

Town of Groton, Massachusetts



Fiscal Year 2021 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

Alison S. Manugian, *Chair*
Joshua A. Degen, *Vice Chair*
John F. Reilly, *Clerk*
John R. Giger, *Member*
Rebecca H. Pine, *Member*

To: *Honorable Select Board
Honorable Finance Committee*

From: *Mark W. Haddad – Town Manager*

Subject: *Fiscal Year 2021 – Proposed Town of Groton Operating Budget*

Date: *December 31, 2019*

Pursuant to Article 6 “Finance and Fiscal Procedure”, Section 6.4 “The Budget”, of the Charter of the Town of Groton, Massachusetts, I am pleased to submit for your consideration the Town Manager’s Proposed Fiscal Year 2021 Operating Budget for the Town of Groton. This is the twelfth budget that I have submitted as your Town Manager. The overall budget process to develop the Fiscal Year 2021 Budget has been much different from prior years. When the Fiscal Year 2020 Budget was presented last year, we provided the Finance Committee and the Select Board with a five-year projection that called attention to a large anticipated deficit in Fiscal Year 2021 and beyond based on revenue projections and spending patterns. The Finance Committee and Select Board, along with the Finance Team, determined that this needed to be addressed sooner, rather than later. To that end, the Select Board created a Budget Working Group consisting of representatives from the Select Board, Finance Committee, Groton Dunstable Regional School Committee, Town Finance Staff and School Administration Staff. This group worked throughout the summer examining revenue and expense trends to determine how best to address the development of the Fiscal Year 2021 Proposed Operating Budget. As Town Manager, I found this to be an invaluable tool for budget development. Both the Town Manager and School Superintendent (and their Finance Staffs) developed three-year budget projections based on sound financial principals. The outcome of this work confirmed that Fiscal Year 2021 would be an extremely difficult year for the Town of Groton. Based on these projections, the anticipated deficit for the Fiscal Year 2021 was approximately \$500,000. This was the basis for the Finance Committee and Select Board to set the budget guidance for the development of the Fiscal Year 2021 Proposed Operating Budget.

In accordance with the newly revised Groton Charter and the Town’s Financial Policies, the Fiscal Year 2021 budget process is the fifth year where the Select Board and Finance Committee have provided direction prior to the development of the proposed budget. The Finance Committee and Select 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 2021 Proposed Operating Budget. At the initial

meeting in October, the Finance Committee and Select Board voted unanimously to provide the following direction to the Town Manager and Finance Team:

1. The Town Manager shall provide two budgets to the Finance Committee and the Select Board.
2. The first budget shall be a level services budget that continues to provide the same services that the Town currently receives.
3. The second budget shall be a balanced budget that does not require an override of Proposition 2½. Any deficit in the level services budget shall be offset by equal reductions to the Municipal Budget and Groton Dunstable Regional School District Operational Assessment.
4. There shall be no new benefited positions proposed.

On November 5, 2019, the Town Manager released the budgetary preparation instructions to all Departments, Boards, Committees and Commissions outlining the guidance provided to the Finance Team. These instructions requested that the submitted budgets maintain services at the current levels. The Finance Team and I would then be able to develop the level service budget and determine if the deficit anticipated over the summer would, in fact, be a reality. Budgets were due on November 22, 2019 and review meetings with the Finance Team took place between December 2 and December 4, 2019. During these meetings, the Finance Team identified what services needed to be included in the budget to provide the required level services. The Finance Team and I felt this was the best process to meet the guidance and provide a balanced budget as well.

As is always the case, the Commonwealth has yet to begin its budget deliberations. Similar to last year, we determined that State Aid has been very stable over the past several years as Governor Charlie Baker continues to make local aid a priority. We are confident this will not change in Fiscal Year 2021. Therefore, we believe that it is realistic to level fund State Aid in Fiscal Year 2021. We have approached the development of local receipts differently than we have in past years. Part of the work over the summer was to fully examine local estimated receipts and determine if we would change the way we budget these going forward. It has been my practice over the last eleven years to be extremely conservative in developing these estimates. This practice has allowed us to maintain healthy reserves, ensure we never have a revenue deficit and maintain a strong AAA Bond Rating with Standard and Poor's. However, given the anticipated budget deficit, we resolved to be more aggressive this year. While I am extremely uncomfortable with changing our budgeting practice, we do not believe we have a choice given the budgetary shortfall anticipated in FY 2021. That said, we did a thorough review of our receipts over the last ten (10) years. In determining how to proceed, we looked at the ten-year average, the five-year average and the three-year average in each account. We settled on the five-year average, unless we had reason to be concerned that we would not be able to meet that level. We have increased Local Estimated Receipts by \$329,459, the largest single increase in receipts in the last eleven years. The following chart shows the annual increase over the last five years:

| Estimated Receipts <u>2016</u> | Estimated Receipts <u>2017</u> | Dollar Change | Percent Change | Estimated Receipts <u>2018</u> | Dollar Change | Percent Change | Estimated Receipts <u>2019</u> | Dollar Change | Percent Change | Estimated Receipts <u>2020</u> | Dollar Change | Percent Change | Estimated Receipts <u>2021</u> | Dollar Change | Percent Change |
|--------------------------------------|--------------------------------------|------------------|-------------------|--------------------------------------|------------------|-------------------|--------------------------------------|------------------|-------------------|--------------------------------------|------------------|-------------------|--------------------------------------|------------------|-------------------|
| \$ 3,644,255 | \$ 3,608,413 | \$ (35,842) | -0.98% | \$ 3,820,787 | \$ 212,374 | 5.89% | \$ 3,993,241 | \$ 172,454 | 4.51% | \$ 4,120,480 | \$ 127,239 | 3.19% | \$ 4,449,939 | \$ 329,459 | 8.00% |

One area in which we went outside the average was the meals tax and local room occupancy tax. I am pleased to report that the local meals tax continues to have a positive impact on local receipts and the implementation of the Room Occupancy Tax (at three (3%) percent in FY 2020) has met anticipated levels through the first quarter, so an increase to six (6%) in FY 2021 should allow us to budget them at \$300,000. Finally, the FY 2020 Operating Budget came in \$279,639 under the levy limit. This funding is available for expenditure in Fiscal Year 2021. Obviously, we will be required to utilize all of our anticipated levy capacity to provide the required balanced budget.

The following chart shows what we expect to receive in revenues for FY 2021 that can be used to fund the Proposed Operating Budget:

| <u>Revenue Source</u> | <u>Actual FY 2020</u> | <u>Proposed FY 2021</u> | <u>Dollar Change</u> | <u>Percent Change</u> |
|--|---------------------------|-----------------------------|--------------------------|---------------------------|
| Property Tax** | \$ 31,652,779 | \$ 32,991,429 | \$ 1,338,650 | 4.23% |
| State Aid | \$ 971,581 | \$ 971,581 | \$ - | 0.00% |
| Local Receipts | \$ 4,120,480 | \$ 4,449,939 | \$ 329,459 | 8.00% |
| Enterprise Fund Reimbursement for Benefits | \$ 236,288 | \$ 256,254 | \$ 19,966 | 8.45% |
| Free Cash | \$ 300,857 | \$ 300,730 | \$ (127) | 100.00% |
| Other Available Funds | \$ 300,000 | \$ 300,000 | \$ - | 0.00% |
| TOTAL | \$ 37,581,985 | \$ 39,269,933 | \$ 1,687,948 | 4.49% |

**Includes two and one-half percent increase allowed by law, \$15 million in new growth and \$279,639 in unexpended tax capacity

Ordinarily, we would consider this as a very healthy revenue forecast that would allow us to maintain services in FY 2021. However, in last year's budget message, I stated that "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." This has proven to be correct. Due to current growth rates in personnel costs (salaries, health insurance and pension costs) and the anticipated assessment for the Groton Dunstable Regional School District, this increase in revenues is not sufficient to provide a level services budget.

In developing the first budget (level services budget) pursuant to the guidance, the Finance Team and I conducted a thorough review of all submitted budgets. We looked for efficiencies in any area that would allow us to reduce an appropriation, while maintaining services. That said, there were two significant savings in FY 2020 that are not going to be repeated in FY 2021. Last year, we were fortunate to realize significant savings in both our Pension and Health Insurance Budgets. In FY 2020, the Town paid off an early retirement assessment, which reduced the Pension Budget by \$200,000. In addition, we concluded our negotiated health insurance cost share shift to 70 percent Town/30 percent employee. These two savings allowed us to essentially level fund employee benefits in FY 2020. These are not available in FY 2021. We are budgeting for a 5.94% increase in the Pension Budget and an expected ten (10%) percent increase in rates in our Health

Insurance Budget (a net increase of 5.37%), or a total increase of \$210,163. Given the fact that we were able to level fund these budgets last year, accounting for a significant increase in FY 2021 severely hampered our ability to maintain services within the anticipated levy limit, even with a significant increase in Estimated Receipts as stated earlier. Another issue that impacted the level services budget was a decision by the Groton Dunstable Regional School Committee to utilize some of their Excess and Deficiency (E&D) Fund to fund their FY 2020 Operating Budget. In an effort to assist the Town of Dunstable, the Regional School Committee used \$400,000 from E&D (reducing Groton's increase in the assessment by approximately \$300,000) to balance their budget. These funds may not be available in FY 2021 and will have to be made up in the proposed Operating Assessment for the District. These two issues alone, studied in depth by the Working Group, made maintaining services in FY 2021 extremely difficult.

There are a few other areas I would like to call to your attention concerning the Level Services Budget:

Groton Country Club

In FY 2019, for the first time since the Town took over the management and control of the Groton Country Club, we closed out the fiscal year with a surplus. The Club generated a **surplus of \$48,291** including all hard and soft costs (soft costs include wages included in other parts of the operating the budget, building costs, unemployment, insurance, payroll taxes, etc.). The General Manager drastically reduced the rates at the Club in an effort to increase memberships and use of the facilities which proved to be very successful. The following chart shows the original budget versus actual:

| <i>Item</i> | <i><u>FY19 Budget</u></i> | <i><u>FY19 Actual</u></i> |
|--|----------------------------------|----------------------------------|
| <i>Country Club Salaries</i> | \$143,285 | \$150,373 |
| <i>Country Club Wages</i> | \$112,481 | \$119,626 |
| <i>Country Club Expenses</i> | \$149,540 | \$150,837 |
| <i>Capital Purchases</i> | \$28,100 | \$19,473 |
| <i>Wages in Operating Budget</i> | \$12,296 | \$5,067 |
| <i>Health Insurance</i> | \$28,208 | \$20,745 |
| <i>Payroll Taxes</i> | \$3,708 | \$3,985 |
| <i>Liability Insurance</i> | \$16,375 | \$20,043 |
| <i>Building Costs</i> | \$4,000 | \$23,655 |
| <i>Unemployment</i> | \$8,000 | \$0 |
| <i>Subtotal Expenses</i> | \$505,993 | \$513,804 |
| <i>Less Revenue</i> | \$512,202 | \$562,095 |
| <i>Taxpayer Surplus/(Subsidy)</i> | <i><u>\$6,209</u></i> | <i><u>\$48,291</u></i> |

Based on the first six months of the fiscal year, we are expecting FY 2020 to show a similar result. The following chart shows the total budgeted expenses of the Country Club in FY 2021 and anticipated revenues that are not expected to require any taxpayer subsidy in Fiscal Year 2021 as well:

| <u>Item</u> | <u>FY 2021 Expense</u> |
|--|----------------------------|
| Country Club Salaries | \$161,989 |
| Country Club Wages | \$144,000 |
| Country Club Expenses | \$136,000 |
| Capital Purchases | \$ 5,100 |
| Health Insurance | \$ 23,369 |
| Payroll Taxes | \$ 4,437 |
| Insurance | \$ 21,004 |
| Building Costs (including \$50k for Roof Repair) | \$ 60,000 |
| Miscellaneous/Unanticipated | <u>\$ 10,000</u> |
| Sub-Total Expense | \$565,899 |
| Less Anticipated FY 2021 Revenue | \$565,899 |
| Taxpayer Subsidy | \$ 0 |

Union Contracts and By-Law Employees

The Town has seven (7) Collective Bargaining Units. Fiscal Year 2021 will be the final 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, salaries and wages will increase by \$133,032 in FY 2021. While the performance incentive program remains in effect for many of our union employees, similar to last year, the Supervisors' Union Incentive will be paid as a one-time cash bonus and will not be added to their base when calculating the FY 2022 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 \$71,265, of which \$28,422 is for Supervisor Incentives and will be paid out of Free Cash. The tax levy

will cover only \$42,843 of this increase. All told, contractual salary adjustments, including performance incentives, will be a total of \$204,297 in Fiscal Year 2021.

Debt Service

The Town will see a significant increase in Excluded Debt in FY 2021. In addition to fully funding the debt service on the new Center in West Groton (FY 2020 was the first full year of Debt Service for the new facility), FY 2021 will also be the first year of the full debt service on the new DPW Facility and the Library Roof. Municipal Excluded Debt will increase from \$1,261,862 to \$1,559,856, an increase of \$297,994 or 23.62%. Fortunately, Excluded Debt from the Groton Dunstable Regional School District will decrease by \$90,932 to offset some of this increase. In addition, there are several projects which have been completed (Ladder Truck, Lost Lake Fire Protection, Four Corner Sewer Project and the Senior Center) that have surplus bond proceeds totaling \$24,970 that can be used to offset some of the Excluded Debt in FY 2021. Massachusetts General Laws, c. 44, §20 authorizes the Town to apply these proceeds to the payment of any debt service with the approval of the Select Board. The Finance Team and I are recommending that we apply these proceeds to offset FY 2021 Excluded Debt. This will reduce the total Excluded Debt from \$2,208,353 to \$2,183,383. Should the Select Board approve the use of these funds, residents will see an increase in their tax bills of approximately \$30. We have also continued to stabilize debt service within the Operating Budget. As I have previously recommended to the Finance Committee and Select Board, it is our intention to stabilize debt service within the Levy Limit at approximately \$250,000 annually. We continue to follow the plan by using the Excess and Deficiency ("Free Cash") Account to pay down the Principal and Interest on the Police and Fire Radio Project with the intent of paying that off in FY 2025. Last year, we used \$98,714 for this purpose and committed \$246,683 from taxation to cover non-excluded Debt Service. In FY 2021, we will continue to use Free Cash for the Police and Fire Radio Project (\$94,674) and have decided to recommend that we permanently finance the funds necessary for the purchase of Engine 3, which was approved at the 2019 Spring Town Meeting. There is approximately \$508,000 remaining for this purchase, which was originally \$650,000. This will keep Debt Service within the Levy at approximately \$250,000. The following chart shows a comparison between FY 2020 and FY 2021:

| | <u>FY 2020</u> | | <u>FY 2021</u> | |
|---|-----------------------|----------------|-----------------------|----------------|
| Long Term Debt - Principal Non-Excluded | \$ | 159,250 | \$ | 160,518 |
| Long Term Debt - Interest Non-Excluded | \$ | 87,433 | \$ | 89,500 |
| Short Term Debt - Principal | \$ | 85,714 | \$ | 85,714 |
| Short Term Debt - Interest | \$ | 13,000 | \$ | 9,500 |
| Total | \$ | 345,397 | \$ | 345,232 |
| Less Free Cash Offset | \$ | 98,714 | \$ | 94,674 |
| Total Taxation for Debt Service | \$ | 246,683 | \$ | 250,558 |

Major Initiatives

In an effort to understand significant spending requests and their impact on the Operating Budget, the Finance Committee requested that we provide a new section to the Operating Budget for these Major Initiatives. A Major Initiative is defined as any proposed increase in the Operating Budget of \$50,000 in any fiscal year and/or an increase of \$100,000 over three years. When we sent out the instructions for the Proposed Budgets, we asked that Departments account for these defined increases and submit documentation of any Major Initiative. Two Departments submitted Major Initiatives in FY 2021. The first came from the Police Chief for the Communications Budget. Specifically, the Police Chief is proposing the addition of two new Dispatcher positions. The following chart outlines the cost impact of this request, along with the rationale for the request:

| <u>Item</u> | Fiscal Year <u>2021</u> | Fiscal Year <u>2022</u> | Fiscal Year <u>2023</u> | Fiscal Year <u>2024</u> | Fiscal Year <u>2025</u> |
|---|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| Additional Personnel -Number of New Employees | 2 | | | | |
| Anticipated Personnel Costs - Amount Needed (Include both hard and soft costs) | \$ 171,937 | \$ 175,376 | \$ 178,883 | \$ 182,461 | \$ 186,110 |
| Anticipated Expenses (Uniforms, union benefits, etc) | \$ 500 | \$ 500 | \$ 500 | \$ 500 | \$ 500 |
| Anticipated Capital Expenses (Equipment, etc) | \$ - | | | | |
| TOTAL ANNUAL COST | \$ 172,437 | \$ 175,876 | \$ 179,383 | \$ 182,961 | \$ 186,610 |
| Major Capital Expenses (Building Renovations, etc.) | \$ - | | | | |
| TOTAL FIVE YEAR IMPACT/COST | | | | | \$ 897,267 |

Explanation for the need: The Police Chief is requesting that two additional full-time Dispatchers be added to the Communications Department. The current level of staffing is six full-time, one permanent part time and two relief dispatchers. This level allows for two (2) dispatchers to cover eleven (11) of the twenty-one (21) shifts per week. This also allows for the Dispatch Supervisor to have one (1) administrative shift per week.

The Groton Communications Department provides service for Groton and Dunstable Police, Fire, EMS, Animal Control, Public Utilities, and the various Town Departments after hours, and services for the general public that come to the Police Station. Over the last four years, the Department has averaged over 40,000 logged calls, in addition to the many administrative actions that are not logged. The regional agreement with Dunstable Police and Fire qualifies Groton as a Regional Public Safety Answering Point (PSAP). In the agreement, the Town of Dunstable pays the Town of Groton \$67,000 for services and the State 911 Grant provides approximately \$270,000 annually in Grant Funding for wages, training, and development. The public safety departments in Dunstable are consistently requesting more services, taxing an already busy Department. The dispatchers are required to balance several responsibilities and frequently it must be done simultaneously. Some of those duties include:

- 911 Mandatory Answer
- Emergency Medical Dispatch – providing medical instruction via phone (which cannot be interrupted)
- Text to 911 – New technology causing longer call duration

In addition to Dispatch responsibilities, the Supervisor is responsible for the follow tasks:

- 911 Grant required Quality Assurance for 10% of calls
- State required quality improvement under CMR 560.5.00
- Scheduling
- Training

When the Department hires new personnel, it can take up to 6 months of the full-training program for most dispatchers to achieve competency. In the case of part time dispatchers, it can take much longer due to hours worked/trained. The benefit of having two additional dispatchers allows for the continuity of service during high volume and/or sensitive call times, alleviates the need to hire officers for prisoner watch, provides contractual and FLSA mandated meal/work breaks, and allows the Supervisor the ability to complete mandated tasks. By way of comparison, the Ayer/Shirley Regional PSAP in 2018 handled 36,469 calls and that center maintains a staff of nine full-time dispatchers, two part-time dispatchers and a full-time Supervisor that is dedicated solely to administrative tasks. Similarly, the Nashua Fire Dispatch Center handled 39,934 calls and staffs three full-time dispatchers per shift. This Center only handles fire and EMS calls. The two additional dispatchers requested for the Groton PSAP would allow for 19 of the 21 weekly shifts to be staffed with two dispatchers and the Communications Supervisor would have two administrative days.

The second major initiative came from the Town Manager for the Groton Water Fire Protection Budget. The proposal is to reinstitute the Hydrant Rental Fee that was eliminated in 2008 to help offset anticipate capital costs to address manganese in the Town's water supply. The following chart outlines the cost impact of this request, along with the rationale for the request:

| <u>Item</u> | <u>Fiscal Year</u> <u>2021</u> | <u>Fiscal Year</u> <u>2022</u> | <u>Fiscal Year</u> <u>2023</u> | <u>Fiscal Year</u> <u>2024</u> | <u>Fiscal Year</u> <u>2025</u> |
|---|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Additional Personnel -Number of New Employees | 0 | | | | |
| Anticipated Personnel Costs - Amount Needed (Include both hard and soft costs) | \$ - | \$ - | \$ - | \$ - | \$ - |
| Anticipated Expenses (Hydrant Rental Fee) | \$ 75,000 | \$ 75,000 | \$ 75,000 | \$ 75,000 | \$ 75,000 |
| Anticipated Capital Expenses (Equipment, etc) | \$ - | | | | |
| TOTAL ANNUAL COST | \$ 75,000 | \$ 75,000 | \$ 75,000 | \$ 75,000 | \$ 75,000 |
| Major Capital Expenses (Building Renovations, etc.) | \$ - | | | | |
| TOTAL FIVE YEAR IMPACT/COST | | | | | \$ 375,000 |

Explanation for the need: The Groton Water Department is in the process of developing a funding plan to address manganese in the Town's water supply. It is estimated to cost \$7.5 million to upgrade our water treatment systems for this purpose. There has been some discussion that this is a Town wide health issue and the tax payers, as well as the ratepayers, should share in the cost. This is very similar to the Center Sewer District construction where the taxpayers absorbed fifty (50%) percent of the cost. That said, given the Town's anticipated capital needs over the next several years (Florence Roche Elementary School), the Town may not be in the position to incur more debt. In an effort to address these concerns and have the taxpayers share in this Capital Expense, it is suggested that the Town reinstate the Fire Protection (Hydrant Rental) Fee that was in existence until 2008, at which time it was eliminated from the budget by the Finance Committee. The proposal would be to reinstate the fee at \$75,000 per year to assist the Water Department, while the rate payers take on the added Capital Expense (estimated at \$400,000 a year over twenty years).

While both of these proposed Major Initiatives are worthy of funding, given our budgetary constraints, neither can be funded within either the level services budget or the balanced budget. That said, I urge both the Finance Committee and Select Board to fully review and consider these two initiatives to determine if they should be added to the budget in future years.

Budget #1 - Level Services Budget

As stated above, the guidance given to the Town Manager and the Finance Team was to provide two budgets to the Finance Committee and the Select Board. The first budget is the level services budget. This budget covers all of the mandatory increases in expenses (wages, pension, health insurance, etc.) and then funds all Departments so that they can provide the same level of services in FY 2021 as they currently provide. There were no reductions in personnel and expenses were thoroughly examined in an effort to find ways to consolidate costs, while still providing the same level of services. Based on this, the following level services municipal budget by function is proposed by the Town Manager:

| <u>Category</u> | | | <u>Dollar</u> | <u>Percentage</u> |
|------------------------------------|-----------------------|-----------------------|--------------------------|--------------------------|
| | <u>FY 2020</u> | <u>FY 2021</u> | <u>Difference</u> | <u>Change</u> |
| General Government | \$ 2,107,704 | \$ 2,155,018 | \$ 47,314 | 2.24% |
| Land Use | \$ 450,361 | \$ 448,055 | \$ (2,306) | -0.51% |
| Protection of Persons and Property | \$ 4,362,042 | \$ 4,467,845 | \$ 105,803 | 2.43% |
| Department of Public Works | \$ 2,237,722 | \$ 2,254,853 | \$ 17,131 | 0.77% |
| Library and Citizen Services | \$ 1,674,098 | \$ 1,747,650 | \$ 73,552 | 4.39% |
| Employee Benefits | \$ 4,036,106 | \$ 4,248,463 | \$ 212,357 | 5.26% |
| Sub-Total | \$ 14,868,033 | \$ 15,321,884 | \$ 453,851 | 3.05% |
| Debt Service - Excluded | \$ 1,261,862 | \$ 1,534,886 | \$ 273,024 | 21.64% |
| Debt Service - In Levy Only | \$ 345,397 | \$ 345,232 | \$ (165) | -0.05% |
| Total Municipal | \$ 16,475,292 | \$ 17,202,002 | \$ 726,710 | 4.41% |

Regional Schools Budgets

The collaboration between the Town of Groton and the Groton Dunstable Regional School District continues to be strong. The relationship the Finance Team and I have developed with Dr. Laura Chesson and Business Manager Sherry Kersey is one of strong collaboration and respect. We meet regularly and discuss how we can work together to solve budgetary issues. In addition, as stated earlier in this Budget Message, the School District was an active participant in the Working Group that examined the Budget over the summer. This work was vital in developing the Proposed Fiscal Year 2021 Operating Budget. Based on the review of their budget drivers and the use of their Excess and Deficiency Fund to offset the FY 2020 Operating Assessment of the District, in order to provide a level services Operating Assessment for Fiscal Year 2021, the School District will need to increase its Assessment to the Town of Groton by \$1,654,492, or 7.78%. While an increase of this magnitude makes it extremely difficult to provide a level services municipal budget, it is what is required for the School District to maintain services. 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 2021. 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 decreased from 44 to 38. While this temporarily stops the trend of adding 12 to 13 students per year, I have been informed by the Superintendent of the Nashoba Valley Technical School District that we should not expect a reduction in our operating assessment given the overall number of total students at the school, as well as increases in their capital costs. Therefore, I am level funding the assessment in FY 2021 at \$728,802. We should have their final assessment in January/February, 2020.

The total request for the Level Service Budget is \$39,815,710 (not including excluded debt), an increase of \$2,070,640 or 5.49%. In addition, it has been our practice when developing the proposed operating budget to carry \$200,000 in anticipation of a Snow and Ice Deficit. Depending on the size of the deficit, we either attempt to eliminate the deficit in the current fiscal year, or if it is too large, raise it on the following year's recap sheet when setting the tax rate. We were fortunate in FY 2020 to eliminate a very small deficit and did not need to raise additional funds when setting the FY 2020 Tax Rate this fall. Unfortunately, we do not anticipate eliminating the deficit this year, given the start to the 2019/2020 Winter. Therefore, we are carrying a \$200,000 Snow and Ice Deficit in the Level Services Budget. When you take into consideration anticipated revenues and restoring the Snow and Ice Deficit at \$200,000, the anticipated shortfall in revenues (or deficit) in Fiscal Year 2021 is \$564,827. The Town of Groton will not be able to provide a level services budget in Fiscal Year 2021 without an override of Proposition 2½.

*****Please note that in an effort to avoid confusion of looking at two different budgets and trying to figure out the differences, the main body of this budget document will only include the Balanced Budget. We have highlighted line items in yellow in the Proposed Operating Budget that have been adjusted. The following section of this budget message will also outline the manner in which we balanced the budget.***

Budget #2 – Balanced Budget

As stated under Budget #1, the revenue shortfall (or deficit) in providing a level services budget in FY 2021 is \$564,827. According to the Budget Guidance provided by the Finance Committee and Select Board, we were to divide the shortfall equally between the Municipal Budget and the Operating Assessment of the Groton Dunstable Regional School District. That would mean a reduction of \$282,414 from each side of the budget. However, before doing that, we have decided to reduce the anticipated Snow and Ice Deficit by \$100,000 lowering the anticipated shortfall to \$464,827. We are doing this based on the deficit over the last several years and our best forecast at this time. We will need to offset any deficit in FY 2020 greater than \$100,000 at the 2020 Spring Town Meeting. Therefore, under the Guidance, in order to provide a balanced budget in FY 2021, we will need to reduce each side of the budget by \$232,414.

Proposed Reductions:

1. Select Board Minor Capital

Level Services Budget Request: \$25,683
Balanced Budget Request: \$0
Amount Reduced: (\$25,683)

This line item is used to pay the Town's fifty (50%) percent share of the Pepperell Treatment Plant Upgrade. This line item has been equally funded and not funded over the last twelve years. Based on direction from the Finance Committee and Select Board, we have funded this line item in each of the last three fiscal years. Given the need to reduce the municipal budget and our efforts to do our best to maintain services under this scenario, we believe this cut is necessary and will no impact on services.

2. Board of Assessors Expenses

Level Services Budget Request: \$47,458
Balanced Budget Request: \$25,858
Amount Reduced: (\$21,600)

At the 2019 Fall Town Meeting, the Assessors requested that an annual expense line item be added to their budget to pay for cyclical inspections. The Department of Revenue mandates that all properties be inspected every five years. This allows the Town to assess properties and bring them up to full market value. The Assessors proposed that they inspect a fifth of the Town each year so that at the end of five years, all properties will have been inspected. We added this to the FY 2020 budget with the intention of adding it to the FY 2021 Operating Budget of the Board of Assessors since it will be an annual cost. Given that this is a new initiative and we are attempting to balance the budget while maintaining services, we have eliminated this funding in FY 2021. We will be recommending that this be a special article on the 2020 Spring or Fall Town Meeting Warrant and that funding from Overlay Surplus be used to fund this line item.

3. Police and Fire Communications Wages

Level Services Budget Request: \$515,241
Balanced Budget Request: \$365,241
Amount Reduced: (\$150,000)

As stated several times in this message, it was the intent of the Finance Team and Town Manager to maintain services as best we could in Fiscal Year 2021 given our revenue constraints. It was also important that we continue to follow our strong and sound budgetary practices that has allowed this Town to maintain a AAA Bond Rating over the last five and one half (5½) years (July, 2014). Our number one financial principal when developing an operating budget has been to **never use one-time revenue sources to fund operational expenses**. For the last few years, however, the Finance Team and I have had pressure placed on us with regard to the 911 Grant we receive from the Commonwealth of Massachusetts. Specifically, this Grant has averaged approximately \$250,000 annually for our communications operations. Some of the Grant has been used for wages and some has been used for equipment and expenses depending on the Communications Department needs. Sound financial principals identify Grants as one-time revenue sources regardless of how often they are received. Grant income should never be used to fund operational expenses. We have debated this issue for the last three years as to whether or not the Communications Budget Wage Line Item should be reduced to account for the Grant proceeds. I have strenuously and passionately argued against this reduction. The Town of Groton Communications Center is considered a regional dispatch center since we provide those services to Dunstable. We have received large 911 Grants for this reason. That said, this Grant is not guaranteed as we have to apply for and justify the request each year. Should the Town of Dunstable decide to use another town or regional facility for dispatch services, we will lose over \$200,000 in Grant Funds based on what is received in other similar communities (the Town of Grafton, for example, only receives \$48,000 in 911 Grant income annually). For these reasons, I have not counted on this Grant as a permanent funding source for our Communications Budget. However, given the amount of the reductions required to balance the Municipal Budget, we have to weigh the sound financial practice of not using one-time revenue sources to fund operating expenses against the very real necessity of laying off two or three employees to balance the budget. Faced with that choice, we are reluctantly planning on using at least \$150,000 in 911 Grant Income to fund the Communication Department Wage Account in FY 2021. The use of these funds will reduce the overall salary increase for all employees to \$72,063. I remain opposed to the use of these funds, but want to maintain services as best we can in FY 2021. Please understand, that should we not receive this Grant in FY 2021, we will need to either reduce the number of Dispatchers, or find reductions in other areas of the budget.

4. Water Safety Expenses and Minor Capital

Level Services Budget Request: \$30,732
Balanced Budget Request: \$2,732
Amount Reduced: (\$28,000)

We are proposing that funding for lifeguards at Sargisson Beach be eliminated in FY 2021 in an effort to balance the budget. While this is a reduction in the level of services, we believe this has the least impact on overall services. The Beach will still be available for use by our residents and we will continue to provide the funding necessary to maintain the Beach, including the Park Ranger Position. Similar to three years ago, we will attempt to raise this funding privately to keep lifeguards at the Beach in the Summer of 2020.

5. Weed Management Expenses: Weed Harvester

Level Services Budget Request: \$22,000
Balanced Budget Request: \$7,000
Amount Reduced: (\$15,000)

This is actually an item that was not funded in the FY 2020 Budget and was added to the Level Services FY 2021 Proposed Budget. As you will recall, the Community Preservation Act provided over \$280,000 in funding to abate the weed conditions at Baddacook Pond by using a harvesting operation. This has proven to be effective at Baddacook and improved the conditions tremendously. The Great Ponds Advisory Committee, the proponent of the weed harvesting operations at Baddacook, approached me earlier this year with a proposal for funding a maintenance operation so that a limited amount of harvesting would take place each year at Baddacook to maintain the work that was done to eliminate weeds. Without this operation, there is a high likelihood that the weeds will return and the Town will have essentially lost the \$280,000 investment. The total cost of the maintenance operation is \$25,000 annually. The Water Department would contribute \$10,000 and the Town would cover the other \$15,000. I added this to the Level Services Budget since it made sense to protect the CPA investment. That said, however, it is a new service in FY 2021 and keeping with the goal to maintain services as best as possible in the Balanced Budget, it is a necessary reduction in the Budget.

6. Employee Benefits Medicare/Social Security

Level Services Budget Request: \$140,000
Balanced Budget Request: \$135,000
Amount Reduced: (\$5,000)

This account is an estimate each year. Given the fact that we do not know how much overtime will be used by our public safety departments and how much overtime will be used by our DPW each winter for snow removal operations, it is hard to determine the actual amount needed for this line item. We are reducing it by a modest amount and are comfortable that we should have adequate funding. This decision is supported by actual spending over the last few years. If not, we will either need a reserve fund transfer or line item transfer to cover actual expenses.

7. Groton Dunstable Regional School District Operating Expenses

Level Services Budget Request: \$22,918,786
Balanced Budget Request: \$22,699,242
Amount Reduced: (\$219,544)

While the guidance calls for the reduction in the level services budget to be split equally between the Town and the School District, the amount of the municipal cuts is greater than \$232,414, so we have reduced the size of the reduction to the School District's Operating Expenses.

The total reduction in the municipal budget is \$245,283. Should any funding become available, we are recommending that the line items be restored as follows:

Priority #1 – Weed Management Expenses
 Priority #2 – Water Safety Expenses and Minor Capital
 Priority #3 – Communication Budget Wages
 Priority #4 – Select Board Minor Capital
 Priority #5 – Employee Benefits Medicare/Social Security
 Priority #6 – Board of Assessors Expenses

With these reductions, the Proposed Balanced FY 2021 Municipal Budget by function of the Town Manager is as follows:

| <u>Category</u> | <u>FY 2020</u> | <u>FY 2021</u> | <u>Dollar Difference</u> | <u>Percentage Change</u> |
|------------------------------------|----------------------|----------------------|--------------------------|--------------------------|
| General Government | \$ 2,107,704 | \$ 2,107,735 | \$ 31 | 0.00% |
| Land Use | \$ 450,361 | \$ 448,055 | \$ (2,306) | -0.51% |
| Protection of Persons and Property | \$ 4,362,042 | \$ 4,317,845 | \$ (44,197) | -1.01% |
| Department of Public Works | \$ 2,237,722 | \$ 2,254,853 | \$ 17,131 | 0.77% |
| Library and Citizen Services | \$ 1,674,098 | \$ 1,704,650 | \$ 30,552 | 1.83% |
| Employee Benefits | \$ 4,036,106 | \$ 4,243,463 | \$ 207,357 | 5.14% |
| Sub-Total | \$ 14,868,033 | \$ 15,076,601 | \$ 208,568 | 1.40% |
| Debt Service - Excluded | \$ 1,261,862 | \$ 1,534,886 | \$ 273,024 | 21.64% |
| Debt Service - In Levy Only | \$ 345,397 | \$ 345,232 | \$ (165) | -0.05% |
| Sub-Total - All Municipal | \$ 16,475,292 | \$ 16,956,719 | \$ 481,427 | 2.92% |

CAPITAL BUDGET

The Capital Budget will be submitted to the Finance Committee and Select Board under separate cover. The requested FY 2021 Capital Budget is \$2,539,529. The requested items and funding sources is as follows:

| <u>Department</u> | <u>Item</u> | <u>Amount</u> | <u>Funding Source</u> |
|-------------------------------|--|----------------------|------------------------------|
| Fire and EMS | Ambulance 2 Replacement | \$ 325,000 | Ambulance Fund |
| Highway | Pick Up Truck | \$ 40,000 | Capital Asset Fund |
| Highway | Dump Truck | \$ 40,000 | Capital Asset Fund |
| Town Facilities | IT Infrastructure/Computer Replacement | \$ 40,000 | Capital Asset Fund |
| Town Facilities | Municipal Building Exterior Repairs | \$ 25,000 | Capital Asset Fund |
| Town Facilities | Paint Police Station/Roof Repairs | \$ 50,000 | Capital Asset Fund |
| Town Facilities | Country Club Roof | \$ 50,000 | Capital Asset Fund |
| Transfer Station | Tractor Trailer/Trash Unit | \$ 40,000 | Capital Asset Fund |
| Library | Reconstruct Parking Lot | \$ 45,000 | Capital Asset Fund |
| Park Department | Property Improvements | \$ 25,000 | Capital Asset Fund |
| Police | Police Cruisers | \$ 56,570 | Capital Asset Fund |
| Police | Police Pick-Up Truck | \$ 55,000 | Capital Asset Fund |
| Country Club | Triplex - Greens Mower | \$ 5,100 | Capital Asset Fund |
| Water | Water Meter Replacement Program | \$ 50,000 | Water Revenue |
| Sewer | Wastewater Treatment Plant Upgrades | \$ 1,250,000 | Sewer Revenue |
| GDRSD | Annual Regional School Capital | \$ 442,859 | GDRSD Capital Fund |
| Total Requested | | \$ 2,539,529 | |
| <u>Funding Sources</u> | | | |
| | Capital Asset Fund | \$ 471,670 | |
| | Ambulance Fund | \$ 325,000 | |
| | Water Revenue | \$ 50,000 | |
| | Sewer Revenue | \$ 1,250,000 | |
| | GDRSD Capital Fund | \$ 442,859 | |
| Total | | \$ 2,539,529 | |

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.

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:

| Category | <u>FY 2020</u> | <u>FY 2021</u> | <u>Dollar Change</u> | <u>Percent Change</u> |
|-------------------------------|-----------------------|-----------------------|-----------------------------|------------------------------|
| Water Department | \$ 1,206,020 | \$ 1,388,916 | \$ 182,896 | 15.17% |
| Sewer Department | \$ 725,415 | \$ 763,300 | \$ 37,885 | 5.22% |
| Four Corners Sewer District | \$ 20,618 | \$ 32,805 | \$ 12,187 | 59.11% |
| Community Cable Department | \$ 216,778 | \$ 214,804 | \$ (1,975) | -0.91% |
| Total Enterprise Funds | \$ 2,168,831 | \$ 2,399,825 | \$ 230,994 | 10.65% |

TAX IMPACT OF THE PROPOSED OPERATING BUDGET

The total Balanced Town Manager's Fiscal Year 2021 Proposed Operating Budget, including Regional School Assessments and excluded debt, is \$41,534,266 or an increase of 4.50%. This proposed balanced budget is at the anticipated FY 2021 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 balanced budget is \$44,511,416. The Fiscal Year 2020 Tax Rate has been certified at \$17.38. Based on the Proposed Balanced Budget, the estimated Tax Rate in Fiscal Year 2021 is \$17.99, or an increase of \$0.61. In Fiscal Year 2020, the average Tax Bill in the Town of Groton (based on a home valued at \$492,000) is \$8,551. Under this proposed balanced budget, that same homeowner can expect a tax bill of \$8,851 or an increase of \$300. The following chart shows a comparison between FY 2020 and FY 2021:

| | <u>Actual</u> <u>FY 2020</u> | <u>Proposed</u> <u>FY 2021</u> | <u>Dollar</u> <u>Change</u> | <u>Percent</u> <u>Change</u> |
|--------------------------------|---------------------------------|-----------------------------------|--------------------------------|---------------------------------|
| Levy Capacity Used* | \$ 31,652,779 | \$ 32,991,429 | \$ 1,338,650 | 4.23% |
| Tax Rate on Levy Capacity Used | \$ 16.31 | \$ 16.87 | \$ 0.56 | 3.43% |
| Average Tax Bill | \$ 8,025 | \$ 8,300 | \$ 276 | 3.43% |
| Excluded Debt | \$ 2,070,421 | \$ 2,183,383 | \$ 112,962 | 5.46% |
| Tax Rate on Excluded Debt | \$ 1.07 | \$ 1.12 | \$ 0.05 | 4.67% |
| Average Tax Bill | \$ 526 | \$ 551 | \$ 25 | 4.67% |
| Final Levy Used | \$ 33,723,200 | \$ 35,174,812 | \$ 1,451,612 | 4.30% |
| Final Tax Rate | \$ 17.38 | \$ 17.99 | \$ 0.61 | 3.51% |
| Average Tax Bill | \$ 8,551 | \$ 8,851 | \$ 300 | 3.51% |

*The FY 2021 Levy Limit Used includes FY 2020 unexpended tax capacity of \$279,639 and \$15 million in New Growth

FIVE YEAR PROJECTION

Similar to last year, the Five-Year projection continues to take on a larger significance. As projected last year, the Town of Groton faced a structural deficit in Fiscal Year 2021. This deficit forced us to make significant reductions in the budget and change our practice of not using one-time revenue sources to fund operational expenses in order to balance the budget without an override of Proposition 2½. The Five-Year Projection is based on the proposed balanced budget. We need to continue to examine our spending habits and look at ways to fund our operating expenses within the extremely difficult parameters of Proposition 2½. In determining future projections, we are anticipating annual Municipal Operating Budget increases of approximately three and one half (3.5%) percent and estimated increases in the GDRSD Operational Assessment of six (6%) percent. This will force annual overrides of between \$400,000 and \$650,000 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 continue 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. 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.

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 Balanced 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 balanced budget (as stated earlier, we have highlighted reductions in yellow from the Level Services 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 Sherry Kersey in assisting in the preparation of this document. We look forward to meeting with both the Finance Committee and Select Board to discuss this Proposed Operating Budget.

MWH/rjb

FISCAL YEAR 2021 LEVY LIMIT CALCULATION

BALANCED BUDGET

Revised: 12/18/2019

I. 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 | \$ | 515,620 | |
| D. | ADD FY 2020 OVERRIDE | \$ | - | |
| E. | FY 2020 SUBTOTAL | \$ | 31,932,418 | \$ 31,932,418 |
| F. | FY 2020 LEVY CEILING | \$ | 44,656,171 | FY 2019 LEVY LIMIT |

II. TO CALCULATE THE FY 2021 LEVY LIMIT

| | | | | |
|-----|--------------------------------|----|------------|--------------------|
| A. | FY 2020 LEVY LIMIT | \$ | 31,932,418 | |
| A1. | ADD AMENDED FY 2020 NEW GROWTH | \$ | - | |
| B. | ADD TWO AND ONE HALF PERCENT | \$ | 798,310 | |
| C. | ADD FY 2021 NEW GROWTH | \$ | 260,700 | |
| D. | ADD FY 2021 OVERRIDE | | | |
| E. | FY 2021 SUBTOTAL | \$ | 32,991,429 | \$ 32,991,429 |
| F. | FY 2021 LEVY CEILING | \$ | 44,656,717 | FY 2020 LEVY LIMIT |

Revised: 12/18/2019

TOWN OF GROTON, MASSACHUSETTS
FY 2021 TOTAL TAX LEVY CALCULATION
BALANCED BUDGET

| | | |
|---------------------------------|-----------|-------------------|
| FY 2021 LEVY LIMIT | \$ | 32,991,429 |
| CAPITAL EXCLUSION | \$ | - |
| DEBT EXCLUSION - TOWN | \$ | 1,559,856 |
| FY 2021 BOND PROCEEDS REDUCTION | \$ | (24,970) |
| DEBT EXCLUSION - SEWER | \$ | - |
| DEBT EXCLUSION - WATER | \$ | - |
| DEBT EXCLUSION - GDRSD | \$ | 648,497 |
| SUB-TOTAL - EXCLUSIONS | \$ | 2,183,383 |
| TOTAL TAX LEVY | \$ | 35,174,812 |

Revised: 12/18/2019
BALANCED BUDGET

**TOWN OF GROTON
FISCAL YEAR 2021
REVENUE ESTIMATES**

| | BUDGETED FY 2020 | ESTIMATED FY 2021 | CHANGE |
|--|----------------------|----------------------|---------------------|
| PROPERTY TAX REVENUE | \$ 31,932,418 | \$ 32,991,429 | \$ 1,059,010 |
| DEBT EXCLUSIONS | \$ 2,070,421 | \$ 2,183,383 | \$ 112,962 |
| CHERRY SHEET - STATE AID | \$ 971,581 | \$ 971,581 | \$ - |
| UNEXPENDED TAX CAPACITY | \$ (279,639) | \$ - | \$ 279,639 |
| LOCAL RECEIPTS: | | | |
| General Revenue: | | | |
| Motor Vehicle Excise Taxes | \$ 1,577,642 | \$ 1,650,000 | \$ 72,358 |
| Meals Tax and Room Occupancy Tax | \$ 200,000 | \$ 300,000 | \$ 100,000 |
| Penalties & Interest on Taxes | \$ 90,000 | \$ 110,000 | \$ 20,000 |
| Payments in Lieu of Taxes | \$ 260,000 | \$ 265,000 | \$ 5,000 |
| Other Charges for Services | \$ 82,000 | \$ 82,000 | \$ - |
| Fees | \$ 300,000 | \$ 340,000 | \$ 40,000 |
| Rentals | \$ 40,000 | \$ 40,000 | \$ - |
| Library Revenues | \$ 12,000 | \$ 12,000 | \$ - |
| Other Departmental Revenue | \$ 700,000 | \$ 725,000 | \$ 25,000 |
| Licenses and Permits | \$ 300,000 | \$ 300,000 | \$ - |
| Fines and Forfeits | \$ 25,000 | \$ 20,000 | \$ (5,000) |
| Investment Income | \$ 40,000 | \$ 40,000 | \$ - |
| Recreation Revenues | \$ 493,838 | \$ 565,939 | \$ 72,101 |
| Miscellaneous Non-Recurring | \$ - | \$ - | \$ - |
| Sub-total - General Revenue | \$ 4,120,480 | \$ 4,449,939 | \$ 329,459 |
| Other Revenue: | | | |
| Free Cash | \$ 300,857 | \$ 300,730 | \$ (127) |
| Capital Stabilization Fund for GDRSD | \$ 479,012 | \$ 442,859 | \$ (36,153) |
| Stabilization Fund for Tax Rate Relief | \$ - | \$ - | \$ - |
| Capital Asset Stabilization Fund | \$ 504,945 | \$ 471,670 | \$ (33,275) |
| EMS/Conservation Fund Receipts Reserve | \$ 500,875 | \$ 300,000 | \$ (200,875) |
| Community Preservation Funds | \$ - | \$ - | \$ - |
| Water Department Surplus | \$ - | \$ - | \$ - |
| Sewer Department Surplus | \$ - | \$ - | \$ - |
| Insurance Reimbursements | \$ - | \$ - | \$ - |
| Encumbrances | \$ - | \$ - | \$ - |
| Sub-total - Other Revenue | \$ 1,785,689 | \$ 1,515,259 | \$ (270,430) |
| WATER DEPARTMENT ENTERPRISE | \$ 1,206,020 | \$ 1,388,916 | \$ 182,896 |
| SEWER DEPARTMENT ENTERPRISE | \$ 725,415 | \$ 763,300 | \$ 37,885 |
| LOCAL ACCESS CABLE ENTERPRISE | \$ 216,778 | \$ 214,804 | \$ (1,975) |
| FOUR CORNER SEWER ENTERPRISE | \$ 20,618 | \$ 32,805 | \$ 12,187 |
| TOTAL ESTIMATED REVENUE | \$ 42,769,782 | \$ 44,511,416 | \$ 1,741,634 |

**TOWN OF GROTON
FISCAL YEAR 2021
TAX LEVY CALCULATIONS**

Revised: 12/18/2019

FY 2021 PROPOSED EXPENDITURES

BALANCED BUDGET - Anticipated Proposed Budget

| | | |
|------------------------------------|----|------------|
| General Government | \$ | 2,107,735 |
| Land Use Departments | \$ | 448,055 |
| Protection of Persons and Property | \$ | 4,317,845 |
| Regional School Districts | \$ | 24,577,547 |
| Department of Public Works | \$ | 2,254,853 |
| Library and Citizen Services | \$ | 1,704,650 |
| Debt Service | \$ | 1,880,118 |
| Employee Benefits | \$ | 4,243,463 |

Sub-Total - Operating Budget \$ 41,534,266

| | | |
|---------------------------------------|----|------------|
| A. TOTAL DEPARTMENTAL BUDGET REQUESTS | \$ | 41,534,266 |
| B. CAPITAL BUDGET REQUESTS | \$ | 471,670 |
| C. ENTERPRISE FUND REQUESTS | \$ | 2,143,561 |
| 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 | \$ | 18,527 |
| 8. Authorized deferral of Teachers' Pay | \$ | - |
| 9. Snow and Ice deficit | \$ | 100,000 |
| 10. Other | | |

| | | |
|--|----|---------|
| E. TOTAL OTHER AMOUNTS TO BE RAISED | \$ | 118,527 |
| F. STATE AND COUNTY CHERRY SHEET CHARGES | \$ | 93,392 |
| G. ALLOWANCE FOR ABATEMENTS AND EXEMPTIONS | \$ | 150,000 |

TOTAL PROPOSED EXPENDITURES \$ **44,511,416**

FY 2021 ESTIMATED RECEIPTS

| | | | |
|------------------------------------|----|------------|-------------------|
| ESTIMATED TAX LEVY | | | |
| Levy Limit | \$ | 32,991,429 | |
| Debt Exclusion | \$ | 2,183,383 | |
| | | | |
| A. ESTIMATED TAX LEVY | | \$ | 35,174,812 |
| | | | |
| B. CHERRY SHEET ESTIMATED RECEIPTS | | \$ | 971,581 |
| C. LOCAL RECEIPTS NOT ALLOCATED | | \$ | 4,449,939 |
| C. OFFSET RECEIPTS | | \$ | - |
| D. ENTERPRISE FUNDS | | \$ | 2,399,825 |
| E. COMMUNITY PRESERVATION FUNDS | | \$ | - |
| F. FREE CASH | | \$ | 300,730 |
| | | | |
| OTHER AVAILABLE FUNDS | | | |
| 1. Stabilization Fund | | | |
| 2. Capital Asset Fund | \$ | 914,529 | |
| 3. EMS/Conservation Fund | \$ | 300,000 | |
| | | | |
| G. OTHER AVAILABLE FUNDS | | \$ | 1,214,529 |
| | | | |
| TOTAL ESTIMATED RECEIPTS | | \$ | 44,511,416 |
| | | | |
| FY 2021 SURPLUS/(DEFICIT) | | \$ | 0 |

Revised: 12/18/2019

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

**FISCAL YEAR 2021
BALANCED BUDGET**

I. TAX RATE SUMMARY

| | | |
|-----|--|------------------|
| Ia. | Total amount to be raised (from IIe) | \$ 44,511,416.25 |
| Ib. | Total estimated receipts and other revenue sources (from IIIe) | \$ 9,336,604.49 |
| Ic. | Tax levy (Ia minus Ib) | \$ 35,174,811.76 |
| Id. | Distribution of Tax Rates and Levies | |

| CLASS | (b) Levy Percentage (from LA -5) | (c) IC above times each percent in col (b) | (d) Valuation by Class (from LA - 4) | (e) Tax Rates (c) x (d) x 1000 | (f) Levy by Class (d) x (e)/1000 |
|---------------|---|---|---|--|--|
| RESIDENTIAL | 94.2849% | \$ 33,164,552.63 | \$ 1,843,596,191.00 | \$ 17.99 | \$ 33,164,552.63 |
| NET OF EXEMPT | | | | | \$ - |
| OPEN SPACE | 0.0000% | \$ - | \$ - | | \$ - |
| COMMERCIAL | 3.8174% | \$ 1,342,765.55 | \$ 74,643,475.00 | \$ 17.99 | \$ 1,342,765.55 |
| NET OF EXEMPT | | | | | \$ - |
| INDUSTRIAL | 0.7315% | \$ 257,315.44 | \$ 14,304,000.00 | \$ 17.99 | \$ 257,315.44 |
| SUBTOTAL | 98.8339% | | \$ 1,932,543,666.00 | | \$ 34,764,633.62 |
| PERSONAL | 1.1661% | \$ 410,178.15 | \$ 22,801,540.00 | \$ 17.99 | \$ 410,178.15 |
| TOTAL | 100.0000% | | \$ 1,955,345,206.00 | | \$ 35,174,811.76 |

TAX RATE RECAPITULATION GROTON

FISCAL YEAR 2021

II. AMOUNTS TO BE RAISED

| | | |
|---|------------|----------------------|
| II a. Appropriations | | \$ 44,149,497 |
| 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 | \$ 18,527 | |
| 8. Authorized Deferral of Teachers' Pay | \$ - | |
| 9. Snow and Ice deficit | \$ 100,000 | |
| 10. Other | | |
| TOTAL II b. | | \$ 118,527 |
| II c. State and County Cherry Sheet Charges | | \$ 93,392 |
| II d. Allowance for Abatements and Exemptions (overlay) | | \$ 150,000 |
| II e. TOTAL AMOUNT TO BE RAISED | | \$ 44,511,416 |

III. Estimated Receipts and Other Revenue Sources

III a. Estimated Receipts - State

| | | | |
|---|----|---------|---------|
| 1. Cherry Sheet Estimated Receipts | \$ | 971,581 | |
| 2. Massachusetts School Building Authority Payments | \$ | - | |
| TOTAL III a. | | \$ | 971,581 |

III b. Estimated Receipts - Local

| | | | |
|---------------------------------|----|-----------|-----------|
| 1. Local Receipts Not Allocated | \$ | 4,449,939 | |
| 2. Offset Receipts | \$ | - | |
| 3. Enterprise Funds | \$ | 2,399,825 | |
| 4. Community Preservation Funds | \$ | - | |
| TOTAL III b. | | \$ | 6,849,764 |

III c. Revenue Sources Appropriated for Particular Purposes

| | | | |
|--------------------------|----|-----------|-----------|
| 1. Free Cash | \$ | 300,730 | |
| 2. Other Available Funds | \$ | 1,214,529 | |
| TOTAL III c. | | \$ | 1,515,259 |

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 | | \$ | 9,336,604 |
|---|--|----|-----------|

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

| | | | |
|---|----|------------|------------|
| a. Total Amount to be Raised | | \$ | 44,511,416 |
| b. Total Estimated Receipts and Other Revenue Sources | \$ | 9,336,604 | |
| c. Total Real and Personal Property Tax Levy | \$ | 35,174,812 | |
| d. Total Receipts from All Sources | | \$ | 44,511,416 |

**TAX RATE RECAPITULATION
GROTON**

FISCAL YEAR 2021

LOCAL RECEIPTS NOT ALLOCATED

| | | BUDGETED RECEIPTS FY 2020 | ESTIMATED RECEIPTS FY 2021 |
|----|---------------------------------------|--|---|
| 1 | MOTOR VEHICLE EXCISE | \$ 1,577,642 | \$ 1,650,000 |
| 2 | OTHER EXCISE | \$ 200,000 | \$ 300,000 |
| 3 | PENALTIES AND INTEREST ON TAXES | \$ 90,000 | \$ 110,000 |
| 4 | PAYMENTS IN LIEU OF TAXES | \$ 260,000 | \$ 265,000 |
| 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 | \$ 82,000 | \$ 82,000 |
| 10 | FEES | \$ 300,000 | \$ 340,000 |
| 11 | RENTAL | \$ 40,000 | \$ 40,000 |
| 12 | DEPARTMENTAL REVENUE - SCHOOLS | \$ - | \$ - |
| 13 | DEPARTMENTAL REVENUE - LIBRARIES | \$ 12,000 | \$ 12,000 |
| 14 | DEPARTMENTAL REVENUE - CEMETERIES | \$ - | \$ - |
| 15 | DEPARTMENTAL REVENUE - RECREATION | \$ 493,838 | \$ 565,939 |
| 16 | OTHER DEPARTMENTAL REVENUE | \$ 700,000 | \$ 725,000 |
| 17 | LICENSES AND PERMITS | \$ 300,000 | \$ 300,000 |
| 18 | SPECIAL ASSESSMENTS | \$ - | \$ - |
| 19 | FINES AND FORFEITS | \$ 25,000 | \$ 20,000 |
| 20 | INVESTMENT INCOME | \$ 40,000 | \$ 40,000 |
| 21 | MISCELLANEOUS RECURRING | \$ - | \$ - |
| 22 | MISCELLANEOUS NON-RECURRING | \$ - | \$ - |
| | TOTAL | \$ 4,120,480 | \$ 4,449,939 |

Revised: 12/18/2019

Operating Budget Comparison - Fiscal Year 2020 Vs. Fiscal Year 2021

BALANCED BUDGET

| <u>Category</u> | | <u>FY 2020</u> | | <u>FY 2021</u> | | <u>Dollar Difference</u> | <u>Percentage Change</u> |
|---------------------------------------|-----------|-------------------|-----------|-------------------|-----------|------------------------------|------------------------------|
| General Government | \$ | 2,107,704 | \$ | 2,107,735 | \$ | 31 | 0.00% |
| Land Use | \$ | 450,361 | \$ | 448,055 | \$ | (2,306) | -0.51% |
| Protection of Persons and Property | \$ | 4,362,042 | \$ | 4,317,845 | \$ | (44,197) | -1.01% |
| Department of Public Works | \$ | 2,237,722 | \$ | 2,254,853 | \$ | 17,131 | 0.77% |
| Library and Citizen Services | \$ | 1,674,098 | \$ | 1,704,650 | \$ | 30,552 | 1.83% |
| Sub-Total - Wages and Expenses | \$ | 10,831,927 | \$ | 10,833,138 | \$ | 1,211 | 0.01% |
| Debt Service | \$ | 1,607,259 | \$ | 1,880,118 | \$ | 272,859 | 16.98% |
| Employee Benefits | \$ | 4,036,106 | \$ | 4,243,463 | \$ | 207,357 | 5.14% |
| Sub-Total - All Municipal | \$ | 16,475,292 | \$ | 16,956,719 | \$ | 481,427 | 2.92% |
| Nashoba Tech | \$ | 728,802 | \$ | 728,802 | \$ | - | 0.00% |
| Groton-Dunstable Operating | \$ | 21,264,294 | \$ | 22,699,242 | \$ | 1,434,948 | 6.75% |
| Groton-Dunstable Excluded Debt | \$ | 739,429 | \$ | 648,497 | \$ | (90,932) | -12.30% |
| Groton-Dunstable Debt | \$ | 59,533 | \$ | 58,147 | \$ | (1,386) | -2.33% |
| Groton Dunstable Capital | \$ | 479,011 | \$ | 442,859 | \$ | (36,152) | -7.55% |
| Sub-Total - Education | \$ | 23,271,069 | \$ | 24,577,547 | \$ | 1,306,478 | 5.61% |
| Grand Total - Town Budget | \$ | 39,746,361 | \$ | 41,534,266 | \$ | 1,787,905 | 4.50% |

