3)</b>	Town since 2005. Adding Fall Sunday Hours was the	Wages	\$ 294,867	\$ 297,169	<b>0.78%</b>
<u>Budget D</u>	(Meets 1.2% Scenario)	top request in our 2005, 2010, AND 2015 town surveys.	Expenses	\$ 206,217	\$ 207,628	<b>0.68%</b>
<b>\$ 4,471</b>		<i>We would also lose all Sunday afternoon programs, which is the best time for library events.</i>	<b>Total</b>	<b>\$ 858,712</b>	<b>\$ 868,755</b>	<b>1.17%</b>
<b>0.00%</b>	<b>Removes All Sunday Hours AND</b>	Our enormously popular 10 week program would be	Salary	\$ 357,628	\$ 363,958	<b>1.77%</b>
<b>\$ 10,082</b>	<b>55% Summer Reading Asst. Hours</b>	significantly reduced - # weeks, programs, activities, and	Wages	\$ 294,867	\$ 288,700	<b>-2.09%</b>
<u>Budget E</u>	<b>(481 to 214).</b> (Meets 0.0% budget)	reading logs. Reduced help means a reduced program.	Expenses	\$ 206,217	\$ 206,015	<b>-0.10%</b>
<b>\$ 14,553</b>	<b>Studies have proven that kids who don't read over the summer lose ground academically!</b>		<b>Total</b>	<b>\$ 858,712</b>	<b>\$ 858,673</b>	<b>0.00%</b>

**CUTS BELOW THIS DO NOT MEET MAR (Municipal Appropriation Req. of \$857,886), RISKING CERTIFICATION, RECIPROCAL BORROWING, RESIDENTS ABILITY TO USE OTHER LIBRARIES, AND STATE AID & GRANT FUNDS. No waivers when libraries cut disproportionately compared to other depts.**

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>LIBRARY</b>								
1660	Salary	\$ 334,800	\$ 346,391	\$ 357,628	\$ 367,248	\$ 367,248	2.69%	\$ 79.39
1661	Wages	\$ 277,752	\$ 284,245	\$ 294,867	\$ 307,082	\$ 307,082	4.14%	\$ 66.38
1662	Expenses	\$ 194,106	\$ 199,054	\$ 206,217	\$ 209,208	\$ 204,346	-0.91%	\$ 44.17
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 806,658</b>	<b>\$ 829,690</b>	<b>\$ 858,712</b>	<b>\$ 883,538</b>	<b>\$ 878,676</b>	<b>2.32%</b>	<b>\$ 189.94</b>



LIBRARY  
610

LINE ITEM	FY 2017	FY 2018	DIFFERENCE	PERCENT	REASON FOR CHANGE:	FY 2018	FY 2018	PERCENT
	APPROPRIATION	DEPARTMENT REQUEST		CHANGE		TOWN MANAGER APPROVED	FINCOM APPROVED	
Advertising	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Books/Materials	\$ 66,719.00	\$ 67,581.00	\$ 862.00	1.29%	With Robbins (\$60K), Endow (\$10K), & Gift (\$3K), meets 16% state aid min. mats. Exp. Req. (\$140,581)	\$ 66,719.00		0.00%
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%		\$ 22,277.00		-8.24%
Furniture and Equipment	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%		\$ 4,000.00		0.00%
Grounds Maintenance	\$ 3,400.00	\$ 3,400.00	\$ -	0.00%		\$ 3,400.00		0.00%
Heating	\$ 9,500.00	\$ 10,000.00	\$ 500.00	5.26%	Reflects actual	\$ 10,000.00		5.26%
Insurance	\$ 570.00	\$ 570.00	\$ -	0.00%		\$ 570.00		0.00%
Maintenance Agreements - Bldg.	\$ 6,750.00	\$ 6,750.00	\$ -	0.00%		\$ 6,750.00		0.00%
Membership Agreements - MVLC	\$ 38,716.00	\$ 40,345.00	\$ 1,629.00	4.21%	Known increase	\$ 40,345.00		4.21%
Maintenance and Repairs	\$ 15,300.00	\$ 15,300.00	\$ -	0.00%		\$ 15,300.00		0.00%
Postage and Delivery	\$ 1,400.00	\$ 1,400.00	\$ -	0.00%		\$ 1,400.00		0.00%
Printing and Copying	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		0.00%
Programs and Lectures	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Staff Development	\$ -	\$ -	\$ -	0.00%		\$ -		
Supplies	\$ 15,500.00	\$ 15,500.00	\$ -	0.00%		\$ 13,500.00		-12.90%
Trash Removal	\$ 1,900.00	\$ 1,900.00	\$ -	0.00%		\$ 1,900.00		0.00%
Travel	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%		\$ 1,500.00		0.00%
Water and Sewer	\$ 3,500.00	\$ 3,500.00	\$ -	0.00%		\$ 3,500.00		0.00%
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 206,217.00</b>	<b>\$ 209,208.00</b>	<b>\$ 2,991.00</b>	<b>1.45%</b>		<b>\$ 204,346.00</b>	<b>\$ -</b>	<b>-0.91%</b>

Department

Library

Org # 610

ITEMS IN GRAY ARE UPDATES TO THE PRELIMINARY FY18 LIBRARY BUDGET FROM MARK HADDAD 11.4.16

COLA %

2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			
FISCAL YEAR 2017									FISCAL YEAR 2018									
Bargaining				Pay			Annual Salary			Proposed	Proposed	Final						
Last Name	First Name	Unit	Position	Grade	Rate	Hours	1-Jul-16	Rate	Hours	Increase	Performance	Base	Other	Final	Projected Salary			
										1-Jul-17	Increase	Rate	Pay	Salary	Fiscal 2018			
Salaries																		
Abraham	Vanessa	Contract	Library Director			40	\$ 82,098.21			\$ 82,098.21	2.0%			\$ 83,740.17	\$ 83,740.17			
Dowson	Deborah	THL	YA/Teen Librarian	8		20	\$ 31,095.48			\$ 31,717.39	2.0%		\$ 175.00	\$ 32,351.74	\$ 32,526.74			
Dunham	Karen	THL	Head of Childrens	8		40	\$ 60,971.00			\$ 62,190.42	1.0%		\$ 350.00	\$ 62,812.32	\$ 63,162.32			
Olson	Susanne	THL	Reference Librarian	8		40	\$ 63,107.75			\$ 64,369.91	1.0%		\$ 350.00	\$ 65,013.61	\$ 65,363.61			
Pike	Jeffrey	THL	Technology Librarian	8		40	\$ 64,659.00			\$ 65,952.18	1.0%		\$ 750.00	\$ 66,611.70	\$ 67,361.70			
Baylis	Lisa	THL	Head of Circulation	7		37	\$ 52,954.28			\$ 54,013.37	2.0%			\$ 55,093.64	\$ 55,093.64			
Other Pay						\$ 2,742.00												
TOTAL SALARIES								\$ 357,627.72								\$ 1,625.00		\$ 367,248.18

1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2017								FISCAL YEAR 2018							
Bargaining				Pay	Annual Salary					Proposed Increase	Proposed Performance	Final Base	Other	Final	Projected Salary
Last Name	First Name	Unit	Position	Grade	Rate	Hours	1-Jul-16	Rate	Hours	1-Jul-17	Increase	Rate	Pay	Salary	Fiscal 2018
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
Winter (Jan-Apr) Sundays: Custodian II (1)				4	\$ 18.85	48	\$ 904.80	\$ 19.23	48	\$ 923.04				\$ 923.04	\$ 923.04
Winter (Jan-Apr) Sundays: Shelver (1)				1	\$ 11.00	64	\$ 704.00	\$ 11.22	64	\$ 718.08				\$ 718.08	\$ 718.08
Winter (Jan-Apr) Sundays: Ref. Librarian (1)				8	\$ 25.40	72	\$ 1,828.80	\$ 25.91	72	\$ 1,865.52				\$ 1,865.52	\$ 1,865.52
Winter (Jan-Apr) Sundays: Lib. Asst. II (4)				4	\$ 18.30	288	\$ 5,270.40	\$ 18.67	288	\$ 5,376.96				\$ 5,376.96	\$ 5,376.96
Adult Programs, Ref & Circ Asst								Hours and responsibilities redistributed among existing staff*							
Aiello	Phillip	THL	Custodian II	4	\$ 18.30	3	\$ 2,882.25	\$ 18.67	3	\$ 2,923.72	1.5%	\$ 18.95		\$ 2,967.57	\$ 2,967.57
Belanger	Erica	THL	Library Asst. II	4	\$ 22.20	23.35	\$ 27,214.43	\$ 22.64	23.35	\$ 27,595.22	1.0%	\$ 22.87	\$ 642.00	\$ 27,875.56	\$ 28,517.56
Coss	Sharon	THL	Library Asst. II	4	\$ 22.41	37.1	\$ 43,649.08	\$ 22.86	37.1	\$ 44,271.13	2.0%	\$ 23.32	\$ 1,020.00	\$ 45,161.98	\$ 46,181.98
Danti	Samantha	THL	Library Asst. II	4	\$ 18.57	10	\$ 9,749.25	\$ 18.94	14	\$ 13,841.35	1.5%	\$ 19.22		\$ 14,045.98	\$ 14,045.98
Dumont	Nancy	THL	Library Asst. II	4	\$ 18.67	13	\$ 12,742.28	\$ 19.04	23.1	\$ 22,958.81	2.0%	\$ 19.42		\$ 23,417.02	\$ 23,417.02
Johnson	Leroy	THL	Custodian II	4	\$ 22.41	3	\$ 3,529.58	\$ 22.86	3	\$ 3,579.88	0.0%	\$ 22.86	\$ 94.00	\$ 3,579.88	\$ 3,673.88
Jones	Ashley	THL	Library Asst. I	3	\$ 17.30	8	\$ 7,266.00	\$ 17.65	12	\$ 11,055.96	1.0%	\$ 17.83		\$ 11,168.71	\$ 11,168.71
Ladue	Debra	THL	Custodian II	4	\$ 22.41	27	\$ 31,766.18	\$ 22.86	27	\$ 32,218.88	1.5%	\$ 23.20	\$ 506.00	\$ 32,698.08	\$ 33,204.08
McLaughlin	Callum	THL	Shelver	1	\$ 11.11	5	\$ 2,916.38	\$ 11.33	5	\$ 2,957.13	0.0%	\$ 11.33		\$ 2,957.13	\$ 2,957.13
McNamara	Diane	THL	Shelver	1	\$ 11.00	5	\$ 2,887.50	\$ 11.22	5	\$ 2,928.42	0.0%	\$ 11.22		\$ 2,928.42	\$ 2,928.42
Muir	Ainsley	THL	Shelver	1	\$ 11.00	4	\$ 2,310.00	\$ 11.22	4	\$ 2,342.74	0.0%	\$ 11.22		\$ 2,342.74	\$ 2,342.74
Perry	Geraldine	THL	Library Asst. II	4	\$ 21.23	15.35	\$ 17,108.73	\$ 21.65	15.5	\$ 17,517.02	1.5%	\$ 21.97		\$ 17,775.93	\$ 17,775.93
Rector	Kimberely	THL	Library Asst. I	3	\$ 17.30	10	\$ 9,082.50	\$ 17.65	12.1	\$ 11,148.09	1.0%	\$ 17.83		\$ 11,261.78	\$ 11,261.78
Reiff	Marianne	THL	Library Asst. I	3	\$ 17.30	9	\$ 8,174.25	\$ 17.65	11	\$ 10,134.63	0.0%	\$ 17.65		\$ 10,134.63	\$ 10,134.63
Riggs	Margaret	THL	Asst. To Libr. Dir.	6	\$ 24.99	25	\$ 32,799.38	\$ 25.49	25	\$ 33,264.45	1.5%	\$ 25.87	\$ 219.00	\$ 33,760.35	\$ 33,979.35
Sanchez	Lauren	THL	Library Asst. II	4	\$ 22.30	37	\$ 43,317.75	\$ 22.75	37	\$ 43,939.35	2.0%	\$ 23.21	\$ 324.00	\$ 44,827.79	\$ 45,151.79
Other Pay															
TOTAL WAGES								294,866.58				\$ -	\$ 2,805.00		307,081.80

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>COMMEMORATIONS &amp; CELEBRATIONS</b>								
1670	Expenses	\$ 464	\$ 464	\$ 500	\$ 500	\$ 500	0.00%	\$ 0.11
1671	Fireworks	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 464</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 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 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 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>WATER SAFETY</b>								
1680	Wages	\$ 1,420	\$ 1,836	\$ 2,640	\$ 2,640	\$ 2,640	0.00%	\$ 0.57
1681	Expenses and Minor Capital	\$ 13,880	\$ 24,514	\$ -	\$ 27,989	\$ 2,732	0.00%	\$ 0.59
1682	Property Maint & Improvements	\$ 5,287	\$ -	\$ 9,000	\$ 9,000	\$ 9,000	0.00%	\$ 1.95
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 20,587</b>	<b>\$ 26,350</b>	<b>\$ 11,640</b>	<b>\$ 39,629</b>	<b>\$ 14,372</b>	<b>23.47%</b>	<b>\$ 3.11</b>

