

# Town of Groton, Massachusetts



## Fiscal Year 2020 Town Manager's Proposed Operating Budget

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## **BUDGET EXPLANATION**



**Town Manager**  
Mark W. Haddad

## TOWN OF GROTON

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## Select Board

Barry A. Pease, *Chairman*  
Alison S. Manugian, *Vice-Chairman*  
John R. Giger, *Clerk*  
Joshua A. Degen, *Member*  
Rebecca H. Pine, *Member*

**To:** *Honorable Select Board  
Honorable Finance Committee*

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

**Subject:** *Fiscal Year 2020 – Proposed Town of Groton Operating Budget*

**Date:** *December 31, 2018*

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 2020 Operating Budget for the Town of Groton. This is the eleventh budget that I have submitted as your Town Manager. It is also the fourth year where the Select Board and Finance Committee have provided direction prior to the development of the proposed budget in compliance with the revised Financial Policies of the Town (and soon to be approved Revised Charter). 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 2020 Proposed Operating Budget. At the initial meeting to provide direction in October, the Select Board and Finance Committee voted unanimously to provide the following direction to the Town Manager and Finance Team:

1. The total increase in the Municipal Budget (minus excluded debt) shall be no greater than 2.54%.
2. The Town Manager shall submit a balanced budget, without the need of an override of Proposition 2½.
3. With the exception of fully funding the two new Firefighter Positions in FY 2020, there shall be no new benefited positions proposed.
4. The Town Manager shall track changes in revenue projections (limited to three times per year) and provide revised estimates on December 31, 2018, March 31, 2019 and October 31, 2019.

On October 31, 2018, the Town Manger released budgetary preparation instructions to all Departments, Boards, Committees and Commissions outlining the guidance provided to the Finance Team. Subsequent to the issuance of the Guidance, the Select Board voted to direct the Town Manager to include any proposed Other Post Employment Benefit (OPEB) Funding in the Operational Budget.

Budgets were due on November 21, 2018 and review meetings with the Finance Team took place between November 26 and November 28, 2018. When the reviews were completed and work began on balancing the budget to meet the Budget Guidance (including the additional directive on OPEB), the Finance Team determined that there were four issues for which they wanted to seek additional guidance from the Select Board and Finance Committee. This was done in an effort to avoid any confusion when the final budget was delivered on December 31, 2018. Two of the issues will not re-occur in Fiscal Year 2021; one was added after the original guidance was provided, and one was a request for additional hours. To explain further, February, 2020 is a Leap Year and this will add an extra day's pay to our hourly employees. The calculated cost of this additional is \$8,020. This will most certainly not re-occur in FY 2021. The second issue has to do with Performance Incentives for many of our Department Heads. During Collective Bargaining this past year, we negotiated a change in the way this is paid. In Fiscal Year 2020, the amount for the incentive of \$25,123 will be paid out of Free Cash as a one-time cash payment which will not add to the FY 2021 starting base pay. The third issue is the Town's FY 2020 Contribution to the OPEB Trust. In previous years, this contribution was appropriated in a separate article at Town Meeting. As stated above, the Board directed the Town Manager to include the OPEB Appropriation in the Operating Budget. In FY 2019, the Town appropriated \$100,000 from Free Cash for this purpose and in FY 2020, based on the recommendation from our Actuary (explained later in this memorandum), we will be proposing that we appropriate \$169,000 from Free Cash to keep our OPEB Liability from growing. This will increase the budget by \$69,000 bringing the total of these three issues to \$102,143 or .67% of the FY 2019 Budget. Since two of these are one-time costs, and one was not included in the original projections when the Select Board and Finance Committee voted the FY 2020 Guidance, we requested that the Select Board and Finance Committee consider excluding these increases from the 2.54% Guidance.

The fourth issue was a request from the Principal Assistant Assessor to increase the hours of the Assistant Assessor from 35 to 40 hours in FY 2020 to address the reduction of a position in the Office in FY 2018. The Office lost 22 hours of employee man hours and would like to recoup some of those hours by increasing the Assistant Assessor by five (5) hours. In an effort to comply with the spirit of the Guidance, the Finance Team wanted to ensure that adding additional hours to a position was acceptable to the Select Board and Finance Committee. To that end, we asked for a waiver on this position so that these hours could be included in the proposed budget, as long as the budget stayed within the 2.54% Guidance. On December 3, 2018, the Select Board and Finance Committee met in joint session to address these requests. Both Boards voted unanimously to account for the OPEB Funding outside of the 2.54% Guidance and to allow for an increase in the Assistant Assessor's hours from 35 to 40 in Fiscal Year 2020. The Leap Year Funding and Supervisor Performance Incentive increases shall be included within the 2.54% Guidance.

I am pleased to report that the Proposed Fiscal Year 2020 Operating Budget meets the directive that keeps municipal spending to an increase of 1.93% (including OPEB Funding), well under the 2.54% Guidance while continuing to provide the same level of services that our residents currently receive. We have also set aside the funding necessary to meet the priority needs of the Groton Dunstable Regional School District in Fiscal Year 2020 (as currently anticipated by the District Superintendent). This budget does utilize all of the anticipated levy capacity expected in Fiscal Year 2020.

As is always the case, the Commonwealth has yet to begin its budget deliberations. We determined that State Aid has been very stable over the past six years as Governor Charlie Baker continues to make local aid a priority. We are confident this will not change in Fiscal Year 2020. Therefore, we believe that it is realistic to level fund State Aid in Fiscal Year 2020. 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 \$140,000. In addition, Fiscal Year 2020 will be the first year that we are able to collect the Local Room Occupancy Tax, which the Town Meeting set at three (3%) percent effective July 1, 2019. At this time, we believe it will generate approximately \$50,000 in FY 2020. Finally, the FY 2019 Operating Budget came in \$76,942 under the levy limit. This funding is available for expenditure in Fiscal Year 2020. 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 2020 that can be used to fund the Proposed Operating Budget:

| <b><u>Revenue Source</u></b>               | <b><u>Actual<br/>FY 2019</u></b> | <b><u>Proposed<br/>FY 2020</u></b> | <b><u>Dollar<br/>Change</u></b> | <b><u>Percent<br/>Change</u></b> |
|--|----------------------------------|------------------------------------|---------------------------------|----------------------------------|
| Property Tax**                             | \$ 30,650,535                    | \$ 31,778,998                      | \$ 1,128,463                    | 3.68%                            |
| State Aid                                  | \$ 909,717                       | \$ 909,717                         | \$ -                            | 0.00%                            |
| Local Receipts                             | \$ 3,993,241                     | \$ 4,120,480                       | \$ 127,239                      | 3.19%                            |
| Enterprise Fund Reimbursement for Benefits | \$ 237,633                       | \$ 236,288                         | \$ (1,345)                      | -0.57%                           |
| Free Cash                                  | \$ -                             | \$ 33,143                          | \$ 33,143                       | 100.00%                          |
| Other Available Funds                      | \$ 305,000                       | \$ 300,000                         | \$ (5,000)                      | -1.64%                           |
| <b>TOTAL</b>                               | <b>\$ 36,096,126</b>             | <b>\$ 37,378,626</b>               | <b>\$ 1,282,500</b>             | <b>3.55%</b>                     |

\*\*Includes two and one-half percent increase allowed by law and \$20 million in new growth.

The Guidance also stated that the Town Manager shall track changes in revenue updates and provide revised estimates on December 31, 2018, March 31, 2019 and October 31, 2019. Since I had provided an estimate in October when the original guidance was offered, the following is a comparison between those estimates and the estimates we are using to balance the proposed operating budget on December 31, 2018:

**FY 2020 Revenue Estimates**

|  | <u>Oct. 31, 2018</u> | <u>Dec. 31, 2018</u> |
|--|----------------------|----------------------|
| Anticipated 2½% Increase                         | \$ 765,425           | \$ 766,263           |
| New Growth - Calculated at \$20 million in Value | \$ 381,000           | \$ 362,200           |
| State Aid  | \$ -                 | \$ -                 |
| Free Cash  | \$ -                 | \$ 33,143            |
| Other Available Funds                            | \$ -                 | \$ (5,000)           |
| Estimated Receipts                               | \$ 80,261            | \$ 127,239           |
| Enterprise Fund Reimbursement for Benefits       | \$ -                 | \$ (1,345)           |
| <b>Total Anticipated New Revenues</b>            | <b>\$ 1,226,686</b>  | <b>\$ 1,282,500</b>  |
| <b>Difference</b>                                |                      | <b>\$ 55,814</b>     |

The difference between October 31<sup>st</sup> and December 31<sup>st</sup> had to do with the following:

1. Final New Growth in FY 2019 added to anticipated 2½% increase.
2. FY 2020 New Growth Estimate, while still at \$20 million was calculated in October at a higher anticipated FY 2019 tax rate (\$19.05) than what was approved by the Department of Revenue (\$18.11) based on a \$118 million increase in the overall property values of the Town.
3. Added Room Occupancy Tax to Estimated Receipts.
4. Increased Meals Tax Estimate.
5. Utilization of Free Cash to fund Leap Year Increase, as well as the Department Head Performance Incentive.
6. Reduction of recycling revenues due to a downturn in the recycling market.
7. Slight decrease in the Enterprise Fund Governmental Reimbursement for benefits.
8. Adjustment of the final use of Ambulance Revenues to fund the two new Firefighter EMT positions approved at the 2018 Fall Town Meeting.

Thanks to our practice of sound financial planning and smart budgeting, we are confident that we have a healthy revenue forecast for Fiscal Year 2020. This will allow us to continue to maintain services, stay within the guidelines established by the Select Board and Finance Committee, and provide funding needed by the Groton Dunstable Regional School District.

It is extremely important to point out, however, two specific items that allowed us to provide a Proposed Budget under the Guidance. First, in FY 2019, the Town paid off its early retirement assessment to the Middlesex County Retirement System. This provided a reduction of \$200,000 in FY 2020, that allowed us to reduce the total assessment by \$108,646, when taking into consideration the FY 2020 increase in our unfunded pension liability. Second, we were successful during Collective Bargaining by decreasing the Town's Health Insurance Cost



Share from eighty (80%) percent to seventy (70%) percent over two fiscal years (FY 2019 and FY 2020). This has allowed us to absorb an anticipated rate increase of ten (10%) percent while holding growth in employee benefits to 1.53%. Overall, employee benefits were reduced by 0.62%. These reductions allowed us to come in well under the Guidance and provide a major increase (5.35%) in the FY 2020 Proposed Operating Assessment of the Groton Dunstable Regional School District (GDRSD). Neither of these reductions will be available in Fiscal Year 2021. Unless we recalculate how we fund both the Municipal Budget and GDRSD Operational Assessment, we will not be able to grow at the same rate in FY 2021 without an override of Proposition 2½.

As part of the Budget Guidance, we will monitor these estimates and provide an update on March 31, 2019 so that any changes can be made prior to the budget being voted at the 2019 Spring Town Meeting. In addition, I would like to call your attention to the following areas as you review the Town Manager's Proposed Fiscal Year 2020 Operating Budget:

### **GROTON COUNTRY CLUB**

When we developed the Fiscal Year 2018 Operating Budget, we projected that in FY 2018 the revenues of the Country Club would cover all of the expenses, including both general operational and funds contained in the Regular Town Budget. The Town ran a small surplus in FY 2018 (\$597) based on the original budget. While this is cause for celebration, it is not the whole story.

Unfortunately, there were three situations that came to light in FY 2018 that were not anticipated but had to be addressed. First, the original budget anticipated replacing the septic system pumps at an anticipated cost of \$4,000. When work began on the system, it was found that the system was in need of major repairs that ultimately cost a total of \$21,375.37. Second, the snack shop building ended up needing major repairs that were not discovered or anticipated when the original budget was developed in December, 2016. A major crack in the foundation wall was discovered in the Fall of 2017 that needed to be repaired or the building was in danger of collapsing. In addition, the building was scheduled to be painted (at an estimated cost of \$500 as the General Manager planned on painting the building himself) to accommodate the new tenant (Groton Publik House). Unfortunately, major rot in the exterior of the building was discovered and painting it without replacing the rotting siding would be a waste of money. A decision was made to re-side the building at the time the foundation crack was repaired. These two repairs cost an additional \$35,936. Third, the Function Hall rear wall and roofing over the kitchen experienced some ice damage during the winter that required repairs. Insurance covered most of the expenses, however, they would only cover a portion of the kitchen floor that was damaged. It did not make sense to only replace half the flooring in the kitchen, so a decision was made to replace the entire kitchen floor. This added an additional \$3,851.

All told, these unanticipated (and in most cases) emergency repairs totaled an additional \$61,163, which translates to a taxpayer subsidy of \$60,565 in FY 2018. That said, we would argue that these emergency repairs were caused by years of putting off necessary maintenance of the Town's facilities. It is safe to say that these repairs (septic system and snack shop building) will provide an additional 20 years of life to both items. An argument could be made that an annual cost of \$3,028 could be charged over twenty (20) years which would show that the Club essentially broke even in FY 2018. We do understand that this is just one way to account for the unanticipated expenses, but we are very pleased with the overall operation of the Country Club and our General Manager's outstanding performance in managing this Town asset. The following Chart shows a breakdown of the FY 2018 Country Club Budget:

| <u>Item</u>                     | <u>FY 2018<br/>Original<br/>Budget</u> | <u>FY 2018<br/>Actual<br/>Expenses</u> | <u>Difference</u>  |
|---------------------------------|--|--|--------------------|
| Country Club Salaries           | \$ 143,285                             | \$ 143,285                             | \$ -               |
| Country Club Wages              | \$ 113,881                             | \$ 102,441                             | \$ 11,440          |
| Country Club Expenses           | \$ 122,454                             | \$ 148,210                             | \$ (25,756)        |
| Capital Purchases               | \$ 11,600                              | \$ 11,590                              | \$ 10              |
| Wages in Operating Budget       | \$ 12,296                              | \$ 15,251                              | \$ (2,955)         |
| Health Insurance                | \$ 25,186                              | \$ 23,993                              | \$ 1,193           |
| Payroll Taxes                   | \$ 3,907                               | \$ 3,694                               | \$ 213             |
| Liability Insurance             | \$ 15,878                              | \$ 18,950                              | \$ (3,072)         |
| Building Costs                  | \$ 4,000                               | \$ 6,406                               | \$ (2,406)         |
| Unemployment                    | \$ 8,000                               | \$ 8,569                               | \$ (569)           |
| Total Original Budget           | \$ 460,487                             | \$ 482,389                             | \$ (21,902)        |
| Revenues                        | \$ 460,487                             | \$ 482,986                             | \$ 22,499          |
| <b>Original Surplus/Deficit</b> |  |  | <b>\$ 597</b>      |
| Unforeseen Expenses             |  |  |                    |
| Septic System                   | \$ -                                   | \$ 21,375                              | \$ (21,375)        |
| Snack Shop Repairs              | \$ -                                   | \$ 35,936                              | \$ (35,936)        |
| Function Hall Kitchen Floor     | \$ -                                   | \$ 3,851                               | \$ (3,851)         |
| Total Unforeseen Expenses       | \$ -                                   | \$ 61,162                              | \$ (61,162)        |
| <b>Final Suplus/Deficit</b>     |  |  | <b>\$ (60,565)</b> |

When we developed the FY 2019 Proposed Operating Budget, we anticipated that it would break even and require no taxpayer subsidy. It is too early to tell how Fiscal Year 2019 will end, but we are encouraged by healthy revenues during the summer and expect a strong Spring. We are expecting the Club to break even again in FY 2020. The following chart shows the total budgeted expenses of the Country Club in FY 2020 and anticipated revenues that are not expected to require any taxpayer subsidy in Fiscal Year 2020:

| <b><u>Item</u></b>               | <b><u>FY 2020<br/>Expense</u></b> |
|----------------------------------|-----------------------------------|
| Country Club Salaries            | \$157,118                         |
| Country Club Wages               | \$114,461                         |
| Country Club Expenses            | \$133,540                         |
| Capital Purchases                | \$ 30,100                         |
| Health Insurance                 | \$ 20,448                         |
| Payroll Taxes                    | \$ 3,801                          |
| Insurance                        | \$ 20,097                         |
| Building Costs                   | \$ 4,000                          |
| Miscellaneous/Unanticipated      | <u>\$ 10,273</u>                  |
| Sub-Total Expense                | \$493,838                         |
| Less Anticipated FY 2018 Revenue | \$493,838                         |
| <b>Taxpayer Subsidy</b>          | <b>\$ 0</b>                       |

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

The Town has seven (7) Collective Bargaining Units. Fiscal Year 2020 will be the second year of three-year agreements with all seven (7) unions. Six (6) of the Unions call for Cost of Living Adjustments of two (2%) percent, while one Agreement (Communications Union) calls for an increase of one and three quarters (1.75%) percent. As has been our practice, we are 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 (with the exception of the Town Manager whose contract expires on June 30, 2019, with the Select Board voting to negotiate a new three-year contract in early 2019), salaries and wages will increase by \$117,106 in FY 2020. While the performance incentive program remains in effect for many of our union employees, the way it is paid in FY 2020 will change for members of the Supervisors Union. For this Union, the incentive will be paid as a one-time cash bonus and will not be added to their base when calculating the FY 2021 Cost of Living Adjustment. This will allow the Town to use Free Cash for this portion of the budget since it can be considered a one-time expense. The total amount of the Incentive Program for all Unions is \$58,581, of which \$25,123 is for Supervisor Incentives and will be paid out of Free Cash. The tax levy will cover only \$33,458 of this increase. All told, contractual salary adjustments, including performance incentives, will be a total of \$175,687 in Fiscal Year 2020.

## **DEBT SERVICE**

Debt Service in Fiscal Year 2020 is significantly different than Fiscal Year 2019. This proposed budget carries the first-year full debt service for the Senior Center. This has increased excluded debt by \$396,417 from \$865,445 to \$1,261,862, or 45.8%. Residents will see an increase in their tax bills of approximately \$55 for this when you take into consideration a reduction in other excluded debt. We have also stabilized debt service within the operating budget. In Fiscal Year 2019, we followed a plan established in FY 2017 in which we temporarily borrowed funds to pay the debt service for the Lost Lake Fire Protection Project and Public Safety Radio Project. Added to the plan last year was the anticipated temporary debt service for the new Fire Department Ladder Truck. As part of this plan, instead of permanently borrowing the funds, the Town used the Excess and Deficiency Fund ("Free Cash") to pay down principal in FY 2019, with the intent of paying off the debt by Fiscal Year 2028. In Fiscal Year 2019, the Town Meeting voted to transfer \$272,000 from Free Cash for this purpose. The main purpose of this plan was to stabilize the amount of money within the tax levy at around \$250,000. The Finance Team reviews this plan each year to determine if following this plan and paying down principal with Free Cash continues to be in the best interest of the Taxpayer. When reviewing our debt this year in anticipation of permanently borrowing for the Senior Center, we found that interest on temporary notes was getting closer to the rates charged for permanent financing. Based on this, we decided that the time was right to permanently borrow for the Ladder Truck and Lost Lake Fire Protection, while continuing the use of Bond Anticipation Notes for the Radio Project. Due to very favorable rates on permanent financing (3.26%), we were able to keep in-levy debt service at around \$250,000, while reducing the need for Free Cash from \$272,946 in FY 2019 to \$98,714 in FY 2020. The following chart shows a comparison between FY 2019 and FY 2020:

|  | <b><u>FY 2019</u></b> |                | <b><u>FY 2020</u></b> |                |
|--|-----------------------|----------------|-----------------------|----------------|
| Long Term Debt - Principal Non-Excluded  | \$                    | 40,040         | \$                    | 159,250        |
| Long Term Debt - Interest - Non-Excluded | \$                    | 3,148          | \$                    | 87,433         |
| Short Term Debt - Principal              | \$                    | 429,438        | \$                    | 85,714         |
| Short Term Debt - Interest               | \$                    | 50,319         | \$                    | 13,000         |
| <b>Total</b>                             | <b>\$</b>             | <b>522,945</b> | <b>\$</b>             | <b>345,397</b> |
| Less Free Cash Offset                    | \$                    | 272,946        | \$                    | 98,714         |
| <b>Total Taxation for Debt Service</b>   | <b>\$</b>             | <b>249,999</b> | <b>\$</b>             | <b>246,683</b> |

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

| <u>Category</u>                    | <u>FY 2019</u>       | <u>FY 2020</u>       | <u>Dollar Change</u> | <u>Percent Change</u> |
|------------------------------------|----------------------|----------------------|----------------------|-----------------------|
| General Government                 | \$ 2,029,219         | \$ 2,077,937         | \$ 48,718            | 2.40%                 |
| Land Use                           | \$ 432,378           | \$ 450,361           | \$ 17,983            | 4.16%                 |
| Protection of Persons and Property | \$ 4,128,335         | \$ 4,297,002         | \$ 168,667           | 4.09%                 |
| Department of Public Works         | \$ 2,193,757         | \$ 2,237,722         | \$ 43,965            | 2.00%                 |
| Library and Citizen Services       | \$ 1,658,318         | \$ 1,684,572         | \$ 26,254            | 1.58%                 |
| Employee Benefits                  | \$ 4,074,260         | \$ 4,049,106         | \$ (25,154)          | -0.62%                |
| <b>Sub-Total</b>                   | <b>\$ 14,516,267</b> | <b>\$ 14,796,700</b> | <b>\$ 280,433</b>    | <b>1.93%</b>          |
| Debt Service                       | \$ 1,388,390         | \$ 1,607,259         | \$ 218,869           | 15.76%                |
| <b>TOTAL MUNICIPAL</b>             | <b>\$ 15,904,657</b> | <b>\$ 16,403,959</b> | <b>\$ 499,302</b>    | <b>3.14%</b>          |

As you can see, the Proposed Fiscal Year 2020 Municipal Operating Budget (exclusive of Debt Service) increases by 1.93%, or an increase of \$280,433, well under the 2.54% budget directive of the Select Board and Finance Committee. Please note that this Proposed Budget does not take into consideration adding any additional Firefighter/EMT's to the Fire Department (other than the two approved at the 2018 Fall Town Meeting). The Select Board and Finance Committee may need to address this based on the recommendation from the Fire Department Task Force Study Committee that is due in January, 2019. That said, it is important to point out that this Proposed Budget maintains services for our residents at the same level as Fiscal Year 2019.

## **REGIONAL SCHOOL BUDGETS**

For the last several years, the Finance Team has worked collaboratively with the Administration of the Groton Dunstable Regional School District in developing the Proposed Operating Budget. This collaboration has allowed us to present a budget by December 31<sup>st</sup> that incorporates their preliminary Operational Assessment, even though the Regional School Committee will not finalize their budget until the following March. The development of the FY 2020 Budget was no different. The Finance Team and I met several times with School Superintendent Dr. Laura Chesson and Business Manager Michael Knight. We discussed budget issues, revenue projections, and the Town of Groton's ability to fund an operational assessment that allows the District to continue to provide a quality education for the children of Groton. Over the past two budget years, the District has been implementing cost saving measures based on the recommendations of the external audits. These efforts have helped the district to achieve a reduction in budget expenses of \$403,850 from FY19 to FY20. The initial intent was to use this savings to increase services to students above the "level service". Unfortunately, due to increasing number of special education students who require out of district placements and special in-house programing, the savings needed to be redirected to cover the

operational expense increases. Additionally, the district saw a much greater than anticipated cost increase in its Middlesex County Retirement system assessment and its state assessment for charter school tuitions. The increases to these expense areas outpaced savings which resulted from cost reduction efforts by \$235,214. As a result, the difference between the saving efforts and increased costs must be passed along at the apportionment rate and have resulted in a greater than anticipated increase in the assessment to both member towns. These increases required the District to propose a 6.26% increase in its Assessment for Fiscal Year 2020. This proposal would have raised their Assessment from \$20,215,428 to \$21,480,914, or \$1,265,486. Given the anticipated new revenues for FY 2020, this increase would have put the Town in an override situation or caused a reduction of almost \$200,000 from the Municipal Budget. We held an additional meeting with Dr. Chesson and Mr. Knight to discuss the impact of this request. Based on this discussion, they chose to lower their request to 5.35%, or \$21,296,540, or \$1,081,112. It is our understanding that this Assessment will allow them to provide a level services budget in FY 2020. The Administration of the Groton Dunstable Regional School District will continue to refine their anticipated assessment as they develop their Operating Budget for Fiscal Year 2020. We will continue to work with the School Administration over the next several months as they finalize their budget.

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 by eight, from 36 to 44. This is the continuation of a trend where incoming classes have more students than the senior class graduating out. Using our best judgement of per pupil cost (approximately \$16,000 per student), we are proposing an increase in the Nashoba Valley Regional Technical High School Assessment of \$128,000 or 22.973%. We should have their final assessment in January/February, 2019.

## **CAPITAL BUDGET**

The Capital Budget will be submitted to the Select Board and Finance Committee under separate cover. The requested FY 2020 Capital Budget is \$7,634,831 (including funding for a new/renovated Highway Building and Library Roof Repair). The following sources will fund this request:

|                         |                     |
|-------------------------|---------------------|
| General Obligation Bond | \$ 5,125,000        |
| Capital Asset Fund      | \$ 504,945          |
| Ambulance Fund          | \$ 200,875          |
| Water Revenue           | \$ 75,000           |
| Sewer Revenue           | \$ 1,250,000        |
| GDRSD Capital Fund      | \$ 479,011          |
| <b>Total</b>            | <b>\$ 7,634,831</b> |

## **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 (overseeing both the Center Sewer District and Four Corners Sewer District) and Community Access Cable Department with the proposed Budget. In addition, the Operating Budget will continue to fund the Town's portion of the Debt Service for the Pepperell Sewer Relief Fund upgrade in the Select Board's Operating Budget.

As is our practice, 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, Four Corners Sewer District and Community Access Cable Department will meet their proposed expenditures. The following is a breakdown of the proposed budgets for our Enterprise Funds:

| <b>Category</b>               | <b>FY 2019</b>      | <b>FY 2020</b>      | <b>Change</b>      | <b>Change</b>  |
|-------------------------------|---------------------|---------------------|--------------------|----------------|
| Water Department              | \$ 1,278,160        | \$ 1,262,219        | \$ (15,941)        | <b>-1.25%</b>  |
| Sewer Department              | \$ 728,261          | \$ 725,408          | \$ (2,853)         | <b>-0.39%</b>  |
| Four Corners Sewer District   | \$ 31,424           | \$ 20,618           | \$ (10,806)        | <b>-34.39%</b> |
| Community Cable Department    | \$ 210,724          | \$ 211,776          | \$ 1,051           | <b>0.50%</b>   |
| <b>Total Enterprise Funds</b> | <b>\$ 2,248,570</b> | <b>\$ 2,220,021</b> | <b>\$ (28,549)</b> | <b>-1.27%</b>  |

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

The total Town Manager's Fiscal Year 2020 Proposed Operating Budget, including Regional School Assessments and excluded debt, is \$39,663,768 or an increase of 4.45%. This proposed budget is at the anticipated FY 2020 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 \$42,805,541. The Fiscal Year 2019 Tax Rate has been certified at \$18.11. Based on the Proposed Budget, the estimated Tax Rate in Fiscal Year 2020 is \$18.70, or an increase of \$0.59. In Fiscal Year 2019, the average Tax Bill in the Town of Groton (based on a home valued at \$459,000) is \$8,312. Under this proposed budget, that same homeowner can expect a tax bill of \$8,583 or an increase of \$271. The following chart shows a comparison between FY 2019 and FY 2020:

|                                | <u>Actual</u><br><u>FY 2019</u> | <u>Proposed</u><br><u>FY 2020</u> | <u>Dollar</u><br><u>Change</u> | <u>Percent</u><br><u>Change</u> |
|--------------------------------|---------------------------------|-----------------------------------|--------------------------------|---------------------------------|
| Levy Capacity Used*            | \$ 30,575,728                   | \$ 31,778,998                     | \$ 1,203,270                   | 3.94%                           |
| Tax Rate on Levy Capacity Used | \$ 17.12                        | \$ 17.59                          | \$ 0.47                        | 2.75%                           |
| Average Tax Bill               | \$ 7,858                        | \$ 8,074                          | \$ 216                         | 2.75%                           |
| Excluded Debt                  | \$ 1,775,336                    | \$ 2,000,028                      | \$ 224,692                     | 12.66%                          |
| Tax Rate on Excluded Debt      | \$ 0.99                         | \$ 1.11                           | \$ 0.12                        | 12.12%                          |
| Average Tax Bill               | \$ 454                          | \$ 509                            | \$ 55                          | 12.12%                          |
| Final Levy Used                | \$ 32,351,064                   | \$ 33,779,026                     | \$ 1,427,962                   | 4.41%                           |
| Final Tax Rate                 | \$ 18.11                        | \$ 18.70                          | \$ 0.59                        | 3.26%                           |
| Average Tax Bill               | \$ 8,312                        | \$ 8,583                          | \$ 271                         | 3.26%                           |

\*The FY 2020 Levy Limit Used includes FY 2019 unexpended tax capacity of \$76,942 and \$20 million in New Growth

## **FIVE YEAR PROJECTION**

The Five-Year projection has taken on a larger significance this year. The Town of Groton is heading towards a structural budget deficit in Fiscal Year 2021 based on anticipated spending trends. As stated earlier in this Budget, we were able to maintain services and balance this year's Municipal Budget within the Guidance and fund a 5.35% increase in the Groton Dunstable Regional School Committee Assessment because of reductions in Health Insurance and County Retirement. These savings will not be available in Fiscal Year 2021. In determining future projections, we are anticipating annual Municipal Operating Budget increases of approximately three and one half (3.5%) percent and increases in the GDRSD Operational Assessment of 5.33%. This will force annual overrides of between \$300,000 and \$400,000 annually over the next five years as shown in the Five-Year Projection contained in the Proposed Budget Document. In order to avoid annual overrides, the Municipal Budget can only grow at three (3%) percent annually and the Regional School Assessment increase must be no greater than 4.1%. As I stated in last year's budget message, the Select Board, Finance Committee, Regional School Committee, Regional School Administration and the Town's Finance Team need to address this over the next year to come up with a strategy to meet both the needs of the Municipal Budget and School District that does not cause major tax increases each year.

The following chart shows the growth in both the Municipal Operating Budget and Groton Dunstable Regional School Operational Assessment from Fiscal Year 2016 through the Proposed Fiscal Year 2020 Budget (excluding Debt). These reflect Town Meeting appropriations, not actual expenditures:



|                            | <u>Actual</u><br><u>FY 2016</u> | <u>Actual</u><br><u>FY 2017</u> | <u>Actual</u><br><u>FY 2018</u> | <u>Actual</u><br><u>FY 2019</u> | <u>Proposed</u><br><u>FY 2020</u> | <u>Total Dollar</u><br><u>Difference</u> | <u>Percentage</u><br><u>Change</u> |
|----------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|-----------------------------------|--|------------------------------------|
| Municipal Budget           | \$ 13,133,935                   | \$ 13,264,528                   | \$ 13,816,235                   | \$ 14,516,266                   | \$ 14,796,700                     | \$ 1,662,765                             | 12.66%                             |
| Groton-Dunstable Operating | \$ 17,097,405                   | \$ 18,399,093                   | \$ 19,038,970                   | \$ 20,215,428                   | \$ 21,296,540                     | \$ 4,199,135                             | 24.56%                             |

With regard to the Five-Year Projection, we have broken out wages and expenses to provide a more detailed examination of what to expect in future years. 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 in which we will strive to be more realistic in our projections. Similar to the last three years, included with the Five-Year Projection is a spreadsheet that shows anticipated expenses 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)**

The Select Board set as one of their annual goals in 2018 to establish an Other Post Employment Benefits (OPEB) Funding Policy. In the Fall of 2018 when the Town underwent a Bond Rating Review by S&P Global Direct, the Select Board and Finance Committee voted to adopt an OPEB Funding Policy that set forth various funding strategies to address the Town's OPEB Liability. The Policy states that *"to address the OPEB liability, decision makers shall analyze a variety of funding strategies and subsequently implement them as appropriate with the intention of fully funding the obligation. The Town shall derive funding to invest in the OPEB Trust from taxation, free cash, retained earnings, and any other legal form. Among strategies to consider for funding the obligation:*

- *Determine and commit to appropriating an annual portion of Free Cash and available Tax Capacity.*
- *Determine and appropriate annually the amount necessary to prevent the net present value OPEB Liability from increasing.*
- *When a new position is created, determine the OPEB liability for the position and appropriate annually the anticipated OPEB liability of the position, in addition to the annual cost of the position.*
- *When the Town's Unfunded Pension Liability is fully funded in 2035, the Town will appropriate such savings to the Town's OPEB Trust to reduce its OPEB Liability.*

In developing the Fiscal Year 2020 Proposed Operating Budget, we implemented some of these funding strategies. Specifically, the Finance Team, in conjunction with this policy and a recommendation from our OPEB Actuary, is proposing that the Town appropriate from Free Cash \$169,000 for deposit to the OPEB Trust. This amount will prevent the net present value OPEB Liability from increasing as called for in the Policy. In addition, as stated previously in this message, this proposed funding has been incorporated into the Operating Budget as directed by the Board. In future years, this amount will be adjusted based on anticipated health insurance premiums. By following this strategy, the Town should be able to prevent the net liability from increasing until we begin reducing the liability in 2035 by utilizing the appropriation that is currently funding the Town's unfunded pension liability.

## **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, Jonathan Greeno, 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. In addition, we truly appreciate the cooperation and collaboration of Dr. Laura Chesson and Michael Knight in assisting in the preparation of this document. We look forward to meeting with both the Select Board and Finance Committee to discuss this Proposed Operating Budget.

MWH/rjb

## FISCAL YEAR 2020 LEVY LIMIT CALCULATION

Revised: 12/18/2018

### I. TO CALCULATE THE FY 2019 LEVY LIMIT

|     |                                |    |            |                    |
|-----|--------------------------------|----|------------|--------------------|
| A.  | FY 2018 LEVY LIMIT             | \$ | 29,360,224 |                    |
| A1. | ADD AMENDED FY 2018 NEW GROWTH | \$ | -          |                    |
| B.  | ADD TWO AND ONE HALF PERCENT   | \$ | 734,006    |                    |
| C.  | ADD FY 2019 NEW GROWTH         | \$ | 556,305    |                    |
| D.  | ADD FY 2019 OVERRIDE           | \$ | -          |                    |
| E.  | FY 2019 SUBTOTAL               | \$ | 30,650,535 | \$ 30,650,535      |
| F.  | FY 2019 LEVY CEILING           | \$ | 44,656,171 | FY 2019 LEVY LIMIT |

### II. TO CALCULATE THE FY 2020 LEVY LIMIT

|     |                                |    |            |                    |
|-----|--------------------------------|----|------------|--------------------|
| A.  | FY 2019 LEVY LIMIT             | \$ | 30,650,535 |                    |
| A1. | ADD AMENDED FY 2019 NEW GROWTH | \$ | -          |                    |
| B.  | ADD TWO AND ONE HALF PERCENT   | \$ | 766,263    |                    |
| C.  | ADD FY 2020 NEW GROWTH         | \$ | 362,200    |                    |
| D.  | ADD FY 2020 OVERRIDE           |    |            |                    |
| E.  | FY 2020 SUBTOTAL               | \$ | 31,778,998 | \$ 31,778,998      |
| F.  | FY 2020 LEVY CEILING           | \$ | 44,656,717 | FY 2020 LEVY LIMIT |

Revised: 12/18/2018

## **TOWN OF GROTON, MASSACHUSETTS FY 2020 TOTAL TAX LEVY CALCULATION**

|                               |           |                   |
|-------------------------------|-----------|-------------------|
| <b>FY 2020 LEVY LIMIT</b>     | <b>\$</b> | <b>31,778,998</b> |
| CAPITAL EXCLUSION             | \$        | -                 |
| DEBT EXCLUSION - TOWN         | \$        | 1,260,599         |
| DEBT EXCLUSION - SEWER        | \$        | -                 |
| DEBT EXCLUSION - WATER        | \$        | -                 |
| DEBT EXCLUSION - GDRSD        | \$        | 739,429           |
| <b>SUB-TOTAL - EXCLUSIONS</b> | <b>\$</b> | <b>2,000,028</b>  |
| <b>TOTAL TAX LEVY</b>         | <b>\$</b> | <b>33,779,026</b> |

Revised: 12/18/2018

**TOWN OF GROTON  
FISCAL YEAR 2020  
REVENUE ESTIMATES**

|  | <b>BUDGETED<br/>FY 2019</b> | <b>ESTIMATED<br/>FY 2020</b> | <b>CHANGE</b>       |
|--|-----------------------------|------------------------------|---------------------|
| <b>PROPERTY TAX REVENUE</b>            | <b>\$ 30,650,535</b>        | <b>\$ 31,778,998</b>         | <b>\$ 1,128,463</b> |
| <b>DEBT EXCLUSIONS</b>                 | <b>\$ 1,677,855</b>         | <b>\$ 2,000,028</b>          | <b>\$ 322,173</b>   |
| <b>CHERRY SHEET - STATE AID</b>        | <b>\$ 909,717</b>           | <b>\$ 909,717</b>            | <b>\$ -</b>         |
| <b>UNEXPENDED TAX CAPACITY</b>         | <b>\$ (76,942)</b>          | <b>\$ -</b>                  | <b>\$ 76,942</b>    |
| <b>LOCAL RECEIPTS:</b>                 |                             |                              |                     |
| General Revenue:                       |                             |                              |                     |
| Motor Vehicle Excise Taxes             | \$ 1,549,739                | \$ 1,577,642                 | \$ 27,903           |
| Meals Tax and Room Occupancy Tax       | \$ 120,000                  | \$ 200,000                   | \$ 80,000           |
| Penalties & Interest on Taxes          | \$ 90,000                   | \$ 90,000                    | \$ -                |
| Payments in Lieu of Taxes              | \$ 260,000                  | \$ 260,000                   | \$ -                |
| Other Charges for Services             | \$ 67,000                   | \$ 82,000                    | \$ 15,000           |
| Fees                                   | \$ 325,000                  | \$ 300,000                   | \$ (25,000)         |
| Rentals                                | \$ 35,000                   | \$ 40,000                    | \$ 5,000            |
| Library Revenues                       | \$ 12,000                   | \$ 12,000                    | \$ -                |
| Other Departmental Revenue             | \$ 680,000                  | \$ 700,000                   | \$ 20,000           |
| Licenses and Permits                   | \$ 300,000                  | \$ 300,000                   | \$ -                |
| Fines and Forfeits                     | \$ 25,000                   | \$ 25,000                    | \$ -                |
| Investment Income                      | \$ 20,000                   | \$ 40,000                    | \$ 20,000           |
| Recreation Revenues                    | \$ 509,502                  | \$ 493,838                   | \$ (15,664)         |
| Miscellaneous Non-Recurring            |                             | \$ -                         | \$ -                |
| <b>Sub-total - General Revenue</b>     | <b>\$ 3,993,241</b>         | <b>\$ 4,120,480</b>          | <b>\$ 127,239</b>   |
| Other Revenue:                         |                             |                              |                     |
| Free Cash                              | \$ 272,946                  | \$ 300,857                   | \$ 27,911           |
| Capital Stabilization Fund for GDRSD   | \$ 425,425                  | \$ 479,012                   | \$ 53,587           |
| Stabilization Fund for Tax Rate Relief | \$ -                        | \$ -                         | \$ -                |
| Capital Asset Stabilization Fund       | \$ 455,558                  | \$ 504,945                   | \$ 49,387           |
| EMS/Conservation Fund Receipts Reserve | \$ 305,000                  | \$ 500,875                   | \$ 195,875          |
| Community Preservation Funds           | \$ -                        | \$ -                         | \$ -                |
| Water Department Surplus               | \$ -                        | \$ -                         | \$ -                |
| Sewer Department Surplus               | \$ -                        | \$ -                         | \$ -                |
| Insurance Reimbursements               | \$ -                        | \$ -                         | \$ -                |
| Encumbrances                           | \$ -                        | \$ -                         | \$ -                |
| <b>Sub-total - Other Revenue</b>       | <b>\$ 1,458,929</b>         | <b>\$ 1,785,689</b>          | <b>\$ 326,760</b>   |
| <b>WATER DEPARTMENT ENTERPRISE</b>     | <b>\$ 1,278,160</b>         | <b>\$ 1,252,828</b>          | <b>\$ (25,332)</b>  |
| <b>SEWER DEPARTMENT ENTERPRISE</b>     | <b>\$ 728,261</b>           | <b>\$ 725,408</b>            | <b>\$ (2,853)</b>   |
| <b>LOCAL ACCESS CABLE ENTERPRISE</b>   | <b>\$ 210,724</b>           | <b>\$ 211,776</b>            | <b>\$ 1,051</b>     |
| <b>FOUR CORNER SEWER ENTERPRISE</b>    | <b>\$ 31,424</b>            | <b>\$ 20,618</b>             | <b>\$ (10,806)</b>  |
| <b>TOTAL ESTIMATED REVENUE</b>         | <b>\$ 40,861,904</b>        | <b>\$ 42,805,542</b>         | <b>\$ 1,943,638</b> |

**TOWN OF GROTON  
FISCAL YEAR 2020  
TAX LEVY CALCULATIONS**

**Revised: 12/18/2018**

**FY 2020 PROPOSED EXPENDITURES**

**Town Manager's Proposed Budget**

|                                    |    |            |
|------------------------------------|----|------------|
| General Government                 | \$ | 2,077,937  |
| Land Use Departments               | \$ | 450,361    |
| Protection of Persons and Property | \$ | 4,297,002  |
| Regional School Districts          | \$ | 23,259,809 |
| Department of Public Works         | \$ | 2,237,722  |
| Library and Citizen Services       | \$ | 1,684,572  |
| Debt Service                       | \$ | 1,607,259  |
| Employee Benefits                  | \$ | 4,049,106  |

**Sub-Total - Operating Budget** \$ 39,663,768

|                                       |    |            |
|---------------------------------------|----|------------|
| A. TOTAL DEPARTMENTAL BUDGET REQUESTS | \$ | 39,663,768 |
| B. CAPITAL BUDGET REQUESTS            | \$ | 705,820    |
| C. ENTERPRISE FUND REQUESTS           | \$ | 1,983,733  |
| 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               | \$ | -       |
| 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        | \$ | 220,000 |
| F. STATE AND COUNTY CHERRY SHEET CHARGES   | \$ | 91,612  |
| G. ALLOWANCE FOR ABATEMENTS AND EXEMPTIONS | \$ | 150,000 |

**TOTAL PROPOSED EXPENDITURES** \$ **42,814,932**

**FY 2020 ESTIMATED RECEIPTS**

|                                    |           |                   |
|------------------------------------|-----------|-------------------|
| ESTIMATED TAX LEVY                 |           |                   |
| Levy Limit                         | \$        | 31,778,998        |
| Debt Exclusion                     | \$        | 2,000,028         |
|                                    |           |                   |
| A. ESTIMATED TAX LEVY              | \$        | 33,779,026        |
|                                    |           |                   |
| B. CHERRY SHEET ESTIMATED RECEIPTS | \$        | 909,717           |
| C. LOCAL RECEIPTS NOT ALLOCATED    | \$        | 4,120,480         |
| C. OFFSET RECEIPTS                 | \$        | -                 |
| D. ENTERPRISE FUNDS                | \$        | 2,220,021         |
| E. COMMUNITY PRESERVATION FUNDS    | \$        | -                 |
| F. FREE CASH                       | \$        | 300,857           |
|                                    |           |                   |
| OTHER AVAILABLE FUNDS              |           |                   |
| 1. Stabilization Fund              |           |                   |
| 2. Capital Asset Fund              | \$        | 983,957           |
| 3. EMS/Conservation Fund           | \$        | 500,875           |
|                                    |           |                   |
| G. OTHER AVAILABLE FUNDS           | \$        | 1,484,832         |
|                                    |           |                   |
| <b>TOTAL ESTIMATED RECEIPTS</b>    | <b>\$</b> | <b>42,814,933</b> |
|                                    |           |                   |
| <b>FY 2020 SURPLUS/(DEFICIT)</b>   | <b>\$</b> | <b>0</b>          |

Revised: 12/18/2018

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

**FISCAL YEAR 2020**

**I. TAX RATE SUMMARY**

|     |  |                  |
|-----|--|------------------|
| Ia. | Total amount to be raised (from IIe)                           | \$ 42,805,541.35 |
| Ib. | Total estimated receipts and other revenue sources (from IIIe) | \$ 9,026,515.81  |
| Ic. | Tax levy (Ia minus Ib)   | \$ 33,779,025.53 |
| Id. | Distribution of Tax Rates and Levies                           |                  |

| CLASS         | ( b )<br>Levy<br>Percentage<br>(from LA -5) | ( c )<br>IC above times<br>each percent<br>in col ( b ) | ( d )<br>Valuation<br>by Class<br>(from LA - 4) | ( e )<br>Tax Rates<br>( c ) x ( d ) x 1000 | ( f )<br>Levy by Class<br>( d ) x ( e )/1000 |
|---------------|---|---|---|--|--|
| RESIDENTIAL   | 94.2258%                                    | \$ 31,828,570.51  | \$ 1,701,922,996.00                             | \$ 18.70                                   | \$ 31,828,570.51                             |
| NET OF EXEMPT |   |   |   |  | \$ -   |
| OPEN SPACE    | 0.0000%                                     | \$ -  | \$ -  |  | \$ -   |
| COMMERCIAL    | 3.7639%                                     | \$ 1,271,422.53   | \$ 67,984,933.00                                | \$ 18.70                                   | \$ 1,271,422.53                              |
| NET OF EXEMPT |   |   |   |  | \$ -   |
| INDUSTRIAL    | 0.7733%                                     | \$ 261,202.45   | \$ 13,966,900.00                                | \$ 18.70                                   | \$ 261,202.45                                |
| SUBTOTAL      | 98.7630%                                    |   | \$ 1,783,874,829.00                             |  | \$ 33,361,195.49                             |
| PERSONAL      | 1.2370%                                     | \$ 417,830.04   | \$ 22,342,020.00                                | \$ 18.70                                   | \$ 417,830.04                                |
| TOTAL         | 100.0000%                                   |   | \$ 1,806,216,849.00                             |  | \$ 33,779,025.53                             |



## TAX RATE RECAPITULATION GROTON

**FISCAL YEAR 2020**

### II. AMOUNTS TO BE RAISED

|   |            |                      |
|---|------------|----------------------|
| II a. Appropriations                                    |            | \$ 42,343,929        |
| 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                           | \$ -       |                      |
| 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.   |            | \$ 220,000           |
| II c. State and County Cherry Sheet Charges             |            | \$ 91,612            |
| II d. Allowance for Abatements and Exemptions (overlay) |            | \$ 150,000           |
| <b>II e. TOTAL AMOUNT TO BE RAISED</b>                  |            | <b>\$ 42,805,541</b> |

### III. Estimated Receipts and Other Revenue Sources

#### III a. Estimated Receipts - State

|   |    |         |         |
|---|----|---------|---------|
| 1. Cherry Sheet Estimated Receipts                  | \$ | 909,717 |         |
| 2. Massachusetts School Building Authority Payments | \$ | -       |         |
| TOTAL III a.  |    | \$      | 909,717 |

#### III b. Estimated Receipts - Local

|                                 |    |           |           |
|---------------------------------|----|-----------|-----------|
| 1. Local Receipts Not Allocated | \$ | 4,120,480 |           |
| 2. Offset Receipts              | \$ | -         |           |
| 3. Enterprise Funds             | \$ | 2,210,630 |           |
| 4. Community Preservation Funds | \$ | -         |           |
| TOTAL III b.                    |    | \$        | 6,331,110 |

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

|                          |    |           |           |
|--------------------------|----|-----------|-----------|
| 1. Free Cash             | \$ | 300,857   |           |
| 2. Other Available Funds | \$ | 1,484,832 |           |
| TOTAL III c.             |    | \$        | 1,785,689 |

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

|   |  |    |   |
|---|--|----|---|
| 1a. Free Cash...appropriated on or before June 30, 2019 |  |    |   |
| 1b. Free Cash...appropriated on or after July 1, 2019   |  |    |   |
| 2. Municipal Light Source                               |  |    |   |
| 3. Teachers' Pay Deferral                               |  |    |   |
| 4. Other Source:  |  |    |   |
| TOTAL III d.  |  | \$ | - |

|   |  |    |           |
|---|--|----|-----------|
| III e. Total Estimated Receipts and Other Revenue Sources |  | \$ | 9,026,516 |
|---|--|----|-----------|

### IV. Summary of Total Amount to be Raised and Total Receipts from All Sources

|   |    |            |            |
|---|----|------------|------------|
| a. Total Amount to be Raised                          |    | \$         | 42,805,541 |
| b. Total Estimated Receipts and Other Revenue Sources | \$ | 9,026,516  |            |
| c. Total Real and Personal Property Tax Levy          | \$ | 33,779,026 |            |
| d. Total Receipts from All Sources                    |    | \$         | 42,805,541 |

**TAX RATE RECAPITULATION  
GROTON**

**FISCAL YEAR 2020**

**LOCAL RECEIPTS NOT ALLOCATED**

|    |                                       | <b>BUDGETED<br/>RECEIPTS<br/>FY 2019</b> | <b>ESTIMATED<br/>RECEIPTS<br/>FY 2020</b> |
|----|---------------------------------------|--|---|
|    |                                       | <hr/>                                    | <hr/>                                     |
| 1  | MOTOR VEHICLE EXCISE                  | \$ 1,549,739                             | \$ 1,577,642                              |
| 2  | OTHER EXCISE                          | \$ 120,000                               | \$ 200,000                                |
| 3  | PENALTIES AND INTEREST ON TAXES       | \$ 90,000                                | \$ 90,000                                 |
| 4  | PAYMENTS IN LIEU OF TAXES             | \$ 260,000                               | \$ 260,000                                |
| 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           | \$ 67,000                                | \$ 82,000                                 |
| 10 | FEES                                  | \$ 325,000                               | \$ 300,000                                |
| 11 | RENTAL                                | \$ 35,000                                | \$ 40,000                                 |
| 12 | DEPARTMENTAL REVENUE - SCHOOLS        | \$ -                                     | \$ -                                      |
| 13 | DEPARTMENTAL REVENUE - LIBRARIES      | \$ 12,000                                | \$ 12,000                                 |
| 14 | DEPARTMENTAL REVENUE - CEMETERIES     | \$ -                                     | \$ -                                      |
| 15 | DEPARTMENTAL REVENUE - RECREATION     | \$ 509,502                               | \$ 493,838                                |
| 16 | OTHER DEPARTMENTAL REVENUE            | \$ 680,000                               | \$ 700,000                                |
| 17 | LICENSES AND PERMITS                  | \$ 300,000                               | \$ 300,000                                |
| 18 | SPECIAL ASSESSMENTS                   | \$ -                                     | \$ -                                      |
| 19 | FINES AND FORFEITS                    | \$ 25,000                                | \$ 25,000                                 |
| 20 | INVESTMENT INCOME                     | \$ 20,000                                | \$ 40,000                                 |
| 21 | MISCELLANEOUS RECURRING               | \$ -                                     | \$ -                                      |
| 22 | MISCELLANEOUS NON-RECURRING           | \$ -                                     | \$ -                                      |
|    | <b>TOTAL</b>                          | <b>\$ 3,993,241</b>                      | <b>\$ 4,120,480</b>                       |

Revised: 12/18/2018

## Operating Budget Comparison - Fiscal Year 2019 Vs. Fiscal Year 2020

| <u>Category</u>                    |           | <u>FY 2019</u>    |           | <u>FY 2020</u>    |           | <u>Dollar<br/>Difference</u> | <u>Percentage<br/>Change</u> |
|------------------------------------|-----------|-------------------|-----------|-------------------|-----------|------------------------------|------------------------------|
| General Government                 | \$        | 2,029,219         | \$        | 2,077,937         | \$        | 48,718                       | 2.40%                        |
| Land Use                           | \$        | 432,378           | \$        | 450,361           | \$        | 17,983                       | 4.16%                        |
| Protection of Persons and Property | \$        | 4,128,335         | \$        | 4,297,002         | \$        | 168,667                      | 4.09%                        |
| Department of Public Works         | \$        | 2,193,757         | \$        | 2,237,722         | \$        | 43,965                       | 2.00%                        |
| Library and Citizen Services       | \$        | 1,658,318         | \$        | 1,684,572         | \$        | 26,255                       | 1.58%                        |
| Employee Benefits                  | \$        | 4,074,260         | \$        | 4,049,106         | \$        | (25,154)                     | -0.62%                       |
| <b>Sub-Total</b>                   | <b>\$</b> | <b>14,516,266</b> | <b>\$</b> | <b>14,796,700</b> | <b>\$</b> | <b>280,433</b>               | <b>1.93%</b>                 |
| Debt Service - Excluded            | \$        | 865,445           | \$        | 1,261,862         | \$        | 396,417                      | 45.80%                       |
| Debt Service - In Levy Only        | \$        | 522,945           | \$        | 345,397           | \$        | (177,548)                    | -33.95%                      |
| <b>Sub-Total - All Municipal</b>   | <b>\$</b> | <b>15,904,656</b> | <b>\$</b> | <b>16,403,959</b> | <b>\$</b> | <b>499,302</b>               | <b>3.14%</b>                 |
| Nashoba Tech                       | \$        | 557,295           | \$        | 685,295           | \$        | 128,000                      | 22.97%                       |
| Groton-Dunstable Operating         | \$        | 20,215,428        | \$        | 21,296,540        | \$        | 1,081,112                    | 5.35%                        |
| Groton-Dunstable Excluded Debt     | \$        | 814,060           | \$        | 739,429           | \$        | (74,631)                     | -9.17%                       |
| Groton-Dunstable Debt              | \$        | 57,181            | \$        | 59,533            | \$        | 2,352                        | 4.11%                        |
| Groton Dunstable Capital           | \$        | 425,425           | \$        | 479,012           | \$        | 53,587                       | 100.00%                      |
| <b>Sub-Total - Education</b>       | <b>\$</b> | <b>22,069,389</b> | <b>\$</b> | <b>23,259,809</b> | <b>\$</b> | <b>1,190,420</b>             | <b>5.39%</b>                 |
| <b>Grand Total - Town Budget</b>   | <b>\$</b> | <b>37,974,045</b> | <b>\$</b> | <b>39,663,768</b> | <b>\$</b> | <b>1,689,722</b>             | <b>4.45%</b>                 |

Revised: 12/18/2018

## Operating Budget Comparison - Fiscal Year 2019 Vs. Fiscal Year 2020

| <u>Category</u>                       |           | <u>FY 2019</u>    |           | <u>FY 2020</u>    |           | <u>Dollar<br/>Difference</u> | <u>Percentage<br/>Change</u> |
|---------------------------------------|-----------|-------------------|-----------|-------------------|-----------|------------------------------|------------------------------|
| Municipal Wages                       | \$        | 7,617,973         | \$        | 7,913,300         | \$        | 295,326                      | 3.88%                        |
| Employee Benefits                     | \$        | 3,974,260         | \$        | 3,880,106         | \$        | (94,154)                     | -2.37%                       |
| <b>Sub-Total - Wages and Benefits</b> | <b>\$</b> | <b>11,592,233</b> | <b>\$</b> | <b>11,793,406</b> | <b>\$</b> | <b>201,172</b>               | <b>1.74%</b>                 |
| Municipal Expenses                    | \$        | 2,824,033         | \$        | 2,834,294         | \$        | 10,261                       | 0.36%                        |
| <b>Sub-Total -</b>                    | <b>\$</b> | <b>14,416,266</b> | <b>\$</b> | <b>14,627,700</b> | <b>\$</b> | <b>211,433</b>               | <b>1.47%</b>                 |
| Debt Service - In-Levy Only           | \$        | 522,945           | \$        | 345,397           | \$        | (177,548)                    | -33.95%                      |
| OPEB Unfunded Liability               | \$        | 100,000           | \$        | 169,000           | \$        | 69,000                       | 69.00%                       |
| <b>Total - All Municipal</b>          | <b>\$</b> | <b>15,039,211</b> | <b>\$</b> | <b>15,142,097</b> | <b>\$</b> | <b>102,885</b>               | <b>0.68%</b>                 |
| Nashoba Tech                          | \$        | 557,295           | \$        | 685,295           | \$        | 128,000                      | 22.97%                       |
| Groton-Dunstable Operating            | \$        | 20,215,428        | \$        | 21,296,540        | \$        | 1,081,112                    | 5.35%                        |
| Groton-Dunstable Debt                 | \$        | 57,181            | \$        | 59,533            | \$        | 2,352                        | 4.11%                        |
| Groton Dunstable Capital              | \$        | 425,425           | \$        | 479,012           | \$        | 53,587                       | 12.60%                       |
| .                                     |           |                   |           |                   |           |                              |                              |
| <b>Sub-Total - Education</b>          | <b>\$</b> | <b>21,255,329</b> | <b>\$</b> | <b>22,520,380</b> | <b>\$</b> | <b>1,265,051</b>             | <b>5.95%</b>                 |
| <b>Grand Total - Town Budget</b>      | <b>\$</b> | <b>36,294,540</b> | <b>\$</b> | <b>37,662,477</b> | <b>\$</b> | <b>1,367,936</b>             | <b>3.77%</b>                 |