Revised: 12/18/2019

Operating Budget Comparison - Fiscal Year 2020 Vs. Fiscal Year 2021

BALANCED BUDGET

| <u>Category</u> | | <u>FY 2020</u> | | <u>FY 2021</u> | | <u>Dollar Difference</u> | <u>Percentage Change</u> |
|------------------------------------|-----------|-------------------|-----------|-------------------|-----------|------------------------------|------------------------------|
| General Government | \$ | 2,107,704 | \$ | 2,107,735 | \$ | 31 | 0.00% |
| Land Use | \$ | 450,361 | \$ | 448,055 | \$ | (2,306) | -0.51% |
| Protection of Persons and Property | \$ | 4,362,042 | \$ | 4,317,845 | \$ | (44,197) | -1.01% |
| Department of Public Works | \$ | 2,237,722 | \$ | 2,254,853 | \$ | 17,131 | 0.77% |
| Library and Citizen Services | \$ | 1,674,098 | \$ | 1,704,650 | \$ | 30,552 | 1.83% |
| Employee Benefits | \$ | 4,036,106 | \$ | 4,243,463 | \$ | 207,357 | 5.14% |
| Sub-Total | \$ | 14,868,033 | \$ | 15,076,601 | \$ | 208,568 | 1.40% |
| Debt Service - Excluded | \$ | 1,261,862 | \$ | 1,534,886 | \$ | 273,024 | 21.64% |
| Debt Service - In Levy Only | \$ | 345,397 | \$ | 345,232 | \$ | (165) | -0.05% |
| Sub-Total - All Municipal | \$ | 16,475,292 | \$ | 16,956,719 | \$ | 481,427 | 2.92% |
| Nashoba Tech | \$ | 728,802 | \$ | 728,802 | \$ | - | 0.00% |
| Groton-Dunstable Operating | \$ | 21,264,294 | \$ | 22,699,242 | \$ | 1,434,948 | 6.75% |
| Groton-Dunstable Excluded Debt | \$ | 739,429 | \$ | 648,497 | \$ | (90,932) | -12.30% |
| Groton-Dunstable Debt | \$ | 59,533 | \$ | 58,147 | \$ | (1,386) | -2.33% |
| Groton Dunstable Capital | \$ | 479,011 | \$ | 442,859 | \$ | (36,152) | -7.55% |
| Sub-Total - Education | \$ | 23,271,069 | \$ | 24,577,547 | \$ | 1,306,478 | 5.61% |
| Grand Total - Town Budget | \$ | 39,746,361 | \$ | 41,534,266 | \$ | 1,787,905 | 4.50% |

Revised: 12/18/2019

Operating Budget Comparison - Fiscal Year 2020 Vs. Fiscal Year 2021

BALANCED BUDGET

| <u>Category</u> | <u>FY 2020</u> | | <u>FY 2021</u> | | <u>Dollar Difference</u> | <u>Percentage Change</u> |
|---------------------------------------|----------------|-------------------|----------------|-------------------|--------------------------|--------------------------|
| Municipal Wages | \$ | 7,979,033 | \$ | 8,051,096 | \$ 72,063 | 0.90% |
| Employee Benefits | \$ | 4,036,106 | \$ | 4,243,463 | \$ 207,357 | 5.14% |
| Sub-Total - Wages and Benefits | \$ | 12,015,139 | \$ | 12,294,559 | \$ 279,420 | 2.33% |
| Municipal Expenses | \$ | 2,852,894 | \$ | 2,782,042 | \$ (70,852) | -2.48% |
| Sub-Total - | \$ | 14,868,033 | \$ | 15,076,601 | \$ 208,568 | 1.40% |
| Debt Service - In-Levy Only | \$ | 345,397 | \$ | 345,232 | \$ (165) | -0.05% |
| Total - All Municipal | \$ | 15,213,430 | \$ | 15,421,833 | \$ 208,403 | 1.37% |
| Nashoba Tech | \$ | 728,802 | \$ | 728,802 | \$ - | 0.00% |
| Groton-Dunstable Operating | \$ | 21,264,294 | \$ | 22,699,242 | \$ 1,434,948 | 6.75% |
| Groton-Dunstable Debt | \$ | 59,533 | \$ | 58,147 | \$ (1,386) | -2.33% |
| Groton Dunstable Capital | \$ | 479,011 | \$ | 442,859 | \$ (36,152) | -7.55% |
| . | | | | | | |
| Sub-Total - Education | \$ | 22,531,640 | \$ | 23,929,050 | \$ 1,397,410 | 6.20% |
| Grand Total - Town Budget | \$ | 37,745,070 | \$ | 39,350,883 | \$ 1,605,813 | 4.25% |

Revised: 12-18-2019

BALANCED BUDGET

TOWN OF GROTON FISCAL YEAR 2021

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE |
|----------------------------------|-------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|
| <u>GENERAL GOVERNMENT</u> | | | | | | | | |
| MODERATOR | | | | | | | | |
| 1000 | Salaries | \$ 65 | \$ 65 | \$ 65 | \$ 65 | \$ 65 | \$ 65 | 0.00% |
| 1001 | Expenses | \$ 19 | \$ - | \$ - | \$ 80 | \$ 80 | \$ 80 | 0.00% |
| DEPARTMENTAL TOTAL | | \$ 84 | \$ 65 | \$ 65 | \$ 145 | \$ 145 | \$ 145 | 0.00% |
| SELECT BOARD | | | | | | | | |
| 1020 | Salaries | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| 1021 | Wages | \$ - | \$ - | \$ - | \$ - | \$ 12,790 | \$ - | 0.00% |
| 1022 | Expenses | \$ 2,000 | \$ 4,338 | \$ 2,943 | \$ 3,300 | \$ 2,550 | \$ 3,300 | 0.00% |
| 1023 | Engineering/Consultant | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| 1024 | Minor Capital | \$ - | \$ 27,000 | \$ 25,689 | \$ 25,683 | \$ 25,683 | \$ - | -100.00% |
| DEPARTMENTAL TOTAL | | \$ 2,000 | \$ 31,338 | \$ 28,632 | \$ 28,983 | \$ 41,023 | \$ 3,300 | -88.61% |
| TOWN MANAGER | | | | | | | | |
| 1030 | Salaries | \$ 196,963 | \$ 204,592 | \$ 211,362 | \$ 225,163 | \$ 228,635 | \$ 228,635 | 1.54% |
| 1031 | Wages | \$ 102,567 | \$ 106,371 | \$ 112,660 | \$ 120,592 | \$ 125,336 | \$ 125,336 | 3.93% |
| 1032 | Expenses | \$ 7,368 | \$ 13,421 | \$ 9,117 | \$ 14,500 | \$ 14,600 | \$ 14,600 | 0.69% |
| 1033 | Engineering/Consultant | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| 1034 | Performance Evaluations | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| DEPARTMENTAL TOTAL | | \$ 306,898 | \$ 324,384 | \$ 333,139 | \$ 360,255 | \$ 368,571 | \$ 368,571 | 2.31% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE |
|--------------------------------|------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|
| FINANCE COMMITTEE | | | | | | | | |
| 1040 | Expenses | \$ 204 | \$ 210 | \$ 210 | \$ 215 | \$ 215 | \$ 215 | 0.00% |
| 1041 | Reserve Fund | \$ 51,085 | \$ 86,806 | \$ 66,965 | \$ 150,000 | \$ 150,000 | \$ 150,000 | 0.00% |
| DEPARTMENTAL TOTAL | | \$ 51,289 | \$ 87,016 | \$ 67,175 | \$ 150,215 | \$ 150,215 | \$ 150,215 | 0.00% |
| TOWN ACCOUNTANT | | | | | | | | |
| 1050 | Salaries | \$ 84,833 | \$ 87,395 | \$ 91,110 | \$ 95,155 | \$ 97,083 | \$ 97,083 | 2.03% |
| 1051 | Wages | \$ 42,333 | \$ 43,898 | \$ 46,132 | \$ 47,792 | \$ 49,627 | \$ 49,627 | 3.84% |
| 1052 | Expenses | \$ 29,744 | \$ 34,185 | \$ 32,140 | \$ 34,056 | \$ 37,595 | \$ 37,595 | 10.39% |
| DEPARTMENTAL TOTAL | | \$ 156,910 | \$ 165,478 | \$ 169,382 | \$ 177,003 | \$ 184,305 | \$ 184,305 | 4.13% |
| BOARD OF ASSESSORS | | | | | | | | |
| 1060 | Salaries | \$ 94,240 | \$ 71,244 | \$ 75,676 | \$ 78,580 | \$ 80,528 | \$ 80,528 | 2.48% |
| 1061 | Wages | \$ 53,007 | \$ 39,823 | \$ 52,596 | \$ 62,321 | \$ 64,728 | \$ 64,728 | 3.86% |
| 1062 | Expenses | \$ 16,484 | \$ 17,521 | \$ 19,917 | \$ 46,881 | \$ 47,458 | \$ 25,858 | -44.84% |
| 1063 | Legal Expense | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| DEPARTMENTAL TOTAL | | \$ 163,731 | \$ 128,588 | \$ 148,189 | \$ 187,782 | \$ 192,714 | \$ 171,114 | -8.88% |
| TREASURER/TAX COLLECTOR | | | | | | | | |
| 1070 | Salaries | \$ 84,125 | \$ 84,966 | \$ 88,286 | \$ 91,700 | \$ 93,975 | \$ 93,975 | 2.48% |
| 1071 | Wages | \$ 100,162 | \$ 104,478 | \$ 112,007 | \$ 114,899 | \$ 119,037 | \$ 119,037 | 3.60% |
| 1072 | Expenses | \$ 20,040 | \$ 20,422 | \$ 18,752 | \$ 20,690 | \$ 20,945 | \$ 20,945 | 1.23% |
| 1073 | Tax Title | \$ 3,333 | \$ 9,235 | \$ 2,048 | \$ 5,950 | \$ 5,725 | \$ 5,725 | -3.78% |
| 1074 | Bond Cost | \$ 5,000 | \$ 3,200 | \$ 2,550 | \$ 4,975 | \$ 4,900 | \$ 4,900 | -1.51% |
| DEPARTMENTAL TOTAL | | \$ 212,660 | \$ 222,301 | \$ 223,643 | \$ 238,214 | \$ 244,582 | \$ 244,582 | 2.67% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE |
|-------------------------------|---------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|
| TOWN COUNSEL | | | | | | | | |
| 1080 | Expenses | \$ 61,574 | \$ 50,831 | \$ 146,553 | \$ 90,000 | \$ 90,000 | \$ 90,000 | 0.00% |
| | DEPARTMENTAL TOTAL | \$ 61,574 | \$ 50,831 | \$ 146,553 | \$ 90,000 | \$ 90,000 | \$ 90,000 | 0.00% |
| HUMAN RESOURCES | | | | | | | | |
| 1090 | Salary | \$ 73,201 | \$ 75,412 | \$ 79,225 | \$ 82,673 | \$ 84,313 | \$ 84,313 | 1.98% |
| 1091 | Expenses | \$ 8,764 | \$ 20,030 | \$ 9,917 | \$ 11,000 | \$ 11,000 | \$ 11,000 | 0.00% |
| | DEPARTMENTAL TOTAL | \$ 81,965 | \$ 95,442 | \$ 89,142 | \$ 93,673 | \$ 95,313 | \$ 95,313 | 1.75% |
| INFORMATION TECHNOLOGY | | | | | | | | |
| 1100 | Salary | \$ 100,814 | \$ 104,888 | \$ 109,880 | \$ 114,722 | \$ 117,004 | \$ 117,004 | 1.99% |
| 1101 | Wages | \$ 37,205 | \$ 48,048 | \$ 56,462 | \$ 58,848 | \$ 61,095 | \$ 61,095 | 3.82% |
| 1102 | Expenses | \$ 21,094 | \$ 20,637 | \$ 15,037 | \$ 24,800 | \$ 24,800 | \$ 24,800 | 0.00% |
| | DEPARTMENTAL TOTAL | \$ 159,113 | \$ 173,573 | \$ 181,379 | \$ 198,370 | \$ 202,899 | \$ 202,899 | 2.28% |
| GIS STEERING COMMITTEE | | | | | | | | |
| 1120 | Expenses | \$ 5,411 | \$ 5,408 | \$ 12,261 | \$ 18,600 | \$ 18,600 | \$ 10,800 | -41.94% |
| | DEPARTMENTAL TOTAL | \$ 5,411 | \$ 5,408 | \$ 12,261 | \$ 18,600 | \$ 18,600 | \$ 10,800 | -41.94% |
| TOWN CLERK | | | | | | | | |
| 1130 | Salaries | \$ 77,556 | \$ 80,688 | \$ 84,732 | \$ 88,430 | \$ 92,073 | \$ 92,073 | 4.12% |
| 1131 | Wages | \$ 52,166 | \$ 55,252 | \$ 61,568 | \$ 61,619 | \$ 67,751 | \$ 67,751 | 9.95% |
| 1132 | Expenses | \$ 7,310 | \$ 4,157 | \$ 10,199 | \$ 9,575 | \$ 12,017 | \$ 9,867 | 3.05% |
| 1133 | Minor Capital | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| | DEPARTMENTAL TOTAL | \$ 137,032 | \$ 140,097 | \$ 156,499 | \$ 159,624 | \$ 171,841 | \$ 169,691 | 6.31% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE |
|--|--|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|
| ELECTIONS & BOARD OF REGISTRARS | | | | | | | | |
| 1140 | Stipend | \$ 9,707 | \$ 4,373 | \$ 13,159 | \$ 7,964 | \$ 19,115 | \$ 19,115 | 140.02% |
| 1141 | Expenses | \$ 7,173 | \$ 5,841 | \$ 16,439 | \$ 11,276 | \$ 12,385 | \$ 12,185 | 8.06% |
| 1142 | Minor Capital | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| DEPARTMENTAL TOTAL | | \$ 16,880 | \$ 10,214 | \$ 29,598 | \$ 19,240 | \$ 31,500 | \$ 31,300 | 62.68% |
| STREET LISTINGS | | | | | | | | |
| 1150 | Expenses | \$ 5,841 | \$ 3,808 | \$ 3,834 | \$ 5,100 | \$ 5,200 | \$ 5,000 | -1.96% |
| DEPARTMENTAL TOTAL | | \$ 5,841 | \$ 3,808 | \$ 3,834 | \$ 5,100 | \$ 5,200 | \$ 5,000 | -1.96% |
| INSURANCE & BONDING | | | | | | | | |
| 1160 | Insurance & Bonding | \$ 199,042 | \$ 208,670 | \$ 209,457 | \$ 230,000 | \$ 230,000 | \$ 230,000 | 0.00% |
| 1161 | Insurance Deductible Reserve - Liability | \$ 3,131 | \$ 2,160 | \$ 6,128 | \$ 12,000 | \$ 12,000 | \$ 12,000 | 0.00% |
| 1162 | Insurance Deductible Reserve - 111F | \$ 14,484 | \$ 17,229 | \$ 36,521 | \$ 25,000 | \$ 25,000 | \$ 25,000 | 0.00% |
| DEPARTMENTAL TOTAL | | \$ 216,657 | \$ 228,059 | \$ 252,106 | \$ 267,000 | \$ 267,000 | \$ 267,000 | 0.00% |
| TOWN REPORT | | | | | | | | |
| 1170 | Expenses | \$ 1,407 | \$ 1,400 | \$ 1,424 | \$ 1,500 | \$ 1,500 | \$ 1,500 | 0.00% |
| DEPARTMENTAL TOTAL | | \$ 1,407 | \$ 1,400 | \$ 1,424 | \$ 1,500 | \$ 1,500 | \$ 1,500 | 0.00% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE |
|--|------------------------|---------------------|---------------------|---------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|
| POSTAGE/TOWN HALL EXPENSES | | | | | | | | |
| 1180 | Expenses | \$ 52,726 | \$ 48,224 | \$ 54,929 | \$ 55,000 | \$ 60,000 | \$ 60,000 | 9.09% |
| 1181 | Telephone Expenses | \$ 11,697 | \$ 31,592 | \$ 24,494 | \$ 40,000 | \$ 35,000 | \$ 35,000 | -12.50% |
| 1182 | Office Supplies | \$ 31,566 | \$ 14,243 | \$ 15,385 | \$ 17,000 | \$ 17,000 | \$ 17,000 | 0.00% |
| <hr/> | | | | | | | | |
| DEPARTMENTAL TOTAL | | \$ 95,989 | \$ 94,059 | \$ 94,808 | \$ 112,000 | \$ 112,000 | \$ 112,000 | 0.00% |
| <hr/> | | | | | | | | |
| TOTAL GENERAL GOVERNMENT | | \$ 1,675,441 | \$ 1,762,061 | \$ 1,937,829 | \$ 2,107,704 | \$ 2,177,408 | \$ 2,107,735 | 0.00% |
| <u>LAND USE DEPARTMENTS</u> | | | | | | | | |
| CONSERVATION COMMISSION | | | | | | | | |
| 1200 | Salary | \$ 66,118 | \$ 60,752 | \$ 66,686 | \$ 70,169 | \$ 71,545 | \$ 71,545 | 1.96% |
| 1201 | Wages | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| 1202 | Expenses | \$ 5,480 | \$ 6,748 | \$ 8,556 | \$ 7,336 | \$ 7,460 | \$ 7,350 | 0.19% |
| 1203 | Engineering & Legal | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| 1204 | Minor Capital | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| <hr/> | | | | | | | | |
| DEPARTMENTAL TOTAL | | \$ 71,598 | \$ 67,500 | \$ 75,242 | \$ 77,505 | \$ 79,005 | \$ 78,895 | 1.79% |
| <hr/> | | | | | | | | |
| PLANNING BOARD | | | | | | | | |
| 1210 | Salaries | \$ 75,567 | \$ 77,115 | \$ 80,549 | \$ 83,043 | \$ 85,518 | \$ 85,518 | 2.98% |
| 1211 | Wages | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| 1212 | Expenses | \$ 5,695 | \$ 5,881 | \$ 7,662 | \$ 8,650 | \$ 8,650 | \$ 8,650 | 0.00% |
| 1213 | M.R.P.C. Assessment | \$ 3,402 | \$ 3,487 | \$ 3,575 | \$ 3,664 | \$ 3,756 | \$ 3,756 | 2.51% |
| 1214 | Legal Budget | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| <hr/> | | | | | | | | |
| DEPARTMENTAL TOTAL | | \$ 84,664 | \$ 86,483 | \$ 91,786 | \$ 95,357 | \$ 97,924 | \$ 97,924 | 2.69% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE |
|--------------------------------------|------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|
| ZONING BOARD OF APPEALS | | | | | | | | |
| 1220 | Wages | \$ 18,810 | \$ 19,945 | \$ 19,567 | \$ 20,460 | \$ 21,375 | \$ 21,375 | 4.47% |
| 1221 | Expenses | \$ 757 | \$ 1,314 | \$ 1,100 | \$ 2,000 | \$ 2,000 | \$ 1,500 | -25.00% |
| DEPARTMENTAL TOTAL | | \$ 19,567 | \$ 21,259 | \$ 20,667 | \$ 22,460 | \$ 23,375 | \$ 22,875 | 1.85% |
| HISTORIC DISTRICTS COMMISSION | | | | | | | | |
| 1230 | Wages | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| 1231 | Expenses | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| DEPARTMENTAL TOTAL | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| BUILDING INSPECTOR | | | | | | | | |
| 1240 | Salaries | \$ 82,475 | \$ 84,966 | \$ 88,286 | \$ 91,253 | \$ 93,975 | \$ 93,975 | 2.98% |
| 1241 | Wages | \$ 62,013 | \$ 62,321 | \$ 57,086 | \$ 61,762 | \$ 56,970 | \$ 56,970 | -7.76% |
| 1242 | Expenses | \$ 1,623 | \$ 2,294 | \$ 1,951 | \$ 3,100 | \$ 3,100 | \$ 3,100 | 0.00% |
| 1243 | Minor Capital | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| DEPARTMENTAL TOTAL | | \$ 146,111 | \$ 149,581 | \$ 147,323 | \$ 156,115 | \$ 154,045 | \$ 154,045 | -1.33% |
| MECHANICAL INSPECTOR | | | | | | | | |
| 1250 | Fee Salaries | \$ 31,530 | \$ 33,285 | \$ 35,160 | \$ 30,000 | \$ 30,000 | \$ 30,000 | 0.00% |
| 1251 | Expenses | \$ 3,724 | \$ 2,503 | \$ 3,236 | \$ 5,000 | \$ 5,000 | \$ 5,000 | 0.00% |
| DEPARTMENTAL TOTAL | | \$ 35,254 | \$ 35,788 | \$ 38,396 | \$ 35,000 | \$ 35,000 | \$ 35,000 | 0.00% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE |
|---|---------------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|
| EARTH REMOVAL INSPECTOR | | | | | | | | |
| 1260 | Stipend | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 2,500 | \$ 2,500 | 66.67% |
| 1261 | Expenses | \$ 100 | \$ 77 | \$ 72 | \$ 100 | \$ 100 | \$ 100 | 0.00% |
| 1262 | Minor Capital | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| DEPARTMENTAL TOTAL | | \$ 1,600 | \$ 1,577 | \$ 1,572 | \$ 1,600 | \$ 2,600 | \$ 2,600 | 62.50% |
| BOARD OF HEALTH | | | | | | | | |
| 1270 | Wages | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| 1271 | Expenses | \$ 718 | \$ 886 | \$ 295 | \$ 1,175 | \$ 1,575 | \$ 1,575 | 34.04% |
| 1272 | Nursing Services | \$ - | \$ - | \$ - | \$ 12,487 | \$ 13,111 | \$ 13,111 | 5.00% |
| 1273 | Nashoba Health District | \$ 42,423 | \$ 44,143 | \$ 45,951 | \$ 27,362 | \$ 28,730 | \$ 28,730 | 5.00% |
| 1274 | Mental Health | \$ - | \$ 8,000 | \$ 8,000 | \$ 8,000 | \$ 8,000 | \$ - | -100.00% |
| 1275 | Eng/Consult/Landfill Monitoring | \$ 9,677 | \$ 10,000 | \$ 9,490 | \$ 10,000 | \$ 10,000 | \$ 10,000 | 0.00% |
| DEPARTMENTAL TOTAL | | \$ 52,818 | \$ 63,029 | \$ 63,736 | \$ 59,024 | \$ 61,416 | \$ 53,416 | -9.50% |
| SEALER OF WEIGHTS & MEASURES | | | | | | | | |
| 1280 | Fee Salaries | \$ 2,610 | \$ 1,360 | \$ 1,620 | \$ 3,200 | \$ 3,200 | \$ 3,200 | 0.00% |
| 1281 | Expenses | \$ - | \$ 100 | \$ 100 | \$ 100 | \$ 100 | \$ 100 | 0.00% |
| DEPARTMENTAL TOTAL | | \$ 2,610 | \$ 1,460 | \$ 1,720 | \$ 3,300 | \$ 3,300 | \$ 3,300 | 0.00% |
| TOTAL LAND USE DEPARTMENTS | | \$ 414,222 | \$ 426,677 | \$ 440,442 | \$ 450,361 | \$ 456,665 | \$ 448,055 | -0.51% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE |
|--|-------------------------------|---------------------|---------------------|---------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|
| <u>PROTECTION OF PERSONS AND PROPERTY</u> | | | | | | | | |
| POLICE DEPARTMENT | | | | | | | | |
| 1300 | Salaries | \$ 316,053 | \$ 324,717 | \$ 320,115 | \$ 329,473 | \$ 268,334 | \$ 268,334 | -18.56% |
| 1301 | Wages | \$ 1,659,348 | \$ 1,704,868 | \$ 1,743,279 | \$ 1,877,967 | \$ 1,968,864 | \$ 1,968,864 | 4.84% |
| 1302 | Expenses | \$ 182,117 | \$ 199,499 | \$ 198,083 | \$ 213,400 | \$ 225,330 | \$ 217,200 | 1.78% |
| 1303 | Lease or Purchase of Cruisers | \$ 3,960 | \$ 4,000 | \$ 3,960 | \$ 4,000 | \$ 4,920 | \$ 4,920 | 23.00% |
| 1304 | PS Building (Expenses) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| 1305 | Minor Capital | \$ 19,203 | \$ 18,921 | \$ 17,483 | \$ 20,000 | \$ 24,315 | \$ 20,000 | 0.00% |
| DEPARTMENTAL TOTAL | | \$ 2,180,681 | \$ 2,252,005 | \$ 2,282,920 | \$ 2,444,840 | \$ 2,491,763 | \$ 2,479,318 | 1.41% |
| FIRE DEPARTMENT | | | | | | | | |
| 1310 | Salaries | \$ 102,792 | \$ 113,086 | \$ 117,048 | \$ 125,000 | \$ 235,000 | \$ 235,000 | 88.00% |
| 1311 | Wages | \$ 702,084 | \$ 770,427 | \$ 880,306 | \$ 1,045,641 | \$ 999,244 | \$ 999,244 | -4.44% |
| 1312 | Expenses | \$ 163,038 | \$ 166,289 | \$ 183,756 | \$ 174,700 | \$ 174,700 | \$ 174,700 | 0.00% |
| DEPARTMENTAL TOTAL | | \$ 967,914 | \$ 1,049,802 | \$ 1,181,110 | \$ 1,345,341 | \$ 1,408,944 | \$ 1,408,944 | 4.73% |
| GROTON WATER FIRE PROTECTION | | | | | | | | |
| 1320 | West Groton Water District | \$ - | \$ - | \$ - | \$ 1 | \$ 1 | \$ 1 | 0.00% |
| 1321 | Groton Water Department | \$ - | \$ - | \$ - | \$ 1 | \$ 75,000 | \$ 1 | 0.00% |
| DEPARTMENTAL TOTAL | | \$ - | \$ - | \$ - | \$ 2 | \$ 75,001 | \$ 2 | 0.00% |
| ANIMAL INSPECTOR | | | | | | | | |
| 1330 | Salary | \$ 2,082 | \$ 2,082 | \$ 2,082 | \$ 2,082 | \$ 2,082 | \$ 2,082 | 0.00% |
| 1331 | Expenses | \$ - | \$ - | \$ - | \$ 400 | \$ 400 | \$ 400 | 0.00% |
| DEPARTMENTAL TOTAL | | \$ 2,082 | \$ 2,082 | \$ 2,082 | \$ 2,482 | \$ 2,482 | \$ 2,482 | 0.00% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE |
|---|------------------------|---------------------|---------------------|---------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|
| ANIMAL CONTROL OFFICER | | | | | | | | |
| 1340 | Salary | \$ 2,082 | \$ 2,082 | \$ 2,082 | \$ 2,082 | \$ 2,082 | \$ 2,082 | 0.00% |
| 1341 | Expenses | \$ - | \$ - | \$ - | \$ 400 | \$ 400 | \$ 400 | 0.00% |
| DEPARTMENTAL TOTAL | | \$ 2,082 | \$ 2,082 | \$ 2,082 | \$ 2,482 | \$ 2,482 | \$ 2,482 | 0.00% |
| EMERGENCY MANAGEMENT AGENCY | | | | | | | | |
| 1350 | Salary | \$ - | \$ - | \$ - | \$ 4,000 | \$ 4,000 | \$ 4,000 | 0.00% |
| 1351 | Expenses | \$ 8,991 | \$ 11,806 | \$ 8,755 | \$ 12,750 | \$ 12,500 | \$ 12,500 | -1.96% |
| 1352 | Minor Capital | \$ - | \$ 17,749 | \$ - | \$ - | \$ - | \$ - | 0.00% |
| DEPARTMENTAL TOTAL | | \$ 8,991 | \$ 29,555 | \$ 8,755 | \$ 16,750 | \$ 16,500 | \$ 16,500 | -1.49% |
| DOG OFFICER | | | | | | | | |
| 1360 | Salary | \$ 13,456 | \$ 13,973 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | 0.00% |
| 1361 | Expenses | \$ 2,321 | \$ 3,334 | \$ 2,796 | \$ 4,000 | \$ 4,000 | \$ 4,000 | 0.00% |
| DEPARTMENTAL TOTAL | | \$ 15,777 | \$ 17,307 | \$ 17,796 | \$ 19,000 | \$ 19,000 | \$ 19,000 | 0.00% |
| POLICE & FIRE COMMUNICATIONS | | | | | | | | |
| 1370 | Wages | \$ 302,859 | \$ 442,099 | \$ 353,427 | \$ 512,770 | \$ 647,683 | \$ 365,241 | -28.77% |
| 1371 | Expenses | \$ 17,352 | \$ 17,767 | \$ 17,840 | \$ 18,375 | \$ 23,875 | \$ 23,875 | 29.93% |
| 1372 | Minor Capital | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| DEPARTMENTAL TOTAL | | \$ 320,211 | \$ 459,866 | \$ 371,267 | \$ 531,145 | \$ 671,558 | \$ 389,116 | -26.74% |
| TOTAL PROTECTION OF PERSONS AND PROPERTY | | \$ 3,497,738 | \$ 3,812,699 | \$ 3,866,012 | \$ 4,362,042 | \$ 4,687,731 | \$ 4,317,845 | -1.01% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE |
|--|---------------------------|----------------------|----------------------|----------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|
| <u>REGIONAL SCHOOL DISTRICT BUDGETS</u> | | | | | | | | |
| NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL | | | | | | | | |
| 1400 | Operating Expenses | \$ 570,080 | \$ 607,250 | \$ 557,295 | \$ 728,802 | \$ 728,802 | \$ 728,802 | 0.00% |
| DEPARTMENTAL TOTAL | | \$ 570,080 | \$ 607,250 | \$ 557,295 | \$ 728,802 | \$ 728,802 | \$ 728,802 | 0.00% |
| GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT | | | | | | | | |
| 1410 | Operating Expenses | \$ 19,507,139 | \$ 20,175,864 | \$ 21,512,094 | \$ 21,264,294 | \$ 22,918,786 | \$ 22,699,242 | 6.75% |
| 1411 | Debt Service, Excluded | \$ - | \$ - | \$ - | \$ 739,429 | \$ 648,497 | \$ 648,497 | -12.30% |
| 1412 | Debt Service, Unexcluded | \$ - | \$ - | \$ - | \$ 59,533 | \$ 58,147 | \$ 58,147 | 0.00% |
| 1413 | Out of District Placement | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| 1414 | Capital Assessment | \$ - | \$ - | \$ - | \$ 479,011 | \$ 442,859 | \$ 442,859 | 0.00% |
| DEPARTMENTAL TOTAL | | \$ 19,507,139 | \$ 20,175,864 | \$ 21,512,094 | \$ 22,542,267 | \$ 24,068,289 | \$ 23,848,745 | 5.80% |
| TOTAL SCHOOLS | | \$ 20,077,219 | \$ 20,783,114 | \$ 22,069,389 | \$ 23,271,069 | \$ 24,797,091 | \$ 24,577,547 | 5.61% |
| <u>DEPARTMENT OF PUBLIC WORKS</u> | | | | | | | | |
| HIGHWAY DEPARTMENT | | | | | | | | |
| 1500 | Salaries | \$ 99,851 | \$ 103,824 | \$ 108,713 | \$ 112,891 | \$ 115,659 | \$ 115,659 | 2.45% |
| 1501 | Wages | \$ 607,880 | \$ 651,064 | \$ 680,881 | \$ 702,999 | \$ 708,055 | \$ 708,055 | 0.72% |
| 1502 | Expenses | \$ 156,055 | \$ 130,570 | \$ 136,024 | \$ 136,900 | \$ 136,900 | \$ 136,900 | 0.00% |
| 1503 | Highway Maintenance | \$ 79,253 | \$ 76,770 | \$ 107,486 | \$ 90,000 | \$ 90,000 | \$ 90,000 | 0.00% |
| 1504 | Minor Capital | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| DEPARTMENTAL TOTAL | | \$ 943,039 | \$ 962,228 | \$ 1,033,104 | \$ 1,042,790 | \$ 1,050,614 | \$ 1,050,614 | 0.75% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE |
|--|------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|
| STREET LIGHTS | | | | | | | | |
| 1510 | Expenses | \$ 12,500 | \$ 9,375 | \$ 7,758 | \$ 15,000 | \$ 15,000 | \$ 15,000 | 0.00% |
| DEPARTMENTAL TOTAL | | \$ 12,500 | \$ 9,375 | \$ 7,758 | \$ 15,000 | \$ 15,000 | \$ 15,000 | 0.00% |
| SNOW AND ICE | | | | | | | | |
| 1520 | Expenses | \$ 152,892 | \$ 164,894 | \$ 172,169 | \$ 165,000 | \$ 165,000 | \$ 165,000 | 0.00% |
| 1521 | Overtime | \$ 329,121 | \$ 302,663 | \$ 160,886 | \$ 140,000 | \$ 140,000 | \$ 140,000 | 0.00% |
| 1522 | Hired Equipment | \$ 116,132 | \$ 93,794 | \$ 71,529 | \$ 35,000 | \$ 35,000 | \$ 35,000 | 0.00% |
| DEPARTMENTAL TOTAL | | \$ 598,145 | \$ 561,351 | \$ 404,584 | \$ 340,000 | \$ 340,000 | \$ 340,000 | 0.00% |
| TREE WARDEN BUDGET | | | | | | | | |
| 1530 | Salary | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| 1531 | Expenses | \$ 2,999 | \$ 1,155 | \$ 998 | \$ 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 | \$ 5,509 | \$ 10,000 | \$ 10,000 | \$ 10,000 | 0.00% |
| DEPARTMENTAL TOTAL | | \$ 14,499 | \$ 7,340 | \$ 6,507 | \$ 14,500 | \$ 14,500 | \$ 14,500 | 0.00% |
| MUNICIPAL BUILDING AND PROPERTY MAINTENANCE | | | | | | | | |
| 1540 | Wages | \$ 86,718 | \$ 121,420 | \$ 134,513 | \$ 145,276 | \$ 149,451 | \$ 149,451 | 2.87% |
| 1541 | Expenses | \$ 259,727 | \$ 269,376 | \$ 269,507 | \$ 260,850 | \$ 270,950 | \$ 270,950 | 3.87% |
| 1542 | Minor Capital | \$ 20,000 | \$ 26,878 | \$ 19,999 | \$ 20,000 | \$ 20,000 | \$ 20,000 | 0.00% |
| DEPARTMENTAL TOTAL | | \$ 366,445 | \$ 417,674 | \$ 424,019 | \$ 426,126 | \$ 440,401 | \$ 440,401 | 3.35% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE |
|---|------------------------|---------------------|---------------------|---------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|
| SOLID WASTE DISPOSAL | | | | | | | | |
| 1550 | Wages | \$ 119,357 | \$ 123,095 | \$ 129,746 | \$ 138,211 | \$ 143,243 | \$ 143,243 | 3.64% |
| 1551 | Expenses | \$ 53,542 | \$ 52,457 | \$ 43,837 | \$ 44,486 | \$ 44,486 | \$ 44,486 | 0.00% |
| 1552 | Tipping Fees | \$ 129,998 | \$ 132,890 | \$ 130,000 | \$ 135,000 | \$ 135,000 | \$ 135,000 | 0.00% |
| 1553 | North Central SW Coop | \$ 5,850 | \$ 5,850 | \$ 5,850 | \$ 5,850 | \$ 5,850 | \$ 5,850 | 0.00% |
| 1554 | Minor Capital | \$ - | \$ 5,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | 0.00% |
| DEPARTMENTAL TOTAL | | \$ 308,747 | \$ 319,292 | \$ 319,433 | \$ 333,547 | \$ 338,579 | \$ 338,579 | 1.51% |
| PARKS DEPARTMENT | | | | | | | | |
| 1560 | Wages | \$ 2,538 | \$ 367 | \$ - | \$ - | \$ - | \$ - | 0.00% |
| 1561 | Expenses | \$ 60,849 | \$ 65,617 | \$ 65,759 | \$ 65,759 | \$ 65,759 | \$ 55,759 | -15.21% |
| DEPARTMENTAL TOTAL | | \$ 63,387 | \$ 65,984 | \$ 65,759 | \$ 65,759 | \$ 65,759 | \$ 55,759 | -15.21% |
| TOTAL DEPARTMENT OF PUBLIC WORKS | | \$ 2,306,762 | \$ 2,343,244 | \$ 2,261,164 | \$ 2,237,722 | \$ 2,264,853 | \$ 2,254,853 | 0.77% |
| <u>LIBRARY AND CITIZEN SERVICES</u> | | | | | | | | |
| COUNCIL ON AGING | | | | | | | | |
| 1600 | Salaries | \$ 70,668 | \$ 73,523 | \$ 76,834 | \$ 79,489 | \$ 81,868 | \$ 81,868 | 2.99% |
| 1601 | Wages | \$ 55,350 | \$ 59,494 | \$ 64,866 | \$ 77,707 | \$ 81,026 | \$ 81,026 | 4.27% |
| 1602 | Expenses | \$ 8,261 | \$ 7,572 | \$ 8,117 | \$ 8,454 | \$ 8,454 | \$ 8,454 | 0.00% |
| 1603 | Minor Capital | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| DEPARTMENTAL TOTAL | | \$ 134,279 | \$ 140,589 | \$ 149,817 | \$ 165,650 | \$ 171,348 | \$ 171,348 | 3.44% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE |
|-------------------------------------|------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|
| SENIOR CENTER VAN | | | | | | | | |
| 1610 | Wages | \$ 46,896 | \$ 48,642 | \$ 48,391 | \$ 51,190 | \$ 52,091 | \$ 52,091 | 1.76% |
| 1611 | Expenses | \$ 6,528 | \$ 7,999 | \$ 8,268 | \$ 17,673 | \$ 17,673 | \$ 17,673 | 0.00% |
| DEPARTMENTAL TOTAL | | \$ 53,424 | \$ 56,641 | \$ 56,659 | \$ 68,863 | \$ 69,764 | \$ 69,764 | 1.31% |
| VETERAN'S SERVICE OFFICER | | | | | | | | |
| 1620 | Salary | \$ 3,484 | \$ 3,484 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | 0.00% |
| 1621 | Expenses | \$ 65 | \$ 65 | \$ 514 | \$ 1,100 | \$ 1,100 | \$ 1,100 | 0.00% |
| 1622 | Veterans' Benefits | \$ 39,876 | \$ 33,772 | \$ 39,373 | \$ 42,000 | \$ 42,000 | \$ 42,000 | 0.00% |
| 1623 | Minor Capital | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| DEPARTMENT TOTAL | | \$ 43,425 | \$ 37,321 | \$ 44,887 | \$ 48,100 | \$ 48,100 | \$ 48,100 | 0.00% |
| GRAVES REGISTRATION | | | | | | | | |
| 1630 | Salary/Stipend | \$ 250 | \$ 250 | \$ 250 | \$ 250 | \$ 250 | \$ 250 | 0.00% |
| 1631 | Expenses | \$ 750 | \$ 760 | \$ 756 | \$ 760 | \$ 760 | \$ 760 | 0.00% |
| DEPARTMENTAL TOTAL | | \$ 1,000 | \$ 1,010 | \$ 1,006 | \$ 1,010 | \$ 1,010 | \$ 1,010 | 0.00% |
| CARE OF VETERAN GRAVES | | | | | | | | |
| 1640 | Contract Expenses | \$ 1,550 | \$ 1,550 | \$ 1,550 | \$ 1,550 | \$ 1,550 | \$ 1,550 | 0.00% |
| DEPARTMENTAL TOTAL | | \$ 1,550 | \$ 1,550 | \$ 1,550 | \$ 1,550 | \$ 1,550 | \$ 1,550 | 0.00% |
| OLD BURYING GROUND COMMITTEE | | | | | | | | |
| 1650 | Expenses | \$ 800 | \$ 167 | \$ - | \$ 800 | \$ 800 | \$ 800 | 0.00% |
| DEPARTMENTAL TOTAL | | \$ 800 | \$ 167 | \$ - | \$ 800 | \$ 800 | \$ 800 | 0.00% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE |
|--|--------------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|
| LIBRARY | | | | | | | | |
| 1660 | Salary | \$ 357,628 | \$ 367,599 | \$ 380,525 | \$ 393,185 | \$ 407,364 | \$ 407,364 | 3.61% |
| 1661 | Wages | \$ 291,991 | \$ 282,798 | \$ 304,798 | \$ 331,213 | \$ 331,959 | \$ 331,959 | 0.23% |
| 1662 | Expenses | \$ 200,010 | \$ 199,547 | \$ 198,474 | \$ 205,304 | \$ 205,304 | \$ 205,304 | 0.00% |
| 1663 | Minor Capital | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| | | | | | | | | |
| DEPARTMENTAL TOTAL | | \$ 849,629 | \$ 849,944 | \$ 883,797 | \$ 929,702 | \$ 944,627 | \$ 944,627 | 1.61% |
| COMMEMORATIONS & CELEBRATIONS | | | | | | | | |
| 1670 | Expenses | \$ 483 | \$ 500 | \$ 500 | \$ 500 | \$ 500 | \$ 500 | 0.00% |
| 1671 | Fireworks | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| | | | | | | | | |
| DEPARTMENTAL TOTAL | | \$ 483 | \$ 500 | \$ 500 | \$ 500 | \$ 500 | \$ 500 | 0.00% |
| WATER SAFETY | | | | | | | | |
| 1680 | Wages | \$ 1,999 | \$ 2,713 | \$ 2,966 | \$ 4,118 | \$ 4,200 | \$ 4,200 | 1.99% |
| 1681 | Expenses and Minor Capital | \$ - | \$ 22,129 | \$ 25,766 | \$ 30,301 | \$ 30,732 | \$ 2,732 | -90.98% |
| 1682 | Property Maint. & Improvements | \$ 5,489 | \$ 6,103 | \$ 7,695 | \$ 9,000 | \$ 9,000 | \$ 9,000 | 0.00% |
| | | | | | | | | |
| DEPARTMENTAL TOTAL | | \$ 7,488 | \$ 30,945 | \$ 36,427 | \$ 43,419 | \$ 43,932 | \$ 15,932 | -63.31% |
| WEED MANAGEMENT | | | | | | | | |
| 1690 | Wages | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| 1691 | Expenses: Weed Harvester | \$ 4,429 | \$ 4,397 | \$ 6,370 | \$ 7,000 | \$ 22,000 | \$ 7,000 | 0.00% |
| 1692 | Expenses: Great Lakes | \$ 63 | \$ 2,340 | \$ 2,385 | \$ 2,385 | \$ 2,385 | \$ 2,385 | 0.00% |
| | | | | | | | | |
| DEPARTMENTAL TOTAL | | \$ 4,492 | \$ 6,737 | \$ 8,755 | \$ 9,385 | \$ 24,385 | \$ 9,385 | 0.00% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE |
|---|--|---------------------|---------------------|---------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|
| GROTON COUNTRY CLUB | | | | | | | | |
| 1700 | Salary | \$ 137,749 | \$ 143,285 | \$ 150,373 | \$ 157,118 | \$ 161,634 | \$ 161,634 | 2.87% |
| 1701 | Wages | \$ 112,946 | \$ 102,441 | \$ 119,626 | \$ 114,461 | \$ 144,000 | \$ 144,000 | 25.81% |
| 1702 | Expenses | \$ 151,862 | \$ 152,061 | \$ 150,837 | \$ 133,540 | \$ 136,000 | \$ 136,000 | 1.84% |
| 1703 | Minor Capital | \$ 15,000 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| <hr/> | | | | | | | | |
| DEPARTMENTAL TOTAL | | \$ 417,557 | \$ 397,787 | \$ 420,836 | \$ 405,119 | \$ 441,634 | \$ 441,634 | 9.01% |
| TOTAL LIBRARY AND CITIZEN SERVICES | | \$ 1,514,127 | \$ 1,523,191 | \$ 1,604,234 | \$ 1,674,098 | \$ 1,747,650 | \$ 1,704,650 | 1.83% |
| <u>DEBT SERVICE</u> | | | | | | | | |
| DEBT SERVICE | | | | | | | | |
| 2000 | Long Term Debt - Principal Excluded | \$ 988,600 | \$ 928,600 | \$ 722,250 | \$ 894,840 | \$ 1,018,000 | \$ 993,030 | 10.97% |
| 2001 | Long Term Debt - Principal Non-Excluded | \$ - | \$ - | \$ - | \$ 159,250 | \$ 160,518 | \$ 160,518 | 0.80% |
| 2002 | Long Term Debt - Interest - Excluded | \$ 237,780 | \$ 210,517 | \$ 325,402 | \$ 367,022 | \$ 541,856 | \$ 541,856 | 47.64% |
| 2003 | Long Term Debt - Interest - Non-Excluded | \$ - | \$ - | \$ - | \$ 87,433 | \$ 89,500 | \$ 89,500 | 2.36% |
| 2004 | Short Term Debt - Principal - Town | \$ - | \$ - | \$ - | \$ 85,714 | \$ 85,714 | \$ 85,714 | 0.00% |
| 2005 | Short Term Debt - Interest - Town | \$ 17,808 | \$ 37,917 | \$ 100,885 | \$ 13,000 | \$ 9,500 | \$ 9,500 | -26.92% |
| <hr/> | | | | | | | | |
| DEPARTMENTAL TOTAL | | \$ 1,244,188 | \$ 1,177,034 | \$ 1,148,537 | \$ 1,607,259 | \$ 1,905,088 | \$ 1,880,118 | 16.98% |
| TOTAL DEBT SERVICE | | \$ 1,244,188 | \$ 1,177,034 | \$ 1,148,537 | \$ 1,607,259 | \$ 1,905,088 | \$ 1,880,118 | 16.98% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE |
|---------------------------------|------------------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|
| <u>EMPLOYEE BENEFITS</u> | | | | | | | | |
| EMPLOYEE BENEFITS | | | | | | | | |
| GENERAL BENEFITS | | | | | | | | |
| 3000 | County Retirement | \$ 1,839,040 | \$ 1,966,279 | \$ 2,081,699 | \$ 1,973,053 | \$ 2,090,289 | \$ 2,090,289 | 5.94% |
| 3001 | OPEB Unfunded Liability | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 169,000 | \$ 177,094 | \$ 177,094 | 4.79% |
| 3002 | Unemployment | \$ 27,965 | \$ 10,626 | \$ 2,585 | \$ 15,000 | \$ 15,000 | \$ 15,000 | 0.00% |
| INSURANCE | | | | | | | | |
| 3010 | Health Insurance/Employee Expenses | \$ 1,331,701 | \$ 1,458,725 | \$ 1,408,012 | \$ 1,729,553 | \$ 1,822,480 | \$ 1,822,480 | 5.37% |
| 3011 | Life Insurance | \$ 2,958 | \$ 3,145 | \$ 3,293 | \$ 3,400 | \$ 3,600 | \$ 3,600 | 5.88% |
| 3012 | Medicare/Social Security | \$ 115,210 | \$ 122,813 | \$ 123,246 | \$ 146,100 | \$ 140,000 | \$ 135,000 | -7.60% |
| <hr/> | | | | | | | | |
| DEPARTMENTAL TOTAL | | \$ 3,416,874 | \$ 3,661,588 | \$ 3,718,835 | \$ 4,036,106 | \$ 4,248,463 | \$ 4,243,463 | 5.14% |
| TOTAL EMPLOYEE BENEFITS | | \$ 3,416,874 | \$ 3,661,588 | \$ 3,718,835 | \$ 4,036,106 | \$ 4,248,463 | \$ 4,243,463 | 5.14% |
| GRAND TOTAL - TOWN BUDGET | | \$ 34,146,571 | \$ 35,489,608 | \$ 37,046,442 | \$ 39,746,361 | \$ 42,284,949 | \$ 41,534,266 | 4.50% |