**WATER SAFETY**

**699**

**1681 - Expenses**

LINE ITEM	FY 2017	FY 2018		FY 2018		FY 2018	FY 2018	
	DEPARTMENT	PERCENT	TOWN MANAGER	FINCOM	PERCENT			
	APPROPRIATION	REQUEST	DIFFERENCE	CHANGE	REASON FOR CHANGE:	APPROVED	APPROVED	CHANGE
Lifeguard Management*	\$ -	\$ 25,257.00	\$ 25,257.00	0.00%		\$ -		0.00%
Lifeguard Chairs	\$ -	\$ -				\$ -		
Rescue Equipment	\$ -	\$ -	\$ -	0.00%		\$ -		0.00%
Swim Area Protection/Markers	\$ -	\$ 486.00	\$ 486.00	0.00%		\$ 486.00		0.00%
Gear Storage and Transport	\$ -	\$ 200.00	\$ 200.00	0.00%		\$ 200.00		0.00%
Emergency Medical Supplies	\$ -	\$ 171.00	\$ 171.00	0.00%		\$ 171.00		0.00%
Rescue Boat, LifeJackets, Radio	\$ -	\$ 202.00	\$ 202.00	0.00%		\$ 202.00		0.00%
Contingency	\$ -	\$ -	\$ -	0.00%		\$ -		0.00%
Toilet Rental	\$ -	\$ 723.00	\$ 723.00	0.00%		\$ 723.00		0.00%
Advertising	\$ -	\$ 850.00	\$ 850.00	0.00%		\$ 850.00		0.00%
Programs	\$ -	\$ 100.00	\$ 100.00	0.00%		\$ 100.00		0.00%
TOTAL FUNDS REQUESTED	\$ -	\$ 27,989.00	\$ 27,989.00	0.00%		\$ 2,732.00	\$ -	0.00%

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

<u>LINE ITEM</u>	<u>FY 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 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 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>WEED MANAGEMENT</b>								
1690	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1691	Expenses: Weed Harvester	\$ 4,000	\$ 4,000	\$ 7,000	\$ 7,000	\$ 7,000	0.00%	\$ 1.51
1692	Expenses: Great Lakes	\$ 1,745	\$ 17	\$ 2,385	\$ 2,385	\$ 2,385	0.00%	\$ 0.52
<hr/>								
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 5,745</b>	<b>\$ 4,017</b>	<b>\$ 9,385</b>	<b>\$ 9,385</b>	<b>\$ 9,385</b>	<b>0.00%</b>	<b>\$ 2.03</b>



LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>COUNTRY CLUB</b>								
1700	Salary	\$ 78,192	\$ 129,180	\$ 137,750	\$ 143,285	\$ 143,285	4.02%	\$ 30.97
1701	Wages	\$ 148,766	\$ 140,006	\$ 135,456	\$ 113,881	\$ 113,881	-15.93%	\$ 24.62
1702	Expenses	\$ 328,712	\$ 129,120	\$ 131,555	\$ 122,454	\$ 122,454	-6.92%	\$ 26.47
1703	Minor Capital	\$ 5,000	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 560,669</b>	<b>\$ 398,306</b>	<b>\$ 404,761</b>	<b>\$ 379,620</b>	<b>\$ 379,620</b>	<b>-6.21%</b>	<b>\$ 82.06</b>

**COUNTRY CLUB**

<u>LINE ITEM</u>	<u>FY 2017 APPROPRIATION</u>	<u>FY 2018 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2018 TOWN MANAGER APPROVED</u>	<u>FY 2018 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Golf Expenses								
Supplies	\$ 13,750	\$ 12,415	\$ (1,335)	-9.71%		\$ 12,415		-9.71%
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	\$ 7,000	\$ 7,000	\$ -	0.00%		\$ 7,000		0.00%
Expenses/General								
Building and Grounds								
Course Maintenance	\$ 28,500	\$ 28,500	\$ -	0.00%		\$ 28,500		0.00%
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								
Sales/Meal Tax								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 123,789</b>	<b>\$ 122,454</b>	<b>\$ (1,335)</b>	<b>-1.08%</b>		<b>\$ 122,454</b>	<b>\$ -</b>	<b>-1.08%</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 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
Salaries															
Campbell	Shawn	Supervisors	GM/Golf Pro	16		40	\$ 75,000.00			\$ 76,500.00	2.0%			\$ 78,030.00	\$ 78,030.00
Colby	William	Supervisors	Grounds Supt	10		40	\$ 62,000.00			\$ 63,240.00	2.0%		\$ 750.00	\$ 64,504.80	\$ 65,254.80
Other Pay							\$ 750.00								
TOTAL SALARIES							\$ 137,750.00								\$ 143,284.80
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
Wages															
Building and Grounds							\$ 64,654.00			\$ 42,697.00				\$ 42,697.00	\$ 42,697.00
Pool							\$ 31,892.00			\$ 41,193.00				\$ 41,193.00	\$ 41,193.00
Golf							\$ 22,430.00			\$ 12,177.00				\$ 12,177.00	\$ 12,177.00
Snack Bar							\$ -			\$ -				\$ -	\$ -
Function Hall							\$ -			\$ -				\$ -	\$ -
Camp							\$ 16,480.00			\$ 17,814.00				\$ 17,814.00	\$ 17,814.00
TOTAL WAGES							\$ 135,456.00								\$ 113,881.00

**REVENUES**

Full Memberships	\$	20,000
Golf Membeships	\$	50,000
Swim Memberships	\$	50,000
Summer Camp Revenues	\$	75,000
Pool Program Revenues	\$	85,000
Golf Greens Fees	\$	113,294
Driving Range Fees	\$	6,000
Cart Fees	\$	50,000
GHIN Fees	\$	2,500
Pull Carts	\$	500
Golf Shop Sales	\$	8,000
Liquor License Fee	\$	6,000
Tavern Lease Revenue	\$	6,000
Function Hall Lease Revenue	\$	-
Credit Card Fees	\$	(11,807)
<b>TOTAL REVENUES</b>	<b>\$</b>	<b>460,487</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>DEBT SERVICE</b>								
2000	Long Term Debt - Principal Excluded	\$ 982,670	\$ 992,670	\$ 917,210	\$ 892,210	\$ 892,210	-2.73%	\$ 192.87
2001	Long Term Debt - Principal Non-Excluded	\$ -	\$ -	\$ 71,390	\$ 36,391	\$ 36,391	-49.03%	\$ 7.87
2002	Long Term Debt - Interest - Excluded	\$ 311,453	\$ 265,920	\$ 230,998	\$ 205,609	\$ 205,609	-10.99%	\$ 44.45
2003	Long Term Debt - Interest - Non-Excluded	\$ -	\$ -	\$ 6,782	\$ 4,909	\$ 4,909	-27.62%	\$ 1.06
2004	Short Term Debt - Principal - Town	\$ 110,000	\$ -	\$ -			0.00%	\$ -
2005	Short Term Debt - Interest - Town	\$ 1,158	\$ 9,113	\$ 56,333	\$ 71,000	\$ 71,000	26.04%	\$ 15.35
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,405,281</b>	<b>\$ 1,267,703</b>	<b>\$ 1,282,713</b>	<b>\$ 1,210,119</b>	<b>\$ 1,210,119</b>	<b>-4.54%</b>	<b>\$ 261.59</b>
2004	<u>Short Term Debt- Notes</u>							
	Unclassified- placeholder (C)-			\$ -				
	<b>4-Corners Engineering (200,000) (D-1)</b>	\$ -	\$ -	\$ 35,333	<b>\$ 50,000</b>			
	Lost Lake Fire Protection (1,837,000)	\$ -	\$ -	\$ 12,324	\$ 15,000			
	Radio Project (650,000)	\$ -	\$ -	\$ 4,361	\$ 6,000			
	Sub Total- Short Term	\$ -	\$ -	\$ 52,018	\$ 71,000			

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 2/23/17 (FY17)- Recommend- Renew 1 Year - Paydown \$48,000
- \$1,837,000- Lost Lake Fire Protection- BAN matures on 2/23/17 (FY17)- Recommend- Renew 1 Year- No Paydown
- \$ 650,000- Radio Projects- BAN matures on 2/23/17 (FY17)- Recommend- Renew 1 Ywar- No Paydown

**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 (\$48,000)

(B). Long-Term Planning:

Please see attached FY18 summary of debt;

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

<u>Bond Issue</u>	<u>Matures</u>	Debt Service
<u>Excluded:</u>		<u>Expiring</u>
GF- 2972- Library #1	<b>FY18</b>	84,150
GF- 2973- Library #2	<b>FY18</b>	18,095
GF- 2983- Town Hall	<b>FY18</b>	<u>117,055</u>
		219,300
GF- 2989- Bernier Property	<b>FY20</b>	48,743
GF- 2989- Bissell Property	<b>FY20</b>	61,300
GF- 2987- Norris Property	<b>FY20</b>	<u>43,264</u>
		153,307
GF- 2992- Gibbett Hill	<b>FY23</b>	183,050
GF- 2991- Lost Lake Fire Station	<b>FY23</b>	<u>86,550</u>
		269,600

**Non-Excluded:**

GF- 2986- Shattuck	<b>FY20</b>	28,453
CPC- 012- Surrenden Farm	<b>FY22</b>	476,722

(D): 4-Corners Sewer Project:

Questions:

**1. MassWorks Grant NOT approved; Need to renew \$200K BAN w/interest only...AND...make a designated principal paydown....see above (and following)- \$approx. \$50,000.**

**\$200,000 @ .75%- 12 months- (\$1,500); BAN Fee- (\$500); Voluntary Paydown- (\$48,000)= \$50,000**

How do we handle the \$200,000 4-Corners Engineering repayment. Leave it short-term and pay it back over 4-6 years with BAN's and partial pay downs.....To discuss.

*Reflected in FY17 budget above as a BAN rollover with a \$48,0000 pay down.*

**Long Term Debt By Year****Fiscal 2018**

(Tax(s):Private:TreasurersFiles:Debt:LongTermDebt2018)

**General Fund**

<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>	
2988	Bernier Bissell	7/15/2001	7/15/2019	\$850,000	Exempt	\$43,630.00	\$5,112.60	\$48,742.60	
2989	Bissell Property	7/15/2001	7/15/2019	\$1,075,000	Exempt	\$54,880.00	\$6,420.10	\$61,300.10	
2992	Gibbet Hill	11/15/2003	11/15/2022	\$3,000,000	Exempt	\$160,000.00	\$23,050.00	\$183,050.00	REFUNDED in FY15
2972	Library #1	7/15/1999	7/15/2017	\$1,831,464	Exempt	\$82,500.00	\$1,650.00	\$84,150.00	ENDS- FY18
2973	Library #2	7/15/1999	7/15/2017	\$364,000	Exempt	\$17,740.00	\$354.80	\$18,094.80	
2991	Lost Lake Fire	11/15/2003	11/15/2022	\$1,450,000	Exempt	\$75,000.00	\$11,550.00	\$86,550.00	REFUNDED in FY15
2987	Norris Property	7/15/2001	7/15/2019	\$750,000	Exempt	\$38,700.00	\$4,564.00	\$43,264.00	
2981	Senior Center	7/15/1999	7/15/2016	\$151,110	Exempt	\$0.00	\$0.00	\$0.00	ENDED FY17
2983	Town Hall	7/15/1999	7/15/2017	\$2,500,000	Exempt	\$114,760.00	\$2,295.20	\$117,055.20	ENDS- FY18
2912	Center Fire Station	4/18/2013	6/30/2035	\$7,730,000	Exempt	\$305,000.00	\$150,612.52	\$455,612.52	
<b>Total Exempt</b>						<b>\$892,210.00</b>	<b>\$205,609.22</b>	<b>\$1,097,819.22</b>	
2990	Fire Truck	11/15/2003	11/15/2016	\$485,000	Non-Exempt	\$0.00	\$0.00	\$0.00	REFUNDED in FY15- E
2994	Project Eval	11/1/2003	2/1/2024	\$330,000	Non-Exempt	\$10,950.00	\$1,894.83	\$12,844.83	
2986	Shattuck Property	7/15/2001	7/15/2019	\$500,000	Non-Exempt	\$25,440.00	\$3,013.30	\$28,453.30	
<b>Total Non-Exempt</b>						<b>\$36,390.00</b>	<b>\$4,908.13</b>	<b>\$41,298.13</b>	