Revised: 12-18-2018

## TOWN OF GROTON FISCAL YEAR 2020

| LINE                             | DEPARTMENT/DESCRIPTION  | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE |
|----------------------------------|-------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|
| <b><u>GENERAL GOVERNMENT</u></b> |                         |                   |                   |                         |                                  |                                   |                   |
| <b>MODERATOR</b>                 |                         |                   |                   |                         |                                  |                                   |                   |
| 1000                             | Salaries                | \$ 65             | \$ 65             | \$ 65                   | \$ 65                            | \$ 65                             | 0.00%             |
| 1001                             | Expenses                | \$ 19             | \$ -              | \$ 80                   | \$ 80                            | \$ 80                             | 0.00%             |
| <b>DEPARTMENTAL TOTAL</b>        |                         | <b>\$ 84</b>      | <b>\$ 65</b>      | <b>\$ 145</b>           | <b>\$ 145</b>                    | <b>\$ 145</b>                     | <b>0.00%</b>      |
| <b>SELECT BOARD</b>              |                         |                   |                   |                         |                                  |                                   |                   |
| 1020                             | Salaries                | \$ -              | \$ -              | \$ -                    | \$ -                             | \$ -                              | 0.00%             |
| 1021                             | Wages                   | \$ -              | \$ -              | \$ -                    | \$ -                             | \$ -                              | 0.00%             |
| 1022                             | Expenses                | \$ 1,999          | \$ 4,338          | \$ 3,100                | \$ 3,300                         | \$ 3,300                          | 6.45%             |
| 1023                             | Engineering/Consultant  | \$ -              | \$ -              | \$ -                    | \$ -                             | \$ -                              | 0.00%             |
| 1024                             | Minor Capital           | \$ -              | \$ 27,000         | \$ 27,000               | \$ 27,000                        | \$ 25,683                         | 0.00%             |
| <b>DEPARTMENTAL TOTAL</b>        |                         | <b>\$ 1,999</b>   | <b>\$ 31,338</b>  | <b>\$ 30,100</b>        | <b>\$ 30,300</b>                 | <b>\$ 28,983</b>                  | <b>-3.71%</b>     |
| <b>TOWN MANAGER</b>              |                         |                   |                   |                         |                                  |                                   |                   |
| 1030                             | Salaries                | \$ 196,963        | \$ 204,592        | \$ 211,121              | \$ 216,997                       | \$ 216,997                        | 2.78%             |
| 1031                             | Wages                   | \$ 102,567        | \$ 106,371        | \$ 114,138              | \$ 120,592                       | \$ 120,592                        | 5.65%             |
| 1032                             | Expenses                | \$ 7,368          | \$ 13,421         | \$ 14,000               | \$ 14,500                        | \$ 14,500                         | 3.57%             |
| 1033                             | Engineering/Consultant  | \$ -              | \$ -              | \$ -                    | \$ -                             | \$ -                              | 0.00%             |
| 1034                             | Performance Evaluations | \$ -              | \$ -              | \$ -                    | \$ -                             | \$ -                              | 0.00%             |
| <b>DEPARTMENTAL TOTAL</b>        |                         | <b>\$ 306,898</b> | <b>\$ 324,384</b> | <b>\$ 339,259</b>       | <b>\$ 352,089</b>                | <b>\$ 352,089</b>                 | <b>3.78%</b>      |

| LINE                           | DEPARTMENT/DESCRIPTION | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE |
|--------------------------------|------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|
| <b>FINANCE COMMITTEE</b>       |                        |                   |                   |                         |                                  |                                   |                   |
| 1040                           | Expenses               | \$ -              | \$ 210            | \$ 210                  | \$ 215                           | \$ 215                            | 0.00%             |
| 1041                           | Reserve Fund           | \$ 51,085         | \$ 86,806         | \$ 150,000              | \$ 150,000                       | \$ 150,000                        | 0.00%             |
| <b>DEPARTMENTAL TOTAL</b>      |                        | <b>\$ 51,085</b>  | <b>\$ 87,016</b>  | <b>\$ 150,210</b>       | <b>\$ 150,215</b>                | <b>\$ 150,215</b>                 | <b>0.00%</b>      |
| <b>TOWN ACCOUNTANT</b>         |                        |                   |                   |                         |                                  |                                   |                   |
| 1050                           | Salaries               | \$ 84,833         | \$ 87,395         | \$ 91,110               | \$ 95,155                        | \$ 95,155                         | 4.44%             |
| 1051                           | Wages                  | \$ 42,333         | \$ 43,898         | \$ 46,187               | \$ 47,792                        | \$ 47,792                         | 3.48%             |
| 1052                           | Expenses               | \$ 29,744         | \$ 34,185         | \$ 32,140               | \$ 33,456                        | \$ 34,056                         | 5.96%             |
| <b>DEPARTMENTAL TOTAL</b>      |                        | <b>\$ 156,910</b> | <b>\$ 165,478</b> | <b>\$ 169,437</b>       | <b>\$ 176,403</b>                | <b>\$ 177,003</b>                 | <b>4.47%</b>      |
| <b>BOARD OF ASSESSORS</b>      |                        |                   |                   |                         |                                  |                                   |                   |
| 1060                           | Salaries               | \$ 94,240         | \$ 71,244         | \$ 75,555               | \$ 78,580                        | \$ 78,580                         | 4.00%             |
| 1061                           | Wages                  | \$ 53,007         | \$ 39,823         | \$ 52,675               | \$ 62,321                        | \$ 62,321                         | 18.31%            |
| 1062                           | Expenses               | \$ 16,484         | \$ 17,521         | \$ 22,630               | \$ 26,182                        | \$ 25,281                         | 11.71%            |
| 1063                           | Legal Expense          | \$ -              | \$ -              | \$ -                    | \$ -                             | \$ -                              | 0.00%             |
| <b>DEPARTMENTAL TOTAL</b>      |                        | <b>\$ 163,731</b> | <b>\$ 128,588</b> | <b>\$ 150,860</b>       | <b>\$ 167,083</b>                | <b>\$ 166,182</b>                 | <b>10.16%</b>     |
| <b>TREASURER/TAX COLLECTOR</b> |                        |                   |                   |                         |                                  |                                   |                   |
| 1070                           | Salaries               | \$ 84,125         | \$ 84,966         | \$ 88,165               | \$ 91,700                        | \$ 91,700                         | 4.01%             |
| 1071                           | Wages                  | \$ 100,162        | \$ 104,478        | \$ 111,864              | \$ 114,899                       | \$ 114,899                        | 2.71%             |
| 1072                           | Expenses               | \$ 20,040         | \$ 20,422         | \$ 21,865               | \$ 20,690                        | \$ 20,690                         | -5.37%            |
| 1073                           | Tax Title              | \$ 3,333          | \$ 9,235          | \$ 4,500                | \$ 5,950                         | \$ 5,950                          | 32.22%            |
| 1074                           | Bond Cost              | \$ 5,000          | \$ 3,200          | \$ 6,000                | \$ 4,400                         | \$ 4,975                          | -17.08%           |
| <b>DEPARTMENTAL TOTAL</b>      |                        | <b>\$ 212,660</b> | <b>\$ 222,301</b> | <b>\$ 232,394</b>       | <b>\$ 237,639</b>                | <b>\$ 238,214</b>                 | <b>2.50%</b>      |

| LINE                          | DEPARTMENT/DESCRIPTION    | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE |
|-------------------------------|---------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|
| <b>TOWN COUNSEL</b>           |                           |                   |                   |                         |                                  |                                   |                   |
| 1080                          | Expenses                  | \$ 61,574         | \$ 50,831         | \$ 90,000               | \$ 120,000                       | \$ 90,000                         | 0.00%             |
|                               | <b>DEPARTMENTAL TOTAL</b> | <b>\$ 61,574</b>  | <b>\$ 50,831</b>  | <b>\$ 90,000</b>        | <b>\$ 120,000</b>                | <b>\$ 90,000</b>                  | <b>0.00%</b>      |
| <b>HUMAN RESOURCES</b>        |                           |                   |                   |                         |                                  |                                   |                   |
| 1090                          | Salary                    | \$ 73,201         | \$ 75,412         | \$ 79,104               | \$ 82,673                        | \$ 82,673                         | 4.51%             |
| 1091                          | Expenses                  | \$ 8,764          | \$ 20,030         | \$ 10,000               | \$ 11,000                        | \$ 11,000                         | 10.00%            |
|                               | <b>DEPARTMENTAL TOTAL</b> | <b>\$ 81,965</b>  | <b>\$ 95,442</b>  | <b>\$ 89,104</b>        | <b>\$ 93,673</b>                 | <b>\$ 93,673</b>                  | <b>5.13%</b>      |
| <b>INFORMATION TECHNOLOGY</b> |                           |                   |                   |                         |                                  |                                   |                   |
| 1100                          | Salary                    | \$ 100,814        | \$ 104,888        | \$ 109,759              | \$ 114,722                       | \$ 114,722                        | 4.52%             |
| 1101                          | Wages                     | \$ 37,205         | \$ 48,048         | \$ 56,635               | \$ 58,848                        | \$ 58,848                         | 3.91%             |
| 1102                          | Expenses                  | \$ 21,094         | \$ 20,637         | \$ 24,800               | \$ 24,800                        | \$ 24,800                         | 0.00%             |
|                               | <b>DEPARTMENTAL TOTAL</b> | <b>\$ 159,113</b> | <b>\$ 173,573</b> | <b>\$ 191,194</b>       | <b>\$ 198,370</b>                | <b>\$ 198,370</b>                 | <b>3.75%</b>      |
| <b>GIS STEERING COMMITTEE</b> |                           |                   |                   |                         |                                  |                                   |                   |
| 1120                          | Expenses                  | \$ 5,411          | \$ 5,408          | \$ 18,600               | \$ 18,600                        | \$ 18,600                         | 0.00%             |
|                               | <b>DEPARTMENTAL TOTAL</b> | <b>\$ 5,411</b>   | <b>\$ 5,408</b>   | <b>\$ 18,600</b>        | <b>\$ 18,600</b>                 | <b>\$ 18,600</b>                  | <b>0.00%</b>      |
| <b>TOWN CLERK</b>             |                           |                   |                   |                         |                                  |                                   |                   |
| 1130                          | Salaries                  | \$ 77,556         | \$ 80,688         | \$ 83,936               | \$ 88,430                        | \$ 88,430                         | 5.35%             |
| 1131                          | Wages                     | \$ 52,166         | \$ 55,252         | \$ 61,274               | \$ 61,618                        | \$ 61,618                         | 0.56%             |
| 1132                          | Expenses                  | \$ 7,310          | \$ 4,157          | \$ 11,690               | \$ 11,725                        | \$ 9,575                          | -18.09%           |
| 1133                          | Minor Capital             | \$ -              | \$ -              | \$ -                    | \$ -                             | \$ -                              | 0.00%             |
|                               | <b>DEPARTMENTAL TOTAL</b> | <b>\$ 137,032</b> | <b>\$ 140,097</b> | <b>\$ 156,900</b>       | <b>\$ 161,773</b>                | <b>\$ 159,623</b>                 | <b>1.74%</b>      |



| LINE                                       | DEPARTMENT/DESCRIPTION                   | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE |
|--|--|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|
| <b>ELECTIONS &amp; BOARD OF REGISTRARS</b> |  |                   |                   |                         |                                  |                                   |                   |
| 1140                                       | Stipend                                  | \$ 9,707          | \$ 4,373          | \$ 14,346               | \$ 7,964                         | \$ 7,964                          | -44.49%           |
| 1141                                       | Expenses                                 | \$ 7,173          | \$ 5,841          | \$ 11,070               | \$ 11,276                        | \$ 11,276                         | 1.86%             |
| 1142                                       | Minor Capital                            | \$ -              | \$ -              | \$ -                    | \$ 6,000                         | \$ -                              | 0.00%             |
| <b>DEPARTMENTAL TOTAL</b>                  |  | <b>\$ 16,880</b>  | <b>\$ 10,214</b>  | <b>\$ 25,416</b>        | <b>\$ 25,240</b>                 | <b>\$ 19,240</b>                  | <b>-24.30%</b>    |
| <b>STREET LISTINGS</b>                     |  |                   |                   |                         |                                  |                                   |                   |
| 1150                                       | Expenses                                 | \$ 5,841          | \$ 3,808          | \$ 5,100                | \$ 5,100                         | \$ 5,100                          | 0.00%             |
| <b>DEPARTMENTAL TOTAL</b>                  |  | <b>\$ 5,841</b>   | <b>\$ 3,808</b>   | <b>\$ 5,100</b>         | <b>\$ 5,100</b>                  | <b>\$ 5,100</b>                   | <b>0.00%</b>      |
| <b>INSURANCE &amp; BONDING</b>             |  |                   |                   |                         |                                  |                                   |                   |
| 1160                                       | Insurance & Bonding                      | \$ 199,042        | \$ 208,670        | \$ 230,000              | \$ 240,000                       | \$ 230,000                        | 0.00%             |
| 1161                                       | Insurance Deductible Reserve - Liability | \$ 3,131          | \$ 2,160          | \$ 12,000               | \$ 12,000                        | \$ 12,000                         | 0.00%             |
| 1162                                       | Insurance Deductible Reserve - 111F      | \$ 14,484         | \$ 17,229         | \$ 25,000               | \$ 25,000                        | \$ 25,000                         | 0.00%             |
| <b>DEPARTMENTAL TOTAL</b>                  |  | <b>\$ 216,657</b> | <b>\$ 228,059</b> | <b>\$ 267,000</b>       | <b>\$ 277,000</b>                | <b>\$ 267,000</b>                 | <b>0.00%</b>      |
| <b>TOWN REPORT</b>                         |  |                   |                   |                         |                                  |                                   |                   |
| 1170                                       | Expenses                                 | \$ 1,407          | \$ 1,400          | \$ 1,500                | \$ 1,500                         | \$ 1,500                          | 0.00%             |
| <b>DEPARTMENTAL TOTAL</b>                  |  | <b>\$ 1,407</b>   | <b>\$ 1,400</b>   | <b>\$ 1,500</b>         | <b>\$ 1,500</b>                  | <b>\$ 1,500</b>                   | <b>0.00%</b>      |

| LINE                                   | DEPARTMENT/DESCRIPTION          | FY 2017<br>ACTUAL   | FY 2018<br>ACTUAL   | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE |
|--|---------------------------------|---------------------|---------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|
| <b>POSTAGE/TOWN HALL EXPENSES</b>      |                                 |                     |                     |                         |                                  |                                   |                   |
| 1180                                   | Expenses                        | \$ 52,726           | \$ 48,224           | \$ 55,000               | \$ 55,000                        | \$ 55,000                         | 0.00%             |
| 1181                                   | Telephone Expenses              | \$ 31,566           | \$ 31,592           | \$ 40,000               | \$ 40,000                        | \$ 40,000                         | 0.00%             |
| 1182                                   | Office Supplies                 | \$ 11,697           | \$ 14,243           | \$ 17,000               | \$ 17,000                        | \$ 17,000                         | 0.00%             |
| <hr/>                                  |                                 |                     |                     |                         |                                  |                                   |                   |
|  | <b>DEPARTMENTAL TOTAL</b>       | <b>\$ 95,989</b>    | <b>\$ 94,059</b>    | <b>\$ 112,000</b>       | <b>\$ 112,000</b>                | <b>\$ 112,000</b>                 | <b>0.00%</b>      |
| <hr/>                                  |                                 |                     |                     |                         |                                  |                                   |                   |
|  | <b>TOTAL GENERAL GOVERNMENT</b> | <b>\$ 1,675,236</b> | <b>\$ 1,762,061</b> | <b>\$ 2,029,219</b>     | <b>\$ 2,127,130</b>              | <b>\$ 2,077,937</b>               | <b>2.40%</b>      |
| <br><b><u>LAND USE DEPARTMENTS</u></b> |                                 |                     |                     |                         |                                  |                                   |                   |
| <b>CONSERVATION COMMISSION</b>         |                                 |                     |                     |                         |                                  |                                   |                   |
| 1200                                   | Salary                          | \$ 66,118           | \$ 60,752           | \$ 65,796               | \$ 70,169                        | \$ 70,169                         | 6.65%             |
| 1201                                   | Wages                           | \$ -                | \$ -                | \$ -                    | \$ -                             | \$ -                              | 0.00%             |
| 1202                                   | Expenses                        | \$ 5,480            | \$ 6,748            | \$ 6,724                | \$ 7,336                         | \$ 7,336                          | 9.10%             |
| 1203                                   | Engineering & Legal             | \$ -                | \$ -                | \$ -                    | \$ -                             | \$ -                              | 0.00%             |
| 1204                                   | Minor Capital                   | \$ -                | \$ -                | \$ -                    | \$ -                             | \$ -                              | 0.00%             |
| <hr/>                                  |                                 |                     |                     |                         |                                  |                                   |                   |
|  | <b>DEPARTMENTAL TOTAL</b>       | <b>\$ 71,598</b>    | <b>\$ 67,500</b>    | <b>\$ 72,520</b>        | <b>\$ 77,505</b>                 | <b>\$ 77,505</b>                  | <b>6.87%</b>      |
| <hr/> <b>PLANNING BOARD</b>            |                                 |                     |                     |                         |                                  |                                   |                   |
| 1210                                   | Salaries                        | \$ 75,567           | \$ 77,115           | \$ 80,235               | \$ 83,043                        | \$ 83,043                         | 3.50%             |
| 1211                                   | Wages                           | \$ -                | \$ -                | \$ -                    | \$ -                             | \$ -                              | 0.00%             |
| 1212                                   | Expenses                        | \$ 5,695            | \$ 5,881            | \$ 7,850                | \$ 8,650                         | \$ 8,650                          | 10.19%            |
| 1213                                   | M.R.P.C. Assessment             | \$ 3,402            | \$ 3,487            | \$ 3,600                | \$ 3,664                         | \$ 3,664                          | 1.78%             |
| 1214                                   | Legal Budget                    | \$ -                | \$ -                | \$ -                    | \$ -                             | \$ -                              | 0.00%             |
| <hr/>                                  |                                 |                     |                     |                         |                                  |                                   |                   |
|  | <b>DEPARTMENTAL TOTAL</b>       | <b>\$ 84,664</b>    | <b>\$ 86,483</b>    | <b>\$ 91,685</b>        | <b>\$ 95,357</b>                 | <b>\$ 95,357</b>                  | <b>4.01%</b>      |

| LINE                                 | DEPARTMENT/DESCRIPTION | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE |
|--------------------------------------|------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|
| <b>ZONING BOARD OF APPEALS</b>       |                        |                   |                   |                         |                                  |                                   |                   |
| 1220                                 | Wages                  | \$ 18,810         | \$ 19,945         | \$ 19,630               | \$ 20,460                        | \$ 20,460                         | 4.23%             |
| 1221                                 | Expenses               | \$ 757            | \$ 1,314          | \$ 1,700                | \$ 2,000                         | \$ 2,000                          | 17.65%            |
| <b>DEPARTMENTAL TOTAL</b>            |                        | <b>\$ 19,567</b>  | <b>\$ 21,259</b>  | <b>\$ 21,330</b>        | <b>\$ 22,460</b>                 | <b>\$ 22,460</b>                  | <b>5.30%</b>      |
| <b>HISTORIC DISTRICTS 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               | \$ 82,475         | \$ 84,966         | \$ 88,165               | \$ 91,253                        | \$ 91,253                         | 3.50%             |
| 1241                                 | Wages                  | \$ 62,013         | \$ 62,321         | \$ 58,327               | \$ 61,762                        | \$ 61,762                         | 5.89%             |
| 1242                                 | Expenses               | \$ 1,623          | \$ 2,294          | \$ 3,500                | \$ 3,100                         | \$ 3,100                          | -11.43%           |
| 1243                                 | Minor Capital          | \$ -              | \$ -              | \$ -                    | \$ -                             | \$ -                              | 0.00%             |
| <b>DEPARTMENTAL TOTAL</b>            |                        | <b>\$ 146,111</b> | <b>\$ 149,581</b> | <b>\$ 149,992</b>       | <b>\$ 156,115</b>                | <b>\$ 156,115</b>                 | <b>4.08%</b>      |
| <b>MECHANICAL INSPECTOR</b>          |                        |                   |                   |                         |                                  |                                   |                   |
| 1250                                 | Fee Salaries           | \$ 31,530         | \$ 33,285         | \$ 30,000               | \$ 30,000                        | \$ 30,000                         | 0.00%             |
| 1251                                 | Expenses               | \$ 3,724          | \$ 2,503          | \$ 5,000                | \$ 5,000                         | \$ 5,000                          | 0.00%             |
| <b>DEPARTMENTAL TOTAL</b>            |                        | <b>\$ 35,254</b>  | <b>\$ 35,788</b>  | <b>\$ 35,000</b>        | <b>\$ 35,000</b>                 | <b>\$ 35,000</b>                  | <b>0.00%</b>      |

| LINE                                    | DEPARTMENT/DESCRIPTION          | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE |
|---|---------------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|
| <b>EARTH REMOVAL INSPECTOR</b>          |                                 |                   |                   |                         |                                  |                                   |                   |
| 1260                                    | Stipend                         | \$ 1,500          | \$ 1,500          | \$ 1,500                | \$ 1,500                         | \$ 1,500                          | 0.00%             |
| 1261                                    | Expenses                        | \$ 100            | \$ 77             | \$ 100                  | \$ 100                           | \$ 100                            | 0.00%             |
| 1262                                    | Minor Capital                   | \$ -              | \$ -              | \$ -                    | \$ -                             | \$ -                              | 0.00%             |
| <b>DEPARTMENTAL TOTAL</b>               |                                 | <b>\$ 1,600</b>   | <b>\$ 1,577</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                        | \$ 718            | \$ 886            | \$ 1,000                | \$ 1,175                         | \$ 1,175                          | 17.50%            |
| 1272                                    | Nursing Services                | \$ -              | \$ -              | \$ 11,892               | \$ 12,487                        | \$ 12,487                         | 5.00%             |
| 1273                                    | Nashoba Health District         | \$ 42,423         | \$ 44,143         | \$ 26,059               | \$ 27,362                        | \$ 27,362                         | 5.00%             |
| 1274                                    | Mental Health                   | \$ 8,000          | \$ 8,000          | \$ 8,000                | \$ 8,000                         | \$ 8,000                          | 0.00%             |
| 1275                                    | Eng/Consult/Landfill Monitoring | \$ 9,677          | \$ 10,000         | \$ 10,000               | \$ 10,000                        | \$ 10,000                         | 0.00%             |
| <b>DEPARTMENTAL TOTAL</b>               |                                 | <b>\$ 60,818</b>  | <b>\$ 63,029</b>  | <b>\$ 56,951</b>        | <b>\$ 59,024</b>                 | <b>\$ 59,024</b>                  | <b>3.64%</b>      |
| <b>SEALER OF WEIGHTS &amp; MEASURES</b> |                                 |                   |                   |                         |                                  |                                   |                   |
| 1280                                    | Fee Salaries                    | \$ 2,610          | \$ 1,360          | \$ 3,200                | \$ 3,200                         | \$ 3,200                          | 0.00%             |
| 1281                                    | Expenses                        | \$ -              | \$ 100            | \$ 100                  | \$ 100                           | \$ 100                            | 0.00%             |
| <b>DEPARTMENTAL TOTAL</b>               |                                 | <b>\$ 2,610</b>   | <b>\$ 1,460</b>   | <b>\$ 3,300</b>         | <b>\$ 3,300</b>                  | <b>\$ 3,300</b>                   | <b>0.00%</b>      |
| <b>TOTAL LAND USE DEPARTMENTS</b>       |                                 | <b>\$ 422,222</b> | <b>\$ 426,677</b> | <b>\$ 432,378</b>       | <b>\$ 450,361</b>                | <b>\$ 450,361</b>                 | <b>4.16%</b>      |

| LINE   | DEPARTMENT/DESCRIPTION        | FY 2017<br>ACTUAL   | FY 2018<br>ACTUAL   | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE |
|--|-------------------------------|---------------------|---------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|
| <b><u>PROTECTION OF PERSONS AND PROPERTY</u></b> |                               |                     |                     |                         |                                  |                                   |                   |
| <b>POLICE DEPARTMENT</b>                         |                               |                     |                     |                         |                                  |                                   |                   |
| 1300   | Salaries                      | \$ 316,053          | \$ 324,717          | \$ 326,053              | \$ 329,473                       | \$ 329,473                        | 1.05%             |
| 1301   | Wages                         | \$ 1,659,348        | \$ 1,704,868        | \$ 1,815,832            | \$ 1,877,967                     | \$ 1,877,967                      | 3.42%             |
| 1302   | Expenses                      | \$ 182,117          | \$ 199,499          | \$ 210,969              | \$ 220,960                       | \$ 216,400                        | 2.57%             |
| 1303   | Lease or Purchase of Cruisers | \$ 3,960            | \$ 4,000            | \$ 4,000                | \$ 4,000                         | \$ 4,000                          | 0.00%             |
| 1304   | PS Building (Expenses)        | \$ -                | \$ -                | \$ -                    | \$ -                             | \$ -                              | 0.00%             |
| 1305   | Minor Capital                 | \$ 11,985           | \$ 18,921           | \$ 20,000               | \$ 60,130                        | \$ 20,000                         | 0.00%             |
| <b>DEPARTMENTAL TOTAL</b>                        |                               | <b>\$ 2,173,463</b> | <b>\$ 2,252,005</b> | <b>\$ 2,376,854</b>     | <b>\$ 2,492,530</b>              | <b>\$ 2,447,840</b>               | <b>2.99%</b>      |
| <b>FIRE DEPARTMENT</b>                           |                               |                     |                     |                         |                                  |                                   |                   |
| 1310   | Salaries                      | \$ 102,792          | \$ 113,086          | \$ 116,478              | \$ 125,000                       | \$ 125,000                        | 7.32%             |
| 1311   | Wages                         | \$ 702,084          | \$ 770,427          | \$ 909,540              | \$ 981,602                       | \$ 981,602                        | 7.92%             |
| 1312   | Expenses                      | \$ 163,038          | \$ 166,289          | \$ 172,700              | \$ 174,700                       | \$ 174,700                        | 1.16%             |
| <b>DEPARTMENTAL TOTAL</b>                        |                               | <b>\$ 967,914</b>   | <b>\$ 1,049,802</b> | <b>\$ 1,198,718</b>     | <b>\$ 1,281,302</b>              | <b>\$ 1,281,302</b>               | <b>6.89%</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                        | \$ 2,070            | \$ 2,082            | \$ 2,082                | \$ 2,082                         | \$ 2,082                          | 0.00%             |
| 1331   | Expenses                      | \$ -                | \$ -                | \$ 400                  | \$ 400                           | \$ 400                            | 0.00%             |
| <b>DEPARTMENTAL TOTAL</b>                        |                               | <b>\$ 2,070</b>     | <b>\$ 2,082</b>     | <b>\$ 2,482</b>         | <b>\$ 2,482</b>                  | <b>\$ 2,482</b>                   | <b>0.00%</b>      |

| LINE  | DEPARTMENT/DESCRIPTION | FY 2017<br>ACTUAL   | FY 2018<br>ACTUAL   | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE |
|---|------------------------|---------------------|---------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|
| <b>ANIMAL CONTROL OFFICER</b>                       |                        |                     |                     |                         |                                  |                                   |                   |
| 1340  | Salary                 | \$ 2,070            | \$ 2,082            | \$ 2,082                | \$ 2,082                         | \$ 2,082                          | 0.00%             |
| 1341  | Expenses               | \$ -                | \$ -                | \$ 400                  | \$ 400                           | \$ 400                            | 0.00%             |
| <b>DEPARTMENTAL TOTAL</b>                           |                        | <b>\$ 2,070</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               | \$ 8,991            | \$ 11,806           | \$ 12,750               | \$ 12,750                        | \$ 12,750                         | 0.00%             |
| 1352  | Minor Capital          | \$ -                | \$ 17,749           | \$ -                    | \$ -                             | \$ -                              | 0.00%             |
| <b>DEPARTMENTAL TOTAL</b>                           |                        | <b>\$ 8,991</b>     | <b>\$ 29,555</b>    | <b>\$ 12,750</b>        | <b>\$ 12,750</b>                 | <b>\$ 12,750</b>                  | <b>0.00%</b>      |
| <b>DOG OFFICER</b>                                  |                        |                     |                     |                         |                                  |                                   |                   |
| 1360  | Salary                 | \$ 13,456           | \$ 13,973           | \$ 15,000               | \$ 15,000                        | \$ 15,000                         | 0.00%             |
| 1361  | Expenses               | \$ 2,321            | \$ 3,334            | \$ 4,000                | \$ 4,000                         | \$ 4,000                          | 0.00%             |
| <b>DEPARTMENTAL TOTAL</b>                           |                        | <b>\$ 15,777</b>    | <b>\$ 17,307</b>    | <b>\$ 19,000</b>        | <b>\$ 19,000</b>                 | <b>\$ 19,000</b>                  | <b>0.00%</b>      |
| <b>POLICE &amp; FIRE COMMUNICATIONS</b>             |                        |                     |                     |                         |                                  |                                   |                   |
| 1370  | Wages                  | \$ 302,859          | \$ 442,099          | \$ 497,797              | \$ 512,769                       | \$ 512,769                        | 3.01%             |
| 1371  | Expenses               | \$ 17,352           | \$ 17,767           | \$ 18,250               | \$ 18,375                        | \$ 18,375                         | 0.68%             |
| 1372  | Minor Capital          | \$ -                | \$ -                | \$ -                    | \$ -                             | \$ -                              | 0.00%             |
| <b>DEPARTMENTAL TOTAL</b>                           |                        | <b>\$ 320,211</b>   | <b>\$ 459,866</b>   | <b>\$ 516,047</b>       | <b>\$ 531,144</b>                | <b>\$ 531,144</b>                 | <b>2.93%</b>      |
| <b>TOTAL PROTECTION OF<br/>PERSONS AND PROPERTY</b> |                        | <b>\$ 3,490,496</b> | <b>\$ 3,812,699</b> | <b>\$ 4,128,335</b>     | <b>\$ 4,341,692</b>              | <b>\$ 4,297,002</b>               | <b>4.09%</b>      |

| LINE   | DEPARTMENT/DESCRIPTION    | FY 2017<br>ACTUAL    | FY 2018<br>ACTUAL    | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE |
|--|---------------------------|----------------------|----------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|
| <b><u>REGIONAL SCHOOL DISTRICT BUDGETS</u></b>       |                           |                      |                      |                         |                                  |                                   |                   |
| <b>NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL</b> |                           |                      |                      |                         |                                  |                                   |                   |
| 1400   | Operating Expenses        | \$ 570,080           | \$ 607,250           | \$ 557,295              | \$ 685,295                       | \$ 685,295                        | <b>22.97%</b>     |
| <b>DEPARTMENTAL TOTAL</b>                            |                           | <b>\$ 570,080</b>    | <b>\$ 607,250</b>    | <b>\$ 557,295</b>       | <b>\$ 685,295</b>                | <b>\$ 685,295</b>                 | <b>22.97%</b>     |
| <b>GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT</b>     |                           |                      |                      |                         |                                  |                                   |                   |
| 1410   | Operating Expenses        | \$ 19,507,139        | \$ 20,175,864        | \$ 20,215,428           | \$ 21,296,540                    | \$ 21,296,540                     | <b>5.35%</b>      |
| 1411   | Debt Service, Excluded    | \$ -                 | \$ -                 | \$ 814,060              | \$ 739,429                       | \$ 739,429                        | <b>-9.17%</b>     |
| 1412   | Debt Service, Unexcluded  | \$ -                 | \$ -                 | \$ 57,181               | \$ 59,533                        | \$ 59,533                         | <b>0.00%</b>      |
| 1413   | Out of District Placement | \$ -                 | \$ -                 | \$ -                    | \$ -                             | \$ -                              | <b>0.00%</b>      |
| 1414   | Capital Assessment        | \$ -                 | \$ -                 | \$ 425,425              | \$ 479,012                       | \$ 479,012                        | <b>0.00%</b>      |
| <b>DEPARTMENTAL TOTAL</b>                            |                           | <b>\$ 19,507,139</b> | <b>\$ 20,175,864</b> | <b>\$ 21,512,094</b>    | <b>\$ 22,574,514</b>             | <b>\$ 22,574,514</b>              | <b>4.94%</b>      |
| <b>TOTAL SCHOOLS</b>                                 |                           | <b>\$ 20,077,219</b> | <b>\$ 20,783,114</b> | <b>\$ 22,069,389</b>    | <b>\$ 23,259,809</b>             | <b>\$ 23,259,809</b>              | <b>5.39%</b>      |
| <b><u>DEPARTMENT OF PUBLIC WORKS</u></b>             |                           |                      |                      |                         |                                  |                                   |                   |
| <b>HIGHWAY DEPARTMENT</b>                            |                           |                      |                      |                         |                                  |                                   |                   |
| 1500   | Salaries                  | \$ 99,851            | \$ 103,824           | \$ 108,592              | \$ 112,891                       | \$ 112,891                        | <b>3.96%</b>      |
| 1501   | Wages                     | \$ 607,880           | \$ 651,064           | \$ 682,727              | \$ 702,999                       | \$ 702,999                        | <b>2.97%</b>      |
| 1502   | Expenses                  | \$ 156,055           | \$ 130,570           | \$ 136,900              | \$ 136,900                       | \$ 136,900                        | <b>0.00%</b>      |
| 1503   | Highway Maintenance       | \$ 79,253            | \$ 76,770            | \$ 90,000               | \$ 90,000                        | \$ 90,000                         | <b>0.00%</b>      |
| 1504   | Minor Capital             | \$ -                 | \$ -                 | \$ -                    | \$ -                             | \$ -                              | <b>0.00%</b>      |
| <b>DEPARTMENTAL TOTAL</b>                            |                           | <b>\$ 943,039</b>    | <b>\$ 962,228</b>    | <b>\$ 1,018,219</b>     | <b>\$ 1,042,790</b>              | <b>\$ 1,042,790</b>               | <b>2.41%</b>      |

| LINE   | DEPARTMENT/DESCRIPTION | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE |
|--|------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|
| <b>STREET LIGHTS</b>                               |                        |                   |                   |                         |                                  |                                   |                   |
| 1510   | Expenses               | \$ 12,500         | \$ 9,375          | \$ 15,000               | \$ 15,000                        | \$ 15,000                         | 0.00%             |
| <b>DEPARTMENTAL TOTAL</b>                          |                        | <b>\$ 12,500</b>  | <b>\$ 9,375</b>   | <b>\$ 15,000</b>        | <b>\$ 15,000</b>                 | <b>\$ 15,000</b>                  | <b>0.00%</b>      |
| <b>SNOW AND ICE</b>                                |                        |                   |                   |                         |                                  |                                   |                   |
| 1520   | Expenses               | \$ 329,121        | \$ 164,894        | \$ 165,000              | \$ 165,000                       | \$ 165,000                        | 0.00%             |
| 1521   | Overtime               | \$ 152,892        | \$ 302,663        | \$ 140,000              | \$ 140,000                       | \$ 140,000                        | 0.00%             |
| 1522   | Hired Equipment        | \$ 116,132        | \$ 93,794         | \$ 35,000               | \$ 35,000                        | \$ 35,000                         | 0.00%             |
| <b>DEPARTMENTAL TOTAL</b>                          |                        | <b>\$ 598,145</b> | <b>\$ 561,351</b> | <b>\$ 340,000</b>       | <b>\$ 340,000</b>                | <b>\$ 340,000</b>                 | <b>0.00%</b>      |
| <b>TREE WARDEN BUDGET</b>                          |                        |                   |                   |                         |                                  |                                   |                   |
| 1530   | Salary                 | \$ -              | \$ -              | \$ -                    | \$ -                             | \$ -                              | 0.00%             |
| 1531   | Expenses               | \$ 2,999          | \$ 1,155          | \$ 3,000                | \$ 3,000                         | \$ 3,000                          | 0.00%             |
| 1532   | Trees                  | \$ -              | \$ -              | \$ 1,500                | \$ 1,500                         | \$ 1,500                          | 0.00%             |
| 1533   | Tree Work              | \$ 11,500         | \$ 6,185          | \$ 10,000               | \$ 10,000                        | \$ 10,000                         | 0.00%             |
| <b>DEPARTMENTAL TOTAL</b>                          |                        | <b>\$ 14,499</b>  | <b>\$ 7,340</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                  | \$ 86,718         | \$ 121,420        | \$ 135,700              | \$ 145,276                       | \$ 145,276                        | 7.06%             |
| 1541   | Expenses               | \$ 259,727        | \$ 269,376        | \$ 260,850              | \$ 260,850                       | \$ 260,850                        | 0.00%             |
| 1542   | Minor Capital          | \$ 20,000         | \$ 26,878         | \$ 20,000               | \$ 20,000                        | \$ 20,000                         | 0.00%             |
| <b>DEPARTMENTAL TOTAL</b>                          |                        | <b>\$ 366,445</b> | <b>\$ 417,674</b> | <b>\$ 416,550</b>       | <b>\$ 426,126</b>                | <b>\$ 426,126</b>                 | <b>2.30%</b>      |



| LINE  | DEPARTMENT/DESCRIPTION | FY 2017<br>ACTUAL   | FY 2018<br>ACTUAL   | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE |
|---|------------------------|---------------------|---------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|
| <b>SOLID WASTE DISPOSAL</b>                 |                        |                     |                     |                         |                                  |                                   |                   |
| 1550  | Wages                  | \$ 119,357          | \$ 123,095          | \$ 133,393              | \$ 138,211                       | \$ 138,211                        | 3.61%             |
| 1551  | Expenses               | \$ 53,542           | \$ 52,457           | \$ 44,486               | \$ 44,486                        | \$ 44,486                         | 0.00%             |
| 1552  | Tipping Fees           | \$ 129,998          | \$ 132,890          | \$ 130,000              | \$ 135,000                       | \$ 135,000                        | 3.85%             |
| 1553  | North Central SW Coop  | \$ 5,850            | \$ 5,850            | \$ 5,850                | \$ 5,850                         | \$ 5,850                          | 0.00%             |
| 1554  | Minor Capital          | \$ 5,000            | \$ 5,000            | \$ 10,000               | \$ 10,000                        | \$ 10,000                         | 0.00%             |
| <b>DEPARTMENTAL TOTAL</b>                   |                        | <b>\$ 313,747</b>   | <b>\$ 319,292</b>   | <b>\$ 323,729</b>       | <b>\$ 333,547</b>                | <b>\$ 333,547</b>                 | <b>3.03%</b>      |
| <b>PARKS DEPARTMENT</b>                     |                        |                     |                     |                         |                                  |                                   |                   |
| 1560  | Wages                  | \$ 2,538            | \$ 367              | \$ -                    | \$ -                             | \$ -                              | 0.00%             |
| 1561  | Expenses               | \$ 60,849           | \$ 65,617           | \$ 65,759               | \$ 65,759                        | \$ 65,759                         | 0.00%             |
| <b>DEPARTMENTAL TOTAL</b>                   |                        | <b>\$ 63,387</b>    | <b>\$ 65,984</b>    | <b>\$ 65,759</b>        | <b>\$ 65,759</b>                 | <b>\$ 65,759</b>                  | <b>0.00%</b>      |
| <b>TOTAL DEPARTMENT OF<br/>PUBLIC WORKS</b> |                        | <b>\$ 2,311,762</b> | <b>\$ 2,343,244</b> | <b>\$ 2,193,757</b>     | <b>\$ 2,237,722</b>              | <b>\$ 2,237,722</b>               | <b>2.00%</b>      |
| <b><u>LIBRARY AND CITIZEN SERVICES</u></b>  |                        |                     |                     |                         |                                  |                                   |                   |
| <b>COUNCIL ON AGING</b>                     |                        |                     |                     |                         |                                  |                                   |                   |
| 1600  | Salaries               | \$ 70,668           | \$ 73,523           | \$ 76,790               | \$ 79,489                        | \$ 79,489                         | 3.51%             |
| 1601  | Wages                  | \$ 55,350           | \$ 59,494           | \$ 75,451               | \$ 77,707                        | \$ 77,707                         | 2.99%             |
| 1602  | Expenses               | \$ 8,261            | \$ 7,572            | \$ 8,454                | \$ 8,454                         | \$ 8,454                          | 0.00%             |
| 1603  | Minor Capital          | \$ -                | \$ -                | \$ -                    | \$ -                             | \$ -                              |                   |
| <b>DEPARTMENTAL TOTAL</b>                   |                        | <b>\$ 134,279</b>   | <b>\$ 140,589</b>   | <b>\$ 160,695</b>       | <b>\$ 165,650</b>                | <b>\$ 165,650</b>                 | <b>3.08%</b>      |

| LINE                                | DEPARTMENT/DESCRIPTION | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE |
|-------------------------------------|------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|
| <b>SENIOR CENTER VAN</b>            |                        |                   |                   |                         |                                  |                                   |                   |
| 1610                                | Wages                  | \$ 46,896         | \$ 48,642         | \$ 60,200               | \$ 61,665                        | \$ 61,665                         | 2.43%             |
| 1611                                | Expenses               | \$ 6,528          | \$ 7,999          | \$ 17,673               | \$ 17,673                        | \$ 17,673                         | 0.00%             |
| <b>DEPARTMENTAL TOTAL</b>           |                        | <b>\$ 53,424</b>  | <b>\$ 56,641</b>  | <b>\$ 77,873</b>        | <b>\$ 79,338</b>                 | <b>\$ 79,338</b>                  | <b>1.88%</b>      |
| <b>VETERAN'S SERVICE OFFICER</b>    |                        |                   |                   |                         |                                  |                                   |                   |
| 1620                                | Salary                 | \$ 3,484          | \$ 3,484          | \$ 5,000                | \$ 5,000                         | \$ 5,000                          | 0.00%             |
| 1621                                | Expenses               | \$ 65             | \$ 65             | \$ 1,100                | \$ 1,100                         | \$ 1,100                          | 0.00%             |
| 1622                                | Veterans' Benefits     | \$ 39,876         | \$ 33,772         | \$ 50,000               | \$ 50,000                        | \$ 42,000                         | -16.00%           |
| 1623                                | Minor Capital          | \$ -              | \$ -              | \$ -                    | \$ -                             | \$ -                              | 0.00%             |
| <b>DEPARTMENT TOTAL</b>             |                        | <b>\$ 43,425</b>  | <b>\$ 37,321</b>  | <b>\$ 56,100</b>        | <b>\$ 56,100</b>                 | <b>\$ 48,100</b>                  | <b>-14.26%</b>    |
| <b>GRAVES REGISTRATION</b>          |                        |                   |                   |                         |                                  |                                   |                   |
| 1630                                | Salary/Stipend         | \$ 250            | \$ 250            | \$ 250                  | \$ 250                           | \$ 250                            | 0.00%             |
| 1631                                | Expenses               | \$ 760            | \$ 760            | \$ 760                  | \$ 760                           | \$ 760                            | 0.00%             |
| <b>DEPARTMENTAL TOTAL</b>           |                        | <b>\$ 1,010</b>   | <b>\$ 1,010</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               | \$ 800            | \$ 167            | \$ 800                  | \$ 800                           | \$ 800                            | 0.00%             |
| <b>DEPARTMENTAL TOTAL</b>           |                        | <b>\$ 800</b>     | <b>\$ 167</b>     | <b>\$ 800</b>           | <b>\$ 800</b>                    | <b>\$ 800</b>                     | <b>0.00%</b>      |

| LINE                                     | DEPARTMENT/DESCRIPTION         | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE |
|--|--------------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|
| <b>LIBRARY</b>                           |                                |                   |                   |                         |                                  |                                   |                   |
| 1660                                     | Salary                         | \$ 357,628        | \$ 367,599        | \$ 379,281              | \$ 393,185                       | \$ 393,185                        | 3.67%             |
| 1661                                     | Wages                          | \$ 291,991        | \$ 282,798        | \$ 326,922              | \$ 331,213                       | \$ 331,213                        | 1.31%             |
| 1662                                     | Expenses                       | \$ 200,010        | \$ 199,547        | \$ 200,498              | \$ 205,304                       | \$ 205,304                        | 2.40%             |
| 1663                                     | Minor Capital                  | \$ -              | \$ -              | \$ -                    | \$ -                             | \$ -                              | 0.00%             |
| <b>DEPARTMENTAL TOTAL</b>                |                                | <b>\$ 849,629</b> | <b>\$ 849,944</b> | <b>\$ 906,701</b>       | <b>\$ 929,702</b>                | <b>\$ 929,702</b>                 | <b>2.54%</b>      |
| <b>COMMEMORATIONS &amp; CELEBRATIONS</b> |                                |                   |                   |                         |                                  |                                   |                   |
| 1670                                     | Expenses                       | \$ 483            | \$ 500            | \$ 500                  | \$ 500                           | \$ 500                            | 0.00%             |
| 1671                                     | Fireworks                      | \$ -              | \$ -              | \$ -                    | \$ -                             | \$ -                              | 0.00%             |
| <b>DEPARTMENTAL TOTAL</b>                |                                | <b>\$ 483</b>     | <b>\$ 500</b>     | <b>\$ 500</b>           | <b>\$ 500</b>                    | <b>\$ 500</b>                     | <b>0.00%</b>      |
| <b>WATER SAFETY</b>                      |                                |                   |                   |                         |                                  |                                   |                   |
| 1680                                     | Wages                          | \$ 1,999          | \$ 2,713          | \$ 4,200                | \$ 4,118                         | \$ 4,118                          | -1.95%            |
| 1681                                     | Expenses and Minor Capital     | \$ 5,489          | \$ 22,129         | \$ 28,747               | \$ 30,301                        | \$ 30,301                         | 5.41%             |
| 1682                                     | Property Maint. & Improvements | \$ -              | \$ 6,103          | \$ 9,000                | \$ 9,000                         | \$ 9,000                          | 0.00%             |
| <b>DEPARTMENTAL TOTAL</b>                |                                | <b>\$ 7,488</b>   | <b>\$ 30,945</b>  | <b>\$ 41,947</b>        | <b>\$ 43,420</b>                 | <b>\$ 43,419</b>                  | <b>3.51%</b>      |
| <b>WEED MANAGEMENT</b>                   |                                |                   |                   |                         |                                  |                                   |                   |
| 1690                                     | Wages                          | \$ -              | \$ -              | \$ -                    | \$ -                             | \$ -                              | 0.00%             |
| 1691                                     | Expenses: Weed Harvester       | \$ 4,429          | \$ 4,397          | \$ 7,000                | \$ 32,000                        | \$ 7,000                          | 0.00%             |
| 1692                                     | Expenses: Great Lakes          | \$ 2,363          | \$ 2,340          | \$ 2,385                | \$ 2,385                         | \$ 2,385                          | 0.00%             |
| <b>DEPARTMENTAL TOTAL</b>                |                                | <b>\$ 6,792</b>   | <b>\$ 6,737</b>   | <b>\$ 9,385</b>         | <b>\$ 34,385</b>                 | <b>\$ 9,385</b>                   | <b>0.00%</b>      |

| LINE  | DEPARTMENT/DESCRIPTION                   | FY 2017<br>ACTUAL   | FY 2018<br>ACTUAL   | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE |
|---|--|---------------------|---------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|
| <b>GROTON COUNTRY CLUB</b>                    |  |                     |                     |                         |                                  |                                   |                   |
| 1700  | Salary                                   | \$ 137,749          | \$ 143,285          | \$ 149,336              | \$ 157,118                       | \$ 157,118                        | 5.21%             |
| 1701  | Wages                                    | \$ 112,946          | \$ 102,441          | \$ 112,481              | \$ 114,461                       | \$ 114,461                        | 1.76%             |
| 1702  | Expenses                                 | \$ 151,862          | \$ 152,061          | \$ 139,940              | \$ 133,540                       | \$ 133,540                        | -4.57%            |
| 1703  | Minor Capital                            | \$ -                | \$ -                | \$ -                    | \$ -                             | \$ -                              | 0.00%             |
| <hr/>   |  |                     |                     |                         |                                  |                                   |                   |
| <b>DEPARTMENTAL TOTAL</b>                     |  | <b>\$ 402,557</b>   | <b>\$ 397,787</b>   | <b>\$ 401,757</b>       | <b>\$ 405,119</b>                | <b>\$ 405,119</b>                 | <b>0.84%</b>      |
| <hr/>   |  |                     |                     |                         |                                  |                                   |                   |
| <b>TOTAL LIBRARY AND<br/>CITIZEN SERVICES</b> |  | <b>\$ 1,501,437</b> | <b>\$ 1,523,191</b> | <b>\$ 1,658,318</b>     | <b>\$ 1,717,573</b>              | <b>\$ 1,684,572</b>               | <b>1.58%</b>      |
| <br><b><u>DEBT SERVICE</u></b>                |  |                     |                     |                         |                                  |                                   |                   |
| <hr/>   |  |                     |                     |                         |                                  |                                   |                   |
| <b>DEBT SERVICE</b>                           |  |                     |                     |                         |                                  |                                   |                   |
| 2000  | Long Term Debt - Principal Excluded      | \$ 988,600          | \$ 928,600          | \$ 682,210              | \$ 894,840                       | \$ 894,840                        | 31.17%            |
| 2001  | Long Term Debt - Principal Non-Excluded  | \$ -                | \$ -                | \$ 40,040               | \$ 159,250                       | \$ 159,250                        | 297.73%           |
| 2002  | Long Term Debt - Interest - Excluded     | \$ 237,780          | \$ 210,517          | \$ 183,235              | \$ 367,022                       | \$ 367,022                        | 100.30%           |
| 2003  | Long Term Debt - Interest - Non-Excluded | \$ -                | \$ -                | \$ 3,148                | \$ 87,433                        | \$ 87,433                         | 2677.41%          |
| 2004  | Short Term Debt - Principal - Town       | \$ -                | \$ -                | \$ 429,438              | \$ 85,714                        | \$ 85,714                         | -80.04%           |
| 2005  | Short Term Debt - Interest - Town        | \$ 17,808           | \$ 37,917           | \$ 50,319               | \$ 13,000                        | \$ 13,000                         | -74.16%           |
| <hr/>   |  |                     |                     |                         |                                  |                                   |                   |
| <b>DEPARTMENTAL TOTAL</b>                     |  | <b>\$ 1,244,188</b> | <b>\$ 1,177,034</b> | <b>\$ 1,388,390</b>     | <b>\$ 1,607,259</b>              | <b>\$ 1,607,259</b>               | <b>15.76%</b>     |
| <hr/>   |  |                     |                     |                         |                                  |                                   |                   |
| <b>TOTAL DEBT SERVICE</b>                     |  | <b>\$ 1,244,188</b> | <b>\$ 1,177,034</b> | <b>\$ 1,388,390</b>     | <b>\$ 1,607,259</b>              | <b>\$ 1,607,259</b>               | <b>15.76%</b>     |

| LINE                            | DEPARTMENT/DESCRIPTION             | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE |
|---------------------------------|------------------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|
| <b><u>EMPLOYEE BENEFITS</u></b> |                                    |                   |                   |                         |                                  |                                   |                   |
| <b>EMPLOYEE BENEFITS</b>        |                                    |                   |                   |                         |                                  |                                   |                   |
| GENERAL BENEFITS                |                                    |                   |                   |                         |                                  |                                   |                   |
| 3000                            | County Retirement                  | \$ 1,839,040      | \$ 1,966,279      | \$ 2,081,699            | \$ 1,973,053                     | \$ 1,973,053                      | -5.22%            |
| 3001                            | OPEB Unfunded Liability            | \$ -              | \$ 100,000        | \$ 100,000              | \$ 169,000                       | \$ 169,000                        | 69.00%            |
| 3002                            | Unemployment                       | \$ 27,965         | \$ 10,626         | \$ 35,000               | \$ 30,000                        | \$ 15,000                         | -57.14%           |
| INSURANCE                       |                                    |                   |                   |                         |                                  |                                   |                   |
| 3010                            | Health Insurance/Employee Expenses | \$ 1,331,701      | \$ 1,458,725      | \$ 1,716,301            | \$ 1,742,553                     | \$ 1,742,553                      | 1.53%             |
| 3011                            | Life Insurance                     | \$ 2,958          | \$ 3,145          | \$ 3,160                | \$ 3,400                         | \$ 3,400                          | 7.59%             |
| 3012                            | Medicare/Social Security           | \$ 115,210        | \$ 122,813        | \$ 138,100              | \$ 146,100                       | \$ 146,100                        | 5.79%             |
| <hr/>                           |                                    |                   |                   |                         |                                  |                                   |                   |
| DEPARTMENTAL TOTAL              |                                    | \$ 3,316,874      | \$ 3,661,588      | \$ 4,074,260            | \$ 4,064,106                     | \$ 4,049,106                      | -0.62%            |
| TOTAL EMPLOYEE BENEFITS         |                                    | \$ 3,316,874      | \$ 3,661,588      | \$ 4,074,260            | \$ 4,064,106                     | \$ 4,049,106                      | -0.62%            |
| GRAND TOTAL - TOWN BUDGET       |                                    | \$ 34,039,434     | \$ 35,489,608     | \$ 37,974,045           | \$ 39,805,651                    | \$ 39,663,768                     | 4.45%             |

**TOWN OF GROTON  
FISCAL YEAR 2020  
TAX IMPACT BY INDIVIDUAL DEPARTMENTS**

Revised: 12/18/2018

| LINE                             | DEPARTMENT/DESCRIPTION  | FY 2020<br>TOWN MANAGER<br>BUDGET | FY 2020<br>AVERAGE<br>TAX BILL | FY 2020<br>PERCENT OF<br>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                | \$ 3,300                          | \$ 0.69                        | 0.01%                             |
| 1023                             | Engineering/Consultant  | \$ -                              | \$ -                           | 0.00%                             |
| 1024                             | Minor Capital           | \$ 25,683                         | \$ 5.40                        | 0.06%                             |
| <hr/>                            |                         |                                   |                                |                                   |
| <b>DEPARTMENTAL TOTAL</b>        |                         | <b>\$ 28,983</b>                  | <b>\$ 6.09</b>                 | <b>0.07%</b>                      |
| <b>TOWN MANAGER</b>              |                         |                                   |                                |                                   |
| 1030                             | Salaries                | \$ 216,997                        | \$ 45.61                       | 0.53%                             |
| 1031                             | Wages                   | \$ 120,592                        | \$ 25.35                       | 0.30%                             |
| 1032                             | Expenses                | \$ 14,500                         | \$ 3.05                        | 0.04%                             |
| 1033                             | Engineering/Consultant  | \$ -                              | \$ -                           | 0.00%                             |
| 1034                             | Performance Evaluations | \$ -                              | \$ -                           | 0.00%                             |
| <hr/>                            |                         |                                   |                                |                                   |
| <b>DEPARTMENTAL TOTAL</b>        |                         | <b>\$ 352,089</b>                 | <b>\$ 74.01</b>                | <b>0.86%</b>                      |

| LINE                           | DEPARTMENT/DESCRIPTION    | FY 2020<br>TOWN MANAGER<br>BUDGET | FY 2020<br>AVERAGE<br>TAX BILL | FY 2020<br>PERCENT OF<br>TAX BILL |
|--------------------------------|---------------------------|-----------------------------------|--------------------------------|-----------------------------------|
| <b>FINANCE COMMITTEE</b>       |                           |                                   |                                |                                   |
| 1040                           | Expenses                  | \$ 215                            | \$ 0.05                        | 0.00%                             |
| 1041                           | Reserve Fund              | \$ 150,000                        | \$ 31.53                       | 0.37%                             |
| <hr/>                          |                           |                                   |                                |                                   |
|                                | <b>DEPARTMENTAL TOTAL</b> | <b>\$ 150,215</b>                 | <b>\$ 31.58</b>                | <b>0.37%</b>                      |
| <b>TOWN ACCOUNTANT</b>         |                           |                                   |                                |                                   |
| 1050                           | Salaries                  | \$ 95,155                         | \$ 20.00                       | 0.23%                             |
| 1051                           | Wages                     | \$ 47,792                         | \$ 10.05                       | 0.12%                             |
| 1052                           | Expenses                  | \$ 34,056                         | \$ 7.16                        | 0.08%                             |
| <hr/>                          |                           |                                   |                                |                                   |
|                                | <b>DEPARTMENTAL TOTAL</b> | <b>\$ 177,003</b>                 | <b>\$ 37.21</b>                | <b>0.43%</b>                      |
| <b>BOARD OF ASSESSORS</b>      |                           |                                   |                                |                                   |
| 1060                           | Salaries                  | \$ 78,580                         | \$ 16.52                       | 0.19%                             |
| 1061                           | Wages                     | \$ 62,321                         | \$ 13.10                       | 0.15%                             |
| 1062                           | Expenses                  | \$ 25,281                         | \$ 5.31                        | 0.06%                             |
| 1063                           | Legal Expense             | \$ -                              | \$ -                           | 0.00%                             |
| <hr/>                          |                           |                                   |                                |                                   |
|                                | <b>DEPARTMENTAL TOTAL</b> | <b>\$ 166,182</b>                 | <b>\$ 34.93</b>                | <b>0.41%</b>                      |
| <b>TREASURER/TAX COLLECTOR</b> |                           |                                   |                                |                                   |
| 1070                           | Salaries                  | \$ 91,700                         | \$ 19.28                       | 0.22%                             |
| 1071                           | Wages                     | \$ 114,899                        | \$ 24.15                       | 0.28%                             |
| 1072                           | Expenses                  | \$ 20,690                         | \$ 4.35                        | 0.05%                             |
| 1073                           | Tax Title                 | \$ 5,950                          | \$ 1.25                        | 0.01%                             |
| 1074                           | Bond Cost                 | \$ 4,975                          | \$ 1.05                        | 0.01%                             |
| <hr/>                          |                           |                                   |                                |                                   |
|                                | <b>DEPARTMENTAL TOTAL</b> | <b>\$ 238,214</b>                 | <b>\$ 50.07</b>                | <b>0.58%</b>                      |

| LINE                          | DEPARTMENT/DESCRIPTION | FY 2020<br>TOWN MANAGER<br>BUDGET | FY 2020<br>AVERAGE<br>TAX BILL | FY 2020<br>PERCENT OF<br>TAX BILL |
|-------------------------------|------------------------|-----------------------------------|--------------------------------|-----------------------------------|
| <b>TOWN COUNSEL</b>           |                        |                                   |                                |                                   |
| 1080                          | Expenses               | \$ 90,000                         | \$ 18.92                       | 0.22%                             |
| <b>DEPARTMENTAL TOTAL</b>     |                        | <b>\$ 90,000</b>                  | <b>\$ 18.92</b>                | <b>0.22%</b>                      |
| <b>HUMAN RESOURCES</b>        |                        |                                   |                                |                                   |
| 1090                          | Salary                 | \$ 82,673                         | \$ 17.38                       | 0.20%                             |
| 1091                          | Expenses               | \$ 11,000                         | \$ 2.31                        | 0.03%                             |
| <b>DEPARTMENTAL TOTAL</b>     |                        | <b>\$ 93,673</b>                  | <b>\$ 19.69</b>                | <b>0.23%</b>                      |
| <b>INFORMATION TECHNOLOGY</b> |                        |                                   |                                |                                   |
| 1100                          | Salary                 | \$ 114,722                        | \$ 24.12                       | 0.28%                             |
| 1101                          | Wages                  | \$ 58,848                         | \$ 12.37                       | 0.14%                             |
| 1102                          | Expenses               | \$ 24,800                         | \$ 5.21                        | 0.06%                             |
| <b>DEPARTMENTAL TOTAL</b>     |                        | <b>\$ 198,370</b>                 | <b>\$ 41.70</b>                | <b>0.49%</b>                      |
| <b>GIS STEERING COMMITTEE</b> |                        |                                   |                                |                                   |
| 1120                          | Expenses               | \$ 18,600                         | \$ 3.91                        | 0.05%                             |
| <b>DEPARTMENTAL TOTAL</b>     |                        | <b>\$ 18,600</b>                  | <b>\$ 3.91</b>                 | <b>0.05%</b>                      |
| <b>TOWN CLERK</b>             |                        |                                   |                                |                                   |
| 1130                          | Salaries               | \$ 88,430                         | \$ 18.59                       | 0.22%                             |
| 1131                          | Wages                  | \$ 61,618                         | \$ 12.95                       | 0.15%                             |
| 1132                          | Expenses               | \$ 9,575                          | \$ 2.01                        | 0.02%                             |
| 1135                          | Minor Capital          | \$ -                              | \$ -                           | 0.00%                             |
| <b>DEPARTMENTAL TOTAL</b>     |                        | <b>\$ 159,623</b>                 | <b>\$ 33.55</b>                | <b>0.39%</b>                      |



| LINE                                       | DEPARTMENT/DESCRIPTION                   | FY 2020<br>TOWN MANAGER<br>BUDGET | FY 2020<br>AVERAGE<br>TAX BILL | FY 2020<br>PERCENT OF<br>TAX BILL |
|--|--|-----------------------------------|--------------------------------|-----------------------------------|
| <b>ELECTIONS &amp; BOARD OF REGISTRARS</b> |  |                                   |                                |                                   |
| 1140                                       | Stipend                                  | \$ 7,964                          | \$ 1.67                        | 0.02%                             |
| 1141                                       | Expenses                                 | \$ 11,276                         | \$ 2.37                        | 0.03%                             |
| 1142                                       | Minor Capital                            | \$ -                              | \$ -                           | 0.00%                             |
| <hr/>                                      |  |                                   |                                |                                   |
|  | <b>DEPARTMENTAL TOTAL</b>                | <b>\$ 19,240</b>                  | <b>\$ 4.04</b>                 | <b>0.05%</b>                      |
| <b>STREET LISTINGS</b>                     |  |                                   |                                |                                   |
| 1150                                       | Expenses                                 | \$ 5,100                          | \$ 1.07                        | 0.01%                             |
| <hr/>                                      |  |                                   |                                |                                   |
|  | <b>DEPARTMENTAL TOTAL</b>                | <b>\$ 5,100</b>                   | <b>\$ 1.07</b>                 | <b>0.01%</b>                      |
| <b>INSURANCE &amp; BONDING</b>             |  |                                   |                                |                                   |
| 1160                                       | Insurance & Bonding                      | \$ 230,000                        | \$ 48.35                       | 0.56%                             |
| 1161                                       | Insurance Deductible Reserve - Liability | \$ 12,000                         | \$ 2.52                        | 0.03%                             |
| 1162                                       | Insurance Deductible Reserve - 111F      | \$ 25,000                         | \$ 5.26                        | 0.06%                             |
| <hr/>                                      |  |                                   |                                |                                   |
|  | <b>DEPARTMENTAL TOTAL</b>                | <b>\$ 267,000</b>                 | <b>\$ 56.13</b>                | <b>0.65%</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 2020<br>TOWN MANAGER<br>BUDGET | FY 2020<br>AVERAGE<br>TAX BILL | FY 2020<br>PERCENT OF<br>TAX BILL |
|--|---------------------------------|-----------------------------------|--------------------------------|-----------------------------------|
| <b>POSTAGE/TOWN HALL EXPENSES</b>      |                                 |                                   |                                |                                   |
| 1180                                   | Expenses                        | \$ 55,000                         | \$ 11.56                       | 0.13%                             |
| 1181                                   | Telephone Expenses              | \$ 40,000                         | \$ 8.41                        | 0.10%                             |
| 1182                                   | Office Supplies                 | \$ 17,000                         | \$ 3.57                        | 0.04%                             |
| <hr/>                                  |                                 |                                   |                                |                                   |
|  | <b>DEPARTMENTAL TOTAL</b>       | <b>\$ 112,000</b>                 | <b>\$ 23.54</b>                | <b>0.27%</b>                      |
| <hr/>                                  |                                 |                                   |                                |                                   |
|  | <b>TOTAL GENERAL GOVERNMENT</b> | <b>\$ 2,077,937</b>               | <b>\$ 436.80</b>               | <b>5.09%</b>                      |
| <br><b><u>LAND USE DEPARTMENTS</u></b> |                                 |                                   |                                |                                   |
| <b>CONSERVATION COMMISSION</b>         |                                 |                                   |                                |                                   |
| 1200                                   | Salary                          | \$ 70,169                         | \$ 14.75                       | 0.17%                             |
| 1201                                   | Wages                           | \$ -                              | \$ -                           | 0.00%                             |
| 1202                                   | Expenses                        | \$ 7,336                          | \$ 1.54                        | 0.02%                             |
| 1203                                   | Engineering & Legal             | \$ -                              | \$ -                           | 0.00%                             |
| 1204                                   | Minor Capital                   | \$ -                              | \$ -                           | 0.00%                             |
| <hr/>                                  |                                 |                                   |                                |                                   |
|  | <b>DEPARTMENTAL TOTAL</b>       | <b>\$ 77,505</b>                  | <b>\$ 16.29</b>                | <b>0.19%</b>                      |
| <hr/>                                  |                                 |                                   |                                |                                   |
| <b>PLANNING BOARD</b>                  |                                 |                                   |                                |                                   |
| 1210                                   | Salaries                        | \$ 83,043                         | \$ 17.46                       | 0.20%                             |
| 1211                                   | Wages                           | \$ -                              | \$ -                           | 0.00%                             |
| 1212                                   | Expenses                        | \$ 8,650                          | \$ 1.82                        | 0.02%                             |
| 1215                                   | M.R.P.C. Assessment             | \$ 3,664                          | \$ 0.77                        | 0.01%                             |
| 1216                                   | Legal Budget                    | \$ -                              | \$ -                           | 0.00%                             |
| <hr/>                                  |                                 |                                   |                                |                                   |
|  | <b>DEPARTMENTAL TOTAL</b>       | <b>\$ 95,357</b>                  | <b>\$ 20.04</b>                | <b>0.23%</b>                      |

| LINE                                | DEPARTMENT/DESCRIPTION    | FY 2020<br>TOWN MANAGER<br>BUDGET | FY 2020<br>AVERAGE<br>TAX BILL | FY 2020<br>PERCENT OF<br>TAX BILL |
|-------------------------------------|---------------------------|-----------------------------------|--------------------------------|-----------------------------------|
| <b>ZONING BOARD OF APPEALS</b>      |                           |                                   |                                |                                   |
| 1220                                | Wages                     | \$ 20,460                         | \$ 4.30                        | 0.05%                             |
| 1221                                | Expenses                  | \$ 2,000                          | \$ 0.42                        | 0.00%                             |
| <hr/>                               |                           |                                   |                                |                                   |
|                                     | <b>DEPARTMENTAL TOTAL</b> | <b>\$ 22,460</b>                  | <b>\$ 4.72</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                  | \$ 91,253                         | \$ 19.18                       | 0.22%                             |
| 1241                                | Wages                     | \$ 61,762                         | \$ 12.98                       | 0.15%                             |
| 1242                                | Expenses                  | \$ 3,100                          | \$ 0.65                        | 0.01%                             |
| 1243                                | Minor Capital             | \$ -                              | \$ -                           | 0.00%                             |
| <hr/>                               |                           |                                   |                                |                                   |
|                                     | <b>DEPARTMENTAL TOTAL</b> | <b>\$ 156,115</b>                 | <b>\$ 32.82</b>                | <b>0.38%</b>                      |
| <b>MECHANICAL INSPECTOR</b>         |                           |                                   |                                |                                   |
| 1250                                | Fee Salaries              | \$ 30,000                         | \$ 6.31                        | 0.07%                             |
| 1251                                | Expenses                  | \$ 5,000                          | \$ 1.05                        | 0.01%                             |
| <hr/>                               |                           |                                   |                                |                                   |
|                                     | <b>DEPARTMENTAL TOTAL</b> | <b>\$ 35,000</b>                  | <b>\$ 7.36</b>                 | <b>0.09%</b>                      |

| LINE                                    | DEPARTMENT/DESCRIPTION          | FY 2020<br>TOWN MANAGER<br>BUDGET | FY 2020<br>AVERAGE<br>TAX BILL | FY 2020<br>PERCENT OF<br>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>\$ 0.34</b>                 | <b>0.00%</b>                      |
| <b>BOARD OF HEALTH</b>                  |                                 |                                   |                                |                                   |
| 1270                                    | Wages                           | \$ -                              | \$ -                           | 0.00%                             |
| 1271                                    | Expenses                        | \$ 1,175                          | \$ 0.25                        | 0.00%                             |
| 1272                                    | Nursing Services                | \$ 12,487                         | \$ 2.62                        | 0.03%                             |
| 1273                                    | Nashoba Health District         | \$ 27,362                         | \$ 5.75                        | 0.07%                             |
| 1274                                    | Herbert Lipton MH               | \$ 8,000                          | \$ 1.68                        | 0.02%                             |
| 1275                                    | Eng/Consult/Landfill Monitoring | \$ 10,000                         | \$ 2.10                        | 0.02%                             |
| <hr/>                                   |                                 |                                   |                                |                                   |
| <b>DEPARTMENTAL TOTAL</b>               |                                 | <b>\$ 59,024</b>                  | <b>\$ 12.41</b>                | <b>0.14%</b>                      |
| <b>SEALER OF WEIGHTS &amp; MEASURES</b> |                                 |                                   |                                |                                   |
| 1280                                    | Fee Salaries                    | \$ 3,200                          | \$ 0.67                        | 0.01%                             |
| 1281                                    | Expenses                        | \$ 100                            | \$ 0.02                        | 0.00%                             |
| <hr/>                                   |                                 |                                   |                                |                                   |
| <b>DEPARTMENTAL TOTAL</b>               |                                 | <b>\$ 3,300</b>                   | <b>\$ 0.69</b>                 | <b>0.01%</b>                      |
| <b>TOTAL LAND USE DEPARTMENTS</b>       |                                 | <b>\$ 450,361</b>                 | <b>\$ 94.67</b>                | <b>1.10%</b>                      |

| LINE   | DEPARTMENT/DESCRIPTION        | FY 2020<br>TOWN MANAGER<br>BUDGET | FY 2020<br>AVERAGE<br>TAX BILL | FY 2020<br>PERCENT OF<br>TAX BILL |
|--|-------------------------------|-----------------------------------|--------------------------------|-----------------------------------|
| <b><u>PROTECTION OF PERSONS AND PROPERTY</u></b> |                               |                                   |                                |                                   |
| <b>POLICE DEPARTMENT</b>                         |                               |                                   |                                |                                   |
| 1300   | Salaries                      | \$ 329,473                        | \$ 69.26                       | 0.81%                             |
| 1301   | Wages                         | \$ 1,877,967                      | \$ 394.76                      | 4.60%                             |
| 1302   | Expenses                      | \$ 216,400                        | \$ 45.49                       | 0.53%                             |
| 1303   | Lease or Purchase of Cruisers | \$ 4,000                          | \$ 0.84                        | 0.01%                             |
| 1304   | PS Building (Expenses)        | \$ -                              | \$ -                           | 0.00%                             |
| 1305   | Minor Capital                 | \$ 20,000                         | \$ 4.20                        | 0.05%                             |
| <b>DEPARTMENTAL TOTAL</b>                        |                               | <b>\$ 2,447,840</b>               | <b>\$ 514.55</b>               | <b>6.00%</b>                      |
| <b>FIRE DEPARTMENT</b>                           |                               |                                   |                                |                                   |
| 1310   | Salaries                      | \$ 125,000                        | \$ 26.28                       | 0.31%                             |
| 1311   | Wages                         | \$ 981,602                        | \$ 206.34                      | 2.40%                             |
| 1312   | Expenses                      | \$ 174,700                        | \$ 36.72                       | 0.43%                             |
| <b>DEPARTMENTAL TOTAL</b>                        |                               | <b>\$ 1,281,302</b>               | <b>\$ 269.34</b>               | <b>3.14%</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                          | \$ 0.44                        | 0.01%                             |
| 1331   | Expenses                      | \$ 400                            | \$ 0.08                        | 0.00%                             |
| <b>DEPARTMENTAL TOTAL</b>                        |                               | <b>\$ 2,482</b>                   | <b>\$ 0.52</b>                 | <b>0.01%</b>                      |