**TOWN OF GROTON
FISCAL YEAR 2021
TAX IMPACT BY INDIVIDUAL DEPARTMENTS**

Revised: 12/18/2019

| LINE | DEPARTMENT/DESCRIPTION | FY 2021 TOWN MANAGER BUDGET | FY 2021 AVERAGE TAX BILL | FY 2021 PERCENT OF TAX BILL |
|----------------------------------|-------------------------|-----------------------------------|--------------------------------|-----------------------------------|
| <u>GENERAL GOVERNMENT</u> | | | | |
| MODERATOR | | | | |
| 1000 | Salaries | \$ 65 | \$ 0.01 | 0.00% |
| 1001 | Expenses | \$ 80 | \$ 0.02 | 0.00% |
| <hr/> | | | | |
| DEPARTMENTAL TOTAL | | \$ 145 | \$ 0.03 | 0.00% |
| BOARD OF SELECTMEN | | | | |
| 1020 | Salaries | \$ - | \$ - | 0.00% |
| 1021 | Wages | \$ - | \$ - | 0.00% |
| 1022 | Expenses | \$ 3,300 | \$ 0.69 | 0.01% |
| 1023 | Engineering/Consultant | \$ - | \$ - | 0.00% |
| 1024 | Minor Capital | \$ - | \$ - | 0.00% |
| <hr/> | | | | |
| DEPARTMENTAL TOTAL | | \$ 3,300 | \$ 0.69 | 0.01% |
| TOWN MANAGER | | | | |
| 1030 | Salaries | \$ 228,635 | \$ 47.76 | 0.54% |
| 1031 | Wages | \$ 125,336 | \$ 26.18 | 0.30% |
| 1032 | Expenses | \$ 14,600 | \$ 3.05 | 0.03% |
| 1033 | Engineering/Consultant | \$ - | \$ - | 0.00% |
| 1034 | Performance Evaluations | \$ - | \$ - | 0.00% |
| <hr/> | | | | |
| DEPARTMENTAL TOTAL | | \$ 368,571 | \$ 77.00 | 0.87% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2021 TOWN MANAGER BUDGET | FY 2021 AVERAGE TAX BILL | FY 2021 PERCENT OF TAX BILL |
|--------------------------------|---------------------------|-----------------------------------|--------------------------------|-----------------------------------|
| FINANCE COMMITTEE | | | | |
| 1040 | Expenses | \$ 215 | \$ 0.04 | 0.00% |
| 1041 | Reserve Fund | \$ 150,000 | \$ 31.34 | 0.35% |
| <hr/> | | | | |
| | DEPARTMENTAL TOTAL | \$ 150,215 | \$ 31.38 | 0.35% |
| TOWN ACCOUNTANT | | | | |
| 1050 | Salaries | \$ 97,083 | \$ 20.28 | 0.23% |
| 1051 | Wages | \$ 49,627 | \$ 10.37 | 0.12% |
| 1052 | Expenses | \$ 37,595 | \$ 7.85 | 0.09% |
| <hr/> | | | | |
| | DEPARTMENTAL TOTAL | \$ 184,305 | \$ 38.50 | 0.44% |
| BOARD OF ASSESSORS | | | | |
| 1060 | Salaries | \$ 80,528 | \$ 16.82 | 0.19% |
| 1061 | Wages | \$ 64,728 | \$ 13.52 | 0.15% |
| 1062 | Expenses | \$ 25,858 | \$ 5.40 | 0.06% |
| 1063 | Legal Expense | \$ - | \$ - | 0.00% |
| <hr/> | | | | |
| | DEPARTMENTAL TOTAL | \$ 171,114 | \$ 35.75 | 0.40% |
| TREASURER/TAX COLLECTOR | | | | |
| 1070 | Salaries | \$ 93,975 | \$ 19.63 | 0.22% |
| 1071 | Wages | \$ 119,037 | \$ 24.87 | 0.28% |
| 1072 | Expenses | \$ 20,945 | \$ 4.38 | 0.05% |
| 1073 | Tax Title | \$ 5,725 | \$ 1.20 | 0.01% |
| 1074 | Bond Cost | \$ 4,900 | \$ 1.02 | 0.01% |
| <hr/> | | | | |
| | DEPARTMENTAL TOTAL | \$ 244,582 | \$ 51.10 | 0.58% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2021 TOWN MANAGER BUDGET | FY 2021 AVERAGE TAX BILL | FY 2021 PERCENT OF TAX BILL |
|-------------------------------|------------------------|-----------------------------------|--------------------------------|-----------------------------------|
| TOWN COUNSEL | | | | |
| 1080 | Expenses | \$ 90,000 | \$ 18.80 | 0.21% |
| DEPARTMENTAL TOTAL | | \$ 90,000 | \$ 18.80 | 0.21% |
| HUMAN RESOURCES | | | | |
| 1090 | Salary | \$ 84,313 | \$ 17.61 | 0.20% |
| 1091 | Expenses | \$ 11,000 | \$ 2.30 | 0.03% |
| DEPARTMENTAL TOTAL | | \$ 95,313 | \$ 19.91 | 0.22% |
| INFORMATION TECHNOLOGY | | | | |
| 1100 | Salary | \$ 117,004 | \$ 24.44 | 0.28% |
| 1101 | Wages | \$ 61,095 | \$ 12.76 | 0.14% |
| 1102 | Expenses | \$ 24,800 | \$ 5.18 | 0.06% |
| DEPARTMENTAL TOTAL | | \$ 202,899 | \$ 42.39 | 0.48% |
| GIS STEERING COMMITTEE | | | | |
| 1120 | Expenses | \$ 10,800 | \$ 2.26 | 0.03% |
| DEPARTMENTAL TOTAL | | \$ 10,800 | \$ 2.26 | 0.03% |
| TOWN CLERK | | | | |
| 1130 | Salaries | \$ 92,073 | \$ 19.23 | 0.22% |
| 1131 | Wages | \$ 67,751 | \$ 14.15 | 0.16% |
| 1132 | Expenses | \$ 9,867 | \$ 2.06 | 0.02% |
| 1135 | Minor Capital | \$ - | \$ - | 0.00% |
| DEPARTMENTAL TOTAL | | \$ 169,691 | \$ 35.45 | 0.40% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2021 TOWN MANAGER BUDGET | FY 2021 AVERAGE TAX BILL | FY 2021 PERCENT OF TAX BILL |
|--|--|-----------------------------------|--------------------------------|-----------------------------------|
| ELECTIONS & BOARD OF REGISTRARS | | | | |
| 1140 | Stipend | \$ 19,115 | \$ 3.99 | 0.05% |
| 1141 | Expenses | \$ 12,185 | \$ 2.55 | 0.03% |
| 1142 | Minor Capital | \$ - | \$ - | 0.00% |
| <hr/> | | | | |
| | DEPARTMENTAL TOTAL | \$ 31,300 | \$ 6.54 | 0.07% |
| STREET LISTINGS | | | | |
| 1150 | Expenses | \$ 5,000 | \$ 1.04 | 0.01% |
| <hr/> | | | | |
| | DEPARTMENTAL TOTAL | \$ 5,000 | \$ 1.04 | 0.01% |
| INSURANCE & BONDING | | | | |
| 1160 | Insurance & Bonding | \$ 230,000 | \$ 48.05 | 0.54% |
| 1161 | Insurance Deductible Reserve - Liability | \$ 12,000 | \$ 2.51 | 0.03% |
| 1162 | Insurance Deductible Reserve - 111F | \$ 25,000 | \$ 5.22 | 0.06% |
| <hr/> | | | | |
| | DEPARTMENTAL TOTAL | \$ 267,000 | \$ 55.78 | 0.63% |
| TOWN REPORT | | | | |
| 1170 | Expenses | \$ 1,500 | \$ 0.31 | 0.00% |
| <hr/> | | | | |
| | DEPARTMENTAL TOTAL | \$ 1,500 | \$ 0.31 | 0.00% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2021 TOWN MANAGER BUDGET | FY 2021 AVERAGE TAX BILL | FY 2021 PERCENT OF TAX BILL |
|--|---------------------------------|-----------------------------------|--------------------------------|-----------------------------------|
| POSTAGE/TOWN HALL EXPENSES | | | | |
| 1180 | Expenses | \$ 60,000 | \$ 12.53 | 0.14% |
| 1181 | Telephone Expenses | \$ 35,000 | \$ 7.31 | 0.08% |
| 1182 | Office Supplies | \$ 17,000 | \$ 3.55 | 0.04% |
| <hr/> | | | | |
| | DEPARTMENTAL TOTAL | \$ 112,000 | \$ 23.40 | 0.26% |
| <hr/> | | | | |
| | TOTAL GENERAL GOVERNMENT | \$ 2,107,735 | \$ 440.32 | 4.97% |
| <u>LAND USE DEPARTMENTS</u> | | | | |
| CONSERVATION COMMISSION | | | | |
| 1200 | Salary | \$ 71,545 | \$ 14.95 | 0.17% |
| 1201 | Wages | \$ - | \$ - | 0.00% |
| 1202 | Expenses | \$ 7,350 | \$ 1.54 | 0.02% |
| 1203 | Engineering & Legal | \$ - | \$ - | 0.00% |
| 1204 | Minor Capital | \$ - | \$ - | 0.00% |
| <hr/> | | | | |
| | DEPARTMENTAL TOTAL | \$ 78,895 | \$ 16.48 | 0.19% |
| <hr/> | | | | |
| PLANNING BOARD | | | | |
| 1210 | Salaries | \$ 85,518 | \$ 17.87 | 0.20% |
| 1211 | Wages | \$ - | \$ - | 0.00% |
| 1212 | Expenses | \$ 8,650 | \$ 1.81 | 0.02% |
| 1215 | M.R.P.C. Assessment | \$ 3,756 | \$ 0.78 | 0.01% |
| 1216 | Legal Budget | \$ - | \$ - | 0.00% |
| <hr/> | | | | |
| | DEPARTMENTAL TOTAL | \$ 97,924 | \$ 20.46 | 0.23% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2021 TOWN MANAGER BUDGET | FY 2021 AVERAGE TAX BILL | FY 2021 PERCENT OF TAX BILL |
|-------------------------------------|---------------------------|-----------------------------------|--------------------------------|-----------------------------------|
| ZONING BOARD OF APPEALS | | | | |
| 1220 | Wages | \$ 21,375 | \$ 4.47 | 0.05% |
| 1221 | Expenses | \$ 1,500 | \$ 0.31 | 0.00% |
| <hr/> | | | | |
| | DEPARTMENTAL TOTAL | \$ 22,875 | \$ 4.78 | 0.05% |
| HISTORIC DISTRICT COMMISSION | | | | |
| 1230 | Wages | \$ - | \$ - | 0.00% |
| 1231 | Expenses | \$ - | \$ - | 0.00% |
| <hr/> | | | | |
| | DEPARTMENTAL TOTAL | \$ - | \$ - | 0.00% |
| BUILDING INSPECTOR | | | | |
| 1240 | Salaries | \$ 93,975 | \$ 19.63 | 0.22% |
| 1241 | Wages | \$ 56,970 | \$ 11.90 | 0.13% |
| 1242 | Expenses | \$ 3,100 | \$ 0.65 | 0.01% |
| 1243 | Minor Capital | \$ - | \$ - | 0.00% |
| <hr/> | | | | |
| | DEPARTMENTAL TOTAL | \$ 154,045 | \$ 32.18 | 0.36% |
| MECHANICAL INSPECTOR | | | | |
| 1250 | Fee Salaries | \$ 30,000 | \$ 6.27 | 0.07% |
| 1251 | Expenses | \$ 5,000 | \$ 1.04 | 0.01% |
| <hr/> | | | | |
| | DEPARTMENTAL TOTAL | \$ 35,000 | \$ 7.31 | 0.08% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2021 TOWN MANAGER BUDGET | FY 2021 AVERAGE TAX BILL | FY 2021 PERCENT OF TAX BILL |
|---|---------------------------------|-----------------------------------|--------------------------------|-----------------------------------|
| EARTH REMOVAL INSPECTOR | | | | |
| 1260 | Stipend | \$ 2,500 | \$ 0.52 | 0.01% |
| 1261 | Expenses | \$ 100 | \$ 0.02 | 0.00% |
| 1262 | Minor Capital | \$ - | \$ - | 0.00% |
| <hr/> | | | | |
| DEPARTMENTAL TOTAL | | \$ 2,600 | \$ 0.54 | 0.01% |
| BOARD OF HEALTH | | | | |
| 1270 | Wages | \$ - | \$ - | 0.00% |
| 1271 | Expenses | \$ 1,575 | \$ 0.33 | 0.00% |
| 1272 | Nursing Services | \$ 13,111 | \$ 2.74 | 0.03% |
| 1273 | Nashoba Health District | \$ 28,730 | \$ 6.00 | 0.07% |
| 1274 | Herbert Lipton MH | \$ - | \$ - | 0.00% |
| 1275 | Eng/Consult/Landfill Monitoring | \$ 10,000 | \$ 2.09 | 0.02% |
| <hr/> | | | | |
| DEPARTMENTAL TOTAL | | \$ 53,416 | \$ 11.16 | 0.13% |
| SEALER OF WEIGHTS & MEASURES | | | | |
| 1280 | Fee Salaries | \$ 3,200 | \$ 0.67 | 0.01% |
| 1281 | Expenses | \$ 100 | \$ 0.02 | 0.00% |
| <hr/> | | | | |
| DEPARTMENTAL TOTAL | | \$ 3,300 | \$ 0.69 | 0.01% |
| TOTAL LAND USE DEPARTMENTS | | \$ 448,055 | \$ 93.60 | 1.06% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2021 TOWN MANAGER BUDGET | FY 2021 AVERAGE TAX BILL | FY 2021 PERCENT OF TAX BILL |
|--|-------------------------------|-----------------------------------|--------------------------------|-----------------------------------|
| <u>PROTECTION OF PERSONS AND PROPERTY</u> | | | | |
| POLICE DEPARTMENT | | | | |
| 1300 | Salaries | \$ 268,334 | \$ 56.06 | 0.63% |
| 1301 | Wages | \$ 1,968,864 | \$ 411.31 | 4.65% |
| 1302 | Expenses | \$ 217,200 | \$ 45.37 | 0.51% |
| 1303 | Lease or Purchase of Cruisers | \$ 4,920 | \$ 1.03 | 0.01% |
| 1304 | PS Building (Expenses) | \$ - | \$ - | 0.00% |
| 1305 | Minor Capital | \$ 20,000 | \$ 4.18 | 0.05% |
| DEPARTMENTAL TOTAL | | \$ 2,479,318 | \$ 517.95 | 5.85% |
| FIRE DEPARTMENT | | | | |
| 1310 | Salaries | \$ 235,000 | \$ 49.09 | 0.55% |
| 1311 | Wages | \$ 999,244 | \$ 208.75 | 2.36% |
| 1312 | Expenses | \$ 174,700 | \$ 36.50 | 0.41% |
| DEPARTMENTAL TOTAL | | \$ 1,408,944 | \$ 294.34 | 3.33% |
| GROTON WATER FIRE PROTECTION | | | | |
| 1320 | West Groton Water District | \$ 1 | \$ 0.00 | 0.00% |
| 1321 | Groton Water Department | \$ 1 | \$ 0.00 | 0.00% |
| DEPARTMENTAL TOTAL | | \$ 2 | \$ 0.00 | 0.00% |
| ANIMAL INSPECTOR | | | | |
| 1330 | Salary | \$ 2,082 | \$ 0.43 | 0.00% |
| 1331 | Expenses | \$ 400 | \$ 0.08 | 0.00% |
| DEPARTMENTAL TOTAL | | \$ 2,482 | \$ 0.52 | 0.01% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2021 TOWN MANAGER BUDGET | FY 2021 AVERAGE TAX BILL | FY 2021 PERCENT OF TAX BILL |
|---|------------------------|-----------------------------------|--------------------------------|-----------------------------------|
| ANIMAL CONTROL OFFICER | | | | |
| 1340 | Salary | \$ 2,082 | \$ 0.43 | 0.00% |
| 1341 | Expenses | \$ 400 | \$ 0.08 | 0.00% |
| <hr/> | | | | |
| DEPARTMENTAL TOTAL | | \$ 2,482 | \$ 0.52 | 0.01% |
| EMERGENCY MANAGEMENT AGENCY | | | | |
| 1350 | Salary | \$ 4,000 | \$ 0.84 | 0.01% |
| 1351 | Expenses | \$ 12,500 | \$ 2.61 | 0.03% |
| 1352 | Minor Capital | \$ - | \$ - | 0.00% |
| <hr/> | | | | |
| DEPARTMENTAL TOTAL | | \$ 16,500 | \$ 3.45 | 0.04% |
| DOG OFFICER | | | | |
| 1360 | Salary | \$ 15,000 | \$ 3.13 | 0.04% |
| 1361 | Expenses | \$ 4,000 | \$ 0.84 | 0.01% |
| <hr/> | | | | |
| DEPARTMENTAL TOTAL | | \$ 19,000 | \$ 3.97 | 0.04% |
| POLICE & FIRE COMMUNICATIONS | | | | |
| 1370 | Wages | \$ 365,241 | \$ 76.30 | 0.86% |
| 1371 | Expenses | \$ 23,875 | \$ 4.99 | 0.06% |
| 1372 | Minor Capital | \$ - | \$ - | 0.00% |
| <hr/> | | | | |
| DEPARTMENTAL TOTAL | | \$ 389,116 | \$ 81.29 | 0.92% |
| TOTAL PROTECTION OF PERSONS AND PROPERTY | | \$ 4,317,845 | \$ 902.03 | 10.19% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2021 TOWN MANAGER BUDGET | FY 2021 AVERAGE TAX BILL | FY 2021 PERCENT OF TAX BILL |
|--|---------------------------|-----------------------------------|--------------------------------|-----------------------------------|
| <u>REGIONAL SCHOOL DISTRICT BUDGETS</u> | | | | |
| NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL | | | | |
| 1400 | Operating Expenses | \$ 728,802 | \$ 152.25 | 1.72% |
| DEPARTMENTAL TOTAL | | \$ 728,802 | \$ 152.25 | 1.72% |
| GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT | | | | |
| 1410 | Operating Expenses | \$ 22,699,242 | \$ 4,742.06 | 53.58% |
| 1411 | Debt Service, Excluded | \$ 648,497 | \$ 135.48 | 1.53% |
| 1412 | Debt Service, Unexcluded | \$ 58,147 | \$ 12.15 | 0.14% |
| 1413 | Out of District Placement | \$ - | \$ - | 0.00% |
| 1414 | Capital Assessment | \$ 442,859 | \$ 92.52 | 1.05% |
| DEPARTMENTAL TOTAL | | \$ 23,848,745 | \$ 4,982.20 | 56.29% |
| TOTAL SCHOOLS | | \$ 24,577,547 | \$ 5,134.46 | 58.01% |
| <u>DEPARTMENT OF PUBLIC WORKS</u> | | | | |
| HIGHWAY DEPARTMENT | | | | |
| 1500 | Salaries | \$ 115,659 | \$ 24.16 | 0.27% |
| 1501 | Wages | \$ 708,055 | \$ 147.92 | 1.67% |
| 1502 | Expenses | \$ 136,900 | \$ 28.60 | 0.32% |
| 1503 | Highway Maintenance | \$ 90,000 | \$ 18.80 | 0.21% |
| 1504 | Minor Capital | \$ - | \$ - | 0.00% |
| DEPARTMENTAL TOTAL | | \$ 1,050,614 | \$ 219.48 | 2.48% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2021 TOWN MANAGER BUDGET | FY 2021 AVERAGE TAX BILL | FY 2021 PERCENT OF TAX BILL |
|--|------------------------|-----------------------------------|--------------------------------|-----------------------------------|
| STREET LIGHTS | | | | |
| 1510 | Expenses | \$ 15,000 | \$ 3.13 | 0.04% |
| DEPARTMENTAL TOTAL | | | | |
| | | \$ 15,000 | \$ 3.13 | 0.04% |
| SNOW AND ICE | | | | |
| 1520 | Expenses | \$ 165,000 | \$ 34.47 | 0.39% |
| 1521 | Overtime | \$ 140,000 | \$ 29.25 | 0.33% |
| 1522 | Hired Equipment | \$ 35,000 | \$ 7.31 | 0.08% |
| DEPARTMENTAL TOTAL | | | | |
| | | \$ 340,000 | \$ 71.03 | 0.80% |
| TREE WARDEN BUDGET | | | | |
| 1530 | Salary | \$ - | \$ - | 0.00% |
| 1531 | Expenses | \$ 3,000 | \$ 0.63 | 0.01% |
| 1532 | Trees | \$ 1,500 | \$ 0.31 | 0.00% |
| 1533 | Tree Work | \$ 10,000 | \$ 2.09 | 0.02% |
| DEPARTMENTAL TOTAL | | | | |
| | | \$ 14,500 | \$ 3.03 | 0.03% |
| MUNICIPAL BUILDING AND PROPERTY MAINTENANCE | | | | |
| 1540 | Wages | \$ 149,451 | \$ 31.22 | 0.35% |
| 1541 | Expenses | \$ 270,950 | \$ 56.60 | 0.64% |
| 1542 | Minor Capital | \$ 20,000 | \$ 4.18 | 0.05% |
| DEPARTMENTAL TOTAL | | | | |
| | | \$ 440,401 | \$ 92.00 | 1.04% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2021 TOWN MANAGER BUDGET | FY 2021 AVERAGE TAX BILL | FY 2021 PERCENT OF TAX BILL |
|--|---|-----------------------------------|--------------------------------|-----------------------------------|
| SOLID WASTE DISPOSAL | | | | |
| 1550 | Wages | \$ 143,243 | \$ 29.92 | 0.34% |
| 1551 | Expenses | \$ 44,486 | \$ 9.29 | 0.10% |
| 1552 | Tipping Fees | \$ 135,000 | \$ 28.20 | 0.32% |
| 1553 | North Central SW Coop | \$ 5,850 | \$ 1.22 | 0.01% |
| 1554 | Minor Capital | \$ 10,000 | \$ 2.09 | 0.02% |
| <hr/> | | | | |
| | DEPARTMENTAL TOTAL | \$ 338,579 | \$ 70.73 | 0.80% |
| PARKS DEPARTMENT | | | | |
| 1560 | Wages | \$ - | \$ - | 0.00% |
| 1561 | Expenses | \$ 55,759 | \$ 11.65 | 0.13% |
| <hr/> | | | | |
| | DEPARTMENTAL TOTAL | \$ 55,759 | \$ 11.65 | 0.13% |
| <hr/> | | | | |
| | TOTAL DEPARTMENT OF PUBLIC WORKS | \$ 2,254,853 | \$ 471.06 | 5.32% |
| <u>LIBRARY AND CITIZEN'S SERVICES</u> | | | | |
| COUNCIL ON AGING | | | | |
| 1600 | Salaries | \$ 81,868 | \$ 17.10 | 0.19% |
| 1601 | Wages | \$ 81,026 | \$ 16.93 | 0.19% |
| 1602 | Expenses | \$ 8,454 | \$ 1.77 | 0.02% |
| 1603 | Minor Capital | \$ - | \$ - | 0.00% |
| <hr/> | | | | |
| | DEPARTMENTAL TOTAL | \$ 171,348 | \$ 35.80 | 0.40% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2021 TOWN MANAGER BUDGET | FY 2021 AVERAGE TAX BILL | FY 2021 PERCENT OF TAX BILL |
|-------------------------------------|---------------------------|-----------------------------------|--------------------------------|-----------------------------------|
| SENIOR CENTER VAN | | | | |
| 1610 | Wages | \$ 52,091 | \$ 10.88 | 0.12% |
| 1611 | Expenses | \$ 17,673 | \$ 3.69 | 0.04% |
| <hr/> | | | | |
| | DEPARTMENTAL TOTAL | \$ 69,764 | \$ 14.57 | 0.16% |
| VETERAN'S SERVICE OFFICER | | | | |
| 1620 | Salary | \$ 5,000 | \$ 1.04 | 0.01% |
| 1621 | Expenses | \$ 1,100 | \$ 0.23 | 0.00% |
| 1622 | Veterans' Benefits | \$ 42,000 | \$ 8.77 | 0.10% |
| 1623 | Minor Capital | \$ - | \$ - | 0.00% |
| <hr/> | | | | |
| | DEPARTMENT TOTAL | \$ 48,100 | \$ 10.05 | 0.11% |
| GRAVES REGISTRATION | | | | |
| 1630 | Salary/Stipend | \$ 250 | \$ 0.05 | 0.00% |
| 1631 | Expenses | \$ 760 | \$ 0.16 | 0.00% |
| <hr/> | | | | |
| | DEPARTMENTAL TOTAL | \$ 1,010 | \$ 0.21 | 0.00% |
| CARE OF VETERAN GRAVES | | | | |
| 1640 | Contract Expenses | \$ 1,550 | \$ 0.32 | 0.00% |
| <hr/> | | | | |
| | DEPARTMENTAL TOTAL | \$ 1,550 | \$ 0.32 | 0.00% |
| OLD BURYING GROUND COMMITTEE | | | | |
| 1650 | Expenses | \$ 800 | \$ 0.17 | 0.00% |
| <hr/> | | | | |
| | DEPARTMENTAL TOTAL | \$ 800 | \$ 0.17 | 0.00% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2021 TOWN MANAGER BUDGET | FY 2021 AVERAGE TAX BILL | FY 2021 PERCENT OF TAX BILL |
|--|--------------------------------|-----------------------------------|--------------------------------|-----------------------------------|
| LIBRARY | | | | |
| 1660 | Salary | \$ 407,364 | \$ 85.10 | 0.96% |
| 1661 | Wages | \$ 331,959 | \$ 69.35 | 0.78% |
| 1662 | Expenses | \$ 205,304 | \$ 42.89 | 0.48% |
| 1663 | Minor Capital | \$ - | \$ - | 0.00% |
| DEPARTMENTAL TOTAL | | | | |
| | | \$ 944,627 | \$ 197.34 | 2.23% |
| COMMEMORATIONS & CELEBRATIONS | | | | |
| 1670 | Expenses | \$ 500 | \$ 0.10 | 0.00% |
| 1671 | Fireworks | \$ - | \$ - | 0.00% |
| DEPARTMENTAL TOTAL | | | | |
| | | \$ 500 | \$ 0.10 | 0.00% |
| WATER SAFETY | | | | |
| 1680 | Wages | \$ 4,200 | \$ 0.88 | 0.01% |
| 1681 | Expenses and Minor Capital | \$ 2,732 | \$ 0.57 | 0.01% |
| 1682 | Property Maint. & Improvements | \$ 9,000 | \$ 1.88 | 0.02% |
| DEPARTMENTAL TOTAL | | | | |
| | | \$ 15,932 | \$ 3.33 | 0.04% |
| WEED MANAGEMENT | | | | |
| 1690 | Wages | \$ - | \$ - | 0.00% |
| 1691 | Expenses: Weed Harvester | \$ 7,000 | \$ 1.46 | 0.02% |
| 1692 | Expenses: Great Lakes | \$ 2,385 | \$ 0.50 | 0.01% |
| DEPARTMENTAL TOTAL | | | | |
| | | \$ 9,385 | \$ 1.96 | 0.02% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2021 TOWN MANAGER BUDGET | FY 2021 AVERAGE TAX BILL | FY 2021 PERCENT OF TAX BILL |
|-------------------------------------|---|-----------------------------------|--------------------------------|-----------------------------------|
| GROTON COUNTRY CLUB | | | | |
| 1700 | Salary | \$ 161,634 | \$ 33.77 | 0.38% |
| 1701 | Wages | \$ 144,000 | \$ 30.08 | 0.34% |
| 1702 | Expenses | \$ 136,000 | \$ 28.41 | 0.32% |
| 1703 | Minor Capital | \$ - | \$ - | 0.00% |
| <hr/> | | | | |
| | DEPARTMENTAL TOTAL | \$ 441,634 | \$ 92.26 | 1.04% |
| | TOTAL LIBRARY AND CITIZEN SERVICES | \$ 1,704,650 | \$ 356.12 | 4.02% |
| <u>DEBT SERVICE</u> | | | | |
| DEBT SERVICE | | | | |
| 2000 | Long Term Debt - Principal Excluded | \$ 993,030 | \$ 207.45 | 2.34% |
| 2001 | Long Term Debt - Principal Non-Excluded | \$ 160,518 | \$ 33.53 | 0.38% |
| 2002 | Long Term Debt - Interest - Excluded | \$ 541,856 | \$ 113.20 | 1.28% |
| 2003 | Long Term Debt - Interest - Non-Excluded | \$ 89,500 | \$ 18.70 | 0.21% |
| 2006 | Short Term Debt - Principal - Town | \$ 85,714 | \$ 17.91 | 0.20% |
| 2007 | Short Term Debt - Interest - Town | \$ 9,500 | \$ 1.98 | 0.02% |
| <hr/> | | | | |
| | DEPARTMENTAL TOTAL | \$ 1,880,118 | \$ 392.77 | 4.44% |
| | TOTAL DEBT SERVICE | \$ 1,880,118 | \$ 392.77 | 4.44% |
| <u>EMPLOYEE BENEFITS</u> | | | | |
| EMPLOYEE BENEFITS | | | | |
| GENERAL BENEFITS | | | | |
| 3000 | County Retirement | \$ 2,090,289 | \$ 436.68 | 4.93% |
| 3001 | State Retirement | \$ 177,094 | \$ 37.00 | 0.42% |
| 3002 | Unemployment Compensation | \$ 15,000 | \$ 3.13 | 0.04% |
| INSURANCE | | | | |
| 3010 | Health Insurance/Employee Expenses | \$ 1,822,480 | \$ 380.73 | 4.30% |
| 3011 | Life Insurance | \$ 3,600 | \$ 0.75 | 0.01% |
| 3012 | Medicare/Social Security | \$ 135,000 | \$ 28.20 | 0.32% |
| <hr/> | | | | |
| | DEPARTMENTAL TOTAL | \$ 4,243,463 | \$ 886.49 | 10.02% |
| | TOTAL EMPLOYEE BENEFITS | \$ 4,243,463 | \$ 886.49 | 10.02% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2021 TOWN MANAGER BUDGET | FY 2021 AVERAGE TAX BILL | FY 2021 PERCENT OF TAX BILL |
|---|-------------------------------------|-----------------------------------|--------------------------------|-----------------------------------|
| <u>ADDITIONAL APPROPRIATIONS</u> | | | | |
| ADDITIONAL APPROPRIATIONS | | | | |
| | Capital Budget Request | \$ 471,670 | \$ 98.54 | 1.11% |
| | Offset Reciepts | \$ 18,527 | \$ 3.87 | 0.04% |
| | Cherry Sheet Offsets | \$ - | \$ - | 0.00% |
| | Snow and Ice Deficit | \$ 100,000 | \$ 20.89 | 0.24% |
| | State and County Charges | \$ 93,392 | \$ 19.51 | 0.22% |
| | Allowance for Abatements/Exemptions | \$ 150,000 | \$ 31.34 | 0.35% |
| <hr/> | | | | |
| | DEPARTMENTAL TOTAL | \$ 833,589 | \$ 174.14 | 1.97% |
| | | | | |
| | GRAND TOTAL - TOWN BUDGET | \$ 42,367,855 | \$ 8,851 | 100.00% |

TOWN OF GROTON
FIVE YEAR PROJECTION

Revised: 12/19/2019

| | | <u>FY 2021</u> | <u>FY 2022</u> | <u>Percent Increase</u> | <u>FY 2023</u> | <u>Percent Increase</u> | <u>FY 2024</u> | <u>Percent</u> | <u>FY 2025</u> | <u>Percent Increase</u> | <u>FY 2026</u> | <u>Percent Increase</u> |
|---|-----------|-------------------|----------------------|-------------------------|----------------------|-------------------------|----------------------|----------------|----------------------|-------------------------|----------------------|-------------------------|
| <u>Expenditures</u> | | | | | | | | | | | | |
| Municipal Wages | \$ | 8,051,096 | \$ 8,252,373 | 2.50% | \$ 8,458,682 | 2.50% | \$ 8,627,856 | 2.00% | \$ 8,800,413 | 2.00% | \$ 8,976,422 | 2.00% |
| Employee Benefits | \$ | 4,066,369 | \$ 4,351,753 | 7.02% | \$ 4,658,586 | 7.05% | \$ 4,988,567 | 7.08% | \$ 5,343,536 | 7.12% | \$ 5,725,487 | 7.15% |
| Sub-Total | \$ | 12,117,465 | \$ 12,604,127 | 4.02% | \$ 13,117,268 | 4.07% | \$ 13,616,423 | 3.81% | \$ 14,143,949 | 3.87% | \$ 14,701,908 | 3.94% |
| Municipal Expenses | \$ | 2,782,042 | \$ 2,809,862 | 1.00% | \$ 2,837,961 | 1.00% | \$ 2,866,341 | 1.00% | \$ 2,895,004 | 1.00% | \$ 2,923,954 | 1.00% |
| Sub - Total | \$ | 14,899,507 | \$ 15,413,989 | 3.45% | \$ 15,955,229 | 3.51% | \$ 16,482,763 | 3.31% | \$ 17,038,953 | 3.37% | \$ 17,625,862 | 3.44% |
| Debt Service - In Levy Capacity Only | \$ | 345,232 | \$ 345,232 | 0.00% | \$ 345,232 | 0.00% | \$ 345,232 | 0.00% | \$ 345,232 | 0.00% | \$ 345,232 | 0.00% |
| Total - Municipal Budget | \$ | 15,244,739 | \$ 15,759,221 | 3.37% | \$ 16,300,461 | 3.43% | \$ 16,827,995 | 3.24% | \$ 17,384,185 | 3.31% | \$ 17,971,094 | 3.38% |
| Groton Dunstable Regional School | \$ | 22,699,242 | \$ 24,061,197 | 6.00% | \$ 25,504,868 | 6.00% | \$ 27,035,160 | 6.00% | \$ 28,657,270 | 6.00% | \$ 30,376,706 | 6.00% |
| Middle School Roof Debt Service | \$ | 58,147 | \$ 59,019 | 1.50% | \$ 59,904 | 1.50% | \$ 60,803 | 1.50% | \$ 61,715 | 1.50% | \$ 62,641 | 1.50% |
| GDRSD Capital | \$ | 442,859 | \$ 444,531 | 0.38% | \$ 553,411 | 24.49% | \$ 552,203 | -0.22% | \$ 553,408 | 0.22% | \$ 400,000 | -27.72% |
| Nashoba Regional Technical High School | \$ | 728,802 | \$ 747,022 | 2.50% | \$ 765,698 | 2.50% | \$ 784,840 | 2.50% | \$ 804,461 | 2.50% | \$ 824,573 | 2.50% |
| Total - Regional Schools Assessments | \$ | 23,929,050 | \$ 25,311,769 | 5.78% | \$ 26,883,881 | 6.21% | \$ 28,433,007 | 5.76% | \$ 30,076,854 | 5.78% | \$ 31,663,920 | 5.28% |
| Total Operating Expenses | \$ | 39,173,789 | \$ 41,070,990 | 4.84% | \$ 43,184,343 | 5.15% | \$ 45,261,002 | 4.81% | \$ 47,461,039 | 4.86% | \$ 49,635,014 | 4.58% |
| Additional Appropriations | | | | | | | | | | | | |
| OPEB | \$ | 177,094 | \$ 193,032 | 9.00% | \$ 210,405 | 9.00% | \$ 229,342 | 9.00% | \$ 249,983 | 9.00% | \$ 272,481 | 9.00% |
| Capital Budget Request | \$ | 471,670 | \$ 500,000 | 6.01% | \$ 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 | \$ | 18,527 | \$ 20,000 | 0.00% | \$ 20,000 | 0.00% | \$ 20,000 | 0.00% | \$ 20,000 | 0.00% | \$ 20,000 | 0.00% |
| Snow and Ice Deficit | \$ | 100,000 | \$ 200,000 | 100.00% | \$ 205,000 | 2.50% | \$ 210,125 | 2.50% | \$ 215,378 | 2.50% | \$ 220,763 | 2.50% |
| State and County Charges | \$ | 93,392 | \$ 95,727 | 2.50% | \$ 98,120 | 2.50% | \$ 100,573 | 2.50% | \$ 103,087 | 2.50% | \$ 105,664 | 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 | \$ | 1,010,683 | \$ 1,208,759 | 19.60% | \$ 1,233,525 | 2.05% | \$ 1,260,040 | 2.15% | \$ 1,288,448 | 2.25% | \$ 1,318,908 | 2.36% |
| Grand Total Appropriations | \$ | 40,184,472 | \$ 42,279,749 | 5.21% | \$ 44,417,868 | 5.06% | \$ 46,521,042 | 4.73% | \$ 48,749,487 | 4.79% | \$ 50,953,922 | 4.52% |
| <u>Revenues</u> | | | | | | | | | | | | |
| Previous Year Proposition 2½ Levy Limit | \$ | 31,932,418 | \$ 32,991,429 | 3.32% | \$ 34,985,883 | 6.05% | \$ 36,918,528 | 5.52% | \$ 38,781,119 | 5.05% | \$ 40,875,791 | 5.40% |
| Allowed 2½ Increase | \$ | 798,310 | \$ 824,786 | 3.32% | \$ 874,647 | 6.05% | \$ 922,963 | 5.52% | \$ 969,528 | 5.05% | \$ 1,021,895 | 5.40% |
| New Growth | \$ | 260,700 | \$ 501,881 | 92.51% | \$ 514,428 | 2.50% | \$ 527,289 | 2.50% | \$ 540,471 | 2.50% | \$ 553,983 | 2.50% |
| Proposition 2½ Override | \$ | - | \$ 667,787 | 0.00% | \$ 543,570 | 0.00% | \$ 412,339 | 0.00% | \$ 584,674 | 0.00% | \$ 642,970 | 0.00% |
| State Aid | \$ | 971,581 | \$ 900,000 | -7.37% | \$ 900,000 | 0.00% | \$ 900,000 | 0.00% | \$ 900,000 | 0.00% | \$ 900,000 | 0.00% |
| Local Receipts | \$ | 4,449,939 | \$ 4,584,307 | 3.02% | \$ 4,698,915 | 2.50% | \$ 4,816,388 | 2.50% | \$ 4,936,798 | 2.50% | \$ 5,060,218 | 2.50% |
| Free Cash | \$ | 300,730 | \$ 372,000 | 23.70% | \$ 372,000 | 0.00% | \$ 372,000 | 0.00% | \$ 372,000 | 0.00% | \$ 372,000 | 0.00% |
| Transfer from Enterprise Funds | \$ | 256,264 | \$ 269,077 | 5.00% | \$ 282,531 | 5.00% | \$ 296,658 | 5.00% | \$ 311,490 | 5.00% | \$ 327,065 | 5.00% |
| Other Available Funds | \$ | - | \$ - | 0.00% | \$ - | 0.00% | \$ - | 0.00% | \$ - | 0.00% | \$ - | 0.00% |
| EMS Fund | \$ | 300,000 | \$ 300,000 | 0.00% | \$ 300,000 | 0.00% | \$ 300,000 | 0.00% | \$ 300,000 | 0.00% | \$ 300,000 | 0.00% |
| GDRSD Capital Stabilization Fund | \$ | 442,859 | \$ 368,482 | -16.79% | \$ 445,894 | 21.01% | \$ 554,878 | 24.44% | \$ 553,408 | -0.26% | \$ 400,000 | -27.72% |
| Capital Stabilization Fund | \$ | 471,670 | \$ 500,000 | 6.01% | \$ 500,000 | 0.00% | \$ 500,000 | 0.00% | \$ 500,000 | 0.00% | \$ 500,000 | 0.00% |
| Grand Total Revenues | \$ | 40,184,472 | \$ 42,279,749 | 5.21% | \$ 44,417,868 | 5.06% | \$ 46,521,042 | 4.73% | \$ 48,749,488 | 4.79% | \$ 50,953,922 | 4.52% |
| Surplus/(Deficit) | \$ | 0 | \$ 0 | \$ | (0) | \$ | 0 | \$ | 0 | \$ | (0) | |

Projected Employee Benefits
Weighted Avg. Components

| | (actual) Fiscal <u>2020</u> | (projected) Fiscal <u>2021</u> | (projected) Fiscal <u>2022</u> | (projected) Fiscal <u>2023</u> | (projected) Fiscal <u>2024</u> | (projected) Fiscal <u>2025</u> | (projected) Fiscal <u>2026</u> |
|---|-----------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| <u>Middlesex County Pension Assessment</u> Assume: 5.6% annually | 1,973,053 | 2,090,289 | 2,207,345 | 2,330,957 | 2,461,490 | 2,599,334 | 2,744,896 |
| <u>Health Insurance</u> Assume: 9% Annual | 1,729,553 | 1,822,480 | 1,986,503 | 2,165,288 | 2,360,164 | 2,572,579 | 2,804,111 |
| <u>Life Insurance</u> Assume: 5% Annual | 3,400 | 3,600 | 3,780 | 3,969 | 4,167 | 4,376 | 4,595 |
| <u>Medicare</u> Assume: 2.5% Same rate as wages/salaries | 146,100 | 135,000 | 138,375 | 141,834 | 145,380 | 149,015 | 152,740 |
| <u>Unemployment</u> Assume: 5% | <u>15,000</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> |
| | 3,867,106 | 4,066,369 | 4,351,753 | 4,658,586 | 4,988,567 | 5,343,536 | 5,725,487 |



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

Alison S. Manugian, *Chair*
Joshua A. Degen, *Vice Chair*
John F. Reilly, *Clerk*
John R. Giger, *Member*
Rebecca H. Pine, *Member*

Town Manager
Mark W. Haddad

To: *Select Board*

From: *Mark W. Haddad – Town Manager*

Subject: *FY 2021 Select Board Departmental Budgets*

Date: *November 22, 2019*

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

Wages

This year, I am proposing that we absorb the Cable Assistant Position in the operating budget due to reduced revenues being delivered to our Cable Advisory Committee based on a reduction in subscribers to Verizon and Charter. The Cable Assistant's primary responsibility is covering meetings and providing news flashes to internet subscribers to the Cable Committee's website. The Town was previously paying \$750 to the Cable Committee for coverage of Select Board and Planning Board meetings. The Cable Assistant's work has increased and it is our recommendation that the Operating Budget absorb this work.

Select Board
FY 2021 Departmental Budget
November 22, 2019
page two

Expenses

I am level funding Dues and Memberships as we did not receive as large an increase in FY 2020 in our dues to the Massachusetts Municipal Association. In addition, I am level funding Travel and Conferences at \$850. I am removing the \$750 payment to the Cable Committee since we are attempting to absorb the Cable Assistant's wages in the Operating Budget. Should we not be able to fund the Cable Assistant, this funding will be reinstated. In addition, we are carrying the \$25,683 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 has been increased by the contract amount of two (2%) percent. It may need to be further adjusted depending on the Town Manager's annual performance review to be conducted next Spring before Town Meeting. The Executive Assistant's salary line item is being increased to reflect both contractual obligations, including a two and one half (2½%) percent performance evaluation. 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 \$100 to reflect an increase in the Town Manager's Dues to ICMA and MMMA.

Insurance and Bonding

This budget pays for the Town's Property and Casualty, Automobile, Worker's Compensation and Public Official Liability Insurances. It also provides funding for deductibles, as well as, Bonds for the Town Manager, Town Treasurer, Assistant Town Treasurer and Town Clerk. Last year, we increased this budget by \$8,000 to cover an anticipated increase. Based on anticipated rates in FY 2021, we are level funding this budget.

Select Board
FY 2021 Departmental Budget
November 22, 2019
page three

Postage and Town Hall Expenses

This budget has three specific line items. The first pays for the cost of postage for all Town Departments that utilize the postage machine located at Town Hall. It also covers the cost of printing the Town Meeting Warrants, copier supplies for the two copiers at Town Hall, and the update to the Massachusetts General Laws. Based on past and anticipated expenses, I am increasing this line item by \$5,000. 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 2020. Based on cost saving measures by our IT Department, I am decreasing this line item by \$5,000 in FY 2021. 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 2020. I am proposing that we level fund this budget in FY 2021.

Town Counsel

While Fiscal Year 2019 was a very expensive year with respect to the Legal Budget, it appears that FY 2020 appears to be more normal. Therefore, I am proposing that we level fund this budget at \$90,000 in FY 2021.

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

In FY 2008, the Finance Committee eliminated the Hydrant Rental Fee. I have continued to not fund this line item over the last 11 years. That said, it appears that we should give consideration to restoring this line item for the Groton Water Department in FY 2021. With the Water Department facing a \$7.5 million capital expenditure to address manganese in the Water, there is some discussion that the Town should share in the expense (similar to sharing in the Central Sewer District expense). I am not in favor of taking on more debt service, however, a way to assist the Water Department in addressing this anticipated capital expenditure without incurring additional debt service is to restore this line item in FY 2021 in the amount of \$75,000. This recommendation will require further discussion with both the Select Board and Finance Committee.

***Select Board
FY 2021 Departmental Budget
November 22, 2019
page four***

Town Moderator

I have level funded this budget for FY 2021.

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 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|---------------------------|------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| MODERATOR | | | | | | | | | |
| 1000 | Salaries | \$ 65 | \$ 65 | \$ 65 | \$ 65 | \$ 65 | \$ 65 | 0.00% | \$ 0.01 |
| 1001 | Expenses | \$ 19 | \$ - | \$ - | \$ 80 | \$ 80 | \$ 80 | 0.00% | \$ 0.02 |
| DEPARTMENTAL TOTAL | | \$ 84 | \$ 65 | \$ 65 | \$ 145 | \$ 145 | \$ 145 | 0.00% | \$ 0.03 |

**MODERATOR
114**

| <u>LINE ITEM</u> | <u>FY 2020 APPROPRIATION</u> | <u>FY 2021 DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2021 TOWN MANAGER APPROVED</u> | <u>FY 2021 FINCOM APPROVED</u> | <u>PERCENT CHANGE</u> |
|------------------------------|----------------------------------|---|-------------------|---------------------------|---------------------------|--|--|---------------------------|
| Telephone | | | | | | | | |
| Postage | | | | | | | | |
| Office Supplies | \$ 80.00 | \$ 80.00 | \$ - | 0.00% | | \$ 80.00 | | 0.00% |
| Dues & Memberships | | | | | | | | |
| Travel and Conferences | | | | | | | | |
| Equipment Maintenance | | | | | | | | |
| Printing | | | | | | | | |
| Software/Service Maintenance | | | | | | | | |
| Space Rental | | | | | | | | |
| Heating Costs | | | | | | | | |
| Electricity | | | | | | | | |
| Vehicle Costs | | | | | | | | |
| Other: | | | | | | | | |
| Other: | | | | | | | | |
| Other: | | | | | | | | |
| Other: | | | | | | | | |
| TOTAL FUNDS REQUESTED | \$ 80.00 | \$ 80.00 | \$ - | 0.00% | | \$ 80.00 | \$ - | 0.00% |

Department Moderator
 Org # 114
 COLA % 0.00%

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
|------------------|------------|-----------------|-----------|-----------|------|-------|------------------------|------------------|-------|----------------------------|-------------------------------|-----------------|-----------|--------------|------------------------------|
| FISCAL YEAR 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| 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 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Wages | | | | | | | | | | | | | | | |
| TOTAL WAGES | | | | | | | \$ - | | | | | | | | \$ - |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|---------------------------|------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| SELECT BOARD | | | | | | | | | |
| 1020 | Salaries | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - |
| 1021 | Wages | \$ - | \$ - | \$ - | \$ - | \$ 12,790 | \$ - | 100.00% | \$ - |
| 1022 | Expenses | \$ 2,000 | \$ 4,338 | \$ 2,943 | \$ 3,300 | \$ 2,550 | \$ 3,300 | 0.00% | \$ 0.69 |
| 1023 | Engineering/Consultant | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - |
| 1024 | Minor Capital | \$ - | \$ 27,000 | \$ 25,689 | \$ 25,683 | \$ 25,683 | \$ - | -100.00% | \$ - |
| <hr/> | | | | | | | | | |
| DEPARTMENTAL TOTAL | | \$ 2,000 | \$ 31,338 | \$ 28,632 | \$ 28,983 | \$ 41,023 | \$ 3,300 | -88.61% | \$ 0.69 |

SELECT BOARD
122

| <u>LINE ITEM</u> | <u>FY 2020 APPROPRIATION</u> | <u>FY 2021 DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2021 TOWN MANAGER APPROVED</u> | <u>FY 2021 FINCOM APPROVED</u> | <u>PERCENT CHANGE</u> |
|------------------------------|----------------------------------|---|--------------------|---------------------------|---------------------------|--|--|---------------------------|
| Telephone | | | | | | | | |
| Postage | | | | | | | | |
| Office Supplies | | | | | | | | |
| Dues & Memberships | \$ 1,700.00 | \$ 1,700.00 | \$ - | 0.00% | | \$ 1,700.00 | | 0.00% |
| 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: | | | | | | | | |
| TOTAL FUNDS REQUESTED | \$ 3,300.00 | \$ 2,550.00 | \$ (750.00) | -22.73% | | \$ 3,300.00 | \$ - | 0.00% |

Department Select Board
 Org # 122
 COLA % 2.00%

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
|------------------|------------|-----------------|------------------|-----------|---------|-------|------------------------|------------------|-------|----------------------------|-------------------------------|-----------------|-----------|--------------|------------------------------|
| FISCAL YEAR 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Salaries | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| TOTAL SALARIES | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 15 | 15 | 16 |
| FISCAL YEAR 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Wages | | | | | | | | | | | | | | | |
| Paulajka | Noah | THL | Production Asst. | 2 | \$15.70 | 15 | \$ 12,293.10 | \$ 16.01 | 15 | \$ 12,538.96 | 2.0% | \$ 16.33 | | \$ 12,789.74 | \$ 12,789.74 |
| Other Pay | | | | | | | | | | | | | | | |
| TOTAL WAGES | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|---------------------------|-------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| TOWN MANAGER | | | | | | | | | |
| 1030 | Salaries | \$ 196,963 | \$ 204,592 | \$ 211,362 | \$ 225,163 | \$ 228,635 | \$ 228,635 | 1.54% | \$ 47.76 |
| 1031 | Wages | \$ 102,567 | \$ 106,371 | \$ 112,660 | \$ 120,592 | \$ 125,336 | \$ 125,336 | 3.93% | \$ 26.18 |
| 1032 | Expenses | \$ 7,368 | \$ 13,421 | \$ 9,117 | \$ 14,500 | \$ 14,600 | \$ 14,600 | 0.69% | \$ 3.05 |
| 1033 | Engineering/Consultant | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - |
| 1034 | Performance Evaluations | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - |
| <hr/> | | | | | | | | | |
| DEPARTMENTAL TOTAL | | \$ 306,898 | \$ 324,384 | \$ 333,139 | \$ 360,255 | \$ 368,571 | \$ 368,571 | 2.31% | \$ 76.99 |

TOWN MANAGER
124

| <u>LINE ITEM</u> | <u>FY 2020 APPROPRIATION</u> | <u>FY 2021 DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 20212 TOWN MANAGER APPROVED</u> | <u>FY 2021 FINCOM APPROVED</u> | <u>PERCENT CHANGE</u> |
|------------------------------|----------------------------------|---|-------------------|---------------------------|---------------------------|---|--|---------------------------|
| Telephone | | | | | | | | |
| Postage | | | | | | | | |
| Office Supplies | | | | | | | | |
| Dues & Memberships | \$ 2,500.00 | \$ 2,600.00 | \$ 100.00 | 4.00% | | \$ 2,600.00 | | 4.00% |
| 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: | | | | | | | | |
| TOTAL FUNDS REQUESTED | \$ 14,500.00 | \$ 14,600.00 | \$ 100.00 | 0.69% | | \$ 14,600.00 | \$ - | 0.69% |

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 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Salaries | | | | | | | | | | | | | | | |
| Haddad | Mark | | Town Manager | | | 40 | \$ 150,175.00 | | | \$ 151,661.00 | | | | \$ 151,661.00 | \$ 151,661.00 |
| Dunbar | Dawn | By-Law | Executive Assistant | 10 | | 40 | \$ 72,500.00 | | | \$ 73,950.00 | 2.5% | | \$ 1,175.00 | \$ 75,798.75 | \$ 76,973.75 |
| Other Pay | | | | | | | \$ 2,488.00 | | | | | | | | |
| TOTAL SALARIES | | | | | | | \$ 225,163.00 | | | | | | | | \$ 228,634.75 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 15 | 15 | 16 |
| FISCAL YEAR 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Wages | | | | | | | | | | | | | | | |
| Kul | Sammie | THL | Interdepartmental | 7 | \$29.70 | 40 | \$ 62,013.60 | \$ 30.29 | 40 | \$ 63,245.52 | 2.0% | \$ 30.90 | | \$ 64,519.20 | \$ 64,519.20 |
| Hommel | Jean | THL | DPW/CC Off Asst. | 6 | \$25.23 | 40 | \$ 52,680.24 | \$ 25.73 | 40 | \$ 53,724.24 | 2.0% | \$ 26.24 | \$ 4,528.00 | \$ 54,789.12 | \$ 59,317.12 |
| Collette | Michelle | By-Law | ADA Coordinator | | | | \$ 1,500.00 | | | | | | | \$ 1,500.00 | \$ 1,500.00 |
| Other Pay | | | | | | | \$ 4,398.00 | | | | | | | | |
| TOTAL WAGES | | | | | | | \$ 120,591.84 | | | | | | | | \$ 125,336.32 |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|--------------------------|---------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| FINANCE COMMITTEE | | | | | | | | | |
| 1040 | Expenses | \$ 204 | \$ 210 | \$ 210 | \$ 215 | \$ 215 | \$ 215 | 0.00% | \$ 0.04 |
| 1041 | Reserve Fund | \$ 51,085 | \$ 86,806 | \$ 66,965 | \$ 150,000 | \$ 150,000 | \$ 150,000 | 0.00% | \$ 31.34 |
| <hr/> | | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 51,289 | \$ 87,016 | \$ 67,175 | \$ 150,215 | \$ 150,215 | \$ 150,215 | 0.00% | \$ 31.38 |

FINANCE COMMITTEE

131

| <u>LINE ITEM</u> | <u>FY 2020 APPROPRIATION</u> | <u>FY 2021 DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2021 TOWN MANAGER APPROVED</u> | <u>FY 2021 FINCOM APPROVED</u> | <u>PERCENT CHANGE</u> |
|------------------------------|----------------------------------|---|-------------------|---------------------------|---------------------------|--|--|---------------------------|
| Telephone | | | | | | | | |
| Postage | | | | | | | | |
| Office Supplies | | | | | | | | |
| Dues & Memberships | \$ 215.00 | \$ 215.00 | \$ - | 0.00% | | \$ 215.00 | | 0.00% |
| Travel and Conferences | | | | | | | | |
| Equipment Maintenance | | | | | | | | |
| Printing | | | | | | | | |
| Software/Service Maintenance | | | | | | | | |
| Space Rental | | | | | | | | |
| Heating Costs | | | | | | | | |
| Electricity | | | | | | | | |
| Vehicle Costs | | | | | | | | |
| Other: | | | | | | | | |
| TOTAL FUNDS REQUESTED | \$ 215.00 | \$ 215.00 | \$ - | 0.00% | | \$ 215.00 | \$ - | 0.00% |



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
[Sarah Mahoney](#)
Assistant Town Accountant
smahoney@townofgroton.org

Mark Haddad
Town Manager

November 20, 2019

Dear Mr. Haddad:

I am pleased to submit the Accounting Department budget requests for Fiscal Year 2021. The various line item requests are detailed in the accompanying spreadsheets, but I will attempt to highlight some of the more significant changes in this memo.

Salary and wage expenses will be increased only to meet contractual obligations; I do not anticipate a need for additional hours or personnel in my department.

Audit fees account for the majority of our General Expense category; the annual financial audit is fixed by contract at \$24,150 therefore there will be no increase for FY21. A new contract with Giusti Hingston will be negotiated shortly for FY22 & FY23. The GASB 74/75 (OPEB) analysis cost will increase very slightly from \$6000 to \$6,100; the cost of the valuation service is split evenly over a two-year period (\$3,050 for FY21 which will be year one of a new two-year agreement with Odyssey Advisors).

Our financial accounting software provider, Abila Fund Accounting, reserves the right to increase costs annually, although they do not always act on this. I build this potential increase into my yearly budget requests to avoid triggering an unexpected deficit at year-end, and have done so again this year. Additionally, the FY20 software upgrade authorized at the Fall Town Meeting will add approximately \$2,000 for annual costs related to the new Requisitions module (Cloud Companion and Microix M&S). I am also requesting an increase in my budget to cover local support services through SoftTrac. In past years, we have purchased 5 hours of annual software support for approximately \$1,000. Our upgrade process will quadruple the number of end users who will be managing their work flow through this module. Therefore, I feel it is necessary to increase our level of support to the next tier of service which provides for unlimited hours for \$2,595. Software costs have been historically very low for the Accounting Department, but I believe that this investment will help the Town realize its goal of optimizing efficiency with respect to data entry. The aggregate software costs for the department will increase by approximately \$3,500 for FY21 if this request is approved.

I am recommending an increase to the FY21 Health Insurance budget of approximately 5.37%. This figure is based on plan enrollment as of November 2019 and is incremented by 10% to provide for a potential premium increase. This estimate will be updated once Minuteman Nashoba Health Group advises us of the final rates for FY21 (mid-February). The projected budget of \$1,822,480 also includes allowances for recruitment currently in progress in the following departments: Land Use, Fire, Police and Highway, as well as a potential retirement.

Boston Mutual is not planning a rate increase for their basic Life Insurance product for FY21; these rates are historically very stable. However, I am recommending an increase to the standard life insurance budget (\$200 or 5.9%) to account for several new enrollments in FY20, so as to avoid a projected shortfall in FY21.

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 we level fund this budget at \$15,000. Similarly, Medicare Matching costs vary with payroll activity and can spike during public safety events or weather emergencies. Based on recent activity, I am recommending a budget of \$140,000, a 4.2% decrease for FY21.

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 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|---------------------------|------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| TOWN ACCOUNTANT | | | | | | | | | |
| 1050 | Salaries | \$ 84,833 | \$ 87,395 | \$ 91,110 | \$ 95,155 | \$ 97,083 | \$ 97,083 | 2.03% | \$ 20.28 |
| 1051 | Wages | \$ 42,333 | \$ 43,898 | \$ 46,132 | \$ 47,792 | \$ 49,627 | \$ 49,627 | 3.84% | \$ 10.37 |
| 1052 | Expenses | \$ 29,744 | \$ 34,185 | \$ 32,140 | \$ 34,056 | \$ 37,595 | \$ 37,595 | 10.39% | \$ 7.85 |
| <hr/> | | | | | | | | | |
| DEPARTMENTAL TOTAL | | \$ 156,910 | \$ 165,478 | \$ 169,382 | \$ 177,003 | \$ 184,305 | \$ 184,305 | 4.13% | \$ 38.50 |

TOWN ACCOUNTANT
135

| <u>LINE ITEM</u> | <u>FY 2020 APPROPRIATION</u> | <u>FY 2021 DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE and Expense Prioritization:</u> | <u>FY 2021 TOWN MANAGER APPROVED</u> | <u>FY 2021 FINCOM APPROVED</u> | <u>PERCENT CHANGE</u> |
|----------------------------------|----------------------------------|---|--------------------|---------------------------|---|--|--|---------------------------|
| Telephone | | | | | | | | |
| Postage | | | | | | | | |
| Office Supplies | | | | | | | | |
| Dues & Memberships | \$ 80.00 | \$ 80.00 | \$ - | 0.00% | MA Municipal Accts & Auditors Assoc | \$ 80.00 | | 0.00% |
| Travel and Conferences | \$ 2,100.00 | \$ 2,100.00 | \$ - | 0.00% | See Detail Below | \$ 2,100.00 | | 0.00% |
| Equipment Maintenance | | | | | | | | |
| Printing | | | | | | | | |
| Software/Service Maintenance | \$ 3,702.00 | \$ 5,620.00 | \$ 1,918.00 | 51.81% | software upgrade new module m&s/cloud companion | \$ 5,620.00 | | 51.81% |
| Space Rental | | | | | | | | |
| Heating Costs | | | | | | | | |
| Electricity | | | | | | | | |
| Vehicle Costs | | | | | | | | |
| Other: Local Software Support | \$ 1,024.00 | \$ 2,595.00 | \$ 1,571.00 | 153.42% | support upgrade for additional users, unlimited hours | \$ 2,595.00 | | 153.42% |
| Other: Annual Audit | \$ 24,150.00 | \$ 24,150.00 | \$ - | 0.00% | under contract with Giusti Hingston | \$ 24,150.00 | | 0.00% |
| Other: GASB 45 OPEB Audit | \$ 3,000.00 | \$ 3,050.00 | \$ 50.00 | 1.67% | Vendor quoted increase (Odyssey Advisors) | \$ 3,050.00 | | 1.67% |
| Other: | | | | | | | | |
| TOTAL FUNDS REQUESTED | \$ 34,056.00 | \$ 37,595.00 | \$ 3,539.00 | 10.39% | | \$ 37,595.00 | \$ - | 10.39% |
| March MMAAA Conference | \$ 800.00 | | | | | | | |
| Summer MMAAA Conference | \$ 600.00 | | | | | | | |
| Fall Conference | \$ 75.00 | | | | | | | |
| Spreadsheet class/Audit Training | \$ 350.00 | | | | | | | |
| Mileage Reimbursement | \$ 200.00 | | | | | | | |
| Refreshments for Sat Budget Mtg | \$ 75.00 | | | | | | | |
| Total | \$ 2,100.00 | | | | | | | |

Department Town Accountant
 Org # 135
 COLA % 2.00%

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
|------------------|------------|-----------------|------------------|-----------|---------|-------|------------------------|------------------|-------|----------------------------|-------------------------------|-----------------|-----------|--------------|------------------------------|
| FISCAL YEAR 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Salaries | | | | | | | | | | | | | | | |
| DuFresne | Patricia | | Town Accountant | | | 40 | \$ 90,678.00 | | | \$ 92,491.56 | 2.5% | | \$ 500.00 | \$ 94,803.85 | \$ 95,303.85 |
| | | | | | | | VBB = | \$ 1,710.00 | | | | | | \$ 1,779.00 | \$ 1,779.00 |
| Other Pay | | | | | | | \$ 2,767.00 | | | | | | | | |
| TOTAL SALARIES | | | | | | | | | | | | | | | \$ 97,082.85 |
| | | | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| FISCAL YEAR 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Wages | | | | | | | | | | | | | | | |
| Mahoney | Sarah | THL | Asst. Town Acct. | 9 | \$30.46 | 30 | \$ 47,700.36 | \$ 31.07 | 30 | \$ 48,655.62 | 2.0% | \$ 31.69 | | \$ 49,626.54 | \$ 49,626.54 |
| Other Pay | | | | | | | \$ 92.00 | | | | | | | | |
| TOTAL WAGES | | | | | | | | | | | | | | | \$ 49,626.54 |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|---------------------------|------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| BOARD OF ASSESSORS | | | | | | | | | |
| 1060 | Salaries | \$ 94,240 | \$ 71,244 | \$ 75,676 | \$ 78,580 | \$ 80,528 | \$ 80,528 | 2.48% | \$ 16.82 |
| 1061 | Wages | \$ 53,007 | \$ 39,823 | \$ 52,596 | \$ 62,321 | \$ 64,728 | \$ 64,728 | 3.86% | \$ 13.52 |
| 1062 | Expenses | \$ 16,484 | \$ 17,521 | \$ 19,917 | \$ 46,881 | \$ 47,458 | \$ 25,858 | -44.84% | \$ 5.40 |
| 1063 | Legal Expense | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - |
| <hr/> | | | | | | | | | |
| DEPARTMENTAL TOTAL | | \$ 163,731 | \$ 128,588 | \$ 148,189 | \$ 187,782 | \$ 192,714 | \$ 171,114 | -8.88% | \$ 35.74 |

BOARD OF ASSESSORS

141

| <u>LINE ITEM</u> | <u>FY 2020</u> | | <u>FY 2021</u> | | <u>PERCENT</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2021</u> | | <u>PERCENT</u> |
|-----------------------------------|----------------------|-------------------|-----------------|-------------------|----------------|---|---------------------|-----------------|----------------|
| | <u>APPROPRIATION</u> | <u>DEPARTMENT</u> | <u>REQUEST</u> | <u>DIFFERENCE</u> | | | <u>TOWN MANAGER</u> | <u>FINCOM</u> | |
| | | | | | <u>CHANGE</u> | | <u>APPROVED</u> | <u>APPROVED</u> | <u>CHANGE</u> |
| Dues & Memberships | \$ 300.00 | \$ | 300.00 | \$ - | 0.00% | | \$ 300.00 | | 0.00% |
| Cyclical Inspections | \$ 21,600.00 | \$ | 21,600.00 | \$ - | 100.00% | Annuall occurance to staisfy DOR guidelines | \$ - | | |
| Travel,Conferences,Education | \$ 3,000.00 | \$ | 3,000.00 | \$ - | 0.00% | | \$ 3,000.00 | | 0.00% |
| Static Data Base | \$ 800.00 | \$ | 800.00 | \$ - | 0.00% | | \$ 800.00 | | 0.00% |
| RRC Personal Property Maintenance | \$ 6,415.00 | \$ | 6,920.00 | \$ 505.00 | 7.87% | increase in support fee to all municipalities inc. Groton | \$ 6,920.00 | | 7.87% |
| Vehicle Costs | \$ 1,500.00 | \$ | 1,500.00 | \$ - | 0.00% | | \$ 1,500.00 | | 0.00% |
| Other: Vision Software License | \$ 6,424.00 | \$ | 6,496.00 | \$ 72.00 | 1.12% | | \$ 6,496.00 | | 1.12% |
| Other: Clothing Allowance | \$ 400.00 | \$ | 400.00 | \$ - | 0.00% | | \$ 400.00 | | 0.00% |
| Other: Vision Revalue Support | \$ 3,300.00 | \$ | 3,300.00 | \$ - | 0.00% | | \$ 3,300.00 | | 0.00% |
| Other: Vision Web Hosting | <u>\$ 3,142.00</u> | <u>\$</u> | <u>3,142.00</u> | \$ - | 0.00% | | <u>\$ 3,142.00</u> | | 0.00% |
| TOTAL FUNDS REQUESTED | \$ 46,881.00 | \$ | 47,458.00 | \$ 577.00 | 1.23% | | \$ 25,858.00 | \$ - | -44.84% |

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 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary FY 2021 |
| Salaries | | | | | | | | | | | | | | | |
| Greeno | Jonathan | Contract | Principal Assessor | | | | \$ 76,378.00 | | | \$ 77,905.56 | 2.5% | | \$ 675.00 | \$ 79,853.20 | \$ 80,528.20 |
| Other Pay | | | | | | | \$ 2,202.00 | | | | | | | | \$ - |
| TOTAL SALARIES | | | | | | | \$ 78,580.00 | | | | | | | | \$ 80,528.20 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| FISCAL YEAR 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Wages | | | | | | | | | | | | | | | |
| Brideau-Foster | Megan | THL | Assistant Assessor | 9 | \$29.79 | 40 | \$ 62,201.52 | \$ 30.39 | 40 | \$ 63,454.32 | 2.0% | \$ 31.00 | | \$ 64,728.00 | \$ 64,728.00 |
| Other Pay | | | | | | | \$ 119.00 | | | | | | | | |
| TOTAL WAGES | | | | | | | \$ 62,320.52 | | | | | | | | \$ 64,728.00 |



Treasurer/Collector
Michael Hartnett

TOWN OF GROTON

TREASURER'S OFFICE
173 MAIN STREET
GROTON, MASSACHUSETTS 01450

November 15, 2019

To: Mark Haddad, Town Manager
From: Michael Hartnett, Treasurer-Collector
Subject: FY2021 Budget Submissions

Dear Mark:

I am respectfully submitting the FY2021 budgets for;

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

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

Continued- Treasurer-Collector Budget Submissions

Treasurer-Collector Department: (continued)

Treasurer-Collector Department: (Dept. 145)

- Assumes our current staffing levels will remain in place for FY2021.
- Regarding our primary software service providers; Harper's Payroll Service and Century Bank (our collection lock-box provider) are being budgeted at no increase. City Hall Systems is being allocated a \$500 contractual increase. All three software providers have been recently evaluated and compared to competitive alternatives, and each remain extremely pertinent to our requirements and are very fairly priced.
- Conferences, Travel, and Dues are not expected to change from the prior year, with only a minor increase of \$255 expected for the year.

Debt Service:

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

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

February 2020 will see the Town go to the bond market to permanently finance the completed DPW Garage project and the Library Roof repairs (and the new Fire Truck), an expected bond issue of \$6,251,125. Due to the timing of this bond issue, we have estimated FY2021 debt service for budgeting purposes at this time. These two items are fully exempt and do not impact the tax levy.

Continued- Treasurer-Collector Budget Submissions

Debt Service: (continued)

As noted, we are including a third component to this bond issue. A new Fire Truck, authorized for borrowing at the April 29, 2019 Spring Town Meeting, at a cost of \$650,000, has been approved for a 20-year amortization. The borrowing amount of \$508,125 reflects a budgeted one-time use of Ambulance Receipts (\$140,875) in Fiscal 2020, and this is not excluded debt, and will be part of the annual operating budget.

The following capital projects became fully amortized, maturing in FY2020, and are no longer part of the Town's annual debt service:

Excluded- Out of Levy:

| | |
|--------------------------|-------------------------------|
| Bernier Bissell Property | (Issued 7/15/99; \$ 850,000) |
| Bissell Property | (Issued 7/15/99; \$1,075,000) |
| Norris Property | (Issued 7/15/99; \$ 750,000) |

Non-Excluded- In Levy:

| | |
|-------------------|------------------------------|
| Shattuck Property | (Issued 7/15/99; \$ 500,000) |
|-------------------|------------------------------|

The Town's short-term debt schedule is also in place, both for the existing Notes, as well as expected future borrowing opportunities. We are recommending that we remain short-term with the following debt through Fiscal 2021, at which time we would assess long-term market conditions with respect to permanent financing, or continue to amortize short-term at lower rates.

Continued- Treasurer-Collector Budget Submissions

Debt Service: (continued)

- Police/Fire Radios: \$ 424,112
(Originally \$650,000, the Town is expecting to pay this off within 5-years, within the tax levy and included in the annual operating budget.)
- Water Well upgrades \$ 243,321
(Originally borrowed for \$400,000 on a short-term Note in June 2017; this is water ratepayer supported debt not impacting the tax levy, that is being paid down over an 8-9-year period.)
- Highway Equipment \$ 176,022
(Originally authorized at the April 30, 2018 Spring Town Meeting, comprising a \$180,000 dump truck and \$185,000 tractor truck, this debt is being paid down annually with a capital budget appropriation of \$80,000. It will be paid off in Fiscal 2023.)