**Summary for General Fund****Total for General Fund \$928,600.00 \$210,517.35 \$1,139,117.35****GELD**

2995	GELD- Transformer	7/15/2001	7/15/2019	\$750,000	Non-Exempt	\$37,350.00	\$4,390.00	\$41,740.00	
2998	GELD- Headqtrs.	8/1/2014	11/1/2033	\$2,000,000	Non-Exempt	\$85,000.00	\$54,650.00	\$139,650.00	NEW IN 2015

**Summary for GELD****Total Non-Exempt for GELD \$122,350.00 \$59,040.00 \$181,390.00****CPC**

012	Surrenden Farm	7/6/2007	12/15/2021	\$5,015,000	Non-Exempt	\$405,000.00	\$71,721.88	\$476,721.88	
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**Summary for CPC****Total Non-Exempt for CPC \$405,000.00 \$71,721.88 \$476,721.88****Sewer**

<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	\$5,951.49	\$22,598.99	
2911	Old Ayer Rd	10/26/2007	10/1/2025	\$155,960	Non-Exempt	\$8,352.50	\$2,986.01	\$11,338.51	
9994	Project Eval	11/1/2003	2/1/2024	\$330,000	Non-Exempt	\$4,050.00	\$700.83	\$4,750.83	

**Summary for Sewer****Total Non-Exempt for Sewer \$29,050.00 \$9,638.33 \$38,688.33****Title V**

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

2997	Water SRF Loan 2	12/14/2006	7/15/2026	\$1,234,434	Non-Exempt	\$62,035.00	\$13,950.84	\$75,985.84	
2909	Water System	11/23/2004	8/1/2024	\$4,417,366	Non-Exempt	\$235,000.00	\$46,233.72	\$281,233.72	

**Summary for Water****Total for Water \$297,035.00 \$60,184.56 \$357,219.56****FY18 Totals- 1,792,435.00 \$411,102.12 2,203,537.12**

September 2016

FISCAL YEAR 2018 LONG-TERM DEBT SERVICE REQUIREMENTS - 0115 - Groton - Massachusetts

Date of Issue	GL Code	Description	Original Issue Amount	Type of Payment	July	August	September	October	November	December	January	February	March	April	May	June	Total
1	5/1/2002	2993	WPT Septic System Betterment T5-97-1029 (Exempt) - <b>TITLE V</b>	Principal	197,403.08	10,400.00	-	-	-	-	-	-	-	-	-	-	10,400.00
			Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2	11/1/2003	2994; 9994	WPT Sewer CW-03-01 (Self-Supporting) - <b>PROJ. EVAL (GF;SEWER)</b>	Principal	311,141.00	15,000.00	-	-	-	-	-	-	-	-	-	-	15,000.00
			Interest	-	1,493.46	-	-	-	-	-	-	1,723.13	-	-	-	-	2,595.66
3	11/15/2004	2909	WPT <b>Water Mains</b> DW-02-09 (Self-Supporting)	Principal	4,440,443.00	235,000.00	-	-	-	-	-	-	-	-	-	-	235,000.00
			Interest	-	17,059.73	-	-	-	-	-	-	29,173.99	-	-	-	-	46,233.72
4	12/14/2006	2997	WPT <b>Water Mains</b> DW-02-09B (Self-Supporting)	Principal	1,234,434.00	62,035.00	-	-	-	-	-	-	-	-	-	-	62,035.00
			Interest	-	7,308.86	-	-	-	-	-	641.98	-	-	-	-	-	13,950.84
5	7/1/2007	012	GOB <b>SURRENDEN</b> - Community Preservation Act (Self-Supporting)	Principal	5,015,000.00	-	-	-	-	405,000.00	-	-	-	-	-	-	405,000.00
			Interest	-	-	-	-	-	-	40,037.50	-	-	-	-	-	31,684.38	71,721.88
6	10/26/2007	2910	GOB Sewer (Self-Supporting) <b>BOSTON ROAD</b>	Principal	310,940.00	-	-	16,647.50	-	-	-	-	-	-	-	-	16,647.50
			Interest	-	-	-	-	3,142.22	-	-	-	-	-	2,809.27	-	-	5,951.49
7	10/26/2007	2911	GOB Sewer (Self-Supporting) <b>OLD AYER ROAD</b>	Principal	155,960.00	-	-	8,252.50	-	-	-	-	-	-	-	-	8,352.50
			Interest	-	-	-	-	1,576.53	-	-	-	-	-	1,409.48	-	-	2,986.01
8	11/1/2010	2972	GOB Building Addition - <b>Library 1</b> REFUNDING (Exempt)	Principal	682,160.00	82,500.00	-	-	-	-	-	-	-	-	-	-	82,500.00
			Interest	-	1,650.00	-	-	-	-	-	-	-	-	-	-	-	1,650.00
9	11/1/2010	2973	GOB Building Addition - <b>Library 2</b> REFUNDING (Exempt)	Principal	135,760.00	17,740.00	-	-	-	-	-	-	-	-	-	-	17,740.00
			Interest	-	354.80	-	-	-	-	-	-	-	-	-	-	-	354.80
10	11/1/2010	2983	GOB Building Remodeling - <b>Town Hall</b> REFUNDING (Exempt)	Principal	929,650.00	114,760.00	-	-	-	-	-	-	-	-	-	-	114,760.00
			Interest	-	2,295.20	-	-	-	-	-	-	-	-	-	-	-	2,295.20
11	11/1/2010	2987	GOB Land Acquisition REFUNDING (Exempt) <b>NORRIS PROPERTY</b>	Principal	356,840.00	38,700.00	-	-	-	-	-	-	-	-	-	-	38,700.00
			Interest	-	2,669.00	-	-	-	-	-	1,895.00	-	-	-	-	-	4,564.00
12	11/1/2010	2988	GOB Land Acquisition REFUNDING (Exempt) <b>BERNIER BISSELL</b>	Principal	402,920.00	43,630.00	-	-	-	-	-	-	-	-	-	-	43,630.00
			Interest	-	2,992.60	-	-	-	-	-	2,120.00	-	-	-	-	-	5,112.60
13	11/1/2010	2989	GOB Land Acquisition REFUNDING (Exempt) <b>BISSELL PROPERTY</b>	Principal	508,090.00	54,880.00	-	-	-	-	-	-	-	-	-	-	54,880.00
			Interest	-	3,758.85	-	-	-	-	-	2,661.25	-	-	-	-	-	6,420.10
14	11/1/2010	2986	GOB Land Acquisition REFUNDING <b>SHATTUCK PROPERTY</b>	Principal	236,490.00	25,440.00	-	-	-	-	-	-	-	-	-	-	25,440.00
			Interest	-	1,761.05	-	-	-	-	-	1,252.25	-	-	-	-	-	3,013.30
15	11/1/2010	2995	GOB Electric REFUNDING (Self-Supporting) <b>TRANSFORMER</b>	Principal	350,660.00	37,350.00	-	-	-	-	-	-	-	-	-	-	37,350.00
			Interest	-	2,568.50	-	-	-	-	-	1,821.50	-	-	-	-	-	4,390.00
16	4/18/2013	2912	GOB Building Construction - <b>Center Fire Station</b>	Principal	6,930,000.00	-	-	-	-	-	-	-	-	-	-	275,000.00	275,000.00
			Interest	-	-	-	-	-	-	67,521.88	-	-	-	-	-	67,521.88	135,043.76
17	4/18/2013	2912	GOB Architectural Services Building - <b>Design- Center Fire Station</b>	Principal	800,000.00	-	-	-	-	-	-	-	-	-	-	-	30,000.00
			Interest	-	-	-	-	-	-	7,784.38	-	-	-	-	-	7,784.38	15,568.76
18	8/1/2014	2998	GOB Electric (Self-Supporting) <b>GELD HEADQUARTERS</b>	Principal	2,000,000.00	-	-	-	85,000.00	-	-	-	-	-	-	-	85,000.00
			Interest	-	-	-	-	-	27,750.00	-	-	-	-	-	26,900.00	-	54,650.00
19	8/1/2014	2992	GOB Land Acquisition REFUNDING (Exempt) <b>GIBBETT HILL</b>	Principal	1,200,000.00	-	-	-	160,000.00	-	-	-	-	-	-	-	160,000.00
			Interest	-	-	-	-	-	12,325.00	-	-	-	-	-	10,725.00	-	23,050.00
20	8/1/2014	2291	GOB Building Remodeling - Fire REFUNDING (Exempt) <b>LOST LAKE ST</b>	Principal	585,000.00	-	-	-	75,000.00	-	-	-	-	-	-	-	75,000.00
			Interest	-	-	-	-	-	6,150.00	-	-	-	-	-	5,400.00	-	11,550.00
					502,393.86	278,953.19	-	29,618.75	366,225.00	520,343.75	10,391.98	30,897.12	-	4,218.75	43,025.00	411,990.64	2,203,537.11



LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2018 IMPACT ON AVERAGE TAX BILL
<b>EMPLOYEE BENEFITS</b>								
	GENERAL BENEFITS							
3000	County Retirement (A)	\$ 1,560,704	\$ 1,737,842	\$ 1,844,224	\$ 2,076,143	\$ 1,966,279	6.62%	\$ 425.04
3001	State Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
3002	Unemployment Compensation	\$ 40,635	\$ 21,551	\$ 41,140	\$ 41,140	\$ 41,140	0.00%	\$ 8.89
	INSURANCE							
3010	Health Insurance	\$ 1,357,580	\$ 1,272,820	\$ 1,583,628	\$ 1,724,000	\$ 1,704,000	7.60%	\$ 368.35
3011	Life Insurance	\$ 2,123	\$ 2,415	\$ 2,500	\$ 3,160	\$ 3,160	26.40%	\$ 0.68
3012	Medicare/Social Security	\$ 109,583	\$ 116,860	\$ 120,360	\$ 127,931	\$ 127,931	6.29%	\$ 27.65
<hr/>								
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 3,070,625</b>	<b>\$ 3,151,488</b>	<b>\$ 3,591,852</b>	<b>\$ 3,972,374</b>	<b>\$ 3,842,510</b>	<b>6.98%</b>	<b>\$ 830.62</b>

(A) Amount shown reflects MCERS FY assessment if paid in single up front (7/7/17) installment, which is now recommended by BOS/FINCOM.

See detailed pension expense comments for FY18 attached.

Projected Apportionment for enterprise funds/self-sustaining (informational only- does not impact FY18 budget):

General Fund	1,548,758
Cable Enterprise	26,464
GELD	295,700
Sewer Department	10,933
Water Department	63,743
Trust Funds	11,914
Community Preservation Act	<u>8,767</u>
	1,966,279

### Pension Assessment Comments-

This year's 2018 pension assessment budget reflects a 6.8% increase in the Middlesex County Retirement System (MCRS) component of the Town's Employee Benefits department. Due to a preliminary higher than expected FY18 assessment increase of 12.9%, a full review of Groton's assessment and demographic data was requested of the MCRS, and approved, on November 7, 2016. As a result of this requested review, an error at the actuarial level was found in Groton's data which was corrected on December 14, 2016 resulting in the more expected increase of 6.8% referenced above. Groton's FY19 assessment was also released and represents a 5.87% increase, in line with the System's projection of 6.5%.

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

The Middlesex County Retirement System, as a whole, set a benchmark of 6.5% annual assessment increases through 2020 (and 4.5% thereafter until 2035), which are adjusted up or down to each city or town, based on the Town's specific circumstances as outlined above. Groton's Fiscal 2019 pension assessment has been set at 5.9%, below the system-wide target of 6.5%, further evidencing the year-to-year fluctuations that impact the assessment.

All state pension systems undergo a bi-annual review and system valuation revision. The next MCRS system-wide review will occur effective 1/1/2018. This valuation will result in the next two years assessment numbers for all members' community's....FY20 and FY21. For planning purposes, we should know what these assessment numbers will be (FY20; FY21) sometime in the fall 2018. PERAC, the State's Public Employee Retirement Administration Commission, monitors and governs all aspects of the Middlesex County Retirement System (MCRS). PERAC consistently identifies MCRS as one of the State's most efficient and well run pension systems in the Commonwealth. MCRS undergoes an annual independent audit of both the retirement system itself, but also with respect to each individual member community's assessment information. The auditing firm Powers and Sullivan (Wakefield MA) is currently the auditor of record.