| LINE  | DEPARTMENT/DESCRIPTION | FY 2020<br>TOWN MANAGER<br>BUDGET | FY 2020<br>AVERAGE<br>TAX BILL | FY 2020<br>PERCENT OF<br>TAX BILL |
|---|------------------------|-----------------------------------|--------------------------------|-----------------------------------|
| <b>ANIMAL CONTROL OFFICER</b>                       |                        |                                   |                                |                                   |
| 1340  | Salary                 | \$ 2,082                          | \$ 0.44                        | 0.01%                             |
| 1341  | Expenses               | \$ 400                            | \$ 0.08                        | 0.00%                             |
| <hr/>   |                        |                                   |                                |                                   |
| <b>DEPARTMENTAL TOTAL</b>                           |                        | <b>\$ 2,482</b>                   | <b>\$ 0.52</b>                 | <b>0.01%</b>                      |
| <b>EMERGENCY MANAGEMENT AGENCY</b>                  |                        |                                   |                                |                                   |
| 1350  | Salary                 | \$ -                              | \$ -                           | 0.00%                             |
| 1351  | Expenses               | \$ 12,750                         | \$ 2.68                        | 0.03%                             |
| 1352  | Minor Capital          | \$ -                              | \$ -                           | 0.00%                             |
| <hr/>   |                        |                                   |                                |                                   |
| <b>DEPARTMENTAL TOTAL</b>                           |                        | <b>\$ 12,750</b>                  | <b>\$ 2.68</b>                 | <b>0.03%</b>                      |
| <b>DOG OFFICER</b>                                  |                        |                                   |                                |                                   |
| 1360  | Salary                 | \$ 15,000                         | \$ 3.15                        | 0.04%                             |
| 1361  | Expenses               | \$ 4,000                          | \$ 0.84                        | 0.01%                             |
| <hr/>   |                        |                                   |                                |                                   |
| <b>DEPARTMENTAL TOTAL</b>                           |                        | <b>\$ 19,000</b>                  | <b>\$ 3.99</b>                 | <b>0.05%</b>                      |
| <b>POLICE &amp; FIRE COMMUNICATIONS</b>             |                        |                                   |                                |                                   |
| 1370  | Wages                  | \$ 512,769                        | \$ 107.79                      | 1.26%                             |
| 1371  | Expenses               | \$ 18,375                         | \$ 3.86                        | 0.05%                             |
| 1372  | Minor Capital          | \$ -                              | \$ -                           | 0.00%                             |
| <hr/>   |                        |                                   |                                |                                   |
| <b>DEPARTMENTAL TOTAL</b>                           |                        | <b>\$ 531,144</b>                 | <b>\$ 111.65</b>               | <b>1.30%</b>                      |
| <b>TOTAL PROTECTION OF<br/>PERSONS AND PROPERTY</b> |                        | <b>\$ 4,297,002</b>               | <b>\$ 903.26</b>               | <b>10.52%</b>                     |

| LINE   | DEPARTMENT/DESCRIPTION    | FY 2020<br>TOWN MANAGER<br>BUDGET | FY 2020<br>AVERAGE<br>TAX BILL | FY 2020<br>PERCENT OF<br>TAX BILL |
|--|---------------------------|-----------------------------------|--------------------------------|-----------------------------------|
| <b><u>REGIONAL SCHOOL DISTRICT BUDGETS</u></b>       |                           |                                   |                                |                                   |
| <b>NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL</b> |                           |                                   |                                |                                   |
| 1400   | Operating Expenses        | \$ 685,295                        | \$ 144.05                      | 1.68%                             |
| <b>DEPARTMENTAL TOTAL</b>                            |                           | <b>\$ 685,295</b>                 | <b>\$ 144.05</b>               | <b>1.68%</b>                      |
| <b>GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT</b>     |                           |                                   |                                |                                   |
| 1410   | Operating Expenses        | \$ 21,296,540                     | \$ 4,476.68                    | 52.16%                            |
| 1411   | Debt Service, Excluded    | \$ 739,429                        | \$ 155.43                      | 1.81%                             |
| 1412   | Debt Service, Unexcluded  | \$ 59,533                         | \$ 12.51                       | 0.15%                             |
| 1413   | Out of District Placement | \$ -                              | \$ -                           | 0.00%                             |
| 1414   | Capital Assessment        | \$ 479,012                        | \$ 100.69                      | 1.17%                             |
| <b>DEPARTMENTAL TOTAL</b>                            |                           | <b>\$ 22,574,514</b>              | <b>\$ 4,745.32</b>             | <b>55.29%</b>                     |
| <b>TOTAL SCHOOLS</b>                                 |                           | <b>\$ 23,259,809</b>              | <b>\$ 4,889.37</b>             | <b>56.97%</b>                     |
| <b><u>DEPARTMENT OF PUBLIC WORKS</u></b>             |                           |                                   |                                |                                   |
| <b>HIGHWAY DEPARTMENT</b>                            |                           |                                   |                                |                                   |
| 1500   | Salaries                  | \$ 112,891                        | \$ 23.73                       | 0.28%                             |
| 1501   | Wages                     | \$ 702,999                        | \$ 147.78                      | 1.72%                             |
| 1502   | Expenses                  | \$ 136,900                        | \$ 28.78                       | 0.34%                             |
| 1503   | Highway Maintenance       | \$ 90,000                         | \$ 18.92                       | 0.22%                             |
| 1504   | Minor Capital             | \$ -                              | \$ -                           | 0.00%                             |
| <b>DEPARTMENTAL TOTAL</b>                            |                           | <b>\$ 1,042,790</b>               | <b>\$ 219.20</b>               | <b>2.55%</b>                      |

| LINE   | DEPARTMENT/DESCRIPTION | FY 2020<br>TOWN MANAGER<br>BUDGET | FY 2020<br>AVERAGE<br>TAX BILL | FY 2020<br>PERCENT OF<br>TAX BILL |
|--|------------------------|-----------------------------------|--------------------------------|-----------------------------------|
| <b>STREET LIGHTS</b>                               |                        |                                   |                                |                                   |
| 1510   | Expenses               | \$ 15,000                         | \$ 3.15                        | 0.04%                             |
| <b>DEPARTMENTAL TOTAL</b>                          |                        |                                   |                                |                                   |
|  |                        | \$ 15,000                         | \$ 3.15                        | 0.04%                             |
| <b>SNOW AND ICE</b>                                |                        |                                   |                                |                                   |
| 1520   | Expenses               | \$ 165,000                        | \$ 34.68                       | 0.40%                             |
| 1521   | Overtime               | \$ 140,000                        | \$ 29.43                       | 0.34%                             |
| 1522   | Hired Equipment        | \$ 35,000                         | \$ 7.36                        | 0.09%                             |
| <b>DEPARTMENTAL TOTAL</b>                          |                        |                                   |                                |                                   |
|  |                        | \$ 340,000                        | \$ 71.47                       | 0.83%                             |
| <b>TREE WARDEN BUDGET</b>                          |                        |                                   |                                |                                   |
| 1530   | Salary                 | \$ -                              | \$ -                           | 0.00%                             |
| 1531   | Expenses               | \$ 3,000                          | \$ 0.63                        | 0.01%                             |
| 1532   | Trees                  | \$ 1,500                          | \$ 0.32                        | 0.00%                             |
| 1533   | Tree Work              | \$ 10,000                         | \$ 2.10                        | 0.02%                             |
| <b>DEPARTMENTAL TOTAL</b>                          |                        |                                   |                                |                                   |
|  |                        | \$ 14,500                         | \$ 3.05                        | 0.04%                             |
| <b>MUNICIPAL BUILDING AND PROPERTY MAINTENANCE</b> |                        |                                   |                                |                                   |
| 1540   | Wages                  | \$ 145,276                        | \$ 30.54                       | 0.36%                             |
| 1541   | Expenses               | \$ 260,850                        | \$ 54.83                       | 0.64%                             |
| 1542   | Minor Capital          | \$ 20,000                         | \$ 4.20                        | 0.05%                             |
| <b>DEPARTMENTAL TOTAL</b>                          |                        |                                   |                                |                                   |
|  |                        | \$ 426,126                        | \$ 89.57                       | 1.04%                             |



| LINE   | DEPARTMENT/DESCRIPTION                      | FY 2020<br>TOWN MANAGER<br>BUDGET | FY 2020<br>AVERAGE<br>TAX BILL | FY 2020<br>PERCENT OF<br>TAX BILL |
|--|---|-----------------------------------|--------------------------------|-----------------------------------|
| <b>SOLID WASTE DISPOSAL</b>                      |   |                                   |                                |                                   |
| 1550   | Wages                                       | \$ 138,211                        | \$ 29.05                       | 0.34%                             |
| 1551   | Expenses                                    | \$ 44,486                         | \$ 9.35                        | 0.11%                             |
| 1552   | Tipping Fees                                | \$ 135,000                        | \$ 28.38                       | 0.33%                             |
| 1553   | North Central SW Coop                       | \$ 5,850                          | \$ 1.23                        | 0.01%                             |
| 1554   | Minor Capital                               | \$ 10,000                         | \$ 2.10                        | 0.02%                             |
| <hr/>  |   |                                   |                                |                                   |
|  | <b>DEPARTMENTAL TOTAL</b>                   | <b>\$ 333,547</b>                 | <b>\$ 70.11</b>                | <b>0.82%</b>                      |
| <b>PARKS DEPARTMENT</b>                          |   |                                   |                                |                                   |
| 1560   | Wages                                       | \$ -                              | \$ -                           | 0.00%                             |
| 1561   | Expenses                                    | \$ 65,759                         | \$ 13.82                       | 0.16%                             |
| <hr/>  |   |                                   |                                |                                   |
|  | <b>DEPARTMENTAL TOTAL</b>                   | <b>\$ 65,759</b>                  | <b>\$ 13.82</b>                | <b>0.16%</b>                      |
| <hr/>  |   |                                   |                                |                                   |
|  | <b>TOTAL DEPARTMENT OF<br/>PUBLIC WORKS</b> | <b>\$ 2,237,722</b>               | <b>\$ 470.38</b>               | <b>5.48%</b>                      |
| <br><b><u>LIBRARY AND CITIZEN'S SERVICES</u></b> |   |                                   |                                |                                   |
| <b>COUNCIL ON AGING</b>                          |   |                                   |                                |                                   |
| 1600   | Salaries                                    | \$ 79,489                         | \$ 16.71                       | 0.19%                             |
| 1601   | Wages                                       | \$ 77,707                         | \$ 16.33                       | 0.19%                             |
| 1602   | Expenses                                    | \$ 8,454                          | \$ 1.78                        | 0.02%                             |
| 1603   | Minor Capital                               | \$ -                              | \$ -                           | 0.00%                             |
| <hr/>  |   |                                   |                                |                                   |
|  | <b>DEPARTMENTAL TOTAL</b>                   | <b>\$ 165,650</b>                 | <b>\$ 34.82</b>                | <b>0.41%</b>                      |

| LINE                                | DEPARTMENT/DESCRIPTION    | FY 2020<br>TOWN MANAGER<br>BUDGET | FY 2020<br>AVERAGE<br>TAX BILL | FY 2020<br>PERCENT OF<br>TAX BILL |
|-------------------------------------|---------------------------|-----------------------------------|--------------------------------|-----------------------------------|
| <b>SENIOR CENTER VAN</b>            |                           |                                   |                                |                                   |
| 1610                                | Wages                     | \$ 61,665                         | \$ 12.96                       | 0.15%                             |
| 1611                                | Expenses                  | \$ 17,673                         | \$ 3.71                        | 0.04%                             |
| <hr/>                               |                           |                                   |                                |                                   |
|                                     | <b>DEPARTMENTAL TOTAL</b> | <b>\$ 79,338</b>                  | <b>\$ 16.68</b>                | <b>0.19%</b>                      |
| <b>VETERAN'S SERVICE OFFICER</b>    |                           |                                   |                                |                                   |
| 1620                                | Salary                    | \$ 5,000                          | \$ 1.05                        | 0.01%                             |
| 1621                                | Expenses                  | \$ 1,100                          | \$ 0.23                        | 0.00%                             |
| 1622                                | Veterans' Benefits        | \$ 42,000                         | \$ 8.83                        | 0.10%                             |
| 1623                                | Minor Capital             | \$ -                              | \$ -                           | 0.00%                             |
| <hr/>                               |                           |                                   |                                |                                   |
|                                     | <b>DEPARTMENT TOTAL</b>   | <b>\$ 48,100</b>                  | <b>\$ 10.11</b>                | <b>0.12%</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>\$ 0.21</b>                 | <b>0.00%</b>                      |
| <b>CARE OF VETERAN GRAVES</b>       |                           |                                   |                                |                                   |
| 1640                                | Contract Expenses         | \$ 1,550                          | \$ 0.33                        | 0.00%                             |
| <hr/>                               |                           |                                   |                                |                                   |
|                                     | <b>DEPARTMENTAL TOTAL</b> | <b>\$ 1,550</b>                   | <b>\$ 0.33</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 2020<br>TOWN MANAGER<br>BUDGET | FY 2020<br>AVERAGE<br>TAX BILL | FY 2020<br>PERCENT OF<br>TAX BILL |
|--|--------------------------------|-----------------------------------|--------------------------------|-----------------------------------|
| <b>LIBRARY</b>                           |                                |                                   |                                |                                   |
| 1660                                     | Salary                         | \$ 393,185                        | \$ 82.65                       | 0.96%                             |
| 1661                                     | Wages                          | \$ 331,213                        | \$ 69.62                       | 0.81%                             |
| 1662                                     | Expenses                       | \$ 205,304                        | \$ 43.16                       | 0.50%                             |
| 1663                                     | Minor Capital                  | \$ -                              | \$ -                           | 0.00%                             |
| <b>DEPARTMENTAL TOTAL</b>                |                                | <b>\$ 929,702</b>                 | <b>\$ 195.43</b>               | <b>2.28%</b>                      |
| <b>COMMEMORATIONS &amp; CELEBRATIONS</b> |                                |                                   |                                |                                   |
| 1670                                     | Expenses                       | \$ 500                            | \$ 0.11                        | 0.00%                             |
| 1671                                     | Fireworks                      | \$ -                              | \$ -                           | 0.00%                             |
| <b>DEPARTMENTAL TOTAL</b>                |                                | <b>\$ 500</b>                     | <b>\$ 0.11</b>                 | <b>0.00%</b>                      |
| <b>WATER SAFETY</b>                      |                                |                                   |                                |                                   |
| 1680                                     | Wages                          | \$ 4,118                          | \$ 0.87                        | 0.01%                             |
| 1681                                     | Expenses and Minor Capital     | \$ 30,301                         | \$ 6.37                        | 0.07%                             |
| 1682                                     | Property Maint. & Improvements | \$ 9,000                          | \$ 1.89                        | 0.02%                             |
| <b>DEPARTMENTAL TOTAL</b>                |                                | <b>\$ 43,419</b>                  | <b>\$ 9.13</b>                 | <b>0.11%</b>                      |
| <b>WEED MANAGEMENT</b>                   |                                |                                   |                                |                                   |
| 1690                                     | Wages                          | \$ -                              | \$ -                           | 0.00%                             |
| 1691                                     | Expenses: Weed Harvester       | \$ 7,000                          | \$ 1.47                        | 0.02%                             |
| 1692                                     | Expenses: Great Lakes          | \$ 2,385                          | \$ 0.50                        | 0.01%                             |
| <b>DEPARTMENTAL TOTAL</b>                |                                | <b>\$ 9,385</b>                   | <b>\$ 1.97</b>                 | <b>0.02%</b>                      |

| LINE                                | DEPARTMENT/DESCRIPTION                        | FY 2020<br>TOWN MANAGER<br>BUDGET | FY 2020<br>AVERAGE<br>TAX BILL | FY 2020<br>PERCENT OF<br>TAX BILL |
|-------------------------------------|---|-----------------------------------|--------------------------------|-----------------------------------|
| <b>GROTON COUNTRY CLUB</b>          |   |                                   |                                |                                   |
| 1700                                | Salary  | \$ 157,118                        | \$ 33.03                       | 0.38%                             |
| 1701                                | Wages   | \$ 114,461                        | \$ 24.06                       | 0.28%                             |
| 1702                                | Expenses                                      | \$ 133,540                        | \$ 28.07                       | 0.33%                             |
| 1703                                | Minor Capital                                 | \$ -                              | \$ -                           | 0.00%                             |
| <hr/>                               |   |                                   |                                |                                   |
|                                     | <b>DEPARTMENTAL TOTAL</b>                     | <b>\$ 405,119</b>                 | <b>\$ 85.16</b>                | <b>0.99%</b>                      |
|                                     | <b>TOTAL LIBRARY AND<br/>CITIZEN SERVICES</b> | <b>\$ 1,684,572</b>               | <b>\$ 354.11</b>               | <b>4.13%</b>                      |
| <br><b><u>DEBT SERVICE</u></b>      |   |                                   |                                |                                   |
| <b>DEBT SERVICE</b>                 |   |                                   |                                |                                   |
| 2000                                | Long Term Debt - Principal Excluded           | \$ 894,840                        | \$ 188.10                      | 2.19%                             |
| 2001                                | Long Term Debt - Principal Non-Excluded       | \$ 159,250                        | \$ 33.48                       | 0.39%                             |
| 2002                                | Long Term Debt - Interest - Excluded          | \$ 367,022                        | \$ 77.15                       | 0.90%                             |
| 2003                                | Long Term Debt - Interest - Non-Excluded      | \$ 87,433                         | \$ 18.38                       | 0.21%                             |
| 2006                                | Short Term Debt - Principal - Town            | \$ 85,714                         | \$ 18.02                       | 0.21%                             |
| 2007                                | Short Term Debt - Interest - Town             | \$ 13,000                         | \$ 2.73                        | 0.03%                             |
| <hr/>                               |   |                                   |                                |                                   |
|                                     | <b>DEPARTMENTAL TOTAL</b>                     | <b>\$ 1,607,259</b>               | <b>\$ 337.86</b>               | <b>3.94%</b>                      |
|                                     | <b>TOTAL DEBT SERVICE</b>                     | <b>\$ 1,607,259</b>               | <b>\$ 337.86</b>               | <b>3.94%</b>                      |
| <br><b><u>EMPLOYEE BENEFITS</u></b> |   |                                   |                                |                                   |
| <b>EMPLOYEE BENEFITS</b>            |   |                                   |                                |                                   |
| GENERAL BENEFITS                    |   |                                   |                                |                                   |
| 3000                                | County Retirement                             | \$ 1,973,053                      | \$ 414.75                      | 4.83%                             |
| 3001                                | State Retirement                              | \$ 169,000                        | \$ 35.52                       | 0.41%                             |
| 3002                                | Unemployment Compensation                     | \$ 15,000                         | \$ 3.15                        | 0.04%                             |
| INSURANCE                           |   |                                   |                                |                                   |
| 3010                                | Health Insurance/Employee Expenses            | \$ 1,742,553                      | \$ 366.30                      | 4.27%                             |
| 3011                                | Life Insurance                                | \$ 3,400                          | \$ 0.71                        | 0.01%                             |
| 3012                                | Medicare/Social Security                      | \$ 146,100                        | \$ 30.71                       | 0.36%                             |
| <hr/>                               |   |                                   |                                |                                   |
|                                     | <b>DEPARTMENTAL TOTAL</b>                     | <b>\$ 4,049,106</b>               | <b>\$ 851.15</b>               | <b>9.92%</b>                      |
|                                     | <b>TOTAL EMPLOYEE BENEFITS</b>                | <b>\$ 4,049,106</b>               | <b>\$ 851.15</b>               | <b>9.92%</b>                      |

| LINE                                    | DEPARTMENT/DESCRIPTION              | FY 2020<br>TOWN MANAGER<br>BUDGET | FY 2020<br>AVERAGE<br>TAX BILL | FY 2020<br>PERCENT OF<br>TAX BILL |
|---|-------------------------------------|-----------------------------------|--------------------------------|-----------------------------------|
| <b><u>ADDITIONAL APPROPRIATIONS</u></b> |                                     |                                   |                                |                                   |
| <b>ADDITIONAL APPROPRIATIONS</b>        |                                     |                                   |                                |                                   |
|   | Capital Budget Request              | \$ 705,820                        | \$ 148.37                      | 1.73%                             |
|   | Offset Reciepts                     | \$ 20,000                         | \$ 4.20                        | 0.05%                             |
|   | Cherry Sheet Offsets                | \$ -                              | \$ -                           | 0.00%                             |
|   | Snow and Ice Deficit                | \$ 200,000                        | \$ 42.04                       | 0.49%                             |
|   | State and County Charges            | \$ 91,612                         | \$ 19.26                       | 0.22%                             |
|   | Allowance for Abatements/Exemptions | \$ 150,000                        | \$ 31.53                       | 0.37%                             |
| <hr/>                                   |                                     |                                   |                                |                                   |
|   | <b>DEPARTMENTAL TOTAL</b>           | <b>\$ 1,167,432</b>               | <b>\$ 245.40</b>               | <b>2.86%</b>                      |
| <br>                                    |                                     |                                   |                                |                                   |
|   | <b>GRAND TOTAL - TOWN BUDGET</b>    | <b>\$ 40,831,200</b>              | <b>\$ 8,583</b>                | <b>100.00%</b>                    |

TOWN OF GROTON  
FIVE YEAR PROJECTION

Revised: 12/18/2018

|   |           | FY 2020           | FY 2021              | Percent Increase | FY 2022              | Percent Increase | FY 2023              | Percent Increase | FY 2024              | Percent Increase | FY 2025              | Percent Increase |
|---|-----------|-------------------|----------------------|------------------|----------------------|------------------|----------------------|------------------|----------------------|------------------|----------------------|------------------|
| <b><u>Expenditures</u></b>                  |           |                   |                      |                  |                      |                  |                      |                  |                      |                  |                      |                  |
| Municipal Wages                             | \$        | 7,913,300         | \$ 8,111,132         | 2.50%            | \$ 8,313,910         | 2.50%            | \$ 8,480,189         | 2.00%            | \$ 8,649,792         | 2.00%            | \$ 8,822,788         | 2.00%            |
| Employee Benefits                           | \$        | 3,880,106         | \$ 4,169,757         | 7.47%            | \$ 4,481,996         | 7.49%            | \$ 4,818,639         | 7.51%            | \$ 5,181,654         | 7.53%            | \$ 5,573,170         | 7.56%            |
| <b>Sub-Total</b>                            | <b>\$</b> | <b>11,793,406</b> | <b>\$ 12,280,889</b> | <b>4.13%</b>     | <b>\$ 12,795,906</b> | <b>4.19%</b>     | <b>\$ 13,298,828</b> | <b>3.93%</b>     | <b>\$ 13,831,447</b> | <b>4.01%</b>     | <b>\$ 14,395,958</b> | <b>4.08%</b>     |
| Municipal Expenses                          | \$        | 2,834,294         | \$ 2,862,637         | 1.00%            | \$ 2,891,263         | 1.00%            | \$ 2,920,176         | 1.00%            | \$ 2,949,378         | 1.00%            | \$ 2,978,871         | 1.00%            |
| <b>Sub - Total</b>                          | <b>\$</b> | <b>14,627,700</b> | <b>\$ 15,143,526</b> | <b>3.53%</b>     | <b>\$ 15,687,169</b> | <b>3.59%</b>     | <b>\$ 16,219,004</b> | <b>3.39%</b>     | <b>\$ 16,780,824</b> | <b>3.46%</b>     | <b>\$ 17,374,829</b> | <b>3.54%</b>     |
| Debt Service - In Levy Capacity Only        | \$        | 345,397           | \$ 345,397           | 0.00%            | \$ 345,397           | 0.00%            | \$ 345,397           | 0.00%            | \$ 345,397           | 0.00%            | \$ 345,397           | 0.00%            |
| <b>Total - Municipal Budget</b>             | <b>\$</b> | <b>14,973,097</b> | <b>\$ 15,488,923</b> | <b>3.45%</b>     | <b>\$ 16,032,566</b> | <b>3.51%</b>     | <b>\$ 16,564,401</b> | <b>3.32%</b>     | <b>\$ 17,126,221</b> | <b>3.39%</b>     | <b>\$ 17,720,226</b> | <b>3.47%</b>     |
| Groton Dunstable Regional School            | \$        | 21,296,540        | \$ 22,431,646        | 5.33%            | \$ 23,627,252        | 5.33%            | \$ 24,886,585        | 5.33%            | \$ 26,213,040        | 5.33%            | \$ 27,610,195        | 5.33%            |
| Middle School Roof Debt Service             | \$        | 59,533            | \$ 60,426            | 1.50%            | \$ 61,332            | 1.50%            | \$ 62,252            | 1.50%            | \$ 63,186            | 1.50%            | \$ 64,134            | 1.50%            |
| GDRSD Capital                               | \$        | 479,012           | \$ 368,482           | -23.07%          | \$ 445,894           | 21.01%           | \$ 554,878           | 24.44%           | \$ 553,408           | -0.26%           | \$ 400,000           | -27.72%          |
| Nashoba Regional Technical High School      | \$        | 685,295           | \$ 702,427           | 2.50%            | \$ 719,988           | 2.50%            | \$ 737,988           | 2.50%            | \$ 756,437           | 2.50%            | \$ 775,348           | 2.50%            |
| <b>Total - Regional Schools Assessments</b> | <b>\$</b> | <b>22,520,380</b> | <b>\$ 23,562,981</b> | <b>4.63%</b>     | <b>\$ 24,854,467</b> | <b>5.48%</b>     | <b>\$ 26,241,703</b> | <b>5.58%</b>     | <b>\$ 27,586,071</b> | <b>5.12%</b>     | <b>\$ 28,849,677</b> | <b>4.58%</b>     |
| <b>Total Operating Expenses</b>             | <b>\$</b> | <b>37,493,477</b> | <b>\$ 39,051,904</b> | <b>4.16%</b>     | <b>\$ 40,887,033</b> | <b>4.70%</b>     | <b>\$ 42,806,104</b> | <b>4.69%</b>     | <b>\$ 44,712,293</b> | <b>4.45%</b>     | <b>\$ 46,569,904</b> | <b>4.15%</b>     |
| Additional Appropriations                   |           |                   |                      |                  |                      |                  |                      |                  |                      |                  |                      |                  |
| OPEB  | \$        | 169,000           | \$ 184,210           | 9.00%            | \$ 200,789           | 9.00%            | \$ 218,860           | 9.00%            | \$ 238,557           | 9.00%            | \$ 260,027           | 9.00%            |
| Capital Budget Request                      | \$        | 705,820           | \$ 500,000           | -29.16%          | \$ 500,000           | 0.00%            | \$ 500,000           | 0.00%            | \$ 500,000           | 0.00%            | \$ 500,000           | 0.00%            |
| Overlay Deficit From Prior Years            | \$        | -                 | \$ -                 | 0.00%            | \$ -                 | 0.00%            | \$ -                 | 0.00%            | \$ -                 | 0.00%            | \$ -                 | 0.00%            |
| Cherry Sheet Offsets                        | \$        | 20,000            | \$ 20,000            | 0.00%            | \$ 20,000            | 0.00%            | \$ 20,000            | 0.00%            | \$ 20,000            | 0.00%            | \$ 20,000            | 0.00%            |
| 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                    | \$        | 91,612            | \$ 93,902            | 2.50%            | \$ 96,250            | 2.50%            | \$ 98,656            | 2.50%            | \$ 101,123           | 2.50%            | \$ 103,651           | 2.50%            |
| Allowance for Abatements/Exemptions         | \$        | 150,000           | \$ 200,000           | 33.33%           | \$ 200,000           | 0.00%            | \$ 200,000           | 0.00%            | \$ 200,000           | 0.00%            | \$ 200,000           | 0.00%            |
| Sub-Total Additional Appropriations         | \$        | 1,336,432         | \$ 1,198,112         | -10.35%          | \$ 1,222,039         | 2.00%            | \$ 1,247,641         | 2.10%            | \$ 1,275,058         | 2.20%            | \$ 1,304,441         | 2.30%            |
| <b>Grand Total Appropriations</b>           | <b>\$</b> | <b>38,829,909</b> | <b>\$ 40,250,016</b> | <b>3.66%</b>     | <b>\$ 42,109,072</b> | <b>4.62%</b>     | <b>\$ 44,053,745</b> | <b>4.62%</b>     | <b>\$ 45,987,351</b> | <b>4.39%</b>     | <b>\$ 47,874,344</b> | <b>4.10%</b>     |
| <b><u>Revenues</u></b>                      |           |                   |                      |                  |                      |                  |                      |                  |                      |                  |                      |                  |
| Previous Year Proposition 2½ Levy Limit     | \$        | 30,650,535        | \$ 31,778,998        | 3.68%            | \$ 33,316,146        | 4.84%            | \$ 34,979,286        | 4.99%            | \$ 36,693,199        | 4.90%            | \$ 38,503,131        | 4.93%            |
| Allowed 2½ Increase                         | \$        | 766,263           | \$ 794,475           | 3.68%            | \$ 832,904           | 4.84%            | \$ 874,482           | 4.99%            | \$ 917,330           | 4.90%            | \$ 962,578           | 4.93%            |
| New Growth                                  | \$        | 362,200           | \$ 501,881           | 38.56%           | \$ 514,428           | 2.50%            | \$ 527,289           | 2.50%            | \$ 540,471           | 2.50%            | \$ 553,983           | 2.50%            |
| <b>Proposition 2½ Override</b>              | <b>\$</b> | <b>-</b>          | <b>\$ 240,792</b>    | <b>100.00%</b>   | <b>\$ 315,808</b>    | <b>100.00%</b>   | <b>\$ 312,143</b>    | <b>-1.16%</b>    | <b>\$ 352,131</b>    | <b>12.81%</b>    | <b>\$ 395,229</b>    | <b>12.24%</b>    |
| State Aid                                   | \$        | 909,717           | \$ 900,000           | -1.07%           | \$ 900,000           | 0.00%            | \$ 900,000           | 0.00%            | \$ 900,000           | 0.00%            | \$ 900,000           | 0.00%            |
| Local Receipts                              | \$        | 4,120,480         | \$ 4,246,612         | 3.06%            | \$ 4,352,777         | 2.50%            | \$ 4,461,597         | 2.50%            | \$ 4,573,137         | 2.50%            | \$ 4,687,465         | 2.50%            |
| Free Cash                                   | \$        | 300,857           | \$ 372,000           | 23.65%           | \$ 372,000           | 0.00%            | \$ 372,000           | 0.00%            | \$ 372,000           | 0.00%            | \$ 372,000           | 0.00%            |
| Transfer from Enterprise Funds              | \$        | 235,025           | \$ 246,776           | 5.00%            | \$ 259,115           | 5.00%            | \$ 272,071           | 5.00%            | \$ 285,674           | 5.00%            | \$ 299,958           | 5.00%            |
| Other Available Funds                       | \$        | -                 | \$ -                 | 0.00%            | \$ -                 | 0.00%            | \$ -                 | 0.00%            | \$ -                 | 0.00%            | \$ -                 | 0.00%            |
| EMS Fund                                    | \$        | 500,875           | \$ 300,000           | -40.10%          | \$ 300,000           | 0.00%            | \$ 300,000           | 0.00%            | \$ 300,000           | 0.00%            | \$ 300,000           | 0.00%            |
| GDRSD Capital Stabilization Fund            | \$        | 479,012           | \$ 368,482           | -23.07%          | \$ 445,894           | 21.01%           | \$ 554,878           | 24.44%           | \$ 553,408           | -0.26%           | \$ 400,000           | -27.72%          |
| Capital Stabilization Fund                  | \$        | 504,945           | \$ 500,000           | -0.98%           | \$ 500,000           | 0.00%            | \$ 500,000           | 0.00%            | \$ 500,000           | 0.00%            | \$ 500,000           | 0.00%            |
| <b>Grand Total Revenues</b>                 | <b>\$</b> | <b>38,829,909</b> | <b>\$ 40,250,016</b> | <b>3.66%</b>     | <b>\$ 42,109,072</b> | <b>4.62%</b>     | <b>\$ 44,053,745</b> | <b>4.62%</b>     | <b>\$ 45,987,350</b> | <b>4.39%</b>     | <b>\$ 47,874,345</b> | <b>4.10%</b>     |
| <b>Surplus/(Deficit)</b>                    | <b>\$</b> | <b>0</b>          | <b>\$ 0</b>          | <b>\$</b>        | <b>0</b>             | <b>\$</b>        | <b>0</b>             | <b>\$</b>        | <b>(0)</b>           | <b>\$</b>        | <b>0</b>             |                  |

**Projected Employee Benefits**

**Weighted Avg. Components**

|   | (actual)<br>Fiscal<br><u>2019</u> | (projected)<br>Fiscal<br><u>2020</u> | (projected)<br>Fiscal<br><u>2021</u> | (projected)<br>Fiscal<br><u>2022</u> | (projected)<br>Fiscal<br><u>2023</u> | (projected)<br>Fiscal<br><u>2024</u> | (projected)<br>Fiscal<br><u>2025</u> |
|---|-----------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| <u>Middlesex County Pension Assessment</u><br>Assume: 6.5% annually | 2,081,699                         | 1,973,053                            | 2,101,301                            | 2,237,886                            | 2,383,349                            | 2,538,266                            | 2,703,254                            |
| <u>Health Insurance</u><br>Assume: 9% Annual                        | 1,716,301                         | 1,742,553                            | 1,899,383                            | 2,070,327                            | 2,256,657                            | 2,459,756                            | 2,681,134                            |
| <u>Life Insurance</u><br>Assume: 5% Annual                          | 3,160                             | 3,400                                | 3,570                                | 3,749                                | 3,936                                | 4,133                                | 4,339                                |
| <u>Medicare</u><br>Assume: 2.5%<br>Same rate as wages/salaries      | 138,100                           | 146,100                              | 149,753                              | 153,496                              | 157,334                              | 161,267                              | 165,299                              |
| <u>Unemployment</u><br>Assume: 5%                                   | <u>35,000</u>                     | <u>15,000</u>                        | <u>15,750</u>                        | <u>16,538</u>                        | <u>17,364</u>                        | <u>18,233</u>                        | <u>19,144</u>                        |
|   | 3,974,260                         | 3,880,106                            | 4,169,757                            | 4,481,996                            | 4,818,639                            | 5,181,654                            | 5,573,170                            |



# **INDIVIDUAL DEPARTMENT BUDGETS**





**GENERAL GOVERNMENT**



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

## Select Board

Barry A. Pease, *Chairman*  
Alison S. Manugian, *Vice-Chairman*  
John R. Giger, *Clerk*  
Joshua A. Degen, *Member*  
Rebecca H. Pine, *Member*

**Town Manager**  
Mark W. Haddad

**To:** *Select Board*

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

**Subject:** *FY 2020 Select Board Departmental Budgets*

**Date:** *November 20, 2018*

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. Select Board                   | 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:

### **Select Board**

I am increasing Dues and Memberships by \$200 in anticipation of an increase in our dues to the Massachusetts Municipal Association. In addition, I am level funding Travel and Conferences at \$850 and the \$750 payment to the Cable Department that was established last year at \$750. In addition, we are carrying the \$27,000 debt payment for the Pepperell Sewer Upgrade as authorized by the Select Board and Finance Committee in FY 2018.

### **Town Manager**

The Town Manager's Salary Line Item may need to be adjusted once contract negotiations have been finalized on a new contract for the Town Manager. The Executive Assistant's salary line item is being increased to reflect both contractual obligations and a re-evaluation of her job description that requires an increase in pay from a Grade 9 to a Grade 10. With regard to the Wage Line Item, the Interdepartmental Assistant and DPW Office Assistant are being increased by two (2%) to reflect the agreement between the Town and SEIU, Local 888. They will continue to be budgeted in the Town Manager's Wage Account. I have also level funded the stipend for the ADA Coordinator.

With regard to expenses, I am increasing the line item by \$500 to reflect an increase in the Town Manager's Dues to ICMA and MMA.

### **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 \$8,000 to cover an anticipated increase. In anticipation of increases in insurance in FY 2020, I am proposing an increase this line item of \$10,000.

### **Postage and Town Hall Expenses**

This budget has three specific line items. The first pays for the cost of postage for all Town Departments that utilize the postage machine located at Town Hall. It also covers the cost of printing the Town Meeting Warrants, copier supplies for the two copiers at Town Hall, and the update to the Massachusetts General Laws. 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 \$40,000 in FY 2019. I am proposing to level fund this in FY 2020. 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 2019. I am proposing that we level fund this budget in FY 2020.

**Select Board**  
**FY 2020 Departmental Budget**  
**November 20, 2018**  
**page three**

**Town Counsel**

The Board of Selectmen hired a new Town Counsel in FY 2019. The new contract calls for a monthly retainer of \$4,000 and a base hourly rate of \$190 per hour. In addition, we have retained Brian Maser as the Labor Counsel at a rate of \$190 per hour. Some of this work was covered under the previous retainer with the former Town Counsel. Everything is now charged the hourly rate. This new arrangement for Town Counsel Services is much more expensive than previous years. So far in FY 2019, we have averaged about \$11,000 per month. This translates into \$132,000 annually, versus the \$90,000 we used to appropriate. Therefore, I am increasing this line item in FY 2020 to \$120,000, with the hope we reduce the monthly expense.

**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 2019. The Town reduced these two line items to \$1 each in FY 2015 and kept it at that level last three years. Therefore, I am recommending that we keep this at that level in FY 2020.

**Town Moderator**

I have level funded this budget for FY 2020.

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 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|------------------|---------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>MODERATOR</b> |                           |                   |                   |                         |                                  |                                   |                   |   |
| 1000             | Salaries                  | \$ 65             | \$ 65             | \$ 65                   | \$ 65                            | \$ 65                             | 0.00%             | \$ 0.01                                     |
| 1001             | Expenses                  | \$ 19             | \$ -              | \$ 80                   | \$ 80                            | \$ 80                             | 0.00%             | \$ 0.02                                     |
| <hr/>            |                           |                   |                   |                         |                                  |                                   |                   |   |
|                  | <b>DEPARTMENTAL TOTAL</b> | <b>\$ 84</b>      | <b>\$ 65</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 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2020<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>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 2019 |            |                 |           |           |      |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |           |              |                              |
| Last Name        | First Name | Bargaining Unit | Position  | Pay Grade | Rate | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2020 |
| Salaries         |            |                 |           |           |      |       |                        |                  |       |                            |                               |                 |           |              |                              |
| Kauppi           | Jason      | Elected         | Moderator |           |      |       | \$ 65.00               |                  |       | \$ 65.00                   |                               |                 |           | \$ 65.00     | \$ 65.00                     |
| TOTAL SALARIES   |            |                 |           |           |      |       | \$ 65.00               |                  |       |                            |                               |                 |           |              | \$ 65.00                     |
| 1                | 2          | 3               | 4         | 5         | 6    | 7     | 8                      | 9                | 10    | 11                         | 12                            | 13              | 15        | 15           | 16                           |
| FISCAL YEAR 2019 |            |                 |           |           |      |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |           |              |                              |
| Last Name        | First Name | Bargaining Unit | Position  | Pay Grade | Rate | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2020 |
| Wages            |            |                 |           |           |      |       |                        |                  |       |                            |                               |                 |           |              |                              |
| TOTAL WAGES      |            |                 |           |           |      |       | \$ -                   |                  |       |                            |                               |                 |           |              | \$ -                         |

| LINE                      | DEPARTMENT/DESCRIPTION | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|---------------------------|------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>SELECT BOARD</b>       |                        |                   |                   |                         |                                  |                                   |                   |   |
| 1020                      | Salaries               | \$ -              | \$ -              | \$ -                    | \$ -                             | \$ -                              | 0.00%             | \$ -  |
| 1021                      | Wages                  | \$ -              | \$ -              | \$ -                    | \$ -                             | \$ -                              | 0.00%             | \$ -  |
| 1022                      | Expenses               | \$ 1,999          | \$ 4,338          | \$ 3,100                | \$ 3,300                         | \$ 3,300                          | 6.45%             | \$ 0.69                                     |
| 1023                      | Engineering/Consultant | \$ -              | \$ -              | \$ -                    | \$ -                             | \$ -                              | 0.00%             | \$ -  |
| 1024                      | Minor Capital          | \$ -              | \$ 27,000         | \$ 27,000               | \$ 27,000                        | \$ 25,683                         | 0.00%             | \$ 5.40                                     |
| <hr/>                     |                        |                   |                   |                         |                                  |                                   |                   |   |
| <b>DEPARTMENTAL TOTAL</b> |                        | <b>\$ 1,999</b>   | <b>\$ 31,338</b>  | <b>\$ 30,100</b>        | <b>\$ 30,300</b>                 | <b>\$ 28,983</b>                  | <b>-3.71%</b>     | <b>\$ 6.09</b>                              |



**SELECT BOARD**  
**122**

| <u>LINE ITEM</u>             | <u>FY 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2020<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>CHANGE</u> |
|------------------------------|----------------------------------|---|-------------------|---------------------------|---------------------------|--|--|---------------------------|
| Telephone                    |                                  |   |                   |                           |                           |  |  |                           |
| Postage                      |                                  |   |                   |                           |                           |  |  |                           |
| Office Supplies              |                                  |   |                   |                           |                           |  |  |                           |
| Dues & Memberships           | \$ 1,500.00                      | \$ 1,700.00                               | \$ 200.00         | 13.33%                    |                           | \$ 1,700.00                                  |  | 13.33%                    |
| Travel and Conferences       | \$ 850.00                        | \$ 850.00                                 | \$ -              | 0.00%                     |                           | \$ 850.00                                    |  | 0.00%                     |
| 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                                    |  | 0.00%                     |
| Other:                       |                                  |   |                   |                           |                           |  |  |                           |
| <b>TOTAL FUNDS REQUESTED</b> | <b>\$ 3,100.00</b>               | <b>\$ 3,300.00</b>                        | <b>\$ 200.00</b>  | <b>6.45%</b>              |                           | <b>\$ 3,300.00</b>                           | <b>\$ -</b>                            | <b>6.45%</b>              |

| LINE                      | DEPARTMENT/DESCRIPTION  | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|---------------------------|-------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>TOWN MANAGER</b>       |                         |                   |                   |                         |                                  |                                   |                   |   |
| 1030                      | Salaries                | \$ 196,963        | \$ 204,592        | \$ 211,121              | \$ 216,997                       | \$ 216,997                        | 2.78%             | \$ 45.61                                    |
| 1031                      | Wages                   | \$ 102,567        | \$ 106,371        | \$ 114,138              | \$ 120,592                       | \$ 120,592                        | 5.65%             | \$ 25.35                                    |
| 1032                      | Expenses                | \$ 7,368          | \$ 13,421         | \$ 14,000               | \$ 14,500                        | \$ 14,500                         | 3.57%             | \$ 3.05                                     |
| 1033                      | Engineering/Consultant  | \$ -              | \$ -              | \$ -                    | \$ -                             | \$ -                              | 0.00%             | \$ -  |
| 1034                      | Performance Evaluations | \$ -              | \$ -              | \$ -                    | \$ -                             | \$ -                              | 0.00%             | \$ -  |
| <hr/>                     |                         |                   |                   |                         |                                  |                                   |                   |   |
| <b>DEPARTMENTAL TOTAL</b> |                         | <b>\$ 306,898</b> | <b>\$ 324,384</b> | <b>\$ 339,259</b>       | <b>\$ 352,089</b>                | <b>\$ 352,089</b>                 | <b>3.78%</b>      | <b>\$ 74.01</b>                             |

**TOWN MANAGER**  
**124**

| <u>LINE ITEM</u>             | <u>FY 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2020<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>CHANGE</u> |
|------------------------------|----------------------------------|---|-------------------|---------------------------|---------------------------|--|--|---------------------------|
| Telephone                    |                                  |   |                   |                           |                           |  |  |                           |
| Postage                      |                                  |   |                   |                           |                           |  |  |                           |
| Office Supplies              |                                  |   |                   |                           |                           |  |  |                           |
| Dues & Memberships           | \$ 2,000.00                      | \$ 2,500.00                               | \$ 500.00         | 25.00%                    |                           | \$ 2,500.00                                  |  | 25.00%                    |
| 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: Minute Taking         | \$ 10,000.00                     | \$ 10,000.00                              |                   |                           |                           | \$ 10,000.00                                 |  |                           |
| Other:                       |                                  |   |                   |                           |                           |  |  |                           |
| Other:                       |                                  |   |                   |                           |                           |  |  |                           |
| <b>TOTAL FUNDS REQUESTED</b> | <b>\$ 14,000.00</b>              | <b>\$ 14,500.00</b>                       | <b>\$ 500.00</b>  | <b>3.57%</b>              |                           | <b>\$ 14,500.00</b>                          | <b>\$ -</b>                            | <b>3.57%</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 2019      |            |                 |                     |           |         |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |             |               |                              |
| Last Name             | First Name | Bargaining Unit | Position            | Pay Grade | Rate    | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay   | Final Salary  | Projected Salary Fiscal 2020 |
| Salaries              |            |                 |                     |           |         |       |                        |                  |       |                            |                               |                 |             |               |                              |
| Haddad                | Mark       |                 | Town Manager        |           |         | 40    | \$ 144,572.00          |                  |       | \$ 144,572.00              |                               |                 |             | \$ 144,572.00 | \$ 144,572.00                |
| Dunbar                | Dawn       | By-Law          | Executive Assistant | 9         |         | 40    | \$ 65,874.00           |                  |       | \$ 70,000.00               | 2.5%                          |                 | \$ 675.00   | \$ 71,750.00  | \$ 72,425.00                 |
| Other Pay             |            |                 |                     |           |         |       | \$ 675.00              |                  |       |                            |                               |                 |             |               |                              |
| <b>TOTAL SALARIES</b> |            |                 |                     |           |         |       | <b>\$ 211,121.00</b>   |                  |       |                            |                               |                 |             |               | <b>\$ 216,997.00</b>         |
| 1                     | 2          | 3               | 4                   | 5         | 6       | 7     | 8                      | 9                | 10    | 11                         | 12                            | 13              | 15          | 15            | 16                           |
| FISCAL YEAR 2019      |            |                 |                     |           |         |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |             |               |                              |
| Last Name             | First Name | Bargaining Unit | Position            | Pay Grade | Rate    | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay   | Final Salary  | Projected Salary Fiscal 2020 |
| Wages                 |            |                 |                     |           |         |       |                        |                  |       |                            |                               |                 |             |               |                              |
| Kul                   | Sammie     | THL             | Interdepartmental   | 7         | \$29.12 | 40    | \$ 60,802.56           | \$ 29.70         | 40    | \$ 62,013.60               |                               | \$ 29.70        |             | \$ 62,013.60  | \$ 62,013.60                 |
| Leap Year Extra Pay   |            |                 |                     |           |         |       |                        |                  |       | \$ 118.80                  |                               |                 |             | \$ 118.80     | \$ 118.80                    |
| Hommel                | Jean       | THL             | DPW/CC Off Asst.    | 6         | \$24.49 | 40    | \$ 51,135.12           | \$ 24.98         | 40    | \$ 52,158.24               | 1.0%                          | \$ 25.23        | \$ 4,178.00 | \$ 52,680.24  | \$ 56,858.24                 |
| Leap Year Extra Pay   |            |                 |                     |           |         |       |                        |                  |       | \$ 99.92                   |                               | \$ -            |             | \$ 100.92     | \$ 100.92                    |
| Collette              | Michelle   | By-Law          | ADA Coordinator     |           |         |       | \$ 1,500.00            |                  |       |                            |                               |                 |             | \$ 1,500.00   | \$ 1,500.00                  |
| Other Pay             |            |                 |                     |           |         |       | \$ 700.00              |                  |       |                            |                               |                 |             |               |                              |
| <b>TOTAL WAGES</b>    |            |                 |                     |           |         |       | <b>\$ 114,137.68</b>   |                  |       |                            |                               |                 |             |               | <b>\$ 120,591.56</b>         |

| LINE                     | DEPARTMENT/DESCRIPTION    | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|--------------------------|---------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>FINANCE COMMITTEE</b> |                           |                   |                   |                         |                                  |                                   |                   |   |
| 1040                     | Expenses                  | \$ -              | \$ 210            | \$ 210                  | \$ 215                           | \$ 215                            | 0.00%             | \$ 0.05                                     |
| 1041                     | Reserve Fund              | \$ 51,085         | \$ 86,806         | \$ 150,000              | \$ 150,000                       | \$ 150,000                        | 0.00%             | \$ 31.53                                    |
| <hr/>                    |                           |                   |                   |                         |                                  |                                   |                   |   |
|                          | <b>DEPARTMENTAL TOTAL</b> | <b>\$ 51,085</b>  | <b>\$ 87,016</b>  | <b>\$ 150,210</b>       | <b>\$ 150,215</b>                | <b>\$ 150,215</b>                 | <b>0.00%</b>      | <b>\$ 31.58</b>                             |

**FINANCE COMMITTEE**  
**131**

| <u>LINE ITEM</u>             | <u>FY 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u>  | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2020<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>CHANGE</u> |
|------------------------------|----------------------------------|---|-------------------|---------------------------|----------------------------|--|--|---------------------------|
| Telephone                    |                                  |   |                   |                           |                            |  |  |                           |
| Postage                      |                                  |   |                   |                           |                            |  |  |                           |
| Office Supplies              |                                  |   |                   |                           |                            |  |  |                           |
| Dues & Memberships           | \$ 210.00                        | \$ 215.00                                 | \$ 5.00           | 2.38%                     | 2.5% incr pending response | \$ 215.00                                    |  | 0.00%                     |
| Travel and Conferences       |                                  |   |                   |                           | from ATFC in Jan.          |  |  |                           |
| Equipment Maintenance        |                                  |   |                   |                           |                            |  |  |                           |
| Printing                     |                                  |   |                   |                           |                            |  |  |                           |
| Software/Service Maintenance |                                  |   |                   |                           |                            |  |  |                           |
| Space Rental                 |                                  |   |                   |                           |                            |  |  |                           |
| Heating Costs                |                                  |   |                   |                           |                            |  |  |                           |
| Electricity                  |                                  |   |                   |                           |                            |  |  |                           |
| Vehicle Costs                |                                  |   |                   |                           |                            |  |  |                           |
| Other:                       |                                  |   |                   |                           |                            |  |  |                           |
| <b>TOTAL FUNDS REQUESTED</b> | <b>\$ 210.00</b>                 | <b>\$ 215.00</b>                          | <b>\$ 5.00</b>    | <b>2.38%</b>              |                            | <b>\$ 215.00</b>                             | <b>\$ -</b>                            | <b>0.00%</b>              |



## TOWN OF GROTON

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

### Town Accountant's Office

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

Mark Haddad  
Town Manager

November 20, 2018

Dear Mr. Haddad:

The Accounting Department is pleased to submit its budget requests for Fiscal Year 2020. Salary and wage expenses will be increased only to meet contractual obligations; the department does not anticipate a need for additional hours or personnel. Audit fees account for the majority of our General Expense category; the annual financial audit is fixed by contract at \$24,150 for FY20 and FY21. This is a 5% increase over FY19. I am anticipating an increase in software maintenance and support costs for our Fund Accounting software of approximately 4 % for Fiscal 2020. This amounts to approximately \$170 of additional expense in the budget. The GASB 74/75 (OPEB) analysis cost will remain unchanged, as the cost of the full valuation is split evenly over a two-year period (FY20 is year two of the agreement with Odyssey Advisors). I am recommending an increase to the FY20 Health Insurance budget of approximately 1.5%. This unusually favorable projection is the result of savings realized from plan design changes and premium cost share negotiations with all of our unions. The Town is also experiencing a savings due to several individuals "opting out" of their health insurance subscriptions. The current projection includes a 10% premium increase over FY19. This estimate will be updated once Minuteman Nashoba Health Group advises us of the final rates for FY20 (mid-February). The projected budget of \$1,742,744 is based on November 2018 enrollment and includes allowances for two new fire fighters.

Boston Mutual is not planning a rate increase for their basic Life Insurance product for FY20; these rates are historically very stable. I am recommending an increase to the standard life insurance budget (\$240 or 7.5%) to account for several new employees who have enrolled in FY19, as well as for the additional fire fighters budgeted for FY20. Unemployment Compensation varies greatly depending on the level of personnel turnover in a given year. Based on the most recent five-year average, I am recommending a budget of \$30,000 (14% reduction). Similarly, Medicare Matching costs vary with payroll activity and can spike during public safety events or weather emergencies. Based on growth since 2014, I am recommending a budget of \$146,100, a 5.8% increase for FY20. 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 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|------------------------|---------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>TOWN ACCOUNTANT</b> |                           |                   |                   |                         |                                  |                                   |                   |   |
| 1050                   | Salaries                  | \$ 84,833         | \$ 87,395         | \$ 91,110               | \$ 95,155                        | \$ 95,155                         | 4.44%             | \$ 20.00                                    |
| 1051                   | Wages                     | \$ 42,333         | \$ 43,898         | \$ 46,187               | \$ 47,792                        | \$ 47,792                         | 3.48%             | \$ 10.05                                    |
| 1052                   | Expenses                  | \$ 29,744         | \$ 34,185         | \$ 32,140               | \$ 33,456                        | \$ 34,056                         | 5.96%             | \$ 7.16                                     |
| <hr/>                  |                           |                   |                   |                         |                                  |                                   |                   |   |
|                        | <b>DEPARTMENTAL TOTAL</b> | <b>\$ 156,910</b> | <b>\$ 165,478</b> | <b>\$ 169,437</b>       | <b>\$ 176,403</b>                | <b>\$ 177,003</b>                 | <b>4.47%</b>      | <b>\$ 37.21</b>                             |



TOWN ACCOUNTANT  
135

| <u>LINE ITEM</u>              | <u>FY 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u>  | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE and Expense Prioritization:</u> | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2020<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>CHANGE</u> |
|-------------------------------|----------------------------------|---|--------------------|---------------------------|--|--|--|---------------------------|
| Telephone                     |                                  |   |                    |                           |  |  |  |                           |
| Postage                       |                                  |   |                    |                           |  |  |  |                           |
| Office Supplies               |                                  |   |                    |                           |  |  |  |                           |
| Dues & Memberships            | \$ 80.00                         | \$ 80.00                                  | \$ -               | 0.00%                     |  | \$ 80.00                                     |  | 0.00%                     |
| Travel and Conferences        | \$ 1,500.00                      | \$ 1,500.00                               | \$ -               | 0.00%                     |  | \$ 2,100.00                                  |  | 40.00%                    |
| Equipment Maintenance         |                                  |   |                    |                           |  |  |  |                           |
| Printing                      |                                  |   |                    |                           |  |  |  |                           |
| Software/Service Maintenance  | \$ 3,565.00                      | \$ 3,702.44                               | \$ 137.44          | 3.86%                     | 4.5% over FY19 Actual, Vendor planned price increase | \$ 3,702.44                                  |  | 3.86%                     |
| Space Rental                  |                                  |   |                    |                           |  |  |  |                           |
| Heating Costs                 |                                  |   |                    |                           |  |  |  |                           |
| Electricity                   |                                  |   |                    |                           |  |  |  |                           |
| Vehicle Costs                 |                                  |   |                    |                           |  |  |  |                           |
| Other: Local Software Support | \$ 995.00                        | \$ 1,023.75                               | \$ 28.75           | 2.89%                     | Vendor planned price increase                        | \$ 1,023.75                                  |  | 2.89%                     |
| Other: Annual Audit           | \$ 23,000.00                     | \$ 24,150.00                              | \$ 1,150.00        | 5.00%                     |  | \$ 24,150.00                                 |  | 5.00%                     |
| Other: GASB 45 OPEB Audit     | \$ 3,000.00                      | \$ 3,000.00                               | \$ -               | 0.00%                     |  | \$ 3,000.00                                  |  | 0.00%                     |
| Other:                        |                                  |   |                    |                           |  |  |  |                           |
| <b>TOTAL FUNDS REQUESTED</b>  | <b>\$ 32,140.00</b>              | <b>\$ 33,456.19</b>                       | <b>\$ 1,316.19</b> | <b>4.10%</b>              |  | <b>\$ 34,056.19</b>                          | <b>\$ -</b>                            | <b>5.96%</b>              |

Department Town Accountant  
 Org # 135  
 COLA % 2.00%

| 1                   | 2          | 3               | 4                | 5         | 6       | 7     | 8                      | 9                | 10    | 11                         | 12                            | 13              | 14        | 15           |                              |
|---------------------|------------|-----------------|------------------|-----------|---------|-------|------------------------|------------------|-------|----------------------------|-------------------------------|-----------------|-----------|--------------|------------------------------|
| FISCAL YEAR 2019    |            |                 |                  |           |         |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |           |              |                              |
| Last Name           | First Name | Bargaining Unit | Position         | Pay Grade | Rate    | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2020 |
| Salaries            |            |                 |                  |           |         |       |                        |                  |       |                            |                               |                 |           |              |                              |
| DuFresne            | Patricia   |                 | Town Accountant  |           |         | 40    | \$ 88,900.00           |                  |       | \$ 90,678.00               | 2.5%                          |                 | \$ 500.00 | \$ 92,944.95 | \$ 93,444.95                 |
|                     |            |                 |                  |           |         | VBB = | \$ 1,710.00            |                  |       |                            |                               |                 |           | \$ 1,710.00  | \$ 1,710.00                  |
| Other Pay           |            |                 |                  |           |         |       | \$ 500.00              |                  |       |                            |                               |                 |           |              |                              |
| TOTAL SALARIES      |            |                 |                  |           |         |       |                        |                  |       |                            |                               |                 |           |              | \$ 95,154.95                 |
|                     |            |                 |                  |           |         |       |                        |                  |       |                            |                               |                 |           |              |                              |
| 1                   | 2          | 3               | 4                | 5         | 6       | 7     | 8                      | 9                | 10    | 11                         | 12                            | 13              | 14        | 15           |                              |
| FISCAL YEAR 2019    |            |                 |                  |           |         |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |           |              |                              |
| Last Name           | First Name | Bargaining Unit | Position         | Pay Grade | Rate    | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2020 |
| Wages               |            |                 |                  |           |         |       |                        |                  |       |                            |                               |                 |           |              |                              |
| Mahoney             | Sarah      | THL             | Asst. Town Acct. | 9         | \$29.27 | 30    | \$ 45,836.82           | \$ 29.86         | 30    | \$ 46,760.76               | 2.0%                          | \$ 30.46        |           | \$ 47,700.36 | \$ 47,700.36                 |
| Leap Year Extra Pay |            |                 |                  |           |         |       |                        | \$ -             | 30    | \$ 89.58                   |                               |                 |           | \$ 91.38     | \$ 91.38                     |
| Other Pay           |            |                 |                  |           |         |       | \$ 350.00              |                  |       |                            |                               |                 |           |              |                              |
| TOTAL WAGES         |            |                 |                  |           |         |       |                        |                  |       |                            |                               |                 |           |              | \$ 47,791.74                 |

| LINE                      | DEPARTMENT/DESCRIPTION | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|---------------------------|------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>BOARD OF ASSESSORS</b> |                        |                   |                   |                         |                                  |                                   |                   |   |
| 1060                      | Salaries               | \$ 94,240         | \$ 71,244         | \$ 75,555               | \$ 78,580                        | \$ 78,580                         | 4.00%             | \$ 16.52                                    |
| 1061                      | Wages                  | \$ 53,007         | \$ 39,823         | \$ 52,675               | \$ 62,321                        | \$ 62,321                         | 18.31%            | \$ 13.10                                    |
| 1062                      | Expenses               | \$ 16,484         | \$ 17,521         | \$ 22,630               | \$ 26,182                        | \$ 25,281                         | 11.71%            | \$ 5.31                                     |
| 1063                      | Legal Expense          | \$ -              | \$ -              | \$ -                    | \$ -                             | \$ -                              | 0.00%             | \$ -  |
| <hr/>                     |                        |                   |                   |                         |                                  |                                   |                   |   |
| <b>DEPARTMENTAL TOTAL</b> |                        | <b>\$ 163,731</b> | <b>\$ 128,588</b> | <b>\$ 150,860</b>       | <b>\$ 167,083</b>                | <b>\$ 166,182</b>                 | <b>10.16%</b>     | <b>\$ 34.93</b>                             |

## BOARD OF ASSESSORS

141

| LINE ITEM                         | FY 2019       |                    | FY 2020     |         | PERCENT<br>CHANGE  | REASON FOR CHANGE: | FY 2020                  |                    | PERCENT<br>CHANGE |
|-----------------------------------|---------------|--------------------|-------------|---------|--|--------------------|--------------------------|--------------------|-------------------|
|                                   | APPROPRIATION | DEPARTMENT REQUEST | DIFFERENCE  | CHANGE  |  |                    | TOWN MANAGER<br>APPROVED | FINCOM<br>APPROVED |                   |
| Dues & Memberships                | \$ 300.00     | \$ 300.00          | \$ -        | 0.00%   | Includes dues and Memberships for Assistant Assessor                         |                    | \$ 300.00                |                    | 0.00%             |
| Travel, Conferences, Education    | \$ 3,000.00   | \$ 3,000.00        | \$ -        | 0.00%   | Includes Classes for Assistant Assessor MAAO Designation                     |                    | \$ 3,000.00              |                    | 0.00%             |
| Static Data Base                  | \$ 300.00     | \$ 800.00          | \$ 500.00   | 166.67% | Includes Vision PRC's available to taxpayer identical to assessor office PRC |                    | \$ 800.00                |                    | 166.67%           |
| RRC Personal Property Maintenance | \$ 5,500.00   | \$ 6,920.00        | \$ 1,420.00 | 25.82%  | Inc in File Maint./Listing & Valuation/Utility ans support(Neg.Def.to 2020)  |                    | \$ 6,415.00              |                    | 16.64%            |
| Vehicle Costs                     | \$ 1,500.00   | \$ 1,500.00        | \$ -        | 0.00%   | Due to measure and relist occuring in FY2019 thru FY2020                     |                    | \$ 1,500.00              |                    | 0.00%             |
| Other: Vision Software License    | \$ 5,840.00   | \$ 6,667.00        | \$ 827.00   | 14.16%  | Per Pat Dovovan VGSI 10% increase across the board                           |                    | \$ 6,424.00              |                    | 10.00%            |
| Other: Clothing Allowance         | \$ 400.00     | \$ 400.00          | \$ -        | 0.00%   | Includes clothing allowance for Assistant Assessor Position                  |                    | \$ 400.00                |                    | 0.00%             |
| Other: Vision Revalue Support     | \$ 3,000.00   | \$ 3,630.00        | \$ 630.00   | 21.00%  | Per Pat Dovovan VGSI 10% increase acroos the board                           |                    | \$ 3,300.00              |                    | 10.00%            |
| Other: Vision Web Hosting         | \$ 2,790.00   | \$ 2,965.00        | \$ 175.00   | 6.27%   | Per Pat Dovovan VGSI 10% increase acroos the board                           |                    | \$ 3,142.00              |                    | 12.62%            |
| <b>TOTAL FUNDS REQUESTED</b>      | \$ 22,630.00  | \$ 26,182.00       | \$ 3,552.00 | 15.70%  |  |                    | \$ 25,281.00             | \$ -               | 11.71%            |