The specifics of the FY21 debt service budget, contained herein, also reference details with respect to expiring excluded and non-excluded debt through FY23. We have been discussing the expiring excluded debt service in FY21, but please note that additional excluded debt service also expires in FY22 (Surrenden Farm) and FY23 (Lost Lake Fire Station).

The recent MA Municipal Modernization Act extends the period a short-term note (BAN) can be renewed from five years to 10 years. Given that extending BAN's as long as is feasibly possible, making additional mandatory principal pay downs is expected to save the Town thousands of dollars in interest costs, when feasible and utilized.

We also retain the flexibility in any future year (I.e., FY22) to convert our short-term debt to permanent bond financing if the economy and market conditions so dictate.

Continued- Treasurer-Collector Budget Submissions

Tax Title:

In FY19, we initiated, as allowed under Mass. General Law, an auction of selected tax title liens, which generated over \$500,000 in incoming tax title payoffs. We would like to hold another similar auction in FY21, and will require approximately \$2,500 to cover all costs, however the total Tax Title budget remains slightly lower than Fiscal 2020.

We will continue to turn over eligible tax title liens through the Massachusetts General Law auction process on an annual basis. Keeping tax title balances owed at the lowest possible level is very important. Existing deferred tax liens do continue to grow somewhat, a sign of the struggles facing some of our fixed income senior homeowners in Groton. Deferred tax liens are protected from foreclosure by the Town, and are paid off at the time of the homeowners' passing.

Bond Cost:

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

The expected bond issuance costs for the February 2020 permanent bond issue will be included in the competitive bidding process and will not affect the Town's budget in this expense category.

The Bond Cost budget is therefore being level funded in Fiscal 2021.

Continued- Treasurer-Collector Budget Submissions

Middlesex County Retirement System- Pension-

This year's 2021 budget reflects a 5.8% increase in the Middlesex County Retirement System component of the Town's Employee Benefits budget. The Town is one of 71 members of the Middlesex County Retirement System, whose employees become vested in the pension system after 10 years of creditable service when they reach age 55 (20 years at age 60 for all post 4/12/12 new hires). Each individual member city or town is assessed according to many vital statistics, including active employees, new hires, terminated employees who have yet to seek retirement benefits or a return of their money, replacement employees transferring from within the state pension system, and death and longevity statistics. In addition, the bi-annual valuation of the system is also very much impacted by investment performance. The bi-annual review and system evaluation, results in our calculated pension assessment in two-year increments. The 1/1/2018 system review resulted in Fiscal 2020 and Fiscal 2021 assessments. The system will soon begin the ensuing two-year valuation comprising calendar years 2018 and 2019, which will result in actuarially calculated pension assessments for Fiscal 2022 and Fiscal 2023.

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

Normal Employer Cost:

Accounting for approximately 22% of the total assessment, this cost share is primarily formula driven based on current employee's pensionable wages. At 5.4% of pensionable wages, it can be compared to a private employer's 6.2% match for social security wages.

Unfunded Liability:

The most significant cost share component of our annual pension expense is the Unfunded Liability. It represents approximately 78% of total annual pension expense.

Continued- Treasurer-Collector Budget Submissions

Middlesex County Retirement System- Pension- (Continued)

The Unfunded Liability for the Town, as of 1/1/18, is \$22,725,787. This number is also revised on a bi-annual basis by Middlesex County Retirement in conjunction with its actuary firm and the Public Employee Retirement Administration Commission (PERAC).

In addition, the Town receives a cost share apportionment contribution, toward the annual assessment, from GELD and the other Enterprise Departments (Water; Sewer; Cable; CPC; and Trust Funds).

All member cities and towns are amortizing their Unfunded Liability on a funding schedule currently slated to be completed in the year 2035. The MCRS Retirement Board has the ability to extend the funding schedule for the Unfunded Liability to the year 2040, if so inclined (1), in an effort to mitigate any potential increases primarily due to investment results coming in under projections. Such an extension is not being considered at this time.

The current projected investment rate of return accepted by PERAC on behalf of Middlesex County Retirement is 7.5%. This has become a challenge for all state-wide municipal retirement systems, as this ‘target rate’ can significantly impact the calculation of the Unfunded Liability in either direction. It is expected that this ‘target’ investment rate will be reduced to 7.0% in order to more accurately reflect expected investment returns.

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

| | |
|----------------------|-----------------|
| Through Fiscal 2021: | 6.5% |
| Fiscal 2022-2035: | 4.5%-6.5% (TBD) |

While not specifically addressed at this point, it remains to be seen how PERAC and Middlesex County Retirement will react to a significant increase to the projected Unfunded Liability, in terms of deviating from the 6.5% and 4.5%-6.5% scheduled increases. Having a consistent annual pension assessment increase is critical to accurate, realistic, and sustainable budgeting.

Continued- Treasurer-Collector Budget Submissions

Middlesex County Retirement System- Pension- (Continued)

Early Retirement Incentive (ERI):

The third component of the Town's annual pension assessment, ERI is a separate non-formula-based expense dating back to fiscal 2003. The Town's ERI was on a fixed 15-year funding schedule and was completed in Fiscal 2020. **The Town's ERI liability is now fully paid off and is no longer part of the annual assessment.**

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

Middlesex County Retirement is well aware of the challenges its' member Towns are facing in terms of stagnant state aid and budgetary pressure with respect to both our own operating budget and the needs of the regional school district. Middlesex County Retirement has the option to extend the funding schedule of the Unfunded Liability to the year 2040, should that be deemed necessary due to unforeseen investment market losses and/or consequences related to lowering the target investment rate.

The Town's direct ability to control overall pension expense is therefore limited to the Annual Normal Employer Cost, currently calculated at approximately 5.4% of employee pensionable wages. Therefore, each reduction of \$100,000 in projected annual employee wages would theoretically reduce overall pension expense by \$5,400.

Current events that could impact the future run rate of the annual pension assessment include;

- The Town's recent (FY20) conversion to a full time 24/7 Fire Department, which added 4 full time firefighters to the force. These additional employees are classified Group 4 within the actuarial assessment structure which could increase the Town's unfunded actuarial liability for a period of time.

Continued- Treasurer-Collector Budget Submissions

Middlesex County Retirement System- Pension- (Continued)

- If the Middlesex County Retirement System, in conjunction with PERAC, lower the projected rate of return of invested pension funds from 7.5% to 7.0%, a likely increase in the unfunded actuarial liability will occur.

I appreciate the opportunity to once again to participate in this important process.

Please do not hesitate to let me know if there are any questions at all.

Respectfully,

Michael Hartnett
Treasurer-Collector
(11/15/2019)

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|--------------------------------|--------------------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| TREASURER/TAX COLLECTOR | | | | | | | | | |
| 1120 | Salaries | \$ 84,125 | \$ 84,966 | \$ 88,286 | \$ 91,700 | \$ 93,975 | \$ 93,975 | 2.48% | \$ 19.63 |
| 1121 | Wages | \$ 100,162 | \$ 104,478 | \$ 112,007 | \$ 114,899 | \$ 119,037 | \$ 119,037 | 3.60% | \$ 24.87 |
| 1122 | Expenses | \$ 20,040 | \$ 20,422 | \$ 18,752 | \$ 20,690 | \$ 20,945 | \$ 20,945 | 1.23% | \$ 4.38 |
| 1123 | Tax Title | \$ 3,333 | \$ 9,235 | \$ 2,048 | \$ 5,950 | \$ 5,725 | \$ 5,725 | -3.78% | \$ 1.20 |
| 1126 | Bond Cost | \$ 5,000 | \$ 3,200 | \$ 2,550 | \$ 4,975 | \$ 4,900 | \$ 4,900 | -1.51% | \$ 1.02 |
| <hr/> | | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 212,660 | \$ 222,301 | \$ 223,643 | \$ 238,214 | \$ 244,582 | \$ 244,582 | 2.67% | \$ 51.10 |
| 1123 | <u>Tax Title- Detail</u> | | | | | | | | |
| | Legal Services- Attorney Coppola | \$ 1,500 | | | | | | | |
| | Tax Taking Newspaper Advertising | \$ 1,500 | | | | | | | |
| | Redemption Instruments | \$ 225 | | | | | | | |
| | Expected Normal Budget | \$ 3,225 | | | | | | | |
| | <u>Spring 2021 Tax Lien Auction:</u> | | | | | | | | |
| | Newspaper Advertising | \$ 2,500 | | | | | | | |
| | Expected Total FY2021 Budget | \$ 5,725 | | | | | | | |
| 1126 | <u>Bond Cost- Detail</u> | | | | | | | | |
| | Bond Advisor- Continuing Disclosure | \$ 3,500 | | | | | | | |
| | Auditor Confirmations- Giusti | \$ 200 | | | | | | | |
| | State House Notes- Fees (2) | \$ 1,200 | | | | | | | |
| | Expected Total FY2021 Budget | \$ 4,900 | | | | | | | |
| 1122 | <u>Expenses- Detail</u> | | | | | | | | |
| | (See Attached) | | | | | | | | |

TREASURER/TAX COLLECTOR
145

| LINE ITEM | FY 2020 APPROPRIATION | FY 2021 DEPARTMENT REQUEST | DIFFERENCE | PERCENT CHANGE | REASON FOR CHANGE: | FY 2021 TOWN MANAGER APPROVED | FY 2021 FINCOM APPROVED | PERCENT CHANGE |
|---------------------------------------|--------------------------|----------------------------------|-------------|-------------------|-----------------------------------|-------------------------------------|-------------------------------|-------------------|
| Postage | | | | | | | | |
| Office Supplies | | | | | | | | |
| Dues & Memberships | \$ 190.00 | \$ 190.00 | \$ - | 0.00% | No changes expected- | \$ 190.00 | | 0.00% |
| Travel and Conferences | \$ 1,900.00 | \$ 1,855.00 | \$ (45.00) | -2.37% | No changes expected- | \$ 1,855.00 | | -2.37% |
| Equipment Maintenance | | | | | | | | |
| Printing | | | | | | | | |
| Software/Service Maintenance | | | | | | | | |
| Other: Payroll Service- Harper's- T/C | \$ 9,250.00 | \$ 9,550.00 | \$ 300.00 | 3.24% | Possible minor increase expected- | \$ 9,550.00 | | 3.24% |
| Other: Payroll Service- Harper's- ACA | \$ 350.00 | \$ 350.00 | \$ - | 0.00% | No changes expected- | \$ 350.00 | | |
| Other: Tax Software Service- CHS | \$ 5,000.00 | \$ 5,000.00 | \$ - | 0.00% | No changes expected- | \$ 5,000.00 | | 0.00% |
| Other: Lock-Box Service- Century | \$ 4,000.00 | \$ 4,000.00 | \$ - | 0.00% | No changes expected- | \$ 4,000.00 | | 0.00% |
| Other: | | | | | | | | |
| Other: Filing Fees - Release of Liens | | | | | | | | |
| TOTAL FUNDS REQUESTED | \$ 20,690.00 | \$ 20,945.00 | \$ 255.00 | 1.23% | | \$ 20,945.00 | \$ - | 1.23% |
| <u>Expenses Detail:</u> | | | | | | | | |
| Dues & Memberships | MCTA (3) | \$ 190.00 | \$ 190.00 | | | | | |
| Travel and Conferences | Annual School (3) | \$ 265.00 | | | | | | |
| | UMASS Lodging | \$ 1,350.00 | | | | | | |
| | Mileage | \$ 240.00 | \$ 1,855.00 | | | | | |
| Harper's Payroll Service | Bi-weekly | \$ 8,450.00 | | | | | | |
| | Year End | \$ 1,100.00 | \$ 9,550.00 | | | | | |
| Harper's ACA-Obama Care Reporting | Year End | \$ 350.00 | \$ 350.00 | | | | | |
| Tax Software- City Hall Systems | Annual Support | \$ 5,000.00 | \$ 5,000.00 | | | | | |
| Lock-Box Service- Century Bank | Estimated Usage | \$ 4,000.00 | \$ 4,000.00 | | | | | |
| | | \$ 20,945.00 | | | | | | |

Department Treasurer/Tax Collector
 Org # 145
 COLA % 2.00%

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
|------------------|------------|-----------------|---------------------|-----------|---------|-------|------------------------|------------------|-------|----------------------------|-------------------------------|-----------------|-----------|--------------|------------------------------|
| FISCAL YEAR 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Salaries | | | | | | | | | | | | | | | |
| Hartnett | Michael | Supervisors | Treasurer/Collector | 14 | | 40 | \$ 89,240.00 | | | \$ 91,024.80 | 2.5% | | \$ 675.00 | \$ 93,300.42 | \$ 93,975.42 |
| Other Pay | | | | | | | \$ 2,460.00 | | | | | | | | |
| TOTAL SALARIES | | | | | | | \$ 91,700.00 | | | | | | | | \$ 93,975.42 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 15 | 15 | 16 |
| FISCAL YEAR 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Wages | | | | | | | | | | | | | | | |
| Moller | Hannah | THL | Asst. Treas/Coll | 9 | \$31.58 | 39 | \$ 64,290.56 | \$ 32.21 | 39 | \$ 65,573.12 | 2.0% | \$ 32.85 | | \$ 66,876.03 | \$ 66,876.03 |
| Amari | Nancy | THL | Payroll Coordinator | 7 | \$27.58 | 35 | \$ 50,388.66 | \$ 28.13 | 35 | \$ 51,393.51 | 1.5% | \$ 28.55 | | \$ 52,160.85 | \$ 52,160.85 |
| Other Pay | | | | | | | \$ 220.00 | | | | | | | | |
| TOTAL WAGES | | | | | | | \$ 114,899.22 | | | | | | | | \$ 119,036.88 |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|---------------------------|------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| TOWN COUNSEL | | | | | | | | | |
| 1080 | Expenses | \$ 61,574 | \$ 50,831 | \$ 146,553 | \$ 90,000 | \$ 90,000 | \$ 90,000 | 0.00% | \$ 18.80 |
| DEPARTMENTAL TOTAL | | \$ 61,574 | \$ 50,831 | \$ 146,553 | \$ 90,000 | \$ 90,000 | \$ 90,000 | 0.00% | \$ 18.80 |

TOWN COUNSEL
151

| <u>LINE ITEM</u> | <u>FY 2020</u> <u>APPROPRIATION</u> | <u>FY 2021</u> <u>DEPARTMENT</u> <u>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT</u> <u>CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2021</u> <u>TOWN MANAGER</u> <u>APPROVED</u> | <u>FY 2021</u> <u>FINCOM</u> <u>APPROVED</u> | <u>PERCENT</u> <u>CHANGE</u> |
|------------------------------|--|---|-------------------|---------------------------------|---------------------------|--|--|---------------------------------|
| Telephone | | | | | | | | |
| Postage | | | | | | | | |
| Office Supplies | | | | | | | | |
| Dues & Memberships | | | | | | | | |
| Travel and Conferences | | | | | | | | |
| Equipment Maintenance | | | | | | | | |
| Printing | | | | | | | | |
| Software/Service Maintenance | | | | | | | | |
| Space Rental | | | | | | | | |
| Heating Costs | | | | | | | | |
| Electricity | | | | | | | | |
| Vehicle Costs | | | | | | | | |
| Other: Town Counsel Fees | \$ 90,000.00 | \$ 90,000.00 | \$ - | 0.00% | | \$ 90,000.00 | | 0.00% |
| Other: | | | | | | | | |
| Other: | | | | | | | | |
| Other: | | | | | | | | |
| TOTAL FUNDS REQUESTED | \$ 90,000.00 | \$ 90,000.00 | \$ - | 0.00% | | \$ 90,000.00 | \$ - | 0.00% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|---------------------------|------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| HUMAN RESOURCES | | | | | | | | | |
| 1090 | Salary | \$ 73,201 | \$ 75,412 | \$ 79,225 | \$ 82,673 | \$ 84,313 | \$ 84,313 | 1.98% | \$ 17.61 |
| 1091 | Expenses | \$ 8,764 | \$ 20,030 | \$ 9,917 | \$ 11,000 | \$ 11,000 | \$ 11,000 | 0.00% | \$ 2.30 |
| DEPARTMENTAL TOTAL | | \$ 81,965 | \$ 95,442 | \$ 89,142 | \$ 93,673 | \$ 95,313 | \$ 95,313 | 1.75% | \$ 19.91 |

HUMAN RESOURCES

152

| <u>LINE ITEM</u> | <u>FY 2020 APPROPRIATION</u> | <u>FY 2021 DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2021 TOWN MANAGER APPROVED</u> | <u>FY 2021 FINCOM APPROVED</u> | <u>PERCENT CHANGE</u> |
|---------------------------------|----------------------------------|---|-------------------|---------------------------|---------------------------|--|--|---------------------------|
| Telephone | | | | | | | | |
| Postage | | | | | | | | |
| Office Supplies | | | | | | | | |
| Dues & Memberships | \$ 400.00 | \$ 400.00 | \$ - | 100.00% | | \$ 400.00 | | 0.00% |
| Travel and Conferences | \$ 600.00 | \$ 600.00 | \$ - | 100.00% | | \$ 600.00 | | 0.00% |
| Equipment Maintenance | | | | | | | | |
| Printing | \$ 300.00 | \$ 300.00 | \$ - | 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 | \$ 6,000.00 | \$ 6,000.00 | \$ - | 0.00% | | \$ 6,000.00 | | 0.00% |
| Compliance | \$ 600.00 | \$ 600.00 | \$ - | 100.00% | | \$ 600.00 | | 0.00% |
| Other: Employee Dev/Training | \$ 1,000.00 | \$ 1,000.00 | \$ - | 100.00% | | \$ 1,000.00 | | 0.00% |
| Other: HR Director Training | <u>\$ 500.00</u> | <u>\$ 500.00</u> | \$ - | 0.00% | | <u>\$ 500.00</u> | | 0.00% |
| TOTAL FUNDS REQUESTED | \$ 11,000.00 | \$ 11,000.00 | \$ - | 0.00% | | \$ 11,000.00 | \$ - | 0.00% |

Department Human Resources
 Org # 152
 COLA % 2.00%

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
|------------------|------------|-----------------|-------------|-----------|------|-------|------------------------|------------------|-------|----------------------------|-------------------------------|-----------------|-----------|--------------|------------------------------|
| FISCAL YEAR 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Salaries | | | | | | | | | | | | | | | |
| Doig | Melisa | By-Law | HR Director | 11 | | 40 | \$ 79,998.00 | | 40 | \$ 81,597.96 | 2.5% | | \$ 675.00 | \$ 83,637.91 | \$ 84,312.91 |
| Other Pay | | | | | | | \$ 2,675.00 | | | | | | | | |
| TOTAL SALARIES | | | | | | | \$ 82,673.00 | | | | | | | | \$ 84,312.91 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 15 | 15 | 16 |
| FISCAL YEAR 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Wages | | | | | | | | | | | | | | | |
| TOTAL WAGES | | | | | | | \$ - | | | | | | | | \$ - |

FY 2021 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. |
| Total | \$ 24,800.00 | | |

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 town. |
| 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. |
| Total | \$ 40,000.00 | | |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|-------------------------------|---------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| INFORMATION TECHNOLOGY | | | | | | | | | |
| 1100 | Salary | \$ 100,814 | \$ 104,888 | \$ 109,880 | \$ 114,722 | \$ 117,004 | \$ 117,004 | 1.99% | \$ 24.44 |
| 1101 | Wages | \$ 37,205 | \$ 48,048 | \$ 56,462 | \$ 58,848 | \$ 61,095 | \$ 61,095 | 3.82% | \$ 12.76 |
| 1102 | Expenses | \$ 21,094 | \$ 20,637 | \$ 15,037 | \$ 24,800 | \$ 24,800 | \$ 24,800 | 0.00% | \$ 5.18 |
| <hr/> | | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 159,113 | \$ 173,573 | \$ 181,379 | \$ 198,370 | \$ 202,899 | \$ 202,899 | 2.28% | \$ 42.38 |

INFORMATION TECHNOLOGY
154

| <u>LINE ITEM</u> | <u>FY 2020 APPROPRIATION</u> | <u>FY 2021 DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2021 TOWN MANAGER APPROVED</u> | <u>FY 2021 FINCOM APPROVED</u> | <u>PERCENT CHANGE</u> |
|------------------------------|----------------------------------|---|-------------------|---------------------------|---------------------------|--|--|---------------------------|
| Telephone | | | | | | | | |
| Postage | | | | | | | | |
| Office Supplies | | | | | | | | |
| Dues & Memberships | | | | | | | | |
| Travel and Conferences | | | | | | | | |
| Equipment Maintenance | | | | | | | | |
| Printing | | | | | | | | |
| Software/Service Maintenance | | | | | | | | |
| Space Rental | | | | | | | | |
| Heating Costs | | | | | | | | |
| Electricity | | | | | | | | |
| Vehicle Costs | | | | | | | | |
| Other: | \$ 24,800.00 | \$ 24,800.00 | \$ - | 0.00% | | \$ 24,800.00 | | 0.00% |
| Other: | | | | | | | | |
| Other: | | | | | | | | |
| Other: | | | | | | | | |
| TOTAL FUNDS REQUESTED | \$ 24,800.00 | \$ 24,800.00 | \$ - | 0.00% | | \$ 24,800.00 | \$ - | 0.00% |

Department Information Technology
 Org # 154
 COLA % 2.00%

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
|------------------|------------|-----------------|---------------------|-----------|---------|-------|------------------------|------------------|-------|----------------------------|-------------------------------|-----------------|-----------|---------------|------------------------------|
| FISCAL YEAR 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Salaries | | | | | | | | | | | | | | | |
| Chiasson | Michael | By-Law | IT Director | 17 | | 40 | \$ 111,266.00 | | | \$ 113,491.32 | 2.5% | | \$ 675.00 | \$ 116,328.60 | \$ 117,003.60 |
| Other Pay | | | | | | | \$ 3,456.00 | | | | | | | | |
| TOTAL SALARIES | | | | | | | \$ 114,722.00 | | | | | | | | \$ 117,003.60 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 15 | 15 | 16 |
| FISCAL YEAR 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Wages | | | | | | | | | | | | | | | |
| Batchelder | Nick | THL | Desk Top Specialist | 8 | \$28.13 | 40 | \$ 58,735.44 | \$ 28.69 | 40 | \$ 59,904.72 | 2.0% | \$ 29.26 | | \$ 61,094.88 | \$ 61,094.88 |
| Other Pay | | | | | | | \$ 113.00 | | | | | | | | |
| TOTAL WAGES | | | | | | | \$ 58,848.44 | | | | | | | | \$ 61,094.88 |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|-------------------------------|------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| GIS STEERING COMMITTEE | | | | | | | | | |
| 1120 | Expenses | \$ 5,411 | \$ 5,408 | \$ 12,261 | \$ 18,600 | \$ 18,600 | \$ 10,800 | -41.94% | \$ 2.26 |
| DEPARTMENTAL TOTAL | | \$ 5,411 | \$ 5,408 | \$ 12,261 | \$ 18,600 | \$ 18,600 | \$ 10,800 | -41.94% | \$ 2.26 |

GIS STEERING COMMITTEE
174

| <u>LINE ITEM</u> | <u>FY 2020 APPROPRIATION</u> | <u>FY 2021 DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2021 TOWN MANAGER APPROVED</u> | <u>FY 2021 FINCOM APPROVED</u> | <u>PERCENT CHANGE</u> |
|---|----------------------------------|---|-------------------|---------------------------|--|--|--|---------------------------|
| Telephone | | | | | | | | |
| Postage | | | | | | | | |
| Office Supplies | | | | | | | | |
| Dues & Memberships | | | | | | | | |
| Travel and Conferences | | | | | | | | |
| Equipment Maintenance | | | | | | | | |
| Printing | | | | | | | | |
| Software/Service Maintenance | \$ 600.00 | \$ 600.00 | \$ - | 0.00% | For maintenance of the ArcGIS user license. | \$ 600.00 | | 0.00% |
| Space Rental | | | | | | | | |
| Heating Costs | | | | | | | | |
| Electricity | | | | | | | | |
| Vehicle Costs | | | | | | | | |
| Other: Web Hosting | \$ 3,000.00 | \$ 3,000.00 | \$ - | 0.00% | AppGeo annual web hosting fee for online GIS. | \$ 3,000.00 | | 0.00% |
| Other: Building Layer | | | | | | | | |
| Other: Technical Assistance | \$ 2,700.00 | \$ 2,700.00 | \$ - | 0.00% | For GIS mapping projects that arise during the year. | \$ 2,700.00 | | 0.00% |
| Other: Managed Services - Building Tier | \$ 8,800.00 | \$ 8,800.00 | | | AppGeo Spatial IQ GIS services package. | | | |
| Other: Assessors Maps | <u>\$ 3,500.00</u> | <u>\$ 3,500.00</u> | | | For updating the Assessors Maps. | <u>\$ 4,500.00</u> | | |
| TOTAL FUNDS REQUESTED | \$ 18,600.00 | \$ 18,600.00 | \$ - | 0.00% | | \$ 10,800.00 | \$ - | -41.94% |



Town of Groton
173 Main Street
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mbouchard@townofgroton.org

Office of the Town Clerk – Notary Public

Michael F. Bouchard, *Town Clerk*

To: Mark Haddad, Town Manager
From: Michael Bouchard, Town Clerk
Subject: FY2021 Budget Submission

Thank you for the opportunity to submit the FY2021 budget proposals for Town Clerk, Elections and Street Listings. All budgets have been modelled on previous years but using the anticipated conditions of FY2021. Please find a discussion of each budget following.

Town Clerk

This budget details the salary, wages and expenses for the daily operation of the Town Clerk's office. Trends and significant changes for this budget include:

- **Wages:** Town Meetings and Elections require additional hours from the Town Clerk Staff. While the office implements shift schedules to minimize wage impact, additional hours are necessary. The biggest impact comes from election day coverage and early vote processing.
- **Bylaw Updates:** This budget item was reduced in the FY2020 budget. Bylaw updates are driven by town meeting activity in creating new or modifying existing bylaws. After approval by the Attorney General, the Groton Code is updated by our vendor, General Code. This is funding for the updating activity which generally occurs twice per year. I am proposing to fund this activity at the level of FY2019 (and previous years), as history would indicate that is a more realistic amount. In support of this proposal, I would point out that the last two code updates, and 4 of the last 10 updates, exceeded the cost assumptions for



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Office of the Town Clerk – Notary Public

Michael F. Bouchard, *Town Clerk*

the “average” update. In FY2020, the first update (from Spring 2019 Town Meeting bylaw passages) used 78% of the annual budgeted amount.

- **Conferences:** Conferences are the formal education available to Town Clerks and Assistant Town Clerks with updated information in elections, public records, open meeting law, vital records and other areas affecting town clerk offices. This budget submission includes an additional \$240 to fund sending an average of 2 clerk office employees for day trips to each of 3 conferences.

Summary: 6.5 % increase over FY2020 Appropriation

Elections

The cost factors are election day staff, early vote staff, machine programming and ballot printing (town elections only). Groton also supports its election day staff with coffee/bagels and a nighttime dinner. The minimum wage will increase to \$12.75 on January 1, 2020 and \$13.50 on January 1, 2021.

In FY2021, there will be three elections: State Primary (September, 2020), Presidential Election (November, 2020) and the Town Election (May, 2021). Early voting will be in effect at the Presidential Election, and expected to be in effect for the State Primary should the Legislature pass a bill before it. Early voting requires staffing during the early vote period, and a central tabulation team to process the early votes on election day. There will be significant voter interest in the 2020 elections, especially the Presidential Election in November, and for early voting when available. To accommodate expected voter volume, we plan to add an additional checker to each table for the Presidential.

It is worth noting that the Town is reimbursed as a local mandate for 3 additional polling hours (determined in the 1980s) and a portion of early vote expenses. The polling hours reimbursement is deposited into a grant account, and has been used to offset election wage costs. Early vote reimbursements are deposited into the general fund. Polling hours reimbursement is approximately



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Michael F. Bouchard, *Town Clerk*

\$1000 for a state primary/election. For November, 2018, the Town was reimbursed \$1922 for early voting hours where town hall would have normally been open (note that Groton has extended hours for early voting). No reimbursement is made to fund additional hours nor for election day processing of early votes.

Summary: 64% increase over FY2020 Appropriation (2 elections – presidential primary and town election)
6% increase over FY2019 Appropriation (3 elections)

Street Listings

This budget is to fund the annual town census printing and mailing, and publication of the street listing book. This budget proposal assumes no postage increase for January 2021. The vendor has implemented a price increase for January 2020, and that increase is assumed for the January, 2021 census printing.

Summary: 1.9% increase from FY2020 Appropriation

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|---------------------------|------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| TOWN CLERK | | | | | | | | | |
| 1130 | Salaries | \$ 77,556 | \$ 80,688 | \$ 84,732 | \$ 88,430 | \$ 92,073 | \$ 92,073 | 4.12% | \$ 19.23 |
| 1131 | Wages | \$ 52,166 | \$ 55,252 | \$ 61,568 | \$ 61,619 | \$ 67,751 | \$ 67,751 | 9.95% | \$ 14.15 |
| 1132 | Expenses | \$ 7,310 | \$ 4,157 | \$ 10,199 | \$ 9,575 | \$ 12,017 | \$ 9,867 | 3.05% | \$ 2.06 |
| 1133 | Minor Capital | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - |
| | | | | | | | | | |
| DEPARTMENTAL TOTAL | | \$ 137,032 | \$ 140,097 | \$ 156,499 | \$ 159,624 | \$ 171,841 | \$ 169,691 | 6.31% | \$ 35.44 |

TOWN CLERK
161

| <u>LINE ITEM</u> | <u>FY 2020 APPROPRIATION</u> | <u>FY 2021 DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2021 TOWN MANAGER APPROVED</u> | <u>FY 2021 FINCOM APPROVED</u> | <u>PERCENT CHANGE</u> |
|-------------------------------------|----------------------------------|---|--------------------|---------------------------|--|--|--|---------------------------|
| Telephone | | | | | | | | |
| Postage (FEDEX) | \$ 360.00 | \$ 360.00 | \$ - | 0.00% | Various mailings during the year | \$ 360.00 | | 0.00% |
| Office Supplies | \$ 1,570.00 | \$ 1,622.00 | \$ 52.00 | 3.31% | Increased dog registrations; More tags | \$ 1,622.00 | | 3.31% |
| Dues & Memberships | \$ 225.00 | \$ 225.00 | \$ - | 0.00% | Middlesex and Mass Town Clerks Associations | \$ 225.00 | | 0.00% |
| Travel and Conferences | \$ 620.00 | \$ 860.00 | \$ 240.00 | 38.71% | Mass and Middlesex TC conferences - average of 2 employees attending 3 Mass TC conferences | \$ 860.00 | | 38.71% |
| 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 | | | | | | | | |
| Other: Bylaw updates (General Code) | \$ 5,000.00 | \$ 7,150.00 | \$ 2,150.00 | 43.00% | NOTE: Variable expense depending upon town meeting bylaw updates. The last two update cycles both exceeded targeted averages. Four of the last ten updates also exceeded assumptions. This budget submission assumes "average" expense. | \$ 5,000.00 | | 0.00% |
| Other: Vital Statistics | \$ 400.00 | \$ 400.00 | \$ - | 0.00% | | \$ 400.00 | | 0.00% |
| Other: | | | | | | | | |
| TOTAL FUNDS REQUESTED | \$ 9,575.00 | \$ 12,017.00 | \$ 2,442.00 | 25.50% | | \$ 9,867.00 | \$ - | 3.05% |

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 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Salaries | | | | | | | | | | | | | | | |
| Bouchard | Michael | Elected | Town Clerk | | | | \$ 87,755.00 | | | \$ 89,510.10 | 2.5% | | \$ 325.00 | \$ 91,747.85 | \$ 92,072.85 |
| Other Pay | | | | | | | | | | | | | | | |
| TOTAL SALARIES | | | | | | | | | | | | | | | \$ 92,072.85 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 15 | 15 | 16 |
| FISCAL YEAR 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 7/1/2020 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Wages | | | | | | | | | | | | | | | |
| Stanley | Fran | THL | Asst. Town Clerk | 6 | \$28.16 | 15 | \$ 22,049.28 | \$ 28.72 | 15 | \$ 22,487.76 | 2.0% | \$ 29.29 | | \$ 22,934.07 | \$ 22,934.07 |
| Pierce | Nancy Ellen | THL | Asst. Town Clerk | 6 | \$28.12 | 25 | \$ 36,696.60 | \$ 28.68 | 25 | \$ 37,427.40 | 2.0% | \$ 29.25 | \$ 469.00 | \$ 38,171.25 | \$ 38,640.25 |
| Other Pay | | | | | | | | | | | | | | | \$ - |
| Additional Hours (Town Meetings and Elections) | | | | | | | | | | | | | | | |
| Nancy | | | | | | | | | 99 | | | \$ 29.25 | | | \$ 2,895.75 |
| Fran | | | | | | | | | 112 | | | \$ 29.29 | | | \$ 3,280.48 |
| | | | | | | | | | | | | | | | \$ - |
| TOTAL WAGES | | | | | | | | | | | | | | | \$ 67,750.55 |

ASSUMPTIONS - Elections and Town Meetings

| | | | |
|---|---------|-----|-------------|
| (1) Fran Stanley : Extra Hours for Town Meeting and Elections | \$29.29 | 112 | \$ 3,280.48 |
| (1) Nancy Pierce: Extra Hours for Town Meeting and Elections | \$29.25 | 99 | \$ 2,895.75 |

(1) Extra hours calculation

Estimate 3 hours per Town Meeting session

| | Estimated Sessions | Nancy Hours | Fran Hours | Total hours |
|------------------------|--------------------|-------------|------------|-------------|
| Town Meeting | | | | |
| Fall 2020 | 2 | 6 | 6 | 24 |
| Spring 2021 | 3 | 9 | 9 | 54 |
| Total for Town Meeting | | | | 78 |

Elections

FY2021 Town Election (May, 2021)

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

| | | | |
|--|-------|------|-------|
| | Nancy | Fran | Total |
| Total for Town Meetings and All Elections | 99 | 112 | 211 |

Elections (Continued)

FY2021 State Primary (September, 2020)

| | | | |
|-------------------------|----|----|----|
| Prep/setup | 5 | 5 | 10 |
| Execution | 8 | 14 | 22 |
| **Early Vote **5 days | 15 | 15 | 30 |
| Total for State Primary | 28 | 34 | 62 |

FY2021 State Election (President; November, 2020)

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

** Bill before the Legislature in November 2019 to extend 5 days of early voting to the State Primary

| Assumptions - Town Clerk Expenses - FY2021 | | | | | | | | | |
|--|--------------------|--|---|-------------|--------|-------------|--|--|--|
| Dues | | | | | | | | | |
| | \$ 150.00 | Mass City and Town Clerks Asssoc | | | | | | | |
| | \$ 75.00 | Middlesex Town and City Clerks Assoc | | | | | | | |
| | \$ 225.00 | Total Dues | | | | | | | |
| Conferences | | | | | | | | | |
| | \$ 540.00 | (3) Mass Town Clerk Conferences/Average of 2 employees each conference@ \$90 per person | | | | | | | |
| | \$ 120.00 | (4) Middlesex Clerks Quarterly Meetings | | | | | | | |
| | \$ 200.00 | Mileage | | | | | | | |
| | \$ 860.00 | Total Conference | | | | | | | |
| Office Supplies | | | | | | | | | |
| | \$ 502.00 | Dog tags | REASON for INCREASE: Anticipate purchase 2000 tags for 2021. This is the next purchase increment. Increased enforcement seeing more dogs registered. (Based on 2019 price list) | | | | | | |
| | \$ 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 | | | | | | | |
| | \$ 1,622.00 | Total Office Supplies | | | | | | | |
| Update ByLaws | | | | | | | | | |
| | \$ 3,500.00 | Spring 2020 Town Meeting Updates (FY21 invoice) | By-Law Update Expense History: | | | | | | |
| | \$ 3,500.00 | Fall 2020 Town Meeting bylaw updates | Fall 2019 TM | tbd | #22 | FY20 | | | |
| | \$ - | Charter Revisions (FY18) | 10/7/2019 | \$ 3,879.00 | #21 | #VALUE! | | | |
| | \$ 150.00 | CD Copies, Supplements, shipping, etc | 4/1/2019 | \$ 5,558.00 | #20 | FY19 | | | |
| | \$ - | Zoning books (Planning Board - Qty 20) | 10/16/2018 | \$ 1,808.66 | #19.1 | \$ 7,366.66 | | | |
| | \$ 7,150.00 | Total Update Bylaws | 3/27/2018 | \$ 1,416.18 | #19 | FY18 | | | |
| | | | 7/1/2017 | \$ 1,838.62 | #18.2? | | | | |
| Software/Service Maintenance | | | 1/30/2017 | \$ 505.52 | #18.1 | FY17 | | | |
| | \$ 1,400.00 | General Code e360 Annual Maintenance | 9/23/2016 | \$ 4,174.43 | #18 | \$ 6,518.57 | | | |
| | | | 7/15/2016 | \$ 618.21 | #17.2 | | | | |
| Vital Records | | | 4/28/2016 | \$ 781.64 | #17.1 | FY16 | | | |
| | \$ 125.00 | Security Paper (Vitals) | 11/25/2015 | \$ 5,504.57 | #17 | \$ 6,904.42 | | | |
| | \$ 125.00 | Acid free paper | 3/11/2015 | \$ 2,180.26 | #16.1 | FY15 | | | |
| | \$ 150.00 | Filing Sleeves | 9/26/2014 | \$ 2,722.43 | #16 | \$ 4,902.69 | | | |
| | \$ 400.00 | Total Vital Records | | | | | | | |
| Town Clerk Bond | | Town Clerk Insurance Bond (paid by Town Manager) | | | | | | | |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|--|---|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| ELECTIONS AND BOARD OF REGISTRARS | | | | | | | | | |
| 1140 | Stipend (Election & Town Meeting Wages) | \$ 9,707 | \$ 4,373 | \$ 13,159 | \$ 7,964 | \$ 19,115 | \$ 19,115 | 140.02% | \$ 3.99 |
| 1141 | Expenses | \$ 7,173 | \$ 5,841 | \$ 16,439 | \$ 11,276 | \$ 12,385 | \$ 12,185 | 8.06% | \$ 2.55 |
| 1142 | Minor Capital | \$ - | \$ - | \$ - | \$ - | \$ - | | 0.00% | \$ - |
| DEPARTMENTAL TOTAL | | \$ 16,880 | \$ 10,214 | \$ 29,598 | \$ 19,240 | \$ 31,500 | \$ 31,300 | 62.68% | \$ 6.54 |

Wages Note: o 3 Elections in FY2021 (2 elections in FY2020)
o 2 early voing sessions in FY2021 (none budgeted in FY2020)
o FY2020 budget note: Early Voting for March 2020 Presidential Primary may be authorized by the Mass Legislature

Local Mandate Reimbursement Note We can expect Local mandate Reimbursements in FY2021 for:
o Sept 2020 Primary and Nov 2020 General Election Polling Hours: Total approximately \$2000
o Sept 2020 Primary and Nov 2020 General Election Early Voting: Total approximately \$3000

ELECTIONS
162

| <u>LINE ITEM</u> | <u>FY 2020 APPROPRIATION</u> | <u>FY 2021 DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2021 TOWN MANAGER APPROVED</u> | <u>FY 2021 FINCOM APPROVED</u> | <u>PERCENT CHANGE</u> |
|---|----------------------------------|---|--------------------|---------------------------|---------------------------|--|--|---------------------------|
| Telephone | | | | | | | | |
| Postage | | | | | | | | |
| Office Supplies | | | | | | | | |
| Dues & Memberships | | | | | | | | |
| Travel and Conferences | | | | | | | | |
| Equipment Maintenance-Service Contract | \$ 600.00 | \$ 800.00 | \$ 200.00 | 33.33% | 4 ICP tabulator machines | \$ 800.00 | | 33.33% |
| Printing (Town Election Ballots) | \$ 2,334.00 | \$ 2,400.00 | \$ 66.00 | 2.83% | | \$ 2,400.00 | | 2.83% |
| Software/Service Maintenance (Election programming) | \$ 3,758.00 | \$ 5,100.00 | \$ 1,342.00 | 35.71% | | \$ 5,100.00 | | 35.71% |
| Space Rental | | | | | | | | |
| Heating Costs | | | | | | | | |
| Electricity | | | | | | | | |
| Vehicle Costs | | | | | | | | |
| Other: Election Worker Dinners | \$ 1,119.00 | \$ 1,935.00 | \$ 816.00 | 72.92% | | \$ 1,935.00 | | 72.92% |
| 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 | \$ 1,040.00 | \$ 1,225.00 | \$ 185.00 | 17.79% | | \$ 1,025.00 | | -1.44% |
| Other: Signs to direct voters at precinct | \$ 250.00 | \$ 250.00 | | | | \$ 250.00 | | 0.00% |
| Other: Change Polling Locations | \$ 1,500.00 | \$ - | | | | | | |
| Other: Election Night Help | | | | | | | | |
| TOTAL FUNDS REQUESTED | \$ 11,276.00 | \$ 12,385.00 | \$ 1,109.00 | 9.84% | | \$ 12,185.00 | \$ - | 8.06% |

| FY2021 Elections Budget Detail | | | | | | | | | | | | |
|---|--|-----|---------------------|----------|-------------------------|-----|----------------|---|----------------------|--------------|---|--|
| | | | | | | | | | | | | |
| | Elections Meals | | | | | | | | | | | |
| | Number of meals (Note 1) | X | Number of Precincts | X | Avg Meal Cost | = | Total Meals | + | Coffee | = | Total Food | Comments |
| Election | | | | | | | | | | | | 3rd election |
| September 2020 State Primary | 6 | | 3 | | \$ 19.00 | \$ | 342.00 | | \$ 90.00 | \$ | \$ 432.00 | |
| November 2020 Presidential Election | 8 | | 3 | | \$ 19.00 | \$ | 456.00 | | \$ 90.00 | \$ | \$ 546.00 | Additional personnel - Presidential Election |
| May, 2021 Town Election | 6 | | 3 | | \$ 19.00 | \$ | 342.00 | | \$ 90.00 | \$ | \$ 432.00 | |
| Clerk, Asst Clerks, (3) police officers x 3 elections | 5 | | 3 | | \$ 19.00 | \$ | 285.00 | | \$ - | \$ | \$ 285.00 | |
| Early Voting Staff - September 2020 (2 meals)* | 4 | | 2 | | \$ 15.00 | \$ | 120.00 | | \$ - | \$ | \$ 120.00 | |
| Early Voting Staff - November 2020 (2 meals)* | 4 | | 2 | | \$ 15.00 | \$ | 120.00 | | \$ - | \$ | \$ 120.00 | |
| * Early voting election day processing staff (14-16 hour shift) | | | | | | | | | | | | |
| Note 1 - Meals | | | | | | | | | | | \$ 1,935.00 | |
| Precinct workers [2 to 3 workers per table * 2 tables plus one clerk and 1 warden per precinct] | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | Elections Payroll | | | | | | | | | | | |
| | Number of workers (Note 1) | X | Number of Precincts | X | Hourly rate (Note 2) | X | Hours | = | Payroll | | Comments | |
| Election | | | | | | | | | | | | Minimum wage increase |
| September, 2020 State Primary | 4 | | 3 | | \$ 12.75 | | 15.5 | | \$ 2,371.50 | | | Mis-budgeted 2020 minimum wage @\$11.00 |
| Clerks and Wardens | 2 | | 3 | | \$ 12.75 | | 16 | | \$ 1,224.00 | | | |
| November, 2020 Presidential Election | 6 | | 3 | | \$ 12.75 | | 15.5 | | \$ 3,557.25 | | | |
| Clerks and Wardens | 2 | | 3 | | \$ 12.75 | | 16 | | \$ 1,224.00 | | | |
| May, 2021 Town Election | 4 | | 3 | | \$ 13.50 | | 15.5 | | \$ 2,511.00 | | | |
| Clerks and Wardens | 2 | | 3 | | \$ 13.50 | | 16 | | \$ 1,296.00 | | | |
| Total | | | | | | | | | | \$ 12,183.75 | | |
| Note 1 - Number of workers | | | | | | | | | | | | |
| Town Election and State Primary: Precinct workers [2 workers per table * 2 tables + Warden and Clerk] plus 3 Police Officers | | | | | | | | | | | | |
| Presidential Election: Precinct Workers [3 workers per table * 2 tables + Warden and Clerk] plus 3 Police Officers | | | | | | | | | | | | |
| Note 2 - Hourly Rate | | | | | | | | | | | | |
| January 2020 Minimum Wage: \$ 12.75; January 2021 Minimum wage: \$13.50 | | | | | | | | | | | | |
| Police Details (Informational - Not included in Elections Budget) | | | | | | | | | | | | |
| September, 2020 State Primary | 3 | | 1 | | \$ 45.00 | | 13 | | \$ 1,755.00 | | | 1 at Senior Center; 2 at Country Club (poll and traffic control) |
| November, 2020 Presidential Election | 3 | | 1 | | \$ 45.00 | | 13 | | \$ 1,755.00 | | | 1 at Senior Center; 2 at Country Club (poll and traffic control) |
| May, 2021 Town Election | 3 | | 1 | | \$ 45.00 | | 13 | | \$ 1,755.00 | | | |
| Total | | | | | | | | | | \$ 5,265.00 | | |
| Note: Informational - Police Details not included in Elections Budget | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Early Voting Expenses (September/November 2020) | | | | | | | | | | | | |
| | Number of Workers | | Number of Shifts* | | Total Hours* | | Pay Rate | | Early Voting Payroll | | Early Voting Costs | |
| September, 2020 State Primary | | | | | | | | | | | Early Voting started with the Nov., 2016 election and will | |
| Wages: Staffing at Early Voting location | 2 | | 1 | | 43 | | \$12.75 | | \$1,096.50 | | be in effect for bi-ennial state elections (even-year Novembers). | |
| Wages: Processing EV ballots on Election Day | 4 | | 1 | | 14 | | \$12.75 | | \$714.00 | | | |
| Total Early Voting Wages - Sept 2020 | | | | | | | | | | \$1,810.50 | | Nov 2019: Legislature considering adding EV to state primary |
| * Hours Calculation for one week of early voting | Mon | Tue | Wed | | Thurs | Fri | Sat | | Total Hours | | Early voting costs include: | |
| Week 1: | 11 | 8 | 8 | | 11 | 5 | 0 | | 43 | | o Cost of election workers to staff ear | |
| | | | | | | | | | | | o Miscellaneous supplies costs (e.g. tabletop privacy shields) | |
| November, 2020 Presidential Election | | | | | | | | | | | o Additional Town Clerk Staff time req | |
| Wages: Staffing at Early Voting location | 2 | | 1 | | 90 | | \$12.75 | | \$2,295.00 | | and organize early ballots (based upon early voting volume) | |
| Wages: Processing EV ballots on Election Day | 4 | | 1 | | 14 | | \$12.75 | | \$714.00 | | o Cost of additional teams on elector | |
| Total Early Voting Wages- Nov 2020 | | | | | | | | | | \$3,009.00 | | early ballots at the polls |
| * Hours Calculation for two weeks of early voting | Mon | Tue | Wed | | Thurs | Fri | Sat | | Total Hours | | | |
| Week 1: | 11 | 8 | 8 | | 11 | 5 | 4 | | 47 | | | |
| Week 2: | 11 | 8 | 8 | | 11 | 5 | 0 | | 43 | | | |
| Informational: Polling Hours and Early Voting Reimbursements (Local Mandates) | | | | | | | | | | | | |
| Polling Hour Reimbursement | Approximately \$1000 for each state election and primary | | | | | | | | | | | |
| Early Voting Reimbursement | Nov 2018 election | | \$ | 1,922.00 | | | | | | | | |
| | | | | | | | | | | | | |
| Town Meeting Payroll | | | | | | | | | | | | |
| | Number of workers | X | Number of Sessions | X | Hourly rate | X | Hours (Note 2) | = | Payroll | | Comments | |
| Town Meeting | | | | | | | | | | | Minimum wage increase | |
| Fall, 2020, including 1 adjourned session | 8 | | 2 | | \$ 12.75 | | 4 | | \$ 816.00 | | Mis-budgeted 2020 minimum wage @\$11.00 | |
| Spring 2021, including 2 adjourned sessions | 8 | | 3 | | \$ 13.50 | | 4 | | \$ 1,296.00 | | | |
| Additional Adjourned Sessions | 8 | | 0 | | | | 4 | | \$ - | | | |
| Special Town Meeting (if called) | 8 | | 0 | | | | 4 | | \$ - | | | |
| Total for Town Meetings | | | | | | | | | | \$ 2,112.00 | | |
| Note 2: Assumption: 6:30pm - 10:30pm per session | | | | | | | | | | | | |

| Miscellaneous Expenses | | | | | | | | | |
|---|---------------------------------|-----------------------|---|-------------|---|--|---------------------------|--------------------|-----------------------------------|
| Election | Number (Note 3) | X | Approx Cost | = | Total Cost | | | | Comments |
| FedEx (ship to 2 vendors each election) | 6 | | \$ 50.00 | | \$ 300.00 | Flash Memory Card Shipments | | | Third election |
| Misc | | | | | \$ 300.00 | Recent examples: Marking pens, Binder 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) | 5 | | \$ 85.00 | | \$ 425.00 | Main St Banner -(3) Elections and (2) Town Meetings | | | |
| Toner for VRIS (state) printer CE390A (HP 90A) | | | | | \$ 200.00 | | | | |
| Toner Cartridge, 10,000 Page-Yield, Black | | | | | | | | | |
| | | | | | Misc Expense Total | | \$ 1,225.00 | | |
| Note 3: 2 Fed-Ex per election; Annual Town Meeting banner updates purchased for first session only (not updated for adjourned sessions) | | | | | | | | | |
| Elections History - Coding and Ballots | | | | | | | | | |
| Cost of Coding | Ballot Printing | Banner Charges | FY2020 ELECTIONS CODING AND PRINTING BUDGET REQUEST | | | | | | |
| | | | | | Coding | Printing | | | Comments |
| Feb 2008 Primary | \$ 1,854.50 | \$ - | | | Town - May, 2021 | \$ 2,300.00 | Reference May 2018 | \$ 2,400.00 | Reference May 2016 Third election |
| Sept 2008 Primary | \$ 1,369.00 | \$ - | | | State Primary - September 2020 | \$ 1,600.00 | Reference September 2018 | \$ - | |
| Nov, 2008 General | \$ 914.00 | \$ - | | | Presidential Election - November 2020 | \$ 1,200.00 | Reference Nov. 08, 12, 16 | \$ - | |
| May, 2008 ATE | \$ 993.31 | \$ 1,402.92 | | | Total | \$ 5,100.00 | | \$ 2,400.00 | |
| Oct 2008 STE | \$ 1,023.50 | \$ 1,562.50 | | | | | | | |
| May 2009 ATE | \$ 1,812.22 | \$ 1,307.53 | | | | | | | |
| Dec 2009 Special Primary | \$ 791.10 | \$ - | \$ 85.00 | | | | | | |
| Jan 2010 Special Election | \$ 587.37 | \$ - | \$ 85.00 | | | | | | |
| May 2010 ATE | \$ 1,827.05 | \$ 1,839.32 | \$ 85.00 | | | | | | |
| Sept 2010 Primary | \$ 1,587.81 | \$ - | \$ 85.00 | | | | | | |
| Nov 2010 General | \$ 1,012.23 | \$ - | \$ 85.00 | | | | | | |
| May, 2011 ATE | \$ 1,636.20 | \$ 1,591.53 | \$ 85.00 | | | | | | |
| March 2012 Pres Primary | \$ 1,496.13 | \$ - | \$ 85.00 | | | | | | |
| May 2012 Town Election | \$ 1,822.90 | \$ 2,062.52 | \$ 85.00 | | | | | | |
| Sept 2012 State Primary | \$ 1,275.92 | \$ - | \$ 85.00 | | | | | | |
| Nov 2012 General Election | \$ 913.71 | \$ - | \$ 85.00 | | | | | | |
| April 30, 2013 Special State Primary | \$ - | \$ - | \$ 185.00 | | | | | | |
| April 30 2013 Town Election (incl. state pgmg) | \$ 1,945.01 | \$ 1,818.19 | \$ - | | | | | | |
| June 25 2013 Special State Election | \$ 631.76 | \$ - | \$ 85.00 | | | | | | |
| 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) | \$ 889.00 | \$ 2,964.50 | \$ 385.00 | 3rd banner | | | | | |
| - Includes \$1040 EV ballots and 459 S&H) | | | | | | | | | |
| Nov 6 2018 State and Special Town Election (ESS) | \$ 444.00 | | | | | | | | |
| May 21 2019 Town Election (LHS and AutoMark) | \$ 1,594.61 | \$ 2,022.00 | \$ 85.00 | | | | | | |
| | | | | | | | | | |
| Average State | \$ 1,101.34 | Ballots Paid by State | | | | | | | |
| Peak | \$ 1,854.50 | -- | | | | | | | |
| Average Town | \$ 1,526.39 | \$ 1,837.89 | | | | | | | |
| Peak | \$ 1,901.31 | \$ 2,964.50 | | | | | | | |
| | | | | | | | | | |
| Informational: Cost of Ballot Question Information Booklet | | | | | | | | | |
| Printing | \$ 2,500.00 | | | | | | | | |
| Mailing | \$ 893.00 | | | | | | | | |
| Total | \$ 3,393.00 | | | | | | | | |
| Note: Not included in Elections Budget | | | | | | | | | |
| | | | | | | | | | |
| Informational: Cost to notify voter households of a change of polling location | | | | | | | | | |
| Summer, 2018: Postage/Cards to notify voters (LHS; P1 to Town Hall) | Precinct 1 to vote at Town Hall | Cost of Postage | Total Cost | | | | | | |
| | | | \$ 620.73 | | | | | | |
| | | Total | \$ 620.73 | | | | | | |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|---------------------------|------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| STREET LISTINGS | | | | | | | | | |
| 1150 | Expenses | \$ 5,841 | \$ 3,808 | \$ 3,834 | \$ 5,100 | \$ 5,200 | \$ 5,000 | -1.96% | \$ 1.04 |
| DEPARTMENTAL TOTAL | | \$ 5,841 | \$ 3,808 | \$ 3,834 | \$ 5,100 | \$ 5,200 | \$ 5,000 | -1.96% | \$ 1.04 |

STREET LISTINGS

164

| <u>LINE ITEM</u> | <u>FY 2020 APPROPRIATION</u> | <u>FY 2021 DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2021 TOWN MANAGER APPROVED</u> | <u>FY 2021 FINCOM APPROVED</u> | <u>PERCENT CHANGE</u> |
|----------------------------------|----------------------------------|---|-------------------|---------------------------|--|--|--|---------------------------|
| Telephone | | | | | | | | |
| Postage | \$ 2,100.00 | \$ 2,000.00 | \$ (100.00) | -4.76% | History; assumes no postage increase | \$ 2,000.00 | | -4.76% |
| Printing (Census and Dog Forms) | \$ 2,000.00 | \$ 2,200.00 | \$ 200.00 | 10.00% | Vender price increase in January 2020 | \$ 2,200.00 | | 10.00% |
| Software/Service Maintenance | | | | | | | | |
| Space Rental | | | | | | | | |
| Heating Costs | | | | | | | | |
| Electricity | | | | | | | | |
| Vehicle Costs | | | | | | | | |
| Other: Street List Books and CDs | \$ 500.00 | \$ 500.00 | \$ - | 0.00% | Past practice | \$ 400.00 | | -20.00% |
| Other: Contingency | \$ 250.00 | \$ 250.00 | \$ - | 0.00% | Past practice | \$ 150.00 | | -40.00% |
| Other: Non-Respondent Cards | \$ 250.00 | \$ 250.00 | \$ - | 0.00% | 2nd and 3rd notice for census response | \$ 250.00 | | 0.00% |
| Other: | | | | | | | | |
| TOTAL FUNDS REQUESTED | \$ 5,100.00 | \$ 5,200.00 | \$ 100.00 | 1.96% | | \$ 5,000.00 | \$ - | -1.96% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|--------------------------------|--|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| INSURANCE & BONDING | | | | | | | | | |
| 1160 | Insurance & Bonding | \$ 199,042 | \$ 208,670 | \$ 209,457 | \$ 230,000 | \$ 230,000 | \$ 230,000 | 0.00% | \$ 48.05 |
| 1161 | Insurance Deductible Reserve - Liability | \$ 3,131 | \$ 2,160 | \$ 6,128 | \$ 12,000 | \$ 12,000 | \$ 12,000 | 0.00% | \$ 2.51 |
| 1162 | Insurance Deductible Reserve - 111F | \$ 14,484 | \$ 17,229 | \$ 36,521 | \$ 25,000 | \$ 25,000 | \$ 25,000 | 0.00% | \$ 5.22 |
| <hr/> | | | | | | | | | |
| DEPARTMENTAL TOTAL | | \$ 216,657 | \$ 228,059 | \$ 252,106 | \$ 267,000 | \$ 267,000 | \$ 267,000 | 0.00% | \$ 55.78 |

INSURANCE & BONDING
193

| <u>LINE ITEM</u> | FY 2020 | | FY 2021 | | Q PERCENT CHANGE | REASON FOR CHANGE: | FY 2021 | | PERCENT CHANGE |
|--|----------------------|--|-------------------------------|-------------------|------------------------|--------------------|----------------------------------|----------------------------|-------------------|
| | <u>APPROPRIATION</u> | | <u>DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | | | <u>TOWN MANAGER APPROVED</u> | <u>FINCOM APPROVED</u> | |
| Insurance & Bonding | \$ 230,000.00 | | \$ 230,000.00 | \$ - | 0.00% | | \$ 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% |
| TOTAL FUNDS REQUESTED | \$ 267,000.00 | | \$ 267,000.00 | \$ - | 0.00% | | \$ 267,000.00 | \$ - | 0.00% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|---------------------------|------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| TOWN REPORT | | | | | | | | | |
| 1170 | Expenses | \$ 1,407 | \$ 1,400 | \$ 1,424 | \$ 1,500 | \$ 1,500 | \$ 1,500 | 0.00% | \$ 0.31 |
| DEPARTMENTAL TOTAL | | \$ 1,407 | \$ 1,400 | \$ 1,424 | \$ 1,500 | \$ 1,500 | \$ 1,500 | 0.00% | \$ 0.31 |

TOWN REPORT
194

| <u>LINE ITEM</u> | <u>FY 2020 APPROPRIATION</u> | <u>FY 2021 DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2021 TOWN MANAGER APPROVED</u> | <u>FY 2021 FINCOM APPROVED</u> | <u>PERCENT CHANGE</u> |
|------------------------------|----------------------------------|---|-------------------|---------------------------|---------------------------|--|--|---------------------------|
| Telephone | | | | | | | | |
| Postage | | | | | | | | |
| Office Supplies | | | | | | | | |
| Dues & Memberships | | | | | | | | |
| Travel and Conferences | | | | | | | | |
| Equipment Maintenance | | | | | | | | |
| Printing | | | | | | | | |
| Software/Service Maintenance | | | | | | | | |
| Space Rental | | | | | | | | |
| Heating Costs | | | | | | | | |
| Electricity | | | | | | | | |
| Vehicle Costs | | | | | | | | |
| Other: Printing Costs | \$ 1,500.00 | \$ 1,500.00 | \$ - | 0.00% | | \$ 1,500.00 | | 0.00% |
| Other: | | | | | | . | | |
| Other: | | | | | | | | |
| Other: | | | | | | | | |
| TOTAL FUNDS REQUESTED | \$ 1,500.00 | \$ 1,500.00 | \$ - | 0.00% | | \$ 1,500.00 | \$ - | 0.00% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|-----------------------------------|---------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| POSTAGE/TOWN HALL EXPENSES | | | | | | | | | |
| 1180 | Expenses | \$ 52,726 | \$ 48,224 | \$ 54,929 | \$ 55,000 | \$ 60,000 | \$ 60,000 | 9.09% | \$ 12.53 |
| 1181 | Telephone Expenses | \$ 11,697 | \$ 31,592 | \$ 24,494 | \$ 40,000 | \$ 35,000 | \$ 35,000 | -12.50% | \$ 7.31 |
| 1182 | Office Supplies | \$ 31,566 | \$ 14,243 | \$ 15,385 | \$ 17,000 | \$ 17,000 | \$ 17,000 | 0.00% | \$ 3.55 |
| <hr/> | | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 95,989 | \$ 94,059 | \$ 94,808 | \$ 112,000 | \$ 112,000 | \$ 112,000 | 0.00% | \$ 23.40 |

POSTAGE/TOWN HALL EXPENSES

156

| <u>LINE ITEM</u> | <u>FY 2020 APPROPRIATION</u> | <u>FY 2021 DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2021 TOWN MANAGER APPROVED</u> | <u>FY 2021 FINCOM APPROVED</u> | <u>PERCENT CHANGE</u> |
|--------------------------------|----------------------------------|---|--------------------|---------------------------|---------------------------|--|--|---------------------------|
| Telephone | | | | | | | | |
| Postage | \$ 37,000.00 | \$ 42,000.00 | \$ 5,000.00 | 13.51% | | \$ 42,000.00 | | -100.00% |
| 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 | | -100.00% |
| Other: Copier | \$ 6,000.00 | \$ 6,000.00 | \$ - | 0.00% | | \$ 6,000.00 | | -100.00% |
| Other: MGL Update | \$ 2,000.00 | \$ 2,000.00 | \$ - | 0.00% | | \$ 2,000.00 | | -100.00% |
| Other: Envelopes/Paper | <u>\$ 5,000.00</u> | <u>\$ 5,000.00</u> | <u>\$ -</u> | 0.00% | | <u>\$ 5,000.00</u> | | -100.00% |
| TOTAL FUNDS REQUESTED | \$ 55,000.00 | \$ 60,000.00 | \$ 5,000.00 | 9.09% | | \$ 60,000.00 | \$ - | 9.09% |



LAND USE DEPARTMENTS

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|--------------------------------|------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| CONSERVATION COMMISSION | | | | | | | | | |
| 1320 | Salary | \$ 66,118 | \$ 60,752 | \$ 66,686 | \$ 70,169 | \$ 71,545 | \$ 71,545 | 1.96% | \$ 14.95 |
| 1321 | Wages | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - |
| 1322 | Expenses | \$ 5,480 | \$ 6,748 | \$ 8,556 | \$ 7,336 | \$ 7,460 | \$ 7,350 | 0.19% | \$ 1.54 |
| 1323 | Engineering & Legal | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - |
| 1324 | Minor Capital | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - |
| <hr/> | | | | | | | | | |
| DEPARTMENTAL TOTAL | | \$ 71,598 | \$ 67,500 | \$ 75,242 | \$ 77,505 | \$ 79,005 | \$ 78,895 | 1.79% | \$ 16.48 |

CONSERVATION COMMISSION

171

| <u>LINE ITEM</u> | <u>FY 2020 APPROPRIATION</u> | <u>FY 2021 DEPARTMENT REQUEST</u> | <u>PERCENT DIFFERENCE</u> | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE/NARRATIVE:</u> | <u>FY 2021 TOWN MANAGER APPROVED</u> | <u>FY 2021 FINCOM APPROVED</u> | <u>PERCENT CHANGE</u> |
|------------------------------|----------------------------------|---|-------------------------------|---------------------------|--|--|--|---------------------------|
| Telephone | | | | | | | | |
| Postage | | | | | | | | |
| Office Supplies | \$ - | \$ 110.00 | \$ 110.00 | 100.00% | need to purchase "Received by" 5-year stamp (est. includes shipping) | \$ - | | 0.00% |
| Dues & Memberships | \$ 757.00 | \$ 771.00 | \$ 14.00 | 1.85% | increase in membership fee; includes staff and e-handbook | \$ 771.00 | | 1.85% |
| Travel and Conferences | \$ 900.00 | \$ 900.00 | \$ - | 0.00% | covers annual training for Commissioners/staff | \$ 900.00 | | 0.00% |
| Equipment Maintenance | \$ 250.00 | \$ 250.00 | \$ - | 0.00% | maintain brush hog/mower for paths/fields | \$ 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% | invasive species mgmt.; field mowing; signage | \$ 3,000.00 | | 0.00% |
| Other: Advertising | \$ 1,829.00 | \$ 1,829.00 | \$ - | 0.00% | legal adverts. - conserv. Meetings | \$ 1,829.00 | | 0.00% |
| Other: Appraisals | | | | | | | | |
| Other: Clothing Allowance | \$ 600.00 | \$ 600.00 | \$ - | 0.00% | per union contract (boots/clothes) for field work | \$ 600.00 | | 100.00% |
| TOTAL FUNDS REQUESTED | \$ 7,336.00 | \$ 7,460.00 | \$ 124.00 | 1.69% | | \$ 7,350.00 | \$ - | 0.19% |

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 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Salaries | | | | | | | | | | | | | | | |
| Gualco | Nikolis | THL | Conservation Admi | 10 | | 40 | \$ 67,112.00 | | | \$68,454.24 | 2.5% | | \$ 1,379.00 | \$70,165.60 | \$ 71,544.60 |
| Other Pay | | | | | | | \$ 3,057.00 | | | | | | | | |
| TOTAL SALARIES | | | | | | | \$ 70,169.00 | | | | | | | | \$ 71,544.60 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| FISCAL YEAR 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Wages | | | | | | | | | | | | | | | |

TOTAL WAGES \$ - \$ -

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|---------------------------|------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| PLANNING BOARD | | | | | | | | | |
| 1210 | Salaries | \$ 75,567 | \$ 77,115 | \$ 80,549 | \$ 83,043 | \$ 85,518 | \$ 85,518 | 2.98% | \$ 17.87 |
| 1211 | Wages | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - |
| 1212 | Expenses | \$ 5,695 | \$ 5,881 | \$ 7,662 | \$ 8,650 | \$ 8,650 | \$ 8,650 | 0.00% | \$ 1.81 |
| 1213 | M.R.P.C. Assessment | \$ 3,402 | \$ 3,487 | \$ 3,575 | \$ 3,664 | \$ 3,756 | \$ 3,756 | 2.51% | \$ 0.78 |
| 1214 | Legal Budget | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - |
| DEPARTMENTAL TOTAL | | \$ 84,664 | \$ 86,483 | \$ 91,786 | \$ 95,357 | \$ 97,924 | \$ 97,924 | 2.69% | \$ 20.46 |

Takashi Tada:
Estimated increase of
2.5%.