# Health Insurance

## Budget: FY 2018

ACTUAL based on  
Nov 2016 enrollment

FY17 rates incr 12% FY18  
then 10% for FY19 (starts 6/18)

	Tufts	1.1	Harvard	1.1	Fallon SC	1.1	Fallon DC	1.1	Tufts Med Supp	1.1	Tufts Med Pref	1.1
<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	773	850	787	866	597	657	563	620	397	437	296	326
I-Weighted		779		794		602		568		417		311
Fam	2,099	2,309	2,069	2,276	1,595	1,754	1,506	1,657		0		0
F-Weighted		2,116		2,086		1,608		1,519				

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

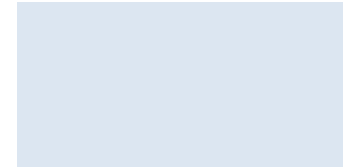
	# Enrolled:	Town	GEL	Water	Sewer	Cable
Tufts: Individual	14	13	1			
Family	30	25	2	3		
ER Ind	6	4	2			
ER Family	4	4				
Harv: Individual	0	0				
Family	9	6	2			1
ER Ind	2	2				
ER Family	1	1				
FalSC: Individual	11	11	0			
Family	25	20	4	0.667	0.333	
ER Ind	0					
ER Family	0					
FalDC: Individual	0					
Family	1	1				
ER Ind	0					
ER Family	0					
Ret Supp Ind	48	37	8	2	1	
Ret Pref Ind	0	0				

151

Total Ind **33** Total Fam **70** Total EE Plans **48**

8 5 Early Ret  
25 65 Active EE's

Vacancies: 0 Fam-Tufts  
cost per vacancy = \$20,317.16  
RET 0 Tufts  
adjustments made for upcoming events:



151 total insurance plans subscribed  
90 active employees & families  
13 early retirees  
48 medicare eligible retirees

*vacancies spoken for after 2018 budget process:*

Cost of health Insurance  
FY 2018 Budget

	Town		GEL		Water		Sewer		Cable		Totals		
	Town	EE	Town	EE	Town	EE	Town	EE	Town	EE	Town	EE	
Tufts: Individual	\$97,249	\$24,312	\$8,182	\$1,169	\$0	\$0	\$0	\$0	\$0	\$0	\$105,431	\$25,481	
Family	\$507,929	\$126,982	\$44,444	\$6,349	\$60,951	\$15,238	\$0	\$0	\$0	\$0	\$613,324	\$148,569	
ER Ind	\$24,312	\$13,091	\$12,156	\$6,546	\$0	\$0	\$0	\$0	\$0	\$0	\$36,468	\$19,637	
ER Family	\$66,031	\$35,555	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$66,031	\$35,555	\$1,050,497
Harv: Individual	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Family	\$120,147	\$30,037	\$43,803	\$6,258	\$0	\$0	\$0	\$0	\$20,024	\$5,006	\$183,974	\$41,300	
ER Ind	\$12,385	\$6,669	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,385	\$6,669	
ER Family	\$16,270	\$8,761	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,270	\$8,761	\$269,360
FalS: Individual	\$63,564	\$15,891	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$63,564	\$15,891	
Family	\$308,769	\$77,192	\$67,543	\$9,649	\$10,297	\$2,574	\$5,141	\$1,285	\$0	\$0	\$391,750	\$90,701	
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	\$561,907
FalD: Individual	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Family	\$14,582	\$3,645	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,582	\$3,645	
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	\$18,227 \$1,899,990
Ret Tufts Supp: Ind.	\$120,303	\$64,778	\$26,011	\$14,006	\$6,503	\$3,502	\$3,251	\$1,751	\$0	\$0	\$156,069	\$84,037	\$240,106
Ret Tufts Pref. Ind.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0 \$240,106 Medicare Retirees
<b>Totals</b>	\$1,351,541	\$406,914	\$202,140	\$43,976	\$77,752	\$21,314	\$8,392	\$3,036	\$20,024	\$5,006	\$1,659,849		\$2,140,096
		\$1,758,455		\$246,116		\$99,066		\$11,428		\$25,031			
Vacancies----->	\$0										\$0 <----	Vacancies 0	
active											\$64,000 <----	Cont cost of HRC Cards & admin fees (est 4,000)	
	\$0										\$1,723,849 <-----	Total ALL	
retired											\$1,724,000 <-----	Projected FY18 Budget	
Total Return from Enterprises/GEL/Cable				\$308,309							\$1,583,628 <-----	Last year FY2017	
Requested budget:	\$1,724,000												
Retiree payments											\$140,372 Budget Increase		8.86%
from OPEB Trust =	\$239,301										Estimated Budget Surplus ---->	\$151	
\$287,223 Townwide Retiree Expense													
-\$47,922 Less Enterprise/GELD													
\$239,301													

## MEMORANDUM

To: Mark W. Haddad, Town Manager  
From: Thomas D. Orcutt, Water Superintendent  
Subject: Fiscal Year 2018 Budget  
Date: November 18, 2016

Attached, please find one copy of the Groton Water Department's proposed Fiscal Year 2018 Operating Budget for your consideration. Please consider this a "draft" Operating Budget until the Board of Water Commissioners has an opportunity to review it and vote on it on November 29, 2016. The Board reviewed the FY 2018 Budget on November 15, 2016 and may be reducing some of the line items in the budget. I am not anticipating any additional increases to the budget at this time. The overall FY18 operating budget of \$1,126,999.00 is approximately a \$100,000.00 or a 9.89% increase over last year's Operating Budget.

The major increases in the Fiscal Year 2018 Operating Budget are as follows:

- Salaries &Wages - \$ 9,945.00
- Health Care - \$ 7,780.00
- Pension Cost - \$ 5,617.00
- Indirect costs - \$12,077.00
- Insurances - \$ 4,000.00
- Well Cleaning\* - \$25,000.00
- Debt - \$35,070.00

\*well cleaning operations have been transferred out of reserves but is actually a planned annual operating expense

The increases in the operating expenses will be off-set by a water rate increase. The Board of Water Commissioners held four (4) water rate workshops this past Fall that were open to the public and held a Public Rate Hearing as required by MGL on November 15<sup>th</sup>, 2016. The Board will be making their final decision on the November 29<sup>th</sup>, 2016. The proposed water rates and fees will conservatively generate approximately \$80,000.00 dollars in additional revenue. I have proposed a \$20,000.00 transfer from water reserves to make up the difference in order to present a balanced budget for Fiscal Year 2018 for your consideration.

Other potential savings not contained in this operating budget would be from lower electric expenses due to energy efficiencies. The efficiencies can be realized from the installation of variable speed pumps as part of the Capital Improvements planned for Whitney Pond Well #1 and #2 approved at the Fall 2016 Town Meeting. These savings have not yet been calculated as we are in the early stages of design and the motors have not yet been selected. In addition, the Board of Water Commissioners is negotiating an “off-peak” electric rate with the Groton Electric Light Department as part of this capital expenditure. Furthermore, the borrowing amount may also be lower than the \$300,000.00 amount projected in the operating budget as the Groton Electric Light Department may be investing in the proposed upgrades at the Whitney Pond Well.

As you are aware, the Water Enterprise Fund has a healthy reserve in excess of \$450,000.00. It has been my policy not to use these funds for operating budget deficiencies, but in light of the Capital Improvements we are planning and the significant drought we are currently experiencing, it may be necessary to use these funds on a one time basis until the capital project is up and running to its maximum potential.

To that end, I look forward to meeting with you on November 29<sup>th</sup> to explain the Water Department’s Fiscal Year 2018 Operating Budget.

Respectfully,

Thomas D. Orcutt  
Water Superintendent

# FY 2018 ENTERPRISE FUND BUDGETS

LINE	DEPARTMENT/DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 APPROPRIATED	FY 2018 DEPARTMENT REQUEST	FY 2018 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>WATER DEPARTMENT</b>							
	WD Salaries	\$ 117,062	\$ 119,042	\$ 122,201	\$ 125,982	\$ 125,982	3.09%
	WD Wages	\$ 149,314	\$ 163,434	\$ 162,633	\$ 170,796	\$ 170,796	5.02%
	WD Expenses	\$ 422,026	\$ 445,905	\$ 383,301	\$ 437,112	\$ 437,112	14.04%
	WD Debt Service	\$ 361,218	\$ 358,850	\$ 356,716	\$ 398,045	\$ 398,045	11.59%
<b>100</b>	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,049,620</b>	<b>\$ 1,087,231</b>	<b>\$ 1,024,851</b>	<b>\$ 1,131,936</b>	<b>\$ 1,131,936</b>	<b>10.45%</b>
<b>SEWER DEPARTMENT</b>							
	Sewer Salaries	\$ 17,585	\$ 18,026	\$ 18,755	\$ 19,440	\$ 19,440	3.65%
	Sewer Wages	\$ 26,066	\$ 26,851	\$ 31,801	\$ 32,053	\$ 32,053	0.79%
	Sewer Expense	\$ 595,553	\$ 516,494	\$ 606,126	\$ 606,753	\$ 606,753	0.10%
	Sewer Debt Service	\$ 5,278	\$ 41,418	\$ 41,594	\$ 41,594	\$ 41,594	0.00%
<b>200</b>	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 644,482</b>	<b>\$ 602,789</b>	<b>\$ 698,276</b>	<b>\$ 699,840</b>	<b>\$ 699,840</b>	<b>0.22%</b>
<b>LOCAL ACCESS CABLE DEPARTMENT</b>							
	Cable Salaries	\$ 65,000	\$ 65,500	\$ 67,295	\$ 70,171	\$ 70,171	4.27%
	Cable Wages	\$ 56,533	\$ 46,397	\$ 61,829	\$ 50,945	\$ 50,945	-17.60%
	Cable Expenses	\$ 143,925	\$ 50,767	\$ 73,075	\$ 75,339	\$ 75,339	3.10%
	Cable Minor Capital	\$ 65,000	\$ 31,265	\$ 40,000	\$ 10,000	\$ 10,000	-75.00%
<b>300</b>	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 330,458</b>	<b>\$ 193,929</b>	<b>\$ 242,199</b>	<b>\$ 206,454</b>	<b>\$ 206,454</b>	<b>-14.76%</b>
<b>TOTAL ENTERPRISE FUNDS</b>		<b>\$ 2,024,560</b>	<b>\$ 1,883,949</b>	<b>\$ 1,965,326</b>	<b>\$ 2,038,230</b>	<b>\$ 2,038,230</b>	<b>3.71%</b>

**WATER DEPARTMENT ENTERPRISE FUND**

**100**

<u>LINE ITEM</u>	<b>FY 2018</b>			<b>PERCENT</b>	<b>REASON FOR CHANGE:</b>	<b>FY 2018</b>		<b>PERCENT</b>
	<b>FY 2017</b>	<b>DEPARTMENT</b>	<b>DIFFERENCE</b>			<b>TOWN MANAGER</b>	<b>FY 2018</b>	
	<b>APPROPRIATION</b>	<b>REQUEST</b>		<b>CHANGE</b>		<b>APPROVED</b>	<b>FINCOM</b>	<b>CHANGE</b>
							<b>APPROVED</b>	
Propane Heat	\$ 8,400.00	\$ 7,500.00	\$ (900.00)	-10.71%	Negotiated Rate	\$ 7,500.00		-10.71%
Electricity	\$ 56,000.00	\$ 54,600.00	\$ (1,400.00)	-2.50%		\$ 54,600.00		-2.50%
Building Maintenance	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%		\$ 1,000.00		0.00%
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 Maintenance	\$ -	\$ 25,000.00	\$ 25,000.00	0.00%	Budgeted Vs. Annual Transfer	\$ 25,000.00		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	\$ 600.00	\$ 750.00	\$ 150.00	25.00%		\$ 750.00		25.00%
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	\$ 18,000.00	\$ 22,000.00	\$ 4,000.00	22.22%	Increased Premiums	\$ 22,000.00		22.22%
Telephone	\$ 2,100.00	\$ 2,200.00	\$ 100.00	4.76%	New Phone	\$ 2,200.00		4.76%
Postage	\$ 2,700.00	\$ 2,700.00	\$ -	0.00%		\$ 2,700.00		0.00%
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	\$ 35,000.00	\$ 35,000.00	\$ -	0.00%		\$ 35,000.00		0.00%
Uniforms	\$ 2,400.00	\$ 2,400.00	\$ -	0.00%		\$ 2,400.00		0.00%
Intergovernmental	\$ 140,301.00	\$ 167,162.00	\$ 26,861.00	19.15%	Rent and Services	\$ 167,162.00		19.15%
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>\$ 383,301.00</b>	<b>\$ 437,112.00</b>	<b>\$ 53,811.00</b>	<b>14.04%</b>		<b>\$ 437,112.00</b>	<b>\$ -</b>	<b>14.04%</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 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
Salaries															
Orcutt	Thomas	Supervisors	Superintendent	14		40	\$ 82,475.00			\$ 84,124.50				\$ 84,124.50	\$ 84,124.50
Iannacone	April	THL	Business Manager	9		40	\$ 38,077.00			\$ 38,838.54	1.0%			\$ 39,226.93	\$ 39,226.93
Other Pay							\$ 1,649.00						\$ 2,631.00		\$ 2,631.00
<b>TOTAL SALARIES</b>															<b>\$ 125,982.43</b>
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
Wages															
Brackett	George	Highway	Sr. Technician	6	\$33.08	40	\$ 69,468.00	\$ 33.74	40	\$ 70,452.46		\$ 33.74	\$ 1,390.00	\$ 70,452.46	\$ 71,842.46
Knox	Steven	Highway	Sr. Technician	5	\$28.15	40	\$ 59,115.00	\$ 28.71	40	\$ 59,952.74	2.0%	\$ 29.29		\$ 61,151.80	\$ 61,151.80
Summer Help					\$10.00	40	\$ 5,600.00	\$ 10.00	40					\$ 7,000.00	\$ 7,000.00
Other Pay							\$ 28,450.00						\$ 30,802.00		\$ 30,802.00
<b>TOTAL WAGES</b>															<b>\$ 170,796.26</b>