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 2019                        |            |                 |                    |           |         |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |           |              |                              |
| Last Name                               | First Name | Bargaining Unit | Position           | Pay Grade | Rate    | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary FY 2020     |
| Salaries                                |            |                 |                    |           |         |       |                        |                  |       |                            |                               |                 |           |              |                              |
| Greeno                                  | Jonathan   | Contract        | Principal Assessor |           |         | 40    | \$ 74,880.00           |                  |       | \$ 76,377.60               | 2.0%                          |                 | \$ 675.00 | \$ 77,905.15 | \$ 78,580.15                 |
| Other Pay                               |            |                 |                    |           |         |       | \$ 675.00              |                  |       |                            |                               |                 |           |              | \$ -                         |
| TOTAL SALARIES                          |            |                 |                    |           |         |       | \$ 75,555.00           |                  |       |                            |                               |                 |           |              | \$ 78,580.15                 |
| 1                                       | 2          | 3               | 4                  | 5         | 6       | 7     | 8                      | 9                | 10    | 11                         | 12                            | 13              | 14        | 15           | 16                           |
| FISCAL YEAR 2019                        |            |                 |                    |           |         |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |           |              |                              |
| Last Name                               | First Name | Bargaining Unit | Position           | Pay Grade | Rate    | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2020 |
| Wages                                   |            |                 |                    |           |         |       |                        |                  |       |                            |                               |                 |           |              |                              |
| Brideau-Foster                          | Megan      | THL             | Assistant Assessor | 9         | \$28.64 | 35    | \$ 52,325.28           | \$ 29.21         | 35    | \$ 53,366.67               | 2.0%                          | \$ 29.79        |           | \$ 54,426.33 | \$ 54,426.33                 |
| Leap Year Extra Pay                     |            |                 |                    |           |         |       |                        |                  |       | \$ 102.24                  |                               |                 |           | \$ 104.27    | \$ 104.27                    |
| Other Pay                               |            |                 |                    |           |         |       | \$ 350.00              |                  |       |                            |                               |                 |           |              |                              |
| Leap Year Extra Pay on Additional Hours |            |                 |                    |           |         |       |                        | \$ 29.21         | 5     | \$ 7,623.81                | 2.0%                          | \$ 29.79        |           | \$ 7,775.19  | \$ 7,775.19                  |
|   |            |                 |                    |           |         |       |                        |                  |       | \$ 14.61                   |                               |                 |           | \$ 14.90     | \$ 14.90                     |
| TOTAL WAGES                             |            |                 |                    |           |         |       | \$ 52,675.28           |                  |       |                            |                               |                 |           |              | \$ 62,320.69                 |

| LINE                           | DEPARTMENT/DESCRIPTION | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|--------------------------------|------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>TREASURER/TAX COLLECTOR</b> |                        |                   |                   |                         |                                  |                                   |                   |   |
| 1120                           | Salaries               | \$ 84,125         | \$ 84,966         | \$ 88,165               | \$ 91,700                        | \$ 91,700                         | 4.01%             | \$ 19.28                                    |
| 1121                           | Wages                  | \$ 100,162        | \$ 104,478        | \$ 111,864              | \$ 114,899                       | \$ 114,899                        | 2.71%             | \$ 24.15                                    |
| 1122                           | Expenses               | \$ 20,040         | \$ 20,422         | \$ 21,865               | \$ 20,690                        | \$ 20,690                         | -5.37%            | \$ 4.35                                     |
| 1123                           | Tax Title              | \$ 3,333          | \$ 9,235          | \$ 4,500                | \$ 5,950                         | \$ 5,950                          | 32.22%            | \$ 1.25                                     |
| 1126                           | Bond Cost              | \$ 5,000          | \$ 3,200          | \$ 6,000                | \$ 4,400                         | \$ 4,975                          | -17.08%           | \$ 1.05                                     |
| <hr/>                          |                        |                   |                   |                         |                                  |                                   |                   |   |
| <b>DEPARTMENTAL TOTAL</b>      |                        | <b>\$ 212,660</b> | <b>\$ 222,301</b> | <b>\$ 232,394</b>       | <b>\$ 237,639</b>                | <b>\$ 238,214</b>                 | <b>2.50%</b>      | <b>\$ 50.08</b>                             |

**1123** Tax Title- Detail

|   |              |
|---|--------------|
| Legal Services- Atty. Coppola             | 1,500        |
| Tax Taking Advertising                    | 1,500        |
| Redemption Instruments                    | 450          |
| Normal Tax Title Budget                   | 3,450        |
| <u>Expected Spring 2020 Lien Auction:</u> |              |
| Auction Advertising                       | 2,500        |
| Expected Total FY20 Budget                | <b>5,950</b> |

**1126** Bond Cost- Detail

|                                |              |
|--------------------------------|--------------|
| Bond Advisor- Cont. Disclosure | 3,000        |
| Auditor Confirmations- Giusti  | 200          |
| GF- BAN Fees (2)- estimated    | 1,775        |
| Expected Total FY20 Budget     | <b>4,975</b> |

TREASURER/TAX COLLECTOR  
145

| LINE ITEM                             | FY 2020                  |                       |               |          |   | FY 2020                  |                               | PERCENT<br>CHANGE |
|---------------------------------------|--------------------------|-----------------------|---------------|----------|---|--------------------------|-------------------------------|-------------------|
|                                       | FY 2019<br>APPROPRIATION | DEPARTMENT<br>REQUEST | DIFFERENCE    | CHANGE   | REASON FOR CHANGE:                          | TOWN MANAGER<br>APPROVED | FY 2020<br>FINCOM<br>APPROVED |                   |
| Postage                               |                          |                       |               |          |   |                          |                               |                   |
| Office Supplies                       |                          |                       |               |          |   |                          |                               |                   |
| Dues & Memberships                    | \$ 190.00                | \$ 190.00             | \$ -          | 0.00%    | No changes expected.                        | \$ 190.00                |                               | 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              | \$ 9,250.00           | \$ (625.00)   | -6.33%   | Actual projected.                           | \$ 9,250.00              |                               | -6.33%            |
| Other: Payroll Service- Harper's- ACA | \$ 750.00                | \$ 350.00             | \$ (400.00)   | -53.33%  | Actual projected.                           | \$ 350.00                |                               |                   |
| Other: Tax Software Service- CHS      | \$ 5,000.00              | \$ 5,000.00           | \$ -          | 0.00%    | Actual projected.                           | \$ 5,000.00              |                               | 0.00%             |
| Other: Lock-Box Service- Century      | \$ 4,000.00              | \$ 4,000.00           | \$ -          | 0.00%    | Expected to be sufficient for another year. | \$ 4,000.00              |                               | 0.00%             |
| Other:                                |                          |                       |               |          |   |                          |                               |                   |
| Other: Filing Fees - Release of Liens | \$ 150.00                | \$ -                  | \$ (150.00)   | -100.00% | Covered in Dept. 158 TT                     | \$ -                     |                               | -100.00%          |
| <b>TOTAL FUNDS REQUESTED</b>          | \$ 21,865.00             | \$ 20,690.00          | \$ (1,175.00) | -5.37%   |   | \$ 20,690.00             | \$ -                          | -5.37%            |

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 2019      |            |                 |                     |           |         |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |           |              |                              |
| Last Name             | First Name | Bargaining Unit | Position            | Pay Grade | Rate    | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2020 |
| Salaries              |            |                 |                     |           |         |       |                        |                  |       |                            |                               |                 |           |              |                              |
| Hartnett              | Michael    | Supervisors     | Treasurer/Collector | 14        |         | 40    | \$ 87,490.00           |                  |       | \$ 89,239.80               | 2.0%                          |                 | \$ 675.00 | \$ 91,024.60 | \$ 91,699.60                 |
| Other Pay             |            |                 |                     |           |         |       | \$ 675.00              |                  |       |                            |                               |                 |           |              |                              |
| <b>TOTAL SALARIES</b> |            |                 |                     |           |         |       | <b>\$ 88,165.00</b>    |                  |       |                            |                               |                 |           |              | <b>\$ 91,699.60</b>          |
| 1                     | 2          | 3               | 4                   | 5         | 6       | 7     | 8                      | 9                | 10    | 11                         | 12                            | 13              | 15        | 15           | 16                           |
| FISCAL YEAR 2019      |            |                 |                     |           |         |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |           |              |                              |
| Last Name             | First Name | Bargaining Unit | Position            | Pay Grade | Rate    | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2020 |
| Wages                 |            |                 |                     |           |         |       |                        |                  |       |                            |                               |                 |           |              |                              |
| Moller                | Hannah     | THL             | Asst. Treas/Coll    | 9         | \$30.35 | 39    | \$ 61,786.53           | \$ 30.96         | 39    | \$ 63,028.37               | 2.0%                          | \$ 31.58        |           | \$ 64,290.56 | \$ 64,290.56                 |
| Leap Year Extra Pay   |            |                 |                     |           |         |       |                        |                  |       | \$ 120.74                  |                               |                 |           | \$ 123.16    | \$ 123.16                    |
| Amari                 | Nancy      | THL             | Payroll Coordinator | 7         | \$27.04 | 35    | \$ 49,402.08           | \$ 27.58         | 35    | \$ 50,388.66               |                               | \$ 27.58        |           | \$ 50,388.66 | \$ 50,388.66                 |
| Leap Year Extra Pay   |            |                 |                     |           |         |       |                        |                  |       | \$ 96.53                   |                               | \$ -            |           | \$ 96.53     | \$ 96.53                     |
| Other Pay             |            |                 |                     |           |         |       | \$ 675.00              |                  |       |                            |                               |                 |           |              |                              |
| <b>TOTAL WAGES</b>    |            |                 |                     |           |         |       | <b>\$ 111,863.61</b>   |                  |       |                            |                               |                 |           |              | <b>\$ 114,898.91</b>         |



| LINE                      | DEPARTMENT/DESCRIPTION | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|---------------------------|------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>TOWN COUNSEL</b>       |                        |                   |                   |                         |                                  |                                   |                   |   |
| 1080                      | Expenses               | \$ 61,574         | \$ 50,831         | \$ 90,000               | \$ 120,000                       | \$ 90,000                         | 0.00%             | \$ 18.92                                    |
| <b>DEPARTMENTAL TOTAL</b> |                        | <b>\$ 61,574</b>  | <b>\$ 50,831</b>  | <b>\$ 90,000</b>        | <b>\$ 120,000</b>                | <b>\$ 90,000</b>                  | <b>0.00%</b>      | <b>\$ 18.92</b>                             |

**TOWN COUNSEL**  
**151**

| <u>LINE ITEM</u>             | <u>FY 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u>   | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2020<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>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                     | \$ 120,000.00                             | \$ 30,000.00        | 33.33%                    |                           | \$ 90,000.00                                 |  | 0.00%                     |
| Other:                       |                                  |   |                     |                           |                           |  |  |                           |
| Other:                       |                                  |   |                     |                           |                           |  |  |                           |
| Other:                       |                                  |   |                     |                           |                           |  |  |                           |
| <b>TOTAL FUNDS REQUESTED</b> | <b>\$ 90,000.00</b>              | <b>\$ 120,000.00</b>                      | <b>\$ 30,000.00</b> | <b>33.33%</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 19, 2018**

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

**Dear Town Manager Haddad:**

**I am submitting my FY20 budget for the Human Resources Department. Due to recruitment costs over the past year, I am increasing the Advertising line item by \$1,000. I have level funded all other line items at this time, because I feel that they are at adequate levels for my FY20 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 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|---------------------------|------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>HUMAN RESOURCES</b>    |                        |                   |                   |                         |                                  |                                   |                   |   |
| 1090                      | Salary                 | \$ 73,201         | \$ 75,412         | \$ 79,104               | \$ 82,673                        | \$ 82,673                         | 4.51%             | \$ 17.38                                    |
| 1091                      | Expenses               | \$ 8,764          | \$ 20,030         | \$ 10,000               | \$ 11,000                        | \$ 11,000                         | 10.00%            | \$ 2.31                                     |
| <b>DEPARTMENTAL TOTAL</b> |                        | <b>\$ 81,965</b>  | <b>\$ 95,442</b>  | <b>\$ 89,104</b>        | <b>\$ 93,673</b>                 | <b>\$ 93,673</b>                  | <b>5.13%</b>      | <b>\$ 19.69</b>                             |

# HUMAN RESOURCES

152

| <u>LINE ITEM</u>                | <u>FY 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2020<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>CHANGE</u> |
|---------------------------------|----------------------------------|---|-------------------|---------------------------|---------------------------|--|--|---------------------------|
| Telephone                       |                                  |   |                   |                           |                           |  |  |                           |
| Postage                         |                                  |   |                   |                           |                           |  |  |                           |
| Office Supplies                 |                                  |   |                   |                           |                           |  |  |                           |
| Dues & Memberships              | \$ 450.00                        | \$ 400.00                                 | \$ (50.00)        | 100.00%                   |                           | \$ 400.00                                    |  | -11.11%                   |
| Travel and Conferences          | \$ 600.00                        | \$ 600.00                                 | \$ -              | 100.00%                   |                           | \$ 600.00                                    |  | 0.00%                     |
| Equipment Maintenance           |                                  |   |                   |                           |                           |  |  |                           |
| Printing                        | \$ 250.00                        | \$ 300.00                                 | \$ 50.00          | 100.00%                   |                           | \$ 300.00                                    |  |                           |
| Software/Service Maintenance    |                                  |   |                   |                           |                           |  |  |                           |
| Space Rental                    |                                  |   |                   |                           |                           |  |  |                           |
| Heating Costs                   |                                  |   |                   |                           |                           |  |  |                           |
| Electricity                     |                                  |   |                   |                           |                           |  |  |                           |
| Vehicle Costs                   |                                  |   |                   |                           |                           |  |  |                           |
| Wellness                        |                                  |   |                   |                           |                           |  |  |                           |
| Other: Pre-Employment Physicals | \$ 1,600.00                      | \$ 1,600.00                               | \$ -              | 0.00%                     |                           | \$ 1,600.00                                  |  | 0.00%                     |
| Other: Advertising              | \$ 5,000.00                      | \$ 6,000.00                               | \$ 1,000.00       | 20.00%                    |                           | \$ 6,000.00                                  |  | 20.00%                    |
| 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     | <u>\$ 500.00</u>                 | <u>\$ 500.00</u>                          | \$ -              | 0.00%                     |                           | <u>\$ 500.00</u>                             |  | 0.00%                     |
| <b>TOTAL FUNDS REQUESTED</b>    | \$ 10,000.00                     | \$ 11,000.00                              | \$ 1,000.00       | 10.00%                    |                           | \$ 11,000.00                                 | \$ -                                   | 10.00%                    |

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 2019 |            |                 |             |           |      |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |           |              |                              |
| Last Name        | First Name | Bargaining Unit | Position    | Pay Grade | Rate | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2020 |
| Salaries         |            |                 |             |           |      |       |                        |                  |       |                            |                               |                 |           |              |                              |
| Doig             | Melisa     | By-Law          | HR Director | 11        |      | 40    | \$ 78,429.00           |                  | 40    | \$ 79,997.58               | 2.5%                          |                 | \$ 675.00 | \$ 81,997.52 | \$ 82,672.52                 |
| Other Pay        |            |                 |             |           |      |       | \$ 675.00              |                  |       |                            |                               |                 |           |              |                              |
| TOTAL SALARIES   |            |                 |             |           |      |       | \$ 79,104.00           |                  |       |                            |                               |                 |           |              | \$ 82,672.52                 |
| 1                | 2          | 3               | 4           | 5         | 6    | 7     | 8                      | 9                | 10    | 11                         | 12                            | 13              | 15        | 15           | 16                           |
| FISCAL YEAR 2019 |            |                 |             |           |      |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |           |              |                              |
| Last Name        | First Name | Bargaining Unit | Position    | Pay Grade | Rate | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2020 |
| Wages            |            |                 |             |           |      |       |                        |                  |       |                            |                               |                 |           |              |                              |
| TOTAL WAGES      |            |                 |             |           |      |       | \$ -                   |                  |       |                            |                               |                 |           |              | \$ -                         |

## FY 2020 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> |   |  |

## 154-5850-9XX - Capital Expenses

| Type   | Amount              | Information   | Why Needed   |
|--|---------------------|---|--|
| 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 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|-------------------------------|---------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>INFORMATION TECHNOLOGY</b> |                           |                   |                   |                         |                                  |                                   |                   |   |
| 1100                          | Salary                    | \$ 100,814        | \$ 104,888        | \$ 109,759              | \$ 114,722                       | \$ 114,722                        | 4.52%             | \$ 24.12                                    |
| 1101                          | Wages                     | \$ 37,205         | \$ 48,048         | \$ 56,635               | \$ 58,848                        | \$ 58,848                         | 3.91%             | \$ 12.37                                    |
| 1102                          | Expenses                  | \$ 21,094         | \$ 20,637         | \$ 24,800               | \$ 24,800                        | \$ 24,800                         | 0.00%             | \$ 5.21                                     |
| <hr/>                         |                           |                   |                   |                         |                                  |                                   |                   |   |
|                               | <b>DEPARTMENTAL TOTAL</b> | <b>\$ 159,113</b> | <b>\$ 173,573</b> | <b>\$ 191,194</b>       | <b>\$ 198,370</b>                | <b>\$ 198,370</b>                 | <b>3.75%</b>      | <b>\$ 41.70</b>                             |

INFORMATION TECHNOLOGY

154

| <u>LINE ITEM</u>             | <u>FY 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2020<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>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 2019    |            |                 |                     |           |         |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |           |               |                              |
| Last Name           | First Name | Bargaining Unit | Position            | Pay Grade | Rate    | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary  | Projected Salary Fiscal 2020 |
| Salaries            |            |                 |                     |           |         |       |                        |                  |       |                            |                               |                 |           |               |                              |
| Chiasson            | Michael    | By-Law          | IT Director         | 17        |         | 40    | \$ 109,084.00          |                  |       | \$ 111,265.68              | 2.5%                          |                 | \$ 675.00 | \$ 114,047.32 | \$ 114,722.32                |
| Other Pay           |            |                 |                     |           |         |       | \$ 675.00              |                  |       |                            |                               |                 |           |               |                              |
| TOTAL SALARIES      |            |                 |                     |           |         |       | \$ 109,759.00          |                  |       |                            |                               |                 |           |               | \$ 114,722.32                |
| 1                   | 2          | 3               | 4                   | 5         | 6       | 7     | 8                      | 9                | 10    | 11                         | 12                            | 13              | 15        | 15            | 16                           |
| FISCAL YEAR 2019    |            |                 |                     |           |         |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |           |               |                              |
| Last Name           | First Name | Bargaining Unit | Position            | Pay Grade | Rate    | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary  | Projected Salary Fiscal 2020 |
| Wages               |            |                 |                     |           |         |       |                        |                  |       |                            |                               |                 |           |               |                              |
| Batchelder          | Nick       | THL             | Desk Top Specialist | 8         | \$27.04 | 40    | \$ 56,459.52           | \$ 27.58         | 40    | \$ 57,587.04               | 2.0%                          | \$ 28.13        |           | \$ 58,735.44  | \$ 58,735.44                 |
| Leap Year Extra Pay |            |                 |                     |           |         |       |                        |                  |       | \$ 110.32                  |                               |                 |           | \$ 112.52     | \$ 112.52                    |
| Other Pay           |            |                 |                     |           |         |       | \$ 175.00              |                  |       |                            |                               |                 |           |               |                              |
| TOTAL WAGES         |            |                 |                     |           |         |       | \$ 56,634.52           |                  |       |                            |                               |                 |           |               | \$ 58,847.96                 |

| LINE                          | DEPARTMENT/DESCRIPTION | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|-------------------------------|------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>GIS STEERING COMMITTEE</b> |                        |                   |                   |                         |                                  |                                   |                   |   |
| 1120                          | Expenses               | \$ 5,411          | \$ 5,408          | \$ 18,600               | \$ 18,600                        | \$ 18,600                         | 0.00%             | \$ 3.91                                     |
| <b>DEPARTMENTAL TOTAL</b>     |                        | <b>\$ 5,411</b>   | <b>\$ 5,408</b>   | <b>\$ 18,600</b>        | <b>\$ 18,600</b>                 | <b>\$ 18,600</b>                  | <b>0.00%</b>      | <b>\$ 3.91</b>                              |

GIS STEERING COMMITTEE  
174

| <u>LINE ITEM</u>                        | <u>FY 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2020<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>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             | \$ 2,700.00                      | \$ 2,700.00                               | \$ -              | 0.00%                     |                           | \$ 2,700.00                                  |  | 0.00%                     |
| Other: Managed Services - Building Tier | \$ 8,800.00                      | \$ 8,800.00                               |                   |                           |                           | \$ 8,800.00                                  |  |                           |
| Other: Assessors Maps                   | <u>\$ 3,500.00</u>               | <u>\$ 3,500.00</u>                        |                   |                           |                           | <u>\$ 3,500.00</u>                           |  |                           |
| <b>TOTAL FUNDS REQUESTED</b>            | \$ 18,600.00                     | \$ 18,600.00                              | \$ -              | 0.00%                     |                           | \$ 18,600.00                                 | \$ -                                   | 0.00%                     |



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

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

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

**Michael F. Bouchard, Town Clerk**

November 15, 2018

To: Mark Haddad, Town Manager  
From: Michael Bouchard, Town Clerk  
Subject: FY2020 Budget Submission

Thank you for the opportunity to submit the FY2020 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.
- Town Clerk wages is based upon normal work schedules and the elections/town meeting support needed in FY2020. Included in Wages is an allocation for additional hours for town meeting and support for two elections. These additional hours are required for the preparation for and execution of elections and town meeting. This request is based upon several years of actual experience covering these activities. In FY2020, the Town is scheduled for the March 2020 Presidential Primary, the May 2020 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.
- The “Bylaw Updates” line item is to cover updates to the Groton Code. The amount required is directly related to the number of bylaw amendments passed by town meeting. The budget amount is based on recent years with high activity.



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

**Michael F. Bouchard, Town Clerk**

The Elections Budget incorporates the following assumptions:

- Two elections scheduled for FY2020: the Presidential Primary in March 2020 and the Annual Town Election in May, 2020. This budget reflects election day staffing need for the two elections. as well as the ordinary expenses associated with an election.
- Two annual town meetings in FY2020: Fall 2019 and Spring 2020, with adjourned sessions anticipated.
- A request for Minor Capital is included in the Elections Budget. The minor capital requested is a fourth Imagecast voting tabulator. This machine would be used as a backup machine and as a Central Tabulator for Early Voting. In this recent 2018 mid-term election, under a unique state program, we were able to utilize a fourth machine as a central tabulator, which tremendously facilitated the processing of early voted ballots. On the same day, we experienced a failure of a precinct machine, and were able to leverage the fourth machine to process precinct ballots. These two experiences have convinced the Clerk's Office that a fourth machine is a wise investment.

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 Associates 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. I request continued use of LHS for this purpose.
- 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 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | FY 2020<br>REVISED<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|---------------------------|------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|------------------------------|-------------------|---|
| <b>TOWN CLERK</b>         |                        |                   |                   |                         |                                  |                                   |                              |                   |   |
| 1130                      | Salaries               | \$ 77,556         | \$ 80,688         | \$ 83,936               | \$ 88,430                        | \$ 88,430                         | \$ 88,430                    | 5.35%             | \$ 18.59                                    |
| 1131                      | Wages                  | \$ 52,166         | \$ 55,252         | \$ 61,274               | \$ 61,618                        | \$ 61,618                         | \$ 61,618                    | 0.56%             | \$ 12.95                                    |
| 1132                      | Expenses               | \$ 7,310          | \$ 4,157          | \$ 11,690               | \$ 11,725                        | \$ 9,575                          | \$ 9,575                     | -18.09%           | \$ 2.01                                     |
| 1133                      | Minor Capital          | \$ -              | \$ -              | \$ -                    | \$ -                             | \$ -                              | \$ -                         | 0.00%             | \$ -  |
|                           |                        |                   |                   |                         |                                  |                                   |                              |                   |   |
| <b>DEPARTMENTAL TOTAL</b> |                        | <b>\$ 137,032</b> | <b>\$ 140,097</b> | <b>\$ 156,900</b>       | <b>\$ 161,773</b>                | <b>\$ 159,623</b>                 | <b>\$ 159,623</b>            | <b>1.74%</b>      | <b>\$ 33.55</b>                             |



TOWN CLERK  
161

| <u>LINE ITEM</u>                    | <u>FY 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u>             | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2020<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>CHANGE</u> |
|-------------------------------------|----------------------------------|---|-------------------|---------------------------|---------------------------------------|--|--|---------------------------|
| Telephone                           |                                  |   |                   |                           |                                       |  |  |                           |
| Postage (FEDEX)                     | \$ 200.00                        | \$ 360.00                                 | \$ 160.00         | 80.00%                    | additional fedex if needed (avg \$45) | \$ 360.00                                    |  | 80.00%                    |
| Office Supplies                     | \$ 1,570.00                      | \$ 1,570.00                               | \$ -              | 0.00%                     |                                       | \$ 1,570.00                                  |  | 0.00%                     |
| Dues & Memberships                  | \$ 225.00                        | \$ 225.00                                 | \$ -              | 0.00%                     |                                       | \$ 225.00                                    |  | 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%                     |                                       | \$ 1,400.00                                  |  | 0.00%                     |
| Space Rental                        |                                  |   |                   |                           |                                       |  |  |                           |
| Heating Costs                       |                                  |   |                   |                           |                                       |  |  |                           |
| Electricity                         |                                  |   |                   |                           |                                       |  |  |                           |
| Vehicle Costs                       |                                  |   |                   |                           |                                       |  |  |                           |
| Other: Town Clerk Insurance Bond    | \$ 125.00                        |   | \$ (125.00)       | -100.00%                  | Paid by Town Manager                  |  |  | -100.00%                  |
| Other: Bylaw updates (General Code) | \$ 7,150.00                      | \$ 7,150.00                               | \$ -              | 0.00%                     |                                       | \$ 5,000.00                                  |  | -30.07%                   |
| Other: Vital Statistics             | \$ 400.00                        | \$ 400.00                                 | \$ -              | 0.00%                     |                                       | \$ 400.00                                    |  | 0.00%                     |
| Other:                              |                                  |   |                   |                           |                                       |  |  |                           |
| <b>TOTAL FUNDS REQUESTED</b>        | <b>\$ 11,690.00</b>              | <b>\$ 11,725.00</b>                       | <b>\$ 35.00</b>   | <b>0.30%</b>              |                                       | <b>\$ 9,575.00</b>                           | <b>\$ -</b>                            | <b>-18.09%</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 2019 |             |                 |  |           |         |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |           |              |                              |
| Last Name        | First Name  | Bargaining Unit | Position                                       | Pay Grade | Rate    | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2020 |
| Salaries         |             |                 |  |           |         |       |                        |                  |       |                            |                               |                 |           |              |                              |
| Bouchard         | Michael     | Elected         | Town Clerk                                     |           |         |       | \$ 83,936.00           |                  |       | \$ 85,614.72               | 2.5%                          |                 | \$ 675.00 | \$ 87,755.09 | \$ 88,430.09                 |
| TOTAL SALARIES   |             |                 |  |           |         |       |                        |                  |       |                            |                               |                 |           |              | \$ 88,430.09                 |
| 1                | 2           | 3               | 4  | 5         | 6       | 7     | 8                      | 9                | 10    | 11                         | 12                            | 13              | 15        | 15           | 16                           |
| FISCAL YEAR 2019 |             |                 |  |           |         |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |           |              |                              |
| Last Name        | First Name  | Bargaining Unit | Position                                       | Pay Grade | Rate    | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2020 |
| Wages            |             |                 |  |           |         |       |                        |                  |       |                            |                               |                 |           |              |                              |
| Stanley          | Fran        | THL             | Asst. Town Clerk                               | 6         | \$27.03 | 15    | \$ 21,164.49           | \$ 27.57         | 15    | \$ 21,587.31               | 2.0%                          | \$ 28.12        |           | \$ 22,017.96 | \$ 22,017.96                 |
|                  |             |                 |  |           |         |       |                        |                  |       | \$ 41.36                   |                               | \$ -            |           | \$ 42.18     | \$ 42.18                     |
| Pierce           | Nancy Ellen | THL             | Asst. Town Clerk                               | 6         | \$27.07 | 25    | \$ 35,326.35           | \$ 27.61         | 25    | \$ 36,031.05               | 2.0%                          | \$ 28.16        | \$ 375.00 | \$ 36,748.80 | \$ 37,123.80                 |
|                  |             |                 |  |           |         |       |                        |                  |       | \$ 69.03                   |                               |                 |           | \$ 70.40     | \$ 70.40                     |
| Other Pay        |             |                 |  |           |         |       |                        |                  |       |                            |                               |                 |           |              | \$ -                         |
|                  |             |                 |  |           |         |       | \$ 4,783.00            |                  |       |                            |                               |                 |           |              |                              |
|                  |             |                 | Additional Hours (Town Meetings and Elections) |           |         |       |                        |                  |       |                            |                               |                 |           |              |                              |
|                  |             |                 |  |           |         |       | Nancy                  |                  | 36    |                            |                               | \$ 28.16        |           |              | \$ 1,013.76                  |
|                  |             |                 |  |           |         |       | Fran                   |                  | 48    |                            |                               | \$ 28.12        |           |              | \$ 1,349.76                  |
| TOTAL WAGES      |             |                 |  |           |         |       |                        |                  |       |                            |                               |                 |           |              | \$ 61,617.86                 |

**ASSUMPTIONS**

|   |         |    |             |
|---|---------|----|-------------|
| (1) Fran Stanley : Extra Hours for Town Meeting and Elections | \$27.03 | 48 | \$ 1,297.44 |
| (1) Nancy Pierce: Extra Hours for Town Meeting and Elections  | \$27.07 | 36 | \$ 974.52   |

(1) Extra hours calculation

|                     | <u>Estimated Sessions</u> | <u>Nancy Hours</u>            | <u>Fran Hours</u> | <u>Total hours</u> |
|---------------------|---------------------------|-------------------------------|-------------------|--------------------|
| <b>Town Meeting</b> |                           |                               |                   |                    |
| Fall 2019           | 2                         | 5                             | 5                 | 20                 |
| Spring 2020         | 3                         | 5                             | 5                 | 30                 |
|                     |                           | <b>Total for Town Meeting</b> |                   | <b>50</b>          |

**Elections**

FY2020 Town Election (May, 2020)

|                                |           |           |           |
|--------------------------------|-----------|-----------|-----------|
| Prep/setup                     | 5         | 5         | 10        |
| Execution                      | 8         | 14        | 22        |
| Early Vote                     | 0         | 0         | 0         |
| <b>Total for Town Election</b> | <b>13</b> | <b>19</b> | <b>32</b> |

|  | <u>Nancy</u> | <u>Fran</u> | <u>Total</u> |
|--|--------------|-------------|--------------|
| <b>Total for Town Meetings and All Elections</b> | <b>36</b>    | <b>48</b>   | <b>84</b>    |

|  | <u>Nancy Hours</u> | <u>Fran Hours</u> | <u>Total hours</u> |
|--|--------------------|-------------------|--------------------|
| <b>FY2020 Presidential Primary (March, 2020)</b> |                    |                   |                    |
| Prep/setup                                       | 5                  | 5                 | 10                 |
| Execution  | 8                  | 14                | 22                 |
| Early Vote                                       | 0                  | 0                 | 0                  |
| <b>Total for Presidential Primary</b>            | <b>13</b>          | <b>19</b>         | <b>32</b>          |

FY2021 State Primary (September, 2020) - not included in FY2020 budget

|                                |           |           |           |
|--------------------------------|-----------|-----------|-----------|
| Prep/setup                     | 5         | 5         | 10        |
| Execution                      | 8         | 14        | 22        |
| Early Vote                     | 0         | 0         | 0         |
| <b>Total for State Primary</b> | <b>13</b> | <b>19</b> | <b>32</b> |

FY2021 State Election (President; November, 2020) - not included in FY2020 budget

|                                 |           |           |           |
|---------------------------------|-----------|-----------|-----------|
| Prep/setup                      | 10        | 5         | 15        |
| Execution                       | 8         | 14        | 22        |
| Early Vote                      | 25        | 25        | 50        |
| <b>Total for State Election</b> | <b>43</b> | <b>44</b> | <b>87</b> |

## Town Clerk Expenses - FY2015

### Dues

|           |               |                                      |
|-----------|---------------|--------------------------------------|
| \$        | 150.00        | Mass City and Town Clerks Asssoc     |
| \$        | 75.00         | Middlesex Town and City Clerks Assoc |
| <b>\$</b> | <b>225.00</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 2019 Town Meeting bylaw updates   |
| \$        | 3,500.00        | Spring 2020 Town Meeting Updates       |
| \$        | -               | Charter Revisions (FY18)               |
| \$        | 150.00          | CD Copies, Supplements, shipping, etc  |
| \$        | -               | Zoning books (Planning Board - Qty 20) |
| <b>\$</b> | <b>7,150.00</b> | <b>Total Update Bylaws</b>             |

#### By-Law Update Expense History:

|            |    |          |        |             |
|------------|----|----------|--------|-------------|
| 10/16/2018 | \$ | 1,808.66 | #19.1  | FY19        |
| 3/27/2018  | \$ | 1,416.18 | #19    | FY18        |
| 7/1/2017   | \$ | 1,838.62 | #18.2? |             |
| 1/30/2017  | \$ | 505.52   | #18.1  | FY17        |
| 9/23/2016  | \$ | 4,174.43 | #18    | \$ 6,518.57 |
| 7/15/2016  | \$ | 618.21   | #17.2  |             |
| 4/28/2016  | \$ | 781.64   | #17.1  | FY16        |
| 11/25/2015 | \$ | 5,504.57 | #17    | \$ 6,904.42 |
| 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 |
|-----------|-----------------|--------------------------------------|

### 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

Town Clerk Insurance Bond (paid by Town Manager)

| LINE                                     | DEPARTMENT/DESCRIPTION                  | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|--|---|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>ELECTIONS AND BOARD OF REGISTRARS</b> |   |                   |                   |                         |                                  |                                   |                   |   |
| 1140                                     | Stipend (Election & Town Meeting Wages) | \$ 9,707          | \$ 4,373          | \$ 14,346               | \$ 7,964                         | \$ 7,964                          | -44.49%           | \$ 1.67                                     |
| 1141                                     | Expenses                                | \$ 7,173          | \$ 5,841          | \$ 11,070               | \$ 11,276                        | \$ 11,276                         | 1.86%             | \$ 2.36                                     |
| 1142                                     | Minor Capital                           | \$ -              | \$ -              | \$ -                    | \$ 6,000                         | \$ -                              | 0.00%             | \$ -  |
| <hr/>                                    |   |                   |                   |                         |                                  |                                   |                   |   |
| <b>DEPARTMENTAL TOTAL</b>                |   | <b>\$ 16,880</b>  | <b>\$ 10,214</b>  | <b>\$ 25,416</b>        | <b>\$ 25,240</b>                 | <b>\$ 19,240</b>                  | <b>-24.30%</b>    | <b>\$ 4.03</b>                              |

**ELECTIONS**

**162**

| <u>LINE ITEM</u>                                    | <u>FY 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u>                | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2020<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>CHANGE</u> |
|---|----------------------------------|---|-------------------|---------------------------|--|--|--|---------------------------|
| Telephone   |                                  |   |                   |                           |  |  |  |                           |
| Postage   |                                  |   |                   |                           |  |  |  |                           |
| Office Supplies                                     |                                  |   |                   |                           |  |  |  |                           |
| Dues & Memberships                                  |                                  |   |                   |                           |  |  |  |                           |
| Travel and Conferences                              |                                  |   |                   |                           |  |  |  |                           |
| Equipment Maintenance-Service Contract              | \$ 600.00                        | \$ 600.00                                 | \$ -              | 0.00%                     |  | \$ 600.00                                    |  | 0.00%                     |
| Printing (Town Election Ballots)                    | \$ 2,334.00                      | \$ 2,334.00                               | \$ -              | 0.00%                     |  | \$ 2,334.00                                  |  | 0.00%                     |
| Software/Service Maintenance (Election programming) | \$ 4,700.00                      | \$ 3,758.00                               | \$ (942.00)       | -20.04%                   |  | \$ 3,758.00                                  |  | -20.04%                   |
| Space Rental  |                                  |   |                   |                           |  |  |  |                           |
| Heating Costs                                       |                                  |   |                   |                           |  |  |  |                           |
| Electricity   |                                  |   |                   |                           |  |  |  |                           |
| Vehicle Costs                                       |                                  |   |                   |                           |  |  |  |                           |
| Other: Election Worker Dinners                      | \$ 1,536.00                      | \$ 1,119.00                               | \$ (417.00)       | -27.15%                   |  | \$ 1,119.00                                  |  | -27.15%                   |
| Board of Registrars Stipend                         | \$ 450.00                        | \$ 450.00                                 | \$ -              | 0.00%                     |  | \$ 450.00                                    |  | 0.00%                     |
| Other: Board of Registrars expenses                 | \$ 225.00                        | \$ 225.00                                 | \$ -              | 0.00%                     |  | \$ 225.00                                    |  | 0.00%                     |
| Other: Election Miscellaneous                       | \$ 1,225.00                      | \$ 1,040.00                               | \$ (185.00)       | -15.10%                   |  | \$ 1,040.00                                  |  | -15.10%                   |
| Other: Signs to direct voters at precinct           |                                  | \$ 250.00                                 |                   |                           |  | \$ 250.00                                    |  |                           |
| Other: Change Polling Locations                     |                                  | \$ 1,500.00                               |                   |                           | 2019: P1 and Pn To vote at Senior Center | \$ 1,500.00                                  |  |                           |
| Other: Election Night Help                          |                                  |   |                   |                           |  |  |  |                           |
| <b>TOTAL FUNDS REQUESTED</b>                        | <b>\$ 11,070.00</b>              | <b>\$ 11,276.00</b>                       | <b>\$ 206.00</b>  | <b>1.86%</b>              |  | <b>\$ 11,276.00</b>                          | <b>\$ -</b>                            | <b>1.86%</b>              |

**FY2020 Elections Budget Detail**

**Elections Meals**

| <u>Election</u>                                       | <u>Number of meals</u><br>(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> |
|---|------------------------------------|---|----------------------------|---|----------------------|----|--------------------|---|---------------|--------------------|-------------------|
| March 2020 Presidential Primary                       | 6                                  |   | 3                          |   | \$ 19.00             | \$ | 342.00             |   | \$ 75.00      | \$                 | 417.00            |
| May, 2020 Town Election                               | 6                                  |   | 3                          |   | \$ 19.00             | \$ | 342.00             |   | \$ 75.00      | \$                 | 417.00            |
| Clerk, Asst Clerks, (3) police officers x 3 elections | 5                                  |   | 3                          |   | \$ 19.00             | \$ | 285.00             |   | \$ -          | \$                 | 285.00            |
| <b>Total</b>  |                                    |   |                            |   |                      |    |                    |   |               | <b>\$ 1,119.00</b> |                   |

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

**Elections Payroll**

| <u>Election</u>                  | <u>Number of workers</u><br>(Note 1) | X | <u>Number of Precincts</u> | X | <u>Hourly rate</u> | X | <u>Hours</u> | =  | <u>Payroll</u>     |
|----------------------------------|--------------------------------------|---|----------------------------|---|--------------------|---|--------------|----|--------------------|
| March, 2020 Presidential Primary | 4                                    |   | 3                          |   | \$ 11.00           |   | 15.5         | \$ | 2,046.00           |
| Clerks and Wardens               | 2                                    |   | 3                          |   | \$ 11.00           |   | 16           | \$ | 1,056.00           |
| May, 2020 Town Election          | 4                                    |   | 3                          |   | \$ 11.00           |   | 15.5         | \$ | 2,046.00           |
| Clerks and Wardens               | 2                                    |   | 3                          |   | \$ 11.00           |   | 16           | \$ | 1,056.00           |
| <b>Total</b>                     |                                      |   |                            |   |                    |   |              |    | <b>\$ 6,204.00</b> |

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

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

|                                  |   |   |          |    |                    |  |
|----------------------------------|---|---|----------|----|--------------------|--|
| March, 2020 Presidential Primary | 3 | 1 | \$ 45.00 | 13 | \$ 1,755.00        | 1 at Senior Center; 2 at Country Club (poll and traffic control) |
| May, 2020 Town Election          | 3 | 1 | \$ 45.00 | 13 | \$ 1,755.00        |  |
| <b>Total</b>                     |   |   |          |    | <b>\$ 3,510.00</b> |  |

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

**Early Voting Expenses (November 2020)**

|  | <u>Number of Workers</u> | <u>Number of Shifts*</u> | <u>Total Hours*</u> | <u>Pay Rate</u> | <u>Early Voting Payroll</u> |
|--|--------------------------|--------------------------|---------------------|-----------------|-----------------------------|
| Wages: Staffing at Early Voting location     | 0                        | 1                        | 90                  | \$11.00         | \$0.00                      |
| Wages: Processing EV ballots on Election Day | 0                        | 3                        | 12                  | \$11.00         | \$0.00                      |
| <b>Total Early Voting Wages</b>              |                          |                          |                     |                 | <b>\$0.00</b>               |

| <u>* Hours Calculation for two weeks of early voting</u> | <u>Mon</u> | <u>Tue</u> | <u>Wed</u> | <u>Thurs</u> | <u>Fri</u> | <u>Sat</u> | <u>Total Hours</u> |
|--|------------|------------|------------|--------------|------------|------------|--------------------|
| Week 1:  | 11         | 8          | 8          | 11           | 5          | 4          | 47                 |
| Week 2:  | 11         | 8          | 8          | 11           | 5          | 0          | 43                 |

**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, 2019, including 1 adjourned session   | 8                        |   | 2                         |   | \$ 11.00           |   | 4                     | \$ | 704.00             |
| Spring 2020, 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

| Election                                       | Number (Note 3) | X | Approx Cost | =  | Total Cost |   |
|--|-----------------|---|-------------|----|------------|---|
| FedEx (ship to 2 vendors each election)        | 4               |   | \$ 50.00    | \$ | 200.00     | Flash Memory Card Shipments   |
| Misc   |                 |   |             | \$ | 300.00     | Recent examples - voting booth signs, driver tabs, storage bins, "I Voted" stickers, tabulator paper, AutoMark ink, Early Voting privacy shields - possible purchase of "guard rails" for elections observers |
| Banner (Date Changes)                          | 4               |   | \$ 85.00    | \$ | 340.00     | in EV 18  |
| Toner for VRIS (state) printer CE390A (HP 90A) |                 |   |             | \$ | 200.00     | Main St Banner -(2) Elections and (2) Town Meetings   |
| Toner Cartridge, 10,000 Page-Yield, Black      |                 |   |             |    |            |   |

Misc Expense Total \$ 1,040.00

Note 3: 2 Fed-Ex per election; Annual Town Meeting banners update per session

## Elections History - Coding and Ballots

|  | Cost of Coding | Ballot Printing | Banner Charges | Early Voting Costs   |
|--|----------------|-----------------|----------------|--|
| 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 AutoMar            | \$ 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 (LHS)                 | \$ 554.00      | \$ -            | \$ 85.00       | \$ 3,755.00 2513 Early Voters; 30% of registered voters were Early Voters; 37% of voter turnout                              |
| May 16, 2017 Town Election (LHS, Incl Automark)              | \$ 778.10      | \$ 1,780.80     | \$ 80.00       |  |
| May 22 2018 Town Election (LHS and AutoMark)                 | \$ 2,157.17    | \$ 1,639.50     | \$ 80.00       |  |
| Fall 2018 Town Meeting                                       |                |                 | \$ 85.00       |  |
| Sept 6 2018 State Primary (LHS only)                         | \$ 1,511.00    |                 | \$ 110.00      |  |
| Nov 6 2018 State and Special Town Election (LHS & 3rd banner | \$ 444.01      |                 | \$ 385.00      |  |

|               |             |                       |
|---------------|-------------|-----------------------|
| Average State | \$ 1,153.56 | Ballots Paid by State |
| Peak          | \$ 1,854.50 |                       |
| Average Town  | \$ 1,521.52 | \$ 1,750.51           |
| Peak          | \$ 1,901.31 | \$ 2,334.00           |

## FY2020 ELECTIONS CODING AND PRINTING BUDGET REQUEST

|                                   | Coding             | Printing           |                                     |
|-----------------------------------|--------------------|--------------------|-------------------------------------|
| Town - May, 2019                  | \$ 2,157.17        | \$ 2,334.00        | Reference May 2014 and 2018         |
| Presidential Primary - March 2019 | \$ 1,600.00        | \$ -               | Reference March 2012 and March 2016 |
| <b>Total</b>                      | <b>\$ 3,757.17</b> | <b>\$ 2,334.00</b> |                                     |

## Informational: Cost of Ballot Question Information Booklet

|   |                    |
|---|--------------------|
| Printing                                      | \$ 2,500.00        |
| Mailing                                       | \$ 893.00          |
| <b>Total</b>                                  | <b>\$ 3,393.00</b> |
| <b>Note: Not included in Elections Budget</b> |                    |

## 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        |
| Summer, 2018: Postage/Cards to notify voters (LHS; P1 to Town Hall) |                            |                 | \$ 620.73          |
| <b>Total</b>  |                            |                 | <b>\$ 6,912.00</b> |



**Minor Capital Request FY2020**

ImageCast Voting Tabulator

This is a request for a fourth machine. This machine will be used as a backup precinct tabulator and as an Early Voting Central Tabulation Device

Vendor: LHS Associates

Cost of Tabulator:

|                    |   |
|--------------------|---|
| \$ 5,700.00        | Includes ballot bin and 2 year warranty |
|                    | Central tabulation Flash Cards          |
| \$ 300.00          | Cost of Central Tabulation Flash Cards  |
| <b>\$ 6,000.00</b> | <b>Total Minor Capital</b>              |

| LINE                      | DEPARTMENT/DESCRIPTION | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|---------------------------|------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>STREET LISTINGS</b>    |                        |                   |                   |                         |                                  |                                   |                   |   |
| 1150                      | Expenses               | \$ 5,841          | \$ 3,808          | \$ 5,100                | \$ 5,100                         | \$ 5,100                          | 0.00%             | \$ 1.07                                     |
| <b>DEPARTMENTAL TOTAL</b> |                        | <b>\$ 5,841</b>   | <b>\$ 3,808</b>   | <b>\$ 5,100</b>         | <b>\$ 5,100</b>                  | <b>\$ 5,100</b>                   | <b>0.00%</b>      | <b>\$ 1.07</b>                              |

STREET LISTINGS  
164

| <u>LINE ITEM</u>                 | FY 2020                         |                              |                   |                                 |   | FY 2020                         |             | FY 2020                   |                                 |
|----------------------------------|---------------------------------|------------------------------|-------------------|---------------------------------|---|---------------------------------|-------------|---------------------------|---------------------------------|
|                                  | FY 2019<br><u>APPROPRIATION</u> | DEPARTMENT<br><u>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT</u><br><u>CHANGE</u> | <u>REASON FOR CHANGE:</u>                                     | TOWN MANAGER<br><u>APPROVED</u> |             | FINCOM<br><u>APPROVED</u> | <u>PERCENT</u><br><u>CHANGE</u> |
| Telephone                        |                                 |                              |                   |                                 |   |                                 |             |                           |                                 |
| Postage                          | \$ 2,100.00                     | \$ 2,100.00                  | \$ -              | 0.00%                           |   | \$ 2,100.00                     |             |                           | 0.00%                           |
| 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 | \$ 500.00                       | \$ 500.00                    | \$ -              | 0.00%                           |   | \$ 500.00                       |             |                           | 0.00%                           |
| Other: Contingency               | \$ 250.00                       | \$ -                         | \$ (250.00)       | -100.00%                        |   | \$ -                            |             |                           | -100.00%                        |
| Other: Non-Respondent Cards      | \$ 250.00                       | \$ 500.00                    | \$ 250.00         | 100.00%                         | Will need Non-respondent cards this year for census follow up | \$ 500.00                       |             |                           | 100.00%                         |
| Other:                           |                                 |                              |                   |                                 |   |                                 |             |                           |                                 |
| <b>TOTAL FUNDS REQUESTED</b>     | <b>\$ 5,100.00</b>              | <b>\$ 5,100.00</b>           | <b>\$ -</b>       | <b>0.00%</b>                    |   | <b>\$ 5,100.00</b>              | <b>\$ -</b> |                           | <b>0.00%</b>                    |

| LINE                           | DEPARTMENT/DESCRIPTION                 | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|--------------------------------|--|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>INSURANCE &amp; BONDING</b> |  |                   |                   |                         |                                  |                                   |                   |   |
| 1160                           | Insurance & Bonding                    | \$ 199,042        | \$ 208,670        | \$ 230,000              | \$ 240,000                       | \$ 230,000                        | 0.00%             | \$ 48.35                                    |
| 1161                           | Insurance Deductible Reserve - Liabili | \$ 3,131          | \$ 2,160          | \$ 12,000               | \$ 12,000                        | \$ 12,000                         | 0.00%             | \$ 2.52                                     |
| 1162                           | Insurance Deductible Reserve - 111F    | \$ 14,484         | \$ 17,229         | \$ 25,000               | \$ 25,000                        | \$ 25,000                         | 0.00%             | \$ 5.26                                     |
| <hr/>                          |  |                   |                   |                         |                                  |                                   |                   |   |
| <b>DEPARTMENTAL TOTAL</b>      |  | <b>\$ 216,657</b> | <b>\$ 228,059</b> | <b>\$ 267,000</b>       | <b>\$ 277,000</b>                | <b>\$ 267,000</b>                 | <b>0.00%</b>      | <b>\$ 56.13</b>                             |

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

| <u>LINE ITEM</u>                         | <u>FY 2018<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2020<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>CHANGE</u> |
|--|----------------------------------|---|-------------------|---------------------------|---------------------------|--|--|---------------------------|
| Insurance & Bonding                      | \$ 230,000.00                    | \$ 240,000.00                             | \$ 10,000.00      | 4.35%                     |                           | \$ 230,000.00                                |  | 0.00%                     |
| Insurance Deductible Reserve - Liability | \$ 12,000.00                     | \$ 12,000.00                              | \$ -              | 0.00%                     |                           | \$ 12,000.00                                 |  | 0.00%                     |
| Insurance Deductible Reserve - 111F      | \$ 25,000.00                     | \$ 25,000.00                              | \$ -              | 0.00%                     |                           | \$ 25,000.00                                 |  | 0.00%                     |
| <b>TOTAL FUNDS REQUESTED</b>             | \$ 267,000.00                    | \$ 277,000.00                             | \$ 10,000.00      | 3.75%                     |                           | \$ 267,000.00                                | \$ -                                   | 0.00%                     |

| LINE                      | DEPARTMENT/DESCRIPTION | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|---------------------------|------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>TOWN REPORT</b>        |                        |                   |                   |                         |                                  |                                   |                   |   |
| 1170                      | Expenses               | \$ 1,407          | \$ 1,400          | \$ 1,500                | \$ 1,500                         | \$ 1,500                          | 0.00%             | \$ 0.32                                     |
| <b>DEPARTMENTAL TOTAL</b> |                        | <b>\$ 1,407</b>   | <b>\$ 1,400</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 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2020<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>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 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|-----------------------------------|---------------------------|-------------------|-------------------|------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>POSTAGE/TOWN HALL EXPENSES</b> |                           |                   |                   |                        |                                  |                                   |                   |   |
| 1180                              | Expenses                  | \$ 52,726         | \$ 48,224         | \$ 55,000              | \$ 55,000                        | \$ 55,000                         | 0.00%             | \$ 11.56                                    |
| 1181                              | Telephone Expenses        | \$ 31,566         | \$ 31,592         | \$ 40,000              | \$ 40,000                        | \$ 40,000                         | 0.00%             | \$ 8.41                                     |
| 1182                              | Office Supplies           | \$ 11,697         | \$ 14,243         | \$ 17,000              | \$ 17,000                        | \$ 17,000                         | 0.00%             | \$ 3.57                                     |
| <hr/>                             |                           |                   |                   |                        |                                  |                                   |                   |   |
|                                   | <b>DEPARTMENTAL TOTAL</b> | <b>\$ 95,989</b>  | <b>\$ 94,059</b>  | <b>\$ 112,000</b>      | <b>\$ 112,000</b>                | <b>\$ 112,000</b>                 | <b>0.00%</b>      | <b>\$ 23.54</b>                             |



POSTAGE/TOWN HALL EXPENSES

156

| <u>LINE ITEM</u>               | <u>FY 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2020<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>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         | <u>\$ 5,000.00</u>               | <u>\$ 5,000.00</u>                        | <u>\$ -</u>       | 0.00%                     |                           | <u>\$ 5,000.00</u>                           |  | 0.00%                     |
| <b>TOTAL FUNDS REQUESTED</b>   | <b>\$ 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>              |



**LAND USE DEPARTMENTS**

| LINE                           | DEPARTMENT/DESCRIPTION | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|--------------------------------|------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>CONSERVATION COMMISSION</b> |                        |                   |                   |                         |                                  |                                   |                   |   |
| 1320                           | Salary                 | \$ 66,118         | \$ 60,752         | \$ 65,796               | \$ 70,169                        | \$ 70,169                         | 6.65%             | \$ 14.75                                    |
| 1321                           | Wages                  | \$ -              | \$ -              | \$ -                    | \$ -                             | \$ -                              | 0.00%             | \$ -  |
| 1322                           | Expenses               | \$ 5,480          | \$ 6,748          | \$ 6,724                | \$ 7,336                         | \$ 7,336                          | 9.10%             | \$ 1.54                                     |
| 1323                           | Engineering & Legal    | \$ -              | \$ -              | \$ -                    | \$ -                             | \$ -                              | 0.00%             | \$ -  |
| 1324                           | Minor Capital          | \$ -              | \$ -              | \$ -                    | \$ -                             | \$ -                              | 0.00%             | \$ -  |
| <hr/>                          |                        |                   |                   |                         |                                  |                                   |                   |   |
| <b>DEPARTMENTAL TOTAL</b>      |                        | <b>\$ 71,598</b>  | <b>\$ 67,500</b>  | <b>\$ 72,520</b>        | <b>\$ 77,505</b>                 | <b>\$ 77,505</b>                  | <b>6.87%</b>      | <b>\$ 16.29</b>                             |

CONSERVATION COMMISSION

171

| <u>LINE ITEM</u>             | FY 2020                          |                               |                   |                           |  | FY 2020<br>TOWN MANAGER<br>APPROVED | FY 2020<br>FINCOM<br>APPROVED | PERCENT<br>CHANGE |
|------------------------------|----------------------------------|-------------------------------|-------------------|---------------------------|--|-------------------------------------|-------------------------------|-------------------|
|                              | <u>FY 2019<br/>APPROPRIATION</u> | <u>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u>                  |                                     |                               |                   |
| Telephone                    |                                  |                               |                   |                           |  |                                     |                               |                   |
| Postage                      |                                  |                               |                   |                           |  |                                     |                               |                   |
| Office Supplies              |                                  |                               |                   |                           |  |                                     |                               |                   |
| Dues & Memberships           | \$ 745.00                        | \$ 757.00                     | \$ 12.00          | 1.61%                     | Anticipate 2% increase in MACC annual dues | \$ 757.00                           |                               | 1.61%             |
| 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                |                                  |                               |                   |                           |  |                                     |                               |                   |
| 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: Clothing Allowance    |                                  | \$ 600.00                     | \$ 600.00         | 100.00%                   | As per AFSCME Supervisors Union contract   | \$ 600.00                           |                               | 100.00%           |
| <b>TOTAL FUNDS REQUESTED</b> | \$ 6,724.00                      | \$ 7,336.00                   | \$ 612.00         | 9.10%                     |  | \$ 7,336.00                         | \$ -                          | 9.10%             |

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 2019 |            |                 |                   |           |      |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |             |              |                              |
| Last Name        | First Name | Bargaining Unit | Position          | Pay Grade | Rate | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay   | Final Salary | Projected Salary Fiscal 2020 |
| Salaries         |            |                 |                   |           |      |       |                        |                  |       |                            |                               |                 |             |              |                              |
| Gualco           | Nikolis    | THL             | Conservation Admi | 10        |      | 40    | \$ 65,796.00           |                  |       | \$ 67,111.92               | 2.5%                          |                 | \$ 1,379.00 | \$ 68,789.72 | \$ 70,168.72                 |
| TOTAL SALARIES   |            |                 |                   |           |      |       |                        |                  |       |                            |                               |                 |             |              | \$ 70,168.72                 |
| Wages            |            |                 |                   |           |      |       |                        |                  |       |                            |                               |                 |             |              |                              |

TOTAL WAGES \$ - \$ -

| LINE                  | DEPARTMENT/DESCRIPTION    | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|-----------------------|---------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>PLANNING BOARD</b> |                           |                   |                   |                         |                                  |                                   |                   |   |
| 1210                  | Salaries                  | \$ 75,567         | \$ 77,115         | \$ 80,235               | \$ 83,043                        | \$ 83,043                         | 3.50%             | \$ 17.46                                    |
| 1211                  | Wages                     | \$ -              | \$ -              | \$ -                    | \$ -                             | \$ -                              | 0.00%             | \$ -  |
| 1212                  | Expenses                  | \$ 5,695          | \$ 5,881          | \$ 7,850                | \$ 8,650                         | \$ 8,650                          | 10.19%            | \$ 1.82                                     |
| 1213                  | M.R.P.C. Assessment       | \$ 3,402          | \$ 3,487          | \$ 3,600                | \$ 3,664                         | \$ 3,664                          | 1.78%             | \$ 0.77                                     |
| 1214                  | Legal Budget              | \$ -              | \$ -              | \$ -                    | \$ -                             | \$ -                              | 0.00%             | \$ -  |
| <hr/>                 |                           |                   |                   |                         |                                  |                                   |                   |   |
|                       | <b>DEPARTMENTAL TOTAL</b> | <b>\$ 84,664</b>  | <b>\$ 86,483</b>  | <b>\$ 91,685</b>        | <b>\$ 95,357</b>                 | <b>\$ 95,357</b>                  | <b>4.01%</b>      | <b>\$ 20.04</b>                             |

PLANNING BOARD  
175

| <u>LINE ITEM</u>               | <u>FY 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u>  | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2019<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>CHANGE</u> |
|--------------------------------|----------------------------------|---|-------------------|---------------------------|--|--|--|---------------------------|
| Telephone                      |                                  |   |                   |                           |  |  |  |                           |
| Postage                        |                                  |   |                   |                           |  |  |  |                           |
| Office Supplies                |                                  |   |                   |                           |  |  |  |                           |
| Dues & Memberships             | \$ 350.00                        | \$ 350.00                                 | \$ -              | 100.00%                   |  | \$ 350.00                                    |  | 100.00%                   |
|                                |                                  |   |                   |                           | Increase \$100 for ADA Coordinator/Commission on Accessibility             |  |  |                           |
| Travel and Conferences         | \$ 400.00                        | \$ 500.00                                 | \$ 100.00         | 25.00%                    |  | \$ 500.00                                    |  | 25.00%                    |
| 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                     |                                  |   |                   |                           |  |  |  |                           |
|                                |                                  |   |                   |                           | Increase \$500 for Sign Language Interpreter (Commission on Accessibility) |  |  |                           |
| Other: ADA/SLI                 | \$ 1,000.00                      | \$ 1,500.00                               | \$ 500.00         | 50.00%                    |  | \$ 1,500.00                                  |  | 50.00%                    |
|                                |                                  |   |                   |                           | As specified in AFSCME Supervisors Union contract                          |  |  |                           |
| Other: Clothing allowance      | \$ -                             | \$ 200.00                                 |                   | 0.00%                     |  | \$ 200.00                                    |  |                           |
| <b>TOTAL FUNDS REQUESTED</b>   | \$ 7,850.00                      | \$ 8,650.00                               | \$ 800.00         | 10.19%                    |  | \$ 8,650.00                                  | \$ -                                   | 10.19%                    |

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 2019 |            |                 |                    |           |      |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |           |              |                              |
| Last Name        | First Name | Bargaining Unit | Position           | Pay Grade | Rate | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2020 |
| Salaries         |            |                 |                    |           |      |       |                        |                  |       |                            |                               |                 |           |              |                              |
| Tada             | Takashi    | Supervisors     | Land Use Director/ | 14        |      | 40    | \$ 79,560.00           |                  |       | \$ 81,151.20               | 1.5%                          |                 | \$ 675.00 | \$ 82,368.47 | \$ 83,043.47                 |
| Other Pay        |            |                 |                    |           |      |       | \$ 675.00              |                  |       |                            |                               |                 |           |              |                              |
| TOTAL SALARIES   |            |                 |                    |           |      |       | \$ 80,235.00           |                  |       |                            |                               |                 |           |              | \$ 83,043.47                 |
| 1                | 2          | 3               | 4                  | 5         | 6    | 7     | 8                      | 9                | 10    | 11                         | 12                            | 13              | 15        | 15           | 16                           |
| FISCAL YEAR 2019 |            |                 |                    |           |      |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |           |              |                              |
| Last Name        | First Name | Bargaining Unit | Position           | Pay Grade | Rate | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2020 |
| Wages            |            |                 |                    |           |      |       |                        |                  |       |                            |                               |                 |           |              |                              |
| TOTAL WAGES      |            |                 |                    |           |      |       | \$ -                   |                  |       |                            |                               |                 |           |              | \$ -                         |



| LINE                           | DEPARTMENT/DESCRIPTION | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|--------------------------------|------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>ZONING BOARD OF APPEALS</b> |                        |                   |                   |                         |                                  |                                   |                   |   |
| 1220                           | Wages                  | \$ 18,810         | \$ 19,945         | \$ 19,630               | \$ 20,460                        | \$ 20,460                         | 4.23%             | \$ 4.32                                     |
| 1221                           | Expenses               | \$ 757            | \$ 1,314          | \$ 1,700                | \$ 2,000                         | \$ 2,000                          | 17.65%            | \$ 0.42                                     |
| <hr/>                          |                        |                   |                   |                         |                                  |                                   |                   |   |
| <b>DEPARTMENTAL TOTAL</b>      |                        | <b>\$ 19,567</b>  | <b>\$ 21,259</b>  | <b>\$ 21,330</b>        | <b>\$ 22,460</b>                 | <b>\$ 22,460</b>                  | <b>5.30%</b>      | <b>\$ 4.74</b>                              |

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

| <u>LINE ITEM</u>             | <u>FY 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u>   | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2020<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>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                      | \$ 1,800.00                               | \$ 300.00         | 20.00%                    | Add \$300, projected advertising cost based on current ZBA case load of 18 applications already received in Calendar year 2018, with a handful more applications expected before end of year. | \$ 1,800.00                                  |  | 20.00%                    |
| Other:                       |                                  |   |                   |                           |   |  |  |                           |
| Other:                       |                                  |   |                   |                           |   |  |  |                           |
| <b>TOTAL FUNDS REQUESTED</b> | <b>\$ 1,700.00</b>               | <b>\$ 2,000.00</b>                        | <b>\$ 300.00</b>  | <b>17.65%</b>             |   | <b>\$ 2,000.00</b>                           | <b>\$ -</b>                            | <b>17.65%</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 2019    |            |                 |                  |           |         |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |           |              |                              |              |  |
| Last Name           | First Name | Bargaining Unit | Position         | Pay Grade | Rate    | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2020 |              |  |
| Salaries            |            |                 |                  |           |         |       |                        |                  |       |                            |                               |                 |           |              |                              |              |  |
| TOTAL SALARIES      |            |                 |                  |           |         |       |                        | \$ -             |       |                            |                               |                 |           |              |                              | \$ -         |  |
| 1                   | 2          | 3               | 4                | 5         | 6       | 7     | 8                      | 9                | 10    | 11                         | 12                            | 13              | 15        | 15           | 16                           |              |  |
| FISCAL YEAR 2019    |            |                 |                  |           |         |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |           |              |                              |              |  |
| Last Name           | First Name | Bargaining Unit | Position         | Pay Grade | Rate    | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2020 |              |  |
| Wages               |            |                 |                  |           |         |       |                        |                  |       |                            |                               |                 |           |              |                              |              |  |
| Hammer              | Margot     | THL             | Office Assistant | 5         | \$25.07 | 15    | \$ 19,629.81           | \$ 25.57         | 15    | \$ 20,021.31               | 2.0%                          | \$ 26.08        |           | \$ 20,420.64 | \$ 20,420.64                 |              |  |
| Leap Year Extra Pay |            |                 |                  |           |         |       |                        |                  |       | \$ 38.36                   |                               |                 |           | \$ 39.12     | \$ 39.12                     |              |  |
| TOTAL WAGES         |            |                 |                  |           |         |       |                        | \$ 19,629.81     |       |                            |                               |                 |           |              |                              | \$ 20,459.76 |  |

| LINE                      | DEPARTMENT/DESCRIPTION | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|---------------------------|------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>BUILDING INSPECTOR</b> |                        |                   |                   |                         |                                  |                                   |                   |   |
| 1240                      | Salaries               | \$ 82,475         | \$ 84,966         | \$ 88,165               | \$ 91,253                        | \$ 91,253                         | 3.50%             | \$ 19.18                                    |
| 1241                      | Wages                  | \$ 62,013         | \$ 62,321         | \$ 58,327               | \$ 61,762                        | \$ 61,762                         | 5.89%             | \$ 12.98                                    |
| 1242                      | Expenses               | \$ 1,623          | \$ 2,294          | \$ 3,500                | \$ 3,100                         | \$ 3,100                          | -11.43%           | \$ 0.65                                     |
| 1243                      | Minor Capital          | \$ -              | \$ -              | \$ -                    | \$ -                             | \$ -                              | 0.00%             | \$ -  |
| <hr/>                     |                        |                   |                   |                         |                                  |                                   |                   |   |
| <b>DEPARTMENTAL TOTAL</b> |                        | <b>\$ 146,111</b> | <b>\$ 149,581</b> | <b>\$ 149,992</b>       | <b>\$ 156,115</b>                | <b>\$ 156,115</b>                 | <b>4.08%</b>      | <b>\$ 32.81</b>                             |