PLANNING BOARD
175

| <u>LINE ITEM</u> | <u>FY 2020 APPROPRIATION</u> | <u>FY 2021 DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2021 TOWN MANAGER APPROVED</u> | <u>FY 2021 FINCOM APPROVED</u> | <u>PERCENT CHANGE</u> |
|---|----------------------------------|---|-------------------|---------------------------|--|--|--|---------------------------|
| Telephone Postage Office Supplies | | | | | | | | |
| Dues & Memberships | \$ 350.00 | \$ 350.00 | \$ - | 0.00% | For APA-MA and MAPD annual dues. | \$ 350.00 | | 100.00% |
| Travel and Conferences Equipment Maintenance | \$ 500.00 | \$ 500.00 | \$ - | 0.00% | For Planning Board members and Town Planner. | \$ 500.00 | | 0.00% |
| Printing Software/Service Maintenance Space Rental Heating Costs Electricity Vehicle Costs | \$ 100.00 | \$ 100.00 | \$ - | 0.00% | For business cards, plan copies, etc. | \$ 100.00 | | 0.00% |
| PB Advertising | \$ 4,000.00 | \$ 4,000.00 | \$ - | 0.00% | For public hearing legal notices. | \$ 4,000.00 | | 0.00% |
| Land Use Legal (HDC/Sign Comm) | \$ 500.00 | \$ 500.00 | \$ - | 0.00% | For public hearing legal notices. | \$ 500.00 | | 0.00% |
| Land Use Banners Engineering Consultant | \$ 1,500.00 | \$ 1,500.00 | \$ - | 0.00% | For hanging of Main Street Banners. | \$ 1,500.00 | | 0.00% |
| Other: ADA/SLI | \$ 1,500.00 | \$ 1,500.00 | \$ - | 0.00% | Stipend for ADA Coordinator | \$ 1,500.00 | | 0.00% |
| Other: Clothing allowance | \$ 200.00 | \$ 200.00 | \$ - | 0.00% | Per union contract. | \$ 200.00 | | 0.00% |
| TOTAL FUNDS REQUESTED | \$ 8,650.00 | \$ 8,650.00 | \$ - | 0.00% | | \$ 8,650.00 | \$ - | 0.00% |

Department Planning Board
 Org # 175
 COLA % 2.00%

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
|------------------|------------|-----------------|-------------------|-----------|------|-------|------------------------|------------------|-------|----------------------------|-------------------------------|-----------------|-----------|--------------|------------------------------|
| FISCAL YEAR 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Salaries | | | | | | | | | | | | | | | |
| Tada | Takashi | Supervisors | Land Use Director | 14 | | 40 | \$ 81,151.00 | | | \$ 82,774.02 | 2.5% | | \$ 675.00 | \$ 84,843.37 | \$ 85,518.37 |
| Other Pay | | | | | | | \$ 1,892.00 | | | | | | | | |
| TOTAL SALARIES | | | | | | | \$ 83,043.00 | | | | | | | | \$ 85,518.37 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 15 | 15 | 16 |
| FISCAL YEAR 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Wages | | | | | | | | | | | | | | | |
| TOTAL WAGES | | | | | | | \$ - | | | | | | | | \$ - |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|--------------------------------|------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| ZONING BOARD OF APPEALS | | | | | | | | | |
| 1220 | Wages | \$ 18,810 | \$ 19,945 | \$ 19,567 | \$ 20,460 | \$ 21,375 | \$ 21,375 | 4.47% | \$ 4.47 |
| 1221 | Expenses | \$ 757 | \$ 1,314 | \$ 1,100 | \$ 2,000 | \$ 2,000 | \$ 1,500 | -25.00% | \$ 0.31 |
| DEPARTMENTAL TOTAL | | \$ 19,567 | \$ 21,259 | \$ 20,667 | \$ 22,460 | \$ 23,375 | \$ 22,875 | 1.85% | \$ 4.78 |

ZONING BOARD OF APPEALS
176

| <u>LINE ITEM</u> | <u>FY 2020 APPROPRIATION</u> | <u>FY 2021 DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2021 TOWN MANAGER APPROVED</u> | <u>FY 2021 FINCOM APPROVED</u> | <u>PERCENT CHANGE</u> |
|------------------------------|----------------------------------|---|-------------------|---------------------------|---------------------------|--|--|---------------------------|
| Telephone | | | | | | | | |
| Postage | | | | | | | | |
| Office Supplies | | | | | | | | |
| Dues & Memberships | | | | | | | | |
| Travel and Conferences | \$ 200.00 | \$ 200.00 | \$ - | 0.00% | | \$ 200.00 | | 0.00% |
| Equipment Maintenance | | | | | | | | |
| Printing | | | | | | | | |
| Software/Service Maintenance | | | | | | | | |
| Space Rental | | | | | | | | |
| Heating Costs | | | | | | | | |
| Electricity | | | | | | | | |
| Vehicle Costs | | | | | | | | |
| Other: Clerical Support | | | | | | | | |
| Other: Advertising | \$ 1,800.00 | \$ 1,800.00 | \$ - | 0.00% | | \$ 1,300.00 | | -27.78% |
| Other: | | | | | | | | |
| Other: | | | | | | | | |
| TOTAL FUNDS REQUESTED | \$ 2,000.00 | \$ 2,000.00 | \$ - | 0.00% | | \$ 1,500.00 | \$ - | -25.00% |

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

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
|------------------|------------|-----------------|------------------|-----------|---------|-------|------------------------|------------------|-------|----------------------------|-------------------------------|-----------------|-----------|--------------|------------------------------|
| FISCAL YEAR 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Salaries | | | | | | | | | | | | | | | |
| TOTAL SALARIES | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 15 | 15 | 16 |
| FISCAL YEAR 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Wages | | | | | | | | | | | | | | | |
| Hammer | Margot | THL | Office Assistant | 5 | \$26.08 | 15 | \$ 20,420.64 | \$ 26.60 | 15 | \$ 20,827.80 | 2.0% | \$ 27.13 | \$ 132.00 | \$ 21,242.79 | \$ 21,374.79 |
| Other Pay | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| TOTAL WAGES | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|---------------------------|------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| BUILDING INSPECTOR | | | | | | | | | |
| 1240 | Salaries | \$ 82,475 | \$ 84,966 | \$ 88,286 | \$ 91,253 | \$ 93,975 | \$ 93,975 | 2.98% | \$ 19.63 |
| 1241 | Wages | \$ 62,013 | \$ 62,321 | \$ 57,086 | \$ 61,762 | \$ 56,970 | \$ 56,970 | -7.76% | \$ 11.90 |
| 1242 | Expenses | \$ 1,623 | \$ 2,294 | \$ 1,951 | \$ 3,100 | \$ 3,100 | \$ 3,100 | 0.00% | \$ 0.65 |
| 1243 | Minor Capital | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - |
| <hr/> | | | | | | | | | |
| DEPARTMENTAL TOTAL | | \$ 146,111 | \$ 149,581 | \$ 147,323 | \$ 156,115 | \$ 154,045 | \$ 154,045 | -1.33% | \$ 32.18 |

**BUILDING INSPECTOR
241**

| <u>LINE ITEM</u> | <u>FY 2020 APPROPRIATION</u> | <u>FY 2021 DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2021 TOWN MANAGER APPROVED</u> | <u>FY 2021 FINCOM APPROVED</u> | <u>PERCENT CHANGE</u> |
|---|----------------------------------|---|-------------------|---------------------------|---|--|--|---------------------------|
| Telephone Postage Office Supplies | | | | | | | | |
| Dues & Memberships | \$ 500.00 | \$ 500.00 | \$ - | 0.00% | Annual membership dues and conference fees for Building Commissioner. | \$ 500.00 | | 0.00% |
| Travel and Conferences | | | | | | | | |
| Equipment Maintenance | | | | | | | | |
| Printing | \$ 500.00 | \$ 500.00 | \$ - | 0.00% | For business cards, inspection forms, certificates, etc. | \$ 500.00 | | 0.00% |
| Software/Service Maintenance | | | | | | | | |
| Space Rental | | | | | | | | |
| Heating Costs | | | | | | | | |
| Electricity | | | | | | | | |
| Vehicle Costs | \$ 1,500.00 | \$ 1,500.00 | \$ - | 0.00% | To reimburse DPW for vehicle fuel costs. | \$ 1,500.00 | | 0.00% |
| Other: Seminars | | | | | | | | |
| Other: Clothing & boots | \$ 600.00 | \$ 600.00 | \$ - | 0.00% | Clothing allowance per union contract. | \$ 600.00 | | 0.00% |
| Other: | | | | | | | | |
| TOTAL FUNDS REQUESTED | \$ 3,100.00 | \$ 3,100.00 | \$ - | 0.00% | | \$ 3,100.00 | \$ - | 0.00% |

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 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Salaries | | | | | | | | | | | | | | | |
| Cataldo | Edward | Supervisors | Building Comm. | 14 | | 40 | \$ 89,240.00 | | | \$ 91,024.80 | 2.5% | | \$ 675.00 | \$ 93,300.42 | \$ 93,975.42 |
| Additional Appropriation | | | | | | | \$ 2,013.00 | | | | | | | | |
| TOTAL SALARIES | | | | | | | \$ 91,253.00 | | | | | | | | \$ 93,975.42 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| FISCAL YEAR 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Wages | | | | | | | | | | | | | | | |
| Cruikshank | Kara | THL | Administrative Asst. | 7 | \$25.50 | 40 | \$ 53,244.00 | \$ 26.01 | 40 | \$ 54,308.88 | 2.0% | \$ 26.53 | | \$ 55,394.64 | \$ 55,394.64 |
| 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 | | | | | | | \$ 6,943.00 | | | | | | | | |
| TOTAL WAGES | | | | | | | \$ 61,762.00 | | | | | | | | \$ 56,969.64 |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|-----------------------------|------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| MECHANICAL INSPECTOR | | | | | | | | | |
| 1250 | Fee Salaries | \$ 31,530 | \$ 33,285 | \$ 35,160 | \$ 30,000 | \$ 30,000 | \$ 30,000 | 0.00% | \$ 6.27 |
| 1251 | Expenses | \$ 3,724 | \$ 2,503 | \$ 3,236 | \$ 5,000 | \$ 5,000 | \$ 5,000 | 0.00% | \$ 1.04 |
| DEPARTMENTAL TOTAL | | \$ 35,254 | \$ 35,788 | \$ 38,396 | \$ 35,000 | \$ 35,000 | \$ 35,000 | 0.00% | \$ 7.31 |

**MECHANICAL INSPECTOR
242**

| <u>LINE ITEM</u> | <u>FY 2020 APPROPRIATION</u> | <u>FY 2021 DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2021 TOWN MANAGER APPROVED</u> | <u>FY 2021 FINCOM APPROVED</u> | <u>PERCENT CHANGE</u> |
|------------------------------|----------------------------------|---|-------------------|---------------------------|--------------------------------------|--|--|---------------------------|
| Telephone | | | | | | | | |
| Postage | | | | | | | | |
| Office Supplies | | | | | | | | |
| Dues & Memberships | | | | | | | | |
| Travel and Conferences | | | | | | | | |
| Equipment Maintenance | | | | | | | | |
| Printing | \$ 100.00 | \$ 100.00 | \$ - | 0.00% | For inspection forms, gas tags, etc. | \$ 100.00 | | 0.00% |
| Software/Service Maintenance | | | | | | | | |
| Space Rental | | | | | | | | |
| Heating Costs | | | | | | | | |
| Electricity | | | | | | | | |
| Vehicle Costs | \$ 4,500.00 | \$ 4,500.00 | \$ - | 0.00% | For mileage reimbursement. | \$ 4,500.00 | | 0.00% |
| Other: Seminars | \$ 400.00 | \$ 400.00 | \$ - | 0.00% | For Continuing Education. | \$ 400.00 | | 0.00% |
| Other: | | | | | | | | |
| Other: | | | | | | | | |
| Other: | | | | | | | | |
| TOTAL FUNDS REQUESTED | \$ 5,000.00 | \$ 5,000.00 | \$ - | 0.00% | | \$ 5,000.00 | \$ - | 0.00% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|--------------------------------|------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| EARTH REMOVAL INSPECTOR | | | | | | | | | |
| 1260 | Stipend | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 2,500 | \$ 2,500 | 0.00% | \$ 0.52 |
| 1261 | Expenses | \$ 100 | \$ 77 | \$ 72 | \$ 100 | \$ 100 | \$ 100 | 0.00% | \$ 0.02 |
| 1262 | Minor Capital | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - |
| <hr/> | | | | | | | | | |
| DEPARTMENTAL TOTAL | | \$ 1,600 | \$ 1,577 | \$ 1,572 | \$ 1,600 | \$ 2,600 | \$ 2,600 | 62.50% | \$ 0.54 |

Increase stipend to cover additional responsibilities under MS4 Permit.

EARTH REMOVAL INSPECTOR
249

| <u>LINE ITEM</u> | <u>FY 2020</u> <u>APPROPRIATION</u> | <u>FY 2021</u> <u>DEPARTMENT</u> <u>REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT</u> <u>CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2021</u> <u>TOWN MANAGER</u> <u>APPROVED</u> | <u>FY 2021</u> <u>FINCOM</u> <u>APPROVED</u> | <u>PERCENT</u> <u>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: | | | | | | | | |
| TOTAL FUNDS REQUESTED | \$ 100.00 | \$ 100.00 | \$ - | 0.00% | | \$ 100.00 | \$ - | 0.00% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2018 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|---------------------------|---------------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| BOARD OF HEALTH | | | | | | | | | |
| 1270 | Wages | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - |
| 1271 | Expenses | \$ 718 | \$ 886 | \$ 295 | \$ 1,175 | \$ 1,575 | \$ 1,575 | 34.04% | \$ 0.33 |
| 1272 | Nursing Services | \$ - | \$ - | \$ - | \$ 12,487 | \$ 13,111 | \$ 13,111 | 5.00% | \$ 2.74 |
| 1273 | Nashoba Health District | \$ 42,423 | \$ 44,143 | \$ 45,951 | \$ 27,362 | \$ 28,730 | \$ 28,730 | 5.00% | \$ 6.00 |
| 1274 | Mental Health Services | \$ - | \$ 8,000 | \$ 8,000 | \$ 8,000 | \$ 8,000 | \$ - | -100.00% | \$ - |
| 1275 | Eng/Consult/Landfill Monitoring | \$ 9,677 | \$ 10,000 | \$ 9,490 | \$ 10,000 | \$ 10,000 | \$ 10,000 | 0.00% | \$ 2.09 |
| <hr/> | | | | | | | | | |
| DEPARTMENTAL TOTAL | | \$ 52,818 | \$ 63,029 | \$ 63,736 | \$ 59,024 | \$ 61,416 | \$ 53,416 | -9.50% | \$ 11.16 |

BOARD OF HEALTH
510

| LINE ITEM | FY 2020 APPROPRIATION | FY 2021 DEPARTMENT REQUEST | DIFFERENCE | PERCENT CHANGE | REASON FOR CHANGE: | FY 2021 TOWN MANAGER APPROVED | FY 2021 FINCOM APPROVED | PERCENT CHANGE |
|------------------------------|--------------------------|----------------------------------|------------|-------------------|--|-------------------------------------|-------------------------------|-------------------|
| Telephone | | | | | | | | |
| Postage | | | | | | | | |
| Bulk mailing | \$ 300.00 | \$ 300.00 | \$ - | 0.00% | For mailing permits, notices, enforcement, general correspondence | \$ 300.00 | | 0.00% |
| Dues & Memberships | | | | | | | | |
| Advertising public hearings | \$ 300.00 | \$ 300.00 | \$ - | 0.00% | For well variances | \$ 300.00 | | 0.00% |
| Travel/Conferences | \$ 175.00 | \$ 175.00 | \$ 175.00 | | For professional development | \$ 175.00 | | |
| Other: Rabies Control | \$ 400.00 | \$ 800.00 | \$ 400.00 | 100.00% | Anticipated increase in number of rabies control incidences based on this year's cases, per NABH | \$ 800.00 | | 100.00% |
| TOTAL FUNDS REQUESTED | \$ 1,175.00 | \$ 1,575.00 | \$ 575.00 | 34.04% | | \$ 1,575.00 | | 34.04% |

Line 1274

| | | | | | | | | |
|------------------------|-------------|-------------|------|-------|--|------|--|----------|
| Mental Health Services | \$ 8,000.00 | \$ 8,000.00 | \$ - | 0.00% | Teenage Anxiety & Depression Solutions (TADS) | \$ - | | -100.00% |
|------------------------|-------------|-------------|------|-------|--|------|--|----------|

| | | | | | | | | |
|------------------------------|--------------|--------------|-------------|-------|-----------------------------|--------------|--|--|
| Line 1272 | | | | | | | | |
| Nursing Services | \$ 12,486.68 | \$ 13,111.01 | \$ 624.33 | 5.00% | Standard 5% annual increase | \$ 13,111.00 | | |
| Line 1273 | | | | | | | | |
| Nashoba Health District | \$ 27,362.04 | \$ 28,730.14 | \$ 1,368.10 | 5.00% | Standard 5% annual increase | \$ 28,730.00 | | |
| TOTAL FUNDS REQUESTED | \$ 39,848.72 | \$ 41,841.16 | \$ 1,992.44 | 5.00% | | | | |

Sammie Kul:
UPDATED FIGURES TO
FY2020 (STILL HAD FY2019
FIGURES PREVIOUSLY)

Sammie Kul:
UPDATED FIGURES TO
FY2020 (STILL HAD FY2019
FIGURES PREVIOUSLY)

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|---|------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| SEALER OF WEIGHTS & MEASURES | | | | | | | | | |
| 1280 | Fee Salaries | \$ 2,610 | \$ 1,360 | \$ 1,620 | \$ 3,200 | \$ 3,200 | \$ 3,200 | 0.00% | \$ 0.67 |
| 1281 | Expenses | \$ - | \$ 100 | \$ 100 | \$ 100 | \$ 100 | \$ 100 | 0.00% | \$ 0.02 |
| DEPARTMENTAL TOTAL | | \$ 2,610 | \$ 1,460 | \$ 1,720 | \$ 3,300 | \$ 3,300 | \$ 3,300 | 0.00% | \$ 0.69 |

SEALER OF WEIGHTS & MEASURES
244

| <u>LINE ITEM</u> | <u>FY 2020 APPROPRIATION</u> | <u>FY 2021 DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2021 TOWN MANAGER APPROVED</u> | <u>FY 2021 FINCOM APPROVED</u> | <u>PERCENT CHANGE</u> |
|------------------------------|----------------------------------|---|-------------------|---------------------------|---|--|--|---------------------------|
| Telephone | | | | | | | | |
| Postage | | | | | | | | |
| Office Supplies | \$ 100.00 | \$ 100.00 | \$ - | 0.00% | To cover Groton's share of Professional Association membership and annual conference. | \$ 100.00 | | 0.00% |
| Dues & Memberships | | | | | | | | |
| Travel and Conferences | | | | | | | | |
| Equipment Maintenance | | | | | | | | |
| Printing | | | | | | | | |
| Software/Service Maintenance | | | | | | | | |
| Space Rental | | | | | | | | |
| Heating Costs | | | | | | | | |
| Electricity | | | | | | | | |
| Vehicle Costs | | | | | | | | |
| Other: | | | | | | | | |
| Other: | | | | | | | | |
| Other: | | | | | | | | |
| Other: | | | | | | | | |
| TOTAL FUNDS REQUESTED | \$ 100.00 | \$ 100.00 | \$ - | 0.00% | | \$ 100.00 | \$ - | 0.00% |



**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 22, 2019

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

RE: **FY2021 Budget**

I respectfully submit the attached budgets for FY2021 for the Groton Police Department and Groton Communications Department (under separate cover).

Salary & Wages

I have included the contractual obligations in Salary & Wages.

In General Expenses

I have included increases in:

- Professional Development and Uniforms - contractual obligations
- K-9 Line Item
- Equipment - New in-house cameras and increase in radio maintenance
- Mileage – additional training
- Cruiser Maintenance – budgeting for Graphics for 2020 motorcycle

In Lease or Purchase of Cruisers

We have enjoyed the same rate for the past 6 years. In FY21 the annual lease rate will increase. The lease rate does include a maintenance package.

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

- Ballistic Vests – for expiring vests and potential Reserve Officers
- SLR Camera for investigative work
- Less Lethal Patrol tools
- Tables for the range
- New target stands to replace metal stands that pose a risk to Officers
- Security door for inner lobby
- E-Cite equipment for electronic citations
- New camera for Booking area – the current camera is out of date, cumbersome and unreliable.

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

- Instead of two police cruisers this year, I am requesting one (1) equipped cruiser and one police 4 x 4 Pick-up truck with a plow. Adding a police truck this year would have the least impact to our annual replacement schedule for cruisers due to a cruiser replacement earlier this year. Adding an equipped police truck will allow for towing police equipment, accessing remote locations, snow removal and assistance to Emergency Management. The overall cost should be less than two new cruisers.
- I am requesting two (2) jet skis to be used to patrol the lakes and ponds. Every year we receive numerous boat complaints on Lost Lake/Knops Pond that we are unable to address. Two jet skis would allow us the mobility and flexibility to patrol the lakes, rivers and ponds which fall under the purview of the Harbor Master. The cost includes two jet skis, a tandem trailer, covers and personal floatation devices.

In the **Communications Budget** I have presented two Salary & Wages budgets:

- The annual budget showing contractual increase and an additional one showing the cost impact for hiring two (2) additional Dispatchers with applicable increases to the budget.
- An increase in Radio System Maintenance/Repairs to cover equipment no longer under warranty.

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 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|---------------------------|-------------------------------|---------------------|---------------------|---------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| POLICE DEPARTMENT | | | | | | | | | |
| 1300 | Salaries | \$ 316,053 | \$ 324,717 | \$ 320,115 | \$ 329,473 | \$ 268,334 | \$ 268,334 | -18.56% | \$ 56.06 |
| 1301 | Wages | \$ 1,659,348 | \$ 1,704,868 | \$ 1,743,279 | \$ 1,877,967 | \$ 1,968,864 | \$ 1,968,864 | 4.84% | \$ 411.31 |
| 1302 | Expenses | \$ 182,117 | \$ 199,499 | \$ 198,083 | \$ 213,400 | \$ 225,330 | \$ 217,200 | 1.78% | \$ 45.37 |
| 1303 | Lease or Purchase of Cruisers | \$ 3,960 | \$ 4,000 | \$ 3,960 | \$ 4,000 | \$ 4,920 | \$ 4,920 | 23.00% | \$ 1.03 |
| 1304 | PS Building (Expenses) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - |
| 1305 | Minor Capital | \$ 19,203 | \$ 18,921 | \$ 17,483 | \$ 20,000 | \$ 24,315 | \$ 20,000 | 0.00% | \$ 4.18 |
| <hr/> | | | | | | | | | |
| DEPARTMENTAL TOTAL | | \$ 2,180,681 | \$ 2,252,005 | \$ 2,282,920 | \$ 2,444,840 | \$ 2,491,763 | \$ 2,479,318 | 1.41% | \$ 517.95 |

POLICE DEPARTMENT
210
BASE

| LINE ITEM | FY 2021 | | DIFFERENCE | PERCENT CHANGE | REASON FOR CHANGE: | FY 2021 TOWN MANAGER APPROVED | FY 2021 FINCOM BUDGET | PERCENT CHANGE |
|---------------------------------|--------------------------|-----------------------|--------------|-------------------|---|-------------------------------------|-----------------------------|-------------------|
| | FY 2020 APPROPRIATION | DEPARTMENT REQUEST | | | | | | |
| Advertising | \$ - | | \$ - | | | | | |
| Ammunition | \$ 21,040.00 | \$ 21,040.00 | \$ - | 0.00% | | \$ 21,040.00 | | 0.00% |
| K 9 (change line item) * | \$ 1,000.00 | \$ 3,000.00 | \$ 2,000.00 | 200.00% | "Bane" on board now | \$ - | | -100.00% |
| Cruiser Maintenance | \$ 41,000.00 | \$ 41,650.00 | \$ 650.00 | 1.59% | Graphics for new leased motorcycle | \$ 41,000.00 | | 0.00% |
| Dues & Memberships | \$ 20,000.00 | \$ 20,000.00 | \$ - | 0.00% | | \$ 20,000.00 | | 0.00% |
| Equipment Maintenance | \$ 3,000.00 | \$ 7,480.00 | \$ 4,480.00 | 149.33% | new in house cameras, incr radio maint cost | \$ 3,000.00 | | 0.00% |
| Fuel | \$ 43,000.00 | \$ 43,000.00 | \$ - | 0.00% | | \$ 43,000.00 | | 0.00% |
| Investigation Fund | \$ 1,500.00 | \$ 1,500.00 | \$ - | 0.00% | | \$ 1,500.00 | | 0.00% |
| Mileage | \$ 1,000.00 | \$ 2,000.00 | \$ 1,000.00 | 100.00% | additional train sessions | \$ 2,000.00 | | 100.00% |
| Physicals/Medical | \$ 1,500.00 | \$ 1,500.00 | \$ - | 0.00% | | \$ 1,500.00 | | 0.00% |
| Printing/Printed Forms | \$ 800.00 | \$ 800.00 | \$ - | 0.00% | | \$ 800.00 | | 0.00% |
| Prisoner Meals | \$ 400.00 | \$ 400.00 | \$ - | 0.00% | | \$ 400.00 | | 0.00% |
| Professional Development | \$ 4,000.00 | \$ 6,000.00 | \$ 2,000.00 | 50.00% | Sgt's expense stipend for Prof Devel | \$ 6,000.00 | | 50.00% |
| Public Safety Supplies | \$ 6,200.00 | \$ 6,200.00 | \$ - | 0.00% | | \$ 6,200.00 | | 0.00% |
| Software/Service Maintenance | \$ 6,000.00 | \$ 6,000.00 | \$ - | 0.00% | | \$ 6,000.00 | | 0.00% |
| Training | \$ 18,940.00 | \$ 18,940.00 | \$ - | 0.00% | | \$ 18,940.00 | | 0.00% |
| Lowell Seat | \$ 2,500.00 | \$ 2,500.00 | \$ - | 0.00% | | \$ 2,500.00 | | 0.00% |
| Uniforms | \$ 41,520.00 | \$ 43,320.00 | \$ 1,800.00 | 4.34% | contract increase | \$ 43,320.00 | | 4.34% |
| TOTAL FUNDS REQUESTED | \$ 213,400.00 | \$ 225,330.00 | \$ 11,930.00 | 5.59% | | \$ 217,200.00 | \$ - | 1.78% |

* new line item

Vendor List by line item attached

\$ -

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

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | |
|------------------|------------|-----------------|---------------------|-----------|------|-------|------------------------|--|------------------|----------------------------|-------------------------------|-----------------|-------------|---------------|------------------------------|---------------|
| FISCAL YEAR 2020 | | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 | |
| Salaries | | | | | | | | | | | | | | | | |
| Luth | Michael | Contract | Police Chief | | | 40 | \$ 134,330.00 | | | \$ 138,359.90 | | | | \$ 138,359.90 | \$ 138,359.90 | |
| Cullen | James | Contract | Police Deputy Chief | | | 40 | \$ 121,000.00 | | | \$ 122,210.00 | | | \$ 7,764.00 | \$ 122,210.00 | \$ 129,974.00 | |
| Newell | Kathy | Supervisors | Executive Assistant | 7 | | 40 | \$ 61,396.00 | | | | | | | \$ - | \$ - | |
| Other Pay | | | | | | | \$ 12,747.00 | | | | | | | | | |
| TOTAL SALARIES | | | | | | | | Cullen: VBB 2 times a year 4654, cloth allow 1040, longevity 1570, gym 500 | | | | | | | | \$ 268,333.90 |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 15 | 15 | 16 |
|---------------------|------------|-----------------|----------------------|-----------|---------|-------|------------------------|----------|------------------|----------------------------|-------------------------------|-----------------|-----------|--------------|------------------------------|
| FISCAL YEAR 2020 | | | | | | | | | FISCAL YEAR 2021 | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Wages | | | | | | | | | | | | | | | |
| Quinn Bill - State | | | | | | | | | | \$ - | | | | \$ - | \$ - |
| Quinn Bill - Town | | | | | | | | | | \$ 55,507.00 | | | | \$ 55,507.00 | \$ 55,507.00 |
| Education Incentive | | | | | | | | | | \$ 23,705.00 | | | | \$ 23,705.00 | \$ 23,705.00 |
| Beltz | Nicholas | GPA | Patrolman | | \$32.86 | 40 | \$ 68,611.68 | \$ 33.52 | 40 | \$ 69,989.76 | | \$ 33.52 | \$ 675.00 | \$ 69,989.76 | \$ 70,664.76 |
| Breault | Robert | GPA | Patrolman | | \$32.86 | 40 | \$ 68,611.68 | \$ 33.52 | 40 | \$ 69,989.76 | | \$ 33.52 | | \$ 69,989.76 | \$ 69,989.76 |
| Breslin | Peter | GPA | Patrolman | | \$32.86 | 40 | \$ 68,611.68 | \$ 33.52 | 40 | \$ 69,989.76 | | \$ 33.52 | \$ 675.00 | \$ 69,989.76 | \$ 70,664.76 |
| Candow | Gordon | GPA | Patrolman | | \$32.86 | 40 | \$ 68,611.68 | \$ 33.52 | 40 | \$ 69,989.76 | | \$ 33.52 | \$ 675.00 | \$ 69,989.76 | \$ 70,664.76 |
| Connell | Paul | GPA | Patrolman | | \$32.86 | 40 | \$ 68,611.68 | \$ 33.52 | 40 | \$ 69,989.76 | | \$ 33.52 | | \$ 69,989.76 | \$ 69,989.76 |
| Connor | Omar | GPA | Patrolman | | \$32.86 | 40 | \$ 68,611.68 | \$ 33.52 | 40 | \$ 69,989.76 | | \$ 33.52 | \$ 675.00 | \$ 69,989.76 | \$ 70,664.76 |
| Davis | Andrew | GPA | Patrolman | | \$32.86 | 40 | \$ 68,611.68 | \$ 33.52 | 40 | \$ 69,989.76 | | \$ 33.52 | | \$ 69,989.76 | \$ 69,989.76 |
| Gemos | Derrick | Superior | Sergeant | | \$38.28 | 40 | \$ 79,928.64 | \$ 39.05 | 40 | \$ 81,536.40 | | \$ 39.05 | | \$ 81,536.40 | \$ 81,536.40 |
| Henehan | Kevin | Superior | Sergeant | | \$38.28 | 40 | \$ 79,928.64 | \$ 39.05 | 40 | \$ 81,536.40 | | \$ 39.05 | | \$ 81,536.40 | \$ 81,536.40 |
| Lynn | Michael | GPA | Patrolman | | \$32.86 | 40 | \$ 68,611.68 | \$ 33.52 | 40 | \$ 69,989.76 | | \$ 33.52 | \$ 325.00 | \$ 69,989.76 | \$ 70,314.76 |
| Mead | Rachel | Superior | Sergeant | | \$38.28 | 40 | \$ 79,928.64 | \$ 39.05 | 40 | \$ 81,536.40 | | \$ 39.05 | | \$ 81,536.40 | \$ 81,536.40 |
| Steward | Gregory | GPA | Patrolman | | \$32.86 | 40 | \$ 69,587.68 | \$ 33.52 | 40 | \$ 69,989.76 | | \$ 33.52 | \$ 325.00 | \$ 69,989.76 | \$ 70,314.76 |
| Rose | Dale | GPA | Patrolman | | \$32.86 | 40 | \$ 68,611.68 | \$ 33.52 | 40 | \$ 69,989.76 | | \$ 33.52 | \$ 675.00 | \$ 69,989.76 | \$ 70,664.76 |
| Sheridan | Edward | Superior | Sergeant | | \$38.28 | 40 | \$ 79,928.64 | \$ 39.05 | 40 | \$ 81,536.40 | | \$ 39.05 | | \$ 81,536.40 | \$ 81,536.40 |
| Beal | Matthew | GPA | Patrolman | | \$32.86 | 40 | \$ 68,611.68 | \$ 31.03 | 40 | \$ 64,790.64 | | \$ 31.03 | \$ 325.00 | \$ 64,790.64 | \$ 65,115.64 |
| Violette | Peter | GPA | Patrolman | | \$32.86 | 40 | \$ 68,611.68 | \$ 33.52 | 40 | \$ 69,989.76 | | \$ 33.52 | \$ 675.00 | \$ 69,989.76 | \$ 70,664.76 |
| Timmins | Patrick | GPA | Patrolman | | \$32.86 | 40 | \$ 68,611.68 | \$ 33.52 | 40 | \$ 69,989.76 | | \$ 33.52 | | \$ 69,989.76 | \$ 69,989.76 |
| Tallent | Joan | THL | Administrative Asst. | | \$29.44 | 15 | \$ 23,051.52 | \$ 30.02 | 15 | \$ 23,504.56 | 2.0% | \$ 30.62 | | \$ 23,974.66 | \$ 23,974.66 |
| Newell | Kathy | THL | Senior Admin Asst | | | 40 | \$ - | \$ 30.11 | 40 | \$ 62,870.52 | 2.0% | \$ 30.71 | \$ 675.00 | \$ 64,127.93 | \$ 64,802.93 |
| O'Connor | Casey | GPA | Patrolman | | \$32.86 | 40 | \$ 67,275.36 | \$ 31.03 | 40 | \$ 64,790.64 | | \$ 31.03 | \$ 325.00 | \$ 64,790.64 | \$ 65,115.64 |

| | | | | | | | | |
|--|------------------------|--|--|------------------------|--|--|--------------------|------------------------|
| Stipends | \$ 32,500.00 | | | \$ 27,300.00 | | | \$ 27,300.00 | \$ 27,300.00 |
| Shift Differential | \$ 52,440.00 | | | \$ 51,000.00 | | | \$ 51,000.00 | \$ 51,000.00 |
| Holiday Pay and Prem Holiday Pay | \$ 62,200.00 | | | \$ 67,022.00 | | | \$ 67,022.00 | \$ 67,022.00 |
| Shift Coverage - Vacation Leave | \$ 89,980.00 | | | \$ 91,779.60 | | | \$ 91,779.60 | \$ 91,779.60 |
| Shift Coverage - Personal Leave | \$ 40,800.00 | | | \$ 41,616.00 | | | \$ 41,616.00 | \$ 41,616.00 |
| Shift Coverage - Sick Leave | \$ 56,100.00 | | | \$ 57,222.00 | | | \$ 57,222.00 | \$ 57,222.00 |
| Shift Coverage Traffic/Train/Range/(includes Reserves) | \$ 35,700.00 | | | \$ 36,414.00 | | | \$ 36,414.00 | \$ 36,414.00 |
| Shift Coverage Town Major Events (includes Reserves) | \$ 42,759.00 | | | \$ 43,614.18 | | | \$ 43,614.18 | \$ 43,614.18 |
| Shift Coverage Extraordinary Leave | \$ 20,000.00 | | | \$ 20,400.00 | | | \$ 20,400.00 | \$ 20,400.00 |
| Shift Coverage K-9 | | | | \$ 5,000.00 | | | \$ 5,000.00 | \$ 5,000.00 |
| Longevity | \$ 13,360.00 | | | \$ 14,641.00 | | | \$ 14,641.00 | \$ 14,641.00 |
| Health Insurance Buyback | \$ 14,400.00 | | | \$ 12,001.00 | | | \$ 12,001.00 | \$ 12,001.00 |
| FLSA Adjustments | \$ 8,800.00 | | | \$ 8,976.00 | | | \$ 8,976.00 | \$ 8,976.00 |
| Uniform Cleaning Allowance | \$ 19,760.00 | | | \$ 19,080.00 | | | \$ 19,080.00 | \$ 19,080.00 |
| Office in Charge stipend | \$ 2,500.00 | | | \$ 3,855.00 | | | \$ 3,855.00 | \$ 3,855.00 |
| Vacation Buy Back | \$ - | | | \$ - | | | \$ - | \$ - |
| Other Pay | \$ 4,700.00 | | | | | | \$ - | \$ - |
| TOTAL WAGES | \$ 1,877,967.28 | | | \$ 1,961,111.86 | | | \$ 6,025.00 | \$ 1,968,864.36 |

FY21 changes due to contract:

Salaries:

J Cullen not longer has ins opt our, \$2400 and Longevity is \$70 higher
K Newell moved to wages

Wages:

All rates 2% increase, therefore annual rate changed

Beal and Casey Oconner and Timmins 3rd year rate FY21

Line items adjusted for contract are:

Stipends, Holiday Pay and Prem Holiday, Longevity, Health Ins BB, Uniform Cleaning Allowance

Note: Stipends are lower by \$5200. One less Dective \$1200, \$2000 less for PAT (4 less participants) \$2000 Prof Devl budget under expenses

HRA for Casey Oconner and Matt Beal \$325 each which lowers total by \$25 then add \$675 for K Newell

Health Insurance Buyback one less participant

Vacation Buy Back new line item as history warrants this

FY21 Minor Capital Police Department

| Descriptions for Police: | QTY | |
|--------------------------|-----|------------|
| Ballistic Vests | 4 | \$3,800.00 |
| SLR Detective Camera | 1 | \$1,200.00 |
| Less Lethal | 10 | \$5,350.00 |
| Tables for range | 2 | \$1,500.00 |
| Target stands | 1 | \$1,000.00 |
| | 10 | |

Subtotal for Police: **\$12,850.00**

Descriptions for Building:

Security door inner lobby \$1,900.00

Subtotal for Building **\$1,900.00**

Descriptions for Technology:

E-Cite Equipment \$9,000.00
Booking Camera \$565.00

Subtotal for Technology: **\$9,565.00**

Total Minor Capital Police: **\$24,315.00**



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 2021

The FY 2021 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 21 budget does require an adjustment to the amount of money spent on repairs and maintenance. The cost of repairs continues to increase especially related to the labor charges. In order to combat this, the Groton Fire Department would like to add wages in order to have an on-call mechanic. This mechanic would be a certified Emergency Vehicle Technician and able to handle a majority of maintenance in house. This will create a savings both in terms of personnel time to deliver vehicles for maintenance but also the expense related to the repairs.

The Town of Groton should consider itself very lucky to have such a dedicated and committed call department. In early 2020, the department will complete the initial training for 8 on-call firefighters. The department needs to continue its efforts to recruit on-call personnel, but simultaneously add career personnel at key times to best serve the community.

Payroll

Wages/Salaries increase by \$60,648,330 to \$1,008,247 in order to accomplish the following objectives.

- 2% increase for on-call staff
- Contractual obligations
- Overtime increases to meet contractual obligations
- \$12,000 for an on-call mechanic



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Expenses

Postage remains at \$100 for FY 20. Postage is utilized for delivery of letters of violation or other certified mailing needs.

Office Supplies remains at \$500 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 and 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 stable fuel prices no increase is foreseen at this time.



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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.

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 average of \$38,023 and an FY 20 expense of \$26,889 as of November 1 suggests that this line is underfunded. If the \$12,000 for the on-call mechanic is not funded, this line item should receive a significant increase to meet the needs of maintenance.

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 remains at \$18,400 to meet the needs of the additional career personnel.

Books and Periodicals remains \$1,250 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.



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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.

Capital

The capital budget contains two items for FY 2021. The first is the replacement of ambulance 2. This ambulance is a 2012 freightliner with 95,000 miles on it. It should be the goal to replace ambulances every 7-9 year or 100,000 miles in order to keep repair cost and out of service times to a minimum.

Engine 5 is a 2007 Spartan fire truck serving out of the Lost Lake Station. This truck is mechanically and structurally in good condition making it a prime candidate for a refurbishment. A refurbishment is a top to bottom inspection and repair of the vehicle. This would include removing and rebuilding the pump, flushing inspecting and addressing engine issues, fixing of any body damage, corrosion, electrical issues and paint as needed. During a refurbishment the truck is gone over with a fine-tooth comb and analyzed/repared.

By conducting a refurbishment, the expected time that the truck will remain in service prior to replacement is about 15 years.

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|------------------------|---------------------------|-------------------|---------------------|---------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| FIRE DEPARTMENT | | | | | | | | | |
| 1310 | Salaries | \$ 102,792 | \$ 113,086 | \$ 117,048 | \$ 125,000 | \$ 235,000 | \$ 235,000 | 88.00% | \$ 49.09 |
| 1311 | Wages | \$ 702,084 | \$ 770,427 | \$ 880,306 | \$ 1,045,641 | \$ 999,244 | \$ 999,244 | -4.44% | \$ 208.75 |
| 1312 | Expenses | \$ 163,038 | \$ 166,289 | \$ 183,756 | \$ 174,700 | \$ 174,700 | \$ 174,700 | 0.00% | \$ 36.50 |
| <hr/> | | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 967,914 | \$ 1,049,802 | \$ 1,181,110 | \$ 1,345,341 | \$ 1,408,944 | \$ 1,408,944 | 4.73% | \$ 294.34 |

Fire Department
220

| <u>LINE ITEM</u> | <u>FY 2020 APPROPRIATION</u> | <u>FY 2021 DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2021 TOWN MANAGER APPROVED</u> | <u>FY 2021 FINCOM APPROVED</u> | <u>PERCENT CHANGE</u> |
|----------------------------------|----------------------------------|---|-------------------|---------------------------|---------------------------|--|--|---------------------------|
| Telephone | | | | | | | | |
| Postage | \$ 100.00 | \$ 100.00 | \$ - | 0.00% | | \$ 100.00 | | 0.00% |
| Office Supplies | \$ 500.00 | \$ 500.00 | \$ - | 0.00% | | \$ 500.00 | | 0.00% |
| Dues & Memberships | \$ 4,000.00 | \$ 4,000.00 | \$ - | 0.00% | | \$ 4,000.00 | | 0.00% |
| Travel/Conferences | \$ 750.00 | \$ 750.00 | \$ - | 0.00% | | \$ 750.00 | | 0.00% |
| Equipment Maintenance | \$ 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 | \$ 18,400.00 | \$ 18,400.00 | \$ - | 0.00% | | \$ 18,400.00 | | 0.00% |
| Books & Periodicals | \$ 1,250.00 | \$ 1,250.00 | \$ - | 0.00% | | \$ 1,250.00 | | 0.00% |
| Parts/Equipment | \$ 10,000.00 | \$ 10,000.00 | \$ - | 0.00% | | \$ 10,000.00 | | 0.00% |
| Building Maintenance | \$ 3,100.00 | \$ 3,100.00 | \$ - | 0.00% | | \$ 3,100.00 | | 0.00% |
| Minor Capital | \$ 23,000.00 | \$ 23,000.00 | \$ - | 0.00% | | \$ 23,000.00 | | 0.00% |
| TOTAL FUNDS REQUESTED | \$ 174,700.00 | \$ 174,700.00 | \$ - | 0.00% | | \$ 174,700.00 | \$ - | 0.00% |

Department Fire Department
 Org # 220
 COLA % 2.00%

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
|-----------------------------|------------|-----------------|-----------------------------|-----------|---------|-------|------------------------|------------------|-------|----------------------------|-------------------------------|-----------------|-------------|---------------|------------------------------|
| FISCAL YEAR 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Salaries | | | | | | | | | | | | | | | |
| McCurdy | Steele | | Fire Chief | | | 40 | \$ 125,000.00 | | | \$ 130,000.00 | | | | \$ 130,000.00 | \$ 130,000.00 |
| Cheeks | Arthur | | Deputy Fire Chief | | | | | | | \$ 105,000.00 | | | | \$ 105,000.00 | \$ 105,000.00 |
| TOTAL SALARIES | | | | | | | | | | | | | | | \$ 235,000.00 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 15 | 15 | 16 |
| FISCAL YEAR 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Wages | | | | | | | | | | | | | | | |
| Aiello | Diane | THL | Office Assistant | 6 | \$30.94 | 40 | \$ 64,602.72 | \$ 31.56 | 40 | \$ 65,894.77 | 2.0% | \$ 32.19 | \$ 1,100.00 | \$ 67,212.67 | \$ 68,312.67 |
| Crocker | James | IAFF | Lieutenant/EMT | | \$34.57 | 42 | \$ 75,791.27 | \$ 35.26 | 42 | \$ 77,307.09 | | \$ 35.26 | \$ 825.00 | \$ 77,307.09 | \$ 78,132.09 |
| Lundgren | Karl | IAFF | Firefighter/EMT | | \$28.82 | 42 | \$ 63,184.97 | \$ 29.40 | 42 | \$ 64,448.67 | | \$ 29.40 | \$ 1,075.00 | \$ 64,448.67 | \$ 65,523.67 |
| McBrearty | Paul | IAFF | Firefighter/EMT | | \$31.13 | 42 | \$ 68,249.41 | \$ 31.75 | 42 | \$ 69,614.40 | | \$ 31.75 | \$ 1,175.00 | \$ 69,614.40 | \$ 70,789.40 |
| Shute | Tyler | IAFF | Lieutenant/EMT | | \$34.57 | 42 | \$ 75,791.27 | \$ 35.26 | 42 | \$ 77,307.09 | | \$ 35.26 | \$ 3,175.00 | \$ 77,307.09 | \$ 80,482.09 |
| McNayr | Cody | IAFF | Firefighter/EMT | | \$26.43 | 42 | \$ 57,945.13 | \$ 29.39 | 42 | \$ 64,434.64 | | \$ 29.39 | \$ 750.00 | \$ 64,434.64 | \$ 65,184.64 |
| Fisher | Chris | IAFF | Firefighter/EMT | | \$26.43 | 42 | \$ 57,945.13 | \$ 29.39 | 42 | \$ 64,434.64 | | \$ 29.39 | | \$ 64,434.64 | \$ 64,434.64 |
| Shaw | Walter | IAFF | Firefighter/EMT | | \$26.43 | 42 | \$ 57,945.13 | \$ 29.39 | 42 | \$ 64,434.64 | | \$ 29.39 | \$ 325.00 | \$ 64,434.64 | \$ 64,759.64 |
| Maskalenko | Derek | IAFF | Firefighter/EMT | | \$26.43 | 42 | \$ 57,945.13 | \$ 29.39 | 42 | \$ 64,434.64 | | \$ 29.39 | \$ 675.00 | \$ 64,434.64 | \$ 65,109.64 |
| Overtime for Shift Coverage | | | | | | | | | | | | | | | |
| | | | Overtime | | | | \$ 95,251.36 | | | \$ 105,000.00 | | | | \$ 105,000.00 | \$ 105,000.00 |
| | | | Call Firefighters/EMTs | | | | \$ 241,802.00 | | | \$ 210,000.00 | | | | \$ 210,000.00 | \$ 210,000.00 |
| | | | Other Pay/Standyby/ Holiday | | | | \$ 30,000.00 | | | \$ 38,371.00 | | | | \$ 38,371.00 | \$ 38,371.00 |
| | | | Other Pay | | | | \$ 99,187.00 | | | \$ 11,145.00 | | | | \$ 11,145.00 | \$ 11,145.00 |
| | | | On-Call Mechanic | | | | \$ - | | | \$ 12,000.00 | | | | \$ 12,000.00 | \$ 12,000.00 |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|-------------------------------------|----------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| GROTON WATER FIRE PROTECTION | | | | | | | | | |
| 1320 | West Groton Water District | \$ - | \$ - | \$ - | 1 | 1 | 1 | 0.00% | \$ 0.00 |
| 1321 | Groton Water Department | \$ - | \$ - | \$ - | 1 | 75,000 | 1 | 0.00% | \$ 0.00 |
| <hr/> | | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ - | \$ - | \$ - | 2 | 75,001 | 2 | 0.00% | \$ 0.00 |

GROTON WATER FIRE PROTECTION
221

| <u>LINE ITEM</u> | <u>FY 2020 APPROPRIATION</u> | <u>FY 2021 DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2021 TOWN MANAGER APPROVED</u> | <u>FY 2021 FINCOM APPROVED</u> | <u>PERCENT CHANGE</u> |
|-------------------------------|----------------------------------|---|-------------------|---------------------------|---------------------------|--|--|---------------------------|
| Hydrant Charges - West Groton | \$ 1.00 | \$ 1.00 | \$ - | 0.00% | | \$ 1.00 | | 0.00% |
| Hydrant Charges - Groton | \$ 1.00 | \$ 75,000.00 | \$ 74,999.00 | 7499900.00% | | \$ 1.00 | | 0.00% |
| TOTAL FUNDS REQUESTED | \$ 2.00 | \$ 75,001.00 | \$ 74,999.00 | 3749950.00% | | \$ 2.00 | \$ - | 0.00% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|-------------------------|---------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| ANIMAL INSPECTOR | | | | | | | | | |
| 1330 | Salary | \$ 2,082 | \$ 2,082 | \$ 2,082 | \$ 2,082 | \$ 2,082 | \$ 2,082 | 0.00% | \$ 0.43 |
| 1331 | Expenses | \$ - | \$ - | \$ - | \$ 400 | \$ 400 | \$ 400 | 0.00% | \$ 0.08 |
| <hr/> | | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 2,082 | \$ 2,082 | \$ 2,082 | \$ 2,482 | \$ 2,482 | \$ 2,482 | 0.00% | \$ 0.52 |

**ANIMAL INSPECTOR
248**

| <u>LINE ITEM</u> | <u>FY 2020 APPROPRIATION</u> | <u>FY 2021 DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2021 TOWN MANAGER APPROVED</u> | <u>FY 2021 FINCOM APPROVED</u> | <u>PERCENT CHANGE</u> |
|------------------------------|----------------------------------|---|-------------------|---------------------------|---------------------------|--|--|---------------------------|
| Telephone | | | | | | | | |
| Postage | | | | | | | | |
| Office Supplies | \$ 400.00 | \$ 400.00 | \$ - | 0.00% | | \$ 400.00 | | 0.00% |
| Dues & Memberships | | | | | | | | |
| Travel and Conferences | | | | | | | | |
| Equipment Maintenance | | | | | | | | |
| Printing | | | | | | | | |
| Software/Service Maintenance | | | | | | | | |
| Space Rental | | | | | | | | |
| Heating Costs | | | | | | | | |
| Electricity | | | | | | | | |
| Vehicle Costs | | | | | | | | |
| Other: | | | | | | | | |
| Other: | | | | | | | | |
| Other: | | | | | | | | |
| Other: | | | | | | | | |
| TOTAL FUNDS REQUESTED | \$ 400.00 | \$ 400.00 | \$ - | 0.00% | | \$ 400.00 | \$ - | 0.00% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|-------------------------------|---------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| ANIMAL CONTROL OFFICER | | | | | | | | | |
| 1340 | Salary | \$ 2,082 | \$ 2,082 | \$ 2,082 | \$ 2,082 | \$ 2,082 | \$ 2,082 | 0.00% | \$ 0.43 |
| 1341 | Expenses | \$ - | \$ - | \$ - | \$ 400 | \$ 400 | \$ 400 | 0.00% | \$ 0.08 |
| <hr/> | | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 2,082 | \$ 2,082 | \$ 2,082 | \$ 2,482 | \$ 2,482 | \$ 2,482 | 0.00% | \$ 0.52 |

**ANIMAL CONTROL OFFICER
248**

| <u>LINE ITEM</u> | <u>FY 2020 APPROPRIATION</u> | <u>FY 2021 DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2021 TOWN MANAGER APPROVED</u> | <u>FY 2021 FINCOM APPROVED</u> | <u>PERCENT CHANGE</u> |
|------------------------------|----------------------------------|---|-------------------|---------------------------|---------------------------|--|--|---------------------------|
| Telephone | | | | | | | | |
| Postage | | | | | | | | |
| Office Supplies | \$ 400.00 | \$ 400.00 | \$ - | 0.00% | | \$ 400.00 | | 0.00% |
| Dues & Memberships | | | | | | | | |
| Travel and Conferences | | | | | | | | |
| Equipment Maintenance | | | | | | | | |
| Printing | | | | | | | | |
| Software/Service Maintenance | | | | | | | | |
| Space Rental | | | | | | | | |
| Heating Costs | | | | | | | | |
| Electricity | | | | | | | | |
| Vehicle Costs | | | | | | | | |
| Other: | | | | | | | | |
| Other: | | | | | | | | |
| Other: | | | | | | | | |
| Other: | | | | | | | | |
| TOTAL FUNDS REQUESTED | \$ 400.00 | \$ 400.00 | \$ - | 0.00% | | \$ 400.00 | \$ - | 0.00% |

Town of Groton Massachusetts

EMERGENCY MANAGEMENT AGENCY

45 Farmers Row • Groton, MA 01450

Tel: (978) 448-6333 • Fax: (978) 448-1116

A. Steele McCurdy
EMA Director

Emergency Management Budget Narrative- Fiscal Year 2021

The Emergency Management Budget for FY 21 reflects a small decrease. This decrease is created by a reallocation of the Emergency Management Budget to cover the communications needs for all town departments. The FY 20 budget covered the reverse 911 system which is now being covered by a grant through the Police. That said a deficiency was discovered in the budgets as it relates to the maintenance of the microwave and generator systems that support all emergency communications. Every year, the infrastructure that supports the radio communications needs to be maintained in order to guarantee its efficiency. This system is the pipeline for police, fire, highway and GELD radio communications. Without this pipeline, the radio capabilities of these departments would be greatly reduced.