SEWER DEPARTMENT ENTERPRISE FUND  
200

<u>LINE ITEM</u>	FY 2018					FY 2018		
	<u>FY 2017</u>	<u>DEPARTMENT</u>		<u>PERCENT</u>	<u>REASON FOR CHANGE:</u>	<u>TOWN MANAGER</u>	<u>FINCOM</u>	<u>PERCENT</u>
	<u>APPROPRIATION</u>	<u>REQUEST</u>	<u>DIFFERENCE</u>	<u>CHANGE</u>		<u>APPROVED</u>	<u>APPROVED</u>	<u>CHANGE</u>
Treatment	\$ 320,000.00	\$ 315,000.00	\$ (5,000.00)	-1.56%		\$ 315,000.00		-1.56%
System Maintenance	\$ 111,000.00	\$ 111,000.00	\$ -	0.00%		\$ 111,000.00		0.00%
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	\$ 3,550.00	\$ 300.00	9.23%		\$ 3,550.00		9.23%
Water Meter Repairs	\$ 5,000.00	\$ 25,000.00	\$ 20,000.00	400.00%		\$ 25,000.00		400.00%
Postage/Printing	\$ 2,300.00	\$ 2,300.00	\$ -	0.00%		\$ 2,300.00		0.00%
Office Supplies	\$ 750.00	\$ 750.00	\$ -	0.00%		\$ 750.00		0.00%
Overhead/Intergovernmental/Benefits	\$ 41,642.00	\$ 29,108.00	\$ (12,534.00)	-30.10%		\$ 29,108.00		-30.10%
Legal Expenses	\$ 3,000.00	\$ 2,500.00	\$ (500.00)	-16.67%		\$ 2,500.00		-16.67%
Easements/Surveying	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%		\$ 1,500.00		0.00%
Miscellaneous - manhole maintenance	\$ 7,500.00	\$ 7,500.00	\$ -	0.00%		\$ 7,500.00		0.00%
Treatment Plant - Expansion/Upgrade	\$ 83,634.00	\$ 81,945.00	\$ (1,689.00)	-2.02%		\$ 81,945.00		-2.02%
Other:MIIA	\$ 550.00	\$ 600.00	\$ 50.00	9.09%		\$ 600.00		9.09%
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	\$ 13,000.00	\$ 13,000.00	\$ -	0.00%		\$ 13,000.00		0.00%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 606,126.00</b>	<b>\$ 606,753.00</b>	<b>\$ 627.00</b>	<b>0.10%</b>		<b>\$ 606,753.00</b>	<b>\$ -</b>	<b>0.10%</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 2017								FISCAL YEAR 2018								
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018	
Salaries																
Iannacone	April	THL	Business Manager	9		13	\$ 18,755.00		13	\$ 19,130.10	1.0%			\$ 19,321.40	\$ 19,321.40	
Other Pay													\$ 119.00		\$ 119.00	
TOTAL SALARIES																\$ 18,755.00
																\$ 19,440.40
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16	
FISCAL YEAR 2017								FISCAL YEAR 2018								
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018	
Wages																
Livezy	Ann	THL	Office Assistant	5	\$21.50	28	\$ 31,605.00	\$ 21.93	28	\$ 32,052.89		\$ 21.93		\$ 32,052.89	\$ 32,052.89	
Other Pay																
TOTAL WAGES																\$ 31,801.00
																\$ 32,052.89

LOCAL ACCESS CABLE DEPARTMENT  
300

<u>LINE ITEM</u>	FY 2018					FY 2018		<u>PERCENT</u> <u>CHANGE</u>
	<u>FY 2017</u> <u>APPROPRIATION</u>	<u>DEPARTMENT</u> <u>REQUEST</u>	<u>DIFFERENCE</u>			<u>TOWN MANAGER</u> <u>APPROVED</u>	<u>FY 2018</u> <u>FINCOM</u> <u>APPROVED</u>	
Telephone/internet	\$ 3,500.00	\$ 3,500.00	\$ -	0.00%		\$ 3,500.00		0.00%
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	\$ 250.00	\$ 50.00	25.00%		\$ 250.00		25.00%
Travel and Conferences	\$ 2,000.00	\$ 1,000.00	\$ (1,000.00)	-50.00%		\$ 1,000.00		-50.00%
Equipment Maintenance	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%		\$ 1,000.00		0.00%
Software/Service Maintenance	\$ 2,000.00	\$ 1,000.00	\$ (1,000.00)	-50.00%		\$ 1,000.00		-50.00%
Other:Benefits	\$ 53,155.00	\$ 55,779.00	\$ 2,624.00	4.94%		\$ 55,779.00		4.94%
Other:Legal	\$ 1,000.00	\$ 500.00	\$ (500.00)	-50.00%		\$ 500.00		-50.00%
Other: Freelance Meeting Coverage	\$ 3,500.00	\$ 3,500.00	\$ -	0.00%		\$ 3,500.00		0.00%
Other: Shared Employee Expense		\$ 2,590.00	\$ 2,590.00	0.00%		\$ 2,590.00		0.00%
Other: Advertising/Marketing	\$ 1,500.00	\$ 1,000.00	\$ (500.00)	-33.33%		\$ 1,000.00		-33.33%
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>\$ 73,075.00</b>	<b>\$ 75,339.00</b>	<b>\$ 2,264.00</b>			<b>\$ 75,339.00</b>	<b>\$ -</b>	<b>3.10%</b>

Benefits Breakdown:

Retirement	\$ 28,119.77
Health, Program Director	\$ 19,858.94
Health, Production Technician	\$ 6,300.00
Medicare	\$ 1,500.00
Total	\$ 55,778.71

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 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
Salaries															
Colman	Robert	Supervisors	Manager	8		40	\$ 67,295.00			\$ 68,640.90	1.5%		\$ 500.00	\$ 69,670.51	\$ 70,170.51
TOTAL SALARIES							\$ 67,295.00								\$ 70,170.51
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2017								FISCAL YEAR 2018							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-16	Rate	Hours	Proposed Increase 1-Jul-17	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2018
Wages															
Doucette	Ashley	THL	Production Tech	4	\$18.30	40	\$ 38,430.00	\$ 18.67	40	\$ 38,974.61	1.0%	\$ 18.85		\$ 39,364.35	\$ 39,364.35
Vacant		THL	Production Asst.	2	\$14.50	15	\$ 11,418.75	\$ 14.79	15	\$ 11,580.57		\$ 14.79		\$ 11,580.57	\$ 11,580.57
Other Pay							\$ 11,980.00								
TOTAL WAGES							\$ 61,828.75								\$ 50,944.92



**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:*  
John J. McCaffrey  
James L. Gmeiner  
Greg R. Fishbone

**Fiscal Year 2018 Revenue Projections :**

<b>Rates</b>	\$ 800,511.00
<b>Processing Charge</b>	\$ 97,500.00
<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>	\$ 27,000.00
<b>Total Revenue</b>	<u>\$ 1,132,011.00</u>
 <b>Total Expenses</b>	 \$ 1,131,936.00
 <b>Projected Surplus (Deficit)</b>	 <u><u>\$ 75.00</u></u>

## Groton Water Department

### Fiscal Year 2018 Vehicle Inventory

<u>Vehicle I.D.</u>	<u>User</u>	<u>Make</u>	<u>Model</u>	<u>Year</u>	<u>2014 Mileage*</u>	<u>2015 Mileage*</u>	<u>2016 Mileage</u>
Water 1 (W-1): Orcutt #5TFUX4EN6DX024048		Toyota	Tacoma	2013	-	17,581	23,650
Water 2 (W-2): Brackett #1FTBF2B63EEB56418		Ford	F 250	2014	5,448	16,414	28,340
Water 3 (W-3): Knox #1FTEX1EM1CFB49778		Ford	F 150	2012	25,261	38,227	50,004
Water 4 (W-4): Spare #1FTZR45E52TA026868		Ford	Ranger	2002	-	52,204 **	53,960

Note: \*Mileage as of 11/12/14

\*Mileage as of 11/09/15

\*Mileage as of

\*\*Re-built engine installed in July 2015

ID#	Description	FY13	FY14	FY15	FY16	FY17	FY18	FY19
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
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
<b>Total</b>		<b>\$ 361,980.15</b>	<b>\$ 361,605.57</b>	<b>\$ 361,216.14</b>	<b>\$ 358,850.07</b>	<b>\$ 356,716.12</b>	<b>\$ 357,219.56</b>	<b>\$ 357,729.79</b>
Whitney Well Upgrades (based on borrowing \$350K)							\$ 40,825.00	\$ 42,663.00
<b>Total Per Fiscal Year</b>							<b>\$ 398,044.56</b>	<b>\$ 400,392.79</b>



ID#	Description	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27
2909	Water System Upgrade	\$ 282,368.79	\$ 282,653.04	\$ 282,596.67	\$ 281,511.78	\$ 279,893.15	\$ 279,395.13	\$ -	\$ -
2997	Water SRF Loan 2	\$ 75,796.18	\$ 75,697.97	\$ 75,598.44	\$ 75,496.01	\$ 75,393.09	\$ 75,287.08	\$ 75,178.39	\$ 75,068.40
<b>Total</b>		<b>\$ 358,164.97</b>	<b>\$ 358,351.01</b>	<b>\$ 358,195.11</b>	<b>\$ 357,007.79</b>	<b>\$ 355,286.24</b>	<b>\$ 354,682.21</b>	<b>\$ 75,178.39</b>	<b>\$ 75,068.40</b>

Whitney Well Upgrades (t \$ 43,975.00 \$ 44,150.00 \$ 43,975.00 \$ 42,575.00 \$ 41,175.00 \$ 39,775.00 \$ 38,375.00 \$ 36,400.00

**Total Per Fiscal Year** \$ 402,139.97 \$ 402,501.01 \$ 402,170.11 \$ 399,582.79 \$ 396,461.24 \$ 394,457.21 \$ 113,553.39 \$ 111,468.40

## Water Income - 9 Year Analysis

RATES	2016	2015	2014	2013	2012	2011**	2010*	2009*	2008	Avg.	FY18 Budget Recommendation
Use Chgs	\$ 843,844.00	\$ 786,600.00	\$ 789,178.00	\$ 804,988.95	\$ 783,201.47	868,965.42	682,023.23	679,310.21	734,203.52	774,701.64	745,000.00
Other Fees	\$ 1,863.00	\$ 17,984.00	\$ 12,465.00	\$ 18,301.78	\$ 16,904.86	14,924.87	15,387.16	11,429.32	15,718.77	13,886.53	4,700.00
Hydrants	\$ 23,841.00	\$ 23,957.00	\$ 23,957.00	\$ 22,922.38	\$ 22,922.38	23,841.03	23,479.71	18,120.24	17,737.12	22,308.65	23,000.00 rate change 2009
Sprinklers	\$ 23,214.00	\$ 23,162.00	\$ 23,162.00	\$ 24,075.87	\$ 24,075.87	22,513.81	23,212.41	17,166.38	17,136.50	21,968.76	24,000.00 rate change 2009
Public Fire Protection	\$ 34,152.00	\$ 33,849.00	\$ 33,632.00	\$ 32,013.20	\$ 31,950.68	31,928.18	31,842.88	4,875.00	-	26,026.99	33,000.00 new chg in 2009
Processing Fee	\$ 76,880.00	\$ 75,690.00	\$ 74,510.00	\$ 70,498.00	\$ 70,378.00	69,764.47	69,178.37	69,220.94	67,379.68	71,499.94	75,000.00
<b>Totals</b>	<b>\$ 1,003,794.00</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>930,392.52</b>	<b>904,700.00</b>
<b>CONSTRUCTION</b>											
System Development	\$ 98,750.00	\$ 90,000.00	\$ 76,250.00	\$ 98,750.00	\$ 65,000.00	36,268.38	51,731.62	42,750.00	60,250.00	68,861.11	62,500.00
Service Install/Repairs	\$ 35,975.60	\$ 26,003.00	\$ 28,440.00	\$ 29,185.84	\$ 22,977.07	46,574.22	29,334.01	19,064.77	32,657.93	30,023.60	45,500.00
<b>Totals</b>	<b>\$ 134,725.60</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>98,884.72</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	5,702.67	2,500.00
Backflows	\$ 13,750.00	\$ 14,200.00	\$ 10,700.00	\$ 14,400.00	\$ 3,700.00	10,350.00	15,600.00	11,150.00	11,100.00	11,661.11	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	14,006.80	1,000.00
Other Reimb Expenses	\$ 11,374.00	\$ 2,505.00	\$ 18,936.00	\$ 847.83	\$ 1,405.55	340.08	939.52	4,288.25	1,103.29	4,637.72	500.00 lost GIS income FY10
<b>Totals</b>	<b>\$ 25,124.00</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>36,008.30</b>	<b>14,300.00</b>
	<b>\$ 1,028,918.00</b>										
											<b>\$ 1,027,000.00</b>