**BUILDING INSPECTOR  
241**

| <u>LINE ITEM</u>             | <u>FY 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u>  | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u>                            | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2020<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>CHANGE</u> |
|------------------------------|----------------------------------|---|--------------------|---------------------------|--|--|--|---------------------------|
| Telephone                    |                                  |   |                    |                           |  |  |  |                           |
| Postage                      |                                  |   |                    |                           |  |  |  |                           |
| Office Supplies              |                                  |   |                    |                           |  |  |  |                           |
| Dues & Memberships           | \$ 500.00                        | \$ 500.00                                 | \$ -               | 0.00%                     |  | \$ 500.00                                    |  | 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              |                                  |   |                    |                           |  |  |  |                           |
| Other: Clothing & boots      | \$ 1,000.00                      | \$ 600.00                                 | \$ (400.00)        | -40.00%                   | As specified in AFSCME<br>Supervisors Union contract | \$ 600.00                                    |  | -40.00%                   |
| Other:                       |                                  |   |                    |                           |  |  |  |                           |
| <b>TOTAL FUNDS REQUESTED</b> | <b>\$ 3,500.00</b>               | <b>\$ 3,100.00</b>                        | <b>\$ (400.00)</b> | <b>-11.43%</b>            |  | <b>\$ 3,100.00</b>                           | <b>\$ -</b>                            | <b>-11.43%</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 2019         |            |                 |                      |           |         |       |                        | FISCAL YEAR 2020 |        |                            |                               |                 |           |              |                              |
| Last Name                | First Name | Bargaining Unit | Position             | Pay Grade | Rate    | Hours | Annual Salary 1-Jul-18 | Rate             | Hours  | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2020 |
| Salaries                 |            |                 |                      |           |         |       |                        |                  |        |                            |                               |                 |           |              |                              |
| Cataldo                  | Edward     | Supervisors     | Building Comm.       | 14        |         | 40    | \$ 87,490.00           |                  |        | \$ 89,239.80               | 1.5%                          |                 | \$ 675.00 | \$ 90,578.40 | \$ 91,253.40                 |
| Additional Appropriation |            |                 |                      |           |         |       | \$ 675.00              |                  |        |                            |                               |                 |           |              |                              |
| <b>TOTAL SALARIES</b>    |            |                 |                      |           |         |       | <b>\$ 88,165.00</b>    |                  |        |                            |                               |                 |           |              | <b>\$ 91,253.40</b>          |
| 1                        | 2          | 3               | 4                    | 5         | 6       | 7     | 8                      | 9                | 10     | 11                         | 12                            | 13              | 14        | 15           | 16                           |
| FISCAL YEAR 2019         |            |                 |                      |           |         |       |                        | FISCAL YEAR 2020 |        |                            |                               |                 |           |              |                              |
| Last Name                | First Name | Bargaining Unit | Position             | Pay Grade | Rate    | Hours | Annual Salary 1-Jul-18 | Rate             | Hours  | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2020 |
| Wages                    |            |                 |                      |           |         |       |                        |                  |        |                            |                               |                 |           |              |                              |
| Adema                    | Maureen    | THL             | Administrative Asst. | 7         | \$27.18 | 40    | \$ 56,751.84           | \$ 27.72         | 40     | \$ 57,879.36               | 2.0%                          | \$ 28.77        |           | \$ 60,071.76 | \$ 60,071.76                 |
| Leap Year Extra Pay      |            |                 |                      |           |         |       |                        |                  |        | \$ 110.88                  |                               |                 |           | \$ 115.08    | \$ 115.08                    |
| Britko                   | Daniel     | THL             | Local Inspector      | 6         | \$26.25 | 0     | \$ 1,575.00            | \$ 26.25         | Varies |                            |                               | \$ 26.25        |           | \$ 1,575.00  | \$ 1,575.00                  |
| Additional Appropriation |            |                 |                      |           |         |       | \$ -                   |                  |        |                            |                               |                 |           |              |                              |
| <b>TOTAL WAGES</b>       |            |                 |                      |           |         |       | <b>\$ 58,326.84</b>    |                  |        |                            |                               |                 |           |              | <b>\$ 61,761.84</b>          |

| LINE                        | DEPARTMENT/DESCRIPTION    | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|-----------------------------|---------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>MECHANICAL INSPECTOR</b> |                           |                   |                   |                         |                                  |                                   |                   |   |
| 1250                        | Fee Salaries              | \$ 31,530         | \$ 33,285         | \$ 30,000               | \$ 30,000                        | \$ 30,000                         | 0.00%             | \$ 6.34                                     |
| 1251                        | Expenses                  | \$ 3,724          | \$ 2,503          | \$ 5,000                | \$ 5,000                         | \$ 5,000                          | 0.00%             | \$ 1.06                                     |
| <hr/>                       |                           |                   |                   |                         |                                  |                                   |                   |   |
|                             | <b>DEPARTMENTAL TOTAL</b> | <b>\$ 35,254</b>  | <b>\$ 35,788</b>  | <b>\$ 35,000</b>        | <b>\$ 35,000</b>                 | <b>\$ 35,000</b>                  | <b>0.00%</b>      | <b>\$ 7.39</b>                              |

**MECHANICAL INSPECTOR  
242**

| <u>LINE ITEM</u>             | <u>FY 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2020<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>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 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | FY 2020<br>FINCOM<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|--------------------------------|---------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-----------------------------|-------------------|---|
| <b>EARTH REMOVAL INSPECTOR</b> |                           |                   |                   |                         |                                  |                                   |                             |                   |   |
| 1260                           | Stipend                   | \$ 1,500          | \$ 1,500          | \$ 1,500                | \$ 1,500                         | \$ 1,500                          | \$ 1,500                    | 0.00%             | \$ 0.31                                     |
| 1261                           | Expenses                  | \$ 100            | \$ 77             | \$ 100                  | \$ 100                           | \$ 100                            | \$ 100                      | 0.00%             | \$ 0.02                                     |
| 1262                           | Minor Capital             | \$ -              |                   | \$ -                    | \$ -                             | \$ -                              | \$ -                        | 0.00%             | \$ -  |
| <hr/>                          |                           |                   |                   |                         |                                  |                                   |                             |                   |   |
|                                | <b>DEPARTMENTAL TOTAL</b> | <b>\$ 1,600</b>   | <b>\$ 1,577</b>   | <b>\$ 1,600</b>         | <b>\$ 1,600</b>                  | <b>\$ 1,600</b>                   | <b>\$ 1,600</b>             | <b>0.00%</b>      | <b>\$ 0.34</b>                              |

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

| <u>LINE ITEM</u>              | <u>FY 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2020<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>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%                     |                           | \$ 100.00                                    |  | 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 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|---------------------------|---------------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>BOARD OF HEALTH</b>    |                                 |                   |                   |                         |                                  |                                   |                   |   |
| 1270                      | Wages                           | \$ -              | \$ -              | \$ -                    | \$ -                             | \$ -                              | 0.00%             | \$ -  |
| 1271                      | Expenses                        | \$ 718            | \$ 886            | \$ 1,000                | \$ 1,175                         | \$ 1,175                          | 17.50%            | \$ 0.25                                     |
| 1272                      | Nursing Services                | \$ -              | \$ -              | \$ 11,892               | \$ 12,487                        | \$ 12,487                         | 5.00%             | \$ 2.62                                     |
| 1273                      | Nashoba Health District         | \$ 42,423         | \$ 44,143         | \$ 26,059               | \$ 27,362                        | \$ 27,362                         | 5.00%             | \$ 5.75                                     |
| 1274                      | Mental Health Services          | \$ 8,000          | \$ 8,000          | \$ 8,000                | \$ 8,000                         | \$ 8,000                          | 0.00%             | \$ 1.68                                     |
| 1275                      | Eng/Consult/Landfill Monitoring | \$ 9,677          | \$ 10,000         | \$ 10,000               | \$ 10,000                        | \$ 10,000                         | 0.00%             | \$ 2.10                                     |
| <hr/>                     |                                 |                   |                   |                         |                                  |                                   |                   |   |
| <b>DEPARTMENTAL TOTAL</b> |                                 | <b>\$ 60,818</b>  | <b>\$ 63,029</b>  | <b>\$ 56,951</b>        | <b>\$ 59,024</b>                 | <b>\$ 59,024</b>                  | <b>3.64%</b>      | <b>\$ 12.41</b>                             |

BOARD OF HEALTH  
510

| <u>LINE ITEM</u>             | <u>FY 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u>   | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2020<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>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%                     |
|                              |                                  |   |                   |                           | Add small amount (\$175) to cover professional development for Interdepartmental Administrative Assistant |  |  |                           |
| Travel/Conferences           |                                  | \$ 175.00                                 | \$ 175.00         |                           |   | \$ 175.00                                    |  |                           |
| Other: Rabies Control        | \$ 400.00                        | \$ 400.00                                 | \$ -              | 0.00%                     |   | \$ 400.00                                    |  | 0.00%                     |
| <b>TOTAL FUNDS REQUESTED</b> | \$ 1,000.00                      | \$ 1,175.00                               | \$ 175.00         | 17.50%                    |   | \$ 1,175.00                                  | \$ -                                   | 17.50%                    |
| Line 1274                    |                                  |   |                   |                           |   |  |  |                           |
| Mental Health Services       | \$ 8,000.00                      | \$ 8,000.00                               | \$ -              | 0.00%                     |   | \$ 8,000.00                                  |  | 0.00%                     |

|                              |              |              |             |       |                             |  |  |  |
|------------------------------|--------------|--------------|-------------|-------|-----------------------------|--|--|--|
| Line 1272                    |              |              |             |       |                             |  |  |  |
| Nursing Services             | \$ 11,892.00 | \$ 12,486.60 | \$ 594.60   | 5.00% | Standard 5% annual increase |  |  |  |
|                              |              |              |             |       |                             |  |  |  |
| Line 1273                    |              |              |             |       |                             |  |  |  |
| Nashoba Health District      | \$ 26,059.00 | \$ 27,361.95 | \$ 1,302.95 | 5.00% | Standard 5% annual increase |  |  |  |
|                              |              |              |             |       |                             |  |  |  |
| <b>TOTAL FUNDS REQUESTED</b> | \$ 37,951.00 | \$ 39,848.55 | \$ 1,897.55 | 5.00% |                             |  |  |  |

| LINE                                    | DEPARTMENT/DESCRIPTION    | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|---|---------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>SEALER OF WEIGHTS &amp; MEASURES</b> |                           |                   |                   |                         |                                  |                                   |                   |   |
| 1280                                    | Fee Salaries              | \$ 2,610          | \$ 1,360          | \$ 3,200                | \$ 3,200                         | \$ 3,200                          | 0.00%             | \$ 0.67                                     |
| 1281                                    | Expenses                  | \$ -              | \$ 100            | \$ 100                  | \$ 100                           | \$ 100                            | 0.00%             | \$ 0.02                                     |
| <hr/>                                   |                           |                   |                   |                         |                                  |                                   |                   |   |
|   | <b>DEPARTMENTAL TOTAL</b> | <b>\$ 2,610</b>   | <b>\$ 1,460</b>   | <b>\$ 3,300</b>         | <b>\$ 3,300</b>                  | <b>\$ 3,300</b>                   | <b>0.00%</b>      | <b>\$ 0.69</b>                              |

SEALER OF WEIGHTS & MEASURES  
244

| <u>LINE ITEM</u>             | <u>FY 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2020<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>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>              |



**PROTECTION OF PERSONS AND  
PROPERTY**



**Michael F. Luth**  
*Chief of Police*

**GROTON POLICE DEPARTMENT**

99 Pleasant Street  
Groton, MA 01450

Tel: (978) 448-5555  
Fax: (978) 448-5603



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

November 19, 2018

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

RE: **FY2020 Budget**

I respectfully submit the attached budgets for FY2020 for the Groton Police Department, Groton Communications Department (under separate cover), and Groton Emergency Management Agency.

Salary & Wages

I have included the contractual obligations in Salary & Wages.

In **General Expenses (210-5400)**

- K-9 line item - The K-9 program was started in 2012 with donations. Private donations and specific grants have supported the program. K-9 Lola was initially trained for Search & Rescue, she was further trained for Narcotics detection. K-9 Lola has performed admirably with numerous finds and saves. On February 3, 2017 Officer Beltz and K-9 Lola responded to an hours old report of a missing student from Groton School. The student had been part of a group run through Groton Place and became separated, she had been missing for over 3 hours before units were deployed. K-9 Lola tracked the student through snow and dropping temperatures to find the hypothermic teen in the Town Forest land. There was another team tracking as well, however without K-9 Lola it is very likely there would have been a tragic



outcome. For this reason, I truly believe that the K-9 Unit is an integral part of the department, a tremendous resource, and should be funded.

- Advertising line item – To cover advertising for employment and capital ads (i.e. Invitation to Bid for Cruisers) which currently are not categorized.
- Additionally, there have been increases in dues, mandated training, In-Service and maintenance contracts.

In **Minor Capital** I am requesting the following:

- Replacement K-9 (\$6,000) – K-9 Lola was diagnosed with Lymphoma and will soon be retiring.
- (12) Patrol Shotguns (\$12,814)- The Patrol Shotgun is a better tool for close quarters i.e. school, residences because the use of a cartridge has a wider dispersion and does not travel through walls. It is also more effective in the event of dispatching an injured large animal.
- (4) Less-Lethal Shotguns (\$2144) – This shotgun expels a less-lethal beanbag. The shotgun works the same as the Patrol Shotgun, which makes the training streamlined.
- Office Furniture (\$3,293)- for Dispatch Supervisor/Officer-in-Charge shared space.

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

Sincerely,

Michael F. Luth  
Chief of Police

| LINE                      | DEPARTMENT/DESCRIPTION        | FY 2017<br>ACTUAL   | FY 2018<br>ACTUAL   | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|---------------------------|-------------------------------|---------------------|---------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>POLICE DEPARTMENT</b>  |                               |                     |                     |                         |                                  |                                   |                   |   |
| 1300                      | Salaries                      | \$ 316,053          | \$ 324,717          | \$ 326,053              | \$ 329,473                       | \$ 329,473                        | 1.05%             | \$ 69.26                                    |
| 1301                      | Wages                         | \$ 1,659,348        | \$ 1,704,868        | \$ 1,815,832            | \$ 1,877,967                     | \$ 1,877,967                      | 3.42%             | \$ 394.76                                   |
| 1302                      | Expenses                      | \$ 182,117          | \$ 199,499          | \$ 210,969              | \$ 220,960                       | \$ 216,400                        | 2.57%             | \$ 45.49                                    |
| 1303                      | Lease or Purchase of Cruisers | \$ 3,960            | \$ 4,000            | \$ 4,000                | \$ 4,000                         | \$ 4,000                          | 0.00%             | \$ 0.84                                     |
| 1304                      | PS Building (Expenses)        | \$ -                | \$ -                | \$ -                    | \$ -                             | \$ -                              | 0.00%             | \$ -  |
| 1305                      | Minor Capital                 | \$ 11,985           | \$ 18,921           | \$ 20,000               | \$ 60,130                        | \$ 20,000                         | 0.00%             | \$ 4.20                                     |
| <hr/>                     |                               |                     |                     |                         |                                  |                                   |                   |   |
| <b>DEPARTMENTAL TOTAL</b> |                               | <b>\$ 2,173,463</b> | <b>\$ 2,252,005</b> | <b>\$ 2,376,854</b>     | <b>\$ 2,492,530</b>              | <b>\$ 2,447,840</b>               | <b>2.99%</b>      | <b>\$ 514.55</b>                            |

|                              |  |                      |                   |                   |                |   |                     |                |                |
|------------------------------|--|----------------------|-------------------|-------------------|----------------|---|---------------------|----------------|----------------|
| <b>POLICE DEPARTMENT</b>     |  |                      |                   |                   |                |   |                     |                |                |
| <b>210</b>                   |  |                      |                   |                   |                |   |                     |                |                |
| <b>BASE</b>                  |  |                      |                   |                   |                |   |                     |                |                |
|                              |  |                      |                   |                   |                |   |                     |                |                |
|                              |  |                      | <b>FY 2020</b>    |                   |                |   | <b>FY 2020</b>      | <b>FY 2020</b> |                |
|                              |  | <b>FY 2019</b>       | <b>DEPARTMENT</b> |                   | <b>PERCENT</b> |   | <b>TOWN MANAGER</b> | <b>FINCOM</b>  | <b>PERCENT</b> |
| <b>LINE ITEM</b>             |  | <b>APPROPRIATION</b> | <b>REQUEST</b>    | <b>DIFFERENCE</b> | <b>CHANGE</b>  | <b>REASON FOR CHANGE:</b>                     | <b>APPROVED</b>     | <b>BUDGET</b>  | <b>CHANGE</b>  |
| <b>* Advertising</b>         |  | \$ -                 | \$ 2,000.00       | \$ 2,000.00       | 100.00%        | new hires and capital ads                     | \$ -                |                | 0.00%          |
| Ammunition                   |  | \$ 21,040.00         | \$ 21,040.00      | \$ -              | 0.00%          |   | \$ 21,040.00        |                | 0.00%          |
| Computer Supplies/Fees       |  | \$ 1,000.00          | \$ 1,000.00       | \$ -              | 0.00%          |   | \$ 1,000.00         |                | 0.00%          |
| Cruiser Maintenance          |  | \$ 38,600.00         | \$ 41,000.00      | \$ 2,400.00       | 6.22%          | increase in costs                             | \$ 41,000.00        |                | 6.22%          |
| Dues & Memberships           |  | \$ 16,678.00         | \$ 20,000.00      | \$ 3,322.00       | 19.92%         | increase in rates                             | \$ 20,000.00        |                | 19.92%         |
| Equipment Maintenance        |  | \$ 1,050.00          | \$ 3,000.00       | \$ 1,950.00       | 185.71%        | traffic board and fingerprint equip contracts | \$ 3,000.00         |                | 185.71%        |
| Fuel                         |  | \$ 38,000.00         | \$ 43,000.00      | \$ 5,000.00       | 13.16%         | increase costs                                | \$ 43,000.00        |                | 13.16%         |
| Investigation Fund           |  | \$ 1,500.00          | \$ 2,000.00       | \$ 500.00         | 33.33%         | Crime scene supplies                          | \$ 1,500.00         |                | 0.00%          |
| <b>* K-9</b>                 |  | \$ -                 | \$ 3,000.00       | \$ 3,000.00       | 100.00%        | zero balance in gift account                  | \$ 3,000.00         |                | #DIV/0!        |
| Mileage                      |  | \$ 1,000.00          | \$ 1,000.00       | \$ -              | 0.00%          |   | \$ 1,000.00         |                | 0.00%          |
| Physicals/Medical            |  | \$ 1,500.00          | \$ 2,500.00       | \$ 1,000.00       | 66.67%         | new hires                                     | \$ 1,500.00         |                | 0.00%          |
| Printing/Printed Forms       |  | \$ 781.00            | \$ 800.00         | \$ 19.00          | 2.43%          |   | \$ 800.00           |                | 2.43%          |
| Prisoner Meals               |  | \$ 200.00            | \$ 400.00         | \$ 200.00         | 100.00%        | prior history                                 | \$ 400.00           |                | 100.00%        |
| Professional Development     |  | \$ 16,000.00         | \$ 4,000.00       | \$ (12,000.00)    | -75.00%        | chief and dchief \$4000                       | \$ 4,000.00         |                | -75.00%        |
| Public Safety Supplies       |  | \$ 6,200.00          | \$ 6,200.00       | \$ -              | 0.00%          |   | \$ 6,200.00         |                | 0.00%          |
| Software/Service Maintenance |  | \$ 9,200.00          | \$ 6,000.00       | \$ (3,200.00)     | -34.78%        | prior history                                 | \$ 6,000.00         |                | -34.78%        |
| Traffic Safety Lights        |  | \$ 300.00            | \$ -              | \$ (300.00)       | -100.00%       | no longer under Police budget                 | \$ -                |                | -100.00%       |
| Training                     |  | \$ 14,400.00         | \$ 20,000.00      | \$ 5,600.00       | 38.89%         | additional training/classes                   | \$ 18,940.00        |                | 31.53%         |
| Lowell Seat                  |  | \$ 2,000.00          | \$ 2,500.00       | \$ 500.00         | 25.00%         | increase rate                                 | \$ 2,500.00         |                | 25.00%         |
| Uniforms                     |  | \$ 41,520.00         | \$ 41,520.00      | \$ -              | 0.00%          |   | \$ 41,520.00        |                | 0.00%          |
| <b>TOTAL FUNDS REQUESTED</b> |  | \$ 210,969.00        | \$ 220,960.00     | \$ 9,991.00       | 4.74%          |   | \$ 216,400.00       | \$ -           | 2.57%          |
|                              |  |                      |                   |                   |                |   |                     |                |                |
| <b>* new line item</b>       |  |                      |                   |                   |                |   |                     |                |                |
|                              |  |                      |                   |                   |                |   |                     |                |                |
| <b>Removed line items:</b>   |  |                      |                   |                   |                |   |                     |                |                |
| <b>Boat/ATV</b>              |  |                      |                   |                   |                |   |                     |                |                |
| <b>NEMLEC</b>                |  |                      |                   |                   |                |   |                     |                |                |
|                              |  |                      |                   |                   |                |   |                     | \$ -           |                |
|                              |  |                      |                   |                   |                |   |                     |                |                |
|                              |  |                      |                   |                   |                |   |                     |                |                |

|            |        |      |
|------------|--------|------|
| Department | Police | BASE |
| Org #      | 210    |      |
| COLA %     | 2.00%  |      |

| 1                             | 2          | 3               | 4                    | 5         | 6       | 7     | 8                      | 9  | 10    | 11                         | 12                            | 13              | 14           | 15            | 16                           |               |
|-------------------------------|------------|-----------------|----------------------|-----------|---------|-------|------------------------|--|-------|----------------------------|-------------------------------|-----------------|--------------|---------------|------------------------------|---------------|
| FISCAL YEAR 2019              |            |                 |                      |           |         |       |                        | FISCAL YEAR 2020   |       |                            |                               |                 |              |               |                              |               |
| Last Name                     | First Name | Bargaining Unit | Position             | Pay Grade | Rate    | Hours | Annual Salary 1-Jul-18 | Rate   | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay    | Final Salary  | Projected Salary Fiscal 2020 |               |
| Salaries                      |            |                 |                      |           |         |       |                        |  |       |                            |                               |                 |              |               |                              |               |
| Luth                          | Michael    | Contract        | Police Chief         |           |         | 40    | \$ 133,000.00          |  |       | \$ 134,330.00              |                               |                 |              | \$ 134,330.00 | \$ 134,330.00                |               |
| Cullen                        | James      | Contract        | Police Deputy Chief  |           |         | 40    | \$ 121,000.00          |  |       | \$ 121,000.00              |                               |                 | \$ 10,094.00 | \$ 121,000.00 | \$ 131,094.00                |               |
| Newell                        | Kathy      | Supervisors     | Executive Assistant  | 7         |         | 40    | \$ 60,554.00           |  |       | \$ 61,396.00               | 2.0%                          |                 | \$ 1,425.00  | \$ 62,623.92  | \$ 64,048.92                 |               |
| Other Pay                     |            |                 |                      |           |         |       | \$ 11,499.00           |  |       |                            |                               |                 |              |               |                              |               |
| TOTAL SALARIES                |            |                 |                      |           |         |       |                        | Cullen: VBB 2 times a year 4654, cloth allow 1040,ins opt 2400, longevity 1500, gym 500<br>Newell 675 health and 750 longevity |       |                            |                               |                 |              |               |                              | \$ 329,472.92 |
| 1                             | 2          | 3               | 4                    | 5         | 6       | 7     | 8                      | 9  | 10    | 11                         | 12                            | 13              | 15           | 15            | 16                           |               |
| FISCAL YEAR 2019              |            |                 |                      |           |         |       |                        | FISCAL YEAR 2020   |       |                            |                               |                 |              |               |                              |               |
| Last Name                     | First Name | Bargaining Unit | Position             | Pay Grade | Rate    | Hours | Annual Salary 1-Jul-18 | Rate   | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay    | Final Salary  | Projected Salary Fiscal 2020 |               |
| Wages                         |            |                 |                      |           |         |       |                        |  |       |                            |                               |                 |              |               |                              |               |
| Quinn Bill - State            |            |                 |                      |           |         |       | \$ -                   |  |       | \$ -                       |                               |                 |              | \$ -          | \$ -                         |               |
| Quinn Bill - Town             |            |                 |                      |           |         |       | \$ 55,838.00           |  |       | \$ 57,777.00               |                               |                 |              | \$ 57,777.00  | \$ 57,777.00                 |               |
| Education Incentive           |            |                 |                      |           |         |       | \$ 14,707.00           |  |       | \$ 21,222.00               |                               |                 |              | \$ 21,222.00  | \$ 21,222.00                 |               |
| Beltz                         | Nicholas   | GPA             | Patrolman            |           | \$32.22 | 40    | \$ 67,275.36           | \$ 32.86   | 40    | \$ 68,611.68               |                               | \$ 32.86        | \$ 675.00    | \$ 68,611.68  | \$ 69,286.68                 |               |
| Breault                       | Robert     | GPA             | Patrolman            |           | \$32.22 | 40    | \$ 67,275.36           | \$ 32.86   | 40    | \$ 68,611.68               |                               | \$ 32.86        |              | \$ 68,611.68  | \$ 68,611.68                 |               |
| Breslin                       | Peter      | GPA             | Patrolman            |           | \$32.22 | 40    | \$ 67,275.36           | \$ 32.86   | 40    | \$ 68,611.68               |                               | \$ 32.86        | \$ 675.00    | \$ 68,611.68  | \$ 69,286.68                 |               |
| Candow                        | Gordon     | GPA             | Patrolman            |           | \$32.22 | 40    | \$ 67,275.36           | \$ 32.86   | 40    | \$ 68,611.68               |                               | \$ 32.86        | \$ 675.00    | \$ 68,611.68  | \$ 69,286.68                 |               |
| Connell                       | Paul       | GPA             | Patrolman            |           | \$32.22 | 40    | \$ 67,275.36           | \$ 32.86   | 40    | \$ 68,611.68               |                               | \$ 32.86        |              | \$ 68,611.68  | \$ 68,611.68                 |               |
| Connor                        | Omar       | GPA             | Patrolman            |           | \$32.22 | 40    | \$ 67,275.36           | \$ 32.86   | 40    | \$ 68,611.68               |                               | \$ 32.86        | \$ 675.00    | \$ 68,611.68  | \$ 69,286.68                 |               |
| Davis                         | Andrew     | GPA             | Patrolman            |           | \$32.22 | 40    | \$ 67,275.36           | \$ 32.86   | 40    | \$ 68,611.68               |                               | \$ 32.86        |              | \$ 68,611.68  | \$ 68,611.68                 |               |
| Gemos                         | Derrick    | Superior        | Sergeant             |           | \$37.54 | 40    | \$ 78,383.52           | \$ 38.28   | 40    | \$ 79,928.64               |                               | \$ 38.28        |              | \$ 79,928.64  | \$ 79,928.64                 |               |
| Henehan                       | Kevin      | Superior        | Sergeant             |           | \$37.54 | 40    | \$ 78,383.52           | \$ 38.28   | 40    | \$ 79,928.64               |                               | \$ 38.28        |              | \$ 79,928.64  | \$ 79,928.64                 |               |
| Lynn                          | Michael    | GPA             | Patrolman            |           | \$32.22 | 40    | \$ 67,275.36           | \$ 32.86   | 40    | \$ 68,611.68               |                               | \$ 32.86        | \$ 325.00    | \$ 68,611.68  | \$ 68,936.68                 |               |
| Mead                          | Rachel     | Superior        | Sergeant             |           | \$37.54 | 40    | \$ 78,383.52           | \$ 38.28   | 40    | \$ 79,928.64               |                               | \$ 38.28        |              | \$ 79,928.64  | \$ 79,928.64                 |               |
| Steward *                     | Gregory    | GPA             | Patrolman            |           | \$29.82 | 40    | \$ 63,240.16           | \$ 32.86   | 40    | \$ 68,611.68               |                               | \$ 32.86        | \$ 325.00    | \$ 68,611.68  | \$ 68,936.68                 |               |
| Rose                          | Dale       | GPA             | Patrolman            |           | \$32.22 | 40    | \$ 67,275.36           | \$ 32.86   | 40    | \$ 68,611.68               |                               | \$ 32.86        | \$ 675.00    | \$ 68,611.68  | \$ 69,286.68                 |               |
| Sheridan                      | Edward     | Superior        | Sergeant             |           | \$37.54 | 40    | \$ 78,383.52           | \$ 38.28   | 40    | \$ 79,928.64               |                               | \$ 38.28        |              | \$ 79,928.64  | \$ 79,928.64                 |               |
| Waite                         | Cory       | GPA             | Patrolman            |           | \$32.22 | 40    | \$ 67,275.36           | \$ 32.86   | 40    | \$ 68,611.68               |                               | \$ 32.86        | \$ 675.00    | \$ 68,611.68  | \$ 69,286.68                 |               |
| Sawyer                        | Victor     | GPA             | Patrolman            |           | \$27.35 | 40    | \$ 57,106.80           | \$ 27.90   | 40    | \$ 58,255.20               |                               | \$ 27.90        |              | \$ 58,255.20  | \$ 58,255.20                 |               |
| Timmins                       | Patrick    | GPA             | Patrolman            |           | \$29.82 | 40    | \$ 62,264.16           | \$ 30.42   | 40    | \$ 63,516.96               |                               | \$ 30.42        |              | \$ 63,516.96  | \$ 63,516.96                 |               |
| Tallent                       | Joan       | THL             | Administrative Asst. |           | \$28.29 | 15    | \$ 22,151.07           | \$ 28.86   | 15    | \$ 22,597.38               | 2.0%                          | \$ 29.44        |              | \$ 23,049.33  | \$ 23,049.33                 |               |
| Open patrol (Henehan now Sgt) |            | GPA             | Patrolman            |           | \$32.22 | 40    | \$ 67,275.36           | \$ 32.86   | 40    | \$ 68,611.68               |                               | \$ 32.86        |              | \$ 68,611.68  | \$ 68,611.68                 |               |
| Leap Year Extra Pay           |            |                 |                      |           |         |       |                        |  |       |                            |                               |                 |              |               | \$ 2,598.00                  |               |

|  |              |  |  |              |  |  |  |              |              |
|--|--------------|--|--|--------------|--|--|--|--------------|--------------|
| Stipends   | \$ 32,500.00 |  |  | \$ 32,500.00 |  |  |  | \$ 32,500.00 | \$ 32,500.00 |
| Shift Differential                                     | \$ 52,440.00 |  |  | \$ 52,440.00 |  |  |  | \$ 52,440.00 | \$ 52,440.00 |
| Holiday Pay and Prem Holiday Pay                       | \$ 62,200.00 |  |  | \$ 62,200.00 |  |  |  | \$ 62,200.00 | \$ 62,200.00 |
| Shift Coverage - Vacation Leave                        | \$ 88,700.00 |  |  | \$ 91,474.00 |  |  |  | \$ 91,474.00 | \$ 91,474.00 |
| Shift Coverage - Personal Leave                        | \$ 40,000.00 |  |  | \$ 40,800.00 |  |  |  | \$ 40,800.00 | \$ 40,800.00 |
| Shift Coverage - Sick Leave                            | \$ 55,000.00 |  |  | \$ 56,100.00 |  |  |  | \$ 56,100.00 | \$ 56,100.00 |
| Shift Coverage Traffic/Train/Range/(includes Reserves) | \$ 35,000.00 |  |  | \$ 35,700.00 |  |  |  | \$ 35,700.00 | \$ 35,700.00 |
| Shift Coverage Town Major Events (includes Reserves)   | \$ 42,901.77 |  |  | \$ 43,759.81 |  |  |  | \$ 43,759.81 | \$ 43,759.81 |
| Shift Coverage Extraordinary Leave                     | \$ 15,000.00 |  |  | \$ 20,000.00 |  |  |  | \$ 20,000.00 | \$ 20,000.00 |
| Shift Coverage K-9                                     | \$ -         |  |  | \$ 10,000.00 |  |  |  | \$ 10,000.00 | \$ 10,000.00 |
| Longevity  | \$ 13,060.00 |  |  | \$ 13,360.00 |  |  |  | \$ 13,360.00 | \$ 13,360.00 |
| Health Insurance Buyback                               | \$ 14,400.00 |  |  | \$ 14,400.00 |  |  |  | \$ 14,400.00 | \$ 14,400.00 |
| FLSA Adjustments                                       | \$ 8,800.00  |  |  | \$ 8,800.00  |  |  |  | \$ 8,800.00  | \$ 8,800.00  |
| Uniform Cleaning Allowance                             | \$ 19,760.00 |  |  | \$ 19,760.00 |  |  |  | \$ 19,760.00 | \$ 19,760.00 |
| Office in Charge stipend                               | \$ 2,500.00  |  |  | \$ 2,500.00  |  |  |  | \$ 2,500.00  | \$ 2,500.00  |
| Health Insurance Offset                                | \$ 4,700.00  |  |  |              |  |  |  | \$ -         | \$ -         |
|  |              |  |  |              |  |  |  | \$ -         |              |

|                    |                        |  |  |                        |  |  |                    |                        |
|--------------------|------------------------|--|--|------------------------|--|--|--------------------|------------------------|
| <b>TOTAL WAGES</b> | <b>\$ 1,815,832.00</b> |  |  | <b>\$ 1,870,217.07</b> |  |  | <b>\$ 4,700.00</b> | <b>\$ 1,877,967.01</b> |
|--------------------|------------------------|--|--|------------------------|--|--|--------------------|------------------------|

**COMMENTARY:**

\*Steward earns 5th year base in April thru June

5 pp\*(2.44 rate change \*400 hrs) = \$976

Shift Coverage line items dollars reallocated FY19/FY20 per prior history

New line item Shift Coverage K-9

Shift Coverage FY20 2% increase for line items not under contractual agreements

| FY20 Minor Capital Police Department |  |  |                    |
|--------------------------------------|--|--|--------------------|
|                                      |  |  |                    |
|                                      |  |  |                    |
|                                      |  |  |                    |
| <b>Descriptions for Police:</b>      |  |  |                    |
|                                      |  |  |                    |
| OIC/Dispatch Supervisor office       |  |  | \$3,293.00         |
|                                      |  |  |                    |
| K-9 purchase                         |  |  | \$6,000.00         |
|                                      |  |  |                    |
| Shot guns 12+4                       |  |  | \$14,957.00        |
|                                      |  |  |                    |
| Soft Body Armor Vests - 5            |  |  | \$4,500.00         |
|                                      |  |  |                    |
| <b>Subtotal for Police:</b>          |  |  | <b>\$28,750.00</b> |
|                                      |  |  |                    |
|                                      |  |  |                    |
| <b>Descriptions for Building:</b>    |  |  |                    |
|                                      |  |  |                    |
| Hallway Door                         |  |  | \$1,500.00         |
|                                      |  |  |                    |
| Electrical in parking lot            |  |  | \$13,390.00        |
|                                      |  |  |                    |
| Office/Conference furniture          |  |  | \$2,700.00         |
|                                      |  |  |                    |
| <b>Subtotal for Building</b>         |  |  | <b>\$17,590.00</b> |
|                                      |  |  |                    |
|                                      |  |  |                    |
| <b>Descriptions for Technology:</b>  |  |  |                    |
|                                      |  |  |                    |
| Camera System                        |  |  | \$12,000.00        |
|                                      |  |  |                    |
| Digital Roll Call                    |  |  | \$1,790.00         |
|                                      |  |  |                    |
| <b>Subtotal for Technology:</b>      |  |  | <b>\$13,790.00</b> |
|                                      |  |  |                    |
|                                      |  |  |                    |
|                                      |  |  |                    |
| <b>Total Minor Capital Police:</b>   |  |  | <b>\$60,130.00</b> |



# Groton Fire Department

*Fire ~ EMS ~ Rescue*

*"Together We Serve the Community"*

45 Farmers Row  
Groton, Massachusetts 01450  
Tel: (978) 448-6333  
Fax: (978) 448-1116



## Fire Department Budget Narrative- Fiscal Year 2020

The FY 2020 operating budget reflects the basic requirements of the Groton Fire Department in order to maintain the current service levels and address contractual obligations.

The FY 2020 budget reflects a 7.59% increase however; this number is deceiving seeing that the two additional firefighters approved in October of 2018 were only budgeted for the second half of FY 2019. Aside from the new positions, the fire department budget has an increase of 2.75% which reflects contractual obligations, leap year and a 2% adjustment for on-call personnel.

While recruitment has resulted in some new members to the Groton Fire Department, we still find difficulty in answering calls during some periods of time. The additional career staff added to the budget should provide some relief to these problem times however the need for 24 hours staffing should continue to be considered.

The Town of Groton should consider itself very lucky to have such a dedicated and committed call department. These Firefighters and EMT's sacrifice sleep, family time and other obligations to ensure that their friends and neighbors are safe. In the future, the Groton Fire Department will continue to rely heavily upon on-call firefighters and EMT's in order to maintain a high-quality service to the town regardless of the addition of career staff.

### Payroll

Wages increase by \$80,444.91 to \$989,984.75 in order to accomplish the following objectives.

- Fully fund the two firefighter positions
- 2% increase for on-call staff
- Contractual obligations for career staff
- Overtime remains unchanged from FY 2019
- Extra day of pay due to leap year



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### Expenses

*Postage* remains at \$100.00 for FY 20. 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* remains at \$4,300 and is used to maintain breathing apparatus, small engines and Jaws of Life.

*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 Cost* remains at \$20,000 for fuel. With somewhat stabilized fuel prices no increase is foreseen at this time.

*Other Expenses* remains at \$9,800 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.





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*Vehicle Maintenance* remains at \$26,000. Vehicle maintenance covers cost to keep EMS and Fire vehicles in service and safe for operations. A 3 year history of expense ranges from \$29,876 to \$31,657 annually.

*Medical Supplies* remains 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* increases by \$2,000 to \$18,400 to meet the needs of the additional career personnel.

*Books and Periodicals* remains 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**

Minor capital remains at \$23,000 this year in order to replace 10 sets of firefighting gear. 8-10 sets of gear are required to be replaced each year in order to keep personnel in safe and up-to-date gear. The replacement of gear is mandated by NFPA at the 10-year mark or when exposed to certain chemicals.



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### Capital

The final piece of the fleet reduction program is slated in FY 2020. This final step replaces Engine 3, a 1989 Peirce engine, and Rescue 1, a 2003 Freightliner Rescue Truck. The new apparatus which will be designated engine 2 will be a multi-role rescue/pumper. This multiple mission-oriented apparatus will be able to function at a wide variety of emergencies eliminating the need for multiple pieces of apparatus.

With a combined replacement cost of around \$1 million, the fleet reduction program will save the taxpayer around \$350,000 by creating a single vehicle out of two. The multi-role capability of the apparatus will better serve the community for years to come allowing firefighters to better engage in multiple missions without needing additional apparatus.

| LINE                   | DEPARTMENT/DESCRIPTION    | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL   | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|------------------------|---------------------------|-------------------|---------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>FIRE DEPARTMENT</b> |                           |                   |                     |                         |                                  |                                   |                   |   |
| 1310                   | Salaries                  | \$ 102,792        | \$ 113,086          | \$ 116,478              | \$ 125,000                       | \$ 125,000                        | 7.32%             | \$ 26.28                                    |
| 1311                   | Wages                     | \$ 702,084        | \$ 770,427          | \$ 909,540              | \$ 981,602                       | \$ 981,602                        | 7.92%             | \$ 206.34                                   |
| 1312                   | Expenses                  | \$ 163,038        | \$ 166,289          | \$ 172,700              | \$ 174,700                       | \$ 174,700                        | 1.16%             | \$ 36.72                                    |
| <hr/>                  |                           |                   |                     |                         |                                  |                                   |                   |   |
|                        | <b>DEPARTMENTAL TOTAL</b> | <b>\$ 967,914</b> | <b>\$ 1,049,802</b> | <b>\$ 1,198,718</b>     | <b>\$ 1,281,302</b>              | <b>\$ 1,281,302</b>               | <b>6.89%</b>      | <b>\$ 269.34</b>                            |

Fire Department  
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| <u>LINE ITEM</u>                 | <u>FY 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2020<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>CHANGE</u> |
|----------------------------------|----------------------------------|---|-------------------|---------------------------|---------------------------|--|--|---------------------------|
| Telephone                        |                                  |   |                   |                           |                           |  |  |                           |
| Postage                          | \$ 100.00                        | \$ 100.00                                 | \$ -              | 0.00%                     |                           | \$ 100.00                                    |  | 0.00%                     |
| Office Supplies                  | \$ 500.00                        | \$ 500.00                                 | \$ -              | 0.00%                     |                           | \$ 500.00                                    |  | 0.00%                     |
| Dues & Memberships               | \$ 4,000.00                      | \$ 4,000.00                               | \$ -              | 0.00%                     |                           | \$ 4,000.00                                  |  | 0.00%                     |
| Travel/Conferences               | \$ 750.00                        | \$ 750.00                                 | \$ -              | 0.00%                     |                           | \$ 750.00                                    |  | 0.00%                     |
| Equipment Maintenance            | \$ 4,300.00                      | \$ 4,300.00                               | \$ -              | 0.00%                     |                           | \$ 4,300.00                                  |  | 0.00%                     |
| Water - Sprinklers               |                                  |   |                   |                           |                           |  |  |                           |
| 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                    |                                  |   |                   |                           |                           |  |  |                           |
| Electricity                      |                                  |   |                   |                           |                           |  |  |                           |
| 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                     | \$ 26,000.00                              | \$ -              | 0.00%                     |                           | \$ 26,000.00                                 |  | 0.00%                     |
| Medical Supplies                 | \$ 15,000.00                     | \$ 15,000.00                              | \$ -              | 0.00%                     |                           | \$ 15,000.00                                 |  | 0.00%                     |
| Uniforms & Gear                  | \$ 16,400.00                     | \$ 18,400.00                              | \$ 2,000.00       | 12.20%                    |                           | \$ 18,400.00                                 |  | 12.20%                    |
| 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>     | \$ 172,700.00                    | \$ 174,700.00                             | \$ 2,000.00       | 1.16%                     |                           | \$ 174,700.00                                | \$ -                                   | 1.16%                     |

| 1                           | 2          | 3               | 4                | 5         | 6       | 7     | 8                      | 9                | 10    | 11                         | 12                            | 13              | 14          | 15            | 16                           |               |
|-----------------------------|------------|-----------------|------------------|-----------|---------|-------|------------------------|------------------|-------|----------------------------|-------------------------------|-----------------|-------------|---------------|------------------------------|---------------|
| FISCAL YEAR 2019            |            |                 |                  |           |         |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |             |               |                              |               |
| Last Name                   | First Name | Bargaining Unit | Position         | Pay Grade | Rate    | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay   | Final Salary  | Projected Salary Fiscal 2020 |               |
| Salaries                    |            |                 |                  |           |         |       |                        |                  |       |                            |                               |                 |             |               |                              |               |
| McCurdy                     | Steele     |                 | Fire Chief       |           |         | 40    | \$ 116,478.00          |                  |       | \$ 125,000.00              |                               |                 |             | \$ 125,000.00 | \$ 125,000.00                |               |
| TOTAL SALARIES              |            |                 |                  |           |         |       |                        |                  |       |                            |                               |                 |             |               |                              | \$ 125,000.00 |
| 1                           | 2          | 3               | 4                | 5         | 6       | 7     | 8                      | 9                | 10    | 11                         | 12                            | 13              | 15          | 15            | 16                           |               |
| FISCAL YEAR 2019            |            |                 |                  |           |         |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |             |               |                              |               |
| Last Name                   | First Name | Bargaining Unit | Position         | Pay Grade | Rate    | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay   | Final Salary  | Projected Salary Fiscal 2020 |               |
| Wages                       |            |                 |                  |           |         |       |                        |                  |       |                            |                               |                 |             |               |                              |               |
| Aiello                      | Diane      | THL             | Office Assistant | 6         | \$30.33 | 40    | \$ 63,329.04           | \$ 30.94         | 40    | \$ 64,595.62               | 2.0%                          | \$ 31.56        | \$ 750.00   | \$ 65,887.53  | \$ 66,637.53                 |               |
| Crocker                     | James      | IAFF            | Lieutenant/EMT   |           | \$33.89 | 42    | \$ 74,300.44           | \$ 34.57         | 42    | \$ 75,786.44               |                               | \$ 34.57        | \$ 825.00   | \$ 75,786.44  | \$ 76,611.44                 |               |
| Daly                        | Susan      | IAFF            | Captain/EMT      |           | \$37.95 | 42    | \$ 83,201.58           | \$ 38.71         | 42    | \$ 84,865.61               |                               | \$ 38.71        | \$ 3,175.00 | \$ 84,865.61  | \$ 88,040.61                 |               |
| Lundgren                    | Karl       | IAFF            | Firefighter/EMT  |           | \$28.25 | 42    | \$ 61,935.30           | \$ 28.82         | 42    | \$ 63,174.01               |                               | \$ 28.82        | \$ 1,075.00 | \$ 63,174.01  | \$ 64,249.01                 |               |
| McBrearty                   | Paul       | IAFF            | Firefighter/EMT  |           | \$30.52 | 42    | \$ 66,912.05           | \$ 31.13         | 42    | \$ 68,250.29               |                               | \$ 31.13        | \$ 1,175.00 | \$ 68,250.29  | \$ 69,425.29                 |               |
| Shute                       | Tyler      | IAFF            | Lieutenant/EMT   |           | \$33.89 | 42    | \$ 74,300.44           | \$ 34.57         | 42    | \$ 75,786.44               |                               | \$ 34.57        | \$ 2,675.00 | \$ 75,786.44  | \$ 78,461.44                 |               |
| McNayr                      | Cody       | IAFF            | Firefighter/EMT  |           | \$25.91 | 42    | \$ 28,971.00           | \$ 26.43         | 42    | \$ 57,941.19               |                               | \$ 26.43        | \$ 675.00   | \$ 57,941.19  | \$ 58,616.19                 |               |
| Fisher                      | Chris      | IAFF            | Firefighter/EMT  |           | \$25.91 | 42    | \$ 28,971.00           | \$ 26.43         | 42    | \$ 57,941.19               |                               | \$ 26.43        | \$ 325.00   | \$ 57,941.19  | \$ 58,266.19                 |               |
| Leap Year Extra Pay         |            |                 |                  |           |         |       |                        |                  |       |                            |                               |                 |             |               | \$ 1,040.00                  |               |
| Overtime for Shift Coverage |            |                 |                  |           |         |       |                        |                  |       |                            |                               |                 |             |               | \$ 95,251.36                 | \$ 95,251.36  |
| Call Firefighters/EMTs      |            |                 |                  |           |         |       |                        |                  |       |                            |                               |                 |             |               | \$ 252,802.54                | \$ 252,802.54 |
| Other Pay/Standby/ Holiday  |            |                 |                  |           |         |       |                        |                  |       |                            |                               |                 |             |               | \$ 12,200.00                 | \$ 12,200.00  |
| Incentive Pay               |            |                 |                  |           |         |       |                        |                  |       |                            |                               |                 |             |               | \$ 60,000.00                 | \$ 60,000.00  |
| TOTAL WAGES                 |            |                 |                  |           |         |       |                        |                  |       |                            |                               |                 |             |               |                              | \$ 981,601.60 |

| LINE                                | DEPARTMENT/DESCRIPTION     | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>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 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2020<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>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 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|---------------------------|------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>ANIMAL INSPECTOR</b>   |                        |                   |                   |                         |                                  |                                   |                   |   |
| 1330                      | Salary                 | \$ 2,070          | \$ 2,082          | \$ 2,082                | \$ 2,082                         | \$ 2,082                          | 0.00%             | \$ 0.44                                     |
| 1331                      | Expenses               | \$ -              | \$ -              | \$ 400                  | \$ 400                           | \$ 400                            | 0.00%             | \$ 0.08                                     |
| <hr/>                     |                        |                   |                   |                         |                                  |                                   |                   |   |
| <b>DEPARTMENTAL TOTAL</b> |                        | <b>\$ 2,070</b>   | <b>\$ 2,082</b>   | <b>\$ 2,482</b>         | <b>\$ 2,482</b>                  | <b>\$ 2,482</b>                   | <b>0.00%</b>      | <b>\$ 0.52</b>                              |



**ANIMAL INSPECTOR  
248**

| <u>LINE ITEM</u>             | <u>FY 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2020<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>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 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|-------------------------------|------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>ANIMAL CONTROL OFFICER</b> |                        |                   |                   |                         |                                  |                                   |                   |   |
| 1340                          | Salary                 | \$ 2,070          | \$ 2,082          | \$ 2,082                | \$ 2,082                         | \$ 2,082                          | 0.00%             | \$ 0.44                                     |
| 1341                          | Expenses               | \$ -              | \$ -              | \$ 400                  | \$ 400                           | \$ 400                            | 0.00%             | \$ 0.08                                     |
| <hr/>                         |                        |                   |                   |                         |                                  |                                   |                   |   |
| <b>DEPARTMENTAL TOTAL</b>     |                        | <b>\$ 2,070</b>   | <b>\$ 2,082</b>   | <b>\$ 2,482</b>         | <b>\$ 2,482</b>                  | <b>\$ 2,482</b>                   | <b>0.00%</b>      | <b>\$ 0.52</b>                              |

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

| <u>LINE ITEM</u>             | <u>FY 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2020<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>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 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | FY 2020<br>REVISED<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|------------------------------------|------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|------------------------------|-------------------|---|
| <b>EMERGENCY MANAGEMENT AGENCY</b> |                        |                   |                   |                         |                                  |                                   |                              |                   |   |
| 1350                               | Salary                 | \$ -              | \$ -              | \$ -                    | \$ -                             | \$ -                              | \$ -                         | 0.00%             | \$ -  |
| 1351                               | Expenses               | \$ 8,991          | \$ 11,806         | \$ 12,750               | \$ 12,750                        | \$ 12,750                         | \$ 12,750                    | 0.00%             | \$ 2.67                                     |
| 1352                               | Minor Capital          | \$ -              | \$ 17,749         | \$ -                    | \$ -                             | \$ -                              | \$ -                         | 0.00%             | \$ -  |
| <hr/>                              |                        |                   |                   |                         |                                  |                                   |                              |                   |   |
| <b>DEPARTMENTAL TOTAL</b>          |                        | <b>\$ 8,991</b>   | <b>\$ 29,555</b>  | <b>\$ 12,750</b>        | <b>\$ 12,750</b>                 | <b>\$ 12,750</b>                  | <b>\$ 12,750</b>             | <b>0.00%</b>      | <b>\$ 2.67</b>                              |

EMERGENCY MANAGEMENT AGENCY  
291

| <u>LINE ITEM</u>              | <u>FY 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u>        | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2020<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>CHANGE</u> |
|-------------------------------|----------------------------------|---|-------------------|---------------------------|----------------------------------|--|--|---------------------------|
| Telephone                     |                                  |   |                   |                           |                                  |  |  |                           |
| Postage                       |                                  |   |                   |                           |                                  |  |  |                           |
| Office Supplies               |                                  |   |                   |                           |                                  |  |  |                           |
| Dues & Memberships            |                                  |   |                   |                           |                                  |  |  |                           |
| Travel and Conferences        | \$ 250.00                        | \$ -                                      | \$ (250.00)       | -100.00%                  |                                  | \$ -   |  | -100.00%                  |
| Equipment Maintenance         | \$ 1,500.00                      | \$ 2,750.00                               | \$ 1,250.00       | 83.33%                    | realigned line items per history | \$ 2,750.00                                  |  | 83.33%                    |
| Meals                         | \$ 1,000.00                      | \$ -                                      | \$ (1,000.00)     | -100.00%                  |                                  | \$ -   |  | -100.00%                  |
| Software/Service Maintenance  |                                  |   |                   |                           |                                  |  |  |                           |
| Space Rental                  |                                  |   |                   |                           |                                  |  |  |                           |
| Heating Costs                 |                                  |   |                   |                           |                                  |  |  |                           |
| Electricity                   |                                  |   |                   |                           |                                  |  |  |                           |
| Vehicle Costs                 |                                  |   |                   |                           |                                  |  |  |                           |
| Other: Training               | \$ 1,000.00                      | \$ 1,000.00                               | \$ -              | 0.00%                     |                                  | \$ 1,000.00                                  |  | 0.00%                     |
| Other: Fire Arms              |                                  |   |                   |                           |                                  |  |  |                           |
| Other: Equipment              | \$ 2,000.00                      | \$ 2,000.00                               |                   |                           |                                  | \$ 2,000.00                                  |  |                           |
| Other: Community Notification | <u>\$ 7,000.00</u>               | <u>\$ 7,000.00</u>                        | \$ -              | 0.00%                     |                                  | <u>\$ 7,000.00</u>                           |  | 0.00%                     |
| <b>TOTAL FUNDS REQUESTED</b>  | \$ 12,750.00                     | \$ 12,750.00                              | \$ -              | 0.00%                     |                                  | \$ 12,750.00                                 | \$ -                                   | 0.00%                     |

| LINE               | DEPARTMENT/DESCRIPTION    | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|--------------------|---------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>DOG OFFICER</b> |                           |                   |                   |                         |                                  |                                   |                   |   |
| 1360               | Salary                    | \$ 13,456         | \$ 13,973         | \$ 15,000               | \$ 15,000                        | \$ 15,000                         | 0.00%             | \$ 3.15                                     |
| 1361               | Expenses                  | \$ 2,321          | \$ 3,334          | \$ 4,000                | \$ 4,000                         | \$ 4,000                          | 0.00%             | \$ 0.84                                     |
| <hr/>              |                           |                   |                   |                         |                                  |                                   |                   |   |
|                    | <b>DEPARTMENTAL TOTAL</b> | <b>\$ 15,777</b>  | <b>\$ 17,307</b>  | <b>\$ 19,000</b>        | <b>\$ 19,000</b>                 | <b>\$ 19,000</b>                  | <b>0.00%</b>      | <b>\$ 3.99</b>                              |

**DOG OFFICER  
292**

| <u>LINE ITEM</u>             | <u>FY 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2020<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>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                | \$ 500.00                        | \$ 500.00                                 | \$ -              | 0.00%                     |                           | \$ 500.00                                    |  | 0.00%                     |
| Other: Care of Dogs          | \$ 500.00                        | \$ 500.00                                 | \$ -              | 0.00%                     |                           | \$ 500.00                                    |  | 0.00%                     |
| Other: Seminars              | \$ 500.00                        | \$ 500.00                                 | \$ -              | 0.00%                     |                           | \$ 500.00                                    |  |                           |
| Other:                       |                                  |   |                   |                           |                           |  |  |                           |
| Other:                       |                                  |   |                   |                           |                           |  |  |                           |
| <b>TOTAL FUNDS REQUESTED</b> | <b>\$ 4,000.00</b>               | <b>\$ 4,000.00</b>                        | <b>\$ -</b>       | <b>0.00%</b>              |                           | <b>\$ 4,000.00</b>                           | <b>\$ -</b>                            | <b>0.00%</b>              |

Department 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 2019 |            |                 |                |           |      |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |           |              |                              |
| Last Name        | First Name | Bargaining Unit | Position       | Pay Grade | Rate | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2020 |
| Salaries         |            |                 |                |           |      |       |                        |                  |       |                            |                               |                 |           |              |                              |
| Delaney          | Robert T.  |                 | Animal Control |           |      |       | \$ 7,500.00            |                  |       | \$ 7,500.00                |                               |                 |           | \$ 7,500.00  | \$ 7,500.00                  |
| Moore            | George     |                 | Animal Control |           |      |       | \$ 7,500.00            |                  |       | \$ 7,500.00                |                               |                 |           | \$ 7,500.00  | \$ 7,500.00                  |
| TOTAL SALARIES   |            |                 |                |           |      |       | \$ 15,000.00           |                  |       |                            |                               |                 |           |              | \$ 15,000.00                 |
| 1                | 2          | 3               | 4              | 5         | 6    | 7     | 8                      | 9                | 10    | 11                         | 12                            | 13              | 14        | 15           | 16                           |
| FISCAL YEAR 2019 |            |                 |                |           |      |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |           |              |                              |
| Last Name        | First Name | Bargaining Unit | Position       | Pay Grade | Rate | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2020 |
| Wages            |            |                 |                |           |      |       |                        |                  |       |                            |                               |                 |           |              |                              |

TOTAL WAGES \$ - \$ -



| LINE                                    | DEPARTMENT/DESCRIPTION | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|---|------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>POLICE &amp; FIRE COMMUNICATIONS</b> |                        |                   |                   |                         |                                  |                                   |                   |   |
| 1370                                    | Wages                  | \$ 302,859        | \$ 442,099        | \$ 497,797              | \$ 512,769                       | \$ 512,769                        | 3.01%             | \$ 107.79                                   |
| 1371                                    | Expenses               | \$ 17,352         | \$ 17,767         | \$ 18,250               | \$ 18,375                        | \$ 18,375                         | 0.68%             | \$ 3.86                                     |
| 1372                                    | Minor Capital          | \$ -              | \$ -              | \$ -                    | \$ -                             | \$ -                              | 0.00%             | \$ -  |
| <hr/>                                   |                        |                   |                   |                         |                                  |                                   |                   |   |
| <b>DEPARTMENTAL TOTAL</b>               |                        | <b>\$ 320,211</b> | <b>\$ 459,866</b> | <b>\$ 516,047</b>       | <b>\$ 531,144</b>                | <b>\$ 531,144</b>                 | <b>2.93%</b>      | <b>\$ 111.65</b>                            |

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

| <u>LINE ITEM</u>                  | <u>FY 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2020<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>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                      | \$ 3,500.00                               | \$ 125.00         | 3.70%                     | Contract                  | \$ 3,500.00                                  |  | 3.70%                     |
| Other: Radio Loops                |                                  |   |                   |                           |                           |  |  |                           |
| Other: Radio Repair               |                                  |   |                   |                           |                           |  |  | 0.00%                     |
| <b>TOTAL FUNDS REQUESTED</b>      | <b>\$ 18,250.00</b>              | <b>\$ 18,375.00</b>                       | <b>\$ 125.00</b>  | <b>0.68%</b>              |                           | <b>\$ 18,375.00</b>                          | <b>\$ -</b>                            | <b>0.68%</b>              |

Department Police & Fire Communications  
 Org # 235  
 COLA % 1.75%

| 1                          | 2          | 3               | 4             | 5         | 6       | 7     | 8                      | 9                | 10    | 11                         | 12                            | 13              | 14        | 15           | 16                           |
|----------------------------|------------|-----------------|---------------|-----------|---------|-------|------------------------|------------------|-------|----------------------------|-------------------------------|-----------------|-----------|--------------|------------------------------|
| FISCAL YEAR 2019           |            |                 |               |           |         |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |           |              |                              |
| Last Name                  | First Name | Bargaining Unit | Position      | Pay Grade | Rate    | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2020 |
| Salaries                   |            |                 |               |           |         |       |                        |                  |       |                            |                               |                 |           |              |                              |
| TOTAL SALARIES             |            |                 |               |           |         |       |                        |                  |       |                            |                               |                 |           |              |                              |
| 1                          | 2          | 3               | 4             | 5         | 6       | 7     | 8                      | 9                | 10    | 11                         | 12                            | 13              | 14        | 15           | 16                           |
| FISCAL YEAR 2019           |            |                 |               |           |         |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |           |              |                              |
| Last Name                  | First Name | Bargaining Unit | Position      | Pay Grade | Rate    | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2020 |
| Wages                      |            |                 |               |           |         |       |                        |                  |       |                            |                               |                 |           |              |                              |
| Bushnoe                    | Edward     | Comm. Union     | Comm. Officer |           | \$26.89 | 24    | \$ 33,687.79           | \$ 27.36         | 24    | \$ 34,276.61               |                               | \$ 27.36        |           | \$ 34,276.61 | \$ 34,276.61                 |
| Gibson                     | Warren     | Comm. Union     | Comm. Officer |           | \$26.89 | 40    | \$ 56,146.32           | \$ 27.36         | 40    | \$ 57,127.68               |                               | \$ 27.36        |           | \$ 57,127.68 | \$ 57,127.68                 |
| Power                      | Sarah      | Comm. Union     | Comm. Officer |           | \$26.89 | 40    | \$ 56,146.32           | \$ 27.36         | 40    | \$ 57,127.68               |                               | \$ 27.36        |           | \$ 57,127.68 | \$ 57,127.68                 |
| Touchette                  | Darlene    | Comm. Union     | Comm. Officer |           | \$26.89 | 40    | \$ 56,146.32           | \$ 27.36         | 40    | \$ 57,127.68               |                               | \$ 27.36        |           | \$ 57,127.68 | \$ 57,127.68                 |
| Shattuck                   | Jonathan   | Comm. Union     | Comm. Officer |           | \$26.89 | 40    | \$ 56,146.32           | \$ 27.36         | 40    | \$ 57,127.68               |                               | \$ 27.36        |           | \$ 57,127.68 | \$ 57,127.68                 |
| Welch                      | Samuel     | Comm. Union     | Supervisor    |           | \$31.41 | 40    | \$ 65,584.08           | \$ 31.96         | 40    | \$ 66,732.48               |                               | \$ 31.96        |           | \$ 66,732.48 | \$ 66,732.48                 |
| Myers                      | Catherine  | Comm. Union     | Comm. Officer |           | \$24.43 | 40    | \$ 51,009.84           | \$ 24.86         | 40    | \$ 51,907.68               |                               | \$ 24.86        |           | \$ 51,907.68 | \$ 51,907.68                 |
| Leap Year Extra Pay        |            |                 |               |           |         |       |                        |                  |       |                            |                               |                 |           |              | \$ 731.00                    |
| Relief Dispatchers         |            |                 |               |           |         |       | \$ 30,822.00           |                  |       | \$ 30,822.00               |                               |                 |           | \$ 30,822.00 | \$ 30,822.00                 |
| Shift Differential         |            |                 |               |           |         |       | \$ 17,264.92           |                  |       | \$ 17,233.72               |                               |                 |           | \$ 17,233.72 | \$ 17,233.72                 |
| EMT/FR/EMD                 |            |                 |               |           |         |       | \$ 7,410.00            |                  |       | \$ 7,540.00                |                               |                 |           | \$ 7,540.00  | \$ 7,540.00                  |
| Vacations                  |            |                 |               |           |         |       | \$ 35,695.17           |                  |       | \$ 38,742.07               |                               |                 |           | \$ 38,742.07 | \$ 38,742.07                 |
| Holidays                   |            |                 |               |           |         |       | \$ 26,372.71           |                  |       | \$ 27,002.69               |                               |                 |           | \$ 27,002.69 | \$ 27,002.69                 |
| Training                   |            |                 |               |           |         |       | \$ 1,625.00            |                  |       | \$ 4,000.00                |                               |                 |           | \$ 4,000.00  | \$ 4,000.00                  |
| Longevity                  |            |                 |               |           |         |       | \$ 3,740.00            |                  |       | \$ 4,370.00                |                               |                 |           | \$ 4,370.00  | \$ 4,370.00                  |
| Uniform Cleaning Allowance |            |                 |               |           |         |       |                        |                  |       | \$ 900.00                  |                               |                 |           | \$ 900.00    | \$ 900.00                    |
| TOTAL WAGES                |            |                 |               |           |         |       | \$ 497,796.79          |                  |       |                            |                               |                 |           |              | \$ 512,768.97                |

FY2020

52.2 Weeks

Police &amp; Fire Communications

WAGES      RATE      BASE PAY

|                           |             |            |             |            |            |            |          |  |                     |
|---------------------------|-------------|------------|-------------|------------|------------|------------|----------|--|---------------------|
|                           |             |            |             |            |            |            |          |  | TOTAL               |
| Darlene                   | Comm.Ofc    | \$27.36    | \$57,127.68 |            |            |            |          |  | <b>\$373,555.73</b> |
| Sarah                     | Comm.Ofc    | \$27.36    | \$57,127.68 |            |            |            |          |  |                     |
| Warren                    | Comm.Ofc    | \$27.36    | \$57,127.68 |            |            |            |          |  |                     |
| Ed                        | Comm.Ofc    | \$27.36    | \$34,276.61 |            |            |            |          |  |                     |
| Jonathan                  | Comm.Ofc    | \$27.36    | \$57,127.68 |            |            |            |          |  |                     |
| Samuel                    | Supervisor  | \$28.19    | \$58,860.72 |            |            |            |          |  |                     |
| Cathy                     | Comm.Ofc    | \$24.86    | \$51,907.68 |            |            |            |          |  |                     |
| <b>Shift Differential</b> |             |            |             |            |            |            |          |  | <b>\$17,233.72</b>  |
| \$0.00                    | \$ 3,356.60 | \$3,414.53 | \$1,365.81  | \$4,474.60 | \$0.00     | \$4,136.70 | \$485.47 |  |                     |
| Darlene                   | Sarah       | Warren     | Ed          | Jonathan   | Samuel     | Cathy      | Reliefs  |  |                     |
| <b>EMD/FR</b>             |             |            |             |            |            |            |          |  | <b>\$7,540.00</b>   |
| \$1,040.00                | \$1,040.00  | \$1,040.00 | \$780.00    | \$1,040.00 | \$1,040.00 | \$1,040.00 | \$520.00 |  |                     |
| Darlene                   | Sarah       | Warren     | Ed          | Jonathan   | Samuel     | Cathy      | Reliefs  |  |                     |
| <b>Vacations</b>          | 120 Days    |            |             |            |            |            |          |  | <b>\$38,742.07</b>  |
| 100 Days                  | \$349.97    |            | \$34,997.27 |            |            |            |          |  |                     |
| 20 Days                   | \$187.24    |            | \$3,744.80  |            |            |            |          |  |                     |
| <b>Holidays</b>           |             |            |             |            |            |            |          |  | <b>\$27,002.69</b>  |

|                  |                  |            |
|------------------|------------------|------------|
| Darlene          | \$342.45 11 Days | \$3,767.00 |
| Sarah            | \$361.30 11 Days | \$3,974.30 |
| Warren           | \$359.62 11 Days | \$3,955.77 |
| Ed               | \$348.95 11 Days | \$3,838.48 |
| Jonathan         | \$362.27 11 Days | \$3,984.97 |
| Samuel           | \$346.01 11 Days | \$3,806.12 |
| Cathy            | \$328.19 6 Days  | \$1,969.11 |
| Easter           | \$ 1,031.94      | \$1,031.94 |
| Thanks,Xmas,NY's | \$75.00 3 Days   | \$675.00   |

|                 |            |             |                    |
|-----------------|------------|-------------|--------------------|
| <b>Overtime</b> | 142 Shifts |             | <b>\$46,116.01</b> |
| 120 Shifts @    | \$349.97   | \$41,996.73 |                    |
| 22 Shifts @     | \$187.24   | \$4,119.28  |                    |

|                  |            |          |           |           |                   |
|------------------|------------|----------|-----------|-----------|-------------------|
| <b>Longevity</b> |            |          |           |           | <b>\$4,370.00</b> |
| \$1,410.00       | \$1,320.00 | \$970.00 | \$ 370.00 | \$ 300.00 |                   |

|         |       |        |          |        |
|---------|-------|--------|----------|--------|
| Darlene | Sarah | Warren | Jonathan | Samuel |
|---------|-------|--------|----------|--------|

|                 |  |  |                   |
|-----------------|--|--|-------------------|
| <b>Training</b> |  |  | <b>\$4,000.00</b> |
|-----------------|--|--|-------------------|

|               |            |
|---------------|------------|
| New Employees | \$2,700.00 |
|---------------|------------|

|                  |         |    |            |
|------------------|---------|----|------------|
| Employee Stipend | \$25.00 | 52 | \$1,300.00 |
|------------------|---------|----|------------|

|                                   |   |          |                 |
|-----------------------------------|---|----------|-----------------|
| <b>Uniform Cleaning Allowance</b> |   |          | <b>\$900.00</b> |
| Dispatchers                       | 6 | \$150.00 | \$900.00        |

|                     |                     |
|---------------------|---------------------|
| <b>Total Budget</b> | <b>\$519,460.22</b> |
|---------------------|---------------------|

Notes: Jonathan (5) and Ed (3) get increase in vacation time      Sam gets longevity pay



**REGIONAL SCHOOLS**

| LINE   | DEPARTMENT/DESCRIPTION    | FY 2017<br>ACTUAL    | FY 2018<br>ACTUAL    | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 202<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|--|---------------------------|----------------------|----------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|--|
| <b>NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL</b> |                           |                      |                      |                         |                                  |                                   |                   |  |
| 1400   | Operating Expenses        | \$ 570,080           | \$ 607,250           | \$ 557,295              | \$ 685,295                       | \$ 685,295                        | 22.97%            | \$ 143.87                                  |
| <b>DEPARTMENTAL TOTAL</b>                            |                           | <b>\$ 570,080</b>    | <b>\$ 607,250</b>    | <b>\$ 557,295</b>       | <b>\$ 685,295</b>                | <b>\$ 685,295</b>                 | <b>22.97%</b>     | <b>\$ 143.87</b>                           |
| <b>GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT</b>     |                           |                      |                      |                         |                                  |                                   |                   |  |
| 1410   | Operating Expenses        | \$ 19,507,139        | \$ 20,175,864        | \$ 20,215,428           | \$ 21,296,540                    | \$ 21,296,540                     | 5.35%             | \$ 4,468.56                                |
| 1411   | Debt Service, Excluded    | \$ -                 | \$ -                 | \$ 814,060              | \$ 739,429                       | \$ 739,429                        | -9.17%            | \$ 155.23                                  |
| 1412   | Debt Service, Unexcluded  | \$ -                 | \$ -                 | \$ 57,181               | \$ 59,533                        | \$ 59,533                         | 4.11%             | \$ 12.50                                   |
| 1413   | Out of District Placement | \$ -                 | \$ -                 | \$ -                    | \$ -                             | \$ -                              | 0.00%             | \$ -                                       |
| 1413   | Capital Assessment        | \$ -                 | \$ -                 | \$ 425,425              | \$ 479,012                       | \$ 479,012                        | 0.00%             | \$ 100.56                                  |
| <b>DEPARTMENTAL TOTAL</b>                            |                           | <b>\$ 19,507,139</b> | <b>\$ 20,175,864</b> | <b>\$ 21,512,094</b>    | <b>\$ 22,574,514</b>             | <b>\$ 22,574,514</b>              | <b>4.94%</b>      | <b>\$ 4,736.85</b>                         |
| <b>TOTAL SCHOOLS</b>                                 |                           | <b>\$ 20,077,219</b> | <b>\$ 20,783,114</b> | <b>\$ 22,069,389</b>    | <b>\$ 23,259,809</b>             | <b>\$ 23,259,809</b>              | <b>5.39%</b>      | <b>\$ 4,880.72</b>                         |



# DEPARTMENT OF PUBLIC WORKS





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

**Re Budget for FY20**

**Dear Mark**

I am pleased to submit to you my operating budgets for the FY20 operating year

Right now I am optimistic with the current funding and the status of the budgets for the DPW for FY19. All budgets are tracking fairly well and I see no shortfalls at this point.