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|------------------------------------|------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| EMERGENCY MANAGEMENT AGENCY | | | | | | | | | |
| 1350 | Salary | \$ - | \$ - | \$ - | \$ 4,000 | \$ 4,000 | \$ 4,000 | 0.00% | \$ 0.84 |
| 1351 | Expenses | \$ 8,991 | \$ 11,806 | \$ 8,755 | \$ 12,750 | \$ 12,500 | \$ 12,500 | -1.96% | \$ 2.61 |
| 1352 | Minor Capital | \$ - | \$ 17,749 | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - |
| <hr/> | | | | | | | | | |
| DEPARTMENTAL TOTAL | | \$ 8,991 | \$ 29,555 | \$ 8,755 | \$ 16,750 | \$ 16,500 | \$ 16,500 | -1.49% | \$ 3.45 |

EMERGENCY MANAGEMENT AGENCY
291

| <u>LINE ITEM</u> | <u>FY 2020 APPROPRIATION</u> | <u>FY 2021 DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2021 TOWN MANAGER APPROVED</u> | <u>FY 2021 FINCOM APPROVED</u> | <u>PERCENT CHANGE</u> |
|-------------------------------|----------------------------------|---|----------------------|---------------------------|--------------------------------------|--|--|---------------------------|
| Telephone | | | | | | | | |
| Postage | | | | | | | | |
| Office Supplies | | | | | | | | |
| Dues & Memberships | | | | | | | | |
| Travel and Conferences | | | | | | | | |
| Equipment Maintenance | \$ 2,750.00 | \$ 9,500.00 | \$ 6,750.00 | 245.45% | Annual maintenance for radio systems | \$ 9,500.00 | | 245.45% |
| Meals | | | | | for all municipal departments. | | | |
| 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 | \$ - | 0.00% | | \$ 2,000.00 | | 0.00% |
| Other: Community Notification | <u>\$ 7,000.00</u> | <u>\$ -</u> | <u>\$ (7,000.00)</u> | -100.00% | PD grant to cover | <u>\$ -</u> | | -100.00% |
| TOTAL FUNDS REQUESTED | \$ 12,750.00 | \$ 12,500.00 | \$ (250.00) | -1.96% | | \$ 12,500.00 | \$ - | -1.96% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|---------------------------|------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| DOG OFFICER | | | | | | | | | |
| 1360 | Salary | \$ 13,456 | \$ 13,973 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | 0.00% | \$ 3.13 |
| 1361 | Expenses | \$ 2,321 | \$ 3,334 | \$ 2,796 | \$ 4,000 | \$ 4,000 | \$ 4,000 | 0.00% | \$ 0.84 |
| DEPARTMENTAL TOTAL | | \$ 15,777 | \$ 17,307 | \$ 17,796 | \$ 19,000 | \$ 19,000 | \$ 19,000 | 0.00% | \$ 3.97 |

**DOG OFFICER
292**

| <u>LINE ITEM</u> | <u>FY 2020 APPROPRIATION</u> | <u>FY 2021 DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2021 TOWN MANAGER APPROVED</u> | <u>FY 2021 FINCOM APPROVED</u> | <u>PERCENT CHANGE</u> |
|------------------------------|----------------------------------|---|-------------------|---------------------------|---------------------------|--|--|---------------------------|
| Telephone | | | | | | | | |
| Postage | | | | | | | | |
| Office Supplies | | | | | | | | |
| Dues & Memberships | | | | | | | | |
| Travel and Conferences | | | | | | | | |
| Equipment Maintenance | | | | | | | | |
| Printing | | | | | | | | |
| Software/Service Maintenance | | | | | | | | |
| Space Rental | | | | | | | | |
| Heating Costs | \$ 2,000.00 | \$ 2,000.00 | \$ - | 0.00% | | \$ 2,000.00 | | 0.00% |
| Electricity | \$ 500.00 | \$ 500.00 | \$ - | 0.00% | | \$ 500.00 | | 0.00% |
| Vehicle Costs | \$ 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: | | | | | | | | |
| TOTAL FUNDS REQUESTED | \$ 4,000.00 | \$ 4,000.00 | \$ - | 0.00% | | \$ 4,000.00 | \$ - | 0.00% |

Department Dog Officer
 Org # 292
 COLA % 0.00%

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
|------------------|------------|-----------------|----------------|-----------|------|-------|------------------------|------------------|-------|----------------------------|-------------------------------|-----------------|-----------|--------------|------------------------------|
| FISCAL YEAR 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| 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 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Wages | | | | | | | | | | | | | | | |

TOTAL WAGES \$ - \$ -

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|---|------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| POLICE & FIRE COMMUNICATIONS | | | | | | | | | |
| 1370 | Wages | \$ 302,859 | \$ 442,099 | \$ 353,427 | \$ 512,770 | \$ 647,683 | \$ 365,241 | -28.77% | \$ 76.30 |
| 1371 | Expenses | \$ 17,352 | \$ 17,767 | \$ 17,840 | \$ 18,375 | \$ 23,875 | \$ 23,875 | 29.93% | \$ 4.99 |
| 1372 | Minor Capital | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - |
| <hr/> | | | | | | | | | |
| DEPARTMENTAL TOTAL | | \$ 320,211 | \$ 459,866 | \$ 371,267 | \$ 531,145 | \$ 671,558 | \$ 389,116 | -26.74% | \$ 81.29 |

POLICE & FIRE COMMUNICATIONS
235

| <u>LINE ITEM</u> | <u>FY 2020 APPROPRIATION</u> | <u>FY 2021 DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2021 TOWN MANAGER APPROVED</u> | <u>FY 2021 FINCOM APPROVED</u> | <u>PERCENT CHANGE</u> |
|-----------------------------------|----------------------------------|---|--------------------|---------------------------|---------------------------|--|--|---------------------------|
| Telephone | | | | | | | | |
| Postage | | | | | | | | |
| Office Supplies | \$ 4,000.00 | \$ 4,000.00 | \$ - | 0.00% | | \$ 4,000.00 | | 0.00% |
| Dues & Memberships | | | | | | | | |
| Travel and Conferences | | | | | | | | |
| Equipment Maintenance | \$ 2,100.00 | \$ 2,100.00 | \$ - | 0.00% | | \$ 2,100.00 | | 0.00% |
| Printing | | | | | | | | |
| Software/Service Maintenance | \$ 4,775.00 | \$ 4,775.00 | \$ - | 0.00% | | \$ 4,775.00 | | 0.00% |
| Space Rental | | | | | | | | |
| Heating Costs | | | | | | | | |
| Electricity | | | | | | | | |
| Vehicle Costs | | | | | | | | |
| Radio System Maintenance/Repairs | \$ - | \$ 5,000.00 | \$ 5,000.00 | 100.00% | No longer in warranty | \$ 5,000.00 | | 0.00% |
| Other: Equipment Repairs/Purchase | \$ 4,000.00 | \$ 4,000.00 | \$ - | 0.00% | | \$ 4,000.00 | | 0.00% |
| Other: Uniforms | \$ 3,500.00 | \$ 4,000.00 | \$ 500.00 | | | \$ 4,000.00 | | |
| Other: Radio Loops | | | | | | | | |
| Other: Radio Repair | | | | | | | | |
| TOTAL FUNDS REQUESTED | \$ 18,375.00 | \$ 23,875.00 | \$ 5,500.00 | 29.93% | | \$ 23,875.00 | \$ - | 29.93% |

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 2020 | | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 | |
| Salaries | | | | | | | | | | | | | | | | |
| TOTAL SALARIES | | | | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | |
| FISCAL YEAR 2020 | | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 | |
| Wages | | | | | | | | | | | | | | | | |
| Bushnoe | Edward | Comm. Union | Comm. Officer | | \$27.36 | 24 | \$ 34,276.61 | \$ 27.84 | 24 | \$ 34,877.95 | | \$ 27.84 | | \$ 34,877.95 | \$ 34,877.95 | |
| Gibson | Warren | Comm. Union | Comm. Officer | | \$27.36 | 40 | \$ 57,127.68 | \$ 27.84 | 40 | \$ 58,129.92 | | \$ 27.84 | | \$ 58,129.92 | \$ 58,129.92 | |
| Power | Sarah | Comm. Union | Comm. Officer | | \$27.36 | 40 | \$ 57,127.68 | \$ 27.84 | 40 | \$ 58,129.92 | | \$ 27.84 | | \$ 58,129.92 | \$ 58,129.92 | |
| Weix | John | Comm. Union | Comm. Officer | | \$24.42 | 40 | \$ 50,988.96 | \$ 24.85 | 40 | \$ 51,886.80 | | \$ 24.85 | | \$ 51,886.80 | \$ 51,886.80 | |
| Cotter | Christopher | Comm. Union | Comm. Officer | | \$24.42 | 40 | \$ 50,988.96 | \$ 24.85 | 40 | \$ 51,886.80 | | \$ 24.85 | | \$ 51,886.80 | \$ 51,886.80 | |
| Welch | Samuel | Comm. Union | Supervisor | | \$31.96 | 40 | \$ 66,732.48 | \$ 32.52 | 40 | \$ 67,901.76 | | \$ 32.52 | | \$ 67,901.76 | \$ 67,901.76 | |
| Myers | Catherine | Comm. Union | Comm. Officer | | \$26.06 | 40 | \$ 54,413.28 | \$ 26.52 | 40 | \$ 55,373.76 | | \$ 26.52 | | \$ 55,373.76 | \$ 55,373.76 | |
| New Dispatcher | | Comm. Union | Comm. Officer | | \$24.42 | | | \$ 24.85 | 0 | \$ - | | \$ 24.85 | | \$ - | \$ - | |
| New Dispatcher | | Comm. Union | Comm. Officer | | \$24.42 | | | \$ 24.85 | 0 | \$ - | | \$ 24.85 | | \$ - | \$ - | |
| Relief Dispatchers | | | | | | | \$ 30,822.00 | | | \$ 30,822.00 | | | | \$ 30,822.00 | \$ 30,822.00 | |
| Shift Differential | | | | | | | \$ 17,234.00 | | | \$ 19,000.00 | | | | \$ 19,000.00 | \$ 19,000.00 | |
| EMT/FR/EMD | | | | | | | \$ 7,540.00 | | | \$ 7,540.00 | | | | \$ 7,540.00 | \$ 7,540.00 | |
| Vacations | | | | | | | \$ 38,742.00 | | | \$ 41,222.00 | | | | \$ 41,222.00 | \$ 41,222.00 | |
| Holidays | | | | | | | \$ 27,003.00 | | | \$ 30,000.00 | | | | \$ 30,000.00 | \$ 30,000.00 | |
| Training | | | | | | | \$ 4,000.00 | | | \$ 4,000.00 | | | | \$ 4,000.00 | \$ 4,000.00 | |
| Longevity | | | | | | | \$ 4,370.00 | | | \$ 3,270.00 | | | | \$ 3,270.00 | \$ 3,270.00 | |
| Uniform Cleaning Allowance | | | | | | | \$ 900.00 | | | \$ 1,200.00 | | | | \$ 1,200.00 | \$ 1,200.00 | |
| Other Pay | | | | | | | \$ 10,503.00 | | | | | | | | | |
| GRANT INCOME OFFSET | | | | | | | | | | | | | | | \$ (150,000.00) | |
| TOTAL WAGES | | | | | | | \$ 512,769.65 | | | | | | | | \$ - | \$ 365,240.91 |



REGIONAL SCHOOLS

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|--|---------------------------|----------------------|----------------------|----------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL | | | | | | | | | |
| 1400 | Operating Expenses | \$ 570,080 | \$ 607,250 | \$ 557,295 | \$ 728,802 | \$ 728,802 | \$ 728,802 | 0.00% | \$ 152.25 |
| DEPARTMENTAL TOTAL | | \$ 570,080 | \$ 607,250 | \$ 557,295 | \$ 728,802 | \$ 728,802 | \$ 728,802 | 0.00% | \$ 152.25 |
| GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT | | | | | | | | | |
| 1410 | Operating Expenses | \$ 19,507,139 | \$ 20,175,864 | \$ 21,512,094 | \$ 21,264,294 | \$ 22,918,786 | \$ 22,699,242 | 6.75% | \$ 4,742.06 |
| 1411 | Debt Service, Excluded | \$ - | \$ - | \$ - | \$ 739,429 | \$ 648,497 | \$ 648,497 | -12.30% | \$ 135.48 |
| 1412 | Debt Service, Unexcluded | \$ - | \$ - | \$ - | \$ 59,533 | \$ 58,147 | \$ 58,147 | -2.33% | \$ 12.15 |
| 1413 | Out of District Placement | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - |
| 1413 | Capital Assessment | \$ - | \$ - | \$ - | \$ 479,011 | \$ 442,859 | \$ 442,859 | -7.55% | \$ 92.52 |
| DEPARTMENTAL TOTAL | | \$ 19,507,139 | \$ 20,175,864 | \$ 21,512,094 | \$ 22,542,267 | \$ 24,068,289 | \$ 23,848,745 | 5.80% | \$ 4,982.20 |
| TOTAL SCHOOLS | | \$ 20,077,219 | \$ 20,783,114 | \$ 22,069,389 | \$ 23,271,069 | \$ 24,797,091 | \$ 24,577,547 | 5.61% | \$ 5,134.46 |



DEPARTMENT OF PUBLIC WORKS



Mark Haddad
Town Manager

Re Budget for FY21

Dear Mark

I am pleased to submit to you my operating budgets for the FY21 operating year

I am confident in the level funding, for the majority of the operating budgets under the DPW, I have proposed but also feel there are unknowns in two of them as well, as I have outlined below.

The new **Senior Center** utility expenses are an unknown and I have absolutely no history to go on except for the month of November. Estimates for the building working with GELD put me us around 25k for electric for the building, which includes heat. This is only an estimate as of November because we only have one month of history to go on with the building. With this being said, the old budget was, \$22400 and I am going to request an increase to \$32500. The previous building was our oldest building and had unknowns but now the only unknown, on the new building, are the utilities. I have accounted for other testing we may be required to do as well as basic supplies for cleaning. Other than that, the electric is the driving cost for now of this building. I will have a little more data and the impact later in January or February since they are typically the coldest months.

My other concern is at the **Transfer Station** are the tipping fees and recycling revenue. Our tipping fees went up this year from last about 20%. The reason for this is the lack of disposal sites in the state as well as no recycling market which is affects tipping as well as revenue. As of now we are giving away materials for no revenue but we are at least avoiding paying to dispose of them. This could

change however and then we will be paying to dispose of our recycled materials and this is going to affect our tipping fees. Last year we were right on the edge with tipping and this year we will probably be the same. Last year we received a 5k increase in this line to avoid running short, right now we are running very close.

General Highway Department budget general expenses are right on track for the year and even with the new building coming online I am confident of having enough for this year as well as next. We will have to maintain our use of waste oil heat in both buildings to maintain our utility costs and hopefully this will keep us going because of the efficiency of the new building and lack of potential failures of equipment that we may have had in the old building. Fuel prices continue to be stable and that will keep us, and others, in good shape as these are some of our biggest expenses. State funding continues to be strong and as long as it does, it will not affect this budget.

Overall all our equipment is in good shape and as long as we keep up with our capital program I see no issue in doing our tasks at hand.

Wage line increase is low this year because of a filling a vacancy of an employee at a lower rate and grade that was there before.

In summary for Highway, I am asking for **level funding** on general expense lines, very minor increase in wage in wage line due to cost of living and performance.

The Transfer Station budget is ok at the moment and barring any difficulties should remain so. Right now we have used 45% of tipping fees compared to 40% at this time last year. Last year we requested a 5k increase and we will see if that is enough for this year. We are constantly looking at ways to reduce disposal costs but as of now it is highly volatile as I indicated previously. General Expenses are also tracking well at this point in time and should be ok. We had a couple of repairs completed on time and under budget so I am optimistic.

As for income, right now we are at \$125k including all sales of stickers, bags and marketed material. **Last year's total was 284k.** This is 25k less than this time last year. The outlook right now for markets is still 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 to be conservative. 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. I would like to keep the 10k in minor capital to purchase a couple of storage trailers to replace the leaking ones we have now. We use these to store bales of recycled materials

until the market is favorable for disposal. 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 ok, but baring any major difficulties I am comfortable 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 at this time. I do not anticipate an increase for the 24/7 change as the building maintains itself 24/7 already.

The senior center will be our unknown as I pointed out earlier. Supplies and services should be fine, it is the utilities which will be the question.

In summary for Building Maintenance, **10k increase in expenses for senior center**, increase in wages for cola and performance.

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. 10k continue in minor capital for purchase of storage trailers

Highway Department

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

Building Maintenance

10k funding increase in expenses, 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 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|---------------------------|------------------------|-------------------|-------------------|---------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| HIGHWAY DEPARTMENT | | | | | | | | | |
| 1500 | Salaries | \$ 99,851 | \$ 103,824 | \$ 108,713 | \$ 112,891 | \$ 115,659 | \$ 115,659 | 2.45% | \$ 24.16 |
| 1501 | Wages | \$ 607,880 | \$ 651,064 | \$ 680,881 | \$ 702,999 | \$ 708,055 | \$ 708,055 | 0.72% | \$ 147.92 |
| 1502 | Expenses | \$ 156,055 | \$ 130,570 | \$ 136,024 | \$ 136,900 | \$ 136,900 | \$ 136,900 | 0.00% | \$ 28.60 |
| 1503 | Highway Maintenance | \$ 79,253 | \$ 76,770 | \$ 107,486 | \$ 90,000 | \$ 90,000 | \$ 90,000 | 0.00% | \$ 18.80 |
| 1504 | Minor Capital | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - |
| <hr/> | | | | | | | | | |
| DEPARTMENTAL TOTAL | | \$ 943,039 | \$ 962,228 | \$ 1,033,104 | \$ 1,042,790 | \$ 1,050,614 | \$ 1,050,614 | 0.75% | \$ 219.48 |

HIGHWAY DEPARTMENT

420

| <u>LINE ITEM</u> | FY 2021 | | | | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE:</u> | FY 2021 | | <u>PERCENT CHANGE</u> |
|------------------------------|----------------------------------|-------------------------------|-------------------|-------|---------------------------|---------------------------|----------------------------------|----------------------------|---------------------------|
| | <u>FY 2020 APPROPRIATION</u> | <u>DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | | | | <u>TOWN MANAGER APPROVED</u> | <u>FINCOM APPROVED</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 Maintenance | \$ 13,000.00 | \$ 13,000.00 | \$ - | 0.00% | | | \$ 13,000.00 | | 0.00% |
| Dam Inspections | <u>\$ 5,000.00</u> | <u>\$ 5,000.00</u> | <u>\$ -</u> | 0.00% | | | <u>\$ 5,000.00</u> | | 0.00% |
| TOTAL FUNDS REQUESTED | \$ 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 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Salaries | | | | | | | | | | | | | | | |
| Delaney | Robert | Supervisors | DPW Director | | | 40 | \$ 108,545.00 | | | \$ 110,715.90 | 2.5% | | \$ 2,175.00 | \$ 113,483.80 | \$ 115,658.80 |
| Other Pay | | | | | | | \$ 4,346.00 | | | | | | | | |
| TOTAL SALARIES | | | | | | | \$ 112,891.00 | | | | | | | | \$ 115,658.80 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 15 | 15 | 16 |
| FISCAL YEAR 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Wages | | | | | | | | | | | | | | | |
| Barbieri | Brian | Highway | Mechanic | 7 | \$ 35.72 | 40 | \$ 74,583.36 | \$ 36.43 | 40 | \$ 76,065.84 | 1.5% | \$ 36.98 | \$ 375.00 | \$ 77,214.24 | \$ 77,589.24 |
| Conley | Troy | Highway | Foreman | 8 | \$ 36.43 | 40 | \$ 76,065.84 | \$ 37.16 | 40 | \$ 77,590.08 | 2.0% | \$ 37.90 | \$ 1,550.00 | \$ 79,135.20 | \$ 80,685.20 |
| Callahan | Brian | Highway | Equipment Operator | 7 | \$ 24.96 | 40 | \$ 52,116.48 | \$ 25.46 | 40 | \$ 53,160.48 | 2.0% | \$ 25.97 | \$ 575.00 | \$ 54,225.36 | \$ 54,800.36 |
| Emslie | James | Highway | Equipment Operator | 2 | \$ 26.18 | 40 | \$ 54,663.84 | \$ 26.70 | 40 | \$ 55,749.60 | 1.0% | \$ 26.97 | \$ 1,000.00 | \$ 56,313.36 | \$ 57,313.36 |
| Hall | Brian | Highway | Truck Driver/Laborer | 4 | \$ 24.71 | 40 | \$ 51,594.48 | \$ 25.20 | 40 | \$ 52,617.60 | 1.5% | \$ 25.58 | \$ 575.00 | \$ 53,411.04 | \$ 53,986.04 |
| Morris | William | Highway | Equipment Operator | 4 | \$ 24.40 | 40 | \$ 50,947.20 | \$ 24.89 | 40 | \$ 51,970.32 | 2.0% | \$ 25.39 | \$ 300.00 | \$ 53,014.32 | \$ 53,314.32 |
| Greathead | Christopher | Highway | Truck Driver/Laborer | 4 | \$ 30.96 | 40 | \$ 64,644.48 | \$ 22.44 | 40 | \$ 46,854.72 | | \$ 22.44 | \$ 100.00 | \$ 46,854.72 | \$ 46,954.72 |
| Roy | David | Highway | Heavy Equip Oper | 4 | \$ 32.48 | 40 | \$ 67,818.24 | \$ 33.13 | 40 | \$ 69,175.44 | 1.0% | \$ 33.46 | \$ 1,525.00 | \$ 69,864.48 | \$ 71,389.48 |
| Shea | Quintin | Highway | Foreman | 8 | \$ 28.33 | 40 | \$ 59,153.04 | \$ 28.90 | 40 | \$ 60,343.20 | 6.0% | \$ 30.63 | \$ 800.00 | \$ 63,955.44 | \$ 64,755.44 |
| Shattuck | Warren | Highway | Mechanic | 2 | \$ 28.21 | 40 | \$ 58,902.48 | \$ 28.77 | 40 | \$ 60,071.76 | 1.5% | \$ 29.20 | \$ 575.00 | \$ 60,969.60 | \$ 61,544.60 |
| Zimmer | Benjamin | Highway | Equipment Operator | 4 | \$ 31.15 | 40 | \$ 65,041.20 | \$ 31.77 | 40 | \$ 66,335.76 | 2.0% | \$ 32.41 | \$ 1,050.00 | \$ 67,672.08 | \$ 68,722.08 |
| Leap Year Extra Pay | | | | | | | | | | | | | | | |
| Summer Help | | | | | | | \$ 12,000.00 | | | | | | | | \$ 12,000.00 |
| Non Snow and Ice Overtime | | | | | | | \$ 5,000.00 | | | | | | | | \$ 5,000.00 |
| Other Pay | | | | | | | \$ 10,468.00 | | | | | | | | \$ - |
| TOTAL WAGES | | | | | | | \$ 702,998.64 | | | | | | \$ 8,425.00 | | \$ 708,054.84 |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|---------------------|---------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| SNOW AND ICE | | | | | | | | | |
| 1520 | Expenses | \$ 152,892 | \$ 164,894 | \$ 172,169 | \$ 165,000 | \$ 165,000 | \$ 165,000 | 0.00% | \$ 34.47 |
| 1521 | Overtime | \$ 329,121 | \$ 302,663 | \$ 160,886 | \$ 140,000 | \$ 140,000 | \$ 140,000 | 0.00% | \$ 29.25 |
| 1522 | Hired Equipment | \$ 116,132 | \$ 93,794 | \$ 71,529 | \$ 35,000 | \$ 35,000 | \$ 35,000 | 0.00% | \$ 7.31 |
| <hr/> | | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 598,145 | \$ 561,351 | \$ 404,584 | \$ 340,000 | \$ 340,000 | \$ 340,000 | 0.00% | \$ 71.03 |

SNOW AND ICE
423

| <u>LINE ITEM</u> | <u>FY 2020 APPROPRIATION</u> | <u>FY 2021 DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2021 TOWN MANAGER APPROVED</u> | <u>FY 2021 FINCOM APPROVED</u> | <u>PERCENT CHANGE</u> |
|------------------------------|----------------------------------|---|-------------------|---------------------------|---------------------------|--|--|---------------------------|
| Telephone | | | | | | | | |
| Postage | | | | | | | | |
| Office Supplies | | | | | | | | |
| Dues & Memberships | | | | | | | | |
| Travel and Conferences | | | | | | | | |
| Equipment Maintenance | \$ 10,000.00 | \$ 10,000.00 | \$ - | 0.00% | | \$ 10,000.00 | | 0.00% |
| Printing | | | | | | | | |
| Software/Service Maintenance | | | | | | | | |
| Space Rental | | | | | | | | |
| Heating Costs | \$ 8,000.00 | \$ 8,000.00 | \$ - | 0.00% | | \$ 8,000.00 | | 0.00% |
| Electricity | | | | | | | | |
| Vehicle Costs | \$ 12,000.00 | \$ 12,000.00 | \$ - | 0.00% | | \$ 12,000.00 | | 0.00% |
| Salt | \$ 110,000.00 | \$ 110,000.00 | \$ - | 0.00% | | \$ 110,000.00 | | 0.00% |
| Sand | \$ 25,000.00 | \$ 25,000.00 | \$ - | 0.00% | | \$ 25,000.00 | | 0.00% |
| TOTAL FUNDS REQUESTED | \$ 165,000.00 | \$ 165,000.00 | \$ - | 0.00% | | \$ 165,000.00 | \$ - | 0.00% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|---------------------------|------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| TREE WARDEN BUDGET | | | | | | | | | |
| 1530 | Salary | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - |
| 1531 | Expenses | \$ 2,999 | \$ 1,155 | \$ 998 | \$ 3,000 | \$ 3,000 | \$ 3,000 | 0.00% | \$ 0.63 |
| 1532 | Trees | \$ - | \$ - | \$ - | \$ 1,500 | \$ 1,500 | \$ 1,500 | 0.00% | \$ 0.31 |
| 1533 | Tree Work | \$ 11,500 | \$ 6,185 | \$ 5,509 | \$ 10,000 | \$ 10,000 | \$ 10,000 | 0.00% | \$ 2.09 |
| <hr/> | | | | | | | | | |
| DEPARTMENTAL TOTAL | | \$ 14,499 | \$ 7,340 | \$ 6,507 | \$ 14,500 | \$ 14,500 | \$ 14,500 | 0.00% | \$ 3.03 |

TREE WARDEN
492

| <u>LINE ITEM</u> | <u>FY 2020 APPROPRIATION</u> | <u>FY 2021 DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2021 TOWN MANAGER APPROVED</u> | <u>FY 2021 FINCOM APPROVED</u> | <u>PERCENT CHANGE</u> |
|------------------------------|----------------------------------|---|-------------------|---------------------------|---------------------------|--|--|---------------------------|
| Telephone | | | | | | | | |
| Postage | | | | | | | | |
| Office Supplies | | | | | | | | |
| Dues & Memberships | | | | | | | | |
| Travel/Conferences | | | | | | | | |
| Equipment Maintenance | \$ 2,000.00 | \$ 2,000.00 | \$ - | 0.00% | | \$ 2,000.00 | | 0.00% |
| Printing/Printed Forms | | | | | | | | |
| Software/Service Maintenance | | | | | | | | |
| Space Rental | | | | | | | | |
| Heating Costs | | | | | | | | |
| Electricity | | | | | | | | |
| Vehicle Costs | | | | | | | | |
| Uniform Cleaning | | | | | | | | |
| Trash Bags | | | | | | | | |
| New Trees | \$ 1,000.00 | \$ 1,000.00 | \$ - | 0.00% | | \$ 1,000.00 | | 0.00% |
| Other: | | | | | | | | |
| Other: | | | | | | | | |
| TOTAL FUNDS REQUESTED | \$ 3,000.00 | \$ 3,000.00 | \$ - | 0.00% | | \$ 3,000.00 | \$ - | 0.00% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|--|---------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| MUNICIPAL BUILDING AND PROPERTY MAINTENANCE | | | | | | | | | |
| 1540 | Wages | \$ 86,718 | \$ 121,420 | \$ 134,513 | \$ 145,276 | \$ 149,451 | \$ 149,451 | 2.87% | \$ 31.22 |
| 1541 | Expenses | \$ 259,727 | \$ 269,376 | \$ 269,507 | \$ 260,850 | \$ 270,950 | \$ 270,950 | 3.87% | \$ 56.60 |
| 1542 | Minor Capital | \$ 20,000 | \$ 26,878 | \$ 19,999 | \$ 20,000 | \$ 20,000 | \$ 20,000 | 0.00% | \$ 4.18 |
| <hr/> | | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 366,445 | \$ 417,674 | \$ 424,019 | \$ 426,126 | \$ 440,401 | \$ 440,401 | 3.35% | \$ 92.00 |

MUNICIPAL BUILDING AND PROPERTY MAINTENANCE

192

| <u>LINE ITEM</u> | <u>FY 2020 APPROPRIATION</u> | <u>FY 2021 DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2021 TOWN MANAGER APPROVED</u> | <u>FY 2021 FINCOM APPROVED</u> | <u>PERCENT CHANGE</u> |
|------------------------------------|----------------------------------|---|---------------------|---------------------------|---------------------------|--|--|---------------------------|
| Town Hall | \$ 69,175.00 | \$ 69,175.00 | \$ - | 0.00% | | \$ 69,175.00 | | 0.00% |
| Public Safety Building | \$ 65,175.00 | \$ 65,175.00 | \$ - | 0.00% | | \$ 65,175.00 | | 0.00% |
| Legion Hall | \$ 10,250.00 | \$ 10,250.00 | \$ - | 0.00% | | \$ 10,250.00 | | 0.00% |
| Misc Buildings Maint/Repair/Emerg. | \$ 22,850.00 | \$ 22,850.00 | \$ - | 0.00% | | \$ 22,850.00 | | 0.00% |
| Senior Center | \$ 22,400.00 | \$ 32,500.00 | \$ 10,100.00 | 45.09% | | \$ 32,500.00 | | 45.09% |
| 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% |
| TOTAL FUNDS REQUESTED | \$ 260,850.00 | \$ 270,950.00 | \$ 10,100.00 | 3.87% | | \$ 270,950.00 | \$ - | 3.87% |

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 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Salaries | | | | | | | | | | | | | | | |
| TOTAL SALARIES | | | | | | | | | | | | | | | \$ - |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 15 | 15 | 16 |
| FISCAL YEAR 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Wages | | | | | | | | | | | | | | | |
| Kuzmitch | James | THL | Custodian II | 4 | \$21.02 | 40 | \$ 43,889.76 | \$ 21.44 | 40 | \$ 44,766.72 | 1.0% | \$ 21.65 | | \$ 45,205.20 | \$ 45,205.20 |
| Walsh | Tryna | THL | Custodian II | 4 | \$24.74 | 40 | \$ 51,657.12 | \$ 25.23 | 40 | \$ 52,680.24 | 2.0% | \$ 25.73 | \$ 750.00 | \$ 53,724.24 | \$ 54,474.24 |
| Wade | Jennifer | THL | Custodian II | 4 | \$21.64 | 40 | \$ 45,184.32 | \$ 22.07 | 40 | \$ 46,082.16 | 1.5% | \$ 22.40 | | \$ 46,771.20 | \$ 46,771.20 |
| Other Pay | | | | | | | \$ 1,545.00 | | | | | | | | |
| Overtime | | | | | | | \$ 3,000.00 | | | | | | | | \$ 3,000 |
| TOTAL WAGES | | | | | | | | | | | | | | | \$ 149,450.64 |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|-----------------------------|------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| SOLID WASTE DISPOSAL | | | | | | | | | |
| 1550 | Wages | \$ 119,357 | \$ 123,095 | \$ 129,746 | \$ 138,211 | \$ 143,243 | \$ 143,243 | 3.64% | \$ 29.92 |
| 1551 | Expenses | \$ 53,542 | \$ 52,457 | \$ 43,837 | \$ 44,486 | \$ 44,486 | \$ 44,486 | 0.00% | \$ 9.29 |
| 1552 | Tipping Fees | \$ 129,998 | \$ 132,890 | \$ 130,000 | \$ 135,000 | \$ 135,000 | \$ 135,000 | 0.00% | \$ 28.20 |
| 1553 | North Central SW Coop | \$ 5,850 | \$ 5,850 | \$ 5,850 | \$ 5,850 | \$ 5,850 | \$ 5,850 | 0.00% | \$ 1.22 |
| 1542 | Minor Capital | \$ - | \$ 5,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | 0.00% | \$ 2.09 |
| <hr/> | | | | | | | | | |
| DEPARTMENTAL TOTAL | | \$ 308,747 | \$ 319,292 | \$ 319,433 | \$ 333,547 | \$ 338,579 | \$ 338,579 | 1.51% | \$ 70.72 |

SOLID WASTE DISPOSAL
430

| <u>LINE ITEM</u> | <u>FY 2020 APPROPRIATION</u> | <u>FY 2021 DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2021 TOWN MANAGER APPROVED</u> | <u>FY 2021 FINCOM APPROVED</u> | <u>PERCENT CHANGE</u> |
|------------------------------|----------------------------------|---|-------------------|---------------------------|---------------------------|--|--|---------------------------|
| Telephone | | | | | | | | |
| Postage | | | | | | | | |
| Office Supplies | | | | | | | | |
| Dues & Memberships | | | | | | | | |
| Travel/Conferences | | | | | | | | |
| Equipment Maintenance | \$ 7,700.00 | \$ 7,700.00 | \$ - | 0.00% | | \$ 7,700.00 | | 0.00% |
| Printing/Printed Forms | \$ 600.00 | \$ 600.00 | \$ - | 0.00% | | \$ 600.00 | | 0.00% |
| Software/Service Maintenance | | | | | | | | |
| Space Rental | | | | | | | | |
| Heating Costs | \$ 3,100.00 | \$ 3,100.00 | \$ - | 0.00% | | \$ 3,100.00 | | 0.00% |
| Electricity | \$ 2,000.00 | \$ 2,000.00 | \$ - | 0.00% | | \$ 2,000.00 | | 0.00% |
| Vehicle Costs | \$ 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: | | | | | | | | |
| TOTAL FUNDS REQUESTED | \$ 44,486.00 | \$ 44,486.00 | \$ - | 0.00% | | \$ 44,486.00 | \$ - | 0.00% |

Department Solid Waste Disposal
 Org # 430
 COLA % 2.00%

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
|------------------|------------|-----------------|-------------------|-----------|---------|-------|------------------------|------------------|-------|----------------------------|-------------------------------|-----------------|-------------|--------------|------------------------------|
| FISCAL YEAR 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Salaries | | | | | | | | | | | | | | | |
| TOTAL SALARIES | | | | | | | | \$ - | | | | | | | \$ - |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 15 | 15 | 16 |
| FISCAL YEAR 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Wages | | | | | | | | | | | | | | | |
| Burchett | Keith | Highway | Foreman | 8 | \$35.79 | 40 | \$ 74,729.52 | \$ 36.51 | 40 | \$ 76,232.88 | 2.0% | \$ 37.24 | \$ 1,050.00 | \$ 77,757.12 | \$ 78,807.12 |
| Fuller | Kevin | Highway | Heavy Equip Oper. | 4 | \$27.23 | 40 | \$ 56,856.24 | \$ 27.77 | 40 | \$ 57,983.76 | 1.5% | \$ 28.19 | \$ 575.00 | \$ 58,860.72 | \$ 59,435.72 |
| Overtime | | | | | | | \$ 5,000.00 | | | \$ 5,000.00 | | | | \$ 5,000.00 | \$ 5,000.00 |
| Other Pay | | | | | | | \$ 1,625.00 | | | | | | | | |
| TOTAL WAGES | | | | | | | | \$ 138,210.76 | | | | | | | \$ 143,242.84 |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|---------------------------|------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| STREET LIGHTS | | | | | | | | | |
| 1510 | Expenses | \$ 12,500 | \$ 9,375 | \$ 7,758 | \$ 15,000 | \$ 15,000 | \$ 15,000 | 0.00% | \$ 3.13 |
| DEPARTMENTAL TOTAL | | \$ 12,500 | \$ 9,375 | \$ 7,758 | \$ 15,000 | \$ 15,000 | \$ 15,000 | 0.00% | \$ 3.13 |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|---------------------------|------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| PARKS DEPARTMENT | | | | | | | | | |
| 1560 | Wages | \$ 2,538 | \$ 367 | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - |
| 1561 | Expenses | \$ 60,849 | \$ 65,617 | \$ 65,759 | \$ 65,759 | \$ 65,759 | \$ 55,759 | -15.21% | \$ 11.65 |
| DEPARTMENTAL TOTAL | | \$ 63,387 | \$ 65,984 | \$ 65,759 | \$ 65,759 | \$ 65,759 | \$ 55,759 | -15.21% | \$ 11.65 |

PARKS DEPARTMENT
650

| <u>LINE ITEM</u> | FY 2021 | | | | | FY 2021 | | |
|------------------------------|----------------------|---------------------|-------------------|----------------|---------------------------|---------------------|-----------------|----------------|
| | <u>FY 2020</u> | <u>DEPARTMENT</u> | <u>DIFFERENCE</u> | <u>PERCENT</u> | <u>REASON FOR CHANGE:</u> | <u>TOWN MANAGER</u> | <u>FINCOM</u> | <u>PERCENT</u> |
| | <u>APPROPRIATION</u> | <u>REQUEST</u> | | <u>CHANGE</u> | | <u>APPROVED</u> | <u>APPROVED</u> | <u>CHANGE</u> |
| Field Maintenance | \$ 34,618.00 | \$ 34,618.00 | \$ - | 0.00% | | \$ 29,927.00 | | -13.55% |
| 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% | | \$ - | | -100.00% |
| 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% |
| TOTAL FUNDS REQUESTED | \$ 65,759.00 | \$ 65,759.00 | \$ - | 0.00% | | \$ 55,759.00 | \$ - | -15.21% |



LIBRARY AND CITIZENS' SERVICES

Council on Aging

2021 Budget

Please accept the attached FY21 COA and COA Van Budgets. We have held the budget to the FY20 levels due to the following:

- Outstanding fiscal support from the Friends of Groton Elders and their donors for educational programs.
- The COA's unique relationship with RiverCourt Residences and their principals will increase our ability to market programs and offer weekend events.
- Increase in use of volunteers at the reception area, as trainers in the fitness center and as instructors. (The use of part time volunteers at the reception area alone saves the taxpayer over \$11,000 a year.)

Respectfully submitted,

Kathy Shelp

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|---------------------------|------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| COUNCIL ON AGING | | | | | | | | | |
| 1600 | Salary | \$ 70,668 | \$ 73,523 | \$ 76,834 | \$ 79,489 | \$ 81,868 | \$ 81,868 | 2.99% | \$ 17.10 |
| 1601 | Wages | \$ 55,350 | \$ 59,494 | \$ 64,866 | \$ 77,707 | \$ 81,026 | \$ 81,026 | 4.27% | \$ 16.93 |
| 1601 | Expenses | \$ 8,261 | \$ 7,572 | \$ 8,117 | \$ 8,454 | \$ 8,454 | \$ 8,454 | 0.00% | \$ 1.77 |
| 1602 | Minor Capital | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - |
| <hr/> | | | | | | | | | |
| DEPARTMENTAL TOTAL | | \$ 134,279 | \$ 140,589 | \$ 149,817 | \$ 165,650 | \$ 171,348 | \$ 171,348 | 3.44% | \$ 35.80 |

COUNCIL ON AGING
541

| <u>LINE ITEM</u> | <u>FY 2020 APPROPRIATION</u> | <u>FY 2021 DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2021 TOWN MANAGER APPROVED</u> | <u>FY 2021 FINCOM APPROVED</u> | <u>PERCENT CHANGE</u> |
|--------------------------------|----------------------------------|---|-------------------|---------------------------|--|--|--|---------------------------|
| Building Maintenance | | | | | | | | |
| Maintenance/Repair Equipment | | | | | | | | |
| Maintenance Agreements | | | | | | | | |
| Assessments | \$ 1,900.00 | \$ 1,900.00 | \$ - | 0.00% | | \$ 1,900.00 | | 0.00% |
| Advertising | | | | | | | | |
| Printing/Copying | \$ 350.00 | \$ 794.00 | \$ 444.00 | 126.86% | Increase priting for outreach and tranport marketing | \$ 794.00 | | 126.86% |
| 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) | -100.00% | Dues is covered through formula grant | \$ - | | -100.00% |
| New Employee Physical | | | | | | | | |
| TOTAL FUNDS REQUESTED | \$ 8,454.00 | \$ 8,454.00 | \$ - | 0.00% | | \$ 8,454.00 | \$ - | 0.00% |

Department Council On Aging
 Org # 541
 COLA % 2.00%

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
|------------------|------------|-----------------|------------------|-----------|----------|-------|------------------------|------------------|-------|----------------------------|-------------------------------|-----------------|-----------|--------------|------------------------------|
| FISCAL YEAR 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Salaries | | | | | | | | | | | | | | | |
| Shelp | Kathy | Supervisors | Director | 10 | | 40 | \$ 77,994.00 | | 40 | \$ 79,553.88 | 2.5% | | \$ 325.00 | \$ 81,542.73 | \$ 81,867.73 |
| Other Pay | | | | | | | \$ 1,495.00 | | | | | | | | |
| TOTAL SALARIES | | | | | | | \$ 79,489.00 | | | | | | | | \$ 81,867.73 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| FISCAL YEAR 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Wages | | | | | | | | | | | | | | | |
| Shepard-Jones | Stacey | THL | Outreach Coord. | 6 | \$ 25.00 | 32 | \$ 41,760.00 | \$ 25.50 | 32 | \$ 42,595.20 | 2.0% | \$ 26.01 | \$ 324.00 | \$ 43,447.10 | \$ 43,771.10 |
| Santiago | Kathleen | THL | Volunteer Coord. | 4 | \$ 22.86 | 30 | \$ 35,798.76 | \$ 23.32 | 30 | \$ 36,519.12 | 2.0% | \$ 23.79 | | \$ 37,255.14 | \$ 37,255.14 |
| Other Pay | | | | | | | \$ 148.00 | | | | | | | | |
| TOTAL WAGES | | | | | | | \$ 77,706.76 | | | | | | | | \$ 81,026.24 |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|--------------------------|---------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| SENIOR CENTER VAN | | | | | | | | | |
| 1610 | Wages | \$ 46,896 | \$ 48,642 | \$ 48,391 | \$ 51,190 | \$ 52,091 | \$ 52,091 | 1.76% | \$ 10.88 |
| 1611 | Expenses | \$ 6,528 | \$ 7,999 | \$ 8,268 | \$ 17,673 | \$ 17,673 | \$ 17,673 | 0.00% | \$ 3.69 |
| <hr/> | | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 53,424 | \$ 56,641 | \$ 56,659 | \$ 68,863 | \$ 69,764 | \$ 69,764 | 1.31% | \$ 14.57 |

SENIOR CENTER VAN
542

| <u>LINE ITEM</u> | <u>FY 2020 APPROPRIATION</u> | <u>FY 2021 DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2021 TOWN MANAGER APPROVED</u> | <u>FY 2021 FINCOM APPROVED</u> | <u>PERCENT CHANGE</u> |
|------------------------------|----------------------------------|---|-------------------|---------------------------|---------------------------|--|--|---------------------------|
| Telephone | \$ 820.00 | \$ 820.00 | \$ - | 0.00% | | \$ 820.00 | | 0.00% |
| Postage | | | | | | | | |
| Office Supplies | | | | | | | | |
| Dues & Memberships | | | | | | | | |
| Travel/Conferences | | | | | | | | |
| Equipment Maintenance | | | | | | | | |
| Printing/Printed Forms | | | | | | | | |
| Safety Training | \$ 100.00 | \$ 100.00 | \$ - | 0.00% | | \$ 100.00 | | 0.00% |
| Annual Physical Exam | \$ 250.00 | \$ 250.00 | \$ - | 0.00% | | \$ 250.00 | | 0.00% |
| Testing and Licenses | \$ 300.00 | \$ 300.00 | \$ - | 0.00% | | \$ 300.00 | | 0.00% |
| Electricity | | | | | | | | |
| Vehicle Costs | \$ 5,000.00 | \$ 5,000.00 | \$ - | 0.00% | | \$ 5,000.00 | | 0.00% |
| Employee and Union | | | | | | | | |
| Consulting and Engineering | | | | | | | | |
| Building Upgrades | | | | | | | | |
| Other: Gas/Oil | \$ 10,000.00 | \$ 10,000.00 | \$ - | 0.00% | | \$ 10,000.00 | | 0.00% |
| Other: Insurance | \$ 1,203.00 | \$ 1,203.00 | \$ - | 0.00% | | \$ 1,203.00 | | 0.00% |
| TOTAL FUNDS REQUESTED | \$ 17,673.00 | \$ 17,673.00 | \$ - | 0.00% | | \$ 17,673.00 | \$ - | 0.00% |

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 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Salaries | | | | | | | | | | | | | | | |
| TOTAL SALARIES | | | | | | | | | | | | | | | \$ - |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 15 | 15 | 16 |
| FISCAL YEAR 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Wages | | | | | | | | | | | | | | | |
| Per Diem | | THL | Van Driver | 4 | \$18.86 | 10.72 | \$ 10,553.75 | \$ 19.24 | 11 | \$ 10,764.83 | | \$ 19.24 | | \$ 10,764.83 | \$ 10,764.83 |
| Vacant | | THL | Van Driver | 4 | \$19.62 | 14 | \$ 14,338.30 | \$ 20.01 | 14 | \$ 14,625.06 | | \$ 20.01 | | \$ 14,625.06 | \$ 14,625.06 |
| Shepard Jones | Stacey | THL | Dispatcher | 6 | \$24.26 | 5 | \$ 6,331.86 | \$ 24.75 | 5 | \$ 6,458.50 | | \$ 24.75 | | \$ 6,458.50 | \$ 6,458.50 |
| Marton | Richard | THL | Van Driver | 4 | \$20.01 | 19 | \$ 19,845.92 | \$ 20.41 | 19 | \$ 20,242.84 | | \$ 20.41 | | \$ 20,242.84 | \$ 20,242.84 |
| Other Pay | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| TOTAL WAGES | | | | | | | | | | | | | | | \$ 52,091.22 |



TOWN OF GROTON

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

13 November 2019

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

Dear Mark:

This letter is the supporting documentation for the FY2021 Veterans' Services Officer's Budget. I'm requesting 'level funding' with one possible increase in computer expenses, although Mike Chiasson may take that on. This is already a barebones budget and the likelihood that I will be able to decrease payments of veterans' benefits any further is rather low due to the general state of the economy. However, we will continue to see a significant (although slightly reduced) State reimbursement stream so the net budget should be considerably lower as noted below.

7040 Salary

this amount is set by the Selectmen

7041 Expenses

Office Supplies

I've spent very little so far this year but am running out of file folders and some other basics – also, I now have to pay for printer toner cartridges and I suspect I will go through about one per year at a cost in the \$100 range [I normally buy a pack of two cartridges every other year to save money and this is going to be the 'buy a 2-pack' year] – I also have to pay for my efax service which runs around \$60 per year – in a real pinch this could be reduced a bit, but there isn't much left to cut!

Travel/Conferences

this had been almost entirely devoted to a single annual session run by the Department of Veterans' Services (DVS) which reimbursed the Town for nearly all the costs so this line item essentially authorized the initial payments which were then reimbursed – this year there were no up-front costs and the meals were provided, so unless I file for mileage to Leominster and back for four

days, there will be no cost – there are at least two other multi-day training sessions available each year, but it does not appear that they will be required under the Valor Act which was passed by the legislature this year and I have passed all the certification tests so won't need any training other than the mandatory annual training which is tending to be the last week of October now – with this in mind, this expense item could probably be reduced if necessary, not that a reduction of \$200 or so is going to make a major difference on the Town's bottom line

Software/Service Maintenance I haven't done much with the new software service named VetraSpec that greatly enhances the filing and following of VA benefits claims yet, but it should be a big help for many of my clients – the cost is an \$450 annual license fee, although I'm budgeting \$500 to allow for any increase – all computer hardware items are on hand so there's no further expense

I have either discontinued all other expenses or pay them myself [Dues & Memberships being the main one that I pay]

7042 Veterans' Benefits

this is highly unpredictable and the current caseload of three elders and one slightly younger unemployed veteran is a bit below what the Massachusetts Department of Veterans' Services expects for a community like ours – I would suggest that we maintain 'level funding' since we have no other information to work with – please note also that since payments were fairly flat year-to-year this year, the FY2019 reimbursements will also be fairly flat year-to-year, although they do not appear in my budget

7043 Minor Capital

no needs so nothing requested

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

Sincerely,

Robert C. Johnson

Robert C. Johnson
Veterans' Services Officer

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|----------------------------------|------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| VETERAN'S SERVICE OFFICER | | | | | | | | | |
| 1620 | Salary | \$ 3,484 | \$ 3,484 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | 0.00% | \$ 1.04 |
| 1621 | Expenses | \$ 65 | \$ 65 | \$ 514 | \$ 1,100 | \$ 1,100 | \$ 1,100 | 0.00% | \$ 0.23 |
| 1622 | Veterans' Benefits | \$ 39,876 | \$ 33,772 | \$ 39,373 | \$ 42,000 | \$ 42,000 | \$ 42,000 | 0.00% | \$ 8.77 |
| 1623 | Minor Capital | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - |
| <hr/> | | | | | | | | | |
| DEPARTMENTAL TOTAL | | \$ 43,425 | \$ 37,321 | \$ 44,887 | \$ 48,100 | \$ 48,100 | \$ 48,100 | 0.00% | \$ 10.05 |

VETERAN'S SERVICE OFFICER
543

| <u>LINE ITEM</u> | <u>FY 2020 APPROPRIATION</u> | <u>FY 2021 DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2021 TOWN MANAGER APPROVED</u> | <u>FY 2021 FINCOM APPROVED</u> | <u>PERCENT CHANGE</u> |
|------------------------------|----------------------------------|---|-------------------|---------------------------|---------------------------|--|--|---------------------------|
| Telephone | | | | | | | | |
| Postage | | | | | | | | |
| Office Supplies | \$ 400.00 | \$ 400.00 | \$ - | 0.00% | | \$ 400.00 | | 0.00% |
| Dues & Memberships | | | | | | | | |
| Travel/Conferences | \$ 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: | | | | | | | | |
| TOTAL FUNDS REQUESTED | \$ 1,100.00 | \$ 1,100.00 | \$ - | 0.00% | | \$ 1,100.00 | \$ - | 0.00% |

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

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | |
|------------------|------------|-----------------|-----------------|-----------|------|-------|------------------------|------------------|-------|----------------------------|-------------------------------|-----------------|-----------|--------------|------------------------------|-------------|
| FISCAL YEAR 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 | |
| Salaries | | | | | | | | | | | | | | | | |
| TOTAL SALARIES | | | | | | | | | | | | | | | | \$ - |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 15 | 15 | 16 | |
| FISCAL YEAR 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 | |
| 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 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|----------------------------|------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| GRAVES REGISTRATION | | | | | | | | | |
| 1630 | Salary/Stipend | \$ 250 | \$ 250 | \$ 250 | \$ 250 | \$ 250 | \$ 250 | 0.00% | \$ 0.05 |
| 1631 | Expenses | \$ 750 | \$ 760 | \$ 756 | \$ 760 | \$ 760 | \$ 760 | 0.00% | \$ 0.16 |
| DEPARTMENTAL TOTAL | | \$ 1,000 | \$ 1,010 | \$ 1,006 | \$ 1,010 | \$ 1,010 | \$ 1,010 | 0.00% | \$ 0.21 |

GRAVES REGISTRATION
493

| <u>LINE ITEM</u> | <u>FY 2020 APPROPRIATION</u> | <u>FY 2021 DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2021 TOWN MANAGER APPROVED</u> | <u>FY 2021 FINCOM APPROVED</u> | <u>PERCENT CHANGE</u> |
|------------------------------|----------------------------------|---|-------------------|---------------------------|---------------------------|--|--|---------------------------|
| Telephone | | | | | | | | |
| Postage | | | | | | | | |
| Office Supplies | | | | | | | | |
| Dues & Memberships | | | | | | | | |
| Travel/Conferences | | | | | | | | |
| Equipment Maintenance | | | | | | | | |
| Printing/Printed Forms | | | | | | | | |
| Software/Service Maintenance | | | | | | | | |
| Space Rental | | | | | | | | |
| Heating Costs | | | | | | | | |
| Electricity | | | | | | | | |
| Vehicle Costs | | | | | | | | |
| Uniform Cleaning | | | | | | | | |
| Trash Bags | | | | | | | | |
| Other: Flags | \$ 760.00 | \$ 760.00 | \$ - | 0.00% | | \$ 760.00 | | 0.00% |
| Other: | | | | | | | | |
| Other: | | | | | | | | |
| TOTAL FUNDS REQUESTED | \$ 760.00 | \$ 760.00 | \$ - | 0.00% | | \$ 760.00 | \$ - | 0.00% |

Department Graves Registration
 Org # 493
 COLA % 0.00%

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
|------------------|------------|-----------------|------------------|-----------|------|-------|------------------------|------------------|-------|----------------------------|-------------------------------|-----------------|-----------|--------------|------------------------------|
| FISCAL YEAR 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| 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 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Wages | | | | | | | | | | | | | | | |

TOTAL WAGES \$ - \$ -

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|-------------------------------|------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| CARE OF VETERAN GRAVES | | | | | | | | | |
| 1640 | Contract Expenses | \$ 1,550 | \$ 1,550 | \$ 1,550 | \$ 1,550 | \$ 1,550 | \$ 1,550 | 0.00% | \$ 0.32 |
| DEPARTMENTAL TOTAL | | \$ 1,550 | \$ 1,550 | \$ 1,550 | \$ 1,550 | \$ 1,550 | \$ 1,550 | 0.00% | \$ 0.32 |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|-------------------------------------|------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| OLD BURYING GROUND COMMITTEE | | | | | | | | | |
| 1650 | Expenses | \$ 800 | \$ 167 | \$ - | \$ 800 | \$ 800 | \$ 800 | 0.00% | \$ 0.17 |
| DEPARTMENTAL TOTAL | | \$ 800 | \$ 167 | \$ - | \$ 800 | \$ 800 | \$ 800 | 0.00% | \$ 0.17 |

NARRATIVE DESCRIPTION OF FY2021 LIBRARY BUDGET

11/22/2019

1. **SALARIES:** These six people represent the true pillars of the library; they are the individuals upon which all library work and services are built. This is the most expensive library budget line item, but what the Town receives in return is incalculable.
2. **WAGES:** These are the essential individuals that keep the library staffed on all 3 floors for 52 hours a week, Sept-May, and 48 hours per week in the summer. Notes:
 - a. **Mass. Minimum Wage** goes up to \$13.50 on Jan. 1, 2021, so that is what our Shelves need to be paid in FY2021.
 - b. **Summer Reading Help:** This is required to meet the service demands of our exceedingly busy Children's Room during the 10 weeks of Summer Reading Program, which runs from the last day of school to the weekend before the first. Summer Reading is not only fundamental, but it is also essential in the summer to prevent "summer reading slide" – the loss in reading comprehension that happens if kids don't read over the summer, which makes them start behind their peers academically when school begins.
 - c. **Sunday Hours:**
 - i. January through April hours have been offered since 2003 and been in the Town budget since 2005
 - ii. Adding 5 Additional Months of Sunday Hours (Sept-Dec + May) possible at essentially net zero cost to the Town because of the State allowance to flex our materials expenditure requirement from 16% to 15% (FY21: Savings of \$9,422) for exceeding our maximum # of hours for 9 months out of the year.
 - d. **Other Pay:**
 - i. Longevity (for Wages in FY20: \$2,069.59)
 - ii. Monthly public services staff meetings at 1.5 hours per month (estimated at \$2,880)
 - iii. Two 3-hour all-staff workshops each year for safety & other training (estimated at \$1,200)
 - iv. 15.5% irreducible amount for double time pay; that is, paying a part-time staff member to cover a service desk for benefitted staff sick, vacation, personal, holiday, or also paid time off (estimated at \$7,364). We are very frugal; staff are very respectful of the personnel budget limitations and almost always take time off to limit impact to public service; we offer shifts to lower hourly wage staff first, but sometimes need to take whomever is available and willing. This means the GPL team cover 84.5% of benefitted staff time off by creative staff scheduling and "borrowing staff" from other floors, as needed, including pressing the Director into covering a desk on occasion.

PERSONNEL NOTE: Additional Funding Sources Require Staff Management to Leverage: The Library is extremely fortunate in having access to additional sources of funding that covers nearly our entire programming budget, many service enhancements, and funding for special projects, from the Endowment to the Trusts to Grants to State Aid to Gifts. But all require library staff and an open building to create and manage it, and this is where the Town comes in. By supporting library staff and basic building maintenance, utilities, services, and supplies, we are able to leverage other funds. Our largest sources of funds, the GPL Endowment Trust and the Library Trusts, are managed by independent boards that very clearly enforce their mission to not provide library basics that are the responsibility of the Town.