\*Wet summers

\*\*Economic Slowdown

<b><u>Groton Water Department</u></b>				
<i>Connection Fee Forecast for FY 2018</i>				
<b><u>Project:</u></b>	<b><u># Of Units</u></b>	<b><u>Total Value</u></b>	<b><u>%</u></b>	<b><u>Value in FY2018</u></b>
Cross Roads Plaza (2-2”R + 4”F)	2R/1C	\$ 22,500.00	100%	\$ 30,000.00
Monarch Path (15 x 1-1/2”R)	15R	\$ 75,000.00	7%	\$ 5,000.00
NE Shirdi Temple (8R + 3-4”F)	8R/3C	\$ 75,000.00	33%	\$ -
Chamberlain Woods	8R	\$ 30,000.00	25%	\$ -
Rocky Hill (84R)	84R/52R	\$ 315,000.00	2%	\$ 7,500.00
#134 Main Street (1-4”F & 3-2”F)	7R 3C	\$ 26,250.00 \$ 37,500.00	0% 0%	\$ 3,750.00
#128 Main Street (2-6”C – 4R)	4R* 2C	\$ - \$ 50,000.00	0% 50%	\$ - \$ -
Miscellaneous	4R	\$ 3,750.00		\$ 15,000.00
<b>Total Value</b>		\$ 635,000.00		\$ 61,250.00
<b>Total Anticipated Revenue for FY 2018</b>				<b>\$ 61,250.00</b>
<b><u>Other notable projects under consideration by developers/landowners:</u></b>				
Chestnut Hill (Webber) 4 - 1” Domestic			\$	11,250.00
Indian Hill -			\$	40,000.00

Pay to: Town of Groton

Interdepartmental Reimbursement

FY 2018 Budget Projection

Water Department

Active Employees	George B.	Stephen K.	April I	Tom O.		Totals
Health Insurance	\$20,461.00	\$20,461.00	\$11,230.00	\$20,461.00		\$72,613.00
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)					\$67,687.00	\$67,687.00
Retired Employees	J. Walsh	S. Collette				
Health Insurance	\$3,105.00	\$3,105.00				\$6,210.00
Life Insurance	\$14.00	\$14.00				\$28.00
Overhead						
Electricity/Heat/Maint.(2%of 125,000)	\$2,500.00					\$2,500.00
Salaries (TM,TA,TC&T)	\$12,963.45					\$12,964.00
TM (3.15% of \$138,002)	\$4,347.06					
TA (3.15% of \$84,897)	\$2,674.26					
TT/C (3.15% of \$85,808)	\$2,702.95					
IT (3.15% of \$102831)	\$3,239.18					
Total All Charges ----->						\$167,162.00

Medicare Matching:

Retirement Assessment:Based on Treasurer's Report

## 2018 TOWN OF GROTON MINOR CAPITAL PLAN

<b>Program</b>	Water		
<b>Lead Department</b>	Water Department		
<b>Project Name</b>	Water Meters		
<b>New</b>	Yes	<b>Replacement</b>	No
<b>Current Age</b>	N/A	<b>Estimated Life</b>	10 years

**Reason for need:** In Fiscal Year 2017, the Groton Water Department began replacing its radio units for the water meters. This will continue in Fiscal Year 2018 under Minor Capital (Water Meters) and will continue 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 Water Department's Operating Budget and not from the Water Enterprise Reserves Fund transfers.

<b>Meters w/Radio's</b>	\$10,000.00
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<b>Total Cost</b>	\$ 10,000.00
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**Funding Source:** Water Revenue

<b>Sewer Full Budget FY2018</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>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>	<b>FY2017</b>	<b>FY2018</b>
	10% T1 decr.										
<b>INCOME:</b>											
Rates	558,787.74	564,247.08	536,525.00	524,435.76	536,525.00	537,950.00	536,525.00	523,231.05	563,242.00	146,267.75	530,000.00
Sewer Rate Relief											
Perm. Priv. Asses./GBF	17,745.00	37,245.00	20,000.00	6,500.00	6,500.00	-	-	-	6,500.00		
Capacity	4,342.80	5,790.40	5,000.00	1,447.60	4,345.00	10,133.20	9,410.00	20,463.80	8,686.00	2,895.20	54,153.00
Inspec/Apl. Fees/Drainlayer Fees & Other Miscellaneous	500.00	375.00	500.00	150.00	500.00	800.00	500.00	953.24	500.00	382.81	500.00
GDRHS O & M Charge (ps & system)	15,130.00	24,270.31	16,000.00	17,182.08	20,000.00	24,395.86	21,000.00	13,322.83	24,000.00	4,003.41	20,000.00
Capacity Access Fee								-			
Interest - MMDT	550.00	822.13	550.00	724.34	500.00	664.70	600.00	1,610.45	600.00	484.02	600.00
Boston Rd. - Debt			15,260.00		15,257.00		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		7,533.00
Old Ayer Rd. - Debt			2,484.00		3,967.00		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		1,875.00
Interest - General Fund	1,000.00	568.28	1,000.00	1,700.77	600.00	1,095.47	600.00	1,142.78	900.00		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		1,000.00
GBF/Capacity - Old Ayer & Boston Betterments	14,863.73	15,420.98	13,425.00	13,674.21	14,364.00	13,151.25	14,364.00	13,677.44	13,152.00		13,152.00
<b>Reserve Transfer - Pump Station Upgrades</b>	26,805.01	26,805.01	120,000.00	120,000.00			-		-		
<b>Reserve Transfer</b>			90,000.00	190,000.00	56,884.00	156,884.00	48,459.00	98,216.00	51,252.00		50,903.00
<b>Prior Year Encumbrance</b>						1,750.00		300.00			
<b>TOTAL INCOME</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>672,917.59</b>	<b>698,276.00</b>	<b>154,033.19</b>	<b>699,840.00</b>
<b>EXPENSES</b>											
<b>OPERATING EXPENSE</b>											
Treatment	318,000.00	291,029.66	350,000.00	314,037.44	325,000.00	306,663.50	335,000.00	285,856.06	320,000.00	59,578.01	315,000.00
System Maintenance (PS & System) - Pepperell	85,500.00	85,891.72	88,000.00	98,756.35	88,000.00	108,279.01	91,000.00	115,969.57	111,000.00	27,984.97	111,000.00
Fuel (Gas/ Propane)	550.00	434.37	1,000.00	531.56	1,000.00	564.86	1,000.00	519.03	1,000.00	50.32	1,000.00
Electric	8,600.00	9,102.83	8,600.00	7,861.76	9,000.00	8,480.42	10,000.00	7,191.10	10,000.00	841.32	10,000.00
Telemetry	3,000.00	3,057.81	3,000.00	3,002.42	3,250.00	2,903.38	3,250.00	3,229.08	3,250.00	540.30	3,550.00
Pepperell Upgrade	53,609.56	53,609.65	53,610.00	53,459.32	53,610.00	53,307.09	26,717.00	26,716.60	53,434.00	0.00	52,445.00
Pepperell Expansion	30,155.38	30,155.42	30,200.00	30,070.86	30,200.00	29,985.24	30,200.00	30,056.18	30,200.00	0.00	29,500.00
Nod Rd/PB Woods Pump Station Upgrades			100,000.00	69,029.00		8,806.20	-	-	-		0.00
Environmental Partners (Prev W&C) Engineering	5,000.00	7,816.92	34,000.00	5,428.75	15,000.00	25,458.48	16,000.00	2,814.26	13,000.00	0.00	13,000.00

<b>OFFICE EXPENSE</b>											
Wages	19,867.32	19,125.67	20,883.00	21,290.00	30,115.00	26,065.18	30,865.00	26,850.53	31,801.00	5,504.59	32,053.00
1/3 of Bus. Mgr.	17,670.00	18,522.30	17,300.00	12,801.75	17,585.00	17,584.65	18,026.00	18,026.26	18,755.00	4,327.89	19,440.00
Intergovernmental	14,520.00	19,432.54	14,520.00	33,623.98	33,355.00	32,593.10	34,926.00	33,940.56	41,642.00	8,724.05	29,108.00
Postage/Printing	1,200.00	833.43	1,200.00	1,773.82	2,200.00	2,185.45	2,200.00	2,142.15	2,300.00	244.88	2,300.00
Office Supplies	772.20	2,203.26	500.00	446.72	1,000.00	188.66	1,000.00	330.12	750.00	85.58	750.00
Telephone	275.00		275.00		-		-	-	-		0.00
Legal/ Advertising Expenses	6,000.00	40.50	6,000.00	825.20	4,000.00	246.00	4,000.00	458.50	3,000.00	157.50	2,500.00
Easements/Surveying	2,500.00		2,500.00		2,500.00		1,500.00	-	1,500.00	0.00	1,500.00
Misc.-repair, infiltr, manholes, etc.	50,000.00	19,528.88	40,000.00	29,355.86	10,000.00	11,806.00	10,000.00	1,272.12	7,500.00	0.00	7,500.00
Software Service Contract	2,000.00		2,000.00	1,454.40	2,000.00	1,465.01	2,000.00	1,481.01	2,000.00	0.00	2,000.00
Meter Repairs	1,200.00	1,941.87	2,000.00	1,994.16	2,000.00	356.10	2,500.00	3,987.92	5,000.00	7,895.13	25,000.00
MIIA	500.00	457.90	500.00	487.89	500.00	517.44	550.00	529.92	550.00	514.10	600.00
Other Misc Expenses		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											
Interest											
Boston Road - Principal			16,650.00		16,648.00		16,648.00		16,648.00		16,648.00
Boston Road - Interest			10,030.00		8,370.00		7,533.00		7,345.00		7,533.00
Old Ayer Road - Principal			8,353.00		8,353.00		8,353.00		8,353.00		8,353.00
Old Ayer Road Interest			5,032.00		4,200.00		3,780.00		3,968.00		3,780.00
Deferred debt payment per agreement with Town											
<b>Other Financing Uses - Hollis St payoff from E&amp;D</b>											
<b>SRF Funding - \$330,000</b>											
Principal	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	4,050.00	4,050.00
Interest	1,567.86	1,567.86	1,400.00	1,399.71	1,230.00	1,227.75	1,056.00	1,055.46	1,230.00	343.25	1,230.00
<b>TOTAL EXPENSES</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>662,154.00</b>	<b>566,695.14</b>	<b>698,276.00</b>	<b>120,841.89</b>	<b>699,840.00</b>
Balance											
<b>Net Income</b>	<b>15,020.00</b>	<b>91,822.65</b>	<b>28,525.00</b>	<b>184,937.10</b>	<b>-</b>	<b>103,343.65</b>	<b>-</b>	<b>106,222.45</b>	<b>-</b>	<b>33,191.30</b>	<b>0.00</b>

## Pay to: Town of Groton

### Interdepartmental Reimbursement

### FY 2018 Budget Projection

### Sewer Department

Active Employees	Ann L.	April I.	Totals
Health Insurance		\$5,615.00	\$5,615.00
Life Insurance			\$0.00
Town Share: Medicare		\$600.00	\$600.00
Town Share: Retirement (See attached)		\$11,617.00	\$11,617.00
<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 125,000)	\$750.00		\$750.00
Salaries - TM (1.8% of \$138,002)	\$2,489.00		\$2,489.00
TA - (1.8% of \$84,897)	\$1,531.00		\$1,531.00
TT - (1.8% of \$85,808)	\$1,547.00		\$1,547.00
IT -	\$1,854.00		\$1,854.00
<b>Total All Charges</b> ----->			<b>\$29,108.00</b>

Medicare Matching:

Retirement Assessment:Based on Treasurer's Report



## Capacity/PPA Estimate for FY2018 Sewer Budget

<b>Project</b>	<b>Est Pay Date</b>	<b>Est Capacity</b>	<b>Est GBF/PPA</b>	<b>Comments</b>
Boynton Meadows	FY2017	\$ 7,238.00	\$ -	1,110 gpd @ 6.58
Unforeseen connections	FY2018	\$ 1,447.60	\$ -	Est 2 additional bedrooms
128 Main St. - Inn	FY2018	\$ 23,918.30	\$ -	3,635 gpd @ 6.58 (est 8,370 need and 4,735 property existing)
128 Main St. - Restaurant	FY2019	\$ 36,848.00	\$ -	5,600.00gpd@ 6.58
PC Myette 120 Boston Rd	FY2016	\$ 16,844.80	\$ -	2,560 gpd @ 6.58 for medical office ** received FY16
20 Station Ave (Old Fire Station)	FY2018	\$ 28,787.50	\$ -	** Est 4,375 gpd rest 125 @ 35
FY17 Budget Impact =		<u>\$ 54,153.40</u>	<u>\$ -</u>	

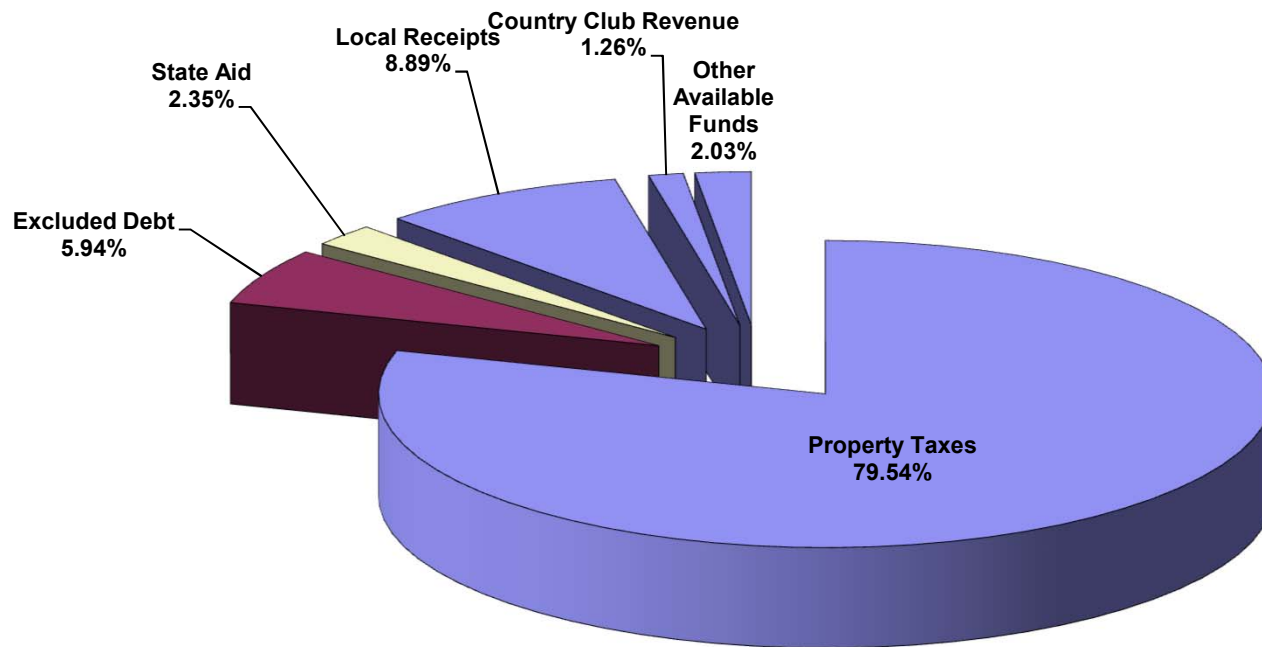
\*\* Main St and Myette projects not budgeted for FY2016 due to multiple delays and no certain timeframes

Fiscal Year 2018 - Groton Dunstable Regional High School  
O&M Charges billed to School

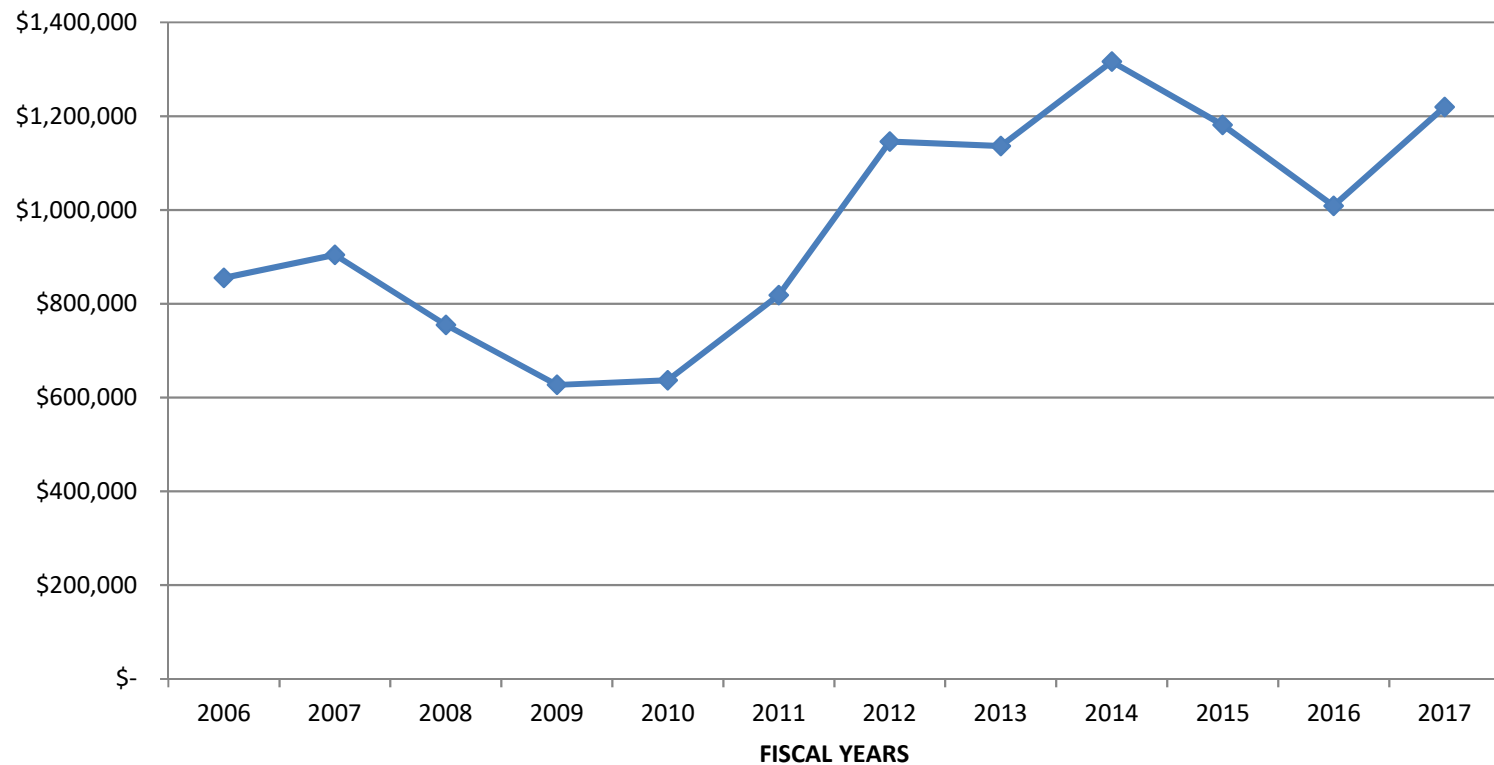
<u>Date</u>	<u>O&amp;M Charges</u> <u>Charge</u>	<u>Treatment</u> <u>Rates Chg</u>	<u>Units</u>	<u>Treatment</u> <u>Est for FY18</u>	<u>Total Est FY2018</u> <u>using FY16 O&amp;M</u>
			1.06		
6/30/2016	1,037.86	398.39	375.84	414.33	1,079.37
5/30/2016	1,516.24	595.52	561.81	619.34	1,576.89
4/30/2016	1,143.40	625.83	590.4	650.86	1,189.14
3/31/2016	1,795.08	527.30	497.45	548.39	1,866.88
2/28/2016	1,096.37	383.88	362.15	399.24	1,140.22
1/31/2016	1,290.08	498.27	470.07	518.20	1,341.68
12/31/2015	1,739.32	474.08	447.25	493.04	1,808.89
11/30/2015	1,135.04	472.87	446.11	491.78	1,180.44
10/31/2015	1,163.82	614.02	579.26	638.58	1,210.37
9/30/2015	1,514.42	474.30	447.45	493.27	1,575.00
8/31/2015	1,143.23	141.78	133.76	147.45	1,188.96
7/31/2015	1,102.07	363.84	343.25	378.39	1,146.15
	<b>15,676.93</b> <i>Total FY2016</i>	<b>5,448.23</b> <i>Total FY2016</i>		<b>5,792.88</b> <i>(Est 4% increase)</i>	<b>16,304.01</b>