**General Highway Department** budget general expenses are high for the year but we had a couple of large repairs that were needed. As of now, we are 40 % through the year; we have used 50% of general expenses to date. Fuel prices are stable and state aid is stable which should keep us in good shape as these are some of our biggest expenses. I do not anticipate any other major changes coming and since our capital work is from state funding it will not affect this budget as long as it continues. Overall all or equipment is in good shape it is only our facilities, as we know, need work. If we do not receive approval for facility upgrades, I am going to need some money to capital repairs on our own, staying in the existing buildings. This would be a temporary repairs and probably money wasted in the long run.

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.

**The Transfer Station** budget is also on line and barring any difficulties should remain so. Right now we have used 40% of our tipping fees which is a little less than this time last year. We had to have a reserve fund transfer on this line last year so I am requesting a 5k increase. Expenses are also tracking high with 50% used at this point in time. We had a couple of repairs so I think we can bring this in line soon.

As for income, right now we are at \$157k including all sales of stickers, bags and marketed material. This is close to the same as this time last year and we are still awaiting a rebound of recycle markets. The outlook right now for markets is poor so we will try to find more outlets for material. As of now I would estimate income for FY20 at only \$200,000.00. If something would happen in the recycling markets this would change, but I don't see it right now.

General expenses are ok for the department and I am requesting **level funding** for such. We have a baler that needs some maintenance so I have 10k in minor capital to cover the repairs.

In summary for the Transfer Station, level funding expenses, increase in wages for cola and performance increase, and keep the minor capital.

**The Municipal Building** budget appears to be running a little higher than normal, but barring any major difficulties I am believe it will be ok 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. Operations in the new Fire Station have leveled out and I am comfortable with the number we have for it. Last year we did a lot at the Country Club but it was badly neglected. This year we have only done minor repairs. I am not budgeting extra for minor items for the club as we will continue to do them in-house.

The senior center will be next challenge in running. Supplies and services should be fine, it is the utilities which will be the question. I will maintain the current number until some hard numbers for utilities are seen.

I have a 3k item for overtime in the custodian budget. There is weekend work there in the summer, and I cannot continue to have someone alter their schedule for 7 days a week work. Typically there is an extra 4 hours per weekend in the summer and this amount should cover that.

In summary for Building Maintenance, **level funded** expenses, increase in wages for cola and performance and overtime.

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. Increase of 5k in tipping fees. 10k continue in minor capital for bailer repair.

## Highway Department

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

## Building Maintenance

**Level funding in expenses,** 3k in overtime and increase in wages for contractual obligations.

**Snow and Ice, Animal Control, Dog Officer, Animal inspector and Tree Department** **Level funding request.**  
Net result 0% increase.

| LINE                      | DEPARTMENT/DESCRIPTION | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|---------------------------|------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>HIGHWAY DEPARTMENT</b> |                        |                   |                   |                         |                                  |                                   |                   |   |
| 1500                      | Salaries               | \$ 99,851         | \$ 103,824        | \$ 108,592              | \$ 112,891                       | \$ 112,891                        | 3.96%             | \$ 23.73                                    |
| 1501                      | Wages                  | \$ 607,880        | \$ 651,064        | \$ 682,727              | \$ 702,999                       | \$ 702,999                        | 2.97%             | \$ 147.78                                   |
| 1502                      | Expenses               | \$ 156,055        | \$ 130,570        | \$ 136,900              | \$ 136,900                       | \$ 136,900                        | 0.00%             | \$ 28.78                                    |
| 1503                      | Highway Maintenance    | \$ 79,253         | \$ 76,770         | \$ 90,000               | \$ 90,000                        | \$ 90,000                         | 0.00%             | \$ 18.92                                    |
| 1504                      | Minor Capital          | \$ -              | \$ -              | \$ -                    | \$ -                             | \$ -                              | 0.00%             | \$ -  |
| <hr/>                     |                        |                   |                   |                         |                                  |                                   |                   |   |
| <b>DEPARTMENTAL TOTAL</b> |                        | <b>\$ 943,039</b> | <b>\$ 962,228</b> | <b>\$ 1,018,219</b>     | <b>\$ 1,042,790</b>              | <b>\$ 1,042,790</b>               | <b>2.41%</b>      | <b>\$ 219.21</b>                            |

HIGHWAY DEPARTMENT  
420

| <u>LINE ITEM</u>             | <u>FY 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2020<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>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           | \$ 17,600.00                     | \$ 17,600.00                              | \$ -              | 0.00%                     |                           | \$ 17,600.00                                 |  | 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              | \$ 5,000.00                      | \$ 5,000.00                               | \$ -              | 0.00%                     |                           | \$ 5,000.00                                  |  | 0.00%                     |
| <b>TOTAL FUNDS REQUESTED</b> | \$ 136,900.00                    | \$ 136,900.00                             | \$ -              | 0.00%                     |                           | \$ 136,900.00                                | \$ -                                   | 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 2019          |            |                 |                      |           |          |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |             |               |                              |
| Last Name                 | First Name | Bargaining Unit | Position             | Pay Grade | Rate     | Hours | Annual Salary 1-Jul-17 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay   | Final Salary  | Projected Salary Fiscal 2020 |
| Salaries                  |            |                 |                      |           |          |       |                        |                  |       |                            |                               |                 |             |               |                              |
| Delaney                   | Robert     | Supervisors     | DPW Director         |           |          | 40    | \$ 106,417.00          |                  |       | \$ 108,545.34              | 2.0%                          |                 | \$ 2,175.00 | \$ 110,716.25 | \$ 112,891.25                |
| Other Pay                 |            |                 |                      |           |          |       | \$ 2,175.00            |                  |       |                            |                               |                 |             |               |                              |
| <b>TOTAL SALARIES</b>     |            |                 |                      |           |          |       | <b>\$ 108,592.00</b>   |                  |       |                            |                               |                 |             |               | <b>\$ 112,891.25</b>         |
| 1                         | 2          | 3               | 4                    | 5         | 6        | 7     | 8                      | 9                | 10    | 11                         | 12                            | 13              | 15          | 15            | 16                           |
| FISCAL YEAR 2019          |            |                 |                      |           |          |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |             |               |                              |
| Last Name                 | First Name | Bargaining Unit | Position             | Pay Grade | Rate     | Hours | Annual Salary 1-Jul-17 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay   | Final Salary  | Projected Salary Fiscal 2020 |
| Wages                     |            |                 |                      |           |          |       |                        |                  |       |                            |                               |                 |             |               |                              |
| Barbieri                  | Brian      | Highway         | Mechanic             | 7         | \$ 34.68 | 40    | \$ 72,411.84           | \$ 35.37         | 40    | \$ 73,852.56               | 1.0%                          | \$ 35.72        | \$ 375.00   | \$ 74,583.36  | \$ 74,958.36                 |
| Conley                    | Troy       | Highway         | Foreman              | 8         | \$ 35.72 | 40    | \$ 74,583.36           | \$ 36.43         | 40    | \$ 76,065.84               | 1.5%                          | \$ 36.98        | \$ 1,550.00 | \$ 77,214.24  | \$ 78,764.24                 |
| Callahan                  | Brian      | Highway         | Truck Driver/Laborer | 7         | \$ 23.99 | 40    | \$ 50,091.12           | \$ 24.47         | 40    | \$ 51,093.36               | 2.0%                          | \$ 24.96        | \$ 100.00   | \$ 52,116.48  | \$ 52,216.48                 |
| Emslie                    | James      | Highway         | Equipment Operator   | 2         | \$ 25.41 | 40    | \$ 53,056.08           | \$ 25.92         | 40    | \$ 54,120.96               | 1.0%                          | \$ 26.18        | \$ 800.00   | \$ 54,663.84  | \$ 55,463.84                 |
| Hall                      | Brian      | Highway         | Truck Driver/Laborer | 4         | \$ 23.99 | 40    | \$ 50,091.12           | \$ 24.47         | 40    | \$ 51,093.36               | 1.0%                          | \$ 24.71        | \$ 575.00   | \$ 51,594.48  | \$ 52,169.48                 |
| Morris                    | William    | Highway         | Equipment Operator   | 4         | \$ 23.92 | 40    | \$ 49,944.96           | \$ 24.40         | 40    | \$ 50,947.20               |                               | \$ 24.40        | \$ 300.00   | \$ 50,947.20  | \$ 51,247.20                 |
| Moore                     | Michael    | Highway         | Heavy Equip Oper     | 4         | \$ 29.90 | 40    | \$ 62,431.20           | \$ 30.50         | 40    | \$ 63,684.00               | 1.5%                          | \$ 30.96        | \$ 600.00   | \$ 64,644.48  | \$ 65,244.48                 |
| Roy                       | David      | Highway         | Heavy Equip Oper     | 4         | \$ 31.84 | 40    | \$ 66,481.92           | \$ 32.48         | 40    | \$ 67,818.24               |                               | \$ 32.48        | \$ 1,300.00 | \$ 67,818.24  | \$ 69,118.24                 |
| Shea                      | Quintin    | Highway         | Laborer              | 3         | \$ 27.23 | 40    | \$ 56,856.24           | \$ 27.77         | 40    | \$ 57,983.76               | 2.0%                          | \$ 28.33        | \$ 800.00   | \$ 59,153.04  | \$ 59,953.04                 |
| Shattuck                  | Warren     | Highway         | Mechanic             | 2         | \$ 27.12 | 40    | \$ 56,626.56           | \$ 27.66         | 40    | \$ 57,754.08               | 2.0%                          | \$ 28.21        | \$ 575.00   | \$ 58,902.48  | \$ 59,477.48                 |
| Zimmer                    | Benjamin   | Highway         | Equipment Operator   | 4         | \$ 30.09 | 40    | \$ 62,827.92           | \$ 30.69         | 40    | \$ 64,080.72               | 1.5%                          | \$ 31.15        | \$ 1,050.00 | \$ 65,041.20  | \$ 66,091.20                 |
| Leap Year Extra Pay       |            |                 |                      |           |          |       |                        |                  |       |                            |                               |                 |             |               | \$ 1,295.00                  |
| Summer Help               |            |                 |                      |           |          |       | \$ 12,000.00           |                  |       |                            |                               |                 |             |               | \$ 12,000.00                 |
| Non Snow and Ice Overtime |            |                 |                      |           |          |       | \$ 5,000.00            |                  |       |                            |                               |                 |             |               | \$ 5,000.00                  |
| Additional Appropriation  |            |                 |                      |           |          |       | \$ 5,000.00            |                  |       |                            |                               |                 |             |               |                              |
| Other Pay                 |            |                 |                      |           |          |       | \$ 5,325.00            |                  |       |                            |                               |                 |             |               | \$ -                         |
| Assistant Foreman Upgrade |            |                 |                      |           |          |       | \$ -                   |                  |       | \$ -                       |                               |                 |             | \$ -          | \$ -                         |
| <b>TOTAL WAGES</b>        |            |                 |                      |           |          |       | <b>\$ 682,727.32</b>   |                  |       |                            |                               |                 |             |               | <b>\$ 702,999.04</b>         |

| LINE                      | DEPARTMENT/DESCRIPTION | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|---------------------------|------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>SNOW AND ICE</b>       |                        |                   |                   |                         |                                  |                                   |                   |   |
| 1520                      | Expenses               | \$ 329,121        | \$ 164,894        | \$ 165,000              | \$ 165,000                       | \$ 165,000                        | 0.00%             | \$ 34.68                                    |
| 1521                      | Overtime               | \$ 152,892        | \$ 302,663        | \$ 140,000              | \$ 140,000                       | \$ 140,000                        | 0.00%             | \$ 29.43                                    |
| 1522                      | Hired Equipment        | \$ 116,132        | \$ 93,794         | \$ 35,000               | \$ 35,000                        | \$ 35,000                         | 0.00%             | \$ 7.36                                     |
| <hr/>                     |                        |                   |                   |                         |                                  |                                   |                   |   |
| <b>DEPARTMENTAL TOTAL</b> |                        | <b>\$ 598,145</b> | <b>\$ 561,351</b> | <b>\$ 340,000</b>       | <b>\$ 340,000</b>                | <b>\$ 340,000</b>                 | <b>0.00%</b>      | <b>\$ 71.47</b>                             |



**SNOW AND ICE  
423**

| <u>LINE ITEM</u>             | <u>FY 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2020<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>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 2017<br>ACTUAL | FY 2018         | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|---------------------------|------------------------|-------------------|-----------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>TREE WARDEN BUDGET</b> |                        |                   |                 |                         |                                  |                                   |                   |   |
| 1530                      | Salary                 | \$ -              | \$ -            | \$ -                    | \$ -                             | \$ -                              | 0.00%             | \$ -  |
| 1531                      | Expenses               | \$ 2,999          | \$ 1,155        | \$ 3,000                | \$ 3,000                         | \$ 3,000                          | 0.00%             | \$ 0.63                                     |
| 1532                      | Trees                  | \$ -              | \$ -            | \$ 1,500                | \$ 1,500                         | \$ 1,500                          | 0.00%             | \$ 0.32                                     |
| 1533                      | Tree Work              | \$ 11,500         | \$ 6,185        | \$ 10,000               | \$ 10,000                        | \$ 10,000                         | 0.00%             | \$ 2.10                                     |
| <hr/>                     |                        |                   |                 |                         |                                  |                                   |                   |   |
| <b>DEPARTMENTAL TOTAL</b> |                        | <b>\$ 14,499</b>  | <b>\$ 7,340</b> | <b>\$ 14,500</b>        | <b>\$ 14,500</b>                 | <b>\$ 14,500</b>                  | <b>0.00%</b>      | <b>\$ 3.05</b>                              |

**TREE WARDEN**  
**492**

| <u>LINE ITEM</u>             | <u>FY 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2020<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>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 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|--|---------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>MUNICIPAL BUILDING AND PROPERTY MAINTENANCE</b> |                           |                   |                   |                         |                                  |                                   |                   |   |
| 1540   | Wages                     | \$ 86,718         | \$ 121,420        | \$ 135,700              | \$ 145,276                       | \$ 145,276                        | 7.06%             | \$ 30.54                                    |
| 1541   | Expenses                  | \$ 259,727        | \$ 269,376        | \$ 260,850              | \$ 260,850                       | \$ 260,850                        | 0.00%             | \$ 54.83                                    |
| 1542   | Minor Capital             | \$ 20,000         | \$ 26,878         | \$ 20,000               | \$ 20,000                        | \$ 20,000                         | 0.00%             | \$ 4.20                                     |
| <hr/>  |                           |                   |                   |                         |                                  |                                   |                   |   |
|  | <b>DEPARTMENTAL TOTAL</b> | <b>\$ 366,445</b> | <b>\$ 417,674</b> | <b>\$ 416,550</b>       | <b>\$ 426,126</b>                | <b>\$ 426,126</b>                 | <b>2.30%</b>      | <b>\$ 89.57</b>                             |

**MUNICIPAL BUILDING AND PROPERTY MAINTENANCE**

**192**

| <u>LINE ITEM</u>                   | <u>FY 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2020<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>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. | \$ 22,850.00                     | \$ 22,850.00                              | \$ -              | 0.00%                     |                           | \$ 22,850.00                                 |  | 0.00%                     |
| Senior Center                      | \$ 22,400.00                     | \$ 22,400.00                              | \$ -              | 0.00%                     |                           | \$ 22,400.00                                 |  | 0.00%                     |
| Fire Department                    | \$ 67,000.00                     | \$ 67,000.00                              | \$ -              | 0.00%                     |                           | \$ 67,000.00                                 |  | 0.00%                     |
| Country Club                       | \$ 4,000.00                      | \$ 4,000.00                               | \$ -              | 0.00%                     |                           | \$ 4,000.00                                  |  | 0.00%                     |
| <b>TOTAL FUNDS REQUESTED</b>       | <b>\$ 260,850.00</b>             | <b>\$ 260,850.00</b>                      | <b>\$ -</b>       | <b>0.00%</b>              |                           | <b>\$ 260,850.00</b>                         | <b>\$ -</b>                            | <b>0.00%</b>              |

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

| 1                   | 2          | 3               | 4            | 5         | 6       | 7     | 8                      | 9                | 10    | 11                         | 12                            | 13              | 14        | 15           | 16                           |
|---------------------|------------|-----------------|--------------|-----------|---------|-------|------------------------|------------------|-------|----------------------------|-------------------------------|-----------------|-----------|--------------|------------------------------|
| FISCAL YEAR 2019    |            |                 |              |           |         |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |           |              |                              |
| Last Name           | First Name | Bargaining Unit | Position     | Pay Grade | Rate    | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2020 |
| Salaries            |            |                 |              |           |         |       |                        |                  |       |                            |                               |                 |           |              |                              |
| TOTAL SALARIES      |            |                 |              |           |         |       |                        |                  |       |                            |                               |                 |           |              |                              |
|                     |            |                 |              |           |         |       |                        |                  |       |                            |                               |                 |           |              |                              |
| 1                   | 2          | 3               | 4            | 5         | 6       | 7     | 8                      | 9                | 10    | 11                         | 12                            | 13              | 15        | 15           | 16                           |
| FISCAL YEAR 2019    |            |                 |              |           |         |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |           |              |                              |
| Last Name           | First Name | Bargaining Unit | Position     | Pay Grade | Rate    | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2020 |
| Wages               |            |                 |              |           |         |       |                        |                  |       |                            |                               |                 |           |              |                              |
| Kuzmitch            | James      | THL             | Custodian II | 4         | \$20.61 | 40    | \$ 43,033.68           | \$ 21.02         | 40    | \$ 43,889.76               |                               | \$ 21.02        | \$ 175.00 | \$ 43,889.76 | \$ 44,064.76                 |
| Walsh               | Tryna      | THL             | Custodian II | 4         | \$23.77 | 40    | \$ 49,631.76           | \$ 24.25         | 40    | \$ 50,634.00               | 2.0%                          | \$ 24.74        | \$ 925.00 | \$ 51,657.12 | \$ 52,582.12                 |
| Wade                | Jennifer   | THL             | Custodian II | 4         | \$20.80 | 40    | \$ 43,430.40           | \$ 21.22         | 40    | \$ 44,307.36               | 2.0%                          | \$ 21.64        | \$ 175.00 | \$ 45,184.32 | \$ 45,359.32                 |
| Leap Year Extra Pay |            |                 |              |           |         |       |                        |                  |       |                            |                               |                 |           |              | \$ 270.00                    |
| Other Pay           |            |                 |              |           |         |       |                        |                  |       |                            |                               |                 |           |              |                              |
| Overtime            |            |                 |              |           |         |       |                        |                  |       |                            |                               |                 |           |              | \$ 3,000                     |
| TOTAL WAGES         |            |                 |              |           |         |       |                        |                  |       |                            |                               |                 |           |              |                              |
|                     |            |                 |              |           |         |       |                        |                  |       |                            |                               |                 |           |              |                              |

| LINE                        | DEPARTMENT/DESCRIPTION | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|-----------------------------|------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>SOLID WASTE DISPOSAL</b> |                        |                   |                   |                         |                                  |                                   |                   |   |
| 1550                        | Wages                  | \$ 119,357        | \$ 123,095        | \$ 133,393              | \$ 138,211                       | \$ 138,211                        | 3.61%             | \$ 29.05                                    |
| 1551                        | Expenses               | \$ 53,542         | \$ 52,457         | \$ 44,486               | \$ 44,486                        | \$ 44,486                         | 0.00%             | \$ 9.35                                     |
| 1552                        | Tipping Fees           | \$ 129,998        | \$ 132,890        | \$ 130,000              | \$ 135,000                       | \$ 135,000                        | 3.85%             | \$ 28.38                                    |
| 1553                        | North Central SW Coop  | \$ 5,850          | \$ 5,850          | \$ 5,850                | \$ 5,850                         | \$ 5,850                          | 0.00%             | \$ 1.23                                     |
| 1542                        | Minor Capital          | \$ 5,000          | \$ 5,000          | \$ 10,000               | \$ 10,000                        | \$ 10,000                         | 0.00%             | \$ 2.10                                     |
| <hr/>                       |                        |                   |                   |                         |                                  |                                   |                   |   |
| <b>DEPARTMENTAL TOTAL</b>   |                        | <b>\$ 313,747</b> | <b>\$ 319,292</b> | <b>\$ 323,729</b>       | <b>\$ 333,547</b>                | <b>\$ 333,547</b>                 | <b>3.03%</b>      | <b>\$ 70.11</b>                             |

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

| <u>LINE ITEM</u>             | <u>FY 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2020<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>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                | \$ 7,000.00                      | \$ 7,000.00                               | \$ -              | 0.00%                     |                           | \$ 7,000.00                                  |  | 0.00%                     |
| Safety equipment             | \$ 400.00                        | \$ 400.00                                 | \$ -              | 0.00%                     |                           | \$ 400.00                                    |  | 0.00%                     |
| Trash Bags                   | \$ 15,000.00                     | \$ 15,000.00                              | \$ -              | 0.00%                     |                           | \$ 15,000.00                                 |  | 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>\$ 44,486.00</b>              | <b>\$ 44,486.00</b>                       | <b>\$ -</b>       | <b>0.00%</b>              |                           | <b>\$ 44,486.00</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 2019      |            |                 |                   |           |         |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |             |              |                              |
| Last Name             | First Name | Bargaining Unit | Position          | Pay Grade | Rate    | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay   | Final Salary | Projected Salary Fiscal 2020 |
| Salaries              |            |                 |                   |           |         |       |                        |                  |       |                            |                               |                 |             |              |                              |
| <b>TOTAL SALARIES</b> |            |                 |                   |           |         |       |                        |                  |       |                            |                               |                 |             |              | <b>\$ -</b>                  |
| 1                     | 2          | 3               | 4                 | 5         | 6       | 7     | 8                      | 9                | 10    | 11                         | 12                            | 13              | 15          | 15           | 16                           |
| FISCAL YEAR 2019      |            |                 |                   |           |         |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |             |              |                              |
| Last Name             | First Name | Bargaining Unit | Position          | Pay Grade | Rate    | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay   | Final Salary | Projected Salary Fiscal 2020 |
| Wages                 |            |                 |                   |           |         |       |                        |                  |       |                            |                               |                 |             |              |                              |
| Burchett              | Keith      | Highway         | Foreman           | 8         | \$34.57 | 40    | \$ 72,182.16           | \$ 35.26         | 40    | \$ 73,622.88               | 1.5%                          | \$ 35.79        | \$ 1,050.00 | \$ 74,729.52 | \$ 75,779.52                 |
| Leap Year Extra Pay   |            |                 |                   |           |         |       |                        |                  |       | \$ 141.04                  |                               |                 |             | \$ 143.16    |                              |
| Fuller                | Kevin      | Highway         | Heavy Equip Oper. | 4         | \$26.43 | 40    | \$ 55,185.84           | \$ 26.96         | 40    | \$ 56,292.48               | 1.0%                          | \$ 27.23        | \$ 575.00   | \$ 56,856.24 | \$ 57,431.24                 |
| Leap Year Extra Pay   |            |                 |                   |           |         |       |                        |                  |       | \$ 107.84                  |                               |                 |             | \$ 108.92    |                              |
| Overtime              |            |                 |                   |           |         |       |                        |                  |       | \$ 5,000.00                |                               |                 |             | \$ 5,000.00  | \$ 5,000.00                  |
| Other Pay             |            |                 |                   |           |         |       |                        |                  |       | \$ 1,025.00                |                               |                 |             |              |                              |
| <b>TOTAL WAGES</b>    |            |                 |                   |           |         |       |                        |                  |       |                            |                               |                 |             |              | <b>\$ 138,210.76</b>         |

| LINE                      | DEPARTMENT/DESCRIPTION | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|---------------------------|------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>STREET LIGHTS</b>      |                        |                   |                   |                         |                                  |                                   |                   |   |
| 1510                      | Expenses               | \$ 12,500         | \$ 9,375          | \$ 15,000               | \$ 15,000                        | \$ 15,000                         | 0.00%             | \$ 3.15                                     |
| <b>DEPARTMENTAL TOTAL</b> |                        | <b>\$ 12,500</b>  | <b>\$ 9,375</b>   | <b>\$ 15,000</b>        | <b>\$ 15,000</b>                 | <b>\$ 15,000</b>                  | <b>0.00%</b>      | <b>\$ 3.15</b>                              |



## TOWN OF GROTON

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

## Park Commission

Hello Mark,

The Park Commission met on November 13, 2018 to discuss the FY2020 budget.

The Commission reviewed the paid invoices thus far for FY2019, determining the spending for the upkeep and maintenance of the Town Park Properties is on track for FY2019 and will continue to be a track for the remainder of FY2019.

The Commission does not think FY2020 will require any additional funding for the upkeep and maintenance of Town Park Properties, therefore is requesting \$65,759 in operating funds equal to FY2019.

The Commission has spent down its \$36,335.02 unexpended Special Article for Parks Field Improvements. The balance as of today is \$20,681.02.

### Projects Completed

- 1) Signage for the Town Fields and Properties stating the policies for use of properties.
- 2) Town Field fence replacement and painting.

### Projects Pending

- 1) Waitowicz Tennis Court replacement or repair
- 2) Forge Village make over/changeover of tennis court (seeking CPC funds, seeking neighborhood input on best use)

### Additional/Possible Projects (FY2020)

- 1) Change Park Properties lights to LED bulbs.
- 2) Replacement of Minuteman Common granite post (post is broken)

The Park Commission's proposal for the Cow Pond Brook Walking Track is no longer an active Capital Plan Project. (\$140,000)

The Park Commission Property Improvements Capital Plan is still active. (\$25,000 for FY2020)

The Commemoration and Celebrations request for FY2020 operating budget is \$500, no change from FY2019.

Budget spreadsheets attached. Please let know if you have any questions or need any additional information.

Maureen

| LINE                    | DEPARTMENT/DESCRIPTION    | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|-------------------------|---------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>PARKS DEPARTMENT</b> |                           |                   |                   |                         |                                  |                                   |                   |   |
| 1560                    | Wages                     | \$ 2,538          | \$ 367            | \$ -                    | \$ -                             | \$ -                              | 0.00%             | \$ -  |
| 1561                    | Expenses                  | \$ 60,849         | \$ 65,617         | \$ 65,759               | \$ 65,759                        | \$ 65,759                         | 0.00%             | \$ 13.89                                    |
| <hr/>                   |                           |                   |                   |                         |                                  |                                   |                   |   |
|                         | <b>DEPARTMENTAL TOTAL</b> | <b>\$ 63,387</b>  | <b>\$ 65,984</b>  | <b>\$ 65,759</b>        | <b>\$ 65,759</b>                 | <b>\$ 65,759</b>                  | <b>0.00%</b>      | <b>\$ 13.89</b>                             |

**PARKS DEPARTMENT**  
**650**

| <u>LINE ITEM</u>             | FY 2020              |                     |                   |               |                           | FY 2020             |                 | FY 2020       |  |
|------------------------------|----------------------|---------------------|-------------------|---------------|---------------------------|---------------------|-----------------|---------------|--|
|                              | FY 2019              | DEPARTMENT          |                   | PERCENT       | <u>REASON FOR CHANGE:</u> | TOWN MANAGER        | FINCOM          | PERCENT       |  |
|                              | <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         | \$ 34,618.00        | \$ -              | 0.00%         |                           | \$ 34,618.00        |                 | 0.00%         |  |
| Waste Management             | \$ 7,822.00          | \$ 7,822.00         | \$ -              | 0.00%         |                           | \$ 7,822.00         |                 | 0.00%         |  |
| Commemorations/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         | \$ 11,426.00        | \$ -              | 0.00%         |                           | \$ 11,426.00        |                 | 0.00%         |  |
| <b>TOTAL FUNDS REQUESTED</b> | <b>\$ 65,759.00</b>  | <b>\$ 65,759.00</b> | <b>\$ -</b>       | <b>0.00%</b>  |                           | <b>\$ 65,759.00</b> | <b>\$ -</b>     | <b>0.00%</b>  |  |



# LIBRARY AND CITIZENS' SERVICES

| LINE                      | DEPARTMENT/DESCRIPTION | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|---------------------------|------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>COUNCIL ON AGING</b>   |                        |                   |                   |                         |                                  |                                   |                   |   |
| 1600                      | Salary                 | \$ 70,668         | \$ 73,523         | \$ 76,790               | \$ 79,489                        | \$ 79,489                         | 3.51%             | \$ 16.71                                    |
| 1601                      | Wages                  | \$ 55,350         | \$ 59,494         | \$ 75,451               | \$ 77,707                        | \$ 77,707                         | 2.99%             | \$ 16.33                                    |
| 1601                      | Expenses               | \$ 8,261          | \$ 7,572          | \$ 8,454                | \$ 8,454                         | \$ 8,454                          | 0.00%             | \$ 1.78                                     |
| 1602                      | Minor Capital          | \$ -              | \$ -              | \$ -                    | \$ -                             | \$ -                              | 0.00%             | \$ -  |
| <hr/>                     |                        |                   |                   |                         |                                  |                                   |                   |   |
| <b>DEPARTMENTAL TOTAL</b> |                        | <b>\$ 134,279</b> | <b>\$ 140,589</b> | <b>\$ 160,695</b>       | <b>\$ 165,650</b>                | <b>\$ 165,650</b>                 | <b>3.08%</b>      | <b>\$ 34.82</b>                             |

COUNCIL ON AGING  
541

| <u>LINE ITEM</u>               | <u>FY 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2020<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>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                                    |  |                           |
| 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 2019      |            |                 |                  |           |          |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |           |              |                              |
| Last Name             | First Name | Bargaining Unit | Position         | Pay Grade | Rate     | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2020 |
| Salaries              |            |                 |                  |           |          |       |                        |                  |       |                            |                               |                 |           |              |                              |
| Shelp                 | Kathy      | Supervisors     | Director         | 10        |          | 40    | \$ 76,465.00           |                  | 40    | \$ 77,994.30               | 1.5%                          |                 | \$ 325.00 | \$ 79,164.21 | \$ 79,489.21                 |
| Other Pay             |            |                 |                  |           |          |       | \$ 325.00              |                  |       |                            |                               |                 |           |              |                              |
| <b>TOTAL SALARIES</b> |            |                 |                  |           |          |       | <b>\$ 76,790.00</b>    |                  |       |                            |                               |                 |           |              | <b>\$ 79,489.21</b>          |
| 1                     | 2          | 3               | 4                | 5         | 6        | 7     | 8                      | 9                | 10    | 11                         | 12                            | 13              | 14        | 15           | 16                           |
| FISCAL YEAR 2019      |            |                 |                  |           |          |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |           |              |                              |
| Last Name             | First Name | Bargaining Unit | Position         | Pay Grade | Rate     | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2020 |
| Wages                 |            |                 |                  |           |          |       |                        |                  |       |                            |                               |                 |           |              |                              |
| Shepard-Jones         | Stacey     | THL             | Outreach Coord.  | 6         | \$ 24.26 | 32    | \$ 40,523.90           | \$ 24.75         | 32    | \$ 41,342.40               | 1.0%                          | \$ 25.00        |           | \$ 41,760.00 | \$ 41,760.00                 |
| Leap Year Extra Pay   |            |                 |                  |           |          |       |                        |                  |       | \$ 79.20                   |                               |                 |           | \$ 80.00     | \$ 80.00                     |
| Santiago              | Kathleen   | THL             | Volunteer Coord. | 4         | \$ 22.08 | 30    | \$ 34,577.28           | \$ 22.52         | 30    | \$ 35,266.32               | 1.5%                          | \$ 22.86        |           | \$ 35,798.76 | \$ 35,798.76                 |
| Leap Year Extra Pay   |            |                 |                  |           |          |       |                        |                  |       | \$ 67.56                   |                               |                 |           | \$ 68.58     | \$ 68.58                     |
| Other Pay             |            |                 |                  |           |          |       | \$ 350.00              |                  |       |                            |                               |                 |           |              |                              |
| <b>TOTAL WAGES</b>    |            |                 |                  |           |          |       | <b>\$ 75,451.18</b>    |                  |       |                            |                               |                 |           |              | <b>\$ 77,707.34</b>          |

| LINE                     | DEPARTMENT/DESCRIPTION    | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|--------------------------|---------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>SENIOR CENTER VAN</b> |                           |                   |                   |                         |                                  |                                   |                   |   |
| 1610                     | Wages                     | \$ 46,896         | \$ 48,642         | \$ 60,200               | \$ 61,665                        | \$ 61,665                         | 2.43%             | \$ 12.96                                    |
| 1611                     | Expenses                  | \$ 6,528          | \$ 7,999          | \$ 17,673               | \$ 17,673                        | \$ 17,673                         | 0.00%             | \$ 3.71                                     |
| <hr/>                    |                           |                   |                   |                         |                                  |                                   |                   |   |
|                          | <b>DEPARTMENTAL TOTAL</b> | <b>\$ 53,424</b>  | <b>\$ 56,641</b>  | <b>\$ 77,873</b>        | <b>\$ 79,338</b>                 | <b>\$ 79,338</b>                  | <b>1.88%</b>      | <b>\$ 16.68</b>                             |

SENIOR CENTER VAN  
542

| <u>LINE ITEM</u>             | <u>FY 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2020<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>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 2019    |            |                 |            |           |         |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |           |              |                              |
| Last Name           | First Name | Bargaining Unit | Position   | Pay Grade | Rate    | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2020 |
| Salaries            |            |                 |            |           |         |       |                        |                  |       |                            |                               |                 |           |              |                              |
| TOTAL SALARIES      |            |                 |            |           |         |       |                        | \$ -             |       |                            |                               |                 |           |              |                              |
| 1                   | 2          | 3               | 4          | 5         | 6       | 7     | 8                      | 9                | 10    | 11                         | 12                            | 13              | 15        | 15           | 16                           |
| FISCAL YEAR 2019    |            |                 |            |           |         |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |           |              |                              |
| Last Name           | First Name | Bargaining Unit | Position   | Pay Grade | Rate    | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2020 |
| Wages               |            |                 |            |           |         |       |                        |                  |       |                            |                               |                 |           |              |                              |
| Per Diem            |            |                 |            |           |         |       |                        |                  |       |                            |                               |                 |           |              |                              |
| Vacant              |            |                 |            |           |         |       |                        |                  |       |                            |                               |                 |           |              |                              |
| Shepard Jones       | Stacey     | THL             | Van Driver | 4         | \$18.49 | 21    | \$ 20,268.74           | \$ 18.86         | 21    | \$ 20,674.11               |                               | \$ 18.86        |           | \$ 20,674.11 | \$ 20,674.11                 |
| Falardeal           |            |                 |            |           |         |       |                        |                  |       |                            |                               |                 |           |              |                              |
| Leap Year Extra Pay |            |                 |            |           |         |       |                        |                  |       |                            |                               |                 |           |              |                              |
| TOTAL WAGES         |            |                 |            |           |         |       |                        | \$ 60,199.65     |       |                            |                               |                 |           |              |                              |

| LINE                             | DEPARTMENT/DESCRIPTION | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|----------------------------------|------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>VETERAN'S SERVICE OFFICER</b> |                        |                   |                   |                         |                                  |                                   |                   |   |
| 1620                             | Salary                 | \$ 3,484          | \$ 3,484          | \$ 5,000                | \$ 5,000                         | \$ 5,000                          | 0.00%             | \$ 1.05                                     |
| 1621                             | Expenses               | \$ 65             | \$ 65             | \$ 1,100                | \$ 1,100                         | \$ 1,100                          | 0.00%             | \$ 0.23                                     |
| 1622                             | Veterans' Benefits     | \$ 39,876         | \$ 33,772         | \$ 50,000               | \$ 50,000                        | \$ 42,000                         | -16.00%           | \$ 8.83                                     |
| 1623                             | Minor Capital          | \$ -              | \$ -              | \$ -                    | \$ -                             | \$ -                              | 0.00%             | \$ -  |
| <hr/>                            |                        |                   |                   |                         |                                  |                                   |                   |   |
| <b>DEPARTMENTAL TOTAL</b>        |                        | <b>\$ 43,425</b>  | <b>\$ 37,321</b>  | <b>\$ 56,100</b>        | <b>\$ 56,100</b>                 | <b>\$ 48,100</b>                  | <b>-14.26%</b>    | <b>\$ 10.11</b>                             |

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

| <u>LINE ITEM</u>             | <u>FY 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2020<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>CHANGE</u> |
|------------------------------|----------------------------------|---|-------------------|---------------------------|---------------------------|--|--|---------------------------|
| Telephone                    |                                  |   |                   |                           |                           |  |  |                           |
| Postage                      |                                  |   |                   |                           |                           |  |  |                           |
| Office Supplies              | \$ 400.00                        | \$ 400.00                                 | \$ -              | 0.00%                     |                           | \$ 400.00                                    |  | 0.00%                     |
| Dues & Memberships           |                                  |   |                   |                           |                           |  |  |                           |
| Travel/Conferences           | \$ 200.00                        | \$ 200.00                                 | \$ -              | 0.00%                     |                           | \$ 200.00                                    |  | 0.00%                     |
| Equipment Maintenance        |                                  |   |                   |                           |                           |  |  |                           |
| Printing/Printed Forms       |                                  |   |                   |                           |                           |  |  |                           |
| Software/Service Maintenance | \$ 500.00                        | \$ 500.00                                 | \$ -              | 100.00%                   |                           | \$ 500.00                                    |  | 100.00%                   |
| 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>\$ 1,100.00</b>               | <b>\$ 1,100.00</b>                        | <b>\$ -</b>       | <b>0.00%</b>              |                           | <b>\$ 1,100.00</b>                           | <b>\$ -</b>                            | <b>0.00%</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 2019 |            |                 |                 |           |      |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |           |              |                              |          |
| Last Name        | First Name | Bargaining Unit | Position        | Pay Grade | Rate | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2020 |          |
| Salaries         |            |                 |                 |           |      |       |                        |                  |       |                            |                               |                 |           |              |                              |          |
| TOTAL SALARIES   |            |                 |                 |           |      |       |                        |                  |       |                            |                               |                 |           |              | \$                           | -        |
| 1                | 2          | 3               | 4               | 5         | 6    | 7     | 8                      | 9                | 10    | 11                         | 12                            | 13              | 15        | 15           | 16                           |          |
| FISCAL YEAR 2019 |            |                 |                 |           |      |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |           |              |                              |          |
| Last Name        | First Name | Bargaining Unit | Position        | Pay Grade | Rate | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2020 |          |
| Wages            |            |                 |                 |           |      |       |                        |                  |       |                            |                               |                 |           |              |                              |          |
| Johnson          | Robert     | By-Law          | Veteran's Agent |           |      |       | \$ 5,000.00            |                  |       | \$ 5,000.00                |                               |                 |           | \$ 5,000.00  | \$ 5,000.00                  |          |
| TOTAL WAGES      |            |                 |                 |           |      |       |                        |                  |       |                            |                               |                 |           |              | \$                           | 5,000.00 |

| LINE                       | DEPARTMENT/DESCRIPTION | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|----------------------------|------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>GRAVES REGISTRATION</b> |                        |                   |                   |                         |                                  |                                   |                   |   |
| 1630                       | Salary/Stipend         | \$ 250            | \$ 250            | \$ 250                  | \$ 250                           | \$ 250                            | 0.00%             | \$ 0.05                                     |
| 1631                       | Expenses               | \$ 760            | \$ 760            | \$ 760                  | \$ 760                           | \$ 760                            | 0.00%             | \$ 0.16                                     |
| <hr/>                      |                        |                   |                   |                         |                                  |                                   |                   |   |
| <b>DEPARTMENTAL TOTAL</b>  |                        | <b>\$ 1,010</b>   |                   | <b>\$ 1,010</b>         | <b>\$ 1,010</b>                  | <b>\$ 1,010</b>                   | <b>0.00%</b>      | <b>\$ 0.21</b>                              |



**GRAVES REGISTRATION**  
**493**

| <u>LINE ITEM</u>             | <u>FY 2019</u><br><u>APPROPRIATION</u> | <u>FY2020</u><br><u>DEPARTMENT</u><br><u>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT</u><br><u>CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2020</u><br><u>TOWN MANAGER</u><br><u>APPROVED</u> | <u>FY 2020</u><br><u>FINCOM</u><br><u>APPROVED</u> | <u>PERCENT</u><br><u>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 2019 |            |                 |                  |           |      |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |           |              |                              |
| Last Name        | First Name | Bargaining Unit | Position         | Pay Grade | Rate | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2020 |
| 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 2019 |            |                 |                  |           |      |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |           |              |                              |
| Last Name        | First Name | Bargaining Unit | Position         | Pay Grade | Rate | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2020 |
| Wages            |            |                 |                  |           |      |       |                        |                  |       |                            |                               |                 |           |              |                              |

TOTAL WAGES

\$ -

\$ -

| LINE                          | DEPARTMENT/DESCRIPTION | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|-------------------------------|------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>CARE OF VETERAN GRAVES</b> |                        |                   |                   |                         |                                  |                                   |                   |   |
| 1640                          | Contract Expenses      | \$ 1,550          | \$ 1,550          | \$ 1,550                | \$ 1,550                         | \$ 1,550                          | 0.00%             | \$ 0.33                                     |
| <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>\$ 0.33</b>                              |

| LINE                                | DEPARTMENT/DESCRIPTION | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|-------------------------------------|------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>OLD BURYING GROUND COMMITTEE</b> |                        |                   |                   |                         |                                  |                                   |                   |   |
| 1650                                | Expenses               | \$ 800            | \$ 167            | \$ 800                  | \$ 800                           | \$ 800                            | 0.00%             | \$ 0.17                                     |
| <b>DEPARTMENTAL TOTAL</b>           |                        | <b>\$ 800</b>     | <b>\$ 167</b>     | <b>\$ 800</b>           | <b>\$ 800</b>                    | <b>\$ 800</b>                     | <b>0.00%</b>      | <b>\$ 0.17</b>                              |

| LINE                      | DEPARTMENT/DESCRIPTION | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|---------------------------|------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>LIBRARY</b>            |                        |                   |                   |                         |                                  |                                   |                   |   |
| 1660                      | Salary                 | \$ 357,628        | \$ 367,599        | \$ 379,281              | \$ 393,185                       | \$ 393,185                        | 3.67%             | \$ 82.65                                    |
| 1661                      | Wages                  | \$ 291,991        | \$ 282,798        | \$ 326,922              | \$ 331,213                       | \$ 331,213                        | 1.31%             | \$ 69.62                                    |
| 1662                      | Expenses               | \$ 200,010        | \$ 199,547        | \$ 200,498              | \$ 205,304                       | \$ 205,304                        | 2.40%             | \$ 43.16                                    |
|                           |                        |                   |                   |                         |                                  |                                   |                   |   |
| <b>DEPARTMENTAL TOTAL</b> |                        | <b>\$ 849,629</b> | <b>\$ 849,944</b> | <b>\$ 906,701</b>       | <b>\$ 929,702</b>                | <b>\$ 929,702</b>                 | <b>2.54%</b>      | <b>\$ 195.43</b>                            |

LIBRARY  
610

| LINE ITEM                      | FY 2020                  |                       |             |  | PERCENT<br>CHANGE | REASON FOR CHANGE:   | FY 2020                  |                    | PERCENT<br>CHANGE |
|--------------------------------|--------------------------|-----------------------|-------------|--|-------------------|--|--------------------------|--------------------|-------------------|
|                                | FY 2019<br>APPROPRIATION | DEPARTMENT<br>REQUEST | DIFFERENCE  |  |                   |  | TOWN MANAGER<br>APPROVED | FINCOM<br>APPROVED |                   |
| Advertising                    | \$ -                     | \$ 500.00             | \$ 500.00   |  | 0.00%             | Inadvertently left off FY19 Budget (hidden by large Book/Materials budget line)  | \$ 500.00                |                    | 0.00%             |
| Books/Materials                | \$ 60,042.00             | \$ 63,026.00          | \$ 2,984.00 |  | 4.97%             | <b>BOOKS/MATERIALS:</b> The library MUST spend a minimum % of our municipal budget on books and materials in order to remain certified with the state. This line item is offset substantially by the \$70,000 contribution from the Library Trusts (\$60,000) and by the GPL Endowment Trust (\$10,000).<br><br>The 15% total materials expenditure required by the state is flexed down from the 16% (or \$9,373 less) our population size requires because of being open over 50 hours per week for 9 months with Sundays, Sept-May; so that the cost to staff 5 months of Sunday hours comes to nearly net zero as this decrease in materials exp. covers the pay for part-time, non-benefitted wage workers. | \$ 63,026.00             |                    |                   |
| 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                       | \$ 22,277.00             | \$ 22,277.00          | \$ -        |  | 0.00%             |  | \$ 22,277.00             |                    | 0.00%             |
| Furniture and Equipment        | \$ 4,000.00              | \$ 4,000.00           | \$ -        |  | 0.00%             |  | \$ 4,000.00              |                    | 0.00%             |
| Grounds Maintenance            | \$ 4,000.00              | \$ 4,000.00           | \$ -        |  | 0.00%             |  | \$ 4,000.00              |                    | 0.00%             |
| Heating                        | \$ 10,000.00             | \$ 10,000.00          | \$ -        |  | 0.00%             |  | \$ 10,000.00             |                    | 0.00%             |
| Insurance                      | \$ 570.00                | \$ 575.00             | \$ 5.00     |  | 0.88%             | Anticipated increase   | \$ 575.00                |                    | 0.88%             |
| Maintenance Agreements - Bldg. | \$ 6,750.00              | \$ 6,750.00           | \$ -        |  | 0.00%             |  | \$ 6,750.00              |                    | 0.00%             |
| Membership Agreements - MVLC   | \$ 43,074.00             | \$ 44,391.00          | \$ 1,317.00 |  | 3.06%             | Merrimack Valley Library Consortium (MVLC) FY2020 Membership Assessment  | \$ 44,391.00             |                    | 3.06%             |
| 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%             |
| Supplies                       | \$ 13,500.00             | \$ 13,500.00          | \$ -        |  | 0.00%             |  | \$ 13,500.00             |                    | 0.00%             |
| 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>   | \$ 200,498.00            | \$ 205,304.00         | \$ 4,806.00 |  | 2.40%             |  | \$ 205,304.00            | \$ -               | 2.40%             |

Department Library  
 Org # 610  
 COLA % 2.00%

| 1  | 2          | 3               | 4                    | 5         | 6        | 7     | 8                      | 9                | 10    | 11                         | 12                            | 13              | 14          | 15           | 16                           |
|--|------------|-----------------|----------------------|-----------|----------|-------|------------------------|------------------|-------|----------------------------|-------------------------------|-----------------|-------------|--------------|------------------------------|
| FISCAL YEAR 2019   |            |                 |                      |           |          |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |             |              |                              |
| Last Name  | First Name | Bargaining Unit | Position             | Pay Grade | Rate     | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay   | Final Salary | Projected Salary Fiscal 2020 |
| Salaries   |            |                 |                      |           |          |       |                        |                  |       |                            |                               |                 |             |              |                              |
| Abraham  | Vanessa    | Contract        | Library Director     |           |          | 40    | \$ 86,269.00           |                  |       | \$ 87,994.38               | 2.0%                          |                 |             | \$ 89,754.27 | \$ 89,754.27                 |
| Baylis   | Lisa       | THL             | Head of Circulation  | 7         |          | 37    | \$ 57,297.00           |                  |       | \$ 58,442.94               | 2.0%                          |                 | \$ -        | \$ 59,611.80 | \$ 59,611.80                 |
| Dowson   | Deborah    | THL             | YA/Teen Librarian    | 8         |          | 20    | \$ 33,163.00           |                  |       | \$ 33,826.26               | 2.0%                          |                 | \$ 175.00   | \$ 34,502.79 | \$ 34,677.79                 |
| Dunham   | Karen      | THL             | Head of Childrens    | 8         |          | 40    | \$ 65,325.00           |                  |       | \$ 66,631.50               | 1.0%                          |                 | \$ 350.00   | \$ 67,297.82 | \$ 67,647.82                 |
| Olson  | Susanne    | THL             | Reference Librarian  | 8         |          | 40    | \$ 67,614.00           |                  |       | \$ 68,966.28               | 1.0%                          |                 | \$ 750.00   | \$ 69,655.94 | \$ 70,405.94                 |
| Pike   | Jeffrey    | THL             | Technology Librarian | 8         |          | 40    | \$ 67,601.00           |                  |       | \$ 68,953.02               | 1.5%                          |                 | \$ 1,100.00 | \$ 69,987.32 | \$ 71,087.32                 |
| Other Pay  |            |                 |                      |           |          |       | \$ 2,012.00            |                  |       |                            |                               |                 |             |              |                              |
| TOTAL SALARIES   |            |                 |                      |           |          |       |                        | \$ 379,281.00    |       |                            |                               |                 |             |              |                              |
|  |            |                 |                      |           |          |       |                        | \$ 2,375.00      |       |                            |                               |                 |             |              |                              |
|  |            |                 |                      |           |          |       |                        | \$ 393,184.94    |       |                            |                               |                 |             |              |                              |
| 1  | 2          | 3               | 4                    | 5         | 6        | 7     | 8                      | 9                | 10    | 11                         | 12                            | 13              | 15          | 15           | 16                           |
| FISCAL YEAR 2019   |            |                 |                      |           |          |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |             |              |                              |
| Last Name  | First Name | Bargaining Unit | Position             | Pay Grade | Rate     | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay   | Final Salary | Projected Salary Fiscal 2020 |
| Wages  |            |                 |                      |           |          |       |                        |                  |       |                            |                               |                 |             |              |                              |
| Summer Reading Help: Lib. Asst. I (3)                                  |            |                 |                      | 3         | \$ 18.09 | 481   | \$ 8,701.29            | \$ 18.45         | 481   | \$ 8,874.45                |                               |                 |             | \$ 8,874.45  | \$ 8,874.45                  |
| Winter (Jan-Apr) Sundays: Custodian II (1)                             |            |                 |                      | 4         | \$ 19.13 | 48    | \$ 918.24              | \$ 19.51         | 48    | \$ 936.48                  |                               |                 |             | \$ 936.48    | \$ 936.48                    |
| Winter (Jan-Apr) Sundays: Ref. Librarian (1)                           |            |                 |                      | 8         | \$ 26.58 | 68    | \$ 1,807.44            | \$ 27.11         | 68    | \$ 1,843.48                |                               |                 |             | \$ 1,843.48  | \$ 1,843.48                  |
| Winter (Jan-Apr) Sundays: Lib. Asst. II (4)                            |            |                 |                      | 4         | \$ 19.42 | 264   | \$ 5,126.88            | \$ 19.81         | 264   | \$ 5,229.84                |                               |                 |             | \$ 5,229.84  | \$ 5,229.84                  |
| <u>Fall &amp; May Sunday Hours (with Jan-Apr: 9 months of Sundays)</u> |            |                 |                      |           |          |       |                        |                  |       |                            |                               |                 |             |              |                              |
| Custodian II for Sept-Dec & May Sundays                                |            |                 |                      |           | \$ 19.42 | 60    | \$ 1,165.20            | \$ 19.81         | 60    | \$ 1,188.60                |                               |                 |             | \$ 1,188.60  | \$ 1,188.60                  |
| Reference Librarian for Sept-Dec & May Sundays                         |            |                 |                      |           | \$ 26.58 | 85    | \$ 2,259.30            | \$ 27.11         | 85    | \$ 2,304.35                |                               |                 |             | \$ 2,304.35  | \$ 2,304.35                  |
| Library Assistants (4) for Sept-Dec & May Sundays                      |            |                 |                      |           | \$ 18.09 | 330   | \$ 5,969.70            | \$ 18.45         | 330   | \$ 6,088.50                |                               |                 |             | \$ 6,088.50  | \$ 6,088.50                  |
| Aiello   | Phillip    | THL             | Custodian II         | 4         | \$ 19.42 | 6     | \$ 6,082.34            | \$ 19.81         | 6     | \$ 6,204.49                | 1.5%                          | \$ 20.11        |             | \$ 6,298.45  | \$ 6,298.45                  |
| Belanger   | Erica      | THL             | Library Asst. II     | 4         | \$ 23.77 | 23    | \$ 28,538.26           | \$ 24.25         | 23    | \$ 29,114.55               | 1.0%                          | \$ 24.49        | \$ 633.00   | \$ 29,402.69 | \$ 30,035.69                 |
| Bolton   | Carrie     |                 | Library Asst. I      | 3         | \$ 18.09 | 11    | \$ 10,387.28           | \$ 18.45         | 11    | \$ 10,593.99               |                               | \$ 18.45        |             | \$ 10,593.99 | \$ 10,593.99                 |
| Chennakesavan  | Akul       | THL             | Shelver              | 1         | \$ 12.00 | 4     | \$ 2,505.60            | \$ 12.75         | 4     | \$ 2,662.20                |                               | \$ 12.75        |             | \$ 2,662.20  | \$ 2,662.20                  |
| Danti  | Samantha   | THL             | Library Asst. II     | 4         | \$ 19.99 | 37    | \$ 38,608.69           | \$ 20.39         | 37    | \$ 39,381.25               | 2.0%                          | \$ 20.80        | \$ -        | \$ 40,173.12 | \$ 40,173.12                 |
| Dumont   | Nancy      | THL             | Library Asst. II     | 4         | \$ 19.91 | 23    | \$ 23,903.95           | \$ 20.31         | 23    | \$ 24,384.19               | 2.0%                          | \$ 20.72        |             | \$ 24,876.43 | \$ 24,876.43                 |
| Egan   | Joelle     |                 | Shelver              | 1         | \$ 12.00 | 4     | \$ 2,505.60            | \$ 12.75         | 4     | \$ 2,662.20                |                               | \$ 12.75        |             | \$ 2,662.20  | \$ 2,662.20                  |
| Fleischman   | Deborah    | THL             | Asst. To Libr. Dir.  | 6         | \$ 25.48 | 25    | \$ 33,251.40           | \$ 25.99         | 25    | \$ 33,916.95               | 1.0%                          | \$ 26.25        | \$ -        | \$ 34,256.25 | \$ 34,256.25                 |
| Gaulin   | Elizabeth  | THL             | Library Asst. I      | 3         | \$ 18.09 | 16    | \$ 15,108.77           | \$ 18.45         | 16    | \$ 15,409.44               | 2.0%                          | \$ 18.82        |             | \$ 15,718.46 | \$ 15,718.46                 |
| Jones  | Ashley     | THL             | Library Asst. I      | 3         | \$ 18.28 | 6     | \$ 5,725.30            | \$ 18.65         | 6     | \$ 5,841.18                | 1.5%                          | \$ 18.93        |             | \$ 5,928.88  | \$ 5,928.88                  |
| Ladue  | Debra      | THL             | Custodian II         | 4         | \$ 23.77 | 27    | \$ 33,501.44           | \$ 24.25         | 27    | \$ 34,177.95               | 1.0%                          | \$ 24.49        | \$ 743.00   | \$ 34,516.21 | \$ 35,259.21                 |
| McNamara   | Diane      | THL             | Library Asst. I      | 3         | \$ 18.09 | 12    | \$ 11,331.58           | \$ 18.45         | 12    | \$ 11,557.08               | 1.5%                          | \$ 18.73        |             | \$ 11,732.47 | \$ 11,732.47                 |
| Muir   | Ainsley    |                 | Shelver              | 1         | \$ 12.00 | 5     | \$ 3,132.00            | \$ 12.75         | 5     | \$ 3,327.75                |                               | \$ 12.75        |             | \$ 3,327.75  | \$ 3,327.75                  |
| Reiff  | Marianne   | THL             | Library Asst. I      | 3         | \$ 18.09 | 12    | \$ 11,331.58           | \$ 18.45         | 12    | \$ 11,557.08               | 0.0%                          | \$ 18.45        |             | \$ 11,557.08 | \$ 11,557.08                 |
| Sanchez  | Lauren     | THL             | Library Asst. II     | 4         | \$ 23.77 | 37    | \$ 45,909.38           | \$ 24.25         | 37    | \$ 46,836.45               | 2.0%                          | \$ 24.74        | \$ 694.00   | \$ 47,782.84 | \$ 48,476.84                 |
| Leap Year Extra Pay  |            |                 |                      |           |          |       |                        |                  |       |                            |                               |                 |             |              | \$ 540.00                    |

TOTAL WAGES \$ 326,922.00 \$ 2,070.00 \$ 331,213.00

| LINE                                     | DEPARTMENT/DESCRIPTION | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|--|------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>COMMEMORATIONS &amp; CELEBRATIONS</b> |                        |                   |                   |                         |                                  |                                   |                   |   |
| 1670                                     | Expenses               | \$ 483            | \$ 500            | \$ 500                  | \$ 500                           | \$ 500                            | 0.00%             | \$ 0.11                                     |
| 1671                                     | Fireworks              | \$ -              | \$ -              | \$ -                    | \$ -                             | \$ -                              | 0.00%             | \$ -  |
| <hr/>                                    |                        |                   |                   |                         |                                  |                                   |                   |   |
| <b>DEPARTMENTAL TOTAL</b>                |                        | <b>\$ 483</b>     | <b>\$ 500</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 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2020<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>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 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2019<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|---------------------------|-------------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>WATER SAFETY</b>       |                               |                   |                   |                         |                                  |                                   |                   |   |
| 1680                      | Wages                         | \$ 1,999          | \$ 2,713          | \$ 4,200                | \$ 4,118                         | \$ 4,118                          | 51.79%            | \$ 0.87                                     |
| 1681                      | Expenses and Minor Capital    | \$ 5,489          | \$ 22,129         | \$ 28,747               | \$ 30,301                        | \$ 30,301                         | 36.93%            | \$ 6.37                                     |
| 1682                      | Property Maint & Improvements | \$ -              | \$ 6,103          | \$ 9,000                | \$ 9,000                         | \$ 9,000                          | 47.47%            | \$ 1.89                                     |
| <hr/>                     |                               |                   |                   |                         |                                  |                                   |                   |   |
| <b>DEPARTMENTAL TOTAL</b> |                               | <b>\$ 7,488</b>   | <b>\$ 30,945</b>  | <b>\$ 41,947</b>        | <b>\$ 43,420</b>                 | <b>\$ 43,419</b>                  | <b>0.00%</b>      | <b>\$ 9.13</b>                              |

WATER SAFETY  
699  
1680 - Wages

| <u>LINE ITEM</u>      | <u>FY 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u>   | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2020<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>CHANGE</u> |
|-----------------------|----------------------------------|---|-------------------|---------------------------|---|--|--|---------------------------|
| Ranger (@ \$12/hr)    | \$ 3,876                         | \$ 4,200.00                               | \$ 324.00         | 8.36%                     | Anticipating change to state min. wage (step 2019)                |  |  | 0.00%                     |
| Ranger (@ \$12.75/hr) | \$ 4,118                         | \$ 4,200.00                               | \$ 81.75          | 1.99%                     | Anticipating change to state min. wage (step 2020)                |  |  | 0.00%                     |
| Ranger (@ \$15/hr)    | \$ 4,845                         | \$ 4,200.00                               | \$ (645.00)       | -13.31%                   | Anticipating change to state min. wage ((if increased to \$15/hr) |  |  | 0.00%                     |

**TOTAL FUNDS REQUESTED**

WATER SAFETY  
699  
1681 - Expenses

| <u>LINE ITEM</u>                | <u>FY 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u>   | <u>FY 2019<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2019<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>CHANGE</u> |
|---------------------------------|----------------------------------|---|-------------------|---------------------------|---|--|--|---------------------------|
| Lifeguard Management*           | \$ 26,015.00                     | \$ 27,569.31                              | \$ 1,554.31       | 5.97%                     | YMCA expects a 9% increase in salaries only<br>with all other expense remaining the same<br>during CY2019 due to increase in min. wage. | \$ 27,569.00                                 |  | 5.97%                     |
| Lifeguard Chairs                | \$ -                             |   |                   |                           |   |  |  |                           |
| Rescue Equipment                | \$ -                             |   | \$ -              | 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%                     |
| 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%                     |
| <b>TOTAL FUNDS REQUESTED</b>    | \$ 28,747.00                     | \$ 30,301.31                              | \$ 1,554.31       | 0.00%                     |   | \$ 30,301.00                                 | \$ -                                   | 0.00%                     |

Kat Davis, Aquatics Director for YMCA expects a 9% increase in salaries in 2019 with all other costs remaining the same.

|                        | <b>May</b>  | <b>June</b> | <b>July</b> | <b>August</b> | <b>September</b> | <b>TOTAL</b>       |
|------------------------|-------------|-------------|-------------|---------------|------------------|--------------------|
| <b>Salaries (CY18)</b> | \$ 1,139.79 | \$ 4,188.13 | \$ 5,340.55 | \$ 5,640.53   | \$ 961.12        | \$ 17,270.12       |
| <b>Salaries (CY19)</b> | \$ 1,242.37 | \$ 4,565.06 | \$ 5,821.20 | \$ 6,148.18   | \$ 1,047.62      | \$ 18,824.43       |
| <b>Difference</b>      | \$ 102.58   | \$ 376.93   | \$ 480.65   | \$ 507.65     | \$ 86.50         | <b>\$ 1,554.31</b> |

**WATER SAFETY**

**699**

**1682 - Property Maintenance and Improvements**

| <u>LINE ITEM</u>             | <u>FY 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u>  | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2020<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>CHANGE</u> |
|------------------------------|----------------------------------|---|-------------------|---------------------------|--|--|--|---------------------------|
| Chipping and Tree Service    | \$ 2,400.00                      | \$ 2,400.00                               | \$ -              | 0.00%                     | This fund is required to mitigate damage/safety hazards from fallen trees                                  | \$ 2,400.00                                  |  | 0.00%                     |
| Materials                    | \$ 6,600.00                      | \$ 6,600.00                               | \$ -              | 0.00%                     | In addition to continued work on access trail, repair work is anticipated on the shed and docks this year. | \$ 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>              |



## TOWN OF GROTON

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

## Select Board

Barry A. Pease, *Chairman*  
Alison S. Manugian, *Vice-Chairman*  
John R. Giger, *Clerk*  
Joshua A. Degen, *Member*  
Rebecca H. Pine, *Member*

**Town Manager**  
Mark W. Haddad

To: Mark W. Haddad -Town Manager  
From: James Luening  
Subject: FY 2020 – Weed Harvester Budget  
Date: November 21, 2018

When we last spoke about the ongoing maintenance of Baddacook Pond, after the 3-year pilot program to completed, you recommended that it would make sense to ramp the Harvester Committee increase over a couple of years so that it wasn't as large an impact to the town budget in one year. Tom Orcutt mentioned that the town budgets are being finalized right now so this would be the good time to look at this. We still have one year to go, however based on last year and this year, the additional expense appears to be approximately \$45K. Does it make sense to request an additional \$20K this year and then \$25K next year?