NARRATIVE DESCRIPTION OF FY2021 LIBRARY BUDGET

11/22/2019

3. EXPENSES:

- a. **Advertising:** Pays for any newspaper posting for any item as required by law
- b. **Books & Materials:** 16% of municipal budget for library required to maintain state certification and retain patron and library borrowing privileges at all libraries in the Commonwealth, unless – as we are doing – using the flexibility for materials requirement to reduce this to 15% (see attached documents for detailed explanations)
- c. **Computer:**
 - a. Software (computer security, business software for staff use, etc.)
 - b. Library-specific hardware peripherals (receipt printers, barcode scanners, etc.)
 - c. Annual maintenance of 3 self-checkout computers (now 10 years old)
 - d. Consulting for any network issues that arise outside of Jeff Pike's knowledge
- d. **Contracted Services:**
 - a. Online Library Software for our calendar, room bookings, museum passes, summer reading logs, etc.
 - b. Mailchimp for sending out our biweekly event email newsletter
 - c. Copyright licenses to show movies without violating public performance rights
 - d. Website hosting
 - e. Monthly copier maintenance service
 - f. Online video library for 24/7 help on how to use all library resources, from catalog to databases
- e. **Dues and Meetings:**
 - a. Memberships for professional librarians and dept. heads in Mass. Lib. Assn.
 - b. Membership for Director in the American Library Association
 - c. Dues to attend professional meetings or conferences, like the annual statewide Teen Librarian Summit or the Mass. Library Assn. conference.
- f. **Electric** – GELD estimate
- g. **Furniture & Equipment:** More of a sub-set of Maintenance & Repairs, only for library furniture and equipment, such as replacing staff task chairs or upholstery repair as well as updates/repairs/maintenance for equipment for cleaning the building or managing the grounds (lawn mower, snow blower, etc.)
- h. **Grounds Maintenance:** for landscaping services for Katie's Garden and library grounds, beyond the basics maintained by library custodial staff with DPW support.

NARRATIVE DESCRIPTION OF FY2021 LIBRARY BUDGET

11/22/2019

- i. **Heating** – National Grid estimate
- j. **Insurance** – Through the Town, this goes up \$15-25 per year.
- k. **Maintenance Agreements – Building:**
 - a. Alarm monitoring and services
 - b. Elevator maintenance and inspections
 - c. Fire extinguishers maintenance
 - d. HVAC annual maintenance contract
 - e. Sprinkler System annual testing
 - f. Annual Water inspection
- l. **Maintenance Agreement: MVLC** – Our annual membership assessment in our library network of 36 libraries, the (greater) Merrimack Valley Library Consortium (MVLC), provides so much service and support that it is amazing we ever survived without it:
 - a. Library system (for circulation, cataloging, acquisitions, serials, book club kits, etc.) and all attendant support, training, maintenance, updates, and assistance
 - b. Shared e-content library through OverDrive and Safari Technical ebooks
 - c. Shared purchasing power that gives more negotiating power for purchases, like digital music through Freegal, NoveList, Office365 licenses, etc.
 - d. Technology support and training
 - e. Policy framework that makes sharing easier among all 775,000 MVLC towns' residents
 - f. Facilitating Inter-library connections, sharing, and support
- m. **Maintenance and Repairs:**
 - a. This covers all building maintenance and repair not covered by a specific contract, such as replacing a broken part in the elevator or HVAC, service calls to professionals (plumbers, electricians, locksmiths, painters, etc.), replacing worn/broken building equipment, such as the hot water heater, baseboard heater, entrance doors, door hardware repair, power assist on entrance doors, book returns, wall repairs, etc. And as our building renovation and remodel gets further away (20 years now), the more repairs are needed, often leading to capital requests for full replacement
 - b. This also covers annual or biannual professional cleaning services for windows and carpets (our amazing custodian team of Debra Ladue and Phil Aiello somehow manage cleaning and maintenance of every other part of the building, from light bulb changes 2 stories up to wood polishing to spot carpet cleaning as needed)
- n. **Postage & Delivery** – all postage and delivery for mailing overdue/lost/damaged item notices to patrons; mailing of all interlibrary loans from across the country that are not in Massachusetts libraries to borrow through MVLC or the state for our patrons; all general business mailing

NARRATIVE DESCRIPTION OF FY2021 LIBRARY BUDGET

11/22/2019

- o. **Printing & Copying** – All standard business printing and copying – reports, handouts for the public, all forms, all informational flyers, all how-to guides, all public information, contracts, reports, new signage as spaces and areas change, etc.
- p. **Programs** – A few basic supplies for all the programming, refreshments, and supplies paid for by the Endowment or Lecture Fund, such as special cleaning supplies, an a/v cable, event sign holders, outdoor street sign, etc.
- q. **Supplies:**
 - a. Custodial – bathroom supplies, paper towels, cleaning supplies, etc. – for the 100,000 people that visit this facility every year
 - b. Library – book covers, DVD/Audiobook cases, spine labels, etc. for the 15,000 or so items we buy and process each year
 - c. Office – printer cartridges, pens, pencils paper, all general office supplies (tape, paper clips, calendars), first aid supplies, etc.
 - d. Clothing/Safety Equip. Allowance: amount set in the Union contract for custodial staff
- r. **Trash Removal** – Waste Management quote
- s. **Travel** – Mileage to send library staff to meetings, conferences, trainings, workshops, etc., as well as some custodial-related mileage
- t. **Water & Sewer:** Estimate from Water Dept.

OTHER BUDGET NOTES:

- **New Budget Initiative:** If any additional funding could be supplied to the Library over the next 5 years, our top request would be to open Sundays year-round. This would mean an additional three months (or 14 Sundays, including Labor Day & Memorial weekend, which we are not open now) of staffing, or an additional \$7,217.18 in FY21 Wages. This was our 2nd top request for expanding hours from our 2015 community survey of Groton residents. (The 1st top request was fall Sunday hours, so mission accomplished!)

Benefits to the Town:

1. Sundays in the Summer would expand our already hugely popular summer reading program for all ages.
 2. We would be a cooling center on hot Sundays.
 3. Most families have working parents and – unless retired – most adults work, so even though school is not in session, most people still have Sunday afternoons as their only unscheduled time in the week – we have been told this repeatedly verbally and in surveys and it has been confirmed by the different people we see in the library on Sundays.
- **Continuing to Collect Fines:** Despite many libraries in the area and around the country doing away with overdue fines (especially for kids and teens), we continue to collect this revenue stream for the Town, estimated at about \$12,000 this year. Also, not opting into automatic renewals in 2020, as would reduce collection of fine revenue for the Town.

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|---------------------------|------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| LIBRARY | | | | | | | | | |
| 1660 | Salary | \$ 357,628.0 | \$ 367,599 | \$ 380,525 | \$ 393,185 | \$ 407,364 | \$ 407,364 | 3.61% | \$ 85.10 |
| 1661 | Wages | \$ 291,991.0 | \$ 282,798 | \$ 304,798 | \$ 331,213 | \$ 331,959 | \$ 331,959 | 0.23% | \$ 69.35 |
| 1662 | Expenses | \$ 200,010.0 | \$ 199,547 | \$ 198,474 | \$ 205,304 | \$ 205,304 | \$ 205,304 | 0.00% | \$ 42.89 |
| | | | | | | | | | |
| DEPARTMENTAL TOTAL | | \$ 849,629 | \$ 849,944 | \$ 883,797 | \$ 929,702 | \$ 944,627 | \$ 944,627 | 1.61% | \$ 197.34 |

LIBRARY
610

| LINE ITEM | FY 2021 | | | | REASON FOR CHANGE: | FY 2021 | | PERCENT |
|--------------------------------|--------------------------|-----------------------|---------------|--------------|---|--------------------------|--------------------|--------------|
| | FY 2020 APPROPRIATION | DEPARTMENT REQUEST | DIFFERENCE | CHANGE | | TOWN MANAGER APPROVED | FINCOM APPROVED | |
| Advertising | \$ 500.00 | \$ 500.00 | \$ - | 0.00% | | \$ 500.00 | | 0.00% |
| Books/Materials | \$ 63,026.00 | \$ 58,958.00 | \$ (4,068.00) | -6.45% | Trust Commissioners voted a \$10K increase to \$70,000 for FY2021 bks & mats, which covers half of our required amount in FY2021, so reduced Town's portion | \$ 58,958.00 | | -6.45% |
| Computer | \$ 4,500.00 | \$ 4,800.00 | \$ 300.00 | 6.67% | Increases to software & software contracts | \$ 4,800.00 | | 6.67% |
| Contracted Services | \$ 4,685.00 | \$ 5,100.00 | \$ 415.00 | 8.86% | Increases to contracted services | \$ 5,100.00 | | 8.86% |
| Dues and Meetings | \$ 1,000.00 | \$ 1,000.00 | \$ - | 0.00% | | \$ 1,000.00 | | 0.00% |
| Electric | \$ 22,277.00 | \$ 25,000.00 | \$ 2,723.00 | 12.22% | estimate provided by GELD | \$ 25,000.00 | | 12.22% |
| 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 | \$ 575.00 | \$ 605.00 | \$ 30.00 | 5.22% | \$590 in FY20; goes up \$15 or so every year | \$ 605.00 | | 5.22% |
| Maintenance Agreements - Bldg. | \$ 6,750.00 | \$ 7,350.00 | \$ 600.00 | 8.89% | Increases to building maintenance contracts | \$ 7,350.00 | | 8.89% |
| Membership Agreements - MVLC | \$ 44,391.00 | \$ 44,391.00 | \$ - | 0.00% | | \$ 44,391.00 | | 0.00% |
| Maintenance and Repairs | \$ 15,300.00 | \$ 15,300.00 | \$ - | 0.00% | | \$ 15,300.00 | | 0.00% |
| Postage and Delivery | \$ 1,400.00 | \$ 1,400.00 | \$ - | 0.00% | | \$ 1,400.00 | | 0.00% |
| Printing and Copying | \$ 2,000.00 | \$ 1,500.00 | \$ (500.00) | -25.00% | In alignment with expenditures | \$ 1,500.00 | | -25.00% |
| Programs and Lectures | \$ 500.00 | \$ 500.00 | \$ - | 0.00% | | \$ 500.00 | | 0.00% |
| Supplies | \$ 13,500.00 | \$ 13,700.00 | \$ 200.00 | 1.48% | Contractual Union increase for custodial clothing allowance | \$ 13,700.00 | | 1.48% |
| Trash Removal | \$ 1,900.00 | \$ 2,200.00 | \$ 300.00 | 15.79% | Quote from Waste Management; been creeping up ~\$100 a year | \$ 2,200.00 | | 15.79% |
| 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% | Estimate approved by Water Dept. | \$ 3,500.00 | | 0.00% |
| Other: | | | | | | | | |
| TOTAL FUNDS REQUESTED | \$ 205,304.00 | \$ 205,304.00 | \$ - | 0.00% | | \$ 205,304.00 | \$ - | 0.00% |

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 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Salaries | | | | | | | | | | | | | | | |
| Abraham | Vanessa | Contract | Library Director | | | 40 | \$ 89,754.00 | | | \$ 91,549.08 | 2.0% | | | \$ 93,380.06 | \$ 93,380.06 |
| Baylis | Lisa | THL | Head of Circulation | 7 | | 37 | \$ 59,612.00 | | | \$ 60,804.24 | 2.0% | | \$ - | \$ 62,020.32 | \$ 62,020.32 |
| Dowson | Deborah | THL | YA/Teen Librarian | 8 | | 20 | \$ 34,503.00 | | | \$ 35,193.06 | 2.0% | | \$ 175.00 | \$ 35,896.92 | \$ 36,071.92 |
| Dunham | Karen | THL | Head of Childrens | 8 | | 40 | \$ 67,293.00 | | | \$ 68,638.86 | 1.0% | | \$ 350.00 | \$ 69,325.25 | \$ 69,675.25 |
| Olson | Susanne | THL | Reference Librarian | 8 | | 40 | \$ 69,656.00 | | | \$ 71,049.12 | 1.5% | | \$ 750.00 | \$ 72,114.86 | \$ 72,864.86 |
| Pike | Jeffrey | THL | Technology Librarian | 8 | | 40 | \$ 69,788.00 | | | \$ 71,183.76 | 1.5% | | \$ 1,100.00 | \$ 72,251.52 | \$ 73,351.52 |
| Other Pay | | | | | | | \$ 2,579.00 | | | | | | | | |
| TOTAL SALARIES | | | | | | | | \$ 393,185.00 | | | | | | | |
| | | | | | | | | \$ 2,375.00 | | | | | | | |
| | | | | | | | | \$ 407,363.93 | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 15 | 15 | 16 |
| FISCAL YEAR 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Wages | | | | | | | | | | | | | | | |
| Summer Reading Help: Lib. Asst. I (3) | | | | 3 | \$ 18.45 | 481 | \$ 8,874.45 | \$ 18.82 | 481 | \$ 9,052.42 | | | | \$ 9,052.42 | \$ 9,052.42 |
| Winter (Jan-Apr) Sundays: Custodian II (1) | | | | 4 | \$ 19.51 | 48 | \$ 936.48 | \$ 19.90 | 48 | \$ 955.20 | | | | \$ 955.20 | \$ 955.20 |
| Winter (Jan-Apr) Sundays: Ref. Librarian (1) | | | | 8 | \$ 27.11 | 68 | \$ 1,843.48 | \$ 27.65 | 68 | \$ 1,880.20 | | | | \$ 1,880.20 | \$ 1,880.20 |
| Winter (Jan-Apr) Sundays: Lib. Asst. II (4) | | | | 4 | \$ 19.51 | 264 | \$ 5,150.64 | \$ 19.90 | 264 | \$ 5,253.60 | | | | \$ 5,253.60 | \$ 5,253.60 |
| <u>Fall & May Sunday Hours (with Jan-Apr: 9 months of Sundays)</u> | | | | | | | | | | | | | | | |
| Custodian II for Sept-Dec & May Sundays | | | | | \$ 19.51 | 60 | \$ 1,170.60 | \$ 19.90 | 60 | \$ 1,194.00 | | | | \$ 1,194.00 | \$ 1,194.00 |
| Reference Librarian for Sept-Dec & May Sundays | | | | | \$ 27.11 | 85 | \$ 2,304.35 | \$ 27.65 | 85 | \$ 2,350.25 | | | | \$ 2,350.25 | \$ 2,350.25 |
| Library Assistants (4) for Sept-Dec & May Sundays | | | | | \$ 19.51 | 330 | \$ 6,438.30 | \$ 19.90 | 330 | \$ 6,567.00 | | | | \$ 6,567.00 | \$ 6,567.00 |
| Aiello | Phillip | THL | Custodian II | 4 | \$ 20.11 | 6 | \$ 6,298.45 | \$ 20.51 | 6 | \$ 6,423.73 | 1.5% | \$ 20.82 | | \$ 6,520.82 | \$ 6,520.82 |
| Belanger | Erica | THL | Library Assistant II | 4 | \$ 24.25 | 23 | \$ 29,114.55 | \$ 24.74 | 23 | \$ 29,702.84 | 1.0% | \$ 24.99 | \$ 719.00 | \$ 30,002.99 | \$ 30,721.99 |
| Bolton | Carrie | THL | Library Asst. I | 3 | \$ 18.45 | 11 | \$ 10,593.99 | \$ 18.82 | 11 | \$ 10,806.44 | 1.5% | \$ 19.10 | | \$ 10,967.22 | \$ 10,967.22 |
| Chennakesavan | Akul | THL | Shelver | 1 | \$ 12.75 | 5 | \$ 3,327.75 | \$ 13.50 | 5 | \$ 3,523.50 | | \$ 13.50 | | \$ 3,523.50 | \$ 3,523.50 |
| Danti | Samantha | THL | Library Asst. II | 4 | \$ 20.80 | 37 | \$ 40,173.12 | \$ 21.22 | 37 | \$ 40,984.31 | 2.0% | \$ 21.64 | | \$ 41,795.50 | \$ 41,795.50 |
| Dumont | Nancy | THL | Library Asst. II | 4 | \$ 20.72 | 23 | \$ 24,876.43 | \$ 21.13 | 23 | \$ 25,368.68 | 2.0% | \$ 21.55 | | \$ 25,872.93 | \$ 25,872.93 |
| Fleischman | Deborah | THL | Asst. To Libr. Dir. | 1 | \$ 26.25 | 25 | \$ 34,256.25 | \$ 26.78 | 25 | \$ 34,947.90 | 1.0% | \$ 27.05 | | \$ 35,300.25 | \$ 35,300.25 |
| Gagliardi | Elizabeth | THL | Library Asst. II | 6 | \$ 19.51 | 16 | \$ 16,294.75 | \$ 19.90 | 16 | \$ 16,620.48 | 2.0% | \$ 20.30 | | \$ 16,954.56 | \$ 16,954.56 |
| Jones | Ashley | THL | Library Asst. I | 3 | \$ 18.93 | 6 | \$ 5,928.88 | \$ 19.31 | 6 | \$ 6,047.89 | 1.5% | \$ 19.60 | | \$ 6,138.72 | \$ 6,138.72 |
| Ladue | Debra | THL | Custodian II | 3 | \$ 24.25 | 27 | \$ 34,177.95 | \$ 24.74 | 27 | \$ 34,868.56 | 1.0% | \$ 24.99 | \$ 743.00 | \$ 35,220.91 | \$ 35,963.91 |
| Majkut | Susanna | THL | Shelver | 4 | \$ 12.75 | 4 | \$ 2,662.20 | \$ 13.50 | 4 | \$ 2,818.80 | | \$ 13.50 | | \$ 2,818.80 | \$ 2,818.80 |
| McNamara | Diane | THL | Library Assit. II | 3 | \$ 19.51 | 12 | \$ 12,221.06 | \$ 19.90 | 12 | \$ 12,465.36 | 1.5% | \$ 20.20 | | \$ 12,653.28 | \$ 12,653.28 |
| Muir | Declan | | Shelver | 1 | \$ 12.75 | 4 | \$ 2,662.20 | \$ 13.50 | 4 | \$ 2,818.80 | | \$ 13.50 | | \$ 2,818.80 | \$ 2,818.80 |
| Reiff | Marianne | THL | Library Asst. I | 3 | \$ 18.45 | 12 | \$ 11,557.08 | \$ 18.82 | 12 | \$ 11,788.85 | | \$ 18.82 | | \$ 11,788.85 | \$ 11,788.85 |
| Sanchez | Lauren | THL | Library Asst. II | 4 | \$ 24.25 | 37 | \$ 46,836.45 | \$ 24.74 | 37 | \$ 47,782.84 | 2.0% | \$ 25.23 | \$ 694.00 | \$ 48,729.22 | \$ 49,423.22 |
| Other Pay | | | | | | | \$ 23,514.00 | | | | | | | | \$ 11,444.00 |
| TOTAL WAGES | | | | | | | | \$ 331,213.41 | | | | | | | |
| | | | | | | | | \$ 2,156.00 | | | | | | | |
| | | | | | | | | \$ 331,959.02 | | | | | | | |

| Priority | Library Budget Expense Line Item | FY2020 Appropriation | FY2021 Department Request | Change | Impact to Town if Not Funded |
|----------|---------------------------------------|----------------------|---------------------------|--------|---|
| 1 | Water & Sewer | \$ 3,500.00 | \$ 3,500.00 | 0.00% | Can't be open if no water or functioning bathrooms |
| 2 | Heat | \$ 10,000.00 | \$ 10,000.00 | 0.00% | Can't be open if no heat |
| 3 | Electric | \$ 22,277.00 | \$ 25,000.00 | 12.22% | Can't be open if no power |
| 4 | Maintenance Agreements - Building | \$ 6,750.00 | \$ 7,350.00 | 8.89% | Public safety violations if elevator, sprinklers, HVAC, or alarms malfunctioning and unable to service |
| 5 | Trash Removal | \$ 1,900.00 | \$ 2,200.00 | 15.79% | Waste and Recycling pick-up each week. Essential service for a building w/ ~100,000 visitors/year. |
| 6 | Maintenance & Repairs (Building) | \$ 15,300.00 | \$ 15,300.00 | 0.00% | 20 year old building addition and remodel; toilets, doors, locks, plumbing, etc., all will eventually have problems or fail; and an inability to fix problems would severely impact service, safety, and basic functioning of the building |
| 7 | Insurance | \$ 575.00 | \$ 605.00 | 5.22% | Protects the Town financially |
| 8 | Advertising | \$ 500.00 | \$ 500.00 | 0.00% | For posting requirements by law |
| 9 | Membership Agreements - MVLC | \$ 44,391.00 | \$ 44,391.00 | 0.00% | Would have to revert back to a standalone system (Circulation, cataloging, acquisitions, serials...), lose all shared purchasing power, access to collections, systems and technology support, staff training, state support given to libraries in networks, the ability for patrons to pay online, etc. It would mean going backwards (less service, less functionality, less everything.) |
| 10 | Books & Materials | \$ 63,026.00 | \$ 58,958.00 | -6.45% | Would fail to meet certification requirements by the state; de-certification would mean an entire year of being unable to borrow materials from other libraries or for residents to use other libraries or to apply for state or federal grants or to receive state aid (~\$18,000 a year). |
| 11 | Supplies (Custodial, Library, Office) | \$ 13,500.00 | \$ 13,700.00 | 1.48% | Library: None of the 15K or more materials purchased each year would be protected in cases/sleeves/covers, so they would easily get damaged and/or be lost, and it would be difficult to barcode, label, track, or circulate them. Custodial: would have nothing to use to clean the library or supplies to restock the bathrooms. Office: would be completely hampered to do business with zero office supplies. Custodial Clothing & Safety Equipment: would not be able to meet Union obligation to provide for custodial clothing & safety equipment. |
| 12 | Computer | \$ 4,500.00 | \$ 4,800.00 | 6.67% | Self-checkout machines would not be serviced and we would lose that functionality for the public; library peripherals would break and not be replaced (barcode scanners, receipt printers, etc.); loss of basic software for staff & public use; we would lose support, updates, and services provided for the self-service public scanning and faxing station (given by the Endowment.) |
| 13 | Furniture & Equipment | \$ 4,000.00 | \$ 4,000.00 | 0.00% | Needed to service lawn mower, snow blower, vacuum cleaner, carpet cleaner, etc.; would be unable to repair or replace any basic furnishings needs for staff or the public (e.g. broken computer task chair.) |
| 14 | Postage & Delivery | \$ 1,400.00 | \$ 1,400.00 | 0.00% | Would lose ability to do out-of-state or college interlibrary loans as could not afford to return them; loss of basic ability to function as an organization; inability to notify or bill patrons about overdue or lost materials; would be unable to mail required reports to the state, etc. |
| 15 | Contracted Services | \$ 4,685.00 | \$ 5,100.00 | 8.86% | Would lose online public library calendar, room booking, museum pass, and summer reading management software, which would severely hamper our ability to manage funding from the Endowment and Lecture Funds; we would be unable to send out biweekly email newsletters to promote library news and events to over 3,000 people; copyright licenses to advertise and show movies without violating public performance rights; web site hosting; 24/7 online help access to patrons on using library catalog and databases. |

| | | | | | |
|----|-----------------------|---------------|---------------|---------|---|
| 16 | Printing & Copying | \$ 2,000.00 | \$ 1,500.00 | -25.00% | Would lose copier maintenance; severely hamper basic organizational functioning; all printers and copiers would be defunct without replacement supplies & the Town would lose revenue collected from public printing and copying. |
| 17 | Grounds Maintenance | \$ 4,000.00 | \$ 4,000.00 | 0.00% | The grounds would be overrun by weeds and become overgrown and a mess; shrubbery would die and be left in place; residents would lose the ability to use and enjoy Katie's Garden (one of the few public outdoor spaces with tables and seating in Groton) and would undo a generous gift given by the Madigan family. |
| 18 | Travel | \$ 1,500.00 | \$ 1,500.00 | 0.00% | Unable to send key staff to trainings, workshops, network meetings, etc., when most of the time, the key staff member comes back and shares/demos/explains new products and services to the rest of the GPL staff so we are all up-to-date; would force staff to choose between paying out of pocket or not attending. |
| 19 | Dues and Meetings | \$ 1,000.00 | \$ 1,000.00 | 0.00% | Would lose ability to pay for membership in professional library associations (Mass. Library Assn. for master-degreed librarians & Dept. Heads on staff, plus combo Public Library Assn./American Library Assn. for Director); would lose all discounts, services, professional publications, and support only available to members; the one (at most) conference professional staff are granted permission to attend each year would disappear - and for librarians who need the break from the isolation of being the only person in the library doing that specific job and this one opportunity in the year to go out and get fresh ideas, meet colleagues, get recharged, and discover new services or offerings (for example, the Teen Librarian would not be able to attend the Annual MA Teen Librarian Summit, which is where she and the middle school librarian heard about Townsend's cosplay event, which led them to team up to offer the biggest and most popular event we had in the entire year at the start of summer reading.) |
| 20 | Programs and Lectures | \$ 500.00 | \$ 500.00 | 0.00% | In the mission of the Endowment and the Town Trusts Lecture Funds, access to programming funding is contingent upon the Town supplying basic support to the Library as a Town Department (personnel, utilities, basic supplies, etc.); this is the Town's only direct contribution to support all the programs we hold in a year (656 programs in FY19, which drew 10,500 participants.) We use this for a few basic supplies to support programs and lectures, such as a new dry erase board, presentation easel pads, or a replacement a/v remote for a meeting room, etc. (and our meeting rooms were used by the public - not by staff or for library programs - 1,624 times in FY2019.) |
| | Total Expenses | \$ 205,304.00 | \$ 205,304.00 | 0.00% | |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|--|------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| COMMEMORATIONS & CELEBRATIONS | | | | | | | | | |
| 1670 | Expenses | \$ 483 | \$ 500 | \$ 500 | \$ 500 | \$ 500 | \$ 500 | 0.00% | \$ 0.10 |
| 1671 | Fireworks | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - |
| DEPARTMENTAL TOTAL | | \$ 483 | \$ 500 | \$ 500 | \$ 500 | \$ 500 | \$ 500 | 0.00% | \$ 0.10 |

COMMEMORATIONS AND CELEBRATIONS

692

| <u>LINE ITEM</u> | <u>FY 2020 APPROPRIATION</u> | <u>FY 2021 DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2021 TOWN MANAGER APPROVED</u> | <u>FY 2021 FINCOM APPROVED</u> | <u>PERCENT CHANGE</u> |
|--------------------------------|----------------------------------|---|-------------------|---------------------------|---------------------------|--|--|---------------------------|
| Telephone | | | | | | | | |
| Postage | | | | | | | | |
| Office Supplies | | | | | | | | |
| Dues & Memberships | | | | | | | | |
| Travel/Conferences | | | | | | | | |
| Equipment Maintenance | | | | | | | | |
| Printing/Printed Forms | | | | | | | | |
| Software/Service Maintenance | | | | | | | | |
| Space Rental | | | | | | | | |
| Heating Costs | | | | | | | | |
| Electricity | | | | | | | | |
| Vehicle Costs | | | | | | | | |
| Other: Miscellaneous Fireworks | \$ 500.00 | \$ 500.00 | \$ - | 0.00% | | \$ 500.00 | | 0.00% |
| Other: | | | | | | | | |
| Other: | | | | | | | | |
| TOTAL FUNDS REQUESTED | \$ 500.00 | \$ 500.00 | \$ - | 0.00% | | \$ 500.00 | \$ - | 0.00% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|---------------------------|-------------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| WATER SAFETY | | | | | | | | | |
| 1680 | Wages | \$ 1,999 | \$ 2,713 | \$ 2,966 | \$ 4,118 | \$ 4,200 | \$ 4,200 | 1.99% | \$ 0.88 |
| 1681 | Expenses and Minor Capital | \$ - | \$ 22,129 | \$ 25,766 | \$ 30,301 | \$ 30,732 | \$ 2,732 | -90.98% | \$ 0.57 |
| 1682 | Property Maint & Improvements | \$ 5,489 | \$ 6,103 | \$ 7,695 | \$ 9,000 | \$ 9,000 | \$ 9,000 | 0.00% | \$ 1.88 |
| DEPARTMENTAL TOTAL | | \$ 7,488 | \$ 30,945 | \$ 36,427 | \$ 43,419 | \$ 43,932 | \$ 15,932 | -63.31% | \$ 3.33 |

WATER SAFETY
699
1681 - Expenses

| <u>LINE ITEM</u> | <u>FY 2020 APPROPRIATION</u> | <u>FY 2021 DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2021 TOWN MANAGER APPROVED</u> | <u>FY 2021 FINCOM APPROVED</u> | <u>PERCENT CHANGE</u> |
|---------------------------------|----------------------------------|---|-------------------|---------------------------|---|--|--|---------------------------|
| Lifeguard Management* | \$ 27,569.00 | \$ 28,000.00 | \$ 431.00 | 1.56% | Based on cost est. from YMCA Director. I will be receiving a more accurate estimate in the coming weeks once the YMCA has begun working on our FY21 contract. | \$ - | | -100.00% |
| Lifeguard Chairs | | | | | n/a - in good shape | | | |
| Rescue Equipment | | | \$ - | | n/a - will need \$ in future, but after FY21 made serious improvements (swim ropes, bouys, etc.) in FY20; plan to continue improvements in FY21 | | | |
| Swim Area Protection/Markers | \$ 486.00 | \$ 486.00 | \$ - | 0.00% | needed more money for road improvement (prevailing wages costs); will combine with '1682' expense budget | \$ 486.00 | | 0.00% |
| Gear Storage and Transport | \$ 200.00 | \$ 1,202.00 | \$ 1,002.00 | 501.00% | need to re-fill first-aid supplies, replace equipment as necessary | \$ 1,202.00 | | 501.00% |
| Emergency Medical Supplies | \$ 171.00 | \$ 171.00 | \$ - | 0.00% | currently no rescue boat; moved money to Transport for road improvement | \$ 171.00 | | 0.00% |
| Rescue Boat, LifeJackets, Radio | \$ 202.00 | \$ - | \$ (202.00) | -100.00% | This covers the porta-potty (plans to make accessible this year) | \$ - | | -100.00% |
| Toilet Rental | \$ 723.00 | \$ 723.00 | \$ - | 0.00% | we had minimal advert costs FY20; moved \$ to Transport for road improvement | \$ 723.00 | | 0.00% |
| Advertising | \$ 850.00 | \$ 150.00 | \$ (700.00) | -82.35% | as of now, no programming planned in FY21; money moved to Transport for road improvement | \$ 150.00 | | -82.35% |
| Programs | \$ 100.00 | \$ - | \$ (100.00) | -100.00% | | \$ - | | -100.00% |
| TOTAL FUNDS REQUESTED | \$ 30,301.00 | \$ 30,732.00 | \$ 431.00 | 0.00% | | \$ 2,732.00 | \$ - | 0.00% |

WATER SAFETY

699

1682 - Property Maintenance and Improvements

| <u>LINE ITEM</u> | <u>FY 2020 APPROPRIATION</u> | <u>FY 2021 DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2021 TOWN MANAGER APPROVED</u> | <u>FY 2021 FINCOM APPROVED</u> | <u>PERCENT CHANGE</u> |
|------------------------------|----------------------------------|---|-------------------|---------------------------|---|--|--|---------------------------|
| Chipping and Tree Service | \$ 2,400.00 | \$ 2,400.00 | \$ - | 0.00% | Emergency buffer & still need to improve road | \$ 2,400.00 | | 0.00% |
| Materials | \$ 6,600.00 | \$ 6,600.00 | \$ - | 0.00% | Emergency buffer & still need to improve road | \$ 6,600.00 | | 0.00% |
| TOTAL FUNDS REQUESTED | \$ 9,000.00 | \$ 9,000.00 | \$ - | 0.00% | | \$ 9,000.00 | \$ - | 0.00% |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|------------------------|---------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| WEED MANAGEMENT | | | | | | | | | |
| 1690 | Wages | | \$ - | \$ - | \$ - | \$ - | | 0.00% | \$ - |
| 1691 | Expenses: Weed Harvester | \$ 4,429 | \$ 4,397 | \$ 6,370 | \$ 7,000 | \$ 22,000 | \$ 7,000 | 0.00% | \$ 1.46 |
| 1692 | Expenses: Great Lakes | \$ 63 | \$ 2,340 | \$ 2,385 | \$ 2,385 | \$ 2,385 | \$ 2,385 | 0.00% | \$ 0.50 |
| <hr/> | | | | | | | | | |
| | DEPARTMENTAL TOTAL | \$ 4,492 | \$ 6,737 | \$ 8,755 | \$ 9,385 | \$ 24,385 | \$ 9,385 | 0.00% | \$ 1.96 |

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|---------------------------|------------------------|-------------------|-------------------|-------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| COUNTRY CLUB | | | | | | | | | |
| 1700 | Salary | \$ 137,749 | \$ 143,285 | \$ 150,373 | \$ 157,118 | \$ 161,634 | \$ 161,634 | 2.87% | \$ 33.77 |
| 1701 | Wages | \$ 112,946 | \$ 102,441 | \$ 119,626 | \$ 114,461 | \$ 144,000 | \$ 144,000 | 25.81% | \$ 30.08 |
| 1702 | Expenses | \$ 151,862 | \$ 152,061 | \$ 150,837 | \$ 133,540 | \$ 136,000 | \$ 136,000 | 1.84% | \$ 28.41 |
| 1703 | Minor Capital | \$ 15,000 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - |
| <hr/> | | | | | | | | | |
| DEPARTMENTAL TOTAL | | \$ 417,557 | \$ 397,787 | \$ 420,836 | \$ 405,119 | \$ 441,634 | \$ 441,634 | 9.01% | \$ 92.26 |

COUNTRY CLUB

| <u>LINE ITEM</u> | <u>FY 2020 APPROPRIATION</u> | <u>FY 2021 DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>FY 2021 TOWN MANAGER APPROVED</u> | <u>FY 2021 FINCOM APPROVED</u> | <u>PERCENT 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 | \$ 15,140 | \$ 15,140 | \$ - | 0.00% | | \$ 15,140 | | 0.00% |
| Camp Expenses | \$ 21,650 | \$ 24,110 | \$ 2,460 | 11.36% | Junior Golf Equipment | \$ 24,110 | | 11.36% |
| Function Hall | | | | | | | | |
| Beer/Wine/Soda/Liquor | | | | | | | | |
| 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 | | | | | | | | |
| Insurance | | | | | | | | |
| Merchant Bank Charges | | | | | | | | |
| Sales/Meal Tax | | | | | | | | |
| TOTAL FUNDS REQUESTED | \$ 133,540 | \$ 136,000 | \$ 2,460 | 1.84% | | \$ 136,000 | \$ - | 1.84% |

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 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Salaries | | | | | | | | | | | | | | | |
| Campbell | Shawn | Supervisors | GM/Golf Pro | 16 | | 40 | \$ 82,774.00 | | | \$ 84,429.48 | 2.5% | | \$ 1,379.00 | \$ 86,540.22 | \$ 87,919.22 |
| Colby | William | THL | Grounds Supt | 10 | | 40 | \$ 69,795.00 | | | \$ 71,190.90 | 2.0% | | \$ 1,100.00 | \$ 72,614.72 | \$ 73,714.72 |
| Other Pay | | | | | | | \$ 4,549.00 | | | | | | | | |
| TOTAL SALARIES | | | | | | | \$ 157,118.00 | | | | | | | | \$ 161,633.94 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 15 | 15 | 16 |
| FISCAL YEAR 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Wages | | | | | | | | | | | | | | | |
| Building and Grounds | | | | | | | \$ 33,000.00 | | | \$ 39,000.00 | | | | \$ 39,000.00 | \$ 39,000.00 |
| Pool | | | | | | | \$ 42,000.00 | | | \$ 60,000.00 | | | | \$ 60,000.00 | \$ 60,000.00 |
| Golf | | | | | | | \$ 16,000.00 | | | \$ 19,000.00 | | | | \$ 19,000.00 | \$ 19,000.00 |
| Snack Bar | | | | | | | \$ - | | | | | | | \$ - | \$ - |
| Function Hall | | | | | | | \$ - | | | | | | | \$ - | \$ - |
| Camp | | | | | | | \$ 23,461.00 | | | \$ 26,000.00 | | | | \$ 26,000.00 | \$ 26,000.00 |
| TOTAL WAGES | | | | | | | \$ 114,461.00 | | | | | | | | \$ 144,000.00 |

| | | |
|--------------------------------|------------|---|
| | Forecasted | |
| | FY21 | |
| Country Club Salaries | \$161,989 | |
| Country Club Wages | \$144,000 | |
| Country Club Expenses | \$136,000 | |
| Capital Purchases | \$5,100 | |
| Health Insurance | \$23,369 | |
| Payroll Taxes (Medicare 1.45%) | \$4,437 | |
| Insurance | \$21,004 | |
| Building Cost | \$60,000 | Includes 50K roof for the function hall |
| Miscellaneous/Unanticipated | \$10,000 | |
| Sub-Total Expense | \$565,899 | |
| Anticipated Revenue | \$565,939 | |
| Profit | \$0 | |

The increases in payroll

| | | | |
|-----------|----|-----------|---|
| Greens | \$ | 6,000.00 | We attempted to go with just Bill and Craig for the season, it became clear in June that we needed a part timer to weed wack and do all the small things that are needed. |
| Pool | \$ | 18,000.00 | Addition of two lifeguards. State recommends a 25-1 swimmer/lifeguard ratio. |
| Camp | \$ | 3,000.00 | We added a second golf component to the summer camp. Need assistance with supervision/teaching the kids during these sessions. |
| Golf Shop | \$ | 2,539.00 | Additional support in the Golf Shop area to free me up to handle the increase in membership and overall club activity and management. |

| | | <u>FY 2020</u> | <u>FY 2021</u> |
|----------------------|----|----------------|----------------|
| Full Memberships | \$ | 16,000 | \$ 16,744 |
| Golf Memberships | \$ | 48,000 | \$ 58,771 |
| Swim Memberships | \$ | 48,000 | \$ 101,838 |
| Summer Camp Revenues | \$ | 115,000 | \$ 118,455 |
| Daily Pool Revenues | \$ | 33,000 | \$ 38,287 |
| Private Lessons | \$ | 7,000 | \$ - |
| Swim Team | \$ | 20,000 | \$ 22,102 |
| Swim Lessons | \$ | 20,000 | \$ 16,782 |
| Golf Green Fees | \$ | 115,000 | \$ 118,619 |
| Driving Range Fees | \$ | 8,000 | \$ 8,514 |
| GHIN | \$ | 4,000 | \$ 3,735 |
| Cart Fees | \$ | 50,000 | \$ 52,192 |
| Pull Carts | \$ | 500 | \$ 488 |
| Golf Shop Sales | \$ | 7,000 | \$ 6,755 |
| Liquor License | \$ | 6,000 | \$ 6,000 |
| Tavern Lease | \$ | 9,000 | \$ 9,000 |
| CC Fees | \$ | (12,663) | \$ (12,343) |
| Total Income | \$ | 493,838 | \$ 565,939 |



DEBT SERVICE

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|---------------------------|--|---------------------|---------------------|---------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| DEBT SERVICE | | | | | | | | | |
| 2000 | Long Term Debt - Principal Excluded | \$ 988,600 | \$ 928,600 | \$ 722,250 | \$ 894,840 | \$ 1,018,000 | \$ 993,030 | 10.97% | \$ 207.45 |
| 2001 | Long Term Debt - Principal Non-Excluded | \$ - | \$ - | \$ - | \$ 159,250 | \$ 160,518 | \$ 160,518 | 0.80% | \$ 33.53 |
| 2002 | Long Term Debt - Interest - Excluded | \$ 237,780 | \$ 210,517 | \$ 325,402 | \$ 367,022 | \$ 541,856 | \$ 541,856 | 47.64% | \$ 113.20 |
| 2003 | Long Term Debt - Interest - Non-Excluded | \$ - | \$ - | \$ - | \$ 87,433 | \$ 89,500 | \$ 89,500 | 2.36% | \$ 18.70 |
| 2004 | Short Term Debt - Principal - Town | \$ - | \$ - | \$ - | \$ 85,714 | \$ 85,714 | \$ 85,714 | 0.00% | \$ 17.91 |
| 2005 | Short Term Debt - Interest - Town | \$ 17,808 | \$ 37,917 | \$ 100,885 | \$ 13,000 | \$ 9,500 | \$ 9,500 | -26.92% | \$ 1.98 |
| DEPARTMENTAL TOTAL | | \$ 1,244,188 | \$ 1,177,034 | \$ 1,148,537 | \$ 1,607,259 | \$ 1,905,088 | \$ 1,880,118 | 59.73% | \$ 392.77 |

Notes: Long-Term Debt; (see attached detail)

FY 2021 Excluded Long Term debt service includes a placeholder projection for the following capital projects which were approved for borrowing, for which a new bond issue is scheduled in February 2020, with first year debt service to occur in FY 2021;
DPW Garage Project
Library Roof Repairs

Short-Term Debt;

Revised Short-Term Debt Plan; (see budget narrative for details)

Assume Fire Truck is borrowed Long-Term- (2/20/2020 bond issue);

| | | | | |
|---|---------------|---------------|--------------|--------------------|
| BAN (short-term NOTE)- February 2020 (matures in FY21); | Amount: | Paydown | Interest | Total Debt Service |
| Police/Fire Radios | \$ 424,112.00 | \$ 85,174.00 | \$ 9,500.00 | \$ 94,674.00 |
| Fire Truck | \$ - | \$ - | \$ - | \$ - |
| General Fund- In Levy | \$ 424,112.00 | \$ 85,174.00 | \$ 9,500.00 | \$ 94,674.00 |
| Additional BAN Component: MEMO Only- Water Dept. Whitney Well | \$ 243,321.00 | \$ 38,650.00 | \$ 5,500.00 | \$ 44,150.00 |
| Additional BAN Component: MEMO Only- Highway Dept. Equip. | \$ 176,022.00 | \$ 76,000.00 | \$ 4,000.00 | \$ 80,000.00 |
| Projected BAN- 2/20/2021 | \$ 843,455.00 | \$ 199,824.00 | \$ 19,000.00 | \$ 218,824.00 |

Note: Police/Fire Radios- Paydown: Source- Free Cash/Tax Levy- **TBD**

Note: Highway Equip. Paydown: Source- Capital Stabilization

Long Term Debt By Year**Fiscal 2021**

(Tax(s):Private:TreasurersFiles:Debt:LongTermDebt2019)

General Fund

| <u>ID</u> | <u>Name</u> | <u>Issued</u> | <u>Matures</u> | <u>Orig Amt</u> | <u>Exempt/ Non-Exempt</u> | <u>Principal</u> | <u>Interest</u> | <u>Total</u> |
|------------------|-----------------------------|---------------|----------------|-----------------|-------------------------------|--------------------|--------------------|--------------------|
| 2988 | Bernier Bissell | 7/15/2001 | 7/15/2019 | \$850,000 | Exempt | \$0.00 | \$0.00 | \$0.00 |
| 2989 | Bissell Property | 7/15/2001 | 7/15/2019 | \$1,075,000 | Exempt | \$0.00 | \$0.00 | \$0.00 |
| 2992 | Gibbet Hill | 11/15/2003 | 11/15/2022 | \$3,000,000 | Exempt | \$140,000.00 | \$10,350.00 | \$150,350.00 |
| 2972 | Library #1 | 7/15/1999 | 7/15/2017 | \$1,831,464 | Exempt | \$0.00 | \$0.00 | \$0.00 |
| 2973 | Library #2 | 7/15/1999 | 7/15/2017 | \$364,000 | Exempt | \$0.00 | \$0.00 | \$0.00 |
| 2991 | Lost Lake Fire | 11/15/2003 | 11/15/2022 | \$1,450,000 | Exempt | \$70,000.00 | \$5,250.00 | \$75,250.00 |
| 2987 | Norris Property | 7/15/2001 | 7/15/2019 | \$750,000 | Exempt | \$0.00 | \$0.00 | \$0.00 |
| 2981 | Senior Center | 7/15/1999 | 7/15/2016 | \$151,110 | Exempt | \$0.00 | \$0.00 | \$0.00 |
| 2983 | Town Hall | 7/15/1999 | 7/15/2017 | \$2,500,000 | Exempt | \$0.00 | \$0.00 | \$0.00 |
| 2912 | Center Fire Station | 4/18/2013 | 6/30/2035 | \$7,730,000 | Exempt | \$335,000.00 | \$131,612.52 | \$466,612.52 |
| 2999 | New Senior Center | 11/27/2018 | 6/30/2039 | \$5,130,000 | Exempt | \$180,000.00 | \$193,637.50 | \$373,637.50 |
| TBD | DPW Garage- NEW- ESTIMATE | 2/15/2020 | 2/15/2040 | \$4,613,000 | Exempt | \$233,000.00 | \$161,455.00 | \$394,455.00 |
| TBD | Library Roof- NEW- ESTIMATE | 2/15/2020 | 2/15/2040 | \$1,130,000 | Exempt | <u>\$60,000.00</u> | <u>\$39,550.00</u> | <u>\$99,550.00</u> |
| Total Exempt | | | | | | \$1,018,000.00 | \$541,855.02 | \$1,559,855.02 |
| 2990 | Fire Truck | 11/15/2003 | 11/15/2016 | \$485,000 | Non-Exempt | \$0.00 | \$0.00 | \$0.00 |
| 2994 | Project Eval | 11/1/2003 | 2/1/2024 | \$330,000 | Non-Exempt | \$14,393.38 | \$487.53 | \$14,880.91 |
| 2986 | Shattuck Property | 7/15/2001 | 7/15/2019 | \$500,000 | Non-Exempt | \$0.00 | \$0.00 | \$0.00 |
| 2978 | Fire Ladder Truck | 11/27/2018 | 11/15/2037 | \$875,000 | Non-Exempt | \$50,000.00 | \$30,956.26 | \$80,956.26 |
| 2979 | Lost Lake Fire Protection | 11/27/2018 | 11/15/2038 | \$1,375,000 | Non-Exempt | \$70,000.00 | \$49,056.26 | \$119,056.26 |
| TBD | New Fire Truck | 2/15/2020 | 2/15/2040 | \$508,125 | Non-Exempt | <u>\$26,125.00</u> | <u>\$9,000.00</u> | <u>\$35,125.00</u> |
| Total Non-Exempt | | | | | | \$160,518.38 | \$89,500.05 | \$250,018.43 |
| Summary | for General Fund | | | | Total for General Fund | \$1,178,518.38 | \$631,355.07 | \$1,809,873.45 |

GELD

| | | | | | | | | |
|----------------|-------------------|----------------------------------|-----------|-------------|------------|--------------------|--------------------|---------------------|
| 2995 | GELD- Transformer | 7/15/2001 | 7/15/2019 | \$750,000 | Non-Exempt | \$0.00 | \$0.00 | \$0.00 |
| 2998 | GELD- Headqtrs. | 8/1/2014 | 11/1/2033 | \$2,000,000 | Non-Exempt | <u>\$90,000.00</u> | <u>\$47,200.00</u> | <u>\$137,200.00</u> |
| Summary | for GELD | Total Non-Exempt for GELD | | | | \$90,000.00 | \$47,200.00 | \$137,200.00 |

| CPC | | | | | | | | | |
|----------------|--------------------|-----------------------------|------------|-------------|-----------------------|---------------------|--------------------|---------------------|--|
| 012 | Surrenden Farm | 7/6/2007 | 12/15/2021 | \$5,015,000 | Non-Exempt | <u>\$465,000.00</u> | <u>\$17,890.63</u> | <u>\$482,890.63</u> | |
| <u>Summary</u> | <u>for CPC</u> | Total Non-Exempt for CPC | | | | \$465,000.00 | \$17,890.63 | \$482,890.63 | |
| Sewer | | | | | | | | | |
| ID | Name | Issued | Matures | Orig Amt | Exempt/ Non-Exempt | Principal | Interest | Total | |
| 2910 | Boston Road | 10/26/2007 | 10/1/2025 | \$310,940 | Non-Exempt | \$16,647.50 | \$3,922.57 | \$20,570.07 | |
| 2911 | Old Ayer Rd | 10/26/2007 | 10/1/2025 | \$155,960 | Non-Exempt | \$8,352.50 | \$1,968.06 | \$10,320.56 | |
| 9994 | Project Eval | 11/1/2003 | 2/1/2024 | \$330,000 | Non-Exempt | <u>\$5,323.58</u> | <u>\$180.37</u> | <u>\$5,503.95</u> | |
| <u>Summary</u> | <u>for Sewer</u> | Total Non-Exempt for Sewer | | | | \$30,323.58 | \$6,071.00 | \$36,394.58 | |
| Title V | | | | | | | | | |
| 2993 | Title Five | 8/1/2002 | 8/1/2023 | \$197,403 | Non-Exempt | <u>\$10,200.00</u> | <u>\$0.00</u> | <u>\$10,200.00</u> | |
| <u>Summary</u> | <u>for Title V</u> | Total Non-Exempt for TitleV | | | | \$10,200.00 | \$0.00 | \$10,200.00 | |
| Water | | | | | | | | | |
| 2997 | Water SRF Loan 2 | 12/14/2006 | 7/15/2026 | \$1,234,434 | Non-Exempt | \$65,871.00 | \$9,826.97 | \$75,697.97 | |
| 2909 | Water System | 11/23/2004 | 8/1/2024 | \$4,417,366 | Non-Exempt | <u>\$265,000.00</u> | <u>\$17,653.04</u> | <u>\$282,653.04</u> | |
| <u>Summary</u> | <u>for Water</u> | Total for Water | | | | \$330,871.00 | \$27,480.01 | \$358,351.01 | |
| FY21 Totals- | | | | | | \$2,104,912.96 | \$729,996.71 | 2,834,909.67 | |
| | | | | | | ok | ok | ok | |
| | | | | | | | | \$2,834,909.67 | |



EMPLOYEE BENEFITS

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE | FY 2021 IMPACT ON AVERAGE TAX BILL |
|--------------------------|---------------------------|---------------------|---------------------|---------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|---|
| EMPLOYEE BENEFITS | | | | | | | | | |
| | GENERAL BENEFITS | | | | | | | | |
| 3000 | County Retirement | \$ 1,839,040 | \$ 1,966,279 | \$ 2,081,699 | \$ 1,973,053 | \$ 2,090,289 | \$ 2,090,289 | 5.94% | \$ 436.68 |
| 3001 | OPEB Unfunded Liabiltiy | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 169,000 | \$ 177,094 | \$ 177,094 | 0.00% | \$ 37.00 |
| 3002 | Unemployment Compensation | \$ 27,965 | \$ 10,626 | \$ 2,585 | \$ 15,000 | \$ 15,000 | \$ 15,000 | 0.00% | \$ 3.13 |
| | INSURANCE | | | | | | | | |
| 3010 | Health Insurance | \$ 1,331,701 | \$ 1,458,725 | \$ 1,408,012 | \$ 1,729,553 | \$ 1,822,480 | \$ 1,822,480 | 5.37% | \$ 380.73 |
| 3011 | Life Insurance | \$ 2,958 | \$ 3,145 | \$ 3,293 | \$ 3,400 | \$ 3,600 | \$ 3,600 | 5.88% | \$ 0.75 |
| 3012 | Medicare/Social Security | \$ 115,210 | \$ 122,813 | \$ 123,246 | \$ 146,100 | \$ 140,000 | \$ 135,000 | -7.60% | \$ 28.20 |
| | | | | S | | | | | |
| | DEPARTMENTAL TOTAL | \$ 3,416,874 | \$ 3,661,588 | \$ 3,718,835 | \$ 4,036,106 | \$ 4,248,463 | \$ 4,243,463 | 5.14% | \$ 886.49 |



TOWN OF GROTON

TREASURER/COLLECTOR
173 MAIN STREET
GROTON, MASSACHUSETTS 01450

FY 2021- Pension Assessment Apportionments-

Date: November 4, 2019
To: Mark Haddad
From: Michael Hartnett
Cc: P. Dufresne; K.Kelly; M. Doig; T. Orcutt; B. Coleman; K. Tuomi; H. Moller

Subject: Fiscal 2021- Pension Assessment Apportionments
General Fund; Enterprise Funds; GELD; Other Self-Sustaining Funds

Mark:

As is done each year, we apportion the scheduled Middlesex County Retirement System (MCRS) assessment as indicated and provide this information for budgeting purposes. Effective in FY18, GELD started receiving a separate audited assessment, which we will update again for FY22 and FY23. In FY21, GELD will be paying 20.83% of the total assessment, with the balance being apportioned based on respective percentage of pensionable wages, consistent with all prior years.

As you're aware, the 15-year Early Retirement Incentive from 2002 and 2003 are both fully amortized and no longer applicable. With the bi-annual MCRS system evaluation effective January 1, 2018, we have been provided our pension assessment for both FY20 and FY21. As discussed previously, MCRS, in conjunction with their Actuary, Segal, are still predicting annual pension assessment increases of 5-6% starting in FY22, continuing toward the scheduled completion of the system being fully funded in 2035. However, MCRS always cautions all members that this schedule is subject to change depending on specific member circumstances that may arise.... disability retirements; increased payroll, decrease or increase in Group 4 (police/fire) payroll, etc.

Continued-

Page 2.- Continued

All relevant information is attached.

The following apportionments are effective for Fiscal 2021.;

| <u>Department-</u> | <u>FY21 Pension Assessment Apportionment-</u> |
|--------------------|---|
| General Fund | 1,511,100 |
| GELD | 435,407 |
| Water | 84,321 |
| Cable | 28,062 |
| Sewer | 13,934 |
| CPA | 8,675 |
| <u>Trust Funds</u> | <u>8,790</u> |
| Total Assessment | 2,090,289 |

Thanks!

Mike

Enclosures



ENTERPRISE FUNDS

MEMORANDUM

To: Mark W. Haddad, Town Manager

From: Thomas D. Orcutt, Water Superintendent

Subject: Fiscal Year 2021 Budget

Date: November 21, 2019

The Water Department through its Board of Water Commissioners is pleased to submit its budget requests for Fiscal Year 2021 for your review and approval. Please consider this a “draft” Operating Budget. The Board Water Commissioners may make adjustments prior to Town Meeting. The overall Fiscal Year 2021 Operating budget is \$1,389,278.00.

The Fiscal Year 2021 Operating Budget highlights are as follows:

- Salaries and Wages- \$ 18,667.00
- Electricity- \$ 3,000.00
- Well Maintenance- \$ 15,000.00
- Water Meters- \$ 50,000.00
- Indirect Costs- \$ 7,000.00
- Manganese Treatment- \$140,000.00

Salaries & Wage Line Items increased due to contractual obligations attributed to the new Collective Bargaining Agreements and Merit Adjustments. There are no new staff or hours being requested in this year’s fiscal year budget.

Expense increases are limited to electricity, well maintenance, water meters, intergovernmental and manganese treatment. Electricity was increased so we can process more water through the Baddacook Pond Water Treatment Plant in order to introduce more water that is Iron and Manganese free. Processing more water through the treatment plant uses more energy. Well Maintenance at Whitney and Baddacook to better reflect actual expenditures required to clean the wells. Water Meters is now being funded through our operating budget and not with a transfer

from Water Enterprise Fund Reserves. Intergovernmental was increased due to increases in health insurance coverages. Manganese Treatment is a new item added to the budget for engineering services required for the Department's Manganese Mitigation Plan.

The Water Department's Capital Plan that I have developed describes projects and/or improvements that will be under taken over the next 1-5 Years and a long-term Capital Plan going out 6-10 years. All anticipated capital expenditures will utilize Water Enterprise Funds as its source of funding.

The Board of Water Commissioners will be concluding its annual Water Rate Hearing on December 10th, 2019. Water rates and fees will be adjusted accordingly so as to meet operational obligations for the Fiscal Year 2021 and replenish reserves in order to finance a new Water Treatment Facility.

In closing, the Water Enterprise Reserve Fund balance of \$246,706.00. This includes unexpended funds from our Whitney Well Improvements Project. In the Fall of 2019, \$150,000.00 was transferred out of Reserves to use for consulting Engineering services related to the Water Department's manganese mitigation plan. 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.

To that end, I look forward to meeting with you on Wednesday, December 4th to explain the Water Department's Fiscal Year 2021 Operating Budget.