# Sources of Revenue

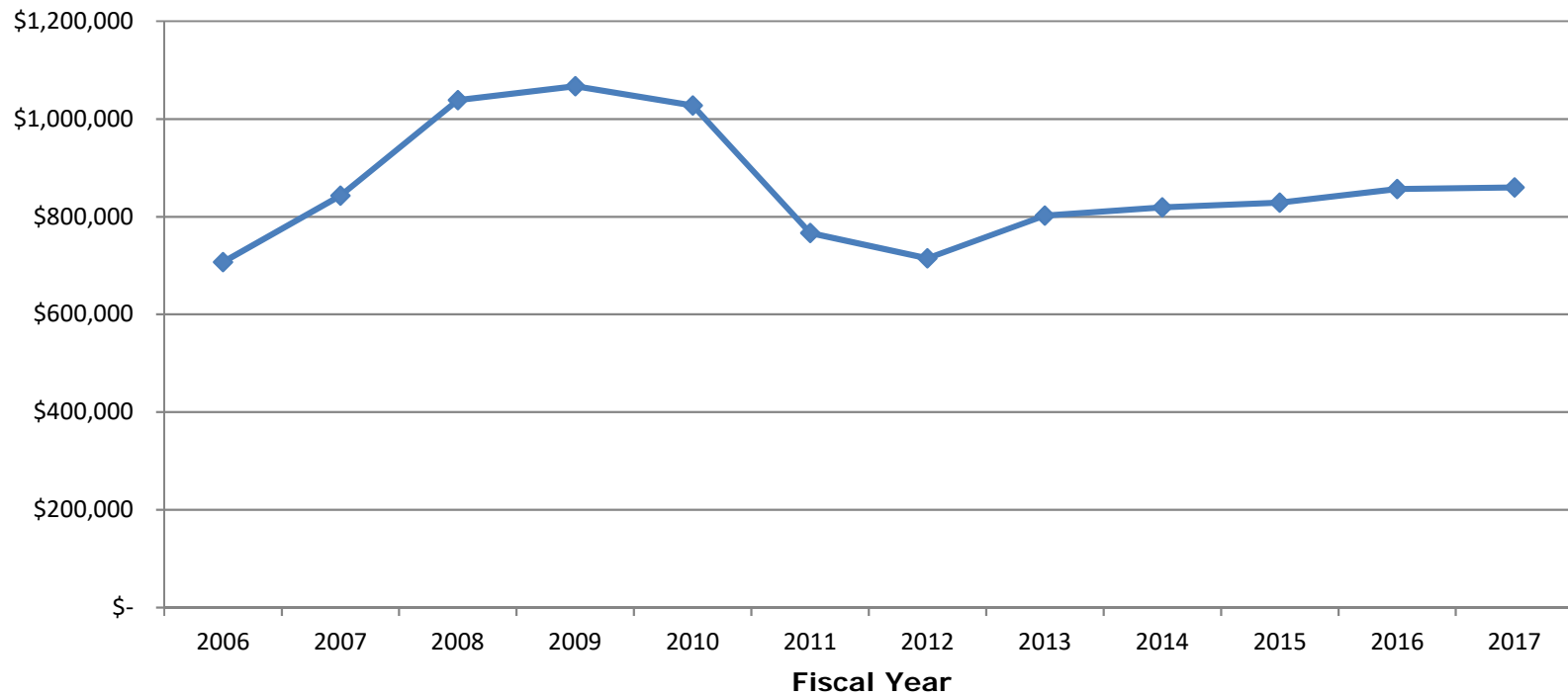
## Fiscal Year 2018



**TOWN OF GROTON  
FREE CASH HISTORY  
FISCAL YEARS 2006 - 2017**

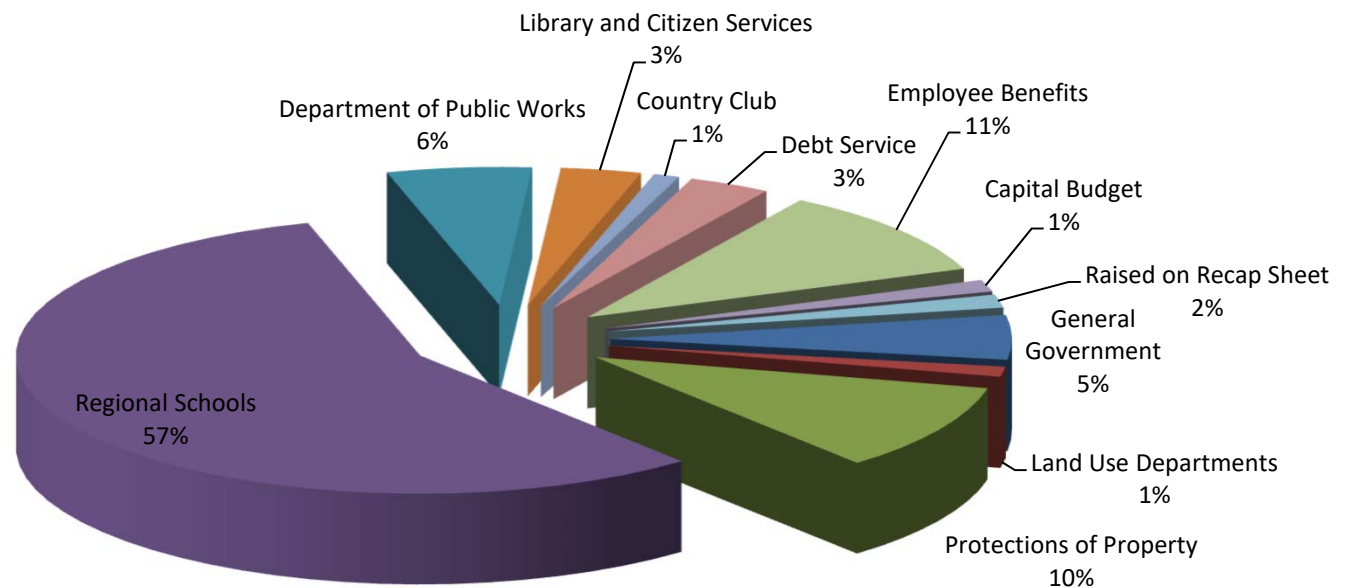


**TOWN OF GROTON  
STATE AID HISTORY  
FISCAL YEARS 2006 - 2017**



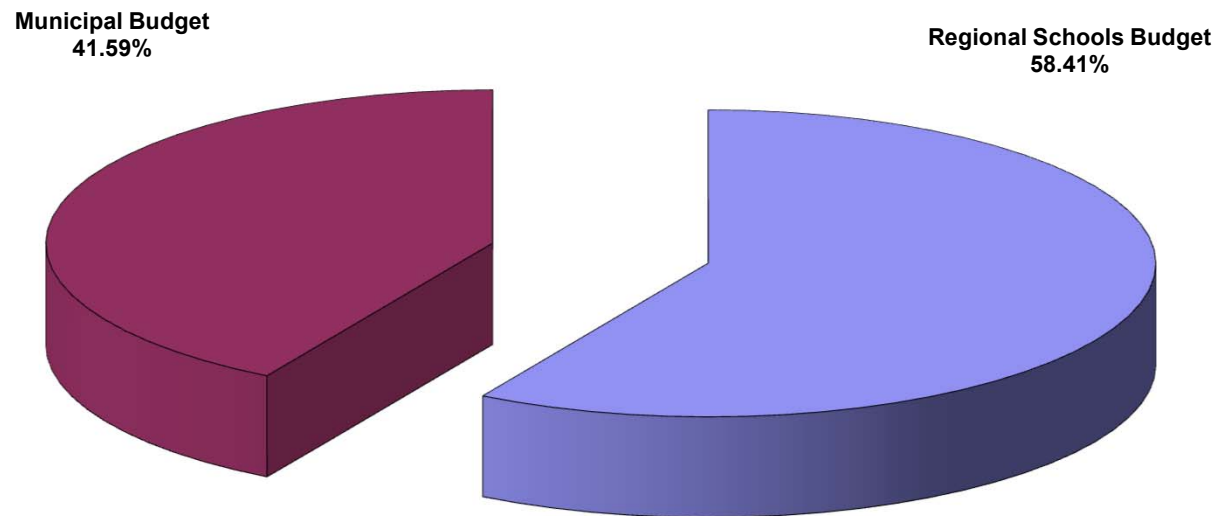
# "Where Your Tax Dollars Go"

## Fiscal Year 2018 Expenditure Analysis

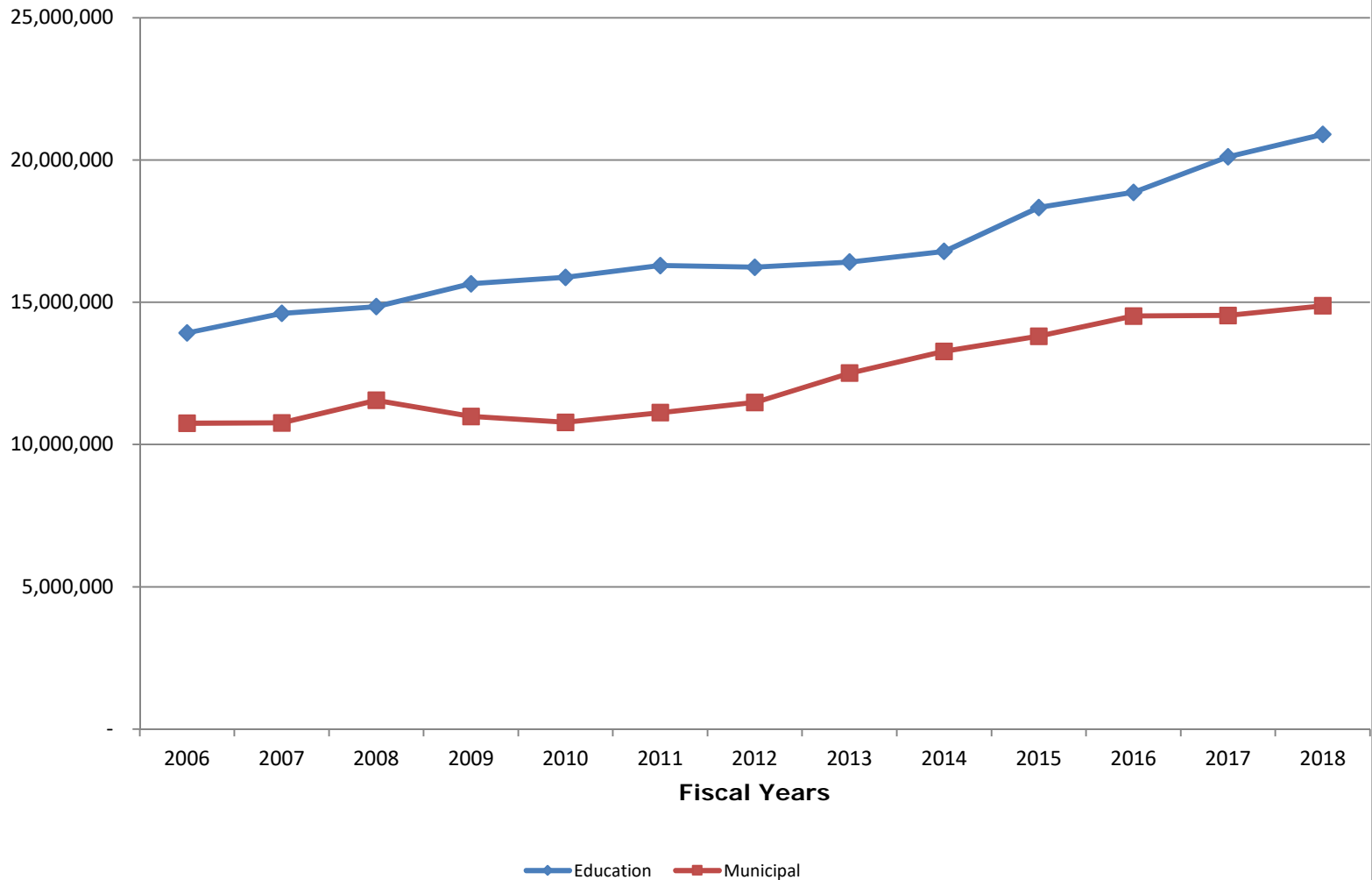


## PROPERTY TAX IMPACT

Fiscal Year 2018

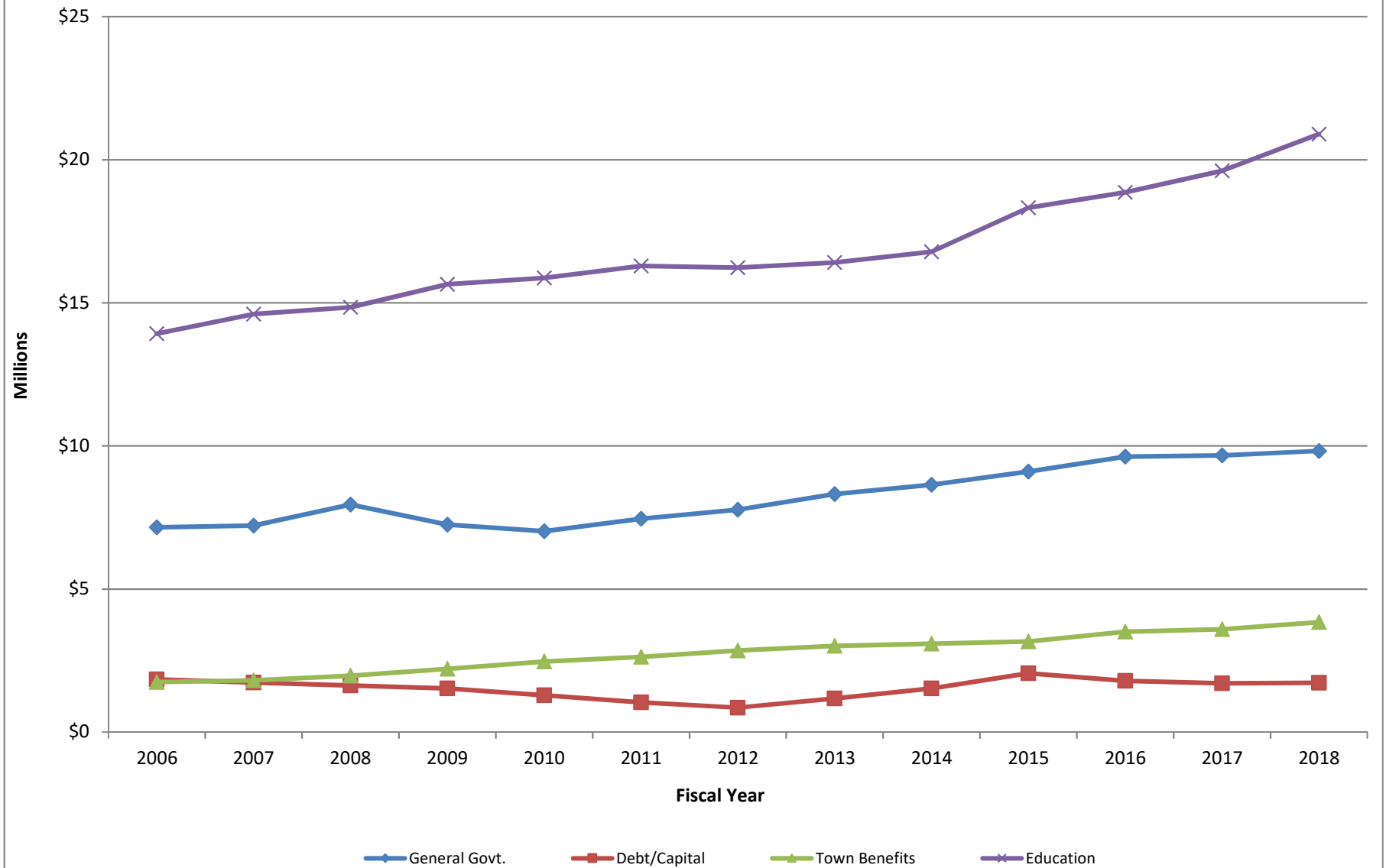


## Trends in Municipal/Education Spending Fiscal Years 2006-2018





## Municipal Spending by Function Fiscal Years 2006 - 2018



Source: Town Operating Budgets