As with any lake, Baddacook Pond requires on-going lake management. In Baddacook's case, due to invasive weeds present balanced against Water Department Zone 1 & 2 concerns, mechanical means are being employed for control. The "mechanical means" will be weed harvesting, possibly augmented by hydro-raking. The costs will include equipment deployment and rental costs (trucks for debris transport to the transfer station, shore equipment), daily personnel costs, weed harvester repairs and a final report. The final report will include a summary of work done, any issues encountered and recommendations going forward.

For your reference, here are the estimated yearly costs:

|                              |       |
|------------------------------|-------|
| Mobilization/De-mobilization | \$05K |
| Harvest #1                   | \$15k |
| Harvest #2                   | \$15K |
| Harvester repair             | \$05K |
| Year-end report              | \$05K |

Note: Harvester yearly service and maintenance is covered by current Harvester Budget.

| LINE                      | DEPARTMENT/DESCRIPTION   | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|---------------------------|--------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>WEED MANAGEMENT</b>    |                          |                   |                   |                         |                                  |                                   |                   |   |
| 1690                      | Wages                    | \$ -              | \$ -              | \$ -                    | \$ -                             | \$ -                              | 0.00%             | \$ -  |
| 1691                      | Expenses: Weed Harvester | \$ 4,429          | \$ 4,397          | \$ 7,000                | \$ 32,000                        | \$ 7,000                          | 0.00%             | \$ 1.47                                     |
| 1692                      | Expenses: Great Lakes    | \$ 2,363          | \$ 2,340          | \$ 2,385                | \$ 2,385                         | \$ 2,385                          | 0.00%             | \$ 0.50                                     |
| <hr/>                     |                          |                   |                   |                         |                                  |                                   |                   |   |
| <b>DEPARTMENTAL TOTAL</b> |                          | <b>\$ 6,792</b>   | <b>\$ 6,737</b>   | <b>\$ 9,385</b>         | <b>\$ 34,385</b>                 | <b>\$ 9,385</b>                   | <b>0.00%</b>      | <b>\$ 1.97</b>                              |



| LINE                      | DEPARTMENT/DESCRIPTION | FY 2017<br>ACTUAL | FY 2018<br>ACTUAL | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|---------------------------|------------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>COUNTRY CLUB</b>       |                        |                   |                   |                         |                                  |                                   |                   |   |
| 1700                      | Salary                 | \$ 137,749        | \$ 143,285        | \$ 149,336              | \$ 157,118                       | \$ 157,118                        | 5.21%             | \$ 33.03                                    |
| 1701                      | Wages                  | \$ 112,946        | \$ 102,441        | \$ 112,481              | \$ 114,461                       | \$ 114,461                        | 1.76%             | \$ 24.06                                    |
| 1702                      | Expenses               | \$ 151,862        | \$ 152,061        | \$ 139,940              | \$ 133,540                       | \$ 133,540                        | -4.57%            | \$ 28.07                                    |
| 1703                      | Minor Capital          | \$ -              | \$ -              | \$ -                    | \$ -                             | \$ -                              | 0.00%             | \$ -  |
| <hr/>                     |                        |                   |                   |                         |                                  |                                   |                   |   |
| <b>DEPARTMENTAL TOTAL</b> |                        | <b>\$ 402,557</b> | <b>\$ 397,787</b> | <b>\$ 401,757</b>       | <b>\$ 405,119</b>                | <b>\$ 405,119</b>                 | <b>0.84%</b>      | <b>\$ 85.16</b>                             |

**COUNTRY CLUB**

| <u>LINE ITEM</u>                            | <u>FY 2019<br/>APPROPRIATION</u> | <u>FY 2020<br/>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT<br/>CHANGE</u> | <u>REASON FOR CHANGE:</u>                   | <u>FY 2020<br/>TOWN MANAGER<br/>APPROVED</u> | <u>FY 2020<br/>FINCOM<br/>APPROVED</u> | <u>PERCENT<br/>CHANGE</u> |
|---|----------------------------------|---|-------------------|---------------------------|---|--|--|---------------------------|
| Golf Expenses                               |                                  |   |                   |                           |   |  |  |                           |
| Supplies                                    | \$ 12,800                        | \$ 12,800                                 | \$ -              | 0.00%                     |   | \$ 12,800                                    |  | 0.00%                     |
| Pro Shop                                    | \$ 4,200                         | \$ 4,200                                  | \$ -              | 0.00%                     |   | \$ 4,200                                     |  | 0.00%                     |
| Utilities                                   | \$ 1,050                         | \$ 1,050                                  | \$ -              | 0.00%                     |   | \$ 1,050                                     |  | 0.00%                     |
| Pool Expenses                               |                                  |   |                   |                           |   |  |  |                           |
| Swim Team                                   | \$ 16,000                        | \$ 16,000                                 | \$ -              | 0.00%                     |   | \$ 16,000                                    |  | 0.00%                     |
| Lessons                                     | \$ 1,100                         | \$ 1,100                                  | \$ -              | 0.00%                     |   | \$ 1,100                                     |  | 0.00%                     |
| Pool Maintenance                            | \$ 11,140                        | \$ 15,140                                 | \$ 4,000          | 35.91%                    | Replacing Pool Heater                       | \$ 15,140                                    |  | 35.91%                    |
| Camp Expenses                               | \$ 20,650                        | \$ 21,650                                 | \$ 1,000          | 4.84%                     | Replacing Picnic Tables                     | \$ 21,650                                    |  | 4.84%                     |
| Function Hall                               |                                  |   |                   |                           |   |  |  |                           |
| Beer/Wine/Soda/Liquor<br>Expenses/Utilities | \$ 17,000                        | \$ 17,000                                 | \$ -              | 0.00%                     |   | \$ 17,000                                    |  | 0.00%                     |
| Expenses/General                            |                                  |   |                   |                           |   |  |  |                           |
| Building and Grounds                        |                                  |   |                   |                           |   |  |  |                           |
| Course Maintenance                          | \$ 31,000                        | \$ 31,000                                 | \$ -              | 0.00%                     |   | \$ 31,000                                    |  | 0.00%                     |
| Building Expenses                           |                                  |   | \$ -              |                           |   |  |  |                           |
| Club Overhead                               |                                  |   |                   |                           |   |  |  |                           |
| Marketing                                   | \$ 11,000                        | \$ 11,000                                 | \$ -              | 0.00%                     |   | \$ 11,000                                    |  | 0.00%                     |
| Office Supplies                             | \$ 2,600                         | \$ 2,600                                  | \$ -              | 0.00%                     |   | \$ 2,600                                     |  | 0.00%                     |
| Utilities                                   | \$ 11,400                        |   | \$ (11,400)       | -100.00%                  | GPH now pays this as part of the hall lease |  |  | -100.00%                  |
| Insurance                                   |                                  |   |                   |                           |   |  |  |                           |
| Merchant Bank Charges                       |                                  |   |                   |                           |   |  |  |                           |
| Sales/Meal Tax                              |                                  |   |                   |                           |   |  |  |                           |
| <b>TOTAL FUNDS REQUESTED</b>                | <b>\$ 139,940</b>                | <b>\$ 133,540</b>                         | <b>\$ (6,400)</b> | <b>-4.57%</b>             |   | <b>\$ 133,540</b>                            | <b>\$ -</b>                            | <b>-4.57%</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 2019      |            |                 |              |           |      |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |             |              |                              |
| Last Name             | First Name | Bargaining Unit | Position     | Pay Grade | Rate | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay   | Final Salary | Projected Salary Fiscal 2020 |
| Salaries              |            |                 |              |           |      |       |                        |                  |       |                            |                               |                 |             |              |                              |
| Campbell              | Shawn      | Supervisors     | GM/Golf Pro  | 16        |      | 40    | \$ 81,151.00           |                  |       | \$ 82,774.02               | 2.5%                          |                 | \$ 1,379.00 | \$ 84,843.37 | \$ 86,222.37                 |
| Colby                 | William    | THL             | Grounds Supt | 10        |      | 40    | \$ 67,085.00           |                  |       | \$ 68,426.70               | 2.0%                          |                 | \$ 1,100.00 | \$ 69,795.23 | \$ 70,895.23                 |
| Other Pay             |            |                 |              |           |      |       | \$ 1,100.00            |                  |       |                            |                               |                 |             |              |                              |
| <b>TOTAL SALARIES</b> |            |                 |              |           |      |       | <b>\$ 149,336.00</b>   |                  |       |                            |                               |                 |             |              | <b>\$ 157,117.60</b>         |
| 1                     | 2          | 3               | 4            | 5         | 6    | 7     | 8                      | 9                | 10    | 11                         | 12                            | 13              | 15          | 15           | 16                           |
| FISCAL YEAR 2019      |            |                 |              |           |      |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |             |              |                              |
| Last Name             | First Name | Bargaining Unit | Position     | Pay Grade | Rate | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay   | Final Salary | Projected Salary Fiscal 2020 |
| Wages                 |            |                 |              |           |      |       |                        |                  |       |                            |                               |                 |             |              |                              |
| Building and Grounds  |            |                 |              |           |      |       | \$ 30,914.00           |                  |       | \$ 33,000.00               |                               |                 |             | \$ 33,000.00 | \$ 33,000.00                 |
| Pool                  |            |                 |              |           |      |       | \$ 41,193.00           |                  |       | \$ 42,000.00               |                               |                 |             | \$ 42,000.00 | \$ 42,000.00                 |
| Golf                  |            |                 |              |           |      |       | \$ 15,482.00           |                  |       | \$ 16,000.00               |                               |                 |             | \$ 16,000.00 | \$ 16,000.00                 |
| Snack Bar             |            |                 |              |           |      |       | \$ -                   |                  |       | \$ -                       |                               |                 |             | \$ -         | \$ -                         |
| Function Hall         |            |                 |              |           |      |       | \$ -                   |                  |       | \$ -                       |                               |                 |             | \$ -         | \$ -                         |
| Camp                  |            |                 |              |           |      |       | \$ 24,892.00           |                  |       | \$ 23,461.00               |                               |                 |             | \$ 23,461.00 | \$ 23,461.00                 |
| <b>TOTAL WAGES</b>    |            |                 |              |           |      |       | <b>\$ 112,481.00</b>   |                  |       |                            |                               |                 |             |              | <b>\$ 114,461.00</b>         |

|                      |    | <u>FY 2020</u> |
|----------------------|----|----------------|
| Full Memberships     | \$ | 16,000         |
| Golf Memberships     | \$ | 48,000         |
| Swim Memberships     | \$ | 48,000         |
| Summer Camp Revenues | \$ | 115,000        |
| Daily Pool Revenues  | \$ | 33,000         |
| Private Lessons      | \$ | 7,000          |
| Swim Team            | \$ | 20,000         |
| Swim Lessons         | \$ | 20,000         |
| Golf Green Fees      | \$ | 115,000        |
| Driving Range Fees   | \$ | 8,000          |
| GHIN                 | \$ | 4,000          |
| Cart Fees            | \$ | 50,000         |
| Pull Carts           | \$ | 500            |
| Golf Shop Sales      | \$ | 7,000          |
| Liquor License       | \$ | 6,000          |
| Tavern Lease         | \$ | 9,000          |
| CC Fees              | \$ | (12,663)       |
| Total Income         | \$ | 493,838        |



**DEBT SERVICE**

| LINE                      | DEPARTMENT/DESCRIPTION                   | FY 2017<br>ACTUAL   | FY 2018<br>ACTUAL   | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|---------------------------|--|---------------------|---------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>DEBT SERVICE</b>       |  |                     |                     |                         |                                  |                                   |                   |   |
| 2000                      | Long Term Debt - Principal Excluded      | \$ 988,600          | \$ 928,600          | \$ 682,210              | \$ 894,840                       | \$ 894,840                        | 31.17%            | \$ 188.10                                   |
| 2001                      | Long Term Debt - Principal Non-Excluded  | \$ -                | \$ -                | \$ 40,040               | \$ 159,250                       | \$ 159,250                        | 297.73%           | \$ 33.48                                    |
| 2002                      | Long Term Debt - Interest - Excluded     | \$ 237,780          | \$ 210,517          | \$ 183,235              | \$ 367,022                       | \$ 367,022                        | 100.30%           | \$ 77.15                                    |
| 2003                      | Long Term Debt - Interest - Non-Excluded | \$ -                | \$ -                | \$ 3,148                | \$ 87,433                        | \$ 87,433                         | 2677.41%          | \$ 18.38                                    |
| 2004                      | Short Term Debt - Principal - Town **    | \$ -                | \$ -                | \$ 429,438              | \$ 85,714                        | \$ 85,714                         | 0.00%             | \$ 18.02                                    |
| 2005                      | Short Term Debt - Interest - Town **     | \$ 17,808           | \$ 37,917           | \$ 50,319               | \$ 13,000                        | \$ 13,000                         | -74.16%           | \$ 2.73                                     |
| <b>DEPARTMENTAL TOTAL</b> |  | <b>\$ 1,244,188</b> | <b>\$ 1,177,034</b> | <b>\$ 1,388,390</b>     | <b>\$ 1,607,259</b>              | <b>\$ 1,607,259</b>               | <b>29.18%</b>     | <b>\$ 337.86</b>                            |

\*\* Revised Short-Term Debt Plan:  
Further details also attached:  
**BAN (February 2019 renew)- proj. 2.5%- Police/Fire Radios:**

|  |                  |                 |              |
|--|------------------|-----------------|--------------|
|  | <u>Principal</u> | <u>Interest</u> | <u>Total</u> |
|  | 85,174           | 13,000          | 98,174       |

**MEMO Only:** Remaining Short Term Debt:

|   |        |       |        |
|---|--------|-------|--------|
| <u>CAP STAB Budget-</u> Highway Equip.  | 73,700 | 6,300 | 80,000 |
| <u>WATER Dept. Budget-</u> Whitney Well | 35,675 | 8,300 | 43,975 |

**PROJECTED** August 2019 Bond Issue Would  
Result In **May 2020 Interest Only To Budget**

**Estimate- Pending** TM/Ballot Approval:  
Projected August 2020 Bond Issue: \*  
New Highway Garage- Principal Excluded  
New Highway Garage- Interest Excluded \*  
New Library Roof- Principal Excluded  
New Library Roof- Interest Excluded \*

|  |        |
|--|--------|
|  | -      |
|  | 78,000 |
|  | -      |
|  | 24,000 |

## Proposed Excluded Debt Schedule with Senior Center, Highway Garage and Library Roof

| <u>Issue</u>                         |    | <u>Fiscal Year</u><br><u>2018</u> |    | <u>Fiscal Year</u><br><u>2019</u> |    | <u>Fiscal Year</u><br><u>2020</u> |    | <u>Fiscal Year</u><br><u>2021</u> |    | <u>Fiscal Year</u><br><u>2022</u> |    | <u>Fiscal Year</u><br><u>2023</u> |    | <u>Fiscal Year</u><br><u>2024</u> |
|--------------------------------------|----|-----------------------------------|----|-----------------------------------|----|-----------------------------------|----|-----------------------------------|----|-----------------------------------|----|-----------------------------------|----|-----------------------------------|
| Current Excluded Debt                | \$ | 1,095,837                         | \$ | 863,795                           | \$ | 842,086                           | \$ | 691,019                           | \$ | 694,213                           | \$ | 685,988                           | \$ | 480,713                           |
| Senior Center                        | \$ | -                                 | \$ | 102,552                           | \$ | 415,713                           | \$ | 375,963                           | \$ | 425,463                           | \$ | 393,963                           | \$ | 387,838                           |
| Highway Garage/Library Roof          | \$ | -                                 | \$ | -                                 | \$ | 102,000                           | \$ | 370,600                           | \$ | 368,700                           | \$ | 371,500                           | \$ | 369,000                           |
| TOTAL                                | \$ | 1,095,837                         | \$ | 966,347                           | \$ | 1,359,799                         | \$ | 1,437,582                         | \$ | 1,488,376                         | \$ | 1,451,451                         | \$ | 1,237,551                         |
| Tax Rate Impact                      |    | 0.65                              | \$ | 0.57                              | \$ | 0.80                              | \$ | 0.85                              | \$ | 0.88                              | \$ | 0.86                              | \$ | 0.73                              |
| Average Bill                         |    | 276                               | \$ | 242                               | \$ | 340                               | \$ | 361                               | \$ | 374                               | \$ | 366                               | \$ | 310                               |
| Increase/Decrease From Previous Year |    |                                   | \$ | (34)                              | \$ | 98                                | \$ | 21                                | \$ | 13                                | \$ | (9)                               | \$ | (55)                              |

Summary of L-T Debt Service  
General Fund: Excluded and Non-Excluded

INCLUDES PROJECTED HIGHWAY GARAGE & LIBRARY ROOF  
FY2020-FY2040

Note: GENERAL FUND Exempt Taxpayer Impact for FY20-40 should be considered as estimates only, subject to fluctuations in the Town's assessed valuation and average home valuation.

Fiscal 2018-2040 (end of existing L-T debt: general fund)

| ID- /Name   | Matures    | Issued         | Orig.<br>Amount | Fiscal<br>2018 | Fiscal<br>2019 | Fiscal<br>2020 | Fiscal<br>2021 | Fiscal<br>2022 | Fiscal<br>2023 | Fiscal<br>2024 | Fiscal<br>2025 | Fiscal<br>2026 | Fiscal<br>2027 | Fiscal<br>2028 | Fiscal<br>2029 | Fiscal<br>2030 | Fiscal<br>2031 | Fiscal<br>2032 | Fiscal<br>2033 | Fiscal<br>2034 | Fiscal<br>2035 | Fiscal<br>2036 | Fiscal<br>2037 | Fiscal<br>2038 | Fiscal<br>2039 | Fiscal<br>2040 |  |
|---|------------|----------------|-----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|--|
| General Fund- EXEMPT                                  |            |                |                 |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |  |
| 2981- Senior Center                                   | 7/15/2016  | 7/15/1999      | 151,110         | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              |  |
| 2973- Library #1                                      | 7/15/2017  | 7/15/1999      | 1,831,464       | 84,150         | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              |  |
| 2973- Library #2                                      | 7/15/2017  | 7/15/1999      | 364,000         | 18,095         | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              |  |
| 2983- Town Hall                                       | 7/15/2017  | 7/15/1999      | 2,500,000       | 117,055        | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              |  |
| 2988- Bernier Bissell                                 | 7/15/2019  | 7/15/2001      | 850,000         | 48,743         | 46,779         | 42,199         | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              |  |
| 2989- Bissell Property                                | 7/15/2019  | 7/15/2001      | 1,075,000       | 61,300         | 58,831         | 52,859         | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              |  |
| 2987- Norris Property                                 | 7/15/2019  | 7/15/2001      | 750,000         | 43,264         | 41,522         | 38,028         | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              |  |
| 2992- Gibbett Hill *                                  | 11/15/2022 | 11/15/2003     | 3,000,000       | 181,729        | 173,029        | 159,625        | 150,350        | 146,150        | 137,025        | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              |  |
| 2991- Lost Lake Fire St. *                            | 11/15/2022 | 11/15/2003     | 1,450,000       | 85,888         | 84,121         | 82,425         | 74,949         | 73,150         | 71,050         | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              |  |
| 2912- Ctr. Fire Station                               | 6/30/2035  | 4/18/2013      | 7,730,000       | 455,613        | 459,513        | 468,213        | 466,613        | 474,913        | 477,913        | 480,713        | 488,313        | 495,613        | 497,613        | 498,900        | 499,450        | 499,238        | 498,238        | 496,988        | 499,931        | 206,850        | 206,000        | -              | -              | -              | -              | -              |  |
| 2999- New Senior Center                               | 6/30/2039  | 11/27/2018     | 5,130,000       | -              | -              | 418,513        | 373,638        | 423,138        | 396,838        | 390,238        | 505,188        | 477,937        | 568,188        | 545,688        | 378,438        | 367,938        | 358,938        | 251,313        | 244,938        | 238,313        | 231,438        | 224,438        | 217,313        | 209,938        | 168,094        | -              |  |
| PLACHOLDER- Hwy Garage                                | TBD        | Est- Aug. 2020 | Est- 3,900,000  | -              | -              | 78,000         | 283,400        | 283,100        | 282,600        | 281,900        | 285,900        | 284,600        | 283,100        | 281,400        | 284,400        | 282,100        | 284,500        | 281,600        | 283,400        | 284,800        | 285,800        | 281,500        | 281,900        | 281,500        | 285,600        | -              |  |
| PLACHOLDER- Library Roof                              | TBD        | Est- Aug. 2020 | Est- 1,200,000  | -              | -              | 24,000         | 87,200         | 85,600         | 88,900         | 87,100         | 85,300         | 88,400         | 86,400         | 89,300         | 87,100         | 89,800         | 87,400         | 85,000         | 87,500         | 84,900         | 87,200         | 89,300         | 86,300         | 88,200         | 85,000         | 86,700         |  |
| * Reflects bond premium subtraction due to refunding: |            |                |                 | 1,095,837      | 863,795        | 1,363,862      | 1,436,150      | 1,486,051      | 1,454,326      | 1,239,951      | 1,364,701      | 1,346,550      | 1,435,301      | 1,415,288      | 1,249,388      | 1,239,076      | 1,229,076      | 1,114,901      | 1,115,769      | 814,863        | 810,438        | 595,238        | 585,513        | 580,038        | 534,594        | 372,300        |  |
| Excluded debt service change from prior year          |            |                |                 | -              | (232,042)      | 500,067        | 72,288         | 49,901         | (31,725)       | (214,375)      | 124,750        | (18,151)       | 88,751         | (20,013)       | (165,900)      | (10,312)       | (10,000)       | (114,175)      | 868            | (300,906)      | (4,425)        | (215,200)      | (9,725)        | (5,475)        | (45,444)       | (162,294)      |  |
| Excluded Debt Service Tax Payer Impact- EST.          |            |                |                 | 282.51         | 222.74         | 354.12         | 372.90         | 385.85         | 377.62         | 321.95         | 354.34         | 349.63         | 372.68         | 367.48         | 324.40         | 321.73         | 319.13         | 289.48         | 289.71         | 211.58         | 210.43         | 154.55         | 152.02         | 150.61         | 138.81         | 96.67          |  |
| Tax Payer Impact Change From Prior Year- EST.         |            |                |                 | -              | (60.20)        | 131.38         | 18.78          | 12.95          | (8.23)         | (55.67)        | 32.39          | (4.71)         | 23.05          | (5.20)         | (43.08)        | (2.67)         | (2.60)         | (29.65)        | 0.23           | (78.13)        | (1.15)         | (55.88)        | (2.53)         | (1.41)         | (11.80)        | (42.14)        |  |
| spike year  |            |                |                 |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |  |

**General Fund- NON-EXEMPT**

|                           |            |            |           |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |        |   |
|---------------------------|------------|------------|-----------|--------|--------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|--------|---|
| Shattuck Property         | 7/15/2019  | 7/15/2001  | 500,000   | 28,453 | 27,308 | 25,266  | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | -      | - |
| Project Eval. Report      | 2/1/2024   | 11/1/2003  | 330,000   | 12,845 | 15,879 | 15,403  | 14,881  | 14,371  | 13,819  | 13,517  | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | -      | - |
| Lost Lake Fire Protection | 11/15/2038 | 11/27/2018 | 1,375,000 | -      | -      | 122,556 | 119,056 | 115,556 | 112,756 | 110,656 | 107,856 | 104,356 | 100,856 | 97,356  | 94,206  | 91,756  | 89,656  | 87,513  | 85,281  | 82,963  | 75,644  | 73,369  | 71,053  | 68,656  | 66,218 | - |
| Fire Ladder Truck         | 11/15/2037 | 11/27/2018 | 875,000   | -      | -      | 83,456  | 80,956  | 78,456  | 76,456  | 70,331  | 68,231  | 65,981  | 63,731  | 61,481  | 59,456  | 57,881  | 56,531  | 55,153  | 53,719  | 52,228  | 50,681  | 49,106  | 47,503  | 45,844  | -      | - |
|                           |            |            |           | 41,298 | 43,187 | 246,681 | 214,893 | 208,383 | 203,031 | 194,204 | 176,087 | 170,337 | 164,587 | 158,837 | 153,662 | 149,637 | 146,187 | 142,666 | 139,000 | 135,191 | 126,325 | 122,475 | 118,556 | 114,500 | 66,218 | - |

**ID- / Name**  
**CPC; GELD; Sewer; Title V; Water- shown for informational purpose**

**CPC- NON-EXEMPT**

|                     |            |          |           |         |         |         |         |         |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|---------------------|------------|----------|-----------|---------|---------|---------|---------|---------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 012- Surrenden Farm | 12/15/2021 | 7/6/2007 | 5,015,000 | 476,722 | 479,603 | 481,659 | 482,891 | 204,150 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
|---------------------|------------|----------|-----------|---------|---------|---------|---------|---------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

**GELD- NON-EXEMPT**

|                    |           |           |           |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |   |   |   |   |   |   |
|--------------------|-----------|-----------|-----------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---|---|---|---|---|---|
| 2998- Headquarters | 11/1/2033 | 8/1/2014  | 2,000,000 | 139,650 | 137,525 | 139,900 | 137,200 | 139,425 | 141,500 | 138,500 | 140,425 | 137,275 | 139,050 | 140,675 | 137,225 | 138,700 | 139,869 | 140,725 | 136,500 | 137,194 | - | - | - | - | - | - |
| 2995- Transformer  | 7/15/2019 | 7/15/2001 | 750,000   | 41,740  | 40,059  | 36,398  | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | -       | - | - | - | - | - | - |

**SEWER- NON-EXEMPT**

|                           |           |            |         |        |        |        |        |        |        |        |        |        |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|---------------------------|-----------|------------|---------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2910- Boston Rd.          | 10/1/2025 | 10/26/2007 | 310,940 | 22,599 | 21,933 | 21,257 | 20,570 | 19,873 | 19,165 | 18,458 | 17,740 | 17,043 | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 2900- Hollis St.          | 7/15/2017 | 7/15/1999  | 137,316 | -      | -      | -      | -      | -      | -      | -      | -      | -      | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 2911- Old Ayer Rd.        | 10/1/2025 | 10/26/2007 | 155,960 | 11,339 | 11,004 | 10,665 | 10,321 | 9,971  | 9,616  | 9,261  | 8,901  | 8,504  | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 9994- Project Eval. Share | 2/1/2024  | 11/1/2003  | 330,000 | 4,751  | 5,873  | 5,697  | 5,504  | 5,315  | 5,111  | 4,999  | -      | -      | - | - | - | - | - | - | - | - | - | - | - | - | - | - |

**TITLE V- NON-EXEMPT**

|                                 |          |          |         |        |        |        |        |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|---------------------------------|----------|----------|---------|--------|--------|--------|--------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2993- Title V (interest exempt) | 8/1/2021 | 8/1/2002 | 197,403 | 10,400 | 10,400 | 10,400 | 10,200 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
|---------------------------------|----------|----------|---------|--------|--------|--------|--------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

**WATER- NON-EXEMPT**

|                      |           |            |           |         |         |         |         |         |         |         |         |        |        |   |   |   |   |   |   |   |   |   |   |   |   |   |
|----------------------|-----------|------------|-----------|---------|---------|---------|---------|---------|---------|---------|---------|--------|--------|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2997- Water SRF Loan | 7/15/2026 | 12/14/2006 | 1,234,434 | 75,986  | 75,892  | 75,796  | 75,698  | 75,598  | 75,496  | 75,393  | 75,287  | 75,178 | 75,068 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 2909- Water Upgrade  | 8/1/2024  | 11/23/2004 | 4,417,366 | 281,234 | 281,838 | 282,369 | 282,653 | 282,597 | 281,512 | 279,893 | 279,395 | -      | -      | - | - | - | - | - | - | - | - | - | - | - | - | - |



ANALYSIS OF DEBT SERVICE:  
In Levy Debt Service (General Fund)  
Proposal to Utilize Free Cash As Budgeting Funding Source

REVISED  
OCTOBER 2018

**PLAN B**

- All BAN's (7 and 10 years)- mandatory principal pay downs
- Revise FY2018 budget from \$80,900 to \$325,000; applying additional \$244,100 to pay downs, lowering BAN's in subsequent years.
- Pay off 4-Corners Eng.- \$116,667; Pay Down Lost Lake Fire Protection (LLFP)- \$77,433; Radios; 50,000 = \$244,100
- LLFP- Principal balance carried forward after FY18- \$1,759,567; Radios- 600,000
- Revised funding sources: Taxation -\$250,000; Free Cash- remainder as needed.

General Fund

| Short-Term Debt Service:                   |                               |                 | 2018 | 2019      | 2020      | 2021     | 2022     | 2023     | 2024     | 2025     | 2026     | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 |
|--|-------------------------------|-----------------|------|-----------|-----------|----------|----------|----------|----------|----------|----------|------|------|------|------|------|------|------|------|------|
| GL#  | Item                          |                 |      |           |           |          |          |          |          |          |          |      |      |      |      |      |      |      |      |      |
| n.a  | 4-Corners Engineering **      | \$ 200,000 BAN  | (a)  | 168,083   | -         | -        | -        | -        | -        | -        | -        | -    | -    | -    | -    | -    | -    | -    | -    | -    |
| n.a  | Lost Lake Fire Protection *** | \$1,837,000 BAN | (b)  | 99,642    | 270,618   | -        | -        | -        | -        | -        | -        | -    | -    | -    | -    | -    | -    | -    | -    | -    |
| n.a  | Police/Fire Radios ***        | \$ 650,000 BAN  | (d)  | 57,475    | 94,714    | 98,174   | 92,143   | 90,857   | 89,571   | 88,285   | 87,002   | -    | -    | -    | -    | -    | -    | -    | -    | -    |
| n.a  | NEW- Fire Truck ****          | \$ 995,000 BAN  | (b)  | -         | 114,425   | -        | -        | -        | -        | -        | -        | -    | -    | -    | -    | -    | -    | -    | -    | -    |
|  |                               |                 |      | 325,200   | 479,757   | 98,174   | 92,143   | 90,857   | 89,571   | 88,285   | 87,002   | -    | -    | -    | -    | -    | -    | -    | -    | -    |
| Combined In Levy Debt Service as Proposed: |                               |                 |      | 366,498   | 522,945   | 98,174   | 92,143   | 90,857   | 89,571   | 88,285   | 87,002   | -    | -    | -    | -    | -    | -    | -    | -    | -    |
| Funding Source:                            |                               |                 |      | (250,000) | (250,000) | (98,174) | (92,143) | (90,857) | (89,571) | (88,285) | (87,002) | -    | -    | -    | -    | -    | -    | -    | -    | -    |
| Free Cash                                  |                               |                 |      | (116,498) | (272,945) | -        | -        | -        | -        | -        | -        | -    | -    | -    | -    | -    | -    | -    | -    | -    |

- (a) Paid off in Fiscal 2018 as part of first year short-term PLAN B.  
(b) NO LONGER part of PLAN B- Bonded Long-Term November 2018



## EMPLOYEE BENEFITS

| LINE                      | DEPARTMENT/DESCRIPTION            | FY 2017<br>ACTUAL   | FY 2018<br>ACTUAL   | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE | FY 2020<br>IMPACT ON<br>AVERAGE<br>TAX BILL |
|---------------------------|-----------------------------------|---------------------|---------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| <b>EMPLOYEE BENEFITS</b>  |                                   |                     |                     |                         |                                  |                                   |                   |   |
|                           | GENERAL BENEFITS                  |                     |                     |                         |                                  |                                   |                   |   |
| 3000                      | County Retirement                 | \$ 1,839,040        | \$ 1,966,279        | \$ 2,081,699            | \$ 1,973,053                     | \$ 1,973,053                      | -5.22%            | \$ 413.64                                   |
| 3001                      | OPEB Unfunded Liabiltiy           | \$ -                | \$ 100,000          | \$ 100,000              | \$ 169,000                       | \$ 169,000                        | 0.00%             | \$ 35.43                                    |
| 3002                      | Unemployment Compensation         | \$ 27,965           | \$ 10,626           | \$ 35,000               | \$ 30,000                        | \$ 15,000                         | -57.14%           | \$ 3.14                                     |
|                           | INSURANCE                         |                     |                     |                         |                                  |                                   |                   |   |
| 3010                      | Health Insurance                  | \$ 1,331,701        | \$ 1,458,725        | \$ 1,716,301            | \$ 1,742,553                     | \$ 1,742,553                      | 1.53%             | \$ 365.32                                   |
| 3011                      | Life Insurance                    | \$ 2,958            | \$ 3,145            | \$ 3,160                | \$ 3,400                         | \$ 3,400                          | 7.59%             | \$ 0.71                                     |
| 3012                      | Medicare/Social Security          | \$ 115,210          | \$ 122,813          | \$ 138,100              | \$ 146,100                       | \$ 146,100                        | 5.79%             | \$ 30.63                                    |
|                           |                                   |                     |                     | \$                      |                                  |                                   |                   |   |
| <b>DEPARTMENTAL TOTAL</b> |                                   | <b>\$ 3,316,874</b> | <b>\$ 3,661,588</b> | <b>\$ 4,074,260</b>     | <b>\$ 4,064,106</b>              | <b>\$ 4,049,106</b>               | <b>-0.62%</b>     | <b>\$ 848.87</b>                            |
| 3000                      | County Retirement                 |                     |                     |                         |                                  |                                   |                   |   |
|                           | <u>For further apportionment:</u> |                     |                     |                         |                                  |                                   |                   |   |
|                           | General Fund                      | 1,435,706           |                     |                         |                                  |                                   |                   |   |
|                           | GELD                              | 410,986             |                     |                         |                                  |                                   |                   |   |
|                           | Water                             | 70,062              |                     |                         |                                  |                                   |                   |   |
|                           | Cable                             | 26,665              |                     |                         |                                  |                                   |                   |   |
|                           | Sewer                             | 13,166              |                     |                         |                                  |                                   |                   |   |
|                           | CPA                               | 8,096               |                     |                         |                                  |                                   |                   |   |
|                           | Trust Funds                       | 8,373               |                     |                         |                                  |                                   |                   |   |
|                           |                                   | <u>1,973,054</u>    |                     |                         |                                  |                                   |                   |   |

## Health Insurance Estimates for FY20 by Union Affiliation

|                          |                |             | Data                               |                      |                                 |                            |                          |                            |                            |                            |
|--------------------------|----------------|-------------|------------------------------------|----------------------|---------------------------------|----------------------------|--------------------------|----------------------------|----------------------------|----------------------------|
| Union Affiliation        | Covered Person | Health Plan | Sum of FY19                        |                      | Sum of FY20 Est<br>Prem inc 10% | Sum of FY20 Town<br>Annual | Sum of FY20 EE<br>Annual | Sum of HRA<br>Benefit FY19 | Sum of HRA<br>Benefit FY20 | Sum of HRA<br>Benefit FY21 |
|                          |                |             | Sum of FY19 Town<br>Annual Premium | Annual EE<br>Premium |                                 |                            |                          |                            |                            |                            |
| By-Law Employee          |                |             | 44,788.80                          | 19,195.20            | 70,382.40                       | 49,267.68                  | 21,114.72                | 2,025                      | 2,025                      | 2,025                      |
| Communications Union     |                |             | 93,231.00                          | 31,077.00            | 118,285.20                      | 86,348.20                  | 31,937.00                | 0                          | 0                          | 0                          |
| Contract Employee        |                |             | 110,479.20                         | 43,468.80            | 169,342.80                      | 121,527.12                 | 47,815.68                | 1,350                      | 1,350                      | 1,350                      |
| Elected Official         |                |             | 18,589.20                          | 7,966.80             | 29,211.60                       | 20,448.12                  | 8,763.48                 | 675                        | 0                          | 0                          |
| GELD                     |                |             | 189,220.50                         | 27,031.50            | 237,877.20                      | 208,142.55                 | 29,734.65                | 0                          | 0                          | 0                          |
| Highway Transfer Water   |                |             | 236,538.00                         | 78,846.00            | 331,861.20                      | 232,302.84                 | 99,558.36                | 0                          | 3,900                      | 3,500                      |
| Patrolmen's Association  |                |             | 139,509.00                         | 46,503.00            | 204,613.20                      | 143,229.24                 | 61,383.96                | 4,700                      | 4,700                      | 4,700                      |
| Professional Firefighter |                |             | 96,188.40                          | 41,223.60            | 151,153.20                      | 105,807.24                 | 45,345.96                | 2,675                      | 4,025                      | 4,025                      |
| Superior Officers        |                |             | 46,062.00                          | 15,354.00            | 67,557.60                       | 49,317.05                  | 18,240.55                | 0                          | 0                          | 0                          |
| Supervisors' Union       |                |             | 110,838.00                         | 47,502.00            | 144,962.40                      | 101,473.68                 | 43,488.72                | 4,375                      | 4,375                      | 3,700                      |
| Town Hall Library        |                |             | 305,928.00                         | 101,976.00           | 459,452.40                      | 321,616.68                 | 137,835.72               | 5,600                      | 0                          | 0                          |
| Grand Total              |                |             | 1,391,372.10                       | 460,143.90           | 1,984,699.20                    | 1,439,480.39               | 545,218.81               | 21,400                     | 20,375                     | 19,300                     |

**1,439,480.39** Active Employee Cost

**280,507.89** Retiree annual cost

**(4,952.50)** DPW adj Ind to Fam for 1/2 yr

**10,000.00** Fees Paid to Benefit Strategies

**2,000.00** Hi Deductible Svg Acct Town Contribution

**15,516.67** Est for Premium increase 6/20

**1,742,552.45** Total Health Insurance Budget FY2020

119,956.70 Town Share of Active Premiums/ 12 months

0.10 estimated rate increase for June 2020

11,995.67 Additional increase for first month of FY21 plan year

1% impact to rates:

13,214.45 (Town cost)

**Unit Results****Summary of Actuarial Valuation Results – Town of Groton**

1500

The valuation was made with respect to the following data supplied to us:

|  |     |
|--|-----|
| 1. Retired participants as of the valuation date (including 7 beneficiaries in pay status) | 65  |
| 2. Participants active during the year ended December 31, 2017                             | 108 |
| 3. Inactive participants entitled to a return of their employee contributions              | 18  |
| 4. Inactive participants with a vested right to a deferred or immediate benefit            | 4   |

The actuarial factors as of January 1, 2018 are as follows:

|  |                |                 |
|--|----------------|-----------------|
| 1. Normal cost   |                | \$1,102,550     |
| 2. Administrative expenses                               |                | 59,721          |
| 3. Expected employee contributions                       |                | <u>-755,238</u> |
| 4. Employer normal cost: (1) + (2) + (3)                 |                | \$407,033       |
| 5. Actuarial accrued liability                           |                | 41,395,280      |
| Retired participants and beneficiaries                   | \$20,902,525   |                 |
| Active participants                                      | 19,766,862     |                 |
| Inactive participants                                    | <u>725,893</u> |                 |
| 6. Actuarial value of assets                             |                | 19,855,949      |
| 7. Unfunded actuarial accrued liability: (5) – (6)       |                | 21,539,331      |
| 8. Reallocated unfunded actuarial accrued liability      |                | <u>379,364</u>  |
| 9. Total unfunded actuarial accrued liability: (7) + (8) |                | \$21,918,695    |

The actuarial factors projected to FY19 are as follows:

|  | Amount      | % of Payroll |
|--|-------------|--------------|
| 1. Projected employer normal cost  | \$421,140   | 5.49%        |
| 2. Projected unfunded actuarial accrued liability                              | 22,725,787  |              |
| 3. Payment on projected unfunded actuarial accrued liability                   | 1,491,231   |              |
| 4. Payment on 2002 ERI   | 189,227     |              |
| 5. Payment on 2003 ERI   | 19,312      |              |
| 6. Payment on 2010 ERI   | <u>0</u>    |              |
| 7. Total FY19 Actuarially Determined Contribution: (1) + (3) + (4) + (5) + (6) | \$2,120,910 | 27.66%       |
| 8. Total FY19 Actuarially Determined Contribution, payable on July 1           | 2,081,699   | 27.15%       |
| 9. Projected payroll   | 7,667,294   |              |

The actuarial factors projected to FY20 and FY21 are as follows:

|   | FY20        | FY21        |
|---|-------------|-------------|
| 1. Projected employer normal cost                                   | \$436,594   | \$452,610   |
| 2. Payment on projected unfunded actuarial accrued liability        | 1,553,145   | 1,675,815   |
| 3. Payment on 2003 ERI  | 19,312      | 0           |
| 4. Payment on 2010 ERI  | <u>0</u>    | <u>0</u>    |
| 5. Total Actuarially Determined Contribution: (1) + (2) + (3) + (4) | \$2,009,051 | \$2,128,425 |
| 6. Total Actuarially Determined Contribution, payable on July 1     | 1,973,053   | 2,090,289   |

Note: Actuarially Determined Contributions are assumed to be paid on July 1 and December 31, unless otherwise noted.



**ENTERPRISE FUNDS**

# MEMORANDUM

To: Mark W. Haddad, Town Manager

From: Thomas D. Orcutt, Water Superintendent

Subject: Fiscal Year 2020 Budget

Date: November 19, 2018

The Water Department through its Board of Water Commissioners is pleased to submit its budget requests for Fiscal Year 2020. Attached, please find one copy of the Water Department's proposed Fiscal Year 2020 Operating Budget for your review and approval. Please consider this a "draft" Operating Budget. The Board Water Commissioners may make some adjustments prior to Town Meeting. The overall Fiscal Year 2020 Operating budget of \$1,254,575.00 is essentially level funded from the previous year's Operating Budget.

The Fiscal Year 2020 Operating Budget highlights are as follows:

The Salaries Line Items increased slightly due to contractual obligations attributed to the new Collective Bargaining Agreements. The Wage Line Item decreased slightly due to the retirement of a long-term employee earning a higher wage with the replacement of a lower wage employee. In addition, the Water Department is not carrying a third technician for the transition of a retirement. The Water Department does anticipate starting an in-house training program for licensed operators, just not in Fiscal Year 2020. This program will take 12 to 18 months to develop as we work with the local technical high schools, Massachusetts Water Works Association and surrounding water suppliers. Indirect costs have also declined slightly due to the shift in employee/town contributions and changes in plan selection by employees of the water department.

Expenses are slightly higher than the Fiscal Year 2019. The increase is due to a new line item, "Capital Fund" we have added to the Operating Budget. This line item will be used to earmark capital improvements that have been identified in the recently completed 2017 Asset Management Plan. The Water Department will be continuing with the Water Meter Replacement Program as we enter Year #4. We will transfer \$75,000.00 from our Reserve Fund for this expense.

The Water Department's Capital Plan is broken into three parts. The Capital Plan I have developed describes projects and/or improvements that we will undertake over the next 1-5 Years using Water Enterprise Funds. The next Capital Plan is for Building Improvements that may need to be over the next 6-10 year period. The final Capital Plan piece is the most extensive. The Groton Water Department recently completed its Asset Management Plan or Master Plan. The Master Plan was completed using a Grant obtained through the Commonwealth of Massachusetts. The plan describes essentially infrastructure improvements needed over the next 1 to 5 years, 6 to 10 years 11 to 25 years. The total cost of all system improvements approaches 20 million dollars with an annualized investment of approximately 1 million dollars per year. This figure is not obtainable. However, the Board of Water Commissioners and the Water Superintendent are focusing their efforts on years 1 thru 5 as identified in the Asset Management Plan and this is reflected in our FY 2020 Operating Budget with a Capital Fund Line Item.

The Board of Water Commissioners will be conducting Water Rate Hearing in December of 2018. It is anticipated that they will be following the recommendations outlined in the recently completed "Evaluation of the Impact of New Restrictions on Revenues and Rates for Various Water Systems". This was a grant program the Board applied for and received that looked at revenue projections and needs balanced with permitted withdrawals and seasonal variations.

In closing, the Water Enterprise Fund continues to have a healthy reserve in excess of \$450,000.00. It has been my policy as well as the Board of Water Commissioners not to use these funds for operating budget deficiencies but for Capital Projects or water rate reductions.

To that end, I look forward to meeting with you on Wednesday, November 28<sup>th</sup> to explain the Water Department's Fiscal Year 2020 Operating Budget.

Respectfully,

Thomas D. Orcutt  
Water Superintendent



# FY 2020 ENTERPRISE FUND BUDGETS

| LINE                                 | DEPARTMENT/DESCRIPTION          | FY 2017<br>ACTUAL   | FY 2018<br>ACTUAL   | FY 2019<br>APPROPRIATED | FY 2020<br>DEPARTMENT<br>REQUEST | FY 2020<br>TOWN MANAGER<br>BUDGET | PERCENT<br>CHANGE |
|--------------------------------------|---------------------------------|---------------------|---------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|
| <b>WATER DEPARTMENT</b>              |                                 |                     |                     |                         |                                  |                                   |                   |
|                                      | WD Salaries                     | \$ 122,031          | \$ 122,759          | \$ 126,957              | \$ 145,271                       | \$ 145,271                        | 14.43%            |
|                                      | WD Wages                        | \$ 171,307          | \$ 193,076          | \$ 215,106              | \$ 167,539                       | \$ 167,539                        | -22.11%           |
|                                      | WD Expenses                     | \$ 619,773          | \$ 510,616          | \$ 535,704              | \$ 547,269                       | \$ 547,269                        | 2.16%             |
|                                      | WD Debt Service                 | \$ 356,716          | \$ 398,045          | \$ 400,393              | \$ 402,140                       | \$ 402,140                        | 0.44%             |
| <b>100</b>                           | <b>DEPARTMENTAL TOTAL</b>       | <b>\$ 1,269,827</b> | <b>\$ 1,224,496</b> | <b>\$ 1,278,160</b>     | <b>\$ 1,262,219</b>              | <b>\$ 1,262,219</b>               | <b>-1.25%</b>     |
| <b>SEWER DEPARTMENT</b>              |                                 |                     |                     |                         |                                  |                                   |                   |
|                                      | Sewer Salaries                  | \$ 18,301           | \$ 18,200           | \$ 18,642               | \$ 19,395                        | \$ 19,395                         | 4.04%             |
|                                      | Sewer Wages                     | \$ 34,079           | \$ 39,119           | \$ 37,461               | \$ 38,974                        | \$ 38,974                         | 4.04%             |
|                                      | Sewer Expense                   | \$ 619,440          | \$ 595,119          | \$ 633,821              | \$ 629,420                       | \$ 629,420                        | -0.69%            |
|                                      | Sewer Debt Service              | \$ 4,938            | \$ 4,050            | \$ 38,338               | \$ 37,619                        | \$ 37,619                         | -1.87%            |
| <b>200</b>                           | <b>DEPARTMENTAL TOTAL</b>       | <b>\$ 676,758</b>   | <b>\$ 656,488</b>   | <b>\$ 728,261</b>       | <b>\$ 725,408</b>                | <b>\$ 725,408</b>                 | <b>-0.39%</b>     |
| <b>FOUR CORNERS SEWER DEPARTMENT</b> |                                 |                     |                     |                         |                                  |                                   |                   |
|                                      | Four Corners Sewer Salaries     | \$ -                | \$ -                | \$ -                    | \$ -                             | \$ -                              | 0.00%             |
|                                      | Four Corners Sewer Wages        | \$ -                | \$ -                | \$ -                    | \$ -                             | \$ -                              | 0.00%             |
|                                      | Four Corners Sewer Expense      | \$ -                | \$ -                | \$ 31,424               | \$ 20,618                        | \$ 20,618                         | -34.39%           |
|                                      | Four Corners Sewer Debt Service | \$ -                | \$ -                | \$ -                    | \$ -                             | \$ -                              | 0.00%             |
| <b>300</b>                           | <b>DEPARTMENTAL TOTAL</b>       | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ 31,424</b>        | <b>\$ 20,618</b>                 | <b>\$ 20,618</b>                  | <b>-34.39%</b>    |
| <b>LOCAL ACCESS CABLE DEPARTMENT</b> |                                 |                     |                     |                         |                                  |                                   |                   |
|                                      | Cable Salaries                  | \$ 67,795           | \$ 70,921           | \$ 75,731               | \$ 77,180                        | \$ 77,180                         | 1.91%             |
|                                      | Cable Wages                     | \$ 41,188           | \$ 50,079           | \$ 52,210               | \$ 54,259                        | \$ 54,259                         | 3.92%             |
|                                      | Cable Expenses                  | \$ 62,862           | \$ 64,174           | \$ 72,783               | \$ 75,337                        | \$ 75,337                         | 3.51%             |
|                                      | Cable Minor Capital             | \$ 45,187           | \$ 6,462            | \$ 10,000               | \$ 5,000                         | \$ 5,000                          | -50.00%           |
| <b>400</b>                           | <b>DEPARTMENTAL TOTAL</b>       | <b>\$ 217,032</b>   | <b>\$ 191,636</b>   | <b>\$ 210,724</b>       | <b>\$ 211,776</b>                | <b>\$ 211,776</b>                 | <b>0.50%</b>      |
| <b>TOTAL ENTERPRISE FUNDS</b>        |                                 | <b>\$ 2,163,617</b> | <b>\$ 2,072,620</b> | <b>\$ 2,248,570</b>     | <b>\$ 2,220,021</b>              | <b>\$ 2,220,021</b>               | <b>-1.27%</b>     |

WATER DEPARTMENT ENTERPRISE FUND

100

| LINE ITEM                    | FY 2020 DEPARTMENT       |                      |                     |                   |                          | FY 2020 TOWN MANAGER |                               |                   |
|------------------------------|--------------------------|----------------------|---------------------|-------------------|--------------------------|----------------------|-------------------------------|-------------------|
|                              | FY 2019<br>APPROPRIATION | REQUEST              | DIFFERENCE          | PERCENT<br>CHANGE | REASON FOR CHANGE:       | APPROVED             | FY 2020<br>FINCOM<br>APPROVED | PERCENT<br>CHANGE |
| Propane Heat                 | \$ 5,000.00              | \$ 6,000.00          | \$ 1,000.00         | 20.00%            | spent \$6,000 last year  | \$ 6,000.00          |                               | 20.00%            |
| Electricity                  | \$ 45,000.00             | \$ 40,000.00         | \$ (5,000.00)       | -11.11%           | spent \$46,600 last year | \$ 40,000.00         |                               | -11.11%           |
| 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%             | might be able to reduce  | \$ 10,000.00         |                               | 0.00%             |
| Vehicle Maintenance          | \$ 2,500.00              | \$ 2,500.00          | \$ -                | 0.00%             |                          | \$ 2,500.00          |                               | 0.00%             |
| Maintenance Agreements       | \$ 6,000.00              | \$ 6,000.00          | \$ -                | 0.00%             |                          | \$ 6,000.00          |                               | 0.00%             |
| Well Maintenance             | \$ 25,000.00             | \$ 20,000.00         | \$ (5,000.00)       | 0.00%             | spent \$15,000 last year | \$ 20,000.00         |                               | 0.00%             |
| Well Testing                 | \$ 9,500.00              | \$ 5,000.00          | \$ (4,500.00)       | -47.37%           | spent \$4,000 last year  | \$ 5,000.00          |                               | -47.37%           |
| DEP Assessment               | \$ 1,400.00              | \$ 1,500.00          | \$ 100.00           | 7.14%             | spent \$1,431 last year  | \$ 1,500.00          |                               | 7.14%             |
| Meters                       | \$ 75,000.00             | \$ 75,000.00         | \$ -                | 0.00%             | this could be flexible   | \$ 75,000.00         |                               | 0.00%             |
| Cable                        | \$ 1,200.00              | \$ 1,000.00          | \$ (200.00)         | -16.67%           | spent \$850 last year    | \$ 1,000.00          |                               | -16.67%           |
| Engineering                  | \$ 7,000.00              | \$ 5,000.00          | \$ (2,000.00)       | -28.57%           | spent \$3,300 last year  | \$ 5,000.00          |                               | -28.57%           |
| 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              | \$ 5,000.00          | \$ 1,500.00         | 42.86%            | spent \$4,410 last year  | \$ 5,000.00          |                               | 42.86%            |
| Insurance                    | \$ 23,000.00             | \$ 23,000.00         | \$ -                | 0.00%             |                          | \$ 23,000.00         |                               | 0.00%             |
| Telephone                    | \$ 2,200.00              | \$ 2,200.00          | \$ -                | 0.00%             |                          | \$ 2,200.00          |                               | 0.00%             |
| Postage                      | \$ 2,700.00              | \$ 2,700.00          | \$ -                | 0.00%             |                          | \$ 2,700.00          |                               | 0.00%             |
| Contracted Services          | \$ 30,000.00             | \$ 30,000.00         | \$ -                | 0.00%             |                          | \$ 30,000.00         |                               | 0.00%             |
| Office Supplies/Equipment    | \$ 3,000.00              | \$ 3,000.00          | \$ -                | 0.00%             |                          | \$ 3,000.00          |                               | 0.00%             |
| Parts/Equipment (System)     | \$ 40,000.00             | \$ 40,000.00         | \$ -                | 0.00%             |                          | \$ 40,000.00         |                               | 0.00%             |
| Gas and Oil                  | \$ 9,000.00              | \$ 9,000.00          | \$ -                | 0.00%             |                          | \$ 9,000.00          |                               | 0.00%             |
| Chemicals                    | \$ 35,000.00             | \$ 30,000.00         | \$ (5,000.00)       | -14.29%           | spent \$23,000 last year | \$ 30,000.00         |                               | -14.29%           |
| Uniforms                     | \$ 3,750.00              | \$ 2,100.00          | \$ (1,650.00)       | -44.00%           | \$700 each employee      | \$ 2,100.00          |                               | -44.00%           |
| Intergovernmental            | \$ 191,054.00            | \$ 173,169.00        | \$ (17,885.00)      | -9.36%            | estimate from Trish      | \$ 173,169.00        |                               | -9.36%            |
| Dues/Meetings/Trainings      | \$ 1,800.00              | \$ 2,000.00          | \$ 200.00           | 11.11%            | spent \$2,000 last year  | \$ 2,000.00          |                               | 11.11%            |
| Licensing                    | \$ 500.00                | \$ 500.00            | \$ -                | 0.00%             |                          | \$ 500.00            |                               | 0.00%             |
| Capital Fund                 | \$ -                     | \$ 50,000.00         | \$ 50,000.00        | 0.00%             |                          | \$ 50,000.00         |                               | #DIV/0!           |
| <b>TOTAL FUNDS REQUESTED</b> | <b>\$ 535,704.00</b>     | <b>\$ 547,269.00</b> | <b>\$ 11,565.00</b> | <b>2.16%</b>      |                          | <b>\$ 547,269.00</b> | <b>\$ -</b>                   | <b>2.16%</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 2019 |            |                 |                  |           |         |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |              |              |                              |
| Last Name        | First Name | Bargaining Unit | Position         | Pay Grade | Rate    | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay    | Final Salary | Projected Salary Fiscal 2020 |
| Salaries         |            |                 |                  |           |         |       |                        |                  |       |                            |                               |                 |              |              |                              |
| Orcutt           | Thomas     | Supervisors     | Superintendent   | 14        |         | 40    | \$ 87,490.00           |                  |       | \$ 91,916.80               | 2.5%                          |                 | \$ 10,775.00 | \$ 94,214.72 | \$ 104,989.72                |
| Crory            | Lauren     | THL             | Business Manager | 9         |         | 40    | \$ 38,717.00           |                  |       | \$ 39,491.34               | 2.0%                          |                 |              | \$ 40,281.17 | \$ 40,281.17                 |
| Other Pay        |            |                 |                  |           |         |       | \$ 750.00              |                  |       |                            |                               |                 |              |              | \$ -                         |
| TOTAL SALARIES   |            |                 |                  |           |         |       | \$ 126,957.00          |                  |       |                            |                               |                 |              |              | \$ 145,270.89                |
| 1                | 2          | 3               | 4                | 5         | 6       | 7     | 8                      | 9                | 10    | 11                         | 12                            | 13              | 15           | 15           | 16                           |
| FISCAL YEAR 2019 |            |                 |                  |           |         |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |              |              |                              |
| Last Name        | First Name | Bargaining Unit | Position         | Pay Grade | Rate    | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay    | Final Salary | Projected Salary Fiscal 2020 |
| Wages            |            |                 |                  |           |         |       |                        |                  |       |                            |                               |                 |              |              |                              |
| Brackett         | George     | Highway         | Sr. Technician   | 6         | \$33.74 | 40    | \$ 70,449.12           | \$ -             |       |                            |                               |                 |              |              |                              |
| Knox             | Steven     | Highway         | Sr. Technician   | 5         | \$32.08 | 40    | \$ 66,983.04           | \$ 32.72         | 40    | \$ 68,322.70               | 2.0%                          | \$ 33.38        | \$ 18,600.00 | \$ 69,689.15 | \$ 88,289.15                 |
| MacEachern       | Michael    | Highway         | Technician       | 3         | \$27.20 | 40    | \$ 56,793.60           | \$ 27.74         | 40    | \$ 57,929.47               | 0.0%                          | \$ 27.74        | \$ 14,600.00 | \$ 57,929.47 | \$ 72,529.47                 |
| Summer Help      |            | n/a             | Temporary        |           | \$10.00 | 40    | \$ 20,880.00           | \$ 12.00         | 10    | \$ 6,720.00                | 0.0%                          | \$ 12.00        |              | \$ 6,720.00  | \$ 6,720.00                  |
| Other Pay        |            |                 |                  |           |         |       |                        |                  |       |                            |                               |                 |              |              | \$ -                         |
| TOTAL WAGES      |            |                 |                  |           |         |       | \$ 215,105.76          |                  |       |                            |                               |                 |              |              | \$ 167,538.63                |



**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:*  
Lauren E. Crory

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

**Revenue Projections :**

|                                 | <u>FY 2020</u>      | <u>FY 2019</u>      |
|---------------------------------|---------------------|---------------------|
| Rates                           | \$ 840,000.00       | \$ 853,500.00       |
| Processing Charge               | \$ 105,000.00       | \$ 105,000.00       |
| Construction                    | \$ 125,000.00       | \$ 125,000.00       |
| Miscellaneous                   | \$ 18,500.00        | \$ 18,500.00        |
| Public Fire Protection          | \$ 32,000.00        | \$ 32,000.00        |
| Town Paid Fire Protection       | \$ 2,500.00         | \$ 2,500.00         |
| Private Hydrants                | \$ 23,000.00        | \$ 23,000.00        |
| Fire Sprinklers                 | \$ 23,000.00        | \$ 23,000.00        |
| Other Non-Rate Fees             | \$ 22,000.00        | \$ 22,000.00        |
| WEF Transfer (meters)           | \$ 75,000.00        | \$ 75,000.00        |
| Total Revenue                   | \$ 1,266,000.00     | \$ 1,279,500.00     |
| <br>Total Expenses              | <br>\$ 1,262,219.00 | <br>\$ 1,279,157.00 |
| <br>Projected Surplus (Deficit) | <br>\$ 3,781.00     | <br>\$ 343.00       |