Respectfully,

Thomas D. Orcutt
Water Superintendent

FY 2021 ENTERPRISE FUND BUDGETS

| LINE | DEPARTMENT/DESCRIPTION | FY 2017 ACTUAL | FY 2018 ACTUAL | FY 2019 ACTUAL | FY 2020 APPROPRIATED | FY 2021 DEPARTMENT REQUEST | FY 2021 TOWN MANAGER BUDGET | PERCENT CHANGE |
|--------------------------------------|---------------------------------|---------------------|---------------------|---------------------|-------------------------|----------------------------------|-----------------------------------|-------------------|
| WATER DEPARTMENT | | | | | | | | |
| | WD Salaries | \$ 122,031 | \$ 122,759 | \$ 134,036 | \$ 132,948 | \$ 154,549 | \$ 154,549 | 16.25% |
| | WD Wages | \$ 171,307 | \$ 193,076 | \$ 246,235 | \$ 138,379 | \$ 176,927 | \$ 176,927 | 27.86% |
| | WD Expenses | \$ 619,773 | \$ 510,616 | \$ 526,539 | \$ 534,300 | \$ 655,300 | \$ 655,300 | 22.65% |
| | WD Debt Service | \$ 356,716 | \$ 398,045 | \$ 362,548 | \$ 400,393 | \$ 402,140 | \$ 402,140 | 0.44% |
| 100 | DEPARTMENTAL TOTAL | \$ 1,269,827 | \$ 1,224,496 | \$ 1,269,358 | \$ 1,206,020 | \$ 1,388,916 | \$ 1,388,916 | 15.17% |
| SEWER DEPARTMENT | | | | | | | | |
| | Sewer Salaries | \$ 18,301 | \$ 18,200 | \$ 19,212 | \$ 19,395 | \$ 20,179 | \$ 20,179 | 4.04% |
| | Sewer Wages | \$ 34,079 | \$ 39,119 | \$ 37,432 | \$ 38,981 | \$ 50,695 | \$ 50,695 | 30.05% |
| | Sewer Expense | \$ 619,440 | \$ 595,119 | \$ 642,205 | \$ 629,420 | \$ 656,032 | \$ 656,032 | 4.23% |
| | Sewer Debt Service | \$ 4,938 | \$ 4,050 | \$ 5,873 | \$ 37,619 | \$ 36,395 | \$ 36,395 | -3.25% |
| 200 | DEPARTMENTAL TOTAL | \$ 676,758 | \$ 656,488 | \$ 704,722 | \$ 725,415 | \$ 763,300 | \$ 763,300 | 5.22% |
| FOUR CORNERS SEWER DEPARTMENT | | | | | | | | |
| | Four Corners Sewer Salaries | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| | Four Corners Sewer Wages | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| | Four Corners Sewer Expense | \$ - | \$ - | \$ 22,466 | \$ 20,618 | \$ 32,805 | \$ 32,805 | 59.11% |
| | Four Corners Sewer Debt Service | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| 300 | DEPARTMENTAL TOTAL | \$ - | \$ - | \$ 22,466 | \$ 20,618 | \$ 32,805 | \$ 32,805 | 59.11% |
| LOCAL ACCESS CABLE DEPARTMENT | | | | | | | | |
| | Cable Salaries | \$ 67,795 | \$ 70,921 | \$ 74,004 | \$ 77,180 | \$ 78,695 | \$ 78,695 | 1.96% |
| | Cable Wages | \$ 41,188 | \$ 50,079 | \$ 51,556 | \$ 54,262 | \$ 56,454 | \$ 56,454 | 4.04% |
| | Cable Expenses | \$ 62,862 | \$ 64,174 | \$ 64,552 | \$ 75,337 | \$ 74,655 | \$ 74,655 | -0.90% |
| | Cable Minor Capital | \$ 45,187 | \$ 6,462 | \$ 5,091 | \$ 10,000 | \$ 5,000 | \$ 5,000 | -50.00% |
| 400 | DEPARTMENTAL TOTAL | \$ 217,032 | \$ 191,636 | \$ 195,203 | \$ 216,778 | \$ 214,804 | \$ 214,804 | -0.91% |
| TOTAL ENTERPRISE FUNDS | | \$ 2,163,617 | \$ 2,072,620 | \$ 2,191,749 | \$ 2,168,831 | \$ 2,399,825 | \$ 2,399,825 | 10.65% |

WATER DEPARTMENT ENTERPRISE FUND

100

| LINE ITEM | FY 2021 | | | | | REASON FOR CHANGE: | FY 2021 | | PERCENT |
|------------------------------|----------------------|----------------------|----------------------|---------------|---------|--------------------|----------------------|-------------|---------------|
| | FY 2020 | DEPARTMENT | | | PERCENT | | TOWN MANAGER | FINCOM | |
| | APPROPRIATION | REQUEST | DIFFERENCE | CHANGE | | | APPROVED | APPROVED | CHANGE |
| Propane Heat | \$ 6,000.00 | \$ 6,000.00 | \$ - | 0.00% | | | \$ 6,000.00 | | 0.00% |
| Electricity | \$ 40,000.00 | \$ 43,000.00 | \$ 3,000.00 | 7.50% | | | \$ 43,000.00 | | 7.50% |
| Building Maintenance | \$ 1,000.00 | \$ 1,000.00 | \$ - | 0.00% | | | \$ 1,000.00 | | 0.00% |
| Equipment Maintenance | \$ 10,000.00 | \$ 10,000.00 | \$ - | 0.00% | | | \$ 10,000.00 | | 0.00% |
| Vehicle Maintenance | \$ 2,500.00 | \$ 2,500.00 | \$ - | 0.00% | | | \$ 2,500.00 | | 0.00% |
| Maintenance Agreements | \$ 6,000.00 | \$ 6,000.00 | \$ - | 0.00% | | | \$ 6,000.00 | | 0.00% |
| Well Maintenance | \$ 20,000.00 | \$ 35,000.00 | \$ 15,000.00 | 0.00% | | | \$ 35,000.00 | | 0.00% |
| Well Testing | \$ 5,000.00 | \$ 5,000.00 | \$ - | 0.00% | | | \$ 5,000.00 | | 0.00% |
| DEP Assessment | \$ 1,500.00 | \$ 1,500.00 | \$ - | 0.00% | | | \$ 1,500.00 | | 0.00% |
| Meters | \$ 75,000.00 | \$ 50,000.00 | \$ (25,000.00) | -33.33% | | | \$ 50,000.00 | | -33.33% |
| Cable | \$ 1,200.00 | \$ 1,200.00 | \$ - | 0.00% | | | \$ 1,200.00 | | 0.00% |
| Engineering | \$ 5,000.00 | \$ 5,000.00 | \$ - | 0.00% | | | \$ 5,000.00 | | 0.00% |
| Legal | \$ 500.00 | \$ 500.00 | \$ - | 0.00% | | | \$ 500.00 | | 0.00% |
| TrafficControl | \$ 500.00 | \$ 500.00 | \$ - | 0.00% | | | \$ 500.00 | | 0.00% |
| Advertising | \$ 600.00 | \$ 600.00 | \$ - | 0.00% | | | \$ 600.00 | | 0.00% |
| Printing/Copying | \$ 5,000.00 | \$ 8,000.00 | \$ 3,000.00 | 60.00% | | | \$ 8,000.00 | | 60.00% |
| Insurance | \$ 23,000.00 | \$ 20,000.00 | \$ (3,000.00) | -13.04% | | | \$ 20,000.00 | | -13.04% |
| Telephone | \$ 2,200.00 | \$ 3,000.00 | \$ 800.00 | 36.36% | | | \$ 3,000.00 | | 36.36% |
| Postage | \$ 2,700.00 | \$ - | \$ (2,700.00) | -100.00% | | | \$ - | | -100.00% |
| 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 | \$ 7,000.00 | \$ (2,000.00) | -22.22% | | | \$ 7,000.00 | | -22.22% |
| Chemicals | \$ 30,000.00 | \$ 25,000.00 | \$ (5,000.00) | -16.67% | | | \$ 25,000.00 | | -16.67% |
| Uniforms | \$ 2,100.00 | \$ 2,500.00 | \$ 400.00 | 19.05% | | | \$ 2,500.00 | | 19.05% |
| Intergovernmental | \$ 160,000.00 | \$ 167,000.00 | \$ 7,000.00 | 4.38% | | | \$ 167,000.00 | | 4.38% |
| Dues/Meetings/Trainings | \$ 2,000.00 | \$ 2,000.00 | \$ - | 0.00% | | | \$ 2,000.00 | | 0.00% |
| Licensing | \$ 500.00 | \$ - | \$ (500.00) | -100.00% | | | \$ - | | -100.00% |
| Capital Fund | \$ 50,000.00 | \$ 40,000.00 | \$ (10,000.00) | 0.00% | | | \$ 40,000.00 | | -20.00% |
| Manganese Treatment | \$ - | \$ 140,000.00 | \$ 140,000.00 | 0.00% | | | \$ 140,000.00 | | 0.00% |
| TOTAL FUNDS REQUESTED | \$ 534,300.00 | \$ 655,300.00 | \$ 121,000.00 | 22.65% | | | \$ 655,300.00 | \$ - | 22.65% |

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 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Salaries | | | | | | | | | | | | | | | |
| Orcutt | Thomas | Supervisors | Superintendent | 14 | | 40 | \$ 91,917.00 | | | \$ 93,755.34 | 2.5% | | \$ 15,097.00 | \$ 96,099.22 | \$ 111,196.22 |
| Crory | Lauren | THL | Business Manager | 9 | | 40 | \$ 40,281.00 | | | \$ 41,086.62 | 2.0% | | \$ 1,444.56 | \$ 41,908.35 | \$ 43,352.91 |
| Other Pay | | | | | | | \$ 750.00 | | | | | | | | \$ - |
| TOTAL SALARIES | | | | | | | | | | | | | | | \$ 154,549.14 |
| FISCAL YEAR 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Wages | | | | | | | | | | | | | | | |
| Knox | Steven | Highway | Sr. Technician | 5 | \$35.38 | 40 | \$ 73,873.44 | \$ 36.09 | 40 | \$ 75,350.91 | 2.0% | \$ 36.81 | \$ 18,600.00 | \$ 76,857.93 | \$ 95,457.93 |
| MacEachern | Michael | Highway | Technician | 3 | \$28.02 | 40 | \$ 58,505.76 | \$ 28.58 | 40 | \$ 59,675.88 | 2.0% | \$ 29.15 | \$ 14,600.00 | \$ 60,869.39 | \$ 75,469.39 |
| Summer Help | | | | | \$15.00 | 40 | \$ 6,000.00 | \$ 15.00 | 10 | \$ 6,000.00 | | \$ 15.00 | | \$ 6,000.00 | \$ 6,000.00 |
| Other Pay | | | | | | | | | | | | | | | \$ - |
| TOTAL WAGES | | | | | | | | | | | | | | | \$ 176,927.32 |



**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

| <u>Revenue Projections :</u> | <u>FY 2020</u> | <u>FY 2021</u> | |
|--|------------------------|------------------------|------------------------|
| Rates | \$ 840,000.00 | \$ 820,000.00 | |
| Other Non-Rate Fees | \$ 22,000.00 | \$ 21,000.00 | |
| Private Hydrants | \$ 23,000.00 | \$ 29,000.00 | |
| Fire Sprinklers | \$ 23,000.00 | \$ 32,000.00 | |
| Public Fire Protection | \$ 32,000.00 | \$ 35,000.00 | |
| Processing Charge | \$ 105,000.00 | \$ 100,000.00 | \$ 1,037,000.00 |
| Construction | \$ 125,000.00 | \$ 105,750.00 | \$ 75,500.00 |
| Town Paid Fire Protection | \$ 2,500.00 | \$ 75,000.00 | |
| Backflows | | \$ 27,000.00 | |
| Miscellaneous | \$ 18,500.00 | \$ 1,000.00 | |
| Water Rate Increase (10%) | | \$ 78,528.00 | |
| Manganese Treatment | | \$ 65,000.00 | |
| WEF Transfer (meters) | \$ 75,000.00 | \$ - | \$ 246,528.00 |
| Total Revenue | \$ 1,266,000.00 | \$ 1,389,278.00 | \$ 1,359,028.00 |
| Total Expenses | \$ 1,262,219.00 | \$ 1,389,278.00 | |
| Projected Surplus (Deficit) | \$ 3,781.00 | \$ - | |

Fiscal Year 2021 Budget
Overtime Calculations

| | HOURLY RATE | OVERTIME | DOUBLE TIME | SATURDAYS | SUNDAYS | 4 HOLIDAYS | 2 HOLIDAYS | EMERGENCY Call- OUTS | ON CALL PAY | LONGEVITY & CROSS CONN. STIPEND |
|-----------------|-------------|----------|-------------|-------------|-------------|------------|------------|-------------------------|-------------|---------------------------------------|
| Mike MacEachern | \$ 28.58 | \$ 42.87 | \$ 57.16 | \$ 1,714.80 | \$ 1,714.80 | \$ 342.96 | \$ 228.64 | \$ 1,114.62 | \$ 8,000.00 | \$1,000.00 |
| Stephen Knox | \$ 36.09 | \$ 54.14 | \$ 72.18 | \$ 2,165.40 | \$ 2,165.40 | \$ 433.08 | \$ 288.72 | \$ 1,407.51 | \$ 8,000.00 | \$3,850.00 |
| Thomas Orcutt | \$ - | \$ - | \$ - | \$ - | \$ - | 0 | 0 | 0 | \$ 7,200.00 | \$3,250.00 |

| | |
|---|---------------------|
| Total Scheduled & Unscheduled OT | \$ 11,575.93 |
| On-Call Compensation | \$ 23,200.00 |
| Longevity & Cross Connection Stipend | \$8,100.00 |
| <u>GRAND TOTAL</u> | \$ 42,875.93 |

FY 2021 Budget **\$42,876.00**

| <u>Groton Water Department</u> | | | | |
|--|--------------------------|---------------------------|-----------------|-------------------------------|
| <i>Connection Fee Forecast for FY 2021</i> | | | | |
| | | | | |
| | | | | |
| <u>Project:</u> | <u># Of Units</u> | <u>Total Value</u> | <u>%</u> | <u>Value in FY2020</u> |
| | | | | |
| Cross Roads Plaza (1-1"R,3-2"R +2- 4"F) | 1C/1F | \$ 69,250.00 | 100% | \$ - |
| | | | | |
| Monarch Path (15 x 1-1/2"R) | 15R | \$ 78,000.00 | 7% | \$ 6,500.00 |
| | | | | |
| Waters House | 3R/1C | \$ 30,250.00 | | \$ 30,250.00 |
| | | | | |
| NE Shirdi Temple (8R + 3-4"F) | 8R/3C | \$ 75,000.00 | 33% | \$ - |
| | | | | |
| Rocky Hill (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% | \$ - |
| | | | | |
| Miscellaneous | 4 | \$ 4,250.00 | | \$ 17,000.00 |
| | | | | |
| | | | | |
| | | | | |
| Total Value | | \$ 738,000.00 | | \$ 70,750.00 |
| | | | | |
| Total Anticipated Revenue for FY 2020 | | | | \$ 70,750.00 |
| | | | | |
| | | | | |
| <u>Other notable projects under consideration by developers/landowners:</u> | | | | |
| Chestnut Hill - 1 - 2" Domestic Svc. Line | | | | \$ 10,000.00 |
| | | | | |

Water Income - 10 Year Analysis

Plan - A

| RATES | 2009* | 2010* | 2011** | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | Avg. | FY2021 Budget Recommendation |
|---|----------------------|----------------------|------------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|------------------------|-----------------------|-----------------------|------------------------|------------------------------|
| Use Chgs | 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 | \$ 819,928.00 | \$ 790,577.36 | \$820,000.00 |
| Other Fees | 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 | \$ 21,039.00 | \$ 15,844.70 | \$21,000.00 |
| Hydrants | 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 | \$ 29,511.00 | \$ 23,935.80 | \$29,000.00 |
| Sprinklers | 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 | \$ 32,455.00 | \$ 23,698.43 | \$32,000.00 |
| 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 | \$ 35,370.00 | \$ 30,865.96 | \$35,000.00 |
| Processing Fee | 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 | \$ 98,630.00 | \$ 78,909.57 | \$100,000.00 |
| Totals | 800,122.09 | 845,123.76 | 1,031,937.78 | 949,433.26 | 972,800.18 | 956,904.00 | 961,242.00 | 1,003,794.00 | 1,031,834.04 | \$1,012,026.00 | \$1,036,933.00 | 963,831.83 | \$1,037,000.00 |
| | | | | | | | | | | | | | |
| CONSTRUCTION | 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 | \$ 111,750.00 | \$ 88,477.27 | \$70,750.00 |
| System Development | 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 | \$ 46,000.00 | \$ 36,042.78 | \$35,500.00 |
| Service Install/Repairs | 61,814.77 | 81,065.63 | 82,842.60 | 87,977.07 | 127,935.84 | 104,690.00 | 116,003.00 | \$ 134,725.60 | \$ 221,666.03 | \$ 193,250.00 | \$ 157,750.00 | \$ 124,520.05 | \$106,250.00 |
| | | | | | | | | | | | | | |
| MISCELLANEOUS | | | | | | | | | | | | | |
| Fire Protection | 2,500.00 | 2,500.00 | 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ - | \$ - | | | \$ | 1,875.00 | \$75,000.00 |
| Backflows | 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 | \$ 27,000.00 | \$ 14,190.91 | \$27,000.00 |
| Sewer Reimbursements | 19,371.94 | 16,370.68 | 20,193.89 | \$ 18,145.25 | \$ 20,133.70 | \$ 17,995.00 | \$ 1,424.00 | \$ - | \$ - | \$ - | \$ - | \$ 10,330.41 | \$0.00 |
| Other (Finance Chrg) Reimb Expenses | 4,288.25 | 939.52 | 340.08 | \$ 1,405.55 | \$ 847.83 | \$ 18,936.00 | \$ 2,505.00 | \$ 11,374.00 | \$ 921.31 | \$ - | \$ - | \$ 3,777.96 | \$1,000.00 |
| Totals | 37,310.19 | 35,410.20 | 33,383.97 | 25,750.80 | 37,881.53 | 50,131.00 | 18,129.00 | \$ 25,124.00 | \$ 18,571.31 | \$ 17,600.00 | \$ 27,000.00 | 30,174.27 | \$103,000.00 |
| | | | | | | | | | | | | | |
| Water Rate increase - 10% | | | | | | | | | | | | | \$78,000.00 |
| Manganese Treatment - \$10.00 qtrly chg. | | | | | | | | | | | | | \$65,000.00 |
| | \$ 899,247.05 | \$ 961,599.59 | \$ 1,148,164.35 | \$1,063,161.13 | \$ 1,138,617.55 | \$ 1,111,725.00 | \$ 1,095,374.00 | \$ 1,163,643.60 | \$ 1,272,071.38 | \$1,222,876.00 | \$1,221,683.00 | \$ 1,118,526.15 | \$1,389,250.00 |
| | | | | | | | | | | | | | |
| <div>*Wet summers</div> <div>**Economic Slowdown</div> | | | | | | | | | | | | | |
| Plan "A" is a conservative revenue projection with \$75,000.00 from the ToG for Fire Protection | | | | | | | | | | | | | |

new fees in 2017
rate change 2018

Added Public Fire Protection

Rate change 2020
Manganese Project

| ID# | Description | FY20 | FY21 | FY22 | FY23 | FY24 | FY25 | FY26 | FY27 | FY28 |
|------------------------------|--------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------|
| 2909 | Water System Upgrade | \$ 282,368.79 | \$ 282,653.04 | \$ 282,596.67 | \$ 281,511.78 | \$ 279,893.15 | \$ 279,395.13 | \$ - | \$ - | \$ - |
| 2997 | Water SRF Loan 2 | \$ 75,796.18 | \$ 75,697.97 | \$ 75,598.44 | \$ 75,496.01 | \$ 75,393.09 | \$ 75,287.08 | \$ 75,178.39 | \$ 75,068.40 | \$ - |
| Total | | \$ 358,164.97 | \$ 358,351.01 | \$ 358,195.11 | \$ 357,007.79 | \$ 355,286.24 | \$ 354,682.21 | \$ 75,178.39 | \$ 75,068.40 | \$ - |
| | | | | | | | | | | |
| | Whitney Well Upgrades (I | \$ 43,975.00 | \$ 44,150.00 | \$ 43,975.00 | \$ 42,575.00 | \$ 41,175.00 | \$ 39,775.00 | \$ 38,375.00 | \$ 36,400.00 | \$ - |
| Total Per Fiscal Year | | \$ 402,139.97 | \$ 402,501.01 | \$ 402,170.11 | \$ 399,582.79 | \$ 396,461.24 | \$ 394,457.21 | \$ 113,553.39 | \$ 111,468.40 | \$ - |

SEWER DEPARTMENT ENTERPRISE FUND
200

| LINE ITEM | FY 2021 | | | | | FY 2021 | | PERCENT CHANGE |
|-------------------------------------|--------------------------|-----------------------|----------------------|-------------------|----------------------------------|--------------------------|--------------------|----------------|
| | FY 2020 APPROPRIATION | DEPARTMENT REQUEST | DIFFERENCE | PERCENT CHANGE | REASON FOR CHANGE: | TOWN MANAGER APPROVED | FINCOM APPROVED | |
| Treatment | \$ 335,000.00 | \$ 347,000.00 | \$ 12,000.00 | 3.58% | add 5% to FY19 actual | \$ 347,000.00 | | 3.58% |
| System Maintenance | \$ 120,000.00 | \$ 117,612.00 | \$ (2,388.00) | -1.99% | add 5% to FY19 actual | \$ 117,612.00 | | -1.99% |
| Gas | \$ 500.00 | \$ 500.00 | \$ - | 0.00% | | \$ 500.00 | | 0.00% |
| 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 | \$ 30,000.00 | \$ (5,000.00) | -14.29% | spent \$28K FY19 | \$ 30,000.00 | | -14.29% |
| Postage/Printing | \$ 3,000.00 | \$ 3,000.00 | \$ - | 0.00% | | \$ 3,000.00 | | 0.00% |
| Office Supplies | \$ 750.00 | \$ 750.00 | \$ - | 0.00% | | \$ 750.00 | | 0.00% |
| Overhead/Intergovernmental/Benefits | \$ 28,000.00 | \$ 28,000.00 | \$ - | 0.00% | | \$ 28,000.00 | | 0.00% |
| 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 I Pepperell Plant - Expansion | \$ 28,837.00 | \$ 28,837.00 | \$ - | 0.00% | | \$ 28,837.00 | | 0.00% |
| Phase 1 Pepperell Plant - Upgrade | \$ 25,683.00 | \$ 25,683.00 | \$ - | 0.00% | | \$ 25,683.00 | | 0.00% |
| Phase 2 Pepperell Plant - Upgrade | \$ - | \$ 22,000.00 | \$ 22,000.00 | 100.00% | No cost until FY21 per Pepperell | \$ 22,000.00 | | 0.00% |
| Other:MIIA | \$ 600.00 | \$ 1,200.00 | \$ 600.00 | 100.00% | | \$ 1,200.00 | | 100.00% |
| Software Support | \$ 2,000.00 | \$ 1,400.00 | \$ (600.00) | -30.00% | | \$ 1,400.00 | | -30.00% |
| Engineering | \$ 25,000.00 | \$ 25,000.00 | \$ - | 0.00% | | \$ 25,000.00 | | 0.00% |
| TOTAL FUNDS REQUESTED | \$ 629,420.00 | \$ 656,032.00 | \$ 26,612.00 | 4.23% | | \$ 656,032.00 | \$ - | 4.23% |
| Additional Funding | | | | | | | | |
| SRF Funding | \$ 5,697.00 | \$ 5,504.00 | \$ (193.00) | -3.39% | Per Debt Schedule | \$ 5,504.00 | | -3.39% |
| Other Debt | \$ 31,922.00 | \$ 30,891.00 | \$ (1,031.00) | -3.23% | Per Debt Schedule | \$ 30,891.00 | | -3.23% |
| Total | \$ 37,619.00 | \$ 36,395.00 | \$ (1,224.00) | -3.25% | | \$ 36,395.00 | \$ - | -3.25% |

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 2020 | | | | | | | | Rate | FISCAL YEAR 2021 | | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | | | | | | | | | |
| Salaries | | | | | | | | | | | | | | | | |
| Crory | Lauren | THL | Business Manager | 9 | | 13 | \$ 19,395.00 | | 13 | \$ 19,782.90 | 2.0% | | | \$ 20,178.56 | \$ 20,178.56 | |
| Other Pay | | | | | | | | | | | | | | | | |
| TOTAL SALARIES | | | | | | | | | | | | | | | | \$ 20,178.56 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 15 | 15 | 16 | |
| FISCAL YEAR 2020 | | | | | | | | Rate | FISCAL YEAR 2021 | | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | | | | | | | | | |
| Wages | | | | | | | | | | | | | | | | |
| Livezey | Ann | THL | Office Assistant | 5 | \$26.67 | 28 | \$ 38,980.87 | \$ 27.20 | 35 | \$ 49,700.61 | 2.0% | \$ 27.75 | | \$ 50,694.62 | \$ 50,694.62 | |
| Other Pay | | | | | | | | | | | | | | | | |
| TOTAL WAGES | | | | | | | | | | | | | | | | \$ 50,694.62 |

| Center District Sewer Full Budget FY2021 | | | | | | | | | | | | | |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|------------------|------------------|
| | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Budget | Budget |
| | FY2014 | FY2014 | FY2015 | FY2015 | FY2016 | FY2016 | FY2017 | FY2017 | FY2018 | FY2018 | FY2019 | FY2020 | FY2021 |
| | | | | | | | | | | | | | |
| INCOME: | | | | | | | | | | | | | |
| Rates | 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 | 653257.00 |
| Sewer Rate Relief | | | | | | | | | | | | | |
| Perm. Priv. Asses./GBF | 20,000.00 | 6,500.00 | 6,500.00 | - | - | - | 6,500.00 | 0.00 | | | 6500.00 | 6500.00 | |
| Capacity | 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 | |
| Connection Fee (New FY20) | | | | | | | | | | | | | 36000.00 |
| Inspec/Apl. Fees/Drainlayer Fees & Other Miscellaneous | 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 | 1000.00 |
| GDRHS O & M Charge (ps & system) | 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 | 25000.00 |
| Reimbursement | | | | | | | | | | 27,993.52 | | | |
| Interest - MMDT & General Fund | 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 | 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 | 9756.00 |
| Boston Rd. - GBF | 7,475.00 | | | | | | | | | | | 4875.00 | 4875.00 |
| Boston Rd. - Capacity | 4,540.00 | | | | | | | | | | | 2846.00 | 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 | 4446.00 |
| 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 | 1242.00 |
| Old Ayer Rd. - GBF | 975.00 | | | | | | | | | | | 325.00 | 650.00 |
| Old Ayer Rd. - Capacity | 435.00 | | | | | | | | | | | 145.00 | 290.00 |
| 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 | 566.00 |
| Interest - General Fund | 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 | 900.00 |
| Hollis Street Construction & Interest Payments | 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 | 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 | 120,000.00 | 120,000.00 | | | - | | - | | | | | | |
| Reserved for excess debt Boston | | | | | | | | | | | | 6420.00 | 6369.00 |
| Reserved for excess debt Old Ayer | | | | | | | | | | | | 8777.00 | 8513.00 |
| Overhead from Four Corners | | | | | | | | | | | | | 7285.00 |
| 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 | | | | | | | |
| TOTAL INCOME | 850,113.00 | 876,602.66 | 673,166.00 | 747,823.66 | 662,154.00 | 672,917.59 | 698,276.00 | 821,883.67 | 699,840.00 | 863,260.88 | 728139.00 | 725632.00 | 763595.00 |

| | | | | | | | | | | | | | |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|------------------|------------------|
| EXPENSES | | | | | | | | | | | | | |
| OPERATING EXPENSE | | | | | | | | | | | | | |
| Treatment | 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 | 347000.00 |
| System Maintenance (PS & System) - Pepperell | 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 | 117612.00 |
| Fuel (Gas/ Propane) | 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 | 500.00 |
| Electric | 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 | 10000.00 |
| Telemetry | 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 | 3550.00 |
| Pepperell Upgrade - Phase 1 | 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 | 25683.00 |
| Pepperell Expansion - Phase 1 | 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 | 28837.00 |
| Pepperell Upgrade - Phase 2 | | | | | | | | | | | 21904.00 | | 22000.00 |
| Nod Rd/PB Woods Pump Station Upgrades | 100,000.00 | 69,029.00 | | 8,806.20 | - | | - | | 0.00 | | | | |
| Environmental Partners (Prev W&C) Engineering | 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 | 25000.00 |
| OFFICE EXPENSE | | | | | | | | | | | | | |
| Wages | 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 | 50989.00 |
| 1/3 of Bus. Mgr. | 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 | 20179.00 |
| Intergovernmental | 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 | 28000.00 |
| Postage/Printing | 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 | 3000.00 |
| Office Supplies | 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 | 750.00 |
| Telephone | 275.00 | | - | | - | - | - | | 0.00 | | | | |
| Legal/ Advertising Expenses | 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 | 2500.00 |
| Easements/Surveying | 2,500.00 | | 2,500.00 | | 1,500.00 | - | 1,500.00 | 0.00 | 1,500.00 | 0.00 | 1500.00 | 1500.00 | 1500.00 |
| Misc.-repair, infiltr, manholes, etc. | 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 | 7500.00 |
| Software Service Contract | 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 | 1400.00 |
| Meter Repairs | 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 | 30000.00 |
| MIIA | 500.00 | 487.89 | 500.00 | 517.44 | 550.00 | 529.92 | 550.00 | 515.00 | 600.00 | 514.00 | 600.00 | 600.00 | 1200.00 |
| Other Misc Expenses | | | | 1,746.49 | - | 218.71 | - | | | | | | |
| Refunds | | | | | | | | 13,282.00 | | | | | |
| Other Financing Uses (Hollis St payoff) | | | | | | | | | | | | | |
| DEBT SERVICE | | | | | | | | | | | | | |
| Boston Road - Principal | 16,650.00 | | 16,648.00 | | 16,648.00 | | 16,648.00 | | 16,648.00 | 18,674.00 | 16649.00 | 16648.00 | 16648.00 |
| Boston Road - Interest | 10,030.00 | | 8,370.00 | | 7,533.00 | | 7,345.00 | | 7,533.00 | 6,584.00 | 5285.00 | 4610.00 | 3923.00 |
| Old Ayer Road - Principal | 8,353.00 | | 8,353.00 | | 8,353.00 | | 8,353.00 | | 8,353.00 | 5,872.00 | 8352.00 | 8352.00 | 8352.00 |
| Old Ayer Road Interest | 5,032.00 | | 4,200.00 | | 3,780.00 | | 3,968.00 | | 3,780.00 | 2,061.00 | 2652.00 | 2313.00 | 1969.00 |
| SRF Funding - \$330,000 | | | | | | | | | | | | | |
| Principal | 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 | 5323.00 |
| Interest | 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 | 180.00 |
| TOTAL EXPENSES | 821,588.00 | 691,665.56 | 673,166.00 | 644,480.01 | 662,154.00 | 566,695.14 | 698,276.00 | 677,335.25 | 699,840.00 | 677,227.26 | 728139.00 | 725632.00 | 763595.00 |
| Balance | | | | | | | | | | | | | |
| Net Income | 28,525.00 | 184,937.10 | - | 103,343.65 | - | 106,222.45 | - | 144,548.42 | 0.00 | 186,033.62 | 0.00 | 0.00 | 0.00 |

Pay to: Town of Groton

Interdepartmental
Reimbursement
FY2021 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%) | \$476.70 | \$476.70 |
| Town Share: Medicare (see detail below) | | \$816.00 |

Retired Employees

| | | | |
|--|-----------------------|-------------------|--------------------------------|
| Health Insurance (est 10% rate inc for FY21) | Retiree/SS \$3,698.00 | Totals \$3,698.00 | (Medicare rates change in Jan) |
| Life Insurance | \$0.00 | \$0.00 | |

Indirect Costs:

| | | |
|---|------------|-------------|
| Electricity/Heat/Maint (.45% of 113,006) | \$508.53 | \$508.53 |
| Town Share: Retirement (see detail below) | | \$13,934.00 |
| Town Accountant (1.73% of \$92,492) | \$1,600.00 | \$1,600.00 |
| Town Treasurer (1.73% of \$91,024) | \$1,575.00 | \$1,575.00 |
| Town Manager (1.73% of \$147,161) | \$2,547.00 | \$2,547.00 |
| I.T. Director (1.73% of \$113,491) | \$1,963.00 | \$1,963.00 |

Total All Charges -----> \$27,155.43

Medicare Matching:

Est = \$204 per Quarter = \$816.00
(\$197 1st Qtr of FY20)
 197 * 1.035 = 204

Retirement Assessment: Per Treasurer's Report

FOUR CORNERS SEWER DISTRICT

| <u>LINE ITEM</u> | FY 2021 | | | | | FY 2021 | | <u>PERCENT CHANGE</u> |
|-------------------------------------|----------------------------------|-------------------------------|---------------------|---------------------------|---------------------------|----------------------------------|----------------------------|---------------------------|
| | <u>FY 2020 APPROPRIATION</u> | <u>DEPARTMENT REQUEST</u> | <u>DIFFERENCE</u> | <u>PERCENT CHANGE</u> | <u>REASON FOR CHANGE:</u> | <u>TOWN MANAGER APPROVED</u> | <u>FINCOM APPROVED</u> | |
| Treatment | \$ 19,493.00 | \$ 19,495.00 | \$ 2.00 | 0.01% | | \$ 19,495.00 | | 0.01% |
| System Maintenance | \$ 100.00 | \$ 5,000.00 | \$ 4,900.00 | 4900.00% | | \$ 5,000.00 | | 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 | \$ 7,285.00 | \$ 6,785.00 | 0.00% | | \$ 7,285.00 | | 0.00% |
| Legal Expenses | | | \$ - | 0.00% | | | | 0.00% |
| Easements/Surveying | | | \$ - | 0.00% | | | | 0.00% |
| Engineering | \$ 500.00 | \$ 1,000.00 | \$ 500.00 | 100.00% | | \$ 1,000.00 | | 100.00% |
| TOTAL FUNDS REQUESTED | \$ 20,618.00 | \$ 32,805.00 | \$ 12,187.00 | 59.11% | | \$ 32,805.00 | \$ - | 59.11% |
| Additional Funding | | | | | | | | |

| | FY 2018 | FY 2019 | FY 2020 | FY 2021 | |
|---|-----------|------------------|------------------|------------------|--|
| INCOME: | | | | | Note: |
| Rates | 13,233.00 | 26,466.00 | 502.00 | 6,955.00 | Based on a Tier #1 Sewer Rate of \$11.00 per Unit |
| Connection Fees | - | 6,500.00 | 8,000.00 | 8,000.00 | Ayer Charges us \$10.00 per sewer unit |
| Capacity | - | - | - | - | |
| Inspec/Appl. Fees/Drainlayer Fees & Other Miscellaneous | - | 900.00 | 450.00 | 950.00 | based on one conenction to the system |
| Interest - MMDT | - | - | - | - | |
| Interest - General Fund | - | - | - | - | |
| transfer from Reserves | | 10,000.00 | 11,668.36 | 16,900.00 | From 4 Corners Sewer Reserve |
| Prior Year Encumbrance | | - | - | - | |
| TOTAL INCOME | | 43,866.00 | 20,620.36 | 32,805.00 | |
| EXPENSES | | | | | |
| OPERATING EXPENSE | | | | | |
| Treatment | 6,000.00 | 30,649.00 | 19,493.60 | 19,495.00 | Minimum Quartely Charge to be paid to Ayer see IMA |
| System Maintenance (PS & System) - Ayer | - | 250.00 | 100.00 | 5,000.00 | |
| Environmental Partners (Prev W&C) Engineering | 250.00 | 500.00 | 500.00 | 1,000.00 | |
| 4 Corners Overhead | - | - | 500.00 | 7,285.00 | |
| Intergovernmental | - | - | - | - | |
| Postage/Printing | 0.00 | - | - | - | |
| Office Supplies | | 25.00 | 25.00 | 25.00 | |
| Telephone | - | - | - | - | |
| Legal/ Advertising Expenses | - | - | - | - | |
| Easements/Surveying | - | - | - | - | |
| Misc.-repair, infiltr, manholes, etc. | - | - | - | - | |
| Other Misc Expenses | - | - | - | - | |
| | | - | - | - | |
| DEBT SERVICE | | | | | |
| Debt Service - Town | | | | | |
| Principal | | | | | |
| Interest | | | | | |
| TOTAL EXPENSES | | | 20,618.60 | 32,805.00 | |
| Balance | | 31,424.00 | 20,618.60 | 32,805.00 | |
| Net Income | | 12,442.00 | 1.76 | - | |

LOCAL ACCESS CABLE DEPARTMENT
300

| LINE ITEM | FY 2021 | | | | | FY 2021 | | PERCENT |
|-----------------------------------|---------------|--------------|---------------|---------|--------------------|--------------|----------|----------|
| | FY 2020 | DEPARTMENT | | | | TOWN MANAGER | FY 2021 | |
| | APPROPRIATION | REQUEST | DIFFERENCE | CHANGE | REASON FOR CHANGE: | APPROVED | FINCOM | PERCENT |
| | | | | | | | APPROVED | CHANGE |
| Telephone/internet | \$ 1,750.00 | \$ 1,750.00 | \$ - | 0.00% | | \$ 1,750.00 | | 0.00% |
| Office Supplies | \$ 1,000.00 | \$ 1,000.00 | \$ - | 0.00% | | \$ 1,000.00 | | 0.00% |
| Dues & Memberships | \$ 150.00 | \$ 175.00 | \$ 25.00 | 16.67% | | \$ 175.00 | | 16.67% |
| Travel and Conferences | \$ 500.00 | \$ 500.00 | \$ - | 0.00% | | \$ 500.00 | | 0.00% |
| Equipment Maintenance | \$ 800.00 | \$ 800.00 | \$ - | 0.00% | | \$ 800.00 | | 0.00% |
| Software/Service Maintenance | \$ 1,000.00 | \$ 1,000.00 | \$ - | 0.00% | | \$ 1,000.00 | | 0.00% |
| Worker's Comp Reimbursement | \$ 5,000.00 | \$ 100.00 | \$ (4,900.00) | 0.00% | | \$ 100.00 | | 0.00% |
| Other:Benefits | \$ 57,886.50 | \$ 60,776.00 | \$ 2,889.50 | 4.99% | | \$ 60,776.00 | | 4.99% |
| Other:Legal | \$ 250.00 | \$ 2,000.00 | \$ 1,750.00 | 700.00% | | \$ 2,000.00 | | 700.00% |
| Other: Freelance Meeting Coverage | \$ 1,250.00 | \$ 800.00 | \$ (450.00) | -36.00% | | \$ 800.00 | | -36.00% |
| Other: Shared Employee Expense | \$ 2,250.00 | \$ 2,254.00 | \$ 4.00 | 0.18% | | \$ 2,254.00 | | -100.00% |
| Other: Advertising/Marketing | \$ 500.00 | \$ 500.00 | \$ - | 0.00% | | \$ 500.00 | | 0.00% |
| Other:Summer Interns | \$ 3,000.00 | \$ 3,000.00 | \$ - | 0.00% | | \$ 3,000.00 | | 0.00% |
| TOTAL FUNDS REQUESTED | \$ 75,336.50 | \$ 74,655.00 | \$ (681.50) | | | \$ 74,655.00 | \$ - | -0.90% |

Benefits Breakdown:

| | |
|----------------------------------|--------------|
| Retirement | \$ 28,062.00 |
| Health, Program Director | \$ 23,000.00 |
| Health, Production Technician | \$ 8,000.00 |
| Medicare | \$ 1,676.00 |
| Life Insurance Production Assist | \$ 38.00 |
| Total | \$ 60,776.00 |

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 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Salaries | | | | | | | | | | | | | | | |
| Colman | Robert | Supervisors | Manager | 11 | | 40 | \$ 73,907.00 | | | \$ 75,385.14 | 2.5% | | \$ 1,425.00 | \$ 77,269.77 | \$ 78,694.77 |
| Other Pay | | | Longevity | | | | \$ 3,273.00 | | | | | | | | |
| | | | Meirt Bonus | | | | | | | | | | | | |
| | | | HRA Payment | | | | | | | | | | | | |
| TOTAL SALARIES | | | | | | | \$ 77,180.00 | | | | | | | | \$ 78,694.77 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 15 | 15 | 16 |
| FISCAL YEAR 2020 | | | | | | | | FISCAL YEAR 2021 | | | | | | | |
| Last Name | First Name | Bargaining Unit | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-19 | Rate | Hours | Proposed Increase 1-Jul-20 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | Projected Salary Fiscal 2021 |
| Wages | | | | | | | | | | | | | | | |
| Doucette | Ashley | THL | Production Tech | 4 | \$20.10 | 40 | \$ 41,968.80 | \$ 20.50 | 40 | \$ 42,808.18 | 2.0% | \$ 20.91 | | \$ 43,664.34 | \$ 43,664.34 |
| Paulajka | Noah | THL | Production Asst. | 2 | \$15.70 | 15 | \$ 12,293.10 | \$ 16.01 | 15 | \$ 12,538.96 | 2.0% | \$ 16.33 | | \$ 12,789.74 | \$ 12,789.74 |
| Other Pay | | | | | | | | | | | | | | | |
| TOTAL WAGES | | | | | | | \$ 54,261.90 | | | | | | | | \$ 56,454.08 |

Interdepartmental
Reimbursement
FY2021 Budget Projection

July 2020 thru June 2021

Local Cable Access Enterprise

Note health ins premiums adjust in May!

Active Employees

Totals

Direct Costs:

| | | |
|---|-------------|-------------|
| Health Insurance Director | \$22,056.00 | \$22,056.00 |
| Health Insurance Production Assistants | \$7,946.00 | \$7,946.00 |
| Life Insurance Production Assistants \$3.10 x 12 months | \$37.20 | \$37.20 |
| Town Share: Medicare (see detail below) | | \$1,676.70 |
| HRA Cash Payments | \$675.00 | \$675.00 |

Retired Employees

(None)

Totals

| | | |
|------------------|--------|--------|
| Health Insurance | \$0.00 | \$0.00 |
| Life Insurance | \$0.00 | \$0.00 |

Indirect Costs:

| | | |
|---|----------|-------------|
| Electricity/Heat/Maint | \$0.00 | \$0.00 |
| Town Share: Retirement (see detail below) | | \$28,062.00 |
| Town Accountant (.51% of \$92,492) | \$472.00 | \$472.00 |
| Town Treasurer (.51% of \$91,024) | \$460.00 | \$460.00 |
| Town Manager (.51% of \$147,161) | \$743.00 | \$743.00 |
| I.T. Director (.51% of \$113,491) | \$579.00 | \$579.00 |

Total All Charges ----->

\$62,706.90

Medicare Matching:

Estimated at \$419 per Quarter = 1,676.70
FY20 = \$405 per quarter = 405 * 4 * 1.035

Retirement Assessment: Per Treasurer's Report \$28,062.00

Transfer of Funds to General Fund Approved:

Cable Enterprise FY 2021 Income

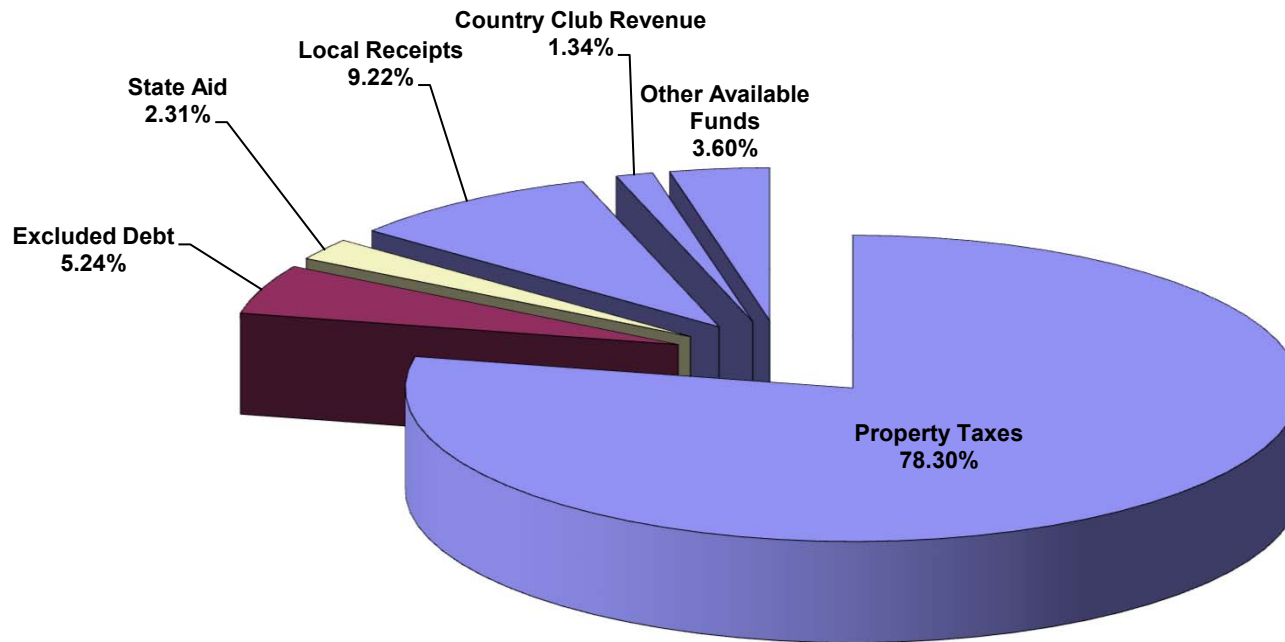
| | | |
|--------------------|--|---------------|
| | | |
| Peg Fees | | \$ 185,000.00 |
| Interest | | \$ 2,000.00 |
| Classes, DVDs, etc | | \$ 250.00 |
| | | |
| Withdraw from E&D | | \$ 9,706.00 |
| | | |
| Total | | \$ 196,956.00 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |



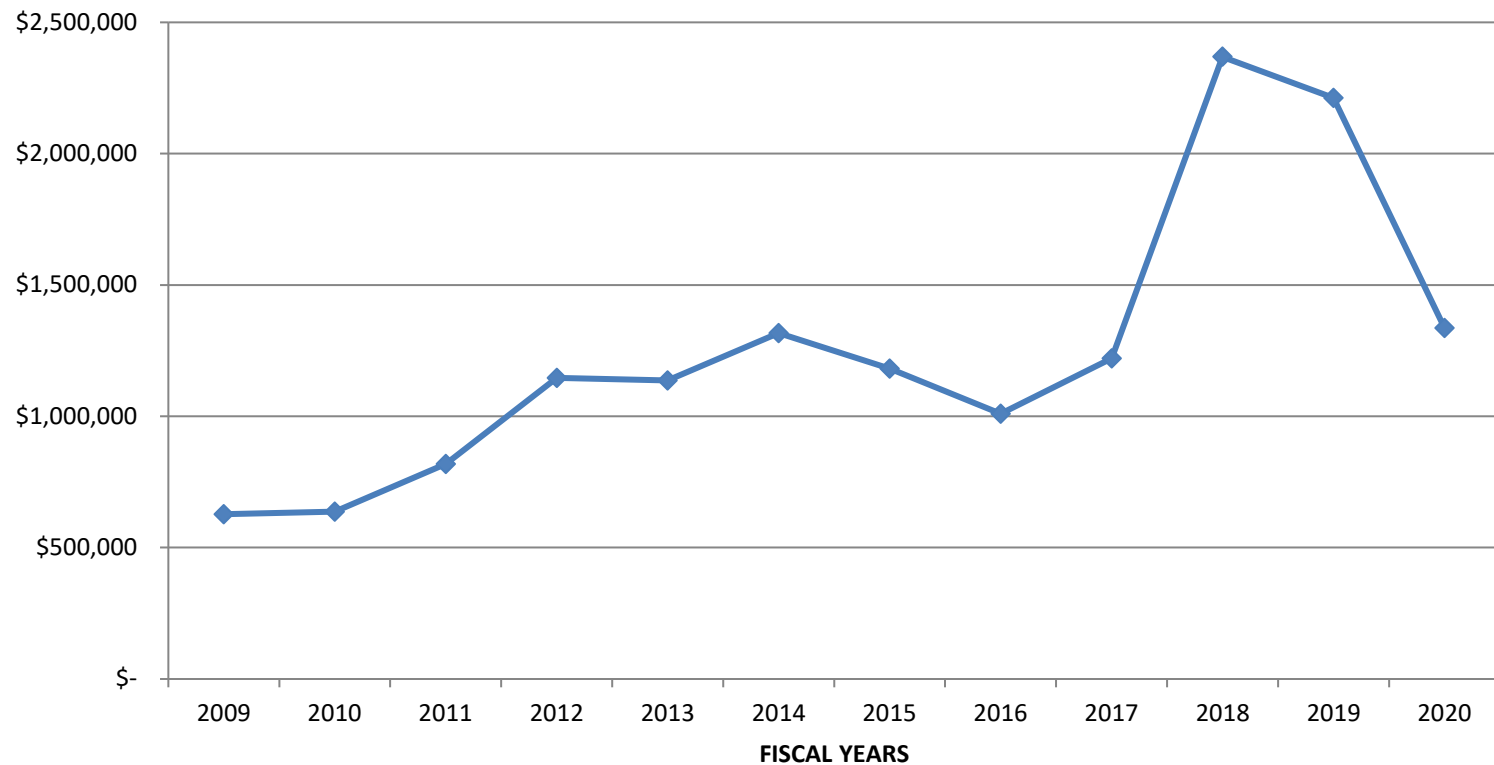
CHARTS AND GRAPHS

Sources of Revenue

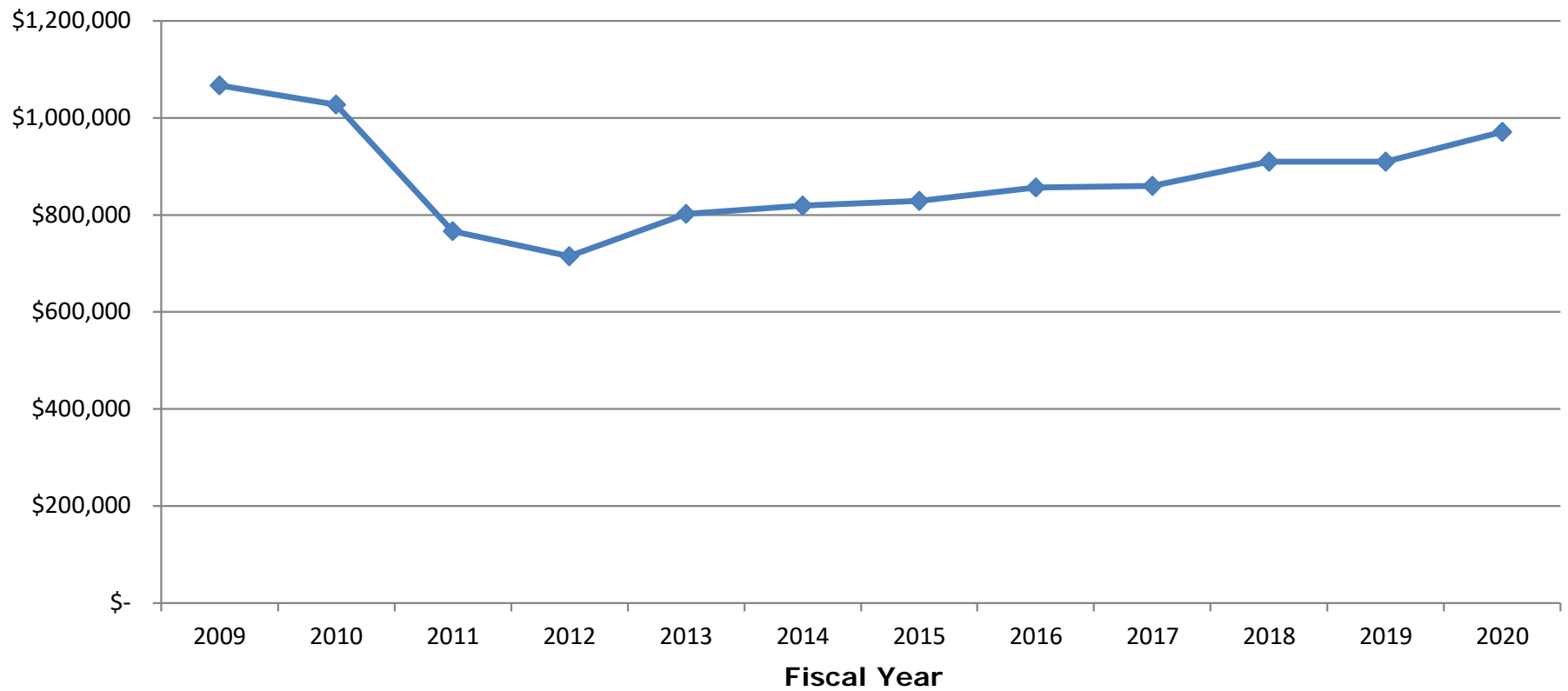
Fiscal Year 2021



**TOWN OF GROTON
FREE CASH HISTORY
FISCAL YEARS 2009 - 2020**

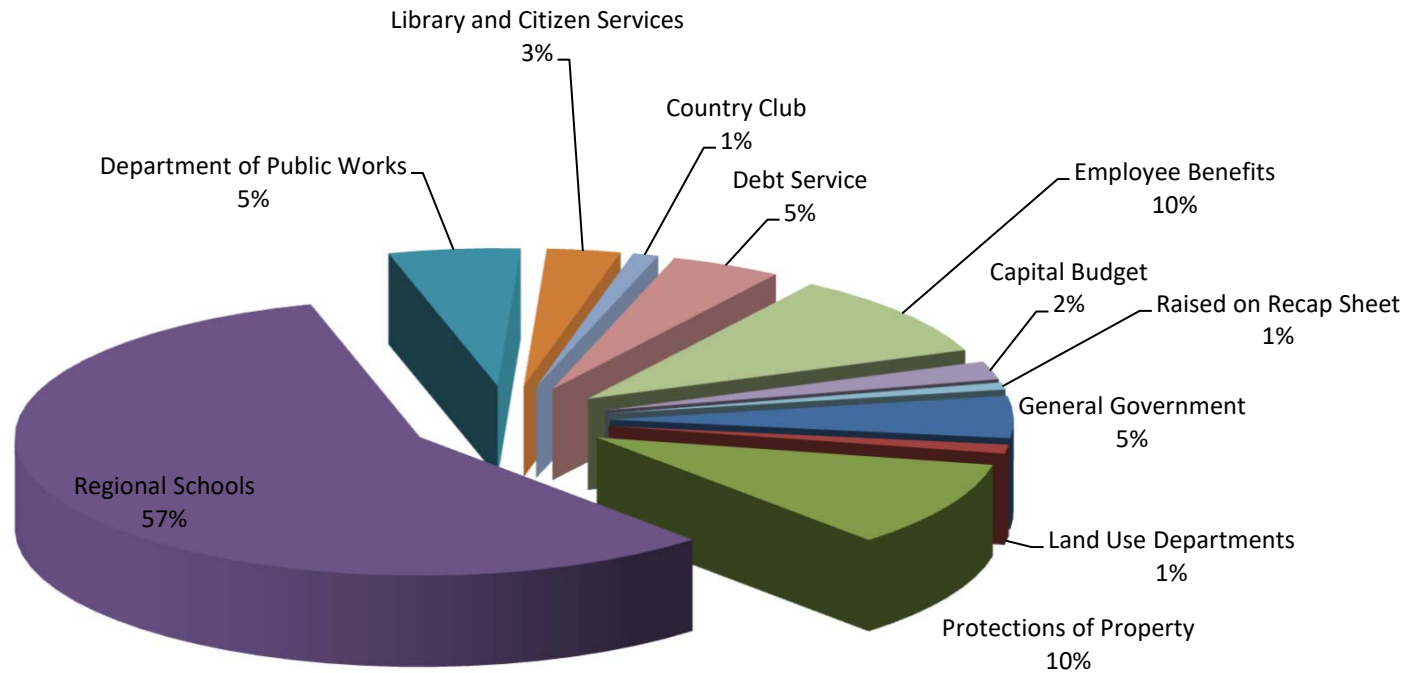


**TOWN OF GROTON
STATE AID HISTORY
FISCAL YEARS 2009 - 2020**



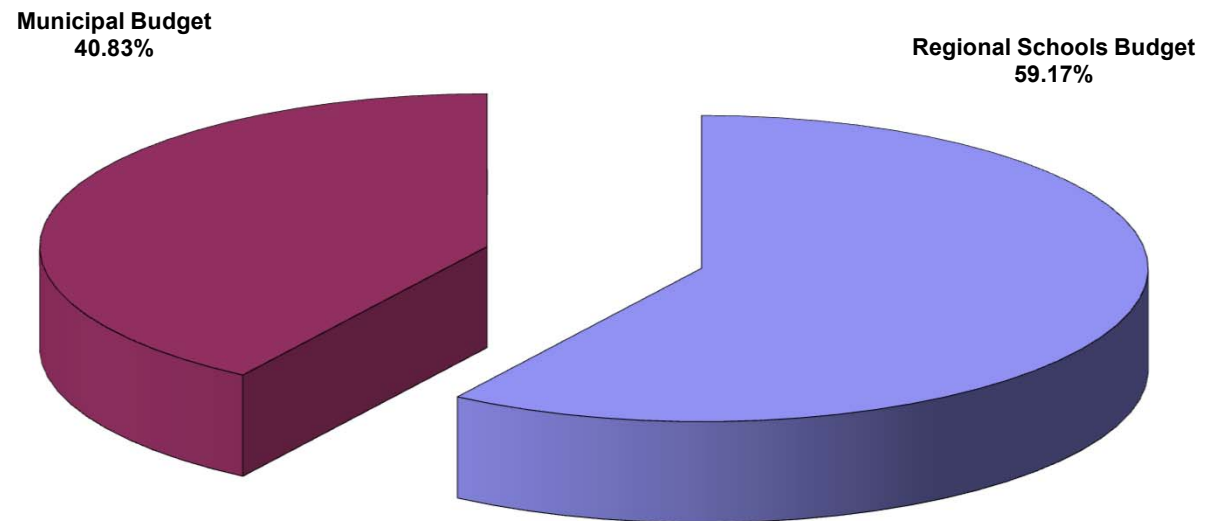
"Where Your Tax Dollars Go"

Fiscal Year 2020 Expenditure Analysis

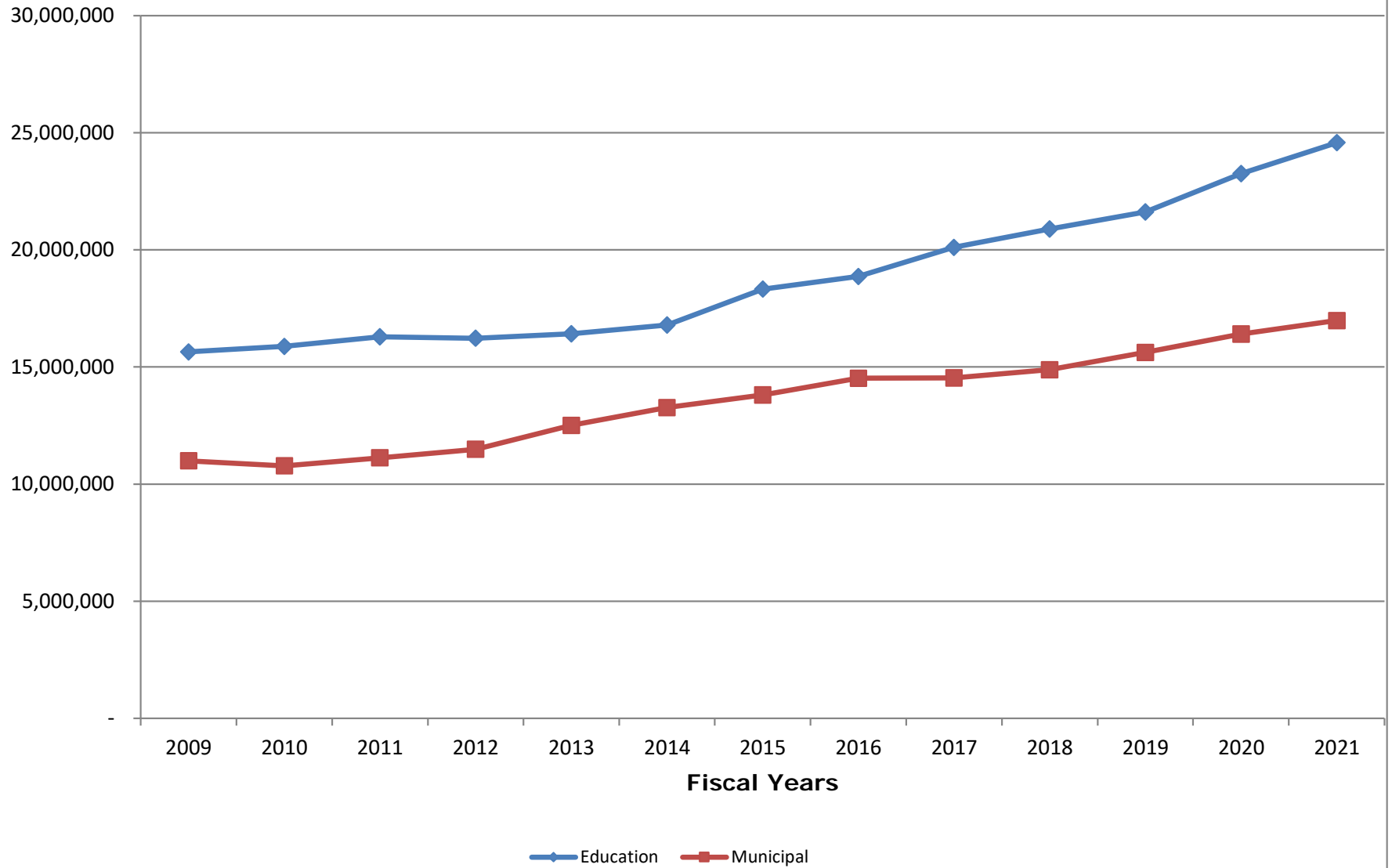


PROPERTY TAX IMPACT

Fiscal Year 2021



Trends in Municipal/Education Spending Fiscal Years 2008-2020



Municipal Spending By Function Fiscal Years 2009 - 2021