**Fiscal Year 2020 Budget**  
Overtime Calculations

|                 | HOURLY RATE | OVERTIME | DOUBLE TIME | SATURDAYS   | SUNDAYS     | 4 HOLIDAYS | 2 HOLIDAYS | EMERGENCY Call-<br>OUTS | ON CALL PAY | LONGEVITY &<br>CROSS CONN.<br>STIPEND |
|-----------------|-------------|----------|-------------|-------------|-------------|------------|------------|-------------------------|-------------|---------------------------------------|
| Mike MacEachern | \$ 27.74    | \$ 41.61 | \$ 55.48    | \$ 2,163.72 | \$ 2,163.72 | \$ 332.88  | \$ 221.92  | \$ 1,081.86             | \$ 8,000.00 | \$0.00                                |
| Stephen Knox    | \$ 28.30    | \$ 42.45 | \$ 56.60    | \$ 2,207.40 | \$ 2,207.40 | \$ 339.60  | \$ 226.40  | \$ 1,103.70             | \$ 8,000.00 | \$3,850.00                            |

|   |                     |
|---|---------------------|
| Total Scheduled &<br>Unscheduled OT     | \$ 12,048.60        |
| On-Call Compensation                    | \$ 16,000.00        |
| Longevity & Cross<br>Connection Stipend | \$3,850.00          |
| <b><u>GRAND TOTAL</u></b>               | <b>\$ 31,898.60</b> |

**FY 2020 Budget**      **\$30,801.45**

| <b><i>Groton Water Department</i></b>   |                          |                           |                 |                               |
|---|--------------------------|---------------------------|-----------------|-------------------------------|
| <i>Connection Fee Forecast for FY 2020</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 FY2020</u></b> |
| Cross Roads Plaza<br>(1-1"R,3-2"R +2- 4"F)  | 1C/1F                    | \$ 69,250.00              | 100%            | \$ 14,250.00                  |
|   |                          |                           |                 |                               |
| Monarch Path<br>(15 x 1-1/2"R)  | 15R                      | \$ 78,000.00              | 7%              | \$ 6,500.00                   |
|   |                          |                           |                 |                               |
| NE Shirdi Temple<br>(8R + 3-4"F)  | 8R/3C                    | \$ 75,000.00              | 33%             | \$ -                          |
|   |                          |                           |                 |                               |
| Rocky Hill<br>(84R)   | 84R/52R                  | \$ 315,000.00             | 2%              | \$ 8,500.00                   |
|   |                          |                           |                 |                               |
| Martins Pond Road   | 9R                       | \$ 38,250.00              | 20%             | \$ 8,500.00                   |
|   |                          |                           |                 |                               |
| Gratuity/Jenkins Road   | 20R/1F                   | \$ 102,500.00             | 0               | \$ -                          |
|   |                          |                           |                 |                               |
| Court Street  | 5R/2C                    | \$ 25,500.00              | 20%             | \$ 5,100.00                   |
|   |                          |                           |                 |                               |
| Miscellaneous   | 6                        | \$ 4,250.00               |                 | \$ 25,500.00                  |
|   |                          |                           |                 |                               |
|   |                          |                           |                 |                               |
|   |                          |                           |                 |                               |
| <b>Total Value</b>  |                          | \$ 707,750.00             |                 | \$ 68,350.00                  |
|   |                          |                           |                 |                               |
| <b>Total Anticipated Revenue for FY 2020</b>  |                          |                           |                 | <b>\$ 68,350.00</b>           |
|   |                          |                           |                 |                               |
|   |                          |                           |                 |                               |
| <b><u>Other notable projects under consideration by developers/landowners:</u></b>      |                          |                           |                 |                               |
| Chestnut Hill (Webber) 4 - 1" Domestic  |                          |                           |                 | \$ 17,000.00                  |
|   |                          |                           |                 |                               |
| Note: This Forecast reflects the GWD revised Connection Fees adopted in January of 2018 |                          |                           |                 |                               |

# Water Income - 10 Year Analysis

| RATES                               | 2008                   | 2009*                | 2010*                | 2011**                 | 2012                   | 2013                   | 2014                   | 2015                   | 2016                   | 2017                   | 2018                  | Avg.                   | FY2020 Budget Recommendation |                 |
|-------------------------------------|------------------------|----------------------|----------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|-----------------------|------------------------|------------------------------|-----------------|
| Use Chgs                            | 734,203.52             | 679,310.21           | 682,023.23           | 868,965.42             | \$ 783,201.47          | \$ 804,988.95          | \$ 789,178.00          | \$ 786,600.00          | \$ 843,844.00          | \$ 836,311.70          | \$ 802,000.00         | 812,184.53             | \$840,000.00                 |                 |
| Other Fees                          | 15,718.77              | 11,429.32            | 15,387.16            | 14,924.87              | \$ 16,904.86           | \$ 18,301.78           | \$ 12,465.00           | \$ 17,984.00           | \$ 1,863.00            | \$ 22,244.71           | \$ 21,748.00          | 14,571.70              | \$20,000.00                  |                 |
| Hydrants                            | 17,737.12              | 18,120.24            | 23,479.71            | 23,841.03              | \$ 22,922.38           | \$ 22,922.38           | \$ 23,957.00           | \$ 23,957.00           | \$ 23,841.00           | \$ 23,945.07           | \$ 26,797.00          | 23,724.49              | \$26,000.00                  | rate change 20  |
| Sprinklers                          | 17,136.50              | 17,166.38            | 23,212.41            | 22,513.81              | \$ 24,075.87           | \$ 24,075.87           | \$ 23,162.00           | \$ 23,162.00           | \$ 23,214.00           | \$ 23,654.44           | \$ 23,991.00          | 23,453.66              | \$24,000.00                  | new fees in 20  |
| Public Fire Protection              | -                      | 4,875.00             | 31,842.88            | 31,928.18              | \$ 31,950.68           | \$ 32,013.20           | \$ 33,632.00           | \$ 33,849.00           | \$ 34,152.00           | \$ 34,698.60           | \$ 35,214.00          | 33,668.96              | \$35,000.00                  | new fees in 20: |
| Processing Fee                      | 67,379.68              | 69,220.94            | 69,178.37            | 69,764.47              | \$ 70,378.00           | \$ 70,498.00           | \$ 74,510.00           | \$ 75,690.00           | \$ 76,880.00           | \$ 90,979.52           | \$ 102,276.00         | 77,711.50              | \$100,000.00                 | rate change 20  |
| <b>Totals</b>                       | <b>852,175.59</b>      | <b>800,122.09</b>    | <b>845,123.76</b>    | <b>1,031,937.78</b>    | <b>949,433.26</b>      | <b>972,800.18</b>      | <b>956,904.00</b>      | <b>961,242.00</b>      | <b>\$ 1,003,794.00</b> | <b>\$ 1,031,834.04</b> | <b>\$1,012,026.00</b> | <b>985,314.84</b>      | <b>\$1,045,000.00</b>        |                 |
| <b>CONSTRUCTION</b>                 |                        |                      |                      |                        |                        |                        |                        |                        |                        |                        |                       |                        |                              |                 |
| System Development                  | 60,250.00              | 42,750.00            | 51,731.62            | 36,268.38              | \$ 65,000.00           | \$ 98,750.00           | \$ 76,250.00           | \$ 90,000.00           | \$ 98,750.00           | \$ 178,750.00          | \$ 123,250.00         | 108,500.00             | \$68,350.00                  |                 |
| Service Install/Repairs             | 32,657.93              | 19,064.77            | 29,334.01            | 46,574.22              | \$ 22,977.07           | \$ 29,185.84           | \$ 28,440.00           | \$ 26,003.00           | \$ 35,975.60           | \$ 42,916.03           | \$ 70,000.00          | 32,504.09              | \$56,650.00                  |                 |
| <b>Totals</b>                       | <b>92,907.93</b>       | <b>61,814.77</b>     | <b>81,065.63</b>     | <b>82,842.60</b>       | <b>87,977.07</b>       | <b>127,935.84</b>      | <b>104,690.00</b>      | <b>116,003.00</b>      | <b>\$ 134,725.60</b>   | <b>\$ 221,666.03</b>   | <b>\$ 193,250.00</b>  | <b>141,004.09</b>      | <b>\$125,000.00</b>          |                 |
| <b>MISCELLANEOUS</b>                |                        |                      |                      |                        |                        |                        |                        |                        |                        |                        |                       |                        |                              |                 |
| Fire Protection                     | 36,324.00              | 2,500.00             | 2,500.00             | 2,500.00               | \$ 2,500.00            | \$ 2,500.00            | \$ 2,500.00            | \$ -                   | \$ -                   |                        |                       | 1,250.00               | \$0.00                       |                 |
| Backflows                           | 11,100.00              | 11,150.00            | 15,600.00            | 10,350.00              | \$ 3,700.00            | \$ 14,400.00           | \$ 10,700.00           | \$ 14,200.00           | \$ 13,750.00           | \$ 17,650.00           | \$ 17,600.00          | 14,140.00              | \$17,600.00                  |                 |
| Sewer Reimbursements                | 12,426.75              | 19,371.94            | 16,370.68            | 20,193.89              | \$ 18,145.25           | \$ 20,133.70           | \$ 17,995.00           | \$ 1,424.00            | \$ -                   |                        |                       | 9,888.18               | \$0.00                       | lost GIS income |
| Other (Finance Chrg) Reimb Expenses | 1,103.29               | 4,288.25             | 939.52               | 340.08                 | \$ 1,405.55            | \$ 847.83              | \$ 18,936.00           | \$ 2,505.00            | \$ 11,374.00           | \$ 921.31              |                       | 6,916.83               | \$7,000.00                   |                 |
| <b>Totals</b>                       | <b>60,954.04</b>       | <b>37,310.19</b>     | <b>35,410.20</b>     | <b>33,383.97</b>       | <b>25,750.80</b>       | <b>37,881.53</b>       | <b>50,131.00</b>       | <b>18,129.00</b>       | <b>\$ 25,124.00</b>    | <b>\$ 18,571.31</b>    | <b>\$ 17,600.00</b>   | <b>32,195.00</b>       | <b>\$24,600.00</b>           |                 |
|                                     | <u>\$ 1,006,037.56</u> | <u>\$ 899,247.05</u> | <u>\$ 961,599.59</u> | <u>\$ 1,148,164.35</u> | <u>\$ 1,063,161.13</u> | <u>\$ 1,138,617.55</u> | <u>\$ 1,111,725.00</u> | <u>\$ 1,095,374.00</u> | <u>\$ 1,163,643.60</u> | <u>\$ 1,272,071.38</u> | <u>\$1,222,876.00</u> | <u>\$ 1,158,513.94</u> | <u>\$1,194,600.00</u>        |                 |

\*Wet summers

\*\*Economic Slowdown

| ID#   | Description          | FY13                 | FY14                 | FY15                 | FY16                 | FY17                 | FY18                 | FY19                 | FY20                 | FY21                 | FY22                 | FY23                 | FY24                 | FY25                 | FY26                | FY27                |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------|---------------------|
| 2909  | Water System Upgrade | \$ 285,551.97        | \$ 285,262.39        | \$ 284,959.59        | \$ 282,682.27        | \$ 280,637.72        | \$ 281,233.72        | \$ 281,838.17        | \$ 282,368.79        | \$ 282,653.04        | \$ 282,596.67        | \$ 281,511.78        | \$ 279,893.15        | \$ 279,395.13        | \$ -                | \$ -                |
| 2997  | Water SRF Loan 2     | \$ 76,428.18         | \$ 76,343.18         | \$ 76,256.55         | \$ 76,167.80         | \$ 76,078.40         | \$ 75,985.84         | \$ 75,891.62         | \$ 75,796.18         | \$ 75,697.97         | \$ 75,598.44         | \$ 75,496.01         | \$ 75,393.09         | \$ 75,287.08         | \$ 75,178.39        | \$ 75,068.40        |
| <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> | <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 (based on borrowing \$400K) |                      |                      |                      |                      |                      |                      | \$ 40,825.00         | \$ 42,663.00         | \$ 43,975.00         | \$ 44,150.00         | \$ 43,975.00         | \$ 42,575.00         | \$ 41,175.00         | \$ 39,775.00         | \$ 38,375.00        | \$ 36,400.00        |
| <b>Total Per Fiscal Year</b>                      |                      |                      |                      |                      |                      |                      | \$ 398,044.56        | \$ 400,392.79        | \$ 402,139.97        | \$ 402,501.01        | \$ 402,170.11        | \$ 399,582.79        | \$ 396,461.24        | \$ 394,457.21        | \$ 113,553.39       | \$ 111,468.40       |



SEWER DEPARTMENT ENTERPRISE FUND  
200

| LINE ITEM                           | FY 2020<br>DEPARTMENT    |                      |                      |                   |                    | FY 2020                  |                    |                   |
|-------------------------------------|--------------------------|----------------------|----------------------|-------------------|--------------------|--------------------------|--------------------|-------------------|
|                                     | FY 2019<br>APPROPRIATION | REQUEST              | DIFFERENCE           | PERCENT<br>CHANGE | REASON FOR CHANGE: | TOWN MANAGER<br>APPROVED | FINCOM<br>APPROVED | PERCENT<br>CHANGE |
| Treatment                           | \$ 325,000.00            | \$ 335,000.00        | \$ 10,000.00         | 3.08%             |                    | \$ 335,000.00            |                    | 3.08%             |
| System Maintenance                  | \$ 120,000.00            | \$ 120,000.00        | \$ -                 | 0.00%             |                    | \$ 120,000.00            |                    | 0.00%             |
| Gas                                 | \$ 1,000.00              | \$ 500.00            | \$ (500.00)          | -50.00%           |                    | \$ 500.00                |                    | -50.00%           |
| Electricity                         | \$ 10,000.00             | \$ 10,000.00         | \$ -                 | 0.00%             |                    | \$ 10,000.00             |                    | 0.00%             |
| Telemetry                           | \$ 3,550.00              | \$ 3,550.00          | \$ -                 | 0.00%             |                    | \$ 3,550.00              |                    | 0.00%             |
| Water Meter Repairs                 | \$ 35,000.00             | \$ 35,000.00         | \$ -                 | 0.00%             |                    | \$ 35,000.00             |                    | 0.00%             |
| Postage/Printing                    | \$ 2,300.00              | \$ 3,000.00          | \$ 700.00            | 30.43%            |                    | \$ 3,000.00              |                    | 30.43%            |
| Office Supplies                     | \$ 750.00                | \$ 750.00            | \$ -                 | 0.00%             |                    | \$ 750.00                |                    | 0.00%             |
| Overhead/Intergovernmental/Benefits | \$ 29,129.00             | \$ 28,000.00         | \$ (1,129.00)        | -3.88%            |                    | \$ 28,000.00             |                    | -3.88%            |
| Legal Expenses                      | \$ 2,500.00              | \$ 2,500.00          | \$ -                 | 0.00%             |                    | \$ 2,500.00              |                    | 0.00%             |
| 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%             |
| Phase 1 Pepperell Plant - Expansion | \$ 28,900.00             | \$ 28,837.00         | \$ (63.00)           | -0.22%            |                    | \$ 28,837.00             |                    | -0.22%            |
| Phase 1 Pepperell Plant - Upgrade   | \$ 25,688.00             | \$ 25,683.00         | \$ (5.00)            | -0.02%            |                    | \$ 25,683.00             |                    | 0.00%             |
| Phase 2 Pepperell Plant - Upgrade   | \$ 21,904.00             | \$ -                 | \$ (21,904.00)       | -100.00%          |                    | \$ -                     |                    | 0.00%             |
| Other:MIIA                          | \$ 600.00                | \$ 600.00            | \$ -                 | 0.00%             |                    | \$ 600.00                |                    | 0.00%             |
| Software Support                    | \$ 2,000.00              | \$ 2,000.00          | \$ -                 | 0.00%             |                    | \$ 2,000.00              |                    | 0.00%             |
| Engineering                         | \$ 16,500.00             | \$ 25,000.00         | \$ 8,500.00          | 51.52%            |                    | \$ 25,000.00             |                    | 51.52%            |
| <b>TOTAL FUNDS REQUESTED</b>        | <b>\$ 633,821.00</b>     | <b>\$ 629,420.00</b> | <b>\$ (4,401.00)</b> | <b>-0.69%</b>     |                    | <b>\$ 629,420.00</b>     | <b>\$ -</b>        | <b>-0.69%</b>     |
| <b>Additional Funding</b>           |                          |                      |                      |                   |                    |                          |                    |                   |
| SRF Funding                         | \$ 5,400.00              | \$ 5,697.00          | \$ 297.00            | 5.50%             |                    | \$ 5,697.00              |                    | 5.50%             |
| Other Debt                          | \$ 32,937.50             | \$ 31,922.00         | \$ (1,015.50)        | -3.08%            |                    | \$ 31,922.00             |                    | -3.08%            |
| <b>Total</b>                        | <b>\$ 38,337.50</b>      | <b>\$ 37,619.00</b>  | <b>\$ (718.50)</b>   | <b>-1.87%</b>     |                    | <b>\$ 37,619.00</b>      | <b>\$ -</b>        | <b>-1.87%</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 2019 |            |                 |                  |           |         |       |                        | Rate     | FISCAL YEAR 2020 |              | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay    | Final Salary | Projected Salary Fiscal 2020 |              |
| Last Name        | First Name | Bargaining Unit | Position         | Pay Grade | Rate    | Hours | Annual Salary 1-Jul-18 |          |                  |              |                            |                               |                 |              |              |                              |              |
| Salaries         |            |                 |                  |           |         |       |                        |          |                  |              |                            |                               |                 |              |              |                              |              |
| Crory            | Lauren     | THL             | Business Manager | 9         |         | 13    | \$ 18,642.00           |          | 13               | \$ 19,014.84 | 2.0%                       |                               |                 | \$ 19,395.14 | \$ 19,395.14 |                              |              |
| Other Pay        |            |                 |                  |           |         |       |                        |          |                  |              |                            |                               |                 |              |              | \$ -                         |              |
| TOTAL SALARIES   |            |                 |                  |           |         |       |                        |          |                  |              |                            |                               |                 |              |              | \$ 18,642.00                 | \$ 19,395.14 |
| 1                | 2          | 3               | 4                | 5         | 6       | 7     | 8                      | 9        | 10               | 11           | 12                         | 13                            | 15              | 15           | 16           |                              |              |
| FISCAL YEAR 2019 |            |                 |                  |           |         |       |                        | Rate     | FISCAL YEAR 2020 |              | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay    | Final Salary | Projected Salary Fiscal 2020 |              |
| Last Name        | First Name | Bargaining Unit | Position         | Pay Grade | Rate    | Hours | Annual Salary 1-Jul-18 |          |                  |              |                            |                               |                 |              |              |                              |              |
| Wages            |            |                 |                  |           |         |       |                        |          |                  |              |                            |                               |                 |              |              | \$ -                         |              |
| Livezey          | Ann        | THL             | Office Assistant | 5         | \$25.63 | 28    | \$ 37,460.81           | \$ 26.14 | 28               | \$ 38,210.02 | 2.0%                       | \$ 26.67                      |                 | \$ 38,974.22 | \$ 38,974.22 |                              |              |
| Other Pay        |            |                 |                  |           |         |       |                        |          |                  |              |                            |                               |                 |              |              |                              |              |
| TOTAL WAGES      |            |                 |                  |           |         |       |                        |          |                  |              |                            |                               |                 |              |              | \$ 37,460.81                 | \$ 38,974.22 |

| Center District Sewer Full Budget FY2020               |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                  |                  |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|------------------|
|  | Budget            | Actual            | Budget            | Actual            | Budget            | Actual            | Budget            | Actual            | Budget            | Actual            | Budget            | Actual            | Budget           | Budget           |
|  | FY2013            | FY2013            | FY2014            | FY2014            | FY2015            | FY2015            | FY2016            | FY2016            | FY2017            | FY2017            | FY2018            | FY2018            | FY2019           | FY2020           |
|  | 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        | 531,452.00        | 530,000.00        | 546,051.00        | 575000.00        | 575000.00        |
| 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          | 0.00              |                   |                   | 6500.00          | 6500.00          |
| 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          | 69,649.30         | 54,153.00         | 55,008.80         | 10000.00         | 5000.00          |
| 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            | 2,036.17          | 500.00            | 1,299.23          | 1000.00          | 1000.00          |
| 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         | 25,286.00         | 20,000.00         | 26,597.00         | 20000.00         | 25000.00         |
| Reimbursement  |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   | 27,993.52         |                  |                  |
| Interest - MMDT & General Fund                         | 550.00            | 822.13            | 550.00            | 724.34            | 500.00            | 664.70            | 600.00            | 1,610.45          | 600.00            | 2,258.31          | 600.00            | 2,632.22          | 600.00           | 600.00           |
| Boston Rd. - Debt                                      |                   |                   | 15,260.00         |                   | 15,257.00         |                   | 15,257.00         |                   | 15,257.00         | 22,112.16         | 15,257.00         | 18,674.31         | 9756.00          | 9756.00          |
| Boston Rd. - GBF                                       |                   |                   | 7,475.00          |                   |                   |                   |                   |                   |                   |                   |                   |                   |                  | 4875.00          |
| Boston Rd. - Capacity                                  |                   |                   | 4,540.00          |                   |                   |                   |                   |                   |                   |                   |                   |                   |                  | 2846.00          |
| Boston Rd. - Interest                                  |                   |                   | 11,318.00         |                   | 9,332.00          |                   | 8,338.00          |                   | 7,345.00          |                   | 7,533.00          | 6,584.96          | 5716.00          | 5082.00          |
| Old Ayer Rd. - Debt                                    |                   |                   | 2,484.00          |                   | 3,967.00          |                   | 3,967.00          |                   | 3,967.00          | 4,771.94          | 3,967.00          | 5,872.00          | 2483.00          | 1242.00          |
| Old Ayer Rd. - GBF                                     |                   |                   | 975.00            |                   |                   |                   |                   |                   |                   |                   |                   |                   |                  | 325.00           |
| Old Ayer Rd. - Capacity                                |                   |                   | 435.00            |                   |                   |                   |                   |                   |                   |                   |                   |                   |                  | 145.00           |
| Old Ayer Rd. - Interest                                |                   |                   | 2,426.00          |                   | 2,392.00          |                   | 2,134.00          |                   | 1,875.00          |                   | 1,875.00          | 2,061.29          | 1455.00          | 646.00           |
| 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            | see mmdt          | 900.00            | see mmdt          | 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          | 671.75            | 1,000.00          | 883.03            | 800.00           |                  |
| 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         | 12,394.04         | 13,152.00         | 9,603.52          | 9131.00          |                  |
| Reserve Transfer - Pump Station Upgrades               | 26,805.01         | 26,805.01         | 120,000.00        | 120,000.00        |                   |                   | -                 |                   | -                 |                   |                   |                   |                  |                  |
| Reserved for debt Boston                               |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                  | 6420.00          |
| Reserved for debt Old Ayer                             |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                  | 8777.00          |
| Reserve Transfer from E&D                              |                   |                   | 90,000.00         | 190,000.00        | 56,884.00         | 156,884.00        | 48,459.00         | 98,216.00         | 51,252.00         | 151,252.00        | 50,903.00         | 160,000.00        | 84798.00         | 71518.00         |
| Prior Year Encumbrance                                 |                   |                   |                   |                   |                   | 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>821,883.67</b> | <b>699,840.00</b> | <b>863,260.88</b> | <b>728139.00</b> | <b>725632.00</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        | 323,195.00        | 315,000.00        | 301,338.00        | 325000.00        | 335000.00        |
| 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        | 107,878.00        | 111,000.00        | 99,325.00         | 120000.00        | 120000.00        |
| 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          | 418.00            | 1,000.00          | 291.00            | 1000.00          | 500.00           |
| 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         | 6,971.00          | 10,000.00         | 8,236.00          | 10000.00         | 10000.00         |
| 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          | 3,265.00          | 3,550.00          | 3,366.00          | 3550.00          | 3550.00          |
| Pepperell Upgrade - Phase 1                   | <b>53,609.56</b>  | 53,609.65         | 53,610.00         | 53,459.32         | 53,610.00         | 53,307.09         | 26,717.00         | 26,716.60         | 53,434.00         | 53,434.00         | 52,445.00         | 52,445.00         | 25688.00         | 25683.00         |
| Pepperell Expansion - Phase 1                 | 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         | 30,200.00         | 29,500.00         | 29,500.00         | 28900.00         | 28837.00         |
| Pepperell Upgrade - Phase 2                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   | 21904.00         |                  |
| 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         | 16,524.00         | 13,000.00         | 23,760.67         | 16500.00         | 25000.00         |
| <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         | 34,080.00         | 32,053.00         | 36,118.75         | 36540.00         | 39198.00         |
| 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         | 18,301.00         | 19,440.00         | 18,200.26         | 19440.00         | 19395.00         |
| 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         | 27,951.00         | 29,108.00         | 27,750.00         | 29129.00         | 28000.00         |
| 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          | 4,674.00          | 2,300.00          | 2,952.00          | 2300.00          | 3000.00          |
| Office Supplies                               | 772.20            | 2,203.26          | 500.00            | 446.72            | 1,000.00          | 188.66            | 1,000.00          | 330.12            | 750.00            | 165.00            | 750.00            | 170.50            | 750.00           | 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          | 863.00            | 2,500.00          | 1,438.25          | 2500.00          | 2500.00          |
| Easements/Surveying                           | 2,500.00          |                   | 2,500.00          |                   | 2,500.00          |                   | 1,500.00          | -                 | 1,500.00          | 0.00              | 1,500.00          | 0.00              | 1500.00          | 1500.00          |
| 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          | 2,130.00          | 7500.00          | 7500.00          |
| 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          | 1,049.00          | 2,000.00          | 1,558.00          | 2000.00          | 2000.00          |
| 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          | 30,177.00         | 25,000.00         | 30,192.00         | 35000.00         | 35000.00         |
| MIIA  | 500.00            | 457.90            | 500.00            | 487.89            | 500.00            | 517.44            | 550.00            | 529.92            | 550.00            | 515.00            | 600.00            | 514.00            | 600.00           | 600.00           |
| Other Misc Expenses                           |                   | 15,098.77         |                   |                   |                   | 1,746.49          | -                 | 218.71            | -                 |                   |                   |                   |                  |                  |
| Refunds                                       |                   |                   |                   |                   |                   |                   |                   |                   |                   | 13,282.00         |                   |                   |                  |                  |
| Other Financing Uses (Hollis St payoff)       |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                  |                  |
| <b>DEBT SERVICE</b>                           |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                  |                  |
| <b>Boston Road - Principal</b>                |                   |                   | 16,650.00         |                   | 16,648.00         |                   | 16,648.00         |                   | 16,648.00         |                   | 16,648.00         | 18,674.00         | 16649.00         | 16648.00         |
| <b>Boston Road - Interest</b>                 |                   |                   | 10,030.00         |                   | 8,370.00          |                   | 7,533.00          |                   | 7,345.00          |                   | 7,533.00          | 6,584.00          | 5285.00          | 4610.00          |
| <b>Old Ayer Road - Principal</b>              |                   |                   | 8,353.00          |                   | 8,353.00          |                   | 8,353.00          |                   | 8,353.00          |                   | 8,353.00          | 5,872.00          | 8352.00          | 8352.00          |
| <b>Old Ayer Road Interest</b>                 |                   |                   | 5,032.00          |                   | 4,200.00          |                   | 3,780.00          |                   | 3,968.00          |                   | 3,780.00          | 2,061.00          | 2652.00          | 2313.00          |
| <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          | 4,050.00          | 4050.00          | 5400.00          |
| 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          | 700.83            | 1350.00          | 296.00           |
| <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>677,335.25</b> | <b>699,840.00</b> | <b>677,227.26</b> | <b>728139.00</b> | <b>725632.00</b> |
| Balance                                       |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                  |                  |
| <b>Net Income</b>                             | 15,020.00         | 91,822.65         | 28,525.00         | 184,937.10        | -                 | 103,343.65        | -                 | 106,222.45        | -                 | 144,548.42        | 0.00              | 186,033.62        | 0.00             | 0.00             |

## Pay to: Town of Groton

Interdepartmental  
Reimbursement  
FY2020 Budget Projection

Note: Overhead factors recalcd based on 1) salaries for labor  
G&A; 2) Sq ft for utilities/maint

### Sewer Department

#### Active Employees

##### Direct Costs:

|   |            |            |
|---|------------|------------|
| Health Insurance Office Assistant       | \$0.00     | \$0.00     |
| Life Insurance Office Assistant         | \$37.20    | \$37.20    |
| Health Insurance (Business Mgr. at 33%) | \$2,097.41 | \$2,097.41 |
| Town Share: Medicare (see detail below) |            | \$890.00   |

#### Retired Employees

|  |                       |                   |                                |
|--|-----------------------|-------------------|--------------------------------|
| Health Insurance (est 10% rate inc for FY20) | Retiree/SS \$3,689.40 | Totals \$3,689.40 | (Medicare rates change in Jan) |
| Life Insurance                               | \$0.00                | \$0.00            |                                |

##### Indirect Costs:

|   |            |             |
|---|------------|-------------|
| Electricity/Heat/Maint (.45% of 109,386)  | \$492.24   | \$492.24    |
| Town Share: Retirement (see detail below) |            | \$13,166.08 |
| Town Accountant (1.74% of \$90,234)       | \$1,570.00 | \$1,570.00  |
| Town Treasurer (1.74% of \$89,760)        | \$1,565.00 | \$1,565.00  |
| Town Manager (1.74% of \$142,873)         | \$2,490.00 | \$2,490.00  |
| I.T. Director (1.74% of \$111,282)        | \$1,936.00 | \$1,936.00  |

**Total All Charges -----> \$27,933.33**

#### Medicare Matching:

Est = \$222.50 per Quarter = \$890.00

Retirement Assessment: Per Treasurer's Report

*Total Retirement Assmt due for FY 2020 \$13,166.08*

FOUR CORNERS SEWER DISTRICT  
0

| <u>LINE ITEM</u>                    | FY 2020                          |                               |                       |                |                           | FY 2020                          |                            | PERCENT<br><u>CHANGE</u> |
|-------------------------------------|----------------------------------|-------------------------------|-----------------------|----------------|---------------------------|----------------------------------|----------------------------|--------------------------|
|                                     | <u>FY 2019<br/>APPROPRIATION</u> | <u>DEPARTMENT<br/>REQUEST</u> | <u>DIFFERENCE</u>     |                | <u>REASON FOR CHANGE:</u> | <u>TOWN MANAGER<br/>APPROVED</u> | <u>FINCOM<br/>APPROVED</u> |                          |
| Treatment                           | \$ 30,649.00                     | \$ 19,493.00                  | \$ (11,156.00)        | -36.40%        |                           | \$ 19,493.00                     |                            | -36.40%                  |
| System Maintenance                  | \$ 250.00                        | \$ 100.00                     | \$ (150.00)           | -60.00%        |                           | \$ 100.00                        |                            | 0.00%                    |
| Gas                                 |                                  |                               | \$ -                  | 0.00%          |                           |                                  |                            | 0.00%                    |
| Electricity                         |                                  |                               | \$ -                  | 0.00%          |                           |                                  |                            | 0.00%                    |
| Telemetry                           |                                  |                               | \$ -                  | 0.00%          |                           |                                  |                            | 0.00%                    |
| Water Meter Repairs                 |                                  |                               | \$ -                  | 0.00%          |                           |                                  |                            | 0.00%                    |
| Postage/Printing                    |                                  |                               | \$ -                  | 0.00%          |                           |                                  |                            | 0.00%                    |
| Office Supplies                     | \$ 25.00                         | \$ 25.00                      | \$ -                  | 0.00%          |                           | \$ 25.00                         |                            | 0.00%                    |
| Overhead/Intergovernmental/Benefits |                                  | \$ 500.00                     | \$ 500.00             | 0.00%          |                           | \$ 500.00                        |                            | 0.00%                    |
| Legal Expenses                      |                                  |                               | \$ -                  | 0.00%          |                           |                                  |                            | 0.00%                    |
| Easements/Surveying                 |                                  |                               | \$ -                  | 0.00%          |                           |                                  |                            | 0.00%                    |
| Engineering                         | \$ 500.00                        | \$ 500.00                     | \$ -                  | 0.00%          |                           | \$ 500.00                        |                            | 0.00%                    |
| <b>TOTAL FUNDS REQUESTED</b>        | <b>\$ 31,424.00</b>              | <b>\$ 20,618.00</b>           | <b>\$ (10,806.00)</b> | <b>-34.39%</b> |                           | <b>\$ 20,618.00</b>              | <b>\$ -</b>                | <b>-34.39%</b>           |
| <b>Additional Funding</b>           |                                  |                               |                       |                |                           |                                  |                            |                          |

Department Four Corners Department Enterprise Fund  
 Org # 200  
 COLA % 0.00%

| 1                | 2          | 3               | 4        | 5         | 6    | 7     | 8                      | 9                | 10    | 11                         | 12                            | 13              | 14        | 15           | 16                           |
|------------------|------------|-----------------|----------|-----------|------|-------|------------------------|------------------|-------|----------------------------|-------------------------------|-----------------|-----------|--------------|------------------------------|
| FISCAL YEAR 2019 |            |                 |          |           |      |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |           |              |                              |
| Last Name        | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2020 |
| Salaries         |            |                 |          |           |      |       |                        |                  |       |                            |                               |                 |           |              |                              |
| Other Pay        |            |                 |          |           |      |       |                        |                  |       |                            |                               |                 |           |              |                              |
| TOTAL SALARIES   |            |                 |          |           |      |       |                        |                  |       |                            |                               |                 |           |              | \$ -                         |
| 1                | 2          | 3               | 4        | 5         | 6    | 7     | 8                      | 9                | 10    | 11                         | 12                            | 13              | 15        | 15           | 16                           |
| FISCAL YEAR 2019 |            |                 |          |           |      |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |           |              |                              |
| Last Name        | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2020 |
| Wages            |            |                 |          |           |      |       |                        |                  |       |                            |                               |                 |           |              |                              |
| Other Pay        |            |                 |          |           |      |       |                        |                  |       |                            |                               |                 |           |              |                              |
| TOTAL WAGES      |            |                 |          |           |      |       |                        |                  |       |                            |                               |                 |           |              | \$ -                         |

| <b>Four Corners Sewer Budget - FY2020</b>               |                |                  |                  |
|---|----------------|------------------|------------------|
|   |                |                  | <b>Proposed</b>  |
|   | <b>Budget</b>  | <b>Budget</b>    | <b>Budget</b>    |
|   | <b>FY 2018</b> | <b>FY 2019</b>   | <b>FY 2020</b>   |
|   |                |                  |                  |
| <b>INCOME:</b>  |                |                  |                  |
| Rates   | 13,233.00      | <b>26,466.00</b> | <b>502.00</b>    |
| Connection Fees   | -              | 6,500.00         | 8,000.00         |
| Capacity  | -              | -                | -                |
| Inspec/Appl. Fees/Drainlayer Fees & Other Miscellaneous | -              | 900.00           | 450.00           |
| Interest - MMDT   | -              | -                | -                |
| Interest - General Fund                                 | -              | -                | -                |
| Startup Funding   |                | 10,000.00        | 11,668.36        |
| <b>Prior Year Encumbrance</b>                           |                | -                | -                |
| <b>TOTAL INCOME</b>                                     |                | <b>43,866.00</b> | <b>20,620.36</b> |
|   |                |                  |                  |
| <b>EXPENSES</b>   |                |                  |                  |
| <b>OPERATING EXPENSE</b>                                |                |                  |                  |
| Treatment   | 6,000.00       | 30,649.00        | 19,493.60        |
| System Maintenance (PS & System) - Ayer                 | -              | 250.00           | 100.00           |
| Environmental Partners (Prev W&C) Engineering           | 250.00         | 500.00           | 500.00           |
|   | -              | -                | -                |
| Wages   |                |                  |                  |
| Business Manager Services                               | -              | -                | 500.00           |
| Intergovernmental                                       | -              | -                | -                |
| Postage/Printing  | 0.00           | -                | -                |
| Office Supplies   |                | 25.00            | 25.00            |
| Telephone   | -              | -                | -                |
| Legal/ Advertising Expenses                             | -              | -                | -                |
| Easements/Surveying                                     | -              | -                | -                |
| Misc.-repair, infiltr, manholes, etc.                   | -              | -                | -                |
| Other Misc Expenses                                     | -              | -                | -                |
|   |                | -                | -                |
|   |                |                  |                  |
| <b>DEBT SERVICE</b>                                     |                |                  |                  |
| <b>Debt Service - Town</b>                              |                |                  |                  |
| Principal   |                |                  |                  |
| Interest  |                |                  |                  |
| <b>TOTAL EXPENSES</b>                                   |                | 1,230.00         | 20,618.60        |
| <b>Balance</b>  |                | <b>32,654.00</b> | <b>20,618.60</b> |
|   |                |                  |                  |
| <b>Net Income</b>                                       |                | 11,212.00        | 1.76             |
|   |                |                  |                  |

**Note:**

Based on a Tier #1 Sewer Rate of \$11.00 per Unit  
Ayer Charges us \$10.00 per sewer unit

based on one conenction to the system

From 4 Corners Sewer Reserve

Minimum Quartely Charge to be paid to Ayer see IMA



LOCAL ACCESS CABLE DEPARTMENT  
300

| LINE ITEM                         | FY 2020                  |                       |                      |                          | PERCENT<br>CHANGE           | REASON FOR CHANGE: | FY 2020            | FY 2020        | PERCENT<br>CHANGE |
|-----------------------------------|--------------------------|-----------------------|----------------------|--------------------------|-----------------------------|--------------------|--------------------|----------------|-------------------|
|                                   | FY 2019<br>APPROPRIATION | DEPARTMENT<br>REQUEST | DIFFERENCE           | TOWN MANAGER<br>APPROVED |                             |                    | FINCOM<br>APPROVED |                |                   |
| Telephone/Internet                | \$ 2,500.00              | \$ 1,750.00           | \$ (750.00)          | -30.00%                  | Using in-house service      | \$ 1,750.00        |                    | -30.00%        |                   |
| Office Supplies                   | \$ 1,000.00              | \$ 1,000.00           | \$ -                 | 0.00%                    |                             | \$ 1,000.00        |                    | 0.00%          |                   |
| Dues & Memberships                | \$ 250.00                | \$ 150.00             | \$ (100.00)          | -40.00%                  | Cutting back                | \$ 150.00          |                    | -40.00%        |                   |
| Travel and Conferences            | \$ 1,000.00              | \$ 500.00             | \$ (500.00)          | -50.00%                  | Cuting back                 | \$ 500.00          |                    | -50.00%        |                   |
| Equipment Maintenance             | \$ 1,000.00              | \$ 800.00             | \$ (200.00)          | -20.00%                  | Cutting back                | \$ 800.00          |                    | -20.00%        |                   |
| Software/Service Maintenance      | \$ 1,000.00              | \$ 1,000.00           | \$ -                 | 0.00%                    |                             | \$ 1,000.00        |                    | 0.00%          |                   |
| Worker's Comp Reimbursement       | \$ -                     | \$ 5,000.00           | \$ 5,000.00          | 0.00%                    | New This Year               | \$ 5,000.00        |                    | 0.00%          |                   |
| Other:Benefits                    | \$ 55,033.02             | \$ 57,886.50          | \$ 2,853.48          | 5.19%                    |                             | \$ 57,886.50       |                    | 5.19%          |                   |
| Other:Legal                       | \$ 250.00                | \$ 250.00             | \$ -                 | 0.00%                    |                             | \$ 250.00          |                    | 0.00%          |                   |
| Other: Freelance Meeting Coverage | \$ 3,500.00              | \$ 1,250.00           | \$ (2,250.00)        | -64.29%                  | Using Staff More Frequently | \$ 1,250.00        |                    | -64.29%        |                   |
| Other: Shared Employee Expense    | \$ 2,250.00              | \$ 2,250.00           | \$ -                 | 0.00%                    |                             | \$ 2,250.00        |                    | -100.00%       |                   |
| Other: Advertising/Marketing      | \$ 1,000.00              | \$ 500.00             | \$ (500.00)          | -50.00%                  | Cuting back                 | \$ 500.00          |                    | -50.00%        |                   |
| Other:Summer Interns              | <u>\$ 4,000.00</u>       | <u>\$ 3,000.00</u>    | <u>\$ (1,000.00)</u> | <u>-25.00%</u>           |                             | <u>\$ 3,000.00</u> |                    | <u>-25.00%</u> |                   |
| TOTAL FUNDS REQUESTED             | \$ 72,783.02             | \$ 75,336.50          | \$ 2,553.48          |                          |                             | \$ 75,336.50       | \$ -               | 3.51%          |                   |

Benefits Breakdown:

|                                  |              |
|----------------------------------|--------------|
| Retirement                       | \$ 26,665.30 |
| Health, Program Director         | \$ 22,123.00 |
| Health, Production Technician    | \$ 7,531.00  |
| Medicare                         | \$ 1,530.00  |
| Life Insurance Production Assist | \$ 37.20     |
| <b>Total</b>                     | \$ 57,886.50 |

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 2019 |            |                 |                  |           |         |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |             |              |                              |
| Last Name        | First Name | Bargaining Unit | Position         | Pay Grade | Rate    | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay   | Final Salary | Projected Salary Fiscal 2020 |
| Salaries         |            |                 |                  |           |         |       |                        |                  |       |                            |                               |                 |             |              |                              |
| Colman           | Robert     | Supervisors     | Manager          | 11        |         | 40    | \$ 72,458.00           |                  |       | \$ 73,907.16               |                               |                 | \$ 3,273.00 | \$ 73,907.16 | \$ 77,180.16                 |
| Other Pay        |            |                 | Longevity        |           |         |       | \$ 3,273.00            |                  |       |                            |                               |                 |             |              |                              |
|                  |            |                 | Meirt Bonus      |           |         |       |                        |                  |       |                            |                               |                 |             |              |                              |
|                  |            |                 | HRA Payment      |           |         |       |                        |                  |       |                            |                               |                 |             |              |                              |
| TOTAL SALARIES   |            |                 |                  |           |         |       | \$ 75,731.00           |                  |       |                            |                               |                 |             |              | \$ 77,180.16                 |
| 1                | 2          | 3               | 4                | 5         | 6       | 7     | 8                      | 9                | 10    | 11                         | 12                            | 13              | 15          | 15           | 16                           |
| FISCAL YEAR 2019 |            |                 |                  |           |         |       |                        | FISCAL YEAR 2020 |       |                            |                               |                 |             |              |                              |
| Last Name        | First Name | Bargaining Unit | Position         | Pay Grade | Rate    | Hours | Annual Salary 1-Jul-18 | Rate             | Hours | Proposed Increase 1-Jul-19 | Proposed Performance Increase | Final Base Rate | Other Pay   | Final Salary | Projected Salary Fiscal 2020 |
| Wages            |            |                 |                  |           |         |       |                        |                  |       |                            |                               |                 |             |              |                              |
| Doucette         | Ashley     | THL             | Production Tech  | 4         | \$19.32 | 40    | \$ 40,340.16           | \$ 19.71         | 40    | \$ 41,146.96               | 2.0%                          | \$ 20.10        |             | \$ 41,969.90 | \$ 41,969.90                 |
| Paulajka         | Noah       | THL             | Production Asst. | 2         | \$15.16 | 15    | \$ 11,870.28           | \$ 15.46         | 15    | \$ 12,107.69               | 1.5%                          | \$ 15.70        |             | \$ 12,289.30 | \$ 12,289.30                 |
| Other Pay        |            |                 |                  |           |         |       |                        |                  |       |                            |                               |                 |             |              |                              |
| TOTAL WAGES      |            |                 |                  |           |         |       | \$ 52,210.44           |                  |       |                            |                               |                 |             |              | \$ 54,259.20                 |

Interdepartmental  
Reimbursement  
FY2020 Budget Projection

July 2019 thru June 2020

**Local Cable Access Enterprise**

Note health ins premiums adjust in May!

| Active Employees  |             | Totals             |
|---|-------------|--------------------|
| <b>Direct Costs:</b>                                    |             |                    |
| Health Insurance Director                               | \$20,910.12 | \$20,910.12        |
| Health Insurance Production Assistants                  |             | \$0.00             |
| Life Insurance Production Assistants \$3.10 x 12 months |             | \$37.20            |
| Town Share: Medicare (see detail below)                 |             | \$1,530.00         |
| HRA Cash Payments                                       |             | \$675.00           |
| <b>Retired Employees</b>                                |             |                    |
|   | (None)      | Totals             |
| Health Insurance  | \$0.00      | \$0.00             |
| Life Insurance  | \$0.00      | \$0.00             |
| <b>Indirect Costs:</b>                                  |             |                    |
| Electricity/Heat/Maint                                  | \$0.00      | \$0.00             |
| Town Share: Retirement (see detail below)               |             | \$26,665.30        |
| Town Accountant (.54% of \$86,170)                      | \$465.32    | \$465.32           |
| Town Treasurer (.54% of \$85,387)                       | \$461.09    | \$461.09           |
| Town Manager (.54% of \$140,072)                        | \$756.39    | \$756.39           |
| I.T. Director (.54% of \$104,373)                       | \$563.61    | \$563.61           |
| <b>Total All Charges -----&gt;</b>                      |             | <b>\$52,064.03</b> |

Medicare Matching:

Estimated at \$383 per Quarter = 1530.00  
FY20 = \$375 per quarter = 375 \* 4 \* 1.02

Retirement Assessment: Per Treasurer's Report \$26,665.30

Cable Access FY 2020 Income

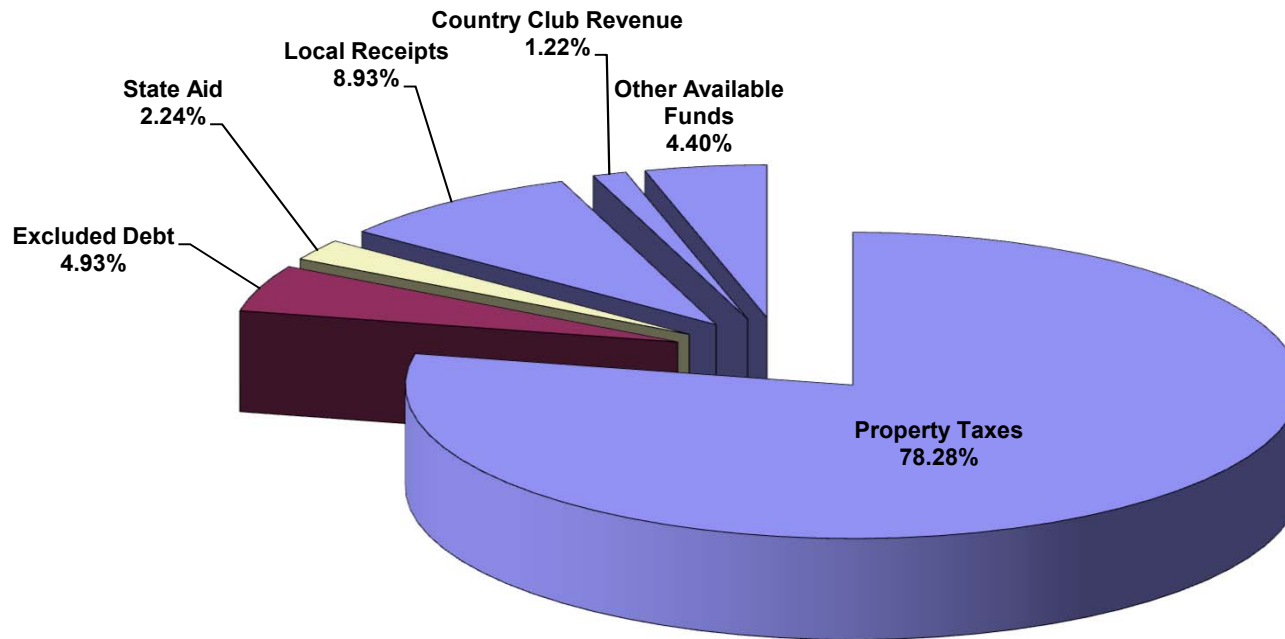
|                    |  |               |
|--------------------|--|---------------|
|                    |  |               |
| Peg Fees           |  | \$ 188,000.00 |
| Equipment Grant    |  | N/A           |
| Interest           |  | \$ 2,000.00   |
| Town Contribution  |  | \$ 750.00     |
| Classes, DVDs, etc |  | \$ 250.00     |
|                    |  |               |
| Withdraw from E&D  |  | \$ 21,000.00  |
|                    |  | \$ 212,000.00 |
|                    |  |               |
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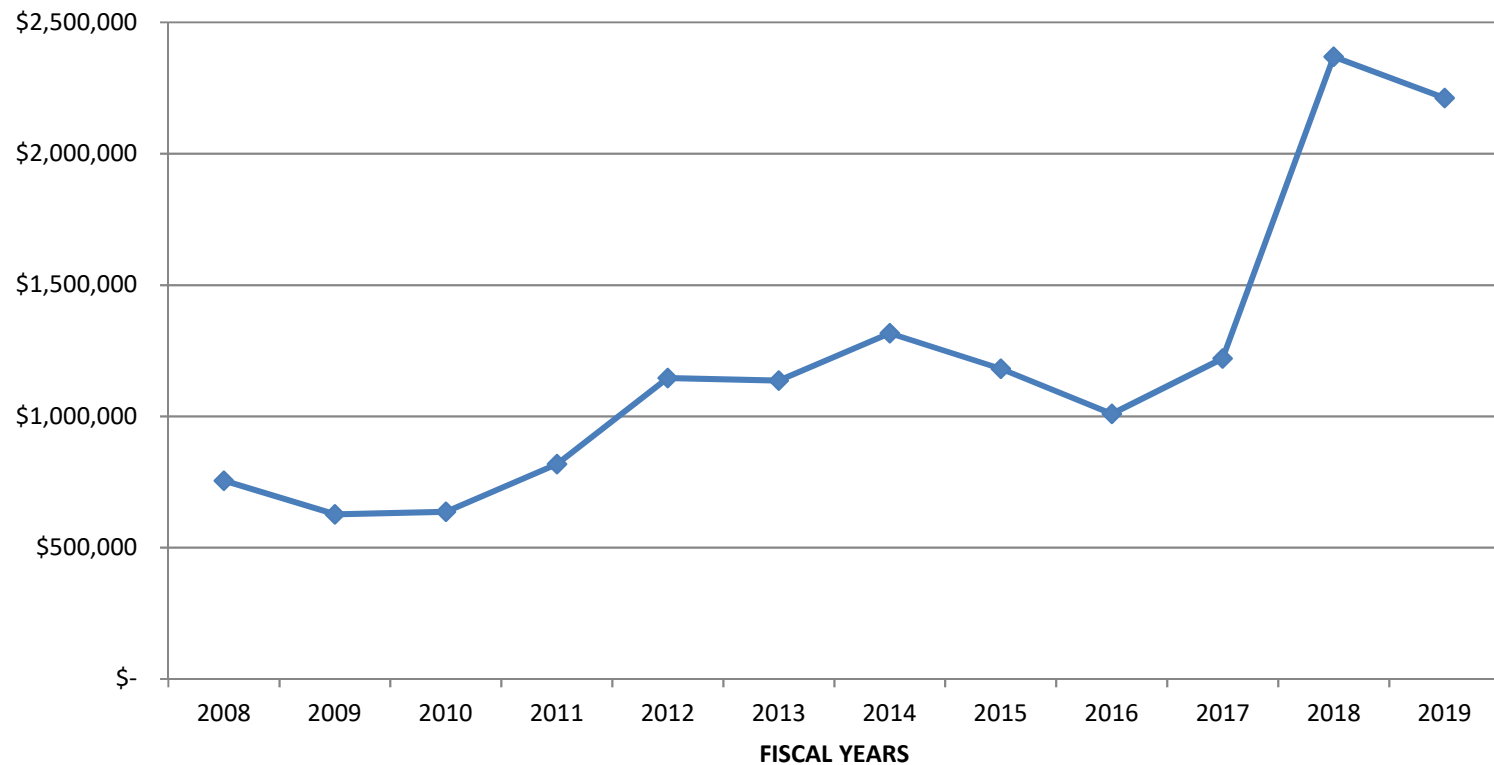
## CHARTS AND GRAPHS

# Sources of Revenue

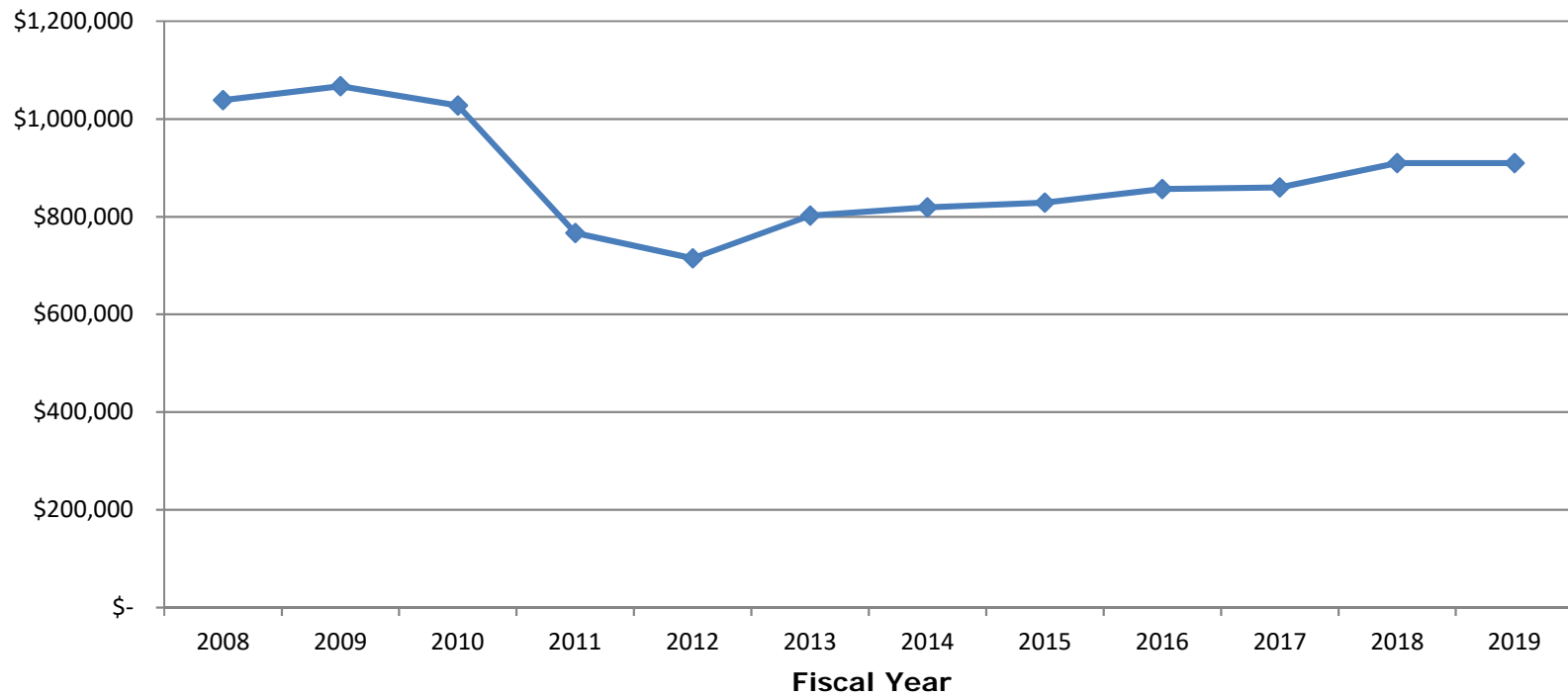
## Fiscal Year 2020



**TOWN OF GROTON  
FREE CASH HISTORY  
FISCAL YEARS 2008 - 2019**



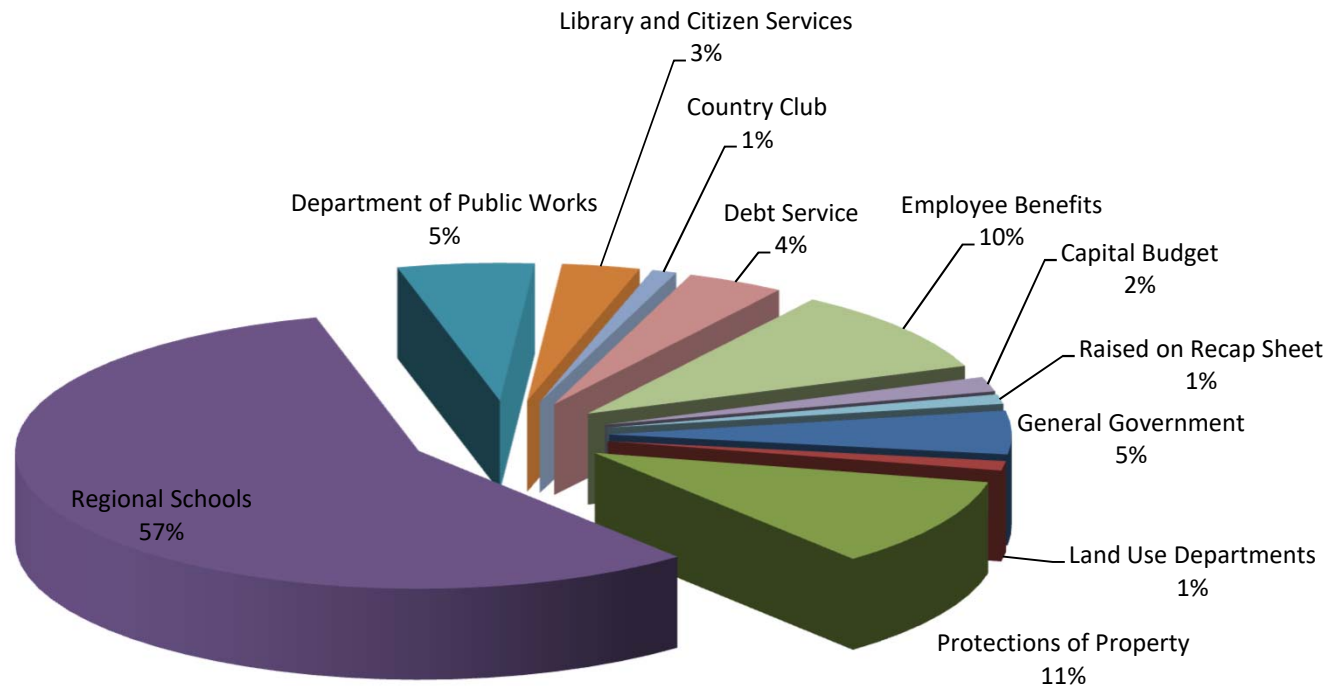
**TOWN OF GROTON  
STATE AID HISTORY  
FISCAL YEARS 2008 - 2019**





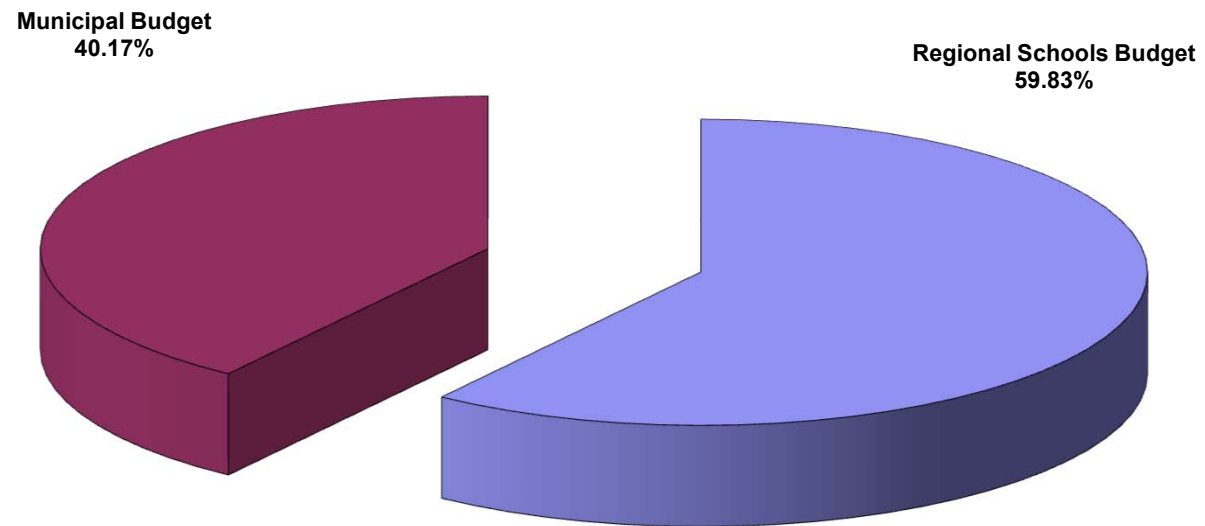
# "Where Your Tax Dollars Go"

## Fiscal Year 2020 Expenditure Analysis

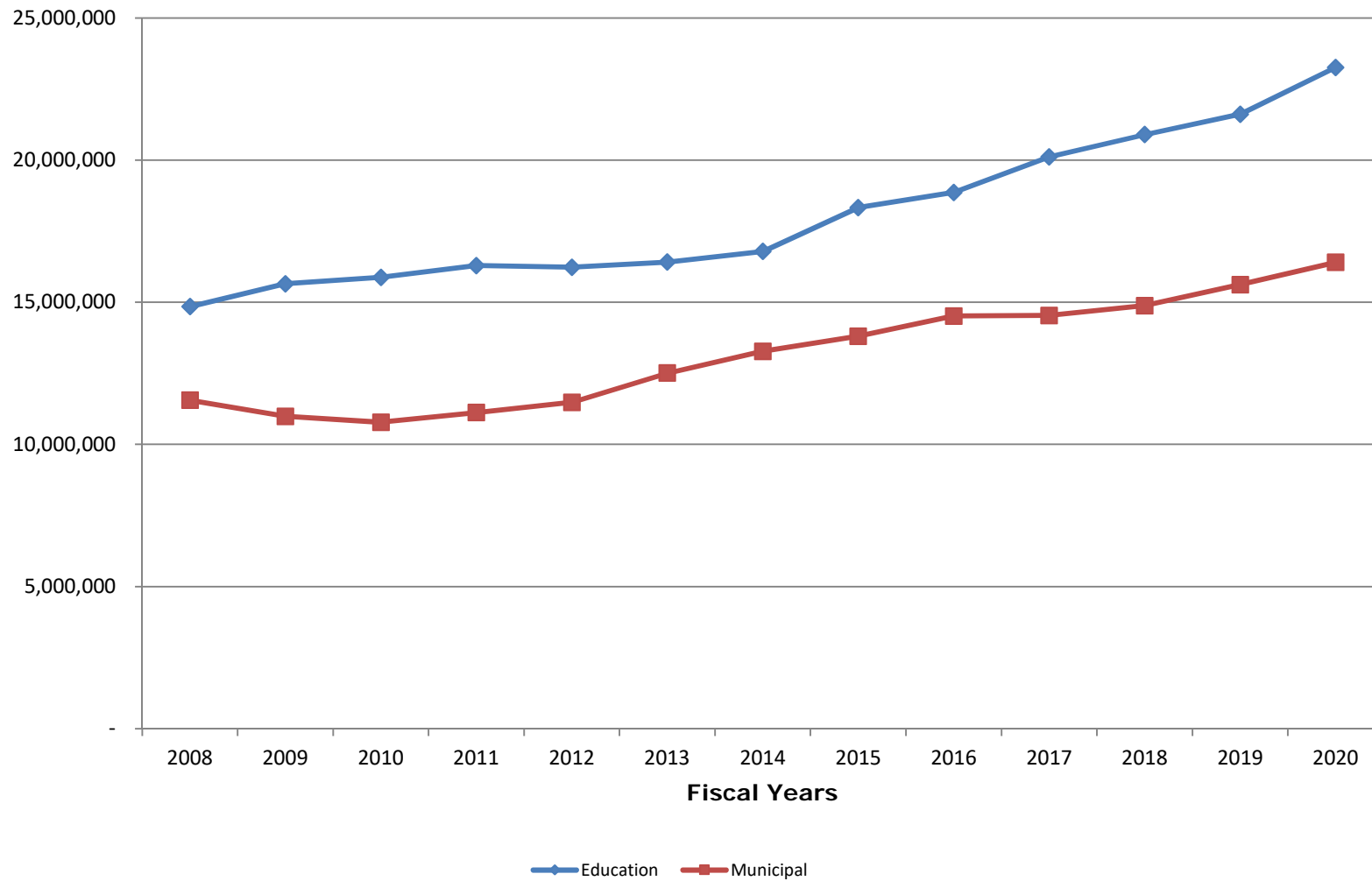


## PROPERTY TAX IMPACT

Fiscal Year 2020



## Trends in Municipal/Education Spending Fiscal Years 2008-2020



## Municipal Spending By Function Fiscal Years 2008 - 2020